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Investing in rural people

Social, Environmental and Climate Assessment Procedures of IFAD 2020

Addendum

Executive Board — 131st Session
Rome, 23 November 2020

For: Review

Social, Environmental and Climate Assessment Procedures of IFAD 2020

Addendum

The attention of the Executive Board is drawn to the following addenda and modifications to the Social, Environmental and Climate Assessment Procedures of IFAD (SECAP) 2020 (EB 2020/131/R.4). The changes reflect the comments received on the appendices (i.e. Volume 1 and 2 of the updated SECAP) during the public consultation period, from 10 October to 5 November 2020. For ease of reference, the changes to the text of the report are shown in boldface, while strikethrough indicates deleted text.

Appendix I, updated SECAP Volume 1

1. Updated SECAP Volume 1, page 4, para. 2
The sentence should read:
"In order to meet these priorities, IFAD has updated its Social, Environmental and Climate ~~Change~~ Assessment Procedures (SECAP) that apply to all investments in the Programme of Loans and Grants and Non-Sovereign Operations (NSOs) for which IFAD financing is sought."
Note: this change has been made throughout the document.
2. Updated SECAP Volume 1, page 4, para 3
The sentence should read:
"As a specialized agency of the United Nations, IFAD actively embraces the principles of sustainable development by: (i) adopting good international practices, including on climate change **and environment**; (ii) working towards greater convergence and harmonization of safeguard practices among UN agencies, multilateral financial institutions and other development partners; and (iii) improving internal processes and capacity."
3. Updated SECAP Volume 1, page 4, para 5
The sentence should read:
"SECAP will: (...) (ii) help identify opportunities to mainstream climate resilience, environmental sustainability, gender **equality** and **the empowerment of women**, youth **and other vulnerable groups** ~~empowerment~~, and nutrition into strategies and programming; (...) (iv) assist borrowers/recipients/partners in fulfilling their **own** international and national social, environmental and climate ~~obligations~~ **commitments**; (...)"
4. Updated SECAP Volume 1, page 4-5, para 6
The sentence should read:
"Clear procedures on mainstreaming IFAD's priority themes (youth, gender, **environment and** climate change, ~~indigenous people~~ and nutrition) (...) "
Note: this change has been made throughout the document.
5. Updated SECAP Volume 1, page 7, para 14
The sentence should read:
"The IPRM will need to reflect the specific inherent **(without or pre-project)** and residual project **risk (after taking into account the expected effects of the risk management actions to be financed via project)** ratings assigned through the SECAP Screening Tool (...)."
6. Updated SECAP Volume 1, page 8, box 1, 5th bullet point
The item should read:
"IFAD will assess the vulnerabilities to climate risks and will support its

borrowers/recipients/partners in developing climate adaptation and mitigation measures aligned to the ~~National Determined Contributions~~ **countries' own national climate-related plans and commitments, including National Determined Contributions when applicable.** ~~committed to by the respective governments."~~

7. Updated SECAP Volume 1, page 8-9, box 1, 13th bullet point
The item should read:
IFAD will ensure transparency and accountability by disclosing the draft and final environmental and social impact assessments, environmental and social management plans, and other relevant documents to stakeholders in **one or more** ~~an~~ easily accessible ~~modality~~ **modalities** and by responding to their concerns and complaints in a timely manner.

8. Updated SECAP Volume 1, page 9, box 1, 15th bullet point
The item should read:
Support Borrowers/Recipients/Partners **to respect human rights, avoid infringement on the human rights of others, and address adverse human rights risks and impacts caused by the business activities of clients. IFAD will continuously promote the realization of United Nations principles expressed in the Universal Declaration of Human Rights¹ and promote the application of the ILO toolkit for mainstreaming employment and decent work².** ~~in achieving good international practices by promoting the realization of United Nations principles expressed in the Universal Declaration of Human Rights and the toolkits for mainstreaming employment and decent work.~~

