



OVCMIS DATA ACQUISITION PLAN

**A Guide on Roles and Responsibilities for OVCMIS Data
Governance and Management Committees**

**MINISTRY OF GENDER, LABOUR
AND SOCIAL DEVELOPMENT**

NOVEMBER, 2015

Contact;

MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT, 2015

Plot 13 Lumumba Avenue (Simbamanyo Building),

P.O. Box 7136, Kampala Uganda,

Tel: +256 (0) 414 347 854, +256 (0) 414 347 855, +256 (0) 414 343 572

Website: <http://www.mglsd.go.ug>

E-mail: ps@mglsd.go.ug



Foreword

A national guide for data governance and management committees is an important milestone towards generation of quality OVCNIS data for effective response to child vulnerability in Uganda. It is a strong demonstration of the government's commitment to endorse that decision making and resource allocation is based on empirical data. By defining and clarifying roles of committees, it reaffirms government's

commitment to a harmonized, well-coordinated, effective and sustainable response to child care and protection.

This guide for governance and management committees highlights the roles and responsibilities of each committee. It promotes the understanding that functionality of OVCNIS database requires symbiotic and interdependent fulfilment of obligations by governance and management structures, since comprehensive OVC response equally desires a multiplicity of stakeholders. The Ministry expects governance and management committees at central, local and lower local government levels to mobilize resources, plan, deliver, review, monitor and most decisively, assess quality and quantity of services being provided to children through data generated from OVCNIS database. It is assumed that if committees are functional and regularly discuss valid data and, use the data to influence decision making, it is hoped that more children will be reached with comprehensive and quality services. If all data management committees understand and effectively play their roles and responsibilities, then data generated through OVCNIS will be of quality. We hope and believe that this guide will stimulate and compel governance and management structures with a crosscutting function of child care and protection to uphold and, commit to integrate OVCNIS as a significant development agenda.

We would like to acknowledge the National Monitoring and Evaluation Technical Working Group for its instant response to the recommendations of the 2014 OVCNIS review that called for the development, review and finalization of this data acquisition plan. It is important to note that, this plan clearly relays responsibilities that the various committees at national, local and lower local government levels ought to play in order to strengthen OVCNIS data management.

We are grateful to the United States Agency for International Development for providing the financial assistance and, to the Monitoring and Evaluation of Emergency Plan Progress (MEEPP) Project for leading technical support and coordination of stakeholders that led to completion of this plan. This plan will certainly guide demand and use of quality child care and protection data.

A handwritten signature in blue ink, appearing to read 'Pius Bigirimana', with a stylized flourish at the end.

Pius Bigirimana,
PERMANENT SECRETARY

Table of Contents

Abbreviations.....	v
1.0 Background to the data acquisition plan.....	1
2.0 Rationale for data acquisition plan.....	1
3.0 Overall goal of the data acquisition plan.....	3
3.1 Specific objectives of the data acquisition plan.....	3
4.0 Governance and management structures for data quality assurance and acquisition.....	3
a) National level.....	4
b) District level.....	4
c) Sub county level.....	4
 Figure 1 Roles and Responsibilities of OVC MIS Governance and Management Structures.....	 6
4.1 National Level OVC MIS Governance and Management Committee.....	6
4.1.2 National Monitoring and Evaluation Technical Working Group (M&E TWG).....	7
4.1.3 Subcommittee of the National Monitoring and Evaluation Technical Working Group.....	8
4.2 District Level OVC MIS Governance and Management Committees.....	9
4.3 Sub County Level OVC MIS Governance and Management Committees.....	16
5.0 Description of Data Acquisition Process.....	16
5.1 Reports and Information Products.....	21
6.0 OVC Data Dissemination and Use.....	22

Abbreviations

AIDS	Acquired Immunodeficiency Syndrome
ACAO	Assistant Chief Administrative Officer
CAO	Chief Administrative Officer
CB	Capacity Building
CBSD	Community Based Services Department
CDO	Community Development Officer
CPA	Core Programme Area
CSI	Child Status Index
CSO	Civil Society Organization
DCDO	District Community Development Officer
DEC	District Executive Committee
DEO	District Education Officer
DHO	District Health Officer
DOVCC	District OVC Coordination Committee
DTPC	District Technical Planning Committee
LC	Local Council
LG	Local Government
LLG	Lower Local Government
M&E	Monitoring and Evaluation
MGLSD	Ministry of Gender, Labour and Social Development
NOSC	National OVC Steering Committee
OVC MIS	Orphans and other vulnerable children Management Information System
NIU	National Implementation Unit
NGO	Nongovernmental Organisation
NSPPI	National Strategic Plan and Program of Intervention
OVC	Orphans and other Vulnerable Children
QIT	Quality Improvement Team
SAS	Senior Assistant Secretary
SI-TWG	Strategic Information Technical Working Group
SOVCC	Sub county OVC Coordination Committee
STPC	Sub County Technical Planning Committee
TPC	Technical Planning Committee
TWG	Technical Working Group
UNICEF	United Nations Children Education Fund
USAID	United States Agency for International Development
VI	Vulnerability Index

