



# INTEGRATED PLANNING & REPORTING TOOLKIT USER MANUAL

INTEGRATED PLANNING AND REPORTING TOOLKIT

UNITED NATIONS ECONOMIC COMMISSION FOR AFRICA , Addis Ababa, Ethiopia



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### 1. Introduction

The Integrated Planning and Reporting Toolkit (IPRT) is a web application sponsored by the Economic Commission for Africa (ECA) and developed in response to the needs of African countries to simultaneously adopt and integrate both the 2030 Agenda for Sustainable Development and Agenda 2063 into their national development plans and enable them to report progress in a harmonized way.

With the goals, targets and indicators of the two Agendas already in-built into the software, users can visually assess the level and strength of alignment between the two Agendas and the national development plans at the click of a button. The in-built dashboards allow for visualization of summary information on the alignment of the two Agendas as well as country performance regarding alignment with the two agendas and progress in implementation of the national goals and targets as aligned. The IPRT application has four key modules: Alignment module (covering the 2030 Agenda, Agenda 2063 and the national plan); Monitoring and evaluation module (indicators, baselines, targets and current values); Reporting (progress on the two Agendas and national plan – both in standard report format as well as using intelligent data visualization dashboards) and the Admin module that allows to configure country information. Additional modules are possible and will be incorporated as the software advances and demand increases.

The IPRT is dynamic and adaptable to country-specific planning frameworks, which can be at the national, sub-national and sectoral levels. Once the results framework of a country's national development has been coded, either online or in a pre-configured excel template and uploaded into the software, the user can easily assess the alignment of the plan with the 2030 Agenda and Agenda 2063.

The *monitoring and evaluation module* allows for country data entry (baselines, targets and current values) on the indicators of the national development plans, which is a key feature for reporting progress towards the realization of national priorities as they align to the two Agendas.

The web-based toolkit is accessible from anywhere on standalone computers as well as on networked computers and can be used offline. It is hosted at ECA and will be made available to all member States and the Regional Economic Communities through linkages to their relevant sites.

Users can apply the toolkit to evaluate the extent to which their national development plans and sectoral plans align with external frameworks. The toolkit asks the user to identify the national Goal, Target or Indicator that best matches the corresponding variable of the SDGs & Agenda 2063. If the goal, target and indicator is an exact match, the alignment is classified as “full”. If the national variable is a proxy the alignment is, considered to be, “partial”. Variables can also be defined as having “no alignment”.

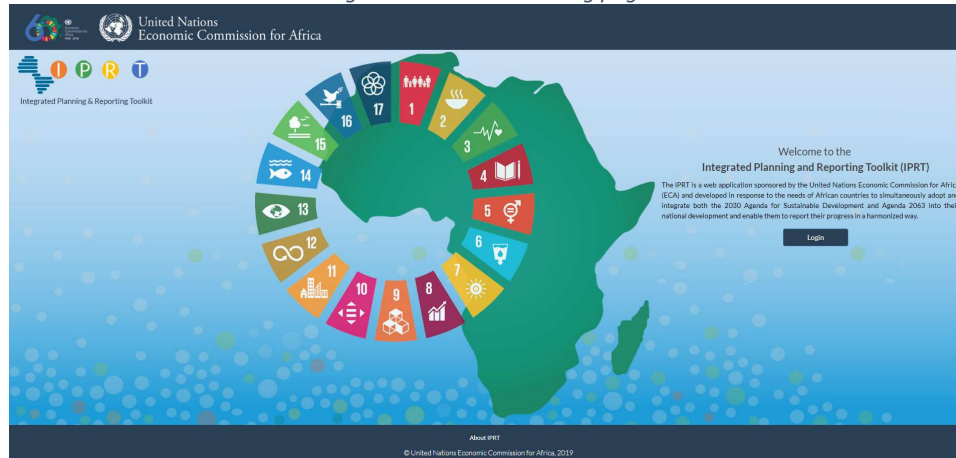
This document provides information on how to use the IPRT Toolkit. It explains the user interface of the toolkit page and available options, features and functionality in step by step fashion.



## 1.1 How to Login

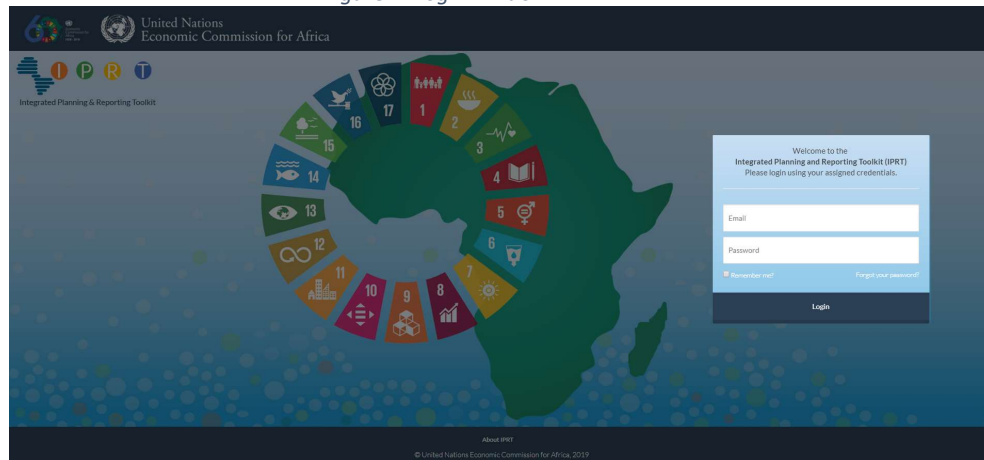
1. To access the ECA's Integrated Planning and Reporting toolkit, open any modern browser (Firefox, Internet Explorer or Chrome) and type in "**https://iprt.uneca.org**" in the address bar.
2. The main landing page of the Toolkit will be displayed as Figure 1.

Figure 1: IPRT main landing page



3. Click on the “Login” button to log in into the system (ref. Figure 2).

Figure 2: Login window



4. Type in your assigned email address and password in the “Welcome” section.



## 2. General Overview

1. After successful authentication you will be redirected to the screen shown in the image below.

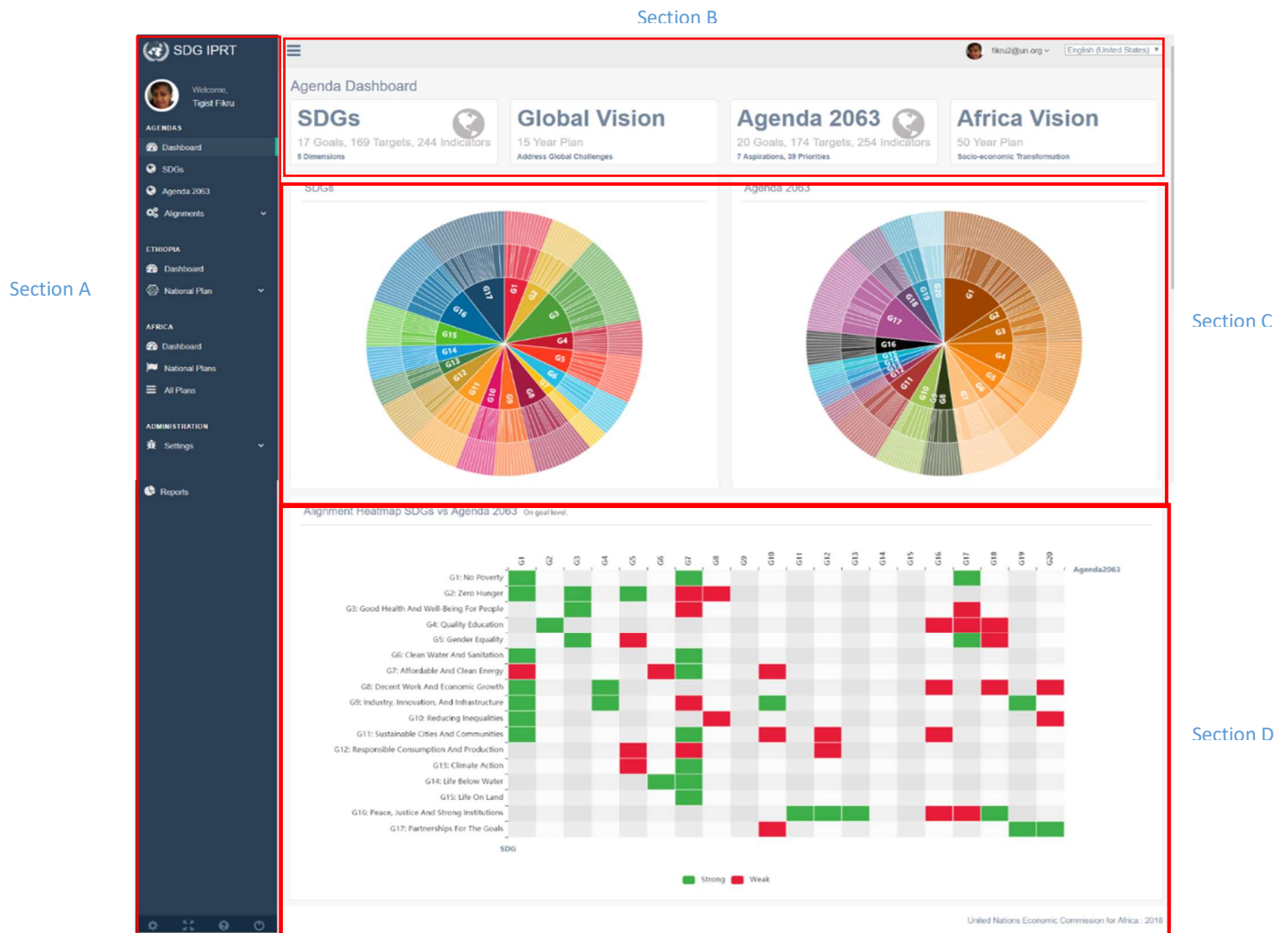



Figure 3: Summary display of the SDGs and Agenda 2063 in the Toolkit

the image below.

2. Figure 3 is a graphical summary view of the SDGs and Agenda 2063. The different sections divided on the image are described below.

**Section A:** is the navigation menu, with the main modules of the IPRT and their sub-menus. The modules and their corresponding sub-menus are described in detail later in the manual.

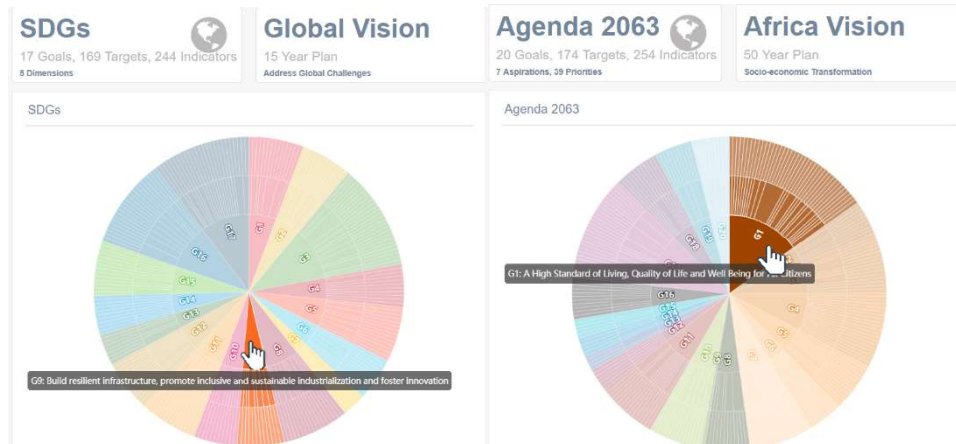
Depending on the assigned permissions the view of the navigation menu may differ.

**Section B:** shows the total number of SDGs & Agenda 2063 and their related indicators and targets. The years set for the global agenda & Africa's agenda. You can click the  icon to minimize the navigation menu.



