



**Resettlement Policy Framework (RPF) Template for new countries
joining ASCENT**

January 2026

Background

This document provides a Resettlement Policy Framework (RPF) template for new countries joining Accelerating Sustainable and Clean Energy Access Transformation (ASCENT) Multi Programmatic Approach (MPA). Phase 1 of the MPA will establish a regional Technical Assistance (TA) and climate finance platform supporting AFE countries participating or aiming to participate in ASCENT, as well as private sector Distributed Renewable Energy (DRE) and clean cooking companies active in the AFE region. The platform will be managed by Common Market for Eastern and Southern Africa (COMESA) and will support implementation and monitoring of the ASCENT MPA. The regional platform is critical to enabling the successful implementation of the simultaneous and subsequent country and regional phases as the platform will help accelerate and scale-up energy access interventions in the region through a harmonized approach and by leveraging economies of scale.

ASCENT MPA will finance a wide array of activities and works that might necessitate various levels of involuntary resettlement. Potential activities include solar home systems (SHS), hydro/solar-based mini-grids, distribution lines, installation service drop cables and meters, Battery Energy Storage Systems (BESS), and financing of clean cooking companies. Given that the specific activities and works to be carried out in each country joining ASCENT have not yet been identified, a framework approach is proposed to address potential involuntary resettlement impacts. This RPF template provides “pragmatic good practice” standardized approach which should be tailored by each joining Country as part of their ASCENT project preparation and is designed to be user friendly and compatible with ESF requirements. The template format attempts to provide a simplified and uniform approach to preparation of the required RPF by the additional Countries joining ASCENT Program.

This template should be used when a determination has been made that the project will involve the need for land acquisition and/or involuntary resettlement, specifically impacts such as project-related land acquisition or restrictions on land use that may cause physical displacement (such as relocation, loss of residential land or loss of shelter), economic displacement (like loss of land, assets or access to assets, leading to loss of income sources or other means of livelihood), or both. However, the following scenarios would not require the preparation of an RPF:

1. When there is no information indicating that there will be impacts related to land acquisition and/or involuntary resettlement. In such cases, the team can include an ESCP provision indicating that if those impacts are identified during project implementation, a Resettlement Action Plan (RAP) or Livelihood Restoration Plan (LRP), as applicable, will be prepared and implemented.
2. When impacts on incomes or livelihoods that are not a **direct result** of land acquisition or land use restrictions imposed by the project. Such impacts will be addressed in accordance with ESS1, as indicated in Paragraph 5 of ESS5.
3. Cases of voluntary land donation in which the seller is given a genuine opportunity to retain the land and to refuse to sell it, and is fully informed about the available choices and their implications (except in cases where voluntary land transactions may result in the displacement of persons other than the seller who occupy, use or claim rights to the land in question, in which case ESS5 does apply). In voluntary donation cases, the project must ensure consistency with the provision of Paragraph 6 (and footnote 10) of ESS5.

Template Instructions

The purpose of the Resettlement Policy Framework is to clarify resettlement principles, organizational arrangements, and design criteria to be applied to subprojects or project components to be prepared during project implementation (ESS5, para. 25).

The RPF should be clear and concise. Each section has a suggested page limit. Throughout the document, instructions are in red and should be deleted upon completion. Information specific to the project should be inserted where there are [] (for example, “[name of project]”) Delete the [] when inserting information.

[COUNTRY NAME]

[NAME OF MINISTRY/IMPLEMENTING AGENCY]

[LOGO OF MINISTRY]

[NAME OF PROJECT]

[PROJECT CODE]

RESSETLEMENT POLICY FRAMEWORK (RPF)

[BORROWER APPROVAL AND DISCLOSURE DATE]

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List of Tables

Include a numbered list of the titles of the tables included in the RPF.

Abbreviations and Acronyms

Include/ update an alphabetized list of all the abbreviations and acronyms used in the document.

1. Introduction

(1 page maximum)

[Include a paragraph summarizing the project development objective (PDO) and describes clearly the nature of the project interventions and the nature of the lending.]

The project has prepared a Resettlement Policy Framework (RPF) for ASCENT MPA, consistent with requirements of the World Bank Environmental and Social Framework and national legislation.

A RPF has been prepared as, the exact location, final design of proposed structures, land needs, etc., has not yet been confirmed. Consequently, it is not yet possible to prepare detailed Resettlement Action Plans (RAPs), which specify the detailed mitigation measures and develop strategies for livelihood restoration program. The RPF is not a resettlement plan for the project, but a framework to guide the development of subsequent RAPs. The RPF provides guidance on how to assess the displacement related impacts of sub-project activities, and how to manage the displacement and resettlement of the project affected persons.

The RPF is intended to avoid or minimize any adverse impacts associated with physical or economic displacement, and to ensure arrangements are in place to mitigate any adverse impacts that may occur.

The RPF establishes the principles and procedures to be used in subsequent preparation of a Resettlement Action Plan (RAP) or Resettlement Action Plans (RAPs), or Livelihood Restoration Plan(s) (LRPs), as applicable. Project activities that will cause physical and/or economic displacement need to be based on management plans approved by the World Bank. Possession of acquired land and/or assets in the affected areas, and impacts on livelihoods will only take place after compensation has been paid or made otherwise available, or when applicable PAPs have been resettled in line with the RAP and the applicable provisions of Environmental and Social Standard (ESS)5.

This RPF is intended to utilize the existing legal and policy framework of [name of formal sovereign borrower], incorporating any supplementary measures necessary to achieve consistency with ESS5 principles and standards. Where there is a difference in the standards whichever is higher (most beneficial to affected people) will be applied.

2. Project Objectives and Description

(2 pages maximum)

2.1 Project Description

[Identification of components that may require physical and/ or economic displacement or land acquisition for project use, including description of likely scale of land required for use].

2.2 Resettlement Impacts

[For Ongrid: Resettlement impacts will occur as a result of temporary and permanent land acquisition and restrictions on land use for the construction of towers/ poles; establishment of wayleaves/ rights of way; safety buffers; working areas including camps, borrow pits, lay down areas as well as access roads etc].

[For Offgrid: Resettlement impacts will occur as a result of temporary and permanent land acquisition and restrictions on land use for offgrid facilities; safety buffers; working areas including camps, borrow pits, lay down areas as well as access roads etc.]

Potential impacts are likely to include:

Full or partial loss of residential structures including supporting structures such as kitchens, stores, toilets etc. This will result in physical displacement of affected households.

