



**AFRICAN DEVELOPMENT  
BANK GROUP**

# Environmental & Social Assessment Procedures **Basics**

For public sector operations

COMPLIANCE & SAFEGUARDS  
DIVISION (ORQR.3)

[safeguards@afdb.org](mailto:safeguards@afdb.org)





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## Acronyms

<b>AfDB:</b>	African Development Bank
<b>ARAP:</b>	Abbreviated Resettlement Action Plan
<b>ESAP:</b>	Environmental and Social Assessment Procedures
<b>ESIA:</b>	Environmental and Social Impact Assessment
<b>ESMP:</b>	Environmental Management Plan
<b>FRAP:</b>	Full Resettlement Action Plan
<b>GECL:</b>	General Counsel and Legal Services Department
<b>NGO:</b>	Nongovernmental Organisation
<b>OPEV:</b>	Operations Evaluation Department
<b>ORQR:</b>	Quality Assurance and Results Department
<b>ORQR.3:</b>	Compliance and Safeguards Division
<b>PAR:</b>	Project Appraisal Report
<b>RAP:</b>	Resettlement Action Plan
<b>SD:</b>	Sector Department
<b>SESA:</b>	Strategic Environmental and Social Assessment

# Introduction

The African Development Bank (AfDB) issued its environmental and social assessment procedures (ESAP) in 2001. Task managers and social and sector environment specialists use the ESAP to implement the AfDB's Environmental Policy and other crosscutting policies. In addition to defining the environmental categories to which AfDB-financed projects may be assigned, the ESAP set out the assessments and procedures required for each category at each stage of the project cycle.

This document explains how to comply with the ESAP. It clarifies principal safeguard procedures, such as Environmental and Social Management Plans (ESMPs), Strategic Environmental and Social Assessments (SESAs), Environmental and Social Impact Assessments (ESIAs), and Resettlement Action Plans (RAPs).

For more information, please refer to:

<http://www.afdb.org/en/topics-sectors/sectors/environment/>

or contact:

[safeguards@afdb.org](mailto:safeguards@afdb.org)







## ESAP Basics

ESAP do not apply to

- Studies
- Emergency projects (see box, this page).

### Responsibilities:

- The borrower is responsible for undertaking environmental and social assessments of projects/plans/programs.
- Sector departments (SDs) support the borrower.
- ORQR.3 supports SDs and ensures that projects comply with the environmental and social aspects of AfDB policies.

## Emergency relief assistance

### **Short-Term Emergency Relief Assistance: ESAP do not apply.**

If a specific project needs environmental and social diligence, the project team enlists environmental and social expertise to design an ESMP.

### **Long-Term Relief Assistance: ESAP apply.**

For long-term rehabilitation and reconstruction operations designed to restore normalcy, regular loans and loan processing procedures apply.

Source: African Development Bank. 2001. *Environmental and Social Assessment Procedures*.  
African Development Bank. 2008. *Revised Guidelines for Emergency Relief Assistance*.

# STEP 1: Project identification

**Action:** Identify and validate the project category.

- Use the ESAP categorization checklist for screening (SD).
- Draft a project brief in SAP and include information about key environmental and social aspects of the project (SD).
- Draft a memo to propose a project category (SD, environmental and social expert).
- Send a request to [safeguards@afdb.org](mailto:safeguards@afdb.org), asking that the project category be validated.

## Output:

- The project is categorized in SAP (the project's category is automatically reflected in the project brief).
- The project brief is fully updated in SAP.
- The level of assessment required is identified (including involuntary resettlement requirements if applicable).
- Important points to consider in the assessments are identified and a scoping memorandum is prepared.



## STEP 2: Project preparation

**Action:** Scope and prepare environmental and social studies.

- Define the extent of the studies required using the environmental and social scoping memorandum.
- Prepare terms of reference for the ESIA/ESMP according to the project category (borrower and SD; ORQR.3 can help revise the terms of reference).
- Prepare an ESIA/ESMP/RAP (borrower with SD support).
- Carry out extensive stakeholder consultations (borrower).
- Integrate consultation feedback into the project design, the ESMP and the RAP (borrower with SD support)
- Obtain certification by a national environmental agency.

**Output:** The terms of reference for the assessment

- Draft a project brief in SAP, with information about the project's key environmental and social aspects (SD).

### Project Concept Note verification check before submission for readiness review

The project has been categorized in SAP or ORQR.3 has been requested to validate the proposed category.

The project brief is updated in SAP.

The scope of any necessary studies, including studies of the country's institutional capacity, has been determined.

Draft project assessment reports (ESIA/ESMP/RAP) are being prepared or finalized.

The Project Concept Note reflects all of the information listed above.



