

# What do you need to know?

## 3 QUICK STEPS TO GET YOU STARTED



How can I monitor EOI progress in my area?



How should I prioritise staff activity?



How do I get a farmer's EOI details to follow up?



How can I help a farmer get a print out of application?



How can I schedule farm visits most efficiently?



How do I get a list of farm visits scheduled in my area?

Have a suggestion to make the MIS work better?

EXIT MODULE

**3 QUICK  
TIPS TO  
GET  
YOU  
STARTED**

The screenshot shows the 'UgIFT MICRO-SCALE IRRIGATION PROGRAM' dashboard. The header includes the logo and the text 'Improving farmers' livelihood'. The main navigation bar contains 'Home', 'Projects', 'Document Repository', 'Reports', 'Comment Tracker', 'Analysis', 'M&E Settings', and 'General Settings'. The 'Reports' menu item is circled in blue. Below the navigation, there are tabs for 'ProWISa', 'M&E Menu', and 'Dashboard'. The 'Dashboard' tab is active. A callout box labeled '1' points to the 'District' dropdown menu in the filter section, which is also circled in blue. Another callout box labeled '2' points to the 'Farm Visits' tab in the 'Program Progress' section. A third callout box labeled '3' points to the 'Reports' menu item. The dashboard displays three widgets: 'Number of farmers having benefited from awareness raising events' with a green donut chart, 'Percentage of farmers having benefited from awareness raising events, By Gender' with a pie chart showing 'Female: 33.0%', and 'Number of farmers having submitted an expression of interest' with a green donut chart.

**3** Want a summary list you can print out and share? Choose from these!

**1** Focus data on your district by choosing it from the list.

**2** What stage of the program should you be focusing your energy and time on? Choose the tab to go there.

# How can I monitor EOI Progress in my area?

**1**  
**Option** The Program Progress gives a visual summary of EOIs to date. It will show green, orange or red depending on your progress towards the target number for your area.

Make sure you are looking at your district. It should say your District name here.

Number of farmers having benefited from awareness raising events

Percentage of farmers having benefited from awareness raising events, By Gender

Number of farmers having submitted an expression of interest

Number of farmers having submitted an expression of interest

Number of farmers having submitted an expression of interest

Female: 28.4%

PERCENTAGE: 16.7%

22  
Number Farmers

PERCENTAGE: 27.8%

36  
Number Farmers

PERCENTAGE: 147.51%

326  
Number Farmers

If you see red or orange it indicates you may need to intensify your effort in this stage of the program.

If you see green you may need to move to the next stage – preparing for farm visits.





# How can I monitor EOI Progress in my area?

**3**  
*Option*

Generate an EOI Summary Report for your district. This will let you select a time frame, and will also give you information about the status of EOIs.

The screenshot shows the 'UgIFT MICRO-SCALE IRRIGATION PROGRAM' interface. The 'Reports' menu is highlighted, and the 'EOI Summary Report' option is selected. The 'Current Reporting Period(s): N/A' is displayed. The 'EOI Summary Report' section includes a 'Filters' box with 'District' set to 'BUDUDA', 'From' date '2020-08-01', and 'To' date '2020-10-01'. A 'Generate' button is visible. Below the filters is an 'Export To Excel' button. The main content area is titled 'EOIs and preparation for farm visit' and contains a table with the following data:

Total EOIs registered	287
Total farm visits prepared	0
Total farm visit preparation pending	287
pending < 14 days	5
pending 14 - 28 days	103
pending > 28 days	184
	0

This indicates EOIs have been sitting for too long. Everything is pending for more than 14 days, many more than a month. You need to start moving to the next step, starting with the EOIs that have been there the longest time.

# How should I prioritise the activity of staff at District and Sub-county level?

1

Awareness raising is low.



2

EOI Submissions are well advanced.



3

Preparation for and scheduling of farm visits is very low.



It is likely EOIs were mainly collected among farmers who were already known by the District.

This is not ideal as it is important all farmers feel that they have the same opportunity of applying.



You should carry out some awareness raising event for the remaining part of the EOI to be collected, rather than calling individual farmers. In parallel, you should start making phone calls for the farm visit.



