User 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

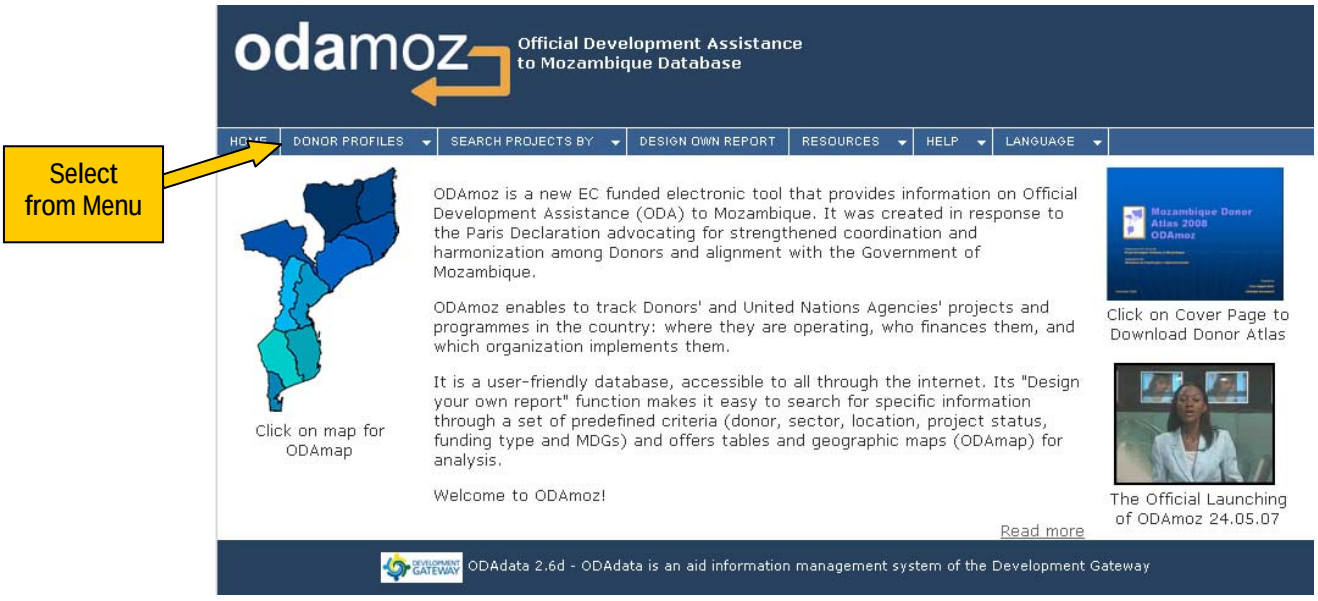
ODAmoz was established in 2005 by ODAdata, a consultancy group that joined forces with the Development Gateway in 2008. The responsibilities of all involved partners are outlined as follows:

Donor Focal Point	**MPD & Donor Coordinator for ODAmoz**
• Provide complete, accurate and up-to-date Donor and project data • Maintain and quarterly update database with Donor and project information	• 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 (sibanhule@yahoo.com.br), Cora Ziegler-Bohr (cora.ziegler-bohr@odadata.eu) and support-mozambique@dgfoundation.org or through the Virtual Working Group.

2. Using ODAmoz



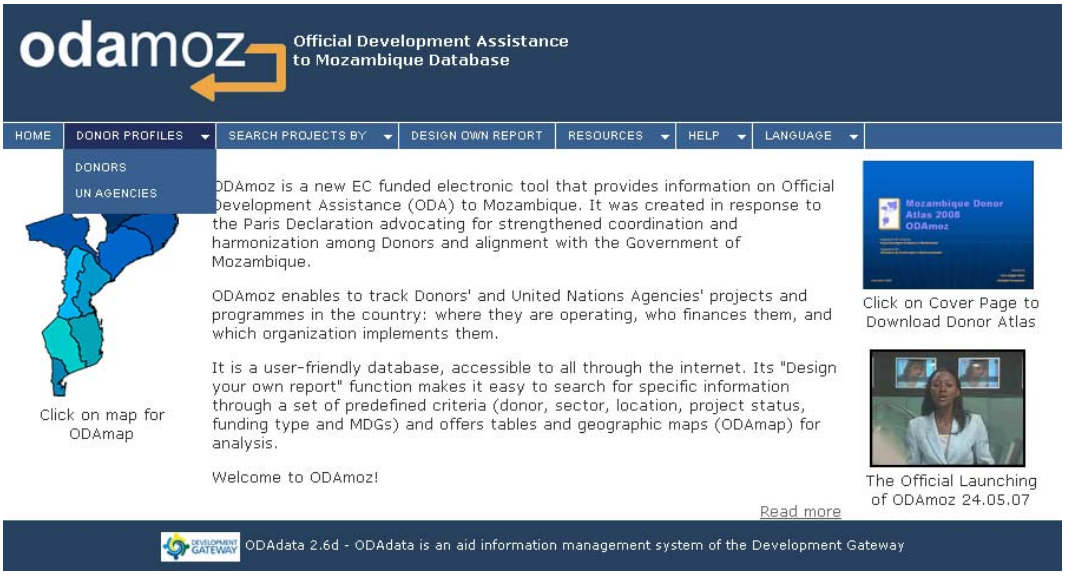
On the introductory page with the main menu items listed on the top side of the screen (from left to right):

- Home
- Donor Profiles
- Search Projects by
- Design own Report
- Resources
- Help
- Language

This page gives you an overview of **ODAmoz**, its purpose and history while serving as the entry point to all reporting needs. You can also reach the **ODAmap** tool from this page (explained in a separate chapter).

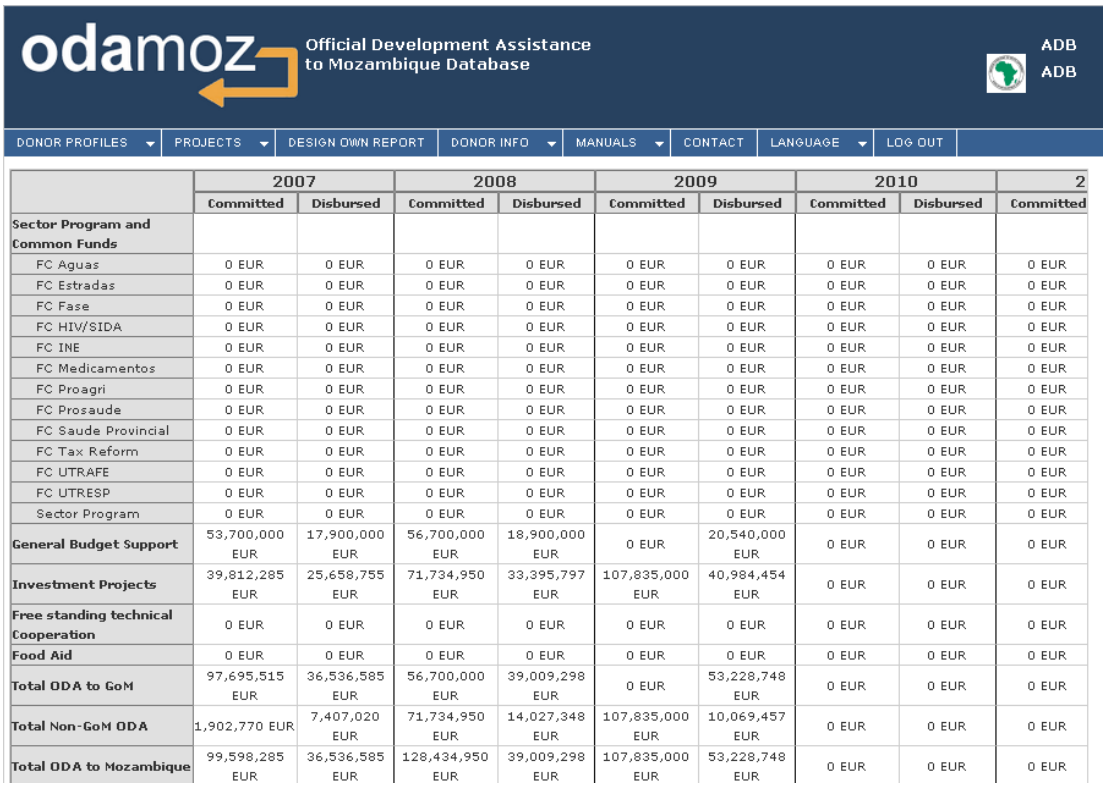
2.1 Donor Profiles

To access the Donor Profiles, select the menu item from the homepage and select either Donors or UN Agencies.