Loss of structures including those used for businesses, livestock etc. which belong to an individual or group.

Loss of land plots for residential or economic reasons in full or part. Land may be used for housing, agriculture, grazing, businesses or investment purposes. Partial loss may be considered as full loss of the remaining land is insufficient to support its intended use (e.g. unviable for cultivation).

Loss of crops as a result of loss of land which are used for subsistence or as cash crops and form part of the income of the household who cultivates the crops.

Loss of trees including productive trees e.g. fruit trees, nut trees; shade trees or other economic potential such as charcoal production).

Loss of community assets including schools, health care facilities, boreholes etc. Such assets may be considered as public institutions and are used by the whole community. In some cases such assets may be privately owned e.g. religious buildings.

Loss of business structures which will result in economic losses for the owner of the business
Loss of employment (both temporary and permanent) due to interruptions to businesses or agriculture activities resulted in salary reductions or loss of jobs for labourers who work at such businesses.

Loss of access to natural resources both temporarily and permanently as a result of works or loss of land

3. Key Principles and Definitions

In World Bank-assisted projects, borrowers are expected to take all feasible measures to avoid or minimize adverse impacts from land acquisition and restrictions on land use associated with project development. The fundamental objective of ESS5 is to ensure that, if physical or economic displacement cannot be avoided, displaced persons (as defined below) are compensated at the replacement cost for land and other assets, and otherwise assisted as necessary to improve or at least restore their incomes and living standards.

Other ESS5 objectives include:

- To avoid forced evictionⁱ
- To improve living conditions of poor or vulnerable persons who are physically displaced, through provision of adequate housing, access to services and facilities, and security of tenureⁱⁱ
- To conceive and execute resettlement activities as sustainable development programs, providing sufficient investment resources to enable displaced persons to benefit directly from the project, as the nature of the project warrants
- To ensure that resettlement activities are planned and implemented with appropriate disclosure of information, meaningful consultation, and the informed participation of those affected.

Replacement cost (ESS5, Para. 2, footnote 6) is defined as a method of valuation yielding compensation sufficient to replace assets, plus necessary transaction costs associated with asset replacement. Where functioning markets exist, replacement cost is the market value as established through independent and competent real estate valuation, plus transaction costs. Where functioning markets do not exist, replacement cost may be determined through alternative means, such as calculation of output value for land or productive assets, or the undepreciated value of replacement materials and labor for construction of structures or other fixed assets, plus all transaction costs associated with asset replacement. In all instances where physical displacement results in loss of substandard shelter, replacement cost must at least be sufficient to enable purchase or construction of housing that meets minimum community standards of quality and safety.

ESS5 also establishes key principles to be followed in resettlement planning and implementation. These include:

- a) All displaced persons are entitled to compensation for land and attached assets, or to alternative but equivalent forms of assistance in lieu of compensation; lack of legal rights to the assets lost will not bar displaced persons from entitlement to such compensation or alternative forms of assistance.
- b) Compensation rates refer to amounts to be paid in full to the eligible owner(s) or user(s) of the lost asset, without depreciation or deduction for fees, taxes, or any other purpose.
- c) Compensation for land, structures, unharvested crops, and all other fixed assets should be paid prior to the time of impact or dispossession.
- d) When land-based livelihoods are to be impacted for project purposes, the [name of implementing agency] seeks to provide replacement land of equivalent productive value with

a combination of productive potential, location advantages, and other factors at least equivalent to that being lost, if that is the preference of the displaced persons.

- e) Community services and facilities will be repaired or restored if affected by the project.
- f) Displaced persons should be consulted during preparation of the RAP, so that their preferences are solicited and considered.
- g) The RAP (in draft and final versions) is publicly disclosed in a manner accessible to displaced persons.
- h) A grievance mechanism by which displaced persons can pursue grievances will be established and operated in a responsive manner.
- i) Negotiated settlement processes are acceptable as an alternative for legal expropriation in line with ESS5 if appropriately implemented and documented (see ESS 5 footnote 8).
- j) Land donation is acceptable only if conducted in a wholly voluntary manner and appropriately documented (see ESS 5 footnote 10).
- k) The [name of implementing agency] bears official responsibility for meeting all costs associated with obtaining project sites, including compensation and other considerations due to displaced persons. The RAP includes an estimated budget for all costs, including contingencies for price inflation and unforeseen costs, as well as organizational arrangements for meeting financial contingencies.
- l) Monitoring arrangements will be specified in the RAP, to assess the status and effectiveness of RAP implementation.

4. Legal and Regulatory Framework

This section will be drafted on a country-by-country basis, briefly summarizing relevant constitutional, legal, and regulatory provisions. Relevant provisions include expropriation, compensation standards and procedures, tenurial arrangements, treatment of persons lacking full legal title, and other topics that may be pertinent to the project context and location. The section will include a comparison between laws and regulations and ESS5 requirements and measures proposed to bridge any gaps between them.

The [formal name of sovereign borrower] agrees to take all actions necessary to ensure full and effective implementation of RAPs prepared in accordance with the RPF, and to otherwise take actions necessary to achieve all relevant provisions of ESS5.

4.1 National Legislation

1 page maximum

[The RPF will briefly summarise the key legislation in relation to resettlement that is relevant to the project]

4.2 ESS5 – Land Acquisition, Restrictions on Land Use, and Involuntary Resettlement.

ESS5 recognizes that program-related land acquisition and restrictions on land use can have adverse impacts on communities and persons. Program-related land acquisition or restrictions on land use may cause physical displacement (relocation, loss of residential land or loss of shelter), economic displacement (loss of land, assets or access to assets, leading to loss of income sources or other means of livelihood), or both. The term “involuntary resettlement” refers to these impacts. Resettlement is considered involuntary when affected persons or communities do not have the right to refuse land acquisition or restrictions on land use that result in displacement.

Where there are customary land rights, ESS5 also applies, where ‘restrictions on land use and access to natural resources that cause a community or groups within a community to lose access to resource usage where they have traditional or customary tenure, or recognizable usage rights.’¹ It further applies in cases of ‘restriction on access to land or use of other resources including communal property and natural resources such as marine and aquatic resources, timber and non-timber forest products, fresh water, medicinal plants, hunting and gathering grounds and grazing and cropping areas’².

