

## Environmental and Social Safeguards Disclosure for Sinoe Resilience Project



UNDP, working with local and international partners, is supporting Liberia to develop a climate change adaptation project which has since been submitted to the Green Climate Fund for consideration. The objective of the proposed project is to support the Government of Liberia in building resilience to the increasing risks of climate change in Monrovia by addressing the immediate and long term impacts of climate change

To adapt to the severe impacts of climate change on Monrovia's coast, it is necessary to change the current approach to addressing the impacts of climate change from a focus on short-term solutions to long-term integrated planning that involves the public sector, private sector and communities at all levels of governance. The proposed project will address barriers to effective climate change adaptation in the coastal zone of Monrovia, and Liberia more generally, through interventions in three inter-related focus areas: i) coastal protection; ii) coastal management; and iii) diversified climate-resilient livelihoods. In this way, the proposed project will build the long-term climate resilience of coastal communities in Liberia by both addressing immediate adaptation priorities and creating an enabling environment for upscaling coastal adaptation initiatives to other parts of Monrovia and Liberia.

The project will address one of the most urgent adaptation needs in Monrovia by constructing a rock revetment to protect West Point against coastal erosion and storms. The project will protect and build the climate resilience of approximately 10,800 people in West Point and avoid damages of up to USD 47 million to the individual and communal property of West Point residents as well as securing launch sites for fishing boats which will have a positive impact on the fisheries sector. The construction of this coastal protection infrastructure will form part of a strategic, cohesive coastal adaptation strategy using an Integrated Coastal Zone Management (ICZM) approach.

The proposed project has been developed based on multi-stakeholder discussions and participation of a wide range of stakeholder groups throughout the project design and feasibility study. The needs and views of targeted

communities are reflected in the proposed interventions. The stakeholder engagement process will continue throughout the implementation of the project, and is informed by the Stakeholder Engagement Plan.

The project is also designed to avoid, minimize and mitigate any potential negative social and environmental consequences of the project. To this end, an Environmental and Social Assessment Report (ESAR) has been prepared to support the project development and subsequent implementation. The ESAR identifies steps for screening potential social and environmental issues and impacts of particular project activities as their specific locations and details are further defined, and for preparing and approving appropriate action plans for avoiding, and where avoidance is not possible, reducing, mitigating and managing adverse impacts.

The ESAR has been prepared based on the risks identified through screening of activities using UNDPs Social and Environmental Screening Procedure (SESP). The risks identified are considered to be manageable through the application of mitigation measures. The ESAR provides an outline of the types of mitigation measures that are likely to be required when implementing the project.

The ESAR, SESP and Stakeholder Engagement Plan are available here for the information and scrutiny of all stakeholders. Any feedback, questions and concerns arising from these documents can be forwarded to [\\*\\*\\*\(moses.abraham@undp.org/abraham.tumbey@undp.org\)](mailto:moses.abraham@undp.org/abraham.tumbey@undp.org).

# Enhancing the resilience of vulnerable coastal communities in Sinoe County of Liberia

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Annex 9: Stakeholder Engagement Plan

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## List of Acronyms

BRAC	Building Resources Across Communities
CAP	Community Action Plan
CARI	Central Agricultural Research Institution
CBO	community-based organisation
CBSM	community benefit-sharing mechanisms
CCA	climate change adaptation
CI	Conservation International
CSEBs	compressed stabilised earth blocks
CSO	Civil society organisation
EbA	ecosystem-based adaptation
EKMS	Environmental Knowledge Management System
EPA	Environmental Protection Agency

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ESMF	Environmental and Social Management Framework
EWS	early warning system
FACE	Fund a Child's Education
FDA	Forest Development Administration
FPIC	free, prior, and informed consent
GEF	Global Environment Facility
GoL	Government of Liberia
GRM	grievance redress mechanism
GVL	Golden Veroleum Liberia
ICZM	integrated coastal zone management
IPLCs	indigenous peoples and local communities
IUCN	International Union for the Conservation of Nature
IW	Inception Workshop
LACE	Liberia Agency for Community Empowerment
LDCF	Least Developed Countries Fund
LHS	Liberian Hydrological Services
LIBR	Liberia Institution for Biomedical Research
LIFSCAA	Liberia's Private Sector Alliance on Climate Change
LISGIS	Liberia Institute of Statistics and Information Services
LMA	Liberia Maritime Authority
LMS	Liberia Meteorological Services
MFDP	Ministry of Finance and Development Planning
MIA	Ministry of Internal Affairs
MMCRP	Monrovia Metropolitan Climate Resilience Project
MME	Ministry of Mines and Energy
MoA	Ministry of Agriculture
MoCI	Ministry of Commerce and Industry
MoD	Ministry of Defence
MoGCSP	Ministry of Gender Children and Social Protection
MoPW	Ministry of Public Works
MoT	Ministry of Transport

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MSMEs	micro, small and medium enterprises
NAFAA	National Fisheries and Aquaculture Authority
NCCCS	National Climate Change Secretariat
NDMA	National Disaster Management Agency
NGO	Non-government organisation
PoG	Port of Greenville
ProDoc	Project Document
PMU	Project Management Unit
RAP	Resettlement Action Plan
SCNL	The Society for Conservation of Nature
SEP	Stakeholder Engagement Plan
SESP	Social and Environmental Screening Procedure
SRDRM	sea and river defence and risk management
UL	University of Liberia
UNDP	United Nations Development Programme
UNIDO	United Nations Industrial Development Organization
UNMIL	United Nations Mission in Liberia
VW	Validation Workshop

## Introduction

This document provides a Stakeholder Engagement Plan (SEP) supporting the Project Document (ProDoc) for the project entitled 'Enhancing the resilience of vulnerable coastal communities in Sinoe County of Liberia'. The project — funded by the Least Developed Countries Fund (LDCF) operated by the Global Environment Facility (GEF) — aims to reduce the vulnerability of Liberian coastal communities and their assets to the impacts of current and future climate change. Specifically, the LDCF project will address the vulnerability of communities across Liberia's coastal counties to sea level rise, coastal erosion and sea and river flooding. Intended outcomes for the project to meet its objective include:

1. strengthened capacity of all Liberian coastal counties' planning institutions to assess climate change risks and integrate into county development frameworks;
  2. innovative technologies — including response planning and communication mechanisms — introduced to support coastal adaptation;
  3. reduced vulnerability of Sinoe County coastal communities to climate-induced sea level rise impacts through hybrid solutions (nature based and engineering); and
  4. gender-responsive options for climate-resilient income and livelihood diversification introduced to climate-vulnerable communities in coastal counties.
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The SEP facilitates the prioritisation of engagement activities with stakeholders and provides the necessary actions to achieve meaningful consultation and their inclusive participation, including through information dissemination. The sections in this annex provide: i) details of stakeholder engagement undertaken during the development of the project; ii) stakeholder engagement to be undertaken during project implementation; iii) the timing of engagements to be conducted throughout the project implementation cycle; iv) the allocated budget for stakeholder engagement; and v) stakeholder engagement indicators during project implementation.

### Legal frameworks on public consultation

The most important Lao legal frameworks concerning public participation in decision-making process are the Constitution for the Republic of Liberia<sup>1</sup>, Environment Protection and Management Law<sup>2</sup> and National Policy and Response Strategy on Climate Change<sup>3</sup>. The Constitution provides the right to freedom of speech for all peoples in Liberia and encourages public participation in the protection and management of the country's environment and natural resources. The Environmental Protection and Management Law similarly encourages the participation of people in the management and decision-making processes of the environment in Liberia. Finally, the national Policy and Response Strategy on Climate Change sets a mandate and strategy for government to engage with local and international stakeholders and partners to address climate change challenges. This includes engaging with coastal communities to participate in actions aimed at protecting the coast.

UNDP's commitment to stakeholder engagement arises from internal policies, procedures, and strategy documents as well as key international human rights instruments, principles and the decisions made by international regulating bodies, particularly regarding the protection of citizens' rights related to freedom of expression and participation. For example: i) Article 19 of the Universal Declaration on Human Rights (guaranteeing freedom of expression and the right to seek, receive and impart information and ideas); ii) Article 25 of the International Convention on Civil and Political Rights (guaranteeing the right of all citizens to participate in the conduct of public affairs); iii) Article 5(c) of the International Convention on the Elimination of All Forms of Racism (guaranteeing all the right to participate in public life without discrimination); and iv) Articles 3 and 29 of the Convention on the Rights of Persons with Disabilities (affirming rights of persons with disabilities to full and effective participation in the conduct of public affairs)<sup>4</sup>. The United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) further affirms the right of Ethnic Groups to participate in decision-making in matters which would affect their rights, as well as to be consulted and to give their free, prior and informed consent (FPIC) to a variety of matters<sup>5</sup>.

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1 Government of Liberia. 1986. Constitution for the Republic of Liberia.

2 Government of Liberia. 2003. An Act adopting the environment protection and management law of the Republic of Liberia.

3 Government of Liberia. 2018. National Policy and Response Strategy on Climate Change.

4 UN Convention on the Rights of Persons with Disabilities, at <https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities.html>.

5 See UNDRIP Articles 10, 11(2), 18, 19, 28(1), 29(2), 30(1), 32(2)). Further, Article 42 specifically mandates the organs and specialized agencies of the United Nations system to promote respect for and full application of the rights affirmed in UNDRIP.

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GEF's policy on public involvement in GEF projects required that stakeholder engagement should be conducted in an inclusive and gender-responsive manner, to ensure the rights of women and men and the different knowledge, needs, roles and interest of women and men are recognised and addressed. In addition, for projects involving or potentially affecting Ethnic Groups, the Ethnic Groups GEF Policy on Minimum Standards on Environmental and Social Safeguards set core minimum requirements, including on Free Prior and Informed Consent (FPIC) and culturally appropriate consultations and dialogues, to enable affected peoples to receive fair and equitable benefits and opportunities from a project.

## Stakeholder engagement undertaken during project development

To initiate stakeholder consultation during the project identification phase, a National Dialogue event was convened in June 2019 to engage with Liberian public sector and civil society representatives to identify climate change adaptation (CCA) priorities for Liberia and decide on focal areas for CCA programming. This engagement led to the subsequent selection of the proposed LDCF project. Public sector representatives that attended included the Minister of Finance and Development Planning, Members of the House and Senate Standing Committees on Environment and Natural Resources and other high-level officials. Civil society organisation (CSO) attendees included the President of the University of Liberia, representatives from the GEF Implementing Agencies and international and local non-government organisations (NGOs).

The primary stakeholders had been identified during the project identification phase using methods such as detailed stakeholder mapping. This mapping was initiated during the National Dialogue between participating Government of Liberia (GoL) representative ministries, GEF Implementing Agencies, NGOs, CSOs and academia. The stakeholder mapping was further expanded by engagements with selected private sector entities as well as NGOs to promote collaboration during project development and eventual implementation. During the project preparation phase, the relevance of the proposed project's identified stakeholders was further validated, followed by stakeholder engagements throughout this phase. These stakeholder consultations were undertaken to: i) share information about the proposed project and obtain feedback; ii) assess the feasibility of proposed interventions; iii) determine the main climate hazards impacting vulnerable ecosystems; iv) identify appropriate implementation modalities and arrangements; v) develop accurate indicators to evaluate the social and economic feasibility of proposed interventions; vi) establish new relationships with local communities and the private sector to ensure ongoing support for interventions; and vii) maintain existing relationships with stakeholders.

Stakeholder engagement during the project preparation phase was initiated through an Inception Workshop held on 16 December 2020 (See Appendix A for Inception Workshop meeting minutes). This workshop was aimed at providing stakeholders with details on the proposed approach to project preparation and included representative stakeholders from the UNDP, Environmental Protection Agency (EPA), Ministry of Mines and Energy (MME), Ministry of Finance and Development Planning (MFDP), Ministry of Internal Affairs (MIA), Ministry of Gender, Children and Social Protection (MoGCSP), Liberia Institute of Statistics and Information Services (LISGIS), National Fisheries and Aquaculture Authority (NAFAA), Golden Veroleum Liberia (GVL), National Disaster Management Agency (NDMA), Liberia University and Sinoe Legislative Caucus and local leadership. Stakeholder engagement during the project preparation phase was concluded with a Validation Workshop on 3 September 2021 (See Appendix B for Validation Workshop meeting minutes). This workshop aimed to update key stakeholders on project development and solicit any feedback for potential changes to the project design. Key stakeholders in attendance of the Validation Workshop included UNDP, EPA, MME, MIA, MFDP, MoGCSP, Ministry of Commerce and Industry (MoCI), Ministry of Agriculture (MoA), LISGIS, NAFAA, Liberia Maritime Agency (LMA), University of Liberia, Conservation International (CI), non-governmental organisations (NGOs), civil society organisations (CSOs), private sector representatives and officials from the counties of Sinoe, Grand Cape Mount and Maryland. Both the Inception and Validation Workshops were undertaken in person for participants within Liberia, with

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information presented on virtual meeting platforms by international participants who were unable to attend as a result of Covid-19 restrictions.

Two field visits to potential project sites were undertaken from 29 January 2021–5 February 2021 and 2–5 June 2021. Photographs, attendance lists and itineraries for these field visits are provided in Appendix C. During these visits, stakeholders were predominantly engaged through focus group discussions and interviews with the aim of identifying community vulnerability to climate change, including, *inter alia*: i) important ecosystems within the proposed project sites, their services and observed climate and non-climate threats; ii) existing livelihood strategies and the availability of alternative livelihoods; and iii) access to essential services and infrastructure. Discussion points covered during the focus group discussions included experiences of climatic hazards, baseline challenges, existing livelihoods and value chains, available inclusive finance, gender challenges and opportunities and project risks (details on the specific questions asked focus group discussions are provided in Appendix D). Materials and tools used during focus group discussions consisted of photographs and questionnaire sheets, with most engagement undertaken through verbal communication as a result of the isolated nature of the sites and literacy levels of the communities. Community beneficiaries were identified as the primary stakeholder group, which led to focus group discussions with community members comprising 8–20 participants in Downtown-Mississippi, Nanakru, Pungbor, Kommanah Town, Bafu Bay, Tournata, Sebeh and Ponkpoh. The communities of Downtown-Mississippi, Sebeh, Tournata, Bafu Bay, Pungbor and Nanakru were identified as the primary target sites (Annex 13c: Site selection report) for the proposed project (Table 1). Specifically, these communities will receive engineered or nature-based adaptation interventions to increase their resilience to coastal floods and droughts. The second field visit from 2–5 June 2021 consisted of communities in the counties of Grand Bassa, Grand Cape Mount and Maryland. This field visit assisted in confirming interest and identified potential communities for other interventions through the project, including livelihood diversification, business training and awareness-raising. Specific communities receiving these interventions will be validated and confirmed during the initial stages of project implementation.

Table 1. Main target communities identified during the project preparation phase, including information on population numbers (gender-disaggregated) and the proposed adaptation option.

Community		Total population 2020	Total females (% of total)	Total males (% of total)	Adaptation intervention to be implemented
Downtown-Mississippi (Greenville)	Street	2,939	1,411 (48%)	1,528 (52%)	Revetment, groynes, ecosystem restoration and conservation
Sebeh (Greenville)		2,925	1,478 (51%)	1,446 (49%)	Revetment, groynes, ecosystem restoration and conservation
Tournata		87	38 (44%)	49 (56%)	Ecosystem restoration and conservation
Bafu Bay		428	196 (46%)	232 (54%)	Ecosystem restoration and conservation
Pungbor		173	76 (44%)	97 (56%)	Ecosystem restoration and conservation
Nanakru		936	461 (49%)	475 (51%)	Ecosystem restoration and conservation

Key attendees of the focus group discussions included members of cooperatives, community leaders and representatives from CSOs such as community-based organisations, women's groups and youth groups. Specifically, women, the youth, the elderly, people with disabilities and other marginalised groups were represented by community members from each community, the MoGCSP Gender Division, country women platforms, women's group chairladies, youth leaders and disabled groups. Focus group discussions included specific questions that address existing challenges and opportunities as well as the perception and potential impact of the project on women, the youth, people with disabilities and other

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marginalised groups. These questions are provided in Appendix D and for the second field visit were facilitated by the project preparation team's gender expert.

Focus group discussions indicated that fishery value chains are considered important livelihoods requiring support to improve the climate resilience of fisherfolk. In addition, agricultural communities viewed cassava and vegetable cultivation as priorities for enhancing agricultural value chains. During the consultations, participants noted that despite the climate-resilient properties of cassava, shifting rainfall patterns and resulting periods of unexpected heavy rainfall events and prolonged dry seasons were negatively affecting yields. Additional challenges farmers are exposed to include: i) the non-existence of a farmers' association, constraining cooperation between farmers; ii) limited technical capacity to implement modern production techniques; iii) the absence of storage facilities; iv) low access to credit facilities; and v) inadequate provision of social services to farmers. These challenges, among others, were identified as factors driving the decline in the number of farmers because many had consequently migrated to urban areas in search of better livelihood opportunities. Moreover, the absence of micro-finance facilities specifically designed to accommodate farmers was consistently noted as a major constraint to improved agricultural productivity.

National- and local-level public sector stakeholders were also interviewed during the field visits and through telephonic communications. National-level stakeholders included the National Climate Change Focal Person, Minister of Mines and Energy, and the Ministry of Internal Affairs representatives. Local-level stakeholders in Sinoe County, Grand Bassa, Grand Cape Mount and Maryland included several superintendents and the regional coordinator for the Farmers Union Network of Liberia (southeast region). In addition, representatives from the Liberia Institute of Statistics and Geo-Information Services and the National Fisheries and Aquaculture Authority (NAFAA) were also consulted. The NAFAA focal point noted that the primary challenges fisherfolk are experiencing in Sinoe include limited equipment such as safety jackets to reduce injuries and deaths from increasingly hazardous ocean conditions, nets, storage facilities or ice to preserve fish, regular capsizing of canoes and the migration of fish species. Along with the migration of fish species, fisherfolk noted limited technical capacity to improve the productivity of their operations during the dry season when catch levels are low as a critical challenge.

Private sector engagements were convened with representatives from relevant companies including Golden Veroleum Liberia (GVL), Ruby Light Forestry Investment Inc., Mandra Forestry Liberia, Equatorial Palm Oil PLC Maryland Oil Palm Plantation, Bea Mountain Mining Corporation, Sime Darby Plantation, Cavalla Rubber Corporation and micro, small and medium enterprises (MSMEs). These engagements focussed on how the private sector in Sinoe, Grand Bassa, Grand Cape Mount and Maryland can most effectively align their operations and investments with CCA and mitigation priorities. Accordingly, a review was conducted of current operations, performance, the CCA impact of corporate social responsibility initiatives, existing initiatives and challenges presented to CCA interventions. Common themes raised during these engagements included: i) a noted impact of climate change hazards on operations, particularly the inaccessibility of most roads during the wet season; ii) a commitment to corporate social responsibility enacted through measures such as the provision of clean water and clinics, as well as upgrading road infrastructure; and iii) a desire for government-led incentives to facilitate increased investment in CCA, particularly through tax rebates. Climate change indicators — such as reporting on waste management, energy consumption and the implementation of CCA — were not reported to be well incorporated into monitoring and evaluation systems used by the companies interviewed. These gaps are mainly attributable to an absence of legal imperatives to report greenhouse gas emissions and an inadequate national strategy on CCA, limiting private sector stakeholders' consideration of these actions as a strategic priority. Consultations with MSMEs also highlighted that limited avenues are available to hold private companies accountable for climate change mitigation and adaptation actions. Moreover, private stakeholders indicated a generally limited awareness of CCA amongst most businesses.

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Representatives from Liberia's Private Sector Alliance on Climate Change (LIFSCAA) were additionally remotely engaged using virtual meeting platforms. This alliance includes members from several priority economic sectors for CCA, including agriculture, coastal management, energy and waste. These engagements emphasised that the primary support required includes: i) awareness raising and information dissemination on climate change impacts and potential adaptation options; ii) training on climate change impacts and adaptation options; iii) and access to financial assistance to implement CCA activities. Many respondents indicated their interest in engaging in CCA within their operations and accordingly identifying potential financial benefits from CCA. A summary of all stakeholders engaged throughout the project preparation phase and the methods of engagement used are provided in Table 2.

Table 2. List of stakeholders engaged during the project preparation phase and the engagement method used.

<b>Stakeholder group</b>	<b>Description of stakeholder</b>	<b>Method of engagement</b>
National government, ministries, and agencies	National Climate Change Focal Person, Ministry of Internal Affairs (MIA), Ministry of Finance and Development Planning (MFDP), Ministry of Agriculture (MoA), Ministry of Commerce and Industry (MoCI), Ministry of Gender, Children and Social Protection (MoGCSP), National Disaster Management Agency (NDMA), Liberia Institute of Statistics and Geo-Information Services (LISGIS), Liberia Maritime Authority (LMA), the National Fisheries and Aquaculture Authority (NAFAA)	In-person consultations, Inception and Validation Workshops
	Environmental Protection Agency (EPA), Ministry of Mines and Energy (MME)	In-person consultations, virtual engagements, Inception and Validation Workshops
County Governments	Superintendents from the counties of Sinoe, Grand Bassa, Grand Cape Mount and Maryland and the regional coordinator for the Farmers Union Network of Liberia	In-person consultations, Inception and Validation Workshops
Civil society organisations (CSOs) and non-government organisations (NGOs)	Community-based organisations (CBOs), women's groups, youth groups	In-person focus group discussions
Local communities	Community members from Downtown-Mississippi, Nanakru, Pungbor, Kommanah Town, Bafu Bay, Tournata, Sebeh and Ponkpoh	In-person focus group discussions
Academia	University of Liberia	Inception and Validation Workshops
Private sector	Golden Veroleum Liberia (GVL), Ruby Light Forestry Investment Inc., Mandra Forestry Liberia, Equatorial Palm Oil PLC Maryland Oil Palm Plantation, Bea Mountain Mining Corporation, Sime Darby Plantation, Cavalla Rubber Corporation and micro, small and medium enterprises (MSMEs)	In-person consultations, Inception and Validation Workshops
	Liberia's Private Sector Alliance on Climate Change (LIFSCAA)	Virtual engagements
International organisations	UNDP, Conservation International (CI)	Virtual engagements, Inception and Validation Workshops

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Financial services sector      Access Bank, Building Resources Across Communities      Virtual engagements  
(BRAC)

## Stakeholder engagement during project implementation

Continuous engagement with stakeholders — particularly community beneficiaries and the public and private sectors — will be maintained during the project implementation phase, primarily in the form of capacity building, awareness-raising, information sharing and institutional strengthening. This SEP will ensure consistent and ongoing engagement with key stakeholders to: i) facilitate information sharing and awareness-raising regarding CCA interventions; ii) establish community ownership of project interventions; iii) promote gender equality and the empowerment of marginalised groups including the youth and persons with disabilities; and iv) enhance complementarity with other ongoing initiatives.

Local communities — the primary beneficiary group of the proposed project — will be engaged through several project outputs to ensure the needs of the beneficiaries inform all relevant interventions. First, communities will be targeted through awareness-raising and capacity-building activities (Output 1.3) to improve their understanding of — and secure their buy-in for — the CCA interventions and livelihood opportunities introduced under Outputs 3.2 and 4.2, respectively. Notably, the content included in awareness-raising products will be gender-responsive and focus on promoting gender-responsive and disability-inclusive climate actions. This CCA understanding will be reinforced by developing an early warning and preparedness delivery system that provides necessary and accessible climate change and climate hazard information to vulnerable communities (Output 2.1). At least 50% of beneficiaries to be consulted will be women, disaggregated by age and disability, to promote equitable participation of men and women, the youth and people with disabilities in developing the early warning system (EWS). The focus on marginalised groups will also ensure that the climate change information provided by EWS responds to the needs of all end users, particularly women. Access to climate information will be extended by strengthening the Environmental Knowledge Management System (EKMS) knowledge hub (Output 2.2), which will utilise awareness raising to inform target communities on the existence and use of the knowledge hub. The EKMS will include gender-specific data to promote gender mainstreaming and increase available data on the gender-differentiated impacts of climate change.

Community beneficiaries will secondly be engaged by developing Community Action Plans (CAPs) under Output 2.3, which will include a participatory resource mapping exercise and a framework for monitoring coastal and river ecosystems. At least 50% of the participants in the resource-mapping exercise will be women to ensure that CAPs adequately reflect the needs of all beneficiaries in each district. Gender mainstreaming will also be promoted by convening working sessions to ensure gender is fully integrated into the CAPs and their supporting frameworks. This engagement will also ensure that the CAPs adequately reflect each unique context's environmental and socioeconomic priorities and promote ownership of the plans. Third, local ecological knowledge will be garnered to inform the development of Guidance Manuals for integrated coastal adaptation practices (Output 2.4). Gender will be mainstreamed into the Guidance Manuals by including gender-specific data as well as a specific focus on gender responsiveness. Fourth, communities will be engaged in implementing community-based coastal ecosystem monitoring programmes (Output 3.2) to enhance the long-term sustainability of nature-based solutions implemented under the output. At least 50% of participants will comprise women, the youth and people with disabilities to ensure these groups are equitably represented. Finally, consultations with local communities will identify site-specific needs and livelihood opportunities (Output 4.2). Communities will also validate the additional livelihood opportunities developed under this output to ensure they are appropriate for the local context. Similarly, 50% of participants engaged in this process will comprise women — disaggregated by age and disability — to ensure equitable participation and inclusivity.

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Public sector stakeholders at the national, county and district levels will also be engaged through several project outputs. Specifically, the project will provide technical and human capacity building to officials, planners, decision-makers and climate information system units at all levels of governance to, *inter alia*: i) adequately assess climate change risks and prepare county-level integrated coastal zone management (ICZM) plans (Output 1.1); ii) incorporate sea and river defence and risk management (SRDRM) and coastal adaptation principles into relevant development plans (Output 1.2); iii) implement and manage the EWS (Output 2.1); iv) effectively implement CAPs (Output 2.3); and v) understand and use the climate-resilient coastal management Guidance Manuals (Output 2.4). These capacity-building initiatives will better equip recipients to incorporate CCA into their operations and enable their meaningful engagement in project activities. Gender will be mainstreamed into capacity-building initiatives to ensure public sector officials can adequately integrate gender responsiveness into future policy and planning processes. For example, technical training programmes (Activity 1.2.2) will include training on gender-mainstreaming processes with specialised training on gender and climate change provided to the Project Gender Officer and the Project Management Unit (PMU). Training programmes will also encourage equitable participation between men and women by ensuring at least 40% of training programme participants under Activity 1.2.3 are women, disaggregated by age and disability. The feasibility mapping exercise (Output 3.1) will be informed by engagement with, *inter alia*, public sector stakeholders to ensure priority assets, livelihoods and ecosystems are reflected in the final exercise. This engagement will also consist of 50% women participants, disaggregated by age and disability, to ensure equitable participation and gender mainstreaming. Similarly, county- and district-level officials will be engaged under Output 4.2, which involves the collaborative development of industry standards and codes of conduct for fisheries, integrated farming systems, compressed stabilised earth block construction and their value chains. The project's Gender Officer will ensure that the industry codes are gender-responsive to promote gender mainstreaming.

Under Output 3.3, workshops on CCA will be convened with private sector representatives to encourage adopting CCA options in climate-vulnerable sectors such as agriculture, fisheries and construction. The content of these workshops (Activity 3.3.3) will include gender-disaggregated data and gender-mainstreaming best practices for private sector stakeholders to consider. The training workshops under Output 4.1 on business identification, development and management to improve the adaptive capacity of recipients will specifically target gender responsiveness in MSMEs. These workshops will be informed by a needs assessment (Activity 4.1.1) that will collect and analyse data disaggregated by sex, age and disability on distinct livelihood needs and priorities to ensure the adequate consideration of differentiated socioeconomic impacts of climate change on women, men, boys and girls. Accordingly, training will include information on, *inter alia*, shared responsibilities for unpaid care work and including men and boys in promoting gender equality and equity. At least 70% of participants in business training workshops (Activity 4.1.4) will comprise women, the youth and people with disabilities. Financial institutions will be engaged under Output 4.3 to: i) enhance their capacity for integrating climate change information and risks into sector-wide guidelines; and ii) improve the linkages between micro-finance provision and CCA-oriented businesses. Workshops convened under Activity 4.3.1 will include content on financial products tailored to women-run MSMEs to promote gender equality. These engagements will result in greater access to micro-finance among vulnerable coastal communities — specifically women, the youth and people with disabilities — which will in turn support the livelihoods implemented under Output 4.2. Moreover, another project activity will include improved capacity among financial institutions to incorporate CCA considerations into their financial products and business cases.

In addition to engagement with stakeholders at the national and local levels, the project will engage global stakeholders to explore opportunities for meaningful participation in climate change efforts, focussing on the impacts of SLR and shifting rainfall and temperature patterns. Such stakeholders will include the Global Center on Adaptation, Global Resilience Partnership, InsuResilience, Africa Risk Capacity, Africa Adaptation Initiative, the African Development Bank's Adaptation Benefits Mechanism and initiatives such as the West Africa Biodiversity and Climate Change programme. These stakeholders will be engaged to facilitate information sharing and establishing partnerships for, *inter alia*, regional

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cooperation with countries that are implementing initiatives on coastal erosion, flooding and climate-resilient livelihoods in geopolitical, social and environmental contexts relevant to the proposed project in Liberia.

The stakeholders that will contribute to, or benefit from project implementation are summarised in Table 3. Details on the specific types of engagement for each output to be undertaken during implementation are provided in Table 4.

Table 3. Stakeholders of the proposed project.

Stakeholder	Stakeholder interests	Engagement during project implementation
<b>National Government, Ministries and Agencies</b>		
Environmental Protection Agency (EPA)	Coastal adaptation	The EPA will be the Implementing Partner for the project. As a result, they will be involved in implementing all project components and provide in-kind co-financing.
	Sustainable development	
	Environmental management	
Ministry of Mines and Energy (MME)	Water resource management	The MME, MoA and MoC represent Responsible Parties for the project. They will therefore contribute to implementing specific project outputs and benefit from capacity building under the project. In addition, the MME will provide in-kind co-financing of USD1,332,000.
	Sustainable energy	
	Public infrastructure	
Ministry of Agriculture (MoA)	Agriculture	
	Livelihood development	
Ministry of Commerce and Industry (MoCI)	Business development and training	
	Access to finance	
Ministry of Transport (MoT)	Land, air and sea transport infrastructure	These stakeholder groups will provide support to the Implementing Partner and Responsible Parties with regard to project implementation. They will also mainstream climate change, ICZM and SRDRM principles into their policies and strategies and benefit from capacity development under the project.
Ministry of Public Works (MoPW)	Public infrastructure construction and maintenance	
National Disaster Management Agency (NDMA)	Regulation of building codes	
	Disaster risk management	
National Fisheries Authority (NAFAA)	Early warning and response preparedness	
	Sustainable fisheries	
Ministry of Finance and Development Planning (MFDP)	Livelihoods related to the fisheries sector	
	Public finance	
Forest Development Administration (FDA)	Development planning	
	Forest management and conservation	

	Restoration	
Ministry of Gender Children and Social Protection (MoGCSP)	Gender equality Women's empowerment Children's rights	
Ministry of Defence (MoD)	Assistance in recovery from natural disasters	
Port authorities (National Port Authority)	Maintenance and operation of national ports	
Liberia Maritime Authority	Regulation of fisheries or maritime commerce	
<b>County Government</b>		
County Government and Superintendents	Development planning	These stakeholders will support the Implementing Partner and Responsible Parties in project implementation. They will also mainstream ICZM and SRDRM principles into their policies and strategies and benefit from the project's capacity development.
District and clan officials	SRDRM	
Municipalities	ICZM	
<b>National CSOs and NGOs</b>		
The Society for Conservation of Nature (SCNL)	Ecosystem conservation Sustainable resource use Community awareness-raising on biodiversity and natural resource use	These agencies are already supporting and implementing on-the-ground activities at some project sites. They may accordingly provide assistance or expertise on the implementation of the proposed project.
Fund a Child's Education (FACE)	Access to safe drinking water Sanitation facilities Community poverty alleviation	
Liberia Agency for Community Empowerment (LACE)	Community poverty alleviation Community-based organisation (CBO) capacity development Social services	
Association of Environmental Lawyers	Natural resource management Environmental law Human rights Legal aid to impoverished communities	
Community-based organisations (CBOs), including women's groups (Sinoe Women Forum), youth groups and the Disabled Association	Community participation Poverty alleviation and livelihood development	

## Awareness-raising

**Local communities and gender-based stakeholders**

Vulnerable coastal and riverine communities within coastal counties including, but not limited to, fisherfolk, small traders, farmers and homeowners	Women empowerment and business opportunities Livelihood development Access to finance	Coastal communities are direct beneficiaries of the project. They will benefit from awareness-raising campaigns, capacity-building workshops and any livelihood revenue schemes. As a result, many will learn how to prepare and construct coastal defence measures.
Female stakeholders are included in consultations under Outputs 1.1, 2.1, 3.1, 4.1, 4.2 and 4.3 to ensure gender considerations are adequately mainstreamed into climate change adaptation interventions.	Flood and erosion protection and awareness-raising on interventions	Climate change impacts affecting Liberian coastal communities can have a differential impact on women, to the extent that ensuring gender responsiveness in the project design is essential. To this end, interventions will target, <i>inter alia</i> , women as key beneficiaries to ensure that project outputs are gender responsive. Women will benefit from capacity-development initiatives and coastal resilience-building interventions under the project.

**Meteorological Units**

Liberia Airport Authority	Early warning information collection and dissemination	These units provide the basic support to gathering and analysing climate data and diffusing climate advice to key local stakeholders. Ultimately, they are involved in operating and managing early warning systems (EWS) and will benefit from technical capacity-building activities that will enhance their ability to incorporate climate change impacts in hydrometeorological data collection and EWS (Output 2.1).
Liberian Hydrological Services (LHS)	Meteorological observation	
Agrometeorological Department	Risk management	
Liberia Meteorological Services (LMS)		

**Private sector**

Liberia Private Sector Climate Action Alliance (LIFSCAA)	Economic growth in coastal counties	Private sector actors can provide opportunities for employment in coastal towns/villages, which will enhance the climate resilience of these communities by providing additional livelihood opportunities. They can also provide training and implementation support for livelihoods introduced under the project. In addition, the private sector will benefit from climate change and adaptation awareness raising from the project under Outputs 1.3 and 3.3.
Liberia Business Association	Livelihood and product diversification and expansion	
Construction/brick entrepreneurs	Business and livelihood training	
Private sector actors in value chains such as fishing, agriculture, energy, waste management, logging, real estate and hospitality sectors	Sustainable and low emission resource use	

**Research institutions**

Central Agricultural Research Institution (CARI)	Policy and standards development related to the agricultural sector Agricultural research	These institutions may be involved in research activities linking natural resource management and coastal ecosystem-based adaptation (EbA) principles to address climate change impacts. Their capacity to, <i>inter alia</i> , house and manage the upgraded EWS (Output 2.1), undertake hydrometeorological data collection (Output 2.1), collect data on SRDRM (Output 2.2) and assist
Liberia Institution for Biomedical Research (LIBR)	Disease research Community health and sanitation	

Construction research groups	Livelihood development, specifically regarding compressed stabilised earth blocks (CSEBs)  Hard adaptation intervention construction	with developing standards and codes of conduct reflecting best practices for climate-resilient fisheries and integrated farming systems (Output 4.2), will be developed through the project.
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#### International organisations

UNDP Country Office and other UN agencies	Natural resource conservation  Ecosystem restoration	UNDP will be the GEF Agency for the project and has committed to providing USD200,000 in co-financing.
Conservation International (CI)	Climate change adaptation  Community development	CI will assist in the implementation of Output 3.2 and provide parallel co-financing.
United Nations Mission in Liberia (UNMIL)	Disaster and risk management	These organisations will provide additional strategic guidance for the project, ensuring its effective implementation and drawing from international best practices.
United Nations Industrial Development Organisation (UNIDO)		
GEF Focal Point		
Red Cross Society		
International Union for the Conservation of Nature (IUCN)		
Relevant Multinational Agencies		

#### Financial services sector

Micro-finance and insurance sectors, such as Access Bank, Afriland First Bank and Building Resources Across Communities (BRAC International)	Access to finance  Micro-finance  Community and livelihood development	They will provide economic and financial sustainability options by providing micro-finance and employment opportunities.
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Table 4. Stakeholder engagement and participation across the proposed project outputs.

Project components	Project outcomes	Project outputs	Stakeholder engagement activities	Major stakeholders (including target beneficiaries)
Component 1: Institutional capacity strengthening for climate change adaptation planning in Liberia's coastal counties.	Outcome 1: Strengthened capacity of all Liberian coastal counties' planning institutions to assess climate change risks and integrate into county development frameworks.	Output 1.1: County-level ICZM plans prepared for all coastal counties to address climate hazard risks on infrastructure, livelihoods and health, as well as to enable adaptation planning, monitoring, protection and the maintenance of sea and river defence.	Consultations and assessments with national- and county-level government stakeholders and coastal communities to inform the ICZM plans and Sinoe County SRDIMP pilot, including site visits, inception workshop and validation workshop.  Capacity building of county-level government stakeholders through the	MME  Other national government ministries and agencies  County-level government stakeholders  Local communities and gender-based stakeholders

			dissemination of county-specific ICZM plans.	
		Output 1.2: Identified climate change risks and adaptation priorities incorporated into coastal County Resilience Plans as well as county and national planning and budgeting processes.	Training workshops for national and county government officials, planners and decision-makers on integrating ICZM and SRDRM into policies, development planning processes and budgets.	EPA Other national government ministries and agencies County governments
		Output 1.3: Cross-sectoral climate change information and risk management focal points and working groups established and trained in all coastal counties.	Private sector workshops and community meetings on climate change risks and SRDRM hosted by focal points and working groups.	EPA County-level government stakeholders Coastal communities Private sector stakeholders
Component 2: Innovation, technologies and climate information introduced for coastal adaptation planning.	Outcome 2: Innovative technologies — including response planning and communication mechanisms — introduced to support coastal adaptation.	Output 2.1: Coastal flood and erosion early warning and risk management systems supported to provide climate information, products and services that meet the needs of end users.	Three-day training workshops on climate change and EWS as well as the use of acquired weather stations for staff within the LMS  Information delivery to end users — including vulnerable coastal communities and private sector actors — using websites, radio programmes and mobile weather apps.	EPA MoT (LMS) MME (LHS) NDMA Other meteorological units Red Cross Society Coastal communities Private sector stakeholders Research institutions
		Output 2.2: Existing EPA Environmental Knowledge Management System enhanced to support the collection and dissemination of lessons learned on sea and river defence based on Sinoe County adaptation solutions.	Collection of lessons learned and best practices on SRDRM, including consultations with communities, the private sector, meteorological units and research institutions  Enhancement of the EKMS knowledge hub to provide user-friendly information on SRDRM lessons learned to end users in all coastal counties.	EPA County-level government stakeholders Private sector stakeholders Coastal communities Meteorological units Research institutions
		Output 2.3: Community Action Plans developed for	Consultations with Sinoe County coastal communities	EPA Internal Affairs

		all coastal districts of Sinoe County.	and county-level government officials	Sinoe County government officials
			Training workshops for community representatives and local authorities on the implementation of the CAPs	Coastal communities
		Output 2.4: Guidance Manuals for integrated coastal adaptation practices developed and disseminated to all coastal counties.	Consultations with communities and local authorities	MME MoPW
			Dissemination of Guidance Manuals to district officials	County- and district-level government stakeholders Coastal communities
Component 3: Solutions for reducing vulnerability to climate change-induced sea level rise and coastal erosion.	Outcome 3: Reduced vulnerability of Sinoe County coastal communities to climate-induced sea level rise impacts through hybrid solutions (nature based and engineering).	Output 3.1: Viable solutions to address climate vulnerabilities in Sinoe County developed and designed using multi-criteria and participatory processes for identifying, prioritising and planning adaptation and resilience solutions.	Consultations with target communities and Sinoe County officials, including a participatory monitoring exercise.	EPA
				MME
				CI
				MoPW
		Output 3.2: Coastal- and catchment-level adaptation solutions implemented to improve the resilience of communities to the impacts of climate change in Sinoe County.	Training workshops with target communities on community-based monitoring of ecosystems.	County-level government stakeholders National CSOs and NGOs Local communities, including gender-based stakeholders
				MME CI MoPW
		Output 3.3: Best practices on adaptation solutions documented and disseminated to other coastal counties for adoption and upscaling,	Dissemination of best practice reports across all coastal counties	County-level government stakeholders
			Workshops to engage with private sector actors on	EPA County-level government stakeholders
				County-level government stakeholders Private sector stakeholders, particularly those involved in coastal adaptation initiatives

		including engagement with the private sector.	coastal adaptation best practices	Private sector stakeholders
Component 4: Livelihood diversification for climate resilience.	Outcome 4: Gender-responsive options for climate-resilient income and livelihood diversification introduced to climate-vulnerable communities in coastal counties.	Output 4.1: Business identification, development and management training programmes designed and delivered to communities and Micro, Small and Medium Enterprises in coastal counties, targeting women and the youth.	Consultations with local communities and the private sector on business training needs	MoCI
			Training of trainers workshops to capacitate private sector representatives to deliver training to communities and entrepreneurs	National CSOs and NGOs
			Training workshops for coastal communities and entrepreneurs	Private sector stakeholders
		Output 4.2: Opportunities for integrated farming systems, fisheries, compressed stabilised earth blocks and their value chains created for coastal communities.	Consultations with project partners and the private sector to inform livelihood standards, codes of conduct and training curricula	Local communities, including gender-based stakeholders
			Validation workshop with community representation to validate selected livelihood approaches	County-level government stakeholders
			Training workshops for selected coastal communities on livelihood best practices and equipment use	UNIDO
		Output 4.3: Access to finance and technologies to develop livelihood and income diversification enterprises of coastal livelihoods and resources facilitated in collaboration with national and county financial institutions.	Consultations with inclusive finance institutions on designing sector-wide guidelines for financing adaptation-orientated livelihoods.	LACE
			Training for micro-finance institution representatives on climate risk management financing	National CSOs and NGOs
				NAFAA
				LIFSCAA
				Other relevant private sector actors
				Research institutions

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Train the trainer for Village Savings and Loans Associations (VSLAs) representatives on climate-resilient financial products, which will allow them to improve linkages between micro-finance institutions and vulnerable coastal communities.

## Stakeholder engagement and the Covid-19 pandemic

The ongoing Coronavirus (Covid-19) pandemic will likely impact stakeholder engagement during project implementation as a result of the travel restrictions, prohibition of large gatherings, enforced social distancing and other preventive measures imposed by the GoL to restrict the spread of the virus<sup>6</sup>. Where possible, and without jeopardising the effectiveness of engagements, virtual communication tools will be considered to conduct these consultations. Where in-person meetings or activities are required, the appropriate safety measures and Covid-19 protocols outlined by the Liberian Ministry of Health — including the use of PPE, social distancing and regular Covid-19 testing — will be adhered to to minimise the potential risk of transmission. Another precaution includes developing a comprehensive list of all stakeholders for in-person engagements for alerting all participants in the event of an exposure. Details on project strategies for addressing Covid-19 risks are presented in Annex 25: Covid-19 Strategy Report.

## Engaging with specific groups

Besides the major consideration of Covid-19 in stakeholder engagement, this project also promotes accommodating different groups and/or individuals' needs during in-person consultations. Given the broad diversity of people with different backgrounds, needs and values residing in the target areas, being fully inclusive in all engagement activities may require tailoring these activities to enable some communities or individuals to participate equally with others.

Specific groups include, but are not limited to, Indigenous people, older people, women, the youth and people with disabilities. Factors to be mindful of while engaging with specific groups include:

166. identify local representatives;
167. communicate consistently;
168. when possible, provide opportunities for smaller meetings;
169. timing and location of meetings;
170. allowing enough time for the groups to participate;

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<sup>6</sup> UN Liberia. 2020. UN Liberia COVID-19 Socio-Economic Response and Recovery Plan. [online] Available: <https://liberia.un.org/sites/default/files/2020-11/UN%20Liberia%20Socio-Economic%20Response%20Plan%20-%20Final.pdf>

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171. accessible meeting locations and venues;
  172. include accessible and respectful information; and
  173. work within existing community networks.

Considering the abovementioned factors, the following steps will be taken during the different stakeholder engagement activities — including consultations, training and awareness-raising activities — for each output identified in Section 3 above, particularly those engagements that include the specific identified vulnerable groups. Local community representatives as well as women, the youth, the elderly and disabled peoples’ networks will be continuously engaged with throughout project implementation to ensure the representation and participation of vulnerable groups. Where applicable, the engagement activities may include smaller focussed consultations, workshops or training to enable marginalised groups to speak freely. Activities will be timed to have a minimal impact on the daily routine and responsibilities of participants — particularly with regard to the domestic roles of women (see below), while venues will be sourced that promote accessibility, particularly in consideration of transport barriers and for disabled individuals. The project Gender Officer and procured gender experts — where applicable — will ensure that information provided to stakeholders is gender-sensitive and designed to be respectful to marginalised groups. Further considerations and recommendations for engaging with specific vulnerable groups are provided below.

#### Engaging with Indigenous peoples

Indigenous peoples, as distinct people, are equal to all other peoples. As individuals or communities, Indigenous peoples are entitled to enjoy and exercise their human rights without discrimination. In addition, Indigenous peoples possess collective human rights, which are indispensable for their existence, well-being and development as peoples. The special relationship between Indigenous peoples and their lands, territories, resources and cultural heritage is integral to their physical, spiritual and cultural survival<sup>7</sup>.

To ensure that UNDP projects that may impact Indigenous peoples are designed in a spirit of partnership with them — and with their full and effective participation — engagement is necessary to secure free, prior and informed consent (FPIC; Section 3.2) where their rights, lands, territories, resources or traditional livelihoods may be affected. At the minimum, engagement processes with Indigenous peoples require documenting: i) a mutually accepted process to carry out good faith negotiations; ii) outcomes of good faith negotiations, including all agreements, reached as well as disagreements and dissenting views; and iii) efforts aimed at accommodating Indigenous peoples' expressed interest and concerns in the final programming design. This documentation should be done for both the project preparation phase and the entire lifetime of the project.

#### Engaging with older people

Older people have considerable professional knowledge and life experience to share through engagement processes, which could positively impact adaptation efforts. Engagement processes with older people should include traditional

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<sup>7</sup> The World Bank. 2021. Indigenous peoples. Available at: <https://www.worldbank.org/en/topic/indigenouspeoples>.

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means of communication (for example, in-person community group sessions), as these individuals are more likely to engage in activities where they can speak face to face to the engagement professional compared with digital communication methods. Using technological tools for engagement can preclude these individuals from participating and sharing their knowledge because they are less familiar with these methods. In general, engagement materials for older people need to be accessible with strong audio, visual or audiovisual elements.

#### Engaging with the youth

While local communities as a whole are the project's direct beneficiaries, children and young people are the long-term beneficiaries. Given the project's impacts on the futures of youth in the target communities, the project should examine and maximise opportunities to increase their understanding of planning concepts and encourage their participation in engagement processes. Children and young people can also be involved in the engagement processes through:

174. local youth organisations and networks;
175. local sports and activity clubs; and
176. student groups.

#### Engaging with people with disabilities

When engaging with people with disabilities, it is crucial to ensure that facilities are accessible, comfortable and enhance their ability to listen and concentrate. Engagement materials need to be well-designed and accessible with due consideration for the type of disabilities individuals have. Improving accessibility can include using plain language, translation interpreting services and graphics that explain complex concepts in a straightforward manner.

Providing opportunities for people with disabilities to attend smaller meetings rather than large community gatherings can increase their participation. It is also important to engage with the networks supporting people with disabilities to capture their input on the process and access their networks to promote engagement events and distribute information.

#### Engaging with women

There are several unique challenges related to engaging with women that should be considered. These challenges are listed below.

177. Traditional/cultural roles can limit or prevent access to women and girls during engagement activities.
  178. Women's domestic and economic roles can limit their availability and willingness to participate.
  179. Women's participation may be limited or entirely restricted in patriarchal societies, inhibiting them from being heard in the community or make decisions. This restriction can cause conflict in communities if not managed appropriately.
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180. Participation of women in engagement can be limited if men are the facilitators.

Several steps can be taken to overcome the abovementioned challenges. These methods are listed below.

181. Understand the gender context to identify engagement approaches.
182. Engage with the community, in particular women, to determine the best way to communicate with them.
183. Engage with women in focus group settings facilitated by a woman to capture views and information.
184. Use participatory techniques to capture gender-specific information (such as gender matrices, seasonal calendars or transect walks).
185. Identify and engage with women's cooperatives or groups. Where they do not exist, support the establishment of such groups.

### The Free, Prior and Informed Consent (FPIC) Process

FPIC allows Indigenous peoples and local communities to give or withhold consent to implementing project activities that may impact them or their territories. This consent can be withdrawn at any stage and enables communities to negotiate conditions under which the project will be designed, implemented, monitored and evaluated. The elements of FPIC are described below and details on the process are provided in the following sub-sections.

186. Free — consent is given voluntarily and without coercion, intimidation or manipulation. The process should be self-directed by the community, unencumbered by external pressure, expectations or timelines.
187. Prior — consent is sought sufficiently in advance of the commencement of any activities.
188. Informed — communities should be engaged with and given sufficient information to understand project activities before providing consent.
189. Consent — consent should consist of a collective decision made by the right holders and reached through a customary decision-making process.

#### Preparatory Steps for FPIC

##### **Collecting preliminary information**

This step does not include the actual FPIC negotiations. However, collecting preliminary information helps the Stakeholder Engagement Team identify the internal and external stakeholders and factors that may influence the FPIC process and the project.

##### **Understand the current local context**

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Understanding the current local context is necessary for effective FPIC. The actions that constitute this step are listed below.

190. Conducting an analysis and mapping exercise with the project team and partners to determine which communities are directly or indirectly impacted by the project.
191. Identify the stakeholders involved, determine their roles in the project area and clarify any decision rights they may or may not have.
192. Identify past, current and potential conflicts that exist both within the community and with external stakeholders.
193. Identify the community's perceptions and opinions about the project, external stakeholders, nature and other relevant matters.
194. Understand the community's cultural and spiritual beliefs about sacred sites and natural resources.
195. Identify livelihood concerns and basic human needs that may impact the ability or willingness of a community (or group of communities) to engage in the consultations (or the project as a whole), clarifying what the likely trade-offs might be. These concerns may vary between different groups within the community, such as men, women, the youth, or elders.

#### **Understand legal and customary rights**

It is important to understand the customary rights of the Indigenous peoples and local communities (IPLCs) in the project context, particularly any customary land management practices or other traditional management structures. The unique legal context of Liberia should be considered to understand the implications for FPIC, as explained in the steps below.

196. Identify the rights IPLCs have under the national law of Liberia (for example, land tenure rights, rights to consultation and FPIC and resource rights).
197. Identify which customary land management systems, practices, rules, and rights exist.
198. Identify any potential conflicts between customary and legal rights.
199. Identify natural resources that may be impacted by this project and the legal and customary laws that govern these resources.
200. Assess whether the IPLCs understand their legal and customary rights. If knowledge about their rights is limited, capacity in this area must be developed as part of the project.
201. Ensure that other relevant stakeholders, such as governments and private sector actors, also understand the legal and customary rights of IPLCs. If this understanding is limited, capacity must be developed as part of the project.

#### **Identify and Respect Traditional Decision-making Structures**

The FPIC process relies on seeking consent from the IPLCs to respect their customs and traditions. They may already have decision-making processes that mirror the spirit of FPIC, even if it is referred to by a different term. This step includes the actions listed below.

202. Identify the community-selected representative(s) for the process.
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203. Inform the community (or the representatives) about the decision-making structure for the project.
204. Work with the community to map their decision-making structures, paying close attention to how women and men and other groups within the community participate in decision-making.
205. If the Indigenous community is not familiar with FPIC, the project will engage in a dialogue to identify existing decision-making structures that support the principles underlying FPIC.
206. When two or more communities claim rights over land, the project will support a process to create a mutually respected decision-making structure.

#### Design and implementation of the FPIC process

This step includes the actual FPIC negotiations. In this step, the project aims to obtain consent from the community on whether — and if so, how — to proceed with the project's activities.

#### **Develop the Approach**

The development of the approach to be used must be culturally sensitive. Partners and other stakeholders involved in the process should respect the cultural elements of the community.

208. Identify which cultural norms, if any, inform the community's FPIC process.
209. Inform partners and other stakeholders about these cultural norms.
210. If communities are not culturally homogenous, a single process integrating the needs and norms of all groups should be developed.
211. Create a timeline that is culturally appropriate in collaboration with the community.

#### **Ensure Full and Effective Participation**

Full and effective participation is a necessary component of the FPIC process, as it addresses who is involved and to what extent they are engaged in the process. It is important to ensure that all groups are represented in the process, if not all members of a community. Recognising that vulnerable groups, including women, people with disabilities, the youth and elders, do not always have the same voice of authority within the community as other members is required, to ensure a consultation process takes these groups into account. Specifically, the elements listed below should be considered in this step.

212. Ensure a process that respects local timeframes and accounts for geographic limitations to participation.
  213. Ensure that all community sectors participate in discussions about the project in accordance with community structures and norms, either directly or through their legitimate representatives.
  214. Use culturally appropriate techniques and materials to engage members of the community.
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215. Ensure that all relevant stakeholders participate according to their roles and decision rights, as identified in the stakeholder mapping exercise.

Project implementers should listen to all concerns raised; however, the FPIC process does not entail discussing all possible interests of local communities, as the process itself is not meant to be a 'grievance platform'. In addition, community dialogues and FPIC should not be undertaken in every community in the landscape, but rather focus on those communities with a high likelihood of direct engagement with the project.

### **Information Management**

Recording all the details of the FPIC process (such as attendance sheets and meeting minutes) is an important component of information sharing. This information should then be presented clearly, given its potential to help build capacity within the community and among all relevant stakeholders, including the government. Accordingly, this step should include the activities listed below.

216. Identify the community's preferred method of receiving and sharing information (including considerations for the preferred language).
217. Identify community expectations related to the proposed project. Collect the information from all segments of the population.
218. In collaboration with the community, define how the FPIC process will be documented, keeping in mind that a formal written document may not be appropriate for the community's language and needs.
219. Ensure that all meetings are clearly documented.
220. Identify existing information-sharing structures for both communities and partners and ensure they are complementary.
221. Determine the most appropriate way to manage sensitive information with the community

### **Final Consent**

It is important to note that this step could conclude the FPIC process if the community decides not to move forward with any project activities. If the community chooses to move forward, the project's next steps will be planned and implemented, including future FPIC. The elements listed below should be considered during this step.

222. It is necessary for the facilitator to understand what constitutes consent within a given community, including both the process and the actual indicators that consent has been achieved (such as *inter alia* a show of hands or decision-making among elders).
223. The decision that was made regarding the project should be documented so that all parties have a record.
224. Documentation methods that are relevant and useful to all parties should be selected. It may be necessary to document the decision in more than one way, for example, a written document and a recording of the representative stating the decision.
225. If the project is moving forward, the community should be collaborated with to determine the next steps and move forward with the subsequent phases of the project.
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### Monitoring of the FPIC Process

The last step will be to create a mechanism for addressing violations of the FPIC and planning for periodic monitoring or reviews. This step includes incorporating FPIC into the Grievance Redress Mechanism (Section 3.4 below) and monitoring and adjustment processes.

### **Grievance Redress Mechanism (GRM)**

The GRM is an internal project safeguard to ensure local well-being and project responsiveness to the community's concerns. If the community decides to proceed with a project or activity, the project's GRM must include a component related to violations of the right to FPIC. To increase the effectiveness of this process, the project implementers should:

227. identify traditional methods that the community uses to resolve conflicts;
228. create a culturally appropriate timeline in collaboration with the community for addressing unresolved issues;
229. determine with the community the required steps to resolve a conflict; and
230. incorporate FPIC into the GRM.

The project should ensure that the GRM pertains only or mainly to those possible grievances related to this project and not all issues arising from other arrangements or from past and other projects (Section 3.3).

### **Monitoring and Adjustment**

Monitoring an FPIC process is as important as its development. Because both projects and FPIC processes are dynamic and require adjustments as circumstances, opinions or outcomes change over time, periodic evaluations from Indigenous communities and other stakeholders ensure that FPIC is respected throughout the lifespan of the project. The following steps are important for achieving this aspect of FPIC.

231. Identify who will lead the monitoring and how often.
232. Develop a process to address unforeseen changes in the project.
233. Agree with the community on how and when the FPIC process will need to be re-negotiated.
234. Conduct periodic reviews of the agreement with the community throughout the project lifecycle. The frequency of the review should be determined in collaboration with the community.
235. The agreement can be modified as necessary with the parties' understanding even if the project is underway.

### **Grievance Redress Mechanism (GRM)**

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The purpose of the GRM is to act as recourse for situations where, despite proactive engagement with stakeholders through the project, some stakeholders have concerns, complaints or grievances about the potential impacts of project interventions. GRMs are designed to solve conflicts or problems collaboratively. Such concerns exclude grievances regarding corruption, coercion or major violations of rights or policies, which are normally referred to as organisational accountability mechanisms. The sections below describe the GRM approach to be applied by the proposed project.

#### Formulation, reception and registration of complaints

A complainant may make a complaint in writing or verbally by attending community-based meetings or addressing any project staff in person and giving notice of their desire to make a complaint. At this point the process for lodging such a complaint should be clearly explained to the community member. Complaint forms will be made available by implementing parties to all stakeholders, along with contact details regarding where to send it.

Complaints to be considered under the GRM should be those pertaining to actions taken as part of the project or by project staff (excluding partners who are not under the control of the project or the PMU). Moreover, complaints pertaining to the direction taken by the project, but where such direction (or related decisions) are still under discussion, are not deemed appropriate topics or challenges for a formal complaint. This may include matters which are still under review with opportunity for further consultation and where no final decision or particular action regarding those areas or direction has been taken.

#### Notification, assessment and attribution

When a complaint is received — either verbally, via emails or as a paper copy — the receiver acknowledges receipt of the complaint using the same means of communication that the complainant has used (unless the complaint provides an email address for the complainant) and reports on it. The complaints (even those received verbally) will be recorded in the Grievance Register. Notice of receipt shall be provided within two working days of receiving the complaint. In the case of a complaint by telephone, the notice of receipt shall be confirmed by email or paper. If the complaint is deemed to be unfounded (for example, it does not concern the project itself or its directly employed staff), or if it is solely of an offensive nature but without particulars offered, then the receiver may not include it in the Grievance Register. However, this must be justified to the complainant.

Following receipt of a valid complaint registered in the Grievance Register (regardless of the subsequent finding and proposed redress), the PMU and EPA will consult with other project partners within the Steering Committee to agree on the best way to manage the complaint and seek compromise or resolution. Complaints will first be investigated by the PMU, supported by other relevant implementation bodies and concerned stakeholders. If the complainants do not accept the resolution proposed by the PMU and the other concerned stakeholders, the case must be moved up and presented to the Steering Committee. The Steering Committee will then appoint one of its members responsible for assessing the matter and its urgency and deciding whether there is a need to convene a broader Steering Committee meeting.

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### Response to the complaint and recourse

The Steering Committee will have 15 days from receiving a complaint to acknowledge receipt and propose measures for its resolution. This period may be extended if the complaint investigation requires and the complainant shall be informed of such a revised timeframe.

It is the responsibility of the PMU to undertake an audit to verify the accuracy of the facts reported. If the PMU is directly implicated within the complaint, the Steering Committee shall appoint an independent verification mission, which will be financially supported by the project. When a complaint file is substantiated and an initial verification procedure has not been resolved, the PMU or Steering Committee may negotiate for a second evaluation mission at the project's expense.

Following verification and evaluation, complaints shall be deemed ineligible for further action or redress if:

236. there is no confirmed negative social or environmental impact;
237. there is no causal link between the project or its staff and the noted impact;
238. the complaint has already been accepted as adequately addressed; or
239. the complaint is deemed unfounded for other reasons.

Any evaluation and verification mission is required to inform the Steering Committee about results, including if it has established any cause of ineligibility of a complaint about further action. All the steps, missions, evaluation and verification reports, proposed solutions and conclusions of the case will be recorded and posted on the project's website. In addition, the complainant will be informed as and when this occurs, in a language or form of communication that is understood by the complainant(s). The decision letters shared with the complainants will also include the means of appeal to the decisions in light of complaints and associated deadlines for making an appeal to restart negotiations.

UNDP may also take specific measures if it notes that arbitration procedures have stalled. The PMU, EPA and complainant may equally refer the case to relevant competent judicial authorities in the event of a failure to resolve the dispute.

### Conflict resolution

The complaint will be considered resolved if the complainant accepts a resolution scenario proposed by the Project Steering Committee (i.e., PMU and EPA) or does not contest the resolution within 30 days of the response being communicated to the complainant. If there is a challenge to the decision, it is up to the Project Steering Committee to decide whether the file shall remain closed (resolved) or mandate a new negotiation mission.

### Follow-up measures for the implementation of resolutions

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The Project Monitoring and Evaluation Team (situated within the PMU) will verify the implementation of the agreed upon conflict resolution measures.

#### Principles of an effective project-level Grievance Redress Mechanism

Several guiding principles will drive the design of the GRM. These principles, described below, will ensure the likelihood of the GRM to provide effective grievance resolutions to stakeholders.

#### **Proportionality**

The scope, form and level of complexity of the GRM should be proportionate to the potential adverse impacts on and interaction with local communities. While this predominantly directly relates to the number of people affected, it can be more complex than that. If the groups affected are diverse, or their impacts are severe, the nature of the interaction between the project and communities can present serious challenges even where the number of people is relatively small. As a result, the project's social and environmental footprint and social sensitivity will be taken into consideration, based on findings and recommendations within the project's Social and Environmental Screening Procedure (SESP) and Environmental and Social Management Framework (ESMF).

#### **Cultural appropriateness**

The project-level grievance mechanism will be designed to account for specific cultural attributes and traditional mechanisms for raising and resolving issues. This step will ensure the concerns of different groups and subgroups are received and addressed. To achieve this, the project (through the PMU) will: i) seek input on culturally acceptable ways to address grievances from Indigenous people and non-Indigenous people within affected communities, including different ethnic or cultural groups within the project-affected area; ii) understand cultural attributes, customs and traditions that may influence or impede their ability to express their grievances, including differences in the roles and responsibilities of subgroups (especially women) and cultural sensitivities and taboos; and iii) agree on the best way to access grievance mechanisms, taking into consideration the ways communities express and deal with grievances.

#### **Accessibility**

If people perceive the grievance process to be unclear, complex or inappropriate, they are less likely to use it. The GRM will only be effective if it presents no (or low) barriers to access by local communities. Accessibility depends on: i) clear communication — including the availability of easy-to-understand information about the grievance process and how the mechanism works; and ii) ease of use — simple, convenient, culturally appropriate means for filing complaints, at no cost to complainants (this may involve encouragement and assistance for potentially affected communities to make complaints when problems arise). When designing the project's GRM, the PMU will assess its accessibility to communities from the following angles: i) geographic locations of surrounding communities and access to transportation and roads; ii) literacy and education levels; iii) local languages and their diversity; iv) access to a conventional communication infrastructure (phone, mail or Internet); and v) access to the GRM should be free of cost.

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### **Transparency and accountability to all stakeholders**

Complainants should feel heard, taken seriously and treated fairly, which can be promoted by ensuring the process is consistent and predictable. Institutionalising grievance systems creates an expectation that the project through the PMU will be responsive to the community's needs and concerns, consequently creating an inherent obligation for the PMU to meet that expectation. The GRM should allow local stakeholders and Indigenous people to hold the project accountable and be reassured the project takes their inputs seriously, manages concerns through a clear and transparent process and follows through with appropriate action, including timely and appropriate communication. Transparency within the GRM is secured when members of the affected community: i) know who in the project structure is responsible for handling complaints and communicating outcomes and in charge of the GRM oversight; ii) have input into the GRM's development; iii) possess sufficient information on how to access the GRM; and iv) have the power to ensure that the process is adhered to by those directly responsible for the GRM's management.

### **Appropriate Protection**

The GRM will be effective when stakeholders — including Indigenous people, women and men — are encouraged and enabled to share their concerns freely, with the understanding that no retribution will be exacted for accessing and participating in GRM processes. Raising a complaint potentially presents risks for people, especially if it concerns corruption, misconduct or monetary compensation, or interferes with local social norms, including gender norms. The GRM should therefore consider potential dangers and risks to complainants and incorporate ways to prevent their harm, including through confidentiality standards. These standards can prohibit disclosing personal information related to the complainant or complaint beyond verification and evaluation processes under the project — removing personal information in subsequent publishing about the complaint process and outcomes unless written consent is explicitly provided (otherwise remaining anonymous). In addition, precautions should include a clear policy of nonretaliation, measures to ensure confidentiality of personal data, safeguarding of personal data collected concerning a complaint and an option for complainants to submit anonymous grievances.

### **Monitoring and reporting**

To ensure the tangible development results associated with the project is achieved, effective monitoring that tracks and assesses progress towards the project's goals is required. Monitoring is an essential management tool for evaluating whether results are being achieved as planned, the corrective actions necessary to ensure delivery of the expected results and how they contribute to positive development. This helps detect problems earlier on in the implementation stage and determine appropriate measures to address them.

According to UNDP guidance on stakeholder engagement, key stakeholders should be actively included in monitoring activities, particularly for High-risk projects. Accordingly, stakeholder representatives — including individuals from communities that will be affected by the project — should be included as members of monitoring committees and bodies. Participatory monitoring will also be established for certain activities, which will enable participants to play an active role

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in monitoring and define meaningful monitoring indicators and processes. This participatory monitoring will include community-based monitoring of restored and conserved ecosystems in Output 3.2 and monitoring of the implementation of several livelihood options in communities (Output 4.2) using techniques such as citizen report cards, social audits and target-group narratives.

Mid-term review (MTR) and terminal evaluation (TE) consultants will be recruited for the MTR and TE. The terms of reference (ToR) for the MTR and TE should cover the monitoring of stakeholder engagement in project implementation. During the MTR and TE missions, the target communities will also be consulted about their level of involvement in the engagements about the project impacts and impact mitigation, as well as how their concerns have been taken into account under the project.

Specific indicators for the SEP are proposed as part of monitoring and evaluation (M&E) to assist with monitoring and ensuring an effective level of engagement during project implementation. These indicators are presented in Table 5.

Table 5. SEP indicators, including responsibilities and timelines for their monitoring.

Indicator	Monitoring and reporting responsibility	Reporting period
<b>SEP Indicator 1:</b> Number of government agencies, CSOs, local communities and other stakeholder groups that have been involved in the project implementation phase on an annual basis.	Project Manager, M&E Officer	Annually
<b>SEP Indicator 2:</b> Number of persons (sex-disaggregated) involved in the project implementation phase on an annual basis.	Project Manager, M&E Officer	Annually
<b>SEP Indicator 3:</b> Number of engagements (including meetings, workshops and consultations) with stakeholders during the project implementation phase annually.	Project Manager, M&E Officer	Annually
<b>SEP Indicator 4:</b> Percentage of stakeholders who rate the project's level of consideration of their views and concerns as satisfactory (undertaken by an independent terminal evaluation consultancy at the end of the project).	Project Manager, M&E Officer	Annually
<b>SEP Indicator 5:</b> Grievance handling mechanism on how grievances are received and results communicated to all stakeholders	Project Manager, M&E Officer, Safeguards Officer	Annually

Reporting back to stakeholder groups

UNDP SES requirements indicate that all affected communities be provided with periodic progress reports on project implementation, management, mitigation measures and specific stakeholder concerns. Further details on information disclosure relating specifically to SES requirements are provided in Annex 10: Environmental and Social Management Framework.

Any material changes, incidents, accidents, corrective actions or additions to the mitigation measures or action plans will be communicated to affected stakeholders through meetings, reports and project information booklets, printed in local languages. These meetings and accompanying reports will occur at least annually, however they may also occur more frequently depending on the level of concerns raised by stakeholders. As part of this reporting procedure, the project will also provide:

1. an update on project achievements;
  2. an overview of the stakeholder engagement process and how affected parties can participate and provide feedback through meetings/workshops or other means; and
  3. project impacts on development and how the GoL is using the project data to, *inter alia*, enhance community resilience to climate change-related floods and erosion as well as the livelihood opportunities of Liberia's most vulnerable people.
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### Timing of stakeholder engagements throughout the project cycle

Under the proposed project, the major target stakeholders will be engaged through multiple methods throughout the project implementation phase. The types of engagement and timeline for each target group are presented in Table 6.

Table 6. Method of engagement and timelines for each target stakeholder group.