Once at the table of contents, select a donor to view their profile:

Click the “Donor Report” link to see a pre-defined report about a donor’s ODA to Mozambique:

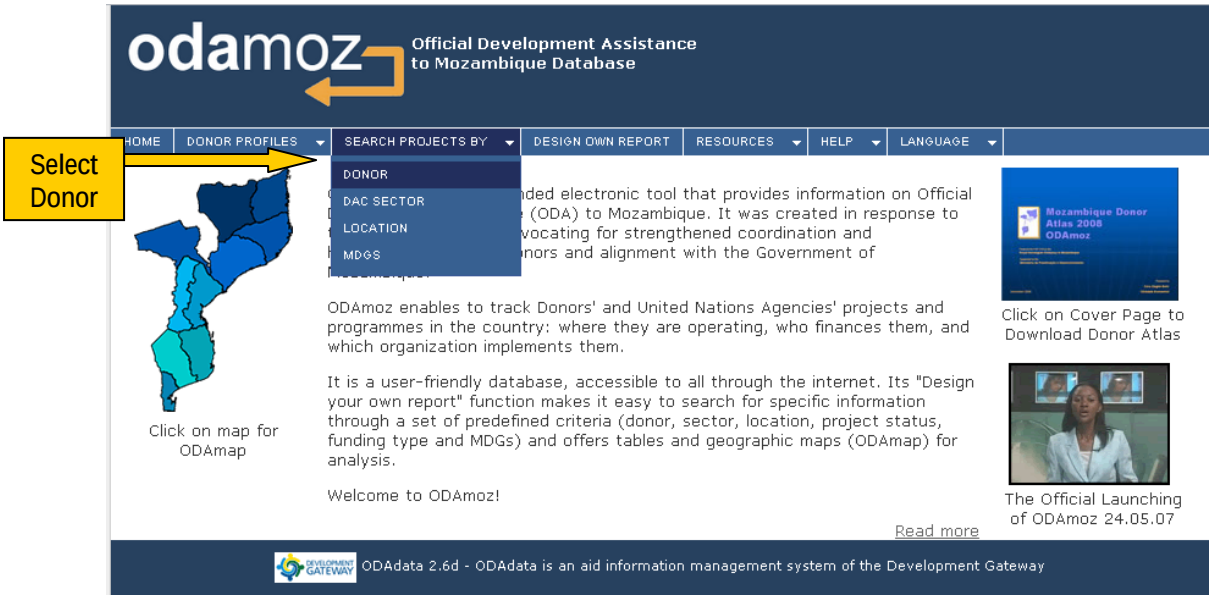


	2007		2008		2009		2010		2
	Committed	Disbursed	Committed	Disbursed	Committed	Disbursed	Committed	Disbursed	Committed
Sector Program and Common Funds									
FC Aguas	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR
FC Estradas	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR
FC Fase	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR
FC HIV/SIDA	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR
FC INE	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR
FC Medicamentos	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR
FC Proagri	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR
FC Prosaude	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR
FC Saude Provincial	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR
FC Tax Reform	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR
FC UTRAFE	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR
FC UTRESP	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR
Sector Program	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR
General Budget Support	53,700,000 EUR	17,900,000 EUR	56,700,000 EUR	18,900,000 EUR	0 EUR	20,540,000 EUR	0 EUR	0 EUR	0 EUR
Investment Projects	39,812,285 EUR	25,658,755 EUR	71,734,950 EUR	33,395,797 EUR	107,835,000 EUR	40,984,454 EUR	0 EUR	0 EUR	0 EUR
Free standing technical Cooperation	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR
Food Aid	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR
Total ODA to GoM	97,695,515 EUR	36,536,585 EUR	56,700,000 EUR	39,009,298 EUR	0 EUR	53,228,748 EUR	0 EUR	0 EUR	0 EUR
Total Non-GoM ODA	1,902,770 EUR	7,407,020 EUR	71,734,950 EUR	14,027,348 EUR	107,835,000 EUR	10,069,457 EUR	0 EUR	0 EUR	0 EUR
Total ODA to Mozambique	99,598,285 EUR	36,536,585 EUR	128,434,950 EUR	39,009,298 EUR	107,835,000 EUR	53,228,748 EUR	0 EUR	0 EUR	0 EUR

2.2 Search Projects By:

The sub-chapters mentioned here are **predefined queries** in order to give the user an overview of project information according to **Donors, DAC Sectors, Location** and **Millennium Development Goals**. Running any query will produce a web-based report in a pop-up window.

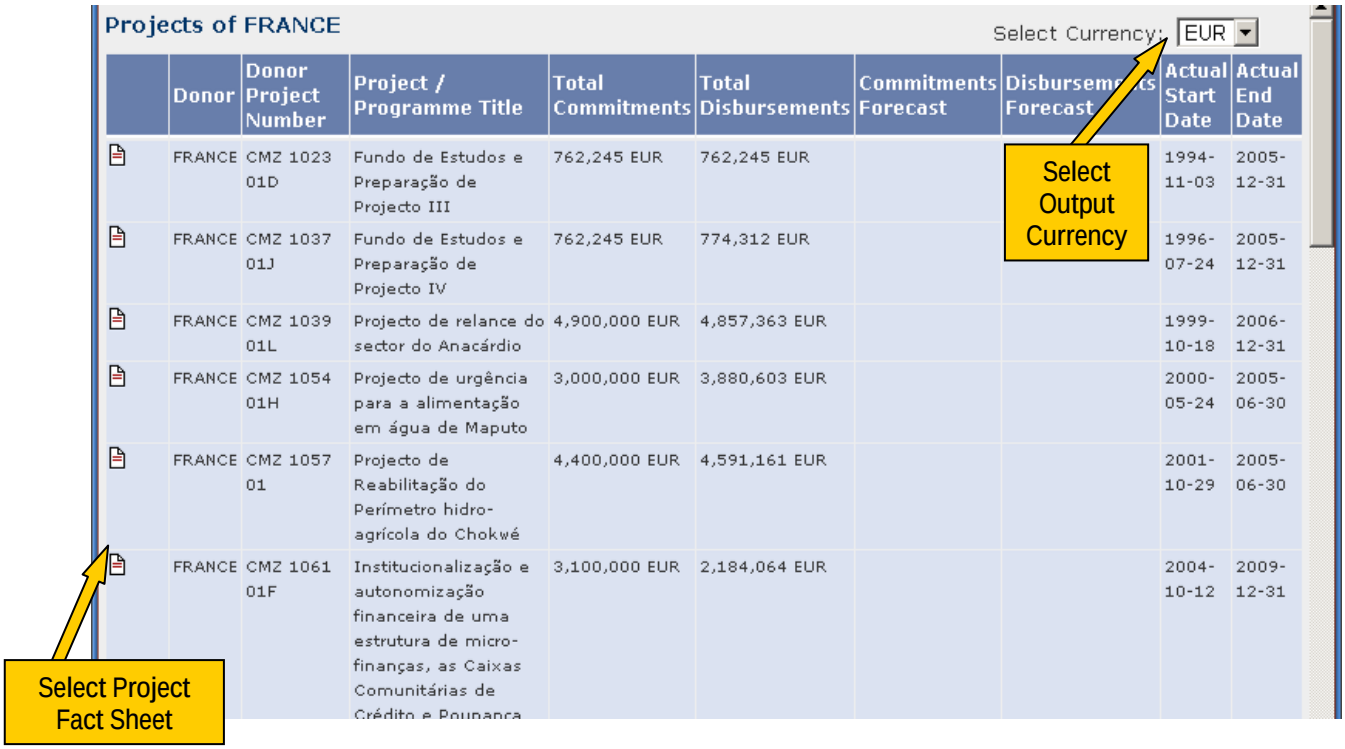
2.2.1 Search Projects by Donors:



After having selected **"Donors"** on the **"Search by Projects"** option, the user reaches following page http://odamoz.org.mz/reports/donors, providing a list of donors currently captured by **ODAmoz**, the amount of Programmes/Projects currently available in ODAmoz and a link to further more detailed lists of donor portfolios:

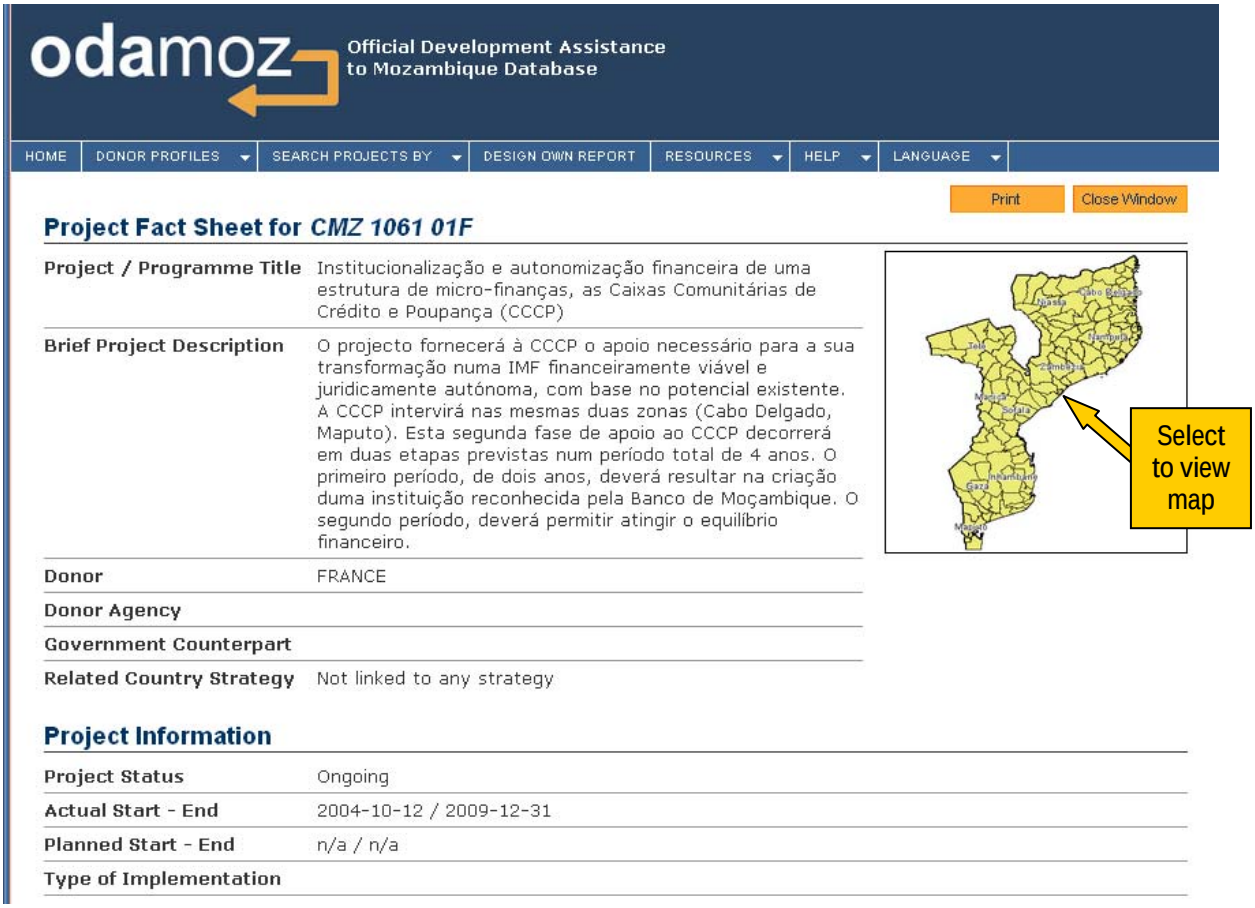
e.g. List of all Programmes/Projects for France gives you a first overview of France's projects: their Project Number, Title, Total Commitments, Total Disbursements, Undisbursed Funds, Forecasted Commitments, Forecasted Disbursements, Start and End Date.

