



**BORNO STATE**

**FRAMEWORK FOR RESPONSIBLE INVESTMENT IN LAND-INTENSIVE  
AGRICULTURE (FRILIA)**

**LAND ACCESS, EASEMENT AND INVOLUNTARY RESETTLEMENT  
MANAGEMENT TOOLKIT**

**[BORNO STATE INVESTMENT PROMOTION AGENCY(BOSIPA), BOGIS  
Compound, Damboa-Biu Road, Maiduguri 600282, Borno State. Along Biu  
Road, PMB 1081, Maiduguri - Borno State | [info@bornoinvest.ng](mailto:info@bornoinvest.ng) |  
08039440424 ]**

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## Table of Contents

<b>Table of Contents</b> .....	<b>2</b>
<b>1. Introduction</b> .....	<b>4</b>
Key Objectives: .....	4
<b>2. Guiding Principles for Land Access, Easement and Involuntary Resettlement</b> ..	<b>5</b>
<b>3. Land Access</b> .....	<b>7</b>
<b>4. Resettlement</b> .....	<b>10</b>
<b>4.1 Resettlement Scoping</b> .....	<b>12</b>
<b>4.3 Grievance Redress Mechanism</b> .....	<b>12</b>
<b>4.4 The RAP Study</b> .....	<b>13</b>
4.4.1 Land Parcel Survey .....	13
4.4.2 Asset Inventory and Valuation .....	13
4.4.3 Socioeconomic baseline study .....	13
4.4.4 Cut-off Date.....	14
4.4.5 Eligibility Criteria and Entitlement Matrix .....	14
4.4.6 Disclosure and Sign-off .....	15
<b>5. Monitoring and Evaluation</b> .....	<b>15</b>
<b>6. Templates</b> .....	<b>16</b>
<b>Template 1: Land Parcel Survey Template</b> .....	<b>17</b>
<b>Template 2: Asset Inventory and Valuation Template</b> .....	<b>19</b>
<b>Template 3: Cut-Off Date Sample Notice</b> .....	<b>21</b>
<b>Template 4: Entitlement Matrix for Investors</b> .....	<b>22</b>
<b>Annexes</b> .....	<b>24</b>
<b>Annex 1: Applicable FRILIA Principles and International Best Practices</b> .....	<b>24</b>
<b>Annex 2: Applicable National, Borno State and Federal Laws and Policies on Resettlement, valuation and compensation</b> .....	<b>25</b>

## ACRONYMS AND ABBREVIATIONS

<b>FAO</b>	Food and Agricultural Organisation of the United States
<b>FPIC</b>	Free, Prior & Informed Consent

<b>FRILIA</b>	Framework for Responsible and Inclusive Land Intensive Agriculture
<b>GIS</b>	Geographic Information System
<b>GPS</b>	Global Positioning System
<b>GRM</b>	Grievance Redress Mechanism
<b>LGA</b>	Local Government Are/ Authority
<b>LUA</b>	Land Use Act
<b>MDA</b>	Ministries, Departments and Agencies
<b>PAP</b>	Project Affected Persons
<b>PAE</b>	Project Affected Entities
<b>RAP</b>	Resettlement Action Plan
<b>RPF</b>	Resettlement Policy Framework
<b>SEP</b>	Stakeholder Engagement Plan
<b>VVGT</b>	Voluntary Guidelines on the Responsible Government of Tenure of Land, Fisheries and Forest in the context of National Food Security

## 1. Introduction

This toolkit serves as a comprehensive guide for managing land access, easement, and involuntary resettlement issues in alignment with the principles of FRILIA. Effective management of these issues is crucial for promoting sustainable agricultural practices and fostering positive relationships between investors, local communities, and government authorities.

This toolkit provides guidance to government and investors when an agribusiness is to receive land in a way that leads to resettlement and/or where the investment involves economic but not physical displacement of project affected persons. In the first case, government may have acquired the land through compulsory acquisition or land rights holders may have willingly agreed to sell or lease the land to the government or the investor.

The purpose of this toolkit is to provide Borno State with a structured approach to navigate the complexities associated with land access and resettlement. It offers practical guidance on best practices, legal frameworks, and stakeholder engagement strategies that can be tailored to the unique context of each state.

### Key Objectives:

- **Enhance Understanding:** Equip stakeholders with the knowledge needed to understand the processes and implications of land access and resettlement.
- **Promote Fair Practices:** Ensure fair and transparent procedures are followed to minimize negative impacts on affected communities.
- **Facilitate Implementation:** Support government agencies, investors, and communities in effectively implementing land access and resettlement measures that align with FRILIA's sustainability goals.

## 2. Guiding Principles for Land Access, Easement and Involuntary Resettlement

Effective management of land access, easements, and involuntary resettlement is crucial for promoting sustainable investment and development in Borno State. The following principles, informed by best practices in various countries, provide a comprehensive framework while ensuring equitable and sustainable land management.

1. **Land Policy:** Creating a policy framework or document that ensures that Borno State adheres to all legal requirements regarding land access and resettlement, following local laws and standards, while also considering international best practices in land management.
2. **Stakeholder Engagement and Community Participation:** Governments should actively involve all relevant stakeholders, especially local communities, in the decision-making process to foster transparency and cultivate trust.

3. **Respect for Land Rights and Cultural Heritage:** Government should uphold and respect the rights of landowners, including recognising informal claims and protecting cultural heritage sites from adverse impacts associated with development projects.
4. **Transparency and Accountability:** Authorities must ensure transparency in land access and resettlement processes, fostering a culture of accountability through monitoring and documentation of actions and decisions.
5. **Grievance Redress Mechanism:** Authorities must establish and maintain an effective grievance redress mechanism that allows stakeholders to raise concerns and seek resolution, promoting constructive dialogue between affected parties and authorities
6. **Sustainable Development Considerations:** All Borno State MDAs should incorporate sustainable development principles into land access and resettlement management, promoting environmental stewardship and community welfare alongside economic growth.

### 3. Land Access

Under FRILIA, land access refers to the right of individuals, communities, and investors to utilize, manage, and benefit from land and its resources. It is framed not only as a legal right but also as a social and economic necessity that requires a balanced approach to meet the interests of all stakeholders involved, including local communities, traditional landowners, and agricultural investors.

By fostering responsible and inclusive land access practices, FRILIA aims to enhance agricultural resilience, support food security initiatives, and empower communities across Borno State.

To effectively implement land access principles under the Framework for Responsible and Inclusive Land Intensive Agriculture (FRILIA), states can follow a structured five-step approach that incorporates legal, social, and environmental considerations in **Table 1** below.

