***W+ Monitoring Report Template Version 1.2***

*This is the monitoring report template for projects seeking W+ certification.*

*Instructions for completing the Monitoring Report:*

*TITLE PAGE: All boxes must appear on the title page of the final document. Reports may also feature the title and preparers’ name and logo more prominently on the title page.*

*Instructions for completing the Monitoring Report template are given under the section headings in this template in italicized text, representing all the instructions that must be followed for the components of the Monitoring Report, as set out in the W+ Standard Guide. The project developer will need to refer to the relevant W+ Standard or Guide, and the methods applied by the project, in order to complete the Monitoring Report template. Project Developers are strongly encouraged to consult with the W+ Coordinator for any additional guidance.*

*Note that the instructions in this template are intended to serve as a guide and do not necessarily represent an exhaustive list of the information that should be provided under each section of the template.*

*Where a section is not applicable, the same must be stated under that section (the section must not be deleted from the final document).*

*All instructions (italicized text), including this introductory text, should be deleted from the final document.*

*W+ template documents have incorporated relevant elements of the combined Voluntary Carbon Standard/ Social Carbon template documents. WOCAN acknowledges the intellectual property of the VCS and Social Carbon and appreciates the leadership and examples set by these organizations.*

MONITORING REPORT

PROJECT TITLE

*Sub-title: Report Title*

Logo (optional)

|  |  |
| --- | --- |
| **Project Title** | *Name of project* |
| **Project Start Date** |  |
| **Project End Date** |  |
| **Monitoring Report number** | *Indicate if this is the first, second, third, etc. Monitoring Report for this Project* |
| **Date of Report** | *DD-Month-YYYY of this Report* |
| **Project ID** | *W+ database ID (Assigned by WOCAN)* |
| **Monitoring Period** | *DD-Month-YYYY to DD-Month-YYYY*  *Include the period(s) assessed for each of the W+ Domains being reported.* |
| **Prepared By** | *Individual and entity that prepared this document* |
| **Contact Information** | *Physical address, telephone, email, website* |

**Table of Contents**

*Insert table of contents*

# Project Details

## Summary Description of the Implementation Status of the Project

*Provide a brief overview of the Project (drawn from PDD as appropriate). If the W+ is being applied to a pre-existing project or group of projects, provide a brief description of that project(s), including the organizations involved.*

*Provide a summary description of the implementation status of the Project, including the following (no more than one page):*

* *A summary description of the implementation status of the measures (e.g., technologies, equipment, processes, conservation measures, or economic development, public health, education or other measures) included in the project.*
* *The relevant implementation dates (e.g., dates of planning phase, outreach or stakeholder consultation, implementation, construction, evaluation, commissioning, and continued operation periods).*

## Project Developer

*Provide contact information for the project developer(s). Copy the table as necessary.*

|  |  |
| --- | --- |
| **Organization name** |  |
| **Contact person** |  |
| **Title** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |

## Other Entities Involved in the Project

*Provide contact information and roles/responsibilities for any other project participant(s) involved in the development of the project. Copy the table as necessary.*

*Include the entity responsible for scoring the project according to the W+ scoring framework (see W+ Program Guide V1, Appendix 2).*

|  |  |
| --- | --- |
| **Organization name** |  |
| **Role in the project** |  |
| **Contact person** |  |
| **Title** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |

## Project Start Date

*Indicate the project start date, specifying the day, month and year, for each activity of each domain*

*Where the start date of the activities for women’s empowerment of the project is different from previously implemented components of the project (environmental, economic, health, etc.), indicate the start date (specifying the day, month and year) of the established project.*

## Project Crediting Period

*Indicate the project W+ crediting period, specifying the day, month and year for the start and end dates and the total number of years.*

## Project Location

*Indicate the project location and geographic boundaries (if applicable).*

## Title and Reference of W+ Methods

*Provide the title and version number of the W+ method or methods applied to the project.*

# Implementation Status

## Implementation Status of Project Activities

*Describe the implementation status of the project activity(s), include information on the following:*

* *The operation of the project activity(s) during this monitoring period, including any information on events that may impact the project, according to the W+ method(s) being used.*
* *Any changes (e.g., changes to project developer or other entities)*

## Where applicable, describe how non-double counting measures are being implemented.

## Where applicable, describe how non-permanence risk factors are being monitored and managed.

## Methodology Deviations

*Describe and justify any methodology deviations applied during this monitoring period. Include evidence to demonstrate the following:*

* *The deviation does not negatively impact the conservativeness of the quantification of W+ Units.*
* *The deviation relates only to the procedures for monitoring or measurement, and does not relate to any other part of the methodology.*

