

# National REDD+ Program & Project Data Management System Manual

*Version: 1.0 (September 2025)*

*System Owner: National Fund for Sustainable Development (FNDS)*

*Scope: Administrative and operational procedures for the Register of REDD+ Programs and Projects, and its integration with MRV, SIS/GRM and the Emission Reductions Transactions Register.*

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## LIST OF ACRONYMS

ANAC	National Administration for Conservation Areas
DINAB	National Directorate of Environment
DNAMC	National Directorate of Environment and Climate Change
EF	Emission Factor
FNDS	National Fund for Sustainable Development
FREL	National Forest Reference Emissions Level
GoM	Government of Mozambique
GRM	Grievance Redress Mechanism
INOM	National Institute for Oceanographic Research
MDI	Letter of Interest
MRV	Monitoring, Reporting and Verification
QAQC	Quality Assurance and Quality Control
REDD+	Reducing Emissions from Deforestation and Forest Degradation
SIS	Safeguards Information System
SOP	Standard Operating Procedure

# Introduction

The development of this manual was based on a comprehensive review of relevant legislation, articles, and guidance documents. A collaborative workshop, brought together the Ministry of Agriculture, Environment and Fisheries (MAAP, formerly Ministry of Agriculture and Rural Development - MADER) represented by the National Fund for Sustainable Development (FNDS), the National Directorate of Environment and Climate Change (DNAMC) - formerly National Directorate of Climate Change), and other institutions from MAAP, including the National Directorate of Forests (DINAF), National Directorate of Lands and Territorial Development (DNTDT), National Administration for Conservation Areas (ANAC) and the National Institute for Oceanographic Research (INOM). From the Ministry of Finance participated: the Directorate of Monitoring and Evaluation, National Treasury and Economic and Financial Cooperation. The outcomes of this workshop informed the harmonized procedures and governance outlined in this manual.

## 1. Purpose and Context

This manual defines the governance, data standards and Standard Operating Procedures (SOPs) for the National Data Management System for REDD+ Programs and Projects. It operationalizes the mandates established in national regulation and ensures end-to-end traceability from submission/licensing to monitoring, reporting, verification and communication to the Transactions Register.

### Objectives

- Guarantee integrity, quality and lineage of REDD+ program/project data.
- Standardise workflows and roles across institutions (Directorate of Climate Change, FNDS, SPA/Provincial Services and project proponents).
- Establish minimum metadata, geospatial information.

## 2. Governance and Roles

### Institutions & functions

**DNAMC:** Approves Expressions of Interest (MDI), manages official communication with proponents, and submits license requests to the Minister of Land and Environment.

**FNDS (System Owner):** Administers the Register; endorses standards; validates and publishes records; manages access; conducts QA/QC; communicates verified Emission Reductions (ERs) to the Transactions Register; maintains MRV and SIS/GRM modules; coordinates the Scientific Committee; and provides technical support to DNAMC.

**SPA / Provincial Environment Services:** receives submissions/MDI; issues licences following ministerial decision; interfaces with proponents.

**Project Proponents (GoM, private sector, NGOs, communities):** submit MDI (According to the REDD+ Decree) and project documents; report monitoring results.

**Scientific Committee:** technical advice on FREL, MRV methods and standards.

**Ministry of Finance:** operates the national ER Transactions Register.

## System access roles

1. System Administrator (FNDS): user, catalogue and taxonomy management; integrity controls.
2. Registry Manager (FNDS): technical review, validation and publication.
3. SIS/GRM Curator (FNDS): safeguards records and grievance workflows.
4. Provincial Editor (SPA): document checks, routing and status updates.
5. Proponent: create/update own submissions; respond to requests.
6. Public Viewer: read-only access to public metadata/dashboards.

## 3. Data Model

**Identification:** unique Program/Project ID; proponent type (Program/Project; public/private/community); status (Submitted, Under Review, Licensed, Registered, Active, Closed/Cancelled).

**Location:** province/district; geometry (polygon/line/point) in WGS84 (EPSG:4326); area (ha); overlap checks. Technical reference: applicable FREL; method/standard; baseline; activities; indicators.

