

Aid Information Management System (AIMS)

aims.erd.gov.bd

USER'S MANUAL

(DP Focal Points)

Version 2.0

Dhaka, December 7, 2016

Prepared by
Development Effectiveness Wing
Economic Relations Division
Ministry of Finance
Government of Bangladesh

TABLE OF CONTENTS

1.0	INTRODUCTION.....	3
	<i>What is AIMS.....</i>	<i>3</i>
	<i>Purpose of AIMS.....</i>	<i>3</i>
	<i>Role of Development Partners.....</i>	<i>3</i>
	<i>Role of Managing DPs.....</i>	<i>3</i>
	<i>Trust Fund issue.....</i>	<i>4</i>
	<i>Focal Points.....</i>	<i>4</i>
	<i>DP Focal Points.....</i>	<i>4</i>
2.0	ENTER THE SYSTEM	5
2.1	LOGIN	5
2.2	NEW REGISTRATION.....	5
2.3	CHANGE PASSWORD.....	6
2.4	LOG OUT	7
3.0	PROJECT DASHBOARD.....	8
3.1	SEARCHING FOR A PROJECT.....	8
4.0	ENTER THE PROJECT INFORMATION.....	10
4.1	PROJECT BASIC INFORMATION	10
4.2	FUNDING INFORMATION.....	12
4.2.1	Adding Commitment Information	13
4.2.2	Adding Planned Disbursement Information	14
4.2.3	Adding Actual Disbursement Information	15
4.2.4	Adding Expenditure of Aid Information	16
4.3	SECTOR CONTRIBUTION	17
4.3.1	Adding Sector wise Data	17
4.3.2	Adding Thematic Area Data.....	18
4.4	GEOGRAPHIC CONTRIBUTION.....	19
4.5	AID EFFECTIVENESS INDICATOR	21
4.6	ANALYTICAL WORKS & MISSION INFO.....	22
4.6.1	Adding Analytical Work Info	22
4.6.2	Adding Mission Info	23
4.7	NOTES & ATTACHMENT.....	24
5.0	MULTI YEAR BUDGET INFORMATION.....	25
5.1	HOW TO SAVE.....	25
6.0	TRUST FUND INFORMATION.....	26
6.1	HOW TO SAVE.....	26
7.0	CONCLUSION.....	27

1.0 INTRODUCTION

WHAT IS AIMS

Aid Information Management System (AIMS) is a one-stop-shop for all information related to foreign assistance in Bangladesh, covering all sectors, projects and donors. While up-to-date information on aid flows is currently scattered between different institutions and often only available off line, AIMS offers a single software application that records and processes information on development activities and related aid flows in the country. AIMS captures project-level information on commitments, disbursements and expenditures, by donor, implementer, sector and geographic location. The data are easily publicly accessible online, to any government official, development partner, civil society organization, academia, journalist or interested citizen.

PURPOSE OF AIMS

The overall objective of AIMS is to provide a common information sharing platform for Government, Development Partners and all other stakeholders, in order to

- increase aid transparency,
- strengthen mutual accountability,
- improve aid coordination,
- strengthen alignment and allow for more efficient aid management.

AIMS has been designed in such a way that it can be made inter-operable with other government data bases, ensuring a smooth information flow between all those who need ODA data in their day-to-day work. AIMS is an essential tool to implement international mutual commitments on aid transparency reflected in the Paris Declaration of Aid Effectiveness (2005), the Accra Agenda for Action (2008), the Busan Partnership Document (2011) and the Mexico Communiqué (2014). This system will help to incorporate aid flows into national budget and improve the overall alignment of assistance with country priorities.

ROLE OF DEVELOPMENT PARTNERS

Generally, the funding agency has the main responsibility to enter the project records and update the information contained in AIMS Bangladesh. In those cases where a project is funded by a single source, the funding agency normally holds the responsibility of entering a new project record. However, in the case where a project is funded by one development partner but managed by another development partner, the managing DP holds the responsibility of entering a new project record.

ROLE OF MANAGING DPs

In case of co-funded projects, the DP in charge of managing the project (often one of the multilateral partners) usually makes the final disbursements and therefore has the responsibility to enter the data. If any of the project donors questions the data entered by the managing DP, this donor is encouraged to liaise with the managing DP directly and clarify any confusion.

Responsibility for updating project information lies with the same agency which created the new project record.

TRUST FUND ISSUE

In the case of trust funds, the administrator of the trust fund is normally the agency making final disbursements and should therefore take up the responsibility of reporting on these projects to AIMS.

FOCAL POINTS

AIMS has registered users who are referred to as a Focal Point. One is from the Development Partner side who we call DP Focal points. Another is from the government side who are the Government Focal Points. *Please note that anyone can access AIMS on Internet entered as a Public User. They do not need to register.*

DP FOCAL POINTS

DP Focal point is responsible to enter accurate data on AIMS. He/she has to be careful about every field of data because one wrong entry can make a big change on result.

2.0 ENTER THE SYSTEM

Provide the valid URL (<http://aims.erd.gov.bd/>) of Aid Information Management System (AIMS) into the address bar of any web browser (for example Mozilla Firefox) and then press ENTER key from the keyboard.

2.1 LOGIN

The page that the user will first see is known as the Login Page which is shown in the figure below:

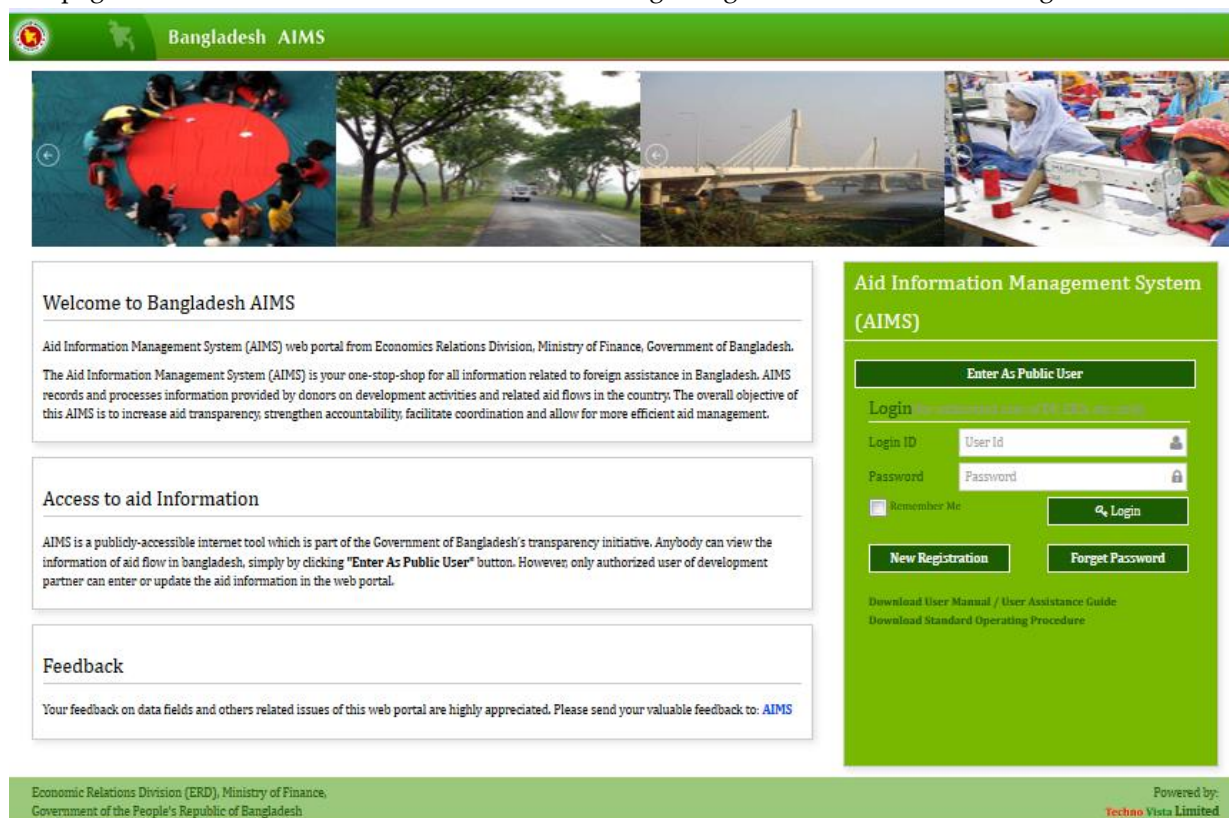




Figure 1: Login Page

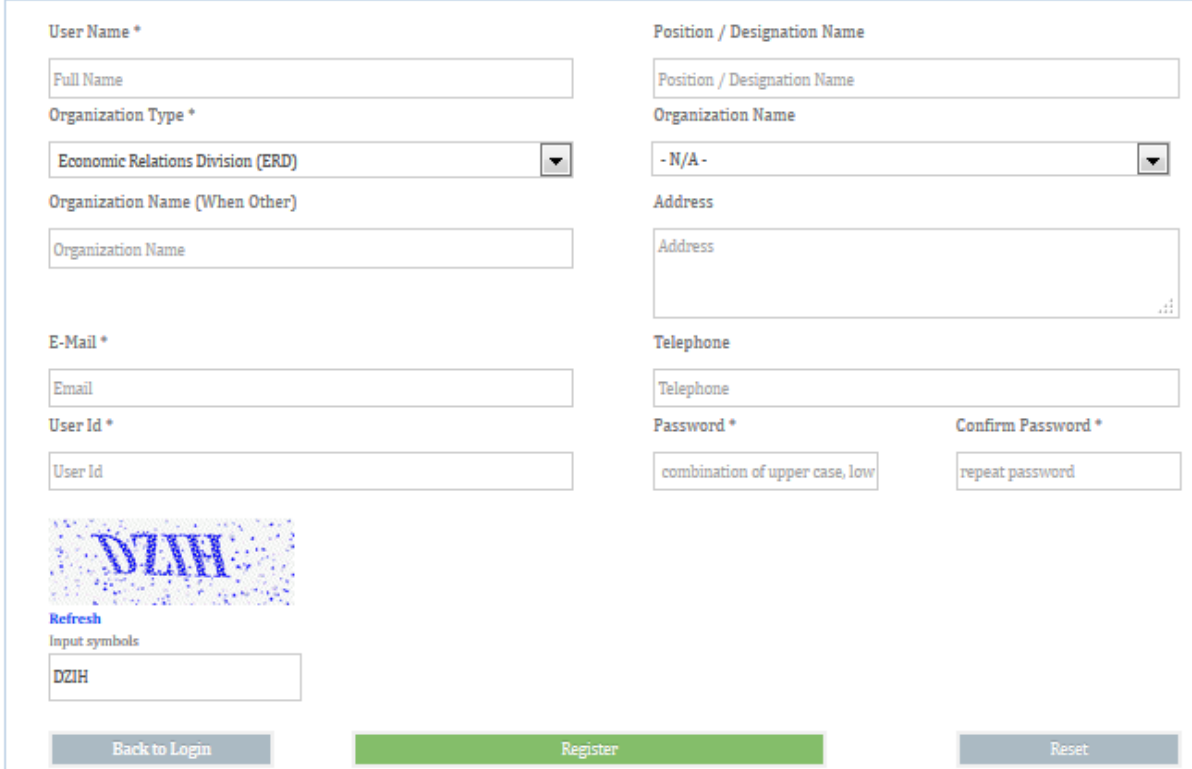
Provide valid Login Id into the “Login Id” input field & Password into the “Password” input field & then click on “Login”  button in order to get access into the system. Then system will verify the provided “Login Id” & “Password”, after that system will give access permission to the user depending on his/her access privileges.

2.2 NEW REGISTRATION

01. To get access in to the system user has to register first. For Registration click on 'New Registration'

 button available in login page. System will show the New User Registration Page.


New User Registration




The registration form is divided into two columns. The left column contains fields for 'User Name *' (Full Name), 'Organization Type *' (a dropdown menu with 'Economic Relations Division (ERD)' selected), 'Organization Name (When Other)' (Organization Name), 'E-Mail *' (Email), 'User Id *' (User Id), a CAPTCHA image with a 'Refresh' link, and an 'Input symbols' field containing 'DZIH'. The right column contains fields for 'Position / Designation Name' (Position / Designation Name), 'Organization Name' (a dropdown menu with '- N/A -' selected), 'Address' (Address), 'Telephone' (Telephone), 'Password *' (with a hint 'combination of upper case, low'), and 'Confirm Password *' (with a hint 'repeat password'). At the bottom are three buttons: 'Back to Login', 'Register', and 'Reset'.

Figure 2: New User Registration Page

02. Provide user name, position/designation name, organization name and address. Select organization type and organization from drop down list. Provide user id and password contains minimum of six characters and confirm password.

03. Click on  button. Applied for registration request will be sent to concerned authority for verification and approval. After approval that applicant will become a registered user and will get access privileges according to the assigned role.

2.3 CHANGE PASSWORD

01. To change password, click on the 'Change Password'  button available at the top-right corner of the application.

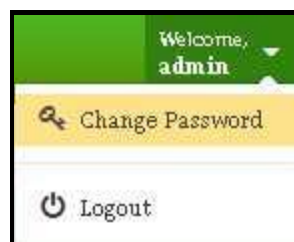


Figure 3: Change Password

02. System will show the following page:

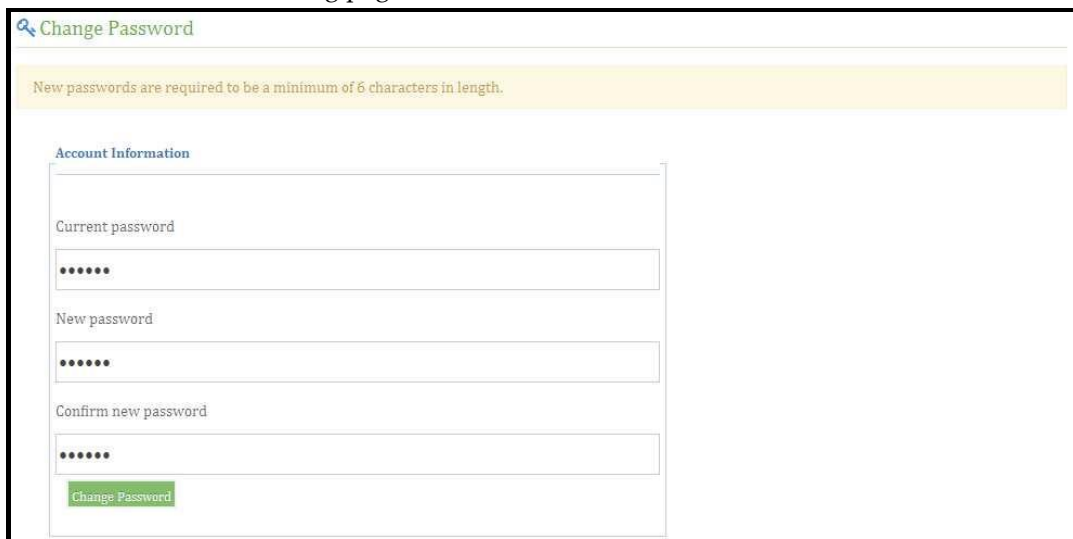


Figure 4: Password Change Page

03. Provide new password and confirm new password. Click on 'Change Password' button. System will show success message for change password and redirect user to login page.



