

Short Operational Guidance on Participants Tracking System (PTS)

Date: 25th September 2023


Participants Tracking System (PTS) operational Guideline

Step I: Login

Participants Tracking System Login Screen

User Name

Password



Login

Cancel

[Create account](#)

Step II: Dashboard

Participants Tracking System (PTS)

CARE Banglades

Monday, September 25, 2023

SHOUHARDO III Plus project

2:53:19 PM

Welcome Administrator

Indicator

Import/Export

Analysis

Reports

FAQ

Settings

Close database

...

Participants Tracking System (PTS)


This template help you to easily manage USAID RFSA/FtF Activities participants and events database . Customize query wizard help you to minimizing entry error and track participants by reporting period. Using this template generate ITT, Participants table, Award level Beneficiaries/Unique and Direct counting, and ITT indicator data entry in the following System:


(A) Application and Award Management Portal (AAMP) and
(B) Development Information Solution (DIS)

Need help?

Send us your feedback or

Want more?

 Contact with M&E
personel

 eyasinali.sarker@care.org

Step III: Settings: Customize your Activity and Organization Name

Indicator

Import/Export

Analysis

Reports

FAQ

Settings

Close database

Password Change

Activity Name

Goal/ Purpose

Account Holder

Customize your Program / Project / Activity Details

Organization Name	CARE Banglades
Program Name	SHOUHARDO III Plus project

Step IV: Settings: Customize your Activity Goal and Purpose/ Objective/ Result

Home

Indicator

Import/Export

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Close database

...

Password Change

Activity Name

Goal/ Purpose

Account Holder

Start from 0=Goal

Activity Goal and Purpose/ Objective/ Result Area

Purpose Code	Goal/ Purpose/ Objective/ Result Area
0	Goal: Improved gender equitable food and nutrition security and resilience of the vulnerable people living in the Char and Haor in Bangladesh by 2024
1	Intermediate Result 1: Increased equitable access to income for both women and men, and nutritious food for men, women, boys, and girls
2	Intermediate Result 2: Improved and sustained nutritional status of children under five years of age, pregnant, and lactating women and adolescent girls

Step V: Indicator: Enter your Routine Monitoring Indicators

Home

Indicator

Import/Export

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Close database

...

Add RM Indicator

Indicator Logic set

Add Survey Indicator

Survey Ind.Data Entry

Start SL from 1

Add Activity Indicator list

Indicator or No	Source	IndicatorTitle	Data Collection Method	Desired Direction	Cumulative Or NonCumulative	Goal/ purpose	Purpose	Indicator Data point for Analysis
2	USAID Standard	EG-3-2 Number of individuals participating in USG food security programs [IM-level]	Routine Monitoring	(+)	C	1	Intermediate Result 1: Increased equitable access to income for both women and men, and nutritious food for men, women, boys, and girls	The following beneficiary groups and data points will be considered for analysis:
3	USAID Standard	GNDR-2: Percentage of female participants in USG-assisted programs designed to increase access to productive economic resources [IM-level]	Routine Monitoring	(+)	C	1	Intermediate Result 1: Increased equitable access to income for both women and men, and nutritious food for men, women, boys, and girls	Participants who have received female participants who received trainings and input support for Demonstration and USAID female

Step VI: Indicator: Indicator Logic Set

Home

Indicator

Import/Export

Analysis

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Close database

...

Add RM Indicator

Indicator Logic set

Add Survey Indicator

Survey Ind.Data Entry

Set the Indicator Logic for Analysis the Result

Select Indicator

16

HL-9-1 Number of children under five (0-59 months) reached with nutrition-specific interventions through USG-supported programs [IM-level]

Enter Intervention code

IndicatorNo	InterventionCode	i
16		15
16		140
*	16	0

Indicator Sex Disaggregation

IndicatorNo	Sex
16	Female
16	Male
*	16

Indicator Age Disaggregation

IndicatorNo	AgeCategory	Age Categor
16	1	0-5 Years
*	16	0

Individual Type (1)

IndicatorNo	InterventionCode
16	140
*	16
	0

Individual Type (2)

IndicatorNo	Intervention
16	15
*	16
	0

Step VII: Import/Export: Data Import from Common Table

CARE Banglades
SHOUHARDO III Plus project

Indicator
Import/Export
Analysis
Reports

Import
Export

Participant
Sex
Age
DTG
Purpose
Intervention
Intervention
AgeCategory
AgeCategory
WBACategory

