REPORT

planetGOLD

Making a world of difference
in small-scale gold mining.

A GEF Initiative

planetGOLD Criteria: KoboToolbox User Guide

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UN environment programme

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Overview

planetGOLD has developed a data collection tool to empower Mining Entities (ME), and planetGOLD projects that are assisting the MEs, to play an active role in improving their conformance with the **planetGOLD Criteria** and achieving positive shifts in their operations. The tool allows MEs to collect data digitally regarding conformance with the planetGOLD Criteria. A questionnaire designed to collect relevant information for each aspect of the Criteria can be accessed using **KoboToolbox**. The data collected can then be used to create a simple PDF report that documents the responses to the questionnaire. The ME can use this report for its own management purposes, share the report with the planetGOLD project team, and/or share the file to comply with part of a stakeholder's due diligence processes.

This guide offers assistance for MEs, and planetGOLD projects assisting them, to navigate the questionnaire in KoboToolbox.

If MEs are interested in going beyond simple data collection via Kobo, ongoing monitoring and analysis integrating the data can be conducted using Bloom by IMPACT. Bloom is a separate web application developed by international non-profit IMPACT, which applies a scoring algorithm to the questionnaire responses, resulting in an integrated, real-time assessment of the results, and the ability to quickly flag risks, visualize insights, and monitor progress over time. Additional detail on Bloom functions appears in the final section of this document.

An early version of the Bloom application was released for limited users in 2024. Additional functions and updates were released in 2025, and additional navigation and accessibility features are planned for 2026. Users must pay for a license to use the application.

To learn more about Bloom, feature updates, training materials, as well as costs, please visit www.bloombyimpact.com or contact the Bloom team at info@knowledge4impact.com.

Using Kobo to collect and share planetGOLD Criteria data

Mining operations can use KoboToolbox to download, complete the planetGOLD Criteria questionnaire and share. Please follow the steps below to access the questionnaire.

STEP 1: Be sure you are connected to the internet (Google Chrome or Explorer)

STEP 2: Select the planetGOLD questionnaire link below which will direct you to KoboToolbox and provide access to view the questionnaire in a self-assessment format.

planetGOLD Questionnaire

STEP 3: Select your preferred language (English, French or Spanish) and download the questionnaire to your device. Once downloaded, the questionnaire can be filled in with data from your device.

STEP 4: Before completing the questionnaire, please read the important details below:

- The questionnaire is composed of a total of 209 questions; it is recommended to dedicate approximately 3-4 hours to complete.
- For closed questions indicate your response as “Yes” or “No,”
- For open questions, provide explanations.
- Do not upload documents to the questionnaire. Although the option appears available, it is non-functional in this mode, and no files will be saved to the database. Instead, users should store their documentation separately-digitally or physically - for sharing with allies or counterparts as evidence for their planetGOLD Criteria self-assessment.

Instructions are provided in the next section for saving and sharing the questionnaire when using a computer, tablet, Smartphone and/or Android.

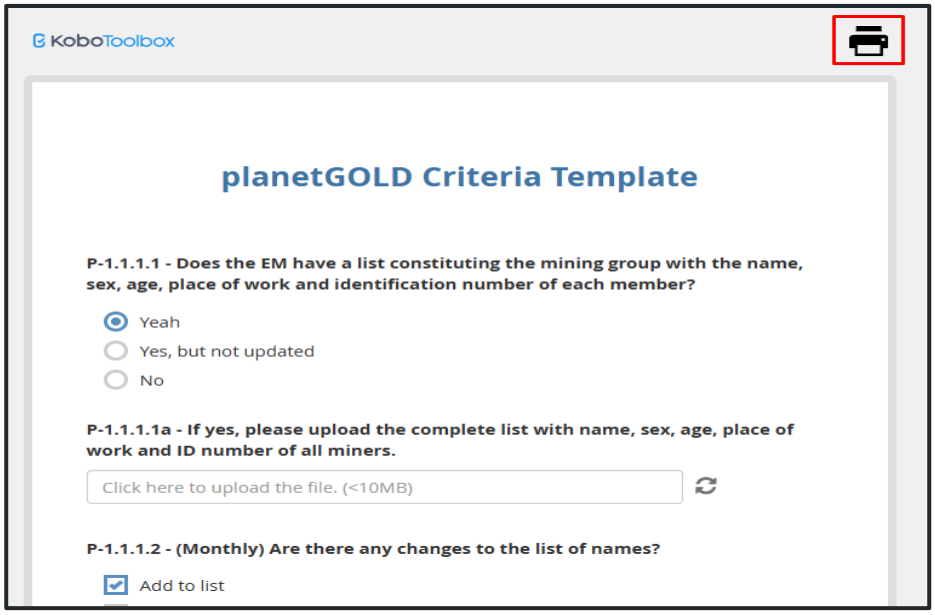
Instructions when using a computer/tablet, Smartphone (iOS), and/or Android

