User's Guide

ADEA Prisme

Association for the Development of Education in Africa

Program and Project Information System on Education

ADEA PRISME 2000

User's Guide

Association for Development of Education in Africa (ADEA)

We thank the following agencies for sharing information on their projects with us:

- ◆ African Development Bank (ABD)
- ◆ Belgian Administration for Cooperation and Development (AGCD)
- ◆ Canadian International Development Agency (CIDA)
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- ◆ Commonwealth Secretariat
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- ◆ Rockefeller Foundation
- ◆ Swedish International Development Cooperation Agency (Sida)
- ◆ United Nations Development Programme (UNDP)
- ◆ United Nations Educational, Scientific and Cultural Organisation (UNESCO)
- ◆ United Nations International Children's Fund (UNICEF)
- ◆ United States Agency for International Development (USAID)
- ◆ The World Bank

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- ◆ The consultant, Beedeeanun Conhye responsible for collecting the data and following up on the software development of the new application.
- ◆ Messrs Corneille Ngolo and Sylvain Perez, and Ms Xiao Sun, the consultants responsible for the software development of the application.

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1 Introduction to PRISME

The PRISME database is a source of information on education projects in the countries of sub-Saharan Africa.

- ◆ The design, maintenance and dissemination of a descriptive database of foreign aid agencies' educational programs and projects in sub-Saharan Africa are part of the broader mission of coordination of the Association for the Development of Education in Africa (ADEA). The idea for such a system dates back to the founding of the Association in 1988. At that time, its main purpose was to reinforce coordination among funding organisations. PRISME is an update of the project data as well as an upgrade of the computer interface of the Donor Information System (DIS), produced in 1991.

- ◆ The PRISME database contains information from 27 funding agencies in 48 countries of sub-Saharan Africa, covering 1239 projects. You will be able to consult this data thanks to a friendly, interactive program developed specifically for PRISME, running under Windows 95 and above.

1.1 PRISME allows you to search, view and print out information

You will be able to:

- ◆ **Access** information on education projects in sub-Saharan Africa quickly and easily.

- ◆ **Search** for projects using various criteria: Ongoing Projects, Funding Agencies, Project Name, Project Code, Beneficiary Countries, Executing or Implementing Agencies, Types of Activity, Funding Mechanism, Policy Objectives, Gender Objectives, Sub-Sectoral Coverage, Key Dates, Major Objectives, Operational Inputs, and Cofinancing Agencies.

- ◆ Know the amounts of the committed budgets: contributions from the funding agencies and counterpart from the beneficiary country.

- ◆ **Obtain** project summaries, evaluation reports, the titles of the reference documents and comments on the project.

- ◆ **Locate** at least one contact person for each project.
- ◆ **Get** a summary of baseline information for the years 1996 to1999 (sub-sectoral coverage, number of projects, percentage of projects with gender and policy objectives, and committed budgets).
- ◆ **Compare** summary of baseline information for the years 1996 to 1999 (sub-sectoral coverage, number of projects, percentage of projects with gender and policy objectives, and committed budgets).
- ◆ **Print** the project information in short form or in detail (complete information), or even in combined form, for the summaries.

1.2 The history of PRISME

- ◆ *1991:* The original version of the product (called DAE Donor Information System) was a first attempt to produce an inventory of all development agencies' education projects and programs in sub-Saharan Africa. DIS was developed as a DOS- based program and was delivered on diskettes, along with instructions.
- ◆ *1993:* In order to ensure that the product met users' needs, a questionnaire was sent out in 1993 to all the member organisations of ADEA. The results of this survey were used to develop guidelines for the new design of PRISME.
- ◆ *1995:* The ADEA Secretariat undertook a pilot project to update PRISME. This confirmed the interest in, and the need for, such a system. The results indicated that it was important that the information be accessible through a user-friendly software and that the database be updated annually.
- ◆ *October 1996 to April 1998:* In October 1996, the Japanese International Cooperation Agency (JICA) seconded an expert to ADEA to start updating the contents of PRISME. This continued until February of 1997. It was followed by a second stage of data collection and by the upgrading of the application interface. A preliminary version of PRISME was presented to participants of the ADEA Biennial Meeting in Dakar in October 1997. A questionnaire was distributed to appraise the interface and the information contents. These comments and suggestions were taken into account for the production of the final version of PRISME 97, which was dissemi-

nated on CD-ROM in early 1998.

- ◆ *1999-2000:* From PRISME 97 to PRISME 2000. In order to facilitate the updating process, a computerized data input application program was developed. The ADEA Secretariat carried out a pilot project with the French Ministère des Affaires étrangères, Coopération et Francophonie for the development of this data input program. This allowed us to test its reliability and user-friendliness. The program (containing only information for the agency concerned) was then distributed to each funding agency. The new information was processed and merged into an upgraded (developed under 32 bit programming for Windows 95 and above) version to form PRISME 2000. In May 2000, in order to increase accessibility, an abridged version of PRISME 2000 was made available through Internet (http://prisme.adeanet.org). A beta CD-ROM version of PRISME 2000 was presented to participants of the ADEA Biennial Meeting in Arusha in October 2001. Comments and suggestions were taken into account for the production of the final version of PRISME 2000.

1.3 Information sources for PRISME 2000

The information in the PRISME 2000 database comes from 27 external aid organisations. PRISME 2000 is, first of all, a directory of information on projects primarily financed by bilateral or multilateral funding agencies (including development banks,foundations and other non-governmental organisations).

PRISME 2000 also contains information on projects by executing agencies (e.g., UNESCO, IIEP). It should be noted that funding agencies can also act as executing agencies for the project they fund.

Both funding and executing agencies are increasingly delegating part or all of the responsibility for project implementation to other organisations (NGOs, private companies, ministries of education, universities or other education institutions).

However, in most cases, it is the funding or executing agencies that has provided the information concerning their projects, even when they are being implemented by other organisations.

