



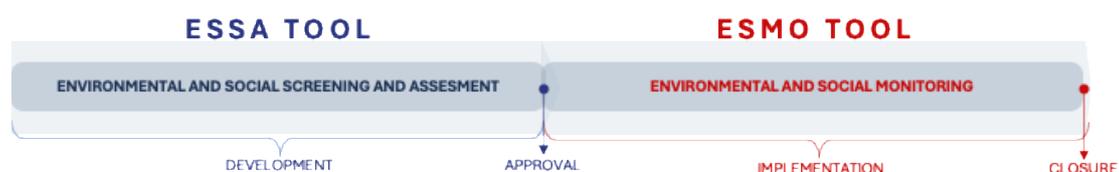
GLF ESMS ANNEX I

**ENVIRONMENTAL AND SOCIAL MONITORING
(ESMO) TOOL**

ENVIRONMENTAL AND SOCIAL MONITORING AND REPORTING (ESMO) TOOL

The Environmental and Social Monitoring (ESMO) tool is an Excel-based integrated tool used to monitor the implementation of the environmental and social management plan (ESMP) for projects funded by the GLF. This tool works alongside the Environmental and Social Screening and Assessment (ESSA) tool to manage the environmental and social aspects of GLF-funded projects throughout their development, approval, implementation, and closure phases, as illustrated in Figure 1 below.

Figure 1: Environmental and Social Management Tools



The ESMO tool is organized into separate sections, each in its own Excel file tab:

- x. Presentation – Instructions
- 0. Master Tab
- 1. Labour and Working Conditions
- 2. Grievance Management
- 3. Stakeholder Engagement
- 4. Gender
- 5. Accidents – Incidents – Reporting
- 6.1 Specific safeguard instrument, management program or tool
- 6.2 Specific safeguard instrument, management program or tool
- 6.3 Specific safeguard instrument, management program or tool
- 6.4 Specific safeguard instrument, management program or tool
- 6.5 Specific safeguard instrument, management program or tool

If a project's ESMP includes more than five specific safeguard instruments, programs, or tools, the Grantee will add additional tabs (6.6, 6.7, 6.8, etc.).

Each tab contains grey-shaded cells that cannot be modified and are protected, green-shaded cells intended for the Grantee to include specific information and blue-shaded cells reserved for GLF staff reviewing the tool.

The tabs transfer information between each other to prevent repetition and digitization errors. Each tab also includes instructions presented in light green shaded boxes.

0. MASTER TAB

The Master tab contains the basic information for all the monitoring tabs. Grantees should fill it in using the information of their project's ESMP. The Master tab has the following elements:

- Project Number: Grantees must enter this number, which GLF will provide, in cell B2.
 - Project title: Grantees need to enter the project title in cell C3.
 - Name of the Grantee: Grantees must enter their name in cell C4.
 - Grant Duration: Grantees will use the drop-down menu in cell D4 to select the duration of their project in months (up to 36 months).
 - Grant Type: Grantees will use the drop-down menu in cell E4 to select the grant category from the following options:
 - Small grant (up to \$100,000)
 - Medium grant (up to \$250,000), or
 - Large grant (over \$250,000).
 - Grant E&S Category: Grantees will use the drop-down menu in cell F4 to select the E&S category of their project (Category C or Category B), which GLF established.
 - Essential safeguard instrument and management tools: It contains five elements that are common to all projects:
 - Compliance with Labour and Working Conditions
 - Grievance Management
 - Stakeholder Engagement
 - Gender
 - Accidents – Incidents – Reporting
- a. Grantees will use the drop-down menu in cells D9 to D13 to select the quarter in which each required action must be accomplished or ready to be operative. GLF has previously established these deadlines, which are included in the project's ESMP.
- b. Grantees will write the name of the person responsible for the ESMP execution in cell F8. This name will be automatically repeated in cells F9 to F13.
- c. Grantees will use the drop-down menu in cells H9 to H13 to select the required actions' monitoring frequency. This information is included in the project's ESMP.
- d. Grantees will use the drop-down menu in cells I9 to I13 and J9 to J13 to select the quarter when monitoring each of the required actions starts and ends. This information is included in the project's ESMP.

All this information will be reflected in the following monitoring tabs.

- Specific safeguard instrument, management programs or tools: It contains 11 E&S Safeguard Instruments, Management Programs, or Tools that might be included in a project's ESMP. It is highly unlikely that an ESMP will contain all these elements but only some. The elements in question are:
 - Biodiversity Management
 - Community - Occupational H&S
 - Waste Management
 - Hazardous Material Management
 - Integrated Pest Management
 - Emergency Response

- Process Framework
 - Livelihood Restoration
 - Security Management Plan
 - Free, Prior, and Informed Consultation (protocol)
 - Human Rights Due Diligence Gender
- a. Grantees will use the drop-down menu in cells D16 to D27 to select the quarter in which each required action must be accomplished or ready to be operative. GLF has previously established these deadlines, which are included in the project's ESMP.
 - b. Grantees will write the name of the person responsible for the ESMP execution in cell F15. This name will be automatically repeated in cells F16 to F27.
 - c. Grantees will input in cells G16 to G27 the risks managed with each action.
 - d. Grantees will use the drop-down menu in cells H16 to H27 to select the required actions' monitoring frequency. This information is included in the project's ESMP.
 - e. Grantees will use the drop-down menu in cells I16 to I27 and J16 to J27 to select the quarter when monitoring each of the required actions starts and ends. This information is included in the project's ESMP.

