



# Kenya's Integrated Monitoring, Reporting and Verification (MRV) Tool

Draft User Manual

Version 1.0

March-2022



Supported by:



based on a decision of the German Bundestag



# Kenya's Integrated Monitoring, Reporting and Verification (MRV) Tool

(Version 1.0)

## Draft User Manual

Version 1.0,

March 2022

Compiled By:

Subbarao Consulting Services (SCS) Ltd.



*Value based, innovative & sustainable solutions*

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Dear User,

Welcome to Integrated Monitoring, Reporting and Verification (iMRV)Tool. You are now part of a national Greenhouse Gas Inventory and Climate Actions (mitigation/adaptation) monitoring, reporting and verification system.

An integrated monitoring reporting and verification (iMRV) tool is key to achieving long term national and international climate change objectives and sustainable development. We strongly value your contribution and are committed to make your engagement with the iMRV Tool ecosystem a smooth experience.

For a newly registered user, a lot of effort goes to understand the requirements of the domestic and international climate actions MRV acts, policies, guidelines and ensure compliance. As a measure to facilitate users and make their climate actions MRV journey smooth, the newly registered users are being provided with this iMRV Tool user manual.

The User Manual is a brief document which aims to communicate with you in simple terms, without the technical jargons. The idea is to make new user and stakeholders understand the intent, benefits and processes of MRV in a lucid and effective manner.

We strongly recommend that you go through this document carefully to understand and appreciate the processes involved in MRV Tool and MRV compliance, the do's and don'ts while using MRV Tool and good practices that would make your MRV journey smooth and easy.

Please be informed that the user manual is by no means an exhaustive document. It is only an effort to compile the most relevant information with respect to MRV requirements/compliances and help at a single place.

For more detailed and elaborate information on MRV, please refer to the national and international MRV acts, policies, rules, notifications, circulars, and advisories issued by the Government and UNFCCC.

We welcome your feedback and suggestions to improve this document so that users in the future may get benefited by the updated version of this document. We will update the user manual on your valuable feedback and suggestions.

All the Best

**Important Note:** The user manual is only for Kenya's Integrated Monitoring, Reporting and Verification (MRV) tool and has been prepared for the Climate Change division and all relevant stakeholders (as designated by the CCD). The user manual has been prepared to provide guidance and explain the workflow of iMRV Tool; this a living document and information used in this document is subject to change without any prior notice. The information/data, companies, projects, names, and data used in this user manual is for illustration only, examples herein are fictitious unless otherwise noted. No part of this document can be reproduced or transmitted in any format, by any means; electronic or mechanical, for any purpose, without permission of Subbarao Consulting Services (SCS) Ltd.

## About the User Manual

This Integrated Monitoring, Reporting and Verification Tool (MRV- Tool) user manual familiarizes you with the various features and functionalities of the application in a systematic and step-wise manner.

### OBJECTIVES

The main objectives of this document are:

- To introduce user(s) to key functionality of the iMRV Tool
- To introduce you to the various modules of iMRV Tool
- To familiarize you with the various conventions used in the MRV Tool.
- To function as a reference manual and user guide to all the functionalities and features of the MRV Tool
- to help you performing various setups and steps by taking you through the relevant screens methodically

### NON-OBJECTIVES

This user manual does not aim to

- Discuss domestic and international climate change related reporting requirements and concepts
- Discuss and explain GHG Inventory and IPCC-2006 Guidelines, Climate Finance, SDG concepts
- Act as a technical document

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# 1. Background and Purpose

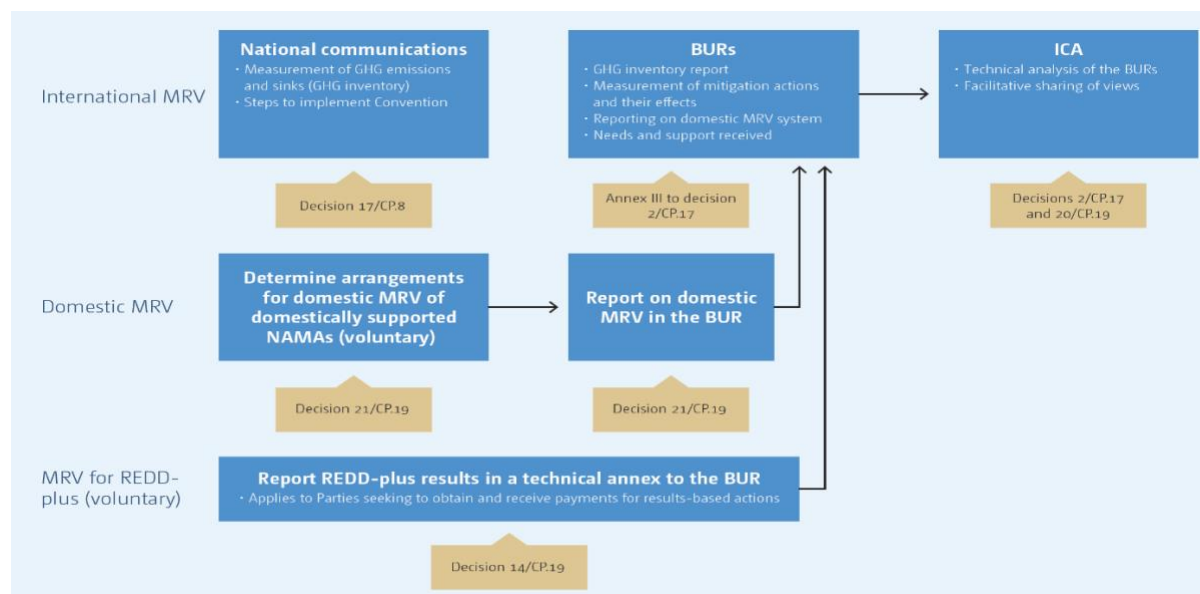
A robust [Monitoring \(Measuring\), Reporting and Verification \(MRV\)](#) system is important for national policy decisions and is a key requirement under [United Nations Framework Convention on Climate Change \(UNFCCC\)](#) and [the Paris Agreement \(PA\)](#). Kenya is expected to participate in existing MRV arrangements of the UNFCCC including preparation and submission of National GHG inventory reports, National Communications and Biennial Update Reports (BUR) as well international consultation and analysis processes.

**FIGURE 1.1: KEY MILESTONES IN THE DEVELOPMENT OF THE MRV FRAMEWORK FOR DEVELOPING COUNTRY PARTIES**

1992/1994	The Convention establishes reporting obligations for all Parties and timelines for the initial national communications from developing country Parties (Article 12, paragraph 5, and Article 4, paragraph 3)
1996	The guidelines for the preparation of national communications from developing country Parties: scope, structure and content (decision 10/CP.2)
1997	The first reporting under the Convention by developing country Parties through the initial round of national communications
1999	The Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) is established to assist countries in their reporting obligations
2002	COP 8 adopted the revised guidelines for the preparation of national communications (decision 17/CP.8) and extended the term of the CGE for the period 2003-2007 with a broader mandate for technical assistance (decision 3/CP.8)
2007	COP 13 agreed to the principle of applying measurement, reporting and verification (MRV) to developing country Parties in the context of undertaking enhanced national/international action on mitigation of climate change (decision 1/CP.13)
2009	CGE is reconstituted for the period 2010-2012 to continue providing technical support and enhancing the capacity of developing country Parties to prepare their national communications
2010	COP 16 defined the frequency of the national communications every four years, and introduced additional elements of MRV (decision 1/CP.16): enhanced reporting in national communications, including inventories, on mitigation actions and their effects, and support received; biennial update reports (BURs) every two years; international consultation and analysis (ICA) of BURs; and domestic MRV of domestically supported mitigation actions
2011	COP 17 adopted the guidelines for the preparation of BURs and the guidelines and modalities for ICA: the first BUR to be submitted by December 2014, consistent with the capabilities and the level of support provided for reporting; least developed country Parties and small island developing States may submit this report at their discretion; the first BUR is to cover, at a minimum, the inventory for the calendar year no more than four years prior to the date of submission; ICA will commence within six months of the submission of the first round of BURs; ICA will include a two-part technical analysis and facilitative sharing of views
2013	COP 19 adopted several decisions on the elements of the MRV framework: composition, modalities and procedures for the team of technical experts under ICA (decision 19/CP.19); general guidelines for domestic MRV (decision 21/CP.19); seven decisions of the Warsaw Framework for REDD-plus; and the term of the CGE continued for the period 2014-2018 with a broader mandate



FIGURE 1.2: KEY ELEMENTS OF THE MRV FRAMEWORK



Further, under the Paris Agreement (PA) commitments, Kenya will be subjected to participate in [the enhanced transparency framework \(ETF\)](#), which builds on the existing arrangements and shall require to communicate the National GHG Inventory, National Communications, Biennial transparency reports (BTR), Progress on NDC Implementation, Adaptation Communications and Reporting on Support (Provided/Received). Article 13 of the PA provides the core structure of the ETF, which includes reporting, the technical expert review (TER) and a facilitative, multilateral consideration of progress. The ETF will be implemented based on the Modalities, Procedures and Guidelines for the transparency framework for action and Support (MPGs) that apply to all Parties, with flexibility to those developing countries that need it in the light of their capacities.



FIGURE 1.3: ENHANCED TRANSPARENCY FRAMEWORK (ETF) FOR ACTION AND SUPPORT ESTABLISHED BY ARTICLE 13 OF THE PA

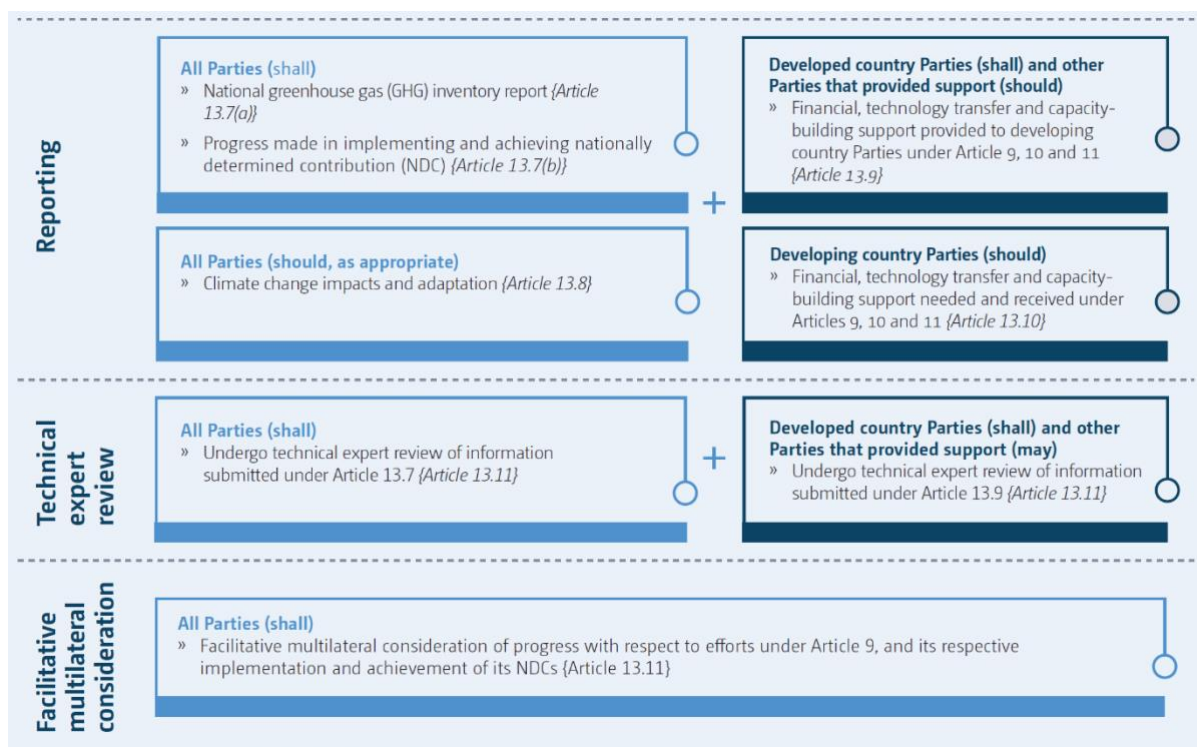


FIGURE 1.4: INFORMATION TO BE REPORTED IN THE BIENNIAL TRANSPARENCY REPORT (BTR)



