



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, including the United Nations. This is how a new Database called ODAmoz was created.

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 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 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 useful document to support ODAmoz users. To that end, if you have suggestions about how to improve the Database please sent an email to Alberto Chicava Manhusse (achicava@mpd.gov.mz), Candido Jeque (cJeque@mpd.gov.mz), 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, projects and financial commitments.

ODAmoz has four main goals:

- To improve the coordination and harmonisation of information on external funding between the Government of Mozambique and international donors;
- To serve as a tool for analyzing the impact of external financed programs and projects;
- To provide forecasts and quarterly disbursements reports on external financing; and
- To support the budgeting process of the state of 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 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:

<u>Donor Focal Point</u>	<u>MPD & Donor Coordinator for ODAmoz</u>
<ul style="list-style-type: none"> • Provide complete, accurate and up-to-date Donor and project data • Maintain and quarterly update database with Donor and project information 	<ul style="list-style-type: none"> • Technical responsibility • Quality control • User trainings and password management • 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 (cJeque@mpd.gov.mz), 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.



The login screen features the Mozambique flag, the 'odamoz' logo, and the text 'General Configuration'. It includes a navigation bar with links: GENERAL CONFIGURATION, DONOR ADMINISTRATION, EXCHANGE RATES, AGENCIES / COUNTERPARTS, LANGUAGE, and LOG OUT. Below the navigation bar, it says 'Please log in!'. The login form has fields for 'Email' and 'Password', a 'Remember me' checkbox, and a 'Submit' button. A yellow callout box with an arrow points to the 'Submit' button, containing the text 'Click Login to enter the system'. At the bottom, there is a footer with the Development Gateway logo and the text 'ODAdatA 2.6d - ODAdatA is an aid information management system of the Development Gateway'.

If you need a username and password, or you forget yours, please contact Alberto Chicava Manhuse (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.



The main menu shows 'DONOR PROFILES', 'PROJECTS', 'DESIGN OWN REPORT', 'DONOR INFO', 'MANUALS', 'CONTACT', 'LANGUAGE', and 'LOG OUT'. A yellow callout box with an arrow points to the 'PROJECTS' menu item, containing the text 'Select from Menu'. The 'PROJECTS' dropdown menu is open, showing options: ADD NEW, DRAFT, PUBLISHED, PUBLISHED PLANNED, PUBLISHED SIGNED, PUBLISHED ONGOING, PUBLISHED COMPLETED, and RECYCLE BIN. Below the menu, a table lists projects with columns: Donor Project Number, Project Title, Total Commitments, Total Disbursements, Undisbursed Funds, Actual Start Date, and Actual End Date. The table contains several rows of project data, including 'SMALL SCALE IRRIGATION PROJECT' and 'MASSINGIR DAM AND SMALLHOLDER AGRICULTURE REHABILITATION (SUPPLEMENTARY)'.

Donor Project Number	Project Title	Total Commitments	Total Disbursements	Undisbursed Funds	Actual Start Date	Actual End Date
P-MZ-100-001	PROJECT	12,315,000 BUA	8,609,789 BUA	3,705,211 BUA	1998-07-15	2008-06-30
ADB P-MZ-100-001 (copy) 5	PROJECT (copy)	12,315,000 BUA	8,609,789 BUA	3,705,211 BUA	1998-07-15	2008-06-30
ADB P-MZ-AA0-001	SMALL SCALE IRRIGATION PROJECT	13,640,000 BUA	10,434,336 BUA	3,205,664 BUA	1998-12-02	2010-03-30
ADB P-MZ-AA0-011	MASSINGIR DAM AND SMALLHOLDER AGRICULTURE REHAB.	55,000,000 BUA	45,936,324 BUA	9,063,676 BUA	1993-11-24	2008-12-31
ADB P-MZ-AA0-015	RURAL FINANCE INTERM. SUPPORT PROJECT	15,360,000 BUA	4,349,915 BUA	11,010,085 BUA	2004-06-01	2011-06-30
ADB P-MZ-AA0-026	MASSINGIR DAM AND SMALLHOLDER AGRICULTURE REHABILITATION (SUPPLEMENTARY)	17,000,000 BUA	7,064,535 BUA	9,935,465 BUA	2008-01-01	2009-12-30

