GOLD STANDARD SDG TOOL USER MANUAL FOR PROJECT DEVELOPERS

October 2023

Thinking Machines
Data Science

LIST FOR SO

Gold Standard Digital SDG Impact Tool User Manual for Project Developers

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Introduction

Welcome to the User Guide for the Gold Standard Digital SDG Impact Tool. This guide is designed to help Project Developers use the various features and functionalities of the tool efficiently and effectively.

This digital tool is part of the work to streamline Gold Standard's certification process. It has been designed to be a one stop solution for reporting, quantifying and verifying SDG impact.

Getting Started

Login Page

Upon landing on the SDG Tool, users will see a “Sign In” button and an “Impact Registry” button. The “Sign In” button will direct the user to the Login or Register page of the SDG Tool, the “Impact Registry” button will direct the user to the Gold Standard Impact Registry website.

Registration and Login

There are two ways in which a new user can register and then subsequently login to the SDG Tool:

1. New Users (via Email)

To access the Gold Standard SDG Tool using email, you need to create an account by following these steps:

1. Open the web application in your preferred web browser.
2. Click on the "Sign In” button.
3. In the following page, click on the “Don't have an account? Sign up” button
4. Fill in the required information: email address, and password.
5. Click on the "Continue” button
6. Check your email inbox for a verification link.
7. Click on the verification link to activate your account.
8. Wait for the Gold Standard Administrator to approve your request
9. Once approved, return to the web application and log in using your registered email and password.

2. New Users (via Google Login)

To access the Gold Standard SDG Tool using your Google Account, you need to create an account by following these steps:

1. Open the web application in your preferred web browser.
2. Click on the "Sign In” button
3. In the following page, click on the “Continue with Google” button
4. Wait for the Gold Standard Administrator to approve your request
5. Once approved, return to the web application and log in using the “Continue with Google” button

Project Developer User

This section describes the main features of the SDG Tool for Project Developer Users. Each feature includes sub features that provide detailed information on how to use them effectively.

Features

My Projects Page

The projects page is designed for project developers to conveniently access and manage their projects. It provides a comprehensive overview of all their projects along with essential details. Developers can easily navigate through their projects and filter the list based on project status, type, and host country.

Note: All projects added to the Gold Standard Impact Registry will be automatically added to the SDG Impact Tool. For projects added to the Impact Registry *before* the launch of the Digital SDG Impact Tool (September 2023), the project data can be added manually by Project Developers but this is not mandatory.

My Submissions Page

The submissions page is designed for project developers to conveniently access and manage their submissions to VVBs. It provides a comprehensive overview of their submissions with their corresponding review status. This page can also be used for exporting a pdf summary of your submission.

Workflows

Preparing the Project for Validation

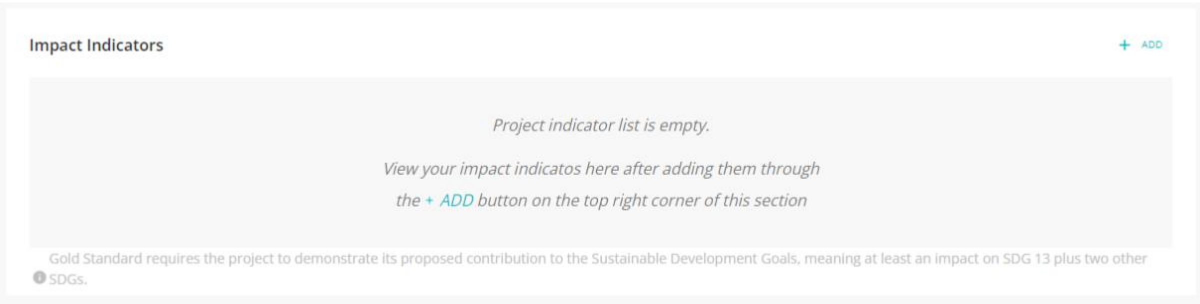
For Listed Projects

Accessing the Project

1. On the My Projects page, click on the Listed project to be prepared for submission for Validation
2. Users will be navigated to the individual Project Page
3. The Individual Project Page contains the following sections
    a. Project Details
    b. Impact Indicators
    c. Impact Values
    d. Safeguarding Principles
    e. Supporting Documents

Input Impact Indicators

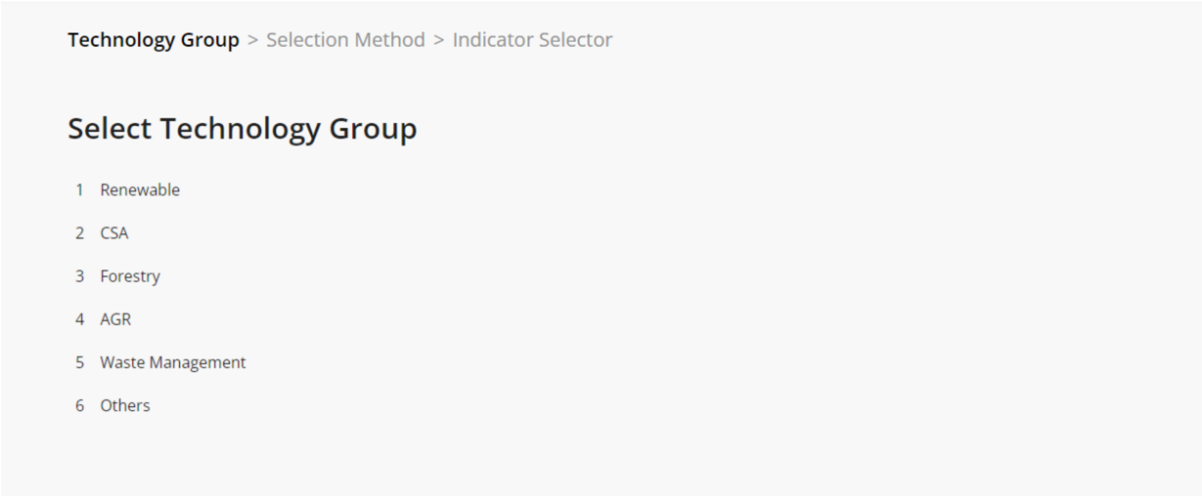
For Listed projects being submitted for validation, Project Developers are required to input their impact indicators and their corresponding Monitoring Design and Reporting Plan. Gold Standard requires the project to demonstrate its proposed contribution to the Sustainable Development Goals, meaning at least an impact on SDG 13 plus two other SDGs. Project Developers can do this via the **Impact Indicators** section of the Project Page.



