

Planning Institute of Jamaica

Environmental and Social Framework

FINAL



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Planning Institute of Jamaica

Environmental and Social framework / Planning Institute of Jamaica.

p. : ill. ; cm

Bibliography : p.

ISBN 978-976-8103-80-2 (pbk)

1. Jamaica – Social policy
 2. Jamaica – Social conditions
 3. Social action – Jamaica
 4. Environmental policy – Jamaica
 5. Sustainable development – Jamaica
- I. Title

361.61

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Planning Institute of Jamaica

Graphic Design: Planning Institute of Jamaica

Photos contributed by The Planning Institute of Jamaica and
Jamaica National Heritage Trust

March 2017

Revised July 2025, October 2025, November 2025

Preface

As Jamaica embraces the opportunities and constraints of globalization with a model of sustainable development that is adapted to our status and geography, the PIOJ is pleased to present an Environmental and Social Framework (ESF) to guide our development programmes and projects. The Framework is designed to provide standards for our activities that build on national law and existing good practice, augmented with an emerging body of international principles, rules and guidance from international financial institutions in both the public and private sector.

Harmonizing our standards with those of our development partners will help us face the unintended but real negative environmental and social risks of our work through better assessment and mitigation of such risks. In drafting these standards we have been careful to adapt international practice to the particular context and vulnerability of Jamaica to extreme weather events and other externalities that can have heavy social impacts.

We hope and intend that this framework will link the aspirations of sustainable development with practical, project-level measures applicable with the minimum of cost and delay. The framework is designed to be developed and adapted as experience dictates. We therefore ask the users of it – our development partners – to give us candid and timely opinions on its contents and applicability so that it may be improved over time.

Signature

Director General

PIOJ Environmental and Social Framework (ESF)

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Acronyms

EHSG	Environmental Health and Safety Guidelines
EIA	Environmental Impact Assessment
ERP	Emergency Response Plan
ESIA	Environmental and Social Impact Assessment
ESF	Environmental and Social Framework
ESMP	Environmental and Social Management Plan
ESS	Environmental and Social Standards
GHG	Greenhouse Gas
GIIP	Good International Industry Practice
GOJ	Government of Jamaica
MDA	Multilateral Development Agency
NGO	Non-Governmental Organization
PIAB	Public Investment Appraisal Branch
PIOJ	Planning Institute of Jamaica
RHA	Risk Hazard Assessment
SEP	Stakeholder Engagement Plan
SIDS	Small Island Developing State



1. INTRODUCTION & BACKGROUND

The Planning Institute of Jamaica (PIOJ) and Sustainable Development

The PIOJ has been involved in development planning in Jamaica since 1955 (See Box 1). As the chief custodian of Vision 2030 Jamaica, and in its role of leading the policy formulation process towards sustainable development, the PIOJ seeks to upgrade and update its business processes and practices continually to foster planning that is inclusive and builds resilience. Through preparation and use of this Environmental and Social Framework (ESF), the PIOJ is demonstrating commitment to integrate the environment-social nexus in development planning and to pursue a sustainable development approach in all dimensions of its work. The ESF is therefore designed to complement existing planning tools such as the Threshold 21 (T21) model, a gender checklist, the Business Process and Enterprise Risk Manuals, as well as a range of sector specific models and other analytical tools.

Box 1. The key functions of the PIOJ include:

- ❖ Initiating and coordinating the development of policies, plan and programmes for the economic, financial, social, cultural and physical development of Jamaica
- ❖ Advising the Government on major issues relating to economic, environmental and social policy
- ❖ Undertaking research on national development issues
- ❖ Providing technical and research support to the Cabinet
- ❖ Collecting, compiling, analysing and monitoring social status and economic performance data
- ❖ Managing external cooperation agreements and programmes
- ❖ Collaborating with external funding agencies in the identification and implementation of development projects

With the ESF, the PIOJ intends to bring a strengthened capacity to bear on project cycle management particularly on the formulation, execution and implementation of externally funded capital investment projects and grant initiatives. With its staff familiarized with ESF principles through training and practice, the PIOJ anticipates that deliberate and consistent attention to social and environmental considerations will help to minimize negative unintended consequences and/or mitigate risks arising from programme interventions and deliver the benefits of its development interventions more effectively.

The process of developing the ESF has benefitted from the input of key partners such as the National and Environment and Planning Agency, the Environment and Risk Management Division of the Ministry of Economic Growth and Job Creation, Public Investment Appraisal Branch, and a number of sector specialists. The ESF and supporting tools were prepared through a technical assistance grant from the Caribbean Development Bank and updated under the Green Climate Fund (GCF) Readiness and Preparatory Support Programme: Enhancing Jamaica's Capacity to Access Climate Finance Grant JAM-RS-008.

This Environmental and Social Framework aligns and references Jamaica's National Policy for Gender Equality, Jamaica's Gender and Climate Change Strategy and Action Plan 2022-2025, The Climate Change Policy Framework 2023, and the Gender Sector Plan of Vision 2030 Jamaica-National Development Plan. The framework also integrates requirements from multilateral climate finance organisations including the AFP, GEF, and the GCF's Environmental and Social Policy to ensure comprehensive coverage of environmental, social and climate-related risks. It is supported by and refers to key documents including the GCF Gender Policy (2019), the IFC Performance Standards, and the PIOJ Business Process Manual.



2. ENVIRONMENTAL AND SOCIAL POLICY STATEMENT

The following statement appearing on the PIOJ website is the forerunner and backdrop to the ESF. It highlights core organizational principles reflected in the Code of Ethics, Policy and Procedures Manual which staff and associates are mandated to observe.

In pursuing its mission of “leading the process of policy formulation on economic and social issues and external co-operation management to achieve sustainable development for the people of Jamaica”, the Planning Institute of Jamaica (PIOJ) undertakes to uphold the principles of:

- Ethical leadership
- Honesty and integrity
- Openness and transparency
- Human rights and human dignity
- Respect for and fair and equitable treatment of all employees and stakeholders
- Social and environmental responsibility
- Accessibility and partnership
- Respect for and observance of national laws

The PIOJ commits to upholding the dignity of the human person and to treating each individual with respect and in accordance with the Constitution and Laws of Jamaica, including all labour laws. As employer, the PIOJ will not discriminate against anyone on the basis of colour, race, age, gender, religion, socio-economic status, physical ability or political affiliation. The PIOJ prohibits all forms of harassment be it verbal, physical or sexual. As a development agency, the PIOJ reiterates willingness to availing itself of the views and contribution of residents through the process of stakeholder consultation and involvement at various stages of policy and programme development, and to maintaining open channels for communication and feedback.

The PIOJ reaffirms its commitment to the protection and promotion of human rights, as enshrined in the Constitution of Jamaica and its Charter of Fundamental Rights and Freedoms. All policies, programmes and projects supported by the PIOJ will be designed

and implemented in a manner that respects human dignity, prevent discrimination, and protects against social exclusion. The PIOJ acknowledges the importance of respecting culturally distinct and vulnerable communities, including those with traditional or marginalized identities whose economic, social and legal status may limit their capacity to protect their interests and rights to natural and cultural resources. Projects will be implemented with sensitivity to cultural heritage, social practices, and participatory decision-making, ensuring equitable access to benefits and reducing risks of exclusion.

The PIOJ has zero tolerance for fraud, financial mismanagement and other forms of mismanagement. In this regard, the Institute remains committed to adhering to the highest standards of honesty, accountability, and transparency in the conduct of all its activities. The Institute further commits to maintaining ethical and professional conduct in the execution of its fiduciary responsibilities in accordance with the laws and regulations relevant to public sector governance, and the guidelines for Fraud and Financial Mismanagement, as outlined in the Disciplinary Code of the PIOJ Employee Handbook. In this regard, the PIOJ also commits to the observance of good international standards as well as the requirements of multilateral climate finance organisations such as the Adaptation Fund, Green Climate Fund, among others, as outlined in their relevant environmental and social, and gender policies.

In its day-to-day operations, the PIOJ pledges to subscribe to and promote the principles of good governance and environmental stewardship, complying with national environmental laws and regulations. Accordingly, the PIOJ will pursue policies and actions to safeguard against all forms of ecological and environmental harm or degradation. The PIOJ will practice water and energy efficiency and conservation; waste minimisation; proper waste disposal; and embrace the standard of “reduce/reuse/recycle” as applicable. In addition, the PIOJ undertakes to use and promote the use of environmentally friendly products and technologies and to ensure that all its systems and business practices, including recruitment and procurement, are sustainable.

All programmes/projects developed or implemented by or in association with the PIOJ will seek to avoid unjustified loss or reduction of natural resources, including biological resources and associated habitats. Additionally, the PIOJ will support and promote initiatives to advance protection of the natural environment, sustainable use of natural resources, and conservation of biodiversity.

The PIOJ will provide the leadership required to maintain an environment where both its internal and external stakeholders recognise and accept environmental stewardship and social responsibility as core values. At the organisational level, each member of staff undertakes to give effect to the commitments set forth in this statement through being:

Inclusive, Accountable, Respectful and Responsible

August 2015

(Revised February 2016 and April 2017, December 2024, July 2025)



3. ENVIRONMENTAL AND SOCIAL FRAMEWORK: AN OVERVIEW

The ESF sets out the PIOJ’s commitment at a policy, programme and project level to its mission as reiterated in its Environmental and Social Policy Statement: “leading the process of policy formulation on economic and social issues and external co-operation management to achieve sustainable development for the people of Jamaica.”

The ESF comprises:

- The Environment and Social Policy Statement (see section 2)
- An Applicability and Compliance Statement
- Environmental and Social Standards (ESS) 1-10, further discussed in Section 4 (including: Purpose, Objectives, and Requirements)
- Implementation Guidance for each of the standards
- PIOJ Operational Procedures

The ESF is drafted to be consistent with national laws, seeks to address commitments under international laws and treaties, and reflect international good practice. As such, the framework is designed to provide the basis for sustainable development partnerships with international development partners, the private sector and the people of Jamaica.

The ESF is primarily concerned with managing the known or anticipated risks associated with the design and implementation of Government of Jamaica (GOJ) policies, projects and programmes. It provides risk management through setting minimum standards for policy formulation, project and programme implementation as well as the operational transactions of the PIOJ. As such, the ESF is intended to complement the many other GOJ policies, practices and partnerships that contribute to sustainable development and the PIOJ will apply the ESF in support of these instruments.

The structure of the ESF is based upon existing PIOJ policy and procedures addressing environmental and social issues, with the addition of specific standards to reflect current international good practices. As with the standards of many international development partners, each of the standards has overall objectives with specific

requirements (actions to meet the objectives), backed up by guidance on implementation (to be updated as required). Additional operational procedures define the PIOJ’s role in applying the ESF in accordance with its Business Process Manual.

The Standards at the centre of the ESF are designed to cover the range of environmental and social risks associated with sustainable development activities, with particular attention to disadvantaged and vulnerable groups who through their economic, social or geographic status will not always have equal access to development benefits or be more prone to negative impacts. Though covering different types of risk, the ten standards work together as an integrated set of provisions. To start and guide the process, ESS1 provides for an overall assessment and management plan of risks, indicating the proportionate and timely application of ESS2-10 as relevant.

In drafting the ESF, the PIOJ has drawn on aspects of international good practice that are most relevant to its operations and for sustainable development in Jamaica. As such, the standards will be subject to monitoring, review and revision as indicated by the effectiveness of their application and consultation with all ESF stakeholders.

Table 1: PIOJ ESF Structure and Roles	
ESF	
Applies to PIOJ business activity and all programme/projects under PIOJ’s execution or implementation	
PIOJ:	Program/Project Implementers:
Supervises application of ESF in PIOJ business and to requisite policies, programmes/projects	Comply with Environmental and Social Standards 1-10
Follows PIOJ ESF procedures	Use Implementation Guidance where relevant

4. ENVIRONMENTAL AND SOCIAL STANDARDS 1 – 10

Introduction

Each standard is described in terms of purpose, objectives and requirements. It is supplemented by implementation guidance and operational procedures.

Objectives relate to the development outcomes each standard is designed to achieve, including the mitigation or avoidance of identified risk.

Requirements define the minimum actions to be taken to be compliant with the standards in achievement of the objectives

Operational Procedures describe ‘who does what and when’ in the PIOJ’s project cycle as laid out in its Business Process Manual

Implementation Guidance provides additional advice and sources of advice on how to comply with the standards consistent with international good practice.

ESS1	• Assessment and Management of Environmental and Social Risks
ESS2	• Consultation and Grievance Mechanism
ESS3	• Resource Efficiency and Pollution Control
ESS4	• Community Health and Safety
ESS5	• Land Acquisition and Involuntary Resettlement
ESS6	• Biodiversity Conservation and Natural Resource Management
ESS7	• Labour and Working Conditions
ESS8	• Cultural Heritage
ESS9	• Human Rights and Inclusiveness
ESS10	• Indigenous Peoples and Vulnerable Communities

Figure 1: Environmental and Social Standards



ESS 1

ASSESSMENT AND MANAGEMENT OF ENVIRONMENTAL AND SOCIAL RISKS

ESS1 is the overarching standard that sets out responsibilities for assessing, managing and monitoring environmental and social risks associated with the planned policy, programme and project activity. As such, it is the starting point for managing risks and identifying which of the other standards (ESS2-10) is likely to be relevant and managed in the Environmental and Social Management Plan (ESMP).

Objectives

- (i) To identify, evaluate and manage the environment and social risks of the policy, programme or project in a manner consistent with the ESSs.
- (ii) To adopt a mitigation hierarchy approach to:
 - Anticipate and avoid risks and negative or adverse impacts;
 - Where avoidance is not possible, minimize or reduce risks and impacts to acceptable levels;
 - Where significant residual impacts remain, compensate for or offset them, where technically and financially feasible.
- (iii) To adopt differentiated measures so that adverse impacts do not fall disproportionately on disadvantaged or vulnerable people, and that such individuals or groups are not disadvantaged in sharing development benefits and opportunities resulting from the policy, programme or project.¹
- (iv) To utilize national environmental and social institutions, systems, laws, regulations and procedures in the assessment, development and implementation of policies, programmes or projects, whenever appropriate.
- (v) To promote improved environmental and social performance, in ways which recognize and enhance GOJ capacity.

