

Annex 3 to ToR for GIS Establishment:

Outline of the Capacity Development Measures for the Implementation of a GIS	
TITLE	Capacity Development during Implementation of a GIS for PEZA HQ and MEZ1
FIELD OF INTERVENTION (ENERGY, WASTE WATER, MANAGEMENT ETC.)	GIS
TYPE OF THE CAPACITY DEVELOPMENT MEASURE (TRAINING, WORK SHOP, ETC.)	Training, Hands-on-Training
STAKEHOLDERS	PEZA
OUTREACH (NATIONAL, REGIONAL, LOCAL, ECO-ZONE OR PEZA UNIT SPECIFIC)	National and Public Zones
TRAINING PROVIDER (WHO, INTERNAL – EXTERNAL)	GEOPLAN
INSTITUTIONS / PEZA UNITS TO BE INVOLVED	<ol style="list-style-type: none"> 1. HQ ESG and MIS 2. MEZ1 FISD and MSD
TARGET GROUPS (INTERNAL - EXTERNAL)	<ol style="list-style-type: none"> 1. ESG 2. FISD Mez1 3. MIS 1. MSD Mez1
OBJECTIVES OF THE MEASURE	<ol style="list-style-type: none"> 1. To establish a GIS as integral part of PEZA's EID Information Management System 2. To enable the involved PEZA units to manage, operate, maintain and update the GIS sustainably 3. To enable the involved PEZA units to promote the use and added values of the GIS to the other PEZA units, to locators and other stakeholders
EXPECTED RESULTS	(R3): PEZA is able to manage the GIS, and to maintain the system and data integrity.
PROPOSED DURATION	Training courses as appropriate according to the experience of GEOPLAN Hand-on-Training until end of August
RESPONSIBLE IN ESG	Bimbo Silo

The following part of the template is to be used for concept development and includes the description of the methods applied and the structure of the measure (as g Guidance for the internal or external provider)

Detailed Concept of the Capacity Development Measure	
METHODOLOGY	
TRAINING APPROACH	Introductory training specific for the requirements of the target groups; afterwards provision of hands-on-training to the users on demand / or

	regularly;
TRAINING MATERIALS NEEDED, PREPARED AND DELIVERED	<ol style="list-style-type: none"> 1. Standard Manual for the software including procedures and tools tailor made for the system 2. Documentation of the system and procedures introduced 3. training material specific to the report and viewing functions included 4. training material for use, management, operation and maintenance of the GeoExplorer 5. Log of services provided during hands-on-training
HOW TO MAKE USE OF THE RESULTS?	
WHY IS THE MEASURE NEEDED? WHAT ARE THE CURRENT GAPS?	PEZA has to acquire and establish sound knowledge and skills to manage, operate, maintain and update the GIS;
BUDGET PROPOSAL (ESTIMATION)	4,000 €
SUMMARY OF THE STRUCTURE OF THE MEASURE	
DESCRIPTION OF THE AGENDA / CONTENTS FOR EACH DAY	<p>Specification of the Target Groups and their requirements:</p> <p>responsible GIS Manager and deputy (ESG):</p> <ul style="list-style-type: none"> • Has to understand GIS philosophy and set-up; • be able to draft new functionalities (implementation might be executed with external support) • be able to use GIS and ensure data integrity • has to perform above listed duties <p>IT Manager and deputy (MIS):</p> <ul style="list-style-type: none"> • basic understanding of GIS requirements in terms of IT technology <p>local GIS officer and users (FISD-MEZ, EMD):</p> <ul style="list-style-type: none"> • use of functionalities • data management and editing <p>The service provider will give an overview on the Training measures proposed in the following section as part of his proposal.</p>
COMPREHENSIVE LIST OF LECTURES, PRESENTATIONS, GROUP WORKS, SITE VISITS ETC.	
RESOURCE MATERIALS (NOT TO BE USED DIRECTLY DURING THE IMPLEMENTATION)	

The following part of the template is to be used for reporting purposes and together with the other parts shall serve as completion report of the service provider or of the internal staff implementing the measure

The training provider will use this section to deliver the training report.

Completion Report			
ACHIEVED RESULTS IN TERMS OF AWARENESS KNOWLEDGE SKILLS	6.		
INDICATORS FOR SUCCESS / IMPACT OF THE MEASURE	1.		
EVALUATION RESULTS			
COMMENTS GIVEN BY THE PARTICIPANTS			
ASSESSMENT OF THE IMPLEMENTER			
NUMBER OF PARTICIPANTS	Female:		Male:
DATES	Duration:	Start:	End:
VENUE			
EVALUATION OF THE VENUE			
PICTURES	<i>give files in jpg</i>		
PRESS CLIPPINGS	<i>give files in jpg</i>		
MATERIALS	<i>Give files in MS-Office formats of pdf</i>		
CONTACT FOR MORE INFORMATION			