

GUIDANCE DOCUMENT



Operationalization of Adaptation Fund Environmental, Social & Gender (ESG) Policy

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Introduction

Aim, Objectives & Outcomes of the Toolkit

Aim: To strengthen the operationalization of Environmental, Social & Gender (ESG) Policy of Adaptation Fund at the project level

Objectives:

- Integrating Environment Social & Gender Policy into Environmental and Social Management System (ESMS).
- Strengthen Screening process to enhance sustainability of new AF projects
- Strengthening Monitoring, Evaluation & Reporting at Project level for AF projects.

Outcomes:

- Achieving good international practices for Environmental & Social Sustainability
- Assist in fulfilling the national, international environmental & social obligations
- Enhance non-discrimination, transparency, participation, accountability and governance, including public disclosure
- Enhance the sustainable development outcomes of the projects

Purpose of the Toolkit

- The Environment Social & Management System (ESMS), Environmental Social & Gender aspects have been well defined in the Adaptation Fund policy through the **15 principles (Refer Master Risk Screening sheet & Individual Principle sheets (P1..to..P15) for description of each principle)**. However, the biggest challenge is the **SCREENING & ASSESSMENT** of the principles and their implementation at the project level. Thus, there was a need for an agreeable and simplified toolkit covering aspects of ESP & Gender and their applicability to the project components and activities, taking into consideration the compliances and adherence to laws.
- As part of the ESMS, AF requires that all projects/programs be **SCREENED** by the NIE to assess the environmental and social risks. The screening requires identification of risks and categorization based on the above generated score. Once funded, the

projects/programmes are required to undertake mid-term and end-term **ASSESSMENT** through the Tool kit, to assess and manage the impacts, the results of which are incorporated as part of the ESMS.

- The purpose of this Tool kit is help in the organization, structuring, and analysis of information, pertaining to Environment, Social and Gender aspects, the consistency of its handling, and to help avoid gaps in analysis and assessments. *Risk Assessment deals with three basic questions: “What can go wrong?”, “What is the range & magnitude of adverse impacts?” and “How likely are the adverse consequences?”*
- *The three questions are answered through the Tool kit based on the equation **Risk= Probability x Impact**. Indicators are developed corresponding to the applicable AF principle & applicable laws for assessment and management at the project level. With each indicator, there are response choices corresponding to the applicable ESP principles. The response choices are the best possible course of action in implementing activities at the project level. Each of the indicators have various response choices which generate the impact score assigned for assessment ranging from Severe =5, Significant = 4, Moderate = 3, Low = 2, Insignificant =1. For each of the applicable principles, there is a probability of occurrence that needs to be assessed (ranging from High=3, Moderate=2, Low=1). On arriving at the score as per the two steps explained above and their multiplication, an **OVERALL RISK SCORE** is generated which is categorized into High (Risk Score >=8), Moderate (Risk Score >=4, <=7) and Low Risk (Risk Score <=3).*
- This Tool kit has therefore been developed to guide and support the systematic screening of proposals and/or funded projects/pprogrammes, to ensure that environmental and social risks are adequately identified and assessed by the NIE and in the EEs through transparency and appropriate consultations. The Tool kit is also designed for reviewing and reporting of the identified risks for ongoing projects/programmes.

The Tool kit is designed for Screening & Assessment as part of the baseline, mid-term and end-term evaluation reporting system for AF projects.

Components of the Tool kit

- **1 Master Risk Screening (to be filled by the concerned officer / person)**
- **15 Sheets for assessment of each AF Principles (P1 to P15) (to be filled by the concerned officer / person in consultation with the stakeholders)**
- **1 Master Risk Assessment Sheet** (not to be filled, will be generated automatically)

Environmental, Social & Gender Principles

P1: COMPLIANCE WITH THE LAW

- This principle applies to all the projects/programmes supported by the fund. It states that the projects shall be in compliance with all the applicable domestic and international law as per Annexure I.

P2: ACCESS AND EQUITY

- Projects/programmes supported by the Fund shall provide fair and equitable access to benefits in a manner that is inclusive and does not impede access to basic health services, clean water and sanitation, energy, education, housing, safe and decent working conditions, and land rights. Projects/programmes should not exacerbate existing inequities, particularly with respect to marginalized or vulnerable groups.

P3: MARGINALISED AND VULNERABLE GROUPS

- Projects/programmes supported by the Fund shall avoid imposing any disproportionate adverse impacts on marginalized and vulnerable groups including children, women and girls, the elderly, indigenous people, tribal groups, displaced people, refugees, people living with disabilities, and people living with HIV/AIDS. In screening any proposed project/programme, the implementing entities shall assess and consider particular impacts on marginalized and vulnerable groups.

P4: HUMAN RIGHTS

- Projects/programmes supported by the Fund shall respect and where applicable promote international human rights. The Universal Declaration of Human Rights (UDHR) of 10 December 1948 provides a common standard of achievements for all peoples and all nations by setting out fundamental human rights to be universally protected.

P5: GENDER EQUITY AND WOMEN'S EMPOWERMENT

- Projects/programmes supported by the Fund shall be designed and implemented in such a way that both women and men 1) have equal opportunities to participate as per the Fund gender policy; 2) receive comparable social and economic benefits; and 3) do not suffer disproportionate adverse effects during the development process.

P6: CORE LABOUR RIGHTS

- Projects/programmes supported by the Fund shall meet the core labour standards as identified by the International Labour Organization. The ILO core labour standards are stated in the 1998 ILO Declaration of Fundamental Principles and Rights at Work

P7: INDIGENOUS PEOPLE

- The Fund shall not support projects/programmes that are inconsistent with the rights and responsibilities set forth in the UN Declaration on the Rights of Indigenous Peoples and other applicable international instruments relating to indigenous peoples.

P8: INVOLUNTARY RESETTLEMENT

- Projects/programmes supported by the Fund shall be designed and implemented in a way that avoids or minimizes the need for involuntary resettlement. When limited involuntary resettlement is unavoidable, due process should be observed so that displaced persons shall be informed of their rights, consulted on their options, and offered technically, economically, and socially feasible resettlement alternatives or fair and adequate compensation.

