

ANNEX 6

Terms of reference for an Environmental Impact Assessment

An Environmental Impact Assessment (EIA) is an analytical process that systematically examines the possible environmental consequences of the implementation of a project⁽¹⁾. An EIA is carried out for new projects that are likely to have significant adverse impacts on the environment. The EIA is carried out by the project promoter prior to investment and submitted to the relevant regulatory authorities as part of the development consent procedures. The relevant regulatory authorities will grant permission to proceed or reject the project or demand mitigating actions. It is important that the EIA is of high quality and looks at alternatives that can minimise environmental impact and maximise potential benefits. An Environmental Management Plan (EMP) is drawn up and also serves to monitor mitigating actions.

If an EIA is required by the national legislation in the partner country and/or if the environmental and climate change screening (see Annex 3) concludes that an EIA is necessary, an EIA is carried out. In general, the format and terms of reference for the EIA are dictated by the national legislation. However, the EU delegation may decide to incorporate further elements into the corresponding ToR to ensure standards are consistent with those set out under these Guidelines.

The model Terms of Reference described hereafter need to be adapted according to the specific project and specific country. Explanations or sections to be completed according to individual circumstances are

given in *italics*. A standard format for the EIA report can be found below (see appendices).

In case an EIA is required, it is important to define how the EIA and other studies will be incorporated in the different steps of the formulation phase. There are four issues to consider:

- A clear definition of the scope of studies to be carried out at formulation stage is necessary to ensure complementarities and to avoid overlap between the EIA and other studies (e.g. 'general' formulation study, financial and economic analysis). Close coordination is therefore required in the preparation of the different ToR for these studies if they are not prepared by the same person;
- Consistency should be maintained during formulation; this means that the same alternatives are considered in the different assessments (e.g. technical, environmental and economic);
- It should be ensured that the studies are based on sufficient technical information and assess realistic options, and that they can have an influence on the selection of project alternatives and on final project design;
- Ideally the EIA should precede the economic analysis, which has to incorporate the costs of impact reduction and adaptation measures and possibly also value some residual environmental externalities and costs associated with potential climate change risks.

⁽¹⁾ Adapted from OECD, <https://stats.oecd.org/glossary>.

ToR for the Environmental Assessment of *(name of the project)*

1. BACKGROUND

(National legislation and) (T)(t)he European Commission require(s) an Environmental Impact Assessment (EIA) to be carried out for the formulation of (state the name/title of the proposed project). The EIA must examine the potential impacts the project may have on the environment, as well as options for mitigating and/or optimising these impacts.

(Optional⁽¹⁾) Simultaneously, recognising that the implementation of the project and the achievement of its objectives will also depend on environmental and climate-related risks, constraints and opportunities, it has been decided to also add an assessment of these aspects.

The project is described as follows: (insert a short description, referring to the current logical framework that should be attached to the document; provide key information, such as objective, rationale for the project, location, duration, technologies to be employed, life-cycle of the project, etc.)

The following technically feasible alternatives have been identified: (provide a description of alternatives that might already have been identified – in some cases there will be no alternatives identified. If this is the case, it will be important to consider – if more work is needed at the design stage – to identify alternatives, it might be necessary here to formulate a text that suggests that the EIA consultants to consider alternatives that could minimise the environmental impacts (see 4.1.1).

Existing information on the project and the environment can be found in (mention already available studies and information including the results of the identification phase, and indicate where/how these documents may be obtained/consulted). In addition to this EIA, the following studies are also envisaged (mention any other studies planned in the formulation phase, including feasibility, economic and financial analyses or social impact assessments).

(Mention other pertinent background information, such as potential or known projects envisaged in the same area, key stakeholders, legal requirements and existing SEA in the sector).

2. OBJECTIVE

The Environmental Impact Assessment will provide decision makers in the partner country and the European Commission with sufficient information to justify, on environmental grounds, the acceptance, modification or rejection of the project for financing and implementation. It will also provide the basis for guiding subsequent actions, which will ensure that the project is carried out taking into account the environmental issues identified.