Target group	Method of engagement	Project phase																							
		Year 1				Year 2				Year 3				Year 4				Year 5				Year 6			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
National government, ministries and agencies	Consultations, interviews, capacity-building programmes and workshops, project information dissemination	[Redacted]																							
County-level government	Consultations, interviews, capacity-building programmes and workshops, project information dissemination	[Redacted]																							
National CSOs and NGOs	Consultations, interviews, project information dissemination	[Redacted]																							

Local communities and gender-based stakeholders Consultations, focus group discussions, surveys, awareness-raising campaigns, training workshops, project information dissemination (through print media, websites, radio and mobile applications)

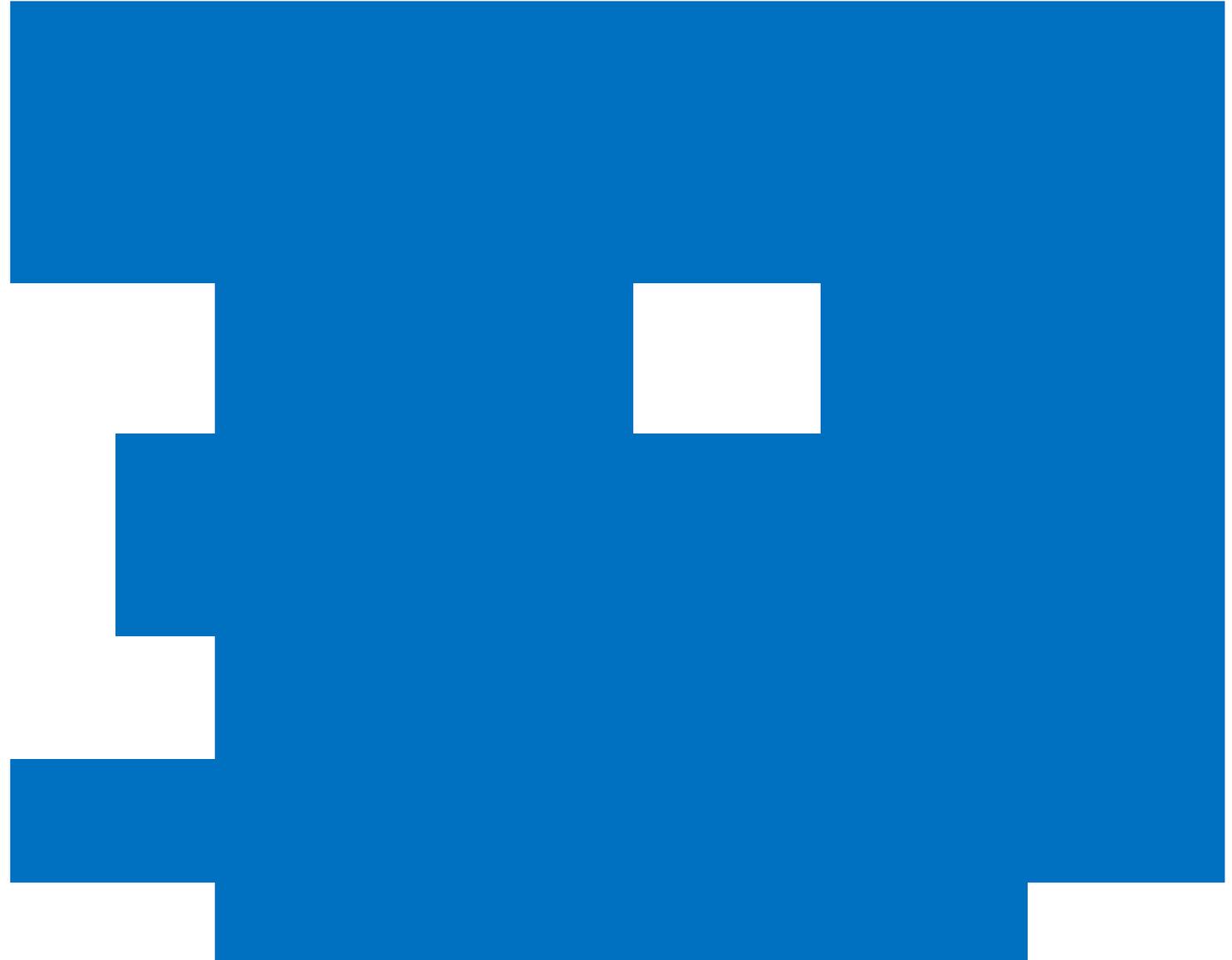
Meteorological units Consultations, interviews, capacity-building programmes, project information dissemination

Private sector Consultations, surveys, awareness-raising campaigns, project information dissemination (through print media, websites, radio and mobile apps)

Research institutions Consultations, interviews, project information dissemination

International organisations Consultations, interviews, project information dissemination

Financial services sector Consultations, interviews, capacity-building programmes,



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project information  
dissemination



### Budget for the stakeholder engagement plan

Costs for the SEP are accounted for under the Project Management Unit (PMU) costs. Details are provided in the Total Budget and Work Plan (Annex 1).

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## Appendix A. Inception Workshop minutes

### **Background**

The Global Environment Facility (GEF) Council in its May 2020 Council meeting approved a project preparatory grant (PPG) for Liberia. The grant is intended to develop a full-sized GEF proposal to access USD8.9 million of GEF/LDCF for enhancing the resilience of vulnerable coastal communities in Sinoe County.

The project aims to address predicted impacts of climate change on Liberia's coastal counties, which include sea level rise, increased seasonal rainfall variability and flash flooding from more frequent extreme rainfall events. These changes will result in increased flooding and erosion of coastal and riverine areas that directly impact infrastructure, homes and the livelihoods of coastal communities. As described in the project identification form (PIF), the specific objective of the project is to protect the assets of and enhance livelihood diversification for Liberian coastal communities in particular Sinoe, which is one of the nation's most vulnerable counties that needs intervention through the application and/or implementation of sea and river defense risk management approaches.

This will be accomplished by: i) strengthening the capacity of planning institutions in all coastal counties to assess climate change risks and to consider climate change into County Resilience Plans; ii) introducing innovative technologies that supports coastal adaptation, including response planning and communication mechanisms; iii) developing hybrid adaptation solutions which includes a combination of nature-based and engineering options; iv) reducing the vulnerability of Sinoe County's coastal communities to the impacts of climate-induced sea level rise; and v) introducing gender-responsive options for climate-resilient income and livelihood diversification to climate-vulnerable communities in coastal counties.

### Workshop objectives

The purpose of the Inception Workshop (IW) was to provide details on the process for undertaking the data collection and the subsequent development and delivery of a Project Document (ProDoc), CEO endorsement request and associated annexes, and to give a clear understanding to participants and stakeholders relative to the development of the full-sized proposal and its implementation which include the approach, methodologies, roles and responsibilities, work plan and timelines for the project.

### Workshop Participants and Organizations

A total of 31 persons attended the Inception Workshop (IW) from Government of Liberia (GOL) ministries, agencies, development partners, NGOs, Sinoe Legislative Caucus & local leadership, private sectors, and learning institutions including the University of Liberia. (See Participants Listing Attached).

Activities of the workshop comprised the following.

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240. Registration done by all workshop participants.
241. Opening prayer was done silently by all participants and followed by self-introduction of all the participants.
242. Welcome remark(s) was done by Benjamin Karmorh, Jr. Chief Technical Advisor & National Climate Change Focal Point, EPA.
243. Special Remark (s) were made by the following personalities including:
- 244. UNDP Deputy Resident Representative for Programme represented by Mr. Roland Cole, CTA-Law & Reform, UNDP;
  - 245. Prof. Wilson K. Tarpeh, Executive Director/CEO, Environmental Protection Agency (EPA);
  - 246. Hon. Lee Nagbe Chea, Superintendent, Sinoe County represented by Bennie N. Williams who also remarked on behalf of the Sinoe Legislative Caucus.

Presentation on the project background, overview/objective, implementation plan, expected results and budget on co-financing was done by Dr. Anthony Mills, International Consultant assisted by Dr. Kelly Vlieghe, C4 Solutions-South Africa. The presentation was done visually via internet on behalf of the team of consultants (both national and International). Panel discussion and next steps were handled jointly by engagement of both the consultants and participants at the meeting. Votes of thanks was done by Mr. Moses Masssah, Programme Manager, Energy & Environment Programme, UNDP who also served as Facilitator for the Inception Workshop assisted by Angelance Browne and D. Enoch Foday, National Consultants.

### Workshop programme

The Inception Workshop programme is provided under Annex 3 and the main issues discussed were as follows:

- 247. Opening prayer
- 248. Self-introduction of participants
- 249. Welcome remarks
- 250. Special remarks
- 251. Presentation of project
- 252. Discussion and next step

### *Opening Session*

The opening session was facilitated by **Mr. Moses Massah**, Programme Manager, Energy & Environment Programme/UNDP. In his capacity as the facilitator, he stressed the importance and need for organising and conducting an inception workshop to the participants and the threats that climate change poses to communities and human wellbeing. He also urged the participants to use the workshop as a means to exchange ideas in order to achieve the workshop's agenda.

### Welcome Remarks

The welcome remarks were done by **Mr. Benjamin Karmorh, Jr.** Chief Technical Advisor & National Climate Change Focal Point, EPA. In his remarks he thanked the organisers and emphasised the purpose and importance of the inception workshop which has relevance to the formation of the programme document for Greenville

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Coastal Project, Sinoe County, and also stressed potential risks associated with climate change and danger it poses to human wellbeing and that of coastal cities and its impacts.

Mr. Karmorh further stated that coastal degradation is a serious environmental issue that requires urgent attention most especially, for many of our coastal cities and highlighted efforts made by the EPA along with international partners through the Global Environmental Facility (GEF) to address some of these challenges. He also thanked the leadership of Sinoe County for attending and being active participants of this meeting since they are going to be the direct beneficiaries of this project.

### Special Remarks

#### **Benny N. Williams-Representative of the Superintendent's Office, Sinoe County**

In his brief remarks, he thanked the organisers of the program and informed them that the people of Sinoe County are very glad to have this project coming to their county and will be very happy to work with the team of consultants to implement the project and thanked everyone for being part of the inception workshop.

#### **Roland Cole, CTA Law & Reform, UNDP & (Proxy) for Deputy Resident Representative Programme/UNDP**

Welcomed everyone and acknowledged the presence of EPA Executive Director- Prof. Wilson K. Tarpeh, GOL Ministries, Agencies, NGOs, and other international partners present. He thanked the organisers and consultants and urged them to ensure that the project objective is achieved.

During his remarks, he emphasised the long-standing relationship between the UNDP and the GOL through EPA and thanked them for their partnership and support for the preparation of this project title: Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe County-Liberia. He expressed thanks to GEF and other development partners for their support-global financing which is critical to reducing risk associated with environmental issues. He also recognized the essence of climate change and the risks posed to Liberia especially, the economy and its developmental capacity and also the challenges it poses to coastal communities which include coastal erosion, sea level rise, increased seasonal rainfall erraticism, flash flooding from more frequent extreme rainfall events which are very critical and needs to be addressed significantly.

He said that the proposed project was the seventh GEF/LDCF project implemented by UNDP in collaboration with the government of Liberia through partnership with the EPA. In this regard, UNDP has acquired funds in addressing some of the environmental challenges in Liberia and still deems it critical in mobilizing the global environmental finances and its capacity to also explore other multi environmental agencies to assist Liberia in its efforts to mitigate climate change risks and challenges.

He also highlighted that UNDP/GEF have acquired some experiences alongside GOL, EPA and other development partners which has provided proposal development foresight from implementation of some of these projects previously sponsored by the UNDP on coastal defence including: interventions in Buchanan, Grand Bassa County, New Kru Town- Montserrado county, which are intended to buttress efforts of the country's preparedness to the impacts of climate change. Howbeit, with the gains made and lessons learned from the implementation of

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these projects, GEF/UNDP have set the pace for the work of GEF/UNDP through the EPA to implement the project in Sinoe county commencing with developing a full-sized proposal as such, this inception workshop will serve as a road map for the development of said proposal that will lead to the implementation of the project in Sinoe County.

In his closing remarks, he thanked GEF and other co-partners for their continuous contributions to Liberia and recommitted UNDP and its supporting partners' efforts towards the mobilization of more resources for climate change initiatives in Liberia. He also congratulated the people of Sinoe and Liberia for greater coordination and partnership and believe that this partnership will grow from strength to strength and hoped that the consultants that are being hired will produce quality work that will make a difference in the lives of the communities and their environment by enhancing the resilience to climate change adaptation of various communities and individuals who are being affected by climate change in coastal areas of Sinoe, county. Finally, he wished that all participants will fully engage in both productive and substantive deliberations during the meeting and that he is of the strongest convention that the workshop will end successfully and produce multiple effects.

**Prof. Wilson K. Tarpeh, EPA-Executive Director**

Welcomed everyone on behalf of the EPA and made specific reference to the people of Sinoe who are the beneficiaries of the project. He also acknowledged the presence of the UNDP who are the organizer and also thanked them for their continuous support. He said that "we are here this morning as a family to discuss a project financed and supported by the GEF intended to solve some environmental problems faced by Sinoe County and hopes that the intervention intended for vulnerable communities along the coastal areas particularly Greenville becomes fully functional and productive"

He stated that the purpose of this project is to enhance resilience for vulnerable coastal communities that are being affected by climate change and how they can mitigate the risks involve but prefer not go in depth because the consultants are available and charged with the responsibilities to explain the details. He urged the people of Sinoe to discuss what needs to be done and how they can contribute and fully participate and take ownership of this project since they are the direct beneficiaries. By so doing, he encourage them to engage in an interactive meeting, asking questions and not to be afraid or assume roles as just mere participants also, not referring to the project as the people's thing but rather ensuring that work done will involve people from the target communities in order for the proposal to have their inputs in setting up relevant bench marks. He welcomed and encourage everyone to have an open discussion and reminded them that EPA has the best minds on science and environmental issues and are available to tackle them head on. He admonished the technical team at EPA to ensure that the project follows the right path for constructive and strategic planning and implementation.

2.3. Presentation of the Project

**Dr Anthony Mills & Dr Kelly Vlieghe – International Consultants**

The PowerPoint presentation of the project background, overview/objective, implementation plan, expected results, budget and the next step was done by Dr Anthony Mills & Dr Kelly Vlieghe visually from C4 Solutions, South Africa on behalf of the team of consultants. During their presentations, specific references were made to the importance of the project's methodology, what is expected during the project implementation including the project work plan, timeline and how the project will be fully implemented. Also, they discussed the budget of the project especially, important issues relative to the co-financing aspects. Prior to the power point

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presentation, there was a thirty one minutes video recording presented to the participants that gave a broader view of the project.

After the presentation, **Mr. Massah, Workshop Facilitator** provided a two-minute summary on the presentation and provided some clarifications as follows.

253. **Innovative technologies:** He stated that the project will make use of appropriate hybrid adaptation interventions as compare to past intervention that required other scientific engineering. The Hybrid interventions will include a tailored mix of nature-based (ecosystem-based adaptation, such as reforestation), grey engineering, such as sea walls and soft measures including (training and capacity building). These interventions will be based on site-specific data and information collected by the national consultants during the field visits as well as a multi-criteria analysis (MCA) which will be used to assess the local feasibility of the interventions objectively and comments, suggestions made by participants addressed and incorporated in the plan.
254. **Participatory Process & Gender Sensitivity:** Preparation of the programme document (Prodoc) will require full participation and other engagements of the communities of various selected areas of intervention. Project must be country driven and gender sensitive whereby women will participates especially, the sustainable livelihood and value chain aspect of the project.
255. Finally, he stressed the need to observe the project timelines (October–November) which is crucial for the project preparation and implementation therefore, he urged everyone to be vigilant.

### *Discussion - Participants*

It was agreed that Moses Massa/UNDP will arrange a site visit for Sinoe with the team of consultants as early as January in consultation with the Sinoe County legislative caucus chaired by Hon. Crayton O. Duncan, local leadership (Superintendent, City Mayor) and UNDP on the site selection and data collection. The tentative timeline for said trip will be from 10–15 January 2021.

At this juncture, **Mrs. Angelance Browne, Consultant-Livelihood & Value Chain Specialist** further clarified and explained that this project unlike the others already implemented in Liberia will focus on two specific areas with (Coastal & Livelihood) components. The coastal component involved enhancing resilience for vulnerable coastal areas while the livelihood component will focus on new sustainable livelihood entrepreneurial initiatives especially those in other value chains such as agricultural, fisheries, fuel wood, alongside the development of small & medium enterprises microfinance supported initiatives, etc. which will open up opportunities for women's involvement. This will introduce gender responsive options for climate change with income and livelihood diversification to climate change vulnerable communities in Sinoe.

Mrs. Browne also addressed issues of site selections /areas of intervention to include: Greenville, Kie Town, Kranbi, Bafubay, Klofueh, Chon Town and Nankano.

**D. Enoch Foday, Consultant-Climate Change Coastal Specialist**, further clarified that the site selection/intervention will be based on the impact of climate change in a particular area, for example,

communities susceptible to climate change impacts will be assigned a higher percentage compared to communities with less climate change impacts and the selection process won't be politically motivated as many perceived but rather on scientific evidence and justifications.

During the group discussion, the participants asked questions and answers were provided. The table below provides the following questions and answers.

Name	Organization/ Agency	Questions/comments	Answers
Archiebald Browne	MME	256. Whether MME will use their geologist to determine the deposit of rocks in Sinoe County from the amount provided for co-financing by GOL? 257. What is the project doing about latrine facility in the planning phase because most people using the beaches as latrine?	Under consideration: (County Local Dev. Forum)-County leadership suggested that they provide all rocks needed. (Sinoe County large rocks deposits available). Consultant will determine whether they can explore the opportunity and factor waste management into the project planning.
Urias B. Barclay	NAFAA	Landing sites have been worn away, is there energy efficient drying method?	N/Applicable in Prodoc preparation. Discuss with MME the possibilities.
Gemeh B. Robert	NDMA	Which method will be used to select the site and do the project have resettlement plan?	GEF don't have such in their plan but the government of Liberia will take care of RAP aspect.
Benny N. William		258. Why are the international consultants not here in this IW and when is the project going to be starting? 259. Will Mississippi Street in Sinoe County be part of the areas to be selected knowing the damaged sea erosion has caused already?	Due to COVID-19 restrictions they are not present but hopefully will come to Liberia during the course of next year. Project will commence upon approval of the GEF (1 year period) window. Yes, Mississippi Street will be selected because it is the most important intervention focus area.
Otis K. Seton	Greenville City Mayor	The timeline for the project seems long because some of the areas in Greenville are being wiped away by sea erosion, so is there prompt action to address that?	GEF specified conditions must be met prior to financing. No quick fix is acceptable.
Dr. Emmanuel T. Olatunji	UL	Why is UL not included in stakeholders listing  Do the project have livelihood component?	Yes, UL is included since currently they have a Master degree programme in environmental Science, and serves as resource centre for data collection. Yes, it also has a livelihood component for communities /towns. In those areas there will be livelihood

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activities such as fishing, agricultural, SMME's microfinance activities, etc.

### *Next Steps*

The next steps for consideration are as follows: Preliminary site selections, consultation and stakeholders' arrangement/management, co-financing (GOL), finalisation of the project logical framework, Preparatory Technical Studies and Reviews (Joint site visit to Sinoe) to be conducted by consultants along with EPA, MME, MFDP, MOA and NDRM. It was a general consensus that these five key entities accompany the consultants to Sinoe for the joint site visit and that consultants from C4 Solutions will exert efforts to visit Liberia Prior to finalisation of the ProDoc.

### *Vote of Thanks*

The inception workshop was officially closed by **Mr. Moses Massah/UNDP** who served as the facilitator. In his closing remarks, he commended the participants for their valuable contribution to the workshop and also emphasised GEF/UNDP commitment to ensuring that the project achieves its objectives. He also expressed gratitude to GEF for providing the fund to develop a full-sized proposal and that the project is currently recruiting the safeguard and gender specialist. He thanked everyone for being part of the inception workshop and for their immeasurable contributions. The meeting was duly adjourned at 3:45pm.

### *ANNEX I: Workshop Photos*

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**Figure 1.** Cross Session of Participants at the Workshop.



**Figure 2.** Moses Massah, E & E Programme Manager/UNDP presenting summary on the visual presentation with participants listening attentively.



**Figure 3.** Interactive participants involvement during question-and-answer period.



**Figure 4.** Cross Session of Participants at the Workshop

*ANNEX II: Workshop Attendance*



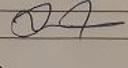
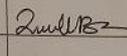
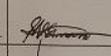
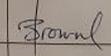
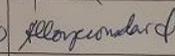
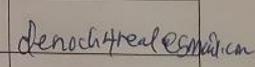
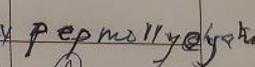
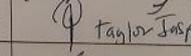
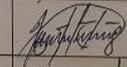
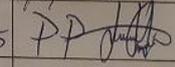
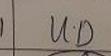
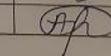
**GEF/LDCF Inception Workshop for Development of a Funding Proposal**  
*Title: Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe County*

**CORINA HOTEL**  
 16<sup>TH</sup> December 2020

**ATTENDANCE LIST**

No	Name	Institution	Position	Contact Details	Signature
1.	Benjamin S. Karmoth, Jr	EPA	Chief Technical Adv and Climate Change focal pt.	0777518928	<i>[Signature]</i>
2	Arthur R.M. Becker	EPA	Project Officer, MEAS & CBIT focal point	0177556238	<i>[Signature]</i>
3	Mr. Otis K. Seton	Greenville City Sinoe County	Land Mayor	0886827482	<i>[Signature]</i>
4	Benny N. Williams	Greenville City Sinoe County	Board Chairman & Vile City Grp.	0886606264	<i>[Signature]</i>
5	William G. Miller	MFDP-Sinoe County	Regional DAV. Officer - Sinoe	0886564771	<i>[Signature]</i>
6	Stanley D. Fiamahn	MFDP-Sinoe County	County Monitor officer	0886-45-2589	<i>[Signature]</i>
7	Cornassa Browne	LISC/IS	Deputy EU	0775223475	<i>[Signature]</i>
8	SAMUEL J. ASKIE	MIA	ADMINISTRATIVE TECHNICIAN	0770207330	<i>[Signature]</i>



9	ANSUMANA A.M. TURAY	EPA/EU-LITA	Admin Asst/Rep	0880299387	
10	Urias B. Barclay	MAFRA	Environmental Technician	0886403541	
11	ABU S. KAMARA	GVL	Sr. MANAGER, SUSTAINABILITY	0778862804	
12	Angelance Browne	UNDP	Consultant	0776104206	
13	ALLOXIOUS DAVID	EPA	MEDIA & COMMUNICATION SPECIALIST	0770967350	
14	D Enoch Foday	UNDP/Local Consultant	Climate change Co action specialist	0776-333101	
15	Emmanuel Titus	EPA	CC Asst	0777857144	
16	Jasper C. Taylor	MME	Consultant	077262510	
17	Archiebald Browne	MME	Engineer	0886581506	
18	Hon. Lee Hagbe Chea	MIA	Supervident	0886845197	
19	Hon. Crayfon O. Duncan	District #1, Sine Re-Representative	Representative	077137635	
20	Uriah Doe	DFW	DFW	0880007411	
21	ALEX S. MOAH	Sine Port (NPA)	Manager	0888455376	



22	Wenrose T. Kollie	BEA-CSD-UNHCR	Asst Prog. Officer	0580346711	<i>Wenrose</i>
23	BENJAMIN TAMMIE	NACCSL	Executive Dir	077042564	<i>Tammie</i>
24	Kona S. Kollie	WOFIM	ED	0336597460	<i>K. Kollie</i>
25	NYAN WONLEH	NPA	ENV. Inspector	0777721593	<i>WONLEH</i>
26	Jefferson F. Nyandiba	EPA	Manager MEAS UN/ECCC Field/Int	0770216654	<i>Nyandiba</i>
27	Emmanuel T. Olatunji	UN	Director	0776044439	<i>Olatunji</i>
28	John G. Coleman II	MOO	Research Officer	0777660215 0880448401	<i>John G. Coleman II</i>
29	HASSAN NEWLAND	MDGCSP	CHIEF OF STAFF / SA	0775322079	<i>Newland</i>
30	Gremeh B. Roberts	NIDIVA	Disaster Risk Management Analyst	0770118334	<i>Gremeh B. Roberts</i>
31	Salimatu Grlayeneb	EPA	Ed E Coordinator	0777588284	<i>S. Grlayeneb</i>
32					
33					
34					

ANNEX III: Workshop Agenda



**GEF/LDCF Inception Workshop for Development of a Funding Proposal**  
 Title: Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe County of Liberia  
 VENUE: CORONA HOTEL, Date: December 16, 2020

**Agenda**

No.	Time frame	Activity	Responsible Party
01	8:30-9:00	Registration	All
02	9:00 – 9:05	Opening Prayer	
03	9:05 – 9:15	Introduction of Participant	
04	9:15 – 9:30	Welcome remark	Benjamin Karmorh, Jr <b>CHIEF TECHNICAL ADVISOR &amp; National Climate Change Focal Point, EPA</b>
05	9:30 – 10:00	Special Remarks (5 minutes each)	Hon. Lee Nagbe Chea <b>SUPERINTENDEDNT SINOE County</b>  Madam Violet Baffour <b>Deputy Resident Representative for Programme, UNDP</b>  Prof. Wilson K. Tarpeh <b>Executive Director/CEO, EPA</b>
06	10:00 -1:00	Presentation of project: <ul style="list-style-type: none"> <li>▪ Background</li> <li>▪ Overview/Objective</li> <li>▪ Implementation Plan</li> <li>▪ Expected Results</li> <li>▪ Budget</li> </ul>	Consultants
	1:00 – 2:-00	<b>LUNCH</b>	
07	2:00-3:00	Discussion & Next steps	All
08	3:00 – 3:30	Vote of Thanks	Salimatu Lamin-Gilayeneh <b>National Coordinator</b> GOL-UNDP Energy and Environment Programme Jeremiah G. Soka, Sr <b>National Coordinator</b> National Climate Change Secretariat
09		Closing Prayer	

## Appendix B. Validation Workshop minutes

### Introduction

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United Nations Development Programme (UNDP), the Liberia Environmental Protection Agency (EPA), and local and international consultants are in the final stages of a Project Preparation Grant (PPG). The objective of the PPG phase is to develop a project proposal for ~USD8.9 million in funds from the Global Environment Facility's (GEF's) Least Developed Country Fund (LDCF) to implement the project entitled "Enhancing the resilience of vulnerable coastal communities in Sinoe County of Liberia." This project aims to build on and complement existing baseline projects by increasing the resilience of coastal communities to the additional predicted impacts of climate change.

The validation workshop brought together key stakeholders, provided an update on the project design, and solicited feedback and inputs to the project's design and proposed implementation plan.

The workshop was held on 3 September 2021, at the Bella Casa Hotel in Monrovia and brought together key stakeholders, including the UNDP, Government of Liberia (GOL), Ministries & Agencies namely: (MIA, MFDP, MoGCSP, MNE, MoCI, EPA, NAFAA, LISGIS, LMA), Development Partners, Non-governmental Organizations, Sinoe, Capemount and Maryland Counties leadership (Superintendents & Development Superintendents), Private Sectors, and learning institutions including the University of Liberia.

### *Project Background*

Most of Liberia's coastline consists of an exposed, narrow sand beach interspersed by lagoons and connected to inland areas through estuarine river systems. These coastal and estuarine areas are exposed to natural hazards, including flooding and erosion from ocean swells and heavy rainfall. In addition, rapid economic development in the country has led to increased agricultural or infrastructural land use, accelerated sand mining, and deforestation, resulting in the loss and degradation of beaches, forests, and protective habitats such as mangroves and coastal forests. These sources of degradation further increase the exposure of coastal regions to climate hazards, which will, in turn, increase the vulnerability of coastal communities by damaging homes and infrastructure, threatening lives and negatively impacting livelihoods that are dependent on natural resources such as fish, meat, water, fuelwood, and non-timber forest products.

Current and projected changes in climate are and will continue to exacerbate these natural hazards. Liberia is vulnerable to climate change impacts, including decreased predictability of rainfall events, increased seasonal variability in precipitation, and more frequent and intense extreme rainfall events. These impacts result in increased stress on agricultural systems and ecosystems and more intense and frequent flash floods. Climate change is additionally predicted to resulting a sea level rise of 75 cm by 2100, which, combined with more intense storms and increased storm surges, will aggravate coastal erosion and flooding. This will result in increased infrastructural damage, saltwater intrusion into groundwater sources, and the degradation of coastal ecosystems such as mangroves which many coastal community livelihoods are dependent on. Sinoe County in the south-east of the country, in particular, has been identified as highly vulnerable to both baseline stresses and additional climate change impacts because of its remoteness and growing economy, which is based on climate-vulnerable activities such as agriculture, fishing and sand mining.

Although there are several existing projects within Liberia that focus on the baseline impacts of coastal and fluvial flooding and erosion, these interventions may not be enough to address the additional impacts of climate change described above. Moreover, several barriers exist that constrain the country's ability to implement climate change adaptation that will need to be addressed. These include: i) lack of data and awareness on sea

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and river defense risks; ii) gaps in national as well as local policy and planning with regards to integrated coastal resilience; iii) limited capacity in scientific, engineering, and knowledge systems to design and implement coastal climate change adaptation; iv) limited institutional capacity to mainstream climate change adaptation into planning at the government and local levels; v) limited access to financing; vi) limited training opportunities on effective coastal adaptation practices; vii) limited access to options and financing for communities to pursue resilient and diversified livelihoods.

The project is divided into four components. Component 1 focuses on strengthening the capacity of all coastal counties' planning institutions to assess climate change risks and consider these into development policies and planning processes. This will involve preparing county-level integrated coastal zone management (ICZM) plans with a focus on climate hazard risks, incorporating climate-related risks into policies as well as coastal county development plans, and establishing climate change information and risk focal points and working groups who will assist in raising awareness amongst communities and the private sector. Component 2 involves the introduction of innovative technologies to support coastal adaptation, including response planning and communication mechanisms. Specifically, this component involves: i) Supporting coastal flood and erosion early warning and risk management systems; ii) building on the EPA Environmental Knowledge Management System (EKMS) knowledge hub; and iii) developing Community Action Plans and guidance manuals for coastal adaptation options. Component 3 involves the development and implementation of hybrid solutions (including nature-based and engineered solutions) to reduce the vulnerability of coastal communities in Sinoe County to climate change. This will include primarily the construction of groynes and two revetments along vulnerable areas of Greenville, as well as vegetative restoration, ecosystem conservation, and the promotion of participatory community monitoring programmes around the Greenville sites and other identified coastal towns in Sinoe. From these interventions, best practices on adaptation solutions will be documented and disseminated to other coastal counties and private sector actors. Finally, Component 4: focuses on gender-responsive options for climate-resilient incomes and livelihood diversification within vulnerable coastal communities. Specifically, this will involve: (i) business identification, development, and management training programmes for communities and Small Micro and Medium Enterprises with a strong focus on training and empowering women; (ii) the training and implementation of livelihood opportunities such as integrated farming systems, sustainable and climate-resilient fisheries, compressed stabilized earth blocks construction and their value chains; and (iii) improving access to financing to develop coastal adaptation-orientated livelihood and income diversification enterprises. Implementation to be done in the other 8 coastal counties.

### *Workshop objectives*

The main objectives of the validation workshop are to:

260. update stakeholders on the project design, including project outcomes, outputs, activities, and implementation plan; and
261. solicit inputs from participants and stakeholders relative to the final development of the full-sized proposal and its successive implementation of the project.

### *Workshop Participants/Stakeholders*

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The validation workshop was attended by 25 participants from UNDP, Government of Liberia (GOL), Ministries & Agencies namely: (MIA, MFDP, MoGCSP, MME, MoCI, EPA, NAFAA, LISGIS, LMA), Development Partners, Non-governmental Organizations, Sinoe, Capemount and Maryland Counties leadership (Superintendents & Development Superintendents), Private Sectors, and learning institutions including the University of Liberia. See below list of institutions and attached (Participants Listing):

- 262. Environmental Protection Agency
- 263. Ministry of Finance & Development Planning
- 264. Ministry of Agriculture
- 265. Ministry of Internal Affairs
- 266. Ministry of Lands Mines and Energy
- 267. National Fisheries & Aquaculture Authority
- 268. Liberia Maritime Authority
- 269. Liberia Institute of Statistics & Geo-Services
- 270. University of Liberia
- 271. Ministry of Gender, Children & Social Protection
- 272. Ministry of Commerce and Industry
- 273. Private Sectors
- 274. CSO/NGOs

### *Workshop Organisation*

The workshop was organised in three parts including: (1) an opening session of speakers from Sinoe County leadership, UNDP, and EPA; (2) followed by the presentation of the project's background, overview/objective, implementation plan, and expected results Presented by C4 Team; and (3) a session that focussed on solicitation from participants and feedback through questions, answers, and discussions. The workshop was initially structured to hold the third session in break-out groups and gather additional information for the final design of each component. However, considering the small size of the participants in adherence to Coronavirus restrictions, a detailed discussion was held in a plenary moderated by UNDP.

### Opening Session

**UNDP's Programme Specialist for Energy & Environment, Mr. Moses Massah**, opened the workshop. In his opening statement, he provided a brief overview of the project development process and informed participants of the agenda for the program. He further stressed the importance of the validation workshop with expectation that the information gathered will inform the project's final design. He also noted the threats that climate change poses to communities and human wellbeing, thereby highlighting the project's relevance. He closed by urging all participants to use the workshop to exchange ideas to achieve the objective of the validation. The opening remark was followed by an official welcome remark and special remarks.

The next speaker was **Mr. Benjamin Karmorh, Jr., Chief Technical Advisor, EPA**. Speaking on behalf of his colleagues at EPA and all partners, including UNDP, officially welcomed everyone to the validation workshop. He recognized the collective efforts demonstrated to ensure the smooth developmental process of the project and stated that EPA has been working closely with UNDP to collect information for the project document in close consultation with the consultants. Highlighting the importance of the validation workshop, he stated that about eight months of work is behind the project document, and the validation workshop provides a platform to report to the relevant authorities and stakeholders on the progress as well as solicit inputs for the finalization of the project document. Finally, he thanked all participants for attending the workshop and encouraged everyone to contribute to the process in anticipation of the project implementation phase.

Representing the Sinoe County leadership, **Mr. Lee Nagbe Chea, Superintendent-Sinoe County**, expressed thanks and appreciation to EPA and UNDP for addressing the situation of sea erosion in Sinoe County. Emphasizing the dire impacts of climate change in the county, he stated, 'If you had visited Sinoe County thirty years ago, as compare to the current state, you will understand the problems the sea erosion has caused for our people - you will notice that it has caused a lot of damage to Greenville City and other parts of the county.' He concluded his remarks by reassuring participants that the people of Sinoe County support the project's objectives and are willing to work along with the project developers for successful implementation of the project. He further committed to making relevant inputs during the validation workshop.

Ms. Violet Baffour, **Deputy Resident Representative for Programme, UNDP**, began her remark by recognizing and congratulating everyone for their contributions towards the project development. Additionally, outlining the impacts of climate change, she stated that the destructions caused by sea erosion in Greenville City and other coastal counties in Liberia depict the reality of climate change and its effects on coastal communities. She hoped that this project's implementation will serve as a legacy for future generations. Concluding her remarks, she urged all participants to be as critical and forward-looking as possible in terms of the impact the project should make because the protection of Sinoe County and other coastal communities against the effects of climate change is at skate. Finally, she reassured the participants of UNDP and its partner's commitment to ensure the full implementation of the project, which she anticipates will curb some of the impacts of climate change.

The opening session was climaxed by **Prof. Wilson K. Tarpeh, Executive Director and Chief Executive Officer, EPA**, who provided further background on the impacts of climate change in Sinoe County and other parts of Liberia. He affirmed the government of Liberia's commitment to addressing climate change impact, stating, 'Our presence here demonstrates our national effort to save the city of Greenville and other coastal counties. My duty as a chief Architect for environmental governance in this country is to ensure that the environment is protected from disaster and further degradation to come. He further asserted, the coastline is about 350mile, and interestingly, nine of the fifteen counties lie along the seacoast, and most of these coastal counties have been affected by sea erosion. Liberia completed its National Adaptation Plan for Action (NAPA, 2008), intending to address the urgency of climate change impacts; three cities were identified as a priority - Greenville coastal belt, Monrovia, and Buchanan. In Monrovia, we got support from the Green Climate Fund (GCF) and was properly managed by EPA to save a major infrastructure - the D Tweh High School and all the structures nearby the school. Lately, that project brought great relief to the people of New Kru Town. The second, the city of Buchanan, got assistance from the GCF in the sum of 5.6M, also, that intervention saved a major area within Buchanan called the Atlantic City, and today Buchanan is relatively protected.

Prof. Tarpeh continued by providing additional information on other climate change projects seeking to achieve similar objectives as the GEF/LDCF project under review. Example: 'The GCF approved the Monrovia Metropolitan Climate Resilient Project (MMCRP), a 25M project. GCF will contribute 17M, and the government of Liberia will be contributing co-financing both in cash and kind to the tune of 8M. The government anticipates that the six years project will save the people of the West Point Community from further coastal degradation.

He thanked UNDP and all partners for their continued support to the environmental sector of Liberia. Concluding his remark, he reiterated the purpose of the validation workshop, 'So we are here today to validate the work done by some of the best experts in this country like Mrs. Angelance Browne who headed the team of local consultants that collected necessary data for this project. We at EPA would like to say thanks to you and your team for the excellent job.

We look forward to a fruitful discussion today. As an institution, we will give our necessary support to this project and ensure the government's co-financing component is fully adhered to. We also encourage the relevant stakeholders to form part of the project steering committee to ensure the full implementation.

### Presentation of the Project Design

**Dr. Kelly Vlieghe, International Consultant C4 EcoSolutions**, presented the project design visually from South Africa. The PowerPoint presentation included the project's problem statement, objectives, stakeholder engagement process, proposed intervention communities, outcomes/outputs/activities, implementation plan, budget allocation, and the proposed governance and management arrangement. Following the presentation, Mr. Moses Massah/UNDP provided a summary of the presentation and an in-depth explanation of the project's four components and respective outputs and activities. He stressed that the project was not limited to Sinoe County and clarified for participants that all the other eight coastal counties are beneficiaries, particularly of the soft components of the projects. He also discussed the CSEB as an innovative livelihood option introduced by the project. Questions were asked by participants and responses were provided by the other members of the team of consultants present at the workshop. It is worth noting that this project document is being developed by the C4 Team along with a team of three national consultants namely: Angelance Browne-Lead, Livelihood & Value Chain Specialist, Enoch D. Forday, Climate Change Coastal Specialist and Yah Pawon, Gender Specialist.

### Questions, answers and discussion

Mr. Moses Massah facilitated the questions, answers, and discussions section with support from the local consultants. The table below provides information on the questions asked and the responses and comments provided to address the concerns raised.

Organisation/ Agency	Questions/Recommendations	Answers/Responses	Recommendation
<b>Project Design and Implementation</b>			

MME	<p>275. Raised concerns regarding the implementation of component 3 in year one instead of year 3. Year 3 is not realistic. Year 1 is preferred to avoid further impacts of sea erosion in Sinoe County, which may constrain the proposed budget allocation.</p> <p>276. The project design should be screened to avoid duplication with other projects. Precisely, the activities under the MMCRP should not be duplicated.</p> <p>277. MNE indicated the Government of Liberia's commitment to providing rocks for the revetment process and confirmed as the result of a field mission carried out in Sinoe County, the availability of rocks in Bannah Town/Sinoe County.</p>	<p>278. Kelly/C4ES: stated that it may be possible to begin component 3 at the end of year 1.</p> <p>279. Moses Massah/UNDP noted that the project development process has considered the issue of avoiding duplications.</p> <p>280. The Superintendent of Sinoe County and several participants noted the potential risk of a land conflict in the absence of a Free Prior Informed Consent (FPIC) process to obtain the rocks from the people of Bannah Town.</p> <p>281. Sinoe Dev. Superintendent highlighted previous meetings held with locals and the issue is under serious positive considerations</p>	<p>282. Moses Massah/UNDP noted the concern and proposed further discussion with C4ES to determine adjustments.</p> <p>283. Sinoe County leadership assured participants that matters pertaining to the rocks will definitely be resolved at the county level since it forms part of the GOL co-financing package – the county's contribution towards this project implementation.</p>
Ministry of Agriculture (MoA) /Maryland	<p>284. What is the targeted number of beneficiaries for the livelihood component?</p> <p>285. Will the Ministry of Agriculture (MoA) be responsible for the implementation of the livelihood component?</p>	<p>286. According to Mr. Moses Massah /UNDP, the livelihood activities will be implemented by the private sector. EPA will enter into a responsible party agreement with the Ministry of Agriculture (MoA) to implement the relevant livelihood component, and relevant identify partners.</p>	<p>287. Recommended that MOA/County offices assume leadership role and lead the agriculture activities of the livelihood component.</p>
MIA/Sinoe County Leadership.	<p>288. Is the project funding already available, and when is the expected inception date?</p>	<p>289. According to Moses Massah, considering the layered review processes, the project funds are expected to be available for implementation by the last quarter of 2022.</p>	<p>290. Consultants and GEF/LCDF both provide relevant efforts to ensure speedy implementation.</p>

Liberia Maritime Authority	<p>291. Does the project consider environmental and social impacts? It is recommended that the revetment work in Sinoe county should not prevent artisanal fishers and others from using the beach area.</p> <p>292. Why is the validation workshop being held in Monrovia instead of Sinoe County? Key stakeholders should participate in all the development processes of the project.</p>	<p>293. Mr. Moses Massah/UNDP stated that the project design includes an ESIA, identifies potential risk and mitigation measures.</p> <p>294. Mr. Moses Massah/UNDP acknowledged the comment regarding hosting validation meetings or future meetings in Sinoe County. However, he indicated that the project development process had involved stakeholders from the project inception phase.</p> <p>295. Stakeholder engagement for project development to date includes inception workshop, a site visit to targeted sites in Sinoe, Grand Bassa, Grand Cape Mount, and Maryland, and virtual meetings and surveys with private sector stakeholders.</p>	<p>296. Mrs. Browne indicated that customarily, most if not all of UNDP Validation workshop were originally held in Monrovia where attendance of most of the stakeholders and other participants was positive. Except for the one held in Nimba, Monrovia has been the venue. However, UNDP should consider decentralization based on the project location and target beneficiaries.</p>
Chairman /Sinoe county community college	<p>297. 'I want to believe the project will impact the people of Sinoe, and the coastal revetment will minimise the sea erosion and will onward attract investors.'</p>		<p>298. It is recommended that massive awareness is undertaken within the project intervention counties and coastal communities.</p>
<b>Potential Risks: Land Conflict</b>			
	<p>Several participants suggested that the project posed a risk of influencing a land conflict for the following reasons:</p> <p>299. According to the superintendent of Sinoe County, Bannah Town has sold portions of their land to individuals creating private land ownership and raising concerns about compensation. In addition, the Liberia Christian Assembly (LCA) church has claimed ownership of parts of the Bannah Town's land.</p> <p>300. The Liberia Maritime Authority (LiMA) representative stated that rock crushing is one of the livelihood activities of the town and foresee that the government</p>	<p>301. According to the Development Superintendent of Sinoe, negotiations for the rock have been participatory and are about 50-60% complete. Her office has engaged Bannah Town, and they expressed willingness for the government to use the rocks. The office will conduct further engagement meetings before the project commences. The Dev Sup also affirmed that the church had claimed private ownership of portions of the land. Her office has planned an engagement visit to the church.</p> <p>302. EPA responded to concerns stating that they will work with the county leadership to finalize</p>	<p>303. The project steering committee should engage all the landowners within the selected areas.</p> <p>304. Include Bannah Town - specifically communities that rely on the rocks for livelihood in component 4 (livelihood component of the project).</p> <p>305. Engage the community through Free Prior and Informed Consent (FPIC) and Voluntary Land Donation process before the project's inception.</p>

	use of the rocks for the project may negatively impact the livelihood activities.	negotiations with the town. According to EPA, the mineral law of Liberia provides that 'whatever mineral is found on land belongs to the government'; however, EPA will observe national and international standards to negotiate for the use of the rocks.	
<b>Governance and Management Arrangement</b>			
LMA	The National Fisheries and Aquaculture Authority (NAFAA), The National Port Authority, and the Liberia Maritime Authority should be included on the Steering Committee because such agencies are critical to implementing this project.	Mrs. Browne responded that the project organizational including administrative structure did not consider NAAFA as member of the steering committee.	306. Issue will be reviewed and necessary and or relevant consideration will be given and response communicated.

### *Closing of Workshop*

### Next Steps

The next steps for consideration after the validation workshop are as follows:

- 307. Validation report to be submitted by the national consultants - September 12, 2021
- 308. Final documents for the ProDoc to be submitted to headquarter on September 17, 2021, and to be circulated on the 18th, 2021, allowing for two days feedback period and resubmit on the 20th, 2021.

### Vote of Thanks

- 309. On behalf of the national consultants, the lead consultant-Madam Angelance Browne, thanked UNDP, EPA, and the participant for their valuable contribution to the workshop and expressed her gratitude to her colleagues - Enoch, Yah and the C4 team for the level of work done to achieve the objective of the project. Also thanked, all technicians from various Government ministries and Agencies for all their support.
- 310. Mr. Benjamin Karmorh/EPA officially closed the workshop. In his closing remarks, he commended the participants for their valuable contribution to the workshop and emphasized GEF/UNDP's commitment to ensuring the full implementation of the project. He also expressed gratitude to GEF for providing the funds to develop a full-sized proposal. Finally, he thanked everyone for being part of the validation workshop and for their immeasurable contributions. The workshop was duly adjourned at 2:46 pm.

*Annex I: Workshop photos*



**Figure 1 and 2.** Interactive Participants involvement during question-and-answer period.



**Figure 3:** group photo of Participants at the Workshop.



**Figure 4.** Group photo of Sinoe County local leadership, government officials and UNDP Deputy Rep. for Programme at the validation workshop.



**Figure 5 and 6.** Prof. Benjamin Karmorh, Jr & Prof. Gbeegbe, LU and EPA Executive Director & UNDP Rep Deputy for Programme at the validation workshop.

*Annex II: Agenda*

<b>No.</b>	<b>Time frame</b>	<b>Activity</b>	<b>Responsible Party</b>
<b>01</b>	8:30-9:00AM	Registration	All
<b>02</b>	9:00- 9:15AM	Welcome remark	Benjamin Karmorh, Jr <b>CHIEF Technical Advisor, EPA</b>
<b>03</b>	9:15-9:30 am	Special Remarks (5 minutes each)	Hon. Lee Nagbe Chea <b>SUPERINTENDENT, Sinoe County</b>  Madam Violet Baffour <b>Deputy Resident Representative for Programme, UNDP</b>  Prof. Wilson K. Tarpeh <b>Executive Director/CEO, EPA</b>
<b>04</b>	9:30AM-1:00PM	Presentation of the project: <ul style="list-style-type: none"> <li>▪ Background</li> <li>▪ Overview/Objective</li> <li>▪ Implementation Plan</li> <li>▪ Expected Results</li> <li>▪ Budget</li> </ul>	<b>Consultants</b>
<b>05</b>	1:00-1:50PM	Discussion & Next steps	All
<b>06</b>	1:50-2:00PM	Vote of Thanks	Salimatu Lamin-Gilayeneh <b>Programme Coordinator</b> GOL-UNDP Energy and Environment Programme
<b>07</b>		<b>LUNCH</b>	

*Annex III: Attendance*



**GEF/LDCF Validation Workshop for Development of a Funding Proposal**

**Titled: Enhancing the Resilience of Vulnerable Coastal Communities in Sinoe County of Liberia**

**(HELD @ BELLA CASA HOTEL CONFERENCE HALL)**

**September 3, 2021**

**ATTENDANCE**

No.	NAME	GENDER	POSITION	INSTITUTION	CONTACT #	E-MAIL	SIGNATURE
1	J.S. Robin Scott	M	Development Superintendent	MIA	0888962424 0775633589	j.scobinscott@kheer.com	<i>[Signature]</i>
2	BARBARA M. KEAN	F	Dev./Supt	MIA	0886641844 0778746944	barbara.m.kean@gmail.com	<i>[Signature]</i>
3	Augustus Caine	M	Senior Research Analyst	MIA	0886554362 0775151545	augustusfewehcaine@gmail.com	<i>[Signature]</i>
4	David J. Gbikola	M	Director	LISGIS Sinoe	0886904727 077677776	dggbikola@yahoo.com	<i>[Signature]</i>
5	William G. Miller	M	Regional Development Officer	MFDP	0886564771	wmiller@liff1liberia.gov.lr	<i>[Signature]</i>
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8	Z. Elhah White	M	Coord. NCA & LESP	EPA	0886524657 0777-524657	ewhitepoe@epa.gov.lr	<i>[Signature]</i>
9	Moses Nassah	M	Asst. Supt	UNDP	0770003787	moses.nassah@undp.org	<i>[Signature]</i>
10	Johnson S. Willibo	M	Assistant Minister	Mines and Energy	0775191393	johnson.willibo@jaha.com	<i>[Signature]</i>
11	Samutu L. Colagah	F	Coordinator	EPA	0777588284	namutu1228@gmail.com	<i>[Signature]</i>
12	Princess A. Blang	F	EPA office volunteer	EPA	0770080777	Princessblang@gmail.com	<i>[Signature]</i>
13	Yah V. Barwon	F	Consultant	UNDP	088621797	yvbarwon@gmail.com	<i>[Signature]</i>
14	Benjamin Karamah	M	Chief Tech. Advisor	EPA	077751828	bkaramah@gmail.com	<i>[Signature]</i>
15	Joyce K. Kunch	F	Coastal Zone Supt	NaTAA	0886593682	joyce.kunch@gmail.com	<i>[Signature]</i>
16	Alloycius DAVID	M	Media & Comm Specialist	EPA	0770967350	alloyciusdavid@yahoo.com	<i>[Signature]</i>
17	Dorsla Fawcutly	M	Team leader	UNDP	0776323955	dorsla.fawcutly@undp.org	<i>[Signature]</i>

18	Thomas G. Goba	M	Deputy Minister	MOCI	0886 552058 0777 552058	thomasgoba@gmail.com	
19	Christian Ntsele Makh	M	County Agriculture Coordinator	MOA	0886 870128 077 5574472	nathchristian@yntoo.com	
20	G. A. Geegbe	M	Director	UL	0722 256866	geegbe@ul.co.za	
21	Angelace Braune	F	UNDP Consultant	UNDP	0886 799301 077 6604226	angelacebraune@yahoo.com	
22	Hon. Lee N. Chesa	M	Suprt	Sinoe Co.	0886 559826	leeragber@gmail.com	
23	Christopher B. Kabah	M	Planning Officer	EPA	0880 337474	ckabah@epa.gov.les	
24	Atty. Stephen B. Lushu	M	Associate Director	L.M.A	0775144054	stephenlushu@yoboo.com	
25	Bereford S. Jallah	M	NCA Project Officer	CJ - Lesotho	0886 897256	bjallah@conservation.org	
26							
27							
28							
29							

Appendix C. Field visit photographs, attendance lists and itineraries

*Sinoe County field visit 29 January to 5 February 2021*

Sinoe County stakeholder engagement photographs



**Figure 1 and 2.** Livelihood strategy discussion with residents of Kommanah Town.



**Figure 3.** Inclusive finance discussion with women in Kommanah Town.



**Figures 4 and 5.** Discussions with county leadership (left) and focus group discussions with residents of Nanakru (right).



**Figure 6.** One-on-one interview with individual affected by climate change.

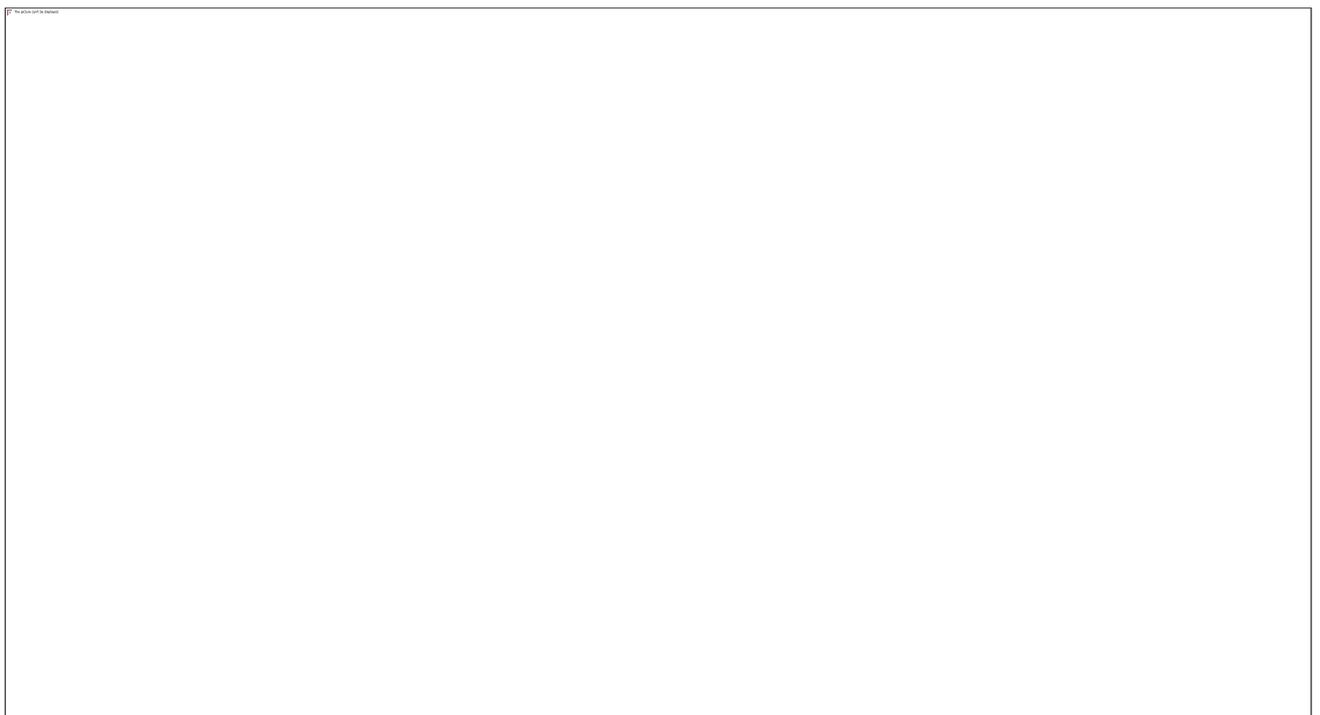
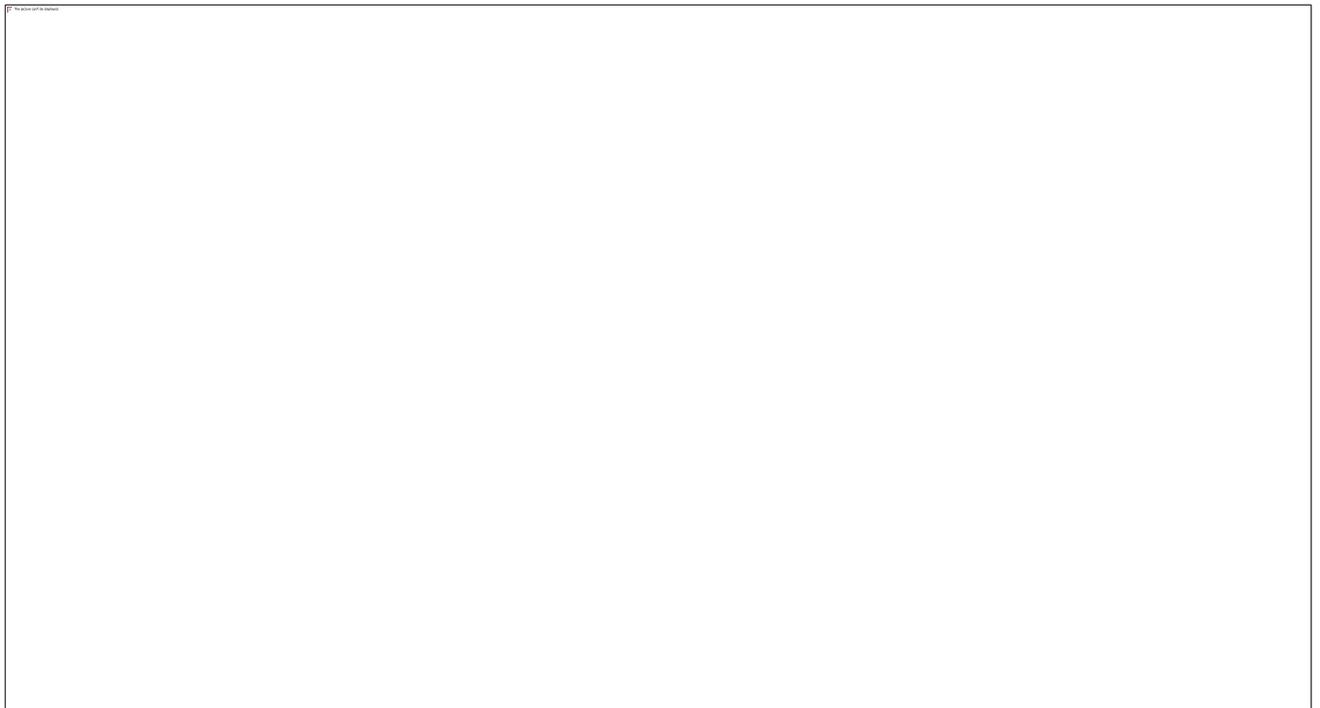


Figure 7 and 8. Focus group discussion with residents of Mississippi street.

Sinoe County field visit attendance lists**A. COUNTY AUTHORITY AND PRIVATE SECTOR**

NAME	ORGANIZATION	CONTACT	EMAIL ADDRESS
1. Hon. Barbara M. Keah <a href="mailto:barbarkeah@gamil.com">barbarkeah@gamil.com</a>	MIA	0886-691884/077-746944	
2. Brutus e. Tuwle <a href="mailto:btuwle@gmail.com">btuwle@gmail.com</a>	MIA	0888-050588/0775-969325	
3. Patrick s. Wilson, Sr. <a href="mailto:wilsonsrpatrick02@gmail.com">wilsonsrpatrick02@gmail.com</a>	MIA	0886-549818	
4. David J. Gbakolo	LIGIS	0886-904723	<a href="mailto:dgbakolo@gmail.com">dgbakolo@gmail.com</a>
5. Obediah A.Z. Zangar <a href="mailto:obediahzangar20@gmail.com">obediahzangar20@gmail.com</a>	Mandra	0886115215	
6. Ebrima h. Y. Begai <a href="mailto:beyai2face@gmail.com">beyai2face@gmail.com</a>	Mandra	0880536637	

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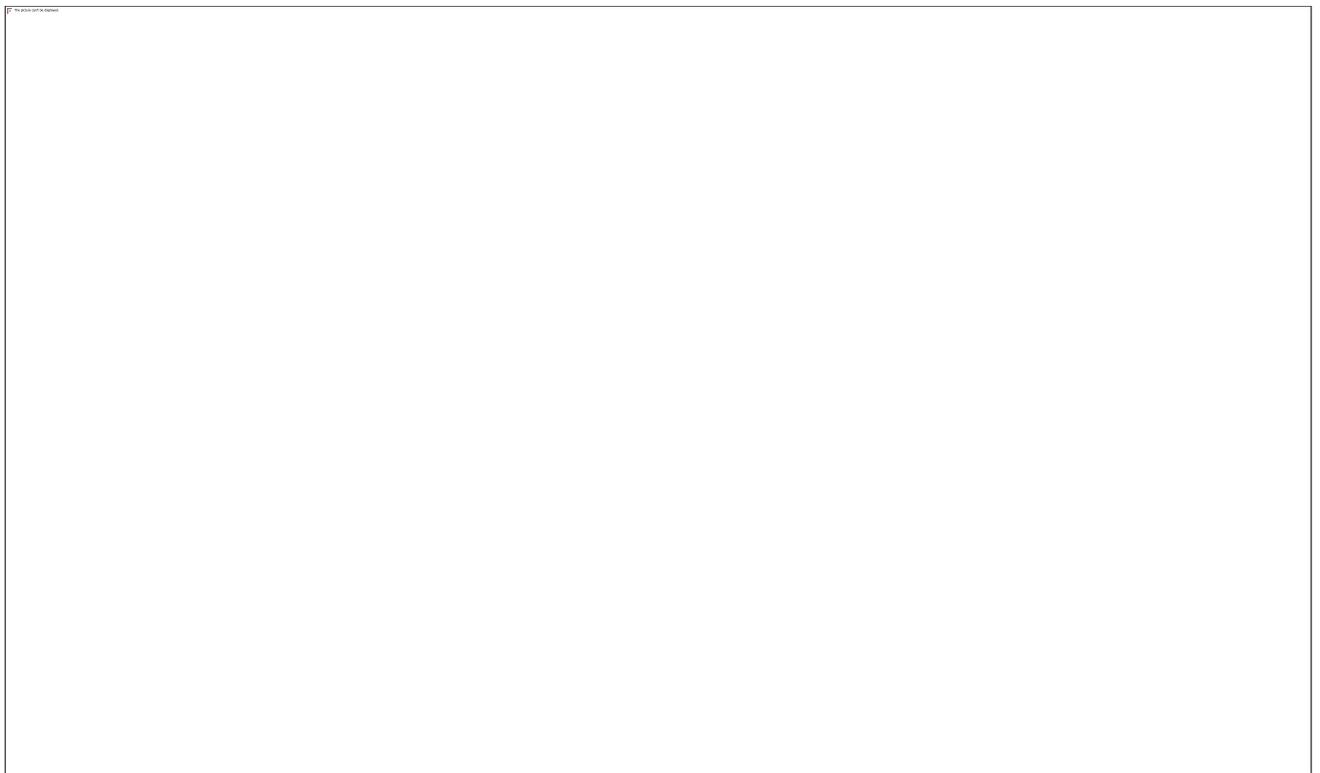


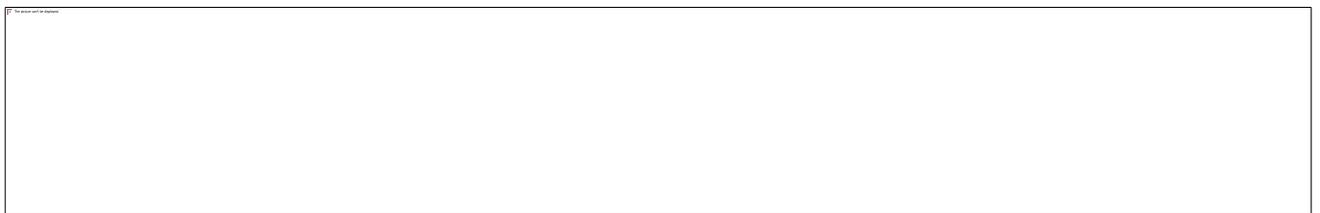
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Table with 1 column and 1 row, empty content.

Table with 1 column and 1 row, empty content.

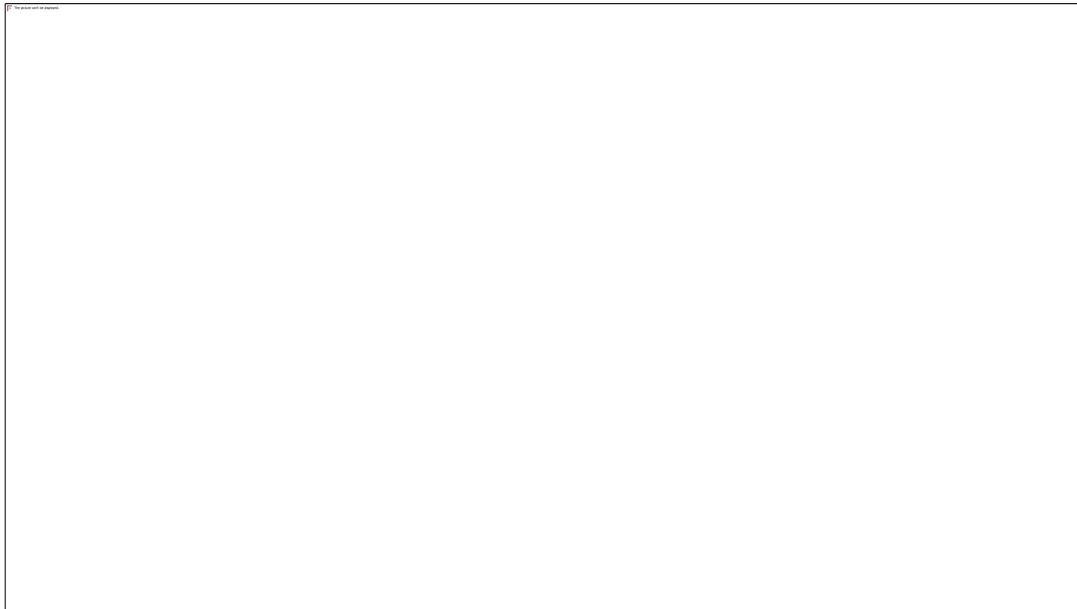
Sinoe County field visit itinerary

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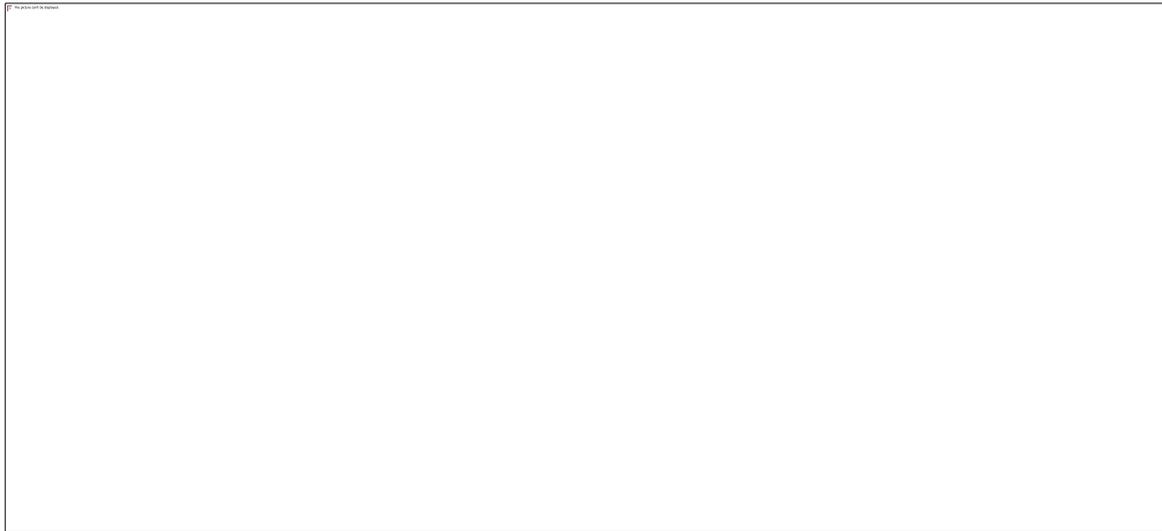


*Grand Bassa, Grand Cape Mount and Maryland County field visit 2–5 June 2021*

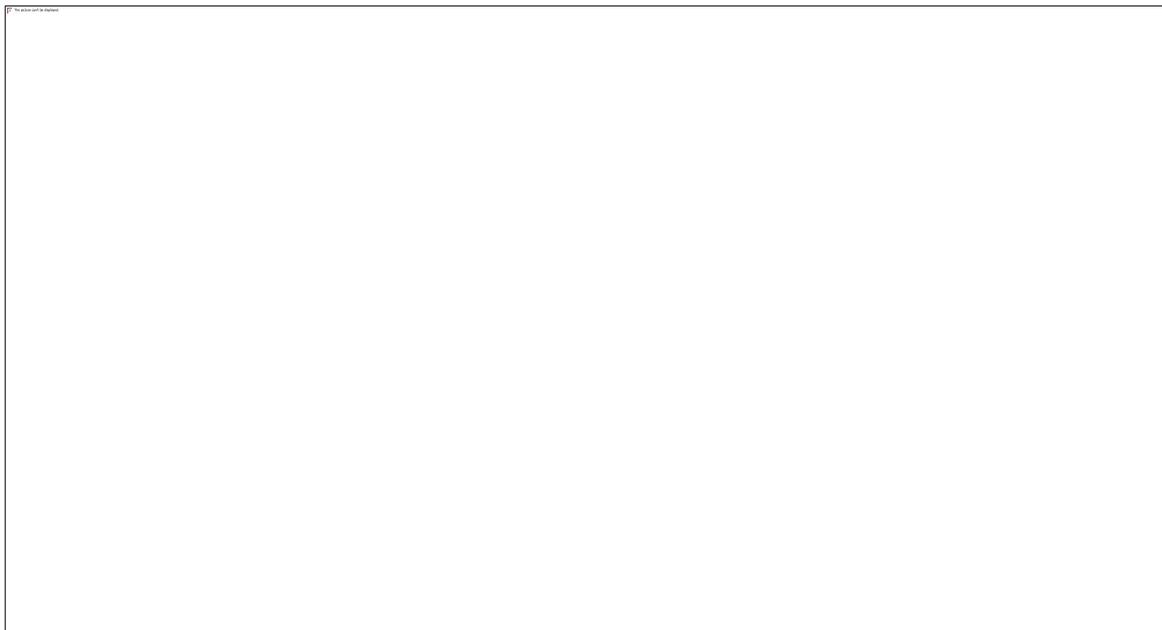
Grand Bassa, Grand Cape Mount and Maryland County stakeholder engagement photographs



**Figure 1.** Focus group discussion in Maryland County.



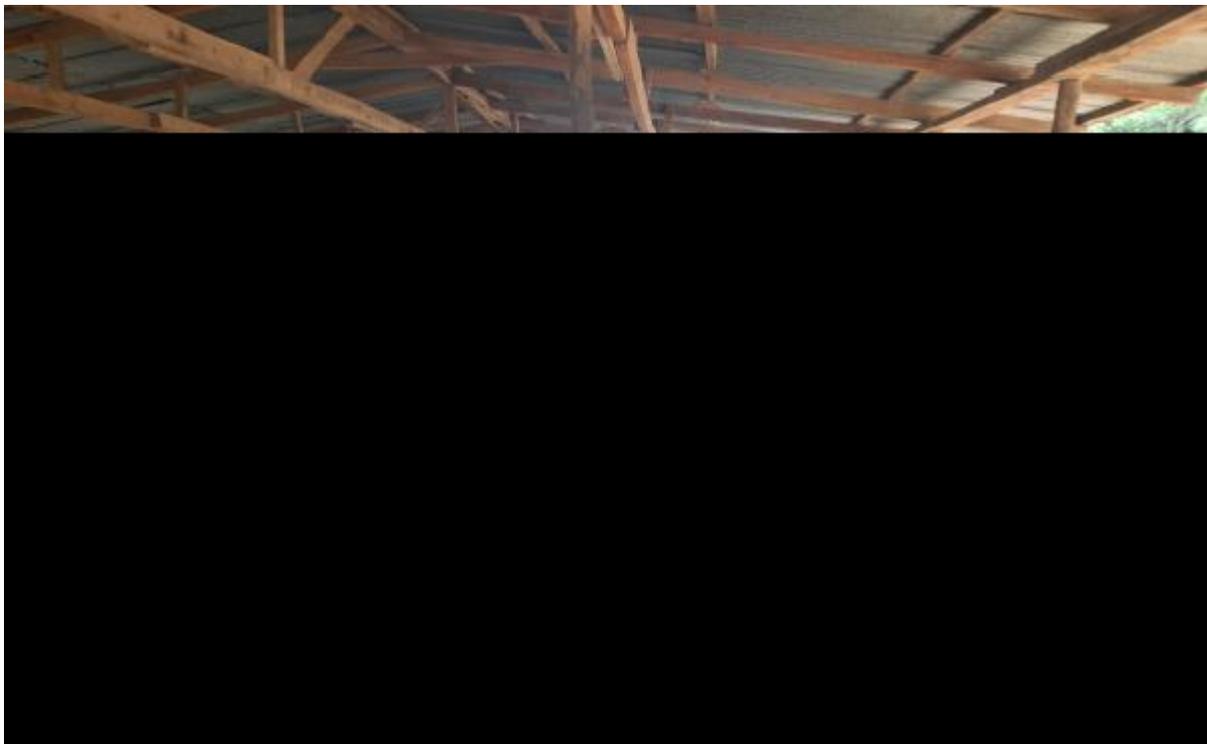
**Figure 2.** Focus group discussion in Maryland County.



