

SD VISta Project Design Evaluation Report Template

This template is for the assessment of projects using the SD VISta Program.

Instructions for Completing the Project Design Evaluation Report

TITLE PAGE: Complete all items in the boxes on the title page using Arial or Franklin Gothic Book 10.5 point, black, regular (non-italic) font. All boxes must appear on the title page of the final document. Reports may also feature the report title and preparers’ name, logo and contact information more prominently on the title page, using the format below (Franklin Gothic Book 24 point and Century Gothic 12 point, black, regular font).

PROJECT EVALUATION REPORT: Instructions for completing the project evaluation report template are under the section headings in this template. Adhere to all instructions, as set out in the *SD VISta Program Guide*. Instructions relate back to the rules and requirements set out in the *Sustainable Development Verified Impact Standard* and accompanying SD VISta Program documents. The preparer will need to refer to these documents in order to complete the template.

Where a project wants to assert a net climate benefit at project implementation evaluation, it must have completed Section 5 of the project description. Where the project has not completed Section 5 in the project description, the preparer of this report shall delete the corresponding Section 5 from this project design evaluation report

Note: The instructions in this template are 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.

Unless deviations are merited, please complete all sections using Arial or Franklin Gothic Book 10.5 point, black, regular (non-italic) font. Where a section is not applicable, explain why the section is not applicable (i.e., do not delete the section from the final document and do not simply write “not applicable”). Submit the project description as a non-editable PDF.

Delete all instructions, including this introductory text, from the final document.



Project design evlauation Report Title

Logo (optional)

Document Prepared by (individual or entity)

Contact Information (optional)

|  |  |
| --- | --- |
| Report title | *Title of this project design evaluation report* |
| Date of Issue | *DD-Month-YYYY this version of the project design evaluation report issued* |
| Version | *Version number of this project design evaluation report* |
| Report ID | *Identification number of this project design evaluation report* |
| Prepared By | *Independent evaluation expert (individual or organization) that prepared the report* |
| Contact | *Contact name with email address and phone number and organization name, if any* |
| Work Carried Out By | *Individual(s) who conducted the project design evaluation* |
| Client | *Client for whom the report was prepared* |
| Project Title | *Name of project* |
| Project Location | *Country, sub-national jurisdiction(s)* |

|  |
| --- |
| **Summary** |
| Provide a brief summary of the following:   * A brief description of the project * The purpose and scope of the evaluation * The method and criteria used for evaluation * The number of findings raised during the evaluation * Any uncertainties associated with the evaluation * Summary of the evaluation conclusion |

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# Independent Expert Evaluation Process

## Objective

Describe the purpose of the independent expert evaluation, hereafter referred to as the evaluation.

## Scope and Criteria

Describe the scope and criteria of the evaluation.

## Summary Description of the Project

Provide a summary description of the project (no more than one page).

## Evaluation Team Composition

Demonstrate that the team conducting the evaluation meets the following competency criteria:

* Five years of relevant sectoral experience.
* Relevant experience in the project country or region.
* Relevant social and cultural expertise.

## Method and Criteria

Describe the method and criteria used for undertaking the evaluation. Where sampling plans are used as a part of the evaluation, include a description of the sampling approach, important assumptions and justification of the chosen approach.

## Document Review

Describe how the project description and any supporting documents were reviewed, cross-checked and compared with identified and stated requirements.

## Interviews

Describe the interview process and identify the interviewed personnel, including their roles and information provided additional to that included in the project description and any supporting documents.

## Site Inspections

Describe the method and objectives for on-site inspections performed. Include in the description details of all project activity locations visited, the physical and organizational aspects of the project inspected and the dates when such site inspections took place.

## Public Comments

Summarize any public comments submitted during the public comment period. Assess whether the project proponent has taken due account of taken due account of the comments and provide an overall conclusion regarding public comments.

Describe how the project proponent, through revisions to the project design or other documented efforts, addressed each comment, and provide an assessment of the extent to which the project proponent’s responses are appropriate.

## Resolution of Findings

Describe the process for the resolution of findings. Document the findings raised and any requests for clarification made to the project proponent by the evaluation team during the project design evaluation.

State the total number findings raised during the evaluation.

Provide a summary of each finding or request for clarification, including the issue raised, the response(s) provided by the project proponent, the conclusion, and any resulting changes to project documents. Unless this fits on one page, place all findings in an appendix.

