

# **Oscar Users Guide**

## **For CSOs**

**(Complete version)**

**oscar**  
votre espace initiatives osc

## Selecting the language



To change the language  
you can click on the globe  
icon and choose “English”

## **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!**

# Overall CONTENTS

- I. Presentation of Oscar and response to the AMI/CEI
- II. Creating a NIONG / Preparation and selection phase
- III. Project execution phase

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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/CEI) 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

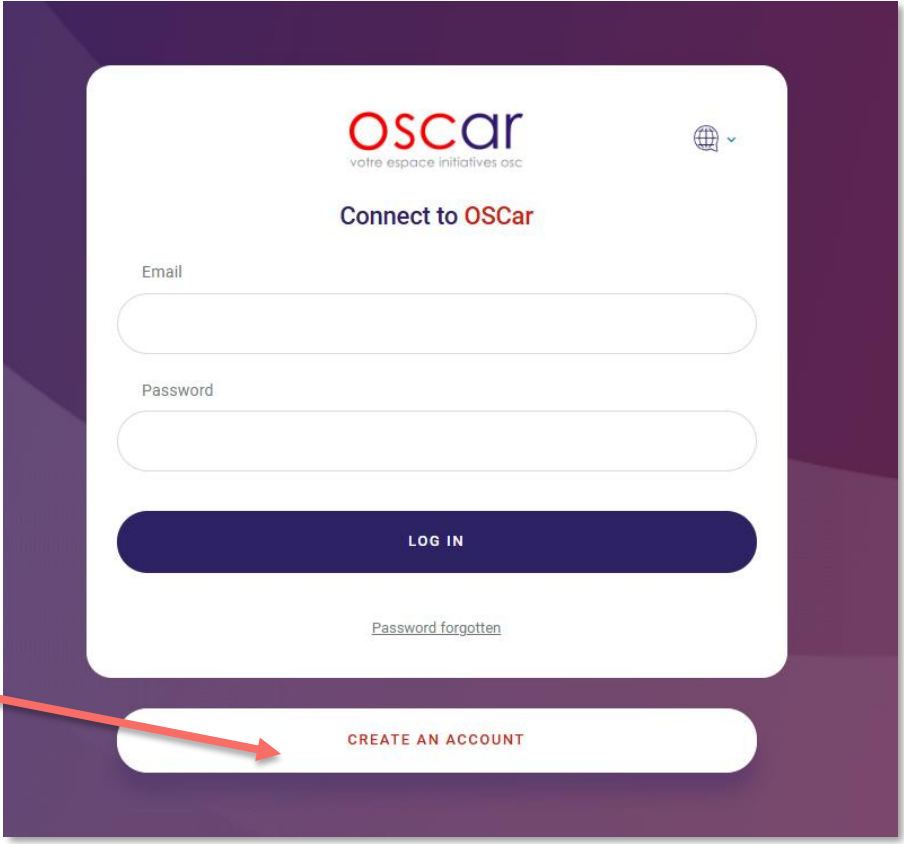
A person designated “Oscar Administrator” will manage your CSO’s user accounts in Oscar.

**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 account creation interface. At the top, the 'oscar' logo is displayed with the tagline 'votre espace initiatives osc'. To the right of the logo is a globe icon with a checkmark. Below the logo, the text 'Connect to OSCar' is visible. The form contains two input fields: 'Email' and 'Password'. Below these fields is a dark blue 'LOG IN' button. Under the 'LOG IN' button is a link that says 'Password forgotten'. At the bottom of the form is a light blue button labeled 'CREATE AN ACCOUNT'. A red arrow points from the text box on the left to the 'CREATE AN ACCOUNT' button.

oscar  
votre espace initiatives osc

Connect to OSCar

Email

Password

LOG IN

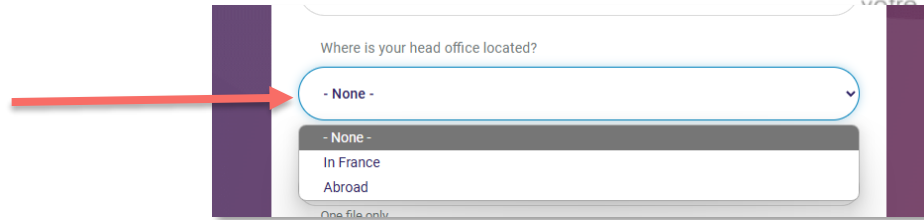
[Password forgotten](#)

CREATE AN ACCOUNT



## 3.1 If you are a French CSO:

Select where your CSO is located

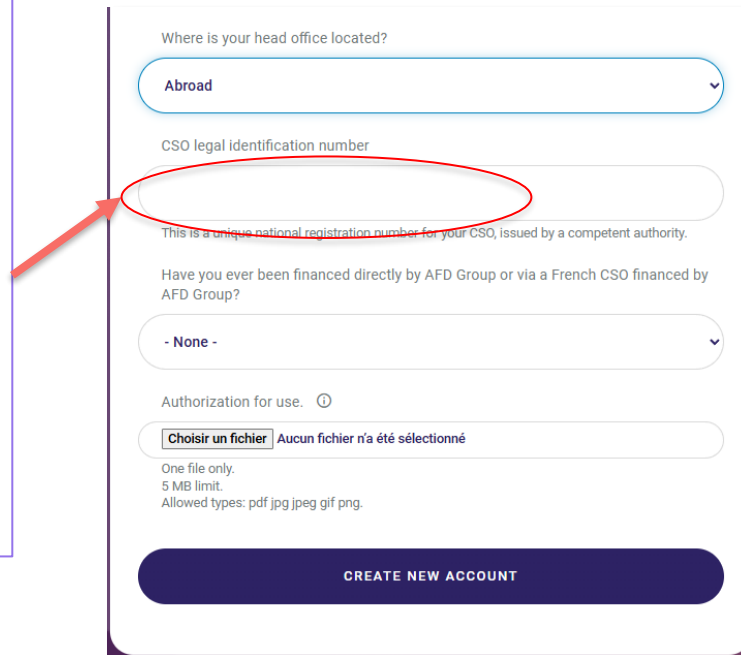


Enter the SIRET or legal identification number:

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

If the SIRET/legal identification n° already exists then the authorization to use is unnecessary.

*NB: verification is carried out on the first nine figures (SIREN)*



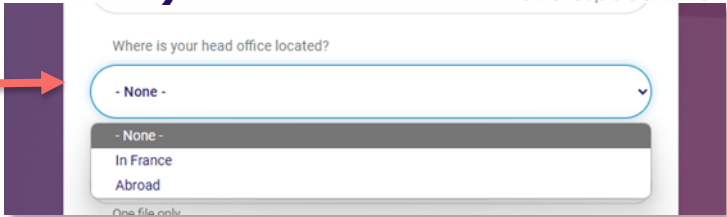

The **SIRET n°/ legal identification number** is the **key** in our database. Please check that you have entered it correctly.

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):

Select where your CSO is located



Where is your head office located?

- None -

- None -

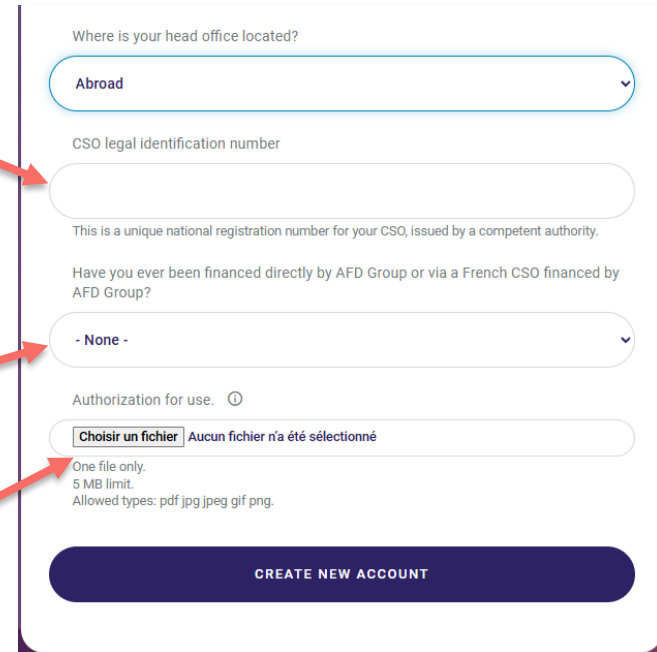
In France

Abroad

One file only.

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

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 “Yes”**. If not, **choose “No”**.



Where is your head office located?

Abroad

CSO legal identification number

This is a unique national registration number for your CSO, issued by a competent authority.

Have you ever been financed directly by AFD Group or via a French CSO financed by AFD Group?

- None -

Authorization for use. ⓘ

Choisir un fichier

Aucun fichier n'a été sélectionné

One file only.  
5 MB limit.  
Allowed types: pdf jpg jpeg gif png.

