

IMPACT
Data



PROPARCO
GROUPE AFD

User Guide



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Proparco has launched its online platform for collecting impact data related to its financing: **Impact Data**.



This platform will allow you to conveniently and securely access and submit your impact data.

You are invited to submit your data as part of Proparco's annual impact reporting campaign.

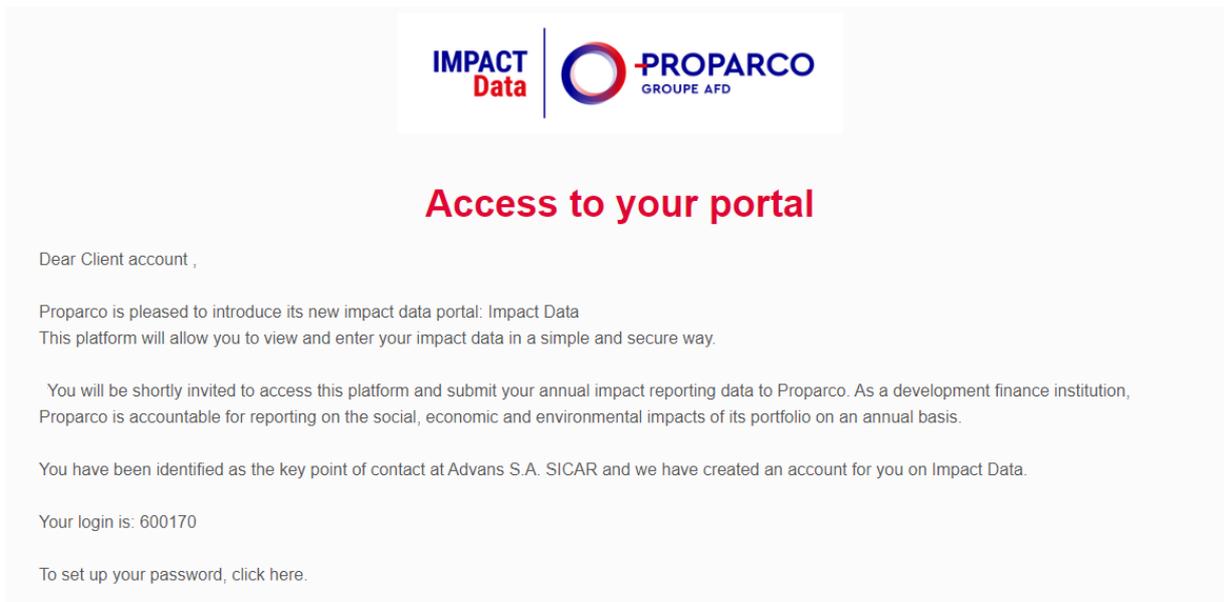
Thank you in advance for your cooperation.

Please feel free to contact us at impactdata@proparco.fr for any clarification.