P9: PROTECTION OF NATURAL HABITATS

- The Fund shall not support projects/programmes that would involve unjustified conversion or degradation of critical natural habitats, including those that are (a) legally protected; (b) officially proposed for protection; (c) recognized by authoritative sources for their high conservation value, including as critical habitat; or (d) recognized as protected by traditional or indigenous local communities.

P10: CONSERVATION OF BIOLOGICAL DIVERSITY

- Projects/programmes supported by the Fund shall be designed and implemented in a way that avoids any significant or unjustified reduction or loss of biological diversity or the introduction of known invasive species. The Convention on Biological Diversity (CBD) defines biological diversity as “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.”

P11: CLIMATE CHANGE

- Projects/programmes supported by the Fund shall not result in any significant or unjustified increase in greenhouse gas emissions or other drivers of climate change. The main drivers of climate change that are considered here are the emission of carbon dioxide gas from the use of fossil fuel and from changes in land use, methane and nitrous oxide emissions from agriculture, emission of hydrofluorocarbons, perfluorocarbons, sulphur hexafluoride, other halocarbons, aerosols, and ozone.

P12: POLLUTION PREVENTION & RESOURCE EFFICIENCY

- Projects/programmes supported by the Fund shall be designed and implemented in a way that meets applicable international standards for maximizing energy efficiency and minimizing material resource use, the production of wastes, and the release of pollutants.

P13: PUBLIC HEALTH

- Projects/programmes supported by the Fund shall be designed and implemented in a way that avoids potentially significant negative impacts on public health.

P14: PHYSICAL AND CULTURAL HERITAGE

- Projects/programmes supported by the Fund shall be designed and implemented in a way that avoids the alteration, damage, or removal of any physical cultural resources, cultural sites, and sites with unique natural values recognized as such at the community, national or international level. Projects/programmes should also not permanently interfere with existing access and use of such physical and cultural resources.

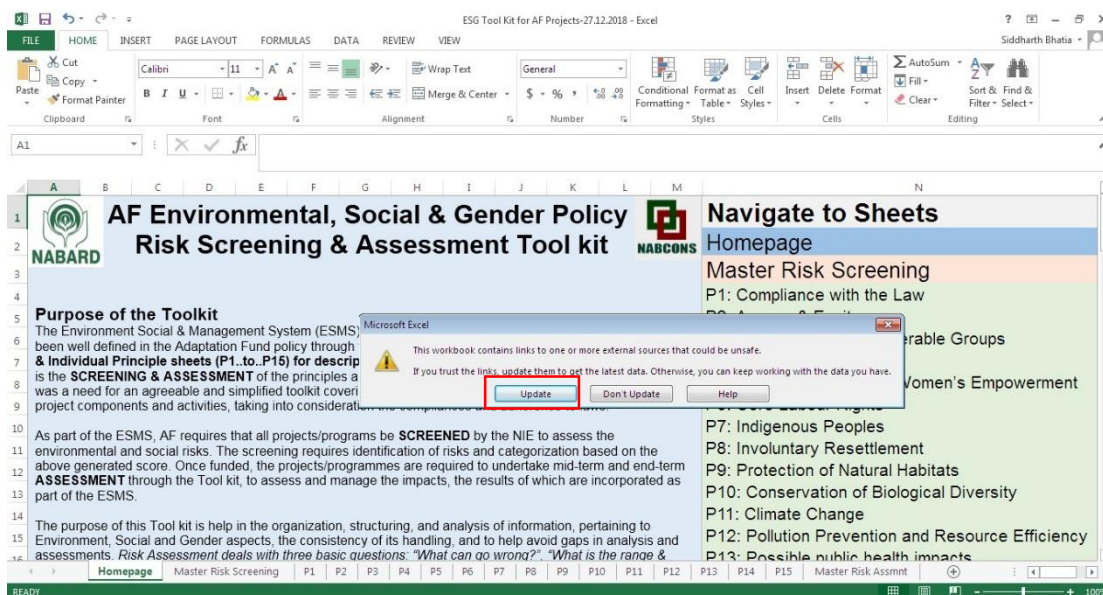
P15: LAND AND SOIL CONSERVATION

- Projects/programmes supported by the Fund shall be designed and implemented in a way that promotes soil conservation and avoids degradation or conversion of productive lands or land that provides valuable ecosystem services.

How to use the Toolkit?

