



PAPUA NEW GUINEA

(National Capital District Commission)

ENVIRONMENTAL AND SOCIAL MANAGEMENT FRAMEWORK

PNG Urban Youth Employment Project

Revised – May 18, 2015

List of Acronyms

Acronym	Explanation
DEC	Department of Environment and Conservation
EA	Environment Assessment
EMP	Environment Management Plan
EP	Environment Plan
ESMF	Environmental and Social Management Framework
GoPNG	Government of Papua New Guinea
IDA	International Development Agency
KTF	Korean Trust Fund
MIS	Management Information System
MSF	Medecins Sans Frontieres
NCD	National Capital District
NCDC	National Capital District Commission
NGO	Non-Government Organization
NSTB	National Skills Testing Board
PMU	Project Management Unit
PNG	Papua New Guinea
SPWE	Senior Public Works Engineer
OJT	On the Job Training
SDES	Skills Development & Employment Scheme
YJC	Youth Job Corps

1.0 INTRODUCTION

1.1 Purpose of the Environmental and Social Management Framework

The Environmental and Social Management Framework (ESMF, this document) establishes the mechanism and processes to be followed when the sub project activities are being identified, appraised and implemented to ensure that any potential adverse impacts from these activities are effectively mitigated. The ESMF was prepared in compliance with the government's own environmental requirements and that of the World Bank

This updated version of the ESMF incorporates the up-to-date scope of works, corresponding environmental and social management approach and practices adapted by the project and lesson learnt since project commencement up to April 2012.

1.2 Project Description

1.2.1 Project Development Objective and Key Indicators

The objectives are to provide urban youth with income from temporary employment opportunities and to increase their employability. The Project includes indicators to measure two primary outcomes and three secondary outcomes. The *primary outcomes* of the program are to:

- Provide youth with income from temporary employment opportunities; and
- Increase youth employability.

The *secondary outcomes* include successfully targeting disadvantaged youth, reducing participants' crime-related indicators, increasing their future aspirations and improving maintenance of selected urban road infrastructure. Information on these indicators will be primarily collected from pre-and-post interviews of selected participants, selected non-participant controls, and community leaders.

Outcomes and impacts will be measured through a Management Information System (MIS), which would capture key beneficiary information and track implementation; as well as four surveys that would include treatment and control groups.

1.2.2 Project Components

The Project would include three components: 1) Youth Job Corps (YJC); 2) Skills Development and Employment Scheme (SDES), and 3) Project Management.

The Project would focus on disadvantaged urban youth between the ages of 16 and 35 that neither work nor study and who have limited social and economic opportunities, including inter alia: a) those that have never accessed or not completed the formal school system; and b) those that may have completed their formal education but have still not been integrated into the labour market.

Component 1: Youth Job Corps. This component will support: i) a city-wide communication and community awareness campaign concerning the Project; ii) the screening and selection of initially 17,500 has been revised down to 15,500 for disadvantaged, unemployed youth from the NCD area; iii) life skills for employment training for all Project participants; iv) the enrolment of youth (who complete the life skills training) in a micro savings/SMS banking; v) the administration of a numeracy and literacy test for participating youth; vi) public works job placement for approximately initial 13,500, revised down to 11,500 of these youth; and vii) the payment of stipends for youth that are engaged in public employment training. With the additional financing & extension of project by further 18 months, The Youth Job

Corps will continue to roll out the public works scheme. As originally envisaged in the project design, the public works will now more consistently include activities such as the construction of concrete footpaths and drains, in addition to road repair and maintenance, and grass cutting and cleaning on the road-sides. It is hoped that the broader range of public works activities, and the construction work in particular, will increase the transfer of more skills since it involves semi-skilled work, and should help increase the employability of youth involved. Contractors will be trained on the supervision of this type of works and in general contract administration. The scaled up activity will increase the number of youth going through the YJC from 7,500 to 11,500 and increase the number of labour days generated by an additional 120,000 to a total of 420,000 labour days. The AF will also strengthen measures to ensure that both women and men share in the social and economic benefits of the project.

Component 2: Skills Development and Employment Scheme. This component will provide i) Pre-Employment Training; ii) On-the-Job Training (OJT) and work experience; and iii) stipends for around 4,000 participating youth. These youth will be selected based on a) their performance in the initial life skills training, and b) their performance on literacy and numeracy tests. The SDES will consist of two Pre-Employment Training (PET) programs followed by On-the-Job Training (OJT). One of the PET programs will provide training for about 3,000 youth and focus on trade, industrial and commerce related employment. The other will train another 2,400 youth and focus on basic bookkeeping, data entry, business practices, and information technology. It is anticipated that the latter program would be of particular interest to female youth. Under the AF, the SDES component will continue its activities for an additional 18 months, with the provision of two types of Pre-Employment Training, and the continuation of the On-The-Job Training scheme. The focus will be on strengthening the quality of inputs in this component to increase the chances of youth securing employment at the end of it. It is expected an additional 1500 youth will receive Pre-Employment Training of 20 days. With additional time, it is expected that the current OJT target of having a total of 2400 youth complete a 5 month internship with employers in Port Moresby, can not only be met, but also exceeded. Some of the new elements being added under this component include: (i) piloting Adult Literacy and Livelihoods Training for select participants; and (ii) coaching and social service and training referral services for program participants.

Component 3: Project Management. A Project Management Unit will be established within the NCDC to ensure timely and efficient implementation of the Project. This component will finance i) the PMU's staffing, key equipment, incremental operating costs, training, technical assistance and other Project support costs; ii) significant monitoring and evaluation efforts are envisaged under the UYEP with a view to ensuring timely monitoring as well as rigorous evaluation of results; and iii) the establishment of grievance and complaints handling mechanisms to respond to eventual complaints concerning the Project in a fair, transparent and timely manner.

1.2.3 Indicative Project Costs Originally

Project Cost By Component and/or Activity	Originally Local US\$ million	Originally Foreign US\$ million	Additional Financing US\$ million	Total US\$ million
1. Youth Job Corps	5.0	1.5	4.3	10.8
2. Skills Development & Employment Scheme	5.1	0.3	4.2	9.6
3. Project Management	3.1	1.1	2.3	6.5
Total Baseline Costs				
Physical Contingencies	0.4	0.2		0.6
Price Contingencies	0.7	0.1		0.8
Total Project Costs	14.3	3.2	10.8	28.3

Project Cost By Expenditure Category	Originally Local US\$ million	Originally Foreign US\$ million	Additional Financing US\$ million	Total US\$ million
1. Consultant and training services	3.8	1.9	6.4	12.1
2. Goods and Works	1.8	1.0	0.7	3.5
3. Training Stipends	7.5	0	3.4	10.9
4. Operating Expenses	0.1	0	0.3	0.4
Total Baseline Costs				
Physical Contingencies	0.4	0.2	-	0.6
Price Contingencies	0.7	0.1	-	0.8
Total Project Costs	14.3	3.2	10.8	28.3

1.2.4 Scope of Works for Component 1: Youth Jobs Corps

The proposed scope of work for this component had been identified in collaboration with the NCDC during project design. The scope of work has been selected considering the needs of the Port Moresby road network, the current and anticipated NCDC funded road maintenance program and the objective of UYEP to provide work experience for the maximum number of unskilled youths. It was assumed that approximately 400Km of roads within Port Moresby would yield sufficient volumes of labour based and labour intensive works for the YJC.

A consultancy firm was initially appointed by the PMU to survey the roads within Port Moresby, package works for contracts, compile initial contracts and assess local contractor capacity for the YJC works contracts. The survey of the roads within Port Moresby revealed that there is approximately 352Km of lower level roads and approximately 41Km of national roads. Serious inaccuracies in the partial inventory of the NCDC Engineering Section were discovered and hence the largely reduced total length of road within Port Moresby from the 900Km assumed within the Project Appraisal Document.

The initial survey determined that a large number of roads were not suitable for labour based works, however, with considerations of a continued availability of routine and recurring maintenance work activities, ample working quantities will remain, as well as additional scopes of work becoming available with the gradual expansion of project covered areas which will finally cover the whole of NCD as envisaged in the PAD, hence, continue to sustain the Public Works scheme with work. Typical unsuitable roads had;

- No verge where grass cutting was required;
- No side drains and/or no room to construct side drains due to lack of a verge, or alternatively;
- Had lined side drains which yielded a minimum labour days of employment for cleaning;
- Are or were previously paved and required maintenance works for re-paving or pothole repair required expensive material inputs which the project could not afford

From the 352 km of lower level roads, 260km are found suitable for inclusion in the UYEP programme of works. A further 14Km of major off-road drainage was identified also. Of the 12 areas within NCD, 7 were surveyed initially and progressive condition survey continue to cover other areas and finally the remaining ward 12 is tentatively planned to be eventually covered in 2015

Selection of Works. Surveyed roads have been packaged into 25 contracts to date – 13 contracts have been awarded through Invitation to Quote (ITQ) and 8 larger value contracts to be awarded through National Competitive Bidding (NCB); and 4 Community Based Projects have been also trialed engaging an individual intake of youth each. It is planned that a set of 7 new contracts including 5 NCBs and 2 Large ITQs shall be implemented to the end of project proper, and 8 more NCBs carried out in the additional financing period of 18 months. The suburbs in which these roads are located are detailed in the Road Condition Survey Data (RCSD) Report. The names and lengths of each road currently not being maintained is also provided in the RCSD Report. A map showing project locations is shown in Figure 1.

While the ITQ Contracts span from 2 to 10 Months, the bigger NCBs spans 12 months and caters for 4 to 5 intakes. A general scope of works has been included in the contracts. However weekly work plans, based on the overall scope of works of the contract, shall have to be agreed by the Contractor / Service Provider and the PMU Public Works Engineer and PMU Works Supervisors.

Additional works, outside of the road maintenance and drainage cleaning activities identified and scoped in the contracts have been allowed under provisional arrangements.

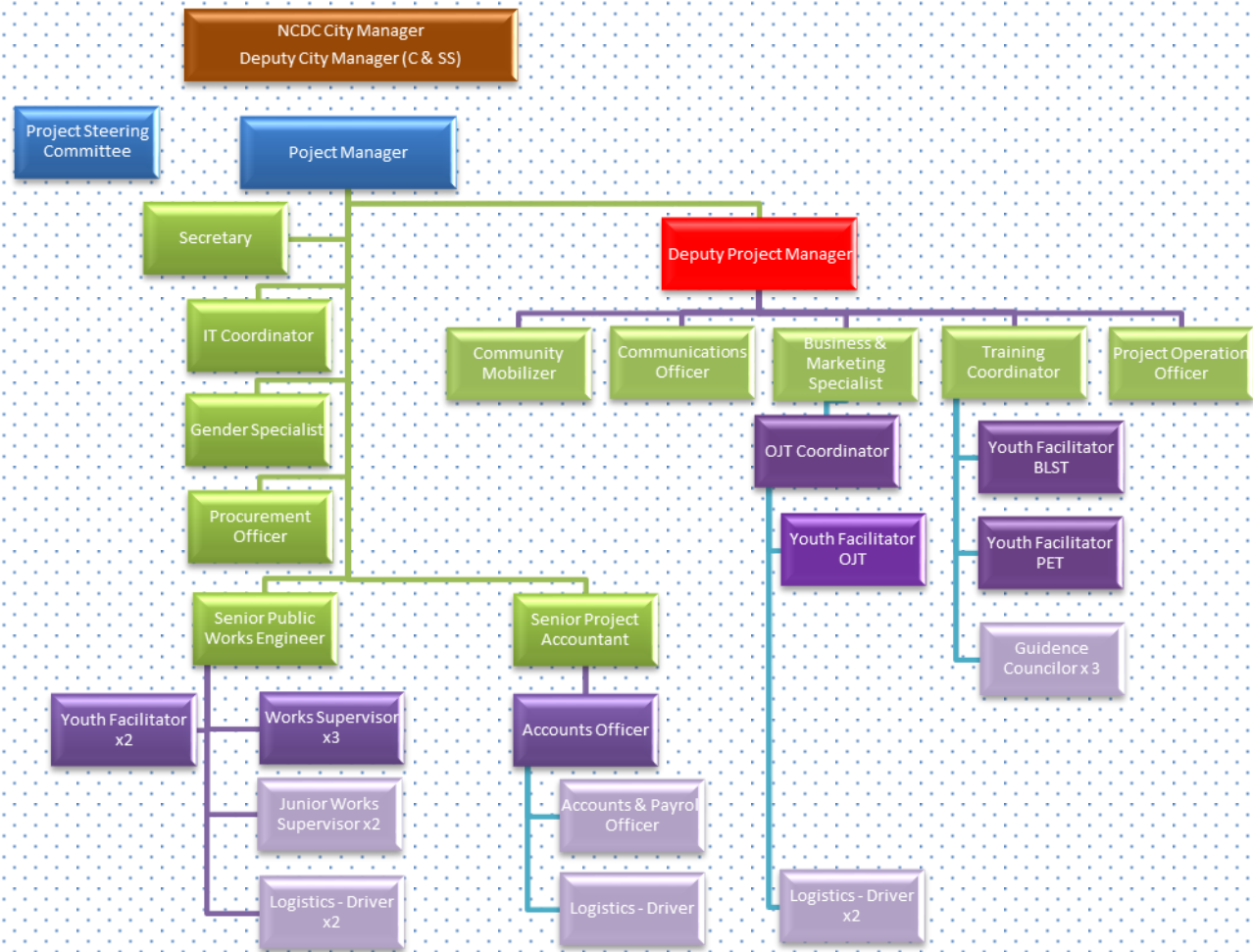
Estimates of labour days of work that the surveyed road maintenance and drainage cleaning activities will yield are less than required for the planned number of youths to be accommodated under the programme. However a lower productivity rate recorded for most work activities experienced has given rise to a significant reduction in productivity accepted for the project. It is yet to be fully determined the true productivity for the UYEP, given the fact that much data has been collected and yet to be fully analyzed given the constraints faced by the Public works operations in human resource and logistics. Much of which was not anticipated and appropriately planned for.

Fig 1: Map of Port Moresby showing twelve (12) wards administrative boundaries and Project sites



1.3 Project Institutional and Implementation Arrangements

The diagram illustrates the Project's management structure and implementation arrangements.



1.3.1 Project Steering Committee (PSC). The PSC will be chaired by the NCDC City Manager or his delegate Deputy City Manager Community & Social Services and is expected to comprise of representatives from the following agencies: i) Department for National Planning and Monitoring, ii) Department of Treasury, iii) National Capital District Commission, iv) National Youth Commission; vi) Department for Provincial and Local level Government; vii) Port Moresby Chamber of Commerce; and viii) PNG Manufacturers Council Viii. (The representatives will be at the Executive Director level in their respective institutions in order to maintain continuity). The PSC Chair will also nominate one additional CSO representatives.¹ The PSC will meet on a quarterly basis.² The agenda and documentation for the PSC meetings will be prepared by the PMU in close consultation with the PSC Chair. A quorum will be needed to enforce decisions.

The PSC will maintain meeting records that will be supported by the Project Manager, who will report to and serve as Secretary to the PSC meetings. The PSC Terms of Reference is found in Annex 1 of the POM.

