

Oscar Users Guide

For CSOs

(Complete version)

oscar
votre espace initiatives osc

Welcome to Oscar, your CSO Initiatives system

This guide explains Oscar's main functions and makes recommendations for its use.

Wishing you a good read!

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1- The objectives of Oscar

- **The main objectives:**

- Centralize and improve the reliability of all the information and actions relating to CSOs benefiting from CSO initiatives
- Dematerialize and eliminate paper versions of your projects (NIONG, minutes, administrative documents apart from the convention)
- Improve and make smoother the management and running of the AFD / CSO relationship as well as that of projects being supported and those being prepared

- **The main features available:**

- Responses to project Calls for Expression of Project Intention (AMI) in the context of CSO initiatives (reception of project intentions and administrative documents)
- Simplified management and updating of CSOs' own data directly by the organizations themselves (data hitherto covered by the term "administrative file")
- Project monitoring (submission of NIONG, payment requests, requests for ANO, submission of project monitoring and communication documents, etc.)
- Alerts and notifications for information exchange and data updating.

2- Managing your CSO in Oscar

A person designated “Oscar Administrator” will manage your CSO’s user accounts in Oscar.

An authorization to use (template downloadable [here](#)) **is necessary to open an account.**

- The administrator may “invite” other individuals to become Oscar users
- The administrator must respond to requests to open accounts for their organization
- Each user in a CSO can access all the data relating to their CSO and to all its project intention proposals. The administrator is the only person with access to management of the CSO’s user accounts.
- All the data included in Oscar are confidential and are only accessible via the user accounts accredited by your administrator and to authorized AFD personnel.
- To change the administrator of your CSO in Oscar you must contact AFD (see [**Notifications and emails sent**](#))

3- Setting up an account

Request to set up an account

The screenshot shows the Oscar login and registration page. At the top, the Oscar logo is displayed with the tagline 'votre espace initiatives osc'. Below the logo, the text 'Se connecter à OSCar' is shown. There are two input fields: 'Courriel' (Email) and 'Mot de passe' (Password). A dark blue button labeled 'SE CONNECTER' is positioned below the password field. A link for 'Mot de passe oublié' (Forgot password) is located below the 'SE CONNECTER' button. At the bottom of the form, there is a white button labeled 'CRÉER UN COMPTE' (Create an account). An orange arrow points from the 'Request to set up an account' text box to the 'CRÉER UN COMPTE' button.

3.1 If you are a French CSO:

To the question “Où se situe votre siège social?” choose “En France”

Où se situe votre siège social ?

- Aucun(e) -

- Aucun(e) -

En France

A l'étranger

Enter the SIRET number:

If the number does not exist in Oscar, this will be your CSO's **1st account**. You will thus have to add the authorization to use.

If the SIRET n° already exists then the authorization to use is unnecessary.
NB: verification is carried out on the first nine figures (SIREN)

Numéro de SIRET de l'OSC

Autorisation d'utilisation

1 seul fichier.
Limité à 2 Mo.
Types autorisés : pdf jpg jpeg gif png.

CRÉER UN NOUVEAU COMPTE



The **SIRET n°** is the **key** in our database. Please check that you have entered it correctly.

The request will go to the administrator, either of your CSO if it is an additional account, or of AFD for a first account.

It is your responsibility to check that the person is authorized to manage data for your CSO.
The person making the request is informed by email that their request has been accepted.

3.2 If you are a foreign CSO (covered by local law):

To the question “Où se situe votre siège social?” choose “A l'étranger”

Où se situe votre siège social ?

- Aucun(e) -

- Aucun(e) -

En France

A l'étranger

Enter your legal identification n°: this is a unique registration number for your CSO on a national database, issued by a competent authority.

Numéro d'identification légal de l'OSC

Il s'agit d'un numéro unique d'enregistrement sur un répertoire national pour votre OSC, délivré par une autorité compétente.

Avez vous déjà été financée directement par le groupe AFD ou via une OSC française financée par le Groupe AFD ?

- Aucun(e) -

Autorisation d'utilisation ⓘ

Parcourir... Aucun fichier sélectionné.

1 seul fichier.
Limité à 5 Mo.
Types autorisés : pdf jpg jpeg gif png.

If you have already received finance from a member of the AFD Group (AFD, Proparco, Expertise France) or from a French CSO financed by the AFD Group, **choose “Oui”**. If not, **choose “Non”**.

Load the authorization document: this is a document signed by the CSO manager explicitly authorizing the use of the OSCAR Internet platform and the entry of all relevant information. The template can be downloaded by clicking on the icon.



4- Home page

Identification zone
Profile access

Tableau de bord

• **Tableau de bord**

oscar
votre espace initiatives osc

BIENVENUE SUR OSCAR, VOTRE ESPACE INITIATIVES OSC

Afin d'encourager l'action des organisations de la société civile (OSC) française dans le domaine du développement et de la coopération internationale, chaque année l'AFD lance un appel à manifestation d'intention (AMI). Le présent AMI a pour vocation d'identifier et de présélectionner les intentions de projets d'initiative OSC en vue d'un financement en 2021.

Les grandes fonctionnalités disponibles sur Oscar :

- Réponse aux appels à Manifestation d'intention de projet (AMI) dans le cadre des initiatives OSC (réception des notes d'intention et des documents administratifs)
- Gestion et mise à jour simplifiée des données propres aux OSC directement par elles-mêmes (données réunies jusqu'à présent sous le terme « dossier administratif »)
- Suivi des projets (dépôt de la NIONG, demandes de versement, demandes d'ANO, dépôt des documents de suivi de projet, de communication, ...)
- Alertes et notifications pour échanges d'informations et mise à jour des données

[CONSULTER L'AMI](#)

Main menu

Version de l'application : 0.4.14

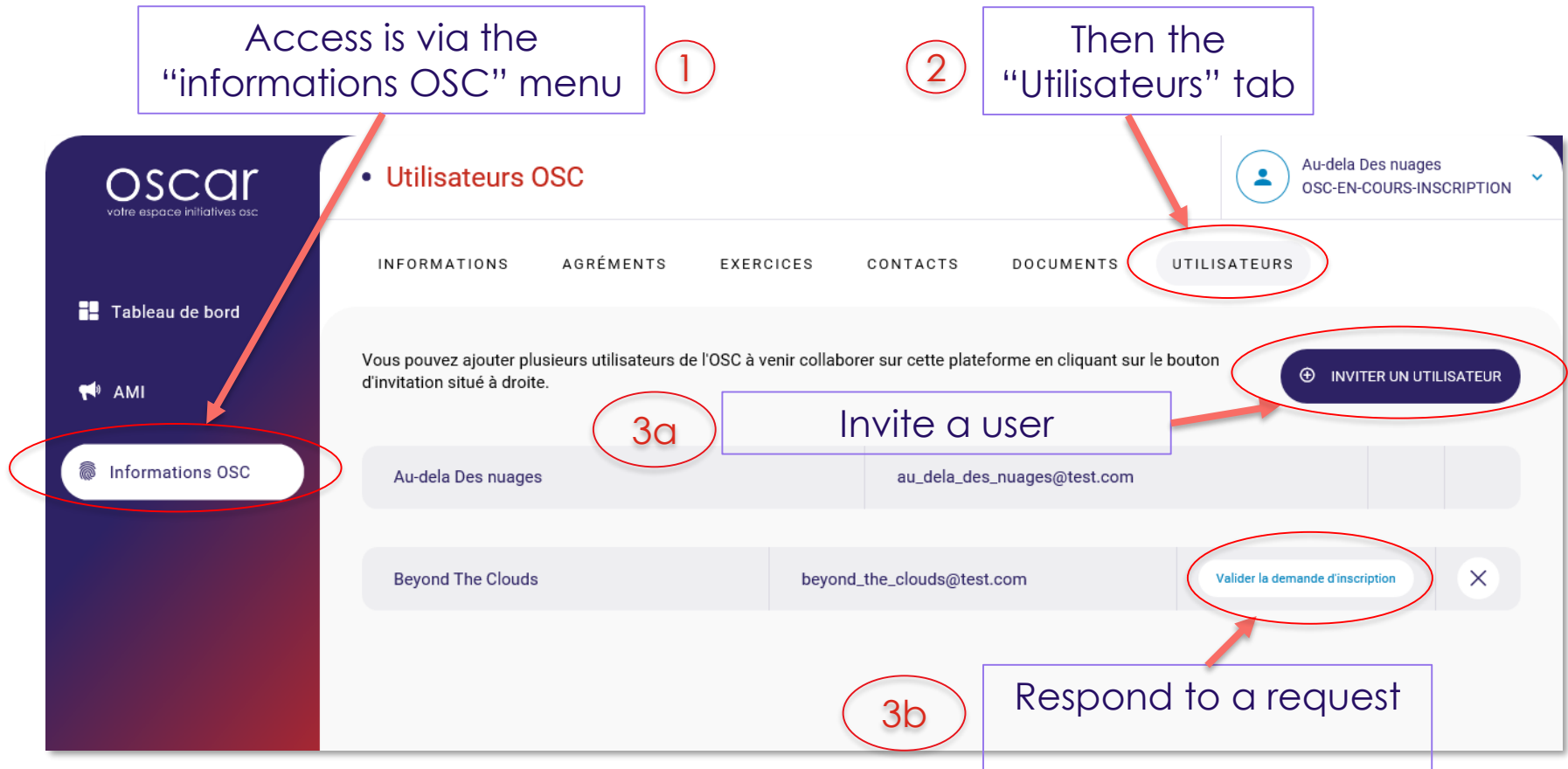
FAQ Nous contacter Informations légales CGU

www.afd.fr

AFD
AGENCE FRANÇAISE DE DÉVELOPPEMENT

5- Invite a user or respond to a request to register

The administrator manages your CSO's accounts. They can either invite users or respond to requests (in the latter case, they will have received an email alerting them to the request)



The screenshot shows the Oscar administrator interface. The left sidebar contains the 'Informations OSC' menu item, which is circled in red and labeled with a red circle '1'. The main content area shows the 'Utilisateurs OSC' tab, which is circled in red and labeled with a red circle '2'. Below the tab, there is a button labeled 'INVITER UN UTILISATEUR' circled in red. Below this, there is a table with two rows of user data. The first row is for 'Au-dela Des nuages' with email 'au_dela_des_nuages@test.com'. The second row is for 'Beyond The Clouds' with email 'beyond_the_clouds@test.com'. The button 'Valider la demande d'inscription' is circled in red and labeled with a red circle '3b'. A red circle '3a' is placed next to the 'Invite a user' text box.

Access is via the "informations OSC" menu ①

Then the "Utilisateurs" tab ②

3a Invite a user

3b Respond to a request

5.1- Invite a user

Vous pouvez ajouter plusieurs utilisateurs de l'OSC à venir collaborer sur cette plateforme en cliquant sur le bouton d'invitation situé à droite.

⊕ INVITER UN UTILISATEUR

1

Click on the “Inviter un utilisateur” button

2

Fill in the window that appears.

After validation an email is sent to the person

INVITER UN UTILISATEUR

Nom de famille

Prénom

Adresse e-mail

ANNULER

VALIDER

5.2- Respond to a request to register

Beyond The Clouds	beyond_the_clouds@test.com	Valider la demande d'inscription	X
-------------------	----------------------------	----------------------------------	---

To accept
Click on the "Valider la demande d'inscription" button

Beyond The Clouds	beyond_the_clouds@test.com	Valider la demande d'inscription	X
-------------------	----------------------------	----------------------------------	---

To refuse
Click on the "X" button

In both cases, confirmation is requested and an email is sent to the person who made the request when you have confirmed your choice.

CONFIRMATION DE VALIDATION

Etes vous sur de vouloir valider l'inscription de l'utilisateur beyond_the_clouds@test.com ?

X ANNULER

CONFIRMATION DE SUPPRESSION

Etes vous sur de vouloir supprimer l'utilisateur beyond_the_clouds@test.com ?

X ANNULER VALIDER

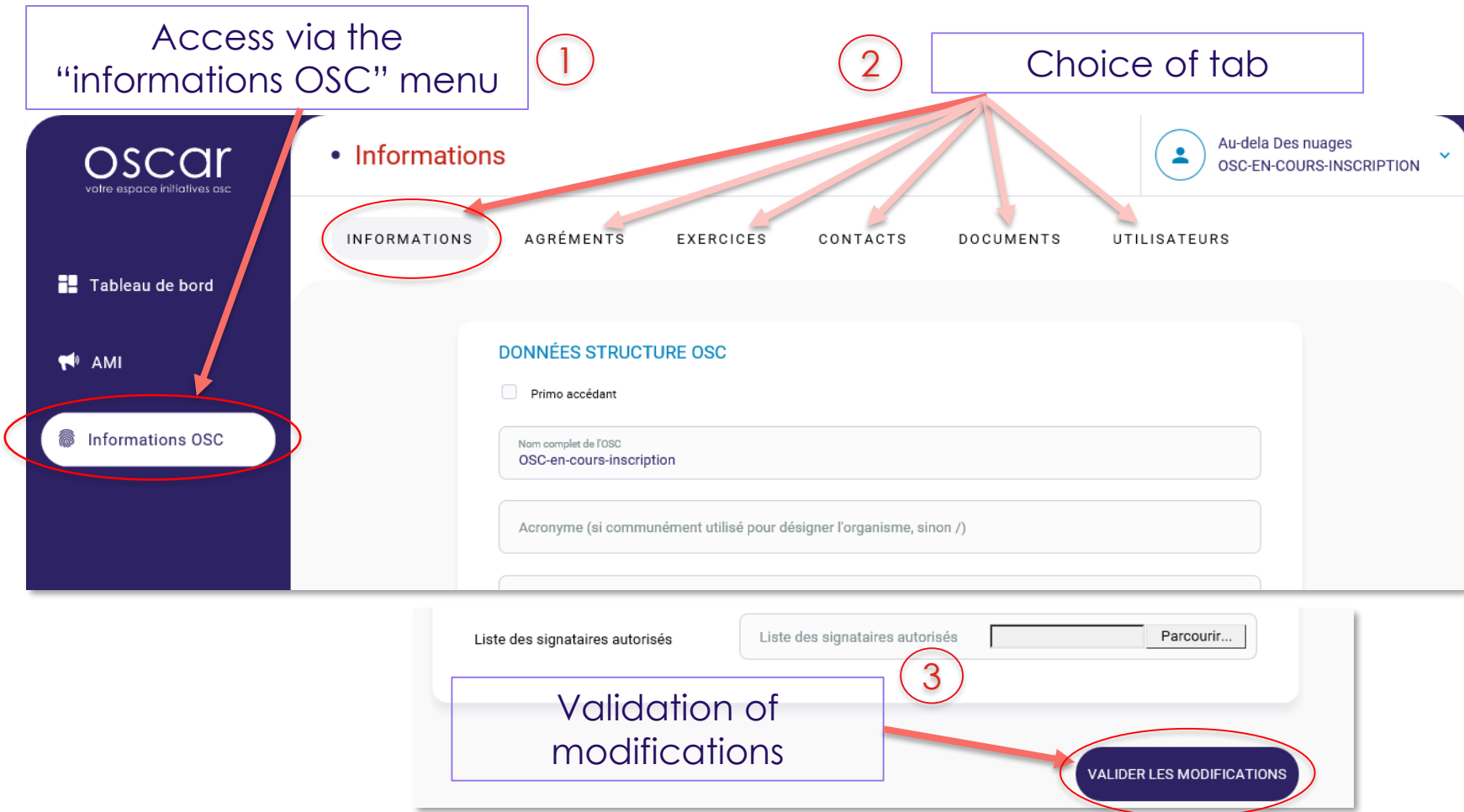


Once a user has been registered they can be deleted. It is your responsibility to manage the turnover and the rights of each of your CSO's users in Oscar.

Beyond The Clouds	beyond_the_clouds@test.com	X
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6. 1 Enter information about your organization

To respond to an AMI, you must first fill in practically all the fields (some are not obligatory) relating to your organization. You do not have to fill in everything at once: you can save what you have already entered and continue later.



The screenshot illustrates the process of entering organization information in the Oscar system. It is divided into three numbered steps:

- Access via the "informations OSC" menu:** An arrow points from the 'Informations OSC' button in the left sidebar to the 'Informations' tab in the main menu.
- Choice of tab:** An arrow points from the 'Informations' tab to the 'DONNÉES STRUCTURE OSC' form.
- Validation of modifications:** An arrow points from the 'VALIDER LES MODIFICATIONS' button at the bottom of the form to the 'Validation of modifications' label.

The 'DONNÉES STRUCTURE OSC' form includes the following fields:

- ☐ Primo accédant
- Nom complet de l'OSC
OSC-en-cours-inscription
- Acronyme (si communément utilisé pour désigner l'organisme, sinon /)

At the bottom of the form, there is a section titled 'Liste des signataires autorisés' with a search bar and a 'Parcourir...' button. The 'VALIDER LES MODIFICATIONS' button is highlighted in blue.

