Annex E: Instructions and Template for the Environmental Mitigation and Monitoring Report (EMMR) for the DCHA Office of Transition Initiatives (OTI)

Purpose & Scope
The Environmental Mitigation and Monitoring Report (EMMR) describes the safeguarding and resilience measures taken by OTI for any programmed activities that propose an environmental risk. As such, these activities are classified as Negative Determinations with Conditions (NDw/C) in the Country IEE (C-IEE), per USAID environmental procedures, 22 CFR 216. The EMMR provides a formal record to USAID that the environmental and climate risk safeguards established in the Environmental Mitigation and Monitoring Plan (EMMP) are being implemented.

Specifically, this formal record in the EMMR provides (as in EMMR Template below):
1. Status of implementation of the institutional arrangement plan (IAP), and
2. An opportunity for IPs to communicate successes and best practices, as well as challenges and lessons learned in implementing to reduce risks in the complex crisis context typical to the OTI intervention.

The EMMR will be supportive of the activity tracking through the OTI Database that is ongoing in every OTI field activity. In that, all activities that propose an environmental risk (i.e., Negative Determinations with Conditions or Moderate/High Climate Risk) in this Database will be subject to this EMMR.

EMMR Format and Timing
The Template (below) is to be populated and included by IPs as an annex to regular OTI program semi-annual reports. The submitted EMMR should be relatively brief, no more than five or seven pages (excluding attachments). The EMMR will be submitted directly to the OTI Contract Officer’s Representative (COR) and Country Representative. A report from the OTI Activity Database showing all Negative Determinations with Conditions activities shall be included as attachment to the EMMR (see Section 4 in template). This report is titled “Current FY BEO Environmental Oversight Report,” has been developed in the Activity Database for ease of exporting.

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1 Environmental risk is categorized as unintended environmental impact of field activities on land, air and water, as well as, the impact of environmental limiting factors, such as climate shocks or geological hazards on the OTI intervention.
2 The award will detail the reporting frequency.
3 A standard report titled “Current FY BEO Environmental Oversight Report,” has been developed in the Activity Database for ease of exporting.
FY BEO Environmental Oversight Report” and is a standard report in all OTI program Activity Databases

USAID Review
Review of the EMMR shall be conducted by the USAID COR and Bureau Environmental Officer (BEO) for the Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA). This report will permit USAID to review and provide oversight for potential implementation conditions, which shall be communicated to the IP. Upon transmission of these implementation conditions (if any) by USAID, they will become mandatory.

ITEMS IN YELLOW ARE TO BE COMPLETED BY THE IMPLEMENTING PARTNER – DO NOT DELETE OTHER LANGUAGE FROM THIS TEMPLATE. THIS IS TO BE SUBMITTED TO THE OTI COR.
1. Summary of Activity

In September 2015, USAID/OTI launched the North Macedonia Support Initiative (NMSI), complementing U.S. Government efforts to support the country’s Euro-Atlantic integration while remaining flexible to respond to emerging political realities. Since January 2019, NMSI has used the window of opportunity presented by the historic resolution of the Macedonia name dispute to assist the Government of North Macedonia in refocusing its efforts to address urgent reforms. NMSI coordinates within the Embassy and the international community in-country to identify short-fuse areas where NMSI can strategically advance the reform agenda and complement longer-term efforts towards Euro-Atlantic integration.

2. Institutional Arrangement Plan
A. Staffing for Environmental Compliance:

For each activity, the assigned Grants Manager (GM) completes an environmental determination checklist. The determination is recorded in the OTI Anywhere Web-Based Database and is saved as part of the grant file. If an activity requires an EMMP, the GM and the grantee develop the Environmental Review Form (ERF) during activity development (if the type of activity or location of activity is known). The ERF includes detail about the location and nature of the activity and is signed at the same time as the Grant Agreement (GA). If the type of activity or location is not known at grant signing, the GM make a note of this in the GA and then complete the ERF with the grantee prior to works/events taking place. Relevant mitigation measures from the EMMP are included as part of the ERF. Reporting on the EMMP is also included as a deliverable in the activity implementation plan. The Deputy Chief of Party (DCOP) reviews and approves the ERF to ensure sufficient detail is included and activity classification and mitigation measures were identified correctly.

The GM discusses compliance with the relevant national environmental and social requirements and USAID’s environmental policy requirements with the grantee, explaining the program’s expectations and addressing any challenges. The GM will provide training to the grantee if their capacity to adequately mitigate environmental and climate risk measures is assessed as low during initial activity meetings.

For Activities with a Negative Determination with Conditions:

For repair and rehabilitation (public facilities and spaces) and arts and cultural festivals support activities, the GM will conduct a site visit to assess the site. The assigned GM will also conduct site visits during implementation of all activities to monitor compliance with environmental and climate risk mitigation measures. This information is reflected in their site visit report and OTI-Anywhere Activity Database.

Chemonics’ Home Office Project Development and Support (PDS) division helps achieve Chemonics’ key results by supporting project teams to make informed business decisions to manage performance and risks. PDS’s objectives are to integrate key ethics, compliance, and other risk-related business functions and support Chemonics’ systems, processes, and programs to effectively identify, manage, and mitigate risks. The Contracts team ensures contract compliance with USG and corporate policies and regulations through review of and guidance on complex, high value and high-risk transactions. For NMSI, PDS reviews and approves all repair/rehabilitation-related scopes of work and environmental and climate risk mitigation measures. PDS also reviews all repair/rehabilitation requests for proposals (RFPs) and requests for quotes (RFQs) and resultant subcontracts.

As mentioned in the C-IEE, activities will mainly involve repair and rehabilitation of small to medium-scale structures and facilities. In this case, the assigned GM/PDO will be responsible for providing oversight for implementation of the contractor EMMP, ensuring that it is being
implemented and that for any impacts that are not successfully mitigated, additional mitigation measures are developed and implemented.

The GM/PDO can also rely on the support of local and international engineers, as well as from the Chemonics Home Office Environmental Practice, which ensures that Chemonics complies with both USAID and local environmental regulations, while acknowledging best practice and standards at international levels. The ENR Practice employs environmental assessments and monitoring and mitigation plans to identify potential impacts and apply appropriate measures to mitigate or eliminate negative impacts to enhance project performance. The ENR Practice also promotes voluntary standards and results-based payment for environmental services to increase the competitiveness of businesses, promote finance for conservation and clean production, and strengthen shared responsibility toward the environment.

In the event that the grantee or subcontractor fails to comply with the mitigation measures, the GM will provide an official warning and a deadline for ensuring their practices are corrected. If they fail to meet the deadline, NMSI will cease the activity.

B. Budget Allocation:

The resources allocated by the project for implementation of environmental compliance and climate integration as required per the Global OTI IEE, North Macedonia IEE, IAP, and EMMP were sufficient during this reporting period.

3. Programmatic Results for Environmental Compliance

A. Responsiveness to Previous USAID Conditions:

NMSI has provided responses to the conditions provided by the BEO when the IEE, EMMP, and IAP were conditionally approved.

B. Status of EMMP Implementation:

NMSI is adhering strictly to the screening process for all new activities. To date all activities have had the determination of categorical exclusion.

The political crisis has had no impact on the EMMP as the program activities have provided technical assistance almost exclusively.

C. Innovation:

NMSI does not work in a space where activities require new construction, agriculture, or infrastructure development and has had to implement relatively simple mitigation measures.
4. Attachments

Current FY BEO Environmental Oversight Report