



Climate Finance Monitoring, Reporting and Verification System (CFMRV)

User Training Guide

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ACRONYMS

AF	Adaptation Fund
BTR	Biennial Transparency Report
BUR	Biennial Update Report
CFMRV	Climate Finance Monitoring, Reporting and Verification
DoCP	Department of Cooperation and Planning
DPF	Department of Planning and Finance
ETF	Enhanced Transparency Framework
FAO	Food and Agriculture Organization
GCF	Green Climate Fund
GEF	Global Environment Facility
MAE	Ministry of Agriculture and Environment
MOES	Ministry of Education and Sport
MOF	Ministry of Finance
MOU	Memorandum of understanding
MRV	Monitoring, Reporting and Verification
NAP	National Adaptation Plan
NDA	National Designated Authority
NDC	Nationally Determined Contributions
NGO	Non-Government Organization
ODA	Official Development Assistance
ODAMIS	ODA Management Information System

1. Purpose and scope

This user training guide is for authorized users from line ministries who enter project information and manage the data but is not limited to public users(visitors) to access CFMRV system for general information. This CFMRV user training guide aims to provide guidance to admin/normal users with instructions on how to use the system and its functions step by step, it can be downloaded from URL: <https://cfmr.v.mae.gov.la>

2. Technical requirements

To run CFMRV smoothly, it requires a modern browser (Chrome, Edge, Firefox, Safari) and a stable internet connection of 2Mbps or better.

3. Quick-Start Guide by User Role and Frequently Asked Questions

To make the most of the Climate Finance Monitoring, Reporting and Verification System (CFMRV), different user types should focus on their specific relevant sections outlined below:

3.1 For Public Visitors / Non-Registered Users

- What you can do: Explore public data, analyze project flows, search keywords, and download reports or official documents.
- Where to go:
 1. Head straight to the Home Page to view the Fund Summary, donut charts and real-time project statistics.
 2. Navigate to Project Analysis to filter projects by development partner or status, run custom analysis tables, or execute text searches (e.g., searching for "forest") for search for projects during a specific period of time.
 3. Visit the Document menu tab to download reports, user manuals, and national targets.

3.2 For Normal Users (Line Ministry, Operational Staff)

- What you can do: Log into the system to input, view, update, and manage your sector's climate finance data entries safely.
- Where to go:
 1. Log into the backend data portal <https://cfmrv.mae.gov.la/cfmrv-portal> using your assigned credentials.
 2. Navigate directly to Section 5.6 (Data Entry) to understand the Data Requirement Matrix and learn how to fill out the Data Entry Form.

3.3 For Administrator Users

- What you can do: Manage frontend portal content, create and manage user accounts for your sector, maintain database dropdown lists, and oversee data entries.
- Where to go:
 1. Review Section 5.3 (Frontend Management) to learn how to update News, Events, downloadable documents, and NDA team member profiles.
 2. Check Section 5.4 (User Management) to see how to add, edit, or de-activate operational user accounts.
 3. Explore Section 5.5 (Database Update) to manage system attributes like funding sources, sectors, and project statuses.
 4. Navigate directly to Section 5.6 (Data Entry) to understand the Data Requirement Matrix and learn how to fill out the Data Entry Form.
 5. Refer to Section 5.7 (Data Update) to add activities, record disbursements, record expenditures, and upload project documents.

3.4 For Super Administrator Users

- What you can do: Exercise full end-to-end control across all system functions, master databases, system configurations, system logs, and user privileges.
- Where to go: Review the entirety of Section 3 (Management Page) to govern system-wide parameters, user roles, API management, and high-level database attributes across.

4. Home Page

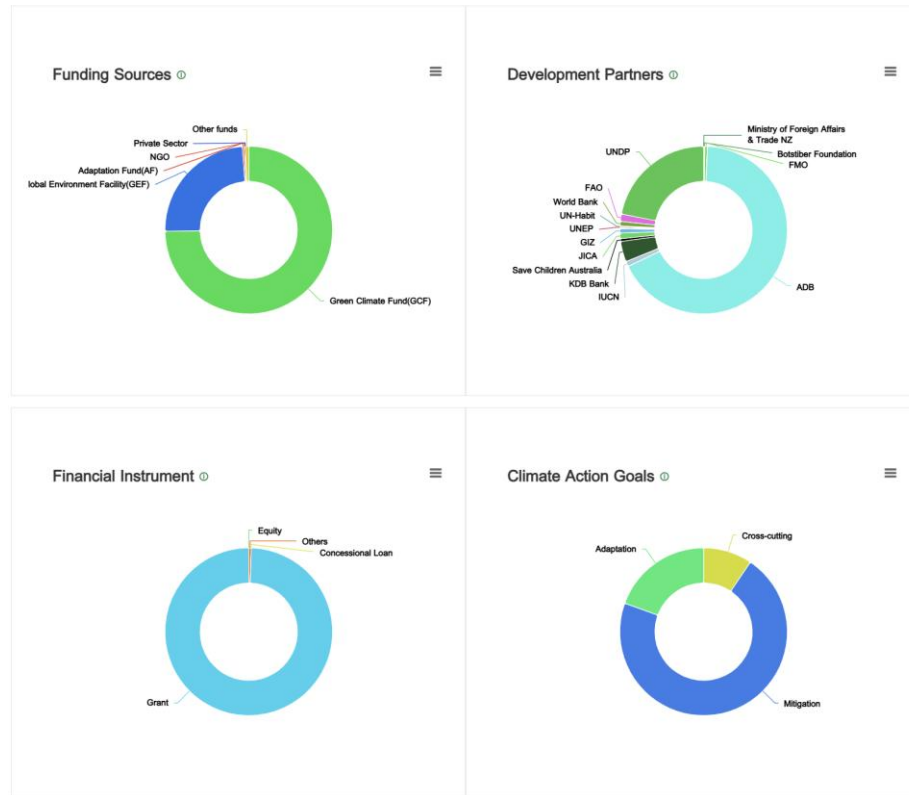
The CFMRV home page shows summary of project information, fund summary and news and events. The top menu includes “About us”, “Project Analysis”, “Documents” and “Contact us”. “Project Analysis” is a link for all users who would like to access project information and analyze the project data with download option.

- **Fund summary:** the 4 donut charts show the percentage of project data which filtering by funding sources, development partners, financial instrument, and climate finance goal;
- **Project information:** shows number of projects counted by total projects, ongoing projects, completed projects and pipeline projects;
- **Funding sources:** a specific link to GCF, GEF and AF; NGO, Private Sector and other funding sources;
- **News and Events** show the recent news and events which updated by a system administrator.

Moreover, users can access “About Us” and “Contact Us” for general information of CFMRV system and NDA team members.



FUND SUMMARY



FUNDS

Green Climate Fund(GCF) GCF is a unique global platform to respond to climate change by investing in low-emission and climate-resilient development. 22 Projects >	Global Environment Facility(GEF) GEF is a financial mechanism that provides grant funds to developing countries for projects covering four "focal areas": climate change, biodiversity, international waters, and ozone depletion. 42 Projects >	Adaptation Fund(AF) AF gives developing countries full ownership of adaptation projects, from planning through implementation, while ensuring monitoring and transparency at every step. 3 Projects >
NGO NGO (Non-Governmental Organization) is a non-profit organization that operates independently from government control. NGOs work to address social, environmental, humanitarian, educational, health, and development issues, often serving communities and vulnerable populations. 14 Projects >	Private Sector The private sector consists of businesses and organizations that are owned and operated by individuals or non-government entities. It provides goods and services, creates jobs, generates income, and contributes to economic growth and development. 0 Projects >	Other funds Other funds exclude the fund from(GEF, GCF or AF), instead of funds from other funding sources such as from bilateral fund(Australia, EU, GIZ, JICA, USAID, ...) and other co-financing. 2 Projects >

Figure 1: Home Page

4.1 Changing language

On the right-top corner, just click on the icon  to change to Lao OR click on  to change to English.

4.2 Document download

To find the relevant documents on CFMRV system to be downloaded, just click on “Document”, the specific document is scrolling down. In this case, there are several document categories including report, proposal, user manual, national target and environment decree. Then click the desired document to be downloaded.