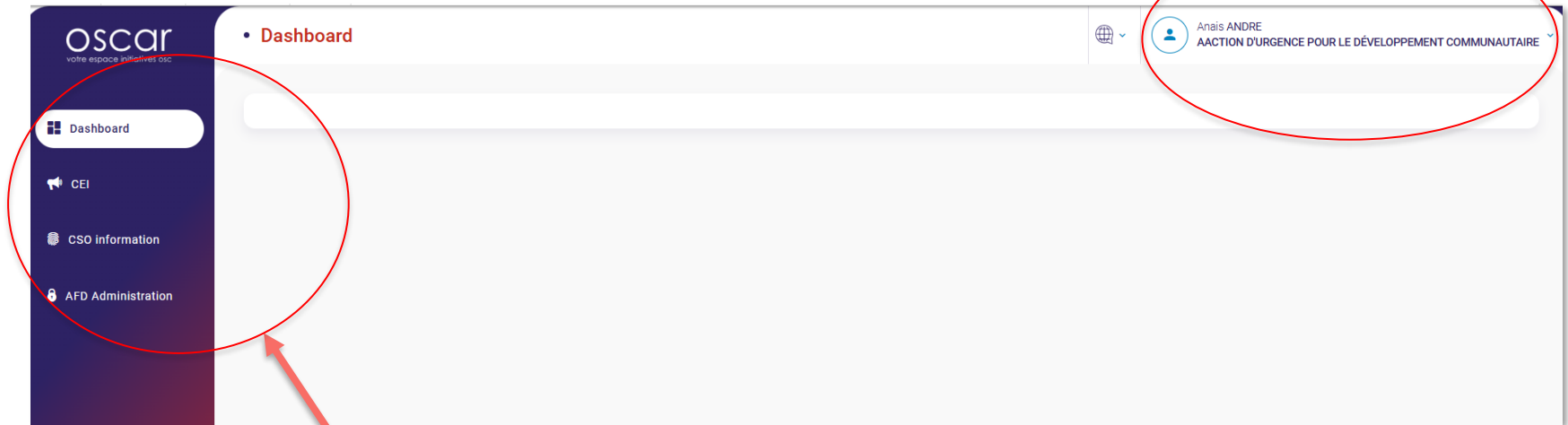
CREATE NEW ACCOUNT

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



Main menu

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

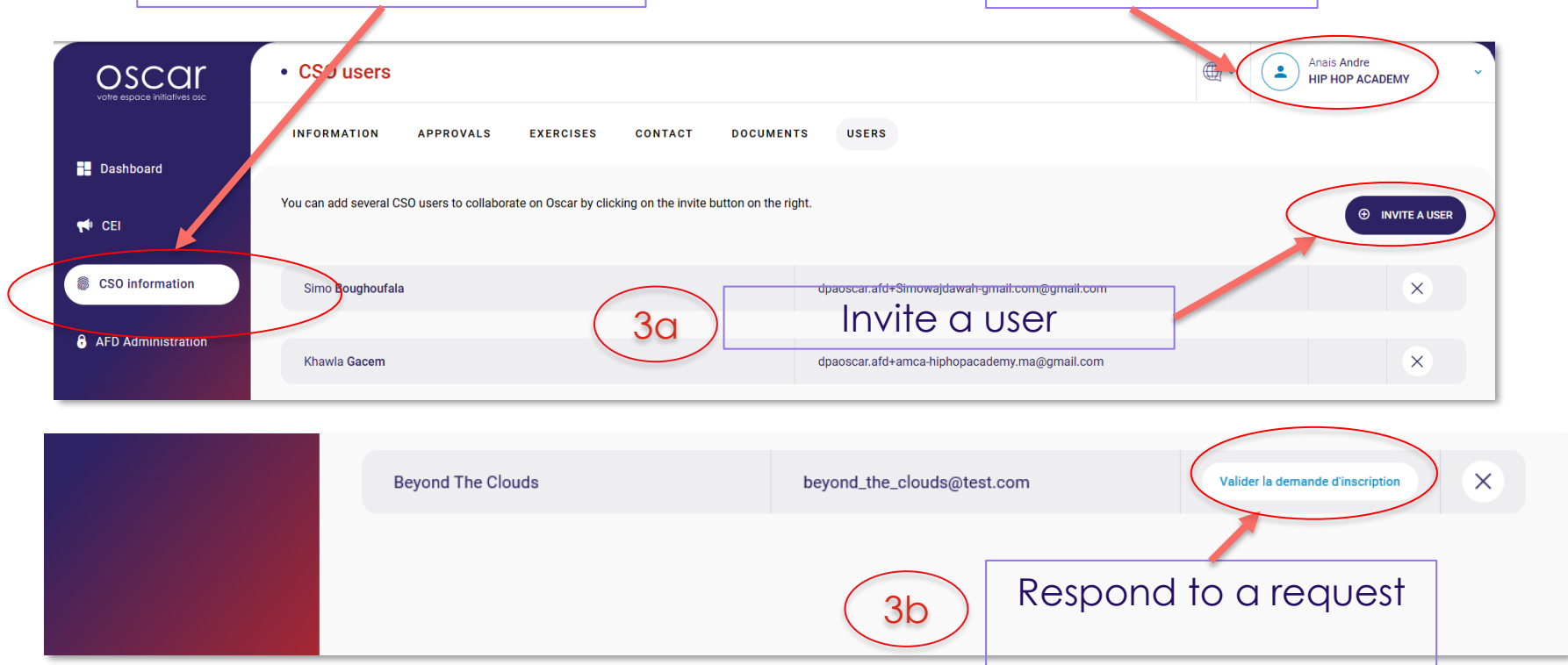
The administrator manages your CSO's accounts. They can either invite users or respond to requests (in the latter case, they will have received an email alerting them to the request)

Access is via the "CSO information" menu

1

Then the "Users" tab

2



Access is via the "CSO information" menu

Then the "Users" tab

3a

3b

Respond to a request

## 5.1- Invite a user

You can add several CSO users to collaborate on Oscar by clicking on the invite button on the right.

⊕ INVITE A USER

1

Click on the “Invite a User” button

2

Fill in the window that appears.

After validation an email is sent to the person

### INVITE A USER

Last name

First name

E-mail address

CANCEL

CONFIRM

## 5.2- Respond to a request to register

Beyond The Clouds	beyond_the_clouds@test.com	Valider la demande d'inscription	X
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**To accept**  
Click on the "Confirm User request" 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. Enter information about your organization

To respond to an AMI/CEI, you must first fill in practically all the fields (some are not mandatory) 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.

Access via the "CSO information" menu

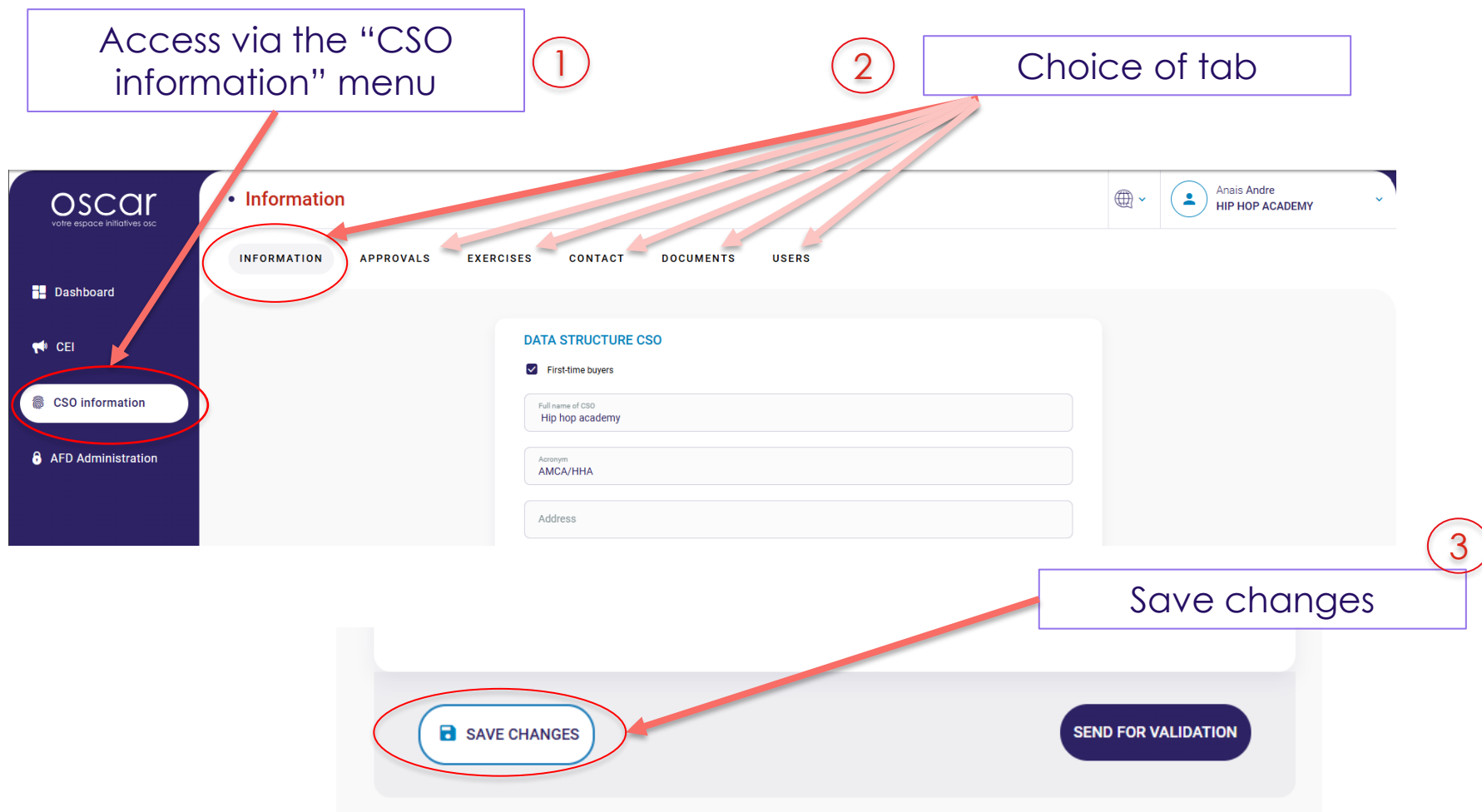
1

2

Choice of tab

3

Save changes



The screenshot shows the Oscar web application interface. On the left is a dark blue sidebar with the Oscar logo and navigation links: Dashboard, CEI, CSO information (highlighted with a red circle and arrow), and AFD Administration. The main content area has a top navigation bar with tabs: INFORMATION (highlighted with a red circle and arrow), APPROVALS, EXERCISES, CONTACT, DOCUMENTS, and USERS. Below the tabs is a form titled 'DATA STRUCTURE CSO'. It includes a checkbox for 'First-time buyers' (checked), and three input fields: 'Full name of CSO' (containing 'Hip hop academy'), 'Acronym' (containing 'AMCA/HHA'), and 'Address'. At the bottom of the form are two buttons: 'SAVE CHANGES' (highlighted with a red circle and arrow) and 'SEND FOR VALIDATION'.

## 6. 1 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 “return” 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.



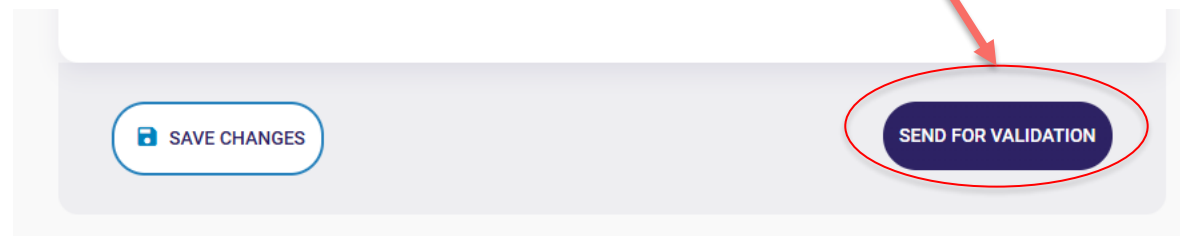
## 6. 2 Enter information about your organization (continued)

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 “Send for validation” button, **otherwise the new data will not be sent to AFD.**



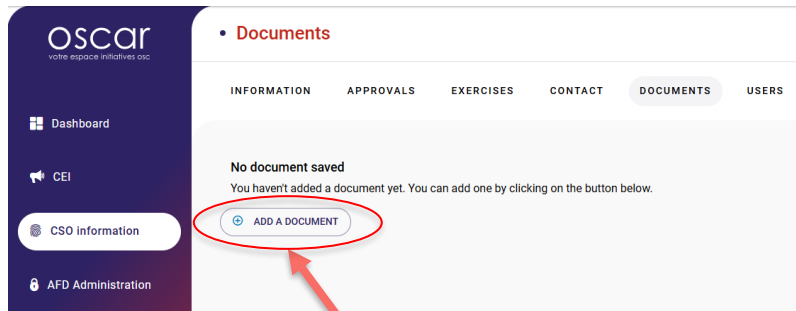
## 7- Documents in Oscar



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**



**1** Add a document

### ADD A DOCUMENT

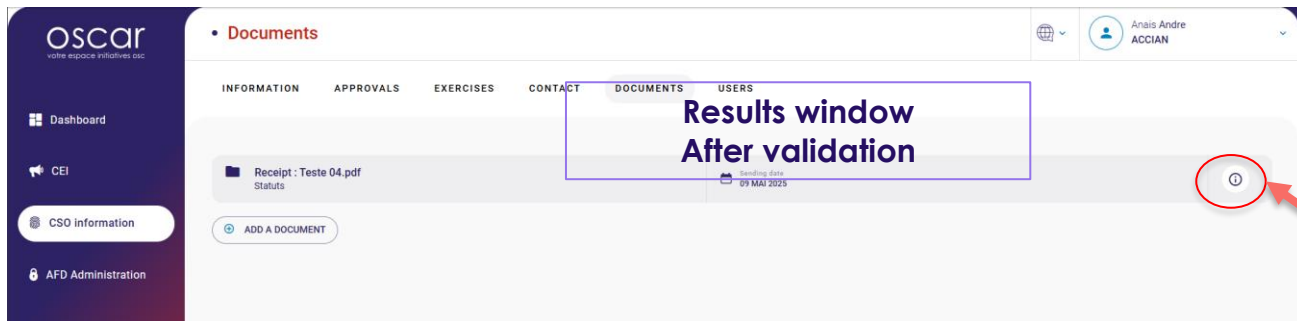
File:  Aucun fichier n'a été sélectionné

Type:

Comment (optional):

**2** Validation

**Document upload window**



**Results window After validation**

Receipt : Teste 04.pdf  
Status

**3** Access to receipt

## 7- Documents in Oscar / Example of receipt



## 8- Access to the AMI/CEI 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'. Below these, there's a card for 'AMI 2020' with buttons for 'VOIR SUR LE SITE AFD.FR' and 'TÉLÉCHARGER LE FICHIER'. A 'NOUVELLE INTENTION DE PROJET' button is also highlighted with a red circle and an arrow pointing to a text box. Below this button, a progress bar indicates 'Complété à 17%' with a red arrow pointing to a text box. The top right corner shows the user profile 'Au-delà Des nuages' and the status 'OSC-EN-COURS-INSCRIPTION'.