Step	Action	Implementing Activities	Responsible MDA
One	Establish a Legal and Regulatory Framework	<b>Review Existing Laws:</b> Assess current land laws to identify gaps and opportunities for alignment with FRILIA principles and the Voluntary Guidelines on the Responsible Governance of Tenure (VGGT).	Ministry of Justice
		<b>Develop Comprehensive Policies:</b> Create policies that explicitly integrate FRILIA principles, promoting equitable land access,	Borno State Geographic Services (BOGIS),

		<p>secure tenure, and environmental sustainability.</p>	<p>Borno State Investment Promotion Agency (BOSIPA), Ministry of Agriculture And Natural Resources</p>
		<p><b>Ensure Compliance:</b> Enforce compliance with legal frameworks and ensure that all land transactions are conducted transparently according to established regulations.</p>	<p>Borno State Geographic Services (BOGIS), Ministry of Agriculture And Natural Resources, Borno State Investment Promotion Agency (BOSIPA).</p>
<p>Two</p>	<p>Enhance Stakeholder Engagement</p>	<p><b>Identify Stakeholders:</b> Map out all relevant stakeholders, including local communities, traditional leaders, investors, government agencies, NGOs, and civil society organizations.</p>	<p>Borno State Geographic Services (BOGIS), Borno State Investment Promotion Agency (BOSIPA)</p>
		<p><b>Facilitate Multistakeholder Dialogues:</b> Organize workshops, forums, and community meetings to foster dialogue among stakeholders, encouraging participation and feedback in the decision-making process.</p>	<p>Borno State Geographic Services (BOGIS), Ministry of Agriculture and Natural Resources, Borno State Investment Promotion Agency (BOSIPA).</p>

Three	Secure Land Tenure Rights	<b>Promote Land Registration:</b> Implement initiatives to facilitate the formal registration of land rights for both communities and individual landowners, providing legal recognition and security.	BOGIS
		<b>Support Informal Land Rights:</b> Recognize and protect informal land claims—especially those of vulnerable communities—to ensure their rights are respected in land access processes.	Borno State Geographic Services (BOGIS)
		<b>Create Tenure Security Programs:</b> Develop programs that educate communities about their land rights and avenues for securing those rights.	BOGIS, BOSIPA
Four	Promote Sustainable Land Management Practices	<b>Integrate Environmental Considerations:</b> Ensure that land access processes incorporate environmental assessments to prevent degradation and promote the sustainable use of resources.	Ministry of Environment
		<b>Support Agroecological Practices:</b> Encourage sustainable agricultural methods that enhance productivity while preserving ecological integrity and reducing environmental impact.	Ministry of Agriculture
Five	Build Capacity and Awareness	<b>Enhance Training Programs:</b> Conduct training sessions for government officials, community leaders, and other stakeholders on land access principles and best practices under FRILIA.	BOGIS, BOSIPA, Ministry of Agriculture.
		<b>Promote Public Awareness Campaigns:</b> Launch awareness initiatives to inform communities about their rights, land access processes, and the importance of sustainable land management.	Ministry of Justice, BOSIPA

Land that a government leases or sells to investors can be separated into two categories

1. The first is land that the government has in some way acquired relatively recently from local individuals or communities. Such transactions may be completed through **compulsory acquisition or voluntary processes** by which land rights held by private parties become publicly owned.

2. The second involves land that has been fully owned or controlled by the government for a long period of time. Even in such circumstances, however, unless the land in question is entirely vacant and unused throughout the year, individuals and local communities are likely to be affected by any transaction with private investors.

In the first case, the government can obtain rights to the land in a consensual transaction with the local rights holders upon payment of fair compensation (willing buyer, willing seller"). Alternatively, the government can obtain the land without the consent of those who have rights to it, also upon payment of fair compensation under the Land Use Act. International principles, including the VGGT<sup>1</sup> state that governments should only use this expropriation power when it is for a public purpose based on a law that clearly and narrowly defines what is and is not a "public purpose." Evidence gathered over many years indicates that it is best to avoid expropriation altogether as involuntarily displacing communities usually has significant negative impacts on affected people and leads to long-running conflicts. Done poorly, it can leave people homeless and destroy the social fabric of communities. This can create significant and very costly opposition to investments on the land. Thus, governments should use this power only as a very last resort (FAO 2015<sup>2</sup>). Under FRILIA, the government should minimise the use of its expropriation power to acquire land for private investment. Borno State should only acquire such land after obtaining FPIC from the affected community.

In recent decades in Borno State, the government acquired land on a compulsory basis pursuant to the Land Use Act. In some cases, the government provided compensation to the land rights holders. In many other cases, the government did not provide compensation but has allowed the rights holders to continue to use the land. If the government now wishes to provide the land to an investor, the existing rights holders are entitled to resettlement and compensation as described in this toolkit and in the Valuation and Compensation toolkit. Borno State will have to decide whether it or the investor will be responsible for complying. Of course, investments in Borno State are also governed by applicable federal and state laws and policies. See Annex 1 for a complete list.

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<sup>1</sup> Voluntary Guidelines on the Governance of Tenure of Land, Fisheries and Forestry in the Context of National Food Security (<http://www.fao.org/docrep/016/i2801e/i2801e.pdf>) (generally referred to as the "VGGT").

<sup>2</sup> The State of Food and Agriculture 2015 - Social Protection and Agriculture: breaking the cycle of rural poverty (<http://www.fao.org/3/a-i4910e.pdf>)