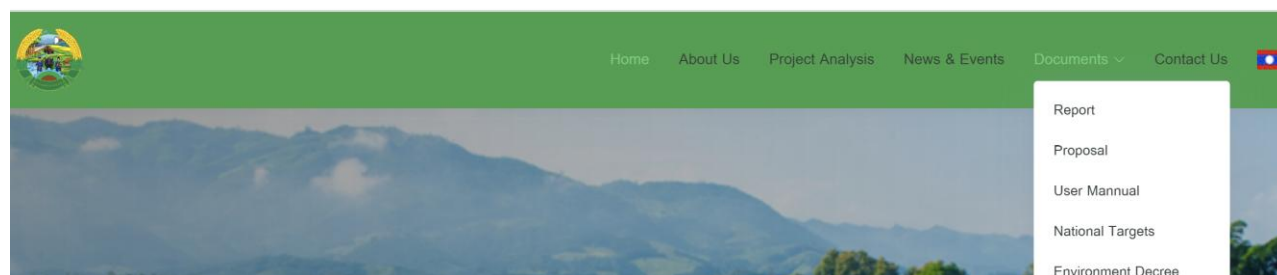


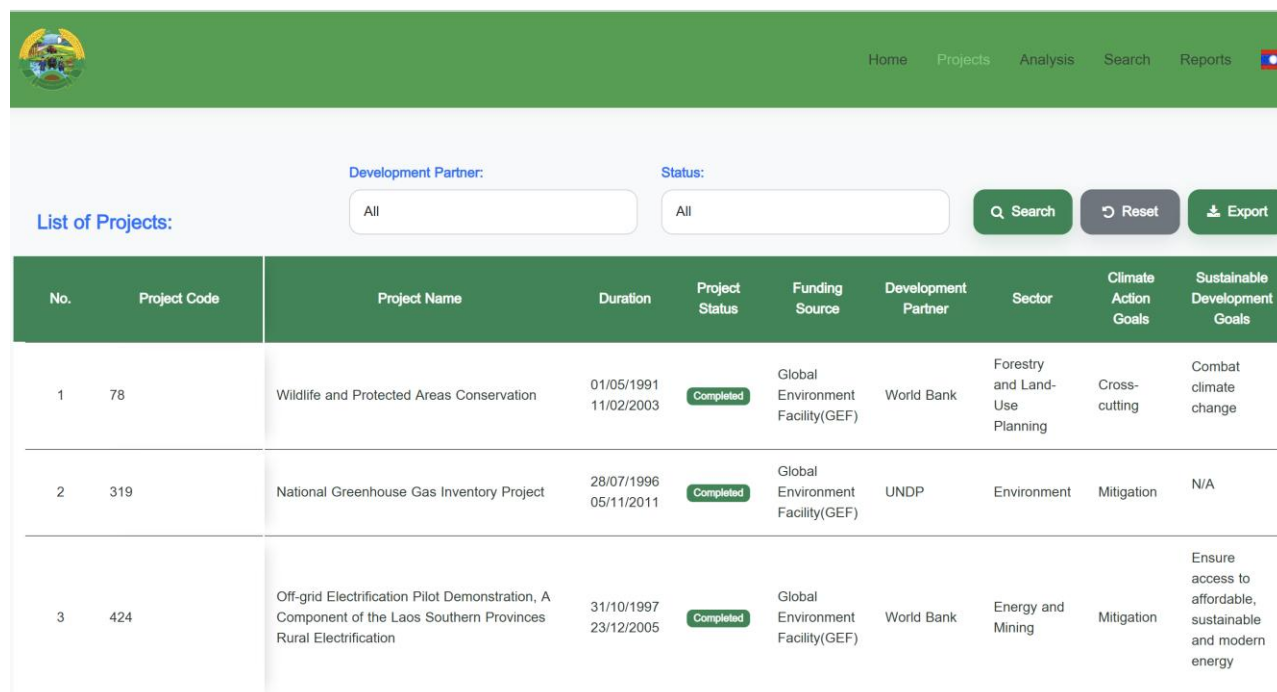
Figure 2: Document download.

4.3 Project Analysis

By clicking on “Project analysis”, four (4) functions will be shown, including Projects, Analysis, Search and Reports.

4.3.1 Projects

By clicking on “Projects” the list of all projects will show, meanwhile users can filter the information by development partner and status and download to Excel format. On the last columns of each project line, users can download project documents.



No.	Project Code	Project Name	Duration	Project Status	Funding Source	Development Partner	Sector	Climate Action Goals	Sustainable Development Goals
1	78	Wildlife and Protected Areas Conservation	01/05/1991 11/02/2003	Completed	Global Environment Facility(GEF)	World Bank	Forestry and Land-Use Planning	Cross-cutting	Combat climate change
2	319	National Greenhouse Gas Inventory Project	28/07/1996 05/11/2011	Completed	Global Environment Facility(GEF)	UNDP	Environment	Mitigation	N/A
3	424	Off-grid Electrification Pilot Demonstration, A Component of the Laos Southern Provinces Rural Electrification	31/10/1997 23/12/2005	Completed	Global Environment Facility(GEF)	World Bank	Energy and Mining	Mitigation	Ensure access to affordable, sustainable and modern energy

Figure 3: List of Projects

4.3.2 Analysis

By click on “**Analysis**”, all project information is shown including Project Information, Fund information, Climate Information and Development Partner Information. Moreover, project status including all on-going, completed, and pipeline are also available for this analysis.

To analyze the project, a user can select one of project status, and any radio buttons (will show as columns), then click submit button.

To analyze any project data, just click on "**Analyze**", all project data topics to analyze will be displayed: project profile, funding information, climate indicator and development partner. Also, the status of all projects will be displayed for this analysis: all, ongoing, completed, and planned.

To analyze the program, the user can take the following steps:

1. Choose one option of project status, and
2. Select at least one option from the project information (it will be displayed as a column),
3. Then click on "Submit".

Please select project status, and desired information to be shown on the table columns, then click "Search"

Project Status:

☒ All
 ☐ Completed
 ☐ On-going
 ☐ Pipeline

<u>Project Information</u> ☒ Project Code ☒ Project Name ☐ Project Description ☒ Project Status ☐ Project Start Date ☐ Project Completion Date ☐ Project Location ☐ Sector ☐ Subsector ☐ Remark	<u>Fund Information</u> ☐ Funding Source ☐ Financial Instrument ☐ Fund Channel ☐ Fund Status ☐ Co-Financing ☐ Main Financing ☒ Total Disbursement ☐ Recipient Entity ☐ Implementation Entity ☐ Total Fund ☒ To be disbursed ☐ Total Expenditure ☐ Total Balance	<u>Climate Indicators</u> ☐ Climate Action Goals ☐ Rio Markers ☒ Sustainable Development Goals ☐ National Determined Contributions ☐ 9th NSEDP ☐ 5-years NAP	<u>Development Partners</u> ☒ Development Partners ☒ Development Partner Type
--	---	---	---

Figure 4: Analysis.

For example, the above image shows the user selected the project status "ongoing" and the selected project information is project code, project name, project status, total disbursement, total funds, climate action support, development partner, and development partner type. After clicking on "Submit" the list of the project will be shown in several columns of the selected button as shown below:

 Home Projects Analysis Search Reports 								
No.	Project Code	Name	Project Status	Development Partner	Type of Development Partner	Sustainable Development Goals	Total Disbursement	To be Disbursed
							549,846	5,607,540,947
1	11190	se plastic production and	Pipeline	UNDP	International DP	Ensure healthy lives, promote well-being	0	3,978,440
2	11103	rengthened protection of intact o)	Pipeline	UNDP	International DP	Combat climate change	0	8,974,312
3	10904	Management (FARM) in Lao	Pipeline	UNDP	International DP	End hunger, improve food security and nutrition	0	4,000,000
4	10499	Project	On-going	World Bank	International DP	N/A	0	7,366,976
5	10039	ency Fund	On-going	UNEP	International DP	Combat climate change	0	1,210,000

Figure 5: Analysis Result

4.3.3 Search

"Search" is an additional filter from the list of projects (filtered by "Development partner" and "Status"), in particular, the search function is to find projects related to any word from "Project Name" and "Project Description".

When the user types a word, they want to find it in the search box, then click "Search" and the list of all the projects related to the search word will appear as well as highlight with yellow. In this case the word "forest" is the search term.

No.	Project Code	Project Name	Duration	Project Status	Funding Source	Development Partner	Sector	Climate Action Goals	Sustainable Development Goals	Total Disbursement	Total Expenditure
1	569	Climate Protection through Avoided Deforestation (CliPAD)	01/07/2019 01/03/2027	On-going	Other funds	GIZ	Forestry and Land-Use Planning	Adaptation	-	0	0
2	6940	Sustainable Forest Land Management in the Dry Dipterocarp Ecosystems of Southern Lao PDR	02/03/2016 31/03/2022	Completed	Global Environment Facility(GEF)	UNDP	Environment	Adaptation	Protect, restore and sustainably use forests and ecosystems	0	789,993,100

Figure 6: Searching

4.3.4 Report

Report function is specially for searching and reporting a specific project in certain period by filtering starting date and completion date, plus filtering by project status and by funding sources. Moreover, the report data also shows combinations of table and graphs (pie charts) as below.

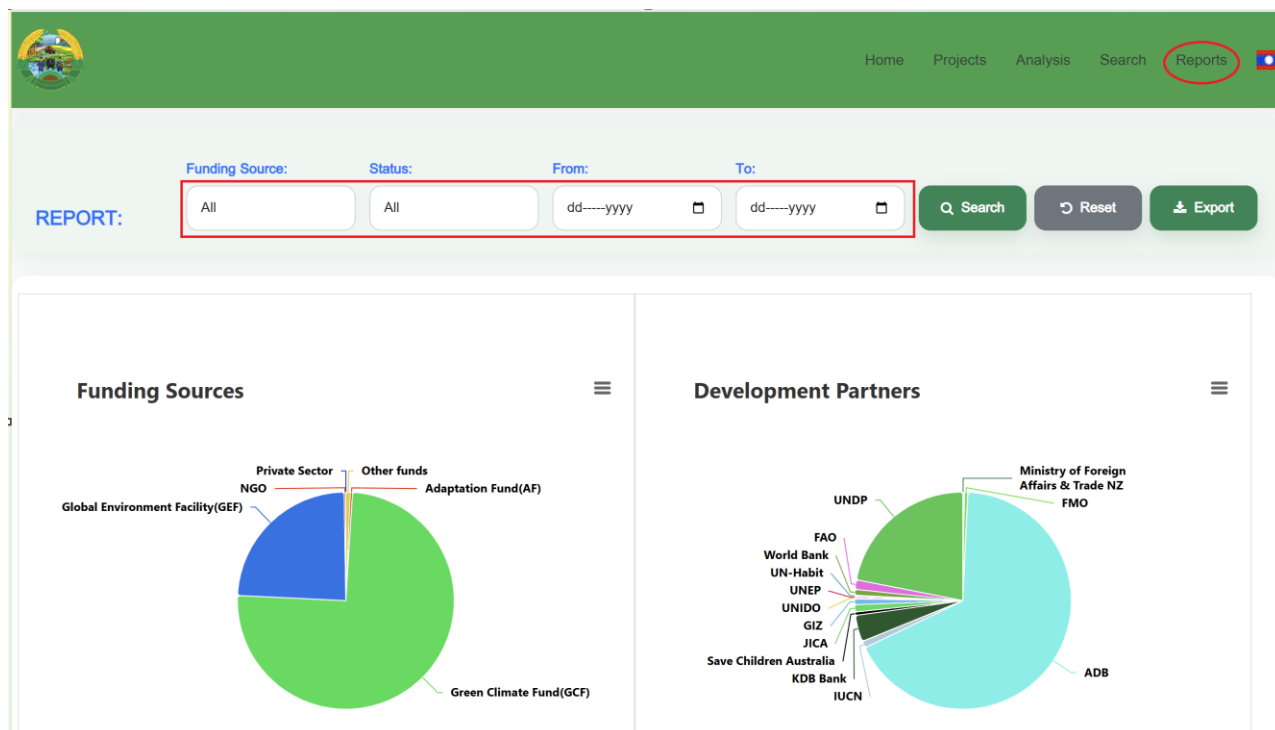


Figure 7: Reporting.

