KOGI STATE GOVERNMENT

FRAMEWORK FOR RESPONSIBLE AND INCLUSIVE LAND AGRICULTURAL INVESTMENT

REIGNS MANAGEMENT CONSULT LTD.

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LIST OF ABBREVIATIONS AND ACRONYMS

AIDS	-	Acquired Immunodeficiency Syndrome
ARAP	-	Abbreviated Resettlement Action Plan
BPE	-	Bureau of Public Procurement
DAI	-	Disclosure and Access to Information
DP	-	Displaced Persons
CIF	-	Community Investment Fund
CLFS	-	Cluster Level Federations
CRP	-	Community Resource Person
CSO	-	Civil Society Organization
EA	-	Environmental Assessment
ESIA	-	Environmental and Social Impact Assessment
ESMF	-	Environmental and Social Management Framework
ESMP	-	Environmental and Social Management Plan
ESSs	-	Environmental and Social Standards
FGN	-	Federal Government of Nigeria
FME	-	Federal Ministry of Environment
FGD	-	Focus Group Discussion
FMWR	-	Federal Ministry of Water Resources
GBV	-	Gender Based Violence
GEM	-	Growth and Employment
GRC	-	Grievance Redress Committee
FRILIA	-	Framework for Responsible and Inclusive Land Intensive Investment in Agriculture
HIV	-	Human Immunodeficiency Virus
IDA	-	International Development Association
ICP	-	Investment Climate Program
ICT	-	Information and Communication Technology
IPR	-	Intellectual Property Rights
ITES	-	Information Technology Enabled Services
LGA	-	Local Government Authority

MDAs	-	Ministries Departments and Agencies
NBS	-	National Bureau of Statistics
NGO	-	Non-Governmental Organization Non
IPV	-	Non-Intimate partner violence
OVC	-	Orphan and Vulnerable Children
PAP	-	Project Affected Person
PDO	-	Project Development Objective
PEBEC	-	Presidential Enabling Business Environment Council
RSA	-	Result Area
SABER	-	State Action on Business Enabling Reforms
PIM	-	Project Implementation Manual
PWDs	-	Persons with Disabilities
FPCU	-	Federal Project Coordinating Unit
RAP	-	Resettlement Action Plan
ROW	-	Right of Way
RPF	-	Resettlement Policy Framework
SEA	-	Sexual Exploitation and Abuse
SH	-	Sexual Harassment
SLM	-	Sustainable Land Management
SMOEs	-	State Ministry of Environment
SPCU	-	State Project Coordinating Unit
SSI	-	Semi Structured Interview
STIs	-	Sexually Transmitted Diseases
TA	-	Technical Assistance
VO	-	Village Organization
WAG	-	Women Affinity Group
WB	-	World Bank
WF	-	Ward facilitator

FOREWORD

The Kogi State government is excited to introduce the Kogi State FRILIA. This historic project aims to usher in a new age of sustainable growth and development for the state's agricultural industry. This text affirms and guides responsible investment and governance concepts that will influence our state's agriculture direction. As the driving force behind this project, we are committed to ensuring its success and the prosperity it will bring to our agricultural industry.

The FRILIA framework, which incorporates the globally acclaimed Principles for Responsible Agriculture Investment (RAI) and the Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries, and Forests (VGGT), ensures that our agricultural policies and practices are not only beneficial locally but also hold international significance. This approach makes our agricultural investments commercially viable, socially just, and ecologically sustainable, thereby attracting the interest of global specialists.

Creating the framework for inclusive and responsible land-agricultural investment was a comprehensive process that required extensive work involving many different parties. This thorough process, which included extensive consultations with local communities, decision-makers, investors, and global specialists, ensured that the framework represented the interests and goals of all stakeholders. We developed a framework that prioritizes openness, justice, and inclusion via consultations, seminars, and cooperative efforts, making each stakeholder an integral part of the process; as a result, we have raised the bar for agricultural investment in Kogi State.

The FRILIA project is about principles and guidelines, action and implementation. It adheres to the RAI principles and provides a clear road map for luring and overseeing agricultural investments that uphold the rights of farmers and communities, improve food security, and advance environmental sustainability. The VGGT standards demonstrate our steadfast dedication to the responsible governance of tenure, guaranteeing the equitable and transparent management of land, fisheries, and forests for the benefit of all parties concerned. This project promises a future of prosperity and sustainability for Kogi State.

The Kogi State FRILIA Technical Team created the toolkits in May, July, and September 2023. They drew on an extensive process of 2023 stakeholder engagements with necessary parties in Lokoja. Nearly 70 Nigerians from academics, the public and business sectors, and civil society participated in these conversations. Four discussions were arranged specifically for the critical Lokoja stakeholders, ensuring their voices were heard, and their needs were considered. Proposals obtained through an internet consultation on the zero draft are also incorporated into these guidelines. Around the world, academia, civic society, and the public and commercial sectors have all submitted suggestions to enhance the zero draft.

These guidelines respect human and tenure rights and conform with regional and international initiatives, such as the Sustainable Development Goals. Readers are advised to frequently check such agreements for their voluntary commitments and relevant requirements and seek further assistance when they desire to strengthen tenure governance.

We recognize all our partners' vital assistance and cooperation as we set out on this

adventure, including local communities, investors, legislators, and international organizations. By working together, we can create a thriving agricultural industry in Kogi State supported by ethical investment and governance, opening the door to a wealthy and sustainable future.

We cordially invite you to participate, invest, and develop with the Kogi State FRILIA. By working together and having a common goal, we believe we can make significant progress and have a long-lasting influence.

With warm regards,
Commissioner for Agriculture
2023

CHAPTER ONE

INTRODUCTION AND PROJECT DESCRIPTION

1.0 INTRODUCTION

Agriculture remains a cornerstone of Kogi State's economy, providing livelihoods for a significant portion of our population and contributing substantially to our state's GDP. Recognizing the pivotal role of agriculture in driving economic growth, enhancing food security, and fostering sustainable development, the Kogi State Government has developed the Framework for Responsible Inclusive Land Agricultural Investment.

This framework aims to establish a clear and comprehensive set of guidelines that will govern agricultural investments in Kogi State. By doing so, we strive to attract and manage assets in a manner that promotes sustainable farming practices, safeguards the rights of local communities, and ensures the equitable distribution of benefits. This framework is designed to create an enabling environment for investors while simultaneously protecting the interests of all stakeholders involved, including smallholder farmers, indigenous communities, and vulnerable groups.

The development of this framework has been guided by the internationally recognized Principles for Responsible Agriculture Investment (RAI) and the Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries, and Forests (VGGT). These standards have provided us with a robust foundation upon which to build policies and practices that are both responsible and inclusive.

Developing this framework was inclusive and participatory, involving extensive consultations with various stakeholders. We engaged local communities, policymakers, investors, and international experts to ensure the framework reflects all parties' diverse perspectives and needs. Through workshops, dialogues, and collaborative efforts, we have crafted a framework prioritizing transparency, fairness, and inclusivity. By adhering to the RAI and VGGT guidelines, we are committed to fostering an agricultural sector that is environmentally sustainable, socially equitable, and economically viable. This framework will serve as a roadmap for responsible investment in Kogi State's agriculture, guiding us toward a future where agricultural development is both inclusive and sustainable.

We are confident that this framework will attract responsible investments, empower our local communities, enhance food security, and contribute to Kogi State's overall development. We invite all stakeholders to engage with this framework, invest responsibly, and work together towards a prosperous and sustainable agricultural sector in Kogi State.

1.1 Objectives

These Voluntary Frameworks aim to enhance the governance of land, fisheries, and forests for the betterment of all, focusing on vulnerable and marginalized individuals. The objectives include ensuring food security, progressively realizing the right to adequate food, eradicating poverty, promoting sustainable livelihoods, maintaining social stability, ensuring housing security, fostering rural development, protecting the environment, and promoting sustainable social and economic development. Any initiatives, measures, and support to enhance land rights management should align with a country's current responsibilities under international law, such as the Universal Declaration of Human Rights and other international human rights agreements.

Goals

- Enhance tenure governance by offering guidance and information on globally recognized techniques for managing and controlling the rights to use land, fisheries, and forests.

- Contribute to enhancing and advancing the legislative, legal, and organizational structures that govern the many forms of tenure rights over natural resources.

- Optimize transparency and boost the efficiency of tenure systems.

- Enhance the abilities and activities of organizations responsible for implementing policies, courts, local governments, associations of farmers, small-scale producers, fishermen, forest users, pastoralists, Indigenous peoples, and other communities, civil society, the private sector, academia, and all individuals involved in land ownership management. Additionally, it fosters collaboration among the actors.

1.2 Nature and Scope

These Frameworks are voluntary.

- The interpretation and use of these Frameworks should align with current Nigerian and international law duties while also considering voluntary commitments made under relevant regional and international agreements. They support national, regional, and worldwide programs promoting human rights and providing secure land, fisheries, and forest tenure rights.

- These Frameworks can be utilized by various entities such as States, implementing agencies, judicial authorities, local governments, organizations representing farmers, small-scale producers, fishers, forest users, pastoralists, indigenous peoples, and other communities, civil society, the private sector, academia, and individuals to evaluate the governance of land tenure and identify areas for enhancement and implementation.

- These Frameworks have a worldwide reach. Considering the national context, these guidelines may be utilized by all nations and regions, regardless of their economic development level, to control all types of land ownership, such as public, private, communal, collective, indigenous, and traditional.

1.3. Justification

Kogi State is blessed with abundant natural resources and vast agricultural potential. However, to fully realize this potential, there is a need for a structured framework that ensures agricultural investments are made responsibly and inclusively. The Kogi State FRILIA addresses this need. Providing clear guidelines and principles also aims to mitigate the risks associated with land-intensive agricultural investments, such as environmental degradation, social displacement, and inequitable distribution of benefits. It also seeks to promote sustainable farming practices, enhance food security, and foster economic growth, ensuring that the benefits of agricultural development are shared equitably among all stakeholders.

1.4. Principles

Sustainability: All agricultural investments must prioritize long-term environmental health and productivity. This includes adopting practices that conserve natural resources, reduce emissions, and enhance biodiversity.

- Inclusivity: Investments must ensure the participation and inclusion of all stakeholders, particularly local communities, women, and marginalized groups.
- Transparency: Transparency is essential to building trust, ensuring all stakeholders are informed, and allowing them to hold investors accountable.

`1.5. Law and Implementation

- Accountability: Investors and other stakeholders must be accountable for their actions and commitments. This includes adhering to legal standards, respecting community rights, and delivering on promises of social and economic benefits.

- Respect for Land Rights: Investments must recognize and respect existing land rights, including customary and communal rights. Ensuring secure land tenure for local communities is critical to preventing conflicts and promoting social stability.

- Economic Growth: Agricultural investments should contribute to Kogi State's economic development. This includes creating jobs, improving infrastructure, and fostering linkages with other sectors of the economy.
- Community Well-being: Investments should enhance the well-being of local communities by improving access to education, healthcare, and other essential services. Community development should be a core objective of agricultural projects.

- Environmental Protection: Protecting the environment is fundamental to the sustainability of agricultural investments. This principle calls for practices that minimize environmental impact, promote conservation, and ensure the health of ecosystems.

1.6 Public Consultation

Stakeholder and community consultations were deliberately planned while preparing this RPF following SABER's requirements for developing FRILIA Toolkits. Those consulted included relevant government agencies, project-affected areas, and social groups within the clusters and sites potentially receiving project financing support. The summary of the outcome of the consultations is documented in Appendix 5

1.7 Monitoring and Evaluation

Monitoring and evaluation (M&E) are critical components of the Kogi State Framework for Responsible and Inclusive Land Intensive Investment in Agriculture (FRILIA). M&E ensures that agricultural investments adhere to the established principles, achieve their intended outcomes, and contribute to sustainable and inclusive development.

Objectives of M&E:

1. **Track Progress**: Continuously monitor the implementation of FRILIA to assess whether the investments are progressing as planned.
2. **Ensure Compliance**: All stakeholders adhere to the FRILIA principles and guidelines.
3. **Measure Impact**: Evaluate the socio-economic and environmental impacts of the investments to ensure they contribute to sustainable development.
4. **Facilitate Learning**: Identify lessons learned and best practices to improve future agricultural investments.
5. **Enhance Accountability**: Hold investors and stakeholders accountable for their commitments and actions.

1.8 Key Activities:

1. **Baseline Studies**: Conduct initial assessments to establish benchmarks against which future progress can be measured.
2. **Regular Reporting**: Implement a system for periodic reporting on the status of investments, compliance with guidelines, and achievement of objectives.
3. **Field Visits**: Organize regular field visits to verify reported progress and interact with local communities.
4. **Stakeholder Feedback**: Collect feedback from all stakeholders, including local communities, investors, and government agencies.
5. **Impact Assessments**: Perform comprehensive impact assessments at different stages of the investment lifecycle.

1.9 Intended Users

FRILIA is designed for various stakeholders involved in agricultural investments in Kogi State. The intended users include:

- **Government Agencies**: To provide a regulatory framework and ensure compliance with state policies and laws.
- **Investors**: To guide responsible investment practices and ensure their projects contribute to sustainable development.
- **Local Communities**: To safeguard their rights, ensure their inclusion, and enhance their well-being.
- **Non-Governmental Organizations (NGOs)**: To advocate for best practices and monitor investments' social and environmental impacts.
- **Researchers and Academics**: To study the effectiveness of FRILIA and contribute to continuous improvement.
- **International Development Partners**: To align their support with local frameworks and enhance the impact of their contributions.

1.10 Principles and Implementation

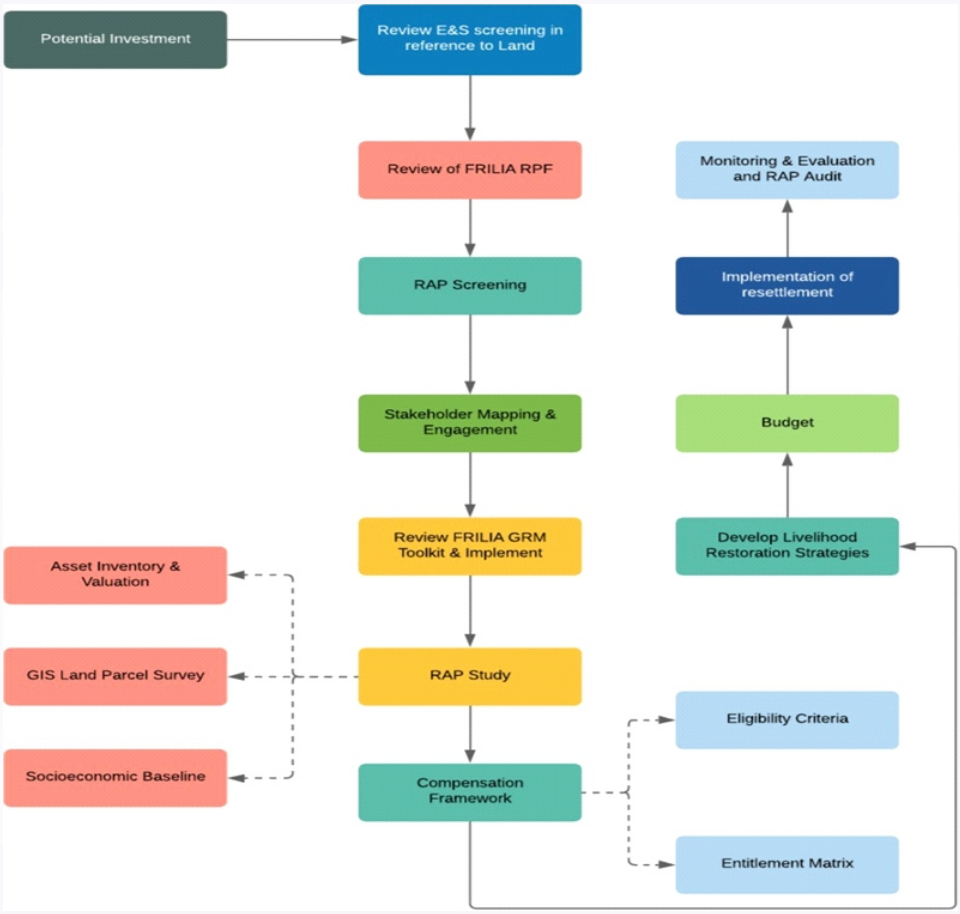
FRILIA is underpinned by fundamental principles that guide its implementation to ensure responsible and inclusive agricultural development.

Principles:

1. **Sustainability**: Emphasizes long-term environmental health and resource conservation.
2. **Inclusivity**: Ensures the participation of all stakeholders, especially marginalized groups.

3. **Transparency**: Promotes clear communication and openness throughout the investment process.
4. **Accountability**: Holds all parties responsible for their actions and commitments.
5. **Respect for Land Rights**: Recognizes and protects existing land rights, including customary and communal rights.
6. **Economic Growth**: Aims to foster overall economic development and create employment opportunities.
7. **Community Well-being**: Prioritizes local communities' health, education, and overall well-being.
8. **Environmental Protection**: Advocates for practices that protect and preserve the environment.
9. **Policy Alignment**: Ensure that FRILIA is aligned with national and state policies and legal frameworks.
10. **Capacity Building**: Provide training and resources to stakeholders to enhance their understanding and implementation of FRILIA principles.
11. **Stakeholder Engagement**: Foster continuous dialogue and collaboration among all stakeholders.
12. **Resource Allocation**: Ensure adequate funding and resources are allocated to implement FRILIA effectively.
13. **Monitoring and Evaluation**: Establish robust M&E mechanisms to track progress and measure impact.

Figure 1: Process Map for involuntary resettlement



1.11. Visual Process Map in line with KOSIPPPPA's Investment Stages

- **Level 1: Initial inquiry**
  At this stage, the investor informs KOSIPPPPA of the intent to review its project for possible displacement.

- **Level 2: Detailed inquiry (including a site visit)**
  - After inquiry, the investor reviews the Environmental and Social Impact Assessment (ESIA) for environmental and social impacts and risks discussed in the ESIA.
  - Review project documents to understand the extent of land taken, and ascertain project nature, complexity, and land requirement.
  - Project reviews FRILIA RPF to understand guidelines in screening and planning resettlement
  - Investors map out all stakeholders (federal, state, and LGA levels) and engage them based on the FRILIA Stakeholder Engagement Framework (SEF).
  - The investor undertakes a RAP study (See section 4.3 RAP Study). This includes a socioeconomic baseline study, a GIS land parcel survey, and an asset inventory of all assets within the project site. The investor also activates the grievance redress process based on the FRILIA Grievance Redress Mechanism toolkit.
  - Investor undertakes valuation of all assets inventoried and develops an entitlement matrix for compensation.
  - Investor then develops plans for replacement housing (in the case of physical displacement), identifies potential locations for replacement land and designs programmes to support affected persons in the restoration and improvement of their livelihoods

- **Level 3: Negotiations/signing of Memorandum of Understanding**
  This stage involves discussions with stakeholders, specifically PAPs, to disclose the compensation payable and other benefits available to them. At this stage, the affected persons sign off on all benefits.

- **Level 4: Due diligence and facilitation of implementation**
  At this stage, the investor sets out to implement the RAP. i.e., paying compensation and other benefits and provision of replacement land and housing, among others.

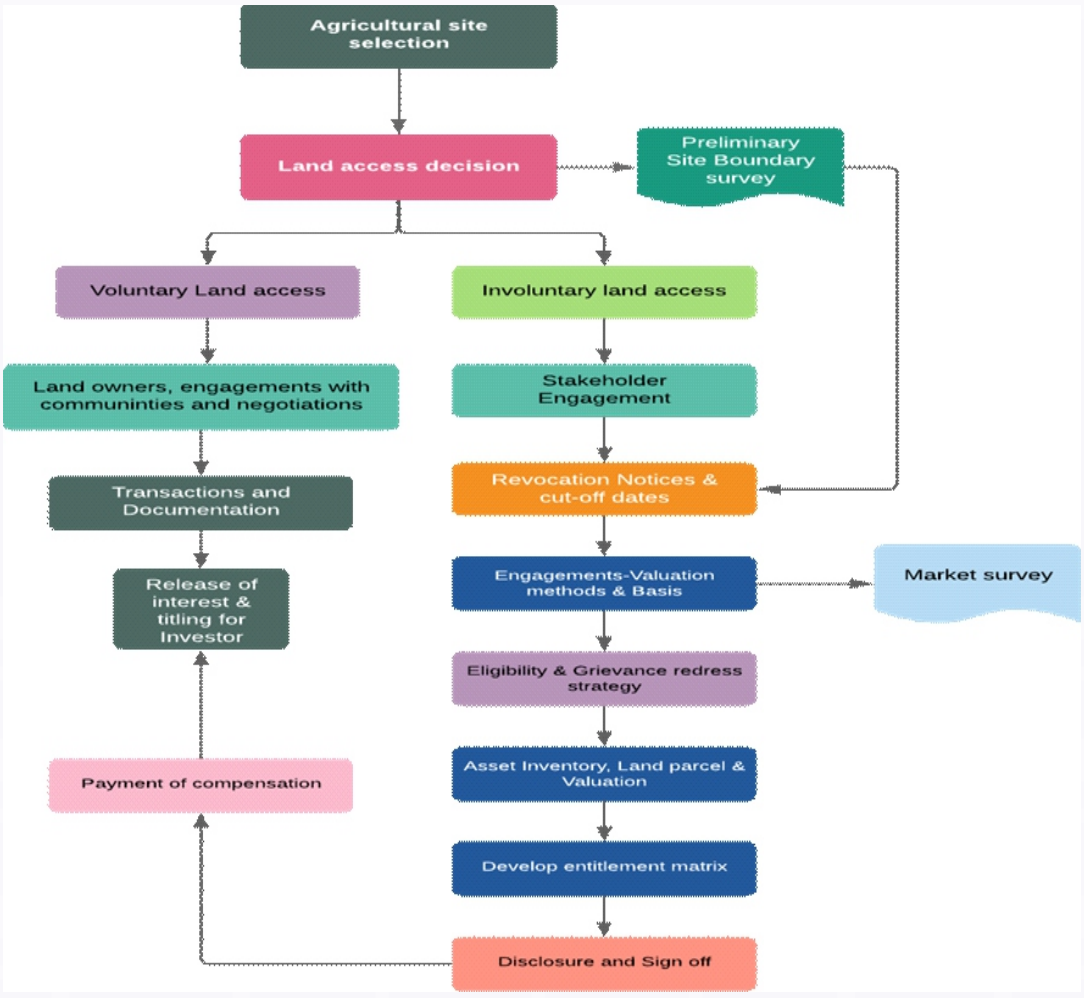
- **Level 5: Operations initiated**
  This stage involves initiating monitoring and evaluation programmes to ensure that the RAP's objectives are met, and completion audits are initiated.

- **Level 6: Aftercare**
  As the investor continues operations, aftercare should focus on the continuous improvement of social performance.

1.12 PROCESS MAP FOR VALUATION AND COMPENSATION

Valuation and compensation principles under FRILIA are only triggered when the project land in view would be acquired involuntarily. In cases where land is acquired voluntarily (through a willing buyer and willing seller agreement), and evidence is provided, projects should follow necessary State processes to achieve a land title. See Figure 2 for the process for valuation and compensation under FRILIA.

Figure 2: Process Map for Valuation and Compensation



CHAPTER TWO

COMMUNICATION STRATEGY TOOLKIT

2.1. Introduction

The FRILIA Toolkit Communication Strategy underscores the crucial role of all stakeholders in the pre-operationalization and operationalization phases. This highly consultative, collaborative, and inclusive process is a testament to our unwavering commitment to ensuring that all stakeholders are involved, understand, manage, and apply the toolkits in implementing FRILIA. This commitment reassures them they are an integral part of the project and their involvement is crucial to its success. It's about informing and actively engaging them in the process.

2.2 Objectives

The objectives of this communication strategy are to:

- To disclose the FRILIA toolkit to stakeholders
- Sensitize stakeholders on the FRILIA toolkits and its applicability, especially during the implementation phase
- Ensure stakeholder buy-in into the toolkits
- Ensure access to the toolkits during the implementation stage of FRILIA

2.3 The Toolkit Communication Strategy

The communication strategy for the toolkits answers the following questions:

a) What information needs to be disclosed?
b) Who is the target audience?
c) What channel will be used to communicate the information?
d) Who is responsible?

2.4 Information Disclosure

The primary information to be disseminated to stakeholders is the FRILIA Toolkits. It consists of frameworks and templates in eight areas developed to guide investors in integrating these principles into the development of land-intensive agricultural projects and, ultimately, into their daily operational practices. These toolkits include:

- Stakeholder Engagement Toolkit
- Grievance Redress Mechanism Toolkit
- Involuntary Resettlement, Valuation and Compensation Toolkit
- Environment and Social Risk Management Toolkit
- Community Needs Assessment and Community Development Plan Toolkit
- Out-grower Models and Food Security Plan Toolkit
- Global Memorandum of Understanding (MoU) Toolkit

2.5 Target Audience

The target audience for communicating the toolkits during the pre-and

implementation phases are all FRILIA stakeholders. These

- The Kogi State Ministries, Departments, and Agencies, including the FRILIA Project Implementation Unit
- The Local Government Authorities
- Traditional and community leaders
- Investors
- Lenders
- NGOs, CBOs, and civil societies
- Representatives of women and youth groups from the communities
- Other development partners
- Media houses/outfits

2.6 Communication Channels

2.6.1 *Communication channel during FRILIA Pre-Implementation Phase*

The channel for the communication of the toolkits during the pre-implementation phase is conducting a training and capacity-building workshop for all stakeholders. The capacity building and training workshop will be organized to train all FRILIA stakeholders and get their input into the developed toolkits. This training and capacity-building program will also serve as a means of disclosure for the toolkits. The disclosure will ensure stakeholders' acceptance of the toolkits and generate feedback, which will be incorporated into the toolkits for finalization. This training and capacity-building exercise will cover different levels of stakeholders within Kogi State's political and technical sphere, shown in more detail in the "Proposal for Stakeholder Engagement on FRILIA Toolkits in Kogi State

To ensure the delivery of a bespoke training and capacity-building workshop to all stakeholders, the first training session will be conducted with the FRILIA PMU to obtain their input on the training programme and approach.

After the workshop, participant feedback will be incorporated into the toolkits, finalized, and officially handed over to the FRILIA PMU.

2.6.2 *Communication channel during FRILIA Implementation Phase*

After the finalized toolkits are submitted to the Project Implementation Unit, the Unit will ensure that they are domiciled with the lead implementing agencies of the Kogi State Geographic Information Service (KOGIS), or the Kogi State Investment Promotion and Public Private Partnership Agency(KOSIPPPPA), where investors can easily access them. To ensure uniformity and applicability, copies will also be available in the relevant MDA responsible for each of the seven areas. These will be available in mainly soft copies for potential investors and other stakeholders. The

communication channels at this point will vary for different stakeholder groups.

Responsible Persons

During the pre-implementation phase, Reigns Management consultants and associates, with support from the PMU, communicate the FRILIA toolkits to the stakeholders. Afterward, during the implementation phase, the FRILIA PMU and the critical implementation agencies, KOSIPPPPA and KOGIS, communicate the toolkits.

2.7 Reigns Management Consultants and Associates

The consultants will be responsible for developing the training materials and stakeholders' training and capacity building. Their tasks include:

- Preparation of training materials
- Initial training of PMU
- Finalization of training materials
- Training and Capacity Building of Stakeholders
- Incorporation of Feedback from the training workshop into the finalization of the toolkits
- Submission of the finalized toolkit an official handover to the PMU/KOSG

The FRILIA PMU

At the pre-implementation phase, the FRILIA PMU will support the consultants through:

- Scheduling of the date, time, and venue for the stakeholder engagement
- Securing the venue for the engagement activities
- Sending out invitations to all stakeholders and receiving their feedback and commitment to attend
- Coordinating with the consultants to ensure their preparation for the training
- Overseeing the entire training programme

2.8 FRILIA Implementation Agencies

The key FRILIA implementation agencies, KOGIS and KOSIPPPPA, will be responsible for the following tasks:

- Providing orientation around FRILIA toolkits to different stakeholders
- Responding to queries relating to the applicability of the FRILIA toolkits
- Training and Capacity Building of investors utilizing the FRILIA toolkits

Stakeholder groups	Communication channels								
	Awareness/ Training Workshops	Community meetings	Infographics	Flyers/Leaflets	Phone call	Text messaging	Email	FRILIA website portal	Notice boards
FRILIA Implementing Agencies	✔								
Investors, Lenders	✔		✔		✔	✔	✔	✔	
Local Government Authorities	✔	✔	✔	✔	✔	✔	✔	✔	
Traditional and community leaders		✔	✔	✔					✔
NBOs, CBOs and civil societies and other development partners	✔	✔	✔	✔				✔	✔
PACs/Host communities		✔	✔	✔					✔
Media house/outfits	✔				✔	✔	✔	✔	

CHAPTER THREE

STAKEHOLDER ENGAGEMENT TOOLKIT

STAKEHOLDERS' ENGAGEMENT TOOLKIT

3.0 Introduction

Effective stakeholder engagement is pivotal to the success of any project. Stakeholders who influence or are affected by a project play a crucial role in shaping its outcomes. Effectively recognizing and engaging these stakeholders ensures that their insights and concerns are integrated into the project's development, enhancing its overall success. Stakeholders are those who either influence or are impacted by a project. Finding and having these stakeholders participate effectively is essential to accomplishing project goals, and FRILIA is no different.:

The Stakeholder Engagement & Communication Toolkit has been meticulously developed to support investors and implementation agencies in engaging with stakeholders systematically and constructively to:

- Identifying Project Stakeholders: Recognizing all parties involved or impacted by the project.
- Analyzing Stakeholder Roles and Responsibilities: Understanding each stakeholder's contributions and expectations.
- Understanding Relationships Between Stakeholders: Mapping the interactions and dependencies among stakeholders to foster collaboration.
- Defining Pathways for Effective Communication: Establishing clear and efficient communication channels to ensure inclusive participation and feedback.

By leveraging this toolkit, project teams can foster a more inclusive, transparent, and participatory approach to project management, ensuring that stakeholder voices are heard and considered at every project lifecycle stage.

8.1. Scope of the Toolkit

The scope of the toolkit is the development of a stakeholder engagement plan template and communication strategy for FRILIA in consultation with FRILIA stakeholders in line with the current procedures of the FRILIA implementation agencies. More specifically, the FRILIA stakeholder engagement toolkit comprises two (2) broad components:

- Stakeholder Engagement Plan Framework
- Communication Strategy for FRILIA

8.2 Stages of Community Consultation

The toolkit also guides community consultation and engagement throughout the six stages of the FRILIA agricultural investment, from initial inquiry to aftercare.

Stage 1 - Initial Enquiry:

The investor contacted KOSIPPPPA, intending to invest in Kogi State. KOSIPPPPA communicates the FRILIA toolkits to them via the channels outlined in the **FRILIA Toolkit Communication Strategy**.

Stage 2 - Detailed Enquiry (including a site visit):

Investors conduct stakeholder identification, analysis, and mapping. This is further explained in section 4 below.

Stage 3 - Negotiations/Signing of MOU

Preliminary stakeholder engagement activities commence at this stage and drafting the Stakeholders Engagement Plan (SEP) is recommended to commence concurrently to capture ongoing stakeholder engagement activities.

Stage 4 - Due Diligence and Facilitation of Implementation:

- Ongoing stakeholder engagement as the project implementation commences. The SEP is also updated regularly as required.
- Disclosure activities for the different project components, e.g., disclosure on ESIA or RAP reports. The disclosure procedure is guided by State and National regulations. For instance, the ESIA report is disclosed to the public as decided by the Federal Ministry of Environment.

Stage 5 - Operations Initiated:

Monitoring of engagement activities and revising stakeholder engagement strategies as required.

Stage 6 - Aftercare:

KIPA liaises with investors and other stakeholders to explore project expansion, sustainability and scale-up.

3.2 STAKEHOLDER ENGAGEMENT

A Stakeholder Engagement Plan is used to identify a project's stakeholders and how they will be constructively engaged throughout the project life cycle. It ensures synergy between the project and its stakeholders and helps to manage project risks. A Stakeholder Engagement Plan is a living document that must be reviewed and constantly updated throughout the project lifecycle to reflect changes.

3.4. Objectives of Stakeholder Engagement

The following are the objectives of the stakeholder engagement plan.