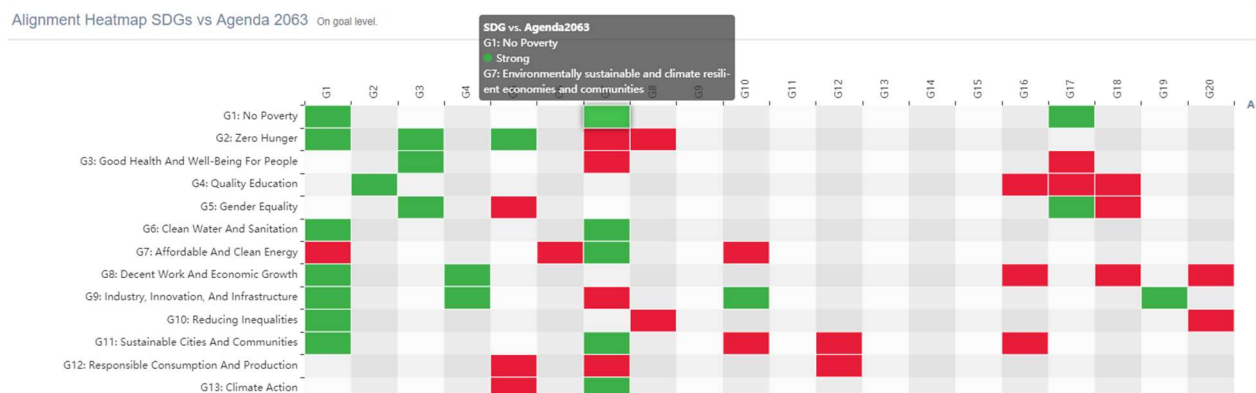
**Section C:** shows an interactive chart of the SDGs and Agenda 2063. To view a specific Goal in detail, and its associated targets and indicators, place your cursor on the coloured sections of the pie chart and click as indicted in Figure 4.

Figure 4: Drill-down menu



**Section D:** shows a heatmap graphical representation of the alignment level between all SDGs and Agenda 2063 at goal level. The alignment levels between the agendas are shown as “Strong” or “Weak”. To open the tooltip of each representation, place your cursor over the icons and it will display as indicated in Figure 5.

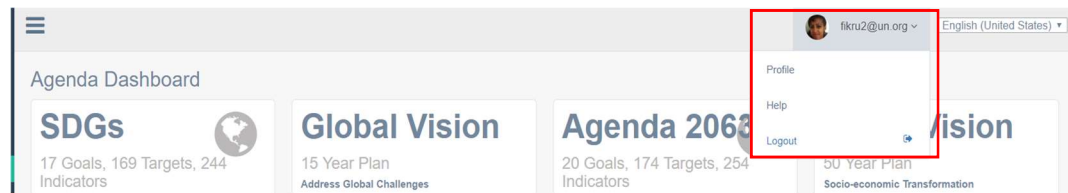
Figure 5: Graphical representation of the alignment level between the SDGs and Agenda 2063 at goal level



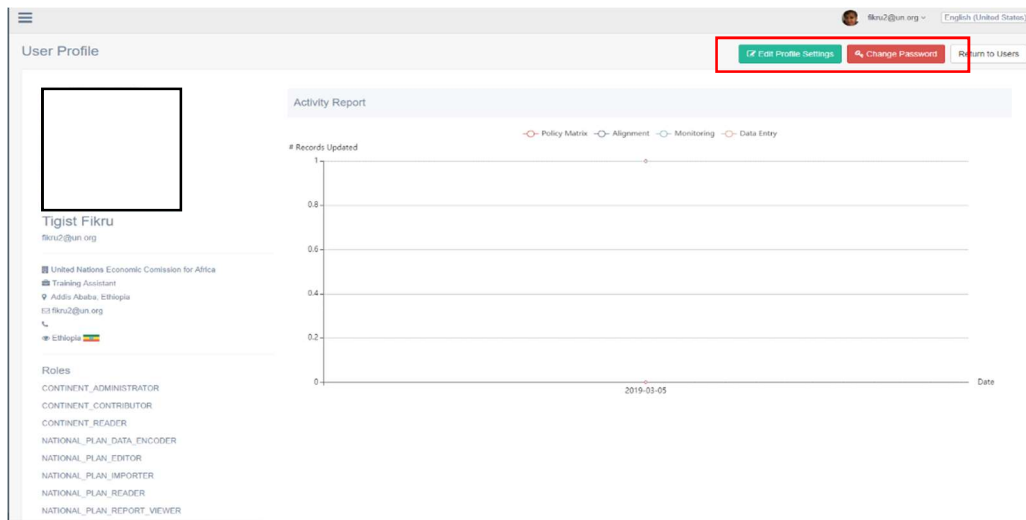
## 2.1 How to Edit your profile

After logging in, a user can update or edit their profile information. Go to the “Profile” menu located at top-right corner of your screen next to your name and click on the drop-down arrow as indicated in Figure 6.

Figure 6: Editing user profile



- To update/edit the profile, click on “Profile” option. The user profile page will be displayed as in.  
*Figure 7: Editing user profile*



- The user profile page displays the user information and the roles/permissions the user is assigned; and user activities performed.
- **To change password:** click on the “Change Password” button located at the top-right corner of the screen displayed. The change password page will be opened as shown as in .

*Figure 8: Change password window*

### Change Password

Current password

New password

Confirm new password

Update Password

Return to Profile

- Type your current password, then the new password in both the “New Password” and “Confirm New Password” sections; click “Update Password” button to update.
- If you prefer to return to the profile page, click the “Return to Profile” button.



- To edit/change your profile, click on the **“Edit Profile Settings”** button located at the top-right corner of your screen. The image in Figure 9 will be displayed.

Figure 9: *Editing Profile Settings*

- In the “Edit User Profile” page:
  - Click on “Update New Picture” to change your profile picture; Type in or edit the remaining enabled fields.
  - The **“Access Level”** on the right side of the screen shows the “Country of Scope” and the roles assigned to the current user.

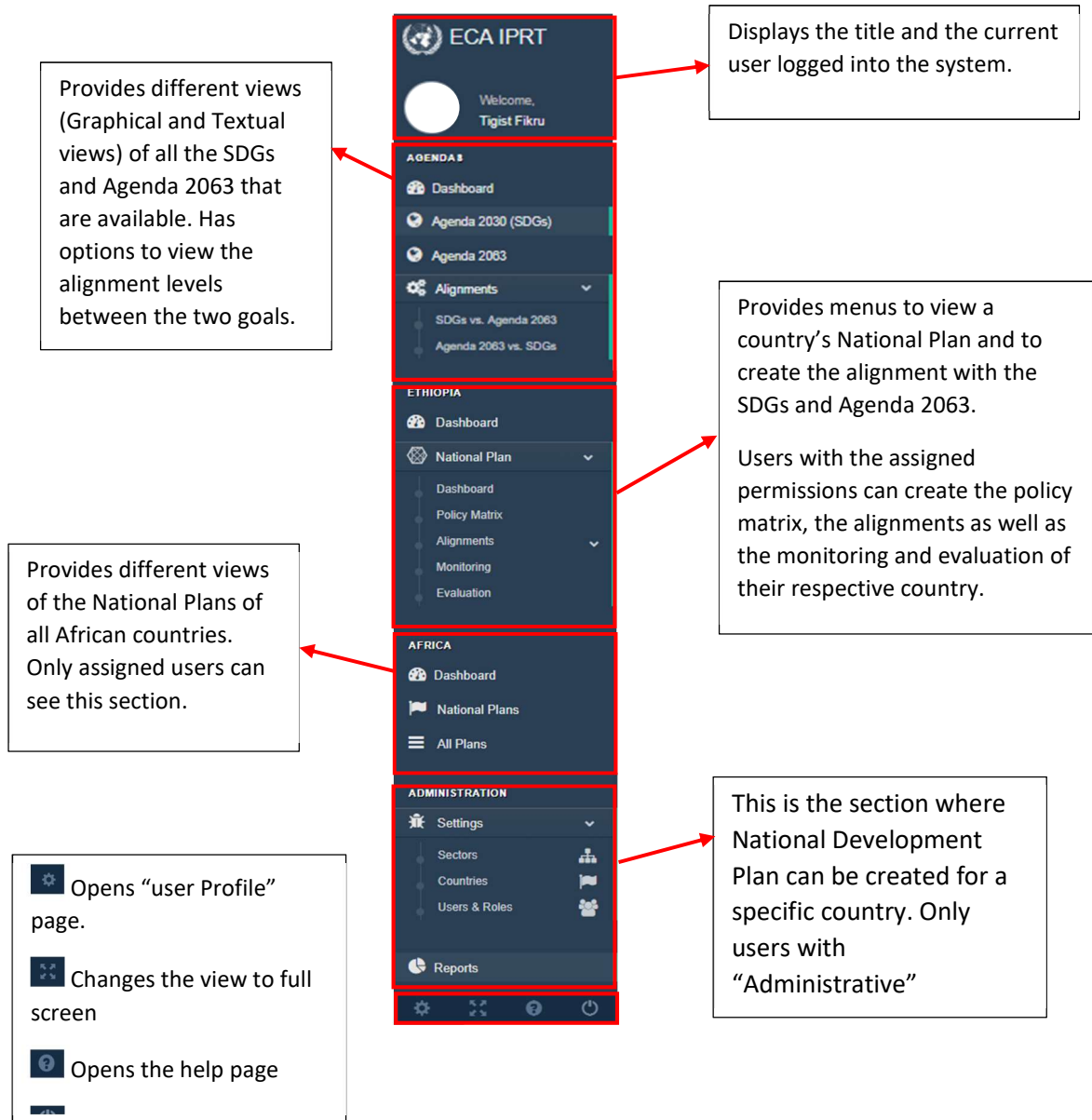
### 3. Components of the ECA’s IPRT

There are navigation menus on the left-hand side of the main screen displayed when you log in, that contain the main components of the Toolkit. Each has respective menus. There are four main components/modules as indicated in figure 10 below.



### 3.1 Navigation Menu

Figure 10: IPRT navigation menus



The first section has options for viewing the SDGs and Agenda 2063 and their respective targets and indicators. Alignments between the SDGs and Agenda 2063 at a Goal, Target or Indicator levels are also viewed here. Under the "Agendas" component there are four sub-menus: Dashboards, SDGs, Agenda 2063 and Alignments which are described below.

### 3.2 Viewing the Agendas Dashboard

- This is the home page view that is displayed when a user initially logs in into the system.
- Select “Dashboard” menu from the “Agendas” section to open the summarized view of both the Agenda2030 (SDGs) and Agenda 2063 goals.

Figure 11: Summary view of the Agenda 2030 and Agenda 2063 goals



### 3.3 Viewing details on Agenda 2030 (SDGs)

- To see the list of all the seventeen SDGs, click on “Agenda 2030 (SDGs)” under the “Agendas” menu. The image in Figure 12 will be displayed.

Figure 12: Agenda 2030 details



To see the associated targets and indicators with a specific goal, click on a single SDG.





Figure 13: Agenda 2063 Goals



- To see the associated targets and indicators with a specific Agenda 2063, click on a single Agenda 2063 from the list displayed.
- When you select a Goal, a detail view and its corresponding targets and indicators are displayed.

### 3.5 Viewing the Alignments

- To see the SDGs alignment level with Agenda 2063 goals or vice versa, go to the “Alignments” from the Agendas and choose either one of the following options:

#### 3.5.1 Agenda 2030(SDGs) with Agenda 2063

- To view the alignment between the SDGs and Agenda 2063, select the menu “SDGs vs Agenda 2063” as indicated below. The screen shown in Figure 14 will be displayed.

Figure 14: Alignment between SDGs and Agenda 2063

To view the SDGs alignment with the Agenda 2063 either on “Goal” or “Targets” or “Indicators” level, click on one of these menus.

To export the displayed SDGs alignment with Agenda 2063 or make a “Copy” or “Print”, select on one of these menus.

