W+ Program Guide

Version 1.3

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Introduction

The W+ Program Guide presents information intended to guide and support Project Implementers in meeting the requirements for submitting required PIN, PDD, Monitoring, Evaluation and Reporting, and Validation/Verification documentation to WOCAN's W+ Standard Coordinator for W+ Standard certification.

Document Overview

This document contains guidance on the following:

- W+ Eligibility Criteria
- W+ Project Flow
- W+ Submission of Required Documents
- Project Design and Development
- Monitoring, Evaluation and Reporting
- Validation/Verification
- Direct Share Payment to women beneficiaries

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1. W+ ELIGIBILITY

The W + can be applied to a range of underlying projects to optimize the social and economic empowerment of women. The following criteria should be used to evaluate project suitability and eligibility for W + certification.

1.1 W+ Eligibility Criteria

Projects applying for W+ certification must involve women and/or women's groups in the project activities in one or more of the following ways:

a) As central to the project's success, involved in project implementation and monitoring
b) As part of the project supply chain (e.g. women are manufacturing the cook stoves in a cook stove project)
c) As a significant percentage of the end users of the project supply chain (e.g. women are using bio-gas systems for household fuel needs)
d) As the targeted group of the W+ project (receiving literacy/numeracy education);
e) As a group that is likely to be adversely impacted by the project activity, which can be mitigated by applying W+.

1.2 Beneficial or Neutral Sustainability Objectives

Projects shall :

- demonstrate that the project generates net positive women's empowerment benefits compared with the conditions without the project scenario
- demonstrate that the project did not negatively affect women

Projects should be neutral to or beneficial to sustainable development categories, such as:

a) Climate mitigation and adaptation;
b) Biodiversity and habitat;
c) Renewable energy utilization or energy efficiency;
d) Sustainable use of water resources
e) Sustainable use of soil, forest or aquatic resources.

1.3 Contexts

The W+ may be applicable to many underlying project contexts. Some examples of project contexts likely to be readily applicable are:

a) International Development Assistance projects, including those related to: agriculture, education and literacy, health, economic development, forestry, animal husbandry, water (supply and quality) and energy, environmental protection or restoration projects.

1.4 Non-Eligibility

If, during preliminary evaluations or completion of work for the PIN or PDD, a Project Implementer determines that any of the elements of the Do No Harm components create a red light (see Annex 2 - Do No Harm Indicators) where negative impacts cannot be mitigated, the project is not eligible to apply the W+ Standard.

2. W+ APPLICATION FLOW

The following chart highlights key steps of the W+ certification process. This project flow can be integrated with certification cycles of other standards (such as the Gold Standard, Social Carbon and Voluntary Carbon Standard)**.**

2.1 W+ Application Flow Diagram

01

W+ PROJECT IDEA NOTE (PIN)
submitted by Project Implementer (PI) to W+ Coordinator as per the PIN Template for completeness check. Upon acceptance, the project is listed on the W+ website and issued a unique identification number, and the PI proceeds to the development of the PDD.

02

W+ PROJECT DESCRIPTION DOCUMENT (PDD)
completed as per the Standard and PDD Template and submitted to W+ Coordinator for completeness check. PDD is reviewed by one W+ gender expert for comments and acceptance (see Guidance Annex - gender review checklist0. Upon acceptance of the PDD, PIN and PDD are uploaded by the PI onto the W+ Registry.

03

PROJECT IMPLEMENTATION AND MEASUREMENT
The PI implements, measures and monitors project activities as per PDD and Monitoring, Evaluation and Reporting Plan; and determines the Direct Share Payment mechanism to be includes in the Monitoring and Evaluation Report, which the PI submit to a W+ auditor/verifier.

04

VERIFICATION BY W+ AUDITOR/VERIFIER
The W+ auditors verify the Monitoring and Evaluation Report and results and send Validation & Verification documentation (i.e. Certification Report or Verification Statement) to W+ Coordinator for review and completeness [1].

05

W+ UNIT ISSUANCE
The Monitoring and Evaluation Report and Verification Report are uploaded with the number of confirmed W+ Units on W+ registry. If verification documentation is for W+ labeled carbon units, the W+ Coordinator will convey the report acceptance to the relevant standard body and/or their registry.

06

SETTING A VALUE FOR W+ UNITS AND DIRECT SHARE PAYMENT
The PI may sell W+ Units and make direct share payments to women beneficiaries of the project. Projects that do not sell units shall propose other mechanisms for direct share payments. Verification of these payments is included in the second verification.

[1] This is **not** a technical review of the verification or assurance report.

2.2 Development of W+ Project Idea Note (PIN)

The PIN is also sometimes called a “pre-feasibility assessment”. The key activities under this step are:

a) Stakeholder consultations to assess W+ application feasibility. Refer to the Four Step Process for Stakeholder Analysis for additional guidance.

b) Selection of W+ domain(s) to be applied, as determined through feasibility/assessment.
c) Orientation of project staff and community partners to W+ application and processes.
d) Submission of the completed PIN to the W+ Coordinator and the corresponding document review fee (per current W+ Program Fee Schedule published on the W+ website).

2.3 Development of W+ Project Design Development (PDD)

The key activities under this step are:

a) As indicated in the W+ PDD Template, provision of basic information about the Project Implementer and proposed project to the W+ Standard Coordinator and WOCAN.
b) Provision of description of conditions prior to application of the W+.
c) Gender and stakeholder analysis
d) Provision of description of the W+ domains to be applied, including the rationale for selection and expected outcomes. Indicate whether an existing domain method will be used, or modified, or if a new method will be developed for the proposed application.
e) Initial evaluation of the underlying project against the W+ Standard's 'Do No Harm Indicators', including any potential anticipated mitigation measures.
f) Assessment of the opportunities for improvement in women's empowerment within the scope (existing project boundary) of the project in one or more of the six W+ Domains.
g) Calculation of budget and other inputs needed for women's empowerment activities
h) Identification of potential benefit sharing mechanisms (direct payments to women or women's groups) within the project scope (project boundary)
i) Provision of information on the Project Implementer's legal authority to implement the W+ Project (approval of any applicable government authorities)
j) Development of a Monitoring, Evaluation and Reporting Plan

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k) Submission of the completed and signed PDD to the W+ Coordinator and the corresponding document review fee (per current W+ Program Fee Schedule published on the W+ website).

A member of the Technical Experts Group (TEG) reviews all Project Design Documents (PDDs) prior to the registration of projects, to assure that all indicators of measurement and proposed activities are aligned to the W+ requirements. TEG member(s) review each PDD submitted to the W+ Coordinator following the gender review checklist (Annex 6). The TEG member(s) reviewing the PDDs shall request further information and/or make recommendations for improvements to PDD information from project implementers, as necessary.

The assigned member(s) of the TEG will review and reply with any questions or comments on PDD documents within 2 weeks of assignment, to provide sufficient time for project implementers to consider and reply with corrections or additions and for the project to be registered by WOCAN within 6 weeks of PDD submission.

