



MDSA

Monitor for Disaster

Strategic Action plans

User Manual

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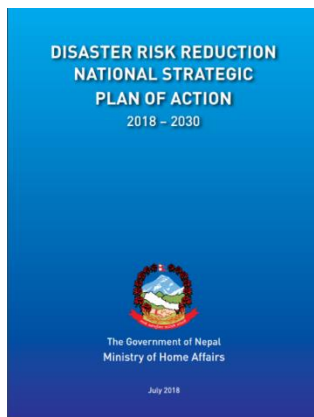
SECTION 1

Background

1 BACKGROUND

Monitor for Disaster Strategic Action plans (MDSA)

MDSA is a web based, centralized system for logging and monitoring projects being operated around the nation that deliver against the National Disaster Risk Reduction Strategic Action Plan 2018-2030. It also links with BIPAD system for crosslinking information with disasters.



This National Strategic Plan of Action on Disaster Risk Reduction has been prepared based on the experience gained through the implementation of National Strategy for Disaster Risk Management, 2009, the experiences and lessons from the 2015 Gorkha earthquake, Paris Agreement on Climate Change, Sustainable Development Goals and Sendai Framework. This will ensure active participation of all stakeholders in its implementation by identifying and mainstreaming risk sensitive activities in the development process of federal, provincial and local level for risk reduction.

As recommended by Sendai Framework, consultation workshops were organized at national, regional and district level with the participation of stakeholders of all sectors, where representatives from multi-stakeholders agencies provided recommendations to include in "National Policy and Strategic Plan of Action on Disaster Risk Reduction" based on learned issues and challenges from their best practices identifying main problems and solutions.

SECTION 2

Reference

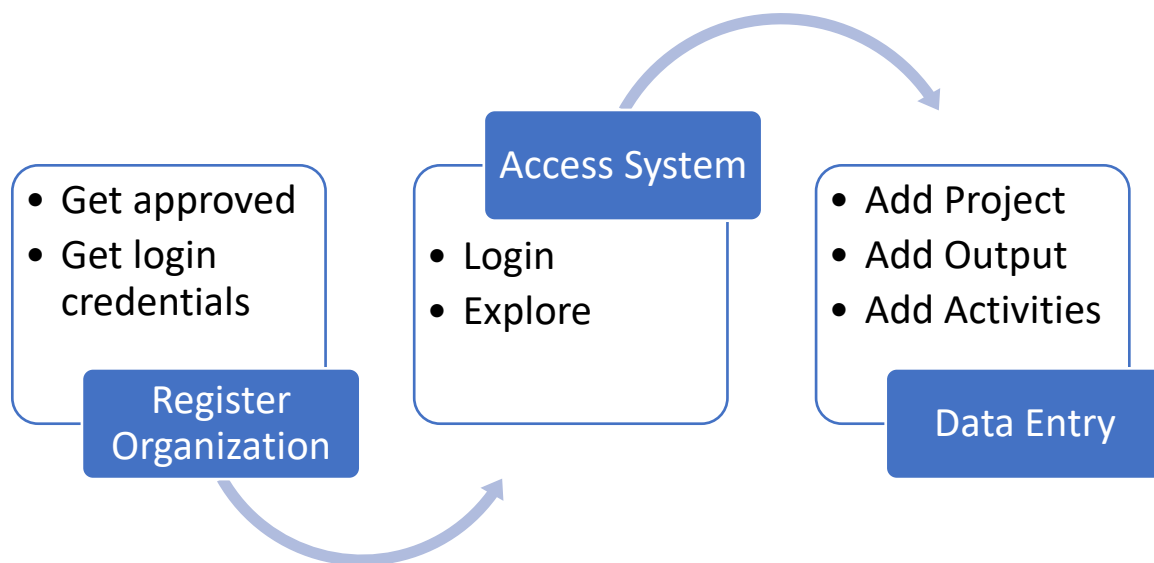
2 ACCESS

To access this system, go to:

<https://mdsa.bipad.gov.np> in your favorite browser.