# Project Design Evaluation findings

## Summary of SDG Contributions

Identify, discuss and justify conclusions regarding the Summary of SDG Contributions. Verify that each column of Table 1 in the project description has been completed following the instructions in the SD VISta Project Description Template, and that all claims made are substantiated with information provided in the body of the project description.

## Project Design

### Project Objectives

Provide and justify a conclusion as to whether the project has clearly stated its objectives and how they relate to the SDGs.

### Project Activities

Provide an assessment of the description of project activities and whether it includes the technologies or measures employed and how they will achieve the project’s sustainable development objectives. Discuss and justify an overall conclusion as to whether the project activities will reasonably be expected to achieve the project’s stated sustainable development objectives.

Where mitigation measures will be necessary, identify, discuss and justify conclusions regarding such activities and whether they will reasonably mitigate the project’s expected negative impacts.

### Implementation Schedule

Identify, discuss and justify conclusions regarding key dates and milestones in the project’s development and implementation. Provide and justify a conclusion as to whether the project’s start date is appropriate.

### Project Proponent and Other Entities Involved in the Project

Identify, discuss and justify conclusions regarding the project proponent any other entities involved in the project and their roles/responsibilities.

### Project Type

Identify, discuss and justify conclusions regarding the project type. Indicate also whether the project is a grouped project.

### Project Location

Identify, discuss and justify conclusions regarding the project location.

### Baseline Scenario

*Describe the steps taken to assess the project’s baseline scenario. Provide a conclusion as to whether the baseline scenario provides an accurate description of the social, economic, and natural capital conditions at the start of the project.*

### Causal Chain(s)

Describe the steps taken to assess each causal chain. Include detail of the documentation and references assessed and observations made during the site visit. Provide an assessment as to whether the project’s causal chain(s) has justified the exclusion of the People and their Prosperity or the Planet section from the project description.

Provide an overall conclusion as to whether the project has included all reasonable effects of the project activities in the causal chain(s).

### Threats to the Project

Describe the steps taken to assess the likely natural and human-induced threats identified by the project to the expected sustainable development benefits during the project lifetime. Identify, discuss, and justify conclusions as to whether the threats identified are comprehensive and whether the measures included in the project design to mitigate these threats are reasonable.

### Benefit Permanence

Describe the steps taken to assess the measures planned to maintain and enhance the project’s benefits after project activities cease. Provide and justify a conclusion as to whether these measures will likely achieve their stated objective.

## Stakeholder Engagement

### Stakeholder Identification

Describe the steps taken to assess the process of stakeholder identification and analysis used to identify stakeholders and stakeholder groups. Include details of documentation assessed and observations made during the site visit. Provide a conclusion as to whether the process is likely to identify all stakeholders who will be impacted by the project activities.

### Stakeholder Description

Describe the steps taken to assess that all stakeholders and stakeholder groups that are included in the project, or may be included through the grouped project approach, were identified and described appropriately in the project description.

### Stakeholder Consultation

Describe the steps taken to assess the project’s process for conducting effective consultation. Provide an assessment as to whether:

* The project’s process was appropriate for each stakeholder group;
* Information about potential costs, risks and benefits was appropriately shared with each group;
* Each group was provided an opportunity to influence project design; and
* Particular attention was paid to optimizing benefits for any marginalized and/or vulnerable groups.

Provide and justify an overall conclusion regarding the project’s process for conducting effective stakeholder consultations.

### Continued Consultation and Adaptive Management

Describe the steps taken to assess the project’s plan for continuing communication and consultation with all stakeholder groups. Provide an assessment of the chosen consultation channels and the project’s plan for adapting its management processes based on stakeholder input. Provide and justify an overall conclusion regarding the project’s plan for continued consultation and adaptive management.

### Anti-Discrimination

Identify, discuss and justify conclusions regarding the measures planned to ensure that no entities involved in project design and/or implementation are involved in, or complicit in, any form of discrimination or sexual harassment.

### Worker Training

Describe the steps taken, including any observations made on the site visit, to assess the orientation and training conducted by the project for those employed through project activities. Provide an assessment as to whether the trainings have/will provide particular attention to marginalized and/or vulnerable people and build locally useful skills and knowledge for the purpose of increasing local participation in project implementation. Identify, discuss and justify conclusions regarding the measures needed and designed to provide orientation and training.

