



**MINISTRY OF INFRASTRUCTURE, SPATIAL  
PLANNING AND HOUSING**



**TERMS OF REFERENCE  
CONSULTING SERVICES**

**RECRUITMENT OF AN ENGINEER CONSULTANT (OWNER'S ENGINEER) FOR THE SUPERVISION  
AND MONITORING OF THE WORKS OF REHABILITATION OF THE ROAD EN1-SL-01-  
ESPARGOS/SANTA MARIA (SAL ISLAND – CABO VERDE)**

## 1. INTRODUCTION

Sal Island has an area of about 219.8 km<sup>2</sup> and a population of about 20,000 inhabitants. It is part of the Barlavento Islands group and is located nearly 50 kilometers from Boavista Island.

Sal Island is the main destination hub of Cabo Verde and requires continued sustainable investment to increase the quality and competitiveness of its tourism offering. Due to having the single international airport of the country up until the 2000s, in addition to pristine white sand beaches, Sal became the first arrival point for tourists and private investors in tourism through the first concessions for large resorts in the Santa Maria area (located in the south of the island), still in the 1990s. By the end of 2019, Sal was attracting nearly half of all international tourist arrivals and had about 45 percent of all hospitality beds in the country (Boavista Island is a distant second with 30 percent).

An International Development Association loan enables the Government of the Republic of Cabo Verde to undertake the rehabilitation of the EN1-SL-01 - ESPARGOS/SANTA MARIA Road, and to launch a tender for the supervision and monitoring of this work.

The national road (EN1-SL-01 Espargos-Santa Maria) is the main transport infrastructure connecting the two main urban areas on the island, Santa Maria (12,000 inhabitants) and Espargos (17,000 inhabitants). Most of Sal's touristic resorts are in Santa Maria, while most of the tourism industry's workers live in Espargos. The road is also the main access gateway to the port of Palmeira and to and from the Amílcar Cabral International Airport (the largest airport in the country). The road also provides critical access to the airport and port and potential use for evacuation routes. There are many dependencies between airports and other modes of transport (passengers access the airport via the road). Consequently, the road is one with the most traffic in the country and an artery for local and tourism flows. Built 20 years ago, it needs to be rehabilitated to accommodate the rapid increase in traffic (from 2,000 vehicles per day in 2012 to 4,000 in 2020) and to offer a better level of service. It is estimated that 73 percent of pavement surface is cracked (more than 35 percent are low severity cracks and 37 percent are already medium to high severity levels) with considerably high numbers of potholes (over 50 reported). The deteriorated condition and lack of lighting have led to a heightened occurrence of accidents. The length of the road is 14.6 km, comprising two lanes in each direction, six traffic circles, and overall deteriorated pavement and drainage structures, lack of signage and guardrails, no bicycle lanes, and no speed control system. Road users are further compromised at night due to limited lighting, making it difficult to detect potholes or obstacles, such as animals. In addition to the improvement

of the existing road, the project proposes to create one bicycle lane on side of the road to separate motor vehicle traffic and improve safety for cyclists and pedestrians. A significant number of cyclists include workers who work in Santa Maria, while also more and more appealing to tourists. The World Bank's Road Safety Appraisal Tool was used on the specific road, which yielded a project safety impact of 0.67. It projects a fatality percentage change of -33.5 percent by 2031. With scarce and irregular rainfall between the months of August and October, combined with sparse vegetation cover and low water retention capacity, when the rain falls, it does so with great intensity with half of the year's rain usually falling in a single storm. Climate-resilient features will be incorporated into the road rehabilitation where applicable, for example, enhanced longitudinal and cross drainage for better stormwater evacuation, steeper cross slope, protective measures, and improved materials to reduce the impacts of climate change

The project owner is the Ministry of Infrastructure, Spatial Planning and Housing, through Estradas de Cabo Verde (hereinafter ECV). ECV will be responsible for all technical aspects related to the project.

