

UPAMA

Unnayan Parikalpanay Manush

Environment and Climate Action Plan

A practical implementation framework aligned with the Environment and Climate Charter for Humanitarian Organizations

Document Information

Document information	Details
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1. Introduction

UPAMA -Unnayan Parikalpanay Manush has been working in Bangladesh since 2001 to improve the lives and livelihoods of poor, vulnerable and marginalized communities. Over the years, UPAMA has worked in areas including livelihood development, skills and capacity building, women and youth empowerment, entrepreneurship development, community development, institutional strengthening, climate resilience, and linkages with government and other service providers. The organization has particular experience in working with rural, Haor and climate-vulnerable communities.

UPAMA recognizes that sustainable development requires both protecting the environment and strengthening community resilience to climate change. Development and humanitarian activities can affect the environment, and therefore it is important to reduce negative environmental impacts while supporting communities to prepare for and manage climate-related risks.

Against this background, UPAMA has developed this Environment and Climate Action Plan based on the seven commitments of the Environment and Climate Charter for Humanitarian Organizations. The Plan translates these commitments into practical and manageable actions that are relevant to UPAMA's organizational context and programe activities.

The Plan is designed to be practical, flexible and scalable. UPAMA may prioritize, adapt or expand the proposed actions based on its organizational capacity, programme locations, available resources, partner capacity, and the environmental and climate risks of each project area.

The proposed activities and timelines are indicative and may be revised according to local realities, project requirements, available resources and changing circumstances.

Through this Plan, UPAMA aims to strengthen its commitment to environmental responsibility, climate action and sustainable development, while ensuring that its programes contribute to safer, more resilient and sustainable communities.

2. Overall objective

To incorporate ecologically responsible, climate-resilient and accountable practices into UPAMA's governance, operations, programs and partnerships, while steadily lowering its environmental footprint and enhancing the resilience of people and communities it serves.

3. Implementation Principles

The following principles will guide UPAMA in implementing its Environment and Climate Action Plan in a practical, inclusive, and accountable manner.

3.1 Do No Environmental Harm

UPAMA will identify and consider potential environmental and climate-related risks before planning and implementing relevant projects and activities. Appropriate

measures will be taken to prevent pollution, minimize environmental damage, use natural resources responsibly, and protect ecosystems and biodiversity. Environmental and climate-related considerations will be integrated into relevant planning, implementation and review processes.

3.2 Actions Based on Capacity and Available Resources

UPAMA will consider its organizational capacity, project scope and available resources when implementing environmental and climate-related activities. At the initial stage, simple, practical and low-cost actions will be given priority. As the organization's capacity, experience and resources increase, the scope of activities will be expanded as needed.

3.3 Local Context and Knowledge

UPAMA will give due importance to the knowledge, experience and views of local communities when planning and implementing environmental and climate-related activities. Seasonal conditions, local environmental issues, natural resources and existing climate risks of the project areas will also be considered when designing and implementing activities.

3.4 Participation, Inclusion and Accountability

UPAMA will promote the meaningful participation of relevant communities in planning and decision-making related to environment and climate actions. The needs, views and experiences of women, young people, persons with disabilities, marginalized and vulnerable groups, and other relevant stakeholders will be properly considered. Appropriate measures will also be taken to ensure transparency and accountability in the implementation of activities.

3.5 Evidence, Learning and Continuous Improvement

UPAMA will regularly monitor and review the progress and results of environmental and climate-related activities. A small number of useful and practical indicators will be used for this purpose. Information, experience and lessons from monitoring and review will be used to improve future planning and activities and to make necessary changes when required.

3.6 Coordination, Cooperation and Partnership

To improve the effectiveness and sustainability of environmental and climate actions, UPAMA will coordinate and work in partnership, as appropriate, with local government institutions, communities, civil society, government and non-government organizations, suppliers, donors and other relevant stakeholders. UPAMA will promote cooperation and knowledge sharing to make effective use of available knowledge, skills, experience and resources and to improve programme results.

4. How to use this plan

UPAMA's Environment and Climate Action Plan will be used as a practical guide for implementation. For each selected activity, clear responsibilities, timelines, targets and monitoring arrangements will be defined. The following steps will be followed:

4.1 Assign Responsibilities
A specific responsible person or position will be assigned for each selected activity. The responsible person will oversee the planning, implementation, coordination, progress monitoring and documentation of the activity. Where necessary, support may be taken from the relevant department, project team or other staff members.

4.2 Select Priority Activities
Relevant and priority activities will be selected from this Action Plan during the preparation of UPAMA's annual plan or each project's work plan**.** The selection will consider the project objectives, implementation areas, environmental and climate risks, organizational capacity and available resources.

4.3 Set Clear Timelines
A clear implementation timeline will be set for each selected activity. The timeline may be specified by month, quarter, or project start and end dates. For one-time activities, the specific implementation date will be mentioned. For ongoing activities, the expected start and end period will be indicated.

4.4 Review Responsibilities and Timelines
The assigned responsibilities and timelines will be reviewed during the review of the annual plan or project work plan**.** Where necessary, responsibilities and timelines may be revised based on progress, local conditions, availability of resources and other changes affecting implementation.

4.5 Set Baselines and Realistic Targets
A baseline or current situation will be established for each selected activity. Based on the baseline, realistic, measurable and achievable targets will be set. This will help UPAMA to measure progress and assess the expected changes from the activities.

4.6 Monitor Progress and Maintain Evidence
Progress, achievements and evidence of implementation will be regularly recorded in a simple Action Tracker**.** The responsible person will update the Action Tracker as needed, and progress will be reviewed at least quarterly (once every three months)**.** Based on the review findings, necessary adjustments may be made to the next steps, timelines or activities.

5. Roles and Accountability

Effective implementation of UPAMA's Environment and Climate Action Plan requires clear roles, shared responsibility and accountability across the organization. Environmental and climate actions will not be treated as the responsibility of one person or department only. They will be integrated into

UPAMA's regular management, programme, project, finance, administration, procurement and MEAL processes.

The following roles and responsibilities will guide implementation:

Role	Core Responsibility
Executive Director	Provides overall leadership and management oversight for the Action Plan. Approves key priorities and major actions, ensures the necessary resources, and promotes organizational commitment to environmental responsibility and climate action.
Environment and Climate Focal Point	Coordinates the implementation of the Action Plan and supports relevant teams. Helps identify environmental and climate risks, follows up on agreed actions, maintains the Action Tracker**,** collects progress updates and prepares consolidated updates for management review.
Head of Programs and Project Coordinators	Integrate environmental and climate considerations into programe and project planning and implementation. Apply relevant screening, identify risks and opportunities, include appropriate actions in project designs and work plans, and support the implementation of relevant community-level activities.
Head of Finance, Administration and Procurement	Integrates relevant environmental considerations into finance, administration and procurement processes. Promotes responsible use of resources, waste reduction, energy and water efficiency, environmentally responsible purchasing and proper documentation, in line with UPAMA's procedures and available resources.
MEAL Officer	Supports relevant indicators, monitoring tools and evidence collection for environmental and climate actions. Helps ensure the quality of data and documentation, supports learning from implementation, and contributes to progress reporting and continuous improvement.
All Staff and Partners	Follow applicable organizational and project procedures, use resources responsibly, identify and report environmental and climate risks, support agreed actions, and contribute to practical improvements and learning in their respective areas of work.

5.1 Accountability and Coordination

UPAMA will follow a shared but clearly assigned accountability approach. Overall accountability for the Action Plan will remain with senior management. The Environment and Climate Focal Point will support day-to-day coordination, follow-up and information sharing. Each relevant department, programme team, project team and assigned staff member will be responsible for implementing actions within their respective areas.
The "Responsibilities and Timeline" table will be used to translate these roles into specific actions. For each selected action, the responsible person or position, expected output, implementation timeline and, where relevant, monitoring arrangements will be clearly identified.

Progress will be reviewed through UPAMA's existing management, programme, project and MEAL processes**.** The Environment and Climate Focal Point will support regular follow-up and consolidation of progress, while responsible teams will provide timely updates and evidence of implementation.
If implementation gaps, new risks, resource limitations or changes in the local context are identified, appropriate corrective measures will be taken. Responsibilities, activities or timelines may be adjusted when necessary to keep the Action Plan practical, relevant and achievable**.**

5.2 Shared Organizational Responsibility

Although specific responsibilities are assigned to different positions, environmental and climate action is a shared responsibility across UPAMA. Every staff member and partner has a role in reducing avoidable environmental impacts, identifying risks, using resources responsibly and supporting climate-resilient approaches in their respective areas of work.
Through this approach, UPAMA will strengthen organizational ownership, accountability and continuous learning and ensure that environmental and climate considerations are gradually integrated into organizational decision-making, project implementation, community engagement, monitoring, reporting and learning**.**

6. Action plan by Charter commitment

6.1 Commitment 1 Reduce greenhouse gas emissions and transition to renewable energy

Objective:
To reduce electricity and fuel consumption by 15–20% from the established baseline in PAMA's office and project activities within three years, reduce unnecessary travel, and gradually introduce renewable energy and other low-carbon practices to reduce greenhouse gas emission

Key Activity 6.1.1 Record annual electricity use and expenditure based on utility bills and meter readings.

Implementation Strategy:
Monthly electricity bills will be collected and meter readings will be recorded regularly. Electricity consumption and expenditure will be documented in a designated record sheet. The recorded information will be checked against the utility bills to ensure accuracy. At the end of the year, total electricity use and expenditure will be calculated and reviewed. An annual electricity use and expenditure report will then be prepared for monitoring and future planning.

Expected Output:
- Annual electricity consumption record maintained.
- Annual electricity expenditure record maintained.
- Electricity bills and meter-reading data documented.
- Electricity-use trends identified.

Key Indicators / Outcome

- Improved monitoring of electricity consumption.
- More efficient management of electricity use.
- Increased awareness of energy consumption and costs.
- Reduced unnecessary electricity consumption over time.

Means of Verification

Electricity bills. Electricity meter-reading records. Annual electricity consumption records. Annual electricity expenditure statements. Energy-use monitoring/assessment reports

Responsible Person

- Head of Finance,
- Environment & Climate Focal Point
- Project Coordinator

Timeline/Target

Implement the activity within 6–12 months**.** Review the progress and results annually**.** Update the plan based on the review findings.

Key Activity 6.1.2 Replace conventional bulbs and lighting fixtures with energy-efficient LED lights.

Implementation Strategy:

Implementation Strategy: UPAMA will gradually replace conventional bulbs and lighting fixtures with energy-efficient LED lights in its offices and project locations, based on available resources and operational needs. The responsible person will identify existing conventional lights, prioritize frequently used areas for replacement, and ensure that LED lights are used efficiently. Progress will be monitored through periodic checks and records of lighting improvements.

Expected Output:

- Conventional bulbs identified and replaced with LED lights.
- Energy-efficient lighting system installed and operational.
- Office lighting infrastructure upgraded for efficient energy use.
- Records of replaced and installed lighting fixtures maintained.

Key Indicators / Outcome

- 25 % of conventional bulbs replaced with LED lights.
- Reduction in electricity consumption for lighting.
- Improved energy efficiency of office lighting.
- Reduction in electricity expenditure for lighting.

Means of Verification

Purchase invoices and bills. Lighting inventory records. Installation/replacement records. Photographs of installed LED lights

Responsible Person

- Head of Finance,
- Environment & Climate Focal Point
- Project Coordinator
- Head of Programs

Timeline/Target

Within 6–12 months, based on available resources. Progress will be reviewed annually to assess the replacement of conventional bulbs and lighting fixtures with energy-efficient LED lights.

Key Activity 6.1.3 Promote energy-saving practices such as switching off electrical equipment when not in use.

Implementation Strategy:

UPAMA will promote energy-saving practices in its offices and project locations by encouraging staff to switch off lights, fans, computers, air conditioners, and other electrical equipment when not in use. Energy-saving instructions and reminders will be displayed in appropriate places. The responsible person will raise staff awareness, monitor compliance through regular checks, and encourage everyone to use electricity responsibly.

Expected Output:

- Replace conventional bulbs and lighting fixtures with energy-efficient LED lights. Energy-saving practices introduced in the workplace.
- Electrical equipment switched off when not in use.
- Staff practices on energy conservation improved.
- Energy-saving guidelines communicated to all staff.

Key Indicators / Outcome

- Reduced unnecessary electricity consumption.
- Improved energy-saving practices among staff.
- Reduced electricity wastage during office hours.
- Improved overall energy efficiency in the workplace.

Means of Verification

Energy-saving guideline/notice. Staff awareness/orientation records. Routine office monitoring records. Monthly electricity bills and consumption records

Responsible Person

- Head of Finance,
- Environment & Climate Focal Point
- Project Coordinator
- Head of Programs

Timeline/Target
Within 3–6 months, energy-saving practices will be introduced and promoted in UPAMA offices and project locations. Progress will be reviewed annually to assess staff compliance and improvements in responsible electricity use.

Key Activity 6.1.4 Maintain air conditioners and other electrical equipment regularly to improve energy efficiency.

Implementation Strategy:
UPAMA will ensure regular maintenance of air conditioners and other electrical equipment to maintain their performance and improve energy efficiency. The responsible person will arrange periodic servicing, cleaning, and necessary repairs by qualified technicians. Maintenance records will be maintained to track servicing schedules, identify recurring problems, and reduce unnecessary electricity consumption and equipment breakdowns.

Expected Output:
- Regular maintenance schedule for electrical equipment established.
- Air conditioners and other electrical equipment regularly serviced.
- Equipment maintenance records maintained.
- **Electrical equipment kept in efficient working condition.**

Key Indicators / Outcome
- Improved energy efficiency of electrical equipment.
- Reduced electricity consumption due to efficient equipment operation.
- Reduced equipment-related energy wastage and operating costs.

Means of Verification
Equipment maintenance. Servicing records. Service invoices and bills. Equipment inspection/checklist records. Electricity bills. consumption records

Responsible Person
- Head of Finance,
- Environment & Climate Focal Point
- Project Coordinator

Timeline/Target
Regular maintenance of air conditioners and other electrical equipment will be initiated within 3–6 months and continued as per the maintenance schedule. Progress will be reviewed annually to assess maintenance compliance and improvements in energy efficiency.

Key Activity 6.1.5 Install solar panels or solar-powered systems where technically and financially feasible.

