REPUBLIC OF LIBERIA
ENVIRONMENT PROTECTION AGENCY
SINKOR 4TH STREET, MONROVIA LIBERIA

Re: REGULATORY INSTRUMENT

Instrument: **2021 Revised Environmental and Social Impact Assessment/Strategic Environmental Assessment (ESIA/SEA) Procedural Guidelines**

Instrument no: EPA/003/03-22

Prepared by : **EPA/ESIA Technical Committee**

Approved by : **Management Team/Executive Director, EPA**
Effective date: dd/mm/yr 30/03/2022

Approved : **March 30, 2022**

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Operational Definitions

CA: Conservation Agreement

EA: Environmental Assessment

EAF: Environmental Assessment Form

EAR: Environmental Audit Report

EHSP: Environmental Health and Safety Plan

EMP: Environmental Management Plan

EPML: Environmental Protection and Management Law of Liberia

ERP: Environmental Restoration Plan

ESIA: Environmental and Social Impact Assessment

ESMP: Environmental and Social Management Plan

FONSI: Finding of no Significance Impacts

IEA: Initial Environmental Assessment

MACs: Ministries, Agencies, and Commissions of Government

NOI: Notice of Intent

PACs: Project Affected Persons or Communities

Proponent: Project developers or owners

RAP: Resettlement Action Plan

RPF: Resettlement Policy Framework

SEA: Strategic Environmental Assessment

The Agency: Environmental Protection Agency

CHAPTER I: INTRODUCTION

The Environmental Protection and Management Law (EPML) provides for a wide-ranging responsibility for the EPA to ensure the sustainable management of the environment and the natural resources thereof. One of the most important of all is the mandate of the EPA to develop administrative procedures for the preparation of EIA/ESIA reports that would ensure effective environmental governance (Part III Section 10, EPML, 2003).

The guideline is prepared as an update of the 2017 ESIA procedural guideline. The objective of the document is to encourage all proponents, potential proponents, practitioners, and the general

public seeking to obtain an environmental permit for new or existing projects, policies and programs in Liberia to use this instrument as a guide when planning.

The document also provides a good understanding of the ESIA/SEA process of Liberia in line with international best practices and national standards. It offers a practical guide in terms of structure, contents, and administrative procedures of all environmental reports needed by the EPA, in order to issue environmental permits for projects at all scale levels.

An Environmental and Social Impact Assessment (ESIA) should be seen as a process that starts at the conceptual design stage of a project and continues throughout project construction, operation, and decommissioning.

This procedural guideline is a revised version of the 2017 ESIA Procedural Guideline and it is intended to provide a clearer procedure on the ESIA process of Liberia that all stakeholders can use in the planning, development, and implementation of proposed or existing projects, policies, and programs. To this end, the EPA's ESIA process is based on the three P's approach as followed:

- Policy (rely on legislative and administrative policies/regulations),
- Partnership (partners with all stakeholders),
- Participatory (values the inputs from stakeholders, including local communities) to strengthen environmental management as well as the sustainable management of the natural resources thereof.

Meaning and Importance of ESIA/SEA

Environmental and Social impact assessment is a systematic process to identify, predict and evaluate the potential environmental and socio-economic impacts of proposed or existing projects, plans, policies or programs. This process is applied and shall be fully completed, before the issuance of an environmental permit, similar to EIA practices by countries around the world and as required by law (EPA Act: Part V. Section 37). It is also important to note that all environmental reports leading to the issuance or renewal of an environmental permit shall be conducted and subsequently submitted by an EPA-certified third-party Independent Evaluator on behalf of Proponents.

Moreover, it is important to emphasize that conducting an EIA/ESIA for a project increases the credibility, sustainability, and acceptability of said project by all stakeholders, including Project Affected Communities and local authorities. This process also helps to erase doubt through stakeholder engagement which, in return, is good for the investment and ensures that potential impacts (environmental or social) are identified and addressed at the early stages of the project's planning and design.

Chapter II: Stages of the ESIA PROCESS

Application

The first step of the ESIA/SEA process in Liberia begins with an application package, in a form of a formal letter addressed to the Executive Director of the Agency.

The Second step of the ESIA/SEA process in Liberia begins with an Environmental Project Brief: following a response from the EPA. The response shall contain a package of list of EPA-certified evaluators, the proponent is advised to
proceed with the development and subsequent submission of a project brief.

The project brief shall determine whether or not a proposed project requires a screening report, scoping report, Environmental Impact Assessment (EIA), Environmental and Social Impact Assessment (ESIA), Environmental Management Plan (EMP), Environmental and Social Management Plan (ESMP), Environmental Health and Safety Plan (EHSP), Environmental Assessment Form (EAF), Environmental Audit Report (EAR (for projects already permitted), Environmental Restoration Plan (ERP), ESR, Resettlement Action Plan (RAP), Initial Environmental Assessment (IEA), Resettlement Policy Framework (RPF), a Conservation Agreement (CA), etc.

