**W+ Project Design Document (PDD) Template**

This template is for describing in detail the design and implementation of W+ activities. WOCAN may change or update the contents or guidance for the PDD at any time and come into force once published. However, new guidance or requirements do not apply to already verified or validated applications of the standard or method.

The following is a list of the information required to be submitted in the PDD:

1. Information about the Project Implementer and proposed Project, including SDG alignment
2. A description of status and condition of women prior to implementation of project activities
3. An identification of any applicable regulatory requirements, and how the project exceeds those regulatory requirements.
4. Project start date.
5. Crediting period for the domain(s) being applied.
6. A description of which of the six W+ Domains are to be applied, (the domain method(s) to be employed, including the expected outcomes, timelines, indicators and targets
7. Indication of whether an existing domain method will be used, or modified, or if a new method will be developed for the proposed project.
8. Results of the gender analysis, including how the results of the stakeholder and women’s consultations were used to guide the selection of the W+ domains, mechanism for ongoing consultations and the questionnaires that the PI is intending to use for data collection should be submitted in the appendix
9. A Women’s Empowerment Plan (WEP)
10. How confidential information is being safeguarded, and any/all authorizations for disclosure of personal or confidential information, including releases/authorizations to use personal images, video or audio recordings.
11. Calculated budget and other inputs needed for W+ activities
12. An assessment of the opportunities for improvement in women’s empowerment within the scope (project boundary) of the project in one or more of the six W+ Domains.
13. The mechanism(s) by which the Project Implementer proposes to implement auditable direct share payments to women in the project community(ies).
14. Legal authority to implement the Project Activities (approval of any applicable government authorities for project activities, as well as any applicable underlying project activities.)
15. A Monitoring, Evaluation and Reporting Plan
16. A declaration of non-involvement in any form of discrimination, sexual exploitation, abuse or harassment (SEAH) or any gender-based violence or abuse.

*Instructions for completing the PDD:*

*TITLE PAGE: All items in the box on the title page must be completed. This box (on following page, below) must appear on the title page of the final document. Project descriptions may also feature the project title and preparers’ name and logo more prominently on the title page, using the format below.*

*PROJECT DESCRIPTION: Instructions for completing the project description template are given under the section headings in this template. This template must be completed in accordance with the W+ Standard, Program Guide, and any other relevant guidance documents, and the preparer will need to refer to these program documents 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 preparer should provide under each section of the template.*

*All sections must be completed. Where a section is not applicable, “not applicable” must be stated under the section and the section must not be deleted from the final document.*

*Use a sans serif font (such as Arial or Calibri), 11 or 12pt, black, regular (non-italic) font.*

***All instructions, including this introductory text, should be deleted from the final document.***Project TITLE

Project or Project Implementer’s Logo (optional)

Document Prepared By (individual and/or entity)

|  |  |
| --- | --- |
| **Project Name** | *Name of project* |
| **W+ Project ID** |  |
| **Project Start Date** |  |
| **Project End Date** |  |
| **Date of PDD** | *DD-Month-YYYY of this document* |
| **Prepared By** | *Individual and/or entity that prepared this document* |
| **Contact** | *Physical address, telephone, email, website* |

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[*As part of the PDD, Project Implementers shall provide a brief description of their plan for project Monitoring (checking on project performance) and Evaluation (assessing* project performance against anticipated outcomes), that includes: 11](#_Toc151115138)

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[*A key requirement of the W+ Standard is a mechanism for benefit sharing. Direct share payments from revenues generated from the sale of W+ units, or of W+ Certified initiatives, are to reward women for their contribution to project successes. There should be a mechanism that can reliably and transparently track distributions of cash shared with women and women’s groups after the sale of units. Direct share payment mechanisms shall be: auditable, reliable, timely, and secure. Project Implementers must include a proposed mechanism in the PDD and later determine and report the selected mechanism in the Monitoring and Results Report, even if no units have been sold yet.* 13](#_Toc151115140)

**1. DESCRIPTION OF WOMEN’S EMPOWERMENT Activities**

## 1.1 Summary Description of the Women’s Empowerment Activities Implemented

Provide a description of the women’s empowerment activities (no more than one page for this summary):

1. The location of the Project.
2. A brief description of the scenario existing prior to the implementation of the activities.
3. A description of the W+ domain(s) and *activities/measures* to be implemented by the Project.

## 1.2 Project Sector(s) and Type(s)

Indicate what sector(s) and activities the W+ application covers (agriculture, energy, public health, etc.). If activities of the project are applicable to more than one sector, please explain.

## 1.3 Project Implementer(s)

Provide contact information for the Project Implementer(s). Copy the table as necessary *(if there are co-applicants).*

|  |  |
| --- | --- |
| Organization name |  |
| Contact person |  |
| Title |  |
| Address of Home Office and Field Office |  |
| Telephone |  |
| Email |  |

## 

## 1.4 Other Entities Involved in the Project’s and Women’s Empowerment Activities

*Provide contact information and roles/responsibilities for any other entities (public, private, foundations, agencies, etc.) involved in the implementation of women’s empowerment activities if different from the project developer.* Copy the table as necessary.