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

The screenshot displays the 'Profile Information' tab of the AIMS system. The form includes the following fields and annotations:

- Project / Programme Title ***: A text input field with an annotation 'Fill in relevant information' pointing to it.
- Brief Project Description ***: A large text area for description.
- Donor Project Number ***: A text input field.
- OECD Number**: A text input field.
- Mozambican Project Number**: A text input field.
- Donor Agency ***: A drop-down menu with 'Please select' as the current value. An annotation 'Select relevant agencies from the drop-down menus' points to it.
- Project Status ***: A drop-down menu with 'Please select' as the current value.
- Planned Start Date ***: A date input field with a calendar icon. An annotation 'Fill in dates using the calendar tool' points to it.
- Planned End Date ***: A date input field with a calendar icon.
- Actual Start Date ***: A date input field with a calendar icon.
- Actual End Date ***: A date input field with a calendar icon.

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
- National/Regional scope
- Type of Implementation
- Aid Modality
- Private Sector Support
- 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.

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.

The screenshot shows the 'Project's Focal Sectors' section of the AIMS system. It includes tabs for 'Profile Information', 'Specifications', 'MDGs', 'Funding', and 'Historic Funding'. The 'Specifications' tab is active. The form has a title 'Project's Focal Sectors' and a sub-header 'DAC / CRS Sector *'. Below this is a dropdown menu showing '11100 Education, Level Unspecified'. Below the dropdown is another dropdown menu showing '11110 Education policy and administrative management'. To the right of the dropdowns is a button labeled 'Add another Sector'. Below the dropdowns is a text input field labeled 'Amount in %' with the value '100'. Below the input field is a button labeled 'Delete'. There are two yellow callout boxes: one pointing to the second dropdown menu with the text 'Choose the sub-sector from the drop-down menu', and another pointing to the 'Delete' button with the text '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.

The screenshot shows the 'Project's Locations' section of the AIMS system. It includes a title 'Project's Locations' and a sub-header 'Please select the locations of this project. If you do not select any, it will be considered a national project.' Below this is a dropdown menu labeled 'Region' with the text 'Please select'. To the right of the dropdown menu is a button labeled 'Add another Location'. Below the dropdown menu is a text input field labeled 'Amount in %' with the value '100'. Below the input field is a button labeled 'Delete'. There is a yellow callout box pointing to the 'Region' dropdown menu with the text '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.

The screenshot shows the 'Project's Locations' section of the AIMS system. It includes a title 'Project's Locations' and a sub-header 'Please select the locations of this project. If you do not select any, it will be considered a national project.' Below this is a dropdown menu labeled 'Region' with the text 'Cabo Delgado'. Below the dropdown menu is another dropdown menu labeled 'Districts' with the text 'All districts'. To the right of the dropdown menus is a button labeled 'Add another Location'. Below the dropdown menus is a text input field labeled 'Amount in %' with the value '100'. Below the input field is a button labeled 'Delete'. There are three yellow callout boxes: one pointing to the 'Add another Location' button with the text 'Click "Add another location" to add multiple locations', one pointing to the 'Delete' button with the text 'Click "Delete" to remove a location from the project', and one pointing to the 'Districts' dropdown menu with the text 'Select "All Districts" if the project spreads over all 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.