Information on cofinancing refers to funds (regular or on a one-off basis) coming from organisations other than the funding agency. PRISME 2000 only mentions the names of organisations that list themselves as cofinancers of a project.

1.4 PRISME updates: a real challenge

In order for PRISME to remain a useful tool for coordination, regular updates are essential. Therefore, ADEA is planning to design an on-line updating application package to facilitate the revision process. The ADEA Secretariat will be responsible for centralizing the updated information. However, each agency will upload their project information through an electronic questionnaire designed specifically for data input. It will contain only information for the agency concerned, and will allow for easy updates and additions of information.

Note: *Project information contained in PRISME 2000 was supplied to ADEA by the agencies themselves. It refers mainly to ongoing projects at the time of collection of data. However, given the nature of the data collection (agency self-reporting) the database may not cover all ongoing education projects in sub-Saharan Africa.*

Furthermore, a number of organisations have not yet been associated with PRISME 2000. Therefore, PRISME 2000 does not include all ongoing project activities in education in sub-Saharan African countries. Thus, ADEA recommends that due care be given when carrying out any statistical analysis of, and inference from, the information contained in this database.

2 Installation

2.1 System Requirements

- ◆ IBM-compatible PC
- ◆ 486 DX2/66 Central Processor Unit (PENTIUM or equivalent recommended)
- ◆ Hard disk with 20 MB of space available
- ◆ 16 MB RAM (32 MB recommended)
- ◆ Windows 95 (or later versions)
- ◆ VGA monitor (640x480 pixels)
- ◆ CD-ROM drive
- ◆ Mouse or other pointing device.

Note: *PRISME must be installed on your hard disk. This application cannot function directly from the CD-ROM.*

WARNING: *PRISME was designed to be installed on a single workstation or in local mode (i.e. on the hard drive of your own machine) and not on a network drive.*

2.2 Preliminary

Before installation, close any open applications. PRISME Setup may ask you to reboot your computer.

Insert the PRISME installation CD-ROM in the CD-ROM drive.

2.3 To install PRISME on a workstation with Microsoft Windows 95 or later versions

Open the Start menu and choose Run.

Type "D:\SETUP" (or the letter assigned to your CD-ROM drive). You may also use the Browse button to find the file SETUP.EXE on the PRISME installation CD-ROM. Click on the OK button, then follow the PRISME SETUP Instructions.

2.4 To launch the PRISME 2000 Application

PRISME Setup creates a PRISME program group (or folder) and an icon (see below) to launch the application.

You should see this icon displayed on your desktop, to run PRISME, double-click on the PRISME icon.

Prisme 2000

3 Welcome Screen

PRISME 2000 is a bilingual application with titles, messages, displays and data available in both English and French. The two languages are instantly accessible from the Welcome screen.

◆ Click on the English flag to use the English version of PRISME

◆ Click on the French flag to use the French version of PRISME

◆ Click on Exit to close and exit the application

You may switch from one language to the other during the use of the application by returning to the *Welcome* screen and reselecting the language.

4 Main Menu

The Main Menu of PRISME 2000 displays all the essential functions of the application:

- ◆ Condensed version of the User's Guide   Guide to Prisme 2000
- ◆ Description of PRISME 2000   About PRISME 2000
- ◆ Various Searches:
  - ✔ By Country   Country
  - ✔ By Region   Region
  - ✔ By Sub-sectoral Coverage   Sub-sectoral coverage
  - ✔ By Funding Agency   Funding Agency
  - ✔ By Executing agency   Executing Agency
  - ✔ By Project   Project
  - ✔ By Ongoing   Ongoing
  - ✔ Multiple Selection   Multiple Selection
- ◆ Summary Statistics   Summary Statistics

4 • Main Menu

Alternatively, the functions described above may be accessed from the Menu Bar by clicking either on Search for searches, Summary Statistics, or Help for the description of the application and the condensed version of the User's Guide. The Menu Bar also allows access to additional functions contained in the System button. By clicking on System, the following sub-menu is available:

- ◆ Database Registration   Register Database
- ◆ Database Update (for authorized users only)   Agency Update
- ◆ Connecting to online version of PRISME   PRISME Online

5 General Search Principles and Procedures

Searching is carried out by elimination

At the outset of the search, PRISME offers you all the projects available in the database. As you add search criteria, projects not matching the criteria are eliminated from the Projects list.

Suggestion: unless you are seeking an easily identifiable project, it may be faster to add criteria gradually, and to consult the Projects list after each addition.

Combining the AND and OR operators is intuitive

AND operator: two different types of criteria combine to refine the search; the projects included in the list match both criteria.

> *Example: For Funding Agency — "World Bank" is selected and for Beneficiary country — "Benin" is selected: Only projects concerning both the World Bank AND Benin will be listed.*

OR operator: for the same type of criteria, PRISME will list projects that match at least one of the chosen criteria.

> *Example: For Funding Mechanisms, "Loan/Credit " and "Grant ", are chosen. The resulting list will show projects whose Funding Mechanism is EITHER "Loan/Credit " OR "Grant".*

