



Gold Standard[®]
for the Global Goals

SDG IMPACT TOOL USER MANUAL FOR EXPERT REVIEWERS

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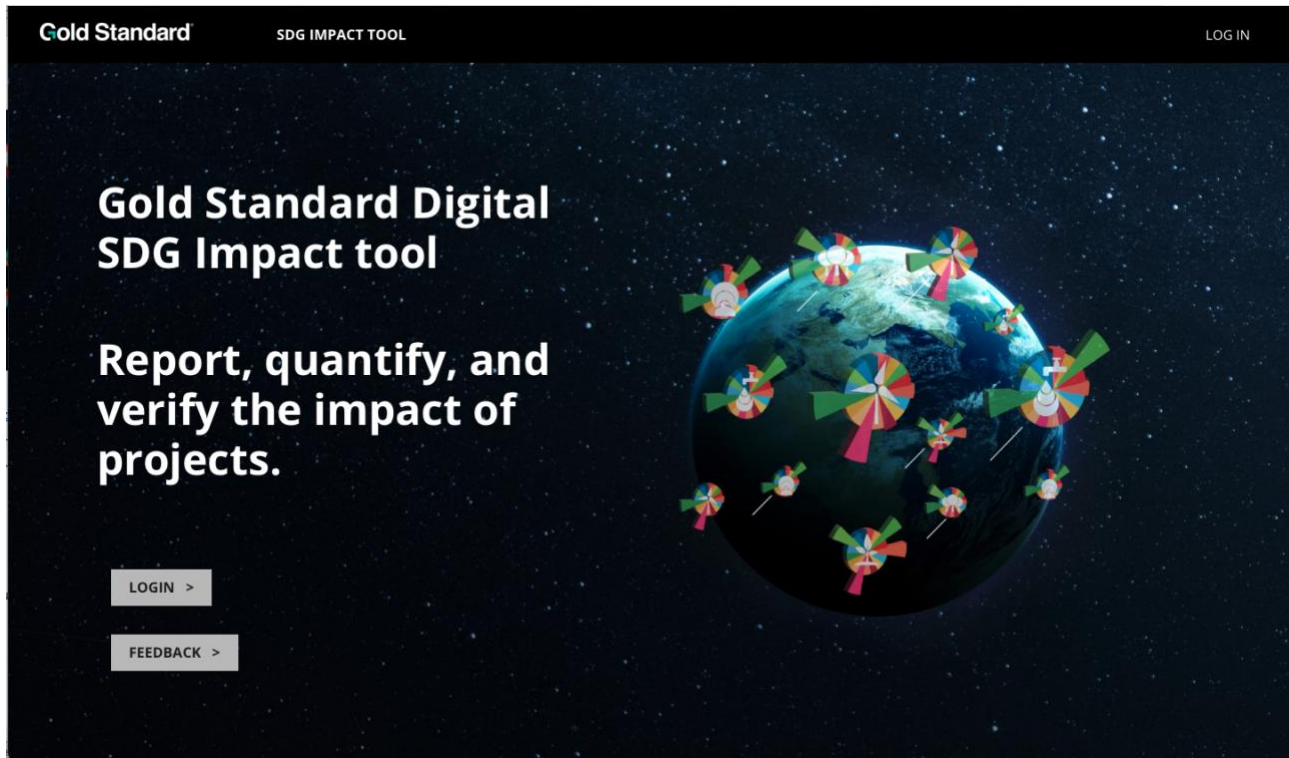
INTRODUCTION

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

This tool is part of Gold Standard's ongoing initiatives to streamline the certification process. It has been designed to be a one stop solution for reporting, quantifying, and verifying SDG impacts. It allows Expert reviewers, Validation and Verification Bodies (VVBs) and Project Developers (PDs) to have direct, centralised communications via the tools. The tool allows the Expert reviewers to see the PD's and VVB's inputs, assess them, raise and resolve the findings.

GETTING STARTED

Login Page



Upon landing on the [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.

REVIEW REQUESTS

Once logged in on the SDG Impact Tool, the first visible page will be Certification Requests. This page lists all the review requests allocated to the expert reviewer. This will include all the open requests and also the requests which are pending at the VVB for a response. The expert reviewer may filter the projects based on their status.

When a VVB has validated/verified all the information on the SDG Impact Tool and made its submission to the GS, it shall be allocated to an expert reviewer. It will automatically appear on the list of projects on the expert reviewer's SDG Impact Tool account.

