USER MANUAL –

AUTOMATED SAFEGUARDS MONITORING SYSTEM

Prepared by

SOFTWEL (P) LTD. March 2022

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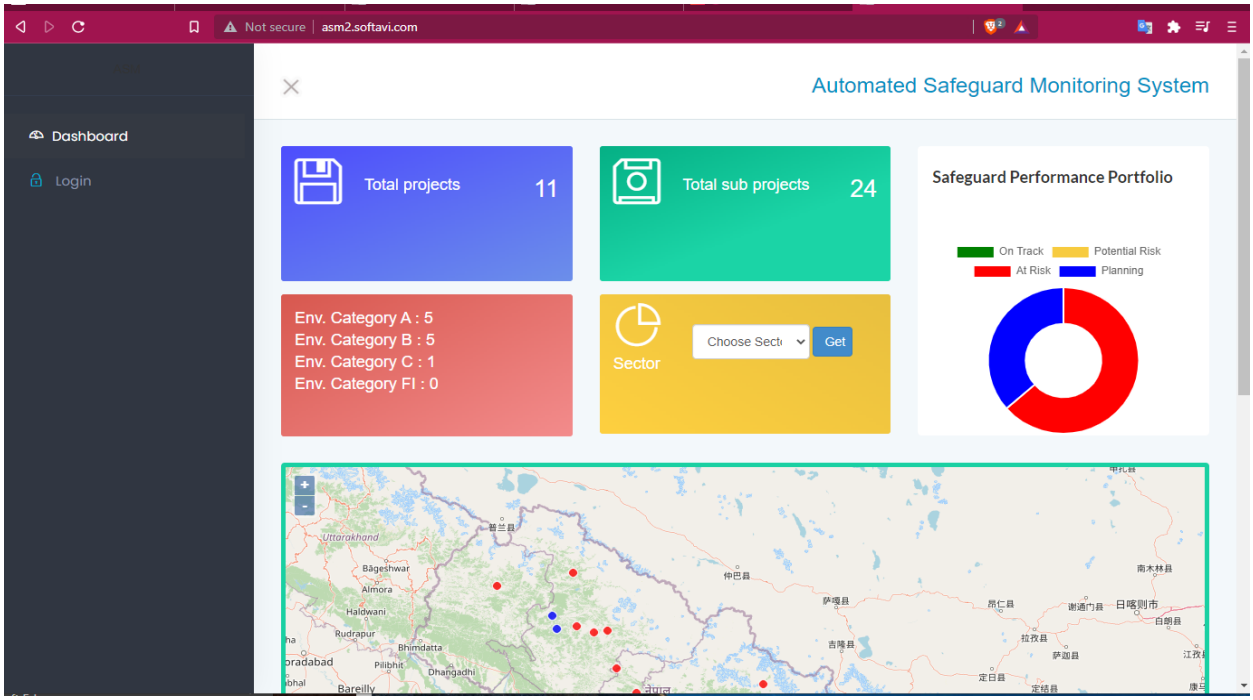
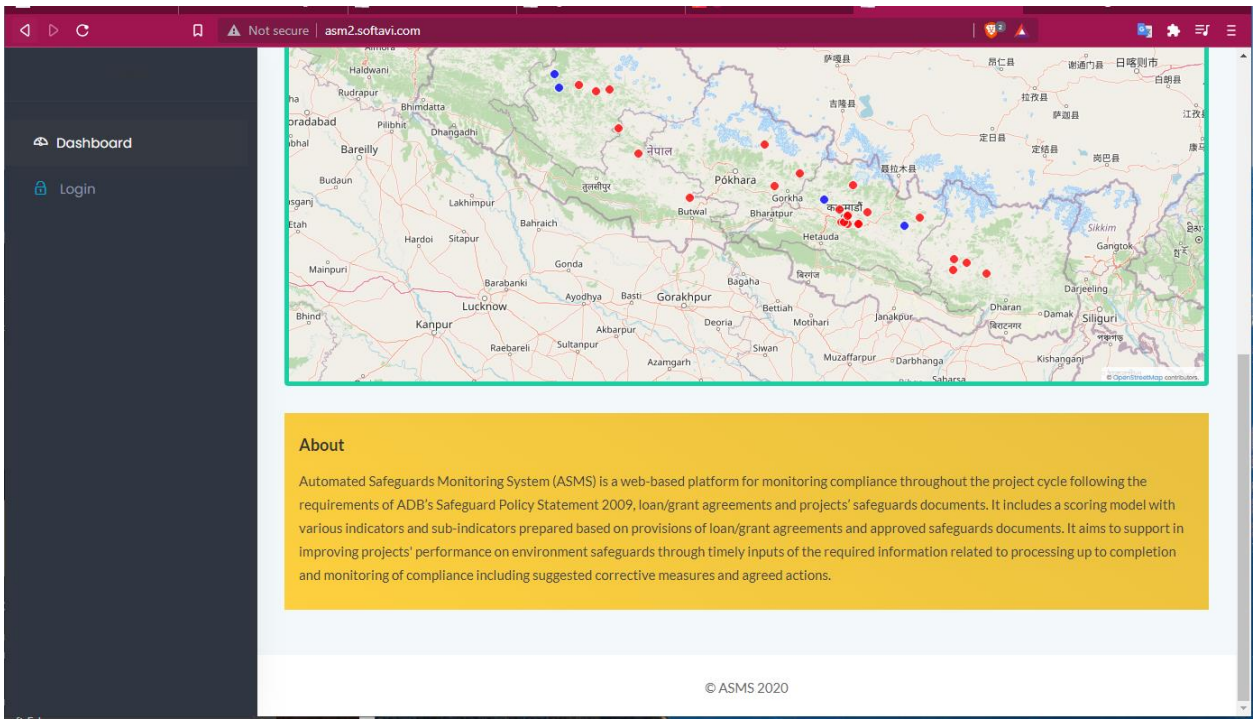
Dashboard

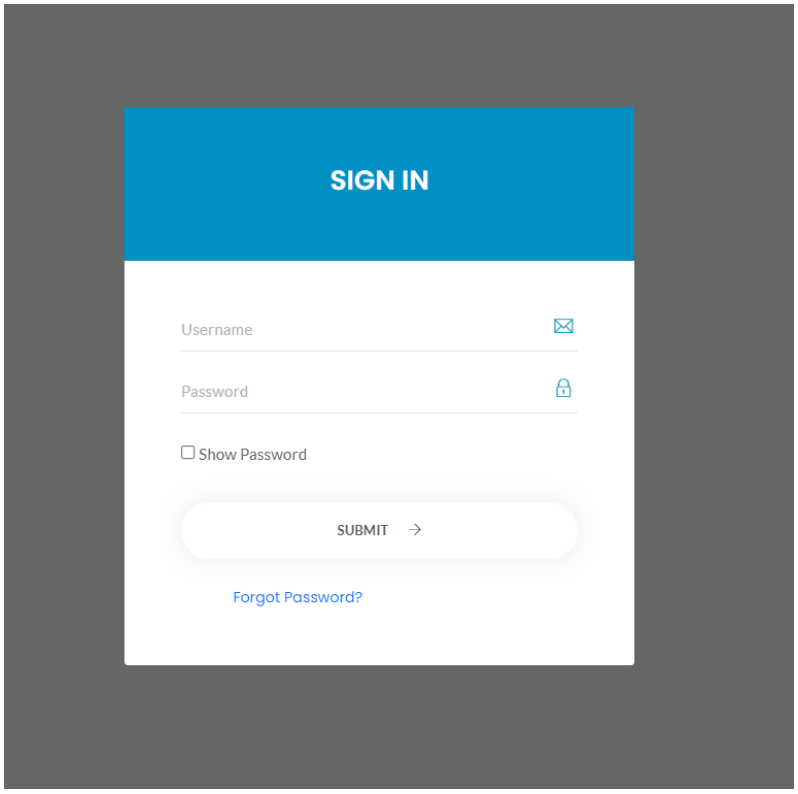
The first view seen after going to the ASMS website (http://asm2.softavi.com/) is the view of the dashboard as seen below. Here you can see the summarized data about total projects, sub projects, performance portfolio, total projects in different environmental category and also locations of sub projects pinned in the map.





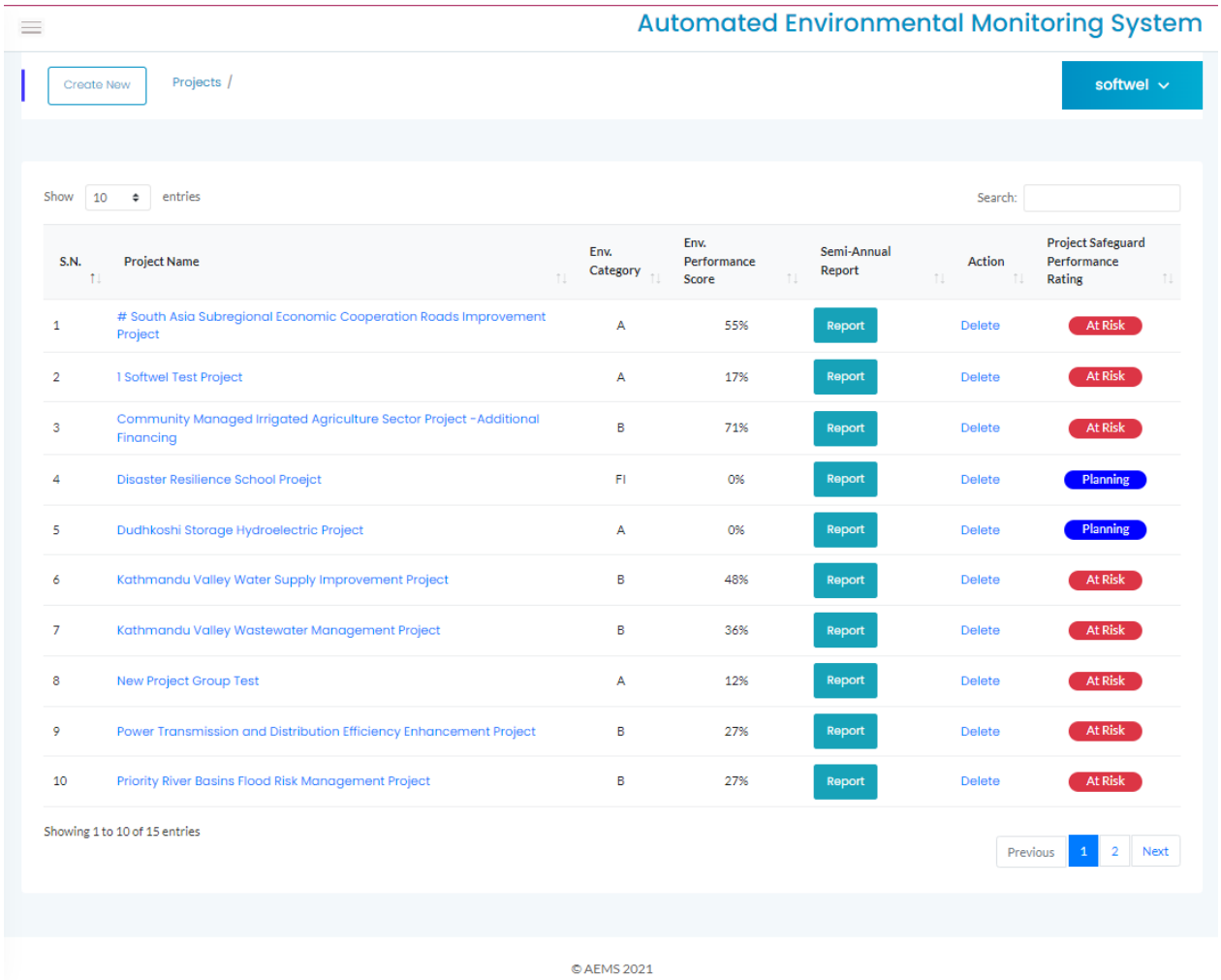
Login

Clicking Login on the left navigation menu will load the login box as shown below. Please enter the username and password provided to you to enter the system. You also have the option to reset password by clicking the Forgot Password and entering your registered email.



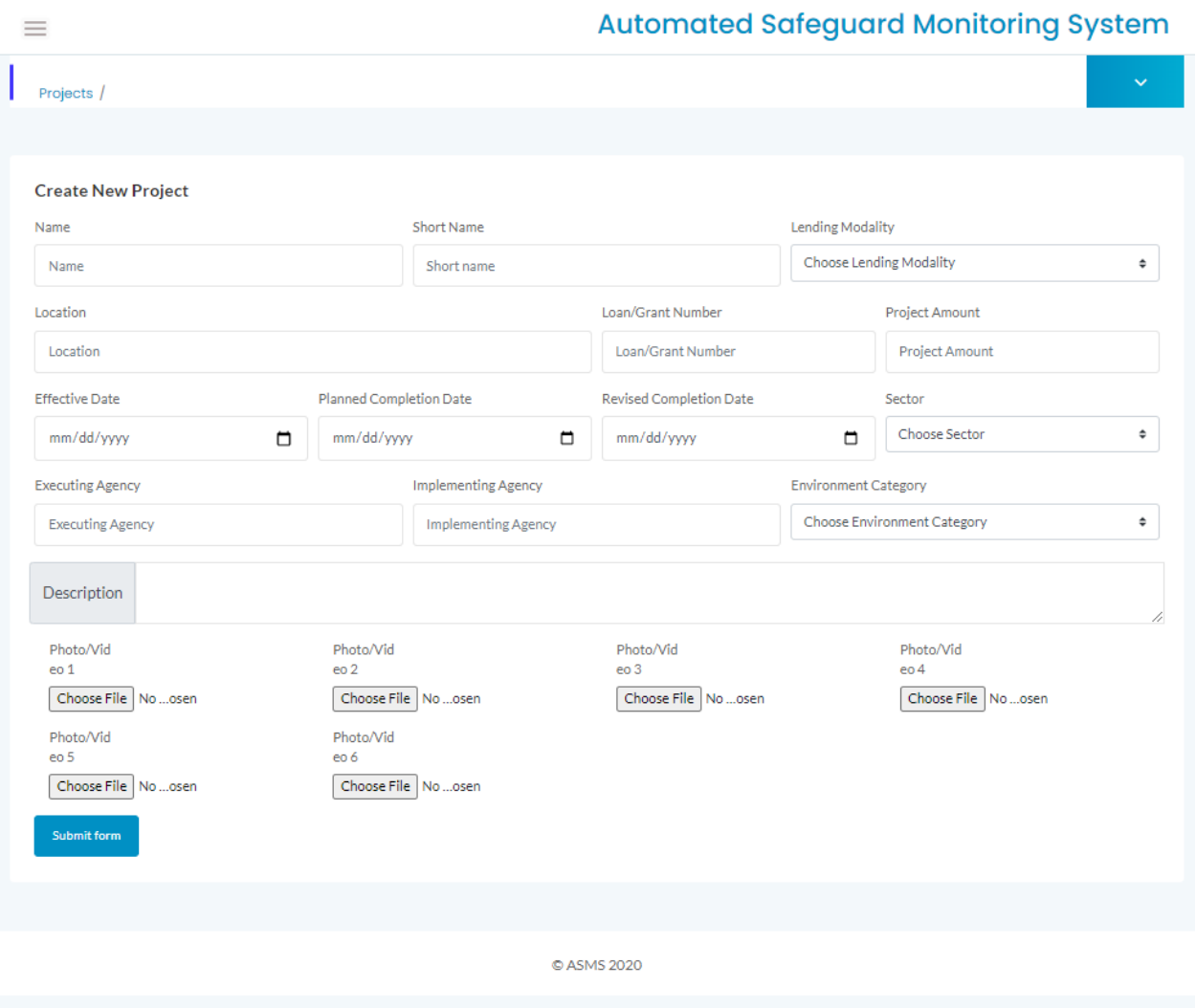
Project

After successfully logging in to the system, you will see a page with lists of projects according to your user type. You also see basic information regarding the category, performance score and performance rating of each project. Along with this users except District Consultant (DC) have the option to view the semi-annual report and also delete the project completely, if necessary.



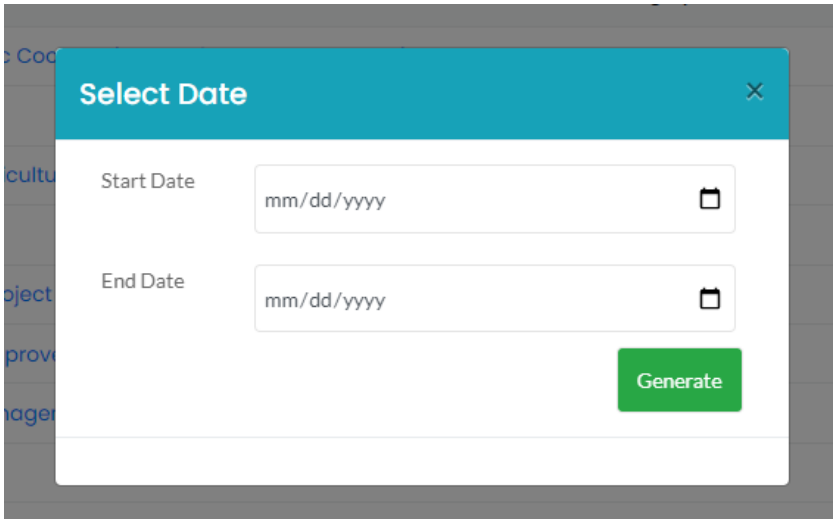
New Project

Click on the **Create New** button on the Project lists page to create one. The following form opens where you can enter all fields or simply enter **Name** and **Short Name**. Then click the **Submit form** button.



Semi-Annual Report

Click on the Report hyperlink next to the Env. performance score of the chosen project. This will open up a dialogue window where you can choose the timeframe for the report to be generated. Select a start date and an end date and then click **Generate** button to proceed.



This will now open up a document with the format of the semi-annual report and project and sub project data in the respective fields. You also have the option to export the report as Word and make necessary changes if needed.