6. 2 Enter information about your organization (continued)



As mentioned on the previous page “You do not have to fill in everything at once: you can save what you have already entered and continue later”. **However, you must be careful in the following cases where you could lose your data.**

1

Use the “retour” button in your browser

2

Click on another tab or menu

In both cases confirmation is requested

E.g. Firefox

Cette page demande de confirmer sa fermeture ; des données saisies pourraient ne pas être enregistrées.

Quitter la page

Rester sur la page

E.g. Internet Explorer

Windows Internet Explorer

Voulez-vous vraiment quitter cette page ?

Message de la page Web :

Etes vous sur de vouloir sortir de cette page ? Les modifications que vous avez apportées ne seront pas enregistrées.

→ Quitter cette page

→ Rester sur cette page

3

Close your page or your browser

4

Time out: you have remained inactive in Oscar for more than 60 minutes



In these cases there is no warning message and you will lose your data if you have not previously saved them.

The same is true in the case of a network or electrical breakdown.

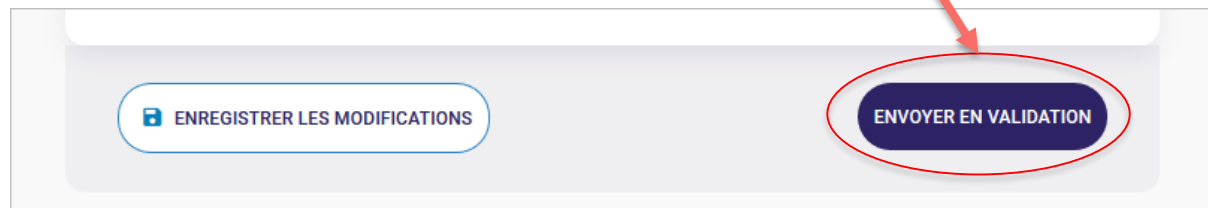
6. 3 Enter information about your organization (continued)

The information about your organization will be locked when you have submitted a project intention. AFD can give you access to it again for a specific purpose, otherwise you will only have access to it again after the pre-selection phase.

Two exceptions: it is possible to load documents and enter information about the current year or year N-1.



Outside the above-mentioned period (pre-selection) you can modify all the data about your organization. Be careful not to forget to send these modifications by clicking on the “Envoyer en validation” button, **otherwise the new data will not be sent to AFD.**



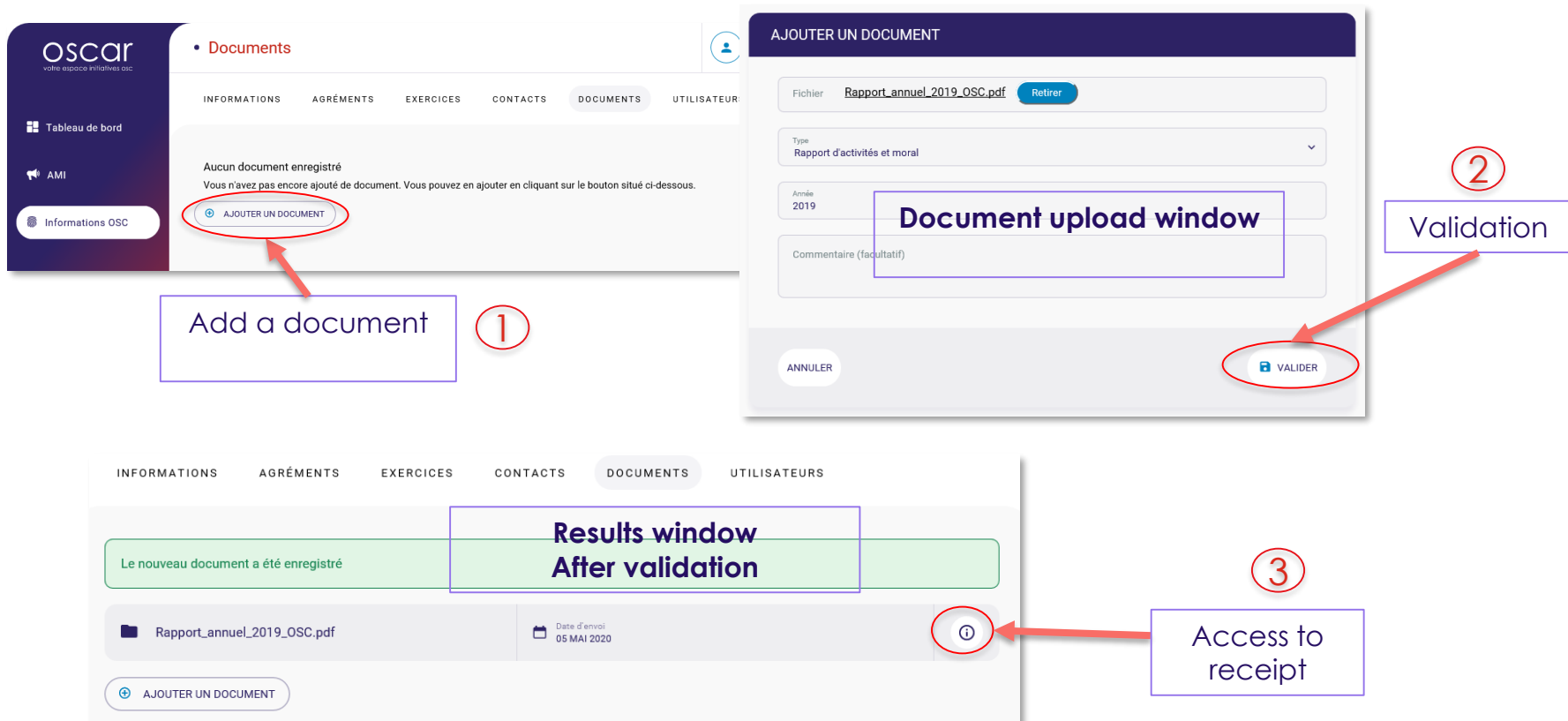
7- Documents in Oscar



Oscar is not a document management system. For security reasons, submitted files do not remain on the site. They are encrypted and sent to AFD.

When you submit a document, a receipt is created (which remains permanently on the site), but the document is no longer accessible and you cannot consult it.

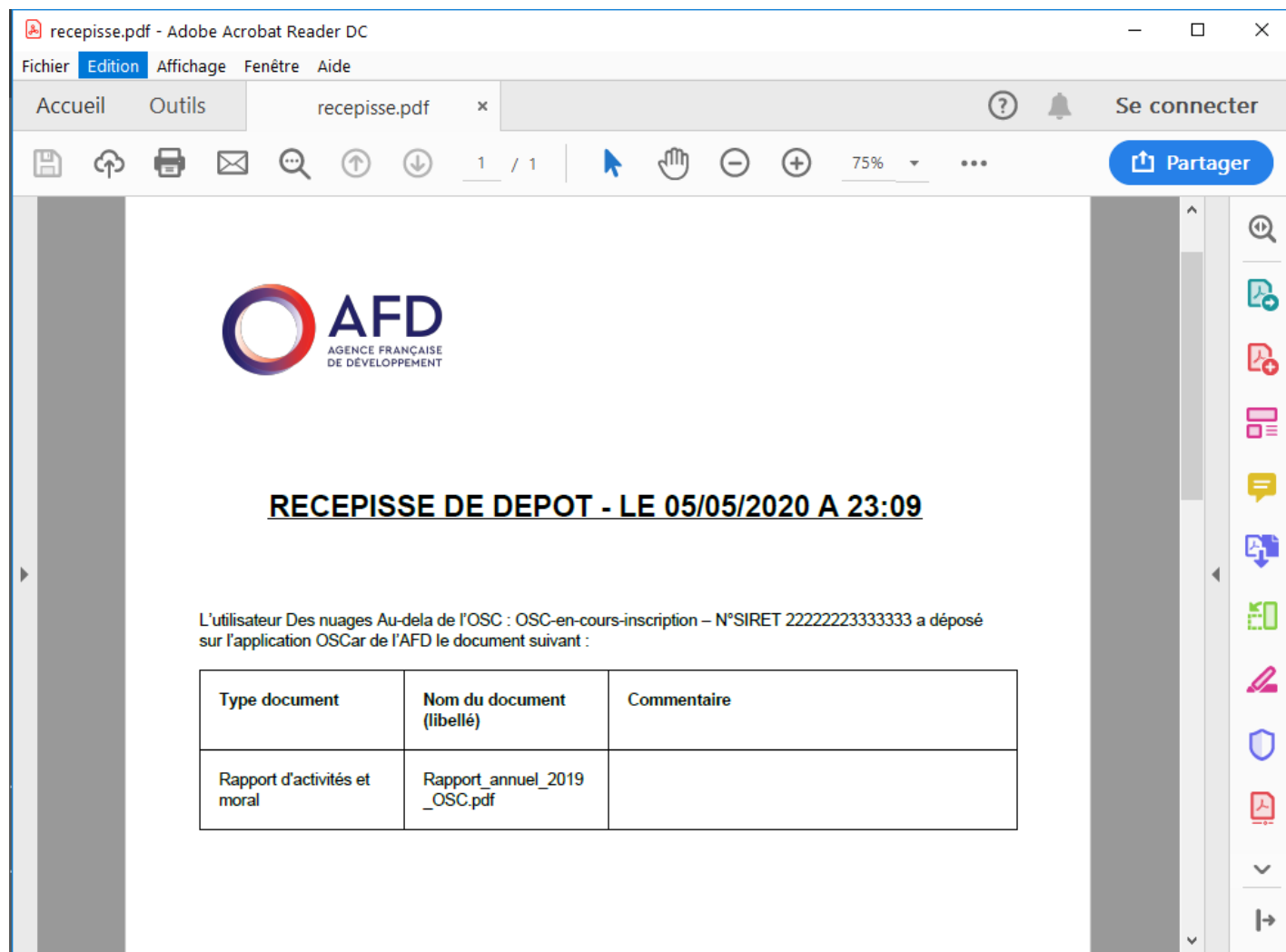
The maximum authorized document size is 10 Mb



The image shows three screenshots of the Oscar web interface illustrating the document upload process:

- Add a document:** The first screenshot shows the 'Documents' tab in the Oscar interface. The 'AJOUTER UN DOCUMENT' button is circled in red and labeled with a circled '1' and the text 'Add a document'.
- Document upload window:** The second screenshot shows the 'AJOUTER UN DOCUMENT' modal window. It contains fields for 'Fichier' (with 'Rapport_annuel_2019_OSC.pdf' selected), 'Type' (set to 'Rapport d'activités et moral'), and 'Année' (set to '2019'). A 'VALIDER' button is circled in red and labeled with a circled '2' and the text 'Validation'.
- Results window After validation:** The third screenshot shows the 'Documents' tab after successful upload. A green message box states 'Le nouveau document a été enregistré'. Below it, the document 'Rapport_annuel_2019_OSC.pdf' is listed with a 'Date d'envoi' of '05 MAI 2020'. An information icon (i) is circled in red and labeled with a circled '3' and the text 'Access to receipt'.

7- Documents in Oscar / Example of receipt



8- Access to the AMI and creating a project intention

The screenshot displays the Oscar web application interface. On the left sidebar, the 'AMI' menu item is highlighted with a red circle and an arrow pointing to a text box. The main content area shows the 'Liste des AMI' section with tabs for 'AMI EN COURS' and 'ARCHIVES'. A project entry for 'AMI 2020' is shown, including dates for opening (05.05.2020) and closing (11.05.2020), buttons for 'VOIR SUR LE SITE AFD.FR' and 'TÉLÉCHARGER LE FICHIER', and a progress bar indicating 'Complété à 17%'. A red circle highlights the 'NOUVELLE INTENTION DE PROJET' button, with an arrow pointing to another text box. A third text box at the bottom explains the progress bar.

Access via the “AMI” menu

Creating a project intention

If you have a current project intention, it is accessible and a progress bar indicates its level of completion

9- Entering project intention data

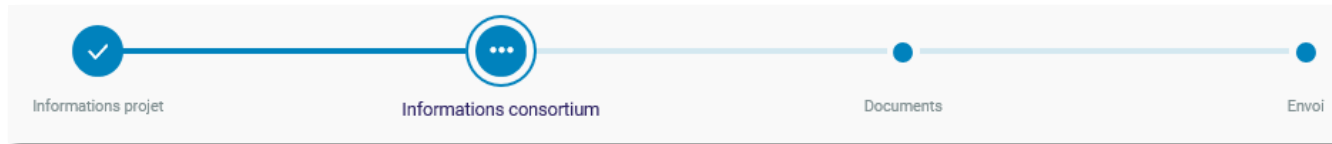
Just as when you enter data about your organization, you can enter project intention data in several batches, saving it as you go.

You must use the  button at the bottom of the page.

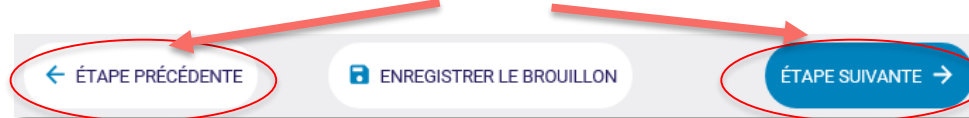


The warnings given on [p.13](#) about loss of entered data also apply here.

Data must be entered in chronological order: Project Information, Consortium Information, Documents and Send



But you can return to any stage that you wish using the following buttons:



When you reach the “Envoi” stage Oscar will indicate all the obligatory fields and those that have rules about filling them in.



The indicated lines are directly accessible by hypertext links...
click on them!

4. ENVOI

Votre dossier est prêt à être envoyé

Veuillez vous assurer de l'exactitude des données saisies.
L'intention de projet n'est plus modifiable une fois envoyée.

Vous devez valider l'ensemble des pré-requis pour pouvoir soumettre l'intention de projet.

- Le champ "Sous-secteur principal" est manquant
- Le champ "Consortium" est manquant
- Le champ "Récurent" est manquant
- Le champ "Date de dépôt envisagée de la NIONG" est manquant
- Le champ "Durée prévisionnelle" est manquant
- Le champ "Date prévue de démarrage du projet" est manquant
- Le champ "Ordre de priorité" est manquant

10.1- Submitting a project intention



Submitting a project intention locks data entry for all the data (or almost, see below) about your organization and the submitted project intention. You can consult them but not modify them. If you make a mistake, you must ask AFD (using the contact form) to unlock your data: this procedure must only be used in exceptional circumstances because it will cancel the submission and AFD will have to re-examine your data.

If you have another current project intention, data relating to your organization will be locked (**or almost, see below**), only data relating to the unsubmitted project intention will still be accessible.

Documents attached to your project intentions (including the annex) follow the same principle as set out above: encrypting and transfer to AFD. Only a receipt is accessible. Uploaded documents do not remain on the website.

