

GOVERNMENT OF THE REPUBLIC OF MALAWI

CONTINGENT EMERGENCY RESPONSE PROJECT

WORLD BANK-FUNDED

**ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN
- MAIZE PROCUREMENT RESPONSE-**

NOVEMBER, 2025

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Acronyms and Abbreviations

CERP	Contingent Emergency Response Project
CoC	Code of Conduct
DCCMS	Department of Climate Change and Meteorological Services
DoDMA	Department of Disaster Management Affairs
E&S	Environmental & Social
EHSG	World Bank Group Environmental, Health and Safety Guidelines
ESF	Environmental and Social Framework
ESIA	Environmental and Social Impact Assessment
ESMP	Environmental and Social Management Plan
ESP	Environmental and Social Policy
ESS	Environmental and Social Standards
ERP	Emergency Response Plan
GBV	Gender-Based Violence
GCP	Good Combustion Practice
GDP	Gross Domestic Product
GIIP	Good International Industry Practices
GRM	Grievance Redress Mechanism
HIRA	Hazards identification and risk analysis
HSE	Health Safety and Environment
IFC	International Finance Cooperation
IEC	Information, Education and Communication
ILO	International Labor Organization
LMP	Labor Management Procedures
LTI	Lost Time Injury
MDA	Ministries, Departments and Agencies
M&E	Monitoring & Evaluation
MEPA	Malawi Environment Protection Authority
MoF	Ministry of Finance
MSDS	Material Safety Data Sheet
NGO	Non-Governmental Organization
NGRMC	National Grievance Redress Management Committee
NLGFC	National Local Government Finance Committee
OHS	Occupational Health and Safety
OSHWA	Occupational Safety, Health and Welfare Act
PAP	Project Affected Person
PCU	Project Coordination Unit
PDO	Project Development Objective
PIU	Project Implementation Unit
PPE	Personal Protective Equipment
PSC	Project Steering Committee
SEA	Sexual Exploitation and Abuse
SEP	Stakeholder Engagement Plan
SH	Sexual Harassment
SOP	Standard Operating Procedures
SSRLP	Social Support for Resilient Livelihoods Project
T&P	Tools & Plants
UN	United Nations

UNDP	United Nations Development Programme
USD	United States Dollar
WMP	Waste Management Plan

SECTION 1: INTRODUCTION

The World Bank is offering to provide the Republic of Malawi with just-in-time support for preparedness planning through a Contingent Emergency Response Project (CERP). The CERP is a critical mechanism for Malawi, designed to provide rapid and flexible financial support in the wake of emergencies and disasters. It can be triggered by the Government through an official declaration that an eligible emergency or disaster has occurred, supported by a Declaration of activation of the National Contingency Plan.

On the 25th of October 2025, the Government of Malawi declared State of National Disaster on Effects of Prolonged Dry Spells-Induced Food Insecurity thereby triggering the activation of the CERP to access financing for procurement of maize supplies from outside the country to respond to the disaster in the Thirty Two (32) affected Local Government Authorities (LGAs).

This *Environmental and Social Management Plan (ESMP)* has been adapted by the Government of the Republic of Malawi for use by the Government and the relevant Implementing Agencies who are expected to be involved in the procurement, transportation and distribution of the maize supplies.

This ESMP identifies the anticipated risks and impacts and sets out agreed mitigation measures to address the environmental and social risks and impacts associated with the triggered response Activities as set out in Section 3. Implementing Agencies will be required to familiarize themselves with the contents of this ESMP, in particular the mitigation measures that relate to the Activities for which they will be responsible. The Implementing Agencies will follow the national law requirements for each Activity as set out in Section 4, supplemented or adjusted as appropriate by the measures set out in Section 5. Together, through application of appropriate mitigation measures, the activities will be implemented in accordance with the World Bank's Environmental and Social Framework (*ESF*) and WB Environment, Health and Safety Guidelines (WB EHSG).

This ESMP contains the following:

- **Section 1** sets out the background for the adoption of the CERP by the Government, and the way in which the ESMP will be used by the Government and Implementing Agencies
- **Section 2** sets out the specific Activities which will be implemented under the current CERP Activation
- **Section 3** sets out a summary of the national law requirements relating to the Activity, and provides details of how risks and impacts will be managed in accordance with national requirements
- **Section 4** sets out supplemental E&S mitigation measures that will be implemented as appropriate
- **Section 5** relates to Institutional Arrangements and responsibility for implementing the ESMP.
- **Section 6** relates to Monitoring and Reporting requirements for monitoring Environment and Social aspects of implementation of the Activities associated with the response.

SECTION 2: PROJECT ACTIVITIES

The Project Development Objective (PDO) is to respond promptly and effectively to an eligible crisis or emergency in Malawi.

Provision of Essential Services/Supplies

The current CERP activation intends to provide financing amounting to US\$45 million for procurement, transportation, temporary storage, and distribution of maize supplies from Zambia. This is intended to mitigate the immediate impacts of the food insecurity crisis to about 4,009,537 people in the Thirty Two (32) District and City Councils who have been projected by the Malawi Vulnerability Assessment Committee (MVAC) to be at risk of hunger during the 2025/2026 consumption year.

It will finance the procurement of necessary supplies to meet immediate needs of affected persons. Additionally, technical assistance will be provided to ensure the efficient and effective utilization of these resources, optimizing the recovery process, and enhancing the resilience of affected populations.

Emergency Response Coordination and Management

Support will be provided for incremental operational expenditure incurred by the government for response and early recovery such as transportation, distribution, environmental and social safeguards compliance obligations implementation and monitoring of the overall monitoring of response. Where and when necessary, sourcing of international and local specialized expertise (consultancy) to support recovery, provide just-in-time technical assistance, and/or support preparation of technical documents for procurement may also be done.

Project Beneficiaries

The triggered activity is expected to benefit about 4,009,537 Malawian citizens in Twenty Eight (28) district councils (Chitipa, Karonga, Rumphi, Nkhatabay, Likoma, Mzimba, Kasungu, Ntchisi, Dowa, Salima, Mchinji, Dedza, Ntcheu, Balaka, Mangochi, Chiradzulu, Zomba, Blantyre, Chikwawa, Lilongwe, Mulanje, Mwanza, Neno, Nkhotakota, Nsanje, Phalombe, Salima, Thyolo,) and Four (4) City Councils (Blantyre, Lilongwe, Mzuzu, Zomba) who have been identified by the Malawi Vulnerability Assessment Committee (MVAC) to be at highest risk of hunger during the 2025/2026 consumption year. Vulnerable groups, including women, children, the elderly, and people with disabilities, will receive targeted support to ensure their safety and resilience during and after the food insecurity crisis.

SECTION 3: NATIONAL E&S REQUIREMENTS

This ESMP has considered and where necessary incorporated in the proposed mitigation measures, the policy and legal requirements which were identified and outlined in the main Project Environmental and Social Management Plan which was developed for the CERP and which can be found here: <https://documents.worldbank.org/en/publication/documents-reports/documentdetail/099081125095526222> .

SECTION 4: SUPPLEMENTAL E&S MEASURES

SUMMARY OF POTENTIAL IMPACTS AND RISKS

The impact of the activity is generally expected to be positive and urgently needed, especially for the population that is at risk of food insecurity.

However, in as much as the activity will impact beneficiary population positively, the delivery process involved has considerable negative risks such as road traffic accidents, natural resource and asset damage, operational health and safety risks for drivers and other social related risks. All of the identified negative impacts however can be reduced, managed or in some cases avoided, with timely implementation of the mitigation measures outlined in this ESMP.

4.1 SPECIFIC IMPACTS AND RISKS

The CERP intervention will involve a number of specific activities, each generating both environmental and social impacts. Table 2 below is summary of the anticipated impacts and possible mitigation measures.

Table 1. Potential Risks from the CERP activities

Activity	Impact/Risk	Mitigation Measures
Grain identification and mobilisation in Zambia	Public health risks related to grains quality and safety including nutritional value	- Undertake/confirm pre-delivery quality screening and validation and phyto-sanitary compliance of the identified grain samples with Zambian Authorities - Confirm availability of quality assurance and grain safety measures of the suppliers
	Genetic contamination of existing maize varieties	Undertake/confirm pre-delivery genetic screening and compatibility validation of identified maize varieties with Zambian Authorities
Procurement and delivery/transportation Government will engage transporters to deliver the maize from Chipata to NFRA warehouses	Contracts riddled with allegations of corruption and nepotism from unsuccessful bidders	Use already existing Grievance Redress Mechanism at all levels
	Traffic and Community accidents caused by transporters as they travel to deliver the maize to distribution centres	- Require transporters to submit a transport/traffic safety management plan as part of their bid submission - Transporters must ensure all vehicles are well-serviced and in good condition.

		• Orient Transporters on Safeguards requirements of the CERP intervention (prior to commencement of deliveries) • Set Standard Operating Procedures (SOPs) for routine vehicle inspection prior to loading/dispatching for all transporters • Hire personnel to ensure transporter adherence to Vehicle Inspection SOPs (including compliance to weigh bridge procedures to avoid overloading of vehicles) • Ensure that all transporters have a speed tracking system
	• Temporary Local employment creation- loading/off-loading supplies	• Enhance employment of the locals including female employees
	• Unfair labour practices- underpayment and late payment by suppliers	• Ensure that workers are paid according to the government's minimum wage through workers interviews and data from the grievance logbooks • Ensure that payment to suppliers is done in time • Establish workers GRM and make it accessible for all transporters.
Loading and off-loading	• Worker accidents during loading/off-loading	• Obligate contracted transporter to submit safe working procedures for maize handling (loading and offloading) • NFRA and Transporters to train their workers on relevant safe work practices and procedures • NFRA and Transporters to provide appropriate PPE to workers (work suits, masks etc)
	• Risk of Child exploitation/labour (during off-loading of the commodity)	• Strengthen local level monitoring and supervision to deter and detect non-compliances • Use IDs to prevent employing/engaging under age
Temporary Storage	• Environmental and food contamination from use of pesticides	• Apply and follow integrated pest management measures in the management of storage warehouses • Verify and validate availability of warehouse management protocols
	• Damage and loss of stocks while in storage	• Establish/implement appropriate damage and loss control measures as contained in the warehouse management plans • Verify and Validate availability of warehouse management plans
Beneficiary selection and enrolment	• Inclusion and exclusion errors in beneficiary selection	• Include community validation of beneficiary lists in the targeting process
	• Grievances regarding targeting processes	• Undertake adequate community sensitisation and communication of emergency targeting criteria • Maintain a confidential and rapid response Grievance Redress mechanism
	• Long distances from the distribution centres may affect women, the elderly and persons with disabilities	• Provide adequate operation funds to ensure that the maize is distributed closer to the beneficiaries • Work with the district to identify distribution centres that are closer to the beneficiaries

Distribution Registered beneficiaries will receive the maize from designated distribution points in the affected districts	• Risks of sell of the maize to generate income for immediate needs	• Conduct community sensitisation prior to distribution
	• Conflicts during distribution of the commodity	• Transparent distribution through full involvement of community leaders; • Ensure availability of security personnel where necessary
	• Gender Based Violence; Sexual Exploitation and Abuse; and exacerbated risk of the spread of HIV during distribution especially against female beneficiaries	• Conduct community sensitisation prior to distribution • Develop Code of Conduct and ensure that Transporters (including their drivers) sign code of conduct to ensure compliance

4.2 ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN

Table 3 presents the ESMP for the Current CERP Activity of Procurement and Distribution of Maize Supplies

Expected Environmental /Social impacts	Proposed Mitigation/Enhancement Measures	Output indicators	Target	Responsibility For implementing Mitigation Measures	Responsibility for monitoring the implementation of Mitigation Measures	Date of implementation	Required inputs
Negative Impacts							
1. Grain identification and mobilisation in Zambia							
Public health risks related to grains quality and safety including nutritional value	Undertake/confirm pre-delivery quality screening and validation and phyto-sanitary compliance of the identified grain samples with Zambian Authorities	Number of grain supplier sources and supplies screened and validated	All	Independent Quality Controller (IQC), MoA, NFRA	PIU, Third Party Monitor (TPM)	Prior to deliveries in Chipata	Documentation, Sampling and testing services
	Confirm availability of quality assurance and grain safety measures of the suppliers	Validated Number of supply sources with documented QA plans	All	IQC, MoA, NFRA	PIU, TPM	Prior to deliveries in Chipata	Documentation, Sampling and testing services
Genetic contamination of existing maize varieties	Undertake/confirm pre-delivery genetic screening and compatibility validation of identified maize varieties with Zambian Authorities	Number of identified supplies validated to be compatible	All	IQC, MoA, NFRA	PIU, TPM	Prior to deliveries in Chipata	Documentation, Sampling and testing services
2. Procurement and delivery of maize							
Contracts riddled with allegations of corruption and nepotism from unsuccessful bidders	Use already existing GRM at all levels	No of grievances received and resolved	0	All stakeholders	NGLFC, MoA, DODMA	On going	GRM log books
	Uphold transparency principles in the procurement process as per guidelines						
Damage during transit	Ensure all vehicles are well covered to protect from rains	Volume of maize distributed directly to the targeted beneficiary distribution centers	TBD	Transporters	PIU, MoA, DODMA	Throughout the project cycle	
Theft of commodities along the delivery	Establish and implement control measures	Type and number of measures implemented	TBD	Transporters	PIU, MoA, DODMA	Throughout the project cycle	

Worker accidents during loading/off-loading	Orient workers on health and safety issues	No of workers oriented	TBD	Transporters - EHSSO	MoA-NFRA, PIU, DODMA	Before delivery	Masks, Safety boots, Work suits
	Provide appropriate PPE to workers in all the delivery points (work suits, masks).	No of workers with and using PPE	TBD	Transporters - EHSSO	MoA, PIU, DODMA	Throughout distribution exercise	Log Forms/ books
	Establish and operate workers occupational health and safety committees for all transporters	Number of occupational health and safety Committees established and operational					
Traffic and Community accidents caused by transporters as they travel to deliver the maize to designated delivery points	Ensure transportation vehicles are well serviced/in good condition (with valid insurance, CoF)	No of vehicles inspected and passing road worthiness	All	Transporters-EHSSO	PIU, MoA, DODMA	Throughout the delivery exercise	
	Ensure all drivers have valid driving licenses	No of drivers with valid license	All	Transporters-EHSSO	PIU, MoA, DODMA	Throughout the delivery exercise	
	Ensure Drivers are adhering to speed limits by contracting transporters with speed-tracking devices	No of vehicles with speed tracking devices	All	Transporters-EHSSO	PIU	Throughout the delivery exercise	
	Remote driver behaviour monitoring via telematics	No. of drivers being monitored	All	Transporters-EHSSO	PIU	Throughout the delivery exercise	
	Defensive driver training	Number of drivers with defensive driving Certificate	All	Transporters-EHSSO	PIU	Throughout the delivery exercise	
	Random breath alcohol test	Number of alcohol breathlyser tests conducted	All	Transporters-EHSSO	PIU	Throughout the delivery exercise	
	Set Standard Operating Procedures (SOP)/checklist for routine vehicle inspection prior to loading/dispatching for all transporters	SOP in place	1	Transporters-EHSSO	PIU	Throughout the delivery exercise	

	Orient Drivers on Safeguards requirements of the CERP intervention (prior to commencement of deliveries)	No of orientation sessions conducted	TBD	Transporters-EHSSO	PIU	Before distribution	
	Hire/designate personnel to ensure transporter adherence to Vehicle Inspection SOPs (including compliance to weigh bridge procedures to avoid overloading of vehicles)	No of personnel hired	TBD	Transporters-EHSSO	PIU	Planning phase	
Excessive fatigue for drivers	Ensure drivers are having enough time to rest – Proper fatigue management strategies (Adherence to approved daily working hours) The drivers should not deliver maize after 4:30 pm.	Adherence to acceptable work hours per driver	100%	Transporters-EHSSO	PIU	Throughout the distribution exercise	
3. Loading and off-loading							
Worker accidents during loading/off-loading	Obligate contracted transporter to submit safe working procedures for maize handling (loading and offloading)	Number of contractors that submit SWPs	All	DoDMA	PIU	Bid submission	
	Train workers on relevant safe work practices and procedures	Number of Transporters that trained their workers on SWPs	All	Transporters, NFRA	PIU, DODMA	Prior to engagement	
	Provide appropriate PPE to workers (work suits, masks etc)	Number of transporters that provided PPEs to their workers		Transporters, NFRA	PIU, DODMA	Prior to engagement	
Risk of Child exploitation/labour (during off-loading of the commodity)	Strengthen local level monitoring and supervision to deter and detect non-compliances	Number of monitoring and supervision sessions undertaken per distribution	TBA	DC	PIU, DODMA	Distribution period	
	Use IDs to prevent employing/engaging under age	Number of underage workers detected	0	Transporters, DC,	PIU, DODMA	Distribution	
Driver and loaders/unloaders musculoskeletal injuries.	Train workers (loaders and off-loaders) on safe manual handling/lifting work procedures and practices including working hours, and	Adherence to acceptable safe-work procedures and practices	100%	Transporters-EHSSO	PIU, DoDMA	Throughout the distribution exercise	

	health breaks as set by Ministry of Labor						
Risk of Child exploitation/labour (during off loading at delivery points)	Use IDs to prevent employing under age	No of children employed	0	District Council	PIU, DODMA,	Throughout the distribution exercise	
4. Temporary Storage and Handling							
Environmental and food contamination from use of pesticides	Review and include integrated pest management measures in the storage warehouse pests management plans	Number of Warehouse management plans reviewed and updated	All	NFRA, DoDMA	PIU	Prior to use of the warehouses	
Damage and loss of stocks while in storage	Review and strengthen the damage and loss control measures contained in the warehouse management plans	Number of Warehouse management plans reviewed and updated	All	NFRA, DODMA	PIU	Prior to use of the warehouses	
5. Beneficiary selection and enrolment							
Inclusion and exclusion errors in beneficiary selection	Include community validation of beneficiary lists in the targeting process	Number of Councils that have done community validation	All	District Council	PIU		
Grievances regarding targeting processes	Undertake adequate community sensitisation and communication of emergency targeting criteria	Number of Community Sensitisations					
	Maintain a responsive and confidential Grievance Redress mechanism	Number					
6. Distribution							
Long distances from the distribution centres may affect women, the elderly and persons with disabilities	Provide adequate operation funds to ensure that the maize is distributed closer to the beneficiaries	Total number of maize distribution done at the actual planned distribution centers	TBD	DODMA, District council	MoA/ PIU/ Distribution Committees	Throughout the distribution exercise	
	Work with the district to identify distribution centres that are closer to the beneficiaries						
Risks of sell of the maize to generate income for immediate needs	Conduct community sensitisation prior to distribution	No of community members sensitized	TBD	DoDMA, District Agriculture Office	PIU	Throughout the project cycle	
Risk of Accidents/stampede	Train community response and security teams on appropriate crowd control measures and practices	Number of community response and security teams trained	TBD	DDRMC and DESC	PIU, DODMA	Prior to distribution	

	Develop, communicate, and follow clear distribution schedules	Number of schedules developed and communicated well in advance	TBD	DDRMC and DESC	PIU, DODMA	Prior Distribution to	
Risk of environmental contamination and property damage from transportation vehicles accidents	Clean up hydrocarbon spills that may result from accidents.	Number of sites cleared	TBD	Transporter	PIU, DoDMA, Council	On the spot	
	Restore and rehabilitate any natural resource that has been affected or degraded during delivery period.	# of natural resources restored/rehabilitated	TBD	Contractor and Sub contractor (Transporter)	PIU	Throughout the distribution	
	Compensate for all assets that might have been lost/damaged.	No of compensations made	TBD	Contractor and Sub contractor (transporter)	PIU	Throughout the distribution	
Theft of commodities along the distribution chain	Establish and implement in-transit and storage theft control measures	Type and number of measures implemented	TBD	DoDMA	PIU	Throughout the distribution	
Potential conflicts risk	Transparent distribution through full involvement of community leaders and existing Grievance Redress structures	No. of community leaders engaged	TBD	DoDMA, District Agriculture Office	PIU	Throughout the distribution exercise	
	Ensure availability of community security team	No. of community security teams organized and activated	TBD	DoDMA, District Council	PIU	Throughout the distribution exercise	

SECTION 5: INSTITUTIONAL ARRANGEMENTS AND RESOURCES

This section describes the institutional arrangements and resources that have been established to support the implementation of this ESMP.