Channel of Delivery Add Channel of Delivery

Electricidade de Mocambique	Delete
Ecotec GmbH	Delete
Fundação Carr	Delete
LAMBDA	Delete

Extending Agencies Add Extending Agencies

ACTIONAID MOZAMBIQUE	Delete
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Click Add another agency to add multiple agencies

To delete an agency from a project click Delete

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

National / Regional National

Type of Implementation * Bilateral

Aid Modality * General Budget Support

Private Sector Support * Does not apply

Type of Funding * Loan

On/Off Budget On Budget

On/Off Treasury Off Treasury

Enters in In kind convertible in cash

Loan to public enterprises State

Government Counterparts Add Government Counterpart

Assembleia Provincial de Nampula	Delete
Assembleia Provincial de Niassa	Delete

Fonte de Recurso * 251BAD

Delegated Cooperation Yes

Delegating Donor * ADB

Delegating Agency Banco Africano de Desenvolvimento

Select the relevant choices from the drop-down menus

2.1.2.1 Mozambique Budget Code (Fonte de Recursos)

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:

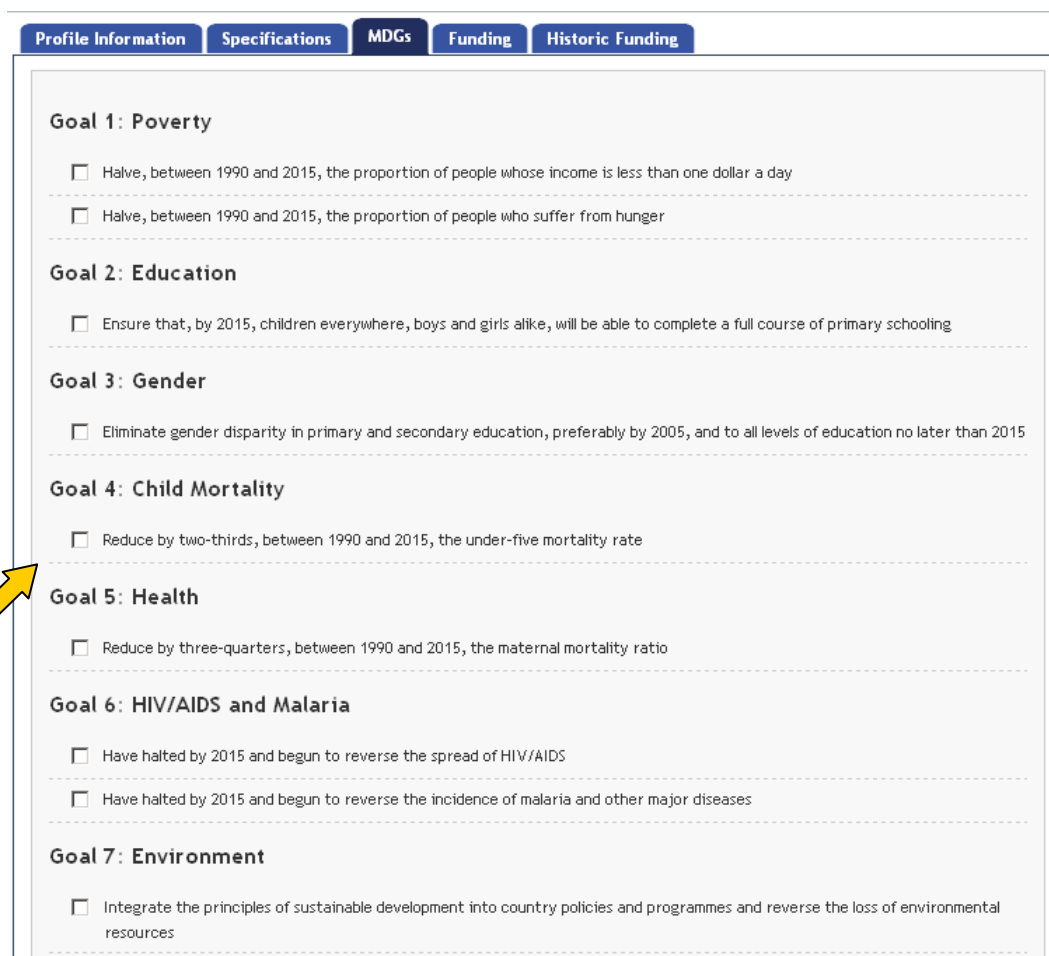
- On/Off Budget
- On/Off Treasury
- Government Counterpart
- Aid Modality

- 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.