Additional details about the Technical Experts Group are described in the Terms of Reference (TEG TOR) available on the W+ website.

2.4 Project Implementation, W+ Measurement, Verification, Unit Issuance and Direct Share Payments

The key activities under this step are:

a) Baseline and Monitoring through the following steps:
    1. Training of enumerators (using women from the community as much as possible)
    2. Application of survey questionnaires
    3. Recording and inputting data
    4. Data tabulation and analysis
    5. Preparation of the Monitoring and Evaluation Report
b) Implementation and measurement of existing and new activities identified during the PDD.
c) Validation/Verification: Independent validation of the method and verification of the results by an accredited W+ auditor selected by the Project Implementer.

d) Issuance of W+ Units and listing on the W+ web site registry
e) Direct share payments to the targeted (project-identified) women's groups

3. THE REQUIRED W+ DOCUMENTS

Project Implementers are required to submit the following documents to the W+ Coordinator to become eligible for W+ certification. This section describes key documents to be submitted for each phase of the W+ Project Flow as presented above.

3.1 Project Idea Note (PIN)

Project Implementer shall submit a Project Idea Note (PIN). The PIN must present the main aspects of the project, including: type of project, location, goals and objectives and specific activities envisioned to achieve measurable benefits in one or more of the six domains of the W + Standard. The PIN template can be downloaded from the W+ website http://www.wplus.org. Please consult the W+ Program Fees schedule published on the W+ website for current fees.

Project Implementers should consult the Four Step Process for Stakeholder Analysis (Annex 1) as a guide for planning community engagement.

The PIN should provide sufficient information to indicate to the W+ Standard Coordinator that the Project Implementer has identified viable project activities and has considered likely obstacles and suitable mitigating measures. Information submitted must include:

a) Brief description of the existing (or underlying project) associated with the envisioned application of the W+ Standard
b) Rationale for the application of the W+ Standard (why does the Project Implementer believe applying the W+ Standard will be beneficial and in what ways?)
c) Preliminary analysis of project stakeholders
d) Preliminary Do No Harm analysis

The W+ Standard Coordinator staff will review the PIN and reply with any questions or requests for further information within 15 working days.

Upon acceptance of the PIN, the W+ Standard Coordinator will issue a unique identification to the project and will list the project on the W+ website.

With acceptance of the PIN, the Project Implementer may proceed with the preparation of the PDD.

3.2 W+ Project-Design Document (PDD) and its Components

This section presents the design process, as well as the key information to be included by Project Implementer in a PDD. The PDD Template can be downloaded from the W+ website http://www.wplus.org. The PDD must include the following:

a) Description of the selected W+ domain and project activities, based on the gender and stakeholder analysis
b) Identification of method of each domain to be used, based on project type
c) Description of any new method or adaption of the existing method, with appropriate indicators and questionnaires to be used to measure them
d) A Monitoring, Evaluation and Reporting Plan that includes goals, activities, indicators and the logical links between the various components of the plan and a monitoring schedule
e) Description for Direct Share Payment mechanism, including auditability.

Project Implementer should include in their narratives:

a) The rationale behind their W+ application and how women are expected to benefit
b) The status of the underlying project
c) Details or rationale behind the selection of W+ Domain(s), project objectives and activities
d) Project indicators, targets, and logic chain that link all the elements of the results chain (see Annex 3: Output and Outcome Indicators with Scoring System
e) An analysis of the baseline scenario that identifies any circumstances that may make attribution of the women's empowerment outcomes difficult. There may be complementary (or conflicting) programs, projects or situations which the Project Implementer should identify

f) As part of the PDD, Project Implementers shall provide a brief overview of their plan for project Monitoring (checking on project performance) and Evaluation (assessing project performance against anticipated outcomes). The Monitoring and Evaluation Plan shall include proposed approaches, sampling and reporting methods and timelines for all measurement activities. For each chosen domain, it shall establish which areas will be addressed or prioritized by the project, and shall establish how activities and outcomes will be assessed and measured (see Annex 3: Output and Outcome indicators with Scoring System).

It shall describe the process for identifying stakeholders involved (e.g., key representatives or the organization responsible for the project and/or members of the community) and list all the participants who contributed to the diagnostic and should clearly identify:

1. Project activities
2. Indicators chosen for monitoring
   a. A review of any locally applicable women's empowerment laws or policies and evidence that the proposed project activities exceed minimum legal requirements.
3. Performance criteria chosen for evaluation of project progress and outcomes
4. How outcomes of the activities will be assessed and measured
5. A timeline for the anticipated activities and results
6. Who will be responsible for information gathering
7. How information about project activities, performance and outcomes will be communicated to the W+ Standard

The PDD also includes an acknowledgement of W+ Logo and Trademark use policy.

For additional guidance, see Annex 3: Output and Outcome indicators with Scoring System. It may be helpful to think about collecting information during project implementation that can assist in communicating the value of applying the W+ Standard to the women and the community. For example, collecting quotes, testimonials, photographs, and video that convey outcomes resulting from the W+ application.

3.3 Monitoring and Evaluation Report

The Monitoring and Evaluation Report is to be prepared to support validation and verification, and shall be submitted to the W+ Standard Coordinator and to the selected accredited W+ auditor prior to the scheduled audit visit.

Project Implementers applying the W+ Standard are required to submit a complete Monitoring and Evaluation Report to their selected W+ accredited verifier (auditor) that summarizes project outcomes per the project's Monitoring and Evaluation Plan and indicates a mechanism for Direct Payment. A template for the Monitoring and Evaluation report is available, as well as the list of W+ accredited verifiers on the W+ website (www.wplus.org).

Project Implementers shall implement projects, and monitor and report their progress so that they can demonstrate that they have "done no harm" because of project activities, achieved project objectives and produced results that can be quantified.

In addition, the W+ Standard requires that a defined payment be made directly to primary women beneficiaries. This payment is called the "Direct Share". Its purpose is to reward women for their contribution to the creation of W+ social asset units and to empower women by giving them control over the Direct Share. The Report should indicate a mechanism for the Direct Share Payments to women beneficiaries.
More guidance on this can be found in the **Tool for Monitoring, Reporting and Verification of Financial Payments to Primary Beneficiaries because of a Project or Program Level Intervention** at http://www.wplus.org. The tool is part of the Monitoring and Evaluation Report and is to be applied to facilitate the verification of the delivery of the Direct Share payment to Primary Women Beneficiaries for the previous issuance period, which is a pre-condition to the issuance of W+ units for the current issuance period. Direct Share payments can occur only after the first issuance and sale of units, so this tool does not need to be applied during the first verification.
To ensure project participant and beneficiary privacy, the report should NOT contain any original documents, or personal information aside from Project Implementer contact information. If Project Implementers use photographs or video in project documentation, or for project marketing, Project Implementers should obtain a

written release or authorization from project participants for the use of their images, voices, stories, etc.

The W+ verifier will conduct a desk review of the Monitoring and Evaluation Report and any resulting updates to monitoring plans and project documents. A field visit will also be conducted.