Select Impact Indicator

1. Click the “ADD” button on the top right of the section to begin the process of selecting an impact indicator
2. Select the Technology Group, and click Proceed. Project Developers can choose from the following options for Technology Group.
    a. Renewable
    b. CSA
    c. Forestry
    d. AGR
    e. Waste Management

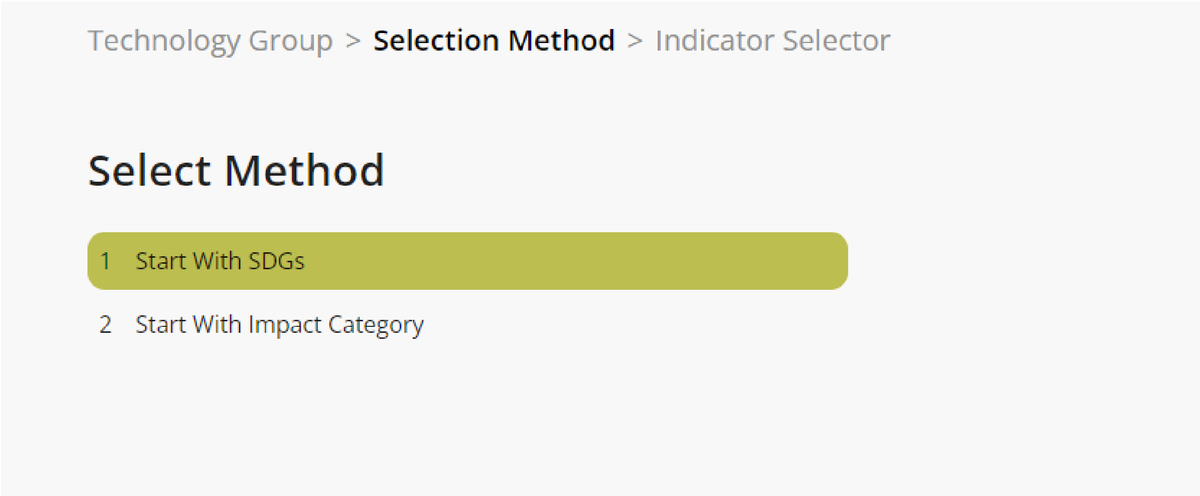
f. Others



3. Select the Indicator Method of Selection and click Proceed. Project Developers can choose from the following methods:
    a. Start with SDGs
        - This method may be more relevant for those who are familiar with the SDGs and want to assess impact contribution to specific SDGs and targets. The 17 SDGs are listed under Global Goals. By choosing this method, you will choose the SDG and then select the related indicator.

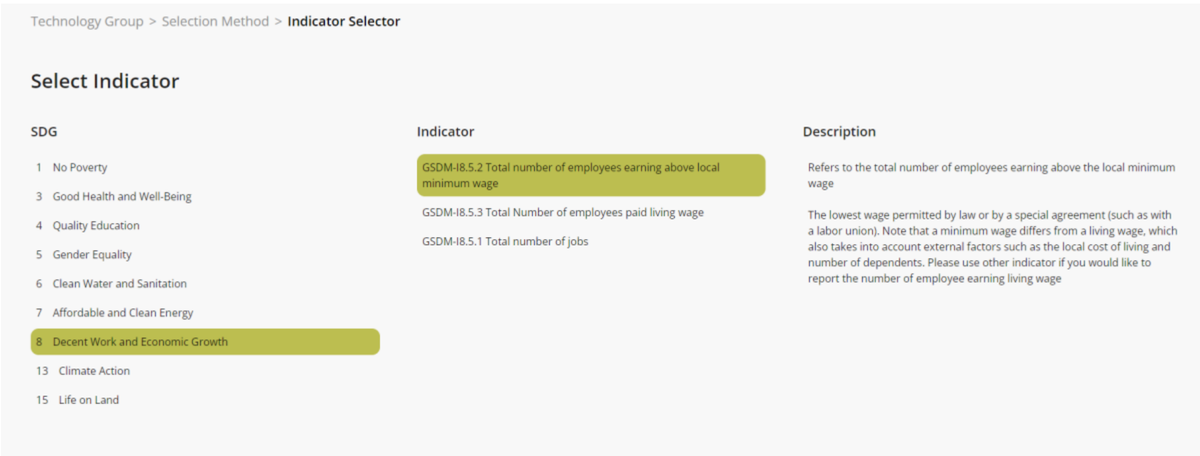
    b. Start with Impact Category
        - This method is useful for those developers who have a clear idea of the project and the impacts they want to achieve, for example reduce emissions and improve air quality. These are listed in a similar way to the current Gold Standard for the Global Goals documentation. By choosing this method, you will first select the impact area and then choose the relevant indicator.

Note: The same method (i.e. by impact category or by SDG) shall be followed for all monitoring indicators being assessed to ensure consistency in monitoring.



4. Select the SDG or Impact category of the SDG Impact Indicator

5. Select the Impact Indicator from the options presented in the SDG Tool, and click Proceed.



Input Monitoring Design and Reporting Plan

1. Once the Indicator has been selected, Project Developers are required to fill up the Monitoring Design and Reporting Plan for the selected Indicator
2. Project Developers are presented with the Information on the Indicator and its corresponding Indicator Guidelines

Monitoring design and reporting plan

SDG 8 Decent Work and Economic Growth
Total number of employees earning above local minimum wage
Refers to the total number of employees earning above the local minimum wage

The lowest wage permitted by law or by a special agreement (such as with a labor union). Note that a minimum wage differs from a living wage, which also takes into account external factors such as the local cost of living and number of dependents. Please use other indicator if you would like to report the number of employee earning living wage

Show indicator details

Indicator Guidelines

Project should provide the minimum local wage for the region(s) in which employment is provided.

Project can refer to the following resources for further guidance on defining their local minimum wage:

- WageIndicator.org: The Wage Indicator website aims to provide real, strong wage data for operations in all countries. Its nation-based web pages function as online, up-to-date labor market libraries.
- Fair Wage Guide: The Fair Wage Guide provides access to wage and pricing information for various countries. It helps users calculate local wages and compare them to local and international standards.

Note that project can cite other sources that provide more accurate information based on more immediately local circumstances and laws. Project should specify the industry/city/country for which they are citing the minimum wage and should reference the source of the minimum local wage they use. Project should footnote details used for estimating minimum wage.

