



# TIDA ENVIRONMENTAL POLICY

## **FOREWORD**

**TIDA** is a ministry organization that educates, inspires, and mobilizes Christians in their efforts to care for God's creation, to be faithful stewards of God's provision, to get involved in regions of Rwanda and the world impacted by pollution, and to advocate for actions and policies that honor God's creation and protect the environment.

Founded in 2022 as a non-profit organization, TIDA's work is grounded in the Holy Scriptures. That is the Bible's teaching on the responsibility of God's people to "Make the former Eden" and in a desire to be faithful to Jesus Christ and follow Him. TIDA publishes materials to equip and inspire individuals, families, and churches.

### **How is TIDA funded?**

TIDA, Ministry organization funded by only sources: individual contributions and Church. True Prophecy Bible Church is the body that supports the TIDA ministry organization. Each one is a separate, independent, legal entity.

TIDA also seeks to educate and mobilize Christians to:

- Make a sound change in their churches and communities; and
- speak out on national policies that affect our ability to care for God's Creation and protect life, fauna, flora habitat and ensure all God's children and creation have a healthy environment to thrive in, and enable new opportunities to be public witnesses of Christ as his hands and feet in action and in truth.

We believe that our faith in God calls us to love and Steward God's creation, which is both people and the Earth that God, gave us to tend.

### **WHAT IS OUR MISSION?**

To live out God's calling by caring creations, inspires, equips, educates, and mobilizes Rwandan evangelical Christians and Rwandan community in general to love God and others by rediscovering and reclaiming the Biblical mandate to care for creation and working toward a stable climate and a healthy of Environment, pollution-free world.

### **WHAT IS OUR VISION?**

The vision statement of TIDA is to ensure sustainable use of our natural resources and contribute to food security measures and poverty reduction through effective protection and sound environmental management and Sharing the fullness of the gospel of Jesus Christ, we envision a world with abundant life for all where people are free from the burden of pollution, all creation flourishes in right relationship, and God's people have hope and expectation for a healthy, vibrant future.

### **Our Motto**

- Produce
- Conserve
- Protect

### **How does TIDA work?**

TIDA projects do share a community emphasis, with a focus on science and research, traditional and natural practical conservation, environmental education, through site-based projects and wider advocacy.

### **How is TIDA different?**

#### **We are a Christian**

TIDA's activities are based on God's love for all creation as shown in the Bible or in Jesus Christ. With others who share the Christian heritage we are committed to the preservation of creation, and we do this with the hope that Christ is our king. We believe that we have been called to it by Christ as a service given to us. We do this by praying, encouraging each other through the Bible, and the main purpose of all our activities is to give glory to God.

#### **We are multiple**

In order to expand and spread the truth of what we believe, TIDA enjoys the relationship between us and other organizations or ministries in Rwanda or outside of Rwanda, we do not only work with church members, but we work with other people of culture and 'beliefs that are different from ours. Because we believe it is important in our work since it makes more to learn.

#### **We advocate beyond the church**

We are credible advocates for conservation beyond the church. While a TIDA is distinctively Christian, we choose not to speak exclusively to Christian audiences. We are working to show god's love for all creation, including people. Worldwide we work in many local contexts, so our projects reflect a great diversity of cultures, communities, ecosystems and approaches. Our aim is that they are all characterized by good science and good biblical teachings, by healthy involvement in local communities and local churches and by being prepared to work alongside others who may not always share our beliefs. We work with nature, live out our convictions and seek to communicate the significance of this to many audiences.

## **Statement of Faith**

### **TIDA**

- We believe in one God, eternally existent in three persons: Father, Son and Holy Spirit. God created the heavens and the earth; and, made humans in God's image, to be in loving relationship with God and to be stewards of all that God had made. (Genesis 1-2)
- Although humans were created to be in loving relationship with God, each other and all creation; in our sin and disobedience, we rebelled against God. As a result, our fellowship with God was broken, and all of creation was subject to the effects of human sin. (Genesis 3)
- We believe in Jesus Christ, fully God and fully human, begotten not made. Christ came into the world to reconcile humanity to God. Through his teaching and actions Jesus demonstrated the power and presence of the kingdom of God: justice, healing, hope, and mercy. Although sinless, Jesus obediently suffered unto death, paying the penalty for human sin in order to reconcile humanity and all creation to God. (1 Peter 3:18; Romans 8) Through his resurrection he triumphed over death. God offers us salvation and reconciliation by grace through faith in Jesus' death and resurrection. (John 3) We believe Jesus will return in glory and restore all things to himself. (Revelation 21: 1-5)
- We believe in the Holy Spirit, the presence of Christ, who leads people to repentance, restores those who respond in faith, and guides us as we seek to live faithful lives that honor God. (John 14: 26; Romans 8: 14-17)
- We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (2 Timothy 3:16-17) The Bible is the story of God's ongoing relationship with his creation, covenants and saving work.
- We believe in the spiritual unity of believers through our Lord Jesus Christ. The church is the world-wide community of followers of Jesus, with equality across race, gender and class differences. (Galatians 3:16) God calls us to be united in faith to do the work of the Kingdom of God on earth. This includes proclaiming the gospel in word and deed by making disciples of all people (Matthew 28: 16-20) and working together for the renewal of God's creation. (e.g., Acts 3:21; Romans 8: 18-21)

- We believe Jesus will return in glory to complete the work of restoring and renewing God's creation and those followers of Jesus will live eternally with God. (Isaiah 11:1-9)

**TIDA is identified by five distinctive commitments:**

- **Faith** : we do completely believe that , God created us for caring other creatures ( fauna and flora life)
- **Empowerment** : we literally help others to get ability to pursue the same mission
- **Innovation** : We are dedicated to exploring innovative, inspirational and creative solutions to our objectives ■
- **Stewardship**: We carry out our statutory mandate, taking into account the responsibilities we bear for current and future generations.
- **Sustainability**: we are persuaded to a global environmental and climate change protection projects sustainably.
- **Urgency** : Emerging climate change avoidances strategies is urgent to day.
- **Christian** – We follow Jesus Christ, who created the world and calls us to care for it.
- **Conservation** – We protect and restore nature and are committed to local places and people over the long term.
- **Community** – We invest in good relationships through our commitment to God, one another and the wider creation.
- **Cultural Diversity** – We celebrate the insights, perspectives and solutions offered by our diverse cultures.
- **Collaboration** – We seek to work with anyone who shares our vision.

- **Efficiency and professionalism:** We try to achieve the most with the resources made available to us and aim at maintaining the highest professional standards in our work.

