

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.

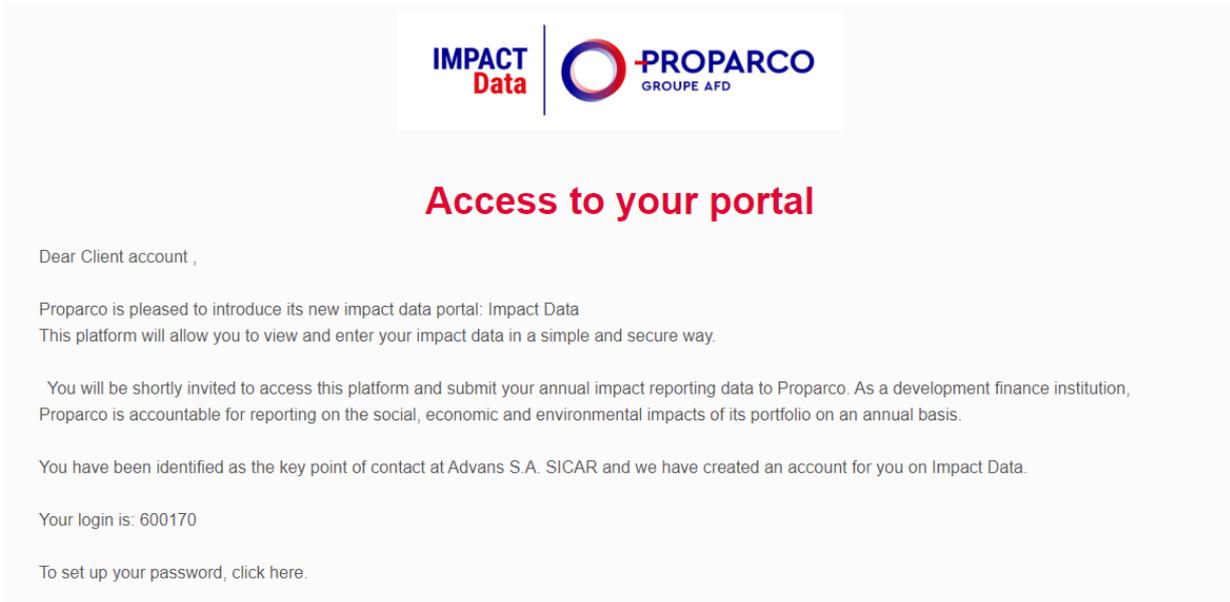
Thank you in advance for your cooperation.