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

## 

## 1.5 Project Activities Start Date(s)

Note the project’s activity(ies) start date(s), specifying the month and year. If there are multiple domains applied, or if there are multiple project activities, note the start dates of each. If the Project is combined with another, existing project of another type, indicate the nature of that project and its start date. If project is implementing different W+ domains and associated methods at different times, indicate those start (and if applicable) end dates.

## 1.6 W+ Domain(s) and Crediting Period(s)

Indicate the project crediting period(s), specifying the month and year for the start and end dates and the total number of years and months. Use this table to indicate if the project activities and crediting period are intended to generate W+ Units or W+ Labeling*.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| W+ Domain and title of related activities | Start Date | End Date | Crediting period:  Total Years/Months | Any Associated Standard (e.g. CDM, VCS) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## 1.7 Description of the Project’s Activities

*Describe the project activity or activities (including the technologies or measures employed) and how it/they will contribute to women’s empowerment.*

## 1.8 Project’s Activity(ies) Boundary and Scope

## *Define the boundary and scope, as applicable; geographically, by type or number of individuals, etc. Provide as much detail as necessary to clarify the scope of the proposed project.*

**1.9 Conditions Prior to the Project’s Initiation of Activities**

## *Describe conditions relevant to the proposed women’s empowerment activities, prior to t*he implementation of the project /activities.

## 1.10 Compliance with Laws, Statutes and Other Regulatory Frameworks

*Identify and demonstrate compliance of the project with all and any relevant local, regional and national laws, statutes and regulatory frameworks.*

### 

### 1.11 Project Implementer’s Right to Engage in the Project

*Provide evidence of right or authority to engage in the proposed project*.

### 1.12 Other Forms of Environmental or Social Credit

*Indicate whether the project is seeking or has received any form of environmental or social third- party certification. Include all relevant information about the related program(s), including registration status and any registration number or details.*

## 1.13 Additional Information Relevant to the Project

*Include any additional relevant legislative, legal, technical, economic, sectoral, social, environmental, geographic, site-specific and/or temporal information that may support or restrict the activities of the proposed project.*

**2. GENDER ANALYSIS**

*Provide the results of a gender and stakeholder analysis, including an assessment of the opportunities for improvement in women’s empowerment within the project area in one or more of the six W+ Domains.*

Provide the results of initial stakeholder consultation and community input used to guide selection of W+ domains, project objectives and outcomes and criteria for evaluation. Summarize relevant outcomes from stakeholder consultations and mechanisms for on-going communication regarding the project. Please refer to the guidance document “4 Step Process to Stakeholder Analysis” (Annex 1 in the W+ Program Guide) for suggested approaches.

**3. Selection of W+ Domains**

*Provide an assessment of the applicability of all six of the W+ Domains**, using the table below****.***

|  |  |  |
| --- | --- | --- |
| ***W+ Domain*** | ***Benefits*** | ***Challenges/Risks*** |
| *Time* |  |  |
| *Knowledge & Education* |  |  |
| *Leadership* |  |  |
| *Income & Asset* |  |  |
| *Health* |  |  |
| *Food Security* |  |  |

*Based on this assessment, explain the rationale for the final selection of the domain(s) to be applied in the proposed project.*

*Indicate the W+ Method that will be used. If there is no applicable domain method available, describe proposed approach to creation of a new method for the domain/s selected for the proposed project and a plan for the method’s validation.*

**4. Women’s Empowerment Plan (WEP)**

*Based on the gender and stakeholder analysis and the selection of the W+ Domains, please include a Women’s Empowerment Plan. It can be included as a table using the below template or as narrative. The Women’s Empowerment Plan needs to include two components:*

1. *Theory of change*
2. *Statement of intentionality*

*The Theory of Change includes the causal relationship between activities and expected results, and the Project’s intentionality describes the steps to achieve women’s empowerment goals that are included in the project design/plan.*

1. *Theory of change*

*Based on the gender and stakeholder analysis and the selection of the W+ Domains, please prepare a Women’s Empowerment Plan. It can be included as a table using the below template or as narrative.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Outcomes** | **Indicators** | **Risks** | **MoV** |
| *End outcomes* |  |  |  |
| *Intermediate outcomes* |  |  |  |
| *Immediate outcomes* | *Increased incomes* | *Can’t turn additional income into assets* | *Women’s statements (qualitative)*  *Bank accounts (quantitative)* |
| *Outputs* |  |  |  |
| *Inputs* |  |  |  |

1. *Project’s Intentionality:*

*The women’s empowerment plan also needs to demonstrate evidence of project’s Intentionality. These include at evidence of at least two of the following criteria from the table below:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Policy for gender/women’s empowerment** | **Budget targeted for women’s empowerment** | **M&E plan for women’s empowerment** | **Internal capacities for gender analysis and women’s empowerment** | **Project’s selection criteria of beneficiaries** *to demonstrate equal opportunity for participation of women from all social groups in project activities* |
| *Yes/No* | *Yes/No* | *Yes/No* | *Yes/No* | *Yes/No* |
| *Justification/Evidence* | *Justification/Evidence* | *Justification/Evidence* | *Justification/Evidence* | *Justification/Evidence* |

