

1.0 Introduction

The objective of this document is to provide a reference material that indicates the steps to be followed for the performance of social impact assessments of projects in Nigeria. It shall further support ease of compliance with relevant and applicable environmental/social regulations and standards. The guide presents a systematic approach that shall assist in identification and mitigation of adverse social impacts, optimization of benefits as well as provision of a structure for uniform and consistent social monitoring and management of projects. This process shall satisfy the requirements of all impacted or potentially impacted citizen of Nigeria as well as the potential sources of funding or other support. Consequently, this document highlights the various stages in the SIA procedure with respect to the actors and their roles in each stage.

2.0 EIA/SIA Legal Framework and Regulatory Authorities

The environmental and social management system functions under the Environmental Impact Assessment (EIA) Bill of 2017 by Federal Government of Nigeria. The regulator for the EIA process in Nigeria are the Federal Ministry of Environment (FMEnv), the competent authority, through its Environmental Assessment Department for EIA and the Department of Petroleum Resources (DPR), an arm of the Ministry of Petroleum Resources, which also has a mandate for the regulatory framework for all activities in the Oil and Gas sectors of the economy. In addition to these agencies aforementioned are States and Local Government Councils which comprise the second and third tiers of government through their environmental assessment departments. In practice, EIAs (SIAs) shall be prepared by the environmental consultant with respect to the FMEnv and DPR guidelines, standards and statutory instrument.

3.0 Project Proposal

As soon as a proponent decides to embark on any development project contained in Category I and II projects listed in the EIA procedural Guideline, the Federal Ministry of Environment (FMEnv) shall be notified in writing by the submission of a project proposal and duly completed 'SIA NOTIFICATION FORM. The Form shall be made available to the proponent by the Ministry upon payment of a prescribed fee.

The project proposal shall include relevant information available including land-use map in the proposed project site area. A Checklist has been provided in this study as a guide to assist developers in identifying items which shall be included or considered in the project proposal.

All proposals and supplementary documents shall be addressed to the **Honourable Minister**, Federal Ministry of Environment at the Abuja Headquarters office.

3.1 Development of a Proposal

An outline of information content required for the project proposal shall be submitted to Ministry (see Annex I)

3.2 Submission of a Project Proposal

The SIA process is deemed to commence after the proponent (government or private enterprise)/ submits a proposal to the Ministry.

3.3 Registration

The Ministry shall officially register the project proposal, issue a Registration number and acknowledge receipt immediately. Thereafter, the Ministry shall supply the proponent with

necessary documentation, general guidance, contacts, and any other available support which facilitates a smooth SIA process immediately.

4.0 Steps in a Typical SIA Process

The steps required to properly conduct an SIA within the FMEnv framework are:

1. Screening,
2. Public Involvement,
3. Scoping,
4. Identification of Alternatives,
5. Baseline Description,
6. Scoping,
7. Analysis of Social Impacts,
8. Impact Mitigation and Enhancement,
9. Impact Monitoring,
10. Review and Decision Making,
11. Implementation and Follow up (See Annex III for a typical format of the key steps)

4.1 Screening

The Social impacts assessment for various projects shall vary depending on the type of activity and existing social structure. Reference should be made to the EIA procedural guidelines on the categorization of the EIA activities and mandatory study activities.

For the screening process:

- (a) The Federal Ministry of Environment shall perform the initial environmental (social) examination (IEEs) in determining whether or not to proceed with the SIA upon the receipt of the proposal from the proponent.
- (b) The Ministry shall make reference to the lists of activities and type of environment for which EIAs are required.
- (c) The Ministry shall provide appropriate advice (Screening Report) in writing to the proponent within (10) working days of the receipt of the proposal.
- (d) The proponent shall carry out (where necessary and on demand by the ministry) an initial assessment particularly, where there is uncertainty regarding the scale of study required or where there is a small amount of information required to take the decision.

4.2 Public Involvement/Stakeholders Engagement Process

The consultant/ proponent shall identify the stakeholders. Stakeholders shall include;

- Government Agencies
- Federal Ministry of Finance
- Federal Ministry of Environment
- State Ministry of Environment
- Local Government Council
- National Non- Governmental Organization (NGOs)/ State level NGOs/Intergovernmental Organizations
- Scientific Experts/Researchers
- Private Sector
- Proponent

- Members of the Public etc.

The Proponent shall also prepare the stakeholders' plan: This plan shall include;

- i. The description of regulatory and other requirements for consultation and disclosure.
- ii. Local legal framework of consultation activities and project disclosure requirements, particularly in respect of those public consultation activities that are directly required under the local permitting process.
- iii. Record of any consultation activities undertaken to date/prior to the consultant's involvement.
- iv. Action plan for further consultation during preparation, construction, operations and decommissioning phase of the project, including details on appropriate formats for effective and culturally meaningful interaction with stakeholder, and development of grievance mechanism. (see Annex IV)
- v. A disclosure plan with timetable of events and activities (what is to be disclosed, how, when and for how long), including identification of any locations where relevant. This plan shall be disclosed to the ministry at least 2 weeks prior to the commencement of work.

The scope and level of detail of the plan shall be scaled to fit the needs of the project.

The proponent and/or consultant shall be aware of literacy levels, language barriers, and cultural differences in preparing the public involvement program;

The Proponent shall also

- a) disclose and disseminate information;
- b) carry out consultations and participation;

- c) put in place grievance mechanisms. All grievances (in verbal or written form) shall be put in a register, assigned a number, and acknowledged within 7 days. A response shall be provided within 60 days.

A separate grievance mechanism shall be made available to the internal stake holders (workers). Annex V shows the flowchart for a grievance mechanism.

- d) Documentation of all public comments; and
- e) Continuous reporting to the Affected Communities.

The Ministry shall be responsible for the public disclosure of the final SIA Report document.

4.3 Scoping

For effective scoping the consultant shall:

- (a) Interact with the proponent, government departments (local and state) and the public with the view of identifying the key issues for investigation and eliminating those that are not (SIA variables shall be considered for further assessment in the major areas of population characteristics; community and institutional structures; political and social resources; individual and family changes; and community resources).
- (b) Prepare the scoping report that shall form a basis for the term of reference to be used during the impact analysis phase.

4.4 Identification of Alternatives

The following should be taken into account by the proponent or consultant while identifying alternatives.

- (a) Identification of alternatives such as location alternatives, activity alternatives, design and operation alternatives, technology alternatives, scheduling alternatives, temporal alternatives and the no-change alternatives.

- (b) Elimination of alternative with fatal flaw and consideration of alternative with red flag
- (c) A cost-benefit analysis that shall be performed in support of the selection, sequencing and rejection of alternatives.
- (d) Examination of alternatives alongside with their impacts (negative and positive) in relation to other projects (existing and proposed) in order to identify and deal with potential cumulative impacts. For example, air emissions from a proposed factory shall be considered acceptable if taken in isolation, but, when added to emissions from surrounding factories, shall escalate air pollution to unacceptable levels.

4.5 Baseline Description

The baseline conditions that shall be considered by the SIA practitioner shall vary with the type of project to be developed. However, for effective baseline profiling, the SIA practitioner shall:

- (a) Provide relevant information that describes the socio-economic conditions of the affected community (including historical overview of the project area, household demographics, housing and services, agricultural and household nutrition, income and expenditure, health, education, social organization, social infrastructure, livelihood strategies, small businesses, transportation, technology, land-use, belief system and sacred rights among others); A format for conducting census is presented in Annex VI .
- (b) Use appropriate method in gathering or generating relevant data. The SIA shall be conducted through a combination of qualitative research methods, quantitative household surveys, and desktop study.
- (c) Set out in detail the baseline data that is relevant to decisions about project location, design, operation, or mitigation measures. This should include a discussion of the accuracy,

reliability, and sources of the data as well as information about dates surrounding project identification, planning and implementation; and

- (d) Identify and estimate the extent and quality of available data, key data gaps, and uncertainties associated with predictions.

Consequently, the local, state and federal government departments as well as the project affected people shall support in providing available information or data.

