

Manual

**Automated Safeguard Performance
Monitoring Software**

Nepal Resident Mission- Asian Development Bank

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1. Login Screen

Type in username and password you were provided. Click on the “Login” button to log in into the system as shown in figure1.

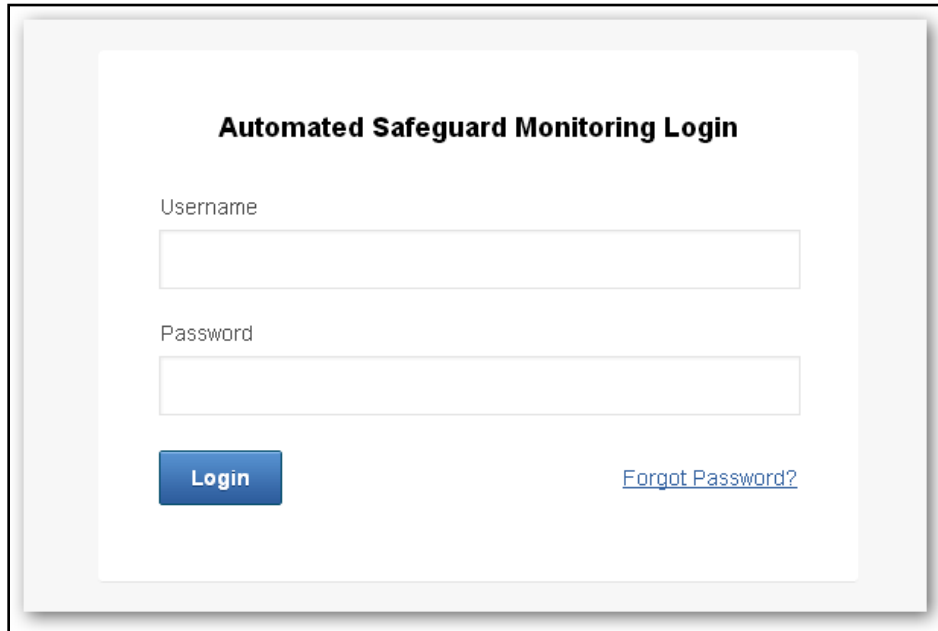


Figure 1

2. Once you login, to log out from the system, click on the down arrow located on the top right side of the screen. Then you will see the log out link. Click on log out link to log out from the system as shown in figure 2.

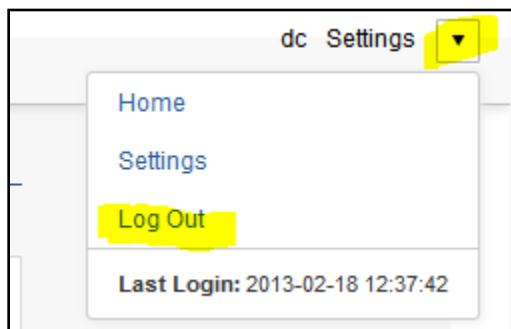
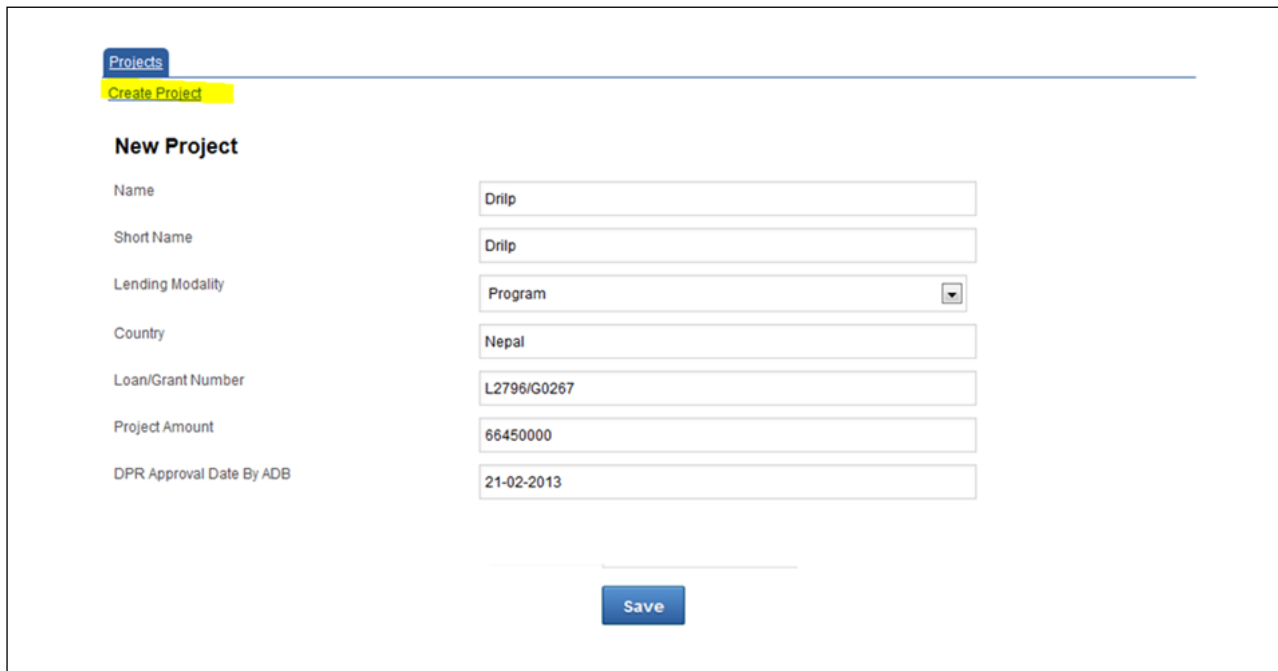