2.4 LOG OUT

To exit from the system, click on the 'Logout' button available at the top-right corner of the application.

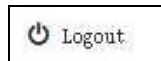


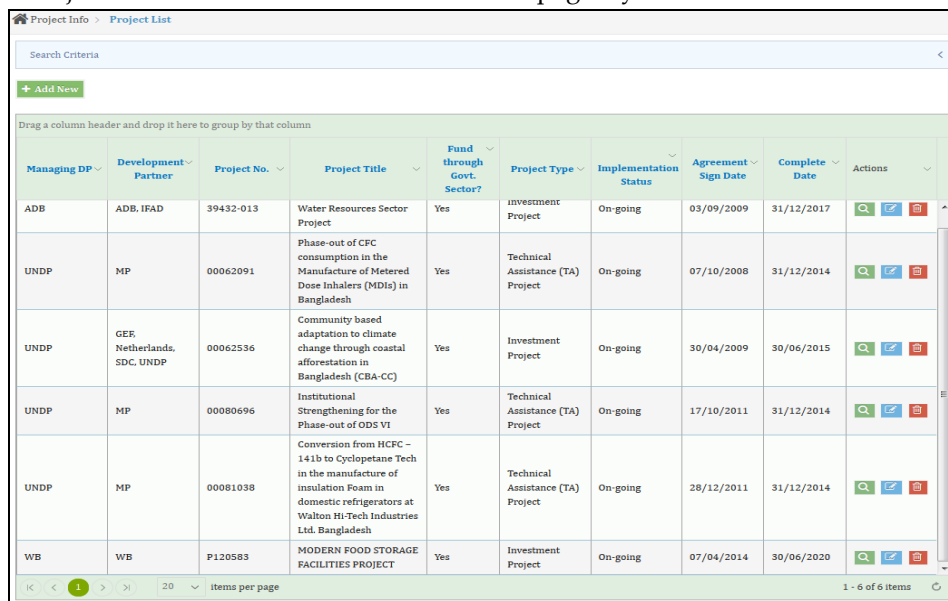
Figure 5: Logout

3.0 PROJECT DASHBOARD

Using this scope user can view all kind of projects at a glance in the grid. User can add new project, Edit existing project and search any project using search criteria available in the system. To view and search projects user has to follow the following steps:

3.1 SEARCHING FOR A PROJECT

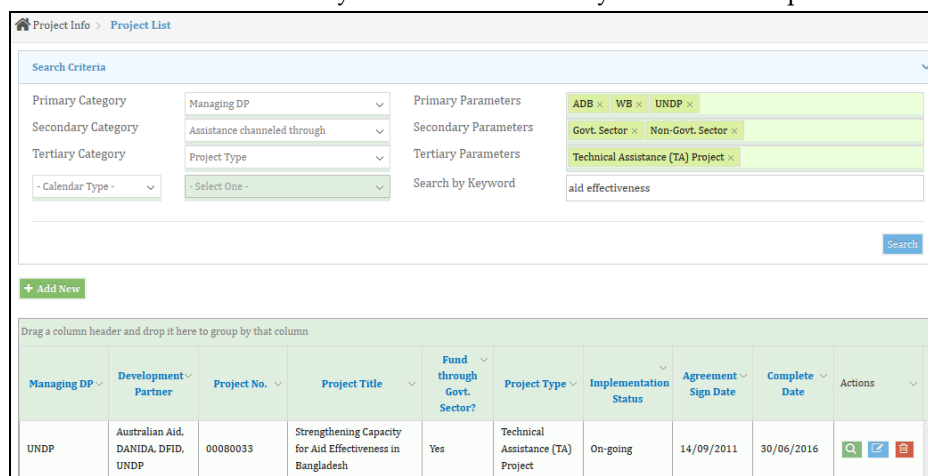
01. Click on "Project Info" menu from the left side of the page. System will show the following page:



Managing DP	Development Partner	Project No.	Project Title	Fund through Govt. Sector?	Project Type	Implementation Status	Agreement Sign Date	Complete Date	Actions
ADB	ADB, IFAD	39432-013	Water Resources Sector Project	Yes	Investment Project	On-going	03/09/2009	31/12/2017	[Icons]
UNDP	MP	00062091	Phase-out of CFC consumption in the Manufacture of Metered Dose Inhalers (MDIs) in Bangladesh	Yes	Technical Assistance (TA) Project	On-going	07/10/2008	31/12/2014	[Icons]
UNDP	GEF, Netherlands, SDC, UNDP	00062536	Community based adaptation to climate change through coastal afforestation in Bangladesh (CBA-CC)	Yes	Investment Project	On-going	30/04/2009	30/06/2015	[Icons]
UNDP	MP	00080696	Institutional Strengthening for the Phase-out of ODS VI	Yes	Technical Assistance (TA) Project	On-going	17/10/2011	31/12/2014	[Icons]
UNDP	MP	00081038	Conversion from HCFC - 141b to Cyclopentane Tech in the manufacture of insulation Foam in domestic refrigerators at Walton Hi-Tech Industries Ltd. Bangladesh	Yes	Technical Assistance (TA) Project	On-going	28/12/2011	31/12/2014	[Icons]
WB	WB	P120583	MODERN FOOD STORAGE FACILITIES PROJECT	Yes	Investment Project	On-going	07/04/2014	30/06/2020	[Icons]

Figure 6: Project Info. Page

02. Click on 'Search Criteria' bar menu. System will show the dynamic search option in the page.



Search Criteria

Primary Category: Managing DP

Secondary Category: Assistance channeled through

Tertiary Category: Project Type

Calendar Type: - Select One -

Primary Parameters: ADB x WB x UNDP x

Secondary Parameters: Govt. Sector x Non-Govt. Sector x

Tertiary Parameters: Technical Assistance (TA) Project x

Search by Keyword: aid effectiveness












Search

Managing DP	Development Partner	Project No.	Project Title	Fund through Govt. Sector?	Project Type	Implementation Status	Agreement Sign Date	Complete Date	Actions
UNDP	Australian Aid, DANIDA, DFID, UNDP	00080033	Strengthening Capacity for Aid Effectiveness in Bangladesh	Yes	Technical Assistance (TA) Project	On-going	14/09/2011	30/06/2016	[Icons]

Figure 7: Search Criteria

03. Select and provide necessary search parameter value in the respective fields then click on 'Search' button. System will show the statistics according to search parameters.

04. In order to show the project info group wise in the data grid, user can drag and drop column header into top of the table to group by that column.