9. Updated SECAP Volume 1, page 13, para 32
The paragraph should read:
"Further, IFAD requires borrowers/recipients/partners to inform project affected people about the existence and functioning of such mechanism should be readily available in their local language a form and language understandable to project affected parties or other interested parties and be part of the integrate it into the overall community engagement strategy. The grievance redress mechanism should use existing formal and informal grievance mechanisms, strengthened or supplemented as needed with project-specific arrangements, and will be proportionate to the expected risks and impacts of the project. **Project affected people may use the grievance mechanism without retribution or reprisal, and the grievance mechanism does not impede access to other judicial or administrative remedies available under the national law or through existing arbitration procedures or other accountability mechanisms.**

In addition, IFAD has established a Complaints Procedure to receive and facilitate resolution of concerns and complaints with respect to alleged non-compliance of its environmental and social policies and the mandatory aspects of its SECAP in the context of IFAD-supported projects. **For all projects, IFAD requires the borrower/recipient/partner to inform project affected people of the IFAD Complaints Procedure in a form and language understandable to project affected parties.** The procedure allows affected complainants to have their concerns resolved in a fair and timely manner through an independent process. IFAD may be contacted by e-mail at SECAPcomplaints@ifad.org, via its [website](#), or by post.³ **Project affected people may use the Complaints Procedure without retribution or reprisal, and the grievance and conflict resolution system**

¹ For the purposes of SECAP, IFAD will be guided by the International Bill of Human Rights and the eight core conventions of the International Labour Organization.

² ILO (2008), see: https://www.ilo.org/jakarta/whatwedo/publications/WCMS_150384/lang--en/index.htm

³ IFAD SECAP Complaints (PMD), Via Paolo di Dono 44, 00142 Rome, Italy.

does not impede access to other judicial or administrative remedies available under the national law or existing arbitration procedures. (...)."

10. Updated SECAP Volume 1, page 19, para 45
The paragraph should read:
"The results of these assessments should be reflected in both the SECAP annex and main report of the COSOP/project. **They** ~~and may~~ inform the theory of change, funded activities, indicators, capacities and partners proposed, among other aspects. **In many instances, they will result in** ~~They may also reveal the need for a certain detailed analysis/strategy~~ **strategies and action plans to operationalize them,** ~~such as a project specific youth action plan."~~
11. Updated SECAP Volume 1, page 20, para 49
The paragraph should read:
"~~IFAD is committed to improve the livelihoods of the poorest, the poor and the vulnerable people in rural areas through its country strategies and investment projects.~~ **IFAD is committed to rural transformation through equitable, sustainable and inclusive development. To improve its contribution to the 2030 SDGs Agenda of eradicating poverty in all its forms and in line with the Leave No One Behind framework, IFAD has committed to improve its targeting performance and improve the livelihoods of the poorest, the poor and the vulnerable people in rural areas through its country strategies and investment projects. "**
12. Updated SECAP Volume 1, page 20, para 50
The sentence should read:
"The 11th replenishment of IFAD's resources (IFAD11, 2019–2021) has committed IFAD to mainstreaming the following four areas in all COSOPs and CSNs: (i) Nutrition; (ii) Gender transformation; (iii) Rural youth and rural youth employment; and (iv) ~~Climate finance~~ **Environment and climate.**"
13. Updated SECAP Volume 1, page 20, para 51
The paragraph should read:
"All new COSOPs and CSNs will analyse recipient countries' **own** agriculture-related climate change commitments and priorities, as expressed in ~~their Nationally Determined Contributions under the Paris Agreement to the United Nations Framework Convention on Climate Change (UNFCCC)~~ **domestic strategies, including their own national, climate-related plans and Nationally Determined Contributions under the Paris Agreement to the United Nations Framework Convention on Climate Change (UNFCCC) where applicable.**"
14. Updated SECAP Volume 1, page 21, para 54
The paragraph should read:
"IFAD's mainstreaming themes **target beneficiaries** represent a mix of target groups (women, youth, **other vulnerable groups such as persons with disabilities**, and indigenous peoples and historically underserved local communities where applicable) ~~and key themes.~~ **The mainstreaming themes (Environment & climate, environment-gender equality, nutrition, youth) which have an impact upon the target groups and/or are development objectives in and of themselves. A mainstreaming theme such as "gender" implies** ~~represents the idea of taking a gendered perspective to~~ **for all the programmatic issues related rural transformation and relevant to IFAD's mandate** ~~development issues which can generate useful insights to assessing gender dynamics and empowering women; in other words, undertaking a particular type of assessment using a particular approach and associated tools.~~ **Doing so, will generate a deep understanding of the underlying causes of entrenched inequalities related to access, ownership, opportunities, skills etc. An example include**

