Frequently Asked Questions on Integrated MRV Tool (iMRV) for Climate Action

1. *<u>How to add/edit activity data in GHG Inventory module for different sectors?</u>*

   Execute the following steps from the homepage of the tool after login:

   Step 1. In **Menu** section, select **GHG Inventory Module**
   Step 2. Select **sector** name (e.g. Energy, IPPU, AFOLU, Waste)
   Step 3. Select **Sub-Sector** name (e.g. Energy Industries, Mineral Industry …etc.)
   Step 4. On the Activity data form page, select the **Inventory Year**
   Step 5. Select the **Sub-Category** (If the sub-sector is further divided in the sub-category)
   Step 6. Select the **Fuel Type** (e.g. Liquid Fuels, Solid Fuels…etc.)
   Step 7. Select **Fuel** (e.g. Gas/Diesel Oil, Anthracite…etc.)
   Step 8. Enter value in **Amount** (e.g. 10000, 40000…etc.)
   Step 9. Enter **Reference**
   Step 10. Select **Add**
   Step 11. Verify the entered data
   Step 12. Select **Save/Submit** button for approval

2. *<u>How to delete activity data in GHG Inventory module for different sectors?</u>*

   Execute the following steps from the homepage of the tool after login:

   Step 1. In **Menu** section, select **GHG Inventory Module**
   Step 2. Select **Sector** name (e.g. Energy, IPPU, AFOLU, Waste)
   Step 3. Select **Sub-Sector** name (e.g. Energy Industries, Mineral Industry …etc.)
   Step 4. On the Activity data form page, select the **Inventory Year**
   Step 5. Select the **Sub-Category** (If the sub-sector is further divided in the sub-category)
   Step 6. In the data table, select the checkbox in action column
   Step 7. Select **Delete Row**
   Step 8. Select **Save/Submit** button

3. *How to create a project/action?*

Execute the following steps from the homepage of the tool after login:

Step 1. In **Menu** section, select **Projects**
Step 2. Select **Create New Project**
Step 3. Select **Cause** (e.g. climate change or sustainable development)
Step 4. Select **Division** (e.g. Mitigation, Adaptation, Cross-Cutting, Enablers)
Step 5. Select **Sector** (e.g. Energy Generation, Energy Utilisation..etc.)
Step 6. Select **Subsector** (e.g. Renewable Energy, Energy Efficiency…etc.)
Step 7. Enter **Project Title** (e.g. Solar PV project)
Step 8. Enter name of **Implementing Agency** (e.g. Department of Energy and Climate change)
Step 9. Enter name of **Executing Agency** (e.g. Local Government)
Step 10. Select/enter **Expected Effective Date** (e.g. 20/12/2012)
Step 11. Select/enter **Project End Date** (e.g. 24/12/2022)
Step 12. Select/enter **Financial Closure Date** (e.g. 31/12/2024)
Step 13. Select **Included In NDC** (e.g. Yes, No)
Step 14. Select **Project Location** (e.g. National, City…etc.) to track whether the project/action is at national/sub-national level

Step 15. Select **Sources of Funding** (e.g. Broad source funding/Gov, Grant or Loan/Others)
Step 16. Add comments in the **Remarks** section, if required.
Step 17. Verify the entered data
Step 18. Select **Submit** button for approval

4. *How to add/edit project information for a mitigation project/action?*

Execute the following steps from the homepage of the tool after login:

Step 1. In **Menu** section, select **Mitigation Actions**
Step 2. Select **Project Information**
Step 3. Select project/action from the **Project** dropdown
Step 4. Enter details in **Contact Field** for implementing agency and executing agency
Step 5. Enter value in **Expected GHG Savings (tCO_2e/year)** (e.g. 5000, 8000… etc.)
Step 6. Select **Target GHGs** (e.g. CO_2, CH_4…etc.)
Step 7. Select **Project Contributions** (e.g. Economic, Social, Environmental…etc.)
Step 8. Select **Project Status** (e.g. Planned, Under Implementation…etc.)
Step 9. Enter details in **Project Beneficiaries** (e.g. Local households)
Step 10. Select appropriate option for **Gender Inclusiveness Assessment** (e.g. Yes, No or Not applicable)
Step 11. Enter **Expected Project Outputs** (e.g. RE generation)
Step 12. Enter **Project Impacts** (e.g. positive)
Step 13. Enter **Registered with Market Based Mechanism** (e.g. Yes, No…etc.)
Step 14. Enter name of **Performance Indicator** (e.g. Annual Electricity Generation)
Step 15. Enter value in **Unit** (e.g. MWh)
Step 16. Enter expected/baseline **Value** of performance indicator (e.g. 10000)
Step 17. Enter data source in the **Reference** (e.g. project feasibility report)
Step 18. Select **Add** and repeat steps from 14 to 17 if more performance indicators are to be added
Step 19. Add comments in **Remarks** section, if required
Step 20. Select **Submit** button for approval