Figure 2

2. Create Project

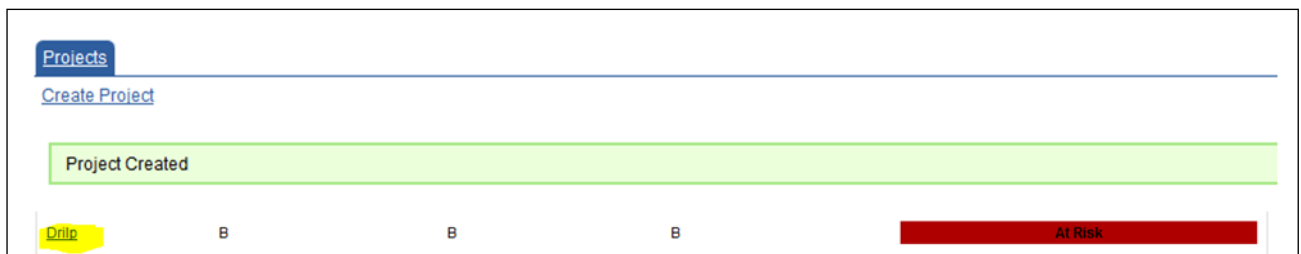
1. Click on the highlighted link **Create Project**
2. It will load the New Project Form.
3. Enter the Project details and Press Save button. It will create a new project



The screenshot shows a web interface for creating a new project. At the top, there is a navigation bar with a 'Projects' tab and a highlighted 'Create Project' link. Below this, the 'New Project' form is displayed. The form contains several input fields: 'Name' (Drilp), 'Short Name' (Drilp), 'Lending Modality' (Program), 'Country' (Nepal), 'Loan/Grant Number' (L2796/G0267), 'Project Amount' (66450000), and 'DPR Approval Date By ADB' (21-02-2013). A 'Save' button is located at the bottom of the form.

Figure 3

4. Once you save it you will see the Project Drilp in the Projects list



The screenshot shows a table of projects. The table has a header row with 'Projects' and 'Create Project' links. Below the header, there is a green bar indicating 'Project Created'. The table contains one row with the project name 'Drilp' highlighted in yellow. The project is marked as 'At Risk' with a red bar. The table also shows columns for 'B' and 'At Risk'.

Projects	Create Project			
Project Created				
Drilp	B	B	B	At Risk

Figure 4

5. Click on the Project name (highlighted in figure above) to view the Project details.

3. Project Detail

This is the Project detail page of Drilp. You can see the project profile of Drilp, safeguards performance rating, sub-Projects and Project related documents of Drilp.