The Integrated Monitoring, Reporting and Verification (iMRV) Tool aims to assist the Climate Change Division and other line ministries/departments to develop a concise and strategic domestic/national MRV system. It is envisaged that the iMRV tool would assist in enhancing monitoring, tracking, reporting and verifying of climate actions including national GHG emissions, climate change mitigation action, adaptation actions, climate finance and

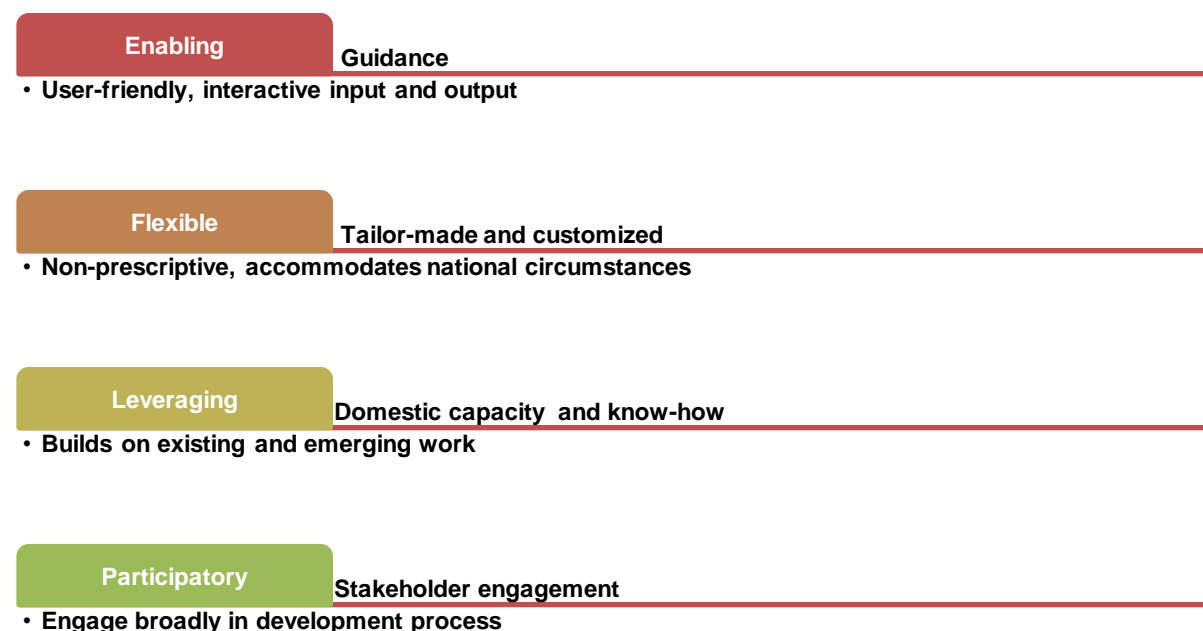
[sustainable development goals \(SDG\)](#) impact of climate change projects, program and policies.

This is expected to assist in leveraging international, regional and domestic public and private climate finance flows. The integrated MRV Tool will be robust but built upon available resources e.g., data, human resources, capacity etc. and existing systems of monitoring and reporting (data collection and analysis) with minimal additional burden to the reporting agency and relevant stakeholders.

The iMRV Tool has been developed was finalized during the extensive multiple stakeholder consultation process, however this is a living tool and further improved over the period. Hence some of the features/requirements are kept for future development and implementation. The present version of integrated MRV Tool covers following key elements:

- National GHG Inventory (limited to key sector and sub-sectors)
- Monitoring and Tracking: Climate Change Mitigation Actions/Projects and GHG emission reductions
- Monitoring and Tracking: Climate Change Adaption Actions/Projects and Impacts.
- Monitoring and Tracking: Climate Finance Flow towards Climate Actions.
- Monitoring and Tracking: SDG impact of climate actions.

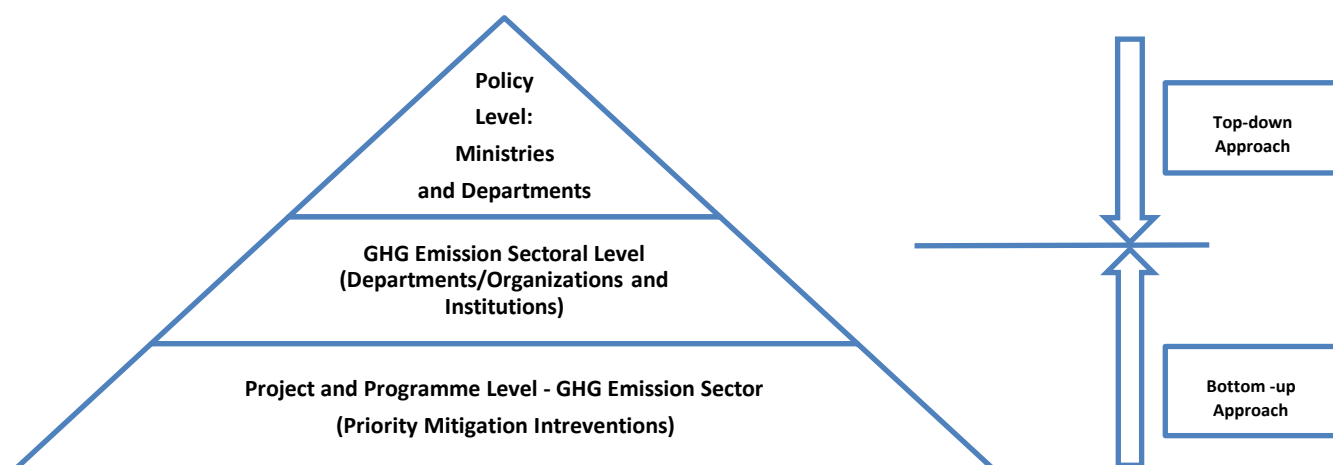
FIGURE 1.5: INTEGRATED MRV TOOL DESIGN PRINCIPLE



The iMRV Tool design approach was to transparently demonstrate progress made towards the targets defined in the national policies and frameworks such as Climate Change Action Plan (CCAP), Nationally Determined Contributions (NDC) etc. Besides measuring ex-post emissions baseline and mitigation actions, the national MRV system also aimed to track the

progress of implementation in terms of other impacts (e.g., policies, co-benefits, achieving SDGs), plus results of means of implementation (e.g., tracking of climate finance flows, technology transfer, capacity building).

FIGURE 1.6: TOP-DOWN, BOTTOM-UP APPROACH FOR MRV FRAMEWORK DESIGN



Kenya's integrated MRV Tool is an Information and communications technology (ICT) based Digital MRV system specifically considering the specific requirements of Kenya and finalized post extensive desktop review of documents, stakeholder consultation and discussion with Climate Change Division. However, the iMRV tool shall be improvised over period of time and shall incorporate future decisions.

TABLE 1.1: ELEMENTS OF INTEGRATED MRV TOOL

Key Elements of Integrated MRV Tool				
Module 1: National GHG Inventory	Module 2: Mitigation Actions	Module 3: Adaptation Actions	Module 4: Climate Finance Flow	Module 5: Sustainable Development Goals (SDGs)
<ul style="list-style-type: none"> <li>-GHG emission sectors</li> <li>- Monitoring and data collection</li> <li>- GHG emission calculation</li> <li>- Analysis and reporting</li> <li>- Results and communication</li> </ul>	<ul style="list-style-type: none"> <li>- NDC implementation roadmap - Priority mitigation actions</li> <li>- Tracking mitigation actions</li> <li>- Monitoring and reporting</li> <li>- Results and communication</li> </ul>	<ul style="list-style-type: none"> <li>- NDC implementation roadmap - Priority Adaptation actions</li> <li>- Tracking NDC adaptation actions</li> <li>- Monitoring and reporting</li> <li>- Results and communication</li> </ul>	<ul style="list-style-type: none"> <li>- Climate finance for NDC implementation actions</li> <li>- Finance &amp; resources deployment schedule</li> <li>- Monitoring and reporting</li> <li>- Results and communication</li> </ul>	<ul style="list-style-type: none"> <li>- SDGs mapping and Monitoring for NDC actions based on UNDP CAIT</li> <li>- Data for SDGs impact monitoring</li> <li>- Review and analysis</li> <li>- SDGs Impact Reporting</li> </ul>

