

**Guidance Note/Data Management Plan
for the
Aid Management Platform – Moldova**

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1. Background

In January 2013, a Development Gateway team conducted an Aid Management Platform (AMP) assessment in Chisinau, funded by UNDP. The assessment aimed to identify priority needs in the management of donor-funded activities; define the technical requirements of AMP-Moldova; and to inform the development of a phased plan for rolling out the system government ministries and donors.

During the mission, the following strategies for AMP implementation were identified:

- Ensure that the deployment process follow a phased approach, aiming for a broad base of potential users, including government agencies and donors, as well as public access, an approach to implement an easy to use, flexible, and little complex to begin adding functionality and expanding access to other users with the passage of time;
- Build on existing processes for aid coordination and aid management that already work, while improving or creating new processes where the system is lacking – for example working closely with DAMEPs;
- Begin entering data using the improved process during the pilot phase and begin the process of validating data;
- Engage a promotional effort to ensure that all key institutions (both government and donors) are familiar with the platform and goals.

The State Chancellery will serve as the lead government counterpart.

In order for AMP to bear such results, high quality information must be entered into the system on a regular basis.

2. Purpose

The purpose of this document is to outline the responsibilities of the institutions of the Government of Moldova and development partners active in Moldova such that, as a matter of routine, the Aid Management Platform (AMP) is kept up to date, maximizing its effectiveness as a tool for improving aid management.

This document is the result of in-depth meetings with State Chancellery staff. This document is meant to be a living document, and will be updated regularly based on the input and discussions from government institutions and donors and in conjunction with DG missions to Moldova.

3. Roles and Responsibilities

The following graphics outline the roles, responsibilities, and timelines of government institutions and donors as per the AMP.

Scenario 1: Projects with government counterpart

Trigger: Government signs contract with donor for project/program/activity

Step 1: Lead beneficiary (government institution) enters the basic project information into AMP:

- Project title
- Description
- Objectives
- Status
- Expected results
- Proposed start date
- Proposed completion date
- Location
- Government Action Plan activities(s)
- Sectors
- Proposed project cost
- Donor
- Beneficiary institution
- Contact information

DEADLINE: Within 1 week of signature

Step 2: Donor partner validates data and enters planned disbursement schedule for the duration of the project

DEADLINE: Within 1 weeks of Step 1

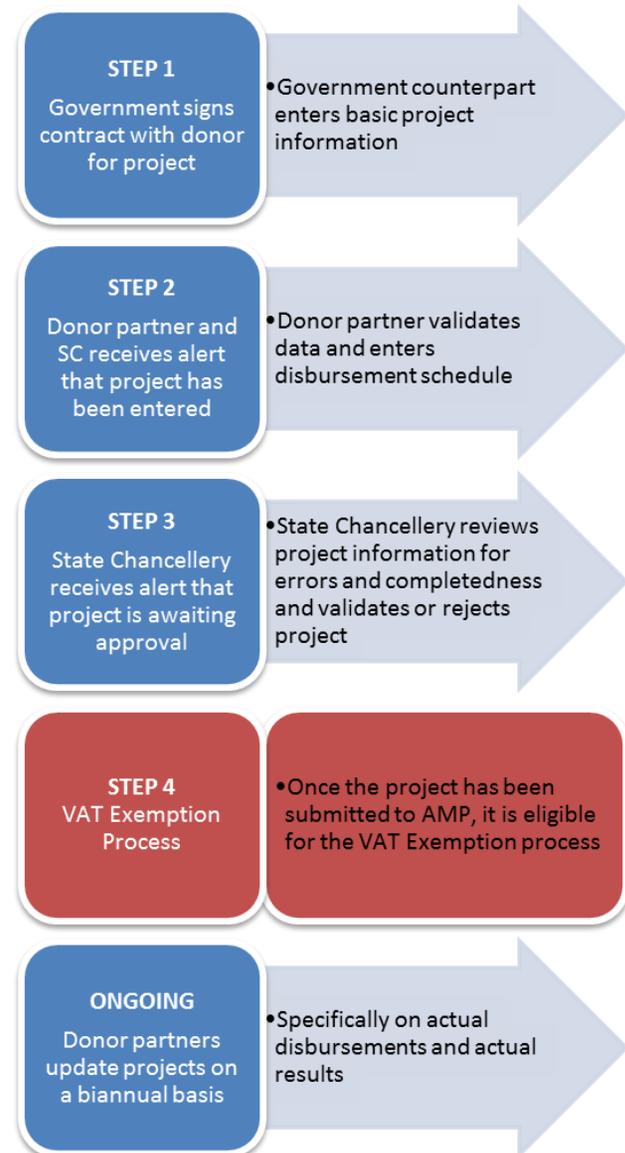
Step 3: State Chancellery validates data, reviews for errors and completeness