#### **PRIMARY BENEFICIARIES:**

- Community based farmers group
- Self –help groups involved in income generating activities.
- Individuals agricultures oriented entrepreneurs
- Industrial companies

#### **SECONDARY BENEFICIARIES:**

- Environment Non-government ministry organization(ENGOs)
- Church Ministries
- food security group that reach out to farmers and fishing group as their beneficiaries

TIDA targets the sustainable development and reduces pollution and the negative effects of climate change while pursuing a participatory approach.

TIDA remains committed to serve its beneficiaries with a range of services for the improvement of the Environment health.

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## **LIST OF ABBREVIATIONS**

EMC: Executive Management committee

PCC: Pollution control board

IPC: Integrated pollution control

DMCC: Disaster Management & climate change

HO: Head Office

DBRs: (approach to environmental, social & government risk factors in credit rating)

SRMs: SHEM's Risk Management System

SHEM: Safety Health & Environment Management

AMs: Automated Measuring systems (quality assurance)

BMs: Bachelor of Management Studies (environmental management & economics)

WASH: Water, Sanitation & Hygiene

HRD: Human Resources Development

M&E: Monitoring & evaluation

PRL: Development Resource Mobilization Learning

HRLD: Human Resource and Learning Division

BLD:(Environmental disaster risk reduction)

AFSP:( final evaluation of agriculture & food security)

(F&A) D: Finance and Accounts department

## I. INTRODUCTION

TIDA Environmental Policy will demonstrate goals and values to manage organizational operations by minimizing environmental impacts. It sets standards for organizational etiquette, strategy and implementation, while cutting the carbon footprint of activities. It also contains a statement of commitment to continual improvement of its environmental performance.

### 1.1. ENVIRONMENTAL MISSION

In keeping with TIDA's mission and vision, making environmental concerns an essential component of its planning and decision making processes, it is crucial to accomplish both ecological and social sustainability. The value of conducting all initiatives in an environmentally responsible manner to protect the public, employees and the earth will thus be integral to its management system.

### 1.2. RATIONALE

Green policies will not only show TIDA's commitment to environmental responsibility, but will ultimately also save money and set an example for others. It will also raise environmental awareness among its staff body and promote its image to donors, beneficiaries and the greater community. Furthermore, minimizing wastage by conserving raw materials and energy will also improve organizational efficiency. There are numerous reasons why it makes perfect business and branding sense for TIDA to adopt an environmental policy, the overall benefits of which have been categorically described below:

- **Financial:** Multi-billion-dollar companies (Google, Microsoft, Sony etc.) emphasize in the financial profitability and commercial sensibility to invest more on renewable energy and efficiency. Among the smartest companies in the world, with high return on investment and long run sustainability, coupled with increasing cost of fuel, they demonstrate enough incentive to adopt energy efficient and environmentally conscious measures. By conserving energy or minimizing waste, TIDA too can engage in indirect methods of cost cutting and therefore improving profit generation for the institution.
- **Efficiency:** Proper use of technology increases operational efficiency helps reduce waste generation and maximizes output. Recycling and reusing also saves money.
- **Brand value:** The world is moving towards a 'green era' where the value of environmental consciousness will grow further in upcoming years. Having environmental policy and its implementation is a timely and smart effort that will help in developing environment conscious and environment friendly workforce and system in TIDA and will further uphold brand TIDA image to its beneficiaries, donors,

other stakeholders and international community.

- **Setting examples:** With its extensive network coverage and influence, TIDA has the capacity to start a ‘green movement’ in Rwanda, especially in the development field, starting from within the organization, closely monitoring our own carbon footprint.

- **Improving sustainability:** As a smart organization, TIDA must take actions on climate change mitigation and should look in future when the gas, oil and other fuel will be highly scarce and start making adjustments now in order to maximize organizational efficiency in future. A policy with specific targets and goals is the only way to prepare ourselves for the resource scarcity in future by gradually switching to renewable energy sources.

- **Global concerns:** As environment is a global issues and environmental pollution has cross country cause and effects (e.g. increase of greenhouse gas in one part of world can cause global warming that also affects other countries) TIDA should be linked with other national and international organizations and networks and contribute meaningfully and significantly to deal environmental issues through advocacy and sensitization at both national and global level.

### 1.3. EXECUTIVE SUMMARY OF COMMITMENT

Dedicated to protecting cultural and natural resources for the overall health and wellbeing of the society it serves, as well as its surrounding environment, TIDA commits to:

- Make environmental concerns an integral part of its decision making process and commit sufficient resources to implement effective ‘green’ practices into its programs
- Practice sound environmental stewardship of its resources, properties and facilities
- Educate employees to be accountable for their actions in terms of their environmental impact both inside and outside of work
- Persuade programs to seek innovative ways to optimize environmental efficiency in all aspects of their operations
- Avoid and minimize any environmental impacts caused by programme activities

- Uphold transparency in regards to any energy and environmental issues of its activities
- Participate with government in framing or reforming/reviewing environmentally responsible laws, regulations and practices benefiting the community, workplace and environment
- Endorse the efficient use of energy and natural resources through cost-effective conservation and energy management programs
- Ensure the proper handling and disposal of all wastes, and minimize its generation while pursuing opportunities to curb pollution and reduce, reuse and recycle waste materials Support research and development programs and technologies aimed at minimizing the environmental impacts of its operations
- Evaluate the organization's environmental performance through periodic reviews and audits to ensure that the conduct of every programme is consistent with these principles
- Conduct periodic environmental impact assessment of existing programs/projects and do an assessment or analysis of probable environmental impact before going to develop any new programme or project
- Continue to improve TIDA's environmental commitment and performance

## II. **POLICY FORMULATION AND IMPLEMENTATION**

In order for TIDA to proactively engage with environmental policy issues internally, a structured plan will have to be maintained to ensure timely and effective implementation. As such, the coverage of policy implementation period will have to be covered into three broad phases:

## **2.1 PHASE 1**

- Policy formulation by DMCC (Disaster Management & climate change) and endorsement by TIDA Executive Management Committee (EMC)
- Creation of a TIDA Green Committee with representatives from core programs
- Development of monitoring and evaluation plan
- Set up of internal Environmental Audit Team
- Assessment of programmatic environmental risks
- Initialization of 'In-House Environmental Management'/ Environmental Governance Process
- Conducting employee awareness and trainings

## **2.2 PHASE 2**

- Improvisation of programme-specific environmental -strategies
- Scale up of TIDA Green Committee
- Further development of 'In-House Environmental Management'
- Rigorous awareness and training
- Carrying out of TIDA's first intensive Environmental Audit

## **2.3 PHASE 3**

- Design and introduction of green projects whereby programmes will begin implementing ‘environmental-friendly’ activities and project designs
- Modification of TIDA Environmental Policy (to be reviewed on a yearly basis)
- Submission of audit report

### **III. POLICY GOVERNANCE**

#### **3.1 FORMATION OF GREEN STANDING COMMITTEE (TOP LEVEL)**

A separate governance body called the Green Standing Committee will be established consisting of top level management staff who will supervise the overall policy measures and implementation set by the TIDA Environmental Policy. This Green Standing Committee will consist of PCC (pollution control board) members who will meet twice a year to review, adjust and discuss existing policies, and approve of or suggest new ones. They will also be a medium for mainstreaming these policies at the managerial level.

