

Step by Step Guide to the Integrated Monitoring Platform (IMP) for Project Developers

Covers all the steps to use the IMP



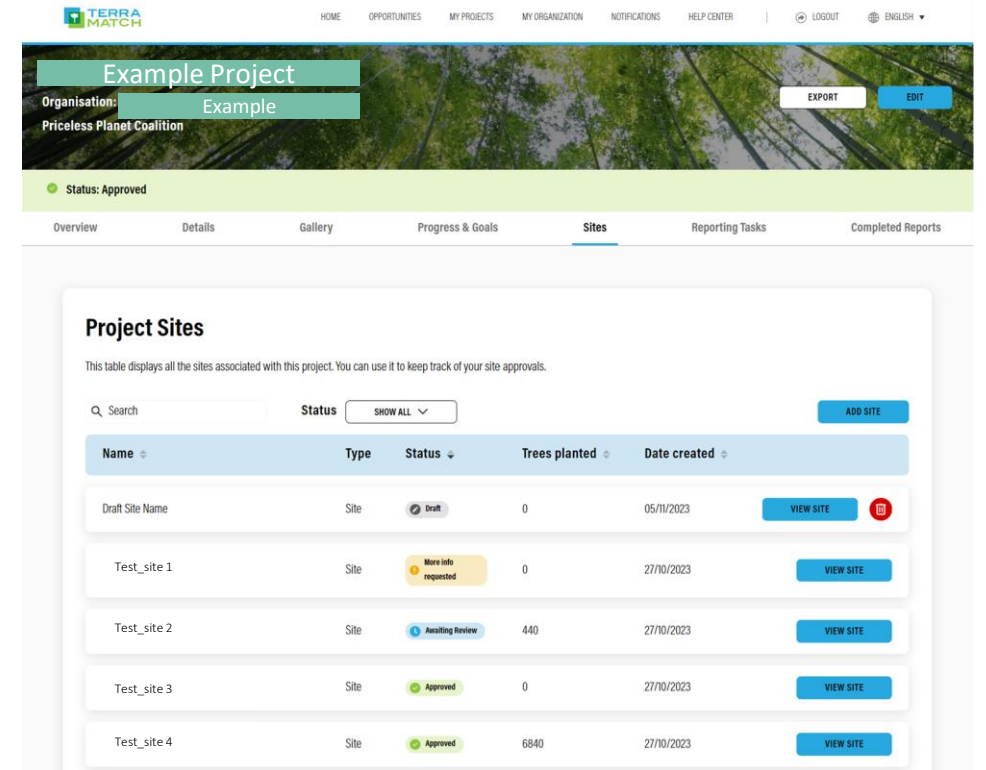
Presentation Contents

Item	Slides
Background	3-10
Navigating the IMP	11-17
Organization Set Up	18-22
Project Set Up	23-31
Adding Monitoring Partners	32-33
Site Establishment	34-54
Quarterly Reporting – Project Level	55-65
Quarterly Reporting – Site Level	66-78
Additional Features	79-83

What is the IMP?

IMP – Integrated Monitoring Platform

- Platform for PPC data collection, storage, and display
- The IMP is part of the larger platform called TerraMatch that is specific to PPC monitoring
- All PPC projects share their monitoring data through the platform, which is the primary data collection tool
- 'Integrated' = integration of data collected in the field and remote sensing data on the platform



The screenshot displays the TerraMatch web interface. At the top, the 'TERRA MATCH' logo is visible alongside navigation links for HOME, OPPORTUNITIES, MY PROJECTS, MY ORGANIZATION, NOTIFICATIONS, and HELP CENTER. A user profile icon and LOGOUT button are also present. The main content area is titled 'Example Project' and shows the organization 'Priceless Planet Coalition'. Below this, a navigation bar includes tabs for Overview, Details, Gallery, Progress & Goals, Sites (which is selected), Reporting Tasks, and Completed Reports. The 'Project Sites' section contains a table with the following data:

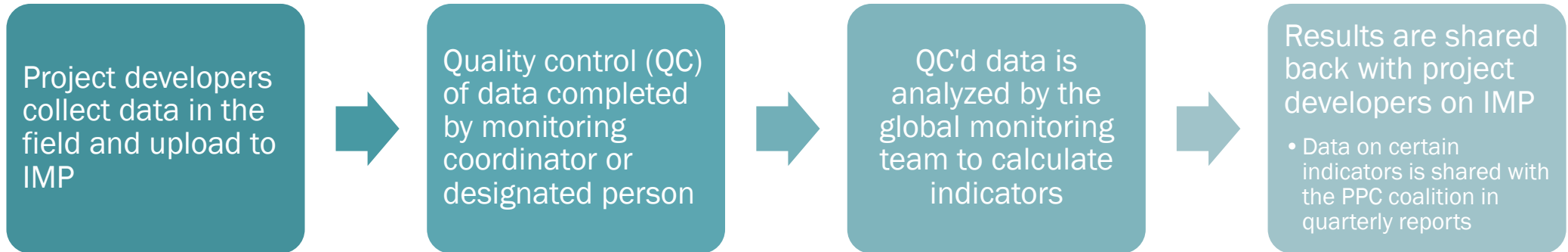
Name	Type	Status	Trees planted	Date created	Actions
Draft Site Name	Site	Draft	0	05/11/2023	VIEW SITE
Test_site 1	Site	More info requested	0	27/10/2023	VIEW SITE
Test_site 2	Site	Awaiting Review	440	27/10/2023	VIEW SITE
Test_site 3	Site	Approved	0	27/10/2023	VIEW SITE
Test_site 4	Site	Approved	6840	27/10/2023	VIEW SITE

Website: <https://www.terramatch.org>



Data Flows

Field



Remote Sensing



Quarterly Reporting

- Quarterly data is submitted on the **first Friday of the month following the end of the quarter**
 - Q1 = January to March (report due on first Friday of April)
 - Q2 = April to June (report due on first Friday of July)
 - Q3 = July to September (report due on first Friday of October)
 - Q4 = October to December (report due on Friday of January)
- Each quarter, some projects are “spotlighted” stories and pictures of those projects shared
- Workdays and trees planted for all projects shared every quarter
 - Trees planted include survival rates

The screenshot shows the Terra Match web application interface. At the top, there is a navigation bar with links for HOME, OPPORTUNITIES, MY PROJECTS, MY ORGANIZATION, NOTIFICATIONS, HELP CENTER, LOGOUT, and ENGLISH. Below the navigation bar, the page title is 'Example PPC Project' with 'Organisation: Example' and 'Priceless Planet Coalition' displayed. There are 'EXPORT' and 'EDIT' buttons. A green banner indicates 'Status: Approved'. Below this, there is a tabbed menu with 'Overview', 'Details', 'Gallery', 'Progress & Goals', 'Sites' (selected), 'Reporting Tasks', and 'Completed Reports'. The main content area is titled 'Project Sites' and includes a search bar, a 'Status' dropdown menu set to 'SHOW ALL', and an 'ADD SITE' button. Below this is a table with the following data:

Name	Type	Status	Trees planted	Date created	Actions
Draft Site Name	Site	Draft	0	05/11/2023	VIEW SITE
Test_site 1	Site	More info requested	0	27/10/2023	VIEW SITE
Test_site 2	Site	Awaiting Review	440	27/10/2023	VIEW SITE
Test_site 3	Site	Approved	0	27/10/2023	VIEW SITE
Test_site 4	Site	Approved	6840	27/10/2023	VIEW SITE



Timelines for Each Step



1. Organization Set Up

As soon as your project is approved by PPC



2. Project Set Up

As soon as your project is approved by PPC



3. Site Establishment

Before site specific activities such as site preparation and planting begin



4. Quarterly Project Level Reporting

Each quarter after your project is set up for the duration of the project



5. Quarterly Site Level Reporting

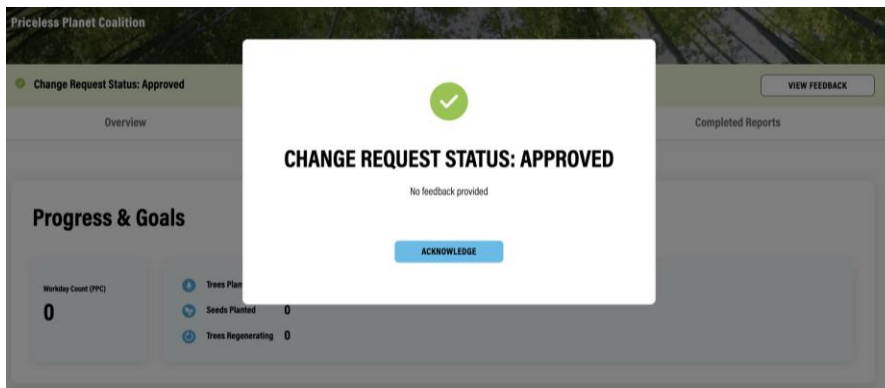
Each quarter after your sites are established for the duration of the project

***Note: One report per site, meaning that 5 sites – 5 separate reports every quarter**



Useful Features

1. If you cannot complete a report in 1 session, the system will save your work, and you can continue your draft over as many sessions as needed until you complete and submit it.
 - Once you submit a report, your project manager will review it and either request more information—allowing you to update any fields as needed—or approve it.
 - Once a report is approved, you can edit it if needed, but your edits will only be reflected in the IMP once your project manager reviews and approves them.



2. You can navigate away from report pages and return to your draft later. All your data should remain in your draft until you submit



3. Add as many team members (known as monitoring partners) as you'd like to your project. Everyone will be able to see the results and enter data

Get in Touch – Option 1



HOME

MY PROJECTS

MY ORGANIZATION

NOTIFICATIONS

HELP CENTER

LOGOUT

ENGLISH



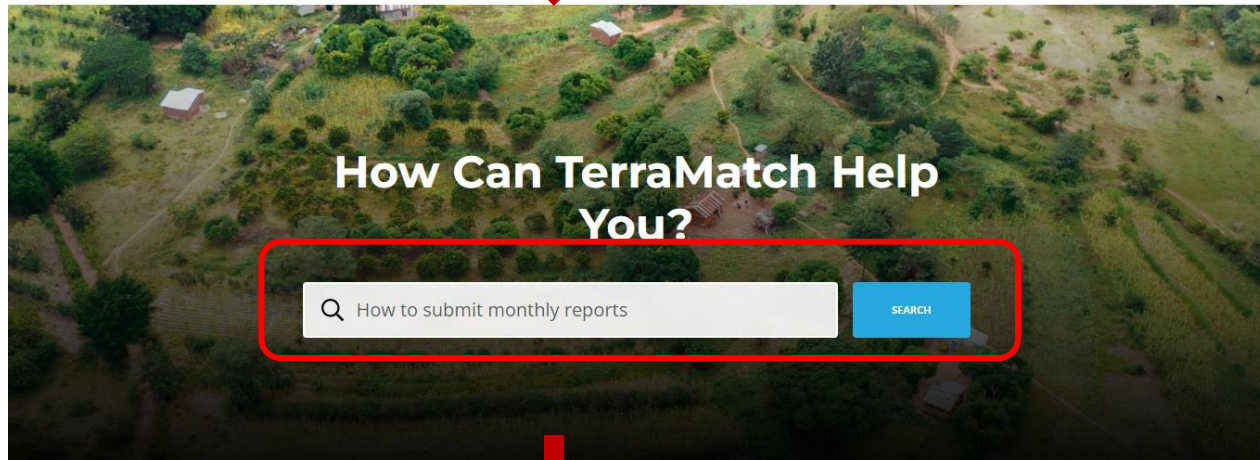
HELP CENTER

BACK TO WEBSITE

ENGLISH (US)

SUBMIT A REQUEST

SIGN IN



HELP CENTER

BACK TO WEBSITE

ENGLISH (US)

SUBMIT A REQUEST

SIGN IN

Search...

TerraMatch Help Center > Priceless Planet Coalition > How to Deliver Monthly PPC Reports

How to Submit Your Monthly Reports

TerraMatch Support
Updated 5 days ago



After you create a project and your relevant sites, the monthly reporting process required under the PPC Monitoring Framework will be triggered. You will receive email reminders when the monthly forms are due, so please closely monitor your email.

Articles in this section

[How to Submit Your Monthly Reports](#)

[How to Edit Your Monthly Reports](#)

[What are my reported data used for?](#)

[How to calculate "person-days of work"](#)

[How to report \(annually\) on PPC restoration partners](#)

[Who is responsible for the monitoring delivery and quality control of the submitted data?](#)



A Help Center was built for Project Developers to contact the TerraMatch team.

You can search for your question using the 'Search' tool and accessing the article available.



