# Template – Mitigation Activity Design Document

## General Guidance for Completing the MADD

1. Complete this form in English. Prepare all attached documents in English, OR a language that has been agreed by the Government of Rwanda.
2. Do not modify or delete tables and their columns in this form. Add rows of the tables as needed. Add additional appendices as needed.
3. If a section of this form is not applicable, explicitly state that the section is left blank intentionally.
4. Figures above one thousand shall be formatted with a comma (for example 1,000,000), and decimals will be separated by a point (for example 1.35)
5. Pictures, graphs, tables and supporting documents within Project Documentation shall be clearly marked with a unique ID
6. All Dates must be in the following format: DD/MM/YYYY
7. Maps, where required shall include:
   1. Name of the project
   2. ID of the project
   3. Legend
   4. Printing date
   5. Scale
   6. Direction of North
   7. GPS coordinate system (e.g., WGS 84)
   8. GPS grid
   9. Infrastructure (roads, houses, etc.) and rivers
   10. Information on the satellite or aerial picture (date, resolutions, data source)

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**Annex 1**

* Information regarding public funding

**Annex 2**

* Baseline information

**Annex 3**

* Monitoring plan

**Annex 4**

* Additional documents

## Activity Summary

|  |  |
| --- | --- |
| Title | The title of the activity should be unique |
| Activity developer | The company responsible for developing the Article 6 activity |
| MADD contact | The representative of the activity (name) and its MADD development |
| Project owner | The company or entity developing the underlying activity if other than the Article 6 activity developer. |
| Activity participants | Other entities involved in the development of the MADD or development of the activity |
| Host country | The country (Rwanda) in which the activity is located |
| Submission date | DD/MM/YYYY This is the date project documentation was first submitted for preliminary review. |
| Version of MADD |  |
| Scale of activity | Micro, small-scale or large |
| Type of activity | Project, program, sectoral or policy crediting |
| Methodology applied, version no. |  |
| Estimated emission reductions per year | Indicate the estimated emission reductions per year in tons of CO2e |
| Project Lifetime | Indicate the time period over which project activities are to be implemented DD Month YYYY – DD Month YYYY; X-year lifetime |
| GHG Accounting Period | Indicate the time period over which changes in GHG emission reductions and/or removals resulting from project activities are to be monitored DD Month YYYY – DD Month YYYY; X-year total period |

## Activity developer information

|  |  |  |
| --- | --- | --- |
| 1.1 Name of activity developer (organization) | The activity developer could be a different entity than the project owner. The activity developer is responsible for developing the carbon finance activity and is responsible for the development of the MADD | |
| 1.2 Type of organization (Enterprise, NGO, Government agency, other) | This refers to the organization of the activity developer. | |
| 1.3 Relevant experience to the development of the activity (maximum 100 words) & company sector | This can include previous experience in preparing activities for carbon crediting under a voluntary carbon market program or the Clean Development Mechanism. It can also include experience from national or company level GHG accounting. | |
| 1.4 Address |  | |
| 1.5 Contact details | Name of contact:  Email:  Phone no.:  Position of contact: | Company registration:  Relevant documents (attached): |
| 1.6 Describe the ownership arrangements of the project and resulting units (maximum 100 words). |  | |