Project certification will be maintained if one monitoring report is submitted to the W+ Standard Coordinator by an accredited verifier within 3 years after registration or the last monitoring report.

In the case of W+ Standard use in association with carbon mitigation projects, Project Implementers should consider preparing the W+ Monitoring and Evaluation report simultaneously with any carbon verification report and combine W+ verification with carbon verification to reduce measurement costs.

3.4 Validation/Verification Report and Statement of Verification

The Verification Report contains the relevant information enabling, WOCAN and the registry to determine at *least* the following: verifier, verifier's credentials, project, specific project activities being verified, confirmation that applicable process and methodologies were followed, the period covered by the verification and associated certification statement, and a description of the quantified results of the verification in a signed statement by an accredited verifier. [1]

Often combined in one report, Validation and Verification may be reported together, or separately.

Validation requires a description of:

a) Project Eligibility
b) Method applied and any Method Deviations (i.e. modifications of existing methods)

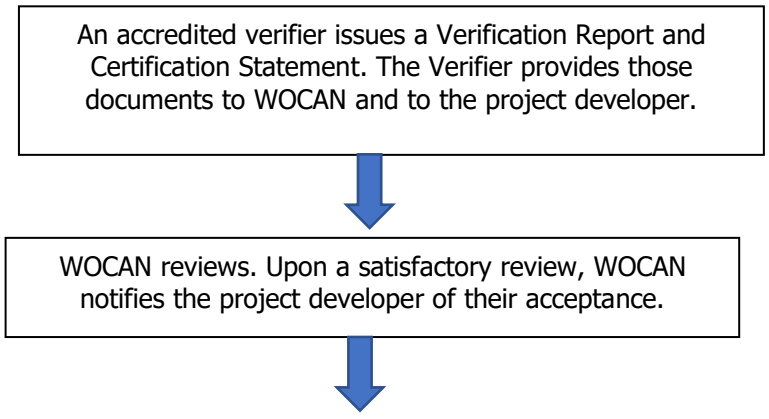
1 A verifier's credential, as issued by the Social Auditor's Network (SAN) or another approved accrediting body, indicating the accreditor's stamp, number or similar unique identifier, issued upon accreditation. A verifier whose accreditation is pending, and who is leading the verification as a required step in their accreditation, may sign a certification statement provided they have the co-signature of an accredited verifier.

c) Project description deviations (i.e. changes in project activities and their outcomes from what was planned, and described, in the PDD), including an assessment of their materiality to the project's outcomes.

Verification requires a description of:

a) Method and Criteria, including the sampling plan used for undertaking the verification.
b) Document Review, describing how the verification was performed and the process and cross-checking of the PIN, PDD, Monitoring report and other supporting documents used, as a comparison against W+ Standard and method requirements.
c) Interviews conducted as part of project verification, including a description of interviewer and interviewee roles, who was interviewed, stakeholder meetings, questionnaires, surveys, etc.
d) A description of any excursions or deviations from the PDD and an evaluation of their impact on project outcomes (materiality, degree of impact, any mitigating factors).
e) A summary and conclusion of the outcomes of project activities and a Certification Statement of the same.

When a project implementer chooses to create W+ Units, the process flow for W+ Project validation/verification will follow this process:



After review and confirmation of compliance, the W+ Standard Coordinator uploads the Verification Report and Certification Statement to the W+ Website.

A Registry (e.g. APX or Markit) conducts an authenticity check by emailing the W+ Standard Coordinator and requesting copies of the relevant document(s) or by accessing the W+ website and viewing/downloading the Verification Report and Certification Statement posted on the W+ website.

W+ Labeled Units: When a project implementer chooses to add W+ labels or tags to carbon units, the process flow for W+ validation/verification will follow this process:

An accredited verifier issues a "Verification Report" and a "Certification Statement". The Verifier provides that documentation to WOCAN (The W+ Standard Coordinator) and to the project developer.

WOCAN reviews the Verification Report. Upon a satisfactory review, WOCAN notifies the project developer of the acceptance of the Verification Report.

The project developer sends copies of the Verification Report and Certification Statement to a Registry (e.g. VCS, APX or Markit)

For projects using standards systems without a tagging system, but applying the W+ to their project to create paired W+ and Carbon units, WOCAN will list the W+ portion of the project on its registry, and provide a URL link to the carbon project on its respective registry.

4. FURTHER GUIDANCE ON PROJECT DESIGN AND IMPLEMENTATION

This section presents further guidance on the key steps in each stage of the project flow to support Project Implementers to meet the W+ Standard requirements.

4.1. Gender and Stakeholder Analysis

A step-by-step stakeholder analysis needs to be conducted to determine:

a) The level (s) of influence by various stakeholders on the anticipated result(s)
b) The project activities that need to be variously targeted to different stakeholders according to their POSITION and INFLUENCE on the anticipated result(s).

Use of the Four Step Process for Stakeholder Analysis, provided as Annex 1 to this Program Guide, will facilitate this process.

4.2 Baseline Analysis

Project Implementers shall utilize a Baseline Questionnaire to carry out a field survey analyzing the business-as-usual scenario to measure the project status against the identified parameters. The questionnaires used for baseline analysis must be simple, and questions easy to answer unambiguously.

Questionnaires have been developed for each W+ Domain; these can be adapted to the specific contexts of each application as needed. The proposed changes shall be reviewed at the time of the PDD submission, prior to conducting the baseline survey.

Questions requiring recall, e.g. of time spent on specific tasks, need to be handled carefully since responses are often unreliable. On the other hand, alternative methods, such as 24-48-hour diaries, can be costly. It is therefore recommended that non-users or non-beneficiaries be included in the sampling to provide data for the baseline.

Wherever possible, indicators should relate to facts but a few opinion-related questions should also be included: e.g. number of women who have a savings account in a bank is factual (they are asked to show their bank account); asking whether women they feel they have drawn substantial economic benefits for the project is an opinion. To limit costs of conducting sample surveys it is important to:

- Limit the number and complexity of questions (thus reducing time for training of enumerators; time in the field; processing costs);
- Carefully choose the sampling method to reduce sample size while maintaining representative sampling;
- Conduct the survey in conjunction with existing or planned project-related surveys (e.g. carbon standard-related surveys) if appropriate, to reduce cost of logistics, sampling, etc.;
- Make use of national survey data on same or similar questions where available this may reduce the need for a control group.