Certification Requests

Filter by Review Status
All

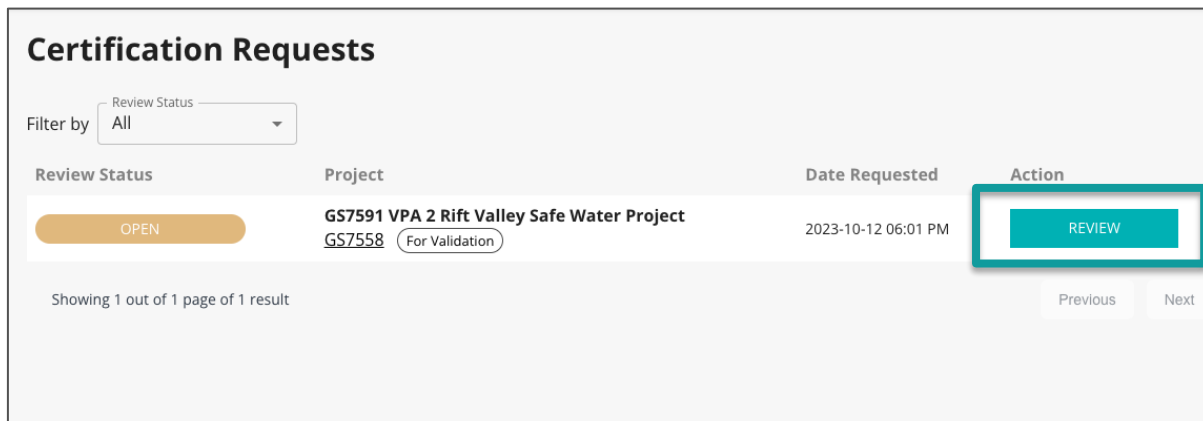
Review Status	Project	Date Requested	Action
OPEN	GS7591 VPA 2 Rift Valley Safe Water Project GS7558 For Validation	2023-10-12 06:01 PM	REVIEW

Showing 1 out of 1 page of 1 result

Previous
Next

STARTING THE REVIEW AND RAISING FINDINGS

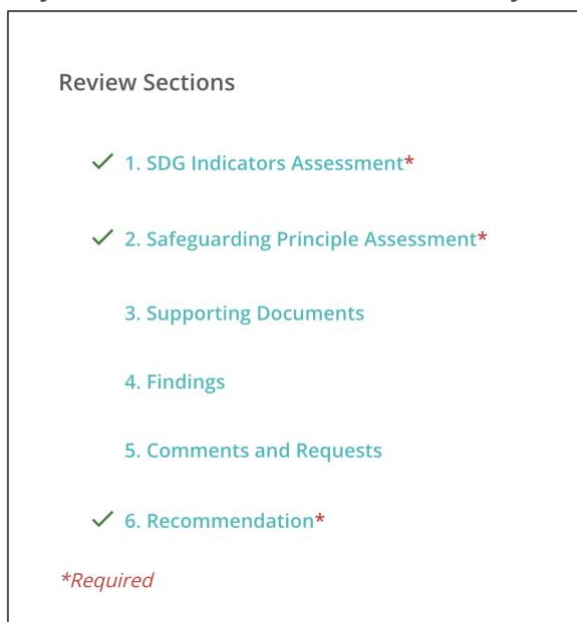
For starting the review, the expert reviewer should click on “review” button.



The screenshot shows a web interface titled "Certification Requests". At the top left, there is a "Filter by" dropdown menu set to "All" under the label "Review Status". Below this is a table with the following columns: "Review Status", "Project", "Date Requested", and "Action". The table contains one row with the following data: "Review Status" is "OPEN" (in a yellow pill); "Project" is "GS7591 VPA 2 Rift Valley Safe Water Project" with a sub-link "GS7558" and a status "For Validation" in a pill; "Date Requested" is "2023-10-12 06:01 PM"; and "Action" is a teal "REVIEW" button, which is highlighted with a red box. Below the table, it says "Showing 1 out of 1 page of 1 result" and there are "Previous" and "Next" navigation buttons.

Once the expert reviewer clicks on the review button, VVB’s assessment, along with other information of the project, will appear on the screen.

On the left-hand side, all the review sections will be visible. The expert reviewer may skip to any section of the assessment directly.



The screenshot shows a sidebar menu titled "Review Sections". It contains a list of six items, each with a checkmark icon: "1. SDG Indicators Assessment*", "2. Safeguarding Principle Assessment*", "3. Supporting Documents", "4. Findings", "5. Comments and Requests", and "6. Recommendation*". At the bottom of the list, there is a red asterisk and the text "*Required".

