


QUESTIONS FOR THE ESMP TRACKING SYSTEM

| Question | Response |
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| 1. Primary colors for the webapp | <p>It should be simple and follow the VertCorps Logo Colors</p>  |
| 2. What information to put on the webapp | <p>a. District ESMP Submission Details</p> <ul style="list-style-type: none"> i. District name ii. Subproject name iii. Sector (road, health, irrigation, etc.) iv. Cycle (Cycle 1 or Cycle 2) v. Project Funding Name: Inputted by typing vi. Date of submission (auto-captured) vii. ESMP files (Word only) viii. Supporting documents (Screening Forms, etc.) |

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| | <p>b. Reviewer Input</p> <ul style="list-style-type: none"> i. Review start date (auto-captured when they open file) ii. Reviewer name (Auto assigned) iii. Review comments uploaded iv. Recommendation: <ul style="list-style-type: none"> ✓ Approve ✓ Return for revision v. Date comments were submitted <p>c. Admin Entries</p> <ul style="list-style-type: none"> i. Reviewer assignment (Picked from a list of reviewers with accounts or access) ii. Final approval decision iii. Approval certificate upload (system auto-generates) iv. Date of final approval v. Notes or remarks <p>d. Information that must be exportable (pdf/excel)</p> <ul style="list-style-type: none"> i. ESMP status per district ii. Reviewer performance iii. Cycle-wise progress reports iv. All overdue items v. Full audit trail per ESMP vi. District-level dashboard report |
| 3. Will they want photos in the webapp | No Photos. Just Word, PDF and Excel |
| 4. How many reviewers typically handle ESMPs? | Not more than 30 |
| 5. Do some sectors require special rules (e.g. health vs irrigation)? | No special rules |
| 6. Do you want automatic reminders daily, weekly, or when delays happen? | Yes. Reminders have to be daily after the delay. Indicating the number of days that have spilled over |
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| 7. How strict should the “overdue” timeline be? | Should be very strict as below <table><tr><th>Process Step</th><th>Allowed Time</th><th>Overdue Trigger</th></tr><tr><td>Reviewer start</td><td>5 days</td><td>Day 6</td></tr><tr><td>Reviewer completion</td><td>10 days</td><td>Day 11</td></tr><tr><td>District corrections</td><td>5 days</td><td>Day 6</td></tr><tr><td>Admin approval</td><td>10 days</td><td>Day 11</td></tr></table> | Process Step | Allowed Time | Overdue Trigger | Reviewer start | 5 days | Day 6 | Reviewer completion | 10 days | Day 11 | District corrections | 5 days | Day 6 | Admin approval | 10 days | Day 11 |
|--|---|-----------------|--------------|-----------------|----------------|--------|-------|---------------------|---------|--------|----------------------|--------|-------|----------------|---------|--------|
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| District corrections | 5 days | Day 6 | | | | | | | | | | | | | | |
| Admin approval | 10 days | Day 11 | | | | | | | | | | | | | | |
| 8. Do all districts have the same permissions? | Yes they have the same permissions. The difference will be in their role. | | | | | | | | | | | | | | | |
| 9. Does the Admin approve all ESMPs or can approval be delegated? | Approval can be delegated to others in the system. | | | | | | | | | | | | | | | |
| 10. Will contractors upload C-ESMPs directly or via the district? | Disregard the contractor ESMP for now. This should no be part of the initial system. | | | | | | | | | | | | | | | |
| 11. What file types must be supported? (PDF, Word, Excel, images?) | Should be Word documents, PDF and Excel only. | | | | | | | | | | | | | | | |
| 12. Which indicators must appear on the central dashboard? | <p>a. National ESMP Status Indicators <i>These give a high-level national picture:</i></p> <ol style="list-style-type: none">1. Total ESMPs Submitted (National Total)2. Total ESMPs Pending Review3. Total ESMPs Approved4. Total ESMPs Returned for Revision5. Total Overdue ESMPs6. ESMPs Currently Under Review7. Cycle 1 Overall Progress (% ESMPs Completed)8. Cycle 2 Overall Progress (% ESMPs Completed)9. Comparison: Cycle 1 vs Cycle 210. Number of ESMPs Per Sector per Cycle (Roads, Health, Irrigation, etc.) <p>b. District-Level Compliance Indicators <i>Used to assess district performance:</i></p> <ol style="list-style-type: none">1. ESMPs submitted per district according to Sector and Cycles2. Districts with Overdue ESMPs | | | | | | | | | | | | | | | |

