

**GUIDE FOR CONTENT OF A**

**RESETTLEMENT ACTION PLAN**

**2014-11-18**

DOCUMENT CONTROL

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1. **Cover page**

*Including logo, project title, name of developer, name of consultant, date of current version, date of previous versions*

1. **Table of Contents**
2. **NON-TECHNICAL EXECUTIVE SUMMARY**

*Should concisely discuss significant findings and recommended actions in appropriate and understandable lay language. Identifies the methodology used, consultative process and the number of people affected by the land acquisition and potential impacts.*

1. **INTRODUCTION**
2. **methodology**

*General description of the methodology used, and the qualifications of the experts that developed the RAP.*

*The main objectives of the resettlement program and a summary of studies undertaken in support of resettlement planning / implementation, e.g., census surveys, socio-economic studies, meetings, site selection studies etc.*

1. **DESCRIPTION OF THE PROJECT**

*General description of the project and identification of the project area. Include maps.*

1. **POTENTIAL IMPACTS**

*Identification of:*

1. *the project component or activities that give rise to resettlement;*
2. *the zone of impact of such component or activities;*
3. *the alternatives considered to avoid or minimize resettlement; and*
4. *the mechanisms established to minimize resettlement, to the extent possible, during project implementation.*
5. **Regulatory and institutional framework**

*Relevant laws of the host country, client policies and procedures, performance standards and political structure.*

1. **Stakeholder engagement**

*Summary of public consultation and disclosure associated with resettlement planning, including engagement with affected households, local and/or national authorities, relevant CBOs and NGOs and other identified stakeholders, including host communities. This should include, at a minimum, a list of key stakeholders identified, the process followed (meetings, focus groups etc.), issues raised, responses provided, significant grievances (if any) and plan for ongoing engagement throughout the resettlement implementation process*

1. **census and Socio-economic surveys**

*The findings of socioeconomic studies to be conducted in the early stages of project preparation and with the involvement of potentially displaced people, including results of household and census survey, information on vulnerable groups, information on livelihoods and standards of living, land tenure and transfer systems, use of natural resources, patterns of social interaction, social services and public infrastructure*

1. **Eligibility**

*Definition of displaced persons and criteria for determining their eligibility for compensation and other resettlement assistance, including relevant cut-off dates*

1. **Valuation of and compensation for losses**

*The methodology used in valuing losses to determine their replacement cost; and a description of the proposed types and levels of compensation under local law and such supplementary measures as are necessary to achieve replacement cost for lost assets.*

1. **Magnitude of displacement**

*Summary of the numbers of persons, households, structures, public buildings, businesses, croplands, churches, etc., to be affected.*

1. **Entitlement framework**

*Showing all categories of affected persons and what options they were/are being offered, preferably summarized in tabular form.*

1. **Livelihood restoration measures**

*The various measures to be used to improve or restore livelihoods of displaced people.*

1. **Resettlement sites**

*Including site selection, site preparation, and relocation, alternative relocation sites considered and explanation of those selected, impacts on host communities.*

1. **Housing, infrastructure, and social services at the resettlement site**

*Plans to provide (or to finance resettlers' provision of) housing, infrastructure (e.g., water supply, feeder roads), and social services (e.g., schools, health services); plans to ensure comparable services to host populations; any necessary site development, engineering, and architectural designs for these facilities.*

1. **Grievance procedures**

*Affordable and accessible procedures for third-party settlement of disputes arising from resettlement; such grievance mechanisms should take into account the availability of judicial recourse and community and traditional dispute settlement mechanisms.*

1. **Organizational responsibilities**

*The organizational framework for implementing resettlement, including identification of agencies responsible for delivery of resettlement measures and provision of services; arrangements to ensure appropriate coordination between agencies and jurisdictions involved in implementation; and any measures (including technical assistance) needed to strengthen the implementing agencies' capacity to design and carry out resettlement activities; provisions for the transfer to local authorities or resettlers themselves of responsibility for managing facilities and services provided under the project and for transferring other such responsibilities from the resettlement implementing agencies, when appropriate.*

1. **Implementation schedule**

*An implementation schedule covering all resettlement activities from preparation through implementation, including target dates for the achievement of expected benefits to resettlers and hosts, and implementing the various forms of assistance. The schedule should indicate how the resettlement activities are linked to the implementation of the overall project.*

1. **Costs and budget**

*Tables showing itemized cost estimates for all resettlement activities, including allowances for inflation, population growth, and other contingencies; timetables for expenditures; sources of funds; and arrangements for timely flow of funds, and funding for resettlement, if any, in areas outside the jurisdiction of the implementing agencies.*

1. **Monitoring, evaluation and reporting**

*Arrangements for monitoring of resettlement activities by the implementing agency, supplemented by independent monitors to ensure complete and objective information; performance monitoring indicators to measure inputs, outputs, and outcomes for resettlement activities; involvement of the displaced persons in the monitoring process; evaluation of the impact of resettlement for a reasonable period after all resettlement and related development activities have been completed; using the results of resettlement monitoring to guide subsequent implementation.*

1. **Appendices**
* *Terms of Reference for the RAP*
* *List of meetings and consultations held including signed participant lists*
* *List of references used*