If the expert reviewer clicks on the “SDG Indicator Assessment”, as an example, they will be brought to a page which shows all the indicators which have been selected by the Project Developer and validated by the VVB. This will also include the risk mitigation plan based on the identified risks during safeguarding principles assessment.

SDG Indicators Assessment > Safeguarding Assessment > Supporting Documents > Findings > Comments/Requests > Recommendation

SDG Indicators Assessment: 7558 + ADD COMMENT/REQUEST

Jump to Indicator:

- ✓ **Total number of jobs**
Amount of GHGs emissions avoided or sequestered

← BACK TO REVIEW SECTIONS

8 SDG 8 Decent Work and Economic Growth
Total number of jobs
 Refers to total jobs generated as a result of the project.

Indicator Details

Data Unit	Source of Data
<input type="text" value="Number"/>	<input type="text" value="Project activity"/>
Monitoring Procedure	Monitoring Frequency
<input type="text" value="Project Activity"/>	<input type="text" value="Annual"/>

Planned Impact Values over Crediting Period

Vintage	Baseline	Estimated Value	Estimated Benefit
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On the top right corner, the expert reviewer can see a tab “add comment/request”. The expert reviewer may view all the information given on the page and add findings by clicking on “add comment/request”. If expert reviewer clicks on it, a dialogue box will open.

Add a Comment/Request ✕

Select comment/request type:

Clarification Request Description

Enter text here

Assign Resolution to Project Developer

By default, all comments and requests are assigned to the VVB unless this specification is made. Note that both VVB and PD will see all comments and requests.

CANCEL
SAVE

In this the Expert reviewer can select the finding type and add the description of the finding. If the Expert reviewer clicks save, this finding will be saved and will be allocated to that particular SDG indicator. By default, all findings are assigned to the validating VVB. However, if the Expert reviewer wants to assign a finding to the Project Developer, the Expert reviewer

may do so by clicking on “Assign resolution to project developer” in the same dialogue box while raising the finding.

Add a Comment/Request [X]

Select comment/request type: Type

Clarification Request Description

Enter text here

Assign Resolution to Project Developer

By default, all comments and requests are assigned to the VVB unless this specification is made.
Note that both VVB and PD will see all comments and requests.

CANCEL SAVE

Please note that once a finding is raised it cannot be deleted, it can however be closed in the subsequent round of review response from the Project Developer/VVB.

ACCESSING SUPPORTING DOCUMENTS

The supporting documents submitted by the Project Developer/VVB can be accessed by clicking on “3.Supporting Documents”. It will list down all the documents submitted. The Expert reviewer can download the documents and review them. The Expert reviewer shall handle the documents marked as “confidential” with utmost sensitivity.

Review Sections

- ✓ 1. SDG Indicators Assessment*
- ✓ 2. Safeguarding Principle Assessment*
- ✓ 3. Supporting Documents
- 4. Findings
- 5. Comments and Requests
- 6. Recommendation*

**Required*

MAKING A SUBMISSION

Under recommendations, if the findings are open, then the project may be returned to the VVB by clicking on “return revisions to project developer”.

