*CCB Monitoring Report Template*

*This template is for monitoring the implementation of projects that are both validated to the second edition of the* Climate, Community & Biodiversity Standards *and using the CCB Program independent of a recognized GHG program. Projects not validated to the second 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 this template are given under the section headings. 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 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, unless deviations are merited. 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.* |
| **Gold Level Criteria** | *List which Gold Level criteria are being used and provide a brief description of the activities implemented and results achieved that enable the project to qualify for each relevant Gold Level* |

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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 (if this is the project’s first verification report, the two columns will be the same). Achievements included in the Monitoring Period column shall be substantiated in this document as denoted by the corresponding section reference.

|  |  |  |  |
| --- | --- | --- | --- |
| 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 design. 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 Description 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.

### 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.

### Enhancement of High Conservation Values (G3.6)

Describe actions needed and implemented during the monitoring period to ensure the maintenance or enhancement of the high conservation value attributes identified in the project description.

### Benefit Permanence (G3.7)

Describe the measures needed and implemented during the monitoring period to maintain and enhance the climate, community and biodiversity benefits beyond the project lifetime.

## Stakeholder Engagement

### Community Consultation (G3.8)

Describe how communication and consultation about the project has been conducted between the project proponent(s) and communities and other stakeholders during the monitoring period in accordance with the communication and consultation plan, explaining any adjustments made or needed to the plan. Explain the processes used throughout the life of the project to consider this input and how this communication and consultation has influenced the project during the monitoring period through adaptive management.

### Public Comment Period Publicity (G3.9)

Describe what specific steps have been taken, and communications methods used, to publicize the public comment period for verification to the Climate, Community & Biodiversity Standards to communities and other stakeholders to facilitate their submission of comments to the VCS.

### Distribution of Project Information (G3.9)

Describe the process of distributing information on project implementation, monitoring and other key project documents pertaining to the monitoring period to communities and other stakeholders. Describe the actions taken to ensure that informational meetings held to inform the local stakeholders were widely publicized and conducted in relevant local or regional languages.

### Conflicts and Grievances (G3.10)

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

## Management Capacity and Best Practices

### Required Technical Skills and Expertise (G4.2)

Provide information about how key technical skills and expertise required to implement the project successfully, including community engagement, biodiversity assessment and carbon measurement and monitoring skills, have been maintained, including by the management team, during the monitoring period. Provide information on how other organizations were partnered with to support the project if relevant experience was lacking.

### Worker Training (G4.3)

Describe activities and/or processes implemented during the monitoring period to provide orientation and training for the project’s workers and a wide range of people from the communities. Explain how, once it has been built, local capacity is not lost.

### Community Employment Opportunities (G4.4)

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 women and vulnerable and/or marginalized people, were given a fair chance to fill positions for which they can be trained.

### Relevant Laws and Regulations Related to Worker’s Rights (G4.5)

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 (G4.6)

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.

### Financial Health of Implementing Organization(s) (G4.7)

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

## Legal Status and Property Rights

### National and Local Laws (G5.1)

List any national and local laws and regulations in the host country that have gone into effect, changed, or have been eliminated since the project’s last validation or verification 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.

### Free, Prior and Informed Consent (G5.3)

Demonstrate with documented consultations and agreements that:

* The project has not encroached uninvited on private property, community property or government property.
* The free, prior and informed consent has been obtained of those whose property rights will be or are affected by the project in particular, for any changes in project design and implementation during the monitoring period.
* Appropriate restitution or compensation has been allocated to any parties whose lands have been or will be affected by the project.

### Property Rights Protection (G5.4)

Demonstrate that project activities have not led to involuntary removal or relocation of property rights holders from their lands or territories, and have not forced rights holders to relocate activities important to their culture or livelihood.

If any relocation of habitation or activities have been undertaken within the terms of an agreement, demonstrate that the agreement was made with the free, prior and informed consent of those concerned and just and fair compensation was provided.

### Identification of Illegal Activity (G5.5)

Identify any illegal activities that take place in the project zone and could affect or have affected the project’s climate, community and biodiversity impacts. Describe activities and/or processes implemented to reduce these activities so that project benefits have not derived from illegal activities.

# Climate

## Net Positive Climate Impacts

### Net Impact (CL1.4, CL2.3, CL2.4)

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

* 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 5% of the net change calculations.

### Double Counting (CL1.5)

Demonstrate how double counting of GHG emission reductions or removals has been avoided, particularly for offsets sold on the voluntary market and generated in a country with an emissions cap.

## Offsite Climate Impacts (Leakage)

### Leakage Mitigation (CL2.2)

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

## Climate Impact Monitoring

### Climate Impact Monitoring Plan (CL3.2)

If the monitoring plan had not been developed by the time the project was validated against the Climate, Community & Biodiversity Standards and has yet to be included in a monitoring report, include it here. If the monitoring plan has already been included in the project description or a previous monitoring report, state “not applicable” in this “Climate Impact Monitoring Plan” section.

### Climate Impact Monitoring Results (CL3.1)

Present the results of climate impact monitoring.

### Dissemination of Monitoring Plan and Results (CL3.2)

Describe how the monitoring plan (if not disseminated in a previous monitoring period) and any results of monitoring undertaken in accordance with the monitoring plan, have been disseminated and made publicly available on the internet. Describe how summaries (at least) of the results have been communicated to the communities and other stakeholders.

## Optional Criterion: Climate Change Adaptation Benefits

This section shall be completed for projects validated at the Gold Level for climate change adaptation benefits. If not applicable, state so and leave this section blank.

