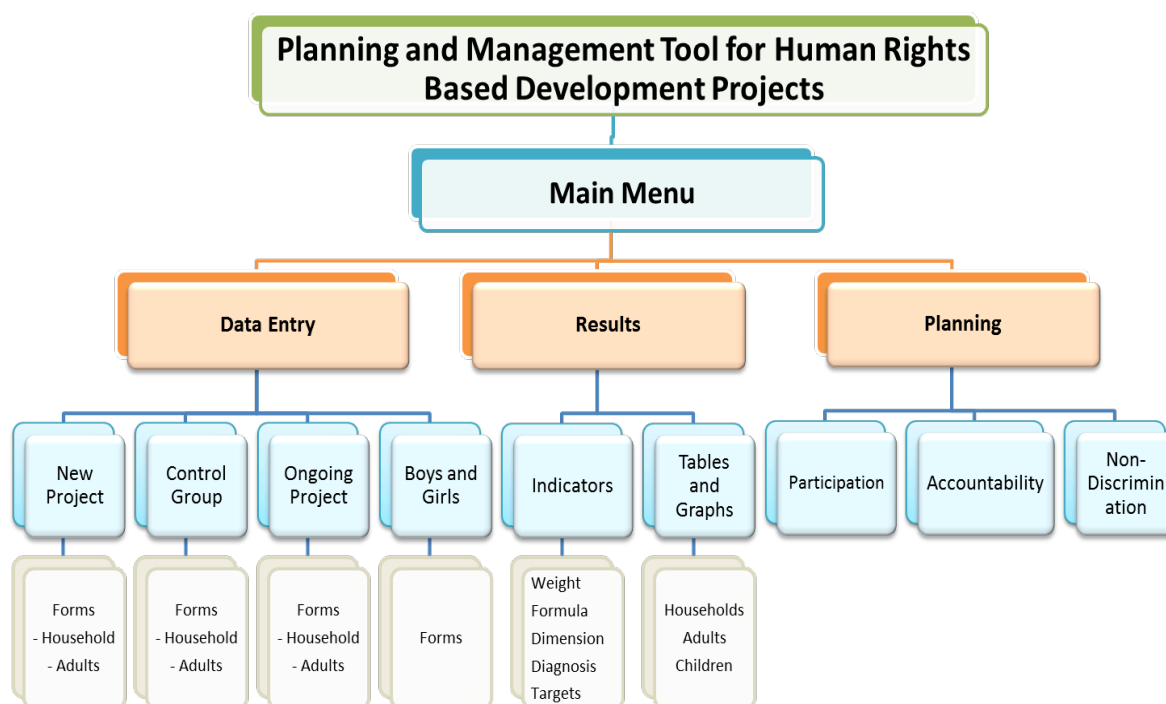**Project: Colombia. Strengthening human rights in the Regional Peace and Development Programs (TF 096627)**

Planning and Management Tool for Human Rights-based Development Projects Manual

The Planning and Management Tool for Human Rights-Based Development Projects (HEDH, for its acronym in Spanish) is an instructional tool that allows the user to identify and enhance the practical links that exist between human rights norms and principles, and development projects.

The HEDH consists of three main menus. The first is the **Data Entry Menu**, which contains surveys that have been designed to capture data on the enjoyment of human rights by the target population. The second is the **Results Menu**, which systematizes the information collected through the surveys in indicators and graphs. Finally, the **Planning Menu** allows the user to design, or re-design, development projects with a human rights focus on the basis of the information obtained.

The following chart illustrates the internal organization of the HEDH:

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Technical overview

The HEDH was developed in Excel 2010 using Visual Basic programming for the applications. For optimal performance of this tool, we recommend using a computer with the following characteristics, at minimum:

- Pentium II processor, similar or higher
- 1 GB RAM
- 200 MB hard drive
- Windows 7
- Office 2010
- The configuration of computers with the Norton antivirus set on maximum protection should be changed to "Restricted" or "Protected View" or "Full trust".

Installation process

- Step 1: Enable Excel macros to ensure optimal performance of the HEDH.