undertaking a technology needs assessment by taking the following into account (the gender balance in the team composition, inclusion of gender expertise alongside technology experts, other gender background analyses, technology best practices, gendered needs, gap analysis (best practices vs needs), focus group discussions etc). Given the multiple mainstreaming themes and the fact that they intersect with each other in practice, it becomes clear why an integrated approach – although **demanding** challenging – is important (see Box 4)."

15. Updated SECAP Volume 1, page 21, box 4
The box should read:
"~~Interactions exist among all mainstreaming themes. For example,~~ Food systems are critical determinants of the sustainability of natural resources and production landscapes as well as the nutritional status of the rural poor. (...) Reflected in project design, value chains can be developed with clear attention to their impact on nutrition, gender and the environment – for example, maintaining a diversity of crops that can strengthen household resilience to weather shocks, empower women **and girls**, and maintain food security. Similarly, climate change can pose greater challenges to young ~~people~~ **men and women**, who rarely have access to assets such as land or finance that can help them to cope with it."
16. Updated SECAP Volume 1, page 24, para 65
The paragraph should read:
"(...) For projects with several components/subprojects, the highest risk category of the components/subprojects will be considered as the overall risk category of the project. **The choice of the risk category will be clearly justified in the Project Design Report (PDR) prepared for the Board, and any potentially significant impacts in the project that are classified as High Risk will be clearly identified (listed and discussed) in the ESIA and the PDR prepared for the Board.**"
17. Updated SECAP Volume 1, page 26, Table 3, Category 'Substantial'
The text should read:
"(...) Additionally, a project **may be** is classified as "Substantial Risk" when it finances one or more of the following activities: (...). **Depending on the environmental and social screening exercise, if the risks and impacts are considered significant, the project category will be upgraded to "High Risk".**"
18. Updated SECAP Volume 1, Standard 4, page 52, para 3
The sentence should read:
"Recognize and respect the rights of indigenous peoples ~~and historically underserved local communities~~ to their lands, territories, waters and coastal seas and other resources that they have traditionally owned or otherwise occupied and used."
19. Updated SECAP Volume 1, Standard 4, page 52, para 4
The sentence should read:
"Consistent with international practice and ~~in the~~ **with** respect ~~for~~ of the right of self-determination, IFAD's Policy includes a working definition of indigenous peoples based on the following criteria (...)"
20. Updated SECAP Volume 1, Standard 4, page 53, para 7
The sentence should read:
"The FPIC plan and related documents, including documented outcomes, must be ~~disclosed~~ **accessible** in a timely ~~and accessible~~ manner at the relevant stages

during implementation.”

