



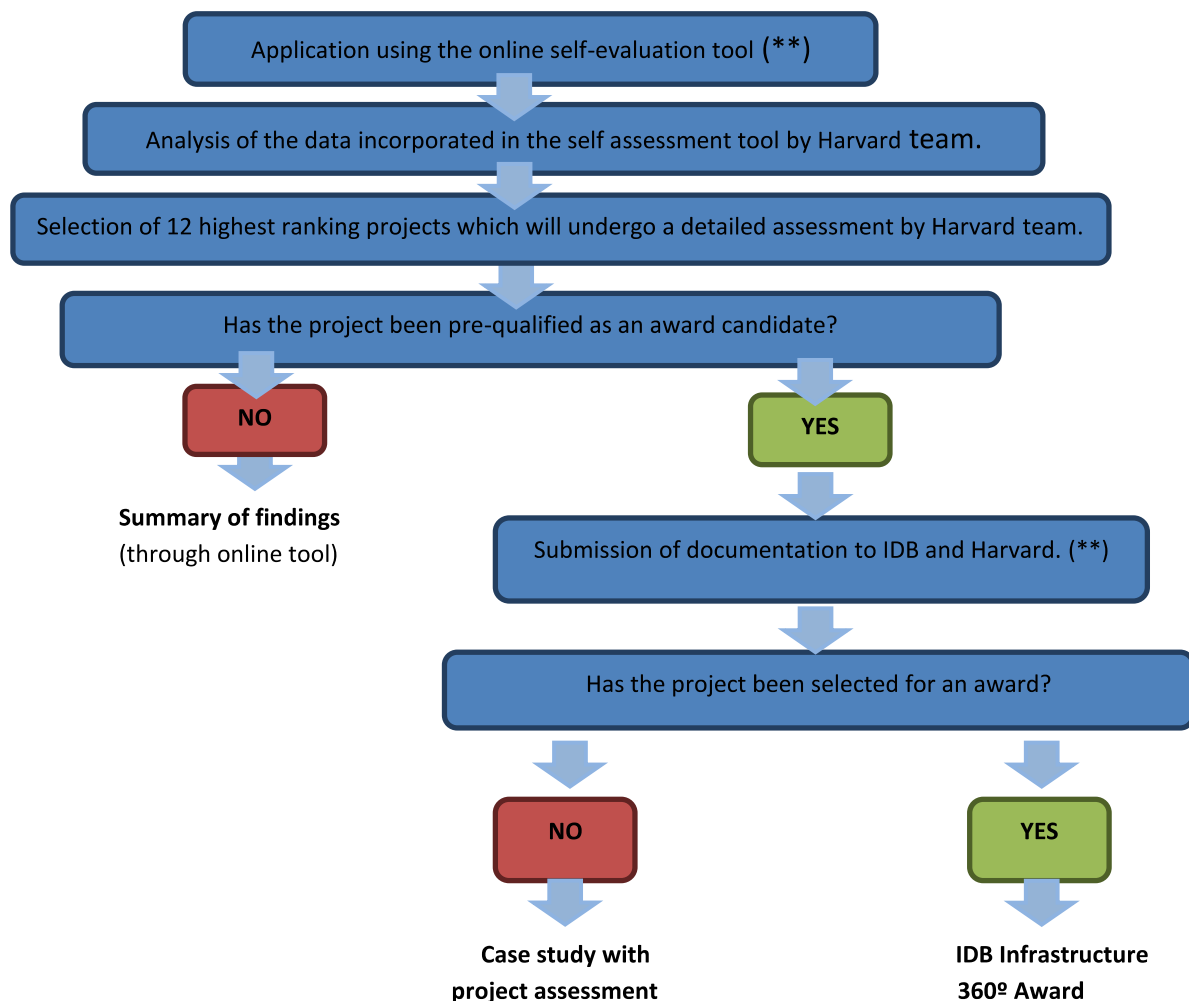
ONLINE SELF-EVALUATION TOOL INSTRUCTIONS

1. INTRODUCTION:

The selection process for the “IDB Infrastructure 360° Awards” will be facilitated by a rating system developed at Harvard University. This rating system is a set of criteria that aid in quantifying and assessing the sustainability of infrastructure. It consists of 55 credits grouped into two main categories, People and Leadership with 21 credits, and Climate and Environment with 34 credits.

1.1 PROCESS FOR THE APPLICATION SUBMISSION AND EVALUATION OF THE AWARDS.

The process for application, collection of documentation and evaluation of projects delivery of the awards is divided into several phases as it is shown below:





() Note: It is suggested to start preparing the supporting documentation substantiating the self-assessment during the application, so you are ready to submit it in case your project is pre-qualified.**

1.2 INSTRUCTIONS FOR ONLINE SELF-EVALUATION TOOL.

To fill in the online self-evaluation tool, you must use the link provided in the “IDB Infrastructure 360° Awards” web page. You can choose the language between Spanish or English.