1.0 Background to the data acquisition plan

The Ministry of Gender, Labour and Social Development (MGLSD) through its national strategic programme plan of interventions (NSPPI) calls for a coordinated approach to programming, implementation and, monitoring and evaluation of interventions aimed at mitigating the situation of orphan-hood and child vulnerability in Uganda. The strategy emphasizes the need to track achievement of undertakings and clearly measure progress towards realization of national strategic goal. The Ministry acknowledges the thin human resource structure at the central level which limits its ability to coordinate and reach all service providers with technical assistance. It is therefore worthwhile to deploy and entrench data quality assurance functions within existing functional decision support structures at national, district and lower local government levels to strengthen data quality management and acquisition at all levels.

This document illustrates governance and management structures and essential functions mandated to each structure for the good of OVCNIS. The Ministry is optimistic on the hypothesis that functional structures with clear mandates will lead to a functional OVCNIS that yields quality data. To all OVC service providers, this document is intended to be a referent resource material for guiding data acquisition and quality assurance processes at all levels.

This data acquisition plan will stimulate governance and management structures of child care and protection system to demand and utilize data to reinforce decision support systems during planning, service delivery and performance reviews.

2.0 Rationale for data acquisition plan

The Ministry calls upon implementers and programmers of OVC interventions to restructure their data demand and use to track achievement of national development indices and strategies. The various governance and management bodies for OVCNIS data need to focus efforts on;

- Monitoring and expanding advocacy measurement and communication strategies,
- Mobilizing, allocating, leveraging resources to suit technical and logistical needs,
- Tracking human resource work rate and developing performance improvement plans,

- Using data to direct discussion flow during budget conference and provision of accountability,
- Strengthening partnerships, coordination and linkages for enhanced reach to OVC through referrals and; timely assessment, referencing and benchmarking of child vulnerability.
- The use of empirical data to promote learning through replication of good practices.

The needs cited arose out of challenges/circumstances that deter functionality of OVC MIS; namely;

- Data collected by majority of the districts is devoid of completeness. In other words not all OVC service providers report. Thus, data entered onto OVC MIS is not a replication of OVC service coverage in the majority of districts.
- Lack of uniform interpretation of OVC MIS variables among governance structures.
- Data generated by OVC service providers' information system is not based on uniform protocols and procedures. In other words, data collected is not reliable and consistent.
- Data collected lack sufficient details as indicated in OVC service registers and other data collection tools. As a result, it is not easy to have comprehensive data analysis to inform OVC programmes. This calls for supervisory guidance to streamline data tools.
- OVC data reports are not timely collected, reported, entered and analyzed for use during planning and decision making as per approved reporting and data utilization schedules.
- Most of the OVC MIS generated data lack integrity. Data have from integrity when the system used to generate them is protected deliberate bias or manipulation for political or personal reasons. Because the system is not adequately protected against manipulation, some data have grossly suffered adulteration and therefore cannot be relied on while making decisions to improve the quality of life of OVC. Thus a need for governance and management.
- Though M&E and data auditing manuals exist at the MGLSD, they are not widely used. Also guidelines for supervision of data quality assurance exist but are not widely used.
- A number of service providers do not conduct quality assurance due to resource limitation.

- Inadequate follow-up and dysfunctional feedback mechanisms at all levels of service delivery.
- Some service providers lack copies of approved data collection tools and reporting formats, hence compelled to use improvised data collection tools.

3.0 Overall goal of the data acquisition plan

To institutionalise collection and use of analysed OVC MIS data that is accurate, reliable, complete and timely for decision making by governance and management structures.

3.1 Specific objectives of the data acquisition plan

- 1) To guide governance and management structures to embrace OVC MIS data quality assurance and acquisition roles as part and parcel of their wide-ranging functions.
- 2) To foster collection of accurate, reliable, complete and timely OVC data through quarterly data validation and support supervision visits to service providers.
- 3) To develop sustainable interfaces for cross learning by promoting regular meetings for data sharing, generation of practical solutions and learning for performance excellence.

4.0 Governance and management structures for data quality assurance and acquisition

The MGLSDh as identified the following structures for data quality assurance and acquisition at different levels of planning, delivery, and utilization to enrich governance and management of data. The identification process of these teams is based on their mandate regarding OVC service provision monitoring and evaluation, planning and decision making. Structures are expected to base on leadership and vantage positions to influence as well as support service providers to timely collect data that is complete and accurate and, also essentially promote use of data generated.

a) National level

These are structures charged with streamlining and steering the operating apparatus and delivery mechanisms for child care and protection. The structures include;

- National OVC Steering Committee (NOSC),
- National M&E Technical Working Group (M&E TWG).