For Office 2010:
- Open a new Excel file;
- Click on the "File" tab;
- Click on "Options";
- Click on "Trust Center";
- Click on "Trust Center Configuration";
- Click on "Configuration of Macros";
- Select "Enable all macros";
- Select "Trust access"
- Click on "Activex Configuration";
- Select "Enable all controls without restrictions";
- Click on "Accept";
- Close the Excel file that you have opened and open the HEDH file.

**When changing the configuration of the Trust Center macros, change only the configuration of the Office program that you are using. The macro configuration does not change for all Office 2010 programs.

- Step 2: Download the HEDH, in English or in Spanish, from the World Bank web site: http://www.bancomundial.org/es/news/2012/11/05/colombia-measuring-connection-between-development-and-human-rights

- Step 3: Save the file "HEDH (1) .xlsm" on any computer disk.

**The "xlsm" extension means that macros are enabled in the Excel file.

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- Step 4: Begin the HEDH.

- Double click on the file;
- Select "Enable Content" in the Windows message;

After opening the HEDH, the main menu will appear. Please keep in mind that the HEDH weighs almost 10 megas and can take up to 10 seconds to fully download, depending on the computer specifications.

In order to keep an original copy of the file available for different projects, it is important to make a copy before you begin working. As with any Office program, the user should go to "File" and click on "Save", giving the copy a different name from the original file.

Using the HEDH

The HEDH is designed to work through cascading menus: first, the information is captured, then the results are analyzed, and, finally, the rights-based planning is performed on the basis of the information obtained.

- Data Entry Menu

To enter, click on the "Data Entry" button from the Main Menu. This will open a screen with the following buttons: new project, ongoing project, control group, and boys and girls. Each of these buttons leads to surveys containing questions for both households and individuals. The survey questions refer to the 23 human rights that development projects can have an impact on.

By clicking on the **New Project** button, the tool will direct the user to a list of surveys for gathering baseline information on the enjoyment of rights of a population that is beginning, or will soon begin to participate in a development initiative.

The **Ongoing Project** button contains the questionnaires designed to monitor the effective enjoyment of rights of members of the communities that are involved in a development project. Clicking on any button identified with the name of a right, or rights, will open the respective form or survey.

The **Control Group** button allows the user, in cases where no baseline data exists, to collect comparative information for ongoing projects on individuals who, at the beginning the project, had the same social-economic conditions as the participants but who did not take part in the project.

Finally, the **Boys and Girls** button directs the user to specially designed questionnaires to track respect for and promotion of the best interests of the boys and girls, in the framework of new projects, ongoing projects, and the control group.