3. Fill out the following Indicator Details as applicable to the project. For each of these fields, Project Developers can also select custom values as they see fit.
    a. Data Unit
    b. Source of Data
    c. Monitoring Frequency

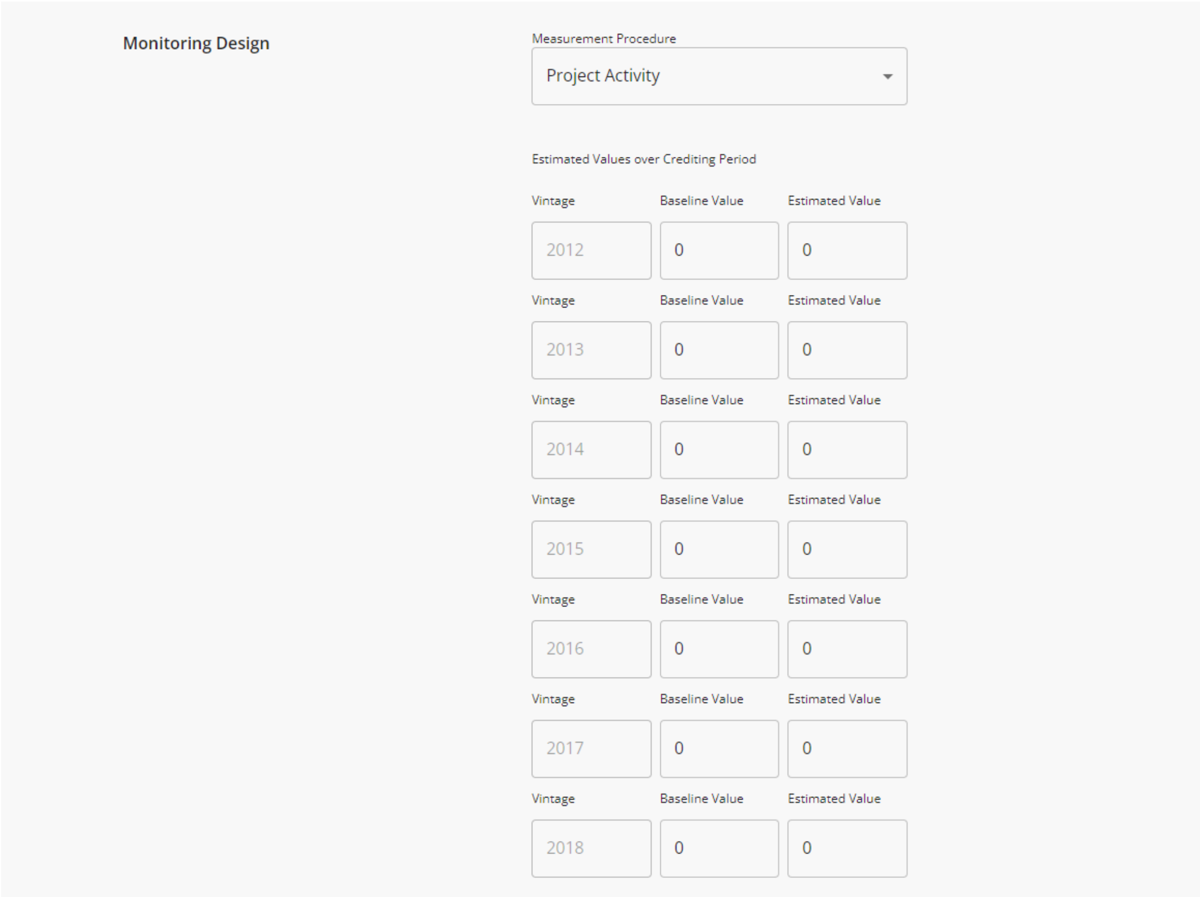
Indicator Details

Data Unit
Number

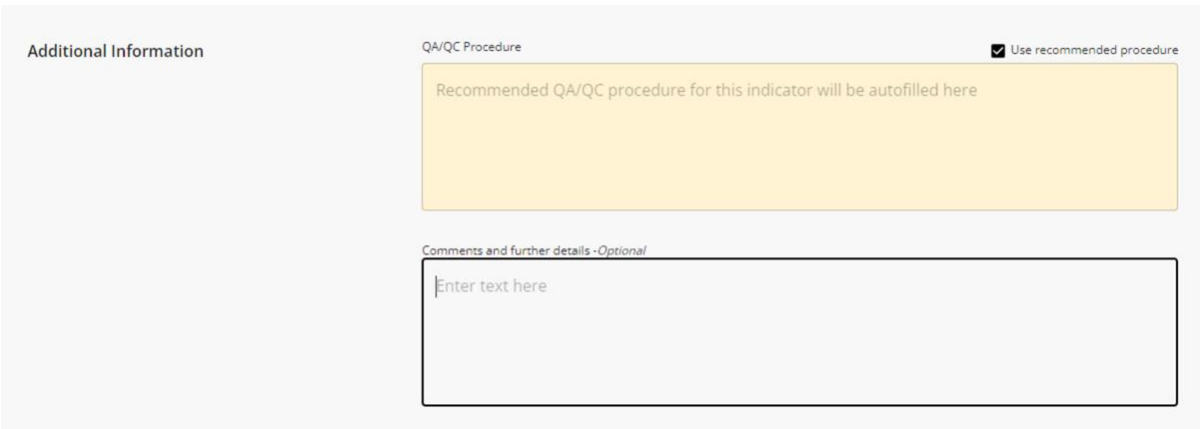
Source of Data
Project activity

Monitoring Frequency
Annual

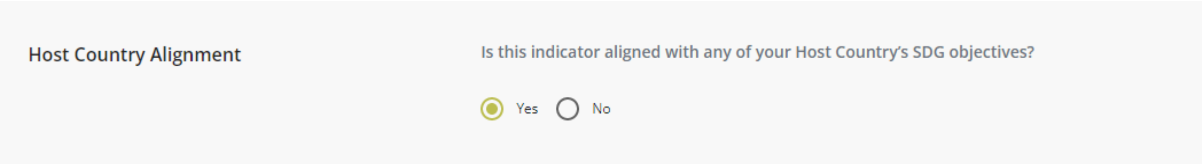
4. Fill out the following fields for the Indicator Monitoring Design as applicable to the project.
    a. Measurement Procedure
    b. Baseline Value per Vintage
    c. Estimated Value per Vintage



5. Fill out the following additional fields:
    a. Indicator QA/QC Procedure
    b. Comments and further details



6. Select whether or not the Indicator selected is aligned with the Host Country's SDG Objectives



7. Click the "Save Changes Button"

Upon adding the Impact Indicator, the Impact Indicators section of the project page should be updated with the selected Indicator

