

**Forest Carbon Partnership Facility (FCPF) Readiness Fund  
Common Approach to Environmental and Social Safeguards  
for Multiple Delivery Partners**

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## I. Introduction

1. This document sets forth a Common Approach to Social and Environmental Safeguards for Multiple Delivery Partners under the Forest Carbon Partnership Facility (FCPF) Readiness Fund (hereafter referred to as the “Common Approach”), as mandated by Participant Committee (hereafter referred to as “PC”) Resolution PC/7/2010/4. The Common Approach shall be part of the legally binding Transfer Agreements that will be executed by the World Bank (hereafter referred to as “WB”), serving as Trustee of the FCPF Readiness Fund (“Trustee”), and the Delivery Partners (hereafter referred to as “DPs”).<sup>1</sup> The Common Approach shall be consistent with the FCPF Charter and relevant resolutions of the FCPF Participants Assembly and Participants Committee. As per PC/7/2010/4, each DP will follow its fiduciary framework, regulations, rules, policies, guidelines and procedures in administering the funds transferred by the Trustee.<sup>2</sup>

2. Environmental and social safeguards and associated policies and procedures are a cornerstone of technical and financial support that DPs provide to achieve sustainable poverty reduction. The objective of these safeguards and associated policies and procedures is to prevent and mitigate undue harm to people and their environment and strive to develop benefits in the development process. More specifically, safeguard policies and procedures are designed to avoid, mitigate, or minimize adverse environmental and social impacts of projects and strategies, and to implement projects and strategies that produce positive outcomes for people and the environment.

3. Under this Common Approach DPs shall achieve substantial equivalence which means equivalence to the material elements<sup>3</sup> of the WB’s environmental and social safeguard policies and procedures applicable to the FCPF Readiness Fund (“Substantial Equivalence”) during the administration of the FCPF Readiness Preparation grant agreement<sup>4</sup> and by complying with FCPF requirements that are in place at the time of signing of their respective Transfer Agreement as follows:

- a. Guidelines and Generic Terms of Reference for Strategic Environmental and Social Assessments (SESAs) and Environmental and Social Management Frameworks (ESMFs) as set forth in Attachment 1 (SESAs and ESMFs shall be compliant with the WB’s safeguard policies and procedures);
- b. FCPF Guidelines on Stakeholder Engagement in REDD+ Readiness preparation as set forth in Attachment 2;
- c. FCPF Guidance on Disclosure of Information as set forth in Attachment 3; and
- d. Provision of access to DP accountability mechanisms as described in Section VII of this Common Approach, including assistance to Pilot Countries efforts to comply with Guidelines

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<sup>1</sup> The World Bank also serves as a DP for the FCPF Readiness Fund. Unless otherwise stated, all references to DP in this document are intended to refer to the World Bank and the other DPs.

<sup>2</sup> Paragraph 1(i) of PC/7/2010/4, notes that the PC’s selection of potential DPs was based on those entities that are either implementing entities or executing agencies under the Global Environment Facility (GEF) and either meet or will meet by 2012 the GEF Minimum Fiduciary Standards.

<sup>3</sup> “Material elements” are those procedural and substantive elements of the World Bank’s environmental and social safeguard policies and procedures applicable to the FCPF Readiness Fund that will have a significant impact on the outcomes that are likely to be achieved through the application of WB environmental and social safeguard policies and procedures under the FCPF Readiness Fund.

<sup>4</sup> DP’s use a variety of terms to refer to the legal instrument that channels FCPF Readiness Preparation funds to REDD Countries. For consistency, the remainder of the Common Approach will refer to this legal instrument as the “FCPF Readiness Preparation grant agreement”. See below for a crosswalk of the terminology used by WB, IDB and UNDP.

for Establishing Grievance and Redress Mechanisms at the Country Level as set forth in Attachment 4.

If the environmental and social safeguard policies and procedures of the DP are more stringent and/or protective than those of the WB, the DP shall apply its policies and procedures to activities undertaken under the FCPF Readiness Fund.