21. Updated SECAP Volume 1, Standard 4, page 54, para 10
The sentence should read:
“Where appropriate, IFAD will ensure that provisions are made in project design and implementation to support activities that support the establishment of legal recognition of customary or traditional land tenure and management systems and collective rights used by project-affected indigenous peoples ~~and historically underserved local communities.~~”
22. Updated SECAP Volume 1, Standard 4, page 54, para 12
The sentence should read:
“No IFAD-supported project will result in adverse impacts (including undesired contact) with indigenous peoples ~~and historically underserved local communities~~ living in voluntary isolation or initial contact.⁴ For projects that may affect indigenous peoples ~~and historically underserved local communities~~ living in voluntary isolation or in initial contact, measures will be required to ensure that the project does not result in any adverse impacts on their environment, health, cultural heritage, lands or territories.”
23. Updated SECAP Volume 1, Standard 5, page 58, footnote 57
The footnote should read:
“The term “project workers” refers to: (...) and (iv) people employed or engaged in providing community labour **as a contribution to the project and on a voluntary basis as an outcome of individual or community agreement.** Project workers include full-time, part-time, temporary, seasonal and migrant workers.”
24. Updated SECAP Volume 1, Standard 5, page 59, Objectives, 5th bullet point
The sentence should read:
“Leave no one behind by protecting and supporting workers in disadvantaged and vulnerable situations, including a special focus, as appropriate, on women workers **(including maternity protection)**, young workers, migrant workers, workers in the informal economy and workers with disabilities.”
25. Updated SECAP Volume 1, Standard 5, page 60, para 3
The paragraph should read:
“~~The following requirements are to be applied in a proportional manner based on the nature of the project, its specific activities, the project’s associated social and environmental risks and impacts, and the type of contractual relationships with workers engaged in relation to the project.~~ (...) The requirements apply to all project workers directly engaged by the borrower/recipient/partner to work on a project site or to perform work essential to the project and to people employed or engaged through third parties (e.g. contractors, subcontractors, brokers, agents, **and intermediaries**) to perform work essential to the project.⁵ Where the project engages community workers, relevant provisions of the requirements will be applied in a proportionate manner as ~~noted in paragraph 4~~ **with the potential risks and impacts.** Paragraphs ~~221~~ and ~~232~~ apply to primary supplier workers. The requirements apply to full-time, part-time, temporary, seasonal and migrant workers.”
26. Updated SECAP Volume 1, Standard 5, page 60-61, para 7

⁴ For full definition, see: <http://www.oas.org/en/iachr/indigenous/docs/pdf/Report-Indigenous-Peoples-Voluntary-Isolation.pdf>.

⁵ The requirements apply to those workers who perform work related to the core functions of the project regardless of location. “Core functions” of a project constitute those production and/or service processes essential for a specific activity without which the project cannot continue.

The paragraph should read:

"Workers engaged by the project are provided regular and timely payment of wages; adequate periods of rest, holiday, sick, maternity, paternity, and family leave; and written notice of termination and severance payments, as required under national laws and the labour management procedures. **Deductions from payment of wages will only be made as allowed by national law or the labour management procedures, and project workers will be informed of the conditions under which such deductions will be made.**"

27. Updated SECAP Volume 1, Standard 5, page 62, footnote 71
The footnote should read:
"See the Forced Labour Convention, 1930 (No.29), as well as the Protocol of 2014 to the Forced Labour Convention. **See also the Abolition of Forced Labour Convention, 1957 (No.105).**"
28. Updated SECAP Volume 1, Standard 5, page 62, footnote 72
The footnote should read:
"(...) Women and children are particularly vulnerable to trafficking practices (Definition from: [UNEP \(2020\), UNEP Environmental and Social Sustainability Framework ESSF, Nairobi, Kenya](#)). **See also United Nations Convention Against Transnational Organized Crime, The Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children (2000) (the "Palermo Protocol"). Child trafficking, by definition, does not require any "means" such as threats, force, coercion, etc.**"
29. Updated SECAP Volume 1, Standard 5, page 63, footnote 76
The new footnote reads:
"Major occupational safety and health risks in agriculture include dangerous machinery and tools; hazardous chemicals; toxic or allergenic agents; carcinogenic substances or agents; parasitic diseases; transmissible animal diseases; confined spaces; ergonomic hazards; extreme temperatures; and contact with dangerous and poisonous animals. Psychosocial hazards may include violence and harassment."
30. Updated SECAP Volume 1, Standard 5, page 62, para 18
The sentence should read:
"(i) Identification of potential hazards to workers, particularly those that may be life threatening. **Protective measures would include hazard labeling in languages understandable to the project workers, and training and equipment to prevent occupational exposure to hazardous substances and materials.**"
31. Updated SECAP Volume 1, Standard 5, page 63, para 18
The sentence should read:
"(iii) (...) and providing ~~medical surveillance~~ **adequate first aid facilities** to workers."
32. Updated SECAP Volume 1, Standard 5, page 63, para 19
The new paragraph reads:
"Workplace processes and grievance mechanisms will be put in place for project workers to report work situations that they believe are not safe or healthy, and to remove themselves from a work situation which they have reasonable justification to believe presents an imminent and serious danger to their life or health. Project workers who remove themselves from such situations will not be required to return to work until necessary remedial action to correct the situation has been taken. Project workers will not be retaliated against or otherwise subject to reprisal or negative

action for such reporting or removal.”