DEADLINE: Within 1 week of Step 2

Step 4: The project becomes eligible for the VAT Exemption process

Ongoing: Donor partner updates biannually

- Actual disbursements
- Actual results
- Actual start and actual end date
- Any other changes



Scenario 2: Projects without government counterpart

Trigger: Donor partner signs contracts with implementing partner

Step 1: Donor partner enters the basic project information into AMP:

- Project title
- Description
- Objectives
- Status
- Expected results
- Proposed start date
- Proposed completion date
- Location
- Government Action Plan activities(s)
- Sectors
- Proposed project cost
- Disbursement schedule
- Donor
- Beneficiary institution
- Contact information

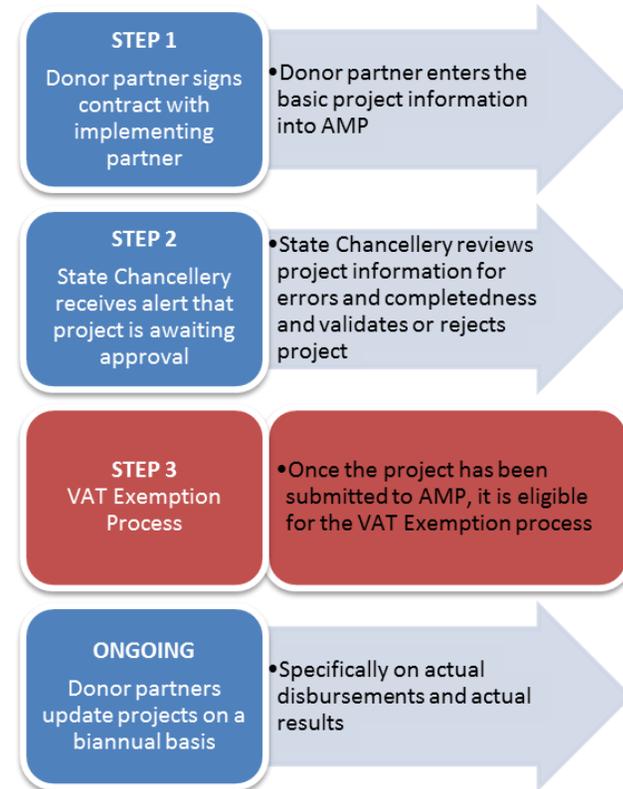
DEADLINE: Within 1 week of signature

Step 2: State Chancellery validates data, reviews for errors and completeness

DEADLINE: Within 1 week of Step 1

Ongoing: Donor partner updates biannually

- Actual disbursements
- Actual results
- Actual start and actual end date
- Any other changes



Special cases:

1. Projects where funds have been given by a donor partner to another for execution (for example, funds that are given to *UN agencies* for implementation).
 - a. If a donor has provided funds to the UN to implement a specific project or group of projects, the focal point from the relevant UN agency will enter the project and the funding on behalf of all of the bilateral donors. The funding for each donor will be reflected individually in the platform.
 - b. The UN agency focal point should follow the rules from Scenario 1 and Scenario 2 as above.
2. Projects where the government provides counterpart funding
 - a. The relevant line ministry should enter all counterpart funding and its execution (from planned to actual).

Provision of a complete list of agencies to AMP Administrator. To enable complete data entry, pilot government institutions should provide lists of beneficiary, executing, and contracting agencies to the State Chancellery AMP Administrator that are not already available in AMP.

State Chancellery Responsibilities

System Administration. The State Chancellery will serve as the administrator of the system, responsible for adding new AMP users, and adding new organizations to the dropdown lists. During the pilot in May 2013, DG trained three system administrators from the State Chancellery, Adrian Ermurachi (adrian.ermurachi@gov.md), Dumitru Molceanu (dumitru.molceanu@gov.md), and Valentin Croitoru (valentin.croitoru@gov.md).

Consistency checks on information. The State Chancellery is responsible for regularly reviewing the information inputted into the system by government institutions and donors. Projects which have not been validated by the State Chancellery will not appear in the public site, final reports, dashboards, or maps.

4. AMP Access, Rights and Permissions

Workspace Overview

- Workspaces are virtual groupings of users and projects in the AMP system. Users are grouped into one or more workspace, and will have different rights over the projects they see in each workspace based on their role in the project and the configuration of the workspace.