4. The contents of this Common Approach will be modified as needed to fulfill the purposes set forth herein. Such modifications will be approved by the PC. Such modifications to the Common Approach will not apply retroactively to existing Transfer Agreements. However, existing Transfer Agreements may be amended to incorporate any significant modifications to the Common Approach if the respective DP agrees in accordance with the amendment procedures of its Transfer Agreement. Reasons for modifying the Common Approach include, but may not be limited to, the need to add new DPs and/or to reflect:

- a. Changes to the FCPF requirements listed in Paragraph 3, for example, to respond to an elaboration of UNFCCC policy guidance on environmental and social safeguards for REDD+;
- b. Changes to the material elements of the policies and procedures of the WB and/or other DPs;
- c. Changes to the disclosure requirements of the FCPF to ensure that all DPs are similarly disclosing documents related to the FCPF Readiness Fund; and
- d. Significant lessons learned through implementation of the Common Approach.

5. Section II of this Common Approach includes an overview of the FCPF readiness preparation process. Section III includes a summary of the environmental and social safeguard policies and procedures that are most relevant to the FCPF Readiness Fund. Section IV describes Strategic Environmental and Social Assessments (SESAs) and Environmental and Social Management Frameworks (ESMFs) and how they will be utilized by all DPs under the FCPF Readiness Fund. Section V provides a summary of the FCPF guidelines on stakeholder engagement in REDD+ readiness. Section VI provides a summary of the FCPF guidance on disclosure of information. Section VII provides a summary of the FCPF requirements on grievance and accountability.

## **II. Overview of the FCPF Readiness Preparation Process**

6. FCPF's initial activities relate to strategic planning and preparation for REDD+ in 37 REDD Countries across Africa, East Asia and Pacific, Latin America and the Caribbean and South Asia. Specifically, countries prepare for REDD+ by:

- a. Assessing the country's situation with respect to deforestation, forest degradation, conservation, sustainable management of forests, and relevant governance issues;
- b. Identifying REDD+ strategy options;
- c. Assessing key social and environmental risks and potential impacts associated with REDD+, and developing a management framework to manage these risks and mitigate potential impacts;
- d. Working out historic forest cover change and greenhouse gas emissions and uptake from deforestation and/or forest degradation and REDD+ activities, and considering options for reference emissions levels, or reference levels, against which to measure performance;
- e. Designing a monitoring system to measure, report and verify the effect of the REDD+ strategy on greenhouse gas emissions and to consider the monitoring and reporting of other

- additional benefits, and to monitor the drivers of deforestation and forest degradation, as well as other variables relevant to the implementation of REDD+; and
- f. Designing national management arrangements for REDD+.
7. These preparatory activities are referred to as ‘REDD+ Readiness’ and are supported in part by the Readiness Fund of the FCPF (alongside other initiatives such as the UN-REDD Programme). FCPF Readiness Preparation grants will finance some of this preparatory work, but they will not finance any implementation of REDD+ activities on the ground.
8. Preparatory activities are divided into the following two phases, and a REDD Country is eligible for up to \$3.6 million in FCPF grant funding to support these two phases:
- a. The Formulation phase starts with the formulation of the Readiness Proposal Idea Note (R-PIN), through which the REDD Country expresses its interest in participating in the FCPF and presents early ideas for how it might organize itself to get ready for REDD+. The R-PIN is formulated by the country without financial or technical support from the FCPF. Based on this R-PIN, the REDD Country is selected into the FCPF. It may then decide to formulate a Readiness Preparation Proposal (R-PP), possibly with assistance from the FCPF, including a grant of up to \$200,000 (which is referred to as the “R-PP Formulation Installment), considered as seed money for formulating the R-PP. If the country formulates an R-PP, it may submit it to the PC for review and assessment and move to the Readiness Preparation phase; and
  - b. The Readiness Preparation phase is when the analytical and early planning work provided for in the R-PP is realized. The balance of approximately \$3.4 million in FCPF grant funding is made available to carry out the Readiness Preparation activities laid out in the R-PP. During this phase, the REDD Country must submit a Readiness progress report to the PC on R-PP activities undertaken, which is also reviewed by the Bank, and this phase concludes with the review and assessment of the Readiness Package (R-Package).<sup>5</sup>
9. Whereas the FCPF Participants Committee (PC) decides to allocate funds from the FCPF to a REDD Country Participant, based on the Country’s R-PP, it is the DP that decides whether it will sign a Readiness Preparation grant agreement that channels those Readiness Preparation funds to the REDD Country. For this purpose, each DP prepares the assessment documents described below.
10. The R-PP Assessment Note summarizes the main aspects of the FCPF-financed portion of the R-PP; assessments of technical, financial management, procurement, social and environmental capacity; compliance with the applicable safeguard policies; and risks.<sup>6</sup> Based on the R-PP Assessment Note, the DP decides whether to proceed with signing the Readiness Preparation grant agreement. In compliance with the FCPF Guidance on Disclosure of Information, the DP prepares and discloses an initial environmental and social safeguards assessment, which draws the environmental and social safeguards profile of the proposed readiness activity and a readiness activity profile. The R-PP Assessment Note (minus the risk assessment) is disclosed after signature of the Readiness Preparation grant agreement.
11. Throughout the implementation of the FCPF Readiness Preparation phase, the DP supervises the continued compliance of the REDD+ readiness activity. The Readiness Preparation grant agreement shall contain remedies available in case conditions set forth in the requirements of that document are not met.