**Carbon:** stocks (tC/ha); emission factors; ERs estimated & verified (tCO<sub>2</sub>e) by period; uncertainty.

**Licensing:** submission date; opinions; ministerial decision; licence number

**Monitoring:** periodic reports (annual/semi-annual); activity data; results; QA/QC notes.

**SIS/GRM:** safeguards compliance; consultations; grievances and resolutions.

**Transactions:** ERs eligible; certificates/titles; serial numbers; transfers and retirement.

## 4. End-to-end Workflow (SOP)

This section operationalises the end-to-end REDD+ administrative procedures with clear inputs/outputs, validations, roles and evidence.

### 4.1 Process overview

Proponent → SPA (Provincial Services) → DNAMC → FNDS (technical opinion) → Minister (licence decision) → SPA (licence issuance) → FNDS (registration & publication) → MRV & SIS/GRM reporting → ER Transactions Register.

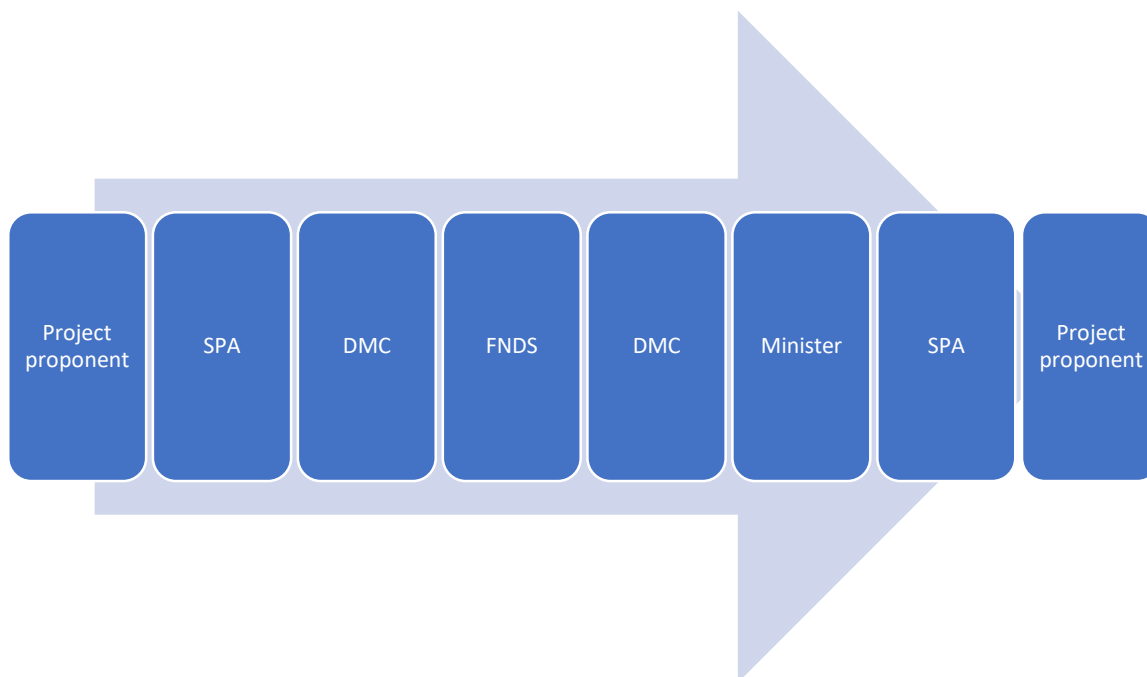


Figure 1: Process overview

### 4.2 Submission & Pre-registry (MDI)

**Purpose.** Capture an initial, standardised Expression of Interest (MDI) and evidence of district-level consultation.

**Inputs.** MDI form; district consultation minutes; site map; proponent legal/tax IDs; contact details.

## Steps

- Proponent completes MDI (annex 1) and attaches consultation minutes.
- SPA triage for completeness and basic eligibility (location within national territory; typology in scope; no obvious overlap with prohibited areas).
- SPA forwards the MDI to DNAMC (for administrative process) and FNDS for technical opinion.
- System action: Create Provisional Record (status: Under Review) with unique id.

## 4.3 Licensing & Registration

Purpose. Obtain the ministerial licence and register the project in the national Register.

Steps.

- FNDS provide the technical opinion to DNAMC on the MDI and project documents (methods/FREL, MRV, safeguards, overlaps, feasibility).
- DNAMC submits dossier to the Minister for decision.
- Upon approval, SPA issues the licence and notifies the proponent.
- FNDS validates minimum metadata & geometry and sets status Registered; public metadata are published.