**Figure 3.** Focus group discussion in Robertsport, Grand Cape Mount County.



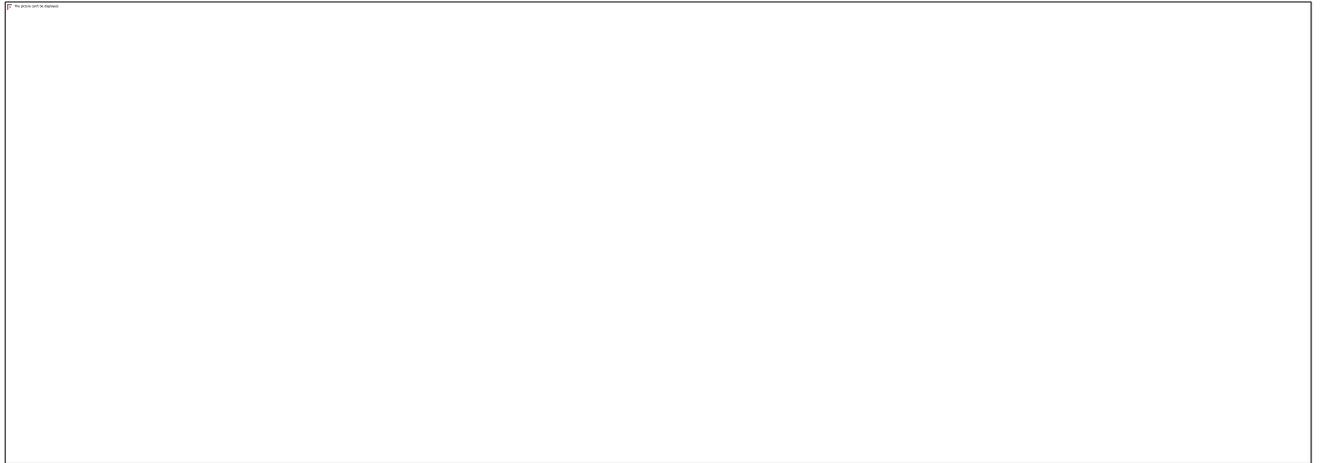
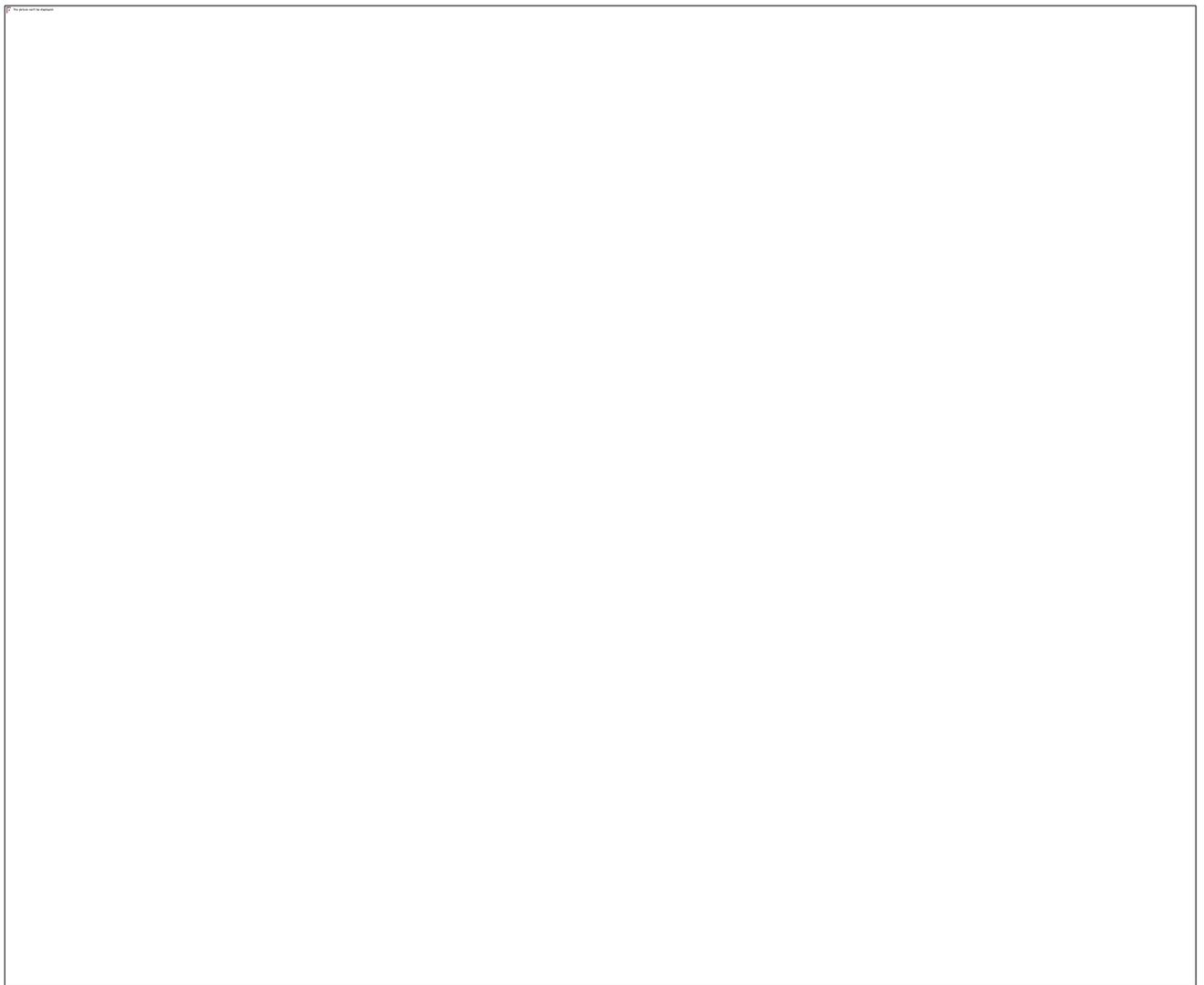
**Figure 4.** Focus group discussion in Robertsport, Grand Cape Mount County.

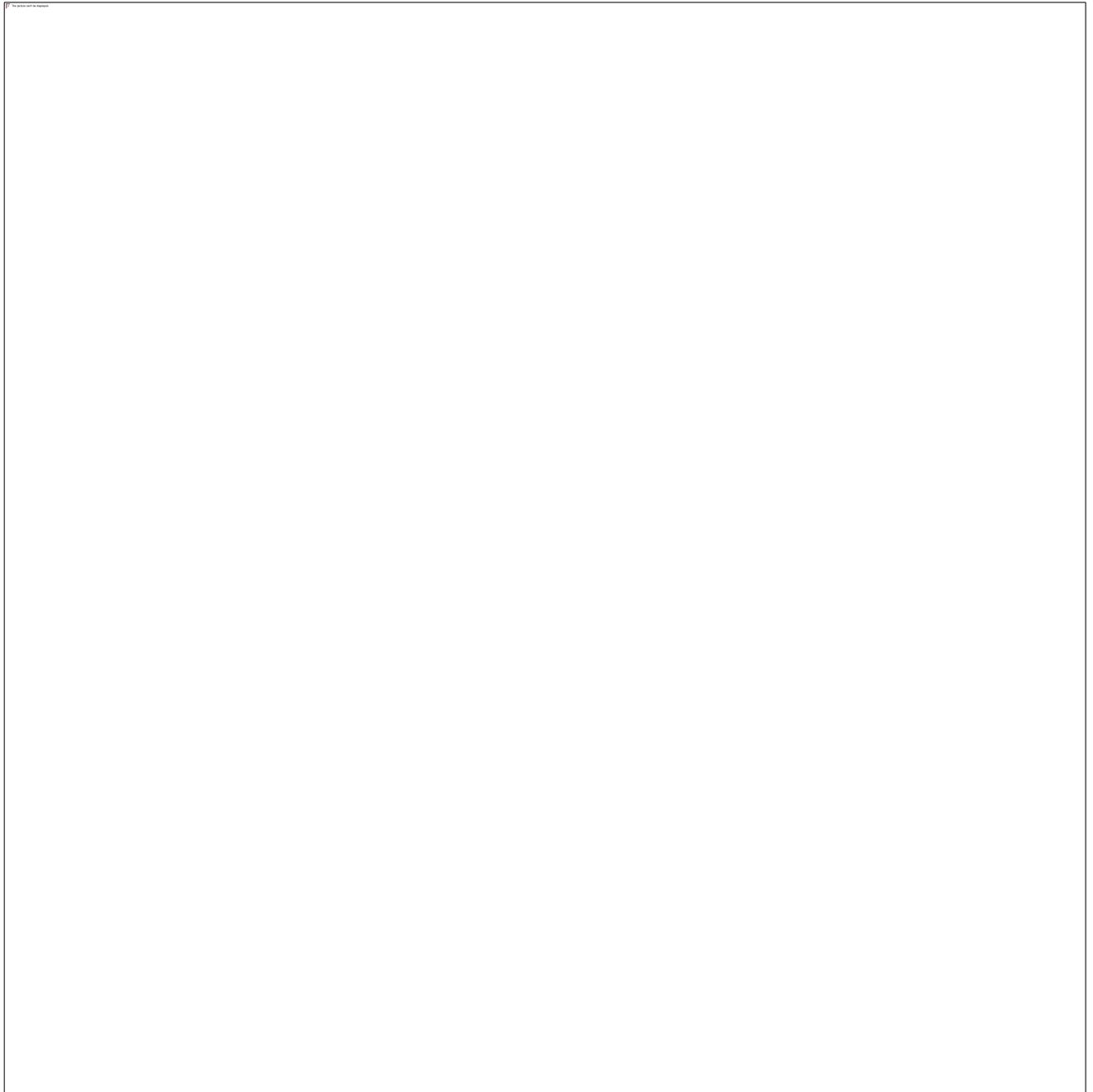
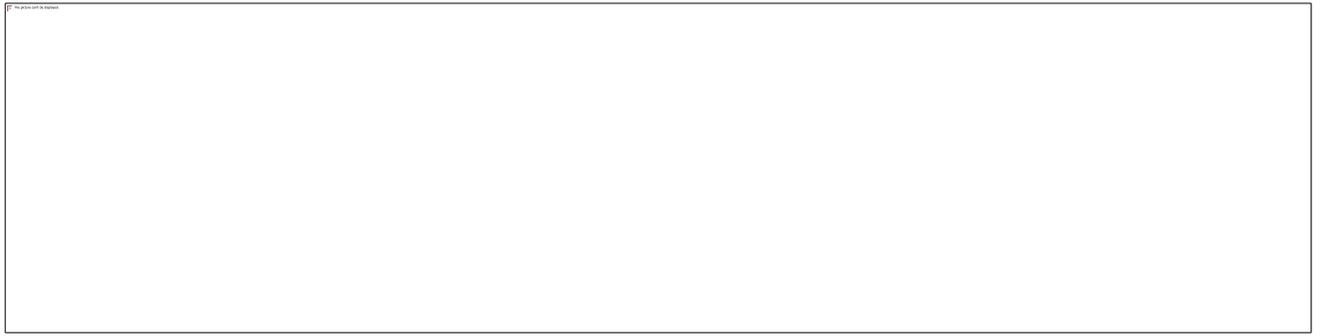


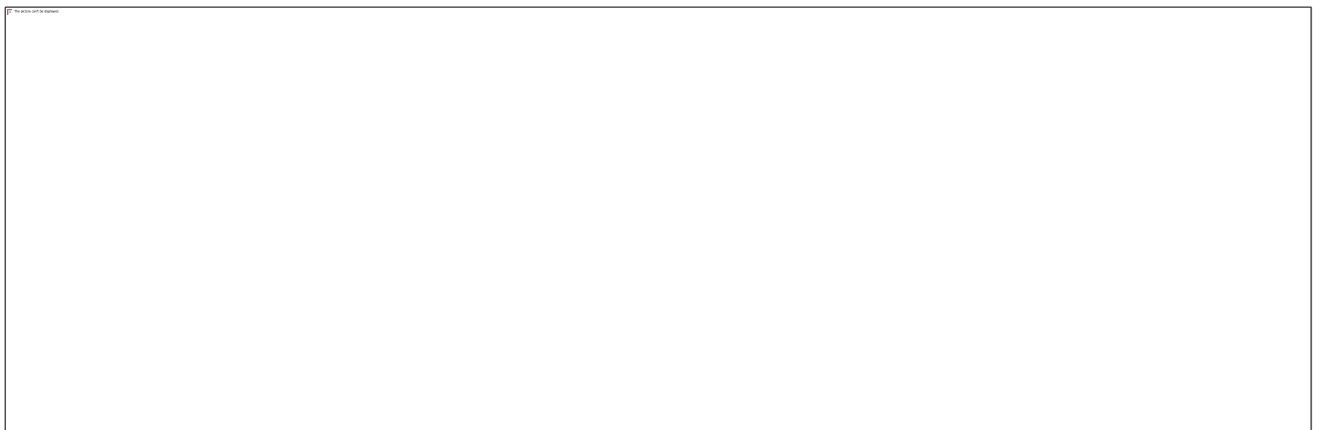
**Figure 5.** Focus group discussion in Grand Bassa County.

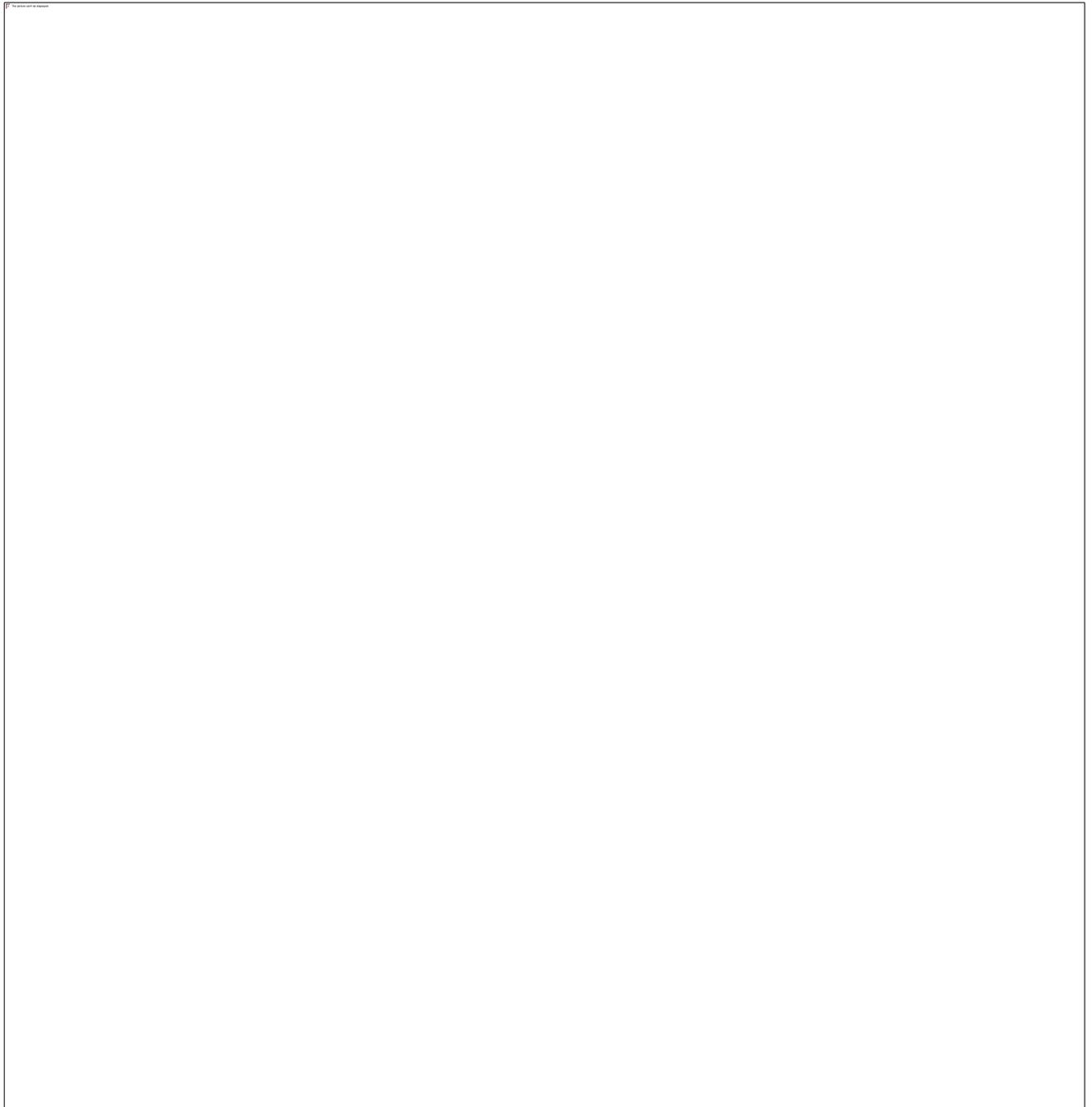
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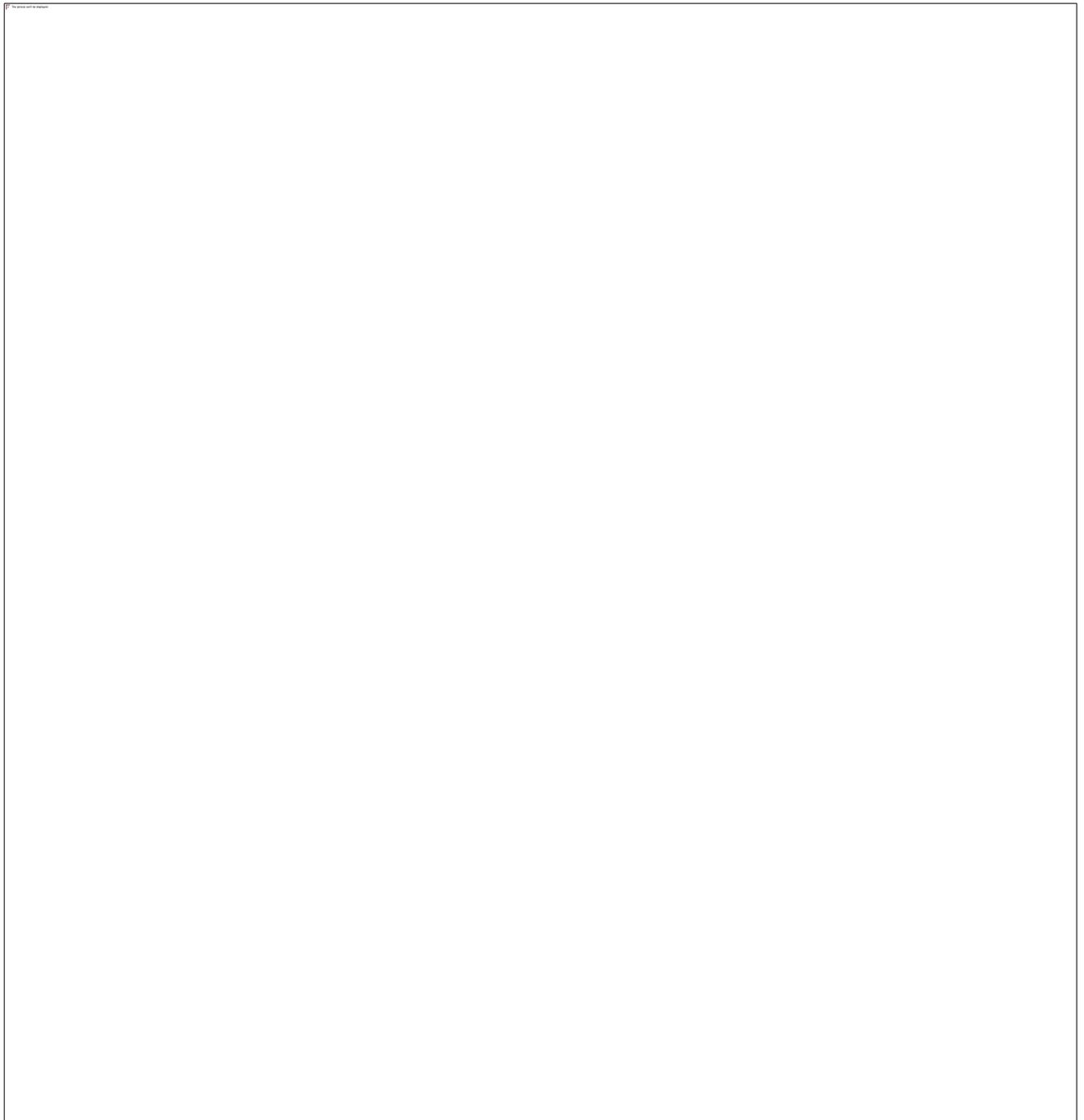
Grand Bassa, Grand Cape Mount and Maryland County field visit attendance lists

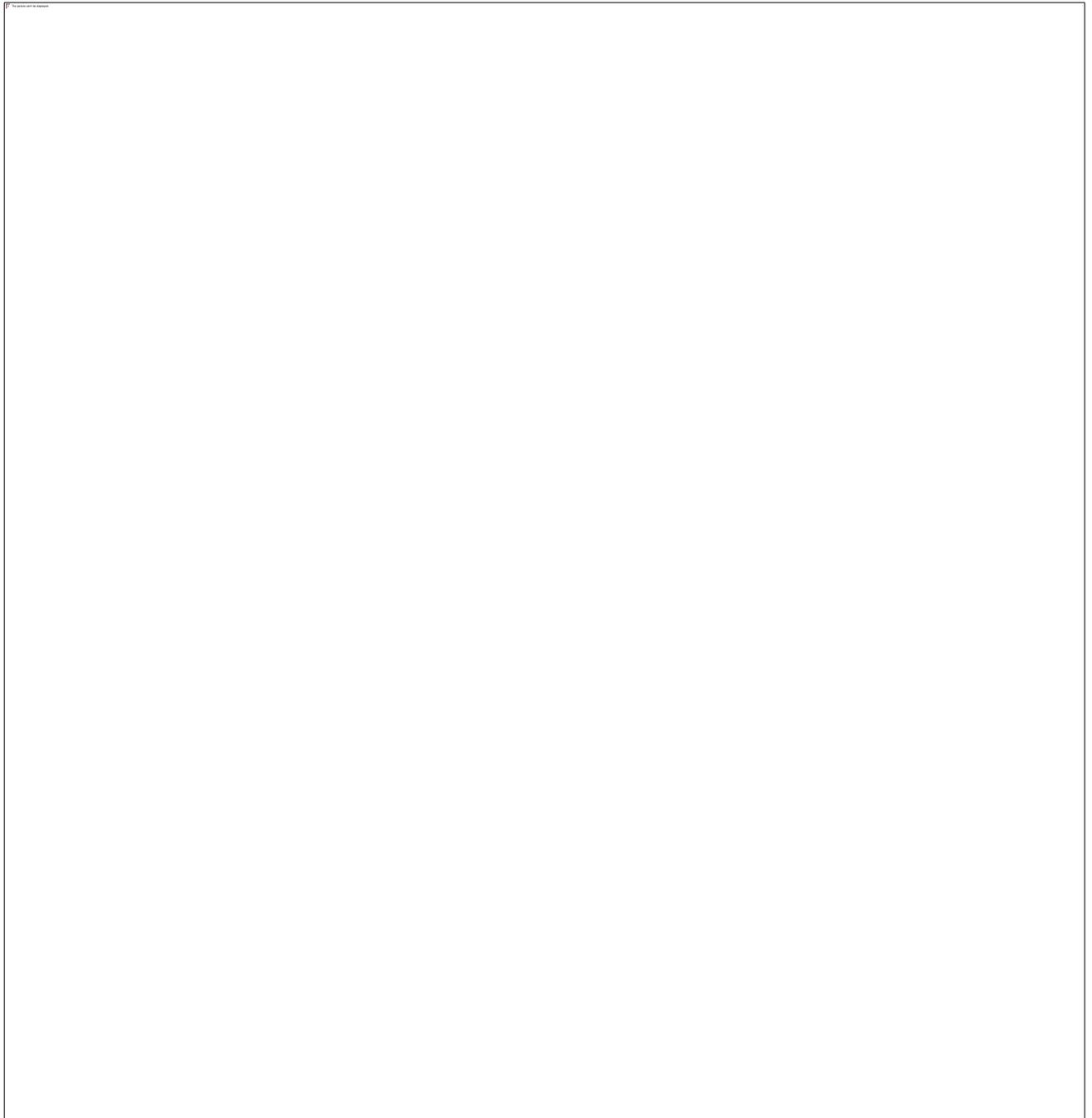
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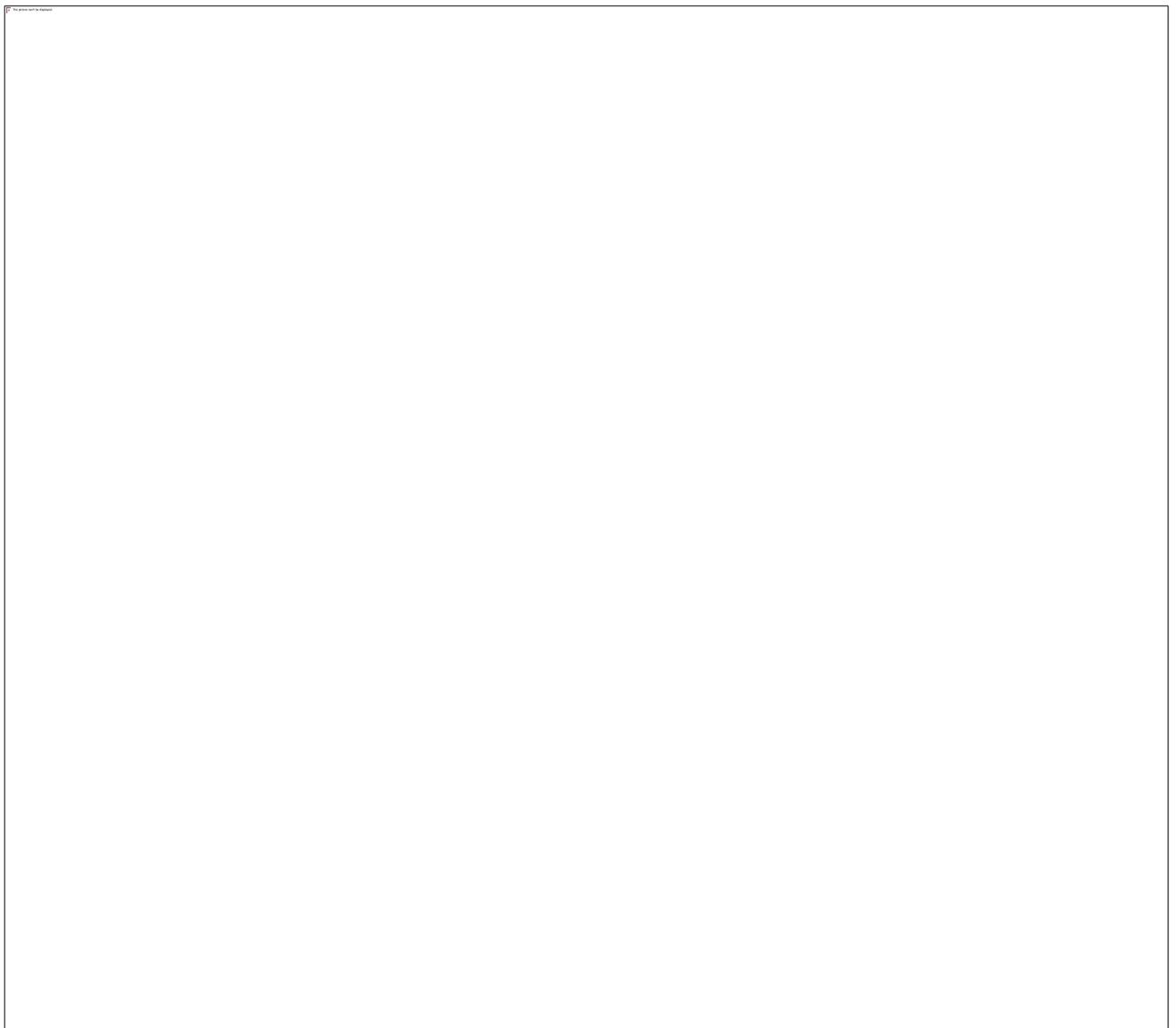
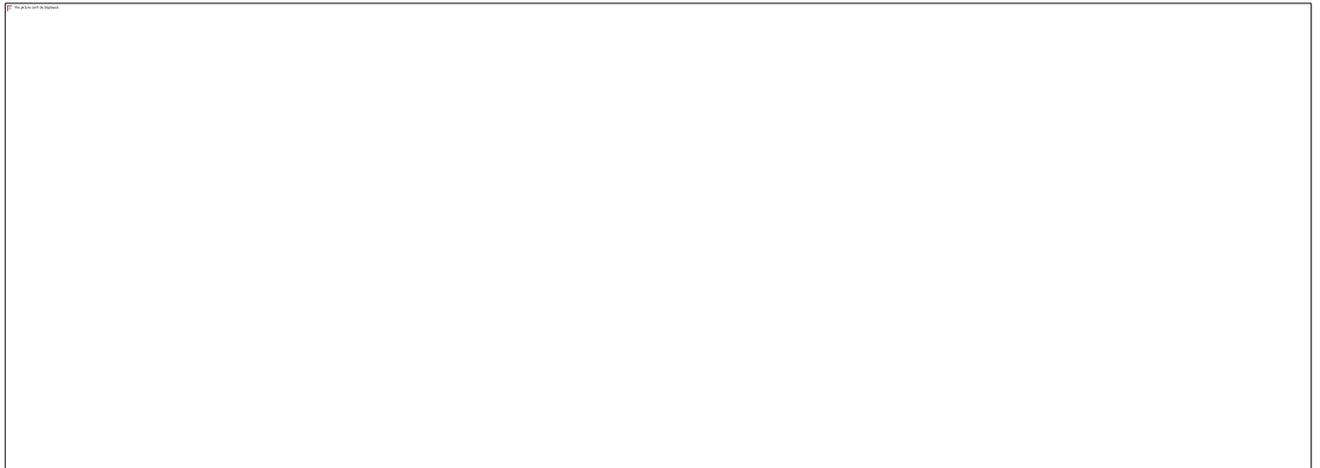




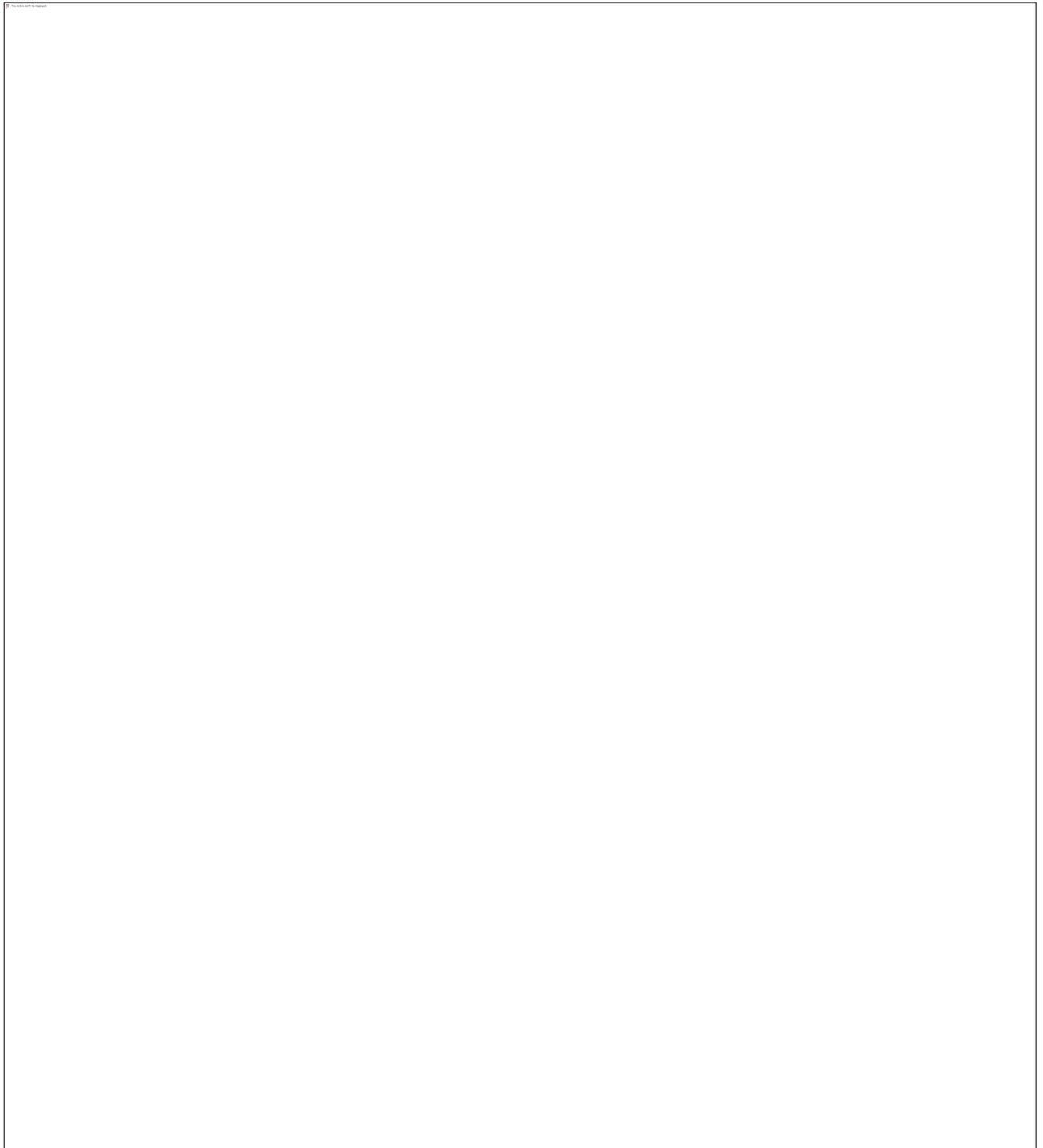




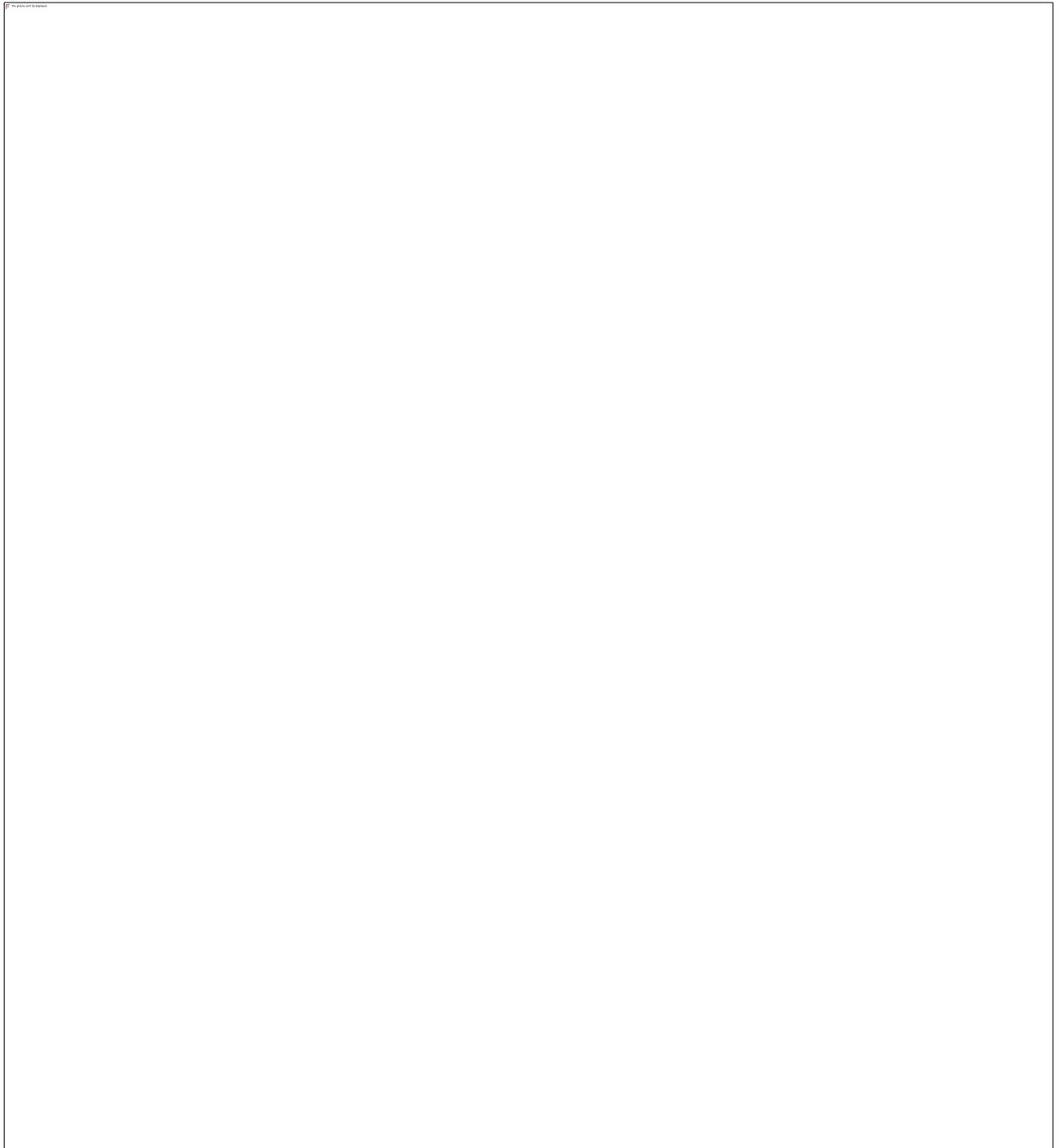


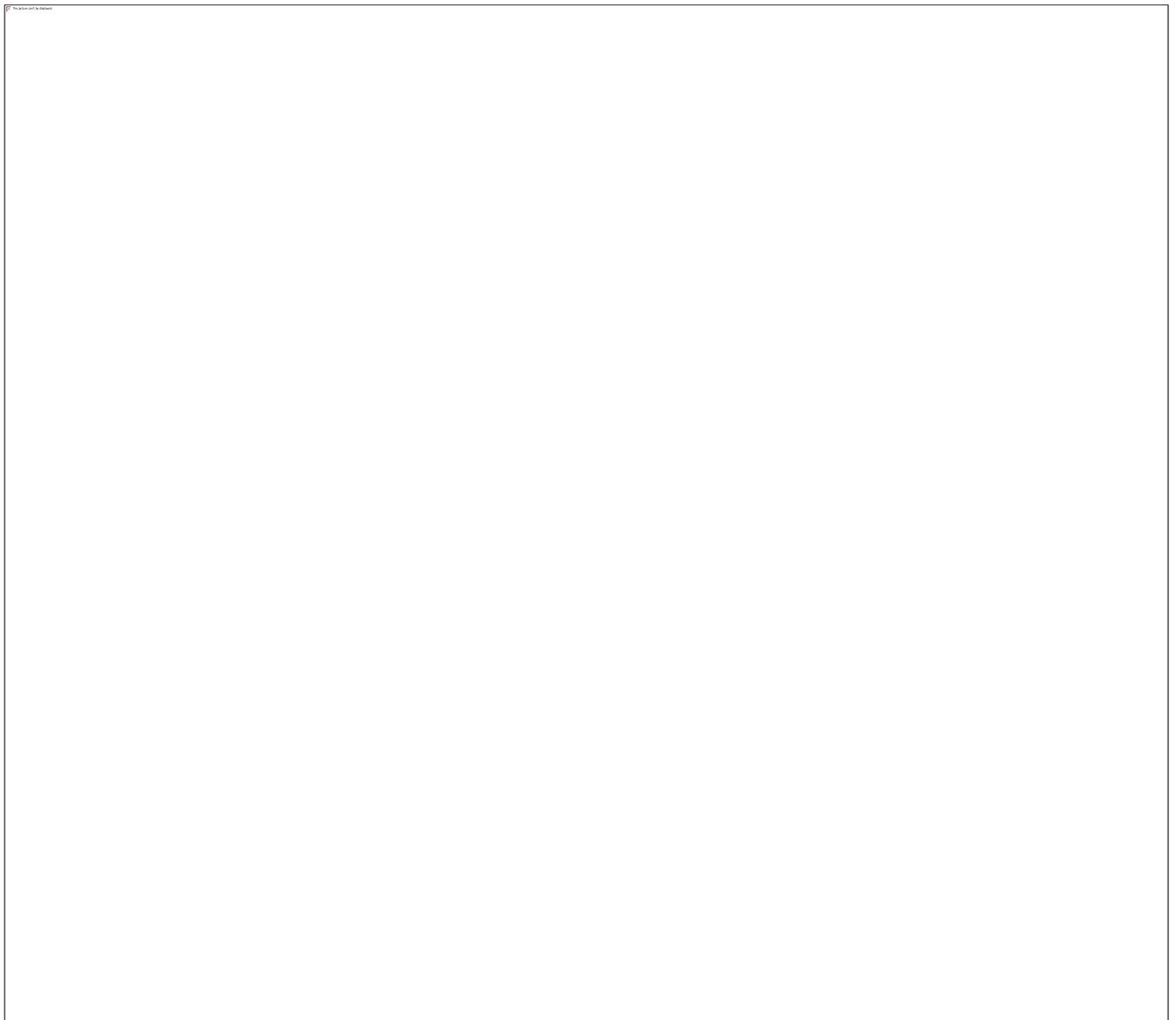


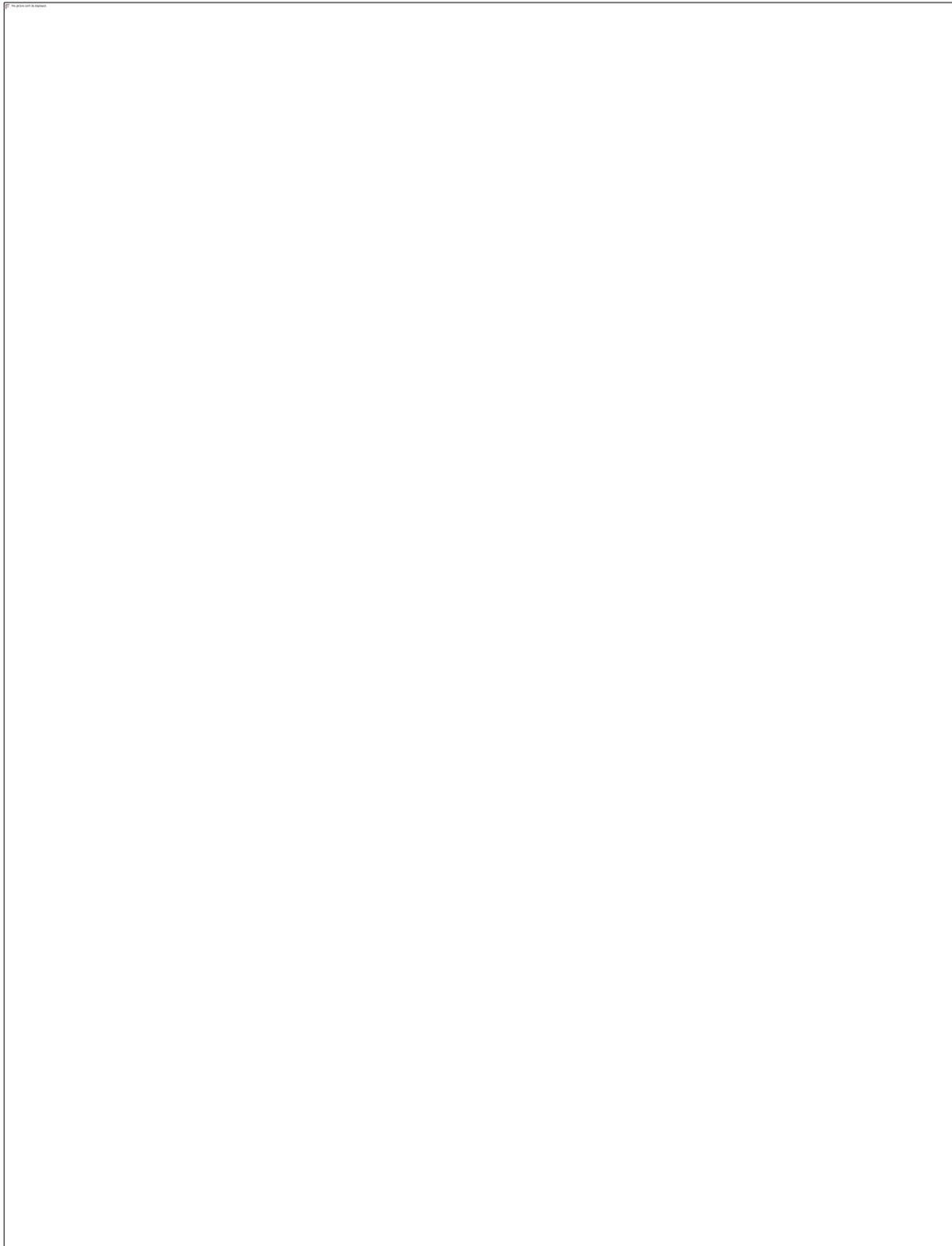
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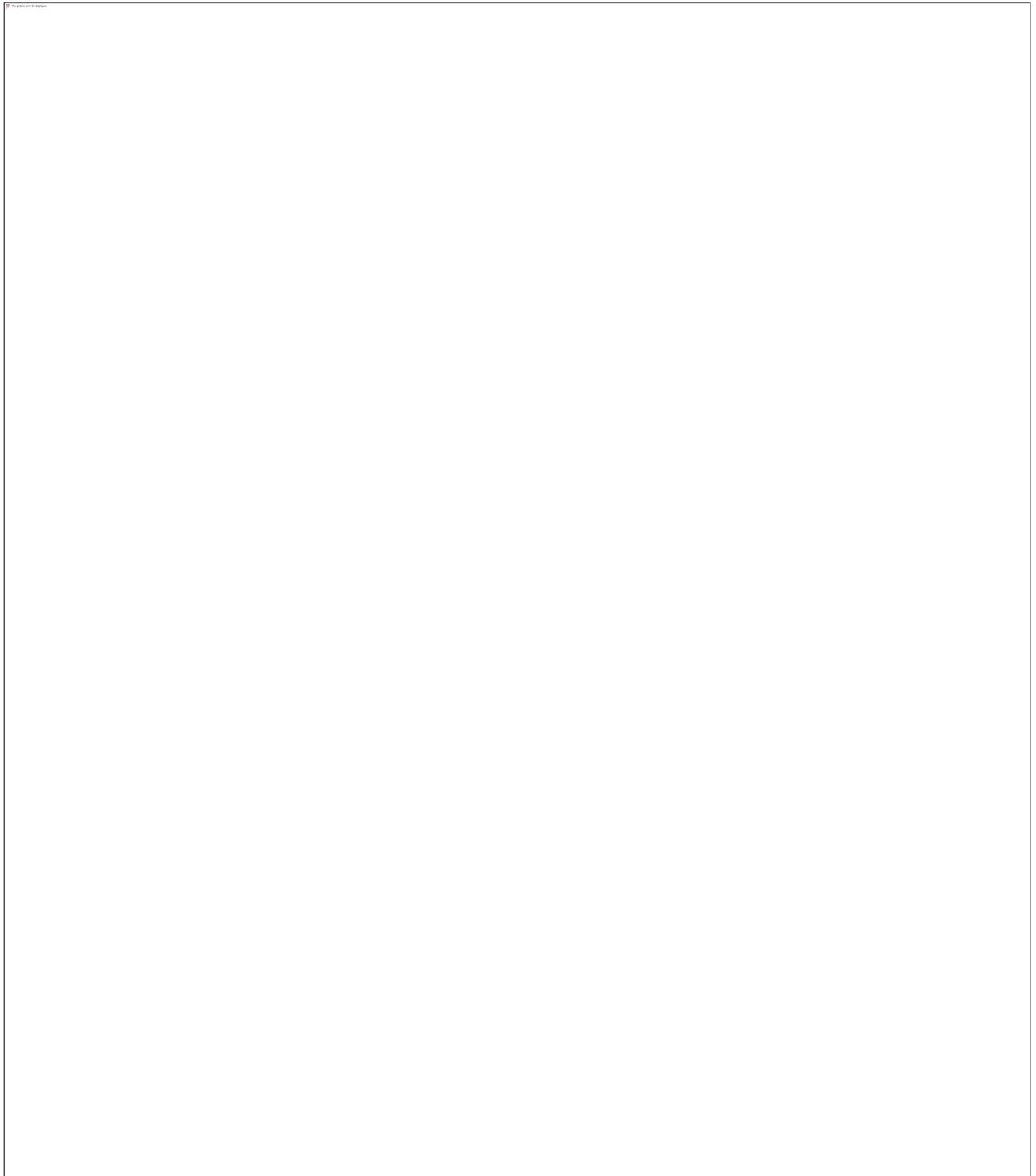




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62. Tonie Pennine
63. Bendu Gross
64. Tenneh Sombolia
65. Amanda Pual
66. Asitiu Browen
67. Jumia Kromah
68. Biota Browen
69. Zoe Browen
70. Emmon White
71. Bendu Passawe
72. Williette G. Bright
73. Hawah Maccumada
74. Mamia Paratsion
75. Satta Saysey
76. Massa H. Boakai

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32. Hawa Dadey
33. Jemia Zazah
34. Nancy Saytue
35. Getrude Slewion

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36. Agetter Seea
37. Lucurtia M. David
38. Felecia T. Tugbeh
39. Fatu Siepa
40. Units Jacobs
41. Mamie Harris
42. Theresa Tapan
43. Beathice J. Nimely
44. Esther Myers
45. Beathice Doe
46. Felecia Teah
47. Mamakor Gray
48. Bandu Teah
49. Theresa Doe
50. Felecia Bright
51. Dorris Weah
52. Mary Morris
53. Momo Harris
54. Annie Fiakia
55. Afreder Noniie
56. Elizabeth Weala
57. Lucy Toe
58. Hawa Kamara
59. Dorris Kennedy
60. Jabbeh Kiazolu
61. Princess Kianata
62. Hawa Kiazolu
63. Siatta Johnson
64. Ciatta Kromah
65. Tete Myers
66. Theresa Johnson
67. Patice Flomo
68. Beathices Woto
69. Massa S. Massaquoi
70. Beathices Sampson
71. Jenneh Teah
72. Reggeha Jealoe

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73. Annie Robert
74. Mary Chea
75. Henneh B. Koffa
76. Lucy Toe
77. Angex Dennsion
78. Felecia Teah
79. Mamia Kiazolu
80. Georgia Johnson
81. Kema Kiadii
82. Ma Kiadii
83. Musu Blessing
84. Grace Blessing
85. Musu M. Sherman
86. Felecia Koffa
87. Reggena Doe
88. Susana Appleton
89. Massa Johnson
90. Grace Nimely
91. Elizabeth Care
92. Fatu Sackie
93. Mamie Wolo
94. Sayah Weah
95. Divison Jely
96. Anmie Tapea
97. Marget Weah
98. Joeffen Sombia
99. Alice Saydey
100. Haja Kiadii
101. Mamie Keydee
102. Satta Fabuleh

Grand Bassa, Grand Cape Mount and Maryland County field visit itinerary

2 <sup>ND</sup> FIELD VISIT SCHEDULE				
No.	Activity	Location	Timeline	Responsible person
<b>June 2, 2021</b>				
1	Traveling	Monrovia – Buchana, Grand Bassa County	9:00 - 12:00	Angelance, Enoch, Yah
2	Site visit	Buchanan, Grand Bassa - Meet County Authority & others	1:00pm – 2:00pm	Angelance, Enoch, Yah
3	Site visit	Buchanan -Baconie	2:00pm-4:00pm	Angelance, Enoch, Yah
4	Traveling	Baconie –Buchanan Grand Bassa County	5:00pm-6:00pm	Angelance, Enoch, Yah
<b>June 3, 2021</b>				
3	Traveling	Edina, Gr. Bassa County	9:00 – 12:00	Angelance, Enoch, Yah
4	Site Visit/Traveling	Little Bassa, Gr. Bassa County to Monrovia	1:00 – 5:00	Angelance, Enoch, Yah
<b>Grand Cape Mount County</b>				
<b>June 4, 2021</b>				
1	Traveling	Monrovia, Gr. Cape Mount County-Meet County Authority & others	9:00 – 12:00	Angelance, Enoch, Yah
2	Site Visit/traveling	Down Town, Gr. Cape Mount County	1:00 - 2:00	Angelance, Enoch, Yah
3	Site Visit/traveling	Up Town, Gr. Cape Mount County	2:30 -4:00	
4	Site Visit/traveling	Kru Town, Gr. Cape Mount County,	4:30- 6:00pm	
<b>June 5, 2021</b>				
5	Traveling	Gr. Cape Mount County,- Monrovia	9:00 – 12:00	Angelance, Enoch, Yah

**Note:** Maryland was done remotely and not included in this schedule

## Appendix D. Focus group discussion questions for the first and second field visit

**A. General questions**

Date:

Name of site:

Population:

Name:

Position:

1. Gender

a. Male

b. Female

2. What is your age range?

a. 15 – 19 years

b. 20 – 24 years

c. 25- 34 years

d. 35 – 44years

e. 45 – 54 years

f. 55 – 64 years above

3. What is your level of education?

a. Primary

b. Secondary

c. University

d. None

e. Other (please specify)

4. How long have you lived here?

5. What work do you do here?

6. Is your family here?

a. yes

b. No

c. Other:

7. Do you travel to other villages/towns around the area, if yes, by what means?

8. How far is the next town/village?

**B. Hazard Questions**

1. What sort of climate hazards do you get here?

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- 
2. How do they affect different groups within the community, which groups are most vulnerable to which hazards and why? Within each group, how are women affected by these hazards and how are men affected? Why?
  3. Do you have safe drinking water? If yes, where do you get it from? Who is responsible for making sure there is safe drinking water ?
  4. Does the town experience flooding? Is the flooding getting worse?
  5. Is there a lot of damage from erosion?
  6. What is damaged from the hazards?
  7. Have there been any deaths related to these hazards? a. Flooding b. Fire c. other:
  8. How often do the hazards happen in the community? every year, multiple times a year, once every 10 years?
  9. Which hazards are becoming more or less frequent?
  10. Are other villages also affected by these hazards?
  11. Have you heard about or received any awareness raising on climate change?
  12. How much do you know about climate change and its potential impacts?
  13. What kind of impacts from changing climate conditions have you experienced personally? What impacts have affected the community as a whole?
  14. Is there sea-level rise? If yes how often?
  15. Have there be any efforts to reduce the impacts from climate change that you and the community have experienced?
  16. Has this community benefitted from/received assistance from any past or ongoing initiatives related to climate change adaptation?
  17. Do you receive any climate information or early warnings for hazards?
  18. If yes, what kind of information do local institutions, men, women, boys and girls have access to and how useful is it?
  19. If yes to the above, how do you receive information on climate hazards?
  20. What would be the best method for you to receive information on climate hazards or early warnings (e.g. cellphone, newspaper, radio)?

### ***C. Baseline problems***

1. What ecosystems are present around your community? What do you use these ecosystems for?
2. Are there any activities that damage or degrade these ecosystems (e.g. pollution, land clearing, excessive timber cutting, mining)?
3. How extensive is the degradation? What ecosystems are impacted?
4. What are the impacts of this damage to ecosystems on communities?
5. Is anything currently being done to address these sources of degradation? What is working and what is not?
6. Do they mine sand on the beach nearby? If yes? how do you think it is affecting this community?
7. Is sandmining resulting in noticeable beach erosion?
8. Have you seen/experienced changes on the beach?

### ***D. Livelihood questions***

1. What do you do for a living?

- 
2. Are you a farmer? If yes, what kind of farming?
  3. Has your farm been affected by climate change? If yes, what exactly happened to the farm?
  4. Is your farm sustainable for your family?
  5. Do you have a cash crop? If yes, what kind of cash crop?
  6. Have you ever received a loan to improve your farm? If yes, from who? and what amount?
  7. Do you have to walk far to collect firewood? If so how many minutes?
  8. Are you a fisherfolk? If yes where and how do you fish?
  9. Are fishing activities affected by climate hazards or climate change?
  10. What changes would assist in addressing the impacts of climate hazards on fishing?
  11. Besides climate hazards, are there other threats to your livelihoods (e.g. pollution, land tenure, financing etc)?
  12. Is there any alternative livelihood to fishing that you are involved in?
  13. Do any livelihoods that you are involved in depend on the ecosystems and their services/products?
  14. Have new livelihoods been introduced before? What worked and what didn't work?
  15. Would the livelihood options proposed by the project (sustainable fishing, integrated farming, compressed stabilized earth blocks) be viable and well received?
  16. Which groups would the above options benefit more ? Which groups the options benefit less? Why?
  17. What needs (covered in previous questions or others) do you think the project could assist with ?

#### ***E. Value chain Questions***

1. Are you doing business? If yes, what kind of business?
2. What is your average profit margin for a month?
3. Is your business being affected by climate change? If yes, what are some of the impacts of climate change that you experience?
4. What are some of the challenges you face when conducting your business?
5. What can be done to improve your business?
6. Have you received any business training?
7. Is there any training that would help you grow your business?

#### ***F. Inclusive Finance (MFI)***

What kind of Activities/Business do you engage in?

1. What is the source(s) of your income?
  2. What is the number of your household?
  3. How many of you are in the group and how much do you invest weekly/ monthly?
  4. What is your profit margin?
-

5. What is your payment schedule?
6. Do you receive any loans? How do you secure these loans?
7. Have these loans had any changes to your livelihood?
8. Are there any challenges to receiving loans? What improvements would help you access financing for businesses?
9. What contributions have you made to the community?

**G. Gender questions**

1. What are some of the challenges faced by women?
2. What constraints do women have on their time that men do not?
3. What happens to people's roles and time use under changing climatic circumstances, for example when floods and droughts become more frequent and intense?
4. What livelihoods do women and men engage with?
5. Whose livelihoods are most affected by climate change (women or men, young or older, married, unmarried etc.)? Which livelihoods are least affected and why?
6. Are men and woman adapting differently to climate change? For example, How are female headed household adapting?
7. Do households (male headed, and female headed) have diversified livelihood strategies? Does this include non-natural resource based or nonfarm strategies?
8. Do livelihoods strategies involve working away from the community? If so, who does that and when, for how long and with what effect, on whom?
9. Do both women/men participate in the decision-making? If yes, what are their role?
10. Do women and men have equal access to resources, such as land, water, finance, etc?
11. Do you see any benefits of the project, particularly as a woman?
12. What can the project do to ensure equal participation of women/men?
13. What are some of the organisations working on gender-related issues?

**H. Gender patterns and socio-cultural practices**

1. To which degree are women, men, boys and girls in control over their own bodies and sexuality, decisions on marriage, family planning and freedom from abuse and exploitation?
2. What factors affect decisions over marital status, marital partner or family planning?
3. What threats jeopardize women's, men's, boys' or girls' control over their bodies, and what factors drive these risks?
4. Have there been any changes in these dynamics and why?

5. What impacts do climate variability and disasters have on this or how is climate change and disasters influencing women and girls' control over their own bodies?

***I. Project risks***

1. Do you see any potential negative impacts of the project on the surrounding environment and ecosystems?
2. Do you see any potential negative impacts of the project on the health of community members?
3. Do you see any potential negative impacts of the project on existing livelihoods?
4. Do you see any potential negative impacts of the project on men, women, boys & girls?



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Resilient nations.

## ANNEX 10: ENVIRONMENTAL & SOCIAL MANAGEMENT FRAMEWORK

For a UNDP-supported, GEF-financed Project in Liberia:

<b>GEF ID:</b>	10376		
<b>Country</b>	Liberia		
<b>Project Title:</b>	Enhancing the resilience of vulnerable coastal communities in Sinoe County of Liberia.		
<b>GEF Agency:</b>	UNDP	<b>GEF Agency Project ID:</b>	6470
<b>Type of Trust Fund:</b>	LDCF	<b>GEF Focal Area (s):</b>	Climate Change
<b>GEF-7 Focal Area/ LDCF/SCCF Objective (s):</b>	<ol style="list-style-type: none"> <li>1. Reduce vulnerability and increase resilience through innovation and technology transfer for climate change adaptation</li> <li>2. Mainstream climate change adaptation and resilience for systemic impact</li> <li>3. Foster enabling conditions for effective and integrated climate change adaptation</li> </ol>		
<b>Anticipated Financing PPG:</b>		<b>GEF Project Grant:</b>	
<b>Co-financing:</b>		<b>Total Project Cost:</b>	
<b>PIF Approval:</b>		<b>Council Approval/Expected:</b>	
<b>CEO Endorsement/Approval</b>		<b>Expected Project Start Date:</b>	

**DRAFT FOR FEEDBACK**

**Period of Disclosure:**  
**Send written comments to: [Name] (email address)**  
**United Nations Development Programme**  
**[Address]**

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## ABBREVIATIONS AND ACRONYMS

ESIA	Environmental and Social Impact Assessment
E&S	Environment and Social
ESMF	Environmental and Social Management Framework
ESMP	Environmental and Social Management Plan
FPIC	Free, prior and informed consent
GEF	Global Environment Facility
PIR	GEF Project Implementation Report
PPG	Project Preparation Grant (GEF)
RAF	Resettlement Action Framework
RAP	Resettlement Action Plan
SECU	Social and Environmental Compliance Review Unit (UNDP)
SES	Social and Environmental Standards (UNDP)
SESP	Social and Environmental Screening Procedure (UNDP)
SRM	Stakeholder Response Mechanism (UNDP)
UNDP	United Nations Development Programme

## EXECUTIVE SUMMARY

This Environment and Social Management Framework (ESMF) applies to the GEF-financed project “Enhancing the resilience of vulnerable coastal communities in Sinoe County of Liberia” (UNDP PIMS 6470; GEF ID: 10376). The ESMF was prepared based on the social and environment screening procedure (UNDP’s SESP) that was completed as part of the project design phase, and consultations carried out during the project preparation phase with the project partner and stakeholders in Government, Local Communities (IPLC) and civil society entities.

The ESMF outlines the processes that will be undertaken during the project inception/implementation phases for the additional assessment of potential impacts, and identification and development of appropriate risk management measures, consistent with UNDP’s Social and Environmental Standards (SES). It contains measures and plans to avoid, and where avoidance is not possible, to reduce, mitigate and/or offset adverse risks and impacts. The ESMF specifies the most likely applicable social and environmental policies and requirements and how those requirements will be met through procedures for the screening, assessment, approval, mitigation, monitoring and reporting of social and environmental risks and impacts associated with the project activities

Based on initial screening (following the UNDP Social and Environmental Screening Procedure - SESP), and given the potential economic and physical displacement and potential biodiversity related impacts (from activities such as hybrid sea and river defence mechanisms and other newly introduced livelihood activities), the potential environmental risks and impacts of the Project are anticipated to be HIGH, on account of the key risks described below:

High risk identified with the Project is:

1. Project activities interventions being executed near potential Critical Habitat sites, including Key Biodiversity Areas (KBAs).
2. Potential for physical and economic displacement of some coastal populations.

Substantial risks identified with the Project are:

3. Adverse impacts of the project quarry site
4. The impact of compressed stabilised earth block (CSEB) production sites on the environment, the wildlife and the communities,
5. The issues resulting from poor management of the displacement (physical and economic),
6. The pollution and occupational health and safety risks of the hard engineered adaptation measures
7. Landslide and safety risks associated with project excavations

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This ESMF identifies the steps that will be followed during the inception/implementation phases for the completion of management plans as justified based on the results of the SESP and the risks identified. This includes a Strategic Environmental and Social Assessment (SESA), a full Environmental and Social Impact Assessment (ESIA), Environment and Social Management Plan (ESMP), Stakeholder Engagement Plan (SEP) and an effective project-level Grievance Redress Mechanism (GRM). The ESMF also details the roles and responsibilities for its implementation and includes a detailed budget and monitoring and evaluation plan, and guidelines for Terms of Reference to be used to guide the development of the required assessments and management plans (see Annexes).

**PROJECT DESCRIPTION**

**1. Project overview**

The Project “Enhancing the resilience of vulnerable coastal communities in Sinoe County of Liberia” aims to address the vulnerability of coastal communities to environmental and climate hazards and to implement a sea and river defence and risk management (SRDRM) approach to protect coastal assets and promote climate-resilient livelihood diversification. The Project will focus on addressing current and future climate change impacts through a gender-responsive approach, building on ongoing baseline initiatives. Project sites which will be targeted for on-the-ground coastal resilience and livelihood interventions are all located along the coastal belt within Sinoe County (**Figure 1**) and are characterised by mangrove and coconut forests.



Figure 1. Administrative (county level) division of Liberia

Environmental and Social Management Framework (ESMF)

Approximately 80% of Sinoe County residents cultivate cassava as an agricultural livelihood strategy, which is often processed into gari, fufu, dipa and cassava powder for bread and starch. The majority (~80%) of this production is subsistence based, and most (~88%) cassava farmers do not have agricultural equipment and rely exclusively on manual labour. Fifteen percent of the population in Sinoe also work in marine fisheries, resulting in overlap between people employed in the fisheries sector and those who also cultivate crops for livelihood and subsistence purposes. In Sinoe County, ~46% of the population live in absolute poverty, ~19% experience food poverty and ~8% experience extreme poverty. These factors constrain the adaptive capacity of Liberians and considerably increase the population's vulnerability to climate change.

The overall objective of the proposed project is to protect coastal communities and their assets from future climate change by implementing sea and river defence and risk management (SRDRM) approaches while simultaneously enhancing their income streams through livelihood diversification. This will be achieved through four complementary project components that will be implemented in Liberia's coastal counties, including: i) updating policies and plans related to coastal management and relevant sectors such as fisheries and agriculture; ii) strengthening the institutional capacity of county and district level officials to apply SRDRM as well as climate change adaptation measures; iii) knowledge sharing and awareness raising; iv) improved risk management and early warning systems; and v) diversified and climate-resilient livelihood options.

Additionally, hybrid nature-based and engineered interventions will be implemented in the vulnerable coastal county of Sinoe, which will be used as a pilot to collect best practices for dissemination to other coastal counties. Further details on these project components are provided below.

**2. Project Implementing Partner**

The Implementing Partner for this project is the Government of Liberia's Environmental Protection Agency (EPA). The UNDP Administrator has entrusted the implementation of UNDP assistance as specified in this signed project document to the EPA, along with the assumption of full responsibility and accountability for the effective use of UNDP resources and the delivery of outputs, set forth in this document.

**3. Project components**

Four project outcomes will support the Project's objectives, namely:

8. Component 1 – Strengthened capacity of all Liberian coastal counties' planning institutions to assess climate change risks and integrate into county development frameworks.
9. Outcome 2 — Innovative technologies — including response planning and communication mechanisms — introduced to support coastal adaptation.
10. Outcome 3 — Reduced vulnerability of Sinoe County coastal communities to climate-induced sea level rise impacts through hybrid solutions (nature-based and engineering); and

11. Outcome 4 — Gender-responsive options for climate-resilient income and livelihood diversification introduced to climate-vulnerable communities in coastal counties.

The outputs for each outcome are presented in Table 1 below:

**Table 1: Project outcomes and outputs**

<b>Outcomes</b>	<b>Outputs</b>
<b>Outcome 1</b> Strengthened capacity of all Liberian coastal counties' planning institutions to assess climate change risks and integrate into county development frameworks.	Output 1.1. County-level ICZM plans prepared for all coastal counties to address climate hazard risks on infrastructure, livelihoods and health, as well as to enable adaptation planning, monitoring, protection and the maintenance of sea and river defence.
	Output 1.2. Identified climate change risks and adaptation priorities incorporated into coastal County Resilience Plans as well as county and national planning and budgeting processes.
	Output 1.3. Institutional development planning capacity supported through the establishment and training of cross-sectoral climate change information and risk management focal points and working groups in all coastal counties.
<b>Outcome 2</b> Innovative technologies — including response planning and communication mechanisms — introduced to support coastal adaptation.	Output 2.1. Coastal flood and erosion early warning and risk management systems supported to provide climate information, products and services that meet the needs of end users.
	Output 2.2. Existing EPA Environmental Knowledge Management System enhanced to support the collection and dissemination of lessons learned on sea and river defence based on Sinoe County adaptation solutions.
	Output 2.3. Community Action Plans developed for all coastal districts of Sinoe County.
	Output 2.4. Guidance Manuals for integrated coastal adaptation practices developed and disseminated to all coastal counties.
<b>Outcome 3</b> Reduced vulnerability of Sinoe County coastal communities to climate-induced sea level rise impacts through hybrid solutions (nature-based and engineering).	Output 3.1. Viable solutions to address climate vulnerabilities in Sinoe County developed and designed using multi-criteria and participatory processes for identifying, prioritising and planning adaptation and resilience solutions.
	Output 3.2. Coastal- and catchment-level adaptation solutions implemented to improve the resilience of communities to the impacts of climate change in Sinoe County.
	Output 3.3. Best practices on adaptation solutions documented and disseminated to other coastal counties for adoption and upscaling, including engagement with the private sector.
<b>Outcome 4.</b> Gender-responsive options for climate-resilient income and livelihood diversification	Output 4.1. Business identification, development and management training programmes designed and delivered to communities and Micro, Small and Medium Enterprises in coastal counties, targeting women and the youth.
	Output 4.2. Opportunities for integrated farming systems, fisheries, compressed stabilised earth blocks and their value chains created for coastal communities.

