



IFI/DFI-Aligned Environmental and Social Action Plan (ESAP) Tracker

This tracker is used to systematically manage, monitor, and report on all actions required to bring the Project into full compliance with the relevant IFI/DFI Environmental and Social (E&S) Performance Requirements (e.g., IFC Performance Standards, EBRD Performance Requirements, etc.).

Project and Document Information

Field	Detail
Project Name	[Insert Project Name]
Client Entity	[Insert Company Name]
IFI/DFI Partner(s)	[e.g., IFC, EBRD, DEG, Proparco, ADB]
IFI/DFI Performance Requirements	[e.g., IFC Performance Standards (PS 1-8)]
ESAP Version	[e.g., V1.0 - Dated June 2025]
Reporting Period	[e.g., Q4 2025: Oct 1 - Dec 31]

ESAP Action Tracker

Key for Status

- **Open:** Action not yet started.
- **In Progress:** Work is actively underway.
- **Pending Verification:** Action complete, but verification evidence is pending review by the E&S Manager or IFI/DFI.
- **Closed/Verified:** Action is complete, and sufficient evidence has been submitted and accepted.
- **N/A (Not Applicable):** Action is no longer relevant (requires IFI/DFI approval).

Action ID	Action Description (Specific & Measurable)	IFI/DFI Standard Reference	Responsible Party	Initial Due Date	Status	Verification Evidence Required	Date Closed	Progress Notes / Rationale for Delay
E-01	Develop and adopt a formal Environmental and Social Management	PS 1.1 (Management System)	E&S Manager	2025-12-31	Open	Approved ESMS Manual and Organigram.		



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	System (ESMS) framework.							
S-02	Conduct a full Human Resources (HR) policy audit to ensure alignment with IFC PS 2 on labor and working conditions.	PS 2.3 (Working Conditions)	HR Director	2026-03-31	In Progress	External Auditor Report and revised HR manual.		Consultant engaged for policy gap analysis (In Progress).
E-03	Finalize design of the wastewater treatment plant to meet national and WBG EHS Guidelines limits.	PS 3.5 (Pollution Prevention)	Technical Lead	2026-06-30	Open	Engineering drawings and regulatory approval permits.		
G-04	Implement a third-party, confidential, and accessible project-level Grievance Mechanism.	PS 1.4 (External Grievance)	Community Relations	2025-11-30	Pending Verification	Screenshot of public notice and registration of first 5 grievances.		Mechanism rolled out; monitoring uptake.



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	m for external stakeholders.							
S-05	Finalize a Resettlement Action Plan (RAP) for the small section of land required for the access road.	PS 5.2 (Land Acquisition)	Social Manager	2026-02-28	Open	Government-approved RAP document.		
E-06	Conduct biodiversity baseline survey and develop a Biodiversity Action Plan (BAP) as the site is adjacent to an important wetland.	PS 6.1 (Biodiversity)	E&S Manager	2026-09-30	Open	Baseline survey report and BAP approved by management.		
S-07	Develop a formal written policy prohibiting child and forced labor in the direct operations and for	PS 2.5 (Supply Chain)	Procurement Head	2025-12-31	Closed/Verified	Signed policy document circulated to all staff and key suppliers.	2025-12-28	Policy approved by Legal and Board.



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	all Tier 1 suppliers.							

Management Certification

I certify that the information contained in this ESAP Tracker for the period ending [Reporting Period End Date] is accurate and reflects the current status of all mandatory Environmental and Social actions.

Signature	Name	Title	Date
	[Management Representative]	[E.g., CEO or E&S Director]	

Signature	Name	Title	Date
	[Board Oversight Chair]	[As per Charter]	