¹ For more detail on disadvantaged and vulnerable groups see glossary and annexes 2-4.

Requirements

- To comply with the standard, the following minimum actions are to be taken:
- Conduct an environmental and social screening of the planned policy activity² programme or project to classify level of risk
- Risk classification will be high, substantial, moderate and low and fall into one of three categories - A, B, or C (see Implementation Guidance, Table 2). Implementation is supported by DOCUMENT 1: ENVIRONMENTAL AND SOCIAL SCREENING PROCEDURE and DOCUMENT 7: SCREENING CHECKLIST WITH CUMULATIVE IMPACT
- Conduct an environmental and social assessment to a level proportionate to the risk level.
- Produce an Environmental and Social Management Plan (ESMP) which defines measures necessary to monitor, mitigate and manage risks (identified or subsequent) throughout the duration of the policy application, project or programme.
 - The assessment will cover all relevant environmental and social risks of the policy, programme or project, including those in ESS2-10.
 - The assessment will include risks that the impacts of the policy, programme or project fall disproportionately on individuals or groups who may be disadvantaged or vulnerable, or at risk of discrimination in accessing project benefits.
- The extent and complexity of the assessment will also be proportionate to the nature of the risks and include direct, indirect and cumulative impacts of the project or programme.

² These requirements would apply to policies to the extent that policy activities, such as giving policy advice, might result in environmental or social risks.



ESS 2 CONSULTATION AND GRIEVANCE MECHANISM

Purpose

ESS2 recognizes the value of open, constructive and continuing engagement between the PIOJ and policy, programme and project stakeholders. This engagement improves the environmental and social sustainability of the activity, improving design and implementation.

Objectives

- (i) To establish a systematic approach to consultation that will help PIOJ identify stakeholders and build and maintain meaningful consultation with them.
- (ii) To assess the level of stakeholder interest and support for the policy, programme or project activity and to enable stakeholders' views being considered in PIOJ's business processes, especially project/programme design and environmental and social performance.
- (iii) To facilitate engagement with relevant stakeholders throughout the duration of the policy, programme or project activities that could potentially affect them positively or negatively.
- (iv) To ensure that appropriate information on environmental and social risks and impacts is disclosed to stakeholders in a timely, understandable, accessible and appropriate manner and format.
- (v) To provide stakeholders with an accessible and inclusive platform to raise issues and grievances on PIOJ business processes and allow PIOJ to respond to and manage such grievances in accordance with the Consultation Code of Practice for the Public Service as well as the PIOJ Grievance Redress Mechanism.

Requirements

- To comply with the standard, the following minimum actions are to be taken:
- Identify stakeholders (affected populations and other interested parties) as early as possible in the planning and preparation of the activity.
- Develop a stakeholder engagement plan proportionate to the risks of the activity defining the nature, scope and frequency of consultation arrangements. This plan should describe the methods and timing of engagement with stakeholders throughout the duration of the project, taking into account their interests, level and timing of consultation, information and other specific measures to enhance participation.
- Disclose project information to allow stakeholders to understand the risks, impacts and potential benefits of the activity.³
- Provide a grievance mechanism to respond to the concerns and grievances of affected populations in a timely manner. This mechanism should respond to concerns and grievances of stakeholders promptly and effectively. It should be proportionate to the risks, using existing mechanisms where possible, dealing with concerns in an open and locally appropriate manner with no cost or retribution to stakeholders

³ In accordance with the Access to Information Act, 2004.



ESS 3

RESOURCE EFFICIENCY AND POLLUTION CONTROL

Purpose

ESS3 recognises that some development activities, for example economic infrastructure or urbanization, may generate pollution to air, water and land, and consume finite non-renewable resources, all to the detriment of the environment and ecosystems, and the people who rely on them for their lives and livelihoods. It includes measures to reduce greenhouse gas (GHG) emissions as part of national efforts to mitigate climate change.

Objectives

- (vi) To promote the sustainable use of resources, including energy, water and raw (and other) materials.
- (vii) To avoid, minimize or control pollutants [including GHGs] that could have adverse impacts on human health and the environment.
- (viii) To avoid or minimize generation of hazardous and non-hazardous waste and conduct safe disposal as necessary.
- (ix) To minimize and manage the risks and impacts associated with pesticide use through integrated pest and vector management approaches.

Requirements

For ESS3 a range of requirements are stipulated as follows:

General requirement

At a minimum, to consider and apply technically and financially feasible resource efficiency and pollution prevention measures in accordance with good international practice. The measures will be proportionate to the risks and impacts associated with the policy, programme or project activity and consistent with Good International Industry Practice (GIIP), such as the Environmental Health and Safety Guidelines (EHSGs)⁴.

Resource Efficiency

Implement technically and financially feasible measures for improving efficient consumption of energy, water and other resources. Such measures will integrate the principles of cleaner production into product design and production processes to conserve raw materials, energy and water, as well as other resources.

Pollution Prevention and Management

Avoid the release of pollutants (including noise) or, when avoidance is not feasible, minimize and control the concentration and mass flow of their release [using the performance levels and measures specified in national law or good international practice (e.g. the EHSGs). This applies to the release of pollutants to air, water and land due to routine, non-routine, and accidental circumstances.

Air pollution

In addition to the resource efficiency measures described above, consider alternatives and implement technically and financially feasible and cost-effective options to avoid or minimize project-related air emissions during the design, construction and operation of the programme or project.

As part of the environmental and social assessment of the project, to describe and estimate sources of air pollution related to the project. This will include an estimate of gross GHG emissions resulting from the project, providing that such estimation is technically and financially feasible.

⁴ For details, see Implementation Guidance on ESS1.

Waste and Hazardous materials

Avoid the generation of hazardous and non-hazardous waste. Where waste generation cannot be avoided, minimize the generation of waste, and reuse, recycle and recover waste in a manner that is safe for human health and the environment. Where waste cannot be reused, recycled or recovered, take measures to treat, destroy, or dispose of it in an environmentally sound and safe manner that includes the appropriate control of emissions and residues resulting from the handling and processing of the waste material.

Avoid the use of chemicals and hazardous materials subject to international bans⁵, restrictions or phase-outs ratified by GOJ unless for an acceptable purpose as defined by the conventions or protocols or if an exemption has been obtained.

Pesticides

Where projects involve recourse to pest management measures, give preference to integrated pest management (IPM) or integrated vector management (IVM) approaches using combined or multiple tactics.

⁵ This obligation is usually observed for those international agreements, which specify bans, to which Jamaica is a signatory/Party



ESS 4

COMMUNITY HEALTH AND SAFETY

Purpose

ESS4 recognizes that development activities, equipment and infrastructure can increase community exposure to risks and impacts. These risks may be amplified by climate change and accordingly managed by adaptation measures. Disadvantaged and vulnerable groups may be impacted disproportionately and therefore need special attention.

Objectives

- (i) To anticipate and avoid adverse impacts on the health and safety of all PIOJ and associated workers and communities from both routine and accidental circumstance throughout the duration of the policy development, programme or project activities.
- (ii) To promote quality and safety, and considerations relating to natural hazards and climate change, in the design and construction of infrastructure, including dams, water catchment facilities and reservoirs.
- (iii) To avoid or minimize staff and community exposure to project-related traffic and road safety risks, diseases and hazardous materials.
- (iv) To have in place effective measures to address emergency events in accordance with national laws, requirements and protocols.⁶
- (v) To ensure that the safeguarding of personnel and property is carried out in a manner that avoids or minimizes risks to staff and communities.

⁶ In particular, the Disaster Risk Management (Amendment) Act, 2021

Requirements

Infrastructure and Equipment Design and Safety

Design, construct, operate, and decommission the structural elements of the project in accordance with national legal requirements, the EHSGs and other GIIP, taking into consideration safety risks to third parties and affected communities. Structural elements of a programme/project/operation will be designed and constructed by competent professionals and certified or approved by competent authorities or professionals. Structural design will take into account natural hazard and climate change considerations, as appropriate.

Where the project includes new buildings and structures that will be accessed by members of the public, it will consider the incremental risks of the public's potential exposure to operational accidents or natural hazards, including extreme weather events. It will also apply the concept of universal access for persons with disabilities to the design and construction of such new buildings and structures.

When structural elements or components of a programme or project are situated in high-risk locations, including those with risk of extreme weather or slow onset events, and their failure or malfunction may threaten the safety of any workers and community, the project will engage one or more independent experts with relevant and recognized experience in similar projects, separate from those responsible for the design and construction, to conduct a review as early as possible in project development and throughout the stages of project design, construction, operation, and decommissioning.

Where the project involves major infrastructure such as a new or existing dam, water storage facilities or reservoirs, the project will provide sufficient resources to apply relevant international requirements, for example the World Bank requirements on safety of dams⁷.

Safety of Services

Where the project involves provision of services to communities, it will establish and implement appropriate quality management systems to anticipate and minimize risks and impacts that such services may have on community health and safety. In such circumstances, the project will also apply the concept of non-discrimination, where technically and financially feasible.

⁷ As set out in the World Bank's Environmental and Social Framework, ESS 4, Annex 1: 'Safety of Dams'

Traffic and Road safety

The programme or project will identify, evaluate and monitor the potential traffic and road safety risks to workers, affected communities and road users throughout the duration of the programme/project and, where appropriate, will develop measures and plans to address them. The programme/project will incorporate technically and financially feasible road safety measures into the design to prevent and mitigate potential road safety risks to all road users and affected communities. Traffic and Road Safety measures will be aligned to the Road Traffic Act, 2018 and Road Traffic Regulation, 2022.

Where relevant, the programme/project will undertake a road safety assessment for each phase of the project, and will monitor incidents and accidents, and prepare regular reports of such monitoring. The programme/project will use the reports to identify negative safety issues and establish and implement measures to resolve them.

Community exposure to health issues

Avoid or minimize the potential for community exposure to water-borne, water-based, water-related, and vector-borne diseases, and communicable and non-communicable diseases that could result from programme or project activities, taking into consideration differentiated exposure to and higher sensitivity of vulnerable groups. Where specific diseases are endemic in communities in the project area, the programme/project is encouraged to explore opportunities during the duration of activities to improve environmental conditions that could help minimize their incidence.

Take measures to avoid or minimize safety risks to workers and communities or the transmission of communicable diseases that may be associated with the influx of temporary or permanent project labour.

Emergency Preparedness and Response

Identify and implement measures to address emergency events in accordance with existing national measures.⁸ An emergency event is an unanticipated incident, arising from both natural and man-made hazards, typically in the form of fire, explosions, leaks or spills, which may occur for a variety of different reasons, including failure to implement operating procedures that are designed to prevent their occurrence, extreme weather or lack of early warning. The measures will be designed to address the emergency event in a coordinated and expeditious manner, to prevent it from injuring the health and safety of the staff, customers, clients and community, and to minimize, mitigate and compensate for any impacts that may occur.

⁸ In particular, the Disaster Risk Management (Amendment) Act, 2021

Programmes and projects having the potential to generate emergency events should conduct a risk hazard assessment (RHA), as part of the environmental and social assessment undertaken under ESS1 and any related Environmental and Social Impact Assessment (ESIA). Based on the results of the RHA, the programme or project will prepare an Emergency Response Plan (ERP) in coordination with the relevant local authorities and the affected community, and in alignment with the National Disaster Response Coordination Plan, 2021.

Security Personnel

When the programme or project retains direct or contracted workers to provide security to safeguard its personnel and property, it will assess risks posed by these security arrangements to those within and outside the project site. In making such arrangements, the programme/project will be guided by applicable national laws, in relation to hiring, rules of conduct, training, equipping, and monitoring of such security workers as well as by the principles of GIIP.



ESS 5

LAND ACQUISITION AND INVOLUNTARY RESETTLEMENT

Purpose

ESS5 recognizes that development-related land acquisition or restrictions can have impacts on communities and persons through physical displacement and/or economic loss. This standard covers both risks. Where it is unavoidable, mitigation and compensation can provide opportunities for improving people's lives and livelihoods.

Objectives

- (i) To avoid or, when unavoidable, minimize involuntary resettlement in the conduct of operations, including policy activities, programmes and projects.
- (ii) To mitigate unavoidable adverse social and economic impacts from land acquisition or restrictions on land use by: (a) providing timely compensation for loss of assets at replacement cost and (b) assisting displaced persons in their efforts to improve, or at least restore, their livelihoods and living standards, in real terms, to pre-acquisition levels.
- (iii) To improve living conditions of poor or vulnerable persons who are physically displaced, through provision of adequate housing, access to services and facilities, and security of tenure.
- (iv) To ensure that resettlement activities are planned and implemented with appropriate disclosure of information, meaningful consultation, and the informed participation of those affected.

Requirements

Compensation

When land acquisition or restrictions on land use (whether permanent or temporary) cannot be avoided, the programme/project will offer affected persons compensation at replacement cost (based on the government's valuation), and other assistance as may be necessary to help them improve or at least restore their standards of living or livelihoods, in accordance with GOJ practices.

Resettlement Plan

Where land acquisition or restrictions on land use are unavoidable, the programme/project will, as part of the environmental and social assessment, conduct a census to identify the persons who will be affected by the activities, to establish an inventory of land and assets to be affected, to determine who will be eligible for compensation and assistance, and to discourage ineligible persons, such as opportunistic settlers, from claiming benefits. To address the issues identified in the environmental and social assessment, the project will prepare a plan proportionate to the risks and impacts associated with the programme/project. The programme/project will document all transactions to acquire land rights, provision of compensation and other assistance associated with relocation activities.

Physical Displacement

In the case of physical displacement, the project will develop a plan that covers, at a minimum, the applicable requirements of this ESS regardless of the number of people affected. The plan will be designed to mitigate the negative impacts of displacement. It will include a resettlement budget and implementation schedule and establish the entitlements of all categories of affected persons (including host communities). Particular attention will be paid to gender aspects and the needs of the poor and the vulnerable including persons with disabilities.

Economic Displacement

In the case of projects adversely affecting livelihoods or income generation, the project's plan will include measures to allow affected persons to improve, or at least restore, their incomes or livelihoods. Particular attention will be paid to gender aspects and the needs of the poor and the vulnerable.



