Sustainable Development Verification Appraisal Workplan

Version:

Date:

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| **Members of the Audit team** | |
| **Last Name** | **First Name(s)** |
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| **Project Details** | | | | | |
| **GS ID** |  | **Project Name** | |  | |
| **GS Version** | |  | | **Host Country** |  |
| **Monitoring Period** | | |  | | | |
| **Registration date of activity / mPoA** | | |  | | | |

*(Only for micro-programmes)*

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| **Micro-Programme’ Details** | | | |
| **GS ID** |  | **Programme Name** |  |
| **GS Version** | |  | |

Desk review

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| **SD Verification Timeframe** | | | |
| **Desk Review** | Startdate **[[1]](#footnote-1)** | | End date[[2]](#footnote-2) |
| **Dates of site visit** | |  | |

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| **Documents reviewed (please list)** |
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| **Documents not submitted for desk review[[3]](#footnote-3)** |
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Site visit approach

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| **Site visit** | |
| **Please describe the elements of the project to be visited e.g. project facilities, power house, dams, transmission lines, roads built by project, beneficiaries’ houses, etc.**  **During the first verification it is important to corroborate that project has been implemented as described in the PDD, any change must be reported.**  **During periodic verifications, all the changes must be identified; It should not be assumed that everything is the same.** |  |
| **Sampling method approach (if applicable)[[4]](#footnote-4)** |  |

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| **Planned Interviews[[5]](#footnote-5)** (check the box if interviews are planned with this group) | |
| Project Proponents | **This group includes project owners and consultants. Please include their names and designation if available.** |
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| Local Residents and project neighbors | **Please include a description of the stakeholders to be interviewed and the level of interest for an interview (e.g. a stakeholder that provided feedback on the noise of project could be a prime candidate to be re-interviewed)** |
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| Project Beneficiaries  (Individual, Institutional) | **Please provide a brief explanation on how you will select the beneficiaries (e.g. whether they will be randomly selected or not), how the area to be visited will be chosen, and if there is any interest in interviewung a specific group. E.g. specific stoves ages for cookstoves projects** |
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| Project Employees | **Interviews with project employees may be included as part of the site visit. List the areas and/or positions that you would like to be interviewed e.g workers that are supposed to use safety equipment.** |
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| Grievance Mechanisms | **Any stakeholder that provided feedback through the Continuous Inputs & Grievance Mechanisms must be interviewed. In the case when the stakeholder who provided the comments is not available during the site visit, other media like a phone interview or a questionnaire sent by email can be used to collect the information.** |
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| Other | **Authorities, NGOs and other groups that may be of interest. Please include names and positions if available.** |
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| **Relevant Forward Action Requests (FARs) from the validation stage must be addressed during the verification site visit. Please describe the FAR and discuss how it will be verified during the site visit.** | |
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| **Other approach** | |
| **Please describe any other approach to be used during the onsite visit, e.g. questionnaires to be applied[[6]](#footnote-6), or phone interviews, etc.** |  |

Sustainable Development Assessment

*The monitoring report must include all the information relating to mitigation measures and parameters defined in the monitoring plan in the PDD. In the case when the Monitoring Report lacks information for some of these parameters, the SD Auditor must inform GS Secretariat before finalizing the SD Verification workplan. GS Secretariat will decide if a site visit can be carried out or an alternative action is required e.g. revision of the monitoring plan, etc.*

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| Do No Harm Assessment | **List the supporting documents that will be reviewed during the site visit. E.g. review the receipts for distribution of safety equipment, supervisor reports about usage rate of safety equipment etc.** |
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| Environmental, Social and Economic issues, | **List the supporting documents that will be reviewed during the site visit. E.g. minimum water flow, progress of reforestation plan, etc.** |
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| Continuous Inputs/Grievance Mechanisms | **Please describe any specific action to be taken during the site visit based on the comments received, e.g. if a complaints about residues produced by the project is received, SD Auditors must include an inspection visit and any information regarding waste disposal like receipts of collection services, etc.** |
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| Environmental & social impact assessment (ESIA) | **Any mitigation measured or specific measurement mandated in the ESIA must be reviewed during the site visit. Supporting documentation in this regard must be checked.** |
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| Other | **Please explain any other aspects that should be reviewed during the visit.** |
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| **Additional Comments. Please include any other comments that may be useful for the site visit (e.g. Date when SD Auditor will arrive to the project city, etc)** |
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Annex I, Clarification and Corrections

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| **All the Clarifications and Corrective Action Requests identified by the SD Auditors must be listed in this Annex. Please include any observations or information from the site visit that could be useful to address these clarification or corrections. Project Proponents are not required to submit a formal response, but they are required to provide all the information (during site visit and further stages) to address the comments summarized here.** |
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Annex II, Supporting Questionnaire

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| **Please provide the questionnaire that you plan to use for the interviews.** |
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1. Starting date of desk review is the date when the SD Auditors were selected to conduct the SD Verification Appraisal. [↑](#footnote-ref-1)
2. This date is defined as the date when SD Auditors submitted the SD Verification Appraisal workplan. [↑](#footnote-ref-2)
3. Please list all the documents that were not submitted for desk review. [↑](#footnote-ref-3)
4. Please remember that sampling method can follow the ‘General guidelines for sampling and surveys for small-scale CDM project activities’ (Link: <http://cdm.unfccc.int/EB/050/eb50_repan30.pdf>). [↑](#footnote-ref-4)
5. The interviews are not limited to the ones described here, other stakeholders can be interview if considered appropriate. [↑](#footnote-ref-5)
6. If questionnaires are planned to be used, please include the list of questions,and the method for collecting answers e.g. multi choice, open questions, etc. in Annex 2 [↑](#footnote-ref-6)