

REPUBLIC OF GHANA



GHANA PRODUCTIVE SAFETY NETS PROJECT 2 (GPSNP 2)

ENVIRONMENTAL AND SOCIAL MANAGEMENT FRAMEWORK (ESMF)

February 2021

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APPENDIX 1: LIPW IN-HOUSE APPRAISAL CHECKLIST

LIPW SUB-PROJECT IN-HOUSE APPRAISAL CHECKLIST GHANA PRODUCTIVE SAFETY NET PROJECT (GPSNP)

CHECKLIST FOR SELECTION OF LIPW SUB-PROJECTS

DATE:

DISTRICT:

REGION & ZCO:

DESCRIPTION OF PROPOSED SUB-PROJECT:

.....

.....

COMMUNITY.....

This checklist has been designed to assist in selecting LIPW sub-projects. It will assist the project implementers and reviewers to ascertain the eligibility of the sub-project.

Describe the vegetation/ trees within the sub-project area.

Estimate and indicate where vegetation/trees might need to be cleared

Conflict

(A) Tick where appropriate
()

Galamsey ()
 Proposed sub-project on private land ()

Note: *If the answer to any of the sub items in A above is ticked, then an alternative site should be found.*

B) EXCLUSION LIST

The following list of sub-projects shall NOT be implemented under the project.

1. Subprojects at historical sites and sacred groves (shrines, cemeteries, etc.)
2. Subprojects on International waterways
3. Activities involving degradation of the environment (e.g. charcoal burning, sand winning, etc.)
4. Mining activities
5. Sub-projects that might impact negatively on International Heritage Sites.
6. Subprojects with low unskilled labour content (less than 30%)

C) Thresholds for EPA Registration

| Sub-project type | | |
|------------------|--|---|
| 1 | Feeder Roads | All feeder roads sub-projects shall be registered with the EPA |
| 2 | Small Earth Dams/ Dugouts | All SEDDs shall be registered with the EPA |
| 3 | Climate Change Mitigation Interventions | Only sub-projects above 10ha shall be registered with the EPA. Sub-projects of 10ha or below shall only be subjected to the Project's in-house Appraisal (Environmental and social screening) |
| 4 | Improved Water Supply | All water supply sub-projects will not be registered with the EPA |
| 5 | Improved Sanitation facilities | Sub-projects may be registered depending on the outcome of the project's inhouse screening. |
| 6 | Solid waste management | Solid waste management activities (waste collection) shall not be registered with the EPA |
| 7 | Flood mitigation measures | Only flood mitigation structures that require the construction of major retention structures shall be registered with the EPA. |

(D)

| NO | DESCRIPTION | YES = 1 NO = 0 | COMMENTS IF ANY |
|----|--|-----------------------------|-----------------|
| 1 | Has the sub-project been captured in the DMTDP/Annual Action Plan of the DA | | |
| 2 | Is the sub-project location among the poorest/deprived areas in the DA as per the DMTDP or District Poverty Map? | | |
| 3 | Is the proposed intervention a priority of the Community? | | |

| | | | | |
|--|--|---|--|--|
| 4 | Has the community been consulted in the selection of the sub-project? (<i>Involvement of all segments of the community including both women and men, the youth, aged, persons with disabilities, migrant/settler farmers, chiefs and opinion leaders, CSO/CBOs, etc</i>) | | | |
| 5 | Is the Community on the LEAP Programme? | | | |
| 6 | Is there adequate and willing unskilled labour in the community or project catchment to meet the labour demands of the sub-project? (indicate an estimation of the population in the catchment) | | | |
| 7 | What is the prevailing Agriculture Daily Casual Labour rate in the area (<i>indicate amount in the comments column</i>) | | N/A | |
| 8 | No commercial agric. or major mining, trading or industrial activities in the community or area (provide details in the last column if there is commercial activity) | | | |
| 9 | Scope of Proposed Sub-project | Length of Feeder Road not more than 5km | | |
| | | Capacity of Dam/ Dugout not larger than 250,000m ³ and height not above 5m | | |
| | | Size of CC Site not less than 5 Hectares | | |
| 10 | Is the proposed sub-project one that lends itself to the application of LIPW works method (minimum equipment use and use of local resources) | | | |
| 11 | Can the subproject be undertaken during the agric. slack period (off season)? | | | |
| 12 | Is the distance of the proposed site from Participating Community/ Communities less than 5km? | | | |
| 13 | Is there opportunity for continuation LIPW in the same community/sub-project catchment for the same beneficiaries for another implementation season? | | | |
| 14 | If answer to 13 above is yes, indicate the potential subproject | | | |
| 15 | Sub-project not being considered by another Agency for execution? | | | |
| | TOTAL SCORE | | | |
| <p><u>Note:</u> Total Score ≥ 10, then proceed with Environmental and Social screening below. Otherwise consider alternative site.</p> <p style="text-align: center;">(E)</p> | | | | |
| Environmental Screening | | | Potential for Adverse Impacts (<i>tick under the headings below</i>) | |

| | | | (Refer to (D) below for interpretation of Low, Medium and High ratings) | | | | |
|----|--|---|---|-----|--------|------|---|
| | | | None | Low | Medium | High | Remarks (Specify closest resource in question and or mitigation measures) |
| 16 | Natural Habitats | Wildlife habitat or populations disturbed? | | | | | |
| | | Fragile/Sensitive ecosystems disrupted (e.g. hillslopes, close to riverbanks etc.) | | | | | |
| | | Site has medicinal plant and animal species that are ONLY found in and around the proposed site. | | | | | |
| | | | | | | | |
| | | Sub-project situated within protected areas designated by government (e.g. RAMSAR, sites Forest, Game & Wildlife Reserves etc.) | | | | | |
| | Water quality and water resource availability and use | Stream crossings at site | | | | | |
| | | Existing water sources supply/yield depletion | | | | | |
| | | Activities of existing and downstream water users disrupted | | | | | |
| | | Sites may affect water quality or availability to the community | | | | | |
| | Natural hazards vulnerability, floods, soil stability/ erosion | Potential Soil erosion concerns (e.g., due to highly erodable soils or steep gradients) | | | | | |
| | | Potential flooding concerns | | | | | |
| | | Wet season excavation | | | | | |
| | | Creation of quarry sites or burrow pits | | | | | |
| | | Significant vegetation removal | | | | | |
| | | Solid or liquid waste generation | | | | | |
| | | Dust generation | | | | | |
| | | Noise generation | | | | | |
| | Social Screening | | | | | | |

| | | | | | | | |
|--|---|--|--|--|---------------------------------|--------------------|-----------------|
| 17 | Cultural property | Sacred groves and heritage sites (or will the project negatively impact any sacred grove if implemented?) | | | | | |
| | | Cemeteries will require excavation | | | | | |
| | Involuntary Resettlement | Cultural practices, beliefs or norms that would prevent women and marginalized/minority groups from participating in the works | | | | | |
| | | Sites may require resettlement or compensation | | | | | |
| | | Acquisition of the Land will negatively affect some sections of the community, especially the Vulnerable such as Settlers, women, disabled persons, etc. | | | | | |
| | | Changes to livelihood from land acquisition | | | | | |
| | | Execution of the sub-project will lead to the temporary or permanent loss of abode/household assets/livelihood (e.g. farmland, farm produce, dwelling houses etc.) to some families? | | | | | |
| Land Tenure | Is the ownership of the proposed land for sub-project execution in dispute? | | | | | | |
| Summary of Site Sensitivity Rate as Low/Medium/High for the site and provide comments <i>(Refer to (F) below for interpretation of Low, Medium and High ratings)</i> | | | | | | | |
| | | Site Characteristics | | | | | Comments |
| | | Natural habitats | Water quality and water resource availability and use | Natural hazards vulnerability , floods, soil stability/ erosion | Involuntary resettlement | Land Tenure | |
| 18 | Ratings: (None, Low, Medium & High) | | | | | | |
| Categorization and Recommendations | | | | | | | |

| | | | | |
|----|---|-----------------|---------------|---|
| | Indicate the Environmental and Social categorization for this subproject (Based on the Screening Findings of Sections 18 above) | | | |
| | Tick as Appropriate | Category | Rating | Recommendation |
| 19 | | C | Low | Does not require additional environmental or social due diligence than what is provided in the ESMF/RPF. Refer to ESMF /RPF. Sub-projects will however be registered with EPA in accordance with LI 1652 |
| | | B | Medium | Requires additional environmental or social instruments to support the ESMF/RPF. In case the sub-project is registered with EPA and no further documentation is required, the RDCU/ZCO would prepare a site-specific Environmental and Social Management Plan Checklist (ESMP Checklist). |
| | | A | High | Requires registration with the EPA and additional environmental or social instruments (ESMP, ESIA, ARAP, RAP, etc.) to support the ESMF/RPF |
| | <u>Any other information deemed necessary</u> | | | |

| | | Community Representatives Present at Selection Meeting | | |
|----|-----------|--|-------------|----------------------|
| No | Full Name | Sex (M/F) | Designation | Signature/Thumbprint |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

| | | | | |
|------------------------|-----------|---|------------------------------|--|
| 5 | | | | |
| | | DA Representatives Present at Selection Meeting | | |
| No | Full Name | Designation | Signature/ Thumbprint | |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| <u>Recommendation:</u> | | | <u>Reasons for Decision:</u> | |
| | | | | |

Prepared By (DA Staff):

Name:

Signature& Date

Reviewer:

(Name and Signature of Zonal Coordinator)

Date:

Approver:

(Name and signature of ESSS of RDCU)

Date:

(F)

Impact identification and classification:

When considering the location of the sub-project, rate the sensitivity of the proposed site in the following table according to the given criteria. Higher ratings do not necessarily mean that a site is unsuitable. They do indicate a real risk of causing undesirable adverse environmental and social effects, and that

more substantial environmental and/or social planning may be required to adequately avoid, mitigate or manage potential effects. The following table should be used as a reference.

IMPACT IDENTIFICATION AND CLASSIFICATION

| Issues | Site Sensitivity | | |
|--|---|---|--|
| | Low | Medium | High |
| Natural habitats | No natural habitats present of any kind | No critical natural habitats; other natural habitats occur | Critical natural habitats present |
| Water quality and water resource availability and use | Water flows exceed any existing demand; low intensity of water use; potential water use conflicts expected to be low; no potential water quality issues | Medium intensity of water use; multiple water users; water quality issues are important | Intensive water use; multiple water users; potential for conflicts is high; water quality issues are important |
| Natural hazards vulnerability, floods, soil stability/ erosion | Flat terrain; no potential stability/erosion problems; no known volcanic/seismic/ flood risks | Medium slopes; some erosion potential; medium risks from volcanic/ seismic/ flood/ hurricanes | Mountainous terrain; steep slopes; unstable soils; high erosion potential; volcanic, seismic or flood risks |
| Cultural property | No known or suspected cultural heritage sites | Suspected cultural heritage sites; known heritage sites in broader area of influence | Known heritage sites in project area |
| Involuntary resettlement | Low population density; dispersed population; legal tenure is well-defined; well-defined water rights | Medium population density; mixed ownership and land tenure; well-defined water rights | High population density; major towns and villages; low-income families and/or illegal ownership of land; communal properties; unclear water rights |
| Land Tenure | No conflicts, disagreements around use of land, | Process of land regularization and rights to natural resources being worked out with clear communication and grievance process in place | Land conflicts historically unresolved, and no transparency or grievance redress available |

APPENDIX 2: ENVIRONMENTAL PROTECTION AGENCY EA FORM 1

ENVIRONMENTAL PROTECTION AGENCY



1 ENVIRONMENTAL ASSESSMENT REGISTRATION FORM

(To be completed in Duplicate)

FEE GH¢

FORM EA 1

Proponent:

Address for correspondence

Contact person _____ Position _____

Phone No _____

Email _____

Environmental Protection Agency (Head Office)

P.O. Box M 326

Accra, Ghana

Tel: 0302 664697/8, 0302 663499, 0302 662465

Email: info@epa.gov.gh

Website: www.epa.gov.gh

This form shall be submitted to the relevant EPA Regional, District and Zonal Offices. It is important that you read carefully the guide for completing the form before starting.

GUIDE FOR COMPLETING AN ENVIRONMENTAL ASSESSMENT REGISTRATION FORM

The Environmental Assessment Registration Form is designed to provide enough relevant information to enable the EPA to set an appropriate level of assessment for proposal referred to it. Failure to provide detailed information in a comprehensive manner may delay the assessment process. It is not expected that this form will be appropriate for all purposes and, depending on your proposal, a lengthier document may be necessary in addition to this form.

2 PROPOSAL

A simple, brief description of the proposal or proposed undertaking is required and must include: input processes, end results, outputs, quantities and timing. Please include flow diagram if available.

3 LOCATION

A site/block plan is essential.

It should indicate the geographical coordinates of site (Longitude and Latitude), evaluation and slope of the site, any nearby areas or features of environmental significance (e.g. proposed or declared reserves, water courses, wetlands) and adjacent land uses, including the nearest homes or areas zoned residential.

4 SERVICES

Details of water supply, storm water drainage, power corridors, access to and impact on roads and transport can all be significant and should be noted where relevant.

5 ENVIRONMENTAL IMPACT

Criteria for assessing a project and setting a level of assessment are:

1. The character of the environment
2. The potential impact of the proposal
3. Resilience of the environment to cope with change
4. environmental impacts
5. The input of other statutory decision-making bodies
6. Degree of public interest.

The following potential environmental impacts may be relevant:

1. Impacts on geomorphology, land stability and landscape
2. Impacts on drainage and water quality (surface and ground)
3. Impacts on biota
4. Impacts on access and transport systems
5. Impacts on existing services including power, water and telephone
6. Impacts on existing community facilities
7. Impacts on existing contingency plans for safety and emergency services.
8. Impacts on emission (Gas, Dust, Noise and heat)
9. Management of solid and liquid waste and storm water
10. Impacts on adjacent land uses including any conservation and recreational aspects
11. Impacts of constructional and operational activities
12. Visual impacts
13. Social impacts

Proponents would be required to pay appropriate processing and permit fees in accordance with the current existing LI for fees and charges (Amendment) Instruments.

1. PROPOSED UNDERTAKING/DEVELOPMENT

Title of proposal (general classification of undertaking)

.....

Description of proposed undertaking including unit processes (flow diagram), raw materials, list of chemicals (source, types and quantities), storage facilities, waste by-products (soil, liquid and gaseous)

.....

.....

.....

.....

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.....

Scope of proposal (size of labor force, equipment and machinery, installed production capacity, product type, area covered by facility/proposal, market)

.....

.....

.....

.....

.....

.....

2. PROJECT SITE

(Location attach a site plan/map)

Plot/House No..... Street/Area Name.....

Town..... District..... Region.....

Major Landmarks (if any).....

Current Zoning.....

Distance to the nearest residential and or other facilities (in meters) provide coordinates (where possible)

.....
.....

Adjacent land uses (existing and proposed) – (Describe in details and attach pictures)

.....
.....
.....

Site description (immediate activities and adjacent land uses should be described)

.....
.....
.....
.....
.....
.....

3. INFRASTRUCTURE AND UTILITIES

Structures (building and other facilities proposed or existing on site)

.....

.....

Access to water (source, quantity)

.....

.....

Access to power (type, source and quantity)

.....

.....

Draining provision in the project area

.....

.....

Nearness to water body

.....

.....

Access road to project site

.....

.....

Other major utilities proposed or existing on site (eg. sewerage, etc)

.....

.....

4. ENVIRONMENTAL IMPACTS

Potential environmental impacts of proposed undertaking (both constructional and operational phases)

| | |
|--------------------|-----------------|
| CONSTRUCTION PHASE | OPERATION PHASE |
|--------------------|-----------------|

5. CONCERNS

Views of immediate adjoining neighbor's and relevant stakeholders (if applicable provide evidence of consultation to facilitate identification of key issues/impacts)

| INDICATE PERSONS / INSTITUTIONS CONSULTED AND THEIR VIEWS AND CONCERNS IN THE TABLE BELOW | | | | |
|---|------|-------------------|---|-------------------|
| No | Name | Contact Tel/Email | Location Relation (North East West) To South Project Site | Concerns / Issues |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

6. MANAGEMENT OF IMPACTS AND ENVIRONMENTAL ENHANCEMENT

| CONSTRUCTION PHASE | OPERATION PHASE |
|--------------------|-----------------|
| MEASURES | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

7. ATTACHMENTS

Tick appropriate box indicating that the following required documents have been attached.

- ☐ Authentic site plan (signed by a licensed surveyor and certified by survey
- ☐ dept.) Block plan of the site
- ☐ Photographs of the site
- ☐ Zoning letter from Town and Country Planning Department (TCPD)
- ☐ No objection letter from the National Petroleum Authority (NPA) (For Petroleum Products retail outlets (FSS & LPG))

8. DECLARATIONS

I,hereby declare that the information provided on this form is true to the best of my knowledge and shall provide any additional information that shall come to my notice in the course of processing the application. I also declare that the information provided is true.

.....

.....

.....