3. DOCUMENTS

Annexe intention de projet

Doit être fourni au format Word selon le modèle à télécharger :

TÉLÉCHARGER LE MODÈLE

AJOUTER L'ANNEXE D'INTENTION DE PROJET

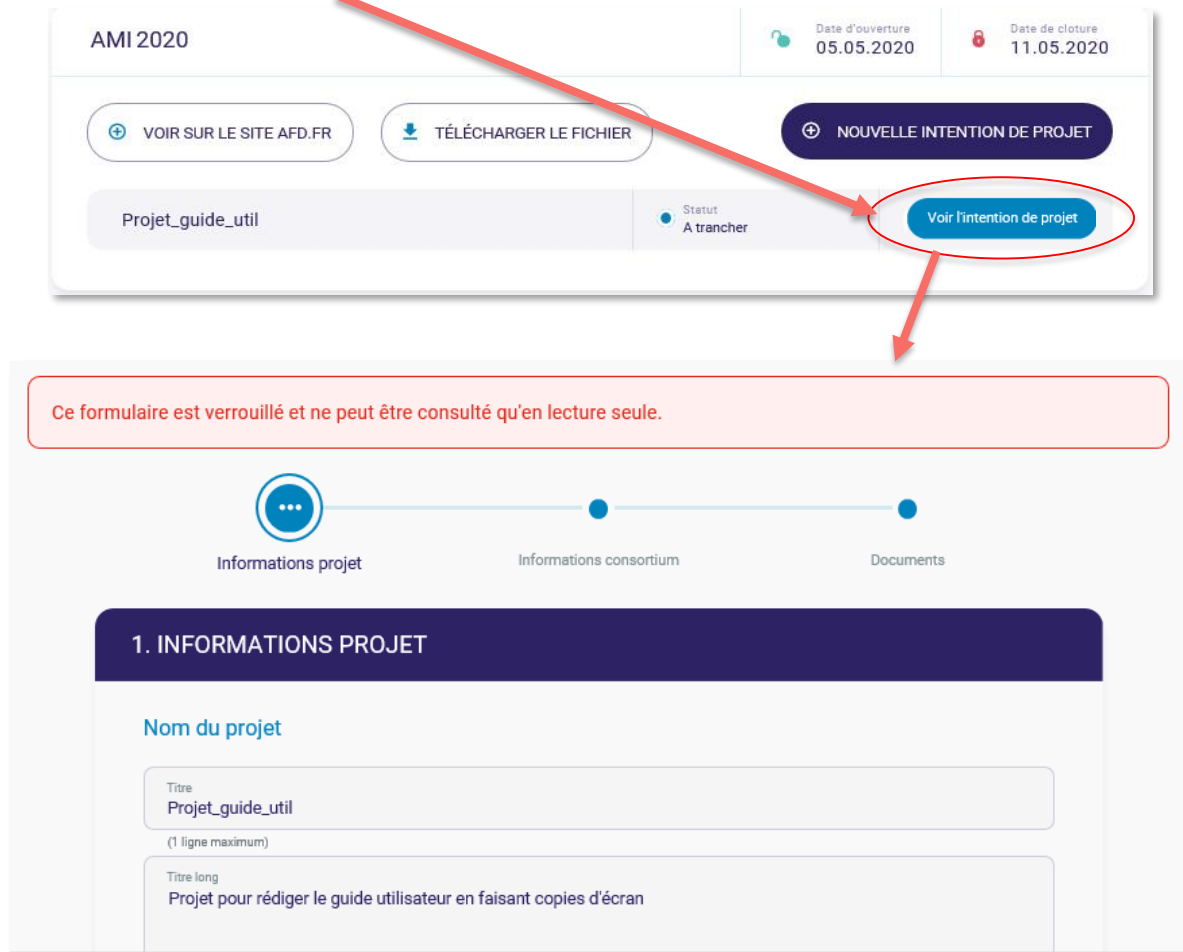


Exception to the locking of data: for the CSO organization, it is possible to load documents and enter information about the current year or year N-1.

Note also that unlocking will be effective when the AFD pre-selection committee meetings have finished (October-November)

10.1- Submitting a project intention

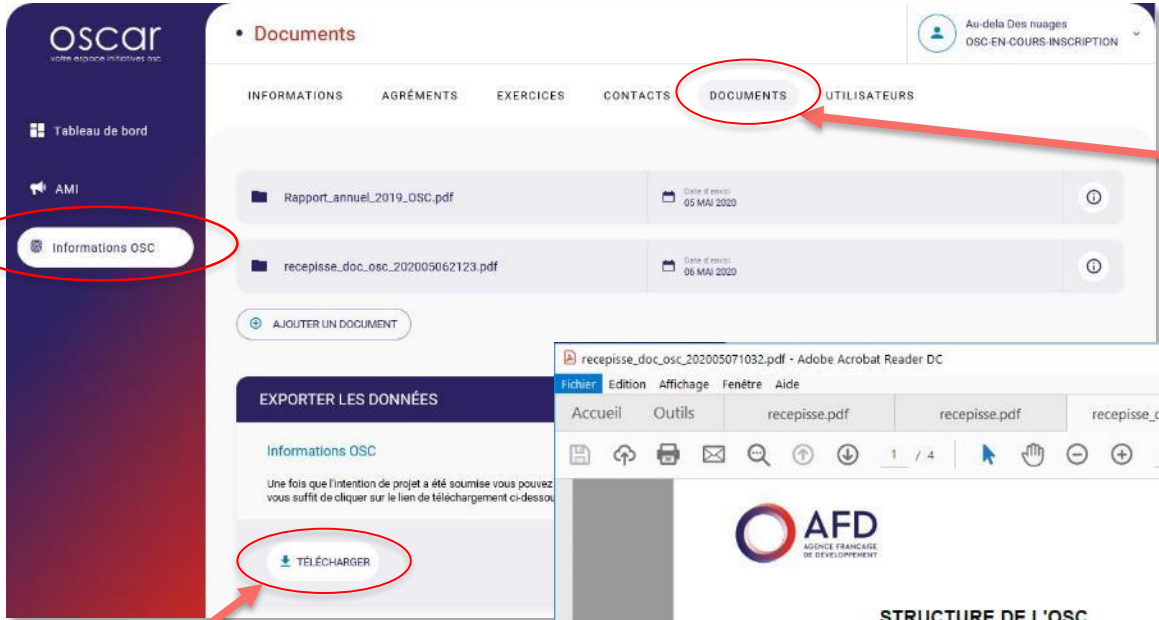
Once you have submitted a project intention, you no longer have access to it, but you can see data relating to it.



The screenshot shows the Oscar project submission interface. At the top, there's a header with 'AMI 2020' and dates: 'Date d'ouverture 05.05.2020' and 'Date de clôture 11.05.2020'. Below this, there are three buttons: 'VOIR SUR LE SITE AFD.FR', 'TÉLÉCHARGER LE FICHIER', and 'NOUVELLE INTENTION DE PROJET'. A red arrow points from the 'NOUVELLE INTENTION DE PROJET' button to a 'Voir l'intention de projet' button, which is circled in red. Below this, a red box contains the text: 'Ce formulaire est verrouillé et ne peut être consulté qu'en lecture seule.' Below the red box, there's a navigation menu with three items: 'Informations projet', 'Informations consortium', and 'Documents'. The 'Informations projet' item is selected, and the page title is '1. INFORMATIONS PROJET'. Under this title, there are two input fields: 'Titre' with the value 'Projet_guide_util' and 'Titre long' with the value 'Projet pour rédiger le guide utilisateur en faisant copies d'écran'.

11. 1 Exporting your Organization and Project Intention data

Once you have submitted your project intention, you can export your data in PDF format. Here's how to do it. (In theory it should take 30 seconds, one minute for the less tech-minded.)



For CSO Organization data

1 "Documents" tab

2 In the "Exporter les données" window Click on "Télécharger"

3 Result

reception_doc_osc_202005071032.pdf - Adobe Acrobat Reader DC

reception.pdf reception_doc_osc...

Se connecter Partager

AFD
AGENCE FRANÇAISE DE DÉVELOPPEMENT

STRUCTURE DE L'OSC

Primo accédant : Non

Nom complet de l'organisme	OSC-en-cours-inscription
Acronyme	ECdi
Adresse postale	1 rue Dupont 75012 Paris GABON
Le lieu d'implantation du siège social est-il différent de l'adresse postale ?	Non
Téléphone	0102030405
Adresse électronique générique	experience@test.fr
Site internet	encoursdecreeation@test.fr
Date de création	01/05/2020
Statut Juridique	Association
Numéro de SIRET	22222223333333
Effectifs au siège de l'OSC	Total (ETP)
Salarié(s)	1
Bénévolet(s)	1

11. 2 Exporting your Organization and Project Intention data (continued)

For Project
Intention
data

1

Stage
"Documents"

2

In the "Exporter les
données"
window
Click on "Télécharger"

3

Result

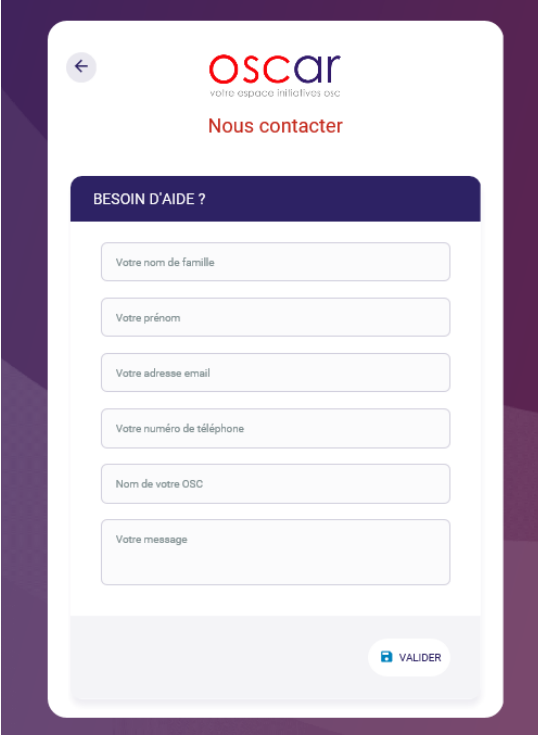
12- Notifications and emails

Oscar sends you information: either via notifications which appear on the home page (Dashboard) or by email from the following address: oscarback-noreply@afd.fr to which, as its name suggests, you cannot reply. You are requested to add the address to your contacts list so that messages from it are not considered as spam.

However, you have two ways of contacting us if you have technical problems:

- The contact form (bottom of the page: "Nous contacter")
- or
- At the following email address: oscar_admin@afd.fr

And of course the DPA/OSC team is available for any functional questions.



CONTENTS – Creating a NIONG / Preparation and selection phase

[1- General](#)

[2- “Projets” menu](#)

[3- NIONG home page](#)

[4- Filling in the NIONG form](#)

[5- Submitting NIONG documents and annexes](#)

[6- Adding a document](#)

[7- Submission](#)

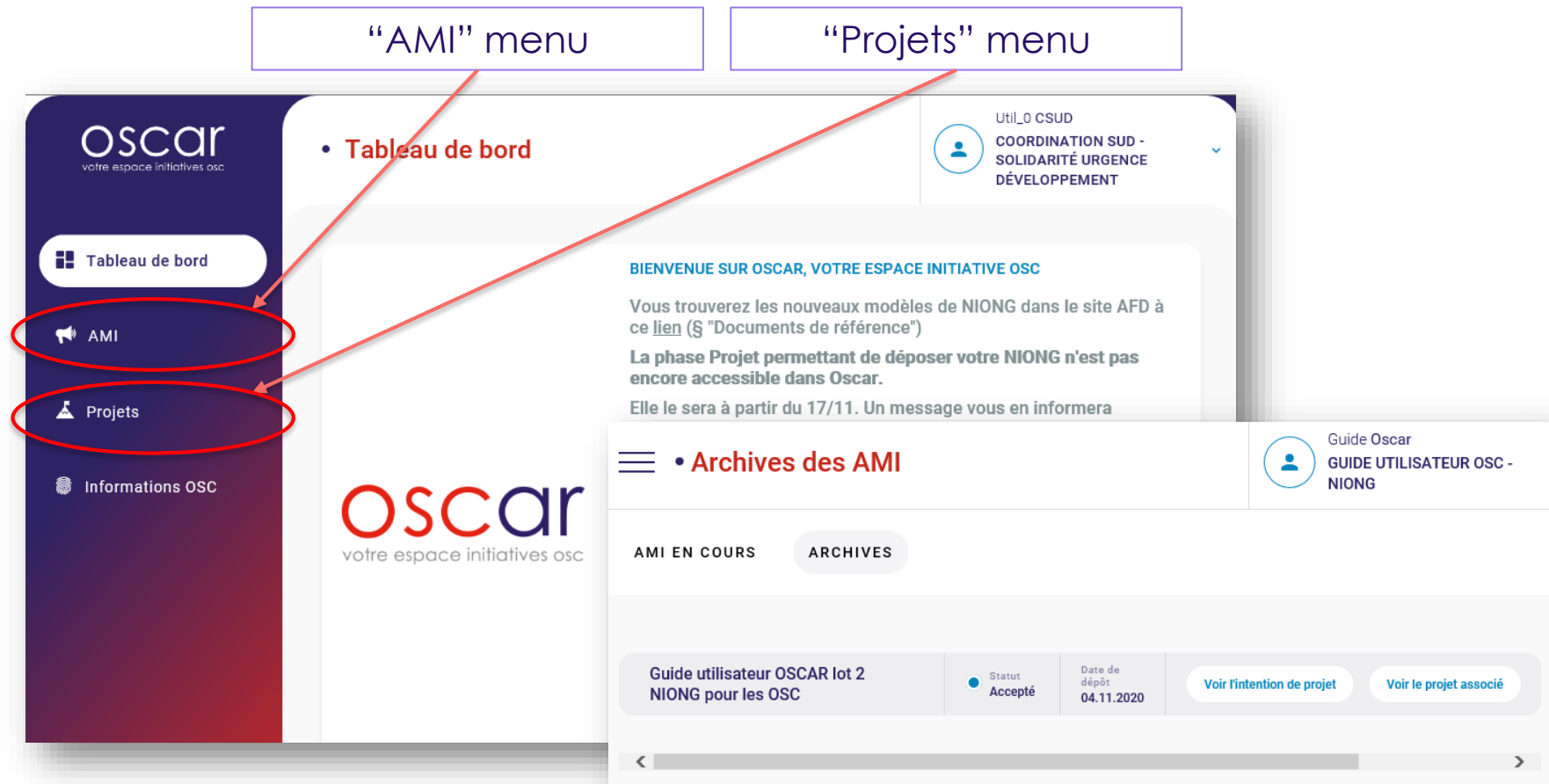
[8- Unlocking and locking of NIONG form and preparation documents](#)

[9- Project-related messaging](#)

[10- Selection committee](#)

1- General (1)

At the end of the AMI, you will find the submitted project intentions on the “AMI (Archives)” menu.
If one of your project intentions has been accepted you can access it through the “Projets” menu
Information about your organization is once again accessible (“Informations OSC” menu)



1- General (2)

Frequency of data and document transfers

Transfers are made from the Oscar site to AFD twice a day, at 8:00 am and in the early afternoon at 1:30 pm.

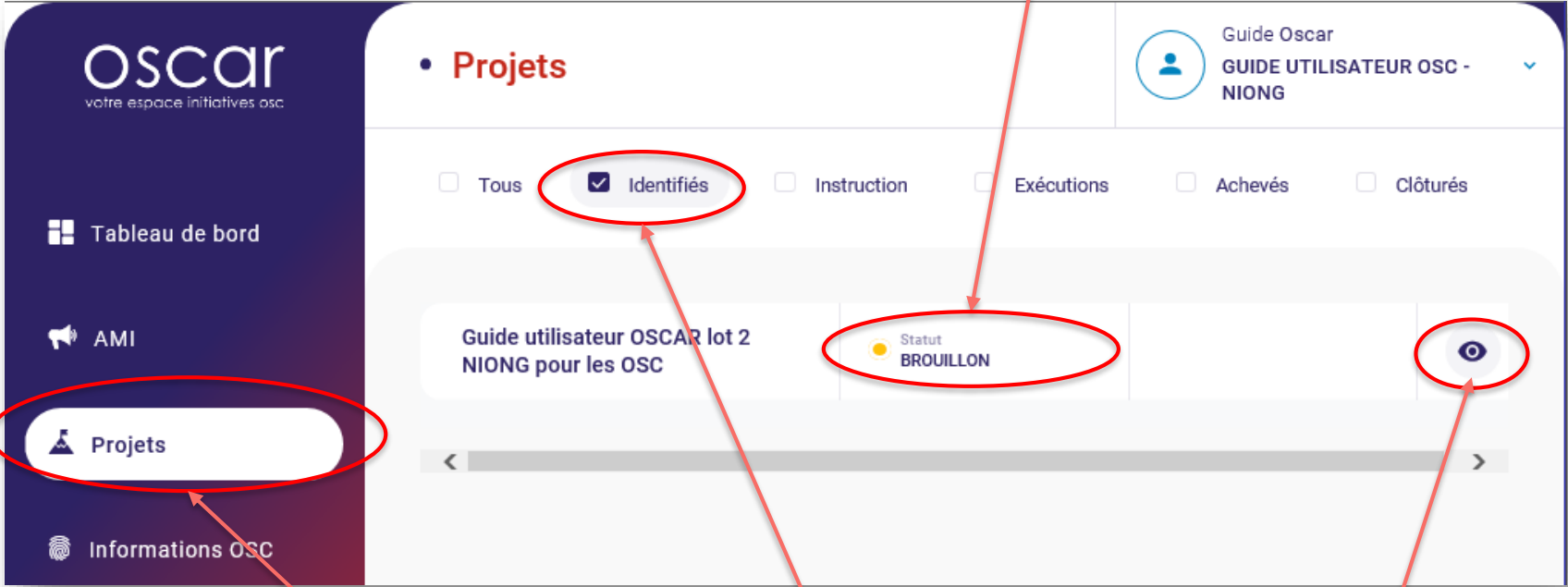
This means that if you send a NIONG document or the form after 1:30 pm, AFD personnel will not be able to access it until 8:00 am the following day.

On the other hand, most transfers from AFD to Oscar are immediate. Thus, if AFD sends back one of the NIONG documents, it will arrive a few minutes after being sent.

A message in Oscar will inform you of any change in this frequency.