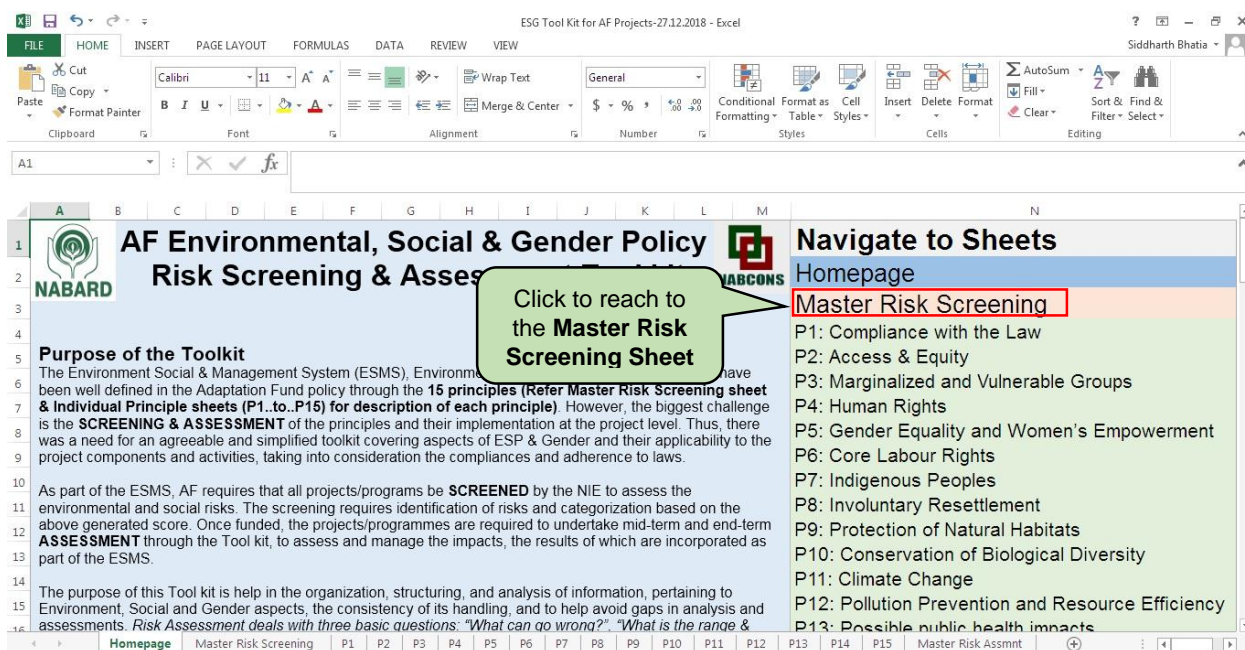
Key Steps of filling the matrix

- After opening the excel tool kit, if a yellow pop-up bar appears at the top of the sheet- click 'enable content'
- If a dialogue box opening asking for 'update links'-click 'Update'



PART I: RISK SCREENING

- Start with the **Master Risk Screening** sheet, **WHICH NEEDS TO BE FILLED**.



- THE SHEET IS DIVIDED INTO TWO PARTS: LEFT SIDE: for answering the relevant questions in the 2 blank columns (in white) under each principle and RIGHT SIDE: for calculating Risk Score & Categorization.
- ONLY LEFT SIDE OF SHEET NEEDS TO BE FILLED FOLLOWING THE BELOW INSTRUCTIONS.

S No	Principles	Applicability for Project/Programme	Probability	Probability Score High = 3 Moderate = 2 Low = 1 Not Appl.=0	Severity / Intensity of Impact	Impact Score Severe =5 Significant = 4 Moderate = 3 Low = 2 Insignificant =1	Estimated Risk Score (Risk = Probability X Impact)	Project Category Category A (Risk Score >=8) Category B (Risk Score >=4,<=7) Category C (Risk Score >2,<4) Category D (Risk Score >=1,<=2)
Overall Risk Screening								
1	Principle 1: Compliance with the Law Projects/programmes supported by the Fund shall be in compliance with all applicable domestic and international law.	No	Probability Score	0	If Yes, Answer the questions below. If No, move to Principle 2 below		0.00	
1.1	What is the likelihood that the Project would not be in compliance with applicable domestic and international Environmental Laws identified from the Applicable laws list in P1?	Not Applicable	0	Not Applicable	0	0		
1.2	What is the likelihood the Project would not be in compliance with applicable domestic and international Labour Law / Employment Law as identified in the list P1?	Not Applicable	0	Not Applicable	0	0		
1.3	What is the likelihood that the Project would not be in compliance with applicable domestic and international Labour Law / Employment Law as identified in the list P1?	Not Applicable	0	Not Applicable	0	0		
Master Risk Screening P1 P2 P3 P4 P5 P6 P7 P8 P9 P10 P11 P12 P13 P14 P15 Master Risk Assmnt								

Only this section of the Master Risk Screening Sheet NEEDS TO BE FILLED

This part will be filled AUTOMATICALLY.

- Follow the below instructions to fill the Master Risk Screening sheet.
- The first aspect is to ascertain 'applicability of each of the 15 principle' to the project/programme.
- If a particular principle is applicable, click 'yes' from the drop down mentioned in column 'Applicability for project/programme'.

S No	Principles	Applicability for Project/Programme	Probability	Probability Score High = 3 Moderate = 2 Low = 1 Not Appl.=0	Severity / Intensity of Impact	Impact Score Severe =5 Significant = 4 Moderate = 3 Low = 2 Insignificant =1
Overall Risk Screening						
1	Principle 1: Compliance with the Law Projects/programmes supported by the Fund shall be in compliance with all applicable domestic and international law.	No	Probability Score	0	If Yes, Answer the questions below. If No, move to Principle 2 below	
1.1	What is the likelihood that the Project would not be in compliance with applicable domestic and international Environmental Laws identified from the Applicable laws list in P1?	Not Applicable	0	Not Applicable	0	
1.2	What is the likelihood the Project would not be in compliance with applicable domestic and international Labour Law / Employment Law as identified in the list P1?	Not Applicable	0	Not Applicable	0	

7. Continue to ascertain the applicability of all the 15 principles, while moving downwards towards the sheet.
8. The Principles can be divided into two categories:
 - Those that always apply, i.e.: Principle 1 - compliance with the law; Principle 4 - human rights; and Principle 6 - core labour rights; and
 - Those that are more specific principles and that may or may not be relevant to a particular project/programme.
9. The command will guide saying: *“If Yes, Answer the questions below. If No, move to next Principle below”*.
10. Once a principle is clicked applicable, the particular section of that principle will be activated and a “#DIV/0!” command will be seen in the score column. This means, the enlisted questions for that particular principle needs to be answered to generate the Risk Score.
11. For each of the questions under a particular principle, there are two parts for calculating the score. “Probability” & “Severity/Intensity of Impact”. These are to be answered by selecting the response choices from the ‘drop down function’.
12. DO NOT ENTER ANYTHING IN THE SCORE. THAT WILL AUTOMATICALLY BE FILLED.
13. ONLY FILL THE PROBABILITY AND SEVERITY THROUGH THE DROP DOWN FOR EACH QUESTION LISTED UNDER THE PRINCIPLE.
14. “Probability” means the likelihood of occurrence for the particular question and describes the importance of the criteria and its applicability to the project/programme under the

S No	Principles	Applicability for Project/Programme	Probability Score High = 3 Moderate = 2 Low = 1 Not Appl.=0	Severity / Intensity of Impact Severe =5
2				
3				
1	Principle 1: Compliance with the Law Projects/programmes supported by the Fund shall be in compliance with all applicable domestic and international law.	Yes	#DIV/0!	If Yes, Answer the questions below. If No, move to Principle 2 below
1.1	What is the likelihood that the Project would not be in compliance with applicable domestic and international Environmental Laws identified from the Applicable laws list in P1?	Not Applicable	0	Not Applicable 0
1.2	What is the likelihood the Project would not be in compliance with applicable domestic and international Law / Employment Law as identified in the list P1?	High Moderate Low Not Applicable		Not Applicable 0

Navigation: < | > | Homepage | **Master Risk Screening** | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P8 | P9 | P10 | P11 | P12 | P13 | P14 | P15 | Master Risk A

guiding principle. This has to be answered from the drop down as either “High”, “Moderate”, “Low” or “Not Applicable”.