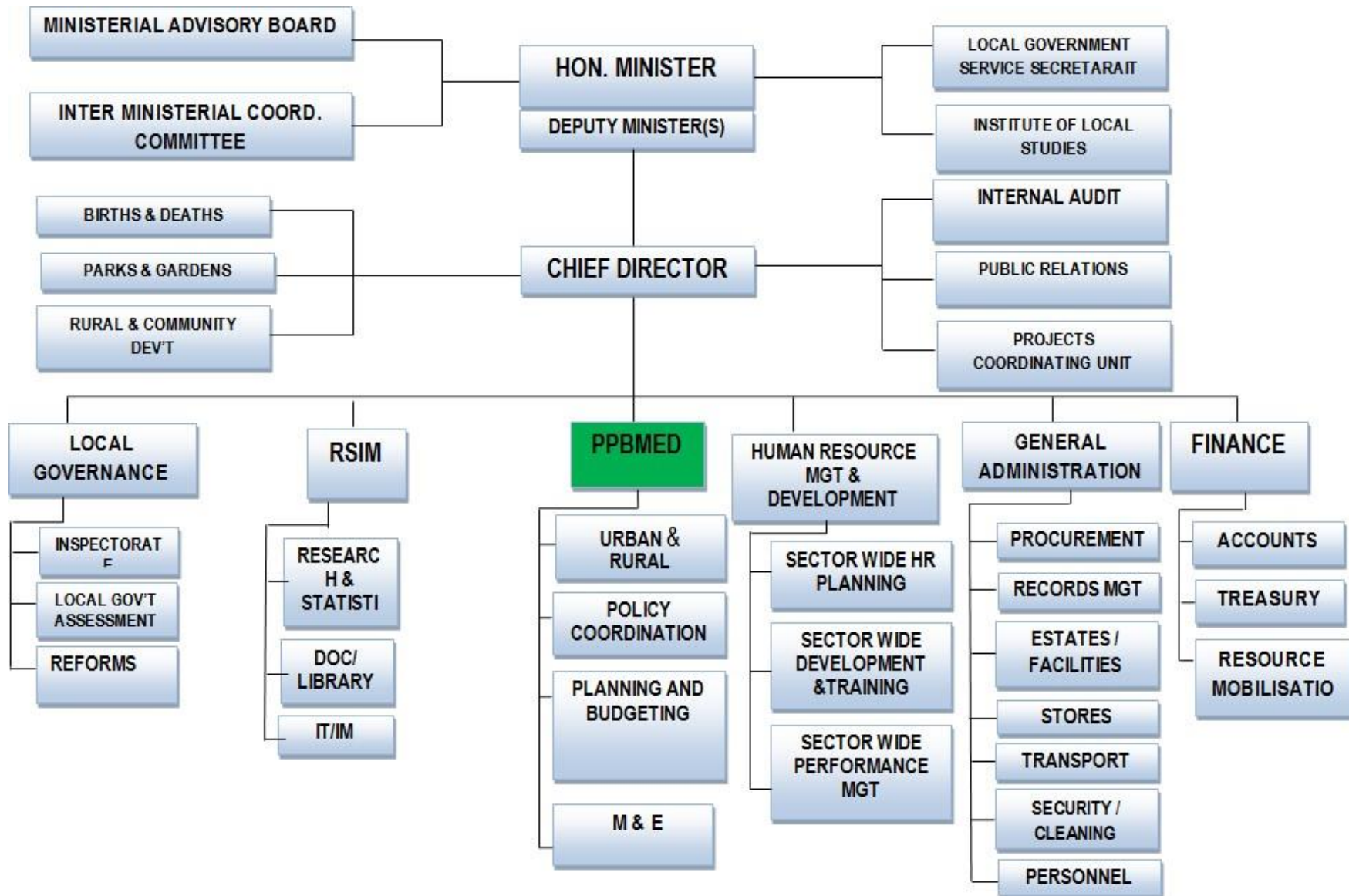
.....

.....

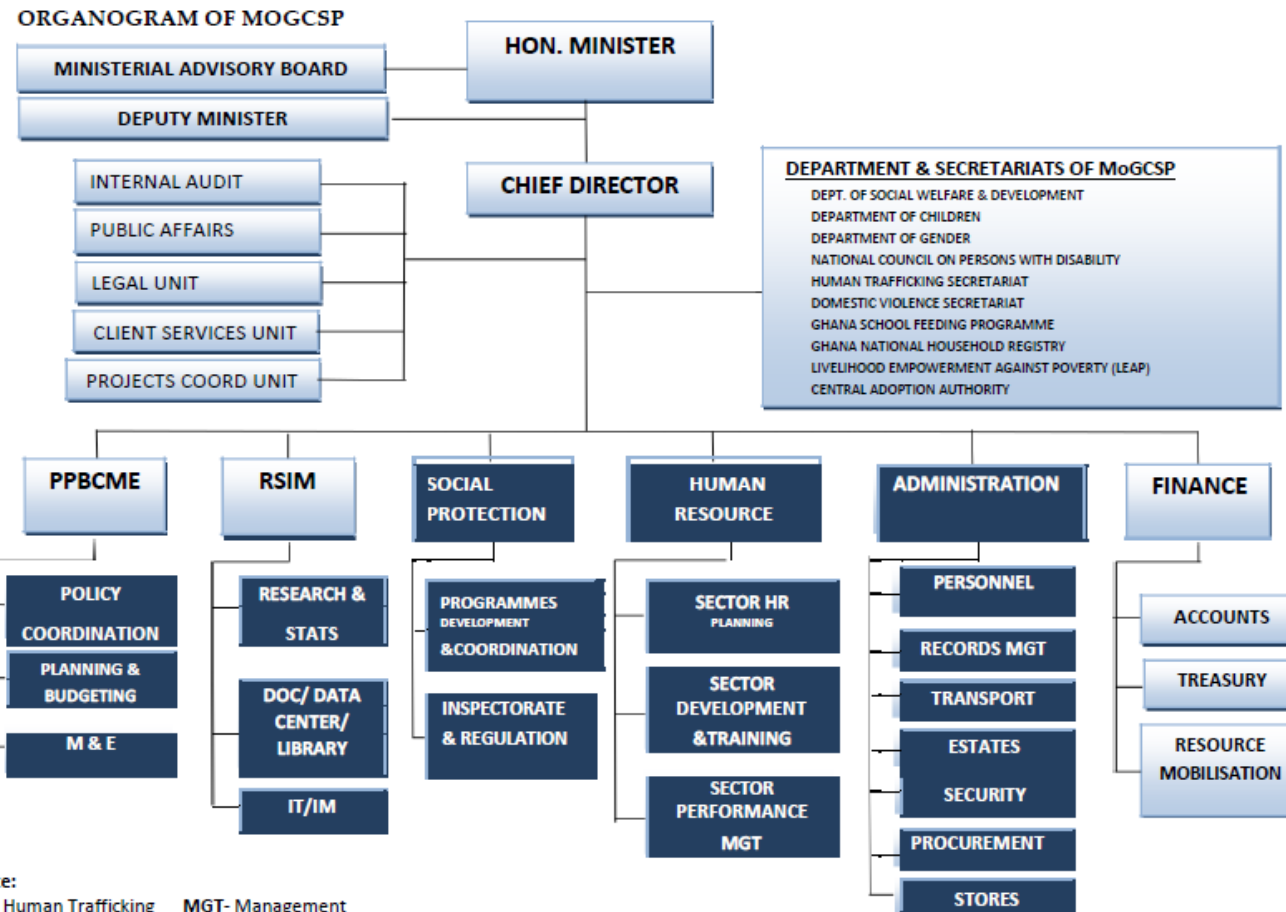
Signature

Date

APPENDIX 3: MLGRD ORGANOGRAM

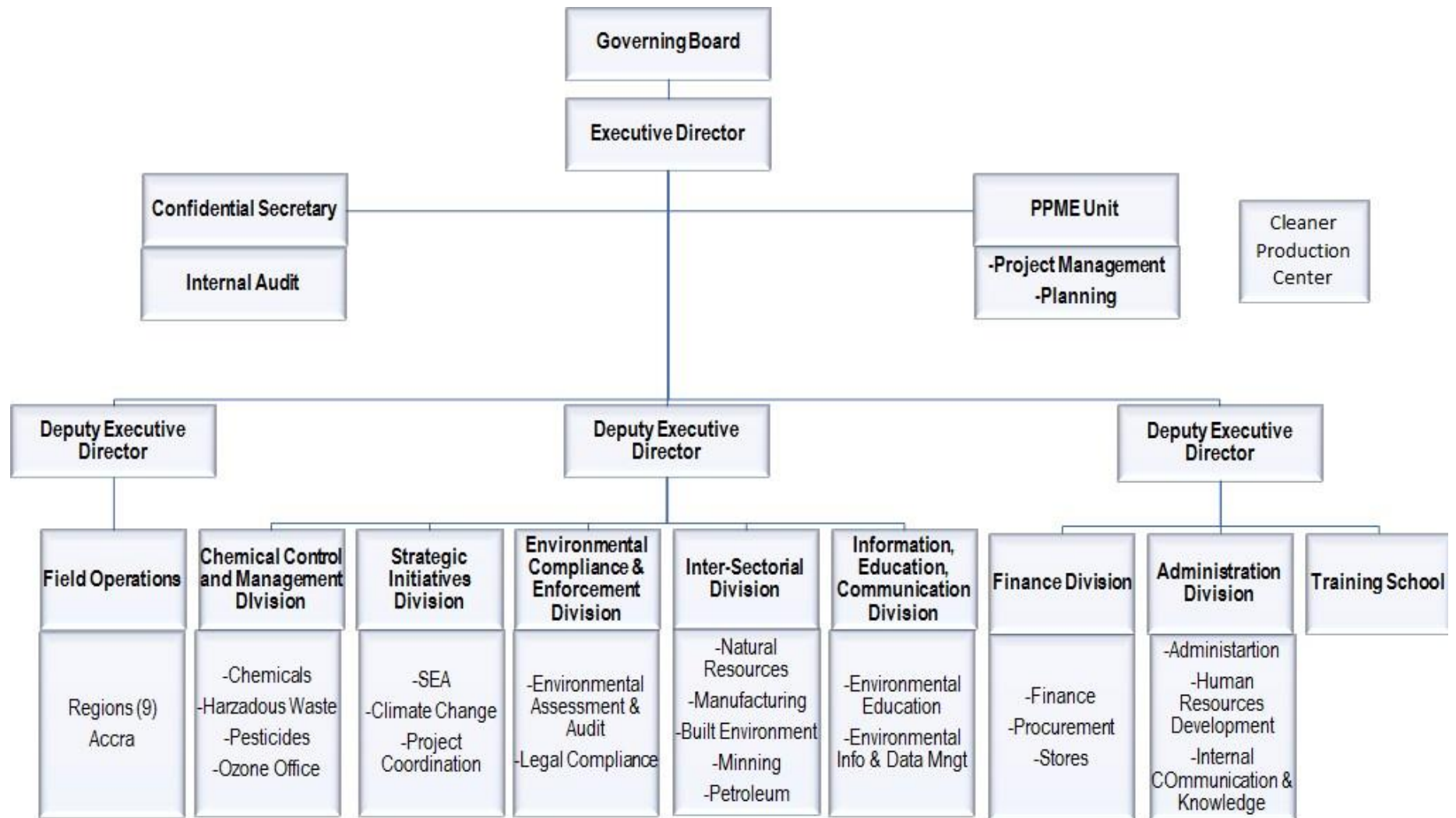


APPENDIX 4: MOGCSP ORGANOGRAM

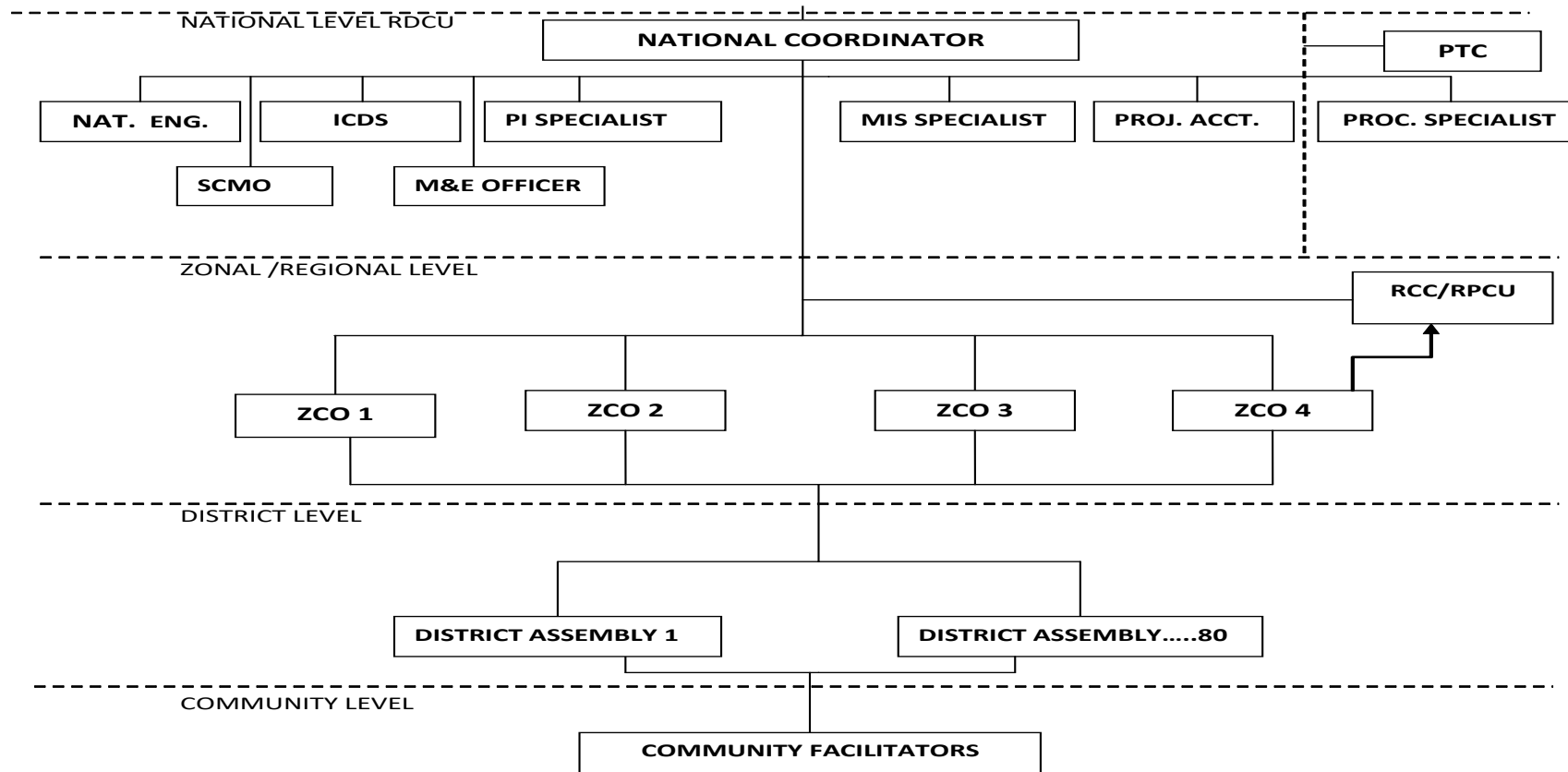


Note:
 HT- Human Trafficking MGT- Management
 STATS-statistics
 DV- Domestic Violence SP- Social Protection

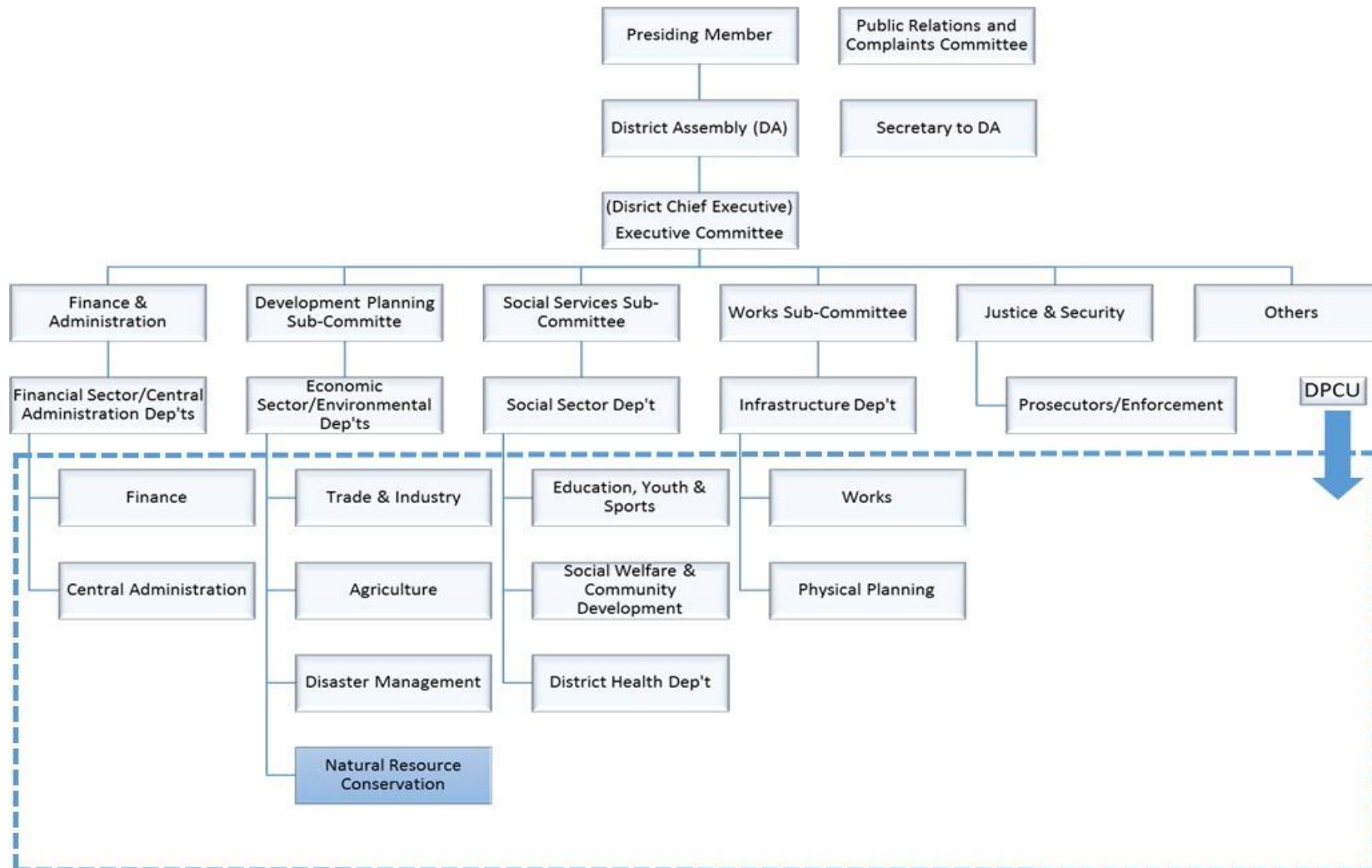
APPENDIX 5: ORGANOGRAM OF THE EPA



APPENDIX 6: ORGANOGRAM OF THE RDCU – NATIONAL COORDINATING OFFICE



APPENDIX 7: DISTRICT ASSEMBLY ORGANOGRAM



APPENDIX 8: PARTICIPANTS AGREEMENT FORM (PAF)

GHANA PRODUCTIVE SAFETY NET PROJECT Labour Intensive Public Works (LIPW) Participants Agreement Form

Name and Address of District Assembly:

1. AGREEMENT

This Agreement is made on the.....day of.....in the year 2020 between the District/Municipal Assembly and the LIPW Participants of..... community for the provision of unskilled labour for the Rehabilitation of.....at.....