#### **3.2 FORMATION OF GREEN TEAM (MID-LEVEL)**

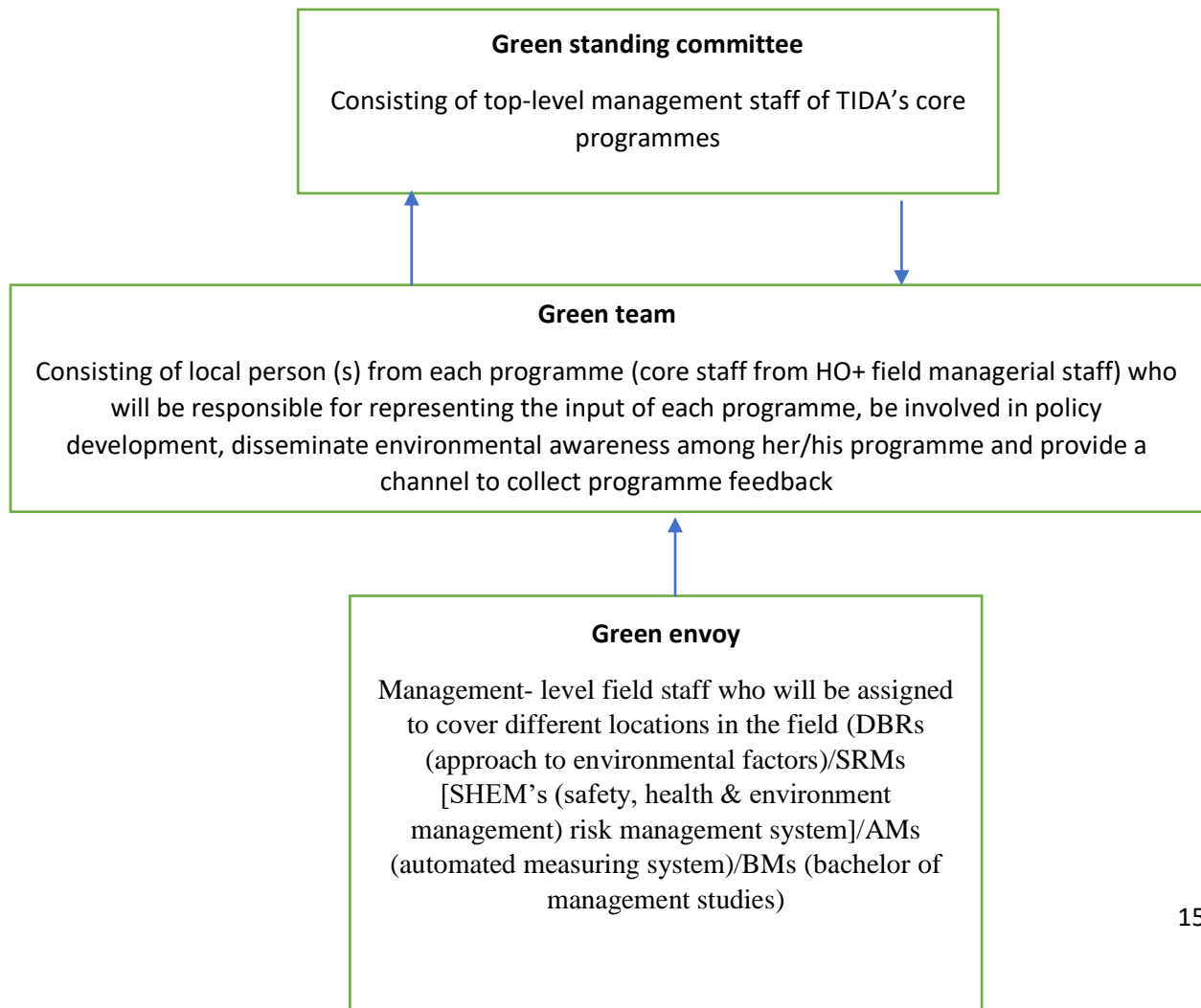
A team consisting of mid-level staff representing each of TIDA’s core programs and selected supporting programs (Finance and Accounts; Communications; Construction and Maintenance; HRD (human resource development); ICT (information communication technology); Internal Audit Department; Learning Division; Legal and Compliance; Monitoring and Procurement), based on their relevance, will be set up to draft the strategies of each programme.

These representatives will be properly trained and made aware of green issues and environmental concerns before they are assigned. Furthermore, operational facilities including TIDA Centre inn Staff Canteens as well as others including company, TIDA Printers, Transport will also be covered by this policy. Two representatives from each programme will be chosen (one core HO staff and one field managerial staff). Each will be responsible for identifying current gaps or loop holes in the current programme structure; analyses possibilities of improvement; assess potential measures to modify existing structures; propose new ideas, activities or projects to improve environmental efficiency and sustainability of the programme.

### 3.3 FORMATION OF ‘GREEN ENVOY’ (FIELD LEVEL)

TIDA’s Green Envoy will consist of managerial staff members in charge of field activities who will act as the liaison to spread awareness on the TIDA Environmental Policy among field staff and encourage that the policy is incorporated in field operations as much as possible. They will also act as a medium to collect any feedback regarding the policy from the field to the HO. The Green Team and ‘Green Envoy’ will regularly engage in dialogue with peers to assess existing needs, scope for environmental improvement and individual feedback. Thus she/he will be the ‘go-to’ person or focal point in their own programmes or departments to address programmatic issues. S/he will also brief her/his colleagues on any updates regarding the implementation of the TIDA Environmental Policy and raise awareness regarding environmental sustainability among her/his programme. The Green Team will hold bi-monthly meetings to share learning and set agendas. Green Envoy will be oriented properly and made aware of green issues and environmental concerns before they are assigned.