## Project Description Deviations

*Describe any project description deviations applied during this monitoring period and explain the reasons for the deviation. Identify whether the deviation impacts the applicability of the methodology (including the ‘Do No Harm’ requirements) or the appropriateness of the established baseline scenario for each W+ Domain.*

*Describe and report on any project description deviations applied in previous monitoring reports.*

# Data and Parameters

## Data and Parameters Available

*Complete the table below for all data and parameters that are determined or available at validation, and remain fixed throughout the project crediting period for each of the W+ Domain methods being applied to this project (copy the table as necessary for each Domain method).*

|  |  |
| --- | --- |
| **Data / Parameter** |  |
| **Data unit** | *Indicate the unit of measure* |
| **Qualitative data** | *Indicate any qualitative data or information being used and how this will be used to validate (and later, to verify) project performance* |
| **Description** | *Provide a brief description of the data/parameter* |
| **Source of data** | *Indicate the source(s) of data* |
| **Justification of choice of data or description of measurement methods and procedures applied** | *Justify the choice of data source, providing references where applicable. Where values are based on measurement, include a description of the measurement methods and procedures applied (e.g., what practices, guidance, standards or protocols have been followed), indicate the responsible person/entity that undertook the measurement, the date of the measurement and the measurement results. More detailed information may be provided in an appendix.* |
| **Purpose of the data** | *For each data set, describe the purpose, or intended outcome of the collection and use of these data (e.g., calculation of improvement in women’s lives in [selected W+ domain])* |
| **Comments** | *Provide any additional comments* |

## Data and Parameters Monitored

*Complete the table below for all data monitored during the project crediting period and used to score project performance (copy the table as necessary for each indicator selected for each W+ Domain implemented).*

|  |  |
| --- | --- |
| **Indicator** | *Provide the name of the indicator* |
| **Data unit(s)** | *Indicate the unit(s) of measure* |
| **Description** | *Provide a brief description of the data* |
| **Source of data** | *Indicate the source(s) of data* |
| **Description of methods to collect information and procedures to be applied** | *Specify the measurement methods and procedures used to collect information or data including any standards or protocols followed, and interviews, questionnaires or site visits made. Identify the person/entity responsible for data collection.* |
| **Purpose of the data** | *Indicate the scenario that this indicator corresponds to* |
| **Comments** | *Provide any additional comments* |

## Monitoring Plan

*Include the Monitoring Plan indicated in the PDD.*

*If any changes to the Monitoring Plan have occurred, please describe*

# W+ RESULTS

## Results

*Complete the table below for each W+ Domain indicator assessed.* Copy the table as many times as necessary.

|  |  |
| --- | --- |
| 1. **W+ Domain** | *e.g., Time, Health, Income and Assets, Knowledge, Food Security, Leadership* |
| 1. **Indicator** | *Name of indicator* |
| **Description** | *Description of indicator* |
| **Situation** | *Describe the current situation of the project, providing the evidence used to ascertain the scenario chosen below* |
| **Prospects** | *List possible recommendations and goals to be reached, where applicable* |

## Summary Analysis of Results

### 4.2.1. Current Performance

*Comment on the overall results (maximum 600 words), emphasizing the project’s main strengths and weaknesses during this monitoring period.*

### 4.2.2. Calculation of the number of W+ units

*Instructions for calculating the number of W+ units:*

*1) Measurement of results: The formula of each domain is applied two times: at the time of the baseline survey, and again at the time of the monitoring survey (determined by the schedule established in the Project Design Document - PDD). The difference between the two numbers is the quantified result that is used to determine the number of W+ units generated.*

*2) Calculation of the percentage of change= [Result value – Baseline value ] x 100*

*Baseline value*

*3) Calculation of the number of W+ units*

*1 unit = 1 % improvement in one woman’s life, in relation to one domain, over one monitoring period.*

*Formula= percentage of change x number of women beneficiaries= number of units for one domain.*

**Signature(s) of Preparer(s)**

This W+ Monitoring Report was prepared by:

Name Title Organization Date

Signature

# APPENDIX X: <title of appendix>

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

|  |  |  |
| --- | --- | --- |
| **Revision History** | | |
| **#** | **Date** | **Description** |
| 1 | 30 November 2014 | Original Draft |
| 2 | 26 April 2017 | Version 1.0 Final |
| 3 | 13 November 2017 | Version 1.1 Formatted in Document control system. Inconsistent reference to grouped projects removed. Signature block added. |
| 4 | 18 September 2018 | Version 1.2: Addition of the new system to calculate the number of W+ units- Edits to clarify information required in each section |