4.6 Social Impact Analysis

In assessing potential impacts (direct, indirect and cumulative) of the proposed project, The SIA practitioner shall:

- (a) Use appropriate method in determining the impact of the proposed project. **Models** shall be used to identify or predict the populations at risk to the social impact of projects;
- (b) Identify specifically the PAPs like the artisans, seasonal and daily wage labourers, vendors among others;
- (c) Identify the potential impact and their level of significance during the main phases of the project, that is, the construction, operation and decommissioning/closure (see Annex VII, VIII and IX).
- (d) Take into consideration the social risks involved when performing the analysis; (see Annex VII).
- (e) Provide the statement of degree of reversibility (including the benefits that shall no longer be available and the mitigation measures);
- (f) Determine the residual impacts as well as the cumulative impacts of the proposed project;

- (g) Estimate how the affected public would respond in attitude and actions after the direct impact has been estimated; and
- (h) Conduct processes of identifying and assessing the impacts in close collaboration with the stakeholders (people) to ensure that their perceptions and viewpoints are accommodated in the exercise.

4.7 Social Management Plan (SMP)

The SMP shall be done by the proponent or consultant with the support of the stakeholders.

The content of the SMP shall include the following:

- a) mitigation and enhancement,
- b) monitoring,
- c) capacity building and
- d) implementation schedule/cost estimates

For both mitigation and enhancement measures, the proponent/SIA practitioner shall:

- (a) Prepare social management programme for each phase of the proposed project (construction, operation, decommissioning/closure). The content can be seen in a typical format presented in Annex X.
- (b) Take cognizance of the following measures when preparing the social management programme.
 - i. Water requirement for project; avoiding straining the already meagre water resources available for livestock and humans.

- ii. Dispute prevention and relationship management plan; this shall guide the employees on how to relate with the community to avoid conflicts; human rights of all should be respected irrespective of their rights awareness.
- iii. Traffic management plan
- iv. Health and safety plan
- v. Waste management plan (reference should be made to EIA sectoral guidelines with respect to the project type)
- vi. Emergency plan: considering risk associated with operation activities, major emergency events and their impact on the community e.g community evacuation plan.
- vii. Resettlement Action Plan (RAP): This shall be developed with a Resettlement Policy Framework (RPF). The RAP shall provide a detailed strategy for: negotiating displacement with the private land owners; minimizing or avoiding resettlement; compensating for loss of structures and assets; relocating and rebuilding (where necessary) in well functioning communities; and ensuring that affected people are afforded the opportunity to improve their incomes, income-producing activities, and standards of living that they had before the project affected them.
- viii. Livelihood restoration plan: there shall be a strategic development for alternative means of livelihood. This shall ensure that households are not left worse off following displacement.
- ix. Establishment of grievance mechanism: this shall be done prior to project implementation to facilitate the resolution of affected community concerns and grievances, ensuring ongoing interaction with community in order to build trust and maintain relationship throughout the life of the project.

- x. Establishment of Local Labour Desk: this shall be done at the site or contractors office to identify local labour pool.
- xi. Community Development Plan: This shall include plans to share or optimize benefits such as:
 - Skill training and development to ensure transferable skills and options for alternatives livelihood strategies taking into account all villages within traditional area of jurisdiction, with an aim of long term sustainable development;
 - Health facility development plan which shall benefit the community of interest;
 - Educational facilities like primary and secondary schools;
 - Electricity for the local religious centres or the community in general;
 - Local road and water facilities;
 - Sponsoring children to further education especially girls;
 - Business and employment opportunities for youth and other available local workers in the community;
 - Grassland management systems including tree planting and water erosion management systems; and
 - Tourism investments among others.

However, the scope of Social or community development should go beyond the above benefits, but rather, focus on change in institutions and society that shall reduce social exclusion and fragmentation, promote social inclusion and democratization, and build capacity in institutions and governance.

4.7.1 Monitoring Program

For an effective monitoring programme:

- (a) The consultant shall prepare a short-term and long-term social monitoring program during all the project stages. This shall include
 - i. A specific description and technical details of monitoring measures, including the mitigation/enhancement source, parameters to be measured, methods to be used, sampling locations, frequency of measurements (this could be monthly, annually, throughout pre-construction, construction, and operations phases, life of the project), detection limits (where appropriate), definition of thresholds that shall signal the need for corrective actions, and responsible party or agency (See Annex XI for a typical format)
 - ii. Monitoring and reporting procedures that shall ensure early detection of conditions that necessitate particular mitigation measures and also furnish information on the progress and results of mitigation.
- (b) The Ministry shall monitor the progress of the project from site preparation to commissioning in order to ensure compliance with all stipulated mitigation measures and project specifications.

4.7.2 Capacity Building

For effective capacity development and training strategies, the SMP prepared by the SIA practitioner shall:

- (a) Draw on the social assessment of the existence, role, and capability of responsible parties on site or at the agency and ministry level in order to support timely and effective implementation of environmental and social project components and mitigation measures;

- (b) Provide a specific description of institutional arrangements, identifying which party is responsible for carrying out tasks such as operation, supervision, enforcement, monitoring of implementation, remedial action, financing, reporting, and staff training; and
- (c) Recommend the establishment or expansion of the parties responsible, the training of staff and any additional measures that shall be necessary to support implementation of mitigation measures and any other recommendations of the social assessment.

4.7.3 Implementation Schedule and Cost Estimates

For all the four aspects (mitigation, enhancement, monitoring, and capacity development), the SMP shall provide:

- (a) An implementation schedule for measures that shall be carried out as part of the project, showing phasing and coordination with overall project implementation plans; and
- (b) The capital and recurrent cost estimates and sources of funds for implementing the SMP. These figures are also integrated into the total project cost tables (see Annex XIII for a typical format)

4.8 Draft SIA Report

The project proponent shall submit at least ten (10) copies of a draft SIA report to FMEnv for review (see Annex II). The report shall include the proceedings of consultation with adjoining communities and other stakeholders held in a public forum (public participation). The proceedings shall be documented as an appendix to the report. Public participation should be seen as a continuous programme for the environmental sustainability of the project.

4.9 Review of SIA Report

Upon the receipt of the draft SIA report from the proponent, it shall be evaluated by the Ministry to establish the form of review. This shall include;

- (a) In-House Assessment or Evaluation;
- (b) In-House Technical Review;
- (c) Public Review; or
- (d) Technical Review.

Site visits shall be initiated by the Ministry at this stage. FMEnv shall subsequently inform the proponent in writing of the selected method(s) of review **within 15 working days** from the date of acknowledgement of the draft SIA Report.

The review process (selected method or methods) shall be implemented and the related comments furnished to the proponent within a minimum of one (1) month after the review process.

The final SIA report shall include all issues raised at the review process and answers proffered to them by the proponent, including any amendments to the report of the EIA Study.

4.10 Condition of Approval

Following the submission of a satisfactory final SIA report, the Ministry, shall in consultation with the proponent set a number of conditions. Such conditions shall provide for the establishment of a follow-up programme (mitigation compliance and monitoring plan) with specific tasks to be undertaken in the construction, operational and decommissioning phases of the development. By mutual agreement, a monitoring strategy and audit procedure shall also be

determined at this early stage, so that the proponent can make the necessary budgetary provisions well in advance.

4.10.1 Criteria for Disapproval

The criteria for disapproval shall include non-compliance with FMEnv SIA guidelines, regulations and standards and the environmental unsustainability of the project.

4.10.2 Stages of Disapproval

Stage I: where the comments from the review process are not favourable, the issues raised shall be addressed and a revised draft SIA report shall be submitted to the Ministry

Stage II: In the event of the receipt of an unsatisfactory final report, a “No Project” option decision shall be taken by the Ministry and such decision shall be communicated to the proponent.

5.0 Final SIA Report

The final SIA report shall be submitted to the Ministry within **6 months** of the receipt of the Ministry’s comments failing which the Ministry shall request for a revised and upgraded SIA report.