**Note:** Exported format is CSV which will open in excel.

Sustainable Development Goals (SDGs)	Agenda 2063	Alignment Level
G1 - End poverty in all its forms everywhere	G1 - A High Standard of Living, Quality of Life and Well Being for All Citizens	Strong
	G7 - Environmentally sustainable and climate resilient economies and communities	Strong
	G17 - Full Gender Equality in All Spheres of Life	Strong
G2 - End hunger, achieve food security and improved nutrition and promote sustainable agriculture	G1 - A High Standard of Living, Quality of Life and Well Being for All Citizens	Strong
	G3 - Healthy and Well-Nourished Citizens	Strong
	G5 - Modern Agriculture for increased productivity and production	Strong
	G7 - Environmentally sustainable and climate resilient economies and communities	Weak
	G8 - United Africa (Federal or Confederate)	Weak
G3 - Ensure healthy lives and promote well-being for all at all ages	G3 - Healthy and Well-Nourished Citizens	Strong
	G7 - Environmentally sustainable and climate resilient economies and communities	Weak
	G17 - Full Gender Equality in All Spheres of Life	Weak
G4 - Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	G2 - Well Educated Citizens and Skills revolution underpinned by Science, Technology and Innovation	Strong
	G16 - African Cultural Renaissance is pre-eminent	Weak
	G17 - Full Gender Equality in All Spheres of Life	Weak

This section shows whether the alignment level of the selected SDG is “strong” or “weak” with the Agenda 2063 goals.

## 3.5.2 Agenda 2063 with Agenda 2030 (SDGs)

- To view the alignment between Agenda 2063 and the SDGs, select the menu “Agenda 2063 vs SDGs” as indicated in Figure 15.



Figure 15: Alignment between Agenda 2063 and SDGs

To view the Agenda 2063 alignment with the SDGs either on “Goal” or “Targets” or “Indicators” level, click on one of these menus.

To export the displayed Agenda 2063 alignment with SDGs or make a “Copy” or “Print”, select on one of these menus.  
**Note:** Exported format is CSV which will open in excel.

This section shows whether the alignment level of the selected Agenda 2063 is “strong” or “weak” with the SDGs

## 4. The National Plan

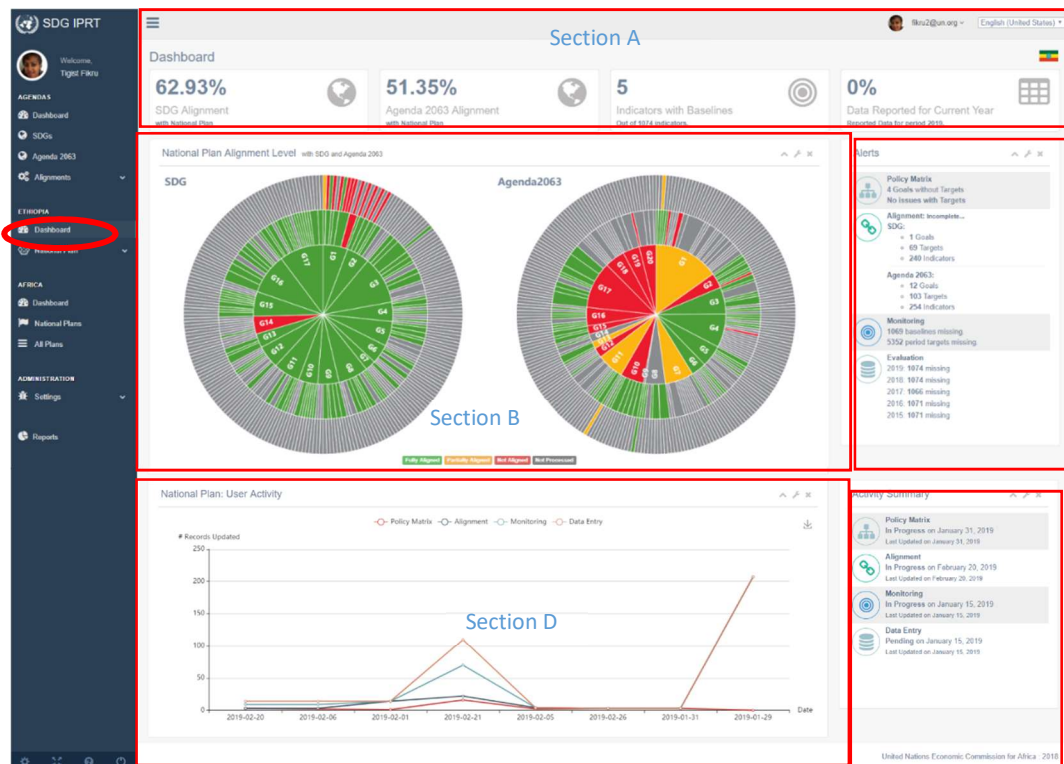
A country’s National Development Plan is created by upper-level officials or administrators that are assigned permission to do so. Once created it will be available in the system to be used by the policymakers.

The National Plan is used to analyse the country’s objectives and priorities in relation to the Goals, Targets and Indicators of the SDGs and Agenda 2063.

The second section of the navigation menu allows the user, based on their permission level, to see a summarized view of a country’s National plan alignment with the two agendas. In this section, the policy matrix or results framework of the national plan, national plan alignment, national plan monitoring & evaluation are created for a country.

- To view the abridged country’s National Plan alignment with the two Agendas and the statistics results, select the “Dashboard” menu present under the country name as indicate in Figure 16.

Figure 16: National Plan alignment with the Agendas



- In Figure 16, the user see is a graphical summary of the SDGs and Agenda 2063 for the given country. The different sections seen above are described below.

**Section A:** shows summary statistics of alignment between the national plan goal of the given country and the two Agendas

**Section B:** displays a graphical representation of the National Plan alignment with the SDGs and Agenda 2063. They are represented as “Fully Aligned”, “Partially Aligned”, “Not aligned” and “Not processed”

**Section C:** shows abridged information of the country’s national plan relating to the policy matrix, the alignments, the monitoring and evaluation developed so far. The user can click on the options to open the details.

**Section D:** displays a line chart graphical representation of the user activity on the National Plan that is created.

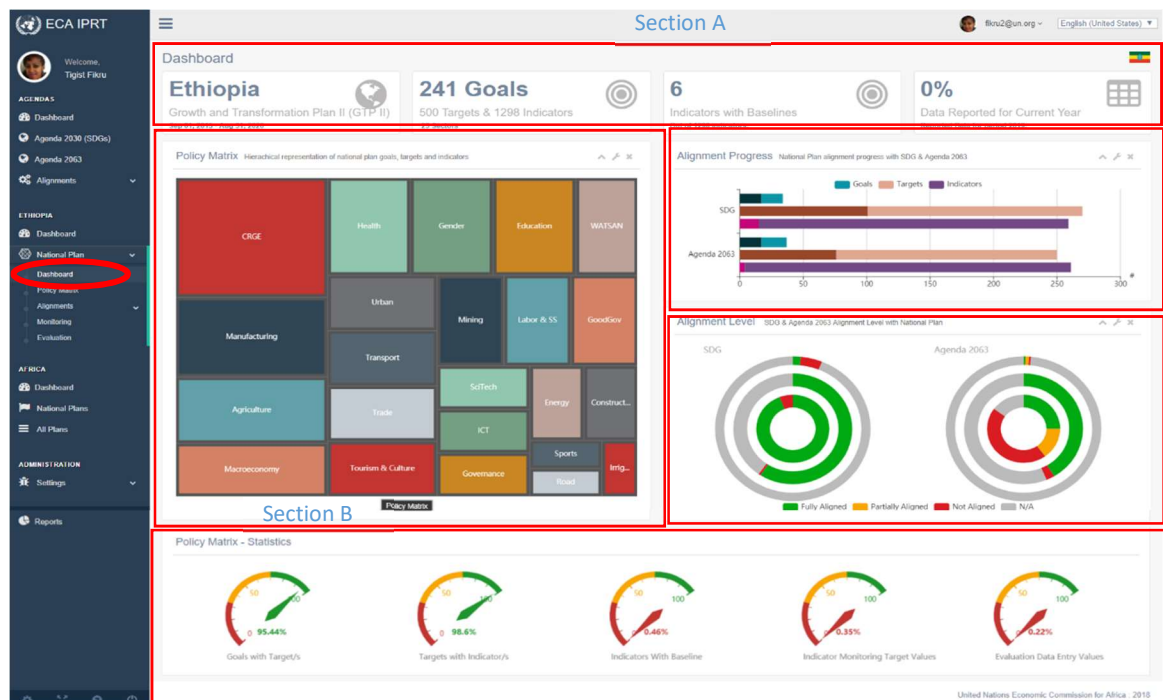
**Section E:** shows an activity summary i.e. the alignment, status of the policy matrix of the National Plan.

## 4.1 Viewing the National Plan Dashboard

Click on “**Dashboard**” sub-menu in the second section of the navigation menu, to view a country’s graphical representation of the “Policy Matrix”, “Alignment Level”, “Alignment Progress” with the two Agendas.



Figure 17: National Plan Dashboard



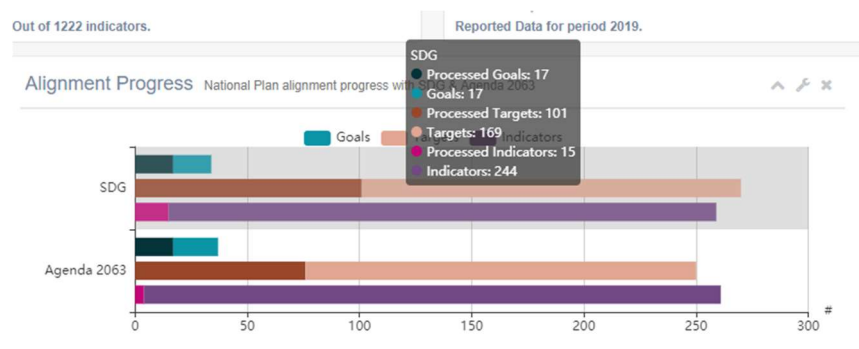
**Section A:** shows the current country name and the country's national plan title, the total number of national goals and targets and indicators, the national plan indicator baselines and data reported for the current year.

**Section B:** is the hierarchical representation of national plan goals, targets and indicators.

- Placing the cursor over one of the sector's a tool tip showing the number of Goals, Targets and Indicators for this sector will be displayed. Click on the specific sector to open the sublevel national goals under it.

**Section C:** shows a graphical representation of the national plan alignment progress with the two Agendas. Place the cursor over the chart to see the tooltip explaining the number of "Goals", "Target" & "Indicators".

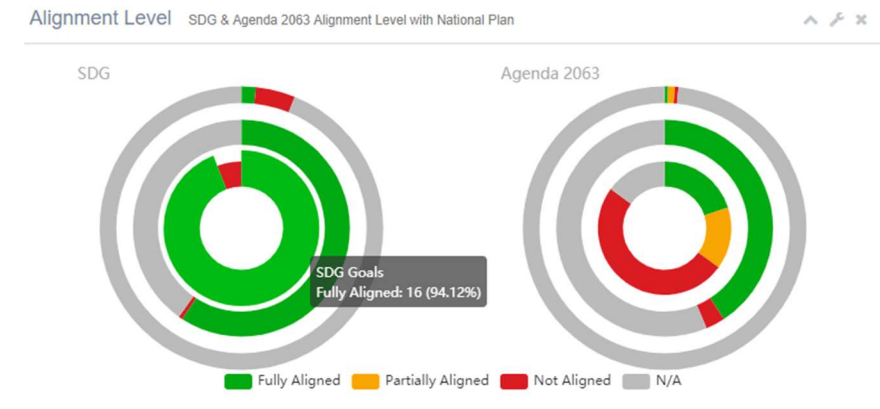
Figure 18: Progress in aligning the National plan with the two Agendas





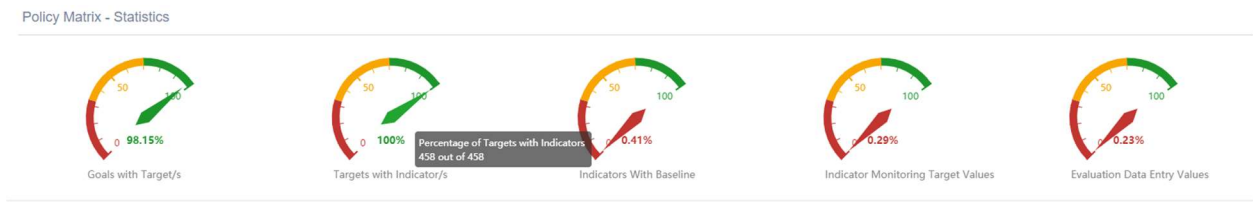
**Section D:** graphical representation of the SDGs and Agenda 2063 alignment level with the national plan. Place the cursor on any of the section to open the tool-tip that shows the percentage of the goal alignment with the National Plan as indicated below.

