



**THE FIRST VICE PRESIDENT’S OFFICE
ZANZIBAR ENVIRONMENTAL MANAGEMENT AUTHORITY (ZEMA)**

Procedures for Conducting Environmental Assessment (Environmental and Social Impact Assessment – ESIA, Environmental Report - ER and Environmental Audit – EA) in Zanzibar, 2022

<i>No</i>	<i>Step</i>	<i>Responsibility</i>
1.	Registration This compulsory step gives notice to the Zanzibar Environmental Management Authority (ZEMA) of the intent of the proponent to embark on the ESIA ER or Environmental Audit process, and enables both the proponent and ZEMA to keep track of timelines as set out in this document (Section 4 (1) of the Environmental Assessment Regulations, 2019).	Proponent
2.	Submission of the list of experts or firms authorized to conduct Environmental Assessment in Zanzibar to the Proponent (Section 7 (4) of the Environmental Assessment Regulations, 2019).	ZEMA
3.	Selection of an expert or firm from the list and notify the Authority in writing the name of the selected expert or firm within a period of three weeks from the date of issue Section 7 (5) of the Environmental Assessment Regulations, 2019).	Proponent

4.	Submission of the General Terms of Reference (ToR) for Conducting Environmental and Social Impact Assessment or Environmental Audit to the Proponent (Section 8 (5) of the Environmental Assessment Regulations, 2019).	ZEMA
5.	<p>Preparation of an Environmental and Social Impact Assessment based on Terms of References issued by ZEMA (Section 41(1) of the Zanzibar Environmental Management Act no 3 of 2015 and Section 10 (1) and (2) of the Environmental Assessment Regulations, 2019).</p> <p>Preparation of the Environmental Audit Report based on Terms of References issued by ZEMA (Section 46(3) of the Zanzibar Environmental Management Act no 3 of 2015.</p> <p>Preparation of the Environmental Report/Pre - Audit (Section 20 of the Environmental Assessment Regulations of 2019).</p>	Selected Firm/Expert
6.	Submission of the Draft Environmental and Social Impact Assessment Report/Environmental Audit Report/Environmental Report/Pre - Audit to the Proponent to understand, familiarize, satisfied and agreed all measures (mitigation/enhancement measures); environmental and social management plan; and environmental monitoring plans outlined in the Report to address identified, predicated and evaluated impacts of the activity/project.	Selected Firm/Expert
7.	Submission of the last version of Environmental and Social Impact Assessment Report (10 copies) /Environmental Audit Report (10 copies) /Environmental Report/Pre - Audit (6 copies) to ZEMA for review process. The structure of Report and format of the Report are outlined in the Term of	Proponent

	Reference (ToR).	
8.	Conduct stakeholders Site Verification and Review of the ESIA. ER, EA Report.	ZEMA
9.	Issuing comments of the respect Report to Proponent/Selected Firm or Expert.	ZEMA
10.	Incorporate the comments issued by ZEMA.	Selected Firm/Expert
11.	Submission 3 hard copies and electronic copy of the Final Report to ZEMA that incorporates all comments from ZEMA.	Proponent/Selected Firm/Expert
12.	Issuing of the EIA/EA or Environmental Clearance Certificate with conditions.	ZEMA

*** Please note that for all projects/activities that are registered and handled by Zanzibar Investment Promotion Authority (ZIPA) as a One Stop Centre for investment in Zanzibar, the information and submission of the any respective environmental assessment shall be done into that Institution.