## 4. Resettlement

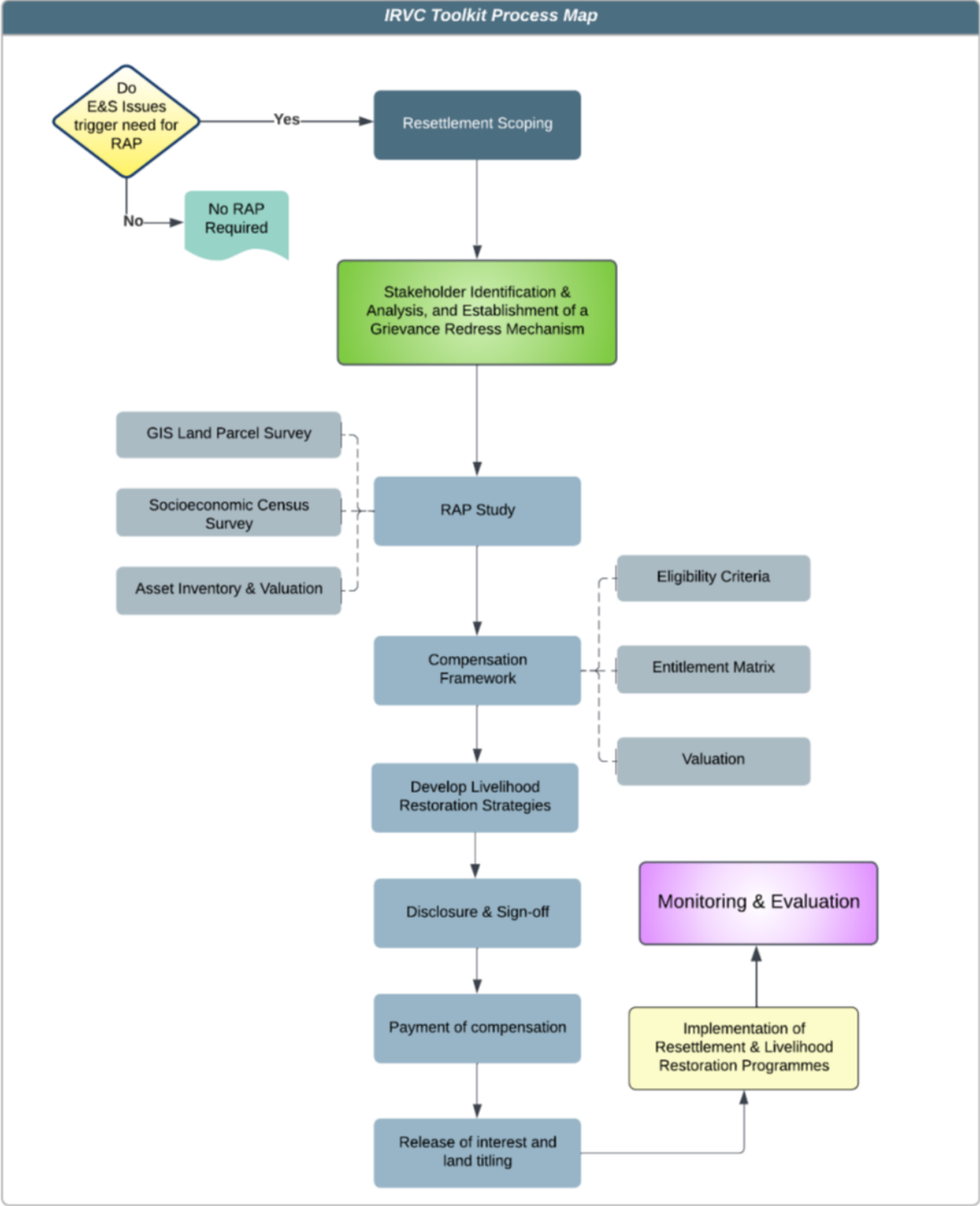
Investments governed by FRILIA should not involve land acquired involuntarily. However, it should be noted that the guidance presented in this toolkit can be used even where this rule is violated. That is, it applies to both voluntary and involuntary acquisition and resettlement scenarios.

In either scenario, the investor and responsible MDAs should be guided by a Resettlement Policy Framework (RPF). The overall aim of a RPF is to provide a process for identifying individuals likely to be physically and economically impacted by the land-intensive projects under FRILIA, assessing the magnitude/severity of the impact, and outlining the process for mitigating the impacts through Resettlement Action Plans (RAP). More specifically, it presents the guiding resettlement policies and procedures that must be adopted under the applicable requirements of the FRILIA principles and law on land access and resettlement. For the purposes of this toolkit, "resettlement" refers both to physical displacement and to economic displacement that leads to loss of income sources or other means of livelihood as a result of project activities related to land acquisition and/or restrictions on land use.

The process involved in implementing the RPF is displayed in **Figure 1**. As discussed in greater detail below, it provides the various components and stages of managing resettlement process. This process begins with an assessment of the potential investment to identify any Environmental and Social (E&S) issues that may necessitate a Resettlement Action Plan (RAP). This is followed by a detailed stakeholder analysis and the establishment of a grievance redress mechanism, ensuring that all relevant parties are identified, and their concerns are heard and addressed.

A RAP study is then undertaken, which includes a GIS land parcel survey, an asset inventory, and a socioeconomic survey. This provides a comprehensive understanding of the affected land parcels, the assets that would be affected by the project, and the socioeconomic characteristics of the affected communities. Based on the findings of the RAP study, a valuation and compensation framework is developed, which includes methodology for valuation, eligibility criteria for compensation and an entitlement matrix that specifies the different categories of losses and its attendant entitlements. Livelihood restoration strategies are also developed to help the displaced persons restore their livelihoods and improve their standards of living in the post-displacement period. (See the Valuation and Compensation Toolkit.)

Figure 1: Implementing the Resettlement Policy Framework



The RAP is then disclosed to all relevant stakeholders and, if they agree, signed off by affected persons, ensuring transparency and consensus. The compensation is then paid

to the displaced persons in accordance with the compensation framework, and the resettlement and livelihood restoration strategies are implemented. Throughout the process, monitoring and evaluation are conducted to track progress and make necessary adjustments. The process concludes with the closure of the RAP, indicating that all resettlement activities have been completed and the objectives achieved. The goal is to ensure a planned and orderly resettlement, adequate compensation, and support for displaced persons, fostering a positive relationship between agribusinesses, the government, and local communities.

#### **4.1 Resettlement Scoping**

The first step in the RPF is an analysis of the investor's business plan, feasibility study and at least a preliminary assessment of potential environmental and social impacts to determine whether the proposed project will lead to physical and/or economic displacement. This information should be made available to the BOGIS (Borno State Geographical Information Services) during the agency's initial investor screening process in stage 3 of Borno State investment approval process. If this initial scoping reveals likely displacement, a RAP must be conducted. This begins with stakeholder engagement.

#### **4.2 Stakeholder Engagement**

Stakeholder identification and analysis are critical steps in the successful execution of a FRILIA-compliant project. There are common pitfalls that projects often fall into during this process, often leading to resistance from key stakeholders. A common mistake is failing to identify all relevant stakeholders. This can occur when the investor and BOGIS (Borno State Geographical Information Services) communicate only with the most obvious stakeholders, such as government regulators or traditional leaders, while overlooking less visible but equally important stakeholders. These may include directly affected persons losing land or any attendant assets because of the project, local community groups, and non-governmental organizations. Overlooking any stakeholder can lead to unforeseen challenges and resistance down the line. A bespoke stakeholder identification and analysis protocol is provided in the Borno State **FRILIA Stakeholder Engagement Toolkit**. In analyzing the stakeholders, it is not enough to simply know who the stakeholders are. As explained more fully in the Borno State **FRILIA Stakeholder Engagement Toolkit**, the project also needs to understand all the stakeholders' interests, influence, and expectations regarding the project, failing which can result in misaligned expectations and potential conflicts. This includes identifying and understanding the needs and concerns of vulnerable groups.

