

Conflict Sensitivity and Prevention (CSP)

Field Level Project Appraisal Checklist for
Sub-Saharan Pastoral Livestock Sector



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CSP CHECK-LIST

Country/Region and Administrative area:

Name of assessment officer:

Title of officer:

Assessment date 1st analysis:

2nd analysis:

3rd analysis:

Purpose of planned project (activity or infrastructure):

FIELD NOTEBOOK

CSP Check-list 2017

The findings, interpretations, and conclusions expressed herein are those of the authors, and do not necessarily reflect the views of The World Bank, CILSS, IGAD or the governments they represent.

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CONFLICT SENSITIVITY and PREVENTION (CSP)

Field Level Project Appraisal Checklist for Sub-Saharan Pastoral Livestock Sector

The **Conflict Sensitivity and Prevention (CSP) Checklist** was developed as part of the World Bank funded “Pastoralism and Stability in Sahel and Horn of Africa” project (PASSHA, 2015-2017, World Bank). It is aimed at supporting the Inter-Governmental Authority on Development (IGAD) and the Permanent Interstate Committee for Drought Control in the Sahel (CILSS) towards adopting conflict sensitivity and prevention in their programme operations.

Made for the field, this notebook is meant to accompany **the Guidelines for Conflict Sensitivity and Prevention (CSP)** in livestock sector development projects in sub-Saharan Africa. It was tested during training and field work within the framework of the Regional Project to Support Pastoralism in Sahel (PRAPS) and the Regional Pastoral Livelihoods Resilience Project (RPLRP) in the Horn of Africa.

Note: It is advisable that first time user of this checklist acquaint themselves with the CSP Guidelines first for ease of application.

PURPOSE OF THE CHECKLIST

This tool can be used for any public, private or cooperative project (activity or infrastructure) aiming at developing the livestock sector.

This Checklist is designed to support the **implementation and management** of development projects in the livestock sector (including infrastructure) in sub-Saharan pastoral areas to:

- Ensure that a detailed **context and actors analysis is carried out** and is updated regularly
- Ensure that this analysis serves as the first step towards practically applying the Conflict Sensitivity and Prevention (CSP) approach
- Provide **reference and evidence required for decision-making** throughout the project cycle.

The Checklist aims at **preventing conflict and navigating through existing ones** so as to ensure sustainability of projects. It calls for careful observation and consideration of context specific trends and dynamics **in the whole project cycle** and how various actors, **both beneficiaries and non-beneficiaries** at different levels of engagement either benefit or work against the project.

TARGET AUDIENCE OF THE CHECKLIST

The Checklist helps **field level officers** (in charge of planning and implementation) as well as supervising officers (in charge of monitoring and coordination) to **check and quickly make decisions on project related issues that threaten effective project implementation** hence requiring attention so as to guarantee sustainability.

It is advisable that if an independent operator is charged with the responsibility of the CSP analysis, the **checklist then becomes an important part of the terms of reference and expected deliverables.**

The successful use of the checklist will largely depend on the **skills, attitudes and practices of the implementing officers.** Complementary training and other CSP resources (tools) have therefore been developed and can be accessed on the IGAD and CILSS websites.

These include:

- **Training of field actors** at the local level on how to use the checklist and other CSP tools including
- **Context and Actors’ analysis tools**
- **Training at national and regional officers** on the CSP approaches and advices
- **Specific Technical Factsheets** for implementing CSP in the most common infrastructures and other development activities in pastoral areas of Sahel and Horn of Africa, based on lessons learnt from past experiences

An **online network** was created for purposes of sharing experiences and information between planning and implementation officers in the field, supervision and monitoring officers and regional as well as international experts from CILSS and IGAD.

THE CHECKLIST IN PRACTICE

The checklist is an operational field tool that is easy to access and fill online or as a print-out version from igad and cilss websites. it is **useful during project design, for managing and monitoring activities as well as assessing project’s impacts** on the context of intervention.

COMPOSITION OF THE CHECKLIST

📌 **10 Thematic tabs:** These are major themes that require regular monitoring and follow up.

- GOAL
- TECHNICAL
- SITE
- ACTORS
- ENVIRONMENT
- ECONOMY
- SOCIAL
- CSP SKILLS
- CONCLUSION
- REFERENCES

📌 **10 CSP Objectives with their summary factsheets**

Each thematic tab is composed of one or several CSP objectives highlighted as subtitles. For each objective, **key items are to be checked by YES or NO** according to the information collected through studies, during meetings and from field surveys. For each YES or No response checked, one has to **indicate the source of information influencing the choice of response.** This would ordinarily be in form of documents such as **minutes of meetings, feasibility study reports, impact analysis, social policy or legal framework, etc.** used to derive the conclusion. An overview of the reference documents with their individual codes must be completed on page 18.

