**W+ Verification Report Template**

**Version 1.5**

**2018**

***W+ Verification Report Template***

*This template is for W+ accredited verifiers to submit their report to WOCAN for the verification of projects that are pursuing W+ certification.*

*Instructions for completing the Verification 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.*

*VERIFICATION REPORT: Instructions for completing the Verification Report template are given under the section headings in this template in italicized text. These instructions relate back to the rules and requirements set out in the W+ Standard and the accompanying program documents. The verification individual or body will need to refer to the relevant W+ Standard, Methods and other W+ program documents applied by the project, in order to complete the template.*

*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 the verification individual or body should provide under each section of the template.*

Where the verification individual or body has also, at the time of this verification, undertaken a method, project description deviation or inclusion of new project activity instances, the validation section must be completed in the relevant section of this template.

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

*The* verification individual or body must submit their final report to the W+ Standard Coordinator and to the project developer within 30 days of the conclusion of audit activities. The W+ Standard Coordinator will review the verification report and if the report is deemed complete will post the verification report to the W+ Website.

*All instructions (all italicized text), including this introductory text, should be deleted from the final document, prior to submittal to W+ Standard Coordinator by the verifier.*

W+ VERIFICATION REPORT

Project Name

*Report title (Sub title)*

Document Prepared By (W+ accredited verification individual or entity)

|  |  |
| --- | --- |
| **Project Title**  | *Name of project* |
| **Project Start Date** |  |
| **Project End Date** |  |
| **Verification Report number** | *Indicate if this is the first, second, third, etc. Verification Report for this Project* |
| **Project ID** | *Identification number of this Project (as assigned by WOCAN when the project is registered)* |
| **Project Developer** | *The name (or names) of the Project Developer.* |

|  |  |
| --- | --- |
| **Report Title**  | *Title of this verification (audit) report* |
| **Client** | *Client for whom the report was prepared (if this is the same as the Project Developer, refer to the name above)* |
| **Pages** | *Number of pages of this report* |
| **Date of Issue** | *DD-Month-YYYY report issued* |
| **Prepared By** | *Verification individual or body that prepared this report* |
| **Contact**  | *Physical address, telephone, email, website* |
| **Approved By** | *Individual at the verification body who approved this verification report* |
| **Work Carried Out By** | *Individuals who conducted this verification* |
| **Verifier (auditor) Accreditation Status** | *Pending or confirmed (date)* |

|  |
| --- |
| **Summary:** |
| *Provide a brief summary of the following:** *A brief description of the verification (audit) and the project*
* *The purpose and scope of verification (audit)*
* *The monitoring period*
* *The method and criteria used for verification (auditing)*
* *The number of findings raised during verification (auditing)*
* *Any uncertainties associated with the verification (auditing)*
* *Summary of the verification (audit) conclusion signed by the accredited verifier, which also serves as a ‘certification statement’.*
 |

**Table of Contents**

*Insert a table of contents*

# **Introduction**

## Objective

Explain the purpose of the verification (audit).

## Scope and Criteria

Describe the scope and criteria of the verification (audit).

Provide the name and version of the W+ methods applied.

## Level of Assurance

*Indicate the level of assurance of the verification (audit) report*.

## Project Monitoring & Evaluation Report Summary

From the Project’s Monitoring and Evaluation Report, provide a summary description of the project (no more than one page), including the women’s empowerment components of the project, as reflected by the W+ method(s) (domains) applied to the project, and claimed outcomes.

# **Verification Process**

Use this section to describe the verification process. Where validation activities have also been performed as part of the verification (e.g. validation of a project description deviation or inclusion of new project activity instances into a grouped project), also include details relevant to the validation process.

## Method and Criteria

Describe the method and criteria, including the sampling plan, used for undertaking the verification.

## Document Review

Describe how the verification was performed as an audit where the project description, monitoring report and any supporting documents were reviewed, cross-checked and compared with identified and stated requirements.

Include a full description of all documentary evidence used to assess the W+ indicator scores.

## Interviews

Describe the interview process and identify personnel, including their roles, who were interviewed and/or provided information additional to that provided in the project description, monitoring report and any supporting documents.

Include summary information on the stakeholders who were interviewed and/or responded to questionnaires to assess the W+ indicator scores. Where community and stakeholder meetings are held to gather information on indicators, attendance lists may be provided in an appendix to this report.