#### **4.3 Grievance Redress Mechanism**

The Grievance Redress Mechanism (GRM) is a critical component of any Resettlement Action Plan (RAP). It should be established early in the investment process to be available during the development and implementation of the RAP. Experience shows that it is also an area where many investors and project managers often encounter difficulties, leading

to ineffective resolution of grievances and potential project setbacks; thus, it is essential to get it right.

As explained in the Borno State **Grievance Redress Mechanism Toolkit**, an effective GRM must be accessible and timely. Stakeholders need to know if a GRM exists, how it functions, and how they can use it. If it is opaque, complex, or difficult to access due to language or bureaucratic barriers, critical issues will largely go unreported, leading to unresolved disputes that may linger and cause problems down the line. Transparency is also key to ensuring that stakeholders understand and the steps of the GRM process.

## 4.4 The RAP Study

The RAP study should entail three core exercises, namely GIS land parcel survey, asset inventory and valuation and socioeconomic baseline study. These exercises are best conducted simultaneously to maximise efficiency and to avoid stakeholder engagement fatigue.

### 4.4.1 Land Parcel Survey

The land parcel survey involves the measurement of the extent of an individual's parcel of land, usually using a GPS device with significant precision. With this, the boundary lines of parcels within the project area should be recorded on-site and further processed into a geodatabase. In undertaking the parcel survey, survey forms (**see Template 1**) covering the necessary land-related details of the owner and/or user should be completed on the field. The land parcel survey is not just about collecting data; it's also about engaging with the landowners or claimants, understanding their concerns, and building their trust. If this engagement is not done effectively, it can lead to mistrust, resistance, and potential conflicts.

### 4.4.2 Asset Inventory and Valuation

Following the delineation of boundaries of landowners, it is important to identify the various assets that exist within each established landholding. These assets include land, structures, crops, economic trees, and any unexhausted improvements on the land. The process for conducting the asset inventory should be thorough and systematic to ensure that all assets are accounted for to avoid misrepresentation of assets leading to other issues.

The asset inventory process begins with the enumeration of assets of identified persons as established by the land survey exercise. In this survey, detailed information about each asset, including its type, location, size, maturity and condition are collected. The asset inventory exercise should be conducted in the presence of the asset owner and a representative from the local leadership. Once the inventory is completed, an inventory acknowledgment form is signed by all parties to confirm that the assets have been correctly identified. This form serves as a record of the identified assets and can be used in any disputes. **See Template 2.**

#### 4.4.3 Socioeconomic baseline study

A socioeconomic census survey provides detailed information about the affected persons, and their respective households identified from the land parcel survey and asset inventory. The process begins with thorough planning, including defining objectives, designing the questionnaire, and selecting and training the survey team. The trained team then conducts face-to-face interviews with affected persons to obtain informed consent and respect cultural and social norms. After data collection, the information is analyzed to understand the social and economic conditions of the affected persons, identify vulnerable groups, and inform the resettlement and compensation measures. The findings are critical in understanding the living conditions of the affected persons and developing tailored measures to at least restore or improve their conditions post-displacement. See **Template 3**.

#### 4.4.4 Cut-off Date

The cut-off date seeks to prevent individuals seeking compensation from filing speculative claims within the Project Area. After the established cut-off date, individuals who move into the project area are not eligible for compensation and/or assistance. Existing inhabitants who make improvements to their homes or other structures after the cut-off date are likewise ineligible for compensation with respect to the add-ons. (See **Template 3** for a sample cut-off date notice.)

When setting the cut-off date, it is essential to communicate it clearly and widely to all stakeholders, including the Project Affected Persons (PAPs), local leaders, and the broader community. This communication should explain the purpose of the cut-off date and the implications for compensation eligibility. In addition, the proposed cutoff date should reflect a reasonable timeframe such that it affords affected persons who may not be immediately available enough time to be enumerated.

#### 4.4.5 Eligibility Criteria and Entitlement Matrix

This section of the RAP sets out the eligibility criteria and entitlement matrix for projects and sub-projects that trigger resettlement. Eligibility criteria are necessary to determine who will be eligible for resettlement and benefits and discourage claims from ineligible people. The eligibility criteria for projects that trigger resettlement under FRILIA are underpinned by the Borno State FRILIA law and principles and international best practices. It is therefore essential for projects that trigger resettlement to develop comprehensive eligibility criteria.

Whether or not the PAPs must relocate, the acquisition of land results in relocation or loss of shelter, loss of assets or access to assets, as well as loss of income streams or means of livelihood. Meaningful consultations with impacted people, local governments, and community leaders will thus enable the development of criteria to determine persons eligible for compensation and other resettlement aid.

The specific criteria for eligibility are as follows:

- Holder of a statutory<sup>3</sup> right of occupancy is eligible for compensation as a landowner
- Holder of a customary<sup>4</sup> right of occupancy is eligible for compensation as a landowner
- Individuals who have no recognizable legal right or claim to the land they are occupying, i.e. encroachers/squatters, are eligible for compensation as a land occupier, not as a landowner.

#### 4.4.5.1 Vulnerable Groups

Vulnerable groups are people who may be more negatively impacted by resettlement based on their age, gender, ethnicity, physical or mental disability, financial or social status. More crucially, vulnerable persons may be constrained in claiming compensation or resettlement assistance and related benefits. As such, all projects should be committed to ensuring that the needs of vulnerable groups are given appropriate attention in the context of compensation provisions and overall resettlement assistance. To achieve this, persons considered vulnerable must be consulted adequately in a fair and culturally appropriate manner. Cash compensation may not be a suitable measure for vulnerable groups, so the focus should include consideration of specific support mechanisms and social programmes tailored to these groups.

#### 4.4.5.2 Entitlement Matrix

The investor should prepare an entitlement matrix, which identifies all categories of PAPs who are entitled to compensation, the specific types of losses for which they should be compensated and the methodology for calculating the nature and amount of compensation based on a valuation process described in the Valuation and Compensation Toolkit. See **Template 4** for a form that can be used for this purpose.

### 4.4.6 Disclosure and Sign-off

Transparency is key to ensuring a successful RAP. An important way to ensure this is through the disclosure and sign-off of all enumerated assets, proposed rates and entitlements.

All enumerated assets and valuation rates and the entitlement matrix which forms the basis for compensation should be disclosed to Project Affected Entities (PAEs) and PAPs. This disclosure should be made at the state level, LGA level and community level, and should clearly outline types of losses covered, the eligibility criteria for compensation, and the compensation rates and methods adopted in arriving at sums to be transparently disclosed when cash compensation option is preferred.