### Equal Work Opportunities

Describe the steps taken to assess whether the project’s hiring practices provide equal employment opportunities (including management opportunities) to all stakeholders, including women and marginalized and/or vulnerable people. Include details of documentation assessed and observations made during the site visit. Provide and justify conclusions as to whether the project provides equal employment opportunities to all stakeholders.

### Workers’ Rights

Identify, discuss and justify conclusions regarding the project’s conformance to the principles and rights of workers addressed in the Core Labour Conventions of the International Labour Organization and whether relevant local laws and regulations address these principles. Provide an assessment as to whether the project has informed workers of their rights.

### Occupational Safety Assessment

Describe the steps taken to assess the occupational safety assessment performed by the project and the measures planned to mitigate the risks identified in the assessment. Describe the steps taken to determine whether the project adequately informed stakeholders about risks and how to minimize such risks. Provide and justify a conclusion as to whether the project’s occupational safety assessment was comprehensive and the measures, where needed, will minimize risk to workers.

### Feedback and Grievance Redress Procedure

Describe the steps taken to assess the project’s feedback and grievance redress procedure. Provide an overall conclusion as to whether the feedback and grievance redress procedure is capable of addressing issues that may arise during project planning and implementation and that it is in line with traditional conflict resolution methods where such methods exist.

### Feedback and Grievance Redress Procedure Accessibility

Describe the steps taken to assess the project’s efforts to publicize its grievance redress procedure and how the project will document, and make publicly available, grievances. Include details of documentation assessed and observations made during the site visit. Provide and justify a conclusion as to whether the project’s feedback and grievance redress procedure is accessible to stakeholders.

### Stakeholder Access to Project Documentation

Describe the steps taken to assess the project’s plan for making full project documentation accessible to all stakeholders as it becomes available through the project lifetime. Provide and justify an overall conclusion as to whether the project has and will continue to make project documentation accessible to all stakeholders.

### Information to Stakeholders on Evaluation and Verification Process

Describe the steps taken to assess the measures taken and communication methods used by the project to inform stakeholders of the process for SD VISta project design assessment and any potential future assessments. Include details of documentation assessed and observations made during the site visit. Provide and justify a conclusion as to whether stakeholders were informed of the evaluation and are likely to be informed of future assessments.

## Project Management

### Avoidance of Corruption

Describe the steps taken to assess whether the project proponent or any other entities involved with project design or implementation are involved in any form of corruption, such as bribery, embezzlement, fraud, favoritism, cronyism, nepotism, extortion or collusion. Provide and justify an overall conclusion as to whether the project is involved or complicit in any form of corruption.

### Statutory and Customary Rights

Describe the steps taken to assess the project’s description and map of tenure, use, access and management rights to lands, territories and resources directly affected by project activities. Include details of documentation assessed and observations made during the site visit. Provide and justify a conclusion regarding the project’s mapping of statutory and customary rights (or lack thereof).

### Recognition of Property Rights

Describe the steps taken to assess whether all property rights are recognized, respected and supported. Identify any documentation assessed, and observations made during the site visit. Where applicable, describe the steps taken to assess the measures designed and/or implemented by the project to help secure statutory rights. Provide and justify an overall conclusion as to whether all property rights are recognized, respected and supported and whether the project is helping secure statutory rights.

### Free, Prior and Informed Consent

Describe the steps taken to assess the process by which free, prior and informed consent will be or has been obtained from those whose property rights will be or are affected by the project. Include details of documentation assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the project has respected property rights and obtained free, prior and informed consent of those whose property will be or have been affected by the project.

### Restitution and/or Compensation for Affected Resources

Where any parties’ lands or access to resources have been, or will be, negatively affected by the project, describe the steps taken to assess whether appropriate restitution or compensation has been allocated to said parties. Provide and justify a conclusion as to whether the project has provided restitution and/or compensation to parties whose resources have been, or will be, negatively affected by the project.

### Property Rights Removal/Relocation of Property Rights Holders

Describe the steps taken to assess whether project activities lead to involuntary removal or relocation of property rights holders from their lands or territories, or force rights holders to relocate activities important to their culture or livelihood. Confirm that where any relocation of habitation or important activity is undertaken it was done so within the terms of an agreement which includes provisions for just and fair compensation, and that the agreement was made with the free, prior and informed consent of those concerned. Include details of documentation assessed and observations made on the site visit. Provide and justify an overall conclusion as to whether the project is removing property rights holders from their lands or territories, and where done, that free prior and informed consent was obtained first.