2- “Projets” menu

At first (after pre-selection), the project will have “brouillon” status and “identifié” state



The screenshot shows the Oscar web interface. On the left is a dark blue sidebar with the Oscar logo and navigation links: 'Tableau de bord', 'AMI', 'Projets' (highlighted with a red circle and arrow), and 'Informations OSC'. The main content area is titled 'Projets' and features a filter bar with options: 'Tous', 'Identifiés' (checked and circled with a red circle and arrow), 'Instruction', 'Exécutions', 'Achevés', and 'Clôturés'. Below the filter bar, a project card is visible for 'Guide utilisateur OSCAR lot 2 NIONG pour les OSC'. This card shows a yellow dot icon and the text 'Statut BROUILLON' (circled with a red circle and arrow). To the right of the card is an eye icon (circled with a red circle and arrow) used for toggling project visibility. Red arrows connect these three elements to numbered callouts at the bottom: 1 points to the 'Projets' menu, 2 points to the 'Identifié' state, and 3 points to the access to the project.

1 “Projets” menu

2 “Identifié” state

3 Access to the project

3- NIONG home page

After having clicked on  to access the project



The screenshot shows the Oscar user interface. On the left is a dark sidebar with the Oscar logo and navigation links: 'Tableau de bord', 'AMI', 'Projets', and 'Informations OSC'. The main content area has a top bar with 'Projets' and a user profile dropdown. Below this is a breadcrumb trail 'Guide utilisateur OSCAR lot 2 NIONG pour les OSC' and a button 'VOIR L'INTENTION DE PROJET'. The central card is titled 'NIONG' and displays 'Statut BROUILLON' with a progress bar at 61%. A red circle highlights the 'ACCÉDER' button, which has an eye icon. A red arrow points from a text box below to this button.

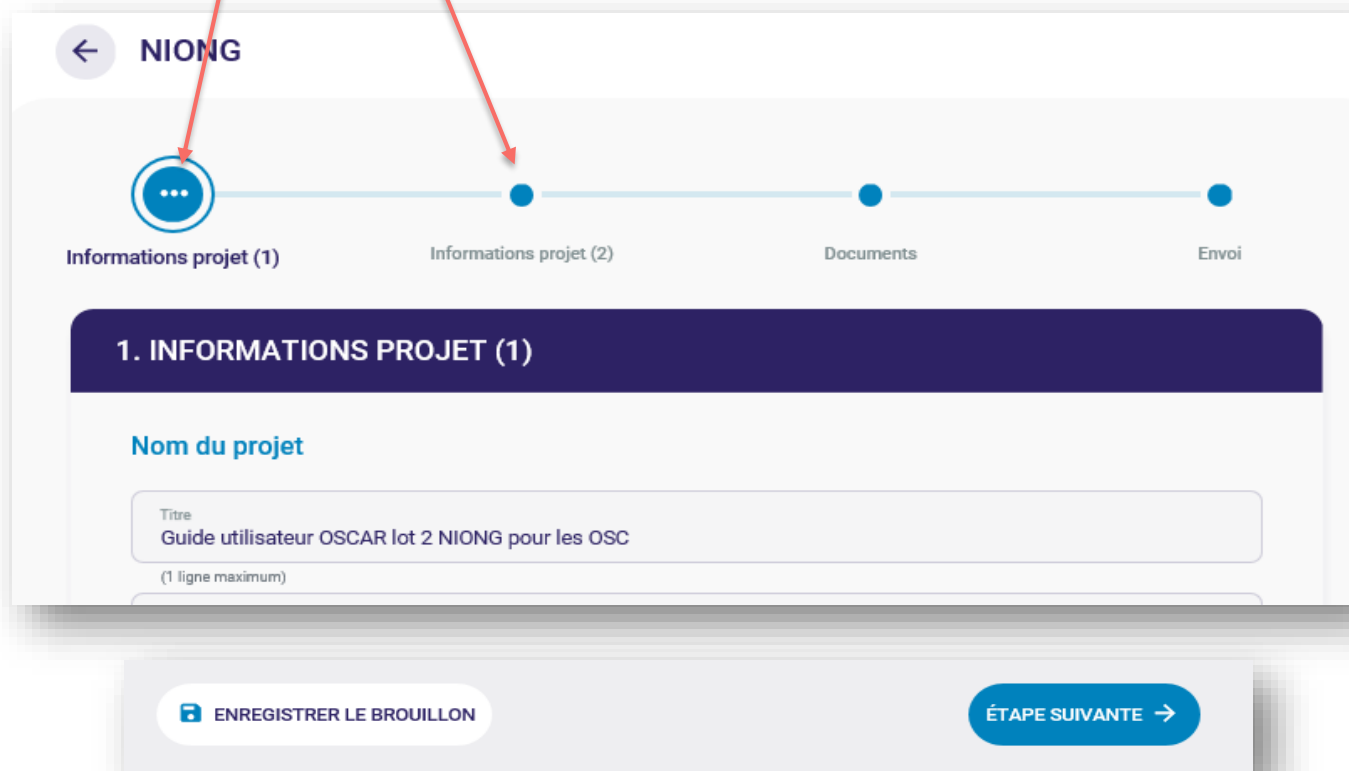
Access the NIONG

4- Filling in the NIONG form

The form corresponds to all the data entered in “Informations projet” pages 1 and 2.

Some fields are pre-filled with data from your project intention.

You can save and interrupt your data entry at any time by clicking on the button “Enregistrer le brouillon”.



The screenshot displays the NIONG form interface. At the top, there is a back arrow and the title "NIONG". Below this is a progress bar with four steps: "Informations projet (1)", "Informations projet (2)", "Documents", and "Envoi". The first step, "Informations projet (1)", is highlighted with a blue circle and a red arrow pointing to it from the text above. Below the progress bar, the title "1. INFORMATIONS PROJET (1)" is displayed in a dark blue header. Underneath, the label "Nom du projet" is shown in blue. A text input field contains the pre-filled text "Titre Guide utilisateur OSCAR lot 2 NIONG pour les OSC". Below the input field, it says "(1 ligne maximum)". At the bottom of the form, there are two buttons: "ENREGISTRER LE BROUILLON" (with a floppy disk icon) and "ÉTAPE SUIVANTE →" (in a blue button).

5- Depositing NIONG documents and annexes

Templates of documents obligatory for the preparation and for this stage are available on the “documents” page.

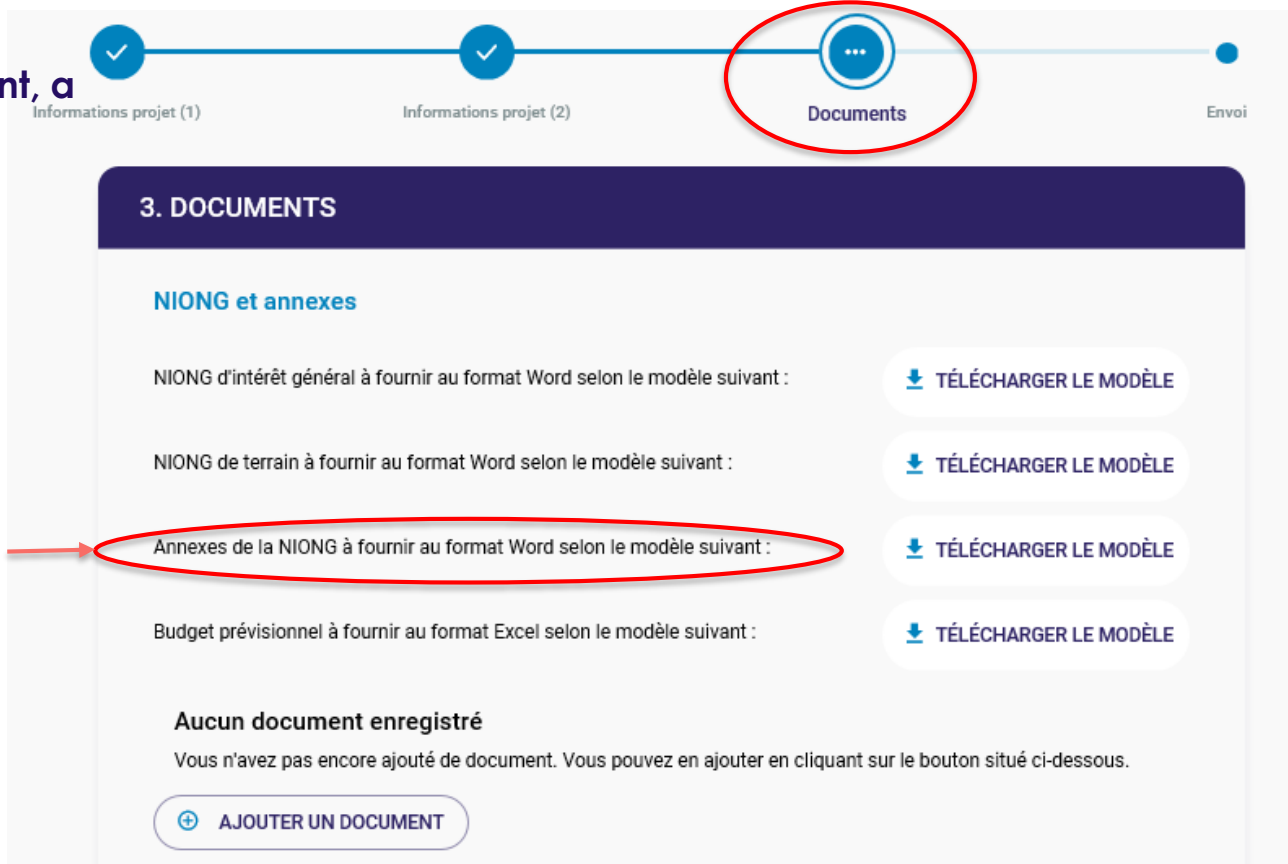


Oscar is not a document management system. For security reasons, submitted files do not remain on the site. They are encrypted and sent to AFD.

When you submit a document, a receipt is created (which remains permanently on the site), but the document is no longer accessible and you cannot consult it.



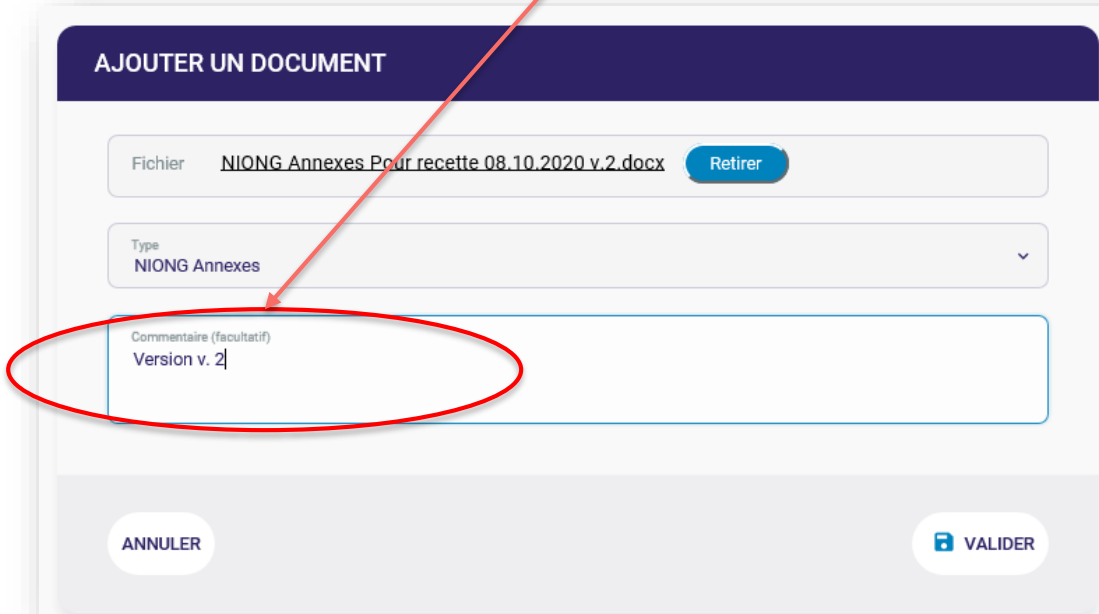
Be careful to create only one “Annexes NIONG” document which should contain all the necessary annexes.



The screenshot shows a process flow with four steps: 'Informations projet (1)', 'Informations projet (2)', 'Documents', and 'Envoi'. The 'Documents' step is highlighted with a red circle. Below the flow, the section '3. DOCUMENTS' is displayed. Under the heading 'NIONG et annexes', there are four items, each with a 'TÉLÉCHARGER LE MODÈLE' button: 'NIONG d'intérêt général à fournir au format Word selon le modèle suivant', 'NIONG de terrain à fournir au format Word selon le modèle suivant', 'Annexes de la NIONG à fournir au format Word selon le modèle suivant' (highlighted with a red circle and a red arrow), and 'Budget prévisionnel à fournir au format Excel selon le modèle suivant'. At the bottom, it says 'Aucun document enregistré' and 'Vous n'avez pas encore ajouté de document. Vous pouvez en ajouter en cliquant sur le bouton situé ci-dessous.' with an 'AJOUTER UN DOCUMENT' button.

6- Adding a document

The “Commentaire (facultatif)” field is sent to AFD



NB: If you wish to “modifier” a document (once uploaded to Oscar, the document is no longer accessible (see previous page)) **you must upload the new version and explain the reason for this new upload in the “Commentaire” field with a sentence like: “Replaces the previously uploaded version [filename]”**

When you have submitted the NIONG form and associated documents, those documents can be modified: see 8-3 and 8-4 below

7- Submission (1)

When you arrive at the “Envoi” page, the application automatically informs you of empty or incorrectly completed fields as well as missing obligatory documents. You can click on any of the lines which will send you back to the relevant page to correct the information.

4. ENVOI

Votre dossier est prêt à être envoyé

Veillez vous assurer de l'exactitude des données saisies.
 Les informations projet ne sont plus modifiables une fois envoyée.

Vous devez valider l'ensemble des pré-requis pour pouvoir soumettre le projet.

- Le champ "Mots-clés" est manquant
- Le champ "Public visé" est manquant
- Le champ "Nombre de bénéficiaires totaux du projet" est manquant
- Le champ "Nombre de bénéficiaires directs ciblés" est manquant
- Le champ "Nombre de bénéficiaires indirects ciblés" est manquant
- Document manquant : Budget prévisionnel détaillé

7- Submission (2)

If everything is OK, you will arrive on the last page before submission where you must answer the question “Avez-vous renseigné vos derniers exercices avant d'envoyer la NIONG?”. The most recent information is essential for the examination of your project.

4. ENVOI

Votre dossier est prêt à être envoyé

Veuillez vous assurer de l'exactitude des données saisies.
Les informations projet ne sont plus modifiables une fois envoyée.

Avez-vous renseigné vos derniers exercices avant d'envoyer la NIONG ? ☒ OUI ☐ NON

← ÉTAPE PRÉCÉDENTE
ENVOYER LA NIONG →

La NIONG a été envoyée en validation.