## Site Inspections

*Describe the methods and objectives for any on-site inspections performed. Include in the description details of all project activity locations visited, the physical and organisational aspects of the project inspected and the dates when such site inspections took place. Where possible, provide photos of the site inspections in an appendix to this report.*

## Resolution of Findings

*Describe the process for the resolution of any findings (corrective actions and clarifications or other findings) that have been raised by the verification team during project verification and, where applicable, outstanding forward action requests from the current validation or previous verifications.*

*State the total number of corrective action requests, clarification requests and forward action requests and other findings raised during the verification*.

Provide a summary of each finding, including the issues raised, the response(s) provided by the project proponent, and the final conclusions and any resulting changes to project documents. Summarize all findings in an appendix.

## Forward Action Requests

Provide details of any outstanding 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. Include gap validation, validation of method deviations and project description deviations, and the inclusion of new project activity instances into projects.

## Project Description Deviations

Identify any project description deviations applied to the project and describe the steps taken to validate each deviation. Assess whether the proposed deviation impacts any of the following, documenting the assessment of each separately:

* The applicability of the method.
* The accuracy of the baseline scenario.
* Potential or actual double-counting (as a result of parallel projects or contemporaneous activities outside the scope of the project).
* Instances of and reasons for cessation of planned project activities and any resulting impacts.

Provide an assessment of whether the deviation is appropriately described and justified, and whether the project remains in compliance with the W+ requirements.

Provide an overall conclusion regarding whether the project deviation is valid.

## Project Eligibility of any new activities initiated during monitoring period

Provide an overall conclusion regarding whether the new project activity(ies) is/are eligible to apply the W+ Standard.

## Method Deviations

Identify any method deviations applied to the project and describe the steps taken to validate each deviation, including WOCAN’s approval or in agreement with WOCAN.

# **Verification Findings**

## Project Implementation Status

Identify the implementation status of the project activity(s) and describe the steps taken to assess the following:

* The existence of any material discrepancies between the project description and project implementation.
* The implementation status of the monitoring plan and the completeness of monitoring, including the suitability of the implemented monitoring system (i.e. process and schedule for obtaining, recording, compiling and analyzing the monitored data and parameters).
* The existence of any material discrepancies between the actual monitoring system, and the monitoring plan set out in the project description and the applied W+ method(s).
* The implementation status of the W+ method(s) indicated in a prior monitoring report (if applicable), including the justification for any delays or deviations

List any previously validated method deviations (each verification report must contain a complete list of all method deviations applied to the project) and indicate their acceptance by WOCAN/W+.

Provide an overall conclusion regarding whether the project has been implemented as described in the project description.

## Accuracy of Calculations of Women’s Empowerment Benefits

*Identify the data and parameters used to calculate the women’s empowerment benefits, and describe* the steps taken to assess the following for each of them:

* Whether the methods and formula set out in the project description for calculating units have been followed.
* The default values indicated in the monitoring report have been applied correctly.
* The final percentage of change and number of W+ units were accurately calculated (see instructions below).

***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 – Baseline ] x 100*

 *Baseline*

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

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

*Total number of units= percentage of change x number of woman beneficiaries*

*Describe the steps taken to assess whether manual transposition errors between data sets have occurred.*

Provide an overall conclusion regarding whether the women’s empowerment benefits have been quantified correctly in accordance with the project description and applied W+ method(s).

## Quality of Evidence to Determine Women’s Empowerment Benefits

Identify the evidence used to determine the women’s empowerment benefits and describe the steps taken to assess the accuracy *of its quantity and quality. Include details of any cross-checks performed on the reported data and how the following were assessed:*

* Type of evidence, and the source and nature of the evidence (external or internal, oral or documented) for the determination of women’s empowerment benefits.
* *The information flow from data generation and aggregation, to recording, calculation and final transposition into the monitoring report.*

Provide an overall concluding statement with respect to the accuracy *of quantity and quality of the evidence used to determine women’s empowerment benefits.*

# **W+ Results**

## W+ Domains *(repeat this section for each)*

*Complete the table below for each indicator within each implemented W+ method being verified.* Copy the table as many times as necessary to describe all domains and indicators relevant to the project. *Although projects are not required to implement methods for each W+ Domain, verification must confirm that the project activities have met the ‘Do No Harm’ requirements for each Domain.*