- Identify and categorize stakeholders

- Analyze and map stakeholders
- Identify the stakeholder issues and concerns
- Ensure Free, Prior, and Informed Consent FRILIA operationalization
- Clarify the scope of engagement to manage stakeholder expectations and concerns.
- Proactively consult and engage stakeholders to ensure participation in project decision-making.

3.5. Principles of Stakeholder Engagement

The following are the principles of stakeholder engagement that align with FRILIA principles 1.5 and 1.6

- Investments should be subject to consultation and participation, including the disadvantaged and vulnerable, informed of their rights and assisted in their capacity to negotiate (FRILIA principle 1.5)
- Communities have the opportunity and responsibility to decide whether to make land available based on informed choices (FRILIA principle 1.6)
    - ❖ Stakeholder Engagement should be participatory by including the marginalized and vulnerable.
    - ❖ Recognition of community rights and interests and respect for them.
    - ❖ Transparency and accountability in all dealings.
    - ❖ Development of a relationship with stakeholders based on trust and a mutual commitment to acting in good faith.
    - ❖ Respect stakeholder opinions and aspirations.
    - ❖ Work collaboratively with stakeholders to find solutions that meet common interests.
    - ❖ Strengthening the implementation capacity of stakeholders

3.6. Regulatory Framework for Stakeholder Engagement

This section will provide an overview of the legal and regulatory framework for the project's stakeholder engagement in KOGI state, as well as the requirements of the project owners and lenders.

3.7. Stakeholder Identification And Analysis

3.8 Stakeholder Identification

KOGIS liaises with KIPA to identify stakeholders and facilitate stakeholder meetings. Stakeholder identification is an essential process required to identify all the parties whose actions or inactions may affect or be affected by project activities. To identify the appropriate project stakeholders, the following questions must be answered:

- ❖ Who is affected positively by the project activities?
- ❖ Who is affected negatively by the project activities (including vulnerable persons)?
- ❖ Who can influence the project outcomes/deliverables?
- ❖ What regulatory bodies are concerned with the project activities?
- ❖ At which stage of the project cycle will stakeholders be affected?

3.9 Stakeholder Categorization

Through analysis of existing FRILIA and SABER PforR documents and expertise, we broadly categorize stakeholders relevant to the implementation of FRILIA into eight (8):

These stakeholder groups can be modified (expanded or reduced) based on project realities.

The key MDAs for FRILIA are listed below:

- FRILIA Project Implementation Unit
- Ministry of Commerce and Industry
- Ministry of Transportation
- Ministry of Rural Development
- Ministry of Ministry of Agriculture
- Ministry of Local Government and Chieftaincy Affairs
- Ministry of Environment

- Ministry of Justice
- Ministry of Water Resources
- Ministry of Women's Affairs and Social Development
- Ministry of Finance, Budget and Economic Planning
- Kogi State Geographic Information Services (KOGIS)
- Kwara State Investment Promotion and Public Private Partnership Agency (KOSIPPPPA)
- Kogi State Internal Revenue Service
- Kogi State Environmental Protection Agency

Other MDAs may be included depending on the nature of the agricultural investment project.

4.2. Summary of Stakeholders' Consultation

The thrust of the consultations carried out in preparing this RPF is to notify project-affected persons and the community about the project set-up and development objectives; establish and maintain a two-way process of dialogue and understanding between the project and its stakeholders; create ownership and elicit broader inputs and suggestions that will ensure project sustainability and success.

4.3 Stakeholder Analysis

Having identified the stakeholders, it is necessary to analyze them to obtain information about them. This includes clearly describing the stakeholders, their interests or stakes, potentials, and challenges. Information about stakeholders can be obtained directly through preliminary engagement to identify their interests and indirectly through past details on stakeholders in a similar project or setting.

Table 1: Stakeholder Analysis

Stakeholder Category	Stakeholder	Description	Interest	Roles/ Responsibilities
MDAs	*E.g., KOGIS*	*Responsible for all land-related applications, transactions, and acquisitions* *Mapping of all land and geographic data* *Repository of all datasets*	*Support the KOSIPPPPA in implementation of FRILIA*	*In charge of the State GIS database* *Generate all land revenues*
Project investors				
Lenders				
NGOs, CBOs and Civil societies				
PACs and Host communities, including vulnerable groups				
Traditional and community leaderships				
Other development partners				
Media houses/outfits				

*Interest—Stakeholders are interested in a project if they are likely to affect or be affected by it. The level of interest is determined by the magnitude of their effect on the project or its impact on them.

4.3. Stakeholder Mapping

Stakeholder mapping is understanding the relationship between stakeholders and how to manage them. A stakeholder map visually represents identified stakeholders categorized by their interest and influence in the project. It is the first stage in managing stakeholders, as it clearly explains how project proponents need to communicate with stakeholders.

A stakeholder matrix is a tool used in stakeholder mapping. Four quadrants show each stakeholder's level of interest and influence. A sample interest-influence matrix can be found in

SE Template 1.

4.4. Summary of Previous Engagements

A summary of previous engagements conducted before the development of the stakeholder engagement plan must be documented and updated throughout the lifecycle of the SEP. It is essential to capture categories of stakeholders engaged with, concerns or issues raised, and actions taken to address them. Documenting previous and ongoing stakeholder engagement activities will highlight engagement gaps and help the investor or project proponent revise their engagement strategies. The summary should include the date of the engagement, the purpose of the engagement, the attendants, and the summary of the issues discussed and comments.

Table 2: Summary of Previous Stakeholder Engagement

Date	Purpose of Engagement	*Attendants (Stakeholders*	*Summary of Issues Discussed*	*Comments/Actions*
E.g. 10/02/23	Community Entry Meeting	✓ Project Proponent ✓ Community Leaders ✓ Community Members ✓ Youth Representatives	✓ Project Description and exact location ✓ Project benefits and impacts on the community ✓ Community Development Challenges	The project proponent will conduct in-depth discussions with farmers in a month.

5. STAKEHOLDER ENGAGEMENT STRATEGY

This section details the stakeholder engagement activities and procedures carried out throughout the project life cycle.

5.6 Mechanism for Future Engagement/Consultation of PAPs

PAPs shall be consulted via the use of the existing recognized traditional structures in which consultation is conducted through the village/community leadership. This means of engagement is widely acceptable and an effortless way to reach all the groups in the community based on the existing traditional governance structure. The use of social gatherings such as Women's Associations, Village Meeting Structures, Cooperative Groups, Churches and Mosques will be important for the dissemination of information to PAPs, and finally, there is the need to segment consultations into smaller targeted groups. This is premised at giving a voice to less advantaged groups, minority settlers and groups in the resettlement planning. To do this effectively, the attendance records of the various groups having phone numbers and contacts will be used to call or reach out to PAPs, including coordinating them for group meetings as and when necessary

1.1 Procedure for Stakeholder Engagement

This section describes the following:

- The key messages for Stakeholder Engagement.
- The procedure for initial entry at the LGA level
- The community entry procedure

1.1.1 Key Message

A key message contains the primary information of a project disseminated to project-affected persons, government officials/agencies, and other stakeholders by the investor to provide an overview of the project; details of the project proponent or any other consultancy that has been hired; purpose of the engagement with the stakeholder and description of future engagements to be conducted. It is imperative to assure stakeholders of the professionalism of any team conducting stakeholder engagement and how the investor will respect community rights. The key message should be written in simple English terms (translation to the local language may be required for some communities) and should not exceed one page (see SE Template 2). Copies of this should be printed and shared with key stakeholders for future reference. The components of a critical message include:

- A concise but clear description of the project, including project background and components.
- A clear description of project proponents or consultancy undertaking the consultations
- Description of the intended activities to be carried out
- Description of the mode of engagements
- A statement of assurance of adherence to good practices, professionalism, and protection of community rights.

1.1.2 Procedure for Initial Entry at LGA

The local government is the closest government tier to the people. It is responsible for implementing policies and projects at the local level and collecting taxes and fees. Communities have a close relationship with the local government; hence, engaging and consulting the local government before engaging directly with the community members is essential. The following are the objectives of LGA entry:

- To formally introduce the project to the LGA
- To communicate project objectives, goals, and impacts to the LGA
- To understand local government regulations specific to the project.
- To garner the support of the local government in the project development

Steps to entering at an LGA level

1. The project proponent/ investor should submit a letter of intent (see SE Template 3) briefly describing the project details and purpose of engagement to the local government. This letter must be submitted in person, and an acknowledged copy must be collected to allow for

traceability and follow-up. It should be addressed to the office of the local government chairman and include valid project contact details.

2. This could be followed up with phone calls or in-person visits to arrange engagements with the local government officials.

1.1.3 Community Entry

Before initial community entry, it is essential to identify key community stakeholders such as community leaders/traditional authorities, interest groups, and other people with authorial information about the community. The first entry point into the community is through the community leaders or traditional authority. This should be done through a face-to-face meeting with community leaders to introduce the project and the project proponents or representatives. The community leaders can then assist in identifying project stakeholders and arrange other initial meetings. It should be noted that some communities have customs and traditions that need to be respected during community engagements to enhance support from community leaders and prevent hostility and grievances.

1.2 Stakeholder Engagement Methods and Tools

This section will describe the methods for consulting the different stakeholder groups. The engagement process may vary from stakeholder to stakeholder and may be based on the purpose of engagement.

The methods provided below are not exhaustive and are commonly used methods appropriate for the Kogi State context.

Table 3: Stakeholder Engagement Methods

Tool/ Method	Description
Townhall Meetings	These large meetings are convened to inform the community members, mainly for information disclosure. They inform the community about the project's status and progress
Focus Group Discussions	These are engagements conducted with different stakeholder groups to discuss topics of similar interests. At the community level, this can be gender segregated (male and female groups), age-segregated (youth and adults), livelihood, etc. Discussions usually follow themes, with multiple participants sharing their views and opinions.

Key Informant Interviews	This method of engagement involves consulting with persons with authoritative knowledge about issues to gain an in-depth understanding and collect information.
Key Informant Interviews	This method of engagement involves consulting with persons with authoritative knowledge about issues to gain an in-depth understanding and collect information.
Workshops	These meetings are designed for stakeholders to share views and opinions. They are often participatory and aim to sensitize stakeholders, find solutions to problems, or consult for decision-making.
Media Broadcast	This uses print media, radio, or television to convey information about the project to a broader audience.
Notice Boards	Information boards are set up at vantage points to disseminate information to the general community.
Letters and Emails	This is a written and typed mode of communication that can be used to introduce the project to Government stakeholders and traditional leadership. A sample letter of intent is provided

1.3 Stakeholder Engagement Activities

This section will describe the future engagement activities to be carried out by the project in each of the project development phases. It will include:

- A brief description of the project phase
- The kind of engagement that will be carried out, as well as the target audience and expected outcome.
- Schedule of stakeholder engagement activities, if possible

Table 4: Stakeholder Engagement Activities

Stakeholder	Objective of Engagement	Engagement Method	Action Required

1.4 Special Considerations for Gender, Vulnerability, GBV/ SEAH

In every community, some people are disadvantaged or vulnerable and need special consideration or attention to ensure their participation in project decision-making and outcomes. This section describes identified vulnerable groups, the special considerations they will be given to ensure they are engaged, and their concerns and opinions entrenched in project decision-making. The section will also describe the steps the project will take to ensure project representatives who work in the community do not trigger any Gender-Based Violence or sexual exploitation, Abuse, or Harassment (GBV/SEA).

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This section will describe the future engagement activities to be carried out by the project in each of the project development phases. It will include:

- A brief description of the project phase
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Stakeholder	Objective of Engagement	Engagement Method	Action Required

5. IMPLEMENTATION ARRANGEMENTS FOR STAKEHOLDER ENGAGEMENT

This section guides how the stakeholder engagement plan will be implemented.

1.1 Implementation Arrangements

This section describes the implementation schedule of the stakeholder engagement plan (See SE Template 4). It describes the tasks or activities to be carried out and the timeline.

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This section describes the implementation schedule of the stakeholder engagement plan (See SE Template 4). It describes the tasks or activities to be carried out and the timeline.

1.2 Roles and Responsibilities

This section describes how the Stakeholder Engagement plan will be integrated into the project's management system. It specifies who is responsible for implementing the plan and their responsibilities.

1.3 Stakeholder Engagement Budget

This section details the budget for carrying out the Stakeholder Engagement Plan. The budget must provide sufficient funding to sustain stakeholder engagement activities throughout the project's lifecycle. Depending on the existing resources, the budget will cover items such as:

- Stakeholder Engagement Activities and their estimated cost
- Source of Funding for the Stakeholder Engagement Plan

6. GRIVERANCE REMEDIAL MEASURES FOR STAKEHOLDERS' ENGAGEMENT

This describes how people concerned with or potentially affected by the project can express their grievances for consideration and redress. It details how grievances will be received, by whom, how grievances will be resolved, and how the response will be communicated.

The grievance mechanism will be proportionate to the potential risks and impacts of the project and will be accessible and inclusive. Where feasible and suitable for the project, the project will adopt and utilize the existing grievance redress mechanisms for FRILIA projects, supplemented as needed with project-specific arrangements (see **FRILIA GRM Toolkit**). The following need to be considered in developing the GRM

- ❖ The GRM is expected to address concerns promptly and effectively in a transparent manner that is readily accessible to all project-affected parties at no cost and without retribution.
- ❖ Grievances must be handled in a culturally appropriate manner, and they must be discreet, objective, sensitive, and responsive to the needs and concerns of the project-affected parties.
- ❖ The mechanism must allow for anonymous complaints to be raised and addressed.
- ❖ The project proponent(s) must inform the project-affected parties about the grievance process during community engagements.
- ❖ The process must be well documented to enable easy tracking and resolution of grievances.

7. MONITORING AND REPORTING

8.1 Monitoring

This section will describe how stakeholder engagement will be monitored and incorporated into the whole project monitoring or management system and how stakeholders will participate in the monitoring process. For practical cooperation, it is essential to involve the stakeholders in monitoring the project's anticipated impacts and obtain regular feedback on the progress in achieving the stakeholder engagement goals, objectives, and plans. In some cases, during the monitoring process, monitoring would go beyond consultation of stakeholders for information to actual involvement of stakeholders in monitoring. There is a need to assess stakeholders' capacities and build them where necessary, especially on the technical side of the project. The following will be described in this section:

- Monitoring indicators
- Frequency of Monitoring
- Persons Responsible for Monitoring (including their capacity, any gaps, and how the gaps will be filled)
- Strategy for collection of data and reporting

8.2 Reporting

All stakeholder engagement activities will be documented and recorded. This will include not only engagements carried out but inquiries and grievances as well. The purpose of reporting is to keep track of stakeholder engagement activities and feedback and report back to stakeholders to maintain relationships and ensure stakeholder opinions, concerns, and grievances have been attended to.

As part of the monitoring process and depending on the project stages, the responsible persons will prepare monthly or quarterly stakeholder engagement reports to track the progress of implementing the stakeholder engagement plan and make changes where necessary. Means of reporting will include meeting minutes (**SE Template 5**) or notes, pictures, video and audio recording, and report writing. Good reporting will help update the SEP (See **SE Template 6** for SEP outline) and provide the project with valuable information about its stakeholders.

9. STAKEHOLDERS ENGAGEMENT TEMPLATE

NA	FRILIA Toolkit Communication Strategy
SE Template 1	Interest-influence matrix
SE Template 2	Key Message
SE Template 3	Letter of Intent
SE Template 4	Implementation Schedule
SE Template 5	Meeting Minutes
SE Template 6	SEP Outline

Template 1: Sample Interest-Influence Matrix

Sample Interest- Influence Matrix

The Y-axis shows the level of interest, and the X-axis shows the level of influence. It shows the lowest at the bottom and the highest at the top.

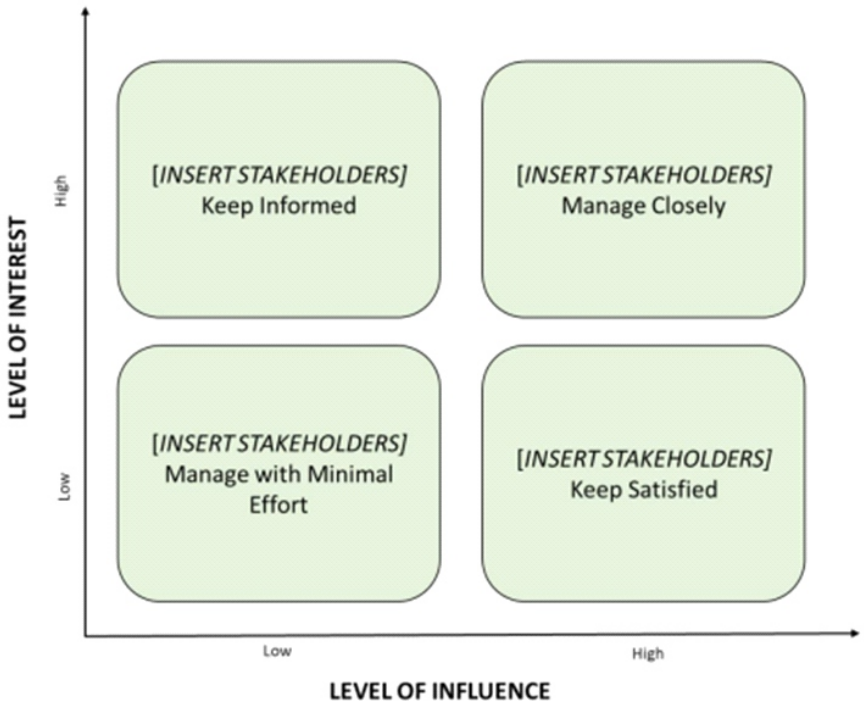
- Interest- How much stakeholders are impacted by the outcome of the project
- Influence- How much stakeholders impact the outcome of the project

Stakeholders with high levels of interest and influence are particularly crucial to the success of FRILIA implementation; hence they need to be engaged throughout the agricultural investment lifecycle.

Stakeholders are placed into four quadrants:

1. Low interest – low influence: Managed with minimal effort
2. Low interest- high influence: Keep satisfied
3. Low influence- high interest: Keep informed
4. High interest- high influence: Manage closely

Figure 1: Sample Influence versus Interest Matrix



Project Key Message Template

(Insert Name of Company) is a ……..*(Give a brief detail about your company)*

(Insert Name of Company) is developing a ……(*Provide an overview of the project and its components*). The purpose of the project is to…… (*State the plans of the project i.e. what you hope to do/achieve with the project*; *Some project benefits can be added here*).

The project is conducting a ……..(*Insert the type of engagement*) to…….. (*Insert the aim of the meeting/ gathering/ objectives of the engagement*). This will include the following activities: …….. (*List the activities to be carried out*)

The ……(Insert type of engagement) will be carried out using the following engagement methods…….. (*State and give a brief explanation on the methods to be adopted during the engagement process e.g. Key Informant Interviews (KII), Focus Group Discussion (FGD), surveys, etc. and the stakeholders who will be engaged*).

Our team is made of well- experienced people who will ensure the adherence to good practices and protection of community rights. Information shared will be used solely for the intended purpose. Kindly feel free to provide feedback or ask questions when necessary.

Sample Letter of Intent for LGA/State Government

[Date]

[Client's Address]

[Local Government address]

Dear Sir/ Madam,

LETTER OF INTENT FOR [ADD THE NAME OF THE PROJECT]

We write this letter to inform you about our project titled …… [*Add the name of the project*]. This project is a…….. *[Give a brief description of the project and its components].*

The project is located in…… [*Provide exact location of the project and the community (ies) involved]*. The project will ……..[Insert positive impacts of the project and how it will benefit the LGA]

We would appreciate a meeting with the members of the local government to…… [*Insert purpose of meeting and who needs to be engaged from the local government]* on the ……..[insert potential date].

Attached a brief that contains more information about the project.

We look forward to getting a response from you.

Yours Faithfully,

[Signature]

[Name, position and contact details i.e. email, phone, etc.]

*__NB__- Letter should be on the letter head of the company

Template 4: Sample Implementation Schedule 1

Sample Implementation Schedule 1

Task	Month											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Sample Implementation Schedule 2

Task	Year 1				Year 2				Year 3			
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter

Template 5: Sample Meeting Minutes

SAMPLE MEETING MINUTES

Meeting:	*E.g. Meeting between project representatives and community leaders*
Date:	*E.g. 20th September 2021*
Time and Duration:	*E.g. 10.00 am to 11.30 am*
Venue:	*E.g. Chief's Palace*

Agenda

Example

- *Introduction of participants*
- *Welcome Address by Community head or representative*
- *Project presentation*
- *Question and answers*

Meeting Objectives

Example

- *To formally introduce the project and its representatives to the community*
- *To provide community leaders of a clear understanding of the project components and impacts*
- *To garner the support of the community leaders for the project*
- *To brief community leaders on the project activities and subsequent engagement*

Key Highlights

This section gives a detailed summary of what transpired and was discussed during the meeting.

Questions and Responses

This section summarizes the questions asked during the meeting and the responses provided. It is necessary to mention who asked the question and who provided the response.

Stakeholder	Question/ Comment	Response

Conclusion and Next Steps

Describe how the meeting was concluded and the next steps discussed or agreed upon and the responsible persons

8.1 Special Considerations for Gender, Vulnerability, GBV/ SEAH

In every community, some people are disadvantaged or vulnerable and need special consideration or attention to ensure their participation in project decision-making and outcomes. This section describes identified vulnerable groups, the special considerations they will be given to ensure they are engaged, and their concerns and opinions entrenched in project decision-making. The section will also describe the steps the project will take to ensure project representatives who work in the community do not trigger any Gender-Based Violence or sexual exploitation, Abuse, or Harassment(GBV/SEA)

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- Stakeholder Engagement Activities and their estimated cost
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7 GRIEVANCE REDRESS MECHANISM FOR STAKEHOLDER ENGAGEMENT

This describes the process by which people concerned with or potentially affected by the project can express their grievances for consideration and redress. It details how grievances will be received, by whom, how grievances will be resolved, and how the response will be communicated.

The grievance mechanism will be proportionate to the potential risks and impacts of the project and will be accessible and inclusive. Where feasible and suitable for the project, the project will adopt and utilize the existing grievance redress mechanisms for FRILIA projects, supplemented as needed with project-specific arrangements (see FRILIA GRM Toolkit). The following need to be considered in developing the GRM

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As part of the monitoring process and depending on the project stages, the responsible persons will prepare monthly or quarterly stakeholder engagement reports to track the progress of implementing the stakeholder engagement plan and make changes where necessary. Means of reporting will include meeting minutes (SE Template 5) or notes, pictures, video and audio recording, and report writing. Good reporting will help update the SEP (See SE Template 6 for SEP outline) and provide the project with valuable information about its stakeholders.

NA	FRILIA Toolkit Communication Strategy
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CHAPTER FOUR

LAND ACCESS, EASEMENT AND INVOLUNTARY RESETTLEMENT, MANAGEMENT TOOLKIT

4.1 Introduction to the Toolkit

This toolkit combines the involuntary resettlement toolkit and the valuation and compensation toolkit. Both toolkits have been merged to avoid repetition of the valuation and compensation component, a sub-component of the entire resettlement process. In cases where the project triggers both physical and economic displacement, the whole toolkit will be applicable; however, in the case of economic displacement only, the livelihood restoration and the valuation and compensation components shall be appropriate.

This toolkit provides frameworks and templates for designing appropriate mitigation and compensation strategies for land acquisition impacts caused by FRILIA-compliant project activities. One of the core principles of FRILIA is the minimization of displacement and sustainable resettlement of PAEs. Land-based developments, essentially large-scale agricultural projects, are often land-intensive; thus, ensuring that such FRILIA projects are developed sustainably is necessary.

4.2 Scope of the Toolkit

This toolkit's scope of application includes any physical and/or economic displacement resulting from developing a large-scale agricultural project. It focuses on the Resettlement Policy Framework (RPF) and its attendant templates, which cover the following areas.

- Legal Framework
- Resettlement planning process
- Compensation framework and arrangements for all PAPs
- Participatory approach to stakeholder engagement
- Livelihood restoration planning
- Grievance management

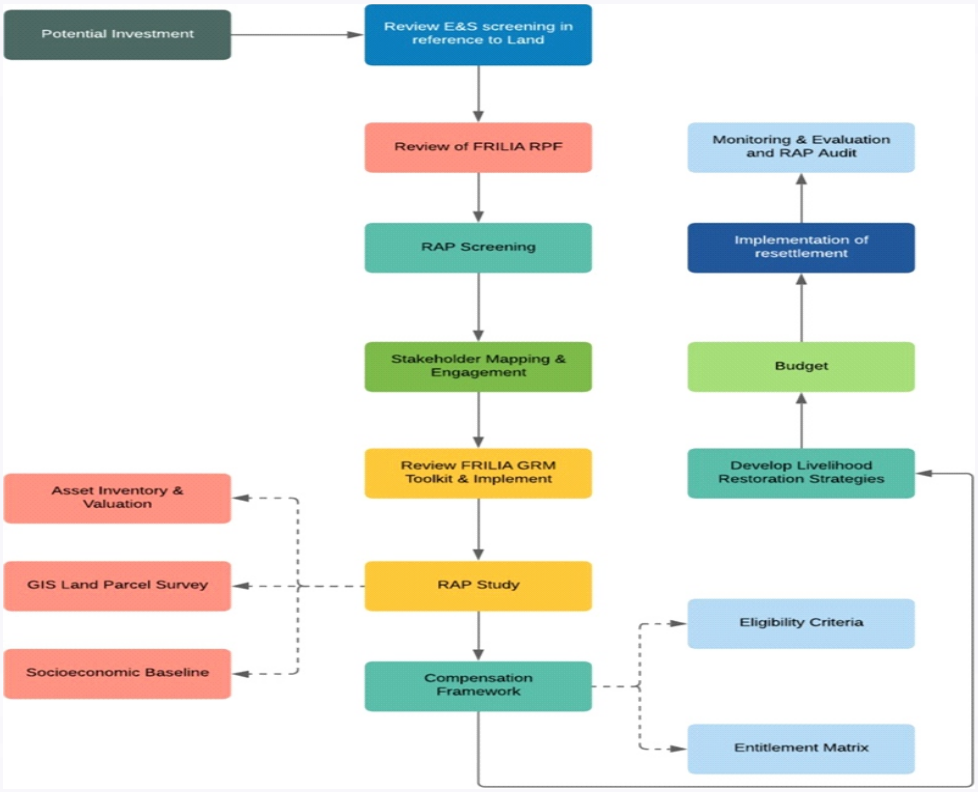
Specifically, the compensation framework of the RPF supports a process for the realization of total compensation arising from involuntary land acquisitions. It clearly defines the procedures, applicable valuation standards, legal frameworks, and minimum performance requirements expected from stakeholders. The compensation framework of the RPF, therefore, seeks to:

1. Set the minimum implementable and legally permissible performance standards required in involuntary land acquisition proceedings for Agricultural projects in Kogi State.
2. Embrace best practices in land valuation while considering existing national and state laws, KOSG regulations, and the new FRILIA law.

3. Highlight all recognizable land rights, including restricted access to land resources, that a particular investment program may cause.
4. Afford KIPA, a one-stop compensation and valuation compliance checklist document.

4.3 VISUAL PROCESS MAP FOR INVOLUNTARY RESETTLEMENT

Figure 1: Process Map for involuntary resettlement



4.1 RPF Visual Process Map in line with KIPA's Investment Stages

- **Level 1: Initial inquiry**
  At this stage, the investor informs KIPA of the intent to review its project for possible displacement.

- **Level 2: Detailed inquiry (including a site visit)**
  - After inquiry, the investor reviews the Environmental and Social Impact Assessment (ESIA) for environmental and social impacts and risks discussed in the ESIA.
  - Review project documents to understand the extent of land taken, and ascertain project nature, complexity, and land requirement.
  - Project reviews FRILIA RPF to understand guidelines in screening and planning resettlement
  - Investors map out all stakeholders (federal, state, and LGA levels) and engage them based on the FRILIA Stakeholder Engagement Framework (SEF).

- The investor undertakes a RAP study (See section 4.3 RAP Study). This includes a socioeconomic baseline study, a GIS land parcel survey, and an asset inventory of all assets within the project site. The investor also activates the grievance redress process based on the FRILIA Grievance Redress Mechanism toolkit.
- Investor undertakes valuation of all assets inventoried and develops an entitlement matrix for compensation.
- Investor then develops plans for replacement housing (in the case of physical displacement), identifies potential locations for replacement land and designs programmes to support affected persons in the restoration and improvement of their livelihoods

- **Level 3: Negotiations/signing of Memorandum of Understanding**
  This stage involves discussions with stakeholders, specifically PAPs, to disclose the compensation payable and other benefits available to them. At this stage, the affected persons sign off on all benefits.

- **Level 4: Due diligence and facilitation of implementation**
  At this stage, the investor sets out to implement the RAP. i.e., paying compensation and other benefits and provision of replacement land and housing, among others.

- **Level 5: Operations initiated**
  This stage involves initiating monitoring and evaluation programmes to ensure that the RAP's objectives are met, and completion audits are initiated.

- **Level 6: Aftercare**
  As the investor continues operations, aftercare should focus on the continuous improvement of social performance.

PROCESS MAP FOR VALUATION AND COMPENSATION

Valuation and compensation principles under FRILIA are only triggered when the project land in view would be acquired involuntarily. In cases where land is acquired voluntarily (through a willing buyer and willing seller agreement), and evidence is provided, projects should follow necessary State processes to achieve a land title. See Figure 2 for the process for valuation and compensation under FRILIA.

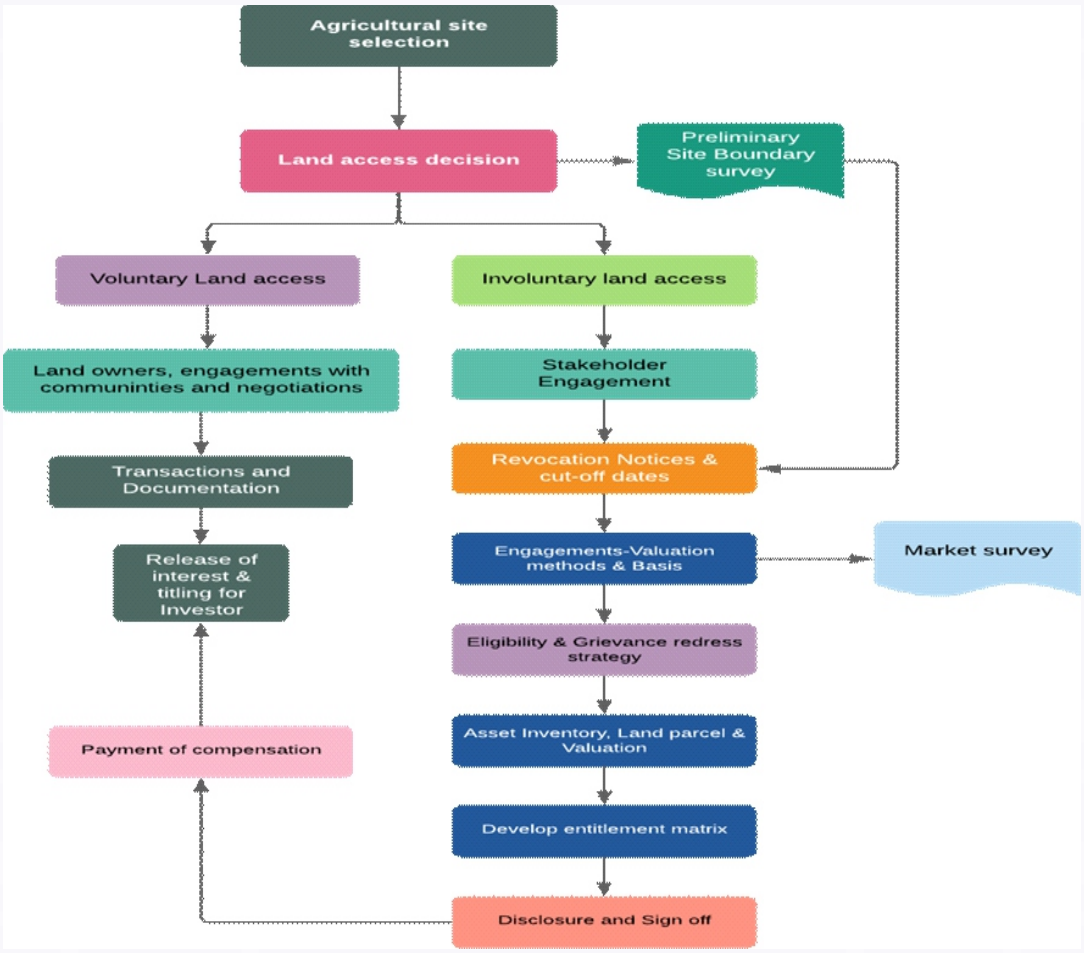
CHAPTER FIVE

VALUATION AND COMPENSATION MANAGEMENT TOOLKIT

5.1 Introduction

the Valuation and Compensation Toolkit is a comprehensive guide designed to provide practical frameworks, methodologies, and tools for assessing property values and determining equitable compensation. It caters to professionals involved in real estate, land acquisition, development practices while accounting for local legal, economic, and social contexts. By offering clear guidelines or appraisals, cost estimation, and compensation mechanisms, it helps stakeholders make informed decisions, ensuring transparency, fairness, and sustainability in land and property transactions.