Full totals are available at the bottom of the list or projects. The totals will be separated between the Donors and UN agencies in order to avoid double counting.
Links to the individual complete project information in the **Project Fact Sheet** is available on the left side**,** and a choice of the output **currency** on the top right**.**

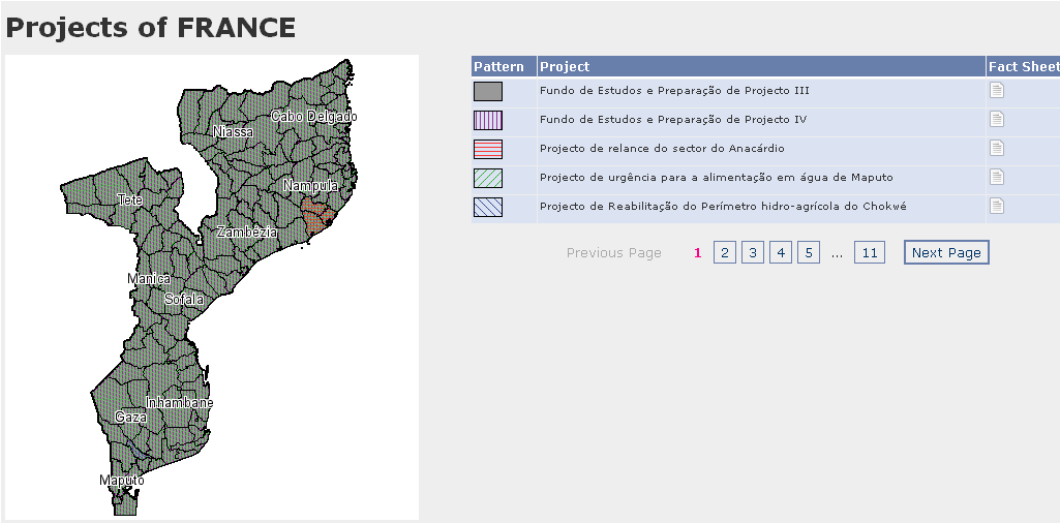


	Donor	Donor Project Number	Project / Programme Title	Total Commitments	Total Disbursements	Commitments Forecast	Disbursements Forecast	Actual Start Date	Actual End Date
	FRANCE	CMZ 1023 01D	Fundo de Estudos e Preparação de Projecto III	762,245 EUR	762,245 EUR			1994-11-03	2005-12-31
	FRANCE	CMZ 1037 01J	Fundo de Estudos e Preparação de Projecto IV	762,245 EUR	774,312 EUR			1996-07-24	2005-12-31
	FRANCE	CMZ 1039 01L	Projecto de relance do sector do Anacárdio	4,900,000 EUR	4,857,363 EUR			1999-10-18	2006-12-31
	FRANCE	CMZ 1054 01H	Projecto de urgência para a alimentação em água de Maputo	3,000,000 EUR	3,880,603 EUR			2000-05-24	2005-06-30
	FRANCE	CMZ 1057 01	Projecto de Reabilitação do Perímetro hidro-agrícola do Chokwé	4,400,000 EUR	4,591,161 EUR			2001-10-29	2005-06-30
	FRANCE	CMZ 1061 01F	Institucionalização e autonomização financeira de uma estrutura de micro-finanças, as Caixas Comunitárias de Crédito e Poupança	3,100,000 EUR	2,184,064 EUR			2004-10-12	2009-12-31

Selecting the Project Fact Sheet of an individual project will provide you with a printable full compilation of all information entered for the selected project and a map view link to its geographic location.

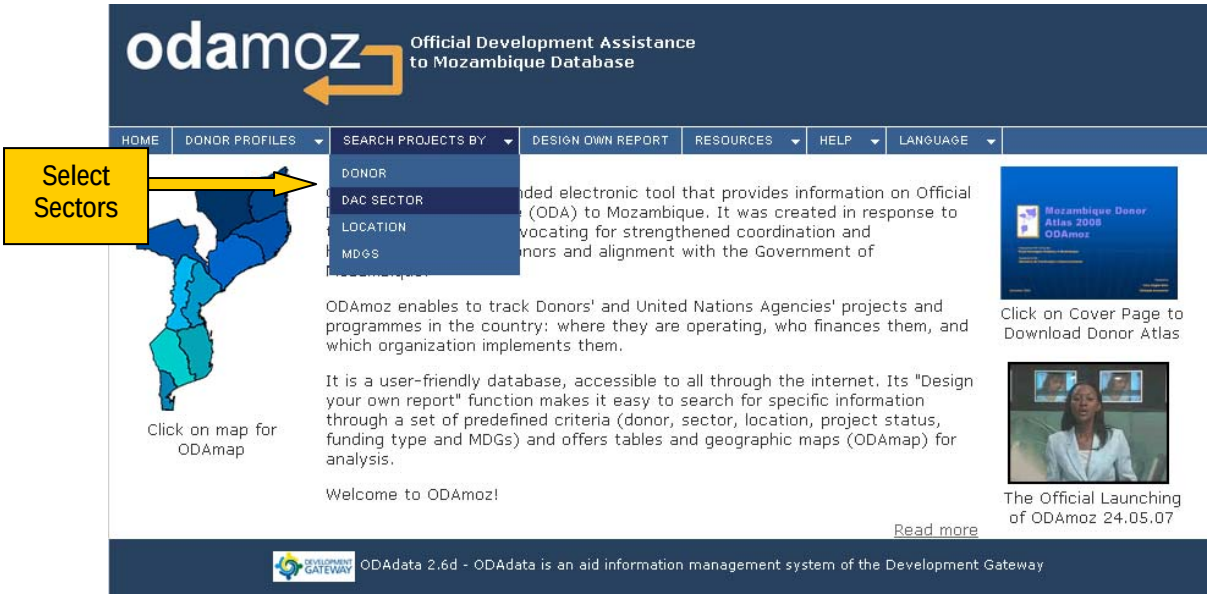


Additionally, to see all of the projects for a simple report shown on a map, click the **Map icon** next to the report list. Click on the page numbers to see 5 projects at a time, highlighted on the map.



2.2.2 Search Projects by Sectors:

You can reach the main menu items listed on the top side of the screen such as **"Search Projects by"** from home or from most of ODAmoz. In order to reach the predefined query "**Search Projects by: Sectors"**, you can proceed as with the donor query but selecting instead **"Sectors"**:

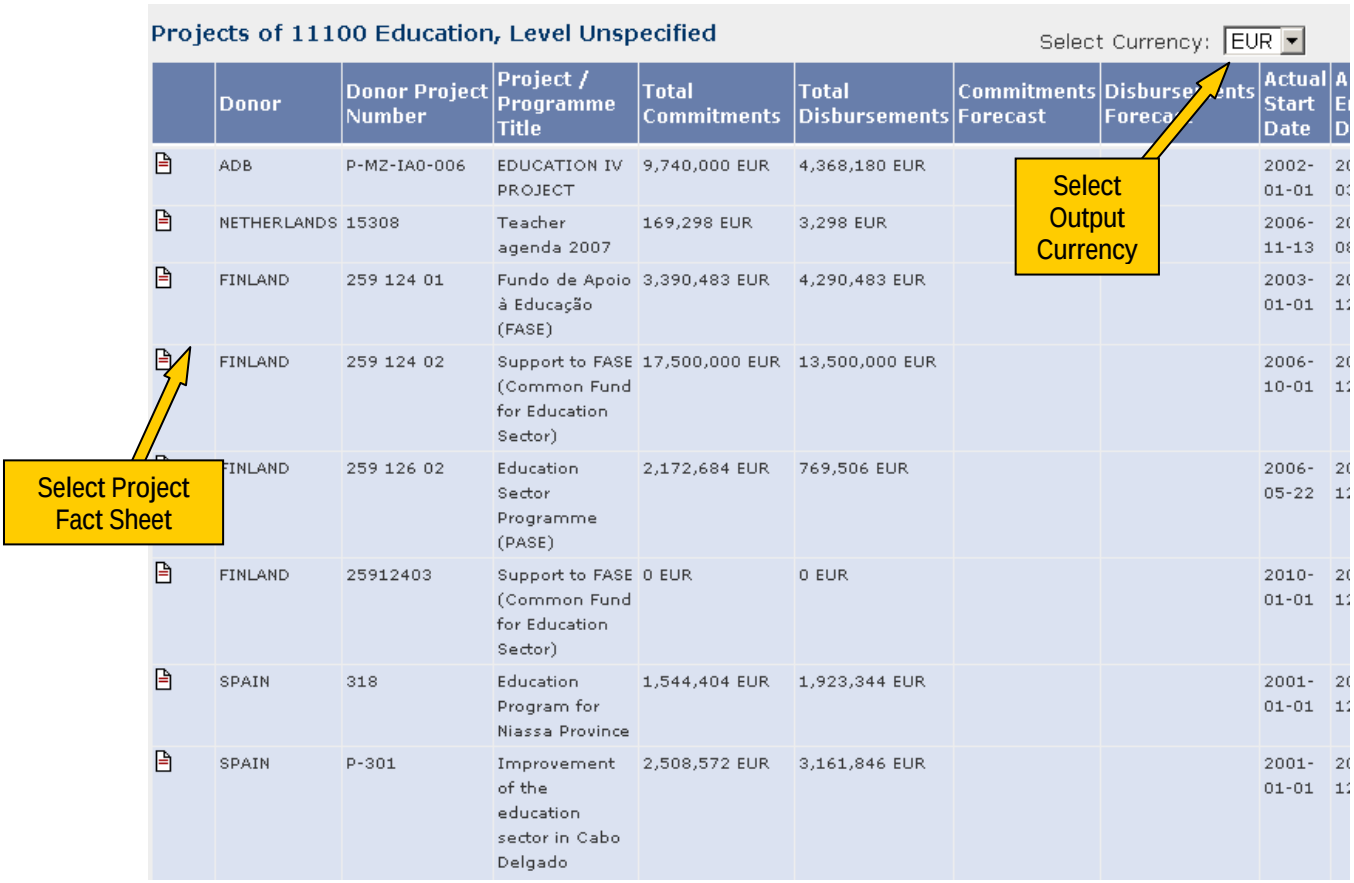


The list that opens is similar to the donor list but is instead sorted according to the main **OECD/DAC/CRS 3 digit sector list,** which is the international, adhered to project sector codification: http://odamoz.org.mz/reports/sectors. The list shows the amount of Programmes/Projects currently allocated to individual DAC Sectors in ODAmoz and a link to more detailed lists. Selecting the overall major sectors mentioned such as 11100 Education or 12100 Health General will provide you with a list of all projects including sub sectors:

The project list provided offers the user a detailed listing of projects in the selected sector (e.g. list of all Programmes/Projects for 11200 BASIC EDUCATION). The report output gives you a first overview of the sectors projects: their Project Number, Title, Total Commitments, Total Disbursements, Undisbursed Funds, Forecasted Commitments, Forecasted Disbursements, Start and End Date.

