Aid Information Management System (AIMS)

aims.erd.gov.bd

USER'S MANUAL
(DP Focal Points)

Version 2.0

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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-data 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 Communique (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:
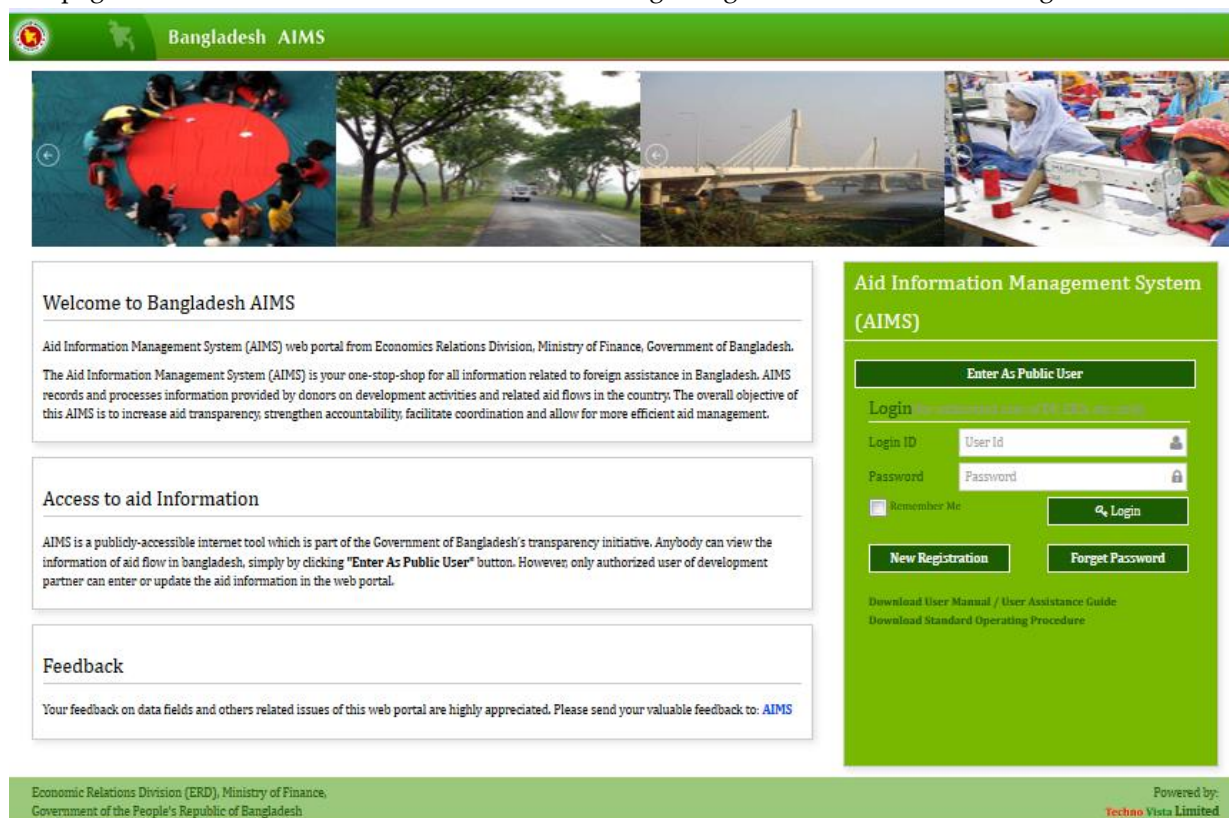
Figure 1: Login Page
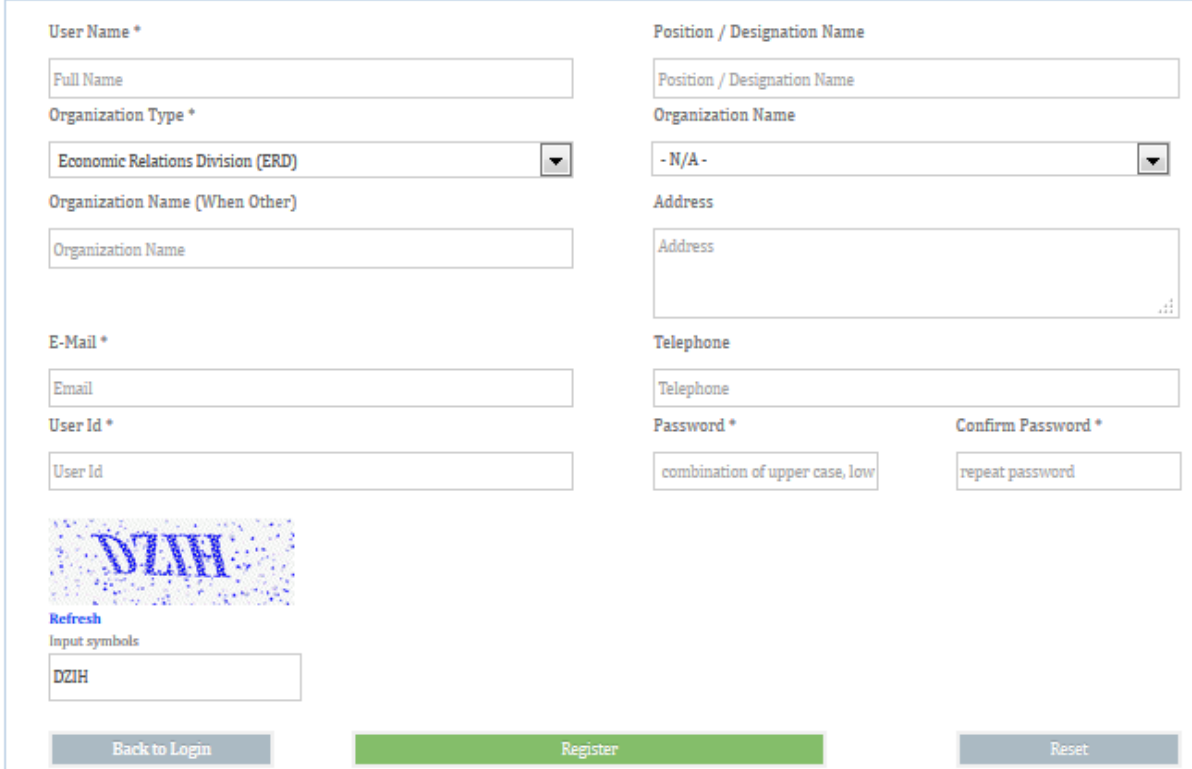
Provide valid Login Id into the "Login Id" input field & Password into the "Password" input field & then click on "Login" [Login] button in order to get access into the system. Then system will verify the provided "Login Id" & "Password", after that system will give access permission to the user depending 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' [New Registration] button available in login page. System will show the New User Registration Page.

