Executive Summary

The AID user guides have been developed to address the need for comprehensive and technical guidance on using the various interfaces of the AID platform. These guides are intended to assist users in effectively updating infrastructure project data and generating reports.

The primary users of the AID user guides are stakeholders involved in infrastructure project management, including project owners/implementers, regional institutions, and relevant institutions in member states. These users have permissions to add, edit, and publish project information through a workflow to ensure the quality of the disseminated information.

The user guides provide a step-by-step approach to using the different interfaces of the AID platform. This includes guidance on navigating the database, utilizing the survey tool, leveraging the AID AI tool, and generating reports and dashboards. The guides aim to empower users with the knowledge and skills required to effectively utilize these interfaces and contribute to the accurate and up-to-date project data within the AID platform.

The user guide is complimented with video tutorials. The user guide is structured as follows:

1. How to access the AID platform
2. Features of the portal
3. Navigation of the portal
4. Creating Projects
5. Updating and Viewing Projects
6. Generating Reports – Part 2
7. Infrastructure Dashboard – Part 3
8. The e-Survey tool – Part 4
9. AID Automation and – Part 5
10. The AID Artificial intelligent app. – Part 5

The AID platform plays a crucial role in providing an interface for stakeholders to update infrastructure project data. This is essential for effective reporting and for providing a pipeline of projects that can be financed. The user guides serve as a useful resource, offering detailed instructions and explanations on how to navigate and utilize the various features of the AID platform.
Table of Contents

Executive Summary........................................................................................................................................2
Table of Contents .........................................................................................................................................3
Figures and Tables .........................................................................................................................................4
1. Introduction................................................................................................................................................5
2. Purpose of User Guide ................................................................................................................................5
3. Intended Audience ...................................................................................................................................6
4. Step by Step Guide on the use of the AID .................................................................................................6
   4.1. Access to the AID platform: ..............................................................................................................6
   4.2. Navigation of the AID interface ......................................................................................................12
   4.3. Creating a New Project .....................................................................................................................13
   4.4. Updating Project Data .....................................................................................................................18
Figures and Tables

Figure 1: Landing Page of the African Infrastructure Database ................................................................. 7
Figure 2: Additional Section of the landing Page ......................................................................................... 7
Figure 3: Online Resources for the AID ....................................................................................................... 8
Figure 4: Featured Projects on AID ............................................................................................................ 8
Figure 5: Introduction to the AID Platform ................................................................................................. 9
Figure 6: Links to the AID, Dashboard and Online Resources ................................................................. 9
Figure 7: Login Page for the African Infrastructure Database .............................................................. 10
Figure 8: Registration Page ....................................................................................................................... 11
Figure 9: The Landing Page of the Infrastructure Database ................................................................... 12
Figure 10: Menu Structure ....................................................................................................................... 12
Figure 11: Creating and Updating Projects ............................................................................................... 13
Figure 12: Interface for creating a new project ......................................................................................... 13
Figure 13: Adding Project Description .................................................................................................... 14
Figure 14: Creating a Map of the project .................................................................................................. 14
Figure 15: Mapping of Resources .......................................................................................................... 15
Figure 16: economic and financing for the project ................................................................................. 15
Figure 17: Adding Stakeholders to the project ......................................................................................... 16
Figure 18: Adding Planning and Monitoring Data for the project ......................................................... 16
Figure 19: Adding Monitoring Data ........................................................................................................ 16
Figure 20: Identifying the indicator to report on ...................................................................................... 17
Figure 21: Adding a contact person of the project .................................................................................. 17
Figure 22: searching Function for projects to update ............................................................................. 18
1. Introduction

The African Infrastructure Database (AID) was developed as an online data management tool to capture, validate, and store infrastructure project information in Africa. It was designed to use standard metadata descriptors to ensure consistency and harmonization of data across different projects. The AID allows stakeholders such as Regional Economic Communities (RECs), specialized institutions, project owners, and implementing agencies to manage their infrastructure information using a unified user interface and defined workflows. The AID was launched in 2013 and has since been continuously enhanced to meet emerging needs and incorporate feedback from end-users.