Upon review of the project brief, the Agency shall make a decision (communicate the next steps). The next step could also mean a request of additional information or denial and/or restoration), consistent with **PART II: Section 21** of the Environmental Protection and Management Law, 2003.

2.3 Screening – is the third step which is an initial provision of relevant information of a proposed or existing project. The proponent or applicant will be required to prepare an environmental impact study in accordance with Section 14 of the EMPL if the project /activity will have or is likely to have a significant impact on the environment. If it is determined that the project does not require a full ESIA, a permit could be issued, denied or additional information could be requested to proceed with the development of a scoping and/or an ESIA report. *Refer to Annex I of this document for the content and structure of the screening process.*

2.4 Scoping – is the fourth step used to identify specific impacts that are likely to cause adverse environmental and social problems, either at the construction or operation phase of the proposed project or both. Scoping sets the basis for the Terms of Reference (ToR) or methodology of an EIA/ESIA study. Refer to Annex I of this document for the content and structure of the scoping report.

2.5 Assessment Process

Assessment is the fifth step of the ESIA/SEA process which involves a thorough investigation of potential environmental and social impacts of a proposed project, including transboundary impacts, where required. The assessment process shall follow the ToR/format of the Scoping report as required by the EPA, in order to identify all of its potential impacts (during its construction, operational, or decommission phases) to determine the environmental baseline of the environment. It should also include a socio-economic analysis of the landscape or river basin.

The assessment shall identify the potential impacts matrix or charts overlay by Geographic Information Systems (GIS) or any relevant tools, not mentioned in this document. This assessment

report data shall predict environmental factors and an analysis of specific environmental impacts. The environmental quality data analysis results shall be compared with national standards, while international best practices shall be applied in a case where no national standard is available. This guideline requires the combination of quantitative and qualitative methods, but that a focus is highly on the quantitative.

2.6 **Review:** Is the sixth step of the ESIA/SEA process. It begins once an environmental report is received (and the required nonrefundable permit fees is paid). The Agency shall conduct a preliminary review of the report, through the ESIA Unit, in consultation with other relevant units within the department of compliance and enforcement to ensure all requirements (content & Structure) were certified before presenting said report to the ESIA Technical Review Committee for review. In an event that a report does not meet the basic requirement, said report is returned to the author or independent consultant for modification, to avoid delay in the processing of applications for environmental permits.

In addition, the review is done by the Agency's ESIA Technical Review Committee and is based on first-come-first-serve. Depending on the types of reports and/or undertakings, the EPA may consult the expertise of relevant line ministries and agencies of government, project proponents, as well as those with relevant the research background, including public hearing or consultation with national and local stakeholders to validate the report, as required by Law (EPML: Part III: Sec. 12).

All reports submitted to the Agency on behalf of proponents and not paid for, **90 days**, after receipt of fees communication by the proponent shall be returned to the proponent for an update, at the cost of the proponent, to reflect the current reality of the project's site. This is important since the environmental and socio-economic conditions vary over time.

Once a report is satisfactory with the contents and structure as outlined in this guideline, the ESIA technical Review Committee shall convene, after distributing copies of said report to committee members, at least, two days before sitting. There could be an exception to this process, depending on the gravity of a project to the state and/or the Agency. In some cases, relevant line ministry or agency and other relevant public agencies, including a representative from the Project Affected Communities shall be invited to form part of the review process, as required by Law (EPML: Part III: Sec. 8). If the Line Ministries, however, does not give its comments to the Agency within fourteen **(30) days** of the request for comments or such extended period as agreed with by the Agency, the Agency shall proceed with the next steps of the project (EPML, Part III, Sec. 8 (3).If the review of the EIA/ESIA revealed any inconsistency from the site verification of the report, the author or Environmental Firm shall be required to make the necessary corrections within a specified period not exceeding **14 days,** beginning the date of the notification. However, if the accredited firm or environmental evaluator does not revise the document and the review timeline is against the Agency, the Agency shall notify the evaluator and the owner of the proposed or existing project of the cause of delay. In a case where the consultant does not comply with the **14 days'** grace period, no report from said consultancy firm/author shall be reviewed.

In a case whereby no fault is identified with a report, the Agency shall proceed to the decision stage, but ensures a site verification is conducted and/or a stakeholder consultation is held to ascertain the validity of the information presented in the environmental report.

2.7 Public Hearing:

The seventh step of the ESIA/SEA process. It begins once an environmental report is reviewed by the committee.