33. Updated SECAP Volume 1, Standard 5, page 63, para 19
The sentence should read:
“Workers are informed of applicable grievance and conflict resolution systems or mechanisms ~~provided~~ **that the borrower/recipient/partner will provide** at the workplace level.”
34. Updated SECAP Volume 1, Standard 5, page 63, para 21
The paragraph should read:
“(…) In the case of subcontracting, third parties are required to include equivalent requirements and remedies in their contractual agreements with subcontractors. Contracted and subcontracted workers will have access to a grievance mechanism. **In cases where the third party employing or engaging the workers is not able to provide a grievance mechanism to such workers, the borrower/recipient/partner will make the grievance mechanism provided under paragraph 18 available to these workers.**”
Note. Changes with regard to grievance redress are also reflected in Volume 2, GN5, p.139
35. Updated SECAP Volume 1, Standard 6, page 69, para 25
The paragraph should read:
“(…) Allegations of unlawful or abusive acts will be reviewed, with actions taken to prevent recurrence against individuals and communities. **When the engagement of security providers/personnel is necessary, borrowers/recipients/partners are strongly encouraged to consider employing private security contractors certified by, and in good stand with, the International Code of Conduct for Private Security Providers’ Association (ICoCA) when practicable.**”
36. Updated SECAP Volume 1, Standard 7, page 71, para 7
The sentence should read:
“The application of this Standard is consistent with universal respect for human rights and **fundamental** freedoms (…)”
37. Updated SECAP Volume 1, Standard 8, page 77, para 7, 1st bullet point
The sentence should read:
“This ~~should~~ **will** include e.g. a commitment by the FI to have its non-retail transactions comply with the ESS in addition to the local environmental and social regulations.”
38. Updated SECAP Volume 1, annex 1, Glossary
The definition of Child Labour should read:
Child labour includes (i) labour below the host country’s minimum age of employment, **as established in national law consistent with ILO C. 138**, and (ii) any other work that may be hazardous, may interfere with the child’s education, or may be harmful to the child’s health or to the child’s physical, mental, spiritual, moral or social development. ~~However, if the laws or regulations of the country in which the project is located provide, in conformity with the International Labour Organization’s Minimum Age Convention, 1973, that children at least 16 years of age may be employed for such work on condition that their health, safety and morals are fully protected and that they have received adequate specific instruction or vocational training in the relevant branch of activity, then child labour means employment of children for work that does not comply with these laws and regulations (adapted from Asian Infrastructure Investment Bank, 2016).~~ **Following a tripartite agreement with workers’ and employers’ organizations, a country may set 16 or 17 as the minimum age for hazardous work on**

condition that the children’s health, safety, and morals are fully protected and that they receive adequate specific instruction or vocational training in the relevant branch of activity. Child labour excludes permissible light work that is not harmful to a child’s health and development, and does not prejudice attendance at school or participation in vocational training. The minimum age for light work should not be less than 13 years, but developing countries may set it at 12.⁶

39. Updated SECAP Volume 1, annex 5, IFAD Environmental and Social Exclusion List, viii
The item should read:
“Production or trade in ~~distilled~~ alcoholic beverages (**excluding beer and wine**), tobacco or drugs”
40. Updated SECAP Volume 1, annex 5, IFAD Environmental and Social Exclusion List, xi
The following item has been removed:
“~~Production, trade, storage, or transport of significant volumes of hazardous chemicals, or commercial scale usage of hazardous chemicals (including gasoline, kerosene, and other petroleum products)~~”
41. Updated SECAP Volume 1, annex 5, IFAD Environmental and Social Exclusion List, xix
The item includes an additional footnote:
“**This includes growers and companies that have initiated such certification process**”