In addition, communal decision on customary land should be taken with evidence that the ‘community decision making process is adequate and reflects voluntary, informed consensus, and that appropriate measures have been agreed and put in place to mitigate adverse impacts, if any, on the vulnerable members of the community.’³

The following tables summarizes the key requirements of national legislation and ESS5 in relation to key areas and how these issues will be addressed in this Project.

¹ The World Bank, Environmental and Social Framework (ESF), ESS 5, 2018, p. 54

² The World Bank, Environmental and Social Framework (ESF), ESS 5, 2018, p. 54

³ The World Bank, Environmental and Social Framework (ESF), ESS 5, 2018, p. 54

Table XX: Gap Analysis between the National Framework and WB Requirements *[Table should be updated based on gaps between national framework and ESS5]*

Topic	National Framework	WB ESS5	How the Gap is or will be bridged
Resettlement Planning		The development of resettlement and land acquisition plan or framework is obligatory in case of involuntary resettlement.	This document (the RPF) is planning the resettlement process. Resettlement Action Plans will then be prepared which will aim to minimize involuntary resettlement.
Avoidance and Minimisation of Displacement		The first objective of the WB ESS5 is to avoid involuntary resettlement or, when unavoidable, minimize involuntary resettlement.	During the Basic design and the Detailed design, further effort will be implemented to continue to avoid and minimise involuntary resettlement impacts.
Eligibility		Three categories of affected persons shall be considered: 1)Those who have formal legal rights to the land and assets; 2)Those who do not have formal legal rights to land or assets, but have a claim to land or assets that is recognized or recognizable under national law (including claims derived from adverse possession or from customary or traditional tenure arrangements); or 3) Those who have no recognizable legal right or claim to the land or assets they occupy or use. Lack of formal ownership does not preclude compensation to bona fide occupants or affected parties. Displaced persons without titles to land or any recognizable legal rights to land are eligible for resettlement assistance sufficient for them to restore their standards of living at an adequate alternative site, and compensation for loss of non-land assets. Those without legal rights to the land should have their livelihoods and standards of living restored as along with the other categories of PAP.	The World Bank standards require inclusion of those without formal legal rights and those with no rights. The project will apply the World Bank ESF eligibility criteria.

Topic	National Framework	WB ESS5	How the Gap is or will be bridged
Census and Socioeconomic Surveys		The Resettlement Action Plan shall present the results of a household-level census identifying and enumerating affected persons, and, with the involvement of affected persons, surveying land, structures and other fixed assets to be affected by the Project, economic resettlement, and restrictions on land use or access to land.	A census and socioeconomic surveys will be performed for all RAP(s).
Cut-Off Date		The establishment of a cut-off date is required. Information regarding the cut-off date should be well documented and will be disseminated throughout the project area at regular intervals in written and (as appropriate) nonwritten forms and in relevant local languages. This will include posted warnings that persons settling in the project area after the cutoff date may be subject to removal.	The cut-off date to be used in the RAP(s) will be at the end of the census and inventory of affected assets. The cut-off date will be disseminated within the affected communities. Inquiries about inclusion after the cutoff date can be managed via the GRM.
Valuation and Full Replacement Cost		PAPs should be compensated at full replacement cost in real terms. The replacement cost is a method of valuation yielding compensation sufficient to replace assets, plus necessary transaction costs associated with asset replacement. The valuation method used for determining replacement cost should be transparent and documented.	The Valuation Methodology to be applied for the RAPs considers the full replacement cost.
Payment of Compensation		The Project will take possession of acquired land and related assets, cause economic displacement, or restrict land use or access to land in the affected areas only after compensation in accordance with ESS5 has been made available and, where applicable, displaced people have been resettled and moving allowances have been provided to the displaced persons in addition to compensation.	Payment of compensations will be made in compliance with the World Bank requirements i.e. prior to taking possession of the land or removing assets from the land (in the affected areas).
Resettlement Assistance		The project should offer to displaced persons choices among feasible resettlement options and provide relocation assistance suited to the needs of each group of displaced persons.	The Resettlement Assistance to be provided by the Project is described as part of the entitlement

Topic	National Framework	WB ESS5	How the Gap is or will be bridged
			matrix. Special measures are included for vulnerable groups
Livelihood Restoration		The project should assist displaced persons in their efforts to improve, or at least restore, their livelihoods and living standards, in real terms, to pre-displacement levels or to levels prevailing prior to the beginning of project implementation, whichever is higher.	A Livelihood Restoration Programme will be implemented as described in the RAP(s).
Vulnerable Groups		Vulnerable people must be identified and those who warrant specific assistance must be supported throughout the resettlement and compensation process.	Vulnerable Groups will be identified as part of RAP(s) preparation and measures for Vulnerable groups are defined in the Entitlement Matrix.
Gender		The consultation process should ensure that women's perspectives are obtained, and their interests factored into all aspects of resettlement planning and implementation. Documentation of ownership or occupancy and compensation payments should be issued in the names of both spouses or single heads of households as relevant, and other resettlement assistance, such as skills training, access to credit, and job opportunities, should be equally available to women and adapted to their needs.	Women and vulnerable groups will be consulted throughout project implementation and measures will be put in place to ensure women have access to compensation.
Consultation with Affected Persons		Resettlement activities need to be planned and implemented with appropriate disclosure of information, meaningful consultation, and the informed participation of those affected.	Consultation of and engagement with the Project affected persons will be undertaken throughout RAP preparation and implementation.
Grievances Management		The Project owner should establish a grievance mechanism as early as possible in the process to receive/ address in a timely manner the concerns related to physical/ economic displacement. There must be an independent objective appeal mechanism that is open to the public and reported openly.	A Grievance Redress Mechanism will be developed and operationalized throughout preparation and implementation.

Topic	National Framework	WB ESS5	How the Gap is or will be bridged
Monitoring and Evaluation		Monitoring, evaluation and reporting of resettlement plan implementation measures are required. Monitoring and evaluation shall be clearly defined in the resettlement planning instrument.	Monitoring and Evaluation activities will be implemented in line with the RPF requirements and detailed in the RAPs.

5. Eligibility and Entitlements

5.1 Eligibility Criteria

Project Affected Persons (PAP), who are affected by physical or economic displacement either temporarily or permanently, are entitled to compensation, in accordance with the provisions of national law and ESS5.

Displaced persons (ESS5, Para. 10) are defined as any persons subjected to project-related adverse impacts who:

- (a) have formal legal rights to land or assets;
- (b) have a claim to land or assets that is recognized or recognizable under national law; or
- (c) who have no recognizable legal right or claim to the land or assets they occupy or use.