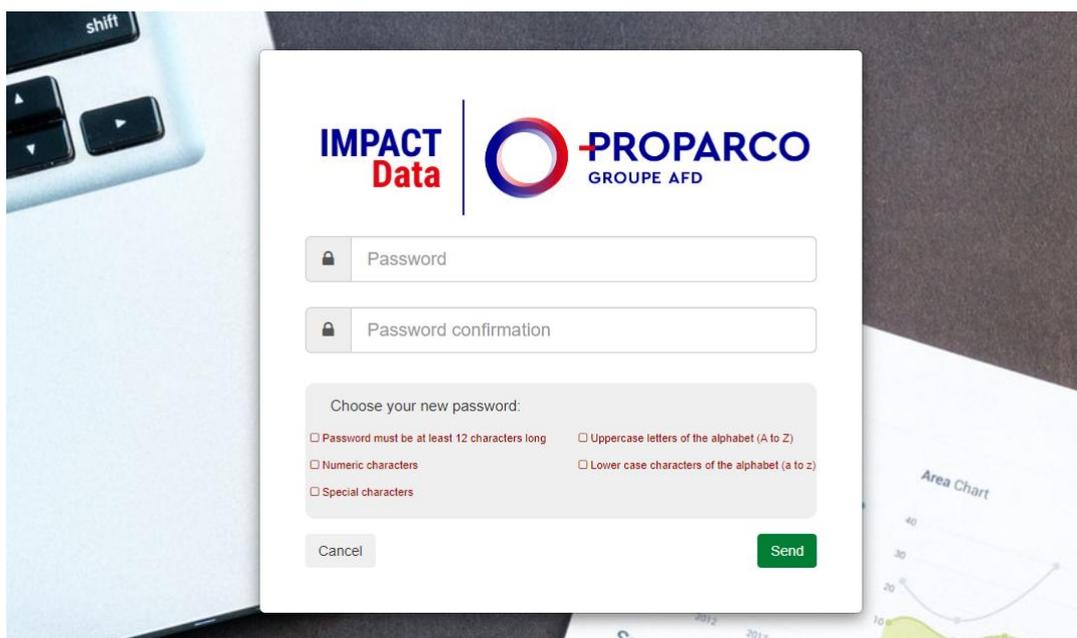


Sign in to your account

You've been sent an email by Proparco's Impact team, prompting you to create a password and access your client portal.



Click on the link provided in the email sent by the Proparco Impact Team. This will direct you to a login page.

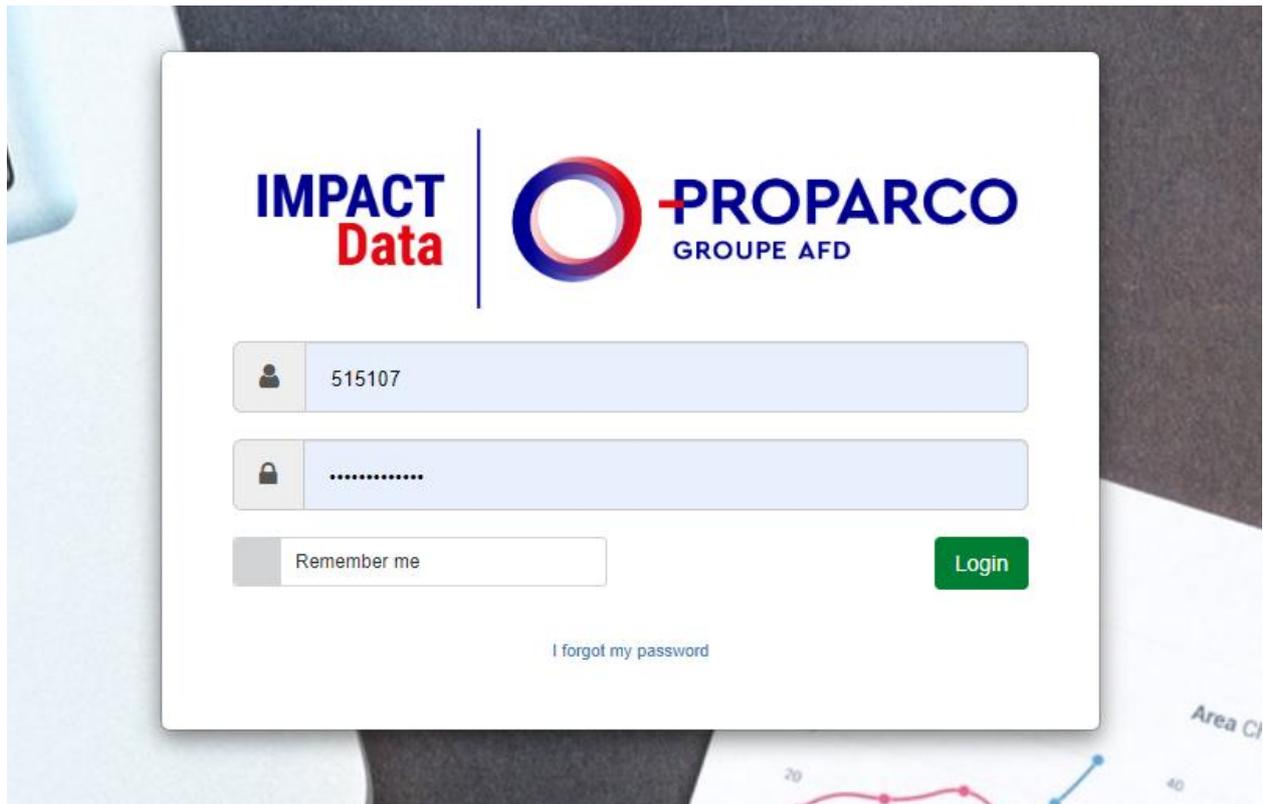


Choose your password.