6.0 Technical Committee/Decision Making

The FMEnv Technical Committee, under the Chairmanship of the Minister of Environment, is the decision-making body on approval or disapproval of SIA reports. Upon the receipt of satisfactory comments from the review process, and an acceptable final SIA report is submitted, the Technical Committee shall consider and approve the issuance of a Social Impact Statement

(SIS). It shall be issued as appropriate with minimum a minimum of one month of the receipt of the final report in the Ministry.

7.0 Certification

The Minister shall issue a certificate after receiving the Social Impact Statement. Upon the receipt of an SIS, the proponents of public sector projects shall submit copies of the SIS to the National Planning Commission prior to admission of such project into National Rolling Plan. The Ministry shall publish its decision in a manner by which members of the public shall be notified in accordance with the Act.

8.0 Processing And Certification Fee

The Ministry shall determine the processing and certification fee as appropriate.

9.0 Project Implementation

After certification, the proponent shall proceed to implement the project, in accordance with all the stipulated mitigation measures as contained in the final EIA/SIA Report. The proponent, in implementing the project shall also conform with the stipulated specifications presented in the final SIA report. However, if the project is not commissioned within the validity period provided in the certificate, the proponent shall seek revalidation of the certificate from the Ministry by re-scheduling a revised and upgraded SIA report.

10.0 Impact Evaluation/Social Auditing (Post Commissioning)

Impact evaluation shall be done to periodically assess the relevance, performance, efficiency and impact (positive and negative) of the project in the context of achieving the stated objectives of the SIA.

Evaluation shall take place three times during a project:

- (a) At the middle of project implementation, but at a time when the social affects have started to have an impact.
- (b) At the end of the project, and
- (c) At a considerable time after project conclusion in order to identify the long-term effects

The social auditing/evaluation shall be carried out by the Ministry to help improve the SIA process. The Audit or evaluation report shall include:

- (a) Executive summary;
- (b) Legal and institutional framework;
- (c) Project description;
- (d) Social issues associated with the existing project or activities: This shall take into consideration, the key risks and impacts relating to the existing project or activities, including issues covered by the SIA standards. The audit shall also review issues not covered by the SIA standards, to the extent that they represent key risks and impacts in any circumstances of the project;
- (e) Social analysis: The audit shall assess the potential impacts of the proposed project (taking into account the findings of the audit with regard to the existing project or activities). It shall also assess the ability of the proposed project to meet the requirements of the SIA standards;

- (f) Proposed social measures: Based on the findings of the audit, this section shall set out the suggested measures to address such findings. Measures typically covered under this section shall include the following:
- i. Specific actions required to meet the requirements of the SIA standards
 - ii. Corrective measures and actions to mitigate potentially significant environmental and/or social risks and impacts associated with the existing project or activities
 - iii. Measures to avoid or mitigate any potential adverse environmental and social risks or impacts associated with the proposed project.

ANNEX I

Outline of Information Content Required for Project Proposals.

A Concise Description of the Project

(a) Preliminary Information

- Project Title

- Proponent

- Nature of the Project

- Location (describing the site, area and communities with special references to its potential for growth and/or degradation). The Geographical Information system (GIS) tool shall be used by the proponent/consultant in generating maps showing roads, land use, rivers, bridges, major settlement areas.

(b) Comment on key activities and components involved in pre-construction, construction, operation, decommissioning and closure phase that shall have social impact.

(c) This section should include process flow diagrams, site plan or layout (maps of area that could be affected by direct, indirect and cumulative impact), general arrangement plan.

ANNEX II

SIA Report Writing Format

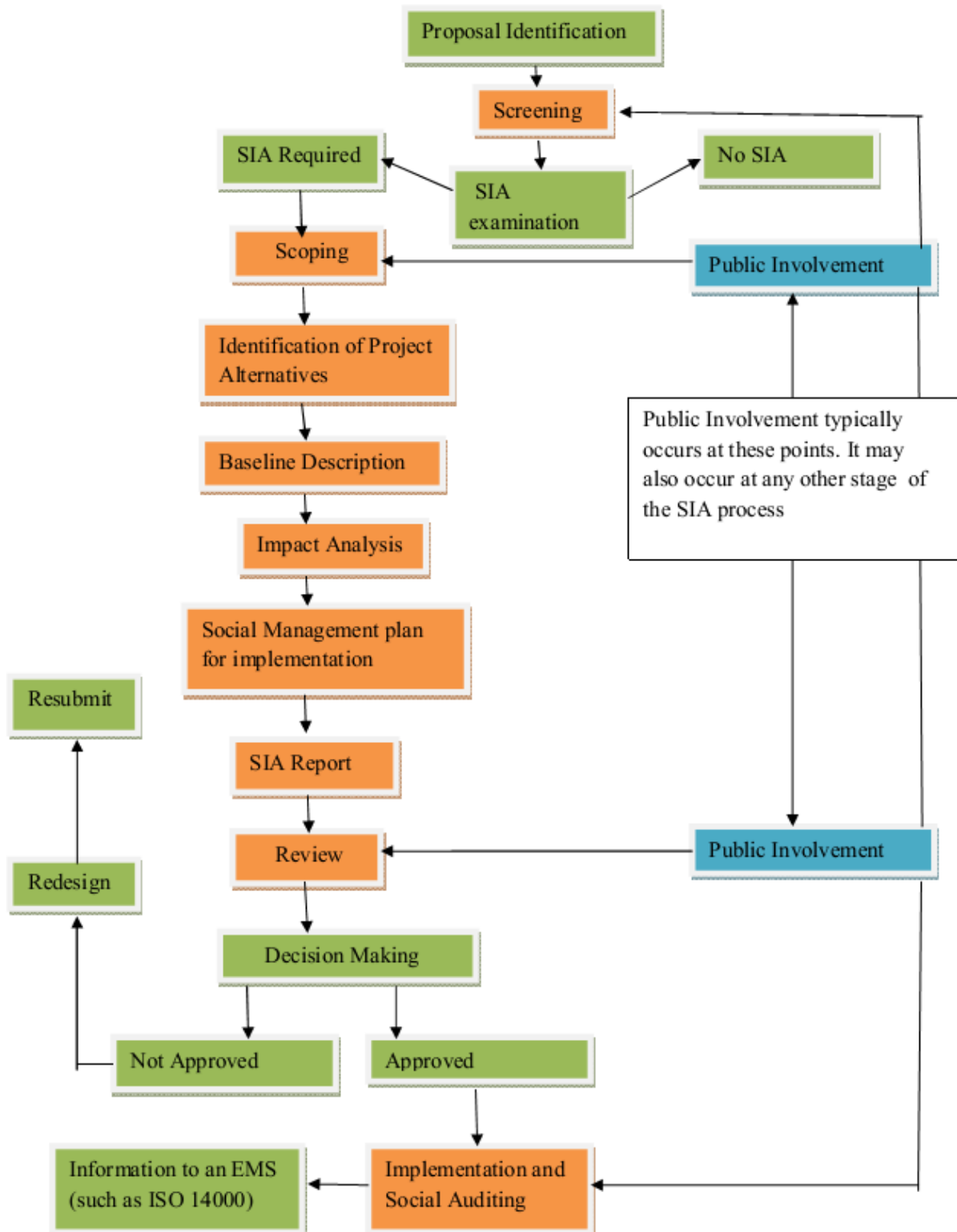
Typical contents listing of a Social Impact Assessment report shall include the items listed below. The precise listing of chapters and what order they appear shall depend on the particular circumstances of each case and the expectations of the intended audience for the report. There shall also be specific requirements in the particular jurisdiction of the case that need to be considered. The order of items is not fixed and some elements perhaps could be presented as separate reports or as appendices rather than being in the main report. Practitioners shall make efforts to ensure that the SIA report becomes an effective decision making and management tool, by being understandable to non-social practitioners and the public, includes only relevant information, and has clear mitigation measures.