Impact Indicators + ADD

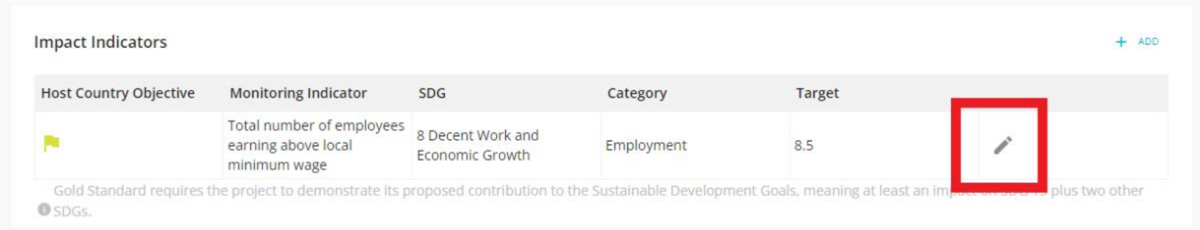
Host Country Objective	Monitoring Indicator	SDG	Category	Target	
	Total number of employees earning above local minimum wage	8 Decent Work and Economic Growth	Employment	8.5	

Gold Standard requires the project to demonstrate its proposed contribution to the Sustainable Development Goals, meaning at least an impact on SDG 13 plus two other SDGs.

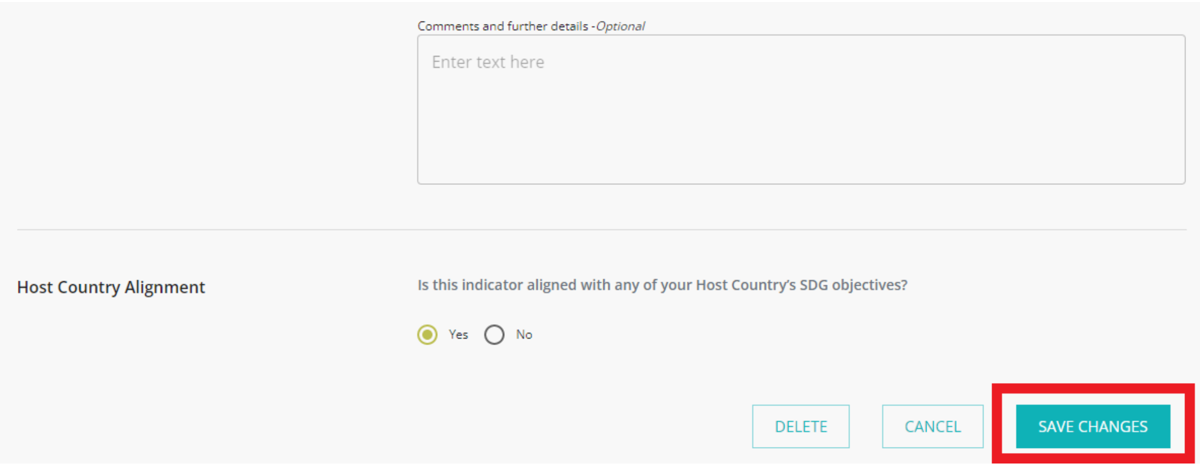
Editing Impact Indicator Monitoring Design and Reporting Plan

Project Developers can edit previously saved SDG Indicators

1. Click on the pencil icon of the SDG Impact Indicator to be edited



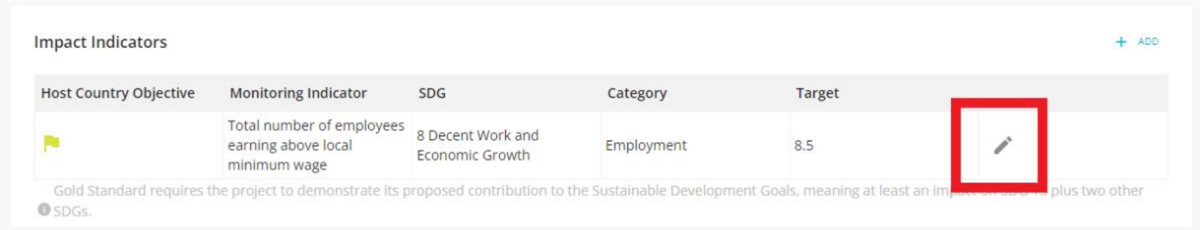
2. Edit any of the existing fields
3. Once the Project Developer is happy with the changes, click on the “SAVE CHANGES” button



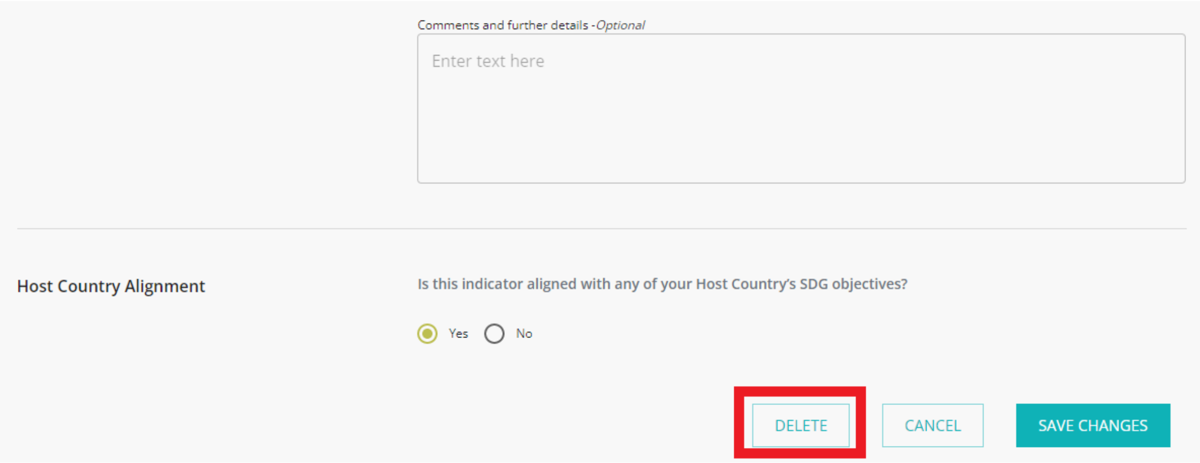
Deleting an Impact Indicator

Project Developers can delete previously saved SDG Indicators

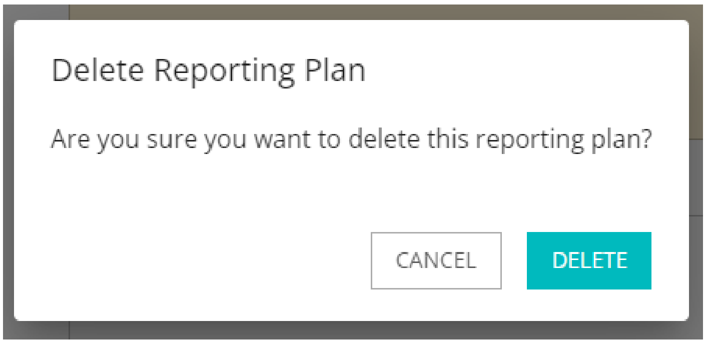
1. Click on the pencil icon of the SDG Impact Indicator to be edited



2. Click on the “DELETE” button



3. Confirm the deletion on the warning pop-up



Safeguarding Principles Checklist

For Listed projects being submitted for validation, Project Developers are required to answer the Safeguarding Principles checklist. Project Developers can do this via the **Safeguarding Principles** section of the Project Page.