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

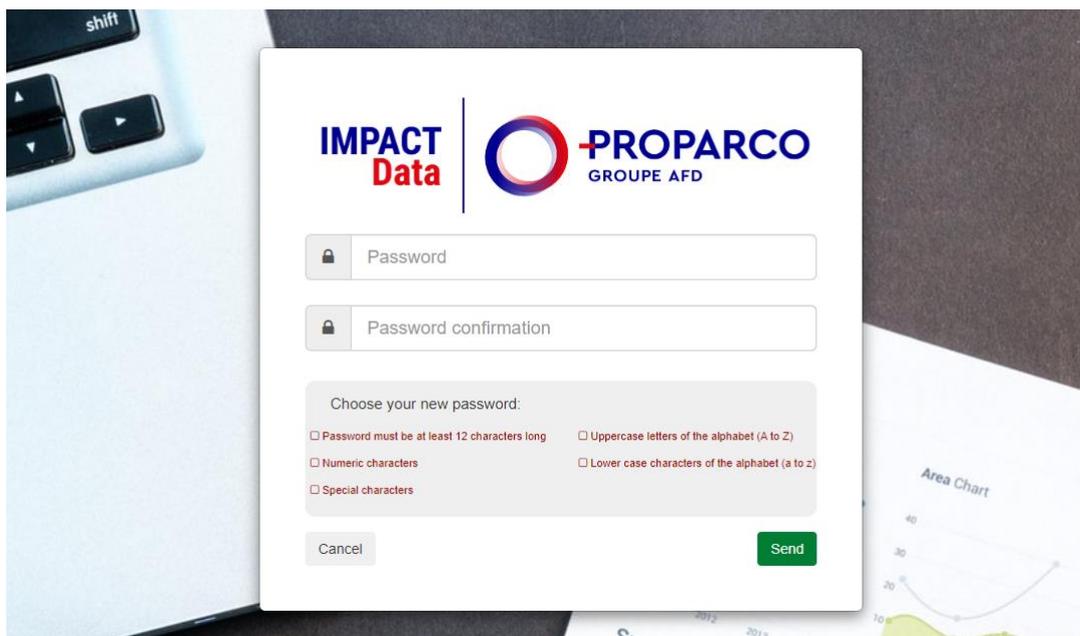


Sign in to your account

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

Access your account using the login provided in the email.

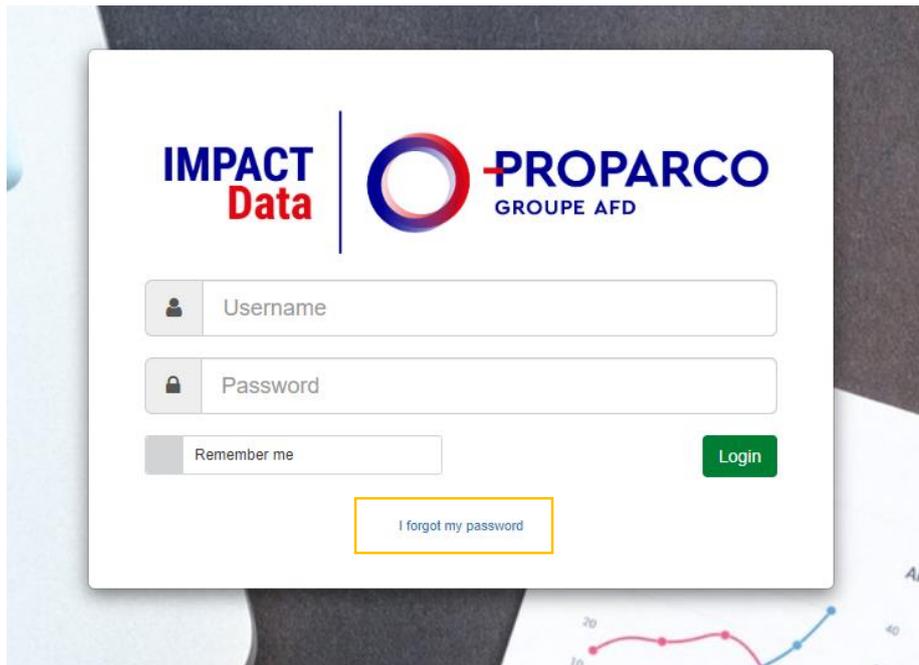
The image shows a login form for IMPACT Data and PROPARCO GROUPE AFD. The form is white and centered on a dark background. It features the following elements:

- Logos:** The IMPACT Data logo (blue and red) and the PROPARCO GROUPE AFD logo (blue and red) are positioned at the top left of the form.
- Username Field:** A light blue input field with a user icon on the left and the text '515107' inside.
- Password Field:** A light blue input field with a lock icon on the left and a series of dots representing a masked password.
- Remember me:** A checkbox with the text 'Remember me' next to it.
- Login Button:** A green button with the text 'Login' in white.
- Forgot Password Link:** A link with the text 'I forgot my password' centered below the password field.

In the background, a document with a line graph and the text 'Area Cl' and '40' is partially visible.