The National Local Government Finance Committee (NLGFC) which is the Main PIU for the implementation of the CERP shall be responsible for coordinating the implementation this ESMP. At the national level, the PIU will work hand in hand with other Project PIUs and Government Departments and Agencies, and other stakeholders who will be involved in the delivery chain such as transporters.

At District level, the PIU will work through existing decentralized environmental social safeguards implementation structures which includes the District Environmental Sub-Committee (DESC) and the Harmonized District Grievance Redress and Management Committee (HGRMCs). Capacity building of all key stakeholders shall be done to ensure that they able to knowledgeable and effectively support the obligations contained in this ESMP.

5.1 CAPACITY BUILDING AND TRAINING

Effective implementation of this ESMP necessitates public sensitizations and campaigns to be able to understand the need to observe safeguards requirements under the project. Hence, part of this CERP intervention will involve the sensitization of stakeholders and the orientation of suppliers and transporters on Code of Conduct, safety measures etc.

5.2 ESMP IMPLEMENTATION BUDGET

The total budget for implementing environmental and social safeguards activities for this CERP is estimated at US\$ 204,840.09 where the funds will be used for the actual implementation of the environmental and social Management Plan (ESMP) including the District Briefing on E&S requirements under CERP, Orientation of Transporters E&S requirements under CERP, Revamping of GRCs in 11 District councils, Safeguards compliance monitoring, Production of Safeguards IEC materials and Distribution of Safeguards IEC materials. Table below presents the budget summary for the key activities.

Table 1: E&S Activities Implementation budget

No.	Activity Description	Amount (MK)	Amount (USD)
1	Pre-operation delivery systems and processes E&S screening and validation	39,600,000.00	22,615.65
2	District Briefing on E&S requirements under CERP	50,250,000.00	28,697.89
3	Orientation of Transporters E&S requirements under CERP	33,000,000.00	18,846.37
4	Revamping of GRCs in 32 District councils	110,340,000.00	63,015.42
5	Safeguards compliance monitoring and support	202,500,000.00	115,648.20
6	Production of Safeguards IEC materials	64,500,000.00	36,836.09
7	Distribution of Safeguards IEC materials	11,425,000.00	6,524.84
TOTAL		511,615,000.00	292,184.47

SECTION 6: MONITORING AND REPORTING

The CERP PIU will be responsible for monitoring and reporting on results, with support from relevant stakeholders. The Results Framework will guide progress monitoring, and the PIU will update indicator values regularly based on stakeholder inputs and submit reports to the World Bank. To ensure accurate reflection of the project's progress, the PIU will collect and analyze data from stakeholders, periodically updating the Results Framework to capture on-the-ground realities. In the event of a CERP activation, additional response-specific indicators will be incorporated.

The recipient will submit quarterly CERP reports that assess progress against the ESCP, integrating M&E results and proposing adjustments to ensure effective implementation. These reports will be provided annually when no crisis is present, and at least semi-annually during an active crisis. Six months after the CERP activation ends, a completion report will be prepared, evaluating the performance of all parties and outlining a plan to sustain the CERP's achievements.

The CERP PIU E&S Specialists will submit quarterly reports based on monitoring reports by the implementing agency's E&S Specialists of the implementation of E&S obligations under the relevant activities in accordance with the ESCP and this ESMP and prepare quarterly monitoring reports on the environmental, social, health and safety (E&S) performance of the Project. The reports shall include (see Annex 1):

- Status of implementation of E&S documents required under the ESCP.
- Summary of stakeholder engagement activities carried out.
- Complaints submitted to the grievance mechanism(s), the grievance log, and progress made in resolving them.
- E&S performance of the project.
- Number and status of resolution of incidents and accidents reported under action C below.
- Any other aspects requested by the Association.

Implementing Partners will report on the relevant obligations in relation to their activities to the CERP PIU E&S Specialists. The content of partner reports will be included into the overall quarterly E&S report to the World Bank.

ANNEXES

Annex 1: E&S Reporting Checklist for Project Activities

The template below is presented for the quarterly E&S report, which the PIU will provide to the World Bank. The PIU will prepare tailor-made reporting formats to the Implementing Partners and contractor, capturing necessary information from their respective activities.

Template for the Quarterly Report on the Environment and Social Aspects of the CERP

The objectives of the periodic report are:

To record environmental and social impacts and risks resulting from the project activities and to ensure implementation of the mitigation, monitoring and institutional measures identified in the Environment and Social Commitment Plan (ESCP) and the ESMP, functionality of the GRM, accidents, and any other environmental and social instruments e.g. LMP, in order to reduce adverse impacts and risks and enhance positive impacts from specific project activities;

Identify and address any unexpected or unforeseen environmental and social impacts or risks, that may arise during the period of the reporting;

Address any unexpected issues that may impact on the implementation of the project or compliance with the E&S requirements;

To ensure that the implementation of the project is in line with the WB ESS;

To ensure development and implementation of necessary occupational health and safety management plans to identify hazards and mitigate risks, to ensure safe working procedures;

To report any changes in the project activities requiring a material change in the ESCP and/or other project instruments (e.g. ESMP, LMP etc) during the monitoring period; and

To propose mitigations and corrective measures or actions for unforeseen adverse environmental and social risks and impacts identified during the monitoring period of the Project.

Please fill in ALL of the following information in the following template. If there is not an applicable heading for particular information, please include a section called Other or another appropriate heading and include the information. In addition, text can be included under any table, or as an additional Annexure, to further justify, provide additional details on a topic as needed.

If there is more information that you would like to report, please do so. If you require additional columns or rows to complete the tables, please add as necessary. However please DO NOT delete columns from tables, or sections from the template. Rather indicate as not relevant, or not applicable to this reporting period.

Please delete this Guidance note section when compiling the report.

Proposed Template

Project Name	
Project Code	
Project Amount (or Component Amount if relevant)	
Board Approval Date	
Implementing Agency	
Applicable ESS standards/ Safeguard Operational Policies	
Monitoring Period	

If this is not the first report, please indicate any changes as compared to the previous reporting period.

Planned/Undertaken CERP Activities

Please provide a synopsis of the main CERP activities planned/undertaken during the reporting period.

Synopsis of the Project Activities Implemented During the Reporting Period

Description of Project work/activities	Monitoring Indicators during reporting Period	Frequency (monthly, quarterly)

Pending/Delayed Actions (If any)

Please highlight any pending or delayed actions of the precedent report (if any), as well as activities planned but not undertaken in the current reporting period, indicating reasons and/or challenges and actions to address the delay. If there are no pending or delayed actions please mark the Table as not applicable.

Table for Delayed Actions of the Project

No.	Activities (components, subcomponents) planned but not implemented	Safeguards requirements associated with the activities	Reason for delay	Actions to be taken	Timeline

Status of Implementation of the Environmental and Social Commitment Plan (ESCP).

Please use the ESCP with the following columns in sequence. (The Table can be made landscape to accommodate text or included as an annex.)

Status of the Implementation of the ESCP.

ESS#	ESCP obligations	Timeframe of ESCP obligations	Status of implementation	Justification of delays/shortcomings	Actions to be taken and timeline

Status of the Implementation of the ESMP

This section will inform/update on the status of the mitigation and monitoring measures of significant project risks, using a matrix approach including the relevant community health and safety measures. Please use the ESMP matrix with the following columns in sequence as shown below.

Status of Implementation of the ESMP

Reference	E&S Mitigation Measures	Monitoring Indicators	Linked to Investment Activity or the ESSs	Status of Implementation	Justification of delays/shortcomings	Actions to be taken and timeline

Status of the Implementation of the Project's Grievance Mechanism

This section will inform/update on the status of grievances filed and how the CERP PIU is responding to the concerns and grievances (including labour, social, environment grievances) of project-affected parties related to the environmental and social performance of the project.

State total number of grievances recorded during the reporting period;

How many were resolved?

How many were referred elsewhere? Is the GRC/ GRM following up?

How many issues are unresolved and why?

What is the plan for the unresolved issues?

In Annex D, please attach copies of the GRMs for this reporting period.

Overview of Grievances During the Reporting Period

#	Stakeholder	Nature of Grievance (s)	Total Grievances	Status	Remarks/ Comment(s)
	<i>(e.g. institution, community members, local leaders, etc)</i>			Resolved/unresolved	

Stakeholder Engagement

This section will inform/update on the status of stakeholder engagement and how the CERP PIU is ensuring that stakeholders are being met with in line with the requirements of the Project and / or SEP as relevant. The section should outline:

- The number of engagement activities undertaken during the reporting period and types of stakeholders met with (e.g., communities, districts, neighbouring facilities, etc)
- Key issues raised or discussed during the meetings
- To what extent are the stakeholders being engaged during the implementation of E&S risks and impacts management measures?
- Do they participate in monitoring the implementation of E&S risk and impact management measures?
- Is the engagement/consultations organized according to the SEP?

- Were the participants informed before the meeting and minutes were shared with the participants?

Health and Safety Accidents

This section summarizes the Environmental, Health and Safety accidents and incidences that occurred during the reporting period. Importantly, the section includes detailed descriptions of the procedures to mitigate recurrence and avoid further injury. The section includes reports on near-misses and treats these as incidents in line with comparative accidents. The section includes a table for follow-up of earlier accidents, incidents, and near-misses.

Accident and Incident Reporting

Date and time of accident/Incident	Name of Victim	Description of the accident	Severity of Accident (Minor injury/Major injury/death)	Mitigating measures taken by the contractor/proponent	Actions to be taken to prevent the occurrence of the accident	Status of the accidented (open /closed ¹)

Environmental and Social Management Capacity

This section details the E&S supervision arrangements for the activities. The section includes a diagram of the reporting arrangements as well as roles and responsibilities, any vacant positions and timelines to fill them if relevant. The description may require several diagrams for various project sites.

Administration:

State any changes or updates on administrative requirements e.g. E&S personnel, location, etc.; Any changes in terms of applicable national and international requirements.

Capacity Building:

Provide an update on any E&S safeguards related CB activities undertaken
Indicate outstanding CB activities and timelines for undertaking them.

Other Project specific issues to flag, raise, report on:

Other Specific Issues

Please answer the following questions:

Is the CERP PIU adequately staffed with skilled and permanent E&S specialists? Do they have resources (finance and equipment) to carry out field visits and supervisions?

¹ Closed incident referring to those that have all the actions completed

Are the Implementing Partners adequately staffed with skilled and permanent E&S staff. Are they preparing their periodic E&S reports to the Owner?

Is the project GRM still robust enough to respond to complaints? How many complaints have been received and resolved (provide current and cumulative data?

Is there sufficient budget allocation for implementing the ES instruments?

What are the constraints to the achievement of the ESCP and ESMP?

Conclusions and Recommendations

Please summarize the major conclusions during this periodic report and recommendations for actions to be implemented in the next monitoring period. Include a summary (in a table) of measures or activities that were planned vs achieved; And state reasons why some activities are still outstanding.

Include a table of planned activities for the next quarter/ reporting period.

Annex 2: Labor Management Procedures (LMP)

ESS2 on Labor and Working Conditions were identified as applicable for the CERP activities. In accordance with the requirements of ESS2, these Labor Management Procedures (LMP) were prepared. The purpose of the LMP is to set out the ways in which the PIU/PCU and all other implementers will manage all project workers in relation to the associated risks and impacts for the Project activities in Malawi. The objectives of the LMP are to:

- (a) Identify the different types of project workers that are likely to be involved in the project
- (b) Identify, analyze and evaluate the labor related risks and impacts for project activities
- (c) Set out procedures to meet the requirements of ESS2 and applicable national legislation.

The LMP will be applied with due consideration to the requirements of national laws, the interrelatedness of ESS2 with other ESS.

The LMP will be administered to different types of project workers as follows:

- (a) **Direct Workers.** People employed directly by the PIU/PCU to work specifically in relation to the project at the Ministry.
- (b) **Contracted Workers.** People engaged through third parties to perform work related to core functions of the project, regardless of location. Under this category are included employees of contractors or third-party providers contracted to implement project activities. This can include UN personnel, NGOs and others.
- (c) **Primary Supply Workers.** People engaged as primary suppliers. These include, for example, suppliers of goods to be procured under the project.

The LMP will apply to Project workers including fulltime, part-time, temporary and seasonal.

For Tier 1 activities there will be no use of community labor. This LMP will be updated as needed to include any community labor requirements associated with cash for works.

Labor Forecast

The following types of labor requirements are expected per type of activity. Numbers of workers cannot be estimated at this point, as activities and their scope are not known. Direct workers may come from different Ministries, as activities may require the involvement of different Ministries.

Table 2 Labor forecast

Project Activities	Types of workers
Cash transfers to households	Direct workers and contracted workers
Acquisition of food staples, medicine, medical supplies, veterinary medicine, agricultural inputs, other essential supplies, light equipment, green cookstoves, shelter materials, etc	Direct workers, contracted and supply workers
Finance for surge responders, repair crews, shelter operations, transportation costs	Direct workers and contracted workers
Project Management	Direct workers

The labor requirements of the Project show that the LMP will have to cater for three categories of project workers as described in ESS2, namely direct workers, contracted workers, and primary supply workers.

Relevant Provisions in Malawi Labor Legislation

Table 3 Relevant Provisions in Malawi Labor Related Legislation

	Issues	Malawi Legislation
1	Fundamental employee rights, non-discrimination	This is provided for under Part II of the Labor Relations Act (1996)
2	Contractual arrangements, terms and working conditions of workers	This is provided for under Part V and VI of Employment Act (2000)
3	Working hours	This is provided for under Part VI of Employment Act (2000) specifically Sections 36 which is on 'Normal working hours, weekly rest, etc.'; and Section 37 on 'Maximum daily working hours'.
4	Salaries and wages and frequency of payments	This is provided for under Part VII of Employment Act (2000) specifically on Sections 50 to 55
5	Leave provisions – annual, maternity, sick and holidays	This is covered in Employment Act (2000) specifically under Part VI (sections 40,44,45,46 and 47)
6	Retrenchment/termination of contract arrangements	This is provided for Under Part V Sections 28, to 31 of the Employment Act of 2000, Employment (Amendment) Act 2010
7	Prohibition against all forms of child labor	This is provided for under Part IV of the Employment Act of 2000 on 'Employment on young persons' specifically in sections 21 to 24
8	Prohibition against forced labor	This is provided for under Part II of Employment Act (2000), specifically on section 4
9	Freedom of association and labor unions;	This is provided for under Part II of the Labor Relations Act (1996)
10	Dispute resolution/grievance management systems	This is provided for under Part V of the Labor Relations Act (1996)
11	Safety provisions	Covered under Part V and VI of the Occupational Safety, Health and Welfare Act of 1997
12	Health and employee welfare provisions	This is provided for under Part IV and VI of the Occupational Safety, Health and Welfare Act of 1997

Labor Risk Assessment

As part of the labor risks and impacts identification, the following activities will assist in understanding the exposure pathways. However, it has to be pointed out that presented here are only key risks related to workers of predictable activities:

- The main types of activities for direct workers will be activities in the coordination of the project activities.
- The main types of activities for contracted workers will be activities related to the coordination and implementation of procurement activities
- The main types of activities for supply workers will be related to the production and transporting of goods.

The table highlights and analyses the potential labor risks and impacts in view of the anticipated labor utilization and general baseline settings of the project areas.

Table 4 Labor Risk Identification and Analysis

Risk/Impact	Analysis (Magnitude, Extent, Timing, Likelihood, Significance)	Risk Mitigation Measures
ESS2: Labor and working conditions		
Labor standards are not in accordance with national laws and international standards	Actual labor practices may differ from labor standards and laws	Through the implementation of this LMP these gaps are addressed.
Underpayment of contracted workers or supply workers	Despite the existence of a legally defined minimum wage, there is a risk that contracted, and supply workers are underpaid.	The project will enforce the minimum wage and implement it throughout the project / cascade it down to suppliers. A workers' grievance mechanism will be adopted and implemented.
Labor disputes over contracts	It is possible that disputes over contracts emerge among contracted and supply workers	The project will provide workers' GRM with an appeals mechanism outside of the direct employer.
Poor working conditions: Unsafe work environment	The working conditions of supply workers may be poor. The impact is significant, as it is not known as yet where supplies will be sourced from	Supervision of Supplier Labor Management Practices is essential to mitigate against this risk. A supplier checklist will be used.
Discrimination against women in employment	Women are often still discriminated against in employment, withing Malawi, but also possibly among foreign suppliers.	Contractors and suppliers are compelled to safeguard the interests of women, including gender parity at the workspace, appropriate sanitation facilities at workplace, and appropriate PPE for women. The Project will monitor these measures during field visits where possible, and will require every contracted worker to sign a CoC, as well as adopt and implement workers' GRM.
SEA/SH risks among workers	There is a high incidence of SH of female workers by other workers. However, given that the main activities consist of procurement, the magnitude of this risk is moderate.	The Project takes a zero tolerance stand vis-à-vis SEA/SH toward all workers by other project workers. It will require the signing of CoCs by every direct worker.
Use of child labor	The general minimum age for work is 14 (which is in accordance with ILO standards on minimum age where a country's economy and educational facilities are insufficiently developed). Given that the main activities consist of procurement, the risk of child labor is low among contracted workers. However, given that it is not known yet where goods are sourced from, there is a moderate to substantial risk of child labor among suppliers.	The minimum age of 18 will be enforced in recruitment for direct workers on the Project. Suppliers will be contractually bound to comply with child labor prohibitions. During the procurement process, potential suppliers will be assessed for past abuses. The Project will apply the IFC Exclusion list as guidance for procurement and the PIU/PCU will ensure that suppliers are not involved in any of the listed activities.
Forced Labor	Given that the main activities consist of procurement, the risk of forced labor is low among contracted workers. However, given that it is not known yet where goods are sourced from, there is a moderate to substantial risk of forced labor among suppliers.	Suppliers will be contractually bound to comply with forced labor prohibitions. During the procurement process, potential suppliers will be assessed for past abuses.