Figure 19: Representation of alignment between the Agendas and the national plan



**Section E:** graphical representation of the level of alignment between the policy matrix statistics with the Goals, Targets & Indicators that are present.

Figure 20: Level of alignment between the policy matrix statistics with the Goals, Targets & Indicators



## 4.2 Creating a Policy Matrix, Alignment, Monitoring & Evaluation

This is the main section where policymakers with assigned permissions can create the policy matrix, establish alignment and monitoring and evaluation for a country. It helps to compile the policy options. The policy matrix is resource to associate the national plan with the appropriate SDGs and Agenda 2063.

### 4.2.1 How to Create/Maintain a Policy Matrix

- To create/maintain a policy matrix, click on the “Policy Matrix” sub-menu present in the second section of the navigation menu as indicated in Figure 21.

Figure 21: create/maintain a policy matrix



**Section A:** displays the main title of the National Development Plan, the timeline of the plan and the baseline year.

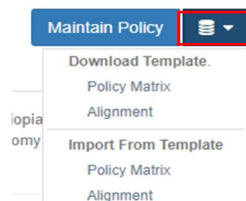
**Section B:** gives the user the option of exporting or copying/ printing the National Plan Goals, Targets, Indicators currently displayed.

**Section C:** displays National Plan Goals, Targets, Indicators created so far.

**Section D:** allows users to work on the policy matrix relating to the national plan.

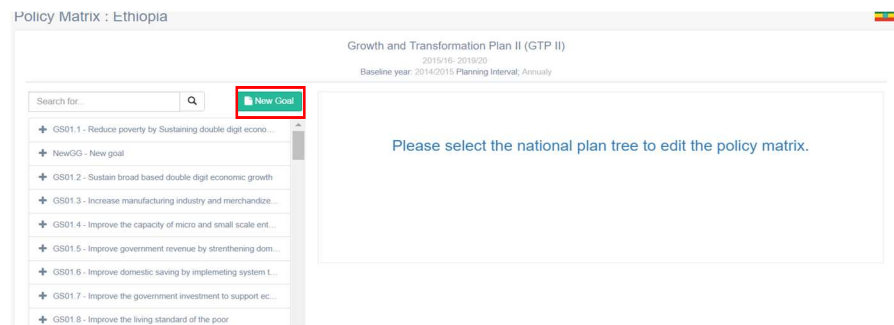
- If you have permission to download or import templates, a drop-down arrow will appear. Click on the arrow to download/import as indicted in .

Figure 22: Download /import arrow



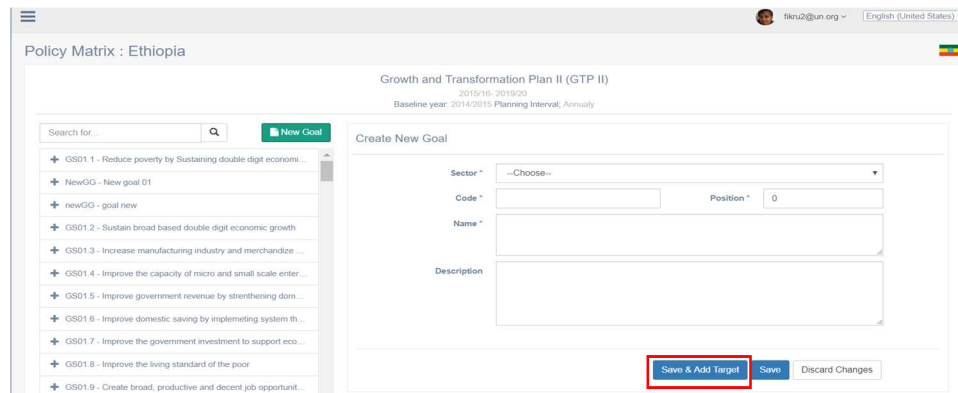
- If you only have editing permission, click on the “Maintain policy” button and the screen in Figure 23 will be displayed.

Figure 23: Maintain policy screen



- To work on the policy matrix, select a specific national goal. If you are creating a new national goal, click on the “New Goal” button.

Figure 24: Country policy matrix



- On the “Create New Goal” section
  - Select the “Sector” of the goal you are creating from the dropdown list.
  - **Code:** type in the unique code that identifies the national goal you are creating.
  - **Name:** type in the name of the national goal you are creating.
  - **Position:** type in the order number the national goal will be displayed in the national goal list. If position value is set as “0”, it will be alphabetically ordered by default.
  - **Description:** This is an option to write a brief overview of the national goal you are creating.
  - When completed, select the “Save & Add Target” button (ref. Figure 25) to proceed to adding the target.

Figure 25: Editing policy matrix

- The “Create New Target” page will be displayed as in Figure 26.

Figure 26: Create New Target

- On the “Create New Target” section
  - **Goal:** This is the national goal you are currently working on.
  - **Code:** Type in the unique code that identifies the national goal target you are creating.
  - **Name:** Type in the name of the national goal target you are creating.
  - **Position:** Type in the order number the national goal target will be displayed in the national goal target list. If position value is set as “0”, it will be alphabetically ordered by default.
  - **Description:** option to write a brief overview of the national goal target you are creating.
- After typing in the required information, click on “**Save and Add indicator**” button to proceed to creating an indicator. The screen shown in Figure 27 will be displayed.



Figure 27: Adding indicators

Create New Indicator

Goal \* NewGG - New goal 01

Target \* 28 - TR

Code \* Position \* 0

Name \*

Description

Value Type --Choose-- Is Value Cumulative? ☐ Yes ☒ No

Save Discard Changes

- On the “Create New Indicator” section
  - Goal:** This is the national goal you are currently working on.
  - Target:** This is the target name you are going to create an indicator for.
  - Code:** type in the unique code that identifies the national goal indicator you are creating.
  - Name:** type in the name of the national goal indicator you are creating.
  - Position:** type in the order number the national goal indicator will be displayed in the national goal indicator list. If position value is set as “0”, it will be alphabetically ordered by default.
  - Description:** option to write a brief overview of the national goal indicator you are creating.
  - Value Type:** select the value type the indicator will be measured with from the dropdown list provided.
  - Is Value Cumulative:** select “Yes” or “No” option, to identify if this indicator has a fixed value or an increasing value that will be added up.

Figure 28: Editing indicators

Goal \* Classification

Target \* Constant USD (Millions)

Code \* Constant USD (Units)

Name \* Cubic Kilometers (Units)

Description Cubic Metres (Units)

Value Type Feet (Units)

Is Value Cumulative? ☐ Yes ☒ No

Save Discard Changes



- After typing in the required information click on “Save” button. As shown below a message will be displayed and the Goal with the newly created Target and Indicator will be displayed.

The screenshot shows a web interface for the Integrated Planning and Reporting Toolkit. At the top, there is a search bar labeled 'Search for...' with a magnifying glass icon. To the right of the search bar is a green button labeled 'New Goal' with a dropdown arrow. Below the search bar is a list of items. The first item is '+ GS01.1 - Reduce poverty by Sustaining double digit economic growth'. The second item is '- NewGG - New goal 01', which is highlighted in blue. Below this are two sub-items: '- 28 - TR-Target' and 'T29 - TR-Indicator'. The third item is '- TTNew - TT new target', followed by 'linew - II-new indicator'. The fourth item is '+ GS01.2 - Sustain broad based double digit economic growth'. The fifth item is '+ GS01.3 - Increase manufacturing industry and merchandize export share i...'. A vertical scrollbar is visible on the right side of the list.

- Repeat the above steps to add new national goal, target or indicator.
- After completing the policy matrix, the next step is to create the alignment of the National Plan with the SDGs and Agenda2063

### 4.2.2 How to Create/Maintain a National Plan Alignment

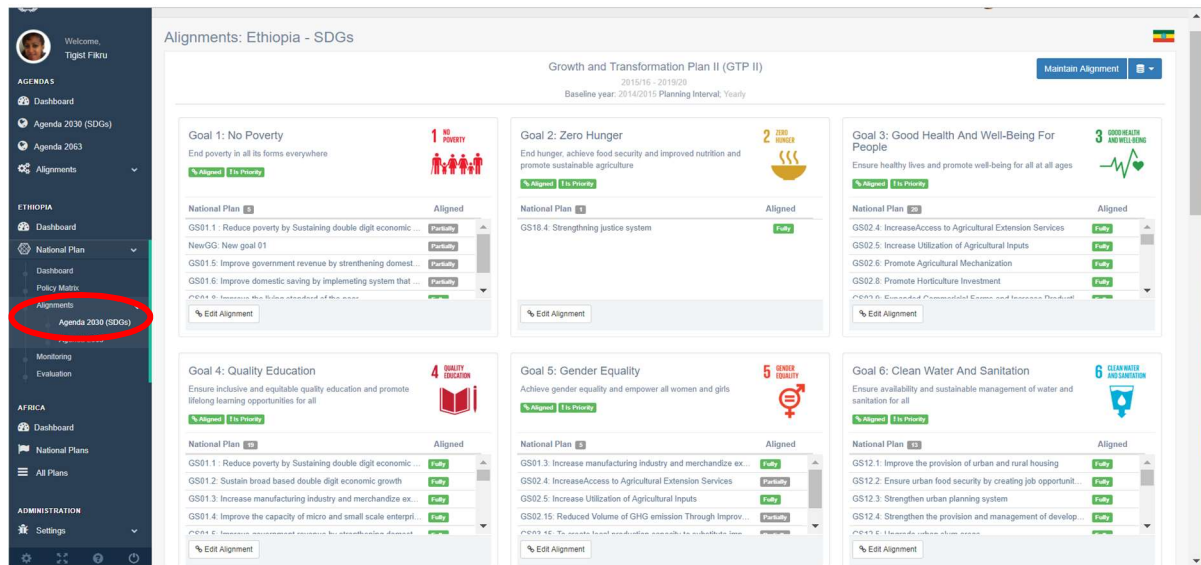
In this section a user can create the SDG and Agenda 2063 alignments that are applicable to a country. When you select the “Alignments” sub-menu, two additional sub-menus “Agenda 2030 (SDGs)” & “Agenda 2063” appear. This allow you to create the national plan alignment with the goals separately.

#### 4.2.2.1 How to Create/Maintain a National Plan alignment with SDGs

To create/maintain an alignment of the national plan with the SDGs, click on the “Agenda 2030 (SDGs)” sub-menu. When you click on the sub-menu, the 17 SDGs will be displayed as in the figure below.



Figure 29: Alignment between the national plan and the SDGs



- To create an SDG alignment, select the SDG you want to align your national plan with first, then select “Edit Alignment” button as indicated in Figure 30.

Figure 30: Editing alignment window



- When you click on the “Edit Alignment” button, it will automatically take you to the “SDG: Goal Alignment” page as shown in Figure 31.



Figure 31: SDG: Goal Alignment in edit window

From the screen above, select one of the answer options available for the questions presented. The questions help to identify the national plan alignment with the SDG.

- Is this goal a priority for your country?
- Is this goal aligned with any of your national plan goal?
- Select “Yes”, if the current Goal is aligned with your national plan goal then the image shown in Figure 32 will be displayed

Figure 32: Aligning national plan with SDGs

- Select “No”, if the current Goal is not aligned with your national plan goal; then select a reason from the drop-down list as indicated in Figure 33; click on “Save” button.