All this information will be reflected in the following monitoring tabs.

1. MONITORING TABS – ESMP

The Monitoring Tabs consist of five tabs corresponding to the essential safeguard instruments and management tools (Tabs 1 to 5) that all projects need, and as many additional tabs as needed corresponding to the specific safeguard instrument, management program, or tools required for the specific projects.

If the project does not need specific safeguards, Grantees will complete only Tabs 1 to 5.

If the project needs some specific safeguards, Grantees should select the subject of the specific monitoring from a drop-down menu in cell C2, selecting one of the following options:

- Biodiversity Management
- Community - Occupational H&S
- Waste Management
- Hazardous Material Management
- Integrated Pest Management
- Emergency Response
- Process Framework
- Livelihood Restoration
- Security Management Plan
- Free, Prior, and Informed Consent (protocol)
- Human Rights Due Diligence Gender

If the project needs more than 5 of the abovementioned E&S Safeguard Instruments, Management Programs, or Tools, GLF will add the extra required tabs to the ESMO tool.

The monitoring tabs contain the following elements:

- a. Report Number: Grantees should select the monitoring report number from a drop-down menu in cell E3, ranging from Report No. 1 to Report No. 12.
- b. Name of the person preparing the report: Grantees will fill in cell G2 with the name of the person preparing the monitoring report.
- c. Report Date: Grantees will fill cell H3 with the report completion date.
- d. Saving a report: Grantees can save the information they enter in the report by clicking the **SAVE** button in cell D4.
- e. Searching for a report: Grantees can search for a specific report by entering the report number in cell E2 and then clicking the **SEARCH** button in cell E4.
- f. Likelihood of the Risk: After completing all questions in column "C," Grantees will choose the likelihood of the risk from a drop-down menu in cell D5, selecting one of the following options (5 the more likely, 1 the less likely):
 5. The risk is almost certainly going to materialize
 4. The risk will almost surely materialize
 3. The risk is likely to materialize
 2. The risk may not materialize
 1. The risk will almost surely not materialize
- g. Severity of the Risk: After completing all questions in column "C," Grantees will choose the severity of the risk from a drop-down menu in cell D6, selecting one of the following options (5 the more severe, 1 the less severe):
 5. Large in magnitude or extent, significant, long-lasting or permanent, irreversible, may generate social conflict materialize
 4. Of medium to large magnitude, affecting an extended area of territory, predictable, temporary and reversible
 3. Location-specific, temporary, manageable, avoidable - or can be mitigated with known and feasible measures
 2. Very limited, easily avoidable or manageable, affecting a very limited territory or population
 1. Negligible, non-existent or minimal
- h. Months of Project Execution: Grantees should select the number of months of project execution from a drop-down menu in cell H5, ranging from 1 month to 36 months.
- i. Scheduled action execution progress: Grantees should select the level of progress in executing the scheduled action from a drop-down menu in cell J5, selecting one of the following options:
 - According to the schedule
 - Slightly behind schedule
 - Severe delay
 - Other

- j. Indicative Questions: Column “C” contains the monitoring indicative questions. Grantees will answer those questions using the drop-down menu in cells D10 to D17 and follow the guidance of cells FG10 to FG17.

Grantees will use the drop-down menu of cells H10 to H17 to establish the deadline for implementing the required action, selecting one of the following options:

- Immediately
- Over the next month
- Over the next quarter
- Over the next six months
- When possible
- Other

Grantees will input the verification means of the required actions in cells K10 to K17.

- k. With this information, Grantees will finalize their monitoring report, and then they must SAVE their information by clicking the **SAVE** button in cell D4.

GLF REVIEWER

- l. The staff from GLF reviewing the monitoring tab will enter their name in cell M9.
- m. GLF Review: GLF staff will review each of the Grantee’s answers using the drop-down menu of cells I10 to I17, selecting one of the following options:

- No objections
- Objections – See comments (in which case they will write their comments in cells LM10 to LM17 and attach a comment sheet if more space is needed)
- Other – See comments (same procedure as above)
- No comments

New Time Limit: If the review requires it, GLF staff will use the drop-down menu of cells J10 to J17 to set a new deadline for implementing the required action, selecting one of the following options:

- Immediately
- Over the next month
- Over the next quarter
- Over the next six months
- When possible
- Other
- Same limit

2. ESMO REPORT

The ESMO tool can generate consolidated E&S monitoring information in a graphical format for GLF reporting. These graphics can include any ESMP safeguard instruments and tools and can be compared by grant category, Grantee, risk level, risk category, and other variables. The ESMO Report is reserved for GLF.