The screenshot shows a web interface with five tabs: Profile Information, Specifications, MDGs (selected), Funding, and Historic Funding. Below the tabs is a list of seven Millennium Development Goals, each with a checkbox:

- Goal 1: Poverty**
 - ☐ Halve, between 1990 and 2015, the proportion of people whose income is less than one dollar a day
 - ☐ Halve, between 1990 and 2015, the proportion of people who suffer from hunger
- Goal 2: Education**
 - ☐ Ensure that, by 2015, children everywhere, boys and girls alike, will be able to complete a full course of primary schooling
- Goal 3: Gender**
 - ☐ Eliminate gender disparity in primary and secondary education, preferably by 2005, and to all levels of education no later than 2015
- Goal 4: Child Mortality**
 - ☐ Reduce by two-thirds, between 1990 and 2015, the under-five mortality rate
- Goal 5: Health**
 - ☐ Reduce by three-quarters, between 1990 and 2015, the maternal mortality ratio
- Goal 6: HIV/AIDS and Malaria**
 - ☐ Have halted by 2015 and begun to reverse the spread of HIV/AIDS
 - ☐ Have halted by 2015 and begun to reverse the incidence of malaria and other major diseases
- Goal 7: Environment**
 - ☐ Integrate the principles of sustainable development into country policies and programmes and reverse the loss of environmental resources

A yellow callout box with an arrow pointing to the checkboxes contains the text: "Select the MDG by clicking the box".

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 2011
- Funding Forecast 2012
- Funding Forecast 2013
- Funding Forecast 2014
- Funding Forecast 2015

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.

For a new project, you will not see these fields until you click on one of the two buttons "Add another donor" or "Add another agency"

Co-Funding Donors and Amounts

Co-Funding Agency / NGO: FONDAZIONE TERRE DES HOMMES ITALIA Add another Agency Add another Donor

Amount of Funding: 10000 EUR Delete this agency

Co-Funding Donor: UNITED STATES

Amount of Funding: 20000 USD Delete this donor

Click “Add another donor/agency” to have multiple co-financing entities

Delete this information by clicking “Delete”

2.1.4.2 Current Funding

For the year 2011, 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.

Input currency

Currency: BUA

Finances 2011

Commitments

0 BUA

Disbursements 1st Quarter **Disbursements 2nd Quarter**

0 BUA 0 BUA

Disbursements 3rd Quarter **Disbursements 4th Quarter**

0 BUA 0 BUA

2.1.4.3 Funding Forecasts

Funding forecasts for this development activity for years 2012 and onward should be entered in this step. For each applicable year, enter **Commitments**, **Disbursements**. To

add projections for years beyond 2015, click **Add information for another year** and additional years will appear.

Forecasts 2012	
Commitments <input type="text" value="0"/> BUA	Disbursements <input type="text" value="0"/> BUA

Forecasts 2013	
Commitments <input type="text" value="0"/> BUA	Disbursements <input type="text" value="0"/> BUA

Forecasts 2014	
Commitments <input type="text" value="0"/> BUA	Disbursements <input type="text" value="0"/> BUA

Forecasts 2015	
Commitments <input type="text" value="0"/> BUA	Disbursements <input type="text" value="0"/> BUA

Add information for another year

2.1.5 Historic Funding

Historic Funding is funding for a development activity that has occurred during and before the current 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.