### Identification of Illegal Activities

Describe the steps taken to assess any illegal activities identified by the project that could affect the project’s impacts and the measures planned to reduce such activities. Provide and justify an overall conclusion as to whether the project has identified all appropriate illegal activities and taken measures to ensure the project benefits are not derived from illegal activities.

### Ongoing Conflicts or Disputes

Identify, discuss and justify conclusions regarding any ongoing or unresolved conflicts or disputes over rights to lands, territories and resources and any disputes that were resolved during the last twenty years.

Describe the steps taken to assess whether any activities have been or will be undertaken by the project that could prejudice the outcome of an unresolved dispute relevant to the project.

Where applicable, identify, discuss and justify conclusions regarding measures needed and designed to resolve conflicts or disputes.

### National and Local Laws and Regulations

Describe the steps taken to assess whether the project complies with all and any relevant local, regional and national laws, statutes and regulatory frameworks. Include details of information sources assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the project complies with relevant laws.

### Project Ownership

Identify, discuss and justify conclusions regarding evidence of project ownership in accordance with SD VISta rules in respect of project ownership.

### Grouped Projects

Where applicable, describe the steps taken to assess the design of the grouped project (e.g., eligibility criteria and process for expansion of grouped projects). Provide and justify a conclusion as to whether the project design fulfils the requirements set out in Section G1.1 of the Sustainable Development Verified Impact Standard.

# Benefits for People and Prosperity

### Condition of Stakeholders at Project Start

Describe the steps taken to assess the description of stakeholder conditions at the project start. Include observations made during the site visit. Provide and justify an overall conclusion as to whether stakeholder descriptions are accurate and that the descriptions include the conditions at the start of the project, significant changes in the past, the diversity between and within stakeholder groups, and interactions between stakeholder groups.

### Expected Stakeholder Impacts

Describe the steps taken to assess the expected impacts on each stakeholder group resulting from project activities. Provide and justify a conclusion as to whether the expected impacts for each stakeholder group identified in the project description are likely to occur.

### Mitigation of Negative Impacts on Stakeholders

Describe the steps taken to assess the measures needed and designed to mitigate any negative impacts on stakeholder groups. Include information with respect to how such measures are consistent with the precautionary principle. Provide and justify an overall conclusion as to whether the project will mitigate negative impacts on stakeholders.

### Stakeholder Monitoring Plan

Describe the steps taken to assess the community monitoring plan used to track the project’s objectives, including the types of measurements, the sampling methods and the frequency of monitoring and reporting. Provide an assessment as to whether the plan:

* Is based on variables directly linked to the project’s objectives and predicted effects identified in the project’s causal chain related to stakeholder wellbeing;
* Assess differentiated impacts for each of the stakeholder groups;
* Can support all impacts, claims, and/or assets described in the project’s expected and net impacts; and
* Where possible, allows for the monitored data to align with the national government with respect to the SDGs.

Provide an overall conclusion as to whether the stakeholder-monitoring plan will allow the project to effectively monitor impacts on all stakeholders.

### Net Positive Stakeholder Wellbeing Impacts

Describe the steps taken to assess the anticipated changes to stakeholder wellbeing due to project activities. Include details of documentation assessed and observations made where applicable. Provide an overall conclusion as to whether the anticipated net impacts of the project activities are likely to be positive for each stakeholder group.

# Benefits for the Planet

### Condition of Natural Capital and Ecosystem Services at Project Start

Describe the steps taken to assess the description of the conditions of natural capital and ecosystem services at the project start. Provide and justify an overall conclusion as to whether the description of natural capital and ecosystem services is accurate and includes real and possible threats, key assumptions, rationale and methodological choices used.

### Expected Impacts on Natural Capital and Ecosystem Services

Describe the steps taken to assess the expected impacts on natural capital and ecosystem services resulting from project activities. Provide an overall conclusion as to whether the expected impacts identified in the project description are likely to occur.