Environmental Compliance Monitoring Report

Export as Word

Semi-Annual Report

Project Number:38300000
Loan Number: 3124
2021-01-31

Nepal: Community Managed Irrigated Agriculture Sector Project -Additional Financing

Prepared by MoEWRI for the Asian Development Bank.

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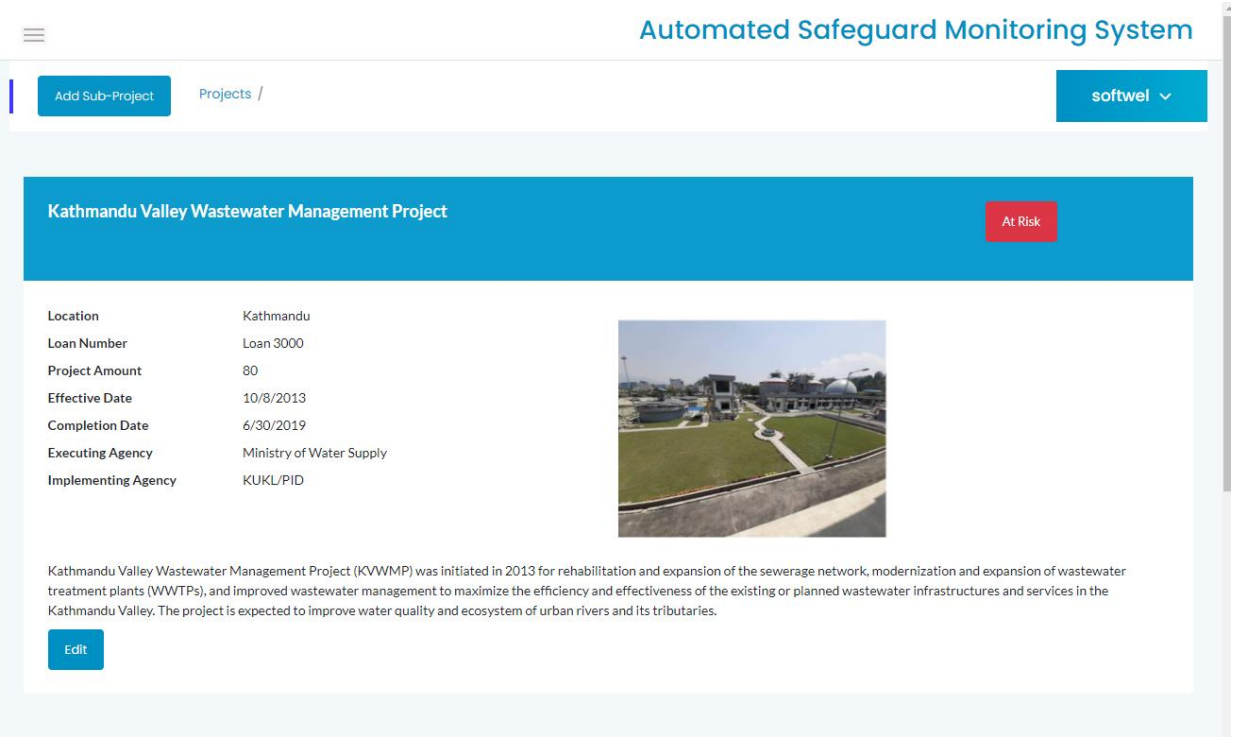
CURRENCY EQUIVALENTS

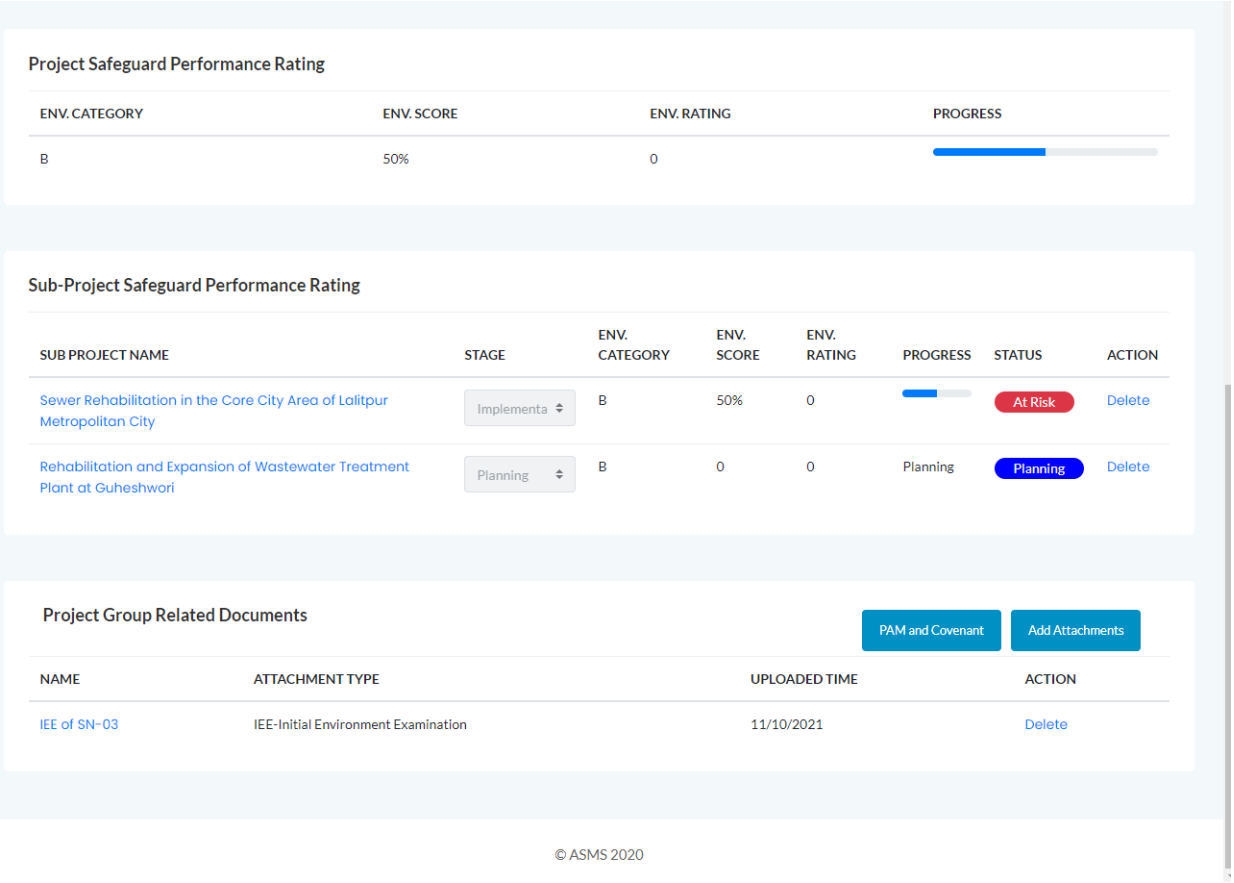
Currency Unit	-	Nepalese Rupee (NRs)
NRs. 1.00	=	$
US $ 1.00	=	NRs.

Source: Nepal Rastra Bank, user_Date

Project detail

Clicking on the Project name opens the project detail page from which you can make changes to the project, add, edit or delete sub projects within the project and add relevant documents to the project.





Project Safeguard Performance Rating

ENV. CATEGORY	ENV. SCORE	ENV. RATING	PROGRESS
B	50%	0	

Sub-Project Safeguard Performance Rating

SUB PROJECT NAME	STAGE	ENV. CATEGORY	ENV. SCORE	ENV. RATING	PROGRESS	STATUS	ACTION
Sewer Rehabilitation in the Core City Area of Lalitpur Metropolitan City	Implementa	B	50%	0		At Risk	Delete
Rehabilitation and Expansion of Wastewater Treatment Plant at Guheshwori	Planning	B	0	0	Planning	Planning	Delete

Project Group Related Documents

PAM and Covenant | Add Attachments

NAME	ATTACHMENT TYPE	UPLOADED TIME	ACTION
IEE of SN-03	IEE-Initial Environment Examination	11/10/2021	Delete

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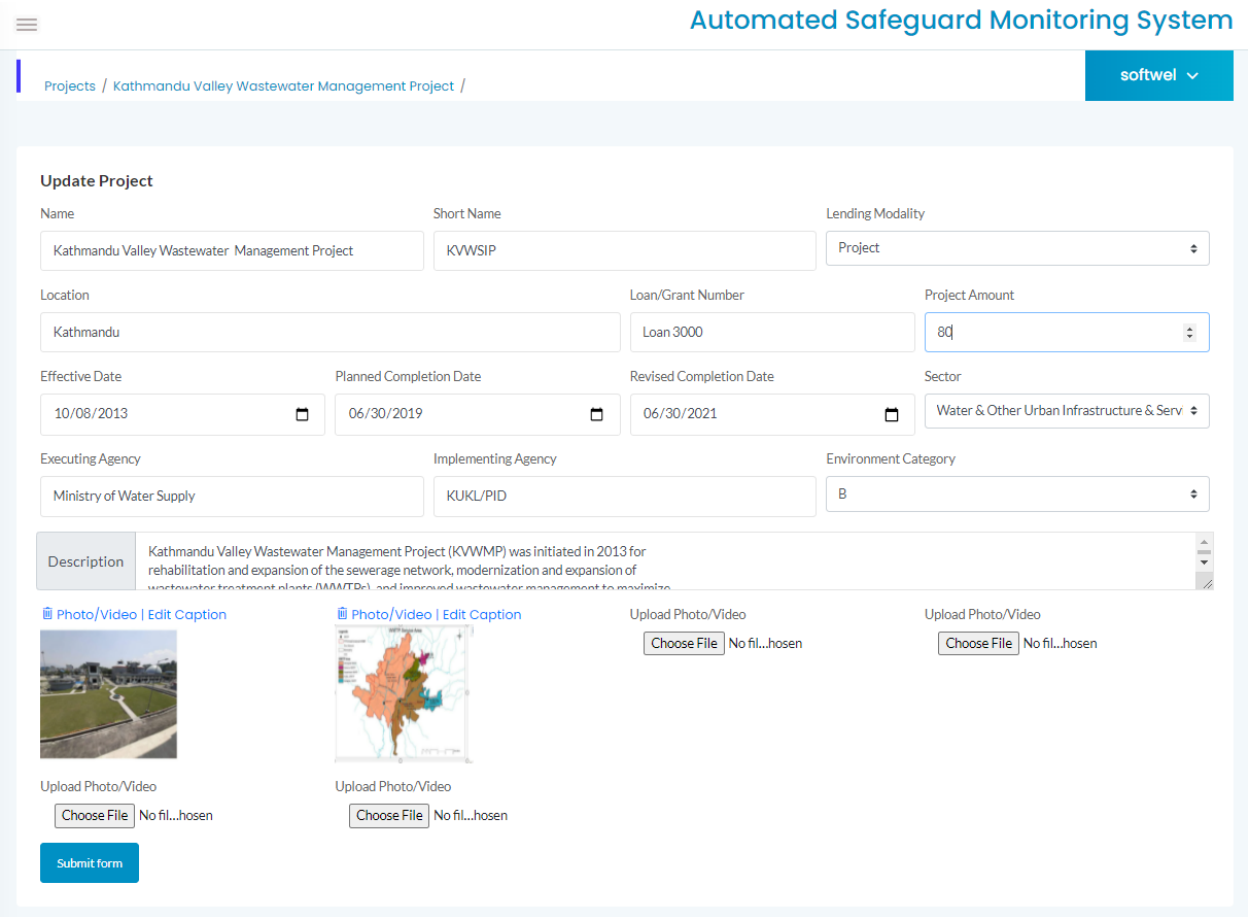
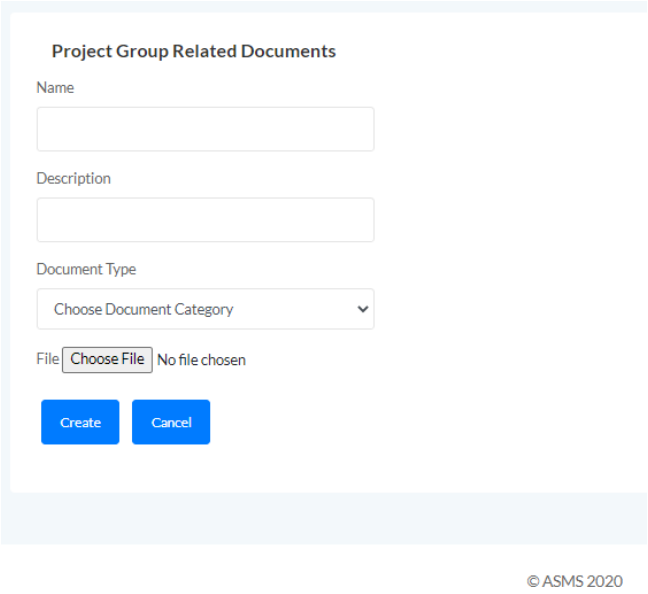
Edit Project

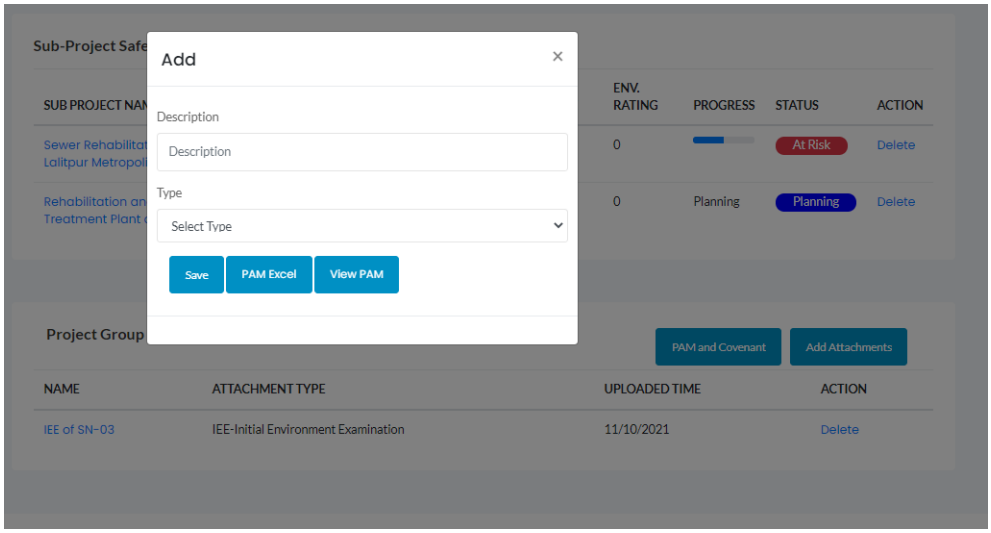
Click on the **Edit** button to make changes to the project details, add new photos or videos. Make necessary updates and the click button for **Submit form**.


Automated Safeguard Monitoring System
Projects / Kathmandu Valley Wastewater Management Project /
softwel
Update Project
Name
Kathmandu Valley Wastewater Management Project
Short Name
KVWSIP
Lending Modality
Project
Location
Kathmandu
Loan/Grant Number
Loan 3000
Project Amount
80
Effective Date
10/08/2013
Planned Completion Date
06/30/2019
Revised Completion Date
06/30/2021
Sector
Water & Other Urban Infrastructure & Serv
Executing Agency
Ministry of Water Supply
Implementing Agency
KUKL/PID
Environment Category
B
Description
Kathmandu Valley Wastewater Management Project (KVWMP) was initiated in 2013 for rehabilitation and expansion of the sewerage network, modernization and expansion of
Photo/Video | Edit Caption
Photo/Video | Edit Caption
Upload Photo/Video
Choose File No fil...hosen
Upload Photo/Video
Choose File No fil...hosen
Upload Photo/Video
Choose File No fil...hosen
Upload Photo/Video
Choose File No fil...hosen
Submit form

Project Group Related Documents

This section lists all documents uploaded within the selected project. You can add new documents, view those already listed here and delete them too. Similarly, you can add PAM or Loan covenant in this section and also view its list or download it as an excel file.