The online self-evaluation tool is divided into five different sections.

1. Project and contact information: In this section you have to enter specific information such as, name of the project, location or principal contact name, etc.
2. Category I, Index, People and Leadership: this section gives you a brief idea of the different credits in that category.
3. Category I, People and Leadership: this section is divided into 21 credits. Each credit may have more than one question. All credits are scored in a five-point scale: “No”, “A few times”, “Most of the time”, “Always” and “Exceed expectations”.

	No	A few times	Most of the time	Always	Exceed expectations
Are the relevant community needs, goals and issues being addressed in the project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have the potentially negative impacts of the project on the host and nearby communities been reduced or eliminated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has the project design received broad community endorsement, including community leaders and stakeholder groups?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Category II, Index, Climate and Environment: this section gives you a brief idea of the different credits in that category.
5. Category II, Climate and Environment: this section is divided into 34 credits. As previously explained, each credit may have several questions, and in this case can have two different formats. The first format is the same one explained before, a five-point scale: “No”, “A few times”, “Most of the time”, “Always” and “Exceed expectations”. The second format is also on a five-point scale, but the answers are percentages depending of the degree of achievement. Example: “0%”, “20%”, “60%”, “85%”, “100%”.



	No	A few times	Most of the time	Always	Exceed expectations
Has the project team conducted an assessment of the embodied energy of key materials over the project life?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	No	At least 10% reduction	At least 30% reduction	At least 60% reduction	At least 80% reduction
Will the project achieve a reduction in net embodied energy over the life of the project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Criteria for answering the questions:

When answering the online self-evaluation tool these issues should be taken into consideration:

1. All questions must be answered.
2. If there is any question that you think is not applicable to your project, you can explain the reason why at the end of every section. Please answer “No” to any question that you believe is not applicable to your project, and then explain why the question was not applicable at the relevant section at the end.

Are there any credits that you believe are not applicable to your project? Please tell us which ones and briefly explain why.

3. The answers to the self-evaluation tool must be as accurate as possible. In case your project pre-qualifies as an award candidate, you would need to submit the project documentation that provides further evidence for the answers you gave. The project documentation would be reviewed by the Harvard team.
4. If you cannot finish answering all questions at once, notice that your information is been saved as you are proceeding with the answers. You would be able to come back to finish the self-evaluation just **by using the same computer that you used before.**
5. To simplify the process, we recommend that you to print the PDF version available on the awards website and answer the questions on the paper format. Subsequently you can quickly enter the answers to the on-line tool.



1.3 DOCUMENTATION.

Only the projects that are pre-qualified as award candidates will have to provide additional documentation. It is suggested to start preparing the supporting documentation substantiating the self-assessment during the application, so you are ready to submit it in case your project is pre-qualified.

The documentation needed for the final awards may vary from one project to another. For this reason, there is not a compulsory set of documentation to provide. The project team may submit the documents that they estimate are necessary to support the answers to the self-evaluation tool.

No additional project documentation or analysis has to be developed specifically for the IDB awards process.

Here is a list of the documents that are likely to be required if pre-qualified.

- Environmental Impact Assessment.
- Environmental Management Plan.
- Construction documents. Materials, plans, details, change orders, means and methods of construction.
- Available data on impact of the project in the development and growth in the area.
- Accessibility to the area.
- Available data on use of recycled materials, and proposals for energy reduction.
- Procedures for a Sustainability Management System.
- Reduction in greenhouse gas emissions.
- Different available documentation reports, minutes, memoranda that reflect the impact of the project.

(*) Some of the documentation specified above, can be integrated in Environment Management Plan, and any other document.

Prior to the submission of any such information or documentation, please review the IDB's non-disclosure policy for purposes of this awards process.



3. HOW THE “ONLINE SELF-EVALUATION TOOL” LOOKS LIKE?

3.1 PROJECT AND CONTACT INFORMATION

“IDB INFRASTRUCTURE 360° AWARDS”

PROJECT INFORMATION:

Please provide the name of the project.

Where is the project located?

What type of project is it? (water, transportation, energy ...)

3.2 PEOPLE & LEADERSHIP INDEX:

“IDB INFRASTRUCTURE 360° AWARDS”

INDEX :CATEGORY I, PEOPLE AND LEADERSHIP (PL)

SUB-CATEGORY QUALITY OF LIFE

- PL 1.1 Improve community quality of life
- PL 1.2 Stimulate sustainable growth and development
- PL 1.3 Develop local skills and capabilities
- PL 2.1 Enhance public health and safety
- PL 2.2 Minimize noise and vibration
- PL 2.3 Minimize light pollution
- PL 2.4 Improve community mobility and access
- PL 2.5 Encourage alternative modes of transportation
- PL 2.6 Improve site accessibility, safety and wayfinding
- PL 3.1 Preserve historic and cultural resources
- PL 3.2 Preserve views and local character
- PL 3.3 Enhance public space
- PL 3.4 Local Regulations and Standards



3.3 CATEGORY I: PEOPLE AND LEADERSHIP (PL)_SAMPLE QUESTIONS

"IDB INFRASTRUCTURE 360° AWARDS"

CATEGORY I: PEOPLE AND LEADERSHIP (PL)

ALL QUESTIONS MUST BE ANSWERED. IF ANY QUESTION WAS NOT APPLICABLE, YOU WILL HAVE THE OPPORTUNITY TO DECLARE THIS AT THE END.