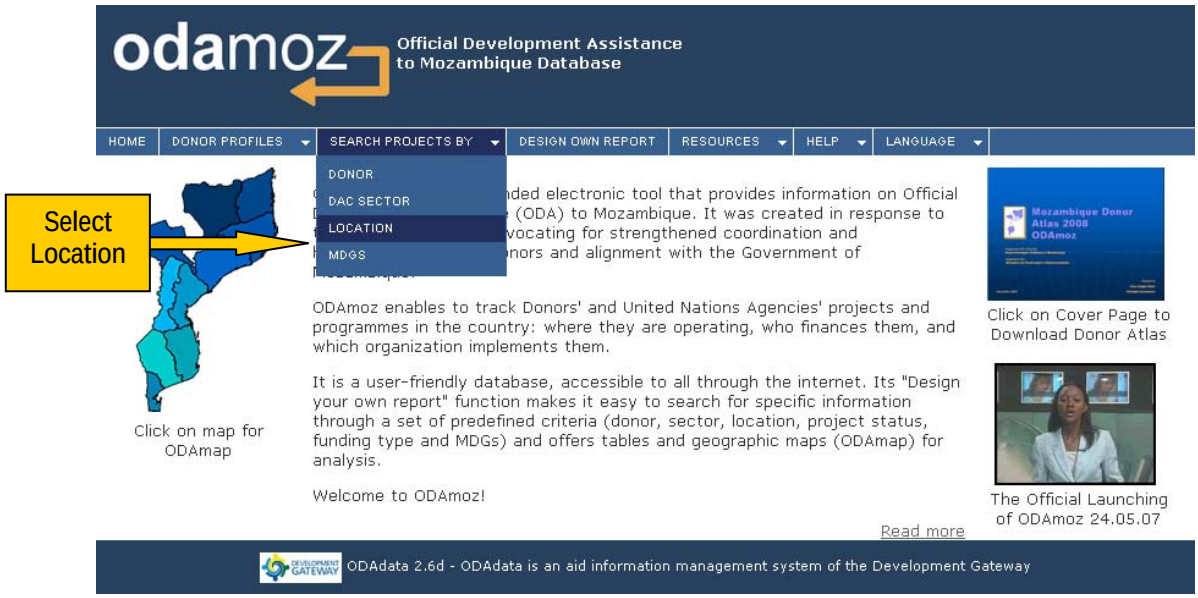
Full totals are available at the bottom of the list.

Links to the individual complete project information in the **Project Fact Sheets** is available on the left side, a choice of the output currency on the top.

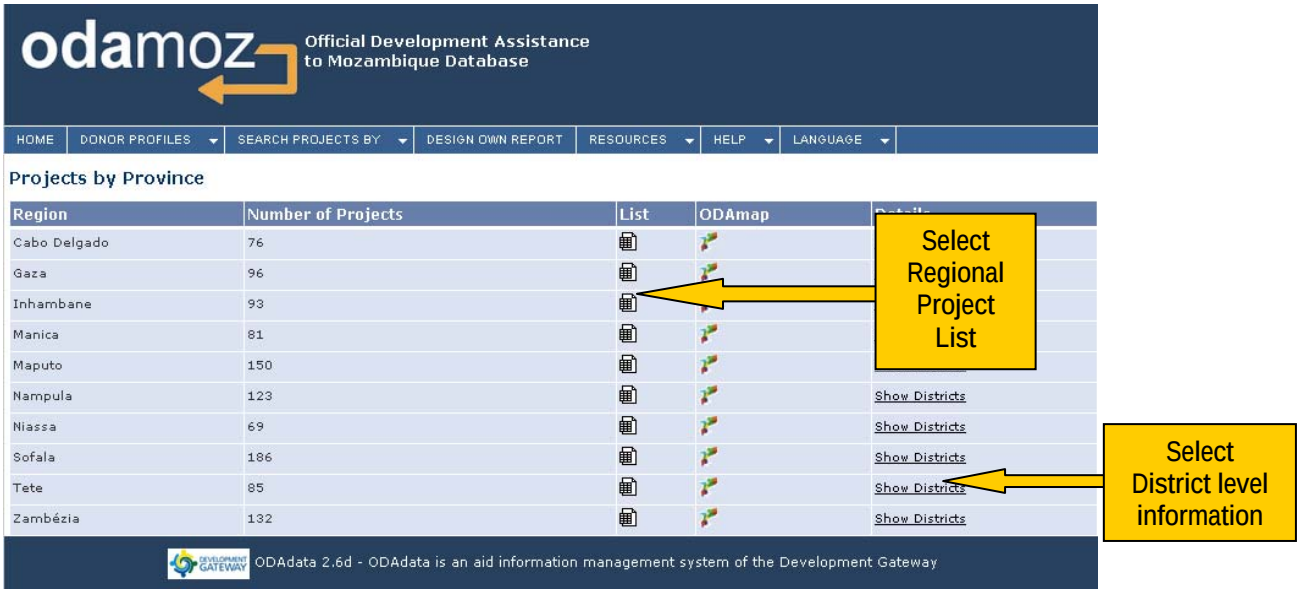


2.2.3 Search Projects by Location:

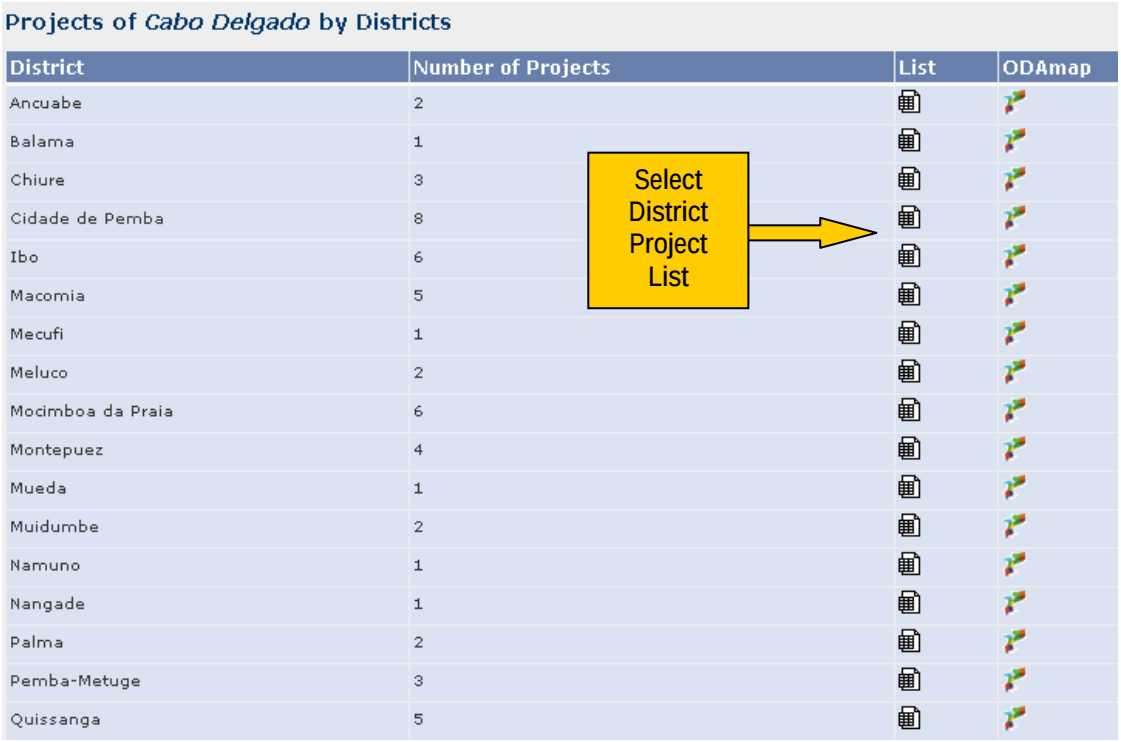
In order to reach the predefined query "**Search Projects by: Location"**, you can proceed as with the Sector query but selecting instead **"Location"**:



The list that opens is similar to the Donor or Sector list but sorted according to the provinces in Mozambique and offering as a further level of detail **a listing of projects at the Provincial level** http://odamoz.mz.org/reports/locations**:**