15. A corresponding Score will be generated automatically.

16. Similarly, “Severity” means the intensity of impact that might result from the particular question under consideration for the particular guiding principle. This also has to be answered from the drop down as “Severe”, “Significant”, “Moderate”, “Low”, “insignificant” and “Not Applicable”.

S No		Principles	Yes	Probability Score	#DIV/0!	Severity / Intensity of Impact	Impact Score
2							
3							
4	1	Principle 1: Compliance with the Law Projects/programmes supported by the Fund shall be in compliance with all applicable domestic and international law.	Yes	Probability Score	#DIV/0!		
5	1.1	What is the likelihood that the Project would not be in compliance with applicable domestic and international Environmental Laws identified from the Applicable laws list in P1?	Not Applicable	0		Not Applicable	0
6	1.2	What is the likelihood the Project would not be in compliance with applicable domestic and international Labour Law / Employment Law as identified in the list P1?	Not Applicable	0		Not Applicable	0

Impact Score Legend:
Severe = 5
Significant = 4
Moderate = 3
Low = 2
Insignificant = 1

Severity / Intensity of Impact Legend:
Severe = 5
Significant = 4
Moderate = 3
Low = 2
Insignificant = 1
Not Applicable = 0

Navigation: Homepage | Master Risk Screening | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P8 | P9 | P10 | P11 | P12 | P13 | P14 | P15 | Master Risk A

17. A corresponding Score will be generated automatically.

18. After all the questions for a particular ‘Applicable Principle’ have been answered, a Score will be generated and will be shown next to the principle.

19. Continue Filling the Sheet in the same way, navigating from Principle 1 to Principle 15.

20. If a particular Principle is ‘Not Applicable”, NO QUESTION NEEDS TO BE ANSWERED UNDER THAT PARTICULAR PRINCIPLE.

21. After all the Principles and their particular questions have been answered, an “OVERALL RISK SCREENING SCORE” will be generated automatically on the RIGHT HAND SIDE OF THE SHEET.

22. Based on the above score, the projects will be classified as (Refer [Annexure III](#) for details):

- Category A (Risk Score ≥ 8)
- Category B (Risk Score $\geq 4, < 7$)
- Category C (Risk Score $> 2, < 4$)
- Category D (Risk Score $\geq 1, < 2$)

Environmental, Social & Gender Policy: Screening for AF projects									
Applicability for Project/Programme	Probability Score High = 3 Moderate = 2 Low = 1 Not Appl.=0		Severity / Intensity of Impact Severe = 5 Significant = 4 Moderate = 3 Low = 2 Insignificant = 1		Estimated Risk Score (Risk = Probability X Impact)	Project Category Category A (Risk Score >=8) Category B (Risk Score >=4,<=7) Category C (Risk Score >2,<4) Category D (Risk Score >=1,<=2)			
Overall Risk Screening					15.00	Category A	-	-	-
Yes Probability Score 3 If Yes, Answer the questions below. If No, move to Principle 2 below					If Projects fall under category A, B & C based on this Screening, Risk Assessment Sheet needs to be filled for detailed assessment and monitoring needs to be done throughout the project duration, using the P1 to P15 sheets. If Projects fall under category D based on this screening, P1 to P15 sheets need not be filled.				
domestic and international	High	3	Severe	5	15				

23. If Projects fall under category A, B & C based on this Screening, Risk Assessment Sheets (PI to P15) needs to be filled for detailed assessment and monitoring needs to be done throughout the project duration, using the Risk Assessment Matrix.
24. If Projects fall under category D based on this screening, Risk Assessment sheets (P1 to P15) NEED NOT BE FILLED.
25. **THE RISK SCREENING ENDS WITH THE CATEGORIZATION OF PROJECTS.**

PART II: RISK ASSESSMENT

- For the Projects categorized into “A”, “B” & “C”, fill up the individual sheets P1 to P15 one by one and answer the questions listed in each of these 15 sheets.

AF Environmental, Social & Gender Policy Risk Screening & Assessment Tool kit

Navigate to Sheets

- Homepage
- Master Risk Screening
- P1: Compliance with the Law
- P2: Access & Equity
- P3: Marginalized and Vulnerable Groups
- P4: Human Rights
- P5: Gender Equality and Women's Empowerment
- P6: Core Labour Rights
- P7: Indigenous Peoples
- P8: Involuntary Resettlement
- P9: Protection of Natural Habitats
- P10: Conservation of Biological Diversity
- P11: Climate Change
- P12: Pollution Prevention and Resource Efficiency
- P13: Possible public health impacts

Click on each row to navigate through the P1 to P15 Principles

- Each Sheet has the description of the AF principle for reference, which should be carefully read.
- Each indicator will have a drop down option which needs to be selected by the officer.
- If a particular question is NOT APPLICABLE, please select from the drop down list.

Principle 1: Compliance with the Law
Projects/programmes supported by the Fund shall be in compliance with all applicable domestic and international law.