		The Project will apply the IFC Exclusion list as guidance for procurement and the PIU/PCU will ensure that suppliers are not involved in any of the listed activities.
Traffic accidents	Given that goods will be transported to their storage location, there is a risk of traffic accidents affecting community members and contracted and supply workers.	Implement Traffic Management Framework

Institutional Arrangements for Implementation of LMP

Given the categories of project workers (direct workers, contracted workers, primary supply workers), this section lays out the operational arrangements amongst the various institutions that are collaborating with the Project to ensure the smooth implementation of the LMP. The requirements of the LMP apply to all categories of project workers and where there is a special emphasis for a particular category of workers, it is highlighted within the applicable section of the LMP.

The requirements of the LMP as applicable to the direct workers will be the responsibilities of the respective PIU/PCU. The PIU/PCU will however have an oversight role vis-à-vis other contractors or third party providers through direct reporting arrangement on the requirements of the LMP in particular and other ESMP requirements in general.

Contracted workers are those who will be employed by contractors or third party providers to execute the project activities. Where the LMP refers to contractor responsibilities, it also refers to any other third party provider. The contractor has the responsibility to ensure LMP implementation at the interface with its respective sub-contractors, while the PIU/PCU oversees the LMP implementation at all levels.

The Primary Suppliers are identified by the PIU/PCU or by an implementing partner. Upon the selection of the supplier, the LMP will be affirmed. Implementing partners have the obligation to ensure that all the procedures for primary supply workers are observed, though the PIU/PCU will have the overall responsibility. ESS2 applies a proportionality approach to oversight responsibility towards suppliers.

Terms and Conditions

Government civil servants, who may provide support to the Project, will remain subject to the terms and conditions of their existing public sector employment agreement or arrangement as provided in the Malawi Public Service Regulations (MPSR) and other government circular. The Project staff and consultants will remain subject to the terms and conditions of currently in place at the MoF. The following terms and conditions will guide management of workers engaged by the implementing partners under the project:

- Workers to be involved should be at least 18 years of age;
- Workers will have an opportunity to negotiate their wages equal or above the government set minimum wage rate;
- Difference in wages will not be influenced by race, color, sex, language, religion, political or other opinion, nationality, ethnic or social origin, disability, property, birth, marital or other status or family responsibilities or other matters arising out of the employment relationship;
- Payment of wages will be done at most on monthly basis on the last day of each month.

During recruitment of workers the Implementing Partners will explain the terms and conditions prior to commencement of work. Section 27 of the Employment Act makes it mandatory for employers to give employees a copy of the written particulars of employment, signed by both parties within one month of employment. Violation of the workers' Code of Conduct will constitute misconduct. In ensuring full compliance with the law in this regard, contractors will be required to furnish PIU/PCU with copies of the Written Particulars of Employment or copies of contract of all its workforce.

Key Procedures

The Project will promote sound worker-management relationships and enhance the development benefits of a project by treating workers in the project fairly and providing safe and healthy working conditions.

The PIU/PCU and implementing partners and all project workers will follow up in ensuring the full accomplishment of the objectives of ESS2 in specific.

Recruitment and Replacement Procedure

Procedure Objective

The objective of this procedure is to ensure that the recruitment process and placement of project workers is conducted in a manner which is non-discriminatory, and employees are inducted to all essential work-related matters.

Procedure

1. Contractors submit a recruitment plan to the PIU/PCU for review and approval. The following details will be shown:
 - i. Number of staff required
 - ii. Intended working condition
 - iii. Intended locations of staff
 - iv. Job specifications in terms of qualification and experience
2. Contractor publishes the job invitation in the appropriate media (local press or direct invitation for contracted worker, or word of mouth through local leaders for community workers) to ensure all potential candidates have access to the information, including women and persons with disabilities, actively addressing risks of nepotism, or other forms of recruitment or employment discrimination.
3. Shortlist and recruit candidates ensuring the following;
 - i. As far as possible, 50% shortlisted candidates are women.
 - ii. As far as possible, 50% engaged employees are women.
 - iii. Screen out candidates under the age of eighteen years.
4. On recruitment, ensure a contract of employment is signed voluntarily, for both contracted workers and community workers.
5. Before commencement of work, the contractor will ensure the employee is inducted on the essential work related issues, which include the following;
 - i. Key Job Specifications
 - ii. Terms and Conditions of Employment
 - iii. Special Codes of Conduct
 - iv. Disciplinary Procedures
 - v. Workers' Grievance Redress Mechanism
 - vi. Freedom to join and participate fully in Workers Association activities, Employment Council or Trade Union
 - vii. Key E&S aspects of the Project and its ESMP and other E&S instruments
 - viii. Emergency Preparedness
6. Maintain all such employment records available for review by the respective PIU/PCU, the World Bank, or Regulatory Authority.

Workers' Grievance Redress Procedure

a. Objectives of the procedure

The objective of this procedure is to settle the grievance between an employer and employee or between employees bilaterally before recourse to formal dispute resolution. Under the provisions of ESS2, the project will provide a grievance mechanism for all direct and contracted workers to raise workplace concerns. Workers will be informed of this grievance mechanism at the time of recruitment and the measures put in place to protect them from any reprisal for its use. The project will put in place measures to make the worker grievance mechanism easily accessible to all project workers.

b. Procedure

1. The PIU/PCU will only engage contractors with registered CoC or who sign an undertaking to comply with the relevant provisions for contracted workers and contractors who will comply with community meetings resolutions on applicable rules in the case of community workers.
2. Implementing partners induct the employees on the applicable workers' GRM to be aware of their rights. All records of induction shall be kept and made available to the PIU/PCU.
3. In case of violation, the aggrieved employee must capture and present the details of the grievance to the person they report to or the supervisor's superior in case of conflict of interest.
4. The supervisor will verify the details and seek to address the matter within the shortest time (up to 48 hours).
5. The supervisor will escalate the matter if not resolved within 48 hours if a resolution is not found.
6. Where no resolution is found, the employee can escalate the matter to the sector specific institutions or courts who will resolve the matter between employer and employee. The Supreme Court's decision is final, where it has exercised lawful jurisdiction.
7. Where the formal courts are not accessible, do not exist in an area, or cannot render a judgment, the matter shall be reported to and handled under the PIU/PCU, for example through the Project Grievance Redress Mechanism (GRM). The PIU/PCU, in this case, will accommodate a fair agreement between the worker and the implementing partner.
8. The implementing partner shall keep records of all proceedings of grievance redress that are within their jurisdiction and furnish the PIU/PCU as part of the periodic progress reporting to the PIU/PCU.
9. In case of risk of retaliation, the employee may immediately escalate to the court system. If confidentiality is requested, the PIU/PCU will ensure it to avoid any risk of retaliation, including in its follow-up actions.

Procedure for Primary Suppliers

Primary supply workers are employees of suppliers who, on an ongoing basis, provide goods and services to the Project. PIU/PCU have oversight of the implementation of the LMP requirements in this category.

Objective of the procedure

The objective of the procedure is to ensure that labor-related risks to the project from primary supply workers are managed in line with the requirements of ESS2.

Procedure

PCU/PIU will undertake the following measures:

- i. Procure supplies from legally constituted suppliers. The legal registration ensures that the company is legally obliged to comply with all applicable labor laws and other laws in Malawi. This will include evidence of
 - Certificate of incorporation
 - Tax Clearance
 - Value Added Tax certificate
 - Registration of supplier with regulatory body for the goods or services where required
- ii. Make a physical check on the supplier's labor management system, including
 - employee contracts
 - OHS
 - any past work-related environmental or occupational incidents
 - workers committee in place

- iii. Check products quality certification and environmental rating where required
- iv. Undertaking to take back waste for reuse, for example containers and packaging where applicable
 - i. Possibility of training in safe use of product by community users where applicable
 - ii. Where potential child labor or forced labor or serious safety risks are identified in a specific sector or industry, in connection with the supply of goods, a mapping exercise should be conducted to identify suppliers relying on such goods.
 - iii. Where it is not possible to identify specific primary suppliers, the mapping should identify general industry labor issues relating to the supply of the respective goods.

Terms and Conditions of Project Workers

The specific terms and conditions for the different categories of project workers and different types of activities will be defined in the inception phase of the project, they will draw on currently applied terms and conditions by the PIU/PCU.

Monitoring and Supervision

The performance monitoring of this LMP will follow the same institutional arrangement as the monitoring and supervision of the ESMP. In general, the respective PIU/PCU will be responsible for the monitoring of the implementation of the LMP. In particular, the Social Specialist in the PIU/PCU will work directly to ensure that the LMP is fully implemented.

The Social Specialist will undertake supervision missions and spot checks as per a schedule to be developed once sites have been selected. Through the initial activity- or site-specific screening process, the Social Specialist will be aware of potential labor-related risks and impacts of activities and will develop a monitoring schedule around these.

Non-compliance of the LMP will be reported to the PIU/PCU Project Manager, and will be taken up in the regular E&S reporting.

PURPOSE

The purpose of this OHSE Framework is to provide guidance for the systematic identification, evaluation, prevention and control of general workplace hazards, specific job hazards, potential hazards and environmental impacts that may arise from foreseeable conditions during the implementation of the CERP.

This document shall be followed by all implementers and suppliers. In case World Bank specific documents are to be implemented, this document will be followed in conjunction with World Bank's specific documents and WB Environment Social and Health Guidelines.

Although every effort has been made to make the procedures and guidelines in line with statutory requirements, in case of any discrepancy, relevant statutory guidelines must be followed. In case World Bank, the financier, has any specific requirement, the same is to be fulfilled.

SCOPE

The document is applicable for CERP implementers at all project sites during the implementation of the activities as per the relevant contractual obligations.

OBJECTIVES AND TARGETS

- The OHSE Framework reflects that the implementer places high priority upon the Occupational Health, Safety and Environment at workplaces;
- Ensure that the Health and Safety of all persons at work site is not adversely affected by the work;
- Ensure protection of environment of the work site and adjacent community;
- Comply at all times with the relevant statutory and contractual OHSE requirements and Good International industry Practice and WB ESHGs;
- Provide trained, experienced and competent personnel. Ensure medically fit personnel only are engaged at work;
- Provide and maintain plant, places and systems of work that are safe and without risk to health and the environment;
- Provide all personnel with adequate information, instruction, training and supervision on the safety aspect of their work;
- Effectively control, co-ordinate and monitor the activities of all personnel on the Project sites including suppliers and contractors in respect of OHSE;
- Establish effective communication on OHSE matters with all relevant parties involved in the Project works;
- Ensure that all work planning takes into account all persons that may be affected by the work;
- Ensure fitness testing of all equipment are certified by competent persons;
- Ensure timely provision of resources to facilitate effective implementation of OHS requirements;
- Ensure continual improvements in OHS performance;
- Ensure conservation of resources and reduction of wastage;
- Capture the data of all incidents including near misses, process deviation etc. Investigate and analyze the same to find out the root cause;
- Ensure timely implementation of correction, corrective action and preventive action.

OHS TARGETS

Explosion	zero
Fatality	zero
Lost time injury	zero
Fire incidents	zero
vehicle incidents	Zero

TERMS AND DEFINITIONS

Definitions

Incident: Work- related or natural event(s) in which an injury, or ill health (regardless of severity), damage to property or fatality occurred, or could have occurred.

Near Miss: An incident where no ill health, injury, damage or other loss occurs, but it had a potential to cause, is referred to as “Near-Miss”.

Man-Hours Worked: The total number of man hours worked by all employees including Contractors working in the premises. It includes managerial, supervisory, professional, technical, clerical and other workers including contract laborers. Man-hours worked shall be calculated from the payroll or time clock recorded including overtime. When this is not feasible, the same shall be estimated by multiplying the total man-days worked for the period covered by the number of hours worked per day. The total number of workdays for a period is the sum of the number of men at work on each day of period. If the daily hours vary from department-to-department separate estimate shall be made for each department and the result added together.

First-Aid Cases: First aids are not essentially all reportable cases, where the injured person is given medical treatment and discharged immediately for reporting on duty, without counting any lost time.

Lost-Time Injury: Any work injury which renders the injured person unable to perform his regular job or an alternative restricted work assignment on the next scheduled work day after the day on which the injury occurred.

Medical Cases: Medical cases come under non-reportable cases, where owing to illness or other reason the employee was absent from work and seeks medical treatment.

Types of Incidents & Their Reporting: The three categories of Incident are as follows:

Non-Reportable Cases:

An incident, where the injured person is given medical help and discharged for work without counting any lost time.

Reportable Cases:

In this case the injured person is disabled for 48 hours or more and is not able to perform his duty.

Injury Cases:

These are covered under the heading of non-reportable cases. In these cases, the incident caused injury to the person, but he/she still continues his duty.

Total Reportable Frequency Rate: Frequency rate is the number of Reportable Lost Time Injury (LTI) per one Million Person hours worked. Mathematically, the formula read as:

$$\frac{\text{Number of Reportable LTI} \times 1,000,000}{\text{Total Person Hours Worked}}$$

4.1.9 Severity Rate

Severity rate is the Number of days lost due to Lost Time Injury (LTI) per one Million Person hours worked. Mathematically, the formula reads as:

$$\frac{\text{Days lost due to LTI} \times 1,000,000}{\text{Total Person Hours Worked}}$$

Incidence Rate

Incidence Rate is the Number of LTI per one thousand manpower deployed. Mathematically, the formula reads as:

$$\frac{\text{Number of LTI} \times 1000}{\text{Average number of manpower deployed}}$$

HSE ORGANIZATION

Number of Safety Officers: The implementer must deploy one safety officer for every 500 workers or part thereof in each package. In addition, there must be one safety-steward/safety-supervisor for every 100 workers.

Deployment: The Contractor should deploy sufficient safety officers and safety-steward/Safety-supervisor, as per requirement given above, since initial stage and add more in proportion to the added strength in work force. Any delay in deployment will prompt the CERP to order temporary suspension of works until the issue is resolved.

Table 5 Qualification for OHS Personnel

No	Designation	Qualification	Experience
1.	Health and Safety officer	Degree in Engineering or Public Health/ Environmental Health	Minimum two years in the field of Construction or Occupational Health and safety.
2	Health and Safety Supervisor	Degree or diploma in any discipline with full time diploma in Industrial Safety with construction safety as one of the subjects	Minimum two years

Responsibilities

Site In -Charge of Contractor

- Shall engage qualified safety officer(s) and steward (s) as per clause;
- Shall adhere to the rules and regulations mentioned in this code, practice very strictly in his area of work in consultation with his concerned engineer and the safety coordinator;
- Shall screen all workmen for health and competence requirement before engaging for the job and periodically thereafter as required;
- Shall not engage any employee below 18 years of age;
- Shall arrange for all necessary PPEs like safety helmets, belts, full body harness, shoes, face shield, hand gloves etc. before starting the job;

- Shall ensure that no person lifts, carries or move any load which, by reason of its weight, is likely to injure his health or jeopardize his safety as stipulated in the Occupational Safety, Health and Welfare Act of the Republic of Malawi;
- Shall ensure that all Tools & Plants (T&Ps) engaged are tested for fitness and have valid certificates from competent person;
- Shall ensure that provisions for the welfare of the employees such as canteen, rest rooms/washing facilities are provided for at the site;
- Shall adhere to the instructions laid down in Operation Control Procedures (OCPs) available with the site management;
- Shall ensure that person working above 2.0 meter should use Safety Harness tied to a life line/stable structure;
- Shall ensure that materials are not thrown from height. Cautions to be exercised to prevent fall of material from height;
- Shall report all incidents (Fatal/Major/Minor/Near Miss) to the Site engineer /HSE officer;
- Shall ensure that Horseplay is strictly forbidden;
- Night work is forbidden;
- Shall ensure that all personnel working under Contractor are working safely and do not create any Hazard to self and to others;
- Shall ensure display of adequate signage/posters on OHSE;
- Shall ensure conductance of OHSE audit, mock drills, medical camps, induction training and training on OHSE at site;
- Shall ensure full co-operation during OHSE audits;
- Shall ensure submission of look-ahead plan for procurement of HSE equipment's and PPEs as per work schedule;
- Shall ensure good housekeeping;
- Shall ensure adequate valid fire extinguishers are provided at the worksite;
- Shall ensure availability of sufficient number of toilets /restrooms and adequate drinking water at work site and labor colony;
- Shall ensure adequate emergency preparedness;
- Shall be member of site OHSE committee and attend all meetings of the committee;
- Temporary fencing should be done for open edges if Hand – railings and Toe-guards are not available.

Health, Safety and Environment Officer of Contractor

- Carry out safety inspection of Work Area, Work Method, Men, Machine & Material, processes and materials and other tools;
- Facilitate inclusion of safety elements into Work Method Statement;
- Highlight the requirements of safety through Tool-box talks/ other meetings;
- Help concerned heads of sections to prepare Job Specific instructions for critical jobs;
- Conduct investigation of all incident/dangerous occurrences & recommend appropriate safety measures;
- Advice & co-ordinate for implementation of HSE permit systems;
- Convene HSE meeting & minute the proceeding for circulation & follow-up action;
- Plan procurement of PPE & Safety devices and inspect their healthiness;
- Report to OHS specialist on all matters pertaining to status of safety and promotional program at site level;
- Facilitate administration of First Aid;
- Facilitate screening of workmen and safety induction;
- Conduct fire Drill and facilitate emergency preparedness;
- Design campaigns, competitions & other special emphasis programs to promote safety in the workplace;
- Notify site personnel non-conformance to safety norms observed during site visits / site inspections;

- Recommend to Site In-Charge, immediate discontinuance of work until rectification of such situations warranting immediate action in view of imminent danger to life or property or environment;
- To decline acceptance of such PPE / safety equipment that do not conform to specified requirements;
- Encourage raising Near Miss Report on safety along with, improvement initiatives on safety.

PLANNING BY THE CONTRACTOR

Monthly planning and review of HSE activities shall be carried out by Contractor jointly along with the implementer.

Mobilization of Machinery/Equipment/Tools by Contractor

As a measure to ensure that machinery, equipment and tools being mobilized to supplier or consultant are fit for purpose and are maintained in safe operating condition and complies with legislative and owner requirement, inspection shall be arranged by in-house competent authority for acceptance as applicable.

Mobilization of Person power by Contractor

- The Contractor shall arrange induction and regular health check of their employees as per requirement in the Occupational Health and Safety Act.
- The Contractor shall take special care of the employees affected with occupational diseases. The employees not meeting the fitness requirement should not be engaged for such job.
- Ensure that the regulatory requirements of excessive weight limit (to carry/lift/ move weights beyond prescribed limits) for male and female workers are complied with.
- Appropriate accommodation to be arranged for all workmen in hygienic condition.

Provision of PPEs

Personnel Protective Equipment (PPEs), in adequate numbers, will be made available at site & their regular use by all concerned will be ensured.

- All the PPEs shall be checked for its quality before issue and the same shall be periodically checked. The users shall be advised to check the PPEs themselves for any defect before putting on. The defective ones shall be repaired/ replaced.
- The issuing agency shall maintain register for issue and receipt of PPEs.
- The Helmets shall have logo or name (abbreviation of agency name permitted) affixed or printed on the front.

Arrangement of Infrastructure

Drinking water

Drinking water shall be provided and maintained at suitable places at different elevations. Container should be labeled as “Drinking Water”

Washing Facilities

In every workplace, adequate and suitable facilities for washing shall be provided and maintained. Separate and adequate cleaning facilities shall be provided for the use of male and female workers. Such facilities shall be conveniently accessible and shall be kept in clean and hygienic condition and dully illuminated for night use.