1.3.2 Project Management Unit (PMU). The PMU's capacity will be strengthened prior to Project effectiveness through the recruitment and training of a national Project Manager, a Chief Financial Officer, the Senior Public Works Engineer (SPWE) and a number of works supervisors and project specialists. The PWE will have special responsibility for safeguards management of the project. Among some of the core functions for which the PMU will be responsible are:

- Management
 - a) Develop and ensure adherence to the Project Operations Manual (POM);
 - b) Prepare TORs and oversee and support the work of the PMU consultants/personnel;
 - c) Oversee and support the work of the project's short term technical consultants;
 - d) Review, monitor, and follow-up on contracts and their assignments;
 - e) Coordinate among other institutions involved in the Project, including the supervision of contractors involved in project implementation;
 - f) Maintain regular communication with the World Bank team;
 - g) Endorse key decisions arising from recommendations made by the project's short term technical consultants; and support activities/decisions for implementation; and
 - h) Advice and report to the PSC.

- Work Plans
 - i) Prepare budgeted annual work plans by program component for the PSC and IDA's approval;
 - j) Guide the implementation of tasks against work plans and targets; and
 - k) Prepare Project Progress Reports for the PSC and IDA review and approval.

- Environmental and Social Management Framework (ESMF)
 - l) PMU is responsible to prepare, administer and update the Project's ESMF; and
 - m) Appraise sub-project activities in compliance with the procedures and requirements in the ESMF and EMPs
 - n) Implement and monitor sub project activities in compliance with the procedures and requirements in the ESMF.
 - o) Execute activities with regards OJT in Component 2, also in compliance with the procedures and requirements in the ESMF.

To this end, the SPWE's responsibility will include, but not limited to; ensuring that the ESMF procedures are strictly adhered to and that preparation of the EMPs will be carried out in a timely and adequate manner, environmental monitoring and institutional responsibilities are fully met while

¹ The CSO representatives will need to comply with the following criteria: a) Be affiliated with a nationally recognized youth organization or association; b) Have a history of involvement on youth and gender issues and understanding of the challenges youth face; and c) Not be an active member of any political party.

² The PSC Chair can schedule additional meetings as needed.

meaningful public consultations are carried out satisfactorily. The terms of reference for the environmental safeguards function of the SPWE is attached in Appendix 3.

2.0 RELEVANT NATIONAL AND WORLD BANK ENVIRONMENTAL MANAGEMENT REQUIREMENTS

2.1 PNG Requirements

The environmental regulations of the Government of PNG are derived from the Environment Act 2000. The Environment (Prescribed Activities) Regulation 2002 categorizes projects that need environmental assessment as “Prescribed Activities” in two schedules according to the anticipated potential environmental impact. Projects that likely to have significant adverse environmental impact (Level 2 and Level 3) are required to obtain an Environmental Permit (EP) from the Department of Environment and Conservation (DEC) following environmental assessment.

Vegetation control and drain cleaning activities proposed by the UYEP Component 1 is considered as part of routine maintenance of existing roads. Therefore it is not listed as Level 2 and Level 3 of the “Prescribed Activities”. However certain associated project activities commonly associated with improvement works such as drain cleaning will allow surfacing water discharge into storm water and water courses are Level 2 activities that may require an EP depending on the duration and scale of those activities. Therefore, to ensure compliance with the government environmental assessment requirements, NCDC will disclose the scale and scope of the sub-projects to DEC so that DEC can decide whether any specific environmental requirements will be needed for the proposed routine maintenance activities.

2.2 World Bank Requirements

The World Bank’s Environmental Assessment Operational Policy OP4.01

This policy requires environmental assessment (EA) of projects/programs proposed for Bank financing to help ensure that they are environmentally sound and sustainable, and thus improve decision-making. The EA is a process whose breadth, depth, and type of analysis depend on the nature, scale, and potential environmental impact of the project investments/sub projects that the Bank is supporting, which for the UYEP are the activities funded under Components 1 and 2. The EA process takes into account the natural environment (air, water, and land); human health and safety.

OP 4.01 also requires that projects be assigned an EA category based on the likely intensity and severity of the potential impacts. For the UYEP, due to the minor nature of these impacts an EA category of “B” has been assigned and as such this Environmental and Social Management Framework (ESMF) will serve as the EA document. Furthermore, OP 4.01 requires that the ESMF document be disclosed both nationally and at the World Bank’s info shop before the Bank can appraise the project.

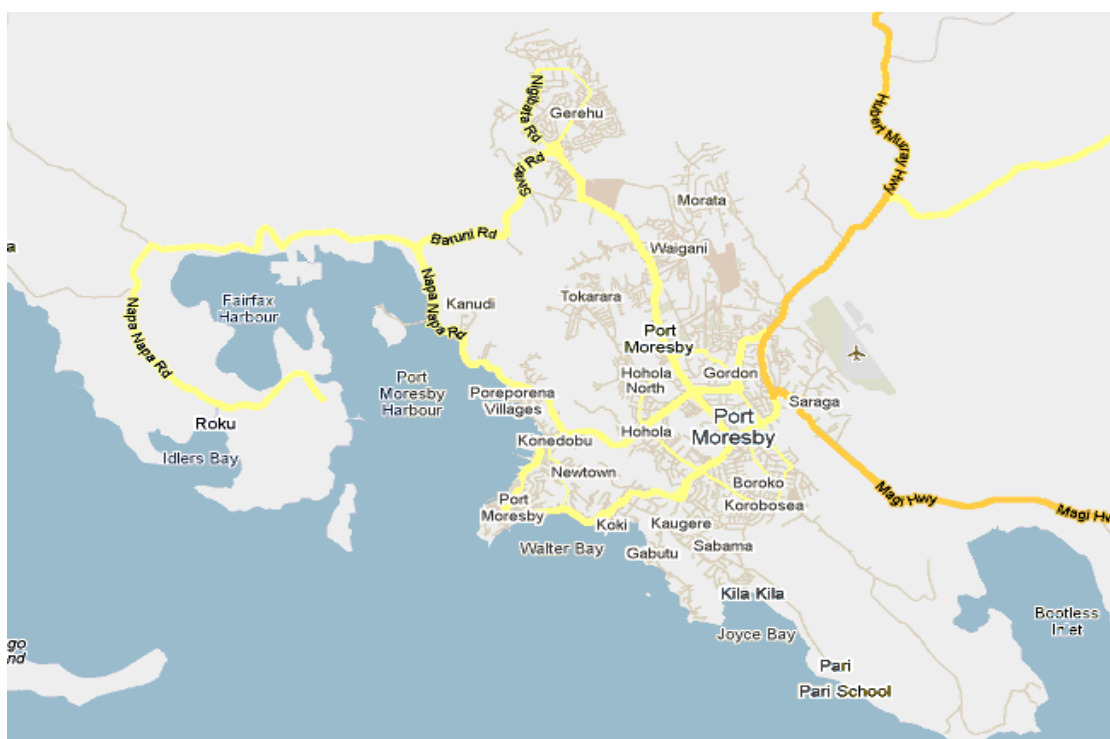
This revised ESMF will be disclosed locally in Port Moresby at the offices of the NCDC and also at the Bank’s Info shop before the appraisal of the AF.

3.0 RELEVANT BASELINE DATA

Papua New Guinea’s principal city and capital is Port Moresby, situated halfway along the southern coastline on a superb natural harbor in Central Province and the National Capital District of Papua New Guinea is the incorporated area around Port Moresby, and covers total land area of 240 square kilometers. By 2000 the population had grown to almost 255 000 from 112 000 in 1980—a population growth rate of 4 per cent a year. The population density in 2000 stood at 1059 people per square kilometers. According to the 2000 census, the net migration to Port Moresby from elsewhere in the country was 77,124. The census data show that the majority of migrants were young adult males, possibly arriving in the city in search of income-earning opportunities.

Port Moresby or “Moresby” as it is popularly known, is a bustling cosmopolitan city with a rich cultural diversity, and has the country’s largest foreign community and counts among its citizens people from almost every tribal group in the land. The center of the city is on a peninsula at the entrance to Fairfax Harbor, where the docks and business district are located. Although it is surrounded by the Central Province, where Port Moresby is also the capital, it is technically not a part of that province. (See Figure 1 for Map of National Capital District)

Fig 2: Map of Port Moresby



Informal urban settlements are a relatively recent phenomenon. In 1945, Port Moresby had six villages but no informal settlements. The 1980 national census revealed 34 informal settlements with a total population of 11 270. In contrast, the 2000 census recorded 55 informal settlements with a total population of 53 390. The data reveal that on average a new informal settlement was established each year over the 20 years to 2000 and the settlement population grew at an annual rate of 7.8 per cent—twice the population growth rate of Port Moresby overall—in this period (Chand & Yala 2006).

Chand and Yala (2006) surveyed a random election of both settlements and households with the objective of drawing inferences for the whole population. The authors are aware of attempts by non-government

organizations to improve housing in informal settlements and villages outside of the urban boundary, and planned initiatives of the National Capital District Commission to formalize settlements.

Census data show that new arrivals in Port Moresby are moving into informal settlements. There is also anecdotal evidence to suggest that some of the earlier settlers are moving from formal housing into the settlements to access 'free' utilities and cheaper land. At the above-mentioned rate, the informal settlement population in Port Moresby will double every nine years while the population of Port Moresby as a whole will take twice as long to double.

3.1 Physical Environment

3.1.1 Land Resource and Utilization

The land in the National Capital District is held under two forms of control, state and customary. All state land is formally administered by the Land Act 1996 and related laws. The National Capital District Commission is responsible for physical planning while the National Land Board and the Department of Lands and Physical Planning are responsible for allocating and administering, respectively, all state land. Customary land is administered through customary law. Even though customary law is unwritten and culture-specific, its application is sanctioned by the Underlying Law Act 2000 and the Constitution.

The customary law that applies to land held under customary control within the National Capital District is that practiced by the Motu, Koita and Goilala people. This land is passed down through a patrilineal (male) inheritance system. It should be noted, however, that customary land formally converted to freehold through the Land Tenure Conversion Act 1963 lost its customary status, and the statutory laws pertaining to alienated land apply to its use.

3.1.2 Meteorology and Climate

Port Moresby has a hot climate all year round. The hottest temperature ever recorded in Port Moresby was 37°C (98°F). The lowest temperature recorded was 18°C (64°F). "Dry season" coincides with the steady South-easterlies Trade winds. Only 19 percent of Port Moresby's annual average rainfall is recorded between May and October when the town is normally dry, dusty and often shrouded in the smoke of grassfires, deliberately lit by locals who like lighting fires at any opportunity. The wettest months are usually February and March. Humidity is generally high (in excess of 75%) throughout the year. Mean maximum and minimum temperature are 31 degrees C and 22.6 degrees C respectively whilst extremes as high as 36.3 degrees C and as low as 10.4 degrees C have been recorded in previous years.

3.1.3 Topography, Geology and Soils

The land in NCD area is generally well grassed with gentle sloping hills that extend towards the Owen Ranges in the South at the boundary with Central Province. The land has savannah grassland vegetation with few patches of trees. General geology appears to be gravel, breccias agglomerate and a mixture of sandy loam soil. The topography of the Port Moresby area is dominated by a series of northeast-southwest trending ridges separated by broad flat valleys. This topography has led to the development of a widely dispersed settlement pattern.

3.2 Biological Environment

3.2.1 Forest Resources

The forests of PNG are the third largest block of intact tropical forest in the World. Papua New Guinea has significant forest resources that have been commercially exploited in industrial scale developments since the 1970s. Estimates of Papua New Guinea's forest resources vary between 26.1 million hectares to around 33 million hectares or approximately three-quarters of PNG's land mass. Mangrove and swamp forests provide direct and indirect benefits from utilization of the ecosystems and coastal protection.

All roads identified for vegetation control and drainage works (subprojects) are located within the NCD area. As these subprojects are located within an extensively altered urban and peri-urban area so it will not affect any significant environmental resources, species, or habitats.

3.2.2 Rare or Endangered Species and Protected Areas

There are no valuable ecological resources and protected sites within the vicinity of the proposed subproject sites. The proposed developments will not be located within or near any Declared Protected Area for natural habitats or rare or endangered species.

3.3 Social-Cultural Environment

3.3.1 Youth, Poverty and Urban Violence

Poverty and marginalization of youth, remains a pressing development issue to which UYEP provides a unique response. Since 2012, the start of the project, economic growth has slowed considerably; development challenges such as poverty rates and youth bulge not only persist, but are worsening in urban areas. PNG is a lower middle income country with a Gross National Income per capita of \$1,790³, yet many social indicators are substantially below global averages. The wealth generated from natural resource extraction led to growth, but did not translate into benefits for wide sections of the population, and broader social development. Poverty rates in the National Capital District (NCD) have increased from 31 per cent in 1996 to 43 per cent of the population in 2009/10. In Port Moresby, 70 percent of the population is under 29⁴. At least 40,000 youth in Port Moresby are unemployed according to available statistics, and this number is likely to keep increasing due to demographic trends (growing number of youth), but also due to in-migration. There are very few interventions to reach marginalized youth in the capital district, and none that operates on a large scale. UYEP is therefore filling an important gap in terms of a public intervention trying to address both the economic problem of unemployment and poverty, but also youth marginalization and crime in the city.

Young people remain disproportionately disadvantaged in access to employment and livelihoods in urban areas. Economic growth has led to a new range of employment opportunities, but these are at skills levels beyond those of the population. Secondary education institutions struggle to prepare youth for the job market. In the NCD, only 20 per cent of the 15-24 age group are employed in a waged position, while 60 percent are not in the labour force. Only nine per cent of those aged 15-24 are actively looking for a job, illustrating the level of disengagement from the formal workforce and the difficulty in finding paid employment. While informal sector employment has become more important, households where the head is in informal employment is equally likely to be poor compared to household heads who

³ World Bank, 2012. Papua New Guinea Data. <http://data.worldbank.org/country/papua-new-guinea#cp_wdi>, [16-4-14].

⁴ UN-HABITAT 2004a

are inactive. This demonstrates that while informal employment is more common, access to the formal labour market in NCD is critical for households to escape poverty⁵.

Crime and violence are highly prevalent in PNG and unemployed urban youth are disproportionately involved. The Homicide rates for Lae and Port Moresby are the highest in the East Asia Pacific region and among the highest in the world, being nine and three times the global homicide average, respectively⁶. Youth aged between 19 and 29 are the age group which is most active in crime, and Port Moresby accounts for 30 percent of all crime in PNG, despite containing only six percent of its population. Several studies have identified the relationship between youth unemployment and crime. School dropout and lack of employment opportunities are two of the most important risk factors for youth involvement in crime and violence. In consultations with urban youth in 2010, formal employment was frequently identified as a resilience factor against involvement in crime and violence. Those consulted also identified that informal employment could be a strong resilience factor if opportunities are available and profitable enough.

3.3.2 Health and Sanitation

The greatest health concern in PNG is HIV/AIDS with current infection rates standing at 50,000 individuals with a potential infection rate of 30% of the total population within 10 years. The areas with the highest occurrence of the disease are Western Highlands, Sandaun, Western, and Morobe Provinces and the NCD; areas where population concentration and pressures on the natural environment are highest. Vulnerable groups include women, sex workers, youth, the poor, and workers in industrial enclaves (mining camps, factories, etc.).

