Government of Nepal
Ministry of Finance

Aid Management Information System

Data Management Guidance Note

Aid Management Platform

International Economic Cooperation
Coordination Division

Aid Management Information System (AMIS)

Aid Management Platform(AMP)

Data Management Guidance Note

Government of Nepal
Ministry of Finance
International Economic Cooperation Coordination Division [IECCD]
Singhadurbar, Kathmandu

September 2015

Preface

The Ministry of Finance (MoF), Aid Management Information System (AMIS) uses the Aid Management Platform (AMP) was developed by Development Gateway and is designed to assist the Government in tracking and managing aid flows. It consists of a database of aid commitments, disbursements and activities together with a mechanism for keeping the information regularly updated. The AMIS helps the Government to incorporate aid flows into the national budget and improve overall alignment of assistance with country priorities. In an effort of increasing aid transparency, the Government has made the aid data open through the public portal and also started publishing the Development Cooperation Report annually since 2010/11.

The AMIS serves as a country-based system that captures and displays all kinds of aid information in one location (portal: http:// amis.mof.gov.np). The MoF has been continuously working towards further refinement of the aid information management system in Nepal since the establishment of AMIS - AMP in 2010. In order to support the implementation of AMP, there are AMIS- AMP focal points assigned in each Development Partner (DP) office/INGO/Government ministries including the MoF.

The MoF, International Economic Cooperation Coordination Division (IECCD) ambition for the AMIS includes its user-friendliness and provision of high quantitative and qualitative data. In this respect, focal points have been facilitated through the publication of AMIS / AMP user manual and associated training on the system. This data management plan is intended to serve as a tool for understanding some of the basic concepts of the AMIS system, stakeholders' responsibilities and timelines in order to make AMIS data qualitative. This spells out clear cut responsibilities of DP focal points, IECCD staffs, INGOs and other government focal points together with the data management process for reporting aid information to AMIS system. This seeks to maintain up to date information maximizing its effectiveness as a tool for improving aid management. It also focuses on timely reporting, validation and quality of aid information to be contained in the system.

This Guidance Note will further assist all AMP users specially engaged in data entry and validation task to better understand and provide the information required.

I wish to extend my appreciation to the AMIS team including Mr. Tilakman Singh Bhandari, Shyam Mani Ghimire, Mr. Thakur Prasad Gairhe and Mr. Bishesh Kumar Pradhan for preparing this Guidance Note. In the meantime, I would also like to thank IECCD colleagues for supporting to produce such a useful document.

My appreciation and thanks are also due to UNDP who have been our partner in the development and implementation of the AMIS, also all DPs and INGOs who have always been helpful in supporting the AMP through supplying timely aid related information. Finally, I would like to request all DPs, INGOs and Government focal points to follow this Guidance Note and to support the reporting of timely data and enhancing data quality through the use of AMP.

Madhu Kumar Marasini
Joint Secretary
IECCD/MoF

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Acronyms

ADB	Asian Development Bank
AMP	Aid Management Platform
AMIS	Aid Management Information System
BMIS	Budget Management Information System
DPs	Development Partners
FCGO	Financial Comptroller General Office
FMIS	Financial Management Information System
GIS	Geographic Information System
GoN	Government of Nepal
IT	Information Technology
IECCD	International Economic Cooperation Coordination Division
INGOs	International Non-governmeantal Organizations
LMs	Line Ministries
LMBIS	Line Ministry Budget Information System
MoF	Ministry of Finance
MTEF	Mid Term Expenditure Framework
NPC	National Planning Commission
NGOs	Non-governmeantal Organizations
ODA	Official Development Assistance
SO	Section Officer
SWAPs	Sector Wide Approaches
UNDP	United Nation Development program
US	Under Secretaries
WB	World Bank

1 Introduction

From the Paris Declaration, Accra Agenda for Action, Effective Partnership in Busan, and the Addis Ababa Action Agenda on development financing the Government of Nepal (GoN) recognized the importance and need for efficient and effective Aid and that the greater predictability in the provision of aid flows is very important to enable more effective planning; understanding the complexity of aid flows and development financing is crucial. The following further actions will be taken to further improve the predictability of aid:

- Nepal will further strengthen the budget planning processes for managing domestic and external resources and will improve the linkages between expenditures and results;

- Develpoment Partners (DPs) will continue to provide full and timely information on commitments and actual disbursements so that Nepal will be in a position to accurately record all aid flows in the budget estimates and accounting systems;

- DPs will provide each year, at the country level, comprehensive estimates of aid flows (planned disbursement) they plan to provide over the 3 year Mid Term Expenditure Framework (MTEF) period;

- GoN and DPs will work together at the International Level to review ways of further improving medium term predictability of aid, including developing tools to measure it.

1.1 Purpose

This guidance note and the attached schedules seek to establish a clear system in which the responsibilities of the Government and DPs are functionally delineated in such a manner that the provision of information (data) in the Aid Management Information System (AMIS) is kept up to date, maximizing its effectiveness as a tool for improving aid management.

1.2 Structure

This guidance note begins by summarizing the required Government and DPs inputs into the AMIS as well as the calendar that will govern data entry and validation process. It then offers specific guidance on what data is required to be entered into the system for certain data fields, before giving details on how certain types of project should be handled.

1.3 Background

Nepal has been using the AMIS /Aid Management Platform (AMP) since 2010 and has produced four Development Cooperation Reports (DCP) on aid based on the data it contained until June 2014.

To date, more than 1000+ activities have been entered in the platform of which 209 are on-budget activities. Of the total projects entered in the AMIS, 300+ off budget projects have been closed. Government and DPs' focal points have received training that has enabled them to enter exhaustive information in AMIS (***reference Annex 1& 2***).

The implementation of the AMIS is intended to realize the following goals:

1. Support to International Economic Cooperation Coordination Division (IECCD) management of Official Development Assistance (ODA) in accordance with the Budget process:

   - Facilitate reporting of DP commitments/planned and actual disbursements on all ODA (to Government and non-state actors) to Ministry of Finance (MoF), increasing accuracy and data quality ('visibility' incentives of DPs to report on time).

   - Allow all required reports to be predefined or generated on demand, including on project/program results and outputs.

   - Meet new monitoring and reporting needs in accordance with the National Development Plan.

2. Increase transparency, predictability and accountability by introducing open access to a data repository on ODA- funded projects/programs.

   - Makes ODA data visible online to different Government and DP users through predefined access rights to the AMIS. The Ministry of Finance launched its Public Portal to provide access to all in July, 2013.

   - Increases the analytical capacity of both DPs and Government on the volume, distribution and effectiveness of ODA. This has included in response to the 25 April Earthquake specific markers to be able to track relief, recovery and reconstruction activities specific to the earthquake.