The term incorporates all potential categories of persons affected by land acquisition and associated impacts; all of those adversely affected are considered “displaced” under this definition regardless of whether any relocation is necessary.

[Include any additional provisions under national law that go beyond WB requirements]

5.2 Entitlements Matrix

Compensation is established according to ESS5 and applicable national laws. In the event of discrepancies, the most beneficial requirement to the PAP will prevail. The following entitlement matrix indicates the different categories of affected people and the compensation to which they are entitled depending on the types of losses.

Table 1 – Entitlement Matrix – [to be adapted for specific project and county]

Land and Assets	Types of Impact	Person(s) Affected	Compensation/Entitlement/Benefits
Loss of Agricultural land including grazing land	Less than 20% of land holding affected - Land remains economically viable. ⁴	Title holder/ owner	Land for land replacement where feasible, or cash compensation for affected land equivalent to replacement value
		Tenant/ lease holder	Cash compensation for the harvest or product from the affected land or asset, equivalent to average market value of last 3 years, or market value of the crop for the remaining period of tenancy/ lease agreement, whichever is greater. Advance notice to leave land – not less than 3 months or as per legal agreement
	Greater than 20% of land holding lost - Land does not remain economically viable	Title holder / owner	Land for land replacement where feasible, or compensation in cash for the entire landholding equal to replacement cost according to PAP's choice
			Land for land replacement will be in terms of a new parcel of land of equivalent size and productivity with a secure tenure status at an available location which is acceptable to PAPs. Transfer of the land to PAPs shall be free of taxes, registration, and other costs.
			Relocation assistance (costs of shifting + assistance in re-establishing economic trees + livelihood rehabilitation assistance+ assistance to identify replacement land+ transactional costs).
		Tenant/Lease holder	Cash compensation equivalent to average of last 3 years' market value for the mature and harvested crop, or market value of the crop for the remaining period of tenancy/ lease agreement, whichever is greater. Advance notice to leave land – not less than 3 months or as per legal agreement
			Relocation assistance (costs of shifting + assistance in re-establishing economic trees + livelihood rehabilitation assistance

⁴ The evaluation of resettlement impacts will need to ensure that land remains economically viable. If this were not the case, apply compensation for land that is no longer economically viable.

Land and Assets	Types of Impact	Person(s) Affected	Compensation/Entitlement/Benefits
Land users	Impact on livelihood	Landless, encroachers	Compensation at replacement cost for the loss of assets other than land, such as dwellings and other improvements to the land. Relocation assistance, in lieu of compensation for land, sufficient for them to restore their standards of living, to restore livelihood and ensure they will not be worse off as a result of the investments' activities.
Residential Land	Land used for residence partially affected, limited loss - Remaining land viable for present use.	Title holder	Cash compensation for affected land in line with market value for the specific residential area
		Rental/lease holder	Cash compensation equivalent to 10% of lease/ rental fee for the remaining period of rental/ lease agreement (written or verbal)
	Land and assets used for residence severely affected - Remaining area insufficient for continuing use or become smaller than minimally accepted under zoning laws	Title holder	Land for land replacement or compensation in cash according to PAP's choice, based on the replacement cost.
			Land for land replacement shall be of minimum plot of acceptable size under the zoning laws or a plot of equivalent size, whichever is larger, in either the community or a nearby resettlement area with adequate physical and social infrastructure systems as well as secured tenure status.
			When the affected holding is larger/more valuable than the relocation plot, cash compensation to cover the difference in value.
			Transfer of the land to the PAP shall be free of taxes, registration, and other costs.
			Relocation assistance (costs of shifting + allowance)
	Land and assets used for residence severely affected - Remaining area insufficient for continued use or becomes smaller than minimally	Rental/lease holder	Refund of any lease/ rental fees paid for time/ use after date of removal
			Cash compensation equivalent to 3 months of lease/ rental fee
			Assistance in rental/ lease of alternative land/ property
			Relocation assistance (costs of shifting + allowance)

Land and Assets	Types of Impact	Person(s) Affected	Compensation/Entitlement/Benefits
	accepted under zoning laws		
Decrease of land value due to permanent restriction of use on the land (easement in wayleave)	Restriction on land use	Title holder / owner	Easement Agreement: Compensation proportional to the adverse impacts caused by the restrictions on the affected lands. [Consider differentiating easements for activities with no uses allowed (i.e., transmission towers) from those where activities are still possible (a line passes overhead but farmer can still have crops that don't exceed certain height)]
			Disturbance allowance
			Livelihood Restoration support including transitional support
Buildings, structures and fixtures	Structures are partially affected - Remaining structures viable for continued use	Owner	Cash compensation for affected building and other fixed assets Or/ Reconstruction of the structure by the Project Or/Support for reconstruction of structure. Right to salvage materials without deduction from compensation.
		Rental/lease holder	Cash compensation to cover costs of restoration of the remaining structure
			Disturbance compensation equivalent to three months rental costs
	Entire structures are affected or partially affected - Remaining structures not suitable for continued use	Owner	Cash compensation for entire structure and other fixed assets without depreciation equal to replacement cost, or alternative structure of equal or better size and quality in an available location which is acceptable to the PAP.
			Right to salvage materials without deduction from compensation
			Relocation assistance (assistance to find replacement housing + costs of shifting + allowance)
		Squatter/ informal dweller	Cash compensation for affected structure without depreciation
			Right to salvage materials without deduction from compensation

Land and Assets	Types of Impact	Person(s) Affected	Compensation/Entitlement/Benefits
Partial or complete loss of other property or secondary structure (i.e., fences, drainage channels, etc.)		Owners of structures (regardless of if the land is owned or not)	Replace or repair structure to original or better condition. Right to salvage materials without deduction from compensation
		Owners of structures (regardless of if the land is owned or not)	Cash compensation for affected structure without depreciation Right to salvage materials without deduction from compensation
			Relocation assistance (costs of shifting + assistance to find alternative secure accommodation preferably in the community of residence through involvement of the project)
			Alternatively, assistance to find accommodation in rental housing or in a squatter settlement scheme, if available)
			Rehabilitation assistance if required assistance with job placement, skills training)
		Street vendor (informal without title or lease to the stall or shop)	Opportunity cost compensation equivalent to 2 months net income based on tax records for the previous year (or tax records from comparable business, or estimates), or the relocation allowance, whichever is higher.
			Relocation assistance (costs of shifting) Assistance to obtain alternative site to re-establish the business.
Standing crops	Crops affected by land acquisition or temporary acquisition or easement	PAP (whether owner, tenant, or squatter)	In cash or in kind compensation equivalent to the average of the last 3 years market value for the mature and harvested crop, plus the labor cost. Livelihood restoration support
Trees	Trees lost	Title holder	Cash compensation based on type, age and productive value of affected trees plus 10% premium Right to salvage trees without deduction from compensation Livelihood restoration support
Loss of access to water sources	Loss of access to water for	Affected households	Replace water access: Provide alternate access to water sources in the interim period. Ensure that the investments' design takes into consideration different