Upon review of an environmental assessment report and receiving comments from relevant Line Ministry or other agencies to which a copy of the assessment report was shared, or upon the expiration date (30 days), beginning the date of notice for comments, the Agency shall hold a public hearing and shall invite relevant stakeholders to said hearing. The public hearing or consultation shall be held at a venue which shall be convenient to the persons who are likely to be specifically affected by the project, while all participants shall be notified, at least, **07 days** before the date of the hearing.

2.8 Decision Making:

The eighth step of the EIA/ESIA process which considers comments received from the review process. The Agency's decision of a particular project, policies, programs is consistent with the provision as outlined in **Part III: Section 21 of the EMPL**. The Agency shall take the following decision, upon review of an application or environmental report:

1. Approve the project or activity unconditionally if it is satisfied that the project or activity shall not result in significant damage to the environment;
2. Approve the application conditionally by requiring the developer to redesign the project or do such other thing as the Agency considers necessary, taking into consideration the suggestions or comments made and all environmental factors; or
3. Refer the application back to the applicant for further study or submission of additional information;
4. Reject the application where it is of the opinion that the project may cause significant or irreversible damage to the environment.

Note: Proponents whose project (s) is denied may seek an appeal, consistent with **Part III: Section 30** of the EPML.

2.9 Follow-Up:

The ninth step of the EIA/ESIA process that ensures that proponents adhere to the terms and conditions enshrined in their permits, including the proponent's initial commitments as stated in the project's environmental and social management plan. After the issuance of the environmental permit, the Agency shall conduct periodic announced or unannounced compliance monitoring and inspection at project's site. The follow-up process also helps to ensure proponents are compliant with the mitigation measures outlined in their EIA/ESIA report or strengthen the provisions of the EMP/ESMP of said reports.

Chapter III: Offences Relating to EIA

However, any proponent/firm who fails to comply with the environmental impact assessment process as established by this guideline shall be subjected to Part XII: Section 105 of the Environmental Protection and Management Law of Liberia.

The comments from the public shall be received within **30 days** of the publication of the notice regardless of the report. If deemed appropriate, on consideration of comments from the public and sector agencies/ministries the EPA shall determine the need for a public hearing (stakeholder consultation) to be held at a location suitable to persons who are likely to be affected by the project.

3.1 Application Package Timeline

The timeline for reviewing and responding to an application and taking a decision is 14 days, beginning the date of receipt of an application for a permit.

3.2 Formal Steps of the EIA/ESIA/SEA Process

A formal application, in a form of a letter and shall be accompanied by a brief or summary of the proposed or existing project. A formal application package may be done by the project's proponent.

Contents of the Formal Application for ESIA permit:

- Project description
- Contact details
- Location and surrounding area
- Investment and funding source

Chapter IV: Category of Project

The placement of project shall consider the following categories:

4.1 Category A (Major): projects that are likely to cause a wide range of significant adverse environmental impacts that are required to develop and submit a full EIA or ESIA/SEA report to the Agency,

4.2 Category B (Medium): Projects that are likely to cause limited environmental impacts, and need to develop an environmental project brief, screening report, or EIA/ESIA/SEA, depending on the location and scale of operation;

4.3 Category C (FONSI): Projects with little or no significant adverse environmental impacts may not require an EIA, but shall complete an EPA-approved Environmental Assessment Form, through a third-party EPA-certified Evaluator and submit to the Agency for approval. The assessment form in this category may require the inclusion of the EPA-approved Parameters of Concern (POCs) laboratory analysis, depending on the gravity of the potential associated risks. This category shall be determined based on a review of an application, an initial site visit by the Agency, as well as provisions of the 2021 ESIA revised fees regime.

Chapter IV: Permit Processing Timeline

5.1 Permit Processing Timeline

The issuance of a permit shall be made within the time period specified below and may vary, depending on the category of project, policies, programs:

- Projects in Category A shall take not more than 90 days upon receipt of application;
- Projects in Category B shall take not more than 60 days upon receipt of application;
- Projects in Category C shall take not more than 30 days upon receipt of application.

However, applications or reports requiring correction or having faults could take longer than the timeline specified above.

5.2 Requirements for Existing Industries, Projects, Activities and Programs

In order to be compliant with the provision of the environmental laws and regulations of Liberia, all projects' proponent /management of all industries, projects, activities and programs existing or initiated prior to the effective date of this guideline and the Environmental Protection and Management Law (EPML), and category of activities subjected to an environmental impact assessment, in Annex I of the EPML, shall **within 90 days** of the effective date of this guideline, submit to the Agency, an application for an environmental permit. Any proponent/management of any industries, project, activities and programs existing or initiated prior to the effective date of this guideline, shall be liable to an offense under Part: III: Section (27) of the EPML.

Chapter VI: Eligibility to Conduct and Submit an EA Report

Only an EPA-certified or licensed environmental consultancy firm, in good standing, shall be authorized to conduct and submit an environmental assessment report to the EPA.

