# Donor Manual 2.6
# 2010

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## 1. User Manual Introduction

In 2005, the EC Delegation in Mozambique hired a consultant in the context of the EU Pilot Initiative on Coordination & Harmonization in order to establish among other a common EU Project Database DbIS. This database was established, centralizing and making available the information on activities of all EU Member States operating in Mozambique.

In a further step of overall Donor harmonization in Mozambique in the light of the Paris Declaration, it was agreed to open up the EU DbIS to ALL Donors present in Mozambique and merge with the UN Project Database to a new common Donor database called ODAmoz.

This initiative was fully endorsed by the Development Partners Group in charge of the simplification and harmonization of development cooperation in the country.
In light of the need to guarantee Government of Mozambique ownership and to ensure a proper administrative set up of the project, management of ODAmoz was handed over to the designated directorate in the Ministry of Planning and Development (MPD): the Direcao Nacional de Investimento e Cooperacao (DIC) in September 2006 and a ODAmoz Management Committee installed in late 2006, composed of Donor and GoM representatives.

### ODAmoz' Vision
ODAmoz is becoming more and more Donor inclusive, and is seen as a very useful tool, e.g. in the On/Off-Budget discussions with the Government of Mozambique and in providing a common source of information for many of the Donors involved that are revising their country strategies.

The intention is therefore, among other, to train focal points in each sector line ministry at central and provincial level as users in order for the Government of Mozambique to fully exploit ODAmoz's potential.

This user manual is a living document. Its purpose is to be of use and support for you, the user. To that end, if you have suggestions about how to improve it please sent an email to Alberto Chicava Manhusse (achicava@mpd.gov.mz) , Candido Jeque (sibanhule@yahoo.com.br), Cora Ziegler-Bohr (cora.ziegler-bohr@odadata.eu) and support-mozambique@dgfoundation.org

## 1.1 Purpose of this system

The main objective and focus of ODAmoz is to provide donors with a tool, based on international standards (e.g. OECD/DAC sector codification), to fulfil their obligations towards the Government of Mozambique of reporting and planning on quarterly disbursements (see downloads).

It also gives the GOM, donors and the public in general a snapshot of donors and UN agencies projects and financial commitments.

**ODAmoz** has two main goals:
- To improve the coordination and harmonisation among donors and development partners; and
- To provide a public overview of donor strategies, programmes and projects in Mozambique.

## 1.2 Why a *web-based* database?

A successful multi-user database has several key elements. These include:
- data collection;

- data maintenance;
- data publishing; and
- support.

A web-based database reduces management risks because of the following advantages:

a. The data collection follows a decentralized approach. Data can be entered on any computer that is connected to the Internet.
b. The data can be updated anytime and anywhere. There is no need to distribute and collect questionnaires.
c. As reports on the Internet can directly retrieve data from the database, published project information are up to date at any time.
d. Users who are familiar with the Internet find themselves in a customary environment.
e. There is no need to distribute and install additional software. New database releases do not require any action from the user side.

## 1.3 Scope of information

### Update timeline

As mentioned above, ODAmoz focuses on reports on quarterly disbursement data and forecasts for the current year and annual values for further 3 or more years according to Medium Term Expenditure Forecast (MTEF) procedure

The ODAmoz Management Committee agreed to link the update procedure to the Official Budget Cycle of GoM. In general the update deadlines will be followed according to below mentioned dates:

| | |
|---|---|
| 1st Quarter: | 1st of April - 15th of May |
| 2nd Quarter: | 1st of July - 15th of August |
| 3rd Quarter: | 1st of October - 15th of November |
| 4th Quarter / Yearly report: | 15th of January - 15th of February |

It is up to each donor to determine the level of detail to be displayed in the database and individual donors are requested to input information on their activities according to programme, project or sub-project directly. This saves time, ensures accuracy of data, and contributes to across donor ownership of the database.

It is anticipated that in most cases project level information is provided, but that sub-project level should also be taken into consideration if the sub-projects reflect sector specific activities of a project and/or if its location, partner or financial data differ from each other. Programme level should be chosen if the programme's projects contribute to the same sector, if they are supported by a limited number of partners and if the duration, location and government counterpart are in line to a large extent.

### UN Reporting Specificity

Due to UN's specific and heterogenic funding arrangements (working with both core and donor funds) and the difficulty in separating them, it has now been agreed that UN agencies can fully report on their overall funding (core + donor) even if possibly already reported by a Donor in ODAmoz. The respective Donor implementing a project via an UN Agency will need to explicitly state this in the concerned Project Nr e.g.: An EC Project Nr: 9ACPMOZ011, implemented via UNDP should be inserted in ODAmoz as 9ACPMOZ011/UNDP.

Donor Totals and UN Agency totals therefore should not be added up in order to avoid double counting. In the Search by Donor Report, Donors and UN Agencies already have been separated. It is planned to enable this for each query possibility.
Please note that this therefore does not always enable us to have a clear picture of the full combined Donor and UN agencies ODA to Mozambique.

