

Environmental and Social Management System (ESMS)

(Version 1)



Ministry of Agriculture

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List of Abbreviations

Abbreviations	Definition
APCU	Agency Program Coordination Units
BADC	Bangladesh Agricultural Development Corporation
BARC	Bangladesh Agricultural Research Council
BARI	Bangladesh Agricultural Research Institute
BINA	Bangladesh Institute of Nuclear Agriculture
BIRTAN	Bangladesh Institute of Research and Training on Applied Nutrition
BJRI	Bangladesh Jute Research Institute
BMDA	Barind Multi-purpose Development Authority
BRRI	Bangladesh Rice Research Institute
BWMRI	Bangladesh Wheat and Maize Research Institute
CAP	Common Action Plans
CDB	Cotton Development Board
COC	Code of Conduct
CPP	Consultation and Participation Plan
CSA	Climate Smart Agriculture
DAE	Department of Agricultural Extension
DAM	Directorate of Agricultural Marketing
DLI	Disbursement Linked Indicator
DLR	Disbursement-Linked Results
DP	Development Partner
ECC	Environmental Clearance Certificate
ECOP	Environmental Codes of Practice
ECR	Environment Conservation Rules
EMSU	Environmental and Social Management Unit
ES	Environmental and Social
ESF	Environment and Social Framework
ESAP	Environment and Social Activity Plan
ESIA	Environmental and Social Impact Assessment
ESMF	Environmental and Social Management Framework
ESMP	Environmental and Social Management Plan
ESMS	Environmental and Social Management System
ESS	Environment and Social Safeguard
ESS	Environmental and Social Standard
ESSS	Environment and Social Safeguard Specialist
FAO	Food and Agriculture Organization
FSC	Farmers Service Centre
FYP	Five-Year Plan
GAP	Gender Action Plan
GAP	Good Agricultural Practice
GBV	Gender Based Violence
GBVP	Gender Based Violence Prevention
GBVPP	Gender Based Violence Prevention Plan
GDP	Gross Domestic Product
GIP	Gender Inclusion Plan
GOB	Government of Bangladesh
GRC	Grievance Redress Committee
GRM	Grievance Redress Mechanism
GRS	Grievance Redress System



Abbreviations	Definition
GS	Gender Specialist
HORTEX	Horticulture Export Development Foundation
HYV	High Yielding Variety
IA	Implementing Agency
IDA	International Development Association
IFAD	International Fund for Agricultural Development
IPM	Integrated Pest Management
KSC	Krishak Smart Card
LMP	Labor Management Plan
M&E	Monitoring and Evaluation
MoA	Ministry of Agriculture
NAEP	National Agricultural Extension Policy
NAP	National Agriculture Policy
NATA	National Agriculture Training Academy
NGO	Non-Government Organization
OHS	Occupational Health Safety
PAP	Program Action Plan
PAP	Program Affected People
PARTNER	Program on Agricultural and Rural Transformation for Nutrition, Entrepreneurship and Resilience in Bangladesh
PC	Program Coordinator
PCU	Program Coordination Unit
PD	Project Director
PDO	Program Development Objectives
PforR	Program for Result
PFS	Partner Field School
PGMC	Partner Gender Marker Codes
PI	Program Implementor
PIC	Project Implementation Committee
PIU	Project Implementation Unit
PMP	Pest Management Plan
PMU	Project Management Unit
PoA	Plan of Action
PPE	Personal Protection Equipment
PPR	Public Procurement Rule
PSC	Project Steering Committee
QIS	Quality Information System
R&D	Research and Development
RA	Result Area
SCA	Seed Certification Agency
SDG	Sustainable Development Goal
SEA	Sexual Exploitation and Abuse
SH	Sexual Harassment
SP	Strategic Partner
SRDI	Soil Resource Development Institute
TAS	Technical Assistance Support
TWG	Technical Working Group
VAW	Violence Against Women
VC	Value Chain
WB	World Bank



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Executive Summary

The Ministry of Agriculture (MoA) of Bangladesh has developed an Environmental and Social Management System (ESMS) under the *Program on Agricultural and Rural Transformation for Nutrition, Entrepreneurship and Resilience in Bangladesh (PARTNER)*, with support from the World Bank (IDA). This ESMS serves as the institutional and policy framework for ensuring environmentally sustainable and socially responsible practices for Ministry of Agriculture's PARTNER programme as pilot basis.

It establishes clear principles, procedures, and institutional arrangements to integrate environmental and social safeguards into agricultural research, extension, infrastructure, and value-chain development activities.

Key features of the ESMS include:

- **Policy Principles:** Commitment to minimizing adverse environmental and social impacts; ensuring compliance with national and international regulations; avoiding or mitigating displacement; and safeguarding vulnerable groups including women, children, and marginalized communities.
- **Institutional Framework:** Oversight through a Steering Committee and operational implementation via Project Coordination/Implementation Units, supported by Environmental & Social Safeguard Specialists, Gender Specialists, and other focal points.
- **Risk Management Tools:** Environmental and Social Impact Assessments (ESIA), Environmental and Social Management Plans (ESMPs), Pest Management Plans (PMPs), Gender Action Plans (GAPs), and Gender-Based Violence Prevention Plans (GBVPPs).
- **Capacity Development:** Systematic training, awareness programs, and integration of ESMS principles into government officer induction and annual performance indicators.
- **Stakeholder Engagement:** Mechanisms for inclusive consultations, a robust Grievance Redress Mechanism (GRM), and transparency in project operations.
- **Sustainability Focus:** Emphasis on climate-smart agriculture, efficient resource management, pollution prevention, biodiversity conservation, occupational health and safety, and gender equity.

The ESMS identifies gaps in current practices, such as limited farmer awareness of eco-friendly methods, weak enforcement of gender equality, inadequate site-specific E&S planning, and rapid loss of agricultural land. Through a pilot approach in the PARTNER program, lessons learned will be scaled up across all MoA agencies to institutionalize sustainable agricultural practices nationwide later on.

By establishing this ESMS, the Ministry of Agriculture aims to strengthen accountability, enhance stakeholder confidence, and foster resilient agricultural development. Ultimately, it ensures that agricultural modernization in Bangladesh contributes to food security, poverty reduction, gender equality, prevention of gender based violence and environmental sustainability.



CHAPTER 1: INTRODUCTION

The Ministry of Agriculture is an important ministry of the Government of Bangladesh, which is working to achieve national self-sufficiency in food by increasing environmentally friendly agricultural production. In addition to food production, one of the Ministry's key responsibilities is to ensure the continuous increase of agricultural output without causing any harm to the environment or society. This Environmental and Social Management System (ESMS) document serves as the Ministry of Agriculture's (MoA) policy and institutional framework. It acts as a guideline or reference for all departments/agencies and strategic partners implementing the activities of the MoA's PARTNER program. Through this, environmental and social safeguards will be ensured in various activities of the PARTNER program across the country.

1.1 Definition/ glossary of key terms

- Biodiversity: The variability among living organisms from all sources including, *inter alia*, terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part; this includes diversity within species, between species and of ecosystems.
- Natural Habitat: Land and water areas where the biological communities are formed largely by native plant and animal species, and where human activity has not essentially modified the area's primary ecological functions.
- Environmental and Social Management (ESM): Environmental and Social Management refers to the approach organizations take regarding their environmental and social impact. It tends to zero waste, zero toxicity, zero or least negative impact on ecosystems and zero tolerance to social harassments in the society even within the organization.
- Environment and Social Management System (ESMS): This Environmental and Social Management System (ESMS) is the policy and institutional framework of the any organization or institution for managing environmental and social risks of its operations across the country including through any and all of its constituent agencies.
- Grievance Redress System (GRS): The Grievance Redress System is a platform through which citizens can send a formal complaint to the government to express their dissatisfaction with public service providers. It is designed to identify ways to improve service delivery, improve transparency, and increase accountability among service providers at the local level.
- Social exploitation and abuse (SEA): Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another. When carried out for a sexual purpose this constitutes sexual exploitation.
- Sexual abuse is any actual or threatened physical intrusion of a sexual nature toward another person whether by force or under unequal or coercive conditions. When carried out against a child by an adult, such conduct is considered sexual abuse even in the absence of force or unequal or coercive conditions.
- Sexual harassment (SH): Unsolicited and unwelcome sexual advances, requests for sexual acts or favors, or other physical, verbal, or electronic conduct, or visual displays of a sexual nature when submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment (such as hiring, compensation, advancement, promotion, or retention) and creating a hostile working environment.

1.2 About Ministry of Agriculture (MoA)

here is no denying the role of agriculture in achieving overall national economic growth. The Ministry of Agriculture plays a vital role in the overall development of the agricultural sector. Without the development of this sector, the socio-economic progress of the country is impossible. Alongside ensuring food security and improving the living standards of the country's growing population, the agricultural sector also plays an important role in generating employment.



The Ministry of Agriculture is one of the key ministries of the Government of Bangladesh. It is the highest administrative body for formulating, regulating, and managing policies, rules, and laws related to agriculture in Bangladesh.

The main objective of the Ministry is to build a self-sufficient and sustainable agricultural system by increasing agricultural productivity through the adoption, innovation, and transfer of new technologies, and by modernizing agricultural marketing, in line with the Five-Year Plan, the Sustainable Development Goals (SDGs), and the National Agriculture Policy to ensure food security and poverty reduction.

The Ministry's main functions include: agricultural research and education programs; agricultural extension and training; production, standardization, certification, preservation, and distribution of quality seeds; soil survey, soil quality testing, and recommendations; preservation and marketing of agricultural products; procurement, distribution, innovation, purchase, and management of agricultural inputs and machinery; agricultural assistance and rehabilitation; small-scale irrigation programs, and more.

Currently, 18 departments/agencies operate under the Ministry of Agriculture. These departments/agencies are:

SL#	Agency name	Nature of agency	Key role
1	Department of Agricultural Extension (DAE)	Extension	Responsible for agricultural technology transfer and information dissemination.
2	Bangladesh Agriculture Development Corporation (BADC)	Development	Manages the agricultural Inputs Supplier i.e. agricultural seeds, non-nitrogen fertilizer and Minor Irrigation facilitating to farmers.
3	Bangladesh Agriculture Research Council (BARC)	Research	Responsible for coordination and planning research body of 11 national research institutes.
4	Bangladesh Agriculture Research Institute (BARI),	Research	Responsible for research, non-rice variety and technology development, training
5	Bangladesh Rice Research Institute (BRRI)	Research	Responsible for research, rice variety development, breeder seed production and supply, training
6	Bangladesh Wheat and Maize Research Institute (BWMRI),	Research	Carries out research on wheat and maize, training.
7	Bangladesh Jute Research Institute (BJRI),	Research	Carries out research on jute, training.
8	Bangladesh Sugar Crop Research Institute (BSRI),	Research	Carries out research on <u>sugarcane</u> and other related plants, training.
9	Bangladesh Institute of Nuclear Agriculture (BINA),	Research	Responsible for research, crop variety development using nuclear and radiation technology and training.
10	Cotton Development Board (CDB)	Research and Extension	Responsible for the cotton production and research



SL#	Agency name	Nature of agency	Key role
11	Agriculture Information Service (AIS)	Information service	Responsible for proving information on modern agricultural methods to farmers.
12	National Agriculture Training Academy (NATA),	Training and education	Human resource development and training.
13	Department of Agriculture Marketing (DAM),	Marketing	Responsible for marketing agricultural products and techniques.
14	Seed Certification Agency (SCA)	Certification	Certification of agricultural seeds in Bangladesh, also responsible for quality control of seeds in the market.
15	Barendra Multipurpose Development Agency (BMDA)	Research and Development	Responsible for development of agricultural mechanization, seed production & distribution, irrigation, research and training in Barind Tract.
16	Bangladesh Institute of Research and Training on Applied Nutrition (BIRTAN)	Research and development	Carries out research on food and nutrition, training
17	Soil Resource Development Institute (SRDI)	Research and Development	Carries out research on soil and surveys on <u>soil quality</u> , soil testing, training etc.
18	Horticulture Expert Development Foundation (HORTEX)	Marketing facilitator	Promote export of different high value high quality agro-commodities in abroad.

1.3 Background of ESMS development

DAE has developed this ESMS for the MoA under the Program on Agricultural and Rural Transformation for Nutrition, Entrepreneurship and Resilience in Bangladesh (PARTNER), financed by the World Bank's International Development Association (IDA) credit no. 7299-BD, 21 June 2023.

The ESMS sets out the MoA's commitment to sustainable development in agriculture, under the National Agriculture Policy (NAP). Under NAP, modernization of agriculture has been given importance to achieve poverty alleviation, food and nutrition security, food safety and agricultural growth. There is a scope a set of environmental and social considerations to support environmental and social sustainability of all operations of MoA.

This Environmental and Social Management System (ESMS) is the policy and institutional framework of the Ministry of Agriculture (MoA) for managing environmental and social risks of its operations across the country including through any and all of its constituent agencies:

The Environmental and Social System of MoA sets out the MoA's commitment to sustainable development and a set of Environmental and Social Standards that are designed to support MoA and its projects/programs, with the aim of modernization of agriculture, poverty alleviation, food and nutrition security and agricultural growth with good agricultural practices.



1.4 Environmental and Social Policy Statement

The following Environmental and Social principles establish the standards that MoA and all projects or programs implemented by MoA will meet through the project life cycle. The MoA has defined specific Environmental and Social Standards (ESSs), which are designed to avoid, minimize, reduce or mitigate the adverse environmental and social risks and impacts of projects.