1. Title Page
2. Executive Summary
3. Acknowledgement
4. Table of Contents
 - Chapters and their Titles
 - List of Maps, Illustrations and Figures
 - List of Tables
 - Acronyms
 - SIA Team
5. Introduction (Background Information, Aim and Objectives)
6. Project Justification/Motivation

7. Project Summary (background, location and description)
8. Specialist Study Approach and Methodology
9. Administrative/Legal Framework and Standards
10. Project Alternatives
11. Baseline Description
12. Social Impact Analysis
13. Recommended Mitigation and Enhancement Measures
14. Monitoring Programme
15. Capacity Development and Training plan
16. Implementation Schedule and Cost Estimate
17. Conclusion
18. Qualification and Experience
19. References.
20. Appendices/Annex

ANNEX III

Flow Chart Showing Typical SIA key Steps



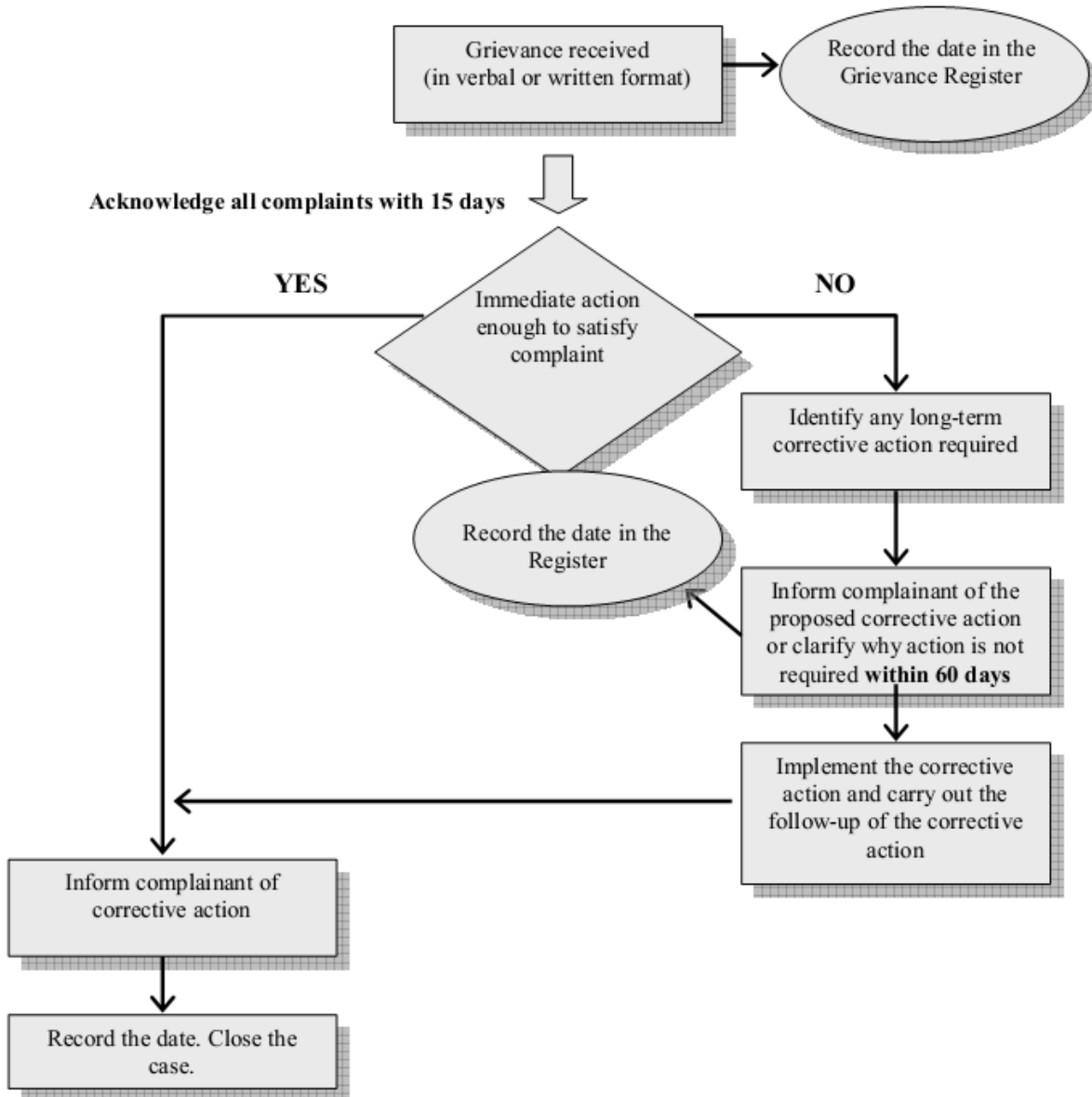
ANNEX IV

A Typical Sample of Stakeholders Communication Plan

Stakeholders	Population	Proposed Communication Content	Proposed media
Internal Stakeholders			
1.			
2.			
External Stakeholders			
1.			
2.			

ANNEX V

Flowchart for Processing Grievances



ANNEX VI

A Typical Format for Conducting Census

Name of Village
Household :
Date
Name
Sex
Age
Relation to Household
Head (HH)
Primary Occupation
Secondary Occupation
Number of HH Members Disaggregated by Sex
Property Ownership with Estimated Value
<ul style="list-style-type: none">• Structures• Land and Type

- Other: Wells, Trees, Livestock

Highest Level of Education

Income

- Farm-based
- Off-farm labour
- Informal Sector Activities
- Other: Remittances

Name and Signature of Surveyor

Name and Signature of Informant

ANNEX VII

Social Impacts and Risks

The Potential Impacts :

Physical displacement impacting structures and sites of religious significance; Economic displacement impacting agricultural land and natural resources, Loss of sense of place; Creation of employment opportunities; Impacts on water levels and water quality; Noise and dust pollution; Access restrictions to services and developments; Population influx resulting in social tensions; Health and safety impacts including increase in sexually transmitted diseases; Potential for conflict; Increase in traffic and safety hazards; and Increase in business opportunities in local services; Improved services and community development potential; and Temporary decrease in employment opportunities among others;

The Risks :

Loss of land; Loss of livelihood; Homelessness; Marginalization; Loss of agricultural produce and associated food insecurity; Increased morbidity and mortality; Loss of access to community infrastructure or public utility lines; Loss of access to common property; Loss of cultural resource; Loss of overall confidence; Loss of traditional knowledge system; Disruption of interpersonal/inter-community relations; Loss of structures and loss of formal education among others

ANNEX VIII

Typical Format for Determining Impact Significance

Scoring System for Assessment of Significance

Magnitude	Duration	Scale	Probability
10 – very high/don't know	5 – Permanent	5 – international	5 – Definite/don't know
8 – High	4 – Long term (impact ceases after closure of activity)	4 – National	4 – Highly probable
6 – Moderate	3 – Medium term (5 -15 years)	3 – Regional	3 – Medium probability
4 – Low	2 – Short term (0 - 5 years)	2 – Local	2 – Low probability
2 – Minor	1 – Transient	1 – Site only	1 – Improbable
1 – None			0 – None

Significance level of an impact is dependent on certain factors including direction, magnitude, duration, scale of impact as well as the probability of occurrence of this impact. After ranking these factors for each impact, the significance of the two aspects, occurrence and severity, shall be assessed using the formula below:

SP (significance points) = (magnitude + duration + scale) x probability

Typical Format for Determining Impact Significance

Direction of impact/ Range	Significance level	Extent of Influence
SP>75	High Environmental/Social Significance	Where it would influence the decision regardless of any possible mitigation. An impact which could influence the decision whether or not to proceed with the project
SP 30 – 75	Moderate Environmental/Social Significance	Where it could have an influence on the decision unless it is mitigated. An impact or benefit which is sufficiently important to require management. It could influence the decisions about the project if left unmanaged
SP<30	Low Environmental/Social Significance	Where it shall not have an influence on the decision. Impact with little real effect and which should not have an influence on or require

		modification of the project design or alternative mitigation
+	Positive Impact	An impact that is likely to result in positive consequences/effects

ANNEX IX

A Typical Social Impact Analysis Matrix for Proposed Project(s)

Project Phase:												
Potential	ENVIRONMENTAL/SOCIAL SIGNIFICANCE											
Social	Before Mitigation						After Mitigation					
Impact	M	D	S	P	Total	SP	M	D	S	P	Total	SP

Where :

M – Magnitude, D – Duration , S – Scale/geographic extent and SP –Significance Points. The values of M,D,S Total shall be filled appropriately and the SP shall be filled as H – High , M – Moderate , L – Low

ANNEX X

A Typical Social Management Programme

Project Phase:										
No	SIA Reference and Legal Requirement	Social Aspect	Potential Impact	Management Objective	Impact Significance Before Mitigation	Impact Significance After Mitigation	Mitigation /Enhancement Measures	Timing, Frequency and Duration of Mitigation/ Enhancement Measures	Responsible Party or Person(s)	Key Performance Indicators
1										
2										
3										
4										
5										

ANNEX XI

Typical Social Monitoring Programme

Source	Monitoring Locations	Monitoring Methods	Parameters	Frequency	Responsible Party or Agency

The mitigation or enhancement source could be: resettlement action plan, livelihood restoration plan, community development plan, health and safety plan, dispute prevention and management plan among others.