Implementation Strategy:
UPAMA will assess the technical feasibility, installation requirements, and financial capacity for installing solar panels or solar-powered systems in its offices and project locations. Based on the assessment and availability of funds, suitable solar solutions will be prioritized and installed where feasible. The organization will monitor system performance, maintain installation and maintenance records, and assess the contribution of solar energy to reducing conventional electricity consumption.

Expected Output:
- Solar panels or solar-powered systems installed at suitable locations.
- Renewable energy system made operational for regular use.
- Solar-generated electricity integrated into office operations.
- Records of solar system installation, capacity and use maintained.

Key Indicators / Outcome
- Number of solar panels/systems installed and operational.
- Share of electricity needs met through solar energy increased.
- Reduced dependence on grid electricity.
- Reduced greenhouse gas emissions from electricity use.

Means of Verification
Solar system installation records. Invoices. Equipment specifications. Capacity records. Solar energy generation/use records. Electricity bills. Consumption records.

Responsible Person
- Head of Finance,
- Environment & Climate Focal Point
- Project Coordinator
- Head of Programs

Timeline/Target
Within 6–12 months, UPAMA will assess the technical and financial feasibility of installing solar panels or solar-powered systems. Installation will be undertaken where feasible and subject to available funds. Progress and system performance will be reviewed annually.

Key Activity 6.1.6 Promote natural lighting and ventilation to reduce daytime electricity use.

Implementation Strategy:
UPAMA will encourage the use of natural light and ventilation in offices and project locations to reduce daytime electricity consumption. Where practical, windows, doors, and existing ventilation openings will be used effectively to allow sufficient daylight and airflow. Staff will be encouraged to switch off lights and ventilation equipment when natural light and airflow are adequate, while ensuring a comfortable and safe working environment

Expected Output
- Natural lighting and ventilation practices introduced in office spaces.
- Office spaces assessed for better use of natural light and airflow.
- Daytime use of artificial lighting and fans reduced.
- Staff encouraged to maximize the use of natural light and ventilation.

Key Indicators / Outcome
- More use of natural light during the day.
- Less use of electric lights during office hours.
- Less electricity used during the day.
- Better use of natural air in office rooms.

Means of Verification
Office monitoring records. Electricity bills. Electricity use records. Office photographs

Responsible Person
- Head of Finance,
- Environment & Climate Focal Point
- Project Coordinator
- Head of Programs

Timeline/Target
Within 3–6 months, UPAMA will promote the use of natural lighting and ventilation in its offices and project locations. Progress will be reviewed annually to assess the adoption of these practices and their contribution to reducing daytime electricity consumption.

Key Activity 6.1.7 Maintain annual records of electricity and fuel consumption to track progress in reducing greenhouse gas emissions

Implementation Strategy:
UPAMA will maintain annual records of electricity and fuel consumption across its offices and relevant project activities to monitor energy use and track progress in reducing greenhouse gas emissions. The responsible person will collect and record electricity bills, meter readings, fuel purchase receipts, and other relevant information. Annual consumption will be compared with the established baseline to identify changes, assess progress against targets, and determine further actions to improve energy efficiency and reduce emissions.

Expected Output:
- Annual electricity and fuel use records maintained.
- Electricity and fuel use data collected regularly.
- Annual energy use compared with previous years.
- Energy use and emission reduction records maintained.

Key Indicators / Outcome
- Electricity and fuel use tracked regularly.
- Changes in annual energy use identified.
- Unnecessary energy use reduced.
- Progress in reducing greenhouse gas emissions monitored.

Means of Verification
Electricity bills. Fuel purchase bills. Receipts. Monthly electricity. fuel records. Annual energy-use monitoring report

Responsible Person
- Environment & Climate Focal Point
- Project Coordinator
- Head of Programs

Timeline/Target
Electricity and fuel consumption records will be maintained throughout the year, with an annual review to compare consumption against the baseline, assess progress in reducing greenhouse gas emissions, and identify further improvement measures.

Baseline Adjustment Note
*The targets and percentages in this action plan are **initial and adjustable**. Once reliable baseline data are available, targets may be adjusted based on actual performance, organizational capacity, project context and available resources. Significant changes will be recorded in the **Action Tracker** and reflected in the relevant annual or project work plan.*

6.2 Commitment 2 Ensure responsible use of natural resources

Objective:
To ensure efficient and responsible use of water, paper, office materials, and purchased goods by reducing unnecessary consumption, promoting reuse, and prioritizing durable, environmentally friendly, and resource-efficient options.

Key Activity 6.2.1 Promote responsible use of water in the office.

Implementation Strategy:
UPAMA will promote the responsible and efficient use of water in its offices by encouraging staff to avoid unnecessary water use, close taps after use, and report leaks for timely repair. Water-saving messages will be displayed in appropriate places to raise awareness among staff. Regular checks will be conducted to identify water wastage and encourage water conservation practices.

Expected Output:
- Responsible water-use practices introduced in the office.
- Water-saving practices communicated to all staff.
- Water wastage reduced through regular monitoring and proper use.
- Water-use records maintained for monitoring and review.

Key Indicators/Outcome:
- Reduced unnecessary use of water.
- Improved water-saving practices among staff.
- Reduced water wastage in the office.

- More efficient use of water resources.

Means of Verification:
- Water bills
- Payment records
- Water-use monitoring records
- Office inspection/checklist records
- Photographs of water-saving practices and facilities

Responsible Person:
- Environment & Climate Focal Point
- Project Coordinator
- Head of Programs

Timeline / Target
Water-saving practices will be introduced and promoted in UPAMA offices within 3–6 months. Progress will be reviewed annually to assess staff compliance, identify water wastage, and improve responsible water use.

Key Activity 6.2.2 Reduce unnecessary use of paper and office stationery.

Implementation Strategy:
UPAMA will promote the efficient use of paper and office stationery by encouraging staff to avoid unnecessary printing, use both sides of paper where appropriate, and reuse paper and other materials whenever possible. Digital communication and document sharing will be encouraged to reduce paper consumption. The use of paper and stationery will be monitored through purchase and stock records to identify opportunities for reducing unnecessary consumption.

Expected Output:
- Unnecessary use of paper and stationery reduced.
- Paper and stationery use monitored regularly.
- Staff encouraged to use office materials carefully.
- Records of paper and stationery use maintained.

Key Indicators /Outcome:
- Reduced paper and stationery consumption.
- Reduced unnecessary printing and photocopying.
- Improved responsible use of office materials.
- Reduced office supply costs and material wastage.

Means of Verification:
- Paper and stationery purchase records
- Printing and photocopying records
- Office stationery stock register
- Monthly resource-use monitoring records

Responsible Person:
- Finance & Accounts Officer
- Store/Logistics Officer
- Focal Person

Timeline/Target
Within 3–6 months, UPAMA will introduce and promote practices to reduce unnecessary use of paper and office stationery. Progress will be reviewed annually by monitoring paper and stationery consumption and identifying opportunities for further reduction.

Key Activity 6.2.3 Promote double-sided printing and digital document sharing.

Implementation Strategy:
UPAMA will encourage staff to use double-sided printing whenever appropriate and share documents digitally through email and other approved digital platforms. Printing will be limited to essential documents, and staff will be encouraged to review documents electronically before printing. These practices will help reduce paper consumption, printing costs, and unnecessary resource use.

Expected Output:
- Double-sided printing practices introduced in the office.
- Digital sharing of documents promoted among staff.
- Unnecessary printing and photocopying reduced.
- Staff encouraged to use digital documents where possible.

Key Indicators / Outcome:
- Increased use of double-sided printing.
- Increased sharing of documents through digital platforms.
- Reduced paper consumption for office documents.
- Reduced unnecessary printing and photocopying.

Means of Verification:
- Printing and photocopying records
- Paper purchase and stock records
- Digital document-sharing records
- Office monitoring/checklist records

Responsible Person:
- Finance & Accounts Officer
- Store/Logistics Officer
- Focal Person
- MEAL Officer

Timeline/Target
Within 3–6 months; annual review. Progress will be reviewed annually by monitoring paper consumption and the adoption of double-sided printing and digital document sharing.

Key Activity 6.2.4 Reuse paper, stationery and other office materials where possible

Implementation Strategy:
UPAMA will encourage staff to reuse paper, stationery, folders, envelopes, files, and other office materials whenever possible and appropriate. One-sided paper will be reused for

drafts and internal notes, while usable stationery and office supplies will be stored and shared for future use. Staff will be encouraged to avoid unnecessary disposal of reusable materials. Regular monitoring of office supplies will help identify opportunities to reduce waste and unnecessary purchases.

Expected Output:
- Reuse of paper and stationery materials promoted.
- Usable office materials collected and reused.
- Staff encouraged to reuse materials before purchasing new items.
- Records of reused office materials maintained.

Key Indicators / Outcome:
- Increased reuse of paper and office materials.
- Reduced demand for new stationery and materials.
- Reduced material wastage in the office.
- Improved resource efficiency and cost savings.

Means of Verification:
- Stationery stock register
- Purchase and procurement records
- Material reuse records Office
- monitoring/checklist records

Responsible Person:
- Finance & Accounts Officer
- Store/Logistics Officer
- Focal Person
- MEAL Officer

Timeline/Target:
Within 3–6 months; annual review. Reuse practices will be introduced and promoted within 3–6 months. Progress will be reviewed annually by monitoring the reuse of office materials and identifying opportunities to reduce waste and unnecessary purchases.

Key Activity 6.2.5 Use environmentally friendly and recycled office materials.

Implementation Strategy:
The office will use environmentally friendly and recycled materials whenever possible. Recycled paper, reusable stationery, and other eco-friendly office supplies will be preferred. Staff will be encouraged to reuse materials and avoid unnecessary purchases. When buying office supplies, the organization will consider products that create less waste and have less impact on the environment.

Expected Outputs:
- Environmentally friendly and recycled office materials are used.
- Reusable office materials are used whenever possible.
- Unnecessary purchases of office materials are reduced.
- Staff become more aware of environmentally friendly office practices.

Key Indicators / Outcomes:
- Increased use of environmentally friendly and recycled office materials.
- Reduced purchase of single-use office materials.
- Increased reuse of office supplies.
- Reduced waste from office materials.

Means of Verification:
- Office purchase records.
- Stock and inventory records.
- Bills and invoices for office materials.
- Office material use and waste monitoring records.
- Periodic activity reports.

Responsible Person:
- Finance & Accounts Officer
- Store/Logistics Officer
- Environment and Climate Focal Person
- MEAL Officer

Timeline / Target:
- Implementation within 6–12 months.
- Progress checked every month.
- Performance reviewed every 6 months.
- Final review at the end of the year.

Key Activity 6.2.6 Reduce the use of single-use plastic items in office activities.

Implementation Strategy:
The office will reduce the use of single-use plastic items, such as plastic cups, plates, spoons, bottles, and bags. Staff will be encouraged to use reusable items, such as water bottles, cups, and bags. The office will avoid buying unnecessary plastic items and choose environmentally friendly alternatives whenever possible. Staff will also be encouraged to follow plastic reduction practices during office meetings, training sessions, and other activities.

Expected Outputs:
- The use of single-use plastic items in office activities is reduced.
- Reusable cups, bottles, plates, and bags are used whenever possible.
- Less plastic waste is generated from office activities.
- Staff become more aware of reducing plastic use.

Key Indicators / Outcomes:
- Reduced purchase and use of single-use plastic items.
- Increased use of reusable alternatives in office activities.
- Reduced amount of plastic waste generated by the office.
- Improved staff awareness and practice of plastic waste reduction.

Means of Verification:
- Office purchase and expense records.

- Stock and inventory records.
- Plastic waste monitoring records.
- Meeting and training activity reports.
- Periodic environmental monitoring reports.

Responsible Person:
- Administration/Operation Manager
- Finance & Accounts Officer
- Store/Logistics Officer
- Environment and Climate Focal Person
- MEAL Officer

Timeline / Target:
- Implementation within 6–12 months.
- Progress checked every month.
- Performance reviewed every 6 months.
- Final review at the end of the year.

Key Activity 6.2.7 Conduct regular reviews of resource use and identify areas for reduction.

Implementation Strategy

The office will regularly review the use of resources, such as electricity, water, paper, stationery, and other office materials. Records of resource use and expenses will be checked to identify unnecessary consumption and waste. Staff will be encouraged to use resources carefully and avoid unnecessary use. Based on the review findings, the office will take practical steps to reduce resource consumption, save costs, and improve resource efficiency.

Expected Outputs
- Regular reviews of office resource use are conducted.
- Areas of unnecessary resource use and waste are identified.
- Practical actions are taken to reduce resource consumption.
- Records of resource use and review findings are maintained.
- Staff awareness of efficient resource use is improved.

Key Indicators / Outcomes
- Number of resource-use reviews conducted during the year.
- Number of areas identified for reducing resource consumption.
- Reduction in the use of electricity, water, paper, and other office materials.
- Reduction in unnecessary resource use and related expenses.
- Increased staff participation in resource-saving practices.

Means of Verification
- Electricity and water bills or consumption records.
- Paper and office material purchase records.
- Resource-use monitoring sheets.
- Review meeting minutes and action plans.
- Periodic environmental monitoring reports.

Responsible Person
- Administration/Operation Manager
- Finance & Accounts Officer
- Store/Logistics Officer
- Environment and Climate Focal Person
- MEAL Officer

Timeline / Target
- Implementation within 6–12 months.
- Resource use checked every month.
- Review findings discussed and actions updated every 6 months.
- Final review conducted at the end of the year.

Key Activity 6.2.8 Maintain records of resource-saving practices and improvements.

Implementation Strategy
The office will maintain simple records of resource-saving practices and improvements. These records will include actions taken to save electricity, water, paper, and other office materials. Monthly records will be maintained to track resource use and identify changes over time. Staff will report resource-saving activities and any challenges they face. The records will be reviewed regularly to assess progress, identify good practices, and plan further improvements.

Expected Outputs
- Records of resource-saving practices are maintained regularly.
- Improvements in resource use are documented.
- Monthly records of resource use and savings are available.
- Good practices and areas for further improvement are identified.
- Staff participation in resource-saving activities is documented.

Key Indicators / Outcomes
- Availability of updated records of resource-saving practices.
- Number of resource-saving actions documented during the year.
- Changes in electricity, water, paper, and other material use.
- Number of improvements identified and implemented.
- Increased accountability and awareness of resource-saving practices among staff.