The road project will be overseen by UGPE (Unidade de Gestão de Projetos Especiais), and implemented by ECV (Estradas de Cabo Verde) as the owner. The UGPE will be supported by a dedicated team, which itself will be supported by the services of a consulting engineering for the supervision and monitoring of the works to be executed.

## **2. OBJECTIVE OF THE ASSIGNMENT**

The objective of this assignment is to recruit an Engineering Consultant (owner's engineer) to support ECV and UGPE in the supervision and monitoring of the works and supplies of the road. The owner is Estradas de Cabo Verde/ECV.

## **3. NATURE OF THE WORKS**

The objective of the work to be executed is the rehabilitation of the road EN1-SL-01 - Espargos/Santa Maria. The works consist of:

- Clearing of trees and plants in the work area;
- Excavation and dumping;
- Works on the adjustment of the slopes;
- Transport for the evacuation of the remaining earthwork products;
- Creation of drainage systems (ditches, catch basins and sinks);

- Milling/removal of the existing pavement (base layer);
- Removal of the existing base course;
- Paving of the road with asphalt concrete;
- Implementation of the crushed aggregates base course to wide grading (ABGE);
- Construction of cyclopean concrete retaining walls;
- Installation of metallic safeguards;
- Installation of a bicycle lane;
- Installation of public lighting;
- Installation of vertical signposting;

Installation of horizontal signposting; etc.

## **DESCRIPTION OF TASKS OF THE ENGINEERING CONSULTANT**

The engineering consultant selected under this TOR will be responsible for the supervision and monitoring of execution of the above mentioned road and will as well support the owner/ECV and UGPE in relevant matters related to the contracted services.

The engineering consultant will have under its responsibility the following:

- 4.1 The engineering consultant shall be accountable to the owner(ECV)for the technical supervision and monitoring of the works, for the technical and financial part of the above-mentioned works. As such, he/she shall provide the quantity of "man-day" that he/she deems necessary for the implementation of the tasks to be accomplished.
- 3.1 The duration of the rehabilitation works is estimated to be 18 months. The duration of the engineering consultants assignments is 20 months, starting 1 month before start of works and ending 1 month after conclusion of works.
- 3.2 The enginnering consultant shall be free to base his/her offer on the number of " man-day " deemed necessary, by taking into account the implementation deadline of the work. He/she shall appoint a works coordinator who shall act as coordinator of the consultant's assignments.
- 3.3 The term "Company" refers to the Contractor or group of Contractors selected for the implementation of the road works.
- 3.4 The owner(ECV) shall notify the Company of the Consultant's assignments.

- 3.5 The provision of site laboratory facilities and all equipment necessary for the performance of tests shall be provided by the Company.
- 3.6 The sending of samples to the LEC (Civil Engineering Laboratory), or other laboratory approved by the owner, and the costs associated with this type of testing will be the responsibility of the Company.
- 3.7 The Consultant shall assume the responsibilities of the "resident" engineer in charge of the supervision and monitoring of the works. In carrying out its responsibilities, the Consultant shall report directly to the Project Manager appointed for this purpose by the owner.
- 3.8 The Consultant will provide a qualified team (civil engineers, laboratory technician, topographer, electrical engineer, environmental and social safeguards specialist with appropriate qualifications, ensuring as well tasks related to social monitoring, health and safety auditor). The consultant shall also control and ensure that the works are implemented in accordance with the plans and specifications of the contract and take applicable administrative decisions related to the contract.
- 3.9 The Consultant's services shall include, in particular, as part of the Works Execution Directorate:
- a) The verification and approval of the implementation plans prepared and submitted by the Company within the context of the project construction;
  - b) The analysis of the programs, studies, projects and execution plans submitted by the Company and the elaboration of respective written insights for the owner's decision.;
  - c) The review of the organization of the worksite and workshops, as well as the means of the Company to ensure the proper progress of the works within the context of the application of the agreed implementation plans;
  - d) The daily control of the works implementation, the verification that the works are carried out in conformity with the approved plans and, if necessary, any possible changes of the construction design;
  - e) The in-situ check of the installation of all the structures of the project;
  - f) The drafting and notification of memos and any written notes to the Company necessary for the proper performance of the work;
  - g) The control of the implementation of the installations and the equipment planned into the works contract in order to ensure the respect of the contractual deadlines;
  - h) The control of the operating conditions and the accuracy of the equipment and measuring devices;
  - i) The control of the type of laboratory equipment to be used and its operating conditions, in accordance with the test methods of the technical specifications in the contract documents;
  - j) The control of the installation, the implementation and the restoration of the temporary deviations, if necessary;

