**Environmental and Social Management Framework (ESMF)**

**List of Annexes**

accompanying the ESMF Template for Low to Moderate Risk Projects

**April 2023**

This List of Annexes accompanies the ESMF Template for Low to Moderate Risk projects. Annexes such as the Screening Form, the Environmental and Social Management Plan (ESMP) Template and the Labor Management Procedures (LMP) will be relevant for most projects. The other Annexes may or may not be relevant for the individual project. Depending on the labor risks in the project, the LMP may also be drafted as a separate document from the ESMF.

The relevant Annexes should be customized for the individual project and added to the ESMF.

This List contains the following Annexes:

1. Screening Form

2. Environmental Codes of Practice (ESCOP)

3. Environmental and Social Management Plan (ESMP) Template

4. Simplified Labor Management Procedures

5. Chance Find Procedures

6. Fertilizer and Pest Management Plan

# Annex 1. Screening Form

This is an example of a screening form. The objective of the screening form is to guide the Borrower in 1) assessing the various environmental and social risks and impacts that different sub-project activities will pose, and 2) selecting the right environmental and social management plans that will be applicable to those sub-project activities.

One of the key considerations is whether the sub-project activities can use pre-prepared management measures already included in the ESMF, such as ESCOPs, the simplified LMP or a Pesticide Management Plan OR whether sub-project activities require the preparation of site-specific management instruments.

The example screening form below goes through each ESS and asks the Borrower whether sub-project activities will result in certain key environmental and social impacts. Based on these, it instructs the Borrower which management plans to prepare and/or use. **You may find that for your specific project, there are additional risks that may need to be considered under different ESSs.**

The Screening Form is meant to exclude certain activities as well, for example, any activity that may pose significant or high risk, degrade critical habitats or involve physical displacement.

The E&S Screening procedure comprises of two stages-process: (1) Initial screening by using the **Exclusion List** in Table 5 of the ESMF; and (2) Screening the proposed activities to identify the approach for E&S risk management. This Screening Form is the second stage of screening process and is to be used for all subproject activities. The completed forms will be signed and kept in the Project ESF file. The World Bank may review a sample of the forms during implementation support visits.

**1. Subproject Information:**

|  |  |
| --- | --- |
| **Subproject Title** |  |
| **Subproject Location** |  |
| **Regional Unit in Charge** |  |
| **Estimated Cost** |  |
| **Start/Completion Date** |  |
| **Brief Description of Subproject** |  |

**2. Environmental and Social Screening Questionnaires**

|  |  |  |  |
| --- | --- | --- | --- |
| **Questions** | **Answer** | | **Next Steps** |
| **Yes** | **No** |
| ***ESS1*** | | | |
| 1. Is the subproject likely to have significant adverse environmental impacts that are sensitive and unprecedented that trigger the ‘Ineligible Activities’ or other exclusion criteria? |  |  | If “Yes”: Exclude from project. |
| Questions 2 and 3 below are examples. These two are critical questions in the Screening Form, as they will determine whether a sub-project can use pre-prepared ESCOPs included in Annex 2 or needs to prepare a site-specific ESMP. If all the sub-projects are expected to be low risk, then all sub-projects may be able to use the pre-prepared ESCOPs. However, if there are some sub-project activities, such as construction of community bridges, which may propose moderate risk, these may require site-specific ESMPs to be prepared. Think of the sub-project activities in your project and separate those that may be low risk and those that may be moderate risk.  2. Does the subproject involve new construction or significant expansion of ponds, solid waste management systems, shelters, roads (including access roads), community centers, schools, bridges and jetties? |  |  | If “Yes”:  1. Prepare a site-specific E&S Assessment and/or ESMP for the proposed subproject, based on the template in Annex 3.  2. Include E&S risk management measures in bidding documents. |
| 3. Does the subproject involve renovation or rehabilitation of any small-scale infrastructure, such as groundwater wells, latrines, showers/washing facilities, or shelters? |  |  | If “Yes”:  1. Apply relevant measures based on the ESCOPs in Annex 2 (unless one of the questions below raises specific environmental risks and requires a site-specific ESMP).  2. Include E&S risk management measures in bidding documents. |
| 4. Will construction or renovation works require new borrow pits or quarries to be opened? |  |  | If “Yes”:  1. Prepare a site-specific ESMP for the proposed subproject, based on the template in Annex 3.  2. Include E&S risk management measures in bidding documents. |
| 5. Does the project lead to any risks and impacts on, individuals or groups who, because of their particular circumstances, may be disadvantaged or vulnerable.**[[1]](#footnote-1)** |  |  | If “Yes”: Apply relevant measures described in the ESMF and SEP. |
| ***ESS2*** | | | |
| 6. Does the subproject involve uses of goods and equipment involving forced labor, child labor, or other harmful or exploitative forms of labor? |  |  | If “Yes”: Exclude from project. |
| 7. Does the subproject involve recruitment of workforce including direct, contracted, primary supply, and/or community workers? |  |  | If “Yes”: Apply LMP in Annex 4. |
| 8. Will the workers be exposed to workplace hazards that needs to be managed in accordance with local regulations and EHSGs? Do workers need PPE relative to the potential risks and hazards associated with their work? |  |  | If “Yes”: Apply LMP in Annex 4. |
| 9. Is there a risk that women may be underpaid when compared to men when working on the project construction? |  |  | If “Yes”: Apply LMP in Annex 4. |
| ***ESS3*** | | | |
| 10. Is the project likely to generate solid or liquid waste that could adversely impact soils, vegetation, rivers, streams or groundwater, or nearby communities? |  |  | If “Yes”:  1. Prepare a site-specific ESMP for the proposed subproject, based on the template in Annex 3.  2. Include E&S risk management measures in bidding documents. |
| 11. Do any of the construction works involve the removal of asbestos or other hazardous materials? |  |  | If “Yes”: Apply asbestos guidance provide in the ESCOP |
| 12. Are works likely to cause significant negative impacts to air and / or water quality? |  |  | If “Yes”:  1. Prepare a site-specific ESMP for the proposed subproject, based on the template in Annex 3.  2. Include E&S risk management measures in bidding documents. |
| 13. Does the activity rely on existing infrastructure (such as discharge points) that is inadequate to prevent environmental impacts? |  |  | If “Yes”:  1. Prepare a site-specific ESMP for the proposed subproject, based on the template in Annex 3.  2. Include E&S risk management measures in bidding documents. |
| 14. Is there any potential to have impact on soil or water bodies due to agro-chemicals (e.g., pesticides) used in farmlands due to the consequences of the subproject activities (e.g., development of irrigation system, agriculture related activities, seed and fertilizer assistance, procurement of pesticides)? |  |  | If “Yes”: Apply Fertilizer and Pest Management Plan in Annex 7. |
| ***ESS4*** | | | |
| 15. Is there a risk of increased community exposure to communicable disease (such as COVID-19, HIV/AIDS, Malaria), or increase in the risk of traffic related accidents? |  |  | If “Yes”: Apply LMP in Annex 4 and relevant measures in SEP. |
| 16. Is an influx of workers, from outside the community, expected? Would workers be expected to use health services of the community? Would they create pressures on existing community services (water, electricity, health, recreation, others?) |  |  | If “Yes”: Apply LMP in Annex 4. |
| 17. Is there a risk that SEA/SH may increase as a result of project works? |  |  | If “Yes”: Apply LMP in Annex 4. |
| 18. Would any public facilities, such as schools, health clinic, church be negatively affected by construction? |  |  | If “Yes”: Apply relevant measures based on the ESCOPs in Annex 2 (unless one of the other questions in the screening form raises specific environmental and social risks and requires a site-specific ESMP). |
| 19. Will the subproject require the government to retain workers to provide security to safeguard the subproject? |  |  | If “Yes”: Prepare a site-specific ESMP for the proposed subproject, including an assessment of potential risks and mitigation measures of using security personnel. |
| ***ESS5*** | | | |
| 20. Will the subproject require the involuntary acquisition of new land (will the government use eminent domain powers to acquire the land)?[[2]](#footnote-2) |  |  | If “Yes”: Refer to and apply the project Resettlement Framework (RF). |
| 21. Will the subproject lead to temporary or permanent physical displacement (including people without legal claims to land)? |  |  | If “Yes”: Refer to and apply the project RF. |
| 22. Will the subproject lead to economic displacement (such as loss of assets or livelihoods, or access to resources due to land acquisition or access restrictions)? |  |  | If “Yes”: Refer to and apply the project RF. |
| 23. Has the site of the subproject been acquired through eminent domain in the past 5 years, in anticipation of the subproject? |  |  | If “Yes”: Refer to and apply the project RF. |
| 24. Are there any associated facilities needed for the subproject (such as access roads or electricity transmission lines) that will require the involuntary acquisition of new land? |  |  | If “Yes”: Refer to and apply the project RF. |
| 25. Is private land required for the subproject activity being voluntarily donated to the project?[[3]](#footnote-3) |  |  | If “Yes”: Refer to and apply the project RF. |
| ***ESS6*** | | | |
| 26. Does the subproject involve activities that have potential to cause any significant loss or degradation of critical habitats[[4]](#footnote-4) whether directly or indirectly, or which would lead to adverse impacts on natural habitats[[5]](#footnote-5)? |  |  | If “Yes”: Exclude from project. |
| 27. Will the project involve the conversion or degradation of non-critical natural habitats? |  |  | If “Yes”:  1. Prepare a site-specific ESMP for the proposed subproject, based on the template in Annex 3.  2. Include E&S risk management measures in bidding documents. |
| 28. Will this activity require clearance of mangroves? |  |  | If “Yes”: Exclude from project. |
| 29. Will this activity require clearance of trees, including inland natural vegetation? |  |  | If “Yes”:  1. Prepare a site-specific ESMP for the proposed subproject, based on the template in Annex 3.  2. Exclude from project if more that x hectares of tree and vegetation cutting is expected.  2. Include E&S risk management measures in bidding documents. |
| 30. Will there be any significant impact on any ecosystems of importance (especially those supporting rare, threatened or endangered species of flora and fauna)? |  |  | If “Yes”: Exclude from project. |
| ***ESS7*** | | | |
| 31. Are there any Indigenous Peoples or Sub-Saharan African Historically Underserved Traditional Local Communities present in the subproject area and are likely to be affected by the proposed subproject negatively? |  |  | If “Yes”: Prepare an Indigenous Peoples Plan OR Include the requirements of an Indigenous Peoples Plan in the SEP. |
| ***ESS8*** | | | |
| 32. Is the subproject to be located adjacent to a sensitive site (historical or archaeological or culturally significant site) or facility? |  |  | If “Yes”: Apply Chance Find Procedures in Annex 5. |
| 33. Locate near buildings, sacred trees or objects having spiritual values to local communities (e.g. memorials, graves or stones) or require excavation near there? |  |  | If “Yes”: Apply Chance Find Procedures in Annex 5. |