With regards to sampling (surveying), the minimum required sample size shall be not less than 10% of project beneficiaries or a statistically significant group, whichever is lower. [2]

4.3. Monitoring, Evaluation and Reporting Plan

To develop the Monitoring, Evaluation and Reporting Plan, W+ Project Implementers will need to undertake the following activities and include the following elements in their PDD:

[2] The W+ baseline analysis may be supplemented by the sampling process established for use with Clean Development Mechanism projects that can be found at (http://cdm.unfccc.int/Reference/Guidclarif/ssc/methSSC_guid20.pdf).

a) Domains

1. Monitoring, Evaluation and Reporting Plans shall identify which domain areas will be addressed by the W+ project. The project scope or area as framed in the PDD shall determine the boundaries of the issue being measured. Not all six domains must be applied, but all the domain areas must be taken into consideration when designing a W+ project. The inclusion of outcomes or goals (targets) for each of the domain areas included in a project is mandatory.

b) SMART and Do No Harm Indicators

1. Identify a limited set of SMART indicators that will measure the intended changes (benefits to women, improvement in gender quality) to be achieved through the project. SMART refers to:

   Specific – target a specific area for improvement.
   Measurable – quantify or at least suggest an indicator of progress.
   Assignable – specify who will do it.
   Realistic – state what results can realistically be achieved, given available resources.
   Time-related – specify when the result(s) can be achieved.

2. Do No Harm Indicators (DNHI) – DNHI Indicators are applicable to all projects applying the W+[3] and should be developed through focus group/stakeholder discussions with beneficiaries. These discussions should be used to select and prioritize indicators. Annex 2 and Annex 3 provide guidance and illustrative examples for both 'do no harm' indicators as well as possible indicators and outcomes for each domain. If any of the elements of the Do No Harm Indicator assessments create a "red light" (a harmful situation without clear means of mitigation) the W+ standard cannot be applied. If any of the

[3] Other Standards also use Do-No-Harm Measures (CDM: https://www.research.net/s/SD_tool_vers5), GS: http://www.cdmgoldstandard.org/wp-content/uploads/2012/05/v2.2_ANNEX-I.pdf, http://www.cdmgoldstandard.org/wp-content/uploads/2012/05/v2.2_ANNEX-H.pdf-)

elements of the Do No Harm criteria create a yellow light, the mitigating action needs to be identified and applied before the W+ standard can be applied. Any criteria resulting in a green light requires no further action.

c) Targets

1. Targets shall be set for each indicator. Targets need to be achievable and realistic (best scenario, medium, minimum), achievable within the timeframe of the project, and context-specific. This can be done using baseline data and focus group discussions with stakeholders and key informants. The project Monitoring, Evaluation and Reporting Plan must explain how the targets were set and show that they are realistic and context-specific. Project Implementers should include quantitative and qualitative targets where ever possible.

    a. If needed, the W+ Coordinator will speak with the Project Implementer and may suggest ways the Project Implementer can identify and establish appropriate targets.

d) Quantitative and Qualitative Information from Stakeholder Meetings and Focus Groups

1. Quantitative data should be *complemented by qualitative information* obtained through participatory methods. Such data is essential to assist in:

    a. Selecting stakeholder-relevant indicators (see above)
    b. Data analysis (interpreting the meaning of the data correctly)
    c. Exploring issues related to attribution (e.g. if women's workload has decreased overall, and to what extent it can be attributed to the project).

    Questionnaires for each domain developed by WOCAN incorporate both qualitative and quantitative indicators.

e) Adequacy of Sample Size

1. With regards to sampling (surveying), the minimum required sample size shall be not less than 10% of project beneficiaries or a statistically significant group, whichever is lower. Please consult a statistician for more guidance on this.

f) Scoring System

1. The project will be rated by the W+ Certified Auditor on its ability to increase women's economic and social empowerment in the implementation of activities. The Scoring System should be used to describe the situation of most women in the groups and not individual women, for each domain applied. Further details for indicators and scores for each domain are found in Annex 3: Output and Outcome Indicators with Scoring System Examples.

2. Scoring System Rating scale:
(-3) much worse (-2) somewhat worse (-1) worse (0) same (1) improved (2) somewhat improved (3) much improved

3. For Output and Outcomes indicators, questionnaire design must align with the -3 to +3 rating scale. Appropriate targets should be confirmed during the PDD process.

g) Timing of Survey(s)

1. Project Implementers shall conduct a survey during Baseline and then prior to verification.

4.4 Project Contingency Planning

To ensure project completion and continuity, a contingency plan covering the envisioned time-frame of the project, with contingencies for project continuity in the event of unforeseen circumstances, shall be included in the PDD.

4.5 Assurance: Validation, Verification and Verifiers

General Requirements

All W+ registered projects must be verified by independent W+ auditors. New methods or adaptations to existing methods (for different project types) must be first validated before project implementers can conduct baseline surveys.

Validation:

When proposing a new method or adaptation of the existing method, the method should be described in the PDD using appropriate values and data. PDDs will be reviewed by at least one member from the W+ Technical Experts Group. The TEG reviewer(s) will reply to project implementers within two weeks of taking their review assignment to provide sufficient time for project implementers to consider and reply with corrections or additions and for the project to be registered by WOCAN within six weeks of PDD submission.

WOCAN may validate the method either through its expert technical group or through an independent auditor if deemed necessary. If an independent auditor is deemed necessary, the fee will be negotiated on a case-by-case basis.

Once the method is found eligible, the project may proceed for registration. The method is then available for use by others.

Verification and Verifiers

a) Project Implementers shall utilize W+ accredited verifiers. Current W+ accredited verifiers are identified on the W+ website's 'Verifiers' page.

b) Verifiers should submit reports using the W+ Verification Report Template. However, if the verification is being conducted in parallel with another verification, Verifiers may submit combined verification reports if this reduces Project Implementer costs, only if all the required information from the W+ Verification Report is contained in the combined report.

c) Verifiers must complete and submit their reports in a timely manner. Verification reports are expected not more than 30 days from the conclusion of any verifier's field activities.

d) The W+ Standard Coordinator receives the Verifiers reports (i.e. Certification Statements) and reviews for compliance with reporting requirements and confirms acceptance of the document or issues a request for correction or

clarification, within 10 business days. Verifiers then have 15 business days to respond.

Verifier Accreditation

a) All verifiers must be accredited. As of this issue of the W+ Program Guide, the Social Auditor's Network (SAN) is the accrediting body. Verifiers must satisfactorily complete the SAN course of study and field training, and maintain their verifier accreditation in good standing.

Verifier Accrediting Bodies

a) Any organization wishing to become a W+ verifier accrediting body should contact the W+ Standard Coordinator for further information. Any such body must demonstrate the requisite experience in training, social auditing, multi-cultural and gender issues awareness, in addition to necessary audit techniques and industry best practices. The W+ Standard Coordinator will consult with any interested entity to assess feasibility and establish a plan for becoming an accrediting body.

Verifier and Accreditation Body Assurance

a) Verifiers and accreditation bodies shall be aware that the W+ Standard Coordinator will, from time to time, conduct or arrange for, an evaluation of W+ verifiers and verifier accreditation bodies to ensure that they provide Project Implementers and the W+ Standard administration system reliable, impartial, consistent, and high-quality verification and verifier accreditation services.

4.6 Direct Share Payment

Direct share payment to women beneficiaries shall be not less than 20 % of the price of a W+ Unit, or W+ Labeled carbon unit, from that project. Auditable, reliable, timely, and secure payment mechanism(s) shall be established as part of the project design process to ensure that direct payments to women's groups associated with the project area or project activity can be made.