Get in Touch – Option 2



HOME

MY PROJECTS

MY ORGANIZATION

NOTIFICATIONS

HELP CENTER

LOGOUT

ENGLISH

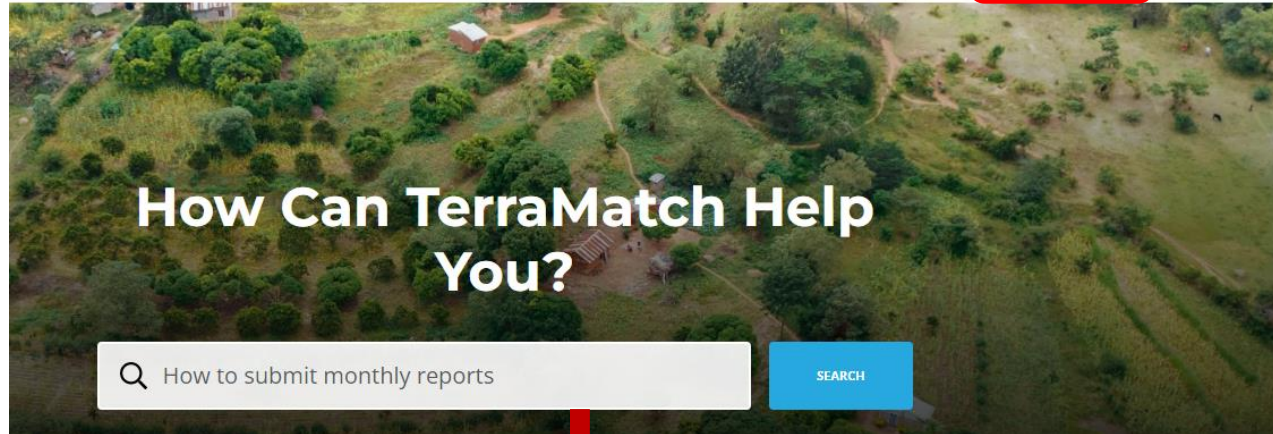


BACK TO WEBSITE

ENGLISH (US)

SUBMIT A REQUEST

SIGN IN



Submit a request

Your email address

Subject

Program

If you are in Terrafund or PPC, please indicate below. If you are in enrolled in either, please select "Other"

Organization Name

URL of issue (optional)



You can also reach out to our team to ask a question or submit a request directly from the Help Center page.



Get in Touch – Option 3



HOME

MY PROJECTS

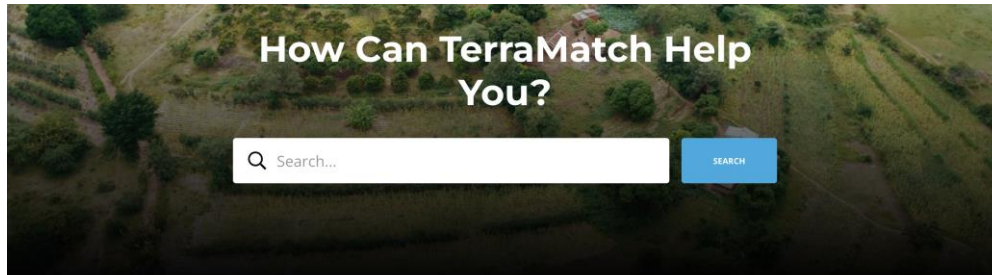
MY ORGANIZATION

NOTIFICATIONS

HELP CENTER

LOGOUT

ENGLISH



Harit Bharat Fund

This section contains all of the information that locally led organizations need to submit a high-quality application to the Harit Bharat Fund financing opportunity. This program will support projects based in the Indian states of Chhattisgarh, Madhya Pradesh, and Maharashtra. ***Full applications are open for qualifying project developers until 30 November 2023. Please see the "Full Application" section below for details.***

Priceless Planet Coalition

This section contains information for project developers that receive funding from the Priceless Planet Coalition (PPC), an effort to restore 100 million trees around the world. Each project uses the Integrated Monitoring Platform on TerraMatch to track their impact. The program is managed by Conservation International and World Resources Institute and anchored by Mastercard.

Contact Us On WhatsApp

You can reach our support team on WhatsApp at +44 7456 289369.

Email Us Your Questions

You can email our support team directly at info@terramatch.org.

- FAQ about PPC and IMP
- You can also access with this [link here](#)

- If you have general feedback or questions, contact us by Email or WhatsApp:

Navigating the IMP



Navigate to Resources and Change the Language

- Click the TerraMatch icon to navigate to the home screen
- Click on 'My Projects' button to access the Priceless Planet Coalition Projects
- Switch to English, Spanish (Mexico), Portuguese (Brazil) and French on the upper right corner

The screenshot shows the TerraMatch website interface. At the top left, the TerraMatch logo is highlighted with a red rounded rectangle. The navigation menu includes 'HOME', 'OPPORTUNITIES', 'MY PROJECTS' (highlighted with a red rounded rectangle), 'MY ORGANIZATION', and 'HELP CENTER'. On the right side of the navigation bar, there is a 'LOGOUT' button and a language selection dropdown menu (highlighted with a red rounded rectangle) currently set to 'ENGLISH'. The dropdown menu lists 'ENGLISH', 'SPANISH', 'FRENCH', and 'PORTUGUESE'. Below the navigation bar, the main content area features the heading 'What would you like to do?' and three large buttons: 'Applications' (with a document icon), 'Projects' (with a laptop icon), and 'Reports' (with a refresh icon). Below the 'Reports' button, it says 'You have 31 updates'.



Find Your Project (after project is set up in platform)

- Scroll down on the Reports section on the home page

OR

- Click on the 'My Projects' tab on the top of the page and browse projects with more detailed information

The screenshot displays the Terra Match platform interface. At the top, the navigation bar includes 'HOME', 'OPPORTUNITIES', 'MY PROJECTS', 'MY ORGANIZATION', 'HELP CENTER', 'LOGOUT', and 'ENGLISH'. The main content area is titled 'What would you like to do?' and features three cards: 'Applications', 'Projects', and 'Reports'. The 'Reports' card is highlighted with a red border and shows 'Example name for PPC Restoration Project' with a 'Due' status and a 'View Project Report' button. Below this, the 'MY PROJECTS' tab is selected in the navigation bar, and a table of projects is displayed. The table has columns for 'Site', 'Status', 'N/A', '350', and '08/10/2022'. Below the table, there is a 'Per page' dropdown set to 5 and a pagination control showing page 1 of 15. The 'Example Project' section below the table shows 'Status: Approved', 'Framework: Priceless Planet Coalition', and 'Organisation: CI Monitoring Partner'. It also includes buttons for 'VIEW REPORTING TASKS (123)' and 'VIEW PROJECT'. The 'Sites (116)' section features a search bar, 'Status' and 'Change Request' filters, and a table with columns for 'Name', 'Type', 'Status', 'Change Request', 'Trees planted', and 'Date created'. The table lists three sites: 'Test_site 2' (Site, Approved, N/A, 14520 trees, 30/09/2022) and 'Test_site 3' (Site, Approved, N/A, 9000 trees, 30/09/2022).

Find Your Site (after site is set up in platform)

The screenshot illustrates the navigation path from a project overview to a specific site profile. In the top section, the 'VIEW PROJECT' button is highlighted with a red box. A red arrow points from this button to the 'Sites' tab in the bottom navigation bar, which is also highlighted with a red box. Below the navigation bar, the 'Project Sites' table is shown, with the 'VIEW SITE' button for the first site highlighted with a red box.

Example Project
Status: ● Approved
Framework: Priceless Planet Coalition
Organisation: CI Monitoring Partner

VIEW REPORTING TASKS (1747) **VIEW PROJECT**

Example Project
Organisation: Example
Priceless Planet Coalition

Status: ● Approved

Overview Details Gallery Progress & Goals **Sites** Reporting Tasks Completed Reports

Project Sites
This table displays all the sites associated with this project. You can use it to keep track of your site approvals.

Search Status SHOW ALL **ADD SITE**

Name	Type	Status	Trees planted	Date created	VIEW SITE
Test_site 2	Site	Draft	0	05/11/2023	VIEW SITE
Test_site 3	Site	More info requested	0	27/10/2023	VIEW SITE

- Go to site directly from the 'My Project' page, where you can see all sites and status of all projects

OR

- Click 'View Project' to go to the specific project page
- Then click 'Sites' to see site-level reports and status
- Click 'View Site' to go to the site profile

Find Quarterly Report –Completed reports

Project-level

- Navigate to your project profile
- Click 'Completed Reports'
- Click 'View Report'

Site-level

- Navigate to your site profile
- Click 'Completed Reports'
- Click 'View Report'

My Projects > Project Name

Example Project
Organisation: Example
Priceless Planet Coalition

Status: Approved

Completed Reports

Completed Project Reports

This is a list of all the reports you have completed for this project. You can monitor their review process and approval status in this section.

Due date	Date submitted	Report Title	Completion Status	Change Request	
	03/03/2022	Monthly Report	Approved	N/A	VIEW REPORT
	03/02/2022	Monthly Report	Approved	N/A	VIEW REPORT

My Projects > Project Name > Site Name

Example Site
Organisation: Example
Priceless Planet Coalition

Status: Approved

Completed Reports

Completed Site Reports

This is a list of all the reports you have completed for this Site. You can monitor their review process and approval status in this section.

Due date	Date submitted	Report Title	Completion Status	Change Request	
	05/11/2021	Site Report for August - October 2021	Approved	N/A	VIEW REPORT
	04/08/2022	Site Report for May - July 2022	Approved	N/A	VIEW REPORT



Find Quarterly Report – Pending reports

- Navigate to your project profile
- Click 'Reporting Tasks' to view reporting period with missing/incomplete reports
- Click 'View' to see all project and site-level reports from that quarter that need to be submitted/updated

The screenshot shows the Terra Match project reporting interface. The 'Reporting Tasks' tab is highlighted in red. Below it, a table lists reporting tasks with columns for Due date, Submission Status, Title, and Completion Status. Two tasks are listed, both with 'Not started' status. A red box highlights the 'VIEW' button for the first task, with a red arrow pointing to the 'WRITE REPORT' button in the 'Project Report' section below. Another red box highlights the 'WRITE REPORT' button for a pending report in the 'Additional Reports' section.

Reporting Tasks

This is a list of your reporting tasks for this project. Please ensure that you review the submission status and complete all reports that are both due and overdue.

Due date	Submission Status	Title	Completion Status
06/04/2023	1 Due	Project Report February - March 2023	Not started
07/07/2023	1 Due	Project Report May - June 2023	Not started

Project Report

Report	Status	Completion	Last Update
Example project report	Not started	0%	N/A

Additional Reports

Report Status: SHOW ALL

Report	Status	Completion	Last Update
Test_site 2	Started	83%	05/12/2023
Test_site 3	Not started	0%	N/A

Find information on Tree Monitoring

The screenshot displays a web interface for a site profile. At the top, there is a header with a background image of trees. The header includes the text 'Example Site', 'Organisation: Example', and 'Priceless Planet Coalition'. There are 'EXPORT' and 'EDIT' buttons in the top right. Below the header, a green bar indicates 'Status: Approved' with a 'VIEW FEEDBACK' button. A navigation bar contains tabs for 'Overview', 'Details', 'Gallery', 'Progress & Goals', and 'Completed Reports'. The 'Overview' tab is highlighted with a red box. Below the navigation bar, there are two main sections: 'Site Information' and 'Site Details'. The 'Site Information' section includes 'Target Land Use Types' (N/A) and 'Restoration Strategies' (Direct Seeding, with an image of hands holding seeds). The 'Site Details' section is a table with the following data:

Field	Value
Site Name	Example
Site type	Site
Planting start date	17/10/2021
Planting end date	17/10/2021
Last Updated	16/12/2022

At the bottom of the page, there is a 'Tree Monitoring' section, also highlighted with a red box. It contains the text: 'Tree monitoring must be completed for each site at baseline, 2.5 years and 5 years. Tree monitoring data is used to calculate the number of trees, natural regeneration, and survival rate of planted trees.' and a 'VIEW' button.