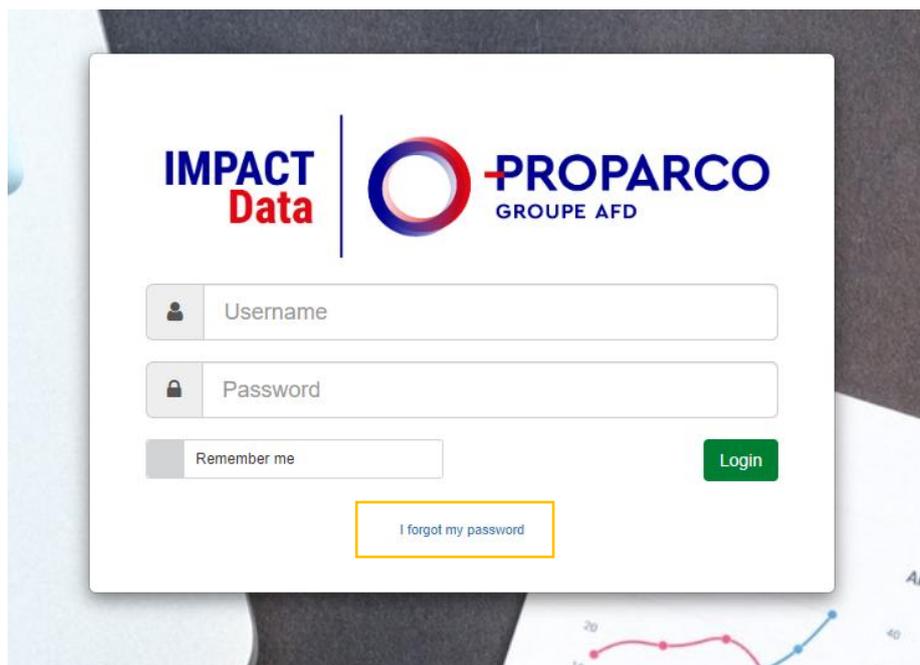
Sign in to your account

Log in using the login ID provided in the email.
Please note that your login ID is different from your email address.



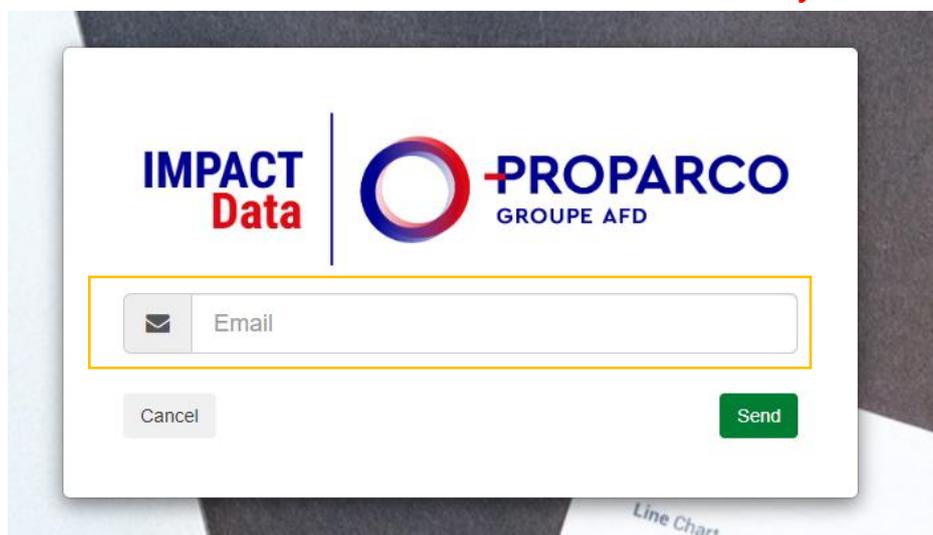
Sign in to your account

After 5 wrong attempts at your password, your account will be blocked. You will have to unblock it by resetting your password. Should you have trouble recalling your password, click on 'I forgot my password'.



