

# Mali: Early UNDP Information Management Strategy

Early recovery Mali information management strategie (Data collection& Assessment System, Coordination system, Programme and monitoring system)



ID	Information Management Project	Geographic Coverage			System Group(s)	Purpose	Output	Developed Tools and Product	Implementation Timeframe	System Type	Method	Human Resources Required	Responsible for Implementation	Notes
		Location 1	Location 2	Location 3										
<b>A. DATA COLLECTION AND ASSESSMENT SYSTEMS (Need Assessment, ...)</b>														
1	Primary Data Collection	Early recovery priority areas (region de Tonbobbktou, Mopti, Kidal, Gao)			data collection & Assessment	to support Early Recovery partners in Data collection system, Methodology and process	Primary data are collected by all ER Partners	ODK/ Kobobox tools Excel data form	Based on the need Concesus with all partners	Xls Form ODK/Kobo Toolbox Google Form others	On partners requeste, data collection form need to be develop to support them in collecting data (both qualitative and quantitative) on the field.	Information Manager Information Management competency or focal point at the partner level	Information Manager	
2	Secondary Data Collection	Early recovery priority areas (region de Tonbobbktou, Mopti, Kidal, Gao)			data collection & Assessment	to develop secondary data collection form for secondary data collection and compilation.	secondary data collected with partners and analysis	Excel Compilation tools	Monthly or quarterly depending on the thematic.	Xls Form ODK/Kobo Toolbox Google Form others	Data (both qualitative and quantitative) from existing data systems is compiled and cross-analyzed.	Information Manager Information Management competency or focal point at the partner level	Information Manager	
3	Secondary Data Analysis				Assessment	to quickly ascertain needs assessment information based on data that is already available	secondary data analysis	Snapshot Report		Snapshot	Data (both qualitative and quantitative) from existing data systems is compiled and cross-analyzed to determine the needs		Information Manager	
4	Joint Needs Assessment	Early recovery priority areas (region de Tonbobbktou, Mopti, Kidal, Gao)			Needs Assessment	to assess needs across multiple sectors using the resources and expertise of multiple humanitarian actors	Assessment reports; indicators; statistics	Snapshot Report		Snapshot	Various	UNDP, all ER cluster partners	Information Manager ER cluster Partners	
6	Sector-specific needs assessments	Early recovery priority areas (region de Tonbobbktou, Mopti, Kidal, Gao)			Needs Assessment	to assess sector-specific needs to maintain humanitarian standards	Assessment reports; indicators; statistics	Snapshot Report		Snapshot & monitoring	Various	UNDP, all ER thematic partners	Information Manager ER cluster Partners	
7	Participatory Assessment	Early recovery priority areas (region de Tonbobbktou, Mopti, Kidal, Gao)			Needs Assessment	to get information from women, men, girls and boys through structured dialogue about their needs, perceptions and intentions; to inform the development of programmes, as well as other monitoring and assessment systems	Qualitative reports	Snapshot Report		Snapshot	Structured dialogue with defined population strata	UNDP, Early recovery specialiste	Information Manager ER cluster Partners	
<b>B. DISSEMINATION</b>														
8	Email Group: - Generic UNDP Email - Simultaneous Email (MailChimp)		Natoual wide		Information Dessemination System	to send information such as Statistics, SitReps, 3-4-5W matrices, Dashboards, Snapshot etc. to pre-defined groups; to share a centralized master repository of email addresses	Important and useful document are send to all humanitarian and United Nation community's email	Mailing list system Mailchimp	update mailing list and email send monthly	UNDP Email Group, MailChimp, Other email Group	Update every month UNDP mailing list (RH or ICT as Focal point) Collect humanitarian community update mailing list (focal point OCHA) Set up Mailchimp in UNDP Mali Office (ICT/Operation) Create or use mail group ( Focal Point ICT)	Information Manager and authorized users (UNDP management section, sectoral leads, P.I. Officer/Communication Officer, Reporting Officer, etc.)	Information Manager ICT	
9	Web Portal: - UNDP Webportal - Humanitarian Response - Other Important platform in Mali (If exist)		Natoual wide		Information Dessemination System	to display high level information in a visually appealing way; to distribute information (Statistics, SitReps, 3-4-5W matrices, Dashboards, Snapshot etc.) to the humanitarian and UN community for the purposes of coordination; Information; and Operational (online calendar for meeting coordination)	Statistics; file attachments of all sorts of operational data; coordination information are shared	regularly poste on web plateforme all product, tools and informations (UNDP Mali Officiale web sitei, Humanitarian Response, Reliefweb, ...)	Monthly Update	Secondary data repository, Information, analysis product and tools repository,	The Information Manager will post available information and relevant document on the website which will be accessible to early recovery, UN and humanitarian actors.	Information Manager ICT/Web developer	Information Manager ICT/Web developer	
10	"Information Station": - physic station - physic support (DVD, CD, Flash Drive, ...)		Natoual wide		Information Dessemination System	to distribute information products on hardcopies and DVDs for those who don't have internet access	Hardcopy maps, statistics, reports and briefing kits; data on DVDs		Monthly update	Secondary data repository, Information, analysis product and tools repository,	A table with pigeonholes of information will be placed in a central of each main building of the office and in all meeting room. If possible share also with important place in the country and with UNDP field office	Information Manager Field Office	Information Manager	
<b>C. COORDINATION: Information Management plays a critical part in coordination, overall and within sectors. In addition, information management itself needs to be coordinated.</b>														
11	Information Management Working Group (IMWG)		Natoual wide		Coordination	to participate to the Inter-agencies/Inter-cluster information management meeting and activities - including population statistics, needs assessments and monitoring systems - between information management specialists; also, to be a forum for disseminating information to the inter-agency community	Secondary data reviews; cross-analyzed data sets; joint information management activities			Coordinative Body	Participation ton the IMWG Shared with other partners information and update about the ER Cluster Share tools and methodologies Have an overview on the actual humanitarian situation	Information Manager	Information Manager	