Means of Verification
- Resource-saving activity records.
- Electricity and water bills or consumption records.
- Office paper and material use records.
- Meeting minutes and progress reports.
- Periodic monitoring and review reports.

Responsible Person
- Administration/Operation Manager
- Finance & Accounts Officer
- Store/Logistics Officer
- Environment and Climate Focal Person

- MEAL Officer

Timeline / Target
- Implementation within 6–12 months.
- Records updated every month.
- Progress reviewed every 6 months.
- Final review conducted at the end of the year.

6.3 Commitment 3: Prevent Pollution and Manage Waste Responsibly

Objective:
To reduce pollution at source and ensure proper segregation, safe reuse, recycling, and environmentally responsible disposal of office and project waste.

Key Activity 6.3.1 Reduce waste generation at the source through careful use of office and project materials.

Implementation Strategy:
Office and project materials will be planned and used carefully according to actual needs. Paper, stationery, and other materials will be used efficiently to avoid unnecessary waste. Unnecessary printing and excess use of materials will be reduced. Digital documents and communication will be used where possible. Usable leftover materials will be reused. Material use and waste generation will be reviewed regularly to reduce waste and improve resource efficiency.

Expected **Outputs:**
- Office materials are used according to actual needs.
- Digital documents are used for routine communication and record keeping.
- Reusable materials are identified and used where appropriate.
- A simple record of material use and waste generation is maintained.

Key Indicators / Outcomes:
- Reduced consumption of paper and other office materials.
- Reduced waste generation from office and project activities.
- Lower expenditure on unnecessary office materials.
- Improved efficiency in the use of office and project resources.

Means of Verification:
- Office material use records
- Purchase and stock records
- Waste monitoring records
- Periodic activity reports

Responsible Person:
- Finance & Accounts Officer
- Store/Logistics Officer
- Focal Person
- MEAL Officer

Timeline / Target:
- Implemented within 6–12 months.
- Checked every month.
- Reviewed every 6 months.
- Final review at the end of the year.

Key Activity 6.1.2 Separate waste into recyclable, reusable, organic, and non-recyclable categories.

Implementation Strategy:
Waste will be separated into different categories at the source. Separate and clearly labelled bins will be placed in suitable office and project locations. Staff will be informed about proper waste separation. Waste will be checked regularly to ensure correct separation. Recyclable and reusable waste will be collected separately for further use or recycling.

Expected Outputs:
- Separate waste bins are placed in key locations.
- Waste is collected in different categories.
- Staff follow proper waste separation practices.
- Waste separation records are maintained.

Key Indicators / Outcomes:
- Increased proper waste separation at source.
- Increased amount of recyclable and reusable waste recovered.
- Reduced mixed waste generation.
- Improved waste management practices in the office.

Means of Verification:
- Waste separation records.
- Waste collection records.
- Photos of labelled waste bins.
- Monitoring and activity reports.

Responsible Person:
- Project/Programme Officer.
- Administrative/Office Assistant.
- Office Support Staff.
- Project Team.

Timeline / Target:
- Start within 3 months.
- Waste bins placed in all required areas.
- Checked every month.
- Reviewed every 6 months.

Key Activity 6.2.3 Reuse paper, stationery, packaging materials, and other usable items whenever possible.

Implementation Strategy
Identify usable leftover materials before buying new items. Reuse one-sided paper for drafts and internal notes. Reuse files, folders, envelopes, and packaging materials where possible. Encourage staff to use stationery carefully and avoid unnecessary waste. Check and record reusable materials regularly.

Expected Outputs
- Usable materials are identified and stored.
- Paper and stationery are reused regularly.
- Packaging materials are reused where possible.
- Reuse practices are followed by staff.

Key Indicators / Outcomes
- Reduced use of new paper and stationery.
- Reduced office material waste.
- Reduced expenditure on office materials.
- Improved reuse practices among staff.

Means of Verification
- Reuse records.
- Office material stock records.
- Purchase records.
- Monitoring reports.

Responsible Person
- Project/Programme Officer.
- Head of Programs
- Office Support Staff.
- Project Team.

Timeline / Target
Start within 3 months**.** Reuse materials throughout the year**.** Check progress every 6 months**.** Review results annually**.**

Key Activity 6.2.4 Collect and store recyclable waste separately for proper recycling.

Implementation Strategy:
Recyclable waste will be identified and separated from other waste at the source. Separate labelled bins will be provided for recyclable materials such as paper, plastic, cardboard, and metal. Staff will be encouraged to put recyclable waste in the correct bins. The collected waste will be checked, sorted, and stored in a safe and dry place. The stored recyclable materials will be handed over to an appropriate recycling service or buyer for proper recycling.

Expected Outputs:

- Recyclable waste is collected separately.
- Separate storage is arranged for recyclable waste.
- Recyclable materials are kept clean and organized.
- Collected waste is sent for recycling.

Key Indicators / Outcomes:

- Increased amount of recyclable waste recovered.
- Reduced recyclable waste mixed with general waste.
- Increased recycling of office waste.
- Reduced waste sent for final disposal.

Means of Verification:

- Recycling records.
- Waste collection records.
- Photos of storage and collection points.
- Recycling/disposal records.

Responsible Person:

- Project/Programme Officer.
- Administrative/Office Assistant.
- Office Support Staff.
- Project Team.

Timeline/Target:

- Start within 3 months.
- Collect recyclable waste regularly.
- Check the records every month.
- Review progress every 6 months.

Key Activity 6.2.5 Reduce the use of single-use plastics in office and project activities.

Implementation Strategy:

Single-use plastic items will be identified and their use will be gradually reduced. Staff and project participants will be encouraged to use reusable bags, bottles, cups, and other alternatives. Plastic bottles, cups, plates, and unnecessary packaging will be avoided during meetings and project events. Reusable and environmentally friendly materials will be preferred when purchasing office and project supplies. The use of single-use plastics will be monitored regularly.

Expected Outputs:

- Reduced use of single-use plastic items.
- Reusable alternatives are used in office activities.
- Less single-use plastic is used in meetings and events.
- Staff and participants follow plastic reduction practices.

Key Indicators / Outcomes:
- Reduced single-use plastic waste.
- Increased use of reusable materials.
- Reduced plastic waste from office and project activities.
- Improved staff awareness of plastic pollution.

Means of Verification:
- Plastic use records.
- Purchase records.
- Meeting and event records.
- Monitoring reports and photos.

Responsible Person:
- Project/Programme Officer.
- Administrative Officer.
- Procurement/Accounts Officer.
- Project Team.

Timeline / Target:
- Start within 3 months.
- Apply the practice throughout the year.
- Monitor progress every 6 months.
- Review results annually.

Key Activity 6.2.6 Ensure safe and environmentally friendly disposal of non-recyclable and hazardous waste.

Implementation Strategy:
Non-recyclable and hazardous waste will be identified and kept separate from other waste. Separate and clearly labelled containers will be used for safe storage. Staff will be informed about safe handling and disposal practices. Hazardous waste will not be mixed with regular waste or disposed of in open areas. Non-recyclable and hazardous waste will be handed over to appropriate waste collection or disposal services for safe and environmentally friendly disposal.

Expected Outputs:
- Non-recyclable and hazardous waste is identified and separated.
- Safe storage arrangements are established.
- Staff follow safe waste handling practices.
- Waste is disposed of through appropriate methods.

Key Indicators / Outcomes:
- Reduced unsafe disposal of waste.
- Reduced risk of pollution from hazardous waste.
- Increased compliance with safe waste disposal practices.
- Improved environmental safety in office and project areas.

Means of Verification:
- Waste disposal records.
- Waste collection records.

- Photos of waste storage areas.
- Monitoring and activity reports.

Responsible Person:
- Project/Programme Officer.
- Administrative/Office Assistant.
- Office Support Staff.
- Project Team.

Timeline / Target:
Apply safe disposal practices throughout the year**.** Monitor waste disposal every month**.** Review progress every 6 months**.**

Key Activity 6.2.7 Organize regular cleaning and waste collection in office and project areas.

Implementation Strategy:
A regular cleaning schedule will be prepared for office and project areas. Staff and support workers will be assigned clear cleaning responsibilities. Waste bins will be checked and emptied regularly. Collected waste will be separated and moved to the designated waste collection point. The cleanliness of office and project areas will be checked regularly to maintain a clean and healthy environment.

Expected Outputs:
- Regular cleaning schedules are prepared and followed.
- Office and project areas are cleaned regularly.
- Waste is collected and moved to designated areas.
- Clean and organized work areas are maintained.

Key Indicators / Outcomes:
- Improved cleanliness of office and project areas.
- Reduced waste accumulation in work areas.
- Improved staff and visitor hygiene practices.
- Cleaner and healthier working environment.

Means of Verification:
- Cleaning schedules.
- Waste collection records.
- Cleaning checklists.
- Monitoring reports and photos.

Responsible Person:
- Programe Officer
- Administrative/Office Assistant.
- Office Support Staff.
- Project Team.

Timeline / Target:
Start within 1 month**.** Cleaning and waste collection every week. Monitor cleanliness every month**.** Review progress every 6 months**.**

K Key Activity Activities 6.2.8 Raise staff and project participants' awareness of proper waste management and pollution prevention.

Implementation Strategy:
Simple awareness sessions will be arranged for staff and project participants. Key messages on waste separation, reuse, recycling, and safe disposal will be shared. Posters and short messages will be used to promote good waste management practices. Staff and participants will be encouraged to reduce waste and avoid pollution in their daily activities. Progress will be discussed during regular meetings and project activities.

Expected Outputs:
- Awareness sessions are conducted regularly.
- Staff and participants receive clear information on waste management.
- Awareness materials are displayed in relevant areas.
- Staff and participants follow proper waste management practices.

Key Indicators / Outcomes:
- Increased awareness of proper waste management.
- Improved waste separation and disposal practices.
- Reduced littering and unnecessary waste.
- Increased participation in pollution prevention activities.

Means of Verification:
- Training and awareness session records.
- Attendance sheets.
- Awareness materials and photos.
- Activity and monitoring reports.

Responsible Person:
- Project/Programe Officer.
- Training/Documentation Officer.
- Administrative/Office Assistant.
- Project Team.

Timeline / Target:
- Start within 3 months**.**
- Conduct awareness activities at least twice a year**.**
- Include key messages in regular meetings.
- Review progress every 6 months**.**

6.3 Commitment 3: Prevent Pollution and Manage Waste Responsibly

Objective
To reduce pollution and waste generation at source and ensure proper segregation, reuse, recycling, and safe disposal of office and project waste through responsible waste management practices.

Key Activity 6.3.1 Reduce waste generation at the source through careful use of office and project materials.

Implementation Strategy:
Office and project materials will be used carefully according to actual needs. Staff will avoid unnecessary printing and overuse of paper, stationery, and other materials. Digital documents and communication will be used where possible. Unused and leftover materials will be reused whenever suitable. Material use and waste generation will be checked regularly to identify and reduce unnecessary waste.

Expected Outputs:
- Office and project materials are used according to actual needs.
- Unnecessary use of paper and stationery is reduced.
- Digital documents are used where appropriate.
- Usable leftover materials are reused.
- Records of material use and waste are maintained.

Key Indicators / Outcomes:
- Reduced consumption of office and project materials.
- Reduced waste generated from office and project activities.
- Increased reuse of available materials.
- Reduced expenditure on unnecessary materials.
- Improved responsible use of resources among staff.

Means of Verification:
- Office material purchase records.
- Stock and inventory records.
- Printing and paper-use records.
- Waste monitoring records.
- Monthly and quarterly reports.

Responsible Person:
- Project/Programme Officer.
- Administrative/Office Assistant.
- Accounts/Procurement Officer.
- Project Team.

Timeline / Target:
- Start within 1 month.
- Apply throughout the project period.
- Check material use monthly.
- Review progress every 6 months.

Key Activity 6.3.2 Separate waste into recyclable, reusable, organic, and non-recyclable categories.

Implementation Strategy:
The main types of waste in the office and project areas will be identified. Separate bins will be placed for recyclable, reusable, organic, and non-recyclable waste. Each bin will be clearly labelled. Staff will be informed about which waste should be placed in each bin.

The bins will be checked regularly by the responsible staff. Reusable and recyclable waste will be collected separately and will be reused or sent for recycling.

Expected Outputs:
- Separate waste bins are placed.
- Waste is put into the correct bins.
- Reusable and recyclable waste is collected separately.
- Staff follow proper waste separation practices.

Key Indicators / Outcomes:
- Increased proper waste separation.
- Reduced mixed waste.
- Increased recyclable and reusable waste recovery.
- Improved waste management practices.

Means of Verification:
- Waste separation records.
- Photos of labelled bins.
- Waste collection records.
- Monitoring reports.

Responsible Person:
- Project/Programme Officer.
- Head of Programs.
- Office Support Staff.
- Project Team.

Timeline / Target:
Start within 1 month**.** Place bins in all required areas. Check waste separation every week**.** Review progress every 6 months**.**

Key Activity 6.3.3 Reuse paper, stationery, packaging materials, and other usable items whenever possible.

Implementation Strategy:
Usable paper, stationery, packaging materials, and other items will be identified and stored. Used paper with a blank side will be reused for drafts, notes, and internal work. Files, folders, envelopes, and packaging materials will be reused where possible. Available materials will be checked before buying new items. Staff will be encouraged to use and reuse materials carefully. This will help reduce waste and unnecessary costs.

Expected Outputs:
- Usable materials will be identified and stored.
- Paper and stationery will be reused.
- Files, folders, and packaging materials will be reused.
- Reused materials will be recorded.

Key Indicators / Outcomes:
- Use of new paper and stationery will be reduced.
- Office waste will be reduced.
- Office material costs will be reduced.

- Staff will practice more reuse of materials.

Means of Verification:
- Office stock records.
- Purchase records.
- Reuse records.
- Monitoring and progress reports.

Responsible Person:
- Project/Programme Officer.
- Administrative/Office Assistant.
- Accounts/Procurement Officer.
- Project Team.

Timeline / Target:
The activity will start within 1 month**.** The activity will continue throughout the year. Progress will be checked monthly**.** Results will be reviewed every 6 months**.**

Key Activity 6.3.4 Collect and store recyclable waste separately for proper recycling.