Figure 2: Process Map for Valuation and Compensation



4.4 RESETTLEMENT POLICY FRAMEWORK (RPF)

4.4.1 Introduction to RPF

The overall aim of the Resettlement Policy Framework (RPF) is to provide a process for identifying individuals likely to be physically and economically impacted by the land-intensive projects under FRILIA, assessing the magnitude/severity of the impact, and outlining the process for mitigating the effects through Resettlement Action Plans (RAP). More specifically, it presents the guiding resettlement policies and procedures that must be adopted under the applicable requirements of the FRILIA principles and Law on land access and involuntary resettlement. For this document, the term "involuntary resettlement" refers to physical and economic displacement that leads to loss of income sources or other means of livelihood due to sub-project activities related to land acquisition and/or restrictions on land use.

Objectives of the RPF

The RPF aims at ensuring that Project Affected Persons (PAPs) are appropriately and transparently compensated for their loss of land (either permanently or temporarily), unexhausted improvements and loss of access to natural resources, which affect their livelihood. The RPF's specific goals are as follows:

- Establish the legal and institutional framework underlying the Nigerian system/framework (complemented with provisions aimed at addressing the FRILIA principles and Law) for involuntary resettlement and compensation;
- Define eligibility for compensation and resettlement; describe the consultation procedures and participatory approaches involving PAPs and other key stakeholders; provide strategies for up-taking and resolving project-related grievances and disputes;
- Establish the methodology for valuing assets;
- Establish a resettlement entitlement matrix;
- Establish consultation procedures and grievance mechanisms;
- Establish the Project's resettlement and compensation principles and implementation arrangements.

This document is a principle-based framework that would guide all future agricultural projects under FRILIA that trigger livelihood restoration and/or resettlement. Once the sub-project or individual project components are defined and the necessary information becomes available, the RPF shall be expanded into a specific plan proportionate to potential risks and impacts. A Resettlement Action Plan (RAP) or an Abbreviated RAP (ARAP) —*depending on the scale and severity of impacts*[3]— will be prepared to address any negative impacts that may arise as per FRILIA principles. The various steps in designing a RAP are outlined in this document.

Principles of RPF in line with FRILIA

All resettlement and compensation activities for projects under FRILIA should be conducted according to the provisions of all relevant Nigerian laws, specifically Kogi State FRILIA law. The overarching principles of this RPF, in line with the FRILIA principles, are

- Land acquisition and related adverse impacts will as much as possible, be minimized or avoided (FRILIA principle 1.1)
- Investments should be subject to consultation and participation, including the disadvantaged and vulnerable, informed of their rights and assisted in their capacity to negotiate (FRILIA principle 1.5)

- Provide for the protection of rights through grievance redress mechanisms that provide accessible and affordable procedures for the third-party settlement of disputes, including but not limited to disputes arising from displacement or resettlement. These mechanisms should consider the availability of judicial recourse and community and traditional dispute resolution mechanisms (FRILIA principle 2.3)
- Compensation standards are to be disclosed and applied consistently (FRILIA principle 3.1)
- Economic and social impacts caused by land acquisition or loss of access to natural resources shall be identified and addressed, including people who may lack full legal rights to assets or resources they use or occupy (FRILIA principle 3.2)
- Fair compensation will be provided to purchase replacement assets of equivalent value and to meet any necessary transitional expenses before taking of land or restricting access (FRILIA principle 3.3)
- Supplemental livelihood improvement or restoration measures will be provided if the taking of land causes loss of income-generating opportunities (FRILIA principle 3.4)
- Public infrastructure and community services that may be adversely affected will be replaced or restored (FRILIA principle 3.5)
- Displaced persons with land-based livelihoods should be offered an option for replacement land unless equivalent land is not available (FRILIA principle 3.6)
- Principles specific to compensation, resettlement, and livelihood restoration (FRILIA principle 3.7)

4.5 Legal Framework

The legal framework expounds on the relevant land acquisition laws, regulations, and policy frameworks of Nigeria and, specifically, the Kogi State Government. The RPF represents managing land acquisition issues and addressing the involuntary resettlement and displacement of people related to FRILIA projects.

Resettlement and land acquisition issues for all projects under FRILIA will be addressed under the guidance of the laws governing the Federal Republic of Nigeria, Kogi State Laws and other policies and special provisions to involuntary resettlement. A list of these laws, regulations and policies are outlined in Table 1. To develop a RAP/LRP, the project and sub-projects shall detail a comparative analysis of federal laws, regulations, policies, and FRILIA principles.

Table 1: *Applicable National, Kogi State Laws and Policies on Resettlement, valuation and compensation*

Year	Law/Document	Ref #	Comments
1992	National Agriculture Land Development Authority	S.9	The Federal Government may request agricultural land from any State or Local Government.
1992	Nigeria Urban and Regional Planning Act	S. 75-S.78	For planning, all acquisitions are to be guided by the provisions of Cap L5.
2005	Harmonized Rates for Compensation for Economic Trees, Crops and buildings		This schedule of rates is prepared by the Federal Ministry of Works and Housing to guide compensation-structured geo-political zones of the Country
2014	Land Use Act, Cap L5	All	This is the principal Act governing land management in Nigeria and is contained as part of the 1999 Constitution.
2016	Kogi State Master Plan Law	S(7), S(8)	Improve governance in land administration.
2017	Kogi Land Use Regulations	All	Principal regulation guiding land administration in Kogi State
2018	Kogi State Infrastructure Master Plan 2018-2050		Agricultural investments
2018	Kogi State Urban and Reginal Planning Law		KASUPDA Establishment Law
2018	Kogi State Landlord and Tenant Law		Land rents
2018	Kogi State Landed Property Law		Penalties for sharp practices
2019	Kogi Forestry Law)	S.4(1), S10 and S15(2)	Harmonize approved names of trees and the recognition of gazette forest reserves
2019	Nigerian Valuation Standard		IVSC, RICS and NVS Standards
2020	Public-Private Partnership Policy		Investment guide
2021	FRILIA Executive Order 2023		To guide the development of Land-Intensive Agricultural Investments

The FRILIA Principles adopt a mix of the best practices regarding involuntary resettlement and the standards entrenched in the State and National laws. In the event of an involuntary acquisition, CAP L5 (LFN) and the KOLUR at the local level set the minimum performance benchmarks for valuation and compensation. However, to fully implement the principles of FRILIA, all land-intensive projects shall, in addition to the minimum requirements, adopt FRILIA principles to address resettlement and compensation.

RAP Study

The RAP study should entail three core exercises: a socioeconomic baseline study, asset inventory and valuation, and a GIS land parcel survey. These exercises are best conducted simultaneously to maximise efficiency and avoid stakeholder engagement fatigue.

GIS Land Parcel Survey

The land parcel survey involves the measurement of the extent of an individual's parcel of land using a GPS device with significant precision. With this, the exact boundary track of parcels within the project area should be recorded on-site and further processed into a geodatabase. In undertaking the parcel survey, survey forms covering necessary land-related details of the owner and/or user should be completed on the field.

Asset Inventory & Valuation

Asset inventory involves the inventory of assets (all unexhausted improvements) within the land parcel of each affected person as defined by the GIS land parcel survey. In conducting an asset inventory, the certified valuer shall conduct a rapid market survey to understand major crops within the project area and collect market information of the market prices to develop the replacement value for potentially affected assets. (*see section 4.6.1* Methodology for valuing affected assets*)*.

Socioeconomic Baseline Survey

An essential aspect of preparing a RAP is establishing a socio-economic baseline census of all persons identified as owning or having usufruct rights for land and all unexhausted improvements made to the land under the GIS land parcel and asset inventory survey. The socioeconomic baseline survey should cover critical indicators such as demography, livelihoods, income and expenditure, access to social infrastructure, vulnerability, and food security.

4.6 Compensation Framework

The valuation and compensation processes for involuntarily acquired land in Nigeria are legally regulated. The process is solely governed by the Land Use Act, Cap L5 (LUA Cap L5), and provisions of the Kogi State Land Use Regulations, 2017 (KSLUR), which cumulatively empower the Governor to revoke rights to land for overriding public purposes and to pay compensation accordingly. The Act in S.33 also offers a Project Affected Person (PAP) the option to accept resettlement instead of cash compensation.

A modified landtake system that encapsulates the requirements of the LUA Cap L5 and best practices. It practices the land for land compensation policy (where practicable) and pays for economic trees, crops, and structures based on rates provided in a Regulation (KSLUR). The Government emphasizes the involvement of all affected stakeholders in participatory stakeholder consultation, with an appropriate Grievance Redress Mechanism in place for all its acquisitions.

Notwithstanding the enhanced existing land valuation and compensation strategies embraced by the government, its resolve to achieve the implementation of an acceptable framework through the FRILIA Principles hereby adopts a compensation framework (CF) that addresses the following issues:

- Describe the existing compensation guidelines and practices of the KOSG.
- The methodology that an investor will apply in the valuation of losses.
- Types of assets and compensation for each loss classification.
- Compensation valuation methods and eligibility criteria for any assistance.
- How and when compensation should be paid.

The CF, therefore, defines and guides a performance benchmark expected of projects in the planning for compensation as a component of a general Resettlement Framework.

Principles guiding (CF) in line with FRILIA

The FRILIA Law, through a Standing Committee, seeks, amongst other functions, the monitoring and application of Compensation standards embracing the following principles:

1. Compensation standards are to be disclosed and applied consistently.
2. Economic and social impacts caused by land acquisition or loss of access

to natural resources shall be identified and addressed, including people who may lack full legal rights to assets or resources they use or occupy.

3. Fair compensation will be provided to purchase replacement assets of equivalent value and to meet any necessary transitional expenses before taking of land or restricting access.
4. Supplemental livelihood improvement or restoration measures will be provided if the taking of land causes loss of income-generating opportunities.
5. Public infrastructure and community services that may be adversely affected will be replaced or restored.
6. Displaced persons with land-based livelihoods should be offered an option for replacement land unless equivalent land is unavailable.

Eligibility Criteria

This section sets out the eligibility criteria and entitlement matrix for projects and sub-projects that trigger resettlement. Eligibility criteria determine who will be eligible for resettlement and benefits and discourage claims of ineligible people. The FRILIA law, principles, and international best practices underpin the eligibility criteria for projects that trigger resettlement under FRILIA. Therefore, it is essential for projects that trigger resettlement to develop comprehensive eligibility criteria.

Whether or not the PAPs must relocate, the involuntary acquisition of land results in relocation or loss of shelter, loss of assets or access to assets, and loss of income streams or means of livelihood. Meaningful consultations with impacted people, local governments, and community leaders will thus enable the development of criteria to determine persons eligible for compensation and other resettlement aid. The specific criteria for eligibility are as follows:

- Holder of a statutory[4] right of occupancy is eligible for compensation as a landowner
- Holder of a customary right of occupancy is eligible for compensation as a landowner
- Encroachers/squatters, individuals who have no recognizable legal right or claim to the land they are occupying, are eligible for compensation as land occupiers, not as landowners.

Vulnerable Groups

Vulnerable groups are people who may be more negatively impacted by resettlement based on their age, gender, ethnicity, physical or mental disability, financial or social status. More crucially, vulnerable persons may be constrained in claiming compensation or resettlement assistance and related benefits. As such, all projects and sub-projects should be committed to ensuring that the needs of vulnerable groups are given appropriate attention in the context of compensation provisions and overall resettlement assistance. To achieve this, people considered vulnerable must be consulted adequately, reasonably, and culturally appropriately.

While no fixed compensation mechanisms have been developed yet, the Project shall develop these before relocation, allowing sufficient time for consultation with those affected to ensure that the measures are fair and culturally appropriate. Cash compensation is unlikely to be suitable for vulnerable groups, so the focus should be on specific support mechanisms and social programmes tailored to these groups. Investors may also take further steps to assess the needs of the vulnerable to sufficiently support them (See **FRILIA CNA & CDP Toolkit** for guidance).

Determining Cut-Off Date

The cut-off date is when no further claims for compensation to land, assets, or other unexhausted improvements can be made. The cut-off date notice seeks to prevent individuals seeking compensation from filing speculative claims within the Project Area. In establishing the cut-off date, a notice should be served to the public by radio, newspapers, gong-gong beaters, information centers, or any culturally appropriate medium to disseminate information. After the established cut-off date, individuals who move into the Project Area are not eligible for compensation and/or assistance. Enumerated inhabitants who make further improvements to their homes or other structures after the cut-off date are likewise ineligible for additional compensation for the improvements made.

Entitlement Matrix

Table 2 details the eligible groups for compensation and their types of losses based on the Kogi State Government (KOSG) principles on compensation and the FRILIA principles.

Table 2: Entitlement Matrix

S/N	Eligible Group	Type of Loss	Existing KOS Principles	Project Compensation based on FRILIA Principles
1.	House owner: Holder of customary rights of occupancy	Land and Housing	The Depreciated Replacement Cost of the structures and all accompanying improvements specified in Cap L5 2014 and referenced in KOSLUR 23, Schedule 9. Refunds of ground rents paid in the year of revocation (operationally replaced by the payments outlined in	The Project shall offer affected persons choices among feasible resettlement options, including adequate replacement housing with security of tenure or cash compensation where appropriate. The principle of complete replacement (without taking depreciation into account) will underline the provisions for loss of housing. Cash compensation levels will be sufficient to replace the lost land and other assets at full replacement cost in local markets. **Relocation assistance or allowance**: Physical assistance with the relocation process or a cash amount to cover the cost of the relocation process will be provided with a transport allowance. *(if a PAP falls into more than one category, they should only be eligible for one*

2	Occupier of Habitable asset	Rented Housing	**No compensation**	**Relocation allowance**: cash amount to cover the cost rent of equivalent housing for the residue of the year (if a documented annual tenant per Kogi State Landlord and Tenant Law, 2018) plus transportation allowance
3	Agriculture landowner and holder of customary and statutory r ights of occupancy	Agricultural land, Crops, and Economic Trees	For farm buildings, installations, or improvements, the replacement cost of the installation, building, or improvement may be assessed based on the method determined by the appraising officer, less any depreciation. Any improvement in he type of reclamation works, the cost of which may be proven by documentary evidence.Crops and economic trees on the land apart from any building, installation, or improvement thereon, for an amount equal to the value prescribed in Schedule 7 of the KOSLUR 2017	Where resettlement land is not available, the principle of full replacement cost (without taking depreciation into account) will underlie the provisions for loss of all agricultural assets (bu ildings, trees, crops etc.). All transaction costs are to be accounted for. **Livelihood restoration and improvement programmes:** The approved RAP or LRP will determine the restoration programmes. *(Refer to section 4.7* Livelihood Improvement Strategy *on live lihood improvement strategies).* **Relocation assistance or allowance**: Physical assistance with the relocation process or a cash amount to cover the cost of the relocation process should be provided. **Disturbance allowance:** A cash amount should be provided if the disturbance is specifically caused.

4	Agricultural Land User (Renting land through cash or in - kind payment)	Loss of crops and Access to income from agricultural land use	Crops to be counted and pain under Schedule 7 of the K OSLUR 2017	Compensation is calculated at market value for all crops and additional allowance for land rent at a new site, including costs of land clearance, improvements, and transaction costs
5	Formal workers employed by agricultural land occupier and holder of customary/statutory rights of occupancy	Loss of income and Employment (Permanent and/or Temporary	No compensation	Inventory of workers and payment of wages not below the National Minimum Wage for the transition period (expected periods as recommended ESM P for businesses to relocate). Where this is not feasible, employees may be compensated for a minimum period of 3 months.
6	Crop cultivators, including sharecroppers or a farmer, who cultivates crops on agricultural land over which they do not hold a	Loss of crops and rights to farming activity	Crops to be counted and paid in accordance with Schedule 7 of the KOSLUR 2017	Full replacement cost of lost crops **Relocation assistance or allowance:** Physical assistance with the relocation process or a cash amount to cover the cost of the relocation process should be provided.
7	Owner of other (non- habitable) physical assets on land.	Immovable structures/assets (e.g., tool sheds, fence, food kraal, fishponds, traps, etc.)	No compensation	Full replacement (without taking depreciation into account) will underlie the provisions for loss of (non-habitable) physical assets owned by non-occupiers of the land. The project may contemplate additional allowance. **Disturbance allowance:** A cash amount should be provided if disturbance is caused.

8	Owner of movable assets on the land, whether they live or work there.	Moveable assets	No compensation	
9	Graves, Tombs and Shrines	Religious and psychological	Non-Specific	**Relocation allowance:** A culturally acceptable cash amount to cover the cost of the relocation should be provided. Where the expenses demanded are unreasonable, the project may conceive a top-up above any government-recommended cost.
10	Utility Companies (Water Authority pipelines, Telcos etc	Loss of income and service disruptions	Replacement costs –non-specific	Physical assistance and commitment to the relocation process or a cash payment to the service provider covering the cost of the relocation. The project may provide emergency support for the communities that are losing services.
11	Government Assets - Schools, Health Centres etc	Loss/disruption of access to public services		The principle of rebuilding such assets at an acceptable resettlement site in a participatory frame with the Government shall underlie this loss. Where replacement is not feasible, full replacement (without taking depreciation into account) will underlie the provisions for loss of community assets payable to the affected government agency.
12	Government Assets - Schools, Health Centres etc	Communal benefits		The principle of rebuilding such assets at an acceptable resettlement site in a participatory frame with the community shall underlie this loss. Where replacement is not feasible, full replacement (without taking depreciation into account) will underlie the provisions for loss of community assets payable to the affected community leadership or trust.

13	Water users – Community/Individual	Loss of access to communal assets and individual rights to fishing, games etc		Individuals who lose access to water bodies for fishing or other livelihoods should be included in livelihood restoration programmes. If the community's economy is dependent on the water source, the project should conceive a restoration programme within similar locations and provide additional support for improved fishing practices.

2.7 ***Methodology of Valuing Affected Assets.***

This section describes the compensation standards that shall be applied to the entitlements described in Table 2 and the valuation methods used to arrive at the compensation that will be payable. The FRILIA principles recognize that holders and/or occupiers of all categories of assets are eligible for participation in the compensation and valuation process. Typically, assets that may be subject to valuation are:

- Residential, commercial, agricultural, communal, and recreation assets.
- Uncompleted developments at different levels of completion.
- Temporary structures are used for agricultural, residential, and/or commercial uses.
- Makeshift/uncompleted structures in use as permanent/temporary residences.
- Undeveloped plots of land.
- Fallow agricultural lands.
- Cultivated farmlands.
- Water bodies, including fishing traps/nets.
- Game and forest reserves.
- Ancillary facilities such as boreholes, barns, outdoor cooking facilities, etc.
- Cultural assets, shrines, and other communal interests.
- Gravesites (Communal, Individual and Family)
- Animal/Fishing/Poultry business assets.
- Categorized trees, crops, and other plantations of economic value; and
- Government and privately-owned utility assets.

The basis of valuation in this regard shall be 'the current market value[6]' for all the assets – buildings, installations, improvements, ancillary facilities, economic trees,

crops, and transactional costs. This method of valuation achieves full replacement cost. The total replacement cost or the replacement cost approach of valuation involves determining the cost of reconstructing the same structures new but reflecting their stages of completion/construction. Projects or sub-projects[7] shall not depreciate assets because of their state of repairs. To achieve this, the Project should engage the services of independent registered/certified valuers to conduct market surveys, issue a market survey report within the Project Area, and develop current replacement value indices expressed per unit, per square meter, and/or linear meter. The valuation must report on all assets identified and issues around them.

The investment yield approach should be used for the valuation of crops and economic trees. This method involves determining the opportunity cost of the claimants' rights to the incomes from their farms, trees, and plantations through a resettlement implementation period of three months and variable crop/tree gestation periods.

Compensation

Compensation should be provided to all individuals whose assets or access to assets is affected or damaged due to land acquisition or other activities undertaken by the projects, sub-projects, or activities under FRILIA. The compensation for the loss of tangible and intangible assets will vary depending on the type of loss and whether a PAP is eligible. Compensation can be monetary payment, in-kind compensation, and livelihood support programmes.

All PAPs should be entitled to monetary compensation at total replacement cost for affected assets or in-kind compensation, where the impacted assets would be replaced with an asset of similar or increased size, value, and quality. The decision on which type of compensation to be used should be jointly agreed upon between the project and the PAPs and subject to the availability of replaceable assets.

Livelihood Improvement Strategy

This RPF acknowledges the need to go beyond in-kind compensation and cash compensation for losses and support PAPs to restore their livelihoods and improve their standard of living. As part of developing the RAP, detailed livelihood restoration and improvement measures and strategies must be established. These strategies shall ensure that livelihood and restoration packages (land-based or non-land-based) are sustainable and foster socioeconomic empowerment. Table 3 Table 1 details examples of restoration/improvement programmes that can be adopted to ensure the overall improvement of the livelihoods of affected persons. It is

important to emphasize that proposed improvement programmes should be sustainable, culturally acceptable, and tailored to the predominant livelihoods in the project area.

Land-Based Programmes	Non-Land based Programmes
<u>Agriculture</u> • Access to improved seeds • Assistance for clearing, tiling, planting and harvesting • Training on farm management • Out-grower programmes	<u>Food Processing</u> • Provision of processing equipment • Training on the use and maintenance of equipment • Provision of extension services
Livestock Keeping • Improved breeds • Access to water from earth dam-all year round • Assistance in improved livestock management practices • Veterinary assistance and vaccination programmes • Livestock housing	• Setting up community/village cooperative • Project-related employment • Financial management training
<u>Fishing</u> • Training on aquaculture • Training on feed formulation • Access to extension services	*<u>Technical and vocational training</u>* To support new skills development. Training can be on sewing, basket weaving, catering, welding, among others

The restoration and improvement strategy should also detail the following:

- Beneficiaries to the restoration programmes
- Training and capacity building
- Transitional support
- Implementation of the restoration options
- Monitoring and evaluation of the strategy

Grievance Redress Mechanism (GRM)

Grievance redress represents one of the essential processes that should be tackled carefully during project development and implementation. The expression of grievances should be expected and planned, especially considering individuals' increased desire to express their views. See the **FRILIA GRM Toolkit** for details on the grievance procedure.

4.8.1 *Avoiding grievance*

The priority is to avoid grievances altogether. Table 4 details actions that can be taken to avoid grievances related to land access and involuntary resettlement:

Table 4: Actions that can avoid grievances

1. Confirm village & ward boundaries 2. Minimise Displacement 3. Google earth area 4. Confirm all project components 5. Ground truth Valuation Rates 6. Develop the SEP 7. Create Eligibility Criteria 8. Train field teams for every RAP phase 9. Develop Key Entry Messages 10. Fulfil Entry Protocols 11. 11Enable Q&A sessions 12. Appoint Team CLO 13. Capacity build Com Reps (Inc GPS) 14. Erect & Manage Notice Boards 15. Be inclusive 16. Identify all the vulnerable 17. Always keep appointments with communities	18. Dispel rumour-mongering 19. Ensure boundary neighbors present 20. Sign off on Val Forms with witnesses 21. Val Forms have beneficiary names 22. Ensure that PAPs have a copy of the valuation form 23. Undertake Q&A on all data entry 24. Amend data errors immediately 25. Consult on concerns and preferences 26. Ensure participatory development 27. Under-promise, over-deliver 28. Coherence of Value forms & bank accts 29. Allow harvest and leave 30. Allow early planting on new land 31. Clear message on post valuation planting 32. Update on RAP timing 33. Manage expectations 34. Timely delivery

2.10. Stakeholder Engagement and Disclosure

The continuous exchange of information during resettlement is critical to completing the project on time and in full compliance with best practices and FRILIA Principle (1.5). Refer to the **FRILIA Stakeholder Engagement toolkit** for details on Stakeholder Engagement Framework. As a result, two-way communication will take place throughout the preparation and implementation of the resettlement process.

As part of resettlement, projects and sub-projects shall conduct extensive, effective, and meaningful consultation and participation. Overall, projects shall ensure that the following principles of stakeholder engagement[11] in line with FRILIA are maintained.

- Stakeholder Engagement should be participatory with the inclusion of the marginalised and vulnerable in society
- Recognition of community rights and interests and respect for them
- Transparency and accountability in all dealings
- Development of a relationship with stakeholders based on trust and a mutual commitment to acting in good faith.

- Respect stakeholders for opinions and aspirations.
- Work closely with stakeholders to find solutions that meet common interests.
- Strengthening the implementation capacity of stakeholders

Stakeholder engagement and consultations shall be conducted and observed throughout the resettlement process. These will include consultation during the following activities.

- Project design phase
- Prior to the preparation of RAP
- Development of the RAP
- Implementation of the RAP
- Monitoring & evaluation of the RAP

2.11. RAP Implementation Arrangements and Procedures

Overall, projects under FRILIA shall be implemented through KOSIPPPPA, while KOGIS shall facilitate land acquisition and compensation. The project shall ensure a systematic process and procedure to guide the preparation and implementation of the Resettlement Plan when required as follows:

- *RAP screening:* The RAP screening process will determine whether the project or subproject will result in physical or economic displacements, whether an RAP is required, and, if so, how to prepare and implement one. Investors/projects should screen for potential resettlement. Once screening establishes that the project triggers resettlement, Projects should develop an RAP using **IRVC Template 6** as a guide.
- Development of RAP- Socioeconomic profiling, asset inventory *(see section 4.3* RAP Study
- *Disclosure, sign-off, and approval:* Projects and subprojects under FRILIA should ensure that RAPs are implemented with appropriate information disclosure, consultation, and the informed participation of those affected. This is essential in achieving *Principle [1.5]*. Additionally, the compensation payable should be disclosed to affected persons before sign-off (see **IRVC Template 7** for sample sign-off certificate) on all enumerated assets.

Institutional Arrangement

For the successful development, execution, and monitoring of any RAP, a functioning and practical institutional framework is required. An institutional framework, therefore, establishes the roles and responsibilities of all stakeholders. In developing and implementing RAPs, all projects and sub-projects should establish a robust institutional framework that clearly outlines stakeholders' roles and

responsibilities. The institutional framework will serve as the interface for all stakeholders involved in RAP implementation, allowing for close collaboration between the Developer, Kogi State Government, traditional leaders, NGOs, and affected communities, among other relevant stakeholders.

Implementation Budget

The implementation budget outlines the cost of developing, executing, and monitoring the RAP. At this point, it is not conceivable to estimate the exact number of people who may be affected by potential FRILIA resettlement activities because technical designs/details for subsequent projects have not yet been developed and needs/use for land has not been established. When these locations become known, and after the finalization of the site-specific socioeconomic baseline study, information on specific impacts, and development compensation measures to mitigate impacts, the project shall prepare a detailed and accurate budget for the RAP. An indicative budget should cover the following:

- Payment of compensation for land, crops, economic trees, buildings and other unexhausted improvements made to the land.
- Cost of resettlement allowances
- Cost of disclosure
- Cost of livelihood training
- Cost of implementation of RAP
- Cost of procurement and management
- Cost of replacement housing
- Cost of monitoring and audits

2.12 Monitoring & Evaluation

Monitoring and evaluation aim to identify and rectify implementation challenges confronting the RAP. More specifically, monitoring and evaluation are critical to the success of any resettlement project because it verifies that the Resettlement Plan is being followed. The evaluation process of the RAP ensures that the resettlement benefits and options being delivered to the PAPs are coherent with the resettlement outputs in the RAP and in line with FRILIA principles.

In planning a RAP or LRP under FRILIA, projects shall develop robust monitoring and evaluation plans and set the following performance indicators by which inputs and outputs can be monitored:

- Proper communication with affected persons and communities
- Timely implementation of compensation packages
- Timely handing over of housing, where applicable
- Verification of payment/delivery of compensation packages
- Transparency of the implementation process
- Paying critical attention to the vulnerable
- Grievance redress
- Absence or prevalence of conflicts
- Continued support from local communities and stakeholders
- PAPs can maintain or improve their standard of living before project land-take

In cases where the above indicators are proven inadequate to meet the goal of monitoring and evaluation, further indicators capable of measuring the RAP performances shall be developed.

Completion audit

A RAP completion audit is an independent evaluation of the entire resettlement process to understand whether the Project has fulfilled its commitments to resettlement and livelihood restoration and improvement as detailed in the RAP. An essential component of the completion audit is ensuring that all forms of compensation to project-affected persons have been dispensed/delivered. The completion audit will ensure that actions prescribed in the RAP/ARAP/LRP have achieved the desired effect. Services of an external party/consultant should be engaged in carrying out the completion audit following the implementation of the RAP.

TEMPLATES

The list of templates required for the Involuntary Resettlement, Valuation, and Compensation (IRVC) toolkit are outlined in Table 5 below:

Table 5: Template required for involuntary resettlement and compensation

CDP Templates	
IRVC Template 1	Screening checklist for identifying cases of involuntary resettlement
IRVC Template 2	Cut-off date notice
IRVC Template 3	Valuation Form
IRVC Template 4	Land Parcel Survey Form
IRVC Template 5	Socioeconomic Data collection tool
IRVC Template 6	RAP Outline
IRVC Template 7	Compensation payment Sign-off certificate
IRVC Template 8	Outline for Market Survey
IRVC Template 9	Valuation Report Format
IRVC Template 10	Compensation Schedule

IRV1: Screening checklist for identifying cases of involuntary resettlement

Screening Checklist for Involuntary Resettlement

Project Description

Name of Project:

Name of Executing Entity/Organization:

Project Location (LGA, Paramountcy, Town):

Type of Project:

Approximate size of land estimated for the project:

S/N	Impact	Yes	No	Not Known	Remarks
1	Will the project lead to permanent acquisition of land?	☐	☐	☐	
2	Will the project lead to temporary occupancy of land? i.e. Use of land for a limited time frame	☐	☐	☐	
3	Will land be acquired through a willing buyer-willing seller principle?	☐	☐	☐	
4	Will land be acquired through the law of eminent domain?	☐	☐	☐	
5	Will the project restrict access to land/ use of adjoining land?	☐	☐	☐	
6	What is the ownership status of the land?	☐	☐	☐	
7	What is the present use of the land?	☐	☐	☐	
8	Are there any encroachers/ squatters on the land?	☐	☐	☐	
9	Will persons be physically displaced (loss of home/residence)?	☐	☐	☐	
10	Will persons be economically displaced (Loss of livelihood)?	☐	☐	☐	

11	Will there be temporary/permanent loss of natural resources?	☐	☐	☐	
12	Will there be temporary/permanent loss to crops/economic trees?	☐	☐	☐	
13	Will be there be loss/alter of cultural heritage?	☐	☐	☐	
14	Will there be loss of access to social infrastructure and services?	☐	☐	☐	

Proposed Actions

- If either of S/N 1, 4, 5, 8, 9, 10, 11, 12, 13 and 14 are Yes, follow the requirements in the RPF to develop a full Resettlement Action Plan (RAP) or an Abbreviated Resettlement Action Plan (ARAP).
- If project triggers only S/N 10 but not S/N 9, follow the requirements in the RPF and develop a Livelihood Restoration Plan
- If project triggers both S/N 9 and 10, follow the requirement in the RPF and develop a RAP
- If estimated number of Project Affected Persons (PAPs) are less than 200, develop an Abbreviated Resettlement Action Plan (ARAP). However, if the number of PAPs are more than 200 persons, proceed and develop a full RAP.