**Outputs:** Ministerial licence; Registered record and published public page;

## 4.4 SIS/GRM (Safeguards & Grievance)

Purpose. Record safeguards compliance and run the grievance workflow (intake → assessment → action → closure).

## Steps

- Enter safeguards checklist and upload evidence (consultations, E&S plans, mitigation).
- GRM case management: register complaint, classify, assign SLA, document actions/decisions, close and publish summary.

**Outputs:** Safeguards record; Grievance Redress Mechanism (GRM) case log; public summaries where applicable.

## 4.5 Communication to the ER Transactions Register

Purpose. Communicate verified ERs for registration.

Steps.

- Assemble Transactions Package (JSON/XML) with project ID, period, verified ERs, verification report, destination account, signature.
- Transmit to the Transactions Register; archive receipt and update serial numbers in the Register.

**Outputs:** Submission receipt; certificates/titles; updated transactions log.

## 4.6 Publication, Transparency & ERMR

Purpose. Provide timely public information and generate ERMR annexes.

Steps.

- Publish public metadata/dashboards (Power BI/Geoportal).
- Auto-generate ERMR annexes: list of registered projects; statuses; ERs by period; SIS/GRM summary.

**Outputs:** ERMR evidence pack; list of REDD+ projects and their status:  
<https://app.powerbi.com/view?r=eyJrIjojODYzMjMxMGUtNzQ2ZS00YjQ4LWlwN2ItZjgxZGY4YjIzZTA2IiwidCI6IjQwNTRkZDM4LWFmMzktNDQxYi04MjFkLWUyOTlkOWIxZGQ1NCJ9>

## 4.7 Service Levels

SPA licence issuance: ≤ 15 days after ministerial approval.

DNAMC and FNDS technical opinion on ER packages: ≤ 30 days from receipt.

Finance (Transactions Register) registration & certificates: ≤ 15 days after positive opinion.

## 4.8 Inputs & Outputs by stage

MDI stage: inputs—MDI form, consultation minutes, site map; outputs—Provisional Record, request list.

Licence stage: inputs—project document, legal/tax docs; outputs—licence, Registered status.

MRV stage: inputs—activity data, EFs, uncertainty; outputs—approved MRV dataset.

Transactions stage: inputs—verified ERs, verification report; outputs—serialised certificates/titles.

## 4.9 Edge cases & special situations

Projects in Protected Areas: require ANAC opinion before SPA submission; record the ANAC reference in metadata.

Boundary updates: require change request and new geometry validation; previous geometry retained as historical version.

Proponent changes: require updated legal docs; audit trail preserved.

## 4.10 Status glossary

**Submitted → Under Review → Licensed → Registered → Active → Closed/Cancelled.**

This glossary defines the different status categories assigned to REDD+ programs and projects throughout the licensing and management in Mozambique. Each status reflects the stage of progress, review, or operationalization within the national REDD+ Programs and Projects Data Management System.

- **Submitted**  
The program or project proponent has submitted the *MDI (Letter of Intent)* and/or the full documentation package through the designated submission channel (SPA). At this stage, the system confirms receipt, and the submission is logged with a unique identification number.
- **Under Review**  
The submission is undergoing technical and administrative review. This includes validation by SPA, technical opinion by FNDS, and procedural checks by DNAMC. The proponent may be requested to provide clarifications or additional documentation.
- **Licensed**  
The Minister responsible for Land and Environment has issued a formal license, authorizing the proponent to implement the program or project. The license specifies conditions, obligations, and compliance requirements.

- **Registered**

The licensed program or project is officially recorded in the REDD+ Programs and Projects Data Management System. Registration ensures alignment with the National REDD+ Strategy, and the project is publicly listed to guarantee transparency and avoid double counting.

- **Active**

The program or project is under implementation. Activities are ongoing, monitoring is conducted, and periodic reports are submitted. During this stage, the project is subject to MRV (Measurement, Reporting, and Verification), safeguard monitoring (SIS), and GRM processes.

- **Closed/Cancelled**

The program or project is either (i) completed, having reached the end of its approved period, with final reporting submitted, or (ii) cancelled/revoked due to non-compliance, voluntary withdrawal, or other circumstances determined by the competent authorities.