Implementation Strategy:
Recyclable waste such as paper, plastic, cardboard, and metal will be identified and separated at the source. Separate and clearly labelled bins will be placed for recyclable waste. Staff will be encouraged to put recyclable materials in the correct bins. The collected recyclable waste will be checked, sorted, and stored in a clean, dry, and safe place. The stored materials will be handed over to an appropriate recycling service or buyer for proper recycling.

Expected Outputs:
- Recyclable waste is collected separately.
- Separate storage arrangements are established.
- Recyclable materials are sorted and stored properly.
- Collected recyclable waste is handed over for recycling.

Key Indicators / Outcomes:
- Increased recovery of recyclable waste.
- Reduced recyclable waste mixed with general waste.
- Increased recycling of office and project waste.
- Reduced amount of waste sent for final disposal.

Means of Verification:
- Waste collection records.
- Recycling records.
- Photos of waste collection and storage areas.
- Monitoring and progress reports.

Responsible Persons:
- Project/Programme Officer.
- Administrative/Office Assistant.
- Office Support Staff.

- Project Team.

Timeline / Target:
Start within 3 months. Collect and store recyclable waste regularly. Check records every month. Review progress every 6 months.

Key Activity 6.3.5 Reduce the use of single-use plastics in office and project activities.

Implementation Strategy:
Single-use plastic items used in office and project activities will be identified. Their use will be gradually reduced by using reusable alternatives. Staff and project participants will be encouraged to use reusable bottles, cups, bags, and other suitable items. The use of plastic bottles, cups, plates, and unnecessary plastic packaging will be avoided during meetings and events. The use of single-use plastics will be monitored regularly.

Expected Outputs:
- Single-use plastic items are identified and their use is reduced.
- Reusable alternatives are introduced in office activities.
- The use of single-use plastics is reduced in meetings and project events.
- Staff and participants are encouraged to follow plastic reduction practices.

Key Indicators / Outcomes:
- Reduced consumption of single-use plastics.
- Reduced plastic waste from office and project activities.
- Increased use of reusable materials.
- Improved awareness of plastic pollution among staff and participants.

Means of Verification:
- Purchase records.
- Plastic use monitoring records.
- Meeting and event records.
- Monitoring reports and photographs.

Responsible Persons:
- Project Officer.
- Administrative/Office Assistant.
- Accounts/Procurement Officer.
- Project Team. MEAL Officer

Timeline / Target:
Start within 3 months. Apply throughout the project period. Monitor progress every 6 months. Review results annually.

Key Activity 6.3.6 Ensure safe and environmentally friendly disposal of non-recyclable and hazardous waste.

Implementation Strategy:
Non-recyclable and hazardous waste will be identified and kept separate from other waste. Separate and clearly labelled containers will be used for safe storage. Staff will be informed about safe handling and disposal practices. Hazardous waste will not be mixed

with regular waste or disposed of in open areas. Non-recyclable and hazardous waste will be handed over to appropriate waste collection or disposal services for safe and environmentally friendly disposal.

Expected Outputs:
- Non-recyclable and hazardous waste is identified and separated.
- Safe storage arrangements are established.
- Staff follow safe waste handling practices.
- Waste is handed over for appropriate disposal.

Key Indicators / Outcomes:
- Reduced unsafe disposal of waste.
- Reduced risk of pollution from hazardous waste.
- Improved compliance with safe waste disposal practices.
- Improved environmental safety in office and project areas.

Means of Verification:
- Waste disposal records.
- Waste collection records.
- Photos of waste storage areas.
- Monitoring and activity reports.

Responsible Persons:
- Programme Officer.
- Head Of Programs
- Office Support Staff.
- Project Team.

Timeline / Target:
Start within 3 months. Apply throughout the project period. Monitor waste disposal monthly. Review progress every 6 months.

Key Activity 6.3.7 Raise staff and project participants' awareness of proper waste management and pollution prevention.

Implementation Strategy:
Simple awareness sessions will be organized for staff and project participants. Key messages on waste reduction, waste separation, reuse, recycling, and safe disposal will be shared. Posters, leaflets, and short messages will be used to promote good waste management practices. Staff and participants will be encouraged to avoid littering, reduce unnecessary waste, and prevent pollution in their daily activities. Waste management practices will be discussed during regular meetings and project activities.

Expected Outputs:
- Awareness sessions on waste management and pollution prevention are conducted.
- Staff and participants receive clear information on proper waste management.
- Awareness materials are displayed in relevant office and project areas.
- Waste management messages are included in regular meetings and project activities.

Key Indicators/Outcomes:
- Increased awareness of proper waste management.

- Improved waste separation and disposal practices.
- Reduced littering and unnecessary waste generation.
- Increased participation in pollution prevention practices.

Means of Verification:
- Awareness session records.
- Attendance sheets.
- Photos of awareness activities and materials.
- Monitoring and progress reports.

Responsible Persons:
- Project/Programme Officer.
- Training/Documentation Officer.
- Office Assistant.
- Project Team.

Timeline / Target:
Start within 3 months. Conduct awareness activities at least twice a year. Include waste management messages in regular meetings. Review progress every 6 months.

6.4 Commitment 4 Protect and restore eco system and biodiversity

Objective:
To protect local ecosystems and biodiversity by avoiding harmful practices, promoting sustainable use of natural resources, restoring degraded areas, and encouraging biodiversity-friendly practices in office and project activities.

Key Activity 6.4.1 Identify and avoid activities that may harm local ecosystems, natural habitats, plants, and wildlife.

Implementation Strategy:
Potential activities that may harm local ecosystems, natural habitats, plants, or wildlife will be identified before implementation. Environmental risks will be considered during project planning and site selection. Activities that may cause unnecessary tree cutting, habitat damage, soil or water pollution, or disturbance to wildlife will be avoided. Staff and project participants will be informed about environmentally responsible practices. Project activities will be monitored regularly to identify and address any environmental risks.

Expected Outputs:
- Potential environmental risks are identified before activities are implemented.
- Environmentally harmful activities are avoided or reduced.
- Staff and project participants are informed about environmental protection practices.
- Environmental risks are monitored during project activities.

Key Indicators / Outcomes:

- Reduced environmental damage from project activities.
- Reduced unnecessary damage to trees, plants, habitats, and wildlife.
- Increased use of environmentally responsible practices.
- Improved consideration of environmental risks in project planning and implementation.

Means of Verification:
- Project planning and activity records.
- Environmental risk/checklists.
- Monitoring and field visit reports.
- Photographs and meeting/awareness records.

Responsible Persons:
- Project/Programme Officer.
- Project Coordinator/Manager.
- Environmental/Safeguarding Focal Person.
- Project Team.

Timeline / Target:
- Start within 1 month.
- Apply throughout the project period.
- Environmental risks checked before major activities.
- Monitor implementation regularly.
- Review progress every 6 months.

Key Activity 6.4.2 Promote tree planting and maintenance of native trees and plants in office and project areas.

Implementation Strategy:
Suitable areas for tree planting will be identified in office and project locations. Preference will be given to native and locally suitable tree and plant species. Trees and plants will be planted during appropriate seasons and maintained through regular watering, cleaning, and protection. Staff and project participants will be encouraged to participate in tree planting and care activities. The growth and survival of planted trees and plants will be monitored regularly.

Expected Outputs:
- Suitable areas for tree planting are identified.
- Native trees and plants are planted in selected areas.
- Regular care and maintenance arrangements are established.
- Tree planting and maintenance activities are recorded.

Key Indicators / Outcomes:
- Increased number of native trees and plants planted.
- Improved survival and growth of planted trees.
- Increased green areas in office and project locations.
- Increased staff and participant involvement in tree care activities.

Means of Verification:
- Tree planting records.
- List of planted tree and plant species.

- Monitoring and maintenance records.
- Photographs of planting and maintenance activities.

Responsible Persons:
- Project/Programme Officer.
- Administrative/Office Assistant.
- Environmental/Safeguarding Focal Person.
- Project Team and Participants.

Timeline / Target:
Identify planting areas within 3 months. Conduct tree planting during suitable seasons. Maintain planted trees regularly. Monitor survival and growth every 3 months.Review progress annually.

Key Activity 6.4.3 Encourage protection of local biodiversity, including native plants, birds, insects, and other wildlife.

Implementation Strategy:
Important local plants, birds, insects, and other wildlife in project areas will be identified. Staff and project participants will be encouraged to protect native species and their natural habitats. Unnecessary cutting of plants, hunting, trapping, or disturbance of wildlife will be discouraged. Environmentally friendly practices will be promoted to reduce harm to biodiversity. Awareness messages on local biodiversity protection will be included in meetings and project activities. Biodiversity-friendly practices will be monitored regularly.

Expected Outputs:
- Local biodiversity and important native species are identified.
- Biodiversity protection messages are shared with staff and participants.
- Harmful practices affecting plants and wildlife are discouraged.
- Biodiversity-friendly practices are promoted in project areas.

Key Indicators / Outcomes:
- Increased protection of native plants and wildlife.
- Reduced disturbance and harm to local wildlife and habitats.
- Increased awareness of biodiversity conservation.
- Increased adoption of biodiversity-friendly practices.

Means of Verification:
- Biodiversity identification records.
- Awareness and meeting records.
- Field monitoring reports.
- Photographs and activity reports.

Responsible Persons:
- Project/Programme Officer.
- Environmental/Safeguarding Focal Person.
- Project Coordinator/Manager.
- Project Team and Participants.

Timeline / Target:

Start within 3 months. Identify local biodiversity during project planning and field visits. Include biodiversity messages in regular project activities. Monitor biodiversity-friendly practices every 6 months. Review progress annually.

Key Activity 6.4.4 Promote Sustainable and Responsible Use of Water, Soil, Forests, and Other Natural Resources

Implementation Strategy:
The use of water, soil, forest resources, and other natural resources will be reviewed in office and project activities. Staff and project participants will be encouraged to use natural resources carefully and avoid unnecessary use or damage. Water-saving practices, soil conservation, responsible use of forest resources, and sustainable livelihood practices will be promoted. Unnecessary cutting of trees and harmful use of natural resources will be discouraged. Resource use and related practices will be monitored regularly.

Expected Outputs:
- Natural resource use in office and project activities is identified and monitored.
- Water-saving and resource-efficient practices are promoted.
- Sustainable soil and forest resource use practices are encouraged.
- Staff and project participants receive guidance on responsible resource use.

Key Indicators / Outcomes:
- Reduced unnecessary use of water and other natural resources.
- Increased adoption of sustainable resource-use practices.
- Reduced harmful practices affecting soil, forests, and water resources.
- Improved awareness of responsible natural resource management.

Means of Verification:
- Resource-use records.
- Monitoring and field visit reports.
- Awareness and meeting records.
- Photographs and activity reports.

Responsible Persons:
- Project/Programme Officer.
- Project Coordinator/Manager.
- Environmental/Safeguarding Focal Person.
- Project Team and Participants.

Timeline / Target:
Start within 3 months. Promote responsible resource use throughout the project period. Monitor resource-use practices every 6 months. Review progress annually.

Key Activity 6.4.5 Organize Tree Planting, Habitat Restoration, and Other Ecosystem Restoration Activities Where Appropriate

Implementation Strategy:
Suitable areas for tree planting and ecosystem restoration will be identified in consultation with local communities and relevant stakeholders. Locally appropriate native trees and plants will be selected for restoration activities. Tree planting, vegetation

recovery, soil protection, and other suitable restoration activities will be organized based on local needs. Staff, project participants, and community members will be encouraged to participate in these activities. The progress and survival of restored plants will be monitored regularly.

Expected Outputs:
- Suitable areas for ecosystem restoration are identified.
- Tree planting and habitat restoration activities are organized.
- Native trees and plants are used for restoration activities.
- Community members and project participants participate in restoration activities.

Key Indicators / Outcomes:
- Increased number of trees and native plants established.
- Improved condition of selected restoration areas.
- Increased green cover and vegetation in targeted areas.
- Increased community participation in ecosystem restoration.

Means of Verification:
- Restoration activity records.
- Tree planting and plant survival records.
- Field monitoring reports.
- Photographs and participant attendance records.

Responsible Persons:
- Project/Programe Officer.
- Project Coordinator/Manager.
- Environmental/Safeguarding Focal Person.
- Project Team and Community Participants.

Timeline/Target:
Identify suitable areas within 3 months. Conduct restoration activities during appropriate seasons. Maintain restored areas regularly. Monitor progress every 3 months. Review results annually.

Key Activity 6.4.6 Promote environmentally friendly farming, gardening, and livelihood practices among project participants.

Implementation Strategy:
Environmentally friendly farming, gardening, and livelihood practices will be identified and promoted according to local needs. Project participants will be encouraged to use organic manure, compost, natural pest management, water-saving methods, and locally suitable practices. Excessive use of chemical fertilizers and pesticides will be discouraged. Training and practical demonstrations will be organized to improve participants' knowledge and skills. The adoption of environmentally friendly practices will be monitored regularly.

Expected Outputs:
- Environmentally friendly farming and livelihood practices are identified.
- Training and practical demonstrations are conducted.
- Participants adopt suitable eco-friendly practices.
- Good farming, gardening, and livelihood practices are documented and shared.

Key Indicators / Outcomes:
- Increased use of environmentally friendly farming and gardening practices.
- Reduced use of harmful chemical fertilizers and pesticides.
- Increased use of organic manure, compost, and natural pest management.
- Improved environmental sustainability of participant livelihoods.

Means of Verification:
- Training and demonstration records.
- Participant attendance sheets.
- Field monitoring and follow-up reports.
- Photographs and practice adoption records.

Responsible Persons:
- Project/Programme Officer.
- Livelihood/Technical Officer.
- Environmental/Safeguarding Focal Person.
- Project Team and Participants.

Timeline / Target:
Start within 3 months. Conduct training and demonstrations as needed. Monitor adoption of practices every 6 months. Document good practices annually.

Key Activity 6.4.7 Reduce the use of chemical products that may harm soil, water, plants, and biodiversity.

Implementation Strategy:
The use of chemical products in project and livelihood activities will be identified and monitored. Staff and project participants will be encouraged to use safer and environmentally friendly alternatives where possible. The unnecessary and excessive use of chemical fertilizers, pesticides, herbicides, and other harmful products will be discouraged. Participants will be encouraged to use compost, organic manure, and natural pest management methods. Awareness and practical guidance will be provided on the safe and responsible use of necessary chemical products.