**3. Conclusion**

Based on the result from the screening above, please list the E&S risk management instruments to be prepared / adopt and implemented:

**Name and title of person who conducted screening:**

**Date of screening**:

# Annex 2. Environmental and Social Codes of Practice (ESCOP)

These are examples of ESCOPs, if relevant for your Project activities. ESCOPs are pre-prepared environmental and social risks management measures for standard construction, livelihood or household support activities. The ones below are examples. Depending on the activities in your Project, you can include and exclude certain sections, as well as add new ones. For more detailed examples of standard environmental and social risk management measures refer to the [World Bank Group Environmental, Health and Safety (EHS) Guidelines](https://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/sustainability-at-ifc/policies-standards/ehs-guidelines), which offer general and industry-specific measures.

You should fill out the "Responsibility” column with the relevant party responsible to implement the actions in the ESCOP, such as the project implementation unit, the local implementing unit, the contractor, or project beneficiaries (in certain community infrastructure or livelihoods activities).

To manage and mitigate potential negative environmental impacts, the project applies Environmental Codes of Practice (ESCOPs); outlined in this document. The ESCOPs contain specific, detailed and tangible measures that would mitigate the potential impacts of each type of eligible subproject activity under the project. They are marked as relevant for the planning phase, the implementation phase, or the post-implementation phase of activities. They are intended to be simple risk mitigation and management measures, readily usable to the Borrower and contractors.

The ESCOPs in this section are divided into:

1. ESCOPs for infrastructure subprojects (general guidelines and technical guidelines)
2. ESCOPs for livelihood support subprojects
3. ESCOPs for delivery of food and non-food items
4. ESCOPs for Infrastructure Subprojects

**General ESCOP for Infrastructure Subprojects**

|  |  |  |
| --- | --- | --- |
| **Issue** | **Environmental Prevention/Mitigation Measure**s | **Responsible Party** |
| 1. Noise during construction | 1. Plan activities in consultation with communities so that noisiest activities are undertaken during periods that will result in least disturbance. (Planning phase) 2. Use when needed and feasible noise-control methods such as fences, barriers or deflectors (such as muffling devices for combustion engines or planting of fast-growing trees). (Implementation phase) 3. Minimize project transportation through community areas. Maintain a buffer zone (such as open spaces, row of trees or vegetated areas) between the project site and residential areas to lessen the impact of noise to the living quarters. (Implementation phase) |  |
| 1. Soil erosion | 1. Schedule construction during dry season. (Planning phase) 2. Contour and minimize length and steepness of slopes. (Implementation phase) 3. Use mulch, grasses or compacted soil to stabilize exposed areas. (Implementation phase) 4. Cover with topsoil and re-vegetate (plant grass, fast-growing plants/bushes/trees) construction areas quickly once work is completed. (Post-Implementation phase) 5. Design channels and ditches for post-construction flows and line steep channels/slopes (e.g., with palm frowns, jute mats, etc.). (Post-Implementation phase) |  |
| 1. Air quality | 1. Minimize dust from exposed work sites by applying water on the ground regularly during dry season. (Implementation phase) 2. Avoid burn site clearance debris (trees, undergrowth) or construction waste materials. (Implementation phase) 3. Keep stockpile of aggregate materials covered to avoid suspension or dispersal of fine soil particles during windy days or disturbance from stray animals. . (Implementation phase) 4. Reduce the operation hours of generators /machines /equipment /vehicles. (Implementation phase) 5. Control vehicle speed when driving through community areas is unavoidable so that dust dispersion from vehicle transport is minimized. (Implementation phase) |  |
| 1. Water quality and availability | 1. Activities should not affect the availability of water for drinking and hygienic purposes. (Implementation phase) 2. No soiled materials, solid wastes, toxic or hazardous materials should be stored in, poured into or thrown into water bodies for dilution or disposal. (Implementation phase) 3. Avoid the use of waste water pools particularly without impermeable liners. 4. Provision of toilets with temporary septic tank. (Implementation phase) 5. The flow of natural waters should not be obstructed or diverted to another direction, which may lead to drying up of river beds or flooding of settlements. (Implementation phase) 6. Separate concrete works in waterways and keep concrete mixing separate from drainage leading to waterways. (Implementation phase) |  |
| 1. Solid and hazardous waste | 1. Segregate construction waste as recyclable, hazardous and non-hazardous waste. (Implementation phase) 2. Collect, store and transport construction waste to appropriately designated/ controlled dump sites. (Implementation phase) 3. On-site storage of wastes prior to final disposal (including earth dug for foundations) should be at least 300 metres from rivers, streams, lakes and wetlands. (Implementation phase) 4. Use secured area for refuelling and transfer of other toxic fluids distant from settlement area (and at least 50 metres from drainage structures and 100 metres from important water bodies); ideally on a hard/non-porous surface. (Implementation phase) 5. Train workers on correct transfer and handling of fuels and other substances and require the use of gloves, boots, aprons, eyewear and other protective equipment for protection in handling highly hazardous materials. (Implementation phase) 6. Collect and properly dispose of small amount of maintenance materials such as oily rags, oil filters, used oil, etc. Never dispose spent oils on the ground and in water courses as it can contaminate soil and groundwater (including drinking water aquifer). (Implementation phase) 7. After each construction site is decommissioned, all debris and waste shall be cleared. (Post-Implementation phase) |  |
| 1. Asbestos | 1. If asbestos or asbestos containing materials (ACM) are found at a construction site, they should be clearly marked as hazardous waste. (Implementation phase) 2. The asbestos should be appropriately contained and sealed to minimize exposure. (Implementation phase) 3. Prior to removal, if removal is necessary, ACM should be treated with a wetting agent to minimize asbestos dust. (Implementation phase) 4. If ACM is to be stored temporarily, it should be securely placed inside closed containers and clearly labeled. (Implementation phase) 5. Removed ACM must not be reused. (Implementation and post-implementation phase) |  |
| 7. Health and Safety | 1. When planning activities of each subproject, discuss steps to avoid people getting hurt. (Planning phase)   It is useful to consider:   * Construction place: Are there any hazards that could be removed or should warn people about? * The people who will be taking part in construction: Do the participants have adequate skill and physical fitness to perform their works safely? * The equipment: Are there checks you could do to make sure that the equipment is in good working order? Do people need any particular skills or knowledge to enable them to use it safely? * Electricity Safety: Do any electricity good practices such as use of safe extension cords, voltage regulators and circuit breakers, labels on electrical wiring for safety measure, aware on identifying burning smell from wires, etc. apply at site? Is the worksite stocked with voltage detectors, clamp meters and receptacle testers?  1. Mandate the use of personal protective equipment for workers as necessary (gloves, dust masks, hard hats, boots, goggles). (Implementation phase) 2. Follow the below measures for construction involve work at height (e.g. 2 meters above ground (Implementation phase):  * Do as much work as possible from the ground. * Do not allow people with the following personal risks to perform work at height tasks: eyesight/balance problem; certain chronic diseases – such as osteoporosis, diabetes, arthritis or Parkinson’s disease; certain medications – sleeping pills, tranquillisers, blood pressure medication or antidepressants; recent history of falls – having had a fall within the last 12 months, etc. * Only allow people with sufficient skills, knowledge and experience to perform the task. * Check that the place (eg a roof) where work at height is to be undertaken is safe. * Take precautions when working on or near fragile surfaces. * Clean up oil, grease, paint, and dirt immediately to prevent slipping; and * Provide fall protection measures e.g. safety hardness, simple scaffolding/guard rail for works over 4 meters from ground.  1. Keep worksite clean and free of debris on daily basis. (Implementation phase) 2. Provision of first aid kit with bandages, antibiotic cream, etc. or health care facilities and enough drinking water. (Implementation phase) 3. Keep corrosive fluids and other toxic materials in properly sealed containers for collection and disposal in properly secured areas. (Implementation phase) 4. Ensure adequate toilet facilities for workers from outside of the community. (Implementation phase) 5. Rope off construction area and secure materials stockpiles/ storage areas from the public and display warning signs including at unsafe locations. Do not allow children to play in construction areas. (Implementation phase) 6. Ensure structural openings are covered/protected adequately. (Implementation phase) 7. Secure loose or light material that is stored on roofs or open floors. (Implementation phase) 8. Keep hoses, power cords, welding leads, etc. from laying in heavily traveled walkways or areas. (Implementation phase) 9. If school children are in the vicinity, include traffic safety personnel to direct traffic during school hours, if needed. (Implementation phase) 10. Control driving speed of vehicles particularly when passing through community or nearby school, health center or other sensitive areas. (Implementation phase) 11. During heavy rains or emergencies of any kind, suspend all work. (Implementation phase) 12. Fill in all earth borrow-pits once construction is completed to avoid standing water, water-borne diseases and possible drowning. (Post-Implementation phase) |  |
| 8. Other | 1. No cutting of trees or destruction of vegetation other than on construction site. [Implementing agency] will procure locally sourced materials consistent with traditional construction practices in the communities. (Planning phase) 2. No hunting, fishing, capture of wildlife or collection of plants. (Implementation phase) 3. No use of unapproved toxic materials including lead-based paints, un-bonded asbestos, etc. (Implementation phase) 4. No disturbance of cultural or historic sites. (Planning and implementation phases) |  |