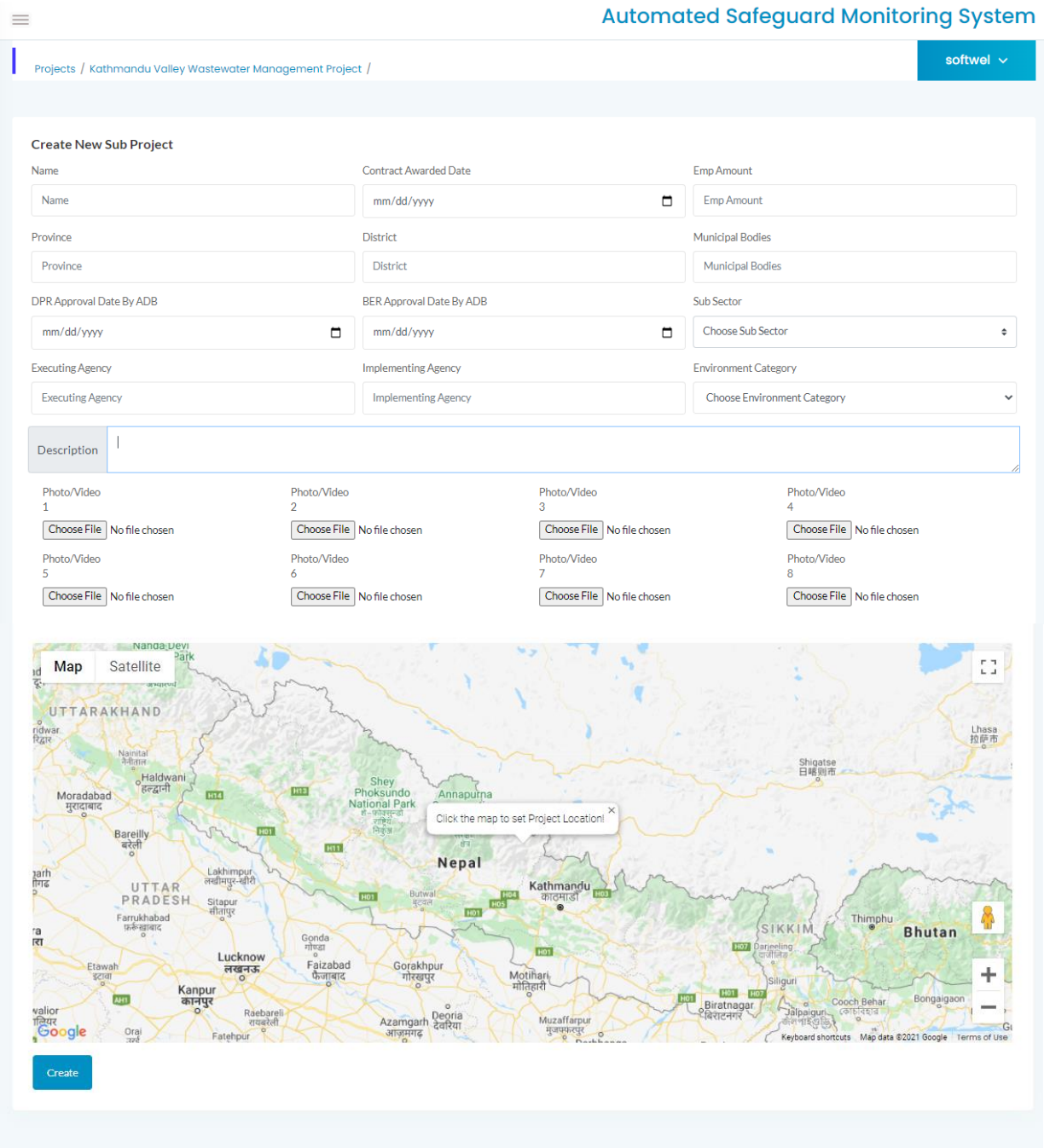




Sub projects

Add new Sub project

Click on the **Add Sub-Project** button on the Project detail page to create one. The following form opens where you should enter all necessary fields. Similarly, pin a location on the map and then click **Create** button.



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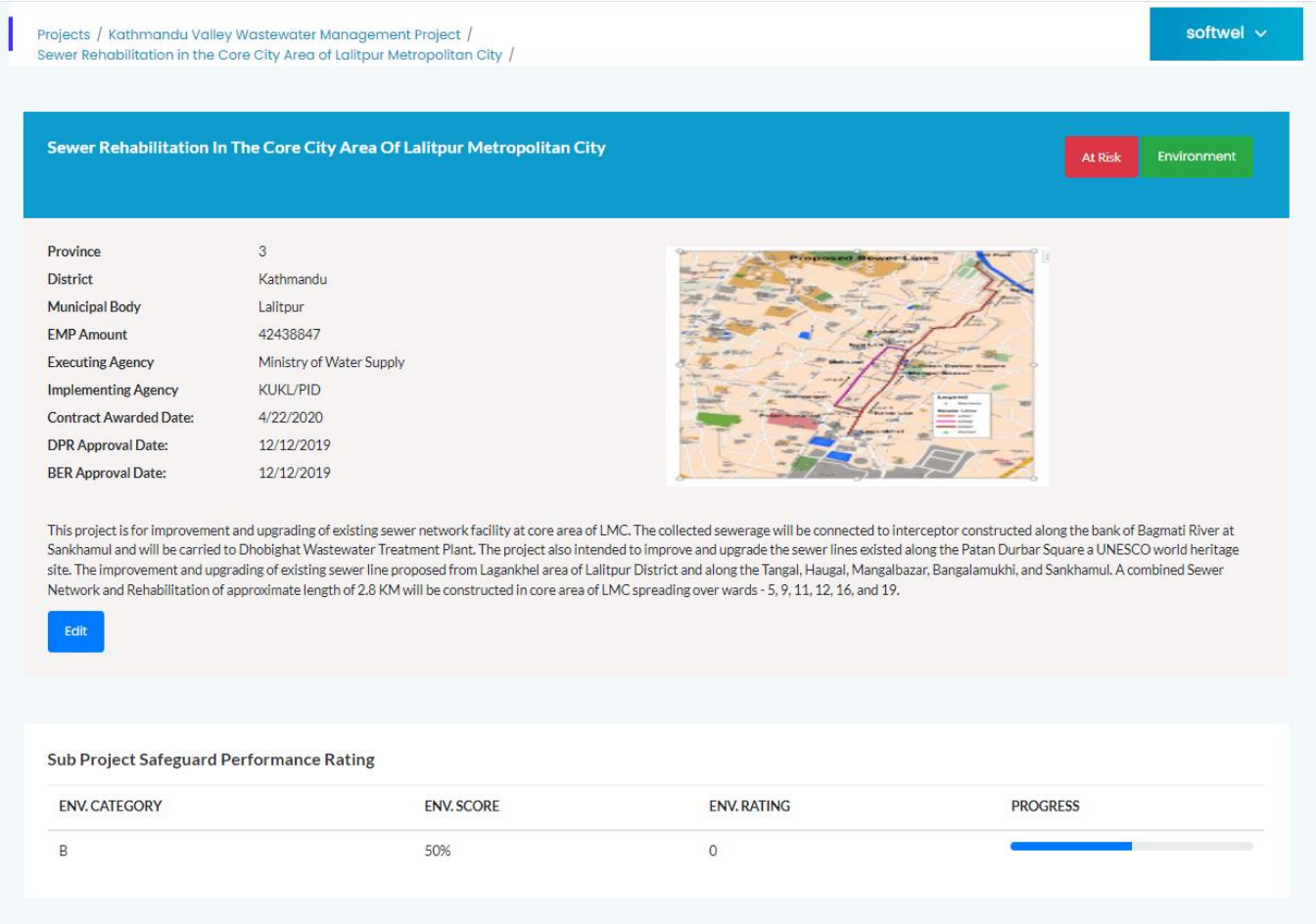
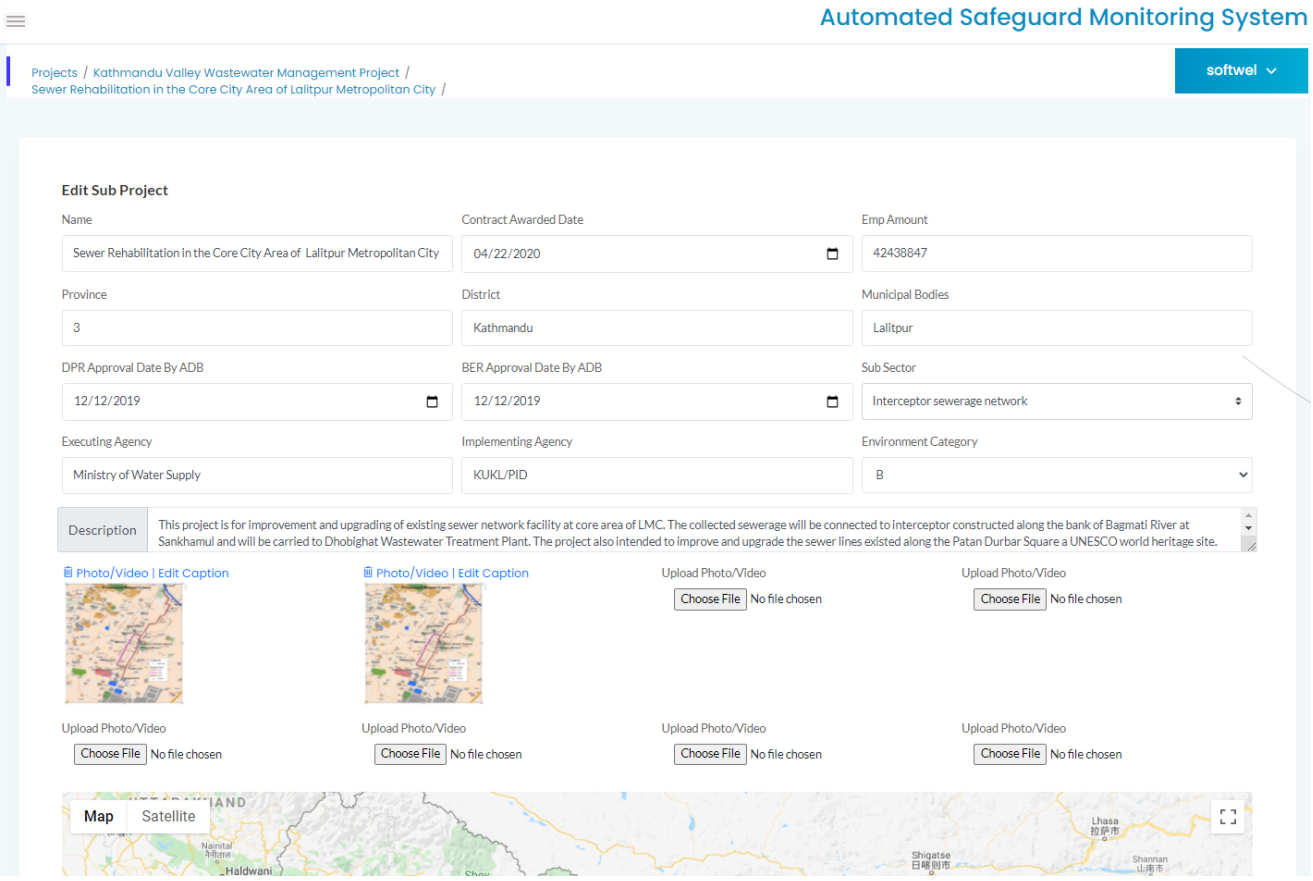
Sub project detail

Click on the name of the sub project which you want to work on. The sub project detail page will open up which displays major details about the sub project chosen.



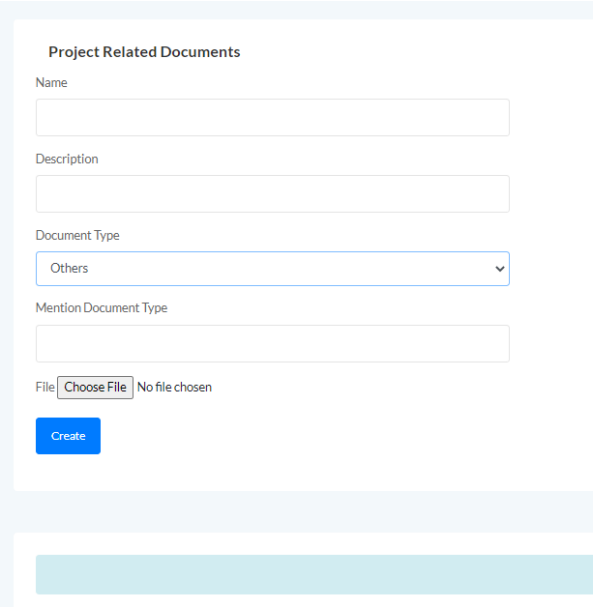
Edit Sub project

Click on the **Edit** button to make changes to the sub project details, add new photos or videos. Make necessary updates and the click button for **Save**.



Project Related Documents

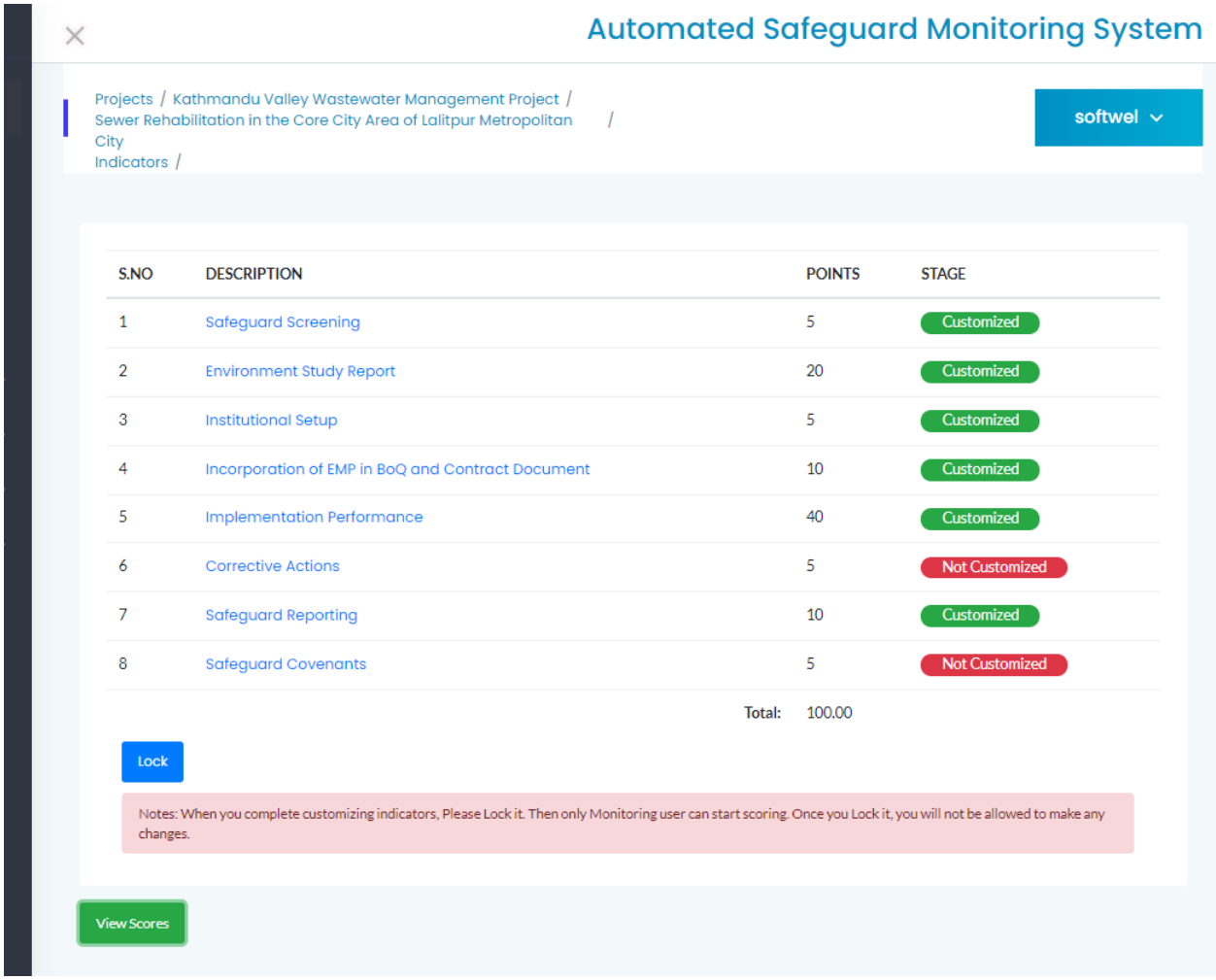
This section lists all documents uploaded within the selected sub project. You can add new documents, view those already listed here and delete them too. Add new documents by clicking **Add Attachments** button filling out the form below.



Indicators

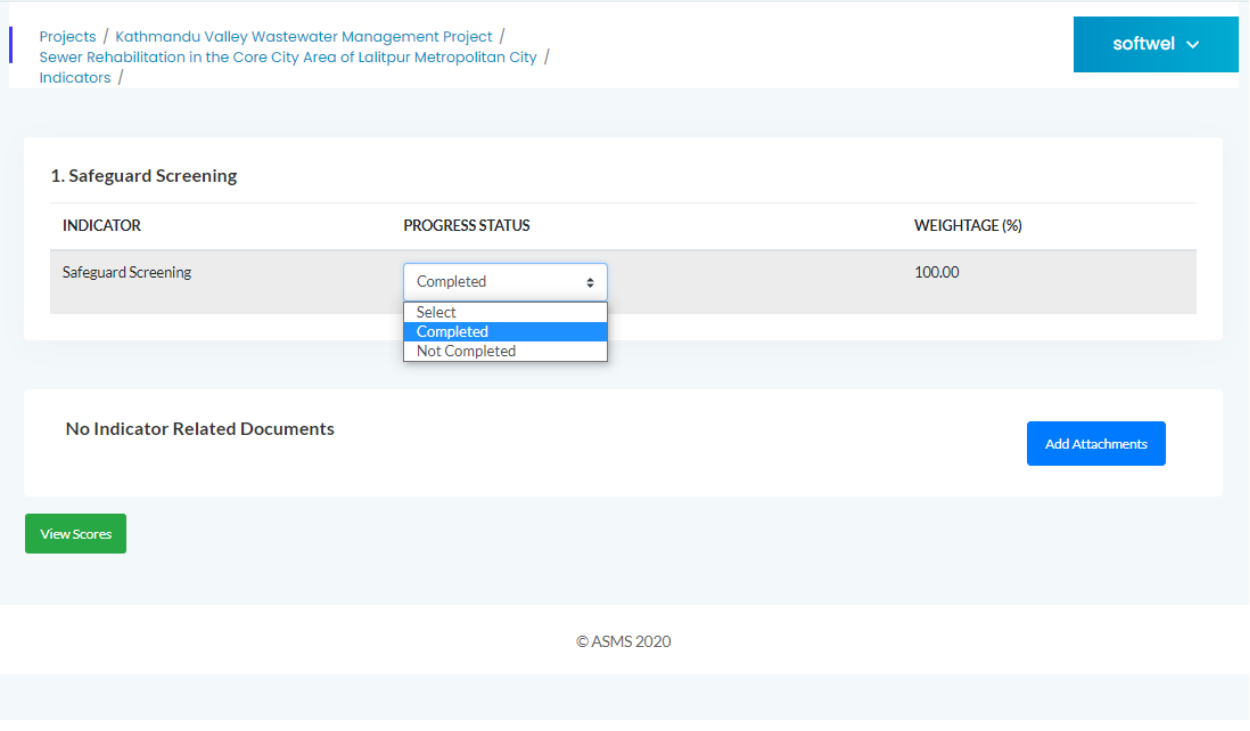
Click on the green **Environment** button on the top right corner of the sub project detail page. The 8 indicators are listed along with the points each of them carry and the indication of whether they have been customized or not.