Appendix II, Updated SECAP Volume 2

42. Updated SECAP Volume 2, page 5, Table 2, 1st bullet point
The sentence should read:
“Overseeing application of SECAP processes, including ~~gender~~ mainstreaming **priority areas.**”
Note: this change has been made throughout Volume 2, i.e. in Table 2 of each Guidance Note.
43. Updated SECAP Volume 2, Guidance Note 4, page 85
The sentence should read:
“(g) Promoting access to markets: helping indigenous peoples and historically underserved local communities to **assign commercial** value to **their** products **within an external economic/commercial model** and engage in markets on more profitable terms (...)”
44. Updated SECAP Volume 2, Guidance Note 4, page 90
The sentence should read:
“Indigenous peoples might not be recognized by the country in question or possess ~~recognized~~ title to lands, territories or resources **recognized by the legal framework of the country in which they reside.**”
45. Updated SECAP Volume 2, Guidance Note 4, page 99
The new paragraph reads as follows:
“**See specific definitions of each type of plan below**
- **The Indigenous Peoples Planning framework is a document prepared if there is an uncertainty around whether the project will include**

⁶ This derogation cannot apply to work which is hazardous by its nature (precisely because its intrinsically hazardous nature means that the hazards it entails cannot be managed), ILO (2018)

indigenous peoples or not. It provides a guidance/an informed way forward if the project turns out to include indigenous peoples.

- **The FPIC Implementation Plan is one of the mandatory items included in the Indigenous Peoples Plan. The FPIC Plan outlines the steps in the given context to how the FPIC process shall be conducted.**
 - **The Indigenous Peoples Plan can be prepared as a stand-alone document (annex to SECAP) or it could be integrated in the PDR or the PIM. Depending on the level of risk (in terms of negative impact to the indigenous communities) that the project can be foreseen to have, the appropriate contents of the IPP should be adjusted. An IPP should (according to GCF) include the following:**
 - i. Baseline Information**
 - ii. Key findings and analysis of impacts, risks and opportunities**
 - iii. Measures to avoid, minimize and mitigate negative impacts and enhance positive impacts and opportunities**
 - iv. Community Based Management**
 - v. Results of consultations (during the socio-environmental risk assessment), the FPIC and future engagement plans.**
 - vi. Benefit sharing plans (if any)**
 - vii. Tenure arrangements**
 - viii. Grievance Redress Mechanism**
 - ix. Costs, budget, timeline, organizational responsibilities**
 - x. Monitoring, evaluation and reporting"**
46. Updated SECAP Volume 2, Guidance Note 4, page 106
The sentence should read:
"Some common cultural barriers hinder the participation of disadvantaged and vulnerable groups such as women, households headed by women, ~~and~~ young adults, **persons with disabilities, and people of diverse sexual orientations and gender identities**, in community decision-making."
47. Updated SECAP Volume 2, Guidance Note 5, page 125, section 2.3
The paragraph should read:
"As stated in the scope of application of standard 5, the requirements of the standard apply to all "project workers." ~~The applicability of Standard 5 is established during the environmental and social assessment process described in Volume 1.~~ **The scope of application depends on the type of employment relationship between the borrower/recipient/partner and the project workers.** ~~This term encompasses different types of employment arrangement and the Standard 5 requirements should be applied in a relevant and proportionate manner to each category of worker. (...)"~~
48. Updated SECAP Volume 2, Guidance Note 5, page 125, section 2.3
The sentence should read:
"Projects may include the use of community workers in a number of different circumstances, including where labour is provided by the community **on a voluntary basis and** as a contribution to the project, or where projects are designed and conducted for the purpose of fostering community-driven development, providing a social safety net (e.g. food-for-work programmes)."
49. Updated SECAP Volume 2, Guidance Note 5, page 128-129, section 4.1
The section should read:

~~"It must be emphasized that the following requirements are to be applied in a proportional manner based on the nature of the project, its specific activities, the project's associated social and environmental risks and impacts, and the type of contractual relationships with workers engaged in relation to the project. This, for example, may be the case with community workers (see below)."~~

Note on community workers: (...) To assess the authenticity of free and informed consent, it is necessary to ensure that no external constraint or **direct or** indirect coercion has been applied, either by an act of the authorities or by an employer's practice. ~~It is good practice to document~~ **This should be documented in** the agreement that is reached with community workers, recording the terms on which such labour will be provided. (...)"