**Specific ESCOPs for Infrastructure Subprojects**

| **Subproject Type** | **Environmental Prevention/Mitigation Measures** | **Responsible Party** |
| --- | --- | --- |
| ***Buildings*** | | |
| In general | 1. Provide adequate drainage in the building’s immediate surroundings to avoid standing water, insect related diseases (malaria, etc.) and unsanitary conditions. (Implementation phase) 2. Include sanitary facilities such as toilets and basins for hand-washing. (Implementation phase) 3. Restrict use of asbestos cement tiles as roofing. (Implementation phase) 4. Tiled floors are preferred for easier cleaning and more hygienic. (Planning and implementation phases) |  |
| Shelters, community centers, schools, kindergartens. | 1. Design of schools, community centres, markets should follow relevant requirements on life and fire safety required by National Building Codes and relevant guidelines from the concerned Ministries. (Planning phase) 2. Schools: Maximise natural light and ventilation systems to minimise needs for artificial light and air conditioning; use large windows for bright and well-ventilated rooms. (Planning phase) |  |
| ***Roads, Bridges and Jetties*** | | |
| Roads connecting villages, between villages and townships. | General Considerations:   1. Control placement of all construction waste (including earth cuts) to approved disposal sites (at >300 m from rivers, streams, lakes, or wetlands). If we do have to dispose spent oil unexpectedly, we should use safe disposal method capable by rural community. For example- burning spend oil as fuel. (Implementation phase) 2. Erosion control measures should be applied before the rainy season begins, preferably immediately following construction. Maintain, and reapply the measures until vegetation is successfully established. (Implementation and post-implementation phases) 3. Sediment control structures should be applied where needed to slow or redirect runoff and trap sediment until vegetation is established. (Implementation and post-implementation phases) 4. Avoid road construction in unstable soils, steep slopes and nearby river banks. Additional measures (see the section below) need to be applied should there be no alternatives for road alignments. (Planning phase) |  |
| Protect slopes from erosion and landslides by the following measures (Implementation phase):   1. Indigenous Species, fast-growing grass on slopes prone to erosion. These grasses help stabilise the slope and protect soil from erosion by rain and runoff. Locally available species possessing the properties of good growth, dense ground cover and deep root shall be used for stabilisation. 2. Provide interceptor ditch, particularly effective in the areas of high intensity rainfall and where slopes are exposed. This type of ditch intercepts and carries surface run-off away from erodible areas and slopes before reaching the steeper slopes, thus reducing the potential surface erosion. 3. For steep slopes, a stepped embankment (terracing) is needed for greater stability. 4. Place a retaining wall at the lower part of the unstable slope. The wall needs to have weeping holes for drainage of the road sub-base, thus reducing pressure on the wall. 5. Rocks (riprap) can be used in addition to protect the slope. 6. Prevent uncontrolled water discharge from the road surface by sufficiently large drainage ditches and to drain water away from the down slope. |  |
| Bridges (less than 20 meters) and Jetties | Erosion protection (Planning and implementation phases):   1. The main method of slope and erosion protection is the construction of gabions (gravity walls that support jetties bankment or slopes which have a potential to slip) and ordinary stone pitching.  * The slope of gabions should be in the ratio of at least 1 vertical: 2 horizontals. Flatter slopes may be adopted depending on the site terrain. * The filling of the gabions should be from strong and competent rock which is laid very closely packed to maximize the weight. * Bracing wire should be used to prevent the gabion bulging out. The bracing wire should be placed at each third of the gabion height. * The gabions should be firmly anchored into the ground by founding the gabions below the expected scour depth level. * In cases where stone pitching is not provided, the top layer should be covered by soil to encourage the growth of grass and the stabilization of the slopes.  1. Stone pitching may be provided as the only erosion protection measure in those cases where the erosion potential is deemed minimal. Stone pitching is not very resistant to strong water current and is mainly used as the top finish on gabion walls. |  |
| Water Quality and Fauna (Implementation phase):   1. Restrict duration and timing of in-stream activities to lower flow periods (dry season) and avoid periods critical to biological cycles of valued flora and fauna (e.g., spawning) 2. Water flow diversion should be avoided; if it is impossible to avoid, impacts should be assessed and mitigation proposed. 3. Establish clear separation of concrete mixing and works from drainage areas and waterways |  |
| ***Water Supply*** | | |
| Shallow Groundwater Wells | 1. Site wells so that appropriate zone of sanitary protection can be established. (Planning phase) 2. Equip with slab around the well for easy drainage, a crossbeam and a pulley to support the use of only one rope and bucket for collecting water. One rope and bucket is more hygienic for the well and water. (Implementation phase) 3. Install steel steps/rungs (inside wall of a deep well) for maintenance and in case of emergency. (Implementation phase) 4. A groundwater well usually has a wide open water area. It is necessary to provide a cover/roof/wire mesh on top to protect this area from falling leaves or debris. (Implementation phase) 5. Wells should always be located upstream of the septic tank soak-away. Build the soak-away as far away as possible from the well (minimum 15 m/50 feet) as it can influence the quality of the drinking water when it is too close.(Planning and implementation phases) 6. Before using a new water source, test water quality and when intended for potable purposes ensure water meets the national drinking water standard. Water quality should also be monitored in the case of all well rehabilitation. (Post implementation phase) |  |
| Spring | 1. Every spring capture should be equipped with a filter and a sand trap. Add a wall between the inflow and the outlet pipe to create chamber for settling out sand; build the wall with a notch (lowered section) for controlled flow. Sand must be cleaned out periodically (operation and maintenance). (Implementation and post-implementation phases) 2. Collection basin for spring capture needs to have a perforated PVC pipe (holes diameter 2mm) to be used as a screen for the water intake. Alternatively, a short pipe with wire mesh (screen) around the open end should be provided. (Implementation phase) 3. Collection basin needs to have a fence to protect the spring from public access and risk of contamination; and a roof/cover over the spring to prevent leaves or other debris from entering the basin. (Implementation phase) |  |
| Rainwater harvesting | 1. Rainwater storage reservoir should be intact, connected to roof gutter system, with all faucets and piping intact. (Implementation phase) 2. If distribution pipes are attached into the storage reservoir, install the distribution pipes 10cm above the storage/tank bottom for better use of the storage capacity. (Implementation phase) 3. Cover must be fitted tightly onto the top of the storage reservoir to avoid overheating and growth of algae (from direct sunlight), and to prevent insects, solid debris and leaves from entering the storage tank. (Implementation phase) 4. A ventilation pipe with fly screen should be placed in the cover to help aerate the tank/reservoir which is necessary for good water quality. (Implementation phase) 5. Roof gutters need to be cleared regularly, as bird and animal feces and leaf litter on roofs or guttering can pose a health risk if they are washed into the reservoir tank. (Post-implementation phase) 6. Reservoir tanks need an overflow so that in time of really heavy rain, the excess water can drain away. The overflow should be designed to prevent backflow and stop vermin/rodents/insects entering the system. A good design will allow the main storage tank to overflow at least twice a year to remove built up of floating sediment on the top of the stored water and maintain good water quality. (Planning and implementation phases) |  |
| Installation / Rehabilitation of pipelines | Preventing contamination at water sources:   1. Build a structure with roof over the water source to prevent leaves or other debris from entering into the basin. (Implementation phase) 2. A fence is needed to protect the water sources (springs particularly) from public access and risk of contamination. (Implementation phase) 3. The sand/gravel filter traps sediment before the spring flow enters the collection chamber and has to be changed during periodical maintenance. (Implementation and post-implementation phases)   Pipe Laying:   1. PVC water transmission and distribution piping need to be buried underground (coverage 50cm minimum) to prevent pipe against external damage (e.g. passing vehicles, solar UV radiation, etc.). Exposing PVC pipe to UV radiation causes the plasticiser in the PVC pipe to evaporate causing loss of integrity and brittleness. (Implementation phase) 2. Pipe shall be laid in a straight line, over a constantly falling slope. (Implementation phase) 3. When conditions do not allow piping to be buried (i.e. pipe is used above ground), then metal pipe must be used, and supported/braced as excessive movement may lead to leaks and breaks. (Implementation phase) 4. Outlet pipes and fittings from water storage/basin shall not be PVC pipe due to exposure to solar UV/sunlight. Metal piping and fittings are preferred. (Implementation phase) 5. When the distribution pipes are laying via forest area, the following considerations are needed (Planning and implementation phases):  * The route must be considered with minimum effects of changing the existing situations of the forest as well as the least habitats area of the animals * Setbacks distances from important natural features (e.g. mineral licks, wildlife features such as nest, leks, dens, staging areas, lambing areas, calving areas) to conserve wildlife values should be kept, if necessary. |  |
| ***Electrification*** | | |
| Solar power supply | 1. Tidy wiring for easy maintenance and reduces the risk of accidents. (Implementation phase) 2. Need to raise community awareness on electrical hazards and health and safety concerns, as well as proper maintenance of solar panels (Implementation and post-implementation phases) 3. Need to raise community awareness on proper disposal of solar panels, specifically avoiding disposal of panels near water bodies (Post-implementation phase) |  |
| ***Access to Sanitation*** | | |
| Public latrines/toilets | 1. All toilets must have a septic tank made from non-permeable material such as concrete, plastic or fiberglass to provide primary treatment of fecal waste. (Implementation phase) 2. PVC pipe used to connect pour-flush toilet to a septic tank must be buried underground or covered over (with cement) for protection and to prevent exposure to sunlight. (Implementation phase) 3. Metal pipe is a preferred choice to be used as the gas vent pipe on septic tanks. Never use PVC pipe as it is unable to withstand long-term exposure to sunlight. (Implementation phase) 4. A toilet should be at least 20 meters from water sources (well, spring, river). (Planning and implementation phases) |  |
| ***Wastewater Systems*** | | |
| Wastewater sewerage and treatment | 1. Septic tanks must have a vent pipe to prevent the build-up of gas inside the chamber and shall have a ‘manhole’ that provides access inside the tank if needed. (Implementation phase) 2. Ensure that the septic tanks have two chambers: first chamber is for settling of sludge, and the second chamber is for aerobic treatment. These chambers will generally treat wastewater better. Partially treated septic tank effluent can pollute groundwater and surface water. (Implementation phase) 3. Do not discharge septic tank effluent to an open drain or other surface water. The effluents need to be treated before final disposal. This may be achieved through: (i) an underground leach field, (ii) a vegetated leach field, or (iii) a pit for soaking away. (Implementation phase) 4. Community awareness should be raised so that the community inspects the septic tanks periodically and ensures that the septic tanks are emptied every few years for the tank to continue to function properly. (Implementation and post-implementation phases) |  |
| Solid Waste Management | 1. Solid waste depots/disposal need to be located on hard-standing areas that prevent waste entering surface or groundwater. (Implementation phase) 2. Waste depots/storage/disposal should be contained, sealed and/or roofed/covered to prevent storm water contamination. Wastes need to be emptied regularly. (Implementation phase) |  |