1. The Safeguards Performance rating is initially zero since the safeguards components for Drilp has not been customized and monitored (scored). Hence the Project Safeguard Performance rating is shown as at risk status.

The screenshot displays the 'Project Detail' page for 'Drilp'. At the top, there are tabs for 'Projects' and 'Drilp'. Below the tabs is a yellow button labeled 'Add Sub-Project / Package'. The main content area is titled 'Project Profile: L2796/G0267-Drilp(DRILP)' with an 'Edit' button on the right. The profile information includes:

- Location: Nepal
- Loan/Grant Number: L2796/G0267
- Project Amount: 66450000
- Effective Date(mm-dd-yyyy): 23-04-2012
- Completion Date(mm-dd-yyyy): 30-06-2017
- Executing Agency: DOLIDAR
- Implementing Agency: District Development Committees

Below the profile information is a 'Project Safeguard Performance Rating' section. The rating is 'At Risk', indicated by a red bar. Underneath is a table with performance ratings:

Environment Performance Rating	Environment Category	IR. Performance Rating	IR. Category	IPP. Performance Rating	IPP. Category
0	B	0	B	0	B

Below the table is a 'Sub-Projects' section with a message: 'No Sub-Projects or Project Components has been created.' At the bottom, there is a 'Project Related Documents' section with an 'Add Attachments' button and a message: 'There is no attached document.'

Figure 5

2. Click on Edit (highlighted) to edit the project profile.
3. Since no sub-project has been created, there is not any sub-project listed under Sub-Projects.
4. Click on Add Attachments button to attach the project related documents.

4. Add a Sub-Project

1. Click on “Add Sub-Project/Package” in the Project Detail Page of Drilp.
2. It will open a Add Sub-Project form.
3. Enter the Sub-Project details and click on save button as shown in screenshot below.
4. It will create the Sub-Project under the Drilp Project.

Figure 6

5. Once the Sub-Project is created it will display the following message.

Sub-Project	Stage	Env. Category	Env. Performance Score	Env. Performance Rating	IR. Category	IR. Performance Score	IR. Performance Rating	IPP. Category	IPP. Performance Score	IPP. Performance Rating	Sub-Project Performance Rating
Barbis-Delta Bazar	Implementation	B	90%	1	B	100%	1	C	100%	1	On Track

Figure 7

6. Under the Sub-Projects heading, you will find the name of the sub-project “Brabis-Delta Bazar” which was just created.

7. You can select the stage of the Project. If the project is in a planning stage, select planning stage and if the project is in implementation stage, select implementation stage as show in Figure 7.
8. Click on the sub-project name (highlighted) to view Sub-Project details.

5. Sub-Project Details

The Sub-Project details page has the " Brabis-Delta-Bazar" in dark tab which means you are currently in the " Brabis-Delta Bazar" Project detail page.

1. Under the tab you will find three safeguard components Environment, Resettlement and Indigenous People Plan of "Brabis-Delta Bazar" Project. Click on **Environment** to view Environment indicators and other safeguard components to view their safeguard indicators respectively.
2. Click on Edit (highlighted in screenshot) to edit the "Brabis-Delta Bazar" Profile.
3. You can also view the individual Sub-Project Performance rating and also attach the Sub-Project Documents.

The screenshot shows the 'Sub-Project Details' page for 'Barbis-Delta Bazar'. At the top, there are navigation tabs: 'Projects', 'Drill', and 'Barbis-Delta Bazar' (which is highlighted in dark blue). Below these are three sub-tabs: 'Environment', 'Resettlement', and 'Indigenous People', all highlighted in yellow. The main content area has a blue header bar with the text 'Sub-Project Profile: 0267-Barbis-Delta Bazar(BDB)' and an 'Edit' button on the right. Below this is a table of project details:

Location	
Loan/Grant Number	0267
Project Amount(USD in Million)	0
Effective Date(mm-dd-yyyy)	27-06-2012
Completion Date(mm-dd-yyyy)	31-07-2014
Executing Agency	DoLIDAR/MoFALD
Implementing Agency	District Development Committee, Bajura

Below the table is a 'Sub-Project Safeguard Performance Rating' section. It features a blue bar on the left and a red bar on the right with the text 'At Risk'. Underneath is a table with performance ratings:

Env. Category	Env. Performance Rating	IR. Category	IR. Performance Rating	IPP. Category	IPP. Performance Rating
B	0	B	0	C	0

At the bottom, there is a blue header bar for 'Sub-Project Related Documents' and a yellow 'Add Attachments' button. Below the button, it says 'There is no attached document.'