ANNEX XII

A Typical Format of Cost Estimate for Management Measures

Management measures	Frequency	Cost Estimate (N) Monthly	Cost Estimate(N) Annually
Once Off Costs			
1.			
2.			
Total once off cost			
Total with X% Contingency			
Ongoing Monthly Cost			
1.			
2.			
Total once off cost			
Total with X% Contingency			

Glossary of Terms

Affected Public/Community - persons who live nearby and are affected by the proposed project; are forced to relocate either voluntarily or involuntarily; have an interest in the project or policy changes (whether or not they live in primary or secondary zones of influence); are interested in the potentially impacted resources; might normally use the land affected; or be affected by the influx of seasonal, temporary, or permanent residents associated with the project.

Baseline Conditions - These are existing conditions and past trends associated with the human environment in which the proposed project is to take place.

Capacity Building - a coordinated process of interventions such as training programs usually focusing on building human capital and improving institutional practices and governance arrangements. The capitals refers to a framework for thinking about sustainability and the achievement of development outcomes in terms of assets (or capitals) such as natural capital, human capital, social capital, financial capital, manufactured capital, and sometimes political and institutional capital, and cultural and spiritual capital. There are several frameworks that use the capitals as a core element, including the Sustainable Livelihoods Approach.

Community Development - The long-term process whereby people who are marginalized or living in poverty work together to identify their needs, create change, exert more influence in the decisions which affect their lives and work to improve the quality of their lives, the communities in which they live, and the society of which they are part.

Compensation - where impacts cannot be avoided compensation means making restitution to people either individually or collectively. Compensation can be in the form of cash payments, or it can be in the form of the provision of other development activities, such as the provision of a

hospital or a school or a public library. While compensation can be in response to a legal requirement stemming from the property rights of the affected community, it can also be done by the proponent as a good shall gesture or as a negotiated outcome.

Compliance - means complying with the law and any regulations governing the activity. In an impact assessment context, it refers to the extent to which project licensing conditionality have been observed. Generally it is expected that there would be a periodic audit or follow-up to ensure compliance.

Cumulative Impacts - the successive, incremental and combined impacts of one or more projects (existing, current and foreseeable future projects) on society, the economy or the environment. They can result from the aggregation and/or interaction of impacts within a social or environmental system and are defined from the perspective of the people or environment experiencing them.

Direct Impact - This is an impact which is caused by the project and occurs in the location of the project contemporarily.

Direction of an impact - This shall be positive, neutral or negative with respect to the particular impact (for instance a habitat gain for a key species would be classed as positive, whereas a habitat loss would be considered negative).

Displacement - it is the personal and social experience of the upheaval of relocation, the process of losing one's sense of place, whereas resettlement is the active process of relocating people because of a project. In resettlement processes, physical displacement refers to the loss of housing resulting from project-related acquisition of land and/or restrictions on land use that require the affected persons to move to another location.

Duration of Impact - refers to the length of time over which an environmental impact shall occur: i.e. Scale/Geographic extent - refers to the area that could be affected by the impact.

Economic Rents - These are excess returns above normal levels and they are associated with a lack of competition in markets.

Enhancement Measures -This can be defined as actions and processes that create new positive impacts or benefits, or increase the reach or amount of positive impacts or benefits, or distribute benefits more equitably. Enhancement uses a project activity or process to create an effect that improves the existing base-line social conditions through identifying needs and proposing actions to help address them. It allows for optimization of project, benefit sharing and improvement of project acceptance.

Environment - a very vague concept that is defined in different ways in different settings. In some jurisdictions, it includes ecosystems and their constituent parts, including people and communities; natural and physical resources; the qualities and characteristics of locations, places and areas; and the social, economic, cultural, and aesthetic and heritage aspects of all these elements. In other jurisdictions, the environment refers only to the biophysical elements, such as water, air, soil, flora and fauna.

Equator Principle - A financial industry benchmark for determining, assessing and managing environmental and social risk in project.

External Stakeholders - these are the individual or group that is not employed by the organization but they get affected by the activities.

Fatal Flaw - this is defined as a significant long-term negative consequence on the affected social environment that is extremely difficult to mitigate or undesirable to promote.

Impact Assessment - the process of identifying the future consequences of a current or proposed action. Impact equity the notion that the impacts in a society or of a project should be shared in an equitable manner, at least that there should be consideration given to the fair distribution of negative and positive impacts. For example, the flight paths for an airport might be adjusted to share the noise burden rather than the same people having all the noise.

Internal Stakeholders - The individual or group that works for the organization and they actively participate in the management of the company or project activities.

Magnitude of impact - This is a measure of the degree of change in a measurement or analysis (for instance the area of pasture, or the concentration of a metal in water compared to the water quality guideline value for the metal). The categorization of the impact magnitude shall be based on a set of criteria such as health risk levels, ecological concepts and/or professional judgment pertinent to each of the discipline areas and key questions **analysed**. The specialist study shall attempt to quantify the magnitude and outline the rationale used. Appropriate, widely **recognised** standards are used as a measure of the level of impact.

Ministry - This refers to the Federal Ministry of Environment and its environmental assessment department

Mitigation - This is a process of avoiding or minimizing the impact via the design or operation of a project or policy. It involves compensating for the impact by providing substitute facilities, resources, or opportunities.

Monitoring - This refers to a process of checking for compliance to conditions of consent for a planned intervention to go ahead, but typically refers to the process of ongoing testing to determine that there are no unanticipated impacts.

Plan - A strategy to achieve identified objectives and/or an implementation agenda.

Policy - A document prepared by an organization that is a statement of principle, or an overarching statement of goals or procedural steps, about some matter of organizational significance.

Potential Impact - An impact that is predicted, rather than an actual impact that has already occurred.

Probability of occurrence - This is a description of the probability of the actual occurrence of impact.

Profiling - The process of collecting background information on the characteristics of a community and the local environment in the pre-development state.

Proponent - The organization (government, commercial or NGO) or individual which seeks to commence a particular project. In regulatory terms, usually refers to the organization or individual that submitted the development application or notification of Intent.

Public Involvement - It is an overarching concept relating to the processes of involving stakeholders

Public Participation - It implies bringing the public engagement into the decision-making process.

Red Flag - a potentially serious impact that could have medium to long-term negative consequences on the affected social or biophysical environments that can only be mitigated at significant shall, effort and cost.

Residual impacts - impacts that remain significant following the application of mitigation measures.

Resettlement Action Plan - It is a detailed strategy as to how a specific resettlement process shall actually be conducted. Resettlement is regarded as being involuntary when the project site is fixed and the company has recourse to the power of eminent domain, and local communities have, in effect, no choice but to be resettled. Resettlement is regarded as voluntary when no state power of eminent domain is used, threatened, or perceived to be threatened, and local people do have a legal right to refuse to sell their land, but instead actively choose to be resettled in return for fair compensation and other livelihood benefits

Screening - This is the process of determining whether or not the project proposal requires a full-scale SIA and what the level of assessment should be.