2. SCOPE OF WORKS

The Works consists of :

.....
.....
.....

3. EXPECTED START OF WORK

The work is expected to start on.....

4. EXPECTED COMPLETION OF WORK

The work is expected to be completed within..... from the date of signing of this labour agreement.

5. SYSTEM OF REMUNERATION

The Task Work System (*where a participant is given a piece of work to complete for a day's wage*) will be used.

6. WAGE RATE

The daily wage rate for a completed task is GHS This will change with the adjustment of the National Minimum Wage of Ghana.

7. SCHEDULE OF PAYMENTS

The Participant will be paid monthly via E-zwich payment platform.

8. SIGNATURES

Name and Designation of District/Municipal Assembly Rep: _____

Signature: _____ Date

Witness (Rep of Facility Management Committee): _____

Signature: _____ Date

Names and Signatures/Thumbprints of Participants (as enclosed)

GHANA PRODUCTIVE SAFETY NET PROJECT
LIPW PARTICIPANTS AGREEMENT FORM

MUNICIPAL/DISTRICT

SUB-PROJECT

| NO. | UNIQUE ID | NAME OF PARTICIPANT | SEX M/F | SIGNATURE/THUMBPRINT |
|-----|-----------|---------------------|------------|----------------------|
|-----|-----------|---------------------|------------|----------------------|

APPENDIX 9: TOR FOR INTEGRATED PEST MANAGEMENT (IPM) PLAN

General objective

To strengthen CCMI sub-project pest protection at the local levels by improving the efficiency of protection through enhanced cultural practices and reduced pesticide usage to minimize impact on human health or environmental hazards.

1.2 Specific Objectives

The specific objectives of the Integrated Pest Management Plan (IPM) are to:

- Support the crop protection unit of the MOFA/DADU (District Agriculture Staff) in strengthening pest management approaches and encourage minimum pesticide usage in accordance with the National Action Plan on food hygiene and safety, food security, adaptation to climate change and other approved international conventions.
- Strengthen the capacity for IPM implementation in the country through the staff of MOFA/DADU and Forestry Services Division.
- Strengthen environmental protection and safety through enhanced roles for natural enemies such as parasites, predators and pathogens that are safe for human interactions.
- Pack pest management practices that will be effective and at the same time ensure reduced pesticide residues in food and the environment (i.e. air, water and soil pollution).
- Promote the use of environmentally friendly practices (hygienic, cultural, biological or natural control mechanisms and the judicious use of chemicals) in pest control.
- Effectively monitor pesticide use and pest issues on CCMI subprojects.

2. Policy and Regulatory Framework

The major policy and regulatory framework for plant protection, pest and pesticide control and management, and environmental pollution include:

- Guidelines for the National Plant Protection Policy, June 2004
- National Land Policy, 1999
- National Water Policy, June 2007
- National Environment Policy, 2013
- Environmental Protection Agency Act, 1994, Act 490
- Environmental Assessment Regulations, 1999, LI 1652
- National Climate Change Policy, 2014
- Plants and Fertilizer Act, 2010, Act 803
- Water Resources Commission Act, 1996, Act 522
- Food and Drugs Act 1992, PNDCL 3058
- World Bank Environmental Standard 3, Resource Efficiency and Pollution Prevention and Management.

3. Responsible Institutions

The key national institutions responsible for the safe management of agro-chemicals and its related matters include:

- Environmental Protection Agency (EPA)
- Ministry of Food and Agriculture (MoFA)

- Food and Drugs Authority
- The Customs, Excise and Prevention Service (CEPS)
- The National Information Centre on Poisons located at the Ridge Hospital in Accra

4. Challenges and Potential Impact

The potential impacts and challenges identified include:

Lack of IPM sustenance measures at the community level even though national pest control strategy is IPM:

- Likely pollution of water resources and aquatic life from pesticide usage;
- Poisoning from improper use of pesticides by beneficiaries and farmers;
- Impact from improper disposal of pesticide containers;
- Large scale production losses from fruit fly and armyworm outbreaks;
- Production losses from threats from other crop pests and diseases;
- Abuses associated with pesticide supply and sales; and
- General health and safety of beneficiaries and farmers and environmental hazards.

5. IPM Approach and Definition

This approach focuses on the reduction of the risks of abuse and excessive use of chemicals for plant and livestock pest protection and emphasizes community knowledge on pest identification and monitoring, cultural practices used in the farming activities and farm sanitation/ diversification. IPM is thus defined in this specific context of the environmental management as a 'pest management system utilizing the combined approach of the population dynamics of the species causing damage and all possible appropriate techniques and measures to maintain the density of the pests below those causing economic damages'.

6.0 The Basic Principle of the IPM Framework

The following principles will be applied in the implementation of the project in terms of chemical pesticide and fertilizer usage:

- The prohibited list of banned pesticides will be prepared and used to inform procurement processes (if needed). The Ghana EPA list of banned pesticides is attached as Annex 1.
- The IPM strategy for the project will be designed in conformity to the Government policies on food safety and security, sustainable land use, and environmental safety which emphasizes reduced chemical pesticides and increased fertilizer use.
- Improvement in the community knowledge and experience in the use of chemicals through research surveys and farmers field training courses.
- Integration of all possible measures/practices for effective and cost efficient control of the selected tree crops.

7.0 The Contents of the IPM Model

Collection of Information and Selection of Solutions.

Before implementing the IPM programme, investigation must be mounted, and discussion entered into with local stakeholders to solicit necessary information such as:

- Pest identification and their status on the selected tree crops.
- Damage levels and impacts
- Control measures in use
- Knowledge about and the experience gained using the control measures

On the basis of these findings, IPM protocols will be designed and evaluated for the specific tree crops utilizing one or more of the following:

- Land preparation methods
- Cultivation methods
- Planting materials
- Biological control measures
- Determination of levels of harm and thresholds for triggering protection interventions
- Development of IPM models for demonstration, coaching and training of field officers, farmers and other staff.

The project will organise workshops and staff training on IPM. The contents and preparation of the training would include:

- IPM approach and its benefits
- Distinguishing between the major and minor pests and their damages
- Identifying the natural enemies in the field
- Identifying the components for IPM
- Type of land preparation
- Seed or stock selection (resistant/tolerant variety)
- Time of seeding, densities, weeding regimes etc.
- Pesticides selection (levels, safety concerns, application schedules etc.
- Damage threshold
- Development of model IPM plots for practical demonstration/ classes.
- Development of IPM manual guide for teaching and as a reference text

8.0 Expected Results

The expected results would be:

- Effective pest control measures in place.
- Enhanced food safety achieved.
- Reduction in environmental hazards.
- Human health safety considered and hence maximized.
- Awareness of pests and their control measures facilitated within communities.
- National pests control programmes strengthened and capacitated.

ANNEX 1 EPA BANNED PESTICIDES

(C) BANNED PESTICIDES

(Pesticide when used in accordance with widespread commonly recognized practice even in the presence of additional regulatory restrictions will cause unreasonable adverse effect on people, animals, crops or on the environment. Such pesticides are prohibited for use in the country).

| No | Name of Pesticide |
|-----|---|
| 1. | 2,4,5-T and its salts and esters |
| 2. | Aldrin |
| 3. | Binapacryl |
| 4. | Captafol |
| 5. | Chlordane |
| 6. | Chlordimeform |
| 7. | Chlorobenzilate |
| 8. | Dichlorodiphenyltrichloroethane (DDT) |
| 9. | Dieldrin |
| 10. | Dinoseb and its salts and esters |
| 11. | Dinitro- <i>ortho</i> -cresol (DNOC) and its salts (such as ammonium salt, potassium salt and sodium salt) |
| 12. | Endrin |
| 13. | HCH (mixed isomers) |
| 14. | Heptachlor |
| 15. | Hexachlorobenzene |
| 16. | Parathion |
| 17. | Pentachlorophenol and its salts and esters |
| 18. | Toxaphene |
| 19. | Mirex |
| 20. | Methamidophos (Soluble liquid formulations of the substance that exceed 600 g active ingredient/l) |
| 21. | Methyl-parathion (emulsifiable concentrates (EC) with at or above 19.5% active ingredient and dusts at or above 1.5% active ingredient) |
| 22. | Monocrotophos (Soluble liquid formulations of the substance that exceed 600 g active ingredient/l) |
| 23. | Parathion (all formulations - aerosols, dustable powder (DP), emulsifiable concentrate (EC), granules (GR) and wettable powders (WP) - of this substance are included, except capsule suspensions (CS)) |
| 24. | Phosphamidon (Soluble liquid formulations of the substance that exceed 1000 g active ingredient/l) |
| 25. | Dustable powder formulations containing a combination of Benomyl at or above 7%, Carbofuran at or above 10% and Thiram at or above 15% |
| 26. | Methyl Bromide |
| 27. | Chlordecone |
| 28. | Alpha hexachlorocyclohexane |
| 29. | Beta hexachlorocyclohexane |
| 30. | Lindane |
| 31. | Pentachlorobenzene |
| 32. | Technical Endosulfan and its related isomers |

APPENDIX 10: TOR FOR THE ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT (ESIA)

(A) Executive summary

Concisely discusses significant findings and recommended actions.

(B) Legal and institutional framework

- ✓ Analyses the legal and institutional framework for the project, within which the environmental and social assessment is carried out, including the issues set out in ESS1, paragraph.
- ✓ Compare the existing national environmental and social framework and the ESSs and identify the gaps between them.
- ✓ Identifies and assesses the environmental and social requirements of any co-financiers.

(C) Project description

- ✓ Concisely describes the proposed project and its geographic, environmental, social, and temporal context, including any offsite investments that may be required as well as the project's primary suppliers.
- ✓ Through consideration of the details of the project, indicates the need for any plan to meet the requirements of ESS 1 through 10.
- ✓ Includes a map of sufficient detail, showing the project site and the area that may be affected by the project's direct, indirect, and cumulative impacts.

(D) Baseline data

- ✓ Provide in detail the baseline data that is relevant to decisions about project location, design, operation, or mitigation measures. This should include a discussion of the accuracy, reliability, and sources of the data as well as information about dates surrounding project identification, planning and implementation. –
- ✓ Identifies and estimates the extent and quality of available data, key data gaps, and uncertainties associated with predictions.
- ✓ Based on current information, assesses the scope of the area to be studied and describes relevant physical, biological, and socioeconomic conditions, including any changes anticipated before the project commences.
- ✓ Consider current and proposed development activities within the project area but not directly connected to the project.

(E) Environmental and social risks and impacts

- ✓ Consider all relevant environmental and social risks and impacts of the project. This will include the environmental and social risks and impacts specifically identified in ESS2 – 8, and any other environmental and social risks and impacts arising as a consequence of the specific nature and context of the project, including the risks and impacts identified

(F) Mitigation measures

- ✓ Identifies mitigation measures and significant residual negative impacts that cannot be mitigated and, to the extent possible, assesses the acceptability of those residual negative impacts.
- ✓ Identifies differentiated measures so that adverse impacts do not fall disproportionately on the disadvantaged or vulnerable.
- ✓ assesses the feasibility of mitigating the environmental and social impacts; the capital and recurrent costs of proposed mitigation measures, and their suitability under local conditions;

the institutional, training, and monitoring requirements for the proposed mitigation measures.

- ✓ specifies issues that do not require further attention, providing the basis for this determination.

G) Analysis of alternatives

- ✓ systematically compares feasible alternatives to the proposed project site, technology, design, and operation—including the "without project" situation—in terms of their potential environmental and social impacts;
- ✓ assesses the alternatives' feasibility of mitigating the environmental and social impacts; the capital and recurrent costs of alternative mitigation measures, and their suitability under local conditions; the institutional, training, and monitoring requirements for the alternative mitigation measures.
- ✓ For each of the alternatives, quantifies the environmental and social impacts to the extent possible, and attaches economic values where feasible.

(H) Design measures

- ✓ sets out the basis for selecting the particular project design proposed and specifies the applicable ESHGs or if the ESHGs are determined to be inapplicable, justifies recommended emission levels and approaches to pollution prevention and abatement that are consistent with GIIP.

(I) Key measures and actions for the Environmental and Social Commitment Plan (ESCP)

- ✓ Summarizes key measures and actions and the timeframe required for the project to meet the requirements of the ESSs. This will be used in developing the Environmental and Social Commitment Plan (ESCP).

(J) Appendices

- K) List of the individuals or organizations that prepared or contributed to the environmental and social assessment.

L) References

- ✓ Indicate the ff:
- ✓ the written materials both published and unpublished, that have been used.
- ✓ Record of meetings, consultations, and surveys with stakeholders, including those with affected people and other interested parties. The record specifies the means of such stakeholder engagement that were used to obtain the views of affected people and other interested parties
- ✓ Tables presenting the relevant data referred to or summarized in the main text. (v) List of associated reports or plans.

APPENDIX 11: COVID-19 RESPONSE PLANS

1.0 INTRODUCTION

the Ghana Productive Safety Net Project 2 (GPSNP2) is being designed to build on the gains made through Ghana Social opportunities Project and, its successor, the Ghana Productive Safety Net Project, which is currently ongoing but due to end in June 2021. GPSNP2 seeks to improve productivity, social inclusion, expanding income earning opportunities to poor households, and providing relief to extremely poor households because of the COVID-19 pandemic.

The focus areas of this project will be: (i) scale up of **Productive Inclusion** activities (Component 1); (ii) scale up of **labour-intensive public works** (Component 2); (iii) expansion of **LEAP** cash transfers program (Component 3); and (iv) consolidation and decentralization of **systems strengthening** activities, and linkages to social services (Component 4). Component 5 comprises, Project Management, Coordination and Capacity building.

An assessment of sub-project activities carried out under each of the components suggests that Components 1 and 2 could become vessels for the spread of COVID-19 if effective measures are not mainstreamed into implementation activities to forestall such occurrence.

Component 1. Major component 1 activities to be undertaken include: (i) selection of beneficiaries; (ii) feasibility and market viability studies; (iii) information and sensitization campaigns; (iv) life skills training; (v) basic business management skills training; (vi) micro-enterprise skills trainings; (vii) provision of start-up lump sum cash grants; (viii) mentoring and coaching; (ix) access to market opportunities; and (x) promotion of financial inclusion activities.

Component 2. The objective of the LIPW component is to extend income-earning opportunities to extremely poor households through Labour Intensive Public Works (reliance on manual labour), which maintains or rehabilitates assets that improve the productivity of communities and respond to the anticipated effects of climate change. The following menu of sub-projects will be undertaken: Rehabilitation and maintenance of rural feeder and access roads (Rural and Urban), Rehabilitation of small earth dams and dugouts (Rural), Climate change mitigation interventions (Rural and Urban), Improved Water Supply (Urban) Improved Sanitation Facilities (Rural and Urban), Solid Waste Management (Rural and Urban), and Flood Mitigation Measures (Urban).

Risk rating of GPNSP 2 components

| COMPONENT | POTENTIAL SOURCE OF EXPOSURE AND SPREAD | RISK RATING |
|--------------------------------------|---|-------------|
| Productive Inclusion (PI) | <ul style="list-style-type: none"> Community sensitization Beneficiary selection and enrolment Training – District level (Business Advisory Committees), Service providers, beneficiaries (life skills, business management and micro-enterprise skills) Mentoring and coaching | High |
| Labour Intensive Public Works (LIPW) | <ul style="list-style-type: none"> Community sensitization Beneficiary selection and enrolment Training programs – Contractors' supervisors, District Assembly Staff (Desk officers, Social welfare officers, Climate Change Focal persons), and Community actors (Facility management Committee members) Daily work attendance | High |

| COMPONENT | POTENTIAL SOURCE OF EXPOSURE AND SPREAD | RISK RATING |
|---|--|-------------|
| Livelihood Empowerment Against Poverty (LEAP) | | Low |
| Ghana National Household Registry (GNHR) | <ul style="list-style-type: none"> • Training of enumerators • House-t-o house data collection | Medium |
| Project Management, Coordination, and capacity building | <ul style="list-style-type: none"> • Field Visits (monitoring activities of consultants) | Low |

2.0 PURPOSE AND OBJECTIVE OF THE PLAN

This plan seeks to:

- Outline specific operational guidelines for the implementation of sub-project activities under each project component to ensure adherence to prescribed preventive and safety protocols.
- Identify the needed logistical support and funds required to effectively carry out activities because of the prescribed measures.
- Establish accountabilities for the protocols proposed at each specific stage of implementation.

3.0 TARGET GROUPS

This plan targets the following implementers, individuals, groups, and other relevant stakeholders:

- All project Staff
- Zonal Coordinating Officers (ZCOs)
- District CLASS Implementing Teams (DCITs)
- Training Service Providers
- Civil Society Organizations (CSOs) or Non-governmental Organizations (NGOs), assigned to the implementation.
- Potential Beneficiaries
- Selected beneficiaries

4.0 PROTOCOLS FOR PROJECT DELIVERY ACTIVITIES

In compliance with the government policy requirements on the CoVID-19 pandemic, the World Health Organization (WHO) prescribed protocols and the World Bank's technical note on Public Consultations and Stakeholder Engagement in World Bank supported operations, the following overall strategies will be observed:

4.1 GENERAL PROTOCOLS

1. Social distancing protocols in all relevant activities including community sensitization and awareness creation, training sessions, payment and data collection activities.
2. Provision of hand washing facilities and hand sanitizers in all gatherings and training sessions
3. Provision of nose masks and hand sanitizers for selected beneficiaries and relevant stakeholders
4. Provision of COVID-19 prevention communication materials to beneficiary communities
5. Enforcement on the use of nose masks at all gatherings and in offices

The implementation of this response plan will be guided largely by three “Cs” of the COVID prevention lexicon i.e.

- Preventing **congestion** as much as possible at public gatherings
- Ensuring adequate air **circulation**
- Limiting physical **contact**

4.2 OFFICE OPERATIONS

Each Office under the Ghana Productive safety Net Project 2 shall:

- Set up COVID-19 response team (of at least 3 people)
- When possible, encourage employees to work from their homes.
- have veronica buckets (with water), rolls of tissue and soap at the entrance to the facility.
- Encourage employees who have symptoms of COVID-19 or who have a sick family member at home with COVID-19 to notify their supervisor and stay home.
- Ensure that ventilation systems in the facility operates properly.
- Increase circulation of outdoor air as much as possible by opening windows and doors if possible and using fans.
- As much as possible, conduct meetings virtually.
- Perform enhanced cleaning and disinfection after anyone suspected or confirmed to have COVID-19 has been in the workplace.
- Stagger shifts, start times, and break times as feasible to reduce the number of employees in common areas such as corridors and canteens.
- clean and disinfect all surfaces that are frequently touched by multiple people, such as door handles, desks, light switches, faucets, toilets, workstations, keyboards, telephones, handrails, printer/copiers, and drinking fountains daily.
- As much as possible, limit travels

4.3 PI AND LIPW SPECIFIC PROTOCOLS

PI and LIPW sub-projects activities generally involve the congregation of large numbers of people. Activity specific protocols have been indicated for observance.

| Summary of Component specific protocols | | | | |
|---|--|-------------------|---|----------------|
| No | Activity | Target Group | Approach in response to Covid-19 | Responsibility |
| 1 | Community Mobilization and Sensitization | Community members | <ul style="list-style-type: none">• Hold program outdoors preferably in a large area• Follow social distancing protocols by ensuring that the venue is big and spacious enough to allow for physical distancing (sitting 2 metres apart)• Provide hand-washing facilities and sanitizers and ensure all participants wash their hands-on arrival at | ICDS, ZCOs |

| Summary of Component specific protocols | | | | |
|---|-----------------------|--|---|------------------------|
| No | Activity | Target Group | Approach in response to Covid-19 | Responsibility |
| | | | <p>the venue and each time they step out and want to return to the venue</p> <ul style="list-style-type: none"> ● Provide nose masks to all participants and facilitators and ensure strict adherence to the wearing of same by all during sessions | |
| | | Potential CLASS and LIPW beneficiaries and opinion leaders | <ul style="list-style-type: none"> ● With the help of Community Facilitators (CFs), zone the community into 2-4 clusters (ensuring that each zone shall not exceed 100 people) and organize separate sensitization sessions for each of the zones (assign between 1-2 full days to each community) ● Hold sensitization fora in an open and spacious venue, preferably outdoor, to allow for physical distancing and air circulation ● Commence each forum by educating the audience on COVID-19 safety protocols using the project's COVID- 19 posters ● Enforce physical distancing during sessions ● Provide hand-washing facilities and sanitizers and ensure all participants wash their hands-on arrival at the venue and each time they step out and want to return to the venue ● Ensure strict adherence to the wearing of nose masks by all participants during sessions ● Leverage information vans as needed to provide mobile sensitization, if needed, to supplement the shorter, more restricted activities | ICDS/DCIT Members/ZCOs |
| 2 | Beneficiary Selection | Eligible beneficiaries in entire community | <ul style="list-style-type: none"> ● Ensure that only eligible persons turn-up at the venue on the day of enrolment (i.e. one person per household by engaging Community Facilitators and LEAP Community Focal Persons to validate persons who show up as either on the LIPW programme or from LEAP households ● Facilitate a process where beneficiaries will be required to turn up in turns based on the various zones in which the sensitization was conducted to self-select allowing for up to 20 persons converging at a time in order to avoid overcrowding at the enrolment center ● Commence session by reminding participants of COVID-19 safety protocols using the project's COVID- 19 IEC posters ● Ensure physical distancing by providing sitting arrangements of two metre apart and strict adherence to the wearing of nose masks during all sessions ● Provide hand-washing facilities and sanitizers and ensure all participants wash their hands upon arriving at the venue and each time they step out and want to return to the venue | |
| | | Eligible beneficiaries in entire community | <ul style="list-style-type: none"> ● Hold CBT sessions in an open and spacious venue to allow for physical distancing | ZCOs/ESSS/ICDS |

| Summary of Component specific protocols | | | | |
|---|--|---|--|--------------------------------------|
| No | Activity | Target Group | Approach in response to Covid-19 | Responsibility |
| | | | <ul style="list-style-type: none"> • Commence session by reminding participants of COVID-19 safety protocols using the project's COVID-19 IEC posters • Enforce physical distancing during sessions • Provide hand washing facilities and ensure all participants wash their hands-on arrival at the venue and each time they step out and want to return to the venue • Ensure strict adherence to the wearing of nose masks during all sessions | |
| 3 | Beneficiary Validation and Orientation | Selected/enrolled beneficiaries in entire community | <ul style="list-style-type: none"> • Divide the selected beneficiaries into batches of up to 35 each and hold separate sessions for each of the batches • Hold CBT sessions in an open and spacious venue to allow for physical distancing • Commence sessions by reminding participants of COVID-19 safety protocols using the project's COVID-19 IEC posters • Enforce physical distancing during sessions • Provide hand washing facilities, sanitizers and ensure all participants wash their hands-on arrival at the venue and each time they step out and want to return to the venue • Ensure strict adherence to the wearing of nose masks during all sessions | ZCOs/ESSS/ICDS |
| 4 | Group Formation (PI) | Selected beneficiaries in entire community | <ul style="list-style-type: none"> • Clustering of beneficiaries for the purpose of training to be revised to 10-20 persons to reduce congestion during training sessions | - DCIT Members |
| 5 | All Training programs | DCIT (Desk exercises and interviews) | <ul style="list-style-type: none"> • Efforts to be made to increase the number of Training Service Providers in response to the reduced class sizes (i.e. 1 per a reduced class size of 10-20) | - DCIT Members with support from ZCO |
| | | | <ul style="list-style-type: none"> • Follow social distancing protocols by ensuring that the training venue is big and spacious enough to allow physical distancing (2 metres apart) • Provide hand washing facilities • Provide nose masks to all participants and facilitators and ensure strict adherence to the wearing of same by all during sessions • Introduce Training Service Providers to the project's COVID-19 IEC posters • As part of training, ask trainers to start of all their respective training with 5 minutes sensitization of COVID | - ICDS |

| Summary of Component specific protocols | | | | |
|---|------------------------------|---|---|--|
| No | Activity | Target Group | Approach in response to Covid-19 | Responsibility |
| | | Beneficiaries (10-25 per class) (PI) | <ul style="list-style-type: none"> - Hold training sessions in revised IGA based groups of 10-20 persons per class - Hold training session in an open and spacious location - Commence sessions by reminding participants of COVID-19 safety protocols using the project's Covid-19 IEC posters - Ensure physical distancing and wearing of nose masks during sessions - Provide hand washing facilities - Facilitators to intermittently remind beneficiaries on the need to adhere to the COVID-19 protocols | - Selected members of DCIT with the requisite competences and selected Master Crafts persons |
| | | Beneficiaries based on community coverage | <ul style="list-style-type: none"> - Organize cash out sessions in turns (ensuring that beneficiaries go to the payment points in batches of IGA groups) to reduce congestion - Ensure physical distancing and wearing of nose masks. - Provide hand washing facilities during cash out | - E-Payment Service Provider, ZCO & DCIT |
| 7 | Coaching and Mentoring | Beneficiaries (within their operational units or in clusters) | - Carry out regular visits to individual production sites/ units ensuring that beneficiaries and mentors adhere to COVID-19 preventive and safety protocols (i.e. wearing of appropriate PPEs during production and regular hand washing) | - Business Development Service Providers (master crafts persons) |
| | | | - Monitor and follow up on Business Development Service Providers (master craftsmen) through emails, calls and reports | - DCIT led by BACs |
| | Daily Work Attendance (LIPW) | | <ul style="list-style-type: none"> • Reduction in the number of unskilled workers at site per day to ensure social distancing is achieved. Beneficiaries were put into groups and only a few persons made to work in a day through a rotational system to avoid overcrowding. • Put workers into groups of not more than 100 people depending on the work activity. Institute a rotational system to ensure that beneficiaries are at least more than 2metres apart whilst working. • Provide each site with veronica bucket, soap and water. Ensure strict adherence to handwashing upon arrival at the site, during break and after work. • Immediately dismiss from the site any beneficiary who refuses to adhere to the COVID-protocols. | Contractors/CCMI Focal persons |

5.0 CONCLUSION

The new wave of COVID-19 suggests that any modest economic gain from the downward trend observed in December 2020 will soon be eroded if the general populace fails to adopt smart means of going about their economic activities without endangering their lives. It is hoped that strict adherence to the guidelines stipulated in this plan will go a long way to ensure that the vulnerable in our society are able to earn their wages provide the requisite social infrastructure for their communities whilst at the same time keeping safe.

APPENDIX 12: LABOR MANAGEMENT PROCEDURES

OVERVIEW OF LABOR USE ON THE PROJECT

This Labor Management Procedure (LMP) is the preliminary LMP which will be updated in detail during implementation, with a full Labor Management Plan. The LMP provides the framework for addressing the specific impacts that are anticipated as a result of the implementation of the Ghana Productive Safety Net Project 2 (GPSNP2). This LMP is a planning tool that sets out a formal procedure for the protection of workers' rights and to manage and implement measures that will avoid or reduce labor related impacts on community health, safety, and security. It is expected that the Ministry of Local Government and Rural Development (MLGRD) and its implementing agency the Rural Development Coordinating Unit (RDCU), together with the beneficiary Metropolitan, Municipality, and District Assemblies (MMDAs) and other relevant agencies and civil works contractors, will ensure full compliance and application of the Labor Management Procedure during implementation. This LMP will further be updated into a plan during implementation.

The scope of this LMP therefore covers all types of workers: skilled and unskilled workers, including volunteers, who will be engaged directly and/or indirectly during the implementation of GPSNP2. Specifically, the LMP will be applicable to staff at the Rural Development Coordinating Unit (RDCU) National Coordinating Office (NCO) and Zonal Coordinating Offices (ZCOs), and contractors who will be a part of the project. It will also apply to all workers who will be hired during the construction phase of the project, and deals with all aspects relating to recruitment, labor and working conditions, management of worker relationships and Occupational Health and Safety (OHS). The LMP also includes measures related to the management of workers engaged by third parties or contractors, and the management of workforce-related risks within the supply chain.

This LMP is developed taking into consideration ESS 2 which specifies the requirements for the management of labor and working conditions under any World Bank-funded project. The LMP seeks to achieve the following specific objectives:

- Establish arrangements to appropriately manage and protect the OHS and welfare of workers including both employees and contractors and others who may be exposed to risks associated with the construction and rehabilitation of facilities under the GPSNP2
- Ensure that employees understand their rights in relation to labor and working conditions
- Allow employees to exercise their right to freedom of association and collective bargaining
- Provide employees and contractors with a feedback mechanism for them to raise feedback, concerns, complaints and grievances and to receive information on the response and any associated corrective action
- Prevent discrimination in hiring, remuneration, and access to training on the grounds of race, national or social origin, birth, religion, disability, gender, sexual orientation, union membership, political opinions and age and to promote equal opportunities
- Manage disciplinary practices and grievances in a manner that treats those affected individuals with respect and dignity and without threat, abuse or ill-treatment
- Ban the use or support of child, forced or compulsory labor in direct operations and in the supply chain
- Prevent sexual and gender-based violence that may arise from activities of the GPSNP2.

The Labor-intensive Public Works (LIPW) component of GPSNP2 has the objective of extending income-earning opportunities to poor households in rural and urban areas through public works, which maintain or rehabilitate assets that improve the productivity of communities and respond to the anticipated effects of climate change. Subprojects to be implemented under this component will include rehabilitation and maintenance of rural feeder and access roads; rehabilitation of small earth

dams and dugouts; climate change mitigation interventions (seedling and tree planting); construction of rural and urban water and sanitation facilities; and works for solid waste management and flood prevention.

For the implementation of LIPW, a number of stakeholders will be engaged, including:

- District Assemblies (DAs) who are the implementing agencies
- Collaborating Institutions (technical line Agencies) who provide technical support to the DAs
- Private Service Providers such as small-scale contractors who assist the DAs in the delivery of works
- PFIs, who register beneficiaries on e-payment platforms
- Regional Coordinating Council, which monitors the activities of LIPW delivery
- Target communities who are the primary recipients of all LIPW benefits i.e. wages and assets
- Facility Management Committee (FMC), responsible for the overall management of the implementation process at the community level. However, the FMC will be represented at the site by the Community Facilitator who will be an automatic member of the committee
- Community Facilitators who serve as mobilizers and mediate between the beneficiaries/Communities and other Project Stakeholders; and
- Target beneficiaries who provide labor and earn income from LIPW

The project will engage direct workers, contracted workers, and community workers. Engagement of direct workers such as Private Service Providers such as small-scale contractors and site supervisors. It is envisaged that aside unskilled workers (beneficiaries), hiring of these contractors will be on a small scale, given that the intent of this work is to largely have majority being manual for increased beneficiary access (high labor content). The project anticipates employing about 60,000 community workers for public works across all beneficiary communities. No large-scale labor influx is anticipated as contract workers are expected to be from the local communities.

As is the case with most public works, the subproject activities may expose workers to some degree of occupational health and safety (OHS) risks. Potential risks include injuries, snake bites and/or animal attacks; agrochemical contamination and poisoning; manual handling with its associated injuries; noise, dust and fumes inhalation, etc.

LIPW staff who oversee the project at the national and zonal coordinating offices of the RDCU have requisite expertise building from 10 years of implementation (starting with IDA-supported Ghana Social Opportunities Project (P115247) and then Ghana Productive Safety Net Project (P164603) building systems and training that ensures that all labor are treated fairly and incidents if they occur, are addressed in a swift manner, with no discrimination. As part of the labor management, the project requires contractors and service providers to prepare and implement stand-alone labor management plans for each site, which also includes how they will address gender-related issues, prevent child labor and avoid labor issues. The Single Window Citizens Engagement Service (SWCES) developed by the Ministry of Gender, Children and Social Protection (MoGCSP) to facilitate streamlined grievance and redress mechanism for GPSNP projects and other SP and gender-related programming, described in the ESMF and SEP will continue to serve as the core system for addressing grievances. Each contractor will also sign an anti-harassment document prior to initiating its work, and all cases tracked to confirm timeliness of resolution. All individuals participating in the program will receive periodic training on labor management to ensure that new staff and beneficiaries are aware of their rights and the systems in place to address any complaints and/or acquire information. The project will also support on-the-job training for small-scale contractors and practical training at model sites for all category of persons who will be involved in the construction and supervision of works.

The following are specifics on project workers:

Number of Project Workers: Different type of workers will be engaged to deliver the project. The categories and estimated numbers are as follows:

- Unskilled workers (beneficiaries): 60,000
- RDCU National Coordinating Officers: 27
- RDCU Zonal Coordinating Officers: 48
- Community Facilitators from the beneficiary communities: 370
- Local Artisans (Masons, Carpenters, etc.): 400
- Contractor Site Supervisors: 340
- Client Site Supervisors: 175
- Site Engineers: 40
- Total number of Workers envisaged is therefore 61,400

Characteristics of Project Workers: Local artisans such as masons and carpenters will be hired from the localities to assist with activities for subprojects being implemented using the Community-demand Driven (CDD) approach. Persons from the communities who are lettered and have basic IT knowledge (ability to use Smart phones and tablets) will be engaged to handle data and facilitate electronic delivery and tracking processes (registration, daily attendance, e-payment, etc.).

For subprojects implemented through contracting, such as rehabilitation of small earth dams and dugouts, feeder and access roads, and water access projects, contractors will be procured from within the region and districts of implementation. A team of site supervisors will be deployed for quality assurance. These supervisors will be selected from the contractors (mentioned previously) and also from the metropolitan, municipal and/or district assemblies of implementation. Persons below the age of 18 and above 65 will not be allowed to work on the subprojects. International migrant workers are also not envisaged to be part of the project.

Timing of Labor Requirements: Most activities to be undertaken on the project are in the unskilled category and will be undertaken during the agricultural off-season – As such, majority of the beneficiary work force will be working from January to June and possibly between October and December each year. Exceptions will however be made for beneficiaries on the Climate Change Mitigation interventions and flood mitigation measures whose activities will be at their peak during the rainy season. Each beneficiary will have a maximum of 6-hour daily work, this will therefore translate to the project supervisors, service providers and contractors.

Contracted Workers: Two modes of implementation will be employed to deliver the project – Contracting and Community-demand Driven (CDD) approach. Rehabilitation and maintenance of small earth dams and dugouts as well as feeder roads, borehole drilling among others will be done through contracting while the climate change mitigation interventions and flood mitigation measures are executed using the CDD approach. It is envisaged that approximately 170 contractors will be procured to deliver the subprojects. At minimum, a contractor will be required to have two supervisors at site, therefore totaling approximately 340 workers. Agents and intermediaries will not be used in any of the instances.

Migrant Workers: Migrant workers are not expected to be used on the project.

ASSESSMENT OF KEY POTENTIAL LABOR RISKS

Given the nature of the environment where public works activities will take place (mostly in large open-air areas, near forests and/or water bodies), there is potential for various labor risks depending on the site and type of work. This section therefore discusses main potential risks and strategies for

mitigation of such risks and/or remedies to address them if they occur. The main potential risks to onsite workers as identified in the ESMF and their mitigation measures include:

Risk of contracting URTI (due to air quality deterioration): This is from fugitive dust from land preparation and other earthworks. Fugitive dust generation is usually more pronounced during the dry season. This could potentially affect the health of unskilled workers, machine operators, supervisors and others. The impact may be of high intensity but of relatively short duration. Part of mitigation measures will be to regularly undertake water dousing for earthworks. All workers must also be provided with nose masks and its usage enforced to minimize dust inhalation.

Risk of Exposure to Agrochemicals: Pest infestation may require the use of agro-chemicals. Pesticide poisoning to workers due to poor handling, inhalation, and the likely usage of empty pesticide containers for storing water or food may occur. Overexposure to these agrochemicals may result in irritations, nausea, headache, and stomach disturbances. Personnel at site including contractors, supervisors, unskilled and other workers will have to be educated and trained in the selection and use of agro-chemicals, use of PPES and application equipment, disposal of pesticide containers and use of other agro-ecological based pest management practices.

Cuts: Cuts could also occur from the use of sharp-edged tools such as cutlasses, pickaxes, hoes etc. Being labor based, beneficiaries may work close to each other. Hence, swinging of cutlasses can result in cuts if adequate spacing is not ensured among those engaged to weed. Personal protective equipment (PPEs) must be used when working with sharp-edged tools. Workers should be put into gangs and well-spaced to avoid clashes. Well stocked first aid box must also be provided at every site to deal with emergency situations.

Snake bites: Beneficiaries may be exposed to the risk of snake bites during land clearing and collection of stones for dam upstream protection. Besides, sheds provided for the seedlings may create a congenial environment for most snakes especially in the savanna regions during the hot dry season. As a mitigation measure, workers should be provided and made to wear wellington boots, hand gloves and other PPEs when undertaking activities which put them at risk of snake bites.

Musculoskeletal injuries: This may result from repetitive motion tasks and long-term exposure in extreme environments of sunlight. Available data shows that ambient temperatures could be as high as 36°C in the dry equatorial Climatic Zone. Long term exposure to such extreme temperatures could cause sunburns and consequent skin diseases among the workers. Measures that can be taken to ease musculoskeletal injuries will include regular rotation of workers over the different activities to prevent repetitive motions. Wearing of light clothing and hat during the hot period should also be encouraged.

Sexual and Gender-based violence (SGBV). Economic empowerment of women may come with an indirect risk of SGBV issues due to some cultural barriers to women being economically active than men and actors in privileged positions requesting for sexual favors from women in return for opportunities to work. Further, in rural and poor communities where the LIPW is located, there exists a weak referral system to address sexual harassment and domestic violence. To help avert the occurrence of SGBV, the LIPW has a Gender Inclusive Plan which posits the following to address SGBV on the project – continuous awareness and sensitization campaigns will be undertaken at all project related sites in the districts. The SGBV activities will be part of the overall communication strategy (including the use of local dialects) which will be designed considering the specific needs of the beneficiaries. Periodic trainings to both men and women to sensitize them on SGBV will occur. A key function will be to prioritize changing intra-household dynamics by engaging men in program activities. The use of the SWCES grievance system also helps to ensure that victims are able to report

cases and get help. Further, all trainers and contractors who will have physical presence at any beneficiary site will sign to a SGBV code of conduct. Breach of conduct will attract punishment including termination of contractor.

The project will include mitigation measures such as:

- i. Establishing and enforcing a mandatory Code of Conduct for the company, managers and workers, and an Action Plan for implementation
- ii. Ensuring appropriate health and safety conditions at work sites including safe disposal of wastes, provision of handwashing facilities and other basic hygiene needs
- iii. Taking countermeasures, indicated in the Environmental and Social Management Plan, to reduce the impact of the labor influx on the public services
- iv. Devising and implementing a strategy for maximizing employment opportunities for local population, including women
- v. Actively ensuring GBV cases are properly and promptly redressed exhaustively and confidentially in a survivor centred approach - this would require a specific SGBV Redress Mechanism
- vi. Establishing a transparent, accessible and participatory work-based grievance redress system that protect aggrieved parties

BRIEF OVERVIEW OF LABOR LEGISLATION: TERMS AND CONDITIONS

The two main national legislations that will guide the labor practices of this project will be the Ghana Labour Act and the Occupational Safety and Health Policy of Ghana.

Ghana Labour Act, 2003 (Act 651). The Labour Act amends and consolidates existing laws relating to labour, employers, trade unions and industrial relations. Provides for the rights and duties of employers and workers; legal or illegal strikes; guarantees trade unions and freedom of associations and establishes the Commission to mediate and act in respect of all labour issues.

Occupational Safety and Health Policy of Ghana (Draft) 2004

Prevents accidents and injuries arising out of or linked with or occurring in the course of work, by minimizing, as far as reasonably practicable, the cause of the hazards in the working environment and, therefore, the risk to which employees and the public may be exposed, derived from provisions of the International Labour Organization (ILO) Conventions 155 and 161.

In addition, the others that will be followed for guidance on this project's labor procedures will be:

- Labour Regulations, L.I. 632
- Daily rated workers (Minimum Remuneration) Instrument, 1966 (E.I.14)
- Workmen's compensation Law, 1987 (PNDC L187)
- Fair Wages and Salaries Commission Act (ACT 737, 2007)
- Labor Intensive Public Works Policy (2016)

BRIEF OVERVIEW OF LABOR LEGISLATION: OCCUPATIONAL HEALTH AND SAFETY

The National Occupational Safety and Health Policy of Ghana (Draft), 2004 will guide overall OHS aspects of the Labor-Intensive Public Works component of GPSNP. This guideline is intended to assist

RDCU on how to identify, record and report occupational health and safety (OHS) incidents that may arise in the course of implementation of GPSNP2 labor-intensive public works activities.

Potential OHS incidents in GPSNP LIPW that should be recorded and reported to the Bank (by the RDCU NCO) are as below. This list will be expanded on the Labor Management Plan.

Indicative incident: A relatively minor incident that negatively impacts a small number of people and does not result in significant or irreparable harm to people. Examples of potential Indicative Incidents that should be recorded and documented by the ES safeguards specialists/ case management officers/focal persons in each beneficiary community and at corresponding Zonal Coordination Offices (ZCOs) and that should also be shared with the Bank's task team include:

- Minor public work injuries
- Underuse of personal protective equipment (PPE)
- Poorly organized or sporadic health and safety induction and or training
- Lack of Health and Safety plan and/or training for public works workers
- Minor social conflict related to or affecting the project
- Localized dust pollution

Indicative incidents can be investigated, evaluated, managed, and resolved by the RDCU using existing, project-level resources and with the support of the Task Team.

Serious incident: An incident that caused or may cause significant harm to public workers, communities, and may result in some level of injury. Examples of serious incidents may include injuries to workers that require off-site medical attention, exploitation or abuse of vulnerable groups, consistent lack of OHS. Serious incidents require an urgent response. Examples of potential Serious Incidents that should be recorded and documented by the ES safeguards specialists/ focal persons in each beneficiary community and Zonal Coordinating Offices and that should also be shared with the Bank's task team among others include:

- Instances of serious communicable diseases among public workers
- Chronic non-use of PPE at public work site
- Consistent lack of health and safety plans and training at public work site
- Injury/ies requiring off-site medical attention
- Cases of mistreatment of communities potentially, including vulnerable groups including incidents such as sexual harassment

Severe incident: Incidents that caused or may cause great harm to individuals. A severe incident is complex and expensive to remedy (if possible) and is likely irreversible. Examples of potential Severe Incidents that should be recorded and documented by the ES safeguards specialists /focal persons in each beneficiary city and Zonal Coordinating Offices and that should also be shared with the Bank's task team among others include:

- Any fatality
- Permanent disability
- Outbreak of life-threatening communicable disease
- Incidents that caused or may cause great harm to workers and communities
- May result in high levels of injury
- Abuses of community members including vulnerable groups by other project workers, including but not limited to GBV

Requires an urgent and immediate response. The following are the likely occupational health and injury issues that may arise due the above-listed incidents in the course of implementation of GPSNP2 public works activities:

- Snake / dog bites
- Injuries: cuts, punctures, sprains, abrasion, fractures, eye injury
- Back and joint injuries;
- Respiratory illness from ingesting particulates and volatile organics during waste collection;
- Infections from direct contact with contaminated materials
- Puncture wounds leading to infections
- Health risks: respiratory diseases, diarrhoea; eye trouble; headaches and nausea from anoxic conditions where disposal sites have high methane, carbon dioxide, and carbon monoxide concentrations
- Road accidents while on public work

RESPONSIBLE STAFF

The Rural Development Coordinating Unit (RDCU) under the Ministry of Local Government and Rural Development will bear ultimate responsibility for all labor issues during the implementation of the project. The MLGRD will liaise with the Ministry of Employment and Labour Relations (MELR) to confer on any labor infractions and guidance on their resolution. Decentralized agencies such as the Zonal Coordinating Offices of the RDCU and Metropolitan, Municipality and District Assembly Offices and the contractors will play leading roles in direct supervision and enforcement of all the labor management procedures pertaining to sub-projects in the beneficiary communities.

This section identifies the functions and/or individuals within the project responsible for addressing various OHS requirements and engagement with workers throughout implementation.

Entities and Staff Responsible for Labor Management Compliance

| Responsible Agency | Responsible Officer | Roles and Responsibilities in LMP |
|--|--|---|
| RDCU NCO | <ul style="list-style-type: none"> • National Coordinator • Environmental & Social Safeguards Specialist | <ul style="list-style-type: none"> • Develop labor protocols and procedures for all sub-projects in accordance with the World Bank's ESS 2 and relevant National Laws. • Monitor and report on all labor issues. • Ensure labor issues identified are resolved in accordance with ESS 2 and National Laws. • Coordinate the inputs of all relevant MDAs and local councils in resolving labor related disputes. • Undertake public disclosure of the Labor Management Procedure. |
| RDCU NCO | <ul style="list-style-type: none"> • National Coordinator • National Engineer | <ul style="list-style-type: none"> • Develop an agreed Contractor Control Plan. • Support public tendering processes to contractors. • Assess responsiveness of tenders to environment, labor, health and safety and community relations issues. |
| Ministry of Local Government and Rural Development | <ul style="list-style-type: none"> • Chief Director | <ul style="list-style-type: none"> • Provide technical support to RDCU on labor requirements associated with the project. • Assess, evaluate, and address the welfare situation affecting all workers especially vulnerable groups. • Undertake periodic spot check visits to project sites to monitor compliance to the requirement of the LMP. |

| Responsible Agency | Responsible Officer | Roles and Responsibilities in LMP |
|---|--|--|
| Ministry of Gender and Children and Social Protection | <ul style="list-style-type: none"> Director of Children | <ul style="list-style-type: none"> Ensure the rights of children in accordance with Government's current policies based on the United Nations Convention on the Rights of Children (CRC). Collaborate with all Government Ministries and Agencies and with all national advocacy and welfare groups. |
| Metropolitan/ Municipal/ District Assemblies | <ul style="list-style-type: none"> Directors | <ul style="list-style-type: none"> Enforce various policies and procedures developed under the project for the management of the workforce and their health and safety. Report issues on labor and working conditions of projects being implemented in respective communities. |
| Contractors | <ul style="list-style-type: none"> Project Coordinators | <ul style="list-style-type: none"> Update the LMP into a plan and comply with all the provisions in the LMP for the management of the workforce and their health and safety. |
| Workers | <ul style="list-style-type: none"> Site Supervisor(s) | <ul style="list-style-type: none"> Comply with various policies and procedures developed for the management of the workforce and their health and safety. |
| Local Community | <ul style="list-style-type: none"> Facilitate Management Committees | <ul style="list-style-type: none"> Enforce various policies and procedures developed under the project for the management of the workforce and their health and safety. |

POLICIES AND PROCEDURES

Project OHS Policies and Procedures

Work provides economic, social and psychological experiences that promote the mental wellbeing of individuals. Ghana's Labour Act, 2003, Act 651 and many other subsumed policies protect the occupational health, safety and welfare of all workers. The employers' obligation under the law includes setting standards to safeguard the wellbeing of their employees, providing personal protective equipment, and providing necessary information, supervision and training consistent with the level of literacy of the workforce. It also enjoins the employer to report the occurrence of occupational accidents to appropriate agencies.

Majority of workers on GPSNP 2 will spend not less than six hours of their working lives at the workplace and so the work environment has to be devoid of hazards as much as possible and provide healthy and decent work for the workforce. Provisions to be made on the project to address the above include but not limited to the following:

- Appropriate precautionary measures will be taken to protect workers from anticipated dangers in the workplace
- Males and females will receive equal pay for equal work
- Equal opportunity shall be afforded women to perform any site task including those of a supervisory nature
- Prompt and full payment of wages shall be made directly to individual workers
- Task rates set for the works shall be such that an average worker will be able to accomplish such within six hours
- Workers shall be provided with appropriate PPEs as soon as practicable during the mobilization period which must be worn whenever required to perform a task
- First aid shall be provided and one worker nominated per site and trained to be responsible for first aid management and administration
- Prior contacts and arrangements with local clinics, health centers and district hospitals will be made to cater for workers whose extent of injury is beyond first aid
- Potable water will be provided for drinking and washing of hands

- Temporary latrines shall be constructed at each site and provisions made for male and female workers.

Monitoring Mechanism and Reporting on the LMP

Layers of monitoring will be instituted as part of Labor Management Procedure under the project. These will include the following:

Worker Database

There shall be a database of all workers employed under the GPSNP 2. The database will record information on the personal details of employees (such as sex, home address/ location, next of kin/emergency contact); their skill category, roles and responsibilities, disability (if any), etc.

Contractor Database

There shall be comprehensive database of all contractors on the Project. The database will record a summary of their scope of work, business origins, and a brief profile about history of compliance to environmental and social standards.

Supply Chain Database

This will contain information of the key suppliers which will be used to monitor the primary supply chain and record results of risk assessments for child and/or forced labor and significant environmental safety issues.

Worker and Community Feedback, Complaints and Grievance System

The Single Window Citizen Engagement Service (SWCES) at the Ministry of Gender, Children and Social Protection will be used to record grievances, issues and concerns raised by workers and communities. Grievances received will be redressed at different levels and feedback on resolution provided to SWCES. Periodic spot check visits to project sites will be made by relevant authorities to observe and document levels of compliance to the requirements of the LMP. This spot check visit will also serve as avenues for workers to provide direct feedback on issues bordering on their work.

Accident and Incident Recording, Reporting and Investigation System

The number and type of all accidents and incidents including near misses occurring during work shall be recorded including the corrective actions required and taken to address them.

AGE OF EMPLOYMENT

This project follows the national minimum age of 18 for employment. Every employee on this project fills out a registration form electronically, which includes collecting and storing a valid national ID. This ID is used to confirm age. The project has a zero-tolerance policy for engaging under-age workers. In the rare case that this should occur, sanctions including possible termination of service will be meted out to the contractor and the supervision team. Sites are monitored by Site Supervisors on a daily basis to confirm who is working on the field. This is augmented by the use of an electronic Daily Attendance Sheet (e-DASH) that was instituted under GPSNP to track daily attendance, using this system, the majority of workers on site are known and tracked. Additionally, the District Assemblies and project's Monitoring team, conduct spot checks on site to confirm that only workers who are of the right age are on site.

TERMS AND CONDITIONS

Per Section 33 of Ghana's Labour Act, 2003 (Act 651), the maximum hours of work per day is eight hours. Section 37 of the Act makes provision for shorter hours of work for workers in jobs declared to be manual labour and in jobs likely to be injurious to health. Work for which shorter hours are prescribed shall be deemed to be equivalent to work done on the basis of eight hours a day for the purpose of all rights which may flow from the employment.

LIPW activities make use of manual labour. The project will use the task work system to execute the works. Task rates will be set for all activities and will be such that an average worker can take six hours to complete the daily task. This will translate to time spent at work by other workers and supervisors at the sites.

The daily wage for community workers will be equivalent to the current national minimum wage rounded to the nearest cedi. Contractors and suppliers shall negotiate payment with their personnel. This should at least be living wage and should not be below the current minimum wage. The RDCU NCO and its Zonal Coordinating Offices will ensure transparency and fairness to all parties in this regard.

The contractors or employers must comply with international standards aimed at safeguarding workers' right to privacy. Hence, any personal information or data gathered on workers should be used for the intended purpose which the worker must be made aware of. Personal information about a worker must be collected directly from the worker unless he/she consents, in writing, to the third-party release of the information. In monitoring worker activities including the use of CCT cameras and other applications, care should be taken to ensure that reasonable practices proportional and justifiable to the business need and which do not violate workers' right to privacy are used.

GRIEVANCE MECHANISM

As an intervention that is targeted at the extreme poor segment of the society, the LIPW delivery processes could face both intended and unintended infractions that may adversely affect target beneficiaries who are mostly vulnerable and voiceless. To avert this, the project (as indicated in the ESMF and SEP) will rely on the Single Window Citizen Engagement Service (SWCES) established by the Ministry of Gender Children and Social Protection under the GPSNP to facilitate the GRM process.

The RDCU and its Zonal offices will take the necessary steps to ensure that all beneficiaries and key actors know the toll-free number(s) of the Call Center and understand that access is free, by posting them on the Transparency Boards and through regular sensitization.

All cases received by the SWCES in relation to the LIPW shall be referred to the RDCU for redress. The Environmental and Social Safeguards Specialist and Case Managements Officers will be directly responsible for addressing all grievances referred from the SWCES. There shall also be dedicated officers in the various Zonal Offices who will be expected to lead in the resolution of cases within their respective zones.

Complaints will be resolved at four (4) different levels: *Community, District, Zonal and National*. All complaints, investigations and resolutions will be clearly documented through the United Case Management System of the SWCES and LIPW Management Information System. Cases will be tracked and when resolved, information will be shared with the SWCES for central reporting. All complaints will be investigated, resolved, and feedback communicated to the complainant within a maximum of 3 weeks from when the complaint was made. The Case Management team assigned will then follow

up with an independent inquiry to the complainant (by phone, text, or through the Community Facilitator) to verify whether the complaint has been satisfactorily resolved. Once a satisfactory resolution has been confirmed, the case will be updated in the UCMS and closed. If the complainant is not satisfied with the resolution of the case, he/she will be informed about the appeals process to escalate the complaint to the next level, including the Ministry of Employment and Labor Relations or Local Courts.

CONTRACTOR MANAGEMENT

The project will select contractors and other service providers in an open, transparent and fair manner and in accordance with provisions of the Ghana Public Procurement Act, 2003 (Act 663). Through the responsiveness criteria set for evaluations in the bidding documents, the project will ensure that contractors and suppliers procured are legitimate and reliable entities.

Part of the clauses and conditions under the contract will be those on Environmental, Social, Health and Safety (ESHS) obligations as well as sanctions for noncompliance. Bidders shall submit as part of their bid, code of conduct that will apply to employees and subcontractors. Contractors engaged shall also be required to sign the Project's Gender Based Violence Code of Conduct.

Periodic site visits and interactions with personnel on the project employed by contractors will be made by MLGRD and its implementing agency to check compliance of the third-party entities with the employee management requirements.

1. COMMUNITY WORKERS

Community members interested in LIPW will self-select themselves once they have been educated on the project modalities. Self-selected persons will be verified for poverty and once found eligible, can work on the LIPW. No force labor shall be allowed on the project. The Metropolitan, Municipal and District Assemblies shall sign Agreements with targeted community workers detailing the scope of activities and obligations of all parties under the agreement. Disciplinary rules and procedures shall be established by the project to promote orderly employment relations as well as fairness and consistency in the treatment of individuals.

Community workers will rely on the Single Window Citizen Engagement Service (SWCES) established by the Ministry of Gender Children and Social Protection under the GPSNP to report their grievances using the toll-free number(s) of the Call Center posted on the Transparency Boards at the sites. Three-member committee including at least one female will be formed in the community to resolve complaints. Cases not fully resolved at the community level will escalate to the subsequent levels until the case is fully resolved.

PRIMARY SUPPLY WORKERS

Selection of community workers will be done by the District Assemblies. Targeted persons will be from the primary beneficiary community and others within the neighbourhood. Primary community workers will be allowed to present one adult alternate to work in their stead on days they cannot attend work themselves. This arrangement is to ensure that no worker is represented at site by a minor. Community Facilitators and Supervisors from the Assemblies will have the primary responsibility in ensuring that children do not work at the sites. Continuous education and sensitization will be undertaken to make beneficiary communities and workers aware of the negative consequences of child labor. The communities when tooled will serve as the primary watch dog

against child labor. Provisions will also be made in the contract agreements in accordance with Sections 116 and 117 of the Labour Act to curb force labor practices by contractors.



APPENDIX 13: WORKERS CODE OF CONDUCT

CODE OF CONDUCT FOR LIPW UNSKILLED WORKERS (BENEFICIARIES)

1.0 Background

Labour Intensive Public Works (LIPW) is a component of the Ghana Productive Safety Net Project (GPSNP) 2. The main objective of the LIPW component is to extend income-earning opportunities to extremely poor households through public works, which maintains or rehabilitates assets that improve the productivity of communities and responds to the anticipated effects of climate change. Being labour based, typically, considerable number of people are engaged at LIPW sub-projects sites daily during scheduled periods for project implementation.

2.0 Scope and Purpose

This Code of Conduct applies to all beneficiaries engaged to work at LIPW sub-project sites. The overall objective is to ensure that the rights, safety and dignity of fellow beneficiaries, and the protection of their working tools and environment are upheld.

3.0 Rules of Conduct

As a worker/ beneficiary on this project, I agree to:

- I. Treat my colleagues with respect, honesty, and consideration.
- II. No harassment and intimidation of fellow workers irrespective of sex, age, or religious affiliation.
- III. Always act responsibly whilst at work and seek to protect the wellbeing of my fellow workers.
- IV. Avoid acts that will endanger the lives of fellow workers whilst at site.
- V. Dutifully carry out tasks assigned by the supervisor.
- VI. Settle all disagreements at the site in a peaceful and humane manner.
- VII. Use the grievance redress channels provided to lodge complaints and for resolution
- VIII. Avoid using any position of responsibility I am entrusted with at the site to exploit fellow beneficiaries.
- IX. Protect working tools and other work-related materials entrusted into my care.
- X. Use Personal Protective Equipment provided by the project in a manner advised by the supervisors.
- XI. Abide by all environmental, social, health and safety measures communicated to me by the supervisor or any other person of responsibility on the project.

4.0 Consequence of breaching this code of Conduct

This Code of Conduct is binding. A breach of any of the provisions stated may constitute an act of gross misconduct and may be considered grounds for dismissal from the site. Additionally, depending on the gravity of the offence, the case may be referred to the appropriate state institution for redress.

5.0 Consent

The contents of this Code of Conduct have been explained to me in a language I understand, and I consent to it. I accept the consequences prescribed for violation of any of the above provisions.

Name

Signature/ Thumbprint

CODE OF CONDUCT FOR LIPW CONTRACTORS

1.0 Background

Labour Intensive Public Works (LIPW) is a component of the Ghana Productive Safety Net Project 2. The main objective of the LIPW component is to extend income-earning opportunities to extremely poor households through public works, which maintains or rehabilitates assets that improve the productivity of communities and responds to the anticipated effects of climate change. Per the design of the projects, eligible contractors will be engaged to supervise some of the LIPW sub-projects implementation such as the rehabilitation/construction of feeder roads, construction of community water supply systems, some aspects of flood mitigation measures etc.

2.0 Scope and Purpose

This code of conduct applies to contractors engaged at any LIPW site. This code represents a framework of conduct expected from LIPW Contractors. The purpose of this Code of Conduct is to provide Contractors with a clear understanding of the standard of conduct expected when performing their activities under LIPW of GPSNP 2.

3.0 Rules of Conduct

A. GENERAL

As a Contractor on this project, I agree to:

- I. No discrimination in task allocation based on gender, political affiliation, disability, marital status, or HIV/AIDS status.
- II. No harsh or inhumane treatment of beneficiaries. The use of physical abuse, disciplinary punishment, or the threat of sexual and physical abuse, and other forms of intimidation shall NOT be practiced.
- III. Ensure that the working environment is safe and hygienic.
- IV. Abide by all Environmental, Social, Health and safety requirements of the project as communicated to me.
- V. Accurately report all environmental, social, health and safety occurrences at the worksite
- VI. Provide all tools and equipment, including PPE required of me to ensure smooth operations at site.

B. GENDER BASED VIOLENCE

Background

Poverty, low socio-economic status, and unemployment have been identified as social risk factors that engender Gender-Based Violence (GBV). These risk factors, present in GPSNP communities, could be exploited by actors such as contractors, consultants, supervisors, and trainers among others in the course of the implementation of the project activities.

GBV predisposes victims to long-lasting health problems. According to the World Health Organization (WHO), health consequences of GBV may include unwanted pregnancy, unsafe self-induced abortion, infanticide, and sexually transmitted infections, including HIV/AIDS. GBV may also lead to psychological trauma, social stigma and rejection which could potentially lead to death from injuries or suicide.

The overall objective the GBV to prevent Sexual Exploitation and Abuse (comprising exploitation of a vulnerable position, differential power or trust for sexual favours, actual or threatened physical intrusion and Workplace Sexual Harassment (unwanted sexual advances, request for sexual favours and sexual physical contact).

Rules of Conduct regarding GBV/ SEA

signees to this GBV Code of Conduct:

- (i) Shall respect and promote fundamental human rights of beneficiaries without discrimination, irrespective of social status, ethnicity, colour, religion, gender, age, marital status, political affiliation, or disability.
- (ii) Shall not commit any act that could predispose any of the beneficiaries or community members to physical, sexual, or psychological harm, especially women and children.
- (iii) Acknowledge that engaging in sexual activity with any minor (child under 18) is illegal and that a child's permission does not equal legal consent. Hence, shall never engage in any such activity with any Child. Signees also acknowledge that mistaken belief in the age of a child is not a defence.
- (iv) Acknowledge that unless there is full consent¹ by all parties involved in the sexual act, sexual interactions between them and members of the communities surrounding the workplace are prohibited. This includes relationships involving the withholding/promise of actual provision of benefit (monetary or non-monetary) to community members in exchange for sex—such sexual activity is considered “non-consensual” within the scope of this Code.
- (v) Shall interact with project beneficiaries, community members and all other project related persons in a non-violent manner. Signees accept that violence, whether physical, verbal or otherwise, is an affront on the integrity of any person and, hence, is considered intolerable.
- (vi) Shall not practice any form of dehumanizing, manipulative or undignified behaviour.
- (vii) Shall not make any unwelcomed physical contact, comment, inappropriate jokes, and insinuations that is suggestive and can amount to sexual harassment or assault.
- (viii) Acknowledge that legal prosecution of those who commit acts of GBV or Violence Against Children (VAC) will be pursued if appropriate.
- (ix) Report suspected or actual acts of GBV and/or VAC by a fellow worker, whether in the same company or not. Reports must be made in accordance with project's Grievance Redress Procedures.
- (x) Acknowledge that he/she is required to report and act of suspected or actual acts of GBV and/or VAC as they have a responsibility to hold their direct subordinates responsible and uphold GPSNP's safeguards commitments.

4.0 Consequences on Breaching this Code of Conduct.

This Code of Conduct is binding. A breach of any of the provisions stated above may constitute an act of gross misconduct and may be considered grounds for dismissal from the site. Additionally, depending on the gravity of the offense, the case may be referred to the appropriate state institution for redress.

I, have read, understood and in agreement with the content of this Code of Conduct. I accept the consequences prescribed for violation of any of the above provisions.

Signature:

Date:

¹ **Consent** is defined as the informed choice underlying an individual's free and voluntary intention, acceptance or agreement to do something. No consent can be found when such acceptance or agreement is obtained by the use of threats, force or other forms of coercion, abduction, fraud, deception, or misrepresentation. In accordance with the United Nations Convention on the Rights of the Child, the World Bank considers that consent cannot be given by children under the age of 18, even in the event that national legislation of the country into which the Code of Conduct is introduced has a lower age. Mistaken belief regarding the age of the child and consent from the child is not a defense.



APPENDIX 14: STAKEHOLDER ENGAGEMENT

6 SAMPLE GPSNP AND GPSNP2 STAKEHOLDER ENGAGEMENTS

Engagements with Zonal Coordinating Offices of the RDCU with Zonal Coordinators, Engineers, and Case Management Assistants in the:

- Kumasi Zonal Coordinating Office (**KZCO**)
- Tamale Zonal Coordinating Office (**TZCO**)
- Bolga Zonal Coordinating Office, and (**BZCO**)

1. Outcomes on consultations with TZCO, BZCO and KZCO – outcome of discussions on GPSNP2

| | | |
|--|---|---------------------|
| 1. Outcomes of consultations with TZCO, BZCO and KZCO Outcome of discussions on CMA and SNV | | |
| Venue | Conference room of the Tamale Zonal Coordinating Office, Tamale | |
| Date | 19th January, 2021 | |
| Major issues of concern raised/ discussed | | |
| <ul style="list-style-type: none">• The need to reduce the labor content (percentage of total expenditure on labor payment) to provide flexibility in providing adequately for other equally important safeguards requirements.• Access to suitable land of adequate size for CCMI activities is very often a challenge. There is the need to consider making fencing of sites mandatory for all sites very close to communities.• Consider factoring speed ramps in the design of LIPW feeder roads to prevent communities undertaking unorthodox means of reducing vehicle speed in their communities.• Adequate time (at least 3 days per site) should be allotted for educating the participants (beneficiaries) before actual commencement of site activities with the beneficiaries. “My-First-day-at work” doesn’t offer adequate time for educating the participants on the details of the concept of LIPW.• Participating DAs should be well resourced (Printers, paper, etc) to enable them effectively discharge their duties under the project as some DAs are not adequately resourced. | | |
| | | |
| Participants | Designation | Contact Information |
| Samuel Amo-Nimoh, | ZC, TZCO | 0244228368 |
| Mr Emamannual Badza | ZC, BZCO | 0244013559 |
| Sabastian Yiale | ZE, TZCO | 0208442543 |
| Alhassan Ibn Yussif | CMA, TZCO | 0591185085 |
| Azundow Abukari | CMA, BZCO | 0249296920 |
| Kwame Sarfo | CMA, KZCO | 0244957404 |
| Blessed Asare-Takyie | CMA, KZCO | 0246277505 |

1.1



Consultation with Wa Zonal Coordinating Office (WZCO)

| | | |
|--|---|---------------------|
| Venue | Conference room of the Wa Zonal Coordinating Office, Tamale | |
| Date | 21st January, 2021 | |
| Major issues of concern raised/ discussed | | |
| <ul style="list-style-type: none">Consider appropriately remunerating the Community Facilitators since they serve as the main people around whom the successful implementation at of the project revolves. A well-motivated CF can mobilize the community easily.The Social welfare/community development officers have relinquished their roles as regards case management to the desk officers. The desk officers by their training (planners) can adequately play that role.In many DAs, the public relations and complaints committee is practically defunct. Consideration must be given to other alternate means of providing support to the desk officers in resolving community level project related disputes.Consideration must be given to the provision of resources for road signages in the design of LIPW feeder roads.At sites where attendance are recorded manually, Contractors’ supervisors must be required to sign on each page of the Daily Attendance Sheets (DASHES). A DASH that has any page unsigned by the supervisor must not be honoured. | | |
| Participants | Designation | Contact information |
| Cedonia Dere | ZC, WZCO | 0243518524 |
| Solomon Dawutey | ZE, WZCO | 0209297433 |
| Isaac Owusu Akyaw | CMA, WZCO | 0501301524 |



REPORT ON SENSITIZATION AND TARGETING AT DUFFOR FOR THE IMPLEMENTATION OF THE GHANA PRODUCTIVE SAFETY NET PROGRAMME IN THE SHAI-OSUDOKU DISTRICT ASSEMBLY ON THE 9TH JANUARY,2020 AT DUFFOR

Introduction

The Ghana Productive Safety Net Project is a Government of Ghana project set up to strengthen safety net systems to improve the productivity of the poor. The Labour Public Works (LIPW) component of the GPSNP is considered an effective approach towards the provision of short-term employment to the poor in order to enable them to meet their household expenditure. In this regard, community members of Duffor were sensitized and targeted for the project.

2.0 REHABILITATION OF 3.5K DUFFOR JUNCTION TO DUFFOR AND OTHER ROADS

The Duffor community was selected to benefit from the GPSNP under road construction because it had unmotorable roads linking farming communities where there was excess farm produce wasting. A total number of workforce needed for this project was 118. Sensitization was conducted for the community on 9th January 2020.

PARTICIPATION

The District Planning Officer, District Social Welfare and Community Development Officer, District Director of Agriculture, District Works Engineer, Assembly Member for Duffor Electoral Area, Unit Committee Members Opinion Leaders and Community Members.

4.0 SENSITIZATION OF THE DUFFOR COMMUNITY

The Duffor community was Sensitized on the concept of the GPSNP, the rationale behind the project, benefits of the project, eligibility of beneficiaries, community's commitment in the implementation of the project, targeting processes, approved rate of labour payment, the use of Labour Intensive Public Works in the implementation of the project, stakeholders involved, projects source of funds and project cycle. The community was asked to form Facility Management Committee to oversee the implementation of the project.

5.0 REGISTRATION AND COMMUNITY BASED TARGETING

The Road construction at Duffor requires a workforce of 118 people to undertake this project. A total number of 118 (71 male and 47 females) were registered for the project. Community Based Targeting was not carried out in Duffor because the number of people registered met the exact number needed for the project.

6.0 CONCLUSION

The exercise undertaken at Duffor was successful despite the challenges encountered during the sensitization and the difficulty in mobilising community members for the programme.

Prepared By

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Dorothy A. Acquah





REPORT ON SELECTION OF CLASS BENEFICIARIES

Name District/Municipality: NANUMBA South
 Name of Community: KANJO - KURA
 Date of Meeting: 8-9/03/2020 Venue: KANJO - KURA
 Venue of meeting: COMMUNITY CHAPEL
 Number of Community Members present at the Forum: 42
 Number of LIPW/LEAP beneficiaries present at the Forum: 20
 Quota to be Selected: 21




I. PRESENT AT THE MEETING**i. DA Team**

| No. | Full name | Designation (Position) | Signature |
|-----|--------------------|------------------------|---|
| 1. | Mabel Abafa | Dir. CDSW |  |
| 2. | Bright Toney Lumbé | BDO (BAC) |  |

ii. Community Leaders/Stakeholders

| No | Full name | Designation (Position held in the community) | Signature /Thumbprint |
|----|-----------------|--|---|
| 1. | Mazote Charles | Community LEAP focal person (CFP) |  |
| 2. | Mbalakuya Jacob | Assembly Man. |  |
| | | | |

iii. Community Level Committee (CBT Team) stakeholders

| No | Full name | Sex | Designation (Position held in the community) | Signature /Thumbprint |
|----|-------------------|-----|--|---|
| 1. | Talin Umadog | M | Opinion Leader |  |
| 2. | Waja Kogi | M | Chief Representative |  |
| 3. | Benyignam Beadine | F | Women Leader |  |

2. BENEFICIARY SELF SELECTION PROCESS

Name and Designation of the Community Facilitator for the CBT process.

| |
|--|
| 1. Name: <u>Magato Charles</u> |
| 2. Designation: <u>Community LEAP focal Person (CFP)</u> |

Guide:

Through a guided discussion, the facilitator should assist the community to establish their own criteria to prune down the number to the desired quota in the event of over subscription. Even after self-selection, the committee is required to assess the self-selected beneficiaries using the criteria agreed upon (*The criteria may vary from community to community*).

The following examples can be shared with the community:

o **Poverty Criteria:**

- Extent of Poverty/Deprivation of the household
- Extent of Vulnerability (Single mother/female headed household, disability etc.)
- Number of aged persons in a household
- Household dependency ratio

o **Entrepreneurship Traits**

- Evidence of investments made with/ Enterprise activities initiated with LEAP & LIPW earnings or any other indicators that in their estimation will best measure entrepreneurship
- Membership of VSLA (where VSLAs exist in the community) or any other form of savings that can be verified

i. Please list the criteria/indicators established by prospective beneficiaries for selection.

- Extent of poverty
- Household dependency ratio
- Number of aged person

Agreeing on set of criteria or indicators to be used to generate a shortlist of beneficiaries.
Guide:

Through simple balloting or pair wise ranking the final list of indicators at least 4 indicators (2 from each set of criteria) should then be agreed upon by the community as criteria for pruning from the original list of persons who self-selected

ii. List the set of criteria/indicators finally accepted by the community for the generation of a shortlist of eligible beneficiaries (not more than 4 indicators)

- Extent of poverty
- Dependency ratio
- ⇒ Evidence of investment made
- Selection based on clan. ie selection is made and distributed evenly according to clans in the community.

i. Voluntary or Self-Selection.

Number of eligible beneficiaries who self-select themselves.

| Total Number of Beneficiaries Shortlisted | | | | |
|---|--------|------|--------|-------|
| LIPW | | LEAP | | TOTAL |
| Male | Female | Male | Female | |
| 0 | 0 | 6 | 19 | 25 |

DCIT Members

1. Name BRIGHT JONEY LAWOTE
Signature [Signature] Date 09/05/2020

2. Name Mabel Gbafa
Signature [Signature] Date 09/05/2020

REPORT ON COMMUNITY SENSITISATION FOR THE IMPLEMENTATION OF THE LABOUR-INTENSIVE PUBLIC WORKS (Ho West District)

1.Introduction

The Ghana productive safety net project (GPSNP) is a world bank /DFID / Government of Ghana supported project which is being implemented by the Ministry of Local Government and Rural Development.

The project seeks to support the Government to strengthen safe net systems that improve the productivity of the poor and to extend income earning opportunities to extremely poor households.

2. Issues Discussed

During the sensitization various projects issues were discussed. Among them were summarized below;

Labour Intensive Public Works (LIPW) is a cash-for- work program which maintains or rehabilitates assets that improves the productivity of communities.

The main thrust of the project is employment generation and creation of income earning opportunities to their participation in various forms of the public works.

Because the beneficiaries are mostly farmers, LIPW will be carried out mainly during the agricultural off season.

3. Menu of the Sub-projects

- Construction and rehabilitation of small earth dams and dugouts (SEDD)
- Feeder Roads (FRs)
- Climate change (CC) mitigation interventions.

4. Beneficiary Participation

Beneficiary will work for 90 person days per year during agricultural off-season.

Household will work on LIPW sites for two consecutive dry seasons over a two – year period through one big sub project.

5. Selection of beneficiary

Community has been chosen because it is one of the poorest in the District. According to District Assembly poverty profile.

Labour content of at least, 40% for feeder roads, 60% for small earth dams and dugouts and 70% for climate change.

6. Selection of sub-projects

It was through District Medium Term Development Plans.

7. Mode of implementation

Feeder road sub projects will mainly be given out on contract and participants will work with the selected contractor to produce the asset.

Climate change interventions will be done force account. Where the participants and a few skill artisan to be selected by the District Assembly will execute the works.

8. Self –targeting

- Persons who lives within 5km radius.

- Age 18-65years from extremely poor household.
- 60% should be women.
- Daily wage of twelve Ghana cedis (GH¢ 12.00)
- Participants work for only 6hours including 1hour break
- Data /biometric of participant in the LIPW activities will be captured into the project system.
- Each household will be allowed to enroll two eligible adults as alternate participant.

9. Works Execution

A facility management committee (FMC) will be formed from members of the unit committee and others from the community to manage the site

- There will be supervisors from the Assembly and the contractor side
- Feeder road will have a client supervisor from the District Assembly.
- For Climate change mitigation interventions, there will be a supervisor from the Agric. Department.
- Each site will have a community Facilitator, who will be a member of the Facility Management Committee. The community Facilitator serves as intermediary between the District Assembly and the Community and other stakeholders.
- Participants will be given a specific task to accomplish on each day of work.

Above were some of the issues of presentation to the various communities. Various questions were asked, and clarifications sought by participants and accordingly addressed by the Project Information and Communication Team from the Assembly.

The tables below give details and evidence of sensitization as it was carried out within various selected project communities.

1. Holuta Community

| | | | |
|---|--|--|---|
| Name of Community: Holuta | | Date of visit: 23 rd December, 2019 | Some critical concerns/ issues raised by the community. |
| Start time: 6: 34am | | Close time: 9:15am | |
| Sub –Project: Rehabilitation of Five (5) ha degraded communal land using Oil Palm trees including nursery (1,000 oil palm and 200,000 Cashew) at Holuta | | | |
| | | | |
| Name of some selected Opinion leaders | Designation | contact | 1.Community members want to know whether compensation will be paid on the land. 2. They want to be clear on the issue regarding land to be acquired for the project and if the project failed to progress as expected what happen to the land. 3.Concerns were raised on the inadequacy of the amount to be paid. |
| Wilson Hene | Opinion Leader | 0559931699 | |
| Mama Edith Dzomator | Elder | 0543457002 | |
| Robert Atotunu | Secretary to the Chief | 0243260664 | |
| Lokpoe Kwaku | Gongo bitter | 0248674009 | |
| Robert Adzodoe | Opinion leader | 0549213984 | |
| Amevor Roseline | Women Leader | 0549213984 | |
| | | | |
| Project Information Communication Team | | | |
| Name | Designation | | |
| Rashid Seth Asuo | District Director of Agric. | | |
| Emmanuel Doh | District Planning Officer | | |
| Solomon Homeku | District Works Engineer | | |
| Diana Adzaku | Community Development & Social Welfare Officer | | |

Some Pictures during Holuta sensitisation



2. Avatime Biakpa

| | | | |
|--|---|---|---|
| | Name of Community: Avatime Biakpa Date of visit: 24 rd December,2019 | | |
| | Start time: 6: 45am Close time: 10:10am | | Some critical concerns/ issues raised by the community. |
| | Sub –Project: Reh of five (5) ha degraded communal land using Citrus trees at Avatime Biakpa | | |
| | Name of some selected Opinion leaders | Designation | contact |
| | George Madzody | Unit Committee Chairman | 0506672511 |
| | Salome Norgbemetu | Mankrado | 0204081920 |
| | Francis Agbemebiase | Youth leader | 0541793078 |
| | Christine Amrador | Queen mother | 0540553848 |
| | Ibrahim Otsyina | Unit Committee member | 0548917135 |
| | James Bansah | Unit Committee member | 0249518552 |
| 1. Participants think the proposed wage of GHC12.00 was inadequate. 2. Community required to know if the proposed acres are all not found at the same place what provisions are made. 3. They wanted to find out also, if the proposed land to be acquired for the project are segmented, will there be same number of security personnel provided. | | | |
| Project Information Communication Team | | | |
| | Name | Designation | |
| | Rashid Seth Asuo | District Director of Agric. | |
| | Emmanuel Doh | District Planning Officer | |
| | Solomon Homeku | District Works Engineer | |
| | Diana Adzaku | Community Development & Social Welfare Officer | |

Some pictures from Biakpa



3. Avenui

| | | | |
|---|--|---|---|
| Name of Community: Avenui | | Date of visit: 26 rd December,2019 | |
| Start time: 6: 37am | | Close time: 10:30am | |
| Sub –Project: Reh of Five (5) ha degraded communal land using Coconut trees at Avenui | | | |
| Name of some selected Opinion leaders | | Designation | contact |
| Mensah Fiebert | Elder | 0248504513 | <ol style="list-style-type: none">1. They wanted to know the type of coconut to be planted2. They want to know if an individual has land to be used as private individual whether they will be supplied with seedlings.3. Somebody proposed establishment of seed garden in the Ho West4. Participant wants to know whether there are ready markets for the proposed plantation. |
| Togbe Asamoah | Chief | 0542682865 | |
| Stephen Gbeklui | Fiator | 0544067246 | |
| Gershon Nkrumah | Elder | 0545035668 | |
| Tiami Etsee | Opinion Leader | 0202993237 | |
| Mama Gbeklue | Unit Committee member | 0544202560 | |
| | | | |
| Project Information Communication Team | | | |
| Name | Designation | | |
| Rashid Seth Asuo | District Director of Agric. | | |
| Emmanuel Doh | District Planning Officer | | |
| Solomon Homeku | District Works Engineer | | |
| Diana Adzaku | Community Development & Social Welfare Officer | | |

Some Pictures from Avenui



Social Protection Intersectoral Working Group – Engagement with Stakeholders on GPSNP and GPSNP2



Attendance List







| MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION | | | | |
|--|-------------------|---------------------------------------|---|------|
| INTER-SECTORIAL TECHNICAL COMMITTEE MEETING | | | | |
| VENUE: AQUA SAFRI | | DATE: January 29 th , 2021 | | |
| | | DAY: MONDAY | | |
| No. | NAME(S) | ORGANIZATION | CONTACT DETAILS | SIGN |
| 1. | HOREN K. OUSHIGAH | MELR | TEL: 026 841 2574 EMAIL: horenguarajob@gmail.com | |
| 2. | Jubril Mosamata | MoGCS | TEL: 0244776744 EMAIL: mosamat07@gmail.com | |
| 3. | Joseph Barner | MoGCS | TEL: 0278220062 EMAIL: jbarner@gmail.com | |
| 4. | Maa-Dedei Antie | MoGCS | TEL: 0244216148 EMAIL: enegadedeiantie@gmail.com | |
| 5. | Bobinnu Vitus | GSS | TEL: 028695556 EMAIL: vitusbobinnu@gmail.com | |
| 6. | Eric Markey | MoGCS | TEL: 024853472 EMAIL: davor02@gmail.com | |

MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION

INTER-SECTORIAL TECHNICAL COMMITTEE MEETING

VENUE: AQUA SAFRI

DATE: January 29TH, 2024
DAY: One

| No. | NAME(S) | ORGANIZATION | CONTACT DETAILS | SIGN |
|-----|--------------------|----------------|---|---|
| 1. | Chris Antu | YE A | TEL: 0541173031 EMAIL: chrisant@yeha.org.gh |  |
| 2. | Eunice Graham | MOE | TEL: 0244893788 EMAIL: Eunicegraham@ghedu.gov.gh |  |
| 3. | Kwame Omani | MOCCSP | TEL: 0244227695 EMAIL: kwame.amani@gmail.com |  |
| 4. | George Bah | MOFA/DCS (PEJ) | TEL: 0244897314 EMAIL: gpdirector@yahoo.com |  |
| 5. | Samuel Koko-Mensah | SPU | TEL: 074390263 EMAIL: - |  |
| 6. | Benjamin Adu-Tsunu | MASLOC | TEL: 0242321112 EMAIL: kadbeest@yahoo.com |  |

MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION

INTER-SECTORIAL TECHNICAL COMMITTEE MEETING

VENUE: AQUA SAFRI

DATE: January 29th, 2021

DAY:

| No. | NAME (S) | ORGANIZATION | CONTACT DETAILS | SIGN |
|-----|--------------------|-----------------------|---|-------------|
| 1. | Eugene N. Korletay | LABOUR DEPT | TEL: 0207811446 EMAIL: chief@labour.gov.gh | [Signature] |
| 2. | Kossum Dangquah | MOGCS | TEL: 0241456865 EMAIL: — | [Signature] |
| 3. | Esther Amoh | CHARTERED ACCOUNTANTS | TEL: 0244770880 EMAIL: esther.amoh@charteredaccountants.org.gh | [Signature] |
| 4. | Lucy Akua Antwi | SPD/MOGCS | TEL: 0246592164 EMAIL: alucyantwi@spd.gov.gh | [Signature] |
| 5. | ALEX MOFFATT | MOH | TEL: 0242223294 EMAIL: alexmoffatt@yahoo.com | [Signature] |
| 6. | Dr. Roger Linn | SUSP | TEL: 0244388165 EMAIL: roger.linn@univ.edu.gh | [Signature] |

MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION

INTER-SECTORIAL TECHNICAL COMMITTEE MEETING

VENUE: AQUA SAFRI

DATE: January 29th, 2021

DAY: One

| No. | NAME (S) | ORGANIZATION | CONTACT DETAILS | SIGN |
|-----|------------------------------|--------------|---|-------------|
| 1. | George Kwadwo Osei Ababio | GPSNP-MLGRD | TEL: 0547669496 EMAIL: george.osei-ababio@gpsnp.gov.gh | [Signature] |
| 2. | Peter Essaim Asante | OHLS | TEL: — EMAIL: peteressaim@yahoo.com | [Signature] |
| 3. | E. I. Agyemang | MOGCS | TEL: 0208164005 EMAIL: — | [Signature] |
| 4. | ROBERT NINSIN | GCS | TEL: 0248412416 EMAIL: — | [Signature] |
| 5. | | | TEL: Kojakom1200@yahoo.com EMAIL: — | [Signature] |
| 6. | E. I. Agyemang | MOGCS | TEL: 0203037488 EMAIL: eia.ayemang@gmail.com | [Signature] |

MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION

INTER-SECTORIAL TECHNICAL COMMITTEE MEETING

VENUE: AQUA SAFRI

DATE: January 29th, 2021

DAY: One

| No. | NAME (S) | ORGANIZATION | CONTACT DETAILS | SIGN |
|-----|-------------------------|----------------|--|-------------|
| 1. | Amy Esi Buah | MOFA PMED | TEL: 0244568823 EMAIL: amyebuah@gmail.com | [Signature] |
| 2. | Fatima Dauda | MSDI | TEL: 0243242428 EMAIL: fat.madz@yahoo.com | [Signature] |
| 3. | Clara V. Tigeneah | GPSNP MOGCS | TEL: 0208181978 EMAIL: ctigeneah@gmail.com | [Signature] |
| 4. | Frederica Owusu | DSW | TEL: 0243513873 EMAIL: fredericaowusu@yahoo.com | [Signature] |
| 5. | Charlotte Sarpang | MOF | TEL: 0244762728 EMAIL: lotsap@gmail.com | [Signature] |
| 6. | Samuel Mensah Aborampah | MOHE | TEL: 0243777383 EMAIL: aborampah2000@gmail.com | [Signature] |

MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION

INTER-SECTORIAL TECHNICAL COMMITTEE MEETING

VENUE: AQUA SAFRI

DATE: January 29th, 2024
DAY:

| No. | NAME(S) | ORGANIZATION | CONTACT DETAILS | SIGN |
|-----|------------------------------|--------------|--|-----------------|
| 1. | Dr. Rita Ousini- Amankwah | SPD | TEL: 0244653548 EMAIL: rtdamanah@gmail.com | <i>Rita</i> |
| 2. | Silba Alfa | GSPD | TEL: 0244698187 EMAIL: SilbaAlfa@yahoo.com | <i>Silba</i> |
| 3. | Anderson Jeleel Odom | CSPSP-GH | TEL: 0208151523 EMAIL: jeleel@inchingim.com | <i>Anderson</i> |
| 4. | Enock Felmi | SPD | TEL: 0244984884 EMAIL: EnockFelmi@gmail.com | <i>Enock</i> |
| 5. | Eugene Nkuah | MOGCP | TEL: 0242143276 EMAIL: EugeneNkuah@gmail.com | <i>Eugene</i> |
| 6. | G.D. Bediako | MOGCP | TEL: 0208593160 EMAIL: gbediako2001@gmail.com | <i>G.D.</i> |

MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION

INTER-SECTORIAL TECHNICAL COMMITTEE MEETING

VENUE: AQUA SAFRI

DATE: January 29th, 2024
DAY:

| No. | NAME(S) | ORGANIZATION | CONTACT DETAILS | SIGN |
|-----|-----------------------|--------------|--|-----------------|
| 1. | Mwipah Adu | MOGCP | TEL: 0244575599 EMAIL: MwipahAdu@gmail.com | <i>Mwipah</i> |
| 2. | Isaac Duke Azule | Forte | TEL: 0241778315 EMAIL: dukeikar@gmail.com | <i>Isaac</i> |
| 3. | Franzina Acheampong | ISG | TEL: 0208-238162 EMAIL: f.acheampong@yahoo.com | <i>Franzina</i> |
| 4. | Mawusi' Nadekar Awity | NVTI | TEL: 0244981846 EMAIL: MawusiNadekar@gmail.com | <i>Mawusi</i> |
| 5. | Dr. Charles Kenney | OHZAS | TEL: 020695885 EMAIL: CharlesKenney@gmail.com | <i>Charles</i> |
| 6. | Inubal Shirenu | MOGCP | TEL: 02082143276 EMAIL: InubalShirenu@gmail.com | <i>Inubal</i> |

MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION

INTER-SECTORIAL TECHNICAL COMMITTEE MEETING

VENUE: AQUA SAFRI

DATE: January 29th, 2024
DAY:

| No. | NAME(S) | ORGANIZATION | CONTACT DETAILS | SIGN |
|-----|------------------------|--------------|---|-----------------|
| 1. | Naa Gyee Quartey | WMD-MOFA | TEL: 0244 966970 EMAIL: naa_quartey@yahoo.com | <i>Naa Gyee</i> |
| 2. | Abena Annabaa A Sam | MOGCP | TEL: 0273 713349 EMAIL: abesmall88@gmail.com | <i>Abena</i> |
| 3. | Ibrahim Tihay | SPD | TEL: 0244 627657 EMAIL: tihay51@gmail.com | <i>Ibrahim</i> |
| 4. | Ali Napan Seidu | MOGCP | TEL: 027 620 8170 EMAIL: napanali@yahoo.com | <i>Ali</i> |
| 5. | Dr. Alex Amankwah-Poku | MOF | TEL: 0245223857 EMAIL: alexamankwah-poku@gmail.com | <i>Alex</i> |
| 6. | Piscilla Yambah | SPD | TEL: 0256689160 EMAIL: piscillayambah@gmail.com | <i>Piscilla</i> |



Beneficiary engagement on GPSNP II at Korsive in the North Tongu District



Stakeholders Engaged on GPSNP II at Nandom District Assembly in the Upper West Region



Beneficiary engagement on GPSNP II at Nagbo subproject site in East Mamprusi district in the North East Region

Beneficiary engagement on GPSNP2 in Lingbinsi, North Gonja District (Savannah Region)



APPENDIX 15: TERMS OF REFERENCE FOR ESMF

Note: The ESMF and relating documents were developed by the MLGRD and MOGCSP teams, together with the support of two short term consultants of the World Bank, who support GPSNP and GPSNP2 design. The TOR below is therefore for the consultant hired to support GPSNP2 design, but the work product is reflective of work done by all the team, not only the one consultant.

TERMS OF REFERENCE

SHORT TERM CONSULTANT

SOCIAL PROTECTION AND JOBS GLOBAL PRACTICE

GHANA

October 2020

A. BACKGROUND

Ghana has established flagship safety net programs that have progressively expanded nationwide. The LEAP cash transfer program started in 2008 with an objective of smoothing consumption for extremely poor and vulnerable households. The LIPW program also started in 2010, with an objective of providing short-term employment to poor people during the lean season, while creating productive assets. Key among these efforts was the decision by the Government of Ghana (GoG) that households participating in the LEAP would receive free access to the National Health Insurance Scheme (NHIS). More recently, GoG has introduced reforms and innovations to strengthen the transparency and objectivity of SP delivery. Central to these reforms has been the launch of the Ghana National Household Registry (GNHR), which collects data on households to enable their selection into a range of targeted programs through an objective and transparent process. The ongoing Ghana Productive Safety Nets project (GPSNP), co-financed by the GoG, IDA, and the UK Department of International Development, and implemented by the Ministry of Gender, Children and Social Protection, aims to further improve the effectiveness of these flagship programs and to complement these with concerted efforts to build linkages to productive support for extremely poor households. This project is supporting the Government to provide tailored support to the poorest households to address the demand-side constraints to accessing services that would strengthen their productivity.

The ongoing COVID-19 pandemic, and the accompanying economic hardships resulting from shutdowns and quarantines, has deepened poverty levels and increased vulnerability among Ghana's poor households. The GPSNP has responded to this crisis by providing a safety net and channeling financial support to protect poor families from the economics shocks precipitated by this crisis. This additional support has accelerated the project implementation timeline, with project completion now estimated at the end of FY 2021. As such, the GoG has requested further support from the World Bank Ghana Social Protection & Jobs (SPJ) team to prepare a follow-on project to consolidate and solidify the gains made through GPSNP.

B. OBJECTIVES OF THE ASSIGNMENT

The STC will support the Government design team at the Ministry of Gender, Children and Social Protection and Ministry of Local Government and Rural Development in the preparation of the World Bank Environmental and Social Framework (ESF) which are required prior to approval of the project. The project design requires the development of the following reports:

- Preparation, consultation and disclosure of ESMF and Resettlement Policy Framework (RPF)
- Preparation and disclosure of Stakeholder Engagement Plan (SEP) including Grievance Redress Mechanism to address project related complaints
- Preparation of Environmental and Social Commitment Plan (ESCP)
- Preparation of Labor Management Procedures (LMP)
- Preparation of an Integrated Pest Management Plan (IPMP)

The Consultant will undertake desk review of relevant studies, reports and project papers, as well as interact with Government staff and key stakeholders to produce the necessary reports. , the World Bank ESF and other project documents to develop the relevant reports.

C. DELIVERABLES

Deliverables of this assignment include completion of the following:

- Environmental Safeguards Management Framework (ESMF) and Resettlement Policy Framework (RPF)
- Stakeholder Engagement Plan (SEP) including Grievance Redress Mechanism to address project related complaints
- Environmental and Social Commitment Plan (ESCP)
- Labor Management Procedures (LMP)
- Integrated Pest Management Plan (IPMP)

D. QUALIFICATIONS AND EXPERIENCE

The Consultant shall have skills, relevant experience and qualifications required to carry out the described tasks. The selected consultant shall have knowledge of the relevant current legislation of the Republic of Ghana and procedures for land acquisition and resettlement as well as the World Bank safeguards requirements, including experience in organizing consultations and interacting with public sector officials.

Qualification and experience

The following qualifications are required:

Education/Experiences

- A minimum of Master's degree in Social Sciences (Land Economy, Development studies, geography, anthropology, sociology) or related field.

- At least 5 years of experience in undertaking similar work and/or experience in the development of RPF instruments, including Environmental and Social Management Framework for World Bank and Donor funded projects in West Africa;
- Familiarity with relevant government involuntary resettlement and compulsory land acquisition regulations and policies, institution and structures and knowledge and understanding of the civil society dynamics in Liberia, especially at decentralized/rural level will be an advantage;
- At least 3 years relevant working experience in the field of rural development, working directly with communities and local authorities, with an emphasis on women and gender issues would be preferable;
- Experience and knowledge on conducting stakeholder mapping and analysis, and audience segmentation;
- Experience and knowledge in dealing with social issues relating to agriculture, land acquisition laws and policies; resettlement and rehabilitation; and gender Analysis are desirable;
- Have experience in inclusive and accessible public consultations, including grievance redress mechanisms and disclosure;
- Have knowledge of the Liberian context on livelihoods and land tenure issues including gendered aspects of these), and drivers of conflict and fragility in the project areas of intervention (including issues related to access to land and natural resources, differences in land uses especially among youth and women.
- Experience in donor funded projects and prior experience in World Bank funded projects will be a further advantage;

Skills and Abilities

- Excellent written, verbal, organizational, analytical and interpersonal skills. - Fluency in written and spoken English;
- Skills in writing reports and reviews, delivering presentations and defending recommendations;
- Facilitation skills and ability to conduct effective focused group discussion among different Stakeholders;
- Computer skills: in particular MS Word, Excel, PowerPoint and internet;
- Strong interpersonal and diplomatic skills with capacity to interact effectively with a range of stakeholders;
- Ability to work independently with minimal supervision; and
- Qualitative research and experience in community consultation would be an asset

E. REPORTING REQUIREMENTS

The consultant will be report to Christabel Dadzie, Senior Social Protection Specialist and TTL for the GPSNP2.

F. DURATION OF THE ASSIGNMENT

The assignment will be for 30 days

DETAILED SCOPE OF WORK

ENVIRONMENTAL AND SOCIAL MANAGEMENT FRAMEWORK

The consultant is expected to prepare an ESMF taking into consideration the activities and institutional arrangements for project implementation. The initial stage of the Consultant's intervention will be the scoping of the project's field of influence, activities and impacts that will have to be studied in the ESMF. The ESMF should contain the following sections:

- (a) *Executive Summary:* The Consultant should provide a concise statement of the project objectives and a brief project description in addition to a non-technical summary of the main findings of the environment and social assessment. Description of what impacts are envisaged. The summary should also outline applicable laws. The section should also include a summary of the proposed Environmental and Social Management Plan.
- (b) *Project Description:* The Consultant will provide an overview of project objectives, components and associated activities, with an emphasis on component(s) that will finance subprojects; anticipated types of subprojects, and types that will be excluded from financing; project target areas; project coordination and implementation arrangements, with details of institutional arrangements for managing the subproject cycle; and annual reporting and audit requirements.
- (c) *Purpose and Objectives:* This section should present the main objectives of the framework, and the Consultant methodology that has been used in the preparation of the ESMF.
- (d) *Baseline Data:* The ESMF should also give adequate information on the current environmental situation and socioeconomic and cultural characteristics in project areas, including physical, and biological environments, as well as socio-economic and cultural settings in project area.
- (e) *Environmental and Social Policy and Regulatory Framework:* The Consultant should analyze the existing environmental policies, laws, conventions and protocols on environmental and social impact assessment, both national and international, and assess needs for their strengthening. In addition, the Consultant should analyze sub-sector specific policies, laws, regulations and directives with potential for environmental implications. The Consultant should analyze and outline the gaps between the World Bank's and the country Environmental Impact Assessment requirements.
- (f) *Analysis of Environmental and Social Impacts, Issues and Risks:* Provide a description of what environmental and social risks and impacts are envisaged. Analyze the activities under the project and outline the associated environmental and social impacts.
- (g) *Development of Environmental and Social Management Framework:* The Consultant should propose a mechanism for environmental and social screening, evaluation and supervision within the project management unit, which will ensure that funded projects/sub-projects are environmentally and socially sound and sustainable and that any adverse environmental consequences and social impacts and risks are recognized early in the project's cycle. The Consultant is expected to develop an environmental and social screening tool or checklist. This section should also project activities, issues and risks that might require separate environmental and social assessment in relation to location, project size, and other site-specific factors. It

should also outline the activities which will trigger and when other risks assessments and mitigation plans; i.e., Environmental and Social Impact Assessments (ESIAs) and Environmental and Social Management Plans (ESMPs), Pest Management Plan, Biodiversity Management Plans (BMPs), Resettlement Action Plan (RAP), Abbreviated Resettlement Action Plan (ARAP), and Process Framework that may be required.

- (h) *Development of a preliminary Environmental and Social Management Plan:* The ESMF shall recommend practical and cost-effective actions to prevent, minimize, mitigate or compensate for adverse impacts and to enhance positive ones. Estimate the impacts and costs of mitigation measures, including those for consultation and institutional and personnel capacity building during project implementation. The ESMF shall include proposed work programs, budget estimates, schedules, staffing and training requirements, and other necessary support services to implement the mitigating measures.
- (i) *Institutional Framework for Implementation:* The Consultant shall propose institutional arrangements to handle the preparation, implementation and supervision of comprehensive environmental and social assessment of the proposed project. Such framework should include means for strengthening of implementing institutions to be able to assess and manage the environmental and social impacts and risks of the project and its sub-projects. To this end, the ESMF will address institutional tasks and cover every stage of the project process (from the initiation and reviews to the monitoring of the implementation of Environmental and Social Management Plans (ESMPs)).

The ESMF should also assess the capacity of the implementing agencies to undertake such screening, implementing and monitoring processes. The Framework should also examine the need for in-house environmental and social assessment capacity and should explore the possibility of establishing an environmental and social unit within the PIU structure with the responsibility to conduct or supervise the environmental and social analyses of all sub-project proposals.

- (j) *Training Need:* The Consultant should assess institutional capacity of implementing agencies on ESMF implementation and identify needs for capacity building. The ESMF should also describe how sensitization meetings and launching workshops can bring out environmental and social issues and considerations of the proposed economic and social infrastructure sub-projects.

Based on the findings, the Consultant will develop an ESIA training program for various stakeholders including proposed recipients – Ministry of Lands and Natural Resources, the Ministry of Environment, Science and Technology, the Forestry Commission, and the Environmental Protection Agency, Minerals Commission, Ministry of Water and Sanitation, Ministry of Local Government and Rural Development; Precious Mineral Marketing Company etc.

- (k) *Public Consultation and Disclosure:* Public consultation is a vital part of this Environmental and Social Assessment process. Since the ESMF is developed before most of the sub-project decisions are made, the consultant shall propose consultation and disclosure processes undertaken during project design and ESMF development.

The Consultant will, in close coordination with implementation agencies, assist in carrying out stakeholder consultations with national NGOs, community opinion leaders, scientific experts,

relevant government agencies and the private sector in order to present and discuss potential impacts of (sub-)project activities and a proposed mechanism to address them under the ESMF and reflect their views into account. Consultation process and major issues raised need to be documented and attached to the ESMF.

- (l) *Grievance Mechanism:* Taking into account the existing mechanism in implementing agencies, the Consultant shall design a grievance mechanism which provides an effective avenue for expressing concerns and achieving remedies for project affected people, promote a mutually trustful and constructive relationship and enhance social accountability and ultimately the achievement of project development objectives.
- (m) *Monitoring and Evaluations:* The consultant should describe a monitoring regime that will be established, prioritizing those elements that must be in place prior to infrastructure investments to allow a baseline to be established against which changes during construction and operation can be assessed with identification of who is responsible for respective actions for M & E.
- (n) *Budgets for ESMP Implementation:* The Client will estimate the budgets necessary to carry out recommendations contained in the ESMF. It should also indicate how and by which institution the costs will be catered for.
- (o) *Annexes:* The consultant should provide annexes to the draft and final reports, including but not limited to:
 - Screening checklist
 - Evidence of stakeholders and institutions engaged and consulted in developing the ESMF
 - Draft terms of reference (TOR) for the development of Environmental and Social Impact Assessments (ESIAs), Environmental and Social Management Plans (ESMPs), AND Pest Management Plan (PMP)
 - Draft outline of Environmental & Social Performance Reporting

RESETTLEMENT FRAMEWORK

The consultant is expected to prepare an RF taking into consideration the activities and institutional arrangements for project implementation. The consultant shall conduct a field assessment and collect baseline information (primary and secondary) relevant to social screening to determine the various social impacts that may affect the lives of the people and or habitats in the proposed project area. Where applicable, the consultant should estimate the approximate size of land parcels that needs to be acquired, the current land usage, number of households, businesses and other activities that are likely to be affected. Assess the extent and or length (as applicable) of public utilities such as telecom, electricity, water and sewerage systems that may be affected. The consultant should determine the approximate scale of physical relocation of residential households, public infrastructure, commercial enterprises and other persons/families/households, who may be directly and or indirectly affected on account of land acquisition and or execution of the project. The shall include but not limited to:

- identification of common/community property and or resources that may be affected (e.g. wells, hand pump, schools, community buildings, graveyards etc.);
- land quality including areas with high agricultural yields, areas of degradation;
- ownership, access to and use of natural resources, and local development status;
- study the types of land ownership (private, community owned areas), sources of livelihoods and category/type of owners in the project area;

The Consultant shall conduct a sample survey of potentially affected households and business entities and losses that may occur due to access restrictions etc. The survey also should assess whether there is

a potential issue associated with land appreciation resulting from the project and potential impacts to those without security of tenure. The sample survey may not necessarily be a full-scale census of potentially affected population, but should identify:

- the social, economic, and demographic profile of the people and communities affected such as population, gender, ethnicity, vulnerable groups, etc.;
- spatial distribution of population and growth rates, location and data of cities and villages in the project area;
- administrative structure of the local administration, mandates and extent of engagement of community groups on local issues/ administration;
- their views and perceptions on the proposed project etc.;
- economic activities, employment, income and poverty status of the people in the project area;
- local economic development trends and ongoing government initiatives for development in the project area;
- conduct a preliminary analysis of the nature, scale and magnitude of all potential direct, indirect, induced and cumulative impacts that the proposed investments are likely to cause, and classify the same using established methods

The RF should contain the following sections:

- (a) *Executive Summary*: The Consultant should provide a concise statement of the project objectives and a brief project description in addition to a non-technical summary of the main findings. Description of what impacts are envisaged. The summary should also outline applicable laws.
- (b) *Project Description*: The Consultant will provide an overview of project objectives, components and associated activities, with an emphasis on component(s) that will finance subprojects; anticipated types of subprojects, and types that will be excluded from financing; project target areas; project coordination and implementation arrangements, with details of institutional arrangements for managing the subproject cycle; and annual reporting and audit requirements.
- (c) *Purpose and Objectives*: This section should present the main objectives of the framework, direct and indirect social impacts and the Consultant methodology that has been used in the preparation of the RPF.
- (d) *Legislative Framework for the Land Acquisition and Involuntary Resettlement*: This section shall contain a summary about the key relevant laws in relation to the land ownership, expropriation, transfer of ownership and compensation issues. It should also present the main administrative and institutional framework for issues related to land management and resettlement in Ghana. This chapter shall present the gaps between the WB's ESF standards and the Ghanaian Legislations. It should contain measures and recommendations to bridge the gaps (if any) between the two.
- (e) *Social Assessment and socio-economic survey Findings*: This section should include methodology for survey, the baseline, socio-economic data, and the steps for the preparation of identification of PAPs and other social impacts and estimated population likely to be displaced.

- (f) *Eligibility categories and Methods of Valuing Affected Assets:* This section should detail the estimated land acquisition and likely categories of impact, eligibility criteria for various categories of PAPs, quantification of impacts of the PAPs category wise, the valuation of land used by the public and calculation methods for compensation, payments and related considerations.
- (g) *Organizational Elements, Entitlement Matrix and Procedures for Delivery of Entitlements:* This section shall detail the process of preparation of RAPs, submission and approval processes. It also should explain linkages between the RAP and the actual project execution including how resettlement is linked to the implementation of civil works. Further, it shall contain a detailed entitlement matrix prepared in consultation with stakeholders, Government of Ghana and PAPs including the criteria for eligibility of compensation and other resettlement assistance and, present entitlements by type of impacted assets and category of impacted persons.
- (h) *Measures to address Gender and other social Vulnerabilities:* Identify gender and vulnerable people issues and concerns during the project implementation and post resettlement/implementation periods, due to household management roles for women. The consultant should identify Project-relevant gaps between males and females, propose specific actions to address these gaps, and finally present indicators to monitor outcomes from actions identified to address these gaps.
- (i) *Methods for Consultation with and participation of PAPs:* This section should describe the terms and methodologies to be adopted for consultation and participation of PAPs in the process of development of RAPs and until they have received their entitlements. This process should be elaborated to avoid and minimize confusion and suspicions for PAPs and relevant authorities engaged in land acquisition and or other compensation determination and disbursement processes. This should be detailed for different levels of consultations, the expected outcomes at different stages of the consultation and participation approaches which should be adopted.

The Consultant shall conduct stakeholder consultations with key interested parties including community Service Organizations (CSOs), non-governmental organizations through focus group decision and interviews to gather qualitative data and information on the social concerns, suggestions and recommendations to avoid, minimize social risks and adverse impacts, if any to implement the project. Further the consultant shall:

- conduct consultations with each stakeholder category and present a Stakeholder Analysis of local stakeholders such as local government, associations, resident communities, and or others who could play a role in the project implementation process with positive/negative influence on the outcomes;
- record and analyze people's perception of the project, its adverse impacts, and minimum acceptable mitigation measures (relocation options, if any are required assistance offered) that will enable them to cope with displacement or loss of livelihoods – temporary or permanent in nature, if any;
- consultations should also focus on coping mechanisms currently being used by communities; d) hold separate focused group discussions (FGDs) with women and other vulnerable groups (as identified from the survey).
- draw up impact categories critical to determine potential adverse impacts and analysis of the relative vulnerability and risks to the affected communities.

- (j) *Resettlement Action Plans (RAPs) and Income generation/Restoration plans:* This section should detail the various steps for preparation of RAPs and the key elements that should be covered including the timeframe, resettlement, project schedule, grievance redress mechanism, method for consultation and participation, monitoring and evaluation arrangements. It should also include details on selection of relocation sites (temporary or permanent) and plans for housing, infrastructure and services, in case shifting of affected residential, commercial, residential-cum-commercial structure and community properties are required.
- (k) *Grievance Redress Mechanisms:* In this section, provide the detailed description of existing grievance redressal mechanisms/ systems/practices for the project at national, regional, district and sub-district levels available to PAPs for grievance redress. It should also include levels of GRM and their composition for type of grievances. The identification of eligible people for compensation, the valuing and compensation and any other complaints they may have with the entire process should be mentioned.
- (l) *Implementation Arrangements:* In this section, key institutions, departments, and stakeholders involved/authorised to execute the project will be detailed with their roles, responsibilities and relationship with the project activities. Present an assessment of the implementing agency, specific to implementation of RAPs. Provide an assessment of the strengths, weaknesses and opportunities for capacity enhancement to address social and gender issues and citizens engagement. Prepare an indicative action plan by type of training, audience and frequency.
- (m) *Monitoring and Evaluation Procedures:* The section should include institutional monitoring and evaluation (M&E) arrangements for the project (external/internal), parameters/indicators for M&E, periodic evaluation, reporting and dissemination of these reports.
- (n) *Budget and Funding Arrangements and Time:* This section should provide an overall cost estimates for land acquisition, resettlement including for monitoring of the resettlement activities. If there are multiple sites, the RPF should give an indicative budget for resettlement for each of the sites or communities. The financial responsibility of the relevant stakeholders, where applicable, should be categorically stated to avoid ambiguity of source of funds for resettlement activities.