The information about direct share payments; how much money, to how many groups, impacting how many women, etc., must be included in monitoring and evaluation reports, and will be publicly reported by WOCAN in its regular impact reports.

Annex 1: Four Step Process for Stakeholder Analysis

STEP 1: Identify Key Stakeholders

Assess:

a) Who are the potential beneficiaries?
b) Who might be adversely impacted?
c) Have vulnerable groups been identified?
d) Have supporters and opponents been identified?
e) What are the relationships between the stakeholders?

The first step of a Stakeholder Analysis is to identify the key stakeholders – whose participation will be sought – from the large array of institutions and individuals that could potentially affect or be affected by the proposed intervention.

This can be achieved by a simple list. When answering the questions above, consider the beneficiaries, affected groups, and other interested groups.

STEP 2: Assess Stakeholder ***Interests*** and Potential Impact of the Project on these Interests

Assess:

a) What are stakeholder expectations of the project?
b) What are the benefits likely to be for the stakeholders?
c) What resources might stakeholders be able and willing to mobilize?
d) What stakeholder interests conflict with project goals? (Who may be negatively impacted by the project or who may otherwise be opposed to its implementation)?

Once the key stakeholder groups have been identified, their possible interests in the project can be considered. Some stakeholders' interests are less obvious than others and may be difficult to define, especially if they are hidden, multiple, or in contradiction with the stated aims or objectives of the organization or individual. The above questions can guide the inquiry into the interests of each stakeholder or group.

STEP 3: Assess ***INFLUENCE*** and ***IMPORTANCE***

For each group, assess

a) power and status (political, social and economic)
b) degree of organization
c) control of strategic resources
d) Informal influence (e.g. personal connections)
e) power relations with other stakeholders

Influence refers to the power that stakeholders have over a project. It can be exercised by controlling the decision-making process directly and by facilitating or hindering the project's implementation. This control may come from a stakeholder's status or power, or from informal connections with leaders

Importance relates to the degree to which achievement of project goals depends on the active involvement of a given stakeholder. Stakeholders who are important to a project are generally those whose needs the project seeks to meet as well as those whose interests may converge with the objectives of the project. Some stakeholders may be very important to a project but lack influence. These stakeholders may require special efforts to enable them to become active participants to ensure their needs will be met.

Both the influence and importance of different stakeholder groups can be ranked along simple scales and mapped against each other, as an initial step in determining appropriate strategies for their involvement. Both variables can be assessed in a preliminary manner based on the knowledge of those familiar with the stakeholders concerned. More in-depth assessments of importance and influence would require direct consultations (for instance, to ask local-level stakeholders for their reactions to a proposed intervention)

It is important to note that any individual or organization that wants to be constructively involved with the project should be included in the listing, even if they may fall under the low influence or low importance categories.

STEP 4: Outline a Stakeholder Participation Strategy

Plan stakeholder involvement according to:

a) Interests, Importance and Influence for each group
b) Particular efforts needed to involve important stakeholders who lack influence
c) Appropriate forms of participation throughout the project cycle

On the basis of the previous three steps in the stakeholder analysis process, some preliminary planning can be done on how the different stakeholder groups can best be involved in subsequent stages of the project. As a rule of thumb, the appropriate approaches for involving stakeholder of differing levels of influence and importance can be as follows:

d) Stakeholders of ***high influence and high importance*** should be closely involved throughout to ensure their support for the project
e) Stakeholders of ***high influence and low importance*** are not the target of the project but may oppose the intervention; therefore, they will need, as appropriate, to be kept informed and their views acknowledged to avoid disruption or conflict
f) Stakeholders of ***low influence and high importance*** require special efforts to ensure that their needs are met and their participation is meaningful; and
g) Stakeholders of ***low influence and low importance*** are unlikely to be closely involved in the project and require no special participation strategies (beyond any information-sharing strategies aimed at the 'general public').

Annex 2: DO-NO-HARM INDICATORS

Domain	Indicator	What to look for/examples	Means of verification
Income & Assets	The project has not directly or indirectly caused the household (i.e.-e. neither women nor men) to lose income or assets (not less than 90% of both women and men)	Forced to sell assets such as livestock/jewelry (vs. planned sale of assets for investment purposes) to maintain new technology; time needed to operate new technology or participation in project activities has affected participation in income-earning activities/gainful employment; If the project has generated employment, there has been no increase in the gender gap in earnings;	Sample survey (a straight YES/NO answer to a question such as: "*Has this project in any way caused any member of the household to lose income or have to sell household assets?* (Note: enumerators to be trained in what to look for so they can explain the question)
Time	Not less than 90% of both women and men report that the project has not caused any unwelcome and non-remunerated increase of time spent or either productive o reproductive activities (on daily activities excluding leisure time) (check for risks of increased labor for children)	Women's net labor inputs may have increased due to need to collect dung for biogas without corresponding reduction in time to collect firewood or cook; On the other hand: women may have secured jobs and thus have extra commuting time, but the financial benefits offset the increased time; Time increases may give returns and thus not be considered unwelcome: e.g. time saved for firewood collecting may be used for an income generating activity. Labor inputs have increased but both women and men and gaining valued economic benefits from that activity;	
Education and knowledge	The communication and training activities implemented under the project have not included women	Possible gender inequalities in providing training which increased the knowledge gap between women and men	Same
Leadership	There are no women in leadership positions in groups/bodies created by (in the context of) the project	Retailer groups for production of improved cooking stoves do not include women in leadership positions; Biogas users associations do not include women in leadership positions.	Same

Food security	The project has directly or indirectly had a negative impact on household food security (availability, access, quality).	*Availability* (e.g. production of food crops has decreased; or larger % of food crops have been sold to pay for maintenance and repair; less time available for food production due to involvement in project activities; negative environmental impact of project) *Access* (e.g. the household has less money to buy food since they have to pay for maintenance and repair, or pay off a debt incurred due to the project); *Quality:* e.g., consumption of more nutritious food has decreased, due to less income available to buy food or to cultivate crops	Same
Health	The project has directly or indirectly had a negative impact on the health of women, their families and/or the project community.	Exposure to health hazards (e.g. from use of harmful materials to operate energy plant; harmful working conditions; increased drudgery, especially for women; project-related income loss has limited access to health services; quality of water declined)	Same

Annex 3: Output and Outcome indicators with Scoring System Examples

This table of indicators provides examples only. Each W+ project scenario will be unique and indicators should be identified which are responsive to local conditions and issues. Project Implementers should use information obtained through baseline setting to identify appropriate indicators and their respective outcome measurement. These are only provided as an illustrative reference.