NIONG

Statut

EXAMEN EN-COURS

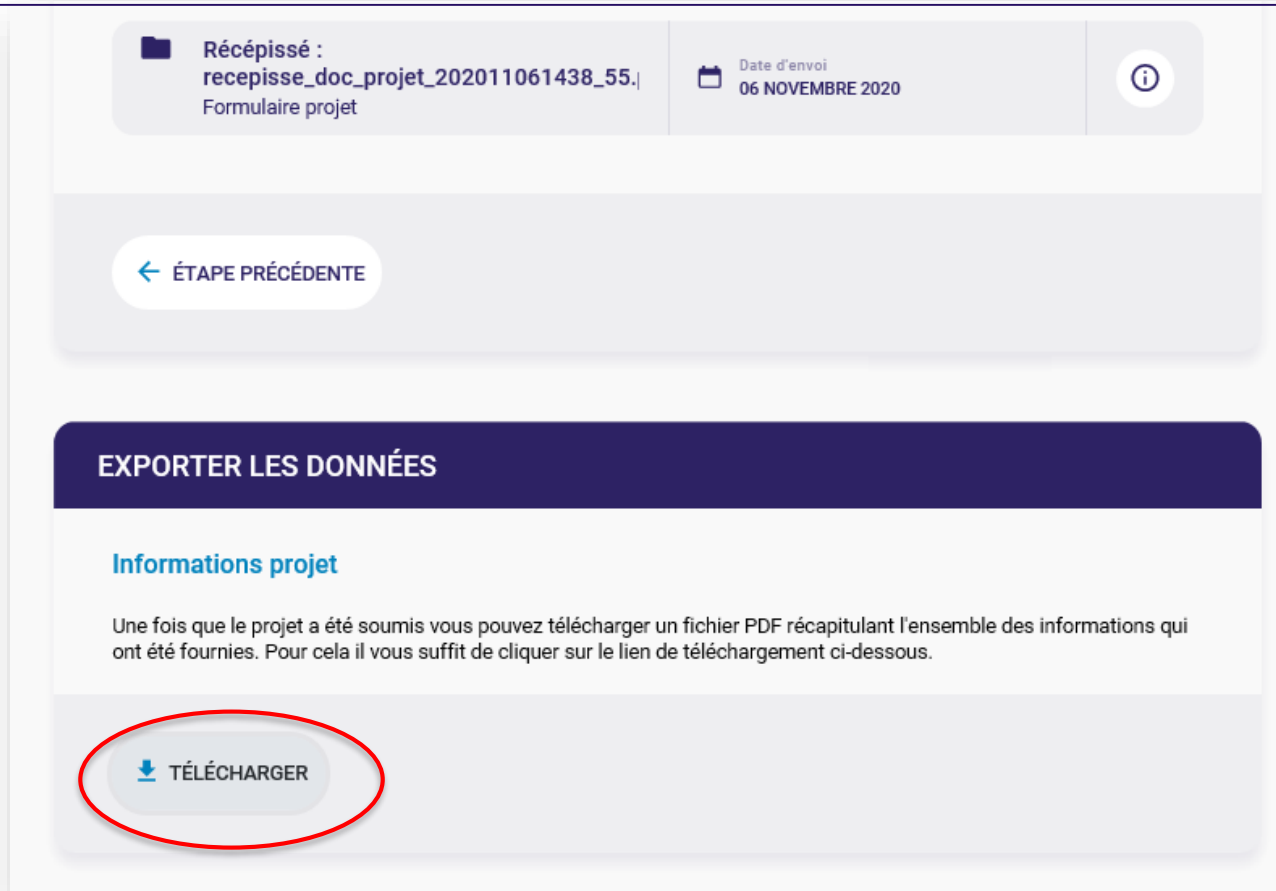
Complété à 100%

ACCÉDER

After submission, the NIONG's status changes to “**Examen en-cours**”

7 - Submission (3) Uploading the Project Form

You can export all the data entered and submitted by going to the “Documents” page and clicking on “Télécharger” in the “Exporter les données” section.

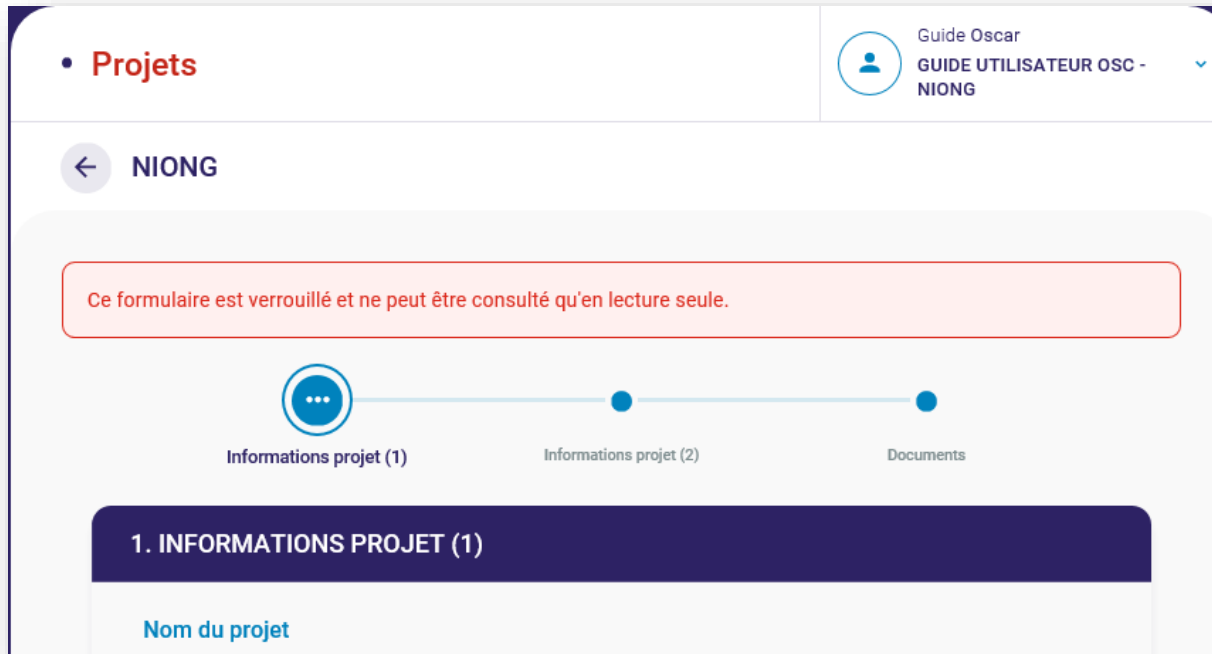


The screenshot shows a web interface for project submission. At the top, there is a header bar with three items: a folder icon followed by 'Récépissé : recepisse_doc_projet_202011061438_55. Formulaire projet', a calendar icon followed by 'Date d\'envoi 06 NOVEMBRE 2020', and an information icon. Below this is a light blue button with a left arrow and the text 'ÉTAPE PRÉCÉDENTE'. The main section is titled 'EXPORTER LES DONNÉES' in a dark blue bar. Underneath, the heading 'Informations projet' is followed by a paragraph: 'Une fois que le projet a été soumis vous pouvez télécharger un fichier PDF récapitulant l\'ensemble des informations qui ont été fournies. Pour cela il vous suffit de cliquer sur le lien de téléchargement ci-dessous.' At the bottom of this section is a button with a download icon and the text 'TÉLÉCHARGER', which is circled in red.

8- Unlocking and locking the NIONG form and preparation documents

Once submitted, the project form and associated documents are locked. However, at AFD's request they could be made available again and modified before resubmission to AFD.

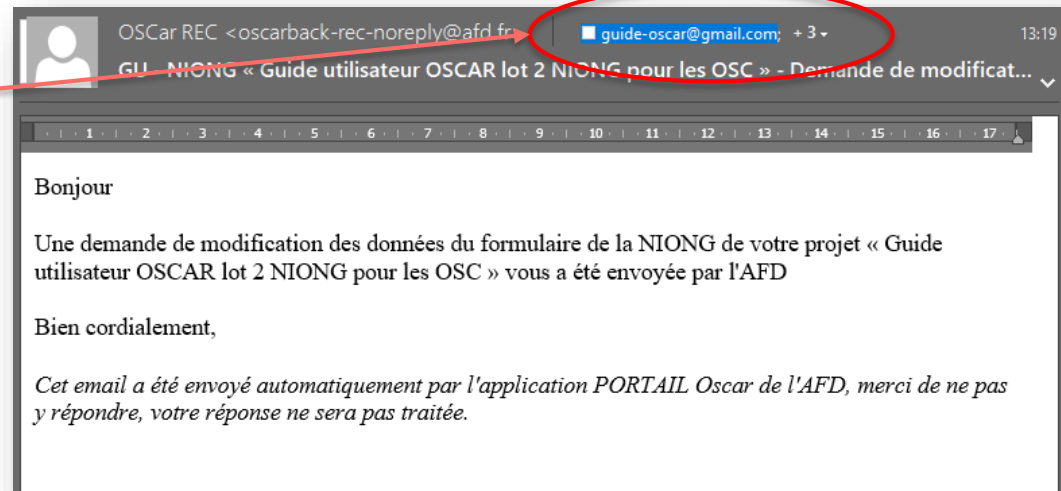
NB: The form is equivalent to all the data entered in the application windows. Do not confuse it with the NIONG document which is the file added in the "Documents" part of the project.



The screenshot shows the NIONG form interface. At the top, there is a navigation bar with a "Projets" tab and a user profile icon labeled "Guide Oscar" and "GUIDE UTILISATEUR OSC - NIONG". Below the navigation bar, there is a back arrow and the label "NIONG". A red message box states: "Ce formulaire est verrouillé et ne peut être consulté qu'en lecture seule." Below this, a progress bar shows three steps: "Informations projet (1)" (active), "Informations projet (2)", and "Documents". The first step, "1. INFORMATIONS PROJET (1)", is expanded, showing a field for "Nom du projet".

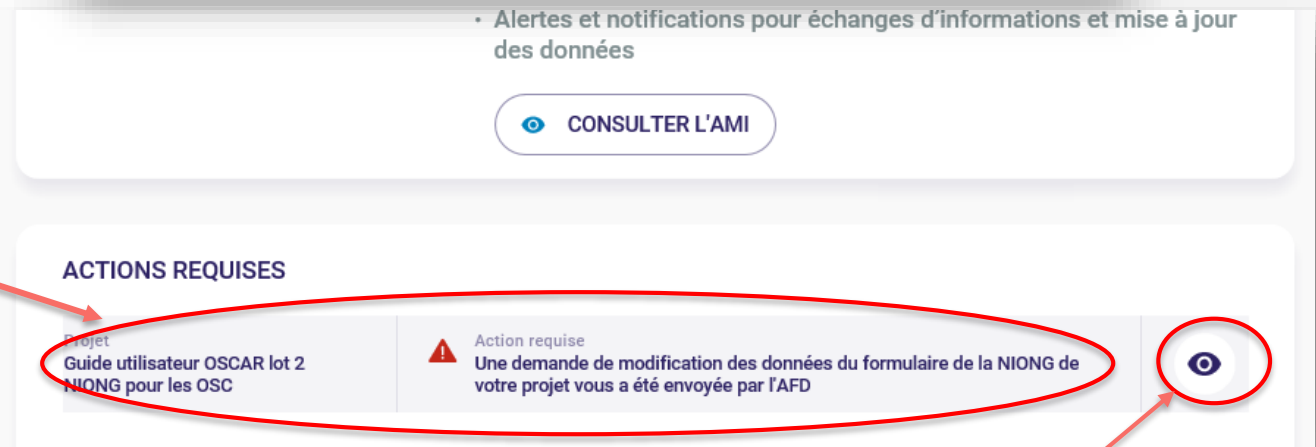
8-1 Request sent by AFD to update the NIONG form

An email is sent to the CSO's Oscar users



A notification is sent to the dashboard (at the bottom)

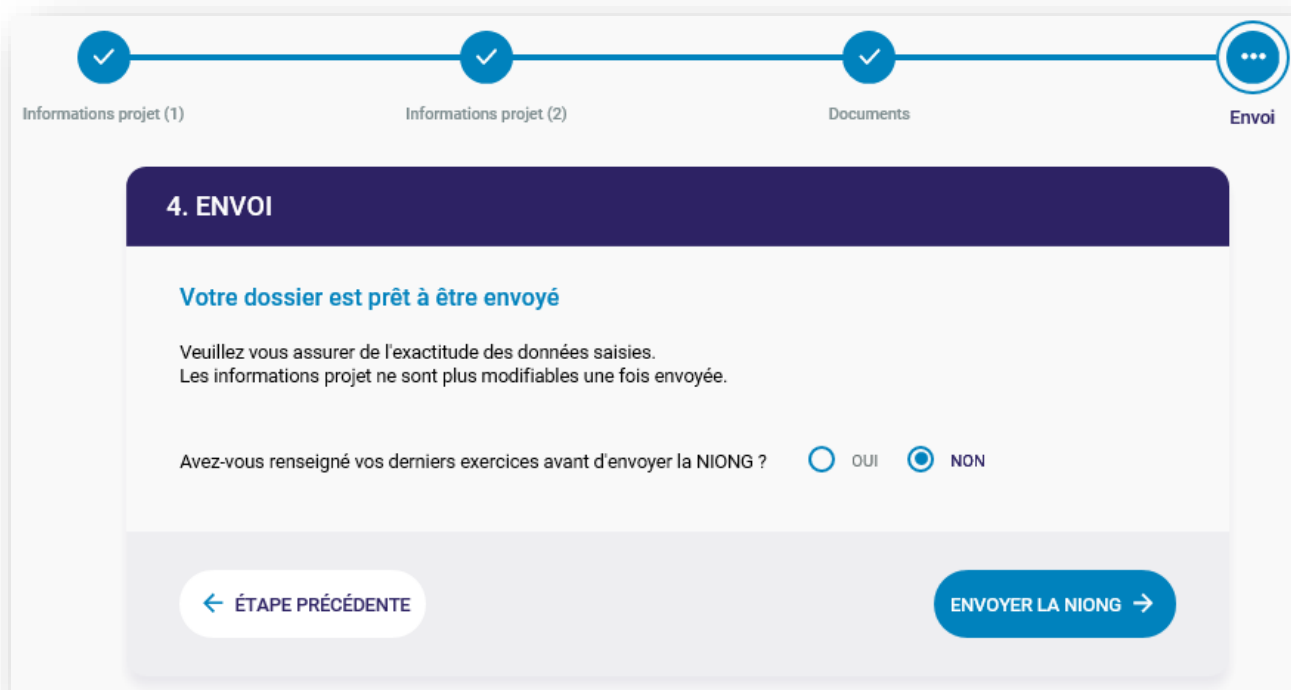
And also to the relevant project page



One click is enough to access the relevant item

8-2 Return of the NIONG form by the CSO

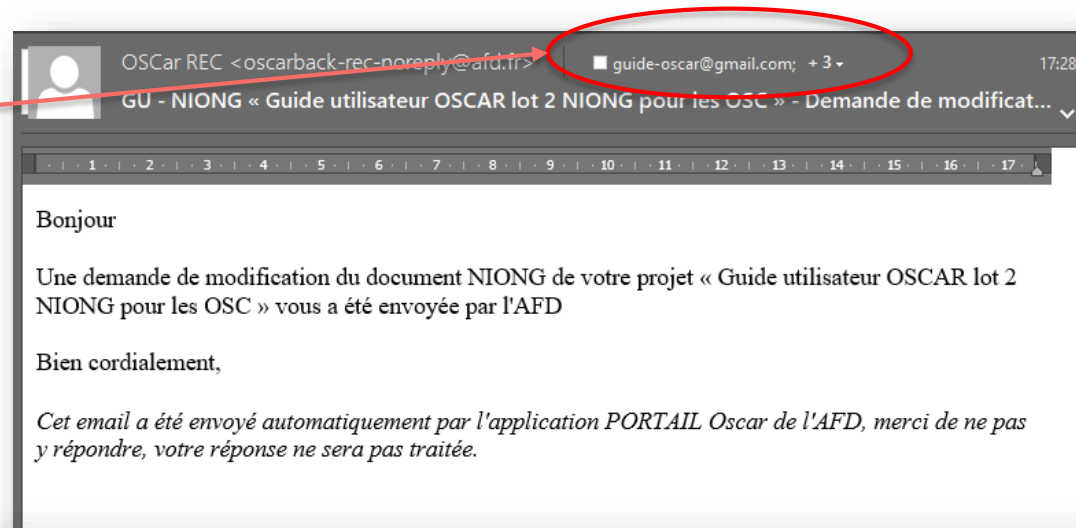
All the form data are once again accessible, except the “documents” section.



The screenshot shows a four-step progress bar at the top: 'Informations projet (1)', 'Informations projet (2)', 'Documents', and 'Envoi'. The 'Envoi' step is currently active, indicated by a circle with three dots. Below the progress bar, a dark blue header reads '4. ENVOI'. The main content area states 'Votre dossier est prêt à être envoyé' in blue. It then provides a warning: 'Veillez vous assurer de l'exactitude des données saisies. Les informations projet ne sont plus modifiables une fois envoyée.' Below this, a question is posed: 'Avez-vous renseigné vos derniers exercices avant d'envoyer la NIONG ?' with two radio button options: 'OUI' (unselected) and 'NON' (selected). At the bottom, there are two buttons: '← ÉTAPE PRÉCÉDENTE' on the left and 'ENVOYER LA NIONG →' on the right.