Figure 8

6. Customizing Indicators

6.1 Safeguard Indicators

Below is the list of safeguard Indicators of the Environment Component of “Brabis-Delta Bazar” Sub-Project. There are 8 main indicators. Similarly other Safeguards IR and IPP also have 8 main indicators. Each indicator is assigned points and it totals to 100 points.

1. Click on indicator “safeguard screening” to customize the Safeguard Screening indicator. Customizing means creating sub-indicators and defining weight age of each sub-indicator.

Projects
Drill
Barbis-Delta Bazar

Environment
Resettlement
Indigenous People

Environment Indicators

[Mark as Applicable](#)
[Mark as Not Applicable](#)

S.NO	Description	Points	Stage
<input type="checkbox"/> 1	Safeguard Screening	5.00	Not Customized
<input type="checkbox"/> 2	EIA / IEE / DDR	20.00	Not Customized
<input type="checkbox"/> 3	Institutional Setup	5.00	Not Customized
<input type="checkbox"/> 4	Recommendations and Endorsement	10.00	Not Customized
<input type="checkbox"/> 5	Implementation Performance	40.00	Not Customized
<input type="checkbox"/> 6	Corrective Actions	0	Not Customized
<input type="checkbox"/> 7	Safeguard Reporting	10.00	Not Customized
<input type="checkbox"/> 8	Safeguard Covenants	10.00	Not Customized
Total:		100.00	

Lock

Notes: When you complete customizing indicators, Please Lock it. Then only Monitoring user can start scoring. Once you Lock it, you will not be allowed to make any changes.

Figure 9

6.2 Customizing Screening Indicator

1. Since we haven't added any sub-indicator for Safeguard Screening, it will give us following screen which says no sub-indicators defined.



Figure 10

2. Click on Add Sub-Indicator button to add new Sub-Indicator for safeguard screening.
3. You will see the following form as shown in the screenshot. Fill up the form.
 - a. Add Sub-indicator description.
 - b. Select due on stage.
- c. Give weight age in percentage. Then click Add Sub-indicator button to add sub-indicator

The form contains the following fields and controls:

- Sub-Indicator:** A text input field containing 'Safeguard Screening is carried out'.
- Due On:** A dropdown menu with 'Pre-Feasibility' selected.
- Weightage:** A text input field containing '100'.
- Buttons:** 'Add Sub-Indicator' and 'Cancel' buttons at the bottom.

Figure 11

- d. You can see the sub-indicator just added for Safeguard Screening. But this is not saved yet. You can add one more sub-indicators and then click save Changes button to save it. The total weightage of the sub-indicator should be 100%. When there is only one indicator, the weightage of that sub-indicator is 100%. The point for safeguard screening is 5. The 100% here is 5point. Safeguard Screening weight 5 points. In case of two or more sub-indicators distribute 100% among the sub-indicators.

The screenshot shows the '1. Safeguard Screening' screen with an 'Add Sub-Indicator' button at the top. Below it is a table with the following data:

Indicator	Due On	Weightage	Action
Safeguard Screening is carried out	Pre-Feasibility	100 %	edit delete
Total Weightage		100 %	

At the bottom of the screen, there is a blue button labeled 'Save Changes'.

Figure 12

e. Now you will see the Safeguard Screening indicator customized for Environment Component of Brabis -Delta Bazar Project. You can always edit and delete the sub-indicator you added.

f. Once the sub-indicator is saved, you will see the screen below which shows the safeguard screening is customized. Similarly, we can customize other indicators.