### 3.4 GREEN GOVERNANCE ORGANOGRAM



## **IV. INITIATING IN-HOUSE ENVIRONMENTAL MANAGEMENT**

### **4.1. SIGNIFICANCE**

Until recently, environmental concerns were not considered to be very relevant to the social development sector, especially for a country whose social needs are so noticeably prevalent. However, it is increasingly becoming impossible to separate the ever-complicated ties that bind the contrasting elements of Rwanda's human-centric and bio-centric problems. Since its birth, TIDA has stood by people from the most vulnerable communities. A long-standing obstacle in addressing environmental concerns laid in the misconception that such concerns were only for the wealthy because immediate economic quantifiable results were deemed as more important. Considering Rwanda's vulnerability to climate change, it must become a priority for TIDA to reduce its carbon footprint.

TIDA spends considerable resources on supporting people who have been affected by climate change; it is logical to also work towards the mitigation of such occurrences. Additionally, with over 72% of the rural population dependent on environmental and agro-based livelihoods, it is vital that TIDA commits to reducing its environmental impact. Not only will it set an example for others to follow suite, it will hold significant benefits for the ministry organization and its beneficiaries. Furthermore, demonstrating a commitment to environmental responsibility will ultimately save money, reduce TIDA's carbon footprint, raise environmental awareness among the community and minimize wastage by conserving raw materials and energy, which will also improve organizational efficiency.

### **4.2. IMPLEMENTATION OF IN-HOUSE MANAGEMENT PLANNING**

The implementation of the in-house environmental management will be carried out by the aforementioned governance body, consisting of the Green Standing Committee, the Green Team and the Green Envoy who will include top- management staff, senior mid-level/ mid-level HO staff and staff overlooking field activities, respectively. They will all be oriented properly with environmental issues. In order to establish this in-house environmental management, the following measures will have to be taken (not necessarily in the present order):

- Appointment of focal persons for Green Governance groups:
  - In order to engage a holistic policy that incorporates the needs and interests of all levels of TIDA's core programmes, a dedicated team will have to be engaged at the planning, formulation and implementation phases of the environmental policy. To ensure their efficiency and acceptance at all staff levels, representatives will have to be selected from top, mid-level and field level managerial staff.



- Dialogue sessions among Green Group members and TIDA staff body: A meeting will have to take place among each of the following groups:

o Programme staff ↔ Programme's Green Team member

o Field staff ↔ Green Envoy Members

o Green Team member(s) ↔ Green Team member(s)

o Green Team ↔ Green Standing Committee

- These dialogues will have to be conducted in order to:

o Review and develop objectives for the TIDA Environmental Policy

o Set agenda for formulation and implementation

o Disseminate information among respective programmes

o Compilation of draft policy

o Facilitate awareness and generate discussion among their programmes

o Collect feedback to incorporate into the policy

o Identify programme-wise, operational areas that can be made more environmentally sustainable and design solutions accordingly

#### **4.3. PLANNING AND STRATEGIZING WITHIN CORE TIDA PROGRAMMES**

Besides the general policies that will have to be observed by all TIDA bodies, separate programme-wise policy issues and strategies will also have to be identified pertaining to reducing the carbon footprint of specific programs as per environmental concerns that are more relevant to them. For instance, medical waste should be a major concern for HNPP (hereditary neuropathy with liability to pressure palsies), like reducing water wastage by households should be one for WASH (water, sanitation & hygiene) and DMCC (disaster management & climate change). Similarly, supporting programmes like HRD (human resource development) could look at minimization of paper consumption or TIDA Centre Inn and the Staff Canteen could look at ways to reduce food wastage. TIDA Company could look at ways to

decrease packaging as well.

After identifying various areas to reduce carbon footprints in terms of what is relevant for each programme, they will then work with the Green Governance to develop strategies over an allotted period of time to address the identified environmental impacts. This way, realistic goals can be made, increasing the sustainability of operational shifts towards a greener TIDA.

#### **4.4. DISCUSSION MEETINGS WITH GREEN TEAM**

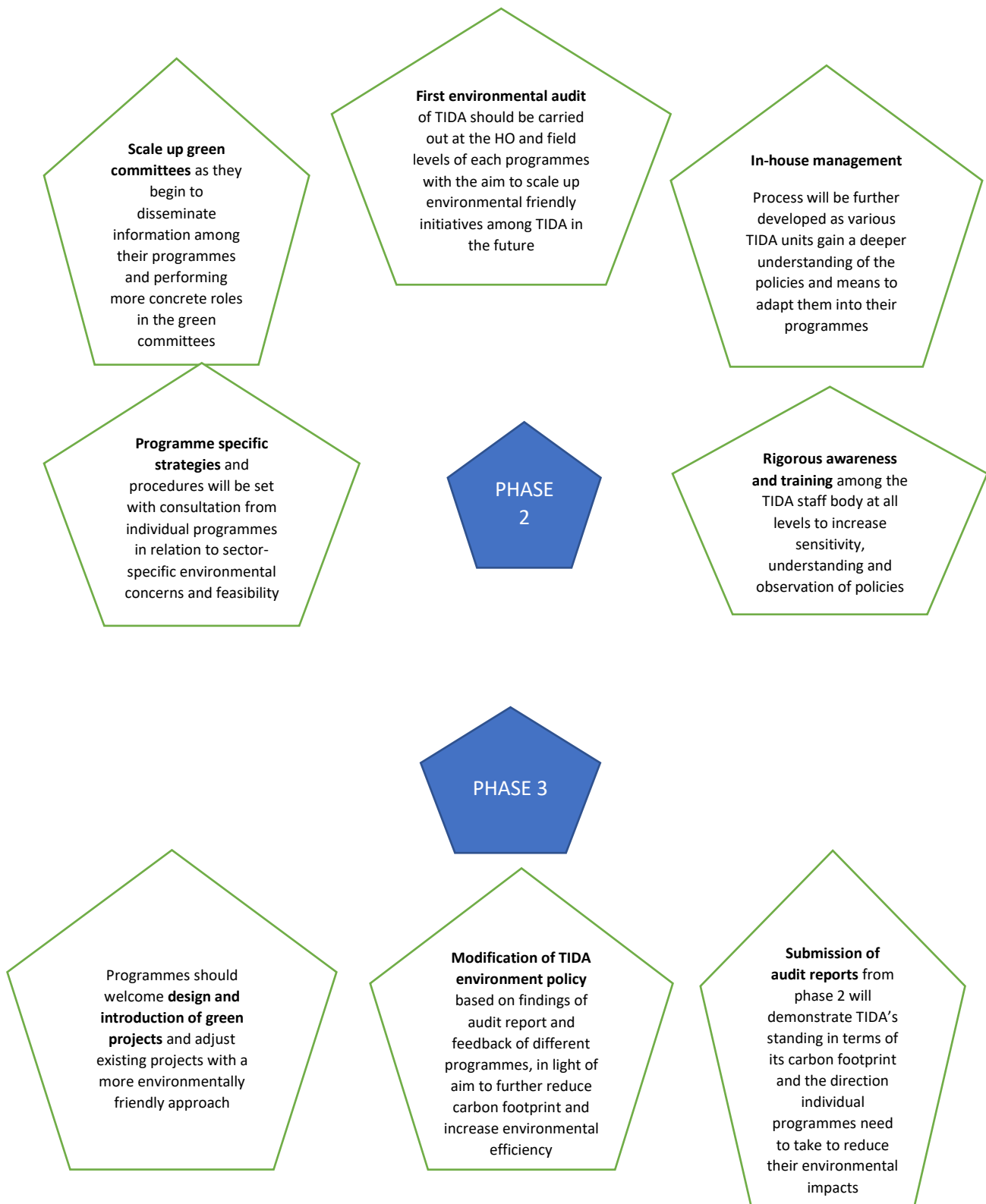
The Green Team should meet bi-monthly (every two months) to discuss ideas to reduce TIDA's environmental impact; follow up on progress that has been made and to identify barrier to further progress. The model would be similar to that of the communication forum, where ongoing or upcoming issues will be discussed. These meetings will primarily be conducted by DMCC(disaster management & climate change), under the supervision of its senior programme management or a designated representative, if occupied or absent.