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 registerd user and will get access previledges 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.
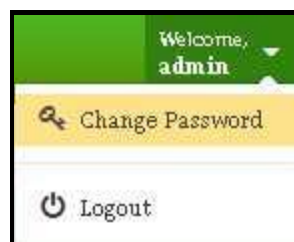
Figure 3: Change Password

02. System will show the following page:
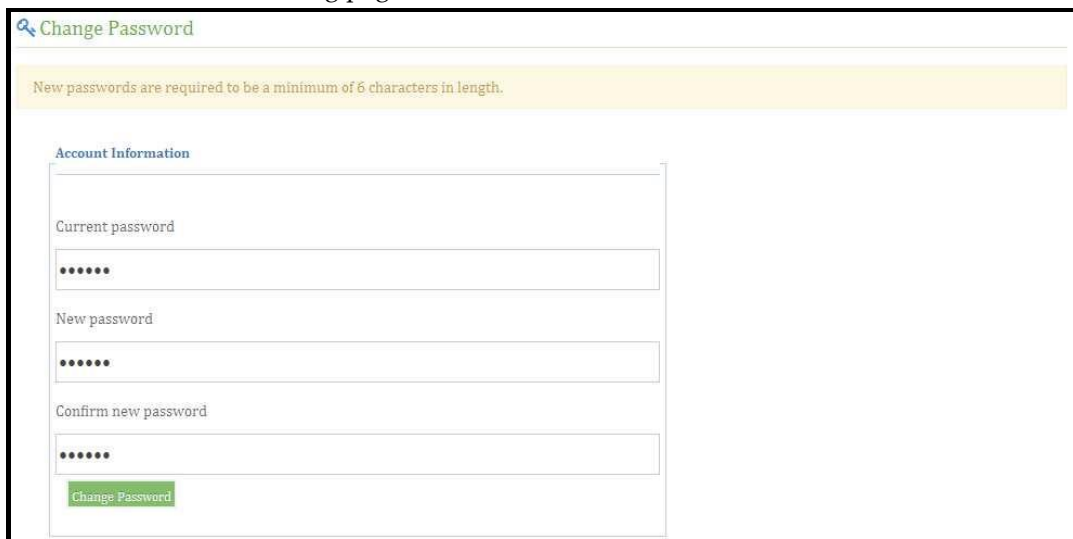
Figure 4: Password Change Page

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.
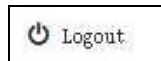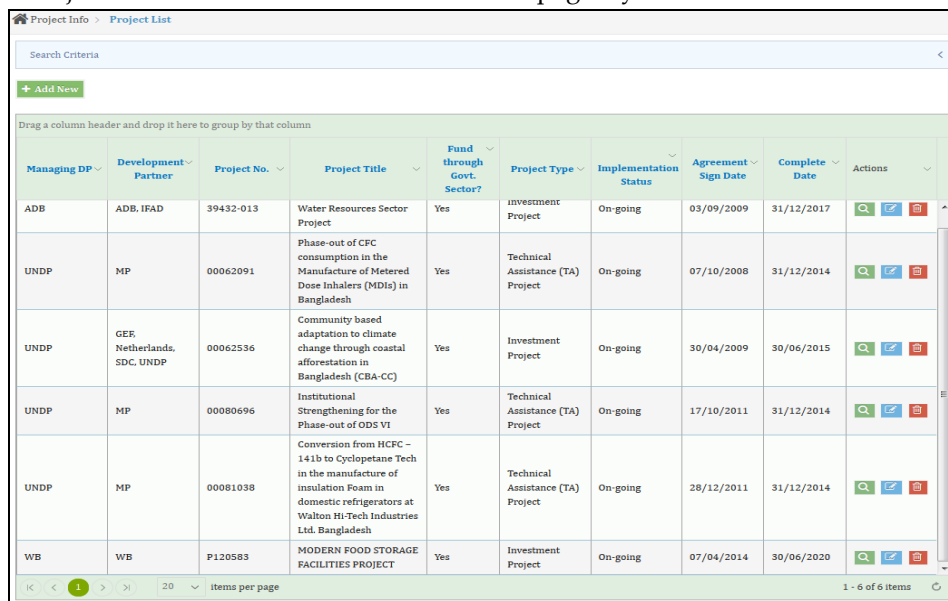
Figure 5: Logout

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:

Figure 6: Project Info. Page

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

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.