S No	Applicable Laws	Adherence to Law (Yes/No)	Impact Assessment Score	Score Value	Remarks	Flags/Actions Needed
1	Protection of Human Rights (Amendment) Act, 2006	Not Applicable	0	0		
2	Equal Remuneration Act, 1976	Yes	0	0		
3	Child Labour (Prohibition & Regulation) Act, 1986	No	0	0		
4	National Commission for Backward Classes Act, 1993	Not Applicable	0	0		
5	Bonded Labour (Remediation) Act, 1993	Not Applicable	0	0		
6	Inter- State Migration Act, 1979	Not Applicable	0	0		
7	The Scheduled Caste and Scheduled Tribes (Prevention of Atrocities) Act, 1989	Not Applicable	0	0		
8	Payment of Wages Act, 1947	Not Applicable	0	0		

Drop down for each question needs to be selected

If the score value is high, a flags will appear requiring action/response

5. EACH QUESTION NEEDS TO BE ANSWERED THROUGH CONSULTATION WITH THE EE TEAM/ BENEFICIARIES/ VILLAGE LEVEL INSTITUTIONS/ CONCERNED STAKEHOLDERS.
6. It is essential to maintain the TRANSPARENCY AND FAIRNESS WHILE FILLING THE 15 SHEETS.
7. Each of the Response Choice will have a RISK SCORE associated corresponding to the drop down option. These are classified into “Severe”, “Significant”, “Moderate”, “Low”, “Insignificant” & “Not Applicable”. THIS WILL BE GENERATED AUTOMATICALLY BASED ON THE RESPONSE CHOICE FROM THE DROP DOWN.

Principle 2: Access and Equity <i>Projects/programmes supported by the Fund shall provide fair and equitable access to benefits in a manner that is inclusive and does not impede access to basic health services, clean water and sanitation, energy, education, housing, safe and decent working conditions, and land rights. Projects/programmes should not exacerbate existing inequities, particularly with respect to marginalized or vulnerable groups.</i>							Homepage
S No	Indicators	Response	Impact Assessment Score Severe =5 Significant = 4 Moderate = 3 Low = 2 Insignificant =1	Score Value	Remarks	Flags/ Actions Needed	
1	Representation from all social groups (% Participation of SC/ST in PRA)	0-20%	5	5		Flagged for Action	
2	How can the beneficiaries access the village level	0-20%	0	0			
3		20-40%	0	0			
4		40-60%	0	0			
5		60-80%	0	0			
6		>80%	0	0			
7		Not Applicable	0	0			
8		Not Applicable	0	0			
9		Not Applicable	0	0			

Needs to be answered through proper consultations with the stakeholders

Risk Score Will be Generated Automatically based on the Response

Navigation: < > | Homepage | Master Risk Screening | P1 | **P2** | P3 | P4 | P5 | P6 | P7 | P8 | P9 | P10 | P11 | P12 | P13 | P14 | P15

8. There is an option of filling qualitative data in the **REMARKS COLUMN** for each of the question. Any essential/additional information needs to be indicated in this column.
9. Wherever Impact Assessment Score is High (Significant & Severe), **FLAGS** will appear that need to be addressed as part of the mitigation measures of the ESMP.
10. The flags will also be prompted in the Risk Assessment summary sheet for action.
11. THE OFFICER / PERSON is advised to only SELECT THE DROP DOWNS in each of the sheets. NO OTHER ACTION ON THESE 15 SHEETS IS REQUIRED.
12. Refer [Annexure II](#) for filling up the sheets P1 to P15.
13. Based on the Risk scores generated for each of the 15 sheets, THE MASTER RISK ASSESSMENT SHEET WILL BE FILLED AUTOMATICALLY.

14. The last sheet in the toolkit is a MASTER RISK ASSESSMENT (appearing after p15) sheet, **WHICH IS NOT TO BE FILLED.**

15. This Sheet gives Principle wise Summary of the Risk Assessment Score calculated based on the above process.

Environmental and Social Risk Assessment for AF projects To be filled for Category A, B & C Projects												
S No	Principles	Principle Applicability (As per Risk Screening Sheet)	Probability Score (As per Risk Screening Sheet) High = 3 Moderate = 2 Low = 1 Not Applicable=0	Impact Assessment Score (As per P1 to P15-Wise Assessment) Severe =5 Significant = 4 Moderate = 3 Low = 2 Insignificant = 1		Estimated Risk (Risk = Probability X Impact)	Risk Index High Risk (Risk Score >=8) Moderate Risk (Risk Score >=4,<8) Low Risk (Risk Score <4)			Actions Needed		
										Flags	No. of Flags to be addressed in Sheets P1 to P15	Response/ Additional Details
Overall Risk Assessment						9.83	High Risk	-	-			
1	Principle 1: Compliance with the Law	Yes				1.00	-	-	Low Risk	-	0	
2	Principle 2: Access and Equity	Yes				15.00	High Risk	-	-	Flagged for Action	1	
3	Principle 3: Marginalized and Vulnerable Groups	No				0.00	-	-	-	-	0	
4	Principle 4: Human Rights	No	0.00				-	-	-	-	0	
5	Principle 5: Gender Equality and Women's Empowerment	Yes	3.00				-	-	-	Flagged for Action	2	
							P11	P12	P13	P14	P15	
							Master Risk Assmnt					

Risk Index will be Generated Automatically based on evaluation from P1 to P15

Flags & their no. will appear on the summary sheet from each of the P1 to P15 sheets prompting for action/response

16. Based on the above evaluation, Risk Index is calculated as:

- High Risk (Risk Score >=8)
- Moderate Risk (Risk Score >=4,<8)
- Low Risk (Risk Score <4)

17. The flags will give an idea of the fulfillment of all the criteria from each of the principle sheets and will require action in case of their appearance on the summary sheet. A Separate Column has been provided for the **RESPONSE/ADDITIONAL DETAILS.**

18. THE RISK ASSESSMENT SHEETS (P1 to P15) NEED TO BE FILLED AT THE BEGINNING, MID-TERM & END-TERM to assess the Risk Score and how mitigation measures (based on the flags for action) have been brought during the course of the project to bring the Risk Score down.