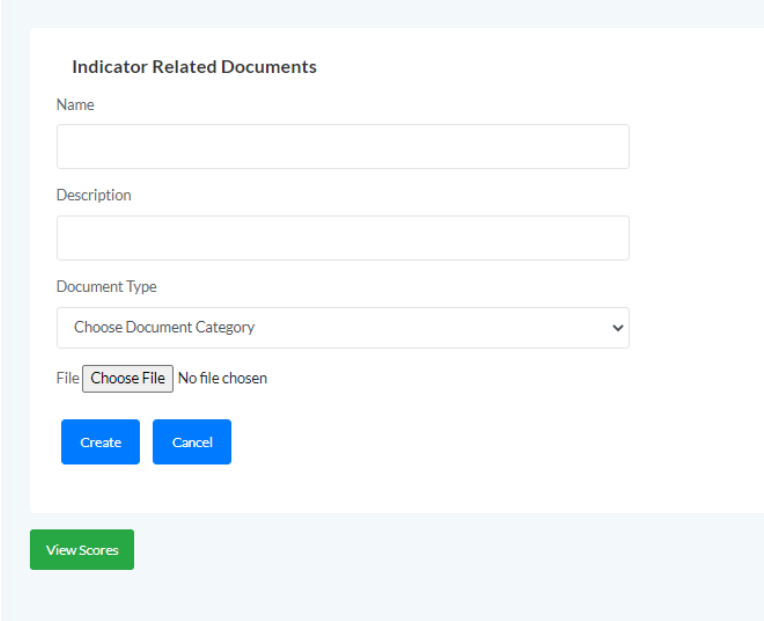
Click on each of the indicators to customize them according to the requirement of the project and get the deserved scores. **Lock** the sub project so that District Consultant can enter details from his login. Click the **View Scores** to check the total score and scores in each of the 8 indicators.



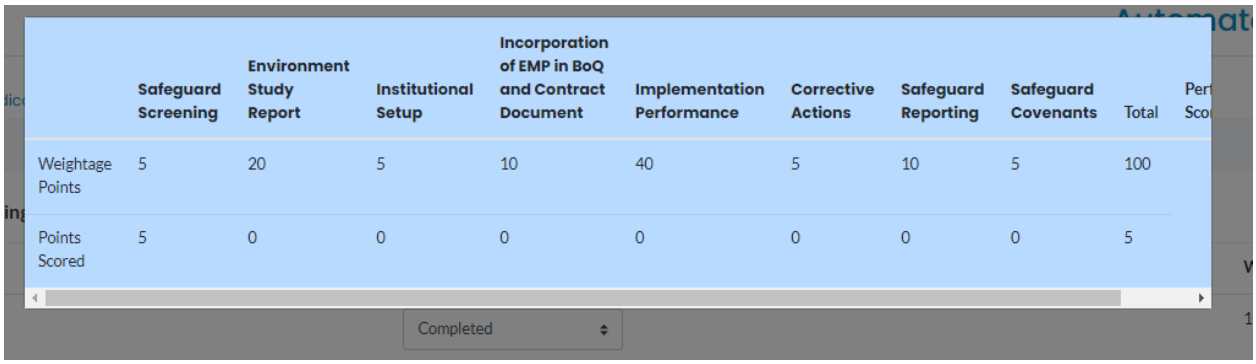
1. Safeguard Screening

The customization for this indicator is simple as shown below. Simply select an option from the dropdown. This will save the changes and score will be allocated. You can also add necessary documents to the indicator by clicking the **Add Attachments** button. Enter fields for name and description, select the desired document type and then choose the file from your local system. Click **Create** to upload and save that document to the current indicator.





Click on the green **View Scores** button to view the total scores scored in all the eight indicators until now. A small summary table will be visible like below.

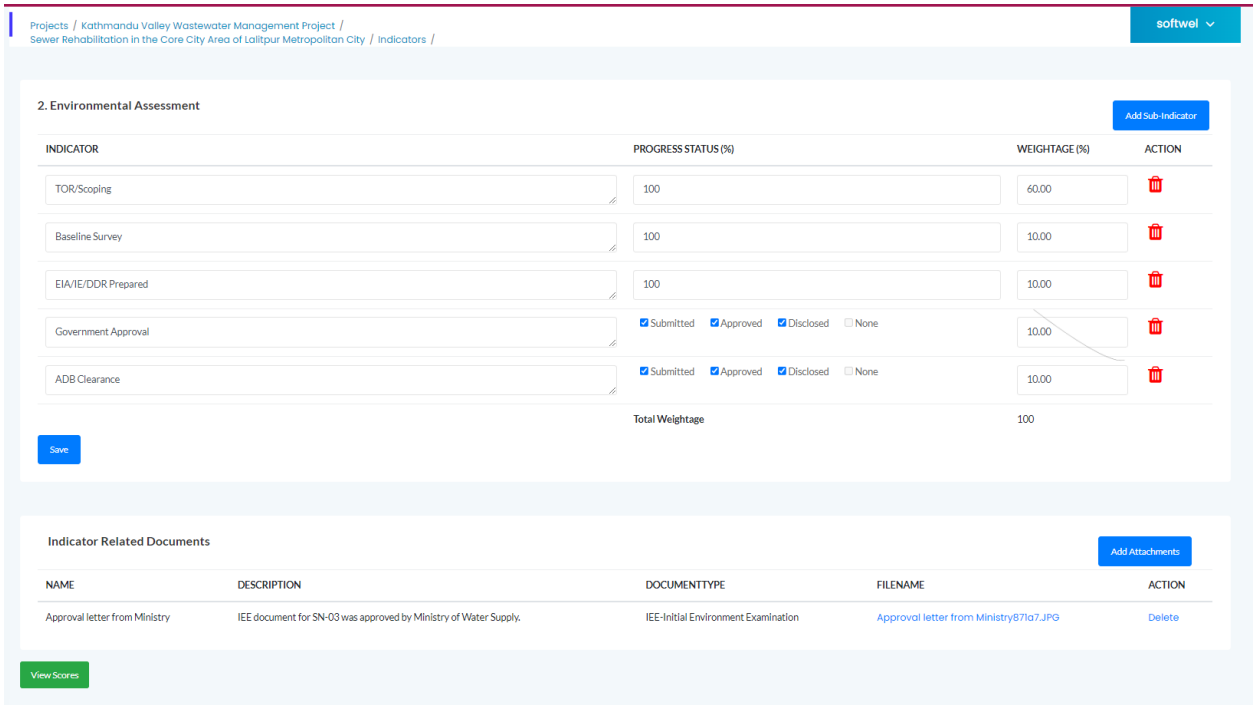


	Safeguard Screening	Environment Study Report	Institutional Setup	Incorporation of EMP in BoQ and Contract Document	Implementation Performance	Corrective Actions	Safeguard Reporting	Safeguard Covenants	Total
Weightage Points	5	20	5	10	40	5	10	5	100
Points Scored	5	0	0	0	0	0	0	0	5

Completed

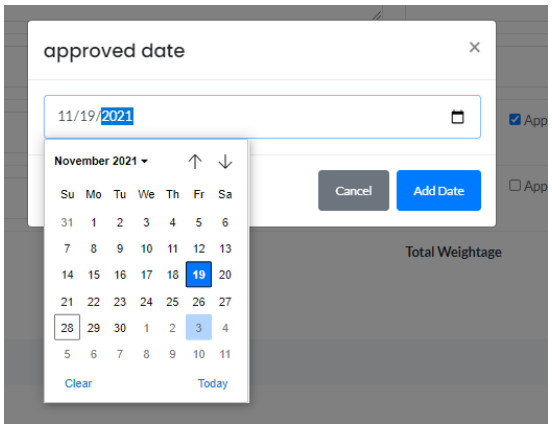
2. Environmental Assessment

To customize this indicator, enter data into the fields and then click the **Save** button as shown below. Add new indicators if necessary by clicking the **Add Sub-Indicator** button and enter the necessary fields. Note that the total weightage must be 100 to successfully save the data. You can also add necessary documents to the indicator as mentioned in indicator 1. Once files are uploaded, you can view it by clicking the name under the **FILENAME** column and **Delete** them too.



Enter data starting from the top, i.e. the TOR/Scoping indicator. Only after the progress status is 100 can other fields below be edited. Similarly, after the progress of baseline survey is 100, you may add details for remaining indicators. In fields such as Government Approval and ADB clearance, when you check the checkboxes for Submitted, Approved or Disclosed, you will be

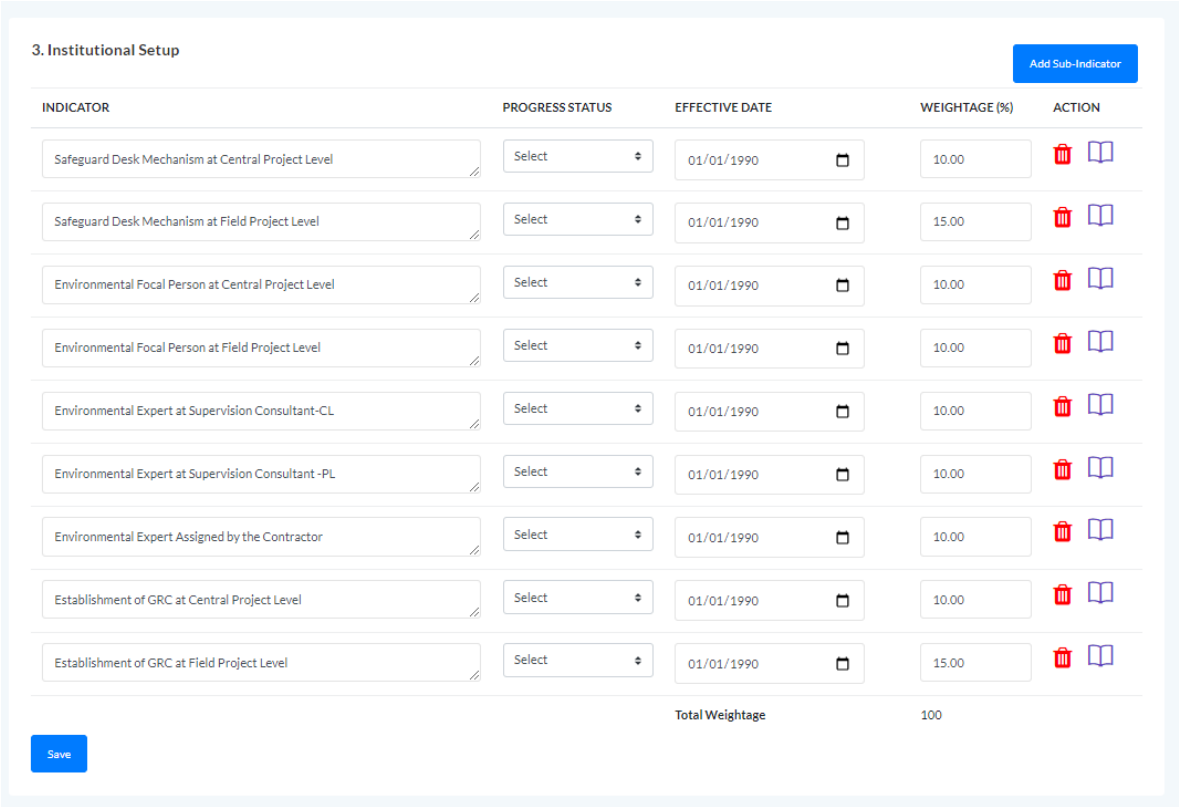
asked to enter the date of the action. Select a date from the calendar and then click on **Add Date** button.



3. Institutional Setup

Similar to indicator 2 customize this indicator by entering data into the fields and then click the **Save** button. If progress status is set to Completed, you will be prompted to enter the effective date. Similarly, selecting Yes under the status will prompt you to fill in additional details such as Name, Total input, remaining input and period sufficient for.

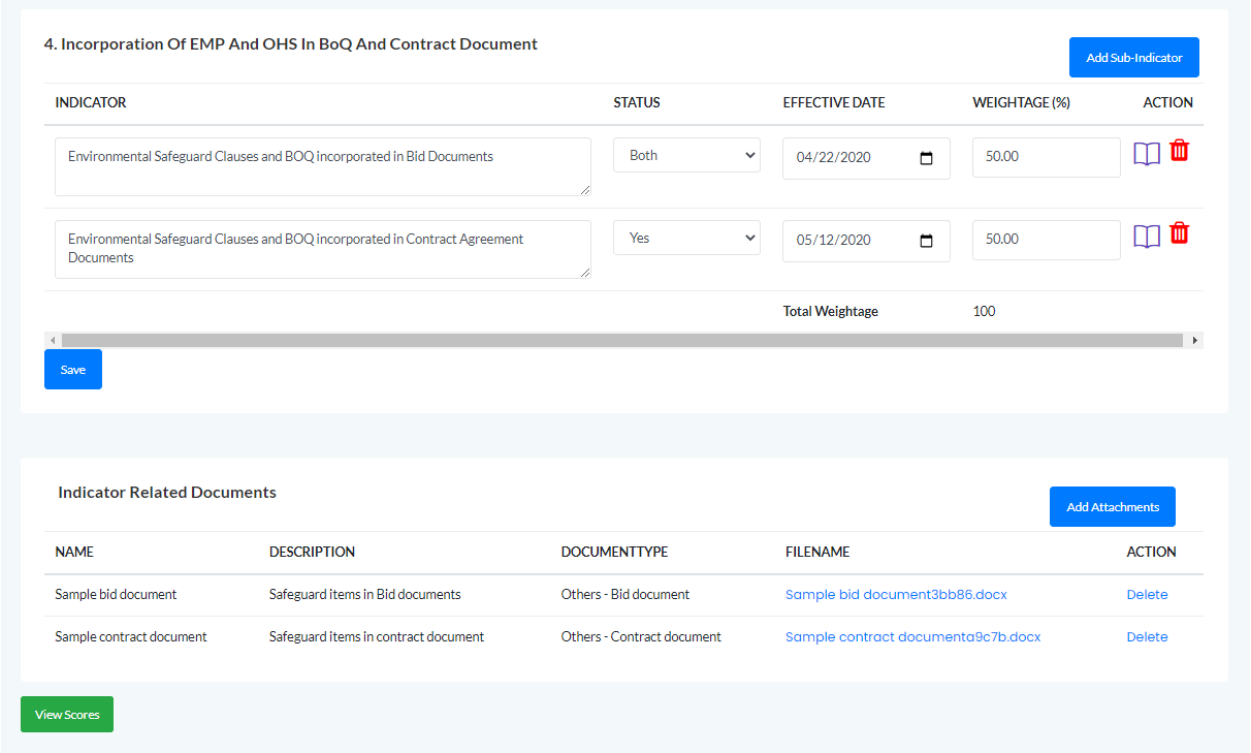
Add new by clicking the **Add Sub-Indicator** button and enter the necessary fields. Note that the total weightage must be 100 to successfully save the data. You can also add necessary documents to the indicator as mentioned in indicator 1. Once files are uploaded, you can view it by clicking the name under the **FILENAME** column and **Delete** them too.



4. Incorporation of EMP and OHS in BoQ and Contract Document

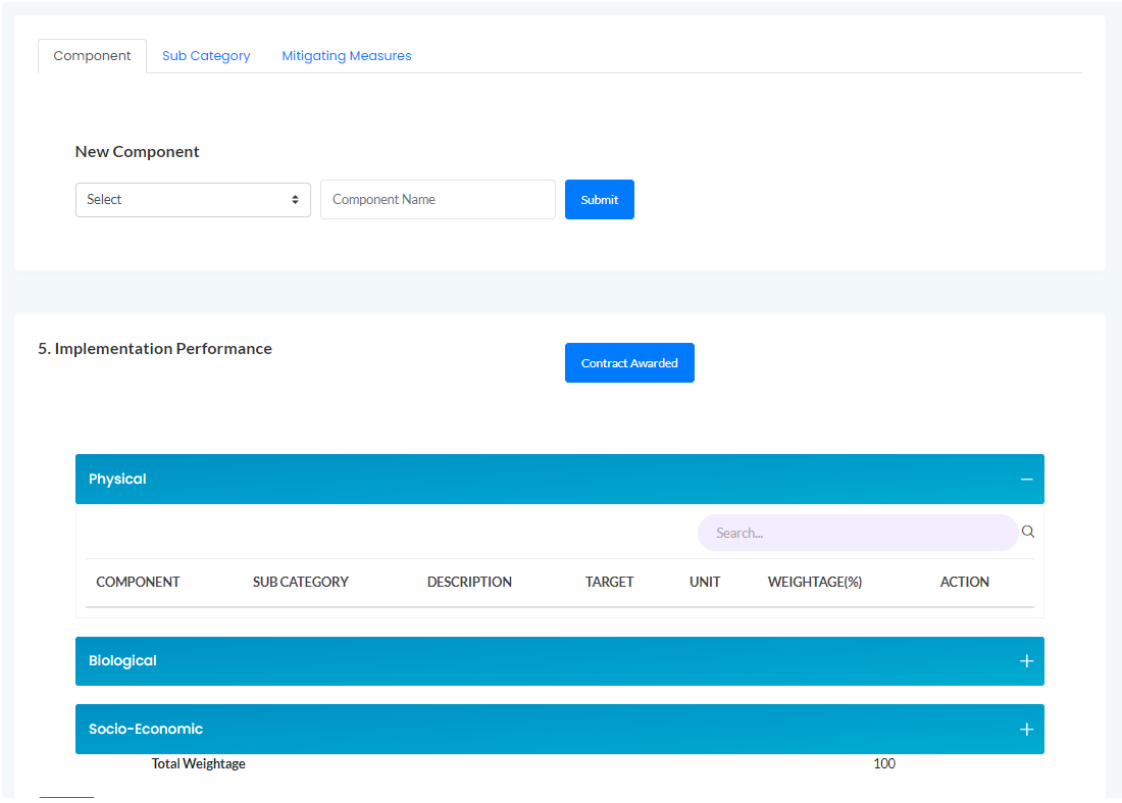
Similar to indicator 2 and indicator 3.