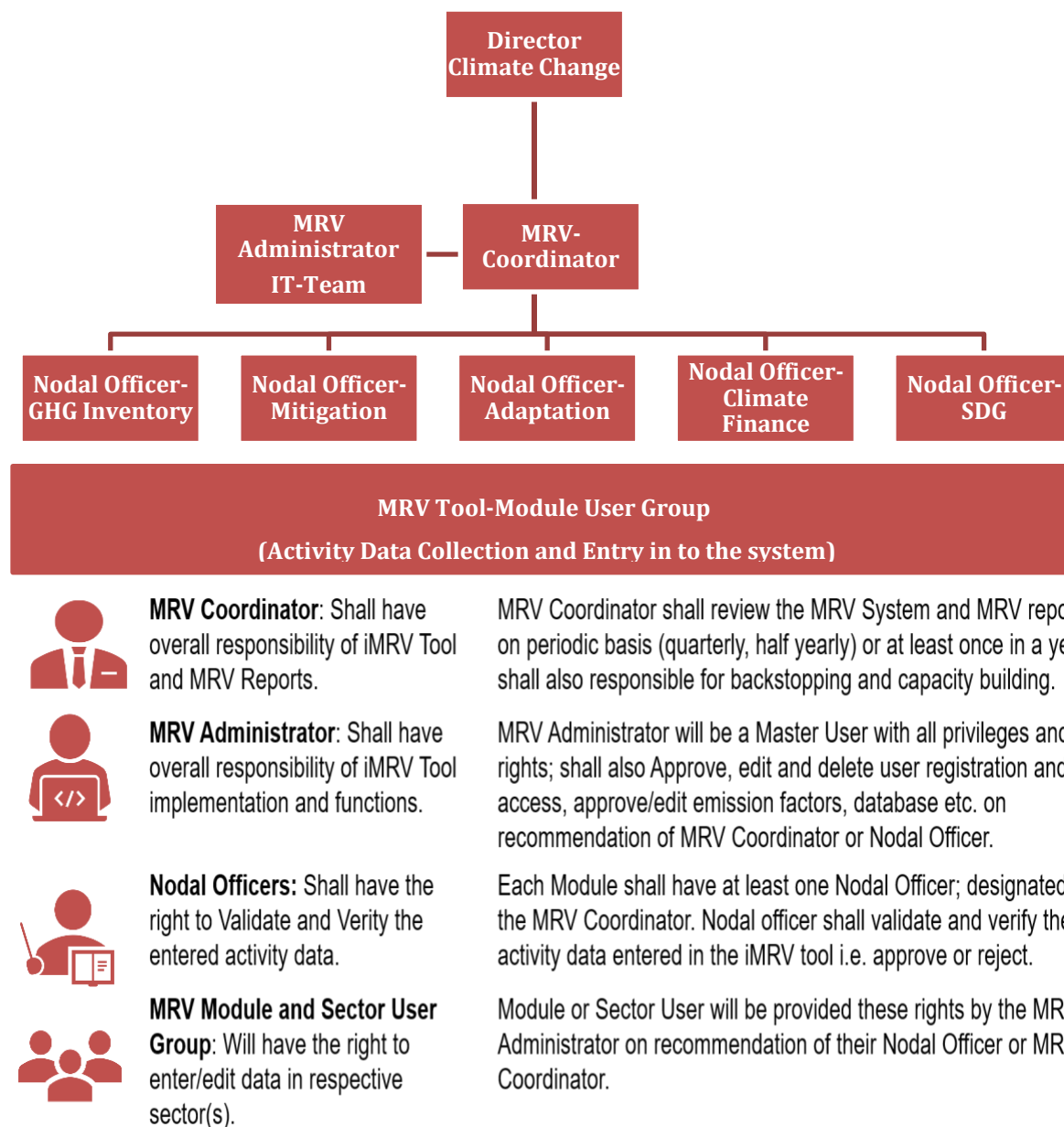
## 1.1 iMRV Tool Operational Structure

Kenya's integrated MRV tool is a web-based digital integrated MRV Tool for climate actions (deployed on cloud server – AWS, please contact IT administrator for more information) designed specifically considering the domestic and international reporting requirements on climate actions. The web-based online digital iMRV tool provides robustness and increases the accessibility of the MRV tool to the different user groups.

The roles and responsibility of key MRV personal are briefly discussed here:

- The users of MRV tool shall enter the data in the MRV Module i.e. GHG Inventory, Create/ Edit Project, Mitigation Actions, Adaptation Actions, Climate Finance and SDG Module.
- The designated Nodal Officer shall approve/reject each entry in to the MRV system (all modules)
- Administrator shall have access and control on overall functionality of the iMRV Tool

FIGURE 1.7: OVERARCHING OPERATIONAL STRUCTURE FOR INTEGRATED MRV SYSTEM



## 2. User Management Module

### Getting started with the MRV Tool

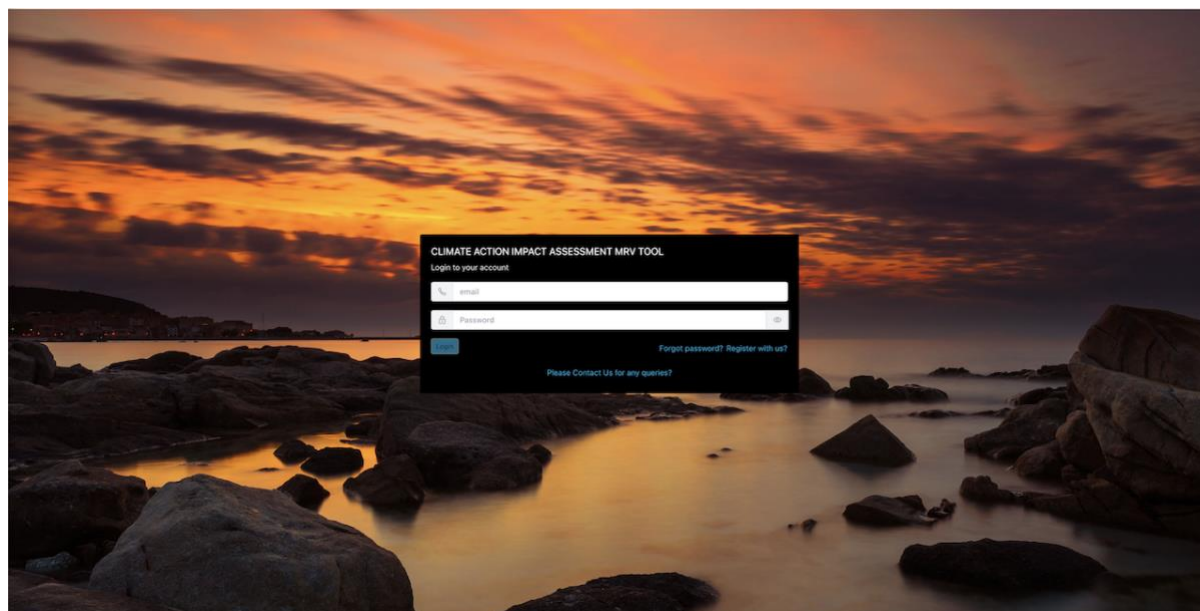
The following sections describe the steps necessary to initialize the Integrated MRV Tool and the database. Following these steps, the MRV Tool is ready for distribution and sharing among inventory compilers, NDC MRV participants and other relevant stakeholders.

#### 2.1 How to Access the MRV Tool

The latest version of Integrated MRV Tool uploaded on the Amazon Web Services (AWS) Cloud Server. The MRV Tool can be accessed on following link:

<http://144.91.97.45:3000/#/>




FIGURE 2.1: WEBPAGE OF INTEGRATED MRV TOOL (VERSION 1.0)





## 2.2 MRV Tool User Group

As per the user management framework of Integrated MRV Tool, following user groups are defined:

User Group		User Privilege
<b>MRV Administrator</b>		Have access to the entire MRV tool and functionality, approve/delete new user credentials, edit/delete database.
<b>Nodal Officers</b>		Nodal Officer can access only My Approvals and approves/rejects the data entered by the users in modules of MRV Tool.
<b>Users - MRV Module and Sector User Group</b>		Will have the right to enter/edit data in respective Modules, sector(s)/sub-sectors/projects.

### 2.2.1 MRV Administrator (IT Administrator)



The MRV-IT Administrator will have overall responsibility of the operation of MRV Tool also responsible for defining new or additional users and has full control over the applications and corresponding databases.

The MRV Administrator shall also:

- Ensure the functioning of the IT structure of MRV System
- Create user accounts on recommendation of MRV-Coordinator
- Assign the user rights and privilege to each Nodal officer and User group.
- Maintain the databases, back-up and system security

#### 2.2.1.1 MRV Administrator Log-in (This section is under development)

#### 2.2.1.2 MRV Administrator – Master User List (This section is under development)

#### 2.2.1.2 MRV Administrator – User Approval and Assign Responsibilities (This section is under development)

### 2.2.2 Nodal Officer



The MRV Tool have five main modules viz: Module-1: National GHG Inventory; Module-2: Mitigation Actions; Module-3: Adaptation Actions; Module-4: Climate Finance; and Module-5: SDGs; though MRV Administrator have overall control on all these modules; however as per the MRV system of Kenya, each module shall be headed by a Nodal Office.

The main function of the Nodal officers is:



- Approval rights (or they may designate the approval rights to competent user) for the activity data entered and projects created by the user.
- Ensuring functioning of respective module and
- Coordination with MRV Administrator for smooth operation of respective module
- Coordinate among the different Nodal officers.
- Participate in review, validation and verification (internal/external) of data/information
- Any other responsibility designated by MRV coordinator or MRV administrator

### 2.2.2.1 Nodal Officer Log-in

Nodal officers can access the Integrated MRV Tool via following and using their respective user ID and Password:

<http://144.91.97.45:3000/#/login>

In case of any difficulty/error in login/password, please contact MRV administrator.

FIGURE 2.2: INTEGRATED MRV TOOL –NODAL OFFICER LOG-IN

### 2.2.3 Users (User Group)



The Integrated MRV Tool have five main modules viz: Module-1: National GHG Inventory; Module-2: Mitigation Actions; Module-3: Adaptation Actions; Module-4: Climate Finance; and Module-5: SDGs; each module shall be used by the user groups (assigned by the Nodal Officer).

There can multiple users for each module e.g., for GHG inventory there may be multiple user responsible for each sector and subsectors – Energy Sector, Transport, IPPU, Forestry, Waste etc. or single user may be eligible for using multiple modules e.g., GHG Inventory and Mitigation etc.

The user shall coordinate with different activity data providers via electronic media to collect the activity data (periodically) and shall update the data in the MRV system. The user shall also verify the data preliminary and submit for approval to the nodal officers.

**2.2.4 New Account (User/Nodal) – (This section is under development)**

**2.2.5 Update Profile/Change Password/Logout (This section is under development)**

**2.2.6 MRV Tool – Dashboard (This section is under development)**

## **3. GHG Inventory Module (This section is under development)**

### **3.1 Energy Sector – Inventory**

#### **3.1.1.1 Sectoral Approach – Activity Data**

#### **3.1.2 Reference Approach**

##### **3.1.2.1 Reference Approach – Activity Data**

#### **3.1.3 Database – Energy**

### **3.2 IPPU Sector – Inventory**

#### **3.2.1 Mineral Industry**

##### **3.2.1.1 Cement Production**

##### **3.2.1.2 Lime Production**

#### **3.2.2 Non-Energy Products from Fuels and Solvent Use**

#### **3.2.3 Product Uses as Substitutes for Ozone Depleting Substances**

#### **3.2.4 Database - IPPU**

### **3.3 AFOLU Sector – Inventory**

#### **3.3.1 Livestock**

#### **3.3.2 Land**

#### **3.3.3 Aggregate sources and non-CO<sub>2</sub> emissions sources on land**

#### **3.3.4 Database - AFOLU**

### **3.4 Waste Sector – Inventory**

#### **3.4.1 Solid Waste Disposal**

#### **3.4.2 Biological Treatment of Solid Waste**

#### **3.4.3 Incineration and Open Burning of Waste**

#### **3.4.4 Wastewater Treatment and Discharge**

#### **3.4.5 Database - Waste**

## 4. NDC Actions/Projects Module

The first activity to developing the mitigation/adaptation/climate finance/SDG impact database is to create an action or project in the MRV database. This activity captures basic information about the action or project. The sub-modules required for mitigation, adaptation, finance and SDG, action or project to be created using the information entered in this module.