Latrines and Urinals

- Latrines and urinals shall be provided in every work place.
- They shall be adequately lighted and shall be maintained in a clean and sanitary condition at all times, by appointing designated person.
- Separate facilities shall be provided for the use of male and female worker if any.

Provision of Shelter During Rest

Proper Shed & Shelter shall be provided for rest during break.

Medical Facilities**Medical Centre:**

- A medical center shall be ensured/identified at site with basic facilities for handling medical emergencies. The medical center can be jointly developed on proportionate sharing basis with permission from the implementer.
- A qualified medical professional shall be deployed at the medical center
- The medical center shall be equipped with one ambulance, with trained driver and oxygen cylinder.
- Medical waste shall be disposed as per prevailing legislation.

First Aider:

- Ensure availability of Qualified First-aider throughout the working hours.
- Every injury shall be treated, recorded and reported.
- Refresher course on first aid shall be conducted as necessary.
- List of Qualified first aiders and their contact numbers should be displayed at conspicuous places

First Aid Box:

- The Contractor shall provide necessary first aid facilities at every work place.
- The first aid box shall be kept by first aider who shall always be readily available during the working hours of the work place. His name and contact number to be displayed on the box.
- The first aid boxes should be placed at various elevations so as to make them available within the reach and at the quickest possible time.
- The first aid box shall be distinctly marked with a Green Cross on white background.
- Monthly inspection of First Aid Box shall be carried out by the owner.
- The Contractor should conduct periodical first –aid classes to keep his supervisor and Engineers properly trained for attending to any emergency.

Health Check Up

The persons engaged at the site shall undergo health checkup before induction.

Provision of Canteen Facility

- Canteen facilities shall be provided for the workers of the project inside the project site.
- Proper cleaning and hygienic condition shall be maintained.
- Proper care should be taken to prevent biological contamination.
- Adequate drinking water should be available at the canteen.
- Fire extinguisher shall be provided inside the canteen.
- Regular health check-up and medication to the canteen workers shall be ensured.

Provision of Emergency Vehicle

Dedicated emergency vehicle shall be made available at workplace by the Contractor to handle any emergency.

Pest Control

Regular pest control should be carried out at all offices, mainly laboratories, canteen, labor colony and stores.

Scrapyard

Scrapyard shall be developed to store metal scrap, wooden scrap, waste, hazardous waste in line with the Waste Management Framework.

Scrap/Waste shall be segregated as Bio-degradable and non-bio-degradable and stored separately.

Illumination

- The Contractor shall arrange at his cost adequate lighting facilities e.g. flood lighting, hand lamps, area lighting etc. at various levels for safe and proper working operations at dark places and during night hours at the work spot as well as at the pre-assembly area.
- Adequate and suitable light shall be provided at all work places & their approaches including passage ways.
- Lamp (hand held) shall not be powered by mains supply but either by 24V or dry cells.
- Lamps shall be protected by suitable guards where necessary to prevent danger, in case of breakage of lamp.
- Emergency lighting provision for night work shall be made to minimize danger in case of main supply failure.
- If the Contractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instructions issued by the authorized official, the implementer shall have the right to take corrective steps at the risk and cost of the Contractor.

HSE TRAINING AWARENESS

HSE Induction Training

All persons entering into project site shall be given HSE induction training by the HSE officer of Contractor before being assigned to work.

In-house induction training subjects shall include but not limited to:

- Briefing of the Project details.
- Safety objectives and targets.
- Site HSE rules.
- Site HSE hazards and aspects.
- First aid facility.
- Emergency Contact No.
- Incident reporting.
- Fire prevention and emergency response.
- Rules to be followed in the camp
- Proper safety wear & gear must be issued to all the workers being registered for the induction (i.e., Shoes/Helmets/Goggles/Leg guard/Apron etc.)
- They must arrive fully dressed in safety wear & gear to attend the induction.
- Any one failing to conform to this safety wear & gear requirement shall not qualify to attend.
- On completing attending Contractor's in-house HSE induction, each employee shall sign an induction training form to declare that he/she had understood the content and shall abide to follow and comply with safe work practices. They may only then be qualified to be issued with a personal I.D. card, for access to the work site

HSE Toolbox Talk

HSE tool Box talk shall be conducted by frontline foreman/supervisor of Contractor to specific work groups prior to the start of work. The agenda shall consist of the followings:

- Details of the job being intended for immediate execution.

- The relevant hazards and risks involved in executing the job and their control and mitigating measures.
- Specific site condition to be considered while executing the job like high temperature, humidity, unfavorable weather etc.
- Recent non-compliances observed.
- Appreciation of good work done by any person.
- Any doubt clearing session at the end.
- Tool box talk to be conducted at least once a week for the specific work.

HSE Training During Project Execution

- Other HSE training shall be arranged by Contractor as per the need of the project execution and recommendation of HSE committee of site.
- The topics of the HSE training shall be as follows but not limited to:
 - Hazards identification and risk analysis (HIRA)
 - Work Permit System
 - Incident investigation and reporting
 - Fire fighting
 - First aid
 - Fire-warden training
 - T & Ps fitness and operation
 - Storage, preservation & material handling
 - A matrix shall be maintained to keep an up-to-date record of attendance of training sessions carried out.

HSE Promotion-signage, Posters, Competition, Awards etc

Display of HSE posters and banners

Site shall arrange appropriate posters, banners, slogans in local languages at work place

Display of HSE signage

Appropriate HSE signage shall be displayed at the work area to aware workmen and passersby about the work going on and dos and don'ts to be followed

Competition on HSE and award

Contractor shall arrange HSE awareness program periodically on different topics including medical awareness for all personnel working at site

HSE COMMUNICATION

Incident Reporting

The Contractor shall submit report of all incidents, fires and property damage etc., not later than 24 hours of the occurrence. The Engineer shall report the same to the OHS Specialist immediately. Such reports shall be furnished in the manner prescribed by the implementer. (Refer to HSE procedure for incident investigation, analysis and reporting for details).

In addition, periodic reports on safety shall also be submitted by the Contractor to the implementer from time to time. Compiled monthly reports of all kinds of incidents, fire and property damage to be submitted to the Specialist as per prescribed formats.

HSE incidents of site shall be reported to the implementer site Management as per Procedure for Incident Investigation and Reporting. Corrective action shall be immediately implemented at the work place and compliance shall be verified by the implementer's OHS Specialist and until then, work shall be put on hold by Construction Manager.

Work Permit System

“HSE Procedure for Work Permit System” shall be followed while implementing permit system.

- Permit applicant shall apply for work permit of particular work activity at particular location before starting of the work with Job Hazard Analysis.
- Permit signatory shall check that all the control measures necessary for the activity are in place and issue the permit to the permit holder.
- Permit holder shall implement and maintain all control measures during the period of permit. He will close the permit after completion of the work.
- The closed permit shall be archived in HSE Department of site.

Safety During Work Execution

Respective Operation Control Procedures (OCPs) are to be followed and adhered to and the same would be contractually binding.

Cylinder Storage and Movement

All gas cylinders shall be stored in upright position. Suitable trolley shall be used. There shall be flashback arrestors conforming to IS-11006 at both cylinder and burner ends. Damaged tube and regulators must be immediately replaced. Number of cylinders shall not exceed the specified quantity as per OCP.

Cylinders shall be moved by tilting and rolling them on their bottom edges. They shall not be intentionally dragged, struck or permitted to strike each other violently. When cylinders are transported by powered vehicle they shall be secured in a vertical position.

Chemical Handling

Displaying safe handling procedures for all chemicals such as lube oil, acid, alkali, sealing compounds etc, at work place. Where it is necessary to provide and/or store petroleum products or petroleum mixture & explosives, the Contractor shall be responsible for carrying out such provision / storage in accordance with the rules & regulations. All such storage shall have prior approval, if necessary, from the Malawi Energy regulatory Authority (MERA) and/OR MEPA.

Electrical Handling

- Providing adequate number of 24 V sources and ensure that no hand lamps are operating at voltage level above 24 Volts.
- Fulfilling safety requirements at all power tapping points.
- High/ Low pressure welders to be identified with separate color clothing. No welders will be deployed without passing appropriate tests and holding valid welding certificates. Approved welding procedure should be displayed at work place.
- The Contractor shall not use any hand lamp energized by Electric power with supply voltage of more than 24 volts in confined spaces like inside water boxes, turbine casings, condensers etc.
- All portable electric tools used by the Contractor shall have safe plugging system to source of power and be appropriately earthed. Only electricians licensed by appropriate statutory authority shall be employed by the Contractor to carry out all types of electrical works. Details of earth resource and their test date to be submitted to OHS specialist.
- The Contractor shall use only properly insulated and armored cables which conform to the requirement.
- The implementer reserves the right to replace any unsafe electrical installations, wiring, cabling etc. at the cost of the Contractor.
- All electrical appliances used in the work shall be in good working condition and shall be properly earthed.
- No maintenance work shall be carried out on live equipment.
- The Contractor shall maintain adequate number of qualified electricians to maintain his temporary electrical installations.
- Area wise Electrical safety inspection is to be carried out on monthly basis as per “Electrical Safety Inspection checklist’ and the report is to be submitted to the implementer’s safety officer

- Adequate precautions shall be taken to prevent danger for electrical equipment. No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person or the public
- The Contractor shall carefully follow the safety requirement of the implementer/ the purchaser with the regard to voltages used in critical areas.

Fire Safety

- Providing appropriate firefighting equipment at designated work place and nominate a fire officer/warden adequately trained for his job.
- Contractor shall provide enough fire protecting equipment of the types and numbers at his office, stores, temporary structure in labor colony etc. Such fire protection equipment shall be easy and kept open at all times.
- The fire extinguishers shall be properly refilled and kept ready which should be certified at periodic intervals. The date of changing should be marked on the Cylinders.
- All other fire safety measures as laid down in the emergency preparedness and response plan shall be followed.
- Non-compliance of the above requirement under fire protection shall in no way relieve the Contractor of any of his responsibility and liabilities to fire incident occurring either to his materials or equipment or those of others.
- Emergency contact numbers must be displayed at prominent locations
- Tarpaulin being inflammable should not be used (instead, only non-infusible covering materials shall be used) as protective cover while preheating, welding, stress relieving etc. at site.

Lifting Safety

- It will be the responsibility of the Contractor to ensure safe lifting of the equipment, taking due precaution to avoid any incident and damage to other equipment and personnel.
- All requisite tests and inspection of handling equipment, tools & tackle shall be periodically done by the Contractor by engaging only the Competent Persons as per law.
- Defective equipment or uncertified shall be removed from service.
- Any equipment shall not be loaded in excess of its recommended safe working load.

Environmental Control

Environment protection has always been given prime importance. Environmental damage is a major concern of the principal Contractor, and every effort shall be made, to have effective control measures in place to avoid pollution of Air, Water and Land and associated life. Chlorofluorocarbons such as carbon tetrachloride and trichloroethylene shall not be used. Waste disposal shall be done in accordance with the guidelines laid down in the Waste Management Plan.

Any chemical including solvents and paints, required for construction shall be stored in designated bonded areas around the site as per Material Safety Data Sheet (MSDS).

In the event of any spillage, the principle is to recover as much material as possible before it enters drainage system and to take all possible action to prevent spilled materials from running off the site. The Contractor shall use appropriate MSDS for clean-up technique.

All Contractors shall be responsible for the cleanliness of their own areas.

The Contractors shall ensure that noise levels generated by plant or machinery are as low as reasonably practicable. Where the Contractor anticipates the generation of excessive noise levels from his operations the Contractor shall inform the Construction Manager accordingly so that reasonable and practicable precautions can be taken to protect other persons who may be affected. It is imperative on the part of the Contractor to join and effectively contribute in joint measures such as tree plantation, environment protection, contributing towards social upliftment, conversion of packing woods to school furniture, keeping good relation with local populace etc. The Contractor shall carry out periodic air and

water quality check and illumination level checking in his area of work place and take suitable control measure.

Housekeeping

Keeping the work area clean/ free from debris, removed scaffoldings, scraps, insulation/sheeting wastage /cut pieces, temporary structures, packing woods etc. will be in the scope of the Contractor. Such cleanings have to be done by Contractor on daily basis by an identified group. If such activity is not carried out by Contractor is not satisfied, then the implementer may get it done by other agency and actual cost along with overheads will be deducted from contractor's bill. Such decisions shall be binding on the Contractor.

- Proper housekeeping to be maintained at work place and the following are to be taken care of on daily basis.
- All surplus earth and debris are removed/disposed of from the working areas to identified locations.
- Unused/Surplus cables, steel items and steel scrap lying scattered at different places/elevation within the working areas are removed to identified locations.
- All wooden scrap, empty wooden cable drums and other combustible packing materials, shall be removed from workplace to identified locations. Sufficient waste bins shall be provided at
- Different work places for easy collection of scrap/waste. Scrap chute shall be installed to remove scrap from high location.
- Access and egress (stair case, gangways, ladders etc.) path should be free from all scrap and other hindrances.
- Workmen shall be educated through tool box talk about the importance of housekeeping and encourage not to litter.
- Labor camp area shall be kept clear and materials like pipes, steel, sand, concrete, chips and bricks, etc. shall not be allowed in the camp to obstruct free movement of men and machineries.
- Fabricated steel structures, pipes & piping materials shall be stacked properly.
- No parking of trucks/trolleys, cranes and trailers etc. shall be allowed in the camp, which may obstruct the traffic movement as well as below LT/HT power line.
- Utmost care shall be taken to ensure overall cleanliness and proper upkeep of the working areas

Waste Management

Take suitable measures for waste management and environment related laws/legislation as a part of normal construction activities. Compliance with the legal requirements on storage/ disposal of paint drums (including the empty ones), Lubricant containers, Chemical Containers, and transportation and storage of hazardous chemicals will be strictly maintained.

Bins at a Workplace

- Sufficient rubbish bins shall be provided close to workplaces.
- Bins should be painted yellow and numbered.
- Sufficient numbers of drip trays shall be provided to collect oil and grease.
- Sufficient quantities of broomsticks with handle shall be provided.
- Adequate strength of employees should be deployed to ensure daily monitoring and service for waste management.

Storage and Collection

- Different types of rubbish/waste should be collected and stored separately.
- Paper, oily rags, smoking material, flammable, metal pieces should be collected in separate bins with close fitting lids.
- Rubbish should not be left or allowed to accumulate on construction and other work places.
- Do not burn construction rubbish near working site

Segregation

- Earmark the scrap area for different types of waste.
- Store wastes away from building.
- Oil spill absorbed by non-combustible absorbent should be kept in separate bin.
- Clinical and first aid waste stored and incinerated separately.

Disposal

- Sufficient containers and scrap disposal area should be allocated.
- All scrap bin and containers should be conveniently located.
- Provide self-closing containers for flammable/spontaneously combustible material.
- Keep drainage channels free from choking.
- Make schedule for collection and disposal of waste.

Warning and Signs

- Appropriate sign to be displayed at scrap storage area
- No toxic, corrosive or flammable substance to be discarded into public sewage system.
- Waste disposal shall be in accordance with best practice.
- Comply with all the requirements of Pollution Control Board (PCB) for storage and disposal of hazardous waste.

Emergency Preparedness and Response

- Emergency preparedness and response capability of site shall be developed and implemented accordingly.
- Availability of adequate number of first aiders and fire warden shall be ensured with the implementer and its Contractors
- All the Contractor's supervisory personnel and sufficient number of workers shall be trained for fire protection systems. Enough number of such trained personnel must be available during the tenure of contract. Contractor should nominate his supervisor to coordinate and implement the safety measures.
- Assembly point shall be earmarked and access to the same from different location shall be shown
- Fire exit shall be identified, and pathway shall be clear for emergency escape.
- Appropriate type and number of fire extinguisher shall be deployed as per Fire extinguisher deployment plan and validity shall be ensured periodically through inspection
- Adequate number of first aid boxes shall be strategically placed at different work places to cater emergency need. Holder of the first aid box shall be identified on the box itself who will have the responsibility to maintain the same.
- First aid center shall be developed at site with trained medical personnel and ambulance
- Emergency contact numbers (format given in EPRP) of the site shall be displayed at prominent locations.
- Tie up with fire brigade shall be done in case Contractor is not having a fire station.
- Tie up with hospital shall be done in case Contractor is not having a hospital.
- Disaster Management group shall be formed at site
- Mock drill shall be arranged at regular intervals. Monthly report of the above to be given to the OHS Specialist
- Mock drill shall be conducted on different emergencies periodically to find out gaps in emergency preparedness and taking necessary corrective action

HSE INSPECTION

Inspection on HSE for different activities being carried out at site shall be done to ensure compliance to HSEMS requirements. The Contractor shall maintain and ensure necessary safety measures as required for inspection and tests as applicable, to enable inspection agency for performing Inspection. If any test equipment is found not complying with proper safety requirements, then the Inspection Agency may withhold inspection, till such time the desired safety requirements are met.

Daily HSE Checks

- Both the Site Supervisors and safety officer of Contractor are to conduct daily site Safety inspection around work activities and premises to ensure that work methods and the sites are maintained to an acceptable standard. The following are to form the common subjects of a daily safety inspection:
- Personal Safety wears & gear compliance.
- Complying with site safety rules and permit-to-work.
- Positions and postures of workers.
- Use of tools and equipment etc. by the workers.
- The inspection should be carried out just when work starts in beginning of the day, during peak activities period of the day and just before the day's work ends.

Inspection of PPE

PPEs shall be inspected by HSE officer at random once in a week for its compliance to standard and compliance to use and any adverse observation shall be recorded in the PPE register.

Inspection of Tools and Plants (T&Ps)

- A master list of T&Ps shall be maintained by the Contractor.
- All T&Ps being used at site shall be inspected by HSE officer once in a month
- The T&Ps which require third party inspection shall be checked for their validity during inspection. The third-party test certificate should be accompanied with a copy of the concerned competent person's valid qualification record.
- The validity of T&P shall be monitored as per "Status of T&Ps" format.

HSE PERFORMANCE

- Contractor shall be assessed on monthly basis for HSE Compliance by Safety In-charge at the site.
- The implementer shall reserve the right to use this assessment for evaluating bidder's capacity for future tenders
- Suitable HSE reward system shall be developed at site level to promote HSE compliance amongst workmen by the Contractor. To decide HSE reward, performance towards HSE shall be evaluated for workmen and it shall be awarded regularly in public gathering.
- If safety record of the Contractor in execution of the awarded job is to the satisfaction of safety department of the implementer, issue of an appropriate certificate to recognize the safety performance of the Contractor may be considered by the implementer after completion of the job.

OTHER REQUIREMENTS

- In case of any delay in completion of a job due to mishaps attributable to lapses by the Contractor, the implementer shall have the right to recover cost of such delay from the payments due to the Contractor, after notifying the Contractor suitably.
- If the Contractor fails to improve the standards of safety in its operation to the satisfaction of the implementer after being given reasonable opportunity to do so and/or if the Contractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instruction regarding safety issued by the implementer, the implementer shall have the right to take corrective steps at the risk and cost of the Contractor after giving a notice of not less than 7 days indicating the steps that would be taken by the implementer .
- If the Contractor succeeds in carrying out its job in time without any fatal or disabling injury incident and without any damage to property, the implementer may, at its sole discretion, favorably consider to reward the Contractor suitably for the performance.
- In case of any damage to property due to lapses by the Contractor, the implementer shall have the right to recover the cost of such damages from the Contractor after holding an appropriate enquiry.