5. Management Page

5.1 How to log in

To log into CFMRV back-end or management page for data management, go to <https://cfmr.v.mae.gov.la/cfmr.v-portal>

1. The supply the provided username and password;

The screenshot shows the 'Sign In' page of the CFMRV portal. It features a light blue header with the CFMRV logo. The main content area is white and contains the following elements:

- Sign In** title.
- Username** field: A text input field containing 'admin@gmail.com'.
- Password** field: A text input field with masked characters (dots).
- LOGIN** button: A blue button with white text.

Figure 8: Log in

2. After logging in successfully by an user, the back-end page appears as below screen which shows management platform: user profile, dashboard, front-end management, user management database update, and data management. The back-end page differs by user profile (in this case admin user).

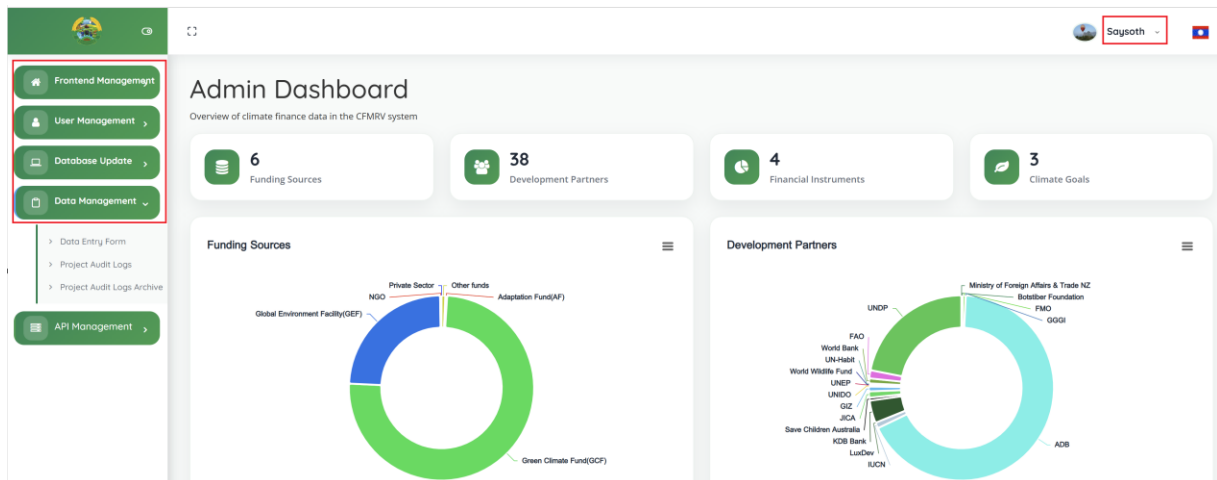


Figure 9: Management Platform for Admin User

- **Frontend management:** for managing all functions that display at the front-end home page including Document, News and Events, and team members;
- **User management:** is for managing existing users and creating a new user with different users' roles and privileges;
- **Database Management:** is for updating the existing database and to add more database attributes, (e.g., adding a new fund beyond GEF, GCF and AF); and
- **Data management:** is for data entry, data editing and data deleting. Project audit logs
- **API management:** API provision for any requests, and API management with secure tokens

5.2 How to Log out

To log out from the system, just select the drop-down list next to your profile name, then click on “Log out” as shown below image.

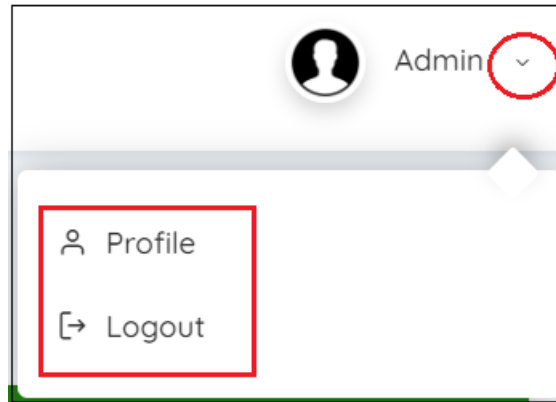


Figure 10: Log Out

A users can change their own password by being click on dropdown arrow at username, then click on **“Profile”**. The update form pops up as shown below screen, then supply a new password or/and you can update profile photo as well.

Figure 11: Change Password

5.3 Frontend management

After login, an authorized user clicks on **“Front-end management”**, it will show 3 front-end subcategories to be managed including.

- **News and Events:** management news and events in the homepage contents.
- **Document:** management of the document at the top menu bar of the homepage.
- **Update Team work:** manage the NDA team member at “About us”.

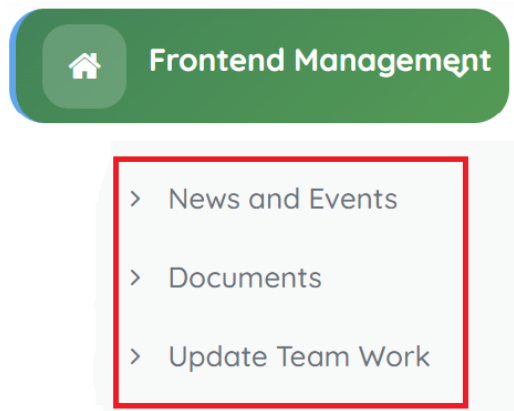


Figure 12: Frontend Management

5.3.1 Manage News and Events.

“News and Events” consist of category and news sub-navigation links, as below screen. Before creating any news or event, the admin user to have add a category of “News and Events” first.

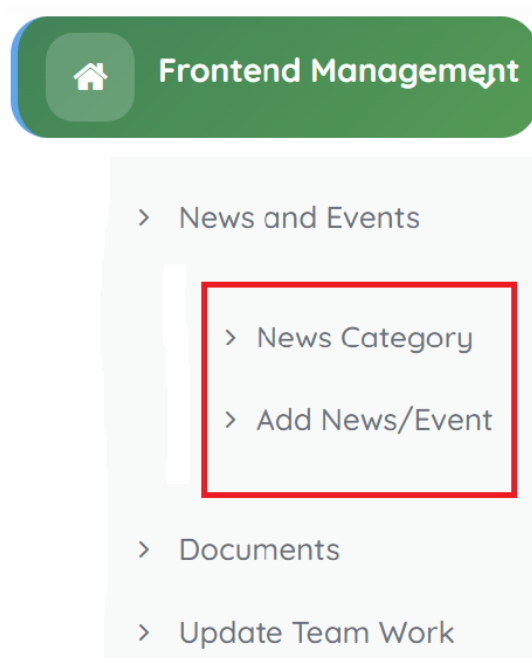


Figure 13: News and Event

5.3.1.1 Prepare Information

Before adding any news or events, it is required to prepare the information needed with specified requirement included.

For creating Category

In order to add the category for news or an event, the name in both Lao and English must be given into the system. Therefore, user should prepare category's name in Lao and English before adding it.

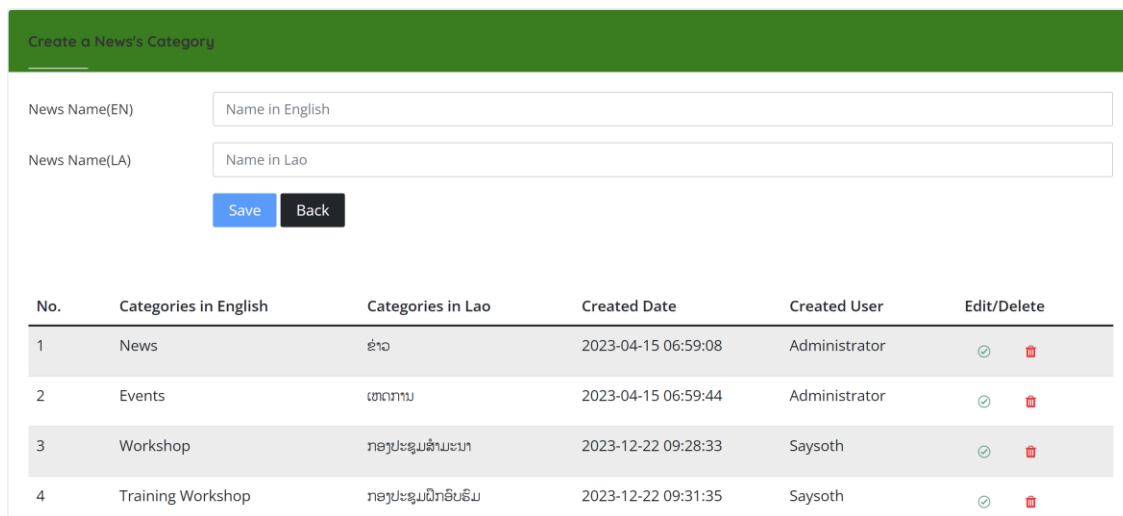
For creating News

- **Image:** the image/picture is good enough with around resolution 1024x700px and size is not more than 150kb;
- **Title and Tag** is for showing on the homepage as a title of the news or events. This title and tag must translate in Lao as well. The maximum size is 100 words;
- **Description(details):** is for describe more details of the news or events in Lao and English; and
- **Status:** the user can choose whether the news will “**Publish**” or just “**Draft**” only.

