**Review table for EIA Terms of Reference:**

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| **SECTION 1 – PROJECT DETAILS** |
| **Proponent/Developer** |  |
| **Proposed Project/Reference No.** |  |
| **Consultancy Firm (s)** |  |  |
| **Contact Details** |  |  |
| **Project location** |  |
| **Project Purpose** |  |
| **Relevant Legislation** |  |
| **Date of Receipt by Department** |  |
| **Donor/Financial Source** |  |
| **EIA Administrator** |  |
| **Tasks Carried Out by EIA reviewer** |  |
| **Review Team** | **Name of Reviewer(s)** | **Role: Lead/Assistant** | **Official Designation** | **Clearance Signature/Date** |
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| **SECTION 2 – GENERAL QUESTIONS: ASSESSING THE COMPREHENSIVENESS AND ADEQUACY OF THE EIA REPORT** |
| **Questions** | **PG No.** | **Yes/No/NA: Brief Description** | **Is follow-up required with the proponent (Y/N). If so, briefly explain the follow-up action required.** |
| 2.1 Is the executive summary clearly written, does it cover the main impacts and findings, and has it been translated into relevant local language(s)? (This is important for ensuring the local community is aware of the project). |  |  |  |
| 2.2 Is a copy of the ToR provided with the EIA report? Does the EIA report adequately address the ToR? |  |  |  |
| 2.3 Is the information clearly and logically presented and able to be understood by decision makers and stakeholders? (Important to check if the text is clearly written and the maps/diagrams are high-quality). |  |  |  |
| 2.4 Is the information relevant and sufficient for the purpose of decision-making and setting conditions for development approval? (This question is important for determining if an EIA report can be accepted). |  |  |  |
| 2.5 Is the boundary of the project site clear and accurate? (An incorrect boundary may result in incomplete and/or inaccurate conclusions in the EIA report). |  |  |  |
| 2.6 Are the purpose(s) and objectives of the project explained so the reader can easily understand what the project is about and what it hopes to achieve? |  |  |  |
| 2.7 Is there an adequate and clear description of project scale, design, activities, components, infrastructure and schedule/timeframe? (The project should be described in enough details so the reader can understand how the project will be constructed, how and over what timeframe it will operate, and what goods/services it will produce. The description should include diagrams, plans, maps, activity schedules). |  |  |  |
| 2.8 Is the expected rate of production described? (This is particularly important for industrial/manufacturing /processing plan projects). |  |  |  |
| 2.9 Is there sufficient description of the resources and public infrastructure required by the project during construction and operation? (This description should include where the resources/infrastructure will be sourced from and how they will be transported to the project site, if they are being sourced off-site). |  |  |  |
| 2.10 Are the expected types and quantities of waste outputs described? (e.g. liquid and solid wastes, gas/air emissions). |  |  |  |
| 2.11 Is the baseline environment clearly identified and comprehensively described, and is the information directly relevant to the project footprint and the project’s area of influence? (Important aspects include areas or features of particular biological, ecological, social, cultural or economic significance; and climate change scenarios and projections). |  |  |  |
| 2.12 Are reliable information sources used to describe the baseline environment, and is the methodology robust? (e.g well-designed field surveys conducted by the proponent or consultant; existing data; reliable studies conducted by other researchers; maps of the project area, including environmental hazard maps). |  |  |  |
| 2.13 Is there adequate identification and description of all potential impacts the project will have on the environment, including natural/biophysical, social and economic aspects? (This description should cover all likely, significant impacts arising from the project, including negative and positive; immediate, short-term and long-term impacts. The magnitude of the impacts should be estimated, where possible). |  |  |  |
| 2.14 Is the adequate identification and description of all potential impacts the environment will have on the project, due to environmental hazards and environmental change processes? (This description should cover all likely, significant impacts arising from the environment, including negative and positive; immediate, short-term and long-term impacts. The magnitude of the impacts should be estimate, where possible). |  |  |  |
| 2.15 Has a draft environmental plan (EMP) been developed that describes suitable mitigation measures that directly address all significant negative impacts identified in the EIA report? (This should include impacts of the project on the environment, and impacts of the environment on the project. Impact that cannot be addressed through mitigation measures should be identified, and compensation measures should be proposed, where appropriate. Implementation steps should be clearly outlined for all mitigation measures). |  |  |  |
| 2.16 Does the EMP include optimization measures for enhancing significant positive impacts? |  |  |  |
| 2.17 Does the EMP include a monitoring and reporting plan for assessing the extent of impacts and/or the success of mitigation measures? |  |  |  |
| 2.18 Has a risk assessment been conducted to assess the relative significance of different impacts, and to help prioritize the management of significant negative impacts? |  |  |  |
| 2.19 Have feasible alternatives to the proposed project been adequately considered and evaluated? (This may cover alternative sites, designs, technologies, timelines). |  |  |  |
| 2.20 Has engagement and consultation with the local community, land/resource owners and other relevant stakeholders been adequate, inclusive and well-documented? (The report should outline who was engaged/consulted, and how the proponent has responded to concerns and issues raised during engagement/consultation process). |  |  |  |
| 2.21 Does the project adhere to Government legislation, regulations, policies or guidelines? |  |  |  |
| 2.22 Is the project relevant to any MEA commitments or obligations, and doe these need to be factored into the development approval? |  |  |  |
| 2.23 Have all data sources been identified and a list of references provided? |  |  |  |

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| **SECTION 3 – IDENTIFICATION OF SIGNIFICANT OR OUTSTANDING ISSUES** |
| **Section and Page Number** | **Identified Issue(s)** | **Comment(s) / questions relating to the issue** | **Is/are there issue(s) dealt with in the environmental management section or another part of the EIA report? If so, does this address your comments and questions (Y/N)?** | **Is follow-up required with the proponent on the identified issue(s) (Y/N)? If so, briefly explain the follow-up action required.** | **Should the Issue(s) be considered as part of the development approval and/or the approval conditions (Y/N). If so, briefly explain why.** |
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| **SECTION 4 – OTHER COMMENTS** |
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| **SECTION 5 – RECOMMENDATIONS** |
|  | EIA Report Accepted. The following recommendation and conditions should be considered by the development approval authority. |
|  | EIA Report **NOT** Accepted. The following issues need to be addressed in the revision of the EIA report. |
| **REASONS FOR RECOMMENDATION** |
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| **Insert Recommendations for Conditions for Development Approval.**Examples below1. Set up committee to monitor the project implementation.
2. All management plans must be approved be relevant agencies before any work starts.
3. Management Plans to be approved and training to be made with the employees on the plans.
4. Proponent to establish a meeting schedule of all partners to update progress of meeting.
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