- The Contractor shall take all measures at the sites of the work to protect all persons from incidents and shall be bound to bear the expenses of defense of every suit, action or other proceeding of law that may be brought by any persons for injury sustained or death owing to neglect of the above precautions and to pay any such persons such compensation or which may with the consent of the Contractor be paid to compromise any claim by any such person, should such claim proceeding be filed against the implementer, the Contractor hereby agrees to indemnify the implementer against the same.
- The Contractor shall not employ men below the age of 18 years and women on the work of painting with products containing lead in any form. Wherever men above the age of 18 are employed on the work of lead painting, overalls shall be supplied by the Contractor to the workmen and adequate facilities shall be provided to enable the working painters to wash during the cessation of work.
- The Contractor shall notify the implementer of his intention to bring to site any equipment or material which may create hazard.
- The implementer shall have the right to prescribe the conditions under which such equipment or materials may be handled and the Contractor shall adhere to such instructions.

NON-COMPLIANCE

NONCONFORMITY OF SAFETY RULES AND SAFETY APPLIANCES WILL BE VIEWED SERIOUSLY AND THE IMPLEMENTER HAS THE RIGHT TO IMPOSE PENALTIES ON THE CONTRACTOR FOR EVERY INSTANCE OF VIOLATION NOTICED:

HSE AUDIT/INSPECTION

Regular HSE Audit/inspection shall be carried out by Contractor as per Site HSE audit calendar.

HSE checklist shall be used for carrying out audit/inspection and report shall be submitted to site management.

All non-conformities and observations on HSE identified during internal or external HSE audit shall be disposed of by site in a time bound manner and reported back the implementation status

Corrective action and Preventive action on HSE issues raised by certification body issued by Regional HQs shall be implemented by site and reported to Site management.

MONTHLY HSE REVIEW MEETING

Site shall hold HSE review meeting every month to discuss and resolve HSE issues of site and improve HSE performance. It will also discuss the incidents occurred since previous meeting, its root cause and Corrective action and Preventive action. The agenda is given below:

- HSE performance
- HSE inspection
- HSE audit
- HSE training
- Health check-up camp
- HSE planning for the erection and commissioning and installation activities in the coming month
- HSE reward and promotional activities

The meeting shall be chaired by Construction Manager, convened by HSE coordinator and attended by all relevant staff including Site In-charge of Contractors and HSE officer of Contractors.

Annex 01: FIRST AID BOX

The first-aid box shall be distinctively marked with a Red Cross on a white background and shall contain the following items, namely:

For establishments in which the number of contract laborers employed does not exceed fifty, each first aid box shall contain the following equipment:

- 6 small, sterilized dressings

- 3 medium size sterilized dressings
- 3 large size sterilized dressings
- 6 pieces of sterilized eye pads in separate sealed packets.
- 6 roller bandages 10 cm wide.
- 6 roller bandages 5 cm wide.
- One tourniquet
- A supply of suitable splints
- Three packets of safety pins.
- Kidney tray.
- 3 large, sterilized burn dressings.
- One (30ml) bottle containing a two percent alcoholic solution of iodine
- One (30 ml) bottle containing Sal volatile having the dose and mode of administration indicated on the label
- One snake bite lancet
- One (30gms) bottle of potassium permanganate crystals.
- One pair scissors
- A bottle containing 100 tablets (each of 5 grains) of aspirin
- Ointment for burns
- A bottle of suitable surgical anti-septic solution

(b) For establishment in which the number of contract labor exceeds fifty each first-aid box shall contain the following equipment:

- 12 small, sterilized dressings
- 6 medium size sterilized dressings
- 6 large size sterilized dressings.
- 6 large size sterilized burn dressings
- 6 (15 grams) packets sterilized cotton wool
- 12 pieces of sterilized eye pads in separate sealed packets.
- 12 roller bandages 10 cm wide.
- 12 roller bandages 5 cm wide.
- One tourniquet.
- A supply of suitable splints.
- Three packets of safety pins.
- Kidney tray.
- Sufficient number of eye washes bottles filled with distilled water or suitable liquid clearly indicated by a distinctive sign which shall be visible at all times.
- 4 per cent Xylocaine eye drops, and boric acid eye drops and soda by carbonate eye drops.
- One (60ml) bottle containing a two percent alcoholic solution of iodine
- One (two hundred ml) bottle of mercurochrome (2 per cent) solution in water.
- One (120ml) bottle containing Sal volatile having the dose and mode of administration indicated on the label.
- 2roll of adhesive plaster (6 cmX1 meter)
- 2rolls of adhesive plaster (2 cmX1 meter)
- A snake bite lancet.
- One (30 grams) bottle of potassium permanganate crystals.
- One pair scissors
- A bottle containing 100 tablets (each of 5 grains) of aspirin for burns
- A bottle of a suitable surgical anti septic solution.
- Adequate arrangement shall be made for immediate recoupment of the equipment when necessary.

Annex 02: HSE AUDIT/INSPECTION CHECKLIST / COMPLIANCE REPORT

Table 6 HSE Checklist

Project..... Contractor..... Date..... Inspection by.....				
Item	Yes	No	Remarks	Action
Housekeeping				
Waste containers provided and used				
Passageways and walkways clear				
General neatness of working area				
Other				
Personnel Protective Equipment				
Vehicle and Traffic				
Rules and regulations observed				
Inspection and maintenance				
Licensed drivers				
Other				
Temporary Facilities				
Emergency instructions posted				
Fire extinguishers provided				
First-aid equipment available				
General neatness				
Others				
Fire Prevention				
Personnel instructed				
Fire extinguishers checked				
No smoking in prohibited areas				
Hydrants				
Clearance				
Others				
Electrical				
Handling & Storage of Materials				
Properly stored or stacked				
Passageways clear				
Other				
Flammable Gases and Liquids				
Containers clearly identified				
Proper storage				
Fire extinguisher nearby				
Other				
Environment				
Lubricant waste/engine oils properly dispose.				
Waste from Canteen disposed properly. offices, sanitation etc.				
Disposal of surplus earth, stripping materials, expired batteries, oily r				
Health Checks				
Hygienic conditions at camps O.K.				
Availability of first-aid facilities				
Proper sanitation at site, office & labor camps.				
Arrangement of medical facilities.				
Measures for dealing with illness.				
Availability of potable drinking water for workmen & staff				

Provision of crèches for children.				

Annex 03: INSPECTION OF FIRST AID BOX

Table 7 Inspection of First Aid Box

Name of Site	
Name of Contractor	
Inspection by	
Date of Inspection	

Number of Employees on the Site.....

No	Item	No Available	Remarks
	No. of small, sterilized dressings		
	No of medium sized sterilized dressings		
	No of large sized sterilized dressings		
	No of dressings large sized sterilized burn		
	No of (15 grams) packets sterilized cotton wool		
	No of pieces of sterilized eye pads in separate sealed packets		
	No of roller bandages 10 cm wide.		
	No of roller bandages 5 cm wide		
	Whether tourniquet available		
	Whether supply available. of Suitable P splints		
	No of packets of safety pins		
	Whether kidney tray available		
	Whether sufficient number of eye wash bottles, filled with distilled water or suitable liquid, clearly indicated by a distinctive sign which shall be visible at all times, available.		
	Whether 4%-xylocaine eye drops, and boric acid eye drops and soda by carbonate eye drops available		
	Whether (60ml) bottle containing a two percent alcoholic solution of iodine available		
	Whether (two hundred ml) bottle of mercurochrome (2 per cent) solution in water available.		
	Whether 120ml bottle containing Sal volatile having the dose and mode of administration indicated on the label, available		
	Whether roll of adhesive plaster (6 cm x 1 meter) available		
	No of rolls of adhesive plaster (2 cm x 1 meter)		
	Whether snake bite lancet available.		
	Whether (30 grams) bottle of potassium permanganate crystals available		
	Whether a pair of scissors available		
	Whether bottle containing 100 tablets (each of 5 grains) of aspirin available		
	Whether Ointment for burns available		
	Whether bottle of a suitable surgical anti-septic solution available		

Signature of Contractor's Site Manager:

Annex 04: HEALTH CHECK UP

Table 8 Health Check

Name of Site	
Name of Contractor	
Name of Employee	
Name of Inspector	

History of Illness	H/O Epilepsy	
	H/O Drug Allergy	
	H/O Diabetics/ Hypertension	
	H/O Unconsciousness	
Personal History		
EXAMINATION		OBSERVATION
<u>General Physical Examination</u>		
Height		
Weight		
BMI		
Built And nourishment		
Pallor		
Temperature		
Chest Expansion:	Inspiration	Expansion
Lymph Node Enlargement		
<u>Ear, Nose, Throat</u>		
Ear:		
Nose:		
Throat:		
<u>Cardiovascular System Examination:</u>		
Inspection :		
Palpation :	Pulse	BP
Auscultation (Heart Sounds) :		
<u>Respiratory System</u>		
Inspection :	Respiratory Rate	
Palpation :		
Percussion :		
Auscultation (Breath Sounds) :		
<u>Examination of Abdomen</u>		
Inspection		
Palpation		
Auscultation (Bowel Sounds)		
<u>Any Other</u>		

<u>Clinical Impression</u>

Signature of examining doctor.....

Annex 06: CHECKLIST FOR EVALUATION OF HSE PERFORMANCE

Table 9 Checklist for HSE Performance

No	Parameter for Measurement	M/O	Supporting Documents
1	Induction training for new workers conducted through audio-visual medium & documented?	M	Induction training records
2	Tool box talk conducted regularly as per plan, and documented?	M	Toolbox records
3	Contractor in charge and safety in charge attended safety meetings?	M	Minutes of meetings
4	Whether observations in safety meetings are complied before next meeting	M	Minutes of meetings
5	Preparation and submission of Monthly HSE report within stipulated time	M	Report submission date
6	Preparation and submission of Incident/near-miss report and RCA Report (as applicable) within stipulated time	M	Incident/near miss records
7	Carrying out Inspections and submission of Inspection reports within stipulated time	M	Inspection records
8	Regular Job Specific Training ensured for High-Risk Workers (through audio-visual medium) as per plan	M	Training and attendance records
9	Whether the contractor is registered under construction regulatory authority	M	Registration certificates
10	Availability of Qualified safety officer (1 for every 500 labor)	M	Safety officers' qualification and experience records
11	Availability of Qualified safety supervisor (1 for every 100 labour)	M	Safety supervisor qualification and experience records
12	All the workers are provided PPE	M	PPE Issue Records, Inspection/ non-conformity records
13	Housekeeping done on regular basis and scrap removal at site	M	Housekeeping records, Inspection/ non-conformity records
14	Usage of PPE		PPE Issue Records, Inspection/ non-conformity records
15	Wall openings & floor openings are guarded?		Inspection/ non-conformity records
16	Adequate illumination provided in all working area?		Inspection/ non-conformity records
17	Safety posters, sign boards and emergency contact numbers in all prominent location are displayed?		Inspection/ non-conformity records
18	Availability of automatic reverse horns, Main horn, hook latches for Vehicles,		Inspection/ non-conformity records
19	Availability of Tags & Inspection Certificates for Winches of all capacities		Master T&P List with internal & external test details
20	Availability of Tags & Inspection Certificates, color coding for Chain pulley blocks		Master T&P List with internal & external test details

21	Availability of Tags & Inspection Certificates for Vehicles -		Master T&P List with internal & external test details
22	Use of Any other Applicable Permit as per requirement		Permit Records
23	Material safety data sheet (MSDS) available for all chemicals and displayed in usage and storage area?		Inspection/ non-conformity records
24	Spillages of oil/concrete and other chemical is controlled and cleaned by proper method in case of spill?		Inspection/ non-conformity records
25	Availability of adequate number of urinals in workplace and in elevations and maintained	M	Inspection/ non-conformity records
26	Availability of rest rooms for workers at site	M	Inspection/ non-conformity records
27	Availability of Drinking water facility at work spot		Inspection/ non-conformity records
28	Hygienic rest area for workers		Inspection/ non-conformity records
29	If First aid trained personnel are available and their names are displayed at site?	M	
30	Periodical medical check-up is conducted for all the workers and submitted?		Medical check records
31	Availability of sufficient number of first aid box as per standard list and maintaining record		Inspection records
32	Availability of Fire extinguishers, buckets at all vulnerable points		Fire extinguisher records
33	Periodic fire mock drill conducted?		Fire, Mock drill records
34	Are all flammable materials are stored separately?		

Note: M: Mandatory; O: Optional. Points other than mandatory can be excluded with appropriate justification (scope etc.)

Annex 4: Grievance Redress Mechanism

The Government of Malawi has prepared a Harmonized Grievance Redress Mechanism (GRM) Handbook for Social Support Programmes.² The GRM for the CERP activities will be based on the implementation of the GRM described in the handbook.

During design and implementation of the Project activities, stakeholders may be adversely impacted directly or indirectly. The grievances that may arise might relate to social issues such as exclusion from cash transfers, traffic management concerns, or gender-based violence, and other social and cultural issues. Should such a situation arise, there must be a mechanism through which concerns from affected parties are handled in an efficient, unbiased, transparent, timely and cost-effective manner. The project will therefore institutionalize a Grievance Redress Mechanism to address concerns and grievances that arise in connection with the project activities. Under the World Bank ESSs, Bank-supported projects are required to facilitate mechanisms that address concerns and grievances that arise in connection with a project. This Project GRM should facilitate the project to provide a timely response to concerns and grievances of the project-affected parties related to the environmental and social performance of the project. The Project will provide mechanisms to receive and facilitate resolutions to such concerns. This Annex lays out the GRM for the CERP.

The goal of the GRM is to strengthen accountability to beneficiaries and to provide channels for project stakeholders to provide feedback and/or express grievances related to project supported activities. By increasing transparency and accountability, the GRM aims to reduce the risk of the project inadvertently affecting citizens/beneficiaries and serves as an important feedback and learning mechanism that can help improve the project impacts.

The GRM will be operated in addition to a specific workers' GRM, which is laid out in the Labor Management Procedures (LMP).

The GRM is designed to ensure that project related grievances and perceived injustices are timely and effectively handled by the Project. The Project will ensure that the GRM is efficient and accessible to project affected parties. The GRM shall have a well defined institutional framework, instruments and methodological approach that will guide the grievance resolution process. The GRM therefore provides an effective avenue for expressing concerns, providing redress, and allowing for general feedback from community members.

Information on the GRM will be readily available to all project-affected parties. The GRM is designed in a culturally appropriate and socially inclusive way and is able to respond to all needs and concerns of project-affected parties. The availability of the GRM does not prevent recourse to judicial and administrative resolution mechanisms.

The Social Specialist recruited as part of the respective PIU/PCU will be responsible for ensuring that grievances are resolved. The Project GRM provides for multiple channels through which complaints can be registered in a safe and confidential manner can be enabled. The complaint should be related to the project activities and/or to its implementation and management. Any complaint not directly related to the Project will be referred to the relevant Traditional or Government Authority. The Project GRM will involve the following main steps:

- Receipt of grievance: any stakeholder including people from the affected communities can submit a grievance (written, verbal, text message, telephone, etc. as appropriate for the complainant).
- Registering the complaint: the complaint will be registered in the GRM logbook.

² Government of Malawi, Harmonized Grievance Redress Mechanism (GRM) Handbook for Social Support Programmes, July 2020.

- Referral and examination of complaints: a GRM Committee shall be established (comprising of members from representatives of implementing agencies, elders, community facilitators, etc.) who will examine the complaint, resolve, or escalate the grievance as needed.
- Notifying the complainant: the decision/solution/action by the grievance committee shall be communicated to the complainant as per the stipulated timeline for feedback.
- Closing the complaint: where the decision/solution of the complaint is accepted by the complainant, or complaint that is not related to the project or any of its components, or a complaint that is being heard by the judiciary will be closed following the appropriate procedure based on the acknowledge and signed of complainant.

National Level

Given the nature of the Project activities, only the national level structure of the Harmonized GRM will be applied to this project. A key role is played by the national grievance redress management committee (NGRMC). The NGRMC shall invite the affected person to the hearing of the case and review the decisions made earlier by the three lower committees. Where need be, the NGRMC shall liaise with the project steering committee so that a resolution can be made on the case at hand. If the PAP accepts the resolution, the case is closed at this level. The National Local Government Finance Committee (NLGFC) is then appraised of the outcome of the hearing by the NGRMC. Membership of the NGRMC will include representatives of the key stakeholder institutions of social support programs, including:

- Ombudsperson (chairperson)
- Ministry of Economic Planning and Development and Public-Sector Reforms (secretary)
- Ministry of Local Government and Rural Development
- National Local Government Finance Committee
- Ministry of Gender, Community Development and Social Welfare
- Department of Community Development
- Department of Disaster Management Affairs
- Ministry of Lands, Housing and Urban Development
- Ministry of Labor
- Ministry of Natural Resources

Special cases

It is not always appropriate for a case to be handled by a committee within the GRM structure. Accordingly, committee members will be trained on the appropriate channel to use in special cases:

Criminal cases: All cases recorded by the GRM that are found to be criminal in nature shall immediately be reported to the police. Stakeholders will also be sensitized to report criminal cases directly to the police. Furthermore, the project will raise awareness among communities to make use of the existing anonymous tip-off facility that was established under MASAF IV to report suspected cases of fraud to the Anti-Corruption Bureau.

Gender based violence and sexual abuse: Gender based violence (GBV) and sexual exploitation and abuse cases are substantively different from other complaints that are typically handled by grievance redress mechanisms. These cases are handled in a special way within the GRM to ensure that the information is treated with confidentiality. All GRM actors will be oriented on how to approach survivors and refer such Project Affected Persons (PAPs) to a safe and ethical GBV service provider in the area. Participating communities will also be made aware of the national GBV (5600) and child protection (116) toll free lines for reporting gender-based violence and child protection issues.

Child labor: Any form of child labor is not allowed under social support programs. Any household found to be engaging in this malpractice will be automatically removed from the programs.

Courts: Where the case is not closed by the Project, the PAP shall be advised to seek justice from a court of law, and the decision made by the courts shall be final.