3. RESULTS

The EIA is undertaken in two stages: first a scoping study and then the EIA study as such. The scoping study will define the issues that need to be addressed in the EIA study, considering the specific context in which the project will be implemented. The activities, calendar and budget for the EIA study will be determined on the basis of the conclusions of the EIA scoping study.

The **EIA scoping study** will deliver the following results:

- An overview of the project, the applicable legislative and institutional framework;

⁽¹⁾ If not included in the scope of the EIA, environmental and climate-related risks, constraints and opportunities must be addressed, as relevant, in the project's general formulation study.

- An indication of the project alternatives and their variants to be studied;
- A description of the key stakeholders and their concerns;
- A stakeholder engagement plan (to be implemented while the EIA study as such is conducted);
- A description of the key environmental aspects and project-environment interactions that should be addressed in the EIA;
- A description of the geographical area to be considered in the environmental baseline and in the identification of impacts;
- Recommendations on specific impact identification and evaluation methodologies to be used in the EIA;
- *(An optional description of the proposed methodology for identifying and assessing environment and climate change-related risks, constraints and opportunities);*
- An indication of the time frames, costs and resources needed to carry out the EIA study.

The **EIA study** will deliver the following:

- An identification and assessment of the potential significant environmental impacts of the project in its different alternatives;
- Recommendations, including an Environmental Management Plan (EMP), for the implementation of proposed measures to mitigate negative impacts and optimise positive ones;
- *(Optional recommendations on how to adapt project design (if required) to optimise the exploitation of opportunities, manage risks and operate under the constraints imposed by the natural environment, including climate variability, climate change and the availability or scarcity of natural resources).*

4. ISSUES TO BE STUDIED

4.1. EIA SCOPING STUDY

4.1.1 Overview of the project and its alternatives

The consultants must describe the project and major project alternatives, especially those which are significantly different from an environmental perspective (e.g. location alternatives affecting different ecosystems or production alternatives involving sizable differences in GHG emissions and/or carbon fixing). The consultants will also define the constraints to be taken into account in proposing mitigation measures and other changes to the project. They must assess whether variations to the proposed alternatives are worth being studied.

4.1.2 Legislative, institutional and planning framework

A description must be made of the institutional and legislative framework relevant to the project and its EIA, including an indication of the key applicable legislation, planning processes (e.g. land use planning), standards and norms that will have to be addressed in the EIA study. Reference should be made to the Country Environmental Profile or similar analysis and to any existing Strategic Environmental Assessment (if relevant).

4.1.3 Description of the key stakeholders and their concerns

The engagement of stakeholders in the EIA process is a key success factor. The consultants should identify key stakeholders (key groups and institutions, environmental agencies, NGOs, representatives of the public and oth-

ers, including those groups potentially affected by the likely significant environmental impacts of the project). Particular attention should be paid to typically less represented groups such as women, indigenous peoples and minorities. Stakeholders will be engaged in order to identify their concerns and values with respect to the project under consideration. This will contribute to the identification of key project–environment interactions that will need to be addressed in the EIA study. The stakeholder engagement strategy to be employed should be explained in the consultants' proposal and, if necessary, will be revised by the partner government and the Commission before being implemented in order to avoid unnecessary conflicts and raising of expectations. Records must be kept of all consultations and comments received.

4.1.4 Description of the key environmental aspects and project–environment interactions that should be addressed in the EIA

Particular attention should be paid to the (direct or indirect) impacts that are likely to be the most significant, considering the sensitivity of the environment, the pressures resulting from the project and the expectations of the stakeholders. Based on these considerations and on background information on the local environment as well on other environmental assessments (including SEAs), the consultants should identify environmental issues to be specially considered under the following categories:

- Physical environment, including (micro-) climate, climate variability and climate change, air quality, water resources (surface and groundwater), geology, geomorphology, soil quality and risk of natural disasters;
- Biological conditions: biodiversity (including rare, endangered and endemic biodiversity components), and biological resources of cultural, social, or economic importance;
- Socio-economic conditions: consider the aspects that depend on environmental changes (public health; vulnerability to disasters; vulnerability to increasing climate variability and the expected effects of climate change⁽²⁾; access to natural resources and associated conflicts), those that can produce environmental impacts, and, more broadly, the socio-economic conditions that might be affected by the project and are not considered in other studies at the formulation stage⁽³⁾.