Desired Outcome	**Much worse**	**Somewhat worse**	**Worse**	**Same**	**Improved**	**Somewhat Improved**	**Much improved**	**Total Score**
Income and assets	**-3**	**-2**	**-1**	**0**	**+1**	**+2**	**+3**	
Income generated and controlled by women increased	Evidence of asset seizure in more than 25% of women in project area.	Evidence of asset seizure in more than 10% - 25% of women in project area.	Allegations of asset seizure of women in project area. Evidence of up to10% of women suffering asset seizure.	No income increases reported; cannot decide independently on any expenditure item or sale	Women report 1-10% income increases; Can take independent decision on use of that income for some household expenditures (such as food)	Women report 10-25 % income increases Can take independent decision on use of that income for most household expenditures.	Women report above 25% income increases; Can decide independently if needed on all types of expenditure, from household needs to inputs for production; Can sell crops or livestock.	
Women's assets increased (land, trees, equipment, livestock)				Women have no title to land or property. Ownership limited to	Women report 1-10% increases in title to land or property. 1 – 10% now own some larger animals and	Women report 10 to 25% increases in title to land or property. 10 - 25% now have title to some land, trees or	Women report above 25% now hold individual or joint land (or property) titles; own and can sell livestock; own	

				small stock and jewelry.	small household items.	property, own larger animals and farm and household items.	equipment for productive activities.	
Women's economic standing and businesses strengthened				No bank account. No savings. Keeps no records of accounts	1 to 10% of women report holding bank accounts 1 to 10% of women report access to or experience with borrowing from savings and credit club 1 to 10% of women report some record of accounts	10 to 25% of women report holding bank account 10 to 25% of women report access to or experience with borrowing from savings and credit club 10 to 25% of women report records of accounts from savings and credit clubs exist	More than 25% of women report holding bank accounts More than 25% of women report they have access to or experience borrowing from savings and credit clubs and/or commercial banks More than 25% of women report records of regular statement of accounts	
Time	**-3**	**-2**	**-1**	**0**	**1+**	**2+**	**3+**	
Reduced drudgery	25% of women of project area now undertake on a daily basis tasks so strenuous as to cause	10 - 25% of women of project area now undertake on a daily basis tasks so strenuous they are physically	Up to 10% of women of project area now undertake on a daily basis tasks so strenuous they are	No change in daily strenuous activities	Women report a 10% reduction in activities considered to be strenuous.	Women report a 10% to 25% reduction in activities considered to be strenuous	Strenuous activities decreased by 25% or more.	

	physical harm (injury, illness)	harmed (injury, illness)	physically harmed (injury, illness)					
Increased discretionary time.	25% of women in project area report greater time burdens	10 to 25% of women in project area report greater time burdens	Up to 10% of women in project area report greater time burdens	No change in time available for women	Women report a 10% increase in discretionary time available	Women report a 10% to 25% increase in discretionary time	Women report more than a 25% increase in discretionary time available	
Increased sharing of – men take on work that is normally considered that of women	More than 25% of women in project area report additional demands in reproductive tasks (cooking, childcare, care for sick and elderly)	10 to 25% of women in project area report additional demands in reproductive tasks (cooking, childcare, care for sick and elderly)	Up to 10% of women in project area report additional demands in reproductive tasks (cooking, childcare, care for sick and elderly)	Women report no change in how much men share in reproductive tasks (cooking, childcare, care for sick and elderly)	Women report a 10% increase in men sharing reproductive tasks (cooking, childcare, care for sick and elderly)	Women report a 10% to 25% increase in men sharing reproductive tasks (cooking, childcare, care for sick and elderly)	At least 25% of women in project area report men share reproductive work (childcare, cooking, care for sick and elderly)	
Increased perception of well-being	More than 25% of women report a decline in family well-being (examples: decreased time spent	10 to 25% of women report a decline in family well-being (examples: decreased time spent happily	Up to 10% of women report a decline in family well-being (examples: decreased time spent	Women have no perception of changed well-being for their family	Up to 10% of women report family well-being has improved (examples: increased time spent happily together, improved	10 to 25% of women report family well-being has improved (examples: increased time spent happily together, improved respect	At least 25% of women report family well-being has improved (examples: increased time spent happily together, improved	

	happily together, increased tension or conflict between family as reported)	together, increased tension or conflict between family as reported)	happily together, increased tension or conflict between family as reported)		respect between family as reported)	between family as reported)	respect between family as reported)	
Education and knowledge								
Increased knowledge	More than 25% of women report decreased exposure to new ideas, access to information, or educational opportunities.	10 to 25% of women report decreased exposure to new ideas, access to information, or educational opportunities.	Up to 10% of women report decreased exposure to new ideas, access to information, or educational opportunities	Women report no change in exposure to new ideas, access to information, or educational opportunities	Up to 10% of women report increased exposure to new ideas, access to information, or educational opportunities.	10 to 25% of women report increased exposure to new ideas, access to information, or educational opportunities.	More than 25% of women report increased exposure to new ideas, access to information, or educational opportunities.	
Increase in Skills				Women report no change in literacy, numeracy or business management skills.	Up to 10% of women report improvements in literacy, numeracy or business management skills.	Up to 10 to 25% of women report improvements in literacy, numeracy or business management skills.	More than 25% of women report improvements in literacy, numeracy or business management skills.	
Leadership	**-3**	**-2**	**-1**	**0**	**1+**	**2+**	**3+**	

Increased decision-making roles for women	More than 25 fewer women in governance or leadership roles More than 25% fewer women in executive positions. More than 25% of Women's groups report decreased membership and influence.	10% to 25% fewer women in governance or leadership roles Up to 10% fewer women in executive positions. Up to 10% of Women's groups report decreased membership and influence.	Up to 10% fewer women in governance or leadership roles Up to 10% fewer women in executive positions. Up to 10% of Women's groups report decreased membership and influence.	No change in % of women in governance or leadership roles. No change in number of women holding executive positions No change in the number or influence of women's groups.	Up to 10% more women in governance or leadership roles Up to 10% more women in executive positions. Up to 10% of Women's groups report increased membership and influence.	10 to 25% more women in governance or leadership roles 10 to 25% more women in executive positions. 10 to 25% of Women's groups report increased membership and influence.	At least 25% more women in governance or leadership roles At least 25% more women hold executive positions. At least 25% of Women's group's report increased membership and influence.	
Food Security	-3	-2	-1	0	1+	2+	3+	
Decreased food insecurity (goal to decrease under and malnutrition)	25% or more decrease in number of months of food security. 25% or more decrease in diversity of nutritious crops and vegetables/fruits grown	10 to 25% decrease in number of months of food security. 10 to 25% decrease in diversity of nutritious crops and vegetables/fruits grown	Up to a 10% decrease in number of months of food security. Up to a 10% decrease in diversity of nutritious crops and vegetables/fruits grown	No change in number of months of food security. No change in levels of crop and vegetable /fruit production	Up to a 10% increase in number of months of food security. 10% increase in diversity of nutritious crops and vegetables/fruits grown	A 10 to 25% increase in number of months of food security. A 10 to 25% increase in diversity of nutritious crops and vegetables/fruits grown	A greater than 25% increase in number of months of food security. A greater than 25% increase in diversity of nutritious crops and vegetables/fruits grown	