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<sup>3</sup> Statutory right of occupancy refers to right of occupancy granted by the State Governor under the land use act of 1978.

<sup>4</sup> Customary right of occupancy refers to the right of a person lawfully using or occupying land in accordance with customary law and it is granted by the LGA.

After the disclosure, affected persons should be given the opportunity to review the enumerated assets, valuation rates, and entitlement matrix, and to give consent. This consent should be obtained through a formal sign-off process, where the affected persons confirm their agreement with the disclosed information in keeping with the requirements of Free, Prior and Informed Consent.

## **5. Monitoring and Evaluation**

In general, monitoring is a way to determine whether parties to agricultural investment agreements are complying with their obligations. It also enables parties to assess the impacts, both positive and negative, of these investments on national development priorities, affected communities and individuals. In broad terms, monitoring involves collecting a set of qualitative and quantitative indicators to establish a baseline and then periodically collecting data on the same indicators for comparison with the baseline.

There should be an agreed-upon plan to monitor all aspects of the activities implementing resettlement, valuation and compensation that describes what will be monitored, the methods that will be used to collect data, how often data will be collected and by whom. It should set forth mechanisms for participation by PAPs, as well as the agreed upon institutional and funding arrangements. This monitoring can be guided by a stand-alone plan or be part of the larger monitoring of the overall project.

**Table 2: Examples of Monitoring Elements related to land access, easement, and involuntary resettlement**

S/N	Monitoring Dimension	Example
1	Indicators	<ul style="list-style-type: none"> <li>● Percentage of Project Affected Persons (PAPs) who have received compensation before displacement.</li> <li>● Numbers of grievances lodged vs Numbers resolved (within set timeline).</li> <li>● Percentage of easement agreements finalized and documented.</li> <li>● - Average time taken to process land access approvals.</li> </ul>
2	Frequency	<ul style="list-style-type: none"> <li>● Monthly (for grievance redress monitoring).</li> <li>● Quarterly (for compensation disbursement status).</li> <li>● Bi-annual (for independent audit of resettlement outcomes).</li> </ul>
3	Responsible Party	<ul style="list-style-type: none"> <li>● State Ministry of Lands &amp; Survey (lead).</li> <li>● Project Implementation Unit (PIU) Safeguards Officer.</li> <li>● Independent Monitoring Consultant.</li> </ul>
4	Strategies for Data Collection	<ul style="list-style-type: none"> <li>● Field verification (spot checks at resettlement sites).</li> <li>● Household surveys of PAPs.</li> <li>● Focus Group Discussions (FGDs) with affected communities.</li> <li>● Review of signed easement agreements.</li> <li>● Grievance logbooks and portal data.</li> </ul>
5	Reporting Strategy	<ul style="list-style-type: none"> <li>● Monthly summary reports to PIU and State Steering Committee.</li> <li>● Quarterly progress reports to World Bank/Donor.</li> <li>● Public disclosure of key resettlement data on State website/community notice boards.</li> </ul>

## 6. Templates

Templates are included within this toolkit to facilitate the consistent application of the FRILIA principles across various processes, such as asset inventory, land parcel surveys, and entitlement mapping. By providing structured formats for data collection, documentation, and reporting, these templates help streamline workflows and ensure that all relevant information is captured accurately. This not only enhances transparency and accountability in land access and compensation processes but also empowers stakeholders—particularly local communities and investors—to engage effectively. Ultimately, these templates serve as practical tools that support the successful implementation of FRILIA at the state level, fostering sustainable agricultural practices and promoting equitable outcomes for all parties involved.

### Template 1: Land Parcel Survey Template

Land Parcel Survey Form

#### 1. Landowner/User Information:

- Name of Landowner/User: \_\_\_\_\_
- Contact Information: \_\_\_\_\_
- Identification Number: \_\_\_\_\_
- Address of Land Parcel: \_\_\_\_\_
- Ward/ Local Government of Land Parcel: \_\_\_\_\_
- Survey Date: \_\_\_\_\_

#### 2. Surveyor Information:

- Name of Surveyor: \_\_\_\_\_
- Contact Information: \_\_\_\_\_
- Surveyor's Certification Number: \_\_\_\_\_

#### 3. Land Parcel Details:

- Parcel Identifier (e.g., Parcel Number): \_\_\_\_\_
- Parcel Size (in hectares/sq. m): \_\_\_\_\_
- Parcel Location Description: \_\_\_\_\_

- Land Use Type (e.g., agriculture, residential, commercial): \_\_\_\_\_

**4. Survey Measurement Data:**

- Survey Method Used (e.g., GPS, Total Station): \_\_\_\_\_
- GPS Device Model: \_\_\_\_\_

Point No	Latitude (°)	Longitude (°)	Elevation (m)	Description of Point
1				
2				
3				
4				

**5. Boundary and Features Information:**

- Existing Boundaries (e.g., fences, walls): \_\_\_\_\_
- Natural Features (e.g., rivers, trees): \_\_\_\_\_
- Adjacent Land Uses (e.g., neighboring farms, roads): \_\_\_\_\_

**6. Community Engagement:**

Concerns Raised by Landowner/User:

Surveyor's Observations:

**7. Acknowledgment:**

We, the undersigned, acknowledge that the land parcel survey has been conducted accurately and that all relevant information has been collected with the participation of the landowner/user.

Signature of Landowner/User | \_\_\_\_\_ | Signature of Surveyor | \_\_\_\_\_ |

| Date: \_\_\_\_\_ -- | Date: \_\_\_\_\_ |

## Template 2: Asset Inventory and Valuation Template

### Asset Inventory Template

#### 1. Asset Owner Information:

Name of Asset Owner	
Contact Information	
Identification Number	

#### 2. Local Leadership Representative:

Name	
Position	
Contact Information	

#### 3. Asset Inventory Details:

Date of Inventory	
Conducted By: (Name, Position of Surveyor)	

No	Asset Type	Location	Size/ Area (sq.m)	Maturity (Years)	Condition	Remarks
1						
2						

3						
4						
5						
6						
7						

4. Inventory Acknowledgment:

We, the undersigned, acknowledge that the above-listed assets have been accurately identified and enumerated in the presence of both the asset owner and the local leadership representative. This acknowledgment serves as a formal record for all parties involved.

Signature of Asset Owner		Date
Signature of Local Leadership Representative		Date
Signature of Surveyor		Date

5. Additional Notes:

- Any disputes arising from the inventory process will reference this form as a point of record for all identified assets.
- All parties should retain a copy of this signed acknowledgment form for their records.