50. Updated SECAP Volume 2, Guidance Note 5, page 130
The sentence should read:
"~~(...) (iv) adopts sector-specific minimum OSH measures; (...)."~~
51. Updated SECAP Volume 2, Guidance Note 5, page 130, 4th bullet point
The sentence should read:
"Ensure that the criteria for selection for redundancy are objective, fair and transparent and ~~aim to be~~ **are** gender neutral."
52. Updated SECAP Volume 2, Guidance Note 5, page 131
The sentence should read:
~~"The labour management procedures need to be appropriate to the size, locations and workforce of project activities. To the extent that provisions of national law satisfy the requirements of Standard 5, these would be utilized and the borrower/recipient/partner would need to duplicate such provisions in additional project-specific labour management procedures. In other cases, particularly where national employment law is not as developed, project-specific labour management procedures serve as an important tool to managing the workforce in accordance with standard 5. In circumstances where national law does not mandate periods of rest, or annual holiday, sick, maternity, or family leave for specific types of employment, the borrower/recipient/partner should consider providing such periods of rest and leave, taking into account the type and duration of the employment, and the scope, risks, and impacts of the project. Where provided, these conditions are set out in the labour management procedures."~~
53. Updated SECAP Volume 2, Guidance Note 5, page 132
The sentence should read:
"Terms and conditions of employment set out the rights under national labour and employment law, ~~and~~ any applicable collective agreements, **as well as those arising from the requirements of this Standard** ~~with respect to working conditions~~. These terms and conditions ~~are often~~ **may be** stipulated in an enterprise's human-resources policies (including handbooks and internal guidelines), employment contracts and collective agreements with workers."
54. Updated SECAP Volume 2, Guidance Note 5, page 132
The sentence should read:
"Documentation should be appropriate and relevant to the length and nature of the employment or engagement, **accessible to the project workers concerned, and provided in a language understood by the workers**. For example, **for short-term employment**, a public notice of the job to be done, the number of hours, pay and other key terms and working conditions may be adequate provided copies of such information are available at the request of the project workers."

55. Updated SECAP Volume 2, Guidance Note 5, page 132
The sentence should read:
"Where written contracts are not a statutory requirement, IFAD requires that project-supported employers provide a minimum level of documented information to the employee, **in a form and language they understand**, on the terms and conditions of their employment."
56. Updated SECAP Volume 2, Guidance Note 5, page 132
The sentence should read:
"Project workers should receive written notice of termination of employment and details of severance payments in a timely manner, as required by national law **and** ~~or~~ human-resources policies."
57. Updated SECAP Volume 2, Guidance Note 5, page 134
The sentence should read:
"Harassment should not be tolerated in the workplace. ~~It is often based on prohibited grounds for discrimination and~~ **Harassment** may include sexual harassment, bullying, intimidation or exploitation."
58. Updated SECAP Volume 2, Guidance Note 5, page 137
The paragraphs should read:
~~"Where there are risks of forced labour or trafficking of persons, this is assessed as part of the environmental and social assessment, and possible measures to address such risks should be included in the labour management procedures. Forced labour is defined quite broadly and often used alongside or interchangeably with other terms such as human trafficking and modern slavery. Forced labour is work exacted under the threat of penalty and for which the person has not offered himself or herself voluntarily. Forced labour can involve practices such as threats of dismissal or physical violence, the withholding of identity documents or wages, threats to denounce workers to immigration authorities if their status is illegal, or entangling workers in fraudulent debt. **Forced labour practices may not be immediately apparent. If forced labour is discovered in the project's workforce, it is important to act promptly to address the practice that has coerced the worker and not recreate conditions of coercion. Any cases of forced labour discovered in the project's workforce are referred to relevant government authorities and support services, as appropriate, to be addressed in accordance with national law. If national law is inadequate to effectively regulate and implement prohibitions against forced labour, the labour management procedures set out measures to address incidents of forced labour and remedy the situation.**~~
- Examples of conditions that may amount to forced labour include bonded labour (work in satisfaction of a debt of an amount that would be difficult or impossible to pay off), excessive limitations on freedom of movement, excessive notice periods, retaining the worker's identity and other government-issued documents (such as passports) or personal belongings, imposition of recruitment or employment fees payable by the worker at the commencement of employment, loss or delay of wages that impede the worker's right to end employment within their legal rights, substantial or inappropriate fines, physical punishment, use of security or other personnel to force or extract work from project workers, or other restrictions that compel a project worker to work on a non-voluntary basis."**
59. Updated SECAP Volume 2, Guidance Note 5, page 138
The paragraphs should read:
"Modern slavery covers a set of specific legal concepts including forced