Historic Funding (up to the end of 2006)	
Commitments <input type="text"/> 0 <input type="text"/> BLA	Disbursements <input type="text"/> 0 <input type="text"/> BLA
<hr/>	
Finances 2007	
Commitments <input type="text"/> 0 <input type="text"/> BLA	
<hr/>	
Disbursements 1st Quarter <input type="text"/> 0 <input type="text"/> BLA	Disbursements 2nd Quarter <input type="text"/> 0 <input type="text"/> BLA
<hr/>	
Disbursements 3rd Quarter <input type="text"/> 0 <input type="text"/> BLA	Disbursements 4th Quarter <input type="text"/> 0 <input type="text"/> BLA
<hr/>	
Finances 2008	
Commitments <input type="text"/> 0 <input type="text"/> BLA	
<hr/>	
Disbursements 1st Quarter <input type="text"/> 0 <input type="text"/> BLA	Disbursements 2nd Quarter <input type="text"/> 0 <input type="text"/> BLA

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.

Project could not be saved. Please correct the errors shown below.

Add New Project

Profile Information 

Specifications

MDGs 

Summary

Attachments

1 Project / Programme Title *

2 Brief Project Description *

Donor Project Number *

can't be blank.

OECD Number

Mozambican Project Number








Donor Agency *

Tabs that have this icon require action

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 project, return to the list of draft projects, and click the **Publish icon** for that project.



Published projects can be moved back from the published list to the draft list by clicking the corresponding button.

Donor	Donor Project Number	Project / Programme Title	Total Commitments	Total Disbursements	Undisbursed Funds	Actual Start Date	Actual End Date	
ADB	P-MZ-100-001	EDUCATION III PROJECT	12,315,000 BUA	8,609,789 BUA	3,705,211 BUA	1998-07-15	2008-06-30	
ADB	P-MZ-A00-001	SMALL SCALE IRRIGATION PROJECT	13,640,000 BUA	10,434,336 BUA	3,205,664 BUA	1998-12-02	2010-03-30	
ADB	P-MZ-AA0-011	MASSINGIR DAM AND SMALLHOLDER AGRICULTURAL REHAB.	55,000,000 BUA	45,936,324				
ADB	P-MZ-AA0-015	RURAL FINANCE INTERM. SUPPORT PROJECT	15,360,000 BUA	4,349,915				
ADB	P-MZ-AA0-026	MASSINGIR DAM AND SMALLHOLDER AGRICULTURE REHABILITATION (SUPPLEMENTARY)	17,000,000 BUA	7,064,535	BUA 01		12-30	
ADB	P-MZ-AAF-001	ARTISANAL FISHERIES DEVELOPMENT PROJECT	15,900,000 BUA	11,347,541 BUA	4,552,459 BUA	2002-09-01	2010-12-31	
ADB	P-MZ-AAZ-001	FAMILY SECTOR INCOME ENHANCEMENT PROJECT	13,460,000 BUA	9,182,629 BUA	4,277,371 BUA	2001-06-01	2009-12-30	
ADB	P-MZ-AZ0-001	Women's Entrepreneurship And Skills Deve	2,510,000 BUA	1,056,864 BUA	1,453,136 BUA	2007-01-25	2012-12-31	
ADB	P-MZ-BA0-001	MINERAL RESOURCES MANAGEMENT CAP. BUILDING	3,290,000 BUA	2,867,166 BUA	422,834 BUA	2001-09-03	2009-12-31	
ADB	P-MZ-BAA-001	MOMA MINERAL SANDS PROJECT	25,696,000 BUA	12,838,000 BUA	12,858,000 BUA	2003-05-21	2007-12-31	


Select Publish to publish the 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**.

Official Development Assistance to Mozambique Database





ADB
ADB

DONOR PROFILES

PROJECTS

DESIGN OWN REPORT

DONOR INFO













MANUALS

CONTACT

LANGUAGE

LOG OUT

List Published Projects

Donor	Donor Project Number	Project / Programme Title	Total Commitments	Total Disbursements	Undisbursed Funds	Actual Start Date	Actual End Date	
ADB	 P-MZ-100-001	EDUCATION III PROJECT	12,315,000 BUA	8,609,789 BUA	3,705,211 BUA	1998-07-15	2008-06-30	  
ADB	 P-MZ-100-001 (copy) 5	EDUCATION III PROJECT (copy)	12,315,000 BUA	8,609,789 BUA	3,705,211 BUA	1998-07-15	2008-06-30	  
ADB	 P-MZ-A00-001	SMALL SCALE IRRIGATION PROJECT	13,640,000 BUA	10,434,336 BUA	3,205,664 BUA	1998-12-02	2010-03-30	  