Details of Designated Person to Complete form

Name:

Email address/Contact number:

Job Title/designation:

Date:

Overall Comments/ Assessment:

Signature:

Screening Checklist for Involuntary Resettlement

Project Description

Name of Project:

Name of Executing Entity/Organization:

Project Location (LGA, Paramountcy, Town):

Type of Project:

Approximate size of land estimated for the project:

S/N	Impact	Yes	No	Not Known	Remarks
1	Will the project lead to permanent acquisition of land?	☐	☐	☐	
2	Will the project lead to temporary occupancy of land? i.e. Use of land for a limited time frame	☐	☐	☐	
3	Will land be acquired through a willing buyer-willing seller principle?	☐	☐	☐	
4	Will land be acquired through the law of eminent domain?	☐	☐	☐	
5	Will the project restrict access to land/ use of adjoining land?	☐	☐	☐	
6	What is the ownership status of the land?	☐	☐	☐	
7	What is the present use of the land?	☐	☐	☐	
8	Are there any encroachers/ squatters on the land?	☐	☐	☐	
9	Will persons be physically displaced (loss of home/residence)?	☐	☐	☐	
10	Will persons be economically displaced (Loss of livelihood)?	☐	☐	☐	

Cut-off date Notice

SAMPLE PUBLIC NOTICE

Project Title: .....

Project Summary .....

Project Location: .....

Affected Communities.....

By this Notice, all affected persons are to register their interests with the IGIS or its agent /nominees (Messer……on or before----------day of----------20--….

This serves as the CUT-OFF date of eligibility for any form of compensation.

Kindly Contact: ..... for enquiries and complaints.

Signed .....

ASSESSMENT/FIELD INSPECTION SHEET
Economic Trees, Crops, Structures and other assets

Project title: .....

Valuer ID: .....

PAP Picture

1.0 General Information:

1.1 Neigbourhood/village/settlement/Community.....

1.2 Name of Respondent .....

1.3 Valuation Assessment Code: KD/.....

1.4 Address: .....

1.5 Telephone No. .....

1.6 Age (years) : <18 ☐ 18 -25 ☐ 26-35 ☐ 36-45 ☐ 46-55 ☐ 56-65 ☐ >65 ☐

1.7 Sex Male ☐ Female ☐

1.8 Religion: Christian ☐ Muslim ☐ Traditional ☐ Others, specify.....

1.9 Marital Status: Single ☐ Married ☐ Others, Specify.....

1.10 No of Children: ( ) None, ( ) 1-2, ( ) 3 –4, ( ) 5-6, ( ) Above 6

1.11 Level of Education: No formal Educ ( ) Primary ( ) Secondary ( ) Tertiary ( ) Others (specify).....

1.12 Primary Occupation/ nature of business: a Farmer, ( ) Self-employed, ( ) Civil servant, ( ) NGOs/CBOs, ( ) Student, ( ) others (Specify).....

1.13 Average income in Naira per month: a ( ) 1000-15000 b ( ) 16001-30000 c. ( ) 30001 – 60000 d. ( ) >60001

1.14 Respondent Bank Name: .....

1.15 Bank Account Number .....

1.16 Is the Respondent the Primary Land User? (Y/ N)

1.17 If no, what is the relation to the Land User? .....

1.18 Reason Land User not interviewed .....

1.19 Next of Kin (in event of death) .....

1.20 Land Occupation Status: User ☐ Owner ☐ Owner/User ☐

1.21 Will you be ready to volunteer the land for this Project (a) Yes (b) No (c) Not Sure

1.22 Where would you like to be resettled, if need be? (a) Within the same community area (b) Anywhere suitable (c) Others (specify).....

1.23 Which way do you prefer to be resettled? (a) Resettling with community members or trade association (b) Resettling without community members (c) Anyhow, specify.....

1.24 Vulnerability Status of Respondent ; .....

1.25 Date of Completion of Inspection:.....

1.26 Crops Information:

1.26.1 Crop ID	1.26.2 Crop Type	1.26.3 Maturity of crop (M,IM, S)	1.26.4 Dimensions/ Qty of crop area (m^2)	1.26.5 Value/Unit /m^2 (KDSG)	1.26.6 Open Market Value/Unit/ m^2 (FRILIA)	Assessed Value		1.26.9 Ownership Status (owned, rented, long term lease, sharecrop, other)
						1.26.7 Statutory (KDSG) 2.12.4x2.12.5	1.26.8 Market (FRILIA) 2.12.4x2.12.6	
a								
b								
c								
d								
e								
f								

1.26.10 Total area cultivated including fallow land ..... m^2

1.26.11 Total Land Value (KDSLUR) NGN.....

1.26.12 Market Value of Land (FRILIA) NGN.....

1.26.13 Cultivation Status: ☐ Fallow ☐ Cultivated ☐ Wild

1.26.14 Source/Legal Occupancy right to Occupied Land (Gift/Inheritance/Purchase etc .....)

1.27 Cash Standing Trees Information:

1.27.1 Species ID	1.27.2 Tree Type	1.27.3 Maturity (M,IM, S)	1.27.4 No. of trees/ m^2	1.27.5 Value/unit(KDSG)	1.27.6 Market Value/Unit (FRILIA)	Assessed Value		1.27.9 Ownership Status (owned, rented, long term lease, other)
						1.27.7 Statutory (KDSG)	1.27.8 Market (FRILIA)	
a								
b								
c								
d								
e								
f								

1.27.10 Total Market Value of Trees .....

1.28 Livestock Information:

1.28.1 Species ID	1.28.2 Type of animal	Number of: 1.28.3 Juveniles	1.28.4 Moderate	1.28.5 Old	1.28.6 Total number	Number of: 1.28.7 Males	1.28.8 Females	1.28.9 Ownership Status (owned, leased, other)
a								
b								
c								
d								
e								

1.28.10 Total number of livestock .....

1.28.11 Total Cost of Transporting livestock to resettlement site NGN .....

GEOGRAPHIC INFORMATION ON TOTAL LAND OCCUPIED

1.29 Coordinates (GPS UTM)

	Agriculture Land		Housing Land	
1.29.1 Point	Coordinates			
	1.29.2 Northings	1.29.3 Easting	1.29.4 Northings	1.29.5 Easting
a				
b				
c				
d				
e				
f				
Total Area (Agric):			Total Area (Housing)	

GEOGRAPHIC INFORMATION ON TOTAL LAND OCCUPIED FOR HOUSING

1.30 Land for Housing Information

1.30.1 How did you acquire this plot? (circle one)	1.30.2 Dimensions of plot area, inc. house & land (m^2)	1.30.3 Value/ m^2(KDLUR)	1.30.4 Market Value/ m^2 (FRILIA)	Assessed Value 1.30.5 Statutory (KDSLUR)	1.30.6 Market (FRILIA)
a) allocated by local chief b) purchased c) inherited d) gift e) rented f) other, specify					

1.31 Building/Structure

1.31.1 Building ID	1.31.2 Building Type	1.31.3 Building Use	1.31.4 % Complete	Construction Materials 1.31.5 Walls	1.31.6 Roof	1.31.7 Floor	1.31.8 Exterior Dimensions (m)	1.31.9 Total Area (m^2)
a								
b								

c								
d								
e								

Building ID	1.31.10 Value/ m² (KDSLUR)	1.31.11 Market Value/ m² (FRILIA)	Assessed Value		1.31.14 How was construction financed? a) self b) family/ friend loans c) bank loan d) coop loan e) other, specify
			1.31.12 Statutory(KDSLUR)	1.31.13 Market (FRILIA)	
a					
b					
c					
d					
e					

1.32 Complimentary buildings/facilities/installations:

1.32.1 Type	1.32.2 Quantity /Area	1.32.3 Use	1.32.4 Size	1.32.4 Condition	1.32.5 Reconstruction/ Relocation Cost/m2/unit	1.32.6 GPS Co-ordinates (one point)	
						N	E
Wells/boreholes							
Granary							
Outdoor Cooking Facility							
Toilet/Bathroom facility							
Grave/Tomb							
Fence walls only							
Shrine (Family/Community)							
Community Graveyard							
Community Square							

1.33 Endorsements:

I/we certify that this is the correct account of buildings, installations/structures/Economic Trees/Crops on my/our land:

1.34 PAPs signature/Thumbprint ..... Date .....

1.35 Assessor ..... Date .....

1.6 Government Representative: **Date**

1.37 Community Witness: Name .....
Designation .....
Signature/Date .....

Insert any other comment/pictures and/or additional assets

IRVC Template 4: Land Parcel Survey Form

PAP Reference Number		First Name			
HoH Contact Number		Middle Name		Date	
HoH ID Type		Last Name			
HOH ID Number		Community			
Ownership Status		Land Use			
Area of Parcel					
Assets					
SKETCH OF PARCEL INDICATING NEIGHBORING LAND OWNER'S REFERENCE NUMBER					
Signature (Rep. Traditional Leadership)	Signature (Rep. Survey Dept)	Signature (Head of Household)			

8/11/21, 5:34 AM

Sample Socioeconomic Survey Tool

Field	Question	Answer
enumeration_datetime *(required)*	What is the date of enumeration?	
HH_reference_number *(required)*	Enumerator: Indicate already assigned reference numbers for PAP *Check with GIS team for approved coding format. eg(Project Initial/Community/Ownership status/Number)*	
HH_community *(required)*	Which community is the affected PAP from?	1 Comm 1 2 Comm 2 3 Comm 3 4 Comm 4
Respondent_YN *(required)*	Is the respondent the Head of Household (HoH)?	1 Yes 0 No
Name_respondent *(required)*	Indicate the name of the respondent. *Indicate name in this order (the first name, middle name (if any), and last name)*	
HoH_contactnumber *(required)*	What is the contact number of the HoH *Eg. (08031234980)*	
HoH_ID_type *(required)*	Which ID type does the respondent have?	1 Voter ID 2 National Identification Card 3 Driver's License 4 International Passport 5 Other 6 None
Other_ID_type *(required)*	What is the specific ID type?	
OtherID_number *(required)*	Indicate the ID number on the card	
HoH_photo *(required)*	Enumerator: Please take a portrait photo of the Head of Household/ Respondent.	
HH_members *(required)*	How many household members are there in the household?	
Household Roster (1)		(Repeated group)
name *(required)*	What is the name of the household member?	
Member_Relation_HoH *(required)*	What is [name]'s relation to the Head of Household?	1 HoH 2 Spouse 3 Child 4 Grand Child 5 Sibling 6 Parent 7 Grand Parent 8 Niece/Nephew 9 Uncle/Aunt 10 Cousin 11 In-Law 12 Great Grand Child 13 Tenant
member_sex *(required)*	What is [name]'s sex?	1 Male 2 Female
member_age *(required)*	What is [name]'s age?	
member_marital_status *(required)*	What is [name]'s martial status?	1 Married 2 Single 3 Divorced 4 Widow 5 Widower 6 Co-Habitation 7 Not Applicable
member_attended_sch_YN *(required)*	Has [name] ever attended school?	1 Yes 0 No
member_currently_studying *(required)*	Is [name] currently studying?	1 Yes 0 No
member_educational_level *(required)*	What is the highest level of education of [name]?	1 KG 2 Primary 1-3 3 Primary 4-6 4 JSS 1-3 5 SSS 1-3 6 OND

		7	NCE
		8	HND
		9	BA/B.Sc
		10	MSc/MA
		11	Vocational
		12	Craft
		13	Technical
		14	Religious
		15	None
/member_able_readwrite (required)	Is [name] able to read or write a phrase in English?	1	Yes
		0	No
/member_Occupational_status (required)	What is the occupational status of [name]?	1	Employee
		2	Self-Employed
		3	Unemployed
		4	Not Applicable
/member_Primary_livelihood (required)	What is the primary livelihood of [name]?	1	Farming
		2	Livestock Farming
		3	Trading
		18	Palm Wine Tapping
		4	Fishing
		5	Hunting
		6	Transportation
		7	Food Processing
		8	Artisanal Mining
		9	Artisan and Craft
		10	Apprenticeship
		11	Religious Leader
		12	Civil Servant
		13	Still Schooling
		14	Unemployed
		15	Construction
		16	Other
		17	Not Applicable
/member_secondary_livelihood (required)	What is the secondary livelihood of [name]?	1	Farming
		2	Livestock Farming
		3	Trading
		18	Palm Wine Tapping
		4	Fishing
		5	Hunting
		6	Transportation
		7	Food Processing
		8	Artisanal Mining
		9	Artisan and Craft
		10	Apprenticeship
		11	Religious Leader
		12	Civil Servant
		13	Still Schooling
		14	Unemployed
		15	Construction
		16	Other
		17	Not Applicable
/member_residential_status (required)	What is [name]'s residential status?	1	Year Round
		2	Seasonal
HH_religion (required)	What is the religion of the household?	1	Islam
		2	Christianity
		3	Traditional religion
		4	Other
HH_other_religion (required)	Indicate other religion of Household.		
HH_ethnicity (required)	What is the ethnicity of the household?	1	Hausa
		2	Gbagyi
		3	Ebira
		4	Ham

Crop_sold_where *(required)*	Where do you sell your farm produce?	1 At the Farmgate 2 Within the Community 3 In neighbouring communities 4 Other State
Crop Farming > Food Processing		
consent_food_processing *(required)*	Is your household involved in food processing?	1 Yes 0 No
Raw_material_processed *(required)*	What food do you process?	
Processing_End_Product *(required)*	What is the raw food material processed into?	
food_processing_location_ *(required)*	Where do you process food?	1 In the community 2 In neighbouring communities 4 Outside the State
food_processing_monthly_income *(required)*	What is your monthly income from food processing? *please indicate amount in Naira*	
monthly_expenditure_food_processing *(required)*	What is your monthly expenditure on food processing? *please indicate amount in Naira*	
access_extension_service *(required)*	Do you have access to agricultural extension services?	1 Yes 0 No
Crop Farming > Ownership Status of Land		
farm_ownership_status *(required)*	What is the ownership status of the land used for cultivation?	1 Owned by you 2 Rented 3 Sharecropped 4 Family Land 5 Community Land
rent_amount *(required)*	If the land is rented, how much do you pay per year as rent?	
access_alternate_land *(required)*	Do you have access to alternate land?	1 Yes 0 No
farm_practices *(required)*	What type of farm practices do you use? *please select all that apply*	1 Shifting Cultivation 2 Mechanised Farming 3 Use of Fertiliser 4 Crop Rotation 5 Mixed Cropping 6 Bush Burning 7 Improved Variety Seed 8 Hybridised Livestock 9 Simple Farm Tools
Livestock Farming		
Consent_livestock_farming *(required)*	Is the household involved in livestock farming?	1 Yes 0 No
livestock_animals *(required)*	Which of the following animals does the household keep?	1 Cow 2 Sheep 3 Goat 4 Poultry 5 Camel 6 Donkey 7 Dog 8 Pig
Livestock Farming > Animals Kept (1)		**(Repeated group)**
specific_animal_kept *(required)*	Please select animal kept and give us some basic information about them *please ensure that this selection matches the former*	Cow Cow Sheep Sheep Goat Goat Poultry Poultry Camel Camel Donkey Donkey Dog Dog Pig Pig
No_animal_owned *(required)*	How many of the [specific_animal_kept] do you own?	
No_animal_consumed_yearly *(required)*	What number of [specific_animal_kept] do you consume yearly?	
No_animal_sold *(required)*	What number of [specific_animal_kept] is sold every year?	
No_animal_sacrifice *(required)*	What number of [specific_animal_kept] do you offer as sacrifice in the year?	
Price_animal_kept *(required)*	What is the average price of a fully grown [specific_animal_kept]?	
Livestock_monthly_expenditure *(required)*	What is your monthly expenditure on livestock *please indicate amount in Naira*	

SAMPLE COMPENSATION PAYMENT SIGN-OFF CERTIFICATE PROPOSED SITE FOR XYZ PROJECT, ------- STATE

Sequel to Valuation Assessment No: ……. /…/…. I Chief/Dr/Mr/Mrs/Mallam/Alh …… of ……(address) hereby agree to receive the total sum of…… (N……) from the -------State Government/XYZ Ltd being compensation for my/our assets affected by XYZ Agricultural Venture per -------- State Gazette No. …….. I/We shall execute a final Indemnity Certificate in favour of State government and its representatives to confirm that I/We have not previously received compensations from the Government or any of its Agencies in connection with the Assets assessed as --------/…/…. On collection of the compensation, I authorize the removal/or taking free possession of my property/crops/economic trees within the acquired site Twenty (21) days after receiving my/our payment. This sign-off has been translated into the language that I/We understand.

_____
Thumb Print/Signature

Dated _____ this_____ day of _____ 20___

PAP's Name & Reference: _____

Address: _____

Signature/thumbprint: _____

Witness's/Attorney's Name: _____

Address: _____

Signature: _____

Government Representative **XYZ Representative**

VALUATION REPORT FORMAT

The valuer shall carry out valuations in conformity with Nigerian Valuation Standards, FRILIA involuntary resettlement toolkit and the Valuation Template issued by the Estate Surveyors and Valuers Registration Board of Nigeria (ESVARBON).

The Minimum Standards outlined for compliance are as follows:

Chapter 1: Introduction

	HEADING	REQUIREMENT(S)
A.	*Brief/Instruction*	• Reference to letter of engagement with dates;
B.	*Identification and Status of Valuer*	• Disclose external Assistance/consultant eg Engineers, Quantity Surveyors, Environmentalists etc
		• Disclosure of Valuer's full Name, Qualifications and status with Regulatory Bodies;
C.	*Purpose of Valuation*	• Clearly state the reason for the Valuation
D.	*Scope of Valuation*	• Extent of Reporting Requirements
E	*Dates of Inspection*	• Actual date of Inspection of the assets including multiple dates
F	*Constraints/Limitations*	• List and explain all challenges faced pre and post valuation processes.
G	*Revocation Notice*	• Refer to government gazette, publications etc conveying revocation notice(s).

HEADING	REQUIREMENT(S)
Location/ Neighborhood	Access description of the proposed site • The site's boundary GPS coordinates are in KOSG/KOGIS - approved format. • Description of any landmark, other farmlands of significance;
Property Description	• General description of the topog raphical composition of the land. • Photographs (where applicable)
Construction Details	Full Description of materials and finishing (where structures are considered along in the Report)
Accommodation Details	• Accommodation schedule for each property on the land
Site Description	• GIS information relating to land area and available amenities within the site
Condition	• Physical state of the property (attach photographs where critical)
Tenure	• Ownership rights – tenure systems • Easements/Rights of Ways etc affecting the land use • Town Planning/Zoning information as provided in the XYZ State Masterplan • Report on Squatters, trespassers etc
Source(s) of Information	• References that are external to the Valuer's investigations/observations; • • Any other information
Measurements	• Land • Buildings (if any
	•

Chapter 3: Economic Background

SN	HEADING	REQUIREMENT(S)
A.	*Market Analysis*	• Describe market conditions, demand and supply factors affecting similar property, National economic indicators, and risks associated with the market, etc
B	*Highest and Best Use*	• Describe current land use and possible permissible highest and best use if it is different from the purpose in the Masterplan;
C	*Eligibility Framework*	• Describe all heads of claims and eligibility framework and list the category of assets that are subject of valuation.
D	*Methodology*	• Describe methods of data collection, tools employed, engagements, etc.

Chapter 4: Valuation

	HEADING	REQUIREMENT (S)
A.	*Basis*	• State the basis of the valuation as prescribed in the Nigeria Valuation Standards;
B	*Premise of Value*	• Premise on which the Valuation was conducted
C.	*Approaches/Methods*	• Methods of Valuation adopted – state and define them.

	HEADING	REQUIREMENT (S)
A.	*Basis*	• State the basis of the valuation as prescribed in the Nigeria Valuation Standards;
B	*Premise of Value*	• Premise on which the Valuation was conducted
C.	*Approaches/Methods*	• Methods of Valuation adopted – state and define them.

		• Description of valuation rates applied; • Comparable fact sheet (if income approach adopted)
D.	*Assumptions and Limiting Conditions*	• State all assumptions leading to the conclusions; • Limiting conditions and other factors
E	*Reliance Statement*	• Optionally authorize third parties to rely on the valuation report including lenders;
F.	*Conclusion and Opinion of Value*	• Date of Valuation • Opinion of Value • Currency (if applicable) • Statement on reference to NVS, IVSC, IFRS, IPSAS, IPMS, NIESV Notes, etc. (whichever is applicable) • Stamp, Signature and Seal

Note:

The Valuation Report shall be accompanied by the following documents and any other document that are incidental to the valuation in both hard and electronic formats:

- Field Valuation Inspection Sheets;
- Schedule of calculations of the Valuation Report;
- Geodatabase or Shapefiles of all land parcels to accompany each valuation Inspection Sheet
- Photo album of all PAP and Assets;

TYPICAL COMPENSATION SCHEDULE TEMPLATE (Example only)

S/No.	Claimant Personal Information	Assets Owned / Heads of Claims M=Mature; IM=Immature; S=Seedlings	Kaduna State Government (KDSLUR)					FRILIA (Full Replacement Cost and allowances)						Assessed Value (NGN)	
			Unit$_1$	Qty$_2$	Statutory Rate$_3$	Stage of completion/Depreciation%$_4$	Sub-total	Household Size$_5$	Transaction Costs$_6$	Market Value Rates (2021) (FRC)$_7$	Sub-total	Allowances: Transport$_8$	Allowances: Disturbance$_9$	KDSG (KDSLUR)	FRILIA
1	Ibrahim John Elvis	Economic Trees/Crops						8 -							
		Maize (M)	M^2	7,000	20	Nil	140,000.00			25.40	177,800.00			140,000.00	177,800.00
		Rice (M)	M^2	1,500	25	Nil	37,500.00			31.76	47,640.00			37,500.00	47,640.00
		Locust bean (M)	No.	5	20,000	Nil	100,000.00			25,405	127,025.00			100,000.00	127,025.00
		Guava (IM)	No.	4	5,000	Nil	20,000.00			6,351	25,404.00			20,000.00	25,404.00
		Buildings													
		3-room bungalow (Gr. E)	M^2	24.0	5,000	25	90,000.00			5,000.00	120,000.00			90,000.00	120,000.00
		1-room Bungalow (Gr. A)	M^2	9.2	20,000	20	147,200.00			20,000.00	184,000.00			147,200.00	184,000.00
		Thatched cooking hut (D)	M^2	3.5	2,000	40	4,200.00			2,000.00	7,000.00			4,200.00	7,000.00
		Fence	M	90	15,000	15	1,147,500.00			15,000.00	1,350,000.00			1,147,500	1,350,000.00
		Water source - Well	No.	1	80,000	Nil	80,000.00			80,000.00	80,000.00			80,000.00	80,000.00
		Land area acquired:													
		Household area (Zone D)	M^2	450	30	Nil	13,500.00		23,625.00	30	157,500.00			13,500.00	181,125.00
		Farmland (Zone D)	M^2	12,000	30	Nil	360,000.00		54,000.00	30	360,000.00			360,000.00	414,000.00
	KD/ZR/001	Fallow land (Zone D)	M^2	3,000	30	Nil	90,000.00		13,500.00	30	90,000.00	16,000.00	90,000.00	90,000.00	209,500.00
		Total Compensation Payable												2,229,900.00	2,923,494.00

Notes:

Notes:

Unit of measurement should comply with the spacing requirements and the quantity format in Schedule 7 of the KSLUR

Quantity should reflect the spacing requirements per tree/crop.

KSLUR Schedule 7 and 9 rates;

Depreciation is applicable only under the KOSG processes.

No. of persons in the household for the purposes of arriving at transportation allowance only;

Transaction costs: Cost of agents, lawyers (searches), survey at 15%.

Transport cost at N2,000.00 per household member.

Disturbance in the form of disruption of farming activity for a period of 3 months calculated at the National Minimum wage of 30,000.00 per month.

CHAPTER SIX

COMMUNITY NEED ASSESSMENT (CNA) AND COMMUNITY DEVELOPMENT PLAN (CDP) TOOLKIT

5.1. Introduction to the Toolkit

The aim of the Community Needs Assessment (CNA) and Community Development Plan (CDP) toolkit is to guide the systematic and strategic planning, development, and implementation of community development projects alongside other mitigation plans associated with the FRILIA large-scale agricultural investments. It can also promote the social license to operate and engender sustained growth and development. Since the toolkit is complementary to other social management plans, specifically, the food security plan and livelihood restoration plan, the use of the CNA/CDP toolkit will be informed by:

- An investor commitment to community social responsibility to improve the quality of life and well-being of project-affected communities
- A need to mitigate project impacts on existing community infrastructure and quality of life.

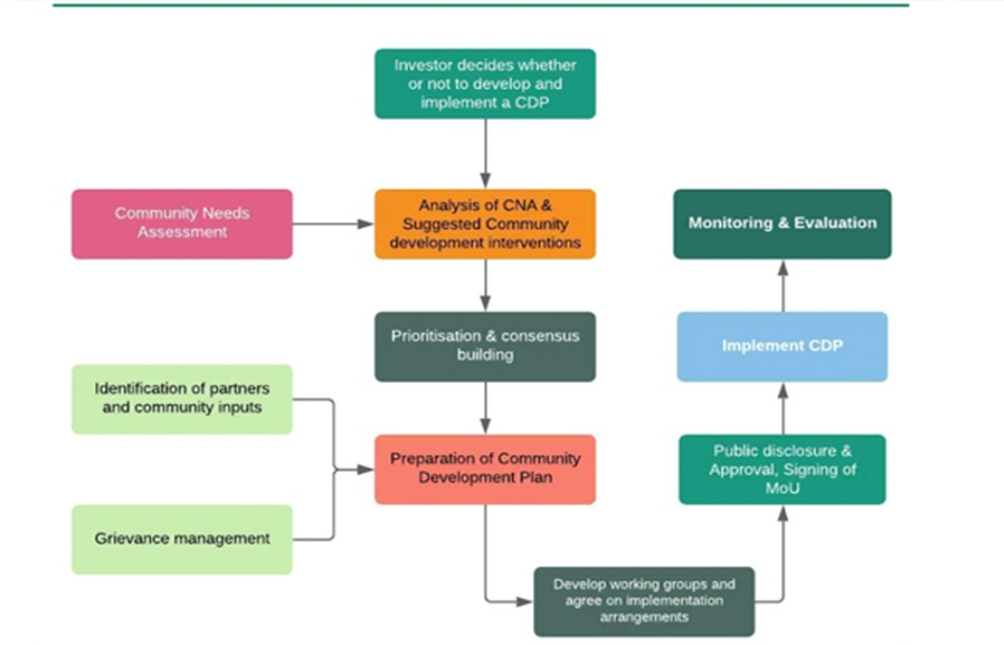
5.2 Scope of the CNA and CDP Toolkit

Initial consultations with the during the preparation of the FRILIA toolkits revealed that Kogi State Government (KOSG) was in the process of developing a framework for CDP that would focus on five (5) thematic areas:

- Women and Youth Empowerment
- Utilization of local contents and materials
- Minority and Vulnerable Groups
- Knowledge Transfer and Dissemination
- Improved community infrastructure

Therefore, to align with KOSG's commitment to improving social and economic transformation across the state and community development priorities, the CNA and resulting CDP should focus on the abovementioned thematic areas.

5.3. Approach For Community Needs Assessment And Development Plan



Stage 1 - Initial Enquiry:

- The investor reaches out to OSIC intending to conduct a CNA and develop and implement a CDP.

Stage 2 - Detailed Enquiry (including a site visit):

- Investor conducts stakeholder identification and analysis using FRILIA's Stakeholder Engagement Toolkit as guidance.
- Investor conducts CNA to identify community needs and community development interventions and opportunities. Afterwards, the interventions are prioritised, and investors agree with other stakeholders (e.g. host communities; Ministries, Departments and Agencies) on feasible community development projects.
- A CDP is then prepared, documenting the community development project (s) and implementation arrangements. Once the CDP has been developed, it is disclosed to the public, and an MoU is put in place.
- KOSIPPPPA liaises with other MDAs or institutions on sustainability and scales up community development projects in the target community.

Stage 3 - Negotiations/Signing of MOU

- CDP MoU signed.

Stage 4 - Due Diligence and Facilitation of Implementation:

- Implementation of the community development project commences as detailed in the Memorandum of Understanding (MOU).

Stage 5 - Operations Initiated:

- Monitoring and evaluation of implemented projects by investors, KOSIPPPPA and established working group.

Stage 6 - Aftercare:

- KOSIPPPPA, in collaboration with host communities, oversees the maintenance of the implemented community development projects.

5.4. **Community Development Plan Framework (CDP)**

3.1 Objectives and justification for CDP

One of the ways to redress or avoid further vulnerability in the FRILIA implementation phase is through a robust CNA process and subsequent preparation and implementation of a CDP. The CNA and CDP toolkit for FRILIA will complement other social mitigation plans, specifically the Livelihood Restoration Plan and Food Security Plan and support systematic and strategic development plan, to foster community ownership.

The objectives of the CDP are to:

- Identify, ascertain and engage stakeholders in the project's host community that can influence or be influenced by any community development project activity;
- Assess the host community's needs, opportunities and resources for community development;
- Prioritise the identified needs through a participatory approach; and
- Translate findings from the community needs assessment survey into a Community Development Plan (CDP) in line with best practices.

5.4. CDP Principles in line

The following FRILIA principles underpin the preparation and implementation of the CDP:

- Supporting project host communities: Investments should be consistent with and contribute to policy objectives, including poverty eradication, food security, sustainable land use, employment creation, and support to local communities [FRILIA Principle 1.1]
- Active consultation and participation: Investments should be subject to consultation and participation, including the disadvantaged and vulnerable, informed of their rights and assisted in their capacity to negotiate [FRILIA Principle 1.5]
- Community infrastructural development: Public infrastructure and community services that may be adversely affected will be replaced or restored [FRILIA Principle 3.5].

CDP Methodology

Stakeholder identification and analysis

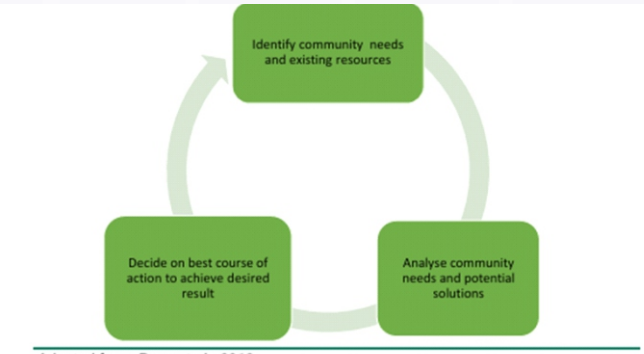
In line with the first objective of the CDP and collaborative nature of FRILIA, there is the need to identify the different categories of stakeholders, including state and non-state development actors who can contribute to the identification, implementation and monitoring of community development projects. The key stakeholders from KOSG will include:

- KOSIPPPPA
- Kogi State Geographic Information System (KOGIS)
- Kogi State Community and Social Development Agency (KO-CSDA)

However, a robust stakeholder mapping exercise will need to be carried out to identify and analyse the roles and responsibilities of stakeholders for the successful implementation and sustainability of the community development projects. A bespoke stakeholder identification and analysis protocol is provided in FRILIA Stakeholder Engagement Toolkit.

5.5. Community Needs Assessment

A Community Needs Assessment (CNA) is crucial to actualising the FRILIA principles. The participatory needs assessment process, carried out in conjunction with host/project affected communities, provides a methodical approach to identify actual community development needs and potential solutions accurately. A CNA also assesses the community capacities and resources in the management of community development projects. A CNA follows three (3) key steps as illustrated in Figure 1



Adapted from: Ryan et al., 2012.

Identify community needs

To identify the community needs and existing resources, the CNA will draw on one or more of the methods outlined below. Although there are various methods for conducting a CNA, we have carefully selected culturally appropriate and cost-effective methods in this toolkit. a. Desk review This will involve a review of relevant documents and reports related to the community infrastructural development in the FRILIA agri-investment project. The desk review aims to inform the administrative structure of the host community and provide an overview of the historical performance of past and existing community development projects in the host community. Documents to review will include:

- Scoping report (if available): This may have been conducted as part of the investor's scoping study for the agri-investment project. If so, a report of the findings should be reviewed to inform the CNA process.
- ESIA report: specifically, the social baseline and impact mitigation chapters
- Imo State Community Development Plan and related documents
- Other state documents to inform the demographic profile, socioeconomic features, community dynamics and community development profile of the target community and project area of influence.

b. ***Social baseline household survey***
We present two scenarios for the baseline data collection. The CNA can occur at one of two points in the agri-investment project cycle: Scenario one: The baseline survey can be conducted during the social baseline data collection for the ESIA and RAP studies. If the CNA is conducted at this point, the social baseline tool provided (ES Template 4) will enable robust data collection to inform the CNA in addition to the ESIA and RAP studies. In this case, the CNA component has been included as an addendum to the social baseline tool.

