



Gold Standard[®]
for the Global Goals

SDG IMPACT TOOL USER MANUAL FOR PROJECT DEVELOPERS

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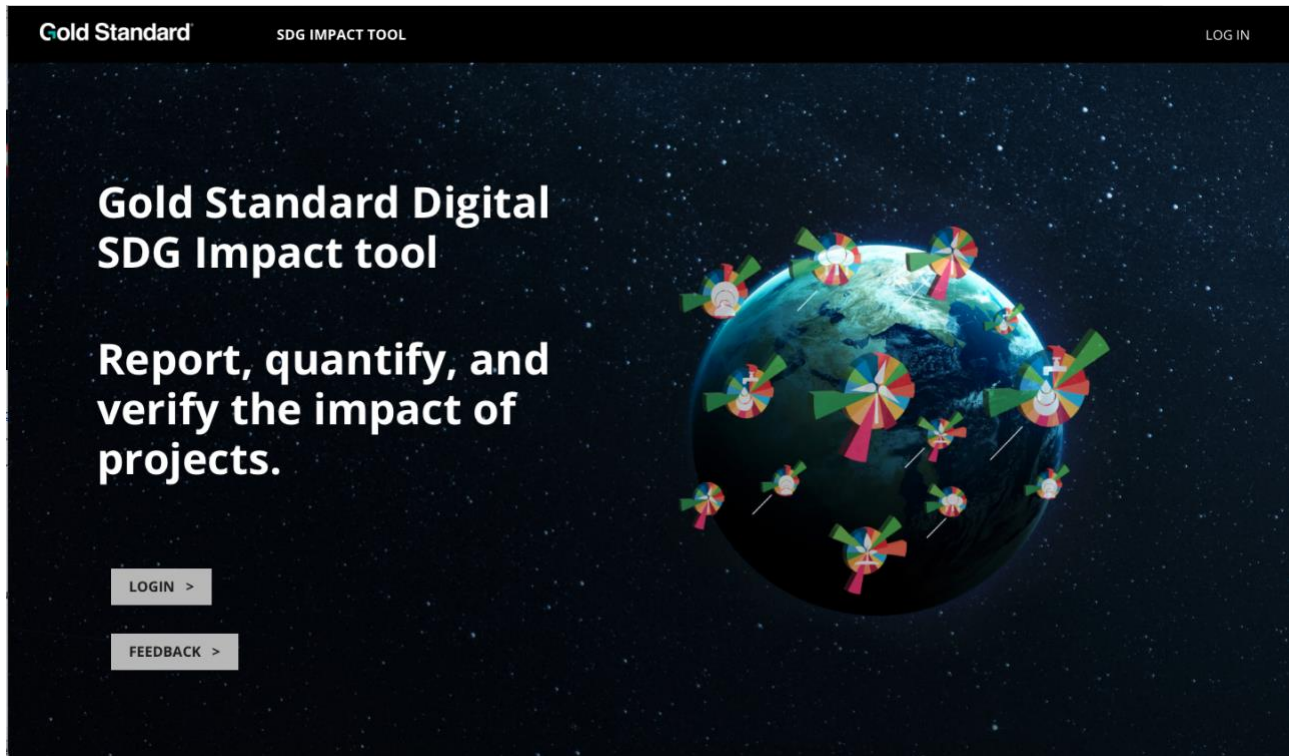
INTRODUCTION

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 digital [SDG Impact Tool](#), users will see a “Login” button and a “Feedback” button. The “Login” button will direct the user to the Login or Register page of the SDG Impact Tool, the “Feedback” button will direct the user to the form where feedback may be provided.

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 "Login" 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 and submit 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 the user shall receive an email confirmation, 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 "Login" 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 and submit the subscription form.
5. Wait for the Gold Standard Administrator to approve your request.
6. Once approved the user shall receive an email confirmation, 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

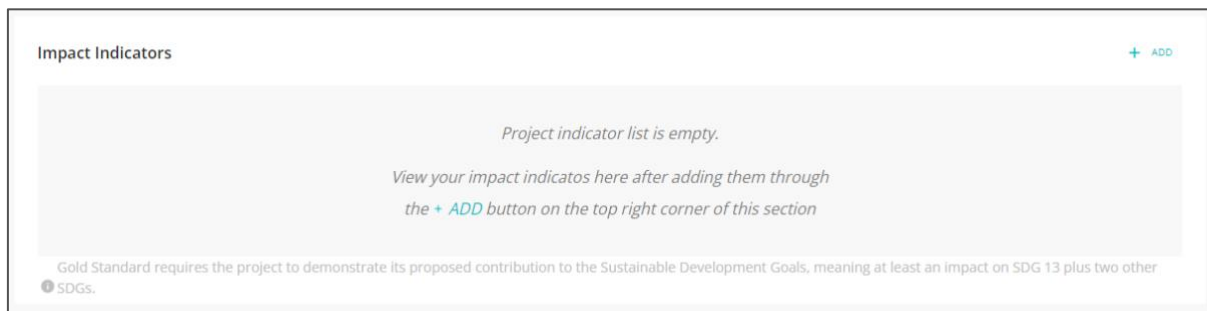
For Listed Projects

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. Risk mitigation
 - f. 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

Technology Group > Selection Method > Indicator Selector

Select Technology Group

- 1 Renewable
- 2 CSA
- 3 Forestry
- 4 AGR
- 5 Waste Management
- 6 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.

Select Method

- 1 Start With SDGs
- 2 Start With Impact Category

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.

Select Indicator

SDG	Indicator	Description
1 No Poverty	GSDM-I8.5.2 Total number of employees earning above local minimum wage	Refers to the total number of employees earning above the local minimum wage
3 Good Health and Well-Being	GSDM-I8.5.3 Total Number of employees paid living 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
4 Quality Education	GSDM-I8.5.1 Total number of jobs	
5 Gender Equality		
6 Clean Water and Sanitation		
7 Affordable and Clean Energy		
8 Decent Work and Economic Growth		
13 Climate Action		
15 Life on Land		

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.

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

Monitoring Design

Measurement Procedure
Project Activity

Estimated Values over Crediting Period

Vintage	Baseline Value	Estimated Value
2012	0	0
2013	0	0
2014	0	0
2015	0	0
2016	0	0
2017	0	0
2018	0	0

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

Additional Information

QA/QC Procedure Use recommended procedure

Recommended QA/QC procedure for this indicator will be autofilled here

Comments and further details -Optional

Enter text here

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

Host Country Alignment

Is this indicator aligned with any of your Host Country's SDG objectives?

Yes No

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.



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

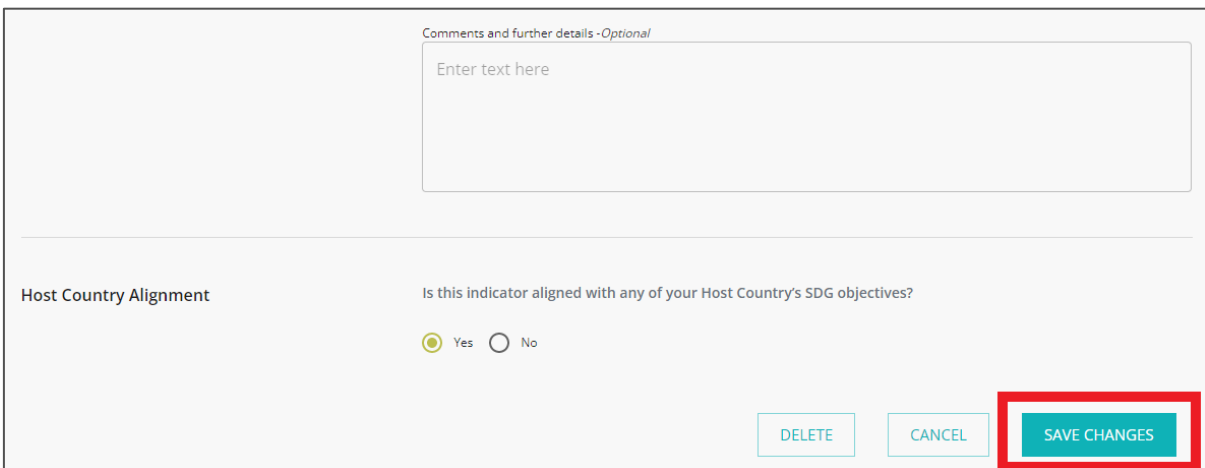
1. Click on the pencil icon of the SDG Impact Indicator to be edited.