**Responsibility**

Each Donor and UN agency has selected a focal point that is responsible for collecting, entering and updating the data online on a quarterly basis. Accuracy and completeness of the data can only be guaranteed up to the last quarterly disbursement; forecasts are based on estimates.

The Ministry of Planning and Development (MPD) and its Directorate for Investment and Cooperation (DIC) is gradually taking up responsibility for the general overview of the database and production of the quarterly reports on Donor disbursements.

## 1.4 The ODAmoz User

**ODAmoz** has two main groups of users, the focal points (data provider) and the general public (data viewer/audience). Therefore **ODAmoz** can be accessed in two ways, through two different interfaces. One is the data input or maintenance interface, which is password protected and only used by donor focal points to enter and update their data. The other is the data presentation interface, which is freely accessible for anyone through http://odamoz.org.mz/ and used to view the Donor Profiles and the project lists and reports. It is expected there will be several main users of these lists and reports including development partners (donors, UN agencies and other organisations and institutions) and the general public.

## 1.5 Responsibilities

ODAmoz was established in 2005 by ODAdata, a consultancy group that joined forces with the Development Gateway in 2008.  The responsibilities of all involved partners are outlined as follows:

| Donor Focal Point | MPD & Donor Coordinator for ODAmoz |
|---|---|
| • Provide complete, accurate and up-to-date Donor and project data<br>• Maintain and quarterly update database with Donor and project information | • Technical responsibility<br>• Quality control<br>• User trainings and password management<br>• Support for focal points regarding data entry |

## 1.6 Contact / Support

Questions, requests and suggestions can be sent to Alberto Chicava Manhusse (achicava@mpd.gov.mz) , Candido Jeque (sibanhule@yahoo.com.br), Cora Ziegler-Bohr (cora.ziegler-bohr@odadata.eu) and support-mozambique@dgfoundation.org  or through the Virtual Working Group.

## 2. Data Entry Form

To access the data entry form, navigate your browser to http://odamoz.org.mz/admin
You will be asked to enter your username and password. Click **Login** to access the tools
available to donor focal points.

If you need a username and password, or you forget yours, please contact Alberto Chicava
Manhusse (achicava@mpd.gov.mz) or Candido Jeque (sibanhule@yahoo.com.br).



## 2.1 Adding new Project

To add a new project to ODAmoz, you must select **"Add New"** from the **Projects** item in
the main menu.

After clicking **Add New**, you will be brought to the data entry form. The data entry form has 5 pages of fields and are separated by tabs. You can access the other pages by clicking the different tabs or by clicking the **Previous** and **Next** buttons.

In case a field is not clear touch the name of the field with your cursor. A definition of the field and an example of how to fill it in will be shown.

Please fill in all the information on all tabs before saving the projects, otherwise you will get an error message saying that you need to fill in all mandatory fields.

All fields with stars have to be filled in mandatory.

### 2.1.1 Profile Information

The Profile Information step of the data information form contains several fields about the basic information about a development activity. The fields on this page are:

- Project / Programme Title
- Brief Description
- Donor Project Number
- OECD Project Number
- Mozambique Project Number
- Donor Agency
- Project Status
- Planned / Actual Start Date
- Planned / Actual End Date
- Website
- Comments
- Contact Information

Fill in relevant information

Select relevant agencies from the drop-down menus

Fill in dates using the calendar tool

### 2.1.2 Specifications

The Specifications page contains more information about the project. The fields on the Specifications tab are:

- OECD/DAC Sector
- Sector amount in %
- Location
- Location amount in %
- Channel of Delivery
- Extending Agency
- Type of Implementation
- Aid Modality
- Type of Funding
- On/Off Budget
- On/Off Single Treasury Account
- Government Counterpart
- Government Budget Code
- Delegated Cooperation

In this step of the data entry form, you can select the **Sectors** of the project. The list of sectors and sub-sectors come from the OECD DAC/CRS sector scheme. Each project must have at least one sector, but may have an unlimited number of sectors and sub-sectors.

Choose the sector from the drop-down menu

After selecting the sector, a second drop-down menu with the list of **sub-sectors** that correspond to the sector you chose will appear. The sub-sector selection is optional.

You must also fill in the **percentage** of the funding that is dedicated to this project. If you have just one sector, enter **100**.

You can attach an unlimited number of sectors to each project. To add another sector, click **"Add another sector"** and repeat the process of selecting a sector.



Choose the sub-sector from the drop-down menu

To delete a sector from a project click Delete

The next part of the page allowed you to select the **Locations** for this project. If the project is a national project, skip this step. If the project has one or more focal province, you must choose them here. When you select a region from the list, the list of **Districts** for that region will appear below.



If the project is a national project, do not change the value in this menu

If the project has funding spread over more than one location, you can add any combination of multiple locations and districts Click **Add another Location** and a new

menu will appear with the list of locations. Follow the same steps to add more provinces and districts.