Scenario two: Where the ESIA and RAP baselines have been completed prior to the CNA, the baseline survey can still be conducted independently. However, this survey will only be required if a review of the existing social baseline data (from ESIA or RAP studies or desk review) show significant gaps. The CNA component of the FRILIA social baseline tool is still applicable in this case.

c. Interviews
Interviews are important data collection tools for institutional stakeholders such as MDAs and NGO representatives. Interview template with such key informants is provided as CDP Template 1.

d. Focus group discussions
Additional field data collection can be conducted through focus group discussions with specific groups within the community. These groups can either be segregated by age or/and gender. We have provided a generic FGD tool (CDP Template 2) that can be adapted to fit specific age groups (e.g. adults or youths) and gender (male or female).

Analyse community needs and potential solutions After the data collection, the community needs and suggested solutions are consolidated for each community (if the CNA involves more than one community). The solutions are then analysed through prioritisation into low, medium and high priority projects. We have provided a prioritisation matrix (CDP Template 3) to guide this process.

Decide on the best course of action to achieve the desired result

Once the community development solutions have been prioritised, a consensus-building exercise is carried out between the investor, community (s) and key institutions to agree on feasible projects to be implemented. The feasibility of projects is defined by available resources (financial and non-financial), the investor's capacity, and opportunities for external support from MDAs, non-governmental organisations (NGOs) or community based organisations (CBOs). The consensus-building exercise will take a workshop and open dialogue style, which will be facilitated by the consultant. The consensus-building exercise will follow the outlined steps:

1. Presentation of community needs and priorities to participants
2. Presentation and confirmation of existing community resources to support the identified priorities
3. Understand community attachments and preferences to high priority projects
4. Agreement from all participants on feasible short term, medium-term and long-term community development projects.

After these three (3) processes, the CNA is then documented using the reporting template provided (CDP Template 4).

5.6 Preparation of community development plan

The Community Development Plan (CDP) arising from the CNA process will ensure that identified community development priorities are sustainable, innovative and contextually appropriate. In developing and finalising the community development plan, the following are required:

- Identification of community development implementation partners: the FRILIA stakeholder identification and analysis template will guide the identification of internal and external institutions that can contribute to an aspect of the CDP.
- Grievance management procedure: a grievance redress mechanism (GRM) is required to manage current and future conflicts that may arise regarding the community development project(s). The GRM will be guided by the FRILIA GRM procedure detailed in the GRM Toolkit. Investors should refer to the FRILIA GRM toolkit for detailed guidance on managing different forms of grievances.
- Public disclosure, signing of MOU and approval: The public disclosure exercise where the agreed-upon development projects are presented to the community (s) with the plan for resources and indicative timelines, including implementation partners identified. Following the public disclosure, the MOU signing will take place. The investor, at this point, will be required to sign an MOU (see GMOU Template 7) with the community to formally agree on which development projects will be implemented and the institutional arrangements required for this.

A reporting template for the CDP is provided in CDP Template 5.

3.3.4 CDP Implementation

- Develop working groups: To ensure smooth running, transparency and accountability during the implementation phase, a two-tier governance system will be set up. The first group, the Community Development Technical Committee

(CDTC), will comprise a maximum of ten (10) high-level stakeholders. This group will be mainly responsible for the governance and monitoring of the community development projects. The requirements/qualifications for this group are outlined in the CDP MOU (GMOU Template 7).

A second working group, the Community Development Implementation Committee (CDIC), will be set up to oversee implementation activities at the community level. Similar to the CDTC, the membership requirements and roles of this working group are detailed in the CDP MOU (GMOU Template 7)

- ***Implementation schedule:*** the implementation matrix describes the specific projects detailed in the MoU, project phasing and timeline. An implementation schedule template is provided (See SE Template 4).
- **Budget requirements and resources** ;The success and sustainability of the community development project lie heavily on clearly defined financial commitments. The cost requirements of implementing the project(s) and monitoring it should be considered in the preparatory phase. This section will cover financial requirements and consider in-kind/non-financial resources such as voluntary land donation by host communities, community resources in the form of skilled and unskilled labour, etc. The recruitment of local community members for implementation of the CDP will be guided by the FRILIA local employment MOU (GMOU Template 10).

5.7 Monitoring and Evaluation: The monitoring and evaluation process will cover the following:

- Outline the goals and objectives of the CDP.
- Define the project monitoring indicators (these will be developed by the CDIC and CDTC).
- Define data collection methods and timeline.
- Define who is responsible for monitoring and evaluation and determine their responsibilities. For the evaluation, both process (which measure the progress of the implemented community development project in line with pre-defined indicators) and impact evaluation (the impact of the community development project on the quality of lives of beneficiaries in comparison to the baseline data) should be conducted.

TEMPLATES

COMMUNITY NEEDS ASSESSMENT- KEY INFORMANT INTERVIEW TEMPLATE*		
Section A: General Information		
1	Date/Venue	
2	Name of Village	
3	Name of Facilitator (s)	
4	Name of Organisation/ Institution	
5	Name of Respondent (s)	
6	Position of Respondent (s)	
7	Overview of institution's roles/functions in community development	
Section B: Community Infrastructure and needs		
8	How would you describe the availability and adequacy of water in the community?	
9	How would you describe the availability and adequacy of sanitation, hygiene and waste facilities in the community?	
10	How would you describe the availability and adequacy of healthcare facilities and services in the community?	
11	How would you describe the availability and adequacy of education facilities in the community?	
12	How would you describe the availability and adequacy of access to other amenities like road and security?	
13	What are the top 3 community development challenges? And how can these be addressed?	
Section C: Community organisations and resources		
14	What are the community associations and groups, CBOs or NGOs currently existing in the community? Have any of these being supporting the community in undertaking community	
	the current community challenges?	
16	What community resources/capacities exist to address the current community challenges?	
Section D: Additional Information		

*The key informant interview questions provided here in this template only serves as a guide and should be expanded to fit the project realities.

COMMUNITY NEEDS ASSESSMENT- FOCUS GROUP DISCUSSION TEMPLATE*		
Section A: General Information		
1	Date/Venue	
2	Name of Village	
3	Name of Facilitator (s)	
4	Number of participants	
5	Overview of participants (age range, observed disabilities etc)	
6	Major occupation of participants	
Section B: Community Infrastructure and Needs		
7	How would you describe the availability and adequacy of the following infrastructure/amenities in the community? a. Water b. Sanitation, hygiene and waste c. Health d. Education e. Electricity f. Roads/transportation g. Market h. Security	a. Water b. Sanitation, hygiene and waste c. Health d. Education e. Electricity f. Roads/transportation g. Market **h.** Security
8	What are the challenges faced in accessing these infrastructures?	
9	How are these infrastructures maintained?	
10	Are there any challenges peculiar to women/men/youth [delete as required]? How can these be solved?	
11	What are the top 3 community development challenges? And how can these be addressed?	
12	What can be done to empower women/youths [delete as required] in the community?	
Section C: Community organisations and resources		
13	What are the community associations and groups, CBOs or NGOs currently existing in the community? Have any of these being supporting the community in undertaking community development activities?	
14	What external/internal resources do you think are required to solve the current community challenges?	
15	What community resources/capacities exist to address the current community challenges?	
16	What are the roles of women/men/youth [delete as required] in community development?	

Section D: Additional Information

*The Focus Group Discussion questions provided here in this template only serves as a guide and should be expanded to fit the project realities.

PRIORITY	Identified Community Development Projects		URGENCY		
			High	Medium	Low
	High	1			
		2			
		3			
		4			
		5			
		6			
		7			
	Medium	1			
		2			
		3			
		4			
		5			
		6			
		7			
	Low	1			
		2			
		3			
		4			
		5			
		6			
		7			

COMMUNITY NEEDS ASSESSMENT REPORT OUTLINE (TABLE OF CONTENTS)

- Acronyms
- List of Tables
- List of Figures
- Executive Summary

Chapter 1: Introduction

1.0: Overview

1.1: Project background

1.2: Objectives of the Community Needs Assessment

1.3: Description of the Project Area <Including a project area map if available>

1.4: Strcture of the consultancy team

1.5: Report structure

Chapter 2: Community Needs Assessment Methodology

Chapter 3: Community Needs Assessment Analysis

3.1: Prioritization

3.2: Consensus-building

Chapter 4: Community Needs Assessment Results

4.1: Overview of community

4.2: Administrative and Development Instituitons

4.3: Community Development Profile

4.4: Identified Commnutiy Needs

4.4.1 Cross-cutting community needs

4.5: Community Resources and Capacities

Chapter 5: Conclusion and Next Steps

5.1: Conclusion

5.2: Next steps

5.2.1: Community Development Plan

Annex

CHAPTER SEVEN

ENVIRONMENTAL AND SOCIAL RISK MANAGEMENT TOOLKIT

ENVIRONMENTAL AND SOCIAL RISK MANAGEMENT TOOLKIT

3.0 Introduction to Toolkit

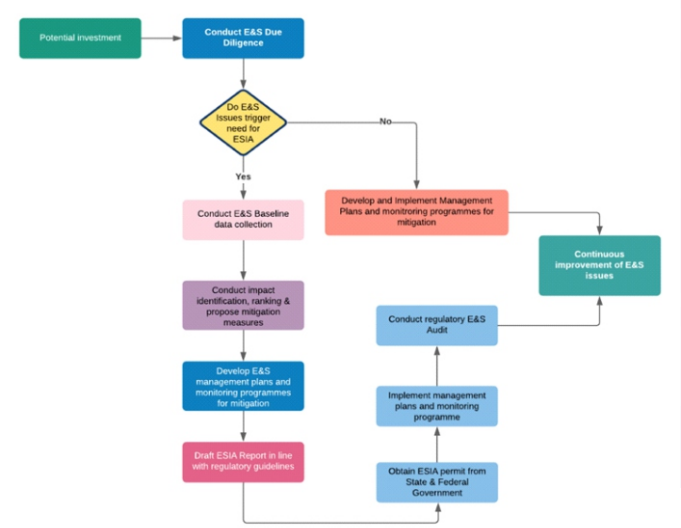
The Environmental and Social Risk Management (ESRM) toolkit provides templates for environmental and social (E&S) standards on the operationalization of FRILIA. Kogi State Environmental Protection Authority (KEPA) typically manages and regulates these standards. However, the Kogi Geographic Information Service (KOGIS) and Kogi Investment Promotion and Public Private Partnership Agency (KOSIPPPPA) may manage specific social components. Therefore, the environmental and social risk management toolkit provides the Kogi State Environmental Protection Agency, KOGIS, and KOSIPPPPA with the framework to guide the investor in implementing the various environmental and social sustainability safeguards, including the health and safety of its stakeholders.

3.1 Scope of the Toolkit

The scope of the toolkit is the provision of an E&S Management framework for potential investment activities via FRILIA, from the planning to the operation stage of such investments. More specifically, the toolkit covers the following:

1. Understanding the environmental and social due diligence for proposed development projects. This includes embedding E&S screening and assessment mechanisms for proposed interventions.
2. Conducting E&S baseline data collection to interpret potential E&S risks and impacts.
3. Managing potential positive and negative environmental and social risks and impacts (including climate change mitigation and adaptation) per best practice requirements.
4. Providing sustainable agriculture investment templates in line with best practices.
5. Developing E&S management plans for mitigating and /or enhancing risks and impacts and monitoring and evaluating (M&E) the effectiveness of these management plans

3.2. APPROACH TO ESRM TOOLKIT



2.1 ESRM Visual processes in line with KIPA's Investment Stages

- **Level 1 : Initial inquiry**

At this stage, the investor conceptualizes the components of the potential investment, including the environmental and social (E&S) elements

- **Level 2 : Detailed enquiry (including a site visit)**

After enquiry and conceptualization, the investor then conduct an E&S due diligence.

- **Level 3: Negotiations/ Signing of Memorandum of Understanding**

This stage involves a review of the Environmental and Social due diligence (ESDD) report to ascertain if the investment triggers and Environmental and Social impact Assessment (ESIA). The final decision will be a major component of negotiations / signing of MOU

- **Level 4: Due Diligence and Facilitation of Implementation**

From the decision in stage 3, this stage can either involve conducting an ESIA or developing mitigation measures for E&S issues from the due diligence in cases where ESIA is not triggered.

- **Level 5: Operations initiated**

  This stage involves implementing the management plans, monitoring the programme to mitigate E&S impacts, and conducting regulatory E&S audits.

- **Level 6: Aftercare**

  As the investor continues operations, aftercare should focus on the continuous improvement of E&S performance.

6.5 **Principles for ESRMF in line with FRILIA**

The component of FRILIA principles that address the E&S component is "Principles related to the environmental and social sustainability of investments." The FRILIA principles related to E&S are:

- Safeguard against environmental damage unless adequately mitigated (FRILIA principle 4.1)
- Investments preceded by independent assessments of potential positive and negative impacts on tenure rights, food security, livelihoods, and the environment (FRILIA principle 4.3)
- Promote community, individual, and worker safety (FRILIA principle 4.4)
- Promote fair treatment, non – discrimination and equal opportunity of workers and prevent all forms of forced and child labour (FRILIA principle 4.5)
- Promote the use of recognized good practices related to hazardous materials generated (FRILIA principle 4.6)

6.6 Institutional Framework for ESRMF

The Kogi State Environmental Protection Agency (KEPA) is responsible for coordinating all efforts related to the management of E&S risks associated with FRILIA; cross-cutting topics will be appropriately supported by the KOGIS, KIPA, Kogi State Agricultural Development Agency (KODA) and Kogi State Community and Social Development Agency (KOGI-CSDA) and other institutional members of the FRILIA working group (FWG)., KEPA will be supported by the Federal Ministry of Environment (FMENV) and the Federal Ministry of Labour & Employment to ensure compliance obligations of FRILIA projects are met and subsequently obtain the necessary permits and licenses (see GMOU Template 4)

6.7 Roles and Responsibilities

Below is a summarized list of the roles of the key institutions to drive the Environmental and Social Risk Management Framework (ESRMF) in FRILIA:

- KEPA coordinates all efforts to manage E&S risks associated with FRILIA.
- KOGIS is responsible for providing expertise on land availability and acquisition issues.
- KIPA is responsible for coordinating all investments in the state, including FRILIA-related projects.
- KODA shall provide guidance on agriculture development for investors, including fostering partnerships with agriculture-related institutions, out–growers, and technical partners (e.g., Department for International Development (DFID), farmer cooperatives, etc.)
- KOGI-CSDA is responsible for ensuring the sustainable development of communities and boosting FRILIA projects.

6.8 Capacity building requirements

Implementing efficiently and effectively the FRILIA ESRM toolkit requires the right set of knowledge and studies as environmental studies, social studies , data management , M&E , and best practices in sustainable agriculture . All personnel responsible for undertaking work related to FRILIA must be trained on the contents of the FRILIA ESRM. Based on the role and responsibilities of the key agencies, the following broad areas of capacity building have been identified and recommended:

- E&S risks and impacts identification and assessment
- Stakeholder engagement
- Reinforced ESIN process to include socioeconomic assessments, physical culture assessments, and conflict analysis.
- Understanding an environmental and social management system (ESMS)
- E&S audit
- Best practices on the use of pesticides, waste management, water conservation, and irrigation.

- Occupation Health and Safety Management System.

  Ensuring that all site personnel have a basic level of E&S awareness training is essential. Capacity building will cover the applicability and use of this FRILIA ESRM toolkit and regulations and standards, as listed in the section below.

Legal / Regulatory Framework

Application of national and State laws and policies, international best practices,

National laws a, Regulations, and policies:

- Criminal Code,1990
- EIA Act No 86 of 1992
- Employee's Compensation Act , 2010
- Labour Act , 1990
- Land Use Act, 1978
- National Adaptation Strategy & Plan of Action on Climate Change for Nigeria , 2011
- National EIA Procedural Guidelines , 1995
- National Environmental (Air Quality Control) Regulations, 2014
- National Environmental (Control of Bush Forest Fire and Open Burning) Regulations, 2011
- National Environmental (Desertification Control and Drought Mitigation) Regulation ,2011
- National Environmental (Hazardous Chemicals and Pesticides) Regulations , 2014
- National Environmental (Noise Standards and Control) Regulations, 2009
- National Environmental (Sanitation and Waste Control) Regulations, 2009
- National Environmental (Soil Erosion and Flood Control) Regulations , 2011
- National Environmental (Surface water and Groundwater Quality Control) Regulations,2011
- National Environmental (Wetlands , Riverbanks and Lake Shores Protection) Regulations , 2009
- National Environmental Protection (Management of Solid and Hazardous Wastes) Regulations , 1991
- National Policy on Environment , 2016
- National Policy on Occupational Health and Safety , 2020
- National Policy on Solid Waste Management , 2018
- Nigeria's Cultural Policy , 1996
- Pension Reform Act , 2004

State Laws, Policies and reference materials:

- Control of Water Pollution Sources Regulation, 2010
- Environmental Impact Assessment and Audit Regulation, 2010
- Environmental Protection Authority Law , 2010
- Kogi State Government (KOSG) Development Plan 2016-2020
- KOSG infrastructure Master Plan 2022-2028
- KOSG Land Use Regulations, 2017
- Environmental and Social System Assessment for Kogi State Program for

Results
- Kogi State Infrastructural Master Plan
- FRILIA Executive Order , 2023

International standards and best practices:
- Africa Agenda 2063
- FAO and World Health Organization (WHO) International Code of Conduct
- FAO Code of Conduct for Responsible Fisheries , 2011
- Food and Agriculture Organization (FAO) Environmental and Social Management Guidelines , 2015
- IFC Corporate Governance Guidelines , 2019
- IFC Good Practice Note on Animal Welfare, 2014
- International Finance Corporation (IFC) Performance Standards (PS 1 to 8) and Guidance Notes 2012
- International Labour Organization (ILO) Conventions, 1930 -1958
- International Organization for Standardization (ISO) 14001:2015 (Environmental Management System), 45001:2018 (Occupational Health and Safety Management System), 26000:2010 (Social Responsibility), 37101:2016 (Management Systems for Sustainable Development in Communities) on Pesticide Management , 2014
- Stockholm Convention on Persistent Organic Pollutants , 2004
- UN Sustainable Development Goals , 2015- 2030
- United Nations (UN) Convention Against Corruption (2005)
- World Bank EHS Guidelines for Aquaculture , Perennial Crop Production, Annual Crop Production, Forest Harvesting Operations , Mammalian Livestock Production, Poultry Production ,Water and Sanitation , and Waste Management 2007- 2012
- World Bank Environmental and Social Standards (ESS1 to 10) , 2017
- World Bank General Environmental , Health and Safety (EHS) Guidelines

Comparative analysis of state and federal laws, regulations and policies with international best practices.

Environmental and Social Impact Screening

E&S Screening involves the initial assessment of the investment to understand the potential E&S impact. This initial Screening determines whether FRILIA investments are categories as High (Category I), Medium (Category II), or Low Risk (Category III) . See ES Template 1 for the E&D Screening Categorization. Low Risk (Category III) projects are not land – intensive and are not bound by the FRILIA law. Thus, this toolkit is not applicable for such projects.

Regulatory ESIA process

The FMENV is responsible for setting policy guidelines on environmental issues and ensuring compliance with national environmental standards, while state – level agencies undertake similar responsibilities at the state level. The FMENV has an environmental Assessment (EA) department responsible for implementing Nigeria's EIA Act No.86 of 1992. The EA department, in conjunction with State Ministries of Environment, ensures adequate monitoring of environmental performance during project implementation consistent with the Environmental and Social Management Plan (ESMP). The Agency responsible for this action in Kogi State is the KEPA. A summary of activities within each step and the roles and responsibilities of the proponent, KEPA, and FMENV are outlined in Figure 2. The most fundamental output of the ESIA process is an ESIA report developed in the regulations and best practices. The outline of an ESIA report is provided in **ES Template 2**.

Project Proposal: The project proposal should consist of the following:

1. Brief description of project-
   - Project title, proponent, and contact person (name/telephone)
   - Nature of the project and location (include plans if possible)
   - Comment on any land clearing activities involved in construction / operation which may result in the following: emissions, noise, night time operations , waste and /or by-products generated; and
   - Process flow diagrams, site plans, and current land use map.

2. Outline of the planning and implementation programme-
   - Project plan and implementation timetable ; and
   - Project interactions (if applicable) such as out-grower models (**Refer to FRILIA out-grower and food security toolkit).**

3. Outline of the significant elements of the surrounding environment-
   - Residential development, schools , hospitals, parks , cultural features, site of specific interest, site of archaeological interest , groundwater and surface water resources, fishing areas, surrounding communities, and potential project affected persons; and
   - Environmentally sensitive areas.

4. Comment on E&S protection measures incorporated in the design and further E&SImplications-
   - Contractual controls, beneficial/ adverse effects, short/long-term effects, secondary/ induced effects, cumulative effects, history of similar projects, and ability to mitigate adverse E&S impacts.
   - Proceedings of consultations and comments with other stakeholders in a public forum (if any has been done) . see **FRILIA Stakeholders Engagement Toolkit** for further guidance on stakeholder consultations.

Screening:

- Assign the project or activity into a category I, II, or III project (this procedure has been aligned with the E&S Screening for FRILIA as seen in **ES Template 1**) .
- For projects under Category II, a full-scale ESIA may not be mandatory, but an ESMP will be required.
- The FMENV will issue an environmental impact statement (EIS) for projects in Category III, which are expected to have beneficial impacts on environmental and social parameters.
- The FMENV shall provide the proponent with appropriate advice (Screening Report) in writing.

Executive of ESIA: The ESIA scope must cover the following.

- Review national and international laws, regulations and codes applicable to the ESIA study and the proposed investment project.
- Scoping and stakeholder engagement exercise (with FMENV and KEPA).
- Description of all action / activities that will be carried out during the proposed project.
- Baseline data gathering of environmental and social parameters and laboratory analysis (with FMENV and KEPA).
- Analysis of data obtained and description of the study area base on baseline data.
- Identification, evaluation and significance ranking of potential environmental and social impact of the project.
- Proposed recommendations of appropriate risk mitigation and / or opportunities enhancement measures , including an ESMP.
- Preparation of ESIA Report.

Draft ESIA Report: ES Template 2 shows the content of a Draft ESIA report**.** The investor shall submit copies of the report to the FMENV and KEPA for review. All other stages are appropriately summarized in the figure above.

Impact analysis, ranking and mitigation

Impact identification and ranking methodology

The potential for environmental and social impact exists where an environmental aspect has been identified, i.e. where a project activity has been determined to have the potential to interact with the biophysical and socio- cultural environment .This can be done using an interaction matrix of project activities versus receptors. The significance of each impact is then determined as a product of the impact magnitude (ranked as positive, negligible , low medium or high) and receptor sensitivity (ranked as low , medium or high). Qualitatively, the impact significance is then ranked on four (4) widely accepted levels; major, moderate, minor, or negligible.

Baseline

Guidelines and methodology for environmental data collection. Data and information for the description of the existing environmental condition of the Project area shall be collected using appropriate methodologies for each parameter. Parameters relevant to FRILIA investments include. climate. geology and hydrogeology, air quality and noise , surface and groundwater quality, aquatic biodiversity (hydrobiology),soil, land use and terrestrial biodiversity (flora and fauna) . The environmental baseline data collection will be guided by the FRILIA ESIA baseline data collection tool for environmental parameters **ES Template 3**.

Methodology for social data collection.

Data and information for the description of the existing socioeconomic characteristics of the project area shall be collected using appropriate methodologies. Parameters relevant to FRILIA investments include demography, ethnicity , language , religion , vulnerable groups , administrative and socio-cultural institution , migration trends and patterns, land acquisition , economics , livelihoods , community grievances and expectations, education, employment, health status and access to health services, culture , settlement pattern , and community infrastructural services and facilities. The social baseline data collection will be guided by the FRILIA ESIA baseline collection tool for social parameters is attached as **ES Template 4.**

Potential E&S impacts and significance ranking

Potential E&S impacts are any changes to the E&S baseline, whether adverse or beneficial, resulting from the investor's activities. Impacts should be identified by considering the interaction between project activity (e.g. site clearing, planting, etc.) and the E&S aspect (e.g. exhaust emissions, noise, etc.). The potential impacts can be defined as:

- Negative : An impact that represents an adverse change from the baseline or introduces a new undesirable factor.
- Positive : An impact that represents an improvement to the baseline or introduces a new desirable factor.
- Direct: Impacts that result from the direct interaction between planned project activity and the receiving environment.
- Indirect: Impacts that result from the other activities that are encouraged to happen as a consequence of the project.
- Cumulative: Potential impacts that may result from incremental changes caused by other past, present or reasonably foreseeable actions together with the project.

The potential E&S impacts associated with FRILIA projects are shown in **ES Template 5.** Although the template is for a typical plant-based agriculture system, it can be modified as appropriate to suit other forms such as livestock rearing, poultry, agroforestry, aquaculture, etc. However, the list in the template is non- exhaustive and cannot be interpreted to indicate the totality of impacts applicable to a specific project.

After identifying potential impacts, the determination of significance and ranking process occurs in three (3) stages:

1. Determination of Impact Magnitude: which is a function of the combination of the following impact characteristics : extent , duration, scale, and frequency. The magnitude designations for potential negative impacts can ne negligible, low, medium or high.
2. Determination of receptor sensitivity / fragility / value- which refers to economic, social, and/or environmental / ecological importance of the receptor, including reliance on the receptor by people for sustenance , livelihood , or economic activity and the importance of direct impacts to persons associated with the resource. The receptor- sensitivity designators for potential negative impacts can be: low, medium , or high.
3. Determination of the impact significance- Which is the "product " of a combination of the impact magnitude and receptor sensitivity (Table 2).

Table 2 : E &S impact significance matrix

Impact Significance Matrix				
Impact Magnitude		*Sensitivity of Receptors*		
		Low	Medium	High
	Negligible	Not Significant	Not significant	Low
	Low	Not significant	Low	Medium
	Medium	Low	Medium	High
	High	Medium	High	High

The significance ranking of potential impacts requires expertise consultation within the respective field (environmental and social) and engagement with stakeholders to accurately determine impact magnitude and receptor sensitivity to avoid bias or omissions.

Concept of impact mitigation and enhancement

Mitigation refers to measures or interventions necessary to avoid, minimize, reduce or offset adverse impacts. The standard approach for selecting appropriate mitigation measures are:

- Avoid adverse impacts as far as possible using preventive measures.
- Minimise or reduce negative impacts to "as low as reasonably practicable" (ALARP) level;
- Offset , remediate , or compensate for adverse impacts which cannot be mitigated or residual impacts which cannot be further reduced.

In proffering mitigation measures, preference should be given to avoiding or preventing adverse impacts. Where not feasible , measures which are practicable and cost–effective using the best available technology should be suggested , such as climate- smart agriculture, innovative practices (aquaponics, vertical farming, black soilder flies, reforestation etc) irrigation and water management , sustainable livestock management, sustainable soil management, agricultural waste management, integrated pest management, etc. compensation (see toolkits on **FRILIA Involuntary Resettlement Valuation and Compensation Toolkit**) should only be considered as the last resort.

Enhancement refers to the identification , management and improvement of positive impacts. Enhancement of positive impact or opportunities should be managed with the development of adequate management plans and procedures as well as evaluation and monitoring tools to review progress.

Recommended mitigation and enhancement measures

The proposed recommendation for impact mitigation or enhancement measures (as shown in **ES Template 6**) should be based on the potential E&S impacts. Similarly, this template is for physical plant based agriculture system and can be modifies as appropriate to suit other forms such as livestock rearing , poultry, agroforestry , aquaculture , etc. This is a non – exhaustive list and does not indicate the totality of recommendations applicable to project impacts. The table only provides a guide as we understand that recommendations vary by several factors such as the project specificity, scale, best available technology, sustainability etc. nonetheless , the overall aim is to ensure that the project – related impacts are mitigated to the barest minimum, avoided , or compensated for while the opportunities are enhanced as much as practicable.

An ESMP should be developed (outline provided in **ES Template 7**) for effective Management of significant mitigation and enhancement measures. The ESMP shall be monitored, audited, reviewed and improved as indicated in the section below.

E&S monitoring, audit and reporting

The E&S monitoring programme shall be developed using the monitoring schedule from the ESMP to highlight the monitoring of compliance with mitigation measures. E**S Template8** shows the content a typical monitoring programme should contain in a tubular, including E&S parameters that would be monitored, the frequency and the responsible party within the project management team. Furthermore, the FMENV , the National Environmental Standard and Regulations Enforcement Agency (NESREA) and the KEPA have mandated projects to submit evidence of these monitoring programme activities in quarterly reports; this reports are called the Environmental (and social) compliance monitoring report (**ES Template 8**)

E&S Audit

The FMENV, NESREA, and KEPA have mandated projected to submit and environmental (and social) audit report (EAR) every three (3) years after commencement of operations. The EAR shall be developed in line with the National Guidelines for Environment Audit in NIGERIA OF 2011issued by NESREA (ES template9)

E&S Templates	
ES Template 1	E&S screening categorisation
ES Template 2	ESIA report outline
ES Template 3	ESIA baseline data collection tool (Environmental parameters)
ES Template 4	ESIA baseline data collection tool (Social parameters)
ES Template 5	Potential E&S impacts
ES Template 6	Recommended mitigation and enhancement measures
ES Template 7	ESMP Outline
ES Template 8	E&S monitoring template
ES Template 9	E&S audit activities and reporting template
Other FRILIA Toolkits and Templates	
GMOU Template 4	License and permit compliance checklist
Stakeholder engagement toolkit	
Out-growers and food security toolkit	
Involuntary resettlement, valuation and compensation toolkit	

CHAPTER EIGHT

OUT-GROWERS AND FOOD SECURITY TOOLKIT

1 OUT-GROWERS AND FOOD SECURITY TOOLKIT

7.0 Introduction to the toolkit

Agriculture is the cornerstone of Kogi State's economy, ensuring food security and economic growth. Smallholder farmers, also known as out-growers, are pivotal to this sector, producing a significant portion of the state's food supply. However, these farmers face numerous challenges, including limited access to financing, inadequate infrastructure, and fluctuating market conditions, which hinder their productivity and threaten food security. The Out-Growers and Food Security Toolkit is designed to address these challenges by providing a comprehensive framework to support smallholder farmers in Kogi State. This toolkit outlines practical strategies and mechanisms to enhance the financial inclusion, productivity, and sustainability of out-growers. By leveraging partnerships between government agencies, financial institutions, agribusinesses, and cooperatives, this toolkit aims to create an enabling environment for out-growers to thrive.

Key components of the toolkit include financing mechanisms, capacity-building initiatives, infrastructure development, and market access solutions. Each section is tailored to meet the unique needs of out-growers, offering actionable insights and best practices to improve their likelihood and ensure a stable food supply. By effectively implementing this toolkit, Kogi State can unlock the potential of its agricultural sector, empower smallholder farmers, and foster a resilient and food-secure community.

Objective

This Toolkit enables investors and other investment stakeholders to understand and implement effective engagement, support, and contracting strategies with Out-growers. Toolkits accompanying the Outgrowers Programs in Kogi State are designed with specific objectives to ensure their effectiveness and impact:

1. Facilitate Implementation: The Toolkits aim to provide a practical guide for the seamless implementation of Outgrowers Programs, offering step-by-step procedures and best practices.
2. Enhance Stakeholder Collaboration: By fostering collaboration between smallholder farmers, agribusinesses, and other stakeholders, the Toolkits aim to create a cohesive ecosystem that maximizes benefits for all.
3. Ensure Compliance: The Toolkits lay out legal and regulatory frameworks, ensuring that Outgrowers Programs adhere to established norms and policies, promoting transparency and accountability.
4. Promote Sustainable Practices: With a focus on environmental stewardship, the Toolkits emphasize sustainable agricultural practices that align with Plateau State's commitment to ecological balance.
5. Empower Farmers: The Toolkits are designed to empower smallholder farmers by providing them with knowledge, skills, and resources, fostering self-reliance and resilience.
6. Monitor and Evaluate Impact: The Toolkits include mechanisms for monitoring and evaluating the impact of Outgrowers Programs, facilitating continuous improvement and adaptive management.