Environmental and Social Management Framework (ESMF)

Outcomes	Outputs
introduced to climate-vulnerable communities in coastal counties.	Output 4.3. Access to finance and technologies to develop livelihood and income diversification enterprises of coastal livelihoods and resources facilitated in collaboration with national and county financial institutions.

**1. Purpose and Scope of this Environmental and Social Management Framework (ESMF)**

An ESMF is used to predict, evaluate, avoid and where avoidance is not possible, mitigate adverse social and environmental impacts of activities. This ESMF is therefore a tool that can assist in managing potential adverse social and environmental impacts associated with activities of the Project, in line with the requirements of the UNDP Social and Environmental Standards (SES). The Implementing Partner of the project and the Project Management Unit will follow the recommendations outlined in this ESMF to ensure the environmental and social risks and impacts are fully assessed and management measures are in place prior to the implementation of the relevant Project activities.

The ESMF will also identify the steps for detailed assessment for the project’s potential social and environmental risks, and for preparing and approving the required management plans for avoiding, and where avoidance is not possible, reducing, mitigating, and managing these potential adverse impacts. The ESMF highlights where additional assessment of potential impacts and development of appropriate risk mitigation or management measures are needed, consistent with UNDP’s Social and Environmental Standards (SES).

In terms of the technical scope, the ESMF reviewed environmental and social impacts of all the project outcomes, as presented in section 2.3.

**POTENTIAL SOCIAL AND ENVIRONMENTAL IMPACTS**

The UNDP Social and Environmental Screening Procedure (SESP) was used to identify potential social and environmental risks associated with this Project. The screening highlighted the Project intentions as they related to mainstreaming human rights, gender equality and women’s empowerment, environmental sustainability and accountability. An impact risk assessment was undertaken using the UNDP Social and Environmental Screening Procedure to assess the probability and the impact of the risk. From the scoring of probability and impact, a significance value of low, moderate, substantial or high was attributed to the potential impact of these risks.

The SESP identified a total of 23 potential risks, of which sixteen has been assessed as moderate risk, five as substantial risk and two as high risk, with the overall SESP risk categorization rating as “High”. The risks apply only to project components 1, 2 and 3.

The risks that were identified are presented below.

**12. Risk 1 (MODERATE)**

UNDP Values and Principles and UNDP Social and Environment Standards are high standards drawn from international best practices. There is a risk

Environmental and Social Management Framework (ESMF)

that implementation partners (e.g. Government ministries, agencies, NGOs) do not have adequate knowledge, capacity or commitment to meet their project obligations, especially in relation to the above Principles (e.g. Human Rights, Leave No One Behind, Gender Equality and Women's Empowerment, etc.) and/or UNDP's Social and Environment Standards. A failure on the part of one or more project partners to adhere to these high but widely agreed standards could negatively impact the achievement of project objectives.

13. Risk 2 (MODERATE)

The people who will potentially be affected by the Project may not know when, where or how to raise their concerns, grievance, or claim their rights. This could have unintended consequences.

14. Risk 3 (MODERATE)

It is possible that some potentially affected stakeholders, in particular marginalized groups and excluded individuals, could be excluded from fully participating in decision that may affect them.

15. Risk 4 (MODERATE)

An increase of women's income (through project-sponsored activities) could lead to gender-based violence in some households.

16. Risk 5 (MODERATE)

In some households, there could be situations where the men will grab the money made by the women through Project-sponsored income generating activities.

17. Risk 6 (HIGH)

In Greenville area (Sinoe County), the Project will carry out hard climate adaptation activities revetments, groynes and restoration. Those activities will be executed near potential Critical Habitat sites and create adverse impacts to the fauna and/or flora species living there and the ecosystems that support them. In Robertsport area (Grand Cape Mount County), the Project will carry out livelihood activities such as fisheries, integrated farming and CSEBs (which are aimed at decreasing habitat overexploitation and degradation. These activities will be executed within or near potential Critical Habitat sites and might create adverse impacts to the fauna and/or flora species living there and the ecosystems that support them.

18. Risk 7 (MODERATE)

The Project will carry out activities in coastal areas, which could be subject to hazards such as severe winds, storms and floods. The CSEB, IFS, fisheries interventions of the Project could also be impacted by disasters. This could have negative impact on both the communities and the environment.

19. Risk 8 (SUBSTANTIAL)

There is a risk of landslide at project-supported CSEB activities, as they involve large excavation and earth movements.

20. Risk 9 (SUBSTANTIAL)

Poor waste management, poor handling (storage, transport) of hazardous materials (e.g. hydrocarbons, lubricants for construction equipment, etc.), poor hygiene and poor housekeeping on construction sites, warehouses and laydown areas can cause pollution, proliferation of mosquitoes, pests, rodents, etc., which subsequently will cause diseases amongst the community and the workers. There is also a risk of air pollution, noise, vibration, traffic, injuries, physical hazards, poor surface water quality due to runoff, erosion, etc. from the construction activities. All these can have devastating consequence on the workers, communities and/or the ecosystems of these areas.

21. Risk 10 (MODERATE)

Project infrastructure could collapse or break while they are being built or after completion. Such failures could cause safety concerns for workers and communities, and/or cause pollution that could threaten the integrity of the environment, the ecosystem and ecosystem services.

22. Risk 11 (MODERATE)

While non-skilled people can be sourced entirely in the community where the nature-based and engineered adaptation interventions will be implemented, some semi-skilled and skilled labour will need to be source from elsewhere in the country, especially for the engineered structures. The resulting influx of project workers will potentially lead to following issues:

1. pressure on natural resources (water, wood, land, etc.) and sparking conflicts based on competition for local resources.
2. social conflicts based on competition for jobs.
3. sexual misconducts by project workers and the increase gender-based violence, prostitution, sexually transmissible diseases (including HIV/AIDS) and Covid-19.
4. an increase the risk of social conflict between the local community and construction workers resulting from religious, cultural or ethnic differences.
5. an increase of illicit behaviours and practices such as theft, physical assault, drug addiction, etc. in the communities.

6. Risk 12 (MODERATE)

The Project activities could lead to unintentional impact on cultural resources.

7. Risk 13 (HIGH)

The construction of project infrastructure will cause physical displacement at the hard engineered intervention sites in Greenville area (people living on the shore). There will also potentially be economic displacement at various other intervention sites (people carrying out economic activities on the shore). The Government will be responsible for managing the actions surrounding the resettlement and compensation. When land acquisition, resettlement and compensation activities are led by Government, there is a risk that the actions might not be aligned with the requirements of Standard 5 (Displacement and Resettlement).

8. Risk 14 (MODERATE)

There is risk that some of the labour force on the project sites will be working under conditions that do not meet national labour laws and international commitments. Child labour continues to be prevalent in Liberia and poses a particular risk in the construction sector. Project activities (e.g. blasting, excavation, working at height, working in or near water, etc.) could potentially involve practices that fail to comply with national and/or international occupational health and safety standards. There is a risk that some employers could be maintaining working conditions that deny freedom of association and collective bargaining to workers.

9. Risk 15 (MODERATE)

The Integrated Farming Systems and other agricultural initiatives supported by the Project could be using pesticides or other chemicals that may have a negative effect on the environment of human health.

10. Risk 16 (MODERATE)

Fisheries activities could inadvertently enable the introduction of invasive alien fish species into local waterbodies, leading to adverse effects on freshwater ecology and native species.

11. Risk 17 (SUBSTANTIAL)

The construction activities (mobilization, construction, demobilization), CSEBs activities and the IFS-related activities will have negative impact on land, soil, water resources, and the related ecosystems. The CSEB production pits are usually not rehabilitated or returned to a safe state at the end of their exploitation. There is therefore a risk that by supporting CSEB production, the Project would be supporting an activity that could pose a threat to communities, wildlife or the environment.

12. Risk 18 (SUBSTANTIAL)

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The Project (via Contractors) will develop a rock quarry to produce the aggregate necessary for interventions directed towards coastal erosion prevention in Greenville area. There is a risk that this quarry will not appropriately be rehabilitated at the end of their exploitation.

13. Risk 19 (SUBSTANTIAL)

Sand mining activities in project landscape will continue have widespread negative environmental and socioeconomic impacts, including removal of natural coastal barriers, increased beach degradation, erosion, flooding in coastal areas, water turbidity, impact on marine flora, and undermining the productivity of coastal fisheries and livelihoods. These impacts have, in turn, resulted in damage to houses and other critical infrastructure while also undermining the future potential for tourism in affected natural areas.

14. Risk 20 (MODERATE)

The Project will introduce solar-powered refrigeration units for storage of fish and production of ice, to help address the risks associated with increasingly dangerous ocean conditions, reduced fish stocks and damage to landing sites and equipment. Potential risks associated with the use of these refrigeration units could include banned CFC, waste (some will be hazardous, electrical parts etc), pollution of land and waterbodies, health, and safety risks to communities.

15. Risk 21 (MODERATE)

The Project will introduce improved drying techniques and cookstoves. Even though this technique will additionally reduce fuelwood requirements for processing the fish, limiting pressure on forest and mangrove ecosystems, it could still present some health and safety risks to communities related to handling this new technology (burns, fire hazard, etc.)

16. Risk 22 (MODERATE)

The Project will provide access to finance and insurance to coastal communities by collaborating with national development banks and micro-finance institutions. However, there is a risk that those financial institutions could direct the funds to initiatives that do not have the capacity of meeting the Project objectives and/or the requirements of UNDP Environmental and Social Standards.

17. Risk 23 (MODERATE)

The COVID-19 and other potential disease outbreaks could pose serious difficulties for effective project implementation and benefit sharing. The project activities could also inadvertently cause significant spread of the COVID-19 virus.

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These risks are described in detail in the SESP template (Annex 6 of the ProDoc).

Positive environmental and social impacts of the Project include, amongst others:

18. The Project will disseminate best practice guidelines and methodologies related to adaptation and resilience to climate change. The implementation of these best practices will immensely benefit the communities.
19. Gender equity will be promoted as well as broader social inclusion in the communities.
20. Trainings will be organized by the Project that improves self-confidence, women's empowerment, literacy and knowledge on financing. Specific livelihoods and value chain opportunities that target women will be considered to ensure equal gender participation.
21. The project consulted with women's groups and representatives at the various consultation fora for their input into the detailed design of the project, capturing the differentiated roles, needs and priorities of women and men in relation to the project objectives. These efforts will continue through an iterative process throughout implementation and contribute to raising awareness as well as empowering women to play an active role not only in implementing project activities, but to also shape them from the beginning.
22. The project will promote good labour management and health and safety practices.
23. Community health and safety will be safeguarded through the application of the UNDP social and environmental standards.
24. The Project includes opportunities to initiate new Integrated Farming System business practices and micro-finance loans to help set up businesses and provide value chain training to diversified employment for coastal communities.
25. the project will considerably improve access to new climate and coastal information through the creation of a Sea & River Defense Information System and implementation of Coastal Community Action Plans and provide vulnerable coastal communities with new adaptation practices and measures from the risk of sea level rise, thereby ensuring that remote, socially and economically vulnerable communities receive equal access to protection.
26. Community-based monitoring and operation and maintenance plans will ensure that hybrid interventions are maintained beyond the project's lifespan.
27. A Resettlement Action Plan (RAP) will be developed during the project's implementation phase and will define and the actions to be taken in order to properly resettle and compensate affected people and communities.

The Project will conduct specialist biodiversity studies to inform the ESIA , the ESMP, and the management/mitigation measures to protect fauna, flora and ecosystems in its area of influence.

**POLICY, LEGAL AND INSTITUTIONAL FRAMEWORK**

Environmental and Social Management Framework (ESMF)

This section reviews the national policies, regulations, procedures, and legal provisions relating to the environmental and social performance. The relevant policies, legal and administrative frameworks considered are described below:

**1. Legal framework**

**1. Constitution of the Republic of Liberia**

Article 7 of the 1986 Constitution of the Republic of Liberia sets the fundamental basis for the constitutional, legislative, and institutional frameworks for the protection and management of the environment. It also encourages public participation in the protection and management of the environment and the natural resources in Liberia.

**2. Environmental Protection Agency Act**

The Act established an Environmental Administrative Court and provides for a National Environment Action Plan, which builds on local and regional action plans. The Act requires Environmental and Social Impact Assessments (ESIAs) to be carried out for all activities and projects likely to have an adverse impact on the environment, as well as mechanisms to achieve restoration of degraded environments. The Act also provides the means for permits, fees and fines.

**3. Environment Protection and Management Law**

The EPML is the principal piece of legislation covering environmental protection and management in Liberia, forming parallel legislation to the EPA Act. It provides the legal framework for the sustainable development, management and protection of the environment by the EPA in partnership with relevant ministries, autonomous agencies and organizations. It also stresses inter-sectoral coordination while allowing for sector specific statutes.

**4. National Environmental Policy**

The overarching objective of Liberia's National Environmental Policy (NEP) is to ensure the improvement of the: i) natural environment; ii) quality of life of the Liberian population; and iii) economic and social living conditions of the country's current and future generations. In addition, its objective is to ensure reconciliation and coordination between Liberia's economic growth with its sustainable natural resource management. The outcomes of the proposed project align with the objectives of this policy by: i) strengthening Liberia's policy and institutional capacity to assess climate risks and to implement appropriate CCA planning in the country's coastal counties (Outcome 1); ii) implementing soft and hard interventions to reduce the vulnerability of Liberia's coastal communities and ecosystems to the impacts of climate change (Outcome 3); and iii) introducing gender-responsive and climate-resilient income-generating livelihoods to reduce the vulnerability of the coastal communities (Outcome 4).

**5. National New Forestry Reform Law**

The administration of this Act provides for the Forestry Development Authority to exercise the power under the Law to assure sustainable management of the Republic's forestland,

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conservation of the forest resources, protection of the environment, sustainable economic development with the participation of and for the benefit of all Liberians and to contribute to poverty alleviation in the country.

**6. Wildlife and National Parks Act.**

The Act identifies a number of protected areas; specifies policies and objectives regarding wildlife and conservation in the country.

**7. The Natural Resources Law of Liberia.**

This Law includes chapters on forests, fish, and wildlife, soil, water, and minerals

**8. Public Health Act.**

It contains provision for the protection of drinking water resources and the inspection of potential sources of pollution.

**9. National Policy and Response Strategy on Climate Change (NPRSCC)**

The NPRSCC was developed to ensure a comprehensive and consolidated approach to addressing the impacts of climate change in Liberia, with additional consideration of Liberia's developmental objectives. The NPRSCC includes several components for achieving this objective, including to: i) promote disaster risk management and infrastructure to protect against SLR — which will be supported by the specific interventions under Outcomes 2 and 3 of the proposed project; ii) engage with coastal communities to facilitate participatory action for protecting and ensuring the continued viability of coastal areas — which aligns with Outcome 4 of the proposed project on developing sustainable, gender-responsive and climate-resilient community-based adaptation; and iii) design and implement a strategic communication action plan to inform and educate Liberian communities on the extent of climate change-related impacts on coastal areas and the adaptation required to overcome these challenges. The communication plan will be supported by specific interventions under Outcome 2 to enhance the knowledge capacity of coastal communities and enabling appropriate adaptation.

**10. National Agenda for Transformation (AfT, 2012–2017)**

Liberia's AfT was a medium-term economic growth and development strategy created to enable Liberia's goal of reaching middle-income status by 2030. The objectives of the strategy were supported by four sector-specific pillars, with an additional fifth pillar further acknowledging cross-cutting challenges that impact the Liberian population's overall productivity and wellbeing. In particular, the fifth pillar entailed improving environmental management and ensuring its subsequent sustained contribution to economic development across all sectors, which is particularly important to Outcome 1 of the proposed LDCF project. The strategic goals of the AfT included: i) developing and implementing clear environmental policies and quality standards to guide environmental management — such as a national plan for a low-carbon, climate-resilient economy; ii) strengthening ownership and capacity of government and private sector agencies as well as civil society organisations (CSOs) for understanding and monitoring environmental policies and regulations; and iii)

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strengthening ownership and participation of communities in decentralised natural resource management and decision-making on environmental issues.

**11. Pro-Poor Agenda for Prosperity and Development (PAPD)**

The PAPD is the second series of National Development Plans (NDP) — following the Agenda for Transformation (Aft, 2012–2017) — expected under the Liberia Vision 2030 framework. The objectives of the agenda include: i) building more capable and trusted state institutions that lead to a stable, resilient and inclusive nation embracing, its triple heritage and anchored on its African identity; and ii) providing greater income security to an additional one million Liberians, and reduce absolute poverty by 23% through sustained and inclusive economic growth driven by scaled-up investments in agriculture, in infrastructure, in human resource development, and in social protection. While the proposed project will contribute indirectly to all four pillars of the PAPD, it will contribute specifically to three pillars, namely: i) Pillar One – Power to the People; ii) Pillar Two – The Economy and Jobs; and iii) Pillar Four – Governance and Transparency.

**12. National Biodiversity Strategy and Action Plan (NBSAP)**

The NBSAP — first established in 2004 and later revised in 2017 — aims to ensure the protection of Liberia’s biodiversity heritage by enabling awareness-raising programmes for Liberia’s population about the importance of biodiversity, as well as by assessing and valuating ecosystem goods and services in the country. Moreover, it includes the development of a framework for mainstreaming biodiversity into Liberia’s national accounting systems as well as into its development policies, plans and programmes. The NBSAP includes five strategic goals for achieving its overarching aims, with goal five — Enhance implementation through participatory planning, knowledge management and capacity building — particularly in alignment with the proposed project’s Outcomes 1 and 2.

Liberia began its National Adaptation Plan (NAP) process in 2015 with the development of a roadmap based on: i) an evaluation of the existing climate change adaptation and mitigation initiatives; ii) an assessment of the knowledge, capacity and implementation gaps; and iii) an assessment of the capacity development needs. With support from the GCF, the objective of the project ‘To advance the National Adaptation Plans (NAP) process for medium-term investment planning in climate-sensitive sectors and coastal areas in Liberia’ was to strengthen institutional frameworks and coordination for the implementation of the NAP process, expand the knowledge base for scaling up adaptation, develop capacity for mainstreaming climate change adaptation into planning and budgeting processes and systems, and formulate financing mechanisms for scaling-up adaptation, including public, private, national and international mechanisms. The proposed project will contribute to: i) expanding the knowledge base for scaling up interventions by introducing innovative technologies to support coastal adaptation planning under Outcome 2; ii) mainstreaming climate change adaptation into planning, budgeting processes and systems by strengthening the institutional capacity to address the vulnerability of coastal ecosystems (Outcome 1).

**13. National Policy for Disaster Risk Management**

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The objectives of the National Policy for Disaster Risk Management are to: i) enhance national and local capacities for minimising vulnerability and disaster risks; and ii) prevent, mitigate and prepare for adverse impacts of hazards within the context of long-term development planning. The policy supports five strategies, which include: i) establishing effective and functional legal and institutional frameworks for disaster risk management (DRM); ii) strengthening disaster preparedness for efficient emergency response; iii) establishing improved risk identification, assessment, monitoring and EWS for disaster risks; iv) enhancing information and knowledge management for disaster risk management; and v) contributing to local and national risk management applications for poverty reduction. Outcomes 1 and 2 of the proposed project directly align with this policy and further contribute to the above strategies, specifically by enabling improved CCA through capacity building and supporting early warning and risk management systems to provide accurate climate information to end users, particularly vulnerable coastal populations.

**14. National Adaptation Plan of Action (NAPA)**

At the policy level, the proposed project aligns with three adaptation priorities identified in Liberia's NAPA, specifically: i) capacity building for the integration of climate change into institutions, development planning, infrastructure design, as well as land and coastal zone management planning (Outcome 1); ii) awareness raising through the dissemination of climate change and adaptation information, particularly for vulnerable communities such as farmers and coastal settlements (Outcome 2); and iii) mainstreaming CCA into policy through programmes in agriculture, forestry, fisheries, energy, health, gender and meteorology/hydrology (Outcome 1). At the project level, the proposed project will complement and build on interventions from two of the three high-priority adaptation projects identified in Liberia's NAPA, namely: i) 'Improved Monitoring of Climate Change: Enhancing adaptive capacity by rebuilding the national hydro-meteorological monitoring system and improving networking for the measurement of climate parameters'; and ii) 'Coastal Defence System for the Cities of Buchanan and Monrovia: Reducing the vulnerability of coastal urban areas (Monrovia, Buchanan) to erosion, floods, siltation and degraded landscapes'.

**2. Key Administrative Framework and Institutional Roles and Responsibilities**

**1. Environmental Protection Agency**

The Environmental Protection Agency Act grants the Agency enforcement and standards-setting powers, and the power to ensure compliance with the Liberia environmental assessment requirements/procedures. Additionally, the Agency is required to create environmental awareness and build environmental capacity as it relates to all sectors, among others. The Agency is also vested with the power to determine what constitutes an adverse effect on the environment or an activity posing a serious threat to the environment or public health, to require environmental assessments (EA), environmental management plans (EMP) etc. of an undertaking, to regulate and serve an enforcement notice for any offending or non-complying undertaking. The Agency is required to conduct monitoring to verify compliance with given approval/permit conditions, required environmental standard and mitigation commitments.

**2. The Liberia Land Authority (LLA)**

The Liberia Land Authority (LLA) was established with the passing of the LLA Act by the Legislature in October 2016. The LLA has the legal mandate for land administration in Liberia. The LLA will subsume the Department of Lands, Surveys and Cartography (DLSC) under the Ministry of Mines and Energy, the Deeds Registry currently within the Center for National Documents and Records Agency (CNDRA), and relevant functions from the Ministry of Internal Affairs (e.g. County Land Commissioners). The LLA's main activities will focus on a) land policy and planning, b) provision of land survey, registration and mapping services, c) provision of land valuation services, d) creation of a national Land Information System, e) alternative land dispute resolution services, f) coordination of access to government and public land for investment and conservation projects, g) promotion of land use planning and zoning by local governments, and h) demarcation and titling of the customary land rights of local communities.

**3. Ministry of Lands, Mines and Energy (MME)**

The Vision and Mission of the MME (former Ministry of Lands, Mines and Energy) is to ensure the sustainable management and utilization of Liberia's lands and mineral resources for socio-economic growth and development.

**4. Ministry of Agriculture (MoA)**

The MoA coordinates, implements, monitors, and evaluates agricultural development programs. It also ensures that its staff and the farmers are trained to cope with the challenges of developing the agriculture sector. In addition, the MoA ensures that agricultural challenges that impede production are investigated, and lasting solutions found, and the farmers are provided with the supportive services and the enabling environment to produce. The core general areas of responsibility of MOA consist of agriculture, both smallholder and commercial; plantation crops; fisheries; and livestock.

**5. Ministry of Public Works (MoPW)**

The summary purposes of the Ministry are surveying, drafting and designing construction and supervising construction contracts, and the maintenance of roads, bridges, and public buildings.

**6. Other key institutions**

Ministry of Finance and Development Planning (MFDP)

Forest Development Administration (FDA)

Ministry of Commerce (MoC)

Ministry of Gender Children and Social Protection (MoGCSP)

Ministry of Defence (MoD)

National Disaster Relief Management (NDRM)

Port authorities (National Port Authority)

Liberia Maritime Authority

National Fisheries Authority (NAFAA)

**3. International obligations and commitments**

Liberia is a party to a range of international conventions, a number of which have relevance to the project. Those of most relevance to the Project are presented below in **Table 2** below.

**Table 2: International obligations and commitments**

<b>Convention</b>	<b>Year of Ratification/ Accession</b>	<b>Main Obligations</b>	<b>Relevance to Project</b>
Convention on Biological Diversity (UN, 1992a)	2000	Three main goals: the conservation of biological diversity, the sustainable use of its components, and the fair and equitable sharing of the benefits from the use of genetic resources	Construction and operation of the Project infrastructure should lead as far as possible to no net loss of biological resources including genetic diversity
Ramsar Convention on Wetlands of International Importance (UNESCO, 1971)	2003	Advances conservation and wise use of wetlands and their resources	Wetlands of international importance must not be damaged in any way
Convention on the Conservation of Migratory Species of Wild Animals (UNEP, 1979b)	2004	Aims to conserve terrestrial, marine and avian migratory species throughout their range.	Signatory to Memorandum of Understanding on Marine Turtles believed to occur near Buchanan port
African Convention on the Conservation of Nature and Natural Resources (OAU, 1968)	1978	Encourages action to conserve, use and develop soil, water, flora and fauna sustainably from economic, nutritional, scientific, educational, cultural and aesthetic points of view.	Urges action to conserve soil and prevent erosion; control pollution; and conserve flora and fauna
United Nations Framework Convention on Climate Change (UN, 1992b)	2003	Requires efforts to combat global warming and a key tool in promoting sustainable development	Various sources of CO2 emissions
Convention Concerning the Protection of the World's Cultural and Natural Heritage (UNESCO, 1972)	2002	Requires that measures are taken for the national and international protection of cultural and natural heritage.	Protected Area recognised as areas of international biological richness

Convention	Year of Ratification/ Accession	Main Obligations	Relevance to Project
International Covenant on Economic, Social and Cultural Rights (ICESCR) (UN, 1976)	1967	ICESCR commits to work toward the granting of economic, social, and cultural rights to individuals, including labour rights and rights to health, education, and an adequate standard of living. ICESCR is part of the International Bill of Human Rights, along with the Universal Declaration of Human Rights (UDHR) and the International Covenant on Civil and Political Rights (ICCPR)	Labour standards for Scheme construction and operations and also input into social impacts of Project (including resettlement)
International Convention for the Prevention of Pollution from Ships (MARPOL) 1973/78	1959	Prevention of all forms marine pollution including: Annex I - Oil Annex II - Noxious Liquid Substances carried in Bulk Annex III - Harmful Substances carried in Packaged Form Annex IV - Sewage Annex V - Garbage Annex VI - Air Pollution	MARPOL compliance of all Project-related ship operations.

#### 4. UNDP's Social and Environmental Standards

This ESMF has been prepared in line with UNDP's revised Social and Environmental Standards (SES), which came into effect on 1<sup>st</sup> January 2021. These standards underpin UNDP's commitment to mainstream social and environmental sustainability in its programs and projects to support sustainable development and are an integral component of UNDP's quality assurance and risk management approach to programming. Through the SES, UNDP meets the requirements of the GEF's Environmental and Social Safeguards Policy. The objectives of the SES are to:

28. Strengthen the social and environmental outcomes of Programs and Projects
29. Avoid adverse impacts to people and the environment

30. Minimize, mitigate, and manage adverse impacts where avoidance is not possible
31. Strengthen UNDP and partner capacities for managing social and environmental risks
32. Ensure full and effective stakeholder engagement, including through a mechanism to respond to complaints from project-affected people.

**1. UNDP SES Programming Principles**

In accordance with UNDP SES policy, the Social and Environmental Screening Procedure (SESP) has been applied to the Project during the project development phase. It highlighted the Project intentions as they relate to mainstreaming UNDP's Programming Principles (Leave No One Behind, Human Rights, Gender Equality and Women's Empowerment, Sustainability and Resilience, and Accountability).

**2. Applicable Social and Environmental Principles and Standards**

In accordance with UNDP SES policy, a SES principle or standard is 'triggered' when a potential risk is identified and assessed as having either a 'moderate', 'substantial' or 'high' risk rating based on its probability of occurrence and extent of impact. Risks that are assessed as 'low' do not trigger the related principle or standard.

The screening exercise conducted during project development triggered the following social and environmental principles and standards:

33. *Principle 1: Leave No One Behind*

This Principle is triggered because project-affected persons, , might not be able to effectively claims their rights, file grievances, raise their concerns due to limiting factors and barriers (logistics, technology, language, culture, etc.).

34. *Principle 2: Human Rights*

This is due to duty bearers' limitations in terms of a conducting inclusive consultations with stakeholders, especially specific groups like local communities or women. This Principle is also triggered because rights-holders might not have the capacity to claim their rights due to their own limited knowledge, capacity and power.

35. *Principle 3: Gender Equality and Women's Empowerment*

This Principle is triggered because the project might perpetuate existing or lead to new discriminations against women in their access to natural resources and/or in their ability to participate and derive equal benefits from project-related outcomes including those targeting livelihoods, especially where communications are hampered by cultural and language barriers, amongst others.

36. *Principle 4: Sustainability and Resilience*

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Project activities and land use options promoted by the project may be vulnerable to climate change (flood, increased precipitation, extreme events), which triggers this Principle.

37. *Principle 5: Accountability*

The fact that grievances could be raised about project activities, is one of the elements that triggers this Principle.

38. *Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management*

This is an integral part of the Project design, however negative effects on natural ecosystems could arise from poorly implemented activities.

39. *Standard 2: Climate Change Mitigation and Adaptation*

Due to the risk that project outcomes will be vulnerable to impacts of climate change, for example where areas become more prone to landslides or flood due to increased rainfall intensity. The impact of climate change is rarely balanced with women facing greater burdens due to their heavy role at the household level.

40. *Standard 3: Community Health, Safety and Working Conditions*

Worker influx due to project activities might expose local communities, and particularly women, to HIV/AIDS, Gender-Based Violence, unwanted pregnancy, etc. this may also potentially affect wildlife, especially primates. The influx of external workers could also increase the risk of Covid-19 transmission in the communities.

41. *Standard 4: Cultural Heritage*

42. Because the Project involves infrastructure with significant excavation, demolitions, movement of earth, there is a risk that tangible and intangible elements of cultural value to be impacted by the project activities.

43. *Standard 5: Displacement and Resettlement*

While the project will not engage in or support forced evictions, the implementation of some of the Project conservation activities may lead to economic displacement of people.

44. *Standard 7: Labour and Working Conditions*

Because the Project activities will involve the use of labour.

45. *Standard 8: Pollution Prevention and Resource Efficiency*

To a limited extent, the promotion of activities such as fisheries or agriculture may generate waste and/or involve the use of other chemicals. If adequately controlled, these aspects could also pose a risk to environment and community health.

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Standard 6 (Indigenous Peoples) was not found to be applicable in this Project. The field observations, consultations and literature review did not confirm the presence of Indigenous People in the areas where the project interventions will be implemented (around the towns of Greenville and Robertsport). Field visits, consultation with communities and local authorities revealed that the project is not located within or outside of the lands and territories inhabited by indigenous peoples.

FPIC is therefore not required for this Project. However, it is recommended that consultations with communities be carried out following FPIC approach, as best practice, especially for resettlement activities. A description of the FPIC steps is presented in **Appendix 5** of this ESMF.

Standard 6 (Indigenous People) does not apply to this Project. For purposes of the SES, UNDP will identify distinct collectives as "indigenous peoples" if they satisfy any of the more commonly accepted definitions of indigenous peoples, regardless of the local, national and regional terms applied to them. These definitions include, among other factors, consideration of whether the collective:

1. self-identifies as indigenous peoples;
2. has pursued its own concept and way of human development in a given socio-economic, political and historical context;
3. has tried to maintain its distinct group identity, languages, traditional beliefs, customs, laws and institutions, worldviews and ways of life;
4. has exercised control and management of the lands, natural resources, and territories that it has historically used and occupied, with which it has a special connection, and upon which its physical and cultural survival as indigenous peoples typically depends; and
5. whether its existence pre-dates those that colonized the lands within which it was originally found or of which it was then dispossessed.

The table below discusses whether the community in the project landscape meet any of these definition

The community/collective...	Current status, as per review
self-identifies as indigenous peoples;	The people in the project landscape do not self-identify as indigenous people.
has pursued its own concept and way of human development in a given socio-economic, political and historical context;	The way of life and human development in project area has been changing over the years with the population dynamic and history. The people in the area do not have their own concept of human development.

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has tried to maintain its distinct group identity, languages, traditional beliefs, customs, laws and institutions, worldviews and ways of life;	The languages spoken by people in the project area (Liberian Kreyol or kolokwa and other local languages) are spoken in many other parts of the country. There has not be any attempt by the people of the project area to maintain distinct identity, beliefs, customs, laws, worldview,... that are different from those of the mainstream population.
has exercised control and management of the lands, natural resources, and territories that it has historically used and occupied, with which it has a special connection, and upon which its physical and cultural survival as indigenous peoples typically depends; and	Even though many community members practice farming and other traditional activities as livelihood, the people of the project area do not have such strong ties with the land and the environment that will prevent them from moving elsewhere and farming/living onto another land.
whether its existence pre-dates those that colonized the lands within which it was originally found or of which it was then dispossessed.	The consultation and engagement activities carried out in the Project area did not reveal any such established community.

## PROCEDURE FOR SCREENING, ASSESSMENT AND MANAGEMENT

### 1. Overview

The SESP was conducted during PPG and is reported in **Annex 6** of the Project Document (ProDoc). It was conceived to achieve the following objectives:

6. integrate the SES Programming Principles to maximize social and environmental opportunities and benefits and strengthen social and environmental sustainability.
7. identify potential social and environmental risks and their significance.
8. determine the project's risk category (Low, Moderate, Substantial, High); and,
9. determine the level of social and environmental assessment and management required to address potential risks and impacts.

The overall SESP risk categorization rating is “High”.

### 1. Screening Procedure

The SESP has been conducted on the basis of the broad scope of project activities currently envisaged. This has identified the project as being of High Risk, and as such full Environmental and Social Impact Assessment (ESIA) is required.

Further screening is therefore required to identify risks' site-specific significance, and to effectively target the impact assessment or management.

During implementation, the project could be re-screened, in accordance with the UNDP SESP, in one of the following circumstances:

10. Locations, and proposed project activities specific to those locations will be defined during the first year of the project.
11. Once the initial project activities are fully specified, further screening using the SESP methodology will be required to ground-truth and update the SESP, and to determine whether additional social and environmental impacts may be present that will require further assessment and management.
12. The terms of reference of such ESIA will integrate findings from the screening.

### 1. Measures/procedures for ongoing screening

During implementation, the project could be re-screened, in accordance with the UNDP SESP, in one of the following circumstances:

13. when determined necessary by the Project Management Unit (PMU),
14. when determined necessary by UNDP,
15. when such requirement is outlined in the Environmental and Social Management Plan (ESMP) to be developed on the basis of the Environmental and Social Impact Assessment (ESIA) that will be conducted in Year One, and/or

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16. when project circumstances change in any substantive and relevant way.

Activities, outputs and potentially additional locations not already covered by the existing SESP, could be proposed and developed. Such proposed activities will, as they arise, require screening, assessment and management, using the SESP methodology to ensure that any impacts are identified, their significance is established, and any required impact-specific management actions are developed and applied. Screening will be the responsibility of the PMU and the Safeguards Officer. **(Table 3)**

**Table 3: Summary on ongoing screening requirements**

Screening focus	Purpose	Timing	Responsible
Existing SESP	Re-screening for ground truthing, identification of project-affected people and beneficiaries, and site-specific impacts.	During Year 1, as specific sites, beneficiaries and project-affected communities are identified.	Safeguards Officer
Proposed additional activities	Updating existing SESP	At least annually, throughout the project, as specific activities are appraised.	Safeguards Officer

**1. Assessment Procedures**

**1. Principles**

Based on the project risk categorization and the specific risks, UNDP Social and Environmental Screening Procedure specifies the appropriate levels of assessment and management measures. These are presented in **Table 4** below:

**Table 4: Levels and overall assessment and management measures/plans**

	Low	Moderate		Substantial	High
<b>Impacts</b>	None/minor	Very limited, well understood, easily mitigated	Limited but full extent unclear	Varied range of limited but more complex impacts	Significant, irreversible impacts; significant stakeholder concerns; potential conflict
<b>Assessment</b>	X	SESP identifies risks and straightforward management measures	Targeted assessment(s) (e.g. hazard assessment, audits, special studies)	Appropriately scoped ESIA or SESA	Full ESIA or SESA
<b>Management</b>	X	Incorporate management measures into ProDoc	Targeted management measures/plan; initial management plan if assess post-PAC	Appropriately scoped ESMP or ESMF when assessment post-PAC	ESMP or ESMF when assessment post-PAC

ESIA = Environmental and Social Impact Assessment  
 SESA = Strategic Environmental and Social Assessment  
 ESMP = Environmental and Social Management Plan  
 ESMF = Environmental and Social Management Framework

## 2. Environmental and Social Impact Assessment (ESIA)

In accordance with UNDP SES Policy, Substantial Risk projects require a Strategic Environmental and Social Assessment (SESA) and a full Environmental and Social Impact Assessment (ESIA), as well as risk avoidance, mitigation, and management measures.

An ESIA will assess the planned downstream, on-the-ground activities with a physical footprint and will address direct impacts to communities and individuals from on-site project activities in each country. The ESIA will develop strategies for avoiding, reducing and managing adverse impacts and enhancing positive impacts, and the outputs of both assessments will inform the Environmental and Social Management Plan.

The ESIA will analyze the range of identified social and environmental risks and impacts specific to that site and that intervention. The ESIA will be carried out, according to the outline presented in **Appendix 3**.

The ESIA will commence in the first year following project inception. It will focus on, but not be restricted to, the potential impacts identified during the SESP screening process, which are a result of proposed on-the-ground project activities in their location specific contexts. The ESIA will follow the initial site screening described in section 5.2. The ESIA will be developed and carried out by independent experts in a participatory manner with stakeholders during the first year of the project.

The ESIA will:

17. Review social and environmental issues and impacts specific to the local context.
18. Further clarify the applicable social and environmental standards (including UNDP SES) triggered by the project activities.
19. Take steps necessary in the context of the ESIA to fulfil those requirements and make recommendations on how such compliance is to be carried out through the life of the project.

The UNDP SES and SESP require that an ESIA and the resulting mitigation and management measures (captured in the Environmental and Social Management Plan – ESMP) must be completed, disclosed and discussed with stakeholders prior to implementation of any activities that may cause adverse social and environmental impacts. Assessment of further activities will be commensurate with the magnitude of the envisaged risks especially considering risks to poor, vulnerable or marginalized communities and individuals.

The ESIA must conform to the host country's environmental assessment laws and regulations, host country obligations under international law, and the requirements of UNDP's SES, and lead to the development of appropriately scaled management measures and plans to address the identified risks and impacts.

### **Tableau 5: Summary of Assessment Requirements**

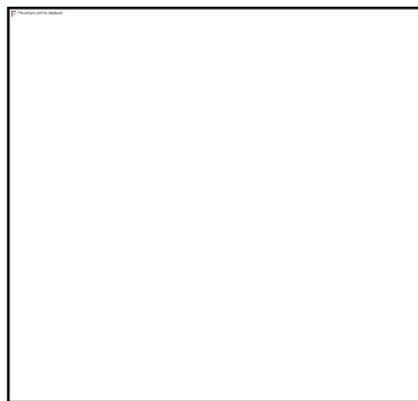
Environmental and Social Management Framework (ESMF)

Focus	Assessment	Timing	Responsibility
Upstream Activities	Specific upstream assessments integrated into project interventions	To commence within 6 months of project inception	UNDP PMU UNDP Country Offices External consultants
Downstream Activities	Environmental and Social Impact Assessment	To commence as specific project locations are proposed, at the latest within 1 year of project inception. Completion within 6 months.	UNDP PMU UNDP Country Offices External consultants
Specific additional Project Activities	ESIA as appropriate	As required by additional or updated SESP.s.	UNDP PMU UNDP Country Offices External consultants

**1. Management Procedures**

**1. Mitigation Hierarchy**

As part of the management procedures, risk reduction measures follow a mitigation hierarchy that favours avoidance of potential adverse impacts over minimization, mitigation where adverse residual impacts remain, and, as a last resort, application of offset and compensation measures. If the proposed activity would cause considerable environmental/social harm, total avoidance and foregoing the proposed activity might be the best option, as presented in the mitigation hierarchy below (**Figure 2**).



**Figure 2: UNDP's SES Mitigation Hierarchy**

Impact avoidance step is most effective when applied at an early stage of project conceptualization and planning. This can be achieved by taking actions such as: not undertaking certain projects or elements that could result in adverse impacts, by avoiding areas that are environmentally or culturally sensitive, and putting in place preventative measures to stop adverse impacts from occurring.

Impact minimisation step is to limit or reduce the degree, extent, magnitude, or duration of adverse impacts. This can be achieved by taking actions such as: scaling down or relocating

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the proposal, redesigning elements of the project, or taking supplementary measures to manage the impacts.

Impact mitigation actions begin once impacts have already occurred. Mitigation consists of rectifying the impact by repairing, rehabilitating, or restoring the affected environmental or social feature.

Collectively avoidance, minimisation and mitigation serve to reduce, as far as possible, the residual impacts of the Project. Typically, however, even after their effective application, additional steps will be required to achieve no net loss.

Impact compensation step is usually applied to remedy unavoidable residual adverse impacts. This can be achieved by actions such as habitat enhancement, replacement of the same resource values at another location, etc. It is important to insist on the fact that compensation of offsets may be considered only after appropriate avoidance, minimization, and mitigation measures have been applied. The design of offsets adheres to the “like-for-like or better” principle and is carried out with best available information and current best practices.

**2. Details on Management Procedures developed for the PPG Phase**

Environmental and Social Management Framework (ESMF)

The present ESMF has been developed as part of UNDP’s due diligence process in the project cycle. This constitutes the **Annex 10** to the Project Document (ProDoc).

Stakeholder Engagement Plan (SEP)

A Stakeholder Engagement Plan has been developed during the project’s design phase. It constitutes the **Annex 9** to the ProDoc and will guide actions pertaining to SES implementation, including inclusive and gender-sensitive consultations.. The Project will continue ensuring local people are provided with regular feedback on how their input is taken into consideration and to address any additional concerns that may be identified as the project moves forward. This engagement process will include disclosure of information in appropriate format that is understandable and relevant to local women and men and consultation in a culturally appropriate manner. The SEP will also present a description of the Grievance Redress Mechanism (GRM).

Gender Action Plan (GAP)

A Gender Action Plan has been developed during the project’s design phase. It constitutes the **Annex 11** to the ProDoc and will help inform and guide actions pertaining to SES implementation.

Resettlement Action Framework

A Resettlement Action Framework was prepared during the PPG phase (Appendix 6 of this ESMF). Its purpose is to clarify key principles, organizational arrangements, and design criteria to be applied to project components (and subprojects where relevant) to be prepared during project implementation. Once the individual project components or

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subprojects are defined and the necessary information becomes available, this framework will be expanded into a specific action plan (the Resettlement Action Plan) proportionate to potential risks and impacts. Project activities that will cause physical and/or economic displacement will not commence until such specific plans have been finalized and approved by the UNDP.

**3. Details on Management Procedures for the Implementation Phase**

Strategic Environmental and Social Assessment (SESA) and Environmental and Social Impact Assessment (ESIA)

In accordance with UNDP SES Policy, High Risk projects require full SESA/ESIA. During implementation, a Strategic Environmental and Social Assessment (SESA) will be undertaken to assess the potential adverse risks and impacts associated with “upstream” project activities (those involving planning support, policy advice and reform, and/or capacity building). A full Environmental and Social Impact Assessments (ESIA) will also be undertaken in the first year of the project’s implementation to address adverse risks and impacts associated with “downstream” project outputs (physical footprint). This will ensure that all appropriate social and environmental safeguards are well developed and put in place.

The Project will carry out hard climate adaptation activities near Key Biodiversity Areas (KBA) which are potential Critical Habitat sites. The Project could therefore cause adverse impacts to the fauna and/or flora species living there and the ecosystems that support them.

UNDP Standard 1 requires the following:

*No project activities are implemented in areas of critical habitats, unless all the following are demonstrated:*

1. *there are no measurable adverse impacts on the criteria or biodiversity values for which the critical habitat was designated, and on the ecological processes supporting those biodiversity values (determined on an ecologically-relevant scale),*
2. *there is no reduction of any recognized Endangered, Vulnerable or Critically Endangered species,*
3. *any lesser impacts are mitigated, and*
4. *a robust, appropriately designed, and long-term Biodiversity Action Plan is in place to achieve net gains of those biodiversity values for which the critical habitat was designated. Existing protected area management plans are reviewed to ensure alignment with this requirement.*

The ESIA process will ensure the following aspects are considered, amongst others:

1. risks of habitat and species loss, degradation and fragmentation, invasive species, overexploitation, hydrological changes, nutrient loading, pollution, incidental take, potential climate change impacts, amongst others, and

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2. differing values (e.g. social, cultural, economic) attached to biodiversity and ecosystem services by potentially affected communities.

Potential cumulative, indirect and induced impacts will also be assessed. Potential impacts across landscapes and seascapes will be considered to ensure that any adopted mitigation strategy aligns with regional conservation goals.

As part of the full ESIA, the Project will include specialist biodiversity studies to confirm Critical Habitat status of the areas where it is planned to implement activities. For example, the ESIA could confirm whether Endangered, Vulnerable or Critically Endangered species are found at the project's intervention sites. This will allow the Project to make decision on the best course of action with regards to siting the planned activities or implementing specific mitigation measures.

The SESA/ESIA will be developed and carried out by independent experts in a participatory and inclusive manner with stakeholders. The SESA/ESIA will further identify and assess social and environmental impacts of each relevant project activity and its area of influence; evaluate alternatives; and design appropriate avoidance, mitigation, management, and monitoring measures. It will address all relevant issues related to the SES Overarching Principles and Project-level Standards. The SESA/ESIA will include appropriate and meaningful consultations with affected communities., The Project will adhere to recommendations of the SESA/ESIA, as part of the management measures.

The Indicative Outline of an ESIA Report is provided in **Appendix 1** to the present document.

Environmental and Social Management Plan (ESMP)

An Environmental and Social Impact Management Plan (ESMP) will be prepared along with the ESIA. The purpose of the ESMP is to ensure that social and environmental impacts and risks identified during the ESIA process are effectively managed during the implementation of the project. The ESMP will:

3. Provide time-bound specific recommendations for avoiding adverse impacts, and where avoidance is not possible, for reducing, mitigating, and managing those impacts for all project activities.
4. Further identify project activities that cannot take place until certain standards, requirements and mitigation measures are in place and carried out (complimenting and updating what has already been identified in this draft ESMF).
5. Develop specific/standalone management plans, as necessary and as required by the applicable UNDP SES. These will outline the management objectives, potential impacts, control activities and the environmental performance criteria against which projects will be evaluated. Recommendations will be adopted and integrated into the project activities, monitoring and reporting frameworks and budget.
6. Provide guidelines for stakeholder engagement and plans for stakeholder engagement during implementation of management measures.

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7. Specify actions to implement mitigation measures for each identified risk and impact.
8. Include a monitoring and reporting plan.
9. Provide summary of identified adverse social and environmental impacts and any residual risks remaining after impact avoidance/mitigation/minimization.
10. Provide a capacity development and training plan.
11. Define roles and responsibilities of all stakeholders.
12. Show implementation schedule, cost estimates and funding sources.

Impact management will adhere to the “mitigation hierarchy” model. Where possible, adverse impacts will be “designed out” – i.e. design of project activities will be amended or adjusted so as to avoid the identified impacts. Where this is not possible, measures will be developed, in conjunction with stakeholders, to reduce, minimize, mitigate or manage those impacts.

The above required assessments and management plans must be prepared and mitigation measures in place as per those plans, prior to the initiation of any project activity that may cause adverse impacts, including any actions that may lead to or cause displacement.

The ESMP is dynamic and will require amending as new project activities are identified, screened, and assessed in accordance with the procedures described. Additional required mitigation and impact management measures must be integrated into management plans, and in some cases may require, or benefit from, input from the Project Safeguards Officer.

Project-affected stakeholders will be consulted on the scope and parameters of the assessment processes and their findings, including proposed mitigation and management measures. It may be necessary to undertake targeted consultations to ensure that marginalized or disadvantaged groups and individuals affected by the project have the opportunity to participate.

Good project management and monitoring & evaluation will minimize these risks. Additionally, the engineering firm responsible for developing and overseeing the implementation of engineered structures (revetments and groynes) under Output 3.2 will be required to submit a Construction Environmental and Social Management Plan (C-ESMP) prior to commencing construction activities. This C-ESMP will outline how construction activities will avoid, minimize and mitigate potential effects on the environment, communities and workers. Commitments within the C-ESMP will be aligned with: i) the project’s Environmental and Social Management Framework (ESMF: Annex 10); ii) the ESMP; iii) the UNDP Social and Environmental Standards; and iv) relevant Liberian social and environmental requirements.

Wherever Protected Areas (Key Biodiversity Areas) overlap with the Project landscape or are likely to be impacted by the Project activities, the ESMPs will include a Biodiversity Action Plan (BAP). The BAP will aim to avoid or reduce adverse biodiversity impacts,

Environmental and Social Management Framework (ESMF)

following a mitigation hierarchy, seeking to achieve no net loss of biodiversity, where possible.

A Disaster/Emergency Preparedness Plans will be prepared as part of the ESMP for on-the-ground (downstream) activities.

Assessment reports and adoption of appropriate mitigation plans/measures will be completed, disclosed, and discussed with stakeholders prior to initiation of any project activities that may cause adverse social and environmental impacts.

It is worth specifying that the Safeguards Officer, who will be hired by the Project and will have primary responsibility for tracking the implementation of the ESMPs, which needs to be responsive to changes in project circumstances, unforeseen events, and the results of monitoring.

**Appendix 2** of this ESMF provides an Indicative Outline of an ESMP.

Project-Level Grievance Redress Mechanism (GRM)

A gender-sensitive Grievance Redress Mechanism (GRM) will be necessary for the project's implementation phase. An updated GRM will be developed after the ESIA and will present a set of arrangements that enable local communities and other affected stakeholders to raise grievances with the Project and seek redress when they perceive a negative impact arising from the project activities. This final GRM is a keyway to mitigate, manage, and resolve potential or actual negative impacts, as well as fulfil Project's obligations.

**Appendix 3** of this ESMF presents the terms of reference for a project-level Grievance Redress Mechanism.

Resettlement Action Plan (RAP)

The Resettlement Action Plan (RAP) will be developed during the project's implementation phase and will specify the actions to be taken in order to properly resettle and compensate affected people and communities. The RAP reflects the commitment made by the Implementing Partner and UNDP to affected people and communities to meet obligations arising from resettlement.

**Appendix 4** of this ESMF presents a Resettlement Action Plan Template

UNDP requires that social and environmental assessments and adoption of appropriate mitigation plans/measures must be completed, disclosed, and discussed with stakeholders prior to initiation of any project activities that may cause adverse social and environmental impacts.

**1. Additional Procedures for partnering with Third Parties**

The Project will involve personnel from several third parties (various Government agencies, Non-Governmental organisations, Civil Society Organisation, International Organizations, Community Associations, Cooperatives, Private Sector, etc.) for its implementation. The

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Project will ensure that such partnerships are established with renowned organizations, that can demonstrate some level of experience and expertise in the subject matter. The SESA and ESIA will conduct further assessment on risks associated with partnering with Third Parties and integrate specific procedures into the ESMP. At a minimum, these will include requirements for partners to:

- 13.be consistent with the UNDP social and environmental standards (SES),
- 14.subject all on-the-ground activities to screening, using the SESP
- 15.clear all proposed activities with the Project Safeguards expert
- 16.ensure that gender considerations are fully integrated into all activities, and that activities proactively promote women’s empowerment and human rights.
- 17.prepare bi-annual reports on progress, including status of their compliance with UNDP environment, social, and gender policies

When necessary, the Project will organize trainings and/or workshops to build the capacity of key project implementation partners and equip them with necessary knowledge and tools needed to achieve the objectives of the Project effectively and efficiently. This is key to ensuring continued success over the course of the project implementation, and beyond. Such capacity building activities will start before the implementation of the first activity and will include a combination of the following topics:

- 18.UNDP Social and Environmental Standards (SES)
- 19.Stakeholder Engagement
- 20.UNDP Accountability Mechanism (Grievance Redress Mechanism, SRM, SECU),
- 21.Understanding UNDP Project Cycle,
- 22.Monitoring and Evaluation of UNDP Projects,
- 23.Gender Equality and Women’s Empowerment,
- 24.Human Rights

UNDP requires that social and environmental assessments and adoption of appropriate mitigation plans/measures must be completed, disclosed, and discussed with stakeholders prior to initiation of any project activities that has the potential to cause adverse social and environmental impacts.

**1. Recap of all management procedures**

**Table 5** below recaps the management procedure and timeline of their development.

**Table 5: Recap of management procedures**

Step	Timing
Environmental and Social Management Framework (ESMF)	Project design phase – before validation

Environmental and Social Management Framework (ESMF)

Step	Timing
Stakeholder Engagement Plan (SEP)	Project design phase – before validation
Gender Action Plan (GAP)	Project design phase – before validation
Resettlement Action Framework (RAF)	Project design phase – before validation
Strategic Environmental and Social Assessment (SESA)	Completed within the first six months of project implementation.
Environmental and Social Impact Assessment (ESIA)	Completed within the first year of project implementation.
Environmental and Social Management Plan (ESMP) as part of the required ESIA. Also include any Management Plan deemed necessary.	At the same time as the ESIA. Completed within the first year of project implementation.
Project-Level Environmental and Social Management Plan (ESMP)	Completed within the first year of project implementation.
Project-Level Grievance Redress Mechanism (GRM)	Completed within the first year of project implementation.
Resettlement Action Plan (RAP)	Completed within the first year of project implementation.

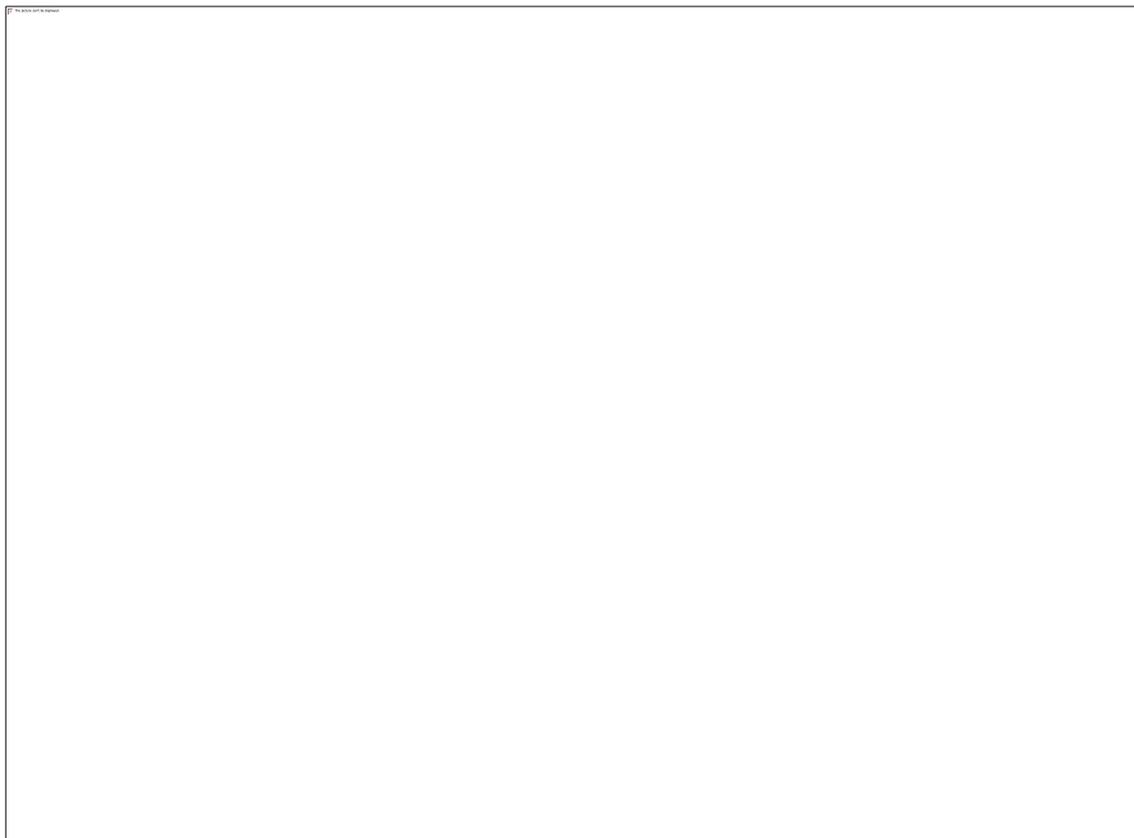
The first drafts of the ESIA, ESMP, GRM and RAP will be completed within the first year of project implementation followed by stakeholder consultations. The documents will be finalized before project activities that may cause adverse social and environmental impacts are carried out.

**INSTITUTIONAL ARRANGEMENTS AND CAPACITY BUILDING**

**2. Project Structure**

The project will adopt the following governance structure (**Figure 3**).

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**Figure 3: Project Structure**

**3. Implementing Partner**

The Implementing Partner (EPA) is responsible for executing this project. Specific tasks include:

25. Project planning, coordination, management, monitoring, evaluation and reporting. This includes providing all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary. The Implementing Partner will strive to ensure project-level M&E is undertaken by national institutes and aligned with national systems so the data used and generated by the project supports national systems.
26. Risk management as outlined in this Project Document;
27. Procurement of goods and services, including human resources;
28. Financial management, including overseeing financial expenditures against project budgets;
29. Approving and signing the multiyear workplan;
30. Approving and signing the combined delivery report at the end of the year; and,
31. Signing the financial report or the funding authorisation and certificate of expenditures.

**1. Project Management Unit (PMU)**

32. Supervise and manage implementation of measures defined in this ESMF;

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33. Assign specific responsibilities for implementation of this ESMF;
34. Maintain relevant records associated with management of environmental and social risks, including updated SESPs, impact assessments, evidence of consultations, a log of grievances together with documentation of management measures implemented;
35. Report to UNDP and the Project Board on the implementation of the ESMF;
36. Ensure that all service providers are informed of their responsibilities for the day-to-day compliance with the ESMF.

A Safeguards Officer will be hired by the Project Management Unit (PMU) and will be responsible for tracking the implementation of the ESMF/ESMP.

**1. Project Board**

The Project Board (also called Project Steering Committee) is responsible for taking corrective action as necessary to ensure the project achieves the desired results. To ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that ensure management for development results, best value for money, fairness, integrity, transparency and effective international competition. In case consensus cannot be reached within the Board, the UNDP Resident Representative (or their designate) will mediate to find consensus and, if this cannot be found, will take the final decision to ensure project implementation is not unduly delayed. Specific responsibilities of the Project Board include:

37. Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
38. Address project concerns as raised by the project manager;
39. Provide guidance on new project risks and agree on possible mitigation and management actions to address specific risks;
40. Agree on project manager's tolerances as required, within the parameters set by UNDP-GEF, and provide direction and advice for exceptional situations when the project manager's tolerances are exceeded;
41. Advise on major and minor amendments to the project within the parameters set by UNDP-GEF;
42. Ensure coordination between numerous donor and government-funded projects and programmes;
43. Ensure coordination with several government agencies and their participation in project activities;
44. Track and monitor co-financing for this project;
45. Review the project progress, assess performance, and appraise the Annual Work Plan for the following year;

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46. Appraise the annual project implementation report, including the quality assessment rating report;
47. Ensure commitment of human resources to support project implementation, arbitrating any issues within the project;
48. Review combined delivery reports prior to certification by the implementing partner;
49. Provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
50. Address project-level grievances;
51. Approve the project's Inception Report, Mid-term Review and Terminal Evaluation reports and corresponding management responses;
52. Review the final project report package during an end-of-project review meeting to discuss lessons learned and opportunities for scaling up.
53. Ensure the highest levels of transparency and take all measures to avoid any real or perceived conflicts of interest.

**1. Other Responsible Parties**

The Responsible Parties are the entities to which UNDP has entrusted the responsibility for implementing specific project focal areas. These responsibilities differ per Responsible Party and project component.

54. The Ministry of Lands, Mines and Energy (MLME) will first be responsible for implementing activities that support the development of coastal integrated coastal zone management (ICZM) plans and the pilot Sea and River Defence Investment Management (SRDIM) plan under Component 1. Second, the MLME will be responsible for Output 2.4 of Component 2, which involves the development and dissemination of Guidance Manuals on adaptation practices to coastal districts. Finally, working with the EPA and Conservation International (CI), a critical responsibility of the MLME will be the development and implementation of hybrid adaptation solutions under Component 3, specifically regarding engineered structures in Sinoe County.
55. Conservation International (CI) will be responsible for implementing nature-based coastal adaptation interventions under Output 3.2. This includes leading mangrove and coastal forest restoration in target sites and the training and implementation of community-based ecosystem monitoring.
56. The Ministry of Commerce (MoC) and the Ministry of Agriculture (MoA) will be responsible for outputs under Component 4. Specifically, the MoC will be responsible for business training for entrepreneurs in vulnerable coastal communities (Output 4.1) and improved access to finance through micro-finance institutions under Output 4.3. The MoA will be responsible for activities that support the implementation of livelihood diversification — specifically relating to integrated farming systems, climate-resilient fishing practices and compressed stabilised earth block (CSEB) construction — under Output 4.2.

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**1. Capacity Assessment**

The project will be implemented by the EPA with delegated authority to the PMU for implementation. However, it is noted that EPA itself has limited human resources and limited means for the accomplishment of this mission. Also, they are not yet familiar with UNDP's Environmental and Social Safeguards Policies and the need for capacity building with regards to aspects such as stakeholder engagement and gender mainstreaming will have to be addressed. Community-based structures also have low capacities and insufficient information on both biodiversity and rights to appropriately manage safeguards implementation.

In order to tackle all the risks linked to this project, capacity is also needed at both national and departmental levels (Government agencies, and local representations up-country). These will be provided through awareness raising outreach throughout the project as well as with early-project targeted training interventions.

**2. Capacity Enhancement**

Given the number of involved partners, and the sensitivity of the project, a capacity assessment and implementation plan (themes, persons concerned, cost, implementation schedule, responsible etc.) is a relevant tool for the project. This will be developed as part of the ESIA/ESMP.

Specialists with relevant expertise in social and environmental safeguards including expertise and experience in gender-related issues, meaningful stakeholder engagement will be engaged to support completion of impact assessments and develop the management plans that may result from the ESIA. These experts will offer training sessions for the Project Management Unit and all other project partners on safeguarding approaches and responsibilities.

The UNDP and GEF units will provide further advice to the project team as needed to support implementation of the ESMF and the preparation, implementation and monitoring of social and environmental management plans.

The Project Management Unit (PMU) will have the final responsibility for the integration of the management plans in execution of the project. The integration of those plans will need to be considered, particularly the institutional needs within the implementation framework for application of the management plan(s), including a review of the required budget allocations for each measure, as well as the authority and capability of institutions at different administrative levels (e.g. local, regional, and national), and their capacity to manage and monitor management plan implementation. Where necessary, capacity building and technical assistance activities will be included to enable proper implementation of the management.

To better involve local communities and other vulnerable or marginalized groups in managing the social and environmental risks of Project as well as being involved more broadly across multiple aspects of the project, informational and awareness raising sessions will be held for the stakeholders who are expected to be involved in the implementation of

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the Environmental and Social Management Framework (ESMF) and the Environmental and Social Management Plans (ESMP) and subsequently derived Action Plans.

**STAKEHOLDER ENGAGEMENT AND INFORMATION DISCLOSURE**

**3. Stakeholder Engagement Plan**

A Stakeholder Engagement Plan is annexed to the ProDoc. This plan will be followed to ensure that all relevant stakeholder groups, both men and women, are appropriately engaged in project implementation, in particular in further assessment of social and environmental impacts and the development of appropriate management measures. Potentially affected stakeholders will be engaged during the implementation of this ESMF. The Stakeholder Engagement Plan will be updated during project implementation based on the assessments and the high-level management plan and more detailed action plans developed in context of this ESMF, as needed.

The SEP will enable and ensure that stakeholders are engaged in project implementation and particularly in the assessment of social and environmental impacts and the development of appropriate management (e.g. mitigation) measures. The requirements for stakeholder engagement and disclosure will be adhered to during the implementation of this ESMF, and subsequent implementation of the resulting ESMPs and other more focused action plans. Disclosure requirements are detailed in the section below.

**4. SES disclosure requirements**

As part of the stakeholder engagement process, UNDP's SES require that project stakeholders have access to relevant information. Specifically, the SES (SES, Policy Delivery Process, para. 21) stipulates that UNDP will ensure the following information be made available in formats understandable for all relevant stakeholders, including accommodating levels of education and literacy as well as considering use of different mechanisms to disseminate information in order to account for challenges that some groups such as women or people with low literacy level may face in accessing and understanding the information provided:

- 57. Information on the project's purpose, its nature, scale and duration, its main proposed activities, and the potential risks and impacts of these activities and the project as a whole
- 58. Stakeholder engagement plans and summary reports from stakeholder consultation events
- 59. Social and environmental screening reports with project documentation
- 60. Draft social and environmental assessments, including any draft management and action plans
- 61. Final social and environmental assessments and associated management and action plans
- 62. All related social and environmental monitoring reports

Considering the challenges of making information genuinely available to some stakeholder groups, e.g. remote communities, the PMU will also work closely with relevant local organizations that are regularly in contact and communication with such communities, who

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may both serve as representatives and assist with liaison roles as well as supporting dissemination and feedback.

Further, this ESMF (and the project SESP) will be disclosed via the UNDP Liberia website in accordance with UNDP SES Policy, making information and project approaches even more widely available to national and international public. The subsequent management plan(s) will also be publicly disclosed via the same website once drafted, and they will be finalized and adopted only after the required time period for disclosure has elapsed (**Table 6**). The Project will also ensure that someone is responsible for developing and disseminating these updates to the stakeholders in an understandable and accessible format.

All stakeholder consultation and consultation-related documentation will be stored by UNDP Liberia and made available on request, following standard procedures.

**Table 6: Information Disclosure Guidance**

WHAT to Disclose	WHEN to Disclose	HOW to Disclose
Final (and Revised) Social and Environmental Screening Procedure (SESP)	Post PAC, when Project Document disclosed (SESP included as an Annex to the Project Document)	As an Annex to the Project Document, the SESP will be disclosed on open.undp.org once it is uploaded in the Corporate Planning System.
Draft Environmental and Social Management Framework (ESMF) and draft Management Plans.	Must be disclosed and consulted on at least 120 days prior to implementation of any activities that may cause adverse social and environmental impacts.	A summary report of the draft ESMF and draft Management Plans is made available in an accessible location. Disclose draft ProDoc. Posted on UNDP Liberia website.
Strategic Environmental and Social Assessment (SESA) and Environmental and Social Impact Assessment (ESIA) and any associated Management Plans.	Before implementation of any activities that may cause adverse social and environmental impacts	A summary of management plan/framework is made available in an accessible location together with the final assessment and management plan. Posted on UNDP unit (e.g. CO) website.

These requirements for stakeholder engagement and disclosure will be adhered to during project implementation, including this ESMF and the resulting targeted management plans.

**ACCOUNTABILITY AND GRIEVANCE REDRESS MECHANISM**

**1. UNDP’s Accountability Mechanisms**

UNDP’s SES recognize that even with strong planning and stakeholder engagement, unanticipated issues can still arise. Therefore, the SES are underpinned by an Accountability Mechanism with two key components:

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63. A Social and Environmental Compliance Review Unit (SECU) to respond to claims that UNDP is not in compliance with applicable environmental and social policies; and

64. A Stakeholder Response Mechanism (SRM) that ensures individuals, peoples, and communities affected by projects have access to appropriate grievance resolution procedures for hearing and addressing project-related complaints and disputes.

UNDP's Accountability Mechanism is available to all of UNDP's project stakeholders.

The SECU investigates concerns about non-compliance with UNDP's Social and Environmental Standards and Screening Procedure raised by project-affected stakeholders and recommends measures to address findings of non-compliance.

The SRM helps project-affected stakeholders, UNDP's partners (governments, NGOs, businesses) and others jointly address grievances or disputes related to the social and/or environmental impacts of UNDP-supported projects.

SECU and SRM Requests can be submitted via:

65. An online webform:

<https://secure.ethicspoint.eu/domain/media/en/gui/104895/index.html>

66. WhatsApp, Viber and Signal using +1 (917) 207 4285, or through our WeChat Account @SECUSR

67. Call (costs are incurred by caller) using +1 (917) 207 4285. Skype is an affordable way to place such a call.

68. By post:

Attn: SECU/SRM, OAI, UNDP  
1 U.N. Plaza, 4th Floor  
New York, NY USA 10017

69. By email to: [project.concerns@undp.org](mailto:project.concerns@undp.org)

Further information, including how to submit a request to SECU or SRM, is found on the UNDP website at:

<http://www.undp.org/content/undp/en/home/operations/accountability/secu-srm>

### 1. Project-level Grievance Redress Mechanism

The Project will establish a project-level gender-sensitive Grievance Redress Mechanism (GRM) during the first year of implementation. A Preliminary Grievance Redress Mechanism is presented in **Annex 9** (Stakeholder Engagement Plan) of the ProDoc.

The GRM will be updated with new information upon the completion of the ESIA and ESMP and will be available within the first half year of the project and before start of implementation of field-based activities. Stakeholders may raise a grievance at any time with either the Project Management Unit (PMU), the Implementing Partner, UNDP, or GEF.

## MONITORING AND EVALUATION ARRANGEMENTS

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Reporting on progress and issues in the implementation of the project, including this ESMF, will be documented in the project's quarterly reports and annual project implementation reports (PIRs). Until ESMPs and stand-alone management plans are put in place – which may designate alternate responsible parties – the party tasked with compiling all relevant reports regarding implementation of the project and this ESMF and about any related key/emerging issues shall be the PMU; charged more specifically with reporting to the Steering Committee, to UNDP, and to GEF (as appropriate).

Implementation of ESMP will be the responsibility either of the Project Management Unit, or other partners or teams as agreed upon and described in those future plans that shall be developed and agreed during the startup phase of the project.

The ESMF monitoring and evaluation plan will accompany regular project monitoring (i.e., the monitoring of project activities and development of their outputs) as outlined in **Table 7**.

The parameters to be measured are listed below:

Strategic indicators to be monitored by the high-level Steering Committee:

- 70. Effectiveness of environmental and social screening of project activities
- 71. Effectiveness of environmental and social monitoring and reporting;
- 72. Implementation of training/awareness programs related to SES.