- Computer or tablet
- Smartphone (iOS)
- Android

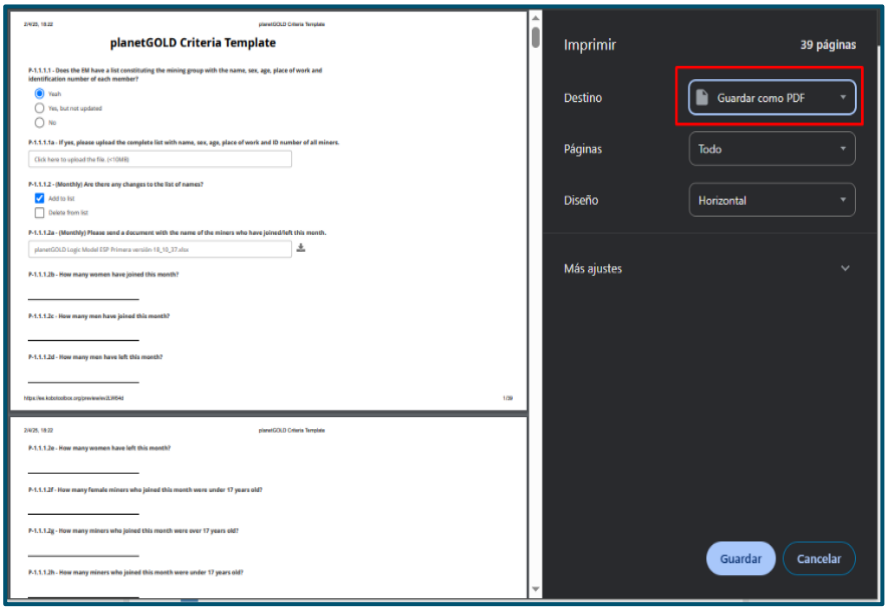
COMPUTER OR TABLET USERS

Once the questionnaire is complete, follow the steps below to save and share:

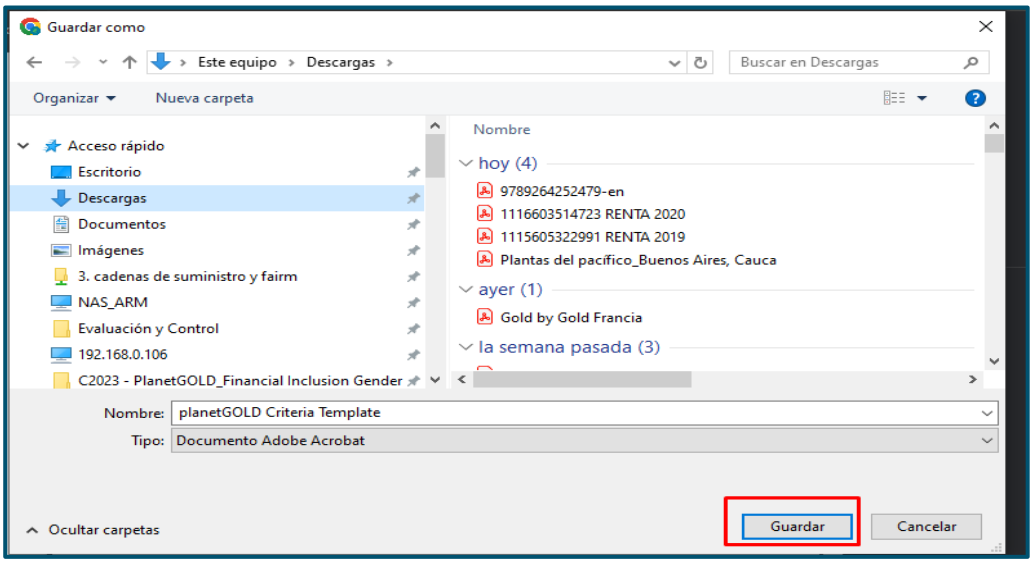
Step 1 Once the questionnaire is complete, select the print icon (outlined in red)