## Activity Design Description

|  |  |  |
| --- | --- | --- |
| 2.1 Purpose and general description of project | Narrative description of mitigation activity (maximum 300 words). Provide a summary description of the project to enable an understanding of the nature of the project and its implementation, including the following:  • A summary description of the technologies/measures to be implemented by the project.  • The location of the project.  • An explanation of how the project is expected to generate GHG emission reductions or removals.  • A brief description of the scenario existing prior to the implementation of the project.  • An estimate of annual average and total GHG emission reductions and removals. | |
| 2.2 Sector | Indicate the sectoral scope(s) applicable to the project. | |
| 2.3 Crediting period and activity lifetime | Proposed crediting period:  Estimated lifetime of the activity: | |
| 2.4 Estimated mitigation potential (tCO2e) | Estimated yearly mitigation potential: | Tons of CO2 equivalents |
| Year 1 |  |
| Year 2 |  |
| Year 3 |  |
| … |  |
| Estimated total mitigation potential: |  |
| 2.5 Location | Provide details of the physical/geographical location of the project activity, including:   1. Physical address (host Party, region/state/province, city/town/community, street name and number) 2. a map, 3. if necessary, other information allowing for the unique identification of the project activity (e.g., geographic coordinates). | |
| 2.6 Technologies and/or measures | Describe the technologies and measures to be employed and/or implemented by the project, including:   1. a list of the facilities, systems and equipment that will be installed and/or modified by the project. 2. The age and average lifespan of the equipment based on the manufacturer’s specifications and industry standards 3. Include all information essential to understand the purpose of the project and how it reduces GHG emissions and/or contributes to SDGs | |
| 2.7 Scale of the project | Confirm whether activity is micro scale, small scale or large. The classification to be used may be part of the methodology / standard that is used to estimate emission reductions. If not available, the classification used by the Supervisory Body of the Article 6.4 mechanism can be used. | |
| 2.8 Single activity, multiple locations or bundled activity | Indicate whether the activity has been designed to include a single location or installation only, multiple locations or activity instances, but is not being developed as a bundled activity, or as a bundled activity. | |
| 2.9 Funding sources of project | Indicate whether the activity receives public funding. If any public funding is received, provide information on the sources of the public funding. | |

## National Context and Sustainable Development Contribution

|  |  |
| --- | --- |
| 3.1 Alignment with NDC | Alignment with the latest version of the Rwanda’s nationally determined contribution (NDC). Indicate how the activity contributes to the achievement of the NDC, including specific sectoral targets or measures if applicable. |
| 3.2 Alignment with LT-LEDS | Alignment with the latest version of the Rwanda’s long-term low emissions development strategy, if applicable. Indicate how the activity contributes to the implementation of the LT-LEDS, including specific sectoral targets or measures if applicable. |
| 3.3 Compliance with national and sectoral policies, strategies and regulations | Identify and demonstrate compliance of the project with all and any relevant local, regional and national laws, statutes and regulatory frameworks. |

|  |  |
| --- | --- |
| 3.4 Sustainable Development | Describe how the activity will contribute to the sustainable development of Rwanda (maximum 300 words). |
| 3.5 Sustainable Development Goals | Describe how the activity will contribute to the implementation of the Sustainable Development Goals (SDGs) (maximum 300 words).   * List the most relevant SDG target and the indicators used to evaluate progress towards the targets * Apply national SDG targets and indicators if available |

|  |  |
| --- | --- |
| 3.6 Environmental Impact | Documentation on the analysis of the environmental impacts, including transboundary impacts:  If environmental impacts are considered significant by the project participants or the host Party, please provide conclusions and all references to support documentation of an environmental impact assessment undertaken in accordance with the procedures as required by the host Party: |

## Financing information

|  |  |
| --- | --- |
| 4.1 Funding sources | Include all sources of finance that will be utilized for the implementation of the project. |
| 4.2 Business model | Describe the financial sustainability arrangements of the project and the business model (maximum 500 words). |
| 4.3 Financial risks and mitigation | Describe any risks possible during the design and development processes for the project and how they will be mitigated (maximum 300 words). |
| 4.4 Other financial needs | Describe any other financial requirements of the project (maximum 300 words). |
| 4.5 Role of carbon finance | Describe how carbon finance will support the realization of the activity and explain why the emission reductions would not occur in the absence of the activity. |
| 4.6 Requirements for implementation | Describe additional detailed requirements for implementation, including, as applicable, technologies, construction, land management, or operational requirements (maximum 500 words). |