Project-level indicators to be monitored by the Implementing Partner supported by the PMU:

- 73. Effectiveness of social safeguarding measures to ensure fair and equitable stakeholder engagement, and mainstreaming of gender dimensions;
- 74. Number of actors trained/aware in environmental and social management;
- 75. Effectiveness of the ESMP and its subsidiary stand-alone management plans that have been put in place;
- 76. Level of involvement of local communities in monitoring the implementation of project activities;
- 77. Number of people affected by the programme of work;
- 78. Effectiveness of the GRM.

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**Table 7: ESMF Monitoring and Evaluation Plan and Estimated Budget**

Monitoring Activity & Relevant Projects	Description	Frequency / Timeframe	Expected Action	Roles and Responsibilities	Estimated Budget
Track progress of ESMF implementation	Monitoring and reporting of ESMF implementation, with key results and issues presented on a regular basis	Quarterly or until the relevant stand-alone management plan(s) are in place	ESMF requirements are completed for this Project (undertaken during the PPG phase)	Environmental and Social Safeguards Specialist	None
Assessment and development of SESA/ESIA report and other management plan(s)	SESA and ESIA carried out in a participatory manner. Identification and validation of management measures, drafted in participatory manner.	SESA, ESIA, ESMP, GRM and RAP (first year of the project)	Potential impacts are assessed with support of external consultants and participation of project team and stakeholders. SESA report completed ESIA report completed ESMP, GRM and LAP developed Management actions will be identified and incorporated into project implementation strategies.	International and national consultants (including minimally an Environmental and Social Safeguarding Specialist and a Local Livelihoods Specialist)  Project Staff (Project Manager, Safeguards Officer) with guidance from UNDP	160,000
Implementation of management measures and monitoring of potential impacts identified in SESA/ESIA, SESA/ESIA. in line with the subsequent management plans	Permanent and participatory implementation and monitoring of management measures, in accordance with findings of the	Continuous, once ESIA is complete and management plan is in place	Implementation of management plans; Participatory monitoring;	Project Staff (Project Manager and Safeguards Officer)  Oversight by UNDP Country Office	50,000

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Monitoring Activity & Relevant Projects	Description	Frequency / Timeframe	Expected Action	Roles and Responsibilities	Estimated Budget
Learning	Knowledge, lessons learned and good practices regarding social and environmental risks and their management will be captured regularly, both from the project and actively sourced from other projects / partners, integrated back into the project.	At least annually	Relevant lessons are captured by the project teams and used to inform management decisions.	Project Staff (Project Manager and Safeguards Officer, also project's learning and communications officer)	None
Annual project quality assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform decision-making to improve the project	Annually	Areas of strength and weakness will be reviewed and used to inform decisions to improve project performance	UNDP CO, UNDP-GEF RTA, Project Staff (Project Manager and Safeguards Officer)	None
Annual project implementation reports	As part of progress report to be presented to the Project Steering Committee and key stakeholders, analysis, updating and recommendations for risk management will be included	Annually	Updates on progress of ESMF/ESMP will be reported in the project's annual PIRs. A summary of the avoidance and mitigation of potential social and environmental impacts will be included in the project's annual report, also sharing best practices and lessons learned across the program.	UNDP CO, UNDP-GEF RTA Project Manager	None
Project Review and course corrections	Internal review of data and evidence from all monitoring actions to inform decision making	At least annually	Performance data, lessons, quality and any risks and/or impacts not adequately addressed through national mechanisms or by the project team will be discussed by the Steering Committee and used to make course corrections. Recommendations will be made, discussed and agreed upon.	Project Steering Committee. UNDP-GEF RTA, Project Manager, Safeguards Officer	None

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<b>Monitoring Activity &amp; Relevant Projects</b>	<b>Description</b>	<b>Frequency / Timeframe</b>	<b>Expected Action</b>	<b>Roles and Responsibilities</b>	<b>Estimated Budget</b>
<b>Total</b>					<b>210,000</b>

**BUDGET FOR ESMF IMPLEMENTATION.**

Implementation of the ESMF is included in the support budget for the Project. Costs associated with the coordination of ESMF implementation by UNDP are not fully costed. A breakdown is provided in **Table 8** below. Further details and other project-related costs are presented in the budget of the Project Document.

**Table 8: Breakdown of costs for ESMF implementation**

<b>Item</b>	<b>Budget Cost (USD)</b>
International and national consultants (fees)	130,000
Travel expense for in-country consultations	30,000
Implementation of management measures and monitoring	50,000
Capacity building measures	20,000
<b>Total:</b>	<b>230,000</b>

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**REFERENCES**

**APPENDICES**

Appendix 1: Indicative Outlines of ESIA Report

Appendix 2: Indicative Outline of an ESMP

Appendix 3: Terms of reference for a project-level Grievance Redress Mechanism (GRM).

Appendix 4: Resettlement Action Plan Template

Appendix 5: Description of FPIC steps

Appendix 6: Resettlement Action Framework (RAF)

Appendix 7: RAP Monitoring Indicators

## Appendix 1: Indicative Outline of ESIA Report

An ESIA report should include the following major elements (not necessarily in the following order):

**(1) Executive summary:** Concisely discusses significant findings and recommended actions.

**(2) Legal and institutional framework:** Summarizes the analysis of the legal and institutional framework for the project within which the social and environmental assessment is carried out, including (a) the country's applicable policy framework, national laws and regulations, and institutional capabilities (including implementation) relating to social and environmental issues; obligations of the country directly applicable to the project under relevant international treaties and agreements; (b) applicable requirements under UNDP's SES; and (c) and other relevant social and environmental standards and/or requirements, including those of any other donors and development partners. Compares the existing social and environmental framework and applicable requirements of UNDP's SES (and those of other donors/development partners) and identifies any potential gaps that will need to be addressed.

**(3) Project description:** Concisely describes the proposed project and its geographic, social, environmental, and temporal context, including any offsite activities that may be required (e.g., dedicated pipelines, access roads, power supply, water supply, housing, and raw material and product storage facilities), as well as the project's primary supply chain. Includes a map of sufficient detail, showing the project site and the area that may be affected by the project's direct, indirect, and cumulative impacts. (i.e. area of influence).

**(4) Baseline data:** Summarizes the baseline data that is relevant to decisions about project location, design, operation, or mitigation measures; identifies and estimates the extent and quality of available data, key data gaps, and uncertainties associated with predictions; assesses the scope of the area to be studied and describes relevant physical, biological, and socioeconomic conditions, including any changes anticipated before the project commences; and takes into account current and proposed development activities within the project area but not directly connected to the project.

**(5) Social and environmental risks and impacts:** Predicts and takes into account all relevant social and environmental risks and impacts of the project, including those related to UNDP's SES (Overarching Policy and Principles and Project-level Standards). These will include, but are not limited to, the following:

**(a) Environmental risks and impacts, including:** any material threat to the protection, conservation, maintenance and rehabilitation of natural habitats, biodiversity, and ecosystems; those related to climate change and other transboundary or global impacts; those related to community health and safety; those related to pollution and discharges of waste; those related to the use of living natural resources, such as fisheries and forests; and those related to other applicable standards.

**(b) Social risks and impacts, including:** any project-related threats to human rights of affected communities and individuals; threats to human security through the escalation of personal, communal or inter-state conflict, crime or violence; risks of gender discrimination; risks that adverse project

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impacts fall disproportionately on disadvantaged or marginalized groups; any prejudice or discrimination toward individuals or groups in providing access to development resources and project benefits, particularly in the case of disadvantaged or marginalized groups; negative economic and social impacts relating to physical displacement (i.e. relocation or loss of shelter) or economic displacement (i.e. loss of assets or access to assets that leads to loss of income sources or means of livelihood) as a result of project-related land or resource acquisition or restrictions on land use or access to resources; impacts on the health, safety and well-being of workers and project-affected communities; and risks to cultural heritage.

**(6) Analysis of alternatives:** Systematically compares feasible alternatives to the proposed project site, technology, design, and operation – including the "without project" situation – in terms of their potential social and environmental impacts; assesses the alternatives' feasibility of mitigating the adverse social and environmental impacts; the capital and recurrent costs of alternative mitigation measures, and their suitability under local conditions; the institutional, training, and monitoring requirements for the alternative mitigation measures; for each of the alternatives, quantifies the social and environmental impacts to the extent possible, and attaches economic values where feasible. Sets out the basis for selecting the particular project design.

**(7) Mitigation Measures:** Summary of (with attachment of full) Environmental and Social Management Plan (ESMP) (see indicative outline of ESMP below.) The ESMP identifies mitigation measures required to address identified social and environmental risks and impacts, as well as measures related to monitoring, capacity development, stakeholder engagement, and implementation action plan.

**(8) Stakeholders.** Summarizes and links to project Stakeholder Engagement Plan or ESMP that includes plan for consultations. Includes summary of consultations undertaken for development of ESIA (see appendices).

**(9) Conclusions and Recommendations:** Succinctly describes conclusion drawn from the assessment and provides recommendations. Includes recommendation regarding the project's anticipated benefits in relation to its social and environmental risks and impacts.

**(10) Appendices:** (i) List of the individuals or organisations that prepared or contributed to the social and environmental assessment; (ii) References – setting out the written materials both published and unpublished, that have been used; (iii) Record of meetings, consultations and surveys with stakeholders, including those with affected people and local NGOs. The record specifies the means of such stakeholder engagement that were used to obtain the views of affected groups and local NGOs, summarizes key concerns and how these concerns addressed in project design and mitigation measures; (iv) Tables presenting the relevant data referred to or summarized in the main text; (v) Attachment of any other mitigation plans; (vi) List of associated reports or plans.

## Appendix 2: Indicative Outline of an ESMP

An ESMP may be prepared as part of the Environmental and Social Impact Assessment (ESIA) report or as a stand-alone document. The content of the ESMP should address the following sections:

**(1) Mitigation:** Identifies measures and actions in accordance with the mitigation hierarchy that avoid, or if avoidance not possible, reduce potentially significant adverse social and environmental impacts to acceptable levels. Specifically, the ESMP: (a) identifies and summarizes all anticipated significant adverse social and environmental impacts; (b) describes – with technical details – each mitigation measure, including the type of impact to which it relates and the conditions under which it is required (e.g., continuously or in the event of contingencies), together with designs, equipment descriptions, and operating procedures, as appropriate; (c) estimates any potential social and environmental impacts of these measures and any residual impacts following mitigation; and (d) takes into account, and is consistent with, other required mitigation plans (e.g. for displacement,).

**(2) Monitoring:** Identifies monitoring objectives and specifies the type of monitoring, with linkages to the impacts assessed in the environmental and social assessment and the mitigation measures described in the ESMP. Specifically, the monitoring section of the ESMP provides (a) a specific description, and technical details, of monitoring measures, including the parameters to be measured, methods to be used, sampling locations, frequency of measurements, detection limits (where appropriate), and definition of thresholds that will signal the need for corrective actions; and (b) monitoring and reporting procedures to (i) ensure early detection of conditions that necessitate particular mitigation measures, and (ii) furnish information on the progress and results of mitigation.

**(3) Capacity development and training:** To support timely and effective implementation of social and environmental project components and mitigation measures, the ESMP draws on the environmental and social assessment of the existence, role, and capability of responsible parties on site or at the agency and ministry level. Specifically, the ESMP provides a description of institutional arrangements, identifying which party is responsible for carrying out the mitigation and monitoring measures (e.g. for operation, supervision, enforcement, monitoring of implementation, remedial action, financing, reporting, and staff training). Where support for strengthening social and environmental management capability is identified, ESMP recommends the establishment or expansion of the parties responsible, the training of staff and any additional measures that may be necessary to support implementation of mitigation measures and any other recommendations of the environmental and social assessment.

**(4) Stakeholder Engagement:** Summarizes and links to project Stakeholder Engagement Plan or outlines plan to engage in meaningful, effective and informed consultations with affected stakeholders. Includes information on (a) means used to inform and involve affected people in the assessment process; and (b) summary of stakeholder engagement plan for meaningful, effective consultations during project implementation, including identification of milestones for consultations, information disclosure, and periodic reporting on progress on project implementation. Require documentation of consultations (summaries including presentations, key points raised and responses provided, participation lists).

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Include information on project grievance mechanism (below) and on UNDP Accountability Mechanisms (SRM, SECU).

**(5) Grievance redress mechanism:** Describes effective processes for receiving and addressing stakeholder concerns and grievances regarding the project's social and environmental performance. Describe mechanisms to provide stakeholders and potential affected communities avenues to provide feedback or grievances, and receive responses, with regard to the implementation of specific activities, policies, or regulations.

**(6) Implementation action plan (schedule and cost estimates):** For all four above aspects (mitigation, monitoring, capacity development, and stakeholder engagement), ESMP provides (a) an implementation schedule for measures that must be carried out as part of the project, showing phasing and coordination with overall project implementation plans; and (b) the capital and recurrent cost estimates and sources of funds for implementing the ESMP. These figures are also integrated into the total project cost tables. Each of the measures and actions to be implemented will be clearly specified and the costs of so doing will be integrated into the project's overall planning, design, budget, and implementation.

### **Appendix 3: Terms of Reference for Project-level Grievance Redress Mechanism**

Please refer to the UNDP Social and Environmental Standards Toolkit for additional information.

#### **I. Mandate**

The mandate of the GRM will be to:

1. receive and address any concerns, complaints, notices of emerging conflicts, or grievances (collectively “*Grievance*”) alleging actual or potential harm to affected person(s) (the “*Claimant(s)*”) arising from Project;
2. assist in resolution of Grievances between and among Project Stakeholders; as well as the various government ministries, agencies and commissions, CSOs and NGOs, and others (collectively, the “*Stakeholders*”) in the context of the Project;
3. Conduct itself at all times in a flexible, collaborative, and transparent manner aimed at problem solving and consensus building.

#### **II. Functions**

The functions of the GRM will be to:

1. Receive, Log and Track all Grievances received;
2. Provide regular status updates on Grievances to Claimants, Project Board (PB) members and other relevant Stakeholders, as applicable;
3. Engage the PB members, Government institutions and other relevant Stakeholders in Grievance resolution;
4. Process and propose solutions and ways forward related to specific Grievances *within a period not to exceed sixty (60) days* from receipt of the Grievance;
5. Identify growing trends in Grievances and recommend possible measures to avoid the same;
6. Receive and service requests for, and suggest the use of, mediation or facilitation;
7. Elaborate bi-annual reports, make said reports available to the public, and more generally work to maximize the disclosure of its work (including its reports, findings and outcomes);
8. Ensure increased awareness, accessibility, predictability, transparency, legitimacy, and credibility of the GRM process;
9. Collaborate with Partner Institutions and other NGOs, CSOs and other entities to conduct outreach initiatives to increase awareness among Stakeholders as to the existence of the GRM and how its services can be accessed;
10. Ensure continuing education of PB members and their respective institutions about the relevant laws and policies that they will need to be aware of to participate in the development of effective resolutions to Grievances likely to come before the GRM;

- 11.** Monitor follow up to Grievance resolutions, as appropriate.

### **III. Composition**

The GRM will be composed of:

[Name of Implementing Partner] as the Secretariat and either:

1. A standing GRM Sub-Committee [made up of x, y, z PB members] and/or
  2. Ad hoc GRM Task Teams in response to specific requests for grievance
- The GRM Sub-Committee will be balanced in composition (government and non-government) and should not include any PB members with a direct interest or role in the grievance/dispute.

### **IV. [Name of Implementing Partner]**

In its role as GRM Secretariat, [Name of Implementing Partner] will perform the following core functions:

1. Publicize the existence of the GRM and the procedure for using it;
2. Receive and log requests for dispute resolution;
3. Acknowledge receipt to the requestor;
4. Determine eligibility;
5. Forward eligible requests to the PB for review and action, and
6. Track and document efforts at grievance/dispute resolution and their outcomes.

### **V. Project Board/GRM Sub-Committee/GRM Task Team**

The Project Board/GRM Sub-Committee and/or GRM Task Team will perform the following core functions:

1. Take direct action to resolve the grievance/dispute (e.g. bring the relevant parties together to discuss and resolve the issue themselves with oversight by the PB);
2. Request further information to clarify the issue, and share that information with all relevant parties, or ensure that a government agency represented on the PB took an appropriate administrative action to deal with a complaint;
3. Refer the grievance/dispute to independent mediation, while maintaining oversight; or
4. Determine that the request was outside the scope and mandate of the PB and refer it elsewhere (e.g. Ministry of Justice and Police or to the courts).

### **VI. Communicating a Grievance**

#### *1. Who can Submit a Grievance?*

A Grievance can be sent by any individual or group of individuals that believes it has been or will be harmed by the Project.

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If a Grievance is to be lodged by a different individual or organization on behalf of those said to be affected, the Claimant must identify the individual and/or people on behalf of who the Grievance is submitted and provide written confirmation by the individual and/or people represented that they are giving the Claimant the authority to present the Grievance on their behalf. The GRM will take reasonable steps to verify this authority.

2. *How is the Grievance Communicated?*

The GRM shall maintain a flexible approach with respect to receiving Grievances in light of known local constraints with respect to communications and access to resources for some Stakeholders. A Grievance can be transmitted to the GRM by any means available (i.e. by email, letter, phone call, meeting, SMS, etc.). The contact information is the following:

[Implementing Partner to add address, phone number, fax, etc.]

To facilitate communications with and between the GRM and potential Claimants, the GRM will receive support from the PB members' institutions, local government and civil society organizations

3. *What information should be included in a Grievance?*

The Grievance should include the following information:

1. the name of the individual or individuals making the Complaint (the "Claimant");
2. a means for contacting the Claimant (email, phone, address, other);
3. if the submission is on behalf of those alleging a potential or actual harm, the identity of those on whose behalf the Grievance is made, and written confirmation by those represented of the Claimant's authority to lodge the Grievance on their behalf;
4. the description of the potential or actual harm;
5. Claimant's statement of the risk of harm or actual harm (description of the risk/harm and those affected, names of the individual(s) or institutions responsible for the risk/harm, the location(s) and date(s) of harmful activity);
6. what has been done by Claimant thus far to resolve the matter;
7. whether the Claimant wishes that their identity is kept confidential; and
8. the specific help requested from the GRM.

However, complainants are not required to provide all of the information listed above. Initially, the complainant need only provide enough information to determine eligibility. If insufficient information is provided, the GRM has an obligation to make a substantial, good faith effort to contact the complainant to request whatever additional information is needed to determine eligibility, and if eligible, to develop a proposed response.

**VII. Logging, Acknowledgment, and Tracking**

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All Grievances and reports of conflict will be received, assigned a tracking number, acknowledged to Claimant, recorded electronically, and subject to periodic updates to the Claimant as well as the office file.

Within one (1) week from the receipt of a Grievance, the GRM will send a *written* acknowledgement to Claimant of the Grievance received with the assigned tracking number.

Each Grievance file will contain, at a minimum:

1. the date of the request as received;
2. the date the written acknowledgment was sent (and oral acknowledgment if also done);
3. the dates and nature of all other communications or meetings with the Claimant and other relevant Stakeholders;
4. any requests, offers of, or engagements of a Mediator or Facilitator;
5. the date and records related to the proposed solution/way forward;
6. the acceptance or objections of the Claimant (or other Stakeholders);
7. the proposed next steps if objections arose;
8. the alternative solution if renewed dialogues were pursued;
9. notes regarding implementation; and
10. any conclusions and recommendations arising from monitoring and follow up.

**IX. Maintaining Communication and Status Updates**

Files for each Grievance will be available for review by the Claimant and other Stakeholders involved in the Grievance, or their designated representative(s). Appropriate steps will be taken to maintain the confidentiality of the Claimant if previously requested.

The GRM will provide periodic updates to the Claimant regarding the status and current actions to resolve the Grievance. Not including the acknowledgment of receipt of the Grievance, such updates will occur within reasonable intervals (not greater than every thirty (30) days).

**X. Investigation and Consensus Building**

Within one (1) week of receiving a Grievance, [Implementing Partner] will notify the **PB/GRM Sub-Committee (GRM SC)/GRM Task Team (GRM TT)** and any other relevant institutions of the receipt of the Grievance.

[IF THE PB, RATHER THAN A PRE-DESIGNATED GRM SC OR GRM TT IS THE PRIMARY BODY RECEIVING COMPLAINTS: The PB will identify a specific team of individuals drawn from the PB and/or their respective institutions to develop a response to the Grievance. The names of these individuals will be made available to the Claimant.]

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The designated PB members/GRM SC/GRM TT will promptly engage the Claimant and any other relevant Stakeholders deemed appropriate, to gather all necessary information regarding the Grievance.

Through the PB members/GRM SC/GRM TT, the GRM will have the authority to request from relevant Government institutions any information (documents or otherwise) relevant to resolving the Grievance and avoiding future Grievances of the same nature.

As necessary, the PB members/GRM SC/GRM TT will convene one or more meetings with relevant individuals and institutions in [national capital], or elsewhere in [name of country] as needed.

The objective of all investigative activities is to develop a thorough understanding of the issues and concerns raised in the Grievance and facilitate consensus around a proposed solution and way forward.

The PB members/GRM SC/GRM TT will procure the cooperation of their respective staff with the investigation.

At any point during the investigation, the PB members/GRM SC/GRM TT may determine that an onsite field investigation is necessary to properly understand the Grievance and develop an effective proposed solution and way forward.

**XI. Seeking Advisory Opinion and/or Technical Assistance**

At any point after receiving a Grievance and through to implementation of the proposed solution and way forward, the PB members/GRM SC/GRM TT may seek the technical assistance and/or an advisory opinion from any entity or individual in [country] or internationally which may reasonably be believed to be of assistance.

**XII. Making Proposed Actions and Solutions Public and Overseeing Implementation**

The PB members/GRM SC/GRM TT will communicate to the Claimant one or more proposed actions or resolutions and clearly articulate the reasons and basis for proposed way forward.

If the Claimant does not accept the resolution, the PB members/GRM SC/GRM TT will engage with the Claimant to provide alternative options.

If the Claimant accepts the proposed solution and way forward, the GRM will continue to monitor the implementation directly and through the receipt of communications from the Claimant and other relevant parties. As necessary, the GRM may solicit information from the relevant parties and initiate renewed dialogue where appropriate.

In all communications with the Claimant and other stakeholders, the GRM will be guided by its problem-solving role, non-coercive principles and process, and the voluntary, good faith nature of the interaction with the Claimant and other stakeholders.

**XII. Monitoring and Evaluation**

Bi-annually, the GRM will make available to the public, a report describing the work of the GRM, listing the number and nature of the Grievances received and processed in the past six months, a date and

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description of the Grievances received, resolutions, referrals and ongoing efforts at resolution, and status of implementation of ongoing resolutions. The level of detail provided with regard to any individual Grievance will depend on the sensitivity of the issues and Stakeholder concerns about confidentiality, while providing appropriate transparency about the activities of the GRM. The report will also highlight key trends in emerging conflicts, Grievances, and dispute resolution, and make recommendations regarding:

1. measures that can be taken by the Government to avoid future harms and Grievances; and
2. improvements to the GRM that would enhance its effectiveness, accessibility, predictability, transparency, legitimacy, credibility, and capacity.

**XIII. Mediation**

For the option of independent mediation, mediators on the roster/panel should have at least the following qualifications:

1. professional experience and expertise in impartial mediation;
2. knowledge of [project type and activities in the country] and the region, including an understanding of local culture and practices;
3. [national and local language, as appropriate] proficiency;
4. availability in principle for assignments of up to 20 days; and
5. willingness to declare all relationships and interests that may affect their ability to act as impartial mediators in particular cases.

If mediation succeeded in resolving the dispute or grievance, the outcome will be documented by [Implementing Partner] and reviewed by the Task Team. If it is unsuccessful, stakeholders will have the option to return to the PB members/GRM SC/GRM TT for assistance.

**XIV. Without Prejudice**

The existence and use of this GRM is without prejudice to any existing rights under any other complaint mechanisms that an individual or group of individuals may otherwise have access to under national or international law or the rules and regulations of other institutions, agencies or commissions.

#### Appendix 4: Resettlement Action Plan Template

A Resettlement Action Plan (RAP) details the **procedures** to be followed and the **actions** to be taken in order to properly resettle and compensate affected people and communities. This plan must be developed after it has been determined, following the process outlined in Standard 5, that displacement and resettlement are unavoidable. A RAP can respond to cases of economic displacement as well. However, if only economic displacement is foreseen, a Livelihood Action Plan is required. The RAP reflects the commitment made by the Implementing Partner and UNDP to affected people and communities to meet obligations arising from resettlement.

The RAP covers the following elements:

##### 1. Introduction

1. Briefly describe the project and associated facilities (if any)
2. Describe project components requiring land acquisition and resettlement; give overall estimates of land acquisition and resettlement
3. Provide explanation of how displacement is necessary to achieve the project objectives, how the project is in the 'public interest' and how displacement is proportional to project outcomes. Please also discuss alternative project designs, including the "no project" scenario and if they may have avoided or reduced the resettlement.

##### 2. Minimizing Resettlement

4. Describe the justification for the resettlement
5. Describe efforts and measures to minimize displacement, and expected outcomes of these efforts and measures

##### 3. Census and Socioeconomic Surveys/Social Baseline

6. Provide results of the census, assets inventories, natural resource assessments, and socioeconomic surveys and briefly describe how these were performed, i.e., techniques used, individuals interviewed, etc.
7. Identify all people and communities potentially affected by displacement activities and potential impacts to each. Conduct a vulnerability assessment and outline what determines vulnerability (i.e. which criteria need to be met to consider someone vulnerable)

##### 4. Legal Framework

8. Describe all relevant international, national, local, and community laws and customs that apply to displacement and resettlement activities, with particular attention to laws and customs relating to tenure rights; highlight any potential conflicts e.g. between UNDP's SES and national or regional law.
9. Describe how free, prior, informed consent was obtained for resettlement of local communities, if applicable
10. Describe project-specific mechanisms to address conflicts
11. Describe entitlement/compensation policies for each type of impact
12. Describe method of valuation used for affected structures, land, trees, and other assets

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13. Prepare entitlement matrix, which includes budget and timeframe for payment of entitlements
  5. Resettlement Sites and Housing
    14. If the project requires relocation, describe how affected people have been involved in a participatory process to identify sites, assess advantages and disadvantages of each site, and select preferred sites. Site selection to be risk-informed (e.g. ensure not subject to higher levels of risks from floods, landslides, earthquakes). Describe the options
    15. If housing must be replaced, describe how affected people have been involved in developing an acceptable strategy for housing replacement and how alternative housing meets adequate housing criteria (including legal security of tenure; availability of services, materials, facilities and infrastructure; affordability; habitability; accessibility; location; cultural adequacy). Describe the specific process of involving affected populations in identifying potential housing sites, assessing advantages and disadvantages, and selecting sites
    16. If the project involves allocation of agricultural land or pasture/rangeland, describe how individual households that will be allocated lands have been involved in identifying potential new sites, and how they have explicitly accepted the selected sites
    17. Describe the feasibility studies conducted to determine the suitability of the proposed relocation sites and housing, including where relevant natural resource assessments (soils and land use capability, vegetation and livestock carrying capacity, water resource surveys) and environmental and social impact assessments of the sites. Include a description of potential access of affected people to necessary services, shelter, food, water, energy, and sanitation
    18. Demonstrate where relevant that the land quality and area are adequate for allocation to all of the people eligible for allocation of agricultural land. Provide data on land quality and capability, productive potential, and quantity
    19. Give calculations relating to site requirements and availability
    20. Describe mechanisms for: (1) procuring, (2) developing and (3) allotting resettlement sites and housing, including the awarding of title or use rights to allotted lands. Indicate to whom titles and use rights will be allocated, including by gender
    21. Provide detailed description of the arrangements where relevant for site development for agriculture, including funding of development costs.
    22. Indicate whether temporary resettlement will be necessary and how the communities' social capital will be preserved.
  6. Income Enhancement/Restoration (if RAP is also addressing economic displacement, see also sections 5 and 6 of Annex 2)
    23. Are compensation entitlements sufficient to enhance and restore livelihoods and income streams for each category of impact? Attach independent review of opportunities to enhance incomes/livelihoods. What additional economic rehabilitation measures are necessary?
    24. Briefly spell out the enhancement and restoration strategies for each category of impact and describe their institutional, financial, and technical aspects
    25. Describe the process of consultation with affected populations and their participation in finalizing strategies for income enhancement/restoration
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26. How do these strategies vary with the area of impact?
  27. Does income enhancement/restoration require change in livelihoods, development of alternative farmlands or some other activities that require a substantial amount of training, time for preparation, and implementation?
  28. How are the risks of impoverishment to be addressed?
  29. What are the main institutional and other risks for the smooth implementation of the resettlement programs?
  30. Describe the process for monitoring the effectiveness of the income restoration measures
  31. Describe any social or community development programs currently operating in or around the project area. If programs exist, do they meet the development priorities of their target communities? Are there opportunities to support new programs or expand existing programs to meet the development priorities of communities in the project area?
7. Institutional Arrangements
32. Describe the institution(s) responsible for delivery of each item/activity in the entitlement policy; implementation of income restoration programs; and coordination of the activities associated with and described in the resettlement action plan
  33. State how coordination issues will be addressed where resettlement is spread over a number of jurisdictions or where resettlement will be implemented in stages over a long period of time
  34. Identify the agency that will coordinate all implementing agencies. Does it have the necessary mandate and resources?
  35. Describe the external (nonproject) institutions involved in the process of income restoration (land development, land allocation, credit, training) and the mechanisms to ensure adequate performance of these institutions
  36. Discuss institutional capacity for and commitment to resettlement
  37. Describe mechanisms for ensuring independent monitoring, evaluation, and financial audit of the RAP and for ensuring that corrective measures are carried out in a timely fashion
8. Implementation Schedule
38. List the chronological steps in implementation of the RAP, including identification of agencies responsible for each activity and with a brief explanation of each activity
  39. Prepare a month-by-month implementation schedule of activities to be undertaken as part of resettlement implementation
  40. Describe the linkage between resettlement implementation and initiation of civil works for each of the project components
9. Participation and Consultation
41. Describe the various stakeholders
  42. Describe the process of promoting consultation/participation of affected populations and stakeholders in resettlement preparation and planning
  43. Describe the process of involving affected populations and other stakeholders in
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implementation and monitoring. Add evidence of the various past consultation events, such as attendance lists, photos etc.

44. Describe the plan for disseminating RAP information to affected populations and stakeholders, including information about compensation for lost assets, eligibility for compensation, resettlement assistance, and grievance redress
10. Grievance Redress
45. Describe the step-by-step process for registering and addressing grievances and provide specific details regarding a cost-free process for registering complaints, response time, and communication modes
  46. Describe the mechanism for appeal
  47. Describe how the mechanism ensured unrestricted access, transparency, accountability, how it documents cases and keeps the complainants informed and the institutional setup
  48. Describe the provisions for approaching civil courts if other options fail
11. Monitoring and Evaluation
49. Describe the internal/performance monitoring process. Ensure monitoring program seeks to measure whether displaced enjoy at least a standard of living and access to livelihoods equal to what they enjoyed before displacement
  50. Define key monitoring indicators derived from baseline survey. Provide a list of monitoring indicators that will be used for internal monitoring, including number and location of displaced/resettled persons
  51. Describe institutional (including financial) arrangements
  52. Describe frequency of reporting and content for internal monitoring
  53. Describe process for integrating feedback from internal monitoring into implementation
  54. Define methodology for external monitoring
  55. Define key indicators for external monitoring
  56. Describe frequency of reporting and content for external monitoring. Ensure monitoring program is regular and ongoing following project completion until durable solutions are reached
  57. Describe process for integrating feedback from external monitoring into implementation
  58. Describe arrangements for final external evaluation
  59. Describe need for updates to census, assets inventories, resource assessments, and socioeconomic surveys, if necessary, as part of RAP monitoring and evaluation
12. Costs and Budgets
60. Provide a clear statement of financial responsibility and authority
  61. List the sources of funds for resettlement and describe the flow of funds
  62. Ensure that the budget for resettlement is sufficient and included in the overall project budget. Include provisions for non-anticipated adverse impacts.
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63. Identify resettlement costs, if any, to be funded by the government and the mechanisms that will be established to ensure coordination of disbursements with the RAP and the project schedule. Prepare estimated budget, by cost and by item, for all resettlement costs including planning and implementation, management and administration, monitoring and evaluation, and contingencies
64. Describe the specific mechanisms to adjust cost estimates and compensation payments for inflation and currency fluctuations
65. Describe the provisions to account for physical and price contingencies
66. Describe the financial arrangements for external monitoring and evaluation including the process for awarding and maintenance of contracts for the entire duration of resettlement

Annexes

67. Copies of census and survey instruments, interview formats, and any other research tools
68. Information on all public consultation including announcements and schedules of public meetings, meeting minutes, and lists of attendees
69. Examples of formats to be used in monitoring and reporting on RAP implementation
70. Entitlement matrix
71. Evidence of prior informed consent for local communities, if applicable.

### **Appendix 5: Description of FPIC steps**

FPIC is not required for this Project. However, it is recommended that consultations with communities be carried out following FPIC approach, as best practice., especially for resettlement activities. A description of the FPIC steps is presented in Appendix 5 of this ESMF.

FPIC allows Indigenous Peoples and Local Communities (IPLC) to give or withhold consent to implementing project activities that may impact them or their territories. This consent can be withdrawn at any stage and enables communities to negotiate conditions under which the project will be designed, implemented, monitored and evaluated. The elements of FPIC are described below and details on the process are provided in the following sub-sections.

1. Free — consent is given voluntarily and without coercion, intimidation or manipulation. The process should be self-directed by the community, unencumbered by external pressure, expectations or timelines.
2. Prior — consent is sought sufficiently in advance of the commencement of any activities.
3. Informed — communities should be engaged with and given sufficient information to understand project activities before providing consent.
4. Consent — consent should consist of a collective decision made by the right holders and reached through a customary decision-making process.

### **PREPARATORY STEPS FOR FPIC**

#### **Collecting preliminary information**

This step does not include the actual FPIC negotiations. However, collecting preliminary information helps the Stakeholder Engagement Team identify the internal and external stakeholders and factors that may influence the FPIC process and the project.

#### **Understand the current local context**

Understanding the current local context is necessary for effective FPIC. The actions that constitute this step are listed below.

1. Conducting an analysis and mapping exercise with the project team and partners to determine which communities are directly or indirectly impacted by the project.
2. Identify the stakeholders involved, determine their roles in the project area and clarify any decision rights they may or may not have.
3. Identify past, current and potential conflicts that exist both within the community and with external stakeholders.
4. Identify the community's perceptions and opinions about the project, external stakeholders, nature and other relevant matters.
5. Understand the community's cultural and spiritual beliefs about sacred sites and natural resources.
6. Identify livelihood concerns and basic human needs that may impact the ability or willingness of a community (or group of communities) to engage in the consultations (or the project as a whole), clarifying what the likely trade-offs might be. These concerns may vary between different groups within the community, such as men, women, the youth, or elders.

### **Understand legal and customary rights**

It is important to understand the customary rights of the IPLCs in the project context, particularly any customary land management practices or other traditional management structures. The unique legal context of Liberia should be considered to understand the implications for FPIC, as explained in the steps below.

7. Identify the rights IPLCs have under the national law of Liberia (for example, land tenure rights, rights to consultation and FPIC and resource rights).
8. Identify which customary land management systems, practices, rules, and rights exist.
9. Identify any potential conflicts between customary and legal rights.
10. Identify natural resources that may be impacted by this project and the legal and customary laws that govern these resources.
11. Assess whether the IPLCs understand their legal and customary rights. If knowledge about their rights is limited, capacity in this area must be developed as part of the project.
12. Ensure that other relevant stakeholders, such as governments and private sector actors, also understand the legal and customary rights of IPLCs. If this understanding is limited, capacity must be developed as part of the project.

### **Identify and Respect Traditional Decision-making Structures**

The FPIC process relies on seeking consent from the IPLCs to respect their customs and traditions. They may already have decision-making processes that mirror the spirit of FPIC, even if it is referred to by a different term. This step includes the actions listed below.

13. Identify the community-selected representative(s) for the process.
14. Inform the community (or the representatives) about the decision-making structure for the project.
15. Work with the community to map their decision-making structures, paying close attention to how women and men and other groups within the community participate in decision-making.
16. If the community is not familiar with FPIC, the project will engage in a dialogue to identify existing decision-making structures that support the principles underlying FPIC.
17. When two or more communities claim rights over land, the project will support a process to create a mutually respected decision-making structure.

### **DESIGN AND IMPLEMENTATION OF THE FPIC PROCESS**

This step includes the actual FPIC negotiations. In this step, the project aims to obtain consent from the community on whether — and if so, how — to proceed with the project's activities.

#### **Develop the Approach**

The development of the approach to be used must be culturally sensitive. Partners and other stakeholders involved in the process should respect the cultural elements of the community.

2. Identify which cultural norms, if any, inform the community's FPIC process.
3. Inform partners and other stakeholders about these cultural norms.
4. If communities are not culturally homogenous, a single process integrating the needs and norms of all groups should be developed.
5. Create a timeline that is culturally appropriate in collaboration with the community.

#### **Ensure Full and Effective Participation**

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Full and effective participation is a necessary component of the FPIC process, as it addresses who is involved and to what extent they are engaged in the process. It is important to ensure that all groups are represented in the process, if not all members of a community. Recognising that vulnerable groups, including women, people with disabilities, the youth and elders, do not always have the same voice of authority within the community as other members is required, to ensure a consultation process takes these groups into account. Specifically, the elements listed below should be considered in this step.

6. Ensure a process that respects local timeframes and accounts for geographic limitations to participation.
7. Ensure that all community sectors participate in discussions about the project in accordance with community structures and norms, either directly or through their legitimate representatives.
8. Use culturally appropriate techniques and materials to engage members of the community.
9. Ensure that all relevant stakeholders participate according to their roles and decision rights, as identified in the stakeholder mapping exercise.

Project implementers should listen to all concerns raised; however, the FPIC process does not entail discussing all possible interests of local communities, as the process itself is not meant to be a 'grievance platform'. In addition, community dialogues and FPIC should not be undertaken in every community in the landscape, but rather focus on those communities with a high likelihood of direct engagement with the project.

### **Information Management**

Recording all the details of the FPIC process (such as attendance sheets and meeting minutes) is an important component of information sharing. This information should then be presented clearly, given its potential to help build capacity within the community and among all relevant stakeholders, including the government. Accordingly, this step should include the activities listed below.

10. Identify the community's preferred method of receiving and sharing information (including considerations for the preferred language).
11. Identify community expectations related to the proposed project. Collect the information from all segments of the population.
12. In collaboration with the community, define how the FPIC process will be documented, keeping in mind that a formal written document may not be appropriate for the community's language and needs.
13. Ensure that all meetings are clearly documented.
14. Identify existing information-sharing structures for both communities and partners and ensure they are complementary.
15. Determine the most appropriate way to manage sensitive information with the community

### **Final Consent**

It is important to note that this step could conclude the FPIC process if the community decides not to move forward with any project activities. If the community chooses to move forward, the project's next steps will be planned and implemented, including future FPIC. The elements listed below should be considered during this step.

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16. It is necessary for the facilitator to understand what constitutes consent within a given community, including both the process and the actual indicators that consent has been achieved (such as *inter alia* a show of hands or decision-making among elders).
17. The decision that was made regarding the project should be documented so that all parties have a record.
18. Documentation methods that are relevant and useful to all parties should be selected. It may be necessary to document the decision in more than one way, for example, a written document and a recording of the representative stating the decision.
19. If the project is moving forward, the community should be collaborated with to determine the next steps and move forward with the subsequent phases of the project.

**MONITORING OF THE FPIC PROCESS**

The last step will be to create a mechanism for addressing violations of the FPIC and planning for periodic monitoring or reviews. This step includes incorporating FPIC into the Grievance Redress Mechanism and monitoring and adjustment processes.

**Grievance Redress Mechanism (GRM)**

The GRM is an internal project safeguard to ensure local well-being and project responsiveness to the community's concerns. If the community decides to proceed with a project or activity, the project's GRM must include a component related to violations of the right to FPIC. To increase the effectiveness of this process, the project implementers should:

21. identify traditional methods that the community uses to resolve conflicts;
22. create a culturally appropriate timeline in collaboration with the community for addressing unresolved issues;
23. determine with the community the required steps to resolve a conflict; and
24. incorporate FPIC into the GRM.

The project should ensure that the GRM pertains only or mainly to those possible grievances related to this project and not all issues arising from other arrangements or from past and other projects.

**Monitoring and Adjustment**

Monitoring an FPIC process is as important as its development. Because both projects and FPIC processes are dynamic and require adjustments as circumstances, opinions or outcomes change over time, periodic evaluations from IPLCs and other stakeholders ensure that FPIC is respected throughout the lifespan of the project. The following steps are important for achieving this aspect of FPIC.

25. Identify who will lead the monitoring and how often.
26. Develop a process to address unforeseen changes in the project.
27. Agree with the community on how and when the FPIC process will need to be re-negotiated.
28. Conduct periodic reviews of the agreement with the community throughout the project lifecycle. The frequency of the review should be determined in collaboration with the community.
29. The agreement can be modified as necessary with the parties' understanding even if the project is underway.

## Appendix 6: Resettlement Action Framework (RAF)

### 1. INTRODUCTION

#### 1. Purpose of the framework

This Resettlement Action Framework (RAF) has been prepared to guide the preparation of the Resettlement Action Plan (RAP) for the UNDP GEF Project “Enhancing the resilience of vulnerable coastal communities in Sinoe County of Liberia”. This RAF will be reviewed and updated from time to time to ensure relevance and consistency with applicable country legal frameworks and UNDP Social and Environmental Standards (2021).

The purpose of this RAF is to do the following:

1. specify the requirements that will be followed in relation to the screening, categorization, and assessment and planning of project activities, as well as arrangements for meaningful consultation with displaced people and other stakeholders;
2. information disclosure requirements;
3. assess the adequacy of the Project’s capacity to implement national laws of Liberia and UNDP’s requirements and identify needs for capacity building;
4. specify implementation procedures, including the budget, institutional arrangements, and capacity development requirements;
5. specify monitoring and reporting requirements;
6. describe the responsibilities of the client and of UNDP in relation to the preparation, implementation, and progress review of social safeguard documents;
7. lay out the principles and objectives governing the preparation and implementation of RAP and ensures consistency with UNDP Social and Environmental Standards;
8. and compare applicable national laws and regulations and the UNDP SES and outlines measures to fill identified gaps.

This RAF was prepared instead of a more specific action plan because is information about sites, extend of resettlement and other important variables are not known at this stage. The development of the action plan (in this case the Resettlement Action Plan) will be postponed to the implementation phase.

The RAF outlines the objectives, policy principles and procedures for land acquisition, compensation, and other assistance measures for displaced persons. It includes guidance on screening and categorization, assessment, planning, institutional arrangements, and processes to be followed for the Project.

The Resettlement Action Framework (RAF) provides guidelines for development of appropriate mitigation and compensation measures, for land acquisition impacts caused by project activities. The RAF identifies the possible impacts from project activities, describes the range of potential

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impacts (temporary and permanent) to land use/access and structures, and specifies the compensation and resettlement assistance/procedures for the same. The RAF is intended as a practical tool to guide the preparation of Resettlement Action Plans (RAPs) for activities during implementation of the comprehensive program.

The Project will be responsible for conducting the social assessment and formulating the RAP as per the procedures outlined in this RAF. The draft RAP will be disclosed to the displaced persons and submitted to UNDP for review and approval prior to commencement of any civil works. Compensation and other assistances will have to be paid to displaced persons prior to any physical or economic displacement of displaced households.

**1. Reasons for the use of a Resettlement Action Framework**

Involuntary resettlement refers both to physical displacement (relocation or loss of shelter) and to economic displacement (loss of assets or access to assets that leads to loss of income sources or means of livelihood) as a result of project-related land acquisition. Resettlement is considered involuntary when affected individuals or communities do not have the right to refuse land acquisition that results in displacement.

The project location has been identified, however, at this stage, the demography and livelihoods of the Project Affected Peoples (PAPs) and the resettlement related impoverishment risks they might face, is not fully determined yet. Consequently, it is not yet possible to prepare a Resettlement Action Plan (RAP), which specify the detailed mitigation measures and develop strategies to provide for livelihood restoration. In line with international and UNDP Social and Environmental Standard 5, this RAF has been developed to provide guidelines on how the projects will avoid, manage or mitigate potential risks and the process by which Resettlement Action Plan (RAP) will be prepared and implemented.

**2. Preparation of the Resettlement Action Framework**

This RAF is the result of a preparation study with the following objectives:

9. To assess the potential areas of environmental and social impact of the Project;
10. To inform the project preparation process of the potential environmental and social impacts of different alternative livelihoods and propose relevant mitigation measures;
11. To establish clear directives and methodologies for the environmental and social screening of project activities that will be supported by the proposed project.

**1. Principles of Resettlement Action Framework**

The following resettlement principles will be adopted for this project:

12. Screen the project early on to identify present and future involuntary resettlement impacts and risks. Determine the scope of resettlement planning through a census and socio-economic survey of project affected persons. Explore measures to avoid and minimize involuntary

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resettlement impacts by: (i) carrying out all improvements within the existing footprint; and (ii) ensuring that appropriate technology is used to reduce land requirements, and thereby avoid or minimize involuntary resettlement.

13. Where displacement is unavoidable, improve, or at least restore, the livelihoods of all project affected persons through; (i) land-based resettlement strategies, where possible, when affected livelihoods are land based, and when loss of land is significant, (land and socio-economic surveys will be used to determine the proportion of land acquired from each household and the probable severity of the impact of the project on landholding and on total family income.) (ii) prompt replacement of assets with access to assets of equal or higher value, and (iii) prompt compensation at full replacement cost for assets that cannot be restored. Furthermore, livelihood support services will be developed in close collaboration with PAPs and due attention will be accorded to livelihood impacts on women, the elderly, the disabled, and other vulnerable people including those below poverty line.
14. Ensure that project affected persons without titles to land or any recognizable legal rights to land are eligible for resettlement assistance and compensation for loss of non-land assets at replacement cost.
15. Improve the standards of living of the displaced poor and other vulnerable groups, including women.
16. Carry out meaningful consultations with project affected persons, host communities, and concerned nongovernment organizations. Inform all project affected persons of their entitlements and resettlement options. Ensure their participation in planning, implementation, and monitoring and evaluation of resettlement programs. Pay particular attention to the needs of vulnerable groups, especially those below the poverty line, the landless, the elderly, women and children, and those without legal title to land, and ensure their participation in consultations.
17. The Resettlement Action Plans (RAP) will elaborate on the entitlements of project affected persons, the income and livelihood restoration strategy, institutional arrangements, monitoring and reporting framework, budget, and time-bound implementation schedule.
18. The RAP will be prepared in consultation with affected parties including PAPs, local village leaders and community members. Draft RAP will be shared with the PAPs prior to their disclosure. Disclosure of the final Resettlement Action Plan and its updates to project affected persons and other stakeholders will involve information awareness campaign to ensure that PAPs fully understand the details of the RAP process, and are also informed about the compensation and rehabilitation packages applicable to the Project. A Public Information Booklet (PIB) or similar will be prepared by PMU and will be distributed to all PAPs residing in communities in the project area. In general, the PIB will include the following:
  1. Brief description of the project, implementation schedule;
  2. Project resettlement impacts, entitlements and rights of PAPs;
  3. Resettlement and rehabilitation policies for potential types of impacts;

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4. Institutions responsible for resettlement and time-frame (schedule);
  5. Information dissemination to and consultations with PAPs and stakeholders;
  6. What to do if PAPs have a question or a problem;
  7. Outline of the grievance redress procedure;
  8. Requirements for monitoring and evaluation, including independent monitoring.
19. Pay compensation and provide all resettlement entitlements before physical or economic displacement and before commencement of civil works. Implement the resettlement action plan under close supervision throughout project implementation.
  20. Establish a grievance redress mechanism to receive and facilitate resolution of the concerns of project affected persons.
  21. Monitor and assess resettlement outcomes, their impacts on the standard of living of project affected persons, and whether the objectives of the resettlement action plan have been achieved by taking into account the baseline conditions and the results of resettlement monitoring. Disclose monitoring reports with consideration given to ensure the PAPs privacy. Participation of local communities in monitoring will be organized by the PMU in a culturally appropriate manner in consultation with them, their local leaders and authorities.

**1. The process for preparing and approving the Resettlement Action Plan (RAP)**

A Resettlement Action Plan shall be prepared based on a census of the Project Affected Persons (PAPs) and socio-economic survey of PAPs. The census and socio-economic surveys of the project affected persons will be undertaken for every sub-project involving involuntary resettlement, so as to determine the magnitude of displacement and prospective losses, identify vulnerable groups for targeting, ascertain costs of resettlement, and prepare a Resettlement Action Plan for implementation. The screening of subprojects, preparation of RAP and the implementation of the RAP will be undertaken by the Project management Unit (PMU).

**22. Screening of Sub-Projects**

The sub-projects shall be screened by the PMU for social impacts based on the detailed design and sub-project components envisaged. Extent of land being acquired and impact to private and public structures will be identified during screening and accordingly suitable modifications/changes in design should be explored to minimize social impacts. Based on the screening and any modifications to minimize impacts, if it is evident that the sub-project will involve involuntary resettlement, a census and socio-economic survey will have to be carried out.

**23. Census and Socioeconomic Survey**

The census and socio economic survey shall be carried out using a structured questionnaire to record the details of the present occupants of land being acquired, their tenure status (primary land user or secondary land user), the extent of land required for the proposed

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improvements, in order to: (i) assess the magnitude of impact to private assets; and (ii) to assess the extent of physical and/or economic displacement, as well as standard of living, inventory of assets, sources of income, level of indebtedness, profile of household members, health and sanitation, perceived benefits and impacts of the sub-project and resettlement preferences of those who require to relocate. This information would facilitate the preparation of a resettlement action plan to mitigate adverse impact.

The purpose of the baseline socio-economic survey of affected persons is to capture the socioeconomic characteristics of the affected persons and to establish monitoring and evaluation parameters. The key socio-economic indicators will be used as a benchmark for monitoring the socioeconomic status of project affected persons. The survey shall cover all PAPs and the survey shall also collect gender-disaggregated data to address gender issues in resettlement.

As part of socio-economic survey, a wide range of consultations with different impacted groups as well as other stakeholders will be conducted to ascertain their views and preferences. Based on the outcome of these consultations the design changes, if required, and mitigation measures will be incorporated. Consultations will include women and their concerns and reactions, in particular to land tenure, livelihood impacts, delivery of compensation, and resettlement planning, will be addressed through appropriate mitigation plan.

24. The Resettlement Action Plan

The Resettlement Action Plan will be prepared based on the findings of the census and socioeconomic survey and consultations. It will include the findings of the census of project affected persons, and their entitlements to restore losses, socio economic characteristics of the project affected persons, institutional mechanisms and implementation schedules, budgets, assessment of feasible income restoration mechanisms, allotment of land from land reserve and issue of land users' certificate, development of resettlement sites and relocation, grievance redress mechanism, coordination of implementation in conjunction with civil works procurement and construction schedules and monitoring mechanism. The Resettlement Action Plans will comply with the principles outlined in this RAF.

**25. PROJECT DESCRIPTION**

**1. Overview**

The Project "Enhancing the resilience of vulnerable coastal communities in Sinoe County of Liberia" aims to address the vulnerability of coastal communities to environmental and climate hazards and to implement a sea and river defence and risk management (SRDRM) approach to protect coastal assets and promote climate-resilient livelihood diversification. The Project will focus on addressing current and future climate change impacts through a gender-responsive approach, building on ongoing baseline initiatives. Project sites which will be targeted for on-the-ground coastal resilience and livelihood interventions are all located along the coastal belt within Sinoe County and are characterised by mangrove and coconut forests.

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The overall objective of the project is to protect coastal communities and their assets from future climate change by implementing sea and river defence and risk management (SRDRM) approaches while simultaneously enhancing their income streams through livelihood diversification. This will be achieved through four complementary project components that will be implemented in Liberia's coastal counties, including:

26. updating policies and plans related to coastal management and relevant sectors such as fisheries and agriculture;
27. strengthening the institutional capacity of county and district level officials to apply SRDRM as well as climate change adaptation measures;
28. knowledge sharing and awareness raising;
29. improved risk management and early warning systems; and
30. diversified and climate-resilient livelihood options.

Four project outcomes will support the Project's objectives, namely:

31. Component 1 – Strengthened capacity of all Liberian coastal counties' planning institutions to assess climate change risks and integrate into county development frameworks.
32. Outcome 2 — Innovative technologies — including response planning and communication mechanisms — introduced to support coastal adaptation.
33. Outcome 3 — Reduced vulnerability of Sinoe County coastal communities to climate-induced sea level rise impacts through hybrid solutions (nature-based and engineering); and
34. Outcome 4 — Gender-responsive options for climate-resilient income and livelihood diversification introduced to climate-vulnerable communities in coastal counties.

Approximately 80% of Sinoe County residents cultivate cassava as an agricultural livelihood strategy, which is often processed into gari, fufu, dipa and cassava powder for bread and starch. The majority (~80%) of this production is subsistence based, and most (~88%) cassava farmers do not have agricultural equipment and rely exclusively on manual labour. Fifteen percent of the population in Sinoe also work in marine fisheries, resulting in overlap between people employed in the fisheries sector and those who also cultivate crops for livelihood and subsistence purposes. In Sinoe County, ~46% of the population live in absolute poverty, ~19% experience food poverty and ~8% experience extreme poverty.

Additionally, hybrid nature-based and engineered interventions will be implemented in the vulnerable coastal county of Sinoe, which will be used as a pilot to collect best practices for dissemination to other coastal counties. Further details on these project components are provided below.

#### **1. Project Implementing Partner**

2. The Implementing Partner for this project is the Government of Liberia's Environmental Protection Agency (EPA). The UNDP Administrator has entrusted the implementation of UNDP

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assistance as specified in this signed project document to the EPA, along with the assumption of full responsibility and accountability for the effective use of UNDP resources and the delivery of outputs, set forth in this document. **Implementation of the resettlement**

The resettlement will be done by the Government (for the project). Therefore, this RAF is for the Government to apply. The Ministry of Internal Affairs (MIA), through the Local Authority, will oversee implementing the land acquisition, resettlement and compensation processes. The MIA will use its own resources, which will not flow through UNDP accounts. While there is no documentation or meeting notes, there is precedence to the effect above, where similar projects in the past (in Buchanan and in New Kru Town) the Government managed the movement of people using its own resources and process outside the project budget. These projects were also financed through UNDP, but the resettlement was not done through UNDP-managed funds.

When Government is involved in the land acquisition, resettlement and/or compensation processes for the benefit of the Project, the Project must review the actions to confirm whether they meet or not the objectives Standard 5 (Displacement and Resettlement). If there are any gaps in the achievement of aims and objectives of Standard 5, those gaps will have to be satisfactorily addressed by the Project before commencement of the activities.

### **35. POTENTIAL IMPACTS AND AFFECTED PERSONS**

#### **1. Affected persons**

At this stage of the Project, there is no accurate information such as who and how many people need to be resettled. However, there are household (formal and informal) by the shore in an area that overlaps with the future footprint of the hard infrastructure. This RAF specifies that a comprehensive census and socioeconomic survey will be carried out to record the details of the present occupants of land being acquired, their tenure status (primary land user or secondary land user), the extent of land required for the proposed improvements.

Affected persons are in the communities described below:

#### **Downtown-Mississippi Street**

Downtown (upper and lower) is Greenville commercial hub while Mississippi Street closely adjacent with a combined population of 2296 as of the 2008 national population census, (1194 males, 1102 females) which over the years has been greatly affected by the impacts of sea erosion and flooding.

#### **Nanakru**

Nanakru is a second-order administrative division (class A- Administrative Region) in Sinoe County. The area is located at an elevation of 67 meters above sea level. The area is a small isolated coastal community that is not accessible via car or motorbike. Nanakru has a population of 731 inhabitants as of 2008 national census (371 males and 360 females).

Tournata

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Tournata is a small coastal town in Sinoe County with a population of 68 inhabitants (38 males and 30 females) as of the 2008 national population census. It is about 130 mi (209km) south-east of Monrovia.

**Bafu Bay**

Bafu Bay is also coastal town located in Sinoe County, adjacent Tournata town. The area is about 131 mi (210km) from Monrovia with a population of 334 residents as of the 2008 national census. This community has a huge mangrove forest with black sand deposits.

**Sebeh**

Sebeh is a coastal community outside Greenville, Sinoe County. It is a community that practice fishing with the population of 2,285 inhabitants as of 2008 national census. The community is adjacent Downtown-Mississippi and predominately into fishing activities. The community is situated between the Sinoe River and the Atlantic Ocean.

**2. Potential Impacts**

The project will largely have a positive impact with regard to improved community resilience, strengthened and diversified livelihoods. However, the communities living very close to the shores/beaches in Greenville area will be impacted by physical and/or economic displacement due to the hard engineering interventions. To manage and mitigate associated project risks, this RAF was developed as part of the Environmental and Social Management Framework (ESMF). It will be used throughout project implementation. Training and awareness raising will also be offered to communities to avoid and reduce negative impacts on community.

**36. LEGAL FRAMEWORK**

**1. Liberia Legal Framework**

The Liberian Constitution of 1986 and other Liberian Laws provide the basis for resettlement and compensation. When there is a discrepancy between the Liberian laws and UNDP SES5, the regulation that gives the most protection and assistance to PAPs will prevail. This section presents a detailed description of Liberia’s legal framework relating to involuntary land taking and property rights.

The Liberian Government uses four ways to acquire land:

- 37. *Mutual agreement:* This is where two or more parties having claim to a land mutually agreed to be used for a particular purpose;
- 38. *Eminent Domain:* This occurs when government makes a decision to forcibly take a private land for development purpose in the sole interest of the state and provide just compensation to the land owner;
- 39. *Donation:* As the name denotes, this is when a private land is voluntarily given to government or an individual for use without money changing hands;

40. *Reversion*: When land is bought wrongly and the aggrieved party go to court and get power to own back such land.

### **Liberian Laws and land acquisition procedures**

The following Liberian Laws and land acquisition procedures comprise the legal framework:

#### **The Liberian Constitution (1986)**

Article 22 (a) of the Constitution vests in all individuals the right to own property either on individual basis or in conjunction with other individuals, if they are Liberian citizens. However, Article 22 (b) gives the right to noncitizen missionary, educational or other benevolent institutions to own property as long as the property is used for the purposes for which it was acquired. The right to own property however does not extend to mineral resources on, or beneath the land.

Article 24 states that, “expropriation may be authorized for national security issues or where the public health and safety are endangered, or for any other public purposes, provided.” For the expropriation to be successful the following issues need to be addressed:

41. That reasons for such expropriation are given;
42. Prompt payment of just compensation;
43. That such expropriation or the compensation offered may be challenged freely by the owner of the property in a court of law with no penalty for having brought such action; and
44. That when property taken for public use ceases to be used for the intended purpose, republic shall accord the former owner, the right of first refusal to reacquire the property.

#### **Land Rights Act (2018)**

The Land Rights Act of 2018, among other things, defines land ownership and other rights, eligibility to own land or rights in land, the nature of land ownership, and the different types of customary lands in Liberia. It defines four categories of land ownership in Liberia including Public Land, Government Land, Customary Land and Private Land. It also prescribes the means by which each of the categories of land may be acquired, used, transferred and otherwise managed.

According the Act, private land may be acquired through purchase, donation, intestacy, gift, will or adverse possession; 12 provided that in all cases a valid acquisition of a private land may be only by persons qualified to hold private land in keeping with Article (15) of this Act. Article 15 states that “Private Land may be acquired, held or owned by :

45. Natural persons who are citizens of Liberia;
46. Sole proprietorships and partnerships owned entirely by Liberian citizens;
47. corporations owned entirely by Liberian Citizens; and

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48. missionary, educational or other benevolent institutions.”

The acquisition of Private Land by purchase may be done through privately negotiated sale or at public sale done by auction. However, the Act provides that a purchase from a private land owner shall not be valid and enforceable, unless:

49. the Deed was executed by the legitimate owner (s);
50. notice of the sale was published in a local newspaper and posted in conspicuous places in the community where the Land is located;
51. the buyer obtains and retains documentary confirmation of the seller’s ownership of the subject land;
52. the Seller produces, and the Buyer obtains and retains, documentary confirmation of the seller's payment of all taxes due on the land or the seller and buyer agree in writing that the buyer shall be responsible for the payment of all taxes due as of the date of the sale; and
53. the transfer deed from the Seller to the buyer is duly probated and registered in keeping with law.

The Act also provides that a defined portion of a Customary land as a residential area may be acquired by a community member as private land, provided that no community member is deprived of a residential area.

*A person acquires ownership of Private Land by Adverse Possession where (i) he or she occupies the said piece of Private Land under an asserted claim of right but without valid title where the use and occupancy is open, exclusive, notorious, continuous period and hostile to the rights of the Owner(s) for a period of fifteen (15) or more years without any legal objections from the Owner(s); or (ii) where he or she occupies the said piece of Private Land under an alleged color of title, which is not recognized by the Owner(s) and remains in open, notorious, continuous possession of the aforesaid Private Land for a period of fifteen (15) or more years without any legal objections from the Owner(s). “Claim of right means any asserted ownership of Private Land whether supported by a document of title or not, while a “color of title” means any claim of ownership of Private Land founded on a written instrument such as a deed, a will or a judgment that is for some reason defective or invalid.*

### **Zoning Law**

The Zoning Law prescribes designated sites for construction of specific structure. Construction of unauthorized structures is violation under this statute. Section 102 of the Law requires that Zoning Permit be obtained prior to construction of any structure. However, section 72 of the same statute also provide that a Temporary Permit could be obtained from the Zoning Council for a period not more than one year, to construct a non-conforming structure.

### **The Real Property Laws**

The Real Property Laws of Liberia is based upon the doctrine of Eminent Domain which holds that Government owns the land within the borders of Liberia and that the Government of Liberia is the

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original granter of land in Liberia. Under the Real Property Laws of Liberia, the only instrument of Title is the Deed. Squatter Right does not cover Title. Squatter Right may be a city ordinance and it is not a law. Squatter's Right is only intended as a temporary arrangement for accommodation and not a Title. The Government of Liberia granted land to settlers and aborigines based upon the doctrine of preemption, the measure in which prior occupancy accompanied by improvement gives superiority in ownership to land. Preemption has been abolished with the growth of population and now public land must be purchased from the Government in order to have Title. In 1948, the William V.S. Tubman Administration demarcated public land in the then Hinterland among the tribal settlers by districts, clans, and towns, and made the tribal settlers, trustees of the public land of their respective locales. This makes the acquisition of public land in the Hinterland, now county areas, easier through tribal land certificate from the tribal authority.

**Liberian Freedom of Information Act of (2010)**

Freedom of Information Act Section 1.4 (b, c and d) states as follows:

54. (b) Everyone has a right of access to information generated, received and/or held by public bodies, subject only to such limitations as are necessary and narrowly established for reasons of an equally or more compelling public interest;
55. (c) The right of access to information includes both (1) a right to request and receive information, and (2) an obligation on the part of public bodies and officials to disseminate essential information that the public would generally want to know, including their core functions and key activities;
56. (d) The right of access to information applies to private entities that receive public resources and benefits, engage in public functions, and/or provide public services, particularly in respect of information relating to the public resources, benefits, functions or services.

**1. UNDP Social and Environmental Standard 5**

If the negative impacts are not mitigated properly, Project Affected Persons (PAPs) will face difficult economic, social, and environmental risks. Thus, UNDP SES5 seek to avoid physical and economic displacement, and minimize and mitigate displacement impacts and inherent risks when displacement cannot be avoided.

Where displacement cannot be avoided, the Project will:

1. utilize experienced professionals in establishing baseline information, designing displacement activities and assessing potential risks and impacts.
2. Identify potentially affected persons, lands, and assets through census, socio-economic surveys and evaluations, and asset inventories, including claims of affected groups not present as part of census (e.g. seasonal resource users).

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3. Clarify the tenure rights and relationships of potentially affected persons to affected lands and resources, including recognition of customary rights and collective or communal forms of land tenure

UNDP requires the Project to comply with the SES5 provisions when carrying out project activities entailing involuntary resettlement. Hence, this Resettlement Action Framework (RAF) is to be applied during Project preparation and implementation phases. Furthermore, UNDP requires that where there are gaps between the legal frameworks of Liberia and that of the SES5, the Project will take supplementary measures to ensure that the project complies with the standards set in SES5.

#### 1. Comparison between SES5 requirements and the Liberian legal framework

Table 1 below provides a summary of comparison between SES5 requirements and the Liberian legal framework, highlighting key differences and measures to bridge these gaps.

**Table 1: Comparison of Liberian Regulations with UNDP SES5.**

Topic	Liberian Regulations	UNDP SES Requirements	Measures to bridge gaps
Land acquisition procedure	Liberian law has a provision on how private land is acquired for public interests which include providing: “private property owners with reasons for expropriation”.	ESS5 provides guidelines on how to acquire land for project	While the Liberian laws provide adequate basis for private land acquisition, the guidelines of UNDP SES5 will be used to supplement the existing national procedure.
Timing of compensation payment	Prompt payment of just compensation	Compensation payment prior to displacement for any losses of personal, real or other property or goods, noting that compensation.	The Project will follow SES5 to pay compensation prior to commencing construction or before acquiring land and assets.

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Topic	Liberian Regulations	UNDP SES Requirements	Measures to bridge gaps
Calculation of compensation	Article 24 (a) 1: provision is made for prompt payment of just compensation. However, the provision is not very clear whether full replacement cost will be used to compensate PAPs.	Fair and just compensation at full replacement cost (based where relevant on the cost of replacement at resettled sites and locations) prior to displacement for any losses of personal, real or other property or goods, noting that compensation and support may be collective in nature.	In the absence of national law and lack of clarity on how compensation for various property on land to be acquired through the eminent domain law shall be handled, it is recommended that the provision of SES5 on compensation criteria and full replacement cost principles are used.
Resettlement	There is no Liberian law mandating project proponent to develop resettlement action plan.	The preparation of a resettlement plan cleared by UNDP prior to the implementation of the resettlement activities is required.	In the absence of Liberian Laws to address involuntary resettlement, SES5 shall prevail. Affected people should be offered various resettlement options respecting preferences to relocate in pre-existing communities wherever possible and document all transaction. Gap measures will be fully incorporated in the RAP.
Resettlement assistance	No provision in Liberian Laws	Development assistance such as land development, credit facilities, direct benefits, training or employment opportunities, and provision of expertise, as appropriate. The combination of compensation, transitional support and development assistance will seek to improve pre-displacement productive capacity and earning potential of displaced persons.	Provision of SES5 shall be applied. The Project will also provide transitional support (both financial and in-kind) based on reasonable estimates of the time required to restore and improve income-earning capacity, production levels, and standards of living. Gap measures will be fully incorporated in the RAP.

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Topic	Liberian Regulations	UNDP SES Requirements	Measures to bridge gaps
Vulnerable groups	No provision in Liberian Laws	Particular attention to be paid to vulnerable groups, especially those below the poverty line, the landless, the elderly, women and children, etc.	In the absence of legal provision in Liberian Law to support vulnerable people, SES 5 shall be applied. The Project shall pay special attention to vulnerable people in the project landscape.
Information and Consultation	Chapter 3 Article 17 of the Liberian Constitution (1986) provides the right to assemble and consult upon the common good... Section 1.4 (b, c, and d) of the Freedom of Information Act of Liberia states the principles which shall govern the construction, exercise, and protection of the right of access to information	Displaced persons and their communities are provided timely and relevant information, consulted on resettlement options, and offered opportunities to participate in planning, implementing, and monitoring resettlement.	Since common good is subject to different interpretations, it is important that land acquisition consultations are done under UNDP SES requirements. Affected people should get access to full information about the resettlement process and options for compensation.  Participatory planning and decision making should be applied in resettlement options and compensation.
Grievances	Chapter 3 Article 17 of the Constitution of Liberia provides venue for grievances.	Appropriate and accessible grievance mechanisms to be established.	There is a need for ensuring that affected people are offered the direct channel for grievance and receive redress in proper time prior to, during and after resettlement. Grievance Redress Mechanism (GRM) shall be established at project level.

As shown in Table 1 and discussed in the gap analysis section, there are differences between the SES5 requirements and existing Liberian Legislations. Considering the above-mentioned differences, UNDP policy shall complement the existing Liberian legislation relating to:

4. the economic rehabilitation of all affected persons and affected families (AP/AF), including those who do not have legal/formal rights to land acquired by the Project;
5. the provision of assistances for loss of business and income;
6. the provision of special allowances covering PAP expenses during the resettlement process or covering the special needs of severely affected or vulnerable PAPs.

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No construction can start before completing resettlement and compensation assistances. All compensation resettlement assistance measures should be completed prior to start-up of construction activities. This shall include the following:

7. Structural demolition that would cause physical relocation of households or businesses shall be avoided or minimized as much as possible;
8. Without any regard to land registration and ownership, the PAP shall receive compensation or appropriate supports in accordance with SES5 and those of Liberian applicable legislations;
9. PAP shall be informed about their rights, options and alternatives;
10. PAP shall be consulted on, offered choices among, and provided with technically and economically feasible resettlement alternatives;
11. PAP shall be offered effective compensation at full replacement cost for losses of assets;
12. PAP shall be offered additional support in case impact is considered to be severe, to support their livelihood during the transition period, based on a reasonable estimate of the time likely to be needed to restore their livelihood and standards of living;
13. In all cases, special attention shall be paid to the needs of the vulnerable groups of PAPs including children, women, the elderly and those with disabilities.

