*CCB Monitoring Report Template*

*This template is for monitoring the implementation of projects that are both validated to the first edition of the* Climate, Community & Biodiversity Standards *and using the CCB Program independent of a recognized GHG program. Projects not validated to the first edition of the* Climate, Community & Biodiversity Standards *must use the template for the edition to which it is validated. Projects using the VCS Program to meet the requirements of the climate section must use the* CCB& VCS Monitoring Report Template.

*Instructions for completing the monitoring report:*

*TITLE PAGE(S): All items in the box on the title page must be completed using Arial 10pt, black, regular (non-italic) font. This box must appear on the title page of the final document. Project descriptions may also feature the project title and preparers’ name, logo and contact information more prominently on the title page, using the format below (Arial 24pt and Arial 11pt, black, regular font).*

*MONITORING REPORT: Instructions for completing the monitoring report template are given under the section headings in this template. All instructions must be followed, as set out in the* CCB Program Rules (Rules)*. Instructions relate back to the rules and requirements set out in the* Climate, Community & Biodiversity Standards *and* Rules*. Therefore, this template must be completed in accordance with such documents, and the preparer will need to refer to the CCB Program documents in order to complete the template. Orange text at the end of the section headings are references to specific sections of CCB Program documents from which the template heading corresponds and must not be removed from the document. Unless otherwise noted, the references correspond to sections of the* Climate, Community & Biodiversity Standards*. References that begin with ‘Rules’ correspond to sections of the* CCB Program Rules*.*

*Note that the instructions in this template are intended to serve as a guide and do not necessarily represent an exhaustive list of the information the preparer must provide under each section of the template.*

*The monitoring report does not need to include information for indicators for which the conditions assessed have not changed from the validated project description but shall include relevant information about project implementation and impacts, and any changes to project design. Unless otherwise noted in the template instructions, project implementation and impacts data must relate only to the monitoring period to be verified.*

*All sections must be completed using Arial 10pt, black, regular (non-italic) font. Where a section is not applicable, same must be stated under the section (the section must not be deleted from the final document unless instruction specifically state so).*

*All instructions, including this introductory text, must be deleted from the final document.*

Report TITLE

Logo (optional)

Document Prepared By (individual or entity)

Contact Information (optional)

|  |  |
| --- | --- |
| **Project Title**  | *Name of project*  |
| **Version** | *Version number of this document* |
| **Date of Issue** | *DD Month YYYY this version of the document issued* |
| **Project Location** | *Country, sub-national jurisdiction(s)* |
| **Project Proponent(s)** | *Organization and contact name with email address and phone number* *Identify a primary contact if multiple project proponents exist* |
| **Prepared By** | *Individual or entity that prepared the document, with contact information if different from that of primary project proponent* |
| **Verification Body** | *Organization and contact name with email address and phone number*  |
| **Project Lifetime** | *Indicate the time period over which project activities are to be implemented**DD Month YYYY – DD Month YYYY; X-year lifetime* |
| **GHG Accounting Period**  | *Indicate the time period over which changes in GHG emissions reductions and/or removals resulting from project activities are to be monitored.**DD Month YYYY – DD Month YYYY; X-year total period* |
| **Monitoring Period** **of this Report** | *DD Month YYYY – DD Month YYYY* |
| **History of CCB Status** | *Issuance date(s) of validation and verification statement(s), dates of previous attempts at verification, etc.* |
| **CCB Standards Validation Level** | *Indicate the validation level achieved by the project and from which sections the points are derived.* |

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# Summary of Project Benefits

This section highlights some of this project’s important benefits. Section 1.1 (Unique Project Benefits) should be aligned with a project’s causal model and is specific to this project. Section 1.2 (Standardized Benefit Metrics) is the same quantifiable information for all CCB projects. This section does not replace the development of a project-specific causal model or the monitoring and reporting of all associated project-specific impacts (positive and negative) in Sections 2-5 of this document.

## Unique Project Benefits

Insert the brief summaries of two to five benefits of the project not captured by the standardized benefit metrics in [Section 1.2](#_Standardized_Benefit_Metrics) (these may be the same as those listed in Section 1.1 of the project description). For each outcome or impact, assess the net benefit the project has achieved during the monitoring period covered by this report and in the time since the beginning of the project lifetime. Achievements included in the Monitoring Period column shall be substantiated in this document as denoted by the corresponding section reference.