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.
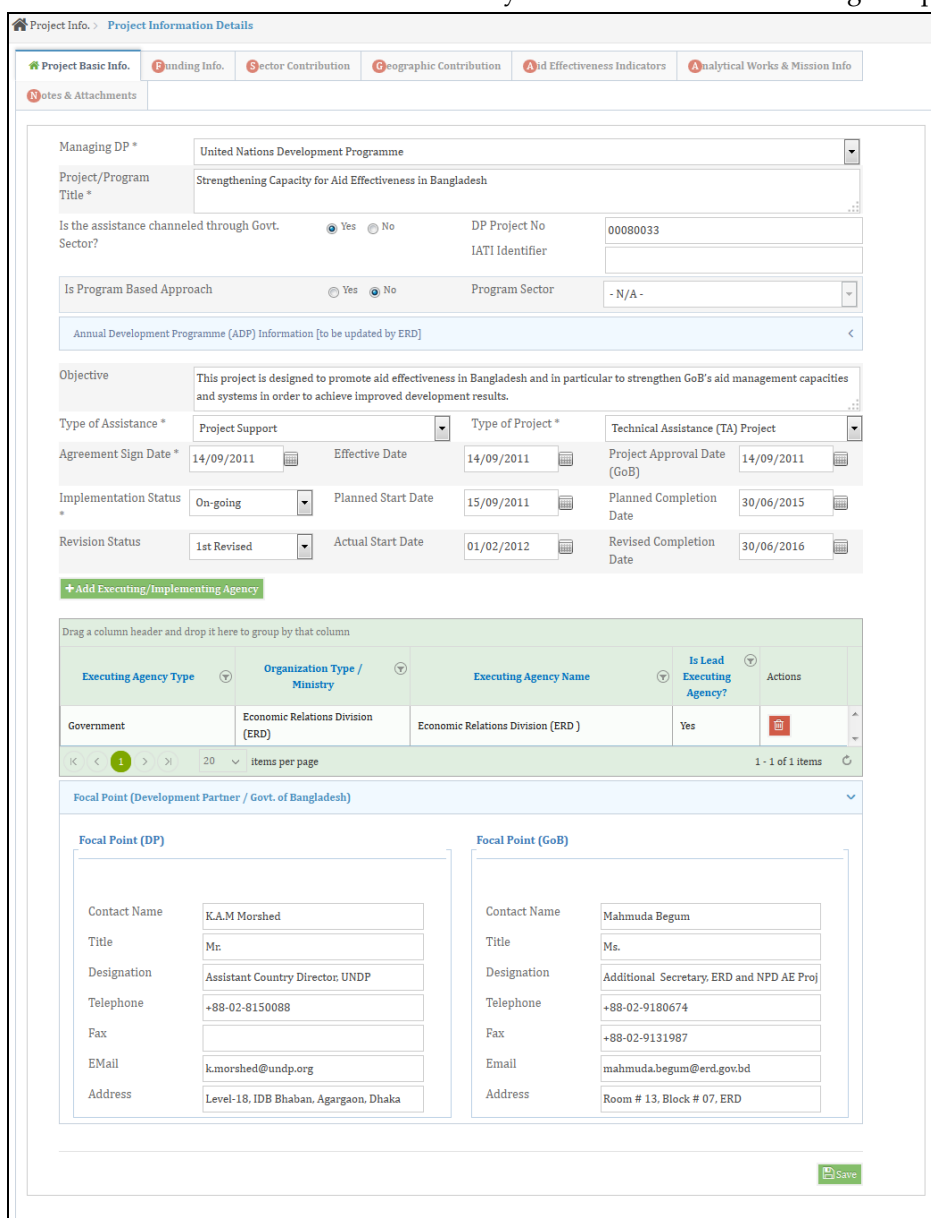
4.0   ENTER THE PROJECT INFORMATION

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" ![Add New] button and system will show the following add page:

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

Initially 'Project Basic Info' tab will be visible in the screen. User must save the basic jnformation 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 manadatory fields then click on "Add New Executing/Implementing Agency" button and system will show the following add page:
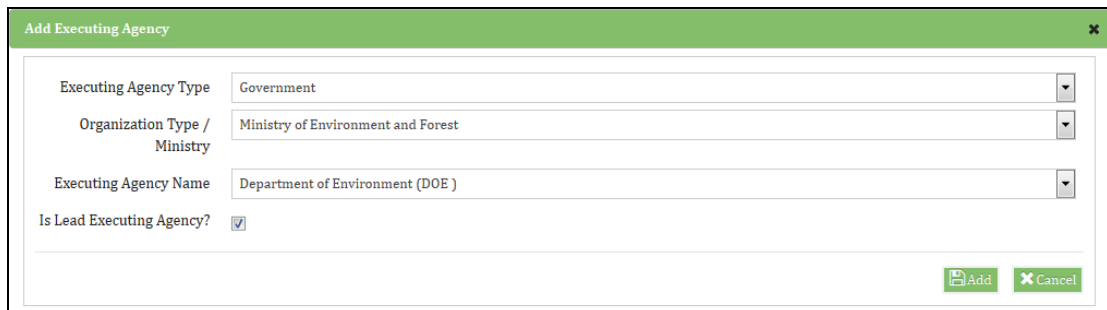

Figure 10: Exicuting Agency Add Page

05. Select Exicuting 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" [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" [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:

Figure 11: Funding Information (Tab)

02. Select an Agreement Type and provide an Agreement Title. If the project is funded 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.

Figure 12: Commitment Information

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

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.