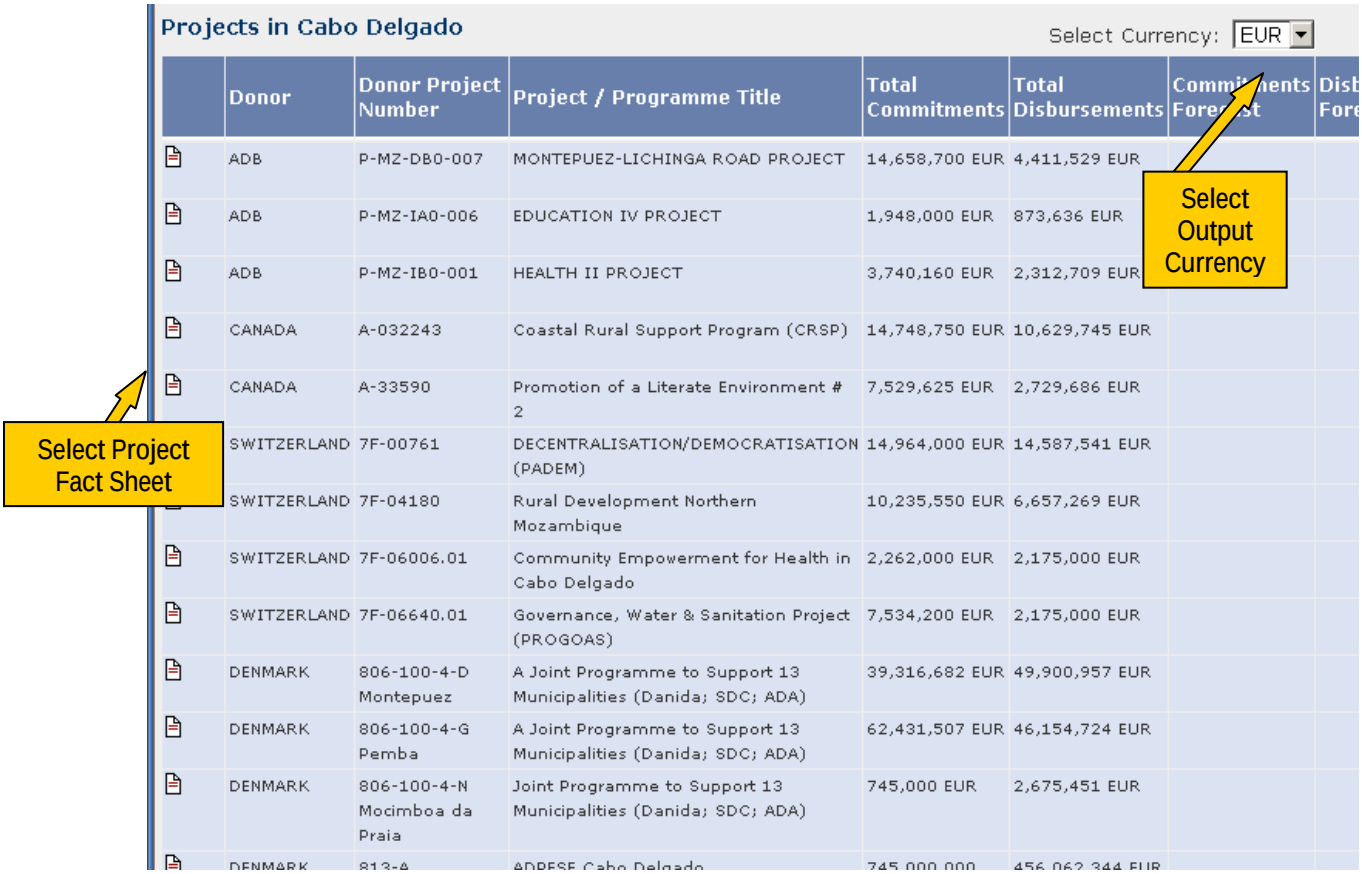
If we click the **"Show Districts"** link for any Location report, a pop-up window with the list of Districts will appear. Click the **List** icon. This is the window of **district level Information** e.g. for Cabo Delgado:



The project list provided offers the user the same detailed listing of projects in the selected Region or Municipality as in the predefined lists according to Donors or Sector, giving you a first overview of the projects in the selected region: their Project Number, Title, Total Commitments, Total Disbursements, Undisbursed Funds, Forecasted Commitments, Forecasted Disbursements, Start and End Date.

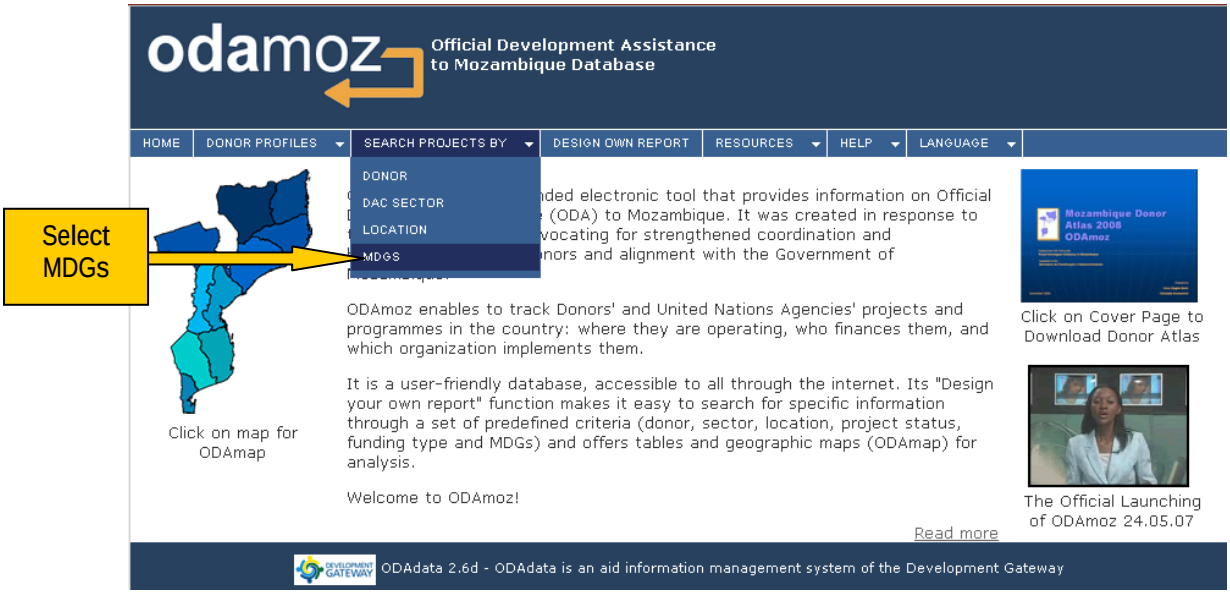
Full totals are available at the bottom of the list. The totals will be separated between the Donors and UN agencies in order to avoid double counting.
Links to the individual complete project information in the **Project Fact Sheets** is available on the left side, a choice of the output **currency** on the top**.**

Following list shows projects in the region of Cabo Delgado:

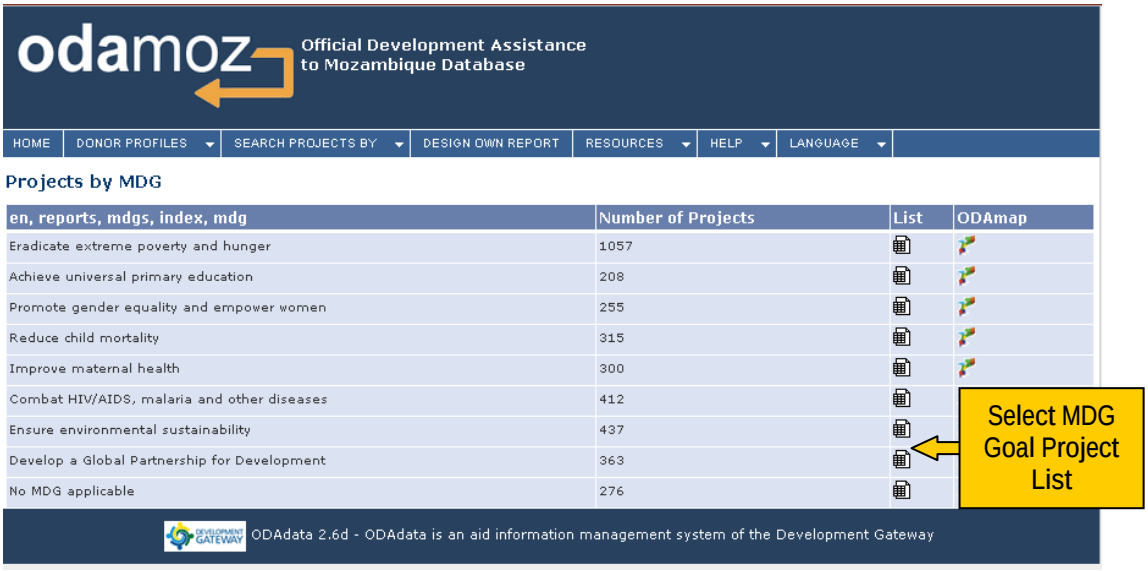


2.2.4 Search Projects by Millennium Development Goal:

In order to reach the predefined query "**Search Projects by: MDG's"**, you can proceed as with the Location query but selecting instead **"MDG's"**:



The list that opens is similar to the Donor, Sector or Location list but sorted according to MDG Goals and Targets: http://odamoz.mz.org/reports/mdgs. The list shows the amount of Programmes/Projects currently allocated to individual MDG's in ODAmoz and a link to further more detailed lists:



The project list provided offers the user the same detailed listing of projects allocated to the selected MDG as in the predefined lists according to Donors, Sector or Location, giving you a first overview of the projects allocated to the selected region: their Project Number, Title, Total Commitments, Total Disbursements, Undisbursed Funds, Forecasted Commitments, Forecasted Disbursements, Start and End Date.

Full totals are available at the bottom of the list.