Note that project-related emissions of greenhouse gases are unlikely to be considered 'significant' at the global scale. Nevertheless, at the project scale a project or some project alternatives may offer significant opportunities to reduce emissions, store carbon or implement the principle of a 'climate-neutral development path'. If this is the case, the assessment of such opportunities should be included in the scope of the EIA.

4.1.5 Description of the scope of the environmental baseline

On the basis of the information obtained above and on an appreciation of the areas of project influence, the consultants must provide indications on the scope of the environmental baseline needed for the EIA. Distinct geographical units can be proposed according to the type of expected impact (including indirect impacts). All geographical units identified must be justified.

4.1.6 Recommendations on specific impact identification and evaluation methodologies to be used in the EIA

The consultants should provide an indication of the most appropriate impact identification and evaluation methodologies to be used in the EIA. Special attention should be given to those environmental interactions that will merit quantitative analysis and those for which qualitative analyses should be carried out.

⁽²⁾ The EIA study should assess the extent to which the proposed project may increase or, on the contrary, reduce the population's vulnerability to the effects of climate change.

⁽³⁾ In this case, impacts on humans should be disaggregated according to sex, age, or other relevant social criteria.

4.1.7 (Optional) Proposed methodology for identifying and assessing environmental and climate-related risks, constraints and opportunities

The consultants should provide an indication of the methodology they plan to use to identify and then assess the risks, constraints and opportunities linked to the biophysical environment in which the project will operate, including the availability or scarcity of natural resources (soils, water, energy, materials etc.), increasing climate variability, and (to the extent they can be predicted) the projected effects of climate change.

4.1.8 Indication of the timeframe, costs and resources needed to carry out the EIA

The consultants must assess the time that is needed for the completion of the EIA study, which should include a definition of the environmental baseline, an analysis of alternatives, the identification of impacts, *(optional)* the identification of risks, constraints and opportunities, their evaluation, and the preparation of recommendations (including definition of mitigation/optimisation measures and the Environmental Management Plan).

Practical considerations must be taken into account, such as allowing for the obtaining of samples in different seasons if required.

A description and estimation of the resources required (in terms of budget, person-days) must be provided, including a break-down of costs. If at this stage it is considered necessary to integrate other experts with specific skills, this should be proposed in the scoping report for consideration by the national government / the EC.

(The government / the EC could give an indication of the maximum budget allocated to the EIA study).

4.2. EIA STUDY

The scope of the EIA study will be agreed with the partner government and the EC in coordination with the other international partners, based on the results of the scoping study.

4.2.1 Environmental baseline study

1. Existing environment

The environmental baseline study includes a description of the initial state of the environment in the selected boundaries of the study area, focusing on those aspects that can be influenced by the project. If appropriate, the consultant should also consider those conditions that could influence the efficiency or sustainability of the project. As far as possible, indicators (e.g. environmental quality indices) should be identified for all key environmental variables to be studied and their state (environmental quality) established as a baseline for impact identification and future monitoring. All indicators must be adequately explained and justified. If location alternatives are considered, the study should focus on the differences in the appropriateness and sensitivity of the environment to the pressures resulting from the project.

2. Expected future situation without the project

The consultants should describe the expected trends and situation of environmental variables on the short- medium- and long-term, assuming that the project will not be implemented. This 'no project' scenario will be considered as a benchmark for predicting the project's environmental impacts. Nevertheless, if the situation without project seems unrealistic, the most probable alternative should be used as a reference. Assumptions used to predict the future situation and trends should be discussed.

4.2.2 Impact identification and evaluation

The consultants will identify and describe the potential significant environmental impacts of the project alternatives, and evaluate them.

Significant potential environmental impacts (direct and indirect) must be identified, making use of impact identification methodologies proposed by the scoping study. Impact identification should take into consideration factors such as the sensitivity of the environment, the legislative framework, the pressures resulting from the project and the expectations of stakeholders. Impact identification must address the environmental aspects listed in Section 4.1.4 above and identified by the scoping study.