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At the end of the Menu there is a "New Base" button, which eliminates the recorded data, if the HEDH used was not empty, thus making it possible to collect new information. By clicking, the HEDH generates a message to verify if the user effectively wishes to erase the data. This is only necessary when beginning a new project. To save records before beginning a new base, we recommend making a copy of the file, changing the name and working on this file, eliminating the database.
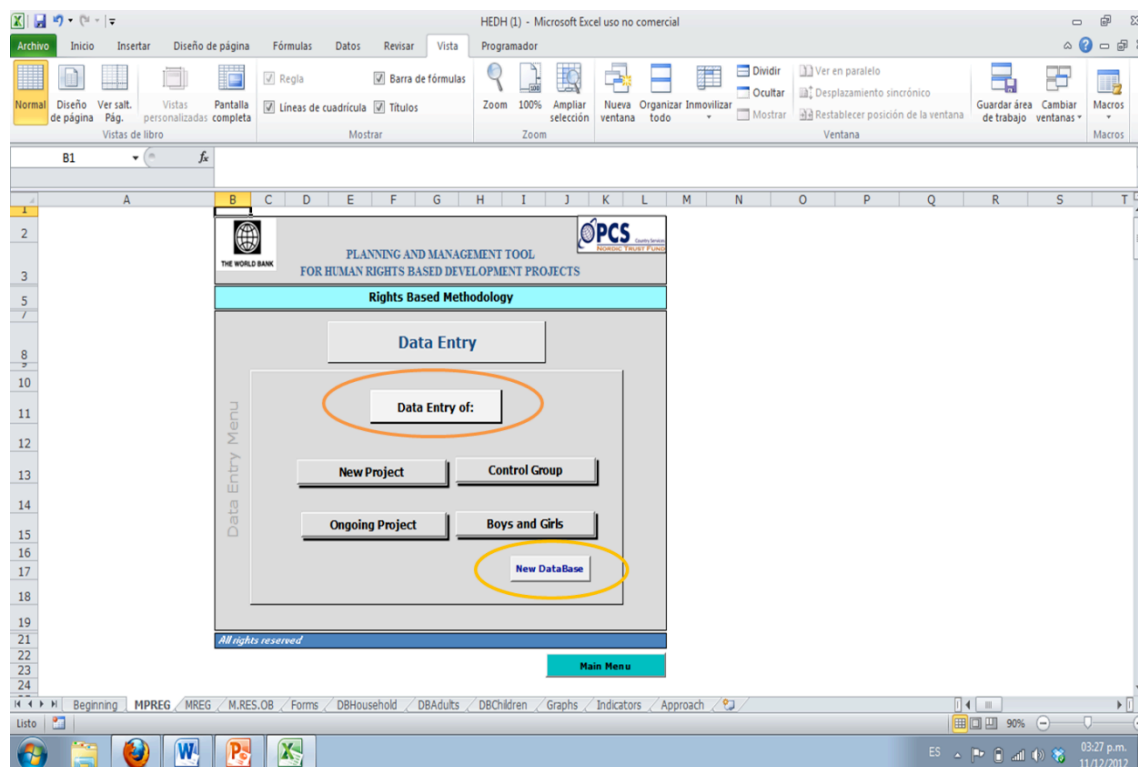
Although the HEDH allows you to record information in any order, we recommend beginning with the identification of the Household, and continuing with each right in order. Data entry can be done on paper or on the computer, directly in the HEDH, which reduces the time and cost of digitization.

Ideally, the surveys should be applied to the members of the average household participating in the project. For example, if the average family comprises two adults, a boy or girl (up to 14 years old), and an adolescent, then two adults, a boy or girl, and an adolescent should be interviewed in each household. The first part of the survey is for the entire household, while the second part contains questions for the individual members, although it can be conducted simultaneously. Boys and girls should be accompanied by, at least, one of their parents.

A code should be assigned to each household and to each surveyor before beginning the survey, in order to facilitate the systematization.

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Each field that should be completed in the forms is clearly noted. When you position the cursor over the field to be completed, an icon appears that allows you to display the response options.

While most of the answers are included in the drop-down lists, there are some fields where the user can write in the response. It is important to ensure that all questions are answered, which is why we have included the options Does not apply "No", and Do not know, No answer "DK/NA".

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All the forms have the same layout and logic; their questions correspond to the attributes and dimensions of each right, or group of rights, that they describe. At the end of each form are command buttons that allow you to enter data into the database or go to the menu of the group that is being recorded. You can continue to enter information on the next right without returning to the menu.

- Results Menu

This menu was designed to facilitate the analysis of information, as well as the interpretation of the data from a human rights perspective that takes into consideration the interdependence of the rights. This menu contains a brief definition of each right, which is displayed when you click on any of the rights included in the list on the left. It also includes tables and graphs that automatically show the information obtained by group, disaggregated by sex. The buttons marked "indicator" lead to the battery of indicators for each right, and the buttons with the bars lead to the corresponding graphs and tables.

