# Key Project Information & VPA Design Document (PDD)

###### PUBLICATION DATE **7.10.2020** VERSION **v. 1.1** RELATED SUPPORT **-** [**TEMPLATE GUIDE Key Project Information & VPA Design Document v.1.1**](https://globalgoals.goldstandard.org/standards/TGuide-PreReview_V1.1-VPA-Design-Document.pdf)

This document contains the following Sections

Key Project Information

SECTION A – Description of project

SECTION B - Application of approved Gold Standard Methodology (ies) and/or demonstration of SDG Contributions

SECTION C – Duration and crediting period

SECTION D – Summary of Safeguarding Principles and Gender Sensitive Assessment

SECTION E – Summary of Local stakeholder consultation

[Appendix 1](#_Appendix_1_-) – Safeguarding Principles Assessment (mandatory)

Appendix 2 - Contact information of VPA Implementer (mandatory)

Appendix 3 - Summary of Approved Design Changes (project specific)

This template has been revised to aid a consistent interpretation and to better support project developers submitting documentation for certification. Please read the accompanying guide to understand how to complete this template accurately.  
[**TEMPLATE GUIDE Key Project Information & VPA Design Document v.1.1**](https://globalgoals.goldstandard.org/standards/TGuide-PreReview_V1.1-VPA-Design-Document.pdf)

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### KEY PROJECT INFORMATION

|  |  |
| --- | --- |
| GS ID of Project |  |
| Title of Project |  |
| Time of First Submission Date |  |
| Date of Design Certification |  |
| Version number of the VPA-DD |  |
| Completion date of version |  |
| Coordinating/managing entity |  |
| VPA Implementer (s) |  |
| Project Participants and any communities involved |  |
| Host Country (ies) |  |
| GS ID and Title of applicable Design Certified VPA |  |
| GS ID and Title of applicable Performance Certified VPA |  |
| Activity Requirements applied | Community Services Activities  Renewable Energy Activities  Land Use and Forestry Activities/Risks & Capacities  N/A |
| Scale of the project activity | Micro scale  Small Scale  Large Scale |
| Other Requirements applied |  |
| Methodology (ies) applied and version number |  |
| Product Requirements applied | GHG Emissions Reduction & Sequestration  Renewable Energy Label  N/A |
| Project Cycle: | Regular  Retroactive |

##### Table 1 – Estimated Sustainable Development Contributions

|  |  |  |  |
| --- | --- | --- | --- |
| Sustainable Development Goals Targeted | SDG Impact  (defined in B.6) | Estimated Annual Average | Units or Products |
| 13 Climate Action (mandatory) |  |  | |
|  |  |  | |
|  |  |  | |

1. DESCRIPTION OF PROJECT
   1. Purpose and general description of project

>>

* + 1. Eligibility of the project under approved PoA

>>

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Eligibility Criterion | Description/  Required condition | Means of Verification/Supporting evidence  for inclusion |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| … |  |  |  |

* + 1. Legal ownership of products generated by the project and legal rights to alter use of resources required to service the project

>>

* 1. Location of project

>>

* 1. Technologies and/or measures

>>

* 1. Scale of the project

>>

* 1. Funding sources of project

>>

1. APPLICATION OF APPROVED GOLD STANDARD METHODOLOGY (IES) AND/OR DEMONSTRATION OF SDG CONTRIBUTIONS
   1. Reference of approved methodology (ies)

>>

* 1. Applicability of methodology (ies)

>>

* 1. Project boundary

>>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Source | | GHGs | Included? | Justification/Explanation |
| **Baseline scenario** | Source 1 | CO2 |  |  |
| CH4 |  |  |
| N2O |  |  |
| … |  |  |
| Source 2 | CO2 |  |  |
| CH4 |  |  |
| N2O |  |  |
| … |  |  |
| … | … |  |  |
| … |  |  |
| … |  |  |
| **Project scenario** | Source 1 | CO2 |  |  |
| CH4 |  |  |
| N2O |  |  |
| … |  |  |
| Source 2 | CO2 |  |  |
| CH4 |  |  |
| N2O |  |  |
| … |  |  |
| … | … |  |  |
| … |  |  |
| … |  |  |