Step 2 Next to the "destination" tab select the "Save as PDF" (outlined in red) and then click on “Save” (light blue button in image below)



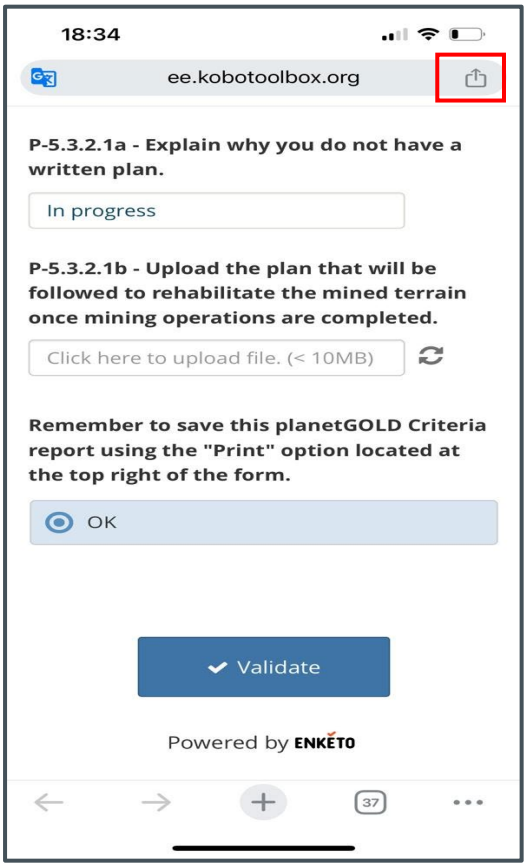
Step 3 To save the final questionnaire, select your preferred folder. Once the folder is selected, click on the "Save" button (outlined in red).



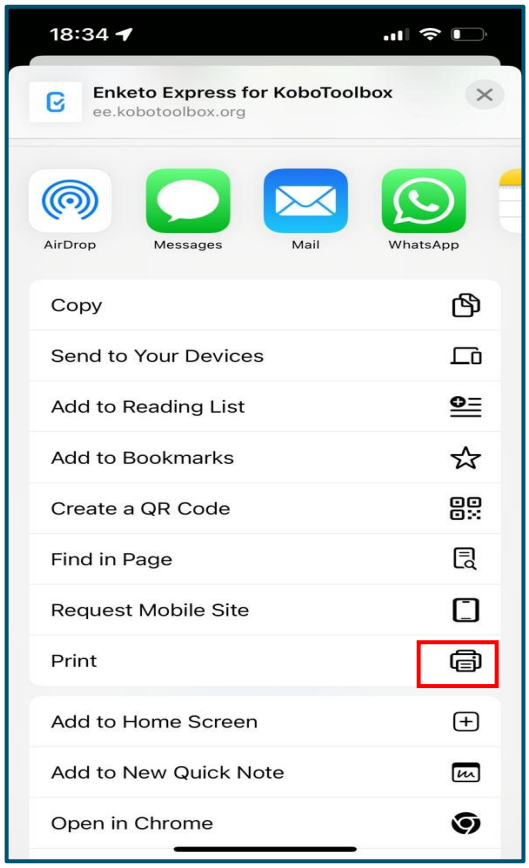
SMARTPHONE (IOS) USERS

Once the questionnaire is complete, follow the steps below to save and share:

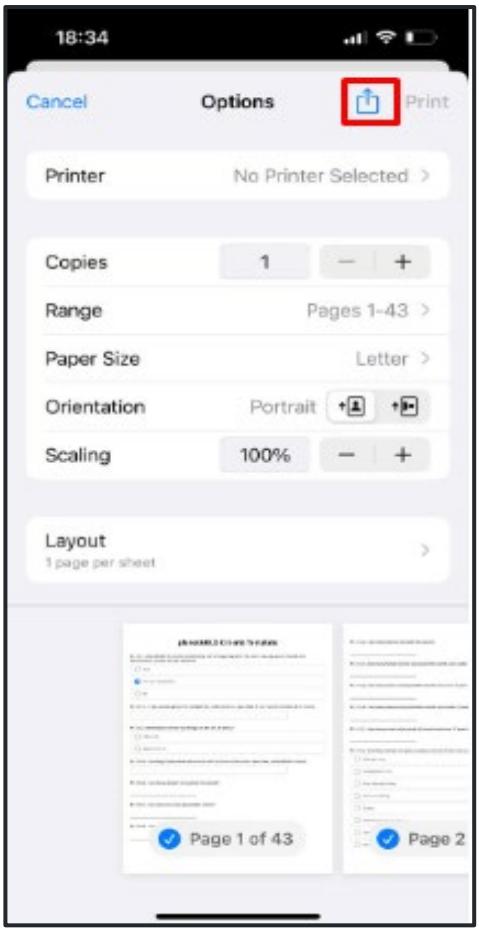
Step 1 Select the "Share" icon in the top right (outlined in red)



Step 2 Select the "Print" icon (outlined in red)



Step 3 Select the “Share” icon (outlined in red)

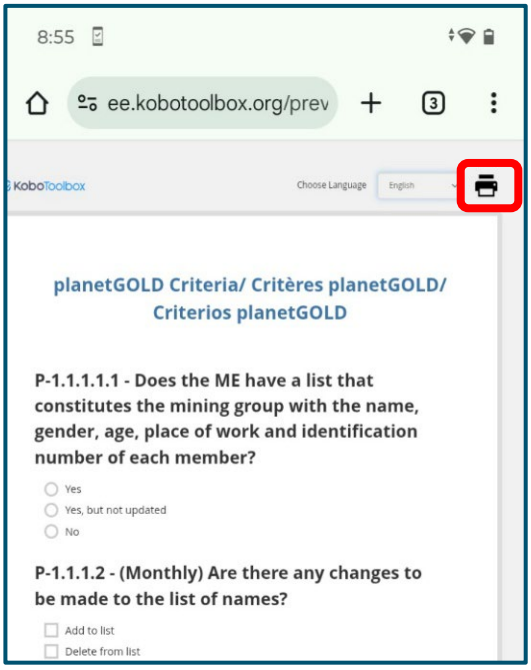


Step 4 Share the PDF version of the questionnaire through various channels; the most recommended is email or WhatsApp

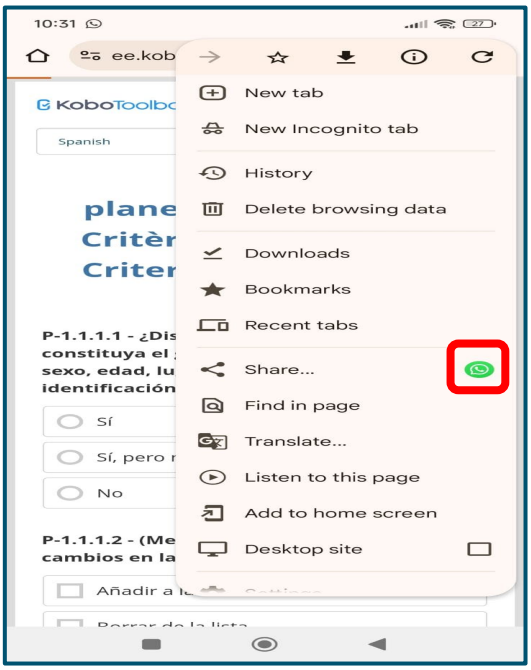
Android Users

Once the questionnaire is complete, follow the steps below to save and share:

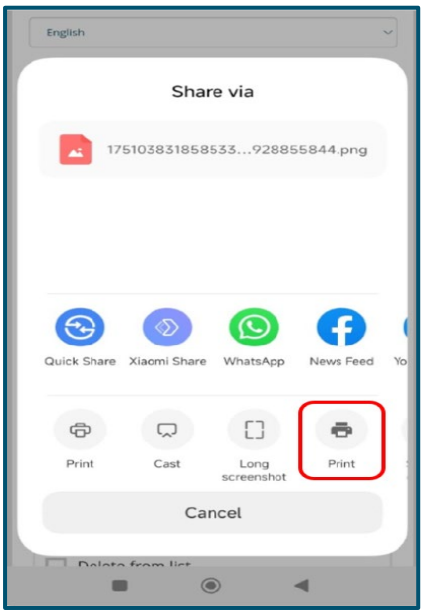
Step 1 Once the questionnaire is completed select the "Print" icon (outlined in red)



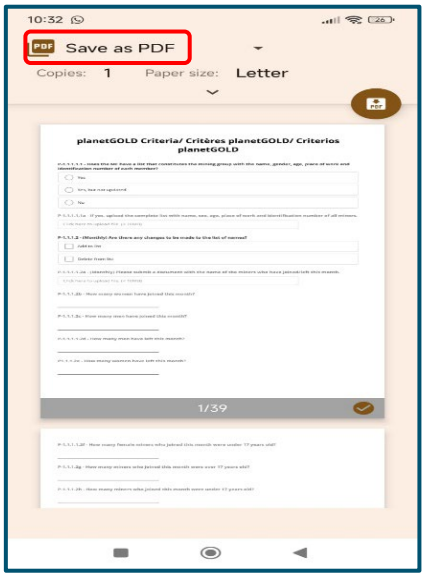
Step 2 Select the "Share" icon (outlined in red)



Step 3 Select the “Print” icon (outlined in red)

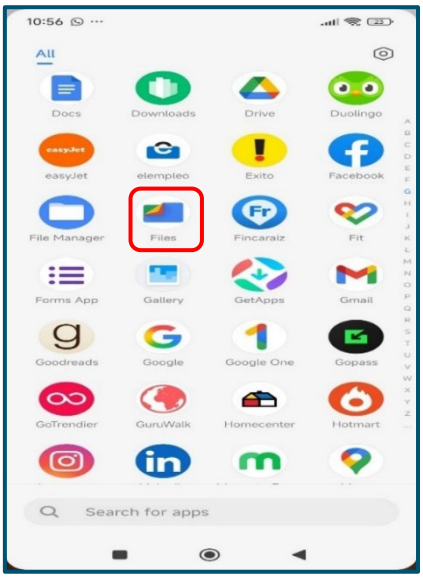


Step 4 Select the “Save as PDF” option (outlined in red)

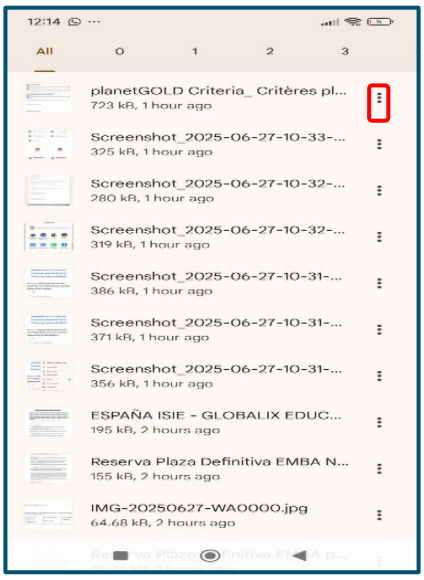


Step 5 Select “Save,” (outlined in red)