## STEP 3: Project appraisal

**Action:** Review, approve and disclose environmental and social studies.

- Include an environmental and social expert in appraisal missions (SD), especially for Category 1 and Category 2 projects.
- Review and summarize environmental and social assessments (SD).
- Request clearance and disclosure of assessments from ORQR.3 (SD).
- Address ORQR.3's comments and concerns before disclosure (SD and borrower).
- Integrate main environmental and social findings into the Project Appraisal Report (PAR) (SD).
- Disclose the document in the borrower country, in the AfDB's Public Information Center, and on the AfDB's website (borrower, SD, and ORQR.3).

**Output:** Clearance and disclosure of the ESIA/ESMP/RAP

- Section of the PAR on environmental and social issues and relevant technical annexes

### Project Appraisal Report verification check before submission for readiness review

Categorization is confirmed.

ORQR.3 clears the applicable assessments (ESIA/ESMP/RAP/SESA) and summaries.

If cleared, the assessments are disclosed on the AfDB's website and in the borrowing country.

Environmental and social issues are discussed in the PAR: not only in the technical annexes, but also in discussions of costs, in monitoring and evaluation plans, in loan conditions and covenants, etc.

## STEP 4: Loan negotiation

**Action:** Prepare loan conditions and covenants related to environmental and social concerns.

- Prepare loan conditions and covenants to cover environmental and social concerns (SD with GECL).
- Incorporate the ESMP/RAP into the loan agreement (SD with GECL).
- Review amendments to loan conditions and covenants (SD with GECL).

**Output:** Inclusion of necessary environmental and social conditions, covenants and amendments in the project loan agreement

## STEP 5: Project implementation and supervision

**Action:** Monitor the ESMP/RAP.

- Monitor the ESMP/RAP using indicators (borrower).
- In the event of non-compliance, review the ESMP/RAP (borrower and stakeholders).
- Include environmental and social experts in supervision missions (SD).

**Output:** Quarterly reports, supervision reports

# STEP 6: Project completion

**Action:** Conduct a compliance audit and post-evaluation.

- Include environmental and social experts in the completion team.
- Prepare a Project Completion Report (SD).
- Conduct a desk compliance audit (Category 2 projects) or a full compliance audit (Category 1 and Category 4 projects) on environmental and social issues (SD).
- Conduct a post-evaluation (OPEV).

**Output:** Project Completion Report

- The final Project Completion Report discusses the implementation of the ESMP/ RAP.

## Project categories

<b>Category 1:</b>	Projects likely to induce important adverse and irreversible environmental and/or social impacts, such as the displacement of more than 200 people. A full ESIA and an ESMP are required, and a RAP may apply.
<b>Category 2:</b>	Projects likely to induce detrimental, site-specific environmental and/or social impacts that can be minimised by including mitigation measures in an ESMP and in an Abbreviated Resettlement Action Plan (ARAP), when applicable.
<b>Category 3:</b>	Projects that will not induce adverse impacts. These projects do not require further environmental and social action.
<b>Category 4:</b>	Projects that involve subprojects which may result in adverse environmental and/or social impacts and for which the AfDB's investments are handled by a financial intermediary. These projects must assess the intermediary's capacity to address environmental and social concerns.
<b>Category 9:</b>	Capacity-building projects.

Source: African Development Bank. 2004. *Bank Group Policy on the Environment*. Para 6.6.



# Strategic Environmental and Social Assessment

- A SESA is conducted to assess the impacts of policies, plans, and programs, even before exact locations and activities are defined.
- Instruments used to conduct a SESA are an ESMP; an environmental and social scoping checklist for the categorization of subprojects; a framework for compensation (see the Bank Group Involuntary Resettlement Policy, 2003); and a framework for managing recurrent impacts (e.g.: the management of solid waste or sludge).
- The SESA and the ESMP prepared for the program/plan/policy form part of the same document.
- The SESA should be followed by individual project studies once sites are known, as part of project appraisal.
- Disclosure procedures depend on the project category (120 days for Category 1 projects, 30 days for Category 2 projects).

## How to carry out a SESA

- |                 |   |
|-----------------|---|
| <b>Step 1 :</b> | Determine the approach and baseline information requirements.                               |
| <b>Step 2:</b>  | Identify alternatives.  |
| <b>Step 3 :</b> | Undertake an impact assessment.   |
| <b>Step 4:</b>  | Analyze the alternatives.   |
| <b>Step 5:</b>  | Elaborate a mitigation plan or enhancement measures.  |
| <b>Step 6:</b>  | Identify environmental and social effects that might remain after mitigation.               |
| <b>Step 7:</b>  | Develop an institutional strengthening plan to improve environmental and social management. |
| <b>Step 8:</b>  | Document the results of the analysis.   |
| <b>Step 9:</b>  | Monitor results.  |

Source: African Development Bank. 2001. *Environment and Social Assessment Procedures*. Annex 11.