ESS 6

BIODIVERSITY CONSERVATION AND NATURAL RESOURCE MANAGEMENT

Purpose

ESS6 recognises that conserving biodiversity and managing living natural resources prudently are fundamental to sustainable development. It also recognizes the need to consider the livelihoods of impacted communities whose access to biodiversity and natural resources may be affected by policy or programme/project activities.

Objectives

- (i) To promote the protection and conservation of biodiversity and habitats.
- (ii) To apply the precautionary approach in the conduct of policy, programme and project operations (design and implementation) that could have an adverse impact on biodiversity.
- (iii) To promote the sustainable management of living natural resources.
- (iv) To support livelihoods of local communities, including vulnerable or disadvantaged people, and inclusive economic development, through the adoption of practices that integrate conservation needs and development priorities.

Requirements

General

Actions taken under ESS6 are a direct outcome of the prior application of ESS1. The environmental and social assessment as set out in ESS1 will consider direct, indirect and cumulative project and program-related impacts on habitats and the biodiversity they support. This assessment will consider threats to biodiversity, for example habitat loss, degradation and fragmentation, invasive alien species, overexploitation, hydrological

changes, nutrient loading, pollution and incidental take, as well as projected climate change impacts. It will determine the significance of biodiversity or habitats based on their vulnerability and irreplaceability at a local or national level (as well as regional and global) and will also take into account the differing values attached to biodiversity and habitats by project-affected parties and other interested parties.

The policy prescriptions and programme or project activity will avoid adverse impacts on biodiversity and habitats. When avoidance of adverse impacts is not possible, the programme or project will implement measures to minimize adverse impacts and restore biodiversity in accordance with the mitigation hierarchy provided in ESS1 and with the requirements of this ESS. Where significant risks and adverse impacts on biodiversity have been identified, the programme or project will develop and implement a biodiversity management plan consistent with the requirements of the National Strategy and Action Plan on Biodiversity in Jamaica 2016-2021, successor and related policies

Biodiversity and habitats

This ESS addresses all habitats, categorized as 'modified habitat', 'natural habitat', and 'critical habitat'⁹, along with 'legally protected and internationally and regionally recognized areas of biodiversity value' which may encompass habitat in any or all these categories. This ESS requires a differentiated risk management approach to habitats based on their sensitivity and values.

For the protection and conservation of habitats and the biodiversity they support, the mitigation hierarchy includes biodiversity offsets. Offsets will be considered as a last resort, only if significant residual adverse impacts remain after all technically and financially feasible avoidance, minimization, and restoration measures have been considered.

Sustainable Management of Natural resources and primary suppliers

Policies, programmes and projects involving primary production and harvesting of living natural resources will assess the overall sustainability of these activities, as well as their potential impacts on local, nearby or ecologically linked habitats, biodiversity and communities.

Policies, Programmes and Projects will manage living natural resources in a sustainable manner, through the application of good management practices and available technologies. Where such primary production practices are codified in standards that are globally, regionally, or nationally recognized, particularly for industrial-scale operations, they will be applied. In the absence of relevant standards for the living natural resources the project will apply GIIP.

⁹ See glossary for definitions of habitat categories

Where policies, programmes and projects involve harvesting of living natural resources, they will require that these resources are managed in a sustainable manner. In particular forests and aquatic systems are principal providers of these resources and need to be managed according to good international practice.

Where a programme/project is purchasing natural resource commodities, including food, timber and fibre that are known to originate from areas where there is a risk of significant conversion or significant degradation of natural or critical habitats, the environmental and social assessment will include an evaluation of the systems and verification practices used by the primary suppliers.



ESS 7

LABOUR AND WORKING CONDITIONS

Purpose

ESS7 recognizes the importance of employment creation and income generation in inclusive and sustainable development. Good worker-management relationships increase those development benefits by treating all workers associated with these activities fairly and providing safe and healthy working conditions.

Objectives

- (i) To promote adherence to relevant national laws, as well as commitments under International Labour Organization (ILO) conventions.
- (ii) To promote the safety and health of all workers associated with policy, programme or project activities.
- (iii) To promote the fair treatment, non-discrimination and equal opportunity of all workers associated with policy, programme or project activities.
- (iv) To protect all workers associated with policy, programme or project activities, including vulnerable workers such as women, persons with disabilities, children (of working age, in accordance with this ESS) and migrant workers, contracted workers, community workers and primary supply workers, as appropriate.
- (v) To prevent the use of all forms of forced labour and child labour.
- (vi) To support the principles of freedom of association and collective bargaining of all workers associated with policy, programme or project activities in a manner consistent with national law.
- (vii) To provide all workers associated with policy, programme or project activities with accessible means to raise workplace concerns.
- (viii) To protect workers and vulnerable groups against sexual exploitation, abuse and harassment associated with policy, programme and project activities.

Requirements

Working Conditions

Implement and disclose written labour management procedures applicable to the programme or policy activities. These procedures will set out the way in which associated with policy, programme or project activities will be managed, in accordance with the requirements of national law and this ESS.

Non-Discrimination and Equal Opportunity

The employment of staff and workers associated with policy, programme or project activities will be based on the principle of equal opportunity and fair treatment, and there will be no discrimination with respect to any aspects of the employment relationship, such as recruitment and hiring, compensation (including wages and benefits), working conditions and terms of employment, access to training, job assignment, promotion, termination of employment or retirement, or disciplinary practices.

Child Labour

A child under the minimum age will not be employed or engaged in connection with any policy, programme or project activities. The labour management procedures will specify the minimum age for employment or engagement in connection with any such activities, which will be the age of 14 plus.

A child over the minimum age and under the age of 18 may be employed or engaged in connection with a PIOJ-associated programme or project only in accordance with the provisions of national law [Child Care and Protection Act 2004, sections 33 and 34] and under the following specific conditions:

- (i) the work is not harmful to the child's health and safety or interfere with their education;
- (ii) an appropriate risk assessment is conducted prior to the work commencing; and
- (iii) the project conducts regular monitoring of health, working conditions, hours of work and the other requirement of this ESS.

Forced Labour

Forced labour, which consists of any work or service not voluntarily performed that is exacted from an individual under threat of force or penalty, will not be used in connection with any policy, programme or project activities.

Grievance Mechanism

A grievance mechanism will be provided for all direct workers and contracted workers (and, where relevant, their organizations) to raise workplace concerns.

Occupational Health and Safety

All parties who employ or engage policy, programme or project workers will develop and implement procedures to establish and maintain a safe working environment consistent with good international practice. Such procedures will ensure that workplaces, machinery, equipment and processes under their control are safe and without risk to health, including by use of appropriate measures relating to chemical, physical and biological substances and agents.

Workers Contracted by Third Parties

The programme or project will make reasonable efforts to ascertain that third parties who engage contracted workers are legitimate and reliable entities and have in place labour management procedures applicable to the project that will allow them to operate in accordance with the requirements of this ESS.

Primary Supply Workers

As part of the environmental and social assessment, the programme or project will identify potential risks of child labour, forced labour and serious safety issues which may arise in relation to primary suppliers, and put in place measures to mitigate such risks.



ESS 8 CULTURAL HERITAGE

Purpose

ESS8 recognizes that cultural heritage, tangible and intangible, is an important economic and social asset for people that can be inadvertently damaged by development activities. These protections coupled with the consultation provisions of ESS2, should preserve their values, beliefs, knowledge and traditions as an important feature of sustainable development.

Objectives

- (i) To promote the protection of cultural heritage from the adverse impacts of policy, programme or project activities and support its preservation.
- (ii) To recognize cultural heritage as an integral aspect of sustainable development.
- (iii) To encourage the equitable sharing of benefits from the use of cultural heritage where applicable, and technically and financially feasible.

Requirements

The environmental and social assessment, as set out in ESS1, will consider direct, indirect and cumulative policy, programme or project-specific risks and impacts on tangible and intangible cultural heritage.

The policy, programme or project will avoid impacts on cultural heritage such as building in heritage-related or protected areas. When avoidance of impacts is not possible, they will identify and implement measures to address impacts on cultural heritage in accordance with the mitigation hierarchy. They will also develop a Cultural Heritage

Management Plan in collaboration with appropriate bodies such as the Jamaica National Heritage Trust or Jamaica Cultural Development Commission.

The policy, programme or project will establish a **chance finds procedure** which will be followed if previously unknown cultural heritage is encountered during implementation activities. It will be included in all contracts relating to construction of the project, including excavations, demolition, movement of earth, flooding or other changes in the physical environment. The chance finds procedure will set out how chance finds associated with the activities will be managed.

Where a policy, programme or project intends to use cultural heritage of affected parties (including individuals and communities) for commercial purposes, it will not proceed unless it: (a) carries out meaningful consultation with stakeholders as described in ESS2; (b) where financially and technically feasible, provides for fair and equitable sharing of benefits from commercial use of such cultural heritage, consistent with customs and traditions of the project affected parties.



ESS 9

HUMAN RIGHTS AND INCLUSIVENESS

Purpose

ESS9 affirms Jamaica's constitutional and international commitments to uphold human rights and dignity in all programme/project activities. It ensures that PIOJ policies, programmes, and projects respect the rights of individuals and communities, preventing harm and promoting inclusive benefits.

Objectives

- (i) To ensure that PIOJ-supported activities are consistent with Jamaica's Charter of Fundamental Rights and Freedoms and international human rights principles.
- (ii) To identify, prevent, and mitigate risks of human rights violations that may arise from policy, programme, or project activities.
- (iii) To promote equitable participation, non-discrimination, and access to remedies for individuals and groups adversely affected by programmes/projects.
- (iv) To strengthen transparency and accountability through stakeholder engagement and grievance mechanisms.

Requirements

To comply with this standard, all policies/programmes/projects will incorporate human rights considerations into their design, implementation and monitoring. Human rights screening will be conducted as part of the environmental and social screening process under ESS1, with proportionate assessment, where risks are identified.

All project activities must be carried out in a manner that is consistent with Jamaica's Charter of Fundamental Rights and Freedoms and with international good practice on human rights. No individual or group shall be discriminated against on the basis of race, ethnicity, class, gender, age, disability, religion, socio-economic status, political opinion or other status, and all persons must be afforded equitable access to programmes/projects.

The PIOJ will ensure that all individuals and communities, especially those who are vulnerable or marginalized, are provided with opportunities to participate in decision-

making processes that may affect them, in accordance with the Consultation Code of Practice for The Public Sector (2005).

The GRM established under ESS2 is available to address complaints related to human rights. This mechanism must operate transparently, fairly and without cost, retribution or discrimination to complainants. Grievances will be addresses promptly.

The monitoring of human rights-related risks and impacts will be undertaken throughout the life cycle of programmes/projects as part of the ESMP. Documentation of human rights measures, including stakeholder engagement, grievance outcomes and corrective measures, will be included in regular reporting to ensure transparency and accountability.

ESS 10

INDIGENOUS PEOPLES AND VULNERABLE COMMUNITIES

PHOTO BY REGARN HOPE ON UNSPLASH

Purpose

ESS10 provides a framework for respecting and protecting the rights, identity, culture, and livelihoods of culturally distinct or vulnerable communities. The PIOJ applies this standard to ensure that marginalized groups, including traditional, rural, or urban communities at risk of exclusion, are meaningfully consulted and equitably included in programme/project activities. Additionally, ESS10 can be applied to programmes/projects in communities that have recognized indigenous populations. For these reasons, reference to that standard is included.

Objectives

- (i) To ensure that projects respect the dignity, identity, and cultural heritage of vulnerable and culturally distinct communities.
- (ii) To promote full and effective participation of such groups in the design, implementation, and monitoring of activities in a culturally appropriate manner.
- (iii) To prevent adverse impacts on livelihoods, cultural heritage, or community practices and to mitigate impacts where avoidance is not possible.
- (iv) To strengthen social cohesion by reducing risks of exclusion, marginalization, or conflict.

Requirements

The PIOJ will ensure that programmes/projects are screened to determine whether culturally distinct, vulnerable or marginalized communities may be affected. Screening will consider communities with unique cultural identities, traditional practices or socio-economic vulnerabilities that may expose them to exclusion from project benefits or adverse impacts. This standard will apply to groups with cultural distinctiveness or historical disadvantage.

Where such groups are identified, the PIOJ will ensure that free, prior, and informed consultation is undertaken to ascertain their views, concerns and priorities. Such consultation must be culturally appropriate, inclusive of all gender, youth, elderly,

persons with disabilities, and other vulnerable members. In keeping with this, participatory mechanisms such as action planning and community dialogues will be designed to ensure that affected communities are able to contribute to the design, implementation, and monitoring of activities.

Where programme/project activities may affect cultural heritage, traditional knowledge or community practices, they will be managed in accordance with ESS8. Measures will be designed to avoid adverse impacts where possible, and, where avoidance is not feasible, to provide culturally appropriate mitigation in collaboration with the affected groups. Where activities affect access to land, resources or livelihoods, relevant provisions of ESS5 and ESS6 will apply. These measures include actions to restore or improve livelihoods, secure access to resources, and provide equitable benefits to affected communities.

Monitoring of impacts on culturally distinct and vulnerable communities will be conducted throughout project implementation. Monitoring frameworks will include disaggregated data by gender, age and other relevant factors to ensure that inequalities are identified and addressed. Results will be documented and reported to strengthen accountability and continual improvement in project design and delivery.



5. ENVIRONMENTAL AND SOCIAL FRAMEWORK: APPLICABILITY AND COMPLIANCE

Applicability

Projects developed or implemented by the PIOJ will consider ESSs as outlined in Chapter 4. Thus the PIOJ will apply the ESF to the following:

- (i) Activities conducted by the PIOJ as part of its own internal business processes
- (ii) Activities where the PIOJ is exercising its executing and implementing role on GOJ policy, programmes and projects as defined in the PIOJ Business Process Manual;
- (iii) Activities where the PIOJ is working with or coordinating implementing partners (Multilateral Development Agencies/Non-Governmental Organisations (MDAs/NGOs), as laid out in the PIOJ Business Process Manual.
- (iv) To goods, services, contractors and sub-contractors procured under such policies, programmes and projects, to the extent that in the opinion of the PIOJ, compliance with the standards is technically and financially feasible¹⁰.
- (v) Items (i) – (iv) above on facilities associated with the project or programme that are not funded as part of the project but directly and significantly related¹¹.
- (vi) Activities financed by multilateral climate finance institutions including the Adaptation Fund, Green Climate Fund, Global Environment Fund and Climate Investment Fund.