The screenshot shows the 'Environment Indicators' page for the 'Barbis-Delta Bazar' project. A green message box at the top indicates 'safeguard indicator saved'. Below the title, there are links for 'Mark as Applicable' and 'Mark as Not Applicable'. The main content is a table with the following data:

S.NO	Description	Points	Stage
<input type="checkbox"/> 1	Safeguard Screening	5.00	Customized
<input type="checkbox"/> 2	EIA / IEE / DDR	20.00	Not Customized
<input type="checkbox"/> 3	Institutional Setup	5.00	Not Customized

Figure 13

g. Below is screenshot of Implementation Performance indicator which has two sub-indicators and each carry the weight age of 50%.The 100% here is 40 point. Implementation Performance Safeguard weighs 40 points out of 100 points for Environment Safeguard.

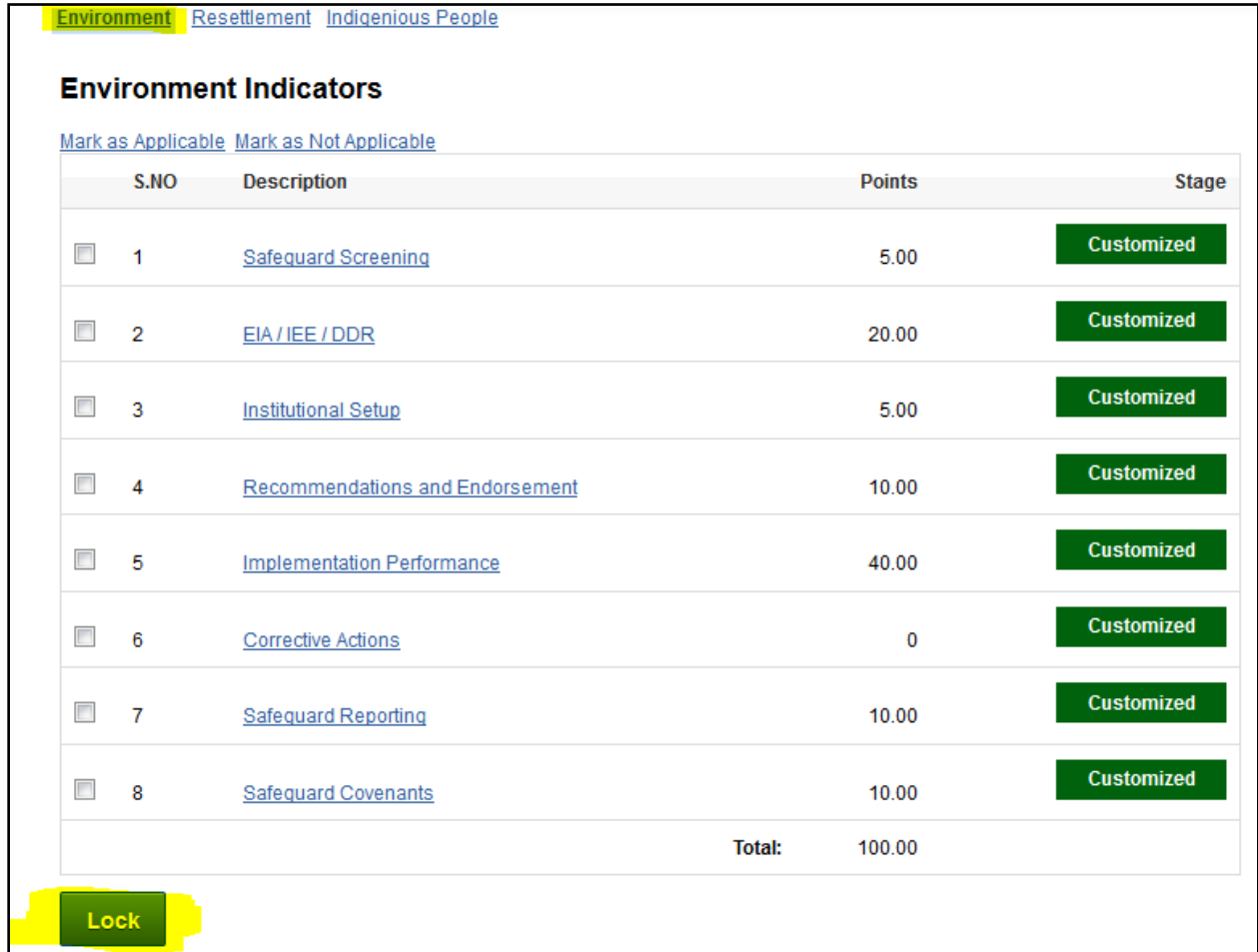
The screenshot shows the '5. Implementation Performance' page. At the top, there is a red button labeled 'Add Performance Sub-Indicator'. Below it is a table with the following data:

Description	Weightage	Action
Skill enhancement /Environmental awareness training	50 %	edit delete
camp site management	50 %	edit delete
Total Weightage	100 %	

At the bottom of the page, there is a blue 'Save' button.