5.3.1.2 Create a Category

An authorized user can create a new category for News or Event by selecting Category link, the form will be shown as below. The form shows category text field to be fill in both English and Lao and button part shows the existing “News and Event” categories.

To add News and Events category just supply name of desired category in English and Lao, then click on “Save”.



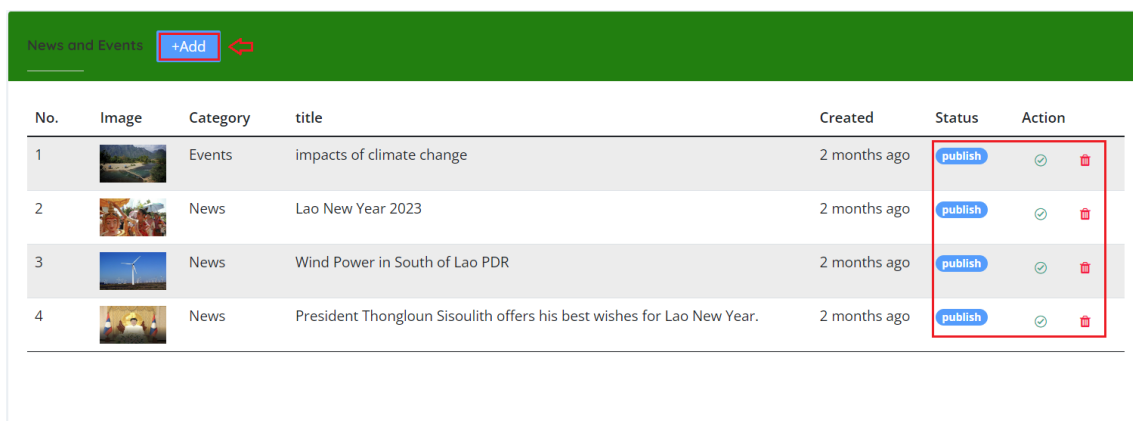
The screenshot shows a web interface for creating a new category. At the top is a green header with the text "Create a News's Category". Below the header are two text input fields: "News Name(EN)" with a placeholder "Name in English" and "News Name(LA)" with a placeholder "Name in Lao". Below these fields are two buttons: "Save" (blue) and "Back" (black). Below the buttons is a table with the following data:

No.	Categories in English	Categories in Lao	Created Date	Created User	Edit/Delete
1	News	ຂ່າວ	2023-04-15 06:59:08	Administrator	 
2	Events	ເຫດການ	2023-04-15 06:59:44	Administrator	 
3	Workshop	ກອງປະຊຸມສຳມະນາ	2023-12-22 09:28:33	Saysoth	 
4	Training Workshop	ກອງປະຊຸມຝຶກອົບຮົມ	2023-12-22 09:31:35	Saysoth	 

Figure 14: Create a new Category for News

5.3.1.3 Adding News

To add news or events to be shown on the homepage, click on “News”, the news records is showing. The record includes image, category, title, created date, status, and action (edit and delete).



No.	Image	Category	title	Created	Status	Action
1		Events	impacts of climate change	2 months ago	publish	 
2		News	Lao New Year 2023	2 months ago	publish	 
3		News	Wind Power in South of Lao PDR	2 months ago	publish	 
4		News	President Thongloun Sisoulith offers his best wishes for Lao New Year.	2 months ago	publish	 

Figure 15: Add news or Event.

To add a news or event just click on  , below form is showing up.

1. Select “Category” from the top-down list, if there is not category on the list, then create; the new category by clicking on “Add New Category”.
2. Supply names of title, description and tag of both Lao and English;
3. Navigate the image to be uploaded by click on “Browse”;
4. Select the status of the news or event: draft means the news or event is not yet online website, while “Publish” means the news or event will be shown on website; and
5. Then “Submit”.

Figure 16: Edit or delete a new or event.

5.3.1.4 Editing and Deleting

To edit the existing the news or event, just click on “Edit” for , then modify or update the information (category, title, details, tag and image) then click on “Save”.

Similarly, for deleting the news or event, click on “Delete”/ , the delete confirmed box is popped up which asking, “Are you sure to delete”, then click OK.

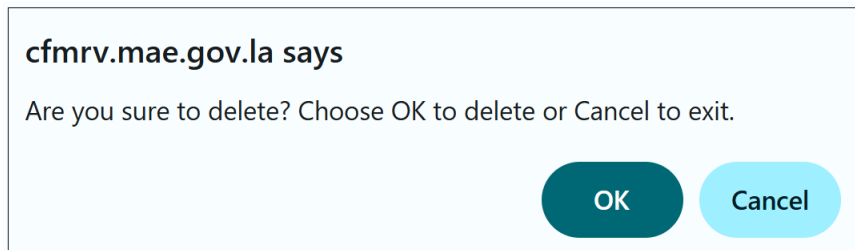


Figure 17: Delete confirmation.

5.3.2 Document update.

Similarly, with the “News and Events”, document update, the authorized user should create a new category first (if required), otherwise the user can add a document into the existing document category. In this guideline, 3 categories are already created including User manual, and other documents.

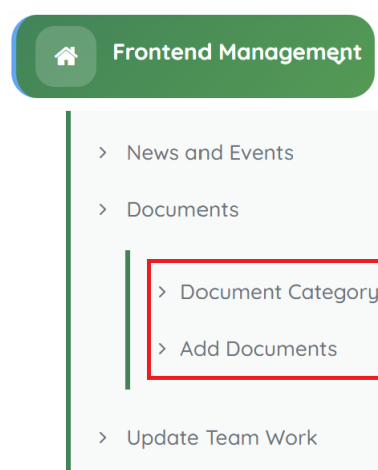


Figure 18: Document Update

5.3.2.1 Add a new document:

To add a Category or “Document” under “Frontend Management/Documents”, do following steps:

1. Click on “Documents category” or “Document”;
2. Supply document title Lao and English (which already prepared before);
3. Browse to select a document to be uploaded (prepare the document before this step); and
4. Finally click on “Save”.

Note: the system accepts only PDF and Excel format only.

Add Document Category

Category Name (EN)

Enter Category Name in English

Category Name (LA)

Enter Category Name in Lao

Save

Back

No.	Categories Name in English	Categories Name in Lao	Created Date	User	Action
1	User manuals	ຄູ່ມືໃຊ້	2023-07-03 03:25:23	Saysoth	
2	Glossary and Terms	ຄຳສັບດ້ານວິຊາການ	2023-07-03 03:27:37	Saysoth	
3	Other documents	ເອກະຊານອື່ນໆ	2023-07-03 03:28:12	Saysoth	

Figure 19: Add document category.

5.3.2.2 Editing and deleting the existing documents

Open the existing document and select on “Edit” , then update the required information to be edited, finally click “Save”.

To delete the existing document, click on “Delete” , the delete confirmed box is popped up which asking, “are you sure to delete”, then click OK.

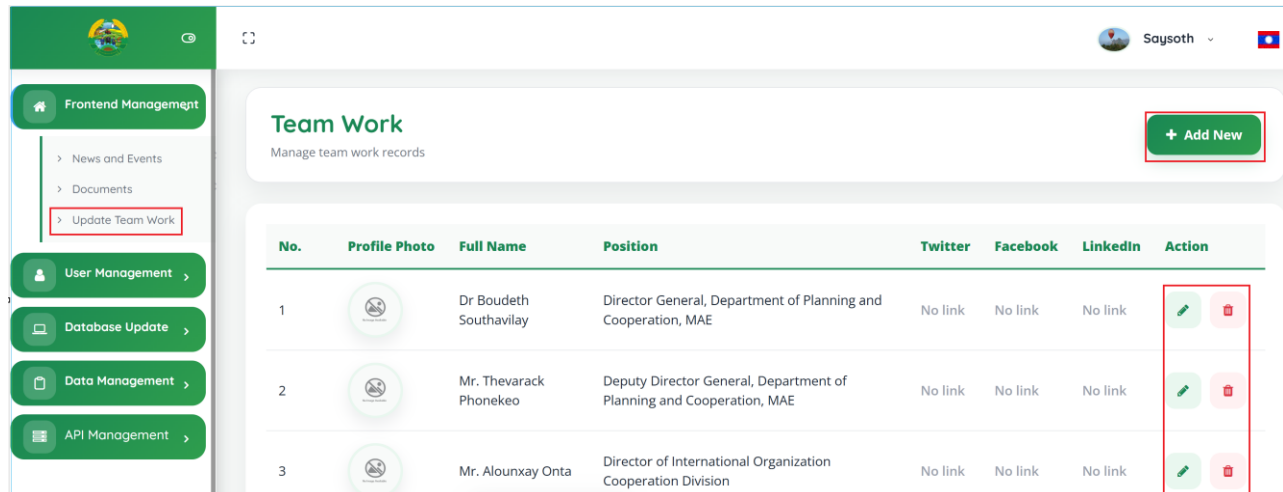
5.3.3 NDA team members.