¹⁰ **Technical feasibility** is based on whether the proposed measures can be implemented with commercially available skills, equipment and materials. **Financial feasibility** is based on the cost of such measures compared to overall implementation costs and benefits of the proposed activity.

¹¹ **Associated Facilities** means facilities or activities that are not funded as part of the project and, in the judgment of the PIOJ, are: (a) directly and significantly related to the project; and (b) carried out,

Compliance

Where the PIOJ applies the ESF, implementers of policies, programmes and projects will comply with the standards to the degree in which (i) they are consistent with national law (including GOJ obligations under international law and treaties), and existing GOJ policies and policy frameworks and (ii) where relevant, they meet international standards on environmental and social risk management; and (iii) in the opinion of the PIOJ, compliance is technically and financially feasible (see footnote 1).

National Laws

The ESF is designed to be consistent with national laws and regulations. Key legislation relevant to the objectives and requirements of the ESF include:

The Charter of Fundamental Rights and Freedoms (Constitutional Amendment) Act, 2011

This amendment to the Jamaica Constitution provides for a Charter of Fundamental Rights and Freedoms whereby:

- (a) the state has an obligation to promote universal respect for, and observance of, human rights and freedoms;
- (b) all persons in Jamaica are entitled to preserve for themselves and future generations the fundamental rights and freedoms to which they are entitled by virtue of their inherent dignity as persons and as citizens of a free and democratic society; and
- (c) all persons are under a responsibility to respect and uphold the rights of others

The Charter of Rights lists a number of rights directly relevant to the ESF including non-discrimination, child protection, and environmental protection. Specifically, it upholds the

- 1) The right to enjoy a healthy and productive environment free from the threat of injury or damage from environmental abuse and degradation of the ecological heritage
- 2) The right to freedom from discrimination on the ground of (i) being male or female (ii) race, place of origin, class, colour, religion, political opinions

The **Charter of Rights** states further that Chapter III applies to all law and binds the legislature, the executive and all public authorities. The Planning Institute of Jamaica is a public entity and therefore is bound and abides by the law.

The Planning Institute of Jamaica Act, 1984

Beyond the functions of the PIOJ summarized in text box 1 (Section 1), the PIOJ Act defines its duties to:

- (a) advise the Government on major issues relating to economic and social policy;
- (b) interpret decisions on economic and social policy and integrate them into the national development programmes;
- (c) prepare economic models for the guidance of policymakers, investors and other planners;
- (d) assess existing and projected social, economic and manpower resources and formulate plans for the most effective use of such resources;
- (e) co-ordinate national, regional and sectoral development planning in order to facilitate the consistent and efficient implementation of projects and programmes;
- (f) determine the economic, financial and technical feasibility of new development projects and progress;
- (g) be instrumental in stimulating national development and in securing public co-operation and participation in achieving planned objectives;
- (h) collect, compile, analyse and monitor special and economic performance data.

National Resources Conservation Act 1991

This Act establishes the National Resources Conservation Authority to, *inter alia*, take such steps as are necessary for the effective management of the physical environment of Jamaica so as to ensure the conservation, protection and proper use of its natural resources.

The Act contains multiple provisions and definitions relevant to the ESF, in particular Environmental and Social Standards (ESS) 3 and 6, on pollution and natural resource protection.

Disaster Risk Management Act 2015

This Act establishes the Office of Disaster Preparedness and Emergency Management to facilitate and coordinate the development and implementation of policies and programmes to achieve and maintain an appropriate state of national and sectoral preparedness for coping with all emergencies.

Disaster Risk Management (Amendment) Act 2021

To be read as one with the principal Act and to adequately implement and address measures to combat various calamitous events, including a pandemic; and for connected matters.

Public Bodies Management and Accountability (Amendment) Act, 2001

This is an Act to make additional provisions for the management and accountability of public bodies.

Consultation Code of Practice for the Public Sector 2005

This code establishes minimum rules for consultation to (i) make consultation material easily understandable; (ii) facilitate the participation of stakeholders; (iii) give feedback on responses and the consultation process; (iv) evaluate the effectiveness of consultations. These provisions are especially relevant to ESS 2.



6. IMPLEMENTATION GUIDANCE ON THE STANDARDS

This section provides additional advice and external sources of advice on how to comply with the standards consistent with international good practice¹². Such guidance should be used selectively, determined by the nature and context of the programme or project. In many cases the requirements of the ESSs will be sufficient to guide the programme or project implementer. In other complex technical areas further guidance should be sought from appropriate sources and technical specialists.

Since practice is continually evolving, this guidance and its references are subject to constant updating and the user is therefore encouraged to search out current sources. Methodologies for GHG accounting is a good example of this.

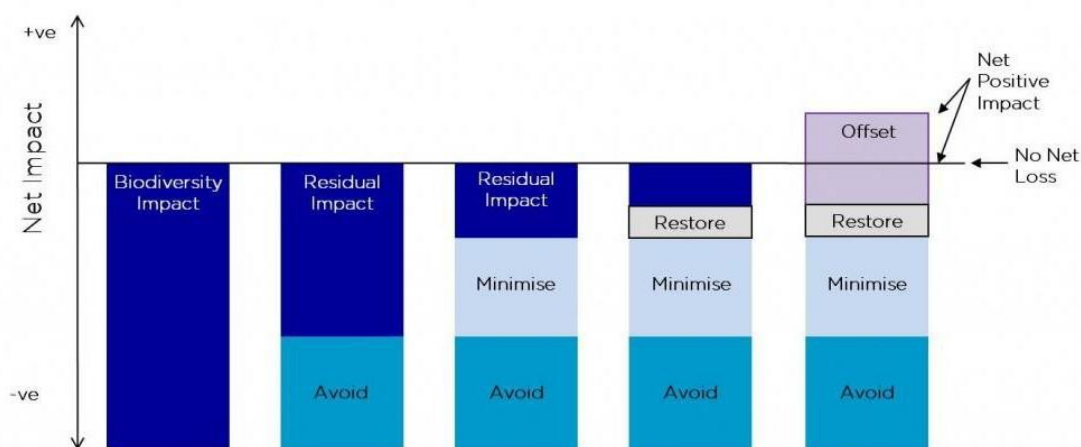
The provision of implementation guidance from any source is not designed to substitute for the application of sound judgment by the PIOJ and its implementing partners. As with the standards, implementation guidance is subject to considerations of technical and financial feasibility as determined by the PIOJ.

Implementation Guidance for ESS1

ESS 1 lays out requirements for (i) risk screening (ii) an environmental and social assessment (often known as an EIA or ESIA) and (iii) an ESMP, which will normally contain a mitigation hierarchy (See Figure 2).

¹² It is recommended to refer to (i) the Guidance Notes on IFC Performance Standards (2012) and (ii) World Bank Group Environmental Health and Safety Guidelines, both of which are in universal use by

Figure 2: The Mitigation Hierarchy



Source: <http://www.thebiodiversityconsultancy.com/approaches/mitigation-hierarchy/>

Environmental and Social Risk Screening (with examples)

Risk-screening is typically carried out by donors, but it is good practice for implementers to do their own to assist the donor, check consistency in approach, and inform the implementer about the level of due diligence to be applied. The four levels/three categories, with examples, are described in Table 2.

Table 2: Risk Categories		
Category Assigned	Specific Requirements	GCF Alignment
High	<p>Significant adverse risks and impacts on human populations and environment, requiring avoidance or mitigation, including those risks which are any of the following: irreversible, high in magnitude or extent, complex, or located in an insecure project area or context.</p> <p><i>Example: a major infrastructure project such as a port redevelopment or power station where there were substantial works and multiple risks with irreversible impacts.</i></p>	Category A
Substantial	<p>Less than high, for example where risks and impacts on a smaller scale, reversible, or in a safer project</p>	Category A

	<p>context, but still requiring mitigation or management.</p> <p><i>Example: substantial infrastructure such as a road or power project where risks are more predictable but still need careful management.</i></p>	
Moderate	<p>Less significant risks with low probability of adverse effects where risks can be easily mitigated in a predictable manner <i>Example: small scale works typical in community driven projects, local health and education facilities, etc.</i></p>	Category B
Low	<p>Risks and impacts are minimal or negligible. <i>Example: typically projects without any physical footprint such as service-provision</i></p>	Category C

While some risks might seem discernible, risk categorization must be evidence-based. That is, informed by research such as review of legislation and policy for consistency and compliance, community knowledge, or information from informed stakeholders (including technical agencies), and feasibility studies, where necessary. This risk categorization system draws from a number of agencies including the Adaptation Fund, GCF Environmental & Social Policy (Section 6) and the PIOJ-GCF Integrated Risk Categorization System. Implementation is supported by DOCUMENT 1: ENVIRONMENTAL AND SOCIAL SCREENING PROCEDURE and DOCUMENT 7: SCREENING CHECKLIST WITH CUMULATIVE IMPACT.

Environment and Social Assessment – Indicative Outline (note this document is sometimes called an EIA or ESIA)

- (i) Executive Summary
- (ii) Legal and Institutional Framework
- (iii) Project Description
- (iv) Baseline Data
- (v) E&S risks and impacts (including those in ESS2-8)
- (vi) Mitigation measures
- (vii) Analysis of alternatives
- (viii) Design measures, including monitoring and evaluation

Environmental and Social Management Plan (ESMP) outline

To reduce paperwork and have all parties working to one common document it is recommended the PIOJ ESMP comprises both the environmental and social assessment and management plan, often recognized as two documents: the ESIA and ESMP¹³. The document would be built over time as risks are identified, and a plan developed to manage them. Typically, the outline would incorporate the ESA with the addition of an implementation schedule and budget:

- (i) An executive summary
- (ii) Legal and institutional framework
- (iii) Project description
- (iv) Assessment of Environmental and Social risks and negative impacts
- (v) Mitigation measures
- (vi) Monitoring measures
- (vii) Implementation schedule and budget

See also:

Annex One: Basic Checklist of Critical Aspects to be considered in an EIA

Annex Two: Social Risk Checklist

Annex Three Gender Lens Screening Checklist

Annex Four: Gender Analysis Checklist for Policy Analysts

¹³ In implementing ESS1, there are several sets of guidance that represent recognised international best practice, which may be used selectively:

- (i) Guidance Notes to IFC Performance Standards (January 2012), guidance note 1 on Assessment and Management of Environmental and Social Risks and Impacts; available on-line at www.IFC.org
- (ii) The World Bank Group Environmental, Health and Safety Guidelines which are technical reference documents with general and industry-specific statements of good international practice. The EHSs contain the performance levels and measures that are generally considered to be achievable in new facilities by existing technology at reasonable cost. These are available on-line at: www.IFC.org
- (iii) AF ESP found at https://www.adaptation-fund.org/wp-content/uploads/2013/11/Amended-March-2016_-OPG-ANNEX-3-Environmental-social-policy-March-2016.pdf
- (iv) Green Climate Fund ESP found at: [//www.greenclimate.fund/document/revise-environmental-and-social-policy](http://www.greenclimate.fund/document/revise-environmental-and-social-policy)

Implementation Guidance for ESS2

To meet the objectives of ESS2 consistent with the Public Service Code of Consultation, and the PIOJ Citizen’s Charter (updated 2014), there are two requirements of particular importance:

Stakeholder Engagement Plan (SEP)

This plan should describe the methods and timing of engagement with stakeholders throughout the duration of the project, taking into account their interests, level and timing of consultation, information and other specific measures to enhance participation. The plan should support meaningful consultation – a two-way process to improve project design and manage implementation risks. The length and content of the plan will be proportionate to the nature and risks associated with the project and should be regularly updated. See IFC Guidance Note 1 for further detail (in particular GN91-98, and Annex B with sample contents of an SEP).

Stakeholder engagement processes will ensure meaningful participation of vulnerable groups including women, youth, persons with disabilities, and communities particularly vulnerable to climate impacts. Engagement strategies will be tailored to overcome barriers to participation. This approach is guided by, among other instruments, the Consultation Code of Practice for The Public Sector, GCF Stakeholder Engagement Guidelines, Ja-NAP Project Stakeholder Plan, and practices established during the PIOJ Management Retreat 2024. Implementation is supported by DOCUMENT 2: STAKEHOLDER ENGAGEMENT PLAN and DOCUMENT 5: STAKEHOLDER ENGAGEMENT.

Grievance Mechanism

This mechanism should respond to concerns and grievances of stakeholders promptly and effectively. It should be proportionate to the risks, using existing mechanisms where possible, dealing with concerns in an open and locally appropriate manner with no cost or retribution to stakeholders. The grievance mechanism will include: (i) publicly advertised procedures and timelines; (ii) different ways to submit grievances; (iii) an appeals process where resolution of grievance has not been achieved. See IFC Guidance Note 1 for further detail, in particular GN110-111 which cover essential principles of effective grievance mechanisms and refer to several relevant good practice guides.

The grievance handling process follows procedures outlined in the PIOJ Grievance Redress Mechanism and DOCUMENT 8: DETAILED GRIEVANCE HANDLING PROCEDURES.

Implementation Guidance for ESS 3

Resource efficiency and pollution control are highly technical and fast-changing topics where international standards and good practice should be sought. Users are directed in the first instance to:

IFC Guidance Note 3: Resource Efficiency and Pollution Control

Note that these are project-level guidelines which cover resource efficiency, GHGs, water consumption, pollution prevention, wastes, hazardous materials management, and pesticide use and management. Note that Annex A of this Guidance Note has “Suggested GHG Quantifying and Monitoring Practice” covering estimation and evaluation methodologies¹⁴.

EHSG, sections:

- 1.1 – Air Emissions and Ambient Air Quality
- 1.2 – Energy Conservation
- 1.3 – Wastewater and Ambient Water Quality
- 1.4 – Water Conservation
- 1.5 – Hazardous Materials Management
- 1.6 - Waste Management
- 1.7 - Noise
- 1.8 – Contaminated Land

Implementation Guidance for ESS4

Many of the requirements in ESS4 relate to an established body of international good practice which should be used as appropriate. IFC Guidance Note 4, Community Health, Safety and Security includes further detail on: (i) Infrastructure and equipment Design and safety, (ii) Hazardous Materials Management (iii) Community Exposure to Disease, (iv) Emergency Preparedness and Response, and (v) Security Personnel.

The relevant EHSGs cover:

- 3.2 – Structural Safety of Project Infrastructure
- 3.3 – Life and Fire Safety
- 3.4 – Traffic Safety
- 3.5 – Transport of Hazardous Materials
- 3.6 – Disease Prevention
- 3.7 – Emergency Preparedness and Response

Where traffic and road safety risks are assessed as significant, good practice indicates that these can be addressed in a Road Safety or Traffic Management Plan which details specific measures on items such as speed limits, lane controls, and use of diversions to protect workers and local communities.

3.8

¹⁴ The IPCC guidelines for GHG inventories can also be applied to project level interventions

Implementation Guidance for ESS5

IFC Guidance Note 5, Land Acquisition and Involuntary Resettlement covers further detail, especially on the definitions of physical and economic displacement and the type of plans to address the range of needs. See also AF ESP which stresses fair treatment of affected population, timely intervention throughout the programme/project life-cycle to minimize dislocation and livelihood disruption.

Annex A of the IFC GN5, 'Outline of a Resettlement Action Plan (RAP)' is especially helpful in relation to the requirement of Resettlement Plan in ESS5:

- (i) Description of Project
- (ii) Identification of potential impacts
- (iii) Summary of the studies undertaken to identify impacts (for example census surveys)
- (iv) Regulatory framework
- (v) Institutional framework
- (vi) Stakeholder engagement
- (vii) Socio-economic analysis of project-impacted people
- (viii) Eligibility criteria for compensation
- (ix) Valuation of compensation
- (x) Magnitude and profile of displacement
- (xi) Entitlement Framework detailing categories of impacted persons and compensation offered
- (xii) Livelihood restoration measures
- (xiii) Resettlement sites
- (xiv) Housing, infrastructure and social services for affected populations
- (xv) Grievance procedures
- (xvi) Organisational responsibilities
- (xvii) Implementation schedule
- (xviii) Costs and Budget
- (xix) Monitoring, Evaluation and Reporting

Implementation Guidance for ESS6

IFC Guidance Note 6, Biodiversity Conservation and Sustainable Management of Living Natural Resources, details many useful definitions and sources for assessment and mitigation under this standard. There are sections on protection and conservation of biodiversity across different habitats (modified, natural, critical) and by criteria (species types).

GN6 148-160 covers the management of natural resources in a pragmatic order that is objective and achievable, based on consultation, encourages step-wise and continual improvement, and verification through objective bodies and procedures.

GN6 155-160 covers supply chains and how to work with primary suppliers to identify and mitigate risks.

Indicative elements of a Biodiversity Management Plan are:

- (i) Objectives based on the biodiversity assessment
- (ii) Activities to be carried out, for example protection measures, habitat restoration or improved management, and monitoring.
- (iii) Project Requirements (additional to ESS6) covering for example restrictions on access, burning of vegetation, hunting, disturbance of wildlife, etc.
- (iv) Implementation schedule
- (v) Institutional Responsibilities
- (vi) Cost estimates and funding sources

Implementation Guidance for ESS7

IFC Guidance Note 2, Labour and Working Conditions provides more detail on key concepts and issues:

Types of worker and protections

GN4-12 provides definitions of direct workers, contracted workers and supply chain (primary suppliers) workers. The degree to which the requirements of ESS2 apply across these groups may depend upon the degree of control the project has over them. In the case of suppliers where corrective action is not feasible, the project should change suppliers.

Working conditions and non-discrimination

GN 13 – 32 provides guidance on working conditions, management and HR procedures, and terms of employment that are good practice and informed by ILO conventions. This includes guidance on non-discrimination and equal opportunity in all employment decisions. GN 57-60 describes the type of grievance mechanism that should be available to workers.

Child and Forced Labour

GN61-75 provides guidance on protecting the workforce, consistent with ILO definitions, including measures to follow the discovery of child labour, and to identify and prevent human trafficking.

Occupational Health and Safety

GN 76-83 details guidance and international good practice (including EHSG – see below) to identify and protect workers from injury, illness or exposure to harmful materials or working conditions.

Contracted and Supply Chain (Primary Supply) Workers

GN84-97 details guidance on how to make reasonable efforts to extend the provisions of ESS2 to contractors and primary supply workers. Generally, this will depend on the degree of control available to the project and what is technically and financially feasible. If protections are not achievable for these reasons, projects should seek (over time if necessary) to switch contractors or suppliers.

EHSG, sections 2.1 – 2.9 contains additional industry-specific detail on Occupational Health and Safety regarding design and operation, communication and training, different types of hazards, protective equipment and monitoring.

Implementation Guidance for ESS8

IFC Guidance Note 8, Cultural Heritage, provides detail on identifying types of cultural heritage, including tangible and intangible, and how to assess its value and vulnerability to negative impacts (GN2-10). Early assessment is important to avoid irreversible damage, and where relevant, specialists should be engaged.

Where risks to cultural heritage are significant, the assessment should cover:

(i) description of the project; (ii) heritage baseline conditions (before impacts); (iii) project alternatives; (iv) proposed mitigation measures, including avoidance, by project design or implementation measures (including operational procedures)

GN 15 describes the chance finds procedure where the project encounters unknown or unexpected heritage (usually archaeological) including protective measures and changes in project design and implementation if required.

Consultation and community access to cultural heritage (GN16-19) is important especially where the project may be using the heritage for commercial purposes (GN 28 – 34).

Implementation Guidance for ESS9

Implementation of ESS9 requires that human rights considerations be systematically embedded throughout the project cycle.

Human rights screening should be carried out during programme/project identification using Document 1 of Annex 7, and the results integrated into the Environmental and Social Assessment and ESMP. Where risks are identified, mitigation measures must be proportionate and consistent with Jamaica's Charter of Fundamental Rights and Freedoms.

Consultations must include vulnerable and marginalized groups and use formats that ensure accessibility. The grievance mechanism must be clearly communicated, simple to use, and protective of complainants.

Projects have to track inclusion, equal access, and resolution of grievance through simple indicators.

Reference materials include the UN Guiding Principles on Business and Human Rights and IFC Performance Standards. See also the grievance redress mechanism at <https://www.pioj.gov.jm/grievance-redress-mechanism-form/>

Implementation Guidance for ESS10¹⁵

In addition, screening under Annex 7 (DOCUMENT 1) should confirm whether culturally distinct or vulnerable groups are likely to be affected. Where identified, project design must incorporate free, prior and informed consultation using culturally appropriate methods and inclusive participation of all gender, persons with disabilities, youth and disadvantaged members.

If land, resources, or cultural heritage are at risk, apply ESS5 and ESS8 mitigation measures in collaboration with affected communities. Benefit-sharing arrangements should be considered, where feasible.

Monitoring must disaggregate data by gender, age and group identity, and results should be shared with the communities in accessible formats.

External Communications

PIOJ implements a proactive external communications strategy that ensures timely disclosure of environmental and social information to stakeholders. This includes regular updates on project performance and opportunities for stakeholder feedback. Communication protocols are outlined in the External communications protocol and DOCUMENT 9: EXTERNAL COMMUNICATIONS PROTOCOL.

¹⁵ https://www.adaptation-fund.org/wp-content/uploads/2016/07/ESP-Guidance_Revised-in-June-2016_Guidance-document-for-Implementing-Entities-on-compliance-with-the-Adaptation-Fund-Environmental-and-Social-Policy.pdf



7. PIOJ OPERATIONAL PROCEDURE FOR THE ESF

The procedures apply to the PIOJ where it has an executing and/or implementing role in projects, or where the activities are otherwise under its management or supervision. References to projects will also apply to policy activities and programmes where relevant. Project stages outlined are consistent with those listed in the existing PIOJ Projects Business Process Manual (PBPM), June 2012.

Project Identification

Potential projects should be screened for environmental and social risks and classified in one of four categories: high, substantial, moderate or low or A, B, C (See Table 2). Importantly, this is consistent with the ***project needs, identification and screening process*** of the Project Value Stream identified in the PBMP. The classification is indicative of likely due diligence throughout the project's duration and is regularly reviewed in light of the continuing environmental and social assessment.

In determining the appropriate risk classification, the PIOJ as executing agency will take into account relevant issues such as, findings of research undertaken (feasibility studies – technical, physical and financial); stakeholders' views; the type, location, sensitivity, and scale of the project; the nature and magnitude of the potential environmental and social risks and impacts; and the capacity and commitment of the project (including any other entity responsible for the implementation of the project) to manage the environmental and social risks and impacts in a manner consistent with the ESSs. The risk assessment process for projects funded through the PIOJ will be documented, the results incorporated in project design, and may be viewed on request.

Project Preparation and Formulation

Projects under preparation should begin the process of environmental and social assessment guided by the risk classification. The environmental and social risk assessment will inform the environmental and social risk management plan (ESMP) which will be part

of the overall risk management plan (Page 21, PBPM¹⁶). The PIOJ is responsible for coordinating this process with the appropriate implementing partners.

Project Appraisal

By appraisal, projects under the management or supervision of the PIOJ should have an environmental and social assessment and ESMP appropriate to the nature and scale of the project, and proportionate to the level of environmental and social risks and impacts, with due regard to the proposed mitigation hierarchy. The appraisal will assess whether the project is capable of being developed and implemented in accordance with the ESSs.

The PIOJ coordinates the appraisal with the relevant parties ensuring the appropriate environmental and social risk analysis (summarized in the ESMP) is included in the appraisal report (See Page 23, PBPM¹⁷).

Project Negotiation and Approval

The ESMP (an assessment of environmental and social risks and their proposed management) is a critical element of project negotiation with IDPs. The PIOJ is responsible for coordinating these discussions with IDPs and other stakeholders (See Pages 26-27, PBPM¹⁸).

Project Initiation

The PIOJ will determine, based on technical and financial feasibility (See Page 29, PBPM¹⁹), the degree to which the standards under the ESF are applicable to goods, services, contractors and subcontractors procured under such programs and projects (subject to existing procurement practice and standard bidding documents). Compliance is monitored in collaboration with the respective GOJ implementing agency.

Project Supervision and Implementation

The PIOJ, in collaboration with the implementing agency, supervises the execution of the ESMP in the project as part of the overall requirements (See Page 35, PBPM²⁰)

Project Monitoring

To inform the supervision and implementation role, the PIOJ and implementing agencies monitor the application of the ESMP as part of the routine monitoring and control process

¹⁶ Project Preparation and Formulation Process, Section 5 – Risk Management Plan, PBPM, 2012

¹⁷ Project Appraisal Process – Section 5.0, Bullets VI, XI, PBPM, 2012

¹⁸ Project Negotiation & Approval Process – Sections 5.0 and 6.0 – PIOJ PBPM, 2012

¹⁹ Project Initiation & Procurement/Contracting Process – Section 4 – Policy, PIOJ PBPM, 2012

²⁰ Project Supervision & Implementation Process – Section 5 – Requirements, PIOJ PBPM, 2012

(See Page 44, PBPM²¹)

PIOJ implements a comprehensive monitoring and evaluation system that tracks environmental and social performance throughout project implementation. This system draws on best practices from several partners including the GCF ESMS Template, Jamaica PPCR M&R Summary Report 2018, and Vision 2030 Jamaica Dashboards. Implementation is guided by DOCUMENT 3: ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) and DOCUMENT 6: STANDARDIZED MONITORING.

Project Close Out

As executing/implementing/coordinating agency, the PIOJ ensures that all commitments under the ESMP have been fulfilled to a degree that is technically and financially feasible.

Post-Project Evaluation

As executing/implementing/coordinating agency, the PIOJ ensures that the evaluation covers the assessment and management of environmental and social risks.

²¹ Project Monitoring & Control Process – Section 5, PIOJ PBPM

8. GLOSSARY AND DEFINITION OF TERMS

Glossary and Definition of Terms²²

- **Associated Facilities** means facilities or activities that are not funded as part of the project and, in the judgment of the PIOJ, are: (a) directly and significantly related to the project; and (b) carried out, or planned to be carried out, contemporaneously with the project; and (c) necessary for the project to be viable and would not have been constructed, expanded or conducted if the project did not exist. For facilities or activities to be Associated Facilities, they must meet all three criteria.
- **Biodiversity** is 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 a part; this includes diversity within species, between species, and of ecosystems.
- **Chance find (procedure)**. A chance find is archaeological material encountered unexpectedly during project construction or operation.
- **Core functions** of a project constitute those production and/or service processes essential for a specific project activity without which the project cannot continue.

Critical habitat is defined as areas with high biodiversity importance or value, including: (a) habitat of significant importance to Critically Endangered or Endangered species, as listed on the International Union for the Conservation of Nature (IUCN) Red List of threatened species or equivalent national approaches; (b) habitat of significant importance to endemic or restricted-range species; (c) habitat supporting globally or nationally significant concentrations of migratory or congregatory species; (d) highly threatened or unique system; (e) ecological functions or characteristics that are needed to maintaining the viability of the biodiversity values described above in (a) to (d).

- **Cultural heritage** is defined as resources with which people identify as a

²² Terms and definitions adapted from the World Bank Environmental and Social Framework, 2016.

reflection and expression of their constantly evolving values, beliefs, knowledge and traditions.

- **Disadvantaged or vulnerable** refers to those who may be more likely to be adversely affected by the project impacts and/or more limited than others in their ability to take advantage of a project's benefits. Such an individual/group is also more likely to be excluded from/unable to participate fully in the mainstream consultation process and as such may require specific measures and/or assistance to do so. This will take into account considerations relating to gender and age (including the elderly and minors), and include individuals/groups in circumstances where they may be separated from their family, the community or other individuals upon which they depend (such as single, female-headed households). See also annexes 2-4.
- **Ecosystem services** are the benefits that people derive from ecosystems. Ecosystem services are organized into four types: (i) provisioning services, which are the products people obtain from ecosystems and which may include food, freshwater, timbers, fibres, medicinal plants; (ii) regulating services, which are the benefits people obtain from the regulation of ecosystem processes and which may include surface water purification, carbon storage and sequestration, climate regulation, protection from natural hazards; (iii) cultural services, which are the nonmaterial benefits people obtain from ecosystems and which may include natural areas that are sacred sites and areas of importance for recreations and aesthetic enjoyment; and (iv) supporting services, which are the natural processes that maintain the other services and which may include soil formation, nutrient cycling and primary production.
- **Environmental, Health, and Safety Guidelines (EHSGs)** are technical reference documents with general and industry-specific statements of Good International Industry Practice. The EHSGs contain the performance levels and measures that are generally considered to be achievable in new facilities by existing technology at reasonable cost. For complete reference, consult *the World Bank Group Environmental, Health, and Safety Guidelines*
http://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/ifc+sustainability/our+approach/risk+management/ehsguidelines.
- Environmental and Social Responsibility - **Environmental responsibility** refers to our responsibility to use natural resources carefully, minimise damage, and ensure these resources will be available for future generations. **Social responsibility** is an ethical framework and suggests that an entity, be it an organization or individual, has an obligation to act for the benefit of society at large. Social responsibility is a duty every individual has to perform so as to maintain a balance between the economy and the ecosystems.

- **Financial feasibility** is based on relevant financial considerations, including relative magnitude of the incremental cost of adopting such measures and actions compared to the project’s investment, operating, and maintenance costs, and on whether this incremental cost could make the project nonviable for the Borrower.
- **Good International Industry Practice (GIIP)** is defined as the exercise of professional skill, diligence, prudence, and foresight that would reasonably be expected from skilled and experienced professionals engaged in the same type of undertaking under the same or similar circumstances globally or regionally. The outcome of such exercise should be that the project employs the most appropriate technologies in the project-specific circumstances.
- **Habitat** is defined as a terrestrial, freshwater, or marine geographical unit or airway that supports assemblages of living organisms and their interactions with the non-living environment. Habitats vary in their sensitivity to impacts and in the various values society attributes to them.
- **Indigenous Peoples** are defined by the World Bank as being “distinct social and cultural groups that share collective ancestral ties to the lands and natural resources where they live, occupy or from which they have been displaced’. Article 1 of The UN Declaration on the Rights of Indigenous Peoples asserts that “indigenous peoples have the right to the full enjoyment, as a collective or as individuals, of all human rights and fundamental freedoms as recognized in the Charter of the United Nations, the Universal Declaration of Human Rights and international human rights law.
- **Integrated Pest Management (IPM)** refers to a mix of farmer-driven, ecologically-based pest control practices that seeks to reduce reliance on synthetic chemical pesticides. It involves (a) managing pests (keeping them below economically damaging levels) rather than seeking to eradicate them; (b) integrating multiple methods (relying, to the extent possible, on nonchemical measures) to keep pest populations low; and (c) selecting and applying pesticides, when they have to be used, in a way that minimizes adverse effects on beneficial organisms, humans, and the environment.
- **Integrated Vector Management (IVM)** is a rational decision-making process for the optimal use of resources for vector control. The approach seeks to improve the efficacy, cost-effectiveness, ecological soundness and sustainability of disease-vector control.
- **Involuntary Resettlement.** Project-related land acquisition or restrictions on land use may cause physical displacement (relocation, loss of residential land or loss of shelter), economic displacement (loss of land, assets or access to assets, including those that lead to loss of income sources or other means of livelihood), or both. The term “**involuntary**

resettlement” refers to these impacts. Resettlement is considered involuntary when affected persons or communities do not have the right to refuse land acquisition or restrictions on land use that result in displacement.

- **Land acquisition** refers to all methods of obtaining land for project purposes, which may include outright purchase, expropriation of property and acquisition of access rights, such as easements or rights of way. Land acquisition may also include: (a) acquisition of unoccupied or unutilized land whether or not the landholder relies upon such land for income or livelihood purposes; (b) repossession of public land that is used or occupied by individuals or households; and (c) project impacts that result in land being submerged or otherwise rendered unusable or inaccessible. “Land” includes anything growing on or permanently affixed to land, such as crops, buildings and other improvements, and appurtenant water bodies.
- **Livelihood** refers to the full range of means that individuals, families, and communities utilize to make a living, such as wage-based income, agriculture, fishing, foraging, other natural resource-based livelihoods, petty trade, and bartering.
- **Modified habitats** are areas that may contain a large proportion of plant and/or animal species of non-native origin, and/or where human activity has substantially modified an area’s primary ecological functions and species composition. Modified habitats may include, for example, areas managed for agriculture, forest plantations, reclaimed coastal zones, and reclaimed wetlands.
- **Natural habitats** are areas composed of viable assemblages of plant and/or animal species of largely native origin, and/or where human activity has not essentially modified an area’s primary ecological functions and species composition.
- **Pollution** refers to both hazardous and non-hazardous chemical pollutants in the solid, liquid, or gaseous phases, and includes other components such as thermal discharge to water, emissions of short- and long-lived climate pollutants, nuisance odours, noise, vibration, radiation, electromagnetic energy, and the creation of potential visual impacts including light.
- **Pollution management** includes measures designed to avoid or minimize emissions of pollutants, including short- and long-lived climate pollutants, given that measures which tend to encourage reduction in energy and raw material use, as well as emissions of local pollutants, also generally result in encouraging a reduction of emissions of short- and long-lived climate pollutants.
- **Primary suppliers** are those suppliers who, on an ongoing basis, provide directly to the project goods or materials essential for the core functions

of the project.

- **Project Worker** refers to: (a) people employed or engaged directly by the Borrower (including the project proponent and the project implementing agencies) to work specifically in relation to the project (**direct workers**); (b) people employed or engaged through third parties to perform work related to core functions of the project, regardless of the location (**contracted workers**); (c) people employed or engaged by the Borrower's primary suppliers (**primary supply workers**); and (d) people employed or engaged in providing community labour (**community workers**). This includes full-time, part-time, temporary, seasonal and migrant workers. Migrant workers are workers who have migrated from one country to another or from one part of the country to another for purposes of employment.
- **Replacement cost** is defined as a method of valuation yielding compensation sufficient to replace assets, plus necessary transaction costs associated with asset replacement. Where functioning markets exist, replacement cost is the market value as established through independent and competent real estate valuation, plus transaction costs. Where functioning markets do not exist, replacement cost may be determined through alternative means, such as calculation of output value for land or productive assets, or the undepreciated value of replacement material and labour for construction of structures or other fixed assets, plus transaction costs. Please note that any such cost will be based on the government's valuation.
- **Restrictions on land use** refers to limitations or prohibitions on the use of agricultural, residential, commercial or other land that are directly introduced and put into effect as part of the project. These may include restrictions on access to legally designated parks and protected areas, restrictions on access to other common property resources, restrictions on land use within utility easements or safety zones.
- **Technical feasibility** is based on whether the proposed measures and actions can be implemented with commercially available skills, equipment, and materials, taking into consideration prevailing local factors such as climate, geography, demography, infrastructure, security, governance, capacity, and operational reliability.
- **Universal access** means unimpeded access for people of all ages and abilities in different situations and under various circumstances.
- **Vulnerable Groups** are groups of people unable or with diminished capacity to anticipate, cope with, resist, and recover from the impacts of (external) pressures, facing a higher risk of poverty and social exclusion than the general population (Adaptation Fund Environmental and Social Policy, 2016).

- Environmental and Social Responsibility - **Environmental responsibility** refers to our responsibility to use natural resources carefully, minimise damage, and ensure these resources will be available for future generations. **Social responsibility** is an ethical framework and suggests that an entity, be it an organization or individual, has an obligation to act for the benefit of society at large. Social responsibility is a duty every individual has to perform so as to maintain a balance between the economy and the ecosystems.
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and materials, taking into consideration prevailing local factors such as climate, geography, demography, infrastructure, security, governance, capacity, and operational reliability.

- **Universal access** means unimpeded access for people of all ages and abilities in different situations and under various circumstances.
- **Vulnerable Groups** are groups of people unable or with diminished capacity to anticipate, cope with, resist, and recover from the impacts of (external) pressures, facing a higher risk of poverty and social exclusion than the general population (Adaptation Fund Environmental and Social Policy, 2016).



Annexes

Annex One: Basic Checklist of Critical Aspects to be considered in an Environmental Impact Assessment

Box I. Physical Environment

<p>a. Climatic variables Rainfall patterns – mean, mode, seasonality Temperature patterns Extreme events Climate change projections Prevailing Wind - direction, speed, anomalies</p> <p>b. Geology Underlying rock type Surficial material Geologic structures (faults etc.) Geologic resources (minerals, etc.)</p> <p>c. Topography Slope form Landform and terrain analysis Specific landform types</p> <p>d. Coastal dynamics and morphology Wave patterns Currents Shoreline morphology – nearshore, foreshore Sediment – characteristics and transport</p> <p>e. Soil Type and characteristics Porosity and permeability Sub-soil permeability Run-off rate Effective depth (inches/centimetres) Inherent fertility Suitability for method of sewage disposal</p> <p>f. Drainage Surface hydrology Drainage network Rainfall runoff relationships Hydrogeology Groundwater characteristics – springs, etc.</p> <p>g. Water Quality Terrestrial - rivers, lakes, ponds, gullies Coastal</p>	<p>h. Air Quality Ambient Respirable Airshed Importance Odour levels</p> <p>i. Noise</p> <p>j. Natural Hazard Risk - See Box II</p>
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Box II. Natural Hazard Risk

a. Seismicity

Earthquake hazard; liquefaction potential, tsunamis

b. Slope stability

Landslide potential

c. Soil erodibility

d. Flood hazard

Extreme events

Drainage network and storm water runoff potential

e. Hurricanes

Wind

Extreme rainfall

Storm waves and surge potential

f. Elements of Environmental Protection

Reefs, Wetlands, Watershed conditions, Forest/vegetation cover

Box III Biological Environment

a. Flora

General type and dominant species

Densities and distributions

Habitat value

Historically important specimen

Watershed value

Introduced species

Rare and Endangered species (location, distribution and conditions)

Fire potential

Timber value

Specimen of scientific or aesthetic interest

b. Fauna

General types/dominant species

Densities and distribution

Habitat (general)

Migratory species

Exotic (introduced) species

Rare and endangered species

Commercially valued species

c. Terrestrial ecology

d. Marine/coastal Ecology

e. Riverine ecology

f. Nuisance species

g. Aesthetic appeal

h. Landscape vistas

Box IV Human Environment

- a. Sphere of Influence
- b. Land Use – Site and Situation
- c. Zoning and Density Regulations
- d. Livelihoods
- e. Demographics
- f. Community Structure
- g. Proposed Developments
- h. Transportation and Traffic Patterns
- i. Settlement patterns and Social structure
- j. Water supply
- k. Energy supply
- l. Telecommunications
- m. Services – health, educational facilities, recreational facilities
- n. Archaeological heritage
- o. Cultural values
- p. Natural Hazard Vulnerability and History

(Source: Guidelines for Conducting Environmental Impact Assessments, NEPA 2007)

Annex Two: Social Risk Checklist

Social risks and impacts that should be assessed in the ESA include:

1. Threats to human security through the escalation of personal or communal violence (including gender-based violence)
2. Risks that projects impact certain groups or individuals disproportionately because they are disadvantaged or vulnerable
3. Any prejudice or discrimination towards individuals or groups in accessing project benefits, especially in the case of the disadvantaged or vulnerable (see gender screening below)
4. Negative economic or social impacts from the taking of land or access to land (as detailed in ESS5)
5. Adverse project impacts associated with land tenure such as access, food security or contested land claims.
6. Adverse project impacts on the health and safety of project workers and project affected communities (as detailed in ESS 4 and 7)
7. Risks to cultural heritage (as detailed in ESS8)

(Adapted from the World Bank Environmental and Social Framework, 2016)

Annex Three: Gender Lens Screening Checklist for the Review of Project Proposals

“Gender Lens” Screening Checklist for the Review of Project Proposals

If, as a Gender Focal Point (GFP), you have been asked to review a project proposal for its gender content, the following questions should be asked:

1. Does the project document include **GENDER CONTEXT ANALYSIS** relevant to the project? Is data (qualitative and quantitative) provided in the project document sex-disaggregated, thus appropriately providing information on the problems specific to women and men or common to women and men?
2. Does the project document identify attainable and clear **GENDER-RESPONSIVE OBJECTIVES, RESULTS AND PERFORMANCE INDICATORS**, in line with international and national development targets? Have these been set on the basis of the findings of the gender context and needs analysis?

Example of results:

- (a) *Increased ratio of literate women/girls, men/boys*
- (b) *Increased share of women to men in wage employment in the non-agricultural sector*
- (c) *Equal participation of women and men in the management of natural resources.*

3. Are the **RESOURCES** (human and financial) foreseen for the implementation of the project sufficient and appropriate in order to meet the project’s **GENDER SPECIFIC AND GENDER-RESPONSIVE OBJECTIVES**?
4. Is there an **EQUAL REPRESENTATION** and **PARTICIPATION** of women and men on the project team, making full use of women’s and men’s visions, competencies and potential? If equal representation of women and men is not possible, is there at least a “critical-mass” of the under-represented gender (i.e. at least 30%)?
5. Are gender specific and gender-responsive results part of the performance assessment as well as monitoring, impact and evaluation frameworks and plans? Make sure **GENDER IMPACT MONITORING** and **EVALUATIONS** are foreseen to measure the attainment of gender objectives.

Annex Four: Gender Analysis Checklist for Policy Analysts

What is Gender Based Analysis?

Gender Analysis is part of the policy analysis process which helps to assess the differential impact of a policy or programme on men and women, which are sometimes masked or obscured.

Government planners are then able to understand the social processes and their effect on relations between men and women, allowing them to respond with informed and equitable policy options.

When gender is explicitly considered, the full effects of the policy are revealed and a previously hidden impact can be fully weighed in the decision-making process to ensure a positive development outcome.