The impact identification should address – but not necessarily be limited to– the following aspects of the project:

- project activities (under construction, operation and decommissioning/abandonment);
- associated activities and structures (e.g. base camps during construction);
- location;
- general layout, size;
- time span of the project;
- means, materials and resources required (e.g. energy and water consumption, hazardous materials);
- polluting discharges and emissions;
- noise and vibration;
- production of odours, luminous emissions;
- solid and hazardous waste production;
- land-take requirements;
- presence of workers;
- access and transport;
- if relevant, effects on the population's vulnerability to increasing climate variability and the expected effects of climate change.

(If the partner government / the EC, based on the scoping study, prefer the use of particular methodologies, or would like more attention to be given to specific components, this should be specified and described here).

The state of the environment resulting in the short, medium and long term from project implementation will be described on the basis of the same indicators or criteria as the baseline study. The impact evaluation must be assessed in comparison with the expected state of the environment under the no-project scenario.

The impacts should be described according to their nature and characteristics (e.g. direct and indirect, temporary or permanent, continuous or intermittent, reversible or irreversible, positive or negative, short- medium- or long-term, their magnitude, their mitigability and compensability, their transboundary nature, accumulation and synergies with other impacts). Where appropriate, impacts on humans should be disaggregated by sex, age and other relevant social criteria.

Not all impacts need to be quantified. In some circumstances the attempts at quantification may result in meaningless numbers that are of no value to the decision-making process. It is thus important to recognise when a clear description of the impact characteristics and the reasons behind a certain qualification will be more useful (e.g. to propose mitigation measures and base a decision) than attempts to produce less meaningful quantification.

Impacts should be identified for the construction, operation and decommissioning phases of the project, and all associated developments should be taken into account (e.g. power lines associated with a hydroelectric dam, management/disposal of ashes generated by an incinerator, extraction of materials for construction activities).

4.2.3 Measures and recommendations in relation to impacts

Measures must be proposed to enhance positive effects, to eliminate/mitigate/compensate undesired effects. These measures (generally referred to as mitigation measures) must be technically feasible, economically sound and socially acceptable (i.e. they must take into account the views of the main stakeholders). The consultants must seek ways to optimise such measures, such that one mitigation measure does not reduce the effectiveness of another or, worse yet, cause an undesired significant impact itself.

The measures can have several distinct aims:

- Reducing the extent, scale or time-scale of activities that produce negative impacts in favour of less damaging activities or activities producing positive effects;
- Changes in the effects of an activity, without changing the activity itself (for example, adding anti-pollution filters);
- Strengthening the protection of the receiving environment with respect to project impacts or other hazards;
- Rehabilitating or restoring damaged resources;
- Compensating for damage, e.g. by achieving improvements to resources similar to the ones affected.

The residual impacts (i.e. the final environmental impact after the application of the proposed mitigation measures) must be identified and assessed. Based on this assessment the alternatives must be compared and recommendations made on the best alternative. The comparison of alternatives must be summarised in tabular form.

4.2.4 Environmental Management Plan

The Environmental Management Plan (EMP) is a document that identifies the actions needed to implement the EIA recommendations, including environmental monitoring required during the implementation phase of a project. The EMP should clearly translate the recommendations from the EIA into an operational plan.

The EMP of the project should include:

- A table (logical framework type) showing the objectives, expected results, objectively verifiable indicators, activities (mitigation/optimisation measures), and responsibilities for the implementation of those activities;
- Institutional arrangements for its implementation and for environmental monitoring: responsibilities, role of the environmental authorities, role and participation of stakeholders;
- Suggestions for contracts (environmental clauses: standards, potential requirement to prepare an Environmental Management Plan of the enterprise) and contracting modalities (such as payments linked to results);
- A monitoring and supervision plan (including appropriate indicators, frequency of monitoring, means to gather and analyse the data, reporting system);
- A response plan in case of accidents or unexpected results from the environmental monitoring;
- A proposed schedule for activities (monitoring and mitigation/optimisation measures);
- An indication of means (including personnel, vehicles) and costs of implementing the EMP.

4.2.5 Limitations of the EIA

The consultants should underline all the major limitations, weaknesses and uncertainties of the study. The consultants are required to state any assumptions made in the prediction and assessment of the potential envi-

ronmental impacts and risks, to highlight areas where information is deficient and to make clear how the assessment of significance has been determined, for example the use of established standards, quality objectives, stakeholder views and professional judgement.