- k) Control of the formulation and implementation of the materials and supplies provided for in the contract;
- l) The control and monitoring of the environmental, social, health and safety (ESHS) aspects of the project, in particular compliance with the Environmental and Social Management Plan (ESMP), in accordance with the works specifications, including the control of the restoration of borrowings, installation and camps sites, access roads, etc.: See details in the dedicated section "7. ESHS Control and Monitoring" of these Terms of Reference;
- m) Following on the daily weather forecast (temperatures and precipitations);
- n) The geotechnical control and the implementation of all the tests and measurements necessary to verify that the geometrical and mechanical properties of the materials, their preparation, their formulation and their implementation are according to the market technical specifications of the works contract and/or the rules of the art, the respect of the environmental and social management plan, in accordance with the works specifications, including the control of the restoration of the borrowings, the installation and camps sites, the access roads, etc. .... ;
- o) The achievement of at least 25% of the volume of tests required by the technical specifications of the works contract, randomly selected among the different categories of tests;
- p) Sending to the State Laboratory (LEC) samples to perform at least 5% of the volume of tests required by the technical specifications, selected randomly by the Consultant and approved by the Project Manager;
- q) Prepare a daily report of major work events/activities (including photographs) and send it to the Project Manager on a daily basis;
- r) The proposal of service orders resulting in a contract amendment (technical or financial) to the owner, which will notify the Company, including the control of their implementation;
- s) The establishment of observations, proposals and preparation of decisions to ensure the smooth running of the work site in case of unforeseen events;
- t) Keeping the work diary (or safety/observation register) in accordance with the special requirements applicable to the work to register and make known all notes, service orders, observations, incidents, events, cases of force majeure, proposals, instructions, etc., directly or indirectly related to the services to be provided by the Company under his/her work contract;
- u) The review of the Company's claims and the recommendations of measures to be taken by the owner to avoid disputes;
- v) The Consultant shall ensure that the Company complies with the terms of its contract and shall propose to the owner any necessary technical and financial improvements;
- w) Logistical and administrative support to a Project Unit to be created by the owner
- x) Organization of site weekly meetings.

3.9.1 Under the works regulation, the Consultant shall:

- a) Ensure the establishment of the measurements and accept as additional to the contract all the works implemented by the Company according to the stipulations of the contract;
- b) Define and establish the potential benefits known as " subcontracted works", if necessary verify their sub-details and transmit them to the owner for approval and implementation by service order;
- c) The verification of the monthly situations of works and approvals and the preparation of the monthly provisional statements as well as the last provisional statement to be provided to the owner at latest on the 5th day of the month following the verification of the general and final statement;
- d) The final control of each works package, the proposals for the partial provisional and final acceptance with the preparation of the related documents and the final measurements of the corresponding works;
- e) Keeping a financial account of the works, the presentation of which will be determined by the owner.

3.10.2 Completion of works

- a) After the provisional acceptance of all the works, the Consultant shall verify the final plans of the works provided by the Company. During the last two months of the works, along with the normal control and monitoring, the Consultant shall carry out the acceptance and preparation of the final reports of the works as stipulated above.

#### **4. QUALIFICATIONS, KEY-STAFF AND EQUIPEMENT OF THE ENGINEERING CONSULTANT**

##### **4.1. Qualifications**

4.1.1 The engineering consultant shall be a consulting firm with at least 15 years of experience in supervision and monitoring of similar works to the present project. Relevant experience in similar projects in countries with similarities to Cabo Verde will be a plus.