Recommended browser: Chrome

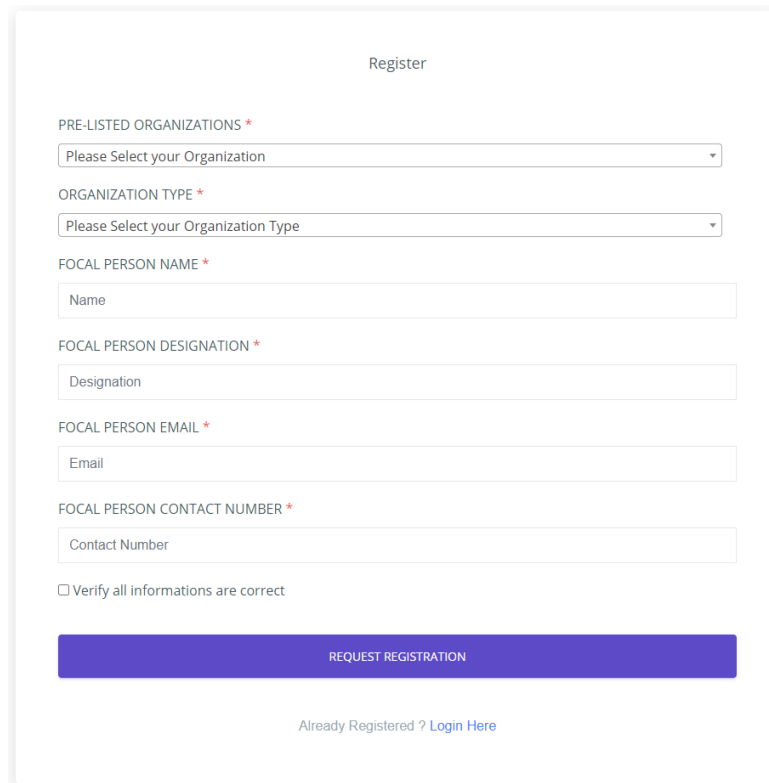
3 USAGE



4 REGISTRATION

For any organization to gain access to this system and contribute their detail regarding projects conducted by them, they need to register themselves first. Which will then be verified by administrator at NDRRMA for providing the access.

4.1 Registration Interface



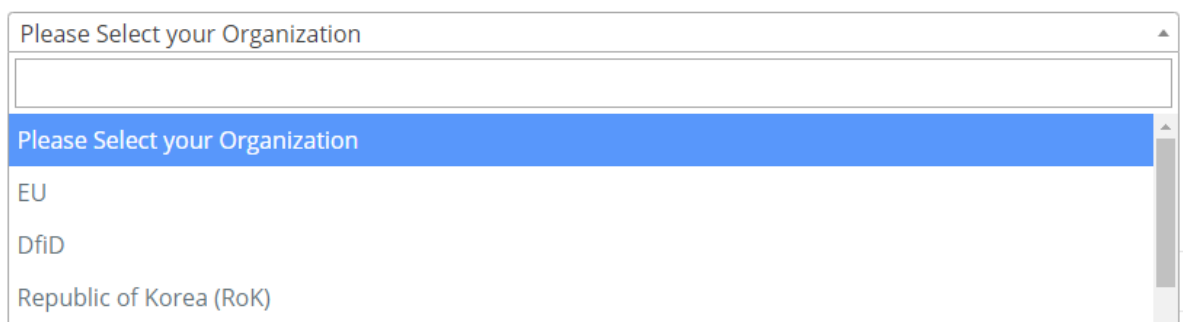
The screenshot shows a registration form titled "Register". It contains the following fields and elements:

- PRE-LISTED ORGANIZATIONS ***: A dropdown menu with the placeholder text "Please Select your Organization".
- ORGANIZATION TYPE ***: A dropdown menu with the placeholder text "Please Select your Organization Type".
- FOCAL PERSON NAME ***: A text input field with the placeholder text "Name".
- FOCAL PERSON DESIGNATION ***: A text input field with the placeholder text "Designation".
- FOCAL PERSON EMAIL ***: A text input field with the placeholder text "Email".
- FOCAL PERSON CONTACT NUMBER ***: A text input field with the placeholder text "Contact Number".
- A checkbox labeled "Verify all informations are correct".
- A blue button labeled "REQUEST REGISTRATION".
- A link at the bottom: "Already Registered ? [Login Here](#)".