In conclusion, the Outgrowers Programs in Kogi State, supported by these comprehensive Toolkits, represent a transformative approach to agriculture, aligning with the state's broader goals of sustainable development, social inclusion, and economic prosperity.

FRILIA Principles Applicable to Out-growers and Food Security

- Investments should be consistent with and contribute to policy objectives, including poverty eradication, food security, sustainable land use, employment creation, and support to local communities (FRILIA principle
- Investments should occur with utmost transparency, providing a solid foundation for trust and confidence.
- Land acquisition and related adverse impacts will be minimized or avoided as much as possible.
- Investments should be subject to consultation and participation, including the disadvantaged and vulnerable, informed of their rights and assisted in their capacity to negotiate.
- Communities have the opportunity and responsibility to decide whether to make land available based on informed choices, underscoring their importance and value in the process.
- Investments should be monitored.
- Safeguard against environmental damage unless adequately mitigated.
- Independent assessments of potential positive and negative impacts on tenure rights, food security, livelihoods, and the environment must precede investments

7.2 Importance of Out-growers in the Kogi State Transformation Program

FRILIA is, by design, aimed at supporting "large-scale agribusiness investments." These projects would require substantial state support, oversight, approvals, and access to international funding. It is essential to underscore that FRILIA is not designed to support small- or medium-scale agribusiness investments, which *typically have less stringent planning and less onerous investment requirements*. By design, FRILIA is also aimed at supporting land-intensive agricultural investments, requiring the introduction of intensive agricultural production models, systems, and technology. FRILIA is not aimed at scaling up low yield, low profit, and often exploitative extensive farming practices. The Kogi State Transformation Program is a comprehensive initiative to revitalize the agricultural sector and foster economic growth in Kogi State, Nigeria. A pivotal element of this program is the involvement of out-growers—smallholder farmers who enter into agreements with agribusinesses or government bodies to produce specific crops. These out-growers play a critical role in the success of the transformation program, contributing to agricultural development, economic empowerment, and sustainable rural growth.

7.3. Boosting Agricultural Production

Out-growers are instrumental in enhancing agricultural production within Kogi State. By adopting improved farming techniques and utilizing high-quality inputs provided by the program, these farmers significantly increase crop yields. The transformation program often includes training sessions and technical support, enabling out-growers to implement modern agricultural practices. Additionally, the program encourages the cultivation of various crops, leading to crop diversification and reducing the risks associated with dependence on a single crop. This boosts overall agricultural output and enhances food security in the region.

Economic Empowerment

The economic impact of out-growers on the local economy cannot be overstated. Participation in out-grower schemes provides farmers with a steady source of income, which is crucial for improving their livelihoods and reducing poverty. The program also creates employment opportunities along the agricultural value chain, including processing, packaging, and distribution. This ripple effect of job creation extends beyond the immediate farming community, contributing to broader economic development in Kogi State. Furthermore, access to credit facilities and financial assistance allows out-growers to invest in better farming equipment and inputs, further enhancing their productivity and profitability.

Access to Resources and Support

One of the significant advantages of being an out-grower is the access to resources and support systems that might otherwise be unavailable. The transformation program provides out-growers with essential inputs such as seeds, fertilizers, and pesticides, ensuring they have the necessary tools to succeed. Technical assistance and training empower these farmers to adopt best agriculture practices, which translates to higher yields and better-quality produce. Financial support, often through low-interest loans or grants, enables out-growers to expand their operations and invest in sustainable farming methods.

Market Access

Market access is a critical challenge for many smallholder farmers. However, out-growers benefit from the program's structured market linkages, which often include pre-arranged agreements with buyers. These agreements guarantee that out-growers have a ready market for their produce, reducing the risks associated with fluctuating market conditions. Furthermore, these arrangements typically ensure fair pricing, protecting farmers from exploitation and ensuring they receive a reasonable return on their investment. This security enables out-growers to plan their production and finances more effectively, contributing to long-term stability.

Infrastructure Development

The Kogi State Transformation Program often leads to developing essential infrastructure that benefits out-growers and the wider community. Improved road networks, storage facilities, and irrigation systems are among the infrastructural developments that enhance agricultural productivity. Better infrastructure reduces post-harvest losses, facilitates more accessible transportation of goods to markets, and ensures a reliable water supply for farming activities. These improvements not only support the out-growers but also contribute to the overall rural development, improving the quality of life for the entire community.

Sustainable Agricultural Practices

Sustainability is a crucial focus of the transformation program, and out-growers are encouraged to adopt environmentally friendly farming practices. These practices include soil conservation techniques, water management strategies, and organic fertilizers. By promoting sustainable agriculture, the program ensures the long-term viability of farming in Kogi State. This approach protects the environment and secures the future of agriculture for coming generations. As custodians of the land, out-growers play a vital role in this sustainability drive, ensuring that farming remains productive and environmentally responsible.

Community Development

Beyond individual benefits, out-growers contribute to the broader development of their communities. The program fosters social cohesion by promoting cooperation and collective problem-solving among farmers. Shared experiences and knowledge strengthen This sense of community, leading to more resilient and supportive rural communities. Capacity-building initiatives within the program equip out-growers with valuable skills and knowledge that can be disseminated within their communities, enhancing overall agricultural expertise and fostering a culture of continuous improvement.

In conclusion, out-growers are a cornerstone of the Kogi State Transformation Program, driving agricultural productivity, economic growth, and sustainable development. Their involvement benefits individual farmers and contributes to the broader goals of poverty reduction, food security, and rural development. By empowering out-growers with resources, support, and market access, the program ensures a vibrant and resilient agricultural sector in Kogi State, paving the way for a prosperous future.

The above two qualifications, "large scale" and "land-intensive," set the scene for the design of the FRILIA within the Kogi State Transformation Program. Participation from out-growers is essential in operationalizing the FRILIA framework. Large-scale agribusiness investments in Africa typically have an annual turnover of over USD 20 million and rely on out-growers to supply between 30% and 70% of the agricultural input. In contrast, in economies where agriculture value chains are fully developed, producers do not process, and processors do not produce.

Experience in Africa is different, and investors cannot rely on a reliable feedstock supply unless they grow a significant portion. Therefore, the out-grower component remains essential to large-scale agri-business investments, not only to secure sufficient feedstock for a large-scale operation but also because of the following advantages to the investor:

1. The investor can obtain turnover with no capital expense where out-grower projects are supported with external funding
2. The investor can maintain harmonious, mutually beneficial relationships with the host and neighboring communities. To proceed with his investment, the investor must, at minimum, receive the Communities' Free and Informed Consent, but the out-grower strategy enables him to go beyond obtaining consent.

7.4 The Role of Food Security in Out-grower Projects

Out-grower development can bring about significant changes in household food security. Land and other resources traditionally allocated to household food security are now redirected to income-earning commercial production. If not managed effectively, the following challenges can arise:

- Time-lapse between joining an out-grower scheme and earning income causes a food shortage for the out-grower.
- Land reallocation causes food insecurity for communities reliant on their farmers to grow food for local consumption.

Increased income could and should improve households' long-term food security, provided that the income earned is well spent and there is no time lapse between

income earned to buy food and the need for food. Thus, ensuring household food security becomes part of the design of out-grower projects.

7.5 Roles of Investor, Communities and Government

The Purpose, Roles, and key Activities of the principal partners to the Investment is given below. Some important features:

- Outgrowers are Investors. They invest their time, effort, and opportunity.
- Communities are both Hosts and co-investors.
- Governments are partners and mobilizers of Development funds for Communities.
- Investors are Project Proponents and Designers, not financiers

INVESTOR	COMMUNITY	Government
Investor's purpose • Land for farming and factory • Feedback Supply without using own Capital Investor role • Proponent and Designer of Investment • Contracting Partner & Purchaser Investor Activities • Design Project • Get Consent from Communities • Organise, Arrange and Operate	Community Needs • Human Development • Economic Upliftment: BUSINESS AND JOBS • Minimize Land -take: OUTGROWERS • FoodSecurity IMPROVEMENTS COMMUNITY ROLE: • Giverofconsent • Partnerin allOGtrainingand selection • Partnerin foodsecuritystrategy COMMUNITY ACTIVITIES • Maintain a cooperative environment • Participate in investment design • Monitorand evaluate	GOVT PURPOSE • Human Development • Economic upliftment • Environment Protection Govt Role • Policy Maker • Regulator and Auditor • Mobiliser of Development Funds • Director of Investment Flows Govt Activities • Create Conductive Policies • Maintain Regulatory Framework • Procedure Funding for Public Infrastructure • Monitor, Evaluate
OUT GROWER OUTGROWER ACTIVITIES • Learn and Do Modern Business • Supply products as contracted		

7.6 Financing Out-growers and Food Security

Financing out-growers in Kogi State, Nigeria, with the goal of enhancing food security and economic development. Out-growers are smallholder farmers who play a crucial role in the state's agricultural sector. By addressing their financial needs and improving their access to resources, we can significantly boost agricultural productivity and ensure a stable food supply.

Key Stakeholders and Agencies

- **Kogi State Ministry of Agriculture and Natural Resources**: Responsible for implementing agricultural policies and programs.
- **Kogi Agricultural Development Project (KADP)**: Provides technical support and extension services to farmers.
- **Central Bank of Nigeria (CBN)**: Offers various agricultural credit schemes through its Anchor Borrowers' Program (ABP).
- **Nigerian Agricultural Insurance Corporation (NAIC)**: Provides insurance products tailored for farmers.
- **Microfinance Banks and Cooperative Societies**: Offer financial products and services to smallholder farmers.
- **Private Agribusinesses**: Engage in contract farming and provide inputs and market access to out-growers.

Financing Mechanisms

1. **Microfinance Institutions and Cooperative Societies**
    - **Role**: Provide tailored financial products to meet the specific needs of out-growers.
    - **Actions**:
        - Establish partnerships with local microfinance banks and cooperative societies.
        - Develop loan products with favorable terms for smallholder farmers.
        - Promote savings and credit cooperatives among out-growers.
2. **Public-Private Partnerships (PPPs)**
    - **Role**: Leverage resources and expertise from government, financial institutions, and private agribusinesses.
    - **Actions**:
        - Facilitate collaboration between the Kogi State Ministry of Agriculture, CBN, and private agribusinesses.
        - Create joint funding initiatives to provide comprehensive support to out-growers.
        - Develop infrastructure projects such as storage facilities and irrigation systems through PPPs.
3. **Agricultural Credit Schemes**
    - **Role**: Provide low-interest loans and subsidies to out-growers.
    - **Actions**:

- Implement the CBN's Anchor Borrowers' Program to provide financial assistance and inputs to out-growers.
- Offer subsidized loans through the Nigerian Incentive-Based Risk Sharing System for Agricultural Lending (NIRSAL).
- Coordinate with NAIC to bundle insurance products with credit schemes.

4. **Digital Financial Services**
   - **Role**: Expand financial inclusion and provide convenient access to financial services.
   - **Actions**:
     - Promote mobile banking and digital payment platforms among out-growers.
     - Develop mobile-based loan and savings products tailored for smallholder farmers.
     - Use digital tools for efficient loan disbursement and monitoring of agricultural activities.

Implementation Steps

1. **Needs Assessment and Stakeholder Engagement**
   - Conduct a comprehensive needs assessment to identify the financial challenges out-growers face.
   - Engage with key stakeholders, including government agencies, financial institutions, and private sector partners, to gather input and secure commitment.

2. **Developing Financial Products and Services**
   - Design financial products that address the unique needs of out-growers, such as short-term loans for inputs, long-term loans for equipment, and insurance products.
   - Ensure that these products are accessible, affordable, and tailored to the agricultural cycle of out-growers.
3. **Capacity Building and Training**
   - Provide training programs for out-growers on financial literacy, modern farming techniques, and digital financial services.
   - Conduct workshops and seminars for financial institutions to better understand smallholder farmers' needs and develop suitable products.
4. **Infrastructure Development**
   - Invest in developing rural infrastructure, including storage facilities, transportation networks, and irrigation systems.
   - Leverage PPPs to fund and implement infrastructure projects that benefit out-growers.

5. **Monitoring and Evaluation**
    - Establish a robust monitoring and evaluation framework to track the impact of financing interventions on out-growers and food security.
    - Use data collected to make informed decisions and continuously improve financing strategies.

7.7 Scope of yhe Out Growers and Food Security Toolkit

The toolkit is made up of three Templates:

1. The Investor Out-grower Plan
2. The Out-grower Models
3. The Food Security Template

Each template is designed to be used independently; however, each is better used together.

How to use the Out growers and Food Security Templates

The Investor Outgrower Planning is made up of three sections:

1. Investor/Out-grower Relationships
2. A generic flow chart that illustrates the steps a well-designed project will go through from conception to operation

The Out-grower Models

The out-grower model is an agricultural production system in which smallholder farmers (out-growers) enter into agreements with larger agribusinesses, government programs, or cooperatives to produce specific crops. These agreements typically include provisions for input supply, technical assistance, and market access. This model can take various forms, each with distinct characteristics and benefits. Here, we explore several out-grower models and their potential applications in enhancing agricultural productivity and food security in Kogi State.

1. Contract Farming Model

Description: In this model, out-growers enter formal agreements with agribusinesses or processing companies. These contracts specify the type and quantity of crops to be produced, quality standards, and the purchase terms.

Benefits:

- **Guaranteed Market**: Out-growers have a secured buyer for their produce, reducing the risk of market fluctuations.
- **Access to Inputs**: Farmers receive inputs such as seeds, fertilizers, and pesticides from the contracting company.
- **Technical Support**: Companies often provide training and technical assistance to ensure high-quality production.

Implementation in Kogi State:

- Partner with agribusinesses and processing companies to establish contract farming schemes for critical crops such as cassava, rice, and maize.

- Develop transparent and fair contracts that protect the interests of both farmers and companies.

2. Nucleus Estate Model

Description: This model involves a central nucleus farm managed by an agribusiness surrounded by smallholder out-grower farms. The nucleus farm acts as a hub, providing inputs, technical support, and infrastructure to the out-growers.

Benefits:

- **Centralized Management**: The nucleus farm ensures consistent quality and standards across all out-grower farms.
- **Shared Infrastructure**: Out-growers benefit from shared facilities such as storage, processing, and transportation.
- **Enhanced Productivity**: Proximity to the nucleus farm facilitates better monitoring and support.

Implementation in Kogi State:

- Identify strategic locations for establishing nucleus farms for significant crops.
- Collaborate with agribusinesses to develop infrastructure and support services around these nucleus farms.

3. Cooperative Model

Description: Out-growers form cooperatives to pool their resources and collectively negotiate with buyers and input suppliers in this model. Cooperatives may also provide their members with financial services, training, and marketing support.

Benefits:

- **Collective Bargaining**: Cooperatives can negotiate better prices for inputs and higher returns for their produce.
- **Financial Inclusion**: Members can access savings and credit facilities through the cooperative.
- **Capacity Building**: Cooperatives offer training and support to improve farming practices and productivity.

Implementation in Kogi State:

- Encourage the formation of agricultural cooperatives among smallholder farmers.
- Provide training and support to cooperatives to enhance their management and operational capacities.

4. Out-Grower Scheme with Kogi State Investment Promotion and Public Private Partnership Agency (KOSIPPPA)

Description: This model involves collaboration between the government, private sector, and out-growers. To enhance agricultural production, KOSIPPPA can provide financing, infrastructure, and technical support.

Benefits:

- **Resource Mobilization**: KOSIPPPA leverage public and private sector resources to support out-growers.
- **Infrastructure Development**: Joint efforts can lead to developing essential infrastructure such as irrigation systems, roads, and storage facilities.
- **Sustainability**: KOSIPPPA can create sustainable agricultural value chains that benefit all stakeholders.

Implementation in Kogi State:

- Develop KOSIPPPA frameworks to support key agricultural projects.
- Identify potential private sector partners and negotiate agreements that outline roles and responsibilities.

5. Digital Agriculture Model

Description: This modern model leverages digital technologies to connect out-growers with markets, financial services, and agricultural advice. Digital platforms can facilitate everything from input procurement to crop sales.

Benefits:

- **Increased Efficiency**: Digital tools streamline transactions and reduce the time and cost associated with traditional farming practices.
- **Market Access**: Farmers can reach broader markets and receive real-time price information through digital platforms.
- **Data-Driven Decisions**: Access to digital advisory services helps farmers make informed decisions based on data and expert advice.

Implementation in Kogi State:

- Promote the use of mobile and digital platforms among out-growers.
- Partner with technology providers to develop and deploy digital agriculture solutions tailored to the needs of smallholder farmers.

Conclusion

The out-grower models offer diverse approaches to improving agricultural productivity and food security in Kogi State. By leveraging the strengths of different models, including contract farming, nucleus estates, cooperatives, KOSIPPPA and digital agriculture, stakeholders can create a robust support system for out-growers. Implementing these models requires collaboration between the government, private sector, and farmers and targeted investments in infrastructure, training, and technology. Through these efforts, Kogi State can enhance its agricultural sector, ensuring a stable and secure food supply for its population.

The Food Security Template (OG Template 3)

This template can be adopted by communities involved in investor-led projects that take land away from food production. The strategy has four (4) clear objectives that ensure that communities' access to adequate and nutritious food year-round is not negatively impacted and is improved.

Objective 1	Replace the threat of fewer physical resources with higher productivity, which will lead to higher food production.
Objective 2	Replace the Threat of Fewer Economic Resources with More Economic Activity within the Community, leading to more money for food expenditure.
Objective 3	Replace the Threat of Increased Competition with Increased Collaboration, leading to more effective use of all resources, particularly Human
Objective 4	Replace poor knowledge of diet with Increased nutrition knowledge leading to improved Nutrition.

Procedures for achieving these objectives are laid down. An important feature is the proposal that ensures compliance with the Food Security Strategy becomes mandatory; failure on the part of an investor to comply would attract penalties from the Government.

Other templates

Templates have been developed as part of the other toolkits that will be used for contracting and engaging with stakeholders, as specified in the investor–out–growing planning template.

CHAPTER NINE

GRIEVANCE REDRESS MECHANISM TOOLKIT

GRIEVANCE REDRESS MECHANISM TOOLKIT

8.1 Introduction to the GRM Toolkit

The impacts of development projects vary with each stakeholder. Project Affected Persons (PAP), Project Affected Communities (PAC), and other stakeholders should be able to express their concerns and grievances on each project to find solutions that meet their expectations through reliable, trustworthy, transparent, and cost-effective mechanisms. It is important to note that the FRILIA Grievance Redress Mechanism (GRM) toolkit and associated templates are cross-cutting and apply to all the other seven FRILIA components. It provides an avenue for stakeholders to understand the concept of grievances and capture and respond to grievances. Additionally, the toolkit will help the Grievance Redress Committee (GRC) aggregate and monitor grievances through the grievance escalation procedure while providing feedback and exploring alternative dispute resolution mediums.

8.2 Scope of the GRM Toolkit

The FRILIA GRM clearly articulates how grievances should be lodged, addressed, and resolved and the committees responsible for resolving such grievances. The FRILIA GRM does not seek to replace but to complement the existing channels for addressing grievances in Kogi State before the final option of litigation; channels like the Kogi State P-GRM, the Systematic Property Registration Programme (SPRP) on GRM (Land Disputes Mediation Guidelines), and the multi-door courthouses.

The scope for FRILIA grievance redress, therefore, includes:

The scope for FRILIA grievance redress, therefore, includes:

- A GRM framework
- Institutional framework for addressing grievances
- GRM procedure
- Procedure for sorting, assessing and processing of the grievance
- Procedure for monitoring and tracking the grievance
- A feedback mechanism and time frame for responding to filed grievances
- A reporting and dissemination system

8.3 FRAMEWORK

The lack of a transparent, equitable, easily affordable, and culturally appropriate grievance mechanism can impact the implementation of FRILIA and its future sustainability, especially at the community level. Although the KOG P for R has a GRM1 that has been designed such that there are multiple complaints points with the agency having a 1st level and 2nd level GRM and option to go to the multi-door courtroom or the court of law in cases of non-resolution. The existing KOGP for R

GRM also requires KOGIS to develop GRMs for flagship programmes, such as FRILIA. Presently, KOGIS does not have a formal GRM but liaises with KIPA to facilitate stakeholder meetings. These meetings serve as the medium of collecting and addressing grievances for KOGIS. The FRILIA GRM will provide a systematic procedure for managing grievances related to FRILIA projects, and this FRILIA GRM toolkit will provide the necessary guidance that will help KAWGIS to manage and monitor all FRILIA related disputes and ensure that:

- all stakeholders, including investors and communities, are involved;
- different uptake points are explored; and
- The GRM is linked with other relevant agencies for effectiveness and timely feedback.

8.4 Grievance and GRM

A grievance is an expression of dissatisfaction or concern stemming from an actual or perceived impact of an action on an individual or group. Grievance Redress Mechanisms are institutions, instruments, methods, and processes by which a resolution to a grievance is sought and provided. In everyday human interaction, grievances, disputes, complaints etc., cannot be avoided; hence to manage stakeholder relationships and ensure the success of FRILIA investments, a GRM provides the start and endpoint through which complaints are voiced, managed and resolved.

The objectives of a grievance redress mechanism are:

- To establish procedures and processes that capture, assess and respond to concerns from project stakeholders and the general public throughout a project lifecycle;
- To provide and facilitate access to information about project implementation and address complaints, concerns and grievances that may arise during project implementation;
- To provide a forum for resolving disputes at the local level, reducing the likelihood of escalation;
- To ensure that the rights of affected parties are respected by enabling the public to raise their concerns or objections towards investment projects;
- To provide a cost-effective method to report grievances and complaints and an opportunity to resolve disputes relatively quickly;

- To reduce conflict in project implementation and operations;
- To ensure and promote transparency and accountability throughout the implementation of projects among the relevant stakeholders;
- To identify and respond to unintended impacts of projects on individuals/communities;
- To facilitate cordial relations between the project stakeholders, e.g. investors, implementers and beneficiaries.

8.5 Principles of GRM

An effective GRM should be guided by several principles, among which are:

- **Accessibility:** GRM must be accessible to all stakeholders, irrespective of the remoteness of the area they live in, the language they speak, and their level of education or income;
- **Simplicity:** Procedures to file grievances must be simple that stakeholders can understand;
- **Fairness:** Grievances must be treated confidentially, assessed impartially, and handled transparently.
- **Timely:** All grievances, simple or complex, must be addressed and resolved as quickly as possible, and actions must be constructive.
- **Inclusiveness:** Special attention must be given to ensure that poor people and marginalized groups, including those with special needs, are able to access the GRM.
- **Responsiveness:** The GRM must be responsive to the needs of all complainants. Accordingly, officials handling grievances are trained to take effective action upon, and respond quickly to, grievances and suggestions.
- **Objective and Independent:** The GRM operates independently of all interested parties in order to guarantee fair, objective, and impartial treatment to each case.

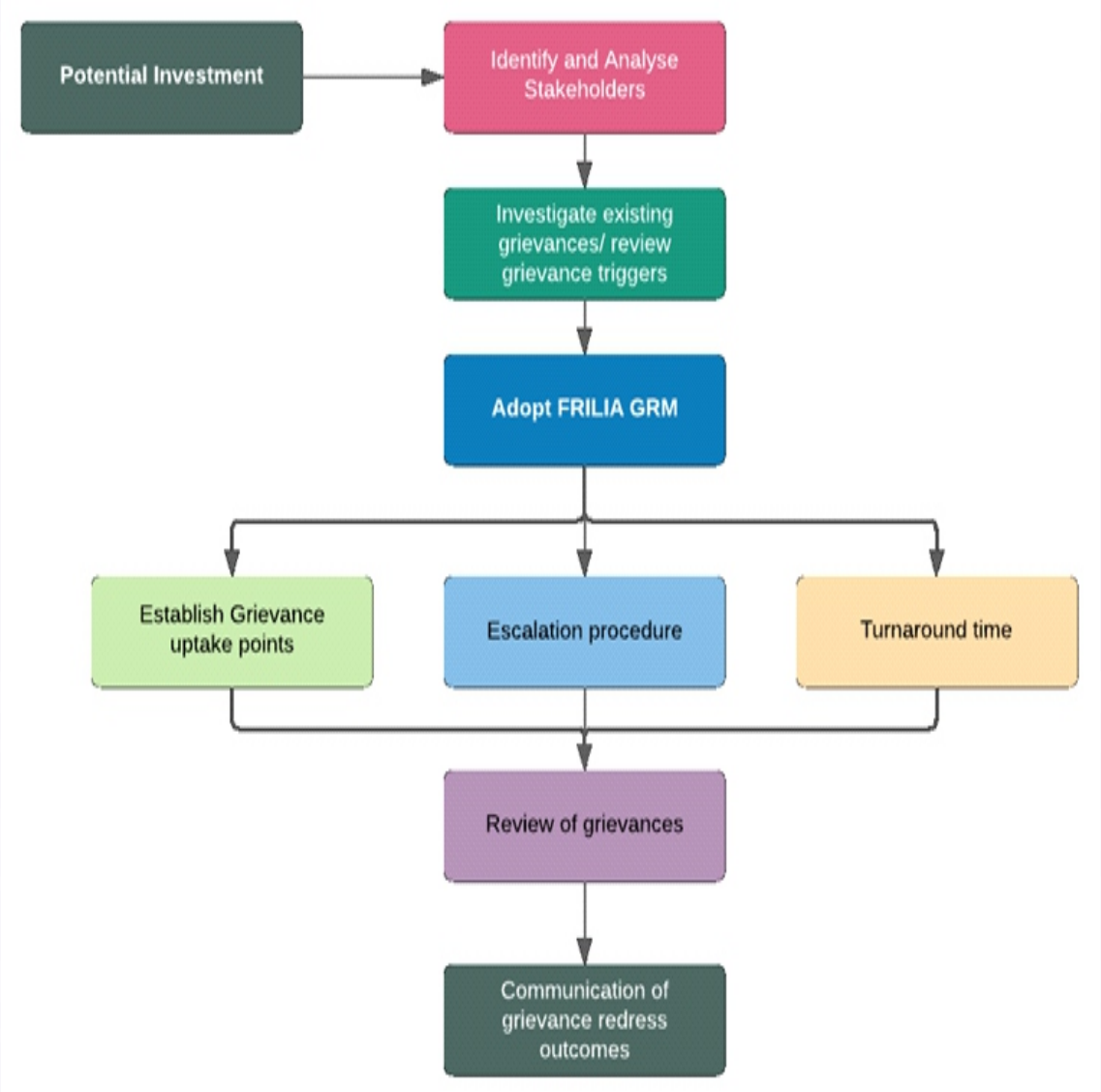
GRM officials must have adequate means and powers to investigate grievances.

These principles are underpinned by FRILIA principle 2.3: Protect rights through grievance redress mechanisms that provide accessible and affordable procedures for the third-party settlement of disputes, including but not limited to disputes arising from displacement or resettlement. These mechanisms should consider the availability of judicial recourse and community and traditional dispute resolution mechanisms.

8.6 GRM APPROACH

The GRM approach for FRILIA aims to address grievances that may arise during any of the investment stages of FRILIA. The figure below illustrates the process map to guide the investor in the application of the toolkit.

Figure 1: Visual Process Map to guide the Application of the Toolkit



In KIPA investment stage two (detailed enquiry), where stakeholders are identified, it is important to investigate existing grievances and review grievance triggers. This stage will identify the different types of project grievances to develop avoidance/mitigation measures. Once this is completed, a GRM must be established.

Once established, the GRM applies to the subsequent stages of investment.
The priority of a grievance mechanism, according to international best practices, is to avoid grievances. This is done by identifying the root cause(s) of land-related grievances and proactively pre-empting. Some common causes of land-related grievances include:

- Inadequate stakeholder engagement
- Compensation less than expected
- Delayed payments
- Impersonation of PAPs
- Speculative planting to get more money
- Multiple and overlapping claims on one land
- Some assets not considered, such as shrines
- Disregard for cultural heritages
- Local employment quota
- Community development initiatives
- Destruction of community infrastructures
- Destruction of access routes

Where grievances cannot be avoided, mitigation measures should be taken to reduce grievances and their impacts. Examples of some mitigation measures are outlined in Table 1. Actions that can be taken to avoid grievances

1	Establish a user-friendly GRM	8	Always keep appointments with communities
2	Provide adequate and timely information to communities and the general public.	9	Build the capacity of the project staff, especially the ones relating with communities and external stakeholders
3	Conduct effective, meaningful and interactive community consultations	10	Dispel rumour-mongering
4	Enable Q&A sessions after engagement with stakeholders	11	Set and manage expectations early in the project
5	Confirm all Project components and beneficiaries	12	Develop easy to understand and culturally appropriate Key Entry Messages
6	Develop and implement the SEP	13	Be inclusive
7	Identify all the vulnerable persons and engage with them adequately	14	Under-promise, over-deliver and timely delivery of what is agreed

ESTABLISHMENT OF A GRIEVANCE REDRESS MECHANISM

Basic Elements of GRM Design

A GRM must be designed to incorporate the following:

- A dedicated process/ procedure to receive grievances, e.g. call center, comment/complaint form, emails, text messages, suggestion boxes, website, local offices etc.
- Take into account culturally appropriate ways of handling community concerns
- The process must be simple, clear, easily accessible and understandable to all of the affected communities at no cost
- It must provide for anonymity, be secure and prevent retribution or intimidation
- It must have different levels to allow for appeals and recourse to an open court system.
- It must have a reasonable time frame for resolutions and feedback
- It must show transparency, objectivity and accountability in its processes and outcomes.
- It must recognize the uniqueness and diversity of grievances, and therefore decision making should be flexible.
- It must have a dedicated unit/department and a register to receive, record and track the resolution of grievances.

Institutional Arrangement for Grievance Redress Based on FRILIA

For a successful and working GRM, it is important to establish an institutional framework. The FRILIA GRM will require three levels of institutional arrangement as follows:

a. **Establishment of a Grievance Redress Mechanism Unit at the community level**: This will be the first level of redress for project-affected entities, beneficiaries, and other stakeholders at the community level.

- Members to be selected from the community will include traditional leaders, women leaders, youth leaders, CBOs, CLO representing the PAC

or host community, representatives of local Government and the FRILIA GRM officer. This community-level unit shall dedicate and communicate days when they are available to receive and resolve complaints. This unit shall be responsible for registering and collecting complaints/grievances and shall recommend necessary actions to take to resolve them.

b. **Establishment of FRILIA GRM secretariat at KAWGIS:** The secretariat will be responsible for the overall management, resolution, supervision and monitoring of the FRILIA GRM. This secretariat will oversee and monitor all FRILIA grievances, including setting up multiple grievance uptake points and complaints channels like verbal, written, phone calls, text messages, WhatsApp, suggestion boxes, web portal, Emails, fax etc. at the various institutions like MDAs, LGA offices, communities and PMU office.

An officer will be appointed who shall be in charge of the GRM secretariat. The officer shall regularly analyse the frequency, pattern, and causes of grievances and be responsible for the grievance logbook. The officer shall prepare and submit monthly reports to the PMU. The GRM unit shall also appoint GRM officers at the various established uptake points.

c. **Establishment of Grievance Redress Committee**

Based on the scope and impact of the grievance, members of the committee shall comprise of at least five (5) representatives (including at least a female representative) from the list below:

1. A representative from FRILIA GRM secretariat; who shall be the secretary of the committee
2. A representative of the FRILIA Investor(s)
3. A representative from the Kogi State Government (can be from the Ministry of Justice)
4. A representative chosen by the project host community;
5. A senior LGA official in which the project host community is located;
6. A representative from KIPA
7. A representative of KOGIS
8. A representative of KOGI-EPA
9. A representative of the traditional ruler of the area in which the project host community is located; and
10. A representative from NGOs, CBOs, civil societies.

The GRC shall be headed and supervised by the P for R Deputy Program manager. The committee secretary shall compile all complaints and, under the guidance of the Chairman, suggest meetings to address complaints. This committee shall have the responsibility to investigate and recommend actions based on the nature of grievances and shall prepare a monthly report on grievances to be submitted to the FRILIA GRM secretariat for onward submission to the FRILIA PMU.