The screenshot shows a table titled "Impact Indicators" with a "+ ADD" button in the top right corner. The table has five columns: "Host Country Objective", "Monitoring Indicator", "SDG", "Category", and "Target". A single row is visible with the following data: a flag icon in the "Host Country Objective" column, "Total number of employees earning above local minimum wage" in the "Monitoring Indicator" column, "8 Decent Work and Economic Growth" in the "SDG" column, "Employment" in the "Category" column, and "8.5" in the "Target" column. A pencil icon in the rightmost cell of this row is highlighted with a red square. Below the table, there is a note: "Gold Standard requires the project to demonstrate its proposed contribution to the Sustainable Development Goals, meaning at least an impact category plus two other SDGs."

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	

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



The screenshot shows a form for editing an impact indicator. At the top, there is a section titled "Comments and further details -Optional" with a text input field containing the placeholder "Enter text here". Below this is a section titled "Host Country Alignment" with the question "Is this indicator aligned with any of your Host Country's SDG objectives?". There are two radio buttons: "Yes" (which is selected) and "No". At the bottom right of the form, there are three buttons: "DELETE", "CANCEL", and "SAVE CHANGES". The "SAVE CHANGES" button is highlighted with a red square.

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.

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 one plus two other SDGs.

2. Click on the "DELETE" button.

Comments and further details -Optional

Enter text here

Host Country Alignment

Is this indicator aligned with any of your Host Country's SDG objectives?

Yes No

DELETE CANCEL SAVE CHANGES

3. Confirm the deletion on the warning pop-up.

Delete Reporting Plan

Are you sure you want to delete this reporting plan?

CANCEL **DELETE**

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.

Safeguarding Principles			
Principle	Subprinciple	Indicators	Potential Risks
1	Human Rights	-	-
2	Gender Equality and Women's Empowerment	-	-
3	Community Health and Safety	-	-
4	Cultural Heritage, Indigenous People, Displacement and Resettlement	-	-
-	4.1 Sites of Cultural and Historical Heritage	-	-
-	4.2 Forced eviction and Displacement	-	-
-	4.3 Land Tenure and other rights	-	-
-	4.4 Indigenous Peoples	-	-
5	Corruption	-	-
6	Economic Impacts	-	-
-	6.1 Labour Rights and Working Conditions	-	-

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

Would the project potentially lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?

Yes
 Potentially
 No

Justification

Enter text here

b. A monitoring indicator

Would the project potentially lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?

Yes
 Potentially
 No

[Add monitoring details](#)

This is required for all questions answered with 'yes'.

- 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

Would the project potentially lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?

Yes

[Add monitoring details](#)

This is required for all questions answered with 'yes'.

Monitoring Details

Monitoring Indicator

Enter text here

Description

Enter text here

Baseline Scenario/Value

Enter text here

Project Scenario/Value

Enter text here

Briefly describe the monitoring indicator.

Please provide further details

- iii. Click “Save Changes”

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

Risk mitigation plan

Risk Mitigation

Principle 2: Gender Equality and Women's Empowerment

Yes P.2.1.1 | Would the project potentially involve or lead to: adverse impacts on gender equality and/or the situation of women and girls? ▼

test gender equality test

Potentially P.2.1.1 | Would the project potentially involve or lead to: exacerbation of risks of gender-based violence? For example, through the influx of workers to a community, changes in community and household power dynamics, increased exposure to unsafe public places and/or transport, etc. ▼

Potentially P.2.1.2 | Would the project potentially involve or lead to: reproducing discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits? ▼

Supporting Documents + ADD

Based on the information put in the safeguarding principles assessment, risk mitigation plan will be visible on the project page. It will contain the information on the relevant principle where an established/potential risk is identified. If the project developer clicks on the small arrow on the right side of the of the assessment question, as highlighted in the screenshot above, it will reveal other details.

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.

Supporting Documents + ADD

No supporting documents uploaded.

View uploaded files relevant to the project here Click + ADD the button on the top right corner of this section to upload documents (CSV, PDF, XLSX) to the 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.

#	File Name	Relevant Indicators	Relevant Safeguard Principle	Tag as confidential

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

#	File Name	Relevant Indicators	Relevant Safeguard Principle	Tag as confidential
1	sample.pdf			<input type="checkbox"/>

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

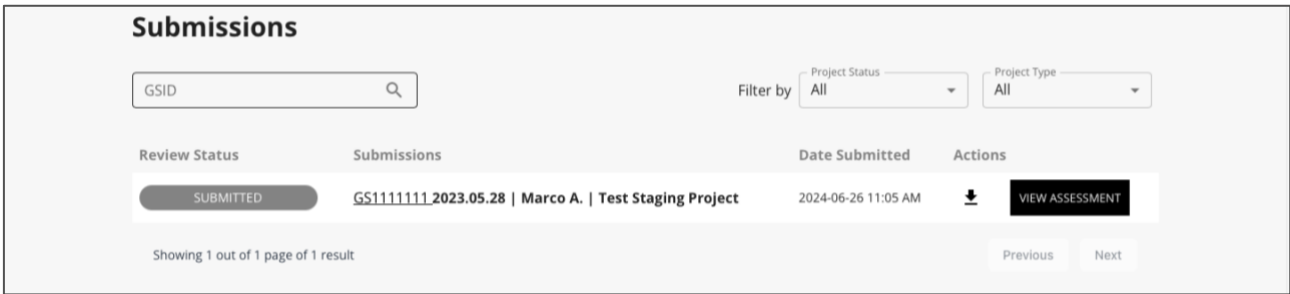
Select your Validation & Verification Body

View full information and list of VVBs [here](#).

VVB

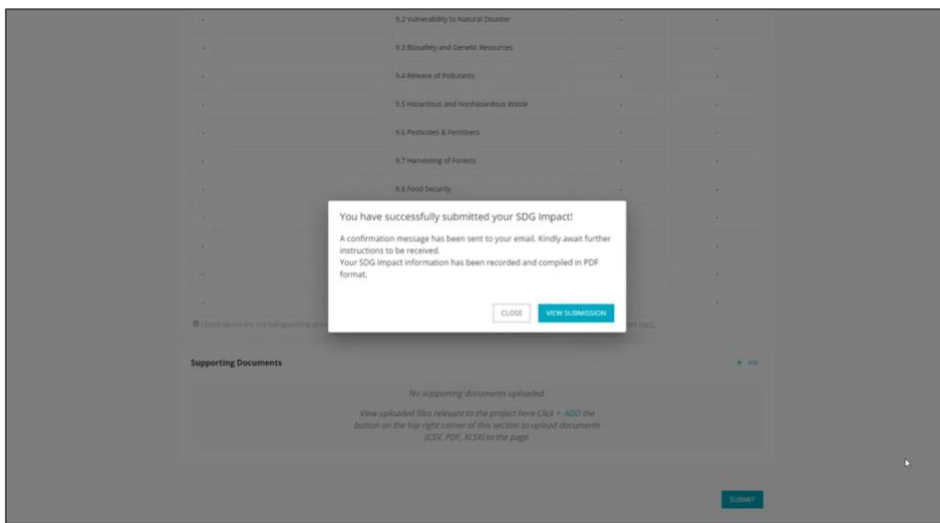
An email will be sent to the chosen VVB with your full submission.