1. ESCOPs for Livelihood Support Subprojects

**ESCOPs for Livelihood Support Subprojects**

|  |  |  |
| --- | --- | --- |
| **Risk/Concern** | **Environmental Prevention/Mitigation Measures** | **Responsible Party** |
| **General** | | |
| To minimize water pollution | 1. Avoid any activity causing excessive erosion and turbidity. (Planning phase) 2. Keep waste and hazardous materials away from surface water bodies, drinking water sources and do not dispose of waste in creeks or rivers. (Implementation phase) 3. Properly dispose contaminated wastewater and hazardous materials, if any, passing through conventional treatment process such as screening, settling, oil-water separation, etc. (Implementation phase) 4. Avoid contamination of drinking water source (e.g. well) from inflow of waste materials and pollutants. (Implementation phase) 5. Avoidlarge-scale animal farming and aquaculture activities in water catchment area. (Planning and implementation phases) |  |
| To minimize air pollution | 1. Limit burning post-harvest waste material in close proximity to village; choose days with limited wind for burning; limit number and size of areas for burning per day; do not burn non-agricultural waste such as garbage, plastics or animal waste. Rather than burning post-harvest waste, consider alternative good practices such as composting to produce organic fertilizer or utilization as fuel for bioenergy production. (Planning and implementation phases) 2. Reduce dust generation through application of water where practical. (Implementation phase) 3. Limit idling of vehicles, machineries equipment. (Implementation phase) |  |
| To minimize noise disturbance | 1. Repair and maintain machineries for safe and quiet operation. (Implementation phase) 2. Avoid emission of continuous/noisy sounds during working. (Implementation phase) |  |
| To minimize soil pollution | 1. Store petrol / diesel on impermeable floor (e.g. compacted clay, concrete floor) and surrounded by an embankment or berm. (Implementation phase) 2. Storage for hazardous materials including petroleum should be above ground and isolated. (Implementation phase) 3. Establishing an appropriate disposal area for hazardous materials and waste where prevents hazardous material from leaching into the soil and surface water. (Implementation phase) 4. Do not dispose hazardous wastes anywhere except in areas designated by pollution control agencies. (Implementation phase) |  |
| To minimize impact from non-agricultural waste generation | 1. Collect waste systematically, store and dispose at appropriately designated dump sites, far away from households. (Implementation phase) 2. Reuse and recycle appropriate and viable materials. (Implementation phase) 3. Segregate hazardous and non-hazardous wastes. (Implementation phase) |  |
| To minimize emergency risks | 1. Build appropriately designed infrastructure safe from natural hazards. (Planning and implementation phases) 2. Avoid areas prone to natural hazard events (flooding, spring tides, etc.), steep slopes and vulnerable to erosion and landslides, etc. (Planning and implementation phases) |  |
| To secure the safety | 1. Proper use and management of hazardous materials and waste. (Implementation phase) 2. Awareness of dangers on working area, occupation, health and safety equipment through signage where applicable. (Implementation phase) 3. Lock storage of fuels, paints, and chemicals. (Implementation phase) |  |
| **Agriculture Support to Farmers** | | |
|  | 1. Use sustainable agricultural practices / approaches / technologies. (e.g., Agroforestry Practices, Polycultures and Crop rotation, Integrated Pest Management (encouraging the predators of crop-eating pest insects such as birds and bats), etc.) (Planning and implementation phases) 2. Reduce top-soil losses from erosion and the reduction in soil fertility.   (Cover Crops and Mulches (Establishing leguminous ground cover and applying plant residues), Grass Barriers (planting grass in strips along the contour lines), etc.) (Implementation phase)   1. Induce conservation and efficient use of water. (Planning and implementation phases) 2. Reduce misuse of agrochemicals, contributing to a reduction of toxic substances in soil and water. (Planning and implementation phases) 3. Reduce usage of pesticides and promote integrated pest management approaches recommended by DOA. (Planning and implementation phases) 4. Reduce, recycle and reuse the agricultural waste (natural, animal, plant waste). (Implementation phase) |  |