Very recently, Cholera appeared in two coastal villages in northern Morobe Province and has spread to neighbouring Madang, East Sepik and Western Highland provinces. The World Health Organization (WHO) stated that Cholera has not been reported in Papua New Guinea for the last 50 years. There are major concerns expressed by health authorities within and outside the country, mainly because the healthcare, water and sanitation system in PNG remains weak. People in rural area as well as those living in settlements are particularly susceptible to Cholera. International aid agencies such as Oxfam and Medical NGO Médecins Sans Frontières (MSF) are supporting government efforts to help respond to the cholera outbreak that has so far reportedly killed more than 100 people and affected thousands.

3.4 Cultural, Historical or Archaeological Resources

There are no cultural, historical or archaeological sites of significance in any of the development areas. Schools and churches/chapels could be seen in villages within the vicinity of the airport but these would not be affected by the proposed development.

4.0 POTENTIAL ENVIRONMENTAL IMPACTS AND PROPOSED MITIGATION MEASURES

Project's potential Environmental Impacts will all come from activities from Public Works under Component which will involve physical activities of road maintenance and repairs, cleaning of storm drains, garbage collection and grass cutting.

⁵ Gibson, Waikato, 2013.

⁶ World Bank 2012, UNODC data 2012.

The Project will combine the implementation of environmental mitigation measures under component 1 and 2 contracts and activities with awareness raising and environmental training through communication, public consultation and training activities.

Component 1 of UYEP will generate employment opportunities in Port Moresby using labour-based methods. Therefore, all activities and civil works to be funded will involve relatively simple and easily executed works of the nature described in the matrix below.

Table 3: Potential Environmental Impacts and Proposed Mitigation Measures for Component 1

Type of Sub Project Activity	Potential Adverse Environmental Impacts	Generic Mitigation measures to form the basis of measures to be incorporated by the PMU in the required Environmental Management Plan
<p>Construction of Pedestrian Footpath/ Road repairs and maintenance [pothole patching, reinstatement of camber, crack sealing, edge repairs]</p> <p>Footpath or access maintenance and improvement</p>	<ul style="list-style-type: none"> • Poor temporary traffic management and safety issues. (Interruption of normal traffic and poor control, Accidents at unprotected, minor excavations, Worker safety) • Safety and Occupational Health Risks to Workers and Community • Damages to vegetation cover due to excessive clearing, set fire or loading of materials on vegetated areas • Inappropriate spoil or debris disposal giving nuisance, degraded soil, restricting waterways, or contaminating water sources. • Borrow /Extraction of local materials like gravel, aggregate in an inappropriate manner, leaving depressions and cleared areas unattended can cause water ponds, erosion, or accidents to animals. • Pollution /contamination of water and land (soil) with spilt chemicals (cement, lime etc.), oil and bitumen used as well as fuel from plant and equipment. • The activities or subproject degrade groundwater • Dust from disturbed road surface impacts, smokes from bitumen heating and running engines of vehicular/ 	<ul style="list-style-type: none"> • Prepare basic traffic management plan with support and assistance of local police. • Clearly mark all areas/sections of the road under repair with either flagging tapes, red-white cones (reflective), place barriers, and provide warning traffic signs. • Provide workers with proper safety clothes /equipment (like gloves, reflective vests and rubber boots) and follow safety procedures. Provide first aid kits on site. • In addition, attention will be paid to (i) managing workers' behavior on site, and (ii) careful planning and implementation of loading and unloading of construction materials and waste so as to minimise traffic disruption. • Minimize construction debris by recycling leftover construction materials (e.g. Re-use bitumen for leveling where possible). Dispose of all spoil material in approved locations. • Obtain materials from existing approved borrow sites or quarries; Rehabilitate sites where material extraction has caused degradation and ensure that the place drains well and no ponds result or no erosion occurs; re-vegetate site with indigenous grass/plants by re-spreading the overburden back to the site and compacting. Agree with landowners on extraction and rehabilitation requirements. • Avoid material (chemical – cement, lime, bitumen, or other) spills if possible, through correct handling, opening, using and storing at all times • Mix sealant material in approved locations or camp sites. Rehabilitate sites after use. No on-site mixing allowed. Clean up onsite locations if accidental contamination spills occur. • Avoid stockpiling material/soil in wetland or floodplains, stockpile in already disturbed areas

Type of Sub Project Activity	Potential Adverse Environmental Impacts	Generic Mitigation measures to form the basis of measures to be incorporated by the PMU in the required Environmental Management Plan
	<p>construction plants</p> <ul style="list-style-type: none"> • Noise from loadings of materials such as bricks, stones, gravels etc. • Nuisance related to waste generation and temporary loading near residential and commercially sensitive areas / • Increase erosion potential associated in excessive clearing of vegetation or inappropriate control /design of drains • Disrupt existing services such as water , power supply, block access to roadside facilities 	<p>away from watercourses</p> <ul style="list-style-type: none"> • Locations on the site with water-table near the surface should be avoided or protected • Use periodically dampen the soil around the area being disturbed,/spraying to meet local or acceptable air quality emission standards. • Restrict activities to normal working hours during the day and avoid early morning and late night activities. • Providing screening for sensitive areas • Apply engineering measures or enhance vegetation cover to control erosion • Avoid disturbing local soil / vegetation where possible • Restore by re-vegetating disturbed areas where feasible with the type of species that existed prior to clearing; • Avoid placement of materials, construction plants at locations where there are existing water pipes. Operate construction plants with care
<p>Cleaning of storm drains</p> <p>Garbage Collection</p>	<ul style="list-style-type: none"> • Inappropriate disposal of waste, mud, silt or accumulations removed Inappropriate collection causing odour in sensitive areas 	<ul style="list-style-type: none"> • Transport to and dispose of removed solid waste at approved licensed landfills and dumpsites. Ensure all service providers / contractors engaged to supervise YJC youths are provided with passes for the municipal landfill. • Appropriate protection gear must be used • Stockpile topsoil material at appropriate or approved location for re-use or sale. • Avoid stockpiling material/soil in wetland or floodplains, stock pile in already disturbed areas away from watercourses • Ensure plastic rubbish sacks are used for collection and storage of waste prior to disposal. • Use methods of collection or storage of solid waste that will minimize odour. • Collect and transport all waste effectively and efficiently. Appropriate protection gear must be used • Burning of solid waste material not to be permitted

Type of Sub Project Activity	Potential Adverse Environmental Impacts	Generic Mitigation measures to form the basis of measures to be incorporated by the PMU in the required Environmental Management Plan
Vegetation control /grass cutting (Soft) and Hard City (pavement laying) Landscaping	<ul style="list-style-type: none"> • Inappropriate spoil from cut vegetation • Excessive clearing and clearing in sensitive areas like slopes. • Inappropriate use of harmful chemicals (herbicides) substances leading to land and water pollution and human contact • Loss or destruction of protected or endangered species • Destruction of valuable trees/plants or private crops • Risk of injury in use of tools and plant 	<ul style="list-style-type: none"> • Stockpile cut grass appropriately for disposal at approved landfill or dumpsite. • Avoid clearing in sensitive areas and clear or cut within proposed sections shown by the engineer. • Use of herbicides and other chemicals must/will not be approved for use in this project. • Avoid destroying protected species or if must be moved relocate them in an approved manner. • Avoid destroying valuable plants/trees or crops. Where plants must be removed from the right of way, consult with the owners first. • Provide workers with proper safety clothes /equipment (gloves and boots) and follow safety procedures specified in the technical specifications for contracts awarded through NCB and ITQ.
Social and other considerations	<ul style="list-style-type: none"> • Loss resources • Conflict with local social norms • Conflict between workers and local residents • Disruptions from accessibility to house or shops • Negative aesthetic and visual impacts (in front of homes, shops or sensitive areas) • Damage of property – public utility infrastructure like water pipes, telephone, power line etc. • Risk of exposure to health and HIV AIDS 	<ul style="list-style-type: none"> • Avoid or protect from any losses • Work with local communities to identify and address conflicts • Work with local leaders to address issues that will cause conflicts • Provide access during construction and maintenance • Maintain tidiness during construction and maintenance by effectively and efficiently removing unwanted material or spoil from the site • Avoid careless destructions and liaise with relevant authorities in case relocations are needed. • Sensitize workers and local community /local residents on HIV/AIDS

5.0 ENVIRONMENTAL MANAGEMENT PROCESS FOR COMPONENT 1: YOUTH JOB CORP

This process is aligned with the overall implementation arrangements for Component 1 activities.

Table 4: Environmental Management Process for Component 1

Steps	Process	Responsible Institution
<p>1. Preparation of Environmental Management Plan. This step begins in the Identification and Approval Stage as shown in section</p>	<p>As part of the planning and preparation process for the preparation of a subproject activity, the EMP must be completed and included in the sub project dossier. The subproject EMP will involve screening proposed activities in order to identify potential impacts to environmental receptors (air, water, soil, society etc.), In order to determine mitigation, the causes of potential impacts must be established. Remedial measures for negative determination will give mitigation measures. Positive measures can also be enhanced.</p> <p>Undertake consultations at this time for each sub project with potentially affected groups. This can be done as part of the projects over communication strategy and the consultation strategy in section 8.4 of this EMF.</p> <p>A general Code of Practice for both workers and contractors should be prepared and included in the EMP or specified in the Contract.</p>	<p>LBCW/SPWE in PMU will prepare the EMP including a Code of Practice, and lead the sub-project consultations.</p>
<p>2. Incorporate Mitigation of Remedial measures into Project design</p>	<p>The remedial or mitigation measures will be incorporated into the design of the project works. It is therefore important to ensure that these measures form part of the schedules to be implemented by the contractor</p> <p>For sub project activities that require engineering drawings, some of the mitigation measures detailed in the EMP would also be included in these drawings. Project technical specifications should take account of all remedial measures as part of the project design.</p>	<p>LBCWE/SPWE will ensure that EMP mitigation plan is incorporated by him/her or the design consultant into the design.</p>
<p>3. Incorporate EMP into civil works/labour contracts</p>	<p>The standards civil works/labour based contracts will be amended to include the EMP as part of the legally binding documents. Costs contained in the EMP for each activity will also be included in the contract sum. The items in Bills of Quantities will include mitigation measures and where such mitigation measure has not been specified as part of any traditional bill item, the BoQ will be revised to include the measures as required in the EMP to ensure environmental management costs are reasonably determined and payable under the terms of the contracts.</p>	<p>LBCWE /SPWE in PMU, design consultants and civil works contractors.</p>
<p>4. Supervise EMP implementation as part of overall sub project activity</p>	<p>During contract execution and as part of the supervision of the works, the implementation of the measures in the EMPs will be monitored as per the monitoring plan in the EMP to ensure mitigation measures are being implemented, to confirm the efficiency of these measures and to determine if changes are necessary.</p> <p>Stakeholders (communities, the department of</p>	<p>The LBCWE /SPWE will carry out monitoring of implementation of the EMP.</p>

	environment within NCDC) may be involved. In doing so, any matters that will require to be communicated to the contractor shall be addressed through the Engineer.	
5. Prepare Consolidated periodic Monitoring Reports	The preparation of periodic monitoring reports will be compiled for a group of sub project activities to be maintained as part of the UYEP project records. Timing and frequency for the preparation of these reports will be agreed and stated in the EMP.	LBCWE/SPWE will prepare these reports. These reports are to be submitted to the World Bank who will use them for its post review of the implementation of the EMP during supervision missions/determining site visits and for determining the rating for environmental safeguards compliance in the Implementation Status Reports (ISR's).

LBCWE = Labour-Based Civil Works Engineer SPWE = Senior Public Works Engineer

5.1 Environmental Management Plan (EMP) Form for Sub-projects in Component 1 (applicable to NCB contracts only)

The contents of sub-project EMP will cover, but not limited to the following contents:

- Brief basic information about the sub-project, such as contract name, duration, location, contractor etc.
- Brief Description on the scope of Works and key activities
- Potential risks, impacts and Mitigation measures
- Monitoring Plan

The form of Sub-project EMP has been finalised in February 2012 and attached to Annex 4 of this ESMF

5.2 Standard Environmental Specifications for Shopping Contracts

Standard Environmental Specifications (SES) for Shopping Contracts with scope of works limited at grass cutting for vegetation control, drains cleaning, garbage collection has been developed and included in appendix 4 of this EMF. The SES included two parts: (i) Terms of Engagement (TOE), which is applicable for all work contracts under the UYEP, and (ii) Standard mitigation measures to address health, safety and environmental sanitation issues. The mitigation measures included in each Shopping contract should be selected in accordance with the scope of works to be covered under each contract.

5.3 Monitoring.

The LBCWE/SPWE at the PMU will be responsible for monitoring of the EMF implementation by contractors, and will prepare monthly progress reports for each sub project activity. The reports will contain progress made in EMP implementation with particular attention to compliance with the measures set out in the EMP for each subproject. A section on compliance with the EMF will be included in overall project semi-annual report. The NCDC will submit semi-annual monitoring report to World Bank.

Execution of measures will be part of the maintenance or construction undertaken by the contractor or by measures that will be provided for in the terms of the contract. Stakeholders (communities, the department of environment within NCDC) must be involved.

6.0 ENVIRONMENTAL MANAGEMENT PROCESS FOR COMPONENT 2: SKILLS DEVELOPMENT AND EMPLOYMENT SCHEME:

These particular procedures are designed to ensure that this project through the OJT activities in Component 2;

- Places participating youth in private sector companies that comply with all the relevant laws and requirements for operating in Papua New Guinea.

And

- That the project will only work with private sector companies that engage in activities and/or work in sectors that are in the opinion of the Government of Papua New Guinea and the World Bank meet the highest ethical standard suitable for youth engagement, do not pose unacceptable reputational risks to the Government and the World Bank, and are not engaged in activities prohibited by relevant international law for the World Bank to, in anyway directly or indirectly support.

Therefore, the project cannot support companies that are (i) engaged in illegal activities and (ii) certain other activities in some sectors (listed in the table below) even if these activities are legal according to the Laws of Papua New Guinea.

To this end, this negative list of activities and/or sectors in which private sector companies participating in the OJT cannot be engaged in has to be complied with. This is not an exhaustive and complete list and is subject to review and change at any time during the life of the project.

Table 6: Negative List of Activities/Sectors the Project cannot Support.

No.	Activities/ Sector
1.	Alcohol – activities supporting the production, marketing, distribution and sale of alcoholic beverages and products. However, negative list exclude administrative roles and trade skills in maintenance duties. i.e. office secretary, accounts clerk, mechanic, etc. in this industry
2.	Tobacco - activities supporting the production, marketing, distribution and sale of tobacco products.
3.	Radioactive and associated materials
4.	Pearls, precious and semi-precious stones, un-worked and worked
5.	Nuclear reactors and parts thereof, fuel elements (cartridges, non- irradiated, for nuclear reactors.
6.	Jewelry of gold, silver or platinum group metals (except watches and watch cases) and goldsmiths’ or silversmiths’ wares (including set gems)
7	All national and international security firms, with the exception of administration related duties and customer relations as maybe instrumental for catering and hotel services

The Skill Development Coordinator (SDC) in the PMU will apply screening tools using a due diligence approach introduced in Annex 8 to ensure full compliance with this requirement.

The SDC will also develop his/her due diligence review process for the private sector institutions participating in this project but guided by the provisions in this EMF and subject to World Bank review and no-objection. This is to be limited to determining whether such institutions are complying with relevant national laws and requirements, particularly on labour laws, health and safety and for environmental clearance/certificate requirements in their day to day operations, and if there are gaps in their compliance, to assess the severity of these risks and to agree with these institutions what additional measures they may need to take to address these concerns and the timelines for doing so. Develop criteria for selection of the private sector institutions based on these concerns and issues.