When status is selected as Both, the weightage given is as 100. When status is selected as EMP or OHS, the weightage will be 50 and it will be 0 when None is selected. When Yes is selected from the status, you are prompted to add detail regarding the indicator status. You can edit or view the detail entered by clicking the purple open book icon under the Action column.



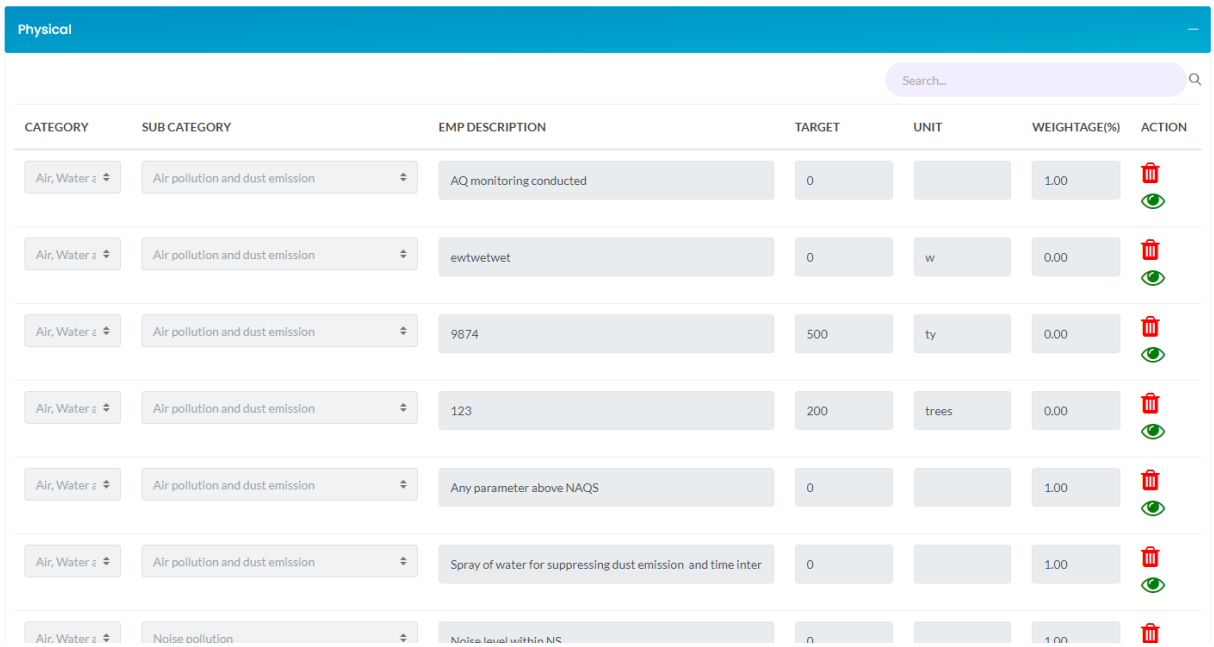
5. Implementation Performance

Before **Contract Awarded** is done, no indicator components are shown. After clicking the button, the components for Physical, Biological and Socio-economic are shown. After this user needs to add necessary description, target or unit and save it. Note that the total weightage here is 100 as well. The option to add documents as attachment is also available below.

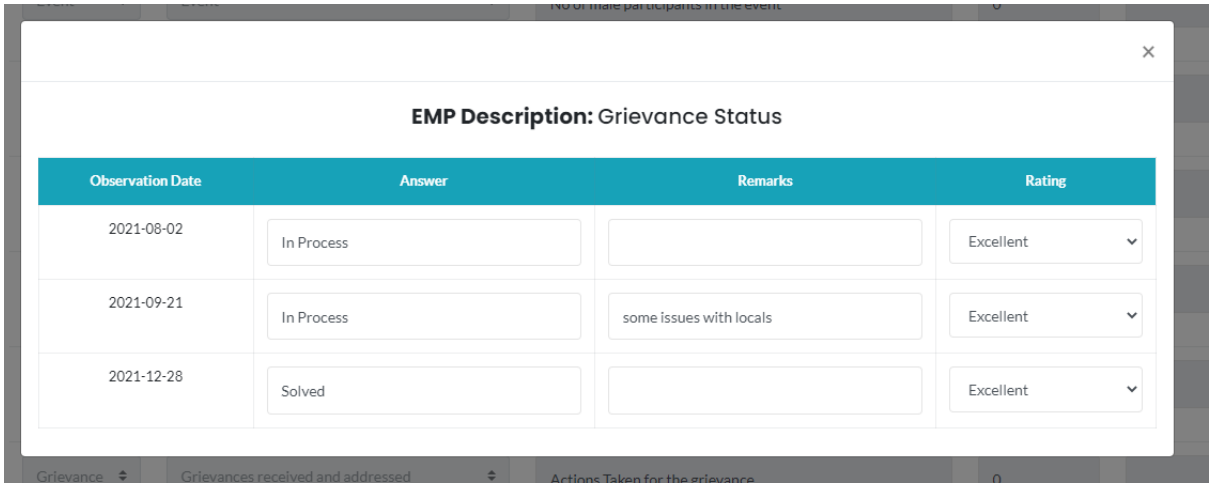


After Contract has been awarded, components are seen as in the picture below.

5. Implementation Performance

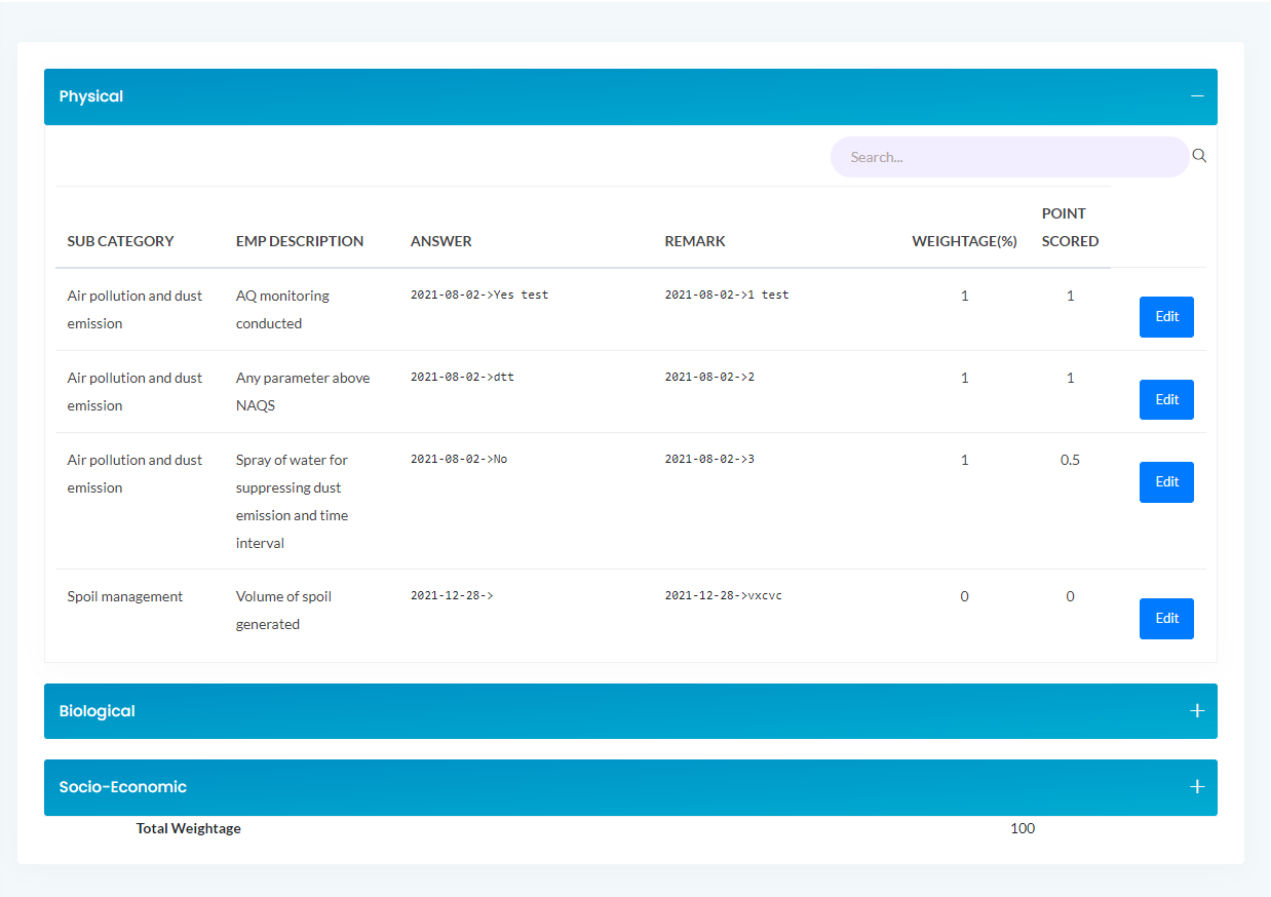


You can delete components if not necessary by clicking on the red bin icon on the right hand side. Similarly, to view the observations in that component click the green eye icon. If there are records to show, a pop-up such as follow will be shown.



Add and edit EMP observations by District Consultant (DC)

This privilege is given only to the DC of the project. As a user with the role of DC, login with the user credentials provided to you, go to the designated sub project. Then go to Environment indicators > Implementation performance. A view such as below will be visible which shows the observations filled in and uploaded from the mobile app.



Physical

Search...

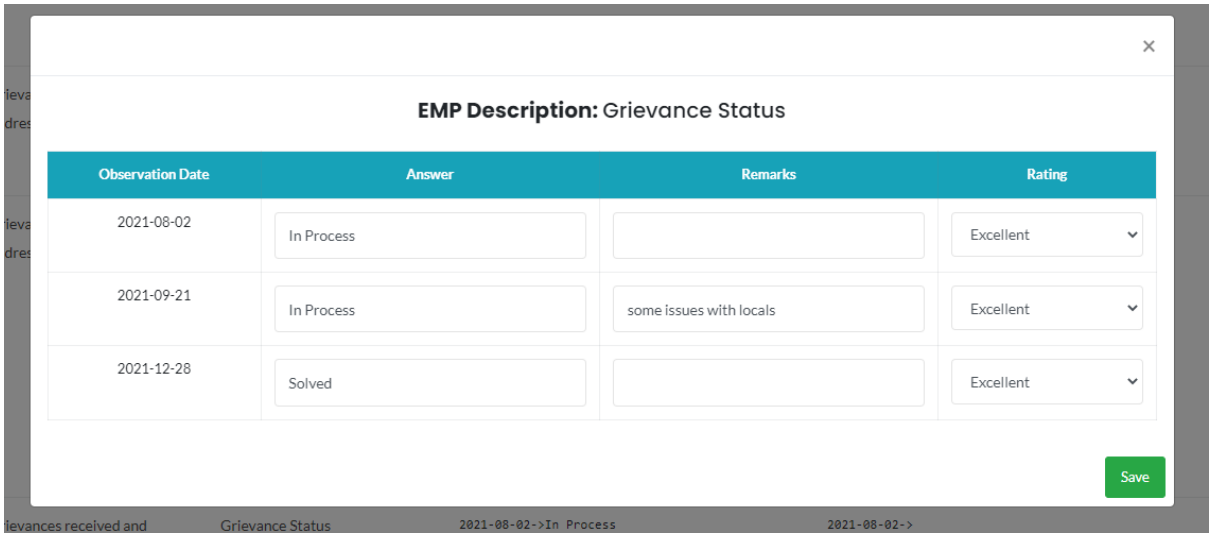
SUB CATEGORY	EMP DESCRIPTION	ANSWER	REMARK	WEIGHTAGE(%)	POINT SCORED	
Air pollution and dust emission	AQ monitoring conducted	2021-08-02->Yes test	2021-08-02->1 test	1	1	Edit
Air pollution and dust emission	Any parameter above NAQS	2021-08-02->dtt	2021-08-02->2	1	1	Edit
Air pollution and dust emission	Spray of water for suppressing dust emission and time interval	2021-08-02->No	2021-08-02->3	1	0.5	Edit
Spoil management	Volume of spoil generated	2021-12-28->	2021-12-28->vxcvc	0	0	Edit

Biological

Socio-Economic

Total Weightage 100

If you want to make any changes to the observations, click on the **Edit** button on the right hand side. The following dialogue box appears. Make necessary changes and then click the **Save** button.



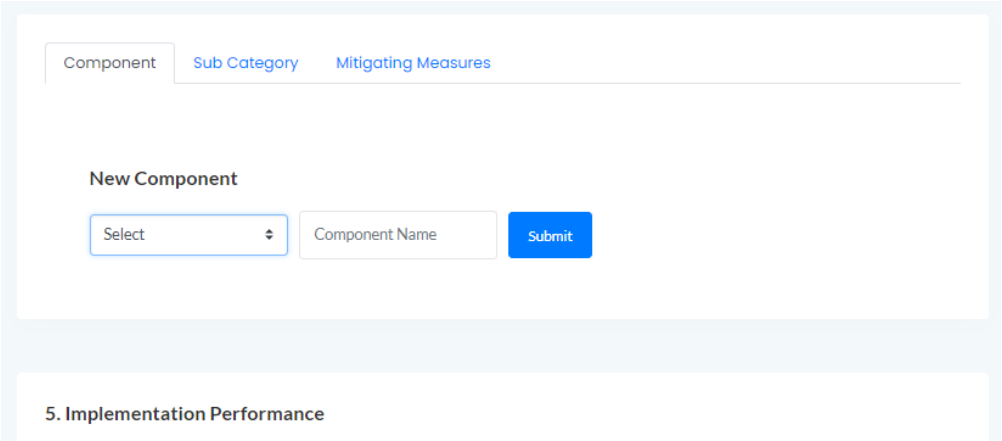
EMP Description: Grievance Status

Observation Date	Answer	Remarks	Rating
2021-08-02	In Process		Excellent
2021-09-21	In Process	some issues with locals	Excellent
2021-12-28	Solved		Excellent

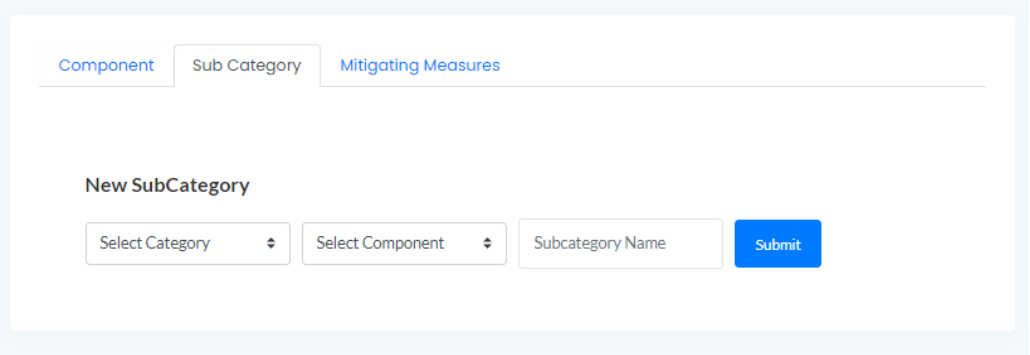
Save

Add new mitigating measures

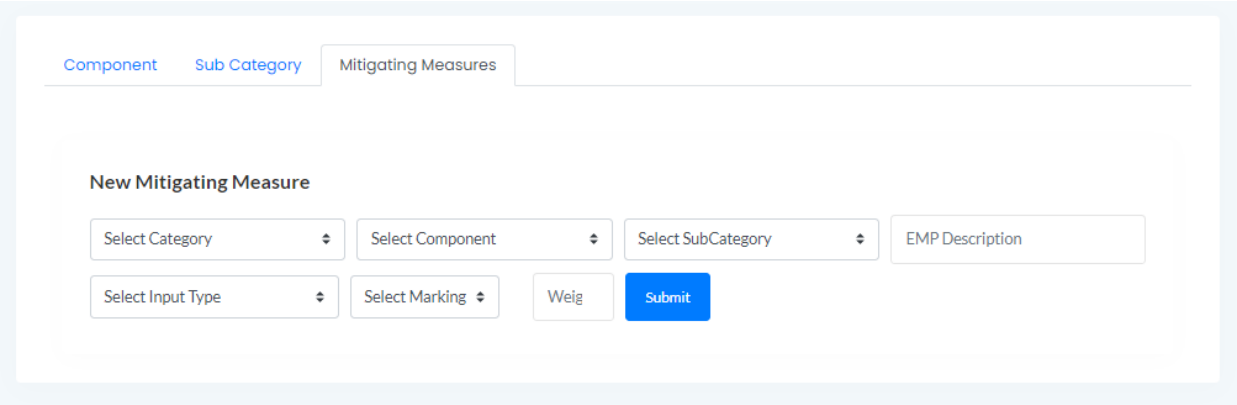
To add components that are not included in the default setting, you can add new mitigating measures for the selected sub project. First create a new component if necessary. Select the type of component and enter the component name then click **Submit** button.



Next, click on the Sub Category tab and enter the details as necessary then click **Submit** button.