labour, debt bondage, forced marriage, other slavery and slavery like practices, and human trafficking. Although modern slavery is not defined in law, it is used as an umbrella term that focuses attention on commonalities across these legal concepts.⁷ ~~Modern slavery is an umbrella term that covers forced labour, human trafficking, slavery and servitude.~~ It is estimated that more than 40 million people, mostly women, are living in situations of modern slavery in the world today (...).

The risk of forced labour may be higher for certain types of projects and categories of project worker. This could be the case, for example, where projects are located in remote places or the status of migrant workers is uncertain. **Where there are risks of forced labour or trafficking of persons, this is assessed as part of the environmental and social assessment, and measures to address such risks should be included in the labour-management procedures."**

60. Updated SECAP Volume 2, Guidance Note 5, page 148

The paragraphs should read:

"Grievance procedures should be tailored to meet the needs of each organization, according to the sector, country, culture and workforce composition. **While** there is no prescribed form for grievance mechanisms, **there are principles and good practices which undergird effective grievance mechanisms.**⁸ For example, grievance procedures may be included in collective agreements.

(...) Such measures may include assurance of confidentiality.

The process should ensure that a complaint is dealt with confidentially. While procedures may specify that complaints should first be made to the workers' direct supervisor, there should also be the option of raising a grievance first with an alternative manager, for example, a human resource (personnel) manager. Where appropriate, consideration can be given to allowing concerns to be raised anonymously.

Information on the grievance procedure needs to be made available throughout project duration in a manner that is clear, understandable and accessible to workers, **in a form and language they understand**, for example, by including it in workers' handbooks, on notice boards or through similar communication mechanisms.

Workplace grievance mechanisms need to be accessible to all direct and contracted workers, taking into account their different characteristics; for example, workers with disabilities may require different communication methods than those without disabilities. ~~Where appropriate, consideration can be given to allowing concerns to be raised anonymously and/or to a person other than immediate supervisor."~~

61. Updated SECAP Volume 2, Guidance Note 5, page 151

The paragraph should read:

"The ability of the ~~responsible party~~ **borrower/recipient/partner** to influence its primary suppliers depends on the terms and conditions of contracts with the primary supplier. In situations where there is an integrated chain of suppliers that depend on the ~~responsible party~~ **borrower/recipient/partner** for their business viability, this leverage and the risk from supplier non-performance will be high. As the supply chain extends into commodity markets where the ~~responsible party~~ **borrower/recipient/partner** has less control and leverage, the supply-chain review will simply reflect sectoral issues ~~rather than opportunities for project-specific mitigation~~. Where the responsible party has complex operations with

⁷ International Labour Organization and Walk Free Foundation, Global Estimates of Modern Slavery: Forced Labour and Forced Marriage, (Geneva, 2017), p. 9.

⁸ See for example, IFC Guidance Note 2, Annex D, Grievances-Principles of Grievance Mechanisms, 2012.

multiple tiers of suppliers, its leverage will diminish towards the more distant tiers of suppliers.”

Note. 'responsible party' is replaced by 'borrower/recipient/partner' throughout the guidance note.

62. Updated SECAP Volume 2, Guidance Note 6, page 165, 2nd bullet point
The sentence should read:
“Investments and practices that reduce availability **and accessibility** of nutritious food for personal consumption for poor vulnerable people;”
63. Updated SECAP Volume 2, Guidance Note 8, page 249, table 2, 2nd bullet point
The sentence should read:
“An environmental and social policy **that includes a requirement for subprojects to meet the ESS requirements**”