   - Seeks to capture the involvement of implementing partners and non-state actors in implementing ODA funds and programs and facilitate their integration into planning processes.

3. Better align aid through improved mapping of aid resources against the National Development Plan.

4. Allow users to better understand the "division of labour" in aid through sectoral / DP-based aid mapping.

5. Increase DPs confidence in government systems through an improved data recording and reporting system, and enhance government-led coordination, allowing the government to take more control of their own development processes.

6. Integrate the AMIS with the GoN's Budget Management Information System (BMIS)/Line Ministry Budget Information System (LMIS) and Financial Management Information System (FMIS), if necessary with other systems.

7. Display AMP project locations and project information via the Geographic Information System (GIS) Module (*reference Annex 3*).
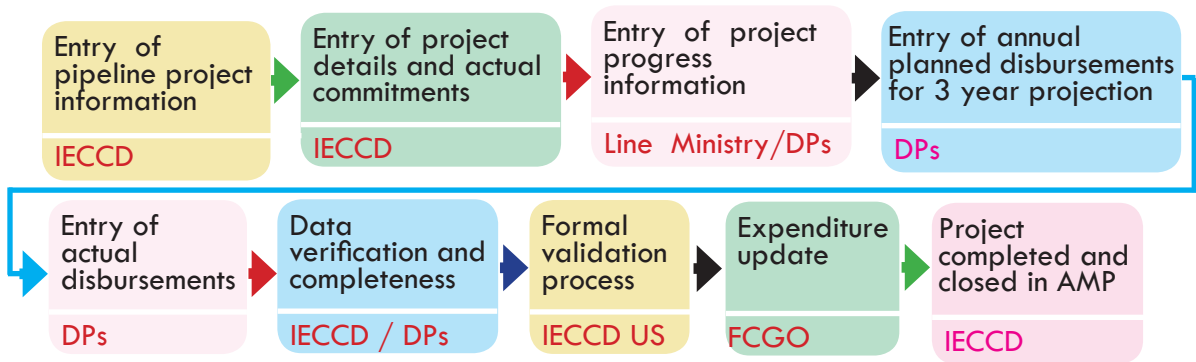
For the system to achieve such results, especially with important tools like the public portal and integration with Financial Management Information System (FMIS) and Budget Management Information System (BMIS) / Line Ministries Budget Information System (LMBIS), high-quality information must be entered into the database on a regular basis. High quality information relies heavily on the validation of the data contained in the AMIS. In what follows, we outline the processes that will be followed by IECCD and associated development partners to ensure the highest-possible quality data for the AMIS. The IECCD work allocation is attached in the *Annex 4.*
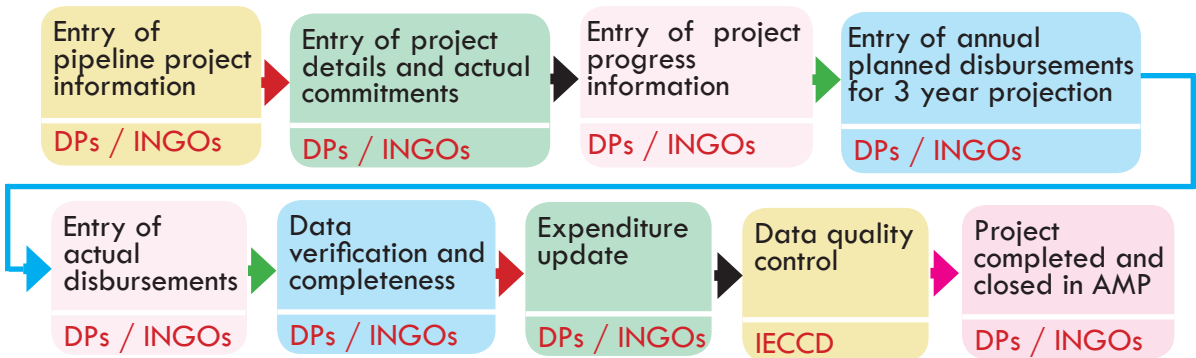
2 Data Management Process

The processes for managing data in the AMIS (*reference Annex 5*):

On - Budget Projects/ Programs

Entry of pipeline project information	Entry of project details and actual commitments	Entry of project progress information	Entry of annual planned disbursements for 3 year projection
IECCD	IECCD	Line Ministry/DPs	DPs

Entry of actual disbursements	Data verification and completeness	Formal validation process	Expenditure update	Project completed and closed in AMP
DPs	IECCD / DPs	IECCD US	FCGO	IECCD

Off - Budget Projects/ Programs

Entry of pipeline project information	Entry of project details and actual commitments	Entry of project progress information	Entry of annual planned disbursements for 3 year projection
DPs / INGOs	DPs / INGOs	DPs / INGOs	DPs / INGOs

Entry of actual disbursements	Data verification and completeness	Expenditure update	Data quality control	Project completed and closed in AMP
DPs / INGOs	DPs / INGOs	DPs / INGOs	IECCD	DPs / INGOs

Reference Annex 6: AMP workspaces and Permissions.

3 Calendar
(on and off budget)

The data entry schedule (*reference Annex 7*) outlines the key data entry activities to be undertaken by the GoN and DPs to ensure that the AMIS is accurately and comprehensively populated with information. The workload is roughly divided between data entry and data checking. The calendar specifies three annual time periods for quality checking and verifying data that are entered into the AMIS.

Both the IECCD desk officers and DPs enter data as it becomes available. Sufficient time should be allocated for Data Verification/Completeness by the Desk Officers and DP's Focal Points to review and complete any data they have entered throughout the preceding months.

Once that period is over, the data will be considered ready for validation. The Under Secretaries will validate data related to ALL ON-BUDGET projects and the DPs will be responsible for validating data related to ALL OFF-BUDGET projects. Once the data validation period is over, all activities in the Coordination and Reporting workspace will be considered as validated and will be shared with the BMIS, the FMIS and sent to the public portal.

The AMIS calendar follows the GoN fiscal calendar and is divded into three trimetsters. All AMIS users (DPs and International Non-governmental Organization [INGOs] included) must follow the same calendar. The GoN Fiscal calendar is as follows:

Trimester	Period	Data Verification/ Completeness/ entry	Deadline for trimester updates	IECCD Validation Period
T1	July–Oct	Ongoing	End Nov	Mid December
T2	Nov–Feb	Ongoing	End March	Mid April
T3	March –June	Ongoing	End July	Mid August

During the validation period, IECCD, through the Validation workspace reviews all data entered by DPs. It is the DPs' responsibility to enter exhaustive and reliable data as they are responsible for their projects.

4 On-Budget Projects
(Reflected in the Red Book)

The Government is responsible for entering and maintaining data for all on–budget projects.