Managing DP		Development Partner													
	Managing DP	Development Partner	Project No.	Project Title	Fund through Govt. Sector?	Project Type	Implementation Status	Agreement Sign Date	Complete Date	Actions					
Managing DP: ADB															
Development Partner: ADB, IFAD															
	ADB	ADB, IFAD	39432-013	Participatory Small-Scale Water Resources Sector Project	Yes	Investment Project	On-going	03/09/2009	31/12/2017	  					
Managing DP: UNDP															
Development Partner: GEF, Netherlands, SDC, UNDP															
	UNDP	GEF, Netherlands, SDC, UNDP	00062536	Community based adaptation to climate change through coastal afforestation in Bangladesh (CBA-CC)	Yes	Investment Project	On-going	30/04/2009	30/06/2015	  					
Development Partner: MP															
	UNDP	MP	00062091	Phase-out of CFC consumption in the Manufacture of Metered Dose Inhalers (MDIs) in Bangladesh	Yes	Technical Assistance (TA) Project	On-going	07/10/2008	31/12/2014	  					
	UNDP	MP	00080696	Institutional Strengthening for the Phase-out of ODS VI	Yes	Technical Assistance (TA) Project	On-going	17/10/2011	31/12/2014	  					

1

20

items per page

1 - 6 of 6 items

Figure 8: Drag and Drop Column Header

05. Click on the view icon (on the right hand side of each row) to view the details of the project.

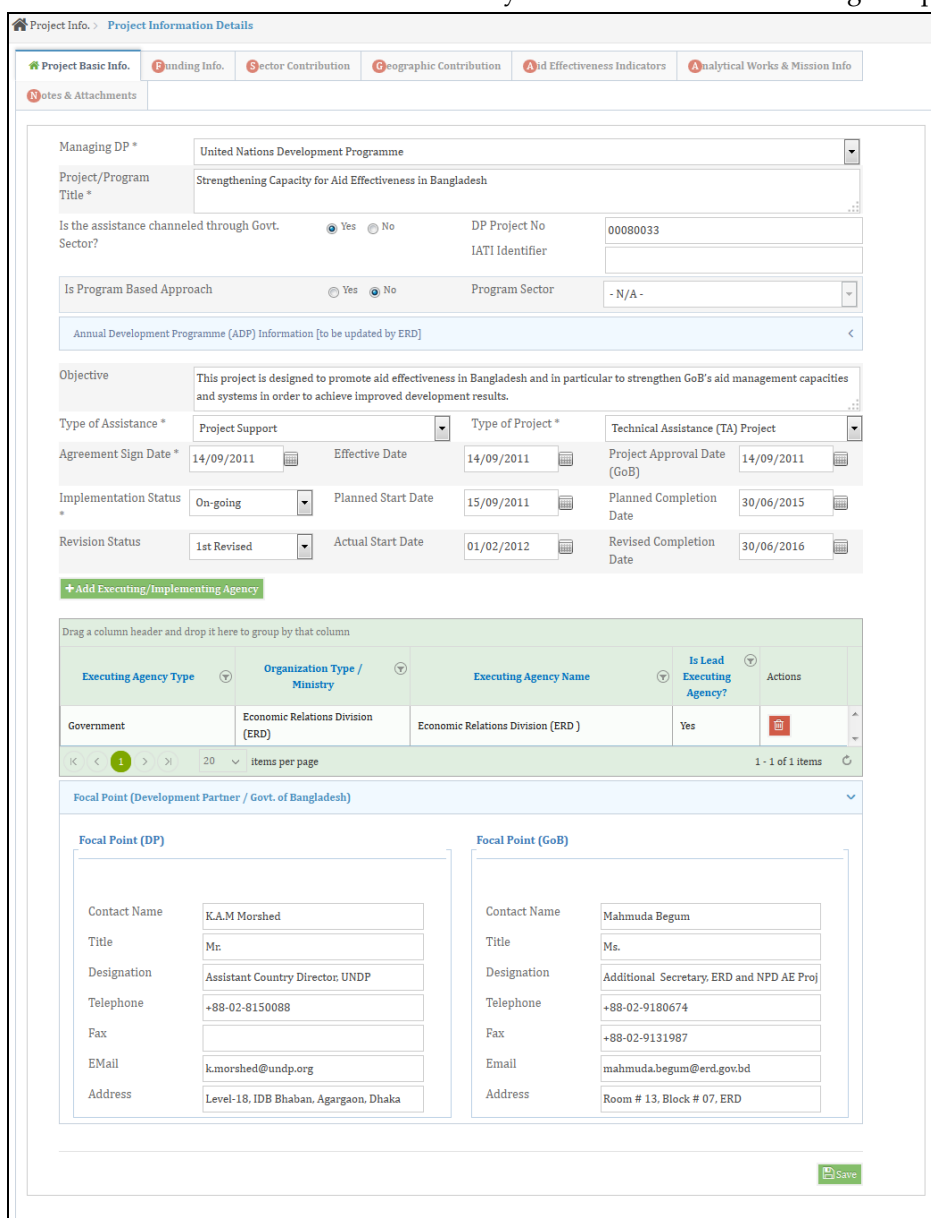
4.0 ENTER THE PROJECT INFORMATION

Using this scope, user can save detail information about a project, such as: Basic Information, Funding Information, Sector wise Contribution Information etc.

4.1 PROJECT BASIC INFORMATION

Click on "Project Info" menu from the left side of the page. System will show the list of projects as above.

01. Now click on "Add New"  button and system will show the following add page:



Project Info. > Project Information Details

Project Basic Info. | Funding Info. | Sector Contribution | Geographic Contribution | Aid Effectiveness Indicators | Analytical Works & Mission Info

Notes & Attachments

Managing DP *

Project/Program Title *

Is the assistance channeled through Govt. Sector? ☒ Yes ☐ No DP Project No IATI Identifier

Is Program Based Approach ☐ Yes ☒ No Program Sector

Annual Development Programme (ADP) Information [to be updated by ERD]

Objective

Type of Assistance * Type of Project *

Agreement Sign Date * Effective Date Project Approval Date (GoB)

Implementation Status * Planned Start Date Planned Completion Date

Revision Status Actual Start Date Revised Completion Date

+ Add Executing/Implementing Agency

Drag a column header and drop it here to group by that column

Executing Agency Type	Organization Type / Ministry	Executing Agency Name	Is Lead Executing Agency?	Actions
Government	Economic Relations Division (ERD)	Economic Relations Division (ERD)	Yes	

1 - 1 of 1 items

Focal Point (Development Partner / Govt. of Bangladesh)

Focal Point (DP)

Contact Name

Title

Designation

Telephone

Fax

Email

Address

Focal Point (GoB)

Contact Name

Title

Designation

Telephone

Fax

Email

Address

Save

Figure 9: Project Info. Add Page (Basic Info)

Initially 'Project Basic Info' tab will be visible in the screen. User must save the basic information first, otherwise system will not allow to save other information.

02. Select a "Managing DP" and provide the "Project Title" in the respective field.
03. To provide Annual Development Program Information, expand that part and provide the information if it is required.
04. Now provide data in other mandatory fields then click on "Add New Executing/Implementing Agency" button and system will show the following add page:

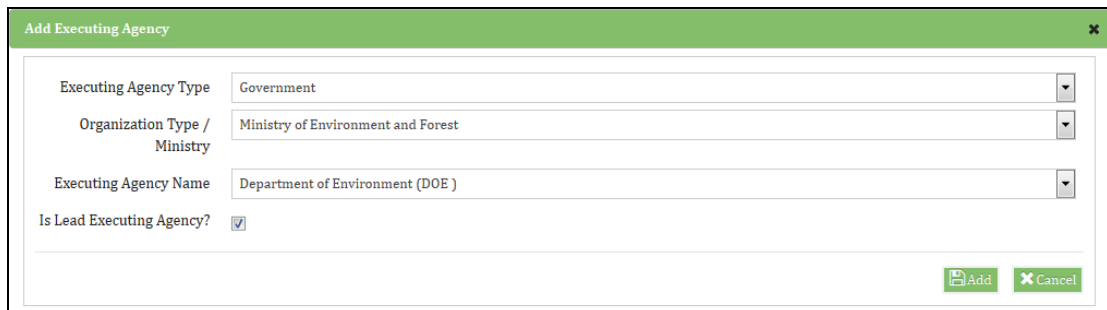




Figure 10: Executing Agency Add Page

05. Select Executing Agency Type, Organization Type and Agency Name. If the selected agency will act as Lead then mark the corresponding check box and click on "Add"  button. System will add the executing agency information. User can add multiple agency but lead agency must be one.
06. If Focal Point Information is required then expand that part and provide necessary data in the respective fields. These informations are optional so it will be provided only if it is required.
07. Now click on "Save"  button and system will save the basic information of a project.