The ESMS is guided by five principles or standards rooted in MoA policy that provides high-level governance and necessary directions for implementation of the operational framework of MoA projects or programmes. The statements are mentioned in the table below:

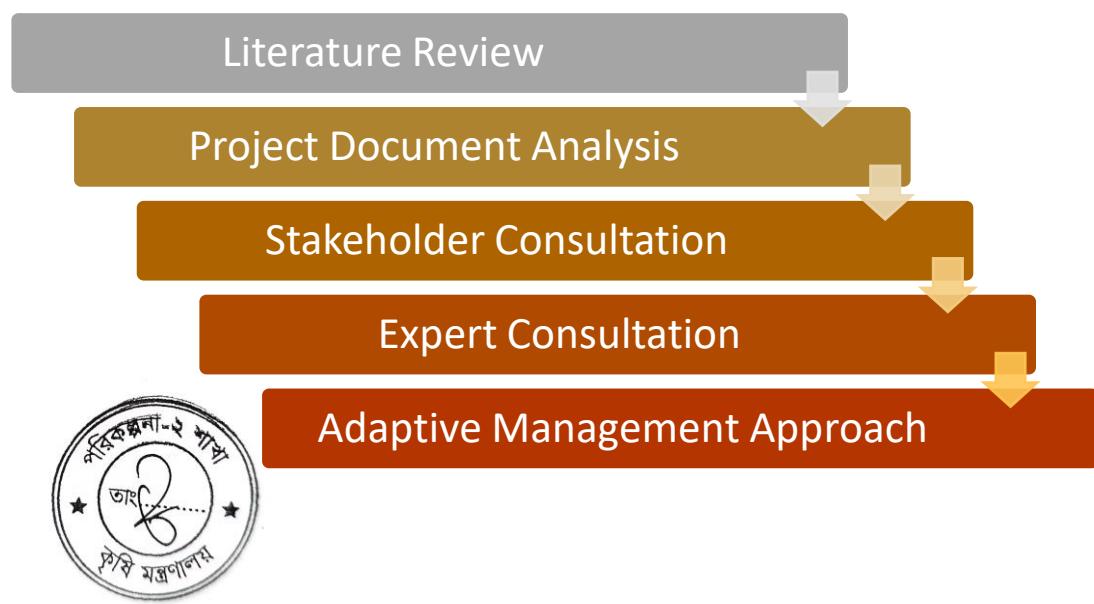
- Considering the environmental risk and impact, health/ safety and social issues in infrastructure development activities, MoA is committed to:
- (a) Mainstream environmental, health / safety and social (E&S) considerations in appraising and financing infrastructure projects to avoid / minimize adverse impacts and risks to the environment and people that may be affected.
 - (b) Ensure compliance with all relevant E&S policy and legislative requirements and laws of the environment and social with which it engages and remain responsive to the E&S requirements of national and international best practices.
 - (c) Avoid / minimize land acquisition and resettlement through selection of appropriate locations and design of projects. Where land acquisition is unavoidable, compensatory replacement value of such acquired land/property will be paid before displacement or replace with land having equal value and quality together with other facilities such as housing and basic infrastructure facilities.
 - (d) Ensure protection of vulnerable groups, such as the economically and socially disadvantaged, women, children, physically handicapped and ethnic communities and take appropriate measures to restore their livelihood as relevant.

1.5 Structure of the ESMS

In formulating the Environmental and Social Management System (ESMS) for the departments/agencies implementing the Ministry of Agriculture's PARTNER program, maximum use has been made of the available reference documents and resources related to this matter, and all relevant environmental and social considerations have been effectively integrated into it.

Once approved by the Ministry of Agriculture, this will be considered and implemented as the first edition. It will be regarded as a living document, which will be revised, amended, or updated over time based on the program's duration, emerging needs, and any inconsistencies observed during implementation. Generally, such revisions may be made one year after the implementation of the first edition. However, whenever necessary, the concerned implementing agencies may inform the Ministry of Agriculture of the issues, and the Ministry will provide consent or take decisions regarding such changes.

Considering the current situation in the formulation of the ESMS, the following strategies and processes/methods have been adopted:



Literature Review: An exhaustive review of existing literature, including academic research, industry reports, and relevant publications, is conducted. This comprehensive process explores similar projects, sectoral best practices, and regulatory frameworks to gather insights into pertinent environmental and social issues.

Project Document Analysis: Close examination of project documents such as proposals, feasibility studies, and impact assessments helps in comprehending the project's scope, objectives, and potential environmental and social implications. This analysis identifies specific risks, mitigation measures, and strategies for engaging stakeholders as outlined in project documentation.

Stakeholder Consultation: Active engagement with relevant stakeholders, including project implementers, government agencies, local communities, and civil society organizations, enables firsthand information exchange and perspectives on environmental and social matters. While initial discussions may prioritize identifying concerns and priorities in the absence of baseline data, ongoing dialogue fosters meaningful stakeholder involvement.

Expert Consultation: Input from subject matter experts in environmental and social disciplines validates findings from the literature review and project document analysis. Experts contribute valuable insights into emerging trends, potential risks, and innovative mitigation measures relevant to the project context.

Adaptive Management Approach: Embracing an adaptive management approach allows for iterative refinement of the ESMS as new information emerges or project circumstances evolve. This includes incorporating lessons learned from ongoing monitoring, evaluation activities, and feedback from stakeholders and experts.

Flexibility and Integration: The approach maintains flexibility to accommodate updates to the baseline assessment or the adoption of alternative data collection methods. Iterative refinement of the ESMS ensures responsiveness to evolving environmental and social dynamics throughout the project lifecycle.

By integrating elements such as literature review, project document analysis, stakeholder and expert consultation, and adaptive management principles, the ESMS aims to effectively address environmental and social considerations within the MoA.

1.6 ESMS contents

This ESMS comprises of:

- An Environmental and Social Policy, which sets out the MoA's aspirations regarding environmental and social sustainability;
- Five (5) Environmental and Social Standards or principles, which set out the requirements that apply to the projects/programs under MoA
- National Laws and rules regarding Environment and social risk and impact assessment and management.

1.7 Purpose of ESMS

ESMS aims to achieve the following objectives:

Integration of Environmental and Social Issues: Ensuring that environmental and social aspects are incorporated into site identification, design, and implementation processes of project activities so that they are environmentally sustainable and socially appropriate. The primary objective of this system is to promote sustainable activities for the Ministry of Agriculture's PARTNER program, taking into account environmental and social considerations.



Environmental and Social Risk Assessment and Mitigation: Identifying measures to avoid or reduce environmental and social risks or challenges by comprehensively considering potential environmental and social risks, benefits, and impacts in order to maximize positive outcomes.

Regulatory Compliance: Ensuring that the preparation of this ESMS complies with applicable national laws, regulations, policies, and standards, as well as the requirements of the World Bank and other development partners.

Guidelines for Detailed Environmental and Social Management Plans: Providing necessary guidance for preparing detailed Environmental and Social Management Plans (ESMPs) for various projects or programs under the Ministry of Agriculture, particularly for the development and implementation of site-specific ESMPs.

Mainstreaming Environmental and Social Issues: Bringing relevant environmental and social considerations into the mainstream at different stages of the project cycle, from formulation to implementation.

This ESMS will serve as a practical tool for program preparation, design, implementation, and monitoring, enabling the Ministry and projects to integrate and address environmental and social issues in the preparation of implementation plans. It will also support decision-making in environmental and social management and facilitate stakeholder engagement. As a result, it will contribute to the continuous improvement of the Ministry of Agriculture, ultimately ensuring environmental and social safeguards and enabling the Ministry to contribute to sustainable development through its various project activities.

1.8 Users of ESMS

The departments/agencies under the Ministry of Agriculture's PARTNER program are the primary users or adopters of the ESMS. This ESMS will assist these departments/agencies in assessing and mitigating environmental and social risks, ensuring the welfare of project staff and beneficiaries, and identifying strategies to reduce environmental and social risks within their respective institutions.

1.9 Current E&S practices and gap

The following environmental and social gaps have been identified in the activities of the Ministry of Agriculture:

- Farmers are not yet well conscious about environment friendly good practices of agriculture. Due to their less awareness, environmental pollutions are still happening at the farm sites specially for air, land and water pollution. Agricultural waste and manures are not being properly managed.
- There are some environment and social risks at the construction site due to avoidance of site-specific E&S management plans.
- Shifting of agricultural lands are moving fast in to non-agricultural purposes.
- Woman's participation in agriculture management is low and they also lag behind in the areas of management of agricultural inputs and its access;
- There is no minimum wage law for women laborers in agriculture to ensure minimum wage of women workers in agriculture or infrastructure works on the basis of equal wage for the same job.
- Insufficiency to consider gender issue in all development projects/ programs and activities of the ministry of agriculture.

1.10 ESMS Implementation Strategy

1.10.1 Pilot Model

The Ministry of Agriculture's PARTNER program will serve as a model pilot for ESMS implementation.



In this regard, PARTNER will apply best practices through its departments/agencies in various activities of the program and assess their effectiveness. Such practices will help establish a framework or system that can be adopted by the Ministry of Agriculture in the future and sustainably followed by other organizations and projects. Lessons learned and successful strategies from the PARTNER program will be documented and shared or exchanged with stakeholders.

1.10.2 Capacity Building

Capacity building and training arrangements must be in place to ensure that all team members of the implementing agencies or projects are adequately trained and skilled to implement the ESMS effectively. A dedicated budget allocation may be included in the project for this purpose. Regular workshops, training programs, and electronic platforms for knowledge sharing should be arranged for capacity building of the Ministry of Agriculture, departments/agencies, project staff, and stakeholders.

1.10.3 Continuous Improvement

The ESMS team will regularly review and update its structure and strategies so that feedback and experiences from ongoing discussions can be considered for ESMS enhancement, and so that it can adapt to emerging challenges and opportunities. Monitoring and evaluation results will provide insights into adjustments and ongoing improvements in the ESMS implementation process.

1.11 Jurisdiction or Coverage

Government policies, environmental assessments, institutional frameworks, grievance redress mechanisms, training, monitoring, and budgeting are all included under the ESMS.

1.12 Sustainable Results

To ensure the establishment of a sustainable environmental and social management system that integrates environmental, social, and gender considerations, so that it endures through the intended outcomes of the project.

1.13 ESMS Use and Applicability

The ESMS guidelines will initially be applicable to the departments/agencies implementing and supporting the PARTNER program under the Ministry of Agriculture. Subsequently, based on the review of implementation progress and practical experience, it will also apply to all projects/programs of all departments/agencies of the Ministry of Agriculture, as well as at the institutional level. Once formally approved, all departments/agencies under the Ministry of Agriculture will follow and implement the ESMS.

1.13.1 Applicability Matrix

The following matrix outlines the applicability of the ESMS for different types of projects and activities:

Type of Project/Activity	ESMS Applicability	Specific Considerations/Guidelines
Research & Development	High	Environmental and social risks and impacts must be included in the Environmental and Social Management Plan (ESMP).
Agricultural Extension Programs	Medium	Special focus on stakeholder participation, gender inclusion, and training activities.
Infrastructure Development	High	A well-structured Environmental and Social Impact Assessment (ESIA) strategy is required.
Pest Management Initiatives	Medium	Emphasis on environmentally friendly, safe, and sustainable practices.
Marketing & Distribution	Low	Focus on agricultural production, certification, and marketing through Good Agricultural Practices (GAP).
Training & Capacity Development	Medium	Include ESMS content in training modules where applicable.



Policy Formulation	High	ESMS principles and standards must be considered in policy formulation and implementation.
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Note: This matrix may be modified according to the type and needs of the project.

1.14 Conclusion

By introducing an ESMS approved and adopted by the Ministry of Agriculture, the Ministry will be able to enhance stability, accountability, and stakeholder engagement across its activities through the effective implementation of environmental and social management. The pilot model will serve as a guideline or framework for other departments/agencies of the Ministry of Agriculture to follow and implement in the future. All the points mentioned in this chapter have been discussed in detail in the following four chapters.



CHAPTER 02: INSTITUTIONAL SET UP FOR ESMS OF MoA

2.1 Introduction

The Environmental and Social Management System (ESMS) of the Ministry of Agriculture (MoA) is designed to ensure that all agricultural projects comply with environmental and social standards, safeguard the well-being of stakeholders, and promote sustainable agricultural practices. This chapter outlines the institutional and organizational setup required for the effective implementation of the ESMS, covering risk assessment, documentation processes, operational protocols, funding mechanisms, project types, and bio-safety protocols.

2.2 Institutional set up or Framework for ESMS implementation

2.2.1 Ministry of Agriculture (MoA)

MoA is the principal entity responsible for implementing ESMS. It oversees policy formulation, coordination, and management of agricultural projects to ensure adherence to environmental and social standards. Presently MoA doesn't have its own separate ES management unit and the governing cell or body. Until to have that separate cell or body, MoA can handle and operate ESMS through the existing committees supported by an ES management unit for managing all the MoA projects and the agencies.