FIGURE 4.1: NEW NDC ACTION SCREEN NAVIGATION AND SEARCH NDC ACTION SCREEN

The screenshot displays the 'NDC Actions' module interface. On the left is a dark sidebar with navigation links: Home, GHG, NDC Actions (highlighted), Mitigation Actions, Adaptation Actions, Climate Finance, SDG Assessment, Database, Reports, and MY APPROVALS. The main area is titled 'SEARCH NDC ACTION' and contains a table with columns: PROJECT ID, DIVISION, SECTOR, SUB SECTOR, IMPLEMENTING AGENCY, COMMISSIONING DATE, and Actions. The table lists several projects, including 'GA-0121-00: Emission reduction test1', 'GA-0111-00: Enhancement capacity for climate change adaptation in Kenya', 'GA-0132-00: Crop cutting', 'GA-0011-00: Crop cutting', and 'GA-0021-00: Kenya's Dairy 300MM'. A 'New NDC' button is located in the top right corner of the main area. A red callout box points to this button with the text: 'Select New NDC button to access new NDC/Projects creation form.' Another red callout box points to the 'NDC Actions' link in the sidebar with the text: 'Select button to access the Search NDC Action and New NDC/Project creation link.'

FIGURE 4.2: NDC ACTION FORM – PROJECT DETAILS

The screenshot shows the 'NDC Action Form' with a progress bar at the top indicating four steps: 1. Project Details, 2. Agency Details, 3. Other Details, and 4. Timeline Details. The 'Project Details' section is active and contains the following fields: 'Intervention' (a dropdown menu with 'Mitigation' selected), 'Sector' (a dropdown menu with 'Energy Generation' selected), 'Sub-Sector' (a dropdown menu with 'Renewable Energy' selected), and 'Area' (a dropdown menu with 'Principle' selected). There is a 'Next' button below the 'Sub-Sector' field and a 'Submit' button at the bottom left of the form.

### Project Details –

**Intervention:** Select Mitigation/Adaptation/Cross-cutting/Enablers from the drop-down list. By definition enablers refers to those projects/programmes which focus on enhancing capacities of systems and societies to mitigate/adapt to the associated climate change, while achieving sustainable development, eradicating poverty and reducing inequalities. These can include finance/technological innovations, strengthening of policy instruments in a country etc.

**Sector:** Select the sector from the drop-down list.

**Sub-Sector:** Select the sub-sector from the drop-down list.

**Area:** Select 'Principal' or 'Significant' from the dropdown list. By definition principal refers to those projects/actions/activities that fulfill only primary outcomes and have no co-benefits, whereas significant refers to those projects/actions/activities that have co-benefits along with fulfilment of primary outcomes.

**User should select 'Next' to access the 'Agency Details' tab**

FIGURE 4.3: NDC ACTION FORM - AGENCY DETAILS

The screenshot shows the 'NDC Action Form' with four tabs: 'Project Details', 'Agency Details' (active), 'Other Details', and 'Timeline Details'. The 'Agency Details' tab contains four input fields: 'Implementing Agency\*' with the value 'Ministry of Agriculture', 'Other Agency\*' with the value 'FAO', 'Project Title\*' with the value 'Enhancing capacity for planning and effective implementation', and 'Lifetime (years)\*' with the value '5'. Below these fields are two buttons: 'Back' (red) and 'Next' (blue). At the bottom left of the form is a green 'Submit' button.

### Agency Details -

**Implementing Agency:** Enter the name of implementation agency (keep the name short and consistent).

**Other Agency:** Enter name of other party involved in the project implementation/financing etc.

**Project Title:** Enter title for the project (this should be short and simple to identify the project)

**Lifetime (years):** Enter value for lifetime of the project. By definition lifetime refers to the length of the time that a equipment, machinery, construction work etc. established is expected to function and after that period it will fail or stop working.

**User should select 'Next' to access the 'Other Details' tab**

**User can select 'Back' to navigate back to 'Project Details' tab**

FIGURE 4.4: NDC ACTION FORM - OTHER DETAILS

The screenshot shows the 'NDC Action Form' with four tabs: 'Project Details', 'Agency Details', 'Other Details' (active), and 'Timeline Details'. The 'Other Details' tab contains four input fields: 'Part of NMR\*' with a dropdown menu showing 'No', 'Included in NDC\*' with a dropdown menu showing 'Yes', 'Project Location\*' with a dropdown menu showing 'National', and 'Geo Coordinates\*' with the value '-0.0023, 37.906'. Below these fields are two buttons: 'Back' (red) and 'Next' (blue). At the bottom left of the form is a green 'Submit' button.

### **Other Details –**

**Part of NAP/NAPA/NAMA:** Select appropriate option from the drop-down list.

**Included in NDC:** Select 'Yes' or 'No' from the drop-down list.

**Project Location:** Select location of the project from the drop-down list.

**Geo Coordinates:** Enter the geographical coordinates (latitude and longitude) of project activity site.

**Project Cost (USD):** Enter total cost of the project in USD.

**Source of Funding:** Select the source of funding for the project from the drop-down list.

**User should select 'Next' to access the 'Timeline Details' tab**

**User can select 'Back' to navigate back to 'Agency Details' tab**

FIGURE 2.5: NDC ACTION FORM - TIMELINE DETAILS

The screenshot displays the 'NDC Action Form' with the 'Timeline Details' tab selected. The form contains the following elements:

- Project Details:** Includes a 'Start Date' field with the value '1/1/2022' and a calendar icon.
- Agency Details:** Includes an 'End Date' field with the value '12/31/2027' and a calendar icon.
- Other Details:** Includes a 'Financial Closure Date' field with the value '6/30/2028' and a calendar icon.
- Navigation:** A red 'Back' button is located below the 'Financial Closure Date' field, and a green 'Submit' button is at the bottom left of the form.

### **Timeline Details -**

**Start Date:** Select/Enter date of effectiveness for the project.

**End Date:** Select/Enter end date for the project.

**Financial Closure Date:** Select/Enter financial closure date for the project. By definition it refers to the date on which the total expenditure, sources of revenue and how this revenue will be spent are finalised and signed, for successful completion of the particular project/action.

**User can select 'Back' to go to 'Other Details' tab**

**User should provide information for all the identifiers marked with asterisk (\*) for successful submission of a project.**

**User should submit the project data in the database using 'Submit' button and a unique project Id is created at the backend.**

## 5. Mitigation Actions Module

The Mitigation Action Tracking Module focus on both project implementation and operation phase. The bottom-up approach is applied to develop a comprehensive and integrated system considering the unique requirement of a country. However, this is being developed as a living framework and shall be updated on periodic basis or as and when required. It is important to integrate the existing national processes for project monitoring with the new tool to avoid duplication and maximize the use of resources. The module will allow for efficient integration and strengthening between what exists and what is expected be developed. Importantly, appropriate monitoring indicators and parameters (e.g., raw data needs) will be identified and monitored at either the mitigation action level, or at the sub-sector level.

### 5.1 Mitigation Actions - Project Information

To initiate the Mitigation action monitoring, user needs to include the baseline project information in the database against which NDC mitigation action project can be tracked/monitored.

FIGURE 5.1: MITIGATION ACTION PROJECT INFORMATION FORM – PROJECT DETAILS

The screenshot shows a web form titled "MITIGATION ACTION - PROJECT INFORMATION". At the top, there is a "Project" dropdown menu with the value "GA-0021-04-01111(Solar at the gate)". Below this, the form is divided into four tabs: "1 Project Details", "2 Agency Details", "3 Other Details", and "4 Timeline Details". The "Project Details" tab is active and contains several input fields: "Mitigation Sector" (Transport), "Mitigation Sub-Sector" (Aviation), "Included in NDC" (Yes), "Project Location", "Project Cost (\$USD)" (1500000), "Source of Funding", "Lifetime (years)" (25), "Project Contributions" (Economic, Social, Environmental), "Project Status" (Implemented), and "Project Beneficiaries" (Kenya). A blue "Next" button is located at the bottom left of the form.

**Project:** Select a project already created (using Projects module) from the drop-down list.

#### **Project Details –**

**Values in Mitigation Sector, Mitigation Sub-sector, Included in NDC, Project Location, Project Cost, Sources of Funding and Lifetime (years) identifiers are auto-populated.**

**Project Contributions:** Select appropriate project contributions from the drop-down list.

**Project Status:** Select appropriate value for project status from the drop-down list.

**Project Beneficiaries:** Enter name of beneficiaries related to project activity.

**User should select 'Next' to access the 'Agency Details' tab**



FIGURE 5.2: MITIGATION ACTION PROJECT INFORMATION FORM – AGENCY DETAILS

The screenshot shows the 'MITIGATION ACTION - PROJECT INFORMATION' form with the 'Agency Details' tab selected. The form includes a 'Project' dropdown menu with the value 'GA-0021-04-01111[Solar at the gate]'. Below the tabs, there are four input fields: 'Implementing Agency' (KCAA), 'Contact Details' (Francis Mwangi), 'Other Party' (KAA), and 'Contact Details' (Naomi Mwangi). At the bottom left, there are 'Back' and 'Next' buttons.

**Agency Details –**

**Values in Implementing Agency and Other Party identifiers are auto-populated.**

**Contact Details:** User should provide key contact information such as address for the Implementing Agency as well as for other party if present.

**User should select ‘Next’ to access the ‘Other Details’ tab**

**User can select ‘Back’ to return to ‘Project Details’ tab**

FIGURE 3.3: MITIGATION ACTION PROJECT INFORMATION FORM – OTHER DETAILS

The screenshot shows the 'MITIGATION ACTION - PROJECT INFORMATION' form with the 'Other Details' tab selected. The form includes several input fields: 'Expected GHG Savings (tCO2e/ year)' (1300), 'Target GHGs' (CO2), 'Gender Inclusiveness Assessment' (Yes), 'Expected Project Outputs' (507 Kw), 'Project Impacts' (820,000 kWh per year), 'Registered With Market Based Mechanism' (No), 'Provide Weblink' (https://www.icaao.int/Newsroom/Pages/ICAO-solar-at-gate-pilot), 'Issuance of Carbon Benefits', and 'Verification Status (rounds)'. At the bottom left, there are 'Back' and 'Next' buttons. A 'Calculation Sheet' section includes a 'Choose file' button, 'No file chosen', and 'Upload' and 'Download' buttons.

**Other Details –**

**Expected GHG Savings (tCO2e/ year):** Enter value for expected annual GHG emission reductions in the project.

**Target GHGs:** Select appropriate GHGs reduced by implementation of the project activity from the drop-down list.

**Gender Inclusiveness Assessment:** Select appropriate option from the drop-down list.

**Expected Project Outputs:** Enter name of expected project outputs related to project activity.

**Project Impacts:** Enter project impacts related to project activity.

**Registered With Market Based Mechanism:** Enter name of market-based mechanism for which the project activity is registered.

**Provide Weblink:** Enter URL of market-based mechanism for which the project activity is registered

**Issuance of Carbon Benefits:** Enter in brief if any type of carbon benefits is issued.

**Verification Status (rounds):** Enter expected value for verification rounds to be conducted in relation to issuance of carbon benefits.

In 'Calculation Sheet' dialog box, user should select 'Choose file' and select 'Upload' button to upload any emission calculation sheet or other related files in the tool.

User can select 'Download' button to download any previously uploaded emission calculation sheet or related files from the tool.

User should select 'Next' to access the 'Timeline Details' tab

User can select 'Back' to return to 'Agency Details' tab

FIGURE 5.4: MITIGATION ACTION PROJECT INFORMATION FORM – TIMELINE DETAILS

Values in Start Date, End Date and Financial Closure Date identifiers are auto-populated.

