**Facilitation Guide – Environmental Stewardship Tool**

**Session 1: Duration 3 hours (Maximum)**

Session Objectives:

1. By the end of the session, participants will understand:
   1. **Why** we promote Environmental Stewardship in development and humanitarian programming
   2. **What** the tool intends to do
   3. **When** to use the tool
   4. **Who** should use the tool
   5. **How** to use the tool
   6. **Practice** using the tool using a scenario from development or humanitarian context

*Materials Required:*

* Projector and screen
* Flip Charts
* Flip Chart paper
* Tape/ sticky stuff
* Markers
* Post Its
* Computer
* Copy of the Tool (soft copy)
* EST Cheat Sheet HANDOUT 1
* Scenario (case studies) HANDOUT 2

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| **Time** | **Method** | **Activity** | **Notes** |
| 15 min | Introductions | Exercise for participants to introduce themselves to everyone in the room, ensure that everyone has a computer to use the EST (*note –email participants the tool the night before and advise them that they need to bring their laptops to the tra*ining); overview of objectives | Set a safe environment and encourage all participants to engage and learn. Reinforce what everyone will learn during the session |
| 10 min | Discussion | In different pairs, participants brainstorm “**what** is environmental stewardship”. Each pair shares one key thought. After discussion has occurred, present slide #3 | Generate discussion on people’s perspectives on environmental stewardship, recognizing that people have knowledge. |
| 10 min | Discussion | Ask participants to brainstorm in pairs: “**why** do we practice environmental stewardship”. Share in plenary one line of what you discussed. After discussion has occurred, present slide #4 | Generate discussion on people’s perspectives on environmental stewardship, recognizing that people have knowledge. |
| 10 min | Presentation | Present slides #5 – 8 on the EST, what it is, who uses it and how to use it | Explaining further what environmental stewardship is in the tool. |
| 30 min | Hands – on | Working off of slide #9, have participants open the tool and make sure everyone can access the comments/ notes. Remind participants that the handout is taken from the tool i*ntroduction sheet*  Briefly walk participants through Tiers 1 – 3 of the EST (general intro), walk around to answer any questions. Present slides #10 – 11 to provide examples of risk statments | Participants practice navigating the tool, make sure they are only focusing on Tiers 1 – 3 (***Don’t move to the guidance tabs yet***); if online, the presenter should open the tool and take the participants through it on one screen, then provide time for them to explore the tool on their computers |
| 30  min | Plenary | Present slide #12. If time allows, take this time to discuss environmental stewardship in various sectors. On four flip charts, write on each one title: DRR, WASH, Shelter/Settlements and Livelihoods. In small groups, ask participants to select two technical areas and identify specific interventions that could be considered as applying environmental stewardship. | Participants work with specific sectors included in the tool. Allow for other examples in plenary |
| 15 min | Hands – on | Provide participants some more time to explore the guidance tabs throughout the EST, walk around to answer any questions |  |
| 15 min | Presentation | Present slides #13 – 14 describing the integration of protection mainstreaming in the EST along with the development of short case studies. | Protection Mainstreaming should be included in all projects. The Protection tab will guide you to incorporate protection measures into your risk analysis. |
| 30 min | Group Work | Present slide #15. Divide participants into groups of 2 – 3 and ask them to complete the EST using a project they are familiar with. If they do not have a project, provide them with HANDOUT 1 and “practice using” the EST on 1 of the scenarios. Once they agree on which scenarios to use, have them go through the EST Tiers 1 – 3 to analyse potential environmental impact of these programme activities | Provide HANDOUT 1 for additional guidance on risk statements if needed  If online, have participants work in breakout rooms (using Zoom or another online platform) |

**Session 2: Duration 3 hours (Maximum)**

Session Objectives:

1. Participants develop understanding of how to use Environmental Stewardship Tool
2. Participants **practice using** the tool using a scenario from development or humanitarian context
3. Have discussion about advantages and challenges of using the tool in other contexts

*Material Required:*

* Projector and screen
* Flip Chart
* Markers
* Computer
* Copy of the Tool (soft copy)
* Scenario (case studies) HANDOUT 2

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| **Time** | **Method** | **Facilitation Notes** |
| 120 min | Group work | Continue group work and circulate to answer questions as necessary |
| 45 min | Plenary | Present slide #16, ask participants to present on their experience using the tool and discussion how they would apply to other contexts in which they work |
| 15 min |  | Wrap up, Workshop Evaluation and Close. |