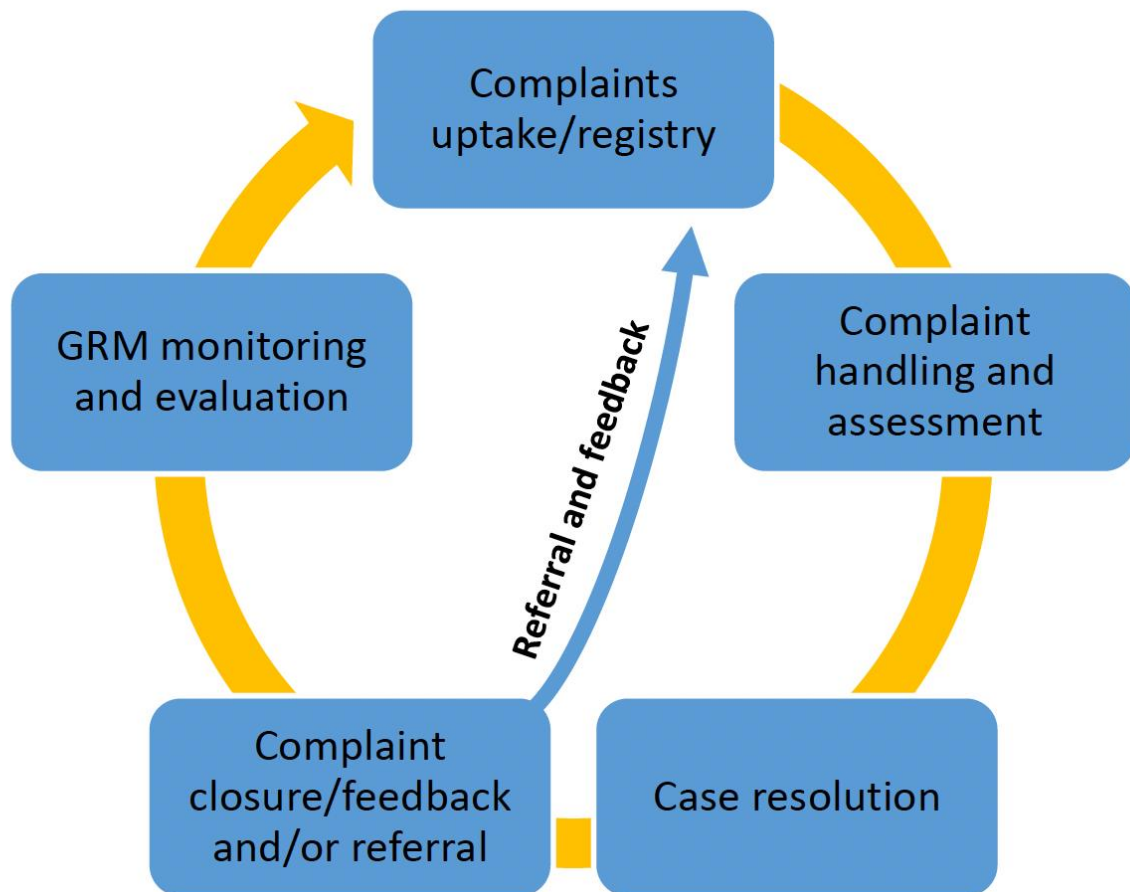


Figure 1 Key activities in the grievance redress process

The GRM process will consist of five key activities performed in managing grievances.

Complaints uptake

The harmonized GRM has provided multiple options for the submission of grievances by PAPs in order to minimize barriers that may prevent them from raising their issues. These channels include the following:

Face-to-face: This includes verbal or written submissions through face-to-face interactions with members of committees, program officials, local structures (chiefs, councilors, members of parliament) at any time or at the pay-point help desk.

National Social Protection Call Centre: PAPs will be made aware of the 351 call centre toll free line . The platform allows PAPs to report cases to the central coordinating unit using their mobile phone. Furthermore, PAPs will, where possible, be provided with the contact details of relevant focal persons in respective target districts and areas to whom cases could be reported.

Once the case has been received, regardless of the channel, it shall be recorded manually in the case register or electronically on the GRM MIS and escalated to relevant stakeholders to initiate case handling.

Case assessment

When a complaint is received, a maximum of 15 days is provided for the committee to respond to the PAP. This is to ensure that there is ample time for assessment and investigation of the grievance and that it is resolved thoroughly and in a timely manner. Where possible, provision of instant feedback will be done depending on the nature of the case.

Once a complaint is received, the committee shall assess the issue by looking at, among other things, the following:

- Whether the complaint is related to the project or not
- Whether the case can be effectively handled by the project committee or referral to an alternative mechanism is needed (e.g. in special cases)

If the committee is confident in its ability to handle the case it will proceed to hear the case and carry out the necessary investigation. If, for whatever reason, the committee determines that it cannot ably handle the complaint, the PAP shall be advised to channel their complaint to an alternative grievance redress level or mechanism and a referral will be recorded to accelerate the case, with adequate information of the alternative channel.

Case resolution

Following case validation and investigation, the responsible committee shall deliberate on a resolution. This resolution will then be submitted to the PAP for their consideration. Where a resolution has been arrived at and the PAP accepts the resolution, the PAP shall be required to sign the resolution and the closure section in the Grievance Log and Resolution Form. Two members of the committee (preferably the chairperson and secretary) shall be required to counter sign. This shall signify that the complaint or grievance has been fully discussed, resolved and closed. All grievances received will be publicly entered into an accessible recording system known as the GRM registry, which will be maintained at all levels.

Feedback of resolution or referral

Where a case resolution has been reached and presented to the PAP, it will be the responsibility of the committee to provide its feedback to the PAP. The committee should present the PAP with the resolution in written format using the GRM Form. It is the responsibility of the committee to read out the resolution to the PAP if the PAP is unable to do so him/herself.

Following communication of the resolution, the PAP can either accept the committee's resolution (by co-signing or placing their thumb print on the resolution section of the form), or he/she can reject the resolution. If the resolution is rejected, a summary of the resolution and how it was arrived at is recorded in the referral section of the GRM Form. It is the responsibility of the committee to provide options for referral of the case, either to a higher committee or other structures that could handle the case.

For the purpose of ensuring confidentiality, only key information such as sex and age of complainant, date that case was reported, nature of case, resolution made, and date of closure or referral shall be sent.

Monitoring and Evaluation

Monitoring and evaluation of the GRM will be undertaken regularly alongside any other monitoring and evaluation exercises for the project. This will assist in establishing the levels of functionality and identify areas for improvement to optimize the efficiency of the GRM system.

The committee will keep a Grievance Resolution Form or a Grievance Log that will indicate the date the complaint was lodged, action taken, and personnel or team responsible for the complaint.

Annex 5: Traffic Safety Management Framework

Purpose and scope of this framework

The Project is expected to generate traffic during the transportation of goods in particular. It is therefore important to ensure that traffic is managed in a manner that facilitates efficiency as well as ensuring the safety of personnel and the local community.

This Framework has been prepared to enable the CERP and its implementers to identify and implement all legal and good practice requirements in respect of the management of traffic risks and impacts associated with the Project activities. The purpose of this Framework is to ensure that traffic management (and management of vehicles and equipment in respect of the Project) is undertaken in a safe and efficient manner. As such, the management of traffic in terms of this framework is intended to avoid and minimize traffic risks to (and impacts on) the health and safety of the local community and any personnel on site during the Project, under both routine and non-routine circumstances. The requirements of this Framework shall apply to all project activities including any implementer appointed to provide vehicles, machinery or drivers for the project.

This is a Framework that will guide the implementer to develop detailed plans suited to specific sites. The implementer or supplier will be required to conduct a site road safety and traffic risk assessment to determine potential road safety and traffic hazards including types of roads, routes, location relative to communities, schools, sensitive issues, etc., considering prevailing traffic conditions and future projections.

A copy of the specific Traffic Safety Management Plan derived from this framework must be maintained on site by the implementer or supplier. This Traffic Safety Management Framework should be kept as an annexure to the ESMP. All employees are obliged to abide by these plans. Sub-contractors must be trained to ensure compliance with this the plans.

Activity-specific Traffic Safety Management Plans

This section outlines the requirements for compiling an activity-specific Traffic Safety Management Plan, which must also take into consideration section 5 of the World Bank Good Practice Note on Road Safety under ESF ESS4 and the E&S considerations listed in this ESMP. Project activity specific measures should be added according to the specific risks and impacts identified. The implementer or supplier is required to compile the detailed plan for how they will conduct their works to ensure that the health and safety risks posed by movable machines and vehicles are either eliminated or mitigated.

Activity description: Include a map, indicating routes in relation to the surrounding environment, community, other public roads and facilities such as schools, hospitals or clinics. Include a google map. Who and how are likely to be impacted by the project-activity traffic?

Include a site layout including Parking areas, access roads, loading and unloading areas, refueling areas, blind spots or sharp corners, access for emergency services including emergency assembly, workspaces and workshops, offices, sanitary facilities, kitchen and rest areas.

Indicate how suitability of the construction roads was determined in relation to the other alternatives considered.

Activity Risk Assessment

- Identify all crossings where pedestrians, vehicles and other road users cross.
- Identify possible blind spots (where vehicles are obscured by other buildings, stockpiles, scaffold)
- Identify all activities taking place in areas that are in proximity with moving vehicles and plant (loading bays, refueling areas, pedestrian area)
- Conduct site risk assessment and provide measures to avoid accidents. The risk assessment should include roles and responsibilities for implementation.
- Hazards and risks related to moving objects (Cranes, vehicles transporting loads).
- Hazards and risks related to flying objects (transportation of quarry, soil and sand, waste materials, fly rock from blasting, roofing material).
- Hazards and risks related to falling objects (movement of unsecured loads or during loading activities).
- Hazards and risks related to collisions with moving vehicles
- Hazards and risks related to striking against fixed or stationary objects (poor stacking of materials such as timber or bricks, which may cause a person to walk into them, poor housekeeping in work areas, scaffold edges close to walk ways, vehicles reversing into fuel tanks or buildings)
- Vehicles and Plant Movement
- Indicate the type of plant and vehicles, its use and type of load and Maximum load (Can be in a table);
- Measures implemented to ensure visibility on roads (signage, including reflective signage);
- Construction vehicle routing agreement, that establishes the routes that construction vehicles take to access sites and camps, and showing the agreed safe regular routes between quarries and batching plants;
- Details of safety measures at the key risk points, such as turn outs, narrow roads, unstable roads;
- Measures to ensure that vehicles are fit for purpose and are checked prior to each use (pre start inspections);
- Measures to avoid mechanical failure of plant and vehicles (such as failure of breaks);
- Measures to avoid accidents from environmental/weather conditions (such as slippery roads during the rainy season, high wind when operating a crane);
- Measures implemented to ensure separation of people from construction vehicles (barriers, alternative foot paths, crossing points with signage);
- Measures to avoid congestion of vehicles in an area. Use one-way systems to avoid reversing. Use of audible devices, banksman while reversing;
- Gradients of 1 in 10 to be avoided, inspections to check access road surface conditions and carrying out regular and timely maintenance on access roads;
- Sufficient lighting especially for night works;
- Management of visiting vehicles such as delivery trucks;
- Loading and Unloading activities
- Develop Safe operating procedure for all loading and offloading activities
- Measures to prevent overloading
- Measures to prevent accidents from placing sheeting over loads and removing it
- Measures to prevent accidents from coupling activities such as trailer attachment and detachment processes.

Hazardous materials and Spill Control

- Records of hazardous materials on site and Material Safety Data Sheet (MSDS)
- Training for workers on MSDS
- Measures to prevent, minimize and clean-up of spills, provision of spill response equipment.
- Establish safe areas for parking, delivery and storage of hazardous materials.
- Provisions for designated wash bays to avoid contaminating land or water resources
- Site rules, communication and training
- Speed limits, Parking areas, one way route systems, visitors' inductions, no resting under plant and vehicles, no reversing from site into traffic.

- Prohibition of parking near structures like scaffolding
- Indicate measures for driver competence (selection criteria, general basic training, job specific training).
- Training plan (Inductions, refresher training, training workers on Job Hazards Assessments, tool box talks)
- Traffic related site rules and driving control measures incorporated into Code of Conduct
- Training workers on incident reporting.
- Work schedules (avoid and minimize impacts of noise, dust, safety of children going to school).
- Workers' transportation
- Provide measures for safety of workers during transportation (Driver competency, Suitability and safety of vehicle including provisions for seatbelts, road conditions).
- Develop Safe Operating Procedures for the following:
 - Fleet management and vehicle road safety, vehicle markings, etc.
 - Driver assessment, check in, work schedules, etc.
- Driving routes traffic management, including filling potholes from the driving, clearing fallen obstacles from vehicles, etc.
- Site traffic safety management, including site layout plan marking routes for vehicles, pedestrians, etc.
- Emergency procedures, if there is an accident/incident what to do on the scene (separate to the ESIRT).
- For Works on active roads:
 - Standards for traffic control and signage that will be used:
 - The work site itself;
 - The roads to get to/from the work site;
 - The roads/routes from resource points e.g. borrow pits, quarry, and others;
 - How machinery and construction move around on the site – esp. scaffold hazardous substances, worker rest areas, etc;
 - How the construction vehicles move on public roads;
 - How to protect the public and other road users from construction vehicles.

General Considerations

The following sections outline general environmental, health, safety, and social considerations to be included in the Traffic Safety Management Plans for specific works.

Licensing, Roads and Maintenance:

Licensing: The implementer shall ensure that:

- All Project vehicles comply with relevant traffic and transport licensing requirements (such as with regard to licensing requirements relating to the transportation of over-sized loads or hazardous materials, including hazardous waste).
- All drivers of vehicles used during the Project shall have the requisite licenses to operate any vehicle (or machinery) operated by them on Site or on any public roads.
- All Project vehicles shall have valid roadworthy certificates and licenses.
- Maintenance
 - All vehicles and machinery used during the Project shall be regularly maintained and repaired where necessary. In this regard, all construction and passenger vehicles used during the Project shall be inspected by an appropriately qualified mechanic every six months following the commencement of the Project. The Project Managers shall ensure that regular inspections are undertaken of construction and passenger vehicles to ensure that they are in good working order and are not overloaded.

- Road and stormwater management infrastructure on Site shall be maintained by the Contractor so as to facilitate traffic safety. Road borders must also be regularly maintained to ensure vegetation remains short. This will enable roads to function as firebreaks.
- Gravel roads shall be sprayed with water or, where available, molasses to limit the generation of dust (where economically viable and environmentally acceptable). If the utilization of water or molasses to limit dust generation on gravel roads is not possible for these reasons, an appropriate dust suppressant must be used for this purpose.
- Any potential road hazard or vehicle defect which may render a vehicle or road unsafe for use shall be immediately reported to the Project Managers of the contractor who shall ensure that the vehicle/road is not used until the necessary repairs have been undertaken.

Maintenance and repairs of vehicles and equipment on sites:

- Where possible and practical, all maintenance of vehicles and equipment shall take place in a workshop area.
- During servicing of vehicles or equipment, a suitable drip tray shall be used to prevent spills onto the soil, especially where emergency repairs are conducted outside the workshop area.
- Leaking equipment shall be repaired immediately or be removed from site to facilitate repair.
- All potentially hazardous and non-degradable waste shall be collected and removed to a registered waste site.
- Workshop areas shall be monitored for oil and fuel spills and such spills shall be cleaned and remediated to satisfaction.
- Should emergency repairs be necessary, drip trays or tarpaulins must be utilised to ensure the collection of the oil. The area for emergency repairs should be identified by the site manager.
- Only emergency repairs shall be allowed on site and a drip tray shall be used to prevent oil spills.
- The implementer must ensure that delivery drivers and plant operators are informed of all relevant procedures and restrictions required ensuring compliance with this document.
- All vehicles and equipment must be well maintained to ensure that there are no oil or fuel leakages.
- The following shall apply:
- All contaminated soil / yard stone shall be removed and be placed in containers for further disposal;

Routing of Traffic, Speed Limits and Signage

Routing and direction of traffic and site access: The movement of all vehicles to and from Site shall be along designated public roads and site access roads. The most appropriate route for large Project vehicles (such as trucks and buses) transporting equipment, materials and employees (along public roads) to and from the Site shall be determined by the Contractor in consultation with the local district council, local road traffic authorities and the local community. A copy of the approved routes must be maintained on Site together with this Plan.

Any anticipated or scheduled traffic delays occasioned by Project vehicles (such as abnormal loads, i.e. the transformers) should be coordinated with local traffic authorities in advance.

The Route: The route utilized for transporting equipment to and from the Site should, as far as possible, avoid urban and residential areas, and should avoid areas of high pedestrian traffic (such as schools and trading centers) so that the interaction of pedestrians with all Project-related traffic will be minimized as far as reasonably possible. No deviation from approved access routes must be allowed by the implementer, unless roads forming part of the approved routes are closed for any reason. Where traffic delays due to transport requirements for the Project are likely, the implementer must liaise and coordinate such events with the responsible authorities.

A designated site access to the Site must be created to ensure safe entry and exit. The Site access will be clearly sign posted and shall not be located so as to cause a traffic risk.

The location and access roads shall be informed by road-use safety requirements and shall seek to limit the impact of traffic on neighboring landowners. The movement of all vehicles within the Site must be along designated roadways. Where possible, existing roads on Site shall be used as access roads.

Adequate and appropriate traffic warning signage must be erected where applicable, along transport routes and access roads.

The implementer shall take preventative measures e.g. screening, muffling, timing, pre-notification of affected parties to minimise complaints regarding noise and vibration nuisance from sources.

Vehicle speed on site shall be restricted to 20km/h for construction vehicles and 30km/h for other motor vehicles.

Fine material which can easily be blown off by wind must be covered during transportation when travelling on public roads.

Deliveries must be scheduled for off-peak hour traffic times.

All trucks and vehicles removing spoil from the site via a public road must have load areas and must be covered by a tarpaulin (plastic/synthetic sheets covers) to prevent rocks and spoil falling onto the road surfaces. Should the covering of vehicles not be possible, vehicles are only to be loaded to a capacity of 80% of the maximum capacity of the vehicle. Pickups and trucks transporting load will have closed tail gates during transportation.

All drivers and operators are to have licences for driving and moving of plant on site.

Speed limit:

- The speed limit on the Site and access roads shall be 20km/h for construction vehicles and 30km/h for light vehicles and passenger vehicles.
- All speed limits applicable to public roads shall be strictly adhered to by all drivers operating vehicles as part of the Project.
- The failure to adhere to the prescribed speed limits is an offence and disciplinary action may be taken by PIU/PCU.

Signage:

It is the responsibility of the Project Managers of the implementer in consultation with the Safety Officer to ensure that signage is conspicuously placed at appropriate locations along all access roads, and public roads (in consultation with the relevant traffic authorities) to indicate the following:

- Road hazards such as blind or sharp corners or loose gravel, speed bumps;
- Warning of construction vehicles operating in the area;
- Appropriate speed limits;
- Turning traffic;
- The Site access;
- Indicating sensitive areas e.g. school, children crossing, church, medical facility, etc;
- Routes to be used by construction vehicles, where appropriate;
- That caution should be taken by motorists or pedestrians;
- No-go areas for vehicles; and
- Any traffic control information which may be relevant in the circumstances such as temporary road closures, detours, or lane reductions
- All project vehicles will be given code numbers conspicuously marked on the body, for example "T04" for easy identification by the public and the officers in case of any eventualities like hit and run accidents.

- Any signage erected in terms of this Plan must be secured against being blown over or out of position by the wind or by-passing traffic. In addition, they should be located so as to provide adequate warning of hazards. Signs located on two-way roads should be visible to traffic traveling in both directions, and care should be taken to ensure that signs are not obscured by vegetation or dirt.

Pedestrian and Passenger Safety

All personnel transported to and from the Site shall be safely accommodated in appropriate passenger vehicles. No employee or member of public shall be transported on the back of open trucks or in grader bins. The Safety Officer shall ensure that this requirement is adhered to at all times.

All vehicles transporting employees shall be appropriately maintained and shall not carry more passengers than the number of persons for whom seating accommodation is provided.

Assembly points for passengers embarking passenger vehicles shall be located a safe distance from areas/routes of high vehicle traffic. Roads and areas used by construction vehicles shall, as far as possible be avoided by all personnel. Designated pedestrian routes shall be demarcated where appropriate.

Vehicle and pedestrian safety shall be emphasized in the Safety Induction Training required to be provided by PIU/PCU. All employees and construction personnel shall be trained and informed as to the dangers and risks posed by construction and other traffic, such training shall also include appropriate precautionary measures required to be undertaken to facilitate safe and efficient traffic management (e.g. checking for traffic before crossing roadways and utilizing designated pedestrian routes). Drivers shall be adequately trained in the recognition and avoidance of road hazards, vehicle maintenance and safety requirements.