The Project will carry out communication activities to raise trainees' awareness on Occupational, Health and Safety (OHS). The type of information provided to each group of trainees should be based on the types of industries where the trainees are potentially be placed OJT

7.0 COSTS OF IMPLEMENTING THE ESMF

The overall project COST TABLE includes costs for implementing the requirements and measures contained in this EMF are summarized below. For instance, multiple field visits will be required to each subproject route, plus at least one public consultation for each area in the subprojects at which project information needs to be distributed, and for the engage of outside consultants for the due diligence review process for component 2.

Table 7: Costs of Implementing the EMF

Components of the EMP	Costs
1. Mitigation Measures (component 1)	The cost of the actual mitigation measures themselves will be included as part of the cost of the sub project activity. For example, the cost of transporting spoil material to an approved site, etc., will be included in the Bills of Quantities and/or contract sum for that sub project activity. (i.e. Components 1)
2. Monitoring Plan (component 2)	Each sub project EMP will contain an environmental monitoring plan which will inter alia state what verifiable indicators will be used and frequency of monitoring. The costs for determining these indicators, e.g., lab fees, hiring of equipment, transportation costs for the SPWE's visits, etc., will be included in the administrative/overhead costs for the project, i.e. Component 3.
3. Due Diligence Review Process for component 2	For e.g., to review the legal compliance of companies, visits to companies might be needed, outside consultants might also be needed etc.

8.0 STAKEHOLDER CONSULTATION

During the loan preparatory phase of the UYEP, a short program of consultation was designed to seek views from youths in suburbs and settlements in the NCD area about the project. More emphasis was placed on seeking their response to potential (negative and positive) social impacts than on environment impacts. This emphasis was made after a rapid environmental assessment which categorized the project as “B”.

It was important to obtain the views of marginalized youths from settlement areas than youths from suburbs. Other views were sought from meetings with national level government officers, local NGO groups as well as officers from the National Capital District Commission (NCDC) such as the Department of Works, Department of Environment, Department of Community Affairs and private business houses.

Field sampling for component 1 potential roads was also conducted with actual surveys of typical roadside vegetation’s and drains.

The results from the initial program of consultation and survey were used to qualify justification in project development by identifying the project target groups, their interests in the proposed project, their perceptions of current problems related to finding Employment and jobs (small contracts), and any resources they could bring to the achievement of goals and objectives of the project.

8.1 Methodology

Field sampling was done completely in “*tok pisin*”. By using a combination of participatory methodologies that best suit the situation at hand, targeted groups were encouraged to share their views about the project. Community group meetings were usually held at the beginning of the consultations to introduce the project and get general reaction and feed-back. The community is then broken into smaller groups of men, women and youth to allow focus group discussions. This is particularly useful to draw out gender and youth issues. Key respondent interviews are also done to further substantiate findings.

A variety of participatory methodologies were used to source views from key stakeholders. This included organizing community meetings, focus groups discussions, interviewing individual and field observations. These meetings were held to introduce to the (UYEP) project, get general reaction and feed-back. Field consultations are particularly useful to draw out marginalized gender and youth issues. Key respondent interviews are also done to further substantiate findings.

Random sampling areas were chosen from the 3 electorates and the Motu Koitabu Council area. At least 4 sites were selected from the Moresby Northeast and Moresby Northwest electorates while only 2 were from the Moresby South. This is because settlements in the Moresby South areas are mainly indigenous people so to minimize raising expectations; consultations were left to be covered under the resettlement framework.

8.2 Actions being taken by the Project to address the concerns raised

The UYEP is being developed partly in response to these long standing and legitimate views of the resident youth of Port Moresby. The NCDC firmly believes that the main actions being taken by the project, through the implementation of the proposed activities in components 1 and 2, which are to inter alia, provide skills development opportunities for participating youth, will increase and ultimately enhance their employability while at the same time providing income generating opportunities as well, will make a significant contribution in addressing both the short and medium term the needs of these youths. The UYEP has developed a detailed monitoring plan to determine if the objectives of the project are being met.

8.3 Community Consultations and Surveys

The following briefly summarizes the scope of these consultations and the issues, priorities and concerns raised by various stakeholders. A list of participants at these meetings is included in Appendix 1.

These consultations succeeded in engaging potential project participants to provide invaluable information and clearly expressed a range of issues, views and priorities for the project (Appendix 2). All participants indicated that this was the first time they had been involved in such a process, and that they appreciated it. Some participants communicated further with the consultant after the consultation, providing further information and opinions about the issues discussed. Unfortunately, due to extreme time limitations to arrange and conduct community consultations, not all individuals of communities attended these meetings.

The objective of the community consultations was (i) to learn about the social organization, livelihoods, needs and capacities of the communities that UYEP will potentially impact and (ii) to inform potentially affected communities about the likely adverse environmental impacts of the project and the measures being proposed to manage these impacts. The scope of the consultations focused on qualitative information and, where available, some quantitative data in the following areas: (i) community history, territory and social structures; (ii) existing availability and use of education and health services; (iii) economic and income activities including market access; (iv) community youth organizations; (vi) priorities for youth in community development, and the interest and ability of the community to participate in the project.

The survey conducted consultations in 12 communities. The numbers of people participating varied depending on a variety of circumstances (see table below). Nonetheless, in most cases, half of the people attended and participated in the meetings were females (girls and woman). Women's focus groups discussions were conducted in all of the 10 communities and were able to contribute to the community consultations in a number of instances. The consultation program concentrated on settlement communities. Suburban youths were interviewed as key stakeholder while interviews with individuals meant they were in the "control" group and include adults. All of the consultations occurred within the NCD. Appendix 3 lists the responses of these participants.

NCD Electorate	Settlement/Suburbs	No. Participants	Tools used
Moresby Northwest	June Valley	12	<ul style="list-style-type: none"> • Focus group discussion • Individual interview
	Tokarara	2	
	Baruni Dump	7	
	Tete	61	
	Gerehu/Morata	20	
Moresby Northeast	8 Miles	2	<ul style="list-style-type: none"> • Community Meetings • Focus Group Discussion • Key stakeholder interviews • Individual interview
	9 Miles & McGregor Barracks	3	
	6 Miles Dump	8	
	Laloki	1	
	Boroko	2	
	Central Waigani	1	
Moresby South	Manu	2	<ul style="list-style-type: none"> • Individual interview • Key Stakeholder interview
	Taurama	2	
	Korobosea	1	
	Badili	0 (no one came to pre-arranged meeting)	
	Sabama	0 (no one came to pre-arranged meeting)	

Source: UYEP Social Survey Team

UYEP ENVIRONMENTAL AND SOCIAL MANAGEMENT FRAMEWORK

Date & Venue	Participants	Issues Raised/Discussed	Mitigation Measures/ Reponses
	6 Mile Dump	<ul style="list-style-type: none"> • Food • Services • Clothes • School fees • Education = no work • Not healthy • Lack of education/ • recognition 	<ul style="list-style-type: none"> • Causal wages • Informal market (Betel nut, cigarettes, Flex cards) • Garden foods Scrap metal
	Tete	<ul style="list-style-type: none"> • Better living standard • Work for honest living • Lack confidence to find job (no certificates or reference letter) • No recognition • Stigma linked to “Tete” 	<ul style="list-style-type: none"> • Causal wages • Informal market (Betel nut, cigarettes, Flex cards) • Garden foods • Firewood Illegal – homebrew, marijuana, stealing
	Baruni Dump	<ul style="list-style-type: none"> • Employment • Difficult to find work, • Lack of education, • Don’t know work environment, • Lack confidence • Lack self esteem 	<ul style="list-style-type: none"> • Causal wages • Informal market (Betel nut, cigarettes, Flex cards) • Garden foods • Firewood Scrap metal
	June Valley	<ul style="list-style-type: none"> • Casual jobs, • Permanent Employment, • Money for family to live on, • Unable to break into workforce due to lack of qualification, • “who you know” is very important to secure jobs, • Stigma for people living in settlements, • 	<ul style="list-style-type: none"> • Causal wages • Selling betel nut, cigarettes, • Market garden foods • Cooked food sales • Illegal activities Informal lending
	Morata / Gerehu	<ul style="list-style-type: none"> • Basic services to improve life • Financial difficulties 	<ul style="list-style-type: none"> • Sell empty bottles, cans • Selling betel nut, cigarettes, • Market garden foods • Fire wood sales Criminal activities
	8 Miles settlement	<ul style="list-style-type: none"> • jobs • Lack of money, • Lack of government services 	<ul style="list-style-type: none"> • Informal (candies, candles, kerosene) Illegal activities – sell homebrew

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	9 Miles	<ul style="list-style-type: none"> • Employment, • Further (university) education, • Getting married, • Money to produce a music album (recorded demo already) 	<ul style="list-style-type: none"> • Family assistance • Informal market (betel-nut, cigarettes) <p>Sell “flex card”</p>
		<ul style="list-style-type: none"> • Causal wages • Selling betel nut, cigarettes, • Market garden foods • Cooked food sales • Illegal activities • Informal lending 	<p>No money for school fees, No work experience in order to qualify for jobs, Wants to find job in line with qualification</p>
	Taurama	<ul style="list-style-type: none"> • Jobs • Lack of qualification, • Unknown to potential Employers (no reference) 	<ul style="list-style-type: none"> • Family assistance • Informal market (betel-nut, cigarettes) <p>Sell “flex card”</p>
	Boroko	<ul style="list-style-type: none"> • To Be independent, • Going back to village • Not earning enough money, • Family pressures 	Jobs
	Waigani	<ul style="list-style-type: none"> • Job suitable for graduate, • Cost of living high in city, • Lack of own home (dependent on relatives), 	<ul style="list-style-type: none"> • Family assistance <p>Informal market (candies, betel-nut, cigarettes)</p>
	Laloki	<ul style="list-style-type: none"> • Job • Money • Lack of qualification, • People don’t know me (to give me a chance to work), 	<ul style="list-style-type: none"> • Casual jobs, <p>Informal market</p>

8.4 Consultation Strategy

In disclosing the environmental document to the public, (i) NCDC through the PMU is responsible for ensuring that all EMP documentation, including the environmental due diligence and monitoring reports, are properly and systematically kept as part of the project-specific record; (ii) all environmental documents are subject to public disclosure, and therefore may be made available to public, on request; (iii) NCDC-PMU will consult the public, particularly with project affected persons, as indicated in World Bank Environmental Assessment (OP 4.01) Policy and the World Bank's Information Disclosure requirement

Disclosure of environmental documents will follow World Bank and government procedures, including the World Bank's Disclosure requirement whereby the need to disclose the relevant environment information in an appropriate form, manner, and language and at an accessible location to be understandable to the affected people and local NGOs.

The Project will also promote communication with community through environmental awareness raising campaigns and community participation in planning process of civil works.

A complaints contact person (under the communications component) in the NCDC's office should be set up to address all concerns and grievances of the local communities and affected parties.

Recommendation on Mitigation of Potential Environmental and Social Impacts

Some insignificant environmental and social impacts are anticipated for this Category B project. Approach to mitigate potential environmental impacts has been presented in Section 5 of this document. This section will deal mainly with the anticipated socio-environmental impacts.

Field surveys revealed a need to target marginalized unemployed youths rather than youths of the National Capital District in general. Many youths expressed hopelessness in finding jobs after several unsuccessful attempts. The reasons given was that most of them have not completed primary education, are not known to potential employers and carry a stigma in that they live in settlements.

Responses from youths consulted in settlements showed a desperate need to have a job to earn money for daily survival while youths from suburbs enjoy a more cushioned lifestyle, in that most live with relatives in permanent houses with meals provided. Youth from settlements live in shelters or temporary houses with no guarantee that there will be a meal each day. This situation forces them to turn to unacceptable social habits to make ends meet. Unemployed suburban youth also receive financial assistance from family members. For suburban youths, there is also a "no care attitude" with youths being unable to understand the need to getting a job to make ends meet, when basics are already at home.

Apart from the need to earn money for daily survival, it was mentioned that having a job was good for individual morale as it allows individuals to have friends outside of their home vicinity and be happy. However, for girls, working conditions, especially for night shifts can be unsafe when drop-off occurs at road junctions rather than at their homes.

There is also a concern on whether the UYEP will allow single parents, particularly mothers, to be trained. People above 25 years old are also concerned that they have no assistance or options to find jobs

and expressed that they have the maturity to remain in jobs whilst youths may not see this project as the opportunity to improve their status. There is also concern that the project may be unable to hold/keep youths interested for the duration of the project training due to peer pressures, making it difficult to break out of “gangs” to join and complete training.

Consultations also showed some concerns that the “PNG” selection (wantok) system have the potential to undermine the effort of this project. Nepotism, favoritism, “who you know” and jealousy were mentioned as things that can spoil project, particularly in terms of participant selection for training. It was proposed that the selection panel for applicants should have a number of people, including World Bank officers, to discourage nepotism, unfair selection.

While some youths worry about getting a fair selection, others are pessimistic that they may still be unable to get work placement even after training by UYEP. This view was expressed by the uneducated youths who wondered how they will be absorbed into the private sector after they complete component 1 (YJC).

Communication and awareness raising is very important for the success of this project. Sentiments were expressed to have continuity and sincerity for those who work on the project. Youths from settlements also requested for the project to target settlements as “we never get to hear anything decent that can give us a chance and this is the first time ever any consultant came and genuinely talked to us”.

8.5 Grievance Redress Procedure

Communities and individuals who believe that they are adversely affected by a World Bank (WB) supported project may submit complaints to existing project-level grievance redress mechanisms or the WB’s Grievance Redress Service (GRS). The GRS ensures that complaints received are promptly reviewed in order to address project-related concerns. Project affected communities and individuals may submit their complaint to the WB’s independent Inspection Panel which determines whether harm occurred, or could occur, as a result of WB non-compliance with its policies and procedures. Complaints may be submitted at any time after concerns have been brought directly to the World Bank’s attention, and Bank Management has been given an opportunity to respond. For information on how to submit complaints to the World Bank’s corporate Grievance Redress Service (GRS), please visit <http://www.worldbank.org/GRS>. For information on how to submit complaints to the World Bank Inspection Panel, please visit www.inspectionpanel.org.

If a trainee has a grievance in relation to the YJC, they should first raise the matter with the Contractor through their Works Supervisor. If they receive no satisfaction they can raise their complaint on the official form attached in Annex-2. The following steps would normally apply in lodging, recording and classification of grievances. All grievances are attended to as soon as they are lodged.

Step 1: Lodging Grievances

1. Complaints can be lodged by anyone through the following:
 - a. In person, by talking to any staff of the PMU, staff of the contractor, or community leaders such as church leaders or NGOs, representative of NCDC or local level government agencies, representative of the MKA, among others.
 - b. By calling or sending text or SMS to **(70029587/ 70029753)**
 - c. By calling the PMU’s landline **325 3741 /3258135/ 325 7829**
 - d. By writing, whether coursed through a person or mailed to the PMU
 - e. Personal visits to the PMU office (walk-in)

2. Complainants may opt to keep their identity confidential; if so their complaints will be identified by a reference number.
3. When complainants lodge complaints, they should be given information on the following:
 - a. The Grievance Redress Mechanism and the next steps (including a timeline).
 - b. Contact information of someone they can get in touch with at the PMU (Youth Facilitator/Project Manager).
 - c. A reference number by which their complaint can be tracked.
4. As much as possible, grievances should be addressed immediately at uptake points, meaning, by individuals or groups at the lowest level possible, based on dialogues and constructive engagement. The Project will rely heavily on recognized forms of conflict resolution like mediation by community leaders, negotiation, village courts, among others.