### Template 3: Socioeconomic Census Survey for Affected Persons and Households

#### Demographic Information:

- Age: \_\_\_\_\_
- Gender: \_\_\_\_\_
- Household Composition: \_\_\_\_\_

#### Economic Activities:

- Primary Sources of Income: \_\_\_\_\_
- Secondary Sources of Income: \_\_\_\_\_

#### Land and Asset Ownership:

- Land Owned (Acres/Hectares): \_\_\_\_\_
- Major Assets (e.g., livestock, vehicles): \_\_\_\_\_

#### Access to Services:

- Education: \_\_\_\_\_
- Healthcare: \_\_\_\_\_
- Sanitation: \_\_\_\_\_

#### Vulnerability Factors:

- Disabilities: \_\_\_\_\_
- Chronic Illnesses: \_\_\_\_\_

#### Survey Team

##### 1. Team Composition:

- Number of Team Members: \_\_\_\_\_
- Roles of Team Members: \_\_\_\_\_

## 2. Training Focus Areas:

### - Cultural Sensitivity and Ethics:

- Key Points: \_\_\_\_\_

## 3. Data Collection Techniques:

- Key Points: \_\_\_\_\_

## 4. Data Collection

### Interview Process:

### Informed Consent:

- Method to obtain consent: \_\_\_\_\_

- Important Points to Communicate: \_\_\_\_\_

### Cultural and Social Norms:

- Specific norms to respect: \_\_\_\_\_

### Data Recording Method:

- Method of recording responses (e.g., paper, digital): \_\_\_\_\_

## 5. Post-Data Collection Analysis

### Analysis Plan:

Outline how the collected data will be analyzed. What tools or methods will be used?

- Analysis Method: \_\_\_\_\_

- Software Tools (if applicable): \_\_\_\_\_

## 6. Resettlement and Compensation Measures

### Proposed Measures:

Based on survey findings, outline the types of resettlement and compensation measures to be developed:

- Measure 1: \_\_\_\_\_

- Measure 2: \_\_\_\_\_

- Measure 3: \_\_\_\_\_

### Conclusion

Summarize the importance of the socioeconomic census survey in informing resettlement and compensation strategies:

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*This structured template is intended to guide states in effectively conducting socioeconomic surveys. By following the outlined steps and documenting information in the provided section, states can ensure a thorough understanding of the social and economic conditions of affected persons.*

### Sample Economic Survey Tool

Field	Question	Answer
Enumeration Date Time	What is the date of enumeration	
HH reference number	Enumerator: Indicate already assigned reference numbers for PAP (Check with GIS team for approved coding format)	
HH Community	Which community is affected PAP from	1 Comm 1
		2 Comm 2
		3 Comm 3
		4 Comm 4
Respondent	Is the respondent the head of the household (HoH)?	1 Yes
		0 No

Name Respondent	Indicate the name of the respondent	
HoH Contact Number	What is the contact number of the HoH?	
ID Type	Which ID type does the respondent have	1 Voter ID
		2 NIN
		3 Driver's License
		4 Passport
		5 Other
		6 None
Other ID Type	What is the specific type of ID	
Other ID Number	Indicate the ID number on the card	
Photo	Take a photo of respondent (if agreeable)	
HH Members	How many household members are there in the household?	

#### Household Roster

Field	Question	Answer
Name	What is the name of the Household member?	
Member Relation to HoH	What is [name]'s relation to the Head of the Household/	1 HoH
		2 Spouse
		3 Child
		4 Grandchild
		5 Sibling
		6 Parent
		7 Grandparent
		8 Niece/Nephew
		9 Uncle/Aunt
		10 Cousin
		11 In-Law

		12 Great Grand Child
		13 Tenant
Member Sex	What is [name]'s sex?	1 Male
		2 Female
Member Marital Status	What is [name]'s marital status?	1 Married
		2 Single
		3 Divorced
		4 Widow/ Widower
		5 Co-habitation
		6 Not Applicable
Member attended school	Has [name] ever attended school?	1 Yes
		2 No
Member currently studying	Is [name] currently studying?	1 Yes
		2 No
Member educational level	What is the highest level of education of [name]?	1 KG
		2 Primary 1-3
		3 Primary 4-6
		4 JSS 1-3
		5 SS 1-3
		6 OND
		7 NCE
		8 HND
		9 BA/BSc
		10 MA/ MSc
		11 Vocational
		12 Craft
		13 Technical

		14 Religious
		15 None
Member able to read and/or write	Is [name] able to read or write a phrase in English?	1 Yes
		2 No
Occupational status	What is the occupation of [name]?	1 Employed
		2 Self-employed
		3 Unemployed
		4 Retired
Primary livelihood ..	What is the primary livelihood of [name]?	1 Farming
		2 Livestock Farming
		3 Trading
		4 Fishing
		5 Hunting
		6 Transportation
		7 Food Processing
		8 Artisanal Mining
		9 Artisan and Craft
		10 Apprenticeship
		11 Religious Leader
		12 Civil Servant
		13 Construction
Member residential status	What is [name]'s residential status?	1 Year Round
		2 Seasonal
Religion	What is the religion of the household?	1 Islam
		2 Christianity

		3 Traditional Religion
		4 Other (state)
Household ethnicity	What ethnicity (sub-tribe) is the household from?	
HH outer wall	What is the main construction material used for the household outer wall?	1 Mud bricks/ Earth/ Wood/ Bamboo/ Metal/ Thatch
		2 Cement/ Concrete Blocks/ Landcrete/ Stone/ Burnt bricks

### Crop Farming

Field	Question	Answer
Consent crop farming	Is the household involved in crop farming?	1 Yes
		2 No
Crop type	Which of the following crop type does the household cultivate?	
Crops cultivated	What is the total number of bags/ baskets of [specific crop type] harvested by the household in a season?	
Crops consumed	Of the total number of bags/ baskets of [specific crop type] harvested by the household in a season, how many are consumed by the household?	
Crops sacrificed	Of the total number of bags/ baskets of [specific crop type] harvested by the household in a season, how many are given out as sacrifice?	
Crops Sold	Of the total number of bags/ baskets of [specific crop type] harvested by the household in a season, how many are sold?	
Crop Price	What is the selling price of one bag/basket of [specific crop type]?	