- Navigate to the site profile page
- Go to the 'Overview' page
- You can find the 'Tree Monitoring' button at the bottom of the page, which leads you to the tree monitoring form in KoboToolbox

1. Organization Set Up



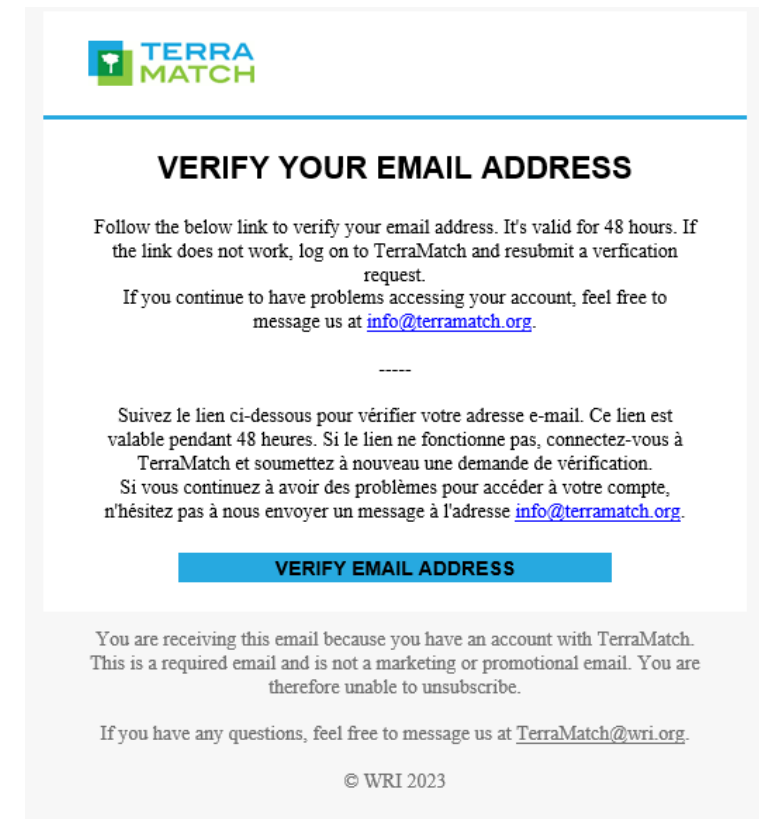
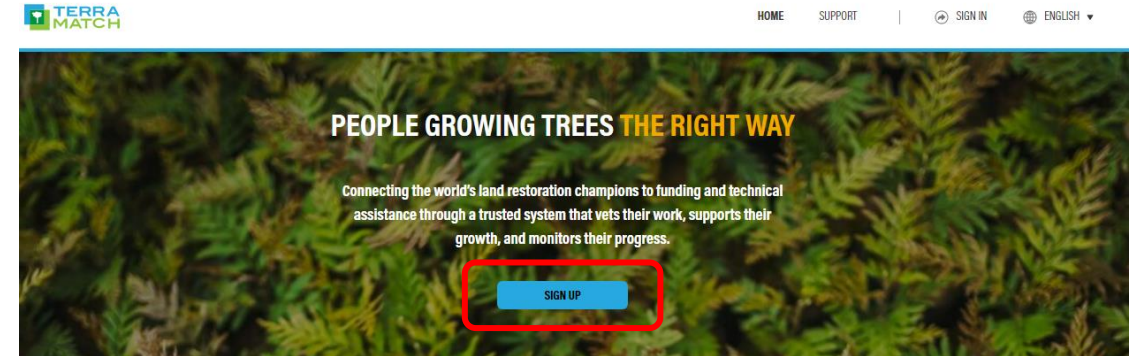
Organization Set Up: Overview

Information you will need

- Organization name
- Description
- Location (city and country)
- Website and contact information

1.1 Create an account

- Go to <https://www.terramatch.org> or the home screen on the TerraMatch mobile app
- Click on 'Sign Up'
- Fill out the required details and click 'Sign Up'
- Once you receive a verification email, verify your account; then, proceed with 'Sign in'
- If you have any issues with sign-up or verification, please email info@terramatch.org and our support team will assist you



1.2 Join or create an organization



HELP CENTER | LOGOUT | ENGLISH

JOIN OR CREATE ORGANIZATION

If the organization you belong to is already created within Terramatch you can find and apply to join it. If your organization is new to Terramatch, you can start the organization set up process by creating a new one.

ORGANIZATION NAME

Conservation International Monitoring Partners

BACK

APPLY TO JOIN ORGANIZATION



Your request to join this organization is being reviewed

You'll receive an email confirmation when your request has been approved. Ask a member of your organization (Conservation International Monitoring Partners) to approve your request.



HELP CENTER | LOGOUT | ENGLISH

JOIN OR CREATE ORGANIZATION

If the organization you belong to is already created within Terramatch you can find and apply to join it. If your organization is new to Terramatch, you can start the organization set up process by creating a new one.

ORGANIZATION NAME

Type Organization Name

BACK

CREATE ORGANIZATION

The screenshot shows the 'Create Organization' progress page. At the top, it says 'Create Organization' and 'Progress: 1/3 steps complete'. Below this, there are three steps listed: 'Step 1: Organization Details', 'Step 2: Social Media Presence', and 'Step 3: Organization Profile'. The 'Organization Details' section is currently active and contains a heading 'Organization Details' and a paragraph of text explaining the requirements for creating an organization.

- After signed in, join an existing organization or create a new one.
- When you request to join an existing organization, you need someone in your organization to approve it.
- When you create a new organization and someone on your team requests to join your organization, you will receive an email with the request.



1.3 How to approve someone to join your organization

The screenshot shows the TerraMatch web interface. At the top, the navigation menu includes 'HOME', 'OPPORTUNITIES', 'MY PROJECTS', 'MY ORGANIZATION' (highlighted with a red box), 'HELP CENTER', 'LOGOUT', and 'ENGLISH'. Below the navigation, a secondary menu has 'Overview', 'Financial Information', 'Pitches', 'Projects', and 'Meet the Team' (highlighted with a red box). The main content area is titled 'Meet the Team' and displays 'Your Organizations' TerraMatch Users (21)'. Four user profiles are shown: Jane Doe (Africa Restoration Director), Jack White (Director, Partnerships), Juan Carlos (Vice President Brand Partnerships), and Brad Smith (Global Restoration Lead). Below this, a section titled 'Requests to Join Organization (1)' (highlighted with a red box) shows a request from John Smith (PPC). At the bottom of this request card, there are two buttons: 'APPROVE' (highlighted with a red box) and 'REJECT'.

- If you are already part of an organization:
 - To accept the new join request, you must login and navigate the to ' My Organization' and 'Meet the Team' tab on your organizational profile.
- Simply accept or reject the request and your teammate will be notified via email.

2. Project Set Up



Project Set Up: Overview

Information you will need

- Project Name
- Expected end date
- Location (continent and country)
- Trees
- Project level targets
- Additional documentation

How to create a new project?

HOME OPPORTUNITIES **MY PROJECTS** MY ORGANIZATION HELP CENTER | LOGOUT ENGLISH

Back to My Projects

My Projects **CREATE PROJECT**

Projects I'm monitoring (11)

Example	PPC Project
Status: Approved	
Framework: Priceless Planet Coalition	
Organisation: Example	
	VIEW REPORTING TASKS (42) VIEW PROJECT

Navigation in the IMP

- Go to 'My Projects' from the top of the IMP page
- Click 'Create Project'

How to create a new project?

Navigation in the IMP

- A screen will appear asking for an invite code
- Enter the code: PPC

- Click 'Continue'
- In the next page, click 'Continue' again

HOME OPPORTUNITIES MY PROJECTS MY ORGANIZATION NOTIFICATIONS HELP CENTER

ENTER ACCESS CODE

If you have been invited to monitor and report on your project in TerraMatch, please enter your invite code below. This will give you access to custom project and reporting templates.

ACCESS CODE

Not sure where to get this code? [Contact TerraMatch Support](#)

CANCEL CONTINUE



CREATE A NEW PPC PROJECT

Use this form to create a new PPC project

Deadline	1st January 2020
Time	19:00

CANCEL

CONTINUE



How to create a new project?

TERRA MATCH HOME OPPORTUNITIES MY PROJECTS MY ORGANIZATION HELP CENTER | LOGOUT ENGLISH

Create a New PPC Project

Progress: 1/4 steps complete
Unsaved

CLOSE AND CONTINUE LATER

Step 1 Project Overview

Project Overview

Each organization within the Priceless Planet Coalition must fill out this form to set project targets. For more tips and information on how to use PPC's Integrated Monitoring Platform, please view our videos and instructional materials here: [Priceless Planet Coalition - TerraMatch Help Center \(zendesk.com\)](#).

PROJECT NAME *

This field is required

EXPECTED END DATE *

This refers to the date when the project is expected to end.

This field is required

CONTINENT *

Asia

COUNTRY *

Afghanistan

BACK **SAVE AND CONTINUE**

Step 1 of 4: Project Overview

- Fill in the four required answers: Project Name, Expected End Date*, Continent, Country
- Click 'Save and Continue'
- If you are unsure about any steps and need to exit the page, click 'Close and Continue Later' on the top of the page

* The **expected end date** refers to when the entire project will end, and should be 5 years after the start

How to create a new project?

Create a New PPC Project
Progress: 2/4 steps complete
Saved

Project Targets

TREE SPECIES
Add a list of tree species you plan to use for this project. Use the "Add Species" button below to add species.

TREE SPECIES (0)
+ ADD SPECIES

ADDITIONAL INFORMATION
Optionally upload a csv with extra information about the species.

Upload File
Drag and drop or browse your device

TARGET NUMBER OF RESTORED TREES AT YEAR 5 *
Total number of trees that are alive and have been restored at year 5. This figure should account for natural mortality rates and expected natural regeneration rates.
70

TARGET NUMBER OF HECTARES UNDER RESTORATION *
Areas should be formally established or under active implementation. Do not include areas such as a proposed protected area that has not been gazetted, a conservation agreement that is not signed, or a nearby area dedicated to another land use not benefiting directly from the restoration intervention.
500

TARGET % SURVIVAL RATE OF PLANTED TREES AT YEAR 5
This is not applicable for direct seeding and natural regeneration.
60

TARGET % CROWN COVER BY YEAR 5 *
By year 5, what portion of land do you expect to have covered by the crown or canopy of trees, expressed as a percentage. This relates to the size and density of trees in an area.
60

BACK SAVE AND CONTINUE

Step 2 of 4: Project Targets

- Add tree species you plan to use in your project
 - Use scientific names
- Upload optional additional information (e.g. csv file with extra information about the trees)
- Add other required information: targets for the number of trees restored, hectares restored, survival rate, and canopy cover you are **expecting in your project at year 5.**
- Click 'Save and Next'

How to create a new project?


Create a New PPC Project
Progress: 3/4 steps complete
Saved


[CLOSE AND CONTINUE LATER](#)

- Step 1
Project Overview
- Step 2
Project Targets
- Step 3
Additional Information**
- Step 4
Review Details

Additional Information

ADDITIONAL DOCUMENTATION
If you have any additional documentation about your project, please feel free to attach the files below. Some examples could include maps of the area, historical photos or information on the landscape.

 **Upload File**
Drag and drop or browse your device

 **X site project reports**
52 kB · Document Uploaded
 Check this box to mark the file as private

[BACK](#) [SAVE AND CONTINUE](#)

Step 3 of 4: Additional Information

- Add additional information if you have any.
 - Such as maps of the area, historical photos or information on the landscape.
- After uploading the file, you can select to mark it as public or private as you want
- Click 'Save and Next'

How to create a new project?

Create a New PPC Project
Progress: 4/4 steps complete
Saved

CLOSE AND CONTINUE LATER

Step 1
Project Overview ✓

Step 2
Project Targets ✓

Step 3
Additional Information ✓

Step 4
Review Details

Review Details

DOWNLOAD

Project Overview

Project Name	Test
Expected End Date	2025-10-15
Continent	Asia
Country	Afghanistan