4.2 FUNDING INFORMATION

01. Click on Funding Info (Tab) and system will show the following page:

The screenshot shows the 'Funding Info' tab selected in the 'Project Information Details' section. The form includes the following fields and values:

- Agreement Type: Project Document
- Aid Agreement Title: Institutional Strengthening for the Phase-out of ODS VI
- Is Co-funded Project: ☒ [check if yes]
- DP Contribution in USD: 130,000.00
- DP Contribution in Own Currency *: 130,000.00
- Exchange Rate to USD: 1.000000
- GoB Sharing in BDT: 77.050000
- Other Contribution By: Name of the Organization
- Other Contribution: 1 USD = ? Other Currency
- Other Exchange Rate to USD: 1 USD = ? Other Currency
- Date Of Exchange Rate: 15/09/2014
- DP Contribution Currency *: US Dollar
- Total DP Contribution in USD: 130,000.00
- Exchange Rate of BDT: 77.050000
- Other Contribution Currency: US Dollar
- Other Contribution in USD: 130,000.00
- Project Cost in USD: 130,000.00

Below the form, there is a 'Funding Information' section with four expandable tabs: Commitment Information, Planned Disbursement Information, Actual Disbursement Information, and Expenditure on Aid Information. A 'Save' button is located at the bottom right of the form.

Figure 11: Funding Information (Tab)

02. Select an Agreement Type and provide an Agreement Title. If the project is funded by multiple Development Partner, then mark the "Is Co-Funded Project" check box.
03. Provide the USD portion of all DP contribution in " DP contribution in USD". Provide the other currency portion of all DP contribution in " DP contribution in OWN Currency", select the "DP Contribution Currency" and provide the exchange rate in USD as on Agreement sign date; Total DP Contribution in USD will be auto calculated.
04. Provide the GoB portion in "GoB Sharing in BDT" and exchange of BDT from USD.
05. Similarly provide Other Contribution with name of organization in "Other Contribution By"
06. Finally check the " Project Cost in USD" which should be auto calculated.
07. Click on Save button. System will save the basic funding information.

4.2.1 ADDING COMMITMENT INFORMATION

01. Expand the "Commitment Information" part.

Development Partner	Aid Category	Loan / Grant Number	Agreement Date (dd/MM/yyyy)	Amount in DP's Currency	Amount in USD	Actions
UNDP	Grant		14/09/2011	1,000,000.00	1,000,000.00	
DANIDA	Grant		14/12/2011	2,000,000.00	351,493.85	
DFID	Grant		08/09/2011	650,000.00	1,031,746.03	
Australian Aid	Grant		01/12/2011	750,000.00	730,283.09	
Total:					3,113,522.97	

Unfunded (DP's Contribution - Total Commitments) :

Figure 12: Commitment Information

02. Click on "Add" button and system will show the following add page:

Add/Edit Commitment

Development Partner: United Nations Development Programme

Aid Category: Grant

Does this money come from Trust Fund? (if yes, select TF Identifier): ☐ Yes ☒ No

Committed Amount: 1,000,000.00

Currency: US Dollar

Exchange Rate To USD (1 USD = ? DP Currency): 1.000000

Amount in USD: 1,000,000.00

Exchange Rate To BDT (1 USD = ? BDT): 80.000000

Amount in BDT: 80,000,000.00

Loan / Grant Number:

Date Of Signing: 14/09/2011

Effective Date: dd/mm/yyyy

Completion Date: dd/mm/yyyy

Remarks:

Figure 13: Commitment Information Add page

03. Select a Development Partner, Aid Category. If the funding comes from trust fund then choose "Yes" and select relevant trust fund identifier.

04. Provide the Committed amount, select the Currency, then enter the exchange rate to both USD and BDT, amount in USD and BDT will be auto calculated.

05. If the Aid category is Loan, then some more loan related entry fields will be visible. Loan/Grant Number is a mandatory field.

06. After providing other necessary information click on Save button. System will save the commitment information and show it in the data grid. User can save multiple information through this procedure.

4.2.2 ADDING PLANNED DISBURSEMENT INFORMATION

01. Expand the "Planned Disbursement Information" part.

Development Partner	Aid Category	Loan / Grant Number	Planned Disbursement Period (dd/mm/yyyy)	Amount in DP's Currency	Amount in USD	Actions
Australian Aid	Grant		01/08/2012 - 30/08/2012	500,000.00	486,855.39	
Australian Aid	Grant		01/10/2013 - 30/10/2013	250,000.00	243,427.70	
DANIDA	Grant		01/01/2012 - 30/01/2012	1,000,000.00	175,746.92	
DANIDA	Grant		01/12/2012 - 30/12/2012	600,000.00	105,437.04	
DANIDA	Grant		01/07/2013 - 30/07/2013	400,000.00	70,291.36	
DFID	Grant		01/12/2012 - 30/12/2012	108,333.00	171,957.14	
DFID	Grant		01/06/2013 - 30/06/2013	108,333.00	171,957.14	
DFID	Grant		01/12/2013 - 30/12/2013	108,333.00	171,957.14	
DFID	Grant		01/06/2014 - 30/06/2014	108,333.00	171,957.14	
DFID	Grant		01/12/2014 - 30/12/2014	108,333.00	171,957.14	
DFID	Grant		01/06/2015 - 30/06/2015	108,333.00	171,957.14	
UNDP	Grant		01/01/2012 - 31/12/2012	312,000.00	312,000.00	
UNDP	Grant		01/01/2013 - 30/12/2013	182,000.00	182,000.00	
UNDP	Grant		01/01/2014 - 30/12/2014	240,000.00	240,000.00	
UNDP	Grant		01/01/2015 - 30/12/2015	266,000.00	266,000.00	
Total:					3,113,501.25	

Figure 14: Planned Disbursement Information


02. Click on "Add"  button and system will show the following add page:

Figure 15: Planned Disbursement Information Add page

03. Select a Development Partner, Aid Category.

Select the relevant Loan/Grant number from drop down list,

If the funding comes from trust fund then choose "Yes" and select relevant trust fund identifier.

Provide the Planned Disbursement amount, select the Currency, then enter the exchange rate to both USD and BDT, amount in USD and BDT will be auto calculated.

04. After providing other necessary information then click on Save button.

System will save the Planned Disbursement Information and show it in the data grid. User can save multiple information through this procedure.