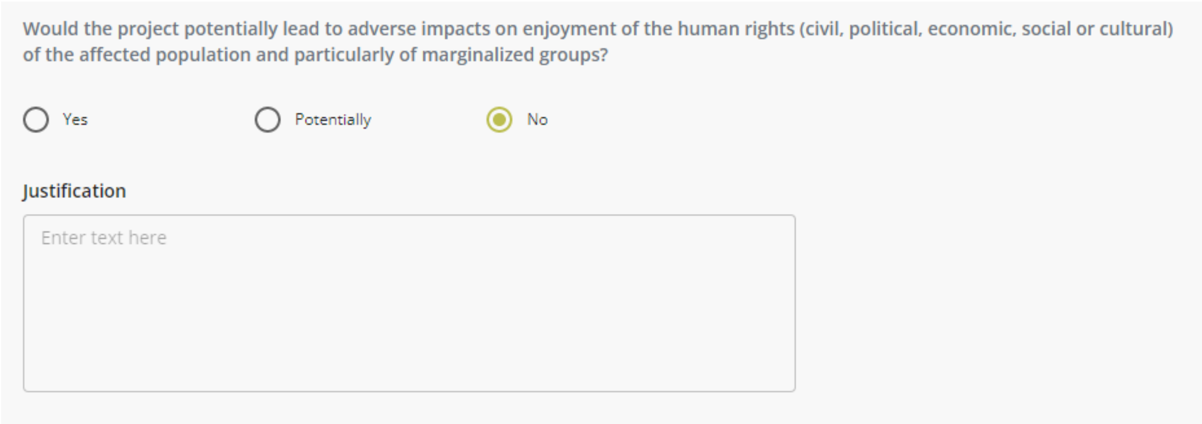
Safeguarding Principles

CHECKLIST

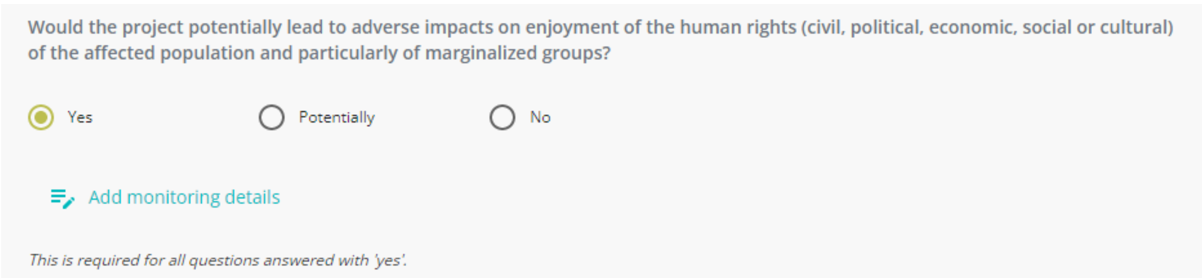
	Type		Principle	Subprinciple	Indicators	Potential Risks
	Social	1	Human Rights	-	-	-
	Social	2	Gender Equality and Women's Rights	-	-	-
	Social	3	Community Health, Safety and Working Conditions	-	-	-
	Social	4	Cultural Heritage, Indigenous Peoples, Displacement and Resettlement	4.1 Sites of Cultural and Historical Heritage	-	-
		-		4.2 Forced Eviction and Displacement	-	-
		-		4.3 Land Tenure and Other Rights	-	-

1. Click the “CHECKLIST” button on the top right of the section to begin the process of answering the Safeguarding Principles Checklist
2. The checklist is divided into the following sections:
    a. Human Rights
    b. Gender Equality and Women's Rights
    c. Community Health, Safety and Working Conditions
    d. Cultural Heritage, Indigenous Peoples, Displacement and Resettlement
    e. Corruption
    f. Economic Impacts
    g. Climate and Energy
    h. Water
    i. Environment, Ecology and Land Use

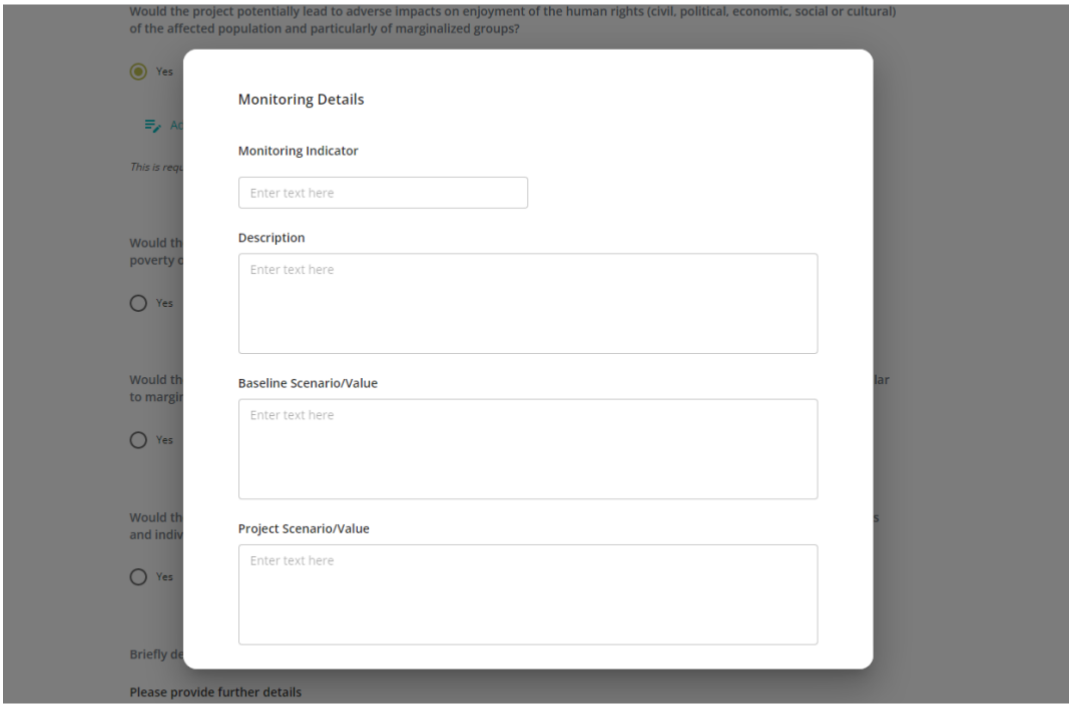
3. Answer all the questions for each section. For some questions, Project Developers may be prompted to input the following based on their response to the question:
    a. A Justification for their selected response



b. A monitoring indicator



i. If a project developer is prompted to add a monitoring indicator, click on the "Add monitoring details button"
ii. Fill out the Monitoring Indicator Details