Arrangements shall be made to ensure that pedestrians, livestock, cyclists and motorcyclists (including kabaza) are kept clear of site vehicles and mobile plant by providing adequate traffic routes and other controls.

In as much as it is reasonably practical, eliminate or minimise the need for reversing.

In instances where reversing cannot be eliminated, pedestrian exclusion zones will be created so far as is reasonably practical.

Where reversing cannot be eliminated and pedestrian cannot be excluded, a competent traffic marshal shall be used to guide the vehicle from a position of safety.

All vehicles being used for transport of goods shall:

- Be driven in a manner which is safe;
- Be loaded in a way that it can be driven, operated or towed safely;
- Have means to provide adequate visibility to the operator;
- Have suitable steps taken to prevent unintended movement of the vehicle; and
- Have the person in control of the vehicle able to give adequate warning to any person liable to be at risk from movement of the vehicle

Any vehicle leaving the site will have clean wheels and bodywork free of loose materials.

Stakeholder engagement

The traffic safety procedures, transport routes and construction schedules intended to be applied during the construction phase shall be finalized in consultation with members of the local community, the local authority and affected landowners, in accordance with the project Stakeholder Engagement Plan, prior to the commencement of construction activities.

The scope of such engagement should include the designation of routes for construction vehicles, procedures for complaints and emergency procedures shall be concluded in consultation with local community members, affected land owners and local emergency and traffic authorities.

In this regard, appropriate measures shall be taken to ensure that:

- The routes used by construction vehicles (as far as possible) avoid areas of high pedestrian traffic;
- Adequate signage is used to warn local community members of hazards (e.g. site access, construction vehicles turning);
- Information dissemination and awareness is conducted to inform community members of increased traffic risks and appropriate precautionary measures; and
- Community members are aware of the Contractors' construction (and delivery) schedules.

Transport of Equipment and Materials

It is the responsibility of the implementer (for the duration of the construction phase) to ensure the following:

- All equipment and/or materials transported to or from Site shall be appropriately secured to, or contained in, vehicles.
- No construction vehicles shall be loaded in excess of its manufacturer-specified weight bearing capacity.
- All vehicles used during the Project shall have the appropriate load-bearing capacity for the materials and/or equipment intended to be transported.
- Drivers shall be appropriately trained and permitted in driving techniques applicable to specific loads (e.g. hazardous substances) where necessary.

Emergency Response and Reporting of Hazards

Prior to the commencement of the activity, local emergency services (ambulance and medical services, police and fire and rescue) shall be consulted by the implementer in relation to the availability of emergency services to attend to road accidents associated with the Project.

In the event that any traffic hazard is identified on Site by any person or Project personnel, such hazard shall be immediately reported to the Manager who shall take the appropriate measures to avoid an incident or accident being caused. The reported hazard shall be kept in the site OHS File, including how the hazard was mitigated/addressed. Fatality, severe injury or near miss will be reported to the World Bank within 48 hours. Minor incidents will be recorded and submitted through monthly progress reports.

Drivers of project vehicles will be required to undertake first aid training and all project vehicles shall carry first aid supplies, emergency markers, and applicable valid fire extinguishers which should be adequate to cater for the number of passengers carried on the vehicle in question. Vehicles will have working and operational hazard lights.

In the event that an accident occurs on-site or off-site, the on-site emergency procedure shall be followed. In the event that an accident occurs off-site, it shall immediately be reported to the relevant emergency service providers by the driver, and in the event that the driver is incapacitated, by any other passenger on such vehicle.

Surrounding community members should be sensitized of the existence of the Grievance Redress Mechanism (GRM) through which they can register their concerns including drivers' misconduct like over speeding and careless driving. Construction vehicles will be required to have conspicuously visible identification numbers (e.g T4) for easy identification and reporting by the community members.

Contingency Planning for Unexpected Events, Such as Extreme Weather Conditions, Accidents, or Delays.

It is important for the implementer to reduce the impacts of delays caused by extreme weather conditions and other unforeseen emergencies by planning ahead and scheduling well. There should be Plan B and Plan C if possible. Weather is unpredictable but proper and accurate planning can help the contractors optimize their plans and resources around the expected delays. Should Plan A fail in the event of weather disturbances, at least it's easier to shift to Plan B without losing track when you have a construction software like Pro Crew Schedule to guide you.

Prioritize Safety: During the rain, it can still be possible to work on the site provided that it is complete with safety features intended for this kind of weather disturbance. But there are times when it's also impossible to work like during heavy downpours, electrical storms, and hail. So don't push for operations to continue otherwise, you would see some accidents happening. Not only that, it can also require rework like when you are trying to rush cement pouring or installation of steel bar frames.

For marginal weather that allows for some outdoor work, make sure workers have the proper garb and equipment. Treaded, non-skid footwear, gloves, hoods and other outerwear permits work in some conditions.

Health and safety risks are higher during most adverse weather spells. The hazards should undergo a thorough assessment to decide if work must stop until the conditions have cleared or if it can continue.

Firstly, risk management should begin with monitoring the closest weather stations to the construction site. This will provide a head start on planning for any adverse weather predictions, allowing the contractor to consider the risks before it arrives. However, bad weather might show up with little to no warning, meaning the contractors have no time to prepare. For this reason, planning for all available scenarios should be carried out before construction starts.

Each risk should be evaluated to see if it could be avoided, eliminated, reduced, transferred or accepted. The level of impact should also be graded either low, medium or high. For example, torrential rain might have a high impact since the water can cause erosion of materials. Flooding becomes more likely, which creates a serious risk of danger to life. Health and safety dangers combined with potential losses for materials and equipment means that action must be taken. At this point, halting work is the only solution to eliminate the life-threatening risk. The risk management team for the construction site should begin looking at possible ways to reduce the impact on the workers without drastically increasing the time and cost of the project.

Extreme temperatures are usually easier to predict and plan around. For example, water should be provided, and breaks encouraged at regular intervals in extremely high temperatures. These risks can easily be mitigated to avoid delays.

Monitoring and Reporting

Monitoring: Monitoring the performance of the traffic management plan is essential to evaluate its effectiveness and identify any areas for improvement. We will use various indicators and methods, such as traffic counts, travel time, crash data, and feedback surveys, to measure the impact of the traffic

management plan on the traffic flow and the user satisfaction. We will also conduct regular audits and inspections to check the compliance and safety of the traffic management plan. Reports and findings should be documented and recommendations suggested for future reference and learning.

Reporting: The implementer shall submit reports of all incidents, fires and property damage etc to the Engineer immediately after such occurrence, but in any case, not later than 24 hours of the occurrence.

In addition, periodic reports on safety shall also be submitted by the implementer to PIU/PCU from time to time. Compiled monthly reports of all kinds of incidents, fire and property damage to be submitted to the E&S Specialist as per prescribed formats. HSE incidents of site shall be reported to the PIU/PCU.

Annex 6: Code of Conduct for suppliers and transporters

Suppliers including their transporters are obliged to create and maintain an environment which prevents social risks. They have the responsibility to communicate clearly to all those engaged on the project the behaviours which guard against any form of abuse and exploitation. In order to prevent social risks, the following core principles and minimum standards of behaviour will apply to all suppliers without exception:

1. GBV or VAC constitutes acts of gross misconduct and are therefore grounds for sanctions, penalties and/or termination of employment and/or contract. All forms of social risks including grooming are unacceptable at the distribution centres.
2. Treat women, children (persons under the age of 18) and people with disability with respect regardless of race, colour, language, religion, political or other opinion, national, ethnic, cultural beliefs/practices, or other status.
3. Do not over speed but observe speed limits and do not travel at night as per
4. travel Do not use language or behaviour towards men, women or children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
5. Sexual activity with children/learners under 18 (including through digital media) is prohibited. Mistaken belief regarding the age of a child and consent from the child is not a defence.
6. Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited.
7. Sexual interactions between supplier's employees (including transporters) and communities surrounding the distribution centres that are not agreed to with full consent by all parties involved in the sexual act are prohibited. This includes relationships involving the withholding, promise of actual provision of benefit (monetary or non-monetary) to community members in exchange for sex.
8. All employees/transporters for the supplier are required to attend an induction prior commencement of the distribution exercise to ensure they are familiar with the social risks and Codes of Conduct.
9. The Supplier shall ensure that employees/transporters dress appropriately i.e., dress in a way that: -
 - Is unlikely to be viewed as offensive, revealing, or sexually provocative.
 - Does not distract, cause embarrassment or give rise to misunderstanding
 - Is absent of any political or otherwise contentious slogans
 - Is not considered to be discriminatory and is culturally sensitive

10. The Supplier shall comply with the national, international labour laws and all applicable laws.
11. All Suppliers shall ensure that their employees/transporters sign an individual Code of Conduct confirming their agreement to support prevention of social risks activities.
12. Where possible, the Supplier shall ensure employment of local workforces especially where unskilled labour is required to mitigate social risks e.g offloading of inputs from the tracks

I do hereby acknowledge that I have read the foregoing Code of Conduct, do agree to comply with the standards contained therein and understand my roles and responsibilities. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in termination of the contract.

FOR THE SUPPLIER

Signed by: _____

Signature: _____

Title: _____

Date: _____

Annex 7: Standard of Operation Procedures (SOPs) for prevention of community road accidents

Below is the Community accident prevention standard of operation procedures intended to help reduce and prevent accidents and incidents caused by transporters as they travel to deliver the maize to designated delivery points.

Action	Responsible party	Time frame
vehicle inspections (Use a checklist in Annex 4)	Transporters	Monthly
Loading inspections and Load limit verification	Transporters	Daily
vehicle service verification	PIU	Monthly
Weighbridge compliance	Transporters	daily
Weighbridge compliance Verification	PIU	daily
All vehicles should have valid insurance and COF	Transporters	Daily
All drivers should have valid driving licenses	Transporters	Daily
Drivers should adhere to speed limits by contracting transporters with speed-tracking devices	Transporters	before the commencement of deliveries
Orient Drivers and other personnel on Safeguards requirements of the CERP intervention	Transporters	before the commencement of deliveries
Driver Adherence to approved daily working hours -Proper fatigue management strategies	Transporters	Daily
Train all drivers on defensive driving skills	Transporters	before the commencement of deliveries
Sensitizations to the communities on the dangers of children playing along the roads	DODMA and District councils	before the commencement of deliveries
Notify the general public of the likely traffic influx in the communities due to the maize Distribution vehicles – Use of radio jiggle on community radio	DODMA and District councils	before the commencement of deliveries

Ensure drivers do not operate the vehicles under intoxication-administering breathalyzers	Transporters	Daily
Route assessment before distribution –to prevent the collapsing of bridges	Transporters	before the commencement of deliveries
Install and operate remote driver behavior monitoring via telematics	Transporters	before the commencement of deliveries and throughout activities implementation
All transporters to sign the Code of Conduct (including their drivers)	Transporters	before the commencement of deliveries
Reporting of incidents and accidents to PIU with necessary details as required by form B and Form C (Refer to Annex 5 & 6)	Transporters and District Councils	Within 24 hour period
Hire designated occupational Health and safety personnel to ensure transporter adherence to Vehicle Inspection SOPs	Transporters	before the commencement of deliveries
Reporting of accidents and incidents to World Bank in line with form B and Form C (Refer to Annex 5 & 6)	PIU	Within 24 hr period

Annex 8: Standard vehicle inspections checklist

Transportation Contractors and Sub-Contractors to regularly use this checklist to help keep up the maize transportation logistic vehicles safe and in good working order. If the inspection activity finds any issues, the vehicle should be grounded to have the issues addressed by a professional mechanic as soon as possible and should under no circumstance be allowed to go on any maize delivery exercise.

Here's is comprehensive vehicle inspection checklist to be used to ensure the maize distribution vehicles are in good working condition:

1. Exterior Inspection

Lights: Ensure all headlights, tail lights, brake lights, and turn signals are functioning.

Mirrors: Check the condition of side and rear-view mirrors.

Wipers and Washers: Verify that wipers are in good condition and washer fluid is topped up.

Tires: Inspect tire tread depth, pressure, and for any visible damage or wear.

2. Under the Hood

Engine Oil: Check oil level and look for any leaks.

Coolant: Ensure coolant levels are adequate and look for leaks.

Brake Fluid: Check the level and condition of brake fluid.

Battery: Inspect for corrosion and check the battery charge.

Belts and Hoses: Look for any signs of wear or cracks.

3. Interior Inspection

Seats and Seatbelts: Ensure seats are secure and seatbelts are working properly.

Dashboard Indicators: Verify that all dashboard warning lights function.

Air Conditioning and Heating: Test to make sure both are operational.

Horn: Check that the horn works.

Windows and Locks: Test all windows and door locks.

4. Operational Check

Brakes: Test brake performance and listen for any unusual noises.

Steering: Ensure the steering is responsive and there are no strange vibrations.

Transmission: Check for smooth gear shifting.

Suspension: Look for any signs of wear or damage and ensure the ride is smooth.

Exhaust System: Listen for unusual noises and check for any visible damage or leaks.

5. Additional Checks for Road Traffic Act Compliance

Registration and Insurance: Verify that the vehicle's registration and insurance are up to date.

Emergency Kit: Ensure you have an emergency kit, including a spare tire, jack, and first aid kit.

Fuel Level: Make sure the fuel tank is adequately filled.

Annex 9: Incident Report Form

The following report form is to be completed by the PIU/PCU within 24 hours in the case of an incident/accident:

Table 10 Incident report form

B1: Incident Details			
Date of Incident:	Time:	Date Reported to PIU:	Date Reported to WB:
Reported to PIU by:	Reported to WB by:	Notification Type: Email/'phone call/media notice/other	
Full Name of Main Contractor:		Full Name of Subcontractor:	

B2: Type of incident (please check all that apply) ¹
Fatality ☐ Lost Time Injury ☐ Displacement Without Due Process ☐ Child Labor ☐ Acts of Violence/Protest ☐ Disease Outbreaks ☐ Forced Labor ☐ Unexpected impacts on heritage resources ☐ Unexpected impacts on biodiversity resources ☐ Environmental pollution incident ☐ Dam failure ☐ Other ☐
See Annex for definitions

B3: Description/Narrative of Incident
<i>For example:</i> I. What is the incident? II. What were the conditions or circumstances under which the incident occurred (if known)? III. Are the basic facts of the incident clear and uncontested, or are there conflicting versions? What are those versions? IV. Is the incident still ongoing or is it contained? V. Have any relevant authorities been informed?

B4: Actions taken to contain the incident			
Short Description of Action	Responsible Party	Expected Date	Status

For incidents involving a contractor: Have the works been suspended under Contract GCC8.9? Yes ☐ ; No ☐ ; Name of Contractor:
--

B5: What support has been provided to affected people

The following report form will be completed by the PCU following investigations into an incident:

Table 11 Incident form to be completed after investigation

C3a: Fatality/Lost time Injury information						
Cause of fatality/injury for worker or member of the public (please check all that apply):						
1. Caught in or between objects ☐ 2. Struck by falling objects ☐ 3. Stepping on, striking against, or struck by objects ☐						
4. Drowning ☐ 5. Chemical, biochemical, material exposure ☐ 6. Falls, trips, slips ☐ 7. Fire & explosion ☐						
8. Electrocution ☐ 9. Homicide ☐ 10. Medical Issue ☐ 11. Suicide ☐ 12. Others ☐						
Vehicle Traffic: 13. Project Vehicle Work Travel ☐ 14. Non-project Vehicle Work Travel ☐ 15. Project Vehicle Commuting ☐						
16. Non-project Vehicle Commuting ☐ 17. Vehicle Traffic Accident (Members of Public Only) ☐						
Name	Age/DOB	Date of Death/Injury	Gender	Nationality	Cause of Fatality/Injury	Worker (Employer)/Public
C3b: Financial Support/Compensation Types (To be fully described in Corrective Action Plan template)						
1. Contractor Direct ☐ 2. Contractor Insurance ☐ 3. Workman's Compensation/National Insurance ☐						
4. Court Determined Judicial Process ☐ 5. Other ☐ 6. No Compensation Required ☐						
Name	Compensation Type		Amount (US\$)	Responsible Party		
C4: Supplementary Narrative						

C1: Investigation Findings

For example:

- I. where and when the incident took place
- II. who was involved, and how many people/households were affected
- III. what happened and what conditions and actions influenced the incident
- IV. what were the expected working procedures and were they followed
- V. did the organization or arrangement of the work influence the incident
- VI. were there adequate training/competent persons for the job, and was necessary and suitable equipment available
- VII. what were the underlying causes; where there any absent risk control measures or any system failures

C2: Corrective Actions from the investigation to be implemented (To be fully described in Corrective Action Plan)

Action	Responsible Party	Expected Date

The following incident form will be completed by the PCU in the case of SEA/SH cases, within 24 hours:

Table 12 Incident Report Form for SEA/SH cases

B1: Incident Details	
Date of incident intake by the project/GM: Reported to project/GM by: ☐ Survivor ☐ Third party ☐ Other: _____ Is a record of this incident in GM? Yes ☐ No ☐	Date Reported to PIU: Reported to PIU by: ☐ GM operator ☐ Directly, by Survivor ☐ Directly, by third party ☐ Other: _____ _____
Date Reported to WBG: Reported to WBG by: ☐ PIU ☐ Directly, by Survivor ☐ Directly, by third party ☐ Other: _____	
B2: Incident type (please check all that apply) See Appendix 1 for definitions	
Sexual exploitation ☐ Sexual abuse ☐ Sexual harassment ☐	
B3: Provide the following details from the GM record	
Age of survivor (if recorded in GM):	Have the national legislation or mandatory reporting requirements been followed? Yes ☐ No ☐
Sex of survivor (if recorded in GM): Male ☐ Female ☐ Other ☐	Was the survivor referred to service provision? ²⁹ Yes ☐ No ☐
Is the survivor employed by the project (as indicated by the survivor or complainant and reported in the GM)? Yes ☐ No ☐	Is the alleged perpetrator employed by the project (as indicated by the survivor or complainant and reported in the GM)? Yes ☐ No ☐
B4: Basis for further action	
a. Has the complainant provided informed consent to lodge a formal complaint? Yes ☐ No ☐	c. Has the survivor provided informed consent to be part of an investigation into misconduct? Yes ☐ No ☐
b. Does the employer have a suitable administrative process and capacity in place to investigate misconduct relating to SEA/SH in a survivor-centered way? Yes ☐ No ☐	d. Has the complaint been filed anonymously or through a third party? Yes ☐ No ☐
If the answer to any of these questions is no, has the GM assessed the risks and benefits of carrying out an investigation into the alleged misconduct, taking into account the survivor's safety and wellbeing? Yes ☐ No ☐	
Will an investigation into misconduct be undertaken in addition to an investigation into adequacy of project systems, processes or procedures? Yes ☐ No ☐	

The following form will be completed by the PCU in case of SEA/SH cases – following investigations:

Table 13 SEA/SH incident report form after investigations

C1: Findings of the investigation		
Have sanctions against a perpetrator been recommended as part of an investigation into misconduct? Yes ☐ No ☐	Has an investigation into adequacy of project systems, processes or procedures been undertaken? Yes ☐ No ☐	
C2: Corrective actions to be implemented (To be fully described in Corrective Action Plan)		
Short Description of Action (SEA/SH examples)	Responsible Party	Timeline for completion/Status
<i>Referral of Survivor to holistic care services</i>		
<i>Undertake disciplinary investigation in accordance with GM timelines and confirmed process</i>		
<i>Disciplinary actions, including sanctions, to be applied following misconduct investigation by Employer</i>		
<i>Increased training on Codes of Conduct (CoC)</i>		
<i>Audit of implementation of SEA/SH safety mitigation</i>		
<i>Strengthened awareness training on project-related risks, CoC and how to report incidents for project-affected community</i>		
<i>Training for project supervisors on the need to follow guidelines of behaviour in CoC and their supervisory responsibilities</i>		
<i>Plan to improve coverage/quality of service provision</i>		
<i>Any other system strengthening measures or corrections for system failures that are necessary</i>		
C3: For incidents involving a Contractor:		
Has the incident been referred to the DAAB? Yes ☐ No ☐		

Annex 10: Stakeholder Engagement Plan

The purpose of the SEP is to present a strategy for engaging stakeholders of the project to ensure that they understand the project and are able to provide feedback and input into the project. It also describes the nature of anticipated stakeholders as well as their information requirements, timing and methods of engagement throughout the lifecycle of the CERP.