Land and Assets	Types of Impact	Person(s) Affected	Compensation/Entitlement/Benefits
	household use, for household plots, etc.		uses and needs for water and accommodate the users accordingly and provide permanent replacement.
Loss of community properties such as burial grounds, sacred trees, irrigation facilities, water wells etc.	Loss of access	Communities affected	Consultation: Undertake consultation with community/ users to determine appropriate arrangements (e.g. relocation of graves, traditional ceremonies etc.). Compensation in kind: provision of replacement assets at agreed locations to re-provide asset/ service. Compensation in cash should be avoided for community assets.
	Temporarily or permanently, loss of investment made or damage to facility	Communities affected	
Loss of livelihoods (e.g. extraction of river sand, kiosks, shops, etc.)	Loss of means of livelihoods	Small dependent jobs on affected assets	Livelihood restoration measures- land or non-land based: Undertaken to help the affected persons restore their livelihood.
			Opportunity cost compensation equivalent to 3 months net income on tax records for previous year (or tax records from comparable business, or estimates), or the relocation allowance, whichever is higher
			3 months salary based on pay slips or minimum wage for employees who lose income
Temporary Acquisition	Temporary acquisition	PAP (whether owner, tenant, or squatter)	Cash compensation or reinstatement for any assets affected (e. g. boundary wall demolished, trees removed)
Additional support to vulnerable people		PAP	Additional financial assistance of 20% on the base compensation amount payable.
			<i>Consider whether this is acceptable and/or may lead to disputes over definition of vulnerable. Adjust accordingly to country / region context.</i>
			Provision of livelihood support if eligible as per criteria.

Land and Assets	Types of Impact	Person(s) Affected	Compensation/Entitlement/Benefits
			Provision of financial literacy training as given to all PAPs taking into account specific needs (language, support to understand etc.)
			This amount will be in addition to other compensation and assistance amounts given above per type of loss

RAPs will contain specific measures to assist vulnerable people (elderly people, disabled people, illiterate people, people without identification documents, households headed by women, etc.) guided by the following principles:

- a) Among those affected, vulnerable people will be clearly identified;
- b) Elderly and disabled people must be given the opportunity to be represented free of charge by a third person for the recovery of compensation and for the monitoring of administrative and other procedures;
- c) Concerning people without identity documents, the local authorities will be called upon to recognize them or support them at no cost to the individual to get identity documents. In addition, these people must have the possibility of choosing a person with legal identity documents to receive, on their behalf, the compensation;
- d) Persons who cannot read or write will be given the opportunity to sign the documents in a manner that takes into account their condition and level of literacy to ensure their full understanding and acceptance;
- e) Where possible, consultations will be undertaken with vulnerable individuals/families, particularly female-headed households to find appropriate solutions for specific cases;
- f) In certain cases, social services or NGOs will be called upon to support vulnerable cases, while also facilitating their access to social services they may be eligible for;
- g) A participatory mechanism bringing together the implementing agency, local and religious authorities, and NGOs will make it possible to manage other cases of vulnerability.

6. Preparing a Resettlement Action Plan

(5 pages maximum)

6.1 RAP Requirements

All projects causing physical or economic displacement through land acquisition or project-related restrictions on resource access or use are required to prepare a resettlement action plan (RAP) for World Bank approval. Responsibility for preparation and implementation of the RAP (or RAPs) rests with the [name of implementing agency]. As necessary, [name of implementing agency] will exercise its authority to coordinate actions with any other involved agencies, jurisdictions, or project contractors to promote timely and effective planning and implementation.

RAP preparation begins once the physical footprint of a proposed investment has been determined, establishing that a particular site (or sites) must be acquired for project use. The [name of implementing agency] initially screens proposed sites to identify current usage and tenurial arrangements (see Annex 1). and as needed identify the site (or sites) that will minimize physical and economic displacement. Sub-project screening is used to identify the types and nature of potential impacts related to the activities proposed under the project and to provide adequate measures to address the impacts. Screening for resettlement issues shall be part of the environmental and social screening under the ESMF. The required information shall include a description of the nature, scope and location of the proposed project impacts, accompanied by location maps and any other details as may be required. The [name of implementing agency] subsequently carries out, a census and an asset survey to identify and enumerate all displaced persons on the selected site (or sites) and to inventory and value land and other assets that are to be acquired for project use.

Each RAP is based on the principles, planning procedures, and implementation arrangements established in this RPF, and normally includes the following contents⁵:

- a) Description of the project (with appropriate maps and illustrations), including explanation for the necessity of acquiring particular sites for project use and efforts undertaken to avoid or minimize the amount of land acquisition or other potential impacts deemed necessary.
- b) Description of investment/project components or activities which would trigger resettlement; the cultural, social, economic and environmental impacts envisioned; and the alternatives considered to avoid or minimize resettlement.
- c) Review of relevant laws and regulations pertaining to acquisition, compensation, and other assistance to displaced persons, and identification of gap-filling measures needed to achieve ESS5 requirements (as per this RPF).
- d) Results of a census (socio-economic) survey of displaced persons and inventory and valuation of affected land and assets.
- e) Description of tenure arrangements, including collective, communal, or customary use or ownership claims.