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<sup>5</sup> The R-Package is a package of activities which builds on the R-PP and is designed to support a REDD Country Participant’s capacity to participate in possible future systems of positive incentives for REDD+.

<sup>6</sup> The R-PP Assessment Note can be accessed at:  
[http://www.forestcarbonpartnership.org/fcp/sites/forestcarbonpartnership.org/files/Documents/PDF/Jun2011/FCPF\\_R-PP\\_Assessment\\_Note\\_PCN\\_05-27-11.pdf](http://www.forestcarbonpartnership.org/fcp/sites/forestcarbonpartnership.org/files/Documents/PDF/Jun2011/FCPF_R-PP_Assessment_Note_PCN_05-27-11.pdf).

The DP produces periodic monitoring reports at least once per fiscal year, and makes them publicly available along with annual audited financial reports, or the equivalent thereof, for each project being implemented. At mid-term, the REDD Country Participant prepares and presents to the PC a progress report that includes a review of its compliance with the Common Approach. The DP reviews the country progress report and the documentation available on the readiness process and prepares its own assessment, including compliance with the DP's social and environmental safeguard policies and the Common Approach. The DP discloses the progress report and its assessment in compliance with the FCPF Guidance on Disclosure of Information, and may update the safeguards and activity profiles, in which case these updated documents are also disclosed.

12. When the FCPF Readiness Preparation grant is fully disbursed, the DP files a completion report to report on Readiness Preparation progress and grant completion, including on compliance with the Common Approach. The completion report is disclosed, in compliance with the FCPF Guidance on Disclosure of Information.

13. If the Country expresses interest in obtaining PC endorsement of its R-Package, the PC considers the R-Package, its review by an ad hoc Technical Advisory Panel (TAP), the DP's updated monitoring report, or completion report if available, and/or other sources, as appropriate, including for those REDD Country Participants that are not supported by a DP, to form an opinion about the Country's progress towards REDD+ readiness and compliance of the activities funded by the FCPF grant with the applicable policies and procedures (including safeguards) of the DP and the Common Approach, the risks involved, and other factors as necessary.

### **III. Environmental and Social Safeguards in the FCPF Readiness Fund**

14. In the context of the FCPF Readiness Fund, the most relevant safeguards<sup>7</sup> and the overarching objective that DPs will achieve for each of the relevant safeguard topics are the following:

- a. Environmental Assessment: To help ensure the environmental and social soundness and sustainability of investment projects/strategies and to support integration of environmental and social aspects of projects/strategies into the decision-making process;
- b. Natural Habitats: To promote environmentally sustainable development by supporting the protection, conservation, maintenance, and rehabilitation of natural habitats and their functions;
- c. Forests: To realize the potential of forests to reduce poverty in a sustainable manner, integrate forests effectively into sustainable economic development, and protect the vital local and global environmental services and values of forests;
- d. Involuntary Resettlement: To avoid or minimize involuntary resettlement and, where this is not feasible, to assist displaced persons in improving or at least restoring their livelihoods and standards of living in real terms relative to pre-displacement levels or to levels prevailing prior to the beginning of projects/ strategy implementation, whichever is higher;
- e. Indigenous Peoples: To design and implement projects/strategies with the full and effective participation of Indigenous Peoples in a way that fosters full respect for Indigenous Peoples' dignity, human rights, traditional knowledge, and cultural uniqueness and diversity and