Access via the “AMI/CEI” 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

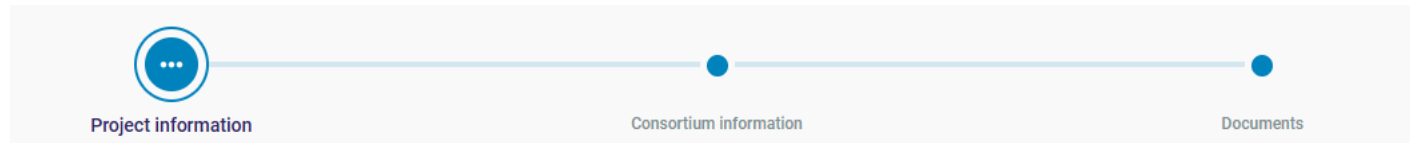
 SAVE CHANGES

button at the bottom of the page.

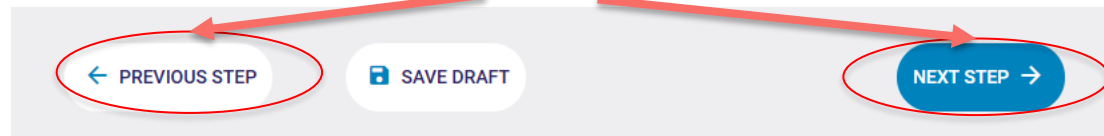


The warnings given on [p.13](#) about loss of entered data also apply here.

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 “Send” stage Oscar will indicate all the mandatory 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.

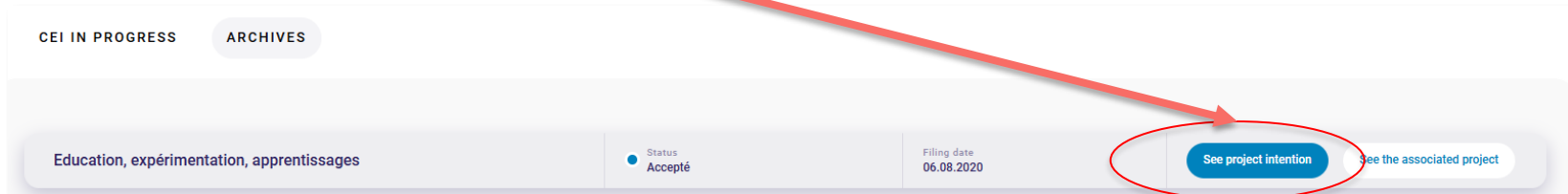


**Exception to the locking of data:** for the CSO organization, it is possible to load documents and enter information about the current year or year N-1.

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

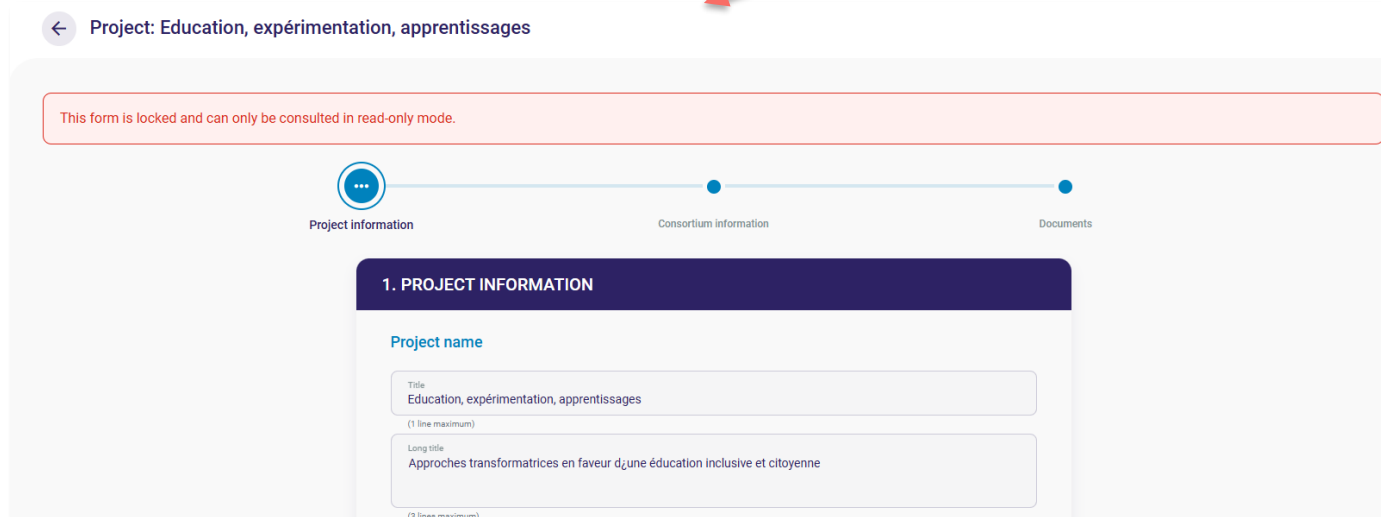
## 10.- Submitting a project intention

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



CEI IN PROGRESS ARCHIVES

Education, expérimentation, apprentissages	Status Accepté	Filing date 06.08.2020	<a href="#">See project intention</a>	<a href="#">See the associated project</a>
--	-------------------	---------------------------	---------------------------------------	--



← Project: Education, expérimentation, apprentissages

This form is locked and can only be consulted in read-only mode.

Project information Consortium information Documents

### 1. PROJECT INFORMATION

Project name

Title  
Education, expérimentation, apprentissages  
(1 line maximum)

Long title  
Approches transformatrices en faveur d'une éducation inclusive et citoyenne  
(3 lines maximum)

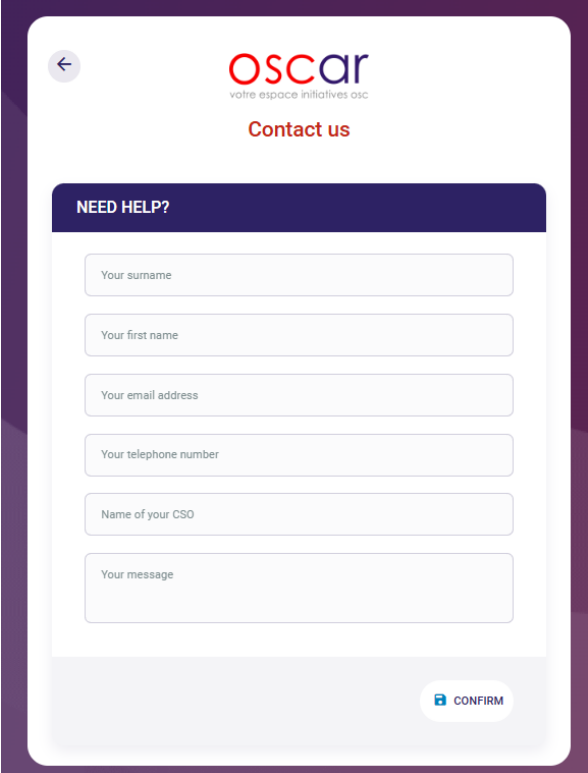
## 11- Notifications and emails

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](mailto: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: "Contact us")
- or
- At the following email address: [oscar\\_admin@afd.fr](mailto:oscar_admin@afd.fr)

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





# CONTENTS – Creating a NIONG / Preparation and selection phase

[1- General](#)

[2- “Projects” 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](#)

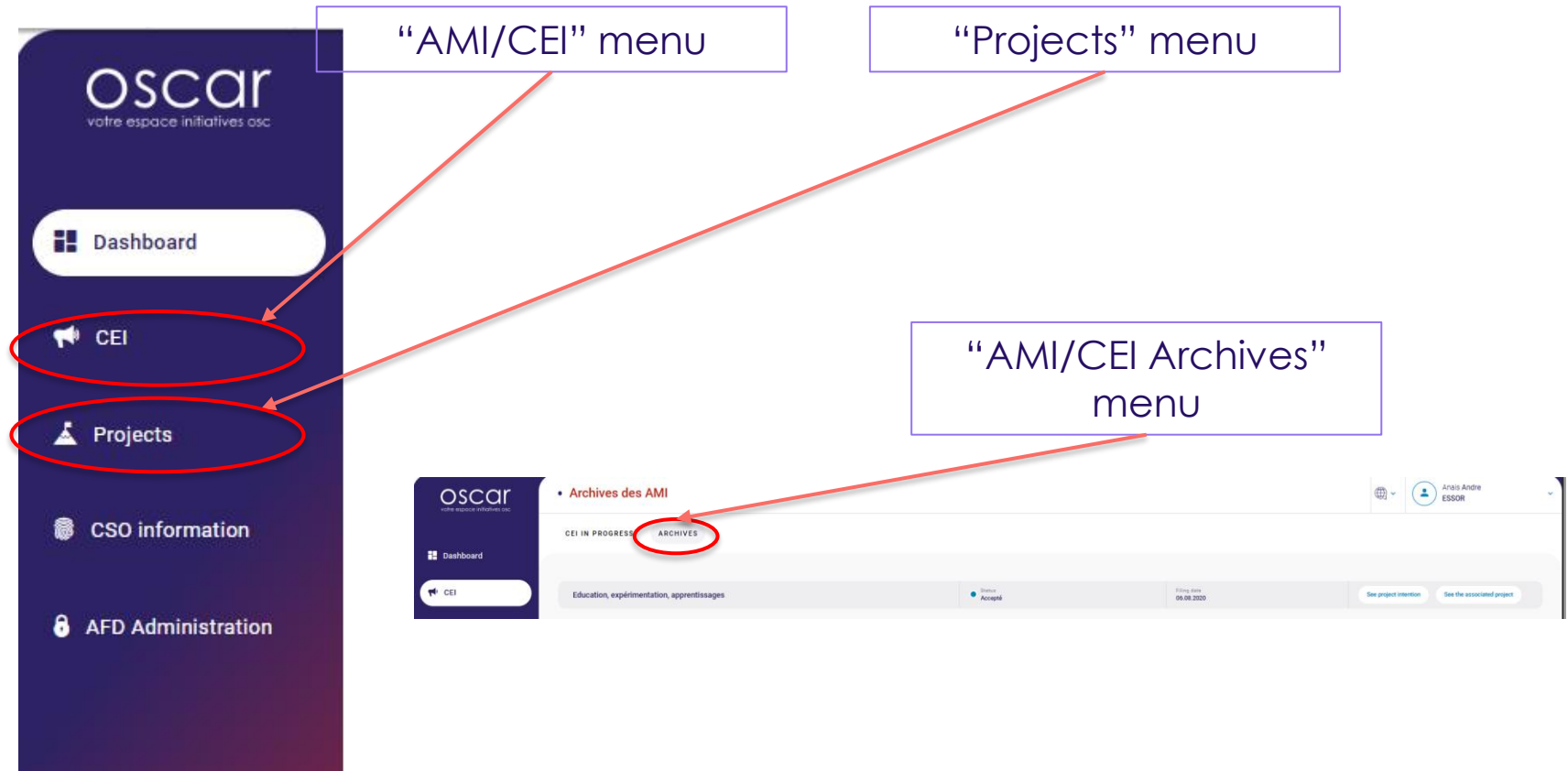
[10- Selection committee](#)

# 1- General (1)

At the end of the AMI/CEI, you will find the submitted project intentions on the “AMI/CEI (Archives)” menu.

If one of your project intentions has been accepted you can access it through the “Projects” menu

Information about your organization is once again accessible (“CSO Information” 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.