19. **THE RISK ASSESSMENT ENDS WITH THE CATEGORIZATION OF PROJECTS.**

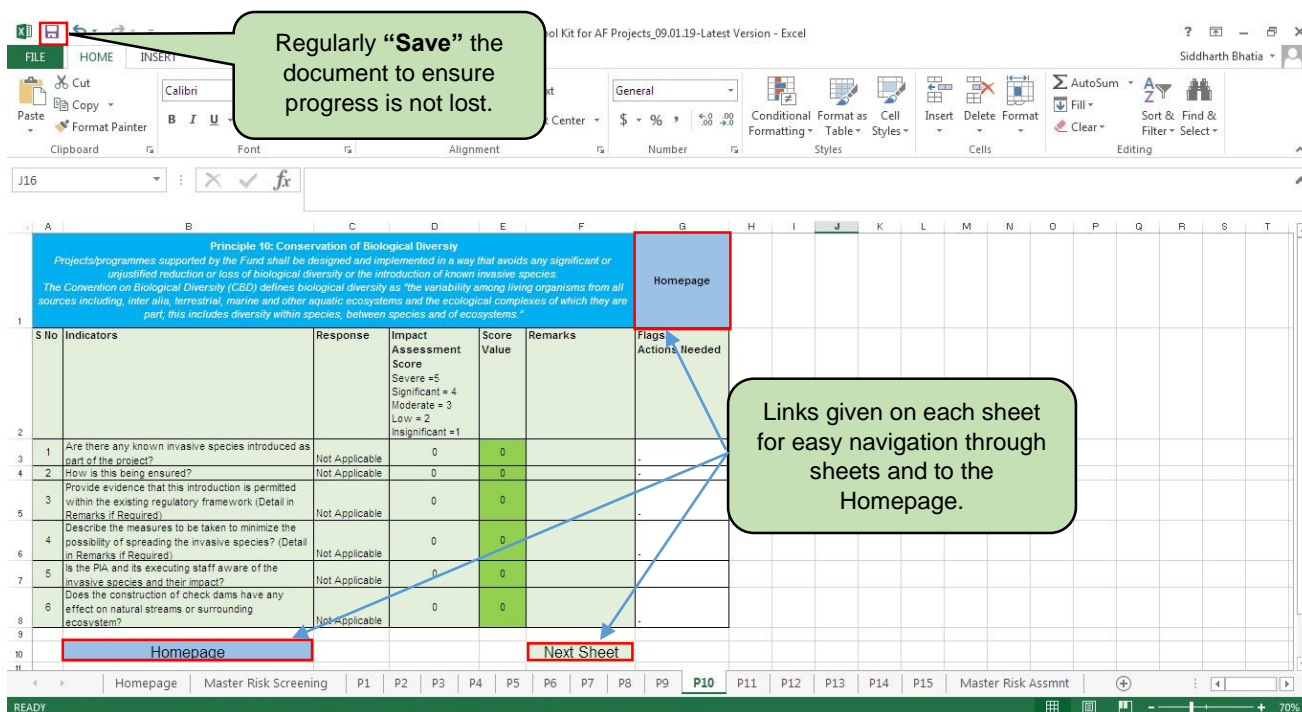
Instructions for Evaluating

Based on the Risk Assessment Summary Sheet, a separate report needs to be given by the NIE personnel on the basis of the ESG tool kit analysis. All the three reports (as per the review), will

help in assessment of the policy at the project level and also indicate the mitigation measures being undertaken by the EEs for reduced risks in compliance with the Environmental, Social & Gender Policy of Adaptation Fund.

The Risk Assessment Score and the Flagged indicators for action need to be summarized in the report and the Master Risk Assessment sheet needs to be annexed as part of the report. PIAs need to address the Risk Assessment Score and flags in their review as well as their Environment, Social Management Plan (ESMP). Suitable mitigation measures/corrective actions need to be stated, wherever flags appear.

Regularly 'Save' the document to ensure that the progress is not lost. For easy navigation and use, links have been given on the homepage and individual sheets.



The screenshot shows an Excel spreadsheet titled "Tool Kit for AF Projects_09.01.19-Latest Version - Excel". A callout box points to the "Save" icon in the top-left corner, stating: "Regularly 'Save' the document to ensure progress is not lost." The spreadsheet contains a table with the following structure:

S No	Indicators	Response	Impact Assessment Score Severe = 5 Significant = 4 Moderate = 3 Low = 2 Insignificant = 1	Score Value	Remarks	Flags Actions Needed
1	Are there any known invasive species introduced as part of the project?	Not Applicable	0	0		
2	How is this being ensured?	Not Applicable	0	0		
3	Provide evidence that this introduction is permitted within the existing regulatory framework (Detail in Remarks if Required)	Not Applicable	0	0		
4	Describe the measures to be taken to minimize the possibility of spreading the invasive species? (Detail in Remarks if Required)	Not Applicable	0	0		
5	Is the PIA and its executing staff aware of the invasive species and their impact?	Not Applicable	0	0		
6	Does the construction of check dams have any effect on natural streams or surrounding ecosystem?	Not Applicable	0	0		

Navigation links are provided at the bottom of the sheet: "Homepage" and "Next Sheet". A callout box points to these links, stating: "Links given on each sheet for easy navigation through sheets and to the Homepage." The bottom of the spreadsheet shows a tab bar with tabs for "Homepage", "Master Risk Screening", "P1", "P2", "P3", "P4", "P5", "P6", "P7", "P8", "P9", "P10", "P11", "P12", "P13", "P14", "P15", and "Master Risk Assmnt".

The applicability of various laws to the ESG principles is annexed, along with links of the applicable laws.

[Link to the ESG Matrix tool](#)

Annexure I: Applicability of laws to ESG Principles

This sheet will be useful while filling Master Risk Screening Sheet as well as P1 sheet of the Risk Assessment in the toolkit.