Additional project benefits not anticipated in the project description document or captured in [Section 1.2](#_Standardized_Benefit_Metrics) (Standardized Benefit Metrics), below, may be added, keeping in mind that these benefits may be reported on in subsequent monitoring reports.

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome or Impact | Achievements during the Monitoring Period | Section Reference | Achievements during the Project Lifetime |
| 1) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |
| 4) |  |  |  |
| 5) |  |  |  |

## Standardized Benefit Metrics

For each metric, quantify the net benefit the project has achieved during the monitoring period covered by this report and since the beginning of the project lifetime (if this is the project’s first verification report, the two columns will be the same). Insert “not applicable” where the metric does not apply and “data not available” where the metric does apply but there are no means of quantification. Data included in the Monitoring Period column shall be substantiated in this document as denoted by the corresponding section reference.

| Category | Metric | Achievements during the Monitoring Period | Section Reference | Achievements during the Project Lifetime |
| --- | --- | --- | --- | --- |
| GHG emission reductions & removals | Net estimated emission removals in the project area, measured against the without-project scenario |  |  |  |
| Net estimated emission reductions in the project area, measured against the without-project scenario |  |  |  |
| Forest[[1]](#footnote-1) cover | For REDD[[2]](#footnote-2) projects: Number of hectares of reduced forest loss in the project area measured against the without-project scenario |  |  |  |
| For ARR[[3]](#footnote-3) projects: Number of hectares of forest cover increased in the project area measured against the without-project scenario |  |  |  |
| Improved land management | Number of hectares of existing production forest land in which IFM[[4]](#footnote-4) practices have occurred as a result of the project’s activities, measured against the without-project scenario |  |  |  |
| Number of hectares of non-forest land in which improved land management has occurred as a result of the project’s activities, measured against the without-project scenario |  |  |  |
| Training | Total number of community members who have improved skills and/or knowledge resulting from training provided as part of project activities |  |  |  |
| Number of female community members who have improved skills and/or knowledge resulting from training provided as part of project activities of project activities  |  |  |  |
| Employment | Total number of people employed in of project activities,[[5]](#footnote-5) expressed as number of full time employees[[6]](#footnote-6) |  |  |  |
| Number of women employed in project activities, expressed as number of full time employees |  |  |  |
| Livelihoods | Total number of people with improved livelihoods[[7]](#footnote-7) or income generated as a result of project activities |  |  |  |
| Number of women with improved livelihoods or income generated as a result of project activities |  |  |  |
| Health | Total number of people for whom health services were improved as a result of project activities, measured against the without-project scenario |  |  |  |
| Number of women for whom health services were improved as a result of project activities, measured against the without-project scenario |  |  |  |
| Education | Total number of people for whom access to, or quality of, education was improved as a result of project activities, measured against the without-project scenario |  |  |  |
| Number of women and girls for whom access to, or quality of, education was improved as a result of project activities, measured against the without-project scenario  |  |  |  |
| Water | Total number of people who experienced increased water quality and/or improved access to drinking water as a result of project activities, measured against the without-project scenario |  |  |  |
| Number of women who experienced increased water quality and/or improved access to drinking water as a result of project activities, measured against the without-project scenario  |  |  |  |
| Well-being  | Total number of community members whose well-being[[8]](#footnote-8) was improved as a result of project activities  |  |  |  |
| Number of women whose well-being was improved as a result of project activities |  |  |  |
| Biodiversity conservation | Change in the number of hectares significantly better managed by the project for biodiversity conservation,[[9]](#footnote-9) measured against the without-project scenario |  |  |  |
| Number of globally Critically Endangered or Endangered species[[10]](#footnote-10) benefiting from reduced threats as a result of project activities,[[11]](#footnote-11) measured against the without-project scenario |  |  |  |

# General

## Project Design and Goals

### Implementation Schedule (G3.4)

*Indicate the key dates and milestones in the project’s development and implementation since the beginning of the project lifetime, making note of where these dates have changed since the last validation or verification. Add rows to the table below as necessary.*

|  |  |
| --- | --- |
| Date | Milestone(s) in the project’s development and implementation |
|  |  |
|  |  |

### Minor Changes to Project Design (*Rules* 3.5.6)

Document any changes to project design not requiring a project description deviation that occurred during the monitoring period compared with the validated project description. Include justification for the changes and demonstration that the changes are in conformance with the requirements of the Climate, Community & Biodiversity Standards criteria and indicators.

Describe and report on any changes to project design applied in previous monitoring reports.