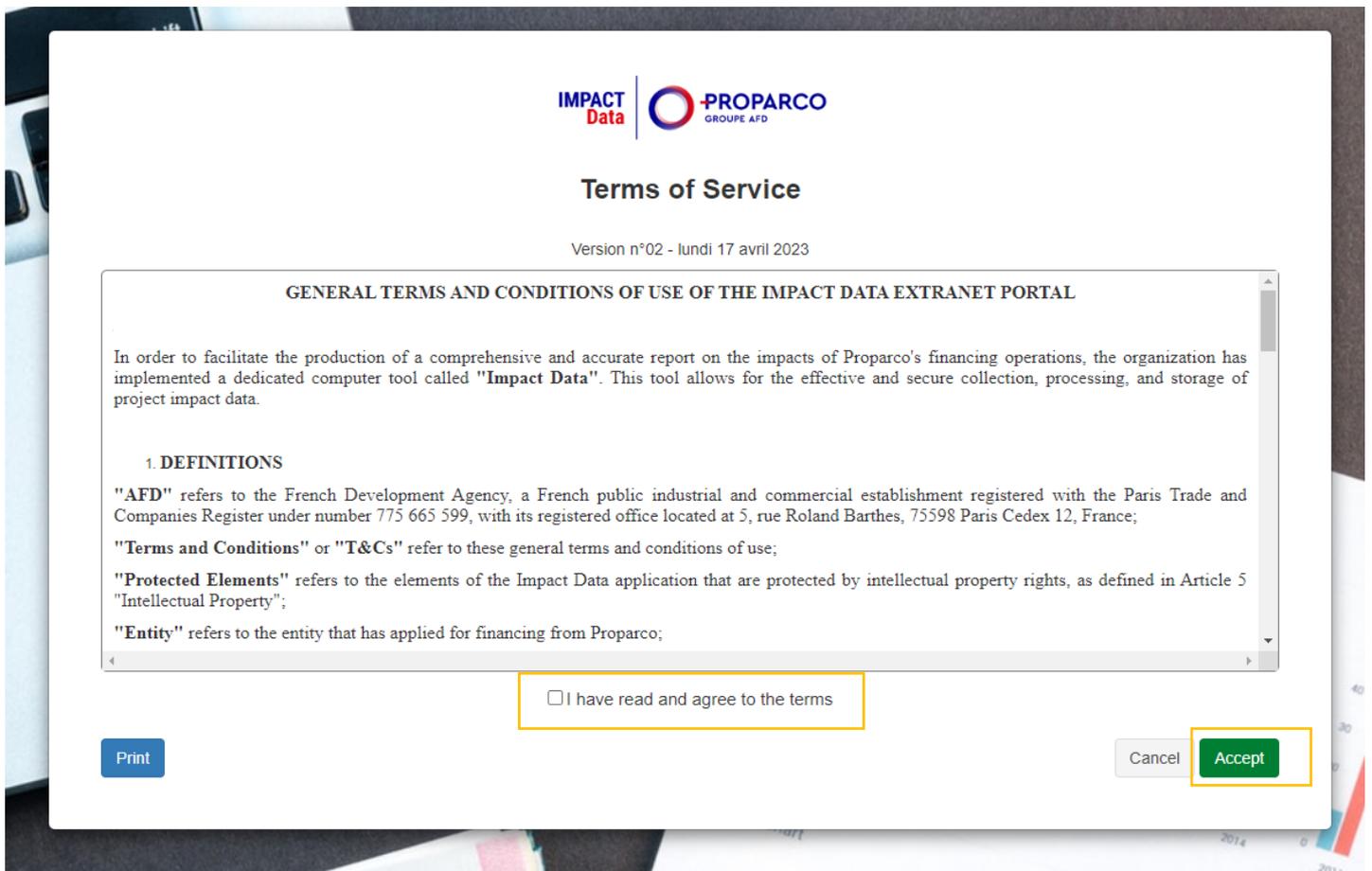
The screenshot shows a login interface with the IMPACT Data and PROPARCO GROUPE AFD logos at the top. Below the logos are three input fields: 'Username' (with a person icon), 'Password' (with a lock icon), and 'Remember me'. To the right of the 'Remember me' field is a green 'Login' button. Below these fields is a yellow-bordered button labeled 'I forgot my password'.