On- Budet Projects	→	Physical Progress	→	Financial Progress	→	Validation and Quality	→	Outputs / Reports	→	Data Quality

a) Entry of ON - BUDGET Projects

MoF/IECCD signs of all DP agreements for projects implemented with ODA funding. When an agreement is ready to be signed, the responsible desk officer will create a new activity in their workspace including all project details available in the agreement. This should also include any conditions placed on the agreement by the DP, which could impact disbursement of the first tranche of funding. IECCD will produce a factsheet for each new project, including data entered in the AMIS. This factsheet should be attached to any new project document prior to forwarding to cabinet decision for signing an agreement (A template of this factsheet is attached in *Annex 8* and key definitions in *Annex 9*).

The desk officers will enter projects in the AMIS as they become available. The project information will need to be checked for accuracy before being validated. Once validated by the respective IECCD Under-Secretary, the project will appear on the respective DPs, Line Ministry and management work space. After this process, the project becomes active in the system and DPs will be able to update financial information.

b) Entry of physical progress information

Once projects have been entered in the AMIS, Line Ministries are responsible for entering data on the progress of their respective projects. This should also be done in accordance with the agreed upon calendar. Progress should be trimesterly updated in line with the progress submitted to National Planning Commission (NPC). Line Ministries are allowed to report information about the physical progress only.

Once the activity is updated by the line ministry, the data will appear on the corresponding IECCD workspace to be validated against other relevant information for that project (e.g. information received from DPs).

c) Entry of financial progress information

DP focal points are given access (via their workspace) to enter and update information on disbursements to specific programs (planned, actual disbursements and expenditure in case of off-budget project).

Planned disbursements for the next 3 years is required to be entered for each on-budget project. This information is used for projection of budget celling. Actual disbursement (irrespective of on-budget or off-budget) for all the projects should be entered by DPs / INGOs in the AMP trimesterly. The date of disbursement should be the date of transaction.

Planned commitment – the total funding amount that a DP has planned to allocate to a project - should be entered while the project is still under negotiation or discussion. No transaction date is necessary for planned commitments. DPs are responsible for entering and updating planned and actual commitments for off-budget projects, while the IECCD is responsible for entering information for on-budget projects. In a situation where part of a commitment is cancelled, the DP should add an "actual commitment" (on the date of the cancellation) showing a minus figure equivalent to the value of the cancellation. E.g. if the amount cancelled is $2M, a new actual commitment would be entered as -$2,000,000.

This information once entered becomes visible on the relevant IECCD work space where it can be checked against other available information and discussed with the DPs focal point before it is validated and become visible in the system. Active participation and regular data entry by the DPs is critical to data sustainability and the overall effectiveness of the system. For this reason, a clear time line and set of roles and responsibilities has been adopted with this Data Management Guidance Note.

d) Validation and quality control process

Trimesterly, financial and activity data on key national projects are compared with information drawn from the FMIS, BMIS and treasury account to assess accuracy and resolve any discrepancies. This process is led by IECCD and may involve consultation with Financial Comptroller General Office (FCGO), the concerned line ministry and the DPs and should coincide with existing reporting and budgeting processes. The figures can be agreed between these parties then updated and validated in the AMIS. This frequent reconciliation ensures good data quality throughout the year and improves the accuracy of annual reconciliations.

e) Outputs / Report Generation

Outputs/reports can be produced by any party with access rights to the system. However,

the main scheduled outputs, for the budget, biannual reviews and annual aid portfolio reports, are the responsibility of IECCD. Routine reports for specific purposes can be produced by any user of the AMP in each workspace to which they have access. All users will be granted reporting access to the Coordination and Reporting workspace, which includes all validated activities in the AMIS. This means they will be able to design reports but they will not be able to edit any activities created by others, unless they are the manager of that workspace and the owner of that activity.

Detailed reports once produced will give the user the possibility to spot any issues and/ or discrepancies in the data. Summary reports can only be created when users are comfortable with the data contained in detailed reports. So, some reports are publicly available and others can be generated in the workspace of user.
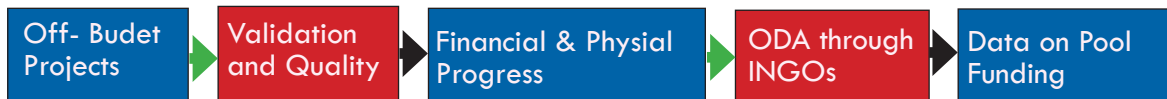
f)   Data Quality Management

DPs are required to send the disbursement letter of all on-budget as well as off-budget projects to IECCD/MoF (ieccd@mof.gov.np) trimesterly (no later than one month after the close of the trimester). The IECCD desk officer shall verify concerned DPs disbursement based on the disbursement letter.

5 Off-Budget Projects

DPs and INGOs are responsible for entering and maintaining data for all off–budget projects.

| Off- Budet Projects | Validation and Quality | Financial & Physial Progress | ODA through INGOs | Data on Pool Funding |

DPs / INGOs are responsible for entering and validating ONLY OFF-BUDGET activities. This should be done when the project is signed into effectiveness. DPs should also follow the IECCD calendar for data completeness and validation. By doing so, we can be assured that the data contained in AMP is accurate.

a) Entry of off - budget activities

DPs / INGOs focal points have been given access (via their workspace) to enter and update project information in AMP. Once the information contained in DPs / INGOs workspaces have been validated by the team leader of that workspace, the projects will automatically appear in the Coordination and Reporting workspace. It should be noted that information contained in that workspace has gone through the DPs / INGOs validation process and can be used at any time by Government officials.

b) Validation and quality control process

Following the calendar (*section-3*), DPs should review their data and validate the information at the same time. The reminder will be sent to DPs / INGOs from IECCD. It is assumed that after all validation periods, data is accurate and exhaustive and ready to be used by other AMP modules and national systems.

c) Entry of financial and physical progress data

DPs / INGO focal points are responsible for providing financial progress data for all activities that are off-budget.

DPs / INGOs should be well aware of the process in entering funding information for co-funded projects. This process is clearly described below in Section (f) and should be followed in order to avoid any double counting of projects in AMP that will result in erroneous data at the end.

d) ODA Channeled through DPs / INGOs

The DPs / INGOs are responsible to report all ODA provided to Local NGOs, CSOs and Private Sector organizations operating in Nepal. This is critical to achieve an accurate picture of the ODA received in the country. Each project name should be created in the system and shown whether the support is to a local or international NGO. Actual disbursements to Local NGOs and International NGOs for project support must be entered directly into the AMP by DPs / INGOs respectively as per *Annex 7*.

e) Quality Control

The quality control function is preformed by IECCD/MoF. IECCD will communicate a disbursement list to DPs / INGOs focal point to verify and update information. Similarly, IECCD will conduct data cleaning tasks as required.

f) Data on pooled funding arrangements, delegated cooperation and other multi-donor funded programs managed by a single DP agency

This section applies in particular (but not exclusively) to multi-DP funded projects managed by UN agencies and other DPs such as the ADB and WB.