User can select 'Back' to return to 'Other Details' tab

FIGURE 5.5: MITIGATION ACTION PROJECT INFORMATION - PERFORMANCE INDICATOR FORM

**Add New:** Select 'Add New' button to get blank row for inserting new performance indicator details.

**Indicator:** Enter name of performance indicator to be monitored for project activity.

**Unit:** Enter name of unit in which the performance indicator to be measured and monitored for project activity. (MWh, tonnes etc.)

**Value:** Enter expected value for the performance indicator to be measured and monitored for project activity. (1000, 20000 etc.)

**Reference:** Enter the data source for the performance indicator (eg. Detailed Project Report)

**Remarks:** Enter any comments/observations necessary for nodal officer to consider while approving/rejecting the project information

**User should submit the project information data using submit button.**

## 5.2 Mitigation Actions - Monitoring Information

To track the NDC Mitigation action user need to enter the monitoring data on annual basis.

FIGURE 5.6: MITIGATION ACTION MONITORING INFORMATION FORM – PROJECT DETAILS

The screenshot shows the 'Project Details' tab of the 'MITIGATION ACTION - MONITORING INFORMATION' form. The form is divided into four sections: Project Details, Agency Details, Other Details, and Timeline Details and Uploads. The Project Details section contains fields for Mitigation Sector (Transport), Project Cost (USD) (1500000), Project Contributions (Economic, Social, Environmental), and Project Status (Implemented). The Agency Details section contains fields for Mitigation Sub-Sector (Aviation) and Source of Funding. The Other Details section contains fields for Included in NDC (Yes), Lifetime (years) (25), and Project Location. The Timeline Details and Uploads section contains a field for Project Beneficiaries (Kangia). A 'Next' button is located at the bottom left of the form.

**Project Id:** Select the project from the drop-down list.

**Monitoring Year:** Select monitoring year from the drop-down list.

**Values in Mitigation Sector, Mitigation Sub-sector, Included in NDC, Project Location, Project Cost, Sources of Funding, Lifetime (years), Project Contributions, Project Status and Project Beneficiaries identifiers are auto-populated.**

**User should select 'Next' to access the 'Agency Details' tab**

FIGURE 5.7: MITIGATION ACTION MONITORING INFORMATION FORM – AGENCY DETAILS

The screenshot shows the 'Agency Details' tab of the 'MITIGATION ACTION - MONITORING INFORMATION' form. The form is divided into four sections: Project Details, Agency Details, Other Details, and Timeline Details and Uploads. The Project Details section contains fields for Implementing Agency (KCAA), Contact Details (Francis Mwangi), Other Party (KAA), and Contact Details (Naomi Mwangi). The Agency Details section contains fields for Implementing Agency (KCAA), Contact Details (Francis Mwangi), Other Party (KAA), and Contact Details (Naomi Mwangi). The Other Details section contains fields for Other Party (KAA) and Contact Details (Naomi Mwangi). The Timeline Details and Uploads section contains a field for Contact Details (Naomi Mwangi). A 'Back' button is located at the bottom left of the form, and a 'Next' button is located at the bottom right of the form.

### Agency Details –

**Values in Implementing agency, Contact Details, Other Party and Contact Details identifiers are auto-populated**

**User should select 'Next' to access the 'Other Details' tab**

**User can select 'Back' to return to 'Project Details' tab**

FIGURE 5.4: MITIGATION ACTION MONITORING INFORMATION FORM – OTHER DETAILS

The screenshot shows the 'MITIGATION ACTION - MONITORING INFORMATION' form with the 'Other Details' tab selected. The form includes the following fields and sections:

- Project ID:** GA-0021-04-01111(Solar at the gate)
- Monitoring Year:** 2013
- Project Details:**
  - Actual GHG Savings (tCO<sub>2</sub>e/ year):
  - Project Impacts: 820,000 kWh per year
  - Issuance of Carbon Benefits:
- Agency Details:**
  - Gender Inclusiveness Assessment: Yes
  - Registered With Market Based Mechanism: No
  - Verification Status (rounds):
- Other Details:**
  - Expected Project Outputs: 507 Kw
  - Provide Weblink: <https://www.icas.int/Newsroom/Pages/ICAO-solar-at-gate-pilot-project-f>
  - Calculation Sheet: Choose file | No file chosen | Upload
  - Verification Reports: Choose file | No file chosen | Upload
- Navigation:** Back, Next

**Other Details –**

**Actual GHG Savings (tCO<sub>2</sub>e/ year):** Enter value for actual annual GHG emission reductions for the project.

**Values in Gender Inclusiveness Assessment, Expected Project Outputs, Project Impacts, Registered with Market Based Mechanism, Provide Weblink and Issuance of Carbon Benefits identifiers are auto-populated.**

**Verification Status (rounds):** Enter the value for number of verification rounds completed for the project in the monitoring year

**In ‘Calculation Sheet’ dialog box, user should select ‘Choose file’ and select ‘Upload’ button to upload any emission calculation sheet or other related files in the tool.**

**In ‘Verification Reports’ dialog box, user should select ‘Choose file’ and select ‘Upload’ button to upload any verification reports or other related files in the tool.**

**User should select ‘Next’ to access the ‘Timeline Details and Uploads’ tab**

**User can select ‘Back’ to return to ‘Agency Details’ tab**

FIGURE 5.5: MITIGATION ACTION MONITORING INFORMATION FORM – TIMELINE DETAILS AND UPLOADS

The screenshot shows the 'MITIGATION ACTION - MONITORING INFORMATION' form with the 'Timeline Details and Uploads' tab selected. The form includes the following fields and sections:

- Project ID:** GA-0021-04-01111(Solar at the gate)
- Monitoring Year:** 2013
- Timeline Details and Uploads:**
  - Start Date (MM/DD/YYYY):
  - End Date (MM/DD/YYYY):
  - Financial Closure Date (MM/DD/YYYY):
- Navigation:** Back

**Timeline Details and Uploads –**

**Values in Start Date, End Date and Financial Closure Date identifiers are auto-populated.**

**User can select ‘Back’ to return to ‘Other Details’ tab**

FIGURE 5.10: MITIGATION ACTION MONITORING INFORMATION - PERFORMANCE INDICATOR FORM

INDICATOR	UNIT	VALUE	REFERENCE
Indicator total generation	Unit KWh	Value 2062959.8	Reference O&M Monthly Rep

Items per page: 5 1 - 1 of 1 < >

Remarks

The Project is working very well and has reduced total Carbon emissions saved up to date is 1,932,422.03 Kg.

Submit

**Value:** Enter actual value for the performance indicator measured and monitored for project activity.

**Reference:** Enter the data source for the actual value of performance indicator (eg. Monitoring Report)

**Remarks:** Enter any comments/observations necessary for nodal officer to consider while approving/rejecting the monitoring information

**User should submit the project monitoring data using submit button.**

## 6. Adaptation Actions Module

The Adaptation action tracking module will follow similar bottom-up approach and methodology as for GHG inventory and Mitigation Action Tracking. Adaptation module shall perform tracking both for qualitative as well as quantitative information.

### 6.1 Adaptation Actions - Project Information

FIGURE 6.1: ADAPTATION ACTION PROJECT INFORMATION FORM

**Project Id:** Select a project already created and stored in the database from the drop-down list.

**Values in Adaptation Sector, Adaptation Sub-Sector, Included in NDC, Included in NAPA, Implementing Agency, Other Party, Lifetime (years), End Date, Financial Closure Date and Start Date identifiers are auto-populated.**

**MTP Objective Coverage:** Select MTP objective from drop-down list. Following objectives are included:

- Enhance value addition in key growth opportunities
- Strengthen the private sector to create jobs
- Consolidate and increase the stock and quality of productive infrastructure
- Enhance the productivity and social wellbeing of the population
- Strengthen the role of the state in guiding and facilitating development

**MTP Coverage:** Select MTP coverage from drop-down list. Following coverage area are included:

- Agro-Industrialization
- Mineral-based Industrialization
- Petroleum Development
- Tourism Development
- Water, Climate Change and ENR Management

- Private Sector Development
- Manufacturing
- Digital Transformation
- Integrated Transport Infrastructure and Services
- Sustainable Energy Development
- Sustainable Urban and Housing Development
- Human Capital Development
- Community Mobilization and Mindset Change
- Innovation, Technology Development and Transfer
- Regional Development
- Governance and Security
- Public Sector Transformation
- Development Plan Implementation
- Climate Hazard

By selecting the priority area name (Agriculture, Forestry, Water, Energy, Health and Risk Management) qualitative and quantitative questionnaire form will be displayed for each priority area.

### [Qualitative Impact](#)

FIGURE 6.2: ADAPTATION ACTION PROJECT INFORMATION - QUALITATIVE IMPACT FORM

The screenshot shows a web form for 'AGRICULTURE'. At the top, there are tabs for Agriculture, Forestry, Water, Energy, Health, and Risk Management. The 'AGRICULTURE' tab is selected. Below the tabs, there is a section titled 'Qualitative Impact' with a scrollable area containing four questions, each followed by a drop-down menu. The questions are: 'Does the action diversify livelihoods to adjust to a changing climate?', 'Does the action enhance crop productivity?', 'Does the action enhance productivity in the fisheries sector?', and 'Does the action enhance productivity in the livestock sector?'. The drop-down menus show 'Yes', 'No', and 'Not Applicable' as options. Below the 'Qualitative Impact' section is a 'Quantitative Impact' section, which is currently collapsed.

**Qualitative Impact:** Select 'Qualitative Impact' to expand the section for questionnaire.

User can select 'Yes/No/Not Applicable' as preferred from the drop-down list against each qualitative indicator.

### [Quantitative Impact](#)



FIGURE 6.3: ADAPTATION ACTION PROJECT INFORMATION - QUANTITATIVE IMPACT FORM

The screenshot shows the 'ADAPTATION ACTION PROJECT INFORMATION - QUANTITATIVE IMPACT FORM' with the 'AGRICULTURE' tab selected. The form includes a 'Qualitative Impact' dropdown menu. Below it, the 'Quantitative Impact' section is expanded, showing four rows of data entry fields. Each row has a 'Data' input field and a 'Data Source' dropdown menu. The data entered is as follows:

Field	Data	Data Source
Acreage under irrigation	500	Report
Hectares of rangeland re-seeded	1000	Report
Million cubic meters (MCM) of water storage in (Arid and Semi Arid Land) ASALs	100	Report
Number of cages for fish farming	0	Data Source

At the bottom, there is a 'Remarks' section with the text 'Real data will be included later' and a green 'Submit' button.

**Quantitative Impact:** Select 'Quantitative Impact' to expand the section for questionnaire.

**Data:** Enter baseline data for the respective quantitative assessment.

**Data Source:** Enter reference for baseline data of respective quantitative assessment.

**Remarks:** Enter any comments/observations necessary for nodal officer to consider while approving/rejecting the project information

**User should submit the project information data using submit button.**

## 6.2 Adaptation Actions – Monitoring Information

FIGURE 6.4: ADAPTATION ACTION MONITORING INFORMATION FORM

The screenshot shows the 'ADAPTATION ACTION MONITORING INFORMATION FORM' with the 'AGRICULTURE' tab selected. At the top, there is a 'Project ID' dropdown menu showing 'GA-0011-03-0111(Kenya Climate Smart Agriculture Project)' and a 'Year' dropdown menu showing '2025'. Below these are tabs for 'Agriculture', 'Forestry', 'Water', 'Energy', 'Health', and 'Risk Management'. The 'AGRICULTURE' tab is selected, showing the same 'Quantitative Impact' section as Figure 6.3. At the bottom, there is a 'Remarks' section with the text 'Real data will be included later' and a green 'Submit' button.