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<sup>7</sup> The WB safeguards can be accessed at <http://go.worldbank.org/WTAlODE7T0>; the IDB safeguards are accessible at <http://www.iadb.org/index.cfm?lang=en>; the UNDP documents will be available at [http://www.unredd.net/index.php?option=com\\_docman&task=cat\\_view&gid=1030&Itemid=53](http://www.unredd.net/index.php?option=com_docman&task=cat_view&gid=1030&Itemid=53).

so that they: (i) receive culturally compatible social and economic benefits; and (ii) do not suffer adverse effects during the development process; and

- f. Physical and Cultural Resources: To assist in preserving physical cultural resources and avoiding their destruction or damage. PCR includes resources of archaeological, paleontological, historical, architectural, religious (including graveyards and burial sites), aesthetic, or other cultural significance.

#### **IV. Strategic Environmental and Social Assessments (SESAs) and Environmental and Social Management Frameworks (ESMFs)**

15. The safeguard policies of the DPs that are multilateral investments bank were largely written with investment projects in mind and, in the case of all DPs including those DPs that are part of the United Nations, they serve to support the overarching mission of each organization. However, REDD+ readiness activities in the FCPF context entail no investment projects on the ground. They mostly consist of strategic planning and preparation. Nonetheless, these strategic activities have potentially far-reaching impacts – hopefully positive – but, unless properly addressed, possibly negative (e.g., the definition of rights to forest carbon or the design of benefit-sharing mechanisms). The following paragraphs clarify how the DPs will apply their environmental and social safeguards to REDD+ readiness activities from the time the DP signs the grant agreement that channels \$3.4-3.6 million to a REDD Country for Readiness Preparation.

16. The basic approach is to seek to ensure that environmental and social concerns are integrated into the national REDD+ strategy process and that the FCPF readiness activities comply with applicable safeguards is to utilize a Strategic Environmental and Social Assessment (SESA).<sup>8 9</sup>

<sup>8</sup> The WB's OP4.01 version of February 2011 explicitly refers to SESAs and ESMFs (see <http://web.worldbank.org/WBSITE/EXTERNAL/PROJECTS/EXTPOLICIES/EXTOPMANUAL/0,,contentMDK:20064724~menuPK:64701637~pagePK:64709096~piPK:64709108~theSitePK:502184,00.html>). IDB's OP-703 applies to all types of operations and contemplates the use of SESA. UNDP's draft environmental and screening and assessment procedure is not limited to investment projects and includes SESA/SEA for strategic and programmatic projects.

<sup>9</sup> The SESA is in line with the guidance on strategic environmental assessment for development cooperation prepared by the OECD Development Assistance Committee in response to the call for harmonization of the Paris Declaration on Aid Effectiveness. See the 2005 Paris Declaration on Aid Effectiveness at <http://www.oecd.org/dataoecd/11/41/34428351.pdf>. Paragraph 41 includes the reference to the commitment of donors and partner countries to “develop and apply common approaches for “strategic environmental assessment” at the sector and national levels.” Also see the OECD Development Assistance Committee's good practice guidance on Applying Strategic Environmental Assessment (SEA) at <http://www.oecd.org/dataoecd/4/21/37353858.pdf>. The SESA approach is also in line with the recommendation of the 2007 Mid-Term Review of WB's Forest Strategy that strategic assessment ought to be used to mainstream safeguards into forest sector work. The WB's Board of Executive Directors endorsed the SESA approach in March 2011. More information on SESAs is available at <http://go.worldbank.org/XIVZ1WF880>. Another useful resource is the WB's Forests Sourcebook (2008), which delves into issues relevant to SESAs in the forest sector and is available at <http://worldbank.org/forestssourcebook>. To help draw attention to the use of SESA as an environmental assessment instrument used in the context of REDD+ readiness (or various strategic activities other than REDD+ readiness) and so as to better reflect internationally accepted practice, the WB has inserted explicit references to SESAs and ESMFs in its OP 4.01 on Environmental Assessment. IDB's OP-703 Directive B.5 already provides for the use of SEAs (or SESAs) to integrate environmental and social consideration in decision-making and management of policies, plans and programs and its Environment and Safeguards Unit is in the process of developing specific guidance in this respect, based on the OECD approach. UNDP's draft environmental and social assessment guidance also includes specific SEA guidance and is based on the OECD approach.