Expected Outputs:
- The use of chemical products in project activities is identified and monitored.
- Safer and environmentally friendly alternatives are promoted.
- Participants receive guidance on responsible chemical use.
- Organic and natural alternatives are promoted where appropriate.

Key Indicators / Outcomes:
- Reduced unnecessary use of harmful chemical products.
- Increased use of organic and environmentally friendly alternatives.
- Reduced risk of soil and water pollution.
- Improved protection of plants and local biodiversity.

Means of Verification:
- Chemical use records.
- Training and awareness records.
- Field monitoring reports.

- Photographs and activity reports.

Responsible Persons:
- Project/Programme Officer.
- Livelihood/Technical Officer.
- Environmental/Safeguarding Focal Person.
- Project Team and Participants.

Timeline/Target:
Monitor chemical use throughout the project period. Provide guidance during relevant livelihood activities. Review progress every 6 months. Assess results annually.

Key Activity 6.4.8 Raise awareness among staff and project participants about ecosystem protection and biodiversity conservation.

Implementation Strategy:
Simple awareness sessions will be organized for staff and project participants on ecosystem protection and biodiversity conservation. Key messages on protecting trees, plants, wildlife, water sources, soil, and natural habitats will be shared. Posters, leaflets, and short messages will be used to promote environmentally friendly practices. Staff and participants will be encouraged to avoid activities that may damage ecosystems and biodiversity. Awareness messages will also be included in regular meetings and relevant project activities.

Expected Outputs:
- Awareness sessions on ecosystem and biodiversity protection are conducted.
- Staff and participants receive information on biodiversity-friendly practices.
- Awareness materials are displayed in relevant office and project areas.
- Environmental messages are included in regular meetings and project activities.

Key Indicators / Outcomes:
- Increased awareness of ecosystem and biodiversity protection.
- Improved adoption of environmentally friendly practices.
- Reduced harmful practices affecting local ecosystems and biodiversity.
- Increased participation in environmental protection activities.

Means of Verification:
- Awareness session records.
- Attendance sheets.
- Awareness materials and photographs.
- Monitoring and activity reports.

Responsible Persons:
- Project/Programme Officer.
- Training/Documentation Officer.
- Environmental/Safeguarding Focal Person.
- Project Team.

Timeline / Target:
- Start within 3 months.
- Conduct awareness activities at least twice a year.

- Include environmental messages in regular meetings.
- Monitor practices every 6 months.
- Review progress annually.

***Key Activity* 6.4.9 Encourage communities to identify and protect locally important natural areas, trees, water sources, and habitats.**

Implementation Strategy:
Local communities will be encouraged to identify important natural areas, trees, water sources, and wildlife habitats in their communities. Community discussions and simple mapping exercises will be organized to identify areas that need protection. Community members will be encouraged to develop practical protection measures, such as preventing tree cutting, pollution, dumping, and unnecessary disturbance of natural areas. Local leaders, community groups, and relevant stakeholders will be involved in protection activities. The condition of identified areas will be monitored regularly.

Expected Outputs:
- Important local natural areas, trees, water sources, and habitats are identified.
- Community-level protection priorities are documented.
- Community members and local leaders participate in protection activities.
- Practical measures for protecting identified natural resources are implemented.

Key Indicators / Outcomes:
- Increased protection of locally important natural areas and resources.
- Reduced damage, pollution, and disturbance in identified areas.
- Increased community participation in biodiversity conservation.
- Improved community ownership of natural resource protection.

Means of Verification:
- Community mapping and identification records.
- Meeting and consultation records.
- Protection activity and monitoring reports.
- Photographs and community action records.

Responsible Persons:
- Project/Programe Officer.
- Community Mobilization/Field Officer.
- Environmental/Safeguarding Focal Person.
- Community Leaders and Project Team.

Timeline / Target:
Start within 3 months. Identify priority natural areas within 6 months. Implement protection activities throughout the project period. Monitor identified areas every 6 months. Review progress annually.

6.5 Commitment 5: Strengthen Climate Change Adaptation and Resilience

Objective:
To strengthen climate change adaptation and community resilience by assessing climate and disaster risks, using relevant risk information in programme planning, promoting climate-resilient practices, and improving community preparedness and response capacity.

Key Activity 6.5.1 Identify climate change and disaster risks affecting project areas and communities.

Implementation Strategy:
Climate change and disaster risks in project areas and communities will be identified through community consultations, field visits, and review of available local information. Common risks such as floods, heavy rainfall, drought, landslides, storms, water shortages, and extreme heat will be assessed based on local conditions. Vulnerable households, groups, livelihoods, and important community resources will also be identified. The identified risks will be documented and used in project planning and implementation.

Expected Outputs:
- Major climate and disaster risks in project areas are identified.
- Vulnerable households, groups, and livelihoods are identified.
- Community-level risk information is documented.
- Climate and disaster risk information is shared with the project team.

Key Indicators / Outcomes:
- Increased understanding of climate and disaster risks in project areas.
- Key vulnerable groups and resources are identified.
- Climate and disaster risks are considered in project planning.
- Improved community awareness of local climate and disaster risks.

Means of Verification:
- Climate and disaster risk assessment records.
- Community consultation and meeting records.
- Field visit and assessment reports.
- Risk maps, photographs, and project planning documents.

Responsible Persons:
- Project/Programme Officer.
- Project Coordinator/Manager.
- Disaster Risk Reduction/Climate Focal Person.
- Field/Community Mobilization Team.

Timeline/Target:
Complete initial risk identification within 6 months. Update risk information annually or after a major disaster. Review climate and disaster risks every 6 months.

Key Activity 6.5.2 Use climate and disaster risk information in project planning, site selection, and activity design.

Implementation Strategy:

Climate and disaster risk information will be reviewed before preparing project plans and designing major activities. Suitable and safer locations will be selected by considering risks such as flooding, landslides, storms, extreme heat, and water shortages. Project activities will be designed to reduce exposure to identified risks and avoid high-risk locations where possible. Climate and disaster risk considerations will be included in relevant project proposals, activity plans, budgets, and implementation decisions. The use of risk information will be checked during regular project reviews.

Expected Outputs:
- Climate and disaster risks are reviewed during project planning.
- Suitable and safer sites are selected for project activities.
- Risk reduction measures are included in relevant activity designs.
- Climate and disaster risk considerations are documented in project plans.

Key Indicators / Outcomes:
- 80% of new project/activity plans include climate and disaster risk considerations where relevant.
- 85% of major project sites are screened for climate and disaster risks before selection.
- At least 80% of identified high-risk activities include appropriate risk reduction measures.
- 85% of major project activities in high-risk areas have documented safety or contingency measures.
- Climate and disaster risk considerations are reviewed at least twice a year**.**

Means of Verification:
- Project proposals and activity plans.
- Site assessment and risk screening checklists.
- Project design and budget documents.
- Monitoring and review reports.

Responsible Persons:
- Project/Programme Officer.
- Project Coordinator/Manager.
- Climate/Disaster Risk Reduction Focal Person.
- Project Planning and Field Team.

Timeline / Target:
Start within 1 month. Screen sites before implementing major activities. Integrate risk information into all relevant new plans. Review compliance every 6 months. Update risk considerations annually or after a major disaster.

Key Activity 6.5.3 Develop and promote climate-resilient livelihood practices among project participants.

Implementation Strategy:
Climate-resilient livelihood options will be identified based on local climate risks, available resources, and community needs. Project participants will be encouraged to adopt suitable practices such as climate-resilient crops, diversified livelihoods, water-saving methods, improved livestock management, and alternative income activities. Training, demonstrations, and technical guidance will be provided to participants. Participants will be supported to reduce climate-related risks to their income and

livelihoods. Adoption and results of climate-resilient practices will be monitored regularly.

Expected Outputs:
- Suitable climate-resilient livelihood options are identified.
- Training and practical demonstrations are conducted.
- Project participants adopt suitable climate-resilient livelihood practices.
- Climate-resilient livelihood practices and lessons are documented.

Key Indicators / Outcomes:
- At least 70% of targeted participants receive training or technical guidance on climate-resilient livelihoods.
- At least 60% of trained participants adopt at least one climate-resilient livelihood practice.
- At least 50% of participating households diversify or strengthen at least one livelihood activity to reduce climate-related risks.
- At least 70% of supported livelihood activities remain functional after one major climate or disaster event, where applicable.
- At least 2 climate-resilient livelihood practices are documented and shared annually.

Means of Verification:
- Training and participant attendance records.
- Livelihood support and adoption records.
- Field monitoring and follow-up reports.
- Household/participant assessment records.
- Photographs and case studies.

Responsible Persons:
- Project/Programme Officer.
- Livelihood/Technical Officer.
- Climate/Disaster Risk Reduction Focal Person.
- Field/Community Mobilization Team.

Timeline/Target:
Identify suitable livelihood options within 3 months. Conduct training and demonstrations at least twice a year. Monitor adoption every 6 months. Assess livelihood resilience annually and after major climate events.

Key Activity 6.5.4 Promote water conservation, rainwater harvesting, and other climate-adaptive water management practices where appropriate.

Implementation Strategy:
Water use and local water-related risks will be assessed in project areas. Water-saving practices will be promoted among staff and project participants, including reducing water wastage, repairing leaks, and using water efficiently. Suitable locations for rainwater harvesting will be identified where appropriate. Simple rainwater harvesting systems will be supported or demonstrated based on local needs and resources. Communities will be encouraged to protect water sources and use stored water responsibly. Water conservation practices will be monitored regularly.

Expected Outputs:

- Water-related risks and conservation needs are identified.
- Water-saving practices are promoted among staff and project participants.
- Suitable sites for rainwater harvesting are identified.
- Appropriate rainwater harvesting or water conservation measures are established.
- Water conservation practices are documented and monitored.

Key Indicators / Outcomes:
- 100% of project locations assess water-related risks and conservation needs.
- At least 70% of targeted participants receive information or training on water conservation.
- At least 60% of trained participants adopt at least one water-saving practice.
- At least 2 rainwater harvesting or water conservation initiatives are established annually where feasible.
- At least 10% reduction in avoidable water wastage is targeted in participating office/project facilities where baseline data are available.

Means of Verification:
- Water assessment and monitoring records.
- Training and awareness attendance sheets.
- Water-use records and checklists.
- Rainwater harvesting/activity records.
- Photographs and field monitoring reports.

Responsible Persons:
- Project/Programme Officer.
- Livelihood/Technical Officer.
- Climate/Disaster Risk Reduction Focal Person.
- MEAL Officer.

Timeline/Target:
Assess water risks and needs within 3 months. Promote water-saving practices throughout the project period. Establish suitable rainwater harvesting initiatives during appropriate seasons. Monitor water conservation practices every 6 months.

Key Activity 6.5.5 Promote climate-resilient farming, gardening, and livestock practices among project participants.

Implementation Strategy:
Climate risks affecting farming, gardening, and livestock will be identified in project areas. Suitable climate-resilient practices will be selected based on local conditions, available resources, and participants' needs. Participants will be encouraged to use drought- and flood-tolerant crops, crop diversification, improved soil management, water-saving methods, home gardening, improved livestock shelters, and proper animal health practices. Training, demonstrations, and technical support will be provided to participants. The adoption and results of these practices will be monitored regularly.

Expected Outputs:
- Climate-resilient farming, gardening, and livestock practices are identified.
- Training and practical demonstrations are conducted for participants.
- Participants adopt suitable climate-resilient practices.
- Technical guidance and follow-up support are provided.

Key Indicators / Outcomes:

- At least 70% of targeted participants receive training or technical guidance on climate-resilient practices.
- At least 60% of trained participants adopt at least one climate-resilient farming, gardening, or livestock practice.
- At least 50% of supported households adopt at least one climate-resilient crop, gardening, soil, water, or livestock management practice.
- At least 70% of supported livestock households maintain improved animal shelters or follow recommended climate-resilient livestock practices.
- At least 2 successful climate-resilient practices are documented and shared annually.

Means of Verification:

- Training and attendance records.
- Participant practice adoption records.
- Field monitoring and follow-up reports.
- Household assessment records.
- Photographs and case studies.

Responsible Persons:

- Project/Programme Officer.
- Livelihood/Technical Officer.
- Climate/Disaster Risk Reduction Focal Person.
- Field/Community Mobilization Team.

Timeline / Target:

Identify suitable practices within 6 months. Conduct training and demonstrations at least twice a year. Provide technical follow-up regularly. Monitor adoption every 6 months. Review results annually and after major climate events.

Key Activity 6.5.6 Raise awareness among staff and communities about climate change, disaster risks, and adaptation measures.

Implementation Strategy:

Awareness needs of staff and communities will be identified based on local climate and disaster risks. Simple awareness sessions will be organized on climate change, common disaster risks, early warning, preparedness, and practical adaptation measures. Posters, leaflets, community meetings, and short messages will be used to share key information. Local examples and experiences will be included to make the sessions practical and relevant. Participants will be encouraged to apply suitable adaptation and risk-reduction practices in their daily activities. Awareness activities will be monitored and reviewed regularly.

Expected Outputs:

- Climate change and disaster risk awareness needs are identified.
- Awareness sessions are conducted for staff and community members.
- Information materials on adaptation and disaster preparedness are developed and shared.
- Participants receive practical guidance on climate adaptation and risk reduction.

Key Indicators / Outcomes:

- At least 80% of project staff receive climate change and disaster risk awareness training.
- At least 70% of targeted community members participate in awareness activities.
- At least 70% of participants can identify at least three major local climate or disaster risks after the awareness sessions.
- At least 60% of trained participants report or demonstrate at least one adaptation or disaster risk-reduction practice.
- At least 2 awareness activities per project area per year are conducted.

Means of Verification:
- Training and awareness session records.
- Participant attendance sheets.
- Pre- and post-session assessment results.
- Awareness materials and photographs.
- Monitoring and follow-up reports.

Responsible Persons:
- Project/Programme Officer.
- Training/Documentation Officer.
- Climate/Disaster Risk Reduction Focal Person.
- Field/Community Mobilization Team.
- MEAL Officer

Timeline / Target:
Start within 3 months. Conduct awareness activities at least twice a year. Include climate and disaster messages in relevant project meetings. Monitor application of adaptation practices every 6 months. Review awareness results annually.