For each objective, a summary factsheet allows one to raise attention to main risks (threats) identified, and give recommendations on mitigation measures to be pursued before proceeding with project implementation. Depending on responses checked (either YES or NO answer), one may identify need for further analysis, or a technical meeting to process issues further, or even a problem solving meeting with beneficiaries aimed at breaking a deadlock.

A FORMAT FOR MONITORING IMPLEMENTATION OF THE CSP APPROACH

Throughout the project lifetime, the tables and summary factsheets allow one to **keep track of the consecutive assessments** done and to **share findings** with colleagues.

The notebook offers space for **three consecutive assessments** (3 sets of columns to check). During a project lifetime. Monitoring may require more than or less than three rounds of checking, it will depend on prevailing factors observable in the context. Feel free to print out a new notebook if more assessments are needed.

Once used, the checklist must be **kept locally in the project files** and updated during each monitoring visit. A copy (electronic or hard copy) must be sent to the project supervisor or coordinator.

EXAMPLE OF CHECKLIST UTILISATION

In this example, the documents provided and discussions with the field officer made her/him evaluate and conclude that the site selection did not take into account project related concerns by the neighbouring communities, and that a context analysis has not been conducted as part of the preliminary project implementation steps.

In the cited table below, item 3.5, the box to tick is “no”. The reference is the minutes of the meeting that made a decision to conduct the assessment. The minutes will therefore be coded as Reference 1 i.e R1. On the summary factsheet, you will specify what needs to be done.

During the 2nd assessment, this may change the assessment if there is progress recorded. If say the assessment has been done then the Reference Document that reflects the new assessment will be coded (R7) and comments updated on the summary page.

Checklist	1st analysis			2nd analysis		
	YES	NO	REF.	YES	NO	REF.
3.5. A recent analysis of the socioeconomic, cultural and historic context exists.		✓	R1	✓		R7



GOAL

TECHNICAL

SITE

ACTORS

ENVIRONMENT

ECONOMY

SOCIAL

CSP SKILLS

CONCLUSION

REFERENCES

GOAL

TECHNICAL

SITE

ACTORS

ENVIRONMENT

ECONOMY


SOCIAL

CSP SKILLS

CONCLUSION

REFERENCES


ACTORS



Objective #4:
The actors have been clearly identified and taken into account* (direct, indirect beneficiaries, and affected non-beneficiaries)

Check-list	1 st analysis			2 nd analysis			3 rd analysis		
	YES	NO	REF.	YES	NO	REF.	YES	NO	REF.
4.1. A comprehensive actors analysis* has been completed									
4.1.1. This analysis takes into account gender inequalities and inequalities faced by vulnerable groups									
4.1.2. The direct and indirect beneficiaries are clearly identified									
4.1.3. Non-beneficiaries (even minority, non-priority actors, or indirectly concerned), who may have an impact on the project or who could be impacted by the project, are identified									
4.2. The selection criteria for beneficiaries have been clearly identified and validated by stakeholders									
4.2.1. The eligibility criteria for beneficiaries have been transparently shared with actors									
4.2.2. The project steering committee is composed of competent authorities and organisations representing all direct beneficiaries and, when appropriate, indirect beneficiaries or even affected non- beneficiaries									
4.2.3. The steering committee takes into consideration cultural, social, economic, political and gender diversity									

* Actors analysis tools and guidance are available online on CILSS and IGAD websites



Synthesis of main points for recommendation and action:
(Write below the details that require more action or clarified your analysis)

8

GOAL

TECHNICAL

SITE

ACTORS

ENVIRONMENT

ECONOMY


SOCIAL

CSP SKILLS

CONCLUSION

REFERENCES


ACTORS



Objective #5:
The project ownership* has been established on a clear and shared basis

Check-list	1 st analysis			2 nd analysis			3 rd analysis		
	YES	NO	REF.	YES	NO	REF.	YES	NO	REF.
5.1. The project ownership and its legal status (public, association or private, direct or delegated) are clearly defined									
5.1.1. The various ownership approaches have been considered, presented ,discussed with the actors									
5.2. The operational and financial management approaches (direct/delegated) are clearly defined									
5.3. The various operational and management models have been considered, discussed and agreed upon by all stakeholders									
5.4. These options comply with the national laws and policies in force									
5.5. These options favour some actors to the detriment of others									
5.6. The management approach provides for social and environmental safeguards									
5.7. The management approach allows for sustainability of the project taking into account all costs (depreciation, maintenance, operation, personnel, etc.)									
5.8. The management approach specifies the conditions in case of delegation									
5.9. A management board composed of representatives of competent authorities and future beneficiaries prior to project implementation is provided									
5.10. Opportunities for training and capacities building are provided for the management board and other critical players									
5.11. Conflict resolution mechanisms have been put in place and empowered to deal with project related conflicts									