Registration page (Home page > Register)

4.2 Pre-existing Organization

PRE-LISTED ORGANIZATIONS *



The screenshot shows a dropdown menu for "PRE-LISTED ORGANIZATIONS *". The menu is open, displaying a list of organizations:

- Please Select your Organization
- EU
- DfiD
- Republic of Korea (RoK)

During registration, organizations must check if they are pre-listed or not. If they are, they should **add detail by selecting from pre-listed organization list.**

4.3 Non pre-existing Organization

PRE-LISTED ORGANIZATIONS *

Not Listed here (ENTER NAME IN FIELD BELOW) ▼

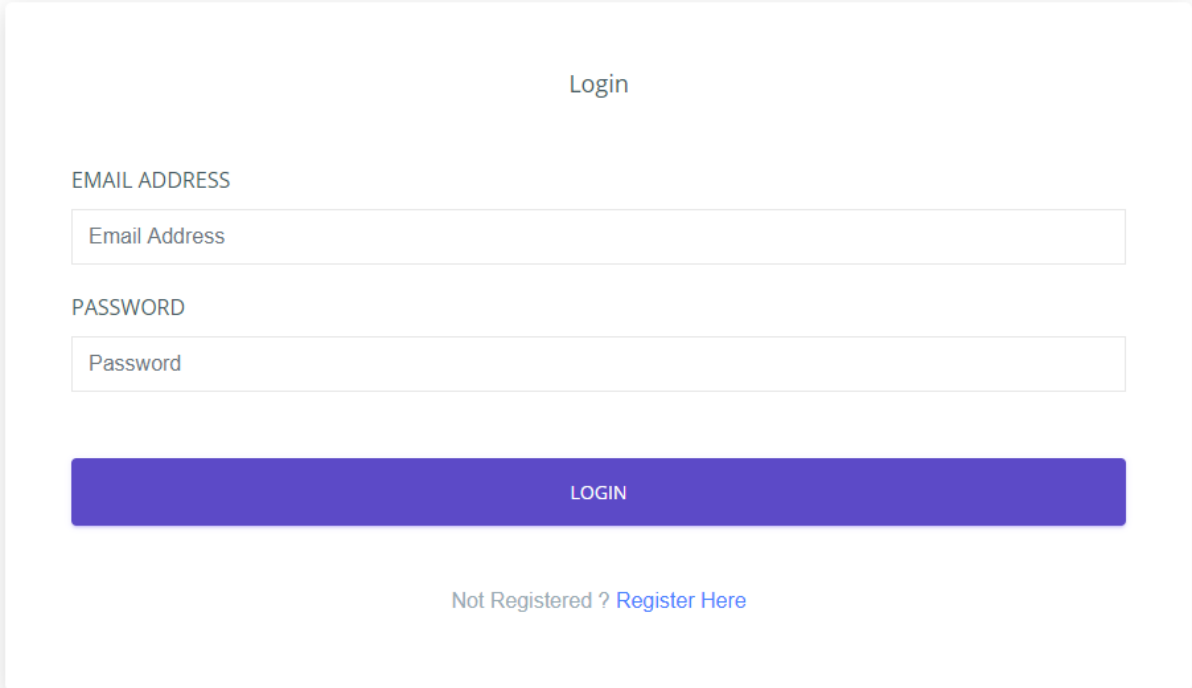
ORGANIZATION NAME *

Organization Name (for those not listed above)

For organizations not listed in the pre-list, they can select “**Not Listed here**” option and **ORGANIZATION NAME** appears below where you can provide organization name for getting registered.

5 LOGIN

5.1 Login Interface



The screenshot displays a login form with the following elements:

- Header: Login
- Field: EMAIL ADDRESS (with input field containing "Email Address")
- Field: PASSWORD (with input field containing "Password")
- Button: LOGIN (a prominent blue button)
- Link: Not Registered ? [Register Here](#)

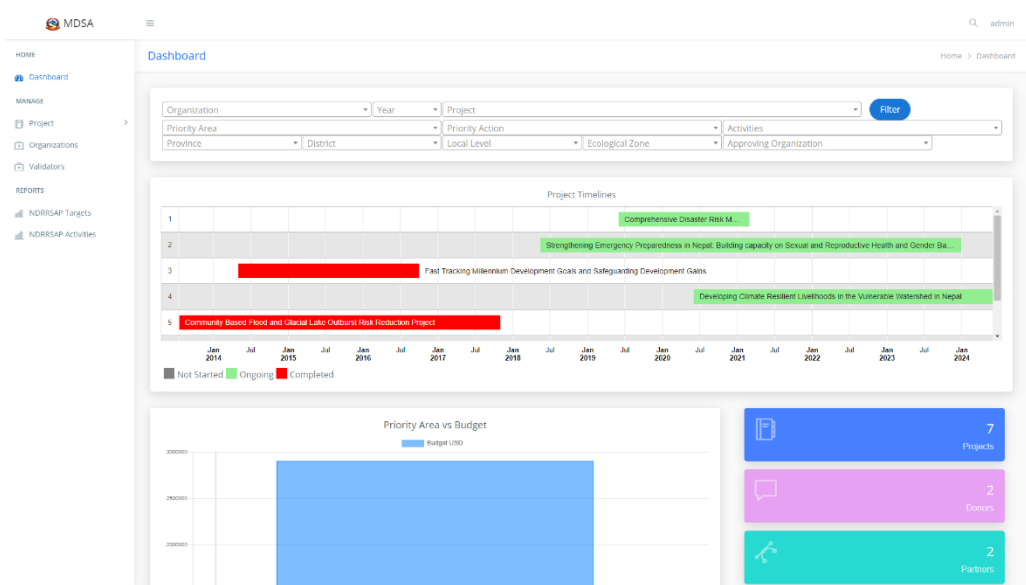
Home page > Login

Please use the provided email address (this is email used during organization registration) and password provided via automated email.

6 DASHBOARD

Dashboard contains basic analytical details generated from data in the system.

Also, it is facilitated with filters that user can explore to get insights as required.



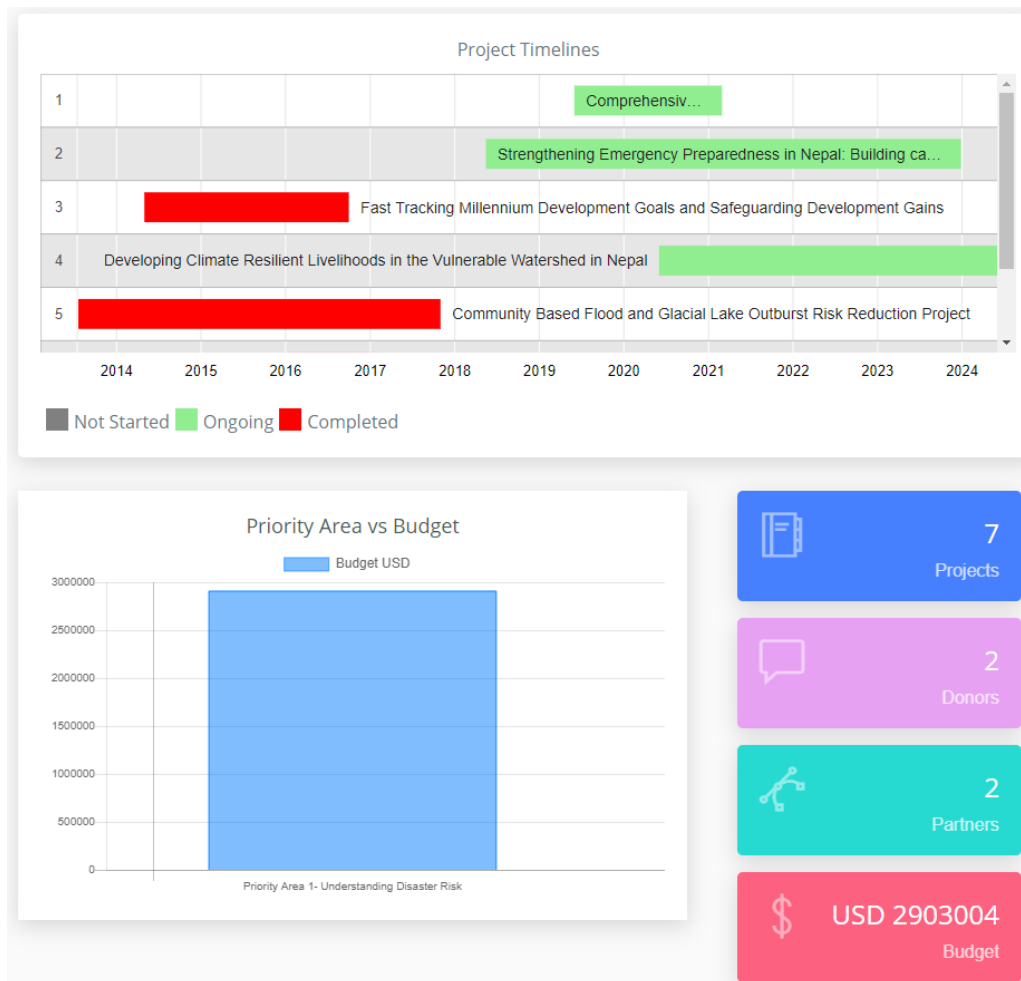
6.1 Filters

This image shows a close-up of the filter options in the MDSA Dashboard. It consists of a grid of dropdown menus and a Filter button. The filters are: Organization, Year, Project, Priority Area, Province, District, Priority Action, Local Level, Ecological Zo..., Activities, and Approving Organization.

Filter options are:

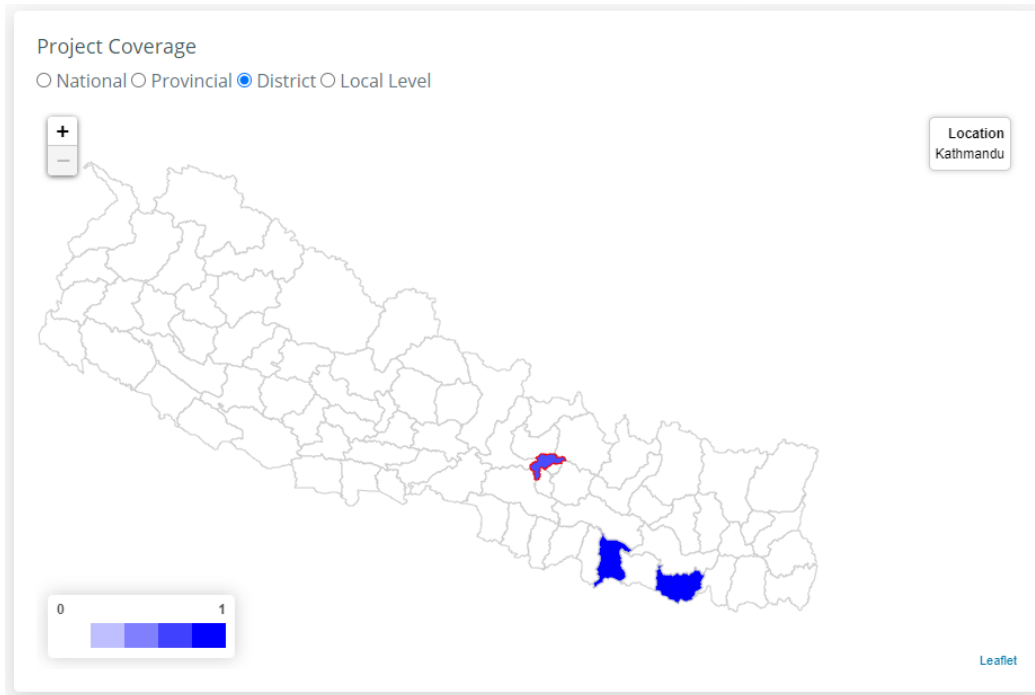
1. Organization (by project ownership)
2. Year when project is operational
3. Specific Project
4. Priority Area from NDRRSAP
5. Priority Action from NDRRSAP
6. Activities from NDRRSAP
7. Location
 - a. Province
 - b. District
 - c. Local Level
 - d. Ecological Zone
8. Approving Organization

6.2 Contents



Dashboard components are:


1. Project timeline
Browse projects visually in timeline to see which projects have completed, which are operational and which are yet to begin.
2. Priority Area vs Budget
View budget allocated across Priority Areas of NDRRSAP
3. Statistical values
Number of projects; Number of donors; Number of Partners; Total Budget being allocated



4. Project Coverage

Browse the coverage are of project in map at various levels:

- National
- Provincial
- District
- Local Level

 You can hover on map to know the name of location and click to explore projects at that particular location.

Show 10 entries Search: _____

| S.N. ▲ | Project ⇅ | Status ⇅ | Owner Organization ⇅ | Duration ⇅ |
|--------|---|-----------|---|--------------------------|
| 1 | Comprehensive Disaster Risk Management Programme_Urban DRR_Reducing disaster risks and enhancing emergency response capacities in multihazard-risk prone urban areas of Nepal | ONGOING | United Nations Development Programme (UNDP) | 2019-06-01 to 2021-02-28 |
| 2 | Strengthening Emergency Preparedness in Nepal: Building capacity on Sexual and Reproductive Health and Gender Based Violence prevention | ONGOING | United Nations Population Fund (UNFPA) | 2018-05-15 to 2023-12-31 |
| 3 | Fast Tracking Millennium Development Goals and Safeguarding Development Gains | COMPLETED | United Nations Development Programme (UNDP) | 2014-05-01 to 2016-09-30 |
| 4 | Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal | ONGOING | United Nations Development Programme (UNDP) | 2020-06-01 to 2024-05-31 |
| 5 | Community Based Flood and Glacial Lake Outburst Risk Reduction Project | COMPLETED | United Nations Development Programme (UNDP) | 2013-07-15 to 2017-10-31 |
| 6 | Support to Implementation of National Building Code and Safer Building Construction in 3 Earthquake affected Municipalities | COMPLETED | United Nations Development Programme (UNDP) | 2016-01-01 to 2017-01-31 |
| 7 | Socio-technical facilitation services to Government of India supported Housing Reconstruction in Gorkha District, Nepal | ONGOING | United Nations Development Programme (UNDP) | 2018-03-08 to 2021-02-28 |

Showing 1 to 7 of 7 entries Previous 1 Next

5. Project List

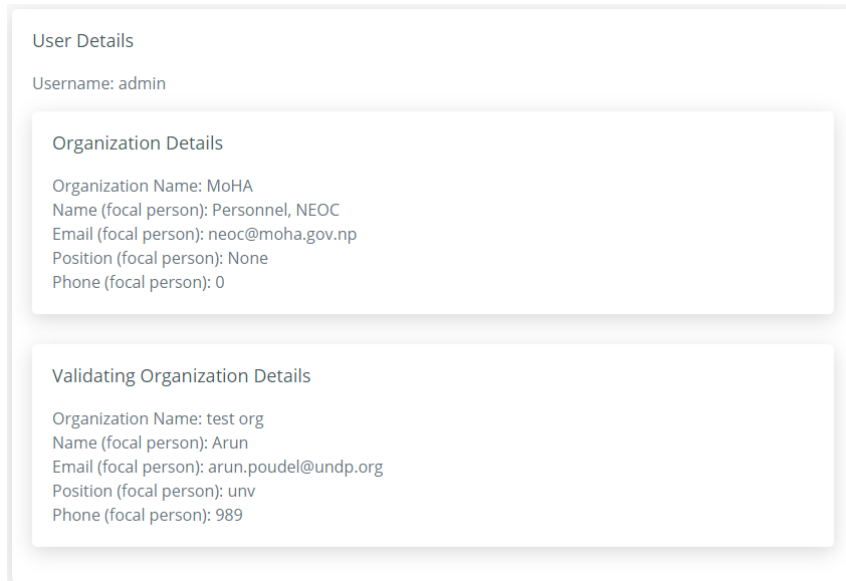
This lists projects as per filter in tabular format with status of project, owner organization and duration of project.

 You can click on project row to know more about the project in detail.

7 USER PROFILE

7.1 User Details

Top right menu > Profile



User Details

Username: admin

Organization Details

Organization Name: MoHA
Name (focal person): Personnel, NEOC
Email (focal person): neoc@moha.gov.np
Position (focal person): None
Phone (focal person): 0

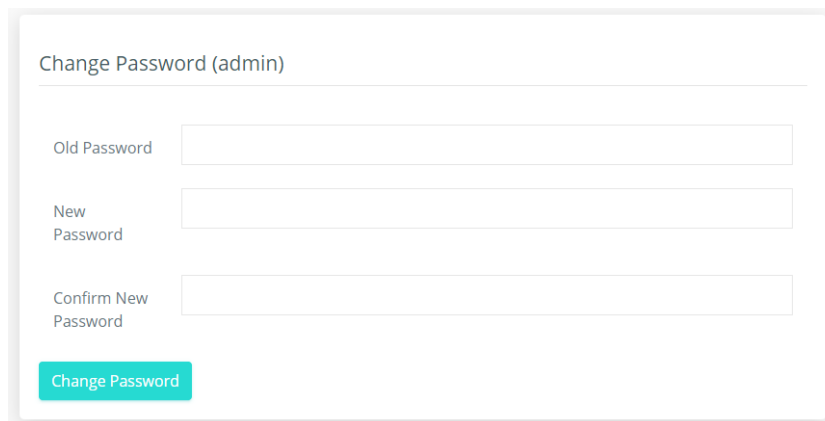
Validating Organization Details

Organization Name: test org
Name (focal person): Arun
Email (focal person): arun.poudel@undp.org
Position (focal person): unv
Phone (focal person): 989

Shows detail of organization you are associated with and the validating organization associated with you.

7.2 Change Password

Top right menu > Change Password



Change Password (admin)

Old Password

New Password

Confirm New Password

[Change Password](#)

Provide old password and desired new password in New and Confirm New Password box.

Then click Change Password to get the password changed.

8 PROJECT

8.1 List of Projects

Projects Home > Projects

[Add Project](#)

Not Validated Developing Climate Resilient Livelihoods in the Vulnerable Watershed in Nepal Ongoing
 (2020-06-01 - 2024-05-31)
 Donors: United Nations Development Programme (UNDP) Government of Nepal (GoN) Global Environment Facility
 No Partners View Complete (One Pager) View Detail

Not Validated Strengthening Emergency Preparedness in Nepal: Building capacity on Sexual and Reproductive Health and Gender Based Violence prevention Ongoing
 (2018-05-15 - 2023-12-31)
 Donors: United Nations Development Programme (UNDP)
 No Partners View Complete (One Pager) View Detail

Validated Comprehensive Disaster Risk Management Programme_Urban DRR_Reducing disaster risks and enhancing emergency response capacities in multihazard-risk prone urban areas of Nepal Ongoing
 (2019-06-01 - 2021-02-28)
 No Donors
 No Partners View Complete (One Pager) View Detail

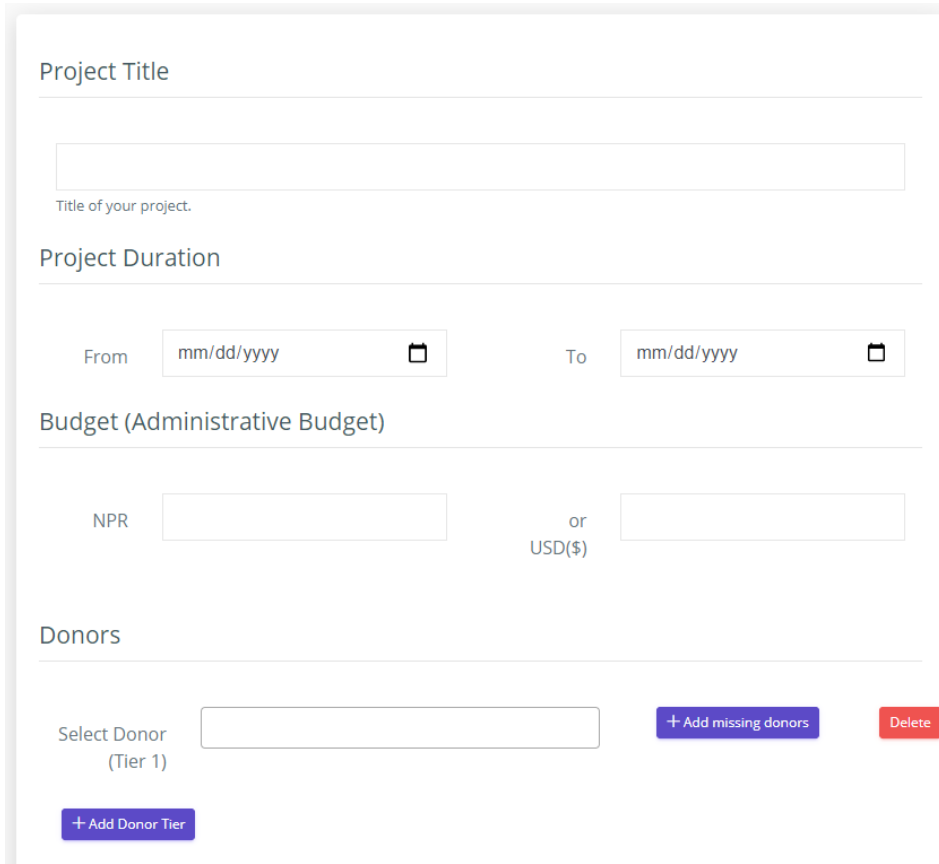
The list of projects is shown here with basic details including:

- Project title
- Start date
- End date
- List of donors
- List of partners
- Project in/validated status
 - Yellow ones and yet to be validated
 - Blue ones and validated
- Project operational status (based on start and end date provided)
 - Ongoing
 - Completed
 - Not Started

You can click on **View Complete (One Pager)** to view complete detail about project in one page.

You can click on **View Detail** to explore through Outputs/Activities/Targets step by step.

8.2 Add Project



The screenshot shows a form for adding a project. It is divided into several sections:

- Project Title:** A text input field with a placeholder "Title of your project."
- Project Duration:** Two date pickers labeled "From" and "To", both with the placeholder "mm/dd/yyyy".
- Budget (Administrative Budget):** Two input fields. The first is labeled "NPR" and the second is labeled "or USD(\$)".
- Donors:** A section with a "Select Donor (Tier 1)" input field, a "+ Add missing donors" button, a "Delete" button, and a "+ Add Donor Tier" button.

Clicking on Add Project Button in Projects page brings us to form for adding project detail.

Information required for first step of project addition include:

1. Project Title
2. Project Start Date
3. Project End Date
4. Administrative Budget in NPR
5. Administrative Budget in USD
6. Donor List
 - a. Donor can be tier based to represent Donor chain

 You can click on Add missing donors to add organization not in list.

Approving Organization

Select Organization

Select organization that approved this project.

[+ Add missing organization](#)

Contact Details of Person to contact for further information

Name

Email

Phone (Official)

Mobile

[Submit](#)

7. Approving Organization

- a. The organization that have approved the project being entered
(Here also, you can add missing organization by clicking on **Add missing organization**)

8. Contact details of Person



This is related to the focal person/contact person specific to the project

- a. Name
- b. Email
- c. Phone (Official)
- d. Mobile/Cell number

9 OUTPUT

Output Description

Output Duration

From  To 

NDRR Strategic Action Plan Activities

▼

▼

▼

Custom Indicators/Alignment

Add custom indicators that explain the output alignment beyond NDRRSAP framework.

[+ Add Custom Indicators/Alignment](#)

[Submit](#)

Inside Project detail, we can manage Output that come under the project

Each output includes following information:

1. Output description/title
2. Output duration
 - a. Start date
 - b. End date
3. Priority Area/Priority Action/Activity that this output supports to against NDRRSAP 2018-2030
4. Custom Indicators/Alignment

User can also add custom descriptions to describe the output alignment if it's not covered by the NDRRSAP 2018-2030 framework.

10 ACTIVITY

Activity Title

Enter title for activity.

Budget (Program Budget)

NPR or USD(\$)

Locations

Province: District: Local Level: Delete

+ Add location

Partner Organizations

 Select organizations with whom activity is being carried out.

+ Add missing organization

Targets

| # | Target Description | Target Value | Actions |
|--|--------------------|--------------|---------|
| Add Target | | | |

Submit

Inside Output detail, we can manage Activity that are defined within each output.

Each activity includes following information:

1. Activity Title
2. Budget (Program/Operational)
 - a. In NPR
 - b. In USD
3. Locations of activity delivery
4. Partner organizations for delivery of this activity
 You can also add missing partner organization from **“Add missing organization”**

11 TARGET

Targets

| # | Target Description | Target Value | Actions |
|---|----------------------|----------------------|------------------------|
| 1 | <input type="text"/> | <input type="text"/> | Delete |

[Add Target](#)

Inside Activity, we can also set targets to monitor progress against the targets.

Each target includes following information:

1. Target Description
2. Target Value
 - a. Can be 1/0 for yes/no
 - b. Can be number for example: No. of trained personnel = 30

You can add as much target by using **'Add Target'**