IFAD’s incident procedure ensures a timely and effective response to any incident/accident that may occur directly or indirectly during the implementation of IFAD-financed activities, including through financial intermediaries.
This procedure applies to incidents related to environmental, social, health and safety (ESHS) practices and accidents from project/programme activities. It covers the following types of occurrences:

- Gender-based Violence and Abuse
- Fire
- Riots/Law Enforcement
- Natural Ecosystem Disturbance
- Death
- Loss of Containment
- Discrimination
- Occupational Injury/Illness
- Explosion
- Security Breach
- Use of forced/child labour
- Resettlement/Compensation
- Environmental Contamination
- Serious Injury
- Property Damage
- Vehicle Accident
- Sexual Harassment/Sexual Exploitation
- Violations of Free, Prior and Informed Consent/indigenous peoples’ rights

What is considered an incident or accident?

When an incident or accident occurs or threatens to occur, the borrower/recipient/partner is required to notify the Country Director (CD) within two days of the incident or accident occurring.

The primary responsibility for reporting and successfully managing the incident lies with the borrower/recipient/partner, who is required to fill out the Incident Report form and submit it to the respective Country Director.

Within IFAD, the respective Country Director (CD), Project Delivery Team member from the Environment Climate and Gender Division (ECG), and representatives from the Office of the General Counsel (LEG), the Operational Policy and Results (OPR), the Communications (COM), Sustainable Production, Markets and Institutions Division (PMI) have specific responsibilities and accountabilities for supporting the Incident management process. The Office of Enterprise Risk Management (RMO) is kept informed of any incident.

At IFAD, the Incident Panel is responsible and accountable for overseeing and monitoring the functioning of IFAD’s incident reporting procedure for serious ESHS-related incidents or accidents that have occurred at IFAD-funded project/programme activities.

Who is responsible?

BORROWER TO NOTIFY COUNTRY DIRECTOR

2 DAYS
What is the procedure for notification and action?

IFAD Incident Notification Procedure

Serious incident occurs or threatens to occur

Borrower/recipient/partner fills in the Incident report form and immediately notifies the CD (within two days)

CD informs OPR (cc RD)

CD maintains a log of incidents and corrective measures

OPR requests further information from CD

Does the incident form include sufficient details including corrective actions?

NO

CD updates the incident form with new information

YES

OPR records incident and informs Incident Panel (RMO, ECG/RCES, COM and LEG)

Did the event result in multiple serious injuries or fatalities, or is it considered high-profile?

NO

OPR sends summary to specific donors (within 10 days)

ECG sends summary to GEF and GCF; GPR sends to specific donors

OPR prepares annual incident report for senior management

YES

CD and OPR update subsequent information received

CD and ECG/RCES monitor the incident to establish if actions are adequate or circumstances change

Acronyms:
AVP/PMD - Associate Vice President/Programme Management Dept.
AVP/SKD - Associate Vice President/Strategy and Knowledge Dept.
CD - Country Director
COM - Communications Div.
ECG - Environment Climate, Gender and Social Inclusion Div.
GEF - Global Environment Facility
LEG - Office of the General Council
OPR - Operational Policy and Results Div.
RCES - Regional Climate and Environment Specialist
RD - Regional Director
RMO - Office of Enterprise Risk Management
VP - Vice President
The detailed Incident Procedure and the Incident Report form can be found at:

March 2023