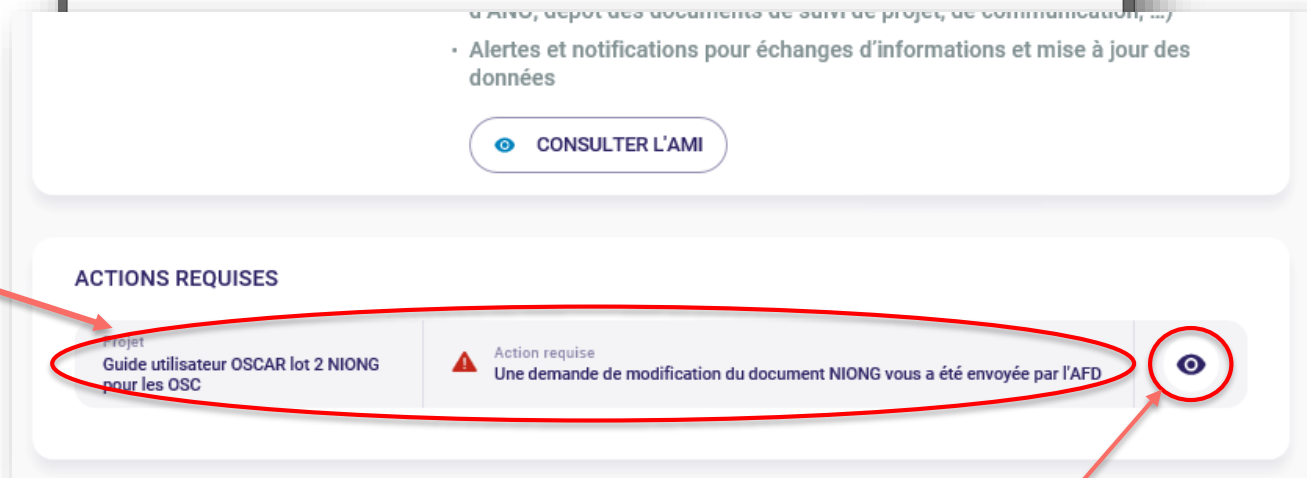
8-3 Request sent by AFD to update a document belonging to the NIONG

An email is sent to the CSO's Oscar users



A notification is sent to the dashboard (at the bottom)

And also to the relevant project page



One click is enough to access the relevant item

8-4 Return of a NIONG document by the CSO (1)

The form data are still locked but the relevant document is accessible. You can download the document sent by AFD, update it and send it back. (The document has not necessarily been modified by AFD: in the majority of cases it will be up to you to update it)

Ce formulaire est verrouillé et ne peut être consulté qu'en lecture seule.

Informations projet (1) Informations projet (2) Documents

3. DOCUMENTS

NIONG et annexes

NIONG de terrain à fournir au format Word selon le modèle suivant : [TÉLÉCHARGER LE MODÈLE](#)

Annexes de la NIONG à fournir au format Word selon le modèle suivant : [TÉLÉCHARGER LE MODÈLE](#)

Budget prévisionnel à fournir au format Excel selon le modèle suivant : [TÉLÉCHARGER LE MODÈLE](#)

■ Récépissé : NIONG pour recette 08.10.2020 v.1.00.docx NIONG

Date d'envoi 04 NOVEMBRE 2020

Download icon Update icon

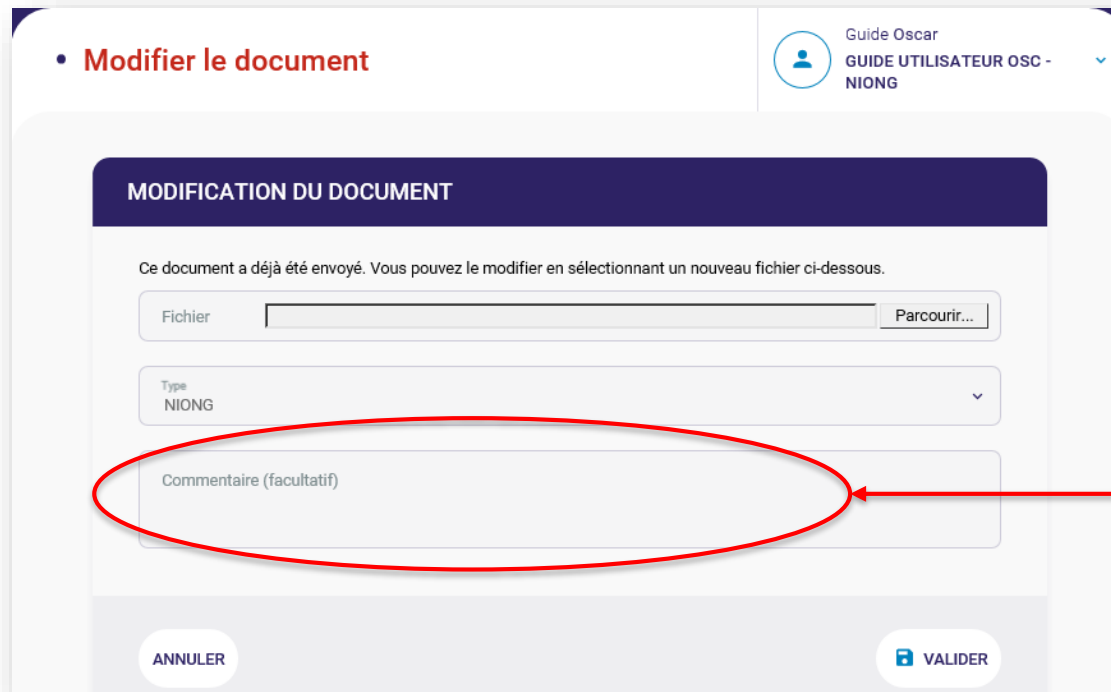
Downloading of
returned document

Updating of document
and resubmission to AFD
is possible

8-4 Return of a NIONG document by the CSO (2)

You can modify the document and use the “Commentaire (facultatif)” field to dialog with AFD.

Comments from AFD will also be displayed in this field.



• **Modifier le document**

Guide Oscar
GUIDE UTILISATEUR OSC -
NIONG

MODIFICATION DU DOCUMENT

Ce document a déjà été envoyé. Vous pouvez le modifier en sélectionnant un nouveau fichier ci-dessous.

Fichier Parcourir...

Type
NIONG

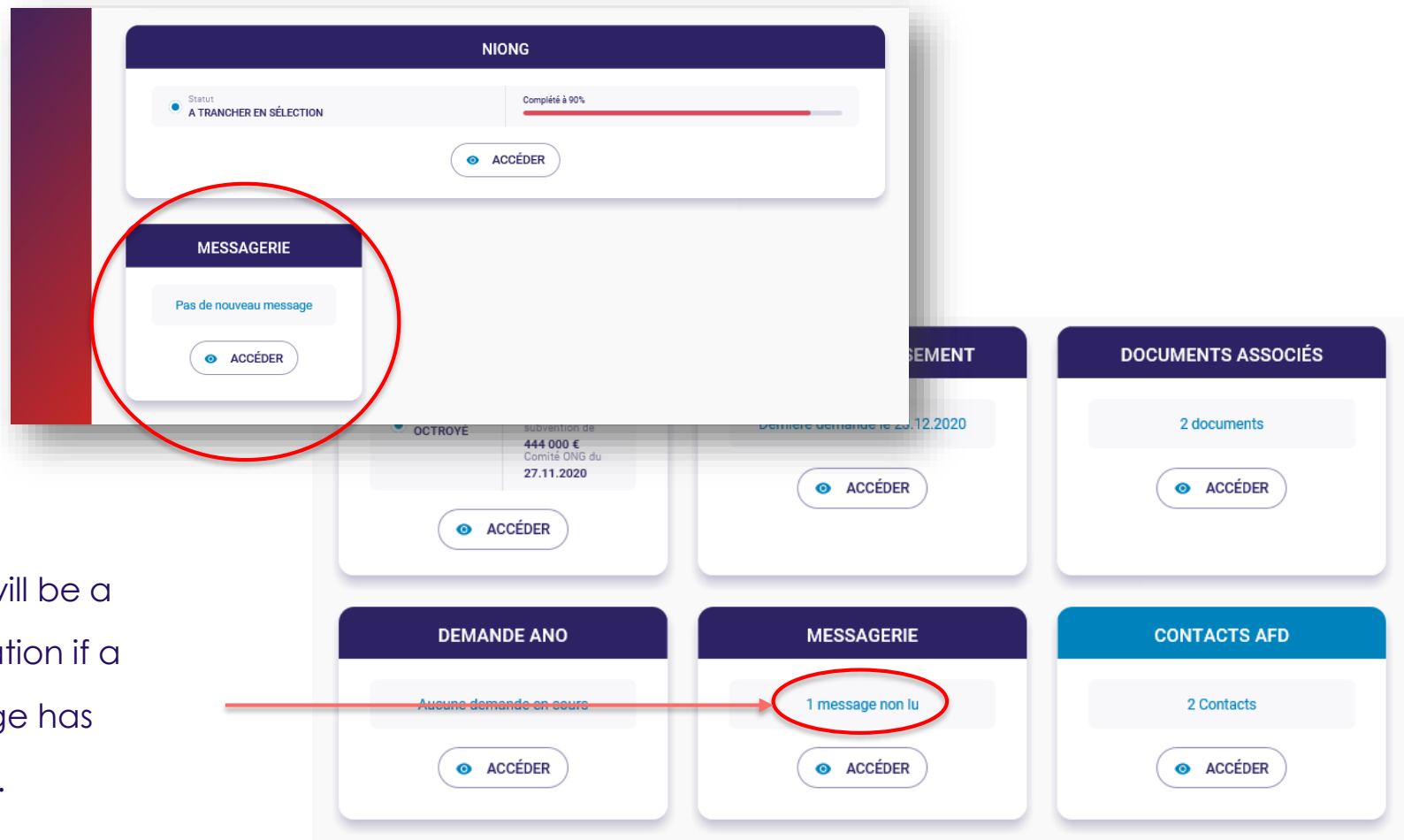
Commentaire (facultatif)

ANNULER VALIDER

9-1 Project-related messaging (1)

There is a zone in which you can dialog as in a conversation for **each project**.

A window at the bottom of the **project** home page gives access to this zone.

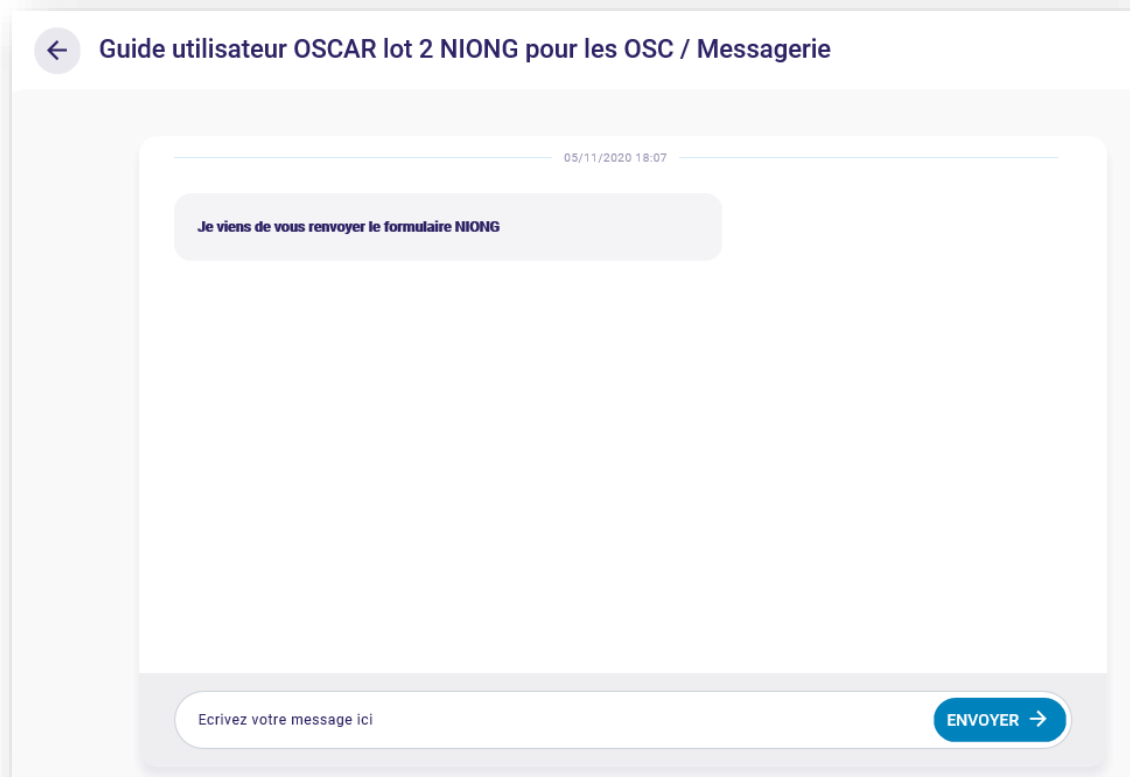


There will be a notification if a message has arrived.

9-2 Project-related messaging (2)

The messaging system is not instantaneous. It is undergoing development and is currently updated twice a day, at 8:00 am and 1:30 pm. We will inform you when this frequency is modified.

The identity of the person writing the message is sent to AFD but is not displayed on your terminal.



← Guide utilisateur OSCAR lot 2 NIONG pour les OSC / Messagerie

05/11/2020 18:07

Je viens de vous renvoyer le formulaire NIONG

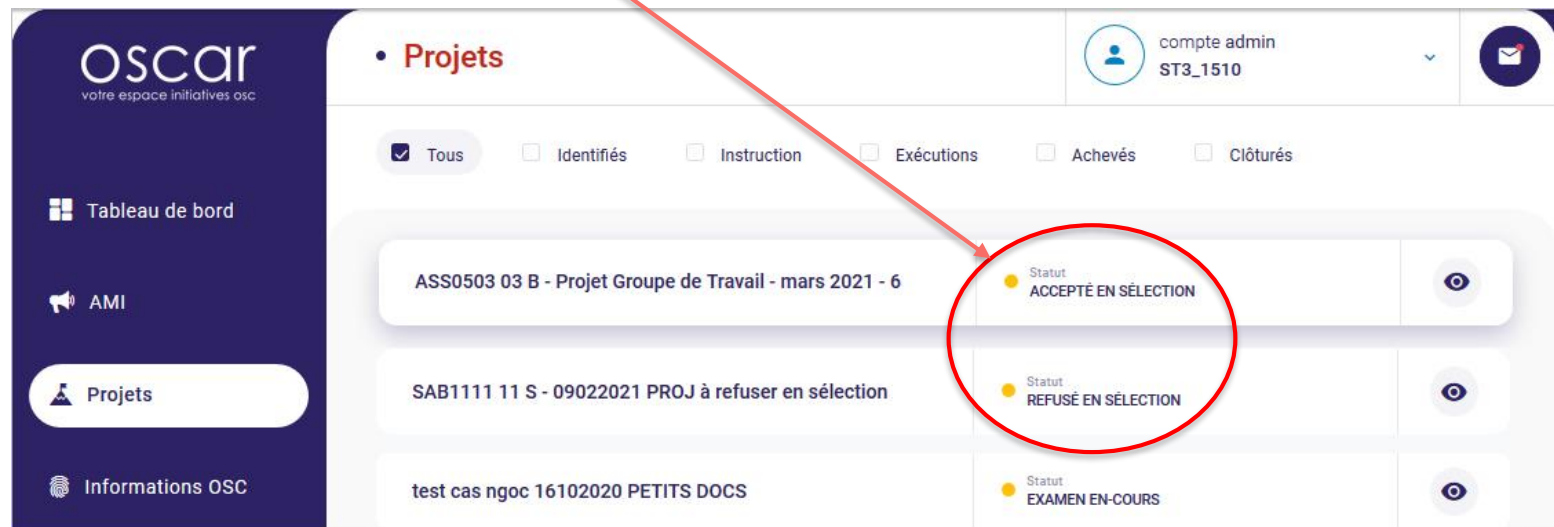
Ecrivez votre message ici

ENVOYER →

10- Selection committee

After the selection committee meeting (there are at least 23 such meetings per year), DPA/OSC informs each CSO whether its project has been selected. Projects that are not selected at this stage are not examined by DPA/OSC. If a project is not selected, the CSO may, if it so wishes, present it during the next CEI.

The selection committee's decision is displayed via the project status.