17. Readiness for REDD+ is the phase when the Country formulates its strategies/policies and prepares investments. It is therefore the appropriate moment for the Country to assess the broader strategic environmental and social impacts, including potential cumulative impacts, which may ensue from future REDD+ activities or projects, and to develop sound environmental and social policies and the necessary safeguards instruments that will apply to subsequent REDD+ investments and carbon finance transactions.

18. The strategic, national and multi-sectoral nature of REDD+ readiness activities requires a strategic approach to risk management. Indigenous Peoples' rights, land tenure, public participation, and the sharing of benefits are some of the main challenges. Policy discussions related to REDD+ deal with land administration, nationwide land use planning, forest management, extractive industries, and infrastructure, among other sectors. Standard project-level environmental and social impact assessment is not appropriate at this strategic, countrywide, multi-sectoral level. In keeping with accepted instruments and practices in the field of environmental assessment, REDD Country Participants will undertake a SESA and produce a stand-alone Environmental and Social Management Framework (ESMF) as an integral part of the REDD+ Readiness Preparation process.

19. The strength of a SESA for REDD+ is that it combines analytical work and consultation in an iterative fashion to inform the preparation of the REDD+ strategy. The SESA helps to ensure compliance with the applicable safeguards by integrating key environmental and social considerations relevant to REDD+, including all those covered by the applicable safeguards, at the earliest stage of decision making. The SESA helps Countries formulate their REDD+ strategy in a way that reflects inputs from key stakeholder groups and addresses the main environmental and social issues identified. The SESA includes an ESMF as a distinct output, which provides a framework for managing and mitigating the potential environmental and social impacts and risks related to policy changes, investments and carbon finance transactions in the context of the future implementation of REDD+. <sup>10</sup>

20. As part of the SESA, the Country is expected to:

- a. Build on existing or undertake new diagnostic work to identify and prioritize the drivers of deforestation and the key social and environmental issues associated with the drivers, including those issues linked to the applicable safeguards. Diagnostic work covers, *inter alia*, issues such as land tenure, sharing of benefits, access to resources, and the likely social and environmental impacts of REDD+ strategy options;
- b. Undertake diagnostic work on legal, policy and institutional aspects of REDD+ readiness;
- c. Assess existing capacities and gaps to address the environmental and social issues identified;
- d. Draft REDD+ strategy options taking into consideration the above issues;
- e. Develop frameworks to mitigate and manage the risks of the REDD+ strategy options, including future, yet unidentified, REDD+ investments, to be included in an ESMF; and
- f. Establish outreach, communication and consultative mechanisms with relevant stakeholders for each of the above steps. The consultations for the SESA should be integral to, and not duplicate, the consultations for REDD+ readiness. The Country's consultation plan therefore includes, among others, the consultations on social and environmental considerations.

21. At the time that a Country is formulating its R-PP, it needs to decide on the arrangements for the management and coordination of REDD+ readiness activities. This requires the carrying out of a stakeholder mapping exercise as one of the earliest activities required by the SESA, so that interested civil

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<sup>10</sup> The SESA and ESMF are further described in Annexes C and D of the R-PP template. Version 5 of the R-PP template is available at [www.forestcarbonpartnership.org](http://www.forestcarbonpartnership.org).

society organizations and potentially affected stakeholders can be involved in these discussions, as well as in the arrangements that are ultimately devised. If national-level mechanisms such as REDD+ committees or working groups have been established to discuss broader national low-carbon strategies or climate-friendly national development plans, these can often serve as suitable platforms for engaging a range of stakeholders in an up-front and meaningful way. They can also help to provide an institutional framework for the organization of initial meetings or workshops for sharing information with, and soliciting feedback from, key stakeholders with respect to:

- a. the underlying causes and environmental and social impacts of deforestation and forest degradation;
- b. the development of the various components of the R-PP, especially that on the REDD+ strategy options; and
- c. the structuring of the Consultation and Participation Plan for the overall REDD+ readiness preparation process.