003405d77504f	003405d77504f	Male	23	23-May-23	1	20	Vaccination	5	20-29 Years	NonPEP
0090acbd38ba2	0090acbd38ba2	Female	25	18-May-23	1	20	Vaccination	5	20-29 Years	NonPEP
00c2c7d4d784f	00c2c7d4d784f	Female	24	13-Feb-23	2	12	HL_Nuri_Coun	5	20-29 Years	NonPEP
00fab5cecd490	00fab5cecd490	Female	26	15-Feb-23	2	12	HL_Nuri_Coun	5	20-29 Years	NonPEP
011020024046e	011020024046e	Male	23	19-May-23	1	20	Vaccination	5	20-29 Years	NonPEP
0152a831da4c3	0152a831da4c3	Female	55	13-Mar-23	2	12	HL_Nuri_Coun	6	Over 30 Years	NonPEP
0185664526783	0185664526783	Female	28	06-Mar-23	2	12	HL_Nuri_Coun	5	20-29 Years	NonPEP
0248b8eb13d	0248b8eb13d	Male	23	18-May-23	1	20	Vaccination	5	20-29 Years	NonPEP
0250b88b6672	0250b88b6672	Female	33	12-Mar-23	2	12	HL_Nuri_Coun	6	Over 30 Years	NonPEP
025a46483c4e	025a46483c4e	Female	30	09-Mar-23	2	12	HL_Nuri_Coun	8	Over 30 Years	NonPEP
02d6db1e6802a	02d6db1e6802a	Male	23	15-Jun-23	1	20	Vaccination	5	20-29 Years	NonPEP
02dab92d26ad	02dab92d26ad	Male	23	24-May-23	1	20	Vaccination	5	20-29 Years	NonPEP
03265cb26d401	03265cb26d401	Male	23	14-Jun-23	1	20	Vaccination	5	20-29 Years	NonPEP
03c16647702c2	03c16647702c2	Female	35	18-Feb-23	2	12	HL_Nuri_Coun	6	Over 30 Years	NonPEP
03d147719ff30	03d147719ff30	Male	55	15-Feb-23	1	1	Banana_Haylag	6	Over 30 Years	NonPEP
04b318aad2b01	04b318aad2b01	Male	57	30-Jan-23	1	1	Banana_Haylag	6	Over 30 Years	NonPEP
04d7158fecdad	04d7158fecdad	Female	29	05-Feb-23	2	12	HL_Nuri_Coun	5	20-29 Years	NonPEP
059527f133887	059527f133887	Male	23	13-Jun-23	1	20	Vaccination	5	20-29 Years	NonPEP
05c31397e4a9f	05c31397e4a9f	Female	25	25-Mar-23	2	12	HL_Nuri_Coun	5	20-29 Years	NonPEP
060c56d3f65a8	060c56d3f65a8	Male	30	20-Mar-23	1	1	Banana_Haylag	6	Over 30 Years	NonPEP
061b181918745	061b181918745	Male	45	18-Jun-23	1	1	Banana_Haylag	6	Over 30 Years	NonPEP
0654fcd828e85	0654fcd828e85	Male	46	11-Mar-23	1	1	Banana_Haylag	6	Over 30 Years	NonPEP
06a1a479b4e4e	06a1a479b4e4e	Female	25	10-Jan-23	2	12	HL_Nuri_Coun	5	20-29 Years	NonPEP
077cfa8f7613d	077cfa8f7613d	Female	32	15-Mar-23	2	12	HL_Nuri_Coun	6	Over 30 Years	NonPEP
07ca93e549062	07ca93e549062	Female	36	12-Jan-23	2	12	HL_Nuri_Coun	6	Over 30 Years	NonPEP
081f6eaa031e	081f6eaa031e	Female	27	12-Mar-23	2	12	HL_Nuri_Coun	5	20-29 Years	NonPEP

Data Import from external sources

Step VIII: Analysis: Select Reporting FYs and analysis your result for ITT and DIS

Indicator

Import/Export

Analysis

Reports

FAQ

Settings

Close database

Reporting FYs
FY23

Form
01-10-2022
To
30-09-2023

Analysis

Step IX: Report: Chose report options to see the result

Indicator

Import/Export

Analysis

Reports

FAQ

Settings

Close database

Award Level Beneficiary

Participant by Sector

Household by Sector

ITT Result

Unique Participants Reached

Participants Reached by Age

Step X: Report: Award Level Beneficiary

		Indicator	Import/Export	Analysis	Reports	FAQ	Settings	Close database	...
Award Level Beneficiary	Indicators result show as per Data Analysis Period 01-Oct-22 To 30-Sep-23								
Participant by Sector	Award Level Beneficiary								
Household by Sector	Disaggregatic -	2021_Reached -	2022_Reached -	2023_Reach -	2024_Reached -	2025_Reached -	LOA_Reached -		
ITT Result	Male	0	0	44407	0	0	44407		
	Female	0	0	69756	0	0	69756		
	Total	0	0	114163	0	0	114163		

Step XI: Report: Participants by sector

		Indicator	Import/Export	Analysis	Reports	FAQ	Settings	Close database	...
Award Level Beneficiary	Indicators result show as per Data Analysis Period 01-Oct-22 To 30-Sep-23								
Participant by Sector	Number of Direct Participant Receiving Multiple Interventions by Sector (Purpose/ Strategic Objective)								
Household by Sector	Purpose -	Male -	Female -	Total -					
ITT Result	1	33126	51731	84857					
	2	11260	16023	27283					
	12	4	2019	2023					
	Total	44390	69773	114163					

Intervention
 Purpose

Purpose Code: 1=Purpose-1, 2=Purpose-2, 3=Purpose-3,4=Purpose-4 And 5=Purpose-5

Step XII: Report: Household by sector


		Indicator	Import/Export	Analysis	Reports	FAQ	Settings	Close database	...
Award Level Beneficiary	Indicators result show as per Data Analysis Period 01-Oct-22 To 30-Sep-23								
Participant by Sector	Number of PEP Household Receiving Multiple Interventions by Sector (Purpose/ Strategic Objective)								
Household by Sector	Purpose -	PEP Household -							
ITT Result	1	55960							
	2	11353							
	12	11639							
	Total	78952							

List of Household by Purpose

Step XIII: Report: Indicator Tracking Table (ITT) Result

Indicator performance value/ result for IPTT						
Indicator No	Source	Data Collection Method	Desired Direction	C or NC	Indicator	Annual/ Quarter Actual Value
Intermediate Result 1: Increased equitable access to income for both women and men, and nutritious food for men, women, boys, and girls						
2	USAID Standard	Routine Monitoring	(+)	C	EG.3-2 Number of individuals participating in USG food security programs [IM-level]	
					Overall	80661
					Sex: Male	30705
					Sex: Female	49956
					Age: 15-19 Years	11542
					Age: 20-29 Years	14631
					Age: Over 30 Years	54488
					Household members	73295
					People in USG-assisted private sector firms	2255
					People in civil society	10472
3	USAID Standard	Routine Monitoring	(+)	C	GNDR-2: Percentage of female participants in USG-assisted programs designed to increase access to productive economic resources [IM-level]	
					Overall	36496
					Sex: Male	723
					Sex: Female	35773
					Age: 10-14 Years	1909
					Age: 15-19 Years	2865
					Age: 20-29 Years	5146
					Age: Over 30 Years	26576
14	USAID Standard	Routine Monitoring	(+)	C	EG.4.2-7 Number of individuals participating in USG-assisted group-based savings, micro-finance or lending programs [IM-level]	
					Overall	36496
					Sex: Male	723

Step XIV: FAQ: Data point Consideration for Indicator Data Analysis

	Indicator	Import/Export	Analysis	Reports	FAQ	Settings	Close database	...
Data point/ Considerations for Indicator Data Analysis								
Intermediate Result 1: Increased equitable access to income for both women and men, and nutritious food for men, women, boys, and girls								
2	EG.3-2 Number of individuals participating in USG food security programs [IM-level]							
<p>The following beneficiary groups and data points will be considered for analysis:</p> <ul style="list-style-type: none">•Participants who have received vaccination and seed selling services through LSP.•Participants who have taken part in LSP training.•Participants who have benefitted from the banana stem haylage.•Farmers who have undergone orientation on modern agricultural technologies.•VSLA participants, including adolescents aged 10-19.•Pregnant women who have received maternal nutrition counseling.•Lactating mothers who have received IYCF counseling.•Individual households that have received counseling on nutrition-sensitive food production.								

Step XV: Close Database

END