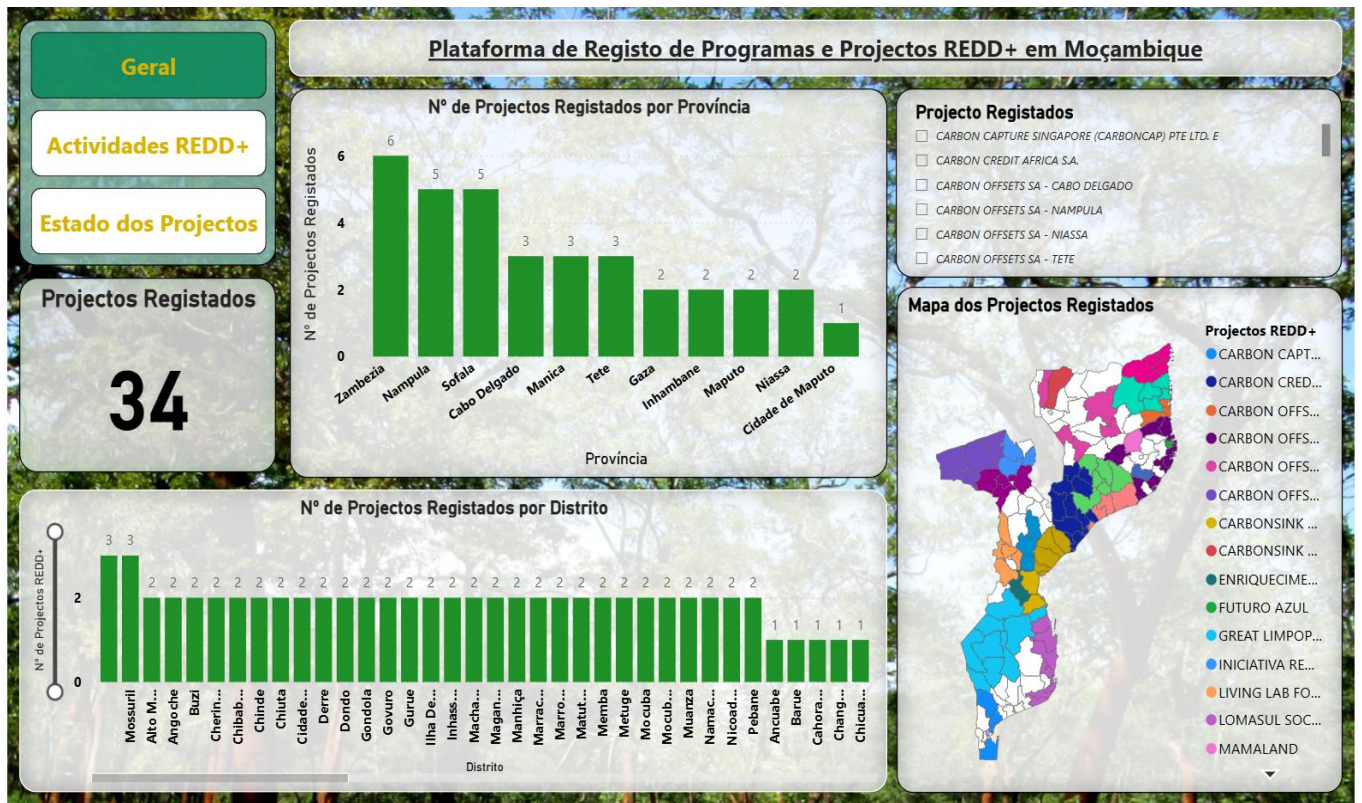


Figure 2: Program and projects REDD+ registry platform

## 4.11 Registration Platform

The REDD+ Program and Project Registration Platform includes a set of mandatory and optional fields designed to ensure that all essential information is collected in a structured and standardized way. These fields allow the government and other relevant entities to properly assess, review, and monitor the proposed initiatives.