Figure 14: Planned Disbursement Information

02. Click on "Add" [+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.

Figure 16: Actual Disbursement Information

02. Click on "Add" **+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.

Figure 18: Expenditure of Aid Information

02. Click on "Add" [+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:

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:

Figure 21: Sector Wise Allocation Data Grid

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

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	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

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:

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" [Add] button and system will show the following add page:
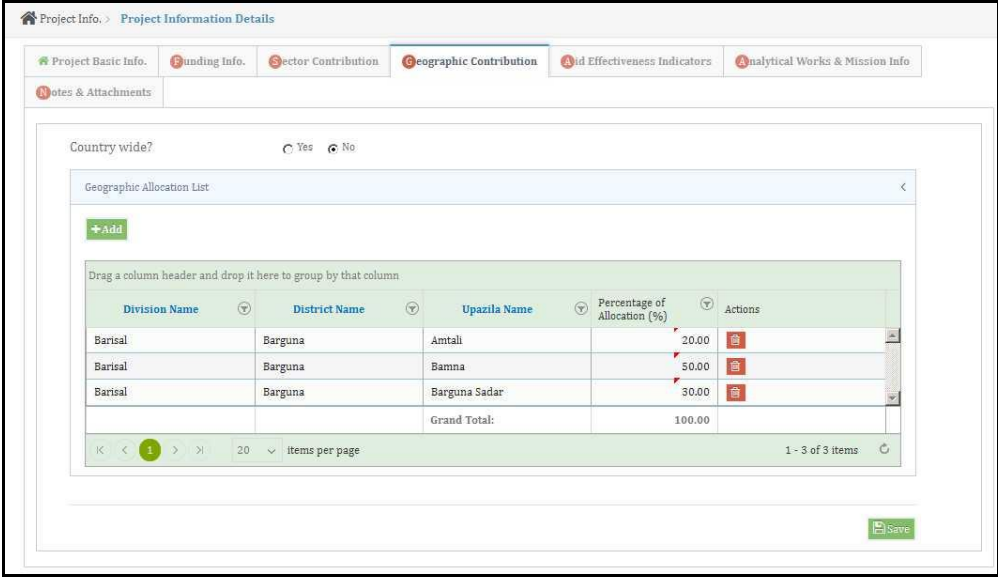

Figure 25: Geographic Contribution Add page

03. At first mark required Division Name.

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

05. Now mark required Districts name and clik on "Display Upazilla" ![Display Upazila] button and system will populate those upazillas under the selected districts.

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

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:

Figure 27: Aid Effectiveness Indicator page

02. Select the survery year, then check or uncheck the correcponding 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 survery 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 ANANLYTICAL WORK INFO

01. Expand the **Ananlytical 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 apear.

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 apear.

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 & refference 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:

Figure 33: Multi Year Budget

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

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:

Figure 35: Trust Fund Information

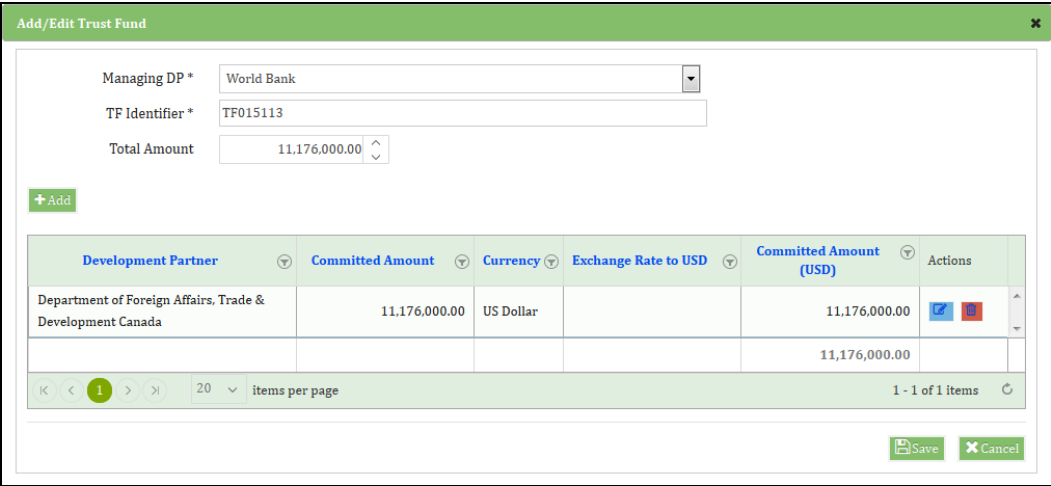02. Click on 'Add'   button to add Trust Fund Information. Add Trust Fund Information child window will be appeared.

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:

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