Figure 14

Below is the screenshot of Environment Indicators after they are customized. Once Customized , click on lock button. Once they are locked, then only monitoring/scoring can be done.



The screenshot shows a web interface with a navigation bar containing 'Environment', 'Resettlement', and 'Indigenous People'. Below this is a section titled 'Environment Indicators' with two links: 'Mark as Applicable' and 'Mark as Not Applicable'. A table lists eight indicators, each with a checkbox, a description, a points value, and a 'Customized' button. A 'Lock' button is highlighted in yellow at the bottom left of the table area.

S.NO	Description	Points	Stage
<input type="checkbox"/> 1	Safeguard Screening	5.00	Customized
<input type="checkbox"/> 2	EIA / IEE / DDR	20.00	Customized
<input type="checkbox"/> 3	Institutional Setup	5.00	Customized
<input type="checkbox"/> 4	Recommendations and Endorsement	10.00	Customized
<input type="checkbox"/> 5	Implementation Performance	40.00	Customized
<input type="checkbox"/> 6	Corrective Actions	0	Customized
<input type="checkbox"/> 7	Safeguard Reporting	10.00	Customized
<input type="checkbox"/> 8	Safeguard Covenants	10.00	Customized
Total:		100.00	

Figure 15

7. Monitoring Indicators

Monitoring User has different login credentials. Once they login, they will see the list of the project they are associated with.

They can see the project details and list of sub-projects. Click on the sub-project and the Environment link to start monitoring the Environment Indicator.

7.1 Monitoring Screening Indicator

- This is the initial screen for monitoring. The point scored is shown as 0 out of 100.
- The “Safeguard Screening is Carried Out” is the sub-indicator which was customized during customization.
- Choose the due date which is due on pre-feasibility stage and choose the Submission Date of the planning documents and save it. Also attach the supporting documents for this indicator. Once you save it, you will see change in the point scored.

Projects > Drilo > Barbis-Delta Bazar

Environment > Resettlement > Indigenous People

	Safeguard Screening	EIA / IEE / DDR	Institutional Setup	Recommendations and Endorsement	Implementation Performance	Corrective Actions	Safeguard Reporting	Safeguard Covenants	Total
Maximum Score	5	20	5	10	40	0	10	10	100
Point Scored	0	0	0	0	0	0	0	0	0

Safeguard Screening

Safeguard Screening Carried Out

Pre-Feasibility Date: 01-11-2012

Submission Date: 31-10-2012

Save Next

Attachments

Add Attachments

Attachment Name	Attachment Type	Uploaded Time	Action
cover letter	CoveringLetter	2012-09-27 17:30:24	Delete

Figure 16

User Manual For Automated Safeguard Performance Monitoring Software

- d. Since the screening was carried out before the Pre-feasibility date, this indicator will score the point. If the submission date was after the prefeasibility date, this indicator won't get point.
- e. In the screen shot below you can see the Safeguard Screening has 5 points and total points came out to be 5 out of 100.

	Safeguard Screening	EIA / IEE / DDR	Institutional Setup	Recommendations and Endorsement	Implementation Performance	Corrective Actions	Safeguard Reporting	Safeguard Covenants	Total
Maximum Score	5	20	5	10	40	0	10	10	100
Point Scored	5	0	0	0	0	0	0	0	5

Figure 17

Similarly, once you monitor other indicators you will get points based on the input.

	Safeguard Screening	EIA / IEE / DDR	Institutional Setup	Recommendations and Endorsement	Implementation Performance	Corrective Actions	Safeguard Reporting	Safeguard Covenants	Total
Maximum Score	5	20	5	10	40	0	10	10	100
Point Scored	5	20	5	10	32.4	0	10	10	92.4

Figure 18

The Environment Safeguard score is 92.4 out of 100. Similarly, IR and IPP safeguard will have its score.