4.2.6 *Conclusions on environmental impacts*

This section will summarise the key results of the EIA, the recommendations (referring to the draft EMP to be attached) and the assessment of the residual impacts. The consultants are also required to provide any information relevant for further economic and financial analyses or for the general formulation study. The limitations of the EIA and its key assumptions should be articulated.

4.2.7 (Optional) *Identification and evaluation of environmental and climate-related risks, constraints and opportunities*

The consultants will identify and describe the potentially significant risks, constraints and opportunities associated with the environment in which the project will operate, including (but not necessarily limited to) the following aspects:

- Availability – or scarcity – and quality of the natural resources (e.g. water, land, soils, energy, materials, minerals, plant, animal species, ecosystem services) on which project implementation and the achievement of objectives will depend, taking into account existing pressures, current trends and the projected effects of climate change;
- Exposure to climate-related risks (e.g. resulting from increasing climate variability, expected effects of climate change). This will be done by reviewing relevant national, sub-regional and local reports and studies on the effects of climate variability and climate change, including proposed responses to address those effects by project partners and within the project context as relevant. These responses may include technical, policy and institutional components;
- Exposure to other environmental risks or constraints (e.g. biological conditions, pests, invasive species, wildfires, pollution originating from other human activities outside the scope of the project);
- Exposure to natural disasters, semi-natural disasters and technological accidents, including those that may become more severe or more frequent as a result of climate change.

Although the analysis is likely to point out primarily to risks and constraints, the existence of opportunities associated with the natural environment (e.g. availability of abundant natural resources which – if properly used and managed – can improve the project's effectiveness, efficiency or sustainability; positive trends resulting from the projected effects of climate change) should also be investigated.

The main environmental and climate-related risks, constraints and opportunities associated with the project must be identified making use of the methodology proposed by the scoping study. In order to determine which of them are 'significant' and may thus require a change in project design or the adoption of specific adaptation measures, it is suggested to characterise and evaluate risks, constraints and opportunities against the following criteria:

- Relevance: are the identified risks, constraints and opportunities somehow relevant to the problems the project aims to address and to its objectives?;
- Effectiveness: can the identified risks, constraints and opportunities positively influence the achievement of project results and objectives, or on the contrary jeopardise it?;
- Efficiency (i.e. 'value for money' or 'value for resources'): can the identified risks, constraints and opportunities contribute to the production of outputs and results at a 'low' or 'reasonable' cost in terms of resource use, or on the contrary lead to a disappointing 'ratio' between outputs/results produced and resources employed?;

- Sustainability: can the identified risks, constraints and opportunities promote, or on the contrary prevent, the sustainable production of project benefits over the project's planned lifetime, from a financial, economic, environmental and social point of view?;
- Impact: can the identified risks, constraints and opportunities contribute to the generation of positive, or on the contrary negative, overall developmental impacts of the project on the wider society in which it operates?

4.2.8 (Optional) Proposed adaptation and risk management measures

Where significant risks, constraints and/or opportunities have emerged from the above evaluation, the consultants should propose measures and formulate recommendations to improve (if necessary) the integration of these factors into project design. Recommendations will take into account any measure already put in place or considered by project partners, as well as their capacity to undertake such measures. Actions may include:

- Measures to strengthen the project's and project partners' adaptive capacity in the face of increasing climate variability and climate change (e.g. building early warning or emergency preparedness and disaster risk reduction mechanisms, diversification of income sources, improved access to financial services including insurance, development of capacities in these areas);
- Measures to control or manage some identified risks (e.g. choice of project location to reduce exposure to natural disasters);
- Measures to improve the project's ability to operate under identified constraints (e.g. choice of most water-efficient or energy-efficient production options);
- Measures to better exploit some opportunities offered by the natural environment (e.g. use of a locally abundant source of renewable energy).

If the proposed adaptation, optimisation or risk management measures involve an additional cost (compared to the options currently considered), the report should include an estimation of these costs. It should also identify who would be in charge of implementing these measures.