**5. Monitoring & Evaluation Plan**

## *As part of the PDD, Project Implementers shall provide a brief description of their plan for project Monitoring (checking on project performance) and Evaluation (assessing* project performance against anticipated outcomes), that includes:

***Approach:*** *Describe how data will be collected for both baseline and monitoring.*

*This can include the use of survey questionnaires.*

***Sampling size:*** *A table indicating Sample Size shall be done for each domain and project activity. (*Sample size is calculated in compliance with the general guidance on sampling, as found in Guidelines for sampling and surveys for CDM project activities and program of activities <http://cdm.unfccc.int/Reference/Guidclarif/meth/meth_guid48.pdf>.)

|  |  |  |  |
| --- | --- | --- | --- |
| *W+ Domain* | *Project activities* | *Number of Beneficiaries* | *Required sample size* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Total* |  |  |  |

***Outcomes****:*

*For each of the chosen W+ domain(s), Project Implementers shall detail in the table below project activities and envisioned outcomes, indicators and means of verification, expected timelines and who will be responsible for information gathering (copying the table below for each Domain to be used.)*

## Examples: Outcomes could include (depending on selected domain):

* Immediate:
  + Reduced time walking to and from water source and increased discretionary time
  + Increased income and assets
* Intermediate:
  + Customers use at least one financial product
  + Increased sharing of reproductive activities
  + Reduced drudgery from time saved
* End:
  + Women have more time to attend business meetings or educational classes
  + Increased perception of well-being among women

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Results | Indicators | Risks – including Do No Harm risks | Means of verification | Colletion methods | Frequency | Responsibility |
| *End outcome (Long term)* |  |  |  |  |  |  |
| *Intermediate outcome (Medium Term)* |  |  |  |  |  |  |
| Immediate outcome (Short Term) |  |  |  |  |  |  |
| Outputs |  |  |  |  |  |  |

**Do No Harm:** Provide an initial evaluation of potential negative impact of the project against the applicable W+ ‘Do No Harm Indicators’. Include any mitigating measures that will be taken to ensure Do No Harm requirements are met.

* *How information about project activities, performance and outcomes will be communicated to the communities and other stakeholders, where relevant.*
* Where information is collected from stakeholders, 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. Refer to the 4 Step Process for Stakeholder Analysis document (Annex 1 of the W+ Program Guide).
* *Any circumstances which may make attribution of project activity outcomes difficult (why, to what extent, and how the project implementer plans to address this issue).*

This information must be based on several sources of information (e.g., reports, results of consultation with stakeholders, similar projects or opinions of experts).

***Survey*** – *to be included in the Appendix*

*Include the baseline to endline survey developed based on the method document of the W+ Domain you are intending to use and results of the Gender analysis. These should represent all the variables outlined in the method document for the W+ Domain.*

**5. BENEFIT SHARING MECHANISM**

## *A key requirement of the W+ Standard is a mechanism for benefit sharing. Direct share payments from revenues generated from the sale of W+ units, or of W+ Certified initiatives, are to reward women for their contribution to project successes. There should be a mechanism that can reliably and transparently track distributions of cash shared with women and women’s groups after the sale of units. Direct share payment mechanisms shall be: auditable, reliable, timely, and secure. Project Implementers must include a proposed mechanism in the PDD and later determine and report the selected mechanism in the Monitoring and Results Report, even if no units have been sold yet.*

**Declaration of non-involvement in any form of discrimination, sexual exploitation, abuse or harassment (SEAH)**

Hereby declare that, to the best of my knowledge, neither (name of project implementer) or any other entity involved in project design or implementation has been involved in or will be involved in any form of discrimination, sexual exploitation, abuse, or harassment (SEAH).

This signed declaration is made in good faith and with my full consent, without pressure or coercion. I understand that any breach thereof may/will result in the termination of the W+ Application.

This signed declaration forms part of the requirements of the application of the W+ Standard.

**Signature of authorized representative submitting this Project Design Document**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPENDIX X: <*title of appendix*>

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

|  |  |  |
| --- | --- | --- |
| **W+ Project Design Document Template Revision History** | | |
| **#** | **Date** | **Description** |
| 1 | 2015 | Original |
| 2 | 22 May 2017 | Edits to nomenclature for consistency. Removal of redundant information requests. Addition of time-frames and specificity regarding multiple domains and prevention of double-counting. |
| 3 | 16 June 2017 | Expansion of PDD requirements, transferred text from W+ Standard responding to public comments. |
| 4 | 12 February 2019 | Edits to clarify content of each section |
| 5 | 27 October 2020 | Edits to clarify content of each section |
| 6 | 7 November 2023 | Edits to clarify content of each section and include Women’s empowerment plan and intentionality |