Links to the individual complete project information in the **Project Fact** Sheets are available on the left side**,** a choice of the output **currency** on the top**.**

The following screenshot example shows projects allocated to the MDG Goal 3: Promote gender equality and empower women:

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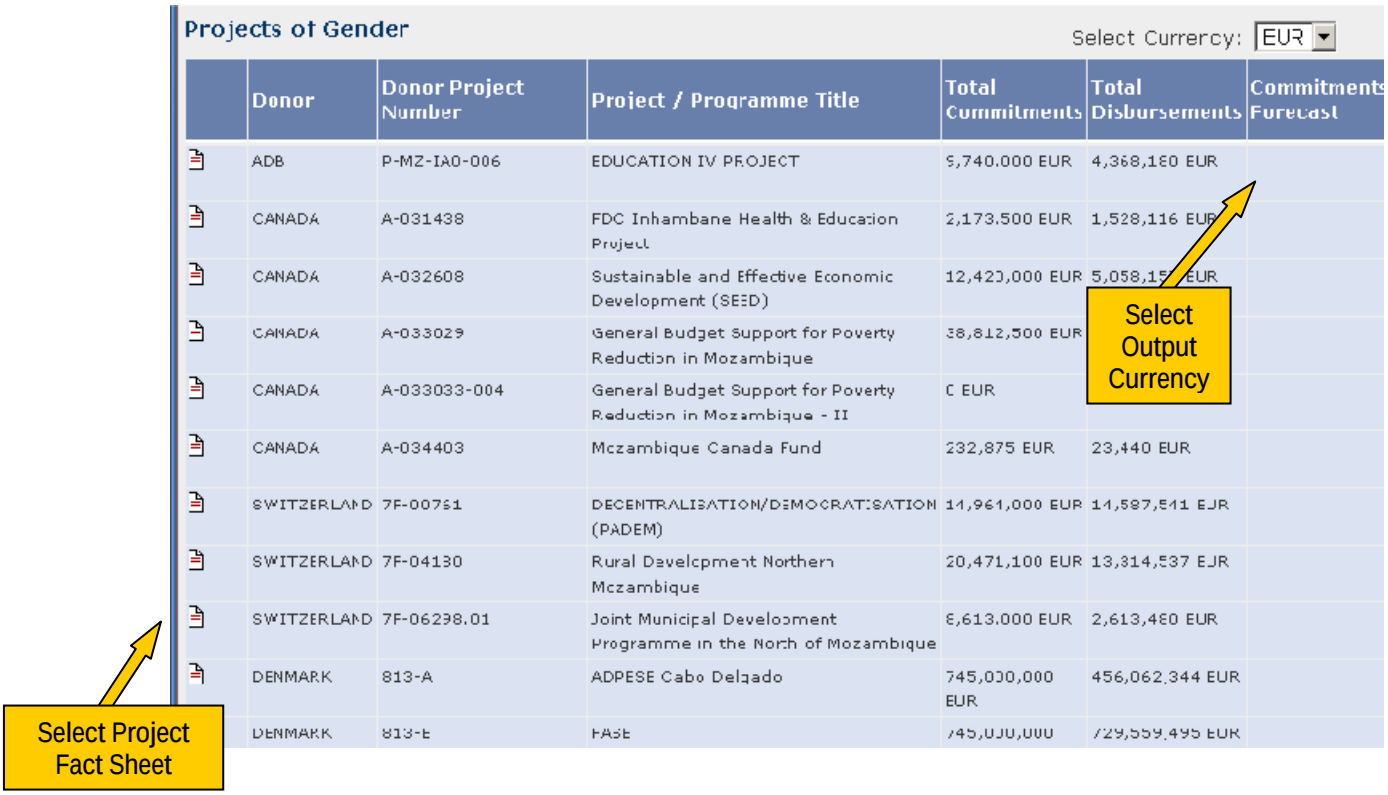
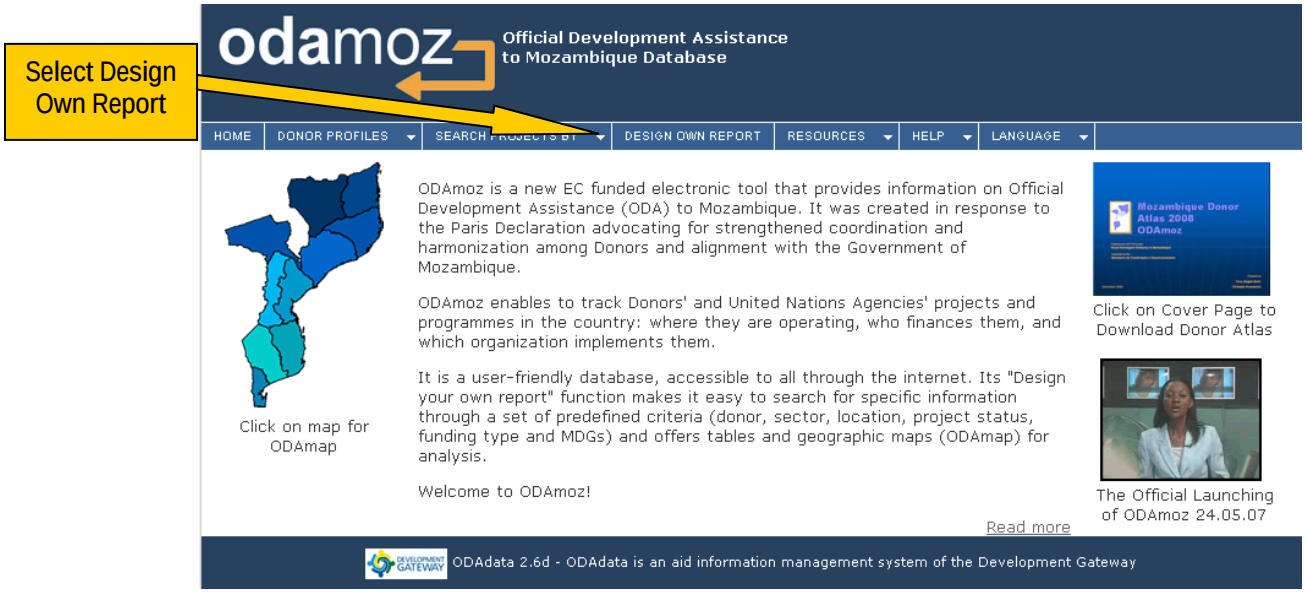


Note: Please be aware that since projects may be attributed to more than one Millennium Development Goal, project totals are not disaggregated in reports by MDG.

2.3 Search Projects by "Design Own Report":

The "**Design Own Report"** function of **ODAmoz** is its most powerful and user-friendly reporting tool. With this tool, users are able to filter content available in the database according to their needs, using different criteria such as Donors, Regions, Millennium Development Goals, DAC Sectors, Grant and Loan, Aid Modality, On/Off Budget and Treasury, Type of Aid as well as Status**. "Design Own Report"** also enables information queries in the archive of **ODAmoz** with completed projects, starting as of 2006.

In order to reach the **"Design Own Report"** function you need to select the relevant link on the menu bar of **ODAmoz:**



Here you will find following possibilities: Fields to Display, Filter criteria and Output Options.

In the Fields to Display you can choose the data fields of the table that you want the system to create for you e.g. donors, commitments, project status etc.

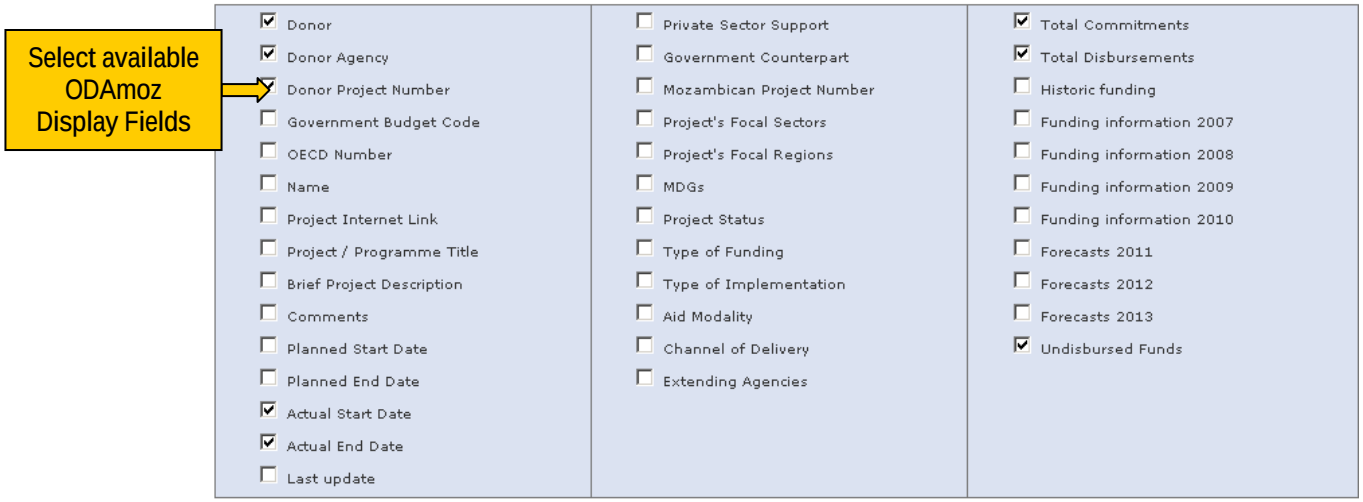
In the Filter criteria you can choose which projects will be displayed in the table you are creating, e.g. projects of certain donors, certain locations, projects that are ON Budget etc.