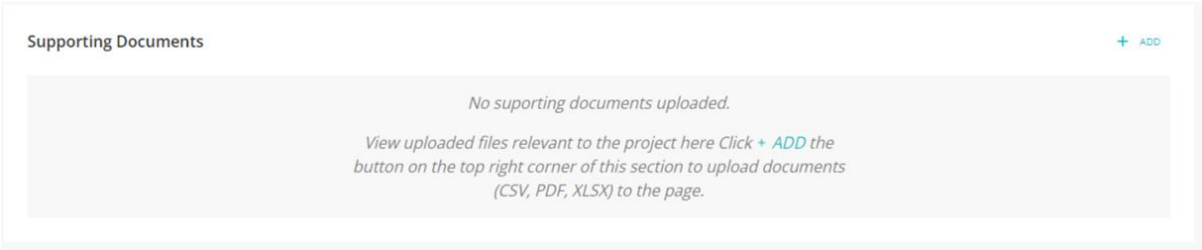


iii. Click "Save Changes"

4. Once all questions and sections have been answered, click on “Save”

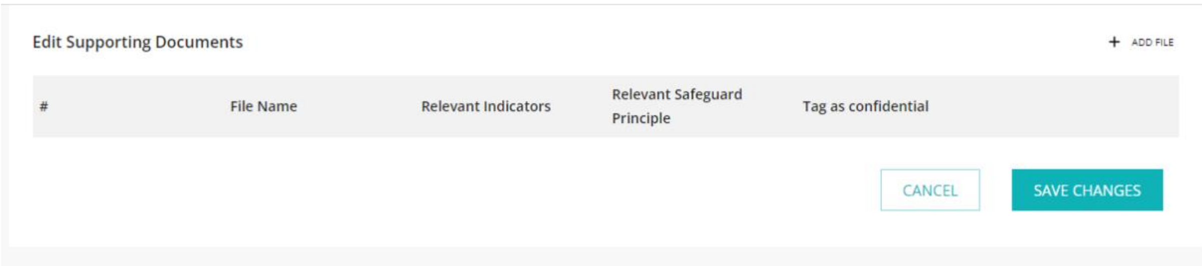
Supporting Documents

Project Developers can upload Supporting Documents together with their project submission to be reviewed by the VVB. Project Developers can do this via the Supporting Documents section of the Project Page.

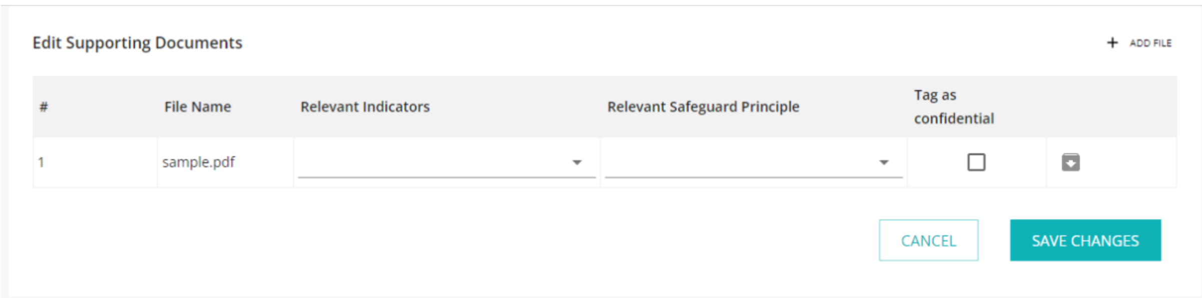


Uploading Supporting Documents

1. Click the “ADD” button on the top right of the section to begin the process of uploading supporting documents.
2. On the Supporting Documents Page, click on the “ADD FILE” Button



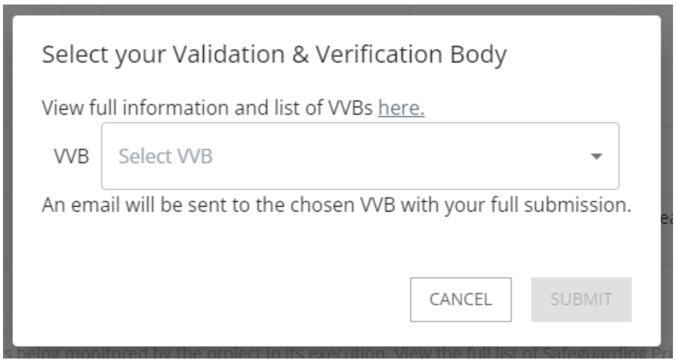
3. Select the file from your computer
4. Once the file has been uploaded. The Project Developer can do the following actions:
    a. Tag the document with the Relevant SDG Impact Indicator
    b. Tag the document with the Relevant Safeguarding Principle
    c. Tag the document as confidential
    d. Archive the file



Submission to VVB

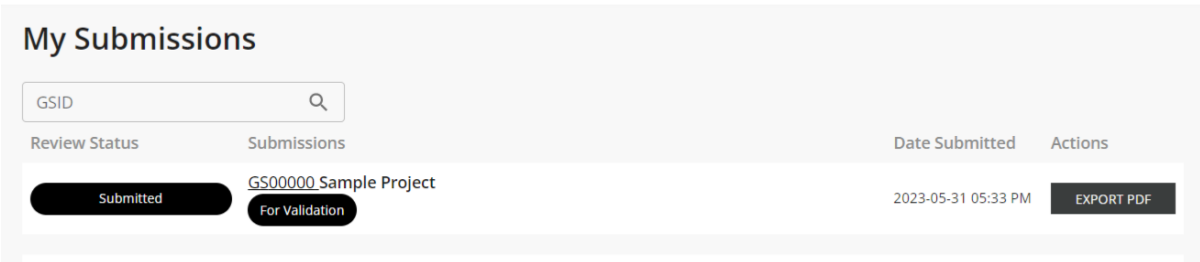
Once the project is ready for submission, Project Developer can proceed to submit the project to the respective VVB