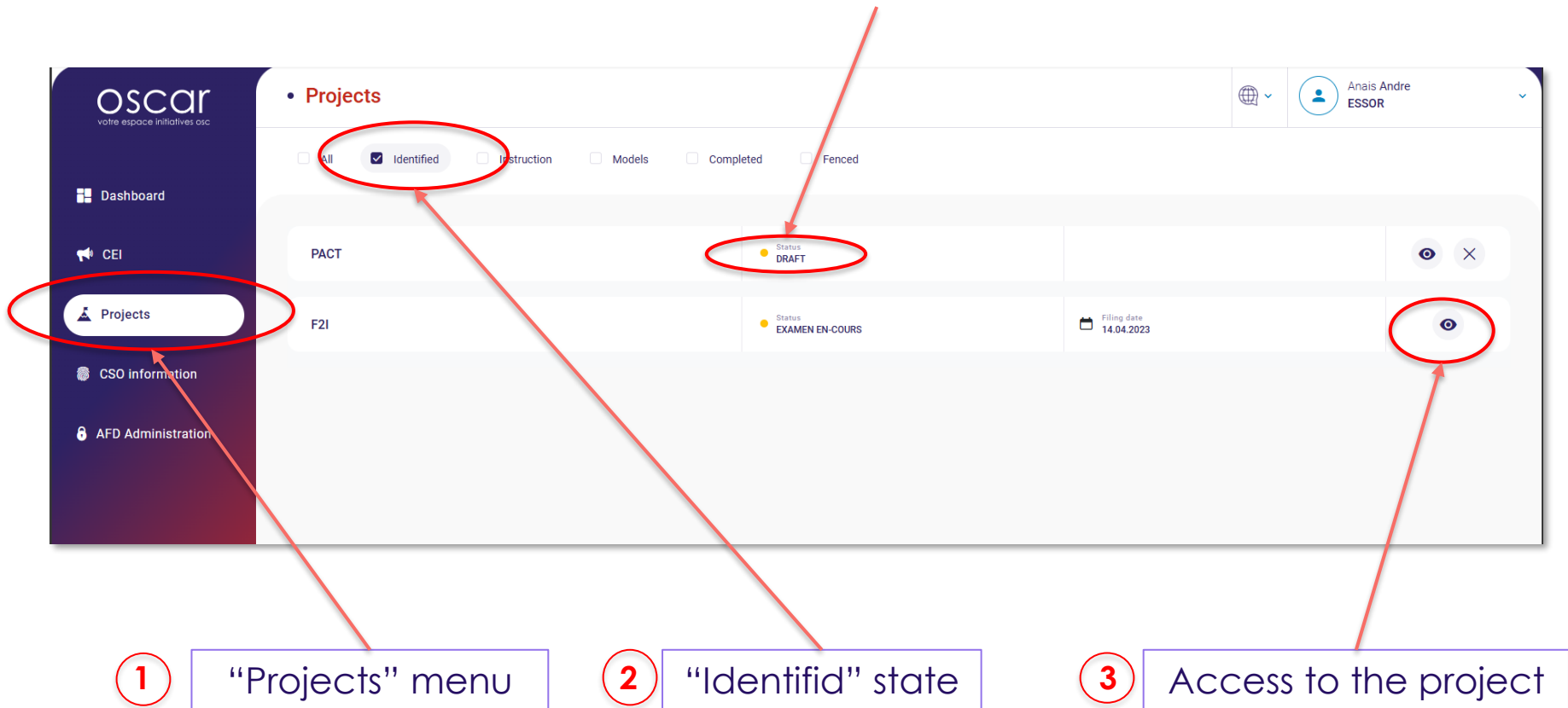
This means that if you send a NIONG document or the form after 1:30 pm, AFD personnel will not be able to access it until 8:00 am the following day.

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- “Projects” menu

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



The screenshot shows the Oscar web interface. On the left is a dark sidebar with the Oscar logo and navigation links: Dashboard, CEI, Projects (highlighted with a red circle and arrow pointing to label 1), CSO information, and AFD Administration. The main content area is titled 'Projects' and features a filter bar with buttons: All, Identified (checked and highlighted with a red circle and arrow pointing to label 2), Instruction, Models, Completed, and Fenced. Below the filter bar is a table of projects. The first row shows a project named 'PACT' with a status of 'DRAFT' (highlighted with a red circle and arrow pointing to label 2) and an eye icon (highlighted with a red circle and arrow pointing to label 3). The second row shows a project named 'F2I' with a status of 'EXAMEN EN-COURS' and a filing date of '14.04.2023'. At the bottom, three numbered labels in red circles are connected by arrows to the corresponding elements in the interface: 1 points to the 'Projects' menu item, 2 points to the 'Identified' filter and the 'DRAFT' status, and 3 points to the eye icon for project access.

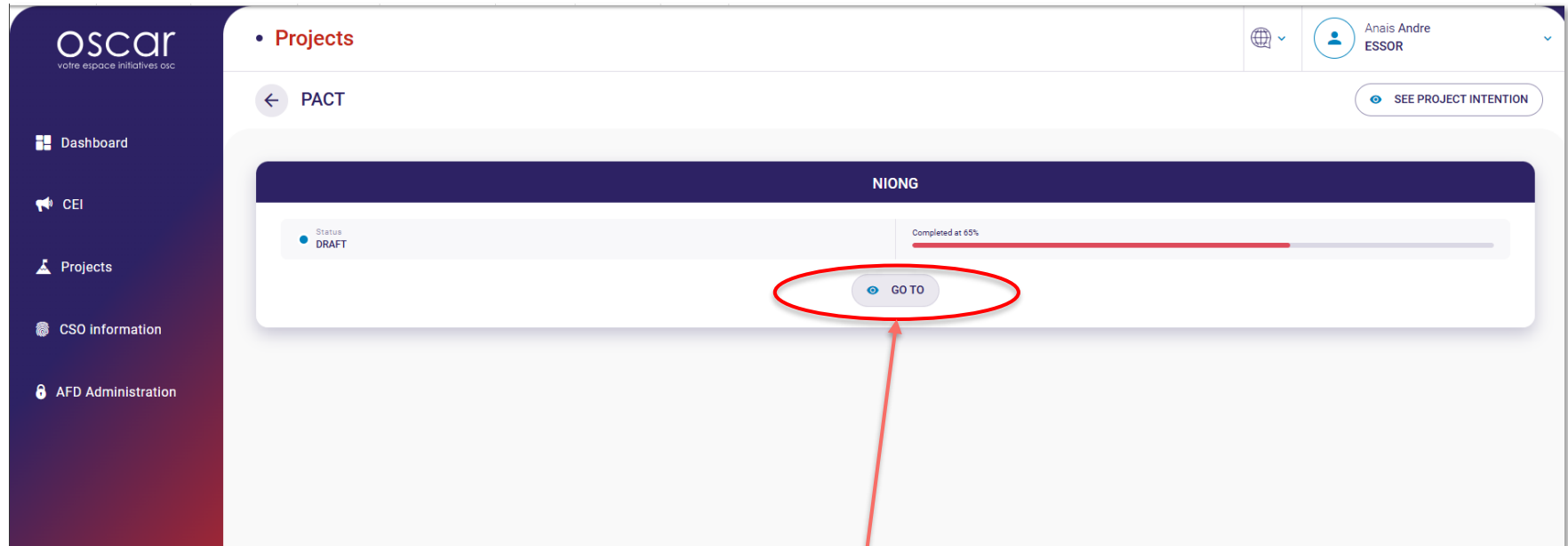
1 “Projects” menu

2 “Identifid” state

3 Access to the project

### 3- NIONG home page

After having clicked on  to access the project



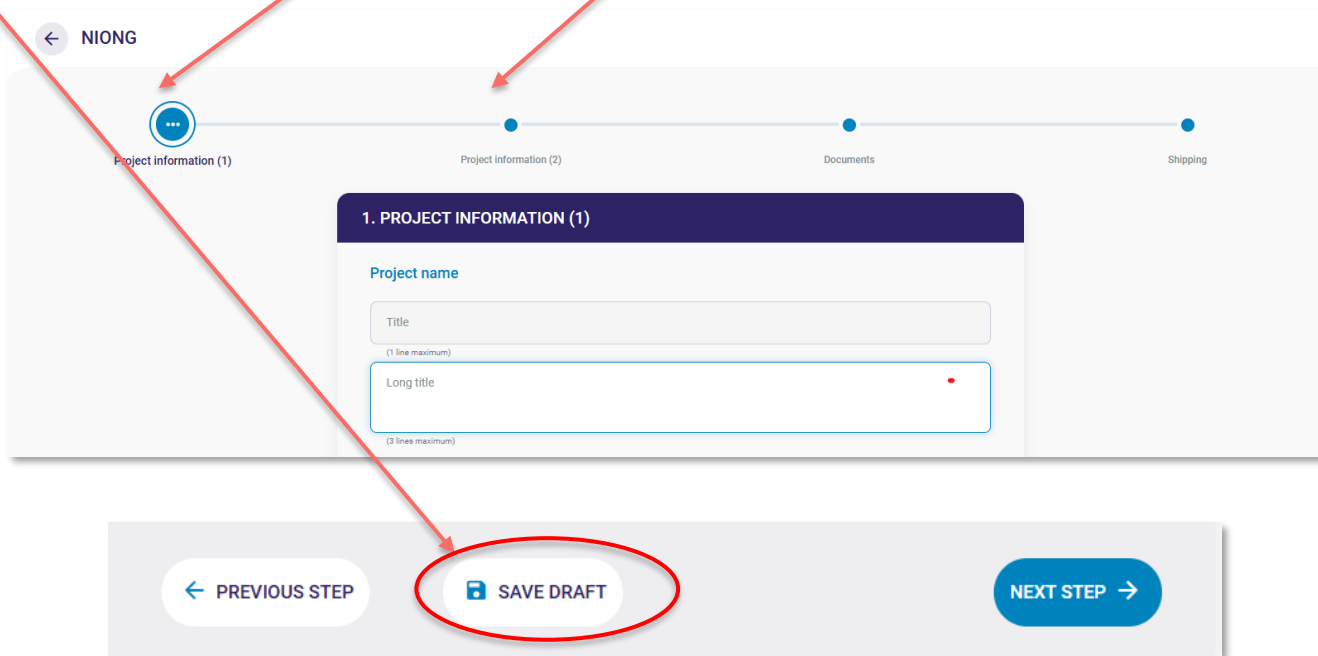
Access the NIONG

## 4- Filling in the NIONG form

The form corresponds to all the data entered in “CSO information” 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 “save draft”.



← NIONG

Project information (1) Project information (2) Documents Shipping

**1. PROJECT INFORMATION (1)**

**Project name**

Title  
(1 line maximum)

Long title  
(3 lines maximum)

← PREVIOUS STEP **SAVE DRAFT** NEXT STEP →

## 5- Depositing NIONG documents and annexes

Templates of documents mandatory 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.