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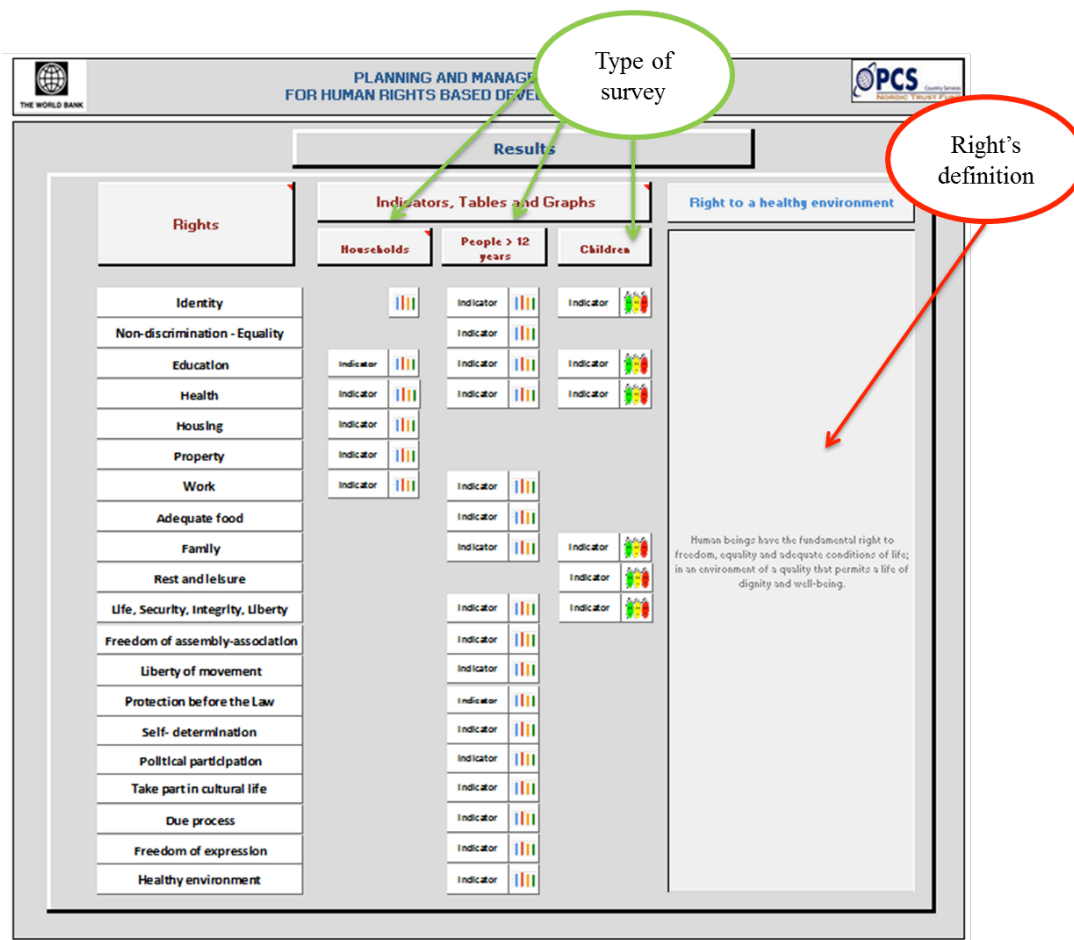
Before entering the results from this menu, you must update the information contained in the HEDH. This is necessary in order to activate the calculations for the tables, graphs, and indicators. In the "Results observed" menu, place the cursor on the ribbon of Excel options and select "Data", between "Formulas" and "Review". Locate the "Update" option, which displays "Update all" and "Update", and double click on "Update all". The updating