S No	List of Laws	P1: Compliance with the Law	P2: Access and Equity	P3: Marginalized and Vulnerable Groups	P4: Human Rights	P5: Gender Equality and Women's Empowerment	P6: Core Labour Rights	P7: Indigenous Peoples	P8: Involuntary Resettlement	P9: Protection of Natural Habitats	P10: Conservation of Biological Diversity	P11: Climate Change	P12: Pollution Prevention and Resource Efficiency	P13: Public Health	P14: Physical and Cultural Heritage	P15: Lands and Soil Conservation
1	Protection of Human Rights (Amendment) Act, 2006	√	√	√	√	√		√	√							
2	Equal Remuneration Act, 1976	√	√		√	√										
3	Child Labour (Prohibition & Regulation) Act, 1986	√	√	√	√		√	√								
4	National Commission for Backward Classes Act, 1993	√	√	√	√											
5	Bonded Labour System (Abolition) Act, 1976	√		√	√		√	√								
6	Inter- State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979	√		√	√		√	√								
7	The Scheduled Tribes and Other Traditional Forest	√	√	√	√	√		√								√

	Dwellers (Recognition of Forest Rights) Act, 2006															
8	Payment of Wages Act, 1936	√	√		√		√									
9	Minimum Wages Act, 1948	√	√		√	√	√									
10	Maternity Benefits Act, 1961	√			√	√	√									
11	Forest (Conservation) Act, 1980 – Amendments in 1988	√		√				√		√		√				
12	Workmen's Compensation Act, 1923	√	√	√	√		√									
13	National Rural Employment Guarantee Act, 2005	√	√	√	√	√	√	√								
14	Protection of Plant Varieties and Farmers' Rights Act of 2001		√		√	√		√		√		√				
15	The Scheduled Castes And The Scheduled Tribes (Prevention Of Atrocities) Act 1989	√	√	√	√	√		√	√							
16	Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013	√	√	√	√			√	√							
17	Wildlife Protection Act, 1972	√								√	√	√				

18	Water (Prevention and Control of Pollution) Cess Act, 1977	√								√		√	√	√		
19	Environment (Protection) Act, 1986	√						√		√		√	√			√
20	Biological Diversity Act 2002	√						√		√	√	√				√
21	Wild Life (Protection) Amendment Act, 2002									√		√				
22	National Green Tribunal Act, 2010									√		√	√			
23	Energy Conservation Act, 2001	√										√	√			
24	Special Economic Zones Act, 2005	√								√		√	√			√
25	National Environmental Appellate Authority Act, 1997	√								√		√				
26	Air (Prevention and Control of Pollution) Act, 1981	√				√				√		√	√	√		
27	Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016	√						√		√		√	√	√		
28	E-waste (Management), Rules, 2016	√											√	√		
29	The Ancient Monuments and Archaeological														√	

	Sites Remains Act, 1958															
30	The Antiquities and Art Treasures Act, 1972														√	
31	Water (Prevention and Control of Pollution) Act, 1974	√								√		√	√			√
32	Coastal Aquaculture Authority Act, 2005	√						√		√		√				√
33	National Environment Tribunal Act, 1995	√								√		√				
34	Children (Pledging of Labour) Act, 1933	√		√	√		√									
35	Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	√	√		√		√									
36	Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995	√	√	√	√											
37	Contract Labour (Regulation & Abolition) Act, 1970	√	√				√									

Annexure II: Guidelines for Selecting Response Choices (Sheet P1 to P15)

These guidelines are an indicative list of the parameters that need to be identified/evaluated for answering the questions in the 15 sheets. Based on these guidelines, suitable choices can be selected from the drop down menu for each of the questions. Additional parameters/qualitative assessments may be added in remarks column.

S No	ESG Principle	Guidelines for filling sheets P1 to P15
1	<i>Compliance with Law</i>	<ol style="list-style-type: none"> 1. Identification of all specific, applicable domestic and international laws that apply for the project (refer Annexure I) 2. Identification of activities that may require prior permissions identifying environmental and social safeguarding requirements (mentioned in the DPR). 3. Identifying technical or industry standards that apply
2	<i>Access and Equity</i>	<ol style="list-style-type: none"> 1. Identifying project benefits and its geographical area of effect. 2. Identify any marginalized or vulnerable groups among potential project beneficiaries 3. Quantifying their representation in the PRA/meetings, etc. 4. Identifying the mechanism of allocating and distributing project benefits, and how this process ensures fair and impartial access to benefits.
3	<i>Marginalized and Vulnerable Groups</i>	<ol style="list-style-type: none"> 1. In project area, identify presence of marginalized or vulnerable groups. 2. Identifying characteristics of any marginalized or vulnerable groups 3. Identifying particular vulnerabilities that would or could make them disproportionately vulnerable to negative environmental or social impacts caused by the project.
4	<i>Human Rights</i>	<ol style="list-style-type: none"> 1. Provide an overview of the relevant human rights issues to the stakeholders. 2. Explicitly include human rights issues in stakeholder consultations during project identification and/or formulation. 3. Include the findings of the consultations on human rights issues in project document/reports.
5	<i>Gender Equality and Women's Empowerment</i>	<ol style="list-style-type: none"> 1. Identify activities or other elements in the project that are known to exclude or hamper a gender group based on legal, regulatory, or customary grounds. 2. Conduct or consult a gender analysis of the project sector, describing current situation of the allocation of roles and responsibilities in the project area. 3. Quantifying their representation in the PRA/VLI meetings, etc. 4. Identify elements in project that maintain or exacerbate gender inequality or the consequences of gender inequality.