The NDA team members is the names appear on top menu bar “About us”, the team members are for cooperate and communicate with relevant stakeholders for Climate Finance MRV system.

5.3.3.1 Add a new NDA member.

To add a member of NDA team into the system, take following steps:

1. Select “Frontend Management”;



- 1 . Click on “Update Teamwork”;
- 2 . Select the add icon ;

Add Team Work

Full Name (EN)

Full Name (LA)

Designation (EN)

Designation (LA)

Description (EN)

File Edit Insert View Format Table Tools

Figure 20: Add NDA member.

- 3 . Supply full name, designation, description for both Lao and English, image (photo profile). Alternatively, social media links can be added (Twitter, Facebook, and LinkedIn); and
- 4 . Finally, Save”.

5.3.3.2 Editing or deleting the existing NDA member

Open the existing NDA team and select on “Edit” , then update the required information to be edited, finally click “Save”.



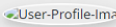
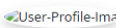
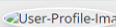
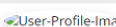
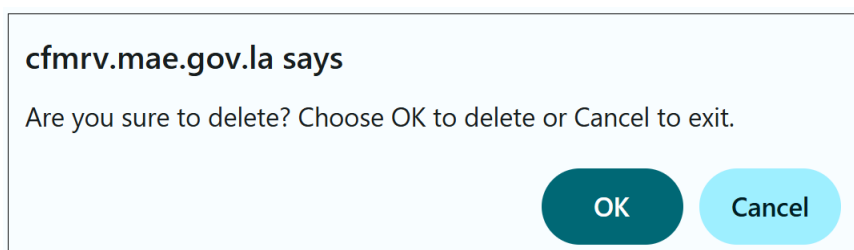
No.	Profile Photo	Full Name	Designation	Twitter	Facebook	LinkedIn	Action
1		Ms.Phakkavanh Phissamay	Director General of Department of Planning and Finance	No link	No link	No link	 
2		Mr. Amphayvanh Oudomdeth	Deputy Director General of Department of Climate Change	No link	No link	No link	 
3		Bounpakone Phongpichit	Director of Planning and Cooperation Division	No link	No link	No link	 
4		Mr. Anousack Maitrychith	Deputy Director of Planning and Cooperation Division	No link	No link	No link	 

Figure 21: Edit or delete Teamwork member.

To delete the existing member, click on “Delete” , the delete confirmed box is popped up which asking, “Are you sure to delete”, then click OK.



5.4 User management

This section describes users’ management functions defined in the database which is divided into four (4) user’s groups.

Super administrator: is a full control user (frontend management, user management, database update and data management) of all users.

Administrator: is a partly control user to manage frontend management, user management, and data management) of their own data and that of Normal Users.

Normal User: is operational user which can perform data entry, view edit, and delete the existing data of their own only.

Moreover, CFMRV allows any **visitor (public user)** to access homepage in which they can view, analyze, search for data of a specific project, and download the data.

Merely super admin and administrator users can access User Management functions which is designated for adding a new user, editing, and deleting the existing users in the currently open database. The main component of User management includes “Create User” and “View All Users”.

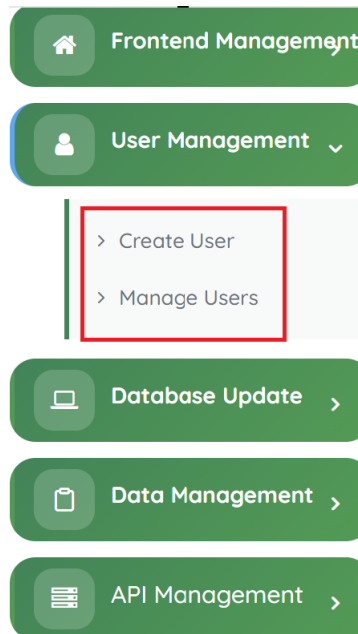


Figure 22: User management.

“Create User” is for creating a new user, while “View All Users” is for looking for the existing users and for editing or deleting their profile such as privilege access and changing password.

5.4.1 Adding new users

Take following steps to define new user:

- 1 . Login as administrator user.
- 2 . Select “Create User”;
- 3 . Supply all new user information.
 - **Name** (in English or Lao);
 - **Email:** an email address (for this system only);
 - **Password:** must be at least 8 characters, combination of upper case, low case and a digit.
 - **User Roles:**

- Public users or visitors can access front-end only;
 - User is for operating functions only (data entry, edit and delete project data of their own only);
 - Admin user is for partly control of the system including front-end management, data management and some database management;
 - Super admin user is for full control of the CFMRV system.
- **Status:** active is indicated for active users, while de-active is not allowing that user to work on the system yet. Therefore, the authorized user can set a user to be de-active while that user no longer uses the system.

4 . Finally click on “Save”. And “Back” for Cancel.

Figure 23: Add a user.

5.4.2 Editing the existing users

Login as an administrator user, in User management navigation, click on “View All User”.

- **Username:** the name of a user which was designed by administrator, and it shows as the current account is logging in;
- **User Sign-In:** is an email was created for this system only as a login username, but could be a real email;
- **User roles:** are role functions which allow administrator to define user roles to be a user or administrator;
- **Status:** is showing the current user is either activated or deactivated; and
- **Action:** is for editing and deleting existing users.

User Management

Manage users, roles and status

+ Add New

No.	Profile Photo	User Name	Email	Role	Status	Action
1		Administrator	super_admin@gmail.com	superadmin	Active	 
2		Admin	admin@gmail.com	admin	Active	 
3		Anousack Maitrychith	anousack@gmail.com	admin	Active	 
4		Saysoth	saysoth@gmail.com	superadmin	Active	 
5		Dona	dona@gmail.com	user	Active	 
6		user	user@gmail.com	user	Inactive	 
7		Pupe	pupe@gmail.com	admin	Active	 

Figure 24: View all users.

Take following steps to edit existing users:

1. Click on edit icon 
2. then update the required information to be edited,
3. finally click “Save”.

5.4.3 Deleting existing users

Take following steps to edit existing users:

1. Login as administrator user;
2. In User management navigation, click on “View all user”;
3. Select the delete icon  ; and the delete confirmed box is popped up which asking, “Are you sure to delete”; and
4. Click on” OK” on pop-up box.

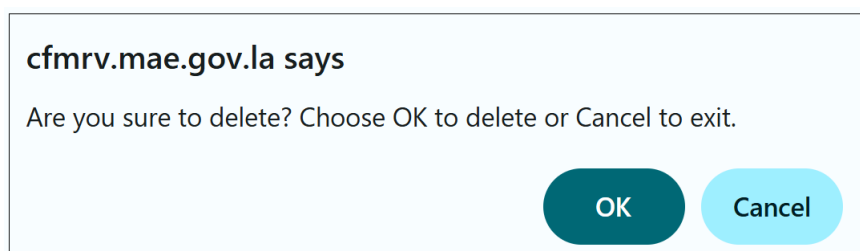


Figure 25: Delete the existing user

5.5 Database update

This section provides a description of update database including Project status, sector, subsector, financing instrument, funding source, fund status, fund channel, recipient entity, implementation entity, development partner type, development partner, development partner group, target area(provinces), SDGs, NSEDP, NAPs, Climate Action Goal, and Climate Change Scores. To add or edit for each item is similar each other, so this document shows only one example (e.g. Project status).

5.5.1 Database navigation

By selecting the drop-down menu of “Database Update”, the database navigation shows in below screen. To update this database information, the system has been designed to manage by an assigned administrator of the system (admin/super admin). The information included on the database navigation must be agreed by Technical Working Group of the CFMRV system. For example, project status consists of 3 levels: completed, on-going and pipeline. Each node on the dropdown navigation tree has a link to the update form.

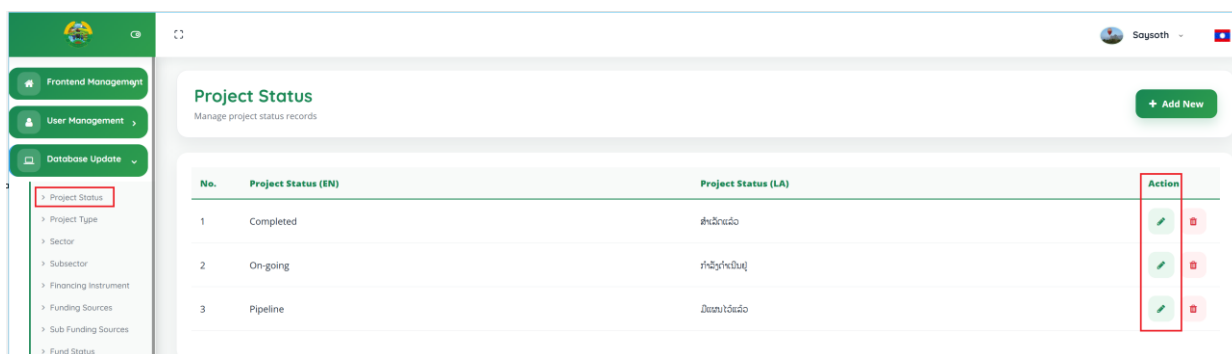


Figure 26: Update project status.

5.5.2 Adding

Take following steps to update database:

1. Login as administrator user;
2. Select “a desired navigation” for database update(in this case update of Project status ;
3. Click on update icon ;

Figure 27: Add a new project status.