See How Safeguard Performance rating is done.

8. Safeguard Performance Rating

8.1 How safeguard performance rating is calculated by the software?

For Environment, we have got 92.4 out of 100. Suppose we got 80 out of 100 for IR and 95 out of 100 for IPP.

Steps:

1. Calculate Z-score

Score	Total Points	Z-Score=(score/total)*100
92.4	100	92.4%

Table 1

2. Calculate Safeguard Score

Z- Score	Safeguard Score
Z-score>=90%	1
Z-Score>=75%	0.5
Z-Score<75%	0

Table 2

3. Since Z-Score for Environment is 92.4 %, the safeguard score for Environment is 1. Using same method we can calculate the Z-Score and Safeguard Score for IR and IPP. The Safeguard Score for IR will be 0.5 and IPP will 1 for given sample score. Now rating will be calculated based on total safeguard score. Here total safeguard Score is

Safeguard	Safeguard Score
Environment	1
Involuntary Resettlement	0.5
Indigenous People Plan	1
Total	2.5

Table 3

4. Sub-Project Safeguard Rating is obtained from the total safeguard score.

Total Safeguard Score	Rating
2=<Total Safeguard Score>=3	On track
1=<Total Safeguard Score>=2	Potential Problem
0=<Total Safeguard Score>=1	At Risk

Table 4

5. Since the Total Safeguard score for Brabis-Delta Bazar is 2.5, its safeguard performance rating is Green (on track). If Brabis-Delta Bazar is the only sub-project for Drilp, then Brabis-Delta Bazar project Safeguard performance rating is the Performance rating of the Drilp Project. : Suppose

there are two or more sub-projects in a Project. Then Safeguard Performance of each sub-project will affect the Safeguard performance rating of the Project. In the later case, Project Performance rating will be calculated based on the average score.

9. See Project rating at a glance

Projects							
Create Project							
Project	Env. Category	Env. Performance Rating	IR. Category	IR. Performance Rating	IPP. Category	IPP. Performance Rating	Project Safeguard Performance Rating
Drilp	B	0	B	0.8	B	0.05	At Risk
Rural Reconstruction and Rehabilitation Sector Development Project	B	0.1	B	1	B	0	Potential problem
Second Small Town	A	1	A	0.5	A	0.5	On Track

Figure 19

The landing screen will show you list of Projects which you are associated with. In Figure 19, you can see the list of projects and its Safeguards Category and Safeguards Performance Rating ie. Environment category, Environment performance rating, IR Category, IR performance rating, IPP category and IPP performance rating of the project is shown in figure 2. Project Safeguard Performance Rating is summation of the three safeguards (Environment, IR and IPP) of the project and shows the status of the project. In figure 2, there are three different statuses shown in different colors.

RED: Project Safeguard Performance is at risk.

YELLOW: Project Safeguard Performance is at potential problem.

GREEN: Project Safeguard Performance is on track

Click on the Project name (highlighted on Drilp) to see the project details.

10. Safeguard Report Generation

1. Click on the settings menu. As the settings page loads, on the left Menu panel, you can see the “Generate Report” link under Utilities Heading. Click on “Generate Report” link. It will load the page as shown in Figure 20

Generate Report
 Select Project:
 Select Safeguard Component:

Figure 20

2. Select the Project for which you want to generate the report.
3. Select the Safeguard Component
4. Then Press Generate Report Button. The system will generate the report in Excel format and allow you to download it.
5. Here is a snapshot of a generated report in Figure 21. The excel report has two different sheets for planning and implementation.

	A	B	C	D	E	
1	Decentralized Rural Infrastructure and Livelihood Project				Report Date:26 Sep 20	
2						
3	S.No	Name of the Project or SubProject	Environment screening is carried out	Environment category of the Project	EIA/IEE/DDR with EMP is prepared	ADB EIA/EMP
4	1	Barbis-Delta Bazar	Yes	B		
5	2	Gupha-Sanghu Road Sub Project	Yes	B		Yes
6	3	Garma-Nele-Bugol Road Sub Proje	Yes	B		Yes
7	4	Thalaha, Patula, Aulateri/Sato Bah	Yes	B		

Navigation: