REPUBLIQUE DU CAMEROUN
Paix - Travail - Patrie
FONDS DE DÉVELOPPEMENT DES FILIÈRES CACAO ET CAFÉ

FODECC
CCODEF

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
COCOA AND COFFEE SUB SECTORS DEVELOPMENT FUND

Environmental and Social Management System

Version of May 6, 2026

SUMMARY

1. Introduction

1.1 General framework

Perimeter

The SGES covers all activities, sub-projects, agreements, contracts, advisory support, subsidies, collective infrastructure, and services financed or co-financed by the FODECC, whether supported by its own resources or external resources. The Producers' Helpdesk is now structured around three areas: G1 Production, G2 Local Authorities/Cooperatives/Quality/Territorial Transition, and G3 Sustainability/Agroecological Transition and Agricultural Advisory Services.

Normative architecture

The SGES is aligned with the World Bank's ten Environmental and Social Standards: ESS1 Risk Assessment and Management, ESS2 Labor, ESS3 Pollution and Resources, ESS4 Community Health and Safety, ESS5 Land and Resettlement, ESS6 Biodiversity, ESS7 Indigenous Peoples, ESS8 Cultural Heritage, ESS9 Financial Intermediaries, and ESS10 Stakeholder Engagement. This framework is particularly relevant for FODECC, which acts as a structuring financing intermediary for grant and co-financing flows through multiple funding windows.

Guiding principles

The SGES is based on legality, prevention, the mitigation hierarchy, inclusion, transparency, accountability, proportionality of requirements to the level of risk, stakeholder participation, and continuous improvement. It integrates across all sectors climate, gender, youth, biodiversity, health and safety, the fight against child labor, and the prevention of GBV/SEAH.

FODECC is bound by the commitments of the Letter of Intent signed between the Government of Cameroon and the CAFI initiative. As such, FODECC is prohibited from directly or indirectly financing activities that would harm the integrity of Cameroon's permanent forest estate.

1.2 Legal framework

The national legal framework for environmental and social matters applicable to FODECC and its activities includes, in particular :

- The Constitution of the Republic of Cameroon states that "Every citizen has the right to a healthy environment. Environmental protection is a duty for all."
- Law No. 89-27 of December 29, 1989 relating to toxic and hazardous waste;
- Framework Law No. 96/12 of August 5, 1996 concerning environmental management and updated in 2008, and includes the general principles of environmental protection, polluter liability, environmental impact assessment.
- Law No. 98/005 of April 14, 1998 on the water regime;
- Law No. 98/015 of July 14, 1998 relating to establishments classified as dangerous, unhealthy or inconvenient;
- Law No. 2003/003 of April 21, 2003 on plant protection;
- Law No. 2023/014 of December 19, 2023 establishing the Mining Code;
- Law No. 2024/008 of July 24, 2024 relating to the regime of forests and wildlife;
- Decree No. 99/818/PM of November 9, 1999 establishing the procedures for the establishment and operation of establishments classified as dangerous, unhealthy or inconvenient;

- Decree No. 2001/163/PM of May 8, 2001 regulating the protection perimeters around the points of capture, treatment and storage of probabilistic waters;
- Decree No. 2011/2582/PM of August 13, 2011, establishing the procedures for the protection of the atmosphere
- Decree No. 2011/2585/PM of August 23, 2011 establishing the list of harmful or dangerous substances and the regime for their discharge into inland waters;
- Decree No. 2011/2583/PM of August 23, 2011 regulating noise and odor nuisances;
- Decree No. 2011/2581/PM of August 23, 2011 concerning the Regulation of harmful and/or dangerous chemical substances;
- Decree No. 2011/2584/PM of August 23, 2011 establishing the procedures for the protection of soils and subsoil;
- Decree No. 2012/2809/PM of September 26, 2012 establishing the conditions for sorting, collection, transport, recovery, recycling, treatment and final disposal of waste;
- Order No. 002/MINEPDED of October 15, 2012 setting out the specific conditions for the management of industrial waste (toxic and/or hazardous);
- Joint decree no. 004/MINEPDED/MINCOMMERCE of October 24, 2012 regulating the manufacture, import and marketing of non-biodegradable packaging;
- Joint decree no. 005/MINEPDED/MINCOMMERCE of October 24, 2012 establishing the specific conditions for the management of electrical and electronic equipment and the disposal of waste from this equipment;
- Order defining the modalities for sustainable management of biodiversity, carbon stocks and socio-economic aspects in environmental and social assessments of projects located in and around protected areas;
- Decree No. 00002/CAB/MINEPDED of May 21, 2024, establishing, organizing and operating the institutional framework for coordinating and monitoring the implementation of the Climate Agenda in Cameroon;
- Circular No. 001 of October 23, 2024 relating to the preparation of the State budget for the 2025 financial year, which explicitly stipulates, in connection with the National Climate Change Adaptation Plan (PNACC), that public spending must contribute to the fight against climate change;
- Circular No. 001 of July 18, 2025 relating to the preparation of the State budget 2026 in its point 62, instructed the expansion of the marking to environmentally sensitive expenditures and to extend the experience of climate and environmental sensitive budgeting to other administrations;
- The new Penal Code revised in 2016 contains several progressive provisions in favour of gender equality;
- Labour Code : safety, health and working conditions standards, workers' rights, women's rights, freedom of association.

Cameroon has notably subscribed to the following international agreements and declarations, which are therefore applicable within the national territory in the context of FODECC's activities:

- The letter of intent signed between the Government of Cameroon and CAFI in October 2024, committing the parties to the intangible preservation of the permanent forest estate and support for agricultural intensification within the non-permanent forest estate;
- Cooperation and consultation agreement between the States of Central Africa on the conservation of wildlife and for the creation of a special fund for the conservation of wildlife of 16 April 1983 in Libreville;

- Cartagena Protocol on Biosafety Relating to the Convention on Biological Diversity of 29 January 2000;
- Eurasian Migratory Waterbirds (in relation to the Bonn Convention 1979) of 15 August 1996 at The Hague;
- United Nations Framework Convention on Climate Change (UNFCCC) , adopted in New York on 9 May 1992 and ratified on 19 October 1994, which aims in particular at reducing greenhouse gas (GHG) emissions and defines the obligations of States Parties in terms of mitigation;
- Kyoto Protocol (December 11, 1997, ratified on July 23, 2002), the first binding commitment aimed at reducing GHG emissions;
- The Paris Agreement, adopted at COP21 in 2015 and ratified in 2016, sets an ambitious target of limiting global warming to "well below 2°C" by 2100, with an effort to not exceed 1.5°C. This agreement also emphasizes the need to achieve a balance between anthropogenic emissions and natural absorption capacities, particularly valuing the carbon sinks that forests represent;
- Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), ratified on June 5, 1981, aimed at protecting certain species from overexploitation due to international trade;
- Convention on Biological Diversity , ratified on 19 October 1994, which is based on three fundamental objectives: (i) the conservation of biological diversity, (ii) the sustainable use of biological diversity, (iii) the fair and equitable sharing of benefits arising from the utilization of genetic resources;
- Ramsar Convention on Wetlands of International Importance especially as Wildlife Habitats of 2 February 1971;
- United Nations Convention to Combat Desertification in Countries Severely Affected by Drought and/or Desertification, Particularly in Africa, of 14 October 1994 in Paris, ratified on 29 May 1997;
- African Convention for the Conservation of Nature and Natural Resources signed in July 2003 in Maputo;
- Montreal Protocol on Substances that Deplete the Ozone Layer of 16 September 1987;
- The Bonn Convention, ratified on September 7, 1981, on the conservation of migratory species of wild fauna, aims to protect a group of terrestrial, marine or avifauna species whose main characteristic is to move cyclically, over a more or less long distance, from one geographical point to another, crossing different states which then constitute its distribution area;
- African Convention on the Conservation of Nature and Natural Resources (Algiers Convention) of 15 September 1968 ratified on 29 November 1978;
- Stockholm Convention on Persistent Organic Pollutants (POPs) of 17 May 2004;
- Rotterdam Convention of 20 May 2002. Its purpose is to encourage the sharing of responsibilities and cooperation between Parties in the field of international trade in certain hazardous chemicals in order to protect human health and the environment from possible harm;
- Vienna Convention for the Protection of the Ozone Layer, ratified on 30 August 1989;
- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal of 22 March 1989 ratified on 11 February 2001;
- Convention No. 138 of the Cameroon Labour Code, concerning the minimum age for employment, aims to ensure the effective abolition of child labour and to progressively raise the minimum age for admission to employment or work. While promoting youth employment on construction sites, companies and those responsible for social issues must ensure that workers on various construction sites meet the age requirements specified in this Convention.

- Convention on the Rights of the Child of 1989,
- Convention on the Elimination of All Forms of Discrimination against Women of 1979,
- African Charter on Human and Peoples' Rights of 1981 (Articles 16 and 24),
- African Charter on the Rights and Welfare of the Child 1990 (Article 14(2),
- Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women of 2003 (Article 15).
- Sustainable Development Goals (SDGs) : Commitment to an inclusive, sustainable and prosperous 2030 agenda.
- ILO Declaration on Fundamental Rights and Principles at Work : Abolition of Forced Labour, Elimination of Child Labour, Freedom of Association.
- Etc.

FODECC works with technical and financial partners whose safeguarding policies include environmental and social standards:

- **World Bank Environmental and Social Standards** (ESS 1 to 10).
- **Safeguard policies of the African Development Bank** .
- **IFC** (International Finance Corporation) performance standards.
- **Industry standards** (e.g., ISO standards for environmental management, energy efficiency standards).

1.3 National context

Cameroon faces significant challenges in terms of sustainable development:

- **Climate change** : increased climate risks (droughts, floods, unstable agricultural yields), threatening food security and the incomes of rural populations.
- **Environmental degradation** : pressures on natural resources (deforestation, overexploitation of soils and water resources), reduction of biodiversity.
- **Social and economic inequalities** : unequal access to public services, low-quality jobs, vulnerability of populations to poverty, risks of social exclusion.
- **Rapid urbanization** : growing urban concentrations pose challenges in terms of waste management, access to water and sanitation, and housing.

These challenges come with significant opportunities:

- **Green economy** : potential for green jobs in renewable energy, sustainable agriculture and the recycling and circular economy sectors.
- **Improved governance** : adoption of modern legal frameworks and improved information systems allowing for better consideration of E&S issues.
- **Mobilizing financing** : access to climate finance and sustainable development resources to support the transition.
- **Demand for sustainability** : growing commitment from citizens, the private sector and partners for a more sustainable and inclusive economy.

FODECC, as a national institution with the status of a public financial establishment, is intended to:

- To contribute to creating a strategic and institutional environment conducive to ecological transition and social inclusion.

- To help direct public investments towards activities that generate decent jobs, create sustainable value and are resilient to climate and social shocks.
- Strengthen institutional capacities and planning and operationalization tools to systematically integrate E&S issues.
- To set an example in the sustainable management of one's own resources and activities.

1.4 Objectives of the SGES

The environmental and social management system (ESMS) has the following objectives:

i. To ensure that stakeholders anticipate and take measures to avoid negative impacts or risks to people affected by FODECC activities and FODECC funding in environmental and social matters,
ii. To identify and assess the environmental and social risks and impacts of activities conducted or financed by FODECC,
iii. To adopt measures to prevent, mitigate, or compensate for environmental and social risks and impacts,
iv. To promote the improvement of the environmental and social performance of activities,
v. To ensure the development of environmental and social mitigation documents for the service counters and to oversee their implementation,
vi. Define the roles and responsibilities, and the capacities and skills required within FODECC and partner implementing institutions for managing E&S risks and impacts
vii. To ensure the monitoring and evaluation of the environmental and social aspects of all the service points and the FODECC.

1.5 Scope of the SGES

The scope of the SGES extends to the following activities:

- The activities of the sub-windows of the Producers' Window (Production, Quality, Sustainability) financed from national public resources and/or from international resources;
- The activities of projects and programs financed by FODECC and conducted by the technical authorising officers (PAD CACAO, PARF CAFE, CECAFIN, PAVSGS-2C) using national resources;
- The activities of projects or programs conducted by FODECC with funds from international donors (Example: CAFI, Green Climate Fund, AfDB, WB, AFD, etc.)

To facilitate understanding, the SGES refers to an 'activity' to designate any project, program or activity implemented by the FODECC.

2. Presentation of FODECC

2.1 FODECC

The Cocoa and Coffee Sector Development Fund (FODECCC), in accordance with its Organic Decree of January 2025, ensures the financing and payment of related services:

- In support of and revitalization of the cocoa and coffee sectors, and other priority sectors;
- Supporting applied research and quality improvement;
- Supporting training and information programs for industry operators;
- Promoting local processing and consumption.

In this capacity, FODECC manages the Producers' Window with its 3 sub-windows and 8 specific components enabling the management of subsidies through the issuance of electronic vouchers, and through the co-financing of business plans and agroecological transition plans.

FODECCC operates as a public administrative institution with a financial focus. FODECCC cannot borrow or lend money. It manages exclusively the financial resources returned to it from royalties levied on the export or entry of cocoa and coffee to the processing plant, or from international donors and lenders, both public and private, who support its activities, particularly in the context of supporting the agroecological transition and adaptation to climate change.

The FODECCC is placed under the joint technical supervision of the Minister in charge of the marketing of cocoa and coffee (MINCOMMERCE), the Minister in charge of agriculture and rural development (MINADER), the Ministry in charge of scientific research (MINRESI), in collaboration with the Ministry in charge of industry (MINMIDT) and the Ministry in charge of economy and planning (MINEPAT), and under the financial supervision of the Minister in charge of finance (MINFI).

The authorizing officers for FODECC expenditures are MINADER, MINCOMMERCE, MINRESI and the Administrator/DG of FODECC.

FODECC is run by a board of directors.

2.2 FODECC Service Desks

FODECC has initiated the creation of a three-tiered system of service points:

- Production Window, consisting of component (i) G1/a-ebon mass production subsidy, (ii) component G1/b-Business Plan for producers and small producer groups,
- The Local Authorities Window comprises (iii) component G2/a-CTD for financing post-harvest processing centers at the rural municipality level and component (iv) G2/b-Coop for co-financing the business plans of cooperatives or Economic Interest Groups (EIGs) partnering with these municipalities for the commissioning of subsidized post-harvest processing centers. To support municipalities in implementing agroecological

transition actions on a collective and broader scale, two additional components are being developed: component (v) G2/c-PLADDT to support municipalities in preparing their local land-use and sustainable development plan, and component (vi) G2/d-Agroecological Transition to co-finance municipal investments in restoring degraded landscapes, agroforestry redensification, conserving municipal and community forests, planting along roads and riverbanks, etc.

- Agroecological Transition Window with a component (vii) G3/a-TA to directly finance, via electronic vouchers, cocoa and coffee producers who agree to commit firmly to the path of agroecological transition, and a component (viii) G3/b-Agricultural Advice to finance the services of agroecological transition advisors to producers, and to help them in particular to prepare their agroecological transition plan, a mandatory element of the commitment contract with the FODECC in order to be eligible for the subsidy.

3. Environmental and social policy

3.1 Environmental and social policy of FODECC

FODECC's environmental and social policy forms the basis of its Environmental and Social Management System (ESMS), designed to avoid, reduce, and/or best manage environmental and social (E&S) risks and their associated impacts related to its activities. This ensures the environmental and social sustainability of its operations and projects, in compliance with applicable national laws and regulations in Cameroon and international environmental and social standards to which Cameroon adheres as a partner of international organizations. The principles of FODECC's environmental and social policy apply to all its activities and/or operations.

- Avoid environmental and social risks and impacts, and where avoidance is not possible, minimize, repair or compensate for residual impacts;
- Develop a stakeholder engagement and communication plan;
- Develop and implement effective health and safety policies and procedures for workers and affected communities, environmental protection and respect for the specific rights and interests of communities, including vulnerable people;
- Ensure that all implementing partners are adequately sensitized and trained to prioritize health, safety and environmental protection issues in the workplace;
- Combating gender-based and child violence, sexual exploitation and abuse/sexual harassment and developing an efficient and anonymous complaint management and resolution mechanism with trained partners;
- Preventing pollution and using resources rationally in all interventions

- Monitor and regularly assess the environmental and social performance of operations and activities and implement corrective measures whenever necessary;
- Continuously improve environmental and social performance through external assessments, stakeholder consultations and regular management monitoring to prevent environmental and social risks and impacts during the implementation of activities;
- Ensure that none of its activities and/or financing operations are undertaken without first obtaining the required official authorizations, and that said activities and operations are carried out in full compliance with the specific conditions of these authorizations, including all applicable environmental and social obligations .

3.2 Applicable social and environmental requirements

Projects must comply with current Cameroonian legislation and environmental standards, including:

- NES 1: Assessment and management of environmental and social risks and impacts
- NES 2: Employment and working conditions
- NES 3: Rational use of resources and pollution prevention and management
- NES 4: Health and safety of populations
- NES 5: Land Acquisition, Land Use Restrictions, and Forced Resettlement
- NES 6: Preservation of biodiversity and sustainable management of biological natural resources
- NES 7: Disadvantaged Indigenous Peoples/Traditional Local Communities
- NES 8: Cultural Heritage
- NES 9: Financial intermediaries
- NES 10: Stakeholder Engagement and Information

3.3 Exclusion list

Activities are reviewed based on the FODECC exclusion list. The FODECC exclusion list, available in Annex 1, complies with Cameroonian law.

4. Environmental and social procedures

The implementation of environmental and social risk management procedures defines the FODECC's provisions and processes for all operations across its three sub-windows and for all funded projects and activities. These procedures aim to support the implementation of the FODECC's environmental and social risk management system. They describe how the FODECC exercises due diligence on its operations and sub-windows. To ensure that both identified and unidentified risks are detected and addressed, a set of environmental and social risk management procedures has been developed. These procedures are developed through the selection of activities against an exclusion list, the categorization of activities based on identified actions, and the assessment, control, and monitoring of environmental and social risks.

4.1 Identification of environmental and social risks

At the risk identification stage, activities are reviewed against the FODECC negative list. If an activity is on this list, it cannot be approved. If no excluded activity is involved, an E&S risk classification will be carried out based on the Environmental and Social Risk Identification Form (Annex 2). The E&S risk and impact categorization procedure is performed by the FODECC E&S Safeguards Specialist, taking into account the scope and nature of the activity. Therefore, any eligible activity on the positive list is subject to a series of environmental and social assessment (screening) questions. This allows the FODECC to determine the required environmental and social classification and to assess the extent of the provisions and measures to be taken to avoid, reduce, manage, and/or offset potential environmental and social risks and impacts during its planning and implementation.

FODECC assigns a category to each activity to determine the nature and scope of environmental and social activities, the information to be disclosed, and the stakeholder consultation requirements. These elements are proportionate to:

i. The nature, location, sensitivity, and scale of the activity,
ii. The nature and extent of potential E&S risks and impacts,
iii. The capacity and commitment of promoters to manage E&S risks and impacts.

4.2 Categorization and management of environmental and social risks

All identified risks and their associated impacts on FODECC's operational activities are classified according to the following criteria:

- High risk: activities likely to have significant negative environmental and/or social impacts, or to significantly affect environmental or social components that FODECC or its financial and development partners deem sensitive.
- Moderate risk : activities likely to have adverse environmental and/or social impacts, specific to a site, but less adverse. The probable impacts are few in number, specific to the site, largely reversible, and easily minimized by the application of appropriate management and mitigation measures or by the incorporation of internationally recognized design criteria and standards.

- Low risk : activities that are not likely to directly or indirectly affect the environment in a negative way and that are not likely to induce negative social impacts.

- **Low-risk activities**

For all activities not included on the exclusion list, and which after carrying out the environmental and social screening present a low level of risk, a simplified Environmental and Social Action Plan is nevertheless required, recalling in particular all the basic measures to be taken into account in the implementation of any activity whatsoever, in terms of the prevention of environmental and social risks.

- **Activities with moderate risk**

For moderate-risk activities, environmental and social mitigation measures must be prepared in the form of an Environmental and Social Management Plan (ESMP), in accordance with Cameroonian regulations. This ESMP includes environmental and social measures to be implemented during the investment and operational phases. If the activity is conducted internally using FODECC's own resources, the FODECC's E&S safeguards specialist will prepare the ESMP . If the activity is co-financed by FODECC but implemented on the ground by a beneficiary partner, the latter is obligated to take the necessary steps to prepare the ESMP.

For moderate-risk activities, safeguards specialists and the FODECC procurement officer will ensure that recommendations and other environmental and social management measures are integrated into tender documents and work execution plans by contractors. Binding clauses should be included, along with penalties for failure to implement environmental and social measures, particularly in the implementation of the Environmental and Social Management Plan.

- **High-risk activities**

High-risk activities are not funded or implemented by FODECC.

5. Roles, responsibilities, and capabilities

The following section defines the roles and responsibilities in the implementation of the environmental and social management system (ESMS).

5.1 Responsibilities of FODECC

FODECC Board of Directors

- Monitoring role to ensure the proper environmental, social, health and safety performance of FODECC operations;
- Approves the budget for the implementation activities of the ESMS, including training in best practices for FODECC staff in environmental and social performance.

The Administrator/CEO of FODECC

- Assume responsibility for overseeing social and environmental issues, including the development and implementation of an environmental and social policy and approaches to developing the FODECC's ESMS.
- Ensure that technical experts are made available for the effective management of environmental and social risks.
- Revise FODECC's human resources policies to integrate relevant provisions of the environmental and social management system.
- Provide leadership and technical direction during the implementation of the SGES.
- Ensure that the activities for implementing the SGES are budgeted annually.
- Ensure periodic review of the SGES with an internal committee with a view to continuous improvement.

The Specialist in Environmental and Social Safeguarding

The Environmental and Social Safeguards Specialist for FODECC is recruited through a call for applications and reports directly to the General Directorate. The successful candidate will have expertise in environmental and social safeguards, including issues of Gender-Based Violence (GBV). Their responsibilities include:

- Train all FODECC staff on the SGES, particularly on the environmental and social management procedure;
- Operationalize the SGES with the internal committee bringing together the E&S focal points;
- To carry out or supervise an assessment of environmental and social risks and impacts and to recommend corrective measures to be implemented;
- Define, in collaboration with the Human Resources Manager, the E&S training needs and monitor the implementation of the E&S training plan and ensure follow-up on its implementation.
- Collaborate with the purchasing department and human resources to ensure that purchasing documents and technical systems comply with the SGES framework;
- To monitor the implementation of Environmental and Social Action Plans.
- Conducting environmental and social audits and inspections at the sites of partners and beneficiaries of FODECC funding and support;
- Collect data to monitor and report on the environmental and social performance of activities supported by FODECC;

- To ensure and maintain dialogue and communication on environmental and social safeguard issues with the relevant local authorities and various stakeholders;
- Prepare monthly, quarterly and annual reports to the Administrator/CEO and the Board of Directors on the E&S performance of activities;
- Manage the complaints handling mechanism.

Thematic working groups can be formed as needed to support the E&S specialist in identifying, analyzing, planning actions to be taken, programming their implementation and their implantation within FODECC services and projects.

Responsibilities by function

Function	Key responsibilities
ADM/DG	Strategic engagement and validation, arbitration, institutional communication
Environmental and Social Specialist	General coordination, indicator monitoring, reports, training sessions, partner relations E&S screening of projects, integration of E&S criteria into procedures, monitoring of implementation
Focal points	Management support, data collection, specific projects, local monitoring
Administrative and Financial Management	Allocation of energy and sanitation resources, budget monitoring, financial reporting, energy management, water, waste, buildings, vehicles
HR Department	Health and safety, working conditions, training, internal social policies
IT Department	E&S monitoring system, database, digital tools
Markets Department	Integration of green clauses, evaluation of service providers

5.2 Capacity building

FODECC implements an annual capacity-building and training program to promote the adoption of good environmental, social, health and safety practices, as well as gender-based violence, in accordance with the requirements of the ESMS. The training and capacity-building program includes the following elements:

- Periodic updating of training needs for all FODECC staff according to their responsibilities;
- Development of a training plan and schedule to meet the defined needs;
- Employee training and documentation of training received;
- Evaluation of the effectiveness of the training.

FODECC staff directly responsible for implementing the ESMS also receive appropriate training to master the knowledge and skills needed to perform their tasks, maintain and improve their knowledge of environmental and social obligations and enable them to implement the specific measures required under the ESMS effectively.

Furthermore, specific training requirements applicable to subcontractors and local partners will be defined within the context of their specific agreements.

6. Monitoring, evaluation and reporting

Diligent and regular monitoring of environmental and social issues is necessary to ensure compliance with applicable requirements and to ensure that activities and partners implement Environmental and Social Management Plans (ESMPs). Activities will be monitored monthly for those of moderate risk and quarterly for those of low risk. Monitoring will be carried out by the FODECC's Environmental and Social Safeguards Specialist at least once per quarter to oversee the application of and compliance with current E&S requirements .

The objectives of environmental and social monitoring are as follows:

- Ensure compliance of activities with E&S conditions, including the environmental and social management plan .
- Monitor changes that may lead to new E&S risks and impacts in the implementation of the activity.
- Evaluate progress in the implementation of agreed E&S measures.
- Assess incidents or accidents that result in loss of life, serious injury, have a significant impact on the environment, or constitute a substantial violation of the law.
- Ensure compliance with requirements and performance standards that frame FODECC's environmental and social policy and its international standards for E&S risk management and monitoring.
- Ensure that the performance and effectiveness in the implementation of the Environmental and Social Management System are periodically (monthly and quarterly) reported to the General Management and that lessons learned are incorporated into any revision of the ESMS .
- To follow up on complaints recorded during the execution of activities .

- **Activity monitoring and reporting**

FODECC will monitor performance by receiving and compiling submitted reports and by conducting its own audits (including site visits). Based on the Environmental and Social Management Plan (ESMP) developed during the risk assessment phase, the FODECC's Environmental and Social Management (E&S) specialist will monitor the implementation of actions quarterly until the plan's completion by receiving the ESMP implementation status report. If any deviations from the ESMP are identified, corrective measures will be implemented immediately.

- **Monitoring and reporting of subcontractors**

Subcontractors produce a social and environmental performance report based on the terms defined in the agreements with FODECC or on the basis of the Environmental and Social Management Plan (ESMP). Copies of the report must be submitted to the E&S Specialist for review.

- **Notifications related to I&S event management**

E&S incidents and events that occur at FODECC or in funded premises and/or facilities are subject to reporting and notification.

- **FODECC Monitoring and Reporting**

FODECC recognizes that proper reporting is a key management responsibility to comply with legal and contractual obligations and to be accountable to all stakeholders and donors/funders. FODECC will produce reports in a harmonized format so they can be used by different target groups. Two main types of reports must be submitted to external stakeholders:

- Annual report on its activities and the achievements of FODECC which presents an overview of governance, FODECC activities, its finances and social and environmental performance.
- Annual report to funding partners, where applicable, which provides information on FODECC's activities, finances, social and environmental performance, compliance, and all relevant developments and additions.

Every three years, FODECC will call upon an independent consultant to carry out an evaluation of FODECC's activities in terms of environmental and social performance.

- **Revision of the SGES**

The elements of the ESMS that will be periodically reviewed are: (i) Environmental policy, objectives and corresponding commitments (ii) Procedures and action plans and (iii) Roles and responsibilities.

The review of the entire system takes place at the end of the first year and then every two years in subsequent years.

Internal monitoring of the SGES at FODECC is based on a set of key indicators grouped into four categories:

Process indicators:

- Percentage of departments and projects with an E&S focal point (2028 target: 100%)

- Percentage of staff trained in E&S issues (2028 target: 80%)
- Number of tools produced and distributed (2028 target: 7 tools)

Internal environmental indicators:

- kWh consumed per employee per year (2028 target: -25% vs 2025)
- m^3 of water consumed per employee per year (2028 target: -15% vs 2025)
- % of waste sorted (2028 target: 70%)

Indicators of E&S integration in projects:

- Percentage of projects submitted to E&S screening (2028 target: 100%)
- Percentage of at-risk projects with a PGES (target 2028: 100%)
- Percentage of projects with annual E&S monitoring (2028 target: 100%)

Governance indicators:

- Frequency of internal E&S committee meetings (target: minimum 4/year)
- Average E&S complaint handling time (target: < 30 days)
- Implementation rate of recommendations from the internal E&S committee (target: 80%)

7. Stakeholder engagement

- **Public consultation and information disclosure for the SGES**

As part of the stakeholder engagement plan for specific activities funded by the FODECC, the Environmental and Social Management System (ESMS) is communicated to stakeholders through a series of structured consultations. In accordance with the Stakeholder Participation Plan, these consultations include public meetings, participatory workshops, focus groups, and individual interviews to ensure broad and representative involvement. Stakeholders receive detailed information on the environmental and social aspects relevant to them, and their feedback is gathered to inform and improve both the ESMS and the Environmental and Social Management Plan (ESMP).
Any future revision of the SGES will require consultations to ensure that stakeholder concerns and suggestions are taken into account in an ongoing and adequate manner.

- **Public consultation and disclosure of information for activities**

Stakeholder consultation: low-risk activities

The partners co-financed by FODECC will conduct stakeholder consultations during the environmental and social screening implementation phase. These consultations will consist of presenting the positive and negative impacts of the initial mitigation measures of the Environmental and Social Action Plan, as well as gathering feedback and concerns from stakeholders.

Stakeholder consultation: activities with moderate risk

Stakeholder consultation continues after the environmental and social screening is completed. It is conducted during the development of the required Environmental and Social Management Plan (ESMP) following the screening and throughout the entire activity implementation process. Partners should focus their communications on stakeholders potentially affected, concerned, or interested in the activities.

To this end, they will need to determine:

- The type and number of stakeholders and the main concerns associated with each group. This includes the identification of vulnerable or marginalized populations, where applicable;
- The type of impact of the activity, direct or indirect;
- A stakeholder identification register will be established and updated throughout the activity's lifecycle. It will include, at a minimum:
    - Local and national authorities
    - The riverside communities
    - Neighborhood associations and local NGOs
    - Subcontractors and their employees
    - The end beneficiaries.

8. E&S risks at the counter and project levels

For G1 Production, the main risks relate to the use of inputs, pesticides, packaging, occupational health and safety, child labor, reporting fraud and expansion into ecologically sensitive areas.

For G2 Collectivités et coopératives, the risks include construction sites, nuisances, waste, land occupation, conflicts of use and security around post-harvest processing centers.

For G2 PLADDT and Green Investments, the risks relate to inequitable planning of land use, the exclusion of the most vulnerable populations, difficulties in enforcing land allocation decisions, and difficulties in enforcing regulations for the preservation of natural and naturally regenerated forests.

For G3 Durability, the risks mainly concern unequal access, poor application of agroecological practices, governance of collective investments and the sustainability of advisory support.

For projects implemented by authorizing officers, the risks are practically the same since a large part of the activities of these projects consists of supporting the activities of the producers' window itself.

9.1. Priorities for reducing the impacts on activities financed by the FODECC

Risk screening and classification

- Development of a standardized E&S screening form.
- Project classification according to their level of risk (low, moderate, high).

- Identification of projects requiring a thorough E&S assessment.

Impact assessment and mitigation

- Conducting environmental and social impact assessments (ESIAs) for high-risk projects.
- Development of environmental and social management plans (ESMPs).
- Climate vulnerability analysis and definition of adaptation measures.

Improvement of public investment procedures

- Integration of an "E&S opinion" step into budget programming cycles.
- Training of review committees in the evaluation of E&S criteria.
- Allocation of budgetary resources for the implementation of E&S measures.

Monitoring and accountability

- Integration of E&S indicators into project monitoring and evaluation frameworks.
- Requirement for periodic reports on the implementation of E&S measures.
- Regular audits and ex-post impact assessments.

Training and awareness

- Training programs on E&S issues (basic and advanced levels).
- Specialized sessions for planners, financial professionals, project managers, human resources executives.
- Internal awareness campaigns on good practices in environmental and social responsibility.

9. E&S Risks within the FODECC Institution

Internally, environmental risks mainly concern the management of waste related to office activity, water and electricity management, and travel management.

From a social perspective, this concerns working conditions and performance in terms of health and safety at work. This includes monitoring and preventing the risks of sexual harassment.

10.1. Priorities for reducing impacts within the FODECC

Reducing the environmental footprint

- Energy sobriety program (efficiency, renewable energies).
- Integrated water management and reduced consumption.
- Structured waste management and promotion of the circular economy.
- Optimizing business travel and vehicle fleet

Improvement of working conditions

- Strengthening health and safety at work.
- Improving the ergonomics of workstations and work environments.
- Promoting gender equality and inclusion (disability, diversity).

- Strengthening the policy on well-being and work-family balance.

Internal social responsibility

- Combating harassment, discrimination and violence in the workplace.
- Accessible internal complaint mechanisms and fair handling of complaints.
- Social dialogue and consultation with staff.

Training and awareness

- Training programs on E&S issues (basic and advanced levels).
- Specialized sessions for planners, financial professionals, project managers, human resources executives.
- Internal awareness campaigns on good practices in environmental and social responsibility.

Production of tools and documentation

- Preparation of technical datasheets.
- Development of checklists and standard document templates.
- Implementation of a centralized database of tools and resources.

Communication and stakeholder engagement

- Annual publication of an E&S report by FODECC.
- Participation in national and regional sustainability forums.
- Regular consultation with stakeholders (civil society, private sector, donors).
- Promoting good practices and recognizing exemplary initiatives.

Institutional coordination

- Coordination with the Ministry of the Environment (MINEPDED) on sectoral issues.
- Collaboration with general inspections and control structures.
- Harmonization of procedures with donor standards.

Technical Partnerships

- Strengthening cooperation with international organizations (World Bank, AfDB, UNDP, GCF, IFAD, UNOPS, etc.).
- Engagement with civil society and think tanks for expertise and monitoring.
- Exchange of experiences with other institutions and countries.

Resource mobilization

- Integration of E&S costs into the annual budgets of the departments.
- Seeking climate and sustainable development funding.
- Budgetary efficiency in the implementation of E&S measures.

10. Emergency plan

The FODECC emergency plan includes, in particular:

- Identification of potential emergency situations based on a risk assessment;
- Procedures for responding to identified emergency situations;
- Equipment shutdown procedures;
- Rescue and evacuation procedures;
- List and location of alarms and maintenance schedule;
- List and location of emergency response equipment (firefighting, spill response, first aid kits, personal protective equipment for emergency response teams);
- Protocols for the use of emergency equipment and facilities;
- Program for periodic inspection, testing and maintenance of emergency equipment;
- Clear identification of evacuation routes and meeting points;
- Schedule of training and exercises, including with local emergency response services (firefighters);
- Procedures for emergency drills;
- Emergency contacts and communication protocols, and procedures for interacting with government authorities; and
- Procedures for periodic review and updating of emergency response plans.

11. Grievance Redress Mechanism

This session outlines the framework for resolving complaints during the implementation of the various FODECC projects, service points, and activities. The Grievance Redress Mechanism (GRM) is an accessible and open process for all. serves to acknowledge complaints and suggestions in a timely manner in order to facilitate the resolution of problems and complaints related to activities.

It is a governance tool that allows all of stakeholders to speak out, make claims and file complaints when their rights are not respected or if they observe negative impacts from activities on the environment. Furthermore, the GRM must be disseminated and accessible to all FODECC staff, partners, subcontractors and FODECC beneficiaries. It is public and accessible to all (particularly online via the FODECC website). The complaints handling mechanism is available in Annex 5.

12. FODECC Environmental and Social Management Plan

Risk/Impact	Calendar	Management measure	Monitoring indicator	Frequency tracked	Responsible for implementation and monitoring	Costs (coverage)
1 – Assessment and management of environmental and social risks and impacts						
Access restrictions/economic travel	Implementation via the Local Authorities Portal	Prepare the implementation of local land-use plans (PLADDT) according to the MINEPAT methodological guide (2021) ➔Co-financing of the preparation of the PLADDT	Number of municipal PLADDTs completed	Annual	FODECC / CTFC	Cost of each municipal PLADDT
Use of solid fertilizers, foliar fertilizers and pesticide sprays with risks of local pollution	Implementation via the Production portal	Annual funding for the production window ➔General measures to limit waste and misuse of synthetic inputs (the high cost of inputs naturally limits waste) ➔Agreements with approved suppliers include technical specifications: products approved by the MINADER, packaging recovery ➔Alternative proposals using biopesticides ➔Suggestions for equipment that promotes more efficient use of inputs ➔Raising awareness among farmers about the	Number of subsidized producers Cumulative value and volume of subsidized fertilizers, pesticides and small equipment Number of producers aware of the responsible use of inputs	Annual	FODECC / MINADER	FODECC Awareness/Communication Budget

		responsible use of fertilizers and pesticides + training in hazardous waste management + communication on pesticide residue standards that must not be exceeded for export and consumption				
2 – Employment and working conditions						
Potential non-compliance with work rules and safety conditions during building construction	Implementation	Tender documents will require compliance with national labor legislation, no convictions for labor law violations within the last three years, and adherence to universal accessibility standards and measures to ensure access for people with reduced mobility.	Tender documents	Annual	FODECC – UNOPS Municipalities/ CTFC	Project cost
	Implementation	Contractual conditions: Compliance with ILO labor standards (no child labor or forced labor; equal opportunities, non-discrimination, and freedom of association); decent wages consistent with similar wages for the same occupation in the region; the main contractor will impose identical working conditions on the workforce of its subcontractors and other suppliers; reporting of accidents, including violations of the contractor's code of conduct by its staff; a mechanism allowing FODECC to pay subcontractors directly in the event of unjustified payment delays by the main contractor	▪ Contract with the construction company ▪ Audit report	Annual	FODECC – UNOPS Municipalities / CTFC	Project cost
Working without appropriate equipment during spraying in plantations	Implementation	Awareness and training sessions for producers on the risks associated with production activities and preventive measures during chemical spraying. Promotion of products approved by the MINADER Acquisition of small equipment to improve the use of inputs Purchase of biopesticides Hazardous waste management training for producers	▪ Visual/Practical Demonstrations ▪ Number of trained farmers ▪ Specifications for input suppliers that include awareness sessions ▪ Reports from the PAD CACAO and PARF CAFE projects which are carrying out these awareness-raising	Annual	FODECC – training unit Certified agricultural advisors Approved suppliers	Included in the budgets of the PAD CACAO and PARF CAFE programs

			activities			
Child labor in cocoa and coffee plantations	Implementation	Implementation of the CLMRS (Child Labour Monitoring and Remediation System) developed by the International Cocoa Initiative (ICI) to identify, prevent and address child labour in the cocoa sector. Awareness and training sessions for producers on the prevention of child labor in cocoa and coffee plantations Data monitoring at the national level by the MINTSS in collaboration with the MINAS and the MINPROFF Inclusion in contractual agreements of the prohibition of child labor during school periods and times.	• Report on awareness sessions at the municipal level ▪ national data	Annual	FODECC – Gender and Social Inclusion Unit – Certified Agricultural Advisors	FODECC Gender and Social Inclusion Unit Budget/PASD Cocoa and PARF Coffee Budget
3 – Rational use of resources and prevention and management of pollution						
Use of solid and liquid foliar fertilizers and insecticide and fungicide treatments by sprayer or fogger, with risks of local pollution.	Implementation	Technical specifications of suppliers and promotion of products bearing an eco-label approved by the MINADER, allowing for the minimization of the use of hazardous substances and the production of hazardous emissions.	▪ Supplier and input characteristics are defined in the specific specifications signed with the input suppliers.	Annual	FODECC Approved suppliers	N / A
	Implementation	Raising awareness among producers about the responsible use of organic agricultural fertilizers and pesticides, awareness-raising, presentation of practice, demonstration on the types and their application.	▪ Presentation of the practice ▪ Visual demonstration ▪ Number of trained farmers	Annual	FODECC – training unit – certified agricultural advisors	Budget PAD CACAO and PARF CAFE
	Implementation	Raising awareness of best practices for managing hazardous waste and the need to manage waste, particularly empty chemical containers which must be taken back by input suppliers according to the agreement with FODECC	▪ Specifications signed with supplier partners include the obligation to collect empty packaging in their work plan. ▪ Presentation of the practice ▪ Visual demonstration ▪ Number of trained farmers ▪ Number of containers collected by input suppliers	Annual	FODECC – training unit – certified agricultural advisors	
Rational use of water and electricity	Implementation	Raising awareness among FODECC employees regarding the rational use of water and electricity, reducing individual consumption, switching off appliances and lights at the end of the day, reporting water leaks and ensuring rapid and systematic repair of damaged	Regular employee awareness sessions in all departments and buildings Implementation of a procedure for monitoring and enforcing	Quarterly	FODECC - training unit / gender unit / E&S unit	FODECC operating budget

		equipment; ➔The objective is to reduce water and electricity consumption by 15% in year 1, then by 20% in year 2.	rules on reducing water and energy consumption			
4 – Public health and safety						
Inequality in access to the Producer Window for women	Implementation,	Study on the current participation of women, including barriers to participation and specific support needs	Study results	2026	FODECC – Gender and Social Inclusion Unit	Budget PAIDATA
	Implementation,	Gender action plan to analyze the limitations of women's access and implement specific measures, taking into account social vulnerability	▪ Action plan indicator monitoring report ▪ Number of women beneficiaries	2026	FODECC – Gender and Social Inclusion Unit	
Inequality in access to the Producer Helpdesk for young people	Implementation,	Study on current youth participation, including barriers to participation and specific support needs	Study results	2026	FODECC – Gender and Social Inclusion Unit	
	Implementation,	Action plan on gender and youth to analyze the limitations of young people's access and implement specific measures	▪ Action plan indicator monitoring report ▪ Number of young beneficiaries	2026	FODECC – Gender and Social Inclusion Unit	
5 – Land acquisition, restrictions on land use and forced resettlement						
N / A						
6 - Preservation of biodiversity and sustainable management of biological natural resources						
Potential registration of beneficiaries whose plots are located in the permanent forest estate/protected areas and natural forests	Preparation	Establish a list of ineligibilities for FODECC subsidies for producers located in the following areas: ▪ DFP/Protected areas, reserves and ZIC: if the presence is subsequent to the classification of the area as a protected area (see provisions of the Management Plan) ▪ DFP/forest concession-UFA and Communal Forest: if the presence is subsequent to the classification of the forest (see provisions of the Management Plan) ▪ DFnP: if present in areas of intact or naturally regenerated natural forests (naturally regenerated > 20 years of fallow)	▪ Exclusion list ▪ Mapping of protected areas (and management plans) and forests of the permanent forest estate (and management plans) and the non-permanent forest estate (management plans, local zoning plans, PLADDT) and dates of establishment ▪ Mapping of community forests (and management	Biannual	FODECC / SIG / Monitoring and Evaluation Unit CTFC/SIG Agricultural advisors	GIS unit budget and monitoring and evaluation

		▪ Community forests: if present in an area not designated for agricultural use (see management plan)	plans)			
	Implementation	Verification of plots in the producer data registration and control system Verification that the plots are outside the permanent forest estate (DFP) Mapping of ineligible plots and marking in red in the computer system, prohibiting them from any form of subsidy and support	▪ GIS data ▪ Report identifying parcels in areas identified as ineligible ▪ Corrective actions for growers located in identified ineligible areas	Annual		
Potential impact of coffee and cocoa production on biodiversity	Implementation	Raising awareness among producers about the use of organic fertilizers Awareness-raising and support for beneficiaries of Window 1 for production intensification towards Window 3 for agroecological transition	▪ Report identifying the planting of fertilizer trees that are beneficial to coffee or cocoa ▪ Training for beneficiaries on the implementation of the recommendations and requirements of the operational manual for the agroecological transition window Training for beneficiaries of Window 1 on the procedures for transitioning to Window 3	Annual	FODECC – Approved agricultural advisors	
	Implementation	Verification of a representative sample of plots through in-situ and GIS checks	On-site visits	Annual	FODECC – Monitoring and Evaluation Unit and GIS	Operating budget for GIS and M&E units
7 - Indigenous peoples/disadvantaged traditional local communities						
Potential discrimination and/or disregard for the rights of indigenous populations in accessing the	Implementation,	A study on the current participation of Indigenous populations, including as plantation workers . The study will identify the difficulties (lack of birth certificates, national identity cards, etc.) encountered by the FODECC mechanism in supporting these Indigenous populations.	▪ Study results ▪ Mapping of Indigenous Peoples available at MINAS	2026	FODECC – Gender and Social Inclusion Unit	Budget PAIDATA
	Implementation,	An action plan on gender and Indigenous populations will be developed to analyze the limitations of Indigenous peoples' access and implement specific	▪ Action plan indicator monitoring report Number of indigenous	Annual	FODECC – Gender and Social Inclusion	Budget PAIDATA

Helpdesk		measures, taking into account their social vulnerability. This action plan must be aligned with the national Indigenous development plan.	beneficiary populations		Unit	
8 – Cultural Heritage						
N / A						
9 – Financial intermediaries						
Implementation of the SGES	Implementation	Implementation of the SGES	Annual report on the implementation of the SGES	Annual	FODECC – E&S unit	Operating budget
	Implementation	The procurement mechanism includes an evaluation of FODECC service providers based on the social and environmental criteria defined in the FODECC's SGES (Sustainable Development and Management System).	Evaluation report based on the SGES	Annual	FODECC – E&S unit	
10 – Stakeholder mobilization and information						
Impact of climate variations on crop productivity	Implementation	Training producers on sustainable production techniques and climate-smart agricultural practices	▪ Operationalization Manual from the Agroecological Transition Helpdesk, ▪ Presentation of the practice ▪ Visual demonstration Number of trained farmers	Annual	FODECC – training unit, monitoring and evaluation unit and certified agricultural advisors	
	Implementation	Supply of plant material for agroforestry development	▪ Operationalization Manual of the Agroecological Transition Help Desk ▪ Number of agroforestry seedlings delivered ▪ Number of farmers trained in agroecological production techniques Number of cocoa and coffee plots managed using agroforestry	Annual	FODECC Certified agricultural advisors	
	Implementation	Supporting beneficiaries of development projects in environmental preservation and climate change resilience	▪ Operationalization Manual Visual demonstration from the Agroecological Transition Helpdesk ▪ Number of trained farmers ▪ Number of resilience	Annual	FODECC – training unit, monitoring and evaluation unit and certified	

			practices mastered and adopted In-situ controls		agricultural advisors	

13. Appendices

13.1 Appendix 1 Exclusion List

FODECC will not knowingly finance, directly or indirectly, activities that include the following elements:

1. Production or activities involving harmful or abusive forms of forced labor, or practices that prevent employees and workers from legally exercising their rights of association and collective bargaining;
2. Production or activities involving harmful or abusive forms of child labour;
3. Production or activities affecting lands owned or claimed by Indigenous peoples without the fully documented consent of those peoples (CLIP);
4. Activities prohibited by Cameroonian legislation or international conventions relating to the protection of biodiversity resources, cultural heritage or other legally protected areas;
5. The production, trade or use of any product or activity considered illegal under Cameroonian laws or regulations, international conventions and agreements, or subject to phase-out or prohibition at the international level, such as:
    a. Products containing polychlorinated biphenyls (PCBs);
    b. Pharmaceuticals, pesticides, herbicides and other hazardous substances that are subject to international bans or phase-outs;
    c. Substances that deplete the ozone layer are subject to a phase-out at the international level under the Montreal Protocol;
    d. Products of wild fauna and flora subject to international phase-out under the Montreal Protocol;
    e. Products of wild fauna and flora regulated by the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES);
    f. Cross-border trade in waste or waste products, as defined by the Basel Convention;
6. Commercial logging operations or the purchase of logging equipment intended for use in primary tropical rainforests or old-growth forests;
7. The production or trade of timber or other forest products that do not come from sustainably managed forests;
8. The production or trade of alcoholic beverages (except beer and wine), tobacco or narcotics;
9. Trading in goods without the required export or import licenses or other evidence of transit authorization from the countries of export, import and, where applicable, transit concerned;
10. The production, trade or use of unbonded asbestos fibres;
11. All mining, processing and extraction activities;
12. The production or trade of radioactive materials;
13. Gambling, casinos and similar activities, trade related to pornography or prostitution;
14. Money laundering, terrorist financing, tax fraud, tax evasion and tax avoidance;
15. The production and distribution of racist, anti-democratic or discriminatory media against an individual, group or part of the population, or investment in such media;
16. Activities prohibited by Cameroonian legislation or other legally binding agreements relating to genetically modified organisms (GMOs).

13.2 Annex 2 Environmental and Social Assessment (ESA) and Categorization Model

This template must be completed during the activity preparation phase.

1. Identification and description of environmental and social risks

Environmental and social risks	**Risk description (broken down by event, cause, impact)**	**Relevant IFAD environmental and social standards and relevant national legislation**	**Risk category (low, moderate or high)**	**Existing risk management measures**	**Existing gaps**
Risk 1: ...					
Risk 2: ...					
Risk 3: ...					

2. Risk categorization and activation of E&S standards

Based on the identified risks, what standards are activated and which apply to the project activities?		Risk category	Comments
Standard 1: Conservation of biodiversity	☐		
Standard 2: Efficient use of resources and pollution prevention	☐		
Standard 3: Cultural Heritage	☐		
Standard 4: Indigenous Peoples	☐		
Standard 5: Work and working conditions	☐		
Standard 6: Community Health and Safety	☐		
Standard 7: Resettlement and economic reintegration	☐		
Standard 8. Financial intermediaries and direct investments	☐		
Standard 9: Climate Change	☐		

Assigning an overall risk category to activities. The risk category helps determine the necessary management measures.

Category	Description	The applicable category
Pupil		
Moderate		
Weak		

13.3 Annex 3: Model Environmental and Social Action Plan (ESAP)

Risk description	Hierarchy of mitigation measures	Mitigation measures	Monitoring indicators	Deadline	Responsible personnel	Resources needed
Describe the risk based on the risk assessment (medium/high risk)	*-Avoid the risks* *-Minimize the risk* *- Compensate for the negative effects of the risk*	*What will you do to avoid the risk?* *Define the specific actions*	*What parameters will you control to determine the success of the implementation?*	*When will this goal be achieved?*	*Who is responsible for implementing these measures? (This should include all levels of management, including supervisors and frontline managers).*	*What human and financial resources will you need?*

13.4 Appendix 4: Serious Incident Report Form

General Information	
Name of the activity, region	
Complainant's name	
Name of the entity filing the complaint	
Name(s) of the person(s)/organization(s) alleged perpetrator(s) the incident. The names of the people may be anonymous.	
Name(s) or anonymous identity(ies) of the alleged victims, their age, sex and place of residence, and in cases where a group or community is victimized, as much information as possible	
Details of the incident	
Date and time of the incident (approximate if exact details are not known)	
Location of the incident (approximate if exact details are not known)	
Incident type (multiple can be selected, if applicable)	☐ Health and safety of people ☐ Indigenous Peoples' Rights ☐ Workers ☐ Community Health ☐ Gender-based violence and security ☐ Social cohesion ☐ Environment ☐ Human rights ☐ Application of the legislation ☐ Forced evictions ☐ Reputation risk ☐ Contracts ☐ Other (specify):
Detailed chronological description of the the incident and its circumstances (attach supporting documents (maps, photos, etc.)	
Analysis of the causes	
Detailed description of the factors including the main causal factors, including external or potential failures and the identification of absent/inadequate/failing/unused management and control measures (e.g., non-compliance with environmental and	

social standards or measures)	
Specification of functions and responsibilities related to the incident, including the involvement of authorities	
Methods used to conduct root cause analysis (e.g., interviews, document review, site visits, police reports, etc.)	
Immediate response and corrective action	
Description of the immediate response and related responsibilities, such as taking the person(s) to the hospital, informing the police, involving national authorities, conducting a search, etc.	

13.5 Annex 5. FODECC Complaint Resolution Mechanism

FODECC has established a Complaints Resolution Mechanism (CRM) to foster strong relationships with external stakeholders and manage the impact of its funding activities on potentially affected communities. This mechanism allows external stakeholders, including potentially affected beneficiaries, to raise questions or concerns, or to provide positive feedback. FODECC is committed to addressing these complaints promptly, respectfully, and transparently, free of charge.

Main characteristics of the FODECC's GRM:

- Accessibility: The mechanism is free and open to all.
- Confidentiality: Confidentiality is respected and measures are taken to protect the parties against retaliation.
- Legal rights: Participation in this process does not affect the applicant's legal rights to bring legal action.

All activities funded by FODECC must develop and implement their own complaints resolution mechanism, regardless of the category. Beneficiaries are required to communicate and engage with local stakeholders about this mechanism. They may use an existing GMP that complies with applicable environmental and social standards.

1. Objective

The FODECC's GMP aims to assess and address concerns when, despite proactive stakeholder engagement, some stakeholders are worried about the potential impact of the activity or believe their rights have been affected. Complaint management is an integral part of a robust stakeholder engagement strategy, which is essential for overall success.

This document describes the procedure for receiving, recording, evaluating, monitoring, responding to, documenting and taking action regarding external requests and complaints from the public and stakeholders concerning FODECC operations.

The objectives of the GRM are:

- To handle complaints and feedback quickly, efficiently, and transparently, in order to achieve fair, effective, and sustainable results.
- Provide a culturally appropriate complaints handling procedure that is accessible to all relevant stakeholders.
- Preventing the negative consequences of inadequate complaint handling.

2. Awareness

This GRM applies to all activities financially supported by FODECC.

Eligibility

Grievances related to activities must be dealt with through specific FODECC grievance mechanisms, particularly if there are no other appropriate referral options, such as national or judicial levels.

Eligibility criteria:

- Any beneficiary, community, local authority, service provider or other stakeholder (including individuals) who believes they are or may be harmed by an activity funded by FODECC has the right to file a complaint.
- Representatives can file a complaint on behalf of a third party by providing concrete evidence of their authority.
- Complaints can be submitted anonymously and will be reviewed.

Ineligible claims:

- Complaints not related to activities funded by FODECC or not involving FODECC partners.
- Complaints concerning matters outside the scope or domain.
- Complaints relating to the laws, policies and regulations of the country, unless they are related to the principles of the FODECC environmental and social management system.
- Repeated complaints by the same complainant, unless new evidence is presented or FODECC has not responded adequately.

3. Complaints and Grievance Handling Procedure

Presentation

The FODECC's social and environmental specialist is responsible for receiving and handling all complaints. Complaints can be submitted:

- In writing: by email or via the contact form on the FODECC website.
- Orally: in person or by telephone.

For illiterate individuals, a complaint can be lodged by a trusted representative.

Contact details :

- Contact page: FODECC website
- Claims Manager: Environmental and Social Issues Specialist
- Email: Complaints Mail
- Telephone: (under development)

It is possible to file an anonymous complaint using the complaint form. All complaints will be recorded in the complaints register with an individual reference number, and the parties concerned will be informed of receipt and next steps.

Recording and processing

Complaints are recorded and filed in a register by the social and environmental specialist. Serious incidents require immediate intervention from management, while non-serious complaints are subject to an initial investigation by the environmental and social (E&S) specialist. The process includes the following steps:

- Analyze the problem.
- Identify the root cause(s).

- Explore potential solutions.
- Conduct the necessary investigations and assessments.
- Resolve the problem or proceed with mediation if necessary.

For less complex complaints that can be resolved directly, the FODECC's social and environmental specialist drafts a proposed resolution and communicates it to all parties involved, including a written response to the complainant. The FODECC's environmental and social specialist submits a proposed resolution no later than 30 working days after receiving the complaint. This period may be extended if investigations, particularly in the case of serious incidents, require more time for resolution. Upon receipt of the proposed resolution, the complainant is invited to approve or reject the suggested actions within 10 working days so that the complaint can be closed or pursue further investigation or mediation.

If the proposed solution is satisfactory and resolves the existing grievances, the final agreement is documented and signed by the participants. The actions agreed upon during the mediation are implemented in a timely manner. Ideally, a schedule will have been established and documented for the implementation of the respective actions during the mediation or in the immediate response to the problem prior to the mediation.

