

Gold Standard
for the Global Goals

SDG IMPACT TOOL USER MANUAL FOR VALIDATION AND VERIFICATION BODIES

Version 2.0
December 2024



Table of Contents

Introduction 3

Getting Started..... 4

 Login Page 4

 Registration and Login 4

Review Requests 5

Starting the Review and Raising Findings 5

 Accessing supporting documents 8

 Making a Submission 9

 Accessing comments and requests from GS/expert reviewer 11

Contact Information and Feedback 13

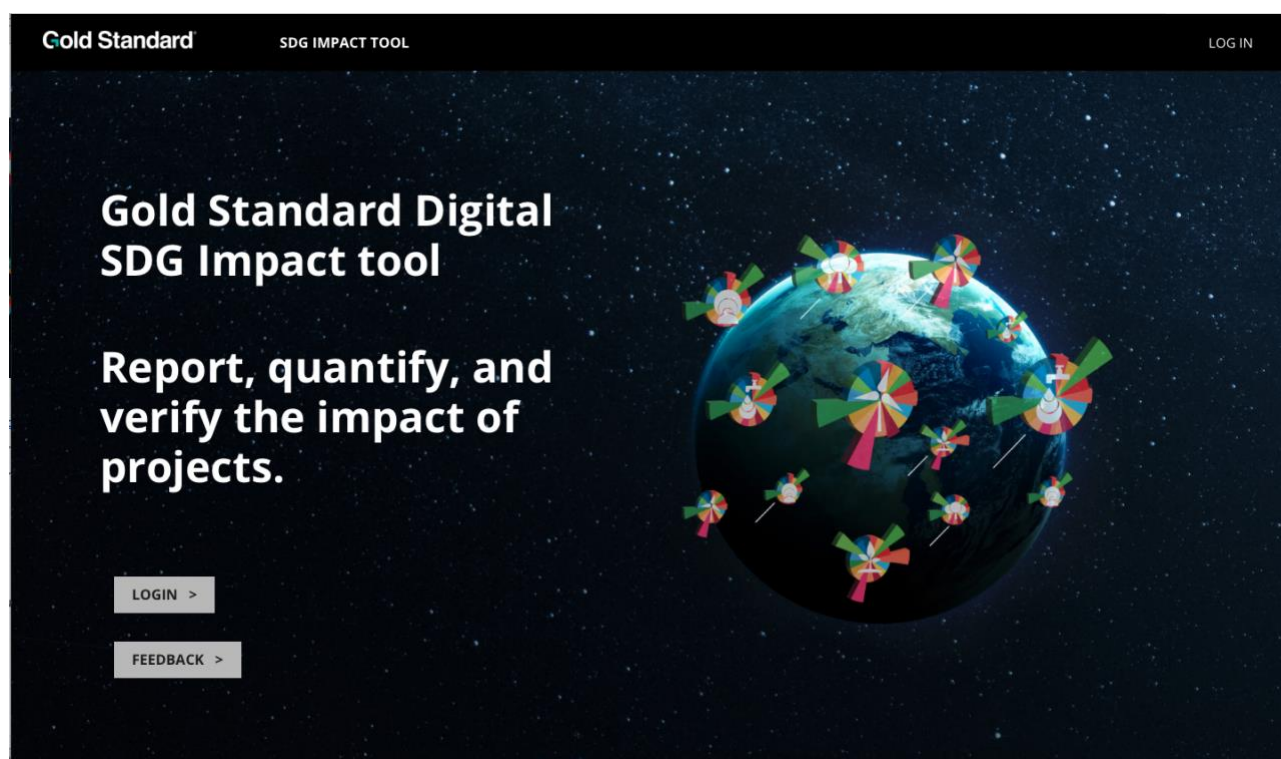
INTRODUCTION

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 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 VVBs and project developers to have direct, centralised communications via the tool. The tool allows 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



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 page visible page 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 with the project developer for a response. The VVB may filter the projects based on their status.