All proponents or project developers shall receive the list of EPA-certified environmental consultancy firms at the point of application or upon request. It is prohibited for an employee of the EPA to recommend a particular consultancy firm to a proponent nor conduct an environmental study on behalf of a proponent, in order to avoid a conflict of interest.

Proponents are required to introduce a consultancy firm to conduct its environmental report, either at the time of application or after the application is received.

6.2 International Consultants

The EPA welcomes the cross-pollination of ideas in order to strengthen the sector. Proponents with projects involving the hiring of international consultants are encouraged to submit a formal application of introduction to the EPA, while the EPA, in return, shall require the following:

- Ensure the international consultancy firm is registered in its home country with all relevant legal documents;
- Acquire the EPA's project-specific annual license for international consultants (renewable under new terms and conditions);
- All international consultancy firms shall be required to partner with an EPA-certified local consultancy firm;
- Ensure all projects requiring international consultants are Category A-related and no international consultants shall practice locally;
- Show evidence of Work permit in Liberia and Visas, etc.

Chapter VII: Number of Copies of an EA Report

- Environmental Project Brief: 3 hard copies, in color, and a soft copy (via a flash drive)
- Screening report: 3 hard copies, in color, and a soft copy (via a flash drive)
- Scoping: 4 hard copies, in color, and a soft copy (via a flash drive)
- ESIA: 8 hard copies, in color, and a soft copy (via a flash drive)
- EIA: 5 hard copies, in color, and a soft copy (via a flash drive)
- Audit Report: 3 hard copies, in color, and a soft copy (via a flash drive)
- EMP/ESMP: 4 hard copies, in color, and a soft copy (via a flash drive)
- RAP: 4 hard copies, in color, and a soft copy (via a flash drive)
- Environmental Assessment Form: 3 hard copies,
- Environmental Monitoring Report: 4 hard copies, in color, and a soft copy (via a flash drive)
- Restoration plan: 4 hard copies, in color, and a soft copy (via a flash drive), etc.

7.1 Environmental Report Format: Content and structure

- 12-point font size (legible to read)
- 1.5 spacing
- Time New Roman
- Clear and legible maps, figures and tables
- Colorful hard copies of all reports
- Clear and legible scanned documents

7.2 Application package: Content and structure

- A formal letter addressed to the Executive Director of the Agency;
- Full name of the project's owner, address and contact
- Name of the project;
- Funding source (s)

- Location and surrounding area, County, Community, Village, City, GPS coordinates, if applicable.

7.3 Environmental Project Brief: following a response from the EPA, containing a package of the list of EPA-certified evaluators, the proponent is advised to proceed with the development and subsequent submission of a project brief.

1. Cover page, Name and contact of consultant (s) submitting the report, the proponent for whom the report is being submitted, date of submission, with a clear title of the report being submitted;
2. Executive Summary, not less than one page
3. Introduction
4. The nature of the project, including location, investment, project features, alternatives (site selection);
5. to the establishment of the activity, etc.;
6. Identification and laboratory analysis of environmental and social baseline data, based on EPA-approved Parameters of Concern (POCs);
7. Tables and figures
8. The policy and institutional frameworks under which the report will be conducted;
1. MEAS (conventions/ treaties) triggered by the report;
2. Transboundary impacts;
3. Financial compensation plan/RAP for possible damage or involuntary relocation of PACs
4. Potential environmental impacts associated with the project being studied;
5. Measures for preventing and mitigating the adverse environmental impacts and the associated cost;
6. A clear methodology used in determining results or findings;
7. Identification of environmental impacts (air quality, biological resources, cultural resources, water quality and hydrology, soil, noise, other impacts) and as may be required in the EPA-approved POCs;
8. Health and safety impacts, EPA-approved POCs;
9. Environmental impacts management plan;
10. List of stakeholders consulted (including evidence of photos, minutes, and handwritten attendance, and contact);
11. Conclusion, recommendation, and references.

7.4 Screening: Content/Structure

1. Cover page, Name and contact of consultant (s) submitting the report, the proponent for whom the report is being submitted, date of submission, with a clear title of the report being submitted;
2. Executive Summary, between 1-5 pages
3. Introduction
4. The nature of the project, including location, investment, project features, alternatives (site selection);
5. to the establishment of the activity, etc.;

6. Identification and laboratory analysis of environmental baseline, based on EPA-approved Parameters of Concern (POCs) of the director of the project's surrounding area;
7. Tables and figures
8. The policy and institutional frameworks under which the report will be conducted;
9. MEAS (conventions/ treaties) triggered by the report;
10. Transboundary impacts;
11. Financial compensation plan/RAP for possible damage or involuntary relocation of PACs
12. Potential environmental impacts associated with the project being studied;
13. Measures for preventing and mitigating the adverse environmental impacts and the associated cost;
14. A clear methodology used in determining results or findings;
15. Identification of environmental impacts (air quality, biological resources, cultural resources, water quality and hydrology, soil, noise, other impacts) and as may be required in the EPA-approved POCs;
16. Health and safety impacts, EPA-approved POCs;
17. Environmental impacts management plan;
18. List of stakeholders consulted (including evidence of photos, minutes, and handwritten attendance, and contact);
19. Conclusion, recommendation, and references.