				No change in diversity of nutritious crops and vegetables/fruits grown				
Health								
Improved health				Women report no change in air or water quality (safety/cleanliness, availability) Women report no changes in household or public sanitation. Women report no change in access to health services	Up to 10% of women report improvements in air or water quality (safety/cleanliness, availability) Up to 10% of women report improvements in household or public sanitation. Up to 10% of women report improvements in access to health services	10 to 25% of women report improvements in air or water quality (safety/cleanliness, availability) 10 to 25% of women report improvements in household or public sanitation. 10 to 25% of women report improvements in access to health services	More than 25% of women report improvements in air or water quality (safety/cleanliness, availability) More than 25% of women report improvements in household or public sanitation. More than 25% of women report improvements in access to health services	

Annex 4: Complaints, Disputes and Appeals Process

Overview

The WOCAN Board includes a W+ Standard Oversight sub-committee to which the W+ Standard Coordinator also reports. The Oversight Committee serves to resolve any complaints or potential conflicts of interest.
A record of all complaints, disputes and appeals is maintained internally and reviewed by the W+ Standard Coordinator, the WOCAN Executive Director, W+ Standard Oversight sub-committee and the W+ Advisory Council, annually.

Complaints may be registered with the W+ Standard Coordinator at: coordinator@wplus.org

Examples of possible complaints include: concerns about the completion of certification requirements, issues with the certification process, misuse of the certification marks, misleading marketing related to certification, timeliness, consistency or completeness of W+ information, timeliness, consistency or completeness of W+ accredited verifiers, availability and accuracy of W+ website.

Complaints should include specific information about the issue, circumstances and parties involved as would be necessary to resolve the problem.

The W+ Standard Coordinator is responsible for coordinating a response to the complaint, tracking and documenting the resolution of the issue to closure.

If the complaint is about the W+ Standard Coordinator, the complaint may be filed with the Executive Director of WOCAN.

Receiving Complaints:

The W+ Standard Coordinator will:

- Determine whether the complaint refers to a new, completed or ongoing project.
- Acknowledge receipt of the complaint and provide information about how the complaint will be handled.
- Document all correspondence and progress including dates and any relevant information.
- Evaluate whether the complaint is valid and if resolution of the complaint falls within WOCAN's scope and authority to address.
- Coordinate an initial response to the complaint within five working days of the receipt of a complaint.

- Have an overall understanding of the complaints received, perform root cause analysis, and if needed, propose corrective actions and check on the implementation of corrective actions.

Investigating and Responding to Complaints

The W+ Standard Coordinator is responsible for pursuing a complaint to its conclusion. That role includes:

- Deciding if an immediate or corrective action is needed, considering other complaints received
- Informing relevant persons
- Acting if appropriate to the W+ Standard Coordinator's scope, or otherwise planning an appropriate course of action
- Recording actions taken
- Responding to the complaining party

If the complaining party does not accept the W+ Standard Coordinator's response, she/he will be advised of the appeals procedure. Information related to the handling of complaints shall be kept confidential.

Disputes

Disputes may be registered with the W+ Standard Coordinator by a W+ Standard Applicant (a Project Implementer) or a Verifier. Examples of disputes include a disagreement regarding the interpretation of a certification requirement or a disagreement regarding a verification outcome.

Disputes are to be handled as follows:

- If the dispute relates to non-fulfillment of a clear requirement, the dispute shall not be considered a dispute.
- If the dispute relates to the interpretation of a requirement, the W+ Standard Coordinator will first mediate the dispute, if additional interpretation is needed, the W+ Standard Coordinator will seek the input of the Standard Committee of the Advisory Council
- The W+ Standard Coordinator will document the interpretation and communicate the response to all parties involved in the dispute.
- If the disputing party does not accept the interpretation, they may avail themselves of the appeals procedure.

Appeals

Appeals may be registered with the W+ Standard Coordinator by any interested party with a valid complaint.

Examples of appeals include an appeal of certification outcome, and other disputes that could not be resolved as indicated above. Appeals received by the W+ Standard Coordinator are handled as follows:

- The W+ Standard Coordinator shall promptly engage the WOCAN Executive Director who will act as the representative of the appellant to the WOCAN Board of Directors.
- The W+ Standard Coordinator is responsible for the documenting, monitoring and the coordinating a formal, written response.
- The appellant will be informed by the W+ Standard Coordinator of the receipt of the appeal, the appeal handling process, including their option to present their case to the WOCAN Board of Directors personally, and the persons engaged in the appeal process.
- All WOCAN personnel involved in the appeal process shall ensure that no discriminatory action occurs to the appellant because of the appeal.

The decision reached by the WOCAN Board of Directors shall be communicated to the appellant in writing by someone not previously involved in the subject of the appeal and will be final.

If the appeal has the potential to lead to legal or financial consequences for WOCAN, then legal staff shall be notified as soon as possible.

The appellant will be provided reports and a formal notice of the outcome of the appeal. Information related to the handling of appeals shall be kept confidential.

Corrective Action

The W+ Standard Coordinator, in consultation with the WOCAN Executive Director, shall review the outcome of all complaints, disputes, and appeals on an annual basis and, where appropriate, initiate action to prevent repetition and achieve improvements in the delivery of services.

ANNEX 5:

W+ Logo and Trademark Use Application

Parties requesting permission to display the W+ Logo and Trademark must complete this Logo and Trademark Use Application, which includes terms for using the mark(s), and submit a signed copy to the W+ Standard Program Coordinator (coordinator@wplus.org) together with sample(s) of proposed use(s) of the mark(s).
Upon approving an application, the W+ Standard Program Coordinator will prepare a trademark use agreement with pre-approved use(s), the W+ Logo and the Trademark Style Guide. There is no fee for using the mark(s), but all uses require prior approval.
The W+ Standard Program Coordinator may place restrictions on use of the mark(s) or reconsider a usage approval at any time.

Part 1: User Type

Applicants must indicate type of user by identifying themselves with one or more of the following categories:

- ☐ W+ Registered Project: Owner or legal representative of a project registered on the W+ Projects Registry.
- ☐ Project Applicant: Owner or legal representative of a project submitting a Project Idea Note (PIN) or Project Design Document (PDD).
- ☐ Projects utilizing more than one standard: Owner, project developer or legal representative of a project applying the W+ Standard to an existing project utilizing another standard (such as VCS).
- ☐ Retailer/Broker: A third party holding, trading or selling active W+ Units or W+ Labeled Units created using a Buyer: A third party holding or owning retired VCUs or having VCUs retired in its name.
- ☐ Validation/Verification Body or Individual: A third party who is accredited to validate projects and/or methods.
- ☐ Registry Provider: An entity who has signed a registry agreement with WOCAN to issue, track and retire W+ Units.
- ☐ Partner/Service Partner: A third party with whom WOCAN has signed a service partnership agreement related to the administration or application of the W+ Standard.
- ☐ Joint Marketing Partner or conference organizer (please describe):
- ☐ Other, non-commercial user (please describe):

Part 2: Terms of Use

WOCAN requires that all parties using or displaying the W+ logo and trademark agree to the following Terms of Use (Terms):

The W+ logo and trademark are the exclusive property of WOCAN. Acceptance of these Terms is mandatory and any use without prior acceptance of these Terms will be treated as a violation of WOCAN's intellectual property rights. WOCAN may authorize a third party to use or display the W+ logo and trademark within online or print materials which are produced or maintained by or on behalf of an Authorized User, in connection with their services.