Within the Environmental and Social Management System (ESMS) of the Ministry of Agriculture (MoA), the structural framework is designed to support the effective implementation of environmental and social considerations. The ESMS structure comprises the following committees and unit:

2.2.2 Steering Committee

The Steering Committee will act as the apex body for ESMS implementation of the relevant project or program headed by the Secretary, Ministry of Agriculture and respective agency heads. Along with the regular project operational activities, this committee will act for ensuring ESMS implementation. Each project or programme has a Project Steering Committee to guide the project/program operation and implementation. The overall purpose of the Project Steering Committee (PSC) is to review and approve annual work plans, monitor progress in project execution, provide strategic and policy guidance, and to support communication and dissemination of project outcomes. The Project Steering Committee will have decision-making authority to review the overall project development over the project life time. In addition to its regular responsibility the PSC will play an anchor role for roll out and operationalize ESMS. The PSC will be responsible for reviewing and approving ESMS-related documents, monitoring progress towards environmental and social objectives, addressing emerging issues, and facilitating stakeholder engagement processes to ensure transparency and inclusivity. Environmental and Social Management Unit (ESMU) will act closely with the PSC.

2.2.3 Project Coordination or Implementation Unit (PCU/PIU/APCU):

Operating under the guidance of the Steering Committee, the Project management unit or committee serves as the operational arm responsible for managing the day-to-day activities of the ESMS with the assistance of the E&S focal person. Led by a Project director/ Project coordinator/ Agency program director and supported by technical and administrative staff, the project management undertakes various functions, including the development and updating of the ESMS supported by the E&S consultants or personnel, coordination with project partners and stakeholders, environmental and social impact assessments, monitoring and reporting, and capacity-building initiatives.

2.2.4 Agency/Institutional chart for MoA ESMS Team

Top Level:

Project Coordinator/ Project Director/ Agency Program Director



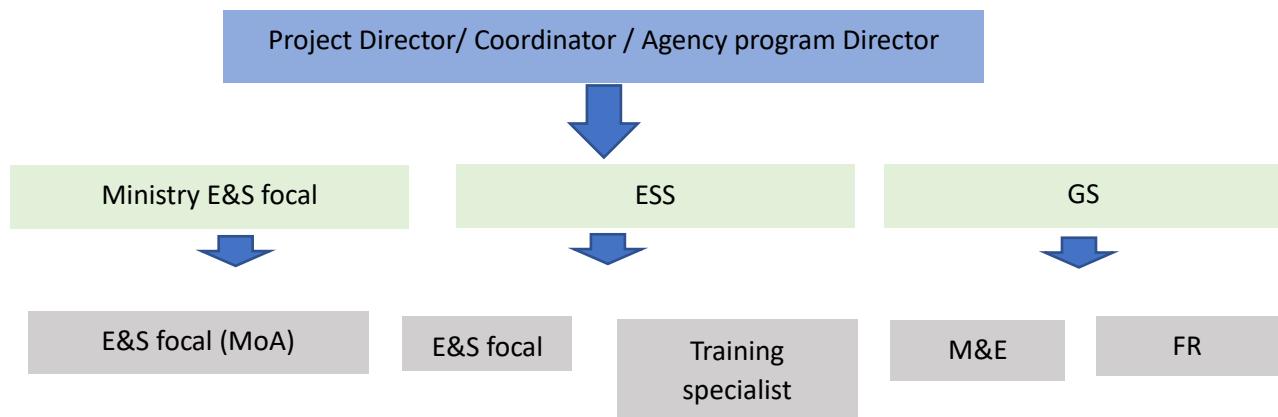
Second Level:

Environmental & Social Safeguard Specialist (E&S S)
Gender Specialist (GS)

Third Level:

Program Implementer (IA & SP)
Ministry E&S focal
Agency E&S focals
Farmer Representative (FR)
Monitoring and Evaluation Specialist (M&E)
Training Specialist

Diagram of ESMS management at agency level



Description of the Diagram

Project Director/Coordinator is at the top, overseeing the entire ESMS team.

Second Level includes key specialists and government representatives who provide core expertise and regulatory oversight.

Third Level consists of roles that support the implementation and monitoring of the ESMS, ensuring engagement with practical operations, community interests, and strategic planning.

This hierarchical structure helps illustrate the flow of coordination from the Project Coordinator down through the various specialized roles, ensuring all aspects of environmental and social management are covered comprehensively. The layout also emphasizes the integration of different expertise areas, working collaboratively to implement and monitor the ESMS effectively.

2.3 Role of ESMS team

The Ministry of Agriculture's (MoA) Environmental and Social Management System (ESMS) team is structured to provide a comprehensive and cohesive approach to environmental and social management within the framework of the MoA's operations. This composition is designed not only for specific projects but as a model that can be adapted by other organizations within the MoA. The following roles and responsibilities are outlined for the ESMS team: , ensuring it aligns with the MoA's functional institutional structure and business model:

Programme Coordinator or Project Director:

- Oversees the overall implementation of the ESMS.
- Coordinates activities between different team members and stakeholders.
- Ensure compliances. with MoA's objectives and guidelines.

Environmental & Social Safeguard Specialist:

- Conducts environmental assessments and impact analyses.



- Develops and monitors environmental management plans and strategies.
- Conducts social assessments and stakeholder analyses.
- Designs and implements community engagement strategies.
- Addresses social safeguards, gender mainstreaming, and community development issues.

Gender Specialist:

- Integrates gender considerations into MoA's project planning and implementation.
- Develops gender-responsive programs and policies.
- Addresses gender-based violence prevention and response.

Government Representative – E&S focal:

- Provides regulatory oversight and ensures compliance with national policies and regulations.
- Facilitates coordination with relevant government agencies.
- Represents government interests and priorities within the ESMS team.
- Reports progress and challenges to the ESMS team.

Program Implementer (IA & SP):

- Provides practical insights into MoA's project operations and logistics.
- Implements environmental and social management activities aligned with MoA's institutional structure and business model.
- Reports progress and challenges to the ESMS team.

Farmer Representative:

- Represents the interests and perspectives of farmers within the MoA's institutional framework.
- Advocates for farmer concerns and ensures their participation in decision-making processes within MoA.
- Provides feedback and recommendations to improve MoA's project effectiveness and accountability.

Monitoring and Evaluation Specialist:

- Designs and implements systems for monitoring, reporting, and evaluating environmental and social performance indicators within MoA's operational context.
- Tracks progress towards ESMS objectives and targets aligned with MoA's institutional structure and business model.
- Identifies areas for improvement and adaptive management within MoA's projects.

Capacity Building and Training Specialist:

- Develops and implements capacity-building programs for MoA staff and stakeholders.
- Conducts training on ESMS, social safeguards, gender mainstreaming, and environmental management.
- Ensures continuous learning and adaptation of best practices within MoA.

Financial Planning and Budgeting Specialist/ Accountant:

- Develop and oversee the budget for ESMS implementation



- Ensures adequate allocation of resources for environmental and social management activities.
- Tracks expenditures and financial compliance with ESMS requirements.

2.4 Project preparation and ES management

Generally, GoB undertakes two types of development projects- investment projects and technical assistance projects and schemes by the Ministries. Two standard formats are available to follow in submitting the project's proposal for approval to the planning commission. The first one is called the 'Development Project Proforma (DPP)' and the other is known as the 'Technical Assistance Project Proforma (TAPP)'. At the project design, therefore, DPP and TAPP are key enabling instruments taken into consideration for environmental and social issues.

2.4.1 Project preparation and approval process

Development projects (both government-funded and foreign-aided) go through several steps for approval processing, namely:

Formulation Stage:

At the project formulation stage, a preliminary assessment is carried out to get an initial concept of a project in light of national needs, potential costs, and benefits. The decision-making authority then evaluates the concept and prepares a more detailed and specific description to make it suitable for approval (or for deferral or rejection).

Project Proposal Stage:

After preparing the detailed description, the implementing agencies prepare the development project in the form of a proposal.

Project Evaluation Stage:

The Ministry reviews and evaluates the Development Project Proposal (DPP) and then sends it to the relevant division or sector of the Planning Commission. The divisions evaluate the DPPs and then recommend them to the Project Evaluation Committee (PEC) for approval.

Project Approval Stage:

After evaluation, the Minister/Advisor for Planning or the National Economic Council (ECNEC) approves the project, depending on its cost and size. Once approved, the projects are included in the Annual Development Program (ADP) for implementation.

Steps in the Approval Process for Investment Projects



Like investment projects, the approving authority for Technical Assistance (TA) projects is determined by the total project cost. When the total amount of project assistance and combined government and private sector financing is less than or equal to BDT 20 crore, and the share of government and private sector financing does not exceed 20% of the total expenditure, the concerned Minister/State Minister of the relevant ministry approves the project. If the above limit is exceeded, the Minister/Advisor/State Minister for Planning is considered the approving authority.

2.4.2 Inclusion of Environmental and Social Aspects in the DPP

Paragraph 23 of the Government of Bangladesh's DPP Manual, prepared for the purpose of developing DPPs, contains 10 specific guidelines on this matter. These are:

- Other projects/existing facilities;
- The impact/effects of these on environmental sustainability in the DPP or TAPP and specific mitigation measures, such as land, water, air, biodiversity, ecosystem services (if the project is classified as "red," the EIA document must be attached);
- Climate change adaptation and mitigation;
- Needs of women, children, persons with disabilities, or disadvantaged groups;
- Employment;
- Poverty status;
- Organizational arrangement/structure;
- Institutional productivity;
- Regional disparity;
- Obtaining an environmental clearance certificate in accordance with the Bangladesh Environment Conservation Rules 2023; if obtained, attach proof, and if not, specify the reason.

In addition, Paragraph 28 of the Manual mentions that issues related to land acquisition, resettlement, and compensation must be considered for the project, and Paragraph 29 states that during project implementation and operation, any environmental hazards and disaster risks must be analyzed and appropriate mitigation measures included.

Therefore, all these aspects must be actively considered during project formulation.

2.5 The ESMS process

The project will begin with an initial environmental and social screening, followed by a step-by-step assessment of impacts that require appropriate mitigation measures. The project will use a structured approach to environmental and social management so that, during the project design process, it can avoid, reduce, or provide compensation/mitigation for negative impacts on the environment and society, and enhance positive impacts wherever feasible and beneficial.

The overall process is as follows:

- Selection of the project site.
- Environmental and social screening checklist for the project.
- Defining the key environmental and social characteristics (based on potential impacts).
- Determining the scope of environmental and social impact assessment.
- Identifying environmental and social impacts such as effects on the biological environment, the physical environment, and the human environment.
- Preparing a project-specific Environmental and Social Management Plan (ESMP).



2.6 ES Risk Assessment and Management (Need to rewrite this part following the GoB process)

2.6.1 Environmental and Social Impact Assessment

A preliminary environmental survey refers to an initial assessment carried out to determine potential environmental impacts. An environmental impact assessment is a systematic process of identifying, predicting, and evaluating the likely environmental impacts of a proposed project or activity.

According to sub-section (1) of section 15 of the Bangladesh Environment Conservation Rules, 2023, any industrial project proponent shall conduct an environmental impact assessment study and prepare a report based on an approved scope of work by an enlisted environmental consultant, following the guidelines prepared by the Department of Environment.

However, in the case of departments or agencies that do not have their own environmental impact assessment guidelines, the environmental impact assessment study may be conducted following the guidelines of any international or development partner organization. In doing so, it must be ensured that the process does not contradict any plans, policies, or decisions adopted by the government.

2.6.2 Risk Assessment Process



The ESMU's Risk Assessment Team will use the following process:

- Screening: Identify potential risks.
- Scoping: Analyze risks in detail.
- Assessment: Evaluate risk magnitude and impact.
- Mitigation: Develop risk management measures.
- Monitoring: Review risks throughout the project life cycle.

2.6.3 Risk Management Plans

Each project will have a tailored risk management plan with measures to address risks. Plans will be integrated into project management frameworks and updated based on monitoring.

2.6.4 Environmental Impact Assessment Report

While preparing the Environmental Impact Assessment (EIA) study report, and the Environmental Management Plan (EMP) as part of that report, the guidelines or prescribed format mentioned in Schedule-11, in accordance with sub-section (3) of section 15, must be followed (Annex).

2.6.5 Risk Management Plan

Every project shall have a Risk Management Plan. This plan shall be integrated with the project's management framework and must be updated periodically.

2.7 Location and Environmental Clearance

According to sub-section (1) of section 5 of the Bangladesh Environment Conservation Rules, 2023, for the purpose of issuing location and environmental clearance by the Department of Environment, industrial establishments or projects are classified into four categories based on the scope of their activities, the extent and magnitude of potential pollution, and the possible adverse impacts on the environment and human health. The categories are: Green, Yellow, Orange, and Red.



Projects or industrial establishments in the **green category** are those with relatively low impacts on the environment and human health, and for which there is scope to adopt pollution mitigation measures. In this context, projects under the Ministry of Agriculture may be considered Green category. Projects with **moderate impacts** are classified as Yellow, those with **considerable impacts** are classified as Orange, and those with **severe impacts** are classified as Red.

As per sub-section (1) of section 6 of the Bangladesh Environment Conservation Rules, 2023, before establishing a new industrial establishment or undertaking a project in the Green category—regardless of its location—there is no requirement to obtain a location clearance; however, environmental clearance must still be obtained from the Department of Environment.

For Green category projects, the project proponent must obtain environmental clearance by following section 9.