### Food Processing

Field	Question	Answer
-------	----------	--------

Consent food processing	Is your household involved in food processing?	1 Yes
		2 No
Raw material processed	What food do you process?	
Processing End Product	What is the raw food processed into?	
Food Processing Location	Where do you process the food?	1 In the community
		2 In Neighboring community
		3 Outside the State
Food processing monthly income	What is your monthly income from food processing?	
Food processing monthly expenditure	What is your monthly expenditure from food processing?	
Extension services	Do you have access to any agricultural extension services?	1 Yes
		2 No
Ownership of land	What is the ownership of the land used for cultivation?	1 Owned by you
		2 Rented
		3 Sharecropped
		4 Family Land
		5 Community Land
Rent amount	If the land is rented, how much do you pay per year as rent?	
Alternate land	Do you have access to alternate land?	1 Yes
		2 No
Farm practices	What type of farm practices do you use? <i>Select all that apply</i>	1 Shifting Cultivation
		2 Mechanized Farming

		3 Use of Fertilizer
		4 Crop Rotation
		5 Mixed Cropping
		6 Bush Burning
		7 Improved Variety Seed
		8 Simple Farm Tools

## Livestock farming

Field	Question	Answer
Livestock farming	Is the household involved in livestock farming	1 Yes
		2 No
Livestock animals	Which of the following animals does the household keep?	1 Cow
		2 Sheep
		3 Goat
		4 Poultry
		5 Camel
		6 Donkey
		7 Dog
		8 Pig
		9 Snail
		10 Rabbit
Specific animal kept	Please select animal kept and give some basic information about them	
Animal owned	How many of [specific livestock animal] do you own?	
Animal consumed	How many of [specific livestock animal] do you consume annually?	

Animal sold	How many of [specific livestock animal] do you sell every year?	
Animal sacrifice	How many of [specific livestock animal] do you sacrifice every year?	
Monthly expenditure	What is your monthly expenditure on [specific livestock animal]?	

#### Trading livelihood

Field	Question	Answer
Trading	Is your household involved in trading?	1 Yes
		2 No
Trading Items	What items do you trade in?	1 Clothing/ Accessories
		2 Food/ Provisions
		3 Building Materials
		4 Electrical Appliances/ Accessories
		5 Local Drinks
		6 Other (state)
Trading location	Where do you trade?	1 In the community
		2 In Neighbouring Communities
		3 Outside the State
Market distance	What is the distance to the market?	1 Less than 1km
		2 1 to 3km
		3 3 to 5km
		4 More than 5km

Monthly trading income	What is your monthly income from trading?	
Monthly trading expenditure	What is your monthly expenditure on trading?	

#### Artisan & Craft Activities

Field	Question	Answer
Artisan and Crafts	Is your household involved in artisan and craftsmanship?	1 Yes
		2 No
Artisan Activities	Which of the following activities are you involved in?	1 Masonry
		2 Carpentry
		3 Brick Making
		4 Weaving
		5 Electrical Works
		6 Plumbing
		7 Welding
		8 Fabrication
		9 Tailoring
		10 Hairdresser
		11 Mechanic
		12 Shoe Making
		13 Soap Making
		14 Other (specify)

Artisan Location	Where do you engage in your activities?	1 In the Community
		2 In Neighbouring Communities
		3 Outside the State
Artisan Association	Are you involved in any associations in relation to artisan and craft?	1 Yes
		2 No
Artisan technical training	Do you receive any periodic training in relation to artisan and craft?	1 Yes
		2 No
Artisan Monthly Income	What is your monthly income from arts and craftsmanship?	
Artisan Monthly Expenditure	What is your monthly expenditure on arts and craftsmanship?	

#### Fish Farming

Field	Question	Answer
Fish farming	Is your household involved in fish farming?	1 Yes
		2 No
Fish Type	What type of fish do you catch/ farm?	1 Tilapia
		2 Mud Fish
		3 Catfish
		4 Bonga Fish
		5 Other (specify)
Fish sold	Where do you market your fish catch?	1 In the community
		2 In neighbouring communities
		3 Outside the state

Monthly income	What is your monthly income from fish farming?	
Monthly expenditure	What is your monthly expenditure on fish farming?	

Field	Question	Answer
Paid Employment	Is any member of the household a paid employee?	1 Yes
		2 No
Paid employment occupation	Please state the type of occupation	
Paid employment location	What is the location of the workplace?	1 In the community
		2 In neighbouring community
		3 Outside the state
Monthly income	What is your monthly income from paid employment?	

Field	Question	Answer
Sicknesses two weeks	Has anyone in the household suffered from any of the following diseases in the past two weeks? <i>Select all that apply</i>	1 Malaria
		2 Common Cold
		3 Skin Rashes/ Itches
		4 Stomach Pain/ Diarrhea
		5 Guinea Worm
		6 TB
		7 Dysentery
		8 None`

Chronic Disease	Please select all chronic diseases suffered by members of your household	1 HIV/AIDS
		2 Diabetes
		3 Asthma
		4 Ulcer
		5 STI/STD
		6 Hypertension
		7 Epilepsy
		8 Mental Illness
		9 Arthritis
		10 None
Health facility frequency	Which health facility does the household visit frequently?	1 Private Hospital
		2 General Hospital
		3 Traditional Herbalist
		4 Spiritual Home
		5 Pharmacy
		6 Health Centre
		7 None
Health facility distance	What is the distance to the health facility?	1 Less than 1 km
		2 1 to 2km
		3 3 to 4km
		4 5 to 6km
		6 More than 6km
	How often do you visit the health facility in a year?	1 1 to 2 times

Health facility frequency		2 3 to 4 times
		3 5 to 6 times
		4 More than 6 times
		5 None
Health status	How would you describe your general health status?	1 Excellent
		2 Good
		3 Poor
Health condition and work	Does any member of the household suffer from a condition that prevents them from working?	1 Yes
		2 No
Handicap	If yes, what is the reason	1 Physical Handicap
		2 Mental Handicap
		3 Chronic Illness
		4 Old Age
Meals daily	How many meals per day does the household eat?	1 One
		2 Two
		3 Three
Food shortage	What are the periods in which the household experiences food shortage? Select all that apply	1 January to March
		2 April to June
		3 July to September
		4 October to December
		5 None
Assets owned	Which of the following assets does your household own?	1 Radio
		2 Television
		3 Mobile phone

		4 Smart phone
		5 Stove
		6 Wheel barrow
		7 Gun
		8 Bed
		9 Furniture set
		10 Fan
		11 Computer
		12 Generator
		13 Mosquito Net
		14 Fridge/ Freezer
		15 Bicycle
		16 Motorbike/ Tricycle
		17 Iron

Field	Question	Answer
Toilet facility	What type of toilet facility is used by the household?	1 No Toilet (Bush)
		2 Pit Latrine
		3 Public Toilet
		4 KVIP/ Water Closet
Energy for light	What is the household's source of energy for light? <i>Select all that apply</i>	1 Wood/ Fire
		2 Kerosene Lamp
		3 Torch & Batteries

		4 Electricity – Grid
		5 Electricity – Generator
		6 Candle
		7 Solar
Energy for cooking	What is the household source of energy for cooking?	1 Wood (Fire)
		2 Charcoal
		3 Kerosene
		4 Saw Dust
		5 Gas
Source of water	What is the household's source of water ?	1 Well
		2 Borehole
		3 Rain harvesting
		4 Community Tap
		5 Piped water
		6 Water Vendor
		7 River
Food	What is the monthly household expenditure on food?	
Education	What is the monthly household expenditure on education?	
Transport	What is the monthly household expenditure on transportation?	
Recreation	What is the monthly household expenditure on recreation?	
Home Maintenance	What is the monthly household expenditure on home maintenance?	
Telecommunication	What is the monthly household expenditure on telecommunication?	