22. After the PC has assessed the R-PP and authorized Readiness Preparation activities but before the grant agreement to authorize Readiness Preparation activities is signed, there is an initial determination of which safeguard policies are triggered by the Country's overall REDD+ readiness program. This provides the basis for the preparation, at an appropriate time during the implementation of the R-PP, of the ESMF, which is designed to identify, avoid, minimize, mitigate, and/or compensate for the adverse effects of REDD+ policy changes and investments that might be undertaken in the future. Once the Readiness Preparation grant to support the implementation of the R-PP has been allocated, the Country engages in the analytical and consultative activities that are the hallmark of the full-fledged SESA process. This involves carrying out the necessary diagnostic work (assessments, studies) and engaging in consultative meetings and events (including at the village or community level) in relation to the issues outlined in steps Paragraph 20 (a)-(f) above. The overall goal of the process at this stage is to prioritize among REDD+ strategy options, with due attention to the social and environment risks and potential impacts identified, and to produce recommendations regarding existing legal, institutional, and regulatory arrangements and capacity gaps for managing these priorities.

23. The ESMF prepared as a result of the SESA will be a stand-alone document, to be produced as part of the R-Package. The ESMF's content will depend on the extent to which future REDD+ investments have been identified. If REDD+ investments are not yet clearly identified at the R-Package stage, the ESMF produced as part of the R-Package could still be fairly general establishing principles and criteria for policy and program design and investment selection, while leaving more specific measures to be finalized once the investments are clearly identified. Conversely, if investments are already identified while the REDD Country is still preparing itself for REDD+, the ESMF made available before the R-Package should also include more developed management plans.

24. For the ESMF to ensure compliance with the applicable safeguards, it has to contain specific sections addressing the requirements of the applicable safeguards. These sections will draw on Country-specific information and take the form of free-standing chapters that would resemble the frameworks and plans provided for in the applicable safeguards themselves, namely, as relevant:

- a. Environmental and social assessment: An environmental and social management framework to address any potential environmental impacts and risks, including cumulative and/or indirect impacts of multiple activities;
- b. Indigenous peoples: An indigenous peoples planning framework to address any effects on indigenous peoples;



- c. Involuntary resettlement: A restriction of access framework to address any potential land acquisition and/or physical relocation, loss of livelihoods or restriction or loss of access to natural resources, including legally designated parks and protected areas; and
  - d. Stakeholder engagement and dispute resolution: A stakeholder engagement and grievance resolution framework to ensure ongoing communication with stakeholders, good faith consideration of their concerns and mechanisms to resolve any grievances in accordance with the FCPF requirements for Stakeholder Engagement as outlined in Section V below.
25. The ESMF will be developed in a manner that is fully integrated with ongoing consultation processes in the REDD Country and will identify any additional consultations and field work needed. If a specific REDD+ investment in the future triggers the applicable safeguard, the Country is expected to implement the provisions of the corresponding chapter(s) of the ESMF. Consultations should extend from the national level to the lowest level (e.g., district) where site-specific project(s) and activity(-ies), if any, will be proposed, approved, and then implemented.

## V. Stakeholder Engagement in REDD+ Readiness

26. REDD+ has the potential to deliver significant benefits to indigenous peoples and other forest-dependent communities, including the sustainable management of biodiversity, the provision of alternative livelihoods, equitable benefit sharing of revenues generated from emission reductions, etc. However, if not done appropriately, it also presents serious risks to livelihoods, security to land tenure, forest governance, culture, biodiversity, etc. For REDD+ programs to succeed in the long term, these risks have to be identified, reduced and mitigated, and stakeholders have to be involved at the formulation and implementation stages. Stakeholders are defined as those groups that have a stake/interest/right in the forest and those that will be affected either negatively or positively by REDD+ activities. They include relevant government agencies, formal and informal forest users, private sector entities, indigenous peoples and other forest-dependent communities.

27. The UN-REDD Programme Team and FCPF Facility Management Team have drafted guidelines applicable to the key elements of effective stakeholder engagement in the context of REDD+. <sup>11</sup> As per Paragraph 3 above, under this Common Approach all DPs shall treat these guidelines as FCPF requirements. Furthermore, if the standard for stakeholder engagement applied by the DP is higher and/or protective than those of the WB, the DP shall apply its own standard to activities undertaken under the FCPF Readiness Fund.