Figure 33: Reasons for non-alignment between the national plan Goal and SDG

SDG: Goal Alignment

G3 - Ensure healthy lives and promote well-being for all at all ages

Is this goal a priority for your country? ☐ Yes ☒ No ☐ N/A

Is this goal aligned with any of your national plan goal? ☐ Yes ☒ No

Remark

--- Select A Reason ---

--- Select A Reason ---

- Inapplicable to Country Context
- Lack Capacity to Implement
- Lack Resources to Implement
- Lack of Awareness
- Lack of Political Will
- Other

Save Discard Changes

- To add aligned national goals, click on “Aligned National Goal” button. The screen in Figure 34 will be displayed. From the lists, select the national goal to align and click “OK” button to add the goal.

Figure 34: Adding national Goals for alignment

Select

Search here...

Description

- GS01.1 : Reduce poverty by Sustaining double digit economic growth
- NewGG : New goal 01
- GS01.2 : Sustain broad based double digit economic growth
- GS01.3 : Increase manufacturing industry and merchandise export share in GDP an...
- GS01.4 : Improve the capacity of micro and small scale enterprises so as to contribu...
- GS01.5 : Improve government revenue by strengthening domestic tax collection and ...
- GS01.6 : Improve domestic saving by implementing system that encourages saving a...
- GS01.7 : Improve the government investment to support economy growth and pover...
- GS01.8 : Improve the living standard of the poor

OK Cancel

- As indicated in Figure 35, the national goal selected will be added. Next step is to choose the alignment level.
- Click on the drop-down arrow present in the “Alignment Level” column. From the list displayed choose the SDG this national goal is aligned with.

Figure 35: List of Goals

+ Aligned National Goal		
National Goals	Alignment Level	Remark
GS18.4 : Strengthening justice system	Fully Aligned	<input type="text"/>
NewGG : New goal 01	--- Select --- Fully Aligned Partially Aligned - Lack of Data Partially Aligned - Not a Country Priority Partially Aligned - Other	<input type="text"/>



- To see the possible national plan alignments that can be made with the selected SDG, click on “Possible Alignments” located at the bottom-right screen as shown below.

National Goals	Via SDG Vs National Alignments
GS01.1 : Reduce poverty by Sustaining double digit economic growth	SDG: Goal 2 ⇌ Goal GS01.1
GS01.2 : Sustain broad based double digit economic growth	SDG: Goal 2 ⇌ Goal GS01.2
GS01.3 : Increase manufacturing industry and merchandize export share in GDP a...	SDG: Goal 2 ⇌ Goal GS01.3
GS02.1 : Increase Crop Production	SDG: Goal 2 ⇌ Goal GS02.1
GS02.2 : Increase Crop Productivity	SDG: Goal 2 ⇌ Goal GS02.2

- To add one of the possible alignments, click on the green icon. It will add the selected national goal and an alignment level can be set.
- Figure 36 shows the national goals and alignment level added.

Figure 36: Completed alignment

National Goals	Alignment Level	Remark
GS18.4 : Strengthening justice system	Fully Aligned	
NewGG : New goal 01	Fully Aligned	
GS01.2 : Sustain broad based double digit economic growth	Partially Aligned - Lack of Data	

- When the alignment is completed, click the “Save” button located at the bottom- right side of the screen.
- Now you have created the national plan alignment for one of the SDGs. On the main view you will see the updated SDG with national plans added as in Figure 37.
- To align additional national plans with other SDGs, repeat the above steps.

Figure 37: Summary of view aligned SDG with national plan

### Goal 1: No Poverty

End poverty in all its forms everywhere

1 NO POVERTY

% Aligned 1 Is Priority

National Plan	Aligned
GS01.1 : Reduce poverty by Sustaining double digit economic ...	Partially
NewGG: New goal 01	Fully
GS01.5: Improve government revenue by strenthening domest...	Partially
GS01.6: Improve domestic saving by implementing system that ...	Partially
GS01.8: Improve the living standard of the poor	Fully

Edit Alignment

### Goal 2: Zero Hunger

End hunger, achieve food security and improved nutrition and promote sustainable agriculture

2 ZERO HUNGER

% Aligned 1 Is Priority

National Plan	Aligned
NewGG: New goal 01	Fully
GS01.2: Sustain broad based double digit economic growth	Partially
GS18.4: Strengthening justice system	Fully

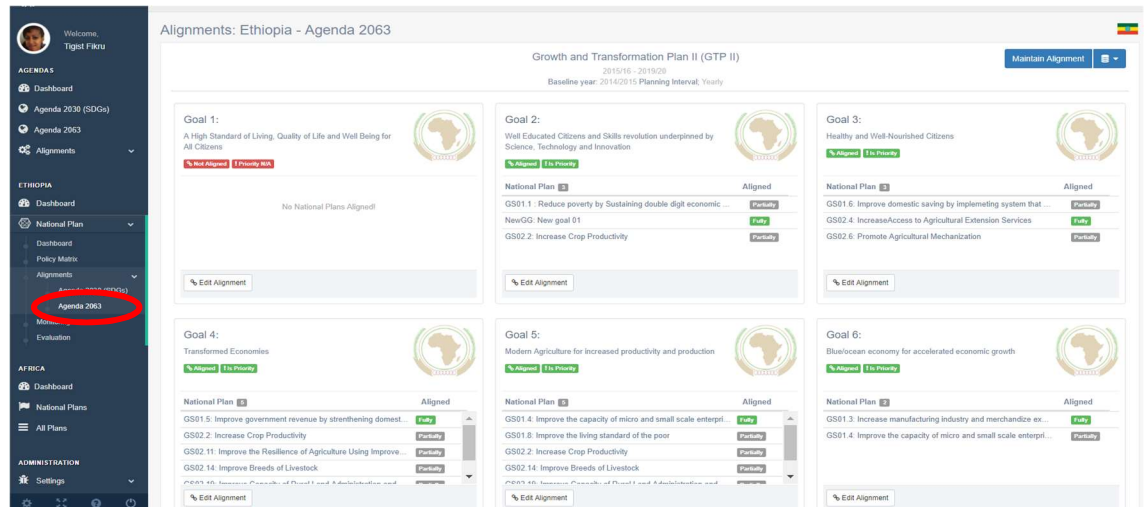
Edit Alignment



## 4.2.2.2 How to Create/Maintain a National Plan alignment with Agenda 2063

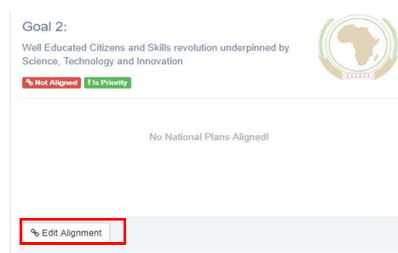
To create/maintain an alignment of the national plan with the Agenda 2063 goal, click on the “Agenda 2063” sub-menu as indicated below. Clicking on the sub-menu, displays the 20 Agenda 2063 goals as shown in Figure 38.

Figure 38: Agenda 2063 Goals



- To create an Agenda 2063 goal alignment, select the Agenda 2063 goal you want to align the national plan with first, then select “Edit Alignment” button as indicated in Figure 39.

Figure 39: Aligning the national plan with Agenda 2063 Goals



- Clicking the “Edit Alignment” button takes you to the “Maintain Alignments: Agenda 2063” page as shown in Figure 40.



Figure 40: Editing alignment

From Figure 40, select one of the answer options available. *[THE REST OF THE PROCESS IS SIMILAR TO THAT FOLLOWED WHEN ALIGNING WITH THE SDGs].*

## 4.3 How to Download/Import a policy matrix template

This section allows policymakers with assigned permissions to download the policy matrix or alignment template. After making the necessary changes they can import the template into the system.

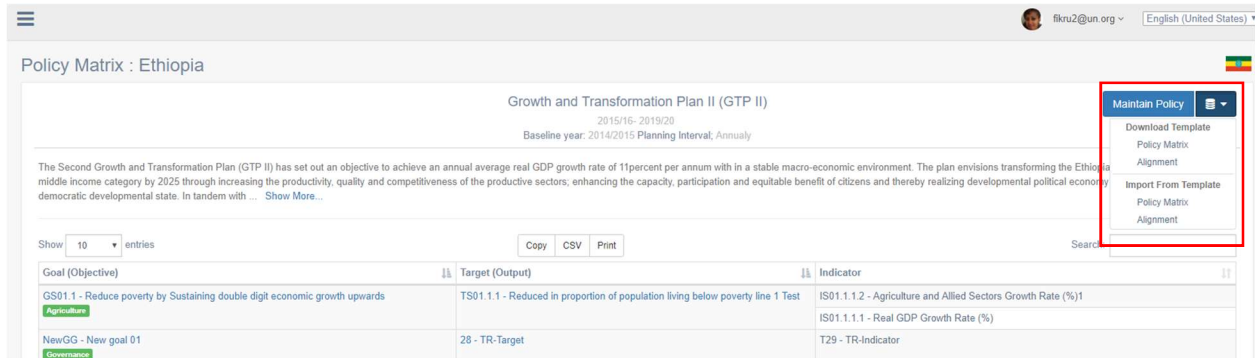
- If are assigned the permission to download or import templates, a drop-down arrow will appear; click on the arrow to download/import as indicted in Figure 41.



## INTEGRATED PLANNING AND REPORTING TOOLKIT

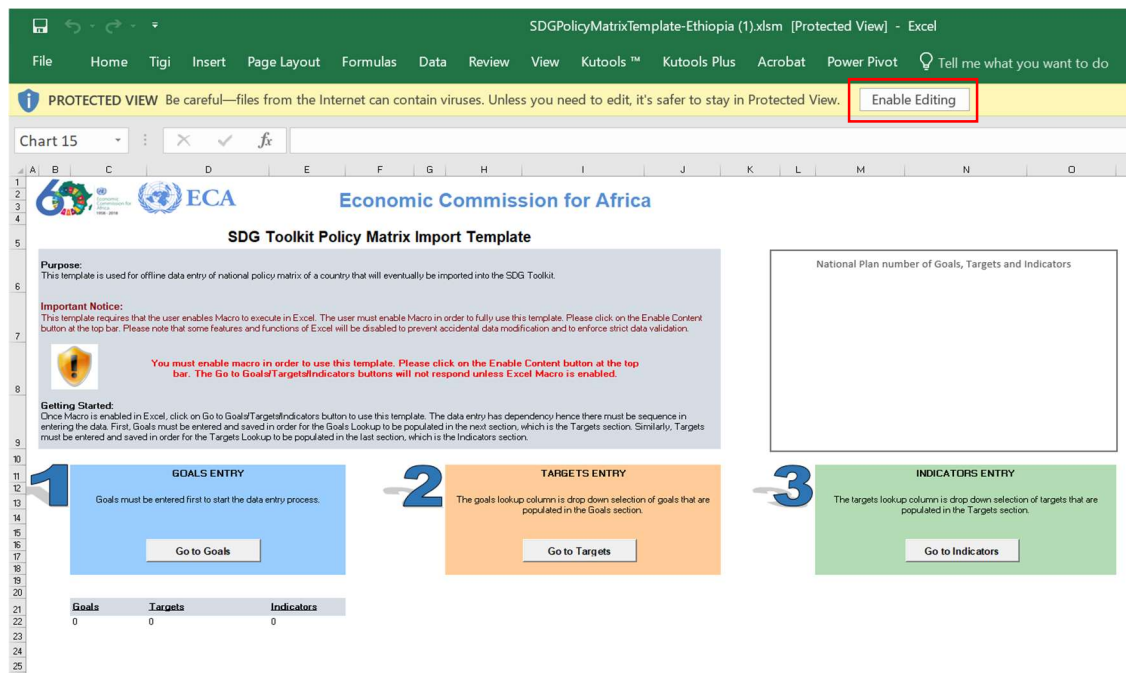


Figure 41: Download/Import a policy matrix



- Click on “Policy Matrix” or “Alignment” located under “Download Template” to download the template.
- The template is in excel format (ref. Figure 42); open the file to view and make changes. The excel will be as the image shown below.