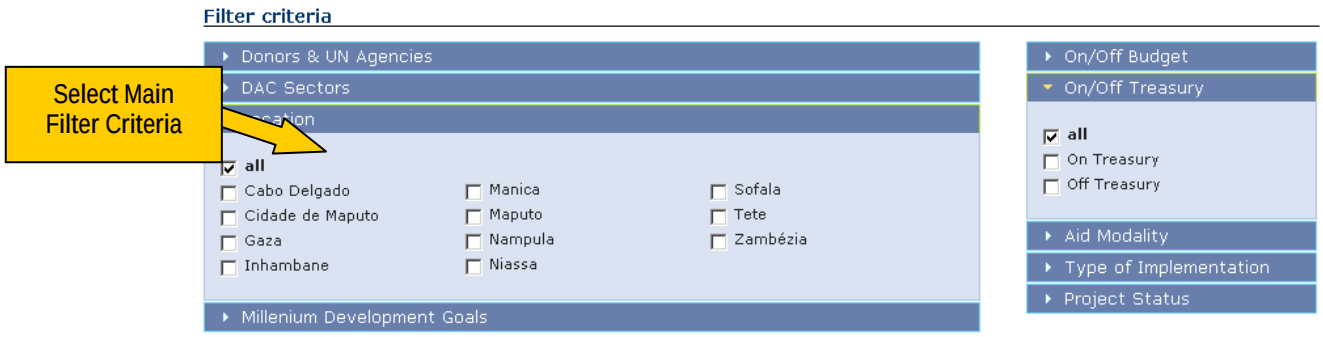
The output option enables you to choose between disaggregation, exchange rate tables you want to apply and the format of your output.

Query results can be shown either as **web output** window or as **Excel** spreadsheet for further user needs and individual applications. In the Web output format you also have access to the individual fact sheets.

Further query results can be shown in **different currencies as output.** A list of used currencies and exchange rates can be found under the menu item Resources. The exchange rates used are the average exchange rates from the e-Sistafe and Partner databases. The current and forecast years use the average exchange rates of the past year.

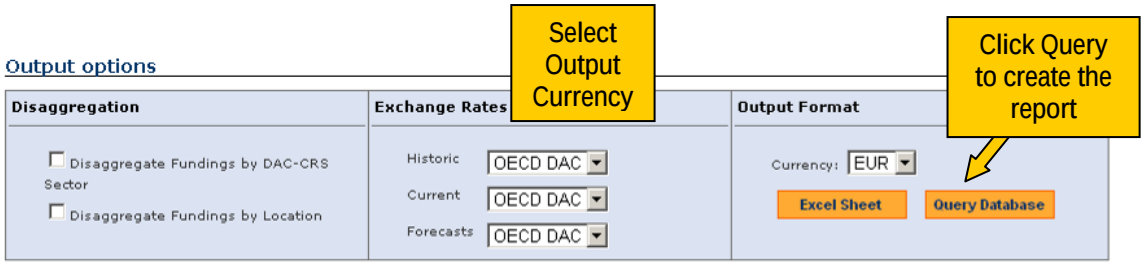
The design own report is available under: http://odamoz.mz.org/reports/custom



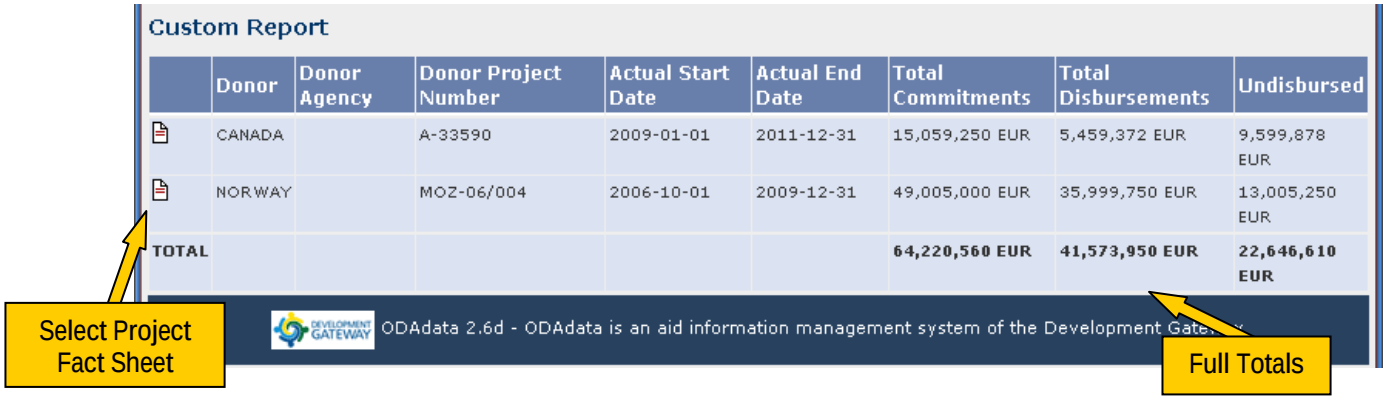


In the box of "Output options: there are three sections

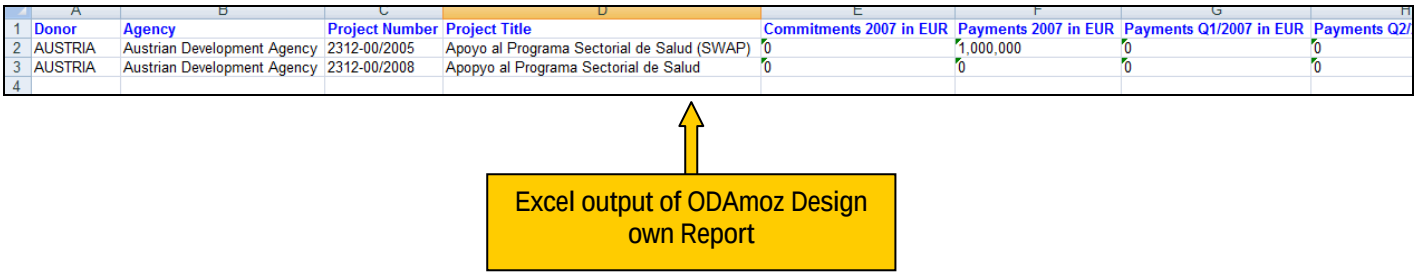
- **Disaggregation**
  - Disaggregate fundings by DAC-CRS Sector/Location – If you select this option as well as select a DAC Sector or Location as a filter option, project fundings will be disaggregated by this option. For example, if a project has 1,000,000 USD in commitments with two sectors: Forestry (50%) and Education (50%), a report filterd by Education would apply the 50% percentage to the total commitments.
- **Exchange Rates**
  - For each set of funding items: Historic, Current, and Forecasts, please select which exchange rate table to use. By default, the report creator will use the Donor Partner tables.
- **Output Format**
  - Please select the currency for the report output
  - Please select either a web-format report or an Excel report.



The query output will be a pop-up browser window showing the outputs and filters that you selected.

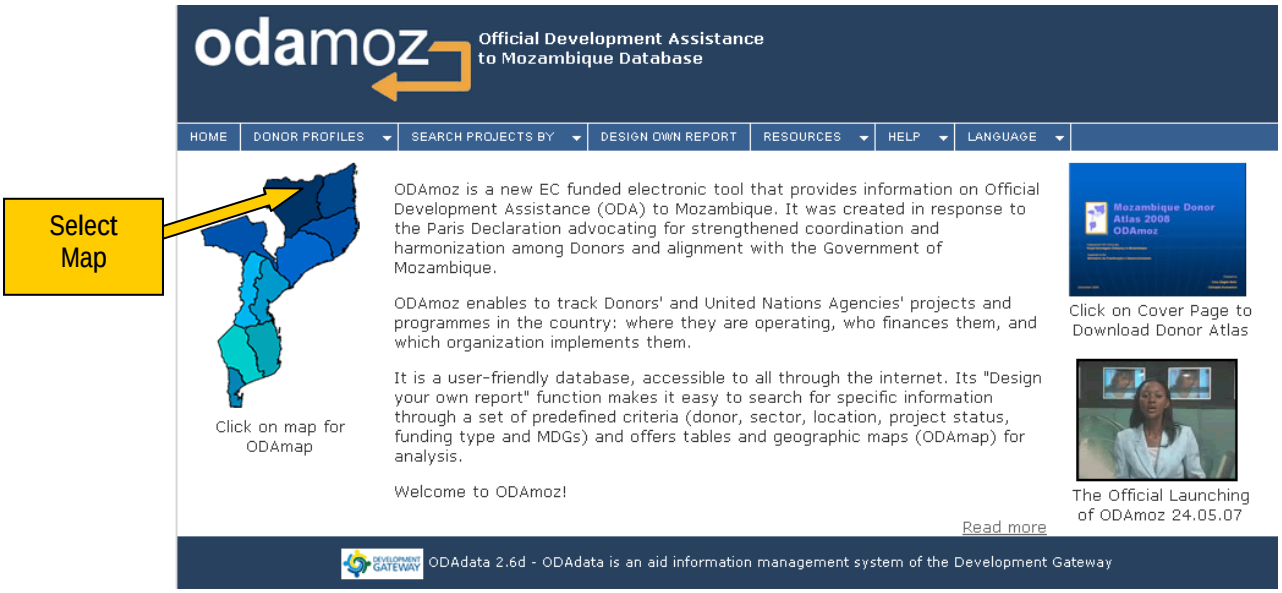


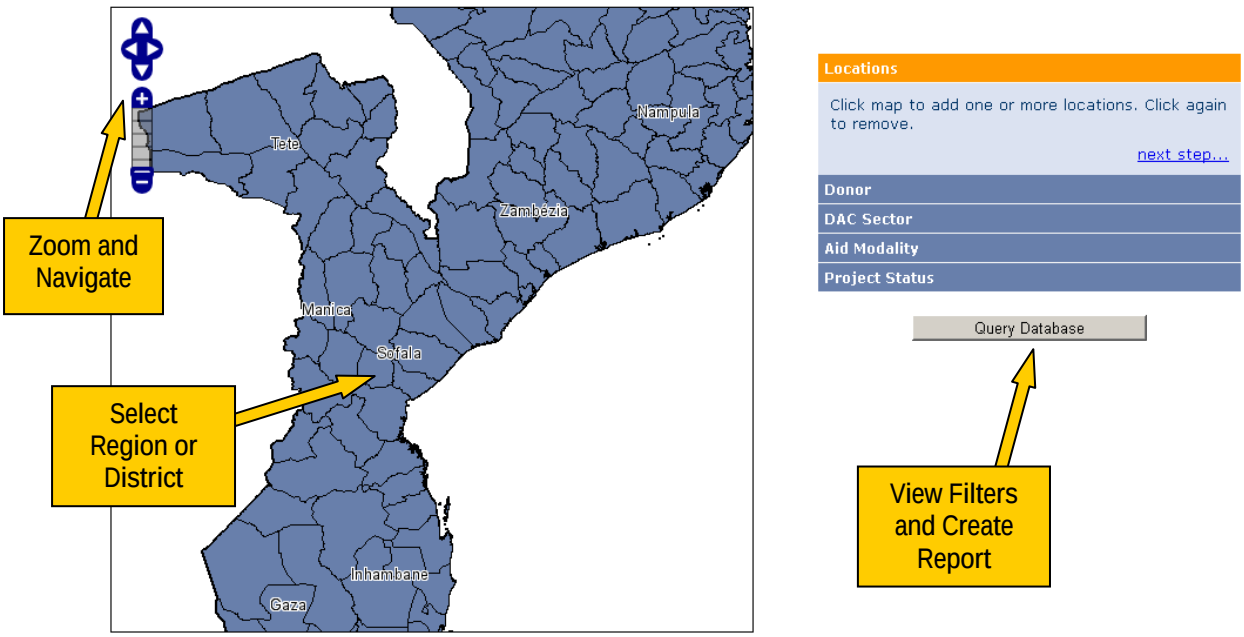
If you change the selected output format to **Excel download** you will be requested to open or save the output file:



2.5 ODAmap:

ODAmaps is a tool for locating projects based on their implementation location. You can access ODAmaps from the ODAmoz homepage.