process should about 20 seconds after which the option to replace the cells in the table will appear, where you should select "Yes" and accept.
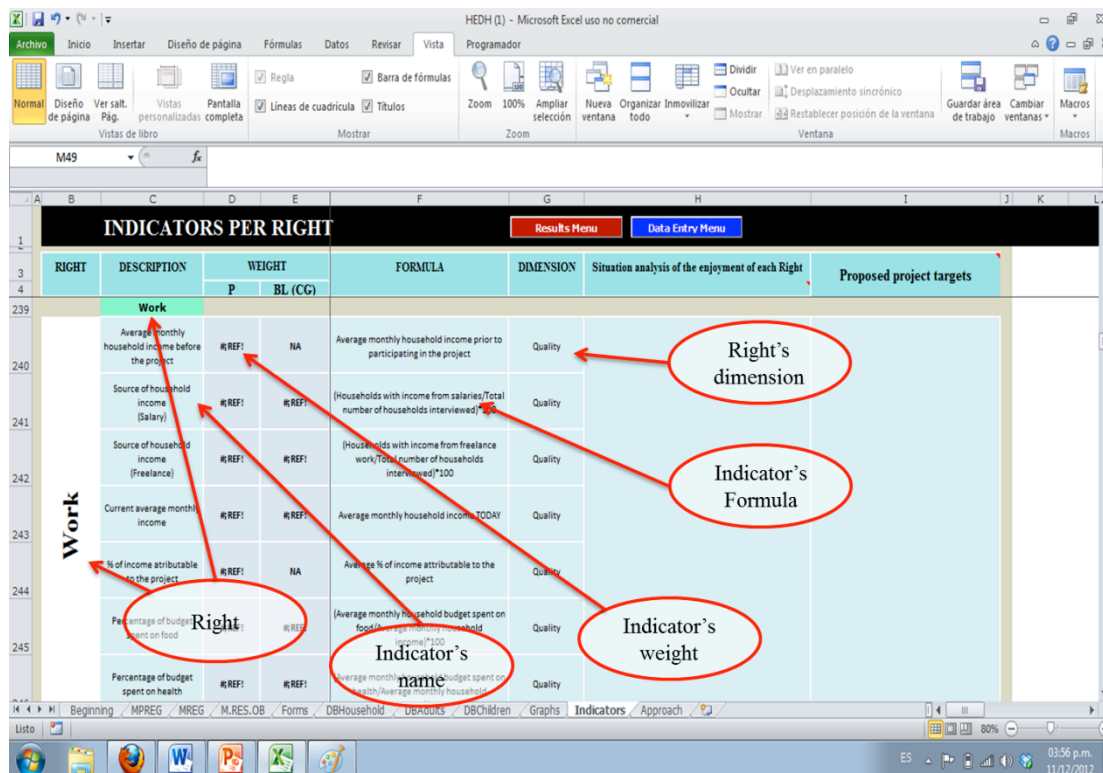
Not all rights have been assigned indicator and graph buttons for all the groups examined because the information for some rights was collected from the household as a whole and for other rights from the individual household members. As mentioned above, in the case of the boys and girls information was collected for only a subset of the 23 rights.