Gender Analysis Checklist

Steps in the Process	Gender Analysis
Defining the Issue the policy is intended to address	<ul style="list-style-type: none"> - What is it intended to address? - Who will it affect most? Men? Women? - Why has it become an issue? - Who says it is an issue? - Who needs to be involved in the solution? - How does the issue impact on men and Women?
Determining Desired Outcomes	<ul style="list-style-type: none"> - What are expected outcomes? - Do outcomes differ for men and women? - What outcome indicators are needed? - Are they the same for men and women? - How would the indicators differ for men and women? - Are there gender specific factors that could modify the expected outcome? - Do men and women have equal access to the resources to bring about the expected outcome?
Research and Consultation	<ul style="list-style-type: none"> - Are sex-disaggregated data available?

	<ul style="list-style-type: none"> - What are the information sources? - Who are the partners? - What are the gaps in the data? - Who is disadvantaged most by the data gaps? Men? Women?
Design and Development of Policy	<ul style="list-style-type: none"> - What are the design options? - Are there differential consequences for men and women? - Is one sex disadvantaged by particular options? - Do the options support gender equity? - Do men and women have access to resources, time and assets to take full advantage of particular options? If not, will the policy address the gap? - Are there cultural factors that make particular options unattractive? E.g. Ambivalence or rigidity about the respective roles of men and women.
Implementing Policy	<ul style="list-style-type: none"> - Is there a differential impact for men and women? - Do existing gender relations affect practicality of policy? - Are there cultural factors that will affect the implementation of policy? - How do existing power relations affect the implementation of the policy? - Will special allowance have to be made for men? For women? - Who is most directly affected by this policy?

Source: Cabinet Office Government of Jamaica

Annex Five: Operational Procedures Table

Table 3

Project Cycle Phase	Responsibility	ESF Procedure
Project Identification	PIOJ	<p>Potential projects should be screened for environmental and social risks and classified in one of four categories: high, substantial, moderate or low [for clarification]. The classification is indicative of likely due diligence throughout the project’s duration and is regularly reviewed in light of the continuing environmental and social assessment.</p> <p>In determining the appropriate risk classification, the PIOJ as executing agency will take into account relevant issues, such as the type, location, sensitivity, and scale of the project; the nature and magnitude of the potential environmental and social risks and impacts; and the capacity and commitment of the project (including any other entity responsible for the implementation of the project) to manage the environmental and social risks and impacts in a manner consistent with the ESSs.</p>
Project Preparation	PIOJ coordinates with project implementers	<p>Projects under preparation should begin the process of environmental and social assessment guided by the risk classification. The environmental and social risk assessment will inform the environmental and social risk management plan (ESMP) which will be part of the overall risk management plan (section 4.4). The PIOJ is responsible for coordinating this process with the appropriate implementing partners.</p>

Project Cycle Phase	Responsibility	ESF Procedure
Project Appraisal	PIOJ coordinates with relevant parties	By appraisal, projects under the management or supervision of the PIOJ should have an environmental and social assessment and ESMP appropriate to the nature and scale of the project, and proportionate to the level of environmental and social risks and impacts, with due regard to the proposed mitigation hierarchy. The appraisal will assess whether the project is capable of being developed and implemented in accordance with the ESSs. The PIOJ coordinates the appraisal with the relevant parties (5.0) ensuring the appropriate environmental and social risk analysis (summarized in the ESMP) is included in the appraisal report (5.VI. and 5.IX).
Project Negotiation and Approval	PIOJ coordinates	The ESMP (an assessment of environmental and social risks and their proposed management) is a critical element of project negotiation with IDPs. The PIOJ is responsible for coordinating these discussions with IDPs and other stakeholders (6.0).
Project Initiation	PIOJ	The PIOJ will determine the degree to which the standards under the ESF are applicable to goods, services, contractors and subcontractors procured under such programs and projects (subject to existing procurement practice and standard bidding documents TBD). Compliance is monitored in collaboration with the respective GOJ implementing agency.
Project Supervision and Implementation	PIOJ in collaboration with implementing agency	The PIOJ, in collaboration with the implementing agency, supervises the execution of the ESMP in the project as part of the overall requirements (5.0).
Project Monitoring	PIOJ and implementing agencies	To inform the supervision and implementation role, the PIOJ and implementing agencies monitor the application of the ESMP as part of the routine monitoring and control process (5.0).

Project Cycle Phase	Responsibility	ESF Procedure
Project Close Out	PIOJ	As executing/implementing/coordinating agency, the PIOJ ensures that all commitments under the ESMP have been fulfilled to a degree that is technically and financially feasible.
Post-Project Evaluation	PIOJ	As executing/implementing/coordinating agency, the PIOJ ensures that the evaluation covers the assessment and management of environmental and social risks.

Annex Six: The ESF and Climate Change

Jamaica is situated in a multi hazard zone with exposure to tropical cyclones and associated hazards, earthquakes, volcanoes and other geologic hazards. It is a small island developing state (SIDS), making it particularly vulnerable to climate change. The country has a rich natural heritage with a large number of plants and animals and high rate of endemism. Jamaica is ranked fifth among the islands of the world for the abundance of endemic plants and animals. It is home to the Blue and John Crow Mountains UNESCO World Heritage site, the first mixed (cultural and natural) site for the Caribbean sub-region and one of 32 mixed inscribed sites globally.

Like other Caribbean SIDS, Jamaica is vulnerable to natural hazards due/related to several factors including:

- location within the Atlantic hurricane belt and along earthquake fault lines
- topography of hilly interiors and narrow coastal plains - 80 per cent of the land surface is hilly or mountainous, some 50 per cent of which have slopes at or exceeding 20°
- inadequate land use management including squatting in environmentally sensitive areas
- limited natural resource base, high level of dependence of major economic sectors on the natural environment and the related pressures
- fragile ecosystems
- high incidence of poverty
- poor environmental and other cultural practices

The vulnerability to natural hazards is compounded by the high concentration of people and infrastructure within the coastal areas. It has been estimated that approximately two-thirds of the population of about 2.7 million people lives in coastal towns and communities located within 2 km of the coast. In addition, the coastal zone contains an estimated 75% of industries and service sectors and is responsible for generating some 90% of GDP. Damage and losses associated with hydro-meteorological related events continue to adversely affect social and economic development and is believed to contribute to the weak performance of the economy over time. Since 2002, Jamaica has experienced an average of one major hydro-met event per year with associated annual cost of loss and damage being equivalent to one to two per cent of GDP. Scientists predict that Jamaica will experience climate departure by 2023 and both near and long climate change projections suggest that that these losses could significantly escalate unless there is hardening of both the natural and built environments.

The ESF addresses the risks and impacts of climate change throughout with both mitigation and adaptation measures:

ESS1: Assessment and Management of Environmental and Social Risks

The risks and impacts of climate change would be part of the overall integrated assessment subject to the mitigation hierarchy (see Annex One and implementation guidance for ESS1).

ESS2: Consultation and Grievance Mechanisms

Stakeholder engagement throughout the lifetime of the project will ensure that concerns about climate change risks and impacts are integrated into project design and implementation.

ESS3: Resource Efficiency and Pollution Control

This includes measures to reduce GHG emissions as part of national efforts to mitigate climate change (see implementation guidance on ESS3). These measures supplement existing national laws with international good practice.

ESS4: Community Health and Safety

This provides for the application of adaptation measures where the risks and impacts to exposed communities are amplified by climate change. ESS3 promotes quality and safety in infrastructure and measures to address emergency events. (See implementation guidance for ESS4)

ESS6: Biodiversity Conservation and Natural Resource Management

This protects biodiversity and natural resources where threatened by climate change and related impacts such as extreme weather events, as identified in the environmental assessment under ESS1 (see checklist in Annex One)

Climate Risk Assessment

Climate risk assessments will be conducted according to the screening mechanisms of Public Investment Appraisal Branch, various climate screening tools and as outlined in DOCUMENT 4: CLIMATE RISK ASSESSMENT GUIDELINES.

Use of the documents listed below will complement the actions and activities outlined in ESS 2-10 towards strengthening the process of engagement, inclusion and participation of stakeholders in programme development, implementation and monitoring. Central to this is the PIOJ's commitment to uphold the human rights and dignity of stakeholders and to give primacy to their role as co-partners in the process of sustainable development.

DOCUMENT 1: ENVIRONMENTAL AND SOCIAL SCREENING PROCEDURE

DOCUMENT 2: STAKEHOLDER ENGAGEMENT PLAN TEMPLATE

DOCUMENT 3: ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) TEMPLATE

DOCUMENT 4: CLIMATE RISK ASSESSMENT GUIDELINES

DOCUMENT 5: STAKEHOLDER ENGAGEMENT TEMPLATES

DOCUMENT 6: STANDARDIZED MONITORING TEMPLATES

DOCUMENT 7: SCREENING CHECKLIST WITH CUMULATIVE IMPACT

DOCUMENT 8: DETAILED GRIEVANCE HANDLING PROCEDURES

DOCUMENT 9: EXTERNAL COMMUNICATIONS PROTOCOL

DOCUMENT 1: ENVIRONMENTAL AND SOCIAL SCREENING PROCEDURE

1. Purpose This procedure guides PIOJ staff in screening projects for environmental and social risks in accordance with the requirements of climate finance institutions such as the GCF, AF as well as other projects
2. Risk Categories PIOJ uses three risk categories aligned with GCF/AF standards:

Category A: Significant adverse environmental/social risks

Category B: Limited adverse environmental/social risks

Category C: Minimal or no adverse environmental/social risks

3. Screening Checklist

Project Information

- Project Name: _____
- Location: _____
- Project Value: _____
- Duration: _____

Risk Screening Questions: (Mark Yes/No for each question)

Environmental Risks Will the project affect protected areas or critical habitats? Could the project cause significant air, water or soil pollution? Will the project involve large-scale land use changes? Are there potential impacts on biodiversity? Could the project affect water resources?

Climate Change Risks

Is the project vulnerable to climate impacts? Could the project contribute to GHG emissions? Are there opportunities for climate resilience?

Social Risks Will the project require land acquisition? Are indigenous peoples present in the project area? Could vulnerable, marginalized, or cultural groups be affected? Are there potential impact on human health? Are there potential impacts on cultural heritage, traditional knowledge, or community practices? Could the project affect livelihoods? Are there potential risks of discrimination, exclusion or unequal access to benefits? Could the project result in risks to human rights, such as forced displacement or restrictions on freedom of association? Could security arrangements or project-related activities lead to human rights concerns?

Gender Considerations Have gender-specific impacts been identified? Are there barriers to the participation of women, youth, or elderly? Does the project promote gender equality? Are monitoring indicators disaggregated by gender, age, and group identity? Could the project/programme expose women, youth, elderly, persons with disabilities, or vulnerable groups to risks of gender-based violence, exploitation, or harassment?

4. Risk Categorization Decision

Based on screening results: Category A (If any significant risks identified) Category B (If limited/manageable risks identified) Category C (If minimal/no risks identified)

Rationale for categorization:

5. Required Actions

For Category A: Full ESIA required Comprehensive ESMP needed Detailed stakeholder engagement plan Regular monitoring and reporting

For Category B: Limited ESIA may be needed Focused ESMP required Stakeholder consultation plan Basic monitoring system

For Category C: No further assessment needed Basic environmental/social measures Standard stakeholder engagement Simple monitoring approach

6. Approval

Screened by: _____ Date: _____

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____

DOCUMENT 2: STAKEHOLDER ENGAGEMENT PLAN TEMPLATE

1. Project Information

Project Name: _____ Location: _____ Duration: _____
Risk Category: _____

2. Stakeholder Identification Matrix

Primary Stakeholders List all directly affected groups or individuals: Local communities in project area Project beneficiaries Land users/owners Vulnerable groups Others:

Secondary Stakeholders List those indirectly affected or with influence: Local government authorities Civil society organizations Technical agencies Private sector entities Others:

3. Engagement Methods

Select appropriate methods for each stakeholder group:

For Communities: Public meetings Focus group discussions Household surveys Information centers Local media

For Institutions: Technical workshops Written correspondence Individual meetings Advisory committees Progress reports

4. Special Considerations

Gender Inclusion: Separate women's consultations planned Female facilitators available Convenient timing for women Child care arrangements if needed

Vulnerable Groups: Disabled access ensured Translation services available Transport assistance if required Special outreach methods planned

5. Information Disclosure

Project Information to be Shared: Project description Potential impacts Mitigation measures Implementation timeline Grievance procedures

Disclosure Methods: Project website Information boards Local media Printed materials Community meetings

6. Consultation Schedule

Phase 1 - Project Planning: Date: _____ Activities: _____ Stakeholders: _____

Phase 2 - Implementation: Date: _____ Activities: _____ Stakeholders: _____

Phase 3 - Monitoring: Date: _____ Activities: _____ Stakeholders: _____

7. Grievance Mechanism

Access Points: Local office Telephone hotline Email address Community liaison Website form

Response Timeline: Acknowledgment within 5 days Initial response within 15 days Resolution within 30 days Appeals process available

8. Documentation

For Each Engagement Activity: Attendance records Meeting minutes Photos (with consent) Feedback received Actions taken

9. Budget

Allocate resources for: Meeting venues Transport Materials Refreshments Translation Documentation

10. Monitoring Indicators

Track and report on: Number of participants Gender balance Grievances resolved Feedback incorporated Stakeholder satisfaction

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

DOCUMENT 3: ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) TEMPLATE

Project Overview

Project Name: _____ Location: _____ Risk Category:
_____ Implementation Period: _____

Executive Summary

This section should provide a concise overview of:

- Key environmental and social risks identified
- Principal management measures proposed
- Implementation arrangements
- Monitoring approach
- Total budget allocation

Risk Management Matrix

For each identified risk, complete the following:

Risk Category 1: Environmental Impacts

Description of Risk:

Proposed Management Measures:

Implementation Timeline: Start Date: _____ Completion Date:

Responsible Party: _____ Resources Required: _____ Success Indicators:

Risk Category 2: Social Impacts

Description of Risk:

Proposed Management Measures:

Implementation Timeline: Start Date: _____ Completion Date:

Responsible Party: _____ Resources Required: _____ Success Indicators:

Risk Category 3: Climate Change Considerations

Description of Risk:

Proposed Management Measures:

Implementation Timeline: Start Date: _____ Completion Date:

Responsible Party: _____ Resources Required: _____ Success Indicators:

Monitoring Plan

For each management measure, specify:

Monitoring Activity:

Frequency: Daily Weekly Monthly Quarterly Annually

Method: Site inspection Data collection Stakeholder feedback Technical measurement Document review

Responsible Party: _____ Reporting Requirements: _____

Implementation Arrangements

Key Personnel: Project Manager: _____ Environmental Officer: _____ Social Specialist: _____ Community Liaison: _____

Training Requirements: Environmental management Social safeguards Stakeholder engagement Monitoring and reporting Emergency response

Budget Summary

Item Cost Management Measures: _____ Monitoring Activities: _____ Training Programs:

_____ Stakeholder Engagement: _____ Contingency (10%): _____ Total Budget: _____

Emergency Response Procedures

Emergency Contact List: Name: _____ Position: _____
Contact: _____

Response Steps:

- 1. _____
- 2. _____
- 3. _____

Reporting Requirements

Regular Reports: Monthly progress updates Quarterly monitoring reports Annual performance review Incident notifications Stakeholder feedback summary

Review and Updates

ESMP Review Schedule: First Review: _____ Subsequent Reviews: _____
Update Procedure: _____

Approval

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____

DOCUMENT 4: CLIMATE RISK ASSESSMENT GUIDELINES

1. Purpose

This document provides comprehensive guidance for assessing climate-related risks and vulnerabilities in accordance with the requirements of climate finance institutions such as the GCF, AF as well as other projects and Jamaica's national climate policies. It also supports analysis to show that for a proposed activity a projected level of GHG emissions reductions (or removals) will occur and/or a proposed activity is likely to be an effective adaptive response to the risk or impact of a specific climate change hazard. The analysis helps to demonstrate the climate rationale of mitigation and adaptation activities.