The screenshot displays the 'Projets' section of the Oscar application. The left sidebar contains navigation links: 'Tableau de bord', 'AMI', 'Projets' (highlighted), and 'Informations OSC'. The main content area shows a list of projects with filters at the top: 'Tous' (checked), 'Identifiés', 'Instruction', 'Exécutions', 'Achevés', and 'Clôturés'. The project list includes:

Project Name	Statut	Action
ASS0503 03 B - Projet Groupe de Travail - mars 2021 - 6	ACCEPTÉ EN SÉLECTION	
SAB1111 11 S - 09022021 PROJ à refuser en sélection	REFUSÉ EN SÉLECTION	
test cas ngoc 16102020 PETITS DOCS	EXAMEN EN-COURS	

CONTENTS – Project execution phase

[1- Modified “Projet” page](#)

[2- “Demande de versement” menu](#)

[3- Entering the payment request](#)

[4- Submitting documents relating to your payment request](#)

[5- Adding a document](#)

[6- Submitting the payment request](#)

[7- Return of the payment request by AFD](#)

[8- “Documents associés” menu](#)

[9- “Demande ANO” menu](#)

[10- Change of ANO type by AFD](#)

[11- Return of the ANO by AFD](#)

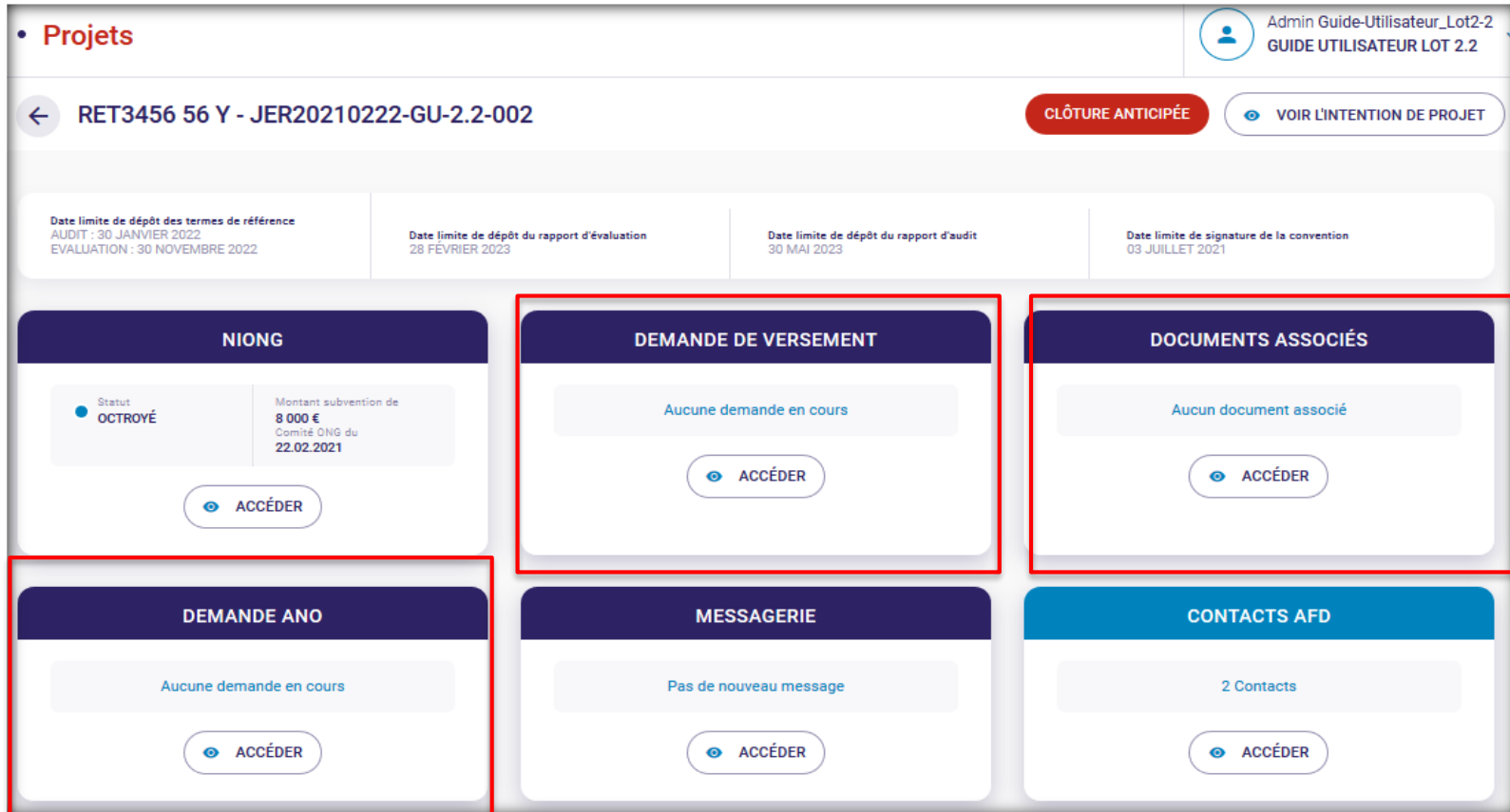
[12 - ANO “En cours de traitement” and “Traité”](#)

[13- Closure](#)

1- Modified “Projet” page

Once AFD sends the convention, new menus are available for the project.

NB: The “Documents associés” menu allows communication and monitoring documents to be submitted.



Projets

Admin Guide-Utilisateur_Lot2-2
GUIDE UTILISATEUR LOT 2.2

← RET3456 56 Y - JER20210222-GU-2.2-002

CLÔTURE ANTICIPÉE

VOIR L'INTENTION DE PROJET

Date limite de dépôt des termes de référence
AUDIT : 30 JANVIER 2022
EVALUATION : 30 NOVEMBRE 2022

Date limite de dépôt du rapport d'évaluation
28 FÉVRIER 2023

Date limite de dépôt du rapport d'audit
30 MAI 2023

Date limite de signature de la convention
03 JUILLET 2021

NIONG

Statut
OCTROYÉ

Montant subvention de
8 000 €
Comité ONG du
22.02.2021

ACCÉDER

DEMANDE DE VERSEMENT

Aucune demande en cours

ACCÉDER

DOCUMENTS ASSOCIÉS

Aucun document associé

ACCÉDER

DEMANDE ANO

Aucune demande en cours

ACCÉDER

MESSAGERIE

Pas de nouveau message

ACCÉDER

CONTACTS AFD

2 Contacts

ACCÉDER

2- “Demande de versement” menu

All payment requests are visible in this menu.



Access to the payment request

3- Entering the payment request

You can save and interrupt your data entry at any time by clicking on the button “Enregistrer le brouillon”.

• **Projets**

Admin Guide-Utilisateur_Lot2-2
GUIDE UTILISATEUR LOT 2.2

← RET3456 56 Y - JER20210222-GU-2.2-002 / Versement

Informations Documents Envoi

1. INFORMATIONS

Montant du versement

Titre

Numéro de tranche

ENREGISTRER LE BROUILLON

ÉTAPE SUIVANTE →

Entering information

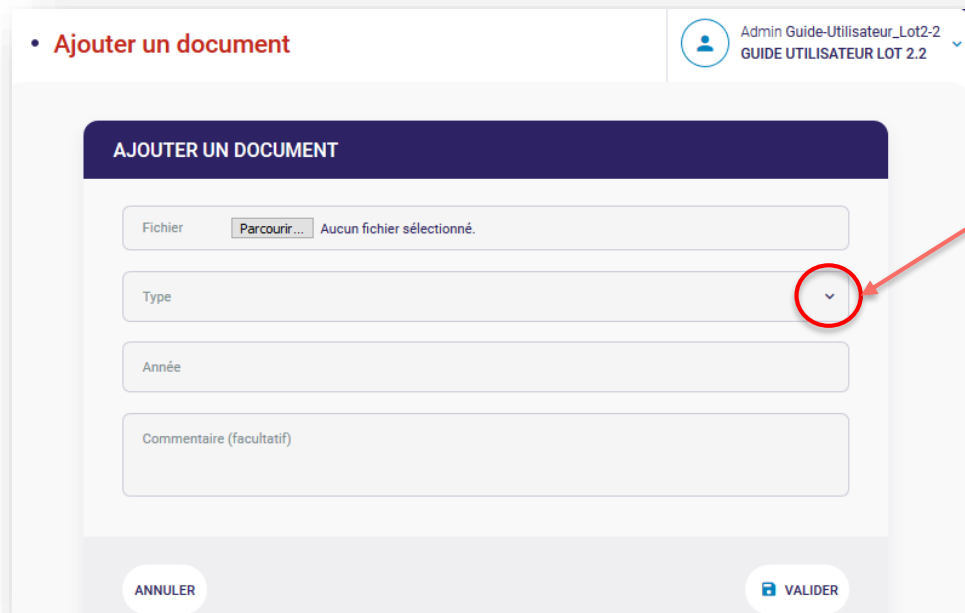
Go to the document submission stage

4- Submitting documents related to your payment request

After having clicked on the “Ajouter un document” command



Reminder: Oscar is not a document management system. For security reasons, submitted files do not remain on the site. They are encrypted and sent to AFD.



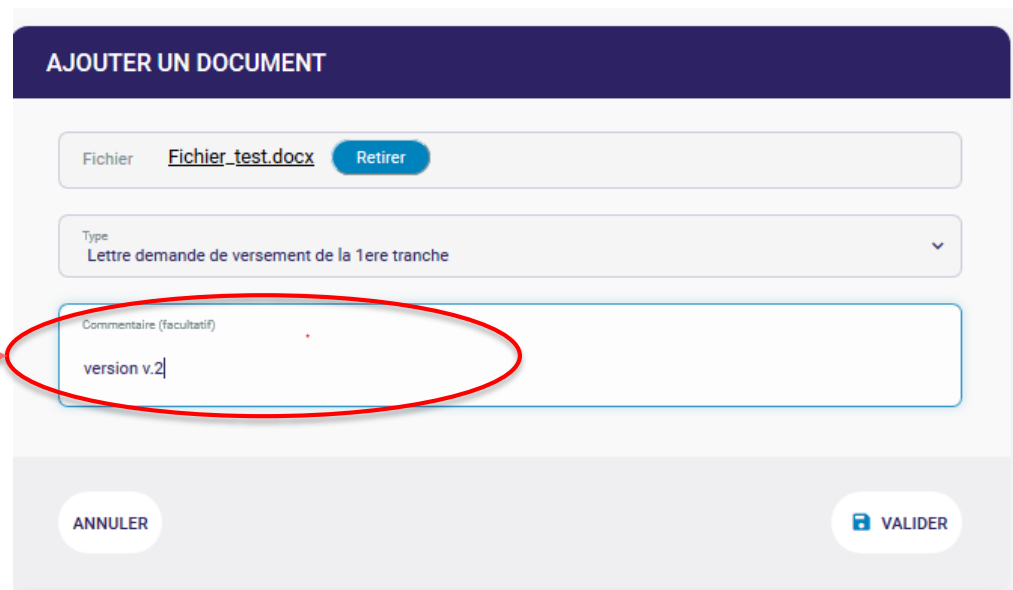
The screenshot shows the 'Ajouter un document' (Add document) form. At the top, there is a header bar with the title 'Ajouter un document' and a user profile icon labeled 'Admin Guide-Utilisateur_Lot2-2 GUIDE UTILISATEUR LOT 2.2'. The form itself has a dark blue header with the title 'AJOUTER UN DOCUMENT'. Below this, there are four input fields: 'Fichier' (File) with a 'Parcourir...' (Browse...) button and the text 'Aucun fichier sélectionné.' (No file selected.); 'Type' (Type) with a dropdown arrow; 'Année' (Year); and 'Commentaire (facultatif)' (Optional comment). At the bottom of the form, there are two buttons: 'ANNULER' (Cancel) and 'VALIDER' (Validate).

To obtain the list of proposed documents

NB: Some documents are obligatory. Please see the convention.

Reminder: when you submit a document, it is no longer accessible and you cannot consult it. On the other hand, a receipt is created (which remains permanently on the site).

5- Adding a document



AJOUTER UN DOCUMENT

Fichier Fichier_test.docx Retirer

Type
Lettre demande de versement de la 1ere tranche

Commentaire (facultatif)
version v.2

ANNULER VALIDER

The “Commentaire (facultatif)” field is sent to AFD.

NB:

If you wish to “modifier” a document (once uploaded to Oscar, the document is no longer accessible (see previous page)) **you must upload the new version and explain the reason for this new upload in the “Commentaire” field with a sentence like: “Replaces the previously uploaded version [filename]”**

6- Submitting the payment request

If everything is OK, send your payment request for validation.

Informations Documents Envoi

3. ENVOI

Votre demande est prête à être envoyée

Veuillez vous assurer de l'exactitude des données saisies.
Les informations projet ne sont plus modifiables une fois envoyées.

← ÉTAPE PRÉCÉDENTE

ENVOYER LA DEMANDE →

NB:

After having sent your payment request, you can still add a document.

After submission, the status of your request is "A traiter"

La demande a été envoyée en validation.

Date limite de versement de fonds
30 MAI 2022

FAIRE UNE DEMANDE DE VERSEMENT

Demande versement de la tranche 1

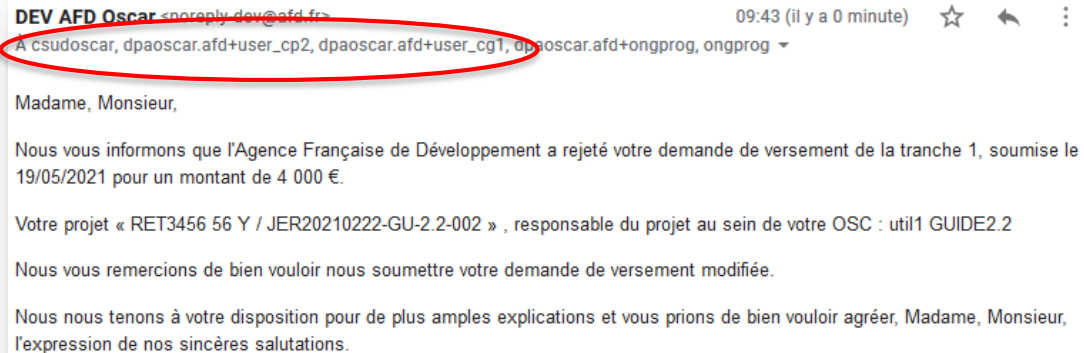
Statut
A TRAITER

Date de dépôt
19.05.2021

7- Return of the payment request by AFD

Following your submission, AFD can “renvoyer” the request for updating. In this case you will receive the following email:

Email sent to the
CSO's Oscar users



DEV AFD Oscar <noreply-dev@afd.fr> 09:43 (il y a 0 minute) ☆ ↶ ⋮
 A csudoscar, dpaoscar.afd+user_cp2, dpaoscar.afd+user_cg1, dpaoscar.afd+ongprog, ongprog ▾

Madame, Monsieur,

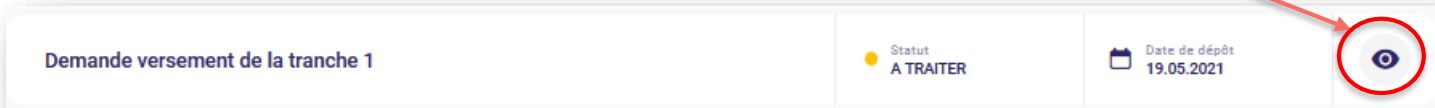
Nous vous informons que l'Agence Française de Développement a rejeté votre demande de versement de la tranche 1, soumise le 19/05/2021 pour un montant de 4 000 €.

Votre projet « RET3456 56 Y / JER20210222-GU-2.2-002 », responsable du projet au sein de votre OSC : util1 GUIDE2.2

Nous vous remercions de bien vouloir nous soumettre votre demande de versement modifiée.

Nous nous tenons à votre disposition pour de plus amples explications et vous prions de bien vouloir agréer, Madame, Monsieur, l'expression de nos sincères salutations.