4. Supply information into the text field both in Lao and English; and
5. Click on “Save”.

5.5.3 Editing and deleting the existing database

To edit the existing information, just click on “Edit” for , then modify or update the information (in Lao and English) then click on “Save”.

Similarly, to delete it, just click on “Delete”/ , the delete confirmed box is popped up which asking, “Are you sure to delete”, then click OK.

Figure 28: Delete project status.

5.6 Data entry

All authorized user group members can access and work on “Data Entry Form”. However, all users must be aware of criteria and requirements of each data Input.

Figure 29: Data Entry Form

5.6.1 Filling “Data Entry Form”

After login,” **Data Management Platform**” as shown below screen (this case login with a super admin user).

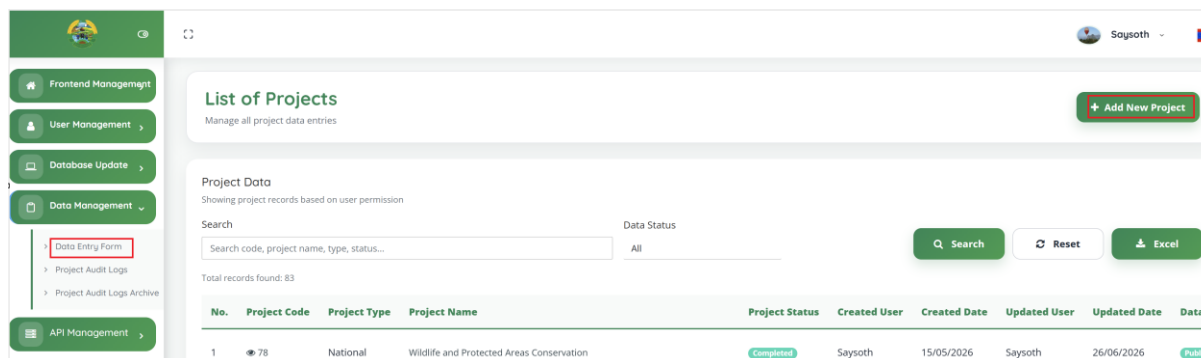


Figure 30: Filling data

To add project data into the CFMRV, do following steps.

1. click on “**Data Entry Form**” under “Data Management”;
2. click on add icon **+ Add New Project**, then data entry form is appearing;
3. Fill in the required data based on the “**Data Input Matrix**”;

1

Project Information
 Basic project profile, project name, type, status and timeline

Project Code *
 LAO-RS-016

Project Type *
 Readiness

Project Name (EN) *
 Strengthening Lao PDRs Institutional C

Project Name (LA) *
 ໂຄງການ ສ້າງຄວາມເຂັ້ມແຂງໃຫ້ແກ່ຊຸດປະສານງານ

Starting Date *
 19-Dec-2024

Closing Date *
 30-Jun-2027

Project Status *
 On-going

Project Description (EN)
 File Edit Insert View
 Format Table Tools
 Undo Redo + Formats

Project Description (LA)
 File Edit Insert View
 Format Table Tools
 Undo Redo + Formats

Figure 31: Data entry

- Click on “Save”

5.6.2 Data editing and deleting

The existing data can be edited and deleted by an authorized user, then do following steps

Project Data
Showing project records based on user permission

Search Data Status

Search code, project name, type, status... All

Q Search
Reset
Excel

Total records found: 83

t Type	Project Name	Project Status	Created User	Created Date	Updated User	Updated Date	Data Status	Action
al	Wildlife and Protected Areas Conservation	Completed	Saysoth	15/05/2026	Saysoth	26/06/2026	Publish	 
al	National Greenhouse Gas Inventory Project	Completed	Saysoth	04/09/2023	-	-	Publish	 
al	Off-grid Electrification Pilot Demonstration, A Component of the Laos Southern Provinces Rural Electrification	Completed	Saysoth	04/09/2023	-	-	Publish	 
al	Climate Protection through Avoided Deforestation (CLIPAD)	On-going	Saysoth	07/04/2026	-	-	Publish	 
al	Climate Change Enabling Activity (Additional Financing for Capacity Building in Priority Areas)	Completed	Saysoth	15/05/2026	-	-	Publish	 

Figure 32: Data editing and deleting.

1. click on “Edit icon” under “Action”;
2. click on Edit icon  ;
3. Update the required data that is desired to modify;
4. Finally click on” Save”.

5.6.3 Data deleting

Take following steps to edit existing user:

1. Login as administrator user;
2. As on “Delete icon” under “Action ”;
3. Select the delete icon  of a specific user to be deleted;
4. The delete confirmed box is popped up which asking, “Are you sure to delete”; and
5. Click on” OK” on pop-up box.

cfmrv.mae.gov.la says

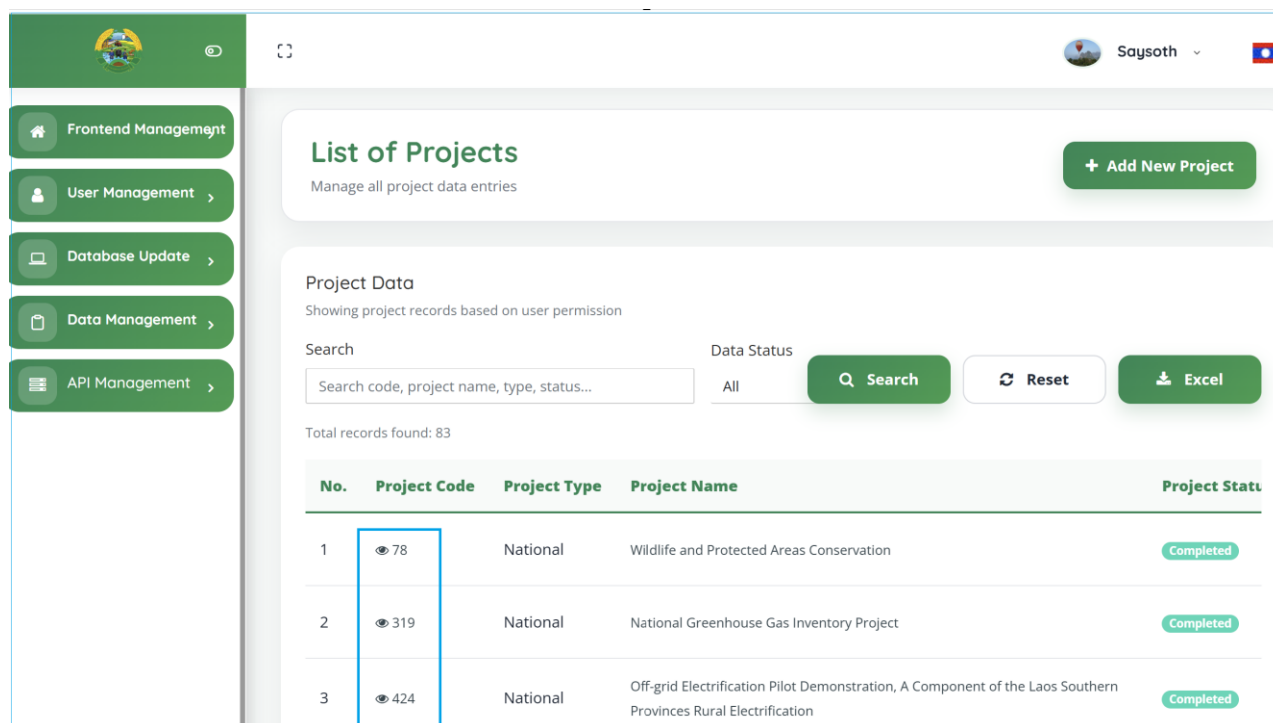
Are you sure to delete? Choose OK to delete or Cancel to exit.

OK
Cancel

Figure 33: Data delete

5.7 Data Update

Data update refers to updating disbursement, project documents of the existing project information, but no limit to cover project information into PDF format for printing. To do so, after login just click on “data entry form” under “data management”, then click on the project code.



The screenshot shows a web application interface for managing projects. On the left is a sidebar with navigation links: Frontend Management, User Management, Database Update, Data Management, and API Management. The main content area is titled 'List of Projects' and includes a sub-header 'Manage all project data entries' and a '+ Add New Project' button. Below this is a 'Project Data' section with a search bar and filters. The search bar contains the text 'Search code, project name, type, status...'. The 'Data Status' filter is set to 'All'. There are buttons for 'Search', 'Reset', and 'Excel'. Below the search bar, it says 'Total records found: 83'. A table displays the project data with columns: No., Project Code, Project Type, Project Name, and Project Status. The table contains three rows of data, all with a 'Completed' status. The 'Project Code' column is highlighted with a blue box.

No.	Project Code	Project Type	Project Name	Project Status
1	78	National	Wildlife and Protected Areas Conservation	Completed
2	319	National	National Greenhouse Gas Inventory Project	Completed
3	424	National	Off-grid Electrification Pilot Demonstration, A Component of the Laos Southern Provinces Rural Electrification	Completed

Figure 34: Data Update

Then click on the desired update functions “buttons”



The screenshot shows a web application interface for managing project actions. The header is 'Project Actions' with a sub-header 'Manage disbursements, expenditures, project documents and downloads'. Below the header is a grid of buttons for various actions: Back, Edit Project, Add Activity, Add Disbursement, Add Expenditure, Upload File, All Documents, and Generate Report.