In order to avoid duplication of projects and double-counting in the system, the managing DP agency will be solely responsible for initial data entry and subsequent updates of project information in AMP. The managing DP agency will be reflected in AMP as executing agency for the project.

In such case, individual DPs can also view such project information in their workspace. If disbursement is not updated by the managing DPs, they can communicate managing DPs

as well as AMP focal points of IECCD to report.

The following rules apply for financial data entry:

- Pooled funding arrangements

Under this type of arrangement, each DPs commitments and disbursements to the project must be reflected in the system, but project expenditures need to be attributed to each specific DPs.

The DP agency managing the pooled funding arrangement is responsible for reflecting commitments (signed agreements) made by individual DPs, as well as planned and actual disbursements from the DPs to the project, in addition to its own commitments and disbursements.

Project expenditures will be reflected in AMP as a second level of disbursement (same field used by the FCGO to record the release of funds to executing agencies in the case of Government-executed projects). Total project expenditures will be reported by the managing DP and individually reflect all supporting DPs.

The system will then be able to track both individual DPs contributions to the project and the total delivery of the managing DP.

- Multi - donor funding arrangements (other than pooled funding)

In this case, DPs' commitments, disbursements and project expenditures must be clearly attributed to individual projects.

The DP agency managing the project is responsible for reflecting individual DP commitments and disbursements (planned and actual) to the project. In addition, project expenditures — recorded in AMP as a second level of disbursement — must be attributed to individual DP's, so that funds can be tracked from the commitment level all the way down to the expenditure level.

Important: These procedures only apply in case of local funding agreements between DPs. DP contributions to e.g. global multilateral/UN Trust Funds do not need to be reflected separately in AMP and should be considered as core multilateral/UN funds/unless they are clearly attributed to DPs.

6 Pipeline Projects

Government as well as the DPs require information about the future projects (indicative and confirmed forward aid plans) which are under discussion or in the process of finalization. In this respect, projects that are not confirmed or finalized or have not reached agreement or that are still under negotiation should be entered in AMP as pipeline project. In case of on-budget projects, IECCD / MoF desk officers and in case of Off-budget project, DPs focal point / INGOs focal points are responsible for entering the information in the AMIS.

By doing so, the Government, DPs / INGOs can access and edit all information related to those projects. However, they will not be included in official aid totals until they are confirmed by either party through changing staus to new project after agreement.

The entry of pipeline projects is very important for the Ministry of Finance as this supports the multiyear planning and budget process which together with future projections for current projects enable all to better plan activities and have a better understanding of current and future activities.

The provision of information on PLEDGES is also very important for all stockholders. DPs who provided a pledge must assume that this is reflected within the AMP.

7 AMIS / AMP Administrators

Entering and maintaining data in AMIS necessitates an adequate level of proficiency with the AMIS / AMP software. IECCD provides Government staff and AMIS DPs / INGO focal points with periodic refresher training sessions throughout the year. The training includes all steps that are required to enter, update and validate information in AMP.

This is a necessity mainly because there is a high turnover rate in focal points as well as in Government staff. This is sometimes translated into the fact that users do not have the adequate proficiency to use the system correctly and data is not kept up to date.

Training is managed by the AMIS Administrators (IECCD) following a formalized and official schedule which take place two times per year. Individual focal point training can be done at any time and focal points should request such training to the AMIS administrators.

The IECCD AMIS IT Administrators will send reminder alerts to the concerned AMP focal point (GoN, DPs, INGOs) for the data verification and the data validation periods. They are also available during both periods to assist staff with the data entry/ validation procedures. The IT Administrators are responsible for running reports before each validation period, detailing which projects should be validated by the Under Secretaries.

The IT Administrators manage all technical requests coming from clients including request to change any AMP functionality (change in sector names, new DP needed to be added in the organizations, granting access etc.)

Annex

Rolled-out Development Partners *(September 2015)*

1. Asian Development Bank

2. Australia

3. Canada

4. China

5. Denmark

6. Department for International Development- UK

7. Food and Agriculture Organization

8. European Investment Bank

9. European Union

10. Finland

11. The Global Alliance for Vaccines and Immunizations

12. German Development Cooperation

13. Global Fund to Fight AIDS, Tuberculosis and Malaria

14. International Fund for Agricultural Development

15. International Finance Corporation

16. International Labour Organization

17. International Monetary Fund

18. India

19. International Organization for Migration

20. Japan

Annex 1

21. Kuwait Fund for Arab Economic Development

22. Korea International Cooperation AgencyNetherlands

23. Nordic Development fund

24. Norway

25. OPEC Fund for International Development

26. Switzerland

27. Saudi Development Fund

28. SAARC Developent Fund

29. United Nations Human Settlements Programme

30. United Nations Programme on HIV/AIDS

31. United Nations Development Programme

32. United Nations Educational, Scientific and Cultural Organizatio

33. United Nations Population Fund

34. United Nations High Commissioner for Refugees

35. United Nations Children's Fund

36. United Nations Office for Disaster Risk Reduction

37. United Nations Office on Drugs and Crime

38. Office of the United Nations High Commissioner for Human Rights

39. United Nations Entity for Gender Equality and the Empowerment of Women

40. United States Agency for International Development

41. World Health Organzation

42. World Bank

Rolled-out INGOs *(September 2015)*

1. Action Aid International Nepal
2. Action Contre La Faim
3. Adara Development
4. ADRA Nepal
5. Aide et Action Nepal
6. Ama Foundation
7. AMDA-MINDS Nepal
8. Amici dei Bambini
9. APEIRON
10. Asian Onlus
11. Association for the Children of Kathmandu
12. Australian Association of the Forget Me Not Children's Home Inc
13. AWO International
14. Back to Life
15. BBC Media Action
16. Blinknow Foundation Nepal
17. BMDMI Nepal
18. Britain Nepal Medical
19. CARE Nepal

