



SLMP Woreda information centers establishment Guideline

Table of Contents

Acronyms.....	3
Introduction.....	4
Purpose	4
Target Users.....	4
Building Standards.....	5
Internal Facilities	6
Resources in SLM Woreda Information Centers.....	8
Administrative Responsibility.....	8
Functionality Requirements.....	9
Recommendations.....	9

Acronyms

FTC	Farmers' Training Center
ILRI	International Livestock Research Institute
IPMS	Improving the Productivity and Market Success project
NRM	Natural Resource Management
SLMP	Sustainable Land Management Program
TVET	Technical and Vocational Education Training

Introduction

The government of Ethiopia and development partners have put significant efforts to avail data, information and educational products to local level community who are playing key role in agricultural development and natural resource conservation. Establishment of farmers' training centers (FTCs) at kebele level, introduction of WoredaNet connecting more than 600 Woredas, regional and federal government offices across the country and construction of Woreda knowledge centers introduced by International Livestock Research Institute (ILRI)/ Improving the Productivity and Market Success project (IPMS) have been some of the efforts that have given significant advantages in sharing knowledge and information for farmers, kebele and woreda level experts.

Purpose

SLM Woreda information centers are information hubs located in woreda towns under the woreda agriculture and natural resources office to primarily serve the woreda and below woreda level SLMP experts and supporting staffs. The woreda SLM focal person shall be responsible to manage the overall activities of the center. The centers help them acquire information and technical assistance that enhance their skill and knowledge thereby raising awareness on new SLM practices. The centers would serve as repositories for data, information, communication and knowledge products related to SLM/NRM and agricultural development.

Target Users

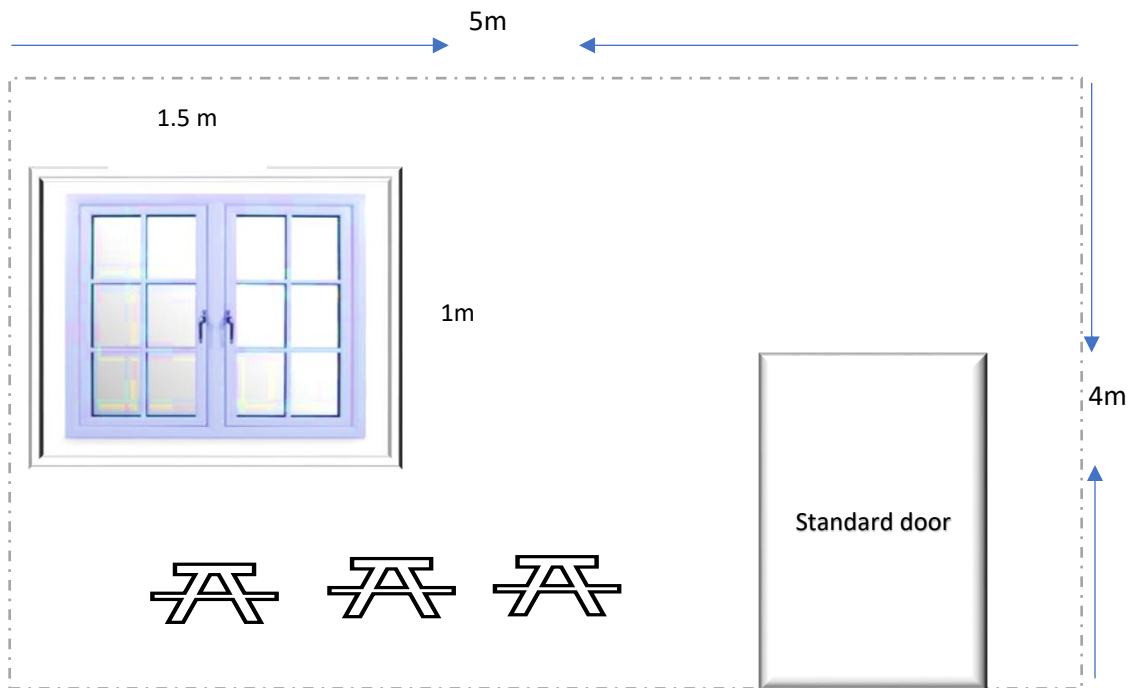
SLM woreda information centers are primarily meant to serve Woreda and kebele level NRM experts/offices that are working closely with the SLMP. The information centers, however, avail services and information to other users as a secondary target; these include regional partners/partners' offices, technical and vocational education training (TVET) colleges in the woreda, communities in the woreda or nearby kebele and other sector offices in the woreda or kebele that have linkage with the NRM sector and are affiliated to provide support for the project.