The indicator matrix has seven columns. The first shows the name of the human right that corresponds to the indicators, and the second includes a brief description of the indicator. The third

is marked "Measure" and refers to the value given to the indicator after the information was processed. GP denotes the information that corresponds to the Participating Group, and GC to the results of the Control Group or Baseline, as appropriate.

The fourth column includes the formula used to calculate the indicator, and the fifth indicates the dimension of the right for which the corresponding indicator is generating information (availability, access, quality or adaptability). Column six invites the user to analyze the collected information, in light of the integrality of the dimensions of each right as well as the interdependence of the 23 rights.

The information deriving from the analysis performed with the support of this section is very useful, as it enables funders and implementers to determine their potential to positively or negatively impact on the enjoyment of rights of the project participants. The indicators of other rights can be observed in two ways: the first is to move up or down with the cursor, or return to the results observed menu and go directly to the indicators of each particular right.

Finally, column seven enables the user to set specific targets to be met in the indicator or indicators that the project will directly and intentionally contribute to without diverging from the project objective.
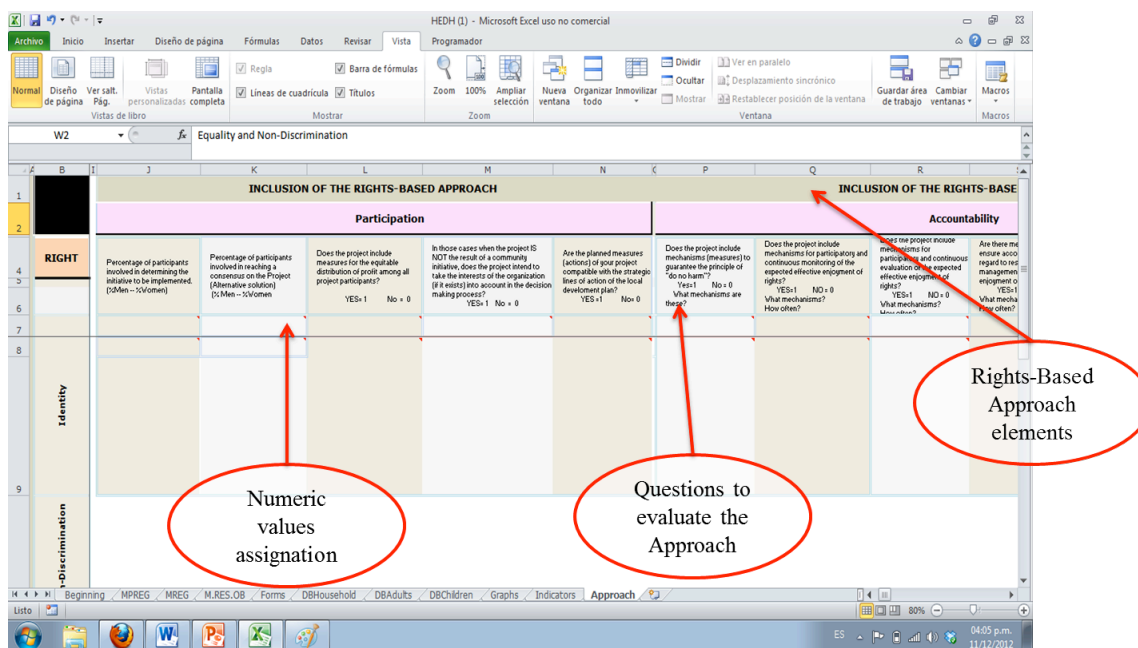
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Planning Menu