# Environmental and Social Management Plan for Category 1 and Category 2 projects: Contents in a nutshell

Prepared by the borrower or, if the country lacks capacity, by the SD, the ESMP defines the mitigation/enhancement, monitoring, consultative and institutional-strengthening measures to be undertaken during project implementation, as agreed with the borrower. The ESMP should be incorporated in the loan documents and should be flexible and integrate any initiatives, such as a RAP, to enhance project performance. It should allow for adjustments and revisions to reflect developments during project implementation.

- **General information:** State the project number, project implementation start date, project completion date, date of operation, period covered.
- **Objectives:** 1) To outline the mitigating/enhancing, monitoring, consultative and institutional-strengthening measures required to prevent, minimise, mitigate or compensate for adverse environmental and social impacts or enhance benefits. 2) To formulate capacity-building measures to strengthen the borrower's capacities if necessary.
- **Context:** Briefly describe project activities and major environmental and social components likely to be positively or negatively affected by the project.
- **Beneficial and adverse impacts:** Describe positive impacts that could improve the project's environmental and social performance as well as adverse impacts that require mitigation or compensation.



- **Enhancement and mitigation program:** Propose feasible, cost-effective measures to augment benefits (enhancement measures) or reduce potentially adverse impacts (mitigation measures). Include technical information.
- **Monitoring program:** Describe the monitoring system envisaged. Ensure that the mitigation and enhancement measures proposed are implemented during the construction phase. Define monitoring indicators. Measure and evaluate the project's impacts on environmental and social components of concern and implement remedial measures, if necessary.
- **Consultations:** Identify measures for stakeholder consultations during the environmental and social assessment and during implementation; identify outputs and expected outcomes. Specify target groups, an appropriate consultative process, the frequency of consultations, reporting methods and result disclosure procedures.
- **Complementary initiatives:** Integrate or at least refer to initiatives to improve the project's environmental and social performance, especially for Category 1 projects.
- **Responsibilities and institutional arrangements:** Identify the responsibilities of the SD, the borrower, the implementing agencies, and other stakeholders, and propose actions to strengthen capacity.
- **Cost estimates:** Estimate the capital and recurrent costs of the enhancement and mitigation measures, the monitoring program, the consultations, complementary initiatives and institutional arrangements.
- **Implementation schedule and reporting:** Provide a schedule for implementing the enhancement and mitigation measures, the monitoring program, the consultations, complementary initiatives and institutional arrangements.

# Resettlement Action Plan: Contents in a nutshell

## Application:

A RAP applies in the event of involuntary resettlement as the consequence of the acquisition of land or other assets (relocation/ loss of shelter; loss of assets or restricted access to assets; loss of source of income).

## Instruments:

- **Full Resettlement Action Plan (FRAP):** For projects that impact 200 people or more. Disclose the FRAP summary as an attachment of the ESIA summary (Category 1 projects), 120 days before submission to the Board.
- **Abbreviated Resettlement Action Plan (ARAP):** For projects that impact fewer than 200 people. Disclose the complete ARAP as part of the ESMP, 120 days (Category 1 projects) or 30 days (Category 2 projects) before submission to the Board.

Pay special attention to disadvantaged groups: people living below the poverty line; the landless or those without legal title; the elderly; women and children (especially female-headed households and infants); and ethnic, religious and linguistic minorities. For details, refer to the Bank Group Involuntary Resettlement Policy, 2003.

# Full Resettlement Action Plan

- **Background:** Describe the project, the project area and the project's zone of influence.
- **Potential impacts:** Name project activities that would trigger resettlement. Establish the zone of impact and describe alternatives that would avoid or minimise resettlement.
- **Organizational responsibility:** In the project preparation phase, evaluate institutional capacity and commitment to carry out the FRAP and any capacity-building actions. Include a timetable and a budget.
- **Community participation:** Describe the displaced and host communities' participation in consultations. Summarize their views and how the RAP took them into account. Review resettlement alternatives and describe procedures for the redress of grievances.
- **Integration with host communities:** Describe consultations with host communities and local governments, arrangements for the payment of land or other assets, means of addressing conflict that could arise between resettlers and host communities, and measures to augment public services in host communities.
- **Socioeconomic studies:** Discuss the findings of a survey covering the number of residents of the affected area, household organization, the assets of displaced households, the magnitude of expected losses, and the extent of physical and economic displacement. Describe land tenure systems and public infrastructure and list social services that will be affected.
- **Legal framework:** Discuss mechanisms for the resolution of conflicts and for appeals, the legal steps necessary to implement resettlement activities, and normal processing times for the foregoing. Also discuss the process for recognizing legal rights to land.
- **Institutional framework:** Identify agencies responsible for resettlement activities and nongovernmental organisations (NGOs)

that may play a role in project implementation, and assess their institutional capacity.