Key Activity 6.5.7 Strengthen community preparedness through disaster preparedness plans, drills, and local response mechanisms.

Implementation Strategy:
Disaster risks and preparedness needs will be assessed with community members and local stakeholders. Community-level disaster preparedness plans will be developed based on identified risks. Roles and responsibilities of local volunteers, leaders, and community groups will be defined. Practical disaster preparedness drills will be organized to improve readiness, evacuation, communication, and emergency response. The preparedness plans will be reviewed and updated based on lessons from drills and actual disaster events.

Expected Outputs:
- Community disaster risks and preparedness needs are identified.
- Community-level disaster preparedness plans are developed.
- Local roles and responsibilities for emergency response are defined.
- Disaster preparedness drills are conducted.
- Preparedness plans are reviewed and updated.

Key Indicators / Outcomes:

- 100% of targeted project communities have a documented disaster preparedness plan.
- At least 80% of targeted communities establish a local disaster response team or focal group.
- At least 1 disaster preparedness drill per targeted community per year is conducted.
- At least 70% of targeted community members participating in drills demonstrate basic preparedness and evacuation procedures.
- 100% of community preparedness plans are reviewed at least once a year or after a major disaster.

Means of Verification:
- Community disaster preparedness plans.
- Disaster response team/member lists.
- Drill attendance sheets and reports.
- Drill photographs and observation checklists.
- Updated preparedness plans and monitoring reports.

Responsible Persons:
- Project/Programme Officer.
- Climate/Disaster Risk Reduction Focal Person.
- Field/Community Mobilization Officer.
- Community Leaders, Volunteers, and Response Groups.

Timeline / Target:
Start within 3 months. Develop preparedness plans within 6 months. Conduct drills at least once a year. Review preparedness plans every 6 months. Update plans after major disaster events where necessary.

***Key Activity* 6.5.8 Promote early warning, emergency communication, and timely dissemination of disaster risk information.**

Implementation Strategy:
Reliable sources of early warning and disaster risk information will be identified in each project area. Local communication channels such as mobile phones, community groups, meetings, and other available systems will be used to share warnings quickly. Key community members and local volunteers will be assigned to receive and communicate emergency information. Simple communication procedures will be established for different types of disasters. Early warning messages will be shared with vulnerable households and relevant stakeholders in a timely manner. The communication system will be tested and reviewed regularly.

Expected Outputs:
- Reliable early warning information sources are identified.
- Community-level emergency communication channels are established.
- Key persons and volunteers are assigned for information dissemination.
- Simple procedures for receiving and sharing disaster warnings are developed.
- Early warning messages are communicated to communities in a timely manner.

Key Indicators / Outcomes:
- 100% of targeted project communities have at least one identified early warning information source.

- At least 80% of targeted communities have an established emergency communication mechanism.
- At least 80% of identified vulnerable households are included in the emergency communication network.
- At least 90% of received early warning messages are communicated to responsible community members within an agreed timeframe.
- At least one communication test or simulation per community per year is conducted.

Means of Verification:
- Early warning source and contact lists.
- Community emergency communication plans.
- Message/call or dissemination records.
- Simulation and drill reports.
- Monitoring reports and photographs.

Responsible Persons:
- Project/Programe Officer.
- Climate/Disaster Risk Reduction Focal Person.
- Field/Community Mobilization Officer.
- Community Leaders and Volunteers.

Timeline / Target:
Establish communication mechanisms within 6 months. Update contact lists every 6 months. Disseminate warnings immediately upon receipt. Conduct communication tests at least once a year. Review the system after each major disaster event.

Key Activity 6.5.9 Identify and support vulnerable households and groups affected by climate and disaster risks.

Implementation Strategy:
Vulnerable households and groups exposed to climate change and disaster risks will be identified through community consultations, household assessments, and field visits. Factors such as poverty, disability, age, livelihood dependence, location, and exposure to climate and disaster risks will be considered. A list of vulnerable households and groups will be prepared and regularly updated. Appropriate support, information, referrals, and livelihood or preparedness assistance will be provided based on identified needs and available project resources. Follow-up monitoring will be conducted to assess the support provided.

Expected Outputs:
- Vulnerable households and groups are identified and documented.
- A vulnerability list is prepared and regularly updated.
- Appropriate support and referrals are provided based on identified needs.
- Follow-up support and monitoring are conducted.

Key Indicators / Outcomes:
- 100% of targeted project communities' complete vulnerability identification and assessment.
- 100% of identified high-risk vulnerable households/groups are included in the project vulnerability database or register.

- At least 70% of identified vulnerable households/groups receive relevant information, referral, or support according to their needs and available resources.
- At least 80% of supported households/groups receive follow-up within 6 months.
- Vulnerability information is updated at least once a year and after major disaster events.

Means of Verification:
- Household vulnerability assessment forms.
- Vulnerable household/group database or register.
- Support and referral records.
- Field follow-up and monitoring reports.
- Community meeting records and photographs.

Responsible Persons:
- Project/Programe/MEAL Officer.
- Climate/Disaster Risk Reduction Focal Person.
- Field/Community Mobilization Officer.
- Project Team and Community Leaders.

Timeline/Target:
Start within 3 months. Complete initial vulnerability assessment within 6 months. Update the vulnerability list annually or after major disasters. Provide support and referrals as needs are identified. Conduct follow-up monitoring every 6 months.

***Key Activity* 6.5.11 Promote nature-based solutions such as tree planting, vegetation restoration, soil conservation, and protection of natural water sources.**

Implementation Strategy:
Climate-related risks and suitable nature-based solutions will be identified in project areas. Local communities and project participants will be encouraged to use tree planting, native vegetation restoration, soil conservation, and protection of natural water sources to reduce climate and disaster risks. Suitable native plants will be selected based on local conditions. Practical activities such as tree planting, mulching, erosion control, vegetation restoration, and protection of water sources will be organized where appropriate. Community participation will be encouraged, and the progress of these activities will be monitored regularly.

Expected Outputs:
- Suitable nature-based solutions are identified for project areas.
- Tree planting and vegetation restoration activities are conducted.
- Soil conservation and erosion control measures are promoted.
- Natural water sources are identified and protection measures are implemented.
- Communities and project participants participate in nature-based activities.

Key Indicators / Outcomes:
- At least 80% of targeted project communities identify at least one suitable nature-based solution.
- At least 2 nature-based activities per project area per year are implemented where appropriate.
- At least 70% of planted trees and native plants survive after 12 months.

- At least 60% of targeted participants adopt at least one soil, vegetation, or water-source protection practice.
- At least 80% of identified priority natural water sources have documented protection measures where applicable.

Means of Verification:
- Nature-based activity and plantation records.
- Tree and plant survival records.
- Soil and water-source protection monitoring records.
- Community participation and attendance records.
- Field monitoring reports and photographs.

Responsible Persons:
- Project/Programme/ MEAL Officer.
- Livelihood/Technical Officer.
- Climate/Disaster Risk Reduction Focal Person.
- Field/Community Mobilization Team and Community Leaders.

Timeline / Target:
Identify suitable nature-based solutions within 3 months. Implement activities during appropriate seasons. Maintain and monitor activities regularly. Check tree/plant survival every 3 months. Review progress every 6 months and assess results annually.

6.6 Commitment 6 Promote environmental and climate awareness and advocacy

Objective:
To strengthen environmental and climate awareness among staff, partners, and communities and promote responsible behavior, informed decision-making, and local advocacy for environmental protection and climate resilience.

Key Activity 6.6.1 Conduct regular environmental and climate awareness sessions for staff, partners, and project participants.

Implementation Strategy:
Environmental and climate awareness needs will be identified among staff, partners, and project participants. Simple and practical awareness sessions will be organized on topics such as climate change, environmental protection, pollution prevention, waste management, biodiversity, natural resource conservation, and climate-resilient practices. Local examples and practical solutions will be used to make the sessions relevant and easy to understand. Attendance and key learning points will be recorded, and participants' understanding will be assessed through simple feedback or pre- and post-session questions.

Expected Outputs:
- Environmental and climate awareness needs are identified.
- Regular awareness sessions are conducted.
- Staff, partners, and project participants receive practical information.

- Awareness materials and key messages are shared.
- Session attendance and learning records are maintained.

Key Indicators / Outcomes:
- At least 2 awareness sessions per project area per year are conducted.
- At least 80% of project staff and partners participate in at least one awareness session annually.
- At least 70% of targeted project participants participate in awareness sessions.
- At least 70% of participants demonstrate improved knowledge based on simple pre- and post-session assessment.
- At least 60% of trained participants report or demonstrate at least one environmentally responsible practice after the sessions.

Means of Verification:
Training/awareness session records. Attendance sheets. Pre- and post-session assessment or feedback forms. Awareness materials and photographs. Monitoring and follow-up reports.

Responsible Persons:
- Project/MEAL Officer.
- Training/Documentation Officer.
- Environmental/Climate Focal Person.
- Field/Community Mobilization Team.

Timeline/Target:
Awareness needs identified within 3 months**.** Sessions conducted at least twice a year**.** Environmental and climate messages included in relevant meetings and events. Participant learning reviewed after each session. Progress reviewed every 6 months and annually.

Key Activity 6.6.2 Develop and disseminate simple environmental and climate awareness messages through meetings, posters, leaflets, social media, and other appropriate channels.

Implementation Strategy:
Simple and easy-to-understand environmental and climate messages will be developed based on local needs and project activities. Messages will cover practical issues such as reducing pollution, saving water and energy, protecting trees and biodiversity, reducing waste, climate change adaptation, and disaster preparedness. The messages will be shared through project meetings, posters, leaflets, notice boards, social media, community gatherings, and other suitable communication channels. Local language and examples will be used where appropriate. The reach and use of awareness messages will be monitored regularly.

Expected Outputs:
- Simple environmental and climate awareness messages are developed.
- Awareness materials are produced and distributed.
- Environmental and climate messages are shared through multiple communication channels.
- Key messages are included in relevant project meetings and events.
- Dissemination records are maintained.

Key Indicators/Outcomes:

- At least 6 environmental and climate awareness messages/materials are developed annually.
- At least 80% of relevant project meetings and events include at least one environmental or climate message.
- At least 70% of targeted staff and participants receive or are exposed to the awareness messages annually.
- At least 2 communication channels are used regularly in each project area.
- At least 60% of surveyed recipients can recall at least two key environmental or climate messages.

Means of Verification:

Copies of posters, leaflets, messages, and other materials. Meeting/event records and attendance sheets. Social media or communication records. Distribution/dissemination records. Photos and monitoring reports.

Responsible Persons:

- Project/Programme Officer.
- Training/Documentation and Communication Officer.
- Environmental/Climate Focal Person.
- Field/Community Mobilization Team.

Timeline/Target:

Develop initial messages within 3 months**.** Disseminate messages throughout the project period**.** Update messages based on seasonal and local environmental/climate issues. Monitor dissemination every 6 months. Review effectiveness annually**.**

Key Activity* 6.6.3 *Integrate environmental and climate topics into staff meetings, trainings, workshops, community meetings, and project events.

Implementation Strategy:

Relevant environmental and climate topics will be identified and included in regular staff meetings, trainings, workshops, community meetings, and project events. Short discussion points, practical examples, and key messages will be included in agendas and session plans. Project staff will be encouraged to discuss environmental risks, climate-related issues, and practical solutions relevant to their activities. Environmental and climate considerations will also be reflected in event planning and implementation where appropriate. Key discussions and decisions will be documented for follow-up.

Expected Outputs:

- Environmental and climate topics are included in relevant meeting and training agendas.
- Staff and participants discuss environmental and climate-related issues during regular activities.
- Practical environmental and climate considerations are included in project events.
- Key discussions, decisions, and follow-up actions are documented.

Key Indicators / Outcomes:

- At least 80% of relevant staff meetings, trainings, and workshops include an environmental or climate discussion point.

- At least 70% of relevant community meetings and project events include at least one environmental or climate message or discussion.
- 100% of major project events apply relevant environmental considerations in planning and implementation.
- At least 2 environmental or climate-related actions/decisions are identified and followed up each year.
- At least 70% of staff and participants report increased consideration of environmental and climate issues in their regular activities.

Means of Verification:
Meeting and training agendas. Attendance sheets and session plans. Meeting minutes and discussion records. Event planning and implementation records. Monitoring and follow-up reports.

Responsible Persons:
- Project/Programme Officer.
- Training/Documentation Officer.
- Head of Programs
- Environmental/Climate Focal Person.
- Project Team and Field/Community Mobilization Team.

Timeline / Target:
Integration started within 3 months**.** Include relevant topics in regular meetings and activities throughout the project period**.** Review inclusion and follow-up every 6 months**.** Assess overall integration annually**.**

***Key Activity* 6.6.4 Provide practical guidance to staff and partners on environmentally responsible decision-making in programe and office activities.**

Implementation Strategy:
Simple guidance on environmentally responsible decision-making will be provided to staff and partners. Environmental considerations will be included in relevant decisions related to procurement, travel, meetings, events, use of energy and water, materials, waste management, and project implementation. Staff and partners will be encouraged to consider environmental impacts before making major operational or programme decisions. Simple checklists or guidance notes will be developed where useful. Compliance and practical application will be reviewed through regular monitoring.

Expected Outputs:
- Practical environmental decision-making guidance is developed and shared.
- Staff and partners are informed about environmentally responsible options.
- Environmental considerations are included in relevant programme and office decisions.
- Simple environmental checklists or guidance tools are used where appropriate.
- Application of the guidance is monitored and documented.

Key Indicators/Outcomes:
- 100% of relevant staff and partners receive environmental decision-making guidance.
- At least 80% of major programme and office decisions consider relevant environmental factors.

- At least 70% of relevant procurement, meeting, travel, and event decisions apply at least one environmentally responsible option.
- At least 80% of relevant project teams use an environmental checklist or guidance tool where applicable.
- At least 2 good practices in environmentally responsible decision-making are documented annually.

Means of Verification:
Environmental guidance notes/checklists. Staff and partner orientation records. Procurement and activity planning records. Meeting/event/travel records. Monitoring reports and documented good practices.

Responsible Persons:
- Project/Programe Officer.
- Administrative/Office Assistant.
- Accounts/Procurement Officer.
- Environmental/Climate Focal Person and Project Team.