Project Targets

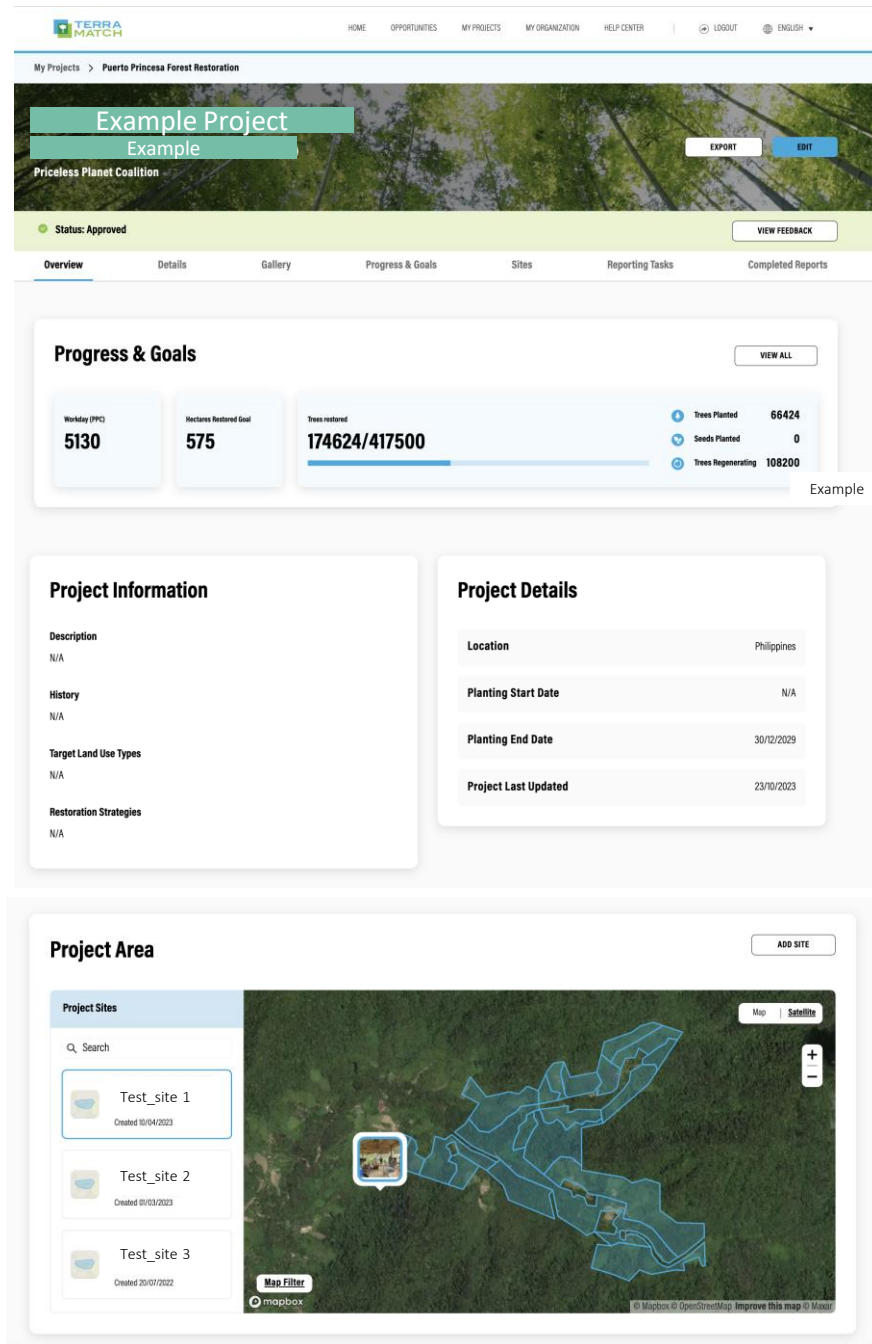
Additional Information

BACK

SUBMIT

Step 4 of 4: Review Details

- Review your information by clicking the dropdown arrows for each category
- Click 'Edit' to navigate to that section if you want to make changes
- Click 'Submit' and you are now done with the project set up!



Your project home page: how it looks

- Progress and Goals
- Project information and details
 - Targets, Strategies, Start and end date, etc.
- Map showing Project Area
- Project Area - Sites
 - Click to zoom in

Add Monitoring partners to the project

Who is a monitoring partner?

- Someone who is added to your PPC project on the IMP
- This person has access to the project and site profiles, can complete reports, and see all information on the IMP



Monitoring Partners(25)

INVITE



Jane Doe

Conservation
International
Jdoe@email.com



Jack White

Conservation
International
jc@email.com



Brad Smith

World Resources
Institute
bsmith@email.com



Mark T

World Resources
Institute
mt@email.com



Grace P

Conservation
International
gp@email.com

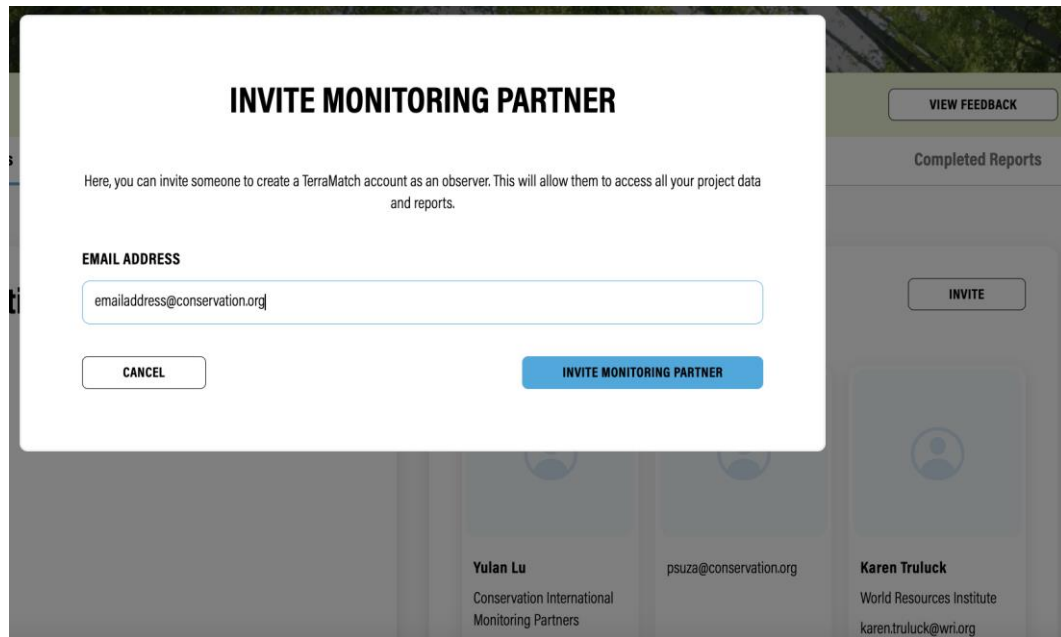
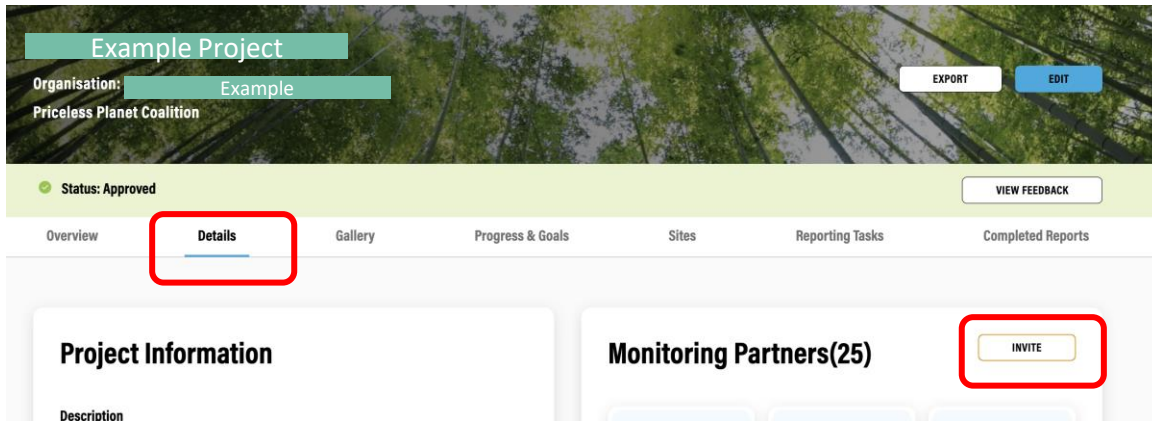


Juan Carlos

Conservation
International
jcarlos@email.com



How to add a monitoring partner?



- Navigate to your project profile page
- Click 'Details' on the project menu bar, where you can see all existing monitoring partners
- Click 'Invite' to enter the email of the new monitoring partner and submit
- If the monitoring partner already has an account on TerraMatch, they'll be added to your project right away. If they don't have an account, they'll be prompted to create one, and then will be added to your organization and your project.



3. Site Establishment



Site Establishment: Overview

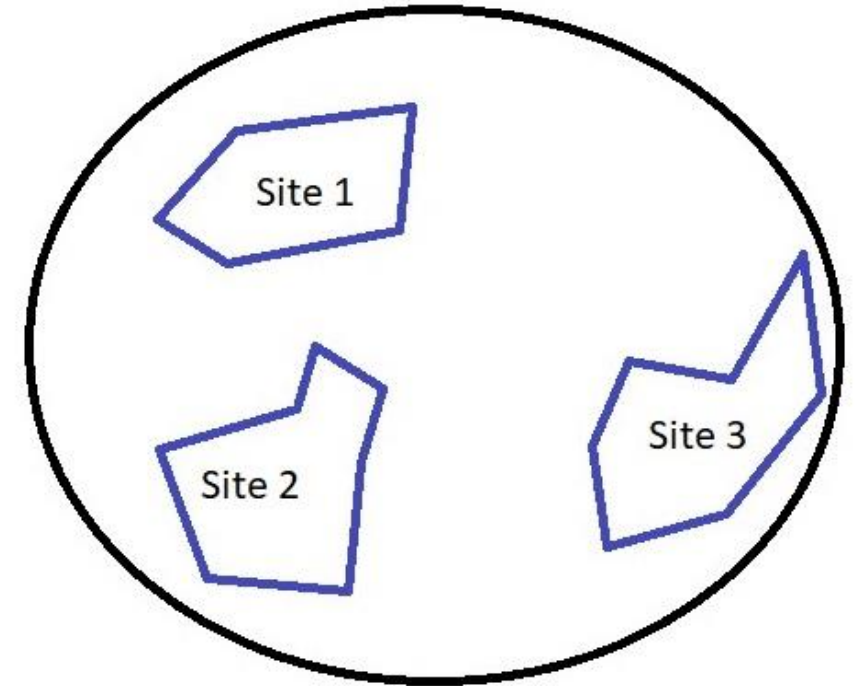
Information is collected on EACH site within the restoration project

- Site name
- Description and history
- Boundary
- Restoration method(s)
- Land tenure
- Targets
- Site details (soil condition, planting pattern, strata)
- Invasives



Site Establishment: Overview

- A site is a contiguous area of land that is undergoing restoration
- If an area is non-contiguous then it is automatically more than 1 site
- Exception: if multiple areas are owned by the same landowner, have the same landscape characteristics (slope, soil condition, etc) and are within 100m of each other, they can be grouped into a single site



How to establish a site?

Navigation in the IMP

- There are two ways to do that
 1. Directly from the 'My Project' page where all projects are listed
 2. The 'Sites' page in the specific project profile
- In either of these pages, click 'Add Site' to start the process
- Click 'Continue' in the next page

1

Projects I'm monitoring (11)

Example PC Project

Status: Approved VIEW REPORTING TASKS (42) VIEW PROJECT

Framework: Priceless Planet Coalition

Organisation: Example

ADD SITE

Sites (46)

Search Status SHOW ALL Change Request SHOW ALL

Name	Type	Status	Change Request	Trees planted	Date created	VIEW SITE
Test_site 1	Site	Approved	N/A	0	13/04/2022	VIEW SITE
Test_site 2	Site	Approved	N/A	6840	13/04/2022	VIEW SITE
Test_site 3	Site	Approved	N/A	13160	13/04/2022	VIEW SITE

2

My Projects > Test

Test

Organisation: Conservation International Monitoring Partners
Priceless Planet Coalition

EXPORT EDIT

Status: Awaiting Feedback

Overview Details Gallery Progress & Goals **Sites** Reporting Tasks Completed Reports

ADD SITE

No Sites Added

You haven't added any sites yet. To see them listed here and track their approval process, create one using the button below.

ADD SITE

PRICELESS PLANET COALITION

CREATE A NEW PPC SITE

Most projects have several geographically distinct sites where restoration occurs. Every time your project scopes a new site for planting or natural regeneration, you must create a site on the IMP by filling out this form. Sites demarcate the exact, geographically separate areas where intervention activities are happening within your project. A project will likely contain many individual sites, and a single site may contain several different restoration practices.

If you have questions about how to demarcate properly, reach out to your project manager/global lead or email info@terramatch.org.

Deadline 1st January 2024

Time 00:00

CANCEL CONTINUE



How to establish a site?

Create a New PPC Site
Progress: 1/8 steps complete
Unsaved

[CLOSE AND CONTINUE LATER](#)

Step 1
Site Overview

Step 2
Land Tenure

Step 3
Site Targets

Step 4
Site Details

Step 5
Tree Species

Step 6
Photos and Videos

Step 7
Additional Documentation

Step 8
Review Details

Site Overview

IS THIS A CONTROL SITE? *

A control site is a unit of land that is separate from the restoration site, but similar enough to the restoration site to be comparable, where the restoration method is not applied. You must provide an accurate boundary for this area.

Yes

No

SITE NAME *

Please provide a unique name for each site. To make it easier to reference, we recommend you name sites "Organization - Site name" (ex. WRI - Mangroves Tanjung Batu northeast)

SITE DESCRIPTION *

Please provide a short description of the site as it currently is (Max 240 characters).

Step 1 of 8: Site Overview

1.1 General information

Fill in required information as suggested on the page, including site name, description, establishment and end dates.



How to establish a site?