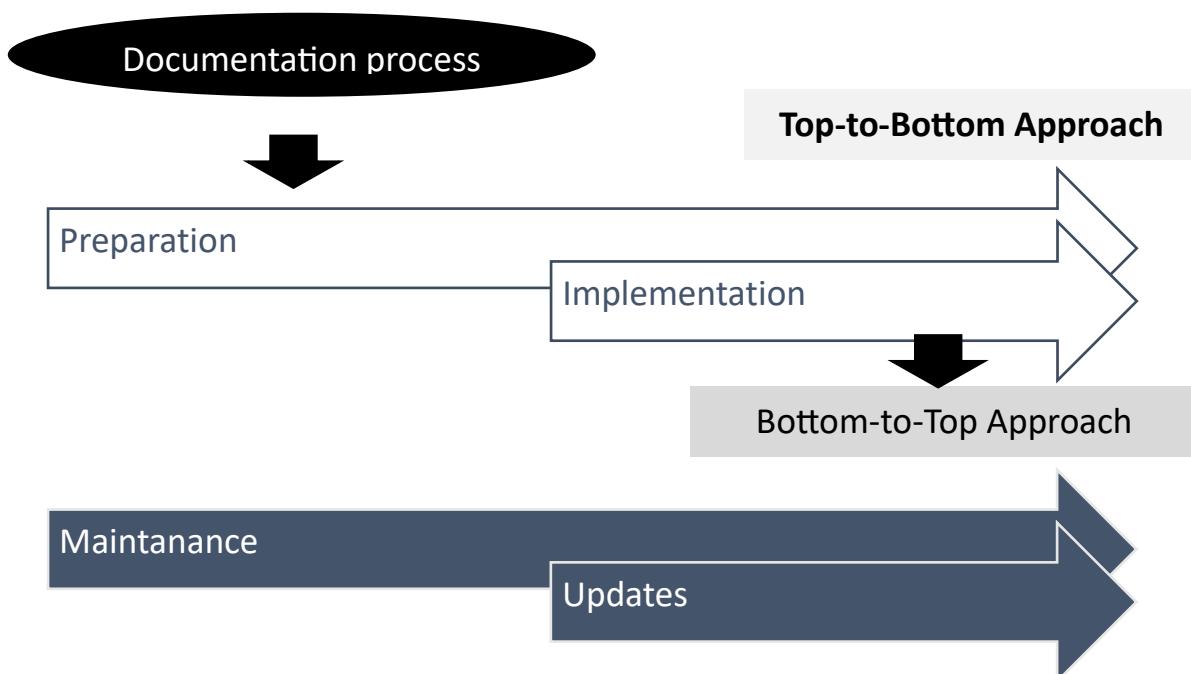
2.8 Documentation and Protocols

2.8.1 ESMS Documentation

The Documentation and Protocols Team will develop:

- ESMPs: Plans for managing environmental and social aspects.
- SOPs: Guidelines for ESMS processes.
- Reporting Templates: Templates for performance reporting.
- Monitoring and Evaluation: Tracking ESMS performance and ensuring compliance.

2.8.2 Documentation process



The Team will use the following process:

- Preparation: Developing initial documentation and protocols.
- Implementation: Enacting the prepared documentation and protocols.
- Maintenance and Updates: Regularly updating and refining documentation based on feedback and monitoring.

2.8.2 Operational Protocols

Operational protocols will cover:

- Environmental Monitoring: Procedures for environmental monitoring.
- Social Monitoring: Procedures for social impact monitoring.



- Incident Reporting: Guidelines for reporting incidents.
- Grievance Redress Mechanisms (GRMs): Procedures for addressing grievances.

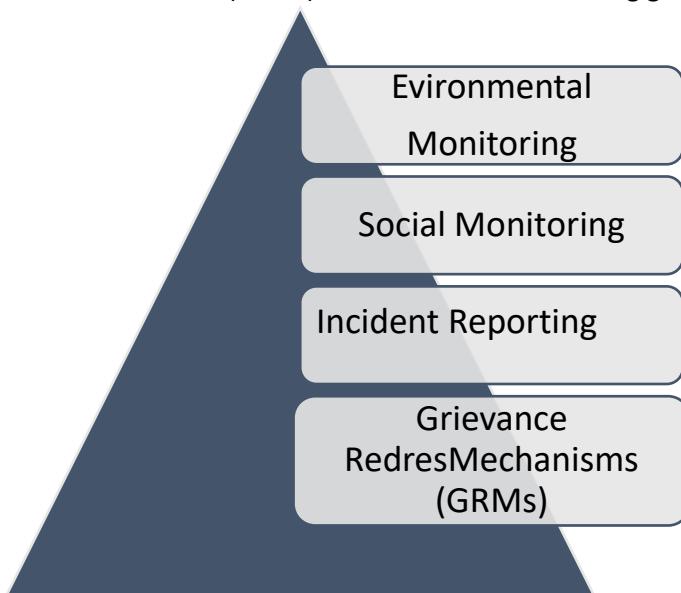


Diagram: E&S operational protocol

Description:

- Environmental Monitoring: Procedures for tracking environmental parameters.
- Social Monitoring: Procedures for assessing social impacts and stakeholder engagement.
- Incident Reporting: Guidelines for reporting and managing environmental and social incidents.
- Grievance Redress Mechanisms (GRMs): Procedures for addressing stakeholder grievances.

How to Use

- Risk Assessment Process Diagram: Use this diagram in your ESMS documentation to show the sequence of steps in the risk assessment process.
- Documentation and Protocols Process Diagram: This diagram helps explain the cyclical nature of documentation, from preparation to implementation and ongoing updates.
- Operational Protocols Info graphic: Use this info graphic to outline the key components of your operational protocols.

2.9 Training and Capacity Building

2.9.1 Training Programs

Training will cover:

- ESMS Principles and Objectives: Understanding ESMS framework.
- Risk Assessment and Management: Techniques for risk management.
- Operational Protocols: Implementing ESMS processes.
- Stakeholder Engagement and GRMs: Engaging stakeholders and managing grievances.

2.9.2 Capacity Building Initiatives

Capacity-building activities will include workshops, seminars, and field visits to promote best practices.

2.10 Monitoring and Evaluation

2.10.1 Monitoring Framework

The framework will include:

- Performance Indicators: Measures for ESMS performance.
- Data Collection: Regular data collection for compliance assessment.
- Reporting: Periodic reports for stakeholders.



2.10.2 Evaluation Mechanisms

Mechanisms will include:

- Internal Audits: Regular audits for implementation review.
- External Reviews: Third-party reviews for transparency.
- Feedback Loops: Incorporating stakeholder feedback.

2.11 Stakeholder Engagement and Grievance Redress Mechanisms

2.11.1 Stakeholder Engagement

The plan will include:

- Identification of Stakeholders: Mapping relevant stakeholders.
- Engagement Strategies: Methods for engaging stakeholders.
- Communication Channels: Channels for information sharing.

2.11.2 Grievance Redress Mechanisms (GRMs)

The GRM will include:

- Grievance Registration: Procedures for registering grievances.
- Grievance Resolution: Steps for resolving grievances.
- Appeal Process: Mechanisms for appealing decisions.

2.12 Bio-Safety Protocols and Call Center

2.12.1 Bio-Safety Protocols

Bio-safety protocols will include:

- Risk Assessment: Identifying bio-safety risks.
- Mitigation Measures: Measures to manage risks.
- Monitoring and Compliance: Procedures for ensuring compliance.

2.12.2 Call Center

The call center will:

- Information Dissemination: Provide ESMS information.
- Grievance Handling: Assist with grievances.
- Feedback Collection: Collect stakeholder feedback.

2.13 Funding Mechanisms and Project Types

2.13.1 Funding Mechanisms

ESMS will be implemented through:

- Revenue or Government Funding: National budget allocations.
- Development partner's or non-revenue Funding: Contributions from international development partners.
- Partnership funding: Fund from both the GOB and Development partners.
- Private Sector Funding: Investments from private sector entities.

2.13.2 Project Types

The ESMS will cater to:

- Infrastructure Projects: Development of agricultural infrastructure.
- Research and Development Projects: Initiatives for agricultural research.
- Community-Based Extension led Projects: Projects aimed at community development.
- Education project: Project engaged with educational development.

2.14 Conclusion

This chapter outlines the institutional and organizational setup necessary for the ESMS's success at the MoA. By defining roles, developing protocols, and ensuring inclusion of ES management issues in the project document for mainstreaming, effective monitoring and evaluation, the MoA aims to manage environmental and social risks and promote sustainable green agricultural practices.



CHAPTER 03: POLICIES, LAWS, RULES, CONVENTIONS AND OTHER REGULATORY FRAMEWORKS

3.1 Introduction

The objectives of the environmental and social management system are: (i) to avoid, and when avoidance is not possible, to minimize and mitigate adverse impacts of projects on the environment and affected people; and (ii) to maximize opportunities for environmental and social benefits.

To fulfill the above objectives, relevant policies, laws, acts, rules, regulations of Bangladesh government as well as international conventions, development partner's policies and requirements for MoA's projects were reviewed during development of the ESMS guideline to ensure its consistency with requirements of both the Government and the development partners. Ministry of Agriculture in Bangladesh has several own policies, guidelines, instruments and laws that support E&S management system. Environmental and social safeguard standards and policies of development partners like World Bank, IFAD, ADB, JICA, USAID etc. are also be reviewed and considered. This chapter summarizes such references.

3.2 National policies, acts, laws and rules

Bangladesh has several policies, instruments, and laws that support E&S management under development projects and the E&S assessment processes. MoA has acts and policies to provide legal support to environmental and social management system. The most relevant policies, laws, good practices of MoA are summarized and described in brief.

3.2.1 National Agriculture Policy (NAP), 2018

The National Agriculture Policy aims to achieve safe and profitable agriculture, as well as sustainable food and nutrition security. It is an integrated policy that emphasizes agricultural modernization, research, education, and export.

3.2.2 Good Agricultural Practices (GAP) Policy, 2020

The Good Agricultural Practices policy is crucial for producing safe and high-quality food, promoting environmental and social development, and protecting the health of agricultural workers. It ensures the rational use of pesticides and agrochemicals, and encourages the adoption of sustainable good agricultural practices.

3.2.3 Bangladesh Environment Conservation Rules, 2023

These rules have been formulated to protect the environment, improve environmental quality, and control pollution. They address issues such as environmental pollution, location and environmental clearance, environmental impact assessment studies, environmental impact assessment reports, standards and treatment for project waste discharge, environmental damage assessment and compensation, and the listing of environmental consultants or experts.

3.2.4 Bangladesh Environment Conservation (Amendment) Act, 2010

This amendment introduced strict provisions for hazardous waste management, wetland conservation, and prevention of environmental pollution.

3.2.5 National Integrated Pest Management Policy, 2002

The objective of this policy is to reduce excessive use of chemical pesticides and promote environmentally friendly and sustainable pest control methods.

3.2.6 Eighth Five Year Plan (2020–2025)

This plan is based on sustainable and inclusive development strategies, with a focus on improving environmental, social, and labor standards.



3.2.7 Bangladesh Labour Act, 2006

This Act was enacted to protect workers' rights and align national labor laws with international labor standards.

3.2.8 Bangladesh Labour (Amendment) Act, 2013

This amendment includes provisions on contractor registration, temporary workers, compensation for worker death, termination of employment, worker age, declaration of hazardous work lists, restrictions on employing adolescents in certain jobs, and overall safety for factories and workers.

3.2.9 Bangladesh Labour Rules, 2015

These rules include regulations on worker registers, leave registers, dining facilities, maternity welfare benefits, and treatment of female workers.

3.2.10 Grievance Redress Mechanism Guidelines – 2015 (Revised 2018)

These guidelines cover web-based grievance redress management, formation and scope of grievance management cells, procedures for filing grievances and appeals, grievance verification, grievance investigation, resolution of grievances and appeals, and procedures for monitoring and supervision.

3.3 Development partner's policies, standards and guidelines

3.3.1 World Bank safeguard /ES policy

The World Bank's ES policy promotes green, resilient, and inclusive development by strengthening protections for people and the environment, focusing on labor, inclusion, gender, climate change, biodiversity, community health, and stakeholder engagement. The "Safeguard Policies" provide a framework for consultation and public disclosure, setting 10 Environmental and Social Standards.

3.3.2 IFAD safeguard policy

IFAD enhances social, environmental, and climate resilience through projects and programs, implementing SECAP to manage risks, integrate priorities, and engage stakeholders for better development outcomes.

3.3.3 Asian Development Bank ES policy 2009

ADB's Safeguard policies aim to minimize or mitigate adverse environmental and social impacts, protecting marginalized groups. They consist of three operational policies: environment, Indigenous Peoples, and involuntary resettlement, involving impact assessment, planning, and mitigation throughout the project cycle.

3.3.4 JICA Guidelines for Environmental and Social Considerations, 2022

JICA has issued guidelines and objection procedures for projects submitting applications after April 1, 2022. The policy supports development cooperation charters, quality infrastructure investment, and rationale behind environmental and social considerations for JICA, aiming to enforce these guidelines on April 1.

3.4 MoA's Environmental and social Standards (MESS)

MESS 1: Assessment and Management of Environmental and Social Risks and Impacts;

MESS 2: Labor and Working Conditions; Community Health and Safety; Indigenous community/Traditional Local Communities;

MESS 3: Resource Efficiency and Pollution Prevention and Management; Biodiversity Conservation and Sustainable Management of Living Natural Resources and Cultural Heritage.

MESS 4: Land Acquisition, Restrictions on Land Use and Involuntary Resettlement;

MESS 5: Gender and Gender Based Violence, Sexual exploitation, abuse and harassment.