1. ESCOPs for Delivery of Food and Non-food Items

**ESCOPs for Delivery of Food and Non-food Items**

|  |  |  |
| --- | --- | --- |
| **Risk/Concern** | **Environmental Prevention/Mitigation Measures** | **Responsible Party** |
| Food Safety | - Conduct due diligence during the procurement process and the vendor selection that the food commodities to be received will be delivered in good condition and quality control is performed during intake. (Planning phase)  - For storage, select storage facilities and locations based on surveying the relevant characteristics, considering factors such as quality of construction, state of repairs, road access, and sustainability. Regularly inspect these warehouse storage facilities for perimeter fencing, cleanliness, ventilation, lighting and fire prevention. (Implementation phase)  - Assess the effects of moisture, humidity and temperature in food storage warehouses and for transportation, and take appropriate mitigation and management measures to ensure that food quality and safety are not impacted by these factors. Regularly monitor warehouse storage facilities for temperature, moisture and humidity given the particular inventory of food items stored and regularly inspect warehouses for food quality. Similar minimum measures for food safety should be included in the contracts of transportation services providers and inspected regularly. (Implementation phase)  - For pest management, for each warehouse, conduct a site-specific pest (insect and rodent) assessment, prepare a pest control plan, procure and utilize relevant insect and rodent control equipment, as well as procure and apply relevant pest management measures. Regular food storage warehouse inspections should include inspection of the implementation of the pest control regime. (Implementation phase) |  |
| Solid waste management | - Procure food aid commodities with an aim to minimize packaging; minimize the potential for unmanaged waste; and minimize the type of packaging materials that may have adverse impacts on the environment, and on community health and safety, to the extent technically and financially feasible. (Planning phase)  - During transportation, storage and distribution processes, collect all solid waste generated, establish a short term covered storage area on site, and store all solid waste, including food packaging, at these storage area sites. Upon completion of distribution in communities and with relevant frequency in storage warehouses, remove waste from the storage area sites and dispose of waste in relevant off-site facilities designated by local township authorities. (Implementation phase)  - For possible solid waste generated after distribution (food packaging that will be discarded later), raise community awareness on where and how to dispose of such packaging, in designated covered storage areas in communities or in IDP camps. (Implementation and post-implementation phases) |  |

# Annex 3. Environmental and Social Management Plan (ESMP) Template

This is an example template for an ESMP, if relevant for your Project activities.

Environmental and social risks and impacts are strongly linked to subproject location and scope of activities. This ESMP should be customized for each specific subproject location and activities.

**1. Subproject Information**

|  |  |
| --- | --- |
| **Subproject Title:** |  |
| **Estimated Cost:** |  |
| **Start/Completion Date:** |  |

**2. Site/Location Description**

|  |
| --- |
| *This section concisely describes the proposed location and its geographic, ecological, social and temporal context including any offsite investments that may be required (e.g., access roads, water supply, etc.). Please attach a map of the location to the ESMP.* |

**3. Subproject Description and Activities**

|  |
| --- |
| *This section lists all the activities that will take place under the subproject, including any associated activities (such as building of access roads or transmission lines, or communication campaigns that accompany service provision).* |

**4. ESMP Matrix: Risk and Impacts, Mitigation, Monitoring**

|  |
| --- |
| *This section should identify anticipated site-specific adverse environmental and social risks and impacts; describe mitigation measures to address these risks and impact; and list the monitoring measures necessary to ensure effective implementation of the mitigation measures. It may draw from the ESMF’s pre-identification of potential risks/impacts and mitigation measures, as applicable, and drill down further to ensure relevance and comprehensiveness at the site-specific level. For subprojects involving construction, two sets of tables may be needed, for the construction phase and the operation phase.* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Anticipated E&S Risks and Impacts** | **Risk Mitigation and Management Measures** | **Impact Mitigation** | | **Impact/Mitigation Monitoring** | | |
| **Location/Timing/Frequency** | **Responsibility** | **Parameter to be monitored** | **Methodology, including Location and Frequency** | **Responsibility** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**5. Capacity Development & Training**

|  |
| --- |
| *Based on the implementation arrangements and responsible parties proposed above, this section outlines any capacity building, training or new staffing that may be necessary for effective implementation.* |

**6. Implementation Schedule and Cost Estimates**

|  |
| --- |
| *This section states the implementation timeline for the mitigation measures and capacity development measures described above, as well as a cost estimate for the implementation. The cost estimate can focus on the line items that will be covered by the project implementing agency, with costs of mitigation measures to be implemented by the contractor left to the contractor to calculate.* |

**7. Attachments**

ESCOPs, site specific SEP etc.

**IV. Review & Approval**

|  |  |
| --- | --- |
| **Prepared By**: ……………………………(Signature)  Position: ……………………… Date …………………… | |
| **Reviewed By**: ………………………(Signature)  Position: ………………………Date …………………… | **Approved By**: ……………………………(Signature)  Position: ……………………… Date ………………… |

# Annex 4. Simplified Labor Management Procedures

This is an example LMP. It will be required for most low and moderate risk projects, but certain sections may or may not be relevant depending on your Project activities. For example, if your project does not employ community workers, such sections should be taken out.

In accordance with the requirements of World Bank’s Environmental and Social Standard 2 (ESS2) on Labor and Working Conditions, a simplified LMP have been developed for the project. The LMP sets out the ways in which [implementing agency] will manage all project workers in relation to the associated risks and impacts. The objectives of the LMP are to: Identify the different types of project workers that are likely to be involved in the project; identify, analyze and evaluate the labor-related risks and impacts for project activities; provide procedures to meet the requirements of ESS 2 on Labor and Working Conditions, ESS 4 on Community Health and Safety, and applicable national legislation.

The Labor Management Procedures apply to all project workers, irrespective of contracts being full-time, part-time, temporary or casual. The types of workers that will be included in the project are listed below:

* **Direct workers** – [based on the definition of direct workers in ESS2, list the types of direct workers expected to be employed by the Project].
* **Contracted workers** – [based on the definition of contracted workers in ESS2, list the types of contracted workers expected to be employed by the Project].
* **Community workers** – [if relevant, based on the definition of community workers in ESS2, list the types of community workers expected to be employed by the Project or certain Project activities which may use the labor of community workers].
* **Primary supply workers** – [if relevant, based on the definition of primary supply workers in ESS2, list the types of primary supply workers connected to the Project or certain Project activities which may benefit from the labor of primary supply workers].

Labor Risks

The following potential labor risks are identified under the project: The risks below are examples of potential key labor risks. Depending on your Project activities, you may want to remove and add to these.

* Violation of worker’s rights: Terms and conditions of employment of workers may not be consistent with national legislation or World Bank standards
* Violation of worker’s rights: Non-discrimination and equal opportunity of workers may not be consistent with national legislation or World Bank standards
* Use of child labor or forced labor
* Unsafe work environment and poor working conditions
* Workplace injuries and accidents, particularly when operating construction equipment, when working at height on building construction, and when handling heavy equipment and materials
* Risks from exposure to hazardous substances (dust, cement, chemicals used in construction etc.)
* Sexual exploitation and abuse/sexual harassment (SEA/SH) risks for workers
* SEA/SH risks for community members, from workers from outside the project areas
* Conflicts between workers and communities
* Transmission of COVID-19 among workers or nearby communities, especially if workers are not hired locally and arrive to civil works locations from elsewhere or if COVID-19 specific precautions are not in place at work sites and worker accommodation sites

Relevant National Labor Legislation

[Briefly summarize the relevant and applicable legislation in the country. These can be the Constitution; Labor Law(s); Occupational Health and Safety Law(s); laws against child labor, forced labor, trafficking; laws on workers’ associations and unions; and labor disputes laws.]

General Applicable Procedures

The measures below are examples of key labor risk management measures. Depending on your Project activities, you may want to remove and add to these.