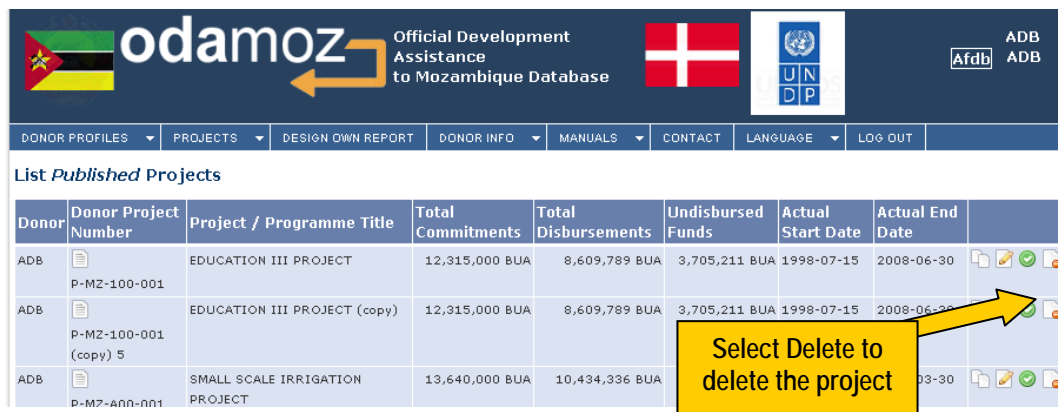
Select Edit to edit the project

Select Edit to edit the project

When a published project is edited, it is moved back to the draft list automatically, so Focal Point would need to click in the publish button again to re-publish it..

2.5 Deleting a Project

Focal Points can Delete a project by selecting the **Delete icon** from the same menu as Publish and Edit.



Official Development Assistance to Mozambique Database

ADB ADB

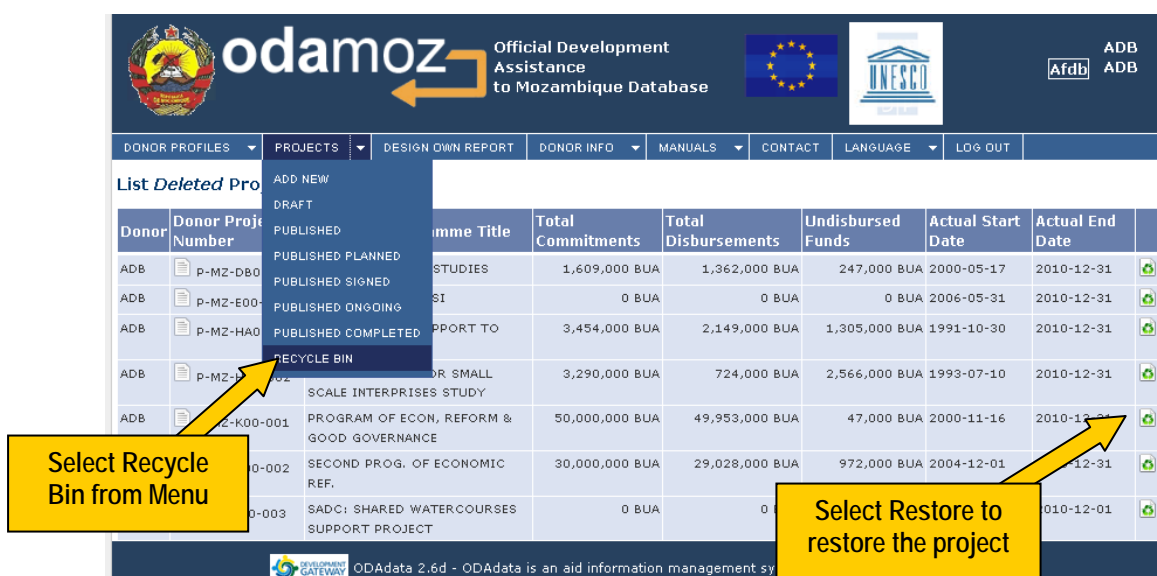
DONOR PROFILES PROJECTS DESIGN OWN REPORT DONOR INFO MANUALS CONTACT LANGUAGE LOG OUT