7.5 Scoping Report: Content

1. Cover page, Name and contact of consultant (s) submitting the report, the proponent for whom the report is being submitted, date of submission, with a clear title of the report being submitted;
2. Table of Contents, Acronyms and Abbreviations, Executive Summary, Executive Summary, not less than two pages
3. Introduction
4. The nature of the project
5. A clear methodology used to determine results or findings;
6. Alternatives (site selection);
7. The policy and institutional frameworks under which the report will be conducted;
8. MEAS (conventions/ treaties) triggered by the report;
9. Briefing on the proposed projects, including location, investment, project features, etc.;
10. Identification of significant impacts;
11. Occupational safety and health;
12. Investigation of environmental baselines, based on EPA-approved Parameters of Concern (POCs) of the project location (Using GIS application) and surrounding area (to be done by an EPA-accredited Laboratory and shall be compared with national and international standards
13. Tables and figures
14. Baseline assessment of fauna and flora, including endangered, endemic, vulnerable, and critically endangered species, cultural or sacred heritage, transboundary impacts;
15. Identification of potential impacts;
16. Mitigation measures adverse impacts (EMP/ESMP) and the associated cost,
17. List of stakeholders consulted, including evidence (including evidence of photos, minutes, handwritten attendance, and contact);

18. Conclusion, recommendation, and references.

7.5 Assessment:

1. Cover page, Name and contact of consultant (s) submitting the report, the proponent for whom the report is being submitted, date of submission, with a clear title of the report being submitted;
2. Executive Summary, not less than two page
3. Introduction
4. The nature of the project
5. A clear methodology used to determine results or findings;
6. Alternatives (site selection);
7. The policy and institutional frameworks under which the report will be conducted;
8. MEAS (conventions/ treaties) triggered by the report;
9. Land acquisition and resettlement
10. Environmental management plan of each impact involving pollution
19. Identification of significant impacts;
20. Investigation of environmental baselines, based on EPA-approved Parameters of Concern (POCs) of the project location (Using GIS application) and surrounding area (to be done by an EPA-accredited Laboratory and shall be compared with national and international standards;
21. Baseline assessment of fauna and flora, including endangered, endemic, vulnerable, and critically endangered species, cultural or sacred heritage, transboundary impacts;
22. Tables and figures
23. Identification of potential impacts,
24. Occupational safety and health;
25. Potential changes in social, cultural and economic patterns;
26. Relevant reclamation/restoration plans and the associated cost;
27. Relevant traffic management plans;
28. Potential impacts on the ecology of the proposed project's site;
29. Mitigation measures adverse impacts (EMP/ESMP) and the associated cost
30. List of stakeholders consulted (including evidence).
31. Conclusion, recommendation, and references.

7.6 Environmental Management Plan/Environmental and Social Management Plan: Content and Structure

1. Executive Summary, not less than two pages
2. Introduction
3. The nature of the project
4. A clear methodology used to determine results or findings;
5. Alternatives (site selection, technology to be used);
6. The policy and institutional frameworks under which the report will be conducted;
7. MEAS (conventions/ treaties) triggered by the report;
8. Land acquisition and resettlement
9. Environmental management plan of each impact involving pollution
10. Identification of significant impacts;

11. Investigation of environmental baselines, based on EPA-approved Parameters of Concern (POCs) of the project location (Using GIS application) and surrounding area (to be done by an EPA-accredited Laboratory and shall be compared with national and international standards;
12. Baseline assessment of fauna and flora, including endangered, endemic, vulnerable, and critically endangered species, cultural or sacred heritage, transboundary impacts;
13. Tables and figures
14. Identification of potential impacts,
15. Occupational safety and health;
16. Potential changes in social, cultural and economic patterns;
17. Relevant reclamation/restoration plans and the associated cost;
18. Relevant traffic management plans;
19. List of stakeholders consulted (including evidence).
20. Conclusion and recommendations

EMP/ESMP Required Flowchart

Activities	**Potential impacts**	Magnitude of Impacts	**Mitigation Measure**	**Responsible Party/time frame**	**Associated Cost**