2. Climate Risk Assessment Framework

Physical Risk Assessment

Current Climate and Weather Hazards:

- Temperature patterns and extremes: _____
- Precipitation patterns and extremes: _____
- Extreme weather events frequency: _____
- Sea level and coastal impacts: _____

Future Climate Projections for Climate and Weather Hazards listed above (reflecting frequency and intensity compared to the baseline):

- 2030 Scenario: _____
- 2050 Scenario: _____
- 2100 Scenario: _____

Transition Risk Assessment

Policy and Regulatory Risks:

- National climate policies: _____
- International commitments: _____
- Sector-specific regulations: _____

Market Risks:

- Changes in consumer behaviour: _____
- Technology shifts: _____
- Supply chain impacts: _____

3. Assessment Methodology

Data Sources

- State of the Jamaican Climate reports
- National meteorological data
- IPCC assessment reports
- Local climate studies

- Historical extreme weather records

Analysis Steps

1. Baseline Assessment
 - Current climate conditions: _____
 - Historical trends: _____
 - Existing vulnerabilities: _____
2. Future Scenario Analysis
 - Climate projections review: _____
 - Impact modelling: _____
 - Vulnerability assessment: _____
3. Risk Evaluation
 - Risk likelihood scoring (1-5): _____
 - Impact severity scoring (1-5): _____
 - Risk prioritization matrix: _____

3 a. Climate Risk Screening and Classification as part of the Risk Evaluation (3)

- Exposure Assessment: Identify and list the exposure of the project area to the hazards based on information related to presence of people, economic activities/agricultural livelihoods, species or ecosystems, environmental functions, services, and resources, infrastructure; or economic, social, or cultural assets in places and settings that could be adversely affected.
- Vulnerability Assessment: Identify and describe the degree to which a system is susceptible to, and unable to cope with, adverse effects of climate change hazards and exposure, including climate variability and extremes. Reflect that factors like wealth, education, gender, age, disability , geospatial location, and health determine vulnerabilities of individuals and communities. Reflect on the current social, economic and political factors in the project area. Assess the degree to which a system or a community is unable to cope with the adverse effects of climate change, including climate variability and extremes. Consider factors like access to climate information, technology, land ownership, institutional support, financial mechanisms, location etc.
- Climate Risk Classification: Based on identified potential climate hazards and vulnerability assessment, classify climate risk as:
 - No/Low risk: No action required but recommended to monitor risk.
 - Moderate Risk: Additional screening, studies, consultations are recommended to ensure risk are fully understood and addressed in the project design.
 - High Risk: Detailed climate impact/risk assessment is recommended to adequately identify measures to manage/reduce risks.
 - Very High Risk: detailed climate risk assessment is mandatory to adequately identify measures to manage or reduce risks.

3 b. Detailed Climate Risk and Vulnerability Assessment as part of the Risk Evaluation (3)

Risk assessment: Identify climatic vulnerability of project components. Identify biophysical drivers of vulnerability. Identify socioeconomic drivers of vulnerability. Develop appropriate climate change scenarios. Estimate future biophysical impacts. Assess impacts on investment project.

Adaptation Assessment: Establish the adaptation objective. Identify all potential adaptation options.

Conduct consultation. Conduct economic analysis of adaptation options. Prioritize and select adaptation option(s). Prevent maladaptation. For selected adaptation options, explain how the activity will reduce the exposure and/or vulnerability (of people, systems, or ecosystems) and thus lessen the climate change risk or impact. Select options evaluation of costs and benefits (economic performance, effectiveness and feasibility). Identify and assess residual risks (consider transfer of risks e.g., via insurance or emergency plans) and prepare climate change risk management plan.

4. Adaptation Planning

Risk Response Options

- Avoid: _____
- Reduce: _____
- Transfer: _____
- Accept: _____

Adaptation Measures

- Infrastructure resilience: _____
- Ecosystem-based/Nature-based adaptation: _____
- Community resilience: _____
- Early warning systems: _____

5. Monitoring and Review

Key Indicators

- Climate parameters: _____
- Impact indicators: _____
- Adaptation effectiveness: _____

Review Schedule

- Annual review: _____
- Five-year update: _____
- Post-event assessment: _____

Prepared by: _____ Date: _____ Reviewed by: _____ Date: _____
Approved by: _____ Date: _____

DOCUMENT 5: STAKEHOLDER ENGAGEMENT TEMPLATES

1. Stakeholder Analysis Matrix

Template A: Stakeholder Mapping

Stakeholder Group Interest Level Influence Level Engagement Priority Special Considerations
_____ (High/Med/Low) (High/Med/Low) (1-5) _____

Template B: Vulnerable Groups Assessment

Group Identification:

- Name of group: _____
Location: _____
Specific vulnerabilities: _____
Participation barriers: _____
Required accommodations: _____

2. Engagement Planning Templates

Consultation Planning Form

Event Type: _____ Date: _____ Location: _____ Target Groups: _____

Accessibility Considerations:

- Physical access: _____
Language support: _____
Cultural considerations: _____
Gender-specific arrangements: _____

Resources Required:

- Venue requirements: _____
Translation services: _____
Transportation support: _____
Childcare facilities: _____

3. Documentation Templates

Meeting Documentation Form

Date: _____ Location: _____ Participants: _____

Discussion Points:

- 1. _____
2. _____
3. _____

Decisions Made:

1. _____
2. _____
3. _____

Follow-up Actions:

1. _____
2. _____
3. _____

4. Feedback Collection Forms

Individual Feedback Form

Stakeholder Category: _____ Date: _____ Topic: _____

Feedback Details:

- Concerns raised: _____
- Suggestions made: _____
- Required actions: _____

Group Consultation Summary

Group Name: _____ Number of Participants: _____ Key Outcomes: _____

5. Monitoring Templates

Engagement Tracking Form

Period: _____ Total Activities: _____ Participants Reached (By Gender): _____

Effectiveness Metrics:

- Participation rate: _____
- Feedback quality: _____
- Issue resolution: _____

Prepared by: _____ Date: _____ Approved by: _____ Date: _____

DOCUMENT 6: STANDARDIZED MONITORING TEMPLATES

1. Environmental Monitoring Form

Air Quality Monitoring

Date: _____ Location: _____ Parameters Measured: _____

Results:

- Parameter 1: _____ (Units)
- Parameter 2: _____ (Units)
- Compliance Status: _____

Water Quality Monitoring

Date: _____ Location: _____ Parameters Measured: _____

Results:

- Parameter 1: _____ (Units)
- Parameter 2: _____ (Units)
- Compliance Status: _____

2. Social Impact Monitoring Form

Community Impact Assessment

Period: _____ Community: _____

Indicators:

- Livelihood changes: _____
- Access to services: _____
- Community satisfaction: _____

Gender Impact Tracking

Period: _____ Focus Area: _____

Metrics:

- Women's participation: _____
- Economic opportunities: _____
- Decision-making roles: _____

3. Progress Reporting Template

Quarterly Progress Report

Quarter: _____ Year: _____

Implementation Status:

- Planned activities: _____
- Completed activities: _____
- Pending actions: _____

Performance Indicators:

- Target 1: _____ (Status)
- Target 2: _____ (Status)
- Target 3: _____ (Status)

4. Compliance Monitoring Form

Regulatory Compliance Check

Date: _____ Applicable Regulations: _____

Compliance Status:

- Requirement 1: _____ (Met/Not Met)
- Requirement 2: _____ (Met/Not Met)
- Required Actions: _____

5. Incident Reporting Template

Environmental Incident Report

Date: _____ Location: _____ Incident Type: _____

Details:

- Description: _____
- Immediate actions: _____
- Root cause: _____
- Corrective measures: _____

Prepared by: _____ Date: _____ Reviewed by: _____ Date: _____
Approved by: _____ Date: _____

DOCUMENT 7: SCREENING CHECKLIST WITH CUMULATIVE IMPACT ASSESSMENT

1. Project Information

Project Name: _____ Location: _____ Project Value: _____ Duration: _____

2. Spatial and Temporal Boundaries

Geographic Scope

Project Direct Impact Area: _____ Area of Influence: _____ Associated Facilities: _____

Temporal Scope

Construction Phase: _____ Operational Phase: _____ Decommissioning Phase: _____

3. Existing Environmental Conditions

Current Environmental Status

Air Quality Baseline: _____ Water Resources Status: _____ Biodiversity Conditions: _____ Land Use Patterns: _____

Existing Projects/Activities

Development Projects: _____ Industrial Activities: _____ Infrastructure Projects: _____

4. Cumulative Impact Screening

Environmental Impacts

Air Quality:

- Project Contribution: _____
- Other Sources: _____
- Combined Effects: _____

Water Resources:

- Project Water Use: _____
- Other Users: _____
- Cumulative Demand: _____

Biodiversity:

- Project Impacts: _____
- Other Pressures: _____
- Total Ecosystem Effects: _____

Social Impacts

Community Resources:

- Project Requirements: _____
- Existing Demands: _____
- Combined Pressure: _____

Economic Activities:

- Project Influence: _____
- Other Activities: _____
- Net Effects: _____

5. Risk Assessment

Significance Criteria

Low Impact: _____ Moderate Impact: _____ High Impact: _____

Mitigation Hierarchy

Avoidance Measures: _____ Minimization Steps: _____ Compensation Plans: _____

Prepared by: _____ Date: _____ Reviewed by: _____ Date: _____

Approved by: _____ Date: _____

DOCUMENT 8: DETAILED GRIEVANCE HANDLING PROCEDURES

1. Grievance Reception

Access Points

Physical Office Location: _____ Telephone Hotline: _____ Email Address: _____ Online Form: _____
Community Liaison: _____

Recording Procedure

Grievance Reference Number: _____ Date Received: _____ Reception Method: _____ Complainant
Details: _____

2. Grievance Classification

Priority Levels

Emergency (24-hour response): _____ High (3-day response): _____ Medium (1-week response): _____
Low (2-week response): _____

Category Types

Environmental Issues: _____ Social Impacts: _____ Land/Property: _____ Labor/Employment: _____
Gender-Based Violence: _____

3. Investigation Process

Initial Assessment

Documentation Review: _____ Stakeholder Interviews: _____ Site Visits: _____ Expert Consultation: _____

Investigation Timeline

Day 1-2: _____ Day 3-5: _____ Day 6-10: _____ Day 11-15: _____

4. Resolution and Response

Resolution Options

Direct Action: _____ Compensation: _____ Mediation: _____ Policy Change: _____

Communication Protocol

Response Format: _____ Delivery Method: _____ Timeline Requirements: _____ Follow-up Process: _____

5. Monitoring and Reporting

Tracking System

Status Updates: _____ Resolution Timeline: _____ Satisfaction Monitoring: _____

Reporting Requirements

Monthly Summary: _____ Quarterly Analysis: _____ Annual Review: _____

Prepared by: _____ Date: _____ Reviewed by: _____ Date: _____

Approved by: _____ Date: _____

DOCUMENT 9: EXTERNAL COMMUNICATIONS PROTOCOL

1. Communication Principles

Core Values

Transparency: _____ Timeliness: _____ Accessibility: _____ Cultural Sensitivity: _____

Target Audiences

Primary Stakeholders: _____ Secondary Stakeholders: _____ Vulnerable Groups: _____ General Public: _____

2. Disclosure Requirements

Project Information

Basic Project Details: _____ Environmental Impacts: _____ Social Impacts: _____ Mitigation Measures: _____

Performance Reports

Monthly Updates: _____ Quarterly Reports: _____ Annual Reviews: _____ Special Notifications: _____

3. Communication Methods

Digital Channels

Project Website: _____ Social Media: _____ Email Updates: _____ Online Platforms: _____

Traditional Channels

Print Materials: _____ Public Notices: _____ Community Meetings: _____ Information Centers: _____

4. Response Procedures

Information Requests

Receipt Confirmation: _____ Processing Timeline: _____ Response Format: _____ Follow-up Process: _____

Media Relations

Spokesperson Designation: _____ Response Protocol: _____ Interview Guidelines: _____ Press Release Process: _____

5. Documentation and Review

Record Keeping

Communication Log: _____ Response Tracking: _____ Feedback Database: _____

Effectiveness Review

Monthly Assessment: _____ Quarterly Evaluation: _____ Annual Strategy Review: _____

Prepared by: _____ Date: _____ Reviewed by: _____ Date: _____

Approved by: _____ Date: _____