Timeline/Target:
Develop and share guidance within 3 months**.** Apply guidance throughout the project period**.** Monitor implementation every 6 months**.** Document good practices annually**.** Update guidance based on monitoring findings and emerging needs.

***Key Activity* 6.6.5 Build the capacity of staff, partners, and community representatives on climate change, environmental risks, and locally appropriate adaptation measures.**

Implementation Strategy:
Capacity-building needs will be identified among staff, partners, and community representatives. Practical training sessions will be organized on climate change, environmental risks, climate and disaster vulnerability, adaptation measures, and environmentally responsible practices. Training content will be based on local risks and community needs. Practical examples, group discussions, demonstrations, and local solutions will be used to strengthen participants' knowledge and skills. Participants will be encouraged to apply the learning in their respective programme and community activities. Follow-up will be conducted to assess the use of acquired knowledge and skills.

Expected Outputs:
- Capacity-building needs are identified.
- Staff, partners, and community representatives receive relevant training.
- Participants gain practical knowledge of climate and environmental risks.
- Locally appropriate adaptation measures are identified and promoted.
- Training and follow-up records are maintained.

Key Indicators / Outcomes:
- At least 80% of targeted staff and partners receive capacity-building support annually.
- At least 70% of targeted community representatives participate in at least one capacity-building session annually.
- At least 70% of participants demonstrate improved knowledge based on pre- and post-training assessment.

- At least 60% of trained participants apply at least one relevant adaptation or environmental practice within 6 months.
- At least 3 locally appropriate climate adaptation practices are identified, documented, and promoted annually.

Means of Verification:
Training needs assessment records. Training plans, materials, and attendance sheets. Pre- and post-training assessment results. Follow-up and field monitoring reports. Documentation of adaptation practices and photographs.

Responsible Persons:
- Project/Programme/ MEAL Officer.
- Training/Documentation Officer.
- Environmental/Climate Focal Person.
- Field/Community Mobilization Team.

Timeline / Target:
Capacity needs identified within 3 months. Training conducted at least twice a year**.** Follow-up conducted within 6 months of training. Progress reviewed every 6 months**.** Capacity-building needs and results assessed annually**.**

Key Activity 6.6.6 Organize community campaigns, Cross learning visit and public awareness activities on environmental protection, climate resilience, and responsible resource use.

Implementation Strategy:
Community environmental and climate issues will be identified based on local needs and risks. Awareness campaigns and public activities will be organized with the participation of community members, youth, women, local leaders, and relevant stakeholders. Activities may include community meetings, rallies, clean-up campaigns, tree planting, awareness drives, courtyard sessions, and public messaging. Simple and locally relevant messages will be used to promote environmental protection, climate resilience, responsible use of water and natural resources, and reduction of pollution and waste. Community participation and key actions taken will be documented and monitored.

Expected Outputs:
- Community environmental and climate issues are identified.
- Awareness campaigns and public activities are organized.
- Community members and local stakeholders participate in the campaigns.
- Practical environmental and climate messages are disseminated.
- Community actions and participation are documented.

Key Indicators/Outcomes:
- At least 2 community awareness campaigns per project area per year are conducted.
- At least 70% of targeted communities participate in at least one environmental or climate campaign annually.
- At least 50% of campaign participants are women and youth, where appropriate.
- At least 2 practical community environmental actions per project area per year are undertaken.

- At least 70% of participants demonstrate improved awareness of at least two environmental or climate issues after the campaign.

Means of Verification:
Campaign plans and activity records. Attendance/participant lists. Awareness materials and communication records. Photos and videos of campaign activities. Monitoring and follow-up reports.

Responsible Persons:
- Project/Programme Officer.
- Training/Documentation Officer.
- Environmental/Climate Focal Person.
- Field/Community Mobilization Team and Community Leaders.

Timeline / Target:
Community needs identified within 3 months**.** Campaigns conducted at least twice a year in each project area. Community actions followed up regularly. Participation and results monitored every 6 months**.** Overall progress reviewed annually**.**

Key Activity 6.6.7 Encourage youth and women to participate in environmental awareness, climate action, and local advocacy initiatives.

Implementation Strategy:
Opportunities will be created for youth and women to actively participate in environmental and climate-related activities. Youth and women forum members, community groups, and local leaders will be encouraged to identify local environmental and climate issues and take part in awareness campaigns, community actions, and advocacy activities. Their participation in planning, decision-making, implementation, and follow-up will be encouraged. Youth and women representatives will be supported to take leadership roles in suitable environmental and climate initiatives. Their participation and contributions will be documented and reviewed regularly.

Expected Outputs:
- Youth and women are identified and encouraged to participate in environmental and climate activities.
- Youth and women participate in awareness and community action initiatives.
- Youth and women representatives take part in local environmental advocacy.
- Youth and women are encouraged to take leadership roles in relevant activities.
- Participation and actions are documented.

Key Indicators / Outcomes:
- At least 50% of participants in relevant environmental and climate activities are women and youth, where appropriate.
- At least 2 youth- or women-led environmental/climate initiatives per project area per year are supported.
- At least 60% of targeted youth and women representatives participate in at least one environmental or climate activity annually.
- At least 30% of youth and women representatives take a leadership or facilitation role in relevant activities.
- At least 2 local environmental or climate issues are identified and raised by youth and/or women groups annually.

Means of Verification:
Activity plans and attendance records. Youth and women forum records. Leadership and participation records. Advocacy/meeting records. Photos, activity reports, and monitoring records.

Responsible Persons:
- Project/Programme Officer.
- Head of Programs
- Youth/Women Forum Coordinator or Focal Person.
- Environmental/Climate Focal Person.
- Field/Community Mobilization Team and Community Leaders.

Timeline / Target:
Participation opportunities identified within 3 months**.** Youth and women engaged throughout the project period**.** At least 2 youth/women-led initiatives per year supported. Participation and leadership reviewed every 6 months**.** Progress and lessons documented annually**.**

***Key Activity* 6.6.8 Identify local environmental and climate-related issues and support communities to raise these issues with relevant government and other stakeholders.**

Implementation Strategy:
Local environmental and climate-related issues will be identified through community consultations, field visits, community groups, and local discussions. Priority issues will be documented based on their impact, urgency, and community needs. Communities will be supported to prepare clear messages, requests, or recommendations and raise priority issues with relevant government agencies, local authorities, NGOs, and other stakeholders. Dialogue meetings, consultation forums, and joint advocacy activities will be facilitated where appropriate. The response and follow-up actions of relevant stakeholders will be recorded and reviewed.

Expected Outputs:
- Local environmental and climate-related issues are identified and documented.
- Priority issues and community concerns are agreed upon.
- Communities are supported to raise priority issues with relevant stakeholders.
- Dialogue and advocacy meetings are conducted.
- Stakeholder responses and follow-up actions are documented.

Key Indicators / Outcomes:
- At least 2 priorities environmental or climate-related issues per project area per year are identified and documented.
- At least 80% of targeted communities participate in identifying and prioritizing local issues.
- At least 2 advocacy or dialogue meetings per project area per year are conducted with relevant stakeholders.
- At least 70% of identified priority issues are formally raised with relevant government or other stakeholders.

- At least 50% of issues raised receive a documented response, commitment, or follow-up action from relevant stakeholders.

Means of Verification:
Community consultation and issue identification records. Priority issue lists and advocacy plans. Meeting minutes and attendance sheets. Letters, applications, recommendations, or advocacy documents. Stakeholder response and follow-up records. Monitoring and activity reports.

Responsible Persons:
- Project/MEAL/Programme Officer.
- Advocacy/Community Mobilization Officer.
- Environmental/Climate Focal Person.
- Community Leaders, Youth/Women Representatives, and Project Team.

Timeline/Target:
Issue identification started within 3 months. Priority issues identified at least annually**.** Advocacy/dialogue meetings conducted at least twice a year**.** Follow-up conducted within 3 months after issues are raised. Progress reviewed every 6 months and documented annually.

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***Key Activity* 6.6.9 Establish or strengthen linkages with relevant government agencies, NGOs, community organizations, and other stakeholders for joint environmental and climate advocacy.**

Implementation Strategy:
Relevant government agencies, NGOs, community organizations, civil society groups, and other stakeholders working on environmental and climate issues will be identified and mapped. Existing relationships will be strengthened and new linkages will be established based on project needs. Coordination meetings, consultation sessions, networking events, and joint activities will be organized to share information and identify opportunities for collaboration. Where appropriate, stakeholders will be engaged in joint awareness, community action, dialogue, and advocacy initiatives. Stakeholder engagement and joint actions will be documented and reviewed regularly.

Expected Outputs:
- Relevant environmental and climate stakeholders are identified and mapped.
- Stakeholder contacts and linkages are established or strengthened.
- Coordination and networking meetings are conducted.
- Joint environmental and climate activities are organized.
- Stakeholder commitments and follow-up actions are documented.

Key Indicators / Outcomes:
- At least 10 relevant stakeholders per project area are identified and included in a stakeholder contact/mapping list.
- At least 4 stakeholder coordination or networking meetings per year are conducted.
- At least 3 new or strengthened stakeholder linkages per project area per year are established.
- At least 2 joint environmental or climate initiatives per project area per year are implemented.

- At least 70% of identified priority stakeholders participate in at least one relevant coordination or advocacy activity annually.

Means of Verification:
Stakeholder mapping and contact lists. Meeting invitations, attendance sheets, and minutes. Communication and coordination records. Joint activity plans and reports. Photos and stakeholder follow-up records.

Responsible Persons:
- Project/Programme Officer.
- Advocacy/Networking Officer.
- Environmental/Climate Focal Person.
- Project Team and Community Representatives.

Timeline / Target:
Stakeholder mapping completed within 3 months**.** Linkages established or strengthened throughout the project period**.** Coordination meetings conducted at least quarterly**.** Joint activities implemented at least twice a year**.** Stakeholder engagement reviewed every 6 months and annually.

***Key Activity* 6.6.10 Organize observance of relevant environmental and climate-related days to promote public awareness and community action.**

Implementation Strategy:
Relevant environmental and climate-related days will be identified based on project priorities and local context. Activities such as awareness meetings, rallies, tree planting, clean-up campaigns, discussions, exhibitions, competitions, and community actions will be organized to mark selected days. Staff, youth, women, community groups, government representatives, NGOs, and other stakeholders will be encouraged to participate. Key messages and practical actions related to environmental protection and climate resilience will be shared. Participation, activities, and follow-up actions will be documented.

Expected Outputs:
- Relevant environmental and climate-related days are identified and included in the annual activity plan.
- Awareness and community activities are organized to observe selected days.
- Staff, communities, youth, women, and stakeholders participate in the activities.
- Environmental and climate messages are disseminated through the events.
- Community actions and event results are documented.

Key Indicators / Outcomes:
- At least 3 relevant environmental or climate-related days are observed annually.
- At least 70% of targeted project areas conduct at least one activity related to an environmental or climate day each year.
- At least 50% of participants in these activities are women and youth, where appropriate.
- At least 2 practical community actions are conducted annually as part of day observance.

- At least 70% of participants report improved awareness of the selected environmental or climate topic.

Means of Verification:
Annual activity plans and event records. Attendance sheets and participant lists. Awareness materials, photographs, and media/communication records. Community action records. Event reports and participant feedback.

Responsible Persons:
- Project/Programme Officer.
- Training/Documentation and Communication Officer.
- Environmental/Climate Focal Person.
- Field/Community Mobilization Team and Community Leaders.

Timeline / Target:
Relevant days identified during annual planning**.** Activities organized on or around selected observance days. At least 3 observance activities per year**.** Event results and participation documented after each activity. Overall progress reviewed annually**.**

6.7 Commitment 7 Embed environmental and climate responsibility in organizational systems

Objective:
To integrate environmental and climate responsibility into organizational governance, policies, planning, budgeting, procurement, partnerships, resource management, risk management, and accountability systems.
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Key Activity 6.7.1 Integrate environmental and climate considerations into organizational policies, guidelines, and operational procedures.

Implementation Strategy:
Existing organizational policies, guidelines, and operational procedures will be reviewed to identify areas where environmental and climate considerations can be incorporated. Relevant provisions will be added or updated to address environmental protection, climate risk, responsible resource use, pollution prevention, waste management, and climate resilience. Where new policies or guidelines are developed, environmental and climate responsibilities will be included from the beginning. Staff and relevant partners will be informed about updated requirements and their application will be monitored regularly.

Expected Outputs:
- Existing policies and operational procedures are reviewed from an environmental and climate perspective.
- Relevant policies, guidelines, and procedures are updated or developed.
- Environmental and climate responsibilities are clearly reflected in applicable organizational documents.

- Staff and relevant partners are informed about updated requirements.
- Implementation of the updated provisions is monitored.

Key Indicators / Outcomes:
- 100% of relevant organizational policies and guidelines are reviewed at least once during the project period.
- At least 80% of identified relevant policies/procedures include appropriate environmental and climate provisions.
- 100% of newly developed relevant policies and guidelines include environmental and climate considerations.
- At least 80% of relevant staff are informed about updated environmental and climate requirements.
- At least one internal compliance review per year is conducted to assess application of the updated provisions.

Means of Verification:
Reviewed and updated policies/guidelines. Operational procedures and checklists.Staff briefing/orientation records. Policy review and approval records. Internal compliance and monitoring reports.

Responsible Persons:
- Project/Programme Officer.
- Management/Policy Focal Person.
- Head of Programs
- Environmental/Climate Focal Person.
- Administration/HR and relevant Department Heads.

Timeline / Target:
- Review relevant policies and procedures within 6 months**.**
- Update or develop provisions as required.
- Communicate changes to relevant staff and partners after approval.
- Monitor implementation every 6 months**.**
- Conduct an overall policy review annually**.**

Key Activity 6.7.2 Include environmental and climate risks and actions in annual plans, project proposals, budgets, and implementation plans.

Implementation Strategy:
Environmental and climate risks relevant to planned activities will be identified during the planning process. Appropriate risk reduction, adaptation, and environmental protection measures will be included in annual plans, project proposals, implementation plans, and budgets where relevant. Required resources and responsibilities will be clearly identified. Project teams will review plans before approval to ensure that significant environmental and climate risks and actions have been considered. Progress on planned environmental and climate actions will be reviewed during regular project monitoring.

Expected Outputs:
- Environmental and climate risks are identified during project planning.
- Relevant environmental and climate actions are included in plans and proposals.

