

SD VISta Verification Report Template

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

Instructions for Completing the Verification 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).

Verification Report: Instructions for completing the verification 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 and/or issue an SD VISta asset at verification, it must have completed Sections 5 and/or 6 of the monitoring report. Where the project has not completed Sections 5 and/or 6 in the monitoring report, the preparer of this report shall delete the corresponding Sections 6 and/or 7 from this verification 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, 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 only write “not applicable”). Submit the verification report as a non-editable PDF.

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



Verification Report Title

Logo (optional)

Document Prepared by (individual or entity)

Contact Information (optional)

|  |  |
| --- | --- |
| Report title | *The title of this verification report* |
| Date of Issue | *The DD-Month-YYYY this version of the verification report issued* |
| Version | *The version number of this verification report* |
| Report ID | *The identification number of this verification report* |
| Prepared By | *The validation/verification body that prepared the report* |
| Contact | *The contact name with email address and phone number and organization name* |
| Approved By | *The individual(s) at the validation/verification body that approved this verification report* |
| Work Carried Out By | *The individual(s) who conducted the verification* |
| Client | *The client for whom the report was prepared* |
| Project Title | *The name of project* |
| Project Location | *The country, sub-national jurisdiction(s) where the project is located* |

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

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# Verification Process

## Objective

*Describe the purpose of the verification.*

## Scope and Criteria

Describe the scope and criteria of the verification.

## Level of Assurance

Indicate the level of assurance of the verification.

## Summary Description of the Project

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

## Audit Team Composition

Demonstrate that the team conducting the verification meets the following competence criteria:

* Relevant sectoral experience in the project country or region.
* Relevant social and cultural expertise.

Where projects are using a methodology that sets out specific details in either of these categories, the criteria of the methodology apply.

## Method and Criteria

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

## Document Review

Describe how the monitoring report 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 monitoring report 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 all and any comments, and provide an overall conclusion regarding public comments.

Describe how the project proponent, through revisions to the project design, monitoring report 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 (i.e., the raising of corrective action requests, clarification requests or other findings) raised by the verification team during verification.

State the total number of findings raised during the verification.

Provide a summary of each finding, 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, capture all findings in an appendix.

## Forward Action Requests

Provide details of any forward action requests raised during the verification, for the benefit of subsequent project audits.

# Validation Findings

Use this section to provide details of all validation activities completed during the verification, such as validation of project description deviations, and the inclusion of new project activity instances into grouped projects.

## Project Description Deviations

List any project description deviations and describe the steps taken to validate each deviation. Assess whether the proposed deviation is appropriately described and justified, and whether the project remains in compliance with the SD VISta rules.

Ensure that previously applied deviations are reported in the monitoring report and provide assessments for each.

Provide and justify an overall conclusion regarding whether each project description deviation is valid.

## Grouped Projects

Describe the steps taken to validate the inclusion of new project activity instances into the (grouped) project, including the following:

* The number of new project activity instances added to the project in this verification period;
* Where necessary, the sampling methods employed where it is unreasonable to undertake an individual assessment of each new instance;
* Conformance of the new project activity instances with the eligibility criteria set out in the project description;
* Confirmation that the start dates of the new project activity instances are the same or later than the project start date;
* Conformance of the new project activity instances with the central monitoring and management system; and
* Quality and completeness of evidence, data and documentation relating to the new project activity instances.

Provide and justify an overall conclusion regarding whether the inclusion of any new project activities instances meet the SD VISta rules.

# Verification 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 monitoring report is complete with the information required by the SD VISta Monitoring Report Template, and that information provided in the body of the monitoring report substantiates all claims made.

## 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 project activity description, 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 achieve, or are achieving, the stated sustainable development objectives of the project.

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

### Implementation Schedule

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

### Project Location

Identify, discuss and justify conclusions regarding the project location.

### Threats to the Project

Describe the steps taken to assess whether the project has taken adequate measures to address the natural and human-induced threats to the expected sustainable development benefits during the project lifetime. Provide and justify conclusions regarding the measures implemented during this verification period to mitigate these threats.