* 1. Establishment and description of baseline scenario

>>

* 1. Demonstration of additionality

>>

|  |  |
| --- | --- |
| Specify the methodology, activity requirement or product requirement that establishes deemed additionality for the proposed project (including the version number and the specific paragraph, if applicable). |  |
| Describe how the proposed project meets the criteria for deemed additionality. |  |

Use this table for Automatic Additionality Only – delete if N/A

* + 1. Prior Consideration

>>

* + 1. Ongoing Financial Need

>>

* 1. Sustainable Development Goals (SDG) outcomes

Relevant Target/Indicator for each of the three SDGs

|  |  |  |
| --- | --- | --- |
| Sustainable Development  Goals Targeted | Most relevant  SDG Target | SDG Impact |
| **Indicator (Proposed or SDG Indicator)** |
|  |  |  |
|  |  |  |
|  |  |  |

* + 1. Explanation of methodological choices/approaches for estimating the SDG Impact

>>

* + 1. Data and parameters fixed ex ante

Copy the table for each piece of data and parameter; use headings to group parameter tables by SDG

**SDG13**

|  |  |
| --- | --- |
| Data/parameter |  |
| Unit |  |
| Description |  |
| Source of data |  |
| Value(s) applied |  |
| Choice of data or Measurement methods and procedures |  |
| Purpose of data |  |
| Additional comment |  |

**(SDG n …**)

* + 1. Ex ante estimation of SDG Impact

>>

* + 1. Summary of ex ante estimates of each SDG outcome

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Baseline estimate | Project estimate | Net benefit |
| Year 1 |  |  |  |
| Year 2 |  |  |  |
| Year 2 |  |  |  |
| Year 4 |  |  |  |
| Year 5 |  |  |  |
| Year n (delete if N/A) |  |  |  |
| Total |  |  |  |

|  |
| --- |
| **Total number of crediting years** |
| **Annual average over the crediting period** |  |  |  |

* 1. Monitoring plan
     1. Data and parameters to be monitored

(Copy the table for each piece of data and parameter; use headings to group parameter tables by SDG)

**SDG 13**

|  |  |
| --- | --- |
| Data / Parameter |  |
| Unit |  |
| Description |  |
| Source of data |  |
| Value(s) applied |  |
| Measurement methods and procedures |  |
| Monitoring frequency |  |
| QA/QC procedures |  |
| Purpose of data |  |
| Additional comment |  |

**(SDG n…)**

* + 1. Sampling plan

>>

* + 1. Other elements of monitoring plan

>>

1. DURATION AND CREDITING PERIOD
   1. Duration of project
      1. Start date of project

>>

* + 1. Expected operational lifetime of project

>>

* 1. Crediting period of project
     1. Start date of crediting period

>>

* + 1. Total length of crediting period

>>

1. SUMMARY OF SAFEGUARDING PRINCIPLES AND GENDER SENSITIVE ASSESSMENT
   1. Safeguarding Principles that will be monitored

A completed Safeguarding Principles Assessment is in [Appendix 1](#_APPENDIX_1_–), ongoing monitoring is summarised below.

|  |  |
| --- | --- |
| Principles | Mitigation Measures added to the Monitoring Plan |
| **Principle x.y** |  |
|  |  |
|  |  |

* 1. Assessment that project complies with GS4GG Gender Sensitive requirements

|  |  |
| --- | --- |
| Question 1 - Explain how the project reflects the key issues and requirements of Gender Sensitive design and implementation as outlined in the Gender Policy? |  |
| Question 2 - Explain how the project aligns with existing country policies, strategies and best practices |  |
| Question 3 - Is an Expert required for the Gender Safeguarding Principles & Requirements? |  |
| Question 4 - Is an Expert required to assist with Gender issues at the Stakeholder Consultation? |  |

1. SUMMARY OF LOCAL STAKEHOLDER CONSULTATION

The below is a summary of the 2 step GS4GG Consultation for monitoring purposes. Pleaserefer to the separate Stakeholder Consultation Report for a complete report on the initial consultation and stakeholder feedback round.

