



GLF ESMS Annex H

## **ROLES AND RESPONSIBILITIES RELATED TO THE ESMS**

## 1 INTRODUCTION

The overarching and predominant responsibility of the Galápagos Life Fund (GLF) is to set the standards that the Grantees must implement in the GLF-funded projects. Furthermore, GLF must ensure the Grantees align with the requirements of the Environmental and Social Management System (ESMS).

This annex outlines the responsibilities associated with the GLF ESMS.

Role/Title	Responsibilities
<b>Board of Directors</b>	<p><b>Roles and Responsibilities of the GLF Board of Directors associated with the ESMS:</b></p> <ul style="list-style-type: none"> <li>• Be accountable for the environmental and social risk management of GLF, for grant-funded projects, and other GLF-funded activities.</li> <li>• Approve the E&amp;S Policy, the ESMS and its Safeguard Instruments, and any future amendments.</li> <li>• Approve GLF grants based on a recommendation from the Technical Advisory Committee and the Sustainability Officer's Environmental and Social Screening and Assessment (ESSA) Report.</li> <li>• Investigate and respond to escalated grievances as the highest instance of the Grievance Mechanism.</li> </ul> <p><b>Roles and Responsibilities of the GLF Board of Directors associated with GLF's E&amp;S Organizational Performance Policy:</b></p> <ul style="list-style-type: none"> <li>• Supervise GLF's Environmental and Social Performance</li> <li>• Approve the GLF E&amp;S Performance Reports and any other Sustainability Reports</li> <li>• Review and approve any amendments to GLF's Environmental and Social Policy</li> <li>• Review and approve audits for GLF's E&amp;S performance</li> </ul>
<b>Executive Director</b>	<p><b>Roles and Responsibilities of the GLF Executive Director associated with the ESMS:</b></p> <ul style="list-style-type: none"> <li>• Supervise the execution of the ESMS for GLF grant-funded projects and other related activities.</li> <li>• Participate in awareness-raising activities related to the GLF ESMS among grantees and other project partners.</li> <li>• Oversee the preparation and implementation of the Call for Proposals (CFP), including the ESMS requirements.</li> <li>• Ensure timely responses to grievances arising from the Grievance Mechanism.</li> <li>• Hire specialized E&amp;S consultants from time to time to support ESMS implementation of project partners.</li> <li>• Report to the Board of Directors (and funders upon request) regarding the outcomes of the Grievance Mechanism.</li> </ul> <p><b>Roles and Responsibilities of the GLF Executive Director associated with GLF's E&amp;S Organizational Performance Policy:</b></p> <ul style="list-style-type: none"> <li>• Supervise the implementation of the GLF E&amp;S risk management strategy.</li> <li>• Oversee the preparation of the GLF E&amp;S Performance Reports and any other Sustainability Reports.</li> </ul>