### Project Design Deviations (*Rules* 3.5.7 – 3.5.10)

Describe any project description deviations applied during this monitoring period and explain the reasons for the deviation. Identify whether the deviation impacts the applicability of the without-project scenario or additionality and provide an explanation of the outcome*.*

Describe and report on any project description deviations applied in previous monitoring reports.

### Project Map (G3.3)

Provide a map identifying the project location, highlighting any changes to where major project activities will occur or boundaries of the project site(s) since the last validation or verification.

### Risks to the Project (G3.5)

Describe actions needed and implemented to mitigate likely natural and human-induced risks to the expected climate, community and biodiversity benefits during this monitoring period.

### Local Stakeholder Identification (G3.6)

Document the inclusion of any new local stakeholders that were identified in the monitoring period using the process/plan identified in the validated project design.

### Accessibility of Project Documents (G3.7)

Describe how project documentation, including the monitoring results described in this report, has been made accessible to local stakeholders according to the validated project design. Specify the means by which documentation was distributed and, if necessary, in which local or relevant languages it was made accessible.

## Management Capacity

### Required Technical Skills and Expertise (G4.1, G4.3)

Provide information about how key technical skills and expertise required to implement a land management project have been maintained by the management team during the monitoring period. Identify the members of the management team who possess these key technical skills. Provide information on how other organizations were partnered with to support the project if relevant experience was lacking.

### Scale of Management Capacity (G4.2)

Demonstrate that the management capacity is appropriate to the scale of the project.

### Financial Health of Implementing Organization(s) (G4.4)

Document the financial health of the implementing organization(s) to demonstrate that financial resources budgeted will be adequate to continue to implement the project.

## Land Tenure

### Protection of Property Rights (G5.1)

Demonstrate the project has not encroached uninvited on private property, community property, or government property.

### Voluntary Relocation (G5.2)

Demonstrate project activities have not led to relocation of property rights holders from their lands or territories, or if relocation has occurred that it was 100% voluntary and fundamentally helps resolve land tenure problems in the area.

### In-migration (G5.3)

If any in-migration to project areas has occurred, demonstrate how the project has and continues to respond.

## Legal Status

### National and Local Laws (G6.1)

List any national and local laws and regulations in the host country that have gone into effect, changed, or have been eliminated in the monitoring period that are relevant to the project activities. Provide assurance that the project is in compliance with all national and local laws and regulations in the host country that are relevant to the project activities and, where relevant, demonstrate how compliance has been achieved.

### Approval (G6.2)

Demonstrate that the project has secured approval from the appropriate authorities.

## Optional Criterion: Adaptive Management

Sections 2.5.1-2.5.4 should be completed for projects that claimed this point in their validated project design. If this section is not applicable, state so and leave blank.

### Feedback (G7.1)

Demonstrate how management actions and monitoring programs have provided reliable feedback that was used to improve project outcomes.

### Internal Knowledge Sharing (G7.2)

Demonstrate that a management plan for documenting decisions, actions, and outcomes has been implemented to share experience within the project team.

### Project Flexibility (G7.3)

Demonstrate how the validated project design has allowed changes to occur though a defined process.

### Long-term Sustainability of Benefits (G7.4)

Demonstrate that additional activities or actions have been planned or implemented in this monitoring period to secure long-term sustainability of project benefits.

## Optional Criterion: Project Implementation Knowledge Dissemination (G8)

This section should be completed for projects that claimed this point in their validated project design. If this section is not applicable, state so and leave blank.

Describe how information about relevant or applicable lessons learned was documented and disseminated to other relevant parties to encourage the replication of successful practices.

# Climate

## Net Positive Climate Impacts

### Net Impact (CL1.1 – CL1.3, CL2.1, CL2.3)

Demonstrate that the net climate impact of the project is positive. Take into account all of the following:

* The methodology (e.g., IPCC GPG or CDM methodology) used to estimate net change in carbon stocks
* Total carbon stocks in the without-project scenario (as set out in the validated project description).
* Total carbon stocks resulting from project activities.
* Any GHG emission resulting from project activities.
* Any project-related negative offsite climate impacts (leakage).
* Non-CO2 gases, if they account for more than a 15% of the net change calculations.

## Offsite Climate Impacts (“Leakage”)

### Leakage Mitigation (CL2.2)

Describe activities and/or processes implemented to mitigate leakage during the monitoring period.