##### **4.1.2 Key-Staff**

4.1.3 The engineering consultant shall provide all necessary staff for supervision and monitoring of works to be executed by the Company. The staff shall be composed at least of:

<b>Position</b>	<b>Qualification</b>	<b>Experience</b>	<b>Number</b>	<b>Duration</b>
Work Coordination (resident)	Civil Engineer	15 years in roadwork	1	20 months out of 20

Works Supervisor (resident)	Technician (demonstrate Qualification)	15 years in roadwork	1	20 months out of 20
Laboratory Technician	Technician (demonstrate the technical qualifications for the tasks)	15 years in road laboratory	1	19 months out of 19
Topographer	Demonstrate the technical qualifications	5 years in roadwork	1	19 months out of 19
Electrician	Electrical Engineer	5 years in road lighting works	1	8 months out of 20
Environmental and Social Safeguards Specialist	Demonstrate the technical qualifications in environmental and social safeguards	5 years in roadwork	1	At least 2 visits per month throughout the duration of the project
Occupational Health and Safety Auditor (OHS)	Demonstrate the technical qualifications in the field	5 years in roadwork as an OHS officer or in supervising works of infrastructure.	1	At least 2 visits per month throughout the entire construction period

The staff listed in the table above should have a good knowledge of the Portuguese language (spoken and written).

- 4.1.4 The Works Supervisor shall have an excellent command of control and supervision methods and technical knowledge enabling him to participate in both fields of engineering and road techniques.
- 4.1.5 The Consultant shall organize his/her team in such a way that the Works Coordinator (resident) splits his/her time between the coordination and control of the execution of works in the beginning of the construction sites or closely and may take care of any other logistical needs. The Work Coordinator should be continuously on the work site throughout the 20 months that the consultancy lasts.
- 4.1.6 The Works Supervisor should have an excellent command of the control and supervision methods and technical knowledge enabling him to participate in both fields of engineering and road techniques.
- 4.1.7 The Works Supervisor should permanently stay on the works sites and in his/her site office (100% over 19 months).
- 4.1.8 The Laboratory Technician should be permanently on the works sites and in the site laboratory (100% over 19 months).

- 4.1.9 The Electrical Engineer should permanently stay on the works sites and in his/her site office (40% over 20 months, but must be present whenever his service is needed).
- 4.1.10 The Topographer shall be permanently on the works sites and in his/her site office (100% over 19 months).
- 4.1.11 The Consultant shall provide all topographic material, vehicles and any other equipment necessary for the complete and perfect execution of the control and supervision of the works under its responsibility. The Consultant will bear all the operating costs of the vehicles and other equipment it provides to support its assignments. Laboratory equipment will be provided by the Company. The costs of the tests to be carried out at the LEC (sending of the samples, possible travel of the LEC personnel and costs of these tests) will be borne by the Company. The Consultant shall also set-up appropriate facilities to accommodate the resources necessary to undertake the assignments under its responsibility.

## **5 ENGINEERING CONSULTANT'S STAFF CERTIFICATION**

- 5.1 The staff designated by the Consultant to supervise and monitor the road rehabilitation works shall first be approved by the owner/ECV and must be the ones listed in the Consultant's bid. The application for authorization, a copy of which must be sent to ECV, shall be accompanied by a curriculum vita of each staff to show their respective qualifications and professional experience, certified by an affirmative statement issued by the owner of the work site where they have worked.
- 5.2 The owner will give its opinion within fifteen (15) days after receiving the request. During the execution of the contract, the Consultant shall not replace its staff without a request for approval by the owner/ECV, in articulation with UGPE. The owner may request the replacement of any of the Consultant's staff whose conduct or technical competence may be prejudicial to the proper execution of the assignments.

## **6 REPORTING**

- 6.1 The Consultant, through the Works Coordinator (resident), shall prepare and submit to the owner, in the context of the works supervision, three (3) copies in Portuguese, of the following reports:
  - I. Monthly report of the work progress in schematic form and through standardized tables, including brief comments about the situation of the site, the assessment in terms of man-days, total remuneration per day of the workforce, and at the latest by the 5th of the following month.
  - II. Ad hoc and special report within the deadlines with urgency and no later than the seven days after any difficulty, incident or technical hazard that may have occurred during the execution of the work.

