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

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

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

   Step 1. In **Menu** section, click on **GHG Inventory Module**
   Step 2. Click on **sector** name (e.g. Energy, IPPU, AFOLU, Waste)
   Step 3. Click on **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. Click on **Add** button
   Step 11. Verify the entered data
   Step 12. Click **Save/Submit** button for approval

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

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

   Step 1. In **Menu** section, click on **GHG Inventory Module**
   Step 2. Click on **Sector** name (e.g. Energy, IPPU, AFOLU, Waste)
   Step 3. Click on **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. Click **Delete Row**
   Step 8. Click **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, click on **Projects**
Step 2. Click on **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. Select **Area** (e.g. Policy related, Concrete Mitigation…etc.)
Step 8. Enter **Project Title** (e.g. Solar PV project)
Step 9. Enter name of **Implementing Agency** (e.g. Department of Energy and Climate change)
Step 10. Enter name of **Executing Agency** (e.g. Local Government)
Step 11. Select/enter **Expected Effective Date** (e.g. 20/12/2012)
Step 12. Select/enter **Project End Date** (e.g. 24/12/2022)
Step 13. Select/enter **Financial Closure Date** (e.g. 31/12/2024)
Step 14. Select **Included In NDC** (e.g. Yes, No)
Step 15. Select **Project Location** (e.g. National, Region, District, City)

Step 16. Select **Sources of Funding** (e.g. Broad source funding/Gov, Grant or Loan/Others)
Step 17. Add comments in the **Remarks** section, if required.
Step 18. Verify the entered data
Step 19. Click **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, click on **Mitigation Actions**
Step 2. Click on **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. Click **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. Click **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, click on **Mitigation Actions**
   Step 2. Click on **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. Click **choose file** (Calculation Sheet) to upload the emission calculation sheet, if available
   Step 7. Click **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. Click **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, click **Adaptation Actions**
   Step 2. Click on **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. Click on applicable priority area name (e.g. agriculture/forestry/water/energy/health and risk management) to access respective qualitative and quantitative indicators
   Step 7. Click on **'Qualitative Impact'** and select suitable response for the indicator
   Step 8. Click on **'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. Click **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, click on **Adaptation Actions**
   Step 2. Click on **Monitoring Information**
   Step 3. Select adaptation project/action from the **Project Id** dropdown
   Step 4. Select **Monitoring Year** from dropdown
   Step 5. Click on 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. Click **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, click on **Climate Finance**
Step 2. Click on **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. Click on **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. Click on **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. Click **Add** to insert the funding details
Step 20. Click **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. Click **Add** to insert the disbursement details
Step 25. Click **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. Click **Add** to insert in the disbursement schedule table
Step 30. Click **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, click on **Climate Finance**
Step 2. click on **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. Click **Add** and in disbursement category table enter value of amount spent in blank box for different quarters of a year
Step 7. Click **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, click on **SDGs Assessment**
Step 2. Click on **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. Click on '**Stakeholder Feedback'** and select the **Stakeholder** to get feedback form
Step 6. Enter details in **Strengths, Opportunities, Weakness and Threats**
Step 7. Click on any of SDG benefit name tab (e.g. Poverty Reduction, Reducing Inequality, Gender Parity...etc.)
Step 8. Click on '**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. Click on '**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. Click **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, click on **SDGs Assessment**
Step 2. Click on **Monitoring Information**
Step 3. Select project/action from **Project Id** dropdown
Step 4. Select **Monitoring Year** from dropdown
Step 5. Click on 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. Click **Submit** button for approval.

12. *How to delete a project/action?*

To delete a project/action follow below steps:

Step 1. In **Menu** section, click on **Projects**
Step 2. Click on **Search Existing Projects**
Step 3. For a project/action to be deleted, click '**bin'** icon in action column
Step 4. Click **Ok** in the pop-up message

13. *What if a project is rejected by the nodal officer? Will the user get notified that his request is rejected?*

The user will receive an email notification whether a project is approved/rejected by the Nodal Officer. Further, this functionality will be enabled in the final version of the tool.

14. *What if I don't have any qualitative/ quantitative impact on for eg: Agriculture sector or Energy Sector due to the given adaptation project?*

While submitting the basic project information for an adaptation project/action if any of the indicator whether it is qualitative or quantitative is not a part of the monitoring exercise then the user input against that indicator can be left blank.

15. *How to avoid data tampering and data duplication?*
To avoid such issues, Department of Climate Change should decide the users responsibility/roles for the different components of the tool using the in-built feature of the Integrated MRV tool. (Please refer user manual for more information).

16. *What data should be entered in Project Beneficiaries (should it be quantitative or qualitative information)?*
For 'Project beneficiaries' identifier user can enter name of any target group or the target beneficiaries for that particular project/action, those who will benefit from the project/action. For example, if a Solar PV Plant project is implemented then user can enter 'Residential Customers, Business and Economic Operators' in Project Beneficiaries' identifier. Further to track/monitor the quantitative information for the target group/beneficiaries user should use the 'Performance Indicator' section (refer user manual for more information).

17. *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.

18. *Can we enter disbursement details every quarter for climate finance- monitoring information?*
User can enter the disbursement details for a project/action either on a quarterly basis or annually using the Climate Finance tracking module of the Integrated MRV tool. Please refer user manual for further information.

19. *Can we enter any information for carbon credits earned by project under climate Finance?*
To capture the information related to carbon credits for any project/action user needs to access the Mitigation Actions (Project Information) Module. In this module user can enter the details whether or not the project/action is registered with market mechanism, issuance of carbon benefits, weblink and verification rounds. Please refer user manual for further information.

20. *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.

21. *Who can edit/ change the emission factor and population (livestock and human) database?*
To maintain consistency in estimation and reporting of GHG emissions only the MRV administrator has the rights for editing/ changing the emission factors and population (livestock and human) in the Integrated MRV Tool.