# How should I prioritise the activity of staff at District and Sub-county level?

1

Awareness raising is fairly low.



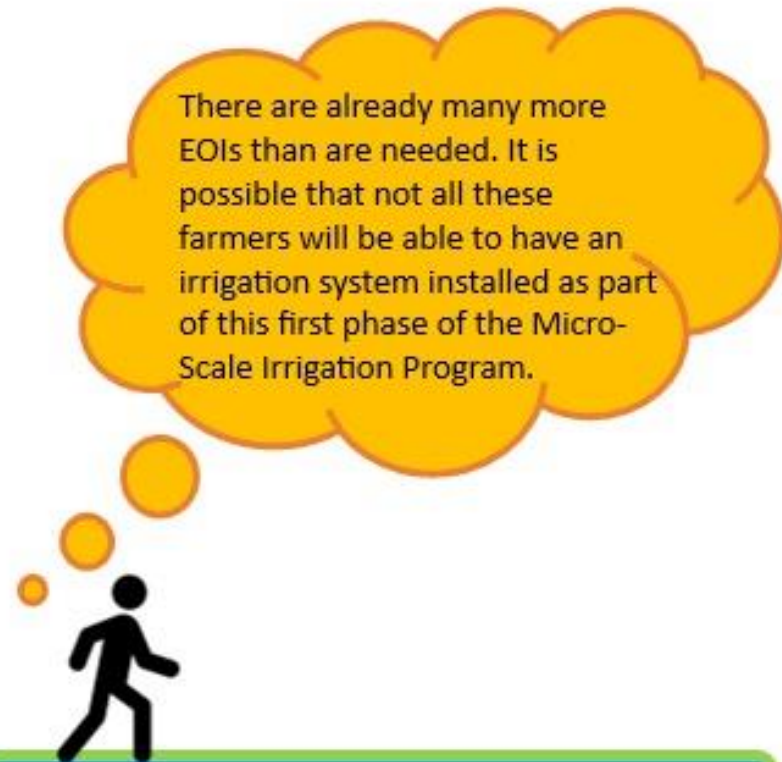
2

EOI Submissions are well exceeded.



3

Preparation for and scheduling of farm visits is very low.



You should STOP all awareness raising events. Focus only on the preparation of farm visit and farm visits. If new farmers reach out wanting to express interest, you should collect the EOI while highlighting to the farmer that the program might take few additional months to a year to get back to them as demand in the district is very high.

# How should I prioritise the activity of staff at District and Sub-county level?

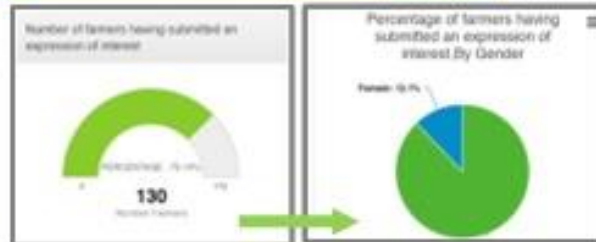
1

Awareness raising is well advanced.



2

EOI Submissions are underway, and a high % are male farmers.



3

Preparation for and scheduling of farm visits is very low.



You are getting close to the EOI target for your District. However, there is not a very big representation of female farmers.

This is not ideal as it is important all farmers feel that they have the same opportunity of applying.



As you are very close to the EOI target, you can still carry out some awareness raising activities. Awareness raising needs to be targeting women groups.

In parallel you should start making phone calls for scheduling farm visits.



# How should I prioritise the activity of staff at District and Sub-county level?

1

Awareness raising is low.



2

EOI Submissions have exceeded the district quota.



3

Preparation for visits underway but low. No visits completed.



Even without awareness raising you have collected enough EOIs to continue to the next program stage.

The focus for staff needs to be on regularly completing visits to work through all the EOIs.



Carry out 50 preparatory phone calls. At this point then start the farm visits. Keep doing phone calls and farm visits in parallel, so to always have farm visits scheduled 3-4 weeks ahead.

This will allow you to adjust as you go. As staff get faster in doing the farm visit, 3 visits could be scheduled per day etc.

**How can I get the farmer's EOI details to follow up?**

Create an Expression of Interest Report for your district. This will list each farmer EOI.

UgIFT MICRO-SCALE IRRIGATION PROGRAM  
Improving farmers' livelihood

Micro Scale Irrigation Program MIS

Logged In as test of MAAIF Log off

Home Projects Document Repository **Reports** Comment Tracker Analysis M&E Settings General Settings

1 ProMise > 2 M&E Menu > 3 Expression Of Interest > 4 Expression Of Interest

Current Reporting Period(s): N/A

Expression Of Interest

Filters

District: BUDUDA Subcounty: -All- Parish: -All- Search term: Generate Clear

Export Report to Excel Export Report to PDF

Farmer Reference	District	Subcounty	Parish	Surname	FirstName	Gender	NIN	Refugee Number	Phone Number	
AMU/2020-08-19/M	AMURU	AMURU	ACWERA	Onencan	Michael	Male	cm75005101hig	-	0782331511	Print Details
AMU/2020-08-19/M	AMURU	AMURU	PAMUCA	ocan	wokorach	Male	cm690711003m3g	-	0775086530	Print Details
AMU/2020-08-19/M	AMURU	AMURU	ACWERA	Kodega	Richard	Male	CM9107110170UJ	-	0785454403	Print Details
AMU/2020-08-19/M	AMURU	AMURU	PAMUCA	ocan	wokorach	Male	cm690711003m3g	-	0775086530	Print Details
AMU/2020-08-20/M	AMURU	AMURU	PADAK	Ajak	Patricia	Male	df900051043efe	-	0775780938	Print Details
AMU/2020-08-20/M	AMURU	AMURU	COKE	Okoonga	Babusamayo	Male	cm61071101hu0j	-	0772554041	Print Details
AMU/2020-08-20/M	AMURU	AMURU	ACWERA	Bosco	Bosco	Male	cm830711003m3g	-	0785454403	Print Details
AMU/2020-08-20/M	AMURU	AMURU	ACWERA	Richard	Richard Burton	Male	cm61071101hu0j	-	0775780938	Print Details
AMU/2020-08-20/M	AMURU	AMURU	ACWERA	David	David	Male	cm61071101hu0j	-	0775780938	Print Details
AMU/2020-08-20/M	AMURU	AMURU	ACWERA	Ekony	Ekony	Male	cm61071101hu0j	-	0775780938	Print Details

Get a list of all the farmers in a spreadsheet. Then you can sort your data by name or location too.

Get a copy of an individual farmer's answers to all the EOI questions.

# How can I help this farmer get a print out?

A farmer who has expressed interest in the program shows up at your Sub-county office and would like to receive a printout of all his/her documentation.

Remember, it is a right of the farmer to have the documentation printed, for a matter of transparency.



**1** Start by going to the report tab and run an **Expression of Interest Report**.

**2** You can **look up** the farmer by name, but type in their **Farmer Unique ID** for the fastest result.

Micro Scale Irrigation Program MIS

Home | Projects | Document Repository | **Reports** | Farmers Tracker | Analysis | MIS Settings

Home > Projects > Expression Of Interest > Expression Of Interest

Current Reporting Period: NA

Expression Of Interest

Filter:

District: BULIDA | Subcounty: JIB | Parish: JIB | Search name: [ ] [Go] [Clear]

Legend: Legend Report To Excel | Legend Report To PDF

	District	Subcounty	Parish	Surname	First Name	Gender	MR	Refugee Number	Phone Number	
1	BULIDA	BURKHOLO	BALAMBO	Ammuggina	Rosalia	Female	CP888270000L	-	075278036	Print Details
2	BULIDA	BURISA	BUNARUB	Bahine	Sarah Lydia	Female	CP788781000000	-	077701548	Print Details
3	BULIDA	MALINDA	BUNARUB	Bahine	Amal	Female	CP888781000000	-	078888402	Print Details
4	BULIDA	BURISA TOWN COUNCIL	BUNAFUNA KAPD	Bahine	Tamara	Male	CP788781000000	-	078888442	Print Details
5	BULIDA	BURKHOLO	BALAMBO	Bahine	Hana	Female	CP888781000000	-	078102954	Print Details
6	BULIDA	MALINDA	BUNARUB	Bahine	Tamara	Male	CP888781000000	-	078888478	Print Details

**3** After you find the right person, click on **Print details** to get a copy of their documentation.

**4** Repeat this process for the information stored in other stages of the application process, such as **Scheduled Farm Visit**.



# How can I schedule farm visits most efficiently?



I need to book in a time for the farm visit during the preparatory phone call to the farmer. How can I find farmers nearby to each other, so I can try to schedule 2 visits in 1 day, where possible?

Ideally farm visits are conducted in the order of which farmers expressed interest, however, to help with logistics of visits this may need to happen.

**1** Open an Expression of Interest Report and select your District.

**2** Use the Sub-county and Parish filter to show farms closer to each other. Then generate the report.

**3** Use the individual locations of farmers near each other try to schedule one in the morning, and another for the afternoon.

Micro Scale Irrigation Program

Expression Of Interest

District: BUDUDA | Sub-county: -All- | Parish: -All-

Farmer Reference	District	Sub-county	Parish	Surname	FirstName	Gender	Age	Refugee Number	Phone Number	
BUD-2025-07-201F08	BUDUDA	BUDUMA	SABOOTE	Musaka	Turser	Female	CM804980000000L	-	772640980	44 Print Details
						Male	CM804980000000L	-	772640985	44 Print Details
						Female	-	-	8794816198	44 Print Details
						Male	CM530781030MJK	-	8779763202	44 Print Details
						Male	CM78078101Y4UF	-	8777148227	44 Print Details
31MAY128										
BUD-2025-07-210F121	BUDUDA	KIKHOLD TOWN COUNCIL	NIHITSUBO WARD	Meluye	Joshua	Male	CM880781030FJ	-	8790484782	44 Print Details
BUD-2025-08-240F188	BUDUDA	KIKHOLD TOWN COUNCIL	SUBUYERA WARD	Evaya	Godfrey Lawrence	Male	CM88078103004W0	-	782673791	44 Print Details
BUD-2025-08-181F193	BUDUDA	BULUCHERE	BUMASHITA	Namashita	Desirin	Female	CF42026107CJED	-	772622881	44 Print Details

# How do I get a list of farm visits scheduled in my area?

You have been asked to check when farm visits have been scheduled over the next 2 weeks, so that everyone in the office is aware of what is going on. Is there a list available from the MIS?



Remember, farm visits will be shown in order of farmer application. You can export the report to a spreadsheet and sort it by date.

1

Go to Reports and select EOI Scheduled Farm Visits.

Micro Scale Irrigation Program MIS

Logged in as user at 09:07:18

Reports | General Tracker | Analysis | MIS Settings | MIS General Settings

Scheduled Farm Visits | EOI Scheduled Farm Visits

Current Reporting Period(s): N/A

### EOI Scheduled Farm Visits

Filters

From: 2023-10-01 To: 2023-10-15 District: BUDUDA

Parish: All Search Term: Generate Clear

2

Set the date range you wish to see and select your area: District, Sub-county, or even Parish.

3

Export the report to a spreadsheet and sort the data by date, or other feature such as location. You can print each Farm Visit Data for the applications from this screen too if needed.

	District	Subcounty	Parish	Surname	FirstName	Gender	NIN	Refugee Number	Phone Number	Set Date for Farm Visit	
1	WUSIDE	MALONGO	BUKATABIRA	Kiggundu	Jann	Male	CM69021906CCE	-	0772517833	20 Oct 2023	Print Details
2	WUSIDE	BUTAMBOGINE	BUGOCI	Kweyama	Peter	Male	CM67041041FBU	-	0782062409	17 Oct 2023	Print Details
3	WUSIDE	BUTAMBOGINE	BUGOCI	Tunga	Fred	Male	CM67041040PJK	-	0799121700	18 Oct 2023	Print Details
									0782078408	16 Oct 2023	Print Details
									0772099301	16 Oct 2023	Print Details

**Do you  
have a  
suggestion  
to make  
the MIS  
work  
better?**

We are hoping that soon staff will be able to add comments into the MIS. You can then share what you like or don't like and suggestions for features/ functions you would like to see added.