When a project developer completes all the required project information on the 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.

Review Requests			
Filter by Review Status			
All			
Review Status	Project	Date Requested	Action
OPEN	GS7591 VPA 3 Central Kenya Borehole Rehabilitation Project GS7559	2023-11-14 01:59 PM	REVIEW

STARTING THE REVIEW AND RAISING FINDINGS

For starting the review, the auditor should click on review button.

Review Requests			
Filter by Review Status All			
Review Status	Project	Date Requested	Action
OPEN	GS7591 VPA 3 Central Kenya Borehole Rehabilitation Project GS7559	2023-11-14 01:59 PM	REVIEW

Once the auditor clicks on the review 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.

Submitted on 2023-08-30

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

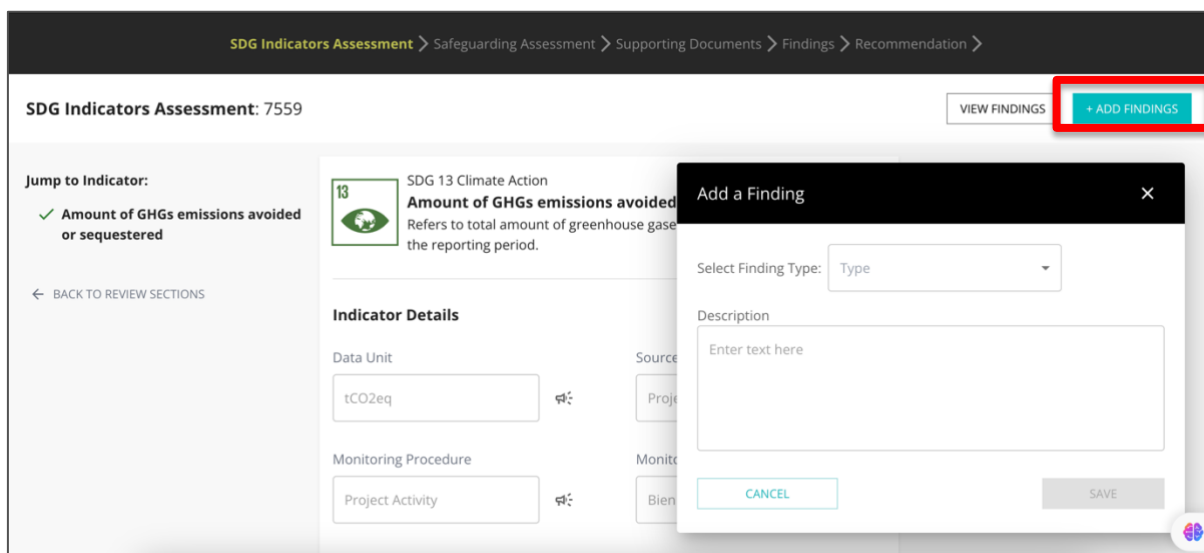
- ✓ 1. SDG Indicators Assessment*
- ✓ 2. Safeguarding Principle Assessment*
- 3. Supporting Documents
- 4. Findings
- 5. Comments and Requests
- ✓ 6. Recommendation*

*Required

If the auditor clicks on the “SDG Indicators 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 table below explains the content of each heading of the left panel.

HEADING	EXPLANATION
SDG Indicators Assessment	Lists project developers’ inputs on each monitoring indicator chosen in the monitoring plan
Safeguarding Principles Assessment	Shows the project developers’ inputs on the safeguarding principles assessment
Supporting Documents	Lists all the supporting documentation submitted by the project developer as a part of validation/verification. It will also show if the document is marked as confidential or not.
Findings	Lists all the findings raised by the auditors.
Comments and Requests	Show the comments and requests received from the Gold Standard/expert reviewer
Recommendations	Show the final recommendation of the VVB.