The rights of each user in each workspace is as follows:

- *Government workspaces*: Each user within a government workspace has the right to add, edit, and view projects for its own agency. For example, a user with the Ministry of Transport workspace can add a MoT project, which will be viewable by all other MoT users in that workspace. As long as the user saves a project as a draft, only users from their own government institution will be able to view and edit these projects.
- *Coordination Workspace*: Each user will also be a member of the Coordination Workspace. Once a project from one of the government workspaces has been saved firmly in the system, it will also be viewable by all users in the coordination space. In this workspace, users can create reports on the activities of all government institutions and donor partners, to assist in coordination. No direct project entry will occur in this workspace.
- *Public 'workspace'*: All users without a username and password will be able to access all non-draft and validated activities via the public site. The State Chancellery can publish reports, documents, and tabs in this space.

5. AMP Terms, Definitions, and Data Requirements

The following fields were identified during the assessment as being the most critical for the Government to capture in the first year of an AMP implementation. All fields are critical; the most critical are marked with an asterisk. In addition to identifying the relevant fields, the State Chancellery has also supplied the following definitions for each field. Where possible, the definitions conform with international standards (IATI, etc.)

***Project title (English)** – the name of the individual project, program, or project phase (e.g. “Health Project in Municipality X, Phase 1”) in English. In case the project is part of a longer program, the program should be identified in the Description field.

***Project title (Romanian)** – the name of the individual project, program, or project phase (e.g. “Health Project in Municipality X, Phase 1”) in Romanian

Objective - Objectives for the activity, for example from a logical framework

Description - Long description of the activity

Results - A measurable result of aid work.

Memo – Any notes the data enterer wishes to share with AMP users.

Budget – Whether the project is registered in the state budget of the government of Moldova.

Original Start Date – The planned start date as recorded in project documentation or financing agreement. Can be date of signature of activity agreement or approval by relevant body

***Actual Start Date** – The actual start date, such as date of first disbursement or enacted agreement

Original End Date - The planned end date as recorded in project documentation or financing agreement

***Actual Completion Date** – The actual end date, such as date of last disbursement or confirmation of parties of completion date.

***Project Status** - the current status of the project

Planned – a project that has not started yet, does not necessarily have a budget, and the donor and/or government has not signed an agreement

Committed - a project that has not started yet, but that has an indicative budget; the donor has signed an agreement but it has not been tendered yet (ex. Framework agreements on different programmes which have to follow tendering)

Ongoing – a project in which a contract has been signed and the start date has arrived, and the work of the project has started

Completed – the end of the physical progress of an activity.

Cancelled – the project was planned, and activities have completely stopped without possibility of being resumed.

***Implementation Levels / Location:** Projects in the AMP can be selected as implemented on the:

- International/Multi-Country
- National

- Local
- Both National and local
- Both International and local

The implementation level must be selected first. If the project is implemented in more than one country, only the portion of funding allotted to Moldova should be entered into AMP. **If this information is not known, the user should divide the total funding by the number of recipient countries and enter that information.** If the implementation level is “Regional/local”, the location can be selected using the ‘Implementation Location’ drop down menu. The precise location can then be added using the ‘Add Location’ button. This should be entered for all projects to allow analysis of aid by sub-national region of Moldova.

****Funding Information***

Funding organization – The institution (government or development partner) that is providing the original funding to an aid activity

Type of assistance – choose the aid modality for the funding item:

- budget support – Un-earmarked contributions to the government budget including funding to support the implementation of macroeconomic reforms (structural adjustment programs, poverty reduction strategies). Budget support is a method of financing a recipient country's budget through a transfer of resources from an external financing agency to the recipient government's national treasury.
- support to balance of payments - balance-of-payments (BoP) assistance is designed to ease a country's external financing constraints. This can take the form of medium-term financial assistance
- technical assistance - Provision of technical assistance in recipient countries. This includes training and research; language training; south-south studies; research studies; collaborative research between donor and recipient universities and organisations); local scholarships; development-oriented social and cultural programmes. This category also covers ad hoc contributions such as conferences, seminars and workshops, exchange visits, publications, etc.
- twinning – The secondment of civil servants from EU countries to prospective new members/partner countries near the EU, to give help & advice on public administration.
- Scholarships – Financial aid awards for individual students and contributions to trainees.
- Project support - A project is a set of inputs, activities and outputs to achieve the objectives or specific outcomes within a defined time frame, a defined budget and a defined geographic area. A large project with a number of different components is sometimes referred to as a program, but nevertheless should register as a project. Feasibility studies and evaluations are included (either designed as part of projects or programs or specific funding agreements). Aid channeled through NGOs or multilateral organizations is also recorded here. This includes payments for non-governmental organizations and multilateral agencies to implement projects of donors, funding programs and projects specified NGOs. In the case of capital investments, humanitarian aid or aid channeled through NGOs, projects are recorded here, even if there is no direct agreement between the donor and the partner country.