Step 1
Site Overview

Step 2
Land Tenure

Step 3
Site Targets

Step 4
Site Details

Step 5
Tree Species


Step 6
Photos and Videos

Step 7
Additional Documentation

Step 8
Review Details

UPLOAD SITE BOUNDARY

Please upload or draw a site boundary of the area that is planned to be restored. The site boundary should contain one or more polygon(s) that indicate where restoration activities will occur, including but not exclusive to tree growing. You can use the tools on the map below to draw polygons, circles or enter in point data. Please be as accurate as possible with your site boundaries. We will follow-up if we need more precise boundaries for analysis. If you are uploading a boundary, it must be either a .zip file for the .shp file (containing .dbf, .shx and .prj files) or a .kml file. For every polygon you upload or draw, you must indicate the restoration practice being applied to the land as well as the target land use. All polygons drawn or uploaded that are missing required details will appear red. To add required information, click on the 'edit' button (pencil icon).



Step 1 of 8: Site Overview

1.2 Site Boundary

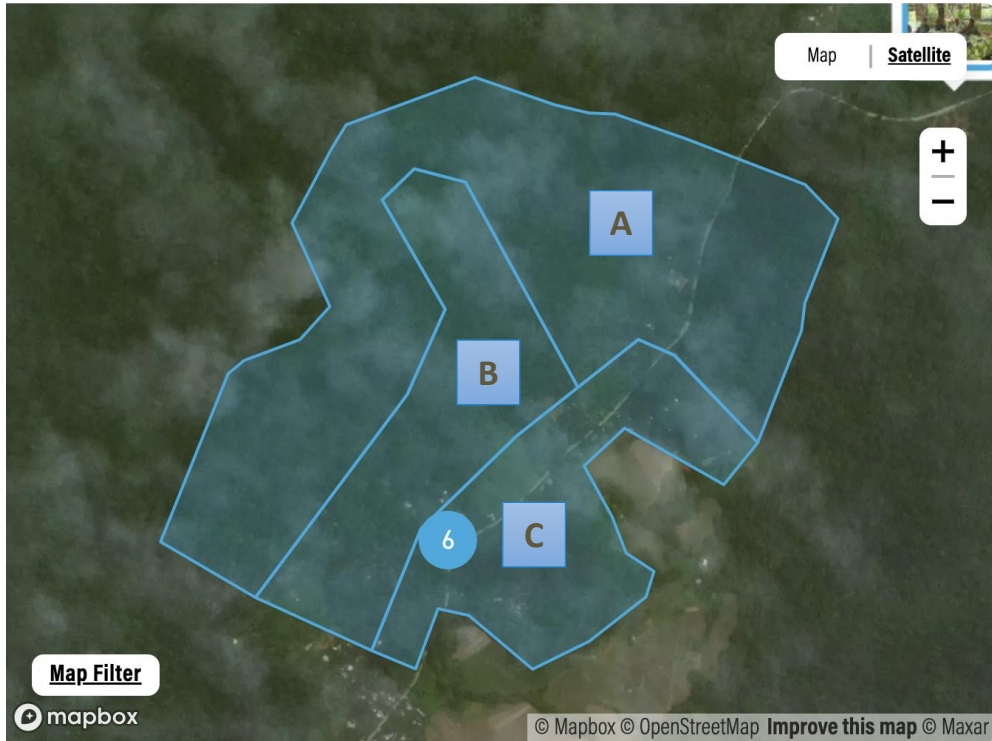
- Upload a .kml/kmz or .shp file or draw the polygons directly using the tools bar on the right
- Before uploading to the IMP, check that your shapefile has the right characteristics:
 - It should have a projection
 - It should have the right attributes (shown in the table below)
 - The polygon should be divided by strata, if applicable (see next page).

Required Attributes for all Sites/Strata

Country	Org_Name	Site_Name	Practice	Target_Sysystem	Distribution
Country1	Organization 1	Site 1	Assisted natural regeneration, Tree Planting	Natural forest	Full Coverage, Full Coverage
Country1	Organization 1	Site 1	Tree planting	Natural forest	Single Line (Living Fence)
Country 1	Organization 1	Site 2	Direct Seeding	Agroforest	Partial Coverage (Applied Nucleation)



How to establish a site? - Strata



Examples of Stratas:

- Strata A: 0-15% vegetation coverage
- Strata B: 15-25% vegetation coverage
- Strata C: >25% vegetation coverage

- What is considered a Strata for PPC?
 - Strata are differences in conditions across a site.
 - For example, if the restored area has significant diversity of topography, vegetation, land use history, disturbance etc., that may significantly impact the restoration success, the implementors should stratify the site to represent and capture these differences.
- Within your site shapefile, you **MUST** include stratification by restoration practice, target land use, and distribution (Annex 3, sub-protocol 14)
- If other types of strata exist on your site, you are encouraged to include them in your site shapefiles, but it is not required. You can also provide information on other types of strata in the site establishment form (Page 46)

*Good strata information can help us reduce the number of tree monitoring plots – talk to the global monitoring team about how!



How to establish a site?

Create a New PPC Site

Progress: 1/8 steps complete
Saved

CLOSE AND CONTINUE LATER

Step 1 Site Overview

Step 2 Land Tenure

Step 3 Site Targets

Step 4 Site Details

Step 5 Tree Species

Step 6 Photos and Videos

Step 7 Additional Documentation

Step 8 Review Details

RESTORATION PRACTICES *

For more details on Restoration Practices, see Annex 3 of the Monitoring Framework



Tree Planting



Assisted Natural
Regeneration



Direct Seeding

TARGET LAND USE TYPE *

For more details on Target Land Use types, see Annex 3 of the Monitoring Framework



Agroforest



Natural Forest



Mangrove



Peatland



Riparian Area or
Wetland



Silvopasture



Urban Forest

Step 1 of 8: Site Overview

1.3 Restoration Practices and Target Systems

- Select the restoration practices and target land use types the site is using
 - See more details in the next page
- Click 'Save and Continue'



How to establish a site?

Before

-practices, land types mixed together



Now

-More specific classifications

Restoration Strategies

- Agroforestry
- Applied Nucleation/Tree Islands
- Assisted Natural Regeneration
- Enrichment Planting
- Mangrove Tree Restoration
- Peatland Restoration
- Seed Dispersal/ Direct Seeding
- Silvopasture
- Wetland/Riparian Area

Restoration Practices

- Assisted Natural Regeneration
- Direct Seeding
- Tree Planting

Target Land Uses

- Agroforest
- Mangrove
- Natural Forest
- Peatland
- Riparian Area/Wetland
- Silvopasture
- Urban Forest

Step 1 of 8: Site Overview

1.3 Restoration Practices and Target Systems

- We updated the system of Restoration Intervention Types
- Specify all that apply for the site
- Applies to all NEW sites
- We will update existing sites for you
- For details, refer to Annex 3 in the Monitoring Framework



How to establish a site?

Step 1
Site Overview

Step 2
Land Tenure

Step 3
Site Targets

Step 4
Site Details

Step 5
Tree Species

Step 6
Photos and Videos

Step 7
Additional Documentation


Step 8
Review Details

Land Tenure


LAND TENURE TYPE *

Within the context of the PPC program, land tenure types are defined as follows:


- Private Land that is owned and managed by a private landowner or company
- Public: Other publicly managed land such as managed forest plantations, or subnational parks and reserves
- Indigenous: Land governed by indigenous customary tenure and other community agreements
- Communal: Land acquired, possessed, and transferred under community-based regimes, and are typically under customary tenure systems
- National protected area: Protected areas, parks, or reserves managed by the corresponding national body. These lands typically have regulations on access and use and are managed for the purpose of conserving nature and natural resources
- Other: Any land that does not fall under the above mentioned categories




Public




Private




Indigenous



Communal



National Protected Area



Other

Step 2 of 8: Land Tenure

- Select the land tenure types
- Click ‘Save and Continue’



How to establish a site?

Step 3 of 8: Site Targets

- Provide site specific targets for survival and natural regeneration, as applicable

ANR

- Provide the number of trees per HA and total HAs where ANR is the restoration practice in the site
- After ANR activities are submitted through quarterly reports (page 73), the IMP will calculate the total number of trees: $ANR = \text{no. of trees per HA} \times \text{no. of HA in ANR}$
- Click 'Save and Continue'

Step 1 Site Overview

Step 2 Land Tenure

Step 3 Site Targets

Step 4 Site Details

Step 5 Tree Species

Step 6 Photos and Videos

Step 7 Additional Documentation

Step 8 Review Details

Site Targets

TARGET % SURVIVAL RATE OF PLANTED TREES AT YEAR 5 *

By year 5, what percentage of planted trees do you expect to have survived? This field is only applicable if you are planting trees. It is not applicable for direct seeding and natural regeneration.

TARGET % CROWN COVER BY YEAR 5 *

By year 5, what portion of land do you expect to have covered by the crown or canopy of trees, expressed as a percentage. This relates to the size and density of trees in an area.

TARGET % SURVIVAL RATE OF DIRECT SEEDING

The target survival rate of seeds planted by year 5. Only provide this target if direct seeding is a restoration methodology used at this site.

ANR: TREES PER HECTARE

Specify the number of trees per hectare you are expecting to have in this site for natural regeneration. Only provide this target if natural regeneration is a restoration methodology used at this site.

ANR: HECTARES FOR NATURAL REGENERATION *

Number of hectares you are expecting to have in this site for natural regeneration.



How to establish a site?

Step 1 Site Overview

Step 2 Land Tenure

Step 3 Site Targets

Step 4 Site Details

Step 5 Tree Species

Step 6 Photos and Videos

Step 7 Additional Documentation

Step 8 Review Details

Site Details

NUMBER OF EXISTING MATURE TREES *
Include the total number of mature trees on this restoration site. A mature tree is any tree with a diameter at breast height (DBH) of 10cm or greater

SOIL CONDITION
Soil condition refers to level of degradation of this restoration site.


PLANTING PATTERN
Description of planting pattern i.e. grid spacing, clumping, etc (a diagram/drawing displaying planting details is strongly recommended to include in the photos section)

STRATIFY YOUR SITE
Strata are differences in the characteristics of your site. For example, if the site contains multiple vegetation types, restoration interventions, soil types, disturbance history, etc.

If your site contains strata, please assign each strata a number and description, such as 1. Areas with secondary growth, 2. Areas without secondary growth.

[+ ADD STRATA](#)

UPLOAD STRATA DESCRIPTION
A diagram/drawing of the strata is strongly recommended

 **Upload File**
Drag and drop or browse your device

[BACK](#) [SAVE AND CONTINUE](#)

Step 4 of 8: Site Details

- Add the number of mature trees on the site (if any), soil condition, and planting pattern
- Upload documentation on stratification not already captured in the shapefile, if applicable
- Click ‘Save and Continue’



How to establish a site?

Create a New PPC Site
Progress: 4/8 steps complete
Saved

CLOSE AND CONTINUE

Step 1 Site Overview

Step 2 Land Tenure

Step 3 Site Targets

Step 4 Site Details

Step 5 Tree Species

Step 6 Photos and Videos

Step 7 Additional Documentation

Step 8 Review Details

STRATIFY YOUR SITE

Strata are differences in the characteristics of your site. For example, if the site contains multiple vegetation types, restoration interventions, soil types, disturbance history, etc.

If your site contains strata, please assign each strata a number and description, such as 1. Areas with secondary growth, 2. Areas without secondary growth.

+ ADD STRATA

#	Percentage	Characteristics	
1	30	Secondary growth	
2	20	No vegetation	

UPLOAD STRATA DESCRIPTION

A diagram/drawing of the strata is strongly recommended

Upload File
Drag and drop or browse your device

Step 4 of 8: Site Details

– More on Strata

- Stratification by restoration practice, target land use, and distribution are already required in your shapefile. You can input information on additional strata here, if applicable
 - For example: If 30% of the site area has no vegetation and 70% has some degree of secondary growth, we can divide them into two strata



How to establish a site?

The screenshot shows a multi-step process for establishing a site. The left sidebar lists steps 1 through 8. Steps 1-4 are completed, and Step 5, 'Tree Species', is the current active step. The main content area is titled 'Tree Species' and includes instructions to list tree species by scientific name. Below the instructions, there is a section for 'TREE SPECIES (0)' with a red-bordered button labeled '+ ADD SPECIES'. Further down, there is a section for 'TREE SPECIES - ADDITIONAL INFORMATION' with an 'Upload File' button and a dashed box for file upload.

Step 1
Site Overview

Step 2
Land Tenure

Step 3
Site Targets

Step 4
Site Details

Step 5
Tree Species

Step 6
Photos and Videos

Step 7
Additional Documentation

Step 8
Review Details

Tree Species

List the tree species, by scientific name, that you expect to plant in this restoration site.

TREE SPECIES

Confirm the species to be planted on this restoration site. If one of the listed species listed does not belong to this restoration site, remove it by pressing the delete button on the right side of the species name. Press the "Add Species" or the Delete button to add species not already listed here, as needed.

TREE SPECIES (0)

+ ADD SPECIES

TREE SPECIES - ADDITIONAL INFORMATION

Optionally upload a csv with extra information about the species.