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

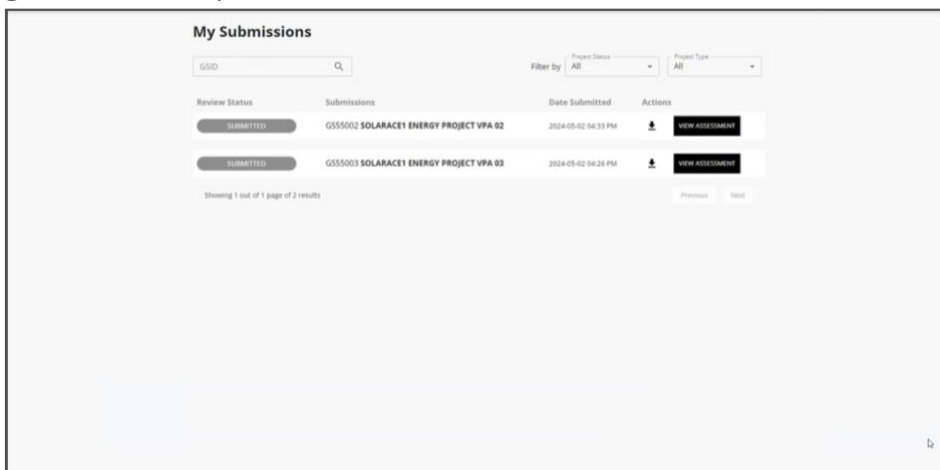


Downloading the final report of the project

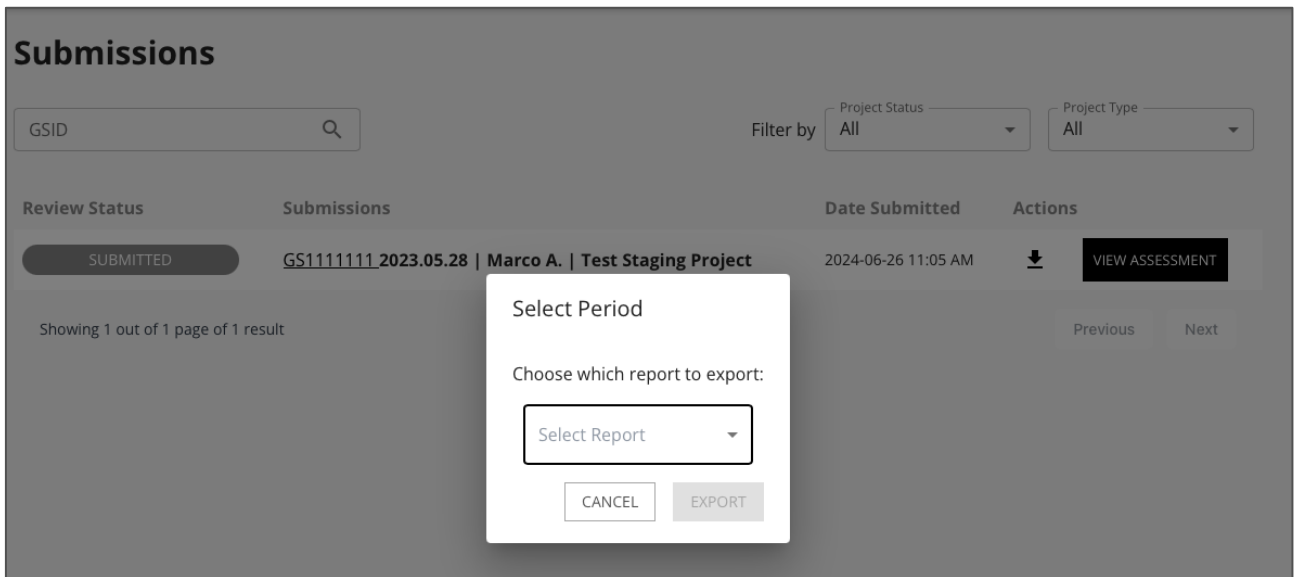
1. After submitting a project, the user will see the pop-up below. To download the report for their submission, they may click 'View Submission' to proceed to the 'Submissions' page.



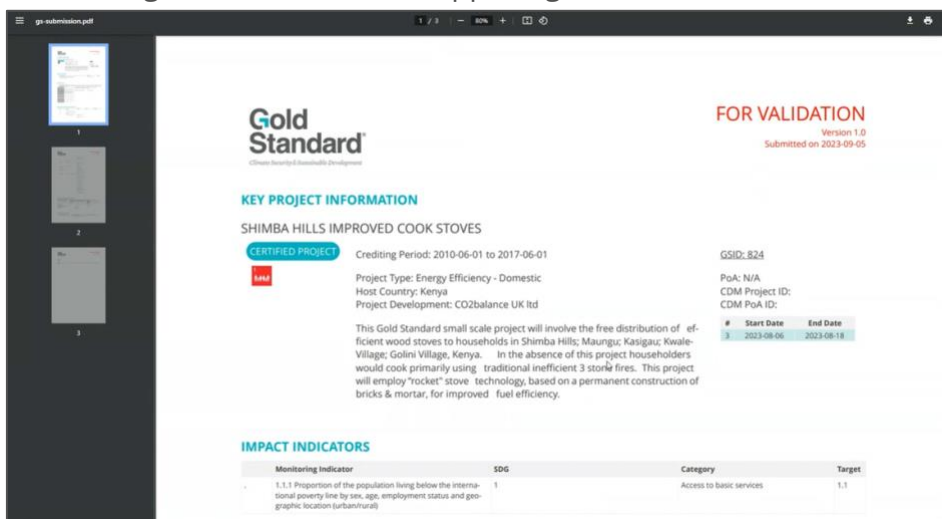
2. On the 'Submissions' page, click the **Download button** (beside 'View Assessment') to generate the report.



3. The user will be prompted with the pop-up below. The project developer can download the validation report.



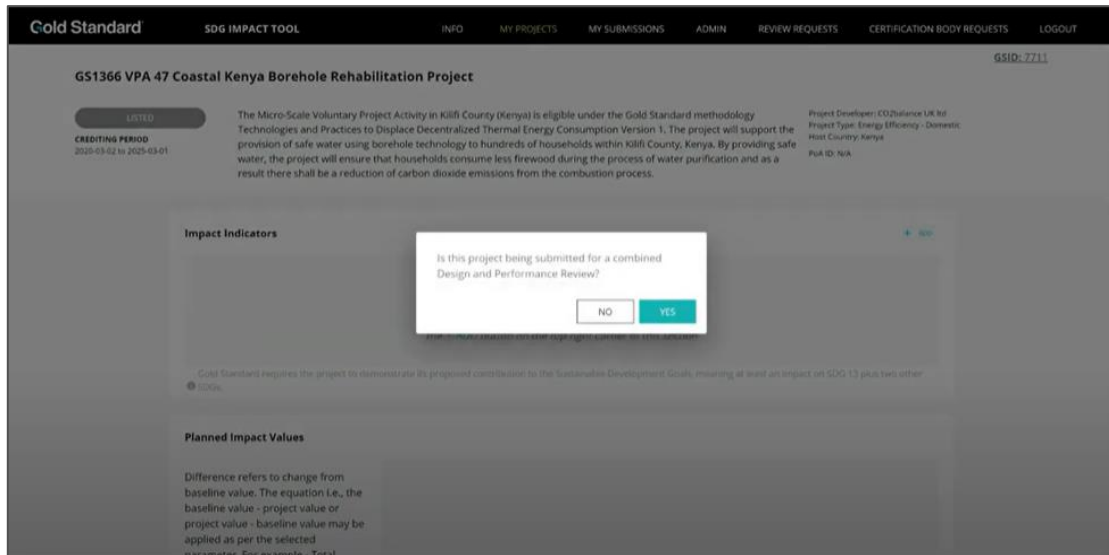
- The tool will generate the report for the submission, which the user can download as a PDF through the button on the upper-right corner.



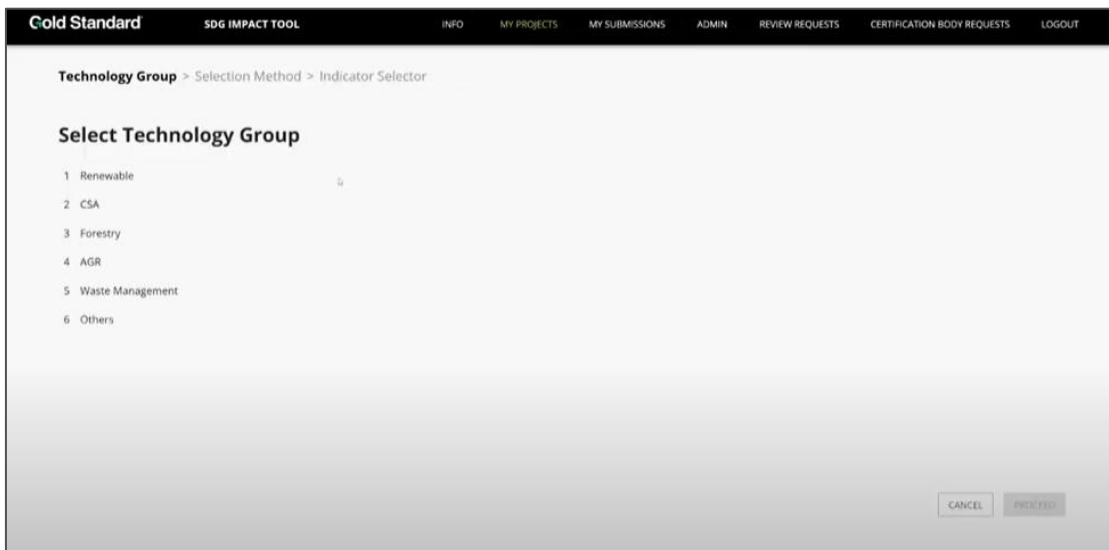
Combined validation and verification submission