**Template 4: Cut-Off Date Sample Notice**

Cut-off date and Conveyance of Revocation Notice

(To be drafted, completed and administered in line with the provisions of the LUA in duplicate by the appropriate office of Borno State Government)

SAMPLE PUBLIC NOTICE

DATE: .....

Project Title:  
.....

Name of PAP  
.....

Name of Community  
.....

Telephone No. (if available) .....

Pursuant to Borno State Government Gazette No8,

take further notice that all that land described therein are revoked for overriding public interest.

By this Notice, all affected persons are to register their interests with the BOGIS (Borno State Geographic Information Services on or before ..... day of .....20.....

This serves as the CUT-OFF date of eligibility for any form of compensation and/or relocation assistance.

Kindly Contact: ..... for enquiries and/or lodgement of grievances

Signed .....

**For: Borno State Government**

## Template 4: Entitlement Matrix for Investors

### Entitlement Matrix Form for Investors

#### 1. Investor Information:

- Investor Name: \_\_\_\_\_
- Project Name: \_\_\_\_\_
- Date: \_\_\_\_\_

Category of PAPs	Specific Types of Losses	Compensation Entitlements	Valuation Methodology
1. Landowners	Loss of agricultural land	Compensation for land value at market rates	Market value assessment
	Loss of residential land	Compensation for any structures or improvements on the land	Replacement cost approach
2. Tenants	Loss of rental income	Expenses for relocation	Assessment of current rental agreements
	Loss of commercial activity	Compensation for business interruption (if applicable)	Estimated loss of income calculation
3. Farmers	Loss of crops	Compensation for standing crops	Crop yield assessment and market rates
	Loss of future income from agricultural activities	Assistance for transitioning to new agricultural areas	Income loss projection calculation
4. Employees	Loss of employment opportunities	Severance pay or compensation for lost wages	Calculation based on employment contracts

5. Community Members	Loss of communal resources (e.g., grazing land)	Compensation in the form of community projects or resources	Assessment of communal resource value
6. Vulnerable Groups	Increased hardship due to displacement	Additional support and compensation for relocation expenses	Needs assessment and individual situation analysis
7. Informal Settlers	Loss of housing or structures	Compensation for housing (where legal recognition is given)	Market value for similar housing

Signature:

Investor Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Annexes

### Annex 1: Some Applicable FRILIA Principles and International Best Practices

A significant number of the FRILIA principles apply to the subjects covered by this toolkit:

- Land acquisition and related adverse impacts will as much as possible be minimized or avoided (Principle 1.3).
- A range of investment and production models should be considered, including alternatives to large-scale transfer of land (Principle 1.4).
- Investments should be subject to consultation and participation, including the disadvantaged and vulnerable, informed of their rights and assisted in their capacity to negotiate (Principle 1.5)
- Communities have the opportunity and responsibility to decide whether or not to make land available based on informed choices (Principle 1.6)
- Investments should safeguard against dispossession of legitimate tenure rights holders (Principle 2.1)
- Existing legitimate rights, including customary and informal, and rights to common property resources, should be systematically and impartially identified (Principle 2.2).
- Provide for protection of rights through grievance redress mechanisms that provide accessible and affordable procedures for 3rd party settlement of disputes, including but not limited to disputes arising from displacement for resettlement. ... (Principle 2.3).
- Compensation standards are to be disclosed and applied consistently (Principle 3.1).
- Economic and social impacts caused by land acquisition or loss of access to natural resources shall be identified and addressed, including people who may lack full legal rights to assets or resources they use or occupy (Principle 3.2).
- Adequate compensation will be provided to purchase replacement assets of equivalent value and to meet any necessary transitional expenses before taking of land or restricting access (Principle 3.3)
- Supplemental livelihood improvement or restoration measures will be provided if taking of land causes loss of income-generating opportunities (Principle 3.4).
- Public infrastructure and community services that may be adversely affected will be replaced or restored (Principle 3.5).
- Displaced persons with land based livelihoods should be offered an option for a replacement land unless equivalent land is not available (Principle 3.6).
- Investments must be preceded by independent assessments of potential positive and negative impacts on 10 year rights, food security, livelihoods, and environment (Principle 4.2).
- Take into account potential adverse impacts on physical cultural property and as warranted, provide adequate measures to avoid, minimize or mitigate such efforts (Principle 4.3).

## Annex 2: Applicable National, Borno State and Federal Laws and Policies on Resettlement, valuation and compensation

Year	Law/Document	Ref#	Comments
1992	National Agricultural Land Development Authority	S.9	Provides that the Federal Government may request agricultural land from any State or Local Government.
1992	Nigeria Urban and Regional Planning Act	S.75 - S.78	For the purposes of planning, all acquisitions are to be guided by the provisions of Cap L5.
2024	Harmonised Rates for Compensation for Economic Trees, Crops and buildings	All	This schedule of rates is prepared by the Federal Ministry of Works and Housing to guide compensation structured geo-political zones of the Country.
2014	Land Use Act, Cap L5	All	This is the principal Act governing land management in Nigeria and is contained as part of the 1999 Constitution.
2022	Borno State Land Use Regulations	All	Principal regulation guiding land administration in Borno State.
2024	Borno State Infrastructure Master Plan	All	Agricultural investments
2022	Borno State Urban and Planning	All	Establishment Law for Planning

Year	Law/Document	Ref#	Comments
	Development Board (BSUPDB) Law		
2019	BOGIS Law	All	Land information, registration processes, and much of the operational side of urban land administration in Borno. The BOGIS website also hosts helpful guides  Penalties for sharp practices
2019	Nigeria Valuation Standards (Green Book)	All	IVSC, RICS and NVS Standards
1994	Felling of Trees Law, Cap 53, Laws of Borno State, 1994.	All	Harmonise approved names of trees and the recognition of gazetted forest reserves
2024	Borno State Public-Private Partnership Policy	All	Investment guide
2023	Borno State Executive Order FRILIA	All	To guide the development of Land-Intensive Agricultural Investments

**Engr. Prof. Babagana Umara Zulum *mni***

**Executive Governor/Chairman**

**FRILIA Steering Committee,  
Borno State.**