**14. KEY COMPENSATION AND ASSISTANCE PRINCIPLES**

**1. Asset valuation**

The objective of the asset valuation exercise is to determine the current market value of the asset to be impacted plus transaction costs, so that the amount for compensation will be equal to that which can adequately enable the affected persons to replace the asset at the current full replacement cost. "Replacement cost" is the method of valuation of assets that helps determine the amount sufficient to replace lost assets and cover transaction costs. In applying this method of valuation, depreciation of structures and assets should not be considered. Where domestic law does not meet the standard of compensation at full replacement cost, compensation under domestic law shall be supplemented by SES5 provisions as necessary to meet the replacement cost standard. For losses that cannot easily be valued or compensated for in monetary terms (e.g., access to public services, customers, and suppliers; or to fishing), attempts should be made to establish access to equivalent and culturally acceptable resources and earning opportunities. Such additional assistance is distinct from resettlement assistance to be provided under SES5 requirements.

The valuation method shall follow the SES5 requirements that lost income and asset will be valued at their full replacement cost (including any transition expenses and transaction costs) such that the PAPs should not be worse-off in comparison to his/her situation prior to the project or prior to resettlement, and all efforts shall be made to ensure that PAPs are better-off than the pre-project level of standard of living.

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Compensation and resettlement assistance to be paid/provided to PAPs will be calculated based on full replacement cost principles and the valuation method shall be:

15. certified by independent certified valuer,
16. based on updated properties value rates reflecting the current full replacement cost of the affected property and,
17. compatible with international good practices and valuation principles.

The calculations will be based on market rates. Each category of the asset shall have its own methods of valuation, and the exercise of valuation shall be based on appropriately established property value rates by relevant experts. Valuations will be certified by an independent evaluator hired by the Project Management Unit (PMU). Determination of compensation value for loss of assets and other impacts associated to land acquisition and easement will be carried out by qualified valuers, one of whom will be the Government valuer.

**1. Replacement Value**

The calculation of replacement costs of land and structures will be based on

18. fair market value at the time of dispossession,
19. transaction/legalization costs, other taxes and fees,
20. transitional and restoration (land preparation and reconstruction) costs, and
21. other applicable payments.

As part of the valuation process, the PMU will ask community and local authorities to identify replacement land that meets the qualitative requirements of lost land and is acceptable to resettled persons and host communities and to determine the costs for PAPs or the project to obtain the land. Where replacement land cannot be found locally, a value for monetary compensation shall be developed. Regardless of whether land is replaced in kind or with monetary compensation, valuation shall include the cost to prepare the land to a level similar to that of the affected land, plus the cost of land registration, including any applicable taxes. Valuation of structures shall consider size and construction materials used. In determining replacement cost or design of replacement structures, depreciation of the asset and the value of salvageable materials shall not be considered.

**1. Valuation Principles**

Valuation of land and assets shall consider the following:

22. Applicable current market prices
23. Loss of future income or value
24. Applicable current local rates for land values obtained from LRA; if available, up to date and relevant to replacement objective or more advantageous to PAPs

25. Applicable current rates for valuing structures, crops, trees, etc.

The calculation of unit value will be done keeping in consideration the current market rate to meet with the replacement cost of the land and lost assets etc. The approach of the valuer will consider the assessment for each type of land and assets by location. The valuation shall be carried out only when detailed designs are available for the respective sub-projects. This team of valuers will undertake site visits for physical verification of each category of the losses. The valuers will also consider the reference of previous valuation, if available, and use latest release of market survey. Based on this methodology the unit rate will be determined.

The methodology for assessing unit compensation values of different items is as follows:

**1. Structures**

Value of residential dwellings, commercial structures, and other affected structures (such as barns, fences, and outdoor cooking facilities) will be valued at replacement value based on construction type, cost of materials, labor, transport and other construction costs. No deduction for depreciation and transaction costs will be applied. For the partial impact, compensation is paid for the repair of the affected structure. Valuation of replacement dwellings shall include the cost of sanitation facilities. Valuation also shall include the cost of access to water supply and other services (such as electricity, sanitation) if the displaced structure had access or if the replacement location does not provide access. Estimated costs shall be sought from PAPs and other local residents and from contractors and suppliers in the affected areas. These estimates do not include the cost of land. Incomplete dwelling units or units that have collapsed and are not in use shall be valued based on replacement cost of materials. Monetary compensation only, not in-kind replacement, shall be offered for such units.

**2. Houses and buildings**

The team of valuers will determine market value for assets. Replacement cost will be identified considering market valuation as well as cost of materials, type of construction, labor, transport and other construction costs. No deductions will be applied for depreciation, salvaged materials and transaction costs.

**3. Land**

Agricultural Land will be valued at replacement rates according to two different methodologies depending on whether in affected areas active land markets exist or not.

26. Where active land markets exist, land will be compensated at replacement rate based on a survey of land sales in the year before the impact survey.
27. Where active land markets do not exist land will be compensated based on the reproduction cost of a plot with equal features, access and productivity to the plot lost. A clear valuation methodology for these cases will be detailed in the RAP.

**1. Annual Crops**

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All crops will be valued using the Ministry of Agriculture Tree Crop Pricing for Development Projects and paid for one year unless PAPs lose crops for more than a year in which case the number of years affected (or any fraction) will be paid. The Project will contract an independent and impartial third-party specialist in agricultural land/crop values to identify market rates and value.

**2. Trees**

They will be valued based on the type of tree, its age and productive value. Experts will be engaged from the ministry of agriculture and forestry to establish a typical production amount with botanists and a unit value for the species existing in the area. PAPs will also receive the necessary inputs (include labor or a corresponding allowance) to replace the trees including seedlings based on the survival rates for young trees of the species being replaced.

**3. Land valuation for easement**

Agreements shall use market value or net present value as explained above. Where easement agreements allow future use of land for cultivation of low crops, compensation shall consider rental fees for the use of properties temporarily affected. This compensation value is distinct from compensation for any trees or other crops that would be destroyed by initial use of an easement for construction. These crops would be compensated at full value. Compensation for easement agreements will address land value lost because of the temporary restriction of future uses during the construction phase of the project.

**4. Business**

In a situation where the PAPs incurred losses of income from business, the compensation method should be the following:

28. Estimate the net monthly profit of the business, based on records if any, on operator's statements, crosschecked by an assessment of visible stocks and activity.
29. Multiply this net monthly profit by 6 months during which the business is prevented from operating.
30. Allocate a disturbance allowance (e.g. 10% of total compensation).

Where Liberia law does not meet the standard of compensation at full replacement cost, compensation under Liberia law is supplemented by SES5 to meet the replacement cost standard.

**1. Valuation/Assessment Team**

A valuation / assessment team will be established for assessing and determining the value of assets and compensation amount to be paid to affected PAPs. The valuation team will comprise key Engineers of the Ministry of Agriculture and staff from the Ministry of Finance, as well as the Project's Safeguards Officer. While conducting the valuation exercise the team shall:

31. Obtain copies of the census report on the affected area,

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32. Assess the value of affected properties as and where necessary to ensure that the cash value placed on those properties is calculated based on full replacement cost,
33. Ensure that tree crops are physically counted to ensure correctness and that the current US\$ rates provided by Ministry of Agriculture for various crops are applied,
34. Collect from each Project Affected Person (PAP) a proof of ownership such as land deed, tribal certificate, or attestation issued by the Court for his/her affected property along with ID photos;
35. Collect other details on the PAPs and the affected property (including name of owner, sex, location of structure, total dimension (sq. ft), category, kind of structure, rate per sq. ft and total appraised value for each structure). This information will be noted on a RAP Verification Form (or similar).
36. Ensure that every member of the valuation team and the PAP signed in spaces provided on each RAP Verification Form as a proof to acknowledge the appraised values thereof;

**37. ORGANIZATIONAL ARRANGEMENTS**

**1. Institutional and Implementation Arrangements**

This chapter discusses institutional arrangements for preparing and coordinating RAP preparation and implementation as well as the organizational procedures for delivery of entitlements. In order to ensure efficient resettlement activities preparation and implementation as well as compliance with UNDP SES5 and the relevant Liberian legal provisions and policies, the following institutional and departmental arrangements shall be used to connect and mobilize resources and capabilities of all relevant organizations who will be involved in the preparation and implementation of the RAP associated with project activities.

**2. Project Delivery Team (PDT)**

The PDT will be responsible for executing the project day-to-day activities (including subproject screening and RAP implementation).

**3. Safeguards Officer**

The Safeguards Officer who will be the staff of the PDT will be part of and shall be embedded in the in the day-to-day implementation of the Project. The Safeguards Officer will be responsible for overseeing the overall preparation and implementation of E&S safeguard instruments. Major responsibilities to be performed by the Safeguards Officer includes managing all social development aspects, including:

38. ensuring highest standard of quality in social impact assessment and mitigation activities including screening of subprojects in accordance with the ESMF and this RAF,
39. engagement of all stakeholders,
40. project disclosure and outreach,

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41. grievance management,
42. implementing resettlement, compensation and livelihood restoration plans and measures, and
43. guide consultants involved in resettlement studies or preparation and implementation of RAP and ESMP.

**1. National level Institutional Arrangements**

**1. Environmental Protection Agency (EPA)**

The EPA will oversee RAP of the project to ensure basic compliance on all relevant protocols during the project implementation. The EPA will issue compliance certificate to construction contractors under the project. The EPA is the Implementation Partner, and the main authority for the management of the environment, social and mandated to coordinate, monitor, supervise, and consult with the relevant stakeholders on all activities in the protection of the environment, social and sustainable use of natural resources.

**2. Ministry of Public Works (MPW)**

The MPW will approve all drawings for civil works and issue construction licenses to works contractors under the project. The MPW is responsible for infrastructure development (road, bridges, buildings, railway etc.) and zoning regulation in Liberia. The near lack of zoning regulation is responsible for some of the critical environmental issues such as reclaiming of urban mangroves, unplanned settlements, urban flooding etc. The Ministry of Public Works will be part of the screening and property valuation team.

**3. Ministry of Finance and Development Planning (MFDP)**

The MFDP will lead on project negotiation between the Government of Liberia and UNDP. The MFDP will sign off Grant Agreement and oversee financial management services through its Project Financial Management Unit (PFMU). The PFMU will be part of the RAP payment team.

**4. Liberia Revenue Authority (LRA)**

For land and assets verification, the LRA will play critical role in verifying and confirming the value of project affected assets. Their continuous involvement to advance work related to land and property verification valuation exercise is vital.

**5. Ministry of Agriculture (MOA)**

Relationship with the Ministry of Agriculture (MOA) will be cultivated. Staff of MOA will be part of the verification team in which they will assist with crops valuation exercise. Involvement of agricultural extension officers at the local level will be sought to support PAPs whose livelihoods focus on agricultural products. In circumstances where farmers are substantially affected by the project, the agricultural extension officers would work closely with the Project to assist and track progress of the affected farmers.

**6. Liberia Land Authority (LLA)**

As the one-stop-shop for land matters in Liberia, the LLA will assist with the settlement of land disputes and validation of land deeds and titles.

**2. RAP Entitlements Delivery and Resettlement Committee**

**1. Resettlement Committee**

A Resettlement Committee shall be constituted. The Committee will be formed, at a minimum by Government Representatives, Project Staff, Safeguards Officer, Community Representatives. The committee will meet periodically and carry out the following:

44. Review resettlement progress and challenges,
45. Evaluate grievances from affected persons regarding resettlement issues
46. Discuss any pending and emerging E&S/social safeguard issues,
47. Prepare and submit quarterly reports to the SMT and UNDP.

**1. Compensation payment processing**

The following documentation shall be attached to each compensation payment request:

48. Probated and registered land deed (where land or economic crops are to be compensated). Clearance from local authorities is required.
49. Village chief and elderly attestation. In circumstances where land ownership cannot be attested by district courts and probated land deed, the PAP shall present a clearance from the village chiefs and elders showing that he is the sole owner of that land. In the absence of court attestation and probated land deed, the attestation given by the village chief and elders to the PAP shall become proof of landownership for the PAP and shall serve the same purpose as that of district court attestation and probated land deed.
50. Passport-sized photographs of the PAPs shall be attached to the completed verification forms.

Processing compensation payment to PAPs shall be the responsibility of MFDP/PFMU.

51. Based on submission of verified list of PAPs accompanied by payment requests and the required documentation, the PFMU shall proceed to write the compensation checks to PAPs,
52. If the PFMU is not fully satisfied with compensation payment requests, it shall return those requests to the Project within five days after receipts with reasons for not proceeding with processing of the compensation payment request(s),
53. The PFMU shall then requests the Project to supply the needed documents,

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54. the Project shall make the necessary corrections within five days of receipt of the said communication from PFMU and resubmit the compensation payment request to PFMU for the processing of checks.

**1. Entitlement Pay Team**

Carrying out a door-to-door compensation payments to PAPs shall be the responsibility of the RAP pay team. The pay team shall comprise staff of the PFMU and the Safeguards Officer. The door-to-door compensation payment system has some risks. Some key risks factors include poor accounting for funds received and claims by some PAPs that they did not receive their payment. However, specific procedures will be put in place to mitigate these risks. When making door-to-door compensation payment to PAPs, the pay team shall follow the following procedures:

55. Collect all checks and the required documents attached to the completed verification forms from the PFMU to use as a basis for identifying and paying affected structure owners.
56. Go from house to house to pay the verified PAPs in front their affected structures or farms.
57. Fill in payment form and have each legitimate PAP and members of the pay team sign in the spaces provided for their signatures.
58. Have each PAP’s fingerprint on the payment form and photograph the PAP holding his/her compensation check in front of the affected property.
59. Send the signed payment forms or approved list of the PAPs paid to UNDP to enhance the encashment of their checks.
60. No third-party payment shall be allowed.
61. Return all checks for PAPs that fail to show up during compensation payment and those that can’t be disbursed due to dispute; payment report should include a list of all undisbursed checks with their numbers and the PAPs in whose names the checks are issued.
62. Prepare and submit payment report within three days after returning from the field.

**63. TIME FRAME**

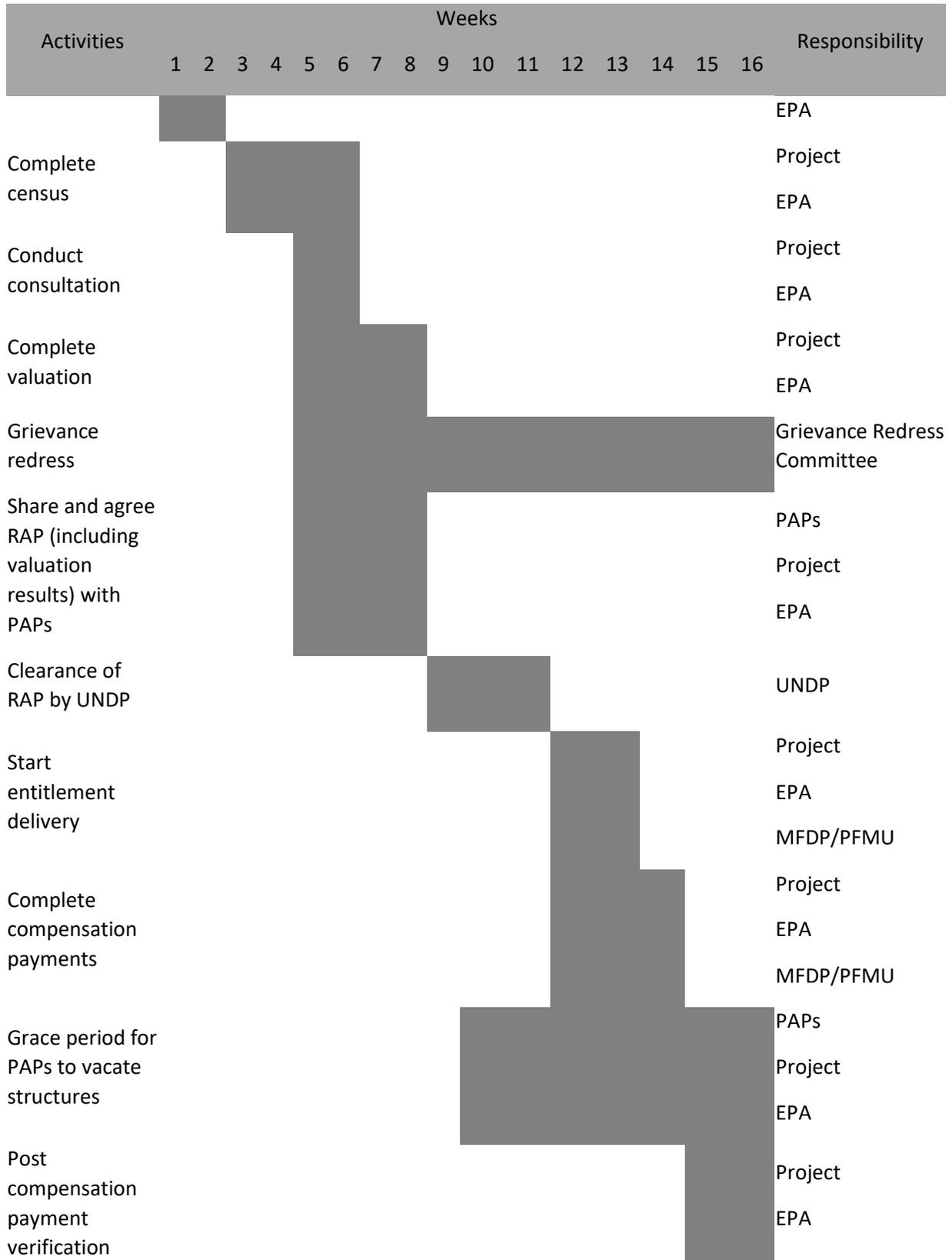
Estimated time frame for the implementation of RAP is represented in Table 2 below.

Table 2: Example of a RAP Implementation Schedule

Activities	Weeks																Responsibility
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
Recruitment of consultant																	Project

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Activities	Weeks																Responsibility
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
exercise/RAP Audit																	

**64. PARTICIPATION AND CONSULTATION**

**1. Consultation**

Consultations will aim to achieve the following objectives and shall be linked to the project’s Stakeholders Engagement Plan (SEP):

- 65. To provide information about the project and its potential impacts to those interested in or affected by the project, and solicit their opinion in that regard
- 66. To manage expectations and streamline misconceptions regarding the project
- 67. To agree on resettlement preferences, if any, and discuss concerns
- 68. To ensure participation and acceptance of the project by the communities Information obtained during consultations will be used to make an inventory of existing infrastructures and to collect information on land management, socio-economic activities, infrastructure, and expectations of the residents.

**1. Methodology**

A team consisting of the staffs/representatives of the Environmental Protection Agency will initiate a stakeholders mapping process. The team will identify stakeholders, decide time and venue for consultations, spread information about consultation, date and venue to ascertain maximum participation of stakeholders, disseminate information about the project, impacts, mitigation and management proposed and collect data for the consultations. Community opinion leaders will serve as key contacts to encourage meeting attendance.

The consultations shall include several community forums, and shall be interactive, with questions from the communities and answers and explanations from the Project staff. The meeting shall include diverse stakeholders, including men, women, girls, boys, the elderly, people with disabilities, and other vulnerable groups. A list of the people consulted is to be included in the final version of this document. The minutes of the consultation meetings, photographs of the consultation meetings, attendance would be attached in the RAP and continuous consultations shall be conducted to keep informed the stakeholders and making the process transparent.

**1. Community & Participatory Consultation**

The Project will conduct consultations immediately after identification of project sites. These consultations are to be led by teams and integrated into the project awareness as a whole. The

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team expects to visit sites, meet with the chiefs, and interview local opinion leaders and community members and present the project plan in the local districts and address land acquisition processes, issues related to litigation on land in that district, assess the impacts on public utilities to plan mitigation for public inconvenience.

**2. Consultation with Stakeholders**

A consultation meeting shall be held with project- affected residents in the project area as per the SEP. The purpose of the consulting PAPs is to provide understanding and clarity as to how compensation would be carried out for structures and means of livelihoods that would be impacted by the project, due to the implementation of the project interventions. PAPs will be informed on the following:

- 69. The extent of land requirement and impacts associated with it,
- 70. The full replacement values of their properties and methods used to arrive at full replacement cost
- 71. Availability of cash option for PAPs who prefer cash compensation for their affected properties,
- 72. Availability of transition allowances for losses of: a) rental income (landlords), ii) business income, iii) rental shelter (Renters),
- 73. Availability of special packages for three months transition period to vulnerable people,
- 74. Information on their right to be informed about their choices and their right to make free and informed choice as well as their right to accept or reject what is offered to them by the Project,
- 75. Availability of GRM to file dispute and seek remedy when they are not satisfied with entitlements and assistance packages offered to them,

In addition to various consultation strategies outlined in the SEP, focus group discussions and individual consultations will be used to disseminate resettlement/entitlement information and to obtain PAPs views. During the consultation exercise all stakeholders shall be allowed to fully participate and express their view. Their views shall be fully captured and disclosed.

**1. Consultation Strategy**

During consultations with stakeholders, various consultation methods stated in SEP shall be used, including:

- 76. focus group discussions,
- 77. informal interviews and,
- 78. public consultations.

In each of these consultation sessions question and answers sessions will be used to obtain their views and efforts shall be made to ensure that everyone’s voice is heard, responded to and record of the consultation(s) will be annexed to the RAP.

**1. Resettlement Alternatives**

During the consultation exercises as well as during face-to-face meetings, PAPs shall be offered with the following alternatives including choices related to forms of compensation and resettlement assistance.

**1. Alternatives Offered**

In line with SES5 requirement as well as the national provision, PAPs have been offered with the following alternatives and the choices accepted and rejected shall be reported in the RAP:

- 79. Cash compensation for affected structures using full replacement cost of the affected structure;
- 80. Project take the responsibility for replacing the fully or partially affected structures;
- 81. Paying net income loss for businesses that may be partially and fully affected (duration of such transitional allowance to be determined by the Project),
- 82. Paying three months' rental/lease allowance for tenants who will be affected (duration of such transitional allowance to be determined by the Project),
- 83. Providing rental, living and supplemental allowances to vulnerable people (duration of such transitional allowance to be determined by the Project),
- 84. Allowing vulnerable people to have priority access to public services.

**1. Choices Related to Compensation and Resettlement Assistance**

Following the consultation processes to be carried out in project area, the preference and priority of the PAPs shall be incorporated into the RAP and taken care in compensating and considering resettlement assistance package.

**2. Provision for Updating Information on PAPs**

The Project Delivery Team is responsible for conducting public consultations and disclosure. The goal of consultations and disclosure shall be to inform affected people and to solicit feedback that will assist the implementation of the RAP. It shall include:

- 85. Creation of communication method to identify and address project impacts on ongoing basis and bring forward community concerns including compensation and resettlement progress,
- 86. Hosting meetings with PAPs and their representatives as it may require,
- 87. Maintenance of an open-door policy through which PAPs can seek advice and lodge complaints. The focal point to be contacted on safeguard issues is the Safeguard Officer.

**1. Disclosure and Information Sharing**

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The Project shall be responsible for ensuring consultations with PAPs and for disseminating information relating to RAF/RAP. Regarding information dissemination and consultation about the RAF and other safeguard instruments, the Project shall ensure that:

88. the RAF and RAP will be available at a place accessible to PAPs and local NGOs, in a form, manner, and language that are understandable to them,
89. copies of the final RAF and RAP will be available and accessible through Government website, and if needed UNDP and Project websites.

**90. GRIEVANCE REDRESS**

**1. Grievance Redress Mechanisms**

Grievance here means any query, call for clarification, problems, or concerns raised by individuals or groups related to activities undertaken or processes applied by the project. These, when addressed, are expected to ensure support, results and sustainability of project activities. The goal is to create an avenue to prevent and address potential adverse environmental and social impacts emanating from project activities. The objectives are the following:

91. To amicably resolve grievances raised by Aggrieved Parties (APs) during project implementation
92. To ensure successful and timely completion of projects, without creating adverse environmental, social and health conditions on the community.

**1. Scope of the Grievance Redress Mechanisms**

The grievance mechanism applies to all project interventions. It includes issues related to environmental, involuntary resettlement and social issues that come up during project implementation. The potential involuntary resettlement impacts of the Project will inevitably give rise to grievances among the affected population over issues ranging from rates of compensation and eligibility criteria to the location of resettlement sites and the quality of services at those sites. Timely redress of such grievances is vital to the satisfactory implementation of land acquisition and to completion of the project on schedule.

The Project will install a project-level Grievance Mechanism that will allow project-affected persons who are not satisfied with compensation and/or resettlement packages or procedures to lodge a complaint or a claim without cost and with the assurance of a timely and satisfactory resolution of that complaint or claim. The aggrieved also reserve to go to the court of law of the country at their own cost.

As part of the methodology, meaningful consultation would be conducted throughout the life cycle of the Project. With the GRM, affected people will be lodge complaints at the project level.

**93. COSTS AND BUDGET**

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The key budget items for this RAF is included in the budget for the ESMF implementation. Resettlement Action Plan (RAP) shall include detailed budget for compensation and other rehabilitation entitlements. It shall also include information on how funds will flow as well as compensation schedule. The RAP shall also clearly state where the sources of funds will come from.

**94. MONITORING**

**1. Monitoring and Evaluation**

Monitoring and Evaluation (M&E) shall constitute key components of the RAF/RAP implementation. As such, the Project shall take the responsibility to ensure that an M&E system is in place and effectively functioning. Monitoring will be an integral part of the RAP implementation activities and will continue throughout the project period. Regular monitoring will enable the Project to assess resettlement implementation progress and challenges, take corrective action where and when necessary to keep the project on course, and to ensure achievement of the stated resettlement objectives stated in SES5.

Monitoring also encompasses regular consultation with and feedback from PAPs and other stakeholders regarding resettlement implementation progress or the lack thereof. Some techniques for stakeholder engagement and consultation will include one-on-one meetings/interviews, community meetings/group interviews, and focused group discussions. Key resettlement monitoring indicators shall include the followings (see Appendix 8 of this ESMF).

95. Number of PAPs relocated/resettled
96. Number of vulnerable people assisted;
97. Type of supported provided during transitional period
98. Type of assistance provided to PAPs
99. Number and nature of complaints filed by PAPs;
100. Number of complaints amicably resolved;
101. Number of complaints unresolved/pending
102. Existence and functioning of the GRM;
103. PAPs access to the GRM
104. Compensation payment processing and delivery time
105. Number of PAPs who are better off as a result of the resettlement assistance;
106. Number of PAPs who are worse off as a result of the project
107. Status of Resettlement Action Plan implementation

Where possible, data will be disaggregated and reported by gender, youth, people with disabilities and other disadvantaged groups.

**1. Completion Audit**

The Project will conduct an audit to determine whether the efforts to restore the living standards of the affected population have been properly designed and executed. The audit will be independent / third party audit. The audit will evaluate if the mitigation actions prescribed in the RAP have been implemented and have had the desired effect. The baseline conditions of the affected parties before the relocation will be used as a measure against their socio-economic status after the resettlement.

The completion audit will take place after all RAP activities have been completed including development initiatives, but before the financial commitments to the program are finished. This will allow the flexibility to undertake corrective action that the auditors may recommend before the project is completed.

**Appendix 7: RAP Monitoring Indicators**

<b>Monitoring</b>	<b>Specific indicators</b>	<b>Frequency</b>
Social and economic monitoring	On the basis of pre project’s baseline survey, provide number of PAPS: i) whose livelihoods have been restored to pre-project level, ii) whose livelihoods have improved beyond pre-project level, iii) whose livelihoods are worse than pre-project level.	Monthly
Private structures	Provide number of PAPS: i) whose private structures have been restored/constructed to preproject level, ii) whose private structures made better / improved beyond pre-project level, iii) whose private structures are made worse than pre-project level	Monthly
Public Structures	Provide number of PAPS: i) whose private structures have been restored/constructed to preproject level, ii) whose private structures made better / improved beyond pre-project level, iii) whose private structures are made worse than pre-project level	Monthly
Economic Crops	Track progress on: i) number and type of economic crops replanted by affected farmers, ii) number of farmers who have restored their income to pre-project level, iii) number of farmers who have not restored their income to pre-project level, iv) number of farmer whose income has been restored beyond pre-project level, v) number of affected farmers who have changed their livelihoods from farming to other livelihood activities,	Monthly
Assistance to Businesses	Track progress on: i) number of affected businesses that have resumed business operation, ii) number of businesses that have restored their net income to pre-project level, iii) number of businesses that have restored their net income beyond pre-project level, iv) number of affected businesses that have not resume operations	Monthly
Vulnerable Groups	Provide number of vulnerable PAPS: i) whose livelihoods have been restored to pre-project level, ii) whose livelihoods have improved beyond pre-project level, iii) whose livelihoods are worse than pre-project level, iv) who have received assistance from the special package, v) who are sick and who benefited from health service in the project area, vi) number of disable friendly facilitates constructed by the project such as access ramp from main road to their living quarters or neighborhood,	Monthly

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Monitoring	Specific indicators	Frequency
Tenants	Provide number of affected tenants: i) who have found new rental places, ii) who reported that the rental allowance is inadequate, iii) who showed satisfaction over their new rental places compared to the ones they occupied before the project, iv) number of tenants who have not yet found rental places.	Monthly
Grievances	Track grievances and report: i) number of cases at each impact location, ii) the number of cases resolved, iii) number of cases pending, iv) reasons for pending cases, v) frequency of GRM meetings, vi) description of compliance to GRM procedures	Monthly
Post RAP Compensation Payment Audit	On the basis of the census and entitlement matrix, the post RAP compensation payment audit exercise will verify and confirm: i) overall total number of PAPs paid full compensation) total number of private structure owners (PAPs) paid full compensation ; iii) total number of public structures (fences and signboards) paid full compensation iv) total number of economic crops (rubber trees, oil palm trees and sugar cane) paid; v) total number of business owners (loss of income/revenue) paid compensation ; vi) total number of tenants paid three months rental assistance on ; vii) total number of landlords paid three months rental losses viii) total number of vulnerable people paid full special assistance (e.g. 3 months rental, living and transitional allowances); ix) number of PAPs who are not paid full compensation ; x) compensation cases disputed channeled to GRM and status of each case; xi) potential and actual residual social risks and proposed mitigation measures.	Monthly



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## ANNEX 10: ENVIRONMENTAL & SOCIAL MANAGEMENT FRAMEWORK

For a UNDP-supported, GEF-financed Project in Liberia:

<b>GEF ID:</b>	10376		
<b>Country</b>	Liberia		
<b>Project Title:</b>	Enhancing the resilience of vulnerable coastal communities in Sinoe County of Liberia.		
<b>GEF Agency:</b>	UNDP	<b>GEF Agency Project ID:</b>	6470
<b>Type of Trust Fund:</b>	LDCF	<b>GEF Focal Area (s):</b>	Climate Change
<b>GEF-7 Focal Area/ LDCF/SCCF Objective (s):</b>		108. Reduce vulnerability and increase resilience through innovation and technology transfer for climate change adaptation  109. Mainstream climate change adaptation and resilience for systemic impact  110. Foster enabling conditions for effective and integrated climate change adaptation	
<b>Anticipated Financing PPG:</b>		<b>GEF Project Grant:</b>	
<b>Co-financing:</b>		<b>Total Project Cost:</b>	
<b>PIF Approval:</b>		<b>Council Approval/Expected:</b>	
<b>CEO Endorsement/Approval</b>		<b>Expected Project Start Date:</b>	

### DRAFT FOR FEEDBACK

**Period of Disclosure:**  
 Send written comments to: [Name] (email address)  
 United Nations Development Programme

[Address]

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## ABBREVIATIONS AND ACRONYMS

ESIA	Environmental and Social Impact Assessment
E&S	Environment and Social
ESMF	Environmental and Social Management Framework
ESMP	Environmental and Social Management Plan
FPIC	Free, prior and informed consent
GEF	Global Environment Facility
PIR	GEF Project Implementation Report
PPG	Project Preparation Grant (GEF)
RAF	Resettlement Action Framework
RAP	Resettlement Action Plan
SECU	Social and Environmental Compliance Review Unit (UNDP)
SES	Social and Environmental Standards (UNDP)
SESP	Social and Environmental Screening Procedure (UNDP)
SRM	Stakeholder Response Mechanism (UNDP)
UNDP	United Nations Development Programme

## EXECUTIVE SUMMARY

This Environment and Social Management Framework (ESMF) applies to the GEF-financed project “Enhancing the resilience of vulnerable coastal communities in Sinoe County of Liberia” (UNDP PIMS 6470; GEF ID: 10376). The ESMF was prepared based on the social and environment screening procedure (UNDP’s SESP) that was completed as part of the project design phase, and consultations carried out during the project preparation phase with the project partner and stakeholders in Government, Local Communities (IPLC) and civil society entities.

The ESMF outlines the processes that will be undertaken during the project inception/implementation phases for the additional assessment of potential impacts, and identification and development of appropriate risk management measures, consistent with UNDP’s Social and Environmental Standards (SES). It contains measures and plans to avoid, and where avoidance is not possible, to reduce, mitigate and/or offset adverse risks and impacts. The ESMF specifies the most likely applicable social and environmental policies and requirements and how those requirements will be met through procedures for the screening, assessment, approval, mitigation, monitoring and reporting of social and environmental risks and impacts associated with the project activities

Based on initial screening (following the UNDP Social and Environmental Screening Procedure - SESP), and given the potential economic and physical displacement and potential biodiversity related impacts (from activities such as hybrid sea and river defence mechanisms and other newly introduced livelihood activities), the potential environmental risks and impacts of the Project are anticipated to be HIGH, on account of the key risks described below:

High risk identified with the Project is:

111. Project activities interventions being executed near potential Critical Habitat sites, including Key Biodiversity Areas (KBAs).
112. Potential for physical and economic displacement of some coastal populations.

Substantial risks identified with the Project are:

113. Adverse impacts of the project quarry site
114. The impact of compressed stabilised earth block (CSEB) production sites on the environment, the wildlife and the communities,
115. The issues resulting from poor management of the displacement (physical and economic),
116. The pollution and occupational health and safety risks of the hard engineered adaptation measures
117. Landslide and safety risks associated with project excavations

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This ESMF identifies the steps that will be followed during the inception/implementation phases for the completion of management plans as justified based on the results of the SESP and the risks identified. This includes a Strategic Environmental and Social Assessment (SESA), a full Environmental and Social Impact Assessment (ESIA), Environment and Social Management Plan (ESMP), Stakeholder Engagement Plan (SEP) and an effective project-level Grievance Redress Mechanism (GRM). The ESMF also details the roles and responsibilities for its implementation and includes a detailed budget and monitoring and evaluation plan, and guidelines for Terms of Reference to be used to guide the development of the required assessments and management plans (see Annexes).

**PROJECT DESCRIPTION**

**1. Project overview**

The Project “Enhancing the resilience of vulnerable coastal communities in Sinoe County of Liberia” aims to address the vulnerability of coastal communities to environmental and climate hazards and to implement a sea and river defence and risk management (SRDRM) approach to protect coastal assets and promote climate-resilient livelihood diversification. The Project will focus on addressing current and future climate change impacts through a gender-responsive approach, building on ongoing baseline initiatives. Project sites which will be targeted for on-the-ground coastal resilience and livelihood interventions are all located along the coastal belt within Sinoe County (**Figure 1**) and are characterised by mangrove and coconut forests.



Figure 1. Administrative (county level) division of Liberia

Environmental and Social Management Framework (ESMF)

Approximately 80% of Sinoe County residents cultivate cassava as an agricultural livelihood strategy, which is often processed into gari, fufu, dipa and cassava powder for bread and starch. The majority (~80%) of this production is subsistence based, and most (~88%) cassava farmers do not have agricultural equipment and rely exclusively on manual labour. Fifteen percent of the population in Sinoe also work in marine fisheries, resulting in overlap between people employed in the fisheries sector and those who also cultivate crops for livelihood and subsistence purposes. In Sinoe County, ~46% of the population live in absolute poverty, ~19% experience food poverty and ~8% experience extreme poverty. These factors constrain the adaptive capacity of Liberians and considerably increase the population's vulnerability to climate change.

The overall objective of the proposed project is to protect coastal communities and their assets from future climate change by implementing sea and river defence and risk management (SRDRM) approaches while simultaneously enhancing their income streams through livelihood diversification. This will be achieved through four complementary project components that will be implemented in Liberia's coastal counties, including: i) updating policies and plans related to coastal management and relevant sectors such as fisheries and agriculture; ii) strengthening the institutional capacity of county and district level officials to apply SRDRM as well as climate change adaptation measures; iii) knowledge sharing and awareness raising; iv) improved risk management and early warning systems; and v) diversified and climate-resilient livelihood options.

Additionally, hybrid nature-based and engineered interventions will be implemented in the vulnerable coastal county of Sinoe, which will be used as a pilot to collect best practices for dissemination to other coastal counties. Further details on these project components are provided below.

**2. Project Implementing Partner**

The Implementing Partner for this project is the Government of Liberia's Environmental Protection Agency (EPA). The UNDP Administrator has entrusted the implementation of UNDP assistance as specified in this signed project document to the EPA, along with the assumption of full responsibility and accountability for the effective use of UNDP resources and the delivery of outputs, set forth in this document.

**3. Project components**

Four project outcomes will support the Project's objectives, namely:

- 118. Component 1 – Strengthened capacity of all Liberian coastal counties' planning institutions to assess climate change risks and integrate into county development frameworks.
- 119. Outcome 2 — Innovative technologies — including response planning and communication mechanisms — introduced to support coastal adaptation.
- 120. Outcome 3 — Reduced vulnerability of Sinoe County coastal communities to climate-induced sea level rise impacts through hybrid solutions (nature-based and engineering); and

121. Outcome 4 — Gender-responsive options for climate-resilient income and livelihood diversification introduced to climate-vulnerable communities in coastal counties.

The outputs for each outcome are presented in Table 1 below:

**Table 1: Project outcomes and outputs**

<b>Outcomes</b>	<b>Outputs</b>
<b>Outcome 1</b> Strengthened capacity of all Liberian coastal counties' planning institutions to assess climate change risks and integrate into county development frameworks.	Output 1.1. County-level ICZM plans prepared for all coastal counties to address climate hazard risks on infrastructure, livelihoods and health, as well as to enable adaptation planning, monitoring, protection and the maintenance of sea and river defence.
	Output 1.2. Identified climate change risks and adaptation priorities incorporated into coastal County Resilience Plans as well as county and national planning and budgeting processes.
	Output 1.3. Institutional development planning capacity supported through the establishment and training of cross-sectoral climate change information and risk management focal points and working groups in all coastal counties.
<b>Outcome 2</b> Innovative technologies — including response planning and communication mechanisms — introduced to support coastal adaptation.	Output 2.1. Coastal flood and erosion early warning and risk management systems supported to provide climate information, products and services that meet the needs of end users.
	Output 2.2. Existing EPA Environmental Knowledge Management System enhanced to support the collection and dissemination of lessons learned on sea and river defence based on Sinoe County adaptation solutions.
	Output 2.3. Community Action Plans developed for all coastal districts of Sinoe County.
	Output 2.4. Guidance Manuals for integrated coastal adaptation practices developed and disseminated to all coastal counties.
<b>Outcome 3</b> Reduced vulnerability of Sinoe County coastal communities to climate-induced sea level rise impacts through hybrid solutions (nature-based and engineering).	Output 3.1. Viable solutions to address climate vulnerabilities in Sinoe County developed and designed using multi-criteria and participatory processes for identifying, prioritising and planning adaptation and resilience solutions.
	Output 3.2. Coastal- and catchment-level adaptation solutions implemented to improve the resilience of communities to the impacts of climate change in Sinoe County.
	Output 3.3. Best practices on adaptation solutions documented and disseminated to other coastal counties for adoption and upscaling, including engagement with the private sector.
<b>Outcome 4.</b> Gender-responsive options for climate-resilient income and livelihood diversification	Output 4.1. Business identification, development and management training programmes designed and delivered to communities and Micro, Small and Medium Enterprises in coastal counties, targeting women and the youth.
	Output 4.2. Opportunities for integrated farming systems, fisheries, compressed stabilised earth blocks and their value chains created for coastal communities.

Environmental and Social Management Framework (ESMF)

Outcomes	Outputs
introduced to climate-vulnerable communities in coastal counties.	Output 4.3. Access to finance and technologies to develop livelihood and income diversification enterprises of coastal livelihoods and resources facilitated in collaboration with national and county financial institutions.

**1. Purpose and Scope of this Environmental and Social Management Framework (ESMF)**

An ESMF is used to predict, evaluate, avoid and where avoidance is not possible, mitigate adverse social and environmental impacts of activities. This ESMF is therefore a tool that can assist in managing potential adverse social and environmental impacts associated with activities of the Project, in line with the requirements of the UNDP Social and Environmental Standards (SES). The Implementing Partner of the project and the Project Management Unit will follow the recommendations outlined in this ESMF to ensure the environmental and social risks and impacts are fully assessed and management measures are in place prior to the implementation of the relevant Project activities.

The ESMF will also identify the steps for detailed assessment for the project’s potential social and environmental risks, and for preparing and approving the required management plans for avoiding, and where avoidance is not possible, reducing, mitigating, and managing these potential adverse impacts. The ESMF highlights where additional assessment of potential impacts and development of appropriate risk mitigation or management measures are needed, consistent with UNDP’s Social and Environmental Standards (SES).

In terms of the technical scope, the ESMF reviewed environmental and social impacts of all the project outcomes, as presented in section 2.3.

**POTENTIAL SOCIAL AND ENVIRONMENTAL IMPACTS**

The UNDP Social and Environmental Screening Procedure (SESP) was used to identify potential social and environmental risks associated with this Project. The screening highlighted the Project intentions as they related to mainstreaming human rights, gender equality and women’s empowerment, environmental sustainability and accountability. An impact risk assessment was undertaken using the UNDP Social and Environmental Screening Procedure to assess the probability and the impact of the risk. From the scoring of probability and impact, a significance value of low, moderate, substantial or high was attributed to the potential impact of these risks.

The SESP identified a total of 23 potential risks, of which sixteen has been assessed as moderate risk, five as substantial risk and two as high risk, with the overall SESP risk categorization rating as “High”. The risks apply only to project components 1, 2 and 3.

The risks that were identified are presented below.

**122. Risk 1 (MODERATE)**

UNDP Values and Principles and UNDP Social and Environment Standards are high standards drawn from international best practices. There is a risk

Environmental and Social Management Framework (ESMF)

that implementation partners (e.g. Government ministries, agencies, NGOs) do not have adequate knowledge, capacity or commitment to meet their project obligations, especially in relation to the above Principles (e.g. Human Rights, Leave No One Behind, Gender Equality and Women's Empowerment, etc.) and/or UNDP's Social and Environment Standards. A failure on the part of one or more project partners to adhere to these high but widely agreed standards could negatively impact the achievement of project objectives.

123. Risk 2 (MODERATE)

The people who will potentially be affected by the Project may not know when, where or how to raise their concerns, grievance, or claim their rights. This could have unintended consequences.

124. Risk 3 (MODERATE)

It is possible that some potentially affected stakeholders, in particular marginalized groups and excluded individuals, could be excluded from fully participating in decision that may affect them.

125. Risk 4 (MODERATE)

An increase of women's income (through project-sponsored activities) could lead to gender-based violence in some households.

126. Risk 5 (MODERATE)

In some households, there could be situations where the men will grab the money made by the women through Project-sponsored income generating activities.

127. Risk 6 (HIGH)

In Greenville area (Sinoe County), the Project will carry out hard climate adaptation activities revetments, groynes and restoration. Those activities will be executed near potential Critical Habitat sites and create adverse impacts to the fauna and/or flora species living there and the ecosystems that support them. In Robertsport area (Grand Cape Mount County), the Project will carry out livelihood activities such as fisheries, integrated farming and CSEBs (which are aimed at decreasing habitat overexploitation and degradation. These activities will be executed within or near potential Critical Habitat sites and might create adverse impacts to the fauna and/or flora species living there and the ecosystems that support them.

128. Risk 7 (MODERATE)

The Project will carry out activities in coastal areas, which could be subject to hazards such as severe winds, storms and floods. The CSEB, IFS, fisheries interventions of the Project could also be impacted by disasters. This could have negative impact on both the communities and the environment.

129. Risk 8 (SUBSTANTIAL)

There is a risk of landslide at project-supported CSEB activities, as they involve large excavation and earth movements.

130. Risk 9 (SUBSTANTIAL)

Poor waste management, poor handling (storage, transport) of hazardous materials (e.g. hydrocarbons, lubricants for construction equipment, etc.), poor hygiene and poor housekeeping on construction sites, warehouses and laydown areas can cause pollution, proliferation of mosquitoes, pests, rodents, etc., which subsequently will cause diseases amongst the community and the workers. There is also a risk of air pollution, noise, vibration, traffic, injuries, physical hazards, poor surface water quality due to runoff, erosion, etc. from the construction activities. All these can have devastating consequence on the workers, communities and/or the ecosystems of these areas.

131. Risk 10 (MODERATE)

Project infrastructure could collapse or break while they are being built or after completion. Such failures could cause safety concerns for workers and communities, and/or cause pollution that could threaten the integrity of the environment, the ecosystem and ecosystem services.

132. Risk 11 (MODERATE)

While non-skilled people can be sourced entirely in the community where the nature-based and engineered adaptation interventions will be implemented, some semi-skilled and skilled labour will need to be source from elsewhere in the country, especially for the engineered structures. The resulting influx of project workers will potentially lead to following issues:

133. pressure on natural resources (water, wood, land, etc.) and sparking conflicts based on competition for local resources.

134. social conflicts based on competition for jobs.

135. sexual misconducts by project workers and the increase gender-based violence, prostitution, sexually transmissible diseases (including HIV/AIDS) and Covid-19.

136. an increase the risk of social conflict between the local community and construction workers resulting from religious, cultural or ethnic differences.

137. an increase of illicit behaviours and practices such as theft, physical assault, drug addiction, etc. in the communities.

138. Risk 12 (MODERATE)

The Project activities could lead to unintentional impact on cultural resources.

139. Risk 13 (HIGH)

The construction of project infrastructure will cause physical displacement at the hard engineered intervention sites in Greenville area (people living on the shore). There will also potentially be economic displacement at various other intervention sites (people carrying out economic activities on the shore). The Government will be responsible for managing the actions surrounding the resettlement and compensation. When land acquisition, resettlement and compensation activities are led by Government, there is a risk that the actions might not be aligned with the requirements of Standard 5 (Displacement and Resettlement).

140. Risk 14 (MODERATE)

There is risk that some of the labour force on the project sites will be working under conditions that do not meet national labour laws and international commitments. Child labour continues to be prevalent in Liberia and poses a particular risk in the construction sector. Project activities (e.g. blasting, excavation, working at height, working in or near water, etc.) could potentially involve practices that fail to comply with national and/or international occupational health and safety standards. There is a risk that some employers could be maintaining working conditions that deny freedom of association and collective bargaining to workers.

141. Risk 15 (MODERATE)

The Integrated Farming Systems and other agricultural initiatives supported by the Project could be using pesticides or other chemicals that may have a negative effect on the environment of human health.

142. Risk 16 (MODERATE)

Fisheries activities could inadvertently enable the introduction of invasive alien fish species into local waterbodies, leading to adverse effects on freshwater ecology and native species.

143. Risk 17 (SUBSTANTIAL)

The construction activities (mobilization, construction, demobilization), CSEBs activities and the IFS-related activities will have negative impact on land, soil, water resources, and the related ecosystems. The CSEB production pits are usually not rehabilitated or returned to a safe state at the end of their exploitation. There is therefore a risk that by supporting CSEB production, the Project would be supporting an activity that could pose a threat to communities, wildlife or the environment.

144. Risk 18 (SUBSTANTIAL)

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The Project (via Contractors) will develop a rock quarry to produce the aggregate necessary for interventions directed towards coastal erosion prevention in Greenville area. There is a risk that this quarry will not appropriately be rehabilitated at the end of their exploitation.

145. Risk 19 (SUBSTANTIAL)

Sand mining activities in project landscape will continue have widespread negative environmental and socioeconomic impacts, including removal of natural coastal barriers, increased beach degradation, erosion, flooding in coastal areas, water turbidity, impact on marine flora, and undermining the productivity of coastal fisheries and livelihoods. These impacts have, in turn, resulted in damage to houses and other critical infrastructure while also undermining the future potential for tourism in affected natural areas.

146. Risk 20 (MODERATE)

The Project will introduce solar-powered refrigeration units for storage of fish and production of ice, to help address the risks associated with increasingly dangerous ocean conditions, reduced fish stocks and damage to landing sites and equipment. Potential risks associated with the use of these refrigeration units could include banned CFC, waste (some will be hazardous, electrical parts etc), pollution of land and waterbodies, health, and safety risks to communities.

147. Risk 21 (MODERATE)

The Project will introduce improved drying techniques and cookstoves. Even though this technique will additionally reduce fuelwood requirements for processing the fish, limiting pressure on forest and mangrove ecosystems, it could still present some health and safety risks to communities related to handling this new technology (burns, fire hazard, etc.)

148. Risk 22 (MODERATE)

The Project will provide access to finance and insurance to coastal communities by collaborating with national development banks and micro-finance institutions. However, there is a risk that those financial institutions could direct the funds to initiatives that do not have the capacity of meeting the Project objectives and/or the requirements of UNDP Environmental and Social Standards.

149. Risk 23 (MODERATE)

The COVID-19 and other potential disease outbreaks could pose serious difficulties for effective project implementation and benefit sharing. The project activities could also inadvertently cause significant spread of the COVID-19 virus.

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These risks are described in detail in the SESP template (Annex 6 of the ProDoc).

Positive environmental and social impacts of the Project include, amongst others:

150. The Project will disseminate best practice guidelines and methodologies related to adaptation and resilience to climate change. The implementation of these best practices will immensely benefit the communities.
151. Gender equity will be promoted as well as broader social inclusion in the communities.
152. Trainings will be organized by the Project that improves self-confidence, women's empowerment, literacy and knowledge on financing. Specific livelihoods and value chain opportunities that target women will be considered to ensure equal gender participation.
153. The project consulted with women's groups and representatives at the various consultation fora for their input into the detailed design of the project, capturing the differentiated roles, needs and priorities of women and men in relation to the project objectives. These efforts will continue through an iterative process throughout implementation and contribute to raising awareness as well as empowering women to play an active role not only in implementing project activities, but to also shape them from the beginning.
154. The project will promote good labour management and health and safety practices.
155. Community health and safety will be safeguarded through the application of the UNDP social and environmental standards.
156. The Project includes opportunities to initiate new Integrated Farming System business practices and micro-finance loans to help set up businesses and provide value chain training to diversified employment for coastal communities.
157. the project will considerably improve access to new climate and coastal information through the creation of a Sea & River Defense Information System and implementation of Coastal Community Action Plans and provide vulnerable coastal communities with new adaptation practices and measures from the risk of sea level rise, thereby ensuring that remote, socially and economically vulnerable communities receive equal access to protection.
158. Community-based monitoring and operation and maintenance plans will ensure that hybrid interventions are maintained beyond the project's lifespan.
159. A Resettlement Action Plan (RAP) will be developed during the project's implementation phase and will define and the actions to be taken in order to properly resettle and compensate affected people and communities.

The Project will conduct specialist biodiversity studies to inform the ESIA , the ESMP, and the management/mitigation measures to protect fauna, flora and ecosystems in its area of influence.

**POLICY, LEGAL AND INSTITUTIONAL FRAMEWORK**

Enhancing the resilience of vulnerable coastal communities in Sinoe County of Liberia  
Environmental and Social Management Framework (ESMF)

This section reviews the national policies, regulations, procedures, and legal provisions relating to the environmental and social performance. The relevant policies, legal and administrative frameworks considered are described below:

**1. Legal framework**

**1. Constitution of the Republic of Liberia**

Article 7 of the 1986 Constitution of the Republic of Liberia sets the fundamental basis for the constitutional, legislative, and institutional frameworks for the protection and management of the environment. It also encourages public participation in the protection and management of the environment and the natural resources in Liberia.

**2. Environmental Protection Agency Act**

The Act established an Environmental Administrative Court and provides for a National Environment Action Plan, which builds on local and regional action plans. The Act requires Environmental and Social Impact Assessments (ESIAs) to be carried out for all activities and projects likely to have an adverse impact on the environment, as well as mechanisms to achieve restoration of degraded environments. The Act also provides the means for permits, fees and fines.

**3. Environment Protection and Management Law**

The EPML is the principal piece of legislation covering environmental protection and management in Liberia, forming parallel legislation to the EPA Act. It provides the legal framework for the sustainable development, management and protection of the environment by the EPA in partnership with relevant ministries, autonomous agencies and organizations. It also stresses inter-sectoral coordination while allowing for sector specific statutes.

**4. National Environmental Policy**

The overarching objective of Liberia's National Environmental Policy (NEP) is to ensure the improvement of the: i) natural environment; ii) quality of life of the Liberian population; and iii) economic and social living conditions of the country's current and future generations. In addition, its objective is to ensure reconciliation and coordination between Liberia's economic growth with its sustainable natural resource management. The outcomes of the proposed project align with the objectives of this policy by: i) strengthening Liberia's policy and institutional capacity to assess climate risks and to implement appropriate CCA planning in the country's coastal counties (Outcome 1); ii) implementing soft and hard interventions to reduce the vulnerability of Liberia's coastal communities and ecosystems to the impacts of climate change (Outcome 3); and iii) introducing gender-responsive and climate-resilient income-generating livelihoods to reduce the vulnerability of the coastal communities (Outcome 4).

**5. National New Forestry Reform Law**

The administration of this Act provides for the Forestry Development Authority to exercise the power under the Law to assure sustainable management of the Republic's forestland,

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conservation of the forest resources, protection of the environment, sustainable economic development with the participation of and for the benefit of all Liberians and to contribute to poverty alleviation in the country.

**6. Wildlife and National Parks Act.**

The Act identifies a number of protected areas; specifies policies and objectives regarding wildlife and conservation in the country.

**7. The Natural Resources Law of Liberia.**

This Law includes chapters on forests, fish, and wildlife, soil, water, and minerals

**8. Public Health Act.**

It contains provision for the protection of drinking water resources and the inspection of potential sources of pollution.

**9. National Policy and Response Strategy on Climate Change (NPRSCC)**

The NPRSCC was developed to ensure a comprehensive and consolidated approach to addressing the impacts of climate change in Liberia, with additional consideration of Liberia's developmental objectives. The NPRSCC includes several components for achieving this objective, including to: i) promote disaster risk management and infrastructure to protect against SLR — which will be supported by the specific interventions under Outcomes 2 and 3 of the proposed project; ii) engage with coastal communities to facilitate participatory action for protecting and ensuring the continued viability of coastal areas — which aligns with Outcome 4 of the proposed project on developing sustainable, gender-responsive and climate-resilient community-based adaptation; and iii) design and implement a strategic communication action plan to inform and educate Liberian communities on the extent of climate change-related impacts on coastal areas and the adaptation required to overcome these challenges. The communication plan will be supported by specific interventions under Outcome 2 to enhance the knowledge capacity of coastal communities and enabling appropriate adaptation.

**10. National Agenda for Transformation (AfT, 2012–2017)**

Liberia's AfT was a medium-term economic growth and development strategy created to enable Liberia's goal of reaching middle-income status by 2030. The objectives of the strategy were supported by four sector-specific pillars, with an additional fifth pillar further acknowledging cross-cutting challenges that impact the Liberian population's overall productivity and wellbeing. In particular, the fifth pillar entailed improving environmental management and ensuring its subsequent sustained contribution to economic development across all sectors, which is particularly important to Outcome 1 of the proposed LDCF project. The strategic goals of the AfT included: i) developing and implementing clear environmental policies and quality standards to guide environmental management — such as a national plan for a low-carbon, climate-resilient economy; ii) strengthening ownership and capacity of government and private sector agencies as well as civil society organisations (CSOs) for understanding and monitoring environmental policies and regulations; and iii)

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strengthening ownership and participation of communities in decentralised natural resource management and decision-making on environmental issues.

**11. Pro-Poor Agenda for Prosperity and Development (PAPD)**

The PAPD is the second series of National Development Plans (NDP) — following the Agenda for Transformation (Aft, 2012–2017) — expected under the Liberia Vision 2030 framework. The objectives of the agenda include: i) building more capable and trusted state institutions that lead to a stable, resilient and inclusive nation embracing, its triple heritage and anchored on its African identity; and ii) providing greater income security to an additional one million Liberians, and reduce absolute poverty by 23% through sustained and inclusive economic growth driven by scaled-up investments in agriculture, in infrastructure, in human resource development, and in social protection. While the proposed project will contribute indirectly to all four pillars of the PAPD, it will contribute specifically to three pillars, namely: i) Pillar One – Power to the People; ii) Pillar Two – The Economy and Jobs; and iii) Pillar Four – Governance and Transparency.

**12. National Biodiversity Strategy and Action Plan (NBSAP)**

The NBSAP — first established in 2004 and later revised in 2017 — aims to ensure the protection of Liberia’s biodiversity heritage by enabling awareness-raising programmes for Liberia’s population about the importance of biodiversity, as well as by assessing and valuating ecosystem goods and services in the country. Moreover, it includes the development of a framework for mainstreaming biodiversity into Liberia’s national accounting systems as well as into its development policies, plans and programmes. The NBSAP includes five strategic goals for achieving its overarching aims, with goal five — Enhance implementation through participatory planning, knowledge management and capacity building — particularly in alignment with the proposed project’s Outcomes 1 and 2.

Liberia began its National Adaptation Plan (NAP) process in 2015 with the development of a roadmap based on: i) an evaluation of the existing climate change adaptation and mitigation initiatives; ii) an assessment of the knowledge, capacity and implementation gaps; and iii) an assessment of the capacity development needs. With support from the GCF, the objective of the project ‘To advance the National Adaptation Plans (NAP) process for medium-term investment planning in climate-sensitive sectors and coastal areas in Liberia’ was to strengthen institutional frameworks and coordination for the implementation of the NAP process, expand the knowledge base for scaling up adaptation, develop capacity for mainstreaming climate change adaptation into planning and budgeting processes and systems, and formulate financing mechanisms for scaling-up adaptation, including public, private, national and international mechanisms. The proposed project will contribute to: i) expanding the knowledge base for scaling up interventions by introducing innovative technologies to support coastal adaptation planning under Outcome 2; ii) mainstreaming climate change adaptation into planning, budgeting processes and systems by strengthening the institutional capacity to address the vulnerability of coastal ecosystems (Outcome 1).

**13. National Policy for Disaster Risk Management**

Environmental and Social Management Framework (ESMF)

The objectives of the National Policy for Disaster Risk Management are to: i) enhance national and local capacities for minimising vulnerability and disaster risks; and ii) prevent, mitigate and prepare for adverse impacts of hazards within the context of long-term development planning. The policy supports five strategies, which include: i) establishing effective and functional legal and institutional frameworks for disaster risk management (DRM); ii) strengthening disaster preparedness for efficient emergency response; iii) establishing improved risk identification, assessment, monitoring and EWS for disaster risks; iv) enhancing information and knowledge management for disaster risk management; and v) contributing to local and national risk management applications for poverty reduction. Outcomes 1 and 2 of the proposed project directly align with this policy and further contribute to the above strategies, specifically by enabling improved CCA through capacity building and supporting early warning and risk management systems to provide accurate climate information to end users, particularly vulnerable coastal populations.

**14. National Adaptation Plan of Action (NAPA)**

At the policy level, the proposed project aligns with three adaptation priorities identified in Liberia's NAPA, specifically: i) capacity building for the integration of climate change into institutions, development planning, infrastructure design, as well as land and coastal zone management planning (Outcome 1); ii) awareness raising through the dissemination of climate change and adaptation information, particularly for vulnerable communities such as farmers and coastal settlements (Outcome 2); and iii) mainstreaming CCA into policy through programmes in agriculture, forestry, fisheries, energy, health, gender and meteorology/hydrology (Outcome 1). At the project level, the proposed project will complement and build on interventions from two of the three high-priority adaptation projects identified in Liberia's NAPA, namely: i) 'Improved Monitoring of Climate Change: Enhancing adaptive capacity by rebuilding the national hydro-meteorological monitoring system and improving networking for the measurement of climate parameters'; and ii) 'Coastal Defence System for the Cities of Buchanan and Monrovia: Reducing the vulnerability of coastal urban areas (Monrovia, Buchanan) to erosion, floods, siltation and degraded landscapes'.

**2. Key Administrative Framework and Institutional Roles and Responsibilities**

**1. Environmental Protection Agency**

The Environmental Protection Agency Act grants the Agency enforcement and standards-setting powers, and the power to ensure compliance with the Liberia environmental assessment requirements/procedures. Additionally, the Agency is required to create environmental awareness and build environmental capacity as it relates to all sectors, among others. The Agency is also vested with the power to determine what constitutes an adverse effect on the environment or an activity posing a serious threat to the environment or public health, to require environmental assessments (EA), environmental management plans (EMP) etc. of an undertaking, to regulate and serve an enforcement notice for any offending or non-complying undertaking. The Agency is required to conduct monitoring to verify compliance with given approval/permit conditions, required environmental standard and mitigation commitments.

**2. The Liberia Land Authority (LLA)**

The Liberia Land Authority (LLA) was established with the passing of the LLA Act by the Legislature in October 2016. The LLA has the legal mandate for land administration in Liberia. The LLA will subsume the Department of Lands, Surveys and Cartography (DLSC) under the Ministry of Mines and Energy, the Deeds Registry currently within the Center for National Documents and Records Agency (CNDRA), and relevant functions from the Ministry of Internal Affairs (e.g. County Land Commissioners). The LLA's main activities will focus on a) land policy and planning, b) provision of land survey, registration and mapping services, c) provision of land valuation services, d) creation of a national Land Information System, e) alternative land dispute resolution services, f) coordination of access to government and public land for investment and conservation projects, g) promotion of land use planning and zoning by local governments, and h) demarcation and titling of the customary land rights of local communities.

**3. Ministry of Lands, Mines and Energy (MME)**

The Vision and Mission of the MME (former Ministry of Lands, Mines and Energy) is to ensure the sustainable management and utilization of Liberia's lands and mineral resources for socio-economic growth and development.

**4. Ministry of Agriculture (MoA)**

The MoA coordinates, implements, monitors, and evaluates agricultural development programs. It also ensures that its staff and the farmers are trained to cope with the challenges of developing the agriculture sector. In addition, the MoA ensures that agricultural challenges that impede production are investigated, and lasting solutions found, and the farmers are provided with the supportive services and the enabling environment to produce. The core general areas of responsibility of MOA consist of agriculture, both smallholder and commercial; plantation crops; fisheries; and livestock.

**5. Ministry of Public Works (MoPW)**

The summary purposes of the Ministry are surveying, drafting and designing construction and supervising construction contracts, and the maintenance of roads, bridges, and public buildings.

**6. Other key institutions**

Ministry of Finance and Development Planning (MFDP)

Forest Development Administration (FDA)

Ministry of Commerce (MoC)

Ministry of Gender Children and Social Protection (MoGCSP)

Ministry of Defence (MoD)

National Disaster Relief Management (NDRM)

Port authorities (National Port Authority)

Liberia Maritime Authority

National Fisheries Authority (NAFAA)

### **3. International obligations and commitments**

Liberia is a party to a range of international conventions, a number of which have relevance to the project. Those of most relevance to the Project are presented below in **Table 2** below.

**Table 2: International obligations and commitments**

Convention	Year of Ratification/ Accession	Main Obligations	Relevance to Project
Convention on Biological Diversity (UN, 1992a)	2000	Three main goals: the conservation of biological diversity, the sustainable use of its components, and the fair and equitable sharing of the benefits from the use of genetic resources	Construction and operation of the Project infrastructure should lead as far as possible to no net loss of biological resources including genetic diversity
Ramsar Convention on Wetlands of International Importance (UNESCO, 1971)	2003	Advances conservation and wise use of wetlands and their resources	Wetlands of international importance must not be damaged in any way
Convention on the Conservation of Migratory Species of Wild Animals (UNEP, 1979b)	2004	Aims to conserve terrestrial, marine and avian migratory species throughout their range.	Signatory to Memorandum of Understanding on Marine Turtles believed to occur near Buchanan port
African Convention on the Conservation of Nature and Natural Resources (OAU, 1968)	1978	Encourages action to conserve, use and develop soil, water, flora and fauna sustainably from economic, nutritional, scientific, educational, cultural and aesthetic points of view.	Urges action to conserve soil and prevent erosion; control pollution; and conserve flora and fauna
United Nations Framework Convention on Climate Change (UN, 1992b)	2003	Requires efforts to combat global warming and a key tool in promoting sustainable development	Various sources of CO2 emissions
Convention Concerning the Protection of the World's Cultural and Natural Heritage (UNESCO, 1972)	2002	Requires that measures are taken for the national and international protection of cultural and natural heritage.	Protected Area recognised as areas of international biological richness

Convention	Year of Ratification/ Accession	Main Obligations	Relevance to Project
International Covenant on Economic, Social and Cultural Rights (ICESCR) (UN, 1976)	1967	ICESCR commits to work toward the granting of economic, social, and cultural rights to individuals, including labour rights and rights to health, education, and an adequate standard of living. ICESCR is part of the International Bill of Human Rights, along with the Universal Declaration of Human Rights (UDHR) and the International Covenant on Civil and Political Rights (ICCPR)	Labour standards for Scheme construction and operations and also input into social impacts of Project (including resettlement)
International Convention for the Prevention of Pollution from Ships (MARPOL) 1973/78	1959	Prevention of all forms marine pollution including: Annex I - Oil Annex II - Noxious Liquid Substances carried in Bulk Annex III - Harmful Substances carried in Packaged Form Annex IV - Sewage Annex V - Garbage Annex VI - Air Pollution	MARPOL compliance of all Project-related ship operations.

#### 4. UNDP's Social and Environmental Standards

This ESMF has been prepared in line with UNDP's revised Social and Environmental Standards (SES), which came into effect on 1<sup>st</sup> January 2021. These standards underpin UNDP's commitment to mainstream social and environmental sustainability in its programs and projects to support sustainable development and are an integral component of UNDP's quality assurance and risk management approach to programming. Through the SES, UNDP meets the requirements of the GEF's Environmental and Social Safeguards Policy. The objectives of the SES are to:

- 160. Strengthen the social and environmental outcomes of Programs and Projects
- 161. Avoid adverse impacts to people and the environment

162. Minimize, mitigate, and manage adverse impacts where avoidance is not possible
163. Strengthen UNDP and partner capacities for managing social and environmental risks
164. Ensure full and effective stakeholder engagement, including through a mechanism to respond to complaints from project-affected people.

**1. UNDP SES Programming Principles**

In accordance with UNDP SES policy, the Social and Environmental Screening Procedure (SESP) has been applied to the Project during the project development phase. It highlighted the Project intentions as they relate to mainstreaming UNDP's Programming Principles (Leave No One Behind, Human Rights, Gender Equality and Women's Empowerment, Sustainability and Resilience, and Accountability).

**2. Applicable Social and Environmental Principles and Standards**

In accordance with UNDP SES policy, a SES principle or standard is 'triggered' when a potential risk is identified and assessed as having either a 'moderate', 'substantial' or 'high' risk rating based on its probability of occurrence and extent of impact. Risks that are assessed as 'low' do not trigger the related principle or standard.

The screening exercise conducted during project development triggered the following social and environmental principles and standards:

*165. Principle 1: Leave No One Behind*

This Principle is triggered because project-affected persons, , might not be able to effectively claims their rights, file grievances, raise their concerns due to limiting factors and barriers (logistics, technology, language, culture, etc.).

*166. Principle 2: Human Rights*

This is due to duty bearers' limitations in terms of a conducting inclusive consultations with stakeholders, especially specific groups like local communities or women. This Principle is also triggered because rights-holders might not have the capacity to claim their rights due to their own limited knowledge, capacity and power.

*167. Principle 3: Gender Equality and Women's Empowerment*

This Principle is triggered because the project might perpetuate existing or lead to new discriminations against women in their access to natural resources and/or in their ability to participate and derive equal benefits from project-related outcomes including those targeting livelihoods, especially where communications are hampered by cultural and language barriers, amongst others.

*168. Principle 4: Sustainability and Resilience*

Environmental and Social Management Framework (ESMF)

Project activities and land use options promoted by the project may be vulnerable to climate change (flood, increased precipitation, extreme events), which triggers this Principle.

169. *Principle 5: Accountability*

The fact that grievances could be raised about project activities, is one of the elements that triggers this Principle.

170. *Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management*

This is an integral part of the Project design, however negative effects on natural ecosystems could arise from poorly implemented activities.

171. *Standard 2: Climate Change Mitigation and Adaptation*

Due to the risk that project outcomes will be vulnerable to impacts of climate change, for example where areas become more prone to landslides or flood due to increased rainfall intensity. The impact of climate change is rarely balanced with women facing greater burdens due to their heavy role at the household level.

172. *Standard 3: Community Health, Safety and Working Conditions*

Worker influx due to project activities might expose local communities, and particularly women, to HIV/AIDS, Gender-Based Violence, unwanted pregnancy, etc. this may also potentially affect wildlife, especially primates. The influx of external workers could also increase the risk of Covid-19 transmission in the communities.

173. *Standard 4: Cultural Heritage*

174. Because the Project involves infrastructure with significant excavation, demolitions, movement of earth, there is a risk that tangible and intangible elements of cultural value to be impacted by the project activities.

175. *Standard 5: Displacement and Resettlement*

While the project will not engage in or support forced evictions, the implementation of some of the Project conservation activities may lead to economic displacement of people.

176. *Standard 7: Labour and Working Conditions*

Because the Project activities will involve the use of labour.

177. *Standard 8: Pollution Prevention and Resource Efficiency*

To a limited extent, the promotion of activities such as fisheries or agriculture may generate waste and/or involve the use of other chemicals. If adequately controlled, these aspects could also pose a risk to environment and community health.

Environmental and Social Management Framework (ESMF)

Standard 6 (Indigenous Peoples) was not found to be applicable in this Project. The field observations, consultations and literature review did not confirm the presence of Indigenous People in the areas where the project interventions will be implemented (around the towns of Greenville and Robertsport). Field visits, consultation with communities and local authorities revealed that the project is not located within or outside of the lands and territories inhabited by indigenous peoples.

FPIC is therefore not required for this Project. However, it is recommended that consultations with communities be carried out following FPIC approach, as best practice, especially for resettlement activities. A description of the FPIC steps is presented in **Appendix 5** of this ESMF.