Where possible, the resolution of the complaint is made public to keep other interested parties informed of the procedure and its outcome. However, this decision is made based on the privacy preferences of all parties involved. The FODECC's environmental and social specialist is responsible for overseeing the implementation of the agreed actions to resolve the complaint. By analyzing trends and patterns in complaints submitted to the GRM, FODECC identifies systemic problems and adapts future practices accordingly.

Evaluation and survey

Mediation may be necessary to resolve grievances and ensure the satisfaction of all parties in complex cases. After analyzing the problem and identifying possible solutions, the environmental and social issues specialist conducts the mediation. Invitations to meetings will be sent in writing and verbally in a timely manner, clearly indicating the day, place (which may also be virtual), and time, as well as the expected participants. Interested parties may be accompanied by a trusted person, such as a family member, a worker representative, a village chief, etc.

During mediation, all parties will be encouraged to express their views and elaborate on the complaint. The E&S specialist will present the issue and analyze possible solutions. The complainant may speak and suggest solutions at any time. If necessary, other relevant parties (such as a health and safety officer or a mental health professional) will be invited. At the end of the mediation, the E&S specialist will present the final solution and seek the complainant's approval. All meetings will be recorded, including minutes and a list of participants.

Some conflicts may require more than one mediation session. Depending on the severity of the issue, several rounds of mediation may be necessary, including individual meetings before group mediation. The number of sessions required is determined by the E&S specialist's analysis.

The duration of mediation varies depending on the parties involved and the complexity of the issue. FODECC strives to resolve the problem as quickly as possible and to the satisfaction of all parties. If the complaint is not resolved after two mediation sessions, it is submitted to the general management for review.

Resolution and publication of complaints

If a proposed solution resolves existing grievances, the final agreement is documented and signed by the participants. The measures agreed upon during mediation are implemented in a timely manner, according to a schedule established and documented during the mediation or as part of the immediate response to the issue. Where possible, the resolution of the complaint is made public to keep other interested parties informed of the process and its outcome, while respecting the confidentiality preferences of the parties involved. The E&S specialist is responsible for overseeing the implementation of the agreed actions.

Call

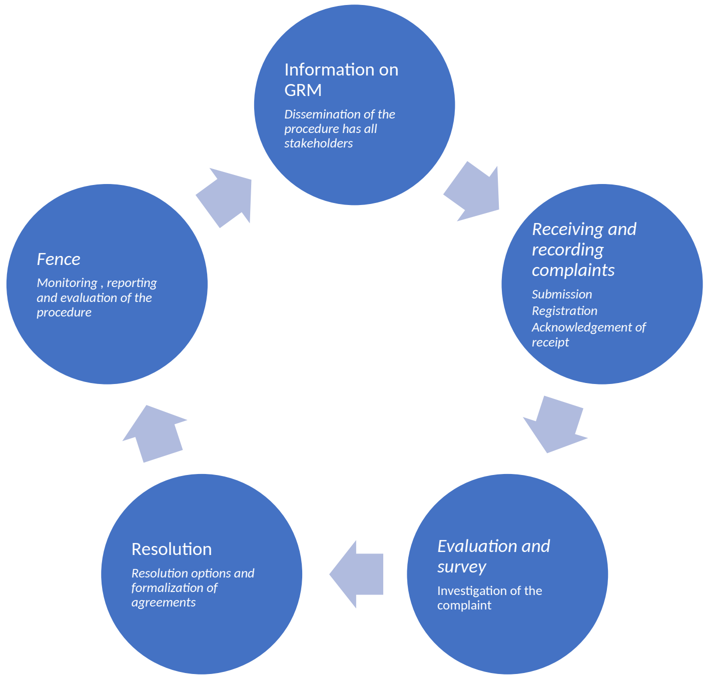
After the complaint has been resolved, disagreements may arise regarding the analysis and proposed corrective measures, delays in implementation, or other complaints about feeling victimized or harassed by the way the complaint was handled. These are all valid grounds for appeal. Misuse of the complaints mechanism for the purposes of victimization or harassment will be subject to disciplinary action.

The E&S specialist, along with other relevant authorities, immediately registers and reviews the complainant's appeal. If management is not involved, the E&S specialist informs management of the appeal and seeks advice on how to proceed. If it is determined that the issue can be resolved within the FODECC, it will be subject to further mediation or a new corrective action plan will be drafted. If senior management believes that the issue cannot be resolved through the FODECC complaints process, it will be referred to higher authorities, such as national courts. Complainants may choose alternative avenues outside the FODECC at any stage of the process.

Claims closed

After the agreed measures have been implemented and if no appeal is filed within a reasonable timeframe, the complaint may be closed. All closed complaints must be recorded using the complaint closure form. A copy of this form is sent to all parties involved to inform them of the official closure of the proceedings.

The following diagram presents the steps of the GRM:



4. The control

Monitoring and reporting are essential for measuring the effectiveness of the GRM and the efficient use of resources. FODECC recognizes that reporting improves the identification of trends and recurring problems, so they can be proactively addressed before they become contentious issues.

Monitoring and reporting also create a baseline level of information that can be used to inform communities.

Monitoring mechanism

The E&S specialist maintains an up-to-date register of complaints received and prepares a statistical analysis of their nature and which have been resolved and closed, including satisfaction levels. In addition, the number of anonymous complaints must be carefully monitored. All complaints must be categorized according to their relevance to the specific program and the issue at hand (e.g., human rights, compensation, safety, etc.).

Furthermore, data relating to the gender, age, and location of registered complaints will be collected in accordance with data protection laws and only if the complainant agrees to submit this data to the GRM. The control criteria that the E&S specialist must communicate to senior management include the following:

- Number of complaints;
- Number of anonymous complaints;
- Number of complaints rejected/inadmissible;
- Type of complaint (suggestion, comment or claim);
- Subject of the complaints;
- Number of complaints resolved satisfactorily;
- Time required to resolve the complaint;
- Number of serious incidents;

- Number of complainants referred to a government agency;
- Means of communication and language used to file a complaint.

The E&S specialist periodically identifies and presents any trends (derived from the criteria above) regarding the engagement of the complainant and stakeholders. The E&S specialist conducts the following activities to ensure the effectiveness of monitoring and evaluation activities:

- Monitor the registration of complaints quarterly in terms of:
  - Response times to recorded complaints, as well as the recurrence of complaints over time;
  - Number of complaints that must be forwarded to higher authorities (e.g., a court);
- Regularly update the stakeholder register when new stakeholders are identified;
- Maintain a record of all stakeholder engagement activities that address complaints. This will be supplemented by details of the information presented, questions, answers, commitments made, and actions taken, as well as the results of any meeting evaluations. The database will also be used to track the frequency of meetings.
- Maintain a library (electronic or paper) of all communication materials. This will include all communications received from stakeholders of the identified programs as well as media monitoring (press, radio reports relating to the programs);
- Develop and evaluate performance in terms of key performance indicators in accordance with the monitoring framework.
- Review GRM performance annually (based on quarterly reports) and revise policies, procedures and actions accordingly, with the aim of reducing the number of complaints, improving the resolution process and improving overall performance.

Evaluation of the complaints mechanism

The effectiveness of the GRM (Management and Performance Review) is evaluated periodically. To this end, the E&S (Economic and Social) specialist regularly sends beneficiaries a questionnaire about the GRM . This questionnaire aims to gather feedback, evaluate, and improve the FODECC's GRM . The questions will focus on the GRM 's operation and lessons learned from complaints received. Beneficiaries will be required to include their responses in the reports submitted to FODECC.

Improve the complaints handling mechanism

Based on the annual performance review of the GRM , the GRM is evaluated, and changes to improve it will be suggested by the E&S specialist and approved by the FODECC management committee. Decisions regarding changes to the mechanism are followed by a clear implementation plan. This plan explains in detail what needs to be done, when, where, how, and by whom. Stakeholders must be informed of the relevant changes to the GRM and how they may potentially be affected.

Training

GRM will ensure that all staff involved in the complaints handling process are trained to enable them to participate effectively in resolving complaints in a cooperative and timely manner.