28. The Stakeholder Guidelines outline principles for effective participation and consultation, operational guidelines, and practical “how-to” guidance on planning and implementing consultations and are underpinned by the following principles:

- a. Consultations should be premised on transparency and facilitate access to information;
- b. The consultation process should include a broad range of relevant stakeholders at the national and local levels;
- c. Consultations should start prior to the design phase, and be applied at every stage of the REDD+ process;
- d. Consultations should facilitate dialogue and exchange of information, and consensus building reflecting broad community support should emerge from consultation;

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<sup>11</sup> The draft FCPF/UN-REDD Guidelines on Stakeholder Engagement in REDD+ Readiness are available at: <http://www.forestcarbonpartnership.org/fcp/sites/forestcarbonpartnership.org/files/Documents/PDF/Nov2010/FCPF%20UN-REDD%20Stakeholder%20Guidelines%20Note%20Draft%2011-17-10.pdf> and presented in Attachment 2.

- e. Mechanisms for grievance, conflict resolution and redress must be established and accessible during the consultation process and throughout the readiness process and the implementation of REDD+ policies and measures;
- f. The diversity of stakeholders needs to be recognized and the voices of vulnerable groups must be heard;
- g. Special emphasis should be given to the issues of land tenure, resource use rights, customary rights, and property rights; and
- h. There should be records of consultations and a report on the outcome of the consultations that is publicly disclosed in a culturally appropriate form, including language.

## VI. Disclosure of Information

31. Access to information is particularly important in the case of REDD+ readiness, given the relative novelty of the agenda, the complexity of some of the issues, and the potential impacts of some of the decisions that have to be made. FCPF Readiness Fund activities should be undertaken based on adequate information, which requires timeliness, quality, format that is culturally-appropriate and publicity. Without such information, effective consultations cannot be conducted and the right decisions cannot be made.

32. For the Common Approach, all DPs shall comply with the FCPF Guidance on Disclosure of Information which is presented in Attachment 3. In addition, all of the information generated by FCPF grants, including information regarding social and environmental risks and safeguards that is not covered by one or more of the exceptions under the DP's policy on access to information, or is not restricted from public access by the DP's exercise of prerogative to restrict (i.e., there are exceptional circumstances and disclosure is likely to cause harm that outweighs the benefits of disclosure), shall be either routinely disclosed or made publicly available upon request. The FCPF routinely discloses a wide range of documents through its external website as soon as the documents are finalized after key process milestones.

## VII. Grievance and Accountability<sup>12</sup>

33. The Guidelines on Stakeholder Engagement in REDD+ Readiness, which are annexed to the R-PP template, require REDD Country Participants to establish mechanisms for grievance and accountability, and to make them accessible during the consultation process and throughout the implementation of REDD+ policies and measures. DPs shall assist REDD Country Participants to develop, utilize, and institutionalize effective in-country grievance and accountability mechanisms in accordance with the FCPF Guidelines for Establishing Grievance and Redress Mechanisms at the Country Level as set forth in Attachment 4.

34. Each DP shall have accountability measures available for FCPF Preparation Readiness grant agreements that are designed at a minimum to address breaches of the DP's policies and procedures and are not intended to substitute for the country-level accountability, dispute resolution and redress mechanisms.

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<sup>12</sup> "Grievance mechanism" means the mechanism(s) established by the Country or by the DP in order to address grievances of people alleging an adverse effect related to the implementation of the readiness grant. "Accountability mechanism" means the independent mechanism established by the DP to address eligible claims that the DP's alleged failure to comply with its policies and procedures or the Common Approach has been or is likely to be the direct cause of harm to the claimant(s).

35. The DP shall make available on the FCPF website a list of the staff in charge of supporting or supervising each R-PP, or other contact information for responding to complaints regarding administration of the grant. These contact people or appropriate other DP staff shall be tasked with initially evaluating complaints, timely responding to them, and seeking their early resolution of complaints about safeguard issues related to implementation of the FCPF Readiness Preparation grant agreements.

36. For FCPF Readiness Preparation grant agreements, the DP shall have an accountability mechanism that is independent, transparent, effective, accessible to affected people, and available to respond to/address claims related to the Common Approach (“Accountability Mechanism”) or its implementation. DPs that have such a mechanism will take the necessary measures, if any, to make it available with respect to the Common Approach and projects implemented under it. DPs that do not have such a mechanism available for FCPF Readiness Preparation grant agreements shall commit to provide one in the future, and report on the timetable and progress to the PC. For those DPs that currently do not have such a mechanism available for FCPF Readiness Preparation grant agreements, while the Accountability Mechanism is being created, the DP shall have an independent safeguard expert or consultant available to receive and provide expert guidance on eligible complaints related to safeguards and the Common Approach. Notwithstanding, before engaging an independent consultant, the DP shall undertake appropriate efforts to resolve the complaint using any other existing instruments and mechanisms.