Secondary (indirect) Impacts - are those impacts caused by the primary or direct impacts; they often occur much later, both in time and geographic distance, than primary impacts.

Social Impact Assessment - This is defined by the International Association for Impact Assessment (IAIA) as the process of analyzing, monitoring and managing the intended and unintended social consequences, both positive and negative, of planned interventions (policies, programs, plans and projects) and any processes of social change invoked by those interventions.

Social Impact Assessment (SIA) Variables - These are variables that points to the measurable change in human population, communities, and social relationships resulting from a development project or policy change

Social Impact Statement (SIS) - the SIA version of an Environmental Impact Statement; a formal document submitted to a regulator.

Stakeholder - is an individual or group with an interest in the SIA and its services. Stakeholder engagement is a key part of regulatory activities and an important contributor to SIA objectives.

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NATIONAL STANDARDS

FOR

SOCIAL IMPACT ASSESSMENT

IN

NIGERIA

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Acronyms

EIA	Environmental Impact Assessment
FMEnv	Federal Ministry of Environment
FPIC	Free, Prior, Informed, Consent
ICP	Informed Consultation and Participation
IFC	International Finance Corporation
ISO	International Standardization for Organisation
NESREA	National Environmental Standards and Regulations Enforcement Agency
OECD	Organization for Economic Cooperation and Development
PAPs	Project Affected People/Affected Community
RAP	Resettlement Action Plan
RPF	Resettlement Policy framework
SIA	Social Impact Assessment
SIS	Social Impact System
UN	United Nations

1.0 Introduction

There are international standards and principles applicable to Social Impact Assessment (SIA). The National (Nigeria) social performance standards are designed with respect to these standards and principle. These international standards include the International Finance Corporation (IFC) performance standards, World Bank Safeguard policies, United Nations (UN) principles for responsible investments, International organization for standardization (ISO) Standard on Environmental Management Systems (ISO 140000/140001) and social responsibility (ISO 26000) and the UN global compact. The main objective of these standards is to manage social and environmental risks and impacts on projects and to enhance development opportunities. The principles or standards developed recognize that if there are unavoidable impacts they should be minimized, mitigated, and/or offset. In this regard; the proponent, the SIA practitioners/consultant, the Ministry, other relevant stakeholders shall adopt or adhere to the national Social Impact Assessment standards all through the phases of project development and implementation.

2.0 Social Performance Standards

The Proposed Project and the Environment

1. Proponents shall develop and implement their proposed projects (particularly enterprises) in Nigeria within the framework of laws, regulations, standards and administrative practices in the country in which they operate taking cognizance of the need to protect the environment, public health and safety. Generally, they should ensure that their activities are conducted in a manner that contributes to the wider goal of sustainable development.
2. The proponent shall encourage the development and diffusion of environmentally friendly technologies in planning and implementing proposed projects.
3. For all Category A and Category B Projects, the proponent shall conduct an assessment process to address, the relevant environmental and social risks and impacts of the proposed Project. The assessment documentation should propose measures to minimize, mitigate, and offset adverse impacts in a manner relevant and appropriate to the nature and scale of the proposed Project

Organizational Capacity and Competency

4. The proponent, in collaboration with appropriate and relevant third parties, shall establish, maintain, and strengthen as necessary an organizational structure that defines roles, responsibilities and authority to implement the SMS. Specific personnel, including management representative(s), with clear lines of designated responsibility and authority should be identified.
5. The proponent shall develop strategies that will support precautionary approach as well as promote greater environmental responsibility. Key environmental and social responsibilities shall be well defined and communicated to the relevant personnel and to the rest of the proponent team.
6. To achieve effective and continuous social performance, sufficient management sponsorship and human and financial resources shall be provided on an ongoing basis.
7. (a) Personnel within the proponent's team with direct responsibility for the project's environmental and social performance shall have the knowledge, skills, and experience necessary to perform their work, including current knowledge of the host country's regulatory requirements and the applicable requirements of these standards.
(b) The Personnel shall also possess the knowledge, skills, and experience to implement the specific measures and actions required under the SMS and the methods required to perform the actions in a competent and efficient manner.
8. Competent professionals shall manage the process of identification of risks and impacts involving an adequate, accurate, and objective evaluation and presentation.
9. Proponents shall be required (where necessary) to involve external experts to assist in the risks and impacts identification process, particularly for projects posing potentially significant adverse impacts or involving complex technical issues.

Stakeholder Engagement

10. The proponent shall develop and implement a Stakeholder Engagement Plan that is scaled to the project risks and impacts and development stage. It shall be tailored to the characteristics and interests of the Affected Communities or Project Affected People (PAPs).
11. Proponents shall identify the range of stakeholders that may be interested in their actions and consider how external communications might facilitate a dialogue with all stakeholders.
12. The proponent shall provide Affected Communities with access to relevant information that will help PAPs and other stakeholders understand the risks, impacts and opportunities of the project. This information shall include:
 - (i) The purpose, nature, and scale of the project;
 - (ii) The duration of proposed project activities;
 - (iii) The possible risks and potential impacts on such communities and relevant mitigation measures;
 - (iv) The envisaged stakeholder engagement process; and
 - (v) The grievance mechanism.
13. For projects with social risks and adverse impacts, disclosure of information in (12) should occur early in the assessment process, in any event before the project construction commences, and on a continuous basis.
14. The proponent shall ensure an effective ongoing stakeholder engagement process in a structured and culturally appropriate manner with the PAPs. Effective consultation is a two-way process that shall:
 - (i) begin early in the process of identification of social risks and impacts and continue on an ongoing basis as risks and impacts arise;
 - (ii) be based on the prior disclosure and dissemination of relevant, transparent, objective, meaningful and easily accessible information which is in a culturally appropriate local language(s) and format and is understandable to PAPs;
 - (iii) focus inclusive engagement on those directly affected as opposed to those not directly affected;
 - (iv) be free of external manipulation, interference, coercion, or intimidation; and
 - (v) enable meaningful participation.

16. For Projects with potentially significant adverse impacts on Affected Communities, the proponent shall conduct an informed consultation and participation process. The proponent will tailor its consultation process within the context of: the risks and impacts of the project; the project's phase of development; the language preferences of the Affected Communities; their decision-making processes; and the needs of disadvantaged and vulnerable groups.
17. When Affected Communities are subject to identified risks and adverse impacts from a project, the proponent shall undertake a process of consultation in a manner that provides the Affected Communities with opportunities to express their views on project risks, impacts and mitigation measures, and allow the proponent to consider and respond to them.
18. Where the stakeholder engagement process depends substantially on community representatives, the proponent shall make every reasonable effort to verify that such persons do in fact represent the views of Affected Communities and that they can be relied upon to faithfully communicate the results of consultations to their constituents.
19. In cases where the exact location of the project is not known, but it is reasonably expected to have significant impacts on local communities, the proponent shall prepare a Stakeholder Engagement Framework, as part of its management program. This framework shall contain an outline of the general principles and strategy that identifies PAPs and other relevant stakeholders and a plan for an engagement process (compatible with this Performance Standards) that shall be implemented once the physical location of the project is known.
20. The consultation process shall: capture both men's and women's views, if necessary through separate forums or engagements; and reflect men's and women's different concerns and priorities about impacts, mitigation mechanisms, and benefits, where appropriate.
21. The proponent will document the process, in particular the measures taken to avoid or minimize risks to and adverse impacts on the Affected Communities as well as other plan of actions agreed on.
22. To facilitate Stakeholder Engagement, the proponent, in commensurate with the project's risks and impacts, shall make the appropriate assessment documentation readily available to the PAPs, and other relevant stakeholders and will inform those affected about how their concerns have been considered.