Enter your email address in the designated field. Note that only one email address is associated with your account. If you do not remember it, please contact us at impactdata@proparco.fr. A new email containing a password reset link will be sent to you. **Please note that the link is valid for 30 minutes only**

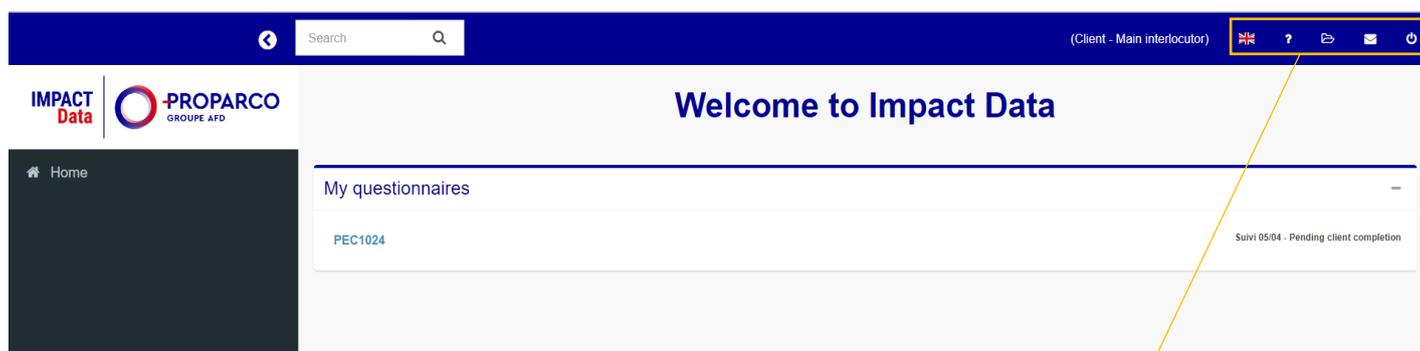


The screenshot shows a password reset interface with the IMPACT Data and PROPARCO GROUPE AFD logos at the top. Below the logos is a yellow-bordered input field labeled 'Email' with an envelope icon. Below the email field are two buttons: a grey 'Cancel' button and a green 'Send' button.

After successfully logging in, tick the box that says "I have read and agree to the terms" and then click on "Accept".



By selecting options from the top menu on the homepage, you can carry out various actions.