### Benefit Permanence

Describe the steps taken to assess the measures implemented 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 Consultation and Adaptive Management

Describe the steps taken to assess the communication and consultation processes used by the project. Identify and assess the processes used to consider stakeholder input and whether the communication and consultation has influenced the project’s management or implementation. Provide an overall conclusion as to whether the project continues to consult with stakeholders and consider the feedback when managing and implementing the project.

### Anti-Discrimination

Describe the steps taken to assess the processes implemented to ensure that no entities involved in project implementation are involved or complicit in any form of discrimination or sexual harassment. Provide an overall conclusion as to whether the project is engaging in any form of discrimination.

### Worker Training

Describe the steps taken, including any observations made during 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 special 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 implemented to provide orientation and training to new workers.

### 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 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. In addition, identify whether relevant local laws and regulations address the aforementioned 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 measures implemented by the project to mitigate occupational risks to stakeholders. Provide an assessment as to whether the project has adequately informed stakeholders about risks and how to minimize such risks. Provide and justify a conclusion as to whether the project has implemented measures, based on the occupational safety assessment provided in the project description, necessary to minimize risk on behalf of stakeholders.

### Feedback and Grievance Redress Procedure

Describe the steps taken to assess the project’s feedback and grievance redress procedure and use. Provide an assessment as to whether the feedback and grievance redress procedure is publicly available. Where the procedure was utilized during the verification period, describe the steps taken to assess whether it was implemented according to the project description and whether the results were publicized. Provide an overall conclusion as to whether the project has used its feedback and grievance redress procedure appropriately.

### Stakeholder Access to Project Documentation

Describe the steps taken to assess how full project documentation, including the results of any monitoring, has been made accessible to all stakeholders. Include details of documentation assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the project has made project documentation accessible to all stakeholders.

### Information to Stakeholders on Verification Process

Describe the steps taken to assess the measures implemented and communication methods used by the project to inform stakeholders of the verification process. Include details of documentation assessed and observations made during the site visit. Provide and justify a conclusion as to whether stakeholders had knowledge of the verification audit and are likely to know 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.

### Recognition of Property Rights

Describe the steps taken to assess whether all property rights are recognized, respected, and supported, including the following:

* Whether the project has encroached uninvited on any private, community, or government property.
* Whether there have been any changes to the map of tenure, use, access and management rights to lands, territories and resources directly affected by project activities since validation or the previous verification.
* Where applicable, the measures 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.

### Free, Prior and Informed Consent

Describe the steps taken to assess the process by which free, prior and informed consent 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 has been affected by the project.

### Restitution and 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 allocation to said parties occurred. Provide and justify a conclusion as to whether the project has provided restitution 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 have led 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 occurred, 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 during the site visit.

Provide and justify an overall conclusion as to whether the project is removing property rights holders from their lands or territories. Where this occurs, discuss whether the project first garnered free, prior and informed consent.

### Mitigation of Illegal Activities

Describe the steps taken to assess any activities taken by the project to monitor, mitigate or reduce illegal activities that could affect the project’s sustainable development impacts. Provide an overall conclusion as to whether any of the project’s sustainable development benefits are derived from illegal activities.

### Ongoing Conflicts or Disputes

Describe the steps taken to assess whether the project has updated the monitoring report, where necessary, to identify any ongoing or unresolved conflicts or disputes over rights to lands, territories or resources. Provide and justify an overall conclusion as to whether the project reporting is accurate and that no activity is undertaken by the project that could prejudice the outcome of an unresolved dispute.

Where applicable, identify, discuss and justify conclusions regarding measures implemented 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.

# Benefits for People and their Prosperity

### Stakeholder Impacts

Describe the steps taken to assess the impacts on each stakeholder group resulting from project activities. Include details of information sources assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the impacts described in the monitoring report are accurate.

### Mitigation of Negative Impacts on Stakeholders

Provide an assessment of the activities and processes implemented to mitigate any negative impacts on stakeholder groups. Include information with respect to how the activities and processes implemented are consistent with the precautionary principle. Provide and justify an overall conclusion as to whether the project mitigated unavoidable negative impacts on stakeholders.