20. CBM Nepal

21. CCS Italy

22. CECI Nepal

23. Center for Reproductive Rights

24. Chance for Change

25. Child Fund Japan

26. Community Action Nepal, UK

27. Coordination and Reporting Workspace

28. CPCS International

29. Dan Church Aid

30. DEMO Finland

31. Deutsche Akademie Niedersachsen

32. Deutsche Welthungerhilfe e.V

33. dZi Foundation

34. Ecopolitan Eco-health Community

35. ECPAT Luxembourg Nepal

36. Educate the Children

37. Enfants & Developpment

38. Equal Access

39. Esther Benjamins Trust-Nepal

40. European Union

41. FAIRMED

42. Family Health International

43. FIDA international Workspace

44. Finnish Evangelical Lutheran Mission Nepal

45. Foundation for International Development/Relief

46. Foundation Nepal in Nepal

47. FRL Nepal

48. German Nepal Help Association

49. Global Fairness Initiative

50. Good Neighbors International Nepal

51. Group for Transcultural Relationship

52. Habitat for Humanity International Nepal

53. Handicap International Nepal

54. Health Right International

55. Heifer International Nepal

56. Helen Keller International

57. HelpAge International Nepal

58. HELVETAS Swiss Intercooperation Nepal

59. Human Development & Community Services Nepal

60. ICCO Cooperation

61. INCLUDED Hongkong Limited

62. International Alert

63. International Center for Transitional Justice

64. International Development Enterprise/IDE

65. International Legal Foundation

66. International Medical Corps

67. International Nepal Fellowship

68. Interplast Germany

69. IPAS Nepal

70. Jhpiego Corporation

71. Johns Hopkins University

72. JSI Research & Training Institute, Inc.

73. Karuna Foundation

74. Kathmandu Valley Preservation Trust

75. Kidasha

76. Latter-day Saint Charities

77. Love Green Japan

78. Lutheran World Relief

79. Marie Stopes Nepal

80. Medecine du Monde

81. Mennonite Central Committee(MCC) Nepal

82. Mercy Corps

83. MERLIN Nepal

84. Micronutrient Initiative

85. Mission East

86. Mountain Child

87. MyRight Nepal

88. National Democratic Institute for International Affairs

89. National Human Rights Commission

90. National Planning Commission Secretariat

91. Nepal Leprosy Trust

92. Nepal Orphans Home

93. Nepal Youth Foundation

94. Netherlands Leprosy Relief

95. Next Generation Nepal

96. Norlha-Helping People in the Himalayas

97. Old National Planning Commission Secretariat WS

98. One Heart World-Wide Nepal

99. OXFAM

100. Plan Nepal

101. PlaNet Finance Nepal

102. Planete Enfants

103. Population Services International Nepal

104. Practical Action

105. Red Panda Network

106. Renewable World UK

107. Restless Development Nepal

108. Room to Read

109. Rural Education and Development Nepal

110. Safer world

111. Samdong International Korea

112. Save the Children

113. Search for Common Ground

114. Serving Friends International Nepal

115. Seva Nepal Eye Care Program

116. Shangrila Home VZW

117. Shapla Neer

118. SIL International Nepal

119. SOIR-IM Nepal

Annex 2

120. Stichting Veldwerk the Netherlands

121. Stromme Foundation

122. Sunrise Children's Association

123. Sushma Koirala Memorial Hospital

124. Sustainable Environment and Ecological Development Society, India

125. Tear Fund

126. Terre das hommes Germany

127. Terre des hommes

128. Terre des hommes, Lausanne

129. TEVEL Nepal

130. The Asia Foundation

131. The Blueberry Hills Charitable Trust

132. The Fred Hollows Foundation

133. The Global Alliance for Vaccines and Immunisation

134. The Leprosy Mission Nepal

135. The Lutheran World Federation

136. The

137. The Nepal Trust

138. The Norwegian Association of the Blind and Partially Sighted Nepal

139. The Umbrella Foundation

140. United Mission to Nepal

141. USC Canada Asia

142. VISTARE Foundation

143. WAMY Nepal

144. Water Aid Nepal

145. We World Onlus

146. Winrock International

147. World Education Inc. Boston, USA

148. World Mobilization Nepal

149. World Neighbors

150. World Vision International

151. World Wildlife Fund, Inc., Nepal Program

152. Zoological Society of London Nepal Office

Geographic Information

In 2012 and 2013, Development Gateway, in partnership with the Ministry of Finance, geocoded the AMP portfolios of all DPs in Nepal. Geocoding activities were funded first by AusAID and later by USAID via the AidData grant under the Higher Education Solutions Network (HESN). Theis data was made public in 2013 via the AMP Nepal Public Portal. Government and DPs must now work together to maintain the geo-coded dataset by attaching appropriate location information to each new or updated project activity.

Geographic location information for on-budget projects is entered by IECCD desk officers. All geographic location information for off-budget projects is entered directly in the AMP by DP focal points. Trainings on geographic information data entry into AMP will be provided by the MoF to ensure that DPs / INGOs are well-equipped to conduct this task on their own.

DPs are expected to ensure and review that all location information entered into AMP for off-budget projects is complete and accurate. IECCD will ensure this is completed for on budget activities.

It should be noted that location information is mostly available in the project document.

Using geocoded AMP data, users can easily analyze trends like DP division of labor and regional allocation. Maps can be overlaid with socioeconomic indicators such as poverty and all data can be filtered by AMP data fields. Users can conduct sector-specific analysis to determine where future activities should be targeted to address gaps in current funding. Local geocoded data can also help government and donors to track project progress and to engage citizens and others to monitor program results.

IECCD Work Allocation

Joint Secretary
Mr. M.K. Marasini

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SN	US	SO	NS/IT Person	Sector	Donors
1.	Mr. Yoga Nath Paudel 4211411 Room no: 415	Mr. Mohan Singh Basnet 4211382 Room no: 407		» Ministry of Federal Affairs and Local Development (Local Infrastructure) » Ministry of Culture, Tourism and Civil Aviation	UN System except UNDP
		Mr. Khagendra Bdr. Thapa 4211384 Room no: 407		» Ministry of Federal Affairs and Local Development (Local Governance) » Ministry of Defense International Membership	Norway
2.	Mr. Shyam Nidhi Tiwari 4211306 Room no: 416	Ms. Sunita Tumbahangphe 4211313 Room no: 402		» Ministry of Women, Children and Social Welfare » INGO/ NGOs/ Volunteer Desk » Ministry of Youth and Sports » Ministry of Information and Communication	Pacific New Zealand
3.	Mr. Prem Upadhya 4211372 Room no: 410	Mr. Lal Prasad Pangani 4211384 Room no :407		» Ministry of General Administration » Ministry of Industry » Ministry of Commerce and Supply	Switzerland Australia WTO
		Mr. Dhurba Pokharel 4211384 Room no: 407		» Ministry of Irrigation » Office of the Prime Minister and Council of Ministers » PPMO	China South America Saudi Development Fund