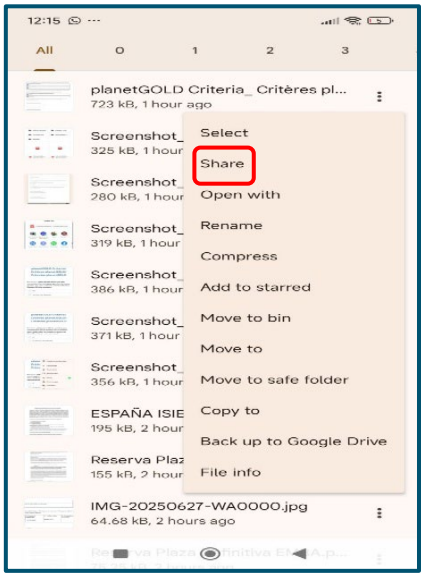
Step 6 Locate the “Files” icon in your list of applications, (outlined in red)



Step 7 Once the document is complete, select the three dots (outlined in red).



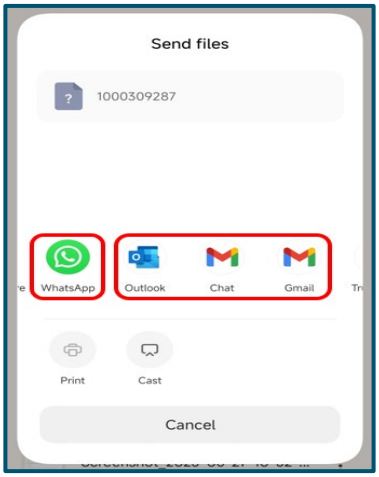
Step 8 Select "Share," (outlined in red)



Android users: There are several options to share the document. The followng steps explain how to share via WhatsApp and email:

WhatsApp:

Step 1: Select the WhatsApp icon

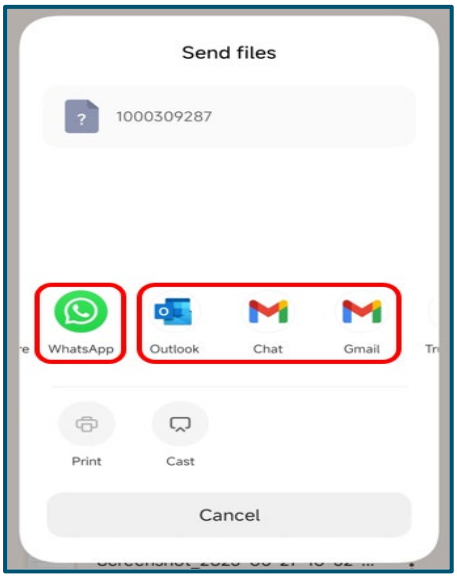


Step 2: Select the desired contact(s).

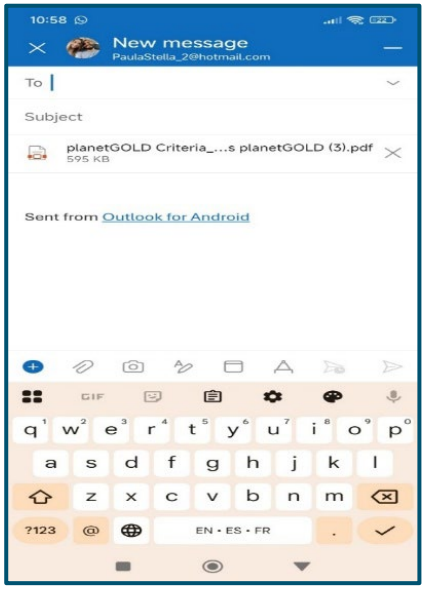
Step 3: Select the green button to share to desired contact(s).

Email:

Step 1: Select the Email icon



Step 2: The report should automatically attach to the email. Once attached, select your preferred recipients and send.