### Mitigation of Negative Impacts on Natural Capital and Ecosystem Services

Describe the steps taken to assess the measures needed and designed to mitigate any negative impacts on natural capital and ecosystem services. Include information with respect to how such measures are consistent with the precautionary principle. Provide and justify an overall conclusion as to whether the project will mitigate negative impacts on natural capital and ecosystem services.

### Natural Capital and Ecosystem Services Monitoring Plan

Describe the steps taken to assess the natural capital and ecosystem services monitoring plan used to track the project’s objectives, including the types of measurements, the sampling methods and the frequency of monitoring and reporting. Provide an assessment as to whether the plan:

* Is based on variables directly linked to the project’s objectives and predicted effects identified in the project’s causal chain related to natural capital and ecosystem services;
* Is able to support all impacts, claims, and/or assets described in the project’s expected and net impacts; and
* Where possible, allows the monitored data to align with the national government with respect to the SDGs.

Provide an overall conclusion as to whether the natural capital and ecosystem services monitoring plan will allow the project to monitor impacts on natural capital and ecosystem services effectively.

### Net Positive Natural Capital and Ecosystem Services Impacts

Describe the steps taken to assess the anticipated changes to natural capital and ecosystem services due to project activities. Include details of documentation assessed and observations made where applicable. Provide an overall conclusion as to whether the anticipated net impacts of the project activities are likely to be positive for natural capital and ecosystem services.

# Optional: Climate Module

## Baseline Scenario for GHG Sinks and Sources

This section (5.1) is necessary only where the project is using the “scenario approach”. Where the project is using the “deemed estimates approach”, write “Not applicable. Project is applying the deemed estimates approach”.

### Defensible Methodological Approach

Describe the steps taken to assess the appropriateness of the chosen methodological approach, including the definition of the project boundary, sources, sinks and reservoirs, monitoring, and any additional relevant factors. Provide and justify a conclusion regarding the suitability of the chosen methodological approach.

### Baseline Emissions

Describe the steps taken to assess the baseline scenario presented by the project. Provide an assessment of each of the steps or processes taken by the project to determine the baseline scenario.

Describe the steps taken to assess the project’s baseline emissions over the project lifetime. Include information on the assessment of any relevant equations or methodological choices. Provide and justify an overall conclusion as to whether the process for determining the baseline scenario and baseline emissions was reasonable and the resulting baseline scenario and baseline emissions are accurate.

## Monitoring

### Emissions Reductions and/or Removals Monitoring Plan

Describe the steps taken to assess the monitoring plan, including monitored parameters, procedures, monitoring frequency, equipment, data collection and storage and the roles and responsibilities of those collecting the data. Provide and justify a conclusion as to whether the monitoring plan will be effective and appropriate for monitoring the project’s baseline, project and leakage emissions.

### Dissemination of Monitoring Plan and Results

Describe the steps for assessing the project’s plan for disseminating the monitoring plan and results to stakeholders. Provide and justify a conclusion as to whether the project has disseminated and made publicly available the monitoring plan and has plans for disseminating the results of monitoring.

### Project Emissions

Describe the steps taken to assess the estimated project emissions over the project lifetime. Include information on the assessment of any relevant equations or methodological choices. Provide and justify an overall conclusion as to whether the process for determining the project emissions was reasonable and the resulting estimated project emissions are accurate.

### Leakage

Describe the steps taken to assess the estimated leakage emissions over the project lifetime. Include information on the assessment of any relevant equations or methodological choices. Provide and justify an overall conclusion as to whether the process for determining leakage emissions was reasonable and the resulting estimated leakage emissions are accurate.

### Net GHG Emission Reductions and Removals

Describe the steps taken to assess the net GHG emission reductions and removals over the project lifetime. Provide and justify an overall conclusion as to whether the process for determining net emissions reductions and removals was reasonable and the resulting estimated net emissions reductions and removals are accurate.

# Evaluation Conclusion

Provide a statement in respect of the evaluation conducted, including:

* The level of assurance of the evaluation;
* The criteria, objectives and scope of the evaluation, and;
* Whether the data and information supporting the project’s compliance with the SD VISta rules and any SD VISta claims and/or SD VISta assets were hypothetical, projected and/or historical in nature.

Clearly state whether the project complies with the evaluation criteria for projects set out in the Sustainable Development Verified Impact Standard and the SD VISta Program Guide, including any qualifications or limitations.

# Appendix

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