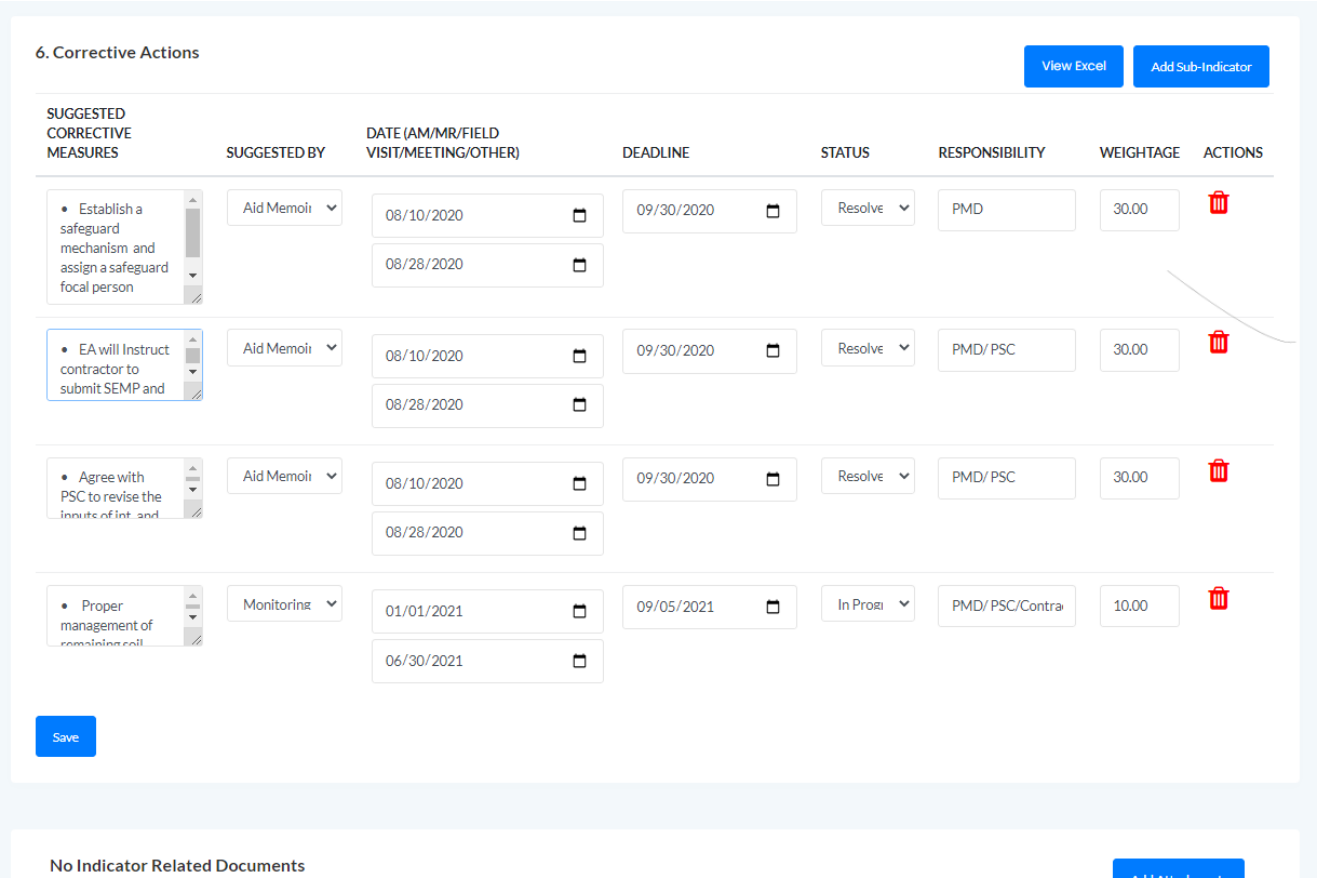
Now add the new mitigating measure under the created or desired component and sub component. Select input type, add necessary description, weightage and then click **Submit** button. Doing this will add this measure under the list below under Physical, Biological or Socio-economic.



6. Corrective Actions

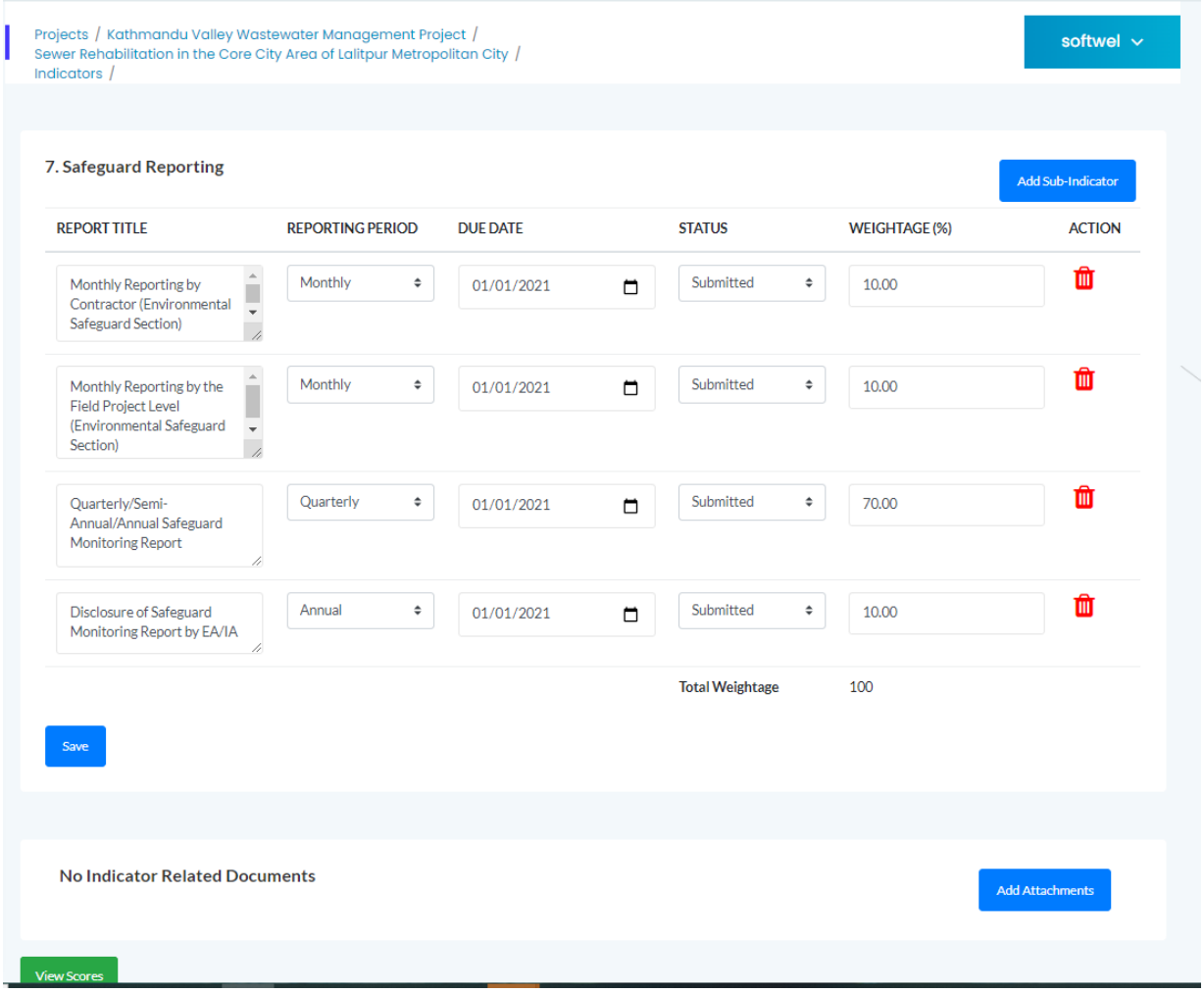
Similar to indicator 2 and indicator 3.

After the deadline has passed, user cannot make changes to the details on this page. The concerned users will get notifications and alerts when the deadlines are approaching.



7. Safeguard Reporting

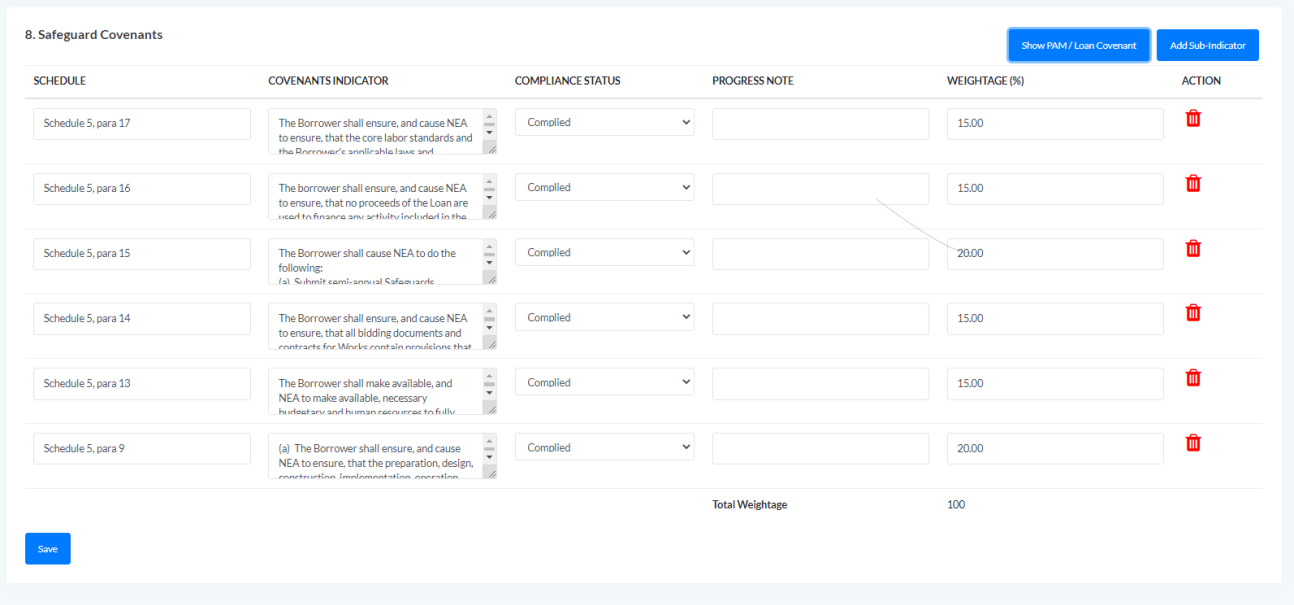
Similar to indicator 2 and indicator 3.



8. Safeguard Covenants

Similar to indicator 2 and indicator 3.

Click the button **Show PAM/ Loan Covenant** to view the PAM and Loan covenant documents uploaded under the selected project.



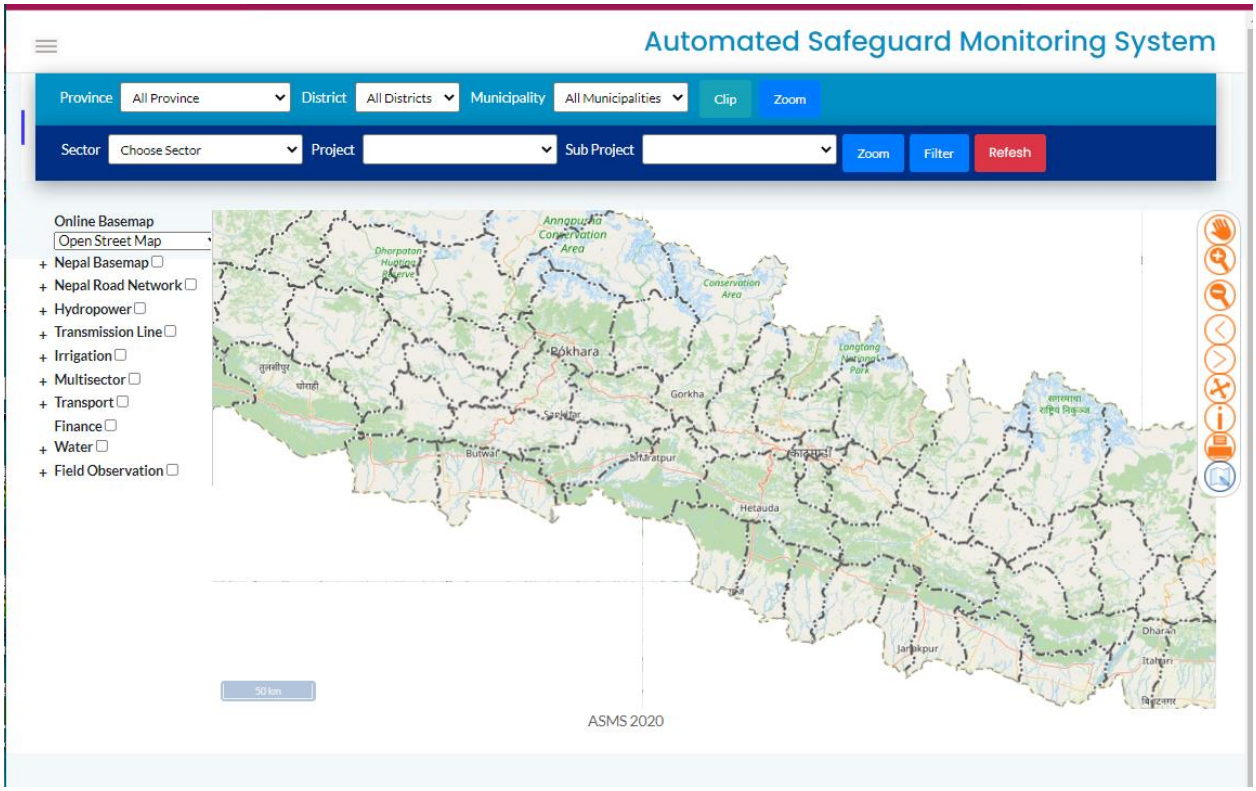
Log Out

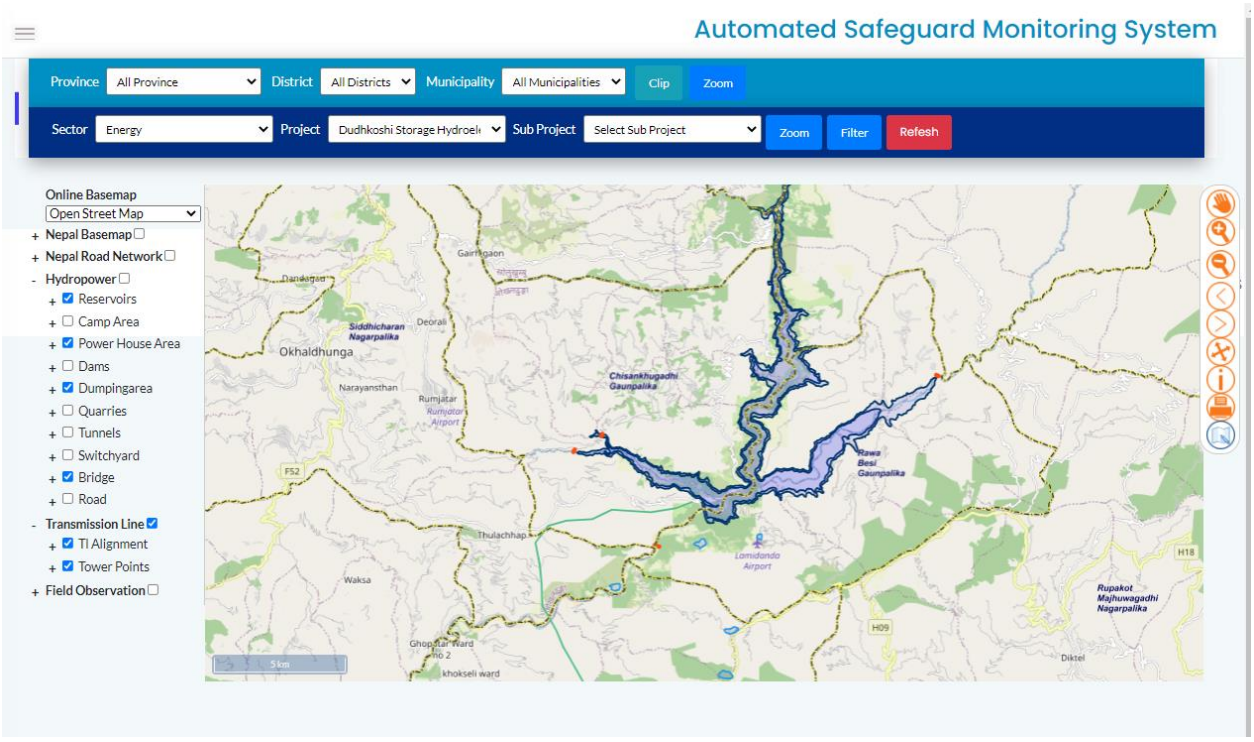
Clicking the logout button will log you out of the system. You will be sent to the Dashboard.

Please make sure you logout when you are not using the system to prevent any data loss or other security issues.

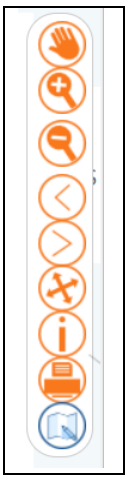
Maps

This loads the map view of Nepal. Selecting the checkboxes on the left side menu will load those points on the map. You can also viewpoints according to sector, project and sub project selected from the drop down in the top part of the view.