Upload File
Drag and drop or browse your device

Step 5 of 8: Tree Species

5.1 Required Information

- Add the list of tree species that you plan to use in your restoration site:
 - Use scientific names
- Upload extra documentation on the tree species, if applicable (e.g. list of species planted on the site + quantity).



How to establish a site?

ARE THERE ANY INVASIVES IN THIS SITE?

List invasive plant species observed, if any, and their prevalence on the site. Details on how these will be managed should be included in the technical report

Yes

No

LIST INVASIVE PLANT SPECIES OBSERVED, IF ANY, AND THEIR PREVALENCE ON THE SITE

Details on how these will be managed should be included in the technical report

+ ADD INVASIVE

Add invasive ✕

PLANT SPECIES *

Pteridium aquilinum

TYPE *

Common

SAVE

Step 5 of 8: Tree Species

5.2 Invasive Species

- If your site has invasive species observed, select "Yes". If not, select "No"
 - If "Yes":
 - Click in "+ ADD INVASIVE":
 - Add the invasive species name
 - Add the type (Dominant, Common, Uncommon).
- Click 'Save and Continue'



How to establish a site?

- The PPC program has committed to not planting any invasive species
- We identified some non-native species planted or recorded in project sites, some of which need to be taken in caution.
- Therefore, if you identify any invasive/introduced species in the field, please report to the global monitoring team and together we will decide what actions to take
 - such as remove the tree, keep it if it doesn't impose threats to other trees, or other options).

Step 5 of 8: Tree Species

5.2 More on invasive species



How to establish a site?

SEEDS DETAILS

If you are doing direct seeding on this site, please add each species or seed mix you plan to use. For each species or mix added, the form will ask for the number of seeds in a sample and the weight of the sample to calculate the seeds per kg. When reporting you will indicate the total weight of seeds you have planted each month and we will use this table to calculate the total number of seeds planted.

+ ADD SPECIES OR MIX

BACK

SAVE AND CONTINUE

Add Species or mix



SEED SPECIES OR MIX *

Mix

NUMBER OF SEEDS IN SAMPLE *

1000

WEIGHT OF SAMPLE IN KG *

1

SAVE

#	Species	Seeds Per Sample	Sample Weight(Kg)	Seeds Per Kg	
1	Mix	1000	1	1000.00	

Step 5 of 8: Tree Species

5.3 Seeds Details

- If you are doing direct seeding in your site
- Add information for each specie or mix of seeds:
 - Use scientific names'
 - Or select: Mix
- Add the approximately number of seeds in a sample (Kg)



How to establish a site?

Step 6 of 8: Photos and Videos

- Upload media and set visibility status to public or private
- Click ‘Save and Continue’

Photos and Videos

PHOTOS AND VIDEOS

Please add any images or videos of the site



Upload File

Drag and drop or browse your device



Plot_11_East

770 KB - Document Uploaded

Check this box to mark the file as private



BACK

SAVE AND CONTINUE



How to establish a site?

Step 1
Site Overview

Step 2
Land Tenure

Step 3
Site Targets

Step 4
Site Details

Step 5
Tree Species

Step 6
Photos and Videos


**Step 7
Additional Documentation**



Step 8
Review Details

Additional Documentation

IF YOU HAVE ANY ADDITIONAL DOCUMENTATION ON YOUR SITE YOU WOULD LIKE TO SHARE, PLEASE ADD IT BELOW.

Additional document submission should be complementary information to information provided in the site report. Some examples: geotagged photos of areas of disturbance, vegetation status, planting methodologies, and additional attribute table information for shapefile submissions. Valid formats: .png, .jpg, .doc, .pdf

 **Upload File**
Drag and drop or browse your device

 **Plot_11_Northeast**
788 kB · Document Uploaded 

Check this box to mark the file as private

Step 7 of 8: Additional Information

- Upload additional information, if applicable
 - E.g. geotagged photos of areas of disturbance, vegetation status, planting methodologies, and additional attribute table information for shapefile submissions
- Click ‘Save and Continue’



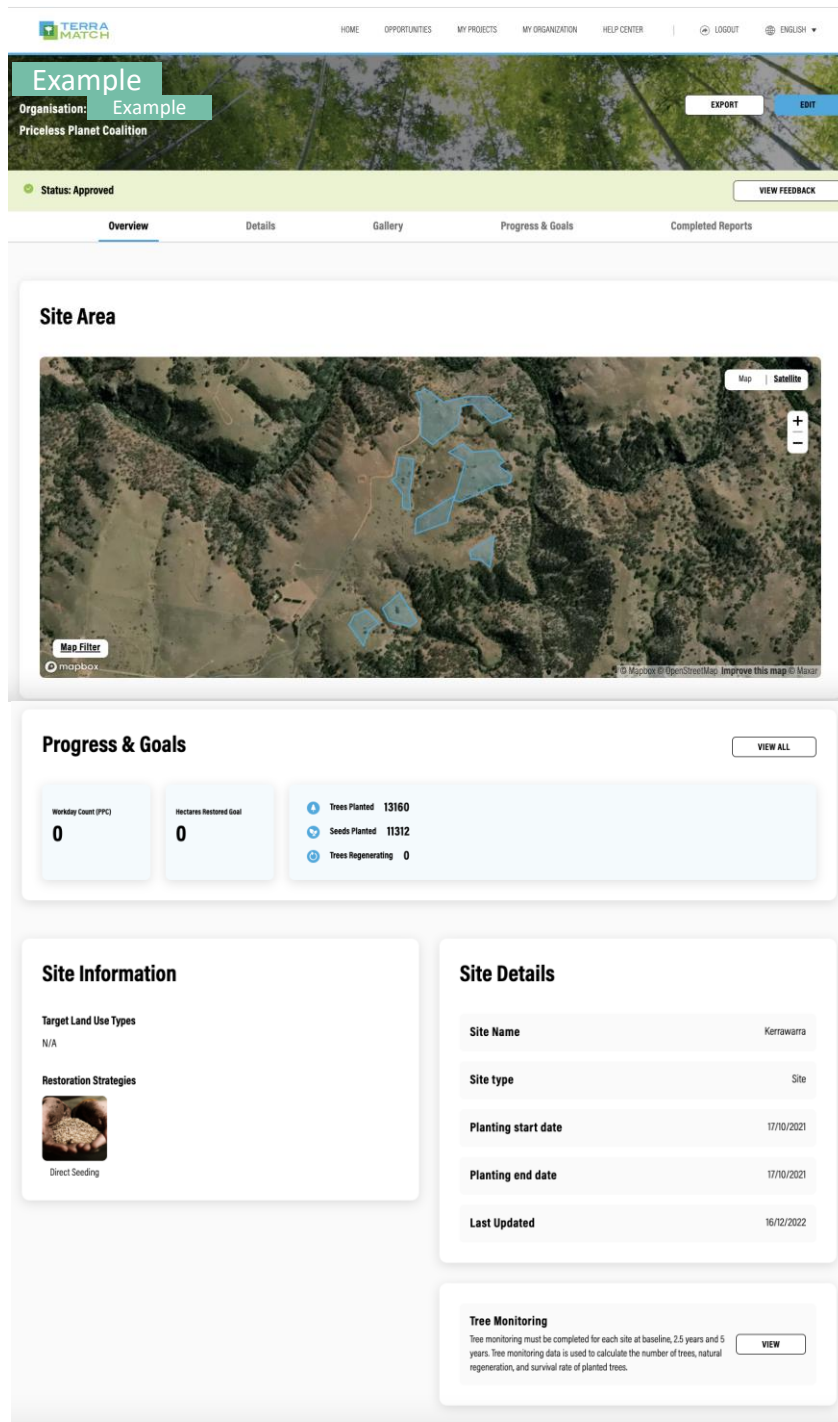
How to establish a site?

The screenshot displays a multi-step process for site establishment. The sidebar on the left shows steps 1 through 8, with steps 1-7 marked as complete. Step 8, 'Review Details', is the current step. The main content area contains four sections: 'Site Details', 'Tree Species', 'Photos and Videos', and 'Additional Documentation'. Each section has an 'Edit' link with a dropdown arrow. A red box highlights these 'Edit' links. At the bottom of the main content area, there is a 'BACK' button and a 'SUBMIT' button, with the 'SUBMIT' button also highlighted by a red box.

Step 8 of 8: Review Details

- Review your information by clicking the dropdown arrows for each category
- Click 'Edit' to navigate to that section if you want to make changes
- Click 'Submit' and you are now done with the site establishment!





Your site home page: how it looks

Map showing site area

Site Progress and Goals

- Workdays count, Trees planted, etc.

Site Information and Site Details

- Practices, Target systems, Start and end date

Tree Monitoring

- Jump to the Kobo form



4. Quarterly Reporting – PROJECT Level



PROJECT Level Quarterly Reporting: Overview

Collect and upload information for EACH Project

Report **every quarter** for the 5-year period:

- Technical and public narratives
- Trees grown in nurseries (optional)
- Workdays at project level (project management and nursery activities, refer to the “Socioeconomic Impacts Workdays Quantification” guide)
- * If no activities occurred within your project in a given quarter, you must still add the information in the quarterly report to confirm that no activities took place.
- * Please keep track of your data for the quarter, as you will need to report it when your quarterly report is due.

Report **every year** for the 5-year period

- Socioeconomic restoration partners (delivered in Q4 report window - due in January - and refers to the whole previous year)



How to do PROJECT level quarterly reporting?

Project Report Project level

Report	Status	Completion	Last Update	
Test_project	Not started	0%	N/A	WRITE REPORT

Additional Reports Site level

Report Status

Report	Status	Completion	Last Update		
Test_site 1	Started	83%	05/12/2023	NOTHING TO REPORT	CONTINUE REPORT
Test_site 2	Not started	0%	N/A	NOTHING TO REPORT	WRITE REPORT

- Go to the project profile page you are monitoring
- Click 'Reporting Tasks' to view all reporting periods that have not been completed (see page 16)
- Click 'View' to see all project and site-level reports from that quarter that need to be submitted/updated
- Click 'Write Report' to begin editing or 'Continue Report' if you already started.

How to do PROJECT level quarterly reporting?

HOME OPPORTUNITIES MY PROJECTS MY ORGANIZATION NOTIFICATIONS HELP CENTER



PPC PROJECT REPORT

Instructions: Please report on progress made towards these indicators in the past 3 months of project implementation. Do not double count from past quarters/reports. If you are not in an active planting season, you must still fill out this form but please skip any fields that are not relevant. This report should be filled out by the first Friday of the month that follows the end of the quarter. (For example, a report covering Quarter 2 of 2023, i.e. April-June 2023, would need to be submitted by Friday, July 7, 2023.)

Deadline	31st December 1977
Time	19:00

- Before you begin, make sure you have all your information ready
- Click 'Start'



How to do PROJECT level quarterly reporting?

PPC Project Report September - October 2022

Progress: 1/5 steps complete
Unsaved

CLOSE AND CONTINUE LATER

Step 1
General Information

Step 2
Trees Grown in Nurseries

Step 3
Workdays

Step 4
Photos + Documents

Step 5
Review Details

General Information

REPORT TITLE *

Please provide a unique name for your report that will be easy for your team to remember.

October 2022 Report - Australia

TECHNICAL NARRATIVE *

Please provide a few sentences that describe the activities that were carried out during the last 3 months. Some examples may include process of engagement with communities, process of selecting the restoration method, experience with implementation, challenges and barriers that were overcome, lessons learned, etc.

*Information provided in the Technical Narrative will only be shared with Conservation International and World Resources Institute for the use in project management, and will not be shared with Mastercard or any other donors who are members of the Priceless Planet Coalition.

Planting targets are on-track for completion in 2022, with wet conditions causing only minor delays or design changes at some sites.

Planting and direct seeding activities were undertaken in Victoria and NSW in October:

- VIC: It has been muddy on sites in Victoria, but GA and contractors were able to continue with efforts and complete planting at all remaining 2022 sites and achieve the target planting of over 170,000 trees this planting season.

PUBLIC NARRATIVE

Is there anything you would like to share publicly about this site? Information provided in the Public Narrative may be shared with public audiences beyond Conservation International and World Resources Institute. This may include sharing with Mastercard and other donor, on social media, or in blog posts.

Despite the wet conditions in Victoria, Greening Australia and delivery partners were able to continue with efforts and complete planting at all remaining 2022 sites and achieve the 170,000 tree target for this season. Once it dries out in NSW, we will complete the remaining five sites in NSW and our 2022 planting program will be complete.

BACK

SAVE AND CONTINUE

Step 1 of 5: General Information

- Add a report title
 - Helpful to include the quarter or date in the title
- Add a technical and public narrative
 - The technical narrative will remain internal and should contain information about the technical implementation of your project over the quarter. The public narrative is information that can be shared publicly (with Mastercard, donors, blogs, or social media).
- Click 'Save and Continue'



How to do PROJECT level quarterly reporting?