5. *How to add/edit monitoring information for a mitigation project/action?*

After executing steps mentioned in Q.No. 4, to add monitoring information follow below steps from the homepage of the tool:

Step 1. In **Menu** section, select **Mitigation Actions**
Step 2. Select **Monitoring Information**
Step 3. Select project/action from the **Project** dropdown
Step 4. Select **Monitoring Year** from dropdown
Step 5. Enter actual value monitored in **Actual GHG Savings (tCO2e/ year)** (e.g. 5000, 8000… etc.)
Step 6. Select **choose file** (Calculation Sheet) to upload the emission calculation sheet, if available
Step 7. Select **choose file** (Verification Reports) to upload the verification reports, if available
Step 8. Enter actual **Value** monitored for performance indicator (e.g. 8000)
Step 9. Add comments in the **Remarks** section, if required
Step 10. Select **Submit** button for approval

6. *How to add/edit project information for an Adaptation project/action?*

Execute the following steps from the homepage of the tool after login:

Step 1. In **Menu** section, Select **Adaptation Actions**
Step 2. Select **Project Information**
Step 3. Select project/action from the **Project Id** dropdown
Step 4. Select **NDP Objective Coverage** (e.g. Enhance value addition in key growth opportunities)
Step 5. Select **NDP Coverage** (e.g. Agro-Industrialization; Petroleum Development… etc.)
Step 6. Select applicable priority area name (e.g. agriculture/forestry/water/energy/health and risk management) to access respective qualitative and quantitative indicators
Step 7. Select **'Qualitative Impact'** and select suitable response for the indicator
Step 8. Select **'Quantitative Impact'** and enter baseline data (e.g. 2500, 4500…etc.) and data source (e.g. Detailed Project Report, Project Information Document…etc.)
Step 9. Select **Submit** button for approval

7. *How to add/edit monitoring information for an adaptation project/action?*

After executing steps mentioned in Q.No.6, to add monitoring information follow below steps from the homepage of the tool:

Step 1. In **Menu** section, Select **Adaptation Actions**
Step 2. Select **Monitoring Information**
Step 3. Select adaptation project/action from the **Project Id** dropdown
Step 4. Select **Monitoring Year** from dropdown
Step 5. Select applicable priority area name (e.g. agriculture/forestry/water/energy/health and risk management) to access respective quantitative indicators
Step 6. Enter actual monitored data for the applicable indicators
Step 7. Select **Submit** button for approval

8. *How to add/edit climate finance information for a project/action?*
Execute the following steps from the homepage of the tool after login:
Step 1. In **Menu** section, Select **Climate Finance**
Step 2. Select **Project Information**
Step 3. Select project/action from the **Project** dropdown
Step 4. Enter **Financial Year** (e.g. 2021-22)
Step 5. Enter **Applied Exchange Rate** (e.g. 120, 230…etc.)
Step 6. Select **Financing Mode** (e.g. On Budget, Off Budget…etc.)
Step 7. Enter **Budget Code** (e.g. MOE001)
Step 8. Select **Financial Flow** tab
Step 9. Select **Project Size (million USD**) (e.g. Micro (<=0.1))
Step 10. Enter amount in **National Budget (USD)** (e.g. 10000, 25000…etc.)
Step 11. Enter amount in **Sub National Budget (USD)** (e.g. 10000, 25000…etc.)
Step 12. Enter amount in **Green Bonds (USD)** (e.g. 10000, 25000…etc.)
Step 13. Select **Sources of Finance** tab
Step 14. Select **Funding Type** (e.g. Loan, Grant, Public…etc.)
Step 15. Select **National or International**
Step 16. Enter value in **Amount (USD)** (e.g. 10000, 20000…etc.)
Step 17. Select **Channel** (e.g. Bilateral, Multilateral…etc.)
Step 18. Enter value in **Funding Agency** (e.g. AFDB, GEF…etc.)
Step 19. Select **Add** to insert the funding details
Step 20. Select **Detailed Budget** tab
Step 21. Select **Disbursement Category** (e.g. Civil Work, Equipment & Machinery…etc.)
Step 22. Enter value in **Amount (USD)** (e.g. 1000, 2000…etc.)
Step 23. Enter details in **References** (e.g. financial closure report)
Step 24. Select **Add** to insert the disbursement details
Step 25. Select **Disbursement Year** tab
Step 26. Select **Year** (e.g. 2015, 2016…etc.)
Step 27. Enter value in **Amount (USD)** (e.g. 10000, 20000…etc.)
Step 28. Enter value in **References** (e.g. Detailed Project Report)
Step 29. Select **Add** to insert in the disbursement schedule table
Step 30. Select **Submit** button for approval