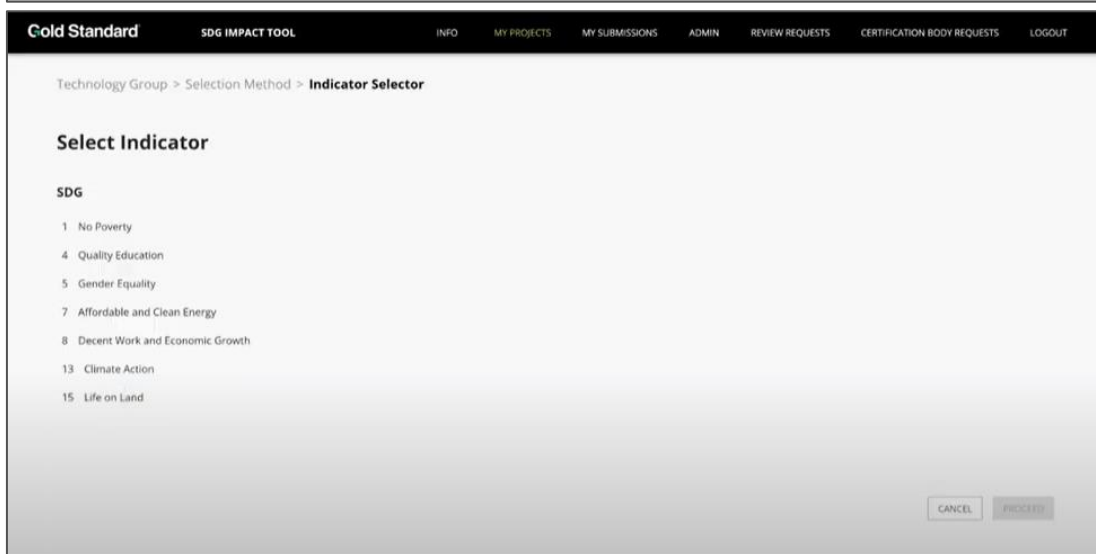
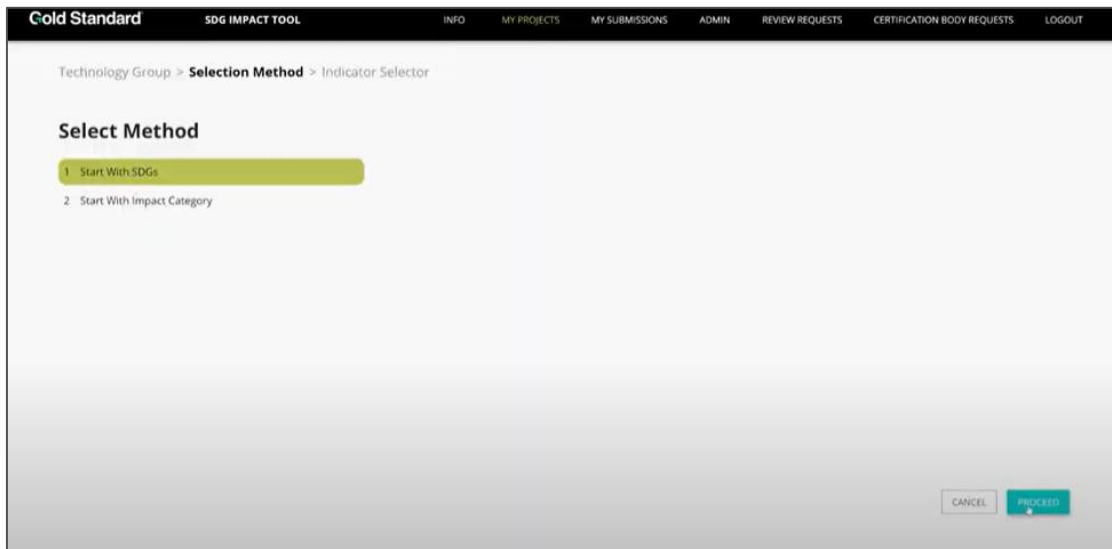
For listed projects

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.

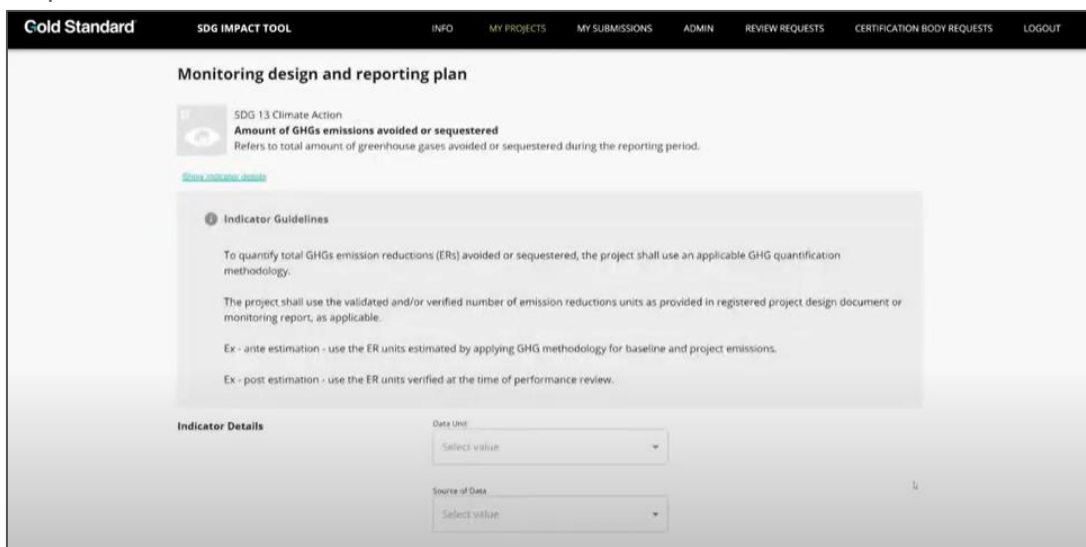


2. The project will then be added for Design and Performance Review. The user will be prompted to select a Technology Group, Selection Method, and Indicator Selector.

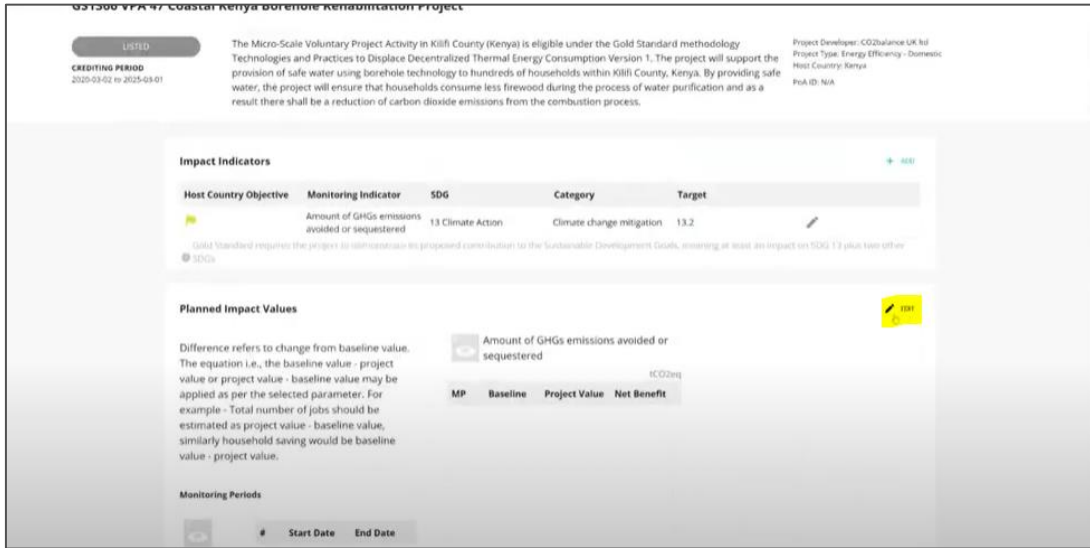




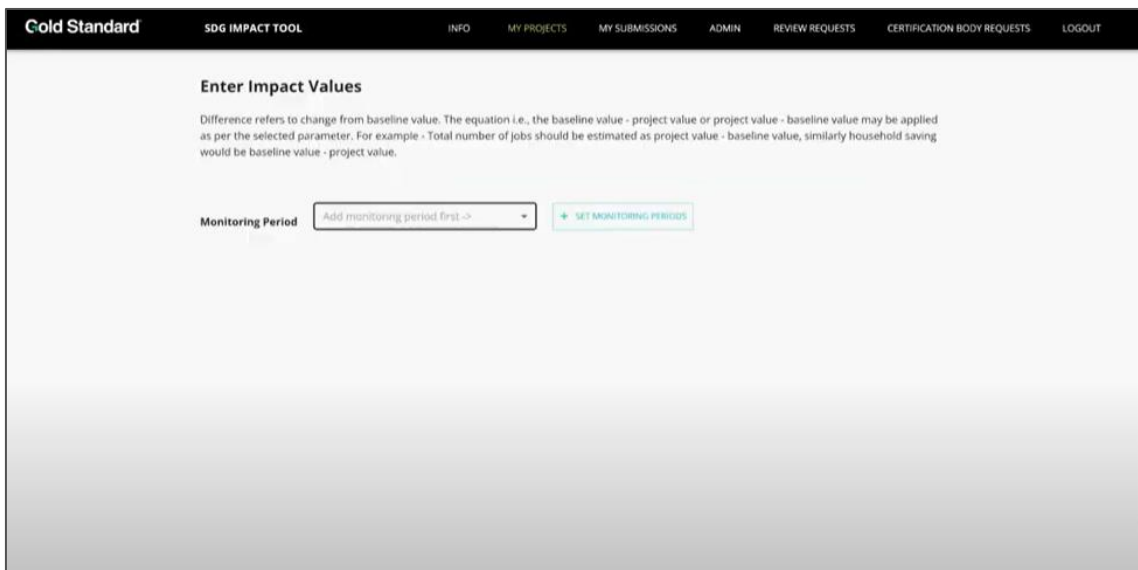
- The user will then complete the Monitoring Design and Reporting Plan as mentioned in steps above (for validation).