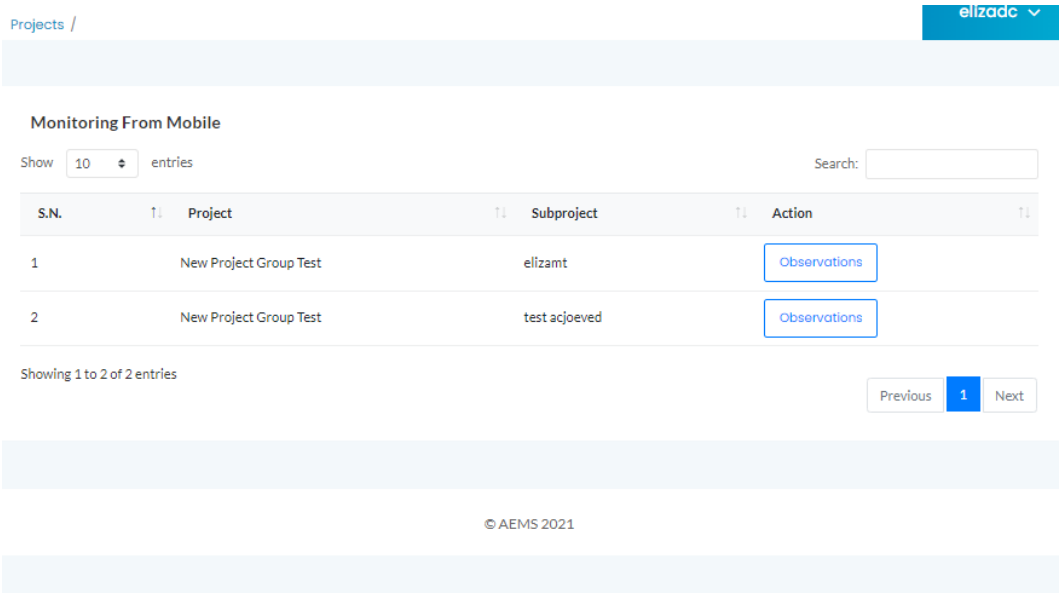


Map Icons

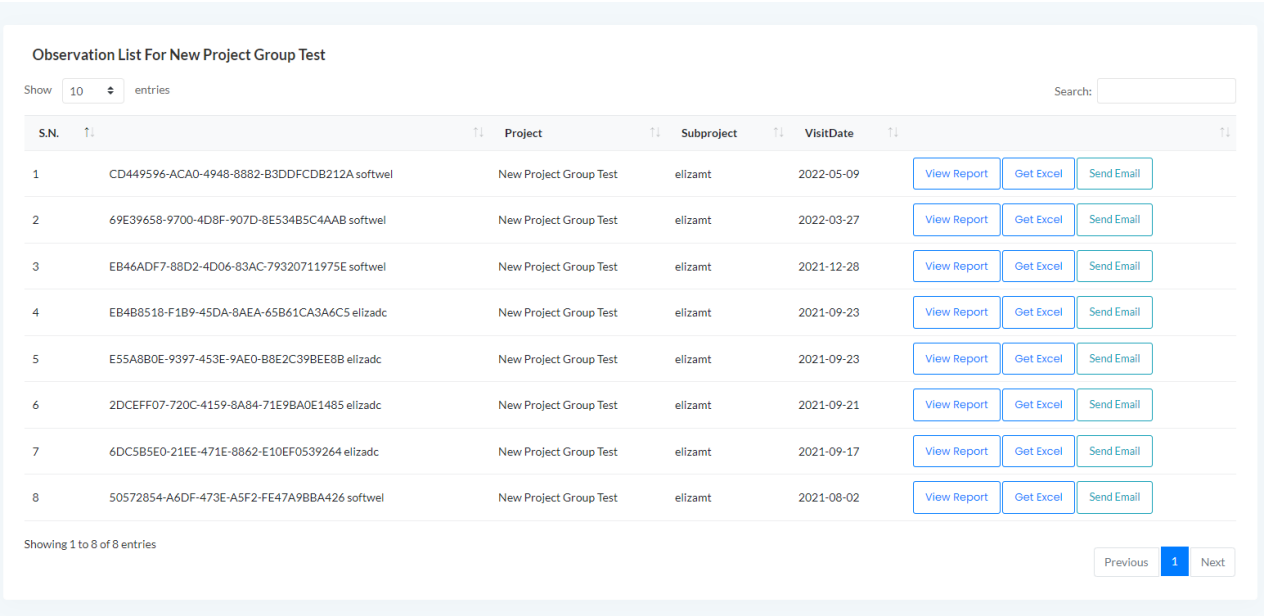
	Pan or move around the map
	Zoom the area up to required zoom level
	Zoom out the area up to required zoom level
	Zoom to previous extent
	Zoom to next extent
	Zoom to extent
	Identify features
	Print Map area
	Edit properties

Field Monitoring

This view shows the observations taken and uploaded by the mobile application in a summarized report format. Click the **Observations** button to view the observation details.



This view shows the observations taken and uploaded by the mobile application in a slightly detailed individual report format. Click the **View Report** button to view the observation details, **Get Excel** button to download it as excel and **Send Email** to send the report in an email.



Observation List For New Project Group Test

Show 10 entries

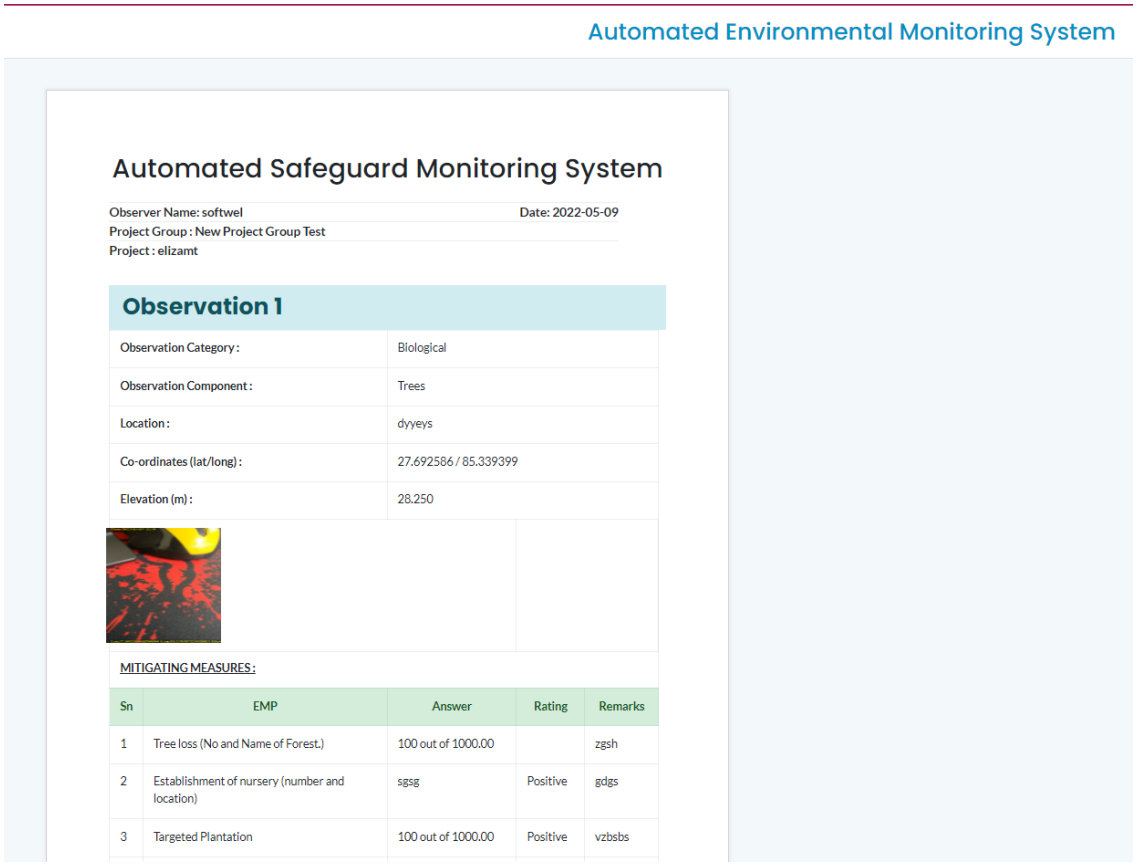
Search:

S.N.		Project	Subproject	VisitDate	
1	CD449596-ACA0-4948-8882-B3DDFCDB212A softwel	New Project Group Test	elizamt	2022-05-09	View Report Get Excel Send Email
2	69E39658-9700-4D8F-907D-8E534B5C4AAB softwel	New Project Group Test	elizamt	2022-03-27	View Report Get Excel Send Email
3	EB46ADF7-88D2-4D06-83AC-79320711975E softwel	New Project Group Test	elizamt	2021-12-28	View Report Get Excel Send Email
4	EB4B8518-F1B9-45DA-8AEA-65B61CA3A6C5 elizadc	New Project Group Test	elizamt	2021-09-23	View Report Get Excel Send Email
5	E55A8B0E-9397-453E-9AE0-B8E2C39BEE8B elizadc	New Project Group Test	elizamt	2021-09-23	View Report Get Excel Send Email
6	2DCEFF07-720C-4159-8A84-71E9BA0E1485 elizadc	New Project Group Test	elizamt	2021-09-21	View Report Get Excel Send Email
7	6DC5B5E0-21EE-471E-8862-E10EF0539264 elizadc	New Project Group Test	elizamt	2021-09-17	View Report Get Excel Send Email
8	50572854-A6DF-473E-A5F2-FE47A9BBA426 softwel	New Project Group Test	elizamt	2021-08-02	View Report Get Excel Send Email

Showing 1 to 8 of 8 entries

Previous 1 Next

Observations are seen as below:



Automated Environmental Monitoring System

Automated Safeguard Monitoring System

Observer Name: softwel Date: 2022-05-09
Project Group : New Project Group Test
Project : elizamt

Observation 1

Observation Category :	Biological
Observation Component :	Trees
Location :	dyyeys
Co-ordinates (lat/long) :	27.692586 / 85.339399
Elevation (m) :	28.250

MITIGATING MEASURES :

Sn	EMP	Answer	Rating	Remarks
1	Tree loss (No and Name of Forest.)	100 out of 1000.00		zgsh
2	Establishment of nursery (number and location)	sgsg	Positive	gdgs
3	Targeted Plantation	100 out of 1000.00	Positive	vzbsbs

Automated Safeguard Monitoring System

Observer Name: softwel | Date: 2021-08-02

Project Group : New Project Group Test

Project : elizamt

Observation 1

Observation Category :	Socio-economic
Observation Component :	Grievance
Location :	
Co-ordinates (lat/long) :	27.692661 / 85.339414
Elevation (m) :	28.250

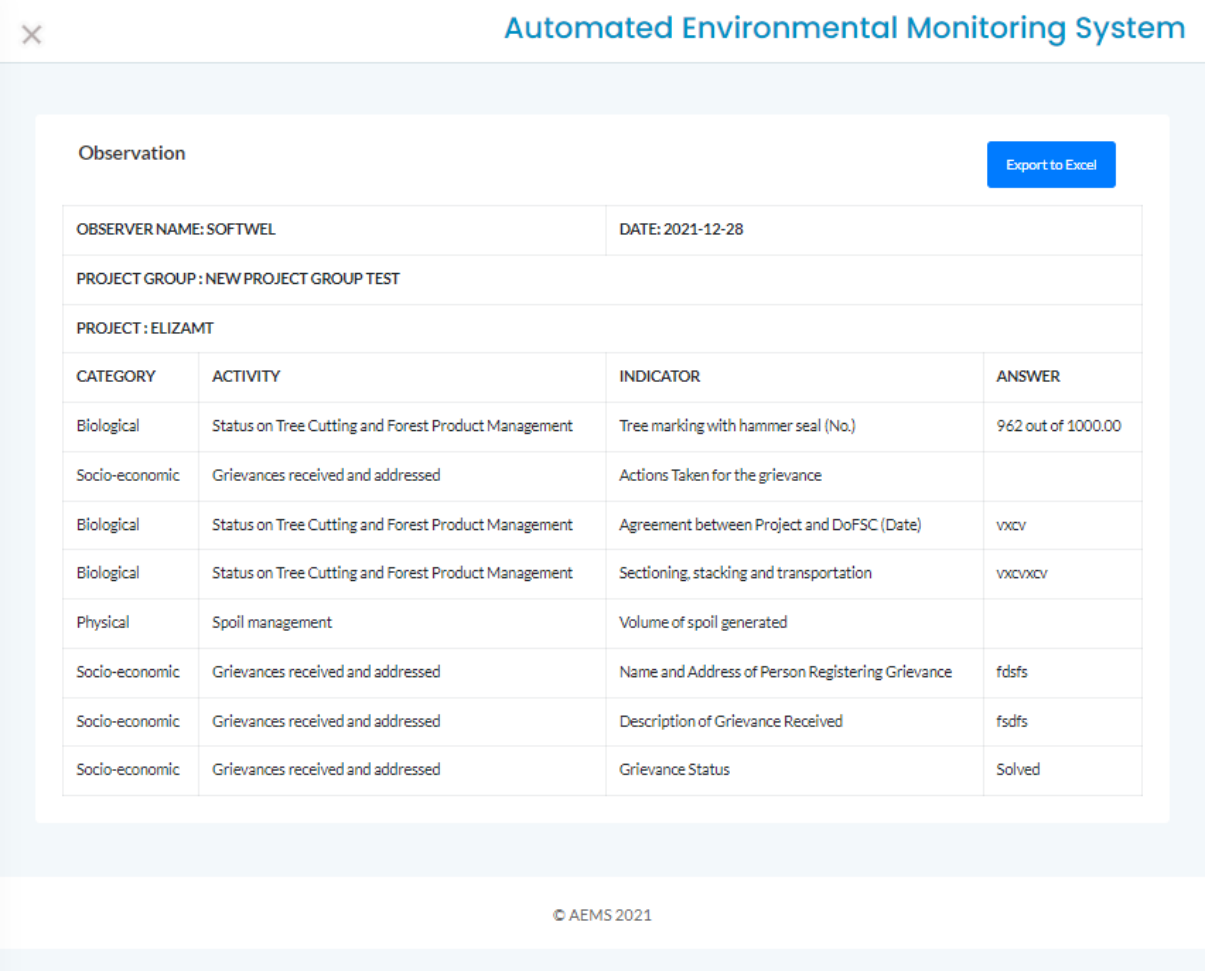
MITIGATING MEASURES :

Sn	EMP	Answer	Rating	Remarks
1	Grievance Status	In Process	Excellent	
2	Actions Taken for the grievance	1. fgcvv 2. fgfvv hjj thehhjj 3. xfccvvhh 4. l ok nnjh	Good	
3	Name and Address of Person Registering Grievance	fgg		
4	Description of Grievance Received	dgg		

Observation 2

Observation Category :	Biological
Observation Component :	Trees
Location :	
Co-ordinates (lat/long) :	27.916662 / 84.249988

Excel view is seen as below:



Automated Environmental Monitoring System

Observation

Export to Excel

OBSERVER NAME: SOFTWEL		DATE: 2021-12-28	
PROJECT GROUP : NEW PROJECT GROUP TEST			
PROJECT : ELIZAMT			
CATEGORY	ACTIVITY	INDICATOR	ANSWER
Biological	Status on Tree Cutting and Forest Product Management	Tree marking with hammer seal (No.)	962 out of 1000.00
Socio-economic	Grievances received and addressed	Actions Taken for the grievance	
Biological	Status on Tree Cutting and Forest Product Management	Agreement between Project and DoFSC (Date)	vxcv
Biological	Status on Tree Cutting and Forest Product Management	Sectioning, stacking and transportation	vxcvxcv
Physical	Spoil management	Volume of spoil generated	
Socio-economic	Grievances received and addressed	Name and Address of Person Registering Grievance	fdsfs
Socio-economic	Grievances received and addressed	Description of Grievance Received	fsdfs
Socio-economic	Grievances received and addressed	Grievance Status	Solved

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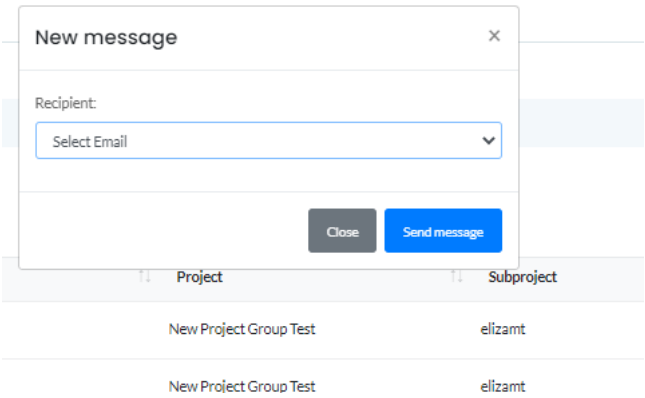
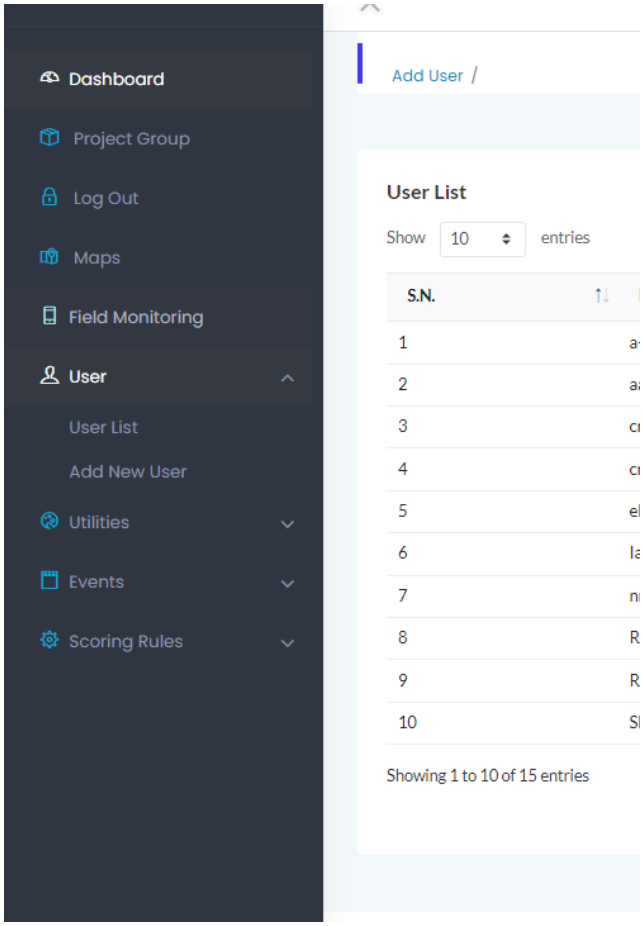
To send the report as email: select email address and then click Send message.