⁵ Refer to ESS 5 Guidance Note for Borrowers:

<https://thedocs.worldbank.org/en/doc/f25263d7a7f5415b79b69c5cc65a96cf-0290012025/original/ESS5-Land-Acquisition-Restrictions-on-Land-Use-and-Involuntary-Resettlement-English.pdf>

- f) Eligibility criteria for compensation and all other forms of assistance, including a cutoff date for eligibility.
- g) Description of land and asset valuation procedures and compensation standards for all categories of affected assets.
- h) Identification of alternative sites, selection of resettlement site(s), site preparation and relocation (where applicable).
- i) Measures for integration with host communities (where applicable).
- j) Description of programs for improvement and restoration of livelihoods and standards of living of the affected people. The programs aimed at improving and restoring the livelihoods and standards of living of the affected people should in line with the Resettlement Policy Framework.
- k) Description of stakeholder engagement including consultation and participation with PAPs and vulnerable groups.
- l) Description of procedures for grievances redress by affected people throughout the planning and implementation period.
- m) Organizational arrangements and responsibilities for RAP implementation.
- n) Implementation timetable
- o) Estimated budget and financial contingency arrangements
- p) Monitoring requirements and arrangements for monitoring implementation progress.

The RAP should be complemented by a separate set of individual compensation files for each displaced household or person. These files are to be handled confidentially by the borrower to avoid any prejudice to displaced persons. In fragility, conflict, and violence (FCV) environments, RAPs should also clarify procedures to be applied to ensure the security of displaced persons when they receive compensation payments.

6.2 Valuation Methodology

This section needs to describe the methods of calculation will be applied to value assets under the types of category of losses to achieve full replacement cost.

As needed the section should describe the approach to

- *Valuation for Loss of Urban Land*
- *Valuation for Loss of Agricultural Land*
- *Valuation for Loss of Standing Crops:*
- *Compensation for Trees / Fruit Trees*
- *Valuation for Loss of Buildings and Structures and Fixtures*
- *Compensation for Community Assets*
- *Compensation for Sacred Sites*
- *Compensation for Loss of Profit/ Livelihoods/ Earnings:*

It is important to consider in the valuation methodology both formal and informal business and what kind of documentation is required of both to receive compensation for losses.

6.3 Allowances

Describe in detail the allowances that will be provided and calculation method based on national law and ESS5.

6.4 Voluntary Land Donation

For projects where VLD may be appropriate. This section should be deleted if VLD is not planned or cannot be achieved in line with ESS5. This process should be expanded on if extensive VLD is planned to provide further guidance.

Voluntary Land Donation: For land donated voluntarily, a written consent must be undertaken by the owner of the land and also consented by the family of the owner and witnessed. An agreement will then be prepared, signed by the owner and witnessed.

The project will have to ensure that:

- (i) the potential donors have been appropriately informed and consulted about the project and the choices available to them,
- (ii) that the potential donors are aware that refusal is an option, and have confirmed in writing their willingness to proceed with the donation,
- (iii) the donated land is minor and that the donation will not reduce the donors remaining land area below that required to maintain the donors' current livelihood level,
- (iv) the donor is expected to benefit directly from the project, and
- (v) no household relocation is involved.

Voluntary land donation should not be considered from households that are considered to be vulnerable or who have small plots of land as this is likely to increase vulnerability. For community or collective land, donation can only occur with the consent of individuals using or occupying the land.

6.5 Livelihood Restoration

Projects assists displaced persons in their efforts to improve, or at least restore, their livelihoods and living standards, in real terms, to pre-displacement levels or to levels prevailing prior to the beginning of project implementation, whichever is higher.

Livelihood restoration measures could be either embedded into a RAP or as part of a Livelihoods Restoration Plan (LRP), depending on the type and complexity of the impact and the subsequent need for addressing them in a manner proportional to their risk.

The RAP or LRP will need to describe the approach to be taken to livelihood restoration.

Consideration should be given to the following measures (depending on the nature and extent of the loss of livelihoods) :

- *Financial Literacy Training*
- *Sustainable management of compensation funds*

- *Support to existing activities (e.g. agriculture intensification on remaining lands, climate smart agricultural practices, business development training for those with formal/informal businesses etc.)*
- *Support to develop alternative livelihood activities (off farm activities)*
- *Skills Development (including provision of inputs)*

The plan will incorporate arrangements to monitor the effectiveness of livelihood measures during implementation, as well as evaluation once implementation is completed. The mitigation of economic displacement will be considered complete when the completion audit concludes that affected persons or communities have received all of the assistance for which they are eligible, and have been provided with adequate opportunity to reestablish their livelihoods.

7. Stakeholder Engagement and Disclosure Arrangements

(3 pages maximum)

This RPF, as well as the SEP and the Environmental and Social Commitment Plan (ESCP) that have been prepared for this project, have been disclosed in draft for stakeholder consultations on the following website [provide website address] on [date]. Key feedback, if any, on the disclosed RPF is listed here [summary of feedback].

Include details of the stakeholders engaged, timing of engagement, feedback provided and how it is has been incorporated into the RPF

The RAP will summarize results of measures taken to consult with PAPs regarding the project, its likely impacts, and proposed resettlement measures. It will also summarize the meetings held with PAPs (dates, locations, number of participants), including comments, questions, and concerns expressed by displaced persons during these meetings as well as responses provided to them.

The [name of implementing agency] will disclose a draft RAP or LRP to the PAPs (and the public) after Bank review and solicits comments from displaced persons regarding the proposed plan. Disclosure of the final RAP or LRP occurs following consideration of comments received and following Bank acceptance.

8. Grievance Mechanism

(3 pages maximum)

The [name of implementing agency] will ensure that a grievance mechanism for the project is in place, in accordance with ESS10 as early as possible in project development to address specific concerns about compensation, relocation or livelihood restoration measures raised by displaced persons (or others) in a timely fashion.

[Describe the submission procedures, organizational arrangements, and responsive performance standards for handling grievances, and measures to be taken to inform PAPs or communities about grievance initiation and response standards. The grievance mechanism must not preclude PAPs from pursuing other legal remedies available to them. The implementing agency will need to keep a record of all complaints referred to the grievance mechanism, including a description of issues raised and the status or outcome of the review process. Where possible, such grievance mechanisms will utilize existing formal or informal grievance mechanisms suitable for project purposes, supplemented as needed with project-specific arrangements designed to resolve disputes in an impartial manner. Such a grievance mechanism can be part of the project-wide mechanism described in the Stakeholder Engagement Plan (SEP). In addition, describe how information about the GM will be disseminated among affected people.]

9. Implementation Arrangements

<<1 page>>

The Institutional responsibility for Resettlement Action Plan (RAPs) or LRPs preparation and implementation, including delivery of entitlements, lies with the [Name of Implementing Agency/PIU].

