



**Gold Standard**<sup>®</sup>  
for the Global Goals

# **GOLD STANDARD SDG TOOL USER MANUAL FOR VVBS**

October 2023





# Gold Standard Digital SDG Impact Tool

## User Manual for Validation and Verification Bodies

### Table of Contents

Introduction	2
Getting Started	3
Login Page	3
Registration and Login	3
1. New Users (via Email)	3
2. New Users (via Google Login)	3
Review Requests	5
Starting the Review and Raising Findings	5
Contact Information and Further Resources	11



## Introduction

Welcome to the User Guide for the Gold Standard Digital SDG Impact Tool. This guide is designed to help Validation and Verification Bodies (VVBs) use the various features and functionalities of the tool efficiently and effectively.

This tool is part of Gold's Standard 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 VVBs and developers to have direct, centralised communications via the tools. The tool allows the VVBs to see the project developers' inputs, assess them, raise and resolve the findings, send the opinion to Gold Standard, all in one place.



## Getting Started

### Login Page

# Gold Standard SDG Tool

SIGN IN

IMPACT REGISTRY

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.

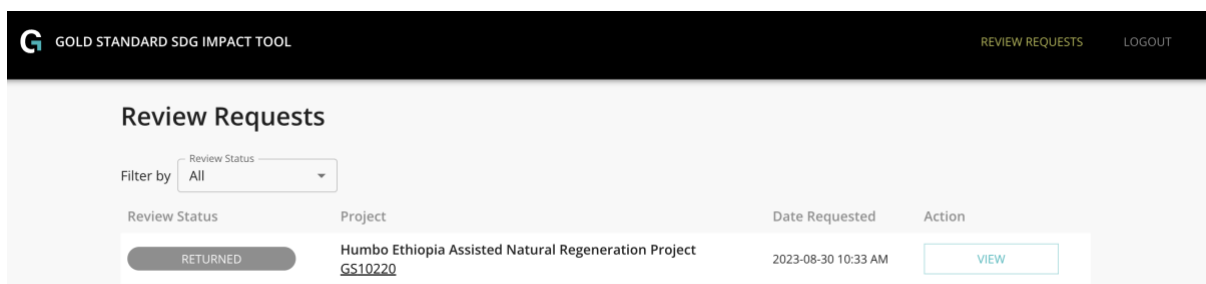
**Note: Only one account per VVB will be created. There can be multiple users in that one account.**

## Review Requests

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

When a project developer completes all the information on its SDG Impact Tool and selects a VVB for the submission, it will automatically appear on the list of projects on the chosen VVB's SDG Impact Tool account.

Note: once the review request is closed by the VVB (submitted to the standard), it will no longer appear in the VVB's account on the SDG Impact Tool.



G GOLD STANDARD SDG IMPACT TOOL REVIEW REQUESTS LOGOUT

### Review Requests

Filter by Review Status  
All

Review Status	Project	Date Requested	Action
RETURNED	Humbo Ethiopia Assisted Natural Regeneration Project GS10220	2023-08-30 10:33 AM	VIEW

## Starting the Review and Raising Findings

For starting the review, the auditor should click on view button. Once the auditor clicks on the view button, all the inputs made by the project developer, along with other information of the project, will appear on the screen.

On the right-hand side, it will give the auditor a summary of updates made by the project developer.

## Summary of Updates

3 updates were recorded for the project design. View details and assess accordingly in their respective review sections.

- + Added **indicator**: Amount of GHGs emissions avoided or sequestered
- ! Changed **reporting plan**: Amount of GHGs emissions avoided or sequestered
- + Added **supporting document**: SOCIALCARBON\_SCM0007\_v1.1.pdf

4 findings raised received responses. View details and assess accordingly in the Findings review section.