**Project Id:** Select a project already created and stored in the database from the drop-down list.

**Year:** Select monitoring year from the drop-down list.

**By selecting the priority area name (Agriculture, Forestry, Water, Energy, Health and Risk Management) quantitative assessment form will be displayed for respective priority area.**

**Data:** Enter value for actual data for the respective quantitative assessment.

**Data Source:** Enter references for data of respective quantitative assessment.

**Remarks:** Enter any comments/observations necessary for nodal officer to consider while approving/rejecting the monitoring information

**User should submit the project monitoring data using submit button.**

## 7. Climate Finance Module

The Climate Finance Flow Module has been designed to cater both domestic and international Climate Finance Tracking requirements. Climate Finance Flow Tracking Sub-Module can be accessed through the Home Page or Dashboard. On the left-hand side of the Dashboard, you would see the Climate Finance Flow Sub-Module tab which you shall use to navigate the system and access different functionality.

FIGURE 7.1: CLIMATE FINANCE MODULE MENU NAVIGATION

### 7.1 Climate Finance - Project Information

This sub-module is used to enter the planned financial data related with NDC action/project. This sub-module has four components:

#### 7.1.1 Project Details

FIGURE 7.2: CLIMATE FINANCE PROJECT INFORMATION - PROJECT DETAILS FORM

**Project Id:** Select a project already created and stored in the database from the drop-down list.

**Financial Year:** Enter value for the financial year. (e.g., 2021 or 2021-22)

**Applied Exchange Rate:** Enter value for the applicable exchange rate.

**Financing Mode:** Select the financing mode from the drop-down list.

**Budget Code:** Enter the value as per the climate finance budgetary reporting.

**Values in End Date, Financial Closure Date and Start Date identifiers will be auto-populated.**

## 7.1.2 Financial Flow

FIGURE 7.3: CLIMATE FINANCE PROJECT INFORMATION - FINANCIAL FLOW FORM

**CLIMATE FINANCE - PROJECT INFORMATION**

Project ID: GA-0111-03-01[Enhancing capacity for planning and effective implementation of climate change adaptation in Kenya]

Project Details | **Financial Flow** | Detailed Budget | DISBURSEMENT YEAR

Project Size (million USD): Micro (<=0.5) | Project Cost (USD): 3000 | National Budget (USD): 1000

Sub-National Budget (USD): 500 | Green Bonds (USD): 500 | Others (USD): 0

**SOURCES OF FINANCE** Add New

FUNDING TYPE	NATIONAL/INTERNATIONAL	AMOUNT (USD)	FINANCING CHANNEL	FUNDING AGENCY
<input type="checkbox"/> Funding Type: Loan	<input type="checkbox"/> National/International: International	Amount (USD): 1000	Financing Channel: Multilateral	Funding Agency: World Bank
<input type="checkbox"/> Funding Type: ...	<input type="checkbox"/> National/International: ...	Amount (USD): 0	Financing Channel: ...	Funding Agency: ...

Details Selected Items per page: 5 0 of 0

Please approve the climate financing information for this project.

Submit

**Project Size (million USD):** Select the mode based on the project cost from the drop-down list.

**Project Cost (USD):** It gets auto populated after selection of a project.

**National Budget (USD):** Enter value for national budget if applicable.

**Sub National Budget (USD):** Enter value for sub-national budget if applicable.

**Green Bonds (USD):** Enter value for debt investment (if any) made for the project.

**Others (USD):** Auto-calculated

### Sources of Finance

This section specifically enables users to record finances received from the multiple sources like World Bank, AfDB, EU AID etc. for the successful implementation of climate change project/action in the country.

**Add New:** Select 'Add New' button to get blank row for inserting financial source information.

**Funding Type:** Select type of funding for the project from drop-down list.

**National/International:** Select funding for the project is national/international from drop-down list.

**Amount (USD):** Enter value for amount funded for the project.

**Channel:** Select channel for funding of the project from drop-down list.

**Funding Agency:** Enter name of funding agency for the project.

### 7.1.3 Detailed Budget

FIGURE 7.4: CLIMATE FINANCE PROJECT INFORMATION - DETAILED BUDGET FORM

CLIMATE FINANCE - PROJECT INFORMATION

Project ID: GA-0111-03-01(Enhancing capacity for planning and effective implementation of climate change adaptation in Kenya)

Project Details | Financial Flow | **Detailed Budget** | DISBURSEMENT YEAR

PROJECT COST BREAKDOWN \*

	DISBURSEMENT CATEGORY	AMOUNT (USD)	REFERENCE
<input type="checkbox"/>	Disbursement Category	Amount (USD)	Reference
<input type="checkbox"/>	Civil Work	2500	Financial closure of
<input type="checkbox"/>	Consultant	500	Financial closure of
<input type="checkbox"/>	Travel, Inter.	100	Financial closure of
<input type="checkbox"/>	Office Suppl.	100	Financial closure of

[Add New](#)

[Delete Selection](#)

Items per page: 5 0 of 0 < >

Remember

Please approve the climate financing information for this project.

[Submit](#)

**Add New:** Select 'Add New' button to get blank row for inserting disbursement category information.

**Disbursement Category:** Select relevant disbursement category from drop-down list.

**Amount (USD):** Enter value for amount funded for disbursement category.

**Reference:** Enter the data source for the costs related to the disbursement category (eg. Financial closure statement)

### 7.1.4 Disbursement Year

FIGURE 7.5: CLIMATE FINANCE PROJECT INFORMATION - DISBURSEMENT YEAR FORM

**CLIMATE FINANCE - PROJECT INFORMATION**

Project ID: GA-0111-03-01 Enhancing capacity for planning and effective implementation of climate change adaptation in Kenya

Project Details | Financial Flow | Detailed Budget | **DISBURSEMENT YEAR**

**DISBURSEMENT SCHEDULE**

[Add New](#)

	DISBURSEMENT YEAR	AMOUNT (USD)	REFERENCE
<input type="checkbox"/>	Disbursement Year 2011	Amount (USD) 1000	Reference Financial Closure S
<input type="checkbox"/>	Disbursement Year 2012	Amount (USD) 1000	Reference Financial Closure S
<input type="checkbox"/>	Disbursement Year 2013	Amount (USD) 1000	Reference Financial Closure S

[Delete Selected](#)

Items per page: 5 0 of 0 < >

**Remarks**  
Please approve the climate financing information for this project.

[Submit](#)

**Add New:** Select 'Add New' button to get blank row for inserting disbursement schedule information.

**Disbursement Year:** Select disbursement year from drop-down list.

**Amount (USD):** Enter value for amount disbursed.

**Remarks:** Enter any comments/observations necessary for nodal officer to consider while approving/rejecting the project information

**Reference:** Enter the data source for the disbursement information of the selected year (eg. Financial closure statement)

**User should submit the project information data using submit button.**

## 7.2 Climate Finance - Monitoring Information

FIGURE 7.6: CLIMATE FINANCE MONITORING INFORMATION FORM

**CLIMATE FINANCE - MONITORING INFORMATION**

Project Id \*  
GA-0021-01-0111|Chyulu Hills Redd+ Project

Monitoring Year: 2021  
Financial Year: 2021  
Applied Exchange Rate (USD/USD): 120

Financing Mode: 120  
Budget Code: 0101  
End Date (MM/DD/YYYY): 9/19/2043

Financial Closure Date (MM/DD/YYYY): 9/19/2012  
Start Date (MM/DD/YYYY): 9/19/2013

**DISBURSEMENT DETAILS** + Add New

<input type="checkbox"/>	DISBURSEMENT CATEGORY	AMOUNT Q1 (USD)	AMOUNT Q2 (USD)	AMOUNT Q3 (USD)	AMOUNT Q4 (USD)	REFERENCE
<input type="checkbox"/>	Disbursement Category: Equipment ...	Amount Q1 (USD): 200	Amount Q2 (USD): 500	Amount Q3 (USD): 100	Amount Q4 (USD): 50	Reference: Invoices
<input type="checkbox"/>	Disbursement ...	Amount Q1 (USD): 0	Amount Q2 (USD): 0	Amount Q3 (USD): 0	Amount Q4 (USD): 0	Reference

🗑 Delete Selected

Items per page: 5 1 - 2 of 2

Remarks\*  
Please approve the finance monitoring information for this project.

Submit

**Project Id:** Select a project already created and stored in the database from the drop-down list.

**Monitoring Year:** Select monitoring year from drop-down list.

**Values in Financial Year, Applied Exchange Rate, Financing Mode, Budget code, End Date, Financial Closure Date and Start Date identifiers will be auto-populated**

**Add New:** Select 'Add New' button to get blank row for inserting disbursement details for disbursement category.

**Disbursement Category:** Select relevant disbursement category from drop-down list.

**Amount (USD):** Enter value for disbursed amount under appropriate quarter of monitoring year.

**Reference:** Enter the data source for the disbursement information of the selected category (eg. invoices)

**Remarks:** Enter any comments/observations necessary for nodal officer to consider while approving/rejecting the monitoring information

**User should submit the finance monitoring data for the project using submit button.**



## 8. SDG Assessment Module

SDG assessment module has been developed and integrated with this tool to help a broad range of stakeholders in managing the design, development, implementation, financing, measurement, reporting and verification of the various type of actions. This will enable the stakeholders to identify significant impacts, define indicators, quantify impacts and set targets and track the progress of the actions towards the NDCs.

For consistency with internationally accepted definitions, the terminologies used in this tool were aligned with the definitions of the Initiative for Climate Action and Transparency (ICAT): <http://www.climateactiontransparency.org/about/> . This tool is based on UNDP CAIT tool <https://climateimpact.undp.org/> and uses a bottom-up tool that can be applied to track 'significant, direct impacts' of actions. For more information or clarification on SDGs, please refer the UNDP website: <https://www.undp.org/content/undp/en/home/sustainable-development-goals.html>

The tool focuses on consolidating the direct impacts resulting from a proposed action. The tool provides the flexibility to the user to define what impact can be considered significant and direct – and is an outcome (short-term or long term, intended or unintended) of the proposed action. The 5 principles below provide the users with a basis for decision making.

Principle	Description
<b>Relevance</b>	Ensure the assessment appropriately reflects the sustainable development impacts of the policy or action and serves the decision-making needs of users and stakeholders, both internal and external to the reporting entity. Applying the principle of relevance depends on the objectives of the assessment, broader policy objectives, national circumstances, and stakeholder priorities.
<b>Completeness</b>	Include all significant impacts in the assessment boundary. Disclose and justify any specific exclusions.
<b>Consistency</b>	Use consistent accounting approaches, data collection methods, and calculation methods to allow for meaningful performance tracking over time. Transparently document any changes to the data, assessment boundary, methods, or any other relevant factors in the time series.
<b>Transparency</b>	Provide clear and complete information for internal and external reviewers to assess the credibility and reliability of the results. Disclose all relevant methods, data sources, calculations, assumptions, and uncertainties. The information should be sufficient to enable a party external to the assessment process to derive the same results if provided with the same source data.
<b>Accuracy</b>	Ensure that the estimated impacts are systematically neither over nor under actual values as far as can be judged and that uncertainties are reduced as far as practicable. Achieve decisions with reasonable confidence as to the integrity of the reported information. Accuracy should be pursued as far as possible, but once uncertainty can no longer be practically reduced, conservative estimates should be used.

