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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 Impact 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 Impact 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 Impact Tool:

1. **New Users (via Email)**

To access the Gold Standard SDG Impact 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. A page shall display “Your account is pending approval”, please click the link and complete the subscription form
7. Check your email inbox for a verification link.
8. Click on the verification link to activate your account.
9. Wait for the Gold Standard Administrator to approve your request
10. 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 Impact 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 and follow the steps to authorise your Google account
4. A page shall display “Your account is pending approval”, please click the link and complete the subscription form
5. Wait for the Gold Standard Administrator to approve your request
6. 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 Impact Tool for project developer users. Each feature includes sub-features that provide detailed information on how to use them effectively.

Features

Objectives 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.

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 the 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. For projects with multiple technologies, option of “others” may be chosen.

4. Select the 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.

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

6. Select the Impact Indicator from the options presented in the SDG Impact 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 in the tool.
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

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.
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 Assessment. Project Developers can do this via the Safeguarding Principles section of the Project Page.

1. Click the “ASSESSMENT” button on the top right of the section to begin the process of Safeguarding Principles assessment.
2. The assessment is divided into the following sections:
   a. Human Rights
   b. Gender Equality and Women’s Empowerment
   c. Community Health and Safety
   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 a few 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

If a project developer is prompted to add a monitoring indicator, click on the “Add monitoring details button”

i. Fill out the Monitoring Indicator Details

ii. 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
Combined validation and verification submission

For listed projects

1. From the My Projects page, select the project for submission. Upon clicking ‘Add’ for Impact Indicators, the user will see a pop-up window that asks, "Is this project being submitted for a combined Design and Performance Review?". Click ‘Yes’ to confirm that the assessment is being created for submission for both validation and verification.

2. The project will then be added for Design and Performance Review. The user will be prompted to select a Technology Group, Selection Method, and Indicator Selector.

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Climate Security and Sustainable Development
3. The user will then complete the **Monitoring Design and Reporting Plan** as normal.
4. Once the user has finished filling out the **Impact Indicators** section, they will be taken back to the project details page. They will need to click the ‘**Edit**’ button on **Planned Impact Values**.

5. The user will be asked to select the appropriate Monitoring Period for the assessment. They will then follow the usual steps for adding impact values, as part of the Verification process. Once done, click ‘**Submit**’.
6. The user will then proceed to the usual steps for the **Safeguarding Principles Assessment**, and for adding **Supporting Documents**. For details refer to steps above.

7. Once the project is ready for submission, the PD can click submit at the bottom of the page. After clicking ‘**Proceed**’ on the pop-up window, select the VVB assigned to review the submission, then click submit.

8. The PD can then keep track of their submission via the My Submissions page.
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 Performance 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 delete icon to delete 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 submission.

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

1. After submitting a project, the user will see the pop-up below. To download the report for their submission, they may click ‘View Submission’ to proceed to the ‘My Submissions’ page.

2. On the ‘My Submissions’ page, click the Download button (beside ‘View Assessment’) to generate the report.
3. The user will be prompted with the pop-up below. To proceed, select the associated monitoring period for the submission.

![Pop-up for selecting monitoring period](image1)

4. The tool will generate the report for the submission, which the user can download as a PDF through the button on the upper-right corner.

![Report generation](image2)

Functionalities specific to PoAs and VPAs

**Replicating information between multiple similar VPAs**

1. From the PoAs page, select the VPA from which information will be replicated. For this example, **GS55004** will be used.
2. Ensure that all relevant information has been filled in for the VPA. Click ‘Save Changes’ once finished. Take note of the GSID for this VPA.

3. Once done, select the VPA to which the original information will be replicated.

4. Type in the GSID of the VPA from which information will be replicated.
5. Upon pasting the GSID of the VPA, the tool shows the details of the project. The PD/CME has the option of further reviewing these details by selecting ‘View Project Page’. Once done, you may click ‘Import’.

6. The user will be warned that any previous settings on the VPA will be overwritten. If they are fully aware of this change, they may click ‘Import’ once more to complete the process.
7. Upon importing, the user will see that information from the original VPA has been replicated to this project, including supporting documents. However, they will have to manually fill in the impact values, as seen below.

Submitting multiple VPAs in a batch

1. On the ‘My Projects’ page, click the ‘Submission Selection’ button for the POA for which a batch submission will be executed.
2. Once on the **Submission Selection page**, the user can either select multiple VPAs, or click ‘Select All VPAs’ to submit all VPAs associated with the POA. They also have the option of filtering through POAs based on Project Status. Click **Proceed** once done.

3. The user will then be asked to give the VVB to whom the batch submission will be made. Note that, if specific VPAs need to be submitted to other VVBs, a separate batch submission will have to be done. Afterwards, click **Proceed**.

4. The user will then be asked to review all details before confirming their submission.

Once the user has clicked **Submit**, the batch submission should appear in the user’s ‘**My Submissions**’ page.
CONTACT INFORMATION AND FEEDBACK

This manual is designed for project developers only. Reviewers should refer to the User Manual for Reviewers and VVBs should refer to User Manual for VVBs.

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