23. The proponent shall take into account concerns about cost, business confidentiality, and the protection of intellectual property rights within the context of implementation of the proposed project.
24. Where stakeholder engagement is the responsibility of the host government, the proponent shall collaborate with the Ministry, to the extent permitted by the Ministry, to achieve outcomes that are consistent with the objectives of this standard.
25. Where Ministry capacity is limited, the proponent shall play an active role during the stakeholder engagement planning, implementation, and monitoring. If the process conducted by the Ministry does not meet the relevant requirements of this standard, the proponent will conduct a complementary process and, where appropriate, identify supplemental actions.
26. For projects with adverse impacts to indigenous peoples (who may represent vulnerable segments of PAP), the proponent is required to engage them in a process of Informed Consultation and participation (ICP) and in certain circumstances the proponent is required to obtain their Free, Prior, and Informed Consent (FPIC).
27. The proponent/consultant shall focus on ensuring the protection of persons with diminished autonomy and those who are marginalized or vulnerable. Special recognition and procedures shall also be required in the case of indigenous peoples.
28. Adverse impacts on affected communities of indigenous peoples shall be identified and avoided where possible. Where alternatives have been explored and adverse impacts are unavoidable, the proponents shall minimize, restore, and/or compensate for these impacts in a culturally appropriate manner commensurate with the nature and scale of such impacts and the vulnerability of the affected communities of indigenous peoples.
29. Where a project proposes to use cultural heritage, the proponent shall ensure fair and equitable sharing of benefits from commercialization of knowledge, innovation, or practice, consistent with the customs and traditions of the indigenous people:
30. Where there are affected communities, the proponent shall establish a grievance mechanism to receive and facilitate resolution of affected communities' concerns and grievances about the proponent's social performance. The grievance mechanism should be scaled to the risks and adverse impacts of the project and have Affected Communities as its primary user.
31. The proponent shall establish the grievance mechanism as early as possible in the project development phase. This will allow the proponent to receive and address specific concerns

about compensation and relocation raised by displaced persons or members of host communities in a timely fashion,

32. The mechanism shall seek to resolve concerns promptly, using an understandable and transparent consultative process that is culturally appropriate and readily accessible, and at no cost and without retribution to the party that originated the issue or concern. The mechanism should not impede access to judicial or administrative remedies.
33. The proponent shall inform the Affected Communities about the mechanism in the course of the stakeholder engagement process.
34. The proponent will provide periodic reports to the Affected Communities that describe progress with implementation of the project action plans on issues that involve ongoing risk to or impacts on PAPs and on issues that the consultation process or grievance mechanism have identified as a concern to the Communities of interest.
35. If the management program results in material changes in additions to the mitigation measures or actions described in the Action Plans on issues of concern to the Affected Communities, the updated relevant mitigation measures or actions will be communicated to them.
36. The frequency of these reports will be proportionate to the concerns of PAPs but not less than annually.
37. The proponent shall support and respect the protection of internationally proclaimed human rights, and make sure that they are not complicit in human rights abuses all through the phases of the proposed project.

Alternative Identification, Profiling and Social Impact Analysis

38. The Ministry, proponents and consultant involved shall; achieve extensive understanding of local and regional populations and settings to be affected by the proposed action, program or policy and focus on the key elements of the human environment related to the proposed action, program or policy.
39. The proponent shall base the SIA upon sound and replicable scientific research concepts and methods.
40. All alternatives must be examined to the same level of detail to enable meaningful comparisons.

41. Alternatives that minimize and/or avoid impacts should be given special attention. This is particularly important when considering financial aspects related to each alternative.
42. (a) The proponent shall establish and maintain a process for identifying the social risks and impacts of the project. The type, scale, and location of the project shall guide the scope and level of effort devoted to the identification process of the risks and impacts.
(b) The scope of the risks and impacts identification process shall be consistent with good international industry practice, and shall determine the appropriate and relevant assessment method.
43. The process of identifying risks and impacts shall consider those risks and impacts associated with primary supply chains, in cases where the proponent can reasonably exercise control.

Management Programs

44. The proponent shall establish management programs that are consistent with the proponent's policy and the objectives and principles, in sum, shall describe mitigation and performance improvement measures and actions that address the identified social risks and impacts of the project.
45. Hazard and related risk issues shall be kept in proportion, both with regard to their intrinsic significance and in relation to other social impacts.
46. Where the identified risks and impacts cannot be totally avoided, the proponent shall identify mitigation and performance measures and establish corresponding actions to ensure the project operates in compliance with applicable laws, regulations and standards.
47. (a) The management programs shall establish Social Action Plans, which will define desired outcomes and actions that will address the issues raised in the risks and impacts identification process. The events identified in this process shall be measurable to any extent possible, with elements such as: key performance indicators, targets, or acceptance criteria that can be tracked over definite period of time; and estimates of the resources and responsibilities for implementation.
(b) As appropriate, the management program shall recognize and incorporate the role of relevant actions and events controlled by third parties to address identified risks and impacts.
(c) The management program shall be responsive to changes in circumstances, unforeseen events, and the results of monitoring and review as it recognizes the dynamic nature of the project.

48. The management process shall be consistent with the scientific and technical understanding of the risks. Where there are threats of serious damage to the environment, human health and safety shall be taken into account not using the lack of full scientific certainty as a reason for postponing cost-effective measures to prevent or minimize such damage.
49. Where individuals or groups are identified as disadvantaged or vulnerable, the proponent shall propose and implement different measures so that adverse impacts do not fall disproportionately on them. Such people shall not also be put in a disadvantageous position in sharing development benefits and opportunities.
50. The proponent shall maintain contingency plans for preventing, mitigating, and controlling adverse social impacts from their operations, including accidents and emergencies; and mechanisms for immediate reporting to the competent authorities.
51. The proponent shall continually seek to improve corporate social performance, at the level of the developed project (particularly enterprise) considering its supply chains where appropriate, by encouraging such activities as:
 - (i) adoption of technologies and operating procedures in all parts of the proposed project reflecting standards concerning social performance
 - (ii) development and provision of products or services that: have no undue social impacts; are safe in their intended use; reduces greenhouse gas emissions; are efficient in their consumption of energy and natural resources; can be reused, recycled, or safely disposed;
 - (iii) exploring and assessing ways of improving the social performance of the enterprise over the longer term, for instance by developing strategies in the areas including: emission reduction; efficient resource utilization and recycling; substitution or reduction of use of toxic substances; and biodiversity.
52. Enhancement measures shall be included as condition precedents in project finance agreements and as clauses in contracts.
53. The proponent shall establish procedures to monitor and measure the effectiveness of the management program periodically, as well as compliance with any related legal and/or contractual obligations and regulatory requirements toward environmental, health, and safety objectives or targets.

54. Where the ministry or other third party has responsibility for managing specific risks and impacts and associated mitigation measures, the proponent shall collaborate in establishing and monitoring such mitigation measures.
55. Where appropriate, proponents shall consider involving representatives from affected communities to participate in monitoring activities.
56. The proponent's monitoring program shall be overseen by the ministry. For projects with significant impacts, the proponent shall retain external experts to verify its monitoring information.
57. Proponent alongside the Ministry concerned shall define the benefit sharing mechanisms, and ensure the benefits shared is commensurate with the entitlements and needs of each category of PAP.
58. While undertaking a social impact assessment, the Ministry shall, inter alia, take into consideration the impact that the project will have on public and community properties, assets and infrastructures.
59. The Ministry shall specify the enhancement measures for addressing the said impact for a component, where necessary.
60. The responsible party assigned by the proponent or the consultant (usually government agent) shall provide adequate education and training to workers in environmental health and safety matters, including the handling of hazardous materials and the prevention of environmental accidents, as well as more general environmental management areas, such as environmental impact assessment procedures, public relations, and environmental technologies.

Sustainable Social Developments

61. All projects should have a goal of sustainable social development where companies, especially foreign multi-national corporations, are granted a legal permit to operate within a country.
62. The scope of social development developed by the proponent shall go beyond focusing on the benefits to individuals (providing a few jobs and providing funding for a new school building or swimming pool) but rather, be more concerned about facilitating change in institutions and society to reduce social exclusion and fragmentation, to promote social inclusion and democratization, and to build capacity in institutions and governance.

63. Proponents shall be clear and targeted to avoid the absorb or usurp of the role and responsibilities of local authorities.
64. The proponent shall develop a plan for strategic investment (in the context of financial and in-kind contributions the project will make to the local community for social development). Ideally these resources should not be wasted on non-sustainable, impractical wish-list items, but shall contribute to the achievement of social development outcomes.