Provide details of the specific agencies that will be involved in the implementation, likely to include Ministry of Lands, Local Government, etc. Include an assessment of institutional capacity. Consider engagement of NGO/CSOs for specific activities including monitoring etc.

10. Monitoring and Evaluation

(3 pages maximum)

[Name of implementing agency] will make arrangements for monitoring implementation and will provide periodic monitoring reports to the Bank regarding the status of land acquisition and implementation of the RAP. For projects with significant impacts, competent resettlement monitoring professionals will monitor implementation progress and provide advice on any necessary corrective actions and will conduct an implementation audit when all mitigation measures in the RAP are substantially complete. The implementation review evaluates the effectiveness of mitigation measures in achieving RAP and ESS5 objectives and recommends corrective measures to meet objectives not yet achieved. The implementation of the RAP is not considered completed until all corrective measures have been addressed.

Examples of Monitoring Criteria are below and should be adapted to the project.

All RAPs will set socio-economic goals by which to evaluate their success which will include:

- Affected individuals, households, and communities being able to maintain their pre-project standard of living, and even improve on it,
- The number of local communities remaining supportive of the project,
- The absence or prevalence of conflicts,
- PAPs reporting satisfaction with the resettlement operation. In order to assess whether these goals are met, RAPs will indicate parameters to be monitored, institute monitoring milestones and provide resources necessary to carry out the monitoring activities.

The objective of the monitoring will be to determine:

- If affected people are satisfied with the actual resettlement process.
- If affected people have been paid in full, before implementation of any sub-project that is causing resettlement.
- If affected individuals, households, and communities have been able to maintain their pre-project standard of living, and even improve on it.

The census and/or the socio-economic survey, which is the basis for the preparation of a sub-project RAP, will be used as the base line for the evaluation of the RAP.

Indicators: A number of indicators from the above studies will be used in order to determine the status of all affected people under the sub projects.

- Size of land being used compared to before the project;
- Standard of house compared to before the project;
- Status of income compared to before the project;
- Level of participation in project activities;
- Status of vulnerable people compared to before the project.
- Number of PAPs employed
- Number of 'vulnerable' people affected

- Number of grievances and time taken to resolve them. If not resolved, what were the next steps
- Status of income of the PAPs
- The local communities remaining supportive of the project
- The local communities reporting satisfaction with project resettlement

Most of the information for these indicators will be collected through surveys, interviews and focus group discussions with the affected communities.

The pre-project census information will provide most, if not all of the required information to set a baseline against which performance can be tracked.

In addition to the existing baseline data, the following steps will be taken to ensure the proper monitoring of the RAPs:

Monitoring of RAP Implementation:

- Timing of compensation in relation to commencement of physical works;
- Amount of compensation paid to each PAP household (if in cash), or the nature of compensation (if in kind);
- Number of people raising grievances in relation to each project investment;
- Number of unresolved grievances;
- Number of vulnerable people assisted;
- Number of livelihoods restored and types of the livelihood restoration.

The PIU will review the statistics to determine whether the resettlement planning arrangements as set out in this RPF are being adhered to.

Financial records will be maintained by the PIU to permit calculation of the final cost of resettlement and compensation per individual or household and they will be included in the monitoring report. The statistics will also be provided to the external independent consultant/agency that will be contracted to implement an independent RAP implementation audit after the finalization of each RAP.

11. Budget

(2 pages maximum)

[Briefly describe the types of costs that will be covered under project design and implementation mechanisms and the types of costs that may be additional costs under the RPF budget.] (2 pages maximum)

The table below lists the actions to be budgeted for the preparation and implementation of Resettlement Plans.

Table 2. Budget lines for the preparation and implementation of RAPs (example)

Proposed Actions	Description	Cost in USD	Source of financing
Carrying out studies of resettlement plans and provisions for possible compensation	Compensation for expropriation of land and structures		
	Support of independent consultants for the development of studies		
	Compensation of PAP		
Stakeholder engagement and information dissemination of affected people	A Stakeholder Engagement Plan (SEP) including people affected by involuntary resettlement has been developed		
Capacity building	Development of a training program on the Bank's resettlement procedures.		
Grievance Mechanism	Implementation of a grievance mechanism for people affected by involuntary resettlement.		
Monitoring and evaluation	Monitoring and evaluation of the implementation of RPs.		
TOTAL			

Annex 1: Checklist for Environmental and Social Screening form

This is an example of a screening form. The objective of the screening form is to guide the Borrower in 1) assessing the various environmental and social risks and impacts that different sub-project activities will pose, and 2) selecting the right environmental and social management plans that will be applicable to those sub-project activities.

One of the key considerations is whether the sub-project activities can use pre-prepared management measures already included in the ESMF, the simplified LMP, OR whether sub-project activities require the preparation of site-specific management instruments.

The example screening form below goes through each ESS and asks the Borrower whether sub-project activities will result in certain key environmental and social impacts. Based on these, it instructs the Borrower which management plans to prepare and/or use. **You may find that for your specific project, there are additional risks that may need to be considered under different ESSs.**

The Screening Form is meant to exclude certain activities as well, for example, any activity that may pose significant or high risk, degrade critical habitats or involve physical displacement.

The E&S Screening procedure comprises of two stages-process: (1) Initial screening by using the **Exclusion List** in Table 5 of the ESMF; and (2) Screening the proposed activities to identify the approach for E&S risk management. This Screening Form is the second stage of screening process and is to be used for all subproject activities. The completed forms will be signed and kept in the Project ESF file. The World Bank may review a sample of the forms during implementation support visits.

1. Subproject Information:

Subproject Title	
Subproject Location	
Regional Unit in Charge	
Estimated Cost	
Start/Completion Date	
Brief Description of Subproject	

2. Environmental and Social Screening Questionnaires

Questions	Answer		Next Steps
	Yes	No	
	s		

ESS1

1. Is the subproject likely to have significant adverse environmental impacts that are sensitive and unprecedented that trigger the 'Ineligible Activities' or other exclusion criteria?			If "Yes": Exclude from project.
2. Does the subproject involve works with a significant scope whose environmental and social impacts are not immediately known? Do the characteristics of the subproject fall under the projects listed under [National Legislation] establishing the list of projects that must undergo environmental impact assessment, instructions, requirements and procedures to conduct environmental impact assessment?			If "Yes": 1. Prepare an ES Impact Assessment following national legislation and the TORs provided by the ASCENT MPA. 2. Include E&S risk management measures in bidding documents.
3. Does the subproject involve works with low/moderate and foreseeable environmental and social impacts that are immediately known?			If "Yes": 1. Prepare an ESMP for the proposed subproject, based on the templates provided by the ASCENT MPA. 2. Include E&S risk management measures in bidding documents.
4. Will construction or renovation works require new borrow pits or quarries to be opened?			If "Yes": 1. Prepare a site-specific ESMP for the proposed subproject, based on the templates provided by the ASCENT MPA. 2. Include E&S risk management measures in bidding documents.
5. Does the project lead to any risks and impacts on, individuals or groups who, because of their particular circumstances, may be disadvantaged or vulnerable. ^{11}			If "Yes": Apply relevant measures described in the ESMF and SEP.