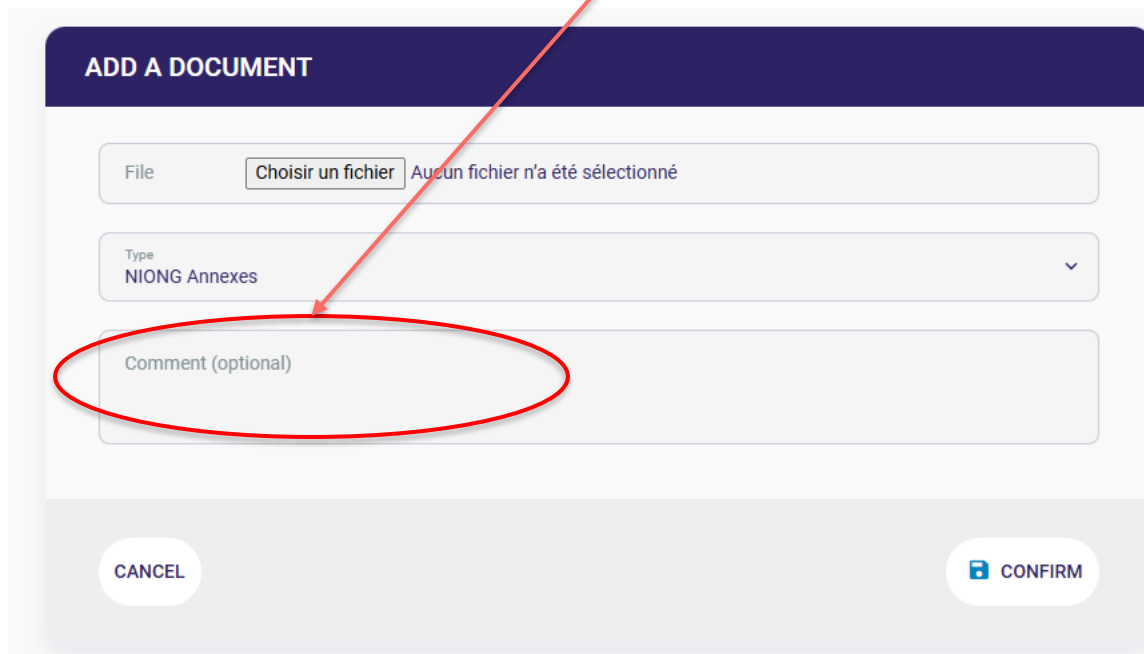
When you submit a document, a receipt is created (which remains permanently on the site), but the document is no longer accessible and you cannot consult it.



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

## 6- Adding a document

The “Comment (optional)” field is sent to AFD



**NB:** If you wish to “modify” 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 “Comment” 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 “Shipping” page, the application automatically informs you of empty or incorrectly completed fields as well as missing mandatory documents. You can click on any of the lines which will send you back to the relevant page to correct the information.

### 4. SHIPPING

#### Your file is ready to send

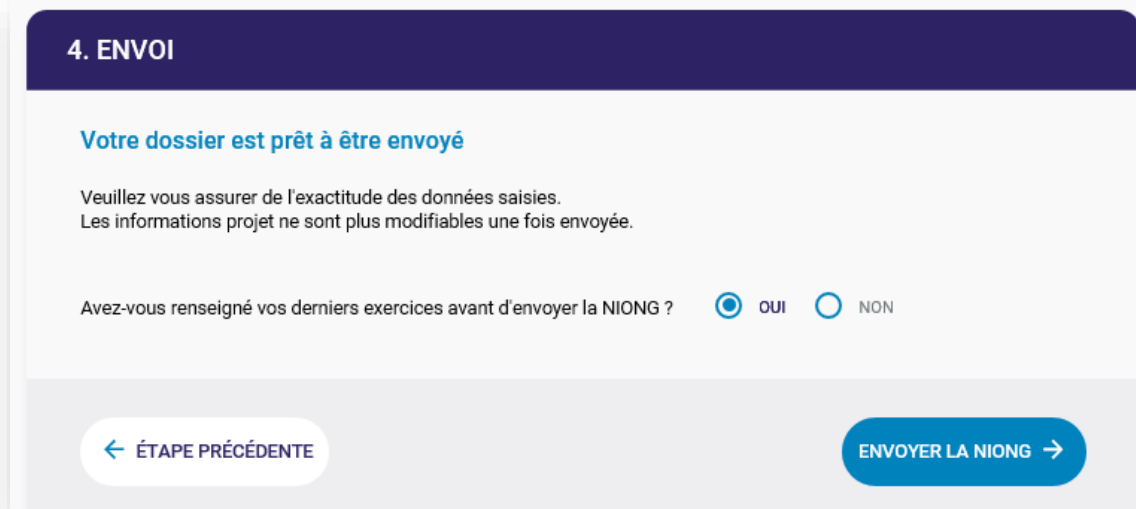
Please ensure that the data you have entered is correct.  
Project information cannot be modified once sent.

#### You must validate all the prerequisites before you can submit your project.

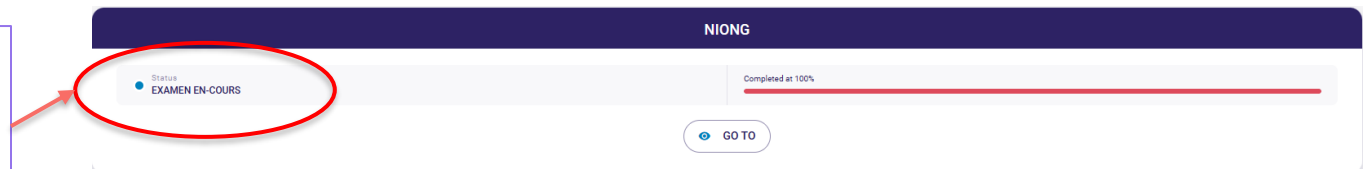
- The field "Amount AFD share" is missing.
- The field "ECSI actions planned as part of the project/program?" is missing.
- The "Project start date" field is missing.
- The "Project end date" field is missing.
- The "Stage 1 duration" field is missing.
- The "Stage 2 duration" field is missing.
- The "Keywords" field is missing
- The "Target audience" field is missing
- The field "Total number of project beneficiaries" is missing.
- The field "Number of targeted direct beneficiaries" is missing.
- The field "Number of targeted indirect beneficiaries" is missing.

## 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.

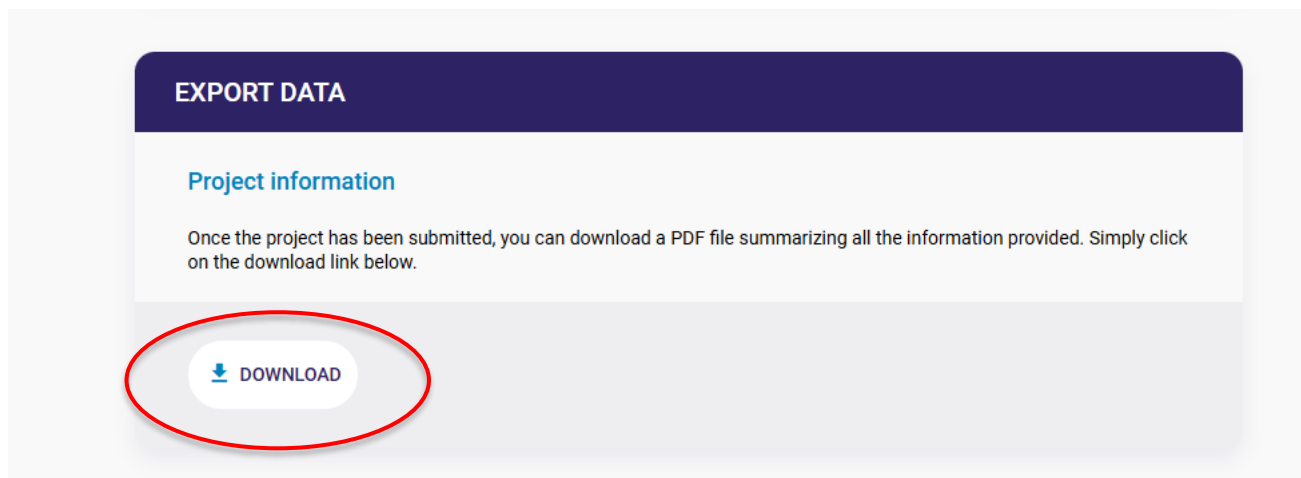


After submission, the NIONG's status changes to “**Examen en-cours**”



## 7 - Submission (3) Uploading the Project Form

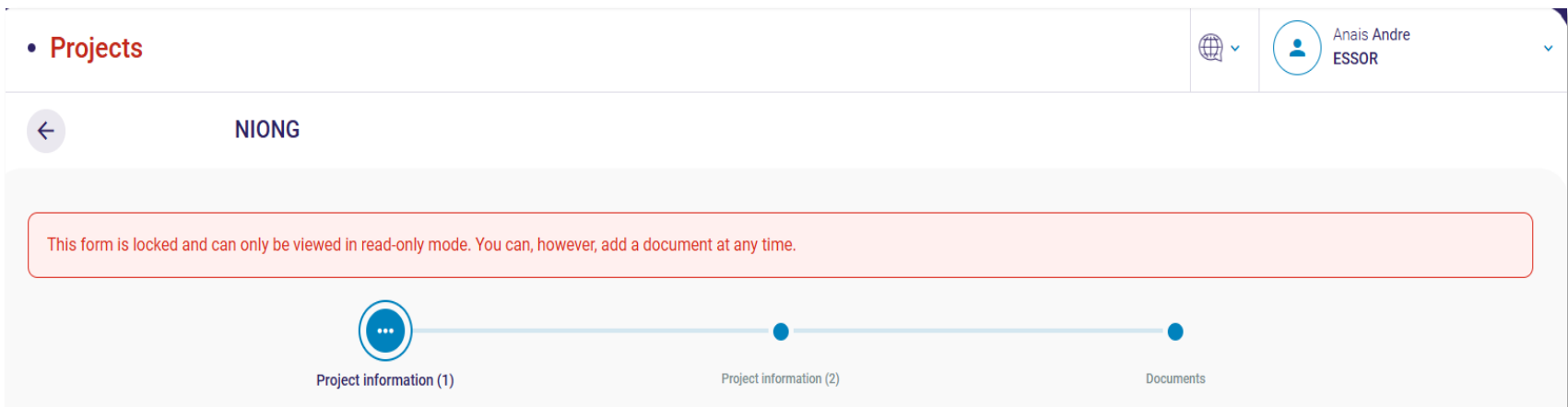
You can export all the data entered and submitted by going to the “Documents” page and clicking on “Download” in the “Export Data” section.



## 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.

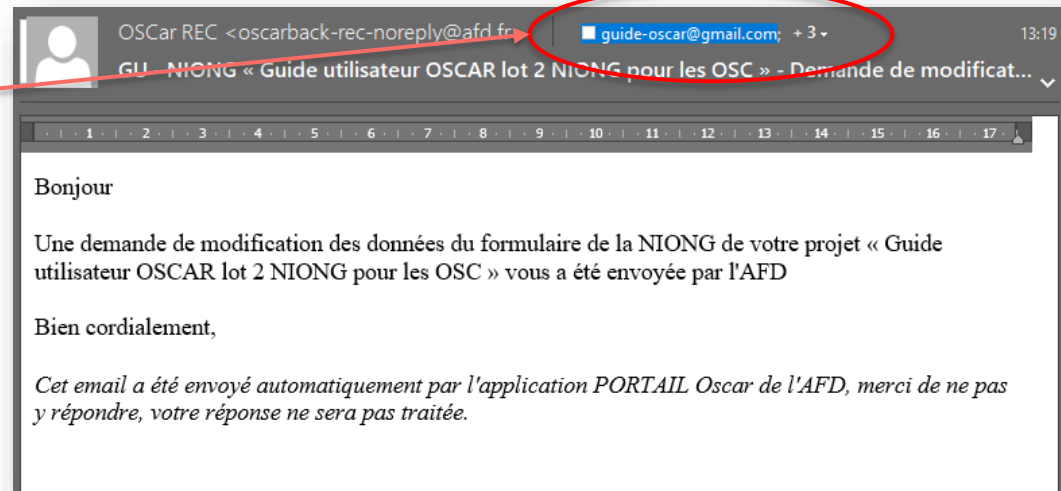
**NB: The form is equivalent to all the data entered in the application windows. Do not confuse it with the NIONG document which is the file added in the “Documents” part of the project.**



The screenshot shows the NIONG form interface. At the top, there is a navigation bar with a "Projects" link, a globe icon, and a user profile for "Anais Andre ESSOR". Below the navigation bar, the title "NIONG" is displayed. A red-bordered box contains the message: "This form is locked and can only be viewed in read-only mode. You can, however, add a document at any time." Below this message, a progress bar shows three steps: "Project information (1)", "Project information (2)", and "Documents". The first step, "Project information (1)", is highlighted with a blue circle containing three dots, indicating it is the current step.