- 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".



- 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'.



Enter Impact Values

Difference refers to change from baseline value. The equation i.e., the baseline value - project value or project value - baseline value may be applied as per the selected parameter. For example - Total number of jobs should be estimated as project value - baseline value, similarly household saving would be baseline value - project value.

Monitoring Period [+ SET MONITORING PERIODS](#)

Amount of GHGs emissions avoided or sequestered

Refers to total amount of greenhouse gases avoided or sequestered during the reporting period.

Baseline Value [?]

Project Value [?]

Source of Information

- 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.
- 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.

Select your Validation & Verification Body

View full information and list of VVBs [here](#).

VVB

An email will be sent to the chosen VVB with your full submission.

- The PD can then keep track of their submission via the "Submissions" page.

Submissions

GSID

Filter by

Review Status	Submissions	Date Submitted	Actions
<input type="button" value="SUBMITTED"/>	GS1111111_2023.05.28 Marco A. Test Staging Project	2024-06-26 11:05 AM	<input type="button" value="VIEW ASSESSMENT"/>

Showing 1 out of 1 page of 1 result

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.

Impact Values EDIT

Difference refers to change from baseline value. The equation i.e., the baseline value - project value or project value - baseline value may be applied as per the selected parameter. For example - Total number of jobs should be estimated as project value - baseline value, similarly household saving would be baseline value - project value.

Monitoring Periods

#	Start Date	End Date
7		
8		
13		

7 Number of beneficiaries: Households
Number of households

MP	Baseline	Project Value	Net Benefit

9 Total number of jobs
Number

MP	Baseline	Project Value	Net Benefit

13 Amount of GHGs emissions avoided or sequestered
tCO2eq

MP	Baseline	Project Value	Net Benefit

MP = Monitoring Period

Add Monitoring Period

1. Click the "EDIT" button on the top right of the section to begin the process of adding impact values

Enter Impact Values

Difference refers to change from baseline value. The equation i.e., the baseline value - project value or project value - baseline value may be applied as per the selected parameter. For example - Total number of jobs should be estimated as project value - baseline value, similarly household saving would be baseline value - project value.

Monitoring Period [+ SET MONITORING PERIODS](#)

2. On the Impact Values Page, select the "SET MONITORING PERIODS" button
3. Click the "ADD" button to declare a monitoring period
4. Select the Start and End Date of a monitoring period
5. Click on the "SAVE CHANGES" button

Edit Monitoring Periods

+ ADD

#	Start Date	End Date		
1	2023/05/25	2024/05/31		

CANCEL SAVE CHANGES

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

Edit Monitoring Periods

+ ADD

#	Start Date	End Date		
1	2023-05-25	2024-05-31		

CANCEL SAVE CHANGES

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.

Edit Monitoring Periods

+ ADD

#	Start Date	End Date
1	2023-05-25	2024-05-31

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]

Climate change mitigation
Refers to total amount of greenhouse gases avoided o...

Baseline Value [?]
Enter value here

Project Value [?]
Enter value here

Source of Information
Enter text here

Comments and Further Details - Optional
Enter text here

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.

Select your Validation & Verification Body

View full information and list of VVBs [here](#).

VVB

An email will be sent to the chosen VVB with your full submission.

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

Submissions

GSID

Filter by Project Status: Project Type:

Review Status	Submissions	Date Submitted	Actions
SUBMITTED	GS1111111_2023.05.28 Marco A. Test Staging Project	2024-06-26 11:05 AM	<input type="button" value="VIEW ASSESSMENT"/>

Showing 1 out of 1 page of 1 result

Responding to the VVB and/or Gold Standard/Expert Reviewer on the raised findings

Once the project has been submitted to the VVB and/or Gold Standard/Expert Reviewer for a review, they may send the project back to the developer for a response on the raised findings. When the VVB and/or Gold Standard/Expert Reviewer send the project back, the project developer will receive an email notification for the same. Once the notification has been received, the project developer may go to the SDG Impact Tool and provide their responses.

1. Under the submission page, the status of the project would change to “Revise”. The project developer should click on “View assessment” to view the raised findings.

Submissions				
<input type="text" value="GSID"/>		Filter by <input type="text" value="Project Status"/> <input type="text" value="All"/>		<input type="text" value="Project Type"/> <input type="text" value="All"/>
Review Status	Submissions	Date Submitted	Actions	
<input type="button" value="REVISE"/>	GS1111111_2023.05.28 Marco A. Test Staging Project	2024-06-26 11:05 AM	<input type="button" value="↓"/>	<input type="button" value="VIEW ASSESSMENT"/>
Showing 1 out of 1 page of 1 result				<input type="button" value="Previous"/> <input type="button" value="Next"/>

2. Clicking on “view assessment” will open the assessment page of the project.

REVIEW SUMMARY
SDG ASSESSMENT
SAFEGUARDING ASSESSMENT
SUPPORTING DOCUMENTS
FINDINGS
COMMENTS/REQUESTS
GO TO PROJECT PAGE

Review Summary i Navigate between review sections with the tabs above

View details in their review sections.

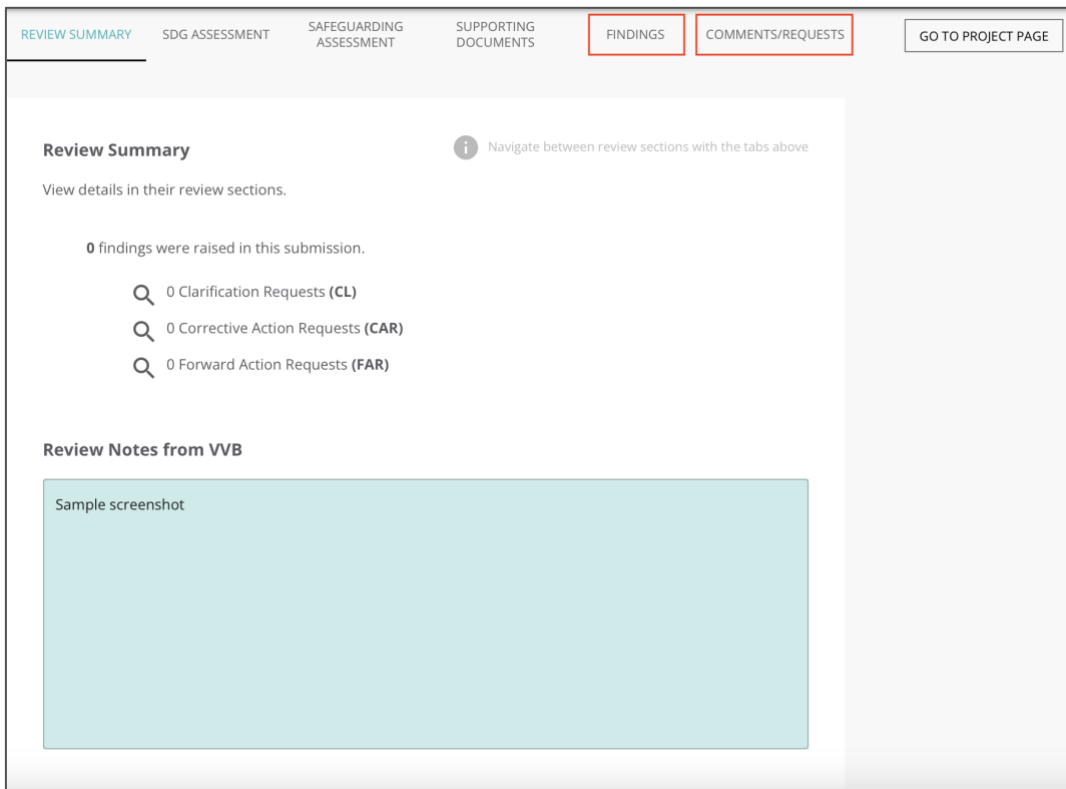
0 findings were raised in this submission.