### Manifestação de Interesse para Projectos REDD+



*Este Formulário de Manifestação de Interesse, destina se as empresas que pretendem estabelecer projectos REDD+ no território Moçambicano*

#### I. Informação Inicial

Nome do Proponente do Projecto\*  
*Principal*

Figure 3: Example of fields in the registration platform

The form filling fields are organized as follows:

#### **Project identification and contact information**

- Project Name
- Name of the Project Proponent
- Representative of the Project Proponent
- Position/Title of the Representative
- Contact Email
- Contact Phone Number

**Geographical scope**

- Province and District where the project will be implemented

**Project description and beneficiaries**

- Activities to be developed under the REDD+ project
  - Provide a detailed description of all planned activities
- Beneficiaries of the project
  - Describe the targeted beneficiaries and provide an estimate of the expected number of people to be reached
- Expected Results
  - Provide a detailed description of the project's expected outcomes

**Implementation period**

- Planned start date
- Planned end date

**Expected impact**

- Expected CO<sub>2</sub> emissions reduction
- Certification standard to be applied
  - Example: VCS, Gold Standard, etc.

**REDD+ activities**

Applicants should select all relevant activities included in the project:

- Forest Degradation
- Deforestation
- Reforestation / Enhancement of Carbon Stocks
- Conservation of Carbon Stocks
- Restoration
- Other relevant activities

**Carbon pools monitored**

Projects should indicate all carbon pools that will be monitored:

- Above-Ground Biomass (AGB)
- Below-Ground Biomass (BGB)
- Soil Organic Carbon (SOC)
- Dead Organic Matter (DOM)
- Litter

## Supporting documentation

- Attach the official Letter of Intent (Manifestação de Interesse) of the Project
- Attach additional relevant project documents (e.g., community consultation letter, technical reports, etc.). If there are multiple files, they should be uploaded in a compressed (.zip) format.

## 4.12 Data Management

Data collected through the registration platform is managed by the MRV Unit. The management process ensure that all submitted information is complete, reliable and comparable across projects. The information is stored in a structured database that allows for efficient reporting and analysis, and the MRV Unit is also be responsible for implementing routine data backup procedures to minimize the risk of data loss.

## 4.13 Data Security

To safeguard the integrity and confidentiality of project information, the data management system includes security protocols. Access to the platform is controlled through user authentication and role-based permissions, ensuring that only authorized individuals can enter, modify, or view sensitive information. In addition, the system activity is subject to regular monitoring and audit to detect and prevent any unauthorized use.

## 4.14 Emergencies

The REDD+ National Program data management system has been designed to ensure resilience and operational continuity in emergency situations. For this purpose, the entire platform operates on cloud servers with high capacity, rather than local servers installed in the office. This configuration significantly reduces the risk of data loss caused by physical equipment failures, natural disasters, or local infrastructure issues.

## 4.15 Updates

The REDD+ Program & Project Data Management System is subject to regular updates to ensure its continued effectiveness. These updates will follow an annual review process, conducted by the MRV Unit in coordination with relevant stakeholders such as DNAMC, SPA and project proponents. The review focus on assessing the system's overall performance, collecting user feedback, and identifying any new legal, institutional, or technical requirements. Based on this assessment, adjustments and improvements will be introduced to the platform. The results of the annual review will be documented in a System Update Report, which will provide transparency on the changes made and serve as a reference for subsequent cycles. This process ensures that the system remains reliable, secure, and fully aligned with both national needs and international standards.

## ANNEX 1 MDI

### Manifestação de interesse para implementar um Programa/projecto REDD+

Local e Data

Ao senhor Director do

Serviço Provincial do Ambiente

Província de ....

Na qualidade de representante legal da Instituição....., manifesto interesse em implementar um Programa/projecto REDD+, de acordo com o decreto N° 23/2018, 3 de Maio, nos seguintes distritos....., na província de ..... Já iniciámos o contacto com as autoridades locais (colocar o/s nome/s e datas dos encontros).

Descrição do nosso programa/projecto REDD+:

- 1- Objectivo/s;
- 2- Actividades que vão desenvolver no âmbito do REDD+;
- 3- Os beneficiários abrangidos pelo projecto (metas);
- 4- Os resultados que pretendem alcançar;
- 5- Período de implementação do Projecto (Data de início e Data de fim);
- 6- Expectativas em volume (ton de CO<sub>2</sub>e de redução de emissões)

Atenciosamente

Cargo do representante:

E-mail:

Endereço para comunicação:

Telefone para contacto:

(assinatura)

(nome)

(cargo)