Step 1
General Information

Step 2
Trees Grown in Nurseries

Step 3
Workdays

Step 4
Photos + Documents

Step 5
Review Details

Trees Grown in Nurseries

Did any of your seedlings reach a viable stage in your nurseries this quarter?

DID ANY OF YOUR SEEDLINGS REACH A VIABLE STAGE IN YOUR NURSERIES THIS QUARTER?
This question only applies to projects that include growing seedlings in nurseries as part of their design.


Yes

No

REPORT THE NUMBER OF SEEDLINGS BY SPECIES THAT REACHED A VIABLE STAGE IN YOUR NURSERIES THIS QUARTER *
A viable seedling means that from seeds filled in sockets, at least 1 seedling was formed with 2-3 adult leaves. Seedlings are counted as soon as they reach the viable stage, disaggregated by species, and each seedling is only counted once. You can find the species you identified at the start of the project below. If you have additional species to add, you can either search for species scientific name or manually add new ones to the table.

TREE SPECIES (0) **TOTAL COUNT: (0)**

ADDITIONAL INFORMATION (OPTIONAL)
Optionally upload a csv or Excel file with extra information about the species.

 **Upload File**
Drag and drop or browse your device

Step 2 of 5: Trees Grown in Nurseries (optional)

- Specify if any trees reached viability in your nurseries this quarter
 - If 'No', click 'Save and Continue'
 - If 'Yes', add species and numbers using scientific names, upload additional documentation if applicable and click 'Save and Continue'



How to do PROJECT level quarterly reporting?

Step 1
General Information

Step 2
Trees Grown in Nurseries

Step 3
Workdays

Step 4
Photos + Documents

Step 5
Review Details

Workdays

A person day of work is defined as 8 hours of work completed, or the legal amount of time in the workday for the country of the activity. Collection of these data allows us to track the direct economic impacts of restoration on local peoples. It also allows us to track equity of labor in the sense of avoiding child labor, encouraging women's participation in the workforce, and enhancing economic opportunities to local and indigenous peoples.

Please report on the days of work at the project level over the last three months.

DID ANYONE WORK ON PROJECT LEVEL TASKS THIS QUARTER?

Types of work that are considered at the project level include project management, seed collection, nursery establishment and other project level categories. Work that is recorded at the site level include site establishment, planting, monitoring, and maintenance work.

If you answer yes, please also provide a disaggregate by gender, age, and ethnicity within each of the types of work listed below.

Yes

No

HOW MANY PAID WORKDAYS WERE GENERATED? *

A person day of work is defined as 8 hours of work completed, or the legal amount of time in the workday for the country of the activity. Here you are reporting the number of paid workdays at the project level over the last 3 months. The work does not have to be consecutive hours. Hours completed over different days can be summed into person days of work.

40

HOW MANY VOLUNTEERS WORK DAYS WERE GENERATED? *

A person day of work is defined as 8 hours of work completed, or the legal amount of time in the workday for the country of the activity. Here you are reporting the number of volunteer workdays at the project level over the last 3 months. The work does not have to be consecutive hours. Hours completed over different days can be summed into person days of work.

20

Step 3 of 5: Workdays

3.1 General Information

- Specify how many paid and volunteer workdays were done in the previous quarter
- Provide the sum of workdays of all project-level activities here
 - Including Project management, Nursery operations (considers Seed Collection), or specify other activities with workdays counted in the last quarter for the project

- Please, be sure you are not double-counting the workdays for project and site-level reports since we consider different activities/roles for both.



How to do PROJECT level quarterly reporting?

PROJECT ESTABLISHMENT

Was any of the work this quarter put towards establishing the project? If so, please add demographic details about the people who worked on establishing the project this quarter.

Yes

No

ADD PAID WORKDAYS FOR PROJECT ESTABLISHMENT

+ ADD WORKDAYS

ADD VOLUNTEER WORKDAYS FOR PROJECT ESTABLISHMENT

+ ADD WORKDAYS

NURSERY OPERATIONS

Was any of the work this quarter put towards nursery operations? If so, please add demographic details about the people who worked on establishing the project this quarter.

Yes

No

Add Workdays

SELECT GENDER *

Female

SELECT AGE *

Adult (24-65)

SELECT ETHNICITY *

Other

IF OTHER, PLEASE SPECIFY

xxxx

HOW MANY WORKDAYS WERE CREATED FOR THE SELECTED OPTIONS? *

40

SAVE

Step 3 of 5: Workdays

3.2 Disaggregated information

- For EACH project-level activity, specify if any workdays were done
- If 'No', go to the next section
- If 'Yes', click "Add workdays" for paid and/or volunteer workdays and provide more demographic details (Gender, Age, Ethnicity)

***This information used to be uploaded with Excel files. We have upgraded the system and will no longer use Excel files for Quarterly reports.**


See the "Socioeconomic Impacts Workdays Quantification" guide for more details.




How to do PROJECT level quarterly reporting?


SOCIOECONOMIC RESTORATION PARTNERS *

Please download the [Excel template below](#). You will find two tables in the template, one for workdays and one for socioeconomic benefits. The second table includes information pertaining to the direct and indirect beneficiaries. You will need to complete the second table included in the template in your Q4 project report. Your numbers should include all the people impacted by your project for the previous year (ex. January 2024 report should cover people impacted in 2023). Attach your completed form below.


Upload File
 Drag and drop or browse your device



socioeconomics_programme
40 kB · Document Uploaded



BACK

SAVE AND CONTINUE

Socioeconomic benefits

Direct socioeconomic beneficiaries: Any person who received intentional and direct socio-economic support from PPC Program activities and is aware that they received support (See sub-protocol 9, for more details). Support may be monetary or non-monetary, and include partnerships created as a direct result of the project that yield economic benefits during the project.

Indirect socioeconomic beneficiaries: Family members of direct beneficiaries, and persons with involvement with local organizations and partnerships that may bring jobs in the future.

Benefit Category	TYPE	GENDER				AGE				ETHNICITY				
		Female	Male	Decline Nonbinar to y/Other Specify	Specify	15-24	24-64	65+	Unknown	Indigeno us (please specify)	Other (please specify)	Decline to Unknown Specify	Specify	
Income	Direct													
	Indirect													
In-kind benefits	Direct	2					2						2	
	Indirect	4				2	1	1					4	
Conservation Agreement Payments	Direct													
	Indirect													
Increased market access	Direct													
	Indirect													
Increased capacity	Direct													
	Indirect													
Training	Direct													
	Indirect													
Newly secured land title	Direct													
	Indirect													
Increased protection of traditional livelihoods or customer rights	Direct													
	Indirect													
Increased productivity	Direct													
	Indirect													
Other (specify)	Direct													
	Indirect													
Total														6

Step 3 of 5: Workdays

3.3 Socioeconomic Restoration Partners

- If it is the month of January, submit the socioeconomic restoration partners spreadsheet for the previous year
 - Each section (gender, age and ethnicity) must add to the same number
 - The ethnicities must be specified

***This step is the same as before. We are still using the Excel file (for SRP only)**

See the “Socioeconomic Restoration Partners” guide for more details.



How to do PROJECT level quarterly reporting?

Step 1
General Information

Step 2
Trees Grown in Nurseries

Step 3
Workdays

Step 4
Photos + Documents

Step 5
Review Details

Photos + Documents

PLEASE ADD ANY IMAGES OR VIDEOS OF THE PROJECT

Upload File
Drag and drop or browse your device

E
360 kB - Document Uploaded
 Check this box to mark the file as private

ADDITIONAL DOCUMENTATION
If you have any additional documentation on you would like to share, please add it below. Additional document submission should be complementary information to information provided in the project report. Some examples: complementary reports created for other purposes or information pertaining to your nurseries. Valid formats: .png, .jpg, .doc, .pdf

Upload File
Drag and drop or browse your device

BACK **SAVE AND CONTINUE**

Step 4 of 5: Photos + Documents

- Upload images, videos, or additional documents, if applicable
- Set visibility status to public or private
- Click ‘Save and Continue’



How to do PROJECT level quarterly reporting?

Step 1
General Information ✓

Step 2
Trees Grown in Nurseries ✓

Step 3
Workdays ✓

Step 4
Photos + Documents ✓

Step 5
Review Details

Review Details

DOWNLOAD

General Information Edit ▾

Trees Grown in Nurseries Edit ▾

Workdays Edit ▾

Photos + Documents Edit ▾

BACK SUBMIT

Step 5 of 5: Review Details

- Review your information by clicking the drop down arrows for each category
- Once verified, click 'Submit'



5. Quarterly Reporting – Site Level



SITE Level Quarterly Reporting: Overview

Collect and upload information for EACH Site

Report **every quarter** for the 5-year period:

- Trees planted
- Seeds planted (if applicable)
- Disturbances
- Work days (site establishment, planting, monitoring, maintenance)
- Additional photos and documentation
- * If no activities occurred within your project in a given quarter, you must still add the information in the quarterly report to confirm that no activities took place.
- * Please keep track of your data for the quarter, as you will need to report it when your quarterly report is due.



How to do SITE level quarterly reporting?

Project Report Project level

Report	Status	Completion	Last Update	
Test_project	Not started	0%	N/A	WRITE REPORT

Additional Reports Site level

Report Status

Report	Status	Completion	Last Update	
Test_site 1	Started	83%	05/12/2023	NOTHING TO REPORT CONTINUE REPORT
Test_site 2	Not started	0%	N/A	NOTHING TO REPORT WRITE REPORT

- Go to the project profile page you are monitoring
- Click 'Reporting Tasks' to view all reporting periods that have not been completed (see page 16)
- Click 'View' to see all project and site-level reports from that quarter that need to be submitted/updated
- Click 'Write Report' to begin editing or 'Continue Report' if you already started
- If no update for that site/quarter, click 'Nothing to Report'

How to do SITE level quarterly reporting?



PPC SITE REPORT

Please report on progress made towards these indicators in the past 3 months of project implementation. Do not double count from past quarters/reports. If you are not in an active planting season, you must still fill out this form but please skip any fields that are not relevant, such as direct seeding.

This report should be filled out by the first Friday of the month that follows the end of the quarter. (For example, a report covering Quarter 2 of 2023, i.e. April-June 2023, would need to be submitted by Friday, July 7, 2023.)

Deadline 31st December 1977

Time 19:00

CANCEL

CONTINUE

- Before you begin, make sure you have all your information ready
- Click 'Start'



How to do SITE level quarterly reporting?

Step 1
Report Overview

Step 2
Trees

Step 3
Workdays

Step 4
Major Disturbances

Step 5
Photos and Videos

Step 6
Review Details

Report Overview

TECHNICAL NARRATIVE

If possible, please provide a few sentences that describe the activities that were carried out during the last 3 months. Some examples may include process of engagement with communities, process of selecting the restoration method, experience with implementation, challenges and barriers that were overcome, lessons learned, etc.

*Information provided in the Technical Narrative will only be shared with Conservation International and World Resources Institute for the use in project management, and will not be shared with Mastercard or any other donors who are members of the Priceless Planet Coalition.

Seedling planting undertaken in Sept 2022

PUBLIC NARRATIVE

Is there anything you would like to share publicly about this site? Information provided in the Public Narrative may be shared with public audiences beyond Conservation International and World Resources Institute. This may include sharing with Mastercard and other donor, on social media, or in blog posts.

[BACK](#) [SAVE AND CONTINUE](#)

Step 1 of 6: Report Overview

- Add a technical and public narrative
 - The technical narrative will remain internal, and should contain information about the technical implementation of your site over the quarters
- Add a public narrative
- Click 'Save and Continue'



How to do SITE level quarterly reporting?

Step 1
Report Overview

Step 2
Trees

Step 3
Workdays

Step 4
Major Disturbances

Step 5
Photos and Videos

Step 6
Review Details

Trees

DID YOU PLANT ANY TREES THIS QUARTER? *

Yes

No

DID YOU DO DIRECT SEEDING THIS QUARTER? *

Yes

No

DID YOU COMPLETE ANY ANR ACTIVITIES THIS QUARTER?

Yes

No

BACK **SAVE AND CONTINUE**

Step 2 of 6: Trees

2.1 Three categories

- Provide information on tree planting, direct seeding, or ANR activities, if any



How to do SITE level quarterly reporting?

DID YOU PLANT ANY TREES THIS QUARTER? *

Yes

No

ADD TREE SPECIES

Please provide the species and count of trees you have planted on this site in the last 3 months. You can find the species you identified at the start of the site below. If you have additional species to add, you can either search for species scientific name or manually add new ones to the table.

TREE SPECIES (26)

Acacia verticillata

Bedfordia arborescens

Bursaria spinosa

Cassinia aculeata

Cassinia trinerva

Coprosma quadrifida

Eucalyptus cypellocarpa

TOTAL COUNT: (10000)

000

40

120

600

800

400

380

+ ADD ANOTHER SPECIES

ADDITIONAL INFORMATION (OPTIONAL)



Upload File

Drag and drop or browse your device

Step 2 of 6: Trees

2.2 Tree Planting

- If there was tree planted, add species (scientific names) and the total count of trees planted.
- Upload additional documentation if applicable.