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

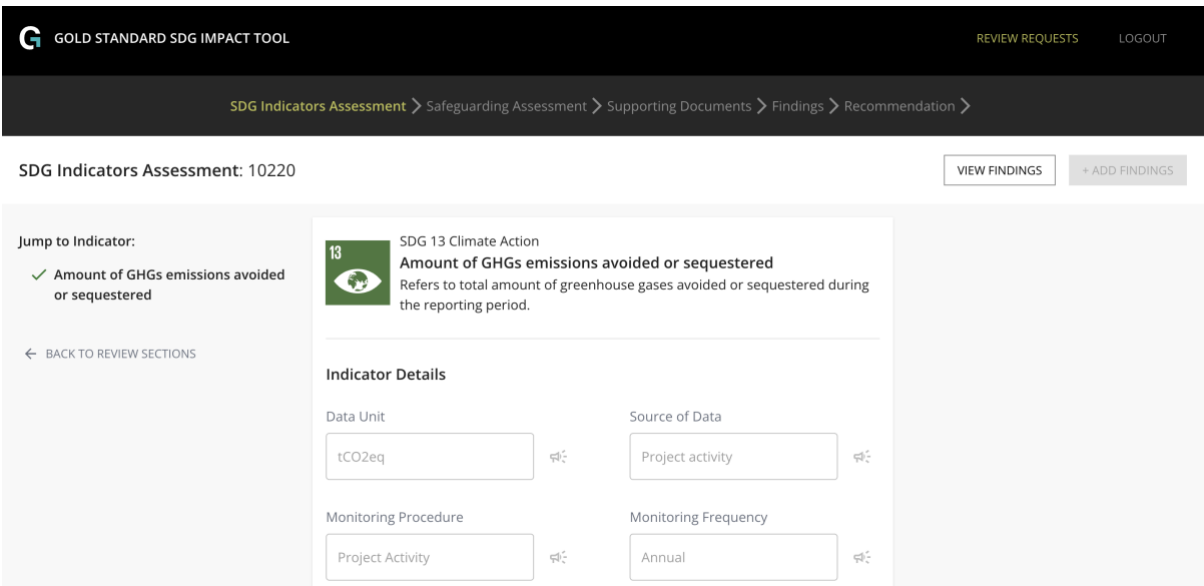
On the left-hand side all the review sections will be visible. The auditor may skip to any section of the assessment directly.

### Review Sections

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

*\*Required*

If the auditor 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.



The screenshot shows the 'GOLD STANDARD SDG IMPACT TOOL' interface. At the top, there are links for 'REVIEW REQUESTS' and 'LOGOUT'. A breadcrumb trail indicates the current location: 'SDG Indicators Assessment > Safeguarding Assessment > Supporting Documents > Findings > Recommendation >'. Below this, the 'SDG Indicators Assessment: 10220' is displayed, with 'VIEW FINDINGS' and '+ ADD FINDINGS' buttons. The main content area is divided into a left sidebar and a main panel. The sidebar has a 'Jump to Indicator:' section with a checked item 'Amount of GHGs emissions avoided or sequestered' and a 'BACK TO REVIEW SECTIONS' link. The main panel displays 'SDG 13 Climate Action' with the indicator 'Amount of GHGs emissions avoided or sequestered'. Below this, an 'Indicator Details' section contains four input fields: 'Data Unit' (tCO2eq), 'Source of Data' (Project activity), 'Monitoring Procedure' (Project Activity), and 'Monitoring Frequency' (Annual).

On the top right corner the auditor can see 2 tabs one “view findings” and the another “add findings”. The auditor may view all the information given on the page and add findings by clicking on the top right corner “add findings”. If you click on add findings a dialogue box will open.

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 allotted to that particular SDG indicator.

If you click on view findings, it will show you a list of all the findings raised by the auditor. 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.



Findings: 10220

Show: **ALL** CL CAR FAR

Jump to Section:

SDG Indicators Assessment

Safeguarding Principles Assessments

Supporting Documents

#### SDG Indicators Assessment

CAR 01	<b>SDG: Amount of GHGs emissions avoided or sequestered</b>
<b>Description</b> Raised 2023-08-30	Indicator details for SDG 13 are missing (Data Unit, source of data, monitoring procedure, monitoring frequency)
CAR 02	<b>SDG: Amount of GHGs emissions avoided or sequestered</b>
<b>Description</b> Raised 2023-08-30	PP is missing estimated impact values over a series of vintages within the crediting period.

## Making a Submission

Under recommendations, if the findings are open, then the project may be returned to the project developer 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

## Recommendation

Please choose your recommendation for this submission.

Return Revisions to Project Developer

Forward for Performance Review

Return submission to Project Developer for revisions.

**All CLs and CARs must be closed before forwarding  
for Performance Review**

If the auditor is satisfied with the inputs, they may click on “forward for performance review” which will send the submission to the certification body.

After the auditor has made the choice, click on “finish assessment”, they will again be asked for a confirmation and to click on the options accordingly.

## Summary or Notes of Review

Discuss general instructions and notes to be addressed by the Project Developers in their next submission here

Please see enclosed the CARs raised across the SDG and safeguarding principles assessment for project Humbo Ethiopia Assisted Natural Regeneration Project GS10220. Please notify of formal response, at your earliest convenience.

FINISH ASSESSMENT →

Please note, that the submission to Gold Standard would not be accepted if any of the findings are still open.

Once the submission has been made, it can be reviewed by the auditor by clicking on “view review file”. The status of the project on the SDG Impact Tool will now be changed.

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



## Contact Information and Further Resources

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

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