*private or legal person having legal property of infrastructure or legal responsibility for activity



Synthesis of main points for recommendation and action:
(Write below the details that require more action or clarified your analysis)

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ACTORS



Objective #6:

Check that the responsibility for project implementation* has been established on a clear and shared basis

[illegible]

*private or legal person responsible to design, build the infrastructure or implement the activity



Synthesis of main points for recommendation and action:

(Write below the details that require more action or clarified your analysis)

This image shows a blank sheet of primary-ruled paper. It features two identical sets of horizontal ruling. Each set includes a solid top line, a dashed middle line, and a solid bottom line, providing a guide for letter height and placement. The paper is otherwise completely blank, with no text or markings.

ENVIRONMENT



Objective #7:

[illegible]

ENVIRONMENT



1st analysis 2nd analysis 3rd analysis
YES NO REF. YES NO REF. YES NO REF.

7.6. Pollution

7.6.1. The project is likely to cause a high level of noise pollution (during construction and/or operation)

7.6.1.1. The project location is sufficiently far from the residential areas

7.6.1.2. The population concerned has been informed and consulted, and the nuisance accepted due to the brief duration of the project or for any other reasons whatsoever (alternatives...)

7.6.2. The project is likely to produce solid or liquid waste (during construction and/or operation)

7.6.2.1. There is provision to remove the waste to appropriate sites

7.6.2.2. The project has a formal waste management plan (collection, sorting, disposal)

7.6.2.3. There are equipment, facilities, persons for managing the said waste

7.6.3. The project is likely to affect the quality of surface water, underground water and drinking water sources

7.6.3.1. There is a plan to assess, investigate and control water quality

7.6.3.2. There is a treatment plan for and a facility to maintain water quality

7.6.4. The project is likely to affect the atmosphere (dust, gases, odours, etc.)

7.6.4.1. There is a mitigation plan approved by the competent authorities and the population concerned



Synthesis of main points for recommendation and action:
(Write below the details that require more action or clarified your analysis)

ECONOMY



Objective #8:

Make sure that economic impacts are taken into account and agreed in consensus with actors

1st analysis 2nd analysis 3rd analysis
YES NO REF. YES NO REF. YES NO REF.

Check-list

8.1 Loss of Assets or Others

8.1.1 The project leads to a temporary or permanent loss of habitat, crops, farmlands, pastures (or forage crops), fruit trees and household infrastructure

8.1.1.1 Specific groups (socio-professional, cultural, gender-based, vulnerable groups, etc.) will be affected by these temporary or permanent losses

8.1.1.2 The legal procedure has been formally observed and all means of redress exhausted

8.1.1.3 The compensation payment has been determined and formally accepted by the population concerned

8.1.1.4 A document to justify collective ownership has been provided to the competent authority

8.1.1.5 A possible change in user rights has been analysed and approved by stakeholders

8.2 Local Revenues

8.2.1 The project contributes to jobs creation

8.2.1.1 The number of jobs created by the implementation and operation of the project has been estimated

8.2.1.2 The selection criteria (competence, availability, status...) for employees during all project phases are transparent and known to the public including all vulnerable members of society.

8.2.1.3 Priority is given to local employment where candidates are equally qualified

8.2.1.4 There is no gender discrimination where candidates are equally qualified

8.2.2 The project operations result into purchases/procurements of material to support operations (materials, equipment, office supplies etc.)

8.2.2.1 The volume of these purchases has been clearly estimated

8.2.2.2 The purchase criteria are transparent and communicated to all potential suppliers

8.2.2.3 The project promotes local purchases on equity basis

8.2.3 The project contributes towards generating expected incomes (taxes, fees, payments, etc.)

8.2.3.1 The management system is transparent on the income generated and the utilisation thereof

8.2.4 The project contributes to increased agricultural, livestock and other forms of production

8.2.4.1 All induced economic benefits have been clearly identified in the stakeholder analysis

8.2.4.2 The project can be used for divergent economic interests, thereby creating conflicts

8.2.5 The external resources (equipment, transfer of funds, supplies, etc.) provided directly during the project implementation phase are liable to modify social relations



Synthesis of main points for recommendation and action:
(Write below the details that require more action or clarified your analysis)



Cite below the reference documents on which the checking was based

[illegible]