- III. Quarterly report on the status of the work to be delivered no later than the 10th of the following month. It shall present in detail:
- The progress of the work and the financial and administrative status of the contract in comparison with the Company's initial forecasts;
  - Any major fact that may interfere with the work itself;
  - The list of the Consultant's staff involved in the works control and monitoring, the tasks performed and the provisional program planned for the next three months for the control and monitoring staff; the provisional program may be amended by the Consultant in accordance with the needs of the works control and monitoring;
  - The Company's list of staff and site machinery used in the execution of the works, as well as the equipment immobilized with the corresponding periods;
  - The financial situation of the supervision contract;
  - The environmental, Social, Health and Safety (ESHS) safeguards, upon agreement, covering all the aspects of project monitoring, incidents, accidents and near accidents, summaries of complaints and measures taken, future or potential problems, any consultation undertaken, relevant training, and compliance with authorizations and consents (see details in section "7. ESHS Monitoring and Control" of these Terms of Reference. In this report, it is necessary to describe the number and type (and location) of complaints, the solution adopted (two summaries using tables/graphs). In due time, a template for presentation of safeguardas reports will be agreed upon.
- IV. The monitoring work must present quarterly reports in Portuguese and the data generated on labor indicators (percentage of women);
- V. The monitoring work must present the Environmental and Social Status Update and mitigation of negative effects of the work;
- VI. End of work site report, after provisional acceptance of the work, summarizing the comments of the inspectors on the site, the quantities of work actually performed, the detailed evaluation of the cost of the project and all recommendations concerning the settling of any disputes, the mitigation measures of the environmental and social impacts implemented by the Contractor.

This report may include the review of the works' cost accounting, established by the Company and shall highlight, in particular, the percentages of costs in salaries, social charges, fuels, ingredients, materials, depreciation and taxes as part of its contractual commitment. The report shall be submitted to the owner not later than one month after the provisional acceptance of the work, in duplicate. If within 45 days after submission of the draft final report, the owner makes any observations, the Consultant shall have an additional period of one month from the date of submission of such observations to redraft the report. If within fifteen (15) days of the submission of the finalized report or within one (1) month of the

submission of the draft report, the owner does not notify the Consultant of any comments or observations, the report shall be considered to be finally approved and the Consultant shall provide eight (8) copies of this confidential report.

- VII. The as-built drawing works as they have been implemented and approved.
- VIII. A report at the end of site-works, after the final acceptance and the approval of the general and final account providing comments on the lifting of the reservations made at the provisional acceptance, on the pavement's performance and any recommendations concerning the settlement of any outstanding dispute. This report is to be submitted under the same conditions as the report mentioned in point IV above.

## **7 ESHS Control and Monitoring**

### Composition of team

1. The Consultant's team will consist of:
  - a) Qualified personnel to undertake the day-to-day supervision of contractors in all matters concerning compliance with the Company's ESMP (E-ESMP), occupational health and safety (OHS), and care on the worksite, with workers, and the community. Ideally, this should be performed by the resident engineers, otherwise additional resources must be used.
  - b) A Safeguards Specialist who will undertake joint quarterly inspections with UGPE's Safeguards Specialist and the Resident Engineers.
  - c) An OHS auditor who will conduct independent OHS performance audits on the Project.
2. The UGPE's Safeguards Specialist shall provide independent oversight and input to the Consultant on all aspects of the environmental and social compliance for in their Consulting capacity they shall take them into account in their monitoring and oversight role. The UGPE's safeguards specialist shall conduct at least quarterly inspections of the work sites, accompanied by the Consultant's safeguards specialist and the resident engineer (see below).