*(Replicate this table as many times as needed)*

|  |  |
| --- | --- |
| 1. **Method (W+ Domain)**
 | *Indicate which method, of which, domain has been applied to the project and is being assessed here (e.g., Time, Health, Leadership, Food Security, Income and Assets, Education and Learning)* |
| 1. **Indicator**
 |  *Name of indicator and level of Indicator (immediate, intermediate, or end outcome* |
| 1. **Situation**
 | *D Describe the current situation as it is stated in the monitoring report* |
| **Justification** | *Describe the steps taken to assess the current situation assessment of this indicator. Provide an overall conclusion regarding the score* |
| **Evidence** | *List the evidence reviewed to assess the situation, scenario and score* |

## Direct Payment Mechanism

*Confirm that the payment mechanism has been established with the Project Developer that is required before the time of the first verification. For projects that have already established the sale of W+ Units, describe the payments to women or women’s groups associated with the project, and verify the functionality of the payment mechanism.*

# **ANALYSIS OF W+ RESULTS**

## Current Performance

*Complete the table below to summarize the general performance of the project for each W+ Domain and the related indicators implemented by the project.*

*Scoring System Rating scale:*

 *(0) same (1) improved (2) somewhat improved (3) much improved*

*In the event there are inapplicable domains where no evaluation is possible, a score of “zero” (0) should be used and comment included to explain this as a default value for an inapplicable domain.*

 *Provide the average score and list the corresponding performance.*

*Describe the steps taken to assess the overall results, including an assessment of the project’s main strengths and weaknesses. Provide an overall conclusion regarding the performance.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **W+ Domain** | **No Change****(0)** | **Somewhat Better****(+1)** | **Much Better****(+2)** | **Very Much Better****(+3)** |
| **Income & Assets** |  |  |  |  |
| **Time** |  |  |  |  |
| **Education & Knowledge** |  |  |  |  |
| **Leadership** |  |  |  |  |
| **Food Security** |  |  |  |  |
| **Health** |  |  |  |  |

## Non-Permanence Risk Analysis

Where relevant, describe the steps taken to assess the non-permanence (or non-continuity) risks determined by the project proponent. For each risk scenario identified, provide the following:

* An assessment of all rationale, assumptions and justification used to support the proponent’s conclusion.
* An assessment of the quality of documentation and data provided to support the proponent’s conclusion.
* A conclusion regarding the accuracy of the proponent’s assessment and conclusion.
* A conclusion regarding the accuracy of the proponent’s proposed mitigating measures (if any).

# **Verification (Audit) Conclusion**

*Clearly state whether the project complies with the verification criteria for projects and their women’s empowerment benefits set out in W+ Standard and Program Guide, including any qualifications or limitations. Confirm that the project has been implemented in accordance with the project description and subsequently validated variations.*

*Where the audit has included validation activities, clearly state whether the project complies with the validation criteria for projects set out in W+ Standard, including any qualifications or limitations.*

*Provide a conclusion regarding the quantity of women’s empowerment benefits (W+ Units) achieved by the project during the verification period. Because there may be multiple benefits and the benefits may reflect different periods of time, the conclusion should provide a very brief description of: Women’s empowerment benefits, time period, baseline and project benefits. The table below is an example format, which may be used or adapted to present the conclusion information.*

*Clearly state whether the project complies with the verification criteria for projects set out in the W+ Standard, including any qualifications or limitations.*

W+ verification period: From *[day-month-year]* to *[day-month-year]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Net women’s empowerment benefits** | **Year/Month** | **Baseline**  | **Project benefits** |
|  | **Verification Period 1** |  |  |
|  | **Verification Period 2** |  |  |
|  | *(etc.)* |  |  |
|  | **Total**  |  |  |

# **Appendix 1: Project Developer Project Monitoring and Evaluation REport**

# **APPENDIX X: <title of appendix>**

*Use appendices for any additional supporting information.*

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| **Revision History** |
| **#** | **Date** | **Description** |
| 1 | 2015 | Original |
| 2 | July 28, 2017 | Edits to reconcile language with other W+ program documents.  |
| 3 | Sept 2018 | Edits to include new system to calculate the number of W+ units; changed the word appropriateness by accuracy; ‘W+ project’ by ‘project’ |
| 4 |  |  |