4.2.3 ADDING ACTUAL DISBURSEMENT INFORMATION

01. Expand the "Actual Disbursement Information" part.

Development Partner	Aid Category	Loan / Grant Number	Disbursement Period (dd/mm/yyyy)	Amount in DP's Currency	Amount in In USD	Actions
DANIDA	Grant		15/01/2012 - 15/01/2012	1,000,000.00	175,728.39	
DANIDA	Grant		25/12/2012 - 25/12/2012	603,511.75	105,141.42	
Australian Aid	Grant		03/08/2012 - 03/08/2012	500,000.00	486,855.39	
DFID	Grant		20/12/2012 - 20/12/2012	108,333.00	164,389.98	
UNDP	Grant		01/01/2012 - 01/01/2012	312,365.00	312,365.00	
UNDP	Grant		01/01/2013 - 01/01/2013	182,997.00	182,997.00	
DANIDA	Grant		05/07/2013 - 05/07/2013	396,488.00	70,844.44	
Australian Aid	Grant		15/10/2013 - 15/10/2013	250,000.00	232,991.61	
DFID	Grant		15/06/2013 - 15/06/2013	108,333.00	165,393.89	
DFID	Grant		20/12/2013 - 20/12/2013	108,333.00	176,438.11	
UNDP	Grant		01/01/2014 - 01/01/2014	240,596.00	240,596.00	
DFID	Grant		19/06/2014 - 19/06/2014	108,333.00	181,158.86	
Total:					2,494,900.09	

Figure 16: Actual Disbursement Information

02. Click on "Add" button and system will show the following add page:

Figure 17: Actual Disbursement Information Add page

03. Select a Development Partner, Aid Category. Select the relevant Loan/Grant number from drop down list. If the funding comes from trust fund then choose "Yes" and select relevant trust fund identifier.

04. Provide the Actual Disbursement amount, select the Currency, then enter the exchange rate to both USD and BDT, amount in USD and BDT will be auto calculated.

05. After providing other necessary information then click on Save button.

System will save the Actual Disbursement information and show it in the data grid. User can save multiple information through this procedure.

4.2.4 ADDING EXPENDITURE OF AID INFORMATION

01. Expand the "Expenditure of Aid Information" part.

Development Partner	Aid Category	Loan / Grant Number	Reporting Period (dd/MM/yyyy)	Amount in DP's Currency	Amount in In USD	Actions
Australian Aid	Grant		01/02/2012 - 31/12/2013	320,131.00	298,351.35	
DANIDA	Grant		01/02/2012 - 31/12/2013	1,441,756.00	257,612.84	
DFID	Grant		01/02/2012 - 31/12/2013	1,377.00	2,102.29	
UNDP	Grant		01/02/2012 - 31/12/2013	495,361.00	495,361.00	
			Total:		1,053,427.48	

Figure 18: Expenditure of Aid Information


02. Click on "Add"  button and system will show the following add page:

Figure 19: Expenditure of Aid Information Add page

03. Select a Development Partner, Aid Category. Select the relevant Loan/Grant number from drop down list. If the funding comes from trust fund then choose "Yes" and select relevant trust fund identifier.

04. Provide the Expenditure amount, select the Currency, then enter the exchange rate to both USD and BDT, amount in USD and BDT will be auto calculated.

05. After providing other necessary information click on Save button.

System will save the Expenditure of Aid information and show it in the data grid. User can save multiple information through this procedure.

4.3 SECTOR CONTRIBUTION

01. Now click on the **Sector Contribution** (Tab) and system will show the following page:

The screenshot shows the 'Project Information Details' page with the 'Sector Contribution' tab selected. The page has a breadcrumb trail 'Project Info. > Project Information Details'. Below the breadcrumb, there are several tabs: 'Project Basic Info.', 'Funding Info.', 'Sector Contribution' (active), 'Geographic Contribution', 'Aid Effectiveness Indicators', and 'Analytical Works & Mission Info'. Below these tabs, there is a 'Notes & Attachments' section. The main content area contains two expandable sections: 'Sectors' and 'Thematic Area'. A 'Save' button is located at the bottom right of the main content area.

Figure 20: Sector Contribution Tab

4.3.1 ADDING SECTOR WISE DATA


01. To provide sector wise allocation, expand the the "**Sector**" part and system will show the following data grid:

The screenshot shows the 'Sectors' section expanded. It features a '+ Add' button at the top left. Below it, there is a table with the following structure:

Sector Name	Sub-Sector Name	Percentage of Allocation (%)	Actions
Public Administration	Not Applicable	100.00	[Edit] [Delete]
Total:		100.00	

At the bottom of the table, there is a pagination bar showing '1 - 1 of 1 items' and a '20 items per page' dropdown.

Figure 21: Sector Wise Allocation Data Grid

02. Click on "Add"  button and system will show the following add page:

The screenshot shows the 'Add Sector Information' form. It has a green header bar with the title 'Add Sector Information' and a close button. The form contains three input fields: 'Sector' with a dropdown menu showing 'Public Administration', 'Sub-Sector' with a dropdown menu showing 'Not Applicable', and 'Allocation (%)' with a text input field showing '100.00'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Figure 22: Sector Wise Allocation Add Page

03. Select Sector and Sub-Sector then provide the Allocation % amount.

04. Now click on Save button and system will save sector wise allocation information. User can save multiple sector wise allocation info but total sector wise Allocation % amount can not exceed 100%.

4.3.2 ADDING THEMATIC AREA DATA

01. Expand **Thematic Area** part and system will show the following data grid where system will populate all the Thematic Area name, already saved in the system.

Thematic Area

Drag a column header and drop it here to group by that column

Thematic Area	Percentage of Allocation (%)
Income and Poverty	0.00
Human Resource Development	0.00
Water and Sanitation	0.00
Energy and Infrastructure	0.00
Gender Equity	0.00
Environmental Sustainability	0.00
Information Communication Technology (ICT)	0.00
Urban Development	0.00
Governance	100.00
Others	0.00
Total:	100.00

1

20

items per page

1 - 10 of 10 items

Save

Figure 23: Thematic Area Data Grid

02. Now provide allocation percentage amount against required Thematic area but total amount can not exceed 100%. Click on Save button and system will save the information.

4.4 GEOGRAPHIC CONTRIBUTION

01. Click on "Geographic Contribution (Tab)" and system will show the following page:

Project Info. > Project Information Details

Project Basic Info. Funding Info. Sector Contribution **Geographic Contribution** Aid Effectiveness Indicators Analytical Works & Mission Info

Notes & Attachments

Country wide? ☐ Yes ☒ No

Geographic Allocation List

+ Add


Drag a column header and drop it here to group by that column

Division Name	District Name	Upazila Name	Percentage of Allocation (%)	Actions
Dhaka	Dhaka		100.00	
Grand Total:			100.00	

< < 1 > > 20 items per page 1 - 1 of 1 items

Save

Figure 24: Geographic Contribution Data Grid

02. If the contribution will be distributed whole country wise then mark the "Yes" check box and system will not allow to add particular locations other wise click on "Add"  button and system will show the following add page:

Add Geographic Allocation Information

+ Display Districts

Division Name	District Name	Type	District	Upazila
<input checked="" type="checkbox"/> Barisal	<input checked="" type="checkbox"/> Barguna	<input checked="" type="checkbox"/> Upazila	Barguna	Amtali
<input checked="" type="checkbox"/> Chittagong	<input checked="" type="checkbox"/> Barisal	<input checked="" type="checkbox"/> Upazila	Barguna	Bamna
<input type="checkbox"/> Dhaka	<input checked="" type="checkbox"/> Bhola	<input checked="" type="checkbox"/> Upazila	Barguna	Barguna Sadar
<input type="checkbox"/> Khulna	<input type="checkbox"/> Jhalokati	<input type="checkbox"/> Upazila	Barguna	Betagi
<input type="checkbox"/> Rajshahi	<input type="checkbox"/> Patuakhali	<input type="checkbox"/> Upazila	Barguna	Patharghata
<input type="checkbox"/> Rangpur	<input type="checkbox"/> Pirojpur	<input type="checkbox"/> Upazila	Barisal	Agailjhara
<input type="checkbox"/> Sylhet	<input type="checkbox"/> Bandarban	<input type="checkbox"/> Upazila	Barisal	Babuganj
	<input type="checkbox"/> Brahmanbaria	<input type="checkbox"/> Upazila	Barisal	Bakerganj
	<input type="checkbox"/> Chandpur	<input type="checkbox"/> Upazila	Barisal	Banari Para
	<input type="checkbox"/> Chittagong	<input type="checkbox"/> Upazila	Barisal	Barisal Sadar (kotwali)
	<input type="checkbox"/> Comilla	<input type="checkbox"/> Upazila	Barisal	Gaurmadi
	<input type="checkbox"/> Cox's Bazar	<input type="checkbox"/> Upazila	Barisal	Hizla
	<input type="checkbox"/> Feni	<input type="checkbox"/> Upazila	Barisal	Mehendiganj
	<input type="checkbox"/> Khagrachhari	<input type="checkbox"/> Upazila	Barisal	Muladi
	<input type="checkbox"/> Lakshmipur	<input type="checkbox"/> Upazila	Barisal	Wazirpur


1 2


Add Cancel

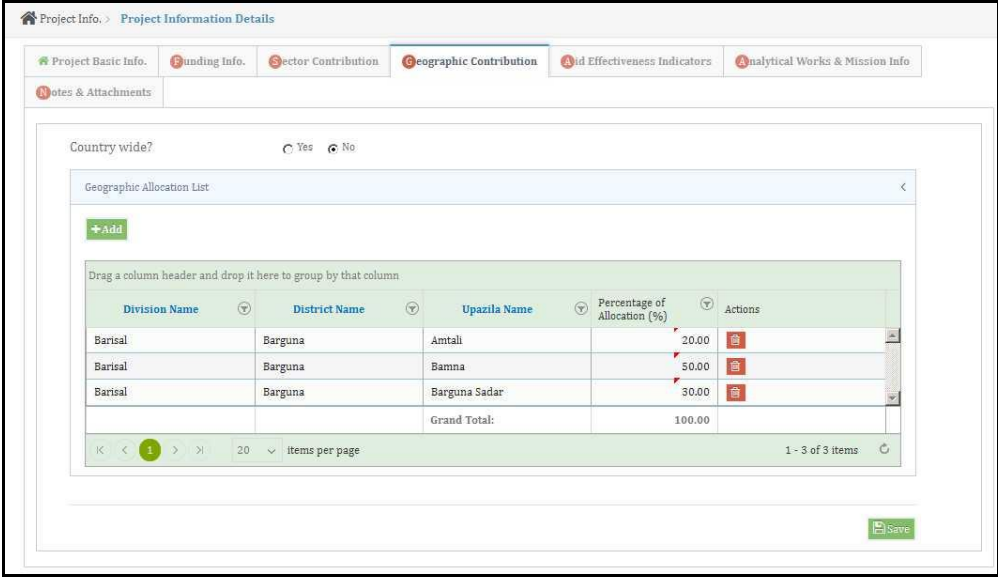
Figure 25: Geographic Contribution Add page

03. At first mark required Division Name.

04. Then click on "Display District"  button and system will populate the districts under the selected Divisions.

05. Now mark required Districts name and click on "Display Upazilla"  button and system will populate those upazillas under the selected districts.

06. Click on "Add"  and system will add those upazilla and show them in the data grid individually as per the following:




Project Info. > Project Information Details

Project Basic Info. Funding Info. Sector Contribution **Geographic Contribution** Aid Effectiveness Indicators Analytical Works & Mission Info







Notes & Attachments

Country wide? ☒ Yes ☐ No

Geographic Allocation List



Drag a column header and drop it here to group by that column

Division Name	District Name	Upazila Name	Percentage of Allocation (%)	Actions
Barisal	Barguna	Amtali	20.00	 
Barisal	Barguna	Bamna	50.00	 
Barisal	Barguna	Barguna Sadar	30.00	 
Grand Total:			100.00	

20 items per page 1 - 3 of 3 items




Figure 26: Geographic Contribution Data Grid

07. Now provide "Percentage of Allocation" amount which can not exceed 100% in total.

08. Then click on Save button. System will save the information.

4.5 AID EFFECTIVENESS INDICATOR

01. Click on **Aid Effectiveness Indicator** (Tab) and system will show the following page:

The screenshot displays the 'Aid Effectiveness Indicators' page within the AIMS system. The page has a navigation bar at the top with tabs: Project Basic Info, Funding Info, Sector Contribution, Geographic Contribution, **Aid Effectiveness Indicators**, Analytical Works & Mission Info, and Notes & Attachments. Below the navigation bar, the page title 'Aid Effectiveness Indicators' is shown. A 'Survey Year' dropdown menu is set to '- Select One -'. The main content area is divided into several sections, each with a title and a list of questions:

- I. Use of National Public Financial Management System (Busan indicator 9b)**
 - a) Use of national budget execution procedures**
 - i. Are your funds included in the annual budget approved by country legislature? ☐ Yes ☒ No
 - ii. Are your funds subject to established country budget execution procedures? ☐ Yes ☒ No
 - iii. Are your funds processed (e.g. deposited & disbursed) through the established country treasury system? ☐ Yes ☒ No
 - iv. You do NOT require the opening of separate bank accounts for your funds? ☐ Yes ☒ No
 - b) Use of national financial reporting procedures**
 - i. You do NOT require maintenance of a separate accounting system to satisfy your own reporting requirements? ☐ Yes ☒ No
 - ii. You ONLY require financial reports prepared using country's established financial reporting arrangements? ☐ Yes ☒ No
 - c) Use of national auditing procedures**
 - i. Are your funds subject to audit carried out under the responsibility of the Supreme Audit Institution? ☐ Yes ☒ No
 - ii. You do NOT under normal circumstances request additional audit arrangements? ☐ Yes ☒ No
 - iii. You do NOT require audit standards different from those adopted by the Supreme Audit Institution? ☐ Yes ☒ No
 - iv. You do NOT require the Supreme Audit Institution to change its audit cycle to audit your funds? ☐ Yes ☒ No
 - d) Use of national procurement systems**
 - i. Does this project use the Government's procurement system? ☐ Yes ☒ No
- II. Do you use Project Implementation Unit (Paris indicator 6)**
 - Do you use Project Implementation Unit? ☐ Yes ☒ No
 - (If answer is 'Yes' then answer following four questionnaires)
 - i. Are the PIUs accountable to the external funding agencies/donors rather than to the country implementing agencies (ministries, departments, agencies etc)? ☐ Yes ☒ No
 - ii. Are the terms of reference for externally appointed staff determined by the donor (rather than by the country implementing agencies)? ☐ Yes ☒ No
 - iii. Is most of the professional staff appointed by the donor (rather than the country implementing agencies)? ☐ Yes ☒ No
 - iv. Is the salary structure of national staff (including benefits) higher than those of civil service personnel? ☐ Yes ☒ No
- III. Tied Aid (Busan Indicator 10)**
 - Are the program/project resources fully or partially tied? ☐ Yes ☒ No

At the bottom left, there is a note: *(as defined in the SOP). At the bottom right, there is a green 'Save' button.