## Abbreviations

ARR	Annual Review Report (UNDP)
BP	Bank Procedure (WB)
DP	Delivery Partner
EEG	Environment and Energy Group (UNDP)
EIA	Environmental Impact Assessment
ERPA	Emission Reductions Payment Agreement
ESA	Environmental and Social Assessment (UNDP)
ESMF	Environmental and Social Management Framework
ESS	Environment and Social Strategy (IDB)
FCPF	Forest Carbon Partnership Facility
FMT	Facility Management Team
GRM	Grant Reporting and Monitoring (WB)
ICIM	Independent Consultation and Investigation Mechanism (IDB)
IDB	Inter-American Development Bank
ISDS	Integrated Safeguards Data Sheet (WB)
LEG	Legal department (IDB and WB)
OECD	Organization for Economic Cooperation and Development
OP	Operational Policy (WB)
ORAF	Operational Risk Assessment Framework (ORAF)
PC	Participants Committee
PD	Project Document (UNDP)
PCR	Project Completion Report (IDB)
PIC	Public Information Center (IDB)
PID	Project Information Document (WB)
POPP	Programming and Operations Policies and Procedures (UNDP)
PTL	Project Team Leader (IDB)
PP	Project Profile (IDB)
PR	Project Report (IDB)
REDD+	Reducing Emissions from Deforestation, Forest Degradation, Conservation of Forest Carbon Stocks, Sustainable Management of Forest, and Enhancement of Forest Carbon Stocks
R-Package	Readiness Package
R-PIN	Readiness Preparation Idea Note
R-PP	Readiness Preparation Proposal
SEA	Strategic Environmental Assessment
SESA	Strategic Environmental and Social Assessment
TA	Transfer Agreement
TAP	(Ad hoc) Technical Advisory Panel
TCA	Technical Cooperation Agreement (IDB)
TCP	Technical Cooperation Profile (IDB)
ToR	Terms of Reference
TTL	Task Team Leader (WB)
UNFCCC	United Nations Framework Convention on Climate Change
UNDP	United Nations Development Programme
WB	World Bank

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**Crosswalk Table of Terminology Used by WB, IDB and UNDP**

WB	IDB	UNDP
Audited Financial Report	Project Audit Financial Report (Audit of Executing Agency)  Audited Financial Statements	Certified Financial Statement
FCPF Readiness Preparation Grant Agreement	(FCPF Readiness Preparation) Technical Cooperation Agreement (TCA)	(FCPF Readiness Preparation) Project Document (PD)
Grant Reporting and Monitoring (GRM) report	Project Monitoring Report (PMR)	Annual Review Report (ARR)
Integrated Safeguards Data Sheet (ISDS)	Technical Cooperation Profile (TCP)	Adapted Project Information Document (PID) or UN-REDD Submission Form <i>(to be determined, but will include all required information)</i>
Mission Aide Memoire	Back to Office report/Aide Memoire/Mission Report	Mission Report
Operational Risk Assessment Framework (ORAF)	Risk Matrix	Risk and Issues Log
Project Information Document (PID)	Technical Cooperation Profile (PP)/Plan of Operations	Adapted PID or Adapted UN-REDD Submission Form <i>(to be determined)</i>
R-PP Formulation Grant Agreement (\$200,000)	(R-PP Formulation) Technical Cooperation Agreement (TCA)	(R-PP Formulation) Project Document (PD)
Supervision	Supervision	Quality Assurance
Task Team Leader	Project Team Leader	UNDP Country Office, supported by Regional Technical Advisor

## Attachments

### **Attachment 1: Guidelines and Generic Terms of Reference for SESAs and ESMFs**

See [separate document](#)

### **Attachment 2: Guidelines for Stakeholder Engagement in REDD+ Readiness**

See [separate document](#)

### **Attachment 3: Guidance on Disclosure of Information**

See [separate document](#)

### **Attachment 4: Guidelines for Establishing Grievance and Redress Mechanisms at the Country Level**

See [separate document](#)