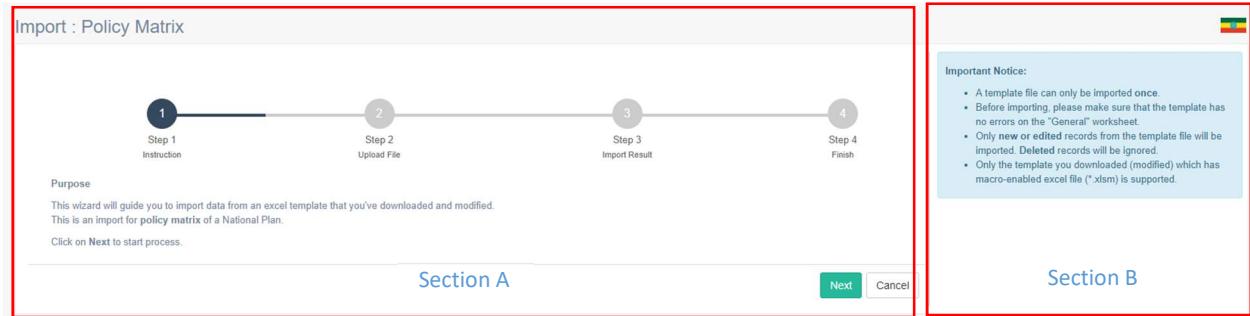
Figure 42: Download/import template



- To edit to the template, click on the “Enable Editing” button located at the top-right corner of the excel screen. Make the required changes and save.
- To import data from a template, click on the “Policy Matrix” or “Alignment” located under the “Import from Template” section. The image in
- Figure 43 will be displayed.



Figure 43: Importing data from a template



**Section A:** is a wizard to guide you the step by step procedure to import data from an excel template. click on the “Next” button to start importing.

**Section B:** is a brief description and notes regarding the data being imported. make sure the file you are importing satisfies the rules mentioned.

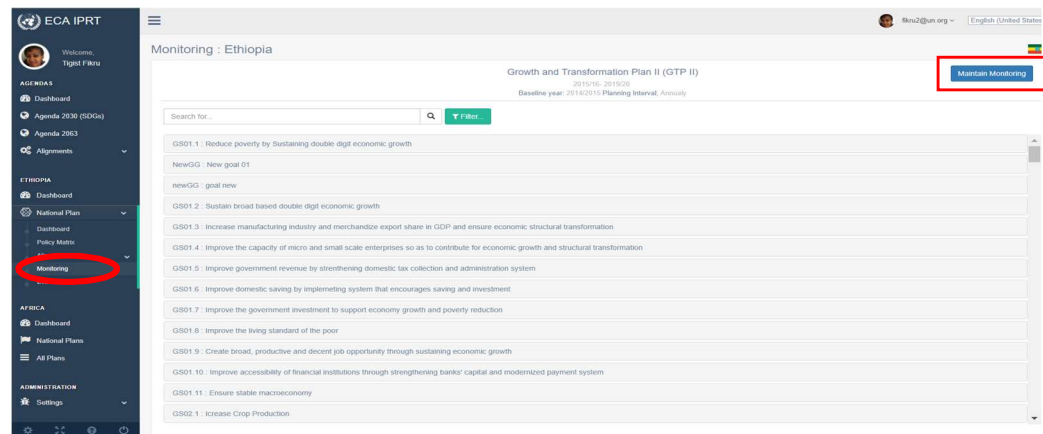
## 5. National Plan Monitoring & Evaluation

This section allows users to monitor the national plan created for a country against the SDGs and Agenda 2063 it is aligned with.

### 5.1 How to Maintain a National Plan Monitoring

- By clicking on the “Monitoring” sub-menu, the screen in Figure 44 is shown.

Figure 44: National plan monitoring



The national plan is monitored at an **indicator level**. To edit the Indicator values, click on “Maintain Monitoring” at the top-right side of the screen. Then select a national goal and click on the “+” icon to list the targets, then indicators available under the national goal. Select the indicator name and the image in Figure 45 will be displayed.

Figure 45: National plan monitoring table

Monitoring : Ethiopia

Growth and Transformation Plan II (GTP II)  
2015/16 - 2019/20  
Baseline year: 2014/2015 Planning Interval: Annually

Search for...

- GS01.1 - Reduce poverty by Sustaining double digit economic growth
  - NewGG - New goal 01
  - TTNew - TT new target
  - 28 - TR-Target
  - T29 - TR-Indicator**
- GS01.2 - Sustain broad based double digit economic growth
- GS01.3 - Increase manufacturing industry and merchandise export share I...
- GS01.4 - Improve the capacity of micro and small scale enterprises so as t...
- GS01.5 - Improve government revenue by strengthening domestic tax colle...
- GS01.6 - Improve domestic saving by implementing system that encourage...
- GS01.7 - Improve the government investment to support economy growth ...
- GS01.8 - Improve the living standard of the poor
- GS01.9 - Create broad, productive and decent job opportunity through sust...
- GS01.10 - Improve accessibility of financial institutions through strengthe...
- GS01.11 - Ensure stable macroeconomy

Indicator Monitoring

Indicator T29:TR-Indicator  
Constant USD (Millions) Is Cumulative

Baseline Available? ☐ Yes ☒ No

Baseline Period: --Choose--

Baseline Value:

Target Values	Year	Value
	2015/2016	
	2016/2017	
	2017/2018	
	2018/2019	
	2019/2020	

Save Discard Changes

- In Figure 45, if a baseline is not available for the indicator, “Baseline Period” and “Baseline Value” are disabled. If it is available, you can choose the value from the drop-down list and fill in the “Target Values” for the years displayed.
- After completing the information, click the “Save” button; “Success” message will be displayed (ref. Figure 46).

Figure 46: Completed monitoring table

Success! Indicator Baseline and Target values saved successfully.

Indicator Monitoring

Indicator T29:TR-Indicator  
Constant USD (Millions) Is Cumulative

Baseline Available? ☒ Yes ☐ No

Baseline Period: 2011/2012

Baseline Value: 50

Target Values	Year	Value
	2015/2016	50
	2016/2017	60
	2017/2018	50
	2018/2019	60
	2019/2020	98

Save Discard Changes

## 5.2 How to Maintain a National Plan Evaluation

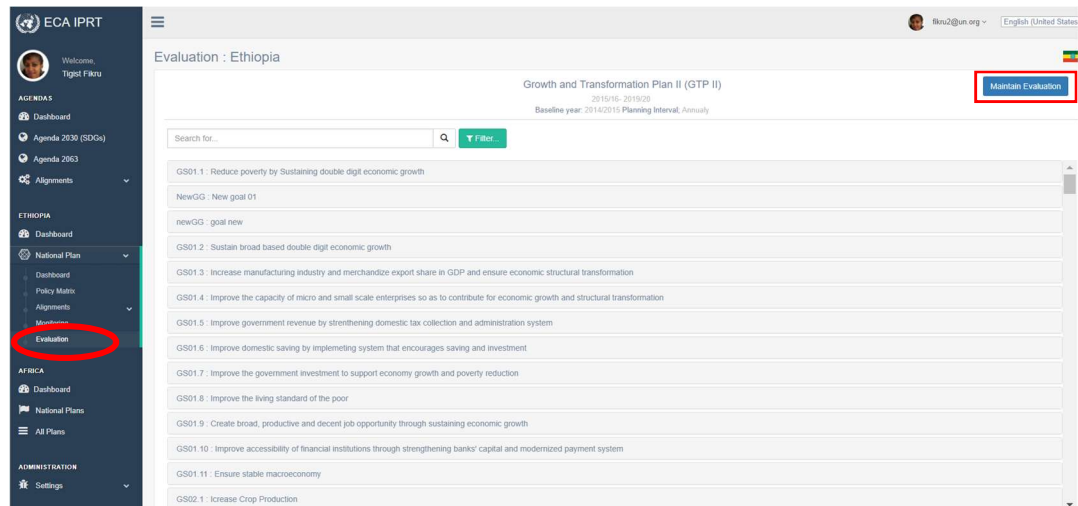
This section allows users to evaluate the progress of the National Plan according to the alignment.

- By clicking the “Evaluation” sub-menu, as seen in Figure 47.





Figure 47: Maintaining a National Plan Evaluation



- Click on a goal to see the list of targets and indicators and their values associated with the national goal.
- The national plan evaluation is done at an **indicator level**. To edit/add the Indicator evaluation values, click the “Maintain Evaluation” located at the top-right side of the screen; you will be redirected to the image in Figure 48 b.

Evaluation : Ethiopia

- Depending on the user’s assigned permission, the actual targets data input boxes will be enabled/disabled. If the input boxes are enabled, type in the values and click “Save”.





Figure 48b: Evaluation table

Search for...

Q

▼ Filter...

Indicators Data Entry

Show 10 ▼ entries

Copy CSV Print

Search:

Output/Target	Indicators	2014/2015		2015/2016		2016/2017		2017/2018		2018/2019		2019/2020	
		Base Value	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	
NewGG > TTNew - TT new target	linew - li-new Indicator							<input type="text"/>					
NewGG > 28 - TR-Target	T29 - TR-Indicator  Constant USD (Millions)	50	2015/2012	50		60		<input type="text"/>	50		60		98
GS01.1 > TS01.1.1 - Reduced in proportion of population living below poverty line 1 Test	IS01.1.1.2 - Agriculture and Allied Sectors Growth Rate (%)1							47					
	Kilometers per Hour (Units)												
	IS01.1.1.1 - Real GDP Growth Rate (%)  Cubic Kilometers (Units)	455	2015/2011					12					
GS01.2 > TS01.2.1 - Double digit annual economy growth rate	IS01.2.1.9 - Agriculture and Allied Sector as (%) share of GDP							<input type="text"/>					
	Megatons per USD (Units)												
	IS01.2.1.4 - Export of Goods and non-factor Services as (%) share of GDP							<input type="text"/>					
	IS01.2.1.3 - Import of Goods and non-factor Services as (%) share of GDP							<input type="text"/>					