1. Click the submit button at the bottom of the project page
2. Click the “Proceed” button on the pop-up window
3. Select the VVB assigned to review the project design



4. Click the “Submit” button
5. Project Developers can keep track of their submission via the My Submissions Page

Note: Should you want to submit the project to a VVB not on the list, this is also possible by XYZ



Preparing the Project for Verification

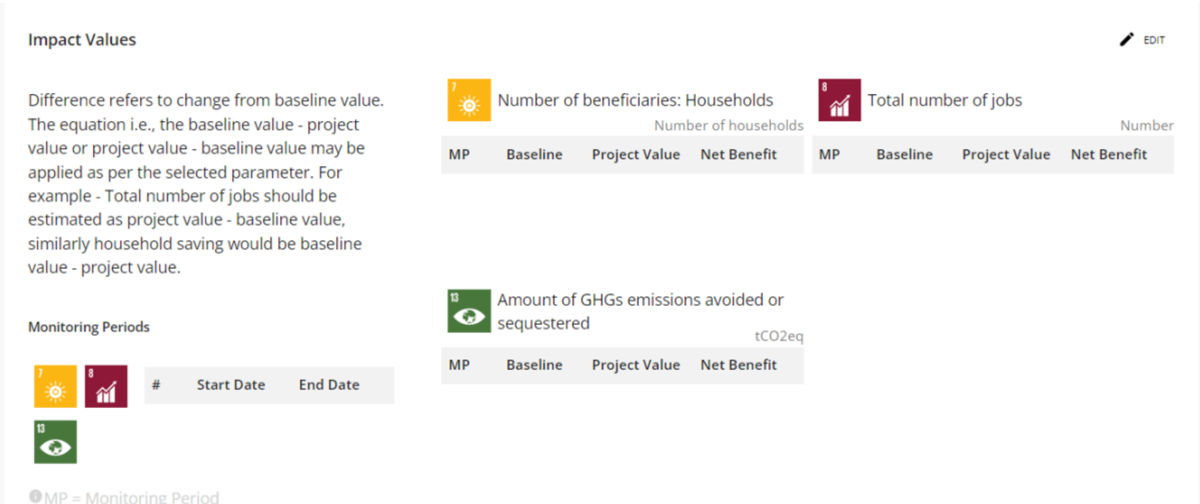
For Design Certified / Certified Projects

Accessing the Project

1. On the My Projects page, click on the Design Certified / Certified project to be prepared for submission for Verification
2. Users will be navigated to the individual Project Page
3. The Individual Project Page contains the following sections
   a. Project Details
   b. Impact Indicators
   c. Impact Values
   d. Safeguarding Principles
   e. Supporting Documents

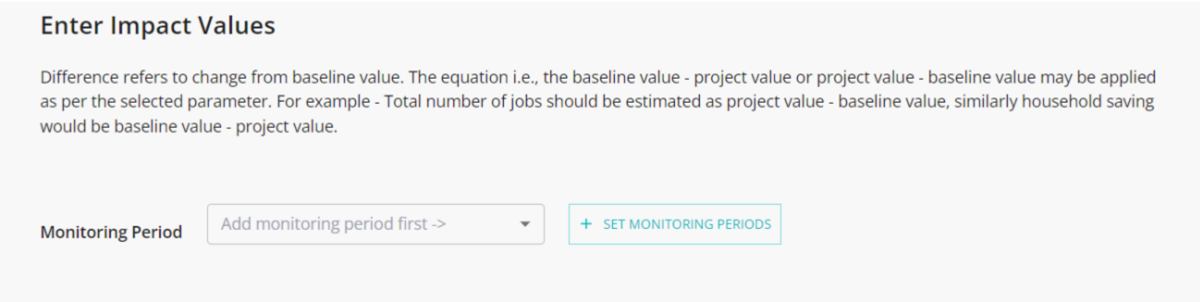
Input Impact Values

For Design Certified and Certified projects being submitted for verification, Project Developers are required to input their impact values for each monitoring period. Project Developers can do this via the **Impact Values** section of the Project Page.

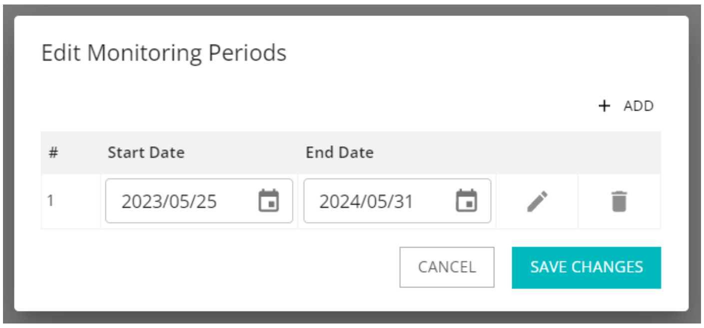


Add Monitoring Period

4. Click the “EDIT” button on the top right of the section to begin the process of adding impact values

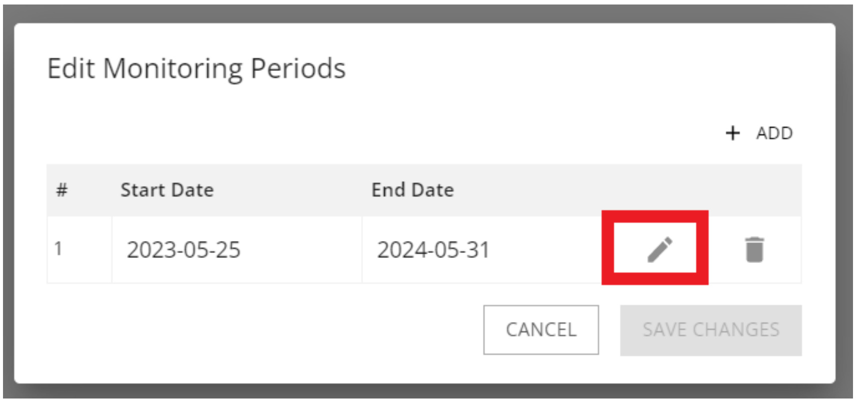


5. On the Impact Values Page, select the “SET MONITORING PERIODS” button
6. Click the “ADD” button to declare a monitoring period
7. Select the Start and End Date of a monitoring period
8. Click on the “SAVE CHANGES” button



