**Environmental and Social Management Framework (ESMF)**

**Tip Sheet**

accompanying the ESMF Template for Low to Moderate Risk Projects

**April 2023**

This Tip Sheet is to be used in association of with the ESMF Template for Low to Moderate Risk projects and its Annexes.

**What are Environmental and Social Management Frameworks?**

Environmental and Social Management Framework (ESMF) is an instrument that examines the risks and impacts when a project consists of a program and/or series of subprojects, and the risks and impacts cannot be determined until the program or subproject details have been identified. The ESMF sets out the principles, rules, guidelines, and procedures to assess the environmental and social risks and impacts. (ESS1, p. 24) In many cases, these ESMFs are used where the impacts and physical location of project-related activities are not known before project approval by the Bank. The ESMF Template is applicable to low and moderate risks projects.

**What is the ESMF Template?**

The ESMF Template is designed to help guide the borrower in preparing a concise document. The final ESMF main text **does not exceed 25 pages** (cover page, table of contents, executive summary, and Annexes not included). Each section has a suggested page limit. Throughout the document, instructions are in red font, and information to be inserted is in brackets “[ ]”. Example texts for different sections are provided in this Tip Sheet. These may or may not be relevant for the individual project. Each section should be customized for the individual project and instructions deleted upon completion.

The ESMF Template is designed to be used by the borrower to develop the project ESMF that will be submitted to the World Bank for review and clearance. This Tip Sheet is designed to be used by the writer of the document, which may be government staff or a consultant. Before hiring consultants, the borrower should draft a Terms of Reference (ToR) for the consultant and share this ToR with the World Bank environmental and social staff to ensure a quality document produced in a timely manner.

In certain contexts, such as projects in Fragility, Conflict and Violence (FCV) countries, the project activities may pose Low to Moderate environmental and social risks, but the project rating may be Substantial due to country contextual risk factors. This template may be used in such projects, provided that there is prior agreement by the WB.

For Low-risk projects, some of the provisions in this template, such as the Environmental and Social Codes of Practice, may be incorporated into the Project Operations Manual (POM) without a separate standalone ESMF.

**General Tips**

* The ESMF should start with a cover page, a Table of Contents, a list of acronyms and abbreviations. Please ensure that the final document is reviewed and edited before submission to the World Bank. All table and figures should be properly titled and listed in the Table of Contents.
* The ESMF should have an Executive Summary.
* The ESMF Template has a List of Annexes (separate document). The Annexes may or may not be relevant for each project. The relevant Annexes should be customized for the individual project and added to the ESMF Template.
* When planning for the drafting of the ESMF, it is critical that time for review of documents by the World Bank and the time for necessary revisions are factored into the workplan. Generally, the ESMF is submitted to the World Bank during project preparation to be cleared and approved by the World Bank prior to appraisal. In some circumstances, it may be submitted to the World Bank after appraisal, provided that there is prior agreement between the borrower and the World Bank.

**Tips on Describing Project Activities in Section 2 of the ESMF**

Often, project description language includes a mixture of outcomes, activities, processes etc. and does not describe the specific activities to be funded under the project components. For the ESMF, it is important that specific activities are identified, as this will drive the identification of risks and impacts and subsequent requirements. For example, rather than write “the project will support interventions that will promote human capital, support sustainable livelihoods, and enhance community resilience,” write “the project will fund delivery of staple crop seeds to farmers” or “the project will fund repair, upgrade and new construction of water distribution points, latrines and waste-water treatment facilities.” Clarify which activities will have physical footprints.

If there is a list of eligible activities for subprojects, include these and be specific. If possible, estimate the level of risk for the eligible activities based on scale, area affected, number of beneficiaries, probability of adverse impacts etc. For example: Is there a maximum cost ceiling for subproject activities? If the project will fund waste management systems, what are the eligible subproject activities (what types and sizes of sewerage, wastewater treatment or solid waste management systems)? Are there limitations on materials to be used (only organic compound fertilizers; certain local construction materials)? Are there limitations on size of infrastructure (community halls up to X square meters and 2 stories; road rehabilitation up to X kilometers)?

**Tips on Preparing Good Maps**

Making a useful map that is of high quality and easily readable requires care. When copy and pasting maps, ensure that they are not fuzzy or blurred. Maps that are too small on the page are not useful as they do not convey the necessary spatial information.

* Legend: A legend explains any map symbols with a sample of the symbol and description of what it indicates.
* Title: The map title reflects the subject of the map.
* Scale indicator: The scale is typically a ratio: one that relates a single map distance unit to a corresponding distance in the real world.
* Orientation indicator: The map should indicate which way is north, south, east and west). Commonly this is done by a north arrow or compass rose. Orientation may also be shown by lines of latitude and longitude.
* Source note: The source note documents the source map information.