[Implementing agency] and contractors will apply the following guidelines when dealing with workers:

* There will be no discrimination with respect to any aspects of the employment relationship, such as: Recruitment and hiring; compensation (including wages and benefits; working conditions and terms of employment; access to training; job assignment; promotion; termination of employment or retirement; or disciplinary practices.
* Harassment, intimidation and/or exploitation will be prevented or addressed appropriately.
* Special measures of protection and assistance to remedy discrimination or selection for a particular job will not be deemed as discrimination.
* Vulnerable project workers will be provided with special protection.
* [Implementing agency] and contractors will provide job / employment contracts with clear terms and conditions including rights related to hours of work, wages, overtime, compensation and benefits, annual holiday and sick leave, maternity leave and family leave. Code of Conduct included in this LMP will be applicable for all project workers.
* [Implementing agency] will ensure compliance with the Code of Conduct including providing briefings/awareness raising on the Code.
* [Implementing agency] and contractors will ensure compliance with occupational health and safety procedures and COVID-19 specific procedures (see below) including that the workers are properly trained in application of the standards that are relevant to the work.
* [Implementing agency] and retained contractors will ensure no person under the age of 18 shall be employed. Age verification of all workers will be conducted by the contractors.
* [Implementing agency] will recruit contractors and labor locally to the extent that they are available.
* Workers shall be recruited voluntarily, and no worker is forced or coerced into work.
* [Implementing agency] will supervise and monitor to ensure compliance with the above requirements.
* All workers will be made aware of the Worker’s Grievance Mechanism (see below) to raise work related grievances, including any sensitive and serious grievances on SEA/SH.

Occupational Health and Safety (OHS) Procedures

The measures below are examples of basic OHS management measures. Depending on your Project activities, you may want to remove and add to these.

The objective of the procedure is to achieve and maintain a healthy and safe work environment for all project workers (contracted workers and community workers) and the host community.

* On procurement for contractors, [Implementing agency] will avail the ESMF to the aspiring contractors so that contractors include the budgetary requirements for OHS measures in their respective bids.
* The contractor will develop and maintain an OHS management system that is consistent with the scope of work, which must include measures and procedures to address all the following topics listed below and in accordance with local legislation and GIIP (as defined by World Bank Group EHSGs). The management system must be consistent with the duration of contract and this LMP.
* Contractor will conduct workplace hazards identification and adopt all applicable E&S risk mitigation measures in accordance with local legislation requirements and WBG EHSGs.
* Contractor designates a responsible person to oversee OHS related issues at the project site and define OHS roles and responsibilities for task leaders and contract managers.
* Contractor should put in place processes for workers to report work situations that they believe are not safe or healthy, and to remove themselves from a work situation which they have reasonable justification to believe presents an imminent and serious danger to their life or health, without fear of retaliation.
* Contractor provides preventive and protective measures, including modification, substitution, or elimination of hazardous conditions or substances informed by assessment and plan. Whenever PPEs are required for the work, it must be provided at no cost for the workers.
* Contractor should assess workers’ exposure to hazardous agents (noise, vibration, heat, cold, vapors, chemicals, airborne contaminants etc.) and adopt adequate control measures in accordance with local regulations and WB EHSGs.
* Contractors provides facilities appropriate to the circumstances of the work, including access to canteens, hygiene facilities, and appropriate areas for rest. Where accommodation services are provided to project workers, policies will be put in place and implemented on the management and quality of accommodation to protect and promote the health, safety, and well-being of the project workers, and to provide access to or provision of services that accommodate their physical, social and cultural needs.
* Contractor provides for appropriate training/induction of project workers and maintenance of training records on OHS subjects.
* Contractor documents and reports on occupational incidents, diseases and incidents as per ESMF guidance.
* Contractor provides emergency prevention and preparedness and response arrangements to emergency situations including and not limited to workplace accidents, workplace illnesses, flooding, fire outbreak, disease outbreak, labor unrest and security.
* Contractor provides remedies for adverse impacts such as occupational injuries, deaths, disability and disease in accordance with local regulatory requirements and Good International Industry Practices.
* Contractor shall maintain all such record for activities related to the safety health and environmental management for inspection by [implementing agency] or the World Bank.

COVID-19 Procedures

The measures below are examples of basic COVID-19 risk management measures. Depending on your Project activities and country COVID protocols, you may want to remove or add to these.

* Contractors should ensure that workers are hired locally to the extent possible.
* Contractors should provide training to all workers on signs and symptoms of COVID-19, how it is spread, how to protect themselves (including regular handwashing and social distancing) and what to do if they or other people have symptoms, as well as policies and procedures listed here. Training of workers should be conducted regularly, providing workers with a clear understanding of how they are expected to behave and carry out their work duties. Training should address issues of discrimination or prejudice if a worker becomes ill and provide an understanding of the trajectory of the virus, where workers return to work following infection.
* A summary of basic guidelines and COVID-19 symptoms should be displayed at all civil works sites, with images and text in relevant ethnic languages.
* Workers who are sick or showing possible symptoms should not be allowed on work site, should be isolated and referred to local medical facilities immediately.
* Contractors should review worker accommodation arrangements to see if they are adequate and designed to reduce contact with the community.
* Contractors should review work arrangements, tasks and hours to allow social distancing.
* Contractors should provide workers with appropriate forms of personal protective equipment.
* Contractors should ensure handwashing facilities supplied with soap, disposable paper towels and closed waste bins exist at key places at the work site.
* [Implementing agency] and contractors should together implement a communication strategy with the community in relation to COVID-19 issues on the site.

Contractor Management Procedures

The measures below are examples of basic contractor management procedures. Depending on your Project activities, you may want to remove and add to these.

The objective of this procedure is to ensure that [implementing agency] has contractual power to administer oversight and action against contractors for non-compliance with the LMP.

* [Implementing agency] will make available relevant documentation to inform the contractor about requirements for effective implementation of the LMP.
* [Implementing agency] will include the provisions of the ESMF, LMP and other relevant documents into the specification section of the bidding documents. The contractors will be required to comply with these specifications.
* Contractor will raise worker awareness on the Code and Conduct.
* Contractor will show evidence of OHS and Emergency Preparedness procedures.
* [Implementing agency] will monitor contract’s E&S performance during its regular site visits utilizing contactor reporting or external monitoring/supervision consultants where available. Where appropriate, [implementing agency] may withhold contractor’s payment or apply other contractual remedies as appropriate until corrective action(s) is/are implemented on significant non-compliance with the LMP, such as failure to notify [implementing agency] of incidents and accidents.

Procedures for Primary Suppliers

The measures below are examples of basic primary supplier risk management procedures. Depending on your Project activities, you may want to remove and add to these.

The objective of the procedure is to ensure that labor-related risks, especially child and forced labor as well as serious safety issues to the project from primary supply workers are managed. [Implementing agency] and all contractors will undertake the following measures:

* Procure supplies from legally constituted suppliers.
* To the extent feasible, conduct due diligence to ensure that primary suppliers conduct age verifications, employ workers without any force or coercion, and maintain basic OHS systems.

Procedures for Community Workers

The measures below are examples of community worker risk management procedures. Depending on your Project activities, you may want to remove and add to these.

Community workers include people [provide a clear description of who community workers are/who these procedures will apply to]. The objective of this procedure is to ensure the community workers offer their labor voluntarily and that they agree to the terms and conditions of employment. [Implementing agency] and contractors using community workers will apply the following guidelines when dealing with community workers:

* [Implementing agency] will develop standard working times, remuneration systems (depending on the type of work), methods of payment, timing of payment, and community worker Code of Conduct, which will apply to all project activities.
* [Implementing agency] and contractors should consult communities and document their community meetings where members agree to conditions of community worker recruitment. The agreement should include details on nature of work, working times, age restrictions (18 and above), remuneration amount, method of payment, timing of payment, individual signatory or representative signatory of meeting resolution
* Contractors will have the terms and conditions discussed, explained, negotiated and documented through joint community meetings, with each community employee showing consent through signing the attendance register of the meeting which made the employment resolutions.
* [Implementing agency] and contractors train community workers on key LMP issues, including SEA/SH, OHS, COVID-19, safe use of equipment and lifting techniques, and the relevant grievance mechanisms.

Worker Accommodation

If accommodations are provided for workers, contractors will ensure that they are provided in good hygiene standards, with fresh drinking water, clean beds, restrooms and showers, clean bedrooms, good illumination, lockers, proper ventilation, safe electrical installation, fire and lightening protection, separate cooking and eating areas. There will be separate facilities provided for men and women. The contractors will be liable to comply with "Workers’ Accommodation: Processes and Standards: A guidance Note" by IFC and the EBRD.

Institutional Arrangement for Implementation of the LMP

[Implementing agency] will carry the main responsibility for the implementation and monitoring of the LMP. [Responsible parties at the implementing agency] will identify subproject activities, prepare subproject designs and bidding documents, as well as procure contractors. [Responsible parties at the implementing agency] will be responsible for contractor and site supervision, technical quality assurance, certification, and payment of works. [Responsible parties at the implementing agency] will ensure that labor management procedures are integrated into the specification section of the bidding documents and the procurement contracts.

Grievance Mechanism

This section should describe how the Worker Grievance Mechanism for the Project will operate and will be specific to your Project. An example approach is provided below.