		5. Identify particular vulnerabilities that would or could make them disproportionately vulnerable to negative environmental or social impacts caused by the project.
6	<i>Core Labour Rights</i>	<ol style="list-style-type: none"> 1. Identifying any relevant ILO procedures (or Special Procedures by the government); and how complaints will be managed. 2. Identifying on how the ILO core labour standards will be incorporated in the design and implementation of the project. 3. Identifying common labour arrangements in the sector(s) in which the project will operate, with particular attention to all forms of child labour and forced labour.
7	<i>Indigenous People</i>	<ol style="list-style-type: none"> 1. Identify if indigenous peoples are present in the area of project influence. 2. Quantifying their representation in the PRA/VLI meetings, etc. 3. Identifying if there are provisions for a realistic and effective Free, Prior, Informed Consent. 4. Identify particular vulnerabilities that would or could make them disproportionately vulnerable to negative environmental or social impacts caused by the project.
8	<i>Involuntary Resettlement</i>	<ol style="list-style-type: none"> 1. Review the project to identify if physical or economic displacement is required or will occur as a consequence of its implementation. 2. If displacement is required, determine if it is voluntary or involuntary. 3. Identify whether stakeholder's whole livelihoods may be affected, directly or indirectly, by the project and if this may lead to resettlement. 4. Identify stakeholders whose assets or access to assets may be affected, directly or indirectly, by the project and if this may lead to resettlement and its consequences including indemnification, compensation, etc. 5. Whether required consultations have been done at the community level.
9	<i>Protection of Natural Habitats</i>	<ol style="list-style-type: none"> 1. Identify all critical natural habitats in the project region that may be affected. 2. The habitats to be considered include all those recognized as critical in any way, be it legally (through protection), scientifically or socially. 3. Identify location in relation to project and why it cannot be avoided, as well as its characteristics and critical value (location, dimension, duration etc.) 4. Identify the extent of the impact and a demonstration that the impact is consistent with management plans and affected area custodians. 5. Whether required consultations have been done at the community level.
10	<i>Conservation of Biological Diversity</i>	<ol style="list-style-type: none"> 1. Identify the elements of known biological diversity importance in the project area using any relevant sources of information

		<ol style="list-style-type: none"> Identify why the biological diversity cannot be avoided and what measures will be taken to minimize impacts; e.g. changes in flow regime or water quality for a seasonal wetland or disruption of migration flows. Identify the invasive species (if any) that either may or will be introduced and why such introduction cannot be avoided. Identify the introduction is permitted in accordance with the existing regulatory framework and results of a risk assessment analyzing the potential for invasive behavior Identify the measures to minimize the possibility of spreading the invasive species. Whether required consultations have been done at the community level.
11	<i>Climate Change</i>	<ol style="list-style-type: none"> Determine if the project belongs to a sector mentioned above for which a greenhouse gasses emission calculation is required. Projects in the energy, transport, heavy industry, building materials, large-scale agriculture, large-scale forest products, and waste management require a greenhouse gas emissions calculation using internationally recognized methodologies Projects may demonstrate compliance by carrying out a qualitative risk assessment for each of the mentioned drivers of climate change, plus any impact by the project on carbon capture and sequestration capacity. Whether required consultations have been done at the community level.
12	<i>Pollution Prevention and Resource Efficiency</i>	<ol style="list-style-type: none"> Identify project activities with preventable waste or pollution production. Determine the nature and quantity of the waste, as well as those of possible pollutants the project may produce (include from Agri/forest conservation interventions) Determine if the concept of minimization of waste and pollution production has been applied in the project design and awareness created among communities. Ideally, project design should illustrate minimization of resource use, and may include references to design options and applicable local, national, and international standards. Identify a waste and pollution prevention and management plan for the project, including cost of implementation as well as performance monitoring.
13	<i>Public Health</i>	<ol style="list-style-type: none"> Identify potentially significant negative impacts on human health generated by the project. For the purposes of demonstrating compliance, a checklist for health impact assessment screening may be used. It should consider the potential impact of the project on a comprehensive range of health determinants for the population as a whole and for vulnerable groups within the population.

		<p>2. Checklists should include (a) background and context of project; (b) an adequate list of health determinants, with space for a nuanced assessment for each determinant; and (c) section identifying the groups most likely to be affected by each health determinant.</p> <p>3. Whether required consultations have been done at the community level.</p>
14	<i>Physical & Cultural Heritage</i>	<p>1. Identify national and local legal and regulatory framework for recognition and protection of physical and cultural heritage.</p> <p>2. Identify in the influence zone of the project all the elements of the cultural heritage their location, and their vulnerabilities. The area considered should be large enough to be credible and be chosen in function of the impact generating agent (e.g. vibrations, landscape elements) and an appreciation of its propagating ability.</p> <p>3. Determine if the cultural heritage is being accessed by communities.</p> <p>4. Whether required consultations have been done at the community level.</p>
15	<i>Lands and Soil Conservation</i>	<p>1. Identify and describe fragile soils in project area.</p> <p>2. Identify activities that may lead to loss of soils.</p> <p>3. Identify productive lands and/or lands that provide valuable ecosystem services within the project area; i.e. clean air, safe drinking water, forest products, habitat for fish and wildlife, and carbon storage also natural processes that are enhanced by careful management.</p> <p>4. Identify reasons why soil loss is unavoidable, and measures that will be taken to minimize soil loss.</p> <p>5. Also, include how soil conservation has been promoted.</p> <p>6. Whether required consultations have been done at the community level.</p>

Annexure III: Project Categorization and its Risk Assessment

Parameters	Category A	Category B	Category C	Category D
How to decide Category?	The Risk Score is greater than or equal to Eight ($> = 8$)	The Risk Score is greater than or equal to Four ($> = 4$) and less than or equal to Seven ($< = 7$)	The Risk Score is greater than two (> 2) and less than four (< 4)	The Risk Score is greater than or equal to 1 ($> = 1$) and less than or equal to 2 ($< = 2$)
What does it imply?	The project/ programme will pose significant adverse environmental and social risk	The project/ programme may pose potential environmental and social risk, however less than Category A	The project/ programme will not pose potential environmental and social risk	The project/ programme will have insignificant environmental and social risk
Risk Assessment & Monitoring	A Detailed Impact Assessment and ESMF plan is needed, which needs to be monitored through the ESG Framework (during start, mid-review and end review)	Risks need to be identified at screening stage and subsequently monitored through the ESG Framework (during start, mid-review and end review)	These risks can be identified at screening stage and monitoring done through ESG framework (during start, mid-review and end review)	ESG Framework may be filled for assessing the contribution towards improvement in environment & social risks