### Stakeholder Impact Monitoring

Describe the steps taken to assess the results of the stakeholder impact monitoring. Provide an assessment as to whether the monitoring:

* Was performed by monitoring the variables identified in the project description;
* Assesses the differentiated impacts for each stakeholder group;
* Supports all benefits for people and prosperity impacts, claims, or assets described in the monitoring report; and
* Where possible, allows the monitored data to align with national government monitoring of the SDGs

Provide and justify an overall conclusion as to whether the stakeholder monitoring was implemented according to the project description and supports the project’s stated impacts on stakeholders.

### Net Positive Stakeholder Well-being Impacts

Describe the steps taken to assess the net well-being impacts for each stakeholder group. Provide and justify an overall conclusion as to whether the net well-being impacts of the project are positive for all stakeholder groups.

# Benefits for the Planet

### Impacts on Natural Capital and Ecosystem Services

Describe the steps taken to assess the impacts on natural capital and ecosystem services resulting from project activities. Include details of information sources assessed and observations made during the site visit. Provide and justify an overall conclusion as to whether the impacts described in the monitoring report are accurate.

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

Provide an assessment of the activities and processes implemented to mitigate any negative impacts on natural capital and ecosystem services. Include information with respect to how the activities and processes implemented are consistent with the precautionary principle. Provide and justify an overall conclusion as to whether the project mitigated negative impacts on natural capital and ecosystem services.

### Natural Capital and Ecosystem Services Impact Monitoring

Describe the steps taken to assess the results of the natural capital and ecosystem services impact monitoring. Provide an assessment as to whether the monitoring:

* Was performed by monitoring the variables identified in the project description;
* Assesses the impacts on different types of natural capital and each ecosystem service;
* Supports all impacts, claims, and assets described in the monitoring report as benefits for natural capital and ecosystem services; and
* Where possible, allows the monitored data to align with national government monitoring of the SDGs.

Provide and justify an overall conclusion as to whether the natural capital and ecosystem services monitoring was implemented according to the project description and supports the project’s stated impacts on natural capital and ecosystem services.

### Net Positive Natural Capital and Ecosystem Services Impacts

Describe the steps taken to assess the project’s net impacts on natural capital and ecosystem services. Include details of documentation assessed and observations made where applicable. Provide and justify an overall conclusion as to whether the net impacts of the project are positive for natural capital and ecosystem services.

# Optional: Climate Module

### Implementation Status

Provide and justify a conclusion as to whether any changes to project activities, management, or monitoring have impacted the applicability of the chosen methodological approach.

### Results of Monitoring

Describe the steps taken to assess the monitoring performed by the project. Provide an assessment of the accuracy of the monitored data. Provide an overall conclusion as to whether the results of monitoring can be used to calculate baseline, project and leakage emissions.

### Monitoring Plan

Describe the steps taken to assess whether the project followed the procedures laid out in the project description for measuring, processing, and managing data. Provide and justify an overall conclusion as to whether the project has carried out monitoring activities according to the project description.

### Dissemination of Monitoring Plans and Results

Provide and justify a conclusion as to whether the monitoring plan and results have been made publicly available and summaries disseminated to stakeholders through appropriate means.

### Baseline Emissions

Describe the steps taken to assess the project’s baseline emissions for the verification period. Include information on the assessment of any relevant equations or methodological choices. Provide and justify an overall conclusion as to whether the baseline emissions for the verification period are accurate.

### Project Emissions

Describe the steps taken to assess the project emissions for the verification period. Include information on the assessment of any relevant equations or methodological choices. Provide and justify an overall conclusion as to whether the project emissions for the verification period are accurate.

### Leakage

Describe the steps taken to assess the leakage emissions for the verification period. Include information on the assessment of any relevant equations or methodological choices. Provide and justify an overall conclusion as to whether the leakage emissions for the verification period are accurate.

### Net GHG Emission Reductions and Removals

Describe the steps taken to assess the net GHG emission reductions and removals for the verification period. Provide and justify an overall conclusion as to whether the net emissions reductions and removals are accurate.

# Optional: SD VISta Assets

Full guidance and requirements for assessing this section are given in the asset-specific methodology and in the Sustainable Development Verified Impact Standard.

## SD VISta Asset

This section applies only to projects that are generating SD VISta assets. Rename this section (7.1) heading with the name of the asset generated. Where the project is generating multiple assets, copy this Section 7.1, renumbering it as 7.2, 7.3… and so on, rename those sections accordingly and complete the subsections for each SD VISta asset the project will generate.