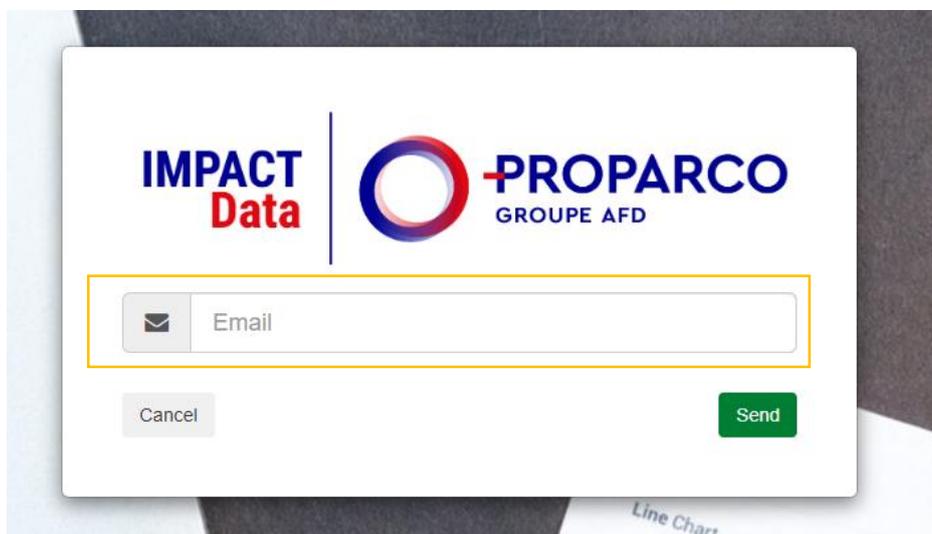
Sign in to your account

Should you have trouble recalling your password, click on 'I forgot my password'.



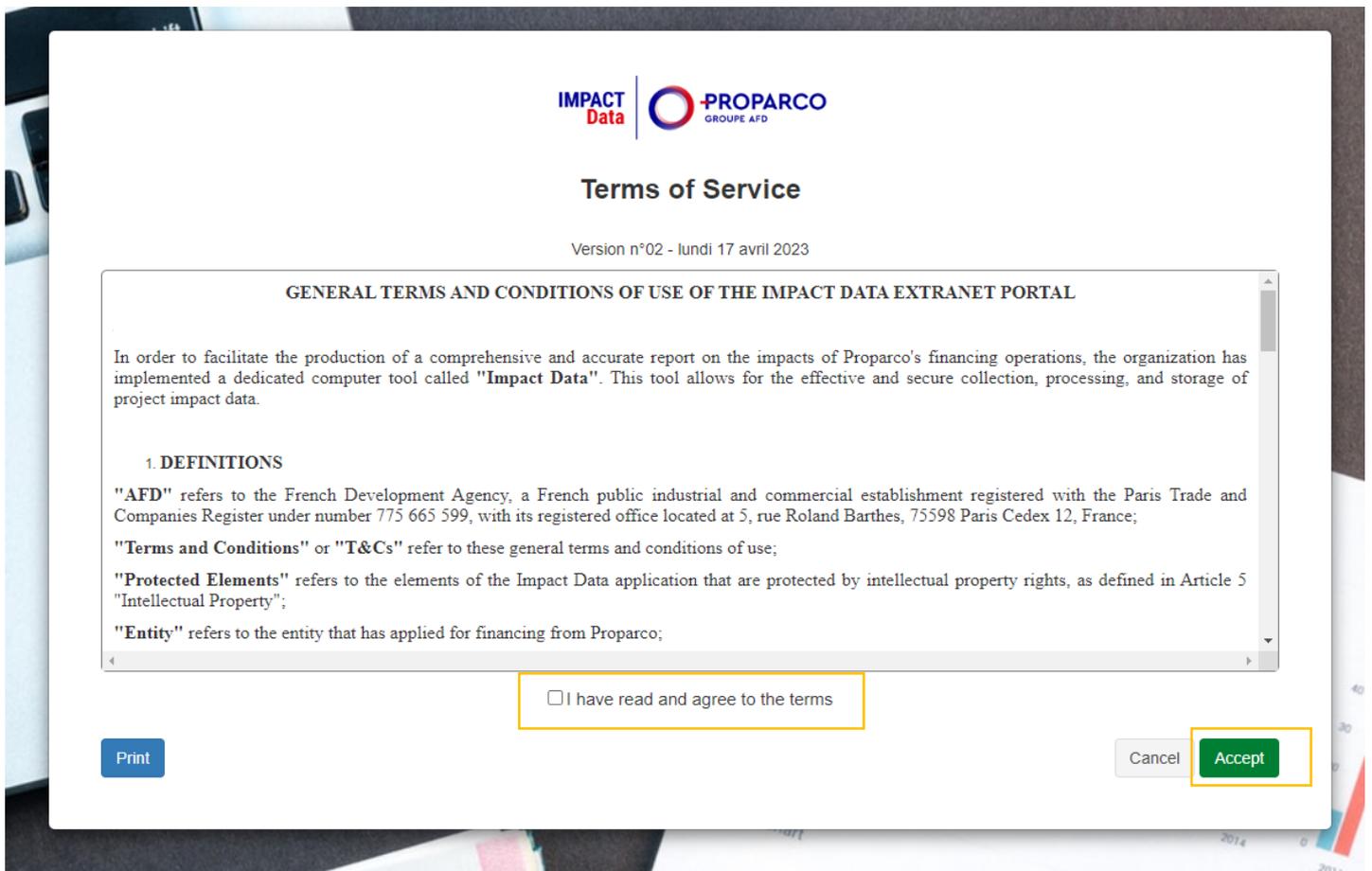
The screenshot shows a login form for IMPACT Data and PROPARCO GROUPE AFD. The form includes a 'Username' field, a 'Password' field, a 'Remember me' checkbox, a green 'Login' button, and a yellow-bordered link that says 'I forgot my password'.

