

QUESTIONS FOR THE ESMP TRACKING SYSTEM

Question	Response
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.)

	<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

7. How strict should the “overdue” timeline be?	<p>Should be very strict as below</p> <table border="1" data-bbox="977 233 2012 429"> <thead> <tr> <th>Process Step</th><th>Allowed Time</th><th>Overdue Trigger</th></tr> </thead> <tbody> <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> </tbody> </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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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 Review 3. Total ESMPs Approved 4. Total ESMPs Returned for Revision 5. Total Overdue ESMPs 6. ESMPs Currently Under Review 7. Cycle 1 Overall Progress (% ESMPs Completed) 8. Cycle 2 Overall Progress (% ESMPs Completed) 9. Comparison: Cycle 1 vs Cycle 2 10. 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 Cycles 2. Districts with Overdue ESMPs 															

	<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

	<p><i>2.4 Reviewer Recommends Approval</i> → Admin notified for final approval</p> <ul style="list-style-type: none"> i. Reviewer completes review and selects Approve <p><i>2.5 Reviewer Delays</i> → Reviewer + Admin notified</p> <ul style="list-style-type: none"> i. Review not started within 2 days ii. Review not completed within 10 days <p>c. Approval Workflow Notifications</p> <p><i>3.1 Final Approval Granted</i></p> <ul style="list-style-type: none"> i. Admin approves ESMP <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> → District + Reviewer notified with reasons</p> <ul style="list-style-type: none"> i. Admin rejects ESMP <p><i>3.3 Approval Delayed</i></p> <ul style="list-style-type: none"> i. Admin does not act on reviewer recommendation within 10 days <ul style="list-style-type: none"> → Admin reminded → Escalation to Project Coordinator (Required) <p>d. System-Level Notifications</p> <p><i>4.1 Account Creation</i> → User receives login credentials</p> <ul style="list-style-type: none"> i. New user created <p><i>4.2 Password Reset</i> → User notified</p> <p><i>4.3 Role/Permission Change</i> → User notified</p> <p><i>4.4 Server Errors/Upload Failures</i> → Developers + Admin notified</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
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