SN	US	SO	NS/IT Person	Sector	Donors
4.	Mr. Lal Bahadur Khatri (Gulmi) 4211304 Room no: 412	Mr. Bimal K Paudel 4211308 Room no: 401	Ms. Ranjana Neupane (Panthi) 4211309 Room no: 406	» Ministry of Urban Development » Economic Summit and other Occasional Events	ASEAN Countries
		Mr. Narayan Rijal 4211314 Room no: 406		» Ministry of Home Affairs » Ministry of Peace and Reconstruction » Ministry of Labor and Employment » Resource Committee / Projection » IECCD Management and Coordination	North America (USAID) SAARC Korea
			Mr. Shyam Mani Ghimire 4211307 Room no: 417	» AMP & IECCD Website Update and maintain » Project Data Entry and Update » INGO AMP datadase training, update and Management	
			Mr. Bishesh Kumar Pradhan 42111307 Room no: 417	» Monitoring of AMP data quality » DCR Publication » DP's AMP Data Update and Management » AMP Training	
5.	Mr. Lal Bahadur Khatri (Dailekh) 4211366 Room no: 409	Mr. Ram Bahadur KC 4211309 Room no: 406		» Ministry of Energy (Power generation) » Water and Energy Commission » Ministry of Finance	Japan
		Ms. Usha Pokharel 4211314 Room no: 406		» Ministry of Energy ((Transmission Line) » Ministry of Law, Justice, Constituent Assembly and Parliamentary Affairs » Ministry of Foreign Affairs » Constitutional Bodies	North America Canada

SN	US	SO	NS/IT Person	Sector	Donors
6.	Mr. Surya Prasad Pokherel 4211369 Room no: 413	Mr. Bimal Sapkota 4211356 Room no: 408		» Ministry of Agricultural Development	ADB
		Ms. Susma Mahata 4211375 Room no: 408		» Ministry of Forest and Soil Conservation » Ministry of Cooperatives and Poverty Alleviation	IFAD FAO
		Ms. Sita Bartaula 4211375 Room no: 408		» Ministry of Land Reform and Management » National Planning Commission	Kuwait Fund Abudabhi Fund OFID
7.	Dr. Narayan Dhakal 4211360 Room no : 414	Mr.Fadindra Prasad Acharya 4211311 Room no: 408	Mr. Rajan Parajuli Room no: 401	» Ministry of Education » Donor Coordination Including LDM » NPPR » WB Group/IMF » Joint Economic Commission	Donors if not mentioned elsewhere
		Mr. Dil Bahadur Chhetri 4211308 Room no: 401		» Ministry of Health and Population	India Finland Denmark
8.	Mr. Bhuwan Karki 4211305 Room no: 411	Dr. Damaru Ballabha Paudel 4211303 Room no: 402	Mr. Pradip Gautam 4211308	Ministry of Science ,Technology and Environment •IECCD Newsletter(Editing and Coordination)	GEF CIF UNDP including NEX project
		Mr. Yugal Kishor Gautam 4211312 Room no: 402		» Ministry of Physical Infrastructure and Transport	Russia, Europe except Finland, Denmark, Norway and Switzerland

Notes:

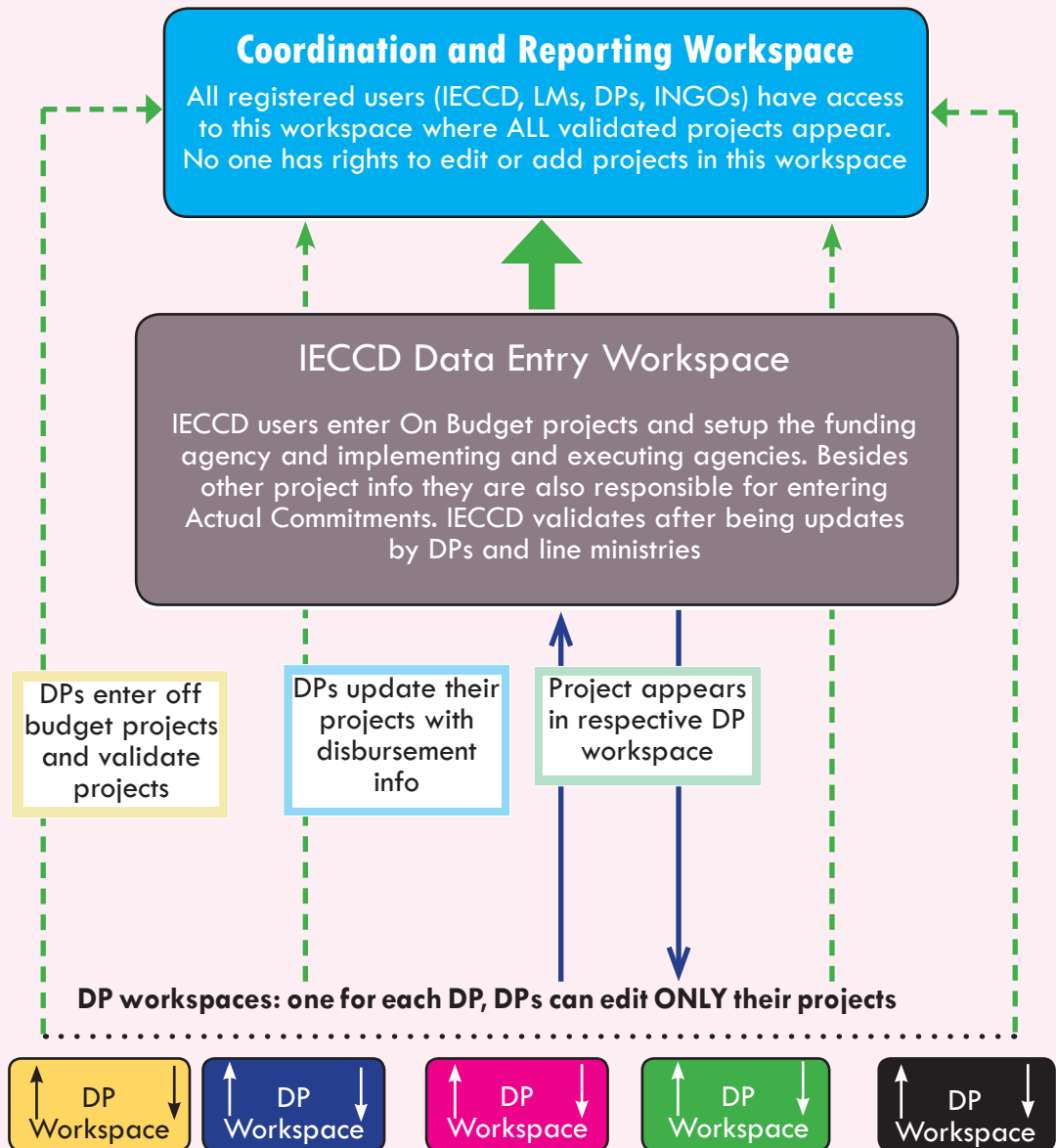*Mr. Thakur Gairhe , Computer Officer will support AMP virtually. mobile: 9851004841*

url: http://amis.mof.gov.np

Data Management Process

The processes for managing data in the AMP include the following:

Task	Responsible	Frequency/period
a. Populating the system with existing data (new, on-going, planned)	IECCD desk officers	[now complete]
b. Entry of pipeline project information	IECCD desk officers	As available – prior to formal endorsement from MoF or NPC
c. Entry of project details and actual commitments (On-budget activities)	IECCD section officers	On signature of agreement (by MoF/delegated authority)
d. Entry of project details and actual commitments (Off-budget activities)	DP / INGOs focal person	On signature of agreement (by DP) with partner agency
e. Entry of project progress information	Line ministry or DP (for off-budet project)	Trimester basis
f. Entry of annual "planned disbursements" for 3 year projection	DP focal person	On signature (3 year projection) then updated annually before July 15
g. Entry of "actual disbursements"	DP / INGOs focal person	Monthly preferred. At minimum, standard trimester basis could be opted.
h. Expenditure update for off-budget project for on-budget project	DPs / INGOs focal person FCGO	See Annex 3 for trimesterly reporting and mid-term budget review
i. Entry of program expenditures– multi-DP fund	Managing DP Agency (for example UN agency)	As information becomes available
j. Data verification and completeness	IECCD section officers, DP focal points	Trimesterly
k. Formal validation process	IECCD Under Secretaries	On-going

Task	Responsible	Frequency/period
l. Ongoing management of AMP	IECCD AMP Project Manager and Under Secretaries with support from AMP staffs and project staffs as needed	Daily
m. Decision-making	AMP working group	Trimesterly
n. Technical management	IT Administrators	Daily
o. Administrative IT follow-up	IT Administrators	On-demand/Daily
p. Transfer data from AMP - BMIS	IT Administrators/Budget Division staff	Monthly
q. Transfer data from BMIS - AMP	IT Administrators/Budget Division staff	Annually
r. Transfer data from FMIS — AMP	Automatic	Trimesterly
s. Update news and events on Public Portal website; direct Portal web correspondence	IT Administrators	On-demand/Daily

AMP Workspaces and Permissions

Coordination and Reporting Workspace

All registered users (IECCD, LMs, DPs, INGOs) have access to this workspace where ALL validated projects appear. No one has rights to edit or add projects in this workspace

IECCD Data Entry Workspace

IECCD users enter On Budget projects and setup the funding agency and implementing and executing agencies. Besides other project info they are also responsible for entering Actual Commitments. IECCD validates after being updates by DPs and line ministries

DPs enter off budget projects and validate projects

DPs update their projects with disbursement info

Project appears in respective DP workspace

DP workspaces: one for each DP, DPs can edit ONLY their projects

DP Workspace

DP Workspace

DP Workspace

DP Workspace

DP Workspace

Schedule of Data Inputs into AMP

Data Entry	Responsible	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
		Trimester 1				Trimester 2				Trimester 3			
Gov't and DPs enter pipeline project details, for on- and off-budget projects respectively, including planned commitments	IECCD/DP's Focal Point	Before project agreement				Before project agreement				Before project agreement			
Gov't enters on-budget project details, including actual commitments	IECCD	On signature of project				On signature of project				On signature of project			
DPs enter off-budget project details, including actual commitments	DP focal point	On commencement of project				On commencement of project				On commencement of project			
DPs enter projected/planned disbursements for all projects (3 fiscal years)	DP focal point	On signature of project				On signature of project				On signature of project			
DPs update planned disbursements (per project) for next 3 fiscal years. Gov't sets budget ceiling for next fiscal year	DP focal point	End November				End March				End July			
DPs enter actual disbursements (monthly preferred) aggregate	DP /INGO focal point	End November				End March				End July			
Gov't generates report on actual disbursements (using data from AMP) and share with DPs / INGOs for their information	MoF/IECCD	Mid August Trimester 3 report				Mid December Trimester 1 report				Mid April Trimester 2 report			
Import project wise expenditure from FMIS	MoF/IECCD	Import Trimester 3 Information by end July				Import Trimester 1 Information by end November				Import Trimester 2 Information by end March			

AMP Data Entry Factsheet

Identification	
• Project Title	
• Activity Status	New, On-going, Pipeline, On-hold, Completed
• Status Reason	
• Input	
• Outputs	
• Outcome	
• Impact	
• * On/Off Budget	Off-budget On-budget
• Gender Marker	Directly Supportive, Indirectly Supportive, Neutral
• Physical Progress	
• Climate Change Relevance	Relevant, Highly relevant, Neutral
• Amendment Number	
• Donor Project Codes	Organization Internal ID

Planning	
• Date of Agreement	• Extension Date 1
	• Extension Date 2
• Date of effectiveness	
• Planned Completion Date	
• Proposed Start Date	
• Actual Start Date	

Location	
• Implementation Level	Development Region, National, Multi-county, Both
• Implementation Location	Populated according to Implementation Level

Program

- • National Development Plan
- • Percentage

Sector

- • Primary Sector
- • Secondary Sector

Organizations

- • Donor Organization
- • Counterpart Ministry
- • Executing Agency
- • Implementation Agency

Funding	
• Funding Classification	Type of Assistance Financial Instrument Funding Organization Id Earthquake Disaster Response Mode of payment

- • Commitment
- • Disbursement
- • Release of Fund

Project Sites (VDC and below)

Add Structure

Annex 8

Key Data Definitions

Below is a list of the data fields in AMP and their definitions:

AMP Field	Definition
Identification	
Project Title	Title of the Project (Mentioned in Project Document)
Activity Status	The status should reflect the current status of the project.
Pipeline	The project in the process of agreement but not yet signed.
New	Agreement signed for new project but project activities not started yet or started in the same year of agreement.
On-going	Project activities under implementation.
On-hold	Completed project awaiting agreement for further extension.
Completed	All project activities completed.
Inputs	A description of the main activities of the project (available in the project document).
Outputs	The products, capital goods and services which result from a development intervention; may also include changes resulting from the intervention which are relevant to the achievement of outcomes.
Outcome	The likely or achieved short-term and medium-term effects of an intervention's outputs (available in the project document).
Impact	Positive and negative, primary and secondary long-term effects produced by a development intervention, directly or indirectly, intended or unintended.
Amendment Number	If the project has been amended, indicate the latest amendment number.
On/Off Budget	
On budget	Assistance included in the Red Book. Budget head must be added
Off budget	Any assistance not reflected in the Red Book. Particularly TA/program materialized through INGOs/directly implemented by DPs.

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AMP Field	Definition
Gender Marker	Classified According to GRB Direct Gender Responsive If score is = > 50, i.e. rated as direct gender responsive and give code of 1. Indirect Gender Responsive If score is > 20 to < 50, i.e. rated as indirect gender responsive and give code of 2. Gender Neutral If score is < 20, i.e. rated as direct gender responsive and give code of 3.