Figure 1: Potential target users and actors of the SLM Woreda information centers

Building Standards

- The SLM woreda information center should be in the compound of woreda agriculture and natural resources office.
- The actual building of SLM woreda information centers need to meet the minimum required size of 4meters width and 5meters length.
- The woreda information centers should be constructed using cement mortar cube and plastering of walls should be with cement.
- The floor need to be, at least, cemented and the roof should be covered with steel sheets.
- The room need to be well ventilated and must have a standard sized door and window as showed in the illustration below.
- The electric installation should consider the number of electronic devices to be installed in the center (Possible office appliances and electronic devices to be used in the info centers are listed in the next section)



Internal Facilities

SLM Woreda information centers are expected to be equipped with basic office furniture, computers, shelf cabinets, scanners, photocopiers, internet access, as relevant, and may provide space for reading, information browsing and studying. Details of the internal facilities are described below;

S.N	ITEM	SPECIFICATION	NO. REQUIRED
1	Office furniture		
	Standard office chair (no swivel) and standard table for info center manager	Determined by the market and woreda's financial capacity	1
	Standard bench chairs (standard table compatible with benches)	Determined by the market and woreda's financial capacity	2 Bench with table
2	Shelf/cabinets	Standard book shelves with multiple rows/rooms for CD/DVD and Books	1 shelve (1.5 X 2 m)

3	Desktop computers	<p>With available brand (Dell, HP)</p> <p>Processor - dual core @ 2.4 GHz (i3 or i5 Intel processor or equivalent AMD)</p> <p>RAM - 4 GB</p> <p>Hard Drive - 500 GB 5400 RPM hard drive</p> <p>Monitor - 19" LCD - desktop only</p> <p>Operating System - Windows 7</p> <p>DVD-RW</p>	2 computers (for admin and user)
4	Internet access	<p>Ebox computers</p> <p>(model eBox-4852 / 4853 / 4862 / 4863) or other ebox models equivalent to the above (Dell or HP specs)</p> <p>Viable option: EBOX-3362-L3U4C1 - DUAL CORE, 2GB RAM. SD, SATA, 4XUSB, VGA, LINE-IN/OUT, 1XFULL RS232, 3XLAN</p>	1 piece
5	Backup Device - External hard drive and/or USB Flash Drive or CD, DVD	<p>1MB internet connection (wired)</p> <p>Internet connection switch (for more than four computers)</p> <p>Modem (if four or less computers)</p>	<p>It has a fixed service cost of around 2000.00 Birr/Month</p>
6	Digital Camera	<p>CD/ DVD R/RW, External Hard drive 1TB, USB 16 GB</p> <p>Sony DSC-W830 Cyber-shot 20.1MP 2.7-Inch LCD Digital Camera + SDHC Memory (32GB) + Battery Kit</p> <p>(the brand can be any kind)</p>	<p>1 External hard drive</p> <p>Or 1 USB Flash Drive and CD/DVD will be Determined by the woreda</p>
7	Server	<p>HPE ProLiant ML10 Gen9 Server (Optional)</p> <p>(the brand can be any kind)</p>	1 piece

			Optional. It might be required in case of storing, accessing and synchronizing bulky data.
8	Photocopier/Scanner	Possible specs HP LJ 3052 AIO: Black-and-white printing, black-and-white copying, black-and-white and color scanning Or other common brands such as Canon image RUNNER 2204 (Optional)	1
9	LCD Projector	Epson power Lite Home Cinema 1040 1080p LCD Projector (Optional)	1

Resources in SLM Woreda Information Centers

Variety of resources including data, information, audio-visuals, graphics, maps, educational videos and other knowledge/communication products that showcase the SLM best practices, indigenous knowledge and experience of farmers, scientific knowledge and practices should be made available in the centers. Also, the Centers should collect and document biophysical, socio-economic, and spatial information (i.e. maps) as part of a comprehensive database to track changes and impacts of the project.

Administrative Responsibility

SLMP woreda information centers are meant to mainly serve woreda level partners, stakeholders and implementers. During the project lifetime, establishment and running costs of woreda information centers will be covered by the SLM project. The resources in the centers shall be updated, managed and administered by the woreda focal person, who is the responsible professional at every SLMP woreda.

The woreda office of agriculture and natural resources shall allot proper time and support for the woreda focal person to enable him/her to properly manage the woreda information center and assure its functionality.

Functionality Requirements

In addition to the physical requirements and minimal internal facilities, a woreda information center should address the following requirements to be considered as functional.

1. SLM/NRM practice related documents, guidelines, knowledge products communication products, best practices etc.... should be made available for the target audiences and the resources should be updated regularly.
2. Users should get the privilege to access resources in digital format or project database through computers connected to the national database and there should be a means for users to get access to publications/printed knowledge and communication products.
3. The existence of WICs should be clearly communicated through various media and should be advertised in public places to inform target audiences about WIC's working hours, available resources and services.
4. The number and frequency of visitors should be documented and made available for internal use.
5. There should be regular assessment of the level of satisfaction of users with the services offered by the WICs centers. This should be done at least once in a year.

Recommendations

Establish linkage with WoredaNet: WoredNet is a terrestrial and satellite-based network designed to provide various ICT services and access to connectivity among Federal, Regional and Woreda level government entities, it is therefore recommended to get access to this resource for data transfer, video conferencing, messaging and other services.

Learn from similar efforts: It is recommended to link and share experiences of Woreda knowledge centers introduced by the IPMS project and its partners which is used to collect, classify and avail documents in different woredas. These centers have been working on building capacity of staff at woreda level to make use of technology for knowledge management and encourage staff to engage in knowledge gathering, sharing and reaching farmers and community as end users.

Each center has a coordinator, internet access with 4 to 11 computers, shelved documents (books, journals, manuals, guidelines, success stories...), printer, server with rules and regulation on the use of center. Exploring similar experience would help woredas to effectively establish SLM woreda information centers and enhance their functionality.