Moreover, the tool provides an assessment criterion to decide whether the impact is significant enough to warrant additional information. The significance is based on the following criteria:

- Define the likelihood that an impact will occur; and
- The expected magnitude of each impact.

For likelihood, the tool uses a 5-point scale as below:

Likelihood	Description
<b>Very likely</b>	Reason to believe the effect will happen (or did happen) as a result of the action. (For example, a probability in the range of 90-100%.)
<b>Likely</b>	Reason to believe the effect will probably happen (or probably happened) as a result of the action. (For example, a probability in the range of 66-90%.)
<b>Possible</b>	Reason to believe the effect may or may not happen (or may or may not have happened) as a result of the action. About as likely as not. (For example, a probability in the range of 33-66%.)
<b>Unlikely</b>	Reason to believe the effect will probably not happen (or probably did not happen) as a result of the action. (For example, a probability in the range of 10-33%.)
<b>Very unlikely</b>	Reason to believe the effect will not happen (or did not happen) as a result of the action. (For example, a probability in the range of 0-10%.)

For magnitude, the tool uses a 3-point scale as below:

Magnitude	Description
<b>Major</b>	The change in the impact category is likely to be significant in size (either positive or negative).
<b>Moderate</b>	The change in the impact category could be significant in size (either positive or negative).
<b>Minor</b>	The change in the impact category is expected to be insignificant in size (either positive or negative).

Based on the above consideration, the tool then determines whether the impact is significant and will then require the user to provide additional information in the form of a quantitative data (e.g. quantitative targets a basis to track the progress of the implementation of the action through an MRV system).

The Sustainable Development Goals (SDGs) module can be accessed through the Home Page or Dashboard. On the left-hand side of the Dashboard, you would see the SDGs

Assessment of the system which you shall use to navigate the system and access different functionality.

FIGURE 8.1: SDG ASSESSMENT MODULE NAVIGATION FROM HOME SCREEN

The screenshot displays the 'SDG ASSESSMENT - PROJECT INFORMATION' form within the MRV-Climate application. On the left, a dark sidebar contains a 'NAVIGATIONS' menu with options: Home, GHG, NDC Actions, Mitigation Actions, Adoption Actions, Climate Finance, SDG Assessment (highlighted with a red box), Database, Reports, and MY APPROVALS. The 'SDG Assessment' menu item is further expanded to show 'Project Information' and 'Monitoring Information'. The main content area shows the 'SDG ASSESSMENT - PROJECT INFORMATION' form. It includes a 'Project Id' dropdown, a text area for 'Describe environmental and social screening approach, identified risks and management approach (if conducted)', and a tabbed interface with tabs for 'Stakeholder Consultation', 'Poverty Reduction', 'Reducing Inequality', 'Gender Parity', and 'Other SDG Impacts'. The 'Stakeholder Consultation' tab is active, showing a 'STAKEHOLDER INPUTS' section with a 'Stakeholder Feedback' dropdown and a 'Remarks\*' text area. A green 'Submit' button is at the bottom of the form. The footer of the page includes 'MRV-Climate © 2021 copy right.' and 'Powered by Climate MRV'.

## 8.1 SDG Assessment - Project Information

This sub-module allows user to provide basic project information and baseline/expected SDG benefits for the already created projects. The input screen includes following:

FIGURE 8.2: SDG ASSESSMENT PROJECT INFORMATION FORM

**Project Id:** Select a project already created and stored in the database from the drop-down list.

**Describe environmental and social screening approach, identified risks and management approach (if conducted):** If Social and environmental risk screening conducted then user should describe screening approach, identified risks, and management approach. (Please refer following weblink for more information on UNDP's Social and Environmental Standards

<https://www.undp.org/content/undp/en/home/librarypage/operations1/undp-social-and-environmental-standards.html>)

**Stakeholder Consultation:** Select 'Stakeholder Feedback' to expand the section for various stakeholders. Following stakeholder are included:

- Government
- Private Sector
- NGOs
- Civil Society
- Direct Beneficiaries
- Others

By selecting the stakeholder's name feedback form with four sections viz. Strengths, Opportunities, Weakness and Threats will be displayed for respective stakeholder. User can enter feedback summary in these sections for respective stakeholder.

## SDG Benefits

FIGURE 8.3: SDG ASSESSMENT PROJECT INFORMATION - QUALITATIVE IMPACT FORM

**SDG ASSESSMENT - PROJECT INFORMATION**

Project ID  
GA-0011-03-0111|Kenya Climate Smart Agriculture Project

Describe environmental and social screening approach, identified risks and management approach (if conducted)  
As per National EIA Regulations

Stakeholder Consultation   Poverty Reduction   Reducing Inequality   Gender Parity   Other SDG Impacts

**POVERTY REDUCTION**

**Qualitative Impact**

Does the action contribute to bringing access to basic services to the vulnerable sections of the country/society?  
Likelihood: Likely   Impact: Moderate Impact

Does the action contribute to building resilience and reducing vulnerability against climate events and resulting social, economic and environmental impacts in the country/ community?  
Likelihood: Possible   Impact: Minor Impact

Does the action contribute to reducing poverty levels in the country/community?  
Likelihood: Unlikely   Impact: Minor Impact

Does the action lead to increased spending by the national government into sectors that accelerate poverty eradication?  
Likelihood: Not Applicable   Impact: Minor Impact

**Qualitative Impact:** Select 'Qualitative Impact' to expand the section for questionnaire.

**Likelihood:** Select type of likelihood from the drop-down list for the respective question.

**Impact:** Select magnitude of impact from the drop-down list for the respective question.

**User should select the SDG benefit name tab, so that qualitative assessment form will be displayed for respective SDG benefit.**

FIGURE 8.4: SDG ASSESSMENT PROJECT INFORMATION - QUANTITATIVE IMPACT FORM

**SDG ASSESSMENT - PROJECT INFORMATION**

Project Id  
GA-0011-03-0111|Kenya Climate Smart Agriculture Project

Describe environmental and social screening approach, identified risks and management approach (if conducted)  
As per National EIA Regulations

Stakeholder Consultation   Poverty Reduction   Reducing Inequality   Gender Parity   Other SDG Impacts

**POVERTY REDUCTION**

Qualitative Impact

Quantitative Impact

Additional gender-sensitive policy frameworks at regional and national level to accelerate investment in poverty reduction  
Data: 10   DataSource: UN Stats

Additional number of people living on more than \$1.25 per day  
Data: 10000   DataSource: UN Stats

Additional number of people with social security  
Data: 25000   DataSource: UN Stats

Additional resources to implement programmes and policies for poverty reduction (USD)  
Data: 0   DataSource: DataSource

Remarks  
Please approve the SDG information for this project.

Submit

**Quantitative Impact:** Select 'Quantitative Impact' to expand the section for assessment.

**Data:** Enter value for actual data for the respective quantitative assessment.

**Data Source:** Enter references for data of respective quantitative assessment.

**User should select the SDG benefit name tab, so that quantitative assessment form will be displayed for respective SDG benefit.**

**Remarks:** Enter any comments/observations necessary for nodal officer to consider while approving/rejecting the monitoring information

**User should submit the project information data using submit button.**

## 8.2 SDG Assessment - Monitoring Information

Once project information submitted, the database file created for each project and monitoring information are being mapped against the project baseline information. Monitoring for the SDG shall be carried out on an annual basis or as situated to the MRV Team. Annual monitoring of the mapped SDG benefits from the climate actions (qualitative and quantitative information) over period of time will be entered by the user in this sub-module. The input screen includes following:

FIGURE 8.5: SDG ASSESSMENT MONITORING INFORMATION FORM

**SDG ASSESSMENT - MONITORING INFORMATION**

Project Id  
GA-0011-03-011|Kenya Climate Smart Agriculture Project

Monitoring Year  
2020

Poverty Reduction      Reducing Inequality      Gender Parity      Other SDG Impacts

**POVERTY REDUCTION- MONITORED DATA**

Additional gender-sensitive policy frameworks at regional and national level to accelerate investment in poverty reduction Data 20	DataSource UN Stats
Additional number of people living on more than \$1.25 per day Data 15000	DataSource UN Stats
Additional number of people with social security Data 2000	DataSource UN Stats
Additional resources to implement programmes and policies for poverty reduction (USD) Data 1	DataSource UN Stats

Remarks  
Please approve the SDG monitoring data for this project

Submit

**Project Id:** Select a project already created and stored in the database from the drop-down list.

**Monitoring Year:** Select year for which monitoring data is to be submitted from the drop-down list.

**Data:** Enter value for actual data for the respective quantitative assessment.

**Data Source:** Enter references for data of respective quantitative assessment.

**User should select the SDG benefit name tab, so that quantitative assessment form will be displayed for respective SDG benefit.**

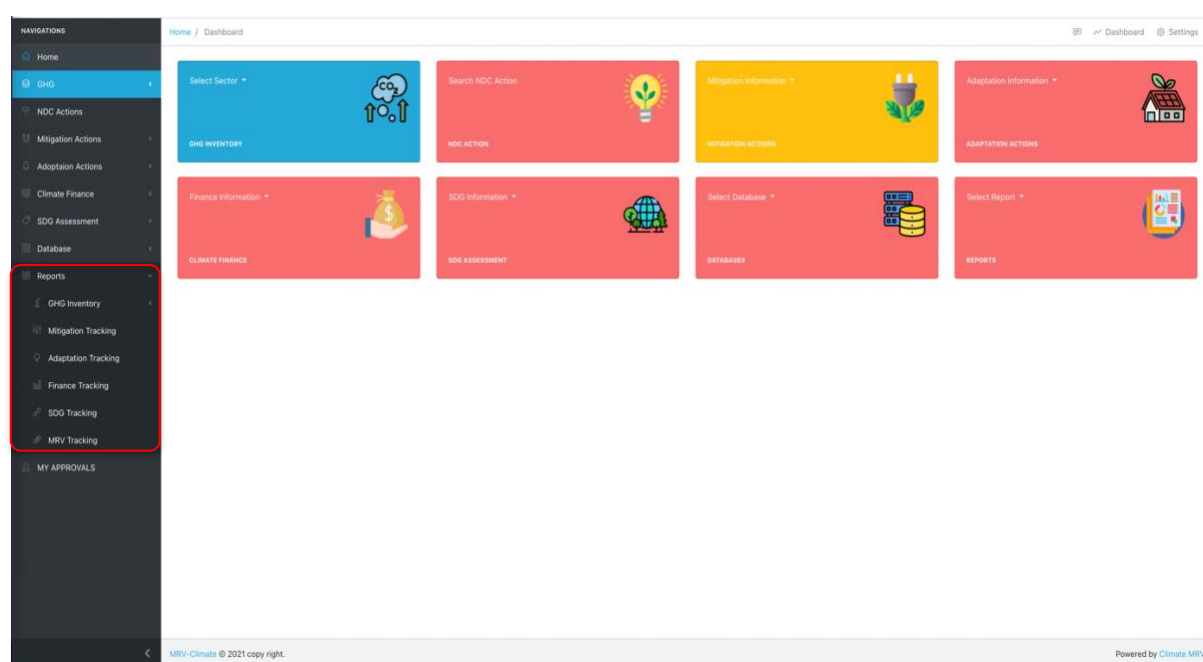
**Remarks:** Enter any comments/observations necessary for nodal officer to consider while approving/rejecting the monitoring information

**User should submit the project monitoring data using submit button.**

## 9. Reports

The integrated MRV Tool has in-built reporting template for sectors and institutions. The reporting templates are designed considering the domestic and international reporting requirements as per ETF.