* 1. Summary of stakeholder mitigation measures

>>

* 1. Final continuous input / grievance mechanism

|  |  |
| --- | --- |
| Method | Include all details of Chosen Method (s) so that they may be understood and, where relevant, used by readers. |
| Continuous Input / Grievance Expression Process Book (mandatory) |  |
| GS Contact (mandatory) | [help@goldstandard.org](mailto:help@goldstandard.org) |
| Other |  |

### Appendix 1 - Safeguarding Principles Assessment

Complete the Assessment below and copy all Mitigation Measures for each Principle into [SECTION D](#check1) above. Please refer to the instructions in the [Guide to Completing](https://globalgoals.goldstandard.org/standards/TGuide-PreReview_V1.1-VPA-Design-Document.pdf) this Form below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment Questions/**  **Requirements** | **Justification of Relevance (Yes/potentially/no)** | **How Project will achieve Requirements through design, management or risk mitigation.** | **Mitigation Measures added to the Monitoring Plan (if required)** |
| **Principle 1. Human Rights** | | | |
| 1. The Project Developer and the Project shall respect internationally proclaimed human rights and shall not be complicit in violence or human rights abuses of any kind as defined in the Universal Declaration of Human Rights 2. The Project shall not discriminate with regards to participation and inclusion |  |  |  |
| **Principle 2.  Gender Equality** | | | |
| 1. The Project shall not directly or indirectly lead to/contribute to adverse impacts on gender equality and/or the situation of women 2. Projects shall apply the principles of nondiscrimination, equal treatment, and equal pay for equal work 3. The Project shall refer to the country’s national gender strategy or equivalent national commitment to aid in assessing gender risks 4. (where required) Summary of opinions and recommendations of an Expert Stakeholder(s) |  |  |  |
| **Principle 3. Community Health, Safety and Working Conditions** | | | |
| 1. The Project shall avoid community exposure to increased health risks and shall not adversely affect the health of the workers and the community |  |  |  |
| **Principle 4.1 Sites of Cultural and Historical Heritage** | | | |
| Does the Project Area include sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture? |  |  |  |
| >> |
| **Principle 4.2 Forced Eviction and Displacement** | | | |
| Does the Project require or cause the physical or economic relocation of peoples (temporary or permanent, full or partial)? |  |  |  |
| >> |
| **Principle 4.3 Land Tenure and Other Rights** | | | |
| Does the Project require any change, or have any uncertainties related to land tenure arrangements and/or access rights, usage rights or land ownership?  For Projects involving land use tenure, are there any uncertainties with regards to land tenure, access rights, usage rights or land ownership? |  |  |  |
| >> |
| **Principle 4.4 - Indigenous people** | | | |
| Are indigenous peoples present in or within the area of influence of the Project and/or is the Project located on land/territory claimed by indigenous peoples? |  |  |  |
| >> |
| **Principle 5. Corruption** | | | |
| 1. The Project shall not involve, be complicit in or inadvertently contribute to or reinforce corruption or corrupt Projects |  |  |  |
| **Principle 6.1 Labour Rights** | | | |
| * 1. The Project Developer shall ensure that all employment is in compliance with national labour occupational health and safety laws and with the principles and standards embodied in the ILO fundamental conventions   2. Workers shall be able to establish and join labour organisations   3. Working agreements with all individual workers shall be documented and implemented and include:      1. Working hours (must not exceed 48 hours per week on a regular basis), AND      2. Duties and tasks, AND      3. Remuneration (must include provision for payment of overtime), AND      4. Modalities on health insurance, AND      5. Modalities on termination of the contract with provision for voluntary resignation by employee, AND      6. Provision for annual leave of not less than 10 days per year, not including sick and casual leave.   4. No child labour is allowed (Exceptions for children working on their families’ property requires an [Expert Stakeholder](https://globalgoals.goldstandard.org/glossary/) opinion)   5. The Project Developer shall ensure the use of appropriate equipment, training of workers, documentation and reporting of accidents and incidents, and emergency preparedness and response measures |  |  |  |
| **Principle 6.2 Negative Economic Consequences** | | | |
| * 1. Does the project cause negative economic consequences during and after project implementation? |  |  |  |
| >> |
| **Principle 7.1 Emissions** | | | |
| Will the Project increase greenhouse gas emissions over the Baseline Scenario? |  |  |  |
| >> |
| **Principle 7.2  Energy Supply** | | | |
| Will the Project use energy from a local grid or power supply (i.e., not connected to a national or regional grid) or fuel resource (such as wood, biomass) that provides for other local users? |  |  |  |
| >> |
| **Principle 8.1 Impact on Natural Water Patterns/Flows** | | | |
| Will the Project affect the natural or pre-existing pattern of watercourses, ground-water and/or the watershed(s) such as high seasonal flow variability, flooding potential, lack of aquatic connectivity or water scarcity? |  |  |  |
| >> |
| **Principle 8.2 Erosion and/or Water Body Instability** | | | |
| * + - * 1. Could the Project directly or indirectly cause additional erosion and/or water body instability or disrupt the natural pattern of erosion?         2. Is the Project’s area of influence susceptible to excessive erosion and/or water body instability? |  |  |  |
| >> |
| **Principle 9.1  Landscape Modification and Soil** | | | |
| Does the Project involve the use of land and soil for production of crops or other products? |  |  |  |
| >> |
| **Principle 9.2 Vulnerability to Natural Disaster** | | | |
| Will the Project be susceptible to or lead to increased vulnerability to wind, earthquakes, subsidence, landslides, erosion, flooding, drought or other extreme climatic conditions? |  |  |  |
| >> |
| **Principle 9.3 Genetic Resources** | | | |
| Could the Project be negatively impacted by or involve genetically modified organisms or GMOs (e.g., contamination, collection and/or harvesting, commercial development, or take place in facilities or farms that include GMOs in their processes and production)? |  |  |  |
| >> |
| **Principle 9.4 Release of pollutants** | | | |
| Could the Project potentially result in the release of pollutants to the environment? |  |  |  |
| >> |
| **Principle 9.5  Hazardous and Non-hazardous Waste** | | | |
| Will the Project involve the manufacture, trade, release, and/ or use of hazardous and non-hazardous chemicals and/or materials? |  |  |  |
| >> |
| **Principle 9.6 Pesticides & Fertilisers** | | | |
| Will the Project involve the application of pesticides and/or fertilisers? |  |  |  |
| >> |
| **Principle 9.7 Harvesting of Forests** | | | |
| Will the Project involve the harvesting of forests? |  |  |  |
| >> |
| **Principle 9.8 Food** | | | |
| Does the Project modify the quantity or nutritional quality of food available such as through crop regime alteration or export or economic incentives? |  |  |  |
| >> |
| **Principle 9.9 Animal husbandry** | | | |
| Will the Project involve animal husbandry? |  |  |  |
| >> |
| **Principle 9.10  High Conservation Value Areas and Critical Habitats** | | | |
| Does the Project physically affect or alter largely intact or High Conservation Value (HCV) ecosystems, critical habitats, landscapes, key biodiversity areas or sites identified? |  |  |  |
| >> |
| **Principle 9.11 Endangered Species** | | | |
| a. Are there any endangered species identified as potentially being present within the Project boundary (including those that may route through the area)?   * + - * 1. Does the Project potentially impact other areas where endangered species may be present through transboundary affects? |  |  |  |
| >> |