7.7 Environmental Audit Report: Content

1. Cover page, Name and contact of consultant (s) submitting the report, the proponent for whom the report is being submitted, date of submission, with a clear title of the report being submitted;
2. Executive Summary, not less than one page
3. Introduction
4. Nature of the audit
5. A clear methodology used to determine results or findings;
6. The policy and institutional frameworks under which the report will be conducted;
7. Audit findings: Comparison of current audit against previous audit, based on permit conditions
8. Attached copy of the permit auditing,
9. In a case where there is no previous audit, the audit shall be compared with the baseline environmental quality data of the environmental assessment report;
10. Tables and figures
11. Proponent's compliance to the permit with permit conditions/Environmental management plan/ESMP/EIA;
12. Comparative laboratory analysis of current and initial baselines environmental quality data based on EPA-approved Parameters of Concern (POCs) of the project location (Using GIS application for all sampling points with photos) and surrounding area (to be done by an EPA-accredited Laboratory and shall be compared with national and international standards;

13. Potential changes in the scope of operation;
14. Occupational safety and health;
15. Conclusion, recommendation, and references

7.8 Environmental Monitoring Report (EMR): Content and structure

1. Cover page, Name and contact of consultant (s) submitting the report, the proponent for whom the report is being submitted, date of submission, with a clear title of the report being submitted;
2. Executive Summary, not less than one page
3. Introduction
4. Nature of the EMR
5. A clear methodology used to determine results or findings;
6. The policy and institutional frameworks under which the report will be conducted;
7. Findings: Comparison of current EMR against previous EMR
8. Attached copy of the permit being monitored;
9. Proponent's compliance to the permit with permit conditions/Environmental management plan/ESMP/EIA;
10. Comparative laboratory analysis of current and initial baselines environmental quality data based on EPA-approved Parameters of Concern (POCs) of the project location (Using GIS application for all sampling points with photos) and surrounding area (to be done by an EPA-accredited Laboratory and shall be compared with national and international standards;
11. Tables and figures
12. Potential changes in the scope of operation;
13. Occupational safety and health;
14. Conclusion, recommendation, and references

7.9 RAP: Contents and Structure

1. Cover page, Name and contact of consultant (s) submitting the report, the proponent for whom the report is being submitted, date of submission, with a clear title of the report being submitted;
2. Executive Summary, not less than one page
3. Introduction: Desk-top Review of existing documents, review all existing documentation, and any previous EIA, RAP and ESMP reports;
4. Nature of RAP
5. Conduct a census of the affected persons and identification of vulnerable groups and indigenous populations.
6. 2. Develop eligibility criteria and establish cut-off date.
7. Tables and figures
8. Evaluate and prepare an inventory of the affected properties
9. Evaluate all other socio-economic costs.
10. Conduct public consultations/awareness creation of the relevant stakeholders, taking into consideration the gender concerns and vulnerable groups.
11. 6. Identification of alternative relocation sites, where affected persons might have to be resettled.
12. 7. Develop adequate livelihood restoration mechanisms.

13. 8. Prepare the resettlement implementation costs.
14. 9. Preparation of implementation schedule.
15. 10. Develop a monitoring and evaluation methodology
16. 11. Consider the relevant legal provisions for land acquisition and resettlement during the preparation of an appropriate re-settlement action plan.
17. 12. Prepare and submit a detailed resettlement action plan.
18. 13. Develop a conflict resolution mechanism.

Chapter VIII: Proponent's and Independent Evaluator's Responsibilities

Proponent's and Independent

All project proponents are to ensure complete adherence to permit conditions, the environmental management plans, environmental and social management plans and all other mitigation measures as outlined in their environmental assessment report for which permits were issued. Proponents are to maintain a sustainable working relationship with Project Affected Communities and shall report any change, to the EPA, in their project, at any stage of the project, **30 days** before the effectuation of said change as failure to do so is punishable by law.

All proponents shall introduce their EPA-certified environmental consultancy firm or evaluator to the EPA either during the application stage or upon receipt of the EPA's response to their application for an environmental permit. Proponents shall also inform the EPA of any change of independent consultancy firm or evaluators, at least seven **(07) days**, before contracting the services of another EPA-certified consultancy firm to perform the same services for which the former was contracted.

Independent Evaluators' Responsibility

No EPA-certified environmental consultancy firm or evaluators shall submit an environmental assessment report, except said firm or individual is formally introduced by the proponent for which the report is being submitted and the said report shall be required by the EPA of the proponent on whose behalf the firm or evaluator is acting. By the same token, all environmental consultancy firms, under this regulation, shall submit reports void of fraud, plagiarism, and misrepresentation to avoid delay in the ESIA process, while only independent evaluators with valid licenses shall author an environmental assessment report. Reports with non-licensed evaluators as authors shall be rejected, except authorized by the EPA. All evaluators under this regulation shall ensure to

ensure to inform their client or proponent of the administrative process of the ESIA/SEA process and shall share with the proponent a draft copy of their reports for internal validation before upward submission to the EPA.