In 2023, the AID went through an upgrade of some of the system features and usability. Following this upgrade, this user guide provides a step-by-step explanation on how to use these features in day-to-day use to enhance the availability and accessibility of infrastructure data on the continent.

The guide has been structured according to the key thematic areas of the platform. The thematic areas of the guide include the following:

1. How to access the AID platform
2. Features of the portal
3. Navigation of the portal
4. Creating Projects
5. Updating and Viewing Projects
6. Generating Reports
7. Infrastructure Dashboard
8. The e-Survey tool
9. AID Automation and
10. The AID Artificial intelligent app.

2. Purpose of User Guide

The following summarizes the key objectives of the guide in supporting the management of infrastructure data:

1. Provide comprehensive and technical guidance: The guide aims to offer detailed instructions and explanations on how to use the various interfaces of the AID platform, ensuring that users have a clear understanding of the functionalities and features available.
2. Assist users in updating infrastructure project data: The guides provide step-by-step instructions on how to add, edit, and publish project information within the AID platform, enabling users to contribute to the accurate and up-to-date project data.
3. Facilitate effective reporting: By following the user guides, stakeholders can navigate the AID platform and generate reports that provide valuable insights into infrastructure projects. This supports evidence-based decision-making and planning processes.
4. Enhance user confidence and proficiency: The user guides aim to empower users with the knowledge and skills required to effectively utilize the AID platform. By providing comprehensive instructions, users can navigate the platform with confidence and proficiency.

5. Support project identification and financing: The AID platform serves as a pipeline of infrastructure projects that can be financed. The user guides help stakeholders understand how to leverage the platform to identify potential projects and contribute to the development and financing of infrastructure across the continent.

6. Ensure data accuracy and completeness: The user guides play a crucial role in ensuring that project data within the AID platform is accurate and complete. By following the guidelines, users can input and update project information in a standardized and consistent manner.

7. Foster collaboration and knowledge sharing: The user guides provide a common reference point for all stakeholders involved in infrastructure project management. This fosters collaboration and knowledge sharing, ensuring that all users have a shared understanding of how to effectively use the AID platform.

3. Intended Audience

The audience for the user guides includes stakeholders involved in infrastructure project management. This encompasses project owners/implementers, regional institutions, and relevant institutions in member states. These individuals are responsible for updating project data, generating reports, and utilizing the features of the AID platform.

The guides are designed to cater to users with varying levels of technical expertise. They provide instructions and explanations to assist both novice and experienced users in effectively navigating and utilizing the AID platform.

It is important to note that the guides are specifically tailored for the stakeholders involved in infrastructure project management and may not be applicable to individuals outside of this scope.

4. Step by Step Guide on the use of the AID

4.1. Access to the AID platform:

Start by accessing the AID platform through the designated website or portal. Access to the African Infrastructure Database can be done through the following URL:

https://aid-nepad.org/

The landing page of the AID consists of a portal to help respective users to navigate to different locations of the site. The landing page is demonstrated below:
African Infrastructure Database

Sharing Data & Information for
African Infrastructure Development

1. The AID Login Page: This resource provides an opportunity for users to enter their respective user details to be able to create, view and update respective project data.

Figure 1: Landing Page of the African Infrastructure Database

The Interface above intends to provide infrastructure news obtained from a variety of sources. The section will be updated every fortnight and the previous articles will be archived.

Figure 2: Additional Section of the landing Page
The above section provides you an opportunity to use any of the available online services. These services include viewing infrastructure projects, the data e-surveyor, the AID Assistant, and the job creation toolkit.

The above interface provides a featured projects section which highlights one key project. This section will be updated weekly and shared on various social media platforms to allow for engagement with audiences.
The above section provides you with an introduction to the AID which briefly states the objectives of the system and how it intends to support infrastructure development.

Further to the above descriptions of the respective sections, the following further details on the key features of the platform with are:

**Figure 5: Introduction to the AID Platform**

Using the above links, you can login to the AID by clicking on the first box. After going to the AID, you will be welcomed to the following interface. You will require a username and password for you to go through this stage.
1. For users with existing usernames and passwords, you can proceed to enter your existing login details to enter the platform.