Authorization to use or display the W+ logo and trademark is contingent upon pre-approval by the W+ Standard Coordinator of samples of the proposed use(s) of the logo and trademark. The Authorized User acknowledges that the ownership of all rights to the W+ logo and trademarks remains with WOCAN. WOCAN may, in its absolute discretion, restrict, amend or cancel its authorization to use or display its trademarks, by written notice to the Authorized User, who shall within [14] days, comply with the restrictions, modifications or cancelation.

Authorized Users shall only use or display the trademarks as defined by these Terms and by the WOCAN/W+ Style Guide. WOCAN and the W+ Standard Coordinator may monitor compliance with these Terms. Upon reasonable request, an Authorized User shall promptly provide WOCAN or the W+ Standard Coordinator with copies of the electronic print and other materials on which the W+ logo and trademark are or will be displayed.

Authorized Users shall always act in good faith and abstain from engaging in misrepresentations or fraud in any transaction, particularly transactions involving the W+ Program.
Authorized Users are to refrain from any behavior that could reasonably be expected to damage the reputation of WOCAN and the W+ Standard.

Style Guide

Authorized Users shall uphold all WOCAN and W+ guidelines, requirements and prohibitions for using their logo and trademark, including, but not limited to, the following:

- The W+ logo and trademark shall not appear in any placement, online or in print, in association with projects that have not been registered on the W+ Project Registry (or another registry with whom the W+ may have established a formal relationship)
- The marks shall not appear in any placement, online or in print, which would be reasonably expected to be construed to imply that WOCAN or the W+ endorses or approves any activity, product or organization that it has not explicitly endorsed or approved by the WOCAN Board of Directors or Executive Director;

- The marks shall not be used in association with or in proximity to any false or misleading marketing claims;
- Unless certified by WOCAN and W+ (and any other collaborating organization, as applicable, the W+ logo and trademark shall not be used on or in proximity to any certificate or online database in such a way that would be reasonably be inferred that such certificate is a W+ Unit or a W+ labeled unit associated with collaborating standard;
- When used online, the W+ logo and trademark shall not appear on the home page or in the header, footer or menu bar of a user's website;
- When used online, the W+ logo and trademark shall include a hyperlink to the W+ website (www.wplus.org) embedded in the image.
- When used in print, the W+ logo and trademark shall be accompanied by the URL of the W+ website (www.wplus.org) and with the following disclaimer, on the same page, and in a font size of 9pt or greater.
- When using the W+ logo and trademark: "W+ is a certification standard owned by WOCAN, applied to diverse types of projects to quantify women's empowerment and provide benefits to women and women's groups in project communities. WOCAN does not oversee retail markets and doesn't certify or endorse any retailer or broker of W+ Units."
- Upon certification or verification of a project applying the W+ Standard, the project proponent, and any affiliates, shall provide the W+ Standard administrator with a signed Terms of Use agreement (see the following).

I hereby accept these Terms of Use for use and display of the W+ logo and trademark.

_____

Company (provide full corporate name)

_____

Jurisdiction of Incorporation

_____

Street Address/City/State/Country/Postal Code

_____

Web Address and Email

_____

Owner, Director or Chief Executive (Name and Title)

_____

Telephone and Email (of Owner, Director or Chief Executive) _____

Signature:_____Date: _____

These Terms of Use must be signed and submitted together with samples of the proposed use(s) of the W+ logo and trademark by email to: coordinator@wplus.org

ANNEX 6 - **W+ PROJECT DESIGN DOCUMENT (PDD) – CHECKLIST FOR REVIEW**

Issue/PDD section/s	**Question**	Yes	No	Partially	**Comment**	Recommendation	Project Developer feedback
Context and rationale (1.9, 2.1, 2.2 and overall)	Is the information and data provided in *Conditions Prior to the Project's Initiation of Activities (PDD Template 1.9)* (including sex-disaggregated data) adequate to demonstrate the added value of the Project activities for women's empowerment (in selected W+ domains)?						
	Does the PDD provide evidence that representative women from the project area have been consulted (see Program Guide, Annexe 1), as well as key informants with knowledge of the situation? (PDD Template 2.2)						
	Is the information on the Stakeholder Analysis (2.1) and Consultations (2.2) adequate to identify the actions and inputs needed to empower women, as well as the obstacles and risks?						
	Based on the above - and as described in the PDD - are identified project activities (1.7) relevant and do they have the potential to empower women?						

Relevance (1.7 ; 3.1and overall)							
	Based on the results of the gender analysis and consultations, and activities described in the PDD, is the choice of Domain/s (3.1) appropriate?						
Target group/s (1.8),	Is it clear how many women will be targeted (or have been involved if/where back-crediting is being applied) and who they are (by age, socio-economic category, ethnicity, etc. when relevant)? (PDD 1.8)						
Women's empowerment results chain (3.2)	Is the progression from immediate to intermediate and end outcomes for women's empowerment adequately described (section (3.2)?						
	Are the related indicators SMART and appropriate?						
Do-no-harm Requirements (5)	Does the PDD identify indicators and mitigating measures if needed to limit and measure risks for women, in line with W+ Do-no-harm requirements?						

Revenue-sharing mechanism (4)	Does the PDD set out the elements for the design of the revenue-sharing mechanism? Do these elements seem appropriate?						
Implementation capacity	Does the PDD provide evidence that whoever implements women's empowerment activities has experience in working on women's empowerment?						

Document Number 2.0	TITLE **W+ Program Guide Version 1.3**
DOCUMENT MANAGER W+ Standard Coordinator	
APPROVAL W+ AC/Standard Committee	FILE LOCATION(S) W+/W+ Program Guide/W+ Program Guide 2017 and https://www.wplus.org/requirements/

Revision History		
#	**Date**	**Description**
1	2015	Original (version 1.1)
2	August 2017	Version 1.2. Revisions and additions to reconcile document after public review and comment of W+ Standard, Program Guide, and other program documents. Changes include: removal of references to 'pilot phase', clarifications of terms, additional detail regarding verifiers and verification, validation, and direct share payments. Format change to set document into a document control system and format.
3	November 10, 2017	Version updated to 1.3. Corrected typographical errors. Removed specific fee amounts from document, and added reference to 'fee schedule' published on the W+ website, clarified review by two, to by 'one or more' Technical Experts, a bullet point was added to describe the "Terms of Use for use and display of the W+ logo and trademark".
4	July 2020	Page 4: added language to clarify what the project needs to demonstrate in relation to progress on women's empowerment. Page 6; updated flowchart Page 8: change of two to one gender expert to review PDDs New Annex #6: PDD gender review checklist