## Climate Impact Monitoring

### Monitoring Results (CL3.1)

Present the results of the climate impact monitoring, according to the validated project design.

## Optional Criterion: Adapting to Climate Change and Climate Variability (CL4.2)

This section should be completed for projects that claimed this point in their validated project design. If this section is not applicable, state so and leave blank.

Describe any adaptation measures implemented during this monitoring period to minimize the negative climate change and climate variability impacts identified in the validated project design.

## Optional Criterion: Carbon Benefits Withheld from Regulatory Markets (CL5)

This section should be completed for projects that claimed this point in their validated project design. If this section is not applicable, state so and leave blank.

Demonstrate that at least 10% of the total carbon benefits generated by the project to date have not been sold into regulated GHG markets.

# Community

## Net Positive Community Impacts

### Net Positive Community Well-Being Impacts (CM1.1, CM2.3)

Demonstrate that the net well-being impacts of the project are positive for all identified communities compared with their well-being conditions under the without-project land use scenario, taking into consideration unmitigated negative offsite impacts.

### Local Stakeholder Participation (CM1.2)

If any changes to the project design have occurred in this monitoring period, describe how local stakeholders were given the opportunity to provide input to the proposed changes and how their input was taken into consideration.

### Conflicts and Grievances (CM1.3)

Provide information about how grievances have been received, resolved and documented using the project’s grievance redress procedure during the monitoring period.

## Offsite Community Impacts

### Mitigation of Negative Impacts on Offsite Communities (CM2.2)

Describe the activities and/or processes implemented to mitigate the negative social and economic impacts on offsite communities.

## Community Impact Monitoring

### Monitoring Results (CM3.1)

Present the results of the community impact monitoring, according to the validated project design.

## Optional Criterion: Capacity Building (CM4)

This section should be completed for projects that claimed this point in their validated project design. If this section is not applicable, state so and leave blank.

Demonstrate that the capacity building activities are achieving the goals of the validated project design:

* Accommodate the needs of the communities.
* Reach a wide range of groups.
* Reach women and increase their participation.
* Increase community participation in project implementation.

## Optional Criterion: Best Practices in Community Involvement

Sections 4.5.1-4.5.4 should be completed for projects that claimed this point in their validated project design. If this section is not applicable, state so and leave blank.

### Local Customs (CM5.1)

Demonstrate how project activities are compatible with local customs.

### Community Employment Opportunities (CM5.2)

Demonstrate that people from the communities have been given an equal opportunity to fill all work positions during the monitoring period (including management) if the job requirements were met. Where relevant, describe the activities and/or processes implemented to ensure community members, including traditionally underrepresented stakeholders, were given a fair chance to fill positions for which they can be trained.

### Relevant Laws and Regulations Related to Worker’s Rights (CM5.3)

List all relevant laws and regulations covering worker’s rights in the host country and provide assurance that the project has met or exceeded each. Where relevant, demonstrate how compliance was achieved and describe activities and/or processes implemented to inform workers about their rights.

### Occupational Safety Assessment (CM5.4)

Provide an assessment of substantial risks to worker safety that have arisen due to project implementation. Describe activities and/or processes implemented to inform workers of risks and how to minimize such risks. Show how risks were minimized.

# Biodiversity

## Net Positive Biodiversity Impacts

### Biodiversity Changes (B1.1, B2.3)

Describe all the changes in and impacts to biodiversity resulting from project activities under the with-project scenario in the project zone during this monitoring period. Impacts must include all those identified in the validated project design and any other unplanned impacts. Explain and justify key assumptions, rationale and methodological choices. Provide all relevant references. Demonstrate that the net impacts on biodiversity were positive, including the evaluation of unmitigated offsite impacts.

### Impacts of Non-native Species (B1.2)

Complete the table below to describe the use of any non-native species in the project zone. Copy and paste the table as needed.

|  |  |
| --- | --- |
| Species | Identify species |
| Justification of Use | Justify use over native species |
| Adverse Effect | Describe the adverse effects on the region’s environment, including impacts on native species and disease introduction or facilitation due to the use of this species |

### Threatened Species (B1.3)

Demonstrate that that no threatened species (those identified in the validated project description or any others) were negatively affected by the project during the monitoring period.

### Invasive Species (B1.4)

Demonstrate that no known invasive species have been introduced into any area affected by the project during the monitoring period.

### GMO Exclusion (B1.5)

Guarantee that no GMOs were used to generate GHG emissions reductions or removals.