3.5 ES Due diligence

All proposed projects require environmental and social due diligence, which is carried out by the Ministry of Environment (MoA), which evaluates the possible hazards and effects on the environment and society. Taking into account the mitigation hierarchy, the due diligence will be appropriate for the size and nature of the project. One of the MoA's duties is to examine agency information and offer recommendations for creating mitigation-hierarchy-compliant solutions. The agency is in charge of giving the MoA all pertinent information. The MoA will perform a gap analysis against the Environmental and Social Impacts (ESs) of a project that is being built or that has been granted national licenses in order to find more research and mitigation strategies.

3.6 Human Resources for Environmental and Social Management

An Environmental and Social Management System (ESMS) will be adopted for various government projects and programs. Each project has a designated Project Management Unit, and at the Ministry level, there is a Project Steering Committee. Initially, these two units within the existing structure will implement the ESMS.

For the Ministry of Agriculture's PARTNER program, the Program Coordination Unit (PCU) will pilot ESMS implementation through other agencies involved in executing PARTNER activities. Each agency will have at least one designated Environmental and Social Management focal person.

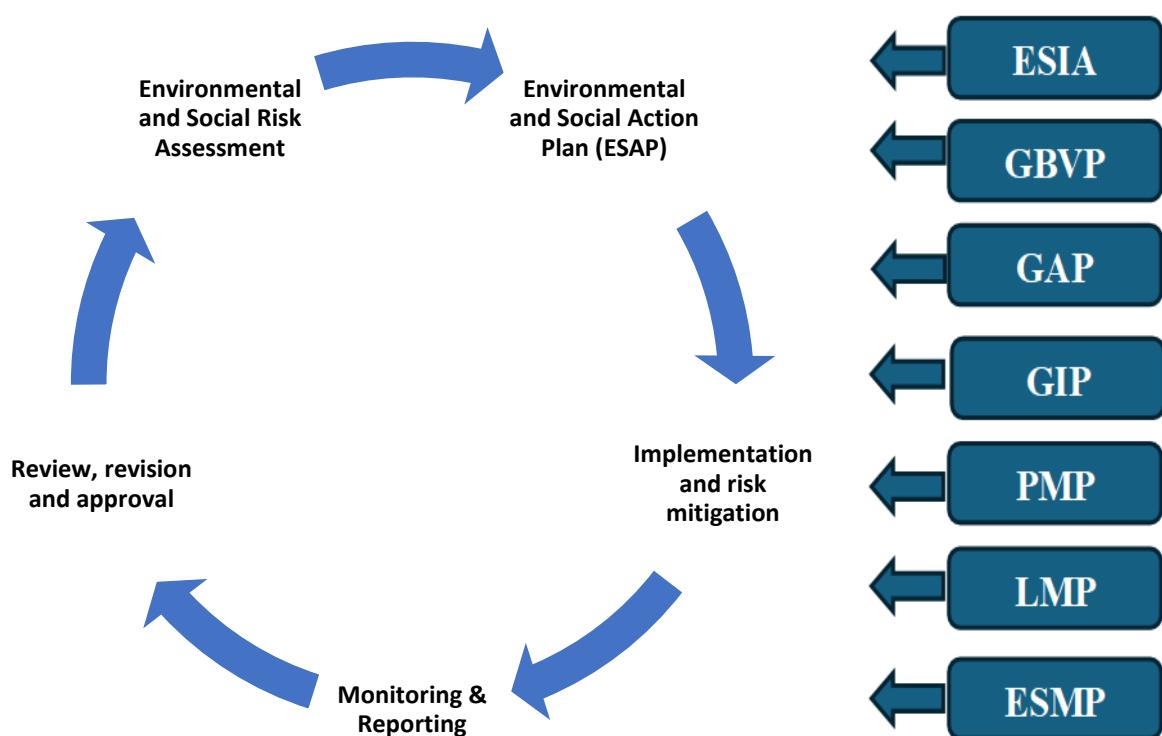


CHAPTER 4: ENVIRONMENTAL AND SOCIAL SAFEGUARDS

4.1 Introduction

The Environmental and Social Management System (ESMS) is a well-coordinated framework of measures and processes for identifying, assessing, managing, and monitoring the environmental and social risks and impacts associated with the agricultural projects of the Ministry of Agriculture. This chapter of the ESMS provides a detailed structure that can easily assist projects in being implemented in an environmentally and socially responsible manner. It presents a concise outline of various aspects of environmental and social management for any project, while detailed plans and guidelines are provided in the annexes.

Below is a diagram illustrating an outline of the environmental and social safeguard system for a project:



4.2 Environmental and Social Risk Assessment

Objective: To systematically identify and evaluate the potential environmental and social risks and impacts of proposed projects.

4.2.1. Screening

- Timeline: 3-6 months
 - Process: Initial screening of projects to determine the level of environmental and social assessment required.
 - Requirements: Simple and straightforward screening forms and checklists.
 - Example: A project introducing a new pesticide will undergo a high-level screening to identify potential health and environmental risks.

4.2.2. Scoping

- Process: Define the scope of the environmental and social assessment, including key issues and stakeholders to be considered.
 - Requirements: Clear criteria and guidelines for scoping.



- Example: Scoping for a new irrigation project may highlight water usage, displacement of communities, and impacts on local biodiversity as key issues.

4.2.3. Environmental and Social Impact Assessment (ESIA)

- Process: Detailed assessment to identify, predict, and evaluate significant environmental and social impacts.
- Requirements: Formation of a multidisciplinary committee/team, including expert outsourcing as needed.
- Example: An ESIA for a large-scale agricultural development may identify impacts on soil quality, water resources, and local communities.

4.2.4. Risk Classification

- Process: Classify projects based on the level of risk (high, medium, low).
- Requirements: Risk classification matrix.
- Example: A high-risk classification may be assigned to a project that involves significant land clearing and potential displacement of communities.

4. 4.3 Environmental and Social Action Plan (ESAP)

Objective: To develop a plan outlining the measures to mitigate identified environmental and social impacts.

4.3.1. Mitigation Measures

- Process: Develop specific measures to avoid, minimize, mitigate, or offset adverse impacts.
- Requirements: Detailed action plans with responsibilities and resources.
- Example: For a project involving deforestation, mitigation measures may include reforestation, creation of buffer zones, and alternative livelihood programs for affected communities.

4.3.2. Responsibilities and Resources

- Process: Assign responsibilities for implementing mitigation measures and allocate necessary resources.
- Requirements: Defined roles and allocation of budget.
- Example: Designate an environmental officer to oversee the implementation of reforestation activities.

4.3.3. Timeline

- Process: Establish a timeline for the implementation of mitigation measures.
- Requirements: Specific milestones and deadlines.
- Example: Set milestones for the completion of key mitigation activities such as planting trees and establishing community engagement programs.

4.4 Implementation of Mitigation Measures

Objective: To ensure that mitigation measures are effectively implemented and integrated into project activities.

4.4.1. Integration into Project Plans

- Process: Incorporate mitigation measures into the overall project design and plans.
- Requirements: Detailed implementation guidelines.
- Example: Integrate water conservation techniques into the design of a new irrigation system.

4.4.2. Training and Awareness

- Process: Provide training and raise awareness among project staff and stakeholders on mitigation measures.
- Requirements: Training programs and awareness campaigns.
- Example: Conduct workshops for farmers on sustainable pesticide use and safety measures.

4.4.3. Resource Allocation

- Process: Ensure that adequate resources (financial, human, technical) are allocated for the implementation of mitigation measures.
- Requirements: Resource management plans.



- Example: Allocate budget for the installation of pollution control equipment in a processing facility.

4.5 Monitoring and Reporting

Objective: To monitor the implementation of mitigation measures and report on environmental and social performance.

4.5.1. Monitoring Plan

- Process: Develop a monitoring plan outlining the indicators, methods, and frequency of monitoring activities.
- Requirements: Comprehensive monitoring guidelines.
- Example: Monitor water quality and usage regularly for an irrigation project to ensure compliance with environmental standards.

4.5.2. Performance Indicators

- Process: Define key performance indicators (KPIs) to track the effectiveness of mitigation measures.
- Requirements: List of relevant KPIs.
- Example: Use indicators such as reduction in pesticide runoff and improvement in soil quality for a sustainable farming project.

4.5.3. Reporting

- Process: Regularly report on the progress and effectiveness of mitigation measures.
- Requirements: Reporting templates and schedules.
- Example: Submit quarterly reports to the MoA detailing the implementation of mitigation measures and any deviations from the plan.

4.6 Stakeholder Engagement

Objective: To engage stakeholders throughout the project lifecycle to ensure their concerns and feedback are addressed.

4.6.1. Stakeholder Identification

- Process: Identify all relevant stakeholders, including affected communities, government agencies, NGOs, and other interest groups.
- Requirements: Stakeholder mapping tools.
- Example: Identify local farmers, community leaders, and environmental groups as key stakeholders for a new agricultural project.

4.6.2. Consultation and Participation

- Process: Conduct consultations and encourage stakeholder participation in project planning and implementation.
- Requirements: Consultation schedules and participation guidelines.
- Example: Hold public meetings to gather input on a proposed agricultural project and incorporate feedback into project design.

4.6.3. Communication Plan

- Process: Develop a communication plan to ensure regular and transparent communication with stakeholders.
- Requirements: Communication strategies and channels.
- Example: Use newsletters, social media, and community notice boards to keep stakeholders informed about project progress and impacts.

4.7. Grievance Redress Mechanism

Objective: To establish a transparent and accessible mechanism for addressing grievances related to project activities.



4.7.1. Grievance Submission

- Process: Provide multiple channels for stakeholders to submit grievances (e.g., hotlines, websites, local offices).
- Requirements: Grievance submission guidelines and templates.
- Example: Set up a toll-free number and a dedicated email address for grievance submission related to a new agricultural development.

4.7.2. Grievance Handling

- Process: Develop a process for receiving, assessing, and resolving grievances in a timely manner.
- Requirements: Grievance handling procedures.
- Example: Establish a grievance redress committee to review and address complaints within a specified timeframe.

4.7.3. Documentation and Feedback

- Process: Document all grievances and responses, and provide feedback to complainants.
- Requirements: Grievance tracking system.
- Example: Maintain a grievance log and provide regular updates to complainants on the status of their grievances.

4.8 Capacity Building and Training

Objective: To enhance the capacity of MoA staff and stakeholders to effectively implement and manage the ESMS.

4.8.1. Training Programs

- Process: Develop and conduct training programs on environmental and social management.
- Requirements: Training materials and schedules.
- Example: Organize training sessions for project managers on conducting environmental impact assessments and implementing mitigation measures.

4.8.2. Continuous Learning

- Process: Promote continuous learning and professional development in environmental and social management.
- Requirements: Learning resources and opportunities.
- Example: Encourage participation in workshops, seminars, and conferences on sustainable agriculture and environmental protection.

4.8.3. Resource Materials

- Process: Provide resource materials and tools to support the implementation of the ESMS.
- Requirements: Resource libraries and digital tools.
- Example: Develop guidelines and manuals on best practices in environmental and social management for agricultural projects.

4.9 Documentation and Record Keeping

Objective: To ensure accurate and comprehensive documentation of all environmental and social management activities.

4.9.1. Record Keeping

- Process: Maintain records of all assessments, plans, monitoring reports, and stakeholder engagements.
- Requirements: Record keeping policies and systems.
- Example: Keep detailed records of environmental impact assessments, mitigation plans, and stakeholder consultation meetings.

4.9.2. Information Management

- Process: Implement a system for managing and accessing environmental and social information.



- Requirements: Information management systems.
- Example: Use a database to store and retrieve information on project impacts, mitigation measures, and monitoring results.

4.9.3. Reporting Requirements

- Process: Ensure compliance with reporting requirements to national and international bodies.
- Requirements: Reporting guidelines and schedules.
- Example: Submit annual reports to international donors on the environmental and social performance of funded projects.

4.10. Gender Action Plan (GAP)

Objective: To promote gender equality and ensure the inclusion and empowerment of women in agricultural projects.

4.10.1. Gender Assessment

- Process: Conduct a gender assessment to identify gender-specific impacts and opportunities.
- Requirements: Gender assessment tools and guidelines.
- Example: Assess the impact of a new agricultural project on women's livelihoods and access to resources.

4.10.2. Gender-Sensitive Interventions

- Process: Develop and implement gender-sensitive interventions to address identified issues.
- Requirements: Gender action plans.
- Example: Provide training and support for women farmers to improve their agricultural productivity and income.

4.10.3. Monitoring and Reporting

- Process: Monitor and report on the progress and impact of gender-related interventions.
- Requirements: Gender-specific indicators and reporting templates.
- Example: Track the participation of women in training programs and their subsequent improvements in productivity.

4.11. Gender-Based Violence (GBV) Prevention Plan

Objective: To prevent and address gender-based violence in the context of agricultural projects.

4.11.1. Risk Assessment

- Process: Assess the risk of GBV in project areas and activities.
- Requirements: GBV risk assessment tools.
- Example: Identify areas where women may be at risk of harassment or violence during project implementation.

4.11.2. Prevention Strategies

- Process: Develop and implement strategies to prevent GBV.
- Requirements: GBV prevention plans and protocols.
- Example: Establish safe reporting mechanisms and provide training on GBV awareness and prevention for project staff and communities.