4.2.9 (Optional) Limitations of the risk and constraint assessment

The consultants should underline all the major limitations, weaknesses and uncertainties of this part of the study. They are required to highlight areas where information is deficient and to make clear how the assessment of significance has been determined, for example the use of quality objectives, stakeholder views and professional judgement.

4.2.10 (Optional) Conclusions on environmental and climate-related risks, constraints and opportunities

This section will summarise the key results of the second part of the study, the recommendations and a brief description of the residual risks (i.e. those that cannot be controlled or satisfactorily managed within the limited scope of the project). The consultants are also required to provide any information relevant for further economic and financial analysis or for the general formulation study. The limitations of the risk, constraint and opportunity assessment and its key assumptions should be summarised.

5. WORK PLAN

The work plan should include but not necessarily be limited to the following activities:

EIA scoping study

- Fact finding/data collection;
- Identification and engagement of stakeholders;
- Analysis/preparation of scoping report;

EIA study

- Review of documentation (e.g. CEP, relevant existing SEAs, identification and pre-feasibility reports);
- Review of relevant environmental literature, environmental policy and legislation framework (legislation, regulations and standards);
- Fieldwork and analyses, including engagement of stakeholders;
- Impact identification and evaluation;
- Preparation of mitigation/optimisation measures;
- Preparation of the EMP;
- Preparation of the final EIA report.

On the basis of the proposed work plan and time schedule outlined, the consultants must provide a detailed work plan for the EIA study in their proposal.

6. EXPERTISE REQUIRED

The proposed mission shall be conducted by a team of (*number*) experts, who should have the following profiles:

- Expert level I or level II with at least 10 years' experience in conducting environmental impact assessments. She/He would be the team leader;
- (*Number*) experts level II with at least 5 year's relevant experience (*adjust as appropriate*) and with a technical background in (*specify*). (*The number of experts and specialities may be revised or adjusted at a later stage on the basis of the results of the scoping study*).

The team is expected to include experts with local or regional knowledge/expertise. The experts should have excellent skills in (*specify*). (*Specify language*) will be the working language; the final report must be presented in (*specify language*).

For each specialist proposed, a *curriculum vitae* must be provided of no more than (*four*) pages setting out their relevant qualifications and experience.

7. REPORTING

7.1. EIA SCOPING STUDY

The scoping study must be presented in the format given in Appendix 1.

The detailed stakeholder engagement strategy must be presented two weeks after kick-off; *(number)* copies are to be presented to *(names and organisations)* for comments.

The draft scoping report in *(number)* copies (double-sided printing) is to be presented to *(names and organisations)* for comments by *(date)*. Comments from the concerned authorities and the EC should be expected by *(date)*. The consultants will take account of these comments in preparing the final scoping report. *(number)* copies of the final scoping report in *(language)* (double-sided printing) are to be submitted by *(date)*.

7.2. EIA STUDY

Feedback on the scoping study will be provided no later than *(number)* weeks after its submission, setting the scope of the EIA study. The EIA study will begin no later than *(number)* weeks after this date.

The EIA report must be presented in the format given in Appendix 2. The underlying analyses are to be presented in appendices to this report.

The draft EIA report in *(number)* copies (double-sided printing) is to be presented to *(names and organisations)* for comments by *(date)*. Within *(number)* weeks, comments will be received from *(list the authorities)*.

The consultants will take account of those comments in preparing the final report (maximum...pages excluding appendices). *(Number)* copies of the final report in *(language)* (double-sided printing) are to be submitted by *(date)*.

8. PRESENTATION OF THE PROPOSAL

The proposal must include an understanding of the Terms of Reference and a description of the general approach to the whole EIA in accordance with these ToR, highlighting the following: the proposed methodology for the engagement of stakeholders; the proposed approaches for the definition of the environmental baseline; and the proposed methodologies for impact identification and evaluation (including the description of specific tools proposed).

(According to the contracting modality used, the partner government / the EC should indicate the form in which they wish consultants to make their financial proposal, e.g. break-down by categories of costs, as well as indicate the maximum budget for this contract.)

9. TIME SCHEDULE

(Insert time schedule.)

The consultant should respond to this time schedule and indicate in their proposal how they intend to organise the work for this purpose. The time schedule can be revised according to the results of the scoping study.