Switch the language display to French



Access the user guide, definitions, use of funds templates and other resources



Consult the policy on managing personal data

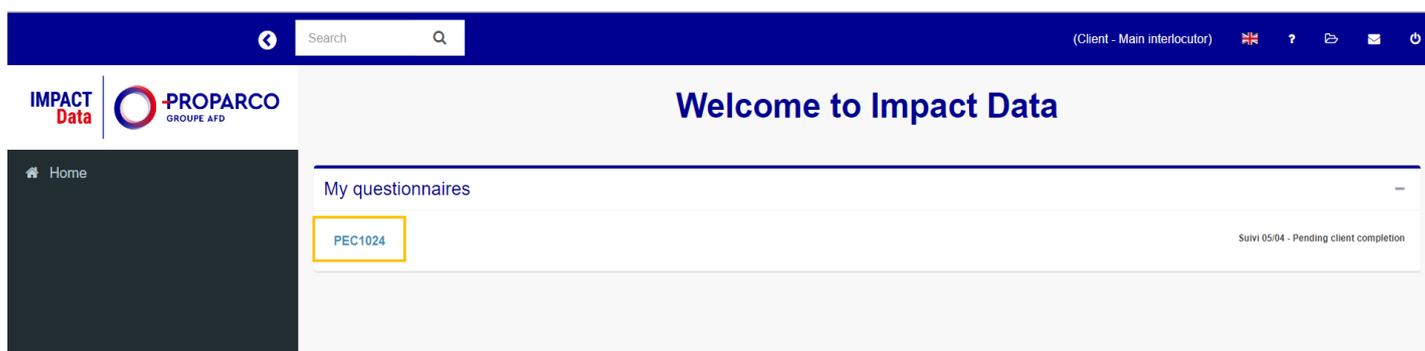


Contact the Proparco Impact Team



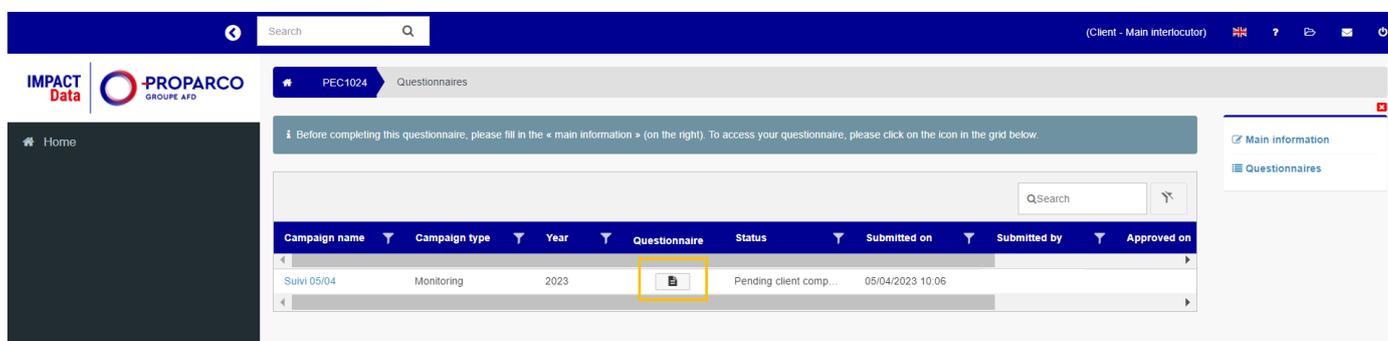
Sign out from Impact Data

On the home page, select the impact questionnaire(s) (labeled with a project reference).



Important note: This page will display a list of all the questionnaires linked to your login. It is possible that you have received multiple logins associated with the Proparco internal system. If so, kindly complete all the questionnaires received for each login.

To proceed with your questionnaire, click on the icon 



Input your impact data

Complete the questionnaire. For each question you can either (i) select an answer from a drop-down menu, or (ii) provide an answer.

Only input data in the white cells, and please note that questions framed in orange are obligatory.

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The data is automatically saved.
 - Please use the scroll bars and/or adjust the size of the columns to view the entire questionnaire.
 - The questions framed in orange are mandatory. The questionnaire cannot be submitted unless all of these questions are completed. Only the white cells can be filled in.
 - Language used in the comment areas must be adequate, relevant and not excessive.

Some mandatory questions have not been completed [View details](#)

Show/Hide columns [Back to default view](#)

Code	Question	Answer to be selected	Enter an answer	NA ⓘ	Comments
Section: 1. GENERAL INFORMATION					
Sub-section: 1.01 Contact					
0002	Company website			<input type="radio"/>	
0003-0001	Name of the person completing the reporting			<input type="radio"/>	
0003-0002	... function			<input type="radio"/>	

You have the flexibility to enter and exit the questionnaire without losing your data, as the system automatically saves any changes made.

Upon completing the questionnaire, please click on "Submit". **If the button is inactive, ensure that you have answered all the required questions. The “view details” button in the orange warning box will allow you to view the missing questions.**

10109	Food item produced 2 (if relevant)			<input type="radio"/>	<input type="radio"/>
10110	Production volume during the reporting period - Food item 2 (in tons, if relevant)			<input type="radio"/>	<input type="radio"/>
10111	Food item produced 3 (if relevant)			<input type="radio"/>	<input type="radio"/>
10112	Production volume during the reporting period - Food item 3 (in tons and if applicable)			<input type="radio"/>	<input type="radio"/>
10113	Please provide details on the source and/or calculation of the previously entered number(s).			<input type="radio"/>	<input type="radio"/>

[Submit](#)

Prior to finalizing the submission of your impact report, you have the option to include a general comment on your questionnaire.

When completing your questionnaire

1. Input your financial data in the selected currency

The currency will have be selected in the “Financial“ section of the questionnaire. Ensure the financial data is entered in units (e.g.,: 7000000.00 for 7 million).

2. Add details and clarifications to your responses

We value your thorough completion of the questionnaire. Please feel free to provide any relevant clarifications. This will reduce the need for our staff to contact you.

3. For Fund Managers: Complete the data for your entire portfolio

Questions in the portfolio section pertain to your portfolio companies. Fill in sections corresponding to the number of companies in your portfolio, and leave other sections blank (e.g.,: for 3 companies, complete 3 sub-sections only).

Before finalizing and submitting your questionnaire

1. Feel free to include a general comment on the questionnaire

Prior to finalizing your submission, you will be given the opportunity to add general comments and share your opinions on the questionnaire. A final window will appear when you click on "Submit".

If you have any questions, concerns or issues, please do not hesitate to contact us via e-mail at impactdata@proparco.fr or by clicking on the  icon in your top menu.