Figure 27: Aid Effectiveness Indicator page

02. Select the survey year, then check or uncheck the corresponding information.

03. After providing necessary data in the corresponding fields and click on save button. System will save the information.

04. To update any existing survey year's information, select the survey year from the drop-down list, then existing information will be populated in corresponding checkboxes, update and click on Save button.

4.6 ANALYTICAL WORKS & MISSION INFO

Click on **Analytical Works & Mission Info** (Tab) and system will show the following page:

Figure 28: Analytical Works & Mission Info page

4.6.1 ADDING ANALYTICAL WORK INFO

01. Expand the **Analytical Work Info** part and click on "Add" , system will show the following add page:

Figure 29: Analytical Work Info Add Page

03. Fill up the required information, then click on the "Add" button add attachment document, then following screen will appear.

04. Provide necessary information and click on Save button. System will save the info and show them in the data grid.

4.6.2 ADDING MISSION INFO

01. Now expand the **Mission Info** part and click on "Add" button, system will show the following page:

Figure 30: Mission Info Add Page

02. Fill up the required information, then click on the "Add" button add attachment document, then following screen will appear.

03. Provide necessary information and click on Save button. System will save the info and show them in the data grid.

4.7 NOTES & ATTACHMENT

01. Click on **Notes & Attachment** (Tab) and system will show the following page:

Figure 31: Notes & Attachment (Tab) Page

02. Expand **Attachment & reference Info** part and click on "Add" button and system will show the following add page:

Figure 32: Notes & Attachment Add Page

03. Provide necessary information and upload file using "Browse File" button then click Save button, system will save the information.

5.0 MULTI YEAR BUDGET INFORMATION


Using this scope user can save Multi Year Budget Information.

5.1 HOW TO SAVE

01. To save Multi Year Budget click on Multi Year Budget from menu. System will show the following page:

Development Partner Name	Year	Total Plan Amount	Actions
Asian Development Bank	2015	1000	[Search] [Edit] [Delete]
AARDO	2015	3220	[Search] [Edit] [Delete]

Figure 33: Multi Year Budget

02. Click on 'Add'  button to add Multi Year Budget Information. Add Multi Year Budget child window will be appeared.

Sector Name	Amount
Agriculture	100,000.00
Rural Development and Rural Institutions	200,000.00
Water Resources	100,000.00
Industries	150,000.00
Power	100,000.00
Oil, Gas and Natural Resources	100,000.00
Transport	100,000.00
Communication	100,000.00
Physical Planning, Water Supply and Housing	100,000.00
Education and Religious Affairs	100,000.00
Sports and Culture	100,000.00
Health, Nutrition, Population and Family Welfare	100,000.00
Mass Media	100,000.00
Social Welfare, Women Affairs and Youth Development	50,000.00
Total	1,500,000.00

Figure 34: Multi Year Budget Child Window

03. Select a Development Partner and Year and provide Total Plan amount in the corresponding field. System will show all the Sectors available in the system in a data grid.

04. Provide Sector wise budget amount and click in Save button. System will save the information.

6.0 TRUST FUND INFORMATION

Using this scope user can save Trust Fund Information, which will appear in Project funding information.

6.1 HOW TO SAVE

01. To save Trust Fund Information click on Trust Fund Information from menu. System will show the following page:



Trust Fund > Trust Fund Info.

[+Add](#)

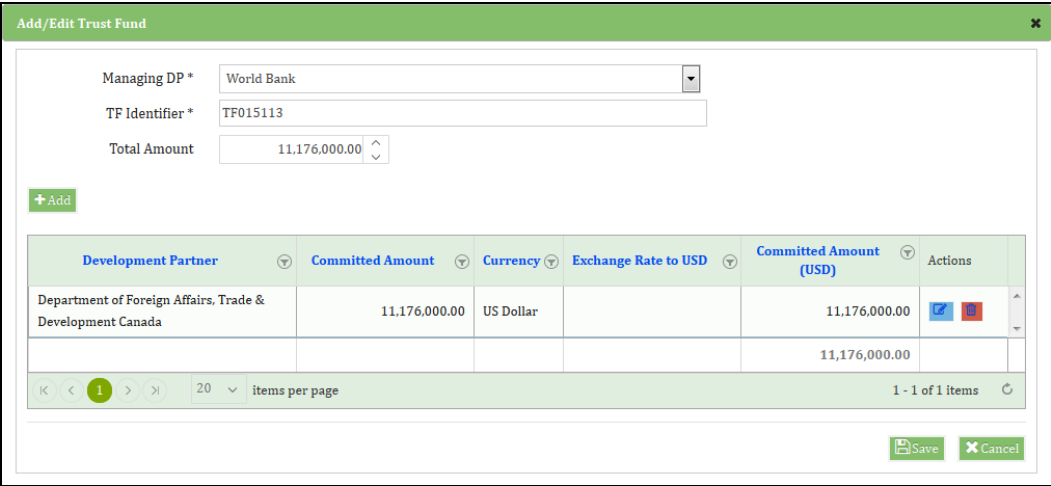
Drag a column header and drop it here to group by that column

Managing DP	Trust Fund Identifier	Total Fund (USD)	Actions
World Bank	TF015113	11,176,000.00	Q E D
World Bank	TF015034	3,765,000.00	Q E D
World Bank	TF096552	1,100,000.00	Q E D
World Bank	TF016036	23,715,000.00	Q E D
World Bank	TF012281	20,906,209.00	Q E D
World Bank	TF099730	17,409,930.00	Q E D
World Bank	TF014713	25,000,000.00	Q E D
World Bank	TF012721	12,500,000.00	Q E D
World Bank	TF013026	150,000.00	Q E D
World Bank	TF013539	279,950.00	Q E D
World Bank	TF098993	2,582,460.00	Q E D
World Bank	TF016418	4,999,000.00	Q E D
World Bank	TF010378	46,310,000.00	Q E D
World Bank	COFNC1160	19,400,000.00	Q E D
		234,586,655.00	

1 - 18 of 18 items

Figure 35: Trust Fund Information

02. Click on 'Add' [+Add](#) button to add Trust Fund Information. Add Trust Fund Information child window will be appeared.



Add/Edit Trust Fund

Managing DP * World Bank

TF Identifier * TF015113

Total Amount 11,176,000.00

[+Add](#)

Development Partner	Committed Amount	Currency	Exchange Rate to USD	Committed Amount (USD)	Actions
Department of Foreign Affairs, Trade & Development Canada	11,176,000.00	US Dollar		11,176,000.00	E D
				11,176,000.00	

1 - 1 of 1 items

[Save](#) [Cancel](#)

Figure 36: Trust Fund Information Child Window

03. Select a Development Partner and Year and provide Total Plan amount in the corresponding field. System will show all the Sectors available in the system in a data grid.

04. Provide Sector wise budget amount and click the Save button. System will save the information.

7.0 CONCLUSION

The user's manual of Aid Information Management System is developed in functional English language. We strongly believe that by using this user manual any non-trained user will be able to use this software in a very short while. Hopefully this document has provided you with enough information to get started with Bangladesh AIMS.

The following officials may be contacted for further information and assistance:

Md. Sabbir Biswas, Programmer, AIMS

sabbir_iu@yahoo.com

Roksana Khan, Senior Assistant Secretary, Development Partnership Management

roksanakhan@yahoo.com

Aftab Ahmad, Joint Secretary, Partnership Management & AIMS

aftab2860@gmail.com