Submitted by: 3/30/22

Mr. Dapda Socrates Carlon
Assistant Manager for ESIA/
Chair of the ESIA Technical Committee

Signed: 04/18/2022

Mr. Randall M. Dobayou, II
Deputy Executive Director
ENVIRONMENT PROTECTION AGENCY

Approved:

Prof. Wilson K. Tarpeh
Executive Director/CEO
ENVIRONMENT PROTECTION AGENCY

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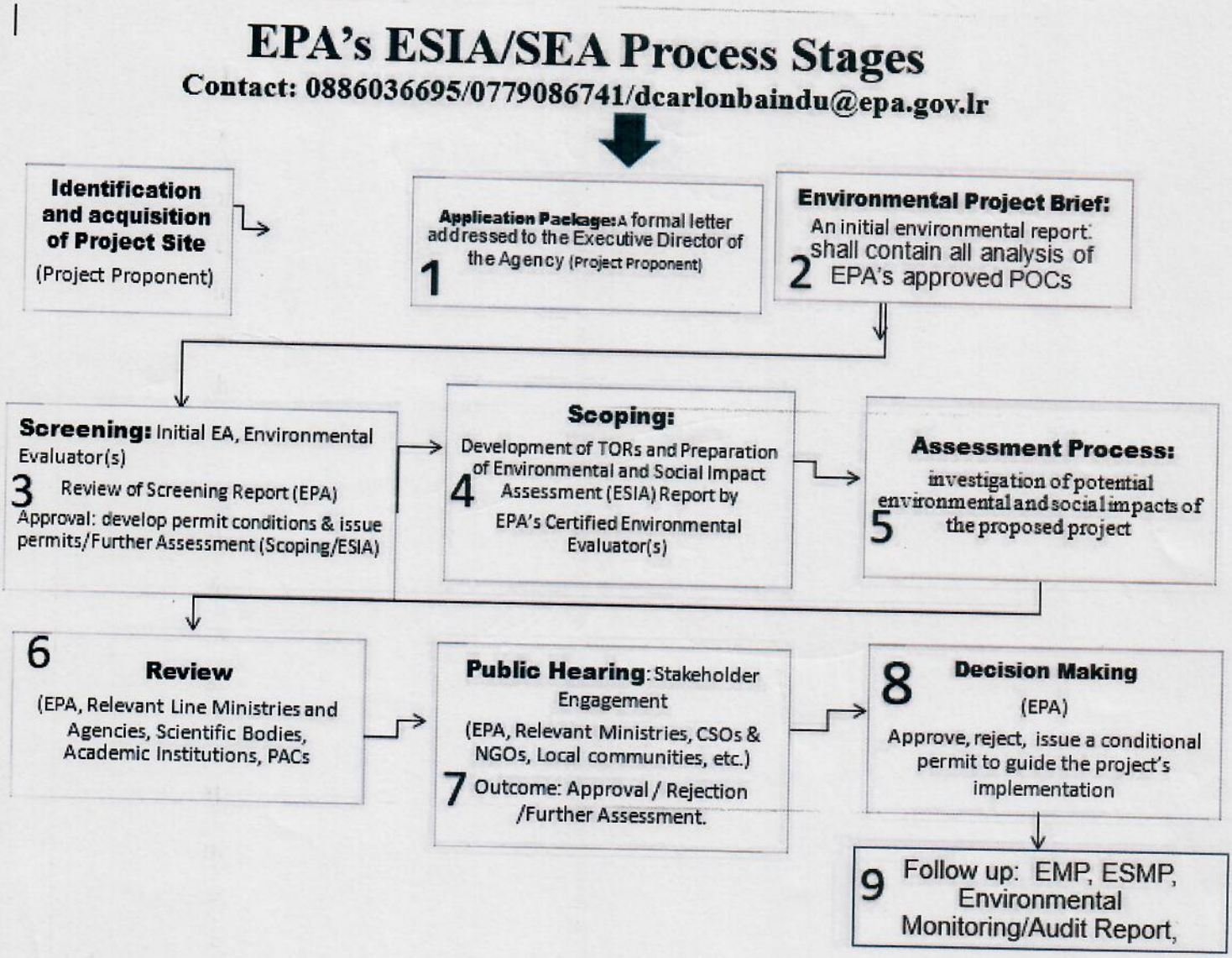
Chapter VIIII: Appendix: 1

ESIA/SEA Procedure Flowchart



Prepared and Submitted by: The ESIA Technical Review Committee through the office of the Assistant Manager of ESIA/SEA, EPA Liberia.