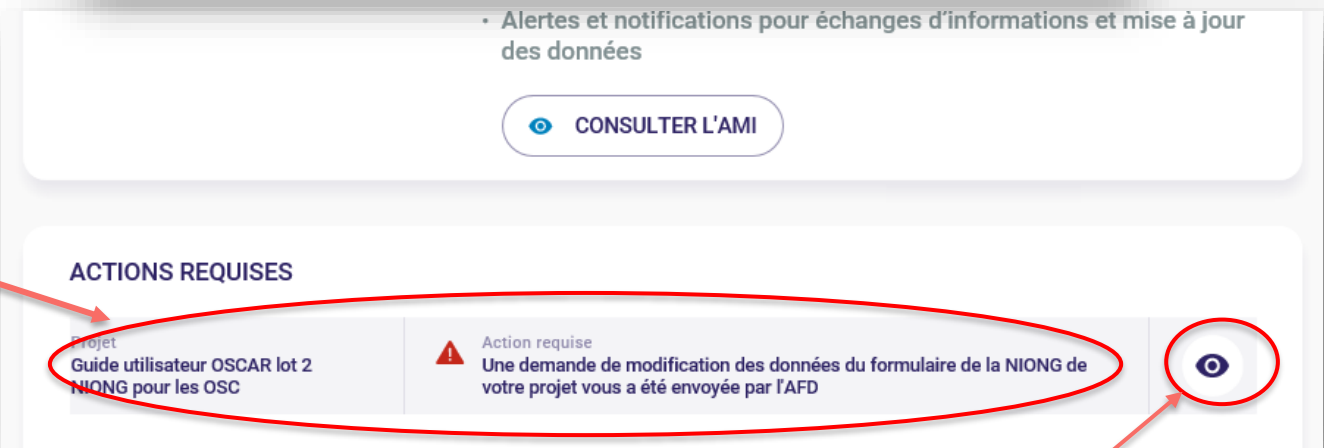
## 8-1 Request sent by AFD to update the NIONG form

An email is sent to the CSO's Oscar users



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

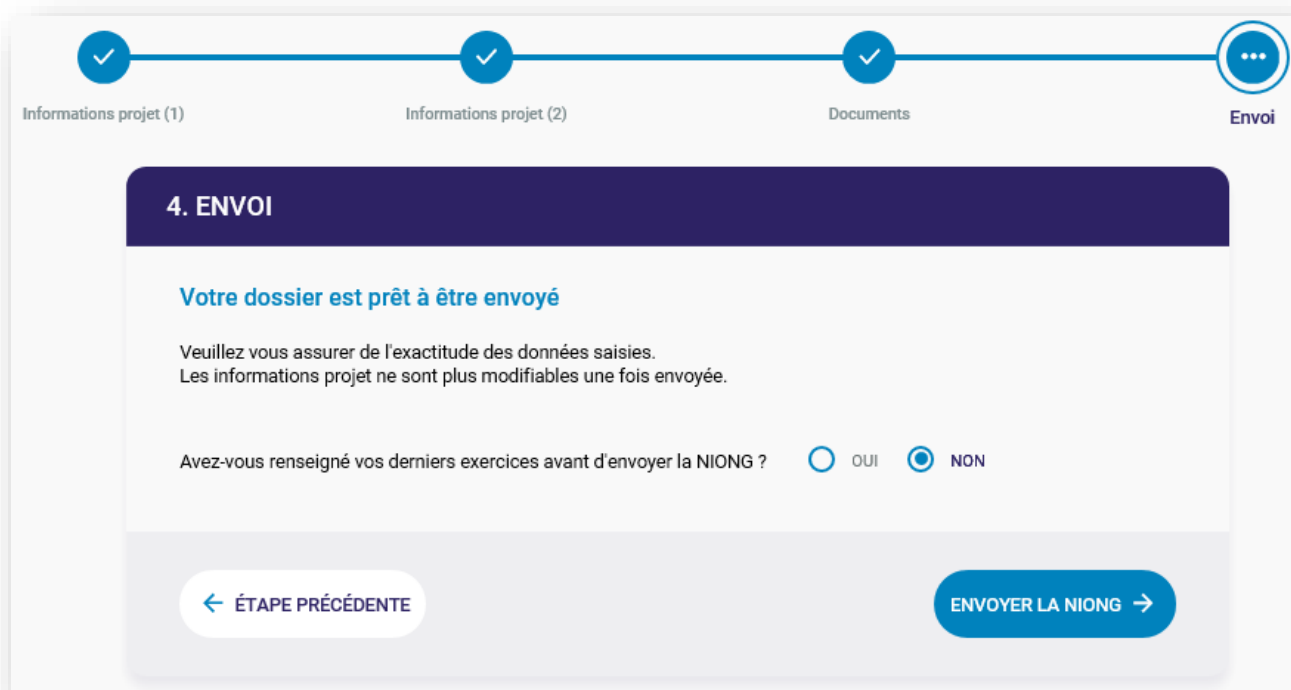
And also to the relevant project page



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.



Informations projet (1) Informations projet (2) Documents Envoi

### 4. ENVOI

**Votre dossier est prêt à être envoyé**

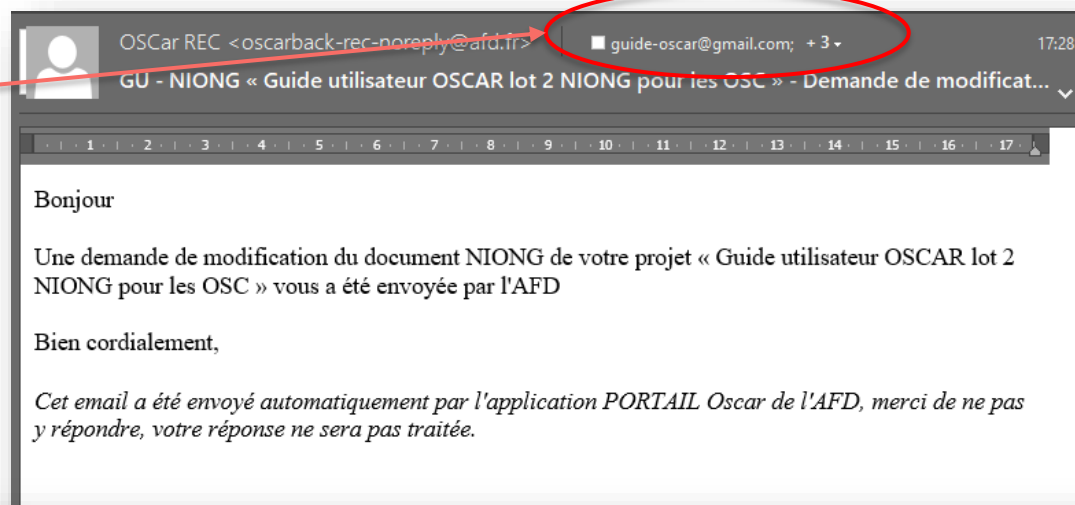
Veillez vous assurer de l'exactitude des données saisies.  
Les informations projet ne sont plus modifiables une fois envoyée.

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

← ÉTAPE PRÉCÉDENTE ENVOYER LA NIONG →

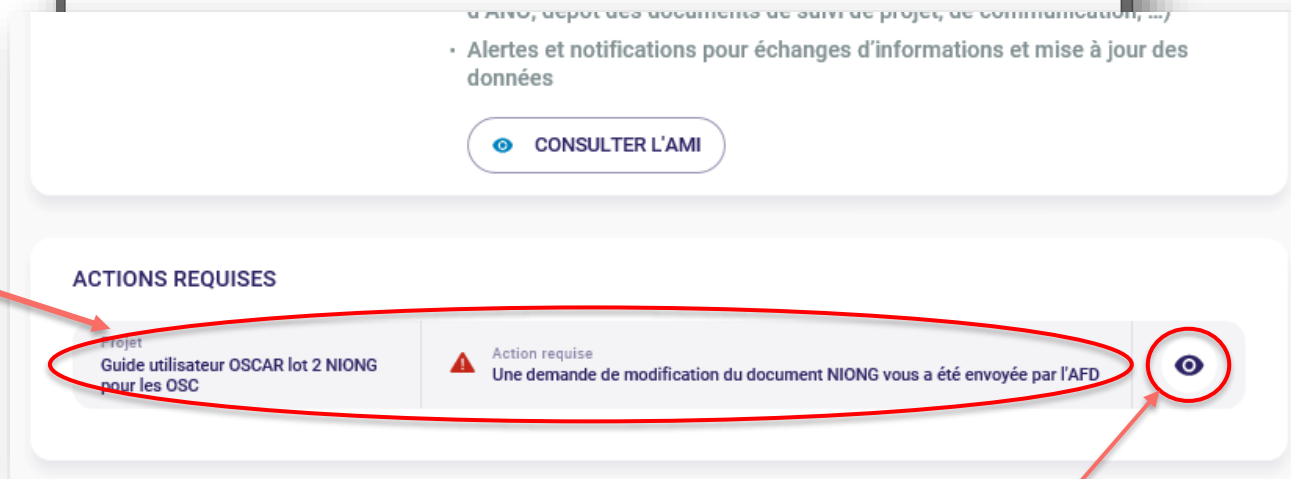
## 8-3 Request sent by AFD to update a document belonging to the NIONG

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. You cannot update your documents you have to resubmit them. (The document has not necessarily been modified by AFD: in the majority of cases it will be up to you to update it)

This form is locked and can only be viewed in read-only mode. You can, however, add a document at any time.




Project information (1) Project information (2) Documents

### 3. DOCUMENTS

**NIONG and annexes**

Field NIONG to be supplied in Word format according to the following model: [DOWNLOAD MODEL](#)

Provisional budget to be provided in Excel format according to the following model: [DOWNLOAD MODEL](#)

 <b>Receipt : Annexe 1a - Version propre_Note-initiative-osc-NIONG-projet-terrain-octobre-2020.docx</b> NIONG Annexes	 Sending date 23 DECEMBRE 2020	
--	--	---

