![UN Logo] **UNITED NATIONS DEVELOPMENT PROGRAMME**
ZIMBABWE

SOCIAL AND ENVIRONMENTAL SCREENING AND ASSESSMENT PROCEDURE FOR UNDP PROGRAMMES & PROJECTS IN ZIMBABWE

Social and environmental sustainability is fundamental to the achievement of development outcomes and is systematically mainstreamed into UNDP's Programme and Project Management Cycles, seeking to: (i) strengthen quality of programming (ii) maximize social and environmental opportunities (iii) avoid adverse impacts to people and the environment (iv) minimize, mitigate, and manage adverse impacts (v) strengthen UNDP partner capacities and (vi) ensure full and effective stakeholder engagement. The UNDP Zimbabwe SES Committee together with the CO M&E Unit are mandated to provide the oversight and quality assurance across all the steps. This one-pager summarises the key steps in mainstreaming SES into project design, implementation and management. This SESP one-pager should always be used in consultation with the **UNDP SES Policy of 2021** and the **SES Toolkit**.

STEP 1. PRE-SCREENING

Responsible: Project Developer/Project Manager

- Screen Project Concept (when prepared) and early draft Project Document to inform Project Design.
- Determine preliminary risk categorization.
- Consult with stakeholders, including people potentially affected by the project, on risk identification/rating.
- If the risk category is **Low**, proceed to the project development and implementation.
- If risks are **Moderate** to **High** proceed to screening during detailed project design phase.

STEP 2. SCREENING

Responsible: Project Developer/Project Manager

Timeline: 10 working days

- Identification of potential social and environmental opportunities and risks/ impacts.
- Use of SES Template to assess how the programme/ project integrates the Overarching Principles.
- Risk categorization and record **Moderate/Substantial/High** risks from SESP in project Risk Register.
- If risks are **Low**, proceed to project implementation phase.
- If risks are **Moderate** to **High**, proceed to risk assessment phase.

STEP 3. ASSESSMENTS

Responsible: SES Expert/Consultant - Targeted assessment/ scoped or Full ESIA/SESA

Timeline: Targeted Assessment - 1 month
Full ESIA/SESA - 2 to 4 months (depending on size of project)

- For moderate risks and above, one of the following assessments will be carried out; targeted assessment, scoped ESIA/SESA, ESMP or full ESIA.
- ESIA/ESMP for **Substantial** and **High** risks impacts should be carried out by consultant registered with Government of Zimbabwe Environmental Management Agency.
- EMA to review ESIA/ESMP report within 60 days and award license to the project if successful.

STEP 4. DISCLOSURE

Responsible: Communication Specialist

- Draft SESP – appended to Project Concept Note/draft ProDoc and distributed to project stakeholders during project design stage stakeholder consultations.
- Final SESP - To be annexed to the ProDoc, uploaded to Project Document Centre then posted to project pages on open.undp.org. Posted on UNDP unit (e.g. CO) website post PAC, when Project Document disclosed

Draft and Final Assessments & Management Plans (ESIA/ SESA & ESMP) for Moderate to High Risk Projects:
- How to disclose - Disclose draft & final reports in ProDoc & post on CO website- translate summary report into local language and distribute locally

When to disclose:
- Draft stand-alone Targeted assessments and when no separate assessment- At least 30 days prior to PAC if assessment conducted as part of project preparation & at least 30 days prior to implementation if done as part of project implementation.
- Draft ESIA/ SESA & ESMP for substantial & high-risk projects- 60 days for substantial risk & 120 days for high-risk projects
- Final Assessments & Management Plans (Targeted, ESIA/SESA/ESMP)- Upon receipt
- SES documentation during project implementation- upon receipt or completion and before implementation of any activities that may cause adverse social and environmental impacts.

STEP 5. IMPLEMENTATION

Responsible: Project Developer/Project Manager - Monitoring Role Contractors - Implementation Role

Timeline: Project duration

- Implementation of the ESMP/ESMF and other relevant plans e.g. Stakeholder Management Plan, GRMs and Biodiversity Management Plan during this phase by contractors.
- Safeguard Specialists to oversee implementation of these plans.
- Recommended mitigation measures are implemented.

STEP 6. MONITORING & REPORTING

Responsible: Monitoring & Evaluation Specialist

Timeline: Project duration

- Progress of implementation of mitigation/management plans required by the SES.
- Complaints and grievances from project-affected stakeholders.
- Completion and disclosure of any required monitoring reports on SES implementation.
- SESP closure audit carried out at the end of the project.

https://ses-toolkit.info.undp.org/programming-principles
https://ses-toolkit.info.undp.org/project-level-standards
https://ses-toolkit.info.undp.org/procedures-and-accountability

SES RELATED PROCESSES

As you read through, also make reference to the below Zimbabwe SES Guidance Notes,

Key Elements   **GRM**   **SRM**