

Annex 3.2

KfW Sample Terms of Reference (ToR) for Project Geodata Collection including Excel Template as Part of Project Reporting

1. Common requirements:

The project location data are to form part of the regular project implementation reporting of the present FC project (*insert project title, acronym, KfW 5-digit project number and project budget in Euro*) and are to be attached as an Annex to each (planning report – *if needed*) and (*annual/semiannual – please select*) progress report, starting with the project inception report and ending with the final report. Therefore, the project location data are to be **collected, managed and quality-assured** by the same party/parties who are responsible for project reporting in general, and are to be distributed to the same parties that receive the project reports, i.e., all relevant stakeholders. These are to be updated with the same frequency and quality as the other reporting information (including the required minimum content of the header and footer of the Annex) with the following additional requirements:

- In addition to being submitted as an Annex to the word or pdf-version of the report, the project location data provided is to be submitted in parallel in the project **Geo-data Model Excel** (or future open-source based geodata collection tool) (**and potentially KML**) templates provided as part of the ToR for project implementation to the respective project parties for further data processing on the following website: <https://www.kfw-entwicklungsbank.de/Service/Publications-Videos/Publications-by-topic/Digitalisation/RMMV-Guidebook.html> > Annex 3.

With all reported information related to the project location(s), including photos, videos, satellite images and maps the respective existing project-specific location identifier is to be stated (i.e. the ID number of the respective project location, e.g., 0001) in the PEAs/consultants database. If such an identifier has not yet been assigned, the locations are assigned a unique ID in the above-mentioned templates provided by KfW.

All other technical specifications can be found in > Annex 3 of the RMMV Guidebook.

2. Additional Data Requirements

- The provided templates (Excel and potentially KML for lines and polygons) require the provision of standard project data in accordance with the common requirements (chapter 2) per the general KfW reporting requirements (see also 1. Common requirements).
- Additionally, the location-specific data fields are to be filled out according to the template > <https://www.kfw-entwicklungsbank.de/Service/Publications-Videos/Publications-by-topic/Digitalisation/RMMV-Guidebook.html> > Annex 3. Please enter the above referenced 5-digit KfW project number in the data field “project number” in the template.
- All planned or existing project locations and their respective attributes are to be inserted into the template row by row. One row per project location. In case it is not self-evident how the locations of the project are to be defined (as in some cases it makes sense to summarize a number of small projects in one community under one project location, in other cases it doesn't), this is to be clarified with the project report recipients.
- Per project location there should be one **exact or approximate geolocation data** set, which is to be updated in the above referenced regular reporting intervals. Details

are outlined in the **KfW Project Location Geodata Model** > <https://www.kfw-entwicklungsbank.de/Service/Publications-Videos/Publications-by-topic/Digitalisation/RMMV-Guidebook.html> > Annex 3.

- The frequency of location data reporting and changes is in accordance with general KfW reporting requirements (chapter 6.1: Progress of Services and Works) –annually or semi-annually or other depending on the type of project (frequently changing location data or not, see also chapter 1 of the KfW reporting requirements).
- If a Geographic Information System (GIS), (Remote) Management Information System (R/MIS) or Maintenance Management System (MMS) is used in the project, then the existing location IDs can be entered in the Excel template as well as Project-Specific Location Identifiers (No. 7 in the table below) as defined in the project location data template. This makes it easier to check location data across project partner systems and verify the use of funds.

3. Data consistency

- It is the task of the Project Executing Agency/Project *Implementation Consultant* (*please choose which!*) to ensure standardized data input (e.g. correct location data for lines or points using the precise syntax).
- The data fields, columns and/or formulas of the Excel template are not to be changed. Additional information can only be provided using additional columns at the end of the table (to the right).
- It is the Project Executing Agency's/Project *Implementation Consultant's* (*please choose which!*) responsibility to provide either a fully functional Excel file, and in case of lines or polygons a KML file, in accordance with the attached templates, with all the required data fields and fully functioning formulas.

4. Data security and privacy

- Europe-based consultants or Project Executing Agencies/implementing partners or consultants working directly for KfW are legally required to ensure compliance regarding data collection, including websites and software, with the relevant national regulations of the country in which data are collected and with the General Data Protection Regulation (GDPR, in Germany the 'DSGVO'). All other data providers are required to adhere to the relevant national regulations of the country in which the data are collected.
- Data may only be transferred through encrypted channels (e.g. the KfW data room).
- Special caution is required in fragile and conflict contexts where location data must be treated with extra diligence. KfW does not publish any exact geo-coordinates for its project locations.

Annex 1 to these ToR: The KfW Geodata Model

(see > **Annex 3.1 of the RMMV Guidebook**)

Annex 2 to these ToR: > Location Data Collection Template (.xlsx)

Annex 3.3 IATI-based SDG-colored Location Type Icons

Annex 3.3

IATI-based SDG-colored Location Type Icons

2 Zero Hunger



AGRF
agricultural
facility



CNLI
irrigation canal



CULT
cultivated area



FRM
farm



OCH
orchard

3 Good Health And Well-Being



HSP
hospital



HSPC
clinic



HSPD
dispensary

4 Quality Education



SCH
school



SCHA
agricultural
school



SCHC
college



SCHT
technical school

6 Clean Water And Sanitation



CNLA
aqueduct



PMPW
water pumping
station



RSVT
water tank



SAN
sanitary facilities



SWT
sewage
treatment plant



WLL
well



WTRW
waterworks

7 Affordable And Clean Energy



CVS
converter station



EPTD
electric power
transmission
and distribution



PS
power station



PSH
hydroelectric
power station

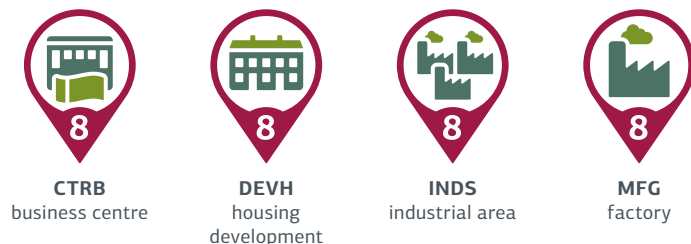


PVGD
photovoltaik grid



PVPS
photovoltaik
power station

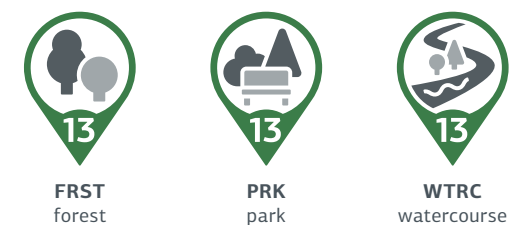
8 Decent Work And Economic Growth



9 Industry, Innovation And Infrastructure



13 Climate Action



16 Peace, Justice And Strong Institutions