FIGURE 9.1: REPORTS NAVIGATION FROM HOME SCREEN



### 9.1 Reports – GHG Inventory (This section is under development)

### 9.2 Reports – Mitigation Tracking

On the left-hand side of the Dashboard, you would see the Reports section in which you shall navigate to Mitigation Tracking for accessing the report. User should select year from the drop-down list and click on 'Get Report' to see the Mitigation tracking report for selected year.

FIGURE 9.2: MITIGATION ACTION TRACKING REPORT - USER INPUT SCREEN

 The screenshot shows the 'Mitigation Tracking Report' user input screen. It features a light gray header with the title 'Mitigation Tracking Report'. Below the header is a white input area containing a 'Select Year' dropdown menu with '2022' selected and a blue 'Get Report' button to its right.

### 9.3 Reports – Adaptation Tracking

On the left-hand side of the Dashboard, you would see the Reports section in which you shall navigate to Adaptation Tracking for accessing the report. User should select category from the drop-down list and click on 'Get Report' to see the Adaptation tracking report for selected category.

FIGURE 9.3: ADAPTATION TRACKING REPORT - USER INPUT SCREEN

 The screenshot shows the 'Adaptation Tracking Report' user input screen. It features a light gray header with the title 'Adaptation Tracking Report'. Below the header is a white input area containing a dropdown menu with 'Agriculture, Forestry, Water' selected and a blue 'Get Report' button to its right.



## 9.4 Reports – Finance Tracking

This functionality is used to generate Finance tracking reports. On the left-hand side of the Dashboard, you would see the Reports section in which you shall navigate to Finance Tracking for accessing the report. User should select year from the drop-down list and click on 'Get Report' to see the Finance tracking report for selected year.

FIGURE 9.4: CLIMATE FINANCE TRACKING REPORT - USER INPUT SCREEN

## 9.5 Reports – SDG Tracking

On the left-hand side of the Dashboard, you would see the Reports section in which you shall navigate to SDG Tracking for accessing the report. User should select category from the drop-down list and click on 'Get Report' to see the SDG tracking report for selected category.

FIGURE 9.5: SDG TRACKING REPORT - USER INPUT SCREEN

## 9.6 Reports – MRV Tracking

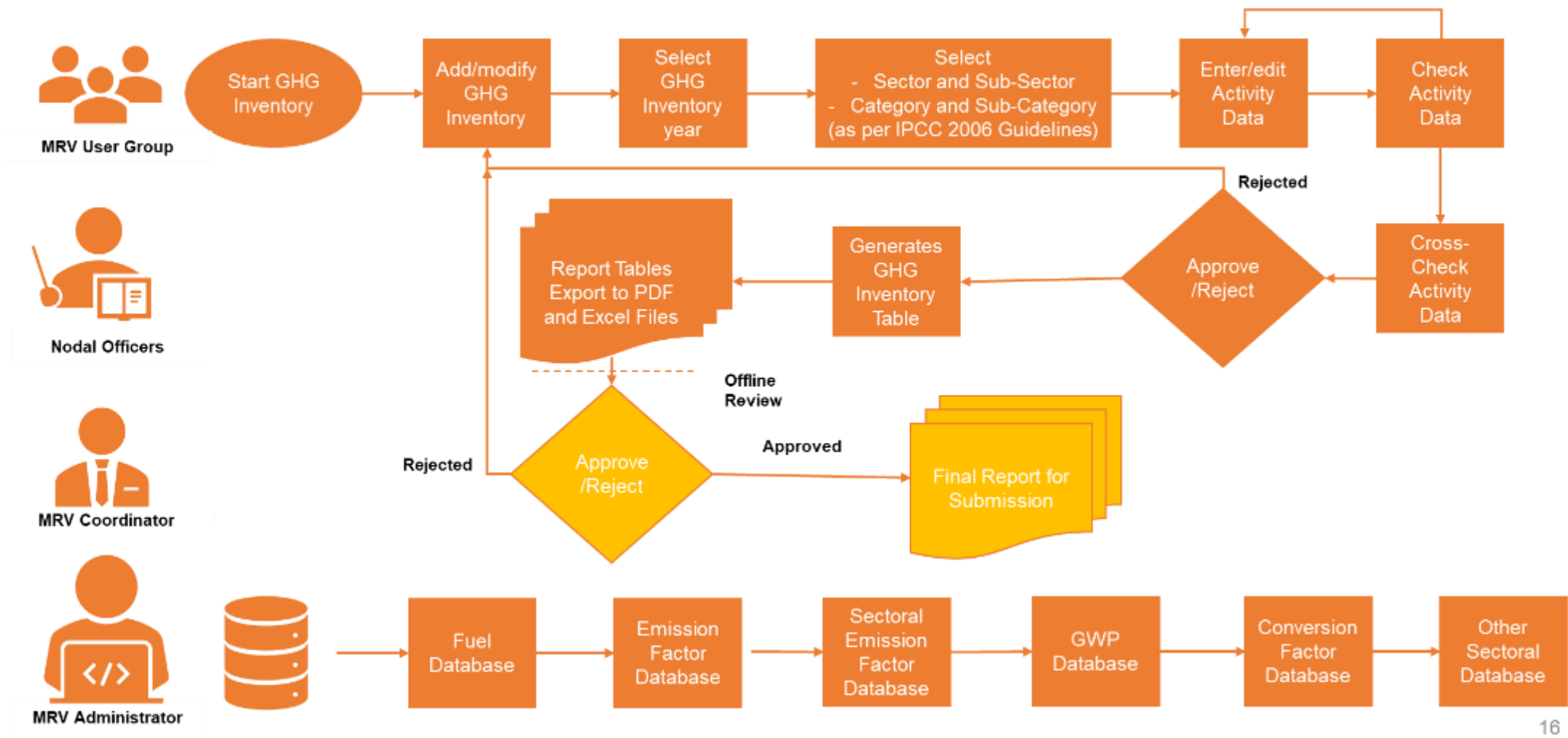
On the left-hand side of the Dashboard, you would see the Reports section in which you shall navigate to MRV Tracking for accessing the report. User should select project from the drop-down list and select 'Get Report' to see the MRV tracking report of the project. This includes basic project details, mitigation summary for mitigation project, adaptation summary for adaptation project, finance summary and SDG summary.

FIGURE 9.6: MRV REPORT - USER INPUT SCREEN

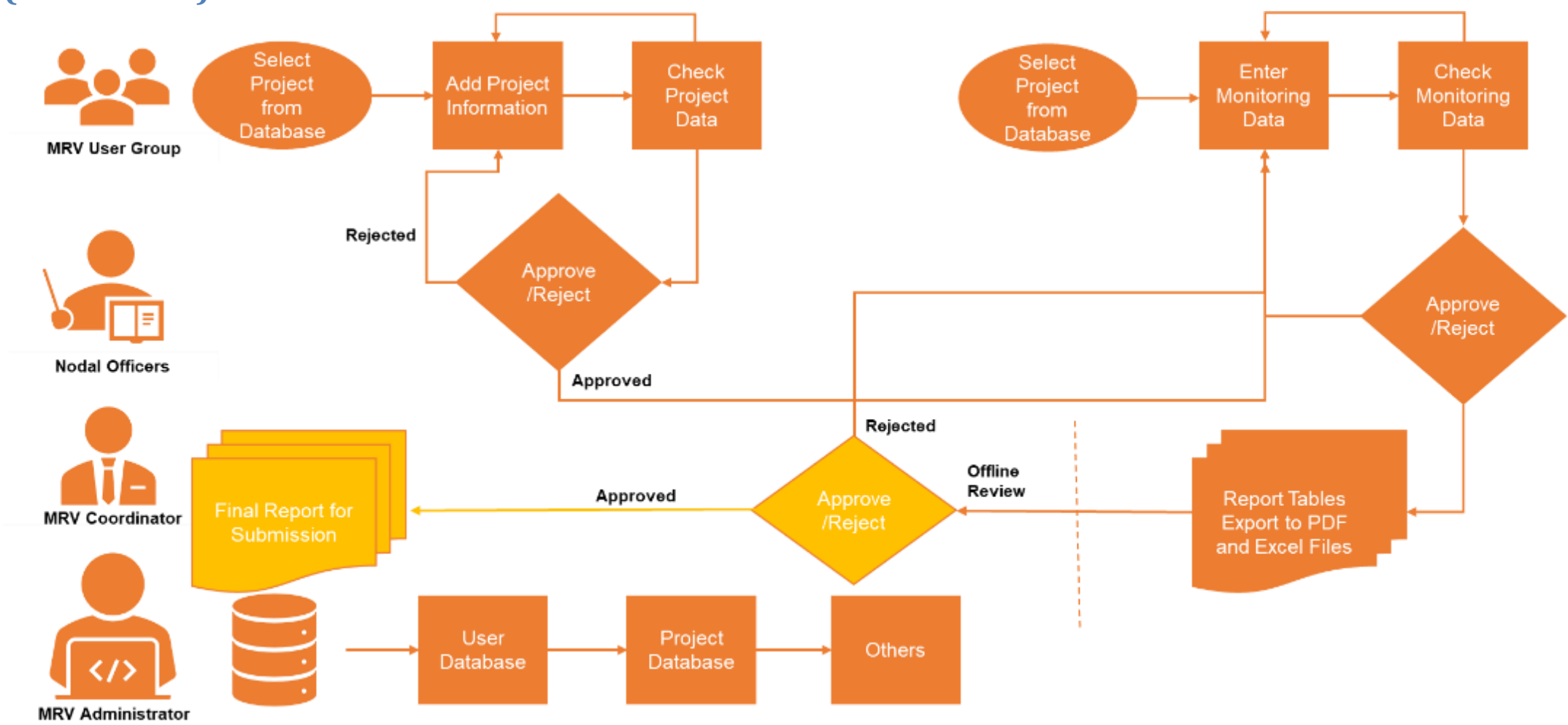
SL.NO	INDICATOR	VALUE
1	Project Title	Recycling of plastics
2	Project Cost (USD)	100000
3	Project Location	
4	Implementing Agency	NEMA
5	Other Party	National Government
6	startDate	
7	Operation Lifetime	10

In all the above report sections, by clicking on 'Export' user can download report in CSV/PDF format.

# MRV Tool – GHG Inventory Workflow (Illustrative)



# MRV Tool – Climate Action Modules Workflow (Illustrative)



## Contact Us

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