9. *How to add/edit climate finance monitoring information for a project/action?*
After executing steps mentioned in Q.No. 8., to add monitoring information follow below steps from the homepage of the tool:
Step 1. In **Menu** section, Select **Climate Finance**
Step 2. Select **Monitoring Information**
Step 3. Select project/action from the **Project** dropdown
Step 4. Select **Monitoring Year** from dropdown
Step 5. Select **Disbursement Category** (e.g. Civil Work, Equipment & Machinery…etc.)
Step 6. Select **Add** and in disbursement category table enter value of amount spent in blank box for different quarters of a year
Step 7. Select **Submit** button for approval

10. *How to add/edit SDG information for a project/action?*
Execute the following steps from the homepage of the tool after login:
Step 1. In **Menu** section, Select **SDGs Assessment**
Step 2. Select **Project Information**
Step 3. Select project/action from **Project Id** dropdown
Step 4. Enter details in **Describe environmental and social screening approach, identified risks and management approach (if conducted)**
Step 5. Select '**Stakeholder Feedback'** and select the **Stakeholder** to get feedback form
Step 6. Enter details in **Strengths, Opportunities, Weakness and Threats**
Step 7. Select any of SDG benefit name tab (e.g. Poverty Reduction, Reducing Inequality, Gender Parity...etc.)
Step 8. Select '**Qualitative Impact'**
Step 9. Select **Likelihood** from the drop-down list for the applicable indicator
Step 10. Select **Impact** from the drop-down list for the applicable indicator
Step 11. Select '**Quantitative Impact'**
Step 12. Enter **Data** and **Data Source**
Step 13. Repeat steps 7-11 if user needs to input information for more than one SDG benefit for particular project/action
Step 14. Select **Submit** button for approval

11. *How to add/edit SDG monitoring information for a project/action?*
After executing steps mentioned in Q.No. 10, to add monitoring information follow below steps from the homepage of the tool:
Step 1. In **Menu** section, Select **SDGs Assessment**
Step 2. Select **Monitoring Information**
Step 3. Select project/action from **Project Id** dropdown
Step 4. Select **Monitoring Year** from dropdown
Step 5. Select applicable SDG benefit tab (e.g. Reducing Inequality, Gender Parity…etc.) to access respective quantitative indicators
Step 6. Enter actual monitored data for the applicable indicators
Step 7. Select **Submit** button for approval.

12. *How to delete a project/action?*
To delete a project/action follow below steps:
Step 1. In **Menu** section, Select **Projects**
Step 2. Select **Search Existing Projects**
Step 3. For a project/action to be deleted, Select '**bin'** icon in action column
Step 4. Select **Ok** in the pop-up message

13. *Can the Nodal officer change the information provided by MRV user and what if a project is rejected by the nodal officer? Will the user get notified that his/her submitted information is rejected?*
Firstly, the nodal officer has only rights either to approve or reject the activity data or project information submitted by the MRV user. Secondly, nodal officer cannot edit or make any changes while reviewing the data submitted by the MRV user for approval. Further the MRV user will receive an email notification whether a project is approved/rejected by the Nodal Officer.

14. *If my project is a cross-cutting project? Will it affect the indicators/data entry and report?*
For any type of project/action data entry philosophy for capturing the basic information about a project/action and the different monitoring indicators will be same in the MRV Tool. Also there will be no change in the reporting structure in such case. Please refer user manual for further information.

15. *GHG Inventory module is a standalone component/ module, or it has any linkage with mitigation/ adaptation module?*
GHG inventory module has been included as a separate component with the objective to simplify the estimation of GHG emissions on annual basis and is optional for user. Projects, Mitigation Actions, Adaptation Actions, Climate Finance and SDGs Assessment modules are inter-linked with each other in the Integrated MRV Tool and have no linkage with GHG Inventory module.

16. *Who is the MRV administrator?*
MRV Administrator will be a Master User with all privileges and rights; shall also Approve, edit, and delete user registration and access, approve/edit emission factors, database etc. on recommendation of MRV Coordinator or Nodal Officer.

17. *Which software have you used to develop the tool?*
Integrated MRV Tool is developed using Java Platform.

18. *Once all the data is entered in the system, is there any feature in the tool that provides visualization of the data or results?*
In this version of iMRV tool minimum visualization of output information is available. However, the user may export the report in the CSV/Excel format for making more data visualizations as and when required.

19. *In Mitigation Actions module if we have multiple expected project outputs do we have to enter in multiple line?*
Expected project outputs provided by the user should be concise, short and easy to understand/distinguish.

20. *What information can be entered in Remarks section?*
Any additional information that is of importance to the nodal officer in making decision whether to approve or reject the project can be provided by the user in the remarks section while submission of any form.