## Offsite Biodiversity Impacts

### Negative Offsite Biodiversity Impact Mitigation (B2.2)

Document any actions taken during the monitoring period to mitigate potential or actual negative offsite biodiversity impacts resulting from project activities. Clearly identify the impact and the mitigation action.

## Biodiversity Impact Monitoring

### Biodiversity Monitoring Results (B3.1)

Present the results of the biodiversity impact monitoring, according to the validated project design.

## Optional Criterion: Native Species Use (B4)

This section should be completed for projects that claimed this point in their validated project design. If this section is not applicable, state so and leave blank.

Demonstrate that only native species have been used in project implementation, or justify the use of any non-native species.

## Optional Criterion: Water and Soil Resource Enhancement

Sections 5.5.1-5.5.2 should be completed for projects that claimed this point in their validated project design. If this section is not applicable, state so and leave blank.

### Water and Soil Enhancement Activities (B5.1)

Describe the project activities implemented this monitoring period to enhance water and soil resources.

### Activity Benefits (B5.2)

Demonstrate that the water and soil enhancement activities have improved the water and soil resources compared to the baseline, using justifiable assumptions about cause and effect and relevant studies.

# Additional Project Implementation Information

Document any additional information that explains how the project has been implemented in accordance with the validated project description for all Climate, Community & Biodiversity Standards indicators that require implementation of an activity or process. Criteria and indicators shall be referenced for each statement made in this section.

# Additional Project Impact Information

Document any additional information that provides the results of monitoring and shows how the project meets all indicators that require demonstration of impacts. Criteria and indicators shall be referenced for each statement made in this section.

# Appendix X: <Title of Appendix>

Use appendices for supporting information. Delete this appendix (title and instructions) where no appendix is required.

1. Land with woody vegetation that meets an internationally accepted definition (e.g., UNFCCC, FAO or IPCC) of what constitutes a forest, which includes threshold parameters, such as minimum forest area, tree height and level of crown cover, and may include mature, secondary, degraded and wetland forests (*VCS Program Definitions*) [↑](#footnote-ref-1)
2. Reduced emissions from deforestation and forest degradation (REDD) - Activities that reduce GHG emissions by slowing or stopping conversion of forests to non-forest land and/or reduce the degradation of forest land where forest biomass is lost (*VCS Program Definitions*) [↑](#footnote-ref-2)
3. Afforestation, reforestation and revegetation (ARR) - Activities that increase carbon stocks in woody biomass (and in some cases soils) by establishing, increasing and/or restoring vegetative cover through the planting, sowing and/or human-assisted natural regeneration of woody vegetation (*VCS Program Definitions*) [↑](#footnote-ref-3)
4. Improved forest management (IFM) - Activities that change forest management practices and increase carbon stock on forest lands managed for wood products such as saw timber, pulpwood and fuelwood (*VCS Program Definitions*) [↑](#footnote-ref-4)
5. Employed in project activities means people directly working on project activities in return for compensation (financial or otherwise), including employees, contracted workers, sub-contracted workers and community members that are paid to carry out project-related work. [↑](#footnote-ref-5)
6. Full time equivalency is calculated as the total number of hours worked (by full-time, part-time, temporary and/or seasonal staff) divided by the average number of hours worked in full-time jobs within the country, region or economic territory (adapted from UN System of National Accounts (1993) paragraphs 17.14[15.102];[17.28]) [↑](#footnote-ref-6)
7. Livelihoods are the capabilities, assets (including material and social resources) and activities required for a means of living (Krantz, Lasse, 2001. *The Sustainable Livelihood Approach to Poverty Reduction*. SIDA). Livelihood benefits may include benefits reported in the Employment metrics of this table. [↑](#footnote-ref-7)
8. Well-being is people’s experience of the quality of their lives. Well-being benefits may include benefits reported in other metrics of this table (e.g. Training, Employment, Health, Education, Water, etc.), but could also include other benefits such as empowerment of community groups, strengthened legal rights to resources, conservation of access to areas of cultural significance, etc. [↑](#footnote-ref-8)
9. Biodiversity conservation in this context means areas where specific management measures are being implemented as a part of project activities with an objective of enhancing biodiversity conservation. [↑](#footnote-ref-9)
10. Per IUCN’s Red List of Threatened Species [↑](#footnote-ref-10)
11. In the absence of direct population or occupancy measures, measurement of reduced threats may be used as evidence of benefit [↑](#footnote-ref-11)