### **Validation of the E-ESMP**

3. Prior to the start of any civil engineering works by the Company, the Consultant shall, in consultation with the owner and the UGPE:
  - a) Validate the E-ESMP. With the assistance of a safeguards specialist, the Consultant shall review the E-ESMP to ensure that it meets the requirements of:

- i. the respective project's ESMPs;
- ii. complies with relevant national laws, including consent requirements;
- iii. meets the World Bank's Environmental, Health and Safety (EHS) and the Environmental and Social Safeguards policies.

b) Validate the Company's OHS management plan. It shall be consistent with the owner's OHS requirements, as well as the World Bank's EHS guidelines.

Analyze and provide a written insight on the Traffic Management Plan presented by the Company, for ECV's approval.

4. The Consultant shall identify and report to the owner and the UGPE any changes in the design or construction methods of the project that would result in an update of the ESMP or E-ESMP. The changes in the works or methods should be assessed against the existing Zone of Influence of the project (ZIP) and against the public policy issues raised by the changes. If the ZIP (geographic, social, or environmental) has changed or if there is a public policy issue related to the changes, then the safeguard instruments shall be updated by the Consultant and the Company as necessary and republished.
5. Documentation must be retained and monthly reports must reflect all the changes and assessments, even if an update of the safeguards instruments is not required.
6. Coordinate reviews of safeguard instruments by the owner, ministries, the UGPE, and the World Bank, compilation of comments, changes, and approvals as appropriate;
7. Provide the substance and otherwise support the UGPE in consultations with the communities and stakeholders in accordance with the consultation plan in the ESMP.
8. Validate any updates to the E-ESMP based on the owner or the UGPE's inputs.

#### **OHS, HIV/AIDS, Gender-Based Violence (GBV), and Violence Against Children (VAC)**

The engineering consultant shall:

9. Supervise the Company on all matters relating to occupational health and safety, and care on work site, with workers and local communities.
10. Ensure that all persons working on the project (Company, contractors, consultants and potentially the owner) have received: (i) training on OHS; (ii) training on HIV/AIDS; (iii) training on GBV and VAC.
11. Verify the Company's compliance and ensure that the consultants respect their actions as stated in

the "codes of conduct" regarding GBV and VAC. Ensure that all managers and workers, including subcontractors and consultant staff, have signed the Codes of Conduct and have undertaken the necessary training. In addition, updated training should be provided to all workers and subcontractors.

12. If necessary, require the Company / contractors to take measures in accordance with the contract requirements to ensure compliance with the project specifications for HIV/AIDS, GBV and VAC prevention.
13. Participate in the GBV and VAC Compliance Team (GCT) which is a team created by the project to resolve GBV and VAC issues. As part of the GCT, take appropriate corrective measures for any Consultant's staff who has committed an act requiring sanctions.
14. Ensure that the work-sites are established and managed in accordance with the ESMP recommendations and the guidelines included in the IFC Guidance Note on Accommodation <http://tinyurl.com/workers-campsdutravailleur>.

### **General oversight**

15. The Consultant shall:
  - a) Ensure that the Company and its subcontractors comply with the day-to-day requirements of the E-ESMP, OHS, and environmental and social safeguard requirements according to the local laws (including consent conditions), and the World Bank ESHS policies.
  - b) On a regular basis, inform the owner and the UGPE on the progress made with permit or consent applications issued by the contractor under the local laws or regulations.
16. This supervision includes not only activities at each project site, but also off-site activities, such as worker camps, quarries, depots, etc.
17. The Consultant shall:
  - a) ensure that the Company and subcontractors comply with the provisions of the traffic management plan, particularly with respect to speed controls, coverage of truck loads, and the use of flagmen and other provisions for traffic safety;
  - b) Review the condition of equipment and require the contractor not to use equipment that may be hazardous or poorly maintained;
  - c) For the equipment and materials imported from abroad, ensure that the Company complies with all import regulations related to the inspection and quarantine, including fumigation and other similar treatments, and take these regulations into account during procurement planning and work pricing. Appropriate quarantine certificates shall be

provided to the consultant's engineer prior to importing material;

- d) Review the complaint handling mechanism (CHM) and provide support to the owner for resolution of problems related to the Company's activities or construction activities;
- e) With regard to OHS:
  - i. Ensure that the Company follows their OHS Management Plan;
  - ii. Ensure that all workers have proper personal protective equipment (PPE);
  - iii. On a regular basis, review the OHS incident log and site activities to identify potentially unsafe practices or problems.
  - iv. Ensure that the Consultant's OHS auditor visits the construction site on a regular basis (twice a month) to conduct safety audits to validate the Resident Engineer's OHS supervision and independently confirm the Company's compliance with the OHS plan. The audit reports shall be provided to the client at the end of each visit.