4.11.3. Response Mechanisms

- Process: Develop response mechanisms for GBV incidents, including support services for survivors.
- Requirements: GBV response protocols.
- Example: Set up referral systems to provide medical, psychological, and legal support for GBV survivors.

4.12. Labour Management Plan (LMP)

Objective: To ensure fair and safe labor practices in all agricultural projects.



4.12.1. Labour Standards

- Process: Implement national and international labor standards in all project activities.
- Requirements: Labour management guidelines.
- Examples: Ensure compliance with minimum wage laws, working hours, and occupational health and safety standards.

4.12.2. Worker Engagement

- Process: Engage workers and their representatives in the planning and implementation of labor practices.
- Requirements: Worker engagement frameworks.
- Example: Hold regular meetings with worker representatives to discuss labor issues and concerns.

4.12.3. Grievance Mechanism

- Process: Establish a grievance mechanism for workers to report and resolve labor-related issues.
- Requirements: Labour grievance procedures.
- Example: Provide a confidential hotline for workers to report unsafe working conditions or unfair treatment.

4.13 Pest Management Plan (PMP)

Objective: To reduce chemical pesticide application and prevent environmental pollution.

4.13.1 Pest management standards

- Process: Implementation of national and international pest management regulations, standards and options in all project's crop production practices.
- Requirements: Pest management ordinance, rules and act, biological pest management guidelines.
- Example: Ensure compliance with eco-friendly pest management best practices and farmer's health safety standards.

4.13.2 Pest management interventions

- Process: Promoting environmentally friendly pest management practices through biological, cultural, physical, field sanitation, natural resource management etc.
- Requirements: Integrated Pest Management (IPM) approaches.
- Example: Using bio-pesticides for red mite management.

4.13.3 Monitoring and reporting

- Process: Regular field inspection and gathering information about pest attack.
- Requirements: Pest surveillance form or check list and procedure.
- Example: Rice crop is infested severely by Brown Plant Hopper (BPH) insect.

4.13 Pest Management Plan (PMP)

Objective: To reduce or avoid the use of chemical pesticides and prevent environmental pollution.

4.13.1 Pest Management Standards

Process: Implement national and international pest management rules, policies, and standards in all project crop production systems.

Requirements: Pest management ordinances, regulations, and laws; biological pest control guidelines.

Example: Ensure the adoption of best practices in environmentally friendly pest management and compliance with farmers' health protection standards.

4.13.2 Pest Management Activities

Process: Promote and encourage environmentally friendly pest management through biological, cultivation, physical, sanitation, natural resource management, etc.

Requirements: Integrated Pest Management (PMP) methods.

Example: Use bio-pesticides to manage red mites in eggplants.



4.13.3 Monitoring and Reporting

Process: Regularly inspect fields and collect data on pest infestations.

Requirements: Pest surveillance forms/checklists and procedural guidelines.

Example: Rice crops are severely infested by brown planthoppers.

4.14 Conclusion

This chapter provides a concise, specific, acceptable, and implementable framework for environmental and social management under the Ministry of Agriculture's PARTNER Program. This framework will ensure that, during the adoption and implementation of various projects under the Ministry of Agriculture, environmental and social safeguards are considered, making project activities more sustainable and responsible. At the same time, it will contribute to reducing environmental pollution, promoting gender equality, gender inclusion, fair rights-based labor management, and preventing and addressing gender-based violence.



CHAPTER 05: ENVIRONMENT & SOCIAL CAPACITY DEVELOPMENT AND RESOURCES

5.1 Introduction

Effective implementation of the Environmental and Social Management System (ESMS) is essential for achieving the Ministry of Agriculture's (MoA) goals of sustainable agricultural development. This chapter outlines a comprehensive strategy for capacity development and resource management, detailing training programs, budgetary provisions, and resource management strategies. The aim is to ensure that all relevant agencies and MoA staff are equipped with the necessary skills and resources to implement the ESMS effectively.

5.2 Capacity Building for All Agencies and the Ministry of Agriculture

To ensure the ESMS's successful implementation, a structured capacity-building program will be established for all relevant agencies and the MoA. This program will address the following key areas:

- Knowledge Enhancement:
 - Understanding ESMS principles and their application.
 - Alignment with national and international environmental and social standards.
- Skill Development:
 - Practical skills in environmental impact assessment (EIA), stakeholder engagement, grievance redress mechanisms (GRM), and gender action planning.
- Institutional Strengthening:
 - Building organizational structures and processes to support ESMS implementation.
- Training for New Onboard Officers
 - New officers joining the Ministry and its associated agencies will receive mandatory training as part of their induction program. The Government of Bangladesh (GoB) will facilitate these training sessions, which will cover:
 - Environmental Impact Assessment (EIA): Fundamentals of EIA, including scoping, impact prediction, and mitigation measures.
 - Stakeholder Engagement: Techniques for identifying stakeholders, conducting consultations, and managing expectations.
 - Grievance Redress Mechanisms (GRM): Procedures for addressing grievances, ensuring transparency, and resolving conflicts.
 - Gender Action Planning: Strategies for integrating gender considerations into project planning and implementation.

5.3 Mainstreaming ESMS

5.3.1 Integration into Foundation Training

ESMS principles will be integrated into the foundation and induction training programs for all the newly recruited GoB officers. This will ensure that the GoB officers will be capacitated enough to handle the ES management in their service tenure. Foundational knowledge of officers are introduced to basic ESMS concepts early in their careers. Even it will be continued through regular in-service trainings whenever it is required. This will ensure that:

- Sustainability and Social Responsibility: ESMS becomes a core competency for all officers.



- Long-term Impact: A culture of environmental and social responsibility is fostered within government institutions.

5.3.2 Annual Performance Indicator (API)

A specific section for ESMS implementation will be included in the Annual Performance Indicator (API) for officers. This section will evaluate:

- Knowledge and Skills: Understanding of ESMS principles and practical application.
- Effectiveness of ESMS Implementation: Success in implementing ESMS procedures in projects.
- Integration into Daily Operations: Incorporation of ESMS principles into daily decision-making.
- Continuous Learning: Engagement in further learning and improvement in ESMS practices.

5.3.3 General training programs

Training Programs and Effectiveness by Position

Position	Training Program	Trainer
Entry-Level Officer	Fundamentals of ESMS	Internal and external officers from the Ministry of Agriculture and related departments/agencies
Mid-Level Officer	Advanced Environmental and Social Risk Management	External experts
Senior Officer / Executive	Strategic ESMS Implementation	Internal senior trainers
Project Implementer	Project-specific ESMS	Internal and external trainers

5.3.4 Training Content and Methodology

ESMS Fundamentals: Introduction to ESMS, key principles, national and international standards, and basic procedures.

Advanced Risk Management: In-depth analysis of environmental and social risks, mitigation strategies, and monitoring mechanisms.

Strategic Implementation: High-level strategies for integrating ESMS into organizational processes and decision-making.

Project-Specific Procedures: Detailed procedures for implementing ESMS in specific projects, including case studies and practical exercises.

Stakeholder Engagement and GRM: Best practices for engaging stakeholders, managing grievances, and ensuring community participation.

5.4 Environmental and Social Management Budget

5.4.1 Ministry Budget for ESMS

A dedicated budget will be allocated for the ES unit and ESMS implementation, covering:

Training Programs: Costs for training materials, facilitators, and venue rentals.

Resource Development: Development of ESMS guidelines, manuals, and other resources.

Monitoring Activities: Costs for monitoring and evaluating ESMS effectiveness.

Other Expenses: Miscellaneous expenses related to ESMS implementation.

5.4.2 Budget and Expenditure Management

The ES unit will manage the budget, with regular financial reviews and audits to ensure:

- Transparency: Clear and open management of funds.



- Accountability: Proper use of funds for ESMS activities.
- Effective Utilization: Allocation of funds to priority areas like training, monitoring, and stakeholder engagement.

5.4.3 Budget breakdown:

Category	Description	Budget Allocation
Training Programs	Workshops, seminars, and training sessions	[Amount]
Resource Development	ESMS manuals, guidelines, and toolkits	[Amount]
Monitoring Activities	Evaluation, audits, and inspections	[Amount]
Stakeholder Engagement	Consultation processes, community outreach	[Amount]
Contingency Funds	Reserve for unexpected expenses	[Amount]

5.5 Resource management

5.5.1 Phase 01: Project /program Support

In the initial phase, Project /project (Ex. PARTNER) will provide:

Technical assistance: Expertise in ESMS implementation and best practices.

Initial funding: Financial support for capacity-building programs.

Resources: Materials and tools for ESMS activities.

Potential partners:

- Project/programs
- International development agencies
- NGOs
- Private sector entities

5.5.2 Phase 02: Budgetary Provisions for Future Projects

For future projects, the Ministry will:

Include ESMS Budget Items: Allocate funds for ESMS activities in project proposals.

Ensure Early Planning: Integrate environmental and social considerations into project planning from the start.

5.5.3 Phase 03: Combined Budget from Ministry and Agencies

A combined budget approach will:

Enhance Resource Availability: Pool resources from the Ministry and associated agencies.

Ensure sustainability: Long-term funding for ESMS activities.

Facilitate coordination: Improve collaboration among stakeholders.

5.5.4 Combined budget allocation:

Source	Description	Budget Allocation
Ministry of Agriculture	Funding for ESMS unit and activities	[Amount]
Associated Agencies	Contribution to ESMS implementation	[Amount]
Joint Initiatives	Combined resources for ESMS activities	[Amount]

5.6 Conclusion

Effective capacity development and resource management are crucial for the successful implementation of the ESMS at the Ministry of Agriculture. By establishing detailed training programs, securing dedicated budgets, and leveraging partner support, the Ministry aims to enhance its ability to manage environmental and social risks and promote sustainable agricultural practices.



ANNEXES



Annex 1: Environmental and Social Screening Form

Implementing Agency: _____

Site Office & Address: _____

work package: _____

A. Environmental Risk Assessment

1. Land and Resource Use

- Will the proposed construction activities result in changes to existing land use (e.g., agricultural, commercial, residential)?
 Yes No
If Yes, specify the nature of changes and potential environmental impacts:
[Provide details]
- Will the project require temporary or permanent land acquisition?
 Yes No
If Yes, indicate the area, current usage, and expected impact on local communities:
[Provide details]
- Will the project restrict access to land or natural resources (e.g., public spaces, farmland, forests)?
 Yes No
If Yes, describe the extent of restrictions and planned mitigation measures:
[Provide details]

2. Water Resources

- Will the project require significant water extraction for construction (e.g., dust suppression, material processing)?
 Yes No
If Yes, identify the source(s) and estimated volume required:
[Provide details]
- Will project activities affect surface or groundwater quality or quantity?
 Yes No
If Yes, describe potential impacts and mitigation measures:
[Provide details]
- Is there a risk of water contamination from construction runoff, chemicals, or waste?
 Yes No
If Yes, explain preventive measures:
[Provide details]

3. Biodiversity

- Will construction disturb wildlife habitats (e.g., vegetation clearance, soil removal)?
 Yes No
If Yes, list affected habitats/species and anticipated impacts:
[Provide details]
- Are there protected areas or ecologically sensitive zones within proximity of the site?
 Yes No
If Yes, specify distance and measures to minimize impacts:
[Provide details]
- Will biodiversity restoration (e.g., replanting, landscaping) be undertaken post-construction?
 Yes No
If Yes, provide details:
[Provide details]



4. Pollution

- Will the project generate air emissions (dust, fumes, vehicular exhaust)?
 Yes No
If Yes, outline sources, duration, and control measures:
[Provide details]
- Will noise from machinery or activities affect nearby communities?
 Yes No
If Yes, specify noise levels, duration, and mitigation measures:
[Provide details]
- Will solid or hazardous waste be generated?
 Yes No
If Yes, specify types, disposal methods, and pollution prevention measures:
[Provide details]
- Will wastewater or stormwater runoff potentially contaminate water sources?
 Yes No
If Yes, describe risks and mitigation strategies:
[Provide details]

5. Natural Hazards and Site Safety

- Is the site prone to natural disasters (floods, earthquakes, landslides)?
 Yes No
If Yes, outline risks and mitigation strategies:
[Provide details]
- Could project activities increase fire, explosion, or chemical spill risks?
 Yes No
If Yes, specify risks and preventive measures:
[Provide details]

B. Social Risk Assessment

1. Displacement and Livelihood Impacts

- Will the project require relocation of people or businesses?
 Yes No
If Yes, state the number affected and provide details of the resettlement plan:
[Provide details]
- Will project activities negatively affect livelihoods (e.g., farmland loss, market access restrictions)?
 Yes No
If Yes, explain impacts and livelihood restoration measures:
[Provide details]

2. Impacts on Vulnerable Groups

- Will the project disproportionately affect vulnerable groups (e.g., women, children, elderly, marginalized communities)?
 Yes No
If Yes, describe impacts and protection measures:
[Provide details]
- Are there special provisions for vulnerable groups (e.g., employment opportunities, compensation, safety measures)?
 Yes No
If Yes, provide details:
[Provide details]



3. Labor and Working Conditions

- Will local and/or foreign labor be engaged?
 Yes No
If Yes, specify numbers, types, and working conditions (contracts, wages, housing):
[Provide details]
- Are there occupational health and safety risks for workers?
 Yes No
If Yes, list risks and safety measures (e.g., PPE, training):
[Provide details]
- Is there potential for child labor, forced labor, or unsafe working conditions?
 Yes No
If Yes, describe risks and prevention measures:
[Provide details]

4. Community Health and Safety

- Could project activities pose risks to surrounding communities (traffic hazards, accidents, noise)?
 Yes No
If Yes, describe risks and mitigation measures:
[Provide details]
- Is there a risk of communicable disease transmission (e.g., due to worker influx, wastewater)?
 Yes No
If Yes, list preventive measures:
[Provide details]
- Could project activities cause community conflicts (resource competition, land disputes)?
 Yes No
If Yes, explain potential conflicts and resolution mechanisms:
[Provide details]

5. Gender and Social Inclusion

- Will the project promote gender equity and inclusion of marginalized groups?
 Yes No
If Yes, provide strategies (employment for women, equal pay, disability access):
[Provide details]
- Are there risks of gender-based violence (GBV), harassment, or discrimination?
 Yes No
If Yes, specify prevention and response measures (Code of Conduct, training, grievance mechanism):
[Provide details]

Assessor: _____

Signature & Date: _____

Name: _____

Designation: _____

Authorized Signatory (Sign & Seal): _____



Annex 2: Environmental and Social Impact Assessment (ESIA) Guidelines

1. Introduction

Purpose of ESIA: To assess the potential environmental and social impacts of the project.