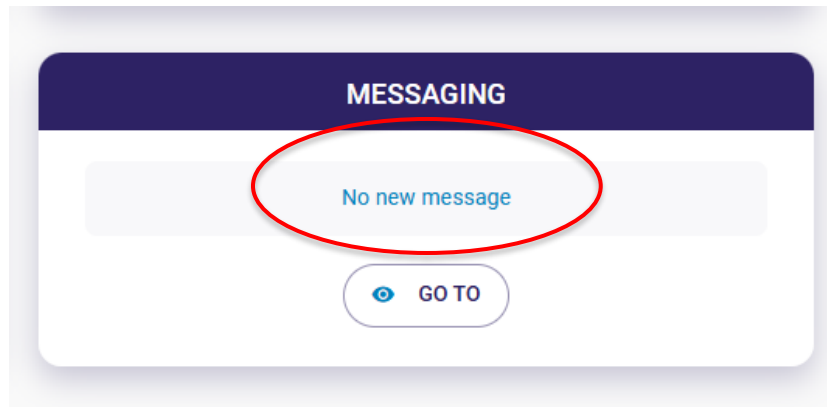
Download of returned document



## 9-1 Project-related messaging (1)

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

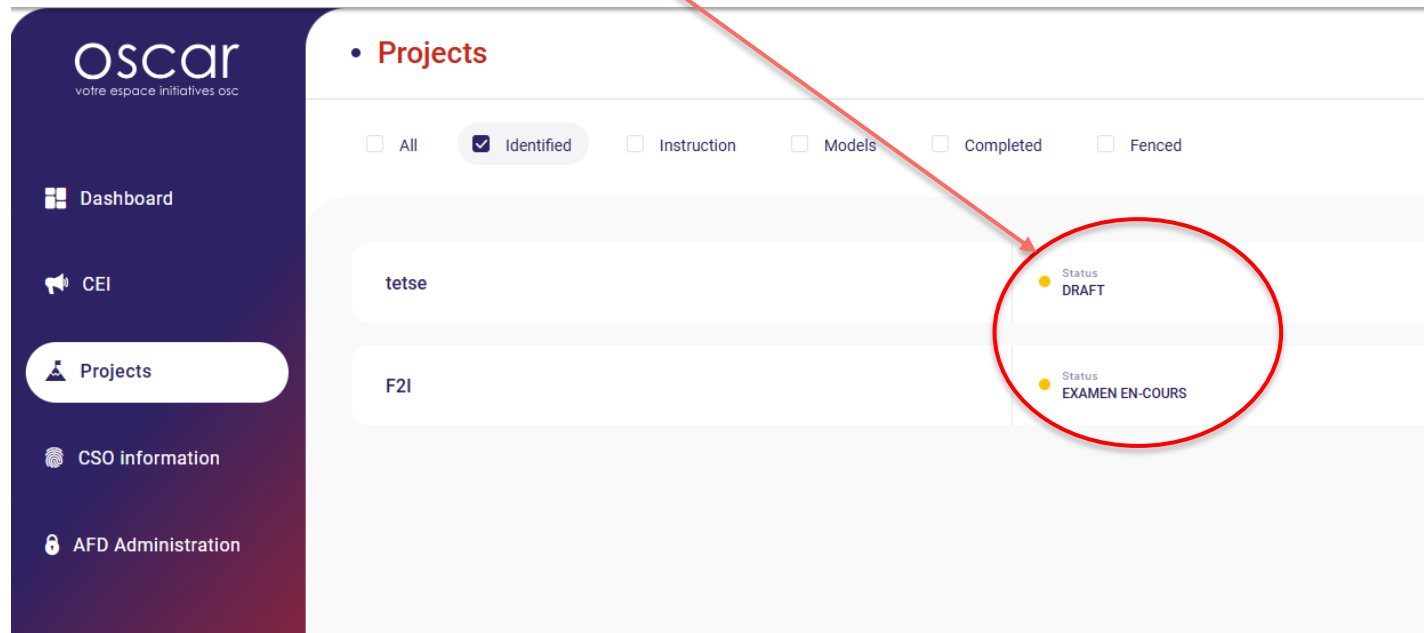
A window at the bottom of the **project** home page gives access to this zone.



## 10- Selection committee

After the selection committee meeting (there are at least 23 such meetings per year), MOF/OSC informs each CSO whether its project has been selected. Projects that are not selected at this stage are not examined by MOF/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.



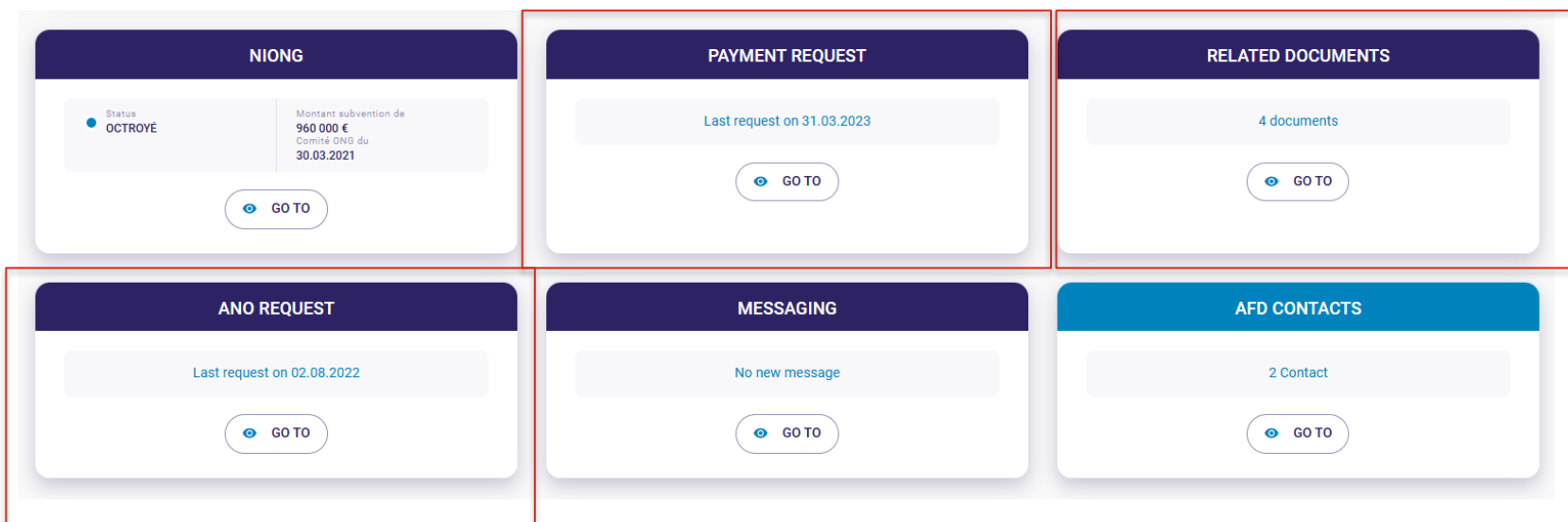
# CONTENTS – Project execution phase

- [1- Modified “project” 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- “Related documents” 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 “project” page

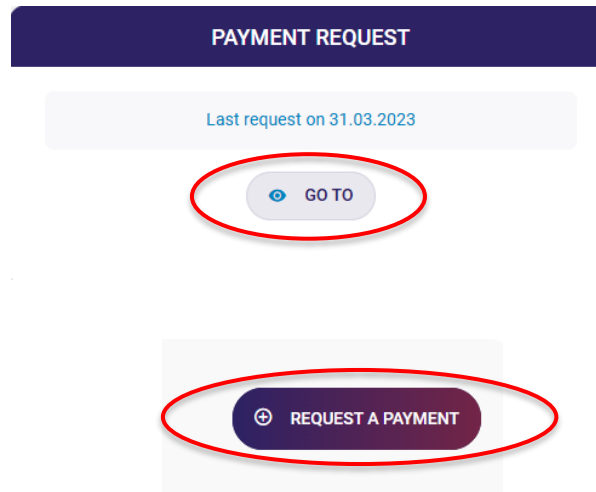
Once AFD sends the convention, new menus are available for the project.

**NB:** The “Related documents” menu allows communication and monitoring documents to be submitted.



## 2- “Payment request” menu

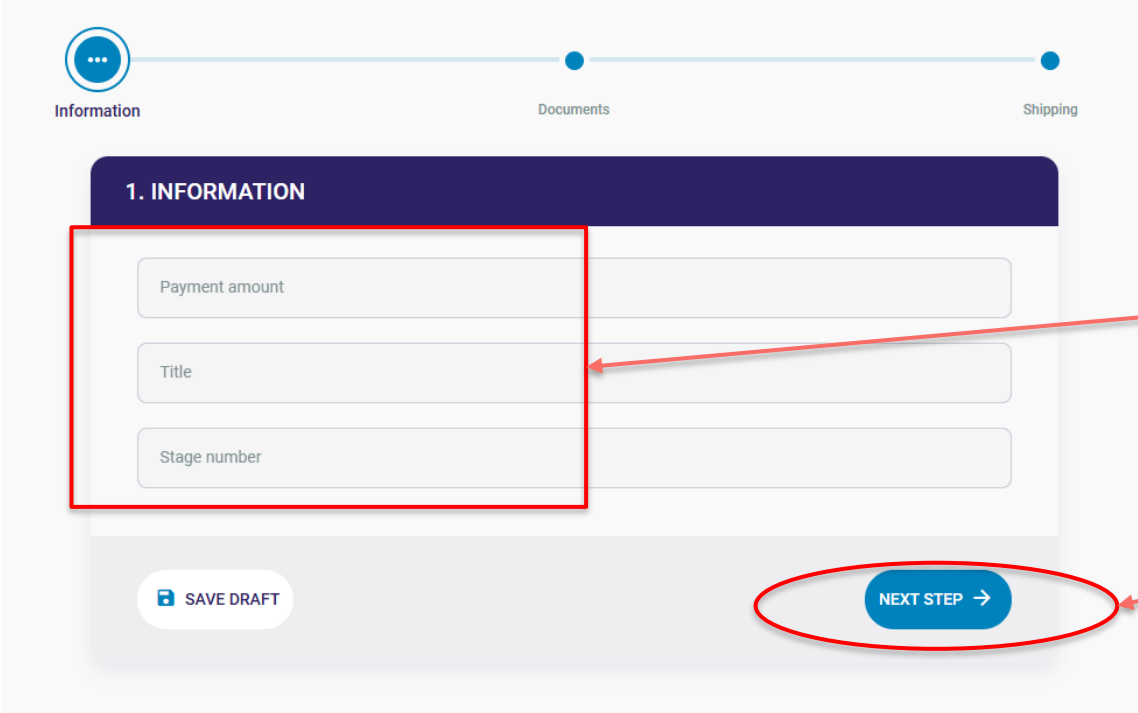
All payment requests are visible in this menu.



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 "Save draft".



Information Documents Shipping

#### 1. INFORMATION

Payment amount

Title

Stage number

SAVE DRAFT

NEXT STEP →

Entering information

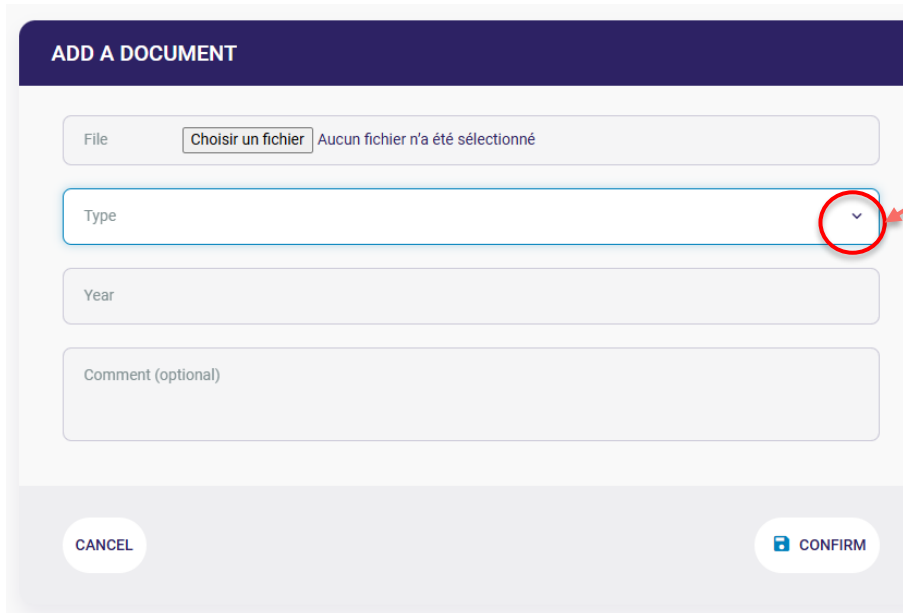
Go to the document submission stage

## 4- Submitting documents related to your payment request

After having clicked on the “Add a 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.