The Planning Menu instructs the user on how to achieve the proposed targets in terms of enjoyment of rights, in line with the principles of the approach. Clicking on this button will open a matrix with the diagnostics and the targets that the user included in the previous menu. We recommend that the user/planner meet with the project stakeholders, before beginning this menu, in order to validate the proposed targets, agree on the measures to be adopted, discuss the budget, and identify partners.

The second screen of the menu allows the user to confirm that the planning process is consistent with the human rights principles that define the approach, together with the interdependence of the rights, i.e. significant participation, accountability, including do no harm, and equality and non-discrimination.

The tool includes questions for each principle, which the user will use to perform a self-evaluation. Using the values entered by the user, the tool calculates a percentage that indicates the level of inclusion of the rights-based approach in the planning process. The purpose of this exercise is to avoid implementing measures that do not respond to this approach, giving the user the opportunity to redefine the "how" before beginning implementation.

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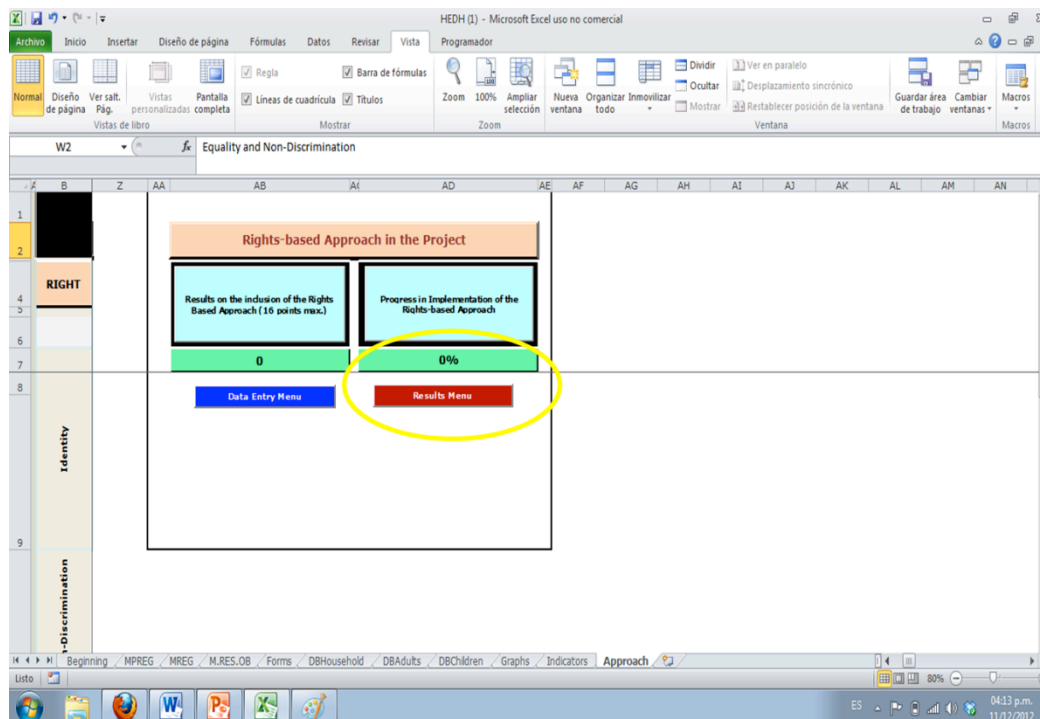
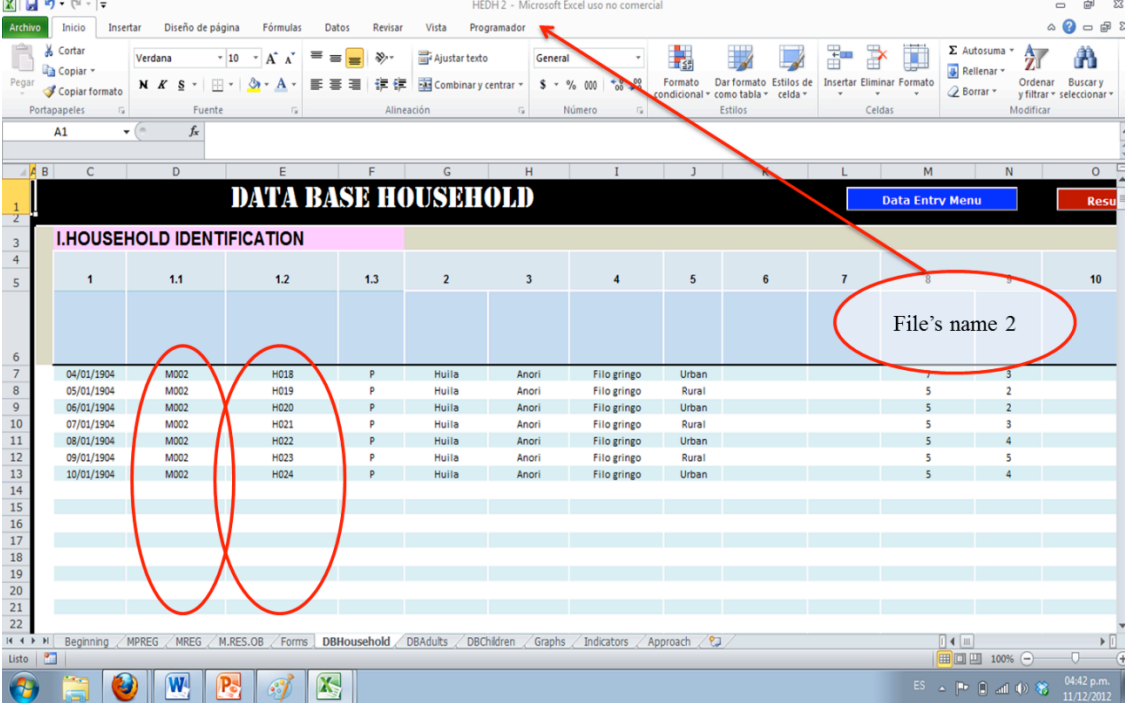How to consolidate information from different HEDH files

As mentioned above, the HEDH enables the interviewer to complete the "Date Entry" module directly on the computer. Since each study requires more than one interviewer, the information from the different households will be entered into several computers and will be saved in several distinct files.

The following steps should be taken to unify the information and analyze consolidated data, without having to reenter the information onto one computer:

- **Step 1:** Establish one main file, preferably the one containing the information from the households which were assigned the first codes.

- **Step 2:** Position the cursor on the "BDHousehold", "BDAdults" or "BDBoysandGirls" button where you want to add the additional information.

- **Step 3:** Open the files that contain the information that follows.