Bloom: An Option for Automated Data Analysis to Support Monitoring, Mitigation, and Progressive Improvement

As described above, Kobo Toolbox allows MEs to collect data digitally, using a questionnaire designed to collect relevant information for each aspect of the planetGOLD Criteria. As an output, Kobo can produce a simple PDF report that documents the responses to the questionnaire. However, the ME must additionally perform its own analysis of the data in order to:

- Assess to what extent the data demonstrates conformity to the Criteria
- Identify any critical risks of disengagement or non-conformance
- Identify any inconsistencies in the data that may require investigation
- Prioritize amongst any findings to identify the areas where resources and attention are most needed
- Compare the most recent data to any prior data, in order to understand progress over time

The above analysis is essential for ongoing monitoring, risk mitigation, and progressive improvement. It is also often required by clients, other supply chain partners, or donors. Conducting this analysis and preparing reports to capture findings can be complex and time consuming, and any delays can limit an ME's ability to respond to risks in a timely manner that minimizes harm.

To address these challenges, some planetGOLD projects have chosen to supplement their data collection with a subscription to Bloom by IMPACT. Bloom is a monitoring and evaluation platform that connects compliance and social impact goals, allowing users to visually track progress on their selected goals and commitments. The steps below summarize how Bloom works, how it has been used by the planetGOLD Ecuador project, and how it could be replicated by other projects.

1) Set Objectives: Users first confirm which standards or goals are most relevant to them. As part of a pilot with the planetGOLD Ecuador project, Bloom integrated all planetGOLD Criteria. Other planetGOLD projects would select these Criteria and have the opportunity to add additional goals or standards set by the specific ME or its clients.

2) Generate Surveys: Based on the selected criteria, Bloom then generates surveys for various stakeholders, such as members of the ME, as well as trading partners. The surveys developed for the planetGOLD Ecuador project have been tested and can be lightly adapted by other projects as appropriate based on audience, location, and any additional goals set by the ME.
3) Collect the Data in Kobo: Bloom is interoperable with Kobo, so planetGOLD users can collect the data using Kobo on their mobile devices, as described above, and following data cycle schedules they set. The data from Kobo is automatically aggregated within Bloom. Bloom also allows users to store evidence (such as images, location data, policies, and more), which can support due diligence and social impact reporting to clients and partners.
4) Analyze the Data in Bloom: Bloom provides real-time analysis of the data, assessing it against all planetGOLD parameters and any additional goals set by the ME. As part of the pilot, the planetGOLD Criteria were "weighted"[1] by the planetGOLD global team, in partnership with Alliance for Responsible Mining and Bloom by IMPACT. For example, risks in Module 3 (critical risks in Annex II of OECD Due Diligence Guidance[2], which can trigger disengagement of buyers) are more urgent than other modules. Some requirements or criteria within each module are also given greater weight. Bloom integrates these weights into the analysis, so users can immediately see:
   - A scorecard (see example on the next page) which clearly assesses whether and to what extent the ME is meeting planetGOLD Criteria and guidelines
   - Red flags –risks of disengagement with the buyer[3]
   - Orange flags – risks of non-conformance with planetGOLD-specific criteria
   - Yellow flags – significant risks for the ME that require near-term action and mitigation
   - Any outliers or potential inconsistencies in the data that would require investigation
   - Progressive improvement over time, on all criteria and goals.

[1] Please contact **info@planetGOLD.org** for more information regarding methods used for weighting of modules, requirements and Criteria.

[2] **OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas**

[3] See Appendix A for flag description

5) Explore, Address, and Share Findings: With the above context and high-level analysis, MEs can explore the more detailed data to better understand the issues and promptly identify appropriate mitigation strategies. Bloom additionally enables users to export the structured, analyzed data with visuals – and supporting evidence as needed – to support reporting to supply chain partners and other stakeholders.

To learn more about Bloom by IMPACT, feature updates, training materials, as well as costs, please visit www.bloombyimpact.com or contact the Bloom team at info@knowledge4impact.com.