These meetings will provide a forum for both closed and open discussion, to discuss overall or programmatic environmental issues; problems and solutions; feedback of staff on the policies; generation of ideas; upcoming environmental issues; etc. This forum will allow for a continuous dialogue process and ensure a constant focus on environmental concerns throughout the TIDA body. Additionally, it will create and mainstream environmental awareness and make way for TIDA to eventually incorporate environmental sustainability into its values and evolve its operations with an ecologically-focused ideology and operations.

#### **4.5. PHASES OF IMPLEMENTING ENVIRONMENTAL POLICY**

The drafting of the policy will be a continuously evolving process based on existing issues and staff awareness as well as TIDA's growing prioritization of environmental concerns which is expected to increase over time and its changing capacity to adapt to more environmentally friendly operations. However, the policy is advised to cover in three segregated phases (highlighted section 2):





#### **4.6. SHARING WITH EMC (EXECUTIVE MANAGEMENT COMMITTEE), PCC (POLLUTION CONTROL BOARD) AND IPC (INTEGRATED POLLUTION CONTROL)**

At all phases of the policy development and implementation, it is essential that staff at all TIDA levels receive progress updates. As such, at each of the phases, a presentation will have to be given at the managerial levels through the EMC (executive management committee), PCC (pollution control board) and IPC (integrated pollution control) levels. And HO (head office) staff will have to undergo a brief introduction on the general aspects of this policy.

This will ensure an inclusive process and allow for the opportunity to collect feedback and customize the policy accordingly. It will also allow for on-spot clarification of any outstanding issues or confusion, and incorporate ideas from different programmatic aspects. Additionally, by including all TIDA levels, it will increase the chances of environmental sensitivity and adaptation of these policies to be prioritized at the managerial, mid and field levels of TIDA operations.

#### **4.7. SETTING UP TIDA GREEN FUND**

It is vital that TIDA sets aside sufficient internal funds for the dissemination and adoption of these policies at various levels, and for them to be implemented during operations. A meeting will have to be set including the core staff involved with the creation of this policy and TIDA senior staff to allocate an appropriate budget to streamline this policy. This budget will have to include the following items, in proportion to the outreach that TIDA senior management intends to target:

- Formation, printing and distribution of TIDA Environmental Policy
  
- Staff salary (for full/part time designation of a unit to oversee policy implementation)
  
- Capacity development of TIDA staff at all levels and programs through training, workshops, green events and awareness campaign
  
- Incorporating policies into organizational operations
  
- Programmatic solutions for environmental concerns
  
- Monitoring and evaluation
  
- Environmental Audit

#### **4.8. DISSEMINATION AND AWARENESS**

Within TIDA, staff should be made aware of the new environmental policy through a training session given to each programme by HR (human resource)/DMCC (disaster management & climate change) which explains the policy. An email notification should also be sent out. The Green Team and Green Standing committee should raise awareness within their programmes as well as disseminating any new information. Additionally, a workshop should be arranged for selected HO(head office) staff and field level staff at managerial positions to promote environmental sensitivity and disseminate information about the policy among their respective peers and subordinates.

#### **4.9. THE LEARNING DIVISION**

Social innovation forum (SIF) and ICT (information communication technology) Sdepartment can cooperate in arrange for e-learning exams/quiz on TIDA intranet which would be made mandatory/competitive for all employees to participate in and get certified and or awarded. The exams questions would test the knowledge of staff on environmental issues, eco-friendly behavior and the rules and regulations to be implemented through policy

#### **4.10. ADDITIONALLY**

Two yearly events should be held (on April 22<sup>nd</sup> during Earth Day and June 5<sup>th</sup> during World Environment Day) to bring attention to the environmental policy and promote an eco-friendly approach among the TIDA body. This should be coordinated in a collaborative approach between DMCC (disaster management & climate change) and the Green Team. The budget should be decided based upon available funds at the time of the event. More on this has been explained under 6.5.

### **V. TIDA ENVIRONMENTAL POLICIES**

#### **5.1. GOAL AND GENERAL POLICIES FOR THE MINISTRY ORGANIZATION**

Besides the programme-specific strategies, the general TIDA body is obligated to follow a guiding set of principles (please refer to 1.3. Executive Summary of Commitment) which will constitute as its general environmental policies. These policies fall under the broad umbrella of the following categories, which are of course subject to adjustment, based upon existing conditions as well as changing scenarios. For TIDA to move towards a more environment-friendly approach in all its operations, each of its affiliated staff and members will also have to make practical and cultural shifts to contribute to the organizational environmental goal:

*Minimize organization’s environmental impact and maximize future generations’ ability to live, work, and play in a shared natural environment, with equal access to clean air, clean water, and natural resources.*

