



Gold Standard[®]
for the Global Goals

SDG IMPACT TOOL USER MANUAL FOR 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 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 reviewers, Validation and Verification Bodies (VVBs) and Project Developers (PDs) to have direct, centralised communications via the tools. The tool allows the reviewers to see the PD's and VVB's inputs, assess them, raise and resolve the findings, send the opinion to design certify or issue a project.

GETTING STARTED

Login Page

Gold Standard SDG Tool

SIGN IN

IMPACT REGISTRY

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.

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 reviewer. This will include all the open requests and also the requests which are pending at the VVB for a response. The 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 reviewer, it will automatically appear on the list of projects on the 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 reviewer should click on review button.

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

Once the 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 reviewer may skip to any section of the assessment directly.

Review Sections

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

*Required

If the reviewer clicks on the SDG Impact 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.

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

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 reviewer can see a tab “add comment/request”. The reviewer may view all the information given on the page and add findings by clicking on “add comment/request”. If you click 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.

In this you can select the finding type and add the description of the finding. If you click 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 reviewer wants to assign a finding to the project developer, the 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 ✕

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 WB unless this specification is made.
Note that both VVB and PD will see all comments and requests.

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 reviewer can download the documents and review them. The 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

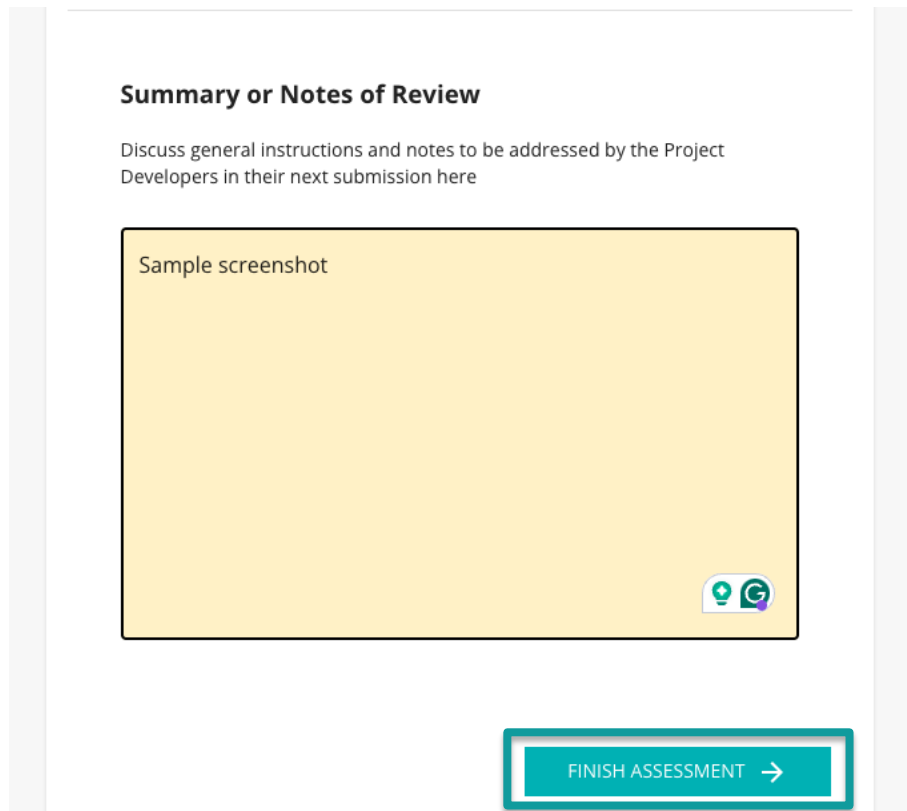
5. Comments and Requests

✓ 6. Recommendation*

**Required*

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



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

You are about to submit a review with the following recommendation:

Return Revisions to Project Developer and VVB

This will return the submission to the PD with your assessment and allow them to make a new submission with requested changes.

Are you ready to submit your review?

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

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

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

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

CONTACT INFORMATION AND FURTHER RESOURCES

This manual is designed for 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.