- 0 Clarification Requests (CL)
- 0 Corrective Action Requests (CAR)
- 0 Forward Action Requests (FAR)

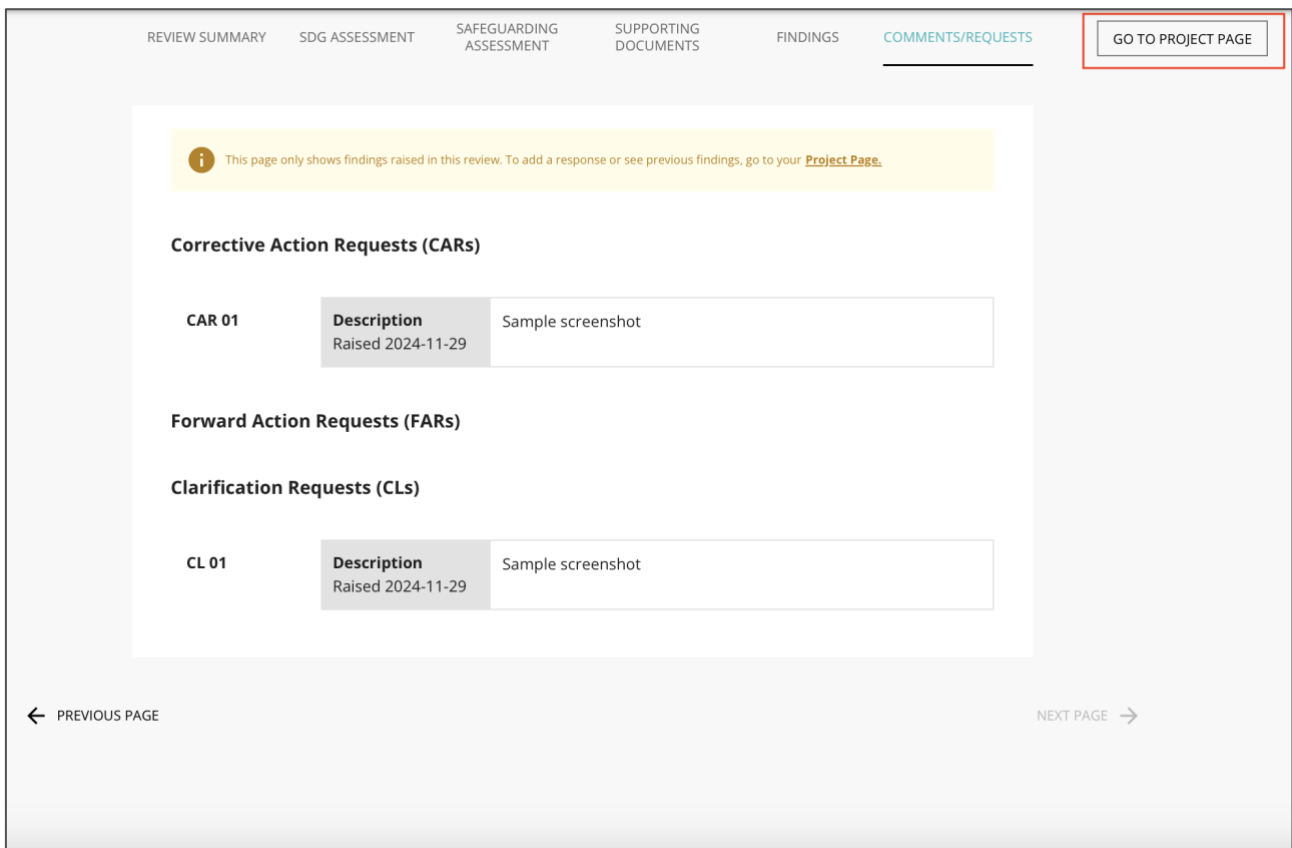
Review Notes from VVB

Sample screenshot

3. Clicking on “Findings” will show VVB findings and clicking on “comment/requests” will show the findings from VVB and/or Gold Standard/Expert Reviewer.



4. For responding to the findings, click on “Go to project page”.

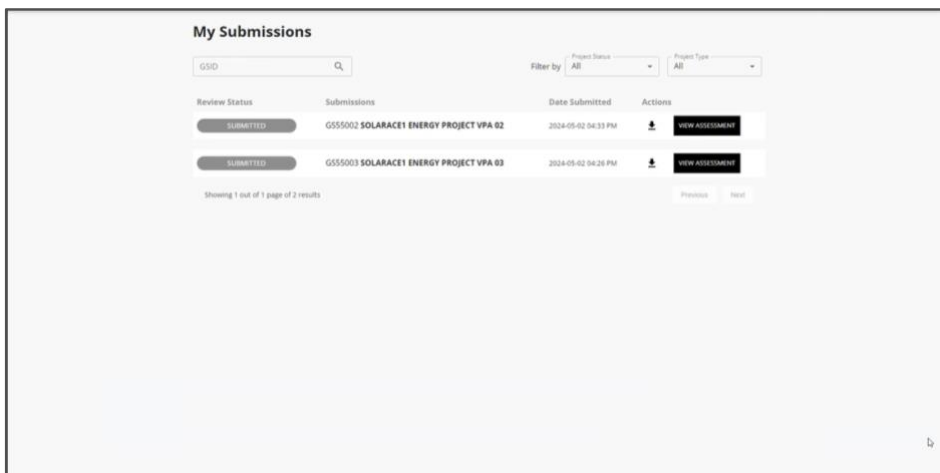


5. Upon reaching project page, 3 tabs would be visible:
 a. Impact assessment: project developer can edit the filled-in information here

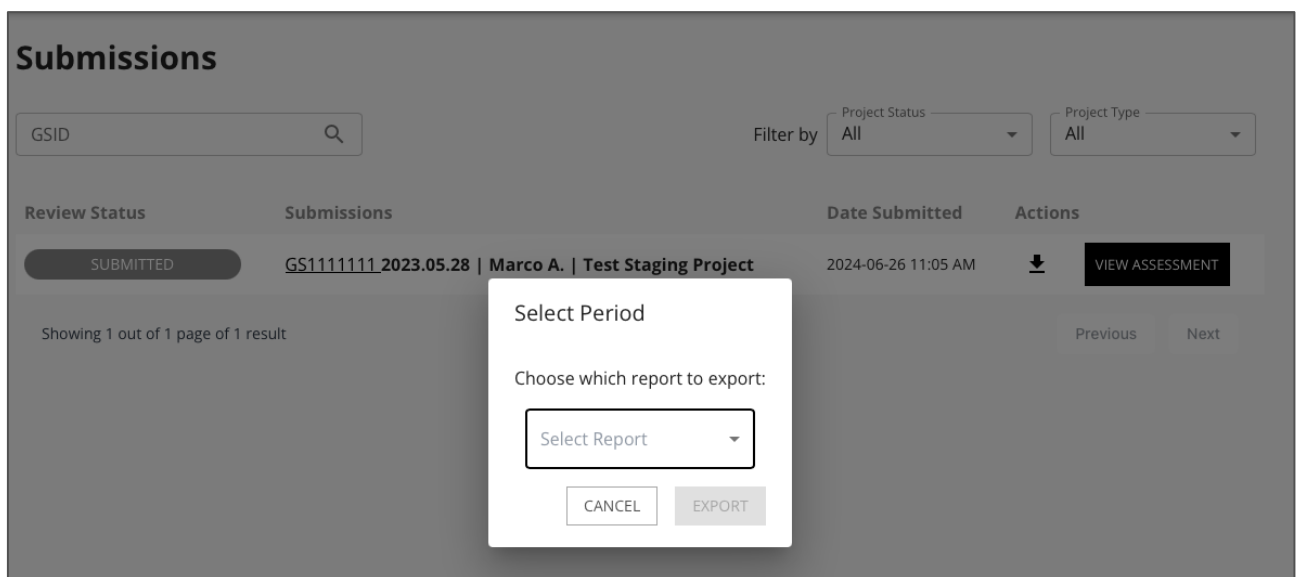
- b. Findings: this will list down all the findings raised by the VVB. The project developer can respond to the findings here and click “save”.
 - c. Comments/Requests: this will list down the comments from Gold Standard/Expert reviewer. The project developer can respond to the comments here and click “save”.
6. Once the findings or comments have been responded to, the project developer can submit this back by clicking on “Submit” at the end of the “Impact assessment” tab.