SI	SPECIFIC GOALS	OBJECTIVES	ACTIVITIES (applicable for both staff & programmes/departments /divisions )	Outcomes
1	To conserve nature	1a. Energy management (electricity, fuel, gas, etc.)	<ul style="list-style-type: none"> <li>• TURN OFF computers, lights, switches, all other electronic devices from the main switch when not in use or before leaving the office;</li> <li>• Use the power save mode for your desktop;</li> <li>• Do not leave office doors open as it puts pressure on any air-conditioning systems;</li> <li>• Pay heed to energy efficiency standards while purchasing goods, equipment, machineries, etc.;</li> <li>• Take the stairs whenever possible, especially if you are not moving more than three levels (a healthier option too!);</li> <li>• Use smaller vehicles, whenever possible for office use;</li> <li>• Carry out regular maintenance of vehicles, equipment, machineries, etc. in order to curb fuel/gas consumption;</li> <li>• Coordinate field activities in ways that make use of shared carpooling systems, within and between different programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Lower emissions;</li> <li>• Cost saving in the long run;</li> <li>• More efficiency in overall programme operations;</li> <li>• Encouraging accountability and responsibility;</li> <li>• Promotion of intrinsic values among staff body;</li> <li>• Compliment TIDA values.</li> </ul> <ul style="list-style-type: none"> <li>➤ Optimizing resources;</li> <li>➤ Influencing stewardship of natural resources;</li> <li>➤ Promotes organization;</li> <li>➤ Improves health and hygiene standards;</li> <li>➤ Encourages staff body to be socially aware and to prioritize overall needs of their community and environment.</li> </ul>
		1b. REDUCE, REUSE and RECYCLE to minimize wastage;	<ul style="list-style-type: none"> <li>• THINK BEFORE YOU PRINT and adjust print settings for the back-to-back printing option;</li> <li>• Reuse scrap material for printing drafts or for writing personal notes;</li> <li>• Use reusable paper clips instead of staples;</li> </ul>	

			<ul style="list-style-type: none"> <li>• Finish all pages of diaries, notebooks, etc. before starting a new one;</li> <li>• Keep a log of all stationery, equipment used;</li> <li>• Do not waste food., only take as much as you will eat at the staff canteen;</li> <li>• Do not use plastic water bottles; buy a reusable flask, that way you can also save money in the long run;</li> <li>• Close water taps completely after use;</li> <li>• While using the flush system in the toilets, use the buttons appropriately instead of pressing both together</li> </ul>	
		<p>Ic. Natural Resources Management: TIDARWANDA and its community must commit to being conscious in its utility of resources such as water, air, trees, soil, wildlife and its habitat</p>	<ul style="list-style-type: none"> <li>• Minimizing wastage of water: avoiding running tap water, fixing water leakage;</li> <li>• Ensuring water sanitation and sharing of safe drinking water;</li> <li>• Minimizing water extraction from underground aquifers to reduce water table depletion;</li> <li>• Not to engage or contribute in activities that pollute air, soil and water sources;</li> <li>• Not to engage or contribute in activities that destroy trees, vegetation, soil quality</li> <li>• Not to engage in activities that affect, endanger or contribute to extinction of wildlife by destruction of their habitat or ecology</li> <li>• Ensuring nature conservation initiatives at individual level at HO, programme decision making level/project designing and implementing at beneficiaries' activity</li> </ul>	



			level so as to ensure that all of TIDA's community is engaged to conserving the nature	
2	Demonstrate prioritization, compliance and sensitivity towards environmental concerns in operations and activities	2a. Ensure that all its activities comply with the policy's codes of practice	<p>. Operate its facilities in a responsible and energy-efficient manner and with due regard to the community in which it resides;</p> <ul style="list-style-type: none"> <li>• Ensure responsible waste management in all its facilities, especially in the case of hazardous materials;</li> <li>• Introduce higher safety standards for TIDA employees, especially in factory settings;</li> <li>• Deal with suppliers and contractors who actively share these goals, as much as possible;</li> <li>• Comply with customer and other requirements with regard to pollution prevention, particularly water, waste, energy and transport;</li> <li>• In the absence of specific regulations, all activities are carried out in an environmentally responsible manner to prevent any pollution.</li> <li>• Being aware that TIDA's stakeholders are compliant and sensitive to environmental concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Promote organizational image among donors, partners and other stakeholders</li> <li>• Stay up-to-date with international standards</li> <li>• Set an example for others in the field, especially at the national level</li> </ul>
		2b. Continue to develop and improve existing environmental	. Encourage continuous dialogue among TIDA staff at all levels in regards to improving environmental discipline;	

		standards in the policy	<ul style="list-style-type: none"> <li>• Prioritize environmental concerns and incorporate regulations while designing new proposals for upcoming projects;</li> <li>• Introduce Environmental Audit for all TIDA programmes and departments;</li> <li>• Set aside a TIDA Green Fund to implement any activities in order to mainstream the policies</li> <li>• Operate and continually improve systems and procedures;</li> <li>• Monitor to ensure adherence to the policy;</li> <li>• Explore models, techniques and technologies for further improvement of environmental standards.</li> </ul>	
3	To encourage behavioral shift among both internal and external stakeholders of TIDA	3a. Make all employees aware of its environmental policy	<p>Make use of signs in facilities with behavioral guidelines, e.g., canteen should have signs on not wasting food; tea rooms and washrooms should have signs about closing taps tightly; office and meeting rooms should have signs of prohibiting smoking etc.;</p> <ul style="list-style-type: none"> <li>• Routinely circulate policy guidelines;</li> <li>• Facilitate continuous discussion and dialogue among staff body;</li> <li>• Utilize forums like monthly newsletters, Shetu, programme circulars, etc. regularly to highlight environmental issues;</li> <li>• Ensure that the environmental issues are agenda during meetings at all levels</li> </ul>	<ul style="list-style-type: none"> <li>• Develops a well-informed body of staff within the ministry organization</li> <li>• Equips programmes to make better decisions</li> <li>• Encourage partners to adapt similar measures</li> <li>• Promotes a ripple effect through which larger communities can also be reached</li> </ul>
		3b. Provide suitable training to improve environmental awareness	<ul style="list-style-type: none"> <li>• Make it compulsory for BLD, HRD, etc. to include Environmental Policy in staff orientation and training;</li> <li>• Develop module on Environmental Policy to be incorporated into staff training;</li> </ul>	<ul style="list-style-type: none"> <li>• Wider awareness and knowledge base on environmental issues</li> <li>• Encourages environmental sensitivity</li> <li>• Will influence greener project designs</li> </ul>