No.	Name of committee Members	Title	Signature	Date
1.	John K. Jallah, Jr., M.Eng.	Manager, Department of Compliance & Enforcement		
2.	Daoda Socrates Carlon, M.Sc.	Assistant Manager, ESIA/SEA & Chair of the Committee		
3.	Margaret M. Beyslow, M.Sc.	Asst. Manager, ERS		
4.	R. Baiyezenah W. Brown, MPH	Asst. Manager, Environmental Unit, Intersectoral Coordination		
5.	Edward G. Wingbah, M.Sc.	Asst. Manager, Administration & County Coordination		
6.	Rafael S. Ngumbu, M.Phil, MACS	Asst. Manager, ERRS Laboratory		
7.	Hawa Kortu Walker, B.Sc.	Asst. Manager, Conservation Unit		
8.	Jerry T. Toe, Sr. M.Sc.	Focal Point, POPs		
9.	Mildred C. Piah, B.Sc.	ESIA/SEA Data Officer		
10.	Steward Borbor, M.ST	Water Remediation Analyst		
11.	G. Lenn Gomah, M.Phil.	ERRS Lab. Technician		
12.	Gabriel H. Jasper, B.Sc.	ESIA/SEA Inspector		
13.	Targen P. Daye, M.Sc	Compliance Analyst		
14.	Abayomi B.C. Grant, MPH	Sr. Waste Officer		
15.	Arthur S.W. Collins, B.Sc.	Compliance Information Officer		
16.	Joseph F. Charles, M.Sc.	ERRS Laboratory Technician		

17.	Edward Clarke, B.Sc.	Industrial Remediation Officer		
18.	Moretha A. Browne, B.Sc.	ESIA/SEA Coordinator		
19.	Edwin Yorvos	Head of Legal Unit		
20.	Oliver Vaye, M. Eng.	ERRS Laboratory Technician		
21.	Levi Z. Piah, M.Sc.	Focal Point, RAMSAR Convention		
22.	James Akoi	Assistant Manager, Planning & Policy		
23.	Gregory R. Morris, M.Sc.	Environmental Quality Officer		

REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY

SINKOR 4TH STREET SINKOR, MONROVIA LIBERIA

Environmental & Social Impact Assessment/Strategic Environmental Assessment (ESIA/SEA) 2021 Revised Fees Regime

EPA EPA

Approved: _____

Prof. Wilson K. Tarpeh
Executive Director/CEO, EPA

Prepared and Submitted by: The ESIA Technical Review Committee through the office of the Assistant Manager of ESIA/SEA, EPA Liberia.

No.	Name of committee Members	Title	Signature	Date
1.	Daoda Socrates Carlon, M.Sc.	Assistant Manager, ESIA/SEA & Chair of the Committee		Oct. 28, 2021
2.	John K. Jallah, Jr., M.Eng.	Manager, Department of Compliance & Enforcement		Oct 28, 2021
3.	Margaret M. Beyslow, M.Sc.	Asst. Manager, ERS	M. M. Beyslow	10/28/2021
4.	R. Baiyezenah W. Brown, MPH	Asst. Manager, Environmental Unit, Intersectoral Coordination		Oct. 28, 2021
5.	Edward G. Wingbah, M.Sc.	Asst. Manager, Administration & County Coordination	F. G. Wingbah	10/28/2021
6.	Rafael S. Ngumbu, M.Phil, MACS	Asst. Manager, ERRS Laboratory		28-10-2021
7.	Hawa Kortu Walker, B.Sc.	Asst. Manager, Conservation Unit		01/4/21
8.	Jerry T. Toe, Sr. M.Sc.	Focal Point, POPs		28-10-2021
9.	Mildred C. Piah, B.Sc.	ESIA/SEA Data Officer		28-10-2021
10.	Steward Borbor, M.ST	Water Remediation Analyst	S. Borbor	28/10/2021
11.	G. Lenn Gomah, M.Phil.	ERRS Lab. Technician	G. L. Gomah	28/10/2021

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12.	Gabriel H. Jasper, B.Sc.	ESIA/SEA Inspector		28-10-2021
13.	Targen P. Daye, M.Sc	Compliance Analyst		28-10-2021
14.	Abayomi B.C. Grant, MPH	Sr. Waste Officer		01-11-2021
15.	Arthur S.W. Collins, B.Sc.	Compliance Information Officer		01-11-2021
16.	Joseph F. Charles, M.Sc.	ERRS Laboratory Technician		28-10-21
17.	Edward Clarke, B.Sc.	Industrial Remediation Officer		11/17/21
18.	Moretha A. Browne, B.Sc.	ESIA/SEA Coordinator		11/17/21
19.	Ujay Vah, B.Sc.	IT Technician		17-11-21
20.	Oliver Vaye, M. Eng.	ERRS Laboratory Technician		17-11-21
21.	Levi Z. Piah, M.Sc.	Focal Point, RAMSAR Convention		22/11/21
22.	John F. Kannah, M.Sc.	NOC-Coordinator		NOV 17, 2021
23.	Hawa Venus Amara, MBA	Financial Officer		NOV 17, 2021
24.	Gregory R. Morris, M.Sc.	Environmental Quality Officer		