Downloading the final report of the project

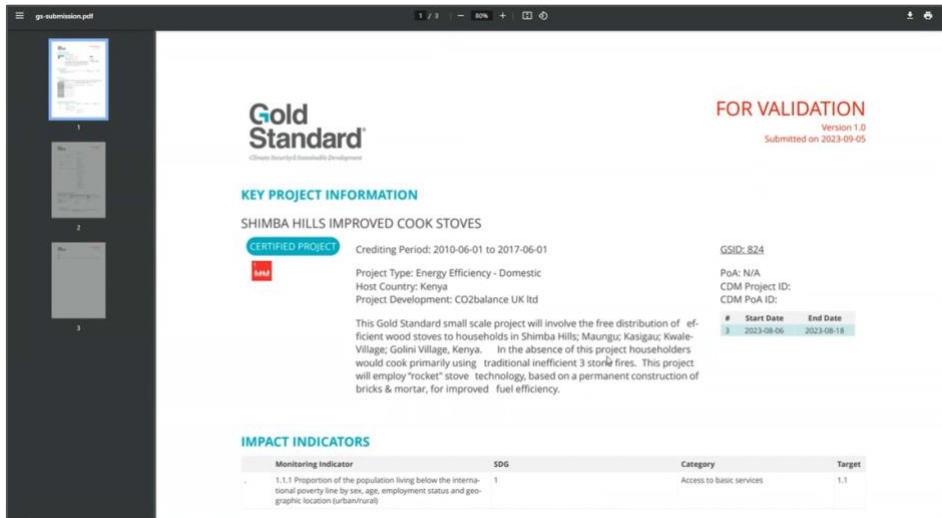
1. On the ‘Submissions’ page, click the Download button (beside ‘View Assessment’) to generate the report.



2. The user will be prompted with the pop-up below. To proceed, select the associated period for the submission. The project developer can also download the validation report.



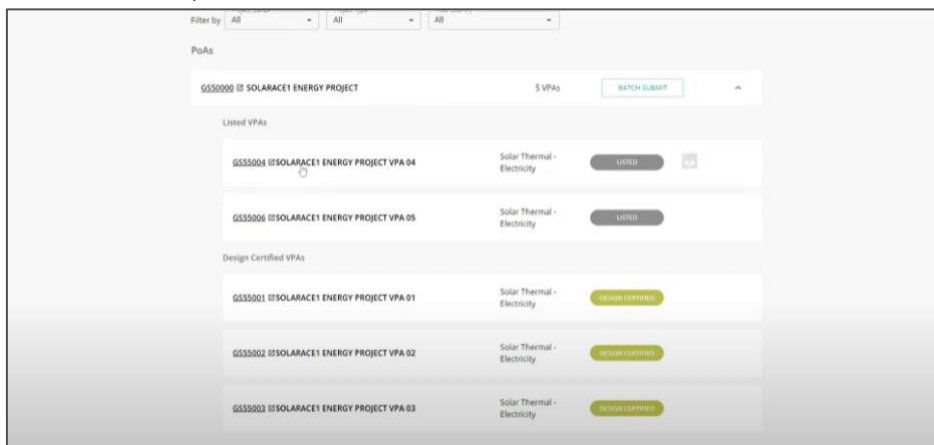
- The tool will generate the report for the submission, which the user can download as a PDF through the button on the upper-right corner.



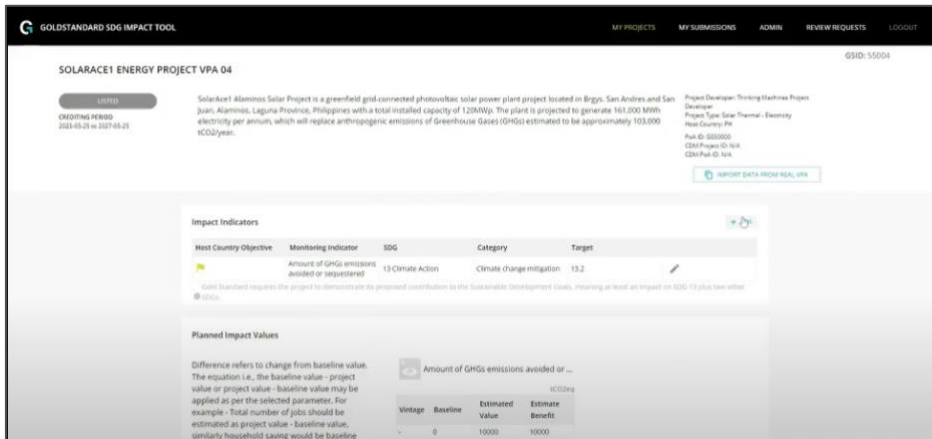
Functionalities specific to PoAs and VPAs

Replicating information between multiple similar VPAs

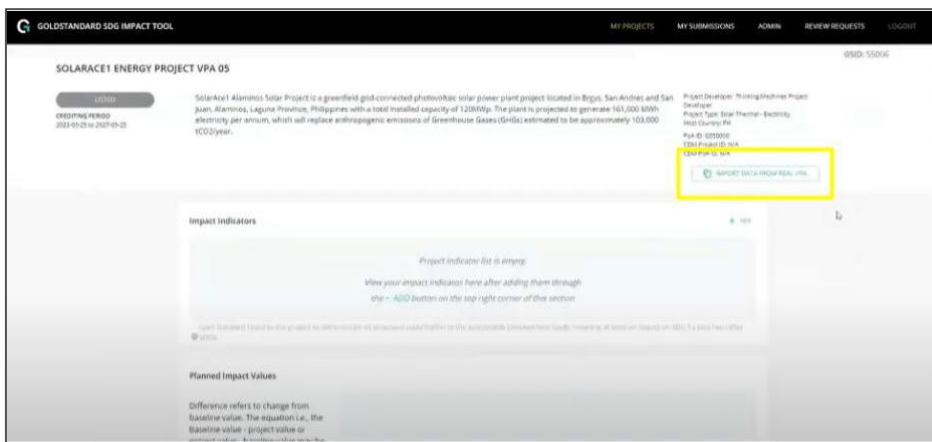
- From the “PoAs/VPAs” page, select the VPA from which information will be replicated. For this example, GS55004 will be used.



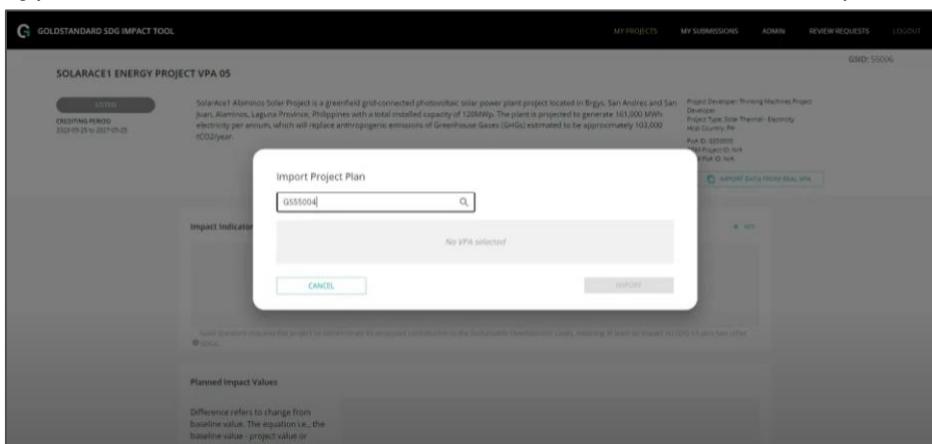
- Ensure that all relevant information has been filled in for the VPA. Click ‘Save Changes’ once finished. Take note of the GSID for this VPA.



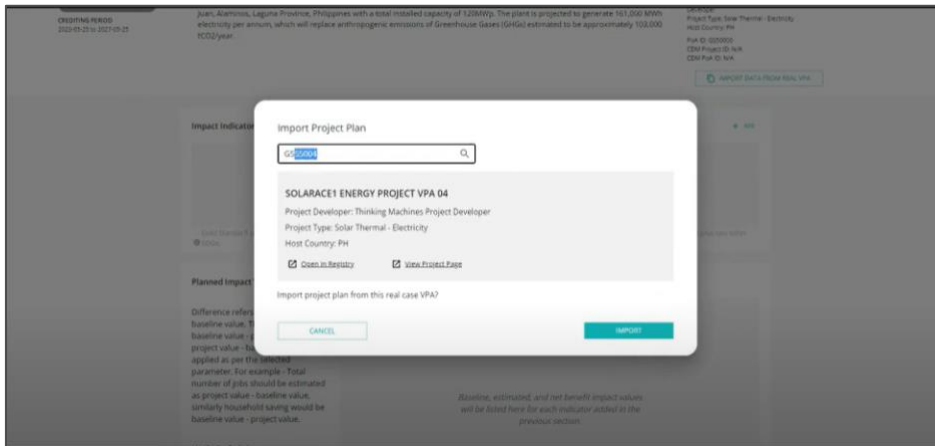
3. Once done, select the VPA to which the original information will be replicated.