### Appendix 2- Contact information of VPA Implementer

|  |  |
| --- | --- |
| Organization name |  |
| Registration number with relevant authority |  |
| Street/P.O. Box |  |
| Building |  |
| City |  |
| State/Region |  |
| Postcode |  |
| Country |  |
| Telephone |  |
| E-mail |  |
| Website |  |
| Contact person |  |
| Title |  |
| Salutation |  |
| Last name |  |
| Middle name |  |
| First name |  |
| Department |  |
| Mobile |  |
| Direct tel. |  |
| Personal e-mail |  |

### Appendix 3-Summary of Approved Design Changes

Please refer to [Design Changes Requirements](https://globalgoals.goldstandard.org/111-par-design-change-requirements/) for more information on procedures governing Design Changes

##### Revision History

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Remarks** |
| 1.1 | 7 October 2020 | Hyperlinked section summary to enable quick access to key sections  Improved clarity on Key Project Information  Inclusion criteria table added  Gender sensitive requirements added  Prior consideration (1 yr rule) and Ongoing Financial Need added  Safeguard Principles Assessment as annex and a new section to include applicable safeguards for clarity  Improved Clarity on SDG contribution/SDG Impact term used throughout  Clarity on Stakeholder Consultation information required  Provision of an [accompanying Guide](https://globalgoals.goldstandard.org/standards/TGuide-PreReview_V1.1-VPA-Design-Document.pdf) to help the user understand detailed rules and requirements |
| 1.0 | 10 July 2017 | Initial adoption |