			<ul style="list-style-type: none"> <li>• Hold HO and field level workshops four times a year for different programmes and staff level on environment-friendly practices and models;</li> <li>• Hold discussions twice a year on environmental issues at the PCC and IPC meetings for TIDA senior management.</li> </ul>	<ul style="list-style-type: none"> <li>• Promote correlation between social development and environmental stewardship</li> </ul>
		3c. Allocate clear roles and responsibilities to designated personnel to oversee dissemination of information and implementation of policies	<ul style="list-style-type: none"> <li>. Each programme/department should designate staff at its senior management level (optional), at mid-level (HO) and field levels for the Green Standing Committee, Green Team and Green Envoy team respectively;</li> <li>• Nominated staff should actively participate in forums, meetings, etc.</li> <li>• Staff should perform the role of information gatekeepers between them programmes and Green Governance Body</li> </ul>	<ul style="list-style-type: none"> <li>• Allow for clearly defined short term plans for long-term goals</li> <li>• Ensure continuous follow-up of the dissemination and implementation of the policy</li> <li>• Each programme has a focal person appointed to handle concerns and issues in regards to the policy at both HO and field levels</li> </ul>

## 5.2. PROGRAMME-SPECIFIC ENVIRONMENTAL STRATEGIES

Under phase 2 (4.5: Drafting of Environmental Policy), of the policy implementation, each individual programme or department of TIDA are obligated to develop a set of strategies relevant to the specific operations, applicable for their own programme in line with the executive summary of commitment of the general policy. For example, TIDA Construction and Maintenance would have to comply with a set of building codes which will be dictated by the strategies and procedures that they will develop. HNPP (hereditary neuropathy with liability to pressure palsies), for instance, would have to incorporate instructions on the safe disposal of medical waste. AFSP (final evaluation of agriculture & food security) would have to look into more ecofriendly practices in terms of pesticide usage.

To identify the needs of each programme, the Green Committees would have to enter in mutual dialogue to identify the scope for intervention and means to achieve them by setting these programme-specific policies. Programmes are expected to conduct an annual review of their active projects to assess whether they are meeting TIDA's commitment to minimize its impact on the environment. Where shortfalls are found, programmes will need to decide on a strategy and implementation time frame to improve their

environmental impact. Additionally, for any new projects that are proposed, each programme will evaluate the extent to which the projects are environmentally friendly and will undertake as much as possible to design the project reflect TIDA's environmental commitment.

Each programme should take the following factors into consideration, when designing their customized strategies and procedures toward achieving the overall organizational environmental goals:

1. Reduce energy consumption (electricity, water, gas, fossil fuels, etc.)
2. Minimize and properly dispose waste (solid waste, water, gas, fossil fuel, etc.)
3. Recognize loopholes and environmental footprints of current programme design and activities
4. Curb carbon emissions as a result of programme activities (air/water/noise/land pollution)
5. Identification of climate change impacts and factors
6. Impact of field activities on surrounding ecosystems
7. Innovative ideas for new programme designs
8. Green projects that incorporate core programme objectives, as well as environmental sustainability

## **VI. EMPLOYEES TRAINING, AWARENESS AND GREEN EVENTS**

### **6.1 EMPLOYEE TRAINING**

TIDA staff should be given training on the environmental policy by HRD (human resource development) during their initial orientation training, similarly to the communications policy or sexual harassment policy. Special trainings should be arranged for the members of green governance. In order to facilitate this training to all new TIDA staff, DMCC (disaster management & climate change) will train HRD (human resource development) managers on the environmental policy annually to include any recent changes or updates.

## **6.2 BENEFICIARIES AWARENESS**

It is important that TIDA's beneficiaries are made aware of its commitment to reducing effects on the environment. In all programs, TIDA staff should highlight areas where the impact on the environment has been considered and raise awareness through its beneficiaries on the need to protect the environment.

## **6.3 AWARENESS OF DONORS AND GENERAL PUBLIC / COMMUNICATIONS**

TIDA donors and the general public should also be made aware of TIDA's commitment to the environment. This information can be provided as a paragraph in all TIDA publications (for example, inside the back cover) with a simple statement describing TIDA's commitment and achievements in reducing its environmental impact. Similarly, TIDA's company should display signs on all their buildings to the same effect. In this way, TIDA may become known for its commitment to the environment and therefore its staff will rise to the challenge and take pride in their efforts to reduce their impact on the environment.

The Green Team should work together to produce an environmental brochure following the first environmental audit which details TIDA's pledge to reduce its impact on the environment and the progress that has been made in this area so far.

## **6.4 GREEN EVENTS**

To spread awareness on environmental issues and promote greener practices, TIDA will observe two events every year (on April 22<sup>nd</sup> during Earth Day and June 5<sup>th</sup> during World Environment Day). This will provide a platform to cultivate ideas, engage in discussion and generate innovative thinking among the TIDA staff body to increase an eco-friendly approach among the TIDA body.

The design of these events should be as cost-effective as possible, with minimal carbon footprint. This means that thorough steps have to be taken to avoid any unnecessary wastage of resources. For instance, if flyers are to be designed, it should be done so using scrap paper. The style should also be low-key, without any excessive spending or publicity. There could be interactive activities like competitions, debates, recycled art, photography/essay contests, seminars, etc.

These events should be arranged as a collaborative effort between the members of the Green Governance as well as staff from the DMCC (disaster management & climate change) programme. It should also be noted that the budget will be decided on the basis of available funds at the time of the event.

## VII. IMPROVED IN-HOUSE ENVIRONMENTAL MANAGEMENT AND MODIFICATION OF POLICY

As part of Phase 3, TIDA has to make further plans and arrangements after witnessing the progress of the dissemination and acceptance of the Environmental Policy. Once involved members of the Green Governance have a better understanding of the overall implications as well as the smaller details about streamlining the policies, it is assumed that they will be in a better position to develop further strategies and action plans in relation to reducing TIDA's carbon footprint and increasing its sensitivity to environmental impacts. As such, every year, the Green Governance Body should review, revise and adjust existing plans as per need to improve TIDA's in-house environmental management system and modify the policy, if need be.