## Baseline methodology

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5.1 Title and reference of the approved baseline methodology applied to that activity |  | | | |
| 5.2 Justification of the choice of the methodology and why it is applicable to the activity: | Identify and justify the baseline scenario, in accordance with the procedure set out in the applied methodology and any relevant tools. Where the procedure in the applied methodology involves several steps, describe how each step is applied and clearly document the outcome of each step.  Explain and justify key assumptions, rationale and methodological choices. Provide all relevant references. | | | |
| 5.3 Description of how the methodology is applied in the context of the activity |  | | | |
| 5.4 Activity boundary |  | Source | GHG Included | Justification |
| Baseline scenario | Source 1 | CO2 |  |
| CH4 |
| N20 |
| Etc.. |
|  | Source 2 |  |  |
|  | Source 3 etc.. |  |  |
| Project scenario | Source 1 | CO2 |  |
| CH4 |
| N20 |
| Etc.. |
|  | Source 2 |  |  |
|  | Source 3 etc.. |  |  |
| Description of how the definition of the project boundary related to the baseline methodology selected is applied to the project activity: | | | |
| 5.5 Baseline study | Details of baseline information, including the date of completion of the baseline study and the name of person (s)/entity (ies) determining the baseline  Describe the conditions existing prior to project initiation and demonstrate that the activity has not been implemented to generate GHG emissions for the purpose of their subsequent reduction, removal or destruction. | | | |
| 5.6 Additionality | Demonstrate and assess the additionality of the activity, in accordance with the applied methodology and any relevant tools, considering the following:  Activities must not be mandated by any law, statute, or other regulatory framework.  Where a method is applied to demonstrate additionality and the procedure in the applied methodology or tool involves several steps, describe how each step is applied and clearly document the outcome of each step.  Indicate clearly the method selected to demonstrate additionality (e.g., investment analysis or barrier analysis in the case of the CDM Tool for the demonstration and assessment of additionality). Where barrier analysis, or equivalent, is used to demonstrate additionality, only include the most relevant barriers. Justify the credibility of the barriers with key facts and/or assumptions and the rationale. Provide all relevant references.  Where a performance method is applied to demonstrate additionality, demonstrate that performance can be achieved to a level at least equivalent to the performance benchmark metric.  Where the methodology applies an activity method for the demonstration of additionality, use this section to demonstrate regulatory surplus (only) and include a statement that notes that conformance with the positive list is demonstrated in the Applicability of Methodology section above.  Provide sufficient information (including all relevant data and parameters, with sources) so that a reader can reproduce the additionality analysis and obtain the same results. | | | |

## Monitoring Plan

|  |  |
| --- | --- |
| 6.1 Name and reference of approved monitoring methodology applied to the activity: | Describe the process and schedule for obtaining, recording, compiling and analyzing the monitored data and parameters. Include details on the following:  The methods for measuring, recording, storing, aggregating, collating and reporting data and parameters. Where relevant, include the procedures for calibrating monitoring equipment.  The organizational structure, responsibilities and competencies of the personnel that will be carrying out monitoring activities.  The policies for oversight and accountability of monitoring activities.  The procedures for internal auditing and QA/QC. |
| 6.2 Justification of the choice of the methodology and why it is applicable to the project activity: |  |

## Parameters

|  |  |
| --- | --- |
| Data to be collected in order to monitor emissions from the activity, and how this data will be archived: | |
| Data / Parameter | Indicate the variable |
| Data unit | Indicate the unit of measure |
| Description | Provide a brief description of the data/parameter |
| Source of data | Indicate the source(s) of data |
| Frequency of monitoring/recording | Specify measurement and recording frequency |
| Value applied | Provide the value applied |
| Data archive | How is data stored? |
| Justification of choice of data or description of measurement methods and procedures applied | Justify the choice of data source, providing references where applicable. Where values are based on measurement, include a description of the measurement methods and procedures applied (e.g., what standards or protocols have been followed), indicate the responsible person/entity that undertook the measurement, the date of the measurement and the measurement results. More detailed information may be provided in an appendix. |
| QA/QC procedures to be applied | Describe the quality assurance and quality control (QA/QC) procedures to be applied, including the calibration procedures where applicable. |
| Purpose of data | Indicate one of the following:  Calculation of baseline emissions  Calculation of project emissions  Calculation of leakage |
| Calculation method | Where relevant, provide the calculation method, including any equations, used to establish the data/parameter. |
| Comments | Provide any additional comments |