FRILIA Grievance Redress Procedure

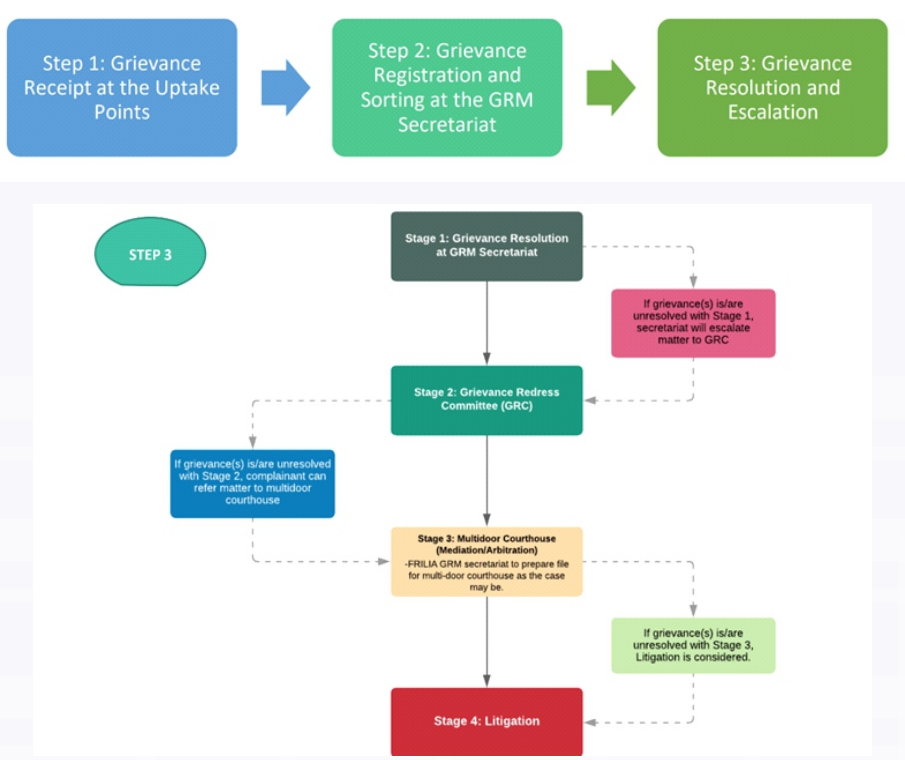
It is expected that KOGIS, the implementing agency for FRILIA GRM, will establish a GRM secretariat and take responsibility for managing all grievances

related to FRILIA during the operationalization phase. All FRILIA-related grievances collected from the uptake points will be forwarded to the FRILIA GRM secretariat for logging and sorting. To address each complaint, the unit will forward respective grievances to the responsible authorities in the appropriate MDAs/ relevant bodies; and will ensure that complaints are resolved within ten (10) days in order to provide feedback to complainants within fourteen (14) days of grievance submission. Unresolved grievances will be escalated to the GRC.

Cases unresolved by the GRC will be advised to seek redress at a multi-door courthouse before considering litigation.

The FRILIA grievance redress procedure is summarized in three (3) steps as illustrated in Figure 2:

Figure 2: Grievance Redress Procedure



Step 1: **Grievance Receipt at the Uptake Points**

- The GRM secretariat will ensure that grievance collection/uptake points are established at the community level, at relevant institutions, e.g. MDAs, LGA offices etc.
- GRM secretariat will set up easy to access grievance channels, e.g. suggestion/grievance box, email address, phone number, SMS number, FRILIA website portal and grievance desks

- GRM secretariat will set up a GRM unit at the community level; this will also serve as a community grievance uptake point. The Grievance officers at the community level will:
- Receive complaints/ grievances at the different uptake points via suggestion or drop boxes, verbal communication, phone calls or in writing by completing the grievance registration form **(GRM Template 1).** This template is provided in the English language but should be translated to the local language(s) as required.
- Acknowledge all registered complaints and issue an acknowledgment form **(GRM Template 2)** in English or the local language, depending on the language preference of the complainant. Acknowledgments may also be provided via texts or phone calls, depending on the complainant's preferred mode of communication.
- Forward all complaints to the GRM secretariat, where they will be logged and monitored.
- The GRM officer at the secretariat will acknowledge complaints through other uptake points, such as emails, phone calls, and text messages, directly to the GRM secretariat and FRILIA website portal.

Step 2: Grievance Registration and Sorting at the GRM Secretariat

- Receive complaints at the FRILIA GRM secretariat
- Record/ Register complaints in the FRILIA grievance logbook **(GRM Template 3)**
- Review all complaints
- Identify the appropriate ministry/agency concerned based on the nature of the complaint
- Refer the complaint/grievance to the identified /relevant ministry/agency or the GRC, as the case may be
- Monitor grievance

Step 3: Grievance Resolution and Escalation

As explained below, all collated and logged complaints should be processed at the relevant agencies and closely monitored by the FRILIA GRM secretariat. In the case of non-resolution, complaints will be escalated to the GRC. The grievance resolution and escalation step is further broken down into four (4) steps:

Stage 1: Grievance resolution at GRM secretariat

- Assess complaint nature
- Identify cause
- Identify possible solutions
- Suggest and implement remedial action (community resolution, mediation/arbitration)
- Monitor implemented action/ solution using the grievance logbook **(GRM Template 3**
- Inform the complainant of action taken through the grievance disclosure form **(GRM Template 4)** or the complainant's preferred mode of communication
- Close case if actions are satisfied or escalate grievance to GRC, if not.

Stage 2: Escalation to the Grievance Redress Committee (GRC)

- GRC to assess and review procedures taken at stage 1. The outcome of their assessment is captured in the grievance committee proceedings template **(GRM Template 5)**
- Explore and identify all available options for resolution
- Inform and consult complainant by physical address in a meeting
- Address all resolutions and actions taken
- Monitor implemented action and compliance with committee resolutions
- Close case if recommended actions are taken and complied with

Stage 3: Escalation to a multi-door courthouse

- Refer unresolved grievances to an alternative dispute resolution system through a multi-door courthouse.

Stage 4: Litigation

- If the grievance remains unresolved through mediation and arbitration, parties should resort to litigation through the court of law.

Grievance Reporting And Dissemination Communication Strategy

The FRILIA PMU should provide awareness training on the GRM procedure to ensure that all project stakeholders are informed of the grievance resolution process. Simple and easy to understand leaflets and infographics of the GRM should be made available via physical and online grievance uptake points. These communication strategies will ensure that all stakeholders are well informed of the process to channel their grievances and concerns.

To successfully implement the FRILIA GRM, there is a need to create awareness and train the specific MDAs across Kogi State to enhance a better understanding of the GRM Toolkit and templates.

Feedback Mechanism

This is the process of providing information to stakeholders and notifying the complainant on the status of the complaints. It is important to note the following:

- All grievances must be acknowledged, and an acknowledged receipt sent to the complainant within two (2) working days, depending on the mode of presenting grievance. Grievances lodged verbally and physically or via phone to the FRILIA secretariat must be acknowledged immediately and grievance receipt issued to the complainant. Grievances not physically lodged shall be acknowledged by the FRILIA GRM secretariat no later than two (2) working days, and acknowledgement receipt must be provided through the preferred mode of communication stated in the grievance form.

- The complainant must be updated on the status of the grievance 10 -14 days after receipt of the grievance
- Complainants must be informed of the status of their complaints/resolution outcome using **GRM Template 4** or other modes of communication (e.g. a phone call, text messages, and email).

8.7 Recording and Monitoring of Grievances

A simple, easy-to-use GRM logbook (**GRM Template 3**) should be designed to serve as a database for effective storage and monitoring of grievances. The logbook will serve as the complaints database for ease of monitoring and will contain action taken on grievances and the status of grievances. This will allow for identifying patterns, avoiding recurring problems, and an overall improvement in project management. All Grievance Forms and letters must be kept in hard copy as well. The FRILIA GRM secretariat will be responsible for the maintenance and continuous update of the logbook.

The FRILIA GRM secretariat will ensure the management and accurate update of the logbook by analysing the grievance registration forms from the various uptake mediums.

Each grievance unit will provide monthly reports of registered grievances and their status of resolution.

TEMPLATES

GRM Templates	
GRM Template 1	Grievance registration form
GRM Template 2	Grievance acknowledgement receipt
GRM Template 3	Grievance logbook
GRM Template 4	Grievance disclosure form
GRM Template 5	Grievance committee proceedings template

Template 1: Grievance Registration Form

Date: ..... (dd/mm/yyyy) **Community:** .....

Complainant's Details **Anonymous submission: Yes/No**

Community Representative			**Individual**		
First Name		**Last Name**		**Gender (M/F)**	
Address:		**Email address:**			
Phone No		**Age**			
Acceptable Means of Identification presented		**Ref No: (PAP assigned number if applicable)**			
Place / Location of the issue of complaint: **LGA:** **Project Site:** **Community:**					
Detailed description of grievance/incident (including names of other persons involved (what happened, who caused the problem, what is the result of the problem):					
Past complaint and date complaint made (if any)		**Past action(s) taken by the complainant (if any):**			
Supporting Documents: (List and Attach letter/petition/documents detailing grievance information as submitted)					
Complainant's Signature		**Date**			
Received/prepared by		**Date**		**Signature**	

Grievance Acknowledgement Receipt (FRILIA_GRM/01B)

Date of registering complaint (dd/mm/yyyy)				Place of registering complaint: Community/Town/LGA/City			
Mode of Receipt (please tick where applicable)	Letter	Verbal (walk-in)	Phone	SMS	Email	Suggestion box	Others (Pls specify)
Details of Complainant:							
Name				Age		Gender (M/F)	
Residential Address							
Email Address				Phone No			
Supporting Documents submitted, If any							
Summary of Complaint							
Date to provide first feedback* to complainant (dd/mm/yyyy): (10-14 working days from receipt of grievance)							
Name of complaint receiving officer				Signature			

*The officer receiving complaint is responsible for follow-up on grievance internally and provide feedback to complainant

GRIEVANCE DISCLOSURE FORM (FRILIA_GRM/03)

Community/Town/LGA/City .....

Result of Grievance Redress

<table>
<tr><td colspan="2">Complaint No</td><td colspan="3">Date of complaint</td></tr>
<tr><td>Name of the Complainant</td><td colspan="4"></td></tr>
<tr><td>Complaint No:</td><td colspan="4"></td></tr>
<tr><td>Next Action (s) taken:</td><td colspan="4"></td></tr>
<tr><td>Summary of the Complaint</td><td colspan="4"></td></tr>
<tr><td>Summary of final resolution</td><td colspan="4"></td></tr>
<tr><td>Level of Redress:</td><td colspan="4"></td></tr>
<tr><td>Name of complainant

Signature:</td><td colspan="2"></td><td colspan="2">Response of complainant to feedback
Satisfied | Not satisfied</td></tr>
<tr><td colspan="2">Name of Grievance Handling Officer</td><td colspan="3"></td></tr>
<tr><td>Signature</td><td colspan="2"></td><td>Date (dd/mm/yyyy):</td><td></td></tr>
</table>

(Note: Copy to be sent to the complainant)

FORMAT FOR RECORDING THE PROCEEDINGS OF GRIEVANCE REDRESS COMMITTEE (GRC)

Date of Meeting	
Venue of Meeting	
Complaint Number	
Participants at the mediation (GRC Members)	

1. Name and gender of the complainant(s):
2. Date complaint was recorded:
3. Means of Identification of complainant
4. Address of complainant:
5. Complainant participated in mediation *(circle the relevant option)*? Yes or No
6. Summary of grievance/ Key discussions:
7. Complainants statement:
8. GRC recommendation(s):
9. Status of Grievance *(circle the relevant option)*: Resolved or Unresolved
10. If Unresolved, Indicate Next Steps:

Male	Project Beneficiary	Community	Project implementation related	Resolved
Female	Project Affected Persons	MDA	Social	Unresolved
	Project Executor	GRC	Environment	
	Project Implementer	Arbitration	Other	
	Funding Agencies	Mediation		
	Others	Litigation		

CHAPTER TEN

GLOBAL MEMORANDUM OF UNDERSTANDING (GMOU) TOOLKIT

GLOBAL MEMORANDUM OF UNDERSTANDING (GMOU) TOOLKIT

9.0 Introduction to GMOU Toolkit

The Global Memorandum of Understanding (GMOU) toolkit provides legal guidelines and regulatory compliance for land acquisition and implementation of agricultural and development activities pertinent to the operationalization of FRILIA.

9.1 Scope of the Toolkit

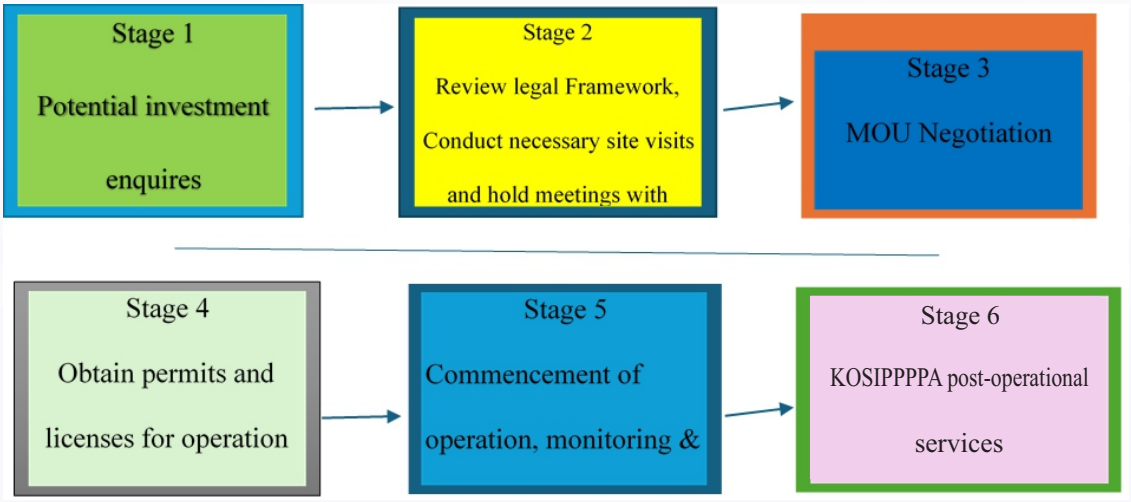
The GMOU toolkit complements other FRILIA toolkits, specifically:

- Environmental and Social Risk Management Toolkit
- Out-growers and Food Security Toolkit
- Land Access, Easement, and Involuntary Resettlement Management Toolkit
- Community Needs Assessment and Development Toolkit
- Grievance Redress Mechanism Toolkit

Principles applicable

- Investments should be consistent with and contribute to policy objectives, including poverty eradication, food security, sustainable land use, employment creation, and support to local communities (FRILIA principle 1.1);
- Land acquisition and related adverse impacts will as much as possible be minimized or avoided (FRILIA principle 1.3)
- Communities have the opportunity and responsibility to decide whether or not to make land available, based on informed choices (FRILIA principle 1.6);
- Investments should be monitored (FRILIA principle 1.7);
- Investments should safeguard against the dispossession of legal tenure rights (FRILIA principle 2.1).
- Existing legitimate rights, including customary and informal, and rights to common property resources, should be systematically and impartially identified (FRILIA principle 2.2);
- Compensation standards are to be disclosed and applied consistently (FRILIA principle 3.1);
- Adequate compensation will be provided to purchase replacement assets of equivalent value and to meet any necessary transitional expenses before taking of land or restricting access (FRILIA principle 3.3);
- Safeguard against environmental damage unless adequately mitigated (FRILIA principle 4.1);
- Promote community, individual, and worker safety (FRILIA principle 4.4)
- Promote fair treatment, non-discrimination, and equal opportunity of workers and prevent all forms of forced and child labour (FRILIA principle 4.5);
- Promote the use of recognised good practices related to hazardous materials generated (FRILIA principle 4.6).

FRILIA GMOU TOOLKIT APPROACH



The GMOU toolkit is applicable during the following KIPA project investment stages:

3 TEMPLATES

- GMOU Template 1: MOU between KOSG and investor
- GMOU Template 2: Crop registration procedure in Nigeria
- GMOU Template 3: List of regulatory bodies
- GMOU Template 4: List of agricultural research institutes in Nigeria
- GMOU Template 5: MOU between investors and community members for Implementation of community development projects
- GMOU Template 6: MOU between investors and out-growers

MEMORANDUM OF UNDERSTANDING

DATED THIS ------ DAY OF ---------- 20—

BETWEEN

KOGI STATE GOVERNMENT

AND

NAME OF INVESTOR

This **MEMORANDUM OF UNDERSTANDING** is made this ----- Day of 20–

,BETWEEN

KOGI STATE GOVERNMENT OF THE FEDERAL REPUBLIC OF NIGERIA (hereinafter referred to as **"KOSG")** the expression shall where the context so admits include its representatives, executives, administrators, agents of the **ONE PART**

AND

[NAME OF THE INVESTOR] of [Address of investor] (hereinafter referred to as "**THE INVESTOR**") the expression shall where the context so admits include its directors, contractors, subcontractors, executors, administrators, agents of the **OTHER PART.**

WHEREAS:

1. The Kogi State is located in the northern part of Nigeria.
2. KOSG offers to develop a framework to implement inclusive, responsible and sustainable agricultural investment strategies through the Framework for Responsible and Inclusive Land Intensive Agricultural Investment (FRILIA).

3. The Framework for Responsible and Inclusive Land Intensive Agricultural Investment (FRILIA) arose from World Bank's Kogi State Economic Transformation Program-for Results (PforR) to support Kogi state to develop tools to successfully attract inclusive private agricultural investment and to ensure shared benefits between private investors and surrounding communities whilst minimizing environmental and social impacts.
4. The Investor plans to invest in a large-scale agribusiness project, "Project Name and Description" which comprises the following: "Give list of key elements"
5. Parties are entering into this Agreement without prejudice and with a view to creating understanding, and mutually beneficial relationship between them, each with a binding commitment to always abide by the FRILIA Principles during the course of the investment and subsequent operations.

The Investor covenants with Kogi State government as follows:

- The investor undertakes to review different out-grower models and subsequently decide on a sustainable model to adopt on the implementation of its projects.

2. The investor shall enter into any formal agreements to regulate the out-grower model with independent third parties.
3. The investor in conjunction with Kogi State government or its relevant agency shall mutually agree and implement a roadmap towards the realization of the investment objectives and plans.
4. The roadmap shall as far as practicable be aligned with the existing KADIPA investment stages in operation in Kogi State as can be seen in schedule 1 below.

6.4 IN FURTHERANCE OF THE AGREEMENT

the following principles are hereby agreed by parties to bring land intensive agricultural investment to fruition:

Overreaching Investment Principles

Investment should be consistent with and contribute to policy objectives, including poverty eradication, food security, sustainable land use, employment creation, and support to local communities

- Investment should be carried out in a transparent manner.
- land acquisition and related adverse impacts should be the last option in the consideration of the investment.
- A range of investment and production models should be considered, including alternatives to large-scale transfer of land.
- Investment should be subject to consultation and participation including the capacity of the vulnerable and disadvantaged to negotiate.
- Communities should be given the opportunity and responsibility to decide whether to make land available, based on informed choices.
- Investments should be monitored.

6.5 Recognizing and Protecting Land Rights

- Investment should safeguard against dispossession of legitimate tenure right holders.
- Existing legitimate rights, including customary and informal, and rights to common property resources, should be systematically and impartially identified.

- Provide for protection of right through grievance redress mechanisms that provide accessible and affordable procedures for third-party settlement of disputes, including but not limited to disputes arising from displacement or resettlement. These mechanisms should consider the availability of judicial recourse and community and tradition dispute resolution mechanisms.

6.6. State Land Acquisition and Resettlement

- Compensation standards are to be disclosed and applied consistently.
- Economic and social impacts caused by land acquisition or loss of access to natural resources shall be identified and addressed, including people who may lack full legal right to assets or resources they use or occupy.
- Adequate compensation should be provided to purchase replacement assets of equivalent value and to meet any necessary transition expenses before taking of land or restricting access.
- Supplemental livelihood improvement or restoration measures should be provided if taking of land causes loss of income-generation opportunities.
- public infrastructure and community service that may be adversely affected should be replaced or restored.
- Displaced persons with land-based livelihood should be offered an option for replacement land, unless equivalent land is not available.

6.7 Environmental and Social Sustainability

- Investment should safeguard against environmental damage, unless adequately mitigated.
- Investment should be preceded by an independent assessment of potential positive and negative impacts on tenure rights, food security, livelihood, and environment.
- Investment should take into account potential adverse impacts on physical cultural property and, as warranted, provide adequate measures to avoid, minimize, or mitigate such efforts.
- Investment should promote community, individual, and worker safety.
- Investment should promote fair treatment, non-discrimination, and equal opportunity of workers and prevent all forms of forced and child labour.
- Promote the use of recognized good practices related to hazardous materials generated.

6 General Principles

6.1 Termination

The subsequent contract developed following this MOU may be terminated by any of the parties subject to the giving of a written notice 14 days prior to the date of such termination stating the reason for the termination.

6.2 Dispute Resolution

- Disputes that arise between the Parties in the implementation of this MOU, shall first be lodged at the FRILIA Grievance Redress Mechanism (GRM) uptake point at the designated Local Government or the community of the complainant.

- The complaint referred to in clause 11.1 above shall, within 10-14 days of lodging a grievance, be notified of the outcome of the grievance(s) or as soon thereafter as possible by the FRILIA GRM secretariat. The FRILIA GRM secretariat will provide an option for resolution to the complainant. if the option is unsatisfactory, the grievance will be escalated to an established Grievance Redress Committee.

- If parties are not satisfied with GRC's resolution, the matter shall be referred to the multi-door courthouse for resolution through mediation or arbitration.

- Should mediation arbitration fail; parties are at liberty to resort to litigation for amicable resolution of dispute or grievance.

6.3 AMENDMENTS

This memorandum of understanding shall constitute the total and full understanding of the parties, and no addition or alteration may be made to this agreement without the consent of both parties first had and obtained.

6.4 APPLICABLE LAW

This memorandum of understanding shall be governed by and interpreted under the Laws of the Federal Republic of Nigeria

6.5 NATURE, TERMINATION AND DURATION OF AGREEMENT

Each Party acknowledges that this MOU is intended to be an expression of mutual intent and understanding and is not intended to be a legally binding agreement between the Parties. Accordingly, this MOU may be terminated at any time by any Party hereto by giving written notice of such termination to the other Parties. If this MOU is not so terminated, the term of this MOU shall be for a period of [4] years with effect from the effective date.

6.6 The parties agreed to honour this Memorandum of Understanding & voluntarily agreed to append their signatures.

7 OBLIGATION OF PARTIES

To ensure compliance with all FRILLIA principles as contained under the governance model provisions set out in clause 1 to 9 of this MOU.

IN WITNESS THEREOF, the Parties hereto have set their hands and seal in the manner below, the day and year first above written:

SIGNED, SEALED AND DELIVERED by the
within named [Name of Representative of KOSG]

.....
[Name of Representative]

SIGNED, SEALED AND DELIVERED by the within named
INVESTOR [Name of Investor]

.....
[Name of Investor]

IN THE PRESENCE OF:

NAME _____

ADDRESS: _____

OCCUPATION:_____

IN THE PRESENCE OF:

NAME _____

ADDRESS: _____

OCCUPATION:_____

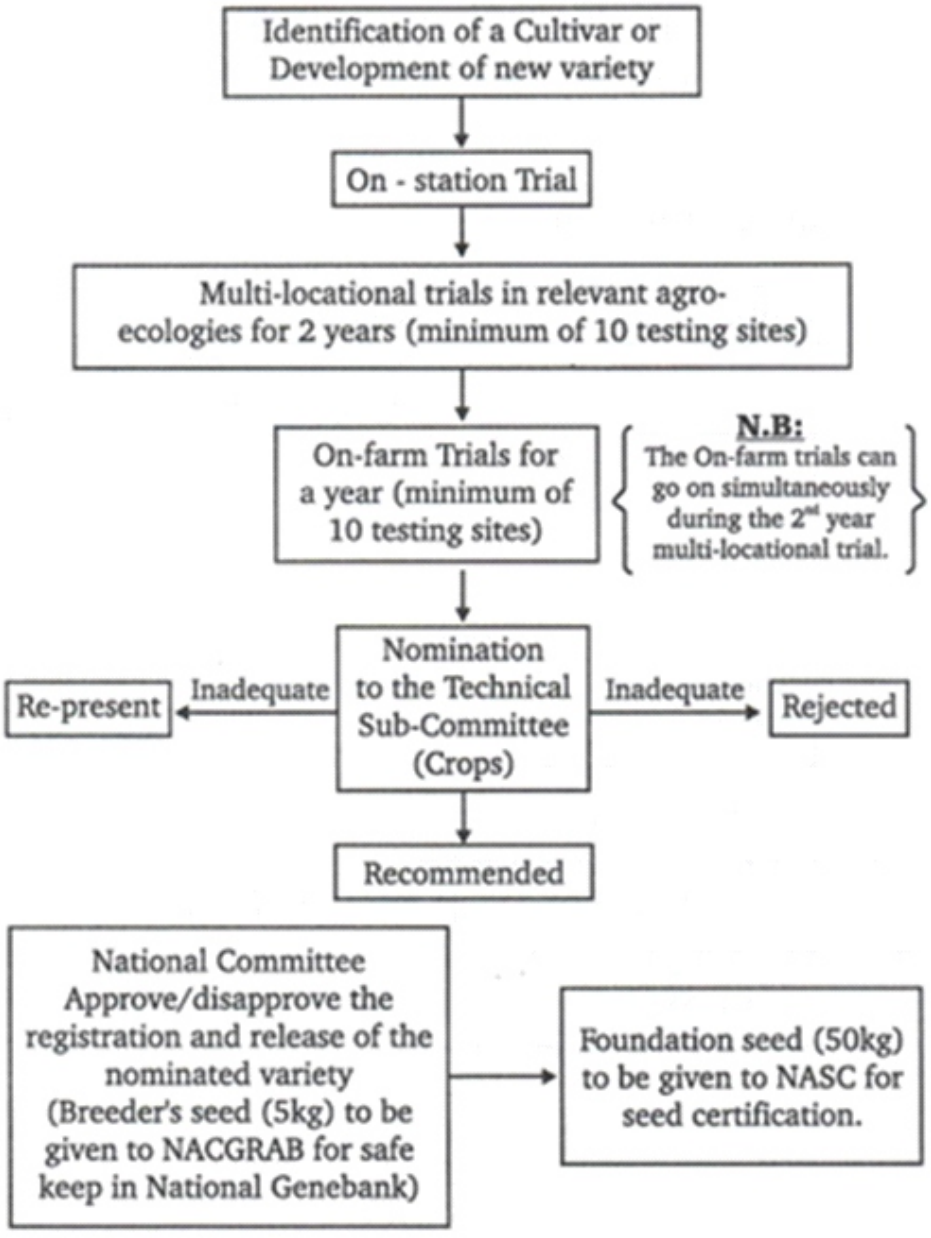
ILLITERATE JURAT FOR THE PERSONS INTERESTED

The content of this Memorandum of Understanding was read over and interpreted to the persons interested from English Language to ---------- Language who seem to have understood same before appending their signatures thereto.

Name of Interpreter: ---------- Signature: ----------Occupation:----------

Address:----------

DIAGRAMMATIC REPRESENTATION OF THE PROCEDURE FOR REGISTRATION OF CROP VARIETY IN NIGERIA



National Veterinary Research Institute P.M.B 01 Vom	1924	Research into all aspects of animal diseases, their treatment and control, as well as development and production of animal vaccines and sera
National Institute for Freshwater Fisheries Research, P.M.B 6006 New Bussa	1968	Research into all freshwater fisheries, and long term effects of man-made lakes on ecology and environment throughout the country
Nigerian Institute for Oceanography and Marine Research P.M.B 12729 Victoria Island Lagos	1975	Research into the resources and physical characteristics of Nigerian territorial waters and the high seas beyond; genetic improvement, production and processing of brackish water and marine fisheries
National Agricultural Extension, Research and Liaison Services, Ahmadu Bello University Zaria	1975	Research into technology transfer and adoption studies; overall planning and development of extension liaison activities nationally; collation and evaluation of agricultural information

LIST OF NATIONAL AGRICULTURAL RESEARCH INSTITUTES IN NIGERIA

NAME OF RESEARCH INSTITUTE	YEAR ESTABLISHED	FORMAL MANDATE
Lake Chad Research Institute P.M.B 1293, Gamboru Road Maiduguri, Borno State	1960	Genetic improvement and development of production technologies for wheat, millet, and barley; the improvement of the productivity of the entire farming system in the North Eastern Zone
Institute for Agricultural Research P.M.B 1044 Ahmadu Bello University. Samaru Zaria	1924	Genetic improvement and development of production and utilization technologies for sorghum, maize, cowpea, groundnut, Cotton, sunflower, and the improvement of the productivity of the entire crop-based farming system in the North West Zone of Nigeria
Institute of Agricultural Research and Training P.M.B 5029, Ibadan, Nigeria	1956	Soil and water management research, genetic improvement of kenaf and jute, and improvement of the productivity of the entire farming system of the South West Zone
National Cereal Research Institute P.M.B 8 Badeggi, Bida Niger State	1975	Genetic improvement and production of rice, soybean, benniseed, sugarcane and improvement of productivity of entire farming system of the Central Zone
National Root Crop Research Institute P.M.B 7006, Umudike, Umuahia, Abia State	1976	Genetic improvement of cassava, yam, cocoyam, Irish potato, sweet potato, and ginger and overall research in improvement of farming system of the South East Zone
National Horticultural Research Institute P.M.B 5432 Idi-Ishin, Ibadan	1975	Research into genetic improvement, production, processing and utilization of fruits and vegetables, as well as ornamental plants
Nigerian Store Product Research Institute P.M.B 1489km 3 Asa Dam Road, Ilorin Kwara State	1977	Research into improvement of major food and industrial crops and studies on stored product pest and diseases, pesticides formulation and residue analysis
Rubber Research Institute of Nigeria P.M.B 1049 Iyanomo Benin City	1961	Research into genetic improvement, production and processing of rubber and other latther producing plants
Cocoa Research Institute of Nigeria P.M.B 5244 Idi-Ayunre Ibadan	1964	Genetic improvement, production and local utilization research on cocoa, cashew, kola, coffee and tea
Nigerian Institute for Oil Palm Research P.M.B 1030 Benin City	1939	Research into genetic improvement , production and processing of oil, coconut, date, raphia and ornamental palms
National Animal Production Research Institute P.M.B 1096 Shika, Zaria	1977	Research on food animal species and forages

GMOU Template for Implementation of Community Development Programmes

COMMUNITY DEVELOPMENT MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

HOST COMMUNITIES

AND

[NAME OF FRILIA INVESTOR] AND

KOGI STATE GOVERNMENT

This MEMORANDUM OF UNDERSTANDING is made this ----- Day of 20--,

BETWEEN

[NAME OF THE INVESTOR] of [Address of investor] (hereinafter referred to as "THE INVESTOR") the expression shall where the context so admits include its directors, contractors, subcontractors, executors, administrators, agents of the ONE PART.

AND

KOGI STATE GOVERNMENT OF THE FEDERAL REPUBLIC OF NIGERIA (hereinafter referred

to as "KOSG") the expression shall where the context so admits include its representatives, executives, administrators, agents of the ONE PART

AND

[**NAME OF THE HOST COMMUNITY AND THE REPRESENTATIVE]** of [Address of both parties] (hereinafter referred to as "KOGI COMMUNITY") the expression shall where the context so admits include its directors, contractors, subcontractors, executors, administrators, agents of the OTHER PART.