- Required budget provisions are identified and allocated where appropriate.
- Responsibilities for implementing environmental and climate actions are assigned.
- Implementation of planned actions is monitored and documented.

Key Indicators / Outcomes:

1. 100% of new project proposals and annual plans include environmental and climate considerations where relevant.
2. 100% of major project activities are screened for environmental and climate risks during planning.
3. At least 80% of identified significant risks have corresponding mitigation, adaptation, or management actions.
4. At least 80% of planned environmental and climate actions have identified budget and responsible persons where resources are required.
5. At least 80% of planned environmental and climate actions are reviewed during regular project monitoring.

Means of Verification:

Annual plans and project proposals. Activity and implementation plans. Project budgets and budget review records. Environmental/climate risk screening or checklists. Monitoring, progress, and review reports.

Responsible Persons:

- Project/Programme Officer.
- Project Coordinator/Manager.
- Planning and Finance/Accounts Officer.
- Environmental/Climate Focal Person.

Timeline/Target:

Integrate environmental and climate considerations during annual and project planning**.** Screen risks before approval of major activities. Include relevant budget provisions during budget preparation. Monitor implementation every 6 months**.** Review and update plans annually or when major risks change**.**

Key Activity 6.7.4 Promote environmentally responsible purchasing and use of office and project materials.

Implementation Strategy:

Office and project material needs will be reviewed before purchasing to avoid unnecessary procurement and wastage. Staff will be encouraged to select durable, reusable, repairable, recyclable, and environmentally preferable materials where practical and cost-effective. Paper, stationery, printing materials, packaging, cleaning products, and other commonly used items will be used efficiently. Digital alternatives will be promoted where appropriate to reduce paper consumption. Staff will be guided on proper use, reuse, storage, and disposal of materials, and material consumption will be monitored regularly.

Expected Outputs:

- Material needs are assessed before purchasing.
- Environmentally responsible and durable materials are promoted.
- Unnecessary purchasing and material wastage are reduced.

- Reuse and efficient use of office and project materials are encouraged.
- Material use and consumption are monitored.

Key Indicators / Outcomes:
- At least 80% of relevant material purchases consider durability, reusability, recyclability, or environmental impact where applicable.
- At least 10% reduction in paper consumption is targeted annually where baseline records are available.
- At least 70% of staff follow responsible material-use practices.
- At least 20% of commonly used reusable materials are reused or repurposed where feasible.
- At least one material-use review per year is conducted to identify opportunities for further reduction and improvement.

Means of Verification:
Procurement and purchase records. Material consumption records. Stock and inventory records. Office/project monitoring checklists. Staff guidance and awareness records. Annual material-use review reports.

Responsible Persons:
- Project/Programe Officer.
- Administrative/Office Assistant.
- Accounts/Procurement Officer.
- Environmental/Climate Focal Person.

Timeline/Target:
Review material-use practices within 3 months**.** Apply responsible purchasing and use practices throughout the project period**.** Monitor material consumption every 6 months**.** Review opportunities for improvement annually**.**

Key Activity 6.7.5 Include environmental and climate responsibilities in relevant staff roles, terms of reference, and performance expectations.

Implementation Strategy:
Relevant staff roles and Terms of Reference (TORs) will be reviewed to identify where environmental and climate responsibilities can be incorporated. Appropriate responsibilities will be clearly stated in job descriptions, TORs, work plans, and performance expectations. Staff will be informed of their responsibilities and provided with practical guidance where required. Environmental and climate-related responsibilities will be considered during work planning, supervision, performance review, and reporting. Progress and gaps will be documented and followed up.

Expected Outputs:
- Relevant staff roles and TORs are reviewed.
- Environmental and climate responsibilities are included in applicable job descriptions and TORs.
- Responsibilities are reflected in staff work plans and performance expectations.
- Staff are informed about their environmental and climate responsibilities.
- Implementation is reviewed through supervision and performance monitoring.

Key Indicators / Outcomes:

- 100% of relevant new or revised TORs and job descriptions include appropriate environmental and climate responsibilities.
- At least 80% of relevant staff have documented environmental and climate responsibilities in their work plans.
- At least 80% of relevant staff demonstrate awareness of their assigned environmental and climate responsibilities.
- 100% of relevant staff performance reviews consider assigned environmental and climate responsibilities where applicable.
- At least one organizational review per year is conducted to assess staff implementation of these responsibilities.

Means of Verification:

Job descriptions and TORs. Staff work plans and performance plans. Staff orientation/briefing records. Supervision and performance review records. Annual organizational review reports.

Responsible Persons:

- Management/Department Heads/ Head of Programs
- HR/Administration Officer.
- Project/Programme Officer.
- Environmental/Climate Focal Person.

Timeline/Target:

Review relevant roles and TORs within 6 months**.** Include responsibilities in all new or revised TORs thereafter. Communicate responsibilities during staff orientation and work planning. Monitor implementation every 6 months**.** Review performance integration annually**.**

Key Activity 6.7.6 Establish clear roles and responsibilities for environmental and climate management within the organization and projects.

Implementation Strategy:

Environmental and climate management responsibilities will be clearly defined at organizational and project levels. Appropriate focal persons or responsible staff will be identified based on organizational structure and project needs. Responsibilities for planning, implementation, monitoring, reporting, risk management, and follow-up will be clearly assigned. The roles will be communicated to relevant staff, project teams, partners, and other stakeholders. Coordination among responsible persons will be maintained through regular meetings and reporting mechanisms.

Expected Outputs:

- Environmental and climate management responsibilities are clearly defined.
- Responsible focal persons or teams are identified.
- Roles for planning, implementation, monitoring, and reporting are assigned.
- Staff and project teams understand their responsibilities.
- Coordination and reporting mechanisms are established.

Key Indicators / Outcomes:

- 100% of relevant projects have identified environmental and climate focal person(s) or responsible staff.
- 100% of relevant organizational/project teams have documented roles and responsibilities.
- At least 80% of responsible staff demonstrate awareness of their assigned responsibilities.
- At least 2 coordination or review meetings per year are conducted among responsible staff/focal persons.
- 100% of relevant projects include environmental and climate responsibilities in their monitoring or reporting arrangements.

Means of Verification:
Role and responsibility matrix. Office/project orders or designation records. Job descriptions and TORs. Coordination meeting minutes and attendance records. Project monitoring and reporting documents.

Responsible Persons:
- Senior Management/Department Heads.
- Project/Programme Coordinator/Manager.
- Environmental/Climate Focal Person.
- Relevant Project Team and Administrative/HR Staff.

Timeline/Target:
Roles and responsibilities defined within 3 months**.** Focal persons identified within **3** months**.** Responsibilities communicated to relevant staff and project teams. Coordination and review conducted at least every 6 months**.** Roles reviewed and updated annually or when organizational/project changes occur**.**

Key Activity 6.7.9 Strengthen staff and partner compliance with environmental, climate, and resource management requirements through regular monitoring.

Implementation Strategy:
Simple environmental, climate, and resource management requirements will be communicated to staff and partners. A practical monitoring checklist will be developed to assess compliance with relevant requirements, including responsible resource use, waste management, pollution prevention, climate risk measures, and environmental safeguards. Compliance will be checked during routine office visits, project monitoring, field visits, and partner reviews. Gaps or non-compliance will be documented, and corrective actions will be agreed and followed up within an appropriate timeframe.

Expected Outputs:
- Environmental and climate compliance requirements are communicated to staff and partners.
- A simple compliance monitoring checklist is developed and used.
- Regular compliance monitoring is conducted.
- Gaps and non-compliance issues are documented.
- Corrective actions are implemented and followed up.

Key Indicators / Outcomes:

- 100% of relevant staff and partners receive information on applicable environmental and climate requirements.
- At least 90% of planned compliance monitoring activities are completed annually.
- At least 80% of identified compliance gaps have documented corrective actions.
- At least 70% of corrective actions are completed within the agreed timeframe.
- At least 80% overall compliance is achieved in annual environmental and climate monitoring assessments.

Means of Verification:
Environmental compliance checklist. Office and field monitoring reports. Partner monitoring/assessment reports. Corrective action plans and follow-up records. Photos and supporting documentation. Annual compliance summary report.

Responsible Persons:
- Project/Programe Coordinator/Manager.
- Environmental/Climate Focal Person.
- Monitoring and Evaluation Officer.
- Relevant Project Team and Partner Representatives.

Timeline / Target:
Develop compliance checklist within 3 months**.** Conduct monitoring at least every 6 months**.** Record and communicate identified gaps after each monitoring exercise. Follow up corrective actions within 3 months**.** Conduct an overall compliance assessment annually**.**

Consolidated monitoring matrixes

Use this matrix for quarterly or semi-annual monitoring. Baseline and target values should be added only for actions selected by UPAMA. Supporting records should be maintained in the relevant project, administration, or finance files.

No.	Commitment	Priority Indicator	Baseline and Target	Review Frequency	Owner
1	Reduce greenhouse gas emissions and transition to renewable energy	Electricity consumption in kWh or electricity bill value compared with the baseline.	**Target:** 35% reduction from the established baseline.	Annual	Assigned Lead: Manager, Head of Programs, Operations
2	Ensure responsible use of natural resources	Paper purchased per staff member or per quarter.	**Target:** 40% reduction from the established baseline.	Annual	Assigned Lead: Manager, Head of Programs Operations
3	Prevent pollution and manage waste responsibly	Number/percentage of offices and project locations with functional waste-segregation bins.	**Target:** 55% increase from the established baseline, or 100% of selected	Annual	Assigned Lead: Coordinator, Head of Programs

			locations, as applicable.		
4	Protect and restore ecosystems and biodiversity	Number/percentage of relevant projects screened for ecosystem and biodiversity risks.	**Target:** 60% increase from the established baseline, with 100% screening of new relevant projects as the long-term standard.	Annual	Assigned Lead: Coordinator, Head of Programs
5	Strengthen climate change adaptation and resilience	Percentage of new relevant projects with documented climate and disaster risk assessment.	**Target:** 100% of new relevant projects screened for climate and disaster risks.	Annual	Assigned Lead: Head of Programme
6	Promote environmental and climate awareness and advocacy	Number and profile of staff, partners, and community members reached through environmental and climate awareness activities.	**Target:** 55% increase in people reached from the established baseline.	Annual	Assigned Lead: Head of Programme
7	Embed environmental and climate responsibility in organizational systems	Environmental/climate focal point appointed and coordination/review meetings conducted.	**Target:** Focal point appointed and at least 2 review meetings held annually.	Annual	Assigned Lead: Head of Programs Executive Director

Monitoring Notes

- ***Baseline:*** Establish the current value before setting the final target for each selected indicator.
- ***Target:*** Targets should be expressed as a clear reduction, increase, coverage, or number, as appropriate.
- ***Review frequency:*** Quarterly or semi-annual monitoring may be conducted at project level, while the consolidated organizational matrix may be reviewed annually.
- ***Evidence:*** Supporting documents should be retained in relevant project, administration, procurement, HR, or finance files.
- ***UPAMA selection:*** Only indicators selected by UPAMA need to have detailed baseline and target values.

- ***Data quality:*** The same measurement method should be used for baseline and subsequent monitoring to allow meaningful comparison.

8. Review and Reporting

UPAMA's Environment and Climate Focal Point will maintain a simple action tracker and collect regular updates from responsible persons. Progress will be reviewed to identify achievements, problems, risks, resource needs, and actions needed for improvement. Quarterly reviews will be conducted to check activity progress and solve implementation problems. An annual review will assess the overall progress of the Environment and Climate Action Plan. If donors have specific reporting requirements, the relevant indicators, supporting documents, and reporting deadlines will be aligned with the plan.

Review and Reporting Framework

Review Step	Recommended Practice	Suggested Timing
1. Collect Updates	Responsible persons will report progress, provide supporting documents, describe implementation challenges, and suggest next steps to the Environment and Climate Focal Point.	Monthly or quarterly, depending on the activity.
2. Verify and Consolidate	The Environment and Climate Focal Point, with support from the MEAL Officer, will check the information, identify missing details, and update the action tracker.	Before each management review.
3. Management Review	The Management Team will review progress, key results, risks, problems, budget and resource needs, and actions required to improve implementation.	Quarterly or every six months.
4. Report and Learn	Progress, results, good practices, challenges, and lessons learned will be included in annual reports, donor reports, project reports, and staff learning activities, where appropriate.	Annually and as required.
5. Update the Plan	Priorities, targets, responsibilities, activities, and timelines will be updated based on monitoring results, lessons learned, new risks, organizational priorities, and available resources.	Annually or when major changes occur.

9. Annual Management Review Template

The Annual Management Review will assess UPAMA's overall progress in implementing the Environment and Climate Action Plan. It will identify achievements, gaps, environmental and climate-related risks, and priority actions for the next year.

The review findings will be recorded and used to update the action tracker and set priorities for the coming year.

Annual Management Review Form

Review Question	Notes and Decisions

1. What progress was made against the selected priorities and key indicators?	Progress/Results: Key Achievements: Areas Requiring Further Attention:
2. What evidence confirms the progress, and what gaps remain?	Evidence Reviewed: Missing Data or Verification Issues: Required Follow-up:
3. What problems, environmental risks, or climate events affected implementation?	Key Problems/Risks: Climate or Environmental Events: Impact on Implementation: Corrective Actions Required:
4. What resources, partnerships, technical support, or approvals are needed for the next year?	Resource Requirements: Partnerships/Support Needed: Required Approvals or Management Decisions:
5. What actions, responsible persons, and deadlines were agreed upon?	Agreed Actions: Responsible Persons: Deadlines: Follow-up Dates:
6. Which priorities or targets should continue, change, be added, or be stopped?	Continue: Revise: New Priorities: Actions to Stop:
7. What good practices and lessons learned should be recorded or shared?	Good Practices: Lessons Learned: Knowledge-Sharing Actions:

Annual Review Summary

Item	Summary
Overall Progress	
Major Achievements	
Key Gaps and Risks	
Priority Actions for Next Year	
Required Resources/Budget	
Management Decisions	
Person Responsible for Follow-up	
Date of Next Review	

Instructions for use: The Management Team should complete this template during the annual review meeting. The Environment and Climate Focal Point will record the decisions, update the action tracker, and follow up on agreed actions.



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UPAMA