You must change your request. It is once again
accessible by clicking here



Demande versement de la tranche 1

Statut
A TRAITER

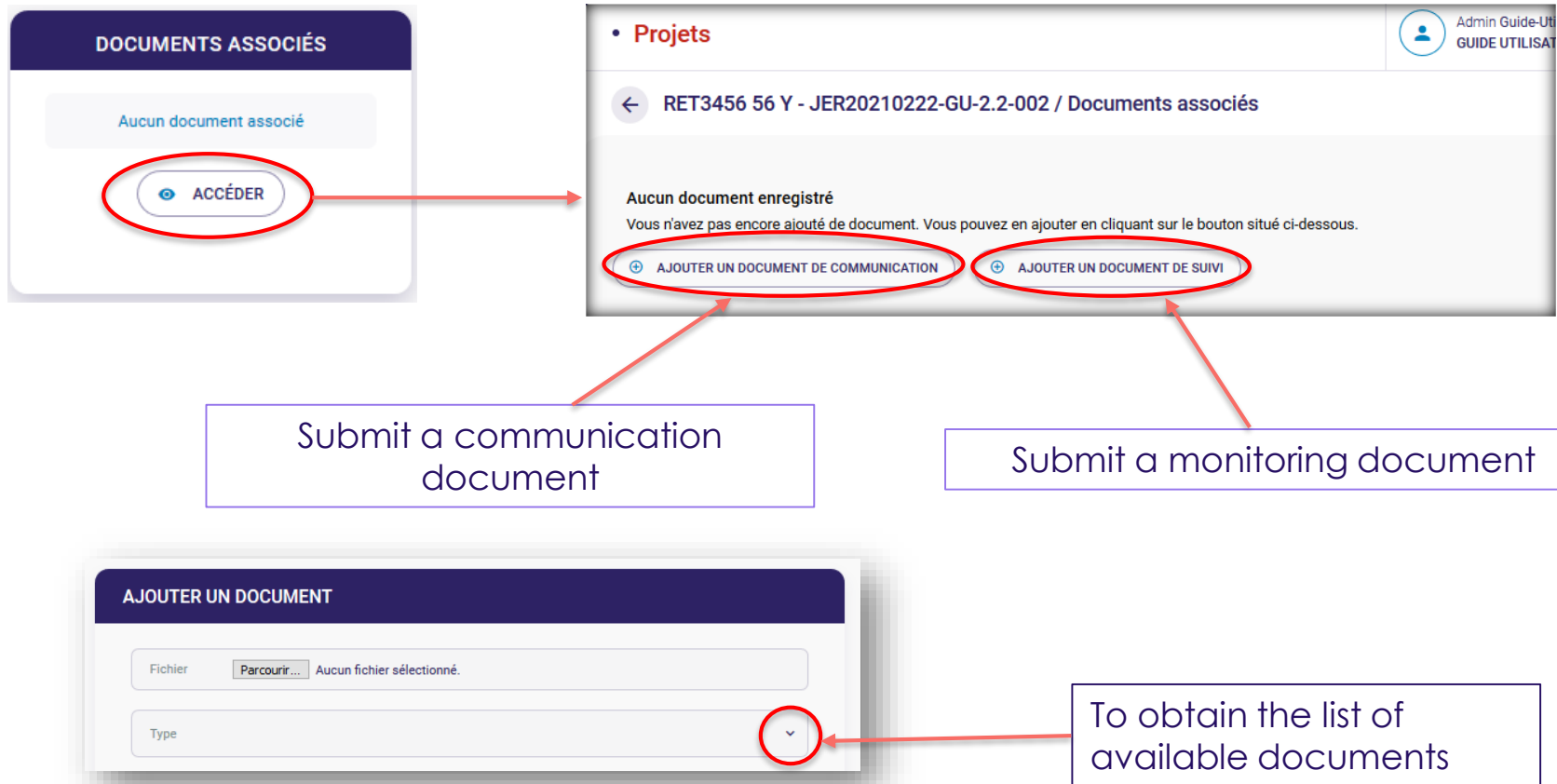
Date de dépôt
19.05.2021



You must click on “envoyer la demande” to generate your submission

8- “Documents associés” menu

Communication and monitoring documents should be submitted via this menu



The image shows two screenshots from the Oscar system. The left screenshot shows the 'DOCUMENTS ASSOCIÉS' menu with a button labeled 'ACCÉDER' circled in red. An arrow points from this button to the right screenshot. The right screenshot shows the 'Projets' page for a specific project, with two buttons circled in red: 'AJOUTER UN DOCUMENT DE COMMUNICATION' and 'AJOUTER UN DOCUMENT DE SUIVI'. Arrows point from these buttons to text boxes below them. Below the left screenshot, a text box says 'Submit a communication document'. Below the right screenshot, a text box says 'Submit a monitoring document'. Below the 'Ajouter un document' form, a text box says 'To obtain the list of available documents', with an arrow pointing to a dropdown arrow icon in the 'Type' field.

DOCUMENTS ASSOCIÉS

Aucun document associé

ACCÉDER

Projets

RET3456 56 Y - JER20210222-GU-2.2-002 / Documents associés

Aucun document enregistré
Vous n'avez pas encore ajouté de document. Vous pouvez en ajouter en cliquant sur le bouton situé ci-dessous.

AJOUTER UN DOCUMENT DE COMMUNICATION

AJOUTER UN DOCUMENT DE SUIVI

Submit a communication document

Submit a monitoring document

AJOUTER UN DOCUMENT

Fichier Aucun fichier sélectionné.

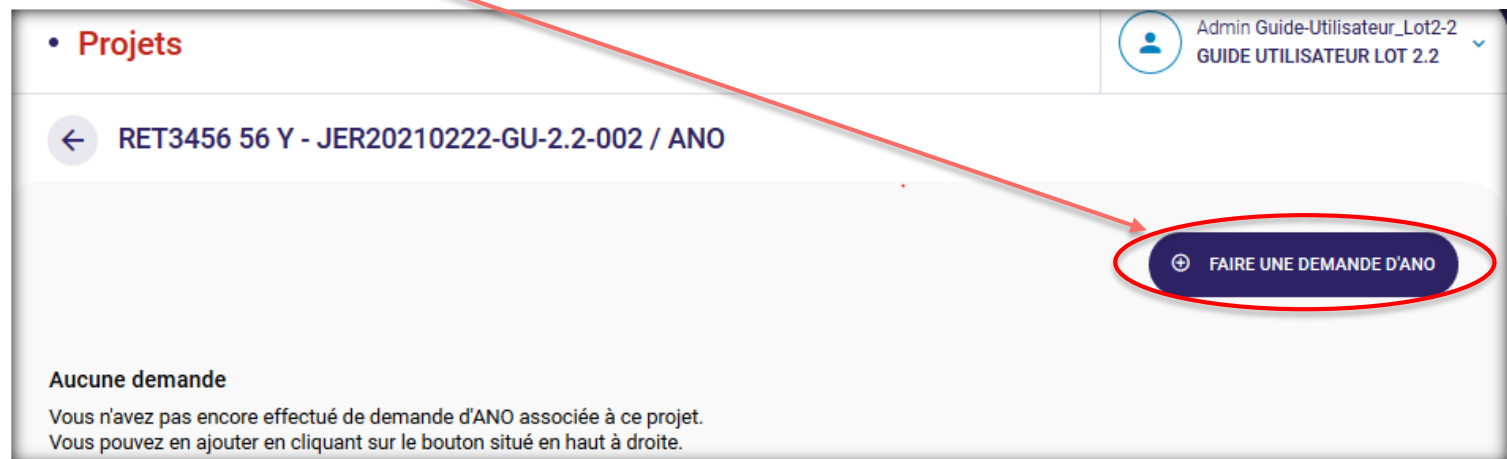
Type

To obtain the list of available documents

Idem [4- Submitting documents related to your payment request](#) and [5- Adding a document](#)

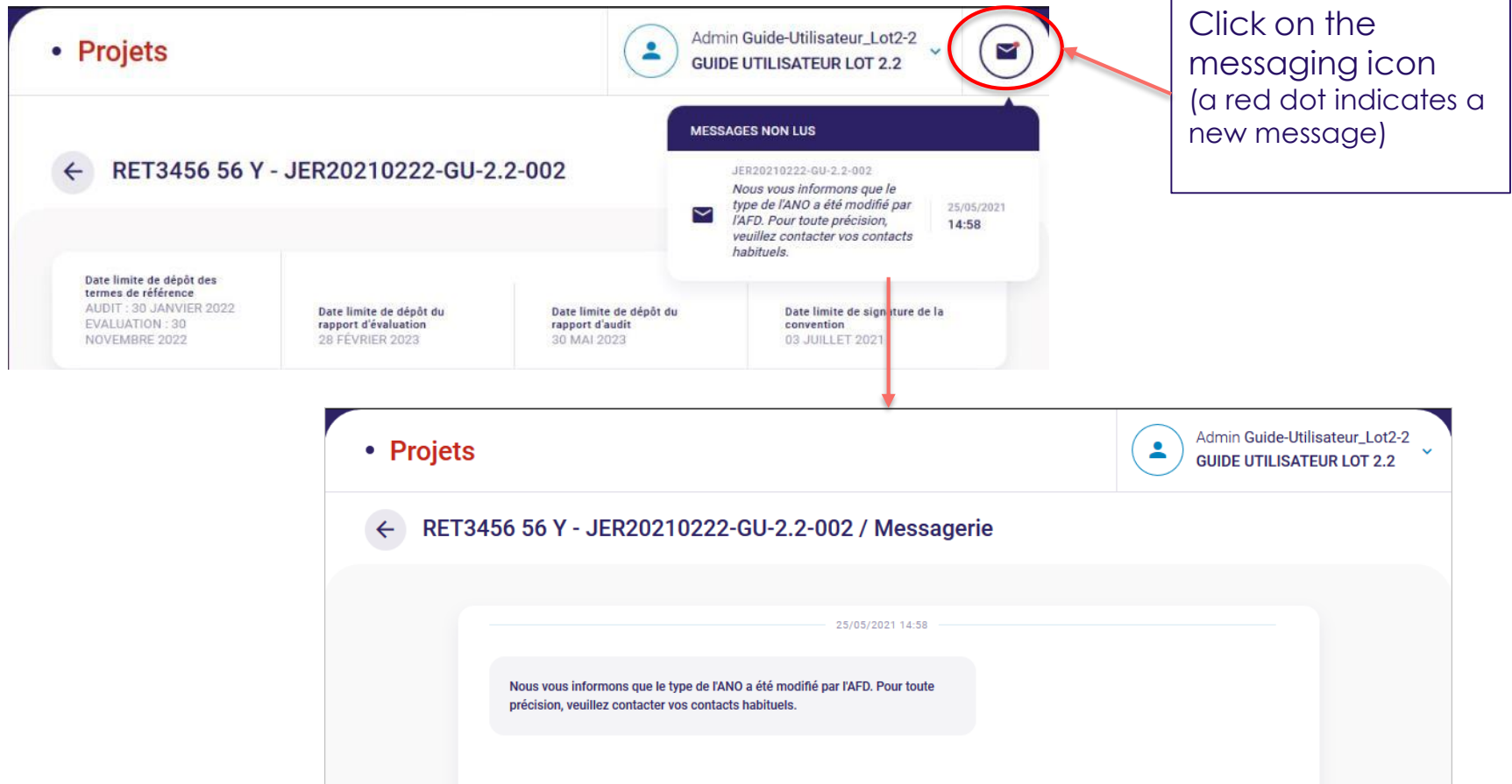
9- “Demande ANO” menu

You must use this menu to make an ANO request



10- Change of ANO type by AFD

Following your submission, AFD can change the type of ANO. You will be alerted of this in the project messaging system.



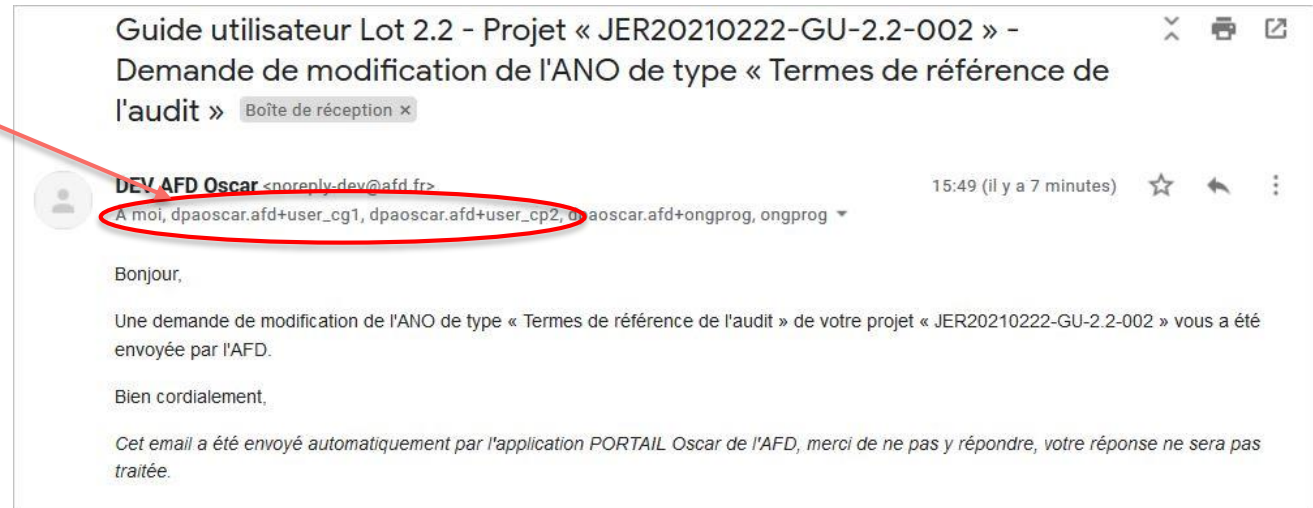
The screenshot shows the Oscar project messaging system interface. At the top, there is a header with a 'Projets' tab and a user profile 'Admin Guide-Utilisateur_Lot2-2 GUIDE UTILISATEUR LOT 2.2'. A red circle highlights a messaging icon (an envelope with a red dot) in the top right corner. A red arrow points from this icon to a callout box that says: 'Click on the messaging icon (a red dot indicates a new message)'. Below the header, the main content area shows a project titled 'RET3456 56 Y - JER20210222-GU-2.2-002'. A 'MESSAGES NON LUS' (Unread Messages) notification is displayed, showing a message from 'JER20210222-GU-2.2-002' dated '25/05/2021 14:58'. The message text is: 'Nous vous informons que le type de l'ANO a été modifié par l'AFD. Pour toute précision, veuillez contacter vos contacts habituels.' Below the notification, there are four date limits: 'Date limite de dépôt des termes de référence AUDIT : 30 JANVIER 2022 EVALUATION : 30 NOVEMBRE 2022', 'Date limite de dépôt du rapport d'évaluation 28 FÉVRIER 2023', 'Date limite de dépôt du rapport d'audit 30 MAI 2023', and 'Date limite de signature de la convention 03 JUILLET 2021'. A red arrow points from the notification to the bottom screenshot.

The bottom screenshot shows the same project page, but with the messaging icon highlighted and the message text displayed in a larger box. The message text is: 'Nous vous informons que le type de l'ANO a été modifié par l'AFD. Pour toute précision, veuillez contacter vos contacts habituels.' The date and time '25/05/2021 14:58' are also visible.

11- Return of the ANO by AFD

Following your submission, AFD can “renvoyer” the ANO for updating. In this case you will receive the following email:

Email is sent to the
CSO's Oscar users

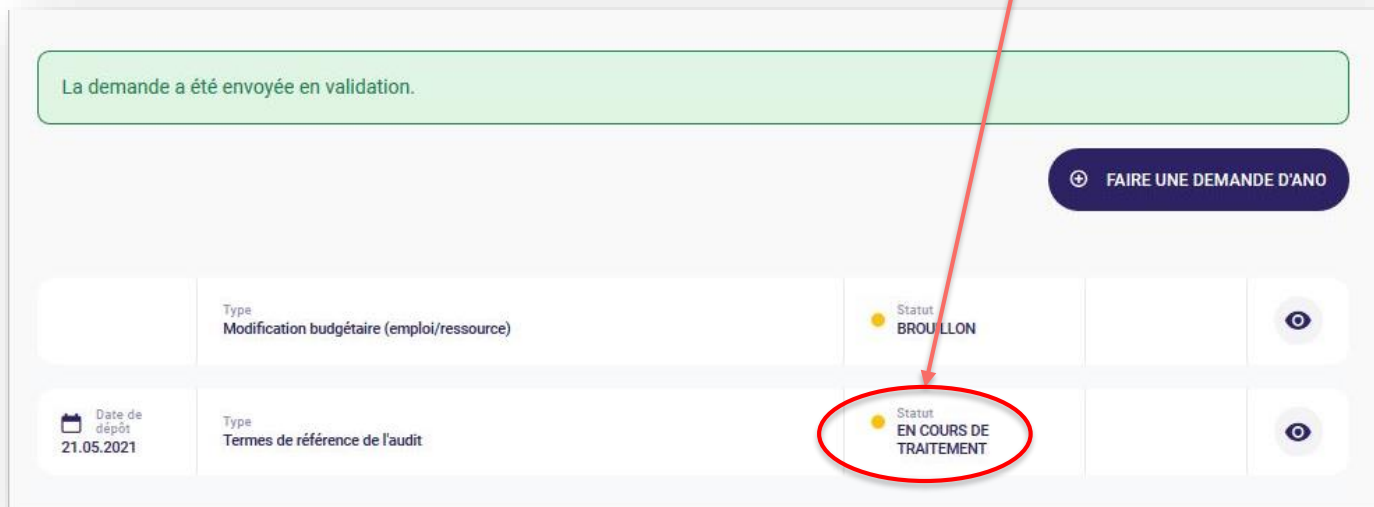


Idem [7- Return of the payment request by AFD](#)

The process is identical: you must send back your ANO, possibly with a document

12 - ANO “En cours de traitement” and “Traité”

Once your ANO has been submitted, its state changes to “En cours de traitement”



When AFD validates the ANO, its state changes to “Traité”.

An email is sent to you to inform you of the result.



13- Closure

AFD closes a project when the following have been submitted:

- the audit report in the case of an obligatory audit
- the final technical and financial execution report
- the final budget

These three documents should be submitted via the “Documents associés/ Documents de suivi” page

You can request “Clôture anticipée” using the button in the top right-hand corner of the “Projets” window AFD will examine your request.



Once AFD has validated the documents/reports, you will be sent an email with an attached file containing the closing letter once this has become effective. The project status will then change to “Clôturé”



THANK YOU
and see you in Oscar
<https://oscar.afd.fr>

afd.fr

#MondeEnCommun
AGENCE FRANÇAISE DE DÉVELOPPEMENT