Figure 35: Project update functions

- **Back:** go back to data entry form;
- **Edit Project:** edit project information based on data entry form;
- **Add Activity:** add activities for the project;
- **Add disbursement:** update disbursement of the existing project;

- **Add Expenditure:** update expenditure of the project(multiple expenditure records);
- **Upload File:** update/upload project documentation (multiple files);
- **All documents:** to download all project documents; and
- **Generate Report:** convert “data entry form” to a brief report in PDF format for printing.

5.7.1 Add activity.

To add the activities for the project, do following steps:

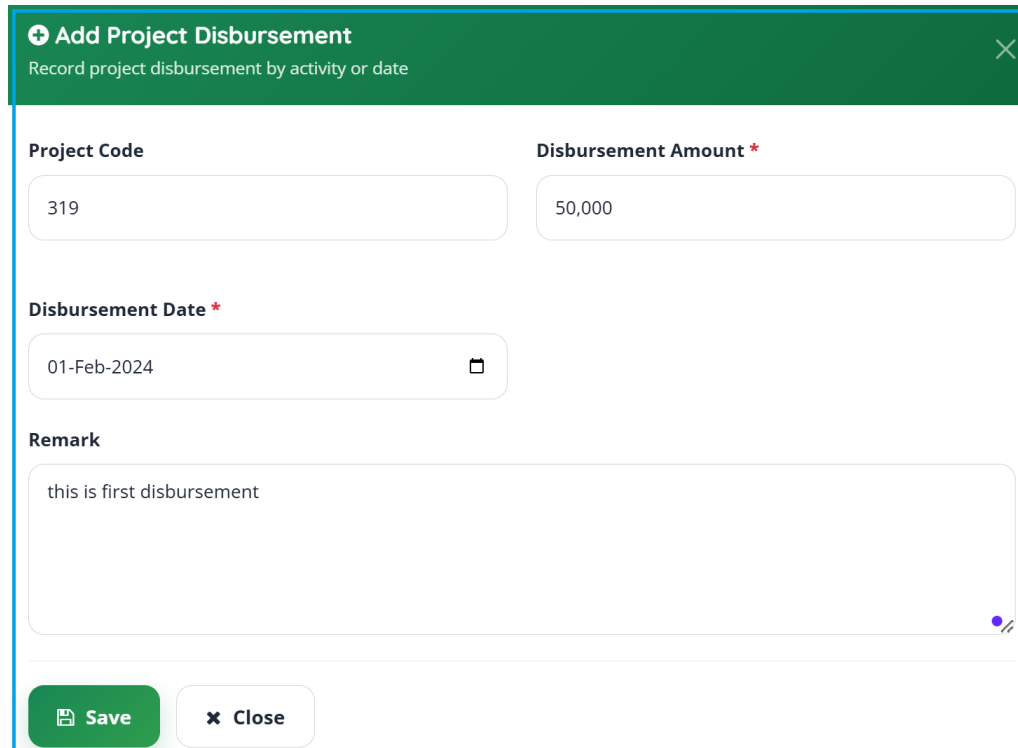
1. Click “Add Project Activity”
2. Enter all required information (activity No, names and description in English and Lao, activity status)
3. Click Save.

Figure 36: Add activity.

5.7.2 Disbursement update

To update the disbursement of any project, do following steps:

1. Click “Add project disbursement”
2. supply all information (amount of disbursement, date, and remark)
3. Click Save.



The screenshot shows a web form titled "Add Project Disbursement" with a subtitle "Record project disbursement by activity or date". The form contains the following fields:

- Project Code**: A text input field containing the value "319".
- Disbursement Amount ***: A text input field containing the value "50,000".
- Disbursement Date ***: A date picker field showing "01-Feb-2024" with a calendar icon.
- Remark**: A large text area containing the text "this is first disbursement".

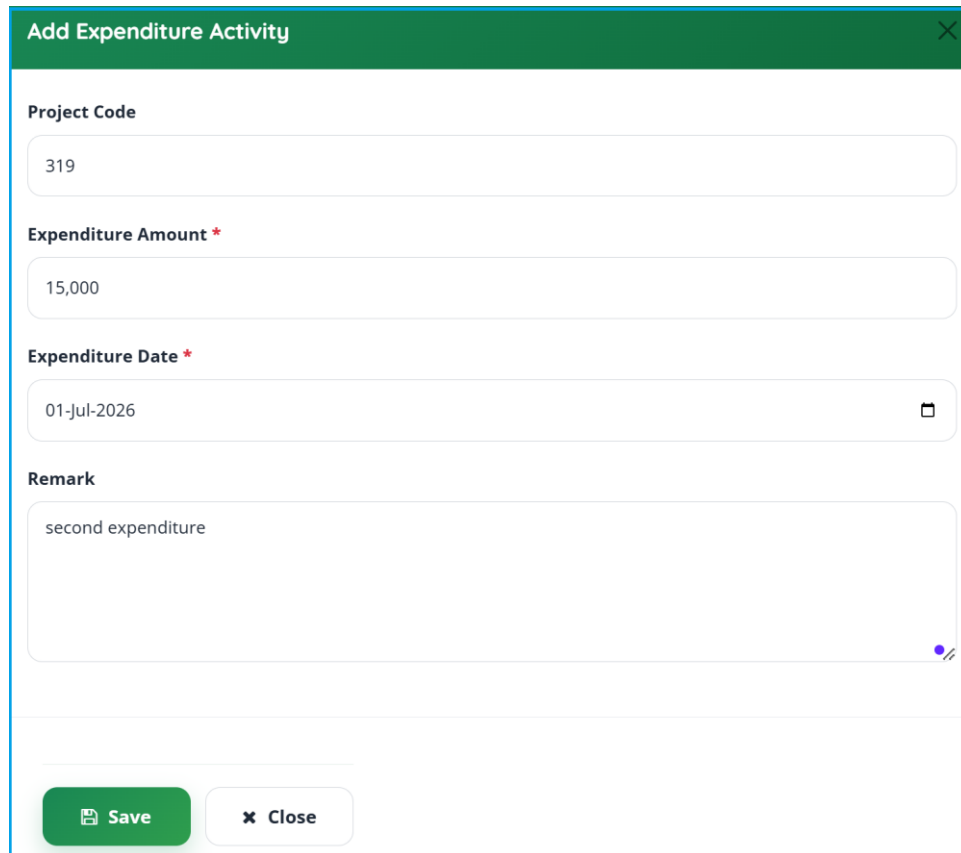
At the bottom of the form, there are two buttons: a green "Save" button with a floppy disk icon and a white "Close" button with a close icon.

Figure 37: Add Disbursement.

5.7.3 Add Expenditure

To update the additional expenditure of the project, do following steps:

1. Click “+Add Expenditure”
2. Supply all information (expenditure among, date, and remark)
3. Click Save.

A screenshot of a web application form titled "Add Expenditure Activity" with a green header bar and a close button (X) in the top right corner. The form contains four input fields: "Project Code" with the value "319", "Expenditure Amount *" with the value "15,000", "Expenditure Date *" with the value "01-Jul-2026" and a calendar icon, and a "Remark" text area containing the text "second expenditure". At the bottom of the form are two buttons: a green "Save" button with a document icon and a white "Close" button with an X icon.

Add Expenditure Activity

Project Code

319

Expenditure Amount *

15,000

Expenditure Date *

01-Jul-2026

Remark

second expenditure

Save **Close**

Figure 38: Add expenditure

5.7.4 Project document update.

The project document can be uploaded to with multiple files with limitation of file size 10MB by

1. Click on" Upload files", then browser for a file
2. Add title and Remark(optional)
3. Click Save

Add Project Document

Project Code
319

Choose File *
Choose File Technical term difination.docx

Title *
Project document

Remark
the latest updated docs

Save **Close**

Figure 39: Add project documents.

5.7.5 Download project documents

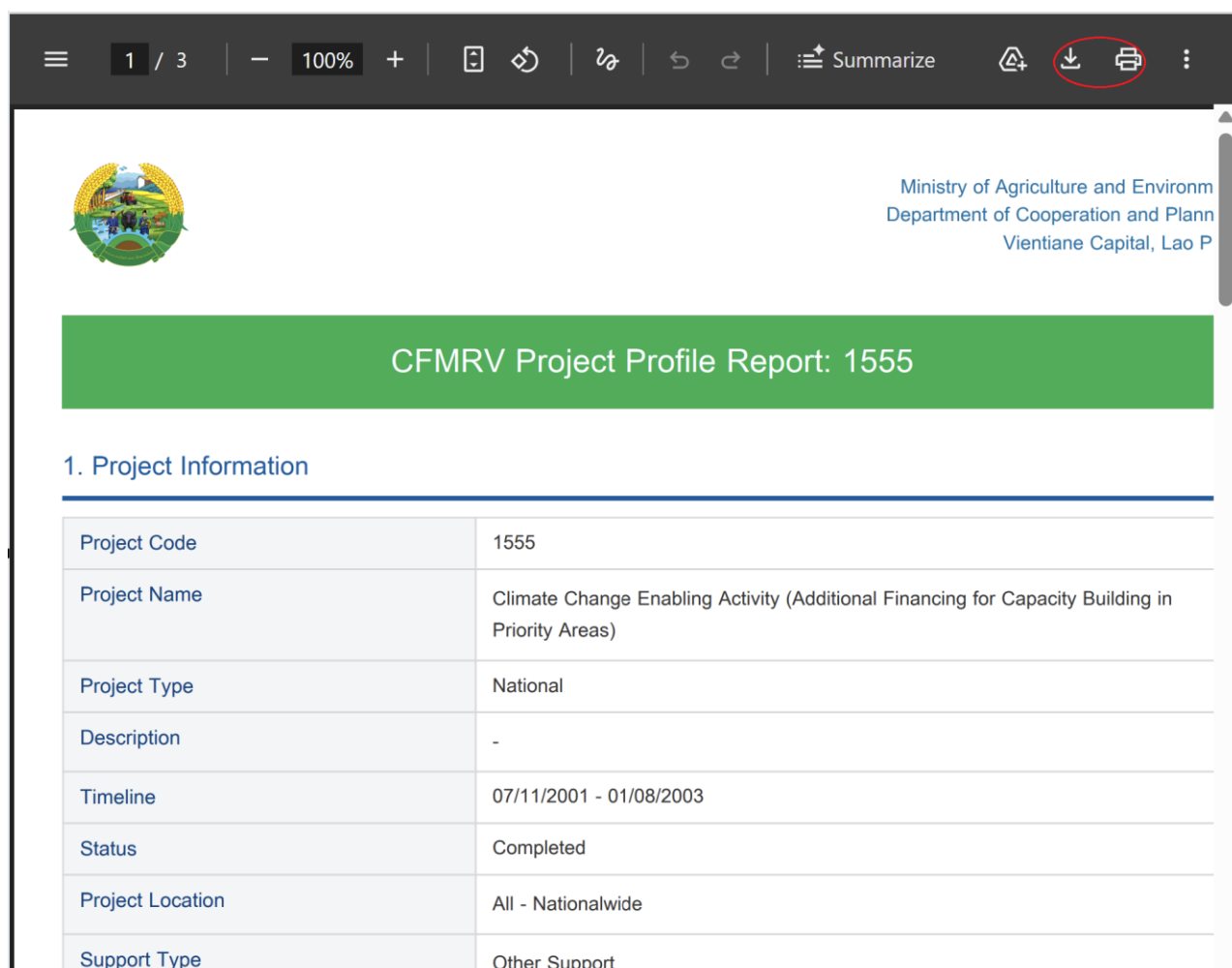
To download all project documents, do following steps:

1. Click on “download all files”, all documents of that project will be downloaded in a single zip file
2. alternatively, project document file can be downloading one by one file on project document list.

5.7.6 Generate a report

This function is privilege for admin users only. To generate a report of the project in PDF format, do following steps:

1. Click on “**Generate Report**”,
2. Then the report will be shown in the new tap as below with option of download and printing icons.



Ministry of Agriculture and Environment
Department of Cooperation and Planning
Vientiane Capital, Lao PDR

CFMRV Project Profile Report: 1555

1. Project Information

Project Code	1555
Project Name	Climate Change Enabling Activity (Additional Financing for Capacity Building in Priority Areas)
Project Type	National
Description	-
Timeline	07/11/2001 - 01/08/2003
Status	Completed
Project Location	All - Nationwide
Support Type	Other Support

Figure 40: Report generation.

5.8 Troubleshooting

CFMRV has built-in validation functionality including credentials, upload threshold, unsupported format, validation error and others.

- **Credentials:** if credentials are unmatched (both username and password), the alert will show “These credentials do not match our records”

The image shows a 'Sign In' form with a red error message at the top: 'These credentials do not match our records.' Below the message, the 'Username' field contains 'admin@gmail.com' and the 'Password' field is empty. A blue 'LOGIN' button is at the bottom.

Figure 41: Unmatched credentials

- Upload threshold: if a file to be uploaded into CFMRV system is larger then 10 Mb, the system will reject automatically and needs reducing the file size

The image shows a 'Add Project Document' form. The 'Project Code' field contains '78'. The 'Choose File' button is next to the file name 'home page.docx'. A red error message is displayed: 'The p file field must not be greater than 10240 kilobytes.' The 'Title' field contains 'test uplaod' and the 'Remark' field is empty. At the bottom, there are 'Save' and 'Close' buttons.

Figure 42:Uploaded file is too large

- **Unsupported format:**

The CFMRV has functions to distinguish between “Character” and “Digit” and not allow to fill in. For example, text field such as “Disbursement Amount”, “Expenditure”, “Main funding”, “Co-funding “allow only digit but not allow character input.

Figure 43: Unsupported format

- **Required Field:** if information is missing in the required field, the system will be alerted

Figure 44: Missing information

Similarly to above troubleshooting, the system will check missing data of all required fields in “ data entry form”,

5.9 Frequently Asked Questions (FAQ)

Q1: Who can access the CFMRV system backend for data entry?

- Answer: Only authorized Normal Users and Administrators issued with credentials by a Super Administrator can log into the backend data platform. Public visitors can only access front-end analysis and reporting tools without logging in.

Q2: What file formats are supported when uploading project documents?

- Answer: The system strictly supports PDF and Excel formats for general documents and allows file uploads up to 10MB per project document item.

Q3: What should I do if I forget my password?

- Answer: You should contact your system Super Administrator or platform Administrator to reset your password via the User Management panel. Alternatively, logged-in users can update their passwords directly via the Profile dropdown menu.

Q4: Which funding sources are tracked in the current phase of the system?

- Answer: Phase 2 focuses primarily on international public funds including the Global Environment Facility (GEF), Green Climate Fund (GCF), and Adaptation Fund (AF), with subsequent phases scaling up to include NGOs, international private sectors.

Q5: Can I export analyzed project data into spreadsheet formats?

- Answer: Yes. Public visitors and users can export filtered project data tables directly into Excel format from the Project Analysis interface on the home page.

6. Annex

6.1 Annex 1: Sustainable Development Goals

Goal Number	Description

1	No Poverty: End poverty in all its forms everywhere
2	Zero Hunger: End hunger, improve food security and nutrition
3	Good Health and Well-being: Ensure healthy lives, promote well-being for all at all ages
4	Quality Education: Ensure quality education, promote lifelong learning opportunities
5	Gender Equality: Achieve gender equality, empower women and girls
6	Clean Water and Sanitation: Ensure water and sanitation for all
7	Affordable and Clean Energy: Ensure access to affordable, sustainable, and modern energy
8	Decent Work and Economic Growth: Promote full and productive employment and decent work for all
9	Industry, Innovation and Infrastructure: Promote inclusive and sustainable industrialization
10	Reduce Inequality: Reduce inequality within and among countries
11	Sustainable Cities and Communities: Make cities and human settlements safe and sustainable
12	Responsible Consumption and Production: Ensure responsible consumption and production
13	Climate Action: Take urgent action to combat climate change and its impacts
14	Life Below Water: Protect and sustainably use marine resources
15	Life on Land: Protect, restore, and sustainably use forests and ecosystems
16	Peace, Justice and Strong Institutions: Promote peace, justice, and strong institutions
17	Partnerships for the Goals: Revitalize the Global Partnership for Sustainable Development
18	Lives Safe from Unexploded Ordnance: Reduce the impact of UXO

6.2 Annex 2: National Determined Contribution 2015

Milestone	Description	Horizon
M1	Increase forest cover to 70% land area	2020
M2	Share of biofuels to meet 10% of transport fuels and 30% of EV cars	2025
M3	90% household electrified	2020
M4	Transport NAMA	2025
M5	Expansion of large hydro to 20,000 MW	2030
M6	Climate Change action plans	N/A

6.3 Annex 3: Climate Action Goal

Goals	Description
1	Adaptation
2	Mitigation
3	Cross-Cutting

6.4 Annex 4: National Adaptation Plan

Outcomes	Description
Outcome 1	Natural resources sustainably used and managed
Outcome 2	Green growth promoted and actions taken towards climate change information
Outcome 3	Capacities for disaster prevention, management and recovery enhanced

6.5 Annex 5: 10th National Social Economic Development Plan

Output	Description
Output 1	Environmental Protection and sustainable natural resources management
Output 2	Preparedness for natural disasters and risk mitigation
Output 3	Reduce instability of agricultural production

6.6 Annex 6: CFMRV Data Collection Form

No	Project Code ລະຫັດ ຂອງ ໂຄງການ	Project Name ឈ្មោះ ໂຄງການ	Project Description ការ ពិពណ៌នា ໂຄງການ	Project Status ស្ថានភាព ໂຄງການ	Recipient Entity អង្គការ ដែល ទទួលបាន	Implementing Entity អង្គការ ដែល បំពេញ	Funding sources (GEF, GCF, AF)	Financial instrument ឧបករណ៍ ហិរញ្ញវត្ថុ	Fund Channel ឆ្នេរ ហិរញ្ញវត្ថុ	Status ស្ថានភាព	Sector វិស័យ	Subsector វិស័យ តូច	Donor name ឈ្មោះ អង្គការ	Donor type ប្រភេទ អង្គការ	SDGs សម្រាប់ អង្គការ	National Determined Contribution (NDC)	NAP សម្រាប់ អង្គការ	Climate Action Goals គោល បំណង អង្គការ	Climate Change Score កម្រិត អង្គការ	Target Area តំបន់ គោលដៅ	Project Starting date ថ្ងៃ ចាប់ផ្តើម	Project Closing Date ថ្ងៃ បិទ	Total project cost សរុប ថ្លៃ គម្រោង	Total project cost Domestic Fund សរុប ថ្លៃ គម្រោង	Total project cost International Fund សរុប ថ្លៃ គម្រោង	Total project cost Fund Total សរុប ថ្លៃ គម្រោង	Total Disbursement សរុប ថ្លៃ គម្រោង	To be disbursed សរុប ថ្លៃ គម្រោង	Total Expenditure សរុប ថ្លៃ គម្រោង	Total balance សរុប ថ្លៃ គម្រោង	Link to Project Document	COMMENT
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27=25+26	28	29=27-28	30	31=28-30	32	32
2																																
3																																
4																																
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