In general, the OR operator criteria are presented in the form of a list, grid or a multiple-choice table. OR operator criteria include: Funding Agency, Beneficiary Country, Executing/Implementing Agency, Type of activity, Funding Mechanism, Sub-Sectoral Coverage, Key Dates, Major Objectives, Inputs, Cofinancing Agency.
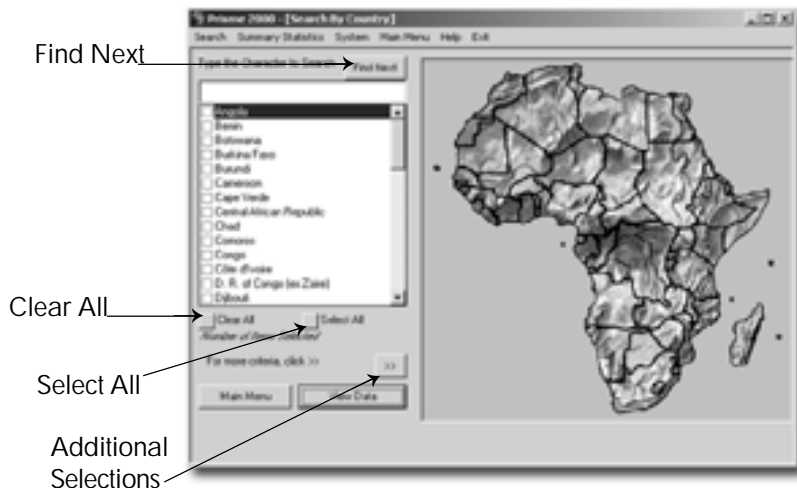
6 Search by Country

For a search by country, click on Country in the Main Menu. You may also click on the Search button in the Menu Bar and select By Country.

You may select a country in one of the following ways:

Option 1:

a) Type the first letter of the country in the rectangle above the scrolling list of countries. The first country that starts with that letter in alphabetical order will be highlighted.

b) Click on the Find Next button to see the next country starting with that letter.

c) Click on the box to the left of the country name to select that country

d) Click View Data to see the results of your search selection

Option 2:

a) Select a country by clicking on the country directly on the map of Africa, to the right of the list.

b) Click View Data to see the results of your search selection.

Find Next

Clear All

Select All

Additional Selections

6 • Search by Country

You may select all countries by clicking on Select All, or cancel all selections by clicking on Clear All. You may return to the Main Menu by clicking on the corresponding button.

Additional search criteria may be added to the country selection. Clicking on >> provides access to other specified conditions of search.
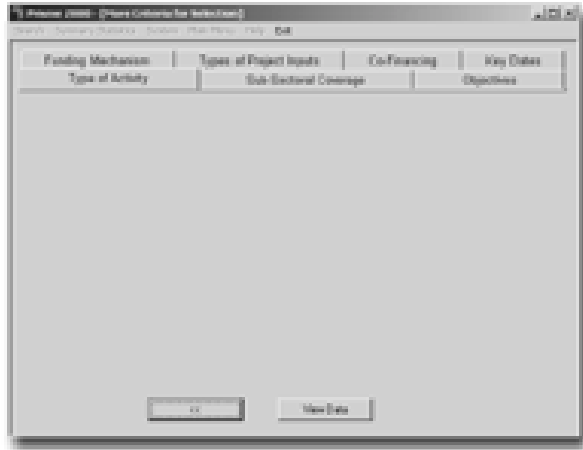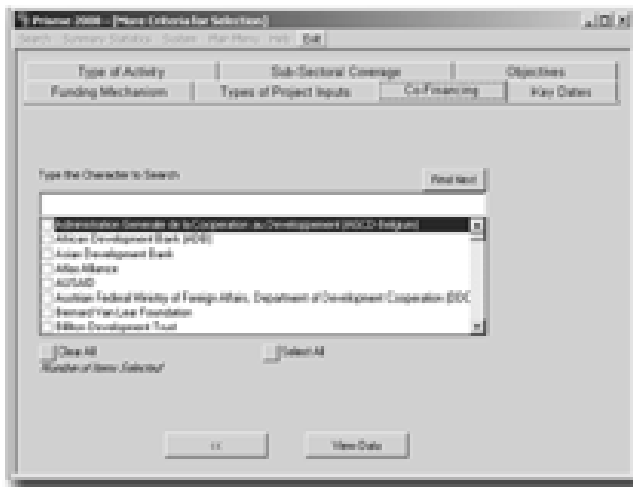

Click on:

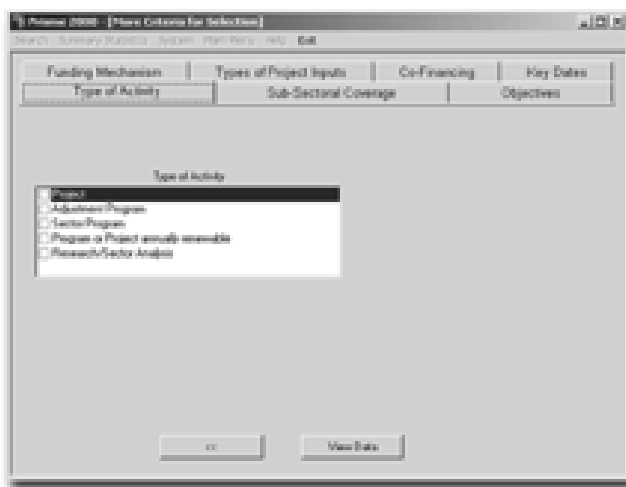◆ Sub-Sectoral Coverage to add sector coverage criteria to the search
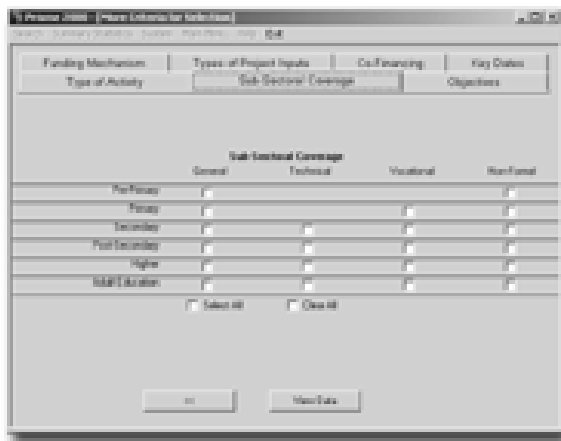
◆ Co-financing to identify a co-financing agency