Indicates the indicator is not cumulative



Indicates the indicator has cumulative value

## 6. Continental level National Plans

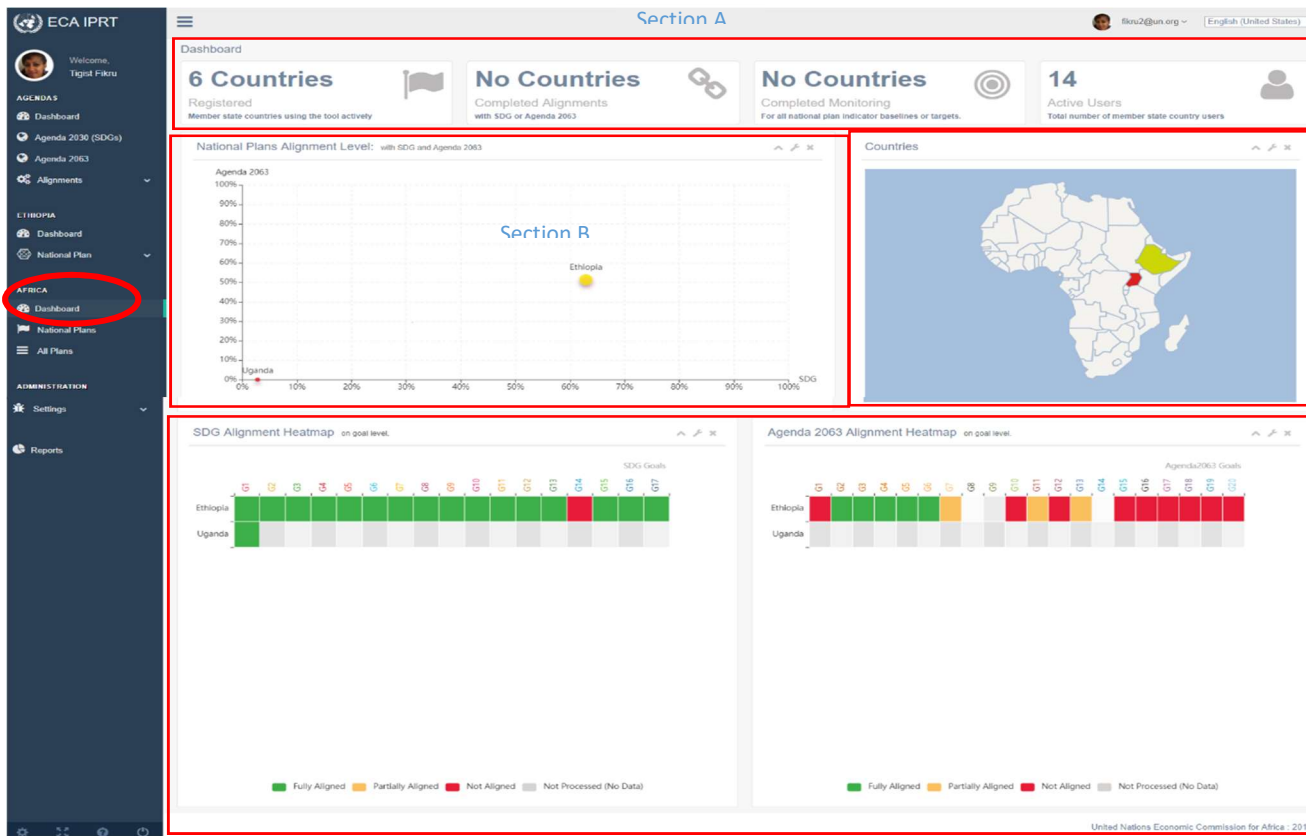
This section allows users with assigned permission to view the national plans at continental level. A summarized view of National plan alignment with the two Agendas is presented in the form of graphs.

### 6.1 Viewing the Dashboard of Africa

- If a user has assigned permission to view other African countries national plans, this option will be available.
- Select the “Dashboard” menu from the “AFRICA” section to open the summarized view of the national plans each country has with both the SDGs and Agenda 2063 goals. When you select the sub-menu the screen in Figure 49 will be displayed.



Figure 49: Continental-level Dashboard

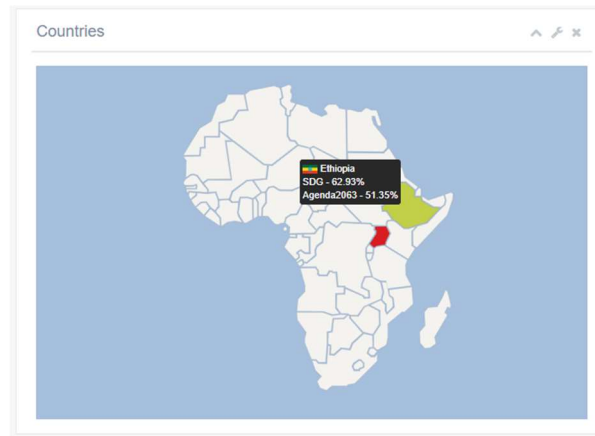


**Section A:** shows all the member state countries that are currently registered and actively using the tool. It shows the countries that have completed their SDG & Agenda 2063 alignment as well as monitoring and the number of users per country.

**Section B:** shows a graphical representation of the countries national plan alignment levels with the SDGs and Agenda 2063.

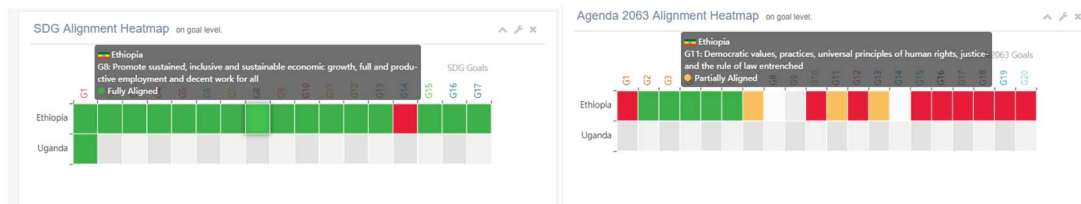
**Section C:** displays maps of countries alignment. When you place the cursor over one of the countries a tooltip will display the percentages alignment of the SDGs and Agenda 2063. Click on a specific country to be redirected to that country's dashboard view (Figure 50).

Figure 50: Country dashboard



**Section D:** shows a hit-map representation of the SDGs and Agenda 2063 alignment levels. Place the cursor over the areas to open the tooltip showing the national goal aligned with the one of the SDGs or Agenda 2063 as indicated in Figure 51.

Figure 51: Hit-map representation of the SDGs and Agenda 2063 alignment levels



## 6.2 Viewing the National Plans of Africa

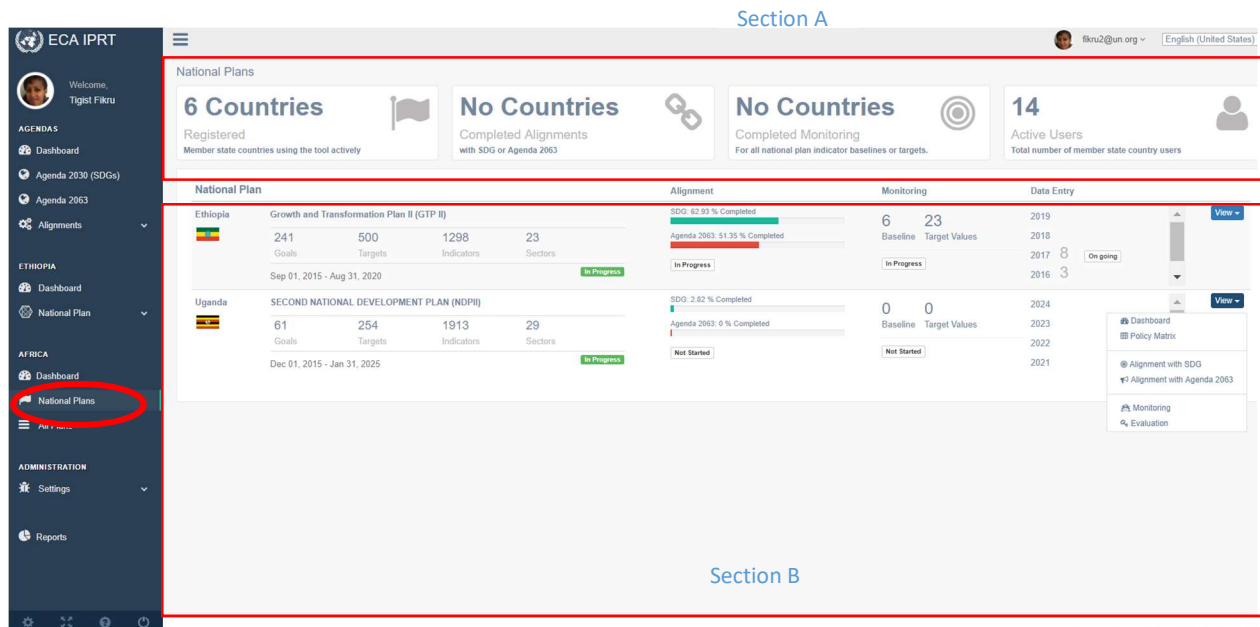
- Only users with permission to view other African countries national plans will have this menu available. Select the “National Plans” menu from the “AFRICA” section to open the list of countries and their respective national plans. Selecting the sub-menu opens the screen in Figure 52.



## INTEGRATED PLANNING AND REPORTING TOOLKIT



Figure 52: Continental-level national plans

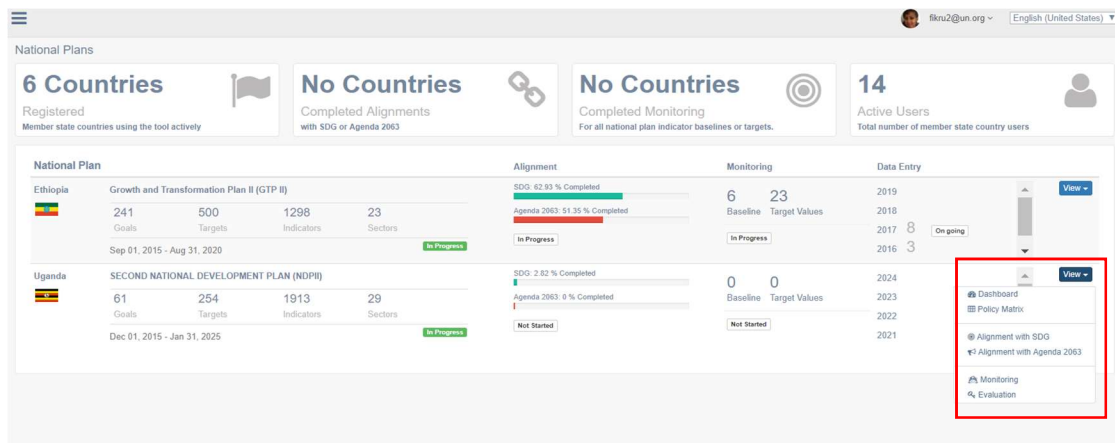


**Section A:** shows all the member State that are registered and actively using the tool. It shows which countries have completed their SDG & Agenda 2063 alignment levels as well as monitoring and the number of member state country users.

**Section B:** shows all the countries National Plans and their progress with the alignments level.

- Click the “View” drop-down button of one of the countries to see the options available as indicated in Figure 53.

Figure 53: Detailed country view



- Clicking any of the options listed redirects the user to the respective detailed page of the country.



## 6.3 Viewing All Plans of Africa

- If a user has assigned permission, this menu will show all the countries with their respective “National Development Plan”. Select the “All Plans” sub-menu from the “AFRICA” section (ref. Figure 54).

Figure 54: Viewing all Africa Plans

Country	Plan Name	Duration
Ethiopia	Growth and Transformation Plan II (GTP II) The Second Growth and Transformation Plan (GTP II) has set out an objective to achieve an annual average real GDP growth rate of 11percent per annum	Sep 01, 2015 - Aug 31, 2020
Uganda	SECOND NATIONAL DEVELOPMENT PLAN (NDP II) This National Development Plan (NDP II) is the second in a series of six five-year Plans aimed	Dec 01, 2015 - Jan 31, 2025
Algeria	-	-
Angola	-	-
Burkin	-	-
Botswana	-	-
Burkina Faso	-	-
Burundi	-	-
Cabo Verde	-	-
Cameroon	-	-
Central African Republic	-	-
Chad	-	-
Comoros	-	-
Congo	-	-
Cote d'Ivoire	-	-
Democratic Republic of the Congo	-	-
Djibouti	-	-

- To open the National Plan of a country, click the “Plan Name” column of the country listed. The screen in Figure 55 will be displayed.

Figure 55: Country development plans

**Ethiopia > Edit National Development Plan - (OnProgress)**

Name: Growth and Transformation Plan II (GTP II)

Description: The Second Growth and Transformation Plan (GTP II) has set out an objective to achieve an annual average real GDP growth rate of 11percent per annum with in a stable macro-economic environment. The plan envisions transforming the Ethiopian economy into a lower middle income category by 2025 through increasing the productivity, quality and competitiveness of the productive sectors; enhancing the capacity, participation and equitable benefit of citizens and thereby realizing developmental

Language: English

Goal Alias: Objective

Aligned with Calendar: Not Aligned

Target Alias: Target

Planning Interval: Annually

Indicator Alias: Indicator

Start Date: Sep 01, 2015

End Date: Aug 31, 2020

Baseline Start Date: Jan 01, 2014

Baseline End Date: Jan 01, 2015

**Complete** Save Cancel

- **Note:** Only administrators with the right permissions can mark the National Development Plan as “Complete”.