There will be a specific Workers Grievance Mechanism (Worker GM) for project workers as per the process outlined below. This considers culturally appropriate ways of handling the concerns of direct and contracted workers. Processes for documenting complaints and concerns have been specified, including time commitments to resolve issues. Workers will be informed about the relevant Worker GM upon their recruitment and their right to redress, confidentiality and protection against any reprisals from the employer will be stated in the contract.

### 

**Routine Grievances**

The process for the Worker GM is as follows:

* Any worker may report their grievance in person, by phone, text message, mail or email (including anonymously if required) to the contractor as the initial focal point for information and raising grievances. For complaints that were satisfactorily resolved by the aggrieved worker or contractor within one week of receipt of complaint, the incident and resultant resolution will be logged and reported monthly to the [responsible parties at the implementing agency].
* If the grievance is not resolved within one week, the contractor (or the complainant directly) will refer the issue to the [responsible parties at the implementing agency – this may be site level, local, regional]. The [responsible parties at the implementing agency – this may be site level, local, regional] will work to address and resolve the complaint and inform the worker as promptly as possible, in particular if the complaint is related to something urgent that may cause harm or exposure to the person, such as lack of PPE needed to prevent COVID-19 transmission. For non-urgent complaints, the [responsible parties at the implementing agency – this may be site level, local, regional] will aim to resolve complaints withing 2 weeks. For complaints that were satisfactorily resolved by the [responsible parties at the implementing agency – this may be site level, local, regional], the incident and resultant resolution will be logged by [responsible parties at the implementing agency – this may be site level, local, regional] and reported monthly to [national level responsible parties at the implementing agency] as part of regular reporting. Where the complaint has not been resolved, the [responsible parties at the implementing agency – this may be site level, local, regional] will refer to [national level responsible parties at the implementing agency] for further action or resolution.

The workers will preserve all rights to refer matters to relevant judicial proceedings as provided under national labor law.

At [national level responsible parties at the implementing agency] level, each grievance record should be allocated a unique number reflecting year, sequence and township of received complaint. Complaint records (letter, email, record of conversation) should be stored together, electronically or in hard copy. The [the implementing agency] will appoint a Worker GM Focal Person, who will be responsible for undertaking a monthly review of all grievances to analyze and respond to any common issues arising. The Focal Person will also be responsible for oversight, monitoring and reporting on the Worker GM.

**Serious Grievances**

In case a worker experiences serious mistreatment such as harassment, intimidation, abuse, violence, discrimination or injustice at the workplace, the worker may raise the case, verbally or in writing directly to the contractor or [implementing agency – at different levels]. The contractor will immediately refer the case to [implementing agency]. The [implementing agency] will immediately investigate the case respecting confidentiality and anonymity of the worker.

Upon project effectiveness, the [implementing agency] will designate a Focal Person or Persons for Serious Grievances. These Focal Persons will receive training in investigating serious grievances, relevant laws and regulations, and World Bank standards including the rights of people who file a grievance. [Implementing agency] and the World Bank will jointly develop culturally-sensitive and locally-appropriate roles and responsibilities, and procedures.

In case a direct worker or civil servant has a serious grievance, the staff may directly contact verbally or in writing the Focal Person for Serious Grievances.

All complaints received will be filed and kept confidential. For statistical purposes, cases will be anonymized and bundled to avoid identification of persons involved.

Code of Conduct

This section should include the Code of Conduct that will be used in the Project. If an international bidding process is being used with World Bank Standard Procurement Documents, a Code of Conduct is already included there and should be used as is. If a national bidding process is being used to procure contractors, a basic Code of Conduct should be included in the LMP and the bidding documents.

An example approach is provided below, in its simplest form, such as one that can be translated to local languages for community workers and displayed on a contraction site. Depending on the project site and the audience, more detail, such as detailed definition of what constitutes sexual activity, can be included.

* Treat women, children (persons under the age of 18), and men with respect regardless of ethnicity, language, religion, political or other opinion, national, social origin, citizenship status, property, disability, birth or other status.
* Do not use language or behavior towards women, children or men that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
* Do not participate in sexual activity with community members.
* Do not engage in sexual favors or other forms of humiliating, degrading or exploitative behavior.
* Do not engage in any activity that will constitute payment for sex with members of the communities surrounding the workplace.
* Report through the Worker GM suspected or actual gender-based violence against a person of any gender by a fellow worker or any breaches of this Code of Conduct.
* Use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass women, children or a vulnerable person through these mediums.
* Comply with all relevant local legislation.
* Engaging in any of the prohibited activities above can be cause for termination of employment, criminal liability, and/or other sanctions.

# Annex 5. Chance Find Procedures

If relevant for your Project, below is an example of simple Chance Find Procedures.

Cultural heritage encompasses tangible and intangible heritage which may be recognized and valued at a local, regional, national or global level. *Tangible cultural heritage*, which includes movable or immovable objects, sites, structures, groups of structures, and natural features and landscapes that have archaeological, paleontological, historical, architectural, religious, aesthetic, or other cultural significance. Tangible cultural heritage may be located in urban or rural settings, and may be above or below land or under the water. *Intangible cultural heritage*, which includes practices, representations, expressions, knowledge, skills—as well as the instruments, objects, artefacts and cultural spaces associated therewith— that communities and groups recognize as part of their cultural heritage, as transmitted from generation to generation and constantly recreated by them in response to their environment, their interaction with nature and their history.

In the event that during construction, sites, resources or artifacts of cultural value are found, the following procedures for identification, protection from theft, and treatment of discovered artefacts should be followed and included in standard bidding documents. These procedures take into account requirements related to Chance Finding under national legislation including [list relevant cultural heritage legislation in country].

* Stop the construction activities in the area of chance find temporarily.
* Secure the site to prevent any damage or loss of removable objects. In cases of removable antiquities or sensitive remains, a guard shall be arranged until the responsible local authorities take over. These authorities are [list the responsible authorities under national legislation].
* Notify the relevant [implementing agency field staff] and the relevant [list the responsible local authorities under national legislation] immediately. [Implementing agency field staff] will inform the [implementing agency management].
* The relevant [list the responsible local authorities under national legislation] shall promptly carry out the necessities and inform the [national level cultural heritage or archeology ministry] immediately from the date on which the information is received.
* The [national level cultural heritage or archeology ministry] would be in charge of evaluation /inspection of the significance or importance of the chance finds and advise on appropriate subsequent procedures.
* If the [national level cultural heritage or archeology ministry] determines that chance find is a non-cultural heritage chance find, the construction process can resume.
* If the [national level cultural heritage or archeology ministry] determines chance find is an isolated chance find, [national level cultural heritage or archeology ministry] would provide technical supports/advice on chance find treatment with related expenditure on the treatment provided by the entity report the chance find.

# Annex 6. Fertilizer and Pest Management Plan

If relevant for your Project, below is an example of a simple Fertilizer and Pest Management Plan. Even if a project is not intended to promote the use or finance procurement of chemical fertilizers or pesticides, any increase in the production of agricultural crops may be likely to increase the pest incidence and use of pesticides or agrochemicals and thus, pest control measures may be necessary for the project.

[Implementing agency] will follow the guidelines in this Annex as applicable and provide training to farmers for proper use of fertilizers, pest and disease management in line with this Annex. The [implementing agency] will encourage the use of bio-pesticides and aim to minimize the use of chemical pesticides when possible.

The plan comprises the following three aspects: (i) application of government regulations on pesticide control, (ii) key impacts of pesticides and mitigation measures, and (iii) training on safe use of chemicals.

**Government Regulations related to Pesticides.** [Briefly describe government legislation related to pesticides, including key procedural prohibitions (such as “no one without a license can import, sell...”) and banned pesticide substances.]

**Key Impacts of Pesticides and Mitigation Measures.** Pesticides benefit the farmers for the crop production, nevertheless, they also impose a series of negative impacts on the environment. Pesticides may easily contaminate the air, ground water, surface water, and soil when they run off from fields, escape storage tanks, and not discarded properly.

Moreover, pesticides are hazardous to both pests and humans and they become toxic to humans and non-target animal species if suitable precautions are not undertaken during transport, storage, handling and disposal. Most pesticides will cause adverse effects if they are in contact with the skin for a long time or if intentionally or accidently ingested. Pesticides may be inhaled with the air while they are being sprayed. An additional risk is the contamination of drinking-water, food or soil.