Each project can have one or multiple **Channel of Delivery** and **Extending Agencies**. These fields can be the same agency. Select the agency from the drop-down menu and click **Add another agency** to add multiple agencies.



The other fields in this tab request other specific information about the activity. This information helps classify projects even further.

## 2.1.2.1 Mozambique Budget Code

Several fields on this page are responsible for creating the Mozambique Budget Code. If a project is marked as On Budget, a code will be automatically created. The following fields help create the code:

- On/Off Budget
- On/Off CUT
- Government Counterpart
- Aid Modality
- Type of Funding
- In Kind

If the Mozambican Budget code is known to the Focal Point he can fill in the code directly. There will be a validation process after each quarterly update during which DNO is going to check the Budget Codes within ODAmoz. In case the code created is incorrect for any reason, the focal point can overwrite the code and save it.

## 2.1.3 Millennium Development Goals

Each project must relate to one or more Millennium Development Goal. On this page, select the checkbox next to the relevant goal to assign this goal to the project.

## 2.1.4 Funding

The Funding tab of the data input form contains information the current financial information for the project. The fields in the funding page are:
- Co-funding donor and amount
- Input currency
- Funding 2010
- Funding Forecast 2011
- Funding Forecast 2012
- Funding Forecast 2013
- Funding Forecast 2014

## 2.1.4.1 Co-financing

If a project has **co-financing**, enter this information here. Choose the co-financing agency, the amount of funding this agency is contributing to the project, and what currency the funding is in. You can have multiple co-financing agencies and amounts. Click "**Add another donor"** to add multiple co-financing donors.



## 2.1.4.2 Current Funding

For the year 2010, enter the **total commitments** for the year, as well as **disbursements** for the year in quarters. Select the currency first before entering the funding information.

### 2.1.4.3 Funding Forecasts

Funding forecasts for this development activity for years 2011 and onward should be entered in this step. For each applicable year, enter **Commitments**, **Disbursements**. To add projections for years beyond 2014, click **Add information for another year** and additional years will appear.



### 2.1.5 Historic Funding

**Historic Funding** is funding for a development activity that has occurred during and before the 2010 calendar year. Enter the **Commitments** and **Disbursements** in the currency of your agency for this time period in this section of the form. **Commitments** and **Disbursements** up to the end of 2006 should be aggregated for that field.

## 2.2 Saving Projects

Once you've entered data in at least all of the required fields, you can save your project by clicking the **Save** button. When you save your project for the first time, it will be saved as a draft. If you forget to enter some data, the project will not save. The fields you have failed to enter will be highlighted in red and there will be a yellow exclamation point next to the tabs where data is missing.

## 2.3 Publishing a Project

A project must be **Published** before it appears in reports and the aggregated data of the Donor Profiles. To publish a report, return to the list of draft projects, and click the **Publish icon** for that project.



## 2.4 Editing a Project

Focal points can edit published and draft projects. From the same menu that is used to publish projects, you can click the **Edit icon.**
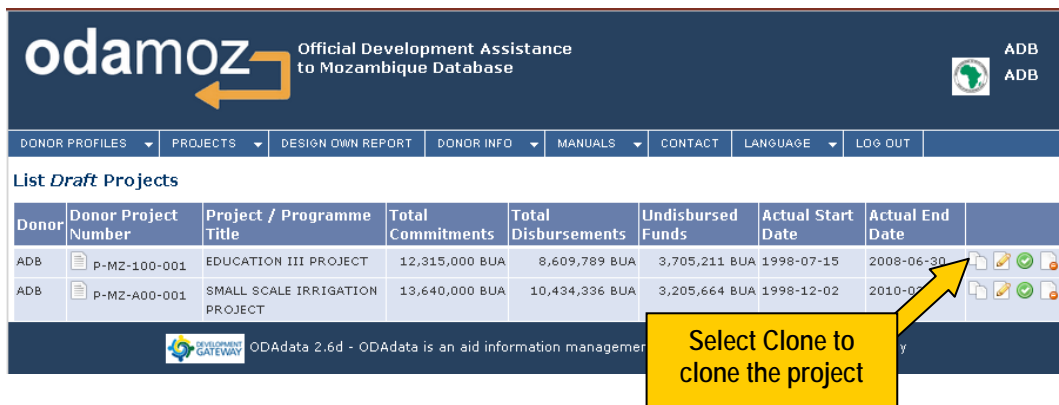


## 2.5 Deleting a Project

Focal Points can Delete a project by selecting the **Delete** icon from the same menu as Publish and Edit. Deleted projects are sent to the Recycling Bin, which can be accessed from the Projects menu. Projects in the Recycling Bin can be restored.

## 2.6 Cloning Projects

In the case that you are entering projects that are very similar, you can **Clone** the project to create a new project with a copy of the same fields. If you click the Clone button, it will bring you to the data entry form. The title of the project or programme will now have the

words "(copy)" after, to indicate that this is a clone. Change the relevant fields and save your project as you would normally.