Whereas:

i. The KOGI State Government is developing and implementing FRILIA programme with the objective of attracting major private sector investment in the agricultural sector of the state

ii. Agriculture plays a significant role in the socio-economic development of KOGI State

iii. The FRILIA programme is designed to ensure that any investment under the programme is for the overall benefit of the Investor, host communities, KOGI State Government and participating Out-growers

iv. It is essential for parties to this MOU to jointly collaborate to ensure that there exists a conducive environment of operations of the investment project to be executed without disruptions by the host community of the KOGI State Government

v. The KOGI State Government and the Host community agree to assist the Investor in realizing his lawful business objectives and programmes

vi. It is important to maintain constant and effective communication by all parties to this MOU throughout the entire investment project phases

vii. Community based programmes and projects by the Investor and/or KOGI State Government are required to improve the overall wellbeing of the host community and identified vulnerable persons and groups that may be affected by the implementation of an agricultural project within the project areas.

viii. In review of Community Development Programmes, the Parties shall consider initiatives that promote sustainable development, have lasting benefits to the immediate needs of the community, support existing government programmes and are easy to implement and maintain by the community.

ix. The obligations and duties of the FRILIA investor to the Host Community under this MOU is only supplementary, and not intended to take over the primary obligation of KOGI State Government in providing basic social and economic amenities to

1. The objectives of the MOU are as follows:

a. Encourage the introduction and implementation by the Investor of social programmes and projects required for the sustainable development of the Host Community

b. In accordance with FRILIA overarching principles, ensure that host community are engaged and contribute to the development and introduction of programmes and projects

c. Develop a process to identify, review and approve projects in a transparent and objective manner

d. Monitor the implementation of identified projects and programmes in a transparent manner

e. Ensure that there is no conflict of interest on the part of any community member, government official or official of the investor in the project formulation, identification and implementation processes

f. Provide for a comprehensive and transparent grievance redress mechanism to provide access for settlement of disputes among parties to this MOU

2. The duties of the Investor under this MOU are the following:

a. Consult with the designated representatives of the Host Community from time to time concerning sustainable development programmes that can be implemented for the benefit of the community

b. Ensure that he conducts the approved agricultural investment project in accordance with extant laws, regulations and policies of KOGI State Government and the Federal Government of Nigeria including observing international best practices in its operations

c. Aim to achieve speedy resolution of conflicts in the host community whenever they arise, and minimise conflicts as much as possible

d. Support the community in capacity building programmes and institutional strengthening to understand and monitor agreed community development programmes and projects

3. The duties of the Host Community under this MOU are the following:

a. Dialogue and have effective communication when necessary, with the Investor and maintain cordial relations with the Investor and its officials throughout

b. Undertake not to disrupt the lawful operations of the investor

c. Nominate competent and honest community representatives to serve in official capacities in committees to discuss and approve community development programmes and projects

d. Inform and communicate to the community through approved channels of the activities and projects of the Investor including community development programmes agreed upon

e. Collaborate with the KOGI State Government, the Investor, NGOS and other interested stakeholders in bringing about sustainable growth development in their community

4. **The duties of the KOGI State Government under this MOU are the following:**

a. Facilities the Investor's projects by providing a conducive business and investment friendly environment

b. Serve as an impartial arbiter between the Investor and the Community

c. Promote and showcase the agricultural projects of the Investor

d. Provide adequate security for the Investor to operate and the Host Community to support the Investor in realising its overall business objectives

e. Conflict resolution responsibility for smooth business operations and ensure cordial relationship between the Investor and Host Community

5. **Negotiation process for Community Development Programmes / Projects**

a. The parties to this MOU undertake to adopt the principle of free, prior and informed consultation in the discussion, identification and approval of community-based programmes and projects and hereby set up a **Community Development Implementation Committee for this purpose**

The type of community development projects to be considered for implementation by the Committee shall include but not limited to the following areas:

- Agricultural and produce processing and marketing
- Support for Small Medium Enterprises
- Women & Youth empowerment
- Support for vulnerable persons
- Provision of potable water
- Basic health services
- Support Out-growers schemes
- Microfinance schemes and skills acquisition programme

b. The parties shall agree among themselves to nominate competent and honest representatives to serve on the Committee to review and projects

c. The negotiation shall be conducted in an open, transparent, and fair manner without any form or undue influence or intimidation or coercion

d. Approval of programmes and projects shall be by unanimous consensus.

e. The KOGI State Government or its relevant agencies will act as the initial facilitator of the negotiation process between the parties to this MOU

f. The Committee members shall be at liberty to decide the necessary procedures, tenure of office, members eligibility, quorum, structure, and organs to regulate its meetings

6. **Funding of Approved Projects**

Funding of agreed Community Developments Programmes and Project shall be negotiated between the three parties involved. The investor may wish to take sole responsibility for funding community projects from its operating profits

7. Approval Process

It shall be the responsibility of the KOGI State Government to approve any recommendation of the Committee to ensure that it aligns with the government's overall development agenda

8. Duration and Review of this

This MOU shall be for an initial period of 4 years and may be reviewed every 2 years by the parties

9. Dispute Resolution

1. Disputes that arise between the Parties in the implementation of this MOU, shall first be lodged at the FRILIA Grievance Redress Mechanism (GRM) uptake point at the designated Local Government of the complainant.
2. The complaint referred to in clause 9.1 above shall within 10-14 days of lodging a grievance be notified of the outcome of the grievance(s) or as soon thereafter as possible by the FRILIA GRM secretariat. The FRILIA GRM secretariat will provide an option for resolution to the complainant. if the option is unsatisfactory, the grievance will be escalated to an established Grievance Redress Committee.
3. If parties are not satisfied with the resolution of GRC, the matter shall be referred to the multi-door courthouse for resolution through mediation or arbitration.
4. Should mediation arbitration fail; parties are at liberty to resort to litigation for amicable resolution of dispute or grievance.
5. The Council agrees that in the event of any dispute, all work at the Investor work site will continue fully, while an off-site meeting is convened as necessary to resolve the dispute. There shall be no work stoppage pending resolution of the dispute.
6. The Council agrees to respond to requests by the Investor and KOSG to address community issues or disturbances that may arise during the implementation of the MOU.

IN WITNESS THEREOF, the Parties hereto have set their hands and seal in the manner below, the day and year first above written:

SIGNED, SEALED AND DELIVERED by the within named PARTIES.

ON BEHALF OF "THE HOST COMMUNITY"

Name: Address:

Designation: Signature:

ON BEHALF OF "THE INVESTOR"

Name: Address:
Designation: Signature:

AND

KOGI STATE GOVERNMENT

Name: Address:
Designation: Signature:

IN THE PRESENCE OF: IN THE PRESENCE OF:

NAME: NAME:

License/Permit Reqd.	Supportive documents	Regulatory Body	Statutory Functions/Mandate	Time Frame	Corporate HQ.	Fees
Certificate of incorporation as a duly registered limited liability company	- Form CAC1.1 (Application for registration) - Memorandum and Articles of Association - Recognised form of identification (passport bio-data page, drivers license, National Identity Card) - Resident permit of foreigners (where applicable) - Stamp duty evidence of payment	Corporate Affairs Commission	Registration and regulation of Companies, Business Names and Incorporated Trustees	3-4 weeks	Plot 420, Tigris Crescent, Off Aguiyi Ironsi Street, Maitama, Abuja www.cac.gov.ng	Registration fee of NGN 15,000 NGN 5000 for every NGN 1million share capital[1]
Issuance of tax identification number (TIN) for companies and Tax Clearance Certificates	- Certificate of incorporation - Memorandum and Articles of Incorporation - CAC 7 Containing the particulars of company Directors - CAC 2 detailing the Company's statement of share capital and return of allotment of shares - Duly completed and officially stamped VAT registration form 001 - Application letter on the company's letter head paper	Federal Inland Revenue Service	Registration of new tax payer & payment of Corporate tax, VAT, Stamp duty, issuance of tax identification number (TIN) for companies and Tax Clearance Certificates	1-3 weeks	Revenue House, 15 Sokode Crescent, Wuse Zone 5, Abuja www.firs.gov.ng	
Business Registration Certificate (for companies with foreign ownership/equity) Investment incentives to investors such as: - Pioneer Status	- Duly completed Business Registration/NIPC Form 1 - Memorandum & Articles of Association - Certificate of Incorporation - CAC Form 1.1 - Power of Attorney - NIPC Payment receipt	Nigeria Investment Promotion Council (NIPC)	NIPC is a "one stop investment" agency of the FGN established to encourage, promote and coordinate foreign	24 hours	Plot 1181 Aguiyi Ironsi Street, Maitama, Abuja www.nipc.gov.ng	NGN 15,000 processing fee

[1] The registration and processing fee is subject to the prevailing regulations at the time of registration

- tax holidays and expatriate quota positions.	- Approved Remita payment receipt of N15,000		investments in Nigeria.			
Environmental Impact Assessment (EIA) permit	- Submission of project proposal - Completed EIA Notification Form - Payment of prescribed fee	Federal Ministry of Environment	FME is responsible for conducting EIA on new agricultural projects above a specified land size (scale) and/or proposed to be sited in sensitive locations on order to evaluate probable environmental and social impacts	6-12 months	Federal Ministry of Environment Environmental Assessment Dept. Environment House, Independence Way Central Area Abuja www.environment.gov.ng	NGN 250,000 initial deposit and NGN 50,000 registration fee
Registration and monitoring of: - Technology Transfer Agreement - Management Services Agreement, - Technical Know-How Agreement - Trade License Agreement - Consultancy Services Agreement - Software License Agreement - Franchise Agreement - R&D Agreement	-Two copies of technology transfer agreement -Two copies of completed NOTAP Forms Memorandum & Articles of Association - Profile of the foreign company - TIN and Tax Clearance Certificate - Audited accounts for 3 yrs. - Turn over and profit of locally manufactured goods covered by the agreement - Evidence of capital importation where applicable	National Office of Technology Acquisition & Promotion (NOTAP)	Mandate to implement the acquisition, promotion and development of foreign technology	1-2 months	4 Blantyre Street Wuse II Abuja www.notap.gov.ng	NGN 50,000 presentation fee Registration fee (Ranges from NGN 100,000 – NGN 20 Million & above
- Registration, release for commercialization of new crop varieties	See attached appendix for diagrammatic representation of the procedure for registration of crop variety in Nigeria	National Centre for Genetic Resources and Biotechnology (NACGRAB)	Mandate to receive and process applications from any of the National Agricultural Research Institutes (see attached list) for the registration, naming and release	2-3 years	Moor Plantation, Apata, Ibadan, Oyo State www.nacgrab.gov.ng	Ranges from NGN 500,000 – NGN 1 Million

			of new crop varieties, livestock breeds and fish strains			
- Seed company accreditation - Seed certification - Seed import permit - Seed testing & inspection - Seed license renewal	- Certificate of incorporation - Company profile - Memorandum & Articles of Association - Audited company account - Tax Identification Number (TIN) and Tax Clearance Certificate - Bank references - Duly completed registration form - Payment of registration fee - Site and facilities inspection - Approval	National Agricultural Seeds Council (NASC)	Overall development and regulation of the National Seed Industry	1-3 month	Km 29 Abuja - Lokoja Expressway, Sheda FCT www.seedcouncil.gov.ng	Registration form- NGN 5000 Processing form – NGN 5000 Company Licence & renewal – NGN 15,000 to NGN 60,000
- Import permits - Export permits - Phytosanitary certificates	- Duly completed import permit application form - Import permit issued - Import permit validity period of 12 months - Import permit for live animals is subject to a reasonable quarantine period of the live animal	Nigeria Agricultural Quarantine Service (NAQS)	NAQS mandate is to prevent the introduction, establishment and propagation of animal and plant diseases	1-2 weeks	Enugu State Building, Plot 81 Ralph Shodeinde Street, Central Business District, Abuja www.naqstest.com.ng	NGN 5,000- NGN 25,000
Registration and Permits for imported or locally manufactured food, drugs, cosmetics, medical devices, bottled water, chemicals, agro chemical products; e.g. pesticides, fertilizers,	- Written application for product registration - Duly completed NAFDAC application form - Certificate of Incorporation - Certificate of Product Analysis - Product samples - Notarized power of Attorney - Certificate of Manufacture - Payment of prescribed fee	National Agency for Food and Drugs Administration and Control (NAFDAC)	NAFDAC is responsible for regulating and controlling the manufacture, importation, exportation, advertisement, sale & use of food, drugs, cosmetics, medical devices,	1-3 months	NAFDAC Corporate Headquarters Plot 2032 Olusegun Obasanjo Way, Zone 7, Wuse, Abuja www.nafdac.gov.ng	NGN 30,000 registration fee NGN 30,000 inspection fee

herbicides, veterinary products			chemicals and packaged water in Nigeria			
Biosafety permit for GMO crops and food products	- Submission of NBMA application form - Payment of prescribed fee - 21 day public notice of application is published in 2 national dailies, NBMA website and relevant organizations - Risk assessment carried out by NBMA, National Biosafety Committee and Sub-Technical Committee	National Biotechnology Development Agency (NABDA)	NBMA is responsible for providing the regulatory framework, institutional and administrative mechanism for safety measures in the application of modern biotechnology in Nigeria with a view to preventing any adverse effect on human health, animals, plants and environment	270 days	National Park Headquarters, Umaru Musa Yar Adua Road, Lugbe, Ab www.nbma.gov.ng	Variable fees depending on the nature of application but ranges from NGN 1-5 Million
Export permit for agricultural produce, e.g. cocoa, soybeans, cashew nuts, spices, ginger, sesame, leather, dry beans, etc	- Certificate of incorporation - Memorandum and Articles of Association - Particulars of Directors	Nigerian Export Promotion Council (NEPC)	Promotion, development and diversification of non-oil exports	24 hours after confirmation of payment	Plot 424 Aguiyi Ironsi Street, Maitama, Abuja www.nepc.gov.ng	New certificate registration – NGN 13,5000[7]

APPENDIX

APPENDIX

Appendix 1: Report of Stakeholders Consultation

Profile	Description
Geographic Location and Profile	Kogi State is in the central region of Nigeria, often referred to as the Middle Belt, and shares borders with ten other states. It was created on August 27, 1991, under the military regime of General Ibrahim Babangida. The state covers a land area of approximately 29,833 square kilometers, with its capital, Lokoja, sitting at the confluence of the River Niger and River Benue. Agriculture is a significant economic activity, with crops like cassava, yam, and rice widely cultivated. Additionally, Kogi is rich in mineral resources, including coal and limestone, and has growing tourism potential due to its historical and natural attractions.
Demography	Kogi State has a diverse demographic composition, with an estimated population of over 4.5 million. The state is home to various ethnic groups, the three major ones being the Igala, Ebira, and Okun (a subgroup of the Yoruba). Minor ethnic groups include the Bassa, Nupe, Gwari, and others. The population is relatively young, with a high percentage of youth and children, reflecting Nigeria's broader demographic trend. Urban areas like Lokoja, Idah, and Okene are proliferating, while most of the population still resides in rural areas. Christianity and Islam are widely practiced, with fewer adherents to traditional African religions. The state has a mixed linguistic landscape, with English being the official language, while indigenous languages such as Igala, Ebira, and Yoruba are commonly spoken.
Agricultural Sector	Kogi State's agricultural sector is a key driver of its economy, employing a large portion of the population. The state is known for cultivating staple crops such as cassava, yam, maize, rice, and beans. It also produces cash crops like cashew, cocoa, coffee, and palm oil. Kogi's favorable climate and fertile soil, particularly around the river basins, support food and cash crop farming. Livestock farming is also prominent, including cattle, poultry, and fish farming. Additionally, the state is a leading producer of cassava in Nigeria, and its agricultural sector holds potential for agribusiness and agro-processing industries.
Stakeholders	Stakeholders consulted for a Framework for Responsible and Inclusive Land Investment in Africa (FRILIA) typically include a broad range of groups and individuals with vested interests in land governance and investment. These stakeholders often include: 1. **Government Authorities**: National, state, and local government agencies involved in land management, agricultural development, investment promotion, and legal frameworks.

	1. **Local Communities**: Indigenous peoples, rural landowners, and local farmers whose livelihoods depend on land use and whose rights and interests must be protected. 2. **Private Sector Investors**: Agricultural companies, real estate developers, and other private investors interested in land acquisitions or investments in agriculture and natural resources. 3. **Civil Society Organizations (CSOs)**: NGOs and advocacy groups focused on land rights, environmental protection, and social justice, ensuring that investments are ethical and equitable. 4. **Traditional Rulers and Leaders**: Local chiefs and traditional authorities significantly influence land allocations and community relations. 5. **Financial Institutions**: Banks, international lenders, and development finance institutions that fund or finance land-related investments.
Number of Participants	72
Topics Covered	• Easement and property valuation • Stakeholders Engagement • Community Assessment • Grievance Redress Mechanism • Valuation and Compensation n • Environmental and social risk management • Out-growers and food security • International Memorandum of Understanding • Monitoring and Evaluation
Issues Raised by Stakeholders	**1. Land Tenure Security** • **Issue Raised:** Stakeholders, especially local communities and civil society organizations emphasized the need for secure land tenure to protect the rights of indigenous and rural populations. Many expressed concerns about land grabbing and the displacement of people without adequate compensation or legal protection. • **Discussion:** The discussions centered on promoting legal reforms recognizing customary land rights and ensuring that all land investments respect these rights. The toolkit proposed the use of participatory mapping and legal recognition of informal land ownership to strengthen tenure security. **1. Free, Prior, and Informed Consent (FPIC)** • **Issue Raised:** There was concern about the lack of meaningful engagement and consent from local communities before land

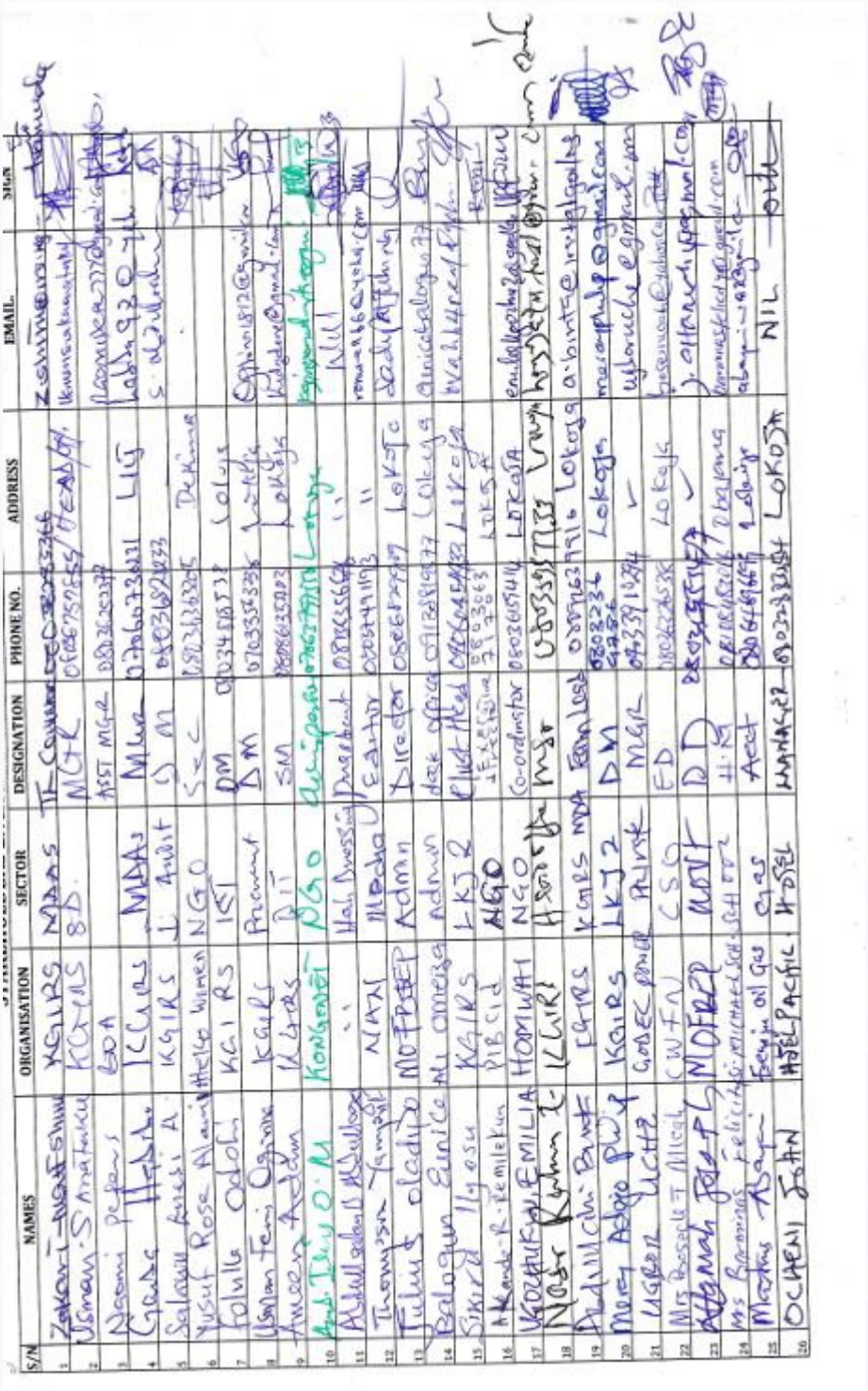
	investments were made. Often, communities were unaware of the implications of investment deals. • **Discussion:** The toolkit incorporated guidelines for ensuring that communities are fully informed and involved in decision-making processes. It highlighted the importance of obtaining FPIC before any land deal is signed, ensuring negotiation transparency and accountability. **1. Environmental and Social Impact** • **Issue Raised:** Environmental and civil society groups raised issues about the potential negative impacts of large-scale land investments on ecosystems and social structures. There was concern over deforestation, loss of biodiversity, and the disruption of local livelihoods. • **Discussion:** The toolkit included tools for conducting thorough Environmental and Social Impact Assessments (ESIAs) before investment. It advocated for sustainable agricultural practices and safeguards to protect vulnerable ecosystems and communities. **4 . Transparency and Accountability** • **Issue Raised:** Civil society organizations raised concerns over the lack of transparency in land deals and investments, leading to corruption and unfair practices. • **Discussion:** The toolkit addressed the need for open, transparent processes with clearly defined roles for governments, investors, and communities. It recommended that all agreements be made public and that oversight mechanisms be established to prevent corruption and ensure accountability. **1. Dispute Resolution Mechanisms** • **Issue Raised:** Disputes over land ownership and usage rights were common, especially in areas where customary and statutory land laws overlap. • **Discussion:** The toolkit advocated establishing inclusive and accessible dispute resolution mechanisms considering formal and customary legal systems. These mechanisms aimed to resolve conflicts fairly and promptly, reducing stakeholder tensions. **2. Gender and Vulnerable Groups** • **Issue Raised:** Gender equity and the rights of vulnerable groups were crucial issues, as women and marginalized communities

	often lack access to land and are excluded from investment benefits. • **Discussion:** The toolkit incorporated gender-sensitive approaches, ensuring that women and other vulnerable groups are represented in land governance and investment decision-making. It promoted policies that secure land rights for women and safeguard their interests in land-related investments.
Conclusions	The development of the FRILIA toolkits reflects a collaborative and inclusive approach to addressing the complex issues surrounding land investments in Africa. By consulting a wide range of stakeholders, from local communities to private investors, the toolkit ensures that land investments are economically beneficial and socially and environmentally responsible. It emphasizes critical principles such as land tenure security, free prior and informed consent, equitable benefit-sharing, and protecting vulnerable groups. The toolkit is a practical guide for promoting sustainable land investments that respect local rights and foster development in host communities.

KOGI STATE PHOTO GALLERY DURING FRILIA CONSULTATIONS

GIVENCHY
PARIS

ATTENDANCE LIST



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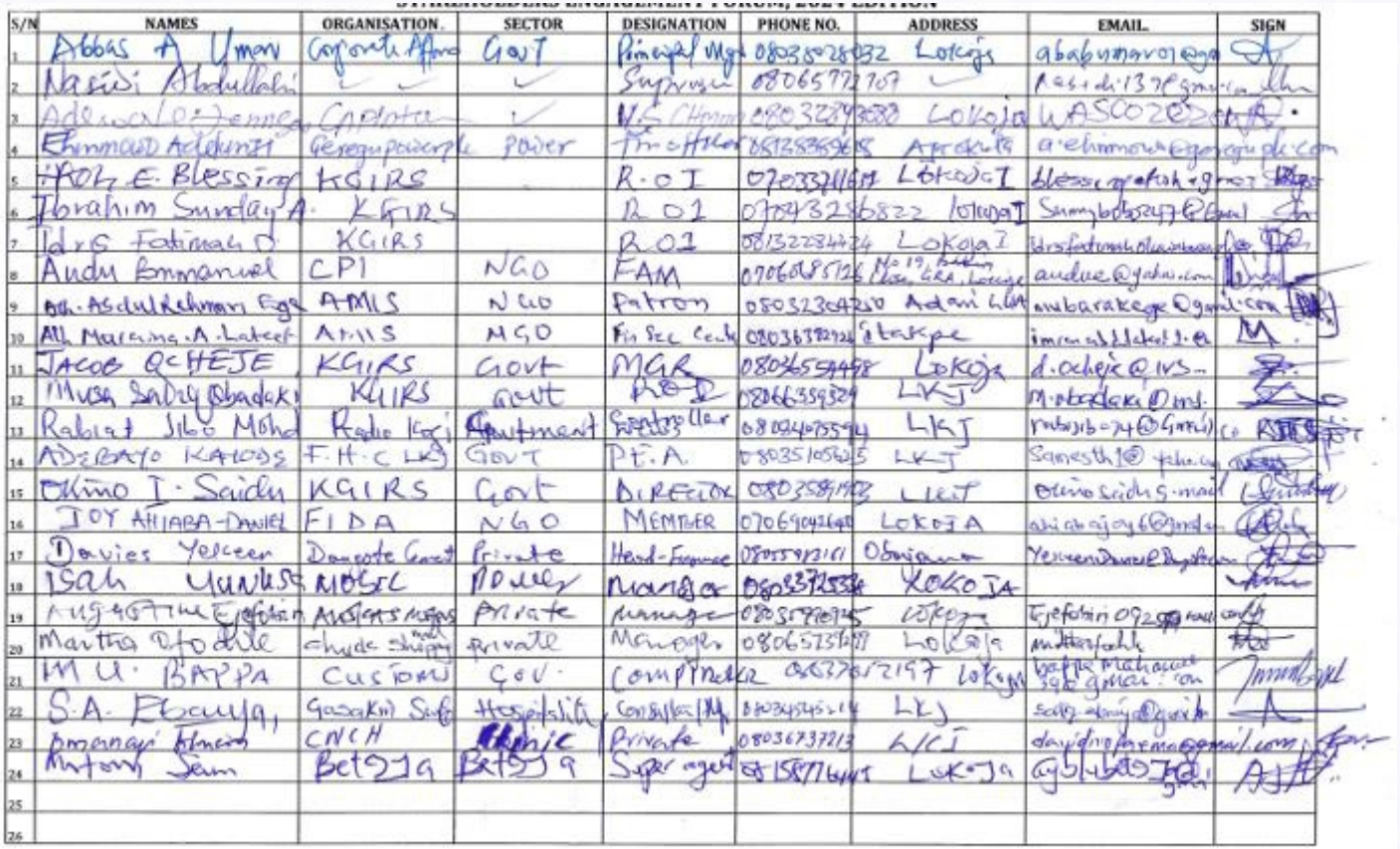

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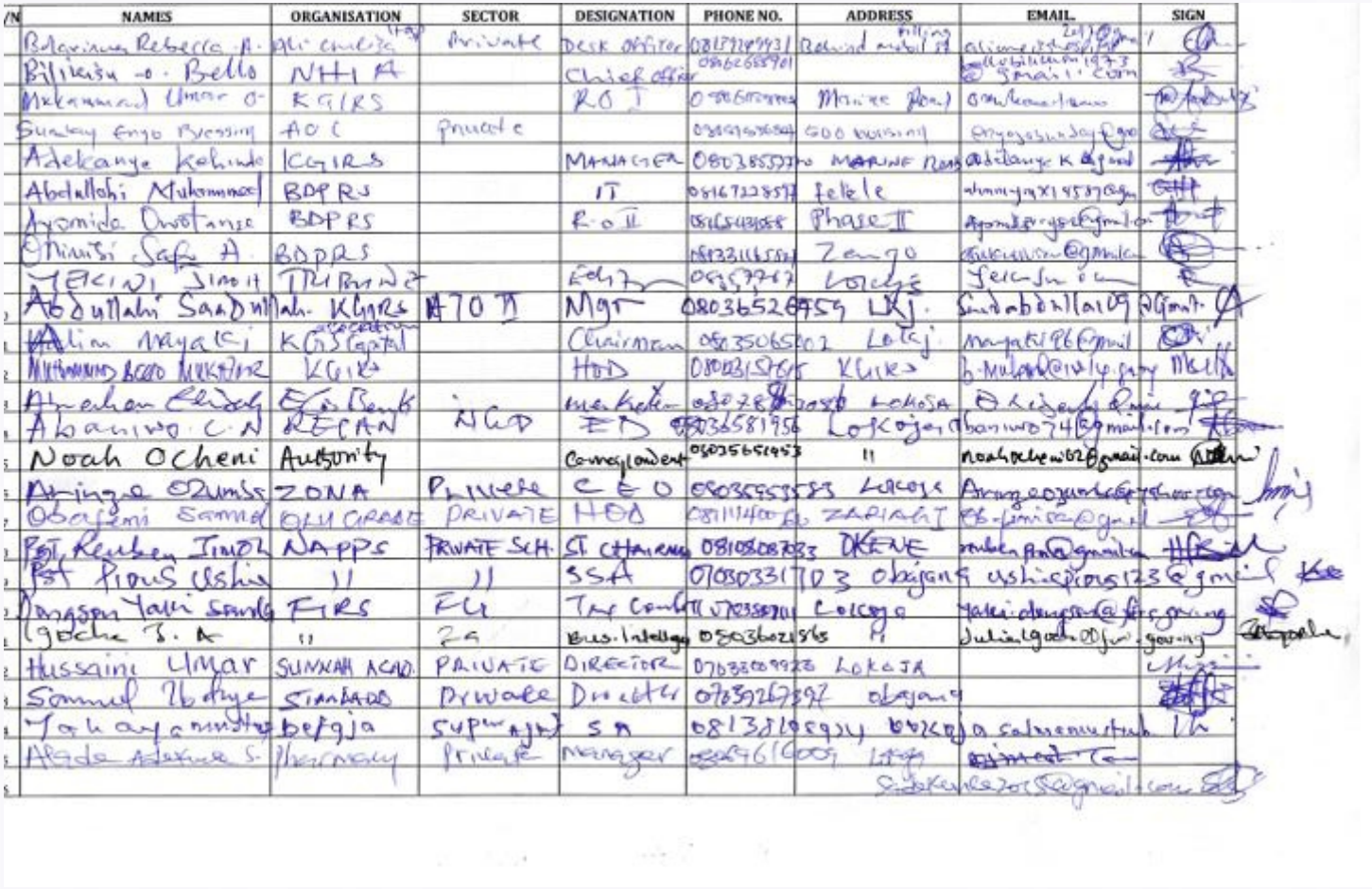

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	Muhammad Umar O.	KGIRS		R.O I		Minere Plaza		
	Sunday Enyo Blessing	AOC	Private			GOO Building		
	Adekanye Kehinde	KGIRS		MANAGER	08038557	MARINE Road		
	Abdullahi Muhammad	BDPRS		IT	08167228577	Felele		
	Ayomide Owotanse	BDPRS		R.O II		Phase II		
	Mimiti Safa A.	BDPRS				Zango		
	YERIMI JIMOH	TRIBUNAL		Edit	0853774	Lokoja		
	Abdullahi Saadu	Mah. KGIRS	HOD	Mgr	08036526954	LKJ.		
	Alia Nayaki	KGIS Capital		Chairman	08035065902	Lokoja		
	Muhammad Bello Mukhtar	KGIRS		HOD	08083158	KGIRS		
	Abraham Elijah	Ecobank		Marketer	08028	Lokoja		
	Akanimo C.N	KECAN	NGO	ED	08036581956	Lokoja		
	Noah Ocheni	Authority		Comptroller	08035652453	"		
	Aminga Ozumba	ZONA	Private	CEO	08035555583	Lokoja		
	Obajemi Samuel	OLU GRADE	PRIVATE	HOD	08111400	ZARIAHI		
	Pst. Reuben Timon	NAPPS	PRIVATE SCH.	ST. CHAIRMAN	08108087883	OKENE		
	Pst Pious Ushie	"	"	SSA	07030331703	Obajana		
	Dangsop Yakubu Sandy	FIRS	FI	TAX Consultant	07033582011	Lokoja		
	Ogoche T. A	"	ZA	Bus. Intelligence	08036021585	"		
	Hussaini Umar	SUNKAH ACAD.	PRIVATE	DIRECTOR	07033009923	LOKOJA		
	Samuel Ibidiye	STANDARD	Private	Director	07035267897	Obajana		
	Yahaya Aminu	Befgia	Supervisor	SA	08138109934	Lokoja		
	Afada Adekunle S.	Pharmacy	Private	Manager	08076160	Lokoja		

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