Input your email in the designated field. A new email containing a reset link will be dispatched to you.

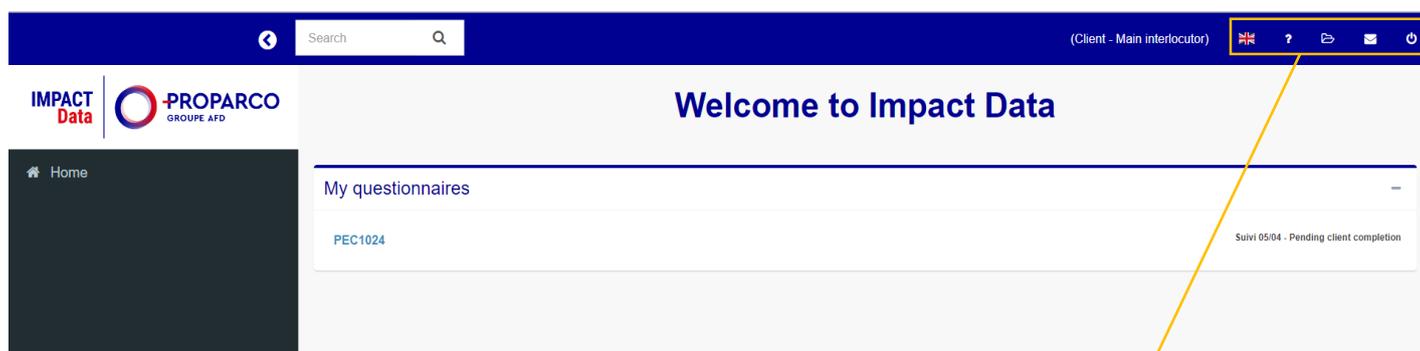


The screenshot shows a password reset form for IMPACT Data and PROPARCO GROUPE AFD. The form includes an 'Email' field with an envelope icon, a grey 'Cancel' button, and a green 'Send' button. The 'Email' field is highlighted with a yellow border.