10. APPENDICES

Appendix 1. Standard format for the EIA scoping report

Maximum length of the main report (without appendices): 25 pages.

The following text appears on the inside front cover of the report:

This report is financed by the European Commission and is presented by the (*name of consultant*) for (*national institution*) and the European Commission. It does not necessarily reflect the opinion of (*national institution*) or the European Commission.

Structure of the report

1. Executive summary
2. Description of the project under consideration and its alternatives
3. Applicable environmental legislative and institutional framework
4. Key stakeholders and their concerns
5. Key environmental aspects and project-environment interactions to be addressed in the EIA
6. Scope of the environmental baseline and areas of project influence
7. Recommendations on specific impact identification and evaluation methodologies
8. (Optional) Proposed methodology for identifying and assessing environmental and climate-related risks, constraints and opportunities
9. Timeframe and resources needed to carry out the EIA
10. Technical appendices
 - a. Stakeholder engagement methodology
 - b. List of stakeholders consulted (including contact details)
 - c. Records of stakeholder engagement
 - d. List of documents consulted

Appendix 2. Standard format for the EIA report

The following text appears on the inside front cover of the report:

This report is financed by the European Commission and is presented by the (*name of consultant*) for (*national institution*) and the European Commission. It does not necessarily reflect the opinion of (*national institution*) or the European Commission.

Structure of the report

1. Executive summary

2. Background

- a. Project justification and purpose
- b. Project location
- c. Project description and associated activities
- d. Alternatives
- e. Environmental policy, legislative and institutional framework

3. Approach and methodology

(This chapter must set out the approach and methodology used in the EIA and how the data and information collected has been incorporated in the findings and recommendations).

- a. General approach
- b. Geographical or mapping units
- c. Environmental quality indicators
- d. Assumptions, uncertainties and constraints

4. Environmental baseline study

5. Impact identification and evaluation

(Cumulative effects and interaction between effects could form additional subject headings to ensure that these aspects are not overlooked. Table and diagrams should be used to summarise and clarify findings in this chapter).

6. Mitigation/optimisation measures and residual impacts

7. Conclusions and recommendations on impact mitigation and optimisation

- a. Statement of impact

(This section must include one of the three 'statements of impact' set out below:

- *The alternative(s) (name or number of the concerned alternatives) will not have a significant environmental impact, providing that measures recommended in the EIA are followed through;*
- *The less damaging alternative(s) identified (name, or number) will have some significant environmental impacts, which cannot be feasibly mitigated. Therefore, it is recommended to identify and assess additional alternatives or to check that the expected social and economic benefits are sufficiently high in order to justify the project despite its environmental impact;*
- *Each alternative identified will have a significant and unacceptable environmental impact irrespective of proposed mitigation and monitoring measures. Therefore, it is recommended that the project proposal is comprehensively re-worked and alternatives re-assessed).*

- b. Conclusions and recommendations

(This section must present a clear statement of the conclusions and recommendations on actions to be taken to ensure that environmental issues are adequately addressed in subsequent project preparation, implementation, monitoring and evaluation phases. These conclusions and recommendations must be complete, yet concisely and clearly formulated, so that this section can be incorporated into the project documentation).

8. *(Optional)* Identification and evaluation of environmental and climate-related risks, constraints and opportunities
9. *(Optional)* Proposed adaptation and risk management measures
10. *(Optional)* Conclusions and recommendations on environmental and climate-related risks, constraints and opportunities
11. Technical appendices
 - a. Input into the logical framework planning matrix of the proposed project design : intervention logic, indicators, assumptions and preconditions;
 - b. Maps of the project area and other illustrative information not incorporated into the main report;
 - c. Other technical information and data, as required;
 - d. Records of stakeholder engagement;
 - e. Draft Environmental Management Plan.
12. Other appendices
 - a. Study methodology/work plan (2–4 pages);
 - b. Consultants' itinerary (1–2 pages);
 - c. List of stakeholders consulted or engaged (1–2 pages);
 - d. List of documentation consulted (1–2 pages);
 - e. *Curriculum vitae* of the consultants (1 page per person);
 - f. ToR.