### Activities and/or Processes Implemented for Adaptation (GL1.4)

Based on the project’s validated causal model, describe activities and/or processes implemented to assist communities and/or biodiversity to adapt to the probable impacts of climate change. Demonstrate that the project activities assisted communities and/or biodiversity to adapt to the probable impacts of climate change.

# Community

## Net Positive Community Impacts

### Community Impacts (CM1.1)

Describe all the impacts on each community group (identified in the validated project description in conformance with G1) resulting from project activities under the with-project scenario. Impacts must include all those identified in the project description and any other unplanned impacts. Explain and justify key assumptions, rationale and methodological choices. Provide all relevant references.

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

Demonstrate that the net well-being impacts of the project are positive for all identified community groups compared with their well-being conditions under the without-project land use scenario.

### Protection of High Conservation Values (CM1.2)

Demonstrate that none of the HCVs related to community well-being in the project zone that were identified in the validated project design have been negatively affected by the project.

## Offsite Stakeholder Impacts

### Mitigation of Negative Impacts on Other Stakeholders (CM2.2)

Describe the activities and/or processes implemented to mitigate the negative well-being impacts on other stakeholders.

### Net Impacts on Other Stakeholders (CM2.3)

Demonstrate that the project activities have not resulted in net negative impacts on the well-being of other stakeholders.

## Community Impact Monitoring

### Community Impact Monitoring Plan (CM3.3)

If the monitoring plan had not been developed by the time the project was validated against the Climate, Community & Biodiversity Standards and has yet to be included in a monitoring report, include it here. If the monitoring plan has already been included in the project description or a previous monitoring report, state “not applicable” in this “Community Impact Monitoring Plan” section.

### Community Monitoring Results (CM3.1, CM3.2, GL2.5)

Present the results of the community impact monitoring which should include:

* All communities, community groups, other stakeholders, and HCVs related to community well-being identified in the monitoring plan.
* Community variables selected in the validated project design.
* Dates, frequency, sampling methods used, and other information regarding the monitoring process.
* Results and evaluation of monitoring.

For projects validated to the Gold Level for exceptional community benefits, include all monitoring results demonstrating the positive and negative impacts on poorer households and individuals and other disadvantaged groups, including women, and demonstrate that community monitoring effectively identified positive and negative impacts on these individuals, households and groups.

### Dissemination of Monitoring Plan and Results (CM3.3)

Describe how the monitoring plan (if not disseminated in a previous monitoring period) and any results of monitoring undertaken in accordance with the monitoring plan have been disseminated and made publicly available on the internet. Describe how summaries (at least) of the results have been communicated to the communities and other stakeholders.

## Optional Criterion: Exceptional Community Benefits

This section shall be completed for projects validated at the Gold Level for exceptional community benefits. If not applicable, state so and leave this section blank.

### Barriers to Benefits (GL2.3)

Demonstrate that any barriers or risks that might prevent benefits from going to poorer households were identified and addressed in order to increase the flow of benefits to poorer households.

### Protections for Poorer and More Vulnerable Households and Individuals (GL2.4)

Use the table below to identify poorer and more vulnerable households and individuals who may be negatively affected by the project. Include the measures that have been taken to avoid any such impacts and where negative impacts are unavoidable, demonstrate that they have been effectively mitigated. Copy and paste the table as needed to account for households or individuals affected differently by the project.

|  |  |
| --- | --- |
| Potential negative impact | Identify a project activity that may negatively affect the households or individuals and its likely impact. |
| Households or individuals affected | Identify the households or individuals that may be negatively impacted. |
| Impact aversion and mitigation | Demonstrate that actions have been taken to avoid this negative impact. Where negative impact were unavoidable, demonstrate that it has been effectively mitigated. |

# Biodiversity

## Net Positive Biodiversity Impacts

### Biodiversity Changes (B1.1)

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.

### High Conservation Value Protection (B1.2)

Demonstrate that that no High Conservation Values related to biodiversity identified in the validated project design were negatively affected by the project during the monitoring period.

### Invasive Species (B1.3)

Demonstrate that no known invasive species have been introduced into any area affected by the project and that the population of any invasive species has not increased as a result of the project during the monitoring period.

### Impacts of Non-native Species (B1.4)

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 |

### 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.

### Net Offsite Biodiversity Benefits (B2.3)

Describe the evaluation of unmitigated negative offsite biodiversity impacts and compare them with the project’s biodiversity benefits within the project zone. Justify and demonstrate that the net effect of the project on biodiversity is positive.

## Biodiversity Impact Monitoring

### Biodiversity Impact Monitoring Plan (B3.3)

If the monitoring plan had not been developed by the time the project was validated against the Climate, Community & Biodiversity Standards and has yet to be included in a monitoring report, include it here. If the monitoring plan has already been included in the project description or a previous monitoring report, state “not applicable” in this “Biodiversity Impact Monitoring Plan” section.

### Biodiversity Monitoring Results (B3.1, B3.2)

Present the results of the biodiversity impact monitoring which should include:

* All biodiversity variables identified in the monitoring plan, including HCVs.
* Dates, frequency, locations, sampling methods used and other information regarding the monitoring process.
* Results and evaluation of monitoring.
* Effectiveness of measures used to maintain or enhance HCVs.

### Dissemination of Monitoring Plan and Results (B3.3)

Describe how the monitoring plan (if not disseminated in a previous monitoring period) and any results of monitoring undertaken in accordance with the monitoring plan have been disseminated and made publicly available on the internet. Describe how summaries (at least) of the results have been communicated to the communities and other stakeholders.

# Additional Project Implementation Information

Document any additional information that explains how the project has been implemented in accordance with the validated project design 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)