Resettlement Action Plan (RAP)

65. The RAP needs to be developed that fully shows the detail of the operational process of enacting the resettlement.
66. Proponents shall avoid resettlement wherever possible by exploring other project design and fully explore project alternatives that reduce the number of people who need to be resettled, while balancing environmental, social, and financial costs and benefits, paying particular attention to impacts on the poor and vulnerable.
67. Costs and time taken to do resettlement shall be properly estimated to avoid project delays and cost over-runs.
68. The location of the resettlement site is critical in achieving a successful resettlement outcome, the resettlement site selection shall be driven by a range of criteria including distance from origin and compatibility of characteristics of the site (e.g. land quality, water supply, agricultural productivity) with the livelihoods of the people to be resettled.
69. There shall be planning for project expansion, people should not be resettled into places where they will later need to be resettled again. Land needed for future expansion shall be protected from in-migration.
70. Any project that will cause physical displacement (the loss of housing resulting from project related acquisition of land and/or restrictions on land use that require the affected persons to move to another location) or economic displacement (situations where people's houses are not directly affected but where there is a loss of other assets or access to assets for instance agricultural land that will result in a disruption of livelihoods and associated loss of income) should provide appropriate compensation, meaning that they shall provide adequate solutions aimed at ensuring the improvement, or at least re-establishment of living conditions and

livelihoods. This compensation for loss of assets and any distress or inconvenience shall be full and fair compensation.

71. Compensation standards shall be transparent and applied consistently to all communities and persons affected by the displacement. Where livelihoods of displaced persons are land-based, or where land is collectively owned, the proponent shall, where feasible, offer the displaced land-based compensation.
72. The proponent shall take possession of acquired land and related assets only after compensation has been made available and, where applicable, resettlement sites and moving allowances shall be provided to the displaced persons in addition to compensation.
73. Where physical displacement occurs, there must be a formal resettlement process while it shall not be necessary in economic displacement so long as there is a fair process of compensation and livelihood replacement and enhancement.
74. Where involuntary resettlement is unavoidable, either as a result of a negotiated settlement expropriation, a census shall be carried out to collect appropriate socio-economic baseline data to identify the persons who will be displaced by the project, determine who will be eligible for compensation and assistance.
75. A Resettlement Policy Framework (RPF) shall be developed by the proponent outlining the project's surveying or geological exploration.
76. There shall be a firm Cut-off date after which no additional structures or other assets become eligible for compensation.
77. Forced evictions shall not be carried out except in accordance with law.

SIA Report

78. The SIA report shall be an adequate, accurate and objective evaluation and presentation of the environmental and social risks and impacts, whether prepared by the proponent, consultants or external experts for Category A, and as appropriate for Category B Projects.
79. The Social Impact Assessment shall be carried out in the manner and mode prescribed by the Minister:
 - (i) At the conclusion of such assessment, the proponent shall make a report of the SIA carried out.
 - (ii) The SIA report shall be prepared in the format prescribed by the Ministry.

80. (a) The SIA report shall be examined by an independent committee of experts set up for this purpose by the Ministry.
- (b) Where both EIA and SIA are required, a copy of the SIA report shall be made available to the agency involved in respect of environmental and social impact assessment (such as National *Environmental Standards and Regulations Enforcement Agency (NESREA)*, *Forest Research Institute of Nigeria (FRIN)* among others) by the Ministry of Environment, and a copy of the SIA report shall be shared with the expert group.
81. Where the ministry is satisfied with the report of the SIA, an SIA clearance shall be issued. Such SIA clearance shall be issued in writing.
82. (a) Where necessary and with respect to the provisions of any law, rules, regulations or guidelines for environmental impact assessment, Social Impact Assessment study shall be carried out simultaneously with the Environmental Impact Assessment (EIA) study.
- (b) The Minister, in making his decision as to the effect of the proposed project on the people, he shall take into consideration the comments of the stakeholders at the public hearing conducted.

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The United Nations' Principles for Responsible investments

The OECD Guidelines for Multinational Enterprises and the Financial Sector

The Equator Principles for Financial Institutions (2013)

ISO 14001 Guidance Manual

The UN Global Compact (2000)

World Bank.(2016)- Setting Environmental and Social Standards for Investment Project Financing: World bank Environmental and Social Framework.

ANNEX

Glossary of Terms

Action plans – This may include an overall Environmental and Social Action Plan necessary for carrying out a suite of mitigation measures or thematic action plans, such as Resettlement Action Plans or Biodiversity Action Plans. Action plans may be plans designed to fill in the gaps of existing management programs to ensure consistency with the Performance Standards, or they may be independent plans that specify the project’s mitigation strategy. The “Action plan” terminology is understood by some communities of practice to mean Management plans, or Development plans. In this case, examples are numerous and include various types of environmental and social management plans.

Affected Community/PAPs - persons who live nearby and are affected by the proposed project; are forced to relocate either voluntarily or involuntarily; have an interest in the project or policy changes (whether or not they live in primary or secondary zones of influence); are interested in the potentially impacted resources; might normally use the land affected; or be affected by the influx of seasonal, temporary, or permanent residents associated with the project.

Assessment - means the evaluation of the environmental consequences (positive and negative) of a plan, policy, programme or concrete projects prior to decision to move forward with the proposed action as conducted by a proponent, technical panel and review panel.

Category A - Projects with potential significant adverse environmental and social risks and/or impacts that are diverse, irreversible or unprecedented.

Category B - Projects with potential limited adverse environmental and social risks and/or impacts that are few in number, generally site-specific, largely reversible and readily addressed through mitigation measures.

Category C - Projects with minimal or no adverse environmental and social risks and/or impacts.

Environment - means the components of the Earth, and includes-

- (a) land, water and air, including all layers of the atmosphere;
- (b) all organic and inorganic matter and living organisms; and
- (c) the interacting natural systems

Environmental Impact Assessment (EIA) - means an analytical and management tool that identifies, predicts and evaluates the potential and associated environmental, socio-economic and human health impacts of a 'proposed development project or activity in order to mitigate the negative impacts and enhance the positive ones;

Equator Principle – is a financial industry benchmark for determining, assessing and managing environmental and social risk in project.

Informed Consultation and Participation (ICP) – the process of involving the community in process of implementing the proposed projects and considering for view.

IFC - International Finance Corporation, the private sector lending arm of the World Bank Group. It is particularly significant because its performance standards have become an international benchmark, and are the basis of the Equator Principles.

Indigenous People - means social groups with identities that are distinct from mainstream groups in national societies, are often among the most marginalized and vulnerable segments of the population. In many cases, their economic, social, and legal status limits their capacity to defend their rights to, and interests in, lands and natural and cultural resources, and may restrict their ability to participate in and benefit from development.

Minister - means the Federal Minister in charge of environmental matters or his designate.

Ministry - means the Federal Ministry in charge of environmental matters including its environmental assessment departments (FMEnv)

Project - include activities, plans, programmes and policies that a proponent (public or private) proposed to undertake.

Proponent - means any person including the executor, contractor, representing or assigned consultant, financier, implementer, authority, corporate body or unincorporated body including the Government of the Federation, State or Local Government intending to undertake or authorize the undertaking of any project or activity that may likely, or, to a significant extent affect the environment or have environmental effects in whole or in part.

Social Impact Assessment - is defined as the process of assessing or estimating, in advance, the social consequence that emanates from specific policy actions or project development with respect to national, state, or provincial environmental policy legislation.

Stakeholders - include Government Ministries, Departments and Agencies, Members of the Public, Expert in relevant disciplines and interested groups, the organized private sector, non-governmental organizations, professional bodies, host and project affected communities; and

Third Parties - these are parties legally obligated and responsible for assessing and managing specific risks and impacts (e.g., government-led resettlement, local government council)

Vulnerable/Disadvantaged People - these are people whose possessions are affected by the project affected. They become disadvantaged when their lands and resources are transformed, encroached upon, or significantly degraded.