Donor Project Codes

Organization	Donor Organization
Internal ID	Project Identification Number (Given by Donor organization)

Planning

Date of Agreement	This is the date on which the project agreement was signed. If it was signed by the DP and the Government on separate days, then the later date should be taken.
Date of Effectiveness	Date at which all legal requirements are met and agreement comes into effect (optional – depending on DP requirement). Mostly applicable to multilateral DPs.
Proposed Start Date	Start date indicated in project document
Actual Start Date	This is the date on which the project becames active (when funds can be disbursed to the project) and actual project activities begin. In many cases, it is the same as the Date of Agreement Signed / Date of Effectiveness.
Planned Completion Date	This is the date on which the project is scheduled to close, according to the project agreement.
Extension Date 1/ Extension Date 2	This only needs to be filled in if any extension to the project has been agreed upon or it is expected to close later than originally planned. Additional fields have been added to the activity form to allow for multiple extensions.

Location

National	A project which has national benefit/impact (e.g. National policy), which cannot be attributed to particular district at large.

AMP Field	Definition
Implementation Levels	Projects in the AMP can be selected as implemented on a National Level, a Development Region level, Multi-country or Both. The implementation level should be selected. If the project is regionally implemented, 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 region and district.
Development Region	Project focused on one (or several) development regions.
Both	Project has both national and development region impact.
Multi-country	Project is part of a multi-country program.

National Development Plan

Program	To improve alignment, it is necessary for all activities to be allocated to one of the Sectors/Sub-sectors in the National Development Plan (Three Year Plan).

Sector

Sector Classifications	For all new projects entered, the sector must be selected from the drop down menu provided.
Nepal Sector Classification	National budget functional coding defined by MoF for on budget projects. Off budget projects should be listed as "off budget".
OECD Sector Classification	Recognized international system for classifying ODA activities. Makes data easily comparable between countries. This may be introduced in AMP Nepal during a future phase of implementation (to be discussed).

Organizations

Donor Organization	Who provides the fund to implement the project/ program.
Counterpart Ministry	Project / Program related Ministry or Government Organization.
Implementing Agency	The Implementing Agency(ies) is the agency under contract with the Executing Agency who carries out the project activities. This may mean directly undertaking activities itself or managing agencies at one level lower who carry out the physical workload. For some projects this will be the same as the Executing Agency. A project may have multiple implementing agencies.

AMP Field	Definition
Executing Agency	The Executing Agency is the agency who handles funds for the project. It is the agency who has the overall remit to oversee activities and ensure that project objectives and outputs are achieved. For gov't implemented projects, this would generally be a ministry. Only in cases where funds must be requested by the Implementing Agency (see below) from MoF for specific activities, the executing agency would be MoF. For DP implemented projects this may be the DP agency themselves, if they make payments directly to an implementer (e.g T/A projects). There should be only one executing agency per project. If a project has two components (e.g. one NGO executed and one Gov't executed), it should be entered as two separate activities with the same project title, specifying at the end of the title "component 1 / 2").

Funding Information

Funding Organisation ID	Budget code as defined by FCGO
Type of Assistance	Grant: Transfers made in cash, goods or services for which no repayment is required. (Generally mentioned in the Project Document.

	Loan: Type of assistance which needs to be paid back. (Generally applicable ADB, WB, IFAD, Exim Bank, Saudi, fund, Kuwait Fund and JICA)
	Transfers for which repayment is required. To qualify as ODA, loans must be:
	  1. undertaken by the official sector;
	  2. with promotion of economic development and welfare as the main objective;
	  3. at concessional financial terms [having a Grant Element of at least 25 percent].

	Beneficiary funds: Counterpart funding from beneficiaries (not gov't)
	GoN funding: Same as counterpart funding. Funding contributed by gov't of Nepal towards a project.
	Guarantee: A legally binding agreement under which the guarantor agrees to pay any or all of the amount due on a loan instrument in the event of nonpayment by the borrower.

AMP Field	Definition
	Technical assistance: Refers to assistance provided by development partners to Nepal for the purpose of capacity development of individuals, organizations, and institutions of Nepal, including consultancy services , training and the cost of associated equipment. Technical co-operation can be provided to both government and non-government entities, and includes both free standing technical co-operation and technical co-operation that is embedded in investment programmes (or included in programme-based approaches). DPs will be responsible to report the details of Technical Assistance in the system.
Mode of Payment	Cash: Money given in the form of cash
	Commodity: In-kind grant given in the form of a physical item (e.g. food aid)
	Reimbursable: Money spent against the project by the Gov't which is reimbursed by the DP
	Direct payment: Payment from the DP directly made to the providers of services/goods.
Financing Instrument	Program support: Programme based approaches share the following features: (i) Leadership by the host country or organisation; (ii) A single comprehensive programme and budget framework; (iii) A formalised process for DP co- ordination and harmonisation of DP procedures for reporting, budgeting, financial management and procurement; (iv) Efforts to increase the use of local systems for programme design and implementation, financial management, monitoring and evaluation.
	Project support: Development projects which operate on a stand-alone basis, or which are coordinated to a certain extent but do not meet the criteria for program based approach or SWAP.
	SWAP: Specific type of PBA covering a whole sector (e.g. Education)
	Budget Support: The fund which is directly transferred to the government treasury through development partners / donors without earmark.
	Humanitarian assistance: Assistance designed to save lives, alleviate suffering and maintain and protect human dignity during and in the aftermath of emergencies.
	Others: Not mentioned above.

Annex 9

AMP Field	Definition
Commitments	Planned: Tentative commitment made before agreement over the project period.
	Actual: Signed amount into a formal agreement over the project period.
Disbursements	Planned: 3 year forward schedule should be entered on signature of the agreement. Begining of Nepal FY (16 July).
	Actual: Actual fund transferred information of project/program to GoN treasury or implementing partners three times a year for DPs (end of October, February and June) and twice a year in case of INGOs (end of June and December adding admin cost of the off-budget projects. In case of multiple donors in a project, DP who is administrating the fund should be responsible for disbursement / commitment.
Release of Funds (Expenditure)	Actual: Release of funds from Treasury to the executing/ implementing agency. For DP executed projects, this is project expenditure.

Project Sites (VDC and below)

Add Structure	Add the location of the project site

Progress Achieved

Key Achievements	key achievement of the project
Main Problems	problems faced to implement the project
Efforts/Suggestions for Solving Problems	efforts/suggestions to solve the problem

Contacts

	Donor Contact Information
	IECCD Contact Information
	Project Coordinator Contact Information
	Implementing Agency Contact Information
	Executing Agency Contact Information

Related Documents

Add new Document	Legal / Financial or other project related ducuments.

Government of Nepal
Ministry of Finance

International Economic Cooperation
Coordination Division