Financing instrument – choose the type of aid for the funding item: grant, loan, in-kind/supplies, capital investment, technical assistance, or debt relief.

- Grant: Transfers in cash for which no legal debt is incurred by the recipient.
- Loan: Transfers in cash or in kind for which the recipient incurs legal debt.
- Soft Loan: Transfers in cash or in kind for which the recipient incurs legal debt but which is concessional in nature.
- Government counterpart funding: Funds which the Government of Moldova provide in addition to external financing.

Capital / Recurrent – identify whether the transactions for that donor are capital (normally refers to creating, constructing, improving or transforming an asset, infrastructure or buildings) or recurrent (typically refers to payment of overheads, salaries, miscellaneous expenses, travelling, entertainment, food).

Planned Commitment – unsigned commitment to a project made by a donor

Actual Commitment – a signed, firm commitment to a project made by a donor.

Planned Disbursement – funds that have been programmed to be spent by a donor for a project, but that have not been physically released to the executor/implementer of the project.

Actual Disbursement – funds that have actually physically been released from the donor for a project.

Note: all funding amounts should be entered in raw numbers, in the original currency.

***Organizations and Project Roles**

Primary Beneficiary Agency/Institution – the principal government entity that is the target beneficiary of the donor-funded project.

Secondary Beneficiary Agency/Institution – the governmental or non-governmental entity that is the secondary target beneficiary of a donor-funded project

Executing Agency/Institution – the institution that manages the executing of the funding agency (donor's) funds

Contracting Agency – the institution (public or private) that is tasked with the physical progress of the project.

***Classification Criteria**

OECD/DAC Sector – the project classification based off the OECD DAC/CRS sector scheme. Each project should be assigned to at least 1- 3rd level sector (sub-sub sector). In the case where each project belongs to more than one sector, data enterers should enter the percentage of funding that goes to each sector, or if this is unknown, divide the percentage by the number of sectors equally.

Budget Classification – the sectoral classification based off the government of the Republic of Moldova; each project should be assigned to at least 1 sector. In the case where each project belongs to more than one sector, data enterers should enter the percentage of funding that

goes to each sector, or if this is unknown, divide the percentage by the number of sectors equally.

National Program classifications

- Government Action Plan – users should identify which objective their project aligns to. If no objective is chosen, it will be assumed that the project does not align to any objective of the Government Action Plan.

Special Cases

Multiple government counterparts – In the case of a project with multiple government counterparts, the lead Beneficiary (the government institution which is leading the project steering committees) should enter most of the project details and attempt to collect the details from the other agencies for the whole project execution.

Government counterpart financing. The government institution should enter themselves as another funding organization, and enter that funding separately from their own. The specific contributing agency or government institution should be listed.

NGO counterpart financing. At present this will not be captured in AMP; this is not considered ODA (which is the focus of AMP at this time) and there are constraints to accessing this information. In the future, this could be considered for inclusion, if a need is identified and a means for capturing this information.

When the UN (or other donor) is implementing other funds – If possible, the original funding organizations should be identified as the source of the funds, and the UN should be listed as the executing agency and/or implementing agency, depending on its role.

6. Connecting to AMP

AMP Hosting Note

- AMP is hosted on a server that is maintained by Center of Special Telecommunications within the State Chancellery

Optimizing Access to AMP

- AMP is a web-based application. As such, the speed of AMP is dependent on the overall speed of a user's connection.
- Both the speed and the way a web page is rendered can be influenced by the browser and the browser's version. Therefore DG has tested the AMP platform for compatibility with the most popular browsers, Internet Explorer (version 8 or above) and Mozilla Firefox. In order to provide a better user experience while using AMP, DG tries to ensure that only supported browsers will be employed.

7. Schedule for updates

New projects should be entered into the AMP by the responsible government institution as soon as it is signed and approved. Donors should update the AMP with new information on a quarterly basis. This includes:

- Changes to the projects, such as recent disbursements or other info relevant to the life of the project.

The State Chancellery will be responsible for validating each change made to a project in AMP.