Scope of ESIA: Includes baseline data collection, impact assessment, and mitigation measures.

2. Methodology

- Site condition analysis: evaluate the existing environmental and social conditions at the project site.
- Stakeholder Engagement: engage with stakeholders to gather input, address concerns, and involve them in decision-making.
- Baseline Data Collection: gather data on current environmental and social conditions.
- Impact identification and assessment: Identify and assess potential impacts using qualitative and quantitative methods.
- Risk assessment: evaluate the likelihood and magnitude of identified impacts to determine their significance.
- Mitigation Measures: Develop strategies to avoid, minimize, or offset adverse impacts.
- Monitoring and Evaluation: establish a framework for ongoing monitoring, evaluation, and adaptive management.

3. Impact Assessment Criteria

- Magnitude: Size or degree of impact.
- Duration: Short-term or long-term impact.
- Extent: Localized or widespread impact.
- Reversibility: Whether the impact is reversible or irreversible.

4. Reporting Format

- Executive Summary
- Project Description
- Legal and Institutional Framework
- Environmental and Social Baseline
- Impact Assessment
- Mitigation Measures
- Monitoring Plan
- Public Consultation

Annex 3: Environmental and Social Risk Classification Matrix

Risk Categories

- Category A: High Risk
- Category B: Medium Risk
- Category C: Low Risk

Criteria for Classification

- Environmental Sensitivity: Proximity to protected areas, biodiversity hotspots.
- Social Sensitivity: Impact on vulnerable communities, land acquisition needs.
- Project Scale: Size and scope of the project.
- Potential Impacts: Severity and extent of potential environmental and social impacts.

Examples

- Category A: Large-scale infrastructure projects, significant resettlement (e.g., dam construction).
- Category B: Medium-scale agricultural projects, moderate impacts (e.g., expansion of existing farms).
- Category C: Small-scale projects, minor impacts (e.g., community gardens).

Annex 4: Environmental and Social Action Plan (ESAP) Template

1. Introduction

Project Overview: Description of the project and its objectives.

Purpose of the ESAP: To outline mitigation measures for identified impacts.

2. Mitigation Measures

- Environmental Mitigation Measures:
- Reduce water usage through efficient irrigation systems.
- Implement erosion control measures.
- Social Mitigation Measures:
- Provide compensation for displaced households.
- Offer job training programs for affected communities.

3. Responsibilities

Responsible Parties:

- Ministry of Agriculture: Overall implementation.
- Local Environmental Agency: Monitoring and compliance.

4. Timeline

- Implementation Schedule:
- Initial mitigation measures:
- Ongoing monitoring: Quarterly.

5. Resources

Budget:

Technical Resources: Environmental consultants, social impact experts.

6. Monitoring and Reporting

- Indicators: Water usage reduction, number of households compensated.
- Reporting Schedule: Quarterly reports to the Ministry of Agriculture.

Annex 5: Monitoring Plan Template

1. Introduction

Purpose of Monitoring: To track the effectiveness of mitigation measures.

Scope of Monitoring: Environmental and social indicators.

2. Monitoring Indicators

- Environmental Indicators:
- Water quality parameters.
- Biodiversity indices.
- Social Indicators:
- Number of grievances reported and resolved.
- Employment rates in affected communities.

3. Methodology

- Data Collection Methods: Field surveys, interviews, remote sensing.
- Frequency of Monitoring: Monthly for high-risk indicators, quarterly for others.

4. Reporting Format

- Monitoring Reports: Summarize findings, highlight issues, and recommend actions.
- Data Analysis: Compare data against baseline and targets.
- Recommendations: Provide actionable steps to address any issues.

Annex 6: Stakeholder Engagement Plan Template

1. Introduction

Purpose of Stakeholder Engagement: To involve stakeholders in the project lifecycle.

Objectives: Build trust, ensure transparency, gather feedback.



2. Stakeholder Mapping

Identification of Stakeholders: Farmers, local communities, NGOs, government agencies.

Stakeholder Analysis: Influence and interest matrix.

3. Consultation Methods

- Public Meetings: Regular community meetings to discuss project progress.
- Focus Groups: Specific discussions with vulnerable groups.
- Surveys: Periodic surveys to gather broad feedback.

4. Communication Strategies

- Information Dissemination: Newsletters, social media updates.
- Feedback Mechanisms: Suggestion boxes, online platforms.

5. Engagement Schedule

Timeline of Engagement Activities: Monthly meetings, quarterly surveys, annual focus groups.

Annex 7: Grievance Redress Mechanism (GRM) Procedures

1. Introduction

Purpose of GRM: To resolve grievances related to project impacts.

Objectives: Ensure timely and fair resolution of complaints.

2. Grievance Submission

Methods of Submission:

- Hotline: 0000000-GRIEVANCE
- Email: grievances@moa.gov
- In-Person: At project site offices.

Submission Form Template:

- Complainant Name:
- Contact Information:
- Description of Grievance:
- Date of Incident:

3. Grievance Handling Procedures

- Acknowledgment of Receipt: Within 5 days of submission.
- Assessment and Categorization: Determine the severity and validity of the grievance.
- Investigation and Resolution: Conduct an investigation and propose a resolution.

4. Documentation

- Grievance Log: Record all received grievances and their status.
- Resolution Records: Document outcomes and any actions taken.

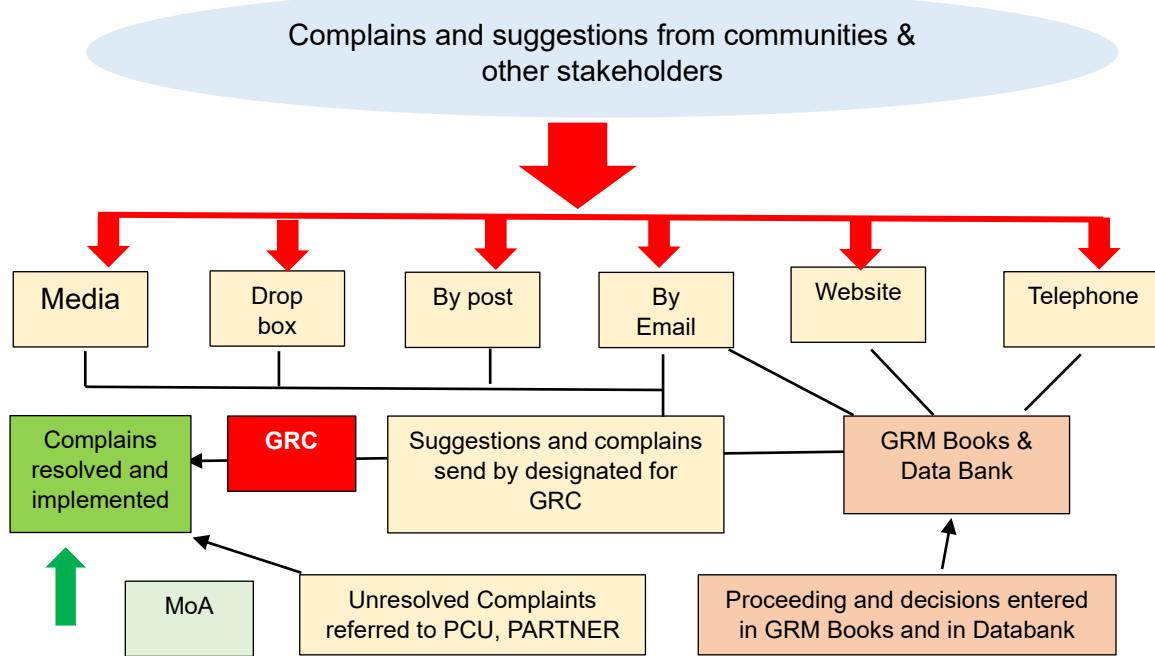
5. Response Timelines

- Standard Response Times: Initial response within 7 days, resolution within 30 days.
- Escalation Procedures: If unresolved, escalate to higher authorities.

6. Grievance Resolution Process (GRP)

Stakeholders submit grievances through designated channels, providing relevant details and supporting evidence. The grievance resolution process follows a systematic approach:





The GRC acknowledges receipt of the grievance and conducts a preliminary review to assess its validity and seriousness.

If the grievance is found to be valid, the GRC conducts a thorough investigation, consults with relevant stakeholders, and develops a plan of action to address the grievance.

The GRC communicates its findings and proposed solutions to the relevant stakeholders and seeks their feedback and input.

Once agreement is reached on the appropriate course of action, the GRC implements the necessary measures and monitors their effectiveness.

The GRC maintains records of all grievances received, actions taken, and outcomes achieved, ensuring transparency and accountability in the grievance resolution process.

Annex 8: Training Program Outline

Training Objectives

- Build capacity for implementing ESMS.
- Enhance knowledge on environmental and social management practices.

Curriculum / Topics Covered

- ESMS framework and procedures.
- Environmental Impact Assessment (EIA).
- Social Impact Assessment (SIA).
- Stakeholder engagement.

Time and Schedule

One-day training schedule:

- **Session 1:** Overview of ESMS (1 hour)
- **Session 2:** Environmental and Social Impact Assessment (1 hour)
- **Session 3:** Actions for Environmental and Social Safeguards (1 hour)
- **Session 4:** Stakeholder inclusion and participation (1 hour)
- **Session 5:** Gender-Based Violence (GBV) prevention and grievance redress mechanism (1 hour)



Training Materials

Training Manual: Prepare, print, and distribute a training manual with detailed session plans and supporting notes for each topic.

Presentations: Prepare PowerPoint slides for each session and deliver the training.

Handouts and Other Materials: If necessary, provide session summary sheets, notebooks, pens, etc.

Annex 9: Gender Action Plan (GAP) Template

1. Introduction

Purpose of GAP: To promote gender equality in project implementation.

Objectives: Ensure gender-sensitive project planning and execution.

2. Gender Assessment

- Process: Conduct a gender assessment to identify gender-specific impacts and opportunities.
- Requirements: Gender assessment tools and guidelines.
- Example: Assess the impact of a new agricultural project on women's livelihoods and access to resources.

3. Gender-Sensitive Interventions

- Process: Develop and implement gender-sensitive interventions to address identified issues.
- Requirements: Gender action plans.
- Example: Provide training and support for women farmers to improve their agricultural productivity and income.

4. Monitoring and Reporting

- Process: Monitor and report on the progress and impact of gender-related interventions.
- Requirements: Gender-specific indicators and reporting templates.
- Example: Track the participation of women in training programs and their subsequent improvements in productivity.

Annex 10: Gender-Based Violence (GBV) Prevention Plan Template

1. Introduction

Objective: To prevent and address gender-based violence in the context of agricultural projects.

2. Risk Assessment

- Process: Assess the risk of GBV in project areas and activities.
- Requirements: GBV risk assessment tools.
- Example: Identify areas where women may be at risk of harassment or violence during project implementation.

3. Prevention Strategies

Process: Develop and implement strategies to prevent GBV.

Requirements: GBV prevention policies and procedures.

Example: Establish safe reporting mechanisms and provide training on GBV awareness and prevention.

4. Response Mechanisms

- Process: Develop and implement mechanisms for responding to GBV incidents.
- Requirements: GBV response protocols and services.
- Example: Set up confidential reporting channels and provide support services for survivors.

Annex 11: Labour Management Plan (LMP) Template

1. Introduction

Purpose: To ensure fair and safe labor practices in the context of agricultural projects.

2. Labour Policies

- Process: Develop and implement labor policies that comply with national and international standards.



- Requirements: Labor policies and guidelines.
 - Example: Ensure that all workers are provided with safe working conditions and fair wages.

3. Worker Rights and Protections

- Process: Protect the rights of workers and ensure their safety and well-being.
 - Requirements: Worker rights and protections policies.
 - Example: Provide workers with protective equipment and training on safety protocols.

4. Grievance Redress Mechanisms

- Process: Develop and implement mechanisms for addressing labor grievances.
 - Requirements: Labor grievance procedures.
 - Example: Establish a grievance redress mechanism for workers to report issues and seek resolution.

5. Monitoring and Reporting

- Process: Monitor and report on labor conditions and practices.
 - Requirements: Labor monitoring and reporting templates.
 - Example: Track compliance with labor policies and report on labor conditions and practices.