Provide an assessment as to whether the distinct benefit intended for use as an SD VISta asset has been described in Section 3 or 4 of the monitoring report and identified in the causal chain.

### Project Status

Identify the methodology or methodologies applied to the project and where there have been changes to project implementation or management, describe the steps taken to assess whether the asset-specific methodology is still appropriate.

Provide an assessment as to whether the verification period falls within the project’s asset crediting period.

### Methodology Deviations

Identify any methodology deviations and describe the steps taken to assess whether they represent a deviation from the criteria and procedures relating to monitoring or measurement. Provide and justify a conclusion as to whether each deviation is appropriate and does not negatively affect the conservativeness of the quantification of the benefit.

### Data and Parameters Available at Validation

Using the table below, identify the data and parameters determined or available at validation and remain fixed throughout the project crediting period and provide an assessment of each.

Copy the table as needed for each parameter.

|  |  |
| --- | --- |
| **Data/Parameter** |  |
| **Data Unit** | *Indicate the unit of measure* |
| **Description** | *Provide a brief description of the data/parameter* |
| **Source of Data** | *Indicate the source(s) of data* |
| **Value Applied** | *Provide the value applied* |
| **Measurement** | *Indicate whether the parameter has been measured according to the procedures and equipment specified in the methodology* |
| **Comments** | *Provide any comments relevant to the assessment of the data/parameter* |

### Data and Parameters Monitored

Using the table below, identify the data and parameters monitored during the verification period and provide an assessment of each.

Copy the table as needed for each parameter.

|  |  |
| --- | --- |
| **Data/Parameter** |  |
| **Data Unit** | *Indicate the unit of measure* |
| **Description** | *Provide a brief description of the data/parameter* |
| **Source of Data** | *Indicate the source(s) of data* |
| **Value Applied** | *Provide the monitored value for the data/parameter* |
| **Description of Measurement Methods and Procedures to be Applied** | *Specify the measurement methods and procedures, any followed standards or protocols, and the person/entity responsible for the measurement. Include any relevant information regarding the accuracy of the measurements (e.g., accuracy associated with meter equipment or laboratory tests).* |
| **Frequency of Monitoring/Recording** | *Specify measurement and recording frequency* |
| **Comments** | *Provide any comments relevant to the assessment of the data/parameter* |

Provide and justify an overall conclusion as to whether the project has monitored the parameters accurately and according to the project description and methodology.

### Monitoring Plan

Describe the steps taken to assess whether the project followed the procedures laid out in the project description for measuring, processing, and managing monitoring data. Provide and justify an overall conclusion as to whether the project has carried out monitoring activities to allow for the accurate quantification of the benefit, according to the methodology and project description.

### Net Benefit Quantification

Describe the steps taken to assess the project’s benefit quantification. Provide an assessment as to whether the project’s quantification of the benefit was calculated according to the methodology and project description.

Provide an assessment as to whether the net benefits quantified are accurate and consistent with the estimate provided in the project description. Where the quantity of benefits produced differs from the estimate provided in the project description, provide a conclusion as to whether the justification provided by the project proponent regarding the discrepancy is reasonable.

Provide an assessment of any assumptions, references, substitutions, or defaults used by the project. Provide and justify an overall conclusion as to whether the project has calculated benefits accurately and according to the methodology and any referenced tools.

## Assets from Other Programs

Complete this section only once regardless of the number of asset types identified above.

### Participation under Other Programs

For SD VISta projects seeking registration or already registered under another social or environmental credit program, including the following:

* Name and contact information of the relevant crediting program;
* Details of the project as registered under the crediting program (e.g., project title and identification number as listed under the program);
* Verification periods for which social or environmental credits were sought or received under the crediting program; and
* Details of all social or environmental credits sought or received under this program (e.g., volumes and serial numbers).

### Rejection from Other Programs

Provide an assessment as to whether the project has been rejected by any other social or environmental accounting/crediting programs. Where the project has been rejected, provide an assessment of the reason(s) for the rejection and justification of eligibility under the SD VISta Program. Provide and justify an overall conclusion as to whether the project’s rejection from another program raises concerns about the projects participation with SD VISta.

# Verification Conclusion

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

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

Clearly state whether the project complies with the verification 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.