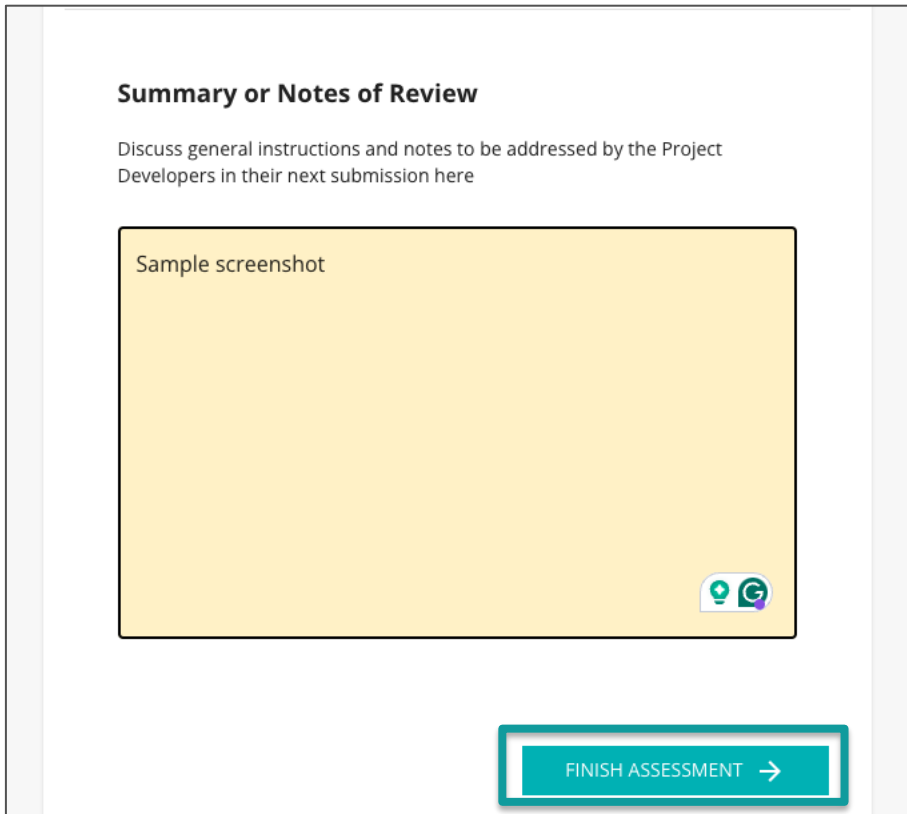
Review Sections

- ✓ 1. SDG Indicators Assessment*
- ✓ 2. Safeguarding Principle Assessment*
- 3. Supporting Documents
- 4. Findings
- 5. Comments and Requests
- ✓ 6. Recommendation*

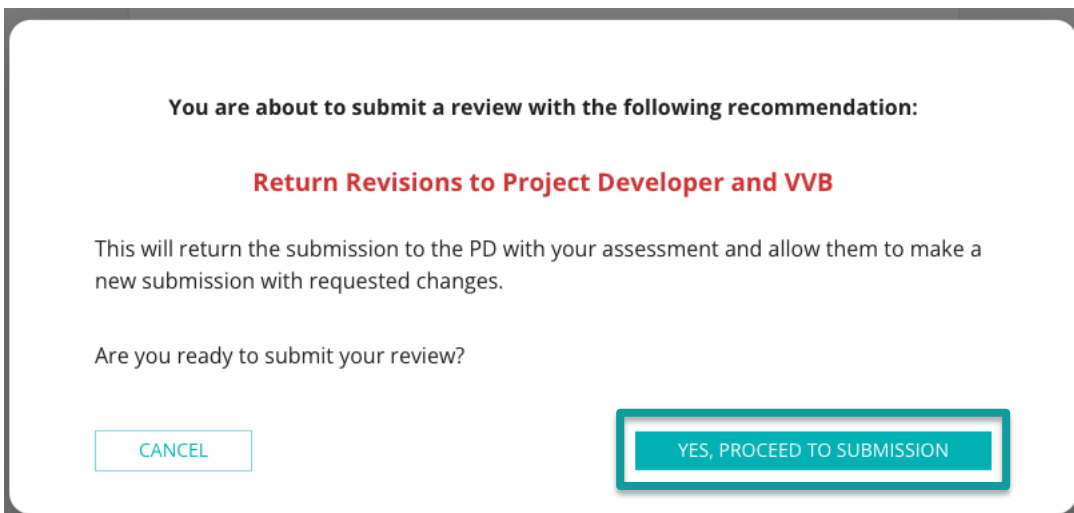
**Required*

If the Expert reviewer is satisfied with the inputs, they may click on “Approve for Design Certification” which will approve the project and close the review. If there are open findings, the Expert reviewer may click on “Return revisions to VVB and project developer” to send the project back to the PD and VVB for a response.

After the Expert reviewer has made the choice, click on “finish assessment”.



The Expert reviewer will again be asked for a confirmation and to click on the options accordingly.



Please note, that the final closure of review would not be accepted if any of the findings are still open.

Once the Expert reviewer clicks on “Finish assessment”, a pop-up will open prompting the Expert reviewer to confirm a few things before the submission can be made.

Once the Expert reviewer ticks everything, submission can be made by clicking on “yes, proceed for submission”.

Once finished, click on Logout on the top menu bar.

HANDLING RE-SUBMISSION FROM PROJECT DEVELOPER OR VVB

Once the project developer and/or VVB makes a resubmission with a response to the expert reviewer’s comments, the project would re-open for assessment on the SDG Impact Tool. The reviewer can click on “Comments and Requests” and see the responses from project developer and/or VVB. The reviewer may close the finding or send a follow-up response using the same method as mentioned above.

CONTACT INFORMATION AND FURTHER RESOURCES

This manual is designed for Expert reviewers only. Project Developers should refer to the [User Manual for Project Developers](#) 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.