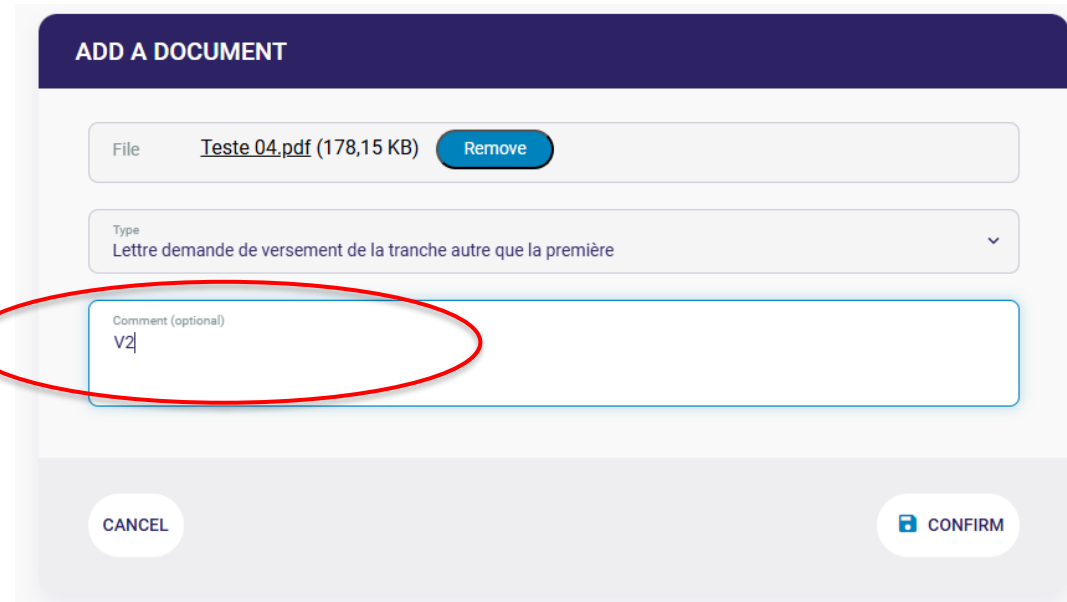


To obtain the list of proposed documents

**NB:** Some documents are mandatory. 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



**ADD A DOCUMENT**

File Teste 04.pdf (178,15 KB) **Remove**

Type  
Lettre demande de versement de la tranche autre que la première

Comment (optional)  
V2

**CANCEL** **CONFIRM**

The “Comment (optional)” field is sent to AFD.

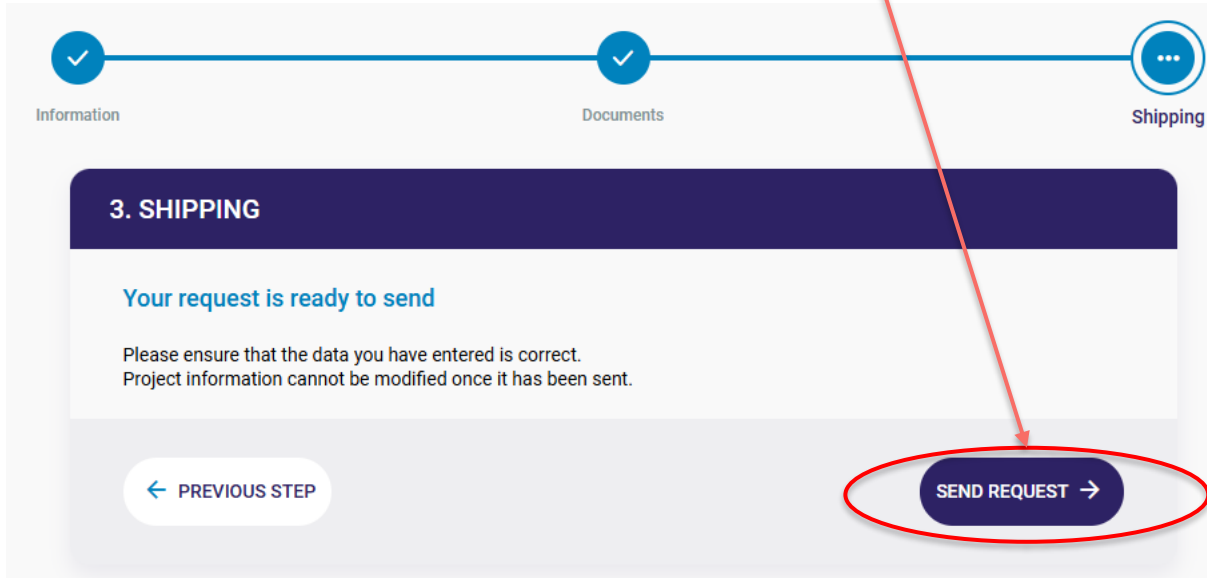
**NB:**

If you wish to “**modify**” 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 “Comment” 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.



**3. SHIPPING**

Your request is ready to send

Please ensure that the data you have entered is correct.  
Project information cannot be modified once it has been sent.

← PREVIOUS STEP

**SEND REQUEST →**

**NB:**

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

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

The request has been sent for validation.

Payment deadline  
31 DECEMBRE 2023

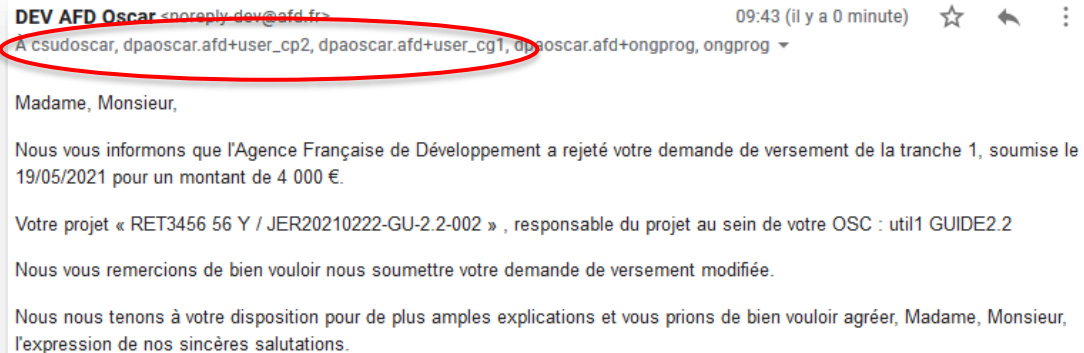
**REQUEST A PAYMENT**

versement première tranche	Status TRAITE	Filing date 23.09.2021	
versement 2e tranche	Status TRAITE	Filing date 31.03.2023	
Test	Status <b>A TRAITER</b>	Filing date 09.05.2025	

## 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

Status  
A TRAITER

Filing date  
09.05.2025



You must click on “send request” to generate your submission

## 8- “Related documents” menu

Communication and monitoring documents should be submitted via this menu

**RELATED DOCUMENTS**

4 documents

GO TO

ADD A COMMUNICATION DOCUMENT

ADD A FOLLOW-UP DOCUMENT

Submit a communication document

Submit a monitoring document

**ADD A DOCUMENT**

File: Choisir un fichier | Aucun fichier n'a été sélectionné

Type: - Select -

Fiche de communication

Autre communication

Comment (optional)

CANCEL

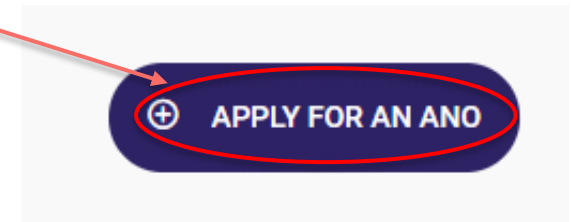
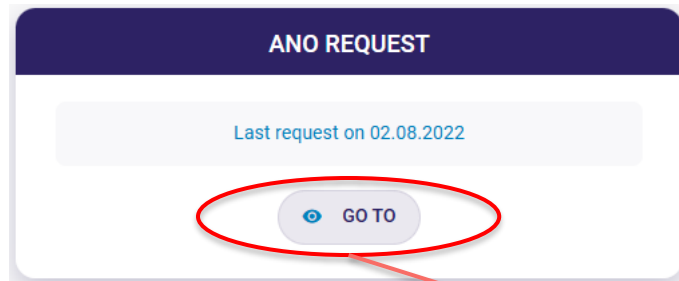
CONFIRM

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

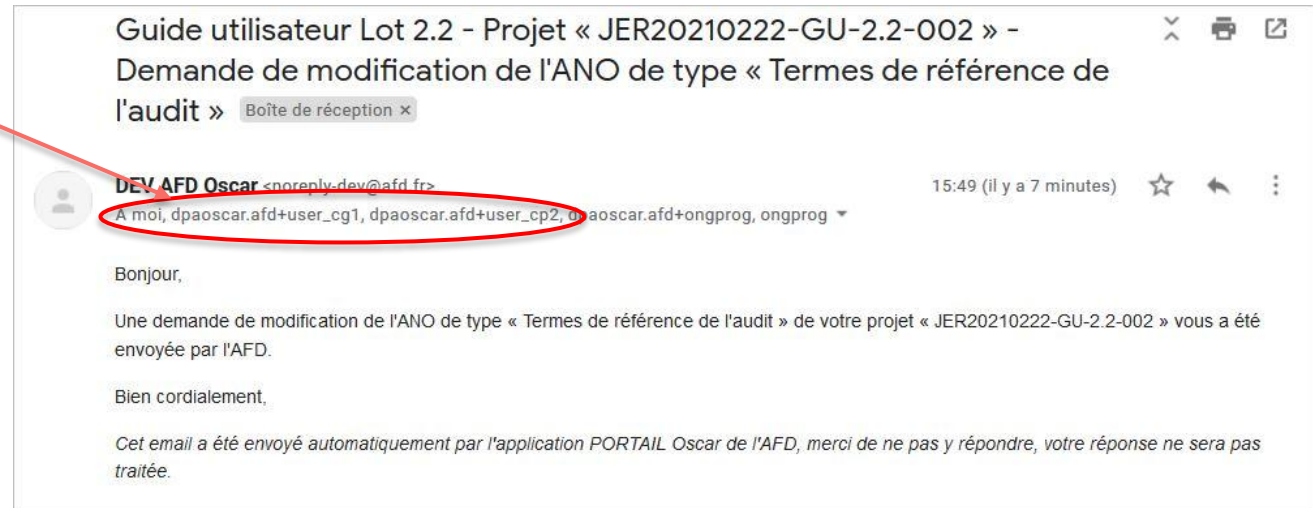
You must use this menu to make an ANO request



## 11- Return of the ANO by AFD

Following your submission, AFD can “resend” 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”

The request has been sent for validation.

⊖ APPLY FOR AN ANO

Filing date 08.06.2022	Type Termes de référence de l'audit	Status ● TRAITÉ		👁
Filing date 02.08.2022	Type Modification ou ajout d'un partenaire	Status ● EN COURS DE TRAITEMENT		👁
Filing date 09.05.2025	Type Rétrocessions (liste des partenaires ou parties-prenantes bénéficiaires de rétrocessions non identifiés au moment de l'instruction initiale du projet)	Status ● 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.

Date de dépôt 21.05.2021	Type Termes de référence de l'audit	Status ● TRAITÉ		👁
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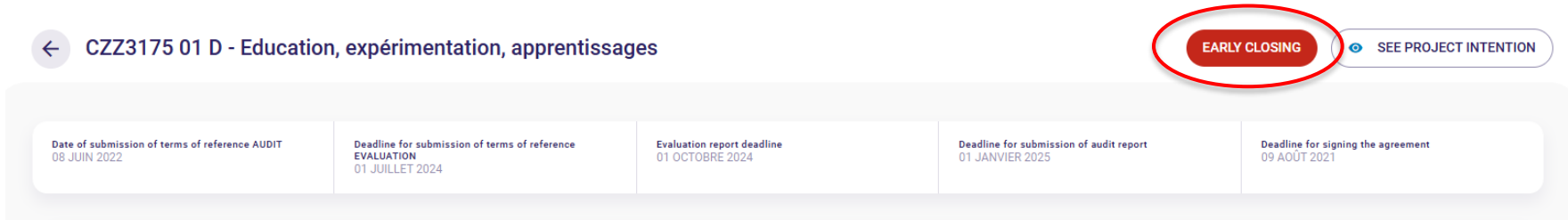
## 13- Closing

AFD closes a project when the following have been submitted:

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

These three documents should be submitted via the “Related documents” page

You can request “Early closing” using the button in the top right-hand corner of the “Projects” window AFD will examine your request.



← CZZ3175 01 D - Education, expérimentation, apprentissages

**EARLY CLOSING** SEE PROJECT INTENTION

Date of submission of terms of reference AUDIT 08 JUIN 2022	Deadline for submission of terms of reference EVALUATION 01 JUILLET 2024	Evaluation report deadline 01 OCTOBRE 2024	Deadline for submission of audit report 01 JANVIER 2025	Deadline for signing the agreement 09 AOÛT 2021
--	--	---	--	--

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