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

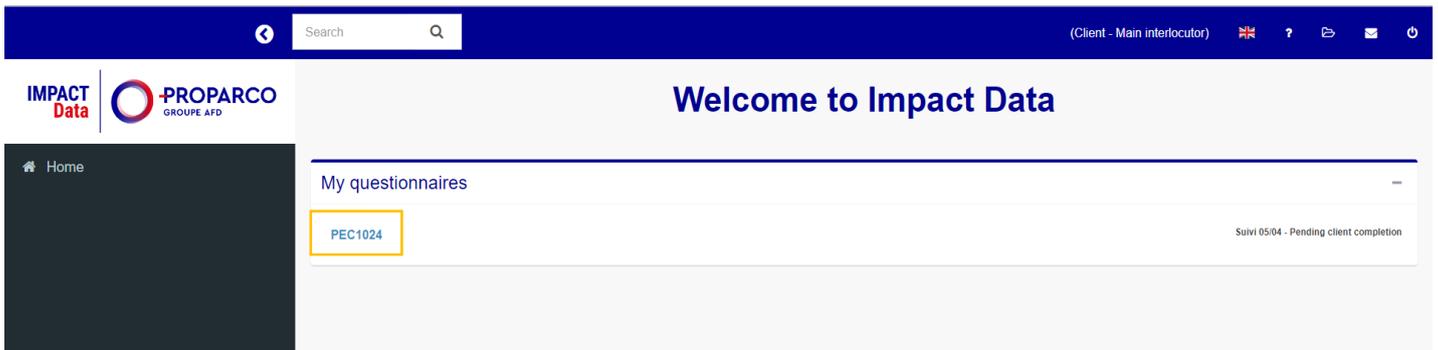


Contact the Proparco Impact Team



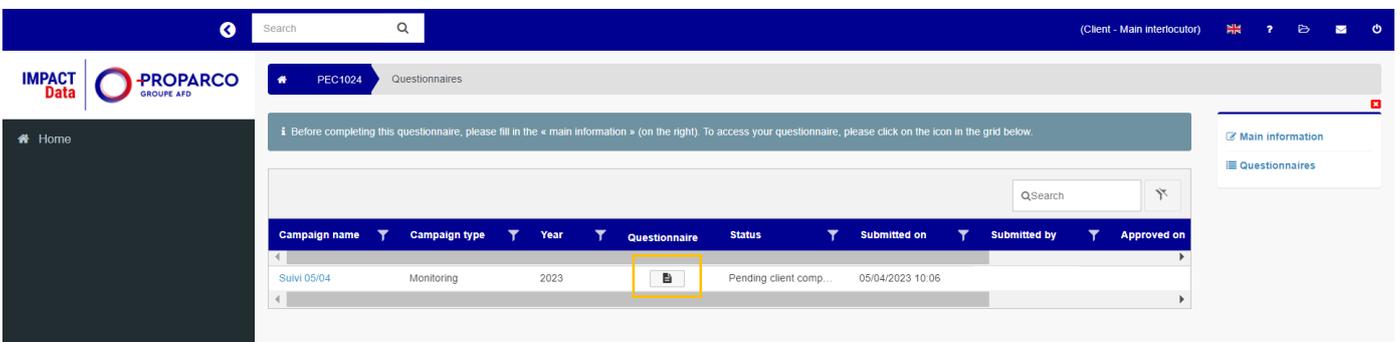
Sign out from Impact Data

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.

The screenshot shows a web interface for a questionnaire. At the top, there is a search bar and user information: "Claudia ESPINAR (Client - Main interlocutor)". Below this, a breadcrumb trail shows "PPE1024" and "Questionnaires" for the year "2023". A notification states: "The data recording is automatic. Please use the scroll bars and/or adjust the size of the columns to view the full information." Another note says: "Data inserted in the free-form comment areas must be adequate, relevant and not excessive." A prominent orange warning bar reads: "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." Below this is a table of questions:

Question code	Question	Select an answer (drop-down menu)	Enter an answer	Not applicable	Not available
Section: 1. GENERAL DATA					
10001	Instruction: Before completing the survey, please, confirm that the project general information is correct (see Home-> My questionnaires -> Main information)? Otherwise, submit your corrections in the box of comments.			<input type="radio"/>	<input type="radio"/>
10002	Name of the person completing the reporting			<input type="radio"/>	<input type="radio"/>
10003	Function of the person completing the reporting			<input type="radio"/>	<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.**

This screenshot shows a continuation of the questionnaire table:

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"/>

At the bottom right of the interface, a green "Submit" button is highlighted with a yellow box.

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.