Annex 12: Pest Management Plan Template

1. Introduction

Objective: To promote environment friendly practices of pest management through biological, cultural, physical, sanitation and hygienic practices, natural mechanism and by appropriate use bio and chemical pesticides in pest control, make aware of the chemical pesticide use and public health issues among the farmers, marketers and entrepreneurs.

2. Pest management risk assessment

- Process: Assess the risks posed by pest management practices to agricultural projects.
 - Requirements: Pest management risk assessment tools and guidelines.

Example: Assess the potential impact of chemical pesticide use on environment and human health.

3. Adaptation Strategies

- Process: Development of pest management knowledge repository, develop and implement strategies to adapt environment-friendly pest management practices.
 - Requirements: Pest management plans (PMP).

Example: Implement integrated pest management practices, use of pest tolerance or resistant crop varieties, bio-control agents and use of bio-pesticides, mechanical and cultural management practices etc

4. Monitoring and Reporting

- Process: Monitor and report on pest management adaptation efforts.
 - Requirements: Pest management monitoring and reporting templates

Example: Track the effectiveness of adaptation strategies and report on progress.

Annex 13: Disaster Risk Assessment Template

1. Introduction

Objective: To assess and mitigate the risk of disasters in the context of agricultural projects.

2. Risk Assessment Process

- Process: Conduct a comprehensive disaster risk assessment.
 - Requirements: Disaster risk assessment tools and guidelines.
 - Example: Assess the risk of natural disasters, such as floods and droughts, in project areas.

3. Mitigation Strategies

- Process: Develop and implement strategies to mitigate disaster risks.
 - Requirements: Disaster risk mitigation plans.
 - Example: Implement flood control measures and drought-resistant agricultural practices.



4. Monitoring and Reporting

- Process: Monitor and report on disaster risk mitigation efforts.
- Requirements: Disaster risk monitoring and reporting templates.
- Example: Track the implementation and effectiveness of disaster risk mitigation measures.

Annex 14: Climate Change Action Plan Template

1. Introduction

Objective: To address the impacts of climate change on agricultural projects.

2. Climate Risk Assessment

- Process: Assess the risks posed by climate change to agricultural projects.
- Requirements: Climate risk assessment tools and guidelines.

Example: Assess the potential impact of changing weather patterns on crop yields.

3. Adaptation Strategies

- Process: Develop and implement strategies to adapt to climate change.
- Requirements: Climate change adaptation plans.

Example: Implement water-saving irrigation techniques and use climate-resilient crop varieties.

4. Monitoring and Reporting

- Process: Monitor and report on climate change adaptation efforts.
- Requirements: Climate change monitoring and reporting templates. Example: Track the effectiveness of adaptation strategies and report on progress.

Annex 15: Training Program Schedule

Training Program

At the beginning of the year, a training plan needs to be prepared to organize training sessions in various departments/agencies of the PARTNER program, and initiatives should be taken accordingly for its implementation. Below is an outline of a training program concept to enhance the capacity for effective implementation of PARTNER's Environmental and Social Management System (ESMS):

Grade/Level	Training Program	Frequency	Duration	Venue	Trainer
Entry-level Officers	Basic concepts of ESMS	Once a year	1 day	MoA Training Center	Internal and external officers
Mid-level Managers	Advanced environmental and social risk management	Once a year	1 day	Regional/Agency Office	External officers and experts
Senior Executives/Officials	Strategic ESMS implementation	Once a year	1 day	MoA Headquarters	Internal senior trainers
Project Implementers	Project-specific ESMS procedures	As needed	1 day	Project sites	Internal and external trainers

Training Agenda: See Annex 8

Before organizing the training, after finalizing the training topics, date, time, venue, and trainers, a training schedule should be prepared in the following format:



One (1) day training schedule on Environmental and Social Topics

Date:

Venue:

Organizer:

Session	Time	Topic/Activity	Trainer
1		Overview of ESMS or general discussion on the topic	
2		Environmental and social risk identification and impact assessment	
3		Measures for environmental and social protection	
4		Inclusion or participation of stakeholders	
5		Gender-based violence elimination and grievance redress mechanism	

Training Materials

Before the training, ensure availability of training manuals, handouts, notebooks, pens, and other necessary training materials.

Annex 16 Occupational Safety and Health (OSH) Compliance

Organization: _____

Description of Construction Work: _____

Site / Location: _____

Number of Workers: Female: _____ | Male: _____

No.	Compliance Activity	Status (✓/X/NA)	Remarks
1	Administrative record-keeping requirements		
2	Site layout shown (stockyard, temporary waste bins, labor shed, toilets, etc.)		
3	Traffic management plan		
4	Availability of E&S documents onsite (ESMP, Tools, ESIA checklist, etc.)		
5	Presence of main contractor personnel on site		
6	Consultant/advisor for E&S management		
7	General safety and health regulations implemented		
8	PPE and life-saving equipment provided and managed (gloves, aprons, goggles, helmet)		
9	Fire safety arrangements in place (alarms, hydrants, fire routes)		
10	Signboards, signals, and barricades to prevent accidents		
11	Proper handling, storage, use, and disposal of materials		
12	Safe use and maintenance of hand and electrical tools		
13	Welding and cutting procedures followed		
14	Condition of electrical wiring		
15	Fall protection for heights above six feet		
16	Safe use of hoisting and lifting equipment		
17	Operational safety of motor vehicles and mechanical equipment		
18	Proper concrete and masonry construction methods		
19	Safe erection of steel materials		
20	Demolition carried out safely		
21	Safe use of ladders and scaffolds (portable ladders)		
22	Safe handling and management of toxic and hazardous substances		
23	Safety instructions posted for public in visible locations		



No.	Compliance Activity	Status (✓/X/NA)	Remarks
24	Safety permits, injury records, and employee training records maintained		
25	Existence and continuity of safety and health programs with participation		
26	Availability and accessibility of medical services and first aid		
27	Walkway clearance, ground surface management, height measurements		
28	Availability of fall protection equipment		
29	Provision of foot protection equipment		
30	Availability of fall prevention/protection measures		
31	Design and installation of scaffolding and staging		
32	Inspection of load standards and structural integrity		
33	General work environment sanitation and hygiene (waste management, noise control, potable water, bathrooms)		
34	Other (specify)		

Instructions:

- Mark the **Status** column with ✓ (compliant), X (non-compliant), or NA (not applicable).
- Use the **Remarks** column to provide additional comments or details if necessary.

Annex 17: Budget Details

Budget Details for ESMS Implementation

This annex provides a detailed breakdown of the budget allocated for the implementation of the Environmental and Social Management System (ESMS) at the Ministry of Agriculture (MoA).

Category	Description	Budget Allocation
Training Programs	Workshops, seminars, and training sessions	[Amount]
Resource Development	ESMS manuals, guidelines, and toolkits	[Amount]
Monitoring Activities	Evaluation, audits, and inspections	[Amount]
Stakeholder Engagement	Consultation processes, community outreach	[Amount]
Contingency Funds	Reserve for unexpected expenses	[Amount]

Detailed Budget Allocation

Category	Activity	Specific Allocation
Training Programs	Development of training materials	[Amount]
	Conducting training sessions (venue, facilitators, etc.)	[Amount]
	Follow-up and refresher courses	[Amount]
Resource Development	Printing and distribution of ESMS manuals	[Amount]
	Development of online resources and toolkits	[Amount]
	Translation of materials into local languages	[Amount]
Monitoring Activities	Site visits and inspections	[Amount]
	Annual audits and evaluations	[Amount]
	Development of monitoring tools and systems	[Amount]
	Community consultation meetings	[Amount]



Category	Activity	Specific Allocation
Stakeholder Engagement	Development of engagement materials	[Amount]
	Workshops with community representatives	[Amount]
Contingency Funds	Unforeseen expenses	[Amount]

Annex 18: Monitoring and Evaluation Framework

Monitoring and Evaluation Framework

This annex outlines the framework for monitoring and evaluating the effectiveness of the ESMS training programs and capacity-building initiatives at the Ministry of Agriculture (MoA).

Monitoring and Evaluation Framework Components:

Component	Description	Frequency	Responsible Entity
Training Effectiveness	Assess participant feedback, knowledge gained, and application in work	Post-training (1 month, 6 months)	ESMS Unit
Performance Indicators	Track key performance indicators (KPIs) related to ESMS implementation	Quarterly	Monitoring Team
Continuous Improvement	Identify areas for improvement and update training programs accordingly	Annually	ESMS Unit
Stakeholder Feedback	Gather feedback from stakeholders on engagement and participation	Semi-annually	Community Liaison Officers
Resource Utilization	Evaluate the use of resources allocated for ESMS implementation	Annually	Finance Department

Detailed Monitoring and Evaluation Schedule:

Activity	Description	Timeline	Responsible Entity
Participant Feedback Survey	Survey participants post-training to gather feedback on training quality and applicability	1-month post-training	ESMS Unit
Knowledge Assessment	Assess knowledge retention and application in daily tasks	6 months post-training	ESMS Unit
KPI Tracking	Monitor key performance indicators (e.g., number of trainings conducted, participant satisfaction)	Quarterly	Monitoring Team
Continuous Improvement Review	Annual review of training effectiveness and update programs	Annually	ESMS Unit
Stakeholder Engagement Review	Semi-annual review of stakeholder feedback and engagement effectiveness	Semi-annually	Community Liaison Officers
Financial Audit	Annual audit of budget expenditure for ESMS activities	Annually	Finance Department



Key Performance Indicators (KPIs)

Indicator	Description	Target	Frequency
Number of Trainings Conducted	Total number of training sessions held per year	20 sessions	Annually
Participant Satisfaction Rate	Percentage of participants satisfied with training quality	90% satisfaction	Post-training
Knowledge Retention Rate	Percentage of participants retaining knowledge after 6 months	80% retention	6 months post-training
Stakeholder Engagement Score	Average score from stakeholder feedback surveys	85% engagement	Semi-annually
Budget Utilization Efficiency	Percentage of allocated budget effectively utilized	95% utilization	Annually

Annex 19: Example Budget Proposal for Future Projects

Sample Budget Proposal for ESMS Integration

This annex provides a sample budget proposal showing how Environmental and Social Management System (ESMS) activities can be integrated into the planning and funding requests for future projects.

Category	Activity	Description	Budget Allocation
Training Programs	ESMS Training for Project Staff	Conduct training sessions for all project staff	Amount
Resource Development	Development of Project-Specific ESMS Guidelines	Create customized guidelines for the project	Amount
Monitoring Activities	Regular Monitoring and Evaluation	Continuous monitoring and evaluation of ESMS implementation	Amount
Stakeholder Engagement	Community Consultations	Organize consultations and engagement activities	Amount
Grievance Redress Mechanism	Establishment and Operation of GRM	Set up a system for receiving and addressing grievances	Amount
Environmental Impact Assessment	Comprehensive EIA Process	Conduct a detailed environmental impact assessment	Amount
Gender Action Plan	Gender Sensitivity Training and Programs	Implement gender-related initiatives and training	Amount
Contingency Funds	Reserve for Unforeseen Expenses	Set aside funds for unexpected costs	Amount

Total Budget Allocation:

Annex 20: Stakeholder Engagement Plan

Comprehensive Stakeholder Engagement Plan

This annex outlines a comprehensive plan for engaging stakeholders, including methods for consultation, communication strategies, and grievance redress mechanisms.

Stakeholder Engagement Activities

Activity	Description	Methods	Frequency
Stakeholder Identification	Identify all relevant stakeholders for the project	Stakeholder mapping, surveys	Initial phase



Activity	Description	Methods	Frequency
Community Consultations	Engage local communities to gather input and address concerns	Public meetings, focus groups, interviews	Quarterly
Communication Strategies	Develop strategies for effective communication with stakeholders	Newsletters, social media, public notices	Ongoing
Information Disclosure	Ensure transparency by sharing project information with stakeholders	Project website, public reports	Ongoing
Grievance Redress Mechanism	Establish a system for receiving, assessing, and resolving grievances	Dedicated hotline, online submission forms	Ongoing

Stakeholder Engagement Framework

Stakeholder Group	Engagement Methods	Key Issues to Address	Responsible Entity
Local Communities	Public meetings, focus groups	Project impacts, employment opportunities, environmental concerns	Community Liaison Officers
Government Agencies	Formal meetings, reports	Regulatory compliance, inter-agency coordination	Project Management Team
NGOs and Civil Society	Workshops, collaboration forums	Social and environmental advocacy	Community Liaison Officers
Project Staff	Training sessions, briefings	ESMS implementation, project updates	ESMS Unit
Donors and Partners	Reports, presentations	Project progress, compliance with funding requirements	Project Management Team

Grievance Redress Mechanism (GRM)

Step	Description	Responsible Entity
Submission	Grievances can be submitted via hotline, online form, or in person	GRM Officer
Acknowledgement	Acknowledge receipt of the grievance within 7 days	GRM Officer
Assessment	Assess the nature and validity of the grievance	GRM Committee
Resolution	Propose a solution and communicate it to the complainant	GRM Committee
Implementation	Implement the agreed resolution	Relevant Project Team
Follow-up	Follow up with the complainant to ensure satisfaction with the resolution	GRM Officer
Documentation	Document all grievances and resolutions in a log	GRM Officer

N.B. These templates are designed to be adaptable and flexible for use by the Ministry of Agriculture in their Environmental and Social Management System (ESMS) procedures.

