

[County & Municipal Logos]

[County Name]

[Municipality Name]

SECOND KENYA URBAN SUPPORT PROGRAM (KUSP2)

**QUARTERLY MUNICIPAL ENVIRONMENTAL AND SOCIAL SAFEGUARDS
REPORTING TEMPLATE**

(Reporting Period: ... (e.g., Q1: Jan–Mar 2026))

Prepared by: (MUNICIPALITY)

Date Submitted:

1. Executive Summary

(Provide a concise 1–2-page summary of key safeguards performance. Delete this note in final document).

- Overall E&S compliance status:
- Number of subprojects under implementation:
- ARAP implementation progress:
- Grievances (received/resolved/pending):
- Key stakeholder engagement activities:
- Gender and inclusion highlights:
- Incidents/accidents reported:
- Key risks/challenges:

2. E&S Staffing and Capacity

2.1 Safeguards Staffing

List key safeguards personnel at municipal/county level

Position	Name	- Qualifications	Status (Full/ Part Time)	Date Assigned
Environmental Safeguards Specialist				
Social Safeguards Specialist				

(Briefly comment on adequacy, changes, or capacity gaps. Delete this note.)

Summary:

2.2 Capacity Building and Training

List trainings conducted during the quarter.

Training Topic	Participants				Date	Location	Trainer
	Total No.	Male	Female	Special groups			

(Indicate number trained, key topics, and any follow-up needs. Delete this note.)

Summary:

3. Subprojects and Safeguards Instruments

List all subprojects and applicable safeguards instruments.

Subproject	County/Municipality	Safeguards Instrument	Approval/ License Date (where applicable)	Status

(Summarize total subprojects and compliance with screening requirements. Delete this note.)

Summary:

4. Environmental and Social Compliance Monitoring

4.1 Site Monitoring

(Summarize key findings from site inspections)

Site	Date Visited	Key Issues	Corrective Actions	Status

4.2 Contractor Compliance

(Highlight major contractor safeguards issues and actions taken.)

Issue	Site	Action Taken	Responsible Party	Deadline

(Comment on OHS, labour issues, and ESMP compliance (Delete this note.)

Summary:

(Attached filled Appendix 10: Sub-Projects Environmental and Social Safeguards Status Reporting Template of the ESHSM Manual)

5. Land Acquisition and Resettlement (ARAP)

5.1 Projects with ARAP

Subproject, ARAP Approved, No. of PAPs, Status (Relocated/Compensated) Remarks

5.2 Compensation Summary (if applicable)

Category	Number	Amount Paid
Land		
Structures		
Livelihood Restoration		

5.3 Key Challenges

(Briefly describe any ARAP-related challenges. Delete this note.)

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6. Grievance Redress Mechanism (GRM)

6.1 Grievance Summary

Category	Previous	Received	Resolved	Pending
Land/Compensation				
Construction Impacts				
Employment Issues				
Community Health & Safety				

(add rows for any additional categories not listed above)

Attached the grievance register/ log as provided under Appendix 11: Grievance Redress Management (GRM) Reporting Templates of the ESHSM Manual

6.2 GBV/SEA/SH (Confidential – Aggregated Only)

Category	Number
Cases Received	
Referred for Support	

7 Stakeholder Engagement

7.1 Activities Conducted

Activity	Location	Stakeholder Group	Participants	Key Issues

7.2 Information Disclosure

Document	Method	Date

(Summarize key outcomes and actions taken. Delete this note.)

Summary:

8 Gender and Social Inclusion

(Report participation of women, youth, and vulnerable groups. Delete this note.)

Indicator	Number
Women Employed	
Youth Engaged	
Vulnerable Persons	

Key Actions/Highlights:

9. Incidents and Accidents

Date	Location	Incident	Injuries	Action Taken including Escalations (where applicable)

(Serious incidents must be reported within 24 hours. Delete this note.)

Attach filled appendix 12 Incidents and Accidents Reporting Form

10. Environmental Performance Indicators

Indicator	Target	Achieved
Waste Management		
Dust Control		
OHS Compliance		
Noise control compliance		
Erosion control		
Revegetation/ tree planting		

11. Corrective Actions Tracking

Issue Identified	Date Identified	Corrective Action Required	Responsible Party	Due Date	Status

Attached filled Appendix 17: Sample Safeguards Corrective Action Plan (SCAP)

12. Procurement and Safeguards Integration

Indicator	Number
Contracts Awarded	
Contracts Including ESHS Clauses	
Contractors Submitting Monthly ESHS Reports	

13. Key Challenges and Recommendations

(Highlight major issues and propose corrective actions. Delete this note.)

Challenges:

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Recommendations:

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Annexes

Attach supporting documentation such as:

- i. Project screening template, ESIA licenses, Approvals and Permits
- ii. Site inspection reports with Geo-referencing and photos
- iii. Environmental and Social monitoring data (*using appendix 10: Sub-Projects Environmental and Social Safeguards Status Reporting Template of the ESHSM Manual*)
- iv. Training reports/ Agenda and attendance sheets
- v. Detailed updated GRM log (Appendix 11: Grievance Redress Management (GRM) Reporting Templates) of the ESHSM manual)
- vi. Stakeholder consultation minutes with registers of attendees aggregated by gender and age
- vii. ARAP implementation progress reports
- viii. Corrective Action Plans using Appendix 17: Sample Safeguards Corrective Action Plan (SCAP)