Role/Title	Responsibilities
	<ul style="list-style-type: none"> <li>• Report on E&amp;S performance to the Board of Directors.</li> <li>• Report on E&amp;S performance audits to the Board of Directors.</li> <li>• Comply with Ecuadorian legislation and ILO Core Conventions to effectively manage organizational labour and working conditions risks.</li> <li>• Uphold internationally recognized worker rights for all individuals directly engaged with GLF and follow all relevant provisions of the IFC PS 2.</li> </ul>
<b>Technical Advisory Committee</b>	<p><b>Roles and Responsibilities of the GLF Technical Advisory Committee associated with the ESMS:</b></p> <ul style="list-style-type: none"> <li>• Review and approve the CFP, including the ESMS requirements.</li> <li>• Review the ESSA Reports of pre-approved project proposals and provide recommendations for approving final grants and other GLF-funded activities.</li> </ul>
<b>Sustainability Officer</b>	<p><b>Roles and Responsibilities of the GLF Sustainability Officer associated with the ESMS:</b></p> <ul style="list-style-type: none"> <li>• Lead the implementation of the ESMS for GLF-funded activities in cooperation with grantees and project partners.</li> <li>• Prepare ESMS information packages and ensure they are included in the CFPs.</li> <li>• Review ESSA Reports of project proposals.</li> <li>• Produce an ESSA Report for each project proposal.</li> <li>• Review draft and final Environmental and Social Management Plans (ESMP) for each project.</li> <li>• Ensure that the ESMP is included as an attachment to all grant agreements.</li> <li>• Liaise with the Grantee's E&amp;S manager for all aspects of the project's ESMP implementation.</li> <li>• Oversee Grantees monitor the project's ESMP implementation.</li> <li>• Review and approve Grantees' ESMP monitoring reports.</li> <li>• Conduct field visits and specific E&amp;S related site evaluations of selected projects.</li> <li>• Recommend necessary measures to the grantee's E&amp;S Manager to ensure the project's optimal E&amp;S performance.</li> <li>• Review and approve Grantees' ESMP Execution Closure Report.</li> <li>• Chair the Grievance Management Committee and manage the Grievance Mechanism Register.</li> <li>• Ensure timely responses to grievances arising from the Grievance Mechanism.</li> <li>• Hire specialized E&amp;S consultants from time to time to support ESMS implementation of project partners.</li> <li>• Ensure proper documentation of ESMS processes.</li> <li>• Raise awareness of the GLF ESMS among GLF stakeholders.</li> <li>• Provide training and capacity building on environmental and social management to the Grantees.</li> <li>• Draft Terms of Reference and prepare procurement process for specialized E&amp;S consultants as needed.</li> <li>• Supervise the specialized E&amp;S consultants engaged by GLF.</li> <li>• Prepare an annual Grievance Mechanism report.</li> </ul>

Role/Title	Responsibilities
	<p><b>Roles and Responsibilities of the GLF Sustainability Officer associated with GLF's E&amp;S Organizational Performance Policy:</b></p> <ul style="list-style-type: none"> <li>• Provide continuous training and capacity building for GLF staff about organizational environmental and social subjects, e.g., energy saving, waste management, gender mainstreaming, etc.</li> <li>• Monitor GLF operations' environmental and social performance and recommend necessary measures to ensure optimal E&amp;S performance of GLF operations to the Executive Director.</li> <li>• Manage E&amp;S budget for the GLF</li> <li>• Implement and update GLFs E&amp;S policies</li> <li>• Identify and manage E&amp;S risks associated with GLF activities</li> <li>• Manage implementation of GLF Stakeholder Engagement Plan and Grievance Mechanism</li> <li>• Participate in the GLF Technical Advisory Committee, providing technical input and support as needed</li> <li>• Prepare annual GLF E&amp;S Performance and Sustainability Reports in collaboration with other GLF staff.</li> </ul>
Program Officers	<p><b>Roles and Responsibilities of the GLF Program Officers associated with the ESMS:</b></p> <ul style="list-style-type: none"> <li>• Prepare the program-specific semi-annual Call for Proposals (CFP) for grantees, including the ESMS-related information package.</li> <li>• Integrate E&amp;S criteria in the operation or project monitoring process.</li> <li>• Ensure appropriate consideration of E&amp;S aspects at each implementation stage of projects and operations.</li> </ul> <p><b>Roles and Responsibilities of the GLF Program Officers associated with GLF's E&amp;S Organizational Performance Policy:</b></p> <ul style="list-style-type: none"> <li>• Support the preparation of the annual GLF E&amp;S Performance and Sustainability Reports.</li> </ul>
Communications Officer	<p><b>Roles and Responsibilities of the GLF Communications Officer associated with the ESMS:</b></p> <ul style="list-style-type: none"> <li>• Ensure appropriate dissemination of ESMS-related information, including through the GLF website and social media platforms.</li> <li>• Facilitate consultation and participation with residential ethnic minorities and disadvantaged or vulnerable groups.</li> </ul> <p><b>Roles and Responsibilities of the GLF Communications Officer associated with GLF's E&amp;S organizational Performance Policy:</b></p> <ul style="list-style-type: none"> <li>• Lead GLF's Environmental and Social Communications Program.</li> <li>• Support information dissemination and awareness-raising activities among GLF stakeholders related to GLF's E&amp;S organizational Performance Policy.</li> <li>• Support organizational capacity building and training on E&amp;S management subjects.</li> </ul>