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| | <p>c. Reviewer Performance Indicators <i>To monitor workload and bottlenecks:</i></p> <ol style="list-style-type: none"> 1. Number of ESMPs Assigned per Reviewer 2. Average Turnaround Time per Reviewer 3. Longest Delays by Reviewer 4. Reviewers with Overdue Tasks 5. Total Reviews Completed per Reviewer |
| 13. Which events should trigger notifications? | <p>a. Submission-Related Notifications These events occur at the point of submission:</p> <p><i>1.1 New ESMP Submission → Admin notified</i></p> <ol style="list-style-type: none"> i. District uploads a new ESMP ii. System logs submission date automatically iii. System assigns “Pending Review” status <p><i>1.2 Submission Deadline Approaching (For every stage) → Reviewer + Admin notified</i></p> <ol style="list-style-type: none"> i. 7 days before deadline ii. 3 days before deadline iii. 24 hours before deadline <p><i>1.3 Submission Past Deadline → District flagged red + Admin notified + Reviewer notified</i></p> <p>b. Review-Related Notifications Triggered when reviewers interact with ESMPs:</p> <p><i>2.1 Reviewer Assigned → Reviewer + District notified</i></p> <ol style="list-style-type: none"> i. Admin assigns reviewer <p><i>2.2 Review Started → Admin notified automatically</i></p> <ol style="list-style-type: none"> i. Reviewer opens and downloads ESMP (“Review Start”) (Helps track reviewer speed) <p><i>2.3 Review Returned with Comments → District + Admin notified</i></p> <ol style="list-style-type: none"> i. Reviewer uploads comments and recommends: <ul style="list-style-type: none"> ✓ Return for Revision |

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| | <p><i>2.4 Reviewer Recommends Approval</i>→ <i>Admin notified for final approval</i></p> <p>i. Reviewer completes review and selects Approve</p> <p><i>2.5 Reviewer Delays</i>→ <i>Reviewer + Admin notified</i></p> <p>i. Review not started within 2 days</p> <p>ii. Review not completed within 10 days</p> <p>c. Approval Workflow Notifications</p> <p><i>3.1 Final Approval Granted</i></p> <p>i. Admin approves ESMP</p> <p>→ Notifications sent to:</p> <ul style="list-style-type: none"> ✓ District ✓ Reviewer ✓ Systems logs approval date ✓ Approval Certificate automatically generated <p><i>3.2 Approval Rejected</i>→ <i>District + Reviewer notified with reasons</i></p> <p>i. Admin rejects ESMP</p> <p><i>3.3 Approval Delayed</i></p> <p>i. Admin does not act on reviewer recommendation within 10 days</p> <p>→ Admin reminded</p> <p>→ Escalation to Project Coordinator (Required)</p> <p>d. System-Level Notifications</p> <p><i>4.1 Account Creation</i>→ <i>User receives login credentials</i></p> <p>i. New user created</p> <p><i>4.2 Password Reset</i>→ <i>User notified</i></p> <p><i>4.3 Role/Permission Change</i>→ <i>User notified</i></p> <p><i>4.4 Server Errors/Upload Failures</i> → <i>Developers + Admin notified</i></p> |
| 14. Who receives escalation alerts for delays — Admin only or everyone? | Admin only |
| 15. Do you need single sign-on (SSO) or simple email/password login? | simple email/password login |
| 16. Should backups run daily or weekly? | Daily |

17. Do you require offline access for districts with poor connectivity?

Yes