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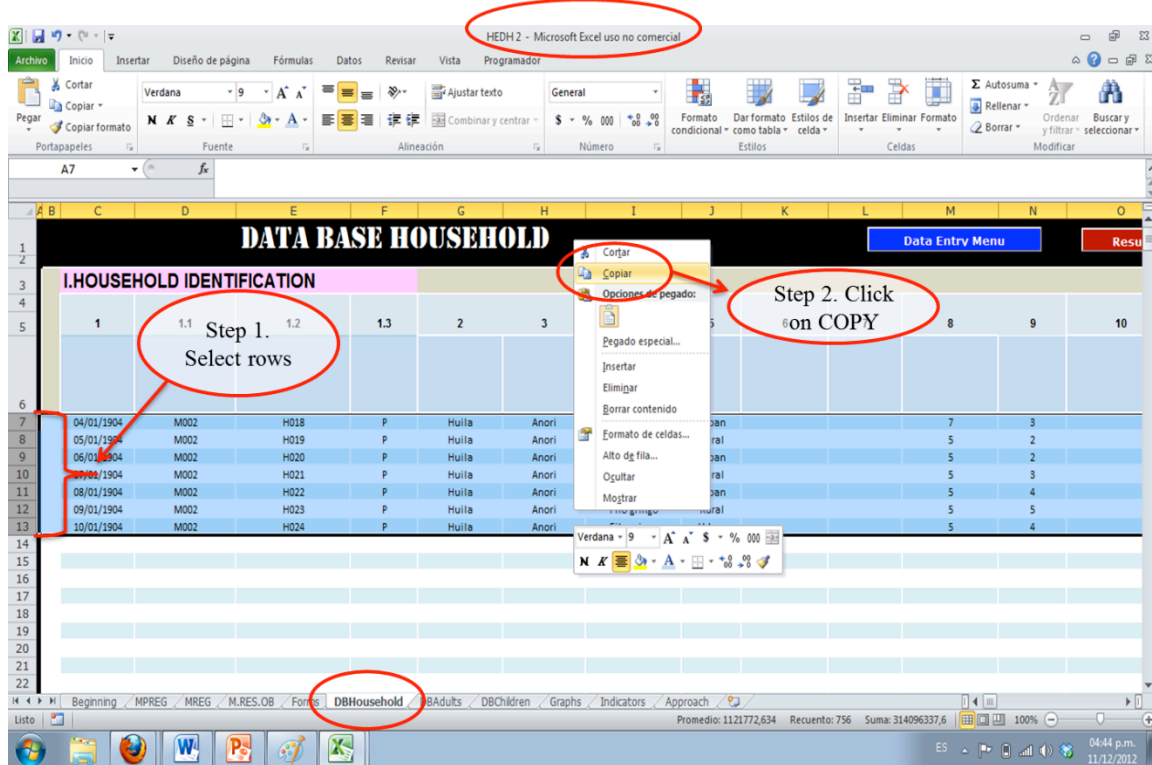
Graph 13 shows the second file in this study, i.e. the data entered by interviewer 2 (Column D) on the following 10 households in the study, from H011 to H020 (Column E).

- Step 4: Make a copy of the information that corresponds to each secondary file and add it to the data base sheet in the original file. Continue the copying process for each File and each Tab.

- Step 5: Select all rows after Row 7 (R7) in the different secondary files up to the last row with information on the final "household" recorded in this file.

** Select the entire ROW, not only the cells that contain values, in order to expedite the transfer of information.

- Step 6: Make a copy of the selected rows, using the COPY command and never the CUT command. Cutting can damage the configuration of the information.

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- Step 7: Return to the original file, select the tab that is the same as the one where you copied the information. Select the following row to the last row with information, and execute the command "paste special only values". This command can be found on the Excel Options ribbon, select the "Paste" tool, and select "Paste Special".

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This graph shows information that has been added correctly.

This process should be repeated for each one of the complementary files for each data base sheet: Household, Adults and Children.

After adding the information, the user may go to the Main Menu and from there go to the Results Menu and "Update" the file to see the results obtained in the community.

Specific recommendations for using the HEDH

- Do not change the name of the tabs that are visible in the HEDH file. These help to direct the information when performing the calculations; if changes are made, the HEDH programming will not be able to find the sites where the information should appear.

- Avoid changing the headings of the data base columns. The dynamics of the collection and analysis of the information allowed by the HEDH requires that these tabs remain unlocked.