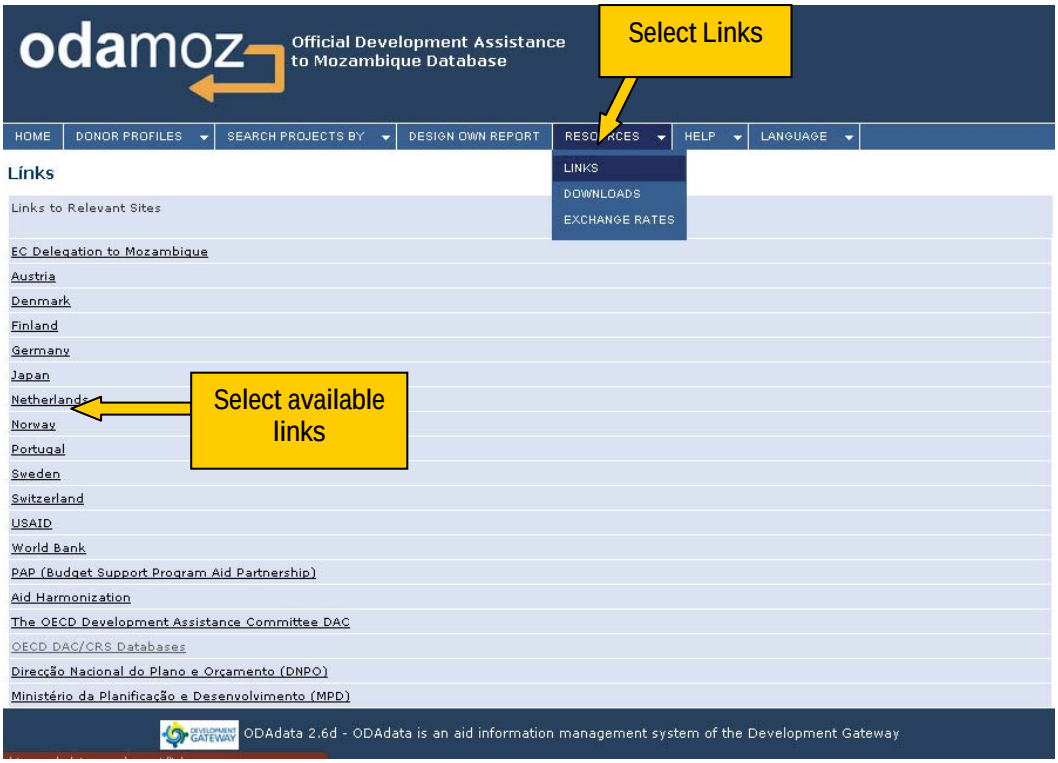
Zoom in and navigate to see the district level. Zoom out to see the provincial level. To find a project in a particular province, simply click the province you are interested in. You may select more than one province or district. If you make a mistake, click the province/district again. These selections will show on the right of the page.

Continue through the next steps to choose other report filters. Click **Query Database** and a pop-up window with a report similar to other reports in ODAmoz will appear.

3. Additional Information available

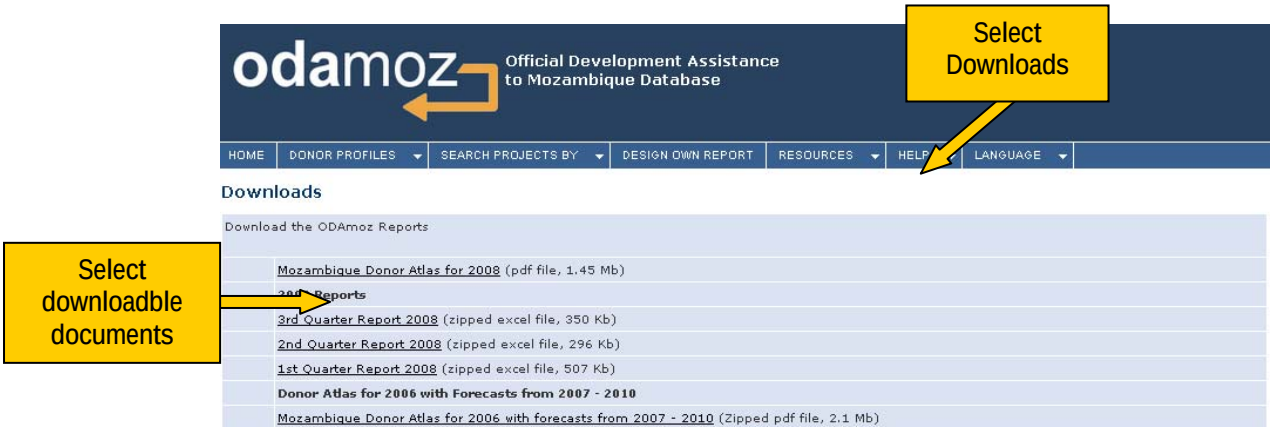
3.1. Links

This page provides the user with interesting and important links to field office web sites of Donors included in **ODAmoz**, as well as relevant sites such as OECD/DAC: http://odamoz.mz/org/links.



3.2. Resources

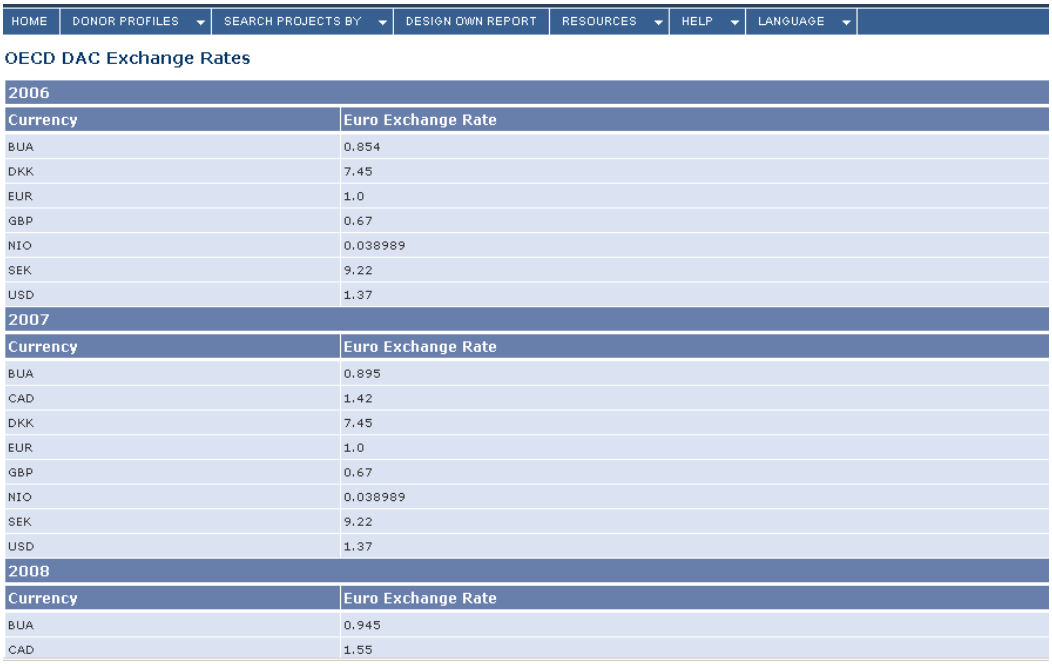
This page is the place where **all finalized reports in EXCEL or PDF format** are made available for all users for easy download. In most cases these documents are .zip files in order to reduce the size of the documents: http://odamoz.mz.org/downloads



3.3. Help

The "**Resources"** part of the menu is where you will find PDF versions of **the ODAmoz manual, the Glossary, the DAC – CRS Manual** and a list of **Used Exchange Rates,** containing clear instructions on how to use the database and all the definitions of what fields are available. In order to reach the **"Resources"** section you need to select the relevant icon on the menu bar of **ODAmoz:**

The following example shows the list of **Used Exchange Rates** by year**.** The exchange rates used are the average exchange rates from the OECD or the EC Budget website. The current and forecast years use the average exchange rates of the past year: http://odamoz.mz.org/exchange_rate/show



2006	
Currency	**Euro Exchange Rate**
BUA	0.854
DKK	7.45
EUR	1.0
GBP	0.67
NIO	0.038989
SEK	9.22
USD	1.37
2007	
Currency	**Euro Exchange Rate**
BUA	0.895
CAD	1.42
DKK	7.45
EUR	1.0
GBP	0.67
NIO	0.038989
SEK	9.22
USD	1.37
2008	
Currency	**Euro Exchange Rate**
BUA	0.945
CAD	1.55