Step 2: Recording

5. Grievances received by project staff (other than the GRS Focal Person) must be recorded through the GRS Form and turned over to the GRS Focal Person on the same day or the following day at the latest.

Step 3: Data Entry into the MRS/MIS, Categorization, Referral for Action

6. The GRS Focal Person enters into the MRS all grievances received either through the GRS Form recorded by PMU staff or SMS or calls received through the mobile hotline, taking note of the information such as contact information and identity of the source (name, if given; location; ethnicity; gender), the date grievances were filed, reference number, and categories.
7. The GRS Focal Person sorts out grievances and forward them to concerned PMU staff for immediate action according to the following categories:

Category	Description	Acted and/or Resolved at:	Performance Standard/Timeline
A	General feedback or inquiries about the Project	Uptake points	Immediately, upon receipt
B	Grievances related to agreed project procedures	Uptake points up to the level of component heads (YJC or OJT head)	Immediately, up to 5 working days
C	Corruption related	Project Manager (by mobilizing appropriate groups for resolutions)	Immediately, up to 10 working days

8. Complaints will be sorted, investigated, and referred to appropriate resolution channels as explained in the table. The Youth Facilitators will play primary roles in the investigation and referral process while the Project Manager will be responsible for higher level mediation, addressing corruption-related charges, monitoring actions, and reviewing grievance trends.

9. The Project manager will review and discuss the complaints with the PMU staff especially the Youth Facilitators, the GRS Focal Person, and the YJC and SDES component heads on a weekly basis and come up with action plans for unresolved grievances. Further advice and support may be drawn from appropriate agencies with respect to complaints involving trainees/communities.
10. The Project Manager, in close coordination with the GRS Focal Person, will conduct a quarterly review and analysis of the GRS data from which strategic action by the PMU should be drawn. The review and analysis results should be captured by the Project’s quarterly reports.
11. The GRS Focal Person ensures actions from uptake to resolution are tracked or monitored and captured by the MRS.

Classification of Complainants for MRS

<p>Method of Making Complaint</p> <ol style="list-style-type: none"> 1.1 In person at the PMU 1.2 Telephone: Project landline 1.3 Letters sent to the PMU 1.4 Onsite – relayed to project staff 1.5 Mobile hotlines – text or call <p>Sources of Complaints</p> <ol style="list-style-type: none"> 2.1 Youth participants 2.2. Project Contractors 2.3. Community members 2.4. Community leaders (wards, Church, NGO) 2.5. MKA 2.6. NCDC agencies 2.7. Others 	<p>Complaint Categories</p> <p>A: Inquiries about the project B: Complaints related to agreed project procedures</p> <p>About work:</p> <ol style="list-style-type: none"> 4.1 Payment 4.2 Type of work 4.3 Problem with Project Contractor/Consultants 4.4 Conflict with fellow trainees 4.5 Other <p>About Project Design:</p> <ol style="list-style-type: none"> 5.1 Screening 5.3 Targeting and Selection 5.4 Training 5.5 Project Goals <p>C. Corruption Related</p>
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Appendix 1: Consultation List

19-27 November 2009

	NAMES	Age	SEX	AREA (SUBURB/SETTLEMENT)	OCCUPATION
1.	Jimmy Miria	30	M	Gerehu	Unemployed
2.	Bono Jamangu	27	M	9 miles	“
3.	Enid Tammy	26	F	Waigani Central	“
4.	Bernard Ezekiel	23	M	Laloki	“
5.	Francis Kuk	41	M	McGregor Barracks	“
6.	Gina Yogoni	28	F	Boroko	“
7.	Tau Jack Maru	24	M	Tokarara	“
8.	Barry Sarin Kavi	35	M	Tokarara	“
9.	Eriksen Micks	19	M	Boroko	“
10.	Kila Ripa	23	F	June Valley (JV)	“
11.	Fiona Jimmy	20	F	JV	“
12.	Esther Wiau	25	F	JV	“
13.	Janet Towalei	17	F	JV	“
14.	Wesley Itori	20	M	JV	“
15.	Bona Levi	19	F	JV	“
16.	Georgina Maiks	20	F	JV	“
17.	Julie John	29	F	JV	“
18.	Demose Sugu	18	M	JV	“
19.	Wesley Aneta	22	M	JV	“
20.	Kenny Sugu	20	M	JV	“
21.	Orende Kevin	19	M	JV	“
22.	Erico Thomas	15	M	Baruni Dump (BD)	“
23.	Aluysis Kita	16	M	BD	“
24.	Sylvester Amai	15	M	BD	“
25.	Raymond Raphael	16	M	BD	“
26.	Jacklyn Manai	25	F	BD	“
27.	Elisa Moimo	32	F	BD	“
28.	Maria John	21	F	BD	“
29.	Merolyne Moke	20	F	Tete	“
30.	Prisila David	19	F	Tete	“
31.	Angela Morgan	24	F	Tete	“
32.	Steven Amai	22	M	Tete	“
33.	Anthony Morgan	25	M	Tete	“
34.	Jacob Makario	18	M	Tete	“
35.	Peter Arai	20	M	Tete	“
36.	Elsie Thomas	-	F		“
37.	Auda Topako	-	F		“
38.	Aina Mary	-	F		“
39.	Paul Kaita	-	M		“
40.	Chris David	-	M		“
41.	Michael Tokio	35	M		“
42.	John Vagi	-	M		“
43.	Areta Tokio	-	F		“
44.	Jimmy Keru	-	M		“
45.	David Katemu	-	M	Tete	“
46.	Sima Meto	-	F		“
47.	Tom Meno	-	M		“
48.	Bernadette Morgan	-	F		“
49.	Nicholas Topako	-	M		“
50.	Smion Kovei	-	M		“
51.	Judah Jimmy	-	M		“

UYEP ENVIRONMENTAL AND SOCIAL MANAGEMENT FRAMEWORK

52.	Alphonse Apana	-	M		“
53.	Unis Alphonse	-	F		“
54.	Lucas Asabima	-	M		“
55.	Dorothy Kitei	-	F		“
56.	Raymond Awui	-	M		“
57.	Temu Eugene	-	M		“
58.	Mary John	-	F		“
59.	Arai Kamo	-	M		“
60.	Maima Orap	-	F		“
61.	Susan Freddy	-	F		“
62.	Susan George	-	F		“
63.	Saki Jimmy	-	M		“
64.	Eva Thomas	-	F		“
65.	Nopo Kamo	-	M		“
66.	Koit Vagi	-	M		“
67.	Kate Stanley	-	F		“
68.	Verav Paul	-	F		“
69.	Mela Mavae	-	F		“
70.	Joyce Subet	-	F		“
71.	Paula Kotep	-	F		“
72.	Kitei Kote	-	F		“
73.	Alice George	-	F		“
74.	Agnes Kamo	-	F		“
75.	Donia Karua	-	F		“
76.	Audrey Tapu	-	F		“
77.	Susan Aarikan	-	F		“
78.	Daniel Afuli	-	M		“
79.	Niki John	-	M		“
80.	Joseph Paul	-	M		“
81.	Allan Kuve	-	M		“
82.	Casper Michael	-	M		“
83.	Avaul Thomas	-	M		“
84.	Foge John	-	M		“
85.	Sauro James	-	M		“
86.	Prisilia Soli	-	F		“
87.	Maria Joe	-	F		“
88.	Margaret Steven	-	F		“
89.	Ester Kanage	-	F		“
90.	Mepsy Henao	-	M	Morata	“
91.	Jawai Gabriel	-	M		“
92.	Anna Alu	-	F		“
93.	Joyce Jeffrey	-	F		“
94.	Peter T	-	M		“
95.	Jerry Michael	-	M		“
96.	Marian Paul	-	F		“
97.	Magaret Apu	-	F		“
98.	Max Simon	-	M		“
99.	Foster Lee	-	M		“
100.	Elizabeth Lincoln	-	F		“
101.	Camilus Lele	-	M		“
102.	Vero Tiroi	-	F		“
103.	Benson Sangu	-	M		“
104.	Apake Steven	-	M		“
105.	Lina Philip	-	F		“
106.	Hone Tom	-	M		“
107.	Mawai Liam	-	M		“
108.	Kanau Hone	-	F		“
109.	Brain Eawi	26	M	8 Miles	“

UYEP ENVIRONMENTAL AND SOCIAL MANAGEMENT FRAMEWORK

110.	Cibert Jamangu	20	M	9 Miles	“
111.	Nema James	20	M	McGregor Barracks (9 miles)	“
112.	Stanely Bibaesi	24	M	McGregor Barracks (9 Miles)	“
113.	Steven Hojoruru	32	M	9 Miles	“
114.	Bill Frugavi	-	M	Council Manager	NCDC
115.	Oni Maso	-	M	Council Manager	“
116.	Ben Uqakupa	-	M	Technical Officer	“
117.	Gunther Lohia	-	M	Asset Manager	“
118.	Tuku Mana	-	M	Snr Technical Officer	“
119.	Michael Namul	-	M	Supervisor	“
120.	Frederik Kasper	-	M	Minor Works Manager	“
121.	Nawala Leba	-	M	Development Engineer	“
122.	Paul Fagan	-	M	Snr Technical Officer	“
123.	Patrick Ali	-	M	Snr Engineer (NCD)	“
124.	Theresa Keruv	24	F	6 Miles Dump	Unemployed
125.	Christina Charlie	19	F	“	“
126.	Monica Linus	16	F	“	“
127.	John Mana	21	M	“	“
128.	Jacko Maia	22	M	“	“
129.	Awa Boy	21	M	“	“
130.	Bagson Kopa	28	M		“
131.	Francis Kopa	39	M		“

Appendix 2: Consultation Responses

Settlement	Basic Services	Type of house	Education level	Employment	Youth Groups	Origin	Income sources	Household income	Needs	hardship
6 mile dump	None	Shelter/lean to	< grade 6	Mostly unemployed	none	Mix	<ul style="list-style-type: none"> • Causal wages • Informal market (Betel nut, cigarettes, Flex cards) • Garden foods • Scrap metal 	K5-K20	Food Services Clothes School fees Education = work	Not healthy Lack of education/ recognition
Tete	None	Shelter/lean to	< grade 6	Mostly unemployed	none	Mix	<ul style="list-style-type: none"> • Causal wages • Informal market (Betel nut, cigarettes, Flex cards) • Garden foods • Firewood • Illegal – homebrew, marijuana, stealing 	K20/day - K100/week	Better living standard Work for honest living	Lack confidence to find job (no certificates or reference letter) No recognition Stigma linked to “Tete”
Baruni Dump	None	Shelter/lean to	< grade 7	Mostly unemployed	none	Goilala	<ul style="list-style-type: none"> • Causal wages • Informal market (Betel nut, cigarettes, Flex cards) • Garden foods • Firewood • Scrap metal 	K10-60/day	Employment	Difficult to find work, Lack of education, Don’t know work environment, Lack confidence Lack self esteem
June Valley	Yes (one illegal connection)	Permanent, Semi-permanent	<Grade 6	Causal - Baby sitter, Security guards,	No, Crime gang,	Mix	<ul style="list-style-type: none"> • Causal wages • Selling betel nut, cigarettes, • Market garden foods • Cooked food sales • Illegal activities • Informal lending 	K40/day – K280/week	Casual jobs, Permanent Employment, Money for family to live on,	Unable to break into workforce due to lack of qualification, “who you know” is very important to secure jobs, Stigma for people living in settlements,
Morata	No	Semi-permanent	<Grade 6	unemployed	No	Mix	<ul style="list-style-type: none"> • Sell empty bottles, cans • Selling betel nut, cigarettes, • Market garden 	K15/day – K120/week	Basic services to improve life	Financial difficulties

UYEP ENVIRONMENTAL AND SOCIAL MANAGEMENT FRAMEWORK

Settlement	Basic Services	Type of house	Education level	Employment	Youth Groups	Origin	Income sources	Household income	Needs	hardship
							<ul style="list-style-type: none"> foods • Fire wood sales • Criminal activities 			
Gerehu										
8 Miles settlement	None	shelter	None	none	none	East Sepik	<ul style="list-style-type: none"> • Informal (candies, candles, kerosene) • Illegal activities – sell homebrew 	K300/week	Job	Lack of money, Lack of government services
9 Miles	Yes	Permanent house	Grade 10, vocational training (Mechanic,	none	Music group to produce demo tape	Mix	<ul style="list-style-type: none"> • Family assistance • Informal market (betel-nut, cigarettes) • Sell “flex card” 	K700/week	Employment, Further (university) education, Getting married, Money to produce a music album (recorded demo already)	No money for school fees, No work experience in order to qualify for jobs, Wants to find job in line with qualification
Taurama Barracks	Yes	Permanent house	Grade 10	none	none		<ul style="list-style-type: none"> • Family assistance • Informal market (betel-nut, cigarettes) • Sell “flex card” 	K300/week	jobs	Lack of qualification, Unknown to potential EMPLOYERS (no reference)
Boroko	Yes	Permanent	Grade 8	Baby sitter	Church	Oro	<ul style="list-style-type: none"> • Wages 	K700/week	To Be independent, Going back to village	Not earning enough money, Family pressures
Waigani	Yes	Permanent	Degree (UPNG)	None (11 months since graduation)	none	East New Britain	<ul style="list-style-type: none"> • Family assistance • Informal market (candies, betel-nut, cigarettes) 	K250/week	Job suitable for graduate,	Cost of living high in city, Lack of own home (dependent on relatives),
Manu	Yes	permanent								
Laloki	Yes	permanent	Grade 12	5 years unemployed	Rugby	Central	<ul style="list-style-type: none"> • Casual jobs, • Informal market 	K500/week	Job, money	Lack of qualification, People don’t know me (to give me a chance to work),

Appendix 3: Term of Reference

Section 1: Terms of Reference of Senior Public works Engineer

Outline Terms of Reference for the Safeguards function of the Senior Public Works Engineer in the Project Management Unit

A. Scope.

The project (UYEP) will be implemented by a Project Management Unit (PMU) in the NCDC on behalf of the Government of Papua New Guinea. The PMU will be adequately staffed to carry out its responsibilities as per the Project Operating Manual (POM) and key among that staff will be the Senior Public Works Engineer (SPWE) whose overall responsibilities will be presented in detail in the job description for the position. This Terms of Reference sets out the additional responsibilities that are to be assigned to the SPWE with respect to the monitoring and implementing the Environmental Management safeguards of the UYEP

B. Tasks

1. Based on the current thinking of the scale, scope and size of the sub projects to be included in the UYEP, the safeguards focal point will not require a full time staff position. Therefore, the tasks outlined here are to be assigned to the Senior Public Works Engineer (SPWE) in the Project Management Unit (PMU).
2. As part of his/her overall duties, the SPWE will be responsible and accountable for the environmental and social management of all aspects of the UYEP, However this would require that the SPWE becomes the custodian of the EMF on behalf of the PMU, but also report and be answerable to the Project Manager.
3. Therefore the SPWE will be responsible for implementing EMF in all sub projects funded by the UYEP and in all areas where these activities will be located. The SPWE will monitor the implementation of the EMF and other sub project sub plans that may be required and will prepare regular and periodic monitoring reports on the environmental and social aspects of the UYEP. To this end, the SPWE will be expected to develop his/her own monitoring systems and reporting structure and format.
4. The SPWE will hold regular de-briefing meetings and training sessions as required, on all aspects of the EMF with all project participants such as the relevant youth groups, potential and contracted civil works contractors and their sub contractors, other relevant national agencies and stakeholders to ensure they are fully abreast with the requirements of the EMF.
5. The SPWE will work closely with other relevant engineers in the NCDC who are otherwise responsible for the engineering design and maintenance of these facilities, to ensure that the sub projects are designed taking into account the environmental and social concerns identified in the screening and mitigation plans contained in the EMF and that civil works contracts are modified as necessary to ensure compliance with these requirements during the construction phases.
6. The SPWE will work to ensure that the training mechanisms being designed to enhance the skills of the youth in this project include training on environmental and social requirements in so far as it may directly impact their work/participation in project activities.

7. The SPWE will lead and undertake all consultations with relevant stakeholders for each sub project as per the requirements of this EMF and to maintain adequate records of these proceedings.
8. The SPWE will be required to maintain as part of the PMU's project information and document management systems, all relevant documentation required to carry out these tasks.
9. Any other tasks assigned by the Project Manager of the PMU with respect to the environmental management of the UYEP.
10. The SPWE will be provided with training in PNG provided by the World Bank Task Team.

Section 2: Engagement for the Youth Job Corps

Participation

1. Every effort will be made by the project's trainers and contractors to ensure that adequate support is given to the trainee to successfully complete the project training, including the use of mediation and counseling.
2. A trainee is expected to be fit and healthy enough to perform the duties that are required by the project's training and work experience programs during the specified training period. Punctuality and professionalism will be highly encouraged and rewarded.
3. Trainees will retain their Youth ID Card during training and work experience. No replacements or substitutions are permitted.
4. The Contractor to whom a trainee is assigned will be responsible for providing the work experience. Day to day instructions will be given by his Contract Manager and Works Supervisors, assisted by the group's Group Leaders.
5. Under the project, trainees are being offered training and work experience. The benefits of this to trainees are: i) gaining work experience; ii) gaining experience of working as a team; iii) being provided with basic work methods training and health and safety training; iv) being paid a training stipend to support their participation in return for hours trained and/or worked; v) being issued with a photo identification card recognised by the Bank of South Pacific Ltd; and vi) being issued with a training certification and "certificate of experience" upon completion of the work experience, which will aid you in finding work in the future.

Site Location and Hours of Duty

6. The site, duties of each trainee and place to report to for the start of work will be explained to you in the Orientation Meeting before the start of the project and duties will be further explained on site each day.
7. As work progresses the location of daily reporting will change. **Before leaving the site at the close of work the trainee must find out from the Group Leaders or Works Supervisor next day's reporting place.** This may be some distance away from the present location.

8. You must report to the Group Leaders or Works Supervisor at 8:00 AM from Monday to Friday each week to be registered on the work site and have safety equipment and tools issued to you before the start of work.
9. One hour lunch break will start at 12:00 noon during which period you will remain on site. You are provided healthy lunch and portable clean drinking water. Work will finish at 2:00 PM.
10. Trainees will only be paid for actual hours worked on site. Lost time due to rain or late attendance will result in a reduction in stipend payment. If possible substitute days lost due to rain will be worked at the end of the work experience assignment.

Health and Safety

11. You are expected to provide your own working clothes but you will be provided with gum boots and sunhat which you will keep. Other personal safety equipment will be provided daily, including a high visibility vest, work gloves, masks, as may be required for specific work tasks. These must be returned at the end of each day.
12. Trainees will be issued with hand tools as required on a daily basis. It is the responsibility of trainees to take care of them. Losses due to carelessness may result in disciplinary action being taken.
13. You will be provided with clean drinking water during working hours.
14. First Aid kits held by the Group Leaders will be available on site for each group of trainees at all times.
15. Where necessary, trainees will be required to set out warning signs and bollards to warn traffic that workers are nearby.
16. PMU will be responsible to meet the medical expenses for youth engaged in the UYEP arising from accidents during official working hours only between 8.00am and 2:00pm.

Training Stipends

17. A summary of the trainee stipends are detailed in the Table below.

Activity	Hourly Rates (PNG Kina)	Totals Hours Reimbursed (Daily)	Total Number of Training Days	Payment Schedule and By Whom	Indicative Amount Paid to Trainee At Completion
Basic Life Skills	1	8	10	Daily/Trainer	PGK nil
Youth Job Corps	3.20 – 3.50	7	35	Fortnightly/PMU	PGK20.00 paid to each members of the best performing group

18. The stipends are only incidental allowances and are for the following purposes:

- The provision of work clothes.

- General transport costs if trainees choose not to walk to site.

Training Stipends are not intended to be used for paying for alcohol, cigarettes, drugs, betel nuts etc. The stipends are intended to facilitate the full participation of a trainee during training activities.

Non-performance & Disciplinary Procedures

19. If a trainee is not performing on site a verbal and written warning is given by the PMU upon the advice of the contractor. Should the trainee’s performance not improve, the PMU reserves the right to terminate the training.

20. Performance shall be determined on the basis of task rates being used for the individual work items. An amount of work to be carried out within the working day will be allocated to each youth – for example 250 square metres of grass cut in one day. Consistent failure to meet the norm specified for reasons of lack of effort will result in a verbal warning initially followed by a written warning. Task rates will be agreed between the Contractor and the PMU and will be reviewed periodically with the trainees. The following are indicative task rates that will be applied on the YJC sites:

Item	Task	Unit	Task Rate (per day)
1	Cut grass and scrub less than 1 m high (By hand. Rake up cut grass and convey to heap within 25m)	m ²	250
2	-ditto- but over 1 m high	m ²	150
3	Clean kerb and channel (Including grub up weeds and convey to spoil heap within 25m)	l.m.	150
4	Uncover kerb and channel obscured by dust deposits (including barrow spoil to heap or fill area within 25 m)	m ³	4
5	Clean lined and unlined drains (not exceeding 1.0m wide) silted to half. depth (Including barrow spoil to heap within 25m)	l.m.	25
6	-ditto-but fully silted	l.m.	15
7	Ditto but drains over 1.0 wide silted to any depth	m ³	1.0
8	Excavate earth drain approx 0.8m x 0.4m (Including barrow spoil to heap within 25m)	m ³	1.0
9	Clean pipe culverts silted to half depth (Including barrow spoil to heap with 25m)	No	5m length: 4 10m length: 2
10	- ditto-but fully silted	No	5m length: 2 10m length: 1
11	Clean gully pits (Including barrow spoil to heap within 50m)	No	3
12	Load cut grass from heap (onto 2t tipper truck)	m ³	12
13	Load spoil from heap (onto 2t tipper truck)	m ³	7
14	Fill and compact gravel road potholes (Including load and barrow gravel from heap within 50m)	m ³	2
15	Refuse Collection	Kg	60

Note: Task rates may be varied up or down depending on site conditions and difficulty of task. In such cases the task rate will be agreed with trainees, contractor and PMU and the PMU will issue the agreed task rates to all trainees and the Contractor in writing.

21. Minor offences which will result in a written warning include:

- a) Consistently (more than once per week) reporting more than 15 minutes late per week.
- b) Poor performance of duties..
- c) Disobedience including; failure to adhere to the instructions of the Contractors Supervisor or the Group Leaders.
- d) Failure to use the protective safety equipment provided.
- e) Littering the site, indiscriminate disposal of rubbish/waste or latrine outside the designated facilities

22. An accumulation of unauthorized absentee days of up to 5 days will result in termination.

23. Two written warnings will be allowed per trainee. A third offence warranting a warning letter will result in dismissal from the project.

24. No prior warning is needed for termination for a major offence. A serious (first) offence may lead to immediate termination of training, which will be immediately followed by a termination letter. The PMU defines the following incidents as serious offences.

- i. **Poor workmanship or continuous low rate of performance during training.** This includes non-attendance, taking extended breaks and carrying out other activities not designated by the trainer or work supervisor.
- ii. **Reporting to work under the influence of liquor or drugs, including chewing betel-nut.** The project has a “zero tolerance” for the use of liquor and drugs during training. Being unfit to carry out duties during working hours due to the influence of alcohol or drugs also applies.
- iii. **Unlawful, disruptive and abusive behavior towards Supervisors or Fellow Trainees.** Depending on the nature and seriousness of the incident, the trainee may be terminated on the first instance. If deemed appropriate, a reprimand or verbal or written warning may be given. The following are high-level offences that may result in immediate termination from the program:
 - a) Acting in a violent manner or inciting others to behave in a riotous manner.
 - b) Behaving in a manner which affects or is likely to affect the health safety or welfare of others.
 - c) Sexual harassment against co-trainee and or employees.
 - d) Willfully damaging company property.
 - e) Refusing to obey a lawful instruction from the Group Leaders or Works Supervisor
 - f) Creating nuisance or causing public disturbance or disrupting working arrangements as a result of using abusive racist or provocative language.
 - g) Stealing from the company or fellow employees, and other serious acts of dishonesty, as fraud, forgery and giving false information
 - h) Unauthorized or negligent use of training assets causing damage or lost production.
 - i) Unauthorized possession of weapons or explosives, unauthorised usage of unapproved toxic materials including lead-based paints, asbestos etc.
 - j) Sleeping, gambling, fighting (physically or verbally), alcohol consumption on duty.

- k) Unauthorised tree cutting, vegetation removal, fire setting/ waste burning

Prizes for Performance

- 25. Each trainee will be issued with a Certificate of Service once they have successfully completed the 35 training days under a YJC contract.
- 26. Prizes will be issued to work groups for:
 - a) The best, second best and third best performing work groups; i.e. the group which carry out the most amount of work across all groups in a particular 35 day intake
 - b) The most disciplined work group; i.e. the group with the least amount of absenteeism and records of reporting late for work per trainee
- 27. A prize of 20.00 PGK per group member will be issued to members of groups who have been awarded prizes for performance and discipline
- 28. Where 20% or more of the group has been issued a letter of warning for reporting late, absenteeism, or for minor offences as detailed under 21) above no prizes will be awarded.
- 29. Where a prize is awarded to a group, all group members will have a special recommendation placed within their Certificate of Experience.
- 30. A prize giving ceremony will be organized by the PMU at the end of each period of engagement for each intake of trainees.

31. Grievance Redress Procedure

Communities and individuals who believe that they are adversely affected by a World Bank (WB) supported project may submit complaints to existing project-level grievance redress mechanisms or the WB's Grievance Redress Service (GRS). The GRS ensures that complaints received are promptly reviewed in order to address project-related concerns. Project affected communities and individuals may submit their complaint to the WB's independent Inspection Panel which determines whether harm occurred, or could occur, as a result of WB non-compliance with its policies and procedures. Complaints may be submitted at any time after concerns have been brought directly to the World Bank's attention, and Bank Management has been given an opportunity to respond. For information on how to submit complaints to the World Bank's corporate Grievance Redress Service (GRS), please visit <http://www.worldbank.org/GRS>. For information on how to submit complaints to the World Bank Inspection Panel, please visit www.inspectionpanel.org.

If a trainee has a grievance in relation to the YJC, PET and OJT they should first raise the matter with the Contractor through their Works Supervisor and for PET & OJT through Youth Facilitator then to PMU respective Team Leader. If they receive no satisfaction they can raise their complaint on the official form attached in Annex-2. The following steps would normally apply in lodging, recording and classification of grievances. All grievances are attended to as soon as they are lodged.

Step 1: Lodging Grievances

- 12. Complaints can be lodged by anyone through the following:

- a. In person, by talking to any staff of the PMU, staff of the contractor, or community leaders such as church leaders or NGOs, representative of NCDC or local level government agencies, representative of the MKA, among others.
 - b. By calling or sending text or SMS to the Project’s Mobile hotlines – (70029587/ 70029753)
 - c. By calling the PMU’s landline 325 3741 /3258135/ 325 7829
 - d. By writing, whether coursed through a person or mailed to the PMU
 - e. Personal visits to the PMU office (walk-in)
13. Complainants may opt to keep their identity confidential; if so their complaints will be identified by a reference number.
14. When complainants lodge complaints, they should be given information on the following:
- a. The Grievance Redress Mechanism and the next steps (including a timeline).
 - b. Contact information of someone they can get in touch with at the PMU (Youth Facilitator/Project Manager).
 - c. A reference number by which their complaint can be tracked.
15. As much as possible, grievances should be addressed immediately at uptake points, meaning, by individuals or groups at the lowest level possible, based on dialogues and constructive engagement. The Project will rely heavily on recognized forms of conflict resolution like mediation by community leaders, negotiation, village courts, among others.

Step 2: Recording

16. Grievances received by project staff (other than the GRS Focal Person) must be recorded through the GRS Form and turned over to the GRS Focal Person on the same day or the following day at the latest.

Step 3: Data Entry into the MRS/MIS, Categorization, Referral for Action

17. The GRS Focal Person enters into the MRS all grievances received either through the GRS Form recorded by PMU staff or SMS or calls received through the mobile hotline, taking note of the information such as contact information and identity of the source (name, if given; location; ethnicity; gender), the date grievances were filed, reference number, and categories.
18. The GRS Focal Person sorts out grievances and forward them to concerned PMU staff for immediate action according to the following categories:

Category	Description	Acted and/or Resolved at:	Performance Standard/Timeline
A	General feedback or inquiries about the Project	Uptake points	Immediately, upon receipt
B	Grievances related to agreed project procedures	Uptake points up to the level of component heads (YJC or OJT head)	Immediately, up to 5 working days
C	Corruption related	Project Manager (by mobilizing	Immediately, up to 10 working days

		appropriate groups for resolutions)	
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19. Complaints will be sorted, investigated, and referred to appropriate resolution channels as explained in the table. The Youth Facilitators will play primary roles in the investigation and referral process while the Project Manager will be responsible for higher level mediation, addressing corruption-related charges, monitoring actions, and reviewing grievance trends.
20. The Project manager will review and discuss the complaints with the PMU staff especially the Youth Facilitators, the GRS Focal Person, and the YJC and SDES component heads on a weekly basis and come up with action plans for unresolved grievances. Further advice and support may be drawn from appropriate agencies with respect to complaints involving trainees/communities.
21. The Project Manager, in close coordination with the GRS Focal Person, will conduct a quarterly review and analysis of the GRS data from which strategic action by the PMU should be drawn. The review and analysis results should be captured by the Project’s quarterly reports.
22. The GRS Focal Person ensures actions from uptake to resolution are tracked or monitored and captured by the MRS.

Classification of Complainants for MRS

<p>Method of Making Complaint</p> <p>1.6 In person at the PMU</p> <p>1.7 Telephone: Project landline</p> <p>1.8 Letters sent to the PMU</p> <p>1.9 Onsite – relayed to project staff</p> <p>1.10 Mobile hotlines – text or call</p> <p>Sources of Complaints</p> <p>2.1 Youth participants</p> <p>2.2. Project Contractors</p> <p>2.3. Community members</p> <p>2.4. Community leaders (wards, Church, NGO)</p> <p>2.5. MKA</p> <p>2.6. NCDC agencies</p> <p>2.7. Others</p>	<p>Complaint Categories</p> <p>A: Inquiries about the project</p> <p>B: Complaints related to agreed project procedures</p> <p>About work:</p> <p>4.1 Payment</p> <p>4.2 Type of work</p> <p>4.3 Problem with Project Contractor/Consultants</p> <p>4.4 Conflict with fellow trainees</p> <p>4.5 Other</p> <p>About Project Design:</p> <p>5.1 Screening</p> <p>5.3 Targeting and Selection</p> <p>5.4 Training</p> <p>5.5 Project Goals</p> <p>C. Corruption Related</p>
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Special Terms of Engagement – YJC Group Leaders

Selection, Training and Stipend

1. Group Leaders will be selected by the PMU following the completion of Basic Life Skills Training and interviews.
2. Additional training will be provided by the PMU to the trainees selected as Group Leaders at the same time as training in technical management of works is provided to the Contractors Supervisors
3. Group Leaders will be required to report for work at 8:30 AM, Monday to Friday in order to carry out the additional duties listed below. They will receive an additional stipend of 2 PGK per hour for the extra 2 hours worked.

Additional Duties

4. Group Leaders will have additional duties as follows:
 - a. Register attendance of the youths in his / her group each morning and evening (sign IN and sign OUT) using the forms provided
 - b. Register the distribution of tools and safety equipment to each youth in their group each day using the forms provided.
 - c. With the assistance of the Contractors Supervisor set tasks for each member of the group for each day of work either individually or as sub-groups.
 - d. Measure the work achieved by each individual or sub-groups each day using daily measurement sheet provided.
 - e. With the assistance of the Contractors Supervisor set out the scope of works for the group for the following work day
 - f. Assist the Contractors Supervisor in instructing the trainees in the proper work method to be applied to achieve the best output and work quality.
 - g. Report to the Contractors Supervisor on tools lost or damaged during the workday.
 - h. Report to the Contractors Supervisor advance forecast of any additional tools requirements for the group.
 - i. Report any disciplinary issues to the Contractors Supervisor.

- j. Keep a First Aid Kit at all times and administer minor First Aid treatments. Report usage of items from the First Aid Kit to the Contractors Supervisor such that they may be replaced.
 - k. Report all accidents on site to the Contractors Supervisor
5. The fact that the trainee whom carries out these duties was appointed as a Group Leaders will be mentioned on the Certificate of Service issued by the project. The additional duties will also be mentioned on the Certificate.

Appendix 4: Subproject EMP

**URBAN YOUTH EMPLOYMENT PROJECT
COMPONENT 1: YOUTH JOB CORPS**

Subproject Environmental Management Plan (EMP)

(This form is required to be filled in for relative complicated sub-projects that require National Competitive Bidding (NCB) only. For Shopping contracts, the project only requires relevant mitigation measures specified in Annex 5 shall be included in the bidding and contractual documents).

Section 1: General Sub-Project Information

This section documents project identification data. The information can be completed during project design and preparation by the design engineer or consultant.

Contract Package Code	
Contract Name:	
Location:	
Public Works Engineer Name:	

Section 2: Brief description of sub-project

	Key activities	Quantity (Approx. % of total workdays)
1	<i>Waste / Rubbish collection</i>	
2.	<i>Pothole patching</i>	
3.	<i>Reinstatement of camber</i>	
4.	<i>Crack sealing, edge repairs</i>	
5.	<i>Foot track or access maintenance and improvement</i>	
6.	<i>Drain construction / repair</i>	
7.	<i>Bridge repair</i>	
8.	<i>Culvert repair</i>	
9	<i>Traffic Safety Control (install signboards, painting the roads etc.)</i>	
10	<i>Erosion control (specify engineering measure or grass growing, or combination of both)</i>	
11.	<i>Others (specified)</i>	

Anticipated Key activities and construction tools to be used:

	Key activities	Yes	No
1	Excavation		
2	Loading large quantity of construction materials such as stones, sand, soil etc and/or construction wastes at the site		
3	Bitumen heating		
4	Concrete mixing		
5	Garbage collection and dumping		

6	Grass/shrub tree cutting		
7	Use of manual tools (shavers, hammer, sweeper etc.)		
8	Use of chemicals fuel/ paints/ bitumen/others (specify)		
9	Vegetation control – cutting of grass and small bushes (roadside or other locations)		
10	Cleaning / de-silting roadside side drains		
11	Cleaning of roadside kerb and channel		
12	Cleaning / de-silting / re-excavation of off road drainage channels		
13	Rubbish collection		
14	Painting of public spaces / fences / buildings		
	Others (specify):		

Section 3: Environmental Screening Checklist

Select "Yes" if the potential impact exists in the absence of mitigation measures. Use your best judgment to determine the potential impact and its chance of occurrence in relation to the descriptions given in Section 2 and the information on project site collected/documentated from site survey.

Impacts/ Risks	Factor	Determination of Potential Impact			
		Screening Question: <i>Will sub-project activities:</i>	Yes	No	Unknown
1.Environmental degradation	Air quality (dust, smoke) and noise	Cause increased dust level dust into the air, e.g. from excavation of dusty soil, from transportation or temporary loading of soil, sand etc.?			
		Generate smoke into the air near resettlement e.g. from bitumen heating or running engines of vehicles			
		Cause increased level of noise , e.g. from unloading gravels, stones, bricks, or the operation of large construction plants near residential area or other noise-sensitive receptor such as schools, kindergarten or other public buildings?			
	Water pollution	Cause soil/water pollution risks from discharge of wastewater containing high solid or chemical from construction sites?			
		Cause soil/ water pollution risks from spilling of materials such as bitumen, cement, lime, oil and fuel used in the project			
		Cause increase water pollution potential due to waste generation /stock pile ?			
		Cause groundwater pollution risks related to ground disturbance or discharge of wastewater near groundwater well?			
	Impacts on vegetation/ cultural resource	Cause loss of vegetation cover, e.g. from excavation or excessive vegetation clearance			
		Affect trees of spiritual values to local community (e.g. ancient trees, sacred trees etc.),			
		Affect facilities, structures, or objects having			

Impacts/ Risks	Factor	Determination of Potential Impact			
		Screening Question: <i>Will sub-project activities:</i>	Yes	No	Unknown
		high cultural values or is spiritually important to community, e.g. worshipping places etc.?			
		Cause devalue of local landscape due to extraction of materials like gravel, aggregate in a new borrow area?			
	Erosion	Cause increased erosion potential, e.g. disturbance of weak soil or soil on slope or barren land created during or after construction?			
2.Disruptions to daily activities	Traffic	Cause disruption to traffics as the works occupy part of the road width?			
	Accessibility	Block access to some roadside houses as the ditches are excavated at roadside?			
		Block access to public buildings such as school?			
	Services	Cause disruption to local water supply, e.g. damages to existing water pipes on the ground?			
		Cause disruption to power supply as some power line may be broken due to careless operation of construction plants?			
		Cause disruption to drainage path of households?			
		Cause damages to trees, households' facilities?			
Agricultural Production	Affect agricultural land, e.g. workers walking on it, or discharge of waste/wastewater?				
3.Safety risks and occupational health	Traffic means	Has safety risks to traffic means on roads when part of the road surface is blocked?			
	Local residents, children	Has safety risks to local residents, particularly to children, in relation to the existence of open holes, operation of construction plants etc.			
	Workers	Has a safety risk to workers when they are working on roads and exposure to traffic flow?			
		Have accident risks to workers with regards to the use of working tools, handling of construction materials?			
		Have accident risks to workers. e.g. insects, flies, spiders, snakes etc. bite/ attack?			
		Have occupational health risks to workers due to working in polluted environment (e.g. dusty, in contact with wastes etc., chemicals, fuel etc.)			
		Expose workers to higher risk of HIV/AIDs?			
Workplace	Has chemical spill risk in relation to storage				

Impacts/ Risks	Factor	Determination of Potential Impact			
		Screening Question: <i>Will sub-project activities:</i>	Yes	No	Unknown
	Safety	of chemicals and construction materials such as oil and fuel, bitumen, paints,			
		Has fire risk related to worker’s habit to set fire whenever they want to?			
4.Nuisance and social conflicts	Nuisance	Cause nuisance to community due to waste generation or temporary loading of wastes?			
	Social	Has potential social conflicts between local people and contractor’s workers who come from other places due to difference in employment opportunity, income etc.			
		Has potential conflicts between local people and contractor’s workers who come from other places in relation to human behaviors such as drinking, gambling, etc.			
5. Others		(Specify, if any)			

For unknown impacts, check the site and determine whether it is more likely to be “Yes” or “no” so as appropriate measures can be recommended.

Section 4 (a): Environmental Mitigation Plan

With the potential impacts and issues identified in Section 3, propose appropriate mitigation measures from the check list below, and determine whether the mitigation measures should be implemented in design or construction phase of the civil work contracts by checking into appropriate column, and/ or incorporated into other project activities such as consultation, communication or training.

	Impacts/ Risks	Factor to be controlled	Mitigation Measures	Design	Construction
1	Environmental degradation	Air quality (dust, smoke) and noise control	Dampen the soil around the area being disturbed to minimise dust dispersion		
			Provide screen for sensitive areas such as in front of houses/shops, schools or public buildings to prevent dust spreading		
			Do not disturb or lay granular materials during sensitive weather such as strong wind to avoid large quantity of dust spread out		
			Trucks carrying granular materials must be covered to prevent soil dripping onto the road and or blowing with the win to cause dust on the road		
			If bitumen is prepared on-site, it will be at least 50m from any residential houses or building to prevent smoke coming into houses.		
			Do not unload materials that may generate loud noise such as stones, gravels, bricks at sensitive hours such as early morning or lunch time		
			Do not leave engines of vehicles/construction plants running if they are in idle status for five minutes or more to minimise noise and smoke generation		
			Avoid unloading of granular materials within 20 m from residential houses or public buildings to minimise dust dispersion into houses		
		Water pollution prevention	Use watertight containers to store chemicals, cement, lime, bitumen, or other and keep them in roofed, bounded storage areas to prevent leakage into the water sources		
			Preparation of materials such as mortar, concrete will be in containers or hard surface such as steel sheet, not directly on the ground to prevent soil to be harden and minimise uncontrolled wastewater discharge		
			Wastewater from mixing areas must be collected into a sedimentation tank before being discharged to minimise the amount of solids in wastewater entering water sources		
			Clean up, rehabilitate disturbed surface (concrete mixing area, material storage area,		

	Impacts/ Risks	Factor to be controlled	Mitigation Measures	Design	Construction
			bitumen heating area etc.) before handing over the site;		
			Concrete mixing site, or activities that generate wastewater will take place at least 20 m from any water well to prevent wastewater entering ground water		
			Avoid disposals of waste and wastewater near wells and surface water; avoid disposal in areas that could drain to waterway and other sensitive areas to prevent pollution of such sensitive objects		
			Avoid stockpiling material/soil in wetland or floodplains, stock pile in already disturbed areas away from watercourses,		
		Biological/ cultural/ landscape management	Load construction materials on barren site only. Avoid loading materials on grass land/vegetated areas which may cause damages to vegetation cover		
			Only remove vegetation in areas as directed by the Site Engineer. Do not cut/break tree branches if not directed by the supervising engineer		
			Do not set fire if not directed		
			Avoid temporary loading of materials near trees/objects/structures of spiritual values to local community		
			Avoid block access to objects/structures of spiritual values to local community		
			Leveling, compacting disturbed areas at the end of construction phase		
			Use construction materials and water from existing / licensed sources/borrow pits/ quarries only.		
			Erosion control	Design: Reshape slopes to reduce erosion potentials	
		Design: apply engineering structures such as embankment, for erosion control			
		Design: Apply energy dispersion solutions for drains to reduce erosion potential of drains such as scour checks on slopes, hard surface at outlet/outfalls, lower the height of discharge point, have adequate number of outlets to allow energy dispersion etc.			
		Design: design drains to protect slop from water erosion			
		Design: Provide vegetation cover with native plants/grass on areas with high erosion potentials			

	Impacts/ Risks	Factor to be controlled	Mitigation Measures	Design	Construction	
			Shaping disturbed area to minimize erosion			
			Minimize disturbance or excessive clearance of vegetation cover			
			Create and maintain drainage path when working on slopes			
2	Disruptions to daily activities	Traffic	Devise a plan for allowing traffic to pass, and where possible get assistance of local police to minimize impacts on traffic flows			
		Accessibility	Provide alternative /temporary access if houses/roadside facilities are blocked by roadwork			
		Services	Avoid damages to existing facilities placed on the ground, e.g. water pipes, electrical wires and pole, drains by both manual and mechanical activities			
			If damages are caused to existing facilities, fixing will be arranged for and implemented earliest possible and at the contractor's cost.			
		Agricultural Production	Design: ensure that convenience access to cropland is maintained			
			Avoid discharge of wastewater to agricultural /cropland			
			Avoid loading of materials such as fuel, sand, soil, bricks, construction wastes, excavated soil next to agricultural land, irrigation ditch			
			Make prior agreement with NCDC/land owners on tree/vegetation removal			
3		Safety and Occupational Health Management	Traffic Safety	Design: Place traffic signs to enhance traffic safety in curvy, steep sections, single lane roads, bridges, speed control, etc.		
				Place "Slow Down", "Road Work Ahead" and "End of Road Work" at appropriate locations, and signaling instruments along the road Provide adequate warning signs and directions to traffic.		
	Provide reflective vests, gloves and masks, suitable shoes and enforce workers to use when working on the road/roadside (vests will be provided by the Project, not the contractor)					
	Safety for community		Inform community before the construction is started			
			Install and maintain fence and signboards, protect the site and direct children and unauthorised adults not to enter construction areas			

	Impacts/ Risks	Factor to be controlled	Mitigation Measures	Design	Construction
		Occupational Health for Workers	Contractor provide first-aid kits on site		
			Workers not allowed to set fire if not authorised		
			Workers do not disturb insect/spiders etc. and their nets if not necessary		
			Incorporate OHS, healthy lifestyle, HIV/AIDs awareness raising in basic life skill training		
4	Social aspect	Relations with local community	Remove waste from the site and transport to approved dumping sites within two working days		
			Reuse excavated materials for leveling where possible		
			Enforce the application of Worker's Code of Conducts (specified in standard Environmental Specifications for civil works contracts)		
	Others		(Specify)		

WORKER'S TERMS OF ENGAGEMENT [appendix 3 section2 of the EMF will be included in the bidding document and contracts]

Section 4 (a): Implementation Responsibilities

Person Responsible	Screening & Design	Execution of measures	Monitoring execution	Reporting	Evaluation	Audit
Engineer	X		X	X		
Contractor		X	X	X		
M&E/PMU			X	X	X	
Community			X			
Department of Environment						X

Section 4 (b): Monitoring Plan

Impact	Indicators	Method /location	Frequency
Dust	<ul style="list-style-type: none"> - No dust covers on properties and crops as result of maintenance/construction works - No complains relating to dust nuisance from residents 	On site – windward side	Daily
Pollution of surface water & ground	<ul style="list-style-type: none"> - Surface and ground water not found contaminated by any materials used in the works; - Contractor's storage of materials, 	On site; and surface water on down hill; ground water abstraction sites in	To be determined by the engineer

water	disposal of solid and waste water is in accordance with specifications;	the vicinity of sites.	
Degradation of land and soil	<ul style="list-style-type: none"> - No water ponds, erosion, blockages in waterways as result of maintenance /construction; - Contractor’s disposition of debris or solid waste is according to specifications 	Site and surrounding land	Daily and as determined by the engineer
Human health and safety	<ul style="list-style-type: none"> - No (minimum) accidents as a result of maintenance works; - Workers have appropriate protective clothing /gear; - First aid kit available on site; 	On site	Daily during construction
Nuisance	<ul style="list-style-type: none"> - Minimum traffic interruptions as result of works; - Minimum noise or complain of it as result of works; - Minimum vibrations as result of construction; - Minimum smell/odor or complains of it as result of maintenance; 	On site; interview residents; or users	Daily and as determined by the engineer
Social	<ul style="list-style-type: none"> - Number of HIV/AIDS Awareness workshop done; - No complains resulting from loss of resource or properties arising from works; - No conflicts arising from works 	On site; surrounding communities; Interview communities; during community meetings	HIV/AIDS awareness regularly as workforce changes /site location changes;

Section 5: Certifying the Environmental Management Plan

1. This document complies with the requirements *ESMF, Technical Specifications for Works, Specifications for Services of the Service Provider, Terms of Engagement of the Youths Trainees and Design Drawing (where used)*.
2. The persons responsible for implementing the measures have received all documents describing essential design elements and best practices for activities of this nature.
3. The measures have been incorporated in the design elements and specifications.
4. The mitigation measures described in the attached information will be implemented in their entirety.
5. Compliance with these conditions will be regularly confirmed and documented by on-site inspections during the activity and at its completion.

Prepared and Certified by: Public Works Engineer	Date:
	Date:

Approved by: Project Manager	
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Appendix. 5
Grievance Redress Form

PART 1		BASIC INFORMATION	
Name of Complainant:		UYEP ID No:	
Gender:		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Contact information of complainant:		Ph: Box No:	
Date of complaint:			
Complaint received by:			
Signature:			
Part 2		METHOD AND LOCATION	
Method: Phone call: <input type="checkbox"/> In person: <input type="checkbox"/> Written: <input type="checkbox"/> Location: <input type="checkbox"/>			
PMU Office:			
On-site (write Location): Other:			
Part 3		DETAILS OF GRIEVANCE/COMPLAINT)	
PART 4		DETAILS OF ACTIONS TAKEN IN RESOLVING THE GRIEVANCE/COMPLAINT	
Result: Resolved at level 1&2 : <input type="checkbox"/> Resolved at level 3: <input type="checkbox"/>			
Write the details of the response/resolution below (Including persons involved)			
Name of Project Staff: Signature: Date Action Taken:			
PART 5		CLASSIFICATION OF COMPLAINTS (Office use only)	
A. Inquiries about the project: <input type="checkbox"/>		B. Grievance/complaint related to agreed project procedures: <input type="checkbox"/>	
C. Corruption Related: <input type="checkbox"/>		Reference No: <input style="width: 150px;" type="text"/>	

Appendix 6

Community Consultation and Participation

**Forms of Community Consultation Minutes
PNG Urban Youth Employment Project**

Because the project targets youths who are largely entrenched with their communities in enhancing their livelihood Community consultation and participation is fundamental to the success of the project. In that regard, strengthening community participation by working with community FBOs and CBOs and other intermediaries to form and supervise work groups under YJC with a view to strengthening social cohesion between youth and their communities is paramount. Their engagement with JYC provides more informal opportunities for mentoring youth through community networks, and strengthening the potential program sustainability.

Community Meeting Minutes

Ward:

Date and Location of Meeting:

Number of Participation: Number of Women:

I. Summary of information given to the community at the meeting:

1. Project Information

The Project is planned to carry out the following activities: [insert the scope of works described in Section 2 of sub-project EMP]
.....

2. Potential Socio Environmental Impacts and Risks, mitigation measures will be applied (use information from Section 3 of sub-project EMP to inform community)

3. Mitigation Measures: 0 (use information from Section 4 of sub-project EMP to inform community)

In order to minimize the impacts identified as listed above, the project will also implement the following mitigation measures:

II. Feedback/Comments from Community

Name	Comments/Feedback

Prepared by:

Appendix 7A

[SAMPLE] ENVIRONMENTAL SPECIFICATIONS (ES) for NCB CONTRACTS

[The mitigation measures in this sample below are indicative, PMU check to make sure that all mitigation measures proposed in sub-project EMP are included in the relevant bidding documents and construction contracts.]

Technical Specification - Health and Safety

1. Scope

This section outlines the duties and responsibilities of both the Employer and the Service Provider with respect to Health and Safety obligations whilst undertaking Youth Job Corps contracts.

It covers the health and safety of ALL personnel and public associated with the Site during the works.

2. Employer's Obligations

The Employer through its Project Management Unit (PMU) is responsible for providing in writing a list of eligible trainees for the contract and for ensuring workman's compensation insurance has been taken out prior to the initiation of the contract. A copy of the certificate of insurance is to be provided to the Service Provider.

The Employer will provide the Service Provider with Personnel Protective Equipment (PPE) for the works. As a minimum the Employer will provide a high-vis vest, sunhat, appropriate work gloves, gumboots for each trainee. Where necessary the Employer will provide masks, overalls, ear protection, safety glasses as may be required for specific work tasks.

The Employer will provide First Aid Kits, and a register of their contents, to the Service Provider for use under the contract. The Service Provider is to make requests to the Employer (through the PMU Works Supervisor) for replenishment of the First Aid Kits as necessary during the period of the Contract.

The Employer will be responsible for carrying out Health & Safety Training during the Orientation training of the trainees and will provide a copy of the training materials used for this training. The Service Provider's Contract Manager and Supervisors will be required to attend this training.

Additional provisions and measures for awareness and prevention of sexually transmitted infections (STIs) and HIV/AIDS may also be facilitated by the PMU.

3. Service Provider's Obligations

The Service Provider is responsible for Health and Safety on site. He shall designate this responsibility to his Contract Manager and Supervisors with designated one person as "Safety Officer". The "Safety Officer" shall have overall responsibility for keeping the **Safety File** updated as detailed in the following sections of this Specification.

Children are not allowed on the work site, at any time. The Service Provider is to ensure no trainees bring children to the site and that other children are not allowed onto the site.

The Service Provider shall ensure that all Service Provider's Personnel and trainees nominated to the Service Provider in writing for the contract wear personal protective equipment provided by the Employer. He will be responsible for the distribution and safe keeping of all PPE during the period of the Contract and will utilise the PPE Distribution Records provided by the Employer for this purpose.

The Service Provider will keep a supply of PPE available for loan to occasional visitors to the site to the satisfaction of the Employer.

Additionally the Service Provider shall undertake the following:

- a) Ensure his Contract Manager and Supervisors address health and safety concerns and liaise with communities.
- b) Ensure each Group Leaders has a First Aid Kit (provided by the Employer) in his/her possession at all times during the working day.
- c) Establish telephone, or mobile phone or radio links with the nearest hospital and/or medical centre.
- d) Report accidents to relevant Authorities and notify the Employer immediately of any dangerous occurrences or accidents which result in death, or serious bodily harm Reporting may be oral in the first instance but shall be followed by a comprehensive written report within 24 hours of the accident or occurrence.
- e) Maintain such records concerning health and safety as identified in **SAFETY FILE** below.
- f) Ensure that all garbage generated by the works is collected and properly disposed of.
- g) Protect staff and labour employed on the site from insect nuisance, rats and other pests.
- h) Provide safe access across the work site to people whose settlements and access are temporarily severed by the works.
- i) Provide a clean and sufficient supply of fresh potable water for the trainees

4. Safety File

The Service Provider will keep a safety file for the contract. A copy of the safety file will be kept by the PMU Works Supervisor. The file should be in three sections:

Section 1: Letter nominating the Group Leaders to the Service Provider.
Copy of First Aid Training Certificates of Group Leaders.
Copy of Handover Note detailing all PPE handed over to the Service Provider by the Employer.
Register of contents of each First Aid Kit.
Copy of requests from Service Provider to Employer for replenishment of contents of First Aid Kits.

Section 2: Daily Distribution Records for PPE signed by Service Provider's Works Supervisors

Section 3: Accident Records and Accident Reporting Forms

5. Safety Guidelines

The Service Provider is responsible to install and maintain sufficient and adequate signaling and demarcation of Sections of the Work, or work Sites over the duration of the associated works.

Traffic Safety

If the execution of services and works under the contract is likely to interfere with traffic, the Service Provider shall undertake at his cost all measures necessary to negate such interference or any danger to the trainees or others.

For that purpose, the Service Provider is entitled to control right-of-way of the road, construct and/or install temporary bypasses, and/or other modifications as may be required for use by traffic during the execution of works and services – refer below.

The Service Provider will place “Slow Down”, “Road Work Ahead” and “End of Road Work” at appropriate locations, and signaling instruments along the road where the works is being executed.

The Service Provider shall inform the local authorities and the police of all such activities to be carried out by him which may cause, or have the potential to cause, any significant interruptions or changes to the normal traffic patterns. Such information shall be made in writing and at least five (5) days before the beginning of such activities. Upon request from the Service Provider, the PMU shall assist the Service Provider in the coordination with the local authorities and the local police.

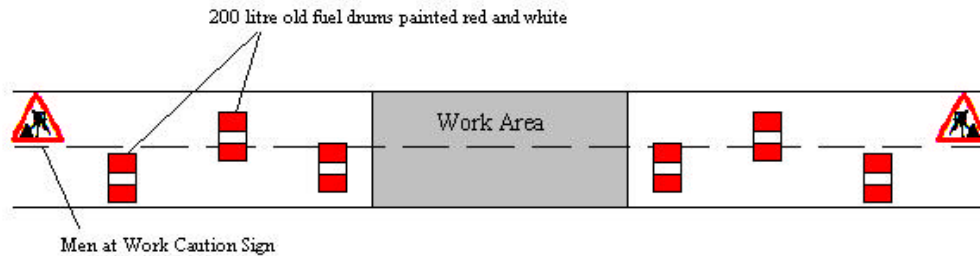


Figure 1.2 - Safety Barriers on Site

The Service Provider will also provide adequate warning signs and directions to traffic. **Work is not to proceed unless sufficient safety signs and traffic control devices are available.** Barriers should be laid out as in figure 1.2, above. Safety signage shall be made of reflective materials such that it is visible at night and in poor light.

Vehicle Safety

All equipment should be checked daily to ensure that all measures have been taken to make it safe for operation. All Trucks / Pickups should be road-worthy and a qualified mechanic should examine each truck every month. All defects should be remedied immediately, and no truck should be operated if any safety features are defective.

All equipment and material carried in any vehicle must be secured properly. Materials must be secured with ropes or chains, as necessary. Fuel and water containers should be secured properly, even when empty.

All pickups should have seatbelts fitted front and rear. The seat belts should be of the type which crosses diagonally across the body, as well as across the waist. All drivers and passengers must wear seatbelts at all times while the car is moving. It is the driver’s duty to ensure that all passengers are wearing seat belts.

When drivers are reversing trucks they should be assisted by another person, to ensure that no persons are behind the vehicle.

Excavations

All excavations and uncovered drainage pits are to be taped off with cones, bollards, painted water barrels and reflective plastic tape. The Service Provider shall maintain all barriers or demarcations of excavations at all times, inclusive of night time.

6. Signages

All work sites on roads with significant and regular traffic should have clear safety signs and traffic control devices to reduce vehicle speed. These devices should be put in place first, before any work commences, and removed last, after all work has finished.

The Service Provider shall erect and maintain for the duration of the Contract two project sign-boards of design and specification provided by the PMU at locations specified by the PMU.

7. Epidemic Outbreak

In the event of any outbreak of illness of an epidemic nature, the Service Provider shall comply with and carry out such regulations, orders and requirements as may be made by the Government of PNG, or the local medical or sanitary authorities for the purpose of dealing with and overcoming the same.

Technical Specification – Environmental Protection

1. Scope

This section of the specification shall prevail over any other section in the event of ambiguity or conflict in requirements for environmental protection. In the event of additional work items being specified by the Employer this specification may be revised and updated accordingly.

The Service Provider shall take all reasonable precautions, whether specified in the Contract or not to prevent damage to the natural environment occurring as a result of the execution of the Works and shall strictly observe all regulations procedures etc. in relation to entry upon land, whether within the Site or not.

If required the Service Provider may receive further guidance from the Employer in meeting his obligations of this Specification.

2. Noise & Air Pollution Control

The Service Provider shall consider the maintenance of the visual and audible amenity of adjacent landowners at all times during the construction of the works under the Contract.

As much as is practical, the Service Provider shall keep the Site neat and tidy at all times.

Noise

The Service Provider shall ensure that all machinery and equipment used for the provision of temporary power, the Works and all associated activities shall be properly maintained in that noise pollution is muffled as per the original manufacturer's specifications. The Service Provider shall take into account nearby communities and minimize noise pollution when locating said machinery and equipment.

Dust and Smoke

The Service Provider shall regularly water open earthworks, gravelling and pavement works as well as any area deemed necessary to ensure the control of dust pollution. Specific attention to watering of surfaces to control dust emissions during working hours is to be given in highly populated areas. The PMU Works Supervisor shall monitor this work item and instruct the Service Provider accordingly.

When transporting dry spoil material the material is to be dampened with water and covered a tarpaulin during transport.

The Service Provider is also required to:

- provide screen for sensitive areas such as in front of houses/shops, schools or public buildings to prevent dust spreading
- Do not disturb or lay granular materials during sensitive weather such as strong wind to avoid large quantity of dust spread out
- If bitumen is prepared on-site, it will be at least 50m from any residential houses or building to prevent smoke coming into houses.
- Do not unload materials that may generate loud noise such as stones, gravels, bricks at sensitive hours such as early morning or lunch time
- Drivers Do not leave engines of vehicles/construction plants running if they are in idle status for five minutes or more to minimise noise and smoke generation
- Avoid unloading of granular materials within 20 m from residential houses or public buildings to minimise dust dispersion into houses

Waste and Materials Management on Site

Burning of cut grass, collected rubbish and any other material on site is strictly forbidden. All waste material must be collected into plastic bags and dumped at an NCDC authorised dump within two days.

The Service provider is encouraged to reuse excavated materials for leveling where possible

3. Protection of Water Sources

The Service Provider shall ensure the following:

- Use watertight containers to store chemicals, cement, lime, bitumen, or other and keep them in roofed, bounded storage areas to prevent leakage into the water sources
- Preparation of materials such as mortar, concrete will be in containers or hard surface such as steel sheet, not directly on the ground to prevent soil to be harden and minimize uncontrolled wastewater discharge
- Wastewater from mixing areas must be collected into a sedimentation tank before being discharged to minimize the amount of solids in wastewater entering water sources
- Clean up, rehabilitate disturbed surface (concrete mixing area, material storage area, bitumen heating area etc.) before handing over the site;
- Concrete mixing site, or activities that generate wastewater will take place at least 20 m from any water well to prevent wastewater entering ground water

- avoid disposals of waste and wastewater near wells and surface water; avoid disposal in areas that could drain to waterway and other sensitive areas to prevent pollution of such sensitive objects
- Avoid stockpiling material/soil in wetland or floodplains, stock pile in already disturbed areas away from watercourses,