EXAMPLE SCORECARD FOR A PLANETGOLD COOPERATIVE

Cuadro de mando

Filtros: Ninguno
Fuentes de los datos: Por ciclo
Ciclo(s): Ciclo 1, Ciclo2

Projet - Cooperativa XXXXXXX

Indice global	M1 - Sistema de gestión	M2 - Legitimidad	M3 - Riesgos críticos	M4 - Riesgos prioritarios	PG - Criterios planetGOLD
74%	92%	75%	48%	61%	56%

	Ciclo 1	Ciclo 2	Objetivo	Mejora requerida
M1 - Sistema de gestión	76%	92%	100%	8%
M.1/5.2.3/R.1 - Alcance de los criterios planetGOLD	83%	100%	100%	0%
Medidas de trazabilidad aplicadas	90%	100%	100%	
Operaciones en zonas afectadas por conflictos y de alto riesgo	80%	100%		
Presencia de un registro de personal de la Entidad Minera	70%	100%		
M.1/5.2.3/R.2 – Compromiso con la producción responsable	100%	100%	100%	
Adopción de los criterios planetGOLD para el sistema de gestión de riesgos	100%	100%	100%	0%
Declaración pública de compromiso con la producción responsable de minerales	100%	100%	100%	0%
Proceso anual de evaluación, mitigación, verificación e informe de riesgos	100%	100%	100%	0%
M.1/5.2.3/R.3 – Afiliación a un esquema CRAFT (Criterios planet(	45%	50%	100%	50%
Compromiso con el uso de los Criterios planetGOLD	45%	50%	100%	50%
M.1/5.2.3/R.4 – Comunicación de los Criterios planetGOLD de forma que lleguen a todos los	80%	100%	100%	0%
Estructura organizativa para comunicar los criterios planetGOLD	80%	100%	100%	0%
M.1/5.2.8/R.1 – Punto de contacto para quejas y reclamaciones	70%	100%	100%	0%
Designación de un punto de contacto independiente para las quejas y reclamaciones	70%	100%	100%	0%
M.1/5.2.11/R.1 – Presencia de una persona responsable (punto de contacto) que actúe en nombre de la estructura de liderazgo de toma de decisiones de la Entidad Minera (EM) y sea responsable de la	77%	100%	100%	0%
Aplicación y seguimiento del plan de gestión de riesgos por el responsable de la evaluación de riesgos	90%	100%	100%	0%
Evaluación de riesgos de la persona responsable e informe a la dirección	70%	100%	100%	0%
Nombramiento de la persona responsable de los informes de evaluación de riesgos	70%	100%	100%	0%

% conformity to Criteria overall and by module

These columns show conformity to each criterion over two data cycles.

Flags appear when appropriate.

The final columns show the goal and % improvement still needed.

Appendix A

Types of Risks Where Results May be Flagged

YELLOW FLAG	RED FLAG
Child Labour in Worst Forms are **PRESENT**	**NO Baseline Assessment** of Child Labour
NOT FREE to Resign from Work and **NO** Forced Labour Grievance Mechanism in place	**LINKED** to Forced Work in Operations
NO Torture or Inhumane Treatment Grievance Mechanism in place	**NO Efforts** to Obtain Testimonies on Torture and Inhumane Treatment
Conflict Party **CONTROLS** or **BENEFITS** from the ME	**NO Efforts** to Obtain Testimonies on Gross Human Rights Violations
LINKS to Conflict Parties Suspected of War Crimes and **NO** Investigation of Possible Links	ME Members **PROSECUTED, ACCUSED or CONVICTED** of War Crimes
NO Assessment of ME's Links to Illegal Armed Groups	Non-state Armed Groups **PRESENT** and on Transport Route
EVIDENCE of Illegal Taxation or Extortion	**NO Prosecution** of Convicted Members for Financing or Supporting Armed Groups

ARM.2024.CRAFT 2.1

ORANGE FLAG
EVIDENCE of Mercury in Processing Facilities
Cyanide PRESENT in Sediment, Ore or Tailings without First Removing the Mercury
NO Policy in Place that Respects Indigenous Peoples, Their Land & Heritage
NO Culturally Appropriate Outreach to Indigenous Peoples
NON-COMPLIANCE with Enviornmental Laws & Pollution Prevention

PLANETGOLD.2024

YELLOW FLAG: SIGNIFICANT RISKS

RED FLAG: DISENGAGEMENT WITH BUYERS

ORANGE FLAG: NON-CONFORMANCE WITH PLANETGOLD CRITERIA

Reference: planetGOLD Programme. 2025. Mobile Application for Tracking the planetGOLD Criteria: Pilot Report.

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