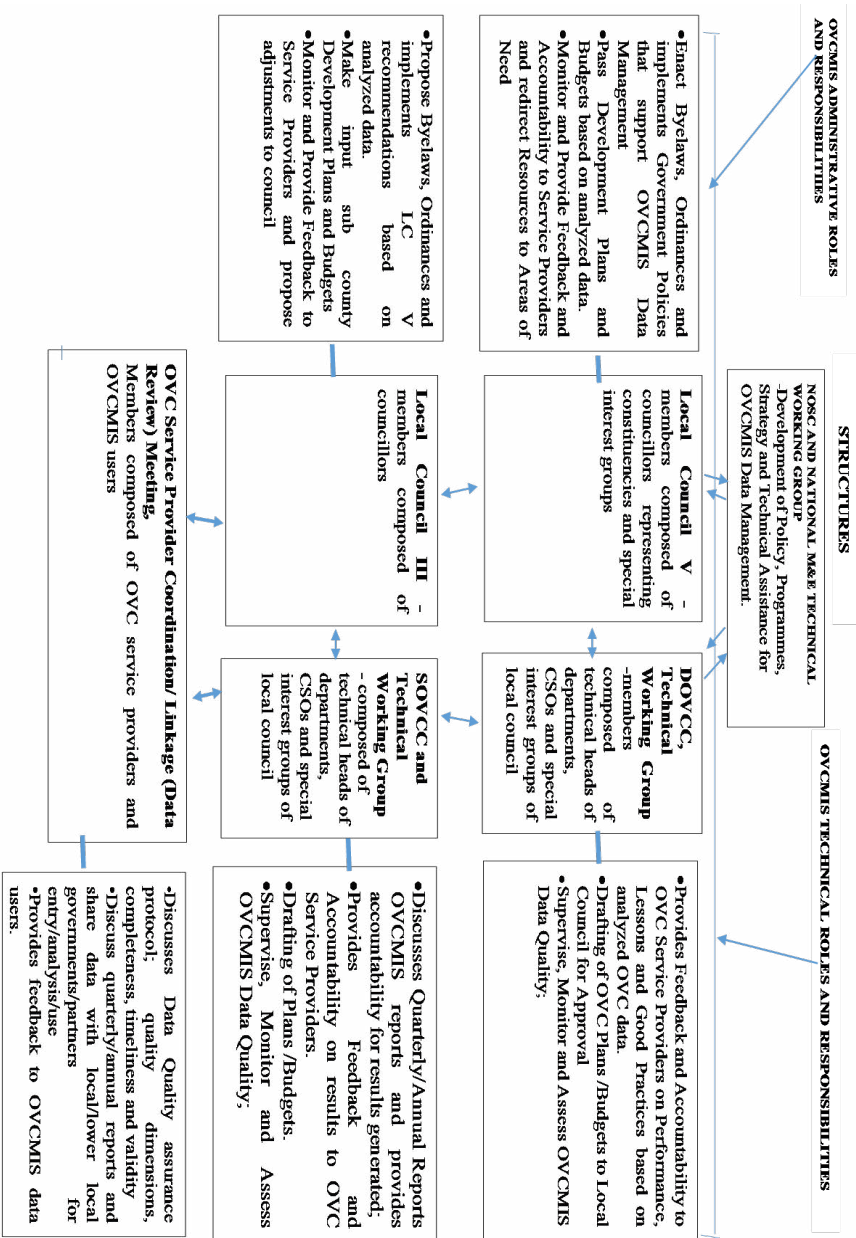
b) District level

Premised on the instrument of decentralization, a district or sub county has the obligation to effect and regulate service delivery within its precincts. The MGLSD does not encourage formation of additional structures but calls for support to already established and functional decision support systems to assimilate data governance and management function. Structures include;

- Local Council V
- District Executive Committee.
- District OVC Coordination Committee(DOVCC),
- District Technical Planning Committee (DTPC),
- District NGO Monitoring Committee.

c) Sub county level

- Sub county Technical Planning Committee (STPC),
- Sub county OVC Coordination Committee (SOVCC),
- Local Council III.



4.1 National Level OVC MIS Governance and Management Committee

4.1.1 National OVC Steering Committee (NOSC)

Composition

Chairperson: Permanent Secretary, MGLSD

Secretary: Head of OVC-NIU

Members: Representation from line ministries, statutory bodies and development partners charged with child care and protection mandate.

- 1) Permanent Secretary, MGLSD – Chairperson
- 2) Director, Social Protection, MGLSD
- 3) Director of Labour, MGLSD
- 4) Commissioner refugees Office of the Prime Minister
- 5) Commissioner for Primary Education, Ministry of Education
- 6) Commissioner, Legal Affairs, Ministry of Justice and Constitution Affairs
- 7) Commissioner for Budget, Ministry of Finance and Economic Development
- 8) Commissioner for Local Government, Ministry of Local Government
- 9) Director Medical Services Ministry of Health
- 10) Director Population Secretariat
- 11) Director for Production Ministry of Agriculture
- 12) Director General Uganda AIDS Commission
- 13) Chief of Keeping Children Safe Programme, UNICEF
- 14) OVC Programme Specialist, USAID
- 15) Secretary General National Council for Children
- 16) Executive Director Inter Religious Council of Uganda
- 17) Programme Director Save the Children in Uganda
- 18) Executive Director Uganda Network of AIDS Service Organizations
- 19) Executive Director Uganda Child Rights NGO Network
- 20) The Head of OVC-NIU (Minute secretary)
- 21) National Director World Vision
- 22) Commissioner for Youth and Children, MGLSD
- 23) Manager Child Labor Unit

OVCNIS Data Management Expectations of NOSC

- i. Coordinate OVCNIS data quality management and assurance efforts.
- ii. Demand and advocate for utilization of valid and real-time (prompt) data.
- iii. Provide technical assistance to implement and coordinate evidence-based OVC response.
- iv. Discuss OVCNIS national report to identify gaps and strategic remedies.
- v. Share experiences, lessons and best practices for replication.
- vi. Use OVCNIS report to propose policy reviews with a purpose to improve resource allocation to child care and protection services.

Meetings of NOSC

Meetings will sit as scheduled and, as when stakeholders and chairperson deems fit for a meeting to happen. OVC-NIU as a coordinating centre, will develop an agenda and invite members.

4.1.2 National Monitoring and Evaluation Technical Working Group (M&E TWG)

Composition

Chairperson: Director, Social Protection

Secretary: OVC-NIU M&E Officer

Members: Representation from line ministries, statutory bodies and development partners charged with child care and protection mandate.

- 1) NIU staff (Head of OVC NIU and M&E Officer)
- 2) National level service providers (service providers with large programmatic and administrative scope and coverage)
- 3) Implementing partners (partners who provide technical or logistical support to other OVC service providers and, indirectly reach target group through support to other partners)

OVCNIS Data Management Expectations of M&E Technical Working Group.

- i. Approve, review and rollout OVCNIS data management tools and technical resources including data collection registers, assessment forms, standard operating procedures (SOPs) and indicators, among others.
- ii. Support supervise District Executive Committee (DEC) of Council, Technical Planning Committee (TPC), DOVCC and SOVCC in data quality assurance and utilization of SOPs and manuals for data quality improvement. Support supervise districts on data validation and quality assurance.
- iii. Review M&E framework and plan of the NSPPI, quarterly/ annual OVCNIS reports and recommend actions for improvement. Share experiences, lessons and emerging practices and recommend appropriate actions.
- iv. Review reports to inform strategic policy direction and inform OVC programming including developing issue papers for social sector committee to guide advocacy efforts.

Meetings of National M&E TWG

Meetings will be held on schedule, preferably quarterly and when deemed necessary by stakeholders and the coordination office (the OVC-NIU). The OVC-NIU will on schedule invite members, develop an agenda and share discussion points and resultant actions before and after each meeting.

4.1.3 Subcommittee of the National Monitoring and Evaluation Technical Working Group

Composition

Chairperson: Head of OVC NIU
Secretary: OVC NIU M&E Officer
Members: Seven (7) representatives who are members of the National M&E TWG, including;

- 1) Two (2) officers from NIU (Head of NIU and M&E Officer), MGLSD
- 2) One representative from Information Technology department, MGLSD
- 3) Two (2) officers from Planning Department, MGLSD
- 4) Two (2) representatives of Implementing Partners

OVCNIS Data Management Expectations of Subcommittee of the M&E TWG

- i. Extract data from OVCNIS and other relevant data sources;
 - Clean the data
 - Send feedback to district, sub county and service provider detailing inconsistencies
 - Follow-up and address inconsistency in data
 - Validate data
- ii. Analyze quarterly/annual data; generate M&E reports and; share reports with district/sub county level OVCNIS data governance and management structures, service providers and implementing partners (IPs) and all other relevant stakeholders,
- iii. Develop agenda for National M&E TWG meetings
- iv. Develop OVCNIS technical resource materials for approval by TWG (draft documents, share with TWG and incorporate comments).

4.2 District Level OVCNIS Governance and Management Committees

4.2.1 District Council V

Members: Composed of members of District Council

- 1) Head of government business appointed by Chairperson LCV
- 2) Vice Chairperson Local Council V
- 3) Committee Secretaries, for example; Education, Health, Production, Social Services and Community Development, Finance and Works, etc.
- 4) Councillors representing constituencies and special interest groups.

OVCNIS Data Management Expectations of District Council

- i. Debate/ vote on OVCNIS Data Management Recommendations and Issues/Action Papers generated by Technical Planning Committees
- ii. Enact Byelaws, Ordinances and implements Government Policies that support OVCNIS Data Management
- iii. Pass Development Plans and Budgets that have Integrated OVCNIS Data Management
- iv. Monitor and Provide Feedback and Accountability to Service Providers and redirect Resources to Areas of Need

4.2.2 District Executive Committee (DEC)

Chairperson: Chairperson Local Council V

Secretary: Clerk to Council

Members: Composed of members of District Council

- 1) Head of government business appointed by Chairperson LCV
- 2) Vice Chairperson Local Council V
- 3) Committee Secretaries, for example; Education, Health, Production, Social Services and Community Development, Finance and Works, etc.

OVCNIS Data Management Expectations of DEC

- i. Make proposals to enact ordinances, approve byelaws and policies and pass plans and budgets to ensure high quality OVC data.
- ii. Track human/technical/logistical resources for data management and deploy appropriately.
- iii. Ensure that signed agreements between LGs and service providers have clauses on dimensions of OVC data quality. Monitor and coordinate OVC service providers.
- iv. Guide district and lower local government TPCs to enhance data quality.
- v. Monitor/coordinate activities of all OVC service providers for data quality improvement.
- vi. Provided support supervision and feedback to DTPC for enhanced data quality.

- vii. Demand and support regular data validation and audits.

Meetings of District Executive Committee

DEC meetings will be held as scheduled by Chairperson Local Council V. The Clerk to Council will invite member in writing detailing agenda and action points for debate.

4.2.3 District OVC Coordination Committee (DOVCC)

Chairperson: Chief Administrative Officer (CAO)
Secretary: Probation and Social Welfare Officer
Members: Actors drawn from the legislature, technical staff and non-state actors.

- 1) Chief Administrative Officer (CAO)
- 2) Local Council V Executive Secretary in charge of children affairs
- 3) Probation and Social Welfare Officer (Secretary)
- 4) District Community Based Services Coordinator
- 5) District Production Coordinator
- 6) District Health Officer
- 7) District Education Officer
- 8) District Planner
- 9) Representative of development partners
- 10) Two Representatives of CSO(s)
- 11) Three Representatives of FBO(s)
- 12) Police Family and Child Protection Unit Officer

OVC MIS Data Management Expectations of DOVCC

- i. Harmonize OVC programming and service delivery including vulnerability assessment, mapping of service provision and, approval of data management tools and guidelines.
- ii. Provide quarterly report on performance of OVC interventions, provide feedback to service providers and submit action reports to TPC and district council.
- iii. Support holding of quarterly multi-sector data review, planning and feedback meetings
- iv. Use OVC data to formulate and review district strategic plan and ensure its integration into the district development plan and submission to District Council for approval.

- v. Promote OVC programme advocacy and fundraising for OVCMIS related actions.
- vi. Conduct support supervision, monitoring and evaluation focusing on data demand and use
- vii. Conduct data quality assessment to ensure generation of quality data for programming.

4.2.4 Subcommittees of DOVCC

There are two sub committees composed of same office bearers whose roles are to strengthen data demand and use as well as ensure quality of service provided and data gathered.

- a) Strategic Information Technical Working Group (SI-TWG)**
- b) Quality Improvement Team (QIT)**

Chairperson: Chairperson of DOVCC (CAO)

Secretary: Probation and Social Welfare Officer

Membership: QIT (composition of SI-TWG is same as QIT)

- 1) District Planner
- 2) District Health Officer
- 3) District Education Officer
- 4) District Production Coordinator
- 5) District Probation and Social Welfare Officer

OVCMIS Data Management Expectations of subcommittees of SI-TWG and QIT

- i. Review OVCMIS reports and make recommendations to service providers and DOVCC.
- ii. Review support supervision reports and develop action points to address data quality.
- iii. Develop data quality improvement plan and devise ways for its implementation.
- iv. Plan for the subsequent integrated support supervision to address technical gaps.
- v. Identify issues to present to council for approval and financing.

Meetings of DOVCC

District OVC Coordination Committee reflection meetings will be held quarterly and as when deemed necessary to sit by Chairperson DOVCC. Schedule for meetings will be published annually. Where active, the Strategic Information Technical Working Group (SITWG) will analyze OVC MIS database before DOVCC sits, prepares an action paper on data for DOVCC deliberation and set an agenda for DOVCC. The secretary to DOVCC, then prepares invitation letters and attaches an agenda, minutes of the previous meeting and data report and recommendations arising from the service provider review meeting.

4.2.5 District Technical Planning Committee (DTPC)

Chairperson: Chief Administrative Officer

Secretary: Planner

Members: Technical heads of departments and other staff as deemed necessary by the CAO;

- 1) Chief Administrative Officer
- 2) Community Based Services,
- 3) Health,
- 4) Education,
- 5) Water and Engineering,
- 6) Production,
- 7) Finance and Administration

OVC MIS Data Management Expectations of District TPC

- 1) Coach/mentor OVC implementers on DQA protocol.
- 2) Support OVC data collection, reporting, validation and audits
- 3) Disseminate tools and promote use of key tools (for example; HVAT, integrated OVC service register, OVC service providers procedure manuals and relevant SOPs)
- 4) Support OVC identification and enrolment. LLGs lead utilisation of key tools ie HVAT, and enrolment card to identify and enrol OVC.

District TPC Meetings

District TPC will meet as scheduled by individual districts and will:

- Review OVCMS service provision reports and recommend improvements.
- Review support supervision reports and develop action points to address data quality.
- Develop data quality improvement plan and devise ways for its implementation.
- Plan for integrated support supervision to address technical gaps identified in the reports.
- Identify OVCMS issues and improvement plan to present to DOVCC, DEC and then to council for final discussions and approval of appropriate action.

4.2.6 Non-Governmental (NGO) Monitoring Committee

Chairperson: Chief Administrative Officer

Secretary: Chairman NGO Forum

Members: 1) Chief Administrative Officer
2) District Community Development Officer
3) District Internal Security Organization
4) District Director of Health Services
5) District Education Officer
6) Executive Committee of the NGO forum

OVCMS Data Management Expectations of NGO Monitoring Committee

- 1) Disseminate data quality assurance, integrated OVC registers, SOPs, service provider operations manual, data acquisition plan to NGO fraternity
- 2) Monitor OVC identification and enrolment to conform to recommended standards; use of approved OVCMS related tools and registers.
- 3) Validate data for OVC served before using it.
- 4) Reward excellence in data quality assurance and management.
- 5) Report sector performance of NGOs in regard to high quality and timely reporting.
- 6) Monitor and provide information on quality of implementation processes and methods.

NGO Monitoring Committee Meetings

District NGO Monitoring Committee meetings will:

- i. Be scheduled quarterly.
- ii. Generate actions and forward to DOVCC, TPC and District Council for deliberations.
- iii. Review OVC MIS service provision reports and come up with recommendations for the improvement of OVC service delivery.
- iv. Review support supervision reports and come up with action points to address data quality issues at service delivery points.
- v. Develop data quality improvement plan and devise ways for its implementation.
- vi. Plan for integrated support supervision to address technical gaps identified in the reports.
- vii. Identify OVC issues and improvement plan to present to DOVCC for recommendation for onward submission to DEC and subsequent presentation to council for action.

Deliverables expected of data governance committees at district level

- i. Quality, complete and real-time analysed data available to OVC service providers and decision making structures.
- ii. Governance and management teams able to assist service providers in quality OVC data collection, collation, audit, validation, cleaning, analysis, reporting and data dissemination.
- iii. Decisions are made based on valid data provided by OVC MIS.
- iv. More resource allocation for OVC MIS data management.
- v. Integration of OVC MIS data management in district plan and budget.
- vi. Discussion of OVC MIS data in meetings of TPC, Council, DOVCC, SOVCC and service provider linkages.
- vii. Service provider inventories utilised to encourage timely reporting, resolve inconsistencies in data quality and validate reports in OVC MIS by using telephone contacts and emails.
- viii. Increased confidence and reliance on OVC MIS to dispense data.
- ix. All data reported through OVC MIS validated, audited, cleaned and entered in time.
- x. Adherence to data management tools (collection, reportage, validation, analysis tools like integrated OVC service registers and data collection tool), procedures and manuals.
- xi. OVC service providers receive regular technical support in data

- xii. collection, collation, validation, audit, analysis and reporting. All OVC served data validated and cleaned before being reported through OVC MIS.
- xiii. Service providers using data to make management decisions and byelaws to protect OVC.
- xiv. OVC service registers populated with valid data on OVC served.
- xv. Data used for planning and decision making aimed at improving quality of OVC services.

4.3 Sub County Level OVC MIS Governance and Management Committees

4.3.1 Sub County Technical Planning Committee (STPC)

Chairperson: Senior Assistant Secretary (SAS)

Secretary: Community Development Officer

Members: Technical heads of departments and other staff as deemed necessary by the SAS

- 1) Senior Assistant Secretary/Assistant Chief Administrative Officer
- 2) Community Based Services,
- 3) Health,
- 4) Education,
- 5) Water and Engineering,
- 6) Production,
- 7) Finance and Administration

OVC MIS Data Management Expectations of STPC

- i. Champion data quality assessment to ensure quality. Discuss dimensions of data quality including timeliness, completeness, Reliability and validity of data reported and take timely action.
- ii. Coach and mentor service providers to utilize approved data management tools.
- iii. Support dissemination of tools for vulnerability assessment and documentation of services.
- iv. Support sub county council to develop byelaws that institutionalize OVC MIS data management and integrate data management in sub county development plan.
- v. Support regular convening of data review, networking and coordination meetings to ease reporting, validate data, share

- vi. lessons and provide feedback to service providers.
- vii. Effect actions generated by SOVCC and service provider coordination meetings.
- viii. Develop and review data quality improvement plan and strategy
- ix. Review budget allocation and release for OVC MIS data management activities; collection, reporting, analysis, dissemination and use.
- x. Track human resources; recruit, train and motivate child care and protection staff (sub county CDO) who is charged with ensuring functionality of OVC MIS
- xi. Review quality of OVC MIS data collection tools and reports from OVC service providers.
- xii. Consolidate and disaggregate OVC MIS data by sub county, sex, age group for analysis.

Meetings of STPC

- i. Will sit as scheduled (monthly or as deemed necessary) by chairperson,
- ii. Will discuss OVC programmes and interventions based on analysed OVC MIS data,
- iii. Will discuss actions generated by SOVCC and service provider data review meetings.

4.3.2 Sub County OVC Coordination Committee

Chairperson: Senior Assistant Secretary (SAS)

Secretary: Community Development Officer

Members: A team of 12 members including;

- 1) Senior Assistant Secretary
- 2) Assistant Chief Administrative Officer
- 3) Community Development Officer (Secretary)
- 4) Council Executive member in charge of children affairs
- 5) 3 members from the Sub-County Technical Planning Committee
- 6) Representative of development partners
- 7) Two representative of NGOs and CBOs
- 8) Three Representative of FBO(s)
- 9) Representative from private sector

OVCNIS Data Management Expectations of SOVCC:

- i. Utilise OVCNIS data to generate issues of data quality improvement and forward to sub county TPC for discussion.
- ii. Make proposal for byelaws that promote elements of OVCNIS data management.
- iii. Promote advocacy and fundraising for OVCNIS data management requirements.
- iv. Monitor application and adherence to utilisation of OVCNIS data management tools.
- v. Implement procedures and policies developed on OVCNIS data management.
- vi. Discuss data quality indicators including timeliness, completeness, Reliability and validity.

Meetings of SOVCC will be held quarterly to:

- i. Generate statistical abstracts for sharing with sub county council meetings
- ii. Discuss reporting and data quality issues with an objective of developing a data quality improvement plan.
- iii. Devise ways for its implementation.
- iv. Review OVCNIS data collection tools from several OVC service providers for completeness, consistence, and validity
- v. Consolidate and disaggregate OVCNIS data by Sub County, sex, age group for analysis.

4.3.3 Sub County Local Council III (LC III)

Chairperson: Local Council III Chairperson

Secretary: Clerk to Council

Members: All sub county councillors representing constituencies and councillors representing special interest groups (youth, people with disabilities children and women affairs).

OVCNIS Data Management Expectations of LC III

- i. Enact, legislate and implement byelaws, ordinances and government policies on elements of OVCNIS data management.
- ii. Integrate OVCNIS data management in sub county plans and budgets.
- iii. Track human resources; recruit, train and motivate child care and protection staff (sub county CDO) who is charged with

ensuring functionality of OVC MIS.

- iv. Receive issues papers and discussion points (reports) generated by SOVCC and TPC and other relevant structures for debate.

Meetings of LCIII

Meetings of LLG LC III will be held as scheduled by chairperson to debate on OVC programming requirements as informed by OVC MIS data. Participation of other actors in Council events will be through invitation. CDO as a focal person is expected to prepare briefing papers for Council.

Deliverables expected of data governance committees at sub county level

- i. Quality, complete and real-time analysed data available to decision making structures.
- ii. Governance and management teams able to technically assist service providers in quality OVC data collection, validation, cleaning analysis, reporting and data dissemination.
- iii. OVC service providers' inventories utilised to encourage timely reporting, resolve inconsistencies and validate data in OVC MIS by using telephone contacts and emails.
- iv. Increased confidence and reliance on OVC MIS to dispense data.
- v. All data reported through OVC MIS validated, audited, cleaned and entered in time.
- vi. Adherence to all data management tools (collection, reportage, cleaning, analysis tools like integrated OVC service registers, OVC MIS data collection tool), procedures and manuals.
- vii. All OVC served data validated and cleaned before being reported through OVC MIS.
- viii. OVC service providers using data to make management decisions and byelaws.
- ix. OVC service registers populated with valid data on OVC served.
- x. Data used to make plans and decisions aimed at improving quality of OVC services.

5.0 Description of Data Acquisition Process

- a) Vulnerability indices will be determined using vulnerability index tool or any other approved vulnerability measurement tool. Thus children will be categorised as critical, moderate or generally vulnerable upon application of vulnerability assessment tool. If VI is used, assessment will be done at enrolment and after 12 months to determine change in vulnerability status upon service provision. Critically and moderately vulnerable children will be targeted and enrolled using OVC enrolment card.
- b) Data on new OVC registered during a quarter will be obtained from an appropriate register (for example; OVC integrated register or case management book). The OVC integrated register or case management book will constitute a database for all children enrolled.
- c) Data on OVC received services during a quarter will be recorded in OVC integrated register or case management book.
- d) Data on OVC referred for other services not provided by service provider will be recorded in OVC integrated register and /or case management book kept at service delivery point.
- e) Data on OVC exiting a programme will be recorded in OVC integrated register.
- f) Consolidated data on OVC reached by indicator, disaggregated by sex and age within a quarter will be recorded in the OVC MIS quarterly data collection form (OVC MIS form 200). Consolidated OVC data by indicator, disaggregated by sex and age within a quarter recorded in OVC MIS quarterly data collection form (OVC MIS form 200) will be accessed at sub county and district OVC database starting on 15th day of the month following end of a quarter. Consolidated OVC data by indicator, disaggregated by sex and age within a quarter will be accessed online upon entry of data using a login address: www.mglsd.go.ug/ovcmis
- g) After data validation and analysis, OVC MIS governance and management structures will compile reports for dissemination as noted below:

Refer to OVC MIS service provider's operational manual.

5.1 Reports and Information Products

Table 1 lists prioritizes standard reports to be prepared at different levels. It also outlines reporting frequency and lines of responsibility.

Table 1: Reporting Schedule

Nature of report	Frequency	Submitted to	Responsible Person
OVC service delivery report	Quarterly (by 15 th day of the month after end of a quarter)	Sub County CDO	All service providers (CSOs and state service providers)
Quarterly district OVC service report	Quarterly (by 25 th day of the month after end of a quarter)	OVCNIS	Probation and Social Welfare Officer
Bi-annual national OVC report	Every 6 months	Permanent Secretary and NOSC	OVC NIU
Annual national OVC programme performance report	Annually		OVC NIU
<i>Source: MGLSD, 2012. M&E framework and plan for the NSPPI-2</i>			

5.1.1 Quarterly District OVC Service Report

This is data on services provided to vulnerable children in a district in a given quarter. It is a summary of OVC served, disaggregated by indicator, sex and age. This report is generated online upon entry of OVCNIS data reported by service providers.

5.1.2 Bi-annual National OVC Programme Report

The responsibility of generating of a bi-annual OVC programme report lies with the OVC NIU M&E officer and, will be compiled using progress information from all OVC programmes and projects. The narrative report will include:

- Report on implementation of actions planned during the previous quarter with explanations in case there are deviations,
- Highlight remedies to challenges that might affect implementation,
- Highlight significant M&E activities that took place during the quarter such as data collection, validation, data audit, capacity building and results of any M&E studies.

5.1.3 Annual National Performance Report

The Ministry will conduct its annual performance reviews and submit an annual report that amalgamate quarterly reports. The report will provide update on national OVC outcome and output indicators with key observations and recommendations to inform development of targets for the next year. The annual report may be a result of an annual performance review bringing together OVC stakeholders. The annual report will be submitted to the Permanent Secretary and the National OVC Steering Committee (NOSC) one month after end of a fiscal year, that is, end of July of every year. The content of the report will be used by the NIU to track strategic programme progress, and to update Country indices.

6.0 OVC Data Dissemination and Use

Data will be generated and disseminated to meet specific needs at a specific time.

Dissemination Levels for OVCMIS Data

Level	Type of data (what)	Delivery mechanism (how)	Responsible person (who)	Time (when)
1. National	<ul style="list-style-type: none"> • OVCMIS data (NSPPI-2 performance indicator) • National survey data (vulnerability status) 	<ul style="list-style-type: none"> • Meetings of NOSC, M&E TWG, Social Sector Reviews • OVC website • National gazette 	NIU M&E Officer	Quarter, Semi-annual, Annual
2. District	<ul style="list-style-type: none"> • OVCMIS data on indicators indicated in OVCM&E plan • District level survey data. • CSO performance tracker 	<ul style="list-style-type: none"> • Meetings of DOVCC, CSO coordination network, District Executive Committee, Technical Planning and LCV • OVC website 	Probation Officer and/ or Quality Improvement Team	
3. Sub county	<ul style="list-style-type: none"> • OVCMIS data on indicators indicated in OVCM&E plan • Service level vulnerability survey data 	<ul style="list-style-type: none"> • Meetings of SOVCC, CSO coordination network and Local Council III Council • OVC website 	Sub county CDO and District Probation Officer	

Source: Standard operating procedures on OVC data dissemination and access