Edit Monitoring Period

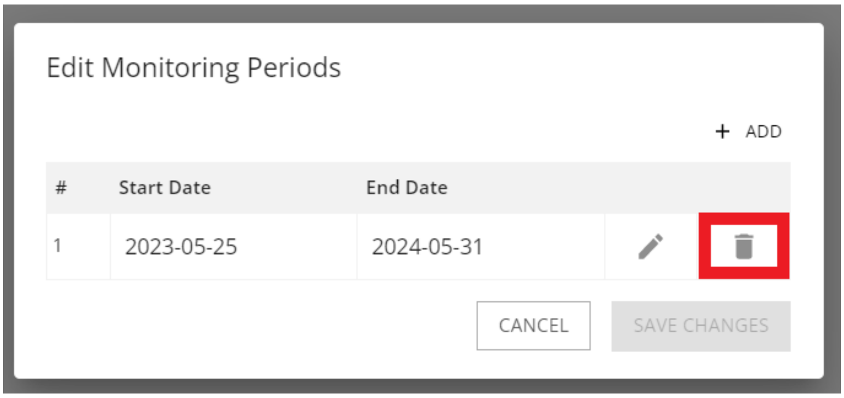
1. On the Impact Values Page, select the “SET MONITORING PERIODS” button
2. Select the Pencil Icon to Edit an existing Monitoring Period



3. Input the updated Start and End Date of a monitoring period
4. Click on the “SAVE CHANGES” button

Delete Monitoring Period

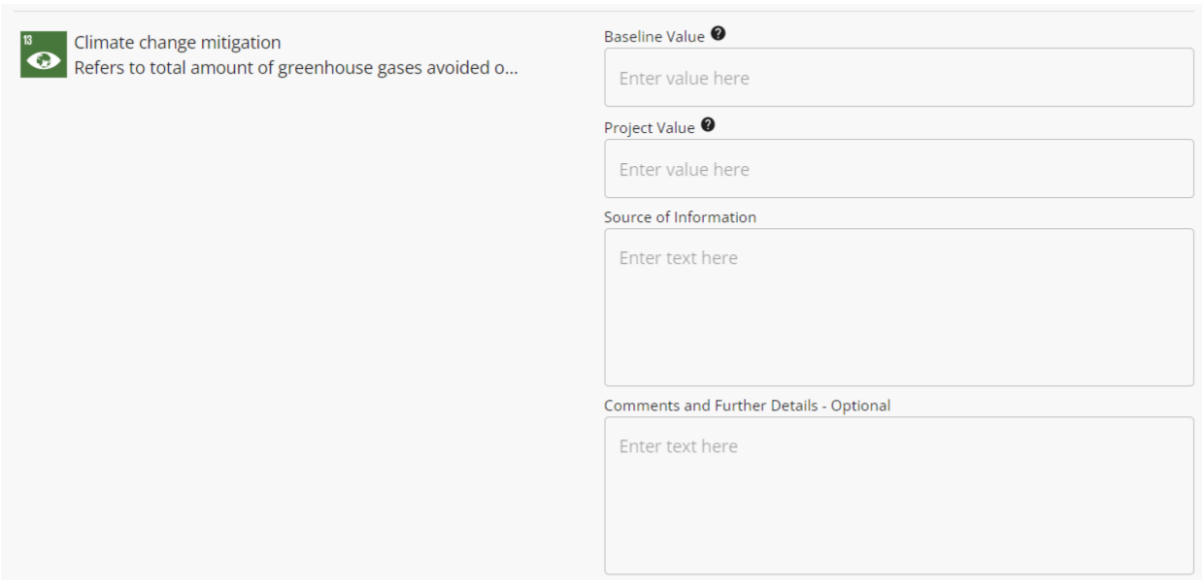
1. On the Impact Values Page, select the “SET MONITORING PERIODS” button
2. Select the Pencil Icon to Edit an existing Monitoring Period



3. Confirm the Deletion in the pop up window

Add Impact Values

1. On the Impact Values Page, select the monitoring period from the drop down. Please note that monitoring periods need to be set first before inputting Impact Values
2. The Impact Values page should now display the Impact Indicators for the selected project
3. Fill out the following fields for each of the Impact Indicators
    a. Baseline Value for the respective monitoring period [Required]
    b. Project Value for the respective monitoring period [Required]
    c. Source of Information [Required]
    d. Comments and Further Details [Optional]

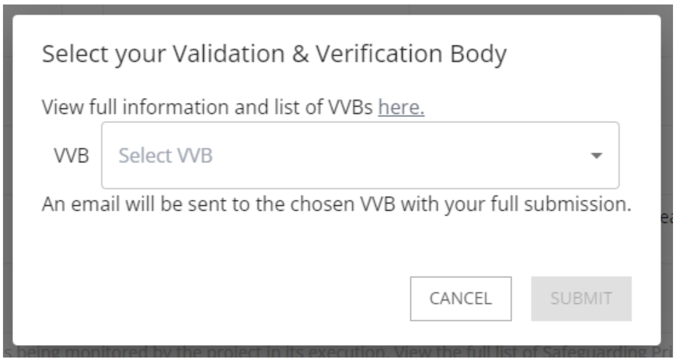


4. Click on Save Changes

Submission to VVB

Once the project is ready for submission, Project Developer can proceed to submit the project to the respective VVB

1. Click the submit button at the bottom of the project page
2. Click the “Proceed” button on the pop-up window
3. Select the VVB assigned to review the project design



4. Click the “Submit” button
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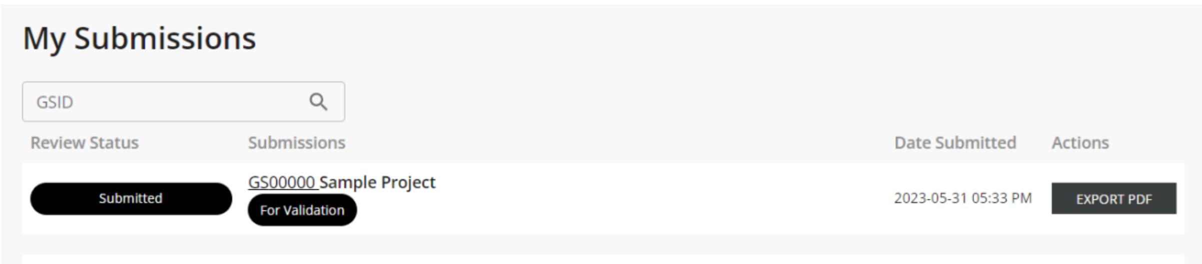
Note: Should you want to submit the project to a VVB not on the list, this is also possible by XYZ



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Contact Information and Further Resources

Watch the Digital SDG Impact Tool Demonstration Video for project developers for an overview of the functionality benefits of the tool

Auditors should refer to the User Manual for Validation and Verification Bodies

For any specific question that have not been covered in the manual or video, please send an email to help@goldstandard.org.