2. For users who registered using the legacy AID – the old AID system, click on forgot password and the following interface will show:

Enter your username or password, after which the system will generate a system generated email with a link to change your password. You will receive an email with the instructions on how to change your password. Follow the instructions.
3. For new users, click on the “Register Account” to create a new account. Upon clicking on the link, the following interface will appear:

![Registration Page](image)

**Figure 8: Registration Page**

For one to register an account, the following should be provided:

- a. Username
- b. Email address
- c. Password
- d. Title
- e. First and last names
- f. Gender
- g. City and Resident Country or country of interest.
- h. For project owners, or stakeholders responsible for creating or updating infrastructure projects: Please complete the section on your organizational details:
  - a. If you are representative of a regional organization.
  - b. The organization you are representing.
  - c. The role of the organization
  - d. If you are a focal person for the projects featured in the platform.
  - e. Phone Number

The privacy statement for usage of the data collected can be viewed on this link: [https://aid.nepad.org/welcome/privacy](https://aid.nepad.org/welcome/privacy)

AUDA-NEPAD or its related agencies shall not share the data to any third party. The data collected is solely to be used to facilitate login to the platform and enhancement of the included services.
4.2. Navigation of the AID interface

Once logged in, familiarize yourself with the AID interface. Take note of the different sections and features available, such as project data, reports, dashboards, and survey tools.

The above interface provides users with access to the key functions of the process in enabling the capturing of data and related process. The key functions can be reviewed below:

Using the menu to the left, you have the following key sub-modules:

1. **Home Page** – This is the home page of the infrastructure portal.
2. **Project Explorer** – This provides an interface to create, update and view projects.
3. **The Project dashboard links to the dashboard for the respective user organization registered in the system.**
4. **The AI Knowledge Portal is an AI tool responsible for mining data from the database and generating new insights and reports.**
5. **Visual monitoring and pilot tool enabling users to view projects in real visualization using google maps.**
6. **Stakeholders allows administrators to manage stakeholders.**
7. M & E links to indicators and the survey tool for data collection.
8. The last sections link to the reports and services of the system.

4.3. Creating a New Project

The AID platform provides an opportunity to create new projects for private usage or for public usage. The private usage relates to the ability to efficiently report on progress to the continental platform and linkages to investors. The platforms offer users of making the project available to users in various methods based on different roles.

To create a new project, link on the project explore menu and a dropdown will appear with options to create a new project, to view projects, update projects and generate a factsheet.

When linked, the create project link directs the user to the following page:

![Figure 11: Creating and Updating Projects](image1)

The following interfaces provide users with the necessary step by step process of creating a new project.

![Figure 12: Interface for creating a new project](image2)
**Figure 13:** Adding Project Description

**Figure 14:** Creating a Map of the project
Figure 15: Mapping of Resources

<table>
<thead>
<tr>
<th>General Project Data</th>
<th>Project Stakeholders</th>
<th>Economics &amp; Financing</th>
<th>Planning and Progress</th>
<th>Monitoring Indicators</th>
<th>Contacts Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Quality</td>
<td>Project Settings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project Economics**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Present Value (Million USD)</td>
<td></td>
</tr>
<tr>
<td>Cost Benefit Ratio</td>
<td></td>
</tr>
<tr>
<td>Financial Internal Rate of Return</td>
<td></td>
</tr>
<tr>
<td>Economic Internal Rate of Return</td>
<td></td>
</tr>
</tbody>
</table>

**Preparation Finance**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation Cost (Million USD)</td>
<td></td>
</tr>
<tr>
<td>Preparation Financing Secured</td>
<td></td>
</tr>
<tr>
<td>Preparation Funding Gap (Million)</td>
<td></td>
</tr>
<tr>
<td>Preparation Financing type</td>
<td>Please select</td>
</tr>
</tbody>
</table>