List Published Projects

Donor	Donor Project Number	Project / Programme Title	Total Commitments	Total Disbursements	Undisbursed Funds	Actual Start Date	Actual End Date	
ADB	P-MZ-100-001	EDUCATION III PROJECT	12,315,000 BUA	8,609,789 BUA	3,705,211 BUA	1998-07-15	2008-06-30	[Icons]
ADB	P-MZ-100-001 (copy) 5	EDUCATION III PROJECT (copy)	12,315,000 BUA	8,609,789 BUA	3,705,211 BUA	1998-07-15	2008-06-30	[Icons]
ADB	P-MZ-400-001	SMALL SCALE IRRIGATION PROJECT	13,640,000 BUA	10,434,336 BUA			2003-03-30	[Icons]

Select Delete to delete the project

Deleted projects are sent to the Recycling Bin, which can be accessed from the Projects menu. Projects in the Recycling Bin can be restored.



Official Development Assistance to Mozambique Database

ADB ADB

DONOR PROFILES PROJECTS DESIGN OWN REPORT DONOR INFO MANUALS CONTACT LANGUAGE LOG OUT

List Deleted Projects

ADD NEW
DRAFT
PUBLISHED
PUBLISHED PLANNED
PUBLISHED SIGNED
PUBLISHED ONGOING
PUBLISHED COMPLETED
RECYCLE BIN

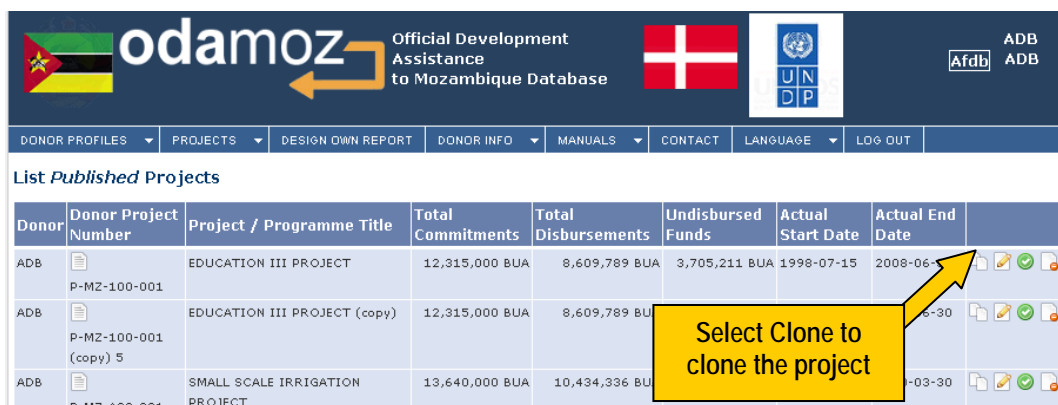
Donor	Donor Project Number	Project / Programme Title	Total Commitments	Total Disbursements	Undisbursed Funds	Actual Start Date	Actual End Date	
ADB	P-MZ-DB001	STUDIES	1,609,000 BUA	1,362,000 BUA	247,000 BUA	2000-05-17	2010-12-31	[Icons]
ADB	P-MZ-E001	SI	0 BUA	0 BUA	0 BUA	2006-05-31	2010-12-31	[Icons]
ADB	P-MZ-HA001	REPORT TO	3,454,000 BUA	2,149,000 BUA	1,305,000 BUA	1991-10-30	2010-12-31	[Icons]
ADB	P-MZ-K00-001	FOR SMALL SCALE INTERPRISES STUDY	3,290,000 BUA	724,000 BUA	2,566,000 BUA	1993-07-10	2010-12-31	[Icons]
ADB	P-MZ-K00-002	PROGRAM OF ECON. REFORM & GOOD GOVERNANCE	50,000,000 BUA	49,953,000 BUA	47,000 BUA	2000-11-16	2010-12-31	[Icons]
ADB	P-MZ-K00-003	SECOND PROG. OF ECONOMIC REF. SADC: SHARED WATERCOURSES SUPPORT PROJECT	30,000,000 BUA	29,028,000 BUA	972,000 BUA	2004-12-01	2010-12-31	[Icons]