◆ Type of Activity to select the activity type

- ◆ Objectives to indicate the specific objectives

- ◆ Key Dates to state the period for which the search is to be

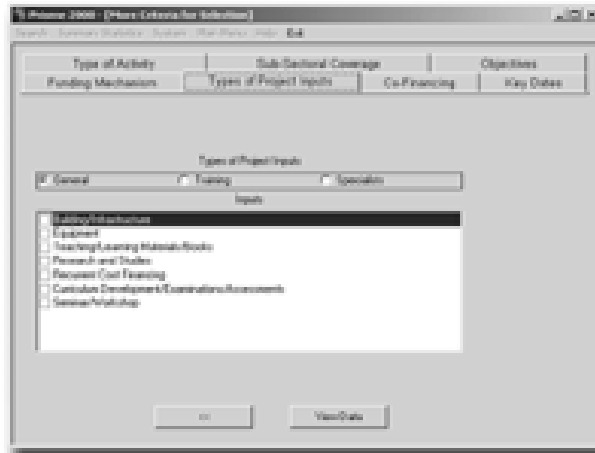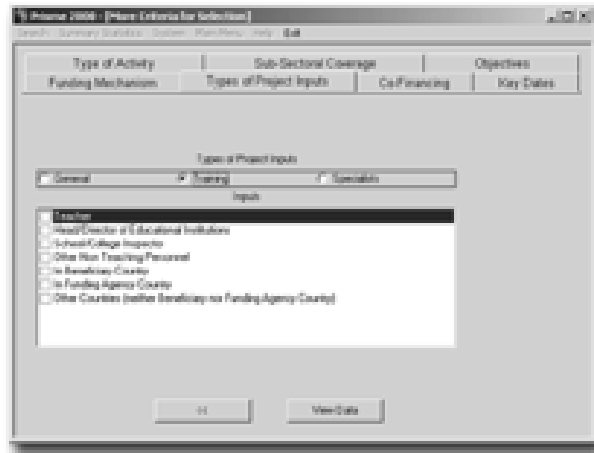- ◆ Funding Mechanism to narrow down the search according to the funding method
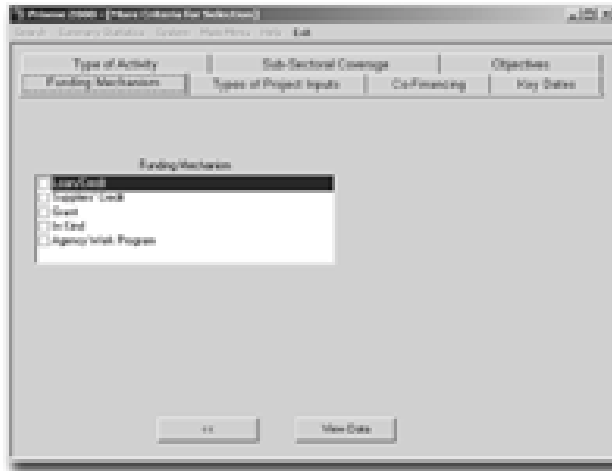
- ◆ Type of Project Inputs to specify the type of project inputs (general, training and specialists) for the search
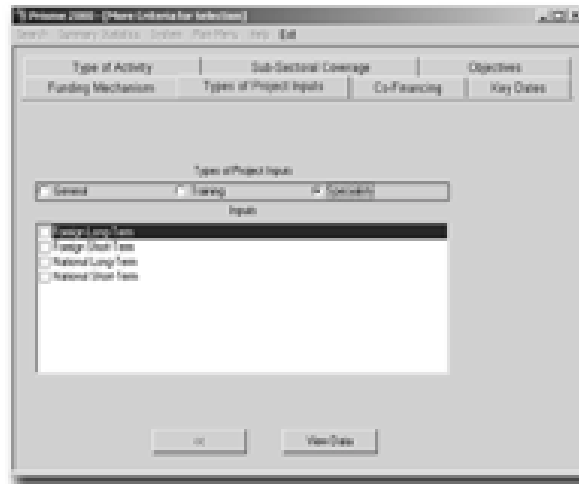
Type 1 : General

Type 2: Training

Type 3: Specialists

- ◆ To view the search results after specifying the additional criteria, click View Data.
- ◆ To return to the previous screen, click <<.

7 Search Results

The search result is a list of projects carried in the selected country. The total number of projects is displayed right below the list. The scrolling list indicates the project status (ongoing or not), project codes, project names, project start and end dates, and project budget.

You may reduce the project list to ongoing projects only, by clicking on the Ongoing box.

In the lower part of the *Search Results* screen, partial details for one of the projects on the list are displayed. The details include the Financing Agency, the Executing Agency, and the list of other countries where the project is carried.

An arrow on the left of the list indicates the project, for which the details are displayed.

Total number of projects

Click to list Ongoing projects only

Click to sort the project list
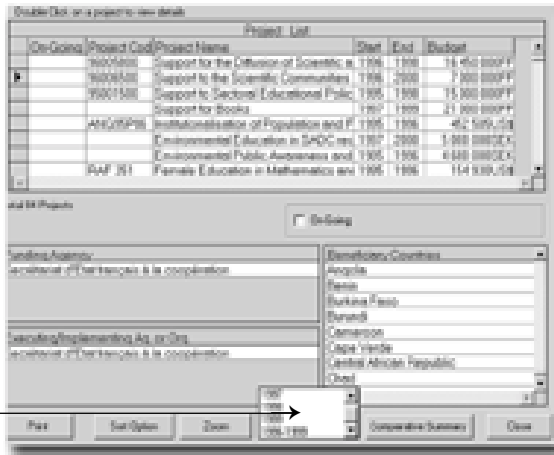
From the Search Results screen, you may obtain:

a) A print out of the project list by clicking on Print

b) A budget summary and a summary of project distribution by sub-sectoral coverage by clicking on Summary

Click on Summary and then select the year for which you want a summary

c) A comparative summary statistics of project by sub-sectoral coverage by clicking on Comparative Summary

d) Details for a specific project by double clicking on the project

e) Details for all projects by clicking on Zoom

Points d) and e) are described in the next section.