**Capital Expenditure (CAPEX) Finance**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capex Cost</td>
<td></td>
</tr>
<tr>
<td>Capex Financing Secured</td>
<td></td>
</tr>
<tr>
<td>Capex Funding Gap</td>
<td></td>
</tr>
<tr>
<td>Capex Financing type</td>
<td>Please select</td>
</tr>
</tbody>
</table>

**Operational Cost**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operation Cost</td>
<td></td>
</tr>
<tr>
<td>Operation Financing Secured</td>
<td></td>
</tr>
<tr>
<td>Operation Funding Gap</td>
<td></td>
</tr>
<tr>
<td>Operation Financing type</td>
<td>Please select</td>
</tr>
</tbody>
</table>

Figure 16: Economic and financing for the project
Figure 17: Adding Stakeholders to the project

Figure 18: Adding Planning and Monitoring Data for the project

Figure 19: Adding Monitoring Data
Once complete with adding the necessary data, you can then click on Save to create the new project. The project will appear at the begin on the list page denoting that it has recently been created. The project will be highlighted in green.

The project is further linked to the respective entities entered during the creation process. This includes the organization. The organization are linked in various means. These include being a leading agency, a REC or implementing agency. Based on the role of the organization, the users of the specific organization can view and update the progress of the project. This is a role-based
approach where the organization nominates users to be responsible for updating the records. These roles will be handled at organizational or regional level.

4.4. Updating Project Data

To update project data, you have 2 options. The first option is to locate the “Update Projects” link to the left side of the menu under the project explorer tab.

Once you click on the Update link, you will be directed to a search page to enable you to search for specific projects for you to update. You have several options to get the data you are looking for. The options for searching are contained in the below figure:

![Figure 22: searching Function for projects to update.](image)

Figure 22 illustrates the fields that one can use to locate and update a project.

A user can use one or more fields to filter to a specific project. Once the user filters the project, click on the "Update Project Progress" or "Adjust Project Details" button to input or modify project information. Fill in the required fields, such as project name, description, location, and other relevant details. Ensure that the information provided is accurate and up to date. The following figure...
1. Click on “update project progress” to quickly update selected fields regarding the project. This involves updating the planning and progress section. Other sections are available for updating depending on the availability of the data.

2. “View Project Details” directs you to view the project details captured at creation as well as updates. This feature enables users to link to the job creation toolkit, that helps organizations to estimate the number of jobs a project can create. Its further links to the survey tool if the user so wishes to create a survey. This step leads to the 2nd option of how to update data in the database.

3. The “Adjust Project Data” link allows users to make modifications to the data. This enables users to see the overall data set and adjust where necessary. The fields open to changes includes the general data that covers the summary, objectives, description, and other details that rarely change.

Using the update link on the main menu leads you to the search page enabling you to filter to specific projects. A user can also use the view projects link on the main menu to view projects. The difference is
that using the update link, the user can filter projects based on user input however using the view page enables a user to view all projects under the organization’s portfolio.

Once you click on update progress, the following popup window will show up:

![Update Progress for Dodesa-Tepi-Juba project](image)

Click on the Add New Progress button to add new progress milestone. Once clicked, this will enable the user to enable the reporting year, the planned stage as per the reporting period and the actual stage. The user also has the capacity to enter comments on financing and overall progress.

![Update Progress for Burundi (Uli-Mulembwi) & Tanzania (Kigoma) Power Transmission Line](image)
### Update Progress for Dellenas Top-100 project

<table>
<thead>
<tr>
<th>Year</th>
<th>Planned Stage</th>
<th>Actual Stage</th>
<th>Comments On Financing</th>
<th>Comments On Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>S1: Project Definition</td>
<td>S1: Project Definition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2021</td>
<td>S2A: Project Structuring</td>
<td>S4B: Construction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The form for project updates can be downloaded from this site:
https://aid.nepad.org/welcome/?page_id=1505

To update project data using the “Adjust Project Data” link, you will be directed to a page where you can update the project data based on changes that have been received. The following interface will provide an opportunity to user to update the data:

Once you are done with the updates, click on Save Project Data button to the bottom of the screen.