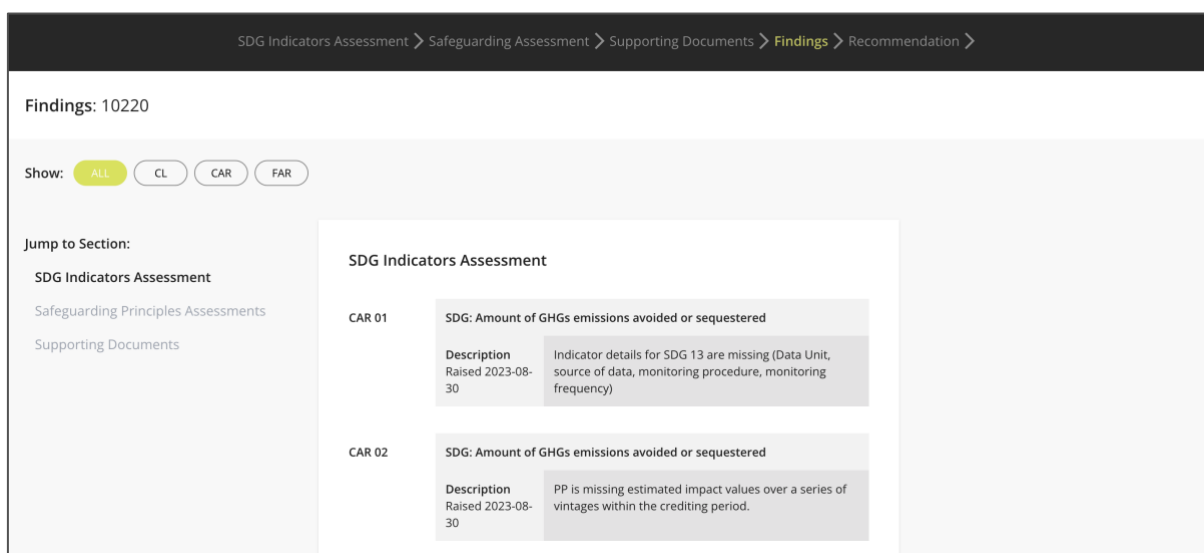
On the top right corner, the auditor can see 2 tabs, one “view findings” and the another “add findings”. The auditor may view all the information given on the page and add findings by clicking on the top right corner “add findings”. If you click on add findings a dialogue box will open.



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.



Accessing supporting documents

The supporting documents submitted by the project developer can be accessed by clicking on “3.Supporting Documents”. It will list down all the documents submitted. The VVB can download the documents and review them. The auditor 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 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*

If the auditor is satisfied with the inputs, they may click on “submit request” which will send the submission to the Gold Standard/expert reviewer.

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 reviewer will not be accepted if any of the findings are still open.

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

Once the auditor ticks all boxes, the submission can be made by clicking on “Yes, proceed for submission”.

Please agree to the following:

- ☒ Validation was performed in line with the Validation and Verification Standard of Gold Standard
- ☒ The proposed monitoring plan aligns with the project design and is implementable
- ☒ The project activity is recommended for registration under GS4GG

[CANCEL](#) [YES, PROCEED TO SUBMISSION](#)

Once the submission has been made, the auditor will receive a confirmation pop-up. The submission 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.

You have successfully submitted your review!

A confirmation message has been sent to your email. Kindly await further instructions to be received.

Your SDG Impact information has been recorded and compiled in PDF format.

[CLOSE](#) [VIEW REVIEW FILE](#)

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

Accessing comments and requests from GS/expert reviewer

Once the Gold Standard/expert reviewer assesses the submitted project and send it back to the VVB with a few comments and requests, the VVB can access it by clicking on “Comments and Requests”. The VVB can respond to the requests on the same page.

Review Sections

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

**Required*

CONTACT INFORMATION AND FEEDBACK

This manual is designed for VVBs only. Project Developers should refer to the [User Manual for Project Developers](#) and Gold Standard/Expert Reviewers should refer to [User Manual for GS/Expert Reviewers](#).

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