How to do SITE level quarterly reporting?

DID YOU DO DIRECT SEEDING THIS QUARTER? *

Yes

No

HOW MANY SEEDS WERE PLANTED?

Please provide the species and count of seeds you have planted on this site in the last 3 months. You can find the species you identified at the start of the site below. If you have additional species to add, you can either search for species scientific name or manually add new ones to the table.

SEED SPECIES OR MIX (1)

Acacia mearnsii

TOTAL COUNT: (500)

500

+ ADD ANOTHER SPECIES OR MIX

DID YOU COMPLETE ANY ANR ACTIVITIES THIS QUARTER?

Yes

No

PLEASE UPLOAD EVIDENCE OF ANR ACTIVITIES



Upload File

Drag and drop or browse your device

BACK

SAVE AND CONTINUE

Step 2 of 6: Trees

2.3 Direct Seeding

- If there was direct seeding, add species (scientific names) and total number of seeds planted

2.4 ANR Activities

- If there were ANR (assisted natural regeneration), select 'Yes' and upload the two required documents
 - 1. evidence of the 'assist' (Ex: building fences, invasive species removal, etc)
 - 2. justification for the number of trees per HA (Ex: scientific articles, studies in the region, etc)
- Click 'Save and Continue'



How to do SITE level quarterly reporting?

The screenshot shows a reporting interface with a sidebar on the left and a main content area. The sidebar contains six steps: Step 1 (Report Overview), Step 2 (Trees), Step 3 (Workdays), Step 4 (Major Disturbances), Step 5 (Photos and Videos), and Step 6 (Review Details). Steps 1 and 2 are highlighted in green with checkmarks. Step 3 is the current step. The main content area is titled 'Workdays' and contains three questions with input fields. The first question is 'WERE ANY WORKDAYS GENERATED FOR THIS SITE?' with radio buttons for 'Yes' (selected) and 'No'. The second question is 'HOW MANY PAID WORKDAYS WERE GENERATED?' with a text input field containing '40'. The third question is 'HOW MANY VOLUNTEER WORKDAYS WERE GENERATED?' with a text input field containing '30'. A red box highlights the 'Yes' radio button, the '40' input field, and the '30' input field.

Step 1
Report Overview ✓

Step 2
Trees ✓

Step 3
Workdays

Step 4
Major Disturbances

Step 5
Photos and Videos

Step 6
Review Details

Workdays

WERE ANY WORKDAYS GENERATED FOR THIS SITE?

Yes

No

HOW MANY PAID WORKDAYS WERE GENERATED?

40

HOW MANY VOLUNTEER WORKDAYS WERE GENERATED?

30

Step 3 of 6: Workdays

3.1 General Information

- Specify how many paid and volunteer workdays were done this quarter
- Provide the sum of workdays of all site-level activities here
 - Including Planting, Monitoring, Maintenance, or other activities that occurred only in the restoration site.



How to do SITE level quarterly reporting?

DID ANYONE CONTRIBUTE WORKDAYS TOWARDS THE MONITORING OF THE SITE THIS QUARTER?

Yes

No

HOW MANY PAID WORKDAYS WERE GENERATED?

#	Gender	Age	Ethnicity	Count
1	Female	Elder (65+)	Decline to Specify	34

HOW MANY VOLUNTEER WORKDAYS WERE GENERATED?

#	Gender	Age
1	Gender Undefined	Elder (65+)

DID ANYONE CONTRIBUTE WORKDAYS TOWARDS OTHER ACTIVITIES FOR THE SITE THIS QUARTER?

Yes

No

HOW MANY PAID WORKDAYS WERE GENERATED?

Add Workdays

SELECT GENDER *

Female

SELECT AGE *

Adult (24-65)

SELECT ETHNICITY *

Other

IF OTHER, PLEASE SPECIFY

xxxx

HOW MANY WORKDAYS WERE CREATED FOR THE SELECTED OPTIONS? *

40

SAVE

Step 3 of 6: Workdays

3.2 Disaggregated information

- For EACH site-level activity, specify if any workdays were done
- If 'No', go to the next section
- If 'Yes', click "Add workdays" for paid and/or volunteer workdays and provide more demographic details (Gender, Age, Ethnicity)
- Click 'Save and Continue'

***This information used to be uploaded with Excel files. We have upgraded the system and will no longer use Excel files for Quarterly reports.**

See the "Socioeconomic Impacts Workdays Quantification" guide for more details.



How to do SITE level quarterly reporting?

Step 1
Report Overview

Step 2
Trees

Step 3
Workdays

**Step 4
Major Disturbances**

Step 5
Photos and Videos

Step 6
Review Details

Major Disturbances

Major disturbances may include fire/flood/hurricanes, uncontrolled grazing/herbivory, pest outbreaks, and intentional clearing. Any disturbance causing mortality or significantly impaired growth to more than 25% of the restored trees or restored area must be reported.

The three major disturbance types used in the PPC monitoring framework are defined below:

- Ecological – minor natural disturbances that impact less than half of planted species, including pests, small erosion events, etc.
- Climatic – major natural disturbances that impact more than half of planted species or the landscape as a whole, including flooding, wildfires, etc.
- Man-made – minor or major human-caused disturbances, these could include site vandalism, illegal grazing, etc.

WERE THERE ANY MAJOR DISTURBANCES THIS QUARTER

Yes

No

ADD DISTURBANCES

+ ADD DISTURBANCE

#	Disturbance Type	Intensity
1	Climatic	Medium

BACK

Add Disturbance

DISTURBANCE TYPE *

Climatic

INTENSITY *

Medium

EXTENT (% OF SITE AFFECTED) *

41 - 60%

DESCRIPTION

Example|

SAVE

Step 4 of 6: Major Disturbances

- Specify if there were any disturbances on this site during this quarter
 - Including Ecological, Climatic, and Man-made
- Add disturbance details including disturbance type, intensity, extent and description
- Click 'Save and Continue'



How to do SITE level quarterly reporting?

Step 1
Report Overview

Step 2
Trees

Step 3
Workdays

Step 4
Major Disturbances


**Step 5
Photos and Videos**



Step 6
Review Details

Photos and Videos

Please add any images or videos of the site

ADD PHOTOS AND VIDEOS

 **Upload File**
Drag and drop or browse your device

 **Plot_5_North**
3.99 MB - Document Uploaded
 Check this box to mark the file as private 

Step 5 of 6: Photos + Videos

- Upload images, videos, or additional documents, if applicable
- Set visibility status to public or private
- Click ‘Save and Continue’



How to do SITE level quarterly reporting?

Review Details DOWNLOAD

Report Overview Edit ^

Technical Narrative Seedling planting undertaken in Sept 2022

Public Narrative Answer Not Provided

Trees Edit v

Workdays Edit v

Major Disturbances Edit v

Photos and Videos Edit v

BACK SUBMIT

Step 6 of 6: Review Details

- Review your information by clicking the drop down arrows for each category
- Once verified, click 'Submit'



Additional Features

Nov 2023 Release



Manage Draft Reports

- You can easily manage the draft reports from the main 'My Project' page or 'Sites' page in each project profile
- You can delete the report if created by mistakes

Name	Type	Status	Change Request	Trees planted	Date created	
Test_1	Site	Approved	N/A	937	16/12/2022	VIEW SITE
Test_2	Site	Approved	N/A	20475	16/12/2022	VIEW SITE
	Site	Draft	N/A	0	29/11/2023	VIEW SITE



Bulk-upload pictures

- You can now upload multiple photos at once
- You can select privacy setting after upload

Step 1 Report Overview ✓

Step 2 Trees ✓

Step 3 Workdays ✓

Step 4 Major Disturbances ✓


Step 5 Photos and Videos


Step 6 Review Details


Photos and Videos


Please add any images or videos of the site

ADD PHOTOS AND VIDEOS

 **Upload File**
Drag and drop or browse your device

 **Plot_5_East**
4.74 MB · Document Uploaded
 Check this box to mark the file as private

 **Plot_5_North**
3.99 MB · Document Uploaded
 Check this box to mark the file as private

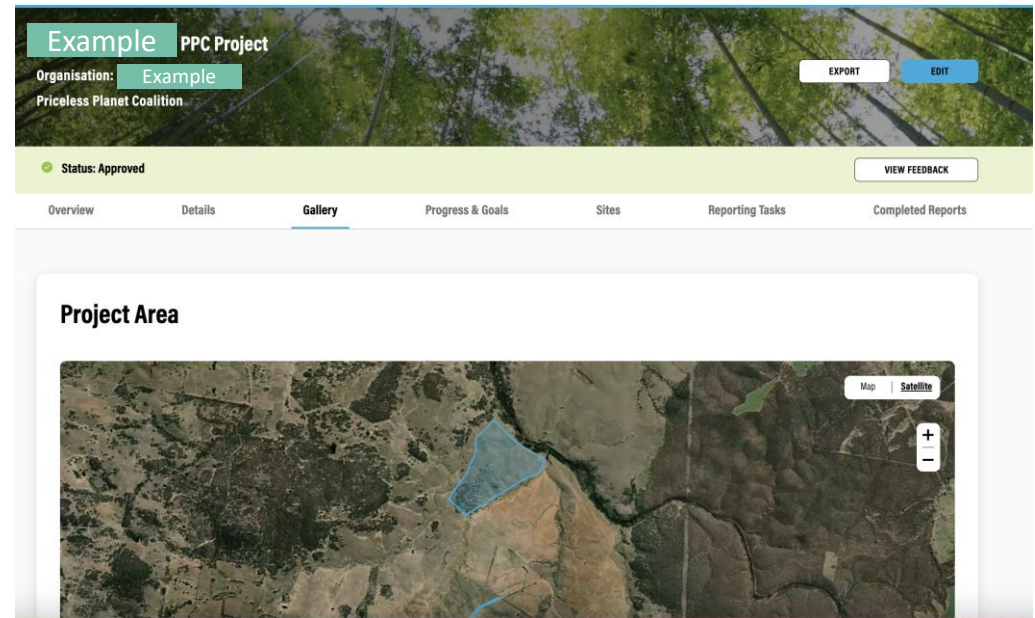
 **Plot_5_Northeast**
4.18 MB · Document Uploaded
 Check this box to mark the file as private

BACK **SAVE AND CONTINUE**

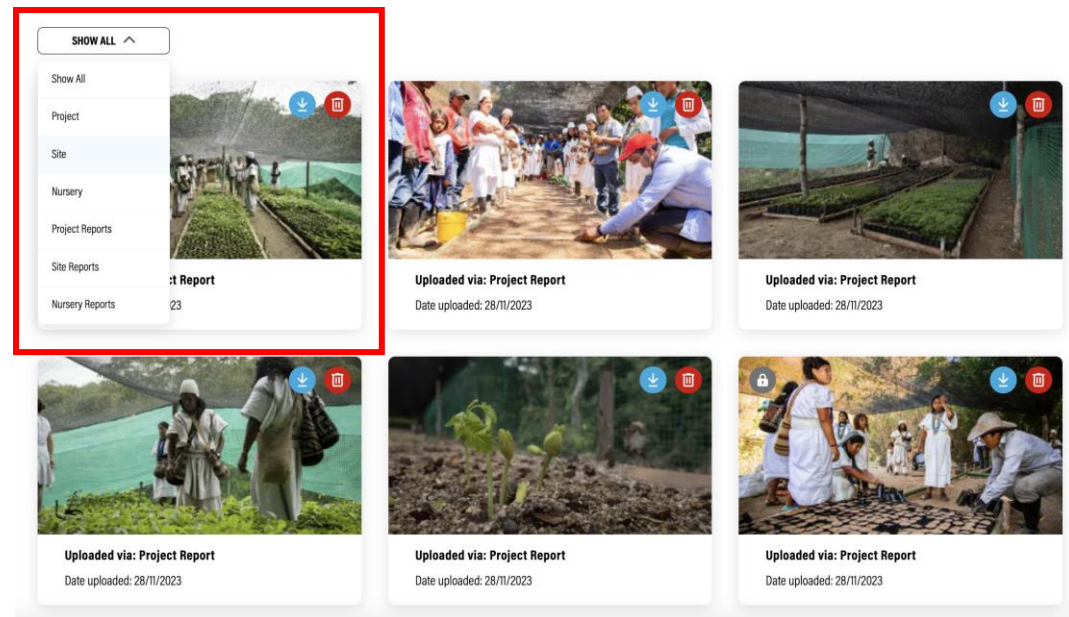


Gallery

- You can view all of the pictures and videos in the 'Gallery' tab in the project profile
- You can easily filter and manage pictures



All Images



To find out more about updates in our Nov 2023 release, go to this slideshow:

[‘IMP Update’](#)

