Ref: BRLPS/Proj-MIS/852|15|3431   Date: 17|02|2021

MIS Data Validation Guidelines

Bihar Rural Livelihoods Project (BRLPS) popularly known as JEEViKA is implementing several projects named as BTDP, NRETP, SJY and NRLM covering 534 blocks across 38 districts in Bihar.

The MIS at BRLPS is capturing data both physical and financial at large scale for several interventions. It generates multiple reports for progress and analytical reports for reviews to achieve the milestones within timeline. The data entry includes CBOs profiles and financial transactional data of VOs and CLFs. The data entry or digitization of CBOs' profiles and their financial transactions at the block level is a continuous process. In addition to this, several mobile apps are being rolled out to capture theme specific data. The digitization process and generation of reports from the MIS system supports in Decision Making at all levels.

The data entry in all applications and mobile apps is a continuous process and requires data validation activity time to time. The validations in applications and apps are provided and are updated time to time on need based. The validation of data from field level is also required for more accuracy and higher reliability on the reports.

It is very important to have data validation activity time to time in order to update the existing data with any probable changes that may have happened in the field. The data updation will help in sharing data points with all mobile apps and application to capture the physical/financial progress of the interventions. The below mentioned data points are dynamic and must be updated in the MIS system whenever there is change/update at field level. This is to be kept on top priority of the concerned themes at District/Block level. The same is also to be followed up by SPMU officials.

The data points which needs regular monitoring has been mentioned below. These data points are the base of any interventions being carried out and needs digitization.

The data points are:-

A. Member profiles.
B. Bank account of CBOs.

C. CBOs profiles with Office Bearers.

In reference to the above project needs to perform the data validation and data cleaning activity. For this purpose a State level, District level and Block level teams is being framed as mentioned below:-

The state level team:-

1. SPM-IBCB
2. SPM-CF
3. SPM-MIS

The district level team will consist of the following:-

1. IBCB Manager or I/c.
2. CF/MF Manager or I/c.
3. M&E Manager or I/c.

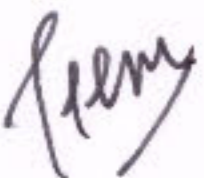**The block level team will consist of following:-**

1. BPM
2. CC or I/c

The block team will include CM/BK/MBK as per collection of the data point in pre-defined formats.

Responsibilities of Block team:-

1. To validate the data points mentioned above and accordingly prepare the data sheet in the pre-defined formats already available at block level.
2. The data sheet will be finally approved by BPM as earlier policy(s) and then it will be updated in the CBO-MIS without delay.
3. Once the hard copy data is data sheet is updated, it has to be properly maintained as record at BPIU for any future use.
4. The hard copy data sheet will also have the MIS ID of the CBOs with updated date marked on the top.

Responsibilities of District team:-

1. The data validation activity will be followed up by the concerned theme members on daily basis like profiles and Bank details.

2. DPM will conduct a weekly review and will ensure minutes of the meeting.

3. The M&E manager and MIS consultant will be responsible for sharing the data to block and district team time to time and need based.

Responsibilities of State team:-

1. The MIS team will follow up with each district on weekly basis.

2. The team will extract the data from back-end and will support the districts in case of any specific requirement.

3. The state team will review the progress once in 15 days and will ensure to prepare MoM.

Approach:-

The mobile app named **"Jeevika app"** can be accessed from the website **mis.brlps.in** in mobile app section. Mobile App can be drilled down from **state-to-block-to-revenue village-to-SHG-to-SHG Members**. This app will display the entire list of SHG members of the concerned SHG. It will allow project staffs and CM/BK/MBK to validate the SHG members and update the same into CBO-MIS in minimum timeline. The CM can validate the members with mobile app and the register and accordingly will prepare the sheet and submit the same for verification and digitization n in CBO-MIS as per the existing policy. The BK and MBK will also work in similar way to update VO and CLF.

In lieu of the above, the timelines are mentioned below for the first phase:-

Sl. No.	Particulars	Timeline
1.	SHG with member profile and OB	30th April 21
2.	VO and CLF Profiles with OB	30th April 21
3.	CBOs Bank account details (SHG, VO, CLF)	30th April 21

Once the core MIS is updated in the first phase, it is very important to update the member profiles in CBO-MIS consistently. The interventions being rolled out at member level, therefore the updated member detail will allow capturing of data in the system in reference to the SHG members and will generate reports either specific or holistic in terms interventions availed.
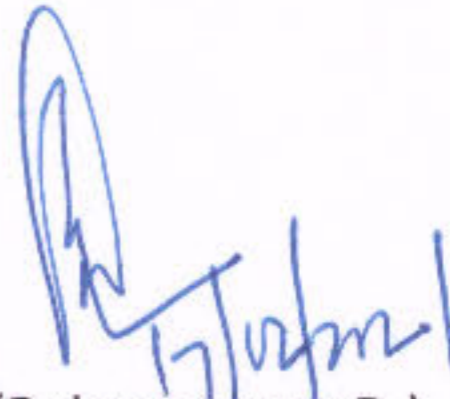
Further, it is to be included in the tasks/activities of Community Mobilizer, Book Keeper and Master Book keeper to provide the data to update/change in profile of members, bank accounts in SHG, VO and CLF respectively regularly for a consistent and correct database.

Note:-

1. The existing formats and policies are applicable with inclusion of this guideline.
2. The new members to be added in to the MIS and existing members, if no longer associated with SHG, will be inactivated.

(Balamurugan D.)

CEO-cum-State Mission Director

Copy to:
1. Director, OSD, PCs, CFO, AO
2. All SPMs, PS, SFMs, PMs, AFMs, PO
3. All DPMs, M&E Managers
4. IT Section