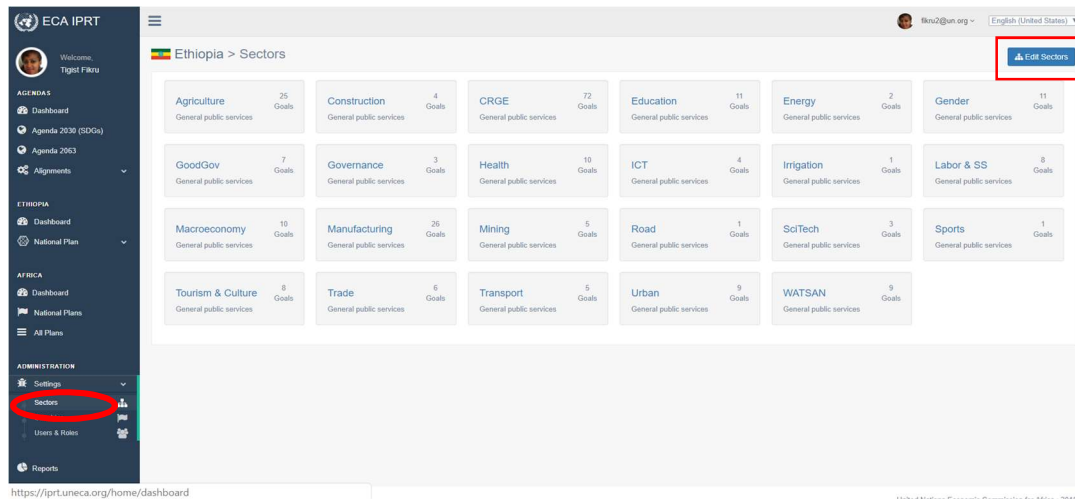
## 7.0 How to Create a National Plan

The option to create a national development plan is found in the “Administration” section of the navigation menu. This menu is only available to upper-level administrators with permission levels to manage the National Plan or sector plans of a given country.

### 7.1 How to View/Edit Sectors

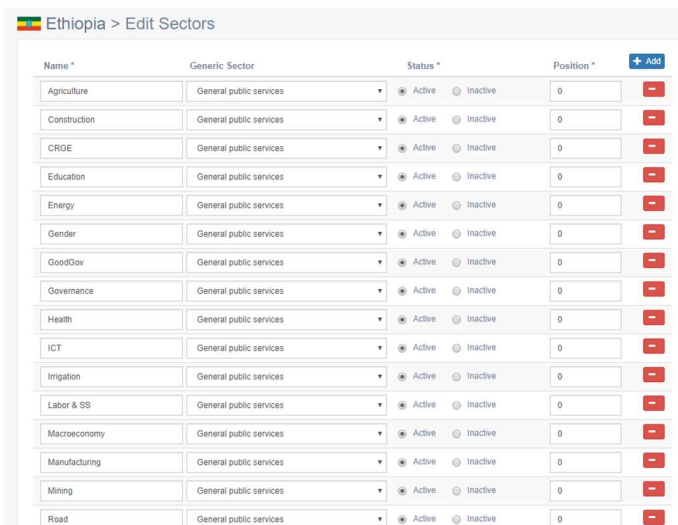
To view the available sectors and be able to edit, click on the “Sectors” sub-menu in the “Administration” section. The image shown in Figure 56 will be displayed.

Figure 56: Viewing national sectors



- To edit a sector, click on “Edit Sectors” menu located at the top-right corner of the screen. The image shown in Figure 57 will be displayed.

Figure 57: Editing sectors





- Users can edit the sector by changing “Generic Sector” or the “Status” column and typing in the “Position” value.

## 7.2 How to Create/Edit a Country's National Plan

This is the section only administrators with the assigned privileges create the National Development Plan.

- To view and create a country's national plan, click the “Countries” sub-menu in the “Administration” section. The image shown in Figure 58 will be displayed.

Figure 58: List of national development plans

Country	National Development Plans	Sectors	Users
Algeria	• National Adaptation Plan (draft) + Create New	(1)	(1)
Angola	• The III National Plan (draft) + Create New	+	(1)
Botswana	• Vision 2030 Plan (draft) • SDG Egypt 2030 (draft) + Create New	(4)	(1)
Ethiopia	• Growth and Transformation Plan II (GTP II) (on Progress) + Create New	(23)	(14)
Ghana	• SECOND NATIONAL DEVELOPMENT PLAN (NDPI) (draft) + Create New	+	(1)
Uganda	• SECOND NATIONAL DEVELOPMENT PLAN (NDPII) (on Progress) + Create New	(29)	(1)
Benin	+ Create New	+	(1)
Burkina Faso	+ Create New	+	(1)
Burundi	+ Create New	+	(1)
Cabo Verde	+ Create New	+	(1)
Cameroon	+ Create New	+	(1)
Central African Republic	+ Create New	+	(1)
Chad	+ Create New	+	(1)
Comoros	+ Create New	+	(1)
Congo	+ Create New	+	(1)
Côte d'Ivoire	+ Create New	+	(1)

- To create a National Plan for a country, click the “Create New” button in the National Development Plans column. The image shown in Figure 59 will be displayed.

Figure 59: Adding a national development plan

Benin > Create New National Development Plan

Name:

Description:

Language: --Select--

Aligned with Calendar: --Select--

Planning Interval: --Select--

Goal Alias:

Target Alias:

Indicator Alias:

Start Date: Mar 03, 2019

End Date: Mar 03, 2019

Baseline Start Date: Mar 03, 2019

Baseline End Date: Mar 03, 2019

- Type in the required information for all the attributes in the displayed page click the “Save” button to add the national plan.
- To add sectors that relate to the country's National Plan, click the “+” icon in the sectors column of the screen as indicated in Figure 60.



Figure 60: Adding sectors

Countries			
Country	National Development Plans	Sectors	Users
Algeria	<ul style="list-style-type: none"><li>National Adaptation Plan (Draft)</li><li>+ Create New</li></ul>	(1)	
Angola	<ul style="list-style-type: none"><li>The III National Plan (Draft)</li><li>+ Create New</li></ul>	+	

- type in the “Name”, select the “Generic Sector” from the drop-down list available. Choose the status of the sector and the position and click on the “Save” button to add the sector to the national plan.

## 7.3 How to Activate a Country’s National Plan

After a country’s national development plan is created it should be activated to be used by the policymakers. Click the “Countries” menu as indicated in Figure 61.

Figure 61: Activating the national plan

Countries			
Country	National Development Plans	Sectors	Users
Algeria	<ul style="list-style-type: none"><li>National Adaptation Plan (draft)</li><li>+ Create New</li></ul>	(1)	
Angola	<ul style="list-style-type: none"><li>The III National Plan (draft)</li><li>+ Create New</li></ul>	+	
Botswana	<ul style="list-style-type: none"><li>Vision 2030 Plan (draft)</li><li>SDS Egypt 2030 (draft)</li><li>+ Create New</li></ul>	(4)	
Ethiopia	<ul style="list-style-type: none"><li>Growth and Transformation Plan II (GTP II) (On Progress)</li><li>+ Create New</li></ul>	(23)	(14)
Ghana	<ul style="list-style-type: none"><li>SECOND NATIONAL DEVELOPMENT PLAN (NDPII) (draft)</li><li>+ Create New</li></ul>	+	
Uganda	<ul style="list-style-type: none"><li>SECOND NATIONAL DEVELOPMENT PLAN (NDPII) (On Progress)</li><li>+ Create New</li></ul>	(29)	
Benin	<ul style="list-style-type: none"><li>+ Create New</li></ul>	+	
Burkina Faso	<ul style="list-style-type: none"><li>+ Create New</li></ul>	+	
Burundi	<ul style="list-style-type: none"><li>+ Create New</li></ul>	+	
Cabo Verde	<ul style="list-style-type: none"><li>+ Create New</li></ul>	+	
Cameroon	<ul style="list-style-type: none"><li>+ Create New</li></ul>	+	
Central African Republic	<ul style="list-style-type: none"><li>+ Create New</li></ul>	+	
Chad	<ul style="list-style-type: none"><li>+ Create New</li></ul>	+	
Comoros	<ul style="list-style-type: none"><li>+ Create New</li></ul>	+	
Congo	<ul style="list-style-type: none"><li>+ Create New</li></ul>	+	
Côte d'Ivoire	<ul style="list-style-type: none"><li>+ Create New</li></ul>	+	





- In Figure 61, click the national plan of a country you want to activate from the “National Development Plans” column. The status of the national plan shows as “Draft” initially.

Botswana > Edit National Development Plan - (Draft)

Name: Vision 2030 Plan

Description:

Language: French

Aligned with Calendar: Aligned

Planning Interval: Annually

Goal Alias:

Target Alias:

Indicator Alias:

Start Date: Feb 04, 2019

End Date: Jan 02, 2019

Baseline Start Date: Jan 01, 2019

Baseline End Date: Jan 01, 2019

Buttons: Activate, Delete, Save, Cancel

- Click the “Activate” button to activate the national plan of the selected country. The status will change to “On Progress” when activated.
- To delete the national plan of the selected country, click on the “Delete” button.

## 8. Reports

### 8.1 How to Create a Report

This section allows users with permission to generate reports based on “Policy Matrix” or “SDGs” or “Agenda 2063” options. Click the “Reports” menu from the navigation menu.

- When you select the “Reports” menu, the IPRT - Reports screen with three report option types will be displayed as shown in Figure 62: Reports menu

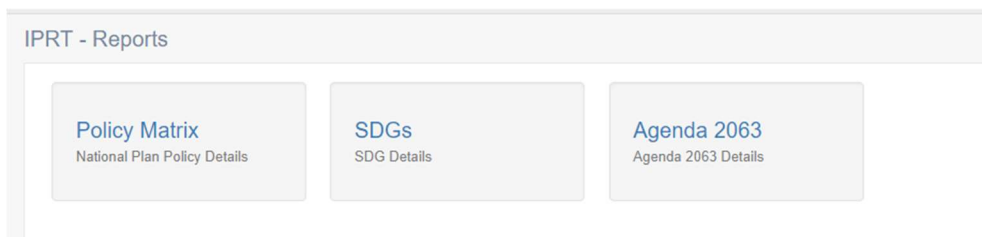


Figure 62: Reports menu

- From the report options available, select the type of report you want to create. When you select one of the options the “IPRT Reports” page will be displayed as shown below.



## IPRT Reports

[Download PDF](#)

Created: Mar 13, 2019 03:41 PM

 Ethiopia

Growth and Transformation Plan II (GTP II)

Sep 01, 2015 - Aug 31, 2020

Baseline year: 2014/2015 Planning Interval: Annually

Goal	Target	Indicator
GS01.1: Reduce poverty by Sustaining double digit economic growth upwards		
	TS01.1.1: Reduced in proportion of population living below poverty line 1 Test	
		IS01.1.1.2: Agriculture and Allied Sectors Growth Rate (%)1
		IS01.1.1.1: Real GDP Growth Rate (%)
NewGG: New goal 01		
	28: TR-Target	
		T29: TR-Indicator
GS01.2: Sustain broad based double digit economic growth		
	TS01.2.1: Double digit annual economy growth rate	
		IS01.2.1.1: Industry Sector Growth Rate (%)
		IS01.2.1.10: Service sector as (%) share of GDP
		IS01.2.1.2: Service Sector Growth Rate (%)
		IS01.2.1.3: Import of Goods and non-factor Services as (%) share of GDP
		IS01.2.1.4: Export of Goods and non-factor Services as (%) share of GDP
		IS01.2.1.5: Total Consumption Expenditure as (%) share of GDP
		IS01.2.1.6: Private Consumption Expenditure as (%) share of GDP
		IS01.2.1.7: Public Consumption Expenditure as (%) share of GDP
		IS01.2.1.8: Per capita income @ CMP in USD
		IS01.2.1.9: Agriculture and Allied Sector as (%) share of GDP
GS01.3: Increase manufacturing industry and merchandize export share in GDP and ensure economic structural transformation		

- To download the pdf version of the report, click the “Download PDF” button at the top-right corner of the screen.
- Similarly, you can click the other IPRT report options to generate the reports.