SUB-CATEGORY QUALITY OF LIFE

PL 1.1 Improve Community Quality of Life.

Intent: Improve the net quality of life of all communities affected by the project and mitigate negative impacts to communities.

Metric: Measures taken to assess community needs and improve quality of life while minimizing negative impacts.

	No	A few times	Most of the time	Always	Exceed expectations
Are the relevant community needs, goals and issues being addressed in the project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have the potentially negative impacts of the project on the host and nearby communities been reduced or eliminated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has the project design received broad community endorsement, including community leaders and stakeholder groups?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3.4 CLIMATE & ENVIRONMENT (CE) INDEX.

"IDB INFRASTRUCTURE 360° AWARDS"

INDEX: CATEGORY II; CLIMATE AND ENVIRONMENT

SUB-CATEGORY RESOURCE ALLOCATION.

- CE 1.1 Reduce net embodied energy
- CE 1.2 Support sustainable procurement practices
- CE 1.3 Use recycled materials
- CE 1.4 Use regional materials
- CE 1.5 Divert waste from landfills
- CE 1.6 Reduce excavated materials taken off site
- CE 1.7 Provide for deconstruction and recycling
- CE 2.1 Reduce energy consumption
- CE 2.2 Use renewable energy
- CE 2.3 Commission and monitor energy systems
- CE 3.1 Protect fresh water availability
- CE 3.2 Reduce potable water consumption
- CE 3.3 Monitor water systems
- CE 3.4 Local Regulations and Standards



3.5 CATEGORY II CLIMATE& ENVIRONMENT. (CE) _SAMPLE QUESTIONS.

"IDB INFRASTRUCTURE 360° AWARDS"

CATEGORY II: CLIMATE AND ENVIRONMENT (CE)

ALL QUESTIONS MUST BE ANSWERED. IF ANY QUESTION WAS NOT APPLICABLE, YOU WILL HAVE THE OPPORTUNITY TO DECLARE THIS AT THE END.

SUB-CATEGORY RESOURCE ALLOCATION:

CE 1.1 Reduce Net Embodied Energy

Intent: Conserve energy by reducing the net embodied energy of project materials over the project life.

Metric: Percentage reduction in net embodied energy from a life cycle energy assessment.

	No	A few times	Most of the time	Always	Exceed expectations
Has the project team conducted an assessment of the embodied energy of key materials over the project life?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	No	At least 10% reduction	At least 30% reduction	At least 60% reduction	At least 80% reduction
Will the project achieve a reduction in net embodied energy over the life of the project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Credit Information:

*The assessment involves calculating the initial embodied energy from material extraction, refinement and manufacture, followed by the selection of materials with lower embodied energy over the project life.

*The estimation must consider the materials to be used in the project's construction as well as the materials to be used for maintenance and operation during the project life, as determined in the planning and design phase.

*Embodied energy reductions are measured against industry norms, or against conventional materials selection and design practices.

CE 1.2 Support Sustainable Procurement Practices

Intent: Obtain materials and equipment from manufacturers and suppliers who implement sustainable practices.

Metric: Percentage of materials sourced from manufacturers who meet sustainable practice requirements.



4. RESULTS OF THE ONLINE SELF-EVALUATION TOOL

4.1 LIST OF RESULTS.

After the completion of the online self-evaluation, you will get the results for your project achievement.

Those results would be automatically recorded in our system, for our evaluation.

463/568 **81.5%**

PL 1.1 Improve Community Quality of Life. **10/12**

Intent: Improve the net quality of life of all communities affected by the project and mitigate negative impacts to communities.

Metric: Measures taken to assess community needs and improve quality of life while minimizing negative impacts.

	No	A few times	Most of the time	Always	Exceed expectations
Are the relevant community needs, goals and issues being addressed in the project?	✓	✓	✓	✓	✓
Have the potentially negative impacts of the project on the host and nearby communities been reduced or eliminated?	✓	✓	✓	✓	✓
Has the project design received broad community endorsement, including community leaders and stakeholder groups?	✓	✓	✓	✓	✓

PL 1.2 Stimulate Sustainable Growth and Development. **12/12**

Intent: Support and stimulate sustainable growth and development, including improvements in job growth, capacity building productivity, business attractiveness and livability.

Metric: Assessment of the project's impact on the community's sustainable economic growth and development.

	No	A few times	Most of the time	Always	Exceed expectations
Will the project contribute to local employment?	✓	✓	✓	✓	✓