The concrete stakeholders for the CERP are not known at this point, but it will likely involve different individuals, groups and institutions who are expected to play key roles at different levels to achieve the objectives of the CERP. In achieving the goals of the project there may also be stakeholders whose interests may be affected by the activities of the project either positively or negatively. A clear understanding of the nature, interest and concerns of such role players will be crucial for effective design and delivery of the CERP activities.

Legislative and Policy Context

The development of this SEP took into account the legal and policy context of the Republic of Malawi, as well as World Bank's ESSs. To begin with, the Constitution of the Republic of Malawi provides for freedom, rights and responsibilities to the citizens of the country. Therefore, stakeholder engagement under the CERP will ensure that people's rights and freedom are observed, promoted and protected at all times in accordance with the Constitution.

Secondly, the Environmental Management Act, 2017 was enacted to ensure conservation and management of the environment in the country. It also provides for the establishment of the Malawi Environmental Protection Authority (MEPA), which regulates environmental and social protection and management in Malawi; and the need for consultation with key stakeholders in all activities related to the utilization and management of environment and natural resources.

This SEP, therefore, takes into account these provisions and requirements so that all key stakeholders and structures are properly consulted. Furthermore, since the project may span across the country covering all districts and cities, and therefore, will deal with various groups of people, which triggers the social protection policies and other legislations such as the National HIV and AIDS Policy (2012), the National Gender Policy (2017), Disability Act (2012), and labour laws.

The World Bank's Environmental and Social Framework, particularly ESS10, makes stakeholder engagement and information disclosure a requirement for projects which the Bank finances. The standard stresses that the nature and level of stakeholder engagement should be commensurate with the level of the risk and impact anticipated in the project.

Stakeholder Identification and Analysis

The design and delivery of the CERP activities will involve several supporting partners led and coordinated by the Government of Malawi through relevant ministries, departments and agencies.

Implementation may take place through selected Ministries, Departments and Agencies, UN partners, NGO or others.

Leverage on Existing Key Stakeholders, Structures and Institutional Arrangements

The CERP stakeholder engagement, where relevant, will leverage existing engagement structures, such as through the Social Support for Resilient Livelihood Project (SSRLP). The latter uses existing decentralized implementation structures and arrangements built under Malawi Social Action Fund (MASAF) IV with strong reforms. The National Local Government Finance Committee (NLGFC) is the main implementing agency for the SSRLP, working in close cooperation with several key implementing partners, including Ministry of Local Government; Ministry of Gender, Community Development and Social Welfare; Ministry of Labour; Ministry of Agriculture; Ministry of Natural Resources and Climate Change; Ministry of Lands; Community Savings and Investment Promotion Cooperative Union; and Local Authorities.

Stakeholder Identification and Relevance

Table 14 Stakeholder Identification

Category 1: Project Sponsors/ Supporters		
	Stakeholder Name	Relevance
	Government of Malawi	Sourcing funding, and disbursement of funds
	World Bank	Financier
	Other Development Partners	Co-financiers of the Multi-Donor Trust Fund (MDTF)
Category 2: Project Beneficiaries		Relevance
	Government of Malawi	Socio-economic development, and delivery of social support and resilience building services
	Rural and Urban Local Authorities	Fulfilment of their service delivery mandates
	Targeted communities	Employment opportunities, improved livelihoods, and improved catchments, roads and other amenities.
	Participating individuals	Source of income, improved livelihoods, food security/ improved nutrition and health
	Local businesses	Opportunity for increased trade through supply of project required materials, food stuffs and other things
Category 3: The Affected		
	Affected villages/ communities	Direct impacts of project activities
	Farm & land owners	Direct impacts e.g. potential encroachment on private property
	Vulnerable groups	Could be side-lined in consultations and other activities

	Local businesses	Could be disrupted during some project activities e.g. public works on roads
	General public/ traffic	Disruption of traffic, or other public utilities
	Category 4: Influencers	
	Stakeholder Name	Relevance
	Legislature	Makes laws and oversight role
	District Commissioners, and City CEOs	Overseer of development in the districts and cities
	Chiefs & Block Leaders	Gatekeepers/ entry into villages/ communities and urban areas
	Malawi Environmental Protection Agency (MEPA)	Regulates E&S, and monitors compliance of projects
	Affected communities	Cooperation with implementer(s)/ involvement/ ownership
	Farm & land owners	Cooperation with implementers
	Media	Information dissemination/ news reporting
	Local NGOs and CBOs	Enhancing accountability and advocacy on inclusiveness in project delivery

Affected Parties

In this Project, the beneficiaries and the communities who are expected to be targeted by the interventions will constitute the project affected parties. The CERP may target downstream a broad variety of people, including members of the ultra-poor and vulnerable households in disaster-affected communities. CERP activities at this point focus on cash transfers, which affect vulnerable communities, as well as procurement activities that exclude storage and dissemination. Depending on the type of disaster or crisis, the activities will include stakeholders from different sectors, such as human or veterinarian medicine, or humanitarian actors.

Other Interested Parties

Other interested interest parties include various individuals, institutions and organisations that will be directly involved in the cash transfers or the procurement activities. At national level there will be the selected Ministries, departments and agencies (MDAs), and implementing partners. At district level, the District Commissioners of the target districts, Members of the council, the executive committee and its sub-committees and nongovernmental organisations working in such districts will be direct interested parties. The traditional leaders, area and village development committees and their subcommittees and community volunteers constitute some of the direct interested parties at community level.

On the other hand, the development partners at national level, representatives of NGOs at district and community level, religious groups and their leaders and communities in areas where the project will be implemented are some of other interested parties. Table 1 highlights the various stakeholders for by project component at National, District and Community Level. Table 2

provides a description of each of the key national, district and community level stakeholders including their roles and interests.

Table 28 List of SSRLP AF stakeholders at National, City, District and Community levels according to project components and subcomponents

Project Activity		Stakeholders at National, City, District and Community Levels			
Activity		National level	City/ Urban level	District level	Community level
Cash-transfers		Social Support steering committee Social Support technical committee MFEPD MGCDSW/SCTP NLGFC Development Partners (World Bank, EU, DFID, GiZ, Irish Aid, KfW, UNICEF)	City council Authorities	District Council DEC DSSC NGOs	Targeted beneficiary households and communities, ADCs, VDCs CSSCs, Traditional and religious leaders
Procurement activities		Relevant Ministries Relevant MDAs Sector-specific actors: National- MoH and other relevant government Ministries, Departments and Agencies; National and international health organizations; National & International NGOs. Districts-Local Councils; Health Facilities Ministry of Agriculture, Department of Animal Health and Livestock Development Office of the President and Cabinet, Department of Disaster Management Affairs Humanitarian actors, including UN agencies, international and national NGOs			

Table 29 Description of Stakeholders and their roles, interests and needs

	Description of Stakeholder	Expected Role	Information needs and interests
	<i>Community Level</i>		

1	Targeted Project Beneficiaries These will be ultra-poor and vulnerable households identified	Contribute to the design of the project in order to maximize the benefits from the project interventions	Information on program adjustments, Payment schedules, Contact details of program focal persons, program enrolment figures
2	Members of Project target communities These will be members of the communities from which beneficiaries of the -project will be identified	Support the development and implementation of the project	Information on program adjustments, Payment schedules, Contact details of program focal persons, program enrolment figures
3	Local leaders These may be traditional, religious or political leaders (including ward councillors and Members of parliament) who have influence in the communities where the project will be implemented	Support implementation of programs	Involvement in program implementation
4	Development committee members These are members of Area Development Committees (ADCS) which are operational at traditional Authority (TA) level and Village Development Committees (VDCs) which are operational at Group Village Head level. This also includes members of the various relevant sub-committees of the VDC which are operational at this level.	Support the development and implementation of the project	Project implementation work plans and progress reports
5	Community Extension Workers These are staff of government departments and agencies who work directly with communities and act as a link with district officials involved in the project. These include community development Assistants (CDAs), Health Surveillance Assistants (HSAs), Agricultural Extension Development Officers (AEDOs), Forestry Assistants (FAs), and COMSIP volunteers.	Facilitate delivery of project interventions to communities	Project implementation work plans and progress reports
B. District Level			
1	District Council and Its subcommittees This is a political arm of government at district level and is constituted by elected councillors and members of parliament from the district. It also includes Traditional Authorities who however do not have do not have voting rights. The Council is chaired by Chairperson elected from among the councillors. The District Commissioner serves as secretary to the council.	It's a decision making body on all development matters taking place in the districts	Project implementation work plans and progress reports
2	The District Executive Committee and its Sub-committees This is the technical arm of the government at district level and is comprised of heads government departments, Representatives of NGOs and service providers working in the district, and representatives of interest groups. It is chaired by the district commissioner. The committee has several thematic sub-committees focusing on areas such as agriculture, health, environmental and natural resources,	Provide technical guidance on all development matters taking place in the district	Project implementation work plans and progress reports

	monitoring and evaluation, education, training and capacity building and social support.		
<i>C.</i>	<i>City Level</i>		
	City Council Members Elected members of the council responsible for making policies and decisions on issues affecting their cities	Making policies and decisions on issues affecting their cities	Project implementation work plans and progress reports
	City Council Secretariat Technical team of the council responsible for developing and implementing development programs	Actual delivery of the project activities	Project implementation work plans and progress reports
	Block Leaders Appointed leaders of locations and neighbor hoods in the cities	Support community mobilization and program delivery	Project information and updates
<i>D.</i>	<i>National Level</i>		
<i>D1</i>	<i>National Level Committees</i>		
1	Social Support steering committee - Chaired by the Chief Secretary	Policy oversight	Program updates and challenges requiring attention
2	Social Support technical committee Chaired by Permanent secretary for EP&D	Direction, guidance on implementation	Program updates and challenges requiring attention
3	National Savings and Loans Group Technical Working Group		Program updates and challenges requiring attention
4	Parliamentary Committee on social support Committee of parliament comprising of elected members of parliament	Inform, guide and lobby the National Assembly on national policies, legislation and development projects related to the social support sector	Program updates and challenges requiring attention
<i>C2</i>	<i>Government Ministries Departments and Agencies</i>		
1	National Local Government Finance Committee (NLGFC) NLGFC is a funding agency of the Malawi Government through which funding for development projects and other recurrent transactions to district councils is channelled and managed.	Implementing agent -manage MIS -Develop implementation and training materials -Oversee implementation	District reports and requirements
2	Ministry of Finance and Economic Affairs	-Coordinator of the Social Protection programs	Financial information from the project
3	Ministry of Gender, Social Welfare and Community Development This is the implementation coordination ministry of the social cash transfer program Carries the Department of Community Development which is a key player on community sensitization and mobilization through their District Community Development Officers Community Development Assistants	Coordinate implementation of cash transfers, Manage MIS for SCTP, develop implementation materials and Oversee implementation Community sensitization and	Implementation reports Community mobilization reports and challenges for action

		mobilization for project implementation of community development projects	
5	Ministry of Local Government This ministry is in charge of decentralized institutions and functions that are part of the local government set up at district and community level.	Provide guidance on local governance issues affecting the project	Project updates and challenges requiring action
6	Ministry of Natural Resources and Climate Change Hosts the Environmental affairs Department which has a regulatory mandate on Management of environmental and social issues associated with Projects	Support planning, implementation and monitoring of environmental and social safeguards in the project	Information on Safeguards
7	Ministry of Agriculture / Department of Animal Health and Livestock Development Ministry responsible for veterinarian medicine	Provide policy and technical guidance on veterinarian medicine, involvement in the distribution of medicine and supplies	Program implementation updates
8	Ministry of Labour	Provide policy direction and technical guidance on project matters relating youth and Labour	Program implementation updates
	Ministry of Health Responsible for overseeing the country's health sector	Handling medicines and medical support	Program implementation updates
	Office of the President and Cabinet Department of Disaster Management Affairs Responsible for coordinating disaster risk management activities	Supports planning and coordinates disaster risk management	Program implementation updates
C3	<i>Development Partners</i>		
1	World Bank	Provide technical support on project design and implementation Provide project funding	Program implementation updates
2	European Union	Fund Sctp	Program implementation updates
3	GiZ	Technical support to social protection	Program implementation updates
5	Irish Aid	Fund Sctp Technical support to social protection	Program implementation updates
6	UNICEF	Technical support to social protection	Program implementation updates
7	ILO	Technical support to social protection	Program implementation updates

C4	<i>Non-Governmental Organisations and other Community Based Organisations</i>		
1	Community Savings and Investment Promotion (COMSIP) Is an institution that was formed from within the MASAF series of projects as a concept aimed at promoting community development through mindset change, investment culture and asset creation by community-based groups	lead the implementation of the livelihood support program of the project	Program implementation updates
2	Concern Worldwide	Share experiences on implementation of graduation models	Program implementation updates
3	Save the Children	Share experiences on implementation of e-payment systems	Program implementation updates
4	United Purpose	Share experiences on implementation of cash plus interventions	Program implementation updates
5	Citizen Engagement, Human rights advocacy and Social Accountability CSOs such as NICE, CCJP, CHRR etc	Support citizen engagement and social accountability initiatives	Collaboration and program information updates
6	Community and Faith Based Organisations	Support citizen engagement and social accountability initiatives	Collaboration and program information updates

Disadvantaged and Vulnerable Individuals or Groups

Much as the project is largely expected to have positive impact among beneficiary members of the target communities, there is still a possibility of individuals, families and communities that might be negatively affected by activities of the program. These may come from among the beneficiaries or non-beneficiary members of the target communities. The women and children, the youth, elderly, disabled and chronically ill are often times the most vulnerable because of their limited access to information due to physical, social, cultural and structural barriers within the communities. These categories of people will be particularly targeted with adequate information to understand the nature of project activities and anticipated positive and potential negative impacts of the project. They will also be provided with information on how to access the grievance redress mechanism of the project whenever the need arises.

Members of the community that are old might have mobility challenges to access venues for program activities such as meetings. There will be consideration to organize meetings within manageable distances for such people. Another envisaged challenge is high illiteracy levels in some of the target communities that will make it difficult for beneficiaries to read and understand written information pertaining to the project. Appropriate methods such as public meetings, visual media (posters, billboards, community videos), will be employed to reach out to such groups of people. Hearing challenges (due to age or birth) by some beneficiaries might require use of sign language aides in outreach and visibility tools as well as Public Address systems or megaphones, especially where the meetings attract large crowds of people.

Extra effort will be undertaken to reach out to non-beneficiating members of the target communities in order to make them understand the project targeting processes and capacity limits so that they do not feel disadvantaged.

Purpose and Timing of Stakeholder Engagement Program

The purpose of the engagement program for this project is to: Consult stakeholders on the proposed project design, anticipated environmental and social risks and impacts, mitigation measures, the draft engagement plan and the draft environmental and social risk management instruments. Provide regular information and feedback to stakeholders related to project implementation progress and any other emerging issues throughout the project cycle.

Table 30 Stakeholder Engagement Program

No.	Project Phase	Engagement Activity	Objective	Targeted Stakeholders	Time Frame
1	Project Preparation Phase	National stakeholder consultations	Collect views on the design of the project, environmental and social risks, mitigation measures, grievance redress mechanisms and Stakeholder engagement plan	Representatives of Government MDAS, Development Partners, and NGOs	tbd
		Local Authority level Stakeholder consultations	Collect views on the design of the project, environmental and social risks, mitigation measures, grievance redress mechanisms and Stakeholder engagement plan	Members of the District/City Executive Committees and its Subcommittees	tbd
		Community level Stakeholder consultations	Collect views on the design of the project, environmental and social risks, mitigation measures, grievance redress mechanisms and Stakeholder engagement plan	Members of ADCs, VDCs, CSSCs, COMSIP groups, Traditional and religious Leaders, AECs, Ordinary members of the community including women, youths, the elderly and disabled	tbd
2	Project Implementation Phase	Project inception meetings with District Councils	Provide feedback on approved project design and orient district level stakeholders on their roles	Members of the District Executive Committees	tbd

No.	Project Phase	Engagement Activity	Objective	Targeted Stakeholders	Time Frame
		Community mobilization	Mobilize and prepare target communities for project implementation	Members of target communities, ADCs, VDCs, traditional, religious and political leaders, development sub-committees such as CSSCs, COMSIP groups and marginalized groups	tbd
		Project implementation monitoring and supervision missions	Provide and obtain on going information and support on project performance	National, district, and community level stakeholders	tbd
		Project review meetings with selected stakeholders from National, District and Community level	Provide and get periodic feedback on project implementation progress and any emerging issues	Selected National, District and Community level stakeholders	Twice a year from
3	Project Close Out Phase	Project close out meetings	Engage stakeholders on project exit strategy	Beneficiary communities and groups, national and district stakeholders	tbd

Proposed Strategy for Information Disclosure

Appropriate information will be provided to stakeholders depending on the stage of the project and the identified stakeholder information needs. This will include information on the nature of the project design, the anticipated environmental and social risks and impacts, the proposed mitigation measures, the stakeholder engagement plan, grievance redress mechanisms and how stakeholder views were incorporated in the project design and management of environmental and social risks.

The Project will use a combination of methods to disclose information pertaining to the project in a manner that is commensurate with the nature of the identified stakeholders and environmental and social sensitivity of the project. For community level stakeholders, information will mostly be disclosed through public meetings organized within the communities. Deliberate efforts will be made to ensure that vulnerable groups of people such as women and children, the elderly and disabled are adequately represented and heard in such meetings. At national and district level, disclosure of information will be done through meetings with the representatives and members of relevant MDAs, committees and sub-committees. Printed and electronic copies of relevant project documents will be made available to stakeholders through appropriately designated places within reach of stakeholders.

Communication to stakeholders on information disclosure programmes will be conveyed through relevant means depending on targeted audiences. Mostly, the project will use written forms of

communication such as letters and electronic mails, community radio stations where available, and mobile public address system. Where possible social media platforms and groups will be created assist in information dissemination to targeted stakeholders. All these processes, platforms, and channels will be linked to the PIU website. The Table below summarizes the key methods that will be used for disclosure of Project information at different stages of the Project.