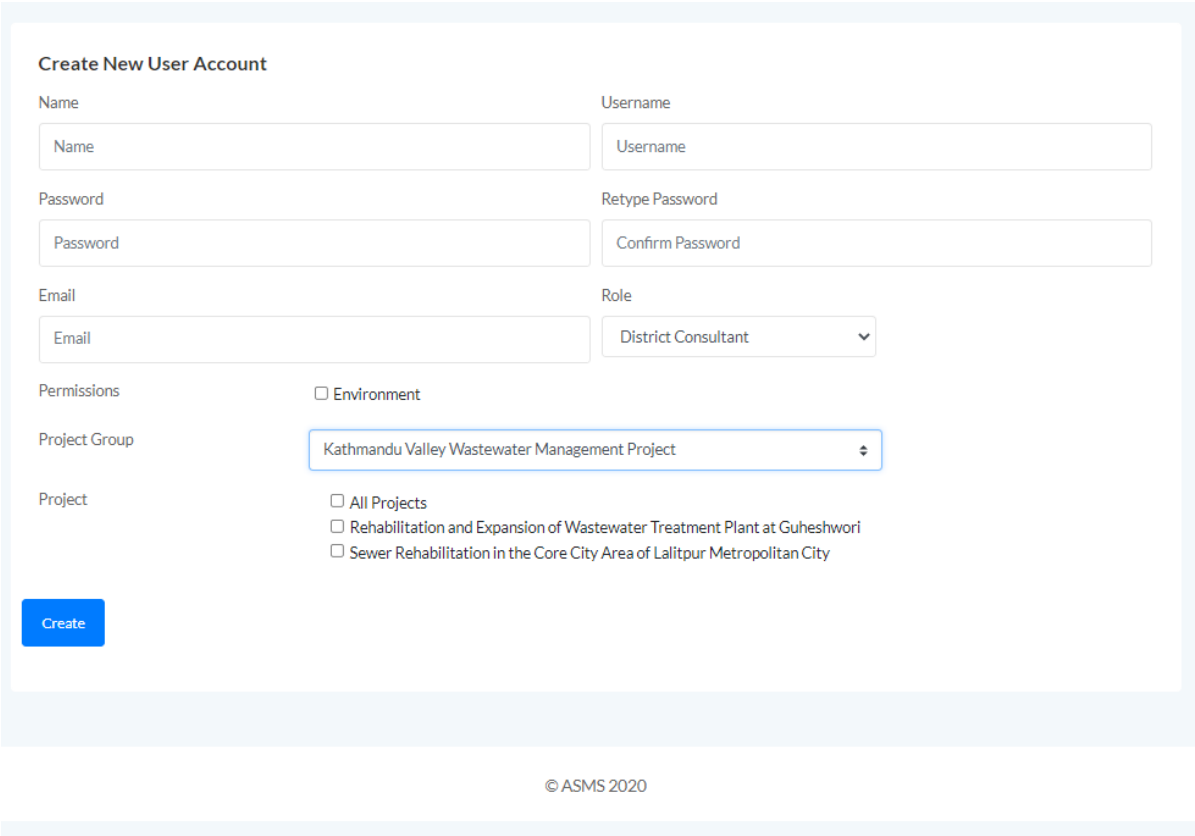
User

This section is where you add new users and manage existing users. **User List** shows the list of all existing user with the option to **Edit** or **Delete** them.



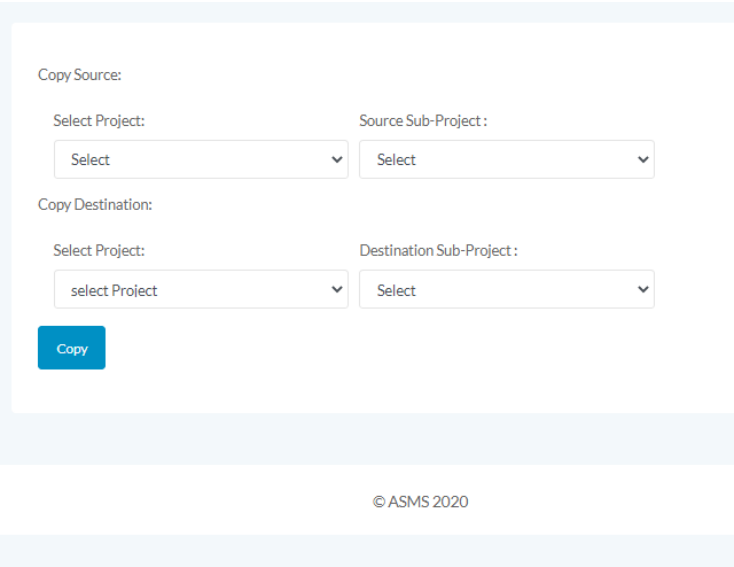
Add new user account

Clicking the **Add New User** will load the following form. Enter all the details for the new user account. Select the user role from the drop down and check the projects and sub projects allocated to that person. Then click **Create**.



Utilities

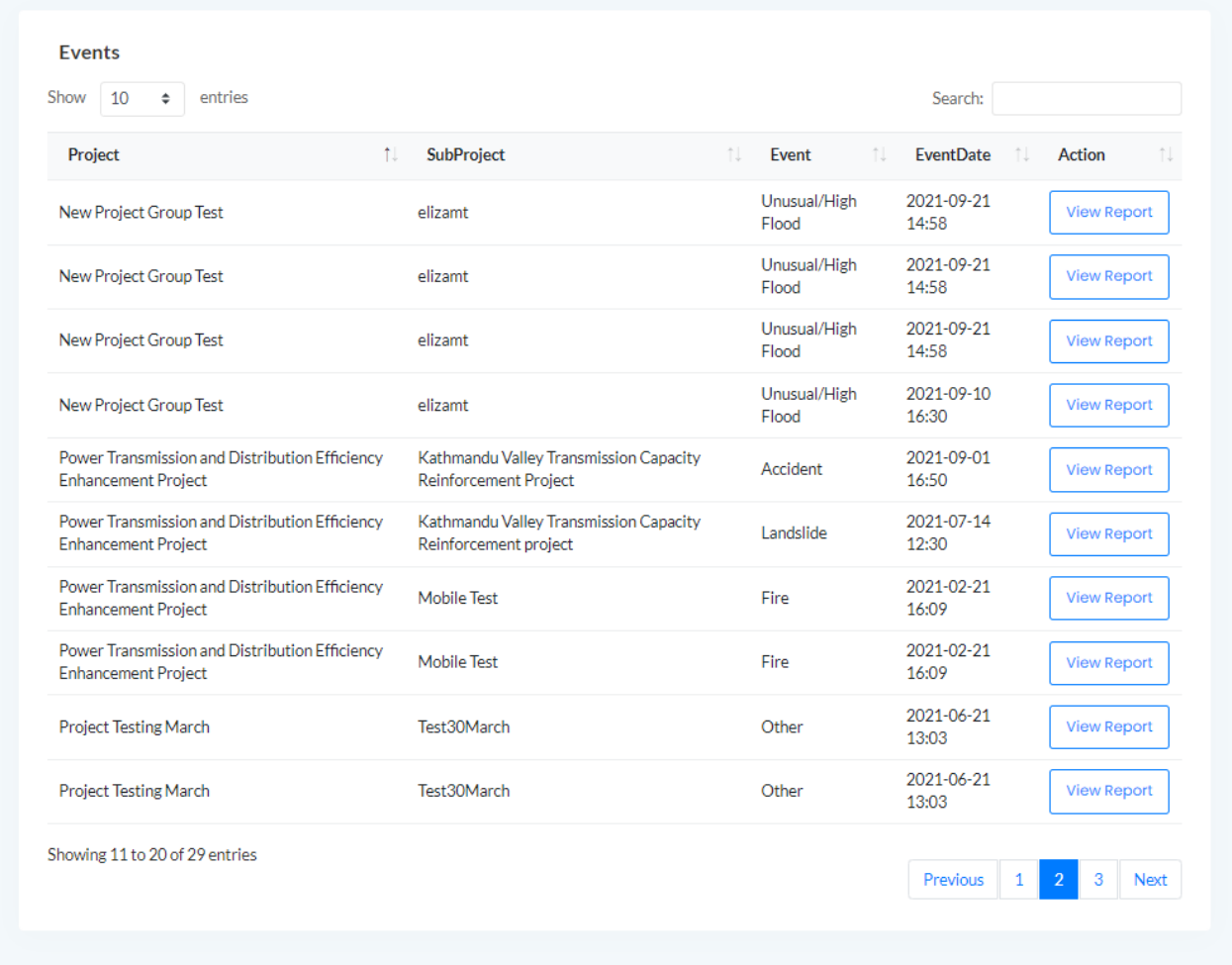
This section allows you to copy a sub projects' components and measures to another sub project so that you won't have to repeat the same thing again. Simply select the project and sub project for source and destination and click **Copy**.



Events

Event Management

This page shows all the events data recorded and uploaded from the mobile application in relation to the project and sub project. You can also see the type of event reported and the date and time it was reported. To view the event in detail, click the **View Report** button. This will show further details about the event reported along with pictures if uploaded.



Events

Show 10 entries

Search:

Project	SubProject	Event	EventDate	Action
New Project Group Test	elizamt	Unusual/High Flood	2021-09-21 14:58	View Report
New Project Group Test	elizamt	Unusual/High Flood	2021-09-21 14:58	View Report
New Project Group Test	elizamt	Unusual/High Flood	2021-09-21 14:58	View Report
New Project Group Test	elizamt	Unusual/High Flood	2021-09-10 16:30	View Report
Power Transmission and Distribution Efficiency Enhancement Project	Kathmandu Valley Transmission Capacity Reinforcement Project	Accident	2021-09-01 16:50	View Report
Power Transmission and Distribution Efficiency Enhancement Project	Kathmandu Valley Transmission Capacity Reinforcement project	Landslide	2021-07-14 12:30	View Report
Power Transmission and Distribution Efficiency Enhancement Project	Mobile Test	Fire	2021-02-21 16:09	View Report
Power Transmission and Distribution Efficiency Enhancement Project	Mobile Test	Fire	2021-02-21 16:09	View Report
Project Testing March	Test30March	Other	2021-06-21 13:03	View Report
Project Testing March	Test30March	Other	2021-06-21 13:03	View Report

Showing 11 to 20 of 29 entries

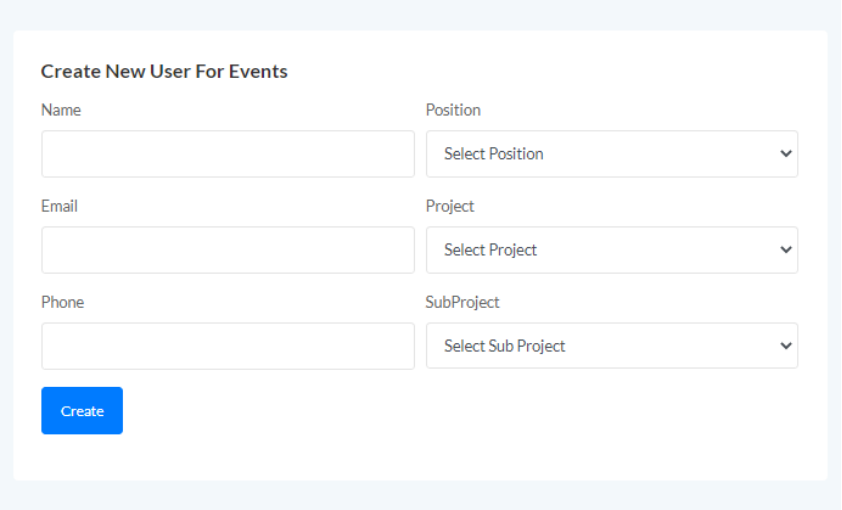
Previous 1 2 3 Next

Event User Management

This is very similar to the User section discussed above. The users created on the above section is for the login and access to ASMS and the users created under the Event User is mainly to know which users or people should get notified concerning events and important activities regarding specific projects and sub projects. Similar to this, you can edit and delete the event users.

New user creation

Click **Add User** on the top to create new events user. The following form opens up. Enter all details and select the correct position, project and sub project that is assigned to that individual. Then click the **Create** button.

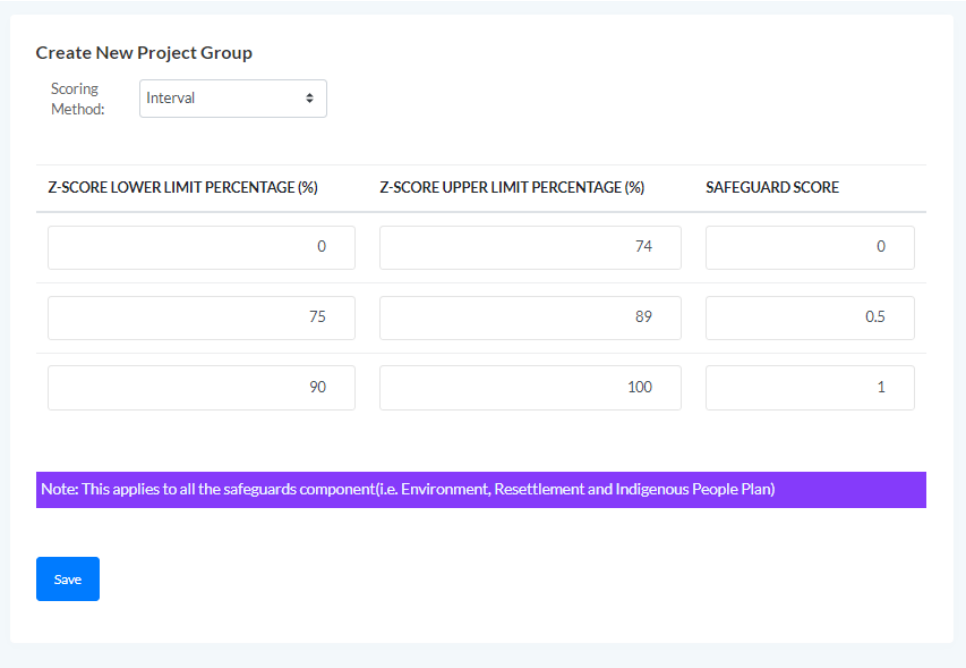


Scoring Rules

Scoring score settings

Set the scoring mechanism and score indications in this page. Set the lower limit and upper limit along with the safeguard scores. Then click the **Save** button to save all data.

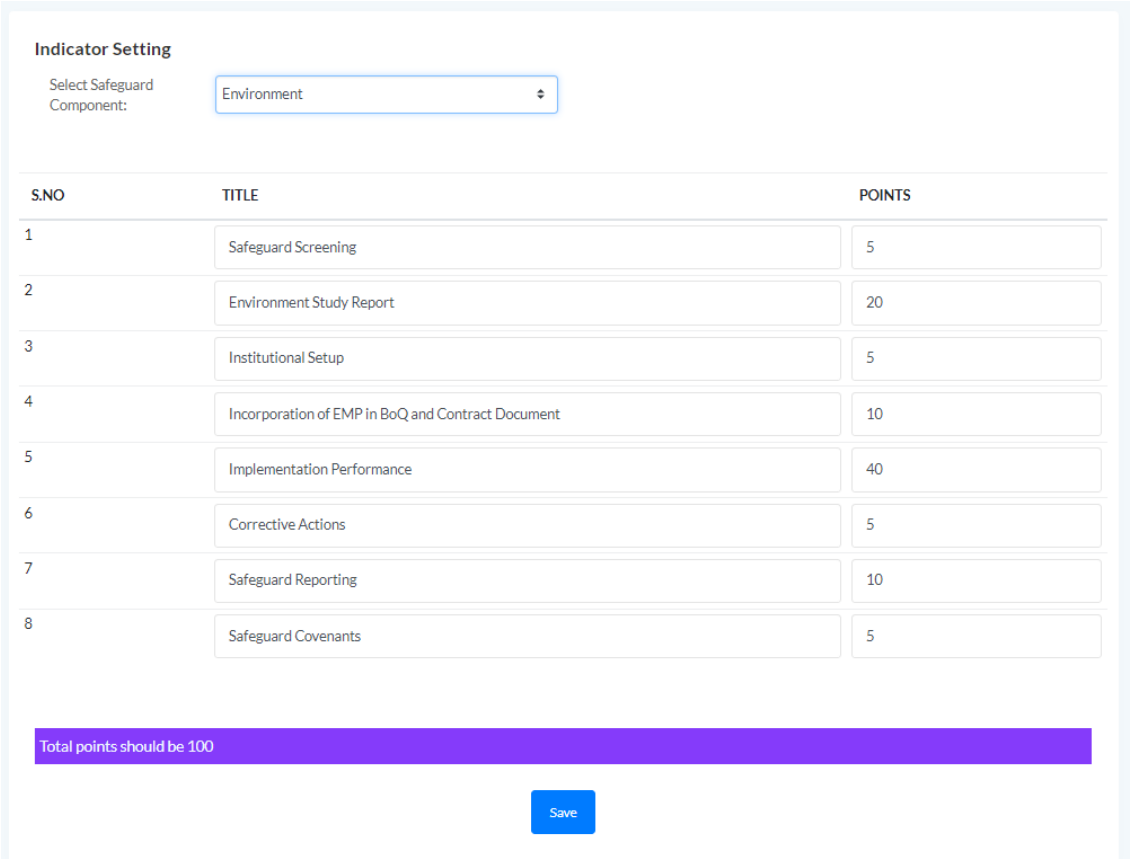
Note: This applies to all the safeguards component (i.e. Environment, Resettlement and Indigenous People Plan)



Indicator settings

Select a safeguard component from the dropdown. Enter points for each indicators and then click **Save** button.

Note: The total must be 100



Indicator Setting

Select Safeguard Component: Environment

S.NO	TITLE	POINTS
1	Safeguard Screening	5
2	Environment Study Report	20
3	Institutional Setup	5
4	Incorporation of EMP in BoQ and Contract Document	10
5	Implementation Performance	40
6	Corrective Actions	5
7	Safeguard Reporting	10
8	Safeguard Covenants	5

Total points should be 100

Save

END