



Empanda – Information System for Project Management of NGOs

About Empanda

The aim of the **Project Management System Empanda** is the support in documenting implementation of NGO projects. The main characteristics of the system are as follows:

- Empanda contains two key modules: financial management and monitoring through logical framework approach (LFA);
- In Empanda, an NGO can create an unlimited number of projects donors, bank and petty cash accounts and transactions;
- Each individual project can have multiple donors and use funds from multiple accounts. Contribution of individual donors is specified separately, which enables separate reporting per variety of criteria;
- Logframe matrix can have unlimited indicators at impact, outcome and output levels;
- Empanda provides mechanism for storing and linking verification files with target indicators (scanned documents, photos, presentations and alike - as per specified *means of verification*);
- Mobile Android Empanda app provides insight into the financial information and quick save of proofs for achievement of logframe indicators.

Financial Management Module

Managing the financial aspects of projects in Empanda is carried out in three simple steps:

1. Initial setup of the project: creation of the project and its budget, linking project with accounts and user's level of authorization setup. Typically, this requires up to 1 hour of time per average user;
2. Regular record-keeping of financial transactions. With average project dynamics, this task requires 30-60 minutes per week;
3. Reporting: producing reports in Empanda is fully automated. Generating full set of reports requires under 10 minutes.

The financial module provides the following types of reports:

- ✓ Lists of transactions per variety of criteria (per account, donor, budget line, transaction type, etc.);
- ✓ Balance sheets for project accounts (income, transfers, advances, expenditures, VAT payments and reimbursements, etc.);
- ✓ Budget realisation – reporting per budget items (planned, spent, balance).

In Empanda, in addition to management of user rights within the organization, access can be granted to external stakeholders, e.g. donors. Thereby, donors can monitor the implementation of supported

projects in real time, regardless of geographic spread of partners' organization. This enables timely reaction to potential irregularities as opposed to the prevalent, after-the-fact response.

Logical Framework Module

Monitoring using logical framework approach in Empanda is also carried out in three simple steps:

1. Initial specification of Logframe matrix elements (goals, indicators, means of verification and risks). Goals can be spread over three-level hierarchy: impact, outcome and output. Typically, this task requires less than hour per average user;
2. Regular recording of achievements. For example, if project contains an output related to signing of an MoU with an institution, scanned version of signed MoU is considered as a means of verification and as such is saved with the corresponding indicator. Often, photos are suitable means of verification (photos documenting provision of services, photos of events, and alike). Saved means of verification are automatically channeled to central database. With average project dynamics, this task requires less than 30 minutes per week;
3. Reporting: producing reports in Empanda is fully automated. Generating full set of reports requires under 10 minutes.

From the Donor Perspective

In Empanda, donors can have access to financial records in real time throughout project period. With this process, project monitoring is significantly simplified – with a very little field-work, grants officers can monitor implementation dynamics, state of financial records, and/or request additional information, documentation or reports. This cannot entirely replace field visits and review of original documentation, but it can point out priority locations/partners for visit and assist in assessing needs for training and capacity building of partners' organization.

Models of Use

- The first three months of Empanda use are considered as trial period and are free of charge.
- Upon completion of the trial period, monthly membership for individual modules (financial management and logical framework monitoring) is € 20. Full monthly membership (all features) is € 30.
- Access to already entered data is free of charge, regardless of the status. Active membership enables entry of new projects and project data.

<https://empanda.info>

<http://vertex.ba>