Standard 6 (Indigenous People) does not apply to this Project. For purposes of the SES, UNDP will identify distinct collectives as "indigenous peoples" if they satisfy any of the more commonly accepted definitions of indigenous peoples, regardless of the local, national and regional terms applied to them. These definitions include, among other factors, consideration of whether the collective:

- 178. self-identifies as indigenous peoples;
- 179. has pursued its own concept and way of human development in a given socio-economic, political and historical context;
- 180. has tried to maintain its distinct group identity, languages, traditional beliefs, customs, laws and institutions, worldviews and ways of life;
- 181. has exercised control and management of the lands, natural resources, and territories that it has historically used and occupied, with which it has a special connection, and upon which its physical and cultural survival as indigenous peoples typically depends; and
- 182. whether its existence pre-dates those that colonized the lands within which it was originally found or of which it was then dispossessed.

The table below discusses whether the community in the project landscape meet any of these definition

The community/collective...	Current status, as per review
self-identifies as indigenous peoples;	The people in the project landscape do not self-identify as indigenous people.
has pursued its own concept and way of human development in a given socio-economic, political and historical context;	The way of life and human development in project area has been changing over the years with the population dynamic and history. The people in the area do not have their own concept of human development.

Environmental and Social Management Framework (ESMF)

has tried to maintain its distinct group identity, languages, traditional beliefs, customs, laws and institutions, worldviews and ways of life;	The languages spoken by people in the project area (Liberian Kreyol or kolokwa and other local languages) are spoken in many other parts of the country. There has not be any attempt by the people of the project area to maintain distinct identity, beliefs, customs, laws, worldview,... that are different from those of the mainstream population.
has exercised control and management of the lands, natural resources, and territories that it has historically used and occupied, with which it has a special connection, and upon which its physical and cultural survival as indigenous peoples typically depends; and	Even though many community members practice farming and other traditional activities as livelihood, the people of the project area do not have such strong ties with the land and the environment that will prevent them from moving elsewhere and farming/living onto another land.
whether its existence pre-dates those that colonized the lands within which it was originally found or of which it was then dispossessed.	The consultation and engagement activities carried out in the Project area did not reveal any such established community.

## PROCEDURE FOR SCREENING, ASSESSMENT AND MANAGEMENT

### 1. Overview

The SESP was conducted during PPG and is reported in **Annex 6** of the Project Document (ProDoc). It was conceived to achieve the following objectives:

183. integrate the SES Programming Principles to maximize social and environmental opportunities and benefits and strengthen social and environmental sustainability.
184. identify potential social and environmental risks and their significance.
185. determine the project's risk category (Low, Moderate, Substantial, High); and,
186. determine the level of social and environmental assessment and management required to address potential risks and impacts.

The overall SESP risk categorization rating is “High”.

### 1. Screening Procedure

The SESP has been conducted on the basis of the broad scope of project activities currently envisaged. This has identified the project as being of High Risk, and as such full Environmental and Social Impact Assessment (ESIA) is required.

Further screening is therefore required to identify risks' site-specific significance, and to effectively target the impact assessment or management.

During implementation, the project could be re-screened, in accordance with the UNDP SESP, in one of the following circumstances:

187. Locations, and proposed project activities specific to those locations will be defined during the first year of the project.
188. Once the initial project activities are fully specified, further screening using the SESP methodology will be required to ground-truth and update the SESP, and to determine whether additional social and environmental impacts may be present that will require further assessment and management.
189. The terms of reference of such ESIA will integrate findings from the screening.

### 1. Measures/procedures for ongoing screening

During implementation, the project could be re-screened, in accordance with the UNDP SESP, in one of the following circumstances:

190. when determined necessary by the Project Management Unit (PMU),
191. when determined necessary by UNDP,
192. when such requirement is outlined in the Environmental and Social Management Plan (ESMP) to be developed on the basis of the Environmental and Social Impact Assessment (ESIA) that will be conducted in Year One, and/or

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193. when project circumstances change in any substantive and relevant way.

Activities, outputs and potentially additional locations not already covered by the existing SESP, could be proposed and developed. Such proposed activities will, as they arise, require screening, assessment and management, using the SESP methodology to ensure that any impacts are identified, their significance is established, and any required impact-specific management actions are developed and applied. Screening will be the responsibility of the PMU and the Safeguards Officer. **(Table 3)**

**Table 3: Summary on ongoing screening requirements**

Screening focus	Purpose	Timing	Responsible
Existing SESP	Re-screening for ground truthing, identification of project-affected people and beneficiaries, and site-specific impacts.	During Year 1, as specific sites, beneficiaries and project-affected communities are identified.	Safeguards Officer
Proposed additional activities	Updating existing SESP	At least annually, throughout the project, as specific activities are appraised.	Safeguards Officer

**1. Assessment Procedures**

**1. Principles**

Based on the project risk categorization and the specific risks, UNDP Social and Environmental Screening Procedure specifies the appropriate levels of assessment and management measures. These are presented in **Table 4** below:

**Table 4: Levels and overall assessment and management measures/plans**

	Low	Moderate		Substantial	High
<b>Impacts</b>	None/minor	Very limited, well understood, easily mitigated	Limited but full extent unclear	Varied range of limited but more complex impacts	Significant, irreversible impacts; significant stakeholder concerns; potential conflict
<b>Assessment</b>	X	SESP identifies risks and straightforward management measures	Targeted assessment(s) (e.g. hazard assessment, audits, special studies)	Appropriately scoped ESIA or SESA	Full ESIA or SESA
<b>Management</b>	X	Incorporate management measures into ProDoc	Targeted management measures/plan; initial management plan if assess post-PAC	Appropriately scoped ESMP or ESMF when assessment post-PAC	ESMP or ESMF when assessment post-PAC

ESIA = Environmental and Social Impact Assessment  
 SESA = Strategic Environmental and Social Assessment  
 ESMP = Environmental and Social Management Plan  
 ESMF = Environmental and Social Management Framework

## 2. Environmental and Social Impact Assessment (ESIA)

In accordance with UNDP SES Policy, Substantial Risk projects require a Strategic Environmental and Social Assessment (SESA) and a full Environmental and Social Impact Assessment (ESIA), as well as risk avoidance, mitigation, and management measures.

An ESIA will assess the planned downstream, on-the-ground activities with a physical footprint and will address direct impacts to communities and individuals from on-site project activities in each country. The ESIA will develop strategies for avoiding, reducing and managing adverse impacts and enhancing positive impacts, and the outputs of both assessments will inform the Environmental and Social Management Plan.

The ESIA will analyze the range of identified social and environmental risks and impacts specific to that site and that intervention. The ESIA will be carried out, according to the outline presented in **Appendix 3**.

The ESIA will commence in the first year following project inception. It will focus on, but not be restricted to, the potential impacts identified during the SESP screening process, which are a result of proposed on-the-ground project activities in their location specific contexts. The ESIA will follow the initial site screening described in section 5.2. The ESIA will be developed and carried out by independent experts in a participatory manner with stakeholders during the first year of the project.

The ESIA will:

194. Review social and environmental issues and impacts specific to the local context.
195. Further clarify the applicable social and environmental standards (including UNDP SES) triggered by the project activities.
196. Take steps necessary in the context of the ESIA to fulfil those requirements and make recommendations on how such compliance is to be carried out through the life of the project.

The UNDP SES and SESP require that an ESIA and the resulting mitigation and management measures (captured in the Environmental and Social Management Plan – ESMP) must be completed, disclosed and discussed with stakeholders prior to implementation of any activities that may cause adverse social and environmental impacts. Assessment of further activities will be commensurate with the magnitude of the envisaged risks especially considering risks to poor, vulnerable or marginalized communities and individuals.

The ESIA must conform to the host country’s environmental assessment laws and regulations, host country obligations under international law, and the requirements of UNDP’s SES, and lead to the development of appropriately scaled management measures and plans to address the identified risks and impacts.

### **Tableau 5: Summary of Assessment Requirements**

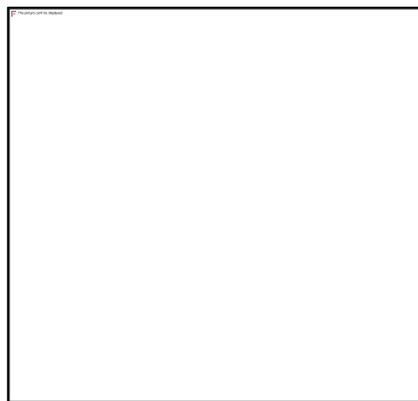
Environmental and Social Management Framework (ESMF)

Focus	Assessment	Timing	Responsibility
Upstream Activities	Specific upstream assessments integrated into project interventions	To commence within 6 months of project inception	UNDP PMU UNDP Country Offices External consultants
Downstream Activities	Environmental and Social Impact Assessment	To commence as specific project locations are proposed, at the latest within 1 year of project inception. Completion within 6 months.	UNDP PMU UNDP Country Offices External consultants
Specific additional Project Activities	ESIA as appropriate	As required by additional or updated SESPs.	UNDP PMU UNDP Country Offices External consultants

**1. Management Procedures**

**1. Mitigation Hierarchy**

As part of the management procedures, risk reduction measures follow a mitigation hierarchy that favours avoidance of potential adverse impacts over minimization, mitigation where adverse residual impacts remain, and, as a last resort, application of offset and compensation measures. If the proposed activity would cause considerable environmental/social harm, total avoidance and foregoing the proposed activity might be the best option, as presented in the mitigation hierarchy below (Figure 2).



**Figure 2: UNDP's SES Mitigation Hierarchy**

Impact avoidance step is most effective when applied at an early stage of project conceptualization and planning. This can be achieved by taking actions such as: not undertaking certain projects or elements that could result in adverse impacts, by avoiding areas that are environmentally or culturally sensitive, and putting in place preventative measures to stop adverse impacts from occurring.

Impact minimisation step is to limit or reduce the degree, extent, magnitude, or duration of adverse impacts. This can be achieved by taking actions such as: scaling down or relocating

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the proposal, redesigning elements of the project, or taking supplementary measures to manage the impacts.

Impact mitigation actions begin once impacts have already occurred. Mitigation consists of rectifying the impact by repairing, rehabilitating, or restoring the affected environmental or social feature.

Collectively avoidance, minimisation and mitigation serve to reduce, as far as possible, the residual impacts of the Project. Typically, however, even after their effective application, additional steps will be required to achieve no net loss.

Impact compensation step is usually applied to remedy unavoidable residual adverse impacts. This can be achieved by actions such as habitat enhancement, replacement of the same resource values at another location, etc. It is important to insist on the fact that compensation of offsets may be considered only after appropriate avoidance, minimization, and mitigation measures have been applied. The design of offsets adheres to the “like-for-like or better” principle and is carried out with best available information and current best practices.

**2. Details on Management Procedures developed for the PPG Phase**

Environmental and Social Management Framework (ESMF)

The present ESMF has been developed as part of UNDP’s due diligence process in the project cycle. This constitutes the **Annex 10** to the Project Document (ProDoc).

Stakeholder Engagement Plan (SEP)

A Stakeholder Engagement Plan has been developed during the project’s design phase. It constitutes the **Annex 9** to the ProDoc and will guide actions pertaining to SES implementation, including inclusive and gender-sensitive consultations.. The Project will continue ensuring local people are provided with regular feedback on how their input is taken into consideration and to address any additional concerns that may be identified as the project moves forward. This engagement process will include disclosure of information in appropriate format that is understandable and relevant to local women and men and consultation in a culturally appropriate manner. The SEP will also present a description of the Grievance Redress Mechanism (GRM).

Gender Action Plan (GAP)

A Gender Action Plan has been developed during the project’s design phase. It constitutes the **Annex 11** to the ProDoc and will help inform and guide actions pertaining to SES implementation.

Resettlement Action Framework

A Resettlement Action Framework was prepared during the PPG phase (Appendix 6 of this ESMF). Its purpose is to clarify key principles, organizational arrangements, and design criteria to be applied to project components (and subprojects where relevant) to be prepared during project implementation. Once the individual project components or

Environmental and Social Management Framework (ESMF)

subprojects are defined and the necessary information becomes available, this framework will be expanded into a specific action plan (the Resettlement Action Plan) proportionate to potential risks and impacts. Project activities that will cause physical and/or economic displacement will not commence until such specific plans have been finalized and approved by the UNDP.

**3. Details on Management Procedures for the Implementation Phase**

Strategic Environmental and Social Assessment (SESA) and Environmental and Social Impact Assessment (ESIA)

In accordance with UNDP SES Policy, High Risk projects require full SESA/ESIA. During implementation, a Strategic Environmental and Social Assessment (SESA) will be undertaken to assess the potential adverse risks and impacts associated with “upstream” project activities (those involving planning support, policy advice and reform, and/or capacity building). A full Environmental and Social Impact Assessments (ESIA) will also be undertaken in the first year of the project’s implementation to address adverse risks and impacts associated with “downstream” project outputs (physical footprint). This will ensure that all appropriate social and environmental safeguards are well developed and put in place.

The Project will carry out hard climate adaptation activities near Key Biodiversity Areas (KBA) which are potential Critical Habitat sites. The Project could therefore cause adverse impacts to the fauna and/or flora species living there and the ecosystems that support them.

UNDP Standard 1 requires the following:

*No project activities are implemented in areas of critical habitats, unless all the following are demonstrated:*

197. *there are no measurable adverse impacts on the criteria or biodiversity values for which the critical habitat was designated, and on the ecological processes supporting those biodiversity values (determined on an ecologically-relevant scale),*
198. *there is no reduction of any recognized Endangered, Vulnerable or Critically Endangered species,*
199. *any lesser impacts are mitigated, and*
200. *a robust, appropriately designed, and long-term Biodiversity Action Plan is in place to achieve net gains of those biodiversity values for which the critical habitat was designated. Existing protected area management plans are reviewed to ensure alignment with this requirement.*

The ESIA process will ensure the following aspects are considered, amongst others:

201. risks of habitat and species loss, degradation and fragmentation, invasive species, overexploitation, hydrological changes, nutrient loading, pollution, incidental take, potential climate change impacts, amongst others, and

Environmental and Social Management Framework (ESMF)

202. differing values (e.g. social, cultural, economic) attached to biodiversity and ecosystem services by potentially affected communities.

Potential cumulative, indirect and induced impacts will also be assessed. Potential impacts across landscapes and seascapes will be considered to ensure that any adopted mitigation strategy aligns with regional conservation goals.

As part of the full ESIA, the Project will include specialist biodiversity studies to confirm Critical Habitat status of the areas where it is planned to implement activities. For example, the ESIA could confirm whether Endangered, Vulnerable or Critically Endangered species are found at the project's intervention sites. This will allow the Project to make decision on the best course of action with regards to siting the planned activities or implementing specific mitigation measures.

The SESA/ESIA will be developed and carried out by independent experts in a participatory and inclusive manner with stakeholders. The SESA/ESIA will further identify and assess social and environmental impacts of each relevant project activity and its area of influence; evaluate alternatives; and design appropriate avoidance, mitigation, management, and monitoring measures. It will address all relevant issues related to the SES Overarching Principles and Project-level Standards. The SESA/ESIA will include appropriate and meaningful consultations with affected communities., The Project will adhere to recommendations of the SESA/ESIA, as part of the management measures.

The Indicative Outline of an ESIA Report is provided in **Appendix 1** to the present document.

Environmental and Social Management Plan (ESMP)

An Environmental and Social Impact Management Plan (ESMP) will be prepared along with the ESIA. The purpose of the ESMP is to ensure that social and environmental impacts and risks identified during the ESIA process are effectively managed during the implementation of the project. The ESMP will:

203. Provide time-bound specific recommendations for avoiding adverse impacts, and where avoidance is not possible, for reducing, mitigating, and managing those impacts for all project activities.
204. Further identify project activities that cannot take place until certain standards, requirements and mitigation measures are in place and carried out (complimenting and updating what has already been identified in this draft ESMF).
205. Develop specific/standalone management plans, as necessary and as required by the applicable UNDP SES. These will outline the management objectives, potential impacts, control activities and the environmental performance criteria against which projects will be evaluated. Recommendations will be adopted and integrated into the project activities, monitoring and reporting frameworks and budget.

Environmental and Social Management Framework (ESMF)

206. Provide guidelines for stakeholder engagement and plans for stakeholder engagement during implementation of management measures.
207. Specify actions to implement mitigation measures for each identified risk and impact.
208. Include a monitoring and reporting plan.
209. Provide summary of identified adverse social and environmental impacts and any residual risks remaining after impact avoidance/mitigation/minimization.
210. Provide a capacity development and training plan.
211. Define roles and responsibilities of all stakeholders.
212. Show implementation schedule, cost estimates and funding sources.

Impact management will adhere to the “mitigation hierarchy” model. Where possible, adverse impacts will be “designed out” – i.e. design of project activities will be amended or adjusted so as to avoid the identified impacts. Where this is not possible, measures will be developed, in conjunction with stakeholders, to reduce, minimize, mitigate or manage those impacts.

The above required assessments and management plans must be prepared and mitigation measures in place as per those plans, prior to the initiation of any project activity that may cause adverse impacts, including any actions that may lead to or cause displacement.

The ESMP is dynamic and will require amending as new project activities are identified, screened, and assessed in accordance with the procedures described. Additional required mitigation and impact management measures must be integrated into management plans, and in some cases may require, or benefit from, input from the Project Safeguards Officer.

Project-affected stakeholders will be consulted on the scope and parameters of the assessment processes and their findings, including proposed mitigation and management measures. It may be necessary to undertake targeted consultations to ensure that marginalized or disadvantaged groups and individuals affected by the project have the opportunity to participate.

Good project management and monitoring & evaluation will minimize these risks. Additionally, the engineering firm responsible for developing and overseeing the implementation of engineered structures (revetments and groynes) under Output 3.2 will be required to submit a Construction Environmental and Social Management Plan (C-ESMP) prior to commencing construction activities. This C-ESMP will outline how construction activities will avoid, minimize and mitigate potential effects on the environment, communities and workers. Commitments within the C-ESMP will be aligned with: i) the project’s Environmental and Social Management Framework (ESMF: Annex 10); ii) the ESMP; iii) the UNDP Social and Environmental Standards; and iv) relevant Liberian social and environmental requirements.

Environmental and Social Management Framework (ESMF)

Wherever Protected Areas (Key Biodiversity Areas) overlap with the Project landscape or are likely to be impacted by the Project activities, the ESMPs will include a Biodiversity Action Plan (BAP). The BAP will aim to avoid or reduce adverse biodiversity impacts, following a mitigation hierarchy, seeking to achieve no net loss of biodiversity, where possible.

A Disaster/Emergency Preparedness Plans will be prepared as part of the ESMP for on-the-ground (downstream) activities.

Assessment reports and adoption of appropriate mitigation plans/measures will be completed, disclosed, and discussed with stakeholders prior to initiation of any project activities that may cause adverse social and environmental impacts.

It is worth specifying that the Safeguards Officer, who will be hired by the Project and will have primary responsibility for tracking the implementation of the ESMPs, which needs to be responsive to changes in project circumstances, unforeseen events, and the results of monitoring.

**Appendix 2** of this ESMF provides an Indicative Outline of an ESMP.

Project-Level Grievance Redress Mechanism (GRM)

A gender-sensitive Grievance Redress Mechanism (GRM) will be necessary for the project's implementation phase. An updated GRM will be developed after the ESIA and will present a set of arrangements that enable local communities and other affected stakeholders to raise grievances with the Project and seek redress when they perceive a negative impact arising from the project activities. This final GRM is a keyway to mitigate, manage, and resolve potential or actual negative impacts, as well as fulfil Project's obligations.

**Appendix 3** of this ESMF presents the terms of reference for a project-level Grievance Redress Mechanism.

Resettlement Action Plan (RAP)

The Resettlement Action Plan (RAP) will be developed during the project's implementation phase and will specify the actions to be taken in order to properly resettle and compensate affected people and communities. The RAP reflects the commitment made by the Implementing Partner and UNDP to affected people and communities to meet obligations arising from resettlement.

**Appendix 4** of this ESMF presents a Resettlement Action Plan Template

UNDP requires that social and environmental assessments and adoption of appropriate mitigation plans/measures must be completed, disclosed, and discussed with stakeholders prior to initiation of any project activities that may cause adverse social and environmental impacts.

**1. Additional Procedures for partnering with Third Parties**

Environmental and Social Management Framework (ESMF)

The Project will involve personnel from several third parties (various Government agencies, Non-Governmental organisations, Civil Society Organisation, International Organizations, Community Associations, Cooperatives, Private Sector, etc.) for its implementation. The Project will ensure that such partnerships are established with renowned organizations, that can demonstrate some level of experience and expertise in the subject matter. The SESA and ESIA will conduct further assessment on risks associated with partnering with Third Parties and integrate specific procedures into the ESMP. At a minimum, these will include requirements for partners to:

213. be consistent with the UNDP social and environmental standards (SES),
214. subject all on-the-ground activities to screening, using the SESP
215. clear all proposed activities with the Project Safeguards expert
216. ensure that gender considerations are fully integrated into all activities, and that activities proactively promote women’s empowerment and human rights.
217. prepare bi-annual reports on progress, including status of their compliance with UNDP environment, social, and gender policies

When necessary, the Project will organize trainings and/or workshops to build the capacity of key project implementation partners and equip them with necessary knowledge and tools needed to achieve the objectives of the Project effectively and efficiently. This is key to ensuring continued success over the course of the project implementation, and beyond. Such capacity building activities will start before the implementation of the first activity and will include a combination of the following topics:

218. UNDP Social and Environmental Standards (SES)
219. Stakeholder Engagement
220. UNDP Accountability Mechanism (Grievance Redress Mechanism, SRM, SECU),
221. Understanding UNDP Project Cycle,
222. Monitoring and Evaluation of UNDP Projects,
223. Gender Equality and Women’s Empowerment,
224. Human Rights

UNDP requires that social and environmental assessments and adoption of appropriate mitigation plans/measures must be completed, disclosed, and discussed with stakeholders prior to initiation of any project activities that has the potential to cause adverse social and environmental impacts.

**1. Recap of all management procedures**

**Table 5** below recaps the management procedure and timeline of their development.

**Table 5: Recap of management procedures**

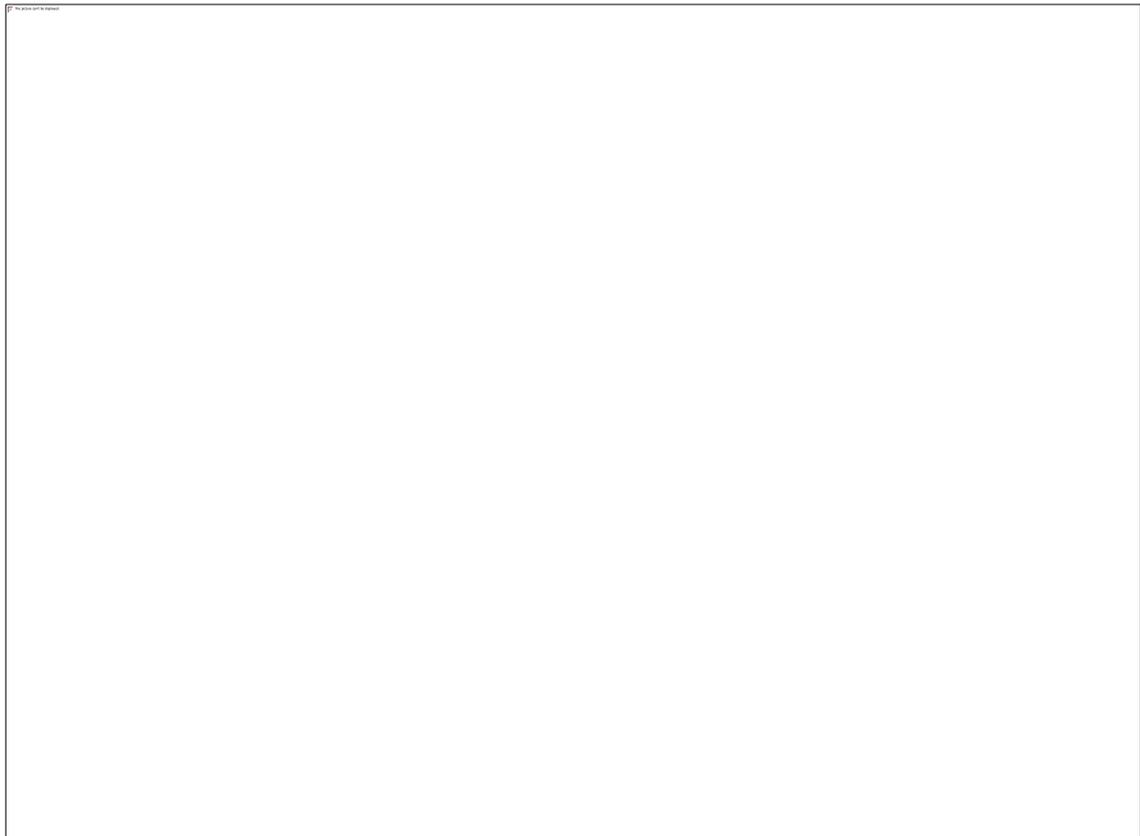
<b>Step</b>	<b>Timing</b>
Environmental and Social Management Framework (ESMF)	Project design phase – before validation
Stakeholder Engagement Plan (SEP)	Project design phase – before validation
Gender Action Plan (GAP)	Project design phase – before validation
Resettlement Action Framework (RAF)	Project design phase – before validation
Strategic Environmental and Social Assessment (SESA)	Completed within the first six months of project implementation.
Environmental and Social Impact Assessment (ESIA)	Completed within the first year of project implementation.
Environmental and Social Management Plan (ESMP) as part of the required ESIA. Also include any Management Plan deemed necessary.	At the same time as the ESIA. Completed within the first year of project implementation.
Project-Level Environmental and Social Management Plan (ESMP)	Completed within the first year of project implementation.
Project-Level Grievance Redress Mechanism (GRM)	Completed within the first year of project implementation.
Resettlement Action Plan (RAP)	Completed within the first year of project implementation.

The first drafts of the ESIA, ESMP, GRM and RAP will be completed within the first year of project implementation followed by stakeholder consultations. The documents will be finalized before project activities that may cause adverse social and environmental impacts are carried out.

## **INSTITUTIONAL ARRANGEMENTS AND CAPACITY BUILDING**

### **2. Project Structure**

The project will adopt the following governance structure (**Figure 3**).



**Figure 3: Project Structure**

**3. Implementing Partner**

The Implementing Partner (EPA) is responsible for executing this project. Specific tasks include:

- 225. Project planning, coordination, management, monitoring, evaluation and reporting. This includes providing all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary. The Implementing Partner will strive to ensure project-level M&E is undertaken by national institutes and aligned with national systems so the data used and generated by the project supports national systems.
- 226. Risk management as outlined in this Project Document;
- 227. Procurement of goods and services, including human resources;
- 228. Financial management, including overseeing financial expenditures against project budgets;
- 229. Approving and signing the multiyear workplan;
- 230. Approving and signing the combined delivery report at the end of the year; and,
- 231. Signing the financial report or the funding authorisation and certificate of expenditures.

**1. Project Management Unit (PMU)**

- 232. Supervise and manage implementation of measures defined in this ESMF;

Environmental and Social Management Framework (ESMF)

233. Assign specific responsibilities for implementation of this ESMF;
234. Maintain relevant records associated with management of environmental and social risks, including updated SESPs, impact assessments, evidence of consultations, a log of grievances together with documentation of management measures implemented;
235. Report to UNDP and the Project Board on the implementation of the ESMF;
236. Ensure that all service providers are informed of their responsibilities for the day-to-day compliance with the ESMF.

A Safeguards Officer will be hired by the Project Management Unit (PMU) and will be responsible for tracking the implementation of the ESMF/ESMP.

**1. Project Board**

The Project Board (also called Project Steering Committee) is responsible for taking corrective action as necessary to ensure the project achieves the desired results. To ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that ensure management for development results, best value for money, fairness, integrity, transparency and effective international competition. In case consensus cannot be reached within the Board, the UNDP Resident Representative (or their designate) will mediate to find consensus and, if this cannot be found, will take the final decision to ensure project implementation is not unduly delayed. Specific responsibilities of the Project Board include:

237. Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
238. Address project concerns as raised by the project manager;
239. Provide guidance on new project risks and agree on possible mitigation and management actions to address specific risks;
240. Agree on project manager's tolerances as required, within the parameters set by UNDP-GEF, and provide direction and advice for exceptional situations when the project manager's tolerances are exceeded;
241. Advise on major and minor amendments to the project within the parameters set by UNDP-GEF;
242. Ensure coordination between numerous donor and government-funded projects and programmes;
243. Ensure coordination with several government agencies and their participation in project activities;
244. Track and monitor co-financing for this project;
245. Review the project progress, assess performance, and appraise the Annual Work Plan for the following year;

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246. Appraise the annual project implementation report, including the quality assessment rating report;
247. Ensure commitment of human resources to support project implementation, arbitrating any issues within the project;
248. Review combined delivery reports prior to certification by the implementing partner;
249. Provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
250. Address project-level grievances;
251. Approve the project's Inception Report, Mid-term Review and Terminal Evaluation reports and corresponding management responses;
252. Review the final project report package during an end-of-project review meeting to discuss lessons learned and opportunities for scaling up.
253. Ensure the highest levels of transparency and take all measures to avoid any real or perceived conflicts of interest.

**1. Other Responsible Parties**

The Responsible Parties are the entities to which UNDP has entrusted the responsibility for implementing specific project focal areas. These responsibilities differ per Responsible Party and project component.

254. The Ministry of Lands, Mines and Energy (MLME) will first be responsible for implementing activities that support the development of coastal integrated coastal zone management (ICZM) plans and the pilot Sea and River Defence Investment Management (SRDIM) plan under Component 1. Second, the MLME will be responsible for Output 2.4 of Component 2, which involves the development and dissemination of Guidance Manuals on adaptation practices to coastal districts. Finally, working with the EPA and Conservation International (CI), a critical responsibility of the MLME will be the development and implementation of hybrid adaptation solutions under Component 3, specifically regarding engineered structures in Sinoe County.
255. Conservation International (CI) will be responsible for implementing nature-based coastal adaptation interventions under Output 3.2. This includes leading mangrove and coastal forest restoration in target sites and the training and implementation of community-based ecosystem monitoring.
256. The Ministry of Commerce (MoC) and the Ministry of Agriculture (MoA) will be responsible for outputs under Component 4. Specifically, the MoC will be responsible for business training for entrepreneurs in vulnerable coastal communities (Output 4.1) and improved access to finance through micro-finance institutions under Output 4.3. The MoA will be responsible for activities that support the implementation of livelihood diversification — specifically relating to integrated farming systems, climate-resilient fishing practices and compressed stabilised earth block (CSEB) construction — under Output 4.2.

## **1. Capacity Assessment**

The project will be implemented by the EPA with delegated authority to the PMU for implementation. However, it is noted that EPA itself has limited human resources and limited means for the accomplishment of this mission. Also, they are not yet familiar with UNDP's Environmental and Social Safeguards Policies and the need for capacity building with regards to aspects such as stakeholder engagement and gender mainstreaming will have to be addressed. Community-based structures also have low capacities and insufficient information on both biodiversity and rights to appropriately manage safeguards implementation.

In order to tackle all the risks linked to this project, capacity is also needed at both national and departmental levels (Government agencies, and local representations up-country). These will be provided through awareness raising outreach throughout the project as well as with early-project targeted training interventions.

## **2. Capacity Enhancement**

Given the number of involved partners, and the sensitivity of the project, a capacity assessment and implementation plan (themes, persons concerned, cost, implementation schedule, responsible etc.) is a relevant tool for the project. This will be developed as part of the ESIA/ESMP.

Specialists with relevant expertise in social and environmental safeguards including expertise and experience in gender-related issues, meaningful stakeholder engagement will be engaged to support completion of impact assessments and develop the management plans that may result from the ESIA. These experts will offer training sessions for the Project Management Unit and all other project partners on safeguarding approaches and responsibilities.

The UNDP and GEF units will provide further advice to the project team as needed to support implementation of the ESMF and the preparation, implementation and monitoring of social and environmental management plans.

The Project Management Unit (PMU) will have the final responsibility for the integration of the management plans in execution of the project. The integration of those plans will need to be considered, particularly the institutional needs within the implementation framework for application of the management plan(s), including a review of the required budget allocations for each measure, as well as the authority and capability of institutions at different administrative levels (e.g. local, regional, and national), and their capacity to manage and monitor management plan implementation. Where necessary, capacity building and technical assistance activities will be included to enable proper implementation of the management.

To better involve local communities and other vulnerable or marginalized groups in managing the social and environmental risks of Project as well as being involved more broadly across multiple aspects of the project, informational and awareness raising sessions will be held for the stakeholders who are expected to be involved in the implementation of

Environmental and Social Management Framework (ESMF)

the Environmental and Social Management Framework (ESMF) and the Environmental and Social Management Plans (ESMP) and subsequently derived Action Plans.

**STAKEHOLDER ENGAGEMENT AND INFORMATION DISCLOSURE**

**3. Stakeholder Engagement Plan**

A Stakeholder Engagement Plan is annexed to the ProDoc. This plan will be followed to ensure that all relevant stakeholder groups, both men and women, are appropriately engaged in project implementation, in particular in further assessment of social and environmental impacts and the development of appropriate management measures. Potentially affected stakeholders will be engaged during the implementation of this ESMF. The Stakeholder Engagement Plan will be updated during project implementation based on the assessments and the high-level management plan and more detailed action plans developed in context of this ESMF, as needed.

The SEP will enable and ensure that stakeholders are engaged in project implementation and particularly in the assessment of social and environmental impacts and the development of appropriate management (e.g. mitigation) measures. The requirements for stakeholder engagement and disclosure will be adhered to during the implementation of this ESMF, and subsequent implementation of the resulting ESMPs and other more focused action plans. Disclosure requirements are detailed in the section below.

**4. SES disclosure requirements**

As part of the stakeholder engagement process, UNDP's SES require that project stakeholders have access to relevant information. Specifically, the SES (SES, Policy Delivery Process, para. 21) stipulates that UNDP will ensure the following information be made available in formats understandable for all relevant stakeholders, including accommodating levels of education and literacy as well as considering use of different mechanisms to disseminate information in order to account for challenges that some groups such as women or people with low literacy level may face in accessing and understanding the information provided:

- 257. Information on the project's purpose, its nature, scale and duration, its main proposed activities, and the potential risks and impacts of these activities and the project as a whole
- 258. Stakeholder engagement plans and summary reports from stakeholder consultation events
- 259. Social and environmental screening reports with project documentation
- 260. Draft social and environmental assessments, including any draft management and action plans
- 261. Final social and environmental assessments and associated management and action plans
- 262. All related social and environmental monitoring reports

Considering the challenges of making information genuinely available to some stakeholder groups, e.g. remote communities, the PMU will also work closely with relevant local organizations that are regularly in contact and communication with such communities, who

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may both serve as representatives and assist with liaison roles as well as supporting dissemination and feedback.

Further, this ESMF (and the project SESP) will be disclosed via the UNDP Liberia website in accordance with UNDP SES Policy, making information and project approaches even more widely available to national and international public. The subsequent management plan(s) will also be publicly disclosed via the same website once drafted, and they will be finalized and adopted only after the required time period for disclosure has elapsed (**Table 6**). The Project will also ensure that someone is responsible for developing and disseminating these updates to the stakeholders in an understandable and accessible format.

All stakeholder consultation and consultation-related documentation will be stored by UNDP Liberia and made available on request, following standard procedures.

**Table 6: Information Disclosure Guidance**

WHAT to Disclose	WHEN to Disclose	HOW to Disclose
Final (and Revised) Social and Environmental Screening Procedure (SESP)	Post PAC, when Project Document disclosed (SESP included as an Annex to the Project Document)	As an Annex to the Project Document, the SESP will be disclosed on open.undp.org once it is uploaded in the Corporate Planning System.
Draft Environmental and Social Management Framework (ESMF) and draft Management Plans.	Must be disclosed and consulted on at least 120 days prior to implementation of any activities that may cause adverse social and environmental impacts.	A summary report of the draft ESMF and draft Management Plans is made available in an accessible location. Disclose draft ProDoc. Posted on UNDP Liberia website.
Strategic Environmental and Social Assessment (SESA) and Environmental and Social Impact Assessment (ESIA) and any associated Management Plans.	Before implementation of any activities that may cause adverse social and environmental impacts	A summary of management plan/framework is made available in an accessible location together with the final assessment and management plan. Posted on UNDP unit (e.g. CO) website.

These requirements for stakeholder engagement and disclosure will be adhered to during project implementation, including this ESMF and the resulting targeted management plans.

**ACCOUNTABILITY AND GRIEVANCE REDRESS MECHANISM**

**1. UNDP’s Accountability Mechanisms**

UNDP’s SES recognize that even with strong planning and stakeholder engagement, unanticipated issues can still arise. Therefore, the SES are underpinned by an Accountability Mechanism with two key components:

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263. A Social and Environmental Compliance Review Unit (SECU) to respond to claims that UNDP is not in compliance with applicable environmental and social policies; and

264. A Stakeholder Response Mechanism (SRM) that ensures individuals, peoples, and communities affected by projects have access to appropriate grievance resolution procedures for hearing and addressing project-related complaints and disputes.

UNDP's Accountability Mechanism is available to all of UNDP's project stakeholders.

The SECU investigates concerns about non-compliance with UNDP's Social and Environmental Standards and Screening Procedure raised by project-affected stakeholders and recommends measures to address findings of non-compliance.

The SRM helps project-affected stakeholders, UNDP's partners (governments, NGOs, businesses) and others jointly address grievances or disputes related to the social and/or environmental impacts of UNDP-supported projects.

SECU and SRM Requests can be submitted via:

265. An online webform:

<https://secure.ethicspoint.eu/domain/media/en/gui/104895/index.html>

266. WhatsApp, Viber and Signal using +1 (917) 207 4285, or through our WeChat Account @SECUSR

267. Call (costs are incurred by caller) using +1 (917) 207 4285. Skype is an affordable way to place such a call.

268. By post:

Attn: SECU/SRM, OAI, UNDP

1 U.N. Plaza, 4th Floor

New York, NY USA 10017

269. By email to: [project.concerns@undp.org](mailto:project.concerns@undp.org)

Further information, including how to submit a request to SECU or SRM, is found on the UNDP website at:

<http://www.undp.org/content/undp/en/home/operations/accountability/secu-srm>

### 1. Project-level Grievance Redress Mechanism

The Project will establish a project-level gender-sensitive Grievance Redress Mechanism (GRM) during the first year of implementation. A Preliminary Grievance Redress Mechanism is presented in **Annex 9** (Stakeholder Engagement Plan) of the ProDoc.

The GRM will be updated with new information upon the completion of the ESIA and ESMP and will be available within the first half year of the project and before start of implementation of field-based activities. Stakeholders may raise a grievance at any time with either the Project Management Unit (PMU), the Implementing Partner, UNDP, or GEF.

## MONITORING AND EVALUATION ARRANGEMENTS

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Reporting on progress and issues in the implementation of the project, including this ESMF, will be documented in the project's quarterly reports and annual project implementation reports (PIRs). Until ESMPs and stand-alone management plans are put in place – which may designate alternate responsible parties – the party tasked with compiling all relevant reports regarding implementation of the project and this ESMF and about any related key/emerging issues shall be the PMU; charged more specifically with reporting to the Steering Committee, to UNDP, and to GEF (as appropriate).

Implementation of ESMP will be the responsibility either of the Project Management Unit, or other partners or teams as agreed upon and described in those future plans that shall be developed and agreed during the startup phase of the project.

The ESMF monitoring and evaluation plan will accompany regular project monitoring (i.e., the monitoring of project activities and development of their outputs) as outlined in **Table 7**.

The parameters to be measured are listed below:

Strategic indicators to be monitored by the high-level Steering Committee:

- 270. Effectiveness of environmental and social screening of project activities
- 271. Effectiveness of environmental and social monitoring and reporting;
- 272. Implementation of training/awareness programs related to SES.

Project-level indicators to be monitored by the Implementing Partner supported by the PMU:

- 273. Effectiveness of social safeguarding measures to ensure fair and equitable stakeholder engagement, and mainstreaming of gender dimensions;
- 274. Number of actors trained/aware in environmental and social management;
- 275. Effectiveness of the ESMP and its subsidiary stand-alone management plans that have been put in place;
- 276. Level of involvement of local communities in monitoring the implementation of project activities;
- 277. Number of people affected by the programme of work;
- 278. Effectiveness of the GRM.

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Environmental and Social Management Framework (ESMF)

**Table 7: ESMF Monitoring and Evaluation Plan and Estimated Budget**

Monitoring Activity & Relevant Projects	Description	Frequency / Timeframe	Expected Action	Roles and Responsibilities	Estimated Budget
Track progress of ESMF implementation	Monitoring and reporting of ESMF implementation, with key results and issues presented on a regular basis	Quarterly or until the relevant stand-alone management plan(s) are in place	ESMF requirements are completed for this Project (undertaken during the PPG phase)	Environmental and Social Safeguards Specialist	None
Assessment and development of SESA/ESIA report and other management plan(s)	SESA and ESIA carried out in a participatory manner. Identification and validation of management measures, drafted in participatory manner.	SESA, ESIA, ESMP, GRM and RAP (first year of the project)	Potential impacts are assessed with support of external consultants and participation of project team and stakeholders. SESA report completed ESIA report completed ESMP, GRM and LAP developed Management actions will be identified and incorporated into project implementation strategies.	International and national consultants (including minimally an Environmental and Social Safeguarding Specialist and a Local Livelihoods Specialist)  Project Staff (Project Manager, Safeguards Officer) with guidance from UNDP	160,000
Implementation of management measures and monitoring of potential impacts identified in SESA/ESIA, in line with the subsequent management plans	Permanent and participatory implementation and monitoring of management measures, in accordance with findings of the SESA/ESIA.	Continuous, once ESIA is complete and management plan is in place	Implementation of management plans; Participatory monitoring;	Project Staff (Project Manager and Safeguards Officer)  Oversight by UNDP Country Office	50,000

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Environmental and Social Management Framework (ESMF)

Monitoring Activity & Relevant Projects	Description	Frequency / Timeframe	Expected Action	Roles and Responsibilities	Estimated Budget
Learning	Knowledge, lessons learned and good practices regarding social and environmental risks and their management will be captured regularly, both from the project and actively sourced from other projects / partners, integrated back into the project.	At least annually	Relevant lessons are captured by the project teams and used to inform management decisions.	Project Staff (Project Manager and Safeguards Officer, also project's learning and communications officer)	None
Annual project quality assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform decision-making to improve the project	Annually	Areas of strength and weakness will be reviewed and used to inform decisions to improve project performance	UNDP CO, UNDP-GEF RTA, Project Staff (Project Manager and Safeguards Officer)	None
Annual project implementation reports	As part of progress report to be presented to the Project Steering Committee and key stakeholders, analysis, updating and recommendations for risk management will be included	Annually	Updates on progress of ESMF/ESMP will be reported in the project's annual PIRs. A summary of the avoidance and mitigation of potential social and environmental impacts will be included in the project's annual report, also sharing best practices and lessons learned across the program.	UNDP CO, UNDP-GEF RTA Project Manager	None
Project Review and course corrections	Internal review of data and evidence from all monitoring actions to inform decision making	At least annually	Performance data, lessons, quality and any risks and/or impacts not adequately addressed through national mechanisms or by the project team will be discussed by the Steering Committee and used to make course corrections. Recommendations will be made, discussed and agreed upon.	Project Steering Committee. UNDP-GEF RTA, Project Manager, Safeguards Officer	None

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Environmental and Social Management Framework (ESMF)

<b>Monitoring Activity &amp; Relevant Projects</b>	<b>Description</b>	<b>Frequency / Timeframe</b>	<b>Expected Action</b>	<b>Roles and Responsibilities</b>	<b>Estimated Budget</b>
<b>Total</b>					<b>210,000</b>

## BUDGET FOR ESMF IMPLEMENTATION.

Implementation of the ESMF is included in the support budget for the Project. Costs associated with the coordination of ESMF implementation by UNDP are not fully costed. A breakdown is provided in **Table 8** below. Further details and other project-related costs are presented in the budget of the Project Document.

**Table 8: Breakdown of costs for ESMF implementation**

Item	Budget Cost (USD)
International and national consultants (fees)	130,000
Travel expense for in-country consultations	30,000
Implementation of management measures and monitoring	50,000
Capacity building measures	20,000
<b>Total:</b>	<b>230,000</b>

## REFERENCES

## APPENDICES

Appendix 1: Indicative Outlines of ESIA Report

Appendix 2: Indicative Outline of an ESMP

Appendix 3: Terms of reference for a project-level Grievance Redress Mechanism (GRM).

Appendix 4: Resettlement Action Plan Template

Appendix 5: Description of FPIC steps

Appendix 6: Resettlement Action Framework (RAF)

Appendix 7: RAP Monitoring Indicators

## Appendix 1: Indicative Outline of ESIA Report

An ESIA report should include the following major elements (not necessarily in the following order):

**(1) Executive summary:** Concisely discusses significant findings and recommended actions.

**(2) Legal and institutional framework:** Summarizes the analysis of the legal and institutional framework for the project within which the social and environmental assessment is carried out, including (a) the country's applicable policy framework, national laws and regulations, and institutional capabilities (including implementation) relating to social and environmental issues; obligations of the country directly applicable to the project under relevant international treaties and agreements; (b) applicable requirements under UNDP's SES; and (c) and other relevant social and environmental standards and/or requirements, including those of any other donors and development partners. Compares the existing social and environmental framework and applicable requirements of UNDP's SES (and those of other donors/development partners) and identifies any potential gaps that will need to be addressed.

**(3) Project description:** Concisely describes the proposed project and its geographic, social, environmental, and temporal context, including any offsite activities that may be required (e.g., dedicated pipelines, access roads, power supply, water supply, housing, and raw material and product storage facilities), as well as the project's primary supply chain. Includes a map of sufficient detail, showing the project site and the area that may be affected by the project's direct, indirect, and cumulative impacts. (i.e. area of influence).

**(4) Baseline data:** Summarizes the baseline data that is relevant to decisions about project location, design, operation, or mitigation measures; identifies and estimates the extent and quality of available data, key data gaps, and uncertainties associated with predictions; assesses the scope of the area to be studied and describes relevant physical, biological, and socioeconomic conditions, including any changes anticipated before the project commences; and takes into account current and proposed development activities within the project area but not directly connected to the project.

**(5) Social and environmental risks and impacts:** Predicts and takes into account all relevant social and environmental risks and impacts of the project, including those related to UNDP's SES (Overarching Policy and Principles and Project-level Standards). These will include, but are not limited to, the following:

**(a) Environmental risks and impacts, including:** any material threat to the protection, conservation, maintenance and rehabilitation of natural habitats, biodiversity, and ecosystems; those related to climate change and other transboundary or global impacts; those related to community health and safety; those related to pollution and discharges of waste; those related to the use of living natural resources, such as fisheries and forests; and those related to other applicable standards.

**(b) Social risks and impacts, including:** any project-related threats to human rights of affected communities and individuals; threats to human security through the escalation of personal, communal or inter-state conflict, crime or violence; risks of gender discrimination; risks that adverse project impacts fall disproportionately on disadvantaged or marginalized groups; any prejudice or discrimination toward individuals or groups in providing access to development resources and project benefits, particularly in the case of disadvantaged or marginalized groups; negative economic and social impacts relating to physical displacement (i.e. relocation or loss of shelter) or economic displacement (i.e. loss of assets or access to assets that leads to loss of income sources or means of livelihood) as a result of project-related land or

resource acquisition or restrictions on land use or access to resources; impacts on the health, safety and well-being of workers and project-affected communities; and risks to cultural heritage.

**(6) Analysis of alternatives:** Systematically compares feasible alternatives to the proposed project site, technology, design, and operation – including the "without project" situation – in terms of their potential social and environmental impacts; assesses the alternatives' feasibility of mitigating the adverse social and environmental impacts; the capital and recurrent costs of alternative mitigation measures, and their suitability under local conditions; the institutional, training, and monitoring requirements for the alternative mitigation measures; for each of the alternatives, quantifies the social and environmental impacts to the extent possible, and attaches economic values where feasible. Sets out the basis for selecting the particular project design.

**(7) Mitigation Measures:** Summary of (with attachment of full) Environmental and Social Management Plan (ESMP) (see indicative outline of ESMP below.) The ESMP identifies mitigation measures required to address identified social and environmental risks and impacts, as well as measures related to monitoring, capacity development, stakeholder engagement, and implementation action plan.

**(8) Stakeholders.** Summarizes and links to project Stakeholder Engagement Plan or ESMP that includes plan for consultations. Includes summary of consultations undertaken for development of ESIA (see appendices).

**(9) Conclusions and Recommendations:** Succinctly describes conclusion drawn from the assessment and provides recommendations. Includes recommendation regarding the project's anticipated benefits in relation to its social and environmental risks and impacts.

**(10) Appendices:** (i) List of the individuals or organisations that prepared or contributed to the social and environmental assessment; (ii) References – setting out the written materials both published and unpublished, that have been used; (iii) Record of meetings, consultations and surveys with stakeholders, including those with affected people and local NGOs. The record specifies the means of such stakeholder engagement that were used to obtain the views of affected groups and local NGOs, summarizes key concerns and how these concerns addressed in project design and mitigation measures; (iv) Tables presenting the relevant data referred to or summarized in the main text; (v) Attachment of any other mitigation plans; (vi) List of associated reports or plans.

## Appendix 2: Indicative Outline of an ESMP

An ESMP may be prepared as part of the Environmental and Social Impact Assessment (ESIA) report or as a stand-alone document. The content of the ESMP should address the following sections:

**(1) Mitigation:** Identifies measures and actions in accordance with the mitigation hierarchy that avoid, or if avoidance not possible, reduce potentially significant adverse social and environmental impacts to acceptable levels. Specifically, the ESMP: (a) identifies and summarizes all anticipated significant adverse social and environmental impacts; (b) describes – with technical details – each mitigation measure, including the type of impact to which it relates and the conditions under which it is required (e.g., continuously or in the event of contingencies), together with designs, equipment descriptions, and operating procedures, as appropriate; (c) estimates any potential social and environmental impacts of these measures and any residual impacts following mitigation; and (d) takes into account, and is consistent with, other required mitigation plans (e.g. for displacement,).

**(2) Monitoring:** Identifies monitoring objectives and specifies the type of monitoring, with linkages to the impacts assessed in the environmental and social assessment and the mitigation measures described in the ESMP. Specifically, the monitoring section of the ESMP provides (a) a specific description, and technical details, of monitoring measures, including the parameters to be measured, methods to be used, sampling locations, frequency of measurements, detection limits (where appropriate), and definition of thresholds that will signal the need for corrective actions; and (b) monitoring and reporting procedures to (i) ensure early detection of conditions that necessitate particular mitigation measures, and (ii) furnish information on the progress and results of mitigation.

**(3) Capacity development and training:** To support timely and effective implementation of social and environmental project components and mitigation measures, the ESMP draws on the environmental and social assessment of the existence, role, and capability of responsible parties on site or at the agency and ministry level. Specifically, the ESMP provides a description of institutional arrangements, identifying which party is responsible for carrying out the mitigation and monitoring measures (e.g. for operation, supervision, enforcement, monitoring of implementation, remedial action, financing, reporting, and staff training). Where support for strengthening social and environmental management capability is identified, ESMP recommends the establishment or expansion of the parties responsible, the training of staff and any additional measures that may be necessary to support implementation of mitigation measures and any other recommendations of the environmental and social assessment.

**(4) Stakeholder Engagement:** Summarizes and links to project Stakeholder Engagement Plan or outlines plan to engage in meaningful, effective and informed consultations with affected stakeholders. Includes information on (a) means used to inform and involve affected people in the assessment process; and (b) summary of stakeholder engagement plan for meaningful, effective consultations during project implementation, including identification of milestones for consultations, information disclosure, and periodic reporting on progress on project implementation. Require documentation of consultations (summaries including presentations, key points raised and responses provided, participation lists). Include information on project grievance mechanism (below) and on UNDP Accountability Mechanisms (SRM, SECU).

**(5) Grievance redress mechanism:** Describes effective processes for receiving and addressing stakeholder concerns and grievances regarding the project's social and environmental performance. Describe mechanisms to provide stakeholders and potential affected communities avenues to provide feedback or

grievances, and receive responses, with regard to the implementation of specific activities, policies, or regulations.

**(6) Implementation action plan (schedule and cost estimates):** For all four above aspects (mitigation, monitoring, capacity development, and stakeholder engagement), ESMP provides (a) an implementation schedule for measures that must be carried out as part of the project, showing phasing and coordination with overall project implementation plans; and (b) the capital and recurrent cost estimates and sources of funds for implementing the ESMP. These figures are also integrated into the total project cost tables. Each of the measures and actions to be implemented will be clearly specified and the costs of so doing will be integrated into the project's overall planning, design, budget, and implementation.

### Appendix 3: Terms of Reference for Project-level Grievance Redress Mechanism

Please refer to the UNDP Social and Environmental Standards Toolkit for additional information.

#### I. Mandate

The mandate of the GRM will be to:

279. receive and address any concerns, complaints, notices of emerging conflicts, or grievances (collectively “Grievance”) alleging actual or potential harm to affected person(s) (the “Claimant(s)”) arising from Project;
280. assist in resolution of Grievances between and among Project Stakeholders; as well as the various government ministries, agencies and commissions, CSOs and NGOs, and others (collectively, the “Stakeholders”) in the context of the Project;
281. Conduct itself at all times in a flexible, collaborative, and transparent manner aimed at problem solving and consensus building.

#### II. Functions

The functions of the GRM will be to:

282. Receive, Log and Track all Grievances received;
283. Provide regular status updates on Grievances to Claimants, Project Board (PB) members and other relevant Stakeholders, as applicable;
284. Engage the PB members, Government institutions and other relevant Stakeholders in Grievance resolution;
285. Process and propose solutions and ways forward related to specific Grievances *within a period not to exceed sixty (60) days* from receipt of the Grievance;
286. Identify growing trends in Grievances and recommend possible measures to avoid the same;
287. Receive and service requests for, and suggest the use of, mediation or facilitation;
288. Elaborate bi-annual reports, make said reports available to the public, and more generally work to maximize the disclosure of its work (including its reports, findings and outcomes);
289. Ensure increased awareness, accessibility, predictability, transparency, legitimacy, and credibility of the GRM process;
290. Collaborate with Partner Institutions and other NGOs, CSOs and other entities to conduct outreach initiatives to increase awareness among Stakeholders as to the existence of the GRM and how its services can be accessed;
291. Ensure continuing education of PB members and their respective institutions about the relevant laws and policies that they will need to be aware of to participate in the development of effective resolutions to Grievances likely to come before the GRM;
- 292.** Monitor follow up to Grievance resolutions, as appropriate.

### **III. Composition**

The GRM will be composed of:

[Name of Implementing Partner] as the Secretariat and either:

293. A standing GRM Sub-Committee [made up of x, y, z PB members] and/or

294. Ad hoc GRM Task Teams in response to specific requests for grievance

The GRM Sub-Committee will be balanced in composition (government and non-government) and should not include any PB members with a direct interest or role in the grievance/dispute.

### **IV. [Name of Implementing Partner]**

In its role as GRM Secretariat, [Name of Implementing Partner] will perform the following core functions:

295. Publicize the existence of the GRM and the procedure for using it;

296. Receive and log requests for dispute resolution;

297. Acknowledge receipt to the requestor;

298. Determine eligibility;

299. Forward eligible requests to the PB for review and action, and

300. Track and document efforts at grievance/dispute resolution and their outcomes.

### **V. Project Board/GRM Sub-Committee/GRM Task Team**

The Project Board/GRM Sub-Committee and/or GRM Task Team will perform the following core functions:

301. Take direct action to resolve the grievance/dispute (e.g. bring the relevant parties together to discuss and resolve the issue themselves with oversight by the PB);

302. Request further information to clarify the issue, and share that information with all relevant parties, or ensure that a government agency represented on the PB took an appropriate administrative action to deal with a complaint;

303. Refer the grievance/dispute to independent mediation, while maintaining oversight; or

304. Determine that the request was outside the scope and mandate of the PB and refer it elsewhere (e.g. Ministry of Justice and Police or to the courts).

### **VI. Communicating a Grievance**

305. *Who can Submit a Grievance?*

A Grievance can be sent by any individual or group of individuals that believes it has been or will be harmed by the Project.

If a Grievance is to be lodged by a different individual or organization on behalf of those said to be affected, the Claimant must identify the individual and/or people on behalf of who the Grievance is submitted and provide written confirmation by the individual and/or people represented that they are giving the Claimant the authority to present the Grievance on their behalf. The GRM will take reasonable steps to verify this authority.

306. *How is the Grievance Communicated?*

The GRM shall maintain a flexible approach with respect to receiving Grievances in light of known local constraints with respect to communications and access to resources for some Stakeholders. A Grievance can be transmitted to the GRM by any means available (i.e. by email, letter, phone call, meeting, SMS, etc.). The contact information is the following:

[Implementing Partner to add address, phone number, fax, etc.]

To facilitate communications with and between the GRM and potential Claimants, the GRM will receive support from the PB members' institutions, local government and civil society organizations

**307. What information should be included in a Grievance?**

The Grievance should include the following information:

- 308. the name of the individual or individuals making the Complaint (the "Claimant");
- 309. a means for contacting the Claimant (email, phone, address, other);
- 310. if the submission is on behalf of those alleging a potential or actual harm, the identity of those on whose behalf the Grievance is made, and written confirmation by those represented of the Claimant's authority to lodge the Grievance on their behalf;
- 311. the description of the potential or actual harm;
- 312. Claimant's statement of the risk of harm or actual harm (description of the risk/harm and those affected, names of the individual(s) or institutions responsible for the risk/harm, the location(s) and date(s) of harmful activity);
- 313. what has been done by Claimant thus far to resolve the matter;
- 314. whether the Claimant wishes that their identity is kept confidential; and
- 315. the specific help requested from the GRM.

However, complainants are not required to provide all of the information listed above. Initially, the complainant need only provide enough information to determine eligibility. If insufficient information is provided, the GRM has an obligation to make a substantial, good faith effort to contact the complainant to request whatever additional information is needed to determine eligibility, and if eligible, to develop a proposed response.

**VII. Logging, Acknowledgment, and Tracking**

All Grievances and reports of conflict will be received, assigned a tracking number, acknowledged to Claimant, recorded electronically, and subject to periodic updates to the Claimant as well as the office file.

Within one (1) week from the receipt of a Grievance, the GRM will send a *written* acknowledgement to Claimant of the Grievance received with the assigned tracking number.

Each Grievance file will contain, at a minimum:

- 316. the date of the request as received;
- 317. the date the written acknowledgment was sent (and oral acknowledgment if also done);
- 318. the dates and nature of all other communications or meetings with the Claimant and other relevant Stakeholders;

319. any requests, offers of, or engagements of a Mediator or Facilitator;
320. the date and records related to the proposed solution/way forward;
321. the acceptance or objections of the Claimant (or other Stakeholders);
322. the proposed next steps if objections arose;
323. the alternative solution if renewed dialogues were pursued;
324. notes regarding implementation; and
325. any conclusions and recommendations arising from monitoring and follow up.

#### **IX. Maintaining Communication and Status Updates**

Files for each Grievance will be available for review by the Claimant and other Stakeholders involved in the Grievance, or their designated representative(s). Appropriate steps will be taken to maintain the confidentiality of the Claimant if previously requested.

The GRM will provide periodic updates to the Claimant regarding the status and current actions to resolve the Grievance. Not including the acknowledgment of receipt of the Grievance, such updates will occur within reasonable intervals (not greater than every thirty (30) days).

#### **X. Investigation and Consensus Building**

Within one (1) week of receiving a Grievance, [Implementing Partner] will notify the PB/**GRM Sub-Committee (GRM SC)/GRM Task Team (GRM TT)** and any other relevant institutions of the receipt of the Grievance.

[IF THE PB, RATHER THAN A PRE-DESIGNATED GRM SC OR GRM TT IS THE PRIMARY BODY RECEIVING COMPLAINTS: The PB will identify a specific team of individuals drawn from the PB and/or their respective institutions to develop a response to the Grievance. The names of these individuals will be made available to the Claimant.]

The designated PB members/GRM SC/GRM TT will promptly engage the Claimant and any other relevant Stakeholders deemed appropriate, to gather all necessary information regarding the Grievance.

Through the PB members/GRM SC/GRM TT, the GRM will have the authority to request from relevant Government institutions any information (documents or otherwise) relevant to resolving the Grievance and avoiding future Grievances of the same nature.

As necessary, the PB members/GRM SC/GRM TT will convene one or more meetings with relevant individuals and institutions in [national capital], or elsewhere in [name of country] as needed.

The objective of all investigative activities is to develop a thorough understanding of the issues and concerns raised in the Grievance and facilitate consensus around a proposed solution and way forward.

The PB members/GRM SC/GRM TT will procure the cooperation of their respective staff with the investigation.

At any point during the investigation, the PB members/GRM SC/GRM TT may determine that an onsite field investigation is necessary to properly understand the Grievance and develop an effective proposed solution and way forward.

## **XI. Seeking Advisory Opinion and/or Technical Assistance**

At any point after receiving a Grievance and through to implementation of the proposed solution and way forward, the PB members/GRM SC/GRM TT may seek the technical assistance and/or an advisory opinion from any entity or individual in [country] or internationally which may reasonably be believed to be of assistance.

## **XII. Making Proposed Actions and Solutions Public and Overseeing Implementation**

The PB members/GRM SC/GRM TT will communicate to the Claimant one or more proposed actions or resolutions and clearly articulate the reasons and basis for proposed way forward.

If the Claimant does not accept the resolution, the PB members/GRM SC/GRM TT will engage with the Claimant to provide alternative options.

If the Claimant accepts the proposed solution and way forward, the GRM will continue to monitor the implementation directly and through the receipt of communications from the Claimant and other relevant parties. As necessary, the GRM may solicit information from the relevant parties and initiate renewed dialogue where appropriate.

In all communications with the Claimant and other stakeholders, the GRM will be guided by its problem-solving role, non-coercive principles and process, and the voluntary, good faith nature of the interaction with the Claimant and other stakeholders.

## **XII. Monitoring and Evaluation**

Bi-annually, the GRM will make available to the public, a report describing the work of the GRM, listing the number and nature of the Grievances received and processed in the past six months, a date and description of the Grievances received, resolutions, referrals and ongoing efforts at resolution, and status of implementation of ongoing resolutions. The level of detail provided with regard to any individual Grievance will depend on the sensitivity of the issues and Stakeholder concerns about confidentiality, while providing appropriate transparency about the activities of the GRM. The report will also highlight key trends in emerging conflicts, Grievances, and dispute resolution, and make recommendations regarding:

326. measures that can be taken by the Government to avoid future harms and Grievances; and
327. improvements to the GRM that would enhance its effectiveness, accessibility, predictability, transparency, legitimacy, credibility, and capacity.

## **XIII. Mediation**

For the option of independent mediation, mediators on the roster/panel should have at least the following qualifications:

328. professional experience and expertise in impartial mediation;
329. knowledge of [project type and activities in the country] and the region, including an understanding of local culture and practices;
330. [national and local language, as appropriate] proficiency;
331. availability in principle for assignments of up to 20 days; and

332. willingness to declare all relationships and interests that may affect their ability to act as impartial mediators in particular cases.

If mediation succeeded in resolving the dispute or grievance, the outcome will be documented by [Implementing Partner] and reviewed by the Task Team. If it is unsuccessful, stakeholders will have the option to return to the PB members/GRM SC/GRM TT for assistance.

#### **XIV. Without Prejudice**

The existence and use of this GRM is without prejudice to any existing rights under any other complaint mechanisms that an individual or group of individuals may otherwise have access to under national or international law or the rules and regulations of other institutions, agencies or commissions.

## Appendix 4: Resettlement Action Plan Template

A Resettlement Action Plan (RAP) details the **procedures** to be followed and the **actions** to be taken in order to properly resettle and compensate affected people and communities. This plan must be developed after it has been determined, following the process outlined in Standard 5, that displacement and resettlement are unavoidable. A RAP can respond to cases of economic displacement as well. However, if only economic displacement is foreseen, a Livelihood Action Plan is required. The RAP reflects the commitment made by the Implementing Partner and UNDP to affected people and communities to meet obligations arising from resettlement.

The RAP covers the following elements:

### 1. Introduction

- 333. Briefly describe the project and associated facilities (if any)
- 334. Describe project components requiring land acquisition and resettlement; give overall estimates of land acquisition and resettlement
- 335. Provide explanation of how displacement is necessary to achieve the project objectives, how the project is in the 'public interest' and how displacement is proportional to project outcomes. Please also discuss alternative project designs, including the "no project" scenario and if they may have avoided or reduced the resettlement.

### 2. Minimizing Resettlement

- 336. Describe the justification for the resettlement
- 337. Describe efforts and measures to minimize displacement, and expected outcomes of these efforts and measures

### 3. Census and Socioeconomic Surveys/Social Baseline

- 338. Provide results of the census, assets inventories, natural resource assessments, and socioeconomic surveys and briefly describe how these were performed, i.e., techniques used, individuals interviewed, etc.
- 339. Identify all people and communities potentially affected by displacement activities and potential impacts to each. Conduct a vulnerability assessment and outline what determines vulnerability (i.e. which criteria need to be met to consider someone vulnerable)

### 4. Legal Framework

- 340. Describe all relevant international, national, local, and community laws and customs that apply to displacement and resettlement activities, with particular attention to laws and customs relating to tenure rights; highlight any potential conflicts e.g. between UNDP's SES and national or regional law.
- 341. Describe how free, prior, informed consent was obtained for resettlement of local communities, if applicable
- 342. Describe project-specific mechanisms to address conflicts
- 343. Describe entitlement/compensation policies for each type of impact
- 344. Describe method of valuation used for affected structures, land, trees, and other assets
- 345. Prepare entitlement matrix, which includes budget and timeframe for payment of entitlements

### 5. Resettlement Sites and Housing

- 346. If the project requires relocation, describe how affected people have been involved in a participatory process to identify sites, assess advantages and disadvantages of each site, and select preferred

sites. Site selection to be risk-informed (e.g. ensure not subject to higher levels of risks from floods, landslides, earthquakes). Describe the options

347. If housing must be replaced, describe how affected people have been involved in developing an acceptable strategy for housing replacement and how alternative housing meets adequate housing criteria (including legal security of tenure; availability of services, materials, facilities and infrastructure; affordability; habitability; accessibility; location; cultural adequacy). Describe the specific process of involving affected populations in identifying potential housing sites, assessing advantages and disadvantages, and selecting sites
  348. If the project involves allocation of agricultural land or pasture/rangeland, describe how individual households that will be allocated lands have been involved in identifying potential new sites, and how they have explicitly accepted the selected sites
  349. Describe the feasibility studies conducted to determine the suitability of the proposed relocation sites and housing, including where relevant natural resource assessments (soils and land use capability, vegetation and livestock carrying capacity, water resource surveys) and environmental and social impact assessments of the sites. Include a description of potential access of affected people to necessary services, shelter, food, water, energy, and sanitation
  350. Demonstrate where relevant that the land quality and area are adequate for allocation to all of the people eligible for allocation of agricultural land. Provide data on land quality and capability, productive potential, and quantity
  351. Give calculations relating to site requirements and availability
  352. Describe mechanisms for: (1) procuring, (2) developing and (3) allotting resettlement sites and housing, including the awarding of title or use rights to allotted lands. Indicate to whom titles and use rights will be allocated, including by gender
  353. Provide detailed description of the arrangements where relevant for site development for agriculture, including funding of development costs.
  354. Indicate whether temporary resettlement will be necessary and how the communities' social capital will be preserved.
6. Income Enhancement/Restoration (if RAP is also addressing economic displacement, see also sections 5 and 6 of Annex 2)
355. Are compensation entitlements sufficient to enhance and restore livelihoods and income streams for each category of impact? Attach independent review of opportunities to enhance incomes/livelihoods. What additional economic rehabilitation measures are necessary?
  356. Briefly spell out the enhancement and restoration strategies for each category of impact and describe their institutional, financial, and technical aspects
  357. Describe the process of consultation with affected populations and their participation in finalizing strategies for income enhancement/restoration
  358. How do these strategies vary with the area of impact?
  359. Does income enhancement/restoration require change in livelihoods, development of alternative farmlands or some other activities that require a substantial amount of training, time for preparation, and implementation?
  360. How are the risks of impoverishment to be addressed?
  361. What are the main institutional and other risks for the smooth implementation of the resettlement programs?