INDICATORS	WHAT IS THE INDICATOR ABOUT	TYPE
Resource	Indicator will evaluate TIDA's impact on exhaustible natural resources, including forests and fossil fuels. This will look into TIDA's dependence on natural resources for primary and secondary operations (e.g. manufacturing, constructing and packaging); shift towards alternative sources and the extent to which closed loop systems are in place.	Long-term
Energy	Energy is a key business and sustainability risk area and poor management can equate to increased costs. This indicator will include, but not be limited to, energy efficiency strategies including efficient building design, ICT, retrofitting and switching to renewable energy sources	Short-term
Waste	This indicator will look for organization's effective waste management strategies, including efforts towards closed loop systems to reuse and recycle. This would also include innovations in product packaging, leading to reduction in end consumer disposables or the use of compostable materials. The nature of waste disposed, hazardous versus non-hazardous, will also be of consideration	Short-term
Water	Effective management of water in TIDA is needed. TIDA's green committee may fix the number of litres of water that can be used when the cleaners clean the washroom, office and also the cars. This section also looks for examples of water stewardship, such as rain water harvesting and waste water reuse for TIDA infrastructure could be established and encouraged, measures taken to increase efficiency and effluent treatment strategies along with water harvesting and replenishment strategies.	Short-term
Transportation	This part will assess whether TIDA has mapped the impacts of their transport mix and made adjustments towards higher efficiency. These could include, but is not limited to, changes in product packing or weight (if the ministry organization has any such product), using faster travel routes or changing the	Short to long-term

	fuel mixture as possible, making more usage of car-pooling systems, staff bus and other field transports' operation and maintenance.	
Supply chain	<p>TIDA functions through a wide network of stakeholders and associate suppliers, making it an imperative to make responsible sourcing choices. This includes understanding the impacts and traceability at the various stages of the product lifecycle. From focusing merely on sourcing the right quantity at the best price, procurement now involves decisions involving integrity and accountability. Not only is this a measure of credibility, but also displays long-term vision towards ethical and responsible supply chain processes.</p> <p>This section will look for examples of TIDA whether it has integrated sustainability into its purchasing values and decision making to benefit environmental, social as well as economic goals.</p>	Short to long-term
Carbon	<p>This section starts with identifying key business functions/areas and activities where carbon uses can be minimized for economic and environmental gain. This would include a holistic and long-term approach, beginning with the establishment of a base line (e.g. carbon footprint calculation or audit), identification of inefficient areas and putting measures to improve performance. The ultimate goal should be an improvement in current levels of carbon consumption and emissions, using a mix of reduction and mitigation strategies</p>	Short to long-term
Social impact	<p>As part of their involvement with society, it is important for organizations to create a positive impact and contribute to development. This includes implementation of health and safety norms in manufacturing units, providing employment opportunities, compliance with labor laws and non-depletion of local resources amongst others. It should be noted that the regular social and development activities TIDA performs through different programmes like education, health, WASH, microfinance etc. should also be considered here as a social impact</p>	Long-term

## **VIII. INTRODUCING GREEN PROGRAMMES**

Once a whole year has been observed, with Phase 1 and 2 completed, all TIDA programmes will be strongly encouraged to design new projects and activities in a manner that is sensitive to environmental factors. These designs will not only have to pay heed to the requirements of the policy, but will also have to address environmental issue(s) most closely relevant to the objectives and field of the particular programme/department. Unless sought for by the programmes themselves, extra funding will not be provided for the design of such projects, which will have to be incorporated into existing projects, or upcoming ones while integrating the new design with the programme's existing models of operation. Not only will this reduce the environmental impact of the programmes, but will increase the overall efficiency of the programmes as well.

## **IX. SETTING UP A TIDA GREEN BRANCH**

Once Phase 2 has been completed, TIDA should also invest in setting up a sustainably constructed Green Branch. This will be a pilot project for TIDA, and will be a testament to its commitment to environmental compliance. The design of this building will make use of alternative and sustainable construction methods such as solar/wind/other renewable energy sources; rain water harvesting plant; composting technology; eco-friendly materials used for construction; recycling systems, etc.

## **X. MONITORING AND EVALUATION**

### **10.1. MONITORING**

Bi-monthly meetings of the Green Team will be used to discuss progress that has been made by TIDA programmes and to identify barriers to progress as they arise. This will create an informal system of monitoring. The Green Standing Committee should also monitor the extent to which the environmental policy is being satisfied and areas for improvement. This can be discussed at their meetings twice a year. Within programmes, the Green Standing Committee members and Green Team members should work together to ensure their staff are following the environmental policy and to work with staff to continually improve the environmental policy with their ideas and feedback.



## **10.2. ENVIRONMENTAL AUDIT**

Once a year, an environmental audit will be completed by each of the TIDA departments which will assess their commitment to and progress with the environmental policy. Depending on the convenience of the Audit Department, this may or may not be a part of the general annual audit. This evaluation will need to be fully developed by the audit department and DMCC (disaster management & climate change) with the input of the Green Team. A consultant may also be hired in designing the Environmental Audit. The audit should include a measurement of:

- The progress made in the year in relation to the targets set
- The environmental impact these changes will have
- The overall awareness and knowledge of environmental issues among staff
- The level of innovation shown by each programme
- Total energy and water used and/or saved through green practices

Each programme can be given a grade based on their results. The results of this audit will then be disseminated to all TIDA staff via email and certificates given to the programmes. It is hoped that this will foster a sense of healthy competition which will help to drive progress.

Additionally, such an audit would provide an overall measure of TIDA's commitment to the environment, in the form of wastage reduced, energy saved or similar which should be celebrated in TIDA publications.

Following the first environmental audit, the results should be distributed to all departments via emails and environmental 'certificates'.

## **XI. AIMS**

By 2030, TIDA aims to be one of the most energy and environmentally sustainable ministry organization in Rwanda, and we are ready to accept the responsibility that comes with achieving this goal. Each department should have their own goals and strategies, which will help TIDA to achieve its overall aim e.g., the IT department, may propose to switch to environment-friendly technology by 2025 Setting up goals will help staff to be motivated and work hard in order to achieve them.

## **XII. IMMEDIATE LINE OF ACTION**

Some steps should be taken immediately by TIDA in order to transform itself into a green organization

- Form of Green Committees, who will work in a group to start preparing detailed report of the findings, possible adjustments in the energy and resource consumption, adoption of greener services and propose an effective management system, and draft policy document. This document will be given to higher management and they will discuss and propose effective plans
- Share at EMC (executive management committee) and PCC (pollution control board) levels
- Initiate dialogue with different programs
- Investigate current energy usage pattern, resource consumption pattern, the supply chain, the internal and external service provided, the transportation system etc., to be carried out by the Green Committees and focal points of each program. The group should have access to look into different systems and should get full cooperation from different departments or personnel wherever applicable
- Prepare questionnaires to understand the ground situation and identify the possible areas of intervention
- Initiate in-depth studies on other reputed companies' energy policies, initiatives taken or good practices, and evaluate how they can be adopted formation of Green Team (mid-level): A team consisting of mid-level staff representing each of TIDA's core programmes and selected support programmes (Finance and Accounts; Communications; Construction and Maintenance; HRD(human resource development); ICT(information communication technology); Learning Division; Legal & Compliance; Monitoring, and Procurement), based on their relevance, will be set up to draft the strategies of each programme/ department/ wing.

Revised and approved

On 07/11/2023