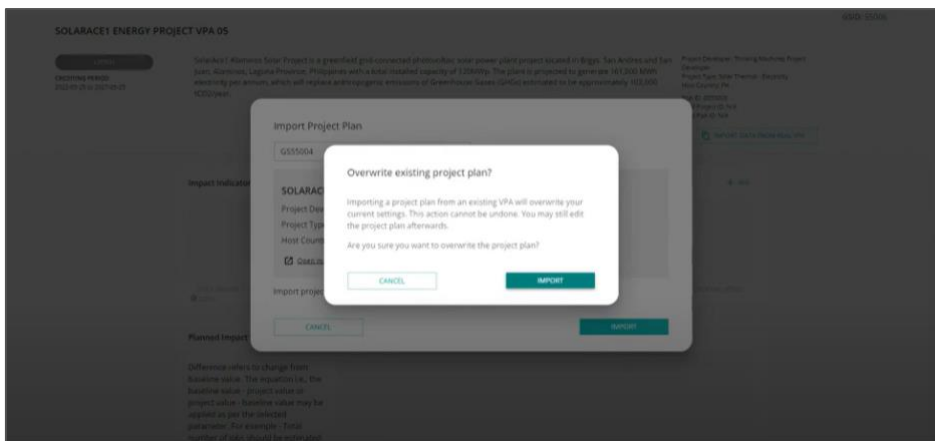
4. Type in the GSID of the VPA from which information will be replicated.



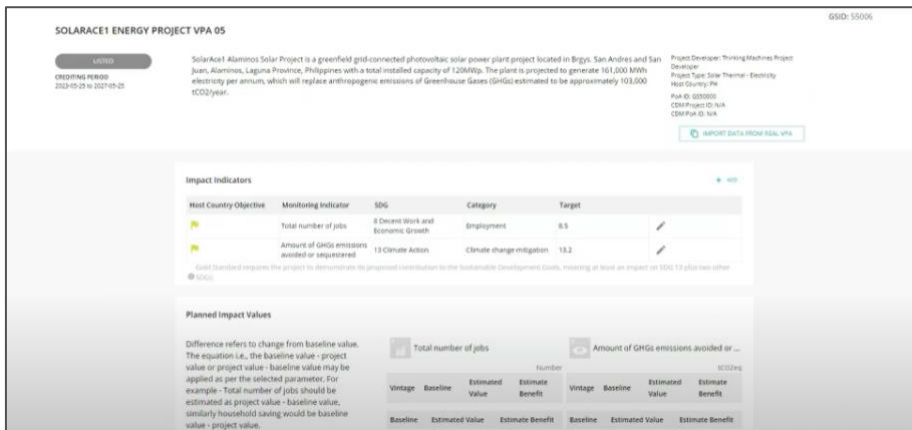
5. Upon pasting the GSID of the VPA, the tool shows the details of the project. The PD/CME has the option of further reviewing these details by selecting 'View Project Page'. Once done, you may click 'Import'.



- 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.

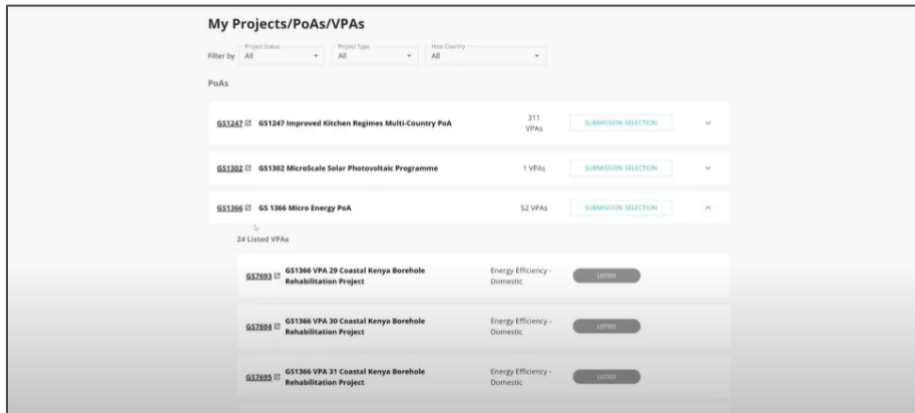


- Upon importing, the user will see that information from the original VPA has been replicated to this project, including supporting documents. However, they will have to manually fill in the impact values, as seen below.

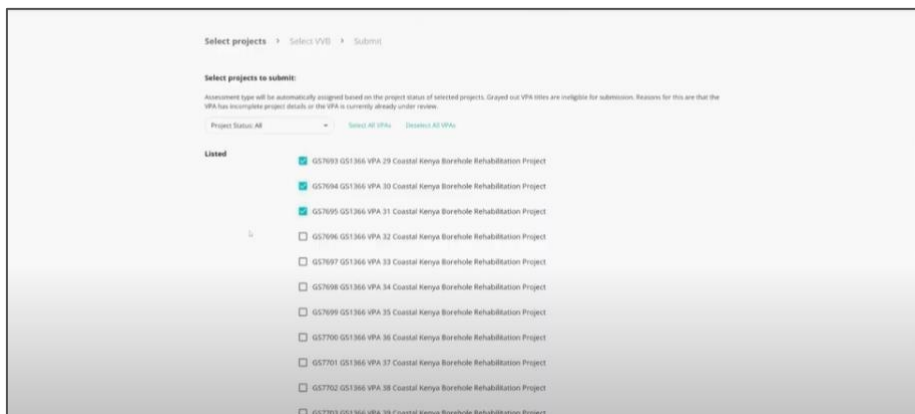


Submitting multiple VPAs in a batch

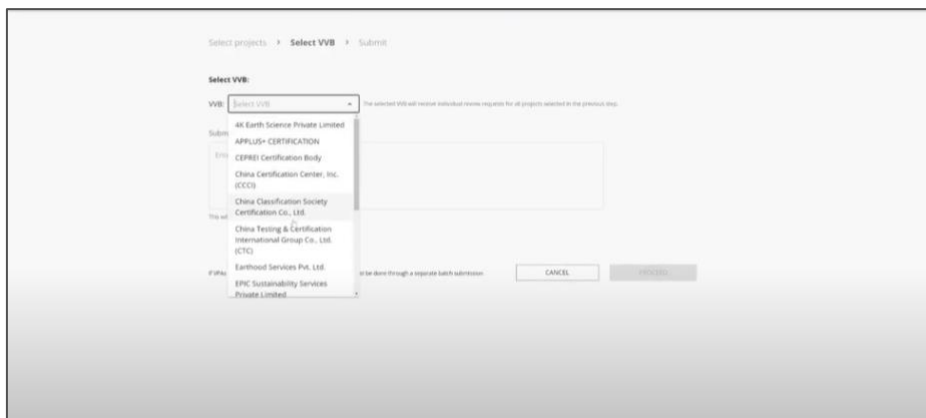
1. On the 'My Projects' page, click the 'Submission Selection' button for the PoA for which a batch submission will be executed.



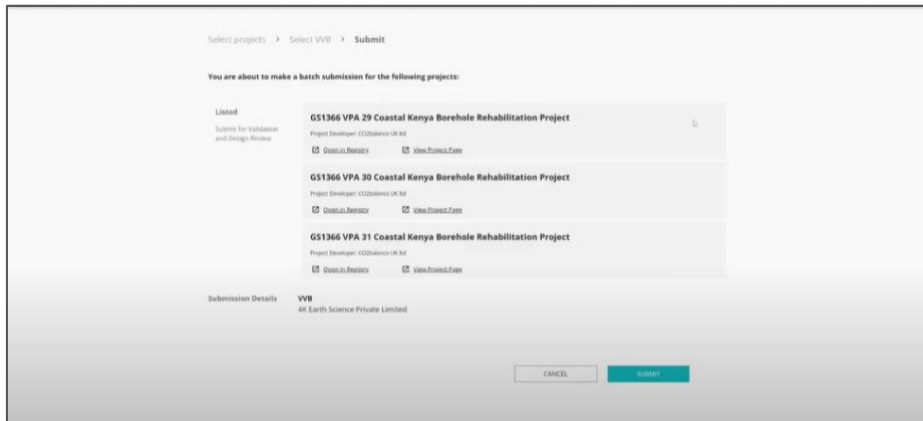
2. Once on the Submission Selection page, the user can either select multiple VPAs, or click 'Select All VPAs' to submit all VPAs associated with the PoA. They also have the option of filtering through PoAs based on Project Status. Click "Proceed" once done.



3. The user will then be asked to select 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 “Submissions” page.

CONTACT INFORMATION AND FEEDBACK

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