The following mitigation measures are recommended from different aspects at every stage in order to avoid the adverse impacts on both human and the environment due to pesticides.

| **Stage** | **Mitigation Measures[[6]](#footnote-6)** |
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| Before using pesticides | 1. Minimize the need for pesticides by practicing integrated management by control strategies such as cultural control, mechanical control, physical control, biological control and chemical control.  2. Receive recommendations from [relevant national agencies] for proper management method for specific crop. |
| General precautions | 1. Only choose the pesticides labelled in the national language and do not use the pesticides without any label or with foreign language labels.  2. Select the pesticide which is suitable for specific pests and target plants as described on the label.  3. Do not mix any two or more pesticides at the same time.  4. Follow the instructions for use and the pre-harvest interval (PHI) as prescribed on the label.  5. Use appropriate and correct application techniques to ensure safety for the health of humans, animals and the environment. |
| Label Reading | 1. Check the pesticide registration number on your product.  2. Review the date of manufacture and date of expiry.  3.Read the active ingredient and pesticide group on your product.  4. Read the target pests, dosage of product.  5. Read the pre-harvest interval (PHI).  6. Read the storage and disposal procedure for the product.  7. Read the first aid procedure.  8.Follow the instructions and safety precautions precisely written on the label. |
| Storage and Transport | 1. Store pesticides in a certain place that can be locked and not accessible to unauthorized people or children.  2. Never be kept in a place where they might be mistaken for food or drink.  3. Keep them dry but away from fires and out of direct sunlight.  4. Store away from water sources.  5. Should be transported in well-sealed and labelled containers.  6. Do not carry them in a vehicle that is also used to transport food. |
| Handling / Application | **From Environmental Safety Aspect –**  1. Application rates must not exceed the manufacturer’s recommendations.  2. Avoid application of pesticides in wet and windy conditions.  3. Pesticides must not be directly applied to streams, ponds, lakes, or other surface bodies.  4. Maintain a buffer zone (area where pesticides will not be applied) around water bodies, residential areas, livestock housing areas and food storage areas.  **From Health and Safety of User Aspect –**  1. Use suitable equipment for measuring out, mixing and transferring pesticides.  2. Do not stir liquids or scoop pesticides with bare hands.  3. Do not spray pesticides at the down-stream direction and during the strong wind.  4. Do not spray pesticides at the high temperature of the day (noon).  5. Do not suck or blow the blocked nozzle.  6. Do not assign pregnant women, lactating mother and children under 18 for handling and use of pesticides.  7. Protective gloves, shoes, long-sleeved shirt and full trousers shall always be worn when mixing or applying pesticides.  8. Respiratory devices (nose mask) shall be used to avoid accidental inhaling.  9. In case if any exposure/body contact with the pesticide, wash-off and seek medical aid. |
| Disposal | **From Environmental Safety Aspect –**  1. Dispose any left-over pesticide by pouring it into a pit latrine.  2. It should not be disposed of where it may enter water used for dinking or washing, fish ponds, creeks or rivers.  3. Do not dispose any empty containers into river, creek, fish ponds and water way.  4. Do not burn any empty containers.  5. Decontaminate the pesticide containers by triple rinsing and use for next application. i.e. part-filling the empty container with water three times and emptying into a bucket or sprayer for next application.  6. All empty package and containers should be returned to the designated organization / individual for safe disposal.  7. If safe disposal is not available, bury the empty package and containers at least 50cm (20 inches) from ground level as much as possible.  8. The hole / disposal site must be at least 100 meters (~300 ft) away from the streams, wells and houses.  9. Do not reuse empty pesticide containers for any purposes. |
| Personal Hygiene | 1. Never eat, drink or smoke while handling pesticides.  2. Change clothes immediately after spraying pesticides.  3. Wash hands, face, body and clothes with plenty of water using soap after pesticides handling. |
| Emergency Measures | **Indications of Pesticide Poisoning**  **General:** extreme weakness and fatigue.  **Skin:** irritation, burning sensation, excessive sweating, staining.  **Eyes:** itching, burning sensation, watering, difficult or blurred vision, narrowed or widened pupils.  **Digestive system:** burning sensation in mouth and throat, excessive salivation, nausea, vomiting, abdominal pain, diarrhea.  **Nervous system:** headaches, dizziness, confusion, restlessness, muscle twitching, staggering gait, slurred speech, fits, unconsciousness.  **Respiratory system:** cough, chest pain and tightness, difficulty with breathing, wheezing.  **Responsiveness**  **General:**  If pesticide poisoning is suspected, first aid must be given immediately and medical advice and help must be sought at the earliest opportunity. If possible, the patient should be taken to the nearest medical facility.  **First Aid Treatment**  **If breathing has stopped:** Give artificial respiration (i.e. mouth to mouth resuscitation if no pesticide has been swallowed.)  **If there is pesticide on the skin:** Remove contaminated clothing from the patient and remove the patient from the contaminated area. Wash the body completely for at least 10 minutes, using soap if possible. If no water is available, wipe the skin gently with cloths or paper to soak up the pesticide. Avoid harsh rubbing or scrubbing.  **If there is pesticide in the eyes:** Rinse the eyes with large quantities of clean water for at least five minutes.    **If there is ingestion:** Rinse mouth, give water to drink. Never induce vomiting in unconscious or confused persons, seek medical advice immediately. |

**Trainings**. Trainings on pesticide management should be provided to the farmers under relevant component of the project. The following trainings on pesticide management are recommended to be provided:

* *Training on Policy, Laws and Regulations Regarding to Pesticides Use:* To provide basic knowledge about the national laws, rules and regulations.
* *Trainings for Pest Management:* To provide trainings to clearly understand the technical aspect of pesticide and skill in using them such as what are the eligible and prohibited items of pesticide under national regulations, the level of negative impact of each eligible item, how to use them, how to protect and minimize the negative impact on the environment and human while using them, how to keep them before and after used etc.
* *Storage, handling, usage and disposal of pesticide*; To provide trainings about the procedures of storage, handling, usage of pesticide and disposal of pesticides residues or empty containers without affecting the health and safety of user, nearby community and the environment.

1. “Disadvantaged or vulnerable” refers to those individuals or groups who, by virtue of, for example, their age, gender, ethnicity, religion, physical, mental or other disability, social, civic or health status, sexual orientation, gender identity, economic disadvantages or ethnic peoples status, and/or dependence on unique natural resources, may be more likely to be adversely affected by the project impacts and/or more limited than others in their ability to take advantage of a project’s benefits. [↑](#footnote-ref-1)
2. Environmental and Social Standard 5, Footnote 10: “In some circumstances, it may be proposed that part or all of the land to be used by the project is donated on a voluntary basis without payment of full compensation. Subject to prior Bank approval, this may be acceptable providing the Borrower demonstrates that: (a) the potential donor or donors have been appropriately informed and consulted about the project and the choices available to them; (b) potential donors are aware that refusal is an option, and have confirmed in writing their willingness to proceed with the donation; (c) the amount of land being donated is minor and will not reduce the donor’s remaining land area below that required to maintain the donor’s livelihood at current levels; (d) no household relocation is involved; (e) the donor is expected to benefit directly from the project; and (f) for community or collective land, donation can only occur with the consent of individuals using or occupying the land. The Borrower will maintain a transparent record of all consultations and agreements reached.” [↑](#footnote-ref-2)
3. Environmental and Social Standard 5, Footnote 10: “In some circumstances, it may be proposed that part or all of the land to be used by the project is donated on a voluntary basis without payment of full compensation. Subject to prior Bank approval, this may be acceptable providing the Borrower demonstrates that: (a) the potential donor or donors have been appropriately informed and consulted about the project and the choices available to them; (b) potential donors are aware that refusal is an option, and have confirmed in writing their willingness to proceed with the donation; (c) the amount of land being donated is minor and will not reduce the donor’s remaining land area below that required to maintain the donor’s livelihood at current levels; (d) no household relocation is involved; (e) the donor is expected to benefit directly from the project; and (f) for community or collective land, donation can only occur with the consent of individuals using or occupying the land. The Borrower will maintain a transparent record of all consultations and agreements reached.” [↑](#footnote-ref-3)
4. Environmental and Social Standard 6, paragraph 23: “Critical habitat is defined as areas with high biodiversity importance or value, including (a) Habitat of significant importance to Critically Endangered or Endangered species, as listed in the IUCN Red List of threatened species or equivalent national approaches; (b) Habitat of significant importance to endemic or restricted-range species; (c) Habitat supporting globally or nationally significant concentrations of migratory or congregatory species; (d) Highly threatened or unique ecosystems; and (e) Ecological functions or characteristics that are needed to maintain the viability of the biodiversity values described above in (a) to (d).” [↑](#footnote-ref-4)
5. Environmental and Social Standard 6, paragraph 21: “Natural habitats are areas composed of viable assemblages of plant and/or animal species of largely native origin, and/or where human activity has not essentially modified an area’s primary ecological functions and species composition.” [↑](#footnote-ref-5)
6. Instructions from Safe Use of Pesticides by WHO. [↑](#footnote-ref-6)