362. Describe the process for monitoring the effectiveness of the income restoration measures
363. Describe any social or community development programs currently operating in or around the project area. If programs exist, do they meet the development priorities of their target communities? Are there opportunities to support new programs or expand existing programs to meet the development priorities of communities in the project area?
7. Institutional Arrangements
364. Describe the institution(s) responsible for delivery of each item/activity in the entitlement policy; implementation of income restoration programs; and coordination of the activities associated with and described in the resettlement action plan
365. State how coordination issues will be addressed where resettlement is spread over a number of jurisdictions or where resettlement will be implemented in stages over a long period of time
366. Identify the agency that will coordinate all implementing agencies. Does it have the necessary mandate and resources?
367. Describe the external (nonproject) institutions involved in the process of income restoration (land development, land allocation, credit, training) and the mechanisms to ensure adequate performance of these institutions
368. Discuss institutional capacity for and commitment to resettlement
369. Describe mechanisms for ensuring independent monitoring, evaluation, and financial audit of the RAP and for ensuring that corrective measures are carried out in a timely fashion
8. Implementation Schedule
370. List the chronological steps in implementation of the RAP, including identification of agencies responsible for each activity and with a brief explanation of each activity
371. Prepare a month-by-month implementation schedule of activities to be undertaken as part of resettlement implementation
372. Describe the linkage between resettlement implementation and initiation of civil works for each of the project components
9. Participation and Consultation
373. Describe the various stakeholders
374. Describe the process of promoting consultation/participation of affected populations and stakeholders in resettlement preparation and planning
375. Describe the process of involving affected populations and other stakeholders in implementation and monitoring. Add evidence of the various past consultation events, such as attendance lists, photos etc.
376. Describe the plan for disseminating RAP information to affected populations and stakeholders, including information about compensation for lost assets, eligibility for compensation, resettlement assistance, and grievance redress
10. Grievance Redress
377. Describe the step-by-step process for registering and addressing grievances and provide specific details regarding a cost-free process for registering complaints, response time, and communication modes
378. Describe the mechanism for appeal
379. Describe how the mechanism ensured unrestricted access, transparency, accountability, how it

documents cases and keeps the complainants informed and the institutional setup

380. Describe the provisions for approaching civil courts if other options fail

#### 11. Monitoring and Evaluation

381. Describe the internal/performance monitoring process. Ensure monitoring program seeks to measure whether displaced enjoy at least a standard of living and access to livelihoods equal to what they enjoyed before displacement
382. Define key monitoring indicators derived from baseline survey. Provide a list of monitoring indicators that will be used for internal monitoring, including number and location of displaced/resettled persons
383. Describe institutional (including financial) arrangements
384. Describe frequency of reporting and content for internal monitoring
385. Describe process for integrating feedback from internal monitoring into implementation
386. Define methodology for external monitoring
387. Define key indicators for external monitoring
388. Describe frequency of reporting and content for external monitoring. Ensure monitoring program is regular and ongoing following project completion until durable solutions are reached
389. Describe process for integrating feedback from external monitoring into implementation
390. Describe arrangements for final external evaluation
391. Describe need for updates to census, assets inventories, resource assessments, and socioeconomic surveys, if necessary, as part of RAP monitoring and evaluation

#### 12. Costs and Budgets

392. Provide a clear statement of financial responsibility and authority
393. List the sources of funds for resettlement and describe the flow of funds
394. Ensure that the budget for resettlement is sufficient and included in the overall project budget. Include provisions for non-anticipated adverse impacts.
395. Identify resettlement costs, if any, to be funded by the government and the mechanisms that will be established to ensure coordination of disbursements with the RAP and the project schedule. Prepare estimated budget, by cost and by item, for all resettlement costs including planning and implementation, management and administration, monitoring and evaluation, and contingencies
396. Describe the specific mechanisms to adjust cost estimates and compensation payments for inflation and currency fluctuations
397. Describe the provisions to account for physical and price contingencies
398. Describe the financial arrangements for external monitoring and evaluation including the process for awarding and maintenance of contracts for the entire duration of resettlement

#### Annexes

399. Copies of census and survey instruments, interview formats, and any other research tools
400. Information on all public consultation including announcements and schedules of public meetings, meeting minutes, and lists of attendees
401. Examples of formats to be used in monitoring and reporting on RAP implementation

- 402. Entitlement matrix
- 403. Evidence of prior informed consent for local communities, if applicable.

## **Appendix 5: Description of FPIC steps**

FPIC is not required for this Project. However, it is recommended that consultations with communities be carried out following FPIC approach, as best practice., especially for resettlement activities. A description of the FPIC steps is presented in Appendix 5 of this ESMF.

FPIC allows Indigenous Peoples and Local Communities (IPLC) to give or withhold consent to implementing project activities that may impact them or their territories. This consent can be withdrawn at any stage and enables communities to negotiate conditions under which the project will be designed, implemented, monitored and evaluated. The elements of FPIC are described below and details on the process are provided in the following sub-sections.

- 404. Free — consent is given voluntarily and without coercion, intimidation or manipulation. The process should be self-directed by the community, unencumbered by external pressure, expectations or timelines.
- 405. Prior — consent is sought sufficiently in advance of the commencement of any activities.
- 406. Informed — communities should be engaged with and given sufficient information to understand project activities before providing consent.
- 407. Consent — consent should consist of a collective decision made by the right holders and reached through a customary decision-making process.

### **PREPARATORY STEPS FOR FPIC**

#### **Collecting preliminary information**

This step does not include the actual FPIC negotiations. However, collecting preliminary information helps the Stakeholder Engagement Team identify the internal and external stakeholders and factors that may influence the FPIC process and the project.

#### **Understand the current local context**

Understanding the current local context is necessary for effective FPIC. The actions that constitute this step are listed below.

- 408. Conducting an analysis and mapping exercise with the project team and partners to determine which communities are directly or indirectly impacted by the project.
- 409. Identify the stakeholders involved, determine their roles in the project area and clarify any decision rights they may or may not have.
- 410. Identify past, current and potential conflicts that exist both within the community and with external stakeholders.
- 411. Identify the community's perceptions and opinions about the project, external stakeholders, nature and other relevant matters.
- 412. Understand the community's cultural and spiritual beliefs about sacred sites and natural resources.
- 413. Identify livelihood concerns and basic human needs that may impact the ability or willingness of a community (or group of communities) to engage in the consultations (or the project as a whole), clarifying what the likely trade-offs might be. These concerns may vary between different groups within the community, such as men, women, the youth, or elders.

#### **Understand legal and customary rights**

It is important to understand the customary rights of the IPLCs in the project context, particularly any customary land management practices or other traditional management structures. The unique legal context of Liberia should be considered to understand the implications for FPIC, as explained in the steps below.

414. Identify the rights IPLCs have under the national law of Liberia (for example, land tenure rights, rights to consultation and FPIC and resource rights).
415. Identify which customary land management systems, practices, rules, and rights exist.
416. Identify any potential conflicts between customary and legal rights.
417. Identify natural resources that may be impacted by this project and the legal and customary laws that govern these resources.
418. Assess whether the IPLCs understand their legal and customary rights. If knowledge about their rights is limited, capacity in this area must be developed as part of the project.
419. Ensure that other relevant stakeholders, such as governments and private sector actors, also understand the legal and customary rights of IPLCs. If this understanding is limited, capacity must be developed as part of the project.

### **Identify and Respect Traditional Decision-making Structures**

The FPIC process relies on seeking consent from the IPLCs to respect their customs and traditions. They may already have decision-making processes that mirror the spirit of FPIC, even if it is referred to by a different term. This step includes the actions listed below.

420. Identify the community-selected representative(s) for the process.
421. Inform the community (or the representatives) about the decision-making structure for the project.
422. Work with the community to map their decision-making structures, paying close attention to how women and men and other groups within the community participate in decision-making.
423. If the community is not familiar with FPIC, the project will engage in a dialogue to identify existing decision-making structures that support the principles underlying FPIC.
424. When two or more communities claim rights over land, the project will support a process to create a mutually respected decision-making structure.

### **DESIGN AND IMPLEMENTATION OF THE FPIC PROCESS**

This step includes the actual FPIC negotiations. In this step, the project aims to obtain consent from the community on whether — and if so, how — to proceed with the project's activities.

#### **Develop the Approach**

The development of the approach to be used must be culturally sensitive. Partners and other stakeholders involved in the process should respect the cultural elements of the community.

426. Identify which cultural norms, if any, inform the community's FPIC process.
427. Inform partners and other stakeholders about these cultural norms.
428. If communities are not culturally homogenous, a single process integrating the needs and norms of all groups should be developed.
429. Create a timeline that is culturally appropriate in collaboration with the community.

#### **Ensure Full and Effective Participation**

Full and effective participation is a necessary component of the FPIC process, as it addresses who is involved and to what extent they are engaged in the process. It is important to ensure that all groups are represented in the process, if not all members of a community. Recognising that vulnerable groups, including women, people with disabilities, the youth and elders, do not always have the same voice of authority within the community as other members is required, to ensure a consultation process takes these groups into account. Specifically, the elements listed below should be considered in this step.

- 430. Ensure a process that respects local timeframes and accounts for geographic limitations to participation.
- 431. Ensure that all community sectors participate in discussions about the project in accordance with community structures and norms, either directly or through their legitimate representatives.
- 432. Use culturally appropriate techniques and materials to engage members of the community.
- 433. Ensure that all relevant stakeholders participate according to their roles and decision rights, as identified in the stakeholder mapping exercise.

Project implementers should listen to all concerns raised; however, the FPIC process does not entail discussing all possible interests of local communities, as the process itself is not meant to be a 'grievance platform'. In addition, community dialogues and FPIC should not be undertaken in every community in the landscape, but rather focus on those communities with a high likelihood of direct engagement with the project.

### **Information Management**

Recording all the details of the FPIC process (such as attendance sheets and meeting minutes) is an important component of information sharing. This information should then be presented clearly, given its potential to help build capacity within the community and among all relevant stakeholders, including the government. Accordingly, this step should include the activities listed below.

- 434. Identify the community's preferred method of receiving and sharing information (including considerations for the preferred language).
- 435. Identify community expectations related to the proposed project. Collect the information from all segments of the population.
- 436. In collaboration with the community, define how the FPIC process will be documented, keeping in mind that a formal written document may not be appropriate for the community's language and needs.
- 437. Ensure that all meetings are clearly documented.
- 438. Identify existing information-sharing structures for both communities and partners and ensure they are complementary.
- 439. Determine the most appropriate way to manage sensitive information with the community

### **Final Consent**

It is important to note that this step could conclude the FPIC process if the community decides not to move forward with any project activities. If the community chooses to move forward, the project's next steps will be planned and implemented, including future FPIC. The elements listed below should be considered during this step.

- 440. It is necessary for the facilitator to understand what constitutes consent within a given community, including both the process and the actual indicators that consent has been achieved (such as *inter alia* a show of hands or decision-making among elders).
- 441. The decision that was made regarding the project should be documented so that all parties have a record.
- 442. Documentation methods that are relevant and useful to all parties should be selected. It may be necessary to document the decision in more than one way, for example, a written document and a recording of the representative stating the decision.
- 443. If the project is moving forward, the community should be collaborated with to determine the next steps and move forward with the subsequent phases of the project.

### **MONITORING OF THE FPIC PROCESS**

The last step will be to create a mechanism for addressing violations of the FPIC and planning for periodic monitoring or reviews. This step includes incorporating FPIC into the Grievance Redress Mechanism and monitoring and adjustment processes.

### **Grievance Redress Mechanism (GRM)**

The GRM is an internal project safeguard to ensure local well-being and project responsiveness to the community's concerns. If the community decides to proceed with a project or activity, the project's GRM must include a component related to violations of the right to FPIC. To increase the effectiveness of this process, the project implementers should:

- 445. identify traditional methods that the community uses to resolve conflicts;
- 446. create a culturally appropriate timeline in collaboration with the community for addressing unresolved issues;
- 447. determine with the community the required steps to resolve a conflict; and
- 448. incorporate FPIC into the GRM.

The project should ensure that the GRM pertains only or mainly to those possible grievances related to this project and not all issues arising from other arrangements or from past and other projects.

### **Monitoring and Adjustment**

Monitoring an FPIC process is as important as its development. Because both projects and FPIC processes are dynamic and require adjustments as circumstances, opinions or outcomes change over time, periodic evaluations from IPLCs and other stakeholders ensure that FPIC is respected throughout the lifespan of the project. The following steps are important for achieving this aspect of FPIC.

- 449. Identify who will lead the monitoring and how often.
- 450. Develop a process to address unforeseen changes in the project.
- 451. Agree with the community on how and when the FPIC process will need to be re-negotiated.
- 452. Conduct periodic reviews of the agreement with the community throughout the project lifecycle. The frequency of the review should be determined in collaboration with the community.
- 453. The agreement can be modified as necessary with the parties' understanding even if the project is underway.

## Appendix 6: Resettlement Action Framework (RAF)

### 454. INTRODUCTION

#### 1. Purpose of the framework

This Resettlement Action Framework (RAF) has been prepared to guide the preparation of the Resettlement Action Plan (RAP) for the UNDP GEF Project “Enhancing the resilience of vulnerable coastal communities in Sinoe County of Liberia”. This RAF will be reviewed and updated from time to time to ensure relevance and consistency with applicable country legal frameworks and UNDP Social and Environmental Standards (2021).

The purpose of this RAF is to do the following:

455. specify the requirements that will be followed in relation to the screening, categorization, and assessment and planning of project activities, as well as arrangements for meaningful consultation with displaced people and other stakeholders;
456. information disclosure requirements;
457. assess the adequacy of the Project’s capacity to implement national laws of Liberia and UNDP’s requirements and identify needs for capacity building;
458. specify implementation procedures, including the budget, institutional arrangements, and capacity development requirements;
459. specify monitoring and reporting requirements;
460. describe the responsibilities of the client and of UNDP in relation to the preparation, implementation, and progress review of social safeguard documents;
461. lay out the principles and objectives governing the preparation and implementation of RAP and ensures consistency with UNDP Social and Environmental Standards;
462. and compare applicable national laws and regulations and the UNDP SES and outlines measures to fill identified gaps.

This RAF was prepared instead of a more specific action plan because is information about sites, extend of resettlement and other important variables are not known at this stage. The development of the action plan (in this case the Resettlement Action Plan) will be postponed to the implementation phase.

The RAF outlines the objectives, policy principles and procedures for land acquisition, compensation, and other assistance measures for displaced persons. It includes guidance on screening and categorization, assessment, planning, institutional arrangements, and processes to be followed for the Project.

The Resettlement Action Framework (RAF) provides guidelines for development of appropriate mitigation and compensation measures, for land acquisition impacts caused by project activities. The RAF identifies the possible impacts from project activities, describes the range of potential impacts (temporary and permanent) to land use/access and structures, and specifies the compensation and resettlement assistance/procedures for the same. The RAF is intended as a practical tool to guide the preparation of Resettlement Action Plans (RAPs) for activities during implementation of the comprehensive program.

The Project will be responsible for conducting the social assessment and formulating the RAP as per the procedures outlined in this RAF. The draft RAP will be disclosed to the displaced persons and submitted to UNDP for review and approval prior to commencement of any civil works. Compensation and other assistances will have to be paid to displaced persons prior to any physical or economic displacement of displaced households.

## **1. Reasons for the use of a Resettlement Action Framework**

Involuntary resettlement refers both to physical displacement (relocation or loss of shelter) and to economic displacement (loss of assets or access to assets that leads to loss of income sources or means of livelihood) as a result of project-related land acquisition. Resettlement is considered involuntary when affected individuals or communities do not have the right to refuse land acquisition that results in displacement.

The project location has been identified, however, at this stage, the demography and livelihoods of the Project Affected Peoples (PAPs) and the resettlement related impoverishment risks they might face, is not fully determined yet. Consequently, it is not yet possible to prepare a Resettlement Action Plan (RAP), which specify the detailed mitigation measures and develop strategies to provide for livelihood restoration. In line with international and UNDP Social and Environmental Standard 5, this RAF has been developed to provide guidelines on how the projects will avoid, manage or mitigate potential risks and the process by which Resettlement Action Plan (RAP) will be prepared and implemented.

## **2. Preparation of the Resettlement Action Framework**

This RAF is the result of a preparation study with the following objectives:

463. To assess the potential areas of environmental and social impact of the Project;
464. To inform the project preparation process of the potential environmental and social impacts of different alternative livelihoods and propose relevant mitigation measures;
465. To establish clear directives and methodologies for the environmental and social screening of project activities that will be supported by the proposed project.

## **1. Principles of Resettlement Action Framework**

The following resettlement principles will be adopted for this project:

466. Screen the project early on to identify present and future involuntary resettlement impacts and risks. Determine the scope of resettlement planning through a census and socio-economic survey of project affected persons. Explore measures to avoid and minimize involuntary resettlement impacts by: (i) carrying out all improvements within the existing footprint; and (ii) ensuring that appropriate technology is used to reduce land requirements, and thereby avoid or minimize involuntary resettlement.
467. Where displacement is unavoidable, improve, or at least restore, the livelihoods of all project affected persons through; (i) land-based resettlement strategies, where possible, when affected livelihoods are land based, and when loss of land is significant, (land and socio-economic surveys will be used to determine the proportion of land acquired from each household and the probable severity of the impact of the project on landholding and on total family income.) (ii) prompt

replacement of assets with access to assets of equal or higher value, and (iii) prompt compensation at full replacement cost for assets that cannot be restored. Furthermore, livelihood support services will be developed in close collaboration with PAPs and due attention will be accorded to livelihood impacts on women, the elderly, the disabled, and other vulnerable people including those below poverty line.

468. Ensure that project affected persons without titles to land or any recognizable legal rights to land are eligible for resettlement assistance and compensation for loss of non-land assets at replacement cost.
469. Improve the standards of living of the displaced poor and other vulnerable groups, including women.
470. Carry out meaningful consultations with project affected persons, host communities, and concerned nongovernment organizations. Inform all project affected persons of their entitlements and resettlement options. Ensure their participation in planning, implementation, and monitoring and evaluation of resettlement programs. Pay particular attention to the needs of vulnerable groups, especially those below the poverty line, the landless, the elderly, women and children, and those without legal title to land, and ensure their participation in consultations.
471. The Resettlement Action Plans (RAP) will elaborate on the entitlements of project affected persons, the income and livelihood restoration strategy, institutional arrangements, monitoring and reporting framework, budget, and time-bound implementation schedule.
472. The RAP will be prepared in consultation with affected parties including PAPs, local village leaders and community members. Draft RAP will be shared with the PAPs prior to their disclosure. Disclosure of the final Resettlement Action Plan and its updates to project affected persons and other stakeholders will involve information awareness campaign to ensure that PAPs fully understand the details of the RAP process, and are also informed about the compensation and rehabilitation packages applicable to the Project. A Public Information Booklet (PIB) or similar will be prepared by PMU and will be distributed to all PAPs residing in communities in the project area. In general, the PIB will include the following:
  1. Brief description of the project, implementation schedule;
  2. Project resettlement impacts, entitlements and rights of PAPs;
  3. Resettlement and rehabilitation policies for potential types of impacts;
  4. Institutions responsible for resettlement and time-frame (schedule);
  5. Information dissemination to and consultations with PAPs and stakeholders;
  6. What to do if PAPs have a question or a problem;
  7. Outline of the grievance redress procedure;
  8. Requirements for monitoring and evaluation, including independent monitoring.
473. Pay compensation and provide all resettlement entitlements before physical or economic displacement and before commencement of civil works. Implement the resettlement action plan under close supervision throughout project implementation.
474. Establish a grievance redress mechanism to receive and facilitate resolution of the concerns of project affected persons.

475. Monitor and assess resettlement outcomes, their impacts on the standard of living of project affected persons, and whether the objectives of the resettlement action plan have been achieved by taking into account the baseline conditions and the results of resettlement monitoring. Disclose monitoring reports with consideration given to ensure the PAPs privacy. Participation of local communities in monitoring will be organized by the PMU in a culturally appropriate manner in consultation with them, their local leaders and authorities.

#### **1. The process for preparing and approving the Resettlement Action Plan (RAP)**

A Resettlement Action Plan shall be prepared based on a census of the Project Affected Persons (PAPs) and socio-economic survey of PAPs. The census and socio-economic surveys of the project affected persons will be undertaken for every sub-project involving involuntary resettlement, so as to determine the magnitude of displacement and prospective losses, identify vulnerable groups for targeting, ascertain costs of resettlement, and prepare a Resettlement Action Plan for implementation. The screening of subprojects, preparation of RAP and the implementation of the RAP will be undertaken by the Project management Unit (PMU).

#### **476. Screening of Sub-Projects**

The sub-projects shall be screened by the PMU for social impacts based on the detailed design and sub-project components envisaged. Extent of land being acquired and impact to private and public structures will be identified during screening and accordingly suitable modifications/changes in design should be explored to minimize social impacts. Based on the screening and any modifications to minimize impacts, if it is evident that the sub-project will involve involuntary resettlement, a census and socio-economic survey will have to be carried out.

#### **477. Census and Socioeconomic Survey**

The census and socio economic survey shall be carried out using a structured questionnaire to record the details of the present occupants of land being acquired, their tenure status (primary land user or secondary land user), the extent of land required for the proposed improvements, in order to: (i) assess the magnitude of impact to private assets; and (ii) to assess the extent of physical and/or economic displacement, as well as standard of living, inventory of assets, sources of income, level of indebtedness, profile of household members, health and sanitation, perceived benefits and impacts of the sub-project and resettlement preferences of those who require to relocate. This information would facilitate the preparation of a resettlement action plan to mitigate adverse impact.

The purpose of the baseline socio-economic survey of affected persons is to capture the socioeconomic characteristics of the affected persons and to establish monitoring and evaluation parameters. The key socio-economic indicators will be used as a benchmark for monitoring the socioeconomic status of project affected persons. The survey shall cover all PAPs and the survey shall also collect gender-disaggregated data to address gender issues in resettlement.

As part of socio-economic survey, a wide range of consultations with different impacted groups as well as other stakeholders will be conducted to ascertain their views and preferences. Based on the outcome of these consultations the design changes, if required, and mitigation measures will be incorporated. Consultations will include women and their concerns and reactions, in

particular to land tenure, livelihood impacts, delivery of compensation, and resettlement planning, will be addressed through appropriate mitigation plan.

478. The Resettlement Action Plan

The Resettlement Action Plan will be prepared based on the findings of the census and socioeconomic survey and consultations. It will include the findings of the census of project affected persons, and their entitlements to restore losses, socio economic characteristics of the project affected persons, institutional mechanisms and implementation schedules, budgets, assessment of feasible income restoration mechanisms, allotment of land from land reserve and issue of land users' certificate, development of resettlement sites and relocation, grievance redress mechanism, coordination of implementation in conjunction with civil works procurement and construction schedules and monitoring mechanism. The Resettlement Action Plans will comply with the principles outlined in this RAF.

**479. PROJECT DESCRIPTION**

**1. Overview**

The Project "Enhancing the resilience of vulnerable coastal communities in Sinoe County of Liberia" aims to address the vulnerability of coastal communities to environmental and climate hazards and to implement a sea and river defence and risk management (SRDRM) approach to protect coastal assets and promote climate-resilient livelihood diversification. The Project will focus on addressing current and future climate change impacts through a gender-responsive approach, building on ongoing baseline initiatives. Project sites which will be targeted for on-the-ground coastal resilience and livelihood interventions are all located along the coastal belt within Sinoe County and are characterised by mangrove and coconut forests.

The overall objective of the project is to protect coastal communities and their assets from future climate change by implementing sea and river defence and risk management (SRDRM) approaches while simultaneously enhancing their income streams through livelihood diversification. This will be achieved through four complementary project components that will be implemented in Liberia's coastal counties, including:

- 480. updating policies and plans related to coastal management and relevant sectors such as fisheries and agriculture;
- 481. strengthening the institutional capacity of county and district level officials to apply SRDRM as well as climate change adaptation measures;
- 482. knowledge sharing and awareness raising;
- 483. improved risk management and early warning systems; and
- 484. diversified and climate-resilient livelihood options.

Four project outcomes will support the Project's objectives, namely:

- 485. Component 1 – Strengthened capacity of all Liberian coastal counties' planning institutions to assess climate change risks and integrate into county development frameworks.
- 486. Outcome 2 — Innovative technologies — including response planning and communication mechanisms — introduced to support coastal adaptation.

487. Outcome 3 — Reduced vulnerability of Sinoe County coastal communities to climate-induced sea level rise impacts through hybrid solutions (nature-based and engineering); and
488. Outcome 4 — Gender-responsive options for climate-resilient income and livelihood diversification introduced to climate-vulnerable communities in coastal counties.

Approximately 80% of Sinoe County residents cultivate cassava as an agricultural livelihood strategy, which is often processed into gari, fufu, dipa and cassava powder for bread and starch. The majority (~80%) of this production is subsistence based, and most (~88%) cassava farmers do not have agricultural equipment and rely exclusively on manual labour. Fifteen percent of the population in Sinoe also work in marine fisheries, resulting in overlap between people employed in the fisheries sector and those who also cultivate crops for livelihood and subsistence purposes. In Sinoe County, ~46% of the population live in absolute poverty, ~19% experience food poverty and ~8% experience extreme poverty.

Additionally, hybrid nature-based and engineered interventions will be implemented in the vulnerable coastal county of Sinoe, which will be used as a pilot to collect best practices for dissemination to other coastal counties. Further details on these project components are provided below.

#### **1. Project Implementing Partner**

2. The Implementing Partner for this project is the Government of Liberia’s Environmental Protection Agency (EPA). The UNDP Administrator has entrusted the implementation of UNDP assistance as specified in this signed project document to the EPA, along with the assumption of full responsibility and accountability for the effective use of UNDP resources and the delivery of outputs, set forth in this document. **Implementation of the resettlement**

The resettlement will be done by the Government (for the project). Therefore, this RAF is for the Government to apply. The Ministry of Internal Affairs (MIA), through the Local Authority, will oversee implementing the land acquisition, resettlement and compensation processes. The MIA will use its own resources, which will not flow through UNDP accounts. While there is no documentation or meeting notes, there is precedence to the effect above, where similar projects in the past (in Buchanan and in New Kru Town) the Government managed the movement of people using its own resources and process outside the project budget. These projects were also financed through UNDP, but the resettlement was not done through UNDP-managed funds.

When Government is involved in the land acquisition, resettlement and/or compensation processes for the benefit of the Project, the Project must review the actions to confirm whether they meet or not the objectives Standard 5 (Displacement and Resettlement). If there are any gaps in the achievement of aims and objectives of Standard 5, those gaps will have to be satisfactorily addressed by the Project before commencement of the activities.

#### **489. POTENTIAL IMPACTS AND AFFECTED PERSONS**

##### **1. Affected persons**

At this stage of the Project, there is no accurate information such as who and how many people need to be resettled. However, there are household (formal and informal) by the shore in an area that overlaps with the future footprint of the hard infrastructure. This RAF specifies that a comprehensive census and socioeconomic survey will be carried out to record the details of the present occupants of

land being acquired, their tenure status (primary land user or secondary land user), the extent of land required for the proposed improvements.

Affected persons are in the communities described below:

### **Downtown-Mississippi Street**

Downtown (upper and lower) is Greenville commercial hub while Mississippi Street closely adjacent with a combined population of 2296 as of the 2008 national population census, (1194 males, 1102 females) which over the years has been greatly affected by the impacts of sea erosion and flooding.

### **Nanakru**

Nanakru is a second-order administrative division (class A- Administrative Region) in Sinoe County. The area is located at an elevation of 67 meters above sea level. The area is a small isolated coastal community that is not accessible via car or motorbike. Nanakru has a population of 731 inhabitants as of 2008 national census (371 males and 360 females).

### **Tournata**

Tournata is a small coastal town in Sinoe County with a population of 68 inhabitants (38 males and 30 females) as of the 2008 national population census. It is about 130 mi (209km) south-east of Monrovia.

### **Bafu Bay**

Bafu Bay is also coastal town located in Sinoe County, adjacent Tournata town. The area is about 131 mi (210km) from Monrovia with a population of 334 residents as of the 2008 national census. This community has a huge mangrove forest with black sand deposits.

### **Sebeh**

Sebeh is a coastal community outside Greenville, Sinoe County. It is a community that practice fishing with the population of 2,285 inhabitants as of 2008 national census. The community is adjacent Downtown-Mississippi and predominately into fishing activities. The community is situated between the Sinoe River and the Atlantic Ocean.

## **2. Potential Impacts**

The project will largely have a positive impact with regard to improved community resilience, strengthened and diversified livelihoods. However, the communities living very close to the shores/beaches in Greenville area will be impacted by physical and/or economic displacement due to the hard engineering interventions. To manage and mitigate associated project risks, this RAF was developed as part of the Environmental and Social Management Framework (ESMF). It will be used throughout project implementation. Training and awareness raising will also be offered to communities to avoid and reduce negative impacts on community.

## **490. LEGAL FRAMEWORK**

### **1. Liberia Legal Framework**

The Liberian Constitution of 1986 and other Liberian Laws provide the basis for resettlement and compensation. When there is a discrepancy between the Liberian laws and UNDP SES5, the regulation

that gives the most protection and assistance to PAPs will prevail. This section presents a detailed description of Liberia's legal framework relating to involuntary land taking and property rights.

The Liberian Government uses four ways to acquire land:

491. *Mutual agreement*: This is where two or more parties having claim to a land mutually agreed to be used for a particular purpose;
492. *Eminent Domain*: This occurs when government makes a decision to forcibly take a private land for development purpose in the sole interest of the state and provide just compensation to the land owner;
493. *Donation*: As the name denotes, this is when a private land is voluntarily given to government or an individual for use without money changing hands;
494. *Reversion*: When land is bought wrongly and the aggrieved party go to court and get power to own back such land.

### **Liberian Laws and land acquisition procedures**

The following Liberian Laws and land acquisition procedures comprise the legal framework:

#### **The Liberian Constitution (1986)**

Article 22 (a) of the Constitution vests in all individuals the right to own property either on individual basis or in conjunction with other individuals, if they are Liberian citizens. However, Article 22 (b) gives the right to noncitizen missionary, educational or other benevolent institutions to own property as long as the property is used for the purposes for which it was acquired. The right to own property however does not extend to mineral resources on, or beneath the land.

Article 24 states that, "expropriation may be authorized for national security issues or where the public health and safety are endangered, or for any other public purposes, provided." For the expropriation to be successful the following issues need to be addressed:

495. That reasons for such expropriation are given;
496. Prompt payment of just compensation;
497. That such expropriation or the compensation offered may be challenged freely by the owner of the property in a court of law with no penalty for having brought such action; and
498. That when property taken for public use ceases to be used for the intended purpose, republic shall accord the former owner, the right of first refusal to reacquire the property.

#### **Land Rights Act (2018)**

The Land Rights Act of 2018, among other things, defines land ownership and other rights, eligibility to own land or rights in land, the nature of land ownership, and the different types of customary lands in Liberia. It defines four categories of land ownership in Liberia including Public Land, Government Land, Customary Land and Private Land. It also prescribes the means by which each of the categories of land may be acquired, used, transferred and otherwise managed.

According to the Act, private land may be acquired through purchase, donation, intestacy, gift, will or adverse possession; 12 provided that in all cases a valid acquisition of a private land may be only by persons qualified to hold private land in keeping with Article (15) of this Act. Article 15 states that "Private Land may be acquired, held or owned by :

499. Natural persons who are citizens of Liberia;
500. Sole proprietorships and partnerships owned entirely by Liberian citizens;
501. corporations owned entirely by Liberian Citizens; and
502. missionary, educational or other benevolent institutions."

The acquisition of Private Land by purchase may be done through privately negotiated sale or at public sale done by auction. However, the Act provides that a purchase from a private land owner shall not be valid and enforceable, unless:

503. the Deed was executed by the legitimate owner (s);
504. notice of the sale was published in a local newspaper and posted in conspicuous places in the community where the Land is located;
505. the buyer obtains and retains documentary confirmation of the seller's ownership of the subject land;
506. the Seller produces, and the Buyer obtains and retains, documentary confirmation of the seller's payment of all taxes due on the land or the seller and buyer agree in writing that the buyer shall be responsible for the payment of all taxes due as of the date of the sale; and
507. the transfer deed from the Seller to the buyer is duly probated and registered in keeping with law.

The Act also provides that a defined portion of a Customary land as a residential area may be acquired by a community member as private land, provided that no community member is deprived of a residential area.

*A person acquires ownership of Private Land by Adverse Possession where (i) he or she occupies the said piece of Private Land under an asserted claim of right but without valid title where the use and occupancy is open, exclusive, notorious, continuous period and hostile to the rights of the Owner(s) for a period of fifteen (15) or more years without any legal objections from the Owner(s); or (ii) where he or she occupies the said piece of Private Land under an alleged color of title, which is not recognized by the Owner(s) and remains in open, notorious, continuous possession of the aforesaid Private Land for a period of fifteen (15) or more years without any legal objections from the Owner(s). "Claim of right means any asserted ownership of Private Land whether supported by a document of title or not, while a "color of title" means any claim of ownership of Private Land founded on a written instrument such as a deed, a will or a judgment that is for some reason defective or invalid.*

### **Zoning Law**

The Zoning Law prescribes designated sites for construction of specific structure. Construction of unauthorized structures is violation under this statute. Section 102 of the Law requires that Zoning Permit be obtained prior to construction of any structure. However, section 72 of the same statute also provide that a Temporary Permit could be obtained from the Zoning Council for a period not more than one year, to construct a non-conforming structure.

## **The Real Property Laws**

The Real Property Laws of Liberia is based upon the doctrine of Eminent Domain which holds that Government owns the land within the borders of Liberia and that the Government of Liberia is the original grantor of land in Liberia. Under the Real Property Laws of Liberia, the only instrument of Title is the Deed. Squatter Right does not cover Title. Squatter Right may be a city ordinance and it is not a law. Squatter's Right is only intended as a temporary arrangement for accommodation and not a Title. The Government of Liberia granted land to settlers and aborigines based upon the doctrine of preemption, the measure in which prior occupancy accompanied by improvement gives superiority in ownership to land. Preemption has been abolished with the growth of population and now public land must be purchased from the Government in order to have Title. In 1948, the William V.S. Tubman Administration demarcated public land in the then Hinterland among the tribal settlers by districts, clans, and towns, and made the tribal settlers, trustees of the public land of their respective locales. This makes the acquisition of public land in the Hinterland, now county areas, easier through tribal land certificate from the tribal authority.

### **Liberian Freedom of Information Act of (2010)**

Freedom of Information Act Section 1.4 (b, c and d) states as follows:

- 508. (b) Everyone has a right of access to information generated, received and/or held by public bodies, subject only to such limitations as are necessary and narrowly established for reasons of an equally or more compelling public interest;
- 509. (c) The right of access to information includes both (1) a right to request and receive information, and (2) an obligation on the part of public bodies and officials to disseminate essential information that the public would generally want to know, including their core functions and key activities;
- 510. (d) The right of access to information applies to private entities that receive public resources and benefits, engage in public functions, and/or provide public services, particularly in respect of information relating to the public resources, benefits, functions or services.

## **1. UNDP Social and Environmental Standard 5**

If the negative impacts are not mitigated properly, Project Affected Persons (PAPs) will face difficult economic, social, and environmental risks. Thus, UNDP SES5 seek to avoid physical and economic displacement, and minimize and mitigate displacement impacts and inherent risks when displacement cannot be avoided.

Where displacement cannot be avoided, the Project will:

- 511. utilize experienced professionals in establishing baseline information, designing displacement activities and assessing potential risks and impacts.
- 512. Identify potentially affected persons, lands, and assets through census, socio-economic surveys and evaluations, and asset inventories, including claims of affected groups not present as part of census (e.g. seasonal resource users).
- 513. Clarify the tenure rights and relationships of potentially affected persons to affected lands and resources, including recognition of customary rights and collective or communal forms of land tenure

UNDP requires the Project to comply with the SES5 provisions when carrying out project activities entailing involuntary resettlement. Hence, this Resettlement Action Framework (RAF) is to be applied during Project preparation and implementation phases. Furthermore, UNDP requires that where there are gaps between the legal frameworks of Liberia and that of the SES5, the Project will take supplementary measures to ensure that the project complies with the standards set in SES5.

## 1. Comparison between SES5 requirements and the Liberian legal framework

Table 1 below provides a summary of comparison between SES5 requirements and the Liberian legal framework, highlighting key differences and measures to bridge these gaps.

**Table 1: Comparison of Liberian Regulations with UNDP SES5.**

Topic	Liberian Regulations	UNDP SES Requirements	Measures to bridge gaps
Land acquisition procedure	Liberian law has a provision on how private land is acquired for public interests which include providing: “private property owners with reasons for expropriation”.	ESS5 provides guidelines on how to acquire land for project	While the Liberian laws provide adequate basis for private land acquisition, the guidelines of UNDP SES5 will be used to supplement the existing national procedure.
Timing of compensation payment	Prompt payment of just compensation	Compensation payment prior to displacement for any losses of personal, real or other property or goods, noting that compensation.	The Project will follow SES5 to pay compensation prior to commencing construction or before acquiring land and assets.
Calculation of compensation	Article 24 (a) 1: provision is made for prompt payment of just compensation. However, the provision is not very clear whether full replacement cost will be used to compensate PAPs.	Fair and just compensation at full replacement cost (based where relevant on the cost of replacement at resettled sites and locations) prior to displacement for any losses of personal, real or other property or goods, noting that compensation and support may be collective in nature.	In the absence of national law and lack of clarity on how compensation for various property on land to be acquired through the eminent domain law shall be handled, it is recommended that the provision of SES5 on compensation criteria and full replacement cost principles are used.

Topic	Liberian Regulations	UNDP SES Requirements	Measures to bridge gaps
Resettlement	There is no Liberian law mandating project proponent to develop resettlement action plan.	The preparation of a resettlement plan cleared by UNDP prior to the implementation of the resettlement activities is required.	In the absence of Liberian Laws to address involuntary resettlement, SES5 shall prevail. Affected people should be offered various resettlement options respecting preferences to relocate in pre-existing communities wherever possible and document all transaction. Gap measures will be fully incorporated in the RAP.
Resettlement assistance	No provision in Liberian Laws	Development assistance such as land development, credit facilities, direct benefits, training or employment opportunities, and provision of expertise, as appropriate. The combination of compensation, transitional support and development assistance will seek to improve pre-displacement productive capacity and earning potential of displaced persons.	Provision of SES5 shall be applied. The Project will also provide transitional support (both financial and in-kind) based on reasonable estimates of the time required to restore and improve income-earning capacity, production levels, and standards of living. Gap measures will be fully incorporated in the RAP.
Vulnerable groups	No provision in Liberian Laws	Particular attention to be paid to vulnerable groups, especially those below the poverty line, the landless, the elderly, women and children, etc.	In the absence of legal provision in Liberian Law to support vulnerable people, SES 5 shall be applied. The Project shall pay special attention to vulnerable people in the project landscape.

Topic	Liberian Regulations	UNDP SES Requirements	Measures to bridge gaps
Information and Consultation	Chapter 3 Article 17 of the Liberian Constitution (1986) provides the right to assemble and consult upon the common good... Section 1.4 (b, c, and d) of the Freedom of Information Act of Liberia states the principles which shall govern the construction, exercise, and protection of the right of access to information	Displaced persons and their communities are provided timely and relevant information, consulted on resettlement options, and offered opportunities to participate in planning, implementing, and monitoring resettlement.	Since common good is subject to different interpretations, it is important that land acquisition consultations are done under UNDP SES requirements. Affected people should get access to full information about the resettlement process and options for compensation.  Participatory planning and decision making should be applied in resettlement options and compensation.
Grievances	Chapter 3 Article 17 of the Constitution of Liberia provides venue for grievances.	Appropriate and accessible grievance mechanisms to be established.	There is a need for ensuring that affected people are offered the direct channel for grievance and receive redress in proper time prior to, during and after resettlement. Grievance Redress Mechanism (GRM) shall be established at project level.

As shown in Table 1 and discussed in the gap analysis section, there are differences between the SES5 requirements and existing Liberian Legislations. Considering the above-mentioned differences, UNDP policy shall complement the existing Liberian legislation relating to:

- 514. the economic rehabilitation of all affected persons and affected families (AP/AF), including those who do not have legal/formal rights to land acquired by the Project;
- 515. the provision of assistances for loss of business and income;
- 516. the provision of special allowances covering PAP expenses during the resettlement process or covering the special needs of severely affected or vulnerable PAPs.

No construction can start before completing resettlement and compensation assistances. All compensation resettlement assistance measures should be completed prior to start-up of construction activities. This shall include the following:

- 517. Structural demolition that would cause physical relocation of households or businesses shall be avoided or minimized as much as possible;
- 518. Without any regard to land registration and ownership, the PAP shall receive compensation or appropriate supports in accordance with SES5 and those of Liberian applicable legislations;
- 519. PAP shall be informed about their rights, options and alternatives;
- 520. PAP shall be consulted on, offered choices among, and provided with technically and economically feasible resettlement alternatives;

- 521. PAP shall be offered effective compensation at full replacement cost for losses of assets;
- 522. PAP shall be offered additional support in case impact is considered to be severe, to support their livelihood during the transition period, based on a reasonable estimate of the time likely to be needed to restore their livelihood and standards of living;
- 523. In all cases, special attention shall be paid to the needs of the vulnerable groups of PAPs including children, women, the elderly and those with disabilities.

## **524. KEY COMPENSATION AND ASSISTANCE PRINCIPLES**

### **1. Asset valuation**

The objective of the asset valuation exercise is to determine the current market value of the asset to be impacted plus transaction costs, so that the amount for compensation will be equal to that which can adequately enable the affected persons to replace the asset at the current full replacement cost. "Replacement cost" is the method of valuation of assets that helps determine the amount sufficient to replace lost assets and cover transaction costs. In applying this method of valuation, depreciation of structures and assets should not be considered. Where domestic law does not meet the standard of compensation at full replacement cost, compensation under domestic law shall be supplemented by SES5 provisions as necessary to meet the replacement cost standard. For losses that cannot easily be valued or compensated for in monetary terms (e.g., access to public services, customers, and suppliers; or to fishing), attempts should be made to establish access to equivalent and culturally acceptable resources and earning opportunities. Such additional assistance is distinct from resettlement assistance to be provided under SES5 requirements.

The valuation method shall follow the SES5 requirements that lost income and asset will be valued at their full replacement cost (including any transition expenses and transaction costs) such that the PAPs should not be worse-off in comparison to his/her situation prior to the project or prior to resettlement, and all efforts shall be made to ensure that PAPs are better-off than the pre-project level of standard of living.

Compensation and resettlement assistance to be paid/provided to PAPs will be calculated based on full replacement cost principles and the valuation method shall be:

- 525. certified by independent certified valuer,
- 526. based on updated properties value rates reflecting the current full replacement cost of the affected property and,
- 527. compatible with international good practices and valuation principles.

The calculations will be based on market rates. Each category of the asset shall have its own methods of valuation, and the exercise of valuation shall be based on appropriately established property value rates by relevant experts. Valuations will be certified by an independent evaluator hired by the Project Management Unit (PMU). Determination of compensation value for loss of assets and other impacts associated to land acquisition and easement will be carried out by qualified valuers, one of whom will be the Government valuer.

### **1. Replacement Value**

The calculation of replacement costs of land and structures will be based on

- 528. fair market value at the time of dispossession,
- 529. transaction/legalization costs, other taxes and fees,
- 530. transitional and restoration (land preparation and reconstruction) costs, and
- 531. other applicable payments.

As part of the valuation process, the PMU will ask community and local authorities to identify replacement land that meets the qualitative requirements of lost land and is acceptable to resettled persons and host communities and to determine the costs for PAPs or the project to obtain the land. Where replacement land cannot be found locally, a value for monetary compensation shall be developed. Regardless of whether land is replaced in kind or with monetary compensation, valuation shall include the cost to prepare the land to a level similar to that of the affected land, plus the cost of land registration, including any applicable taxes. Valuation of structures shall consider size and construction materials used. In determining replacement cost or design of replacement structures, depreciation of the asset and the value of salvageable materials shall not be considered.

### **1. Valuation Principles**

Valuation of land and assets shall consider the following:

- 532. Applicable current market prices
- 533. Loss of future income or value
- 534. Applicable current local rates for land values obtained from LRA; if available, up to date and relevant to replacement objective or more advantageous to PAPs
- 535. Applicable current rates for valuing structures, crops, trees, etc.

The calculation of unit value will be done keeping in consideration the current market rate to meet with the replacement cost of the land and lost assets etc. The approach of the valuer will consider the assessment for each type of land and assets by location. The valuation shall be carried out only when detailed designs are available for the respective sub-projects. This team of valuers will undertake site visits for physical verification of each category of the losses. The valuers will also consider the reference of previous valuation, if available, and use latest release of market survey. Based on this methodology the unit rate will be determined.

The methodology for assessing unit compensation values of different items is as follows:

#### **1. Structures**

Value of residential dwellings, commercial structures, and other affected structures (such as barns, fences, and outdoor cooking facilities) will be valued at replacement value based on construction type, cost of materials, labor, transport and other construction costs. No deduction for depreciation and transaction costs will be applied. For the partial impact, compensation is paid for the repair of the affected structure. Valuation of replacement dwellings shall include the cost of sanitation facilities. Valuation also shall include the cost of access to water supply and other services (such as electricity, sanitation) if the displaced structure had access or if the replacement location does not provide access. Estimated costs shall be sought from PAPs and other local residents and from contractors and suppliers in the affected areas. These estimates do not include the cost of land. Incomplete dwelling units or units that have collapsed and are not in use shall be valued based on replacement cost of materials. Monetary compensation only, not in-kind replacement, shall be offered for such units.

## **2. Houses and buildings**

The team of valuers will determine market value for assets. Replacement cost will be identified considering market valuation as well as cost of materials, type of construction, labor, transport and other construction costs. No deductions will be applied for depreciation, salvaged materials and transaction costs.

## **3. Land**

Agricultural Land will be valued at replacement rates according to two different methodologies depending on whether in affected areas active land markets exist or not.

536. Where active land markets exist, land will be compensated at replacement rate based on a survey of land sales in the year before the impact survey.
537. Where active land markets do not exist land will be compensated based on the reproduction cost of a plot with equal features, access and productivity to the plot lost. A clear valuation methodology for these cases will be detailed in the RAP.

## **1. Annual Crops**

All crops will be valued using the Ministry of Agriculture Tree Crop Pricing for Development Projects and paid for one year unless PAPs lose crops for more than a year in which case the number of years affected (or any fraction) will be paid. The Project will contract an independent and impartial third-party specialist in agricultural land/crop values to identify market rates and value.

## **2. Trees**

They will be valued based on the type of tree, its age and productive value. Experts will be engaged from the ministry of agriculture and forestry to establish a typical production amount with botanists and a unit value for the species existing in the area. PAPs will also receive the necessary inputs (include labor or a corresponding allowance) to replace the trees including seedlings based on the survival rates for young trees of the species being replaced.

## **3. Land valuation for easement**

Agreements shall use market value or net present value as explained above. Where easement agreements allow future use of land for cultivation of low crops, compensation shall consider rental fees for the use of properties temporarily affected. This compensation value is distinct from compensation for any trees or other crops that would be destroyed by initial use of an easement for construction. These crops would be compensated at full value. Compensation for easement agreements will address land value lost because of the temporary restriction of future uses during the construction phase of the project.

## **4. Business**

In a situation where the PAPs incurred losses of income from business, the compensation method should be the following:

538. Estimate the net monthly profit of the business, based on records if any, on operator's statements, crosschecked by an assessment of visible stocks and activity.
539. Multiply this net monthly profit by 6 months during which the business is prevented from operating.

540. Allocate a disturbance allowance (e.g. 10% of total compensation).

Where Liberia law does not meet the standard of compensation at full replacement cost, compensation under Liberia law is supplemented by SES5 to meet the replacement cost standard.

#### **1. Valuation/Assessment Team**

A valuation / assessment team will be established for assessing and determining the value of assets and compensation amount to be paid to affected PAPs. The valuation team will comprise key Engineers of the Ministry of Agriculture and staff from the Ministry of Finance, as well as the Project's Safeguards Officer. While conducting the valuation exercise the team shall:

- 541. Obtain copies of the census report on the affected area,
- 542. Assess the value of affected properties as and where necessary to ensure that the cash value placed on those properties is calculated based on full replacement cost,
- 543. Ensure that tree crops are physically counted to ensure correctness and that the current US\$ rates provided by Ministry of Agriculture for various crops are applied,
- 544. Collect from each Project Affected Person (PAP) a proof of ownership such as land deed, tribal certificate, or attestation issued by the Court for his/her affected property along with ID photos;
- 545. Collect other details on the PAPs and the affected property (including name of owner, sex, location of structure, total dimension (sq. ft), category, kind of structure, rate per sq. ft and total appraised value for each structure). This information will be noted on a RAP Verification Form (or similar).
- 546. Ensure that every member of the valuation team and the PAP signed in spaces provided on each RAP Verification Form as a proof to acknowledge the appraised values thereof;

### **547. ORGANIZATIONAL ARRANGEMENTS**

#### **1. Institutional and Implementation Arrangements**

This chapter discusses institutional arrangements for preparing and coordinating RAP preparation and implementation as well as the organizational procedures for delivery of entitlements. In order to ensure efficient resettlement activities preparation and implementation as well as compliance with UNDP SES5 and the relevant Liberian legal provisions and policies, the following institutional and departmental arrangements shall be used to connect and mobilize resources and capabilities of all relevant organizations who will be involved in the preparation and implementation of the RAP associated with project activities.

#### **2. Project Delivery Team (PDT)**

The PDT will be responsible for executing the project day-to-day activities (including subproject screening and RAP implementation).

#### **3. Safeguards Officer**

The Safeguards Officer who will be the staff of the PDT will be part of and shall be embedded in the day-to-day implementation of the Project. The Safeguards Officer will be responsible for overseeing the overall preparation and implementation of E&S safeguard instruments. Major

responsibilities to be performed by the Safeguards Officer includes managing all social development aspects, including:

548. ensuring highest standard of quality in social impact assessment and mitigation activities including screening of subprojects in accordance with the ESMF and this RAF,
549. engagement of all stakeholders,
550. project disclosure and outreach,
551. grievance management,
552. implementing resettlement, compensation and livelihood restoration plans and measures, and
553. guide consultants involved in resettlement studies or preparation and implementation of RAP and ESMP.

## **1. National level Institutional Arrangements**

### **1. Environmental Protection Agency (EPA)**

The EPA will oversee RAP of the project to ensure basic compliance on all relevant protocols during the project implementation. The EPA will issue compliance certificate to construction contractors under the project. The EPA is the Implementation Partner, and the main authority for the management of the environment, social and mandated to coordinate, monitor, supervise, and consult with the relevant stakeholders on all activities in the protection of the environment, social and sustainable use of natural resources.

### **2. Ministry of Public Works (MPW)**

The MPW will approve all drawings for civil works and issue construction licenses to works contractors under the project. The MPW is responsible for infrastructure development (road, bridges, buildings, railway etc.) and zoning regulation in Liberia. The near lack of zoning regulation is responsible for some of the critical environmental issues such as reclaiming of urban mangroves, unplanned settlements, urban flooding etc. The Ministry of Public Works will be part of the screening and property valuation team.

### **3. Ministry of Finance and Development Planning (MFDP)**

The MFDP will lead on project negotiation between the Government of Liberia and UNDP. The MFDP will sign off Grant Agreement and oversee financial management services through its Project Financial Management Unit (PFMU). The PFMU will be part of the RAP payment team.

### **4. Liberia Revenue Authority (LRA)**

For land and assets verification, the LRA will play critical role in verifying and confirming the value of project affected assets. Their continuous involvement to advance work related to land and property verification valuation exercise is vital.

### **5. Ministry of Agriculture (MOA)**

Relationship with the Ministry of Agriculture (MOA) will be cultivated. Staff of MOA will be part of the verification team in which they will assist with crops valuation exercise. Involvement of agricultural extension officers at the local level will be sought to support PAPs whose livelihoods focus on

agricultural products. In circumstances where farmers are substantially affected by the project, the agricultural extension officers would work closely with the Project to assist and track progress of the affected farmers.

## **6. Liberia Land Authority (LLA)**

As the one-stop-shop for land matters in Liberia, the LLA will assist with the settlement of land disputes and validation of land deeds and titles.

## **2. RAP Entitlements Delivery and Resettlement Committee**

### **1. Resettlement Committee**

A Resettlement Committee shall be constituted. The Committee will be formed, at a minimum by Government Representatives, Project Staff, Safeguards Officer, Community Representatives. The committee will meet periodically and carry out the following:

- 554. Review resettlement progress and challenges,
- 555. Evaluate grievances from affected persons regarding resettlement issues
- 556. Discuss any pending and emerging E&S/social safeguard issues,
- 557. Prepare and submit quarterly reports to the SMT and UNDP.

### **1. Compensation payment processing**

The following documentation shall be attached to each compensation payment request:

- 558. Probated and registered land deed (where land or economic crops are to be compensated). Clearance from local authorities is required.
- 559. Village chief and elderly attestation. In circumstances where land ownership cannot be attested by district courts and probated land deed, the PAP shall present a clearance from the village chiefs and elders showing that he is the sole owner of that land. In the absence of court attestation and probated land deed, the attestation given by the village chief and elders to the PAP shall become proof of landownership for the PAP and shall serve the same purpose as that of district court attestation and probated land deed.
- 560. Passport-sized photographs of the PAPs shall be attached to the completed verification forms.

Processing compensation payment to PAPs shall be the responsibility of MFDP/PFMU.

- 561. Based on submission of verified list of PAPs accompanied by payment requests and the required documentation, the PFMU shall proceed to write the compensation checks to PAPs,
- 562. If the PFMU is not fully satisfied with compensation payment requests, it shall return those requests to the Project within five days after receipts with reasons for not proceeding with processing of the compensation payment request(s),
- 563. The PFMU shall then requests the Project to supply the needed documents,
- 564. the Project shall make the necessary corrections within five days of receipt of the said communication from PFMU and resubmit the compensation payment request to PFMU for the processing of checks.

## 1. Entitlement Pay Team

Carrying out a door-to-door compensation payments to PAPs shall be the responsibility of the RAP pay team. The pay team shall comprise staff of the PFMU and the Safeguards Officer. The door-to-door compensation payment system has some risks. Some key risks factors include poor accounting for funds received and claims by some PAPs that they did not receive their payment. However, specific procedures will be put in place to mitigate these risks. When making door-to-door compensation payment to PAPs, the pay team shall follow the following procedures:

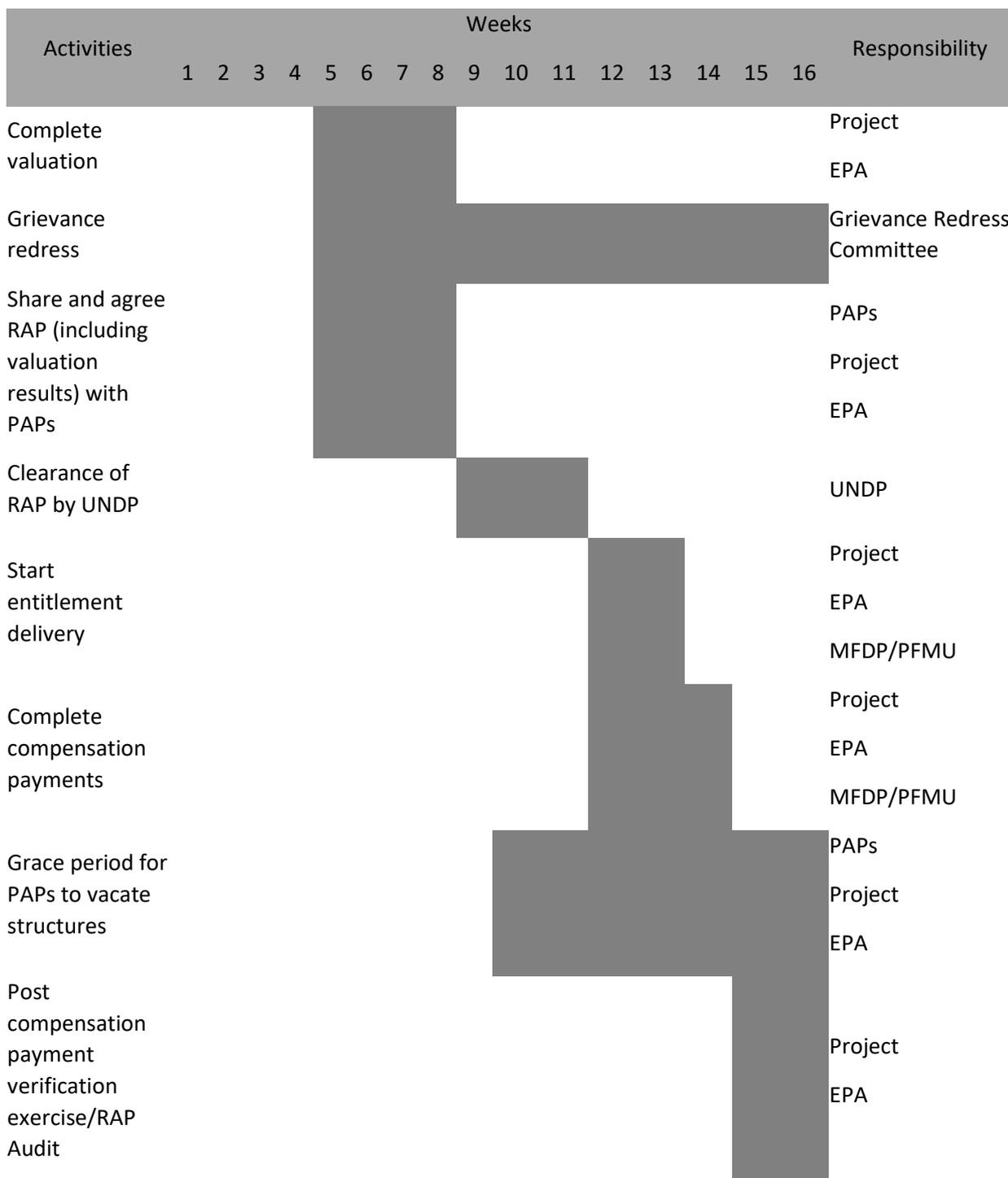
565. Collect all checks and the required documents attached to the completed verification forms from the PFMU to use as a basis for identifying and paying affected structure owners.
566. Go from house to house to pay the verified PAPs in front their affected structures or farms.
567. Fill in payment form and have each legitimate PAP and members of the pay team sign in the spaces provided for their signatures.
568. Have each PAP's fingerprint on the payment form and photograph the PAP holding his/her compensation check in front of the affected property.
569. Send the signed payment forms or approved list of the PAPs paid to UNDP to enhance the encashment of their checks.
570. No third-party payment shall be allowed.
571. Return all checks for PAPs that fail to show up during compensation payment and those that can't be disbursed due to dispute; payment report should include a list of all undisbursed checks with their numbers and the PAPs in whose names the checks are issued.
572. Prepare and submit payment report within three days after returning from the field.

## 573. TIME FRAME

Estimated time frame for the implementation of RAP is represented in Table 2 below.

Table 2: Example of a RAP Implementation Schedule

Activities	Weeks																Responsibility	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
Recruitment of consultant																		Project EPA
Complete census																		Project EPA
Conduct consultation																		Project EPA



**574. PARTICIPATION AND CONSULTATION**

**1. Consultation**

Consultations will aim to achieve the following objectives and shall be linked to the project’s Stakeholders Engagement Plan (SEP):

- 575. To provide information about the project and its potential impacts to those interested in or affected by the project, and solicit their opinion in that regard
- 576. To manage expectations and streamline misconceptions regarding the project

- 577. To agree on resettlement preferences, if any, and discuss concerns
- 578. To ensure participation and acceptance of the project by the communities Information obtained during consultations will be used to make an inventory of existing infrastructures and to collect information on land management, socio-economic activities, infrastructure, and expectations of the residents.

## 1. Methodology

A team consisting of the staffs/representatives of the Environmental Protection Agency will initiate a stakeholders mapping process. The team will identify stakeholders, decide time and venue for consultations, spread information about consultation, date and venue to ascertain maximum participation of stakeholders, disseminate information about the project, impacts, mitigation and management proposed and collect data for the consultations. Community opinion leaders will serve as key contacts to encourage meeting attendance.

The consultations shall include several community forums, and shall be interactive, with questions from the communities and answers and explanations from the Project staff. The meeting shall include diverse stakeholders, including men, women, girls, boys, the elderly, people with disabilities, and other vulnerable groups. A list of the people consulted is to be included in the final version of this document. The minutes of the consultation meetings, photographs of the consultation meetings, attendance would be attached in the RAP and continuous consultations shall be conducted to keep informed the stakeholders and making the process transparent.

## 1. Community & Participatory Consultation

The Project will conduct consultations immediately after identification of project sites. These consultations are to be led by teams and integrated into the project awareness as a whole. The team expects to visit sites, meet with the chiefs, and interview local opinion leaders and community members and present the project plan in the local districts and address land acquisition processes, issues related to litigation on land in that district, assess the impacts on public utilities to plan mitigation for public inconvenience.

## 2. Consultation with Stakeholders

A consultation meeting shall be held with project- affected residents in the project area as per the SEP. The purpose of the consulting PAPs is to provide understanding and clarity as to how compensation would be carried out for structures and means of livelihoods that would be impacted by the project, due to the implementation of the project interventions. PAPs will be informed on the following:

- 579. The extent of land requirement and impacts associated with it,
- 580. The full replacement values of their properties and methods used to arrive at full replacement cost
- 581. Availability of cash option for PAPs who prefer cash compensation for their affected properties,
- 582. Availability of transition allowances for losses of: a) rental income (landlords), ii) business income, iii) rental shelter (Renters),
- 583. Availability of special packages for three months transition period to vulnerable people,

- 584. Information on their right to be informed about their choices and their right to make free and informed choice as well as their right to accept or reject what is offered to them by the Project,
- 585. Availability of GRM to file dispute and seek remedy when they are not satisfied with entitlements and assistance packages offered to them,

In addition to various consultation strategies outlined in the SEP, focus group discussions and individual consultations will be used to disseminate resettlement/entitlement information and to obtain PAPs views. During the consultation exercise all stakeholders shall be allowed to fully participate and express their view. Their views shall be fully captured and disclosed.

#### **1. Consultation Strategy**

During consultations with stakeholders, various consultation methods stated in SEP shall be used, including:

- 586. focus group discussions,
- 587. informal interviews and,
- 588. public consultations.

In each of these consultation sessions question and answers sessions will be used to obtain their views and efforts shall be made to ensure that everyone's voice is heard, responded to and record of the consultation(s) will be annexed to the RAP.

#### **1. Resettlement Alternatives**

During the consultation exercises as well as during face-to-face meetings, PAPs shall be offered with the following alternatives including choices related to forms of compensation and resettlement assistance.

##### **1. Alternatives Offered**

In line with SES5 requirement as well as the national provision, PAPs have been offered with the following alternatives and the choices accepted and rejected shall be reported in the RAP:

- 589. Cash compensation for affected structures using full replacement cost of the affected structure;
- 590. Project take the responsibility for replacing the fully or partially affected structures;
- 591. Paying net income loss for businesses that may be partially and fully affected (duration of such transitional allowance to be determined by the Project),
- 592. Paying three months' rental/lease allowance for tenants who will be affected (duration of such transitional allowance to be determined by the Project),
- 593. Providing rental, living and supplemental allowances to vulnerable people (duration of such transitional allowance to be determined by the Project),
- 594. Allowing vulnerable people to have priority access to public services.

#### **1. Choices Related to Compensation and Resettlement Assistance**

Following the consultation processes to be carried out in project area, the preference and priority of the PAPs shall be incorporated into the RAP and taken care in compensating and considering resettlement assistance package.

## **2. Provision for Updating Information on PAPs**

The Project Delivery Team is responsible for conducting public consultations and disclosure. The goal of consultations and disclosure shall be to inform affected people and to solicit feedback that will assist the implementation of the RAP. It shall include:

- 595. Creation of communication method to identify and address project impacts on ongoing basis and bring forward community concerns including compensation and resettlement progress,
- 596. Hosting meetings with PAPs and their representatives as it may require,
- 597. Maintenance of an open-door policy through which PAPs can seek advice and lodge complaints. The focal point to be contacted on safeguard issues is the Safeguard Officer.

### **1. Disclosure and Information Sharing**

The Project shall be responsible for ensuring consultations with PAPs and for disseminating information relating to RAF/RAP. Regarding information dissemination and consultation about the RAF and other safeguard instruments, the Project shall ensure that:

- 598. the RAF and RAP will be available at a place accessible to PAPs and local NGOs, in a form, manner, and language that are understandable to them,
- 599. copies of the final RAF and RAP will be available and accessible through Government website, and if needed UNDP and Project websites.

## **600. GRIEVANCE REDRESS**

### **1. Grievance Redress Mechanisms**

Grievance here means any query, call for clarification, problems, or concerns raised by individuals or groups related to activities undertaken or processes applied by the project. These, when addressed, are expected to ensure support, results and sustainability of project activities. The goal is to create an avenue to prevent and address potential adverse environmental and social impacts emanating from project activities. The objectives are the following:

- 601. To amicably resolve grievances raised by Aggrieved Parties (APs) during project implementation
- 602. To ensure successful and timely completion of projects, without creating adverse environmental, social and health conditions on the community.

### **1. Scope of the Grievance Redress Mechanisms**

The grievance mechanism applies to all project interventions. It includes issues related to environmental, involuntary resettlement and social issues that come up during project implementation. The potential involuntary resettlement impacts of the Project will inevitably give rise to grievances among the affected population over issues ranging from rates of compensation and

eligibility criteria to the location of resettlement sites and the quality of services at those sites. Timely redress of such grievances is vital to the satisfactory implementation of land acquisition and to completion of the project on schedule.

The Project will install a project-level Grievance Mechanism that will allow project-affected persons who are not satisfied with compensation and/or resettlement packages or procedures to lodge a complaint or a claim without cost and with the assurance of a timely and satisfactory resolution of that complaint or claim. The aggrieved also reserve to go to the court of law of the country at their own cost.

As part of the methodology, meaningful consultation would be conducted throughout the life cycle of the Project. With the GRM, affected people will be lodge complaints at the project level.

### **603. COSTS AND BUDGET**

The key budget items for this RAF is included in the budget for the ESMF implementation. Resettlement Action Plan (RAP) shall include detailed budget for compensation and other rehabilitation entitlements. It shall also include information on how funds will flow as well as compensation schedule. The RAP shall also clearly state where the sources of funds will come from.

### **604. MONITORING**

#### **1. Monitoring and Evaluation**

Monitoring and Evaluation (M&E) shall constitute key components of the RAF/RAP implementation. As such, the Project shall take the responsibility to ensure that an M&E system is in place and effectively functioning. Monitoring will be an integral part of the RAP implementation activities and will continue throughout the project period. Regular monitoring will enable the Project to assess resettlement implementation progress and challenges, take corrective action where and when necessary to keep the project on course, and to ensure achievement of the stated resettlement objectives stated in SES5.

Monitoring also encompasses regular consultation with and feedback from PAPs and other stakeholders regarding resettlement implementation progress or the lack thereof. Some techniques for stakeholder engagement and consultation will include one-on-one meetings/interviews, community meetings/group interviews, and focused group discussions. Key resettlement monitoring indicators shall include the followings (see Appendix 8 of this ESMF).

- 605. Number of PAPs relocated/resettled
- 606. Number of vulnerable people assisted;
- 607. Type of supported provided during transitional period
- 608. Type of assistance provided to PAPs
- 609. Number and nature of complaints filed by PAPs;
- 610. Number of complaints amicably resolved;
- 611. Number of complaints unresolved/pending
- 612. Existence and functioning of the GRM;
- 613. PAPs access to the GRM

- 614. Compensation payment processing and delivery time
- 615. Number of PAPs who are better off as a result of the resettlement assistance;
- 616. Number of PAPs who are worse off as a result of the project
- 617. Status of Resettlement Action Plan implementation

Where possible, data will be disaggregated and reported by gender, youth, people with disabilities and other disadvantaged groups.

#### **1. Completion Audit**

The Project will conduct an audit to determine whether the efforts to restore the living standards of the affected population have been properly designed and executed. The audit will be independent / third party audit. The audit will evaluate if the mitigation actions prescribed in the RAP have been implemented and have had the desired effect. The baseline conditions of the affected parties before the relocation will be used as a measure against their socio-economic status after the resettlement.

The completion audit will take place after all RAP activities have been completed including development initiatives, but before the financial commitments to the program are finished. This will allow the flexibility to undertake corrective action that the auditors may recommend before the project is completed.

## Appendix 7: RAP Monitoring Indicators

Monitoring	Specific indicators	Frequency
Social and economic monitoring	On the basis of pre project's baseline survey, provide number of PAPS: i) whose livelihoods have been restored to pre-project level, ii) whose livelihoods have improved beyond pre-project level, iii) whose livelihoods are worse than pre-project level.	Monthly
Private structures	Provide number of PAPS: i) whose private structures have been restored/constructed to preproject level, ii) whose private structures made better / improved beyond pre-project level, iii) whose private structures are made worse than pre-project level	Monthly
Public Structures	Provide number of PAPS: i) whose private structures have been restored/constructed to preproject level, ii) whose private structures made better / improved beyond pre-project level, iii) whose private structures are made worse than pre-project level	Monthly
Economic Crops	Track progress on: i) number and type of economic crops replanted by affected farmers, ii) number of farmers who have restored their income to pre-project level, iii) number of farmers who have not restored their income to pre-project level, iv) number of farmer whose income has been restored beyond pre-project level, v) number of affected farmers who have changed their livelihoods from farming to other livelihood activities,	Monthly
Assistance to Businesses	Track progress on: i) number of affected businesses that have resumed business operation, ii) number of businesses that have restored their net income to pre-project level, iii) number of businesses that have restored their net income beyond pre-project level, iv) number of affected businesses that have not resume operations	Monthly
Vulnerable Groups	Provide number of vulnerable PAPS: i) whose livelihoods have been restored to pre-project level, ii) whose livelihoods have improved beyond pre-project level, iii) whose livelihoods are worse than pre-project level, iv) who have received assistance from the special package, v) who are sick and who benefited from health service in the project area, vi) number of disable friendly facilitates constructed by the project such as access ramp from main road to their living quarters or neighborhood,	Monthly
Tenants	Provide number of affected tenants: i) who have found new rental places, ii) who reported that the rental allowance is inadequate, iii) who showed satisfaction over their new rental places compared to the ones they occupied before the project, iv) number of tenants who have not yet found rental places.	Monthly

Monitoring	Specific indicators	Frequency
Grievances	Track grievances and report: i) number of cases at each impact location, ii) the number of cases resolved, iii) number of cases pending, iv) reasons for pending cases, v) frequency of GRM meetings, vi) description of compliance to GRM procedures	Monthly
Post RAP Compensation Payment Audit	On the basis of the census and entitlement matrix, the post RAP compensation payment audit exercise will verify and confirm: i) overall total number of PAPs paid full compensation) total number of private structure owners (PAPs) paid full compensation ; iii) total number of public structures (fences and signboards) paid full compensation iv) total number of economic crops (rubber trees, oil palm trees and sugar cane) paid; v) total number of business owners (loss of income/revenue) paid compensation ; vi) total number of tenants paid three months rental assistance on ; vii) total number of landlords paid three months rental losses viii) total number of vulnerable people paid full special assistance (e.g. 3 months rental, living and transitional allowances); ix) number of PAPs who are not paid full compensation ; x) compensation cases disputed channeled to GRM and status of each case; xi) potential and actual residual social risks and proposed mitigation measures.	Monthly