- **Eligibility:** Define displaced persons and state criteria for determining their eligibility for compensation. Specify cut-off dates.
- **Valuation of and compensation for losses:** State the methodology to be used to value losses and determine replacement costs. Propose types and levels of compensation under local practices, and describe compensation packages.
- **Sites selection, preparation, and relocation.** Describe institutional and technical arrangements for identifying and preparing relocation sites; procedures for physical relocation, including timetables for site preparation and transfers; any measures to prevent the influx of ineligible persons; and legal arrangements for regularising tenure and transferring titles to resettlers.
- **Shelter, infrastructure, and social services:** Explain plans to provide or finance housing, infrastructure (roads, water supply, etc.), and social services (schools, health services). Explain plans to ensure comparable services for host populations and develop sites if necessary.
- **Environmental protection:** Assess the environmental impacts of the proposed resettlement and describe measures to mitigate and manage them.
- **Implementation schedules:** Provide an implementation schedule for all activities. Include target dates.
- **Costs and budget:** Provide tables breaking down cost estimates for all resettlement activities. Specify a timetable for expenditures, the source of funds, and arrangements for the timely flow of funds.
- **Monitoring and evaluation:** State how the implementing agency will monitor resettlement activities. Name performance monitoring indicators with inputs, outputs, and outcomes, and arrange for impacts to be evaluated a reasonable time after resettlement activities are complete.

# Abbreviated Resettlement Plan

- Carry out a census of the expected number of displaced persons and their socioeconomic status. Value displaced persons' assets and other sources of livelihood.
- Consult the displaced and the host populations about project alternatives and inform them of how the project might affect them.
- Describe compensation options that will be offered and other resettlement assistance that will be provided. It is preferable to involve local NGOs.
- Assign institutional responsibilities for implementing the resettlement plan and state NGOs' role in monitoring the plan.
- Agree upon schedules, budget and sources of funds with the executing agency.

## How long does ORQR.3 need to process a request?

- Categorization: **5 working days**
- Revision of an ESIA/ESMP/SESA: **10 working days**
- Revision of a FRAP/ARAP: **10 working days**
- Readiness review of a Project Concept Note/PAR: **5 working days**

Send full assessments as well as summaries.

## What is the ESAP's disclosure policy?

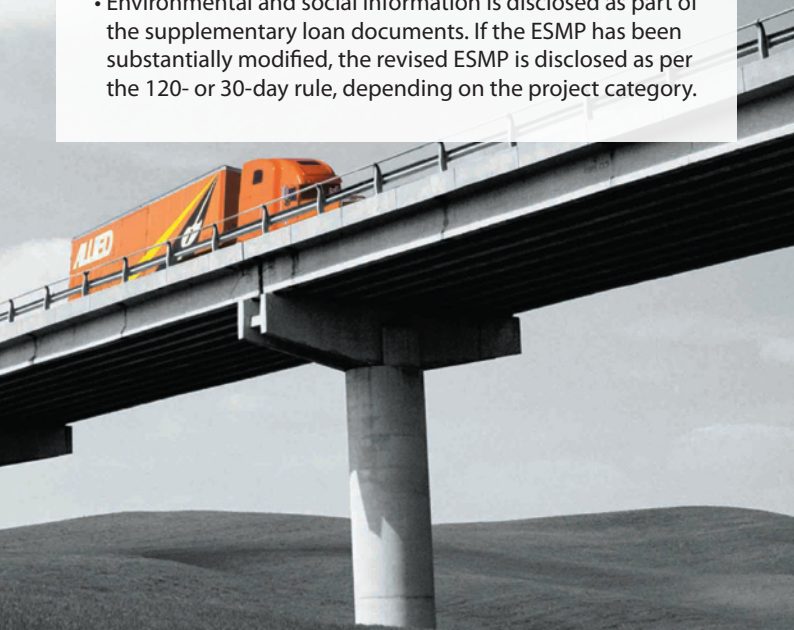
- Category 1:** Summary ESIA: 120 days before Board presentation for public sector projects
- Category 2:** Summary ESMP: 30 days before Board presentation
- Category 3:** Environmental and social information is part of the main PAR
- Category 4:** Relevant information is part of the PAR's technical annexes or is reflected in the main text of the PAR

**Cleared by ORQR.3 for disclosure**



## How do safeguards apply to supplementary loans?

- Project categorization is confirmed (main loan).
- A memo is drafted, stating whether the ESMP of the main loan needs to be updated or still applies.
- If the ESMP needs to be updated, the SD sends the revised ESMP to ORQR.3 for validation and clearance.
- If the ESMP still applies, ORQR.3 validates the memo.
- Environmental and social information is disclosed as part of the supplementary loan documents. If the ESMP has been substantially modified, the revised ESMP is disclosed as per the 120- or 30-day rule, depending on the project category.



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