18. Instruct the Company to resolve any issues of non-compliance with the E-ESMP or ESMP. For the violations of the E-ESMP or ESMP, the Company shall receive notice from the consultant's engineer to initiate actions to address the problem within 48 hours. If the remedial and restoration have been satisfactorily initiated, but failed to be completed within that time period, the consultant's engineer will determine an extended period of time to complete the restoration in consultation with the Company and the owner/ECV. If the consultant's engineer determines that the Company has not:

- initiated any satisfactory corrective action within 48 hours, or
- carried properly the restoration procedure, or
- done the restoration in a timely manner within the extended time frame,

The engineer may order the contractor to cease all restoration activities. The owner/ECV is entitled to hire and pay a third party to perform the restoration work. The Company shall reimburse the owner/ECV for all costs reasonably incurred by the employer to have third parties perform the restoration work.

### **Quarterly Inspections**

19. The quarterly UGPE's inspections must be accompanied by the Consultant's Safeguards Specialist and the Resident Engineer. The Consultant shall prepare a joint quarterly report that must be

accepted by all parties and clearly identify the measures to be taken to improve safeguards compliance.

20. At a minimum, the Consultant's Safeguards Specialist will conduct monthly site inspections of each project, including worker camps and warehouses, and will fill out the inspection checklists in the ESMP monitoring plan and submit them to the Owner with a report.

### **Reporting process**

21. The following reports are required:

- a) Ensure that the Company provides monthly OHS reports, including indicators of good and poor performance, in the format agreed upon for the project.
- b) Provide a monthly report on the contractor's OHS performance.
- c) Inform the Client immediately in the event of a fatality on the project.
- d) Prepare quarterly safeguarding progress reports in an agreed upon format covering all the aspects of the project monitoring, including OHS, ESMP and E-ESMP compliance, incidents, near accidents, grievance/complaint reports and measures taken, upcoming or potential problems, any consultation undertaken, relevant training, and compliance with the approvals and consents. If there are no instances of non-compliance during the period with respect to gender-based violence and violence against children, the report shall explicitly state in the section reserved for this purpose that no instances of sexual harassment, sexual abuse and violence against women, and exploitation of children on construction sites were recorded during the period.

As part of its mission, the Consultant shall:

- a) Notify the owner/ECV as soon as possible of any incident in the following categories. Full details of such incidents shall be provided to the the owner/ECV within the time period agreed with the owner/ECV
  - i. Found or probable infringement of a legal provision or international treaty.
  - ii. Serious injury (time loss) or death.
  - iii. Significant damage or adverse impact to private property (e.g., automobile accident).
  - iv. Any charge of gender-based violence or violence against children, i.e., charges of gender-based violence, sexual exploitation or abuse, sexual harassment or sexual

misconduct, rape, sexual assault, child abuse, or other offenses involving children.

- b) Ensure that any notifications regarding ESHS issues received from the Company are brought to the attention of the owner and the UGPE in a timely manner;
- c) Immediately inform and bring to the owner/ECV attention any instructions given by the Consultant to the Company in relation to an ESHS incident, and as requested to the Company as part of the periodic reports;
- d) Report Company's ESHS data to the owner and the UGPE in a timely manner, as requested to the Company in the periodic reports.

### **Provision of Documents**

The owner (ECV) will provide to the Consultant the following documents:

- Good for Construction Project
- Bid Documents
- Social-Environmental Management Plan (PGAS) and other relevant safeguard instruments
- Works Contract