21. *Can you change the data in the automatically populated fields?*
The information in the auto populated fields is fetched from backend by the tool, which the user provided while creating a project/action using the create project functionality of Projects Module of the tool. To make the changes in the auto-populated fields user must edit the particular project/action using the Projects module of the iMRV tool.

22. *Does the Integrated MRV Tool support collection of data from different entities?*
Integrated MRV tool is for entire country and can be used by implementation agency, public/private sector entities to feed the data collected.

23. *Is it possible to convert the currency from USD to Local currency (e.g SSP)?*
As per the international reporting requirements, all finance related information for climate action/project/program are reported in USD. However, user can provide Local currency exchange rate in the Climate finance module of iMRV Tool. Please refer user manual for more information.

24. *In Climate Finance module if we don't have a budget code then what data should be entered?*
User can provide the unique project code assigned to every project/action by the backend of the iMRV tool.

25. *If we are doing an inventory for say 10 years, do we have to enter the data for each year annually or take an average of 10 years data and enter it?*
The data entry is an annual exercise and must be done once for each year activity or project data.

26. *Since we are doing a ten-year inventory and the software allows annual entry, will the software generate the total GHG emitted for the ten years?*
In this version of Integrated MRV tool user can generate both the consolidated report for GHG emissions in 10 years as well as for GHG emissions in a single year.

27. *How can we do ex-ante and ex-post assessment in iMRV Tool?*
Information provided by MRV Users in project information form for either of Mitigation, Adaptation, Climate Finance or SDGs Assessment modules will be subjected to baseline/ex-ante assessment whereas information provided in monitoring information form for either of climate action tracking modules will be subjected to ex-post assessment for a project/action.

28. *Can the iMRV tool operate offline?*
South Sudan's integrated MRV tool for climate action assessment is web/cloud server based and is accessible by the MRV user from any system with stable internet connectivity.

29. *What if a user mistakenly deletes the project?*
Once the user creates a project in integrated MRV tool using Projects module, all the information is saved in the backend database also. So, if the user mistakenly deletes the in the projects module then he/she can contact MRV-IT administrator to retrieve the project data from the backend database of the iMRV tool.

30. *If there is a option to autosave the information in the tool?*
Integrated MRV tool is not a website, but a full-fledged cloud based digital MRV system for monitoring, tracking, reporting and verification of GHG emissions and climate actions. So, having an autosave functionality is against the philosophy of Integrated MRV system and hence it is not incorporated in the tool.

31. *What about the tier 1 and tier 2 options under the calculation approach in GHG inventory modules?*
Tiers represent the level of methodological complexity applied to estimate the GHG emissions. Please refer IPCC 2006 guidelines for more detailed explanation on tier 1 and tier 2 methods.

32. *What does GHG Inventory, GHG Reductions expected and GHG Reduction achieved represent in the dashboard?*
Please refer user manual provided with Integrated MRV tool for detailed explanation.

33. *How can iMRV tool estimate emissions from tractors, heavy machinery in agriculture sector?*
Execute the following steps from homepage of the tool after login:
Step 1. In **Menu** section, select **GHG Inventory Module**
Step 2. Select **Energy sector**
Step 3. Select **Sectoral approach**
Step 4. Select **Others Sub-Sector**
Step 5. On the Activity data form page, select the **Inventory Year**
Step 6. Select **1.A.4.c-Agriculture/Forestry/Fishing/Fish Farms Sub-Category**
Step 7. Select the **Fuel Type** (e.g. Liquid Fuels, Solid Fuels…etc.)

Step 8. Select **Fuel** (e.g. Gas/Diesel Oil, Motor Gasoline…etc.)
Step 9. Enter value in **Amount** (e.g. 10000, 40000…etc.)
Step 10. Enter **Reference (**e.g. Annual fuel consumption in Tractors and heavy machinery)
Step 11. Select **Add**
Step 12. Verify the entered data
Step 13. Select **Save/Submit** button for approval

34. *Is there any page we can find the description of abbreviation, jargons and acronyms used in GHG inventory module?*

Abbreviations, jargons, acronyms and keywords used in the GHG Inventory module are based on the standard international reporting practices for GHG Inventory and as per IPCC 2006 guidelines. Please refer IPCC 2006 guidelines for more detailed information.

35. *Why is there no add row functionality in the enteric fermentation activity data form?*

In Integrated MRV tool GHG emissions from enteric fermentation and manure management (direct and indirect) for different livestock categories are estimated on the basis of livestock population. Livestock population for different inventory years is maintained in the database by MRV administrator and GHG emissions are calculated in the backend, same are reflected in the activity data form for enteric fermentation and manure management (direct and indirect). So there is no add row functionality in the activity data form.