ESS2

6. Does the subproject involve uses of goods and equipment involving forced labor, child labor, or other harmful or exploitative forms of labor?			If "Yes": Exclude from project.
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7. Does the subproject involve recruitment of workforce including direct, contracted, primary supply, and/or community workers?			If “Yes”: Apply LMP in Annex 2.
8. Will the workers be exposed to workplace hazards that needs to be managed in accordance with local regulations and EHSGs? Do workers need PPE relative to the potential risks and hazards associated with their work?			If “Yes”: Apply LMP in Annex 2.
9. Is there a risk that women may be underpaid when compared to men when working on the project construction?			If “Yes”: Apply LMP in Annex 2.
ESS3			
10. Is the project likely to generate solid or liquid waste that could adversely impact soils, vegetation, rivers, streams or groundwater, or nearby communities?			If “Yes”: 1. Prepare a site-specific ESMP for the proposed subproject, based on the templates provided by the ASCENT MPA. 2. Include E&S risk management measures in bidding documents.
11. Do any of the construction works involve the removal of asbestos or other hazardous materials?			If “Yes”: Apply asbestos guidance provide in the ESCOP
12. Are works likely to cause significant negative impacts to air and / or water quality?			If “Yes”: 1. Prepare a site-specific ESMP for the proposed subproject, based on the templates provided by the ASCENT MPA. 2. Include E&S risk management measures in bidding documents.
13. Does the activity rely on existing infrastructure (such as discharge points) that is inadequate to prevent environmental impacts?			If “Yes”: 1. Prepare a site-specific ESMP for the proposed subproject, based on the templates provided by the ASCENT MPA. 2. Include E&S risk management measures in bidding documents.
ESS4			
15. Is there a risk of increased community exposure to communicable disease (such as COVID-19, HIV/AIDS, Malaria), or increase in the risk of traffic related accidents?			If “Yes”: Apply LMP in Annex 2 and relevant measures in SEP.
16. Is an influx of workers, from outside the community, expected? Would workers be			If “Yes”: Apply LMP in Annex 2.

expected to use health services of the community? Would they create pressures on existing community services (water, electricity, health, recreation, others?)			
17. Is there a risk that SEA/SH may increase as a result of project works?			If “Yes”: Apply LMP in Annex 2.
18. Would any public facilities, such as schools, health clinic, church be negatively affected by construction?			If “Yes”: Prepare a site-specific ESMP for the proposed subproject, based on the templates provided by the ASCENT MPA.
19. Will the subproject require the government to retain workers to provide security to safeguard the subproject?			If “Yes”: Prepare a site-specific ESMP for the proposed subproject, including an assessment of potential risks and mitigation measures of using security personnel.
ESS5			
20. Will the subproject require the involuntary acquisition of new land (will the government use eminent domain powers to acquire the land)? ^[2]			If “Yes”: Refer to and apply the project Resettlement Policy Framework (RPF).
21. Will the subproject lead to temporary or permanent physical displacement (including people without legal claims to land)?			If “Yes”: Refer to and apply the project RPF.
22. Will the subproject lead to economic displacement (such as loss of assets or livelihoods, or access to resources due to land acquisition or access restrictions)?			If “Yes”: Refer to and apply the project RPF.
23. Has the site of the subproject been acquired through eminent domain in the past 5 years, in anticipation of the subproject?			If “Yes”: Refer to and apply the project RPF.
24. Are there any associated facilities needed for the subproject (such as access roads or electricity transmission lines) that will require the involuntary acquisition of new land?			If “Yes”: Refer to and apply the project RPF.

25. Is private land required for the subproject activity being voluntarily donated to the project? ^[3]			If “Yes”: Refer to and apply the project RPF.
ESS6			
26. Does the subproject involve activities that have potential to cause any significant loss or degradation of critical habitats ^[4] whether directly or indirectly, or which would lead to adverse impacts on natural habitats ^[5] ?			If “Yes”: Exclude from project.
27. Will the project involve the conversion or degradation of non-critical natural habitats?			If “Yes”: 1. Prepare a site-specific ESMP for the proposed subproject, based on the templates provided by the ASCENT MPA. 2. Include E&S risk management measures in bidding documents.
28. Will this activity require clearance of mangroves?			If “Yes”: Exclude from project.
29. Will this activity require clearance of trees, including inland natural vegetation?			If “Yes”: 1. Prepare a site-specific ESMP for the proposed subproject, based on the template in Annex 3. 2. Exclude from project if more than x hectares of tree and vegetation cutting is expected. 2. Include E&S risk management measures in bidding documents.
30. Will there be any significant impact on any ecosystems of importance (especially those supporting rare, threatened or endangered species of flora and fauna)?			If “Yes”: Exclude from project.
ESS7			
31. Are there any Indigenous Peoples or Sub-Saharan African Historically Underserved Traditional Local Communities present in the subproject area and are likely to be affected by the proposed subproject negatively?			If “Yes”: Prepare an Indigenous Peoples Plan OR Include the requirements of an Indigenous Peoples Plan in the SEP.
ESS8			
32. Is the subproject to be located adjacent to a sensitive site (historical or archaeological or culturally significant site) or facility?			If “Yes”: Apply Chance Find Procedures in Annex 3.

33. Locate near buildings, sacred trees or objects having spiritual values to local communities (e.g. memorials, graves or stones) or require excavation near there?			If “Yes”: Apply Chance Find Procedures in Annex 3.
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3. Conclusion

Based on the result from the screening above, please list the E&S risk management instruments to be prepared / adopt and implemented:

- a)
- b)
- c)
- d)

Recommendations:

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Prepared by:,

Signature:,

Date and time:,

Approved by:,

Signature:,

Date and time:,