Select Recycle Bin from Menu

Select Restore to restore the project

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.



Official Development Assistance to Mozambique Database

ADB ADB

DONOR PROFILES PROJECTS DESIGN OWN REPORT DONOR INFO MANUALS CONTACT LANGUAGE LOG OUT

List Published Projects

Donor	Donor Project Number	Project / Programme Title	Total Commitments	Total Disbursements	Undisbursed Funds	Actual Start Date	Actual End Date	
ADB	P-MZ-100-001	EDUCATION III PROJECT	12,315,000 BUA	8,609,789 BUA	3,705,211 BUA	1998-07-15	2008-06-30	[Icons]
ADB	P-MZ-100-001 (copy) 5	EDUCATION III PROJECT (copy)	12,315,000 BUA	8,609,789 BUA	3,705,211 BUA	1998-07-15	2008-06-30	[Icons]
ADB	P-MZ-400-001	SMALL SCALE IRRIGATION PROJECT	13,640,000 BUA	10,434,336 BUA			2003-03-30	[Icons]

Select Clone to clone the project

3. Donor Info

3.1 Donor Details

The donor details (that are displayed in the Donor Profile section of the public view) can be added/edited in the Donor Info menu.

odamoz Official Development Assistance to Mozambique Database

ADB ADB

DONOR PROFILES PROJECTS DESIGN OWN REPORT **DONOR INFO** MANUALS CONTACT LANGUAGE LOG OUT

Edit Donor Contact Details

General Information

Field Office A Field Office Phone

Field Office E Field Office Website

Head of Mission Name Head of Mission Email

Head of Cooperation Name Head of Cooperation Email

First Focal Point Name First Focal Point Email

Second Focal Point Name Second Focal Point Email

Donor Profile

Total amount of ODA to GoM (ON Budget) that:

used national budget execution procedures

Currency

used national financial reporting procedures

Currency

3.2 Login Accounts

Every donor can have more than one login account. After the accounts have been created, the new user will automatically see the projects for their donor as well as their flag and their default currency.

odamoz Official Development Assistance to Mozambique Database

UNIDO

User1 Test Donor Country

DONOR PROFILES ▾ PROJECTS ▾ DESIGN OWN REPORT ▾ DONOR INFO ▾ MANUALS ▾ CONTACT LANGUAGE ▾ LOG OUT

Welcome to the

gged in successfully.

Login Accounts

Name	User Role	
User1	Focal Point	Edit account
user2	Focal Point	Edit account Delete account

[Create new user](#)

ODAdata 2.6d - ODAdata is an aid information management system of the Development Gateway

odamoz Official Development Assistance to Mozambique Database

UNIDO

User1 Test Donor Country

DONOR PROFILES ▾ PROJECTS ▾ DESIGN OWN REPORT ▾ DONOR INFO ▾ MANUALS ▾ CONTACT LANGUAGE ▾ LOG OUT

Welcome to the

gged in successfully.

Login Accounts

Name	User Role	
User1	Focal Point	Edit account Delete account
user2	Focal Point	Edit account Delete account

[Create new user](#)

ODAdata 2.6d - ODAdata is an aid information management system of the Development Gateway