|  |  |
| --- | --- |
| Relevant data necessary for determining the baseline of anthropogenic emissions by sources of GHGs within the project boundary and how such data will be collected and archived: | |
| Data / Parameter | Indicate the variable |
| Data unit | Indicate the unit of measure |
| Description | Provide a brief description of the data/parameter |
| Source of data | *Indicate the source(s) of data* |
| Frequency of monitoring/recording | *Specify measurement and recording frequency* |
| Value applied | *Provide the value applied* |
| Data archive | *How is data stored?* |
| Justification of choice of data or description of measurement methods and procedures applied | *Justify the choice of data source, providing references where applicable. Where values are based on measurement, include a description of the measurement methods and procedures applied (e.g., what standards or protocols have been followed), indicate the responsible person/entity that undertook the measurement, the date of the measurement and the measurement results. More detailed information may be provided in an appendix.* |
| QA/QC procedures to be applied | *Describe the quality assurance and quality control (QA/QC) procedures to be applied, including the calibration procedures where applicable.* |
| Purpose of data | *Indicate one of the following:*  *Calculation of baseline emissions*  *Calculation of project emissions*  *Calculation of leakage* |
| Calculation method | *Where relevant, provide the calculation method, including any equations, used to establish the data/parameter.* |
| Comments | *Provide any additional comments* |

## Estimation of Emission Reductions

|  |  |
| --- | --- |
| 7.1 Estimate of GHG emissions by sources | *Describe the procedure for quantification of net GHG emission reductions and removals. Include all relevant equations.*  *Provide the ex-ante calculation (estimate) of baseline emissions/removals, project emissions/removals, leakage emissions and net GHG emission reductions and removals in the table below.*  *Specify the breakdown of GHG emissions reductions and removals by calendar year. For data and parameters monitored, use estimates. Document how each equation is applied, in a manner that enables the reader to reproduce the calculation.*  *Provide example calculations for all key equations, to allow the reader to reproduce the calculation of estimated net GHG emission reductions or removals.*  *Describe the procedure for quantification of baseline emissions and/or removals in accordance with the applied methodology. Include all relevant equations and explain and justify all relevant methodological choices (e.g., with respect to selection of emission factors and default values).*  *Describe the procedure for quantification of project emissions and/or removals in accordance with the applied methodology. Include all relevant equations and explain and justify all relevant methodological choices (e.g., with respect to selection of emission factors and default values).* |
| 7.2 Estimated leakage | *Describe the procedure for quantification of leakage emissions in accordance with the applied methodology. Include all relevant equations and explain and justify all relevant methodological choices (e.g., with respect to selection of emission factors and default values).* |

## Estimation of emission reductions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Estimated baseline emissions or removals (tCO2e) | Estimated project emissions or removals (tCO2e) | Estimated leakage emissions (tCO2e) | Estimated net GHG emission reductions or removals (tCO2e) |
| Year A (DD-Month-YYYY-- DD-Month-YYYY) |  |  |  |  |
| Year B |  |  |  |  |
| Year C |  |  |  |  |
| Year... |  |  |  |  |
| Total |  |  |  |  |

## Support to a Just Transition

|  |  |
| --- | --- |
| Potential negative socio-economic impacts | *Summarize any potential negative environmental and socio-economic impacts and their quantification.*  *Propose a plan of mitigation actions that address any negative environmental and/or socio-economic impacts.*  *Describe a monitoring and evaluation process for the impacts and the mitigation actions.* |
| Confirmation of no-go | *Include a written procedure for the identification and analysis of potential negative impacts within environmental/social/economic areas and.*  *Include reference to the no-go parameters as set out by Rwanda including reference to how they are considered and addressed, including but not limited to:*   * *No child labor.* * *No red-listed species.* * *Etc.* |
| Safeguards | *Describe the process followed to establish the relevant safeguards for the project and reference any relevant standards which were followed. Describe safeguards regarding:*   * *Environment* * *Indigenous people* * *Social* * *Relocations* * *Distribution of carbon revenues* |
| Stakeholder consultation | *Describe the process for, and the outcomes from, the local stakeholder consultation conducted* ***prior to validation****. Include details on the following:*  *The procedures or methods used for engaging local stakeholders (e.g., dates of announcements or meetings, periods during which input was sought). Brief description how comments by local stakeholders have been invited and compiled:*   * *The method chosen for local stakeholder consultation.* * *The procedures or methods used for documenting the outcomes of the local stakeholder consultation.* * *Summary of the comments received.* * *How due account of all and any input received during the consultation has been taken. Include details on any updates to the project design or justify why updates are not appropriate.*   ***After validation***   * *Describe the mechanism for on-going communication with local stakeholders. (Continuous input, the use of Process Book and Grievance Expression)* |