8 Project Details

As indicated above clicking on Zoom on the *Search Results* screen, the basic information for the first project is displayed. To view other details of the project, click on the tabs corresponding to the information you wish to view. The following information is available:

- ◆ Basic Information giving such data as the project name and code; financing and executing agency, etc.   Basic Information

- ◆ Sub-sectoral coverage and project dates   Coverage and Dates

- ◆ Objectives of the project   Objectives

- ◆ Project inputs and its budget   Inputs and Budget

- ◆ Description   Description

- ◆ Contact information   Contact

Use these forward and back buttons to scroll
from one project to another
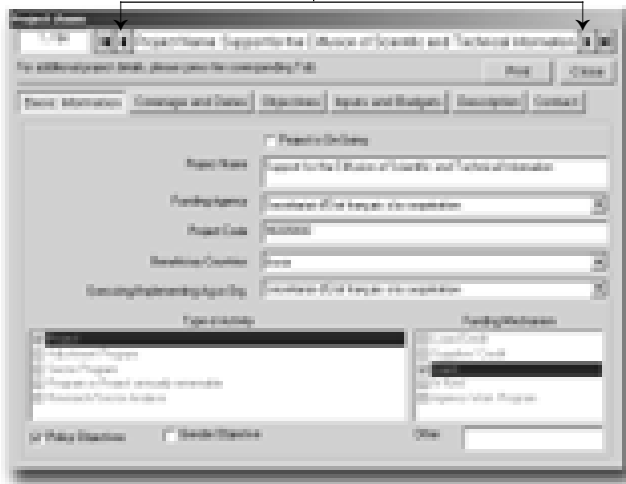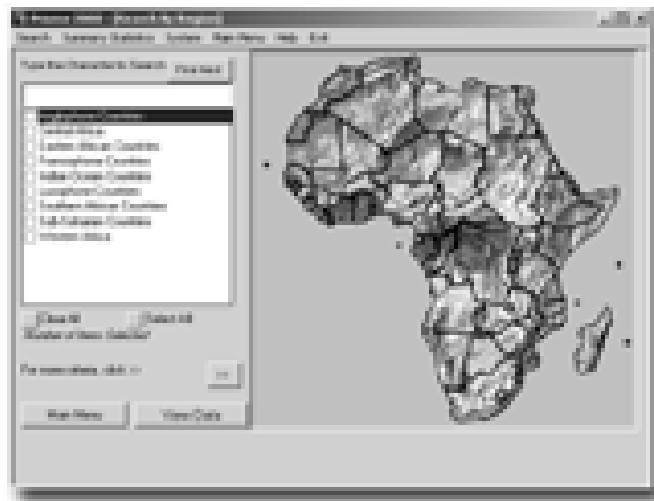

- ◆ Click on Close to return to the *Search Results* screen

- ◆ Click on Print to print the project details

9 Search by Region

To perform a Search by Region, please click on the box on the left of the desired region and select View Data for the search results. Contrary to the Search by Country, the map should not be used for region selection.
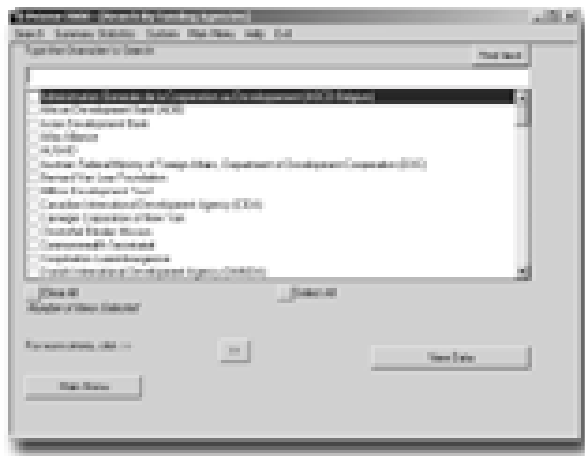
To specify additional criteria, press >>.

10 Search by Funding Agency

Access Search by Funding Agency by clicking on Funding Agency button in the *Main Menu* screen. You may also select Search in the *Menu Bar*, select the Search by Agencies submenu, and then By Funding Agencies option.

In the *Search by Funding Agency* screen, select the desired agency from the alphabetical list. To facilitate the selection, type the first letter of the agency in the little rectangle above the agency list. (The first agency that starts with that letter in alphabetical order will be highlighted).

Press Find Next button on the top right hand side of the list as many times as required, to find the desired agency.

a) Select the agency by clicking on the square to its left.

b) If you wish to select additional criteria, click on >>.

c) To view the results of your selection, please click on View Data.

11 Search by Executing Agency

Access Search by Executing Agency by clicking on Executing Agencies button in the *Main Menu* screen. You may also select Search in the *Menu Bar*, select the Search by Agencies submenu, and then By Executing Agencies option.

The procedure for this search is identical to the Search by Funding Agencies described on the previous page.
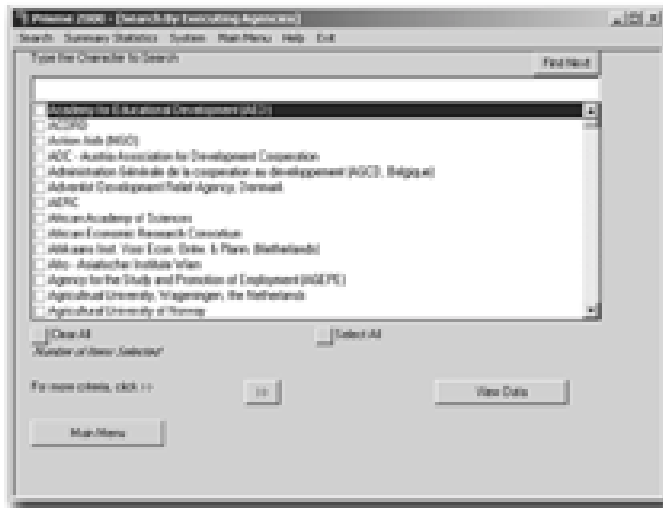
12 Search by Projects

Contrary to other searches (by country, region, or agencies) which use alphabetical search, the Search by Projects is key word *search*. For this reason, a complete word and not a single letter should be entered in the rectangle above the scrolling project list.

a) Type a key word for the project title. (The first project containing that word will be highlighted).

b) Go to the next project containing the key word by pressing the Find Next button on the top right corner of the list, as many times as required.

c) Select the desired project by clicking on the square to its left

d) To view the results of your selection, please click on View Data.

13 Multiple Selection Search

From the *Main Menu*, click on the Multiple Selection button. The displayed Multiple Selection screen offers four possible selections that can be used separately or in any possible combination.

You may wish to view the results of a search for projects carried in a country by a specific funding agency. For such a search, select the country in the first quadrant and the funding (or executing) agency of interest in the second (or third) quadrant.

Click to list ongoing projects only

Select additional search criteria
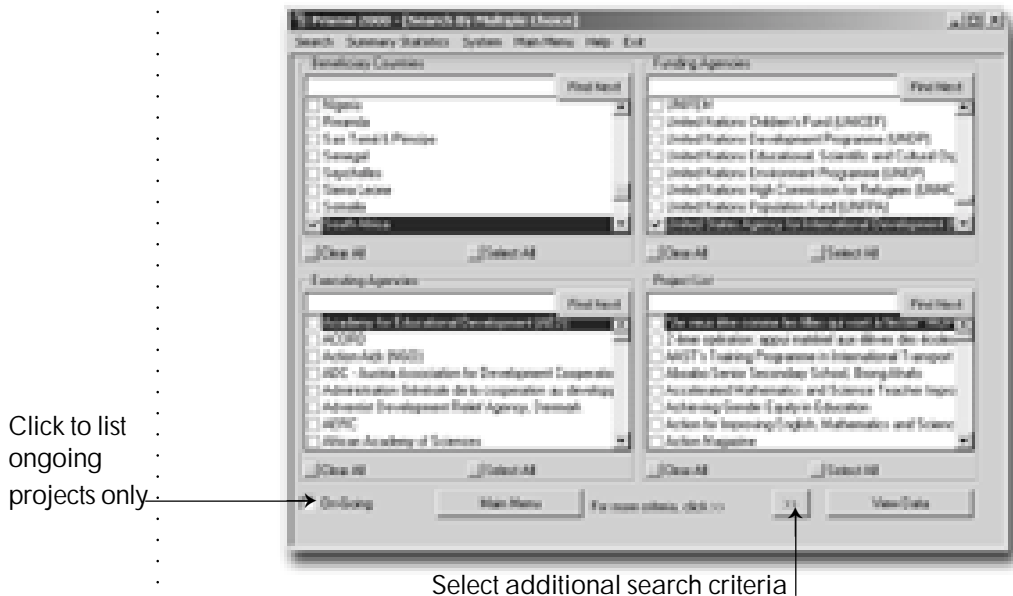
You may also check if a project is carried out in a specific country by selecting a project and a country.

Just as it is possible with Country and Agency searches, you may add extra search criteria by clicking on >>. Furthermore, you may limit your search to ongoing projects only by clicking on the ongoing box.

Please note that Multiple Selection does not permit a direct search which combines a region and an agency or a project. Such a project may be achieved by selecting all countries of a region, and an agency or a project.

14 Summary Statistics

14.1 Go Summary

For the user's convenience Summary may be accessed either from the *Main Menu,* the *Menu Bar* or from the *Search Results* screen.

Click on Summary Statistics button in the *Main Menu.* A screen similar to the *Multiple Selection* screen is displayed. An individual selection or a combination of selections may be made (see screen below). Click on Go Summary for statistics by years.

Click on ongoing box to limit the summary to Ongoing projects only
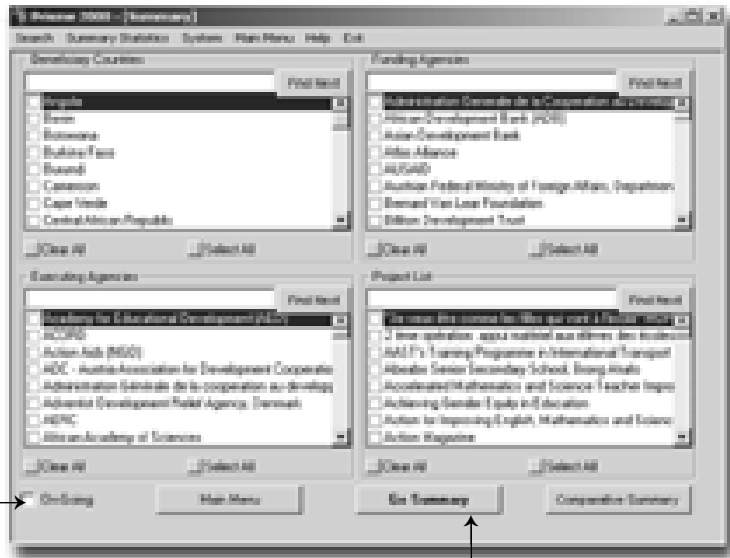
Click on Go Summary for statistics by years

Select the year or period 1996 - 1999 for summary statistics (see screen below).

Select a year or the period of 1996-1999 for summary statistics

The summary Statistics results are displayed as shown in the screen below:

Click on Summary Chart to view the Graphic represen- tation

Print the summary information
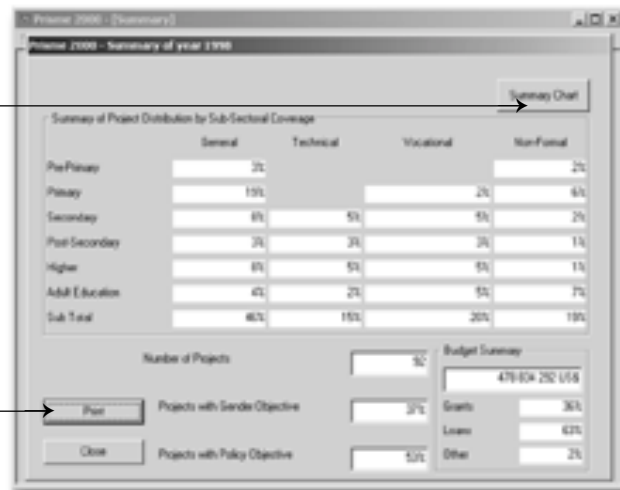
The number of projects displayed in the Summary for any given year or all years could be less than the actual number of projects. This is due to the fact that the Summary logic only takes into account projects for which budgetary information is available.

To view the graphic representation of the summary, click on Summary Chart.

The default display is the Budget Summary.

Click here to chan-
ge the graphic
display to the sub-
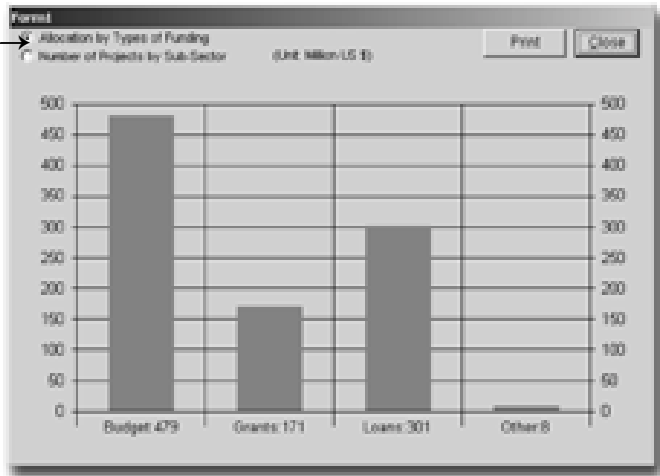sectoral coverage
summary

The graphic representation of the summary statistics results on the number of projects are displayed as shown in the screen below:

You may return to Summary
Grid by clicking on Close
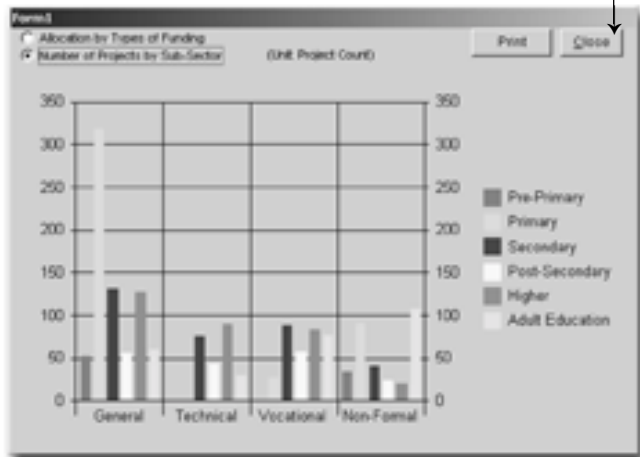
14.2 Comparative Summary

For the user's convenience Comparative Summary may be accessed either from the *Main Menu*, the *Menu Bar* or from the *Search Results* screen.

Click on Comparative Summary button in the *Main Menu*. A screen similar to the *Multiple Selection* screen is displayed. An individual selection or a combination of selections may be made. Click on Comparative Summary for a comparison of statistics by years (see screen below).
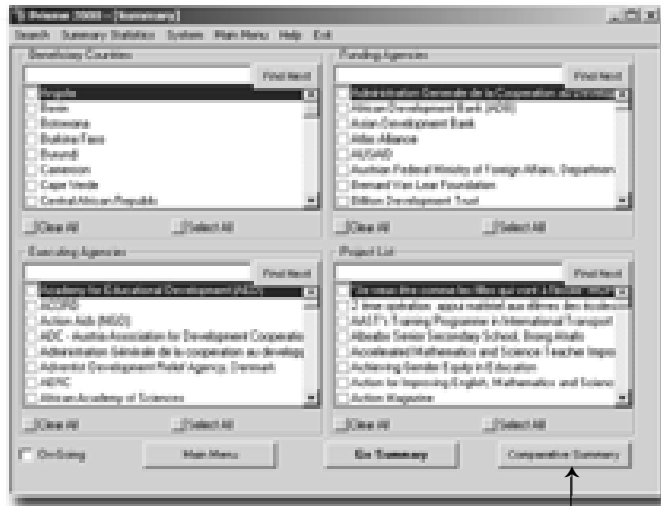
Comparative Summary by years

To obtain Summary Results, click on View Data and select the years for which the summary is needed as shown in the screen below.

Years selected

Click here to open the years' list and select which years you want to compare

Click here to view the Data

Click on the Close button to return to the previous screen.
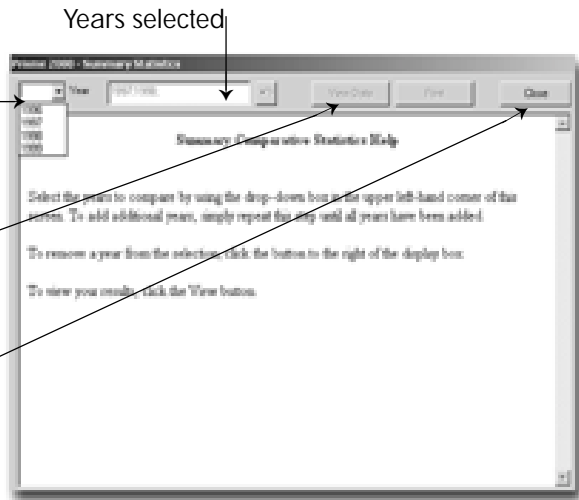
The Comparative Statistics results are displayed as shown in the screen below:

You may return to Summary Grid by clicking on Close.

Year To Year Comparison		
	1996	1998
Number of Projects	155	92
Projects with Gender Objective	35%	37%
Projects with Policy Objective	57%	53%
Budget Summary	236 938 392 US$	478 834 292 US$
Grants	80%	36%
Loans	18%	63%
Other	3%	2%
General		
Pre-Primary	4%	3%
Primary	17%	19%
Secondary	9%	8%
Post-Secondary	4%	3%

15 Appendices

15.1 Technical glossary for the Windows interface

Button, icon

A button is a control element that allows you to execute the associated command.

A button is represented by a raised rectangle. The rectangle may contain an icon, some text, or both. The icon or the text describes the main function of the button.

Click on the button with your mouse to launch the associated command.

Interface

The set of display elements on the screen (windows, menus, buttons, etc.) that allow the user to use software or an information system.

Lists, scrolling lists

Lists, whether scrolling or not, allow you to choose (or, "select") one element among those presented. A list can be open and fixed, or open and scrollable.

To open a scrolling list, click on the button with **an arrow to the right** of the list, or press the **F4** key on your keyboard.

In lists and scrolling lists, you can type the first few characters of any item you want to choose to make the cursor move automatically to that item.

Screen, window

A screen is the open working interface of an application. A window is generally a smaller-sized screen overlapping the screen, or part of that screen.

Your PRISME application includes (among other things) a Welcome window and a Main screen.

Tab

A screen or a window can be sub-divided into pages. The pages are accessible through a system of tabs, like the dividers between sections in some telephone directories.

Open the desired page, then simply click on the corresponding tab.

Text boxes, check boxes

A text box allows the input of characters from the keyboard (if the context allows this), as well as copying or pasting text in the box.

The check boxes either inform or allow a choice to be made, depending on whether they are checked or not. A checked box means "yes" or "present" or "selected", for the item or topic associated with the box. The opposite is true for a box that is not checked

15.2 Optimizing the functioning of PRISME and Windows applications in general

PRISME 2000 is a graphic interface that manages a database containing an important amount of information.

You can improve the response times of your PRISME application — and by the same token improve that of other major Windows applications — by following these tips.

• Closing as many applications as possible frees up main memory and makes it work more smoothly.

• Turning off the Windows wall-paper for the Desktop can save almost 1 MB of RAM.

• Working in a 640 x 480 display speeds up the display from standard video cards.

• Defragmenting the hard drive (with DEFRAG or a disk defragmenter) speeds up application loading and data transfer.

• Make sure you do not work with a "saturated" hard drive. Typically, this means one that is over 2/3 full. Also, make sure you have at least 50 MB free after launching Windows.

• Finally, the most inexpensive and cost-effective investment may well be to add memory (RAM), going from 8 MB to 16 MB or from 16 MB to 32 MB. This will bring you an immediate and clear-cut increase in the ease of use. This is generally more effective than changing microprocessor.

Nota Bene: Some of these operations may carry technical risks. If in doubt, it is recommended that you seek help from a data processing technician.

15.3 Countries and groups of countries (in sub-Saharan Africa).

a) In alphabetical order.

Angola	Ethiopia	Nigeria
Benin	Gabon	Rwanda
Botswana	Gambia	Sao Tome and Principe
Burkina Faso	Ghana	
Burundi	Guinea	Senegal
Cameroon	Guinea-Bissau	Seychelles
Cape Verde	Kenya	Sierra Leone
Central African Republic	Lesotho	Somalia
Chad	Liberia	South Africa
Comoros	Madagascar	Sudan
Congo (Brazzaville)	Malawi	Swaziland
Côte d'Ivoire	Mali	Tanzania
Democratic Republic of the Congo (ex-Zaïre)	Mauritania	Togo
	Mauritius	Uganda
Djibouti	Mozambique	Zambia
Equatorial Guinea	Namibia	Zimbabwe
Eritrea	Niger	

b) By official language

French-speaking countries (21)

Benin	Côte d'Ivoire	Mali
Burkina Faso	Dem. Rep. of the Congo	Mauritania
Burundi	Djibouti	Niger
Cameroon	Gabon	Rwanda
Central African Rep.	Guinea	Senegal
Chad	Madagascar	Seychelles
Comoros		Togo
Congo		

English-speaking countries (18)

Botswana	Malawi	Sudan
Gambia	Mauritius	Swaziland
Ghana	Namibia	Tanzania
Kenya	Nigeria	Uganda
Lesotho	Sierra Leone	Zambia
Liberia	South Africa	Zimbabwe

Portuguese-speaking countries (5)	*Various (4)*
Angola	Equatorial Guinea
Cape Verde	Eritrea
Guinea Bissau	Ethiopia
Mozambique	Somalia
Sao Tome and Principe	

c) By ADEA geographic groupings

Southern Africa (10)

Angola	Mozambique	Swaziland
Botswana	Namibia	Zambia
Lesotho	South Africa	Zimbabwe
Malawi		

West Africa (16)

Benin	Ghana	Mauritania
Burkina Faso	Guinea	Niger
Cape Verde	Guinea-Bissau	Nigeria
Côte d'Ivoire	Liberia	Senegal
Gambia	Mali	Sierra Leone
		Togo

East Africa (8)

Eritrea	Rwanda	Tanzania
Ethiopia	Somalia	Uganda
Kenya	Sudan	

Central Africa (9)

Burundi	Democratic Republic of the Congo
Cameroon	
Central African Republic	Equatorial Guinea
Chad	Gabon
Congo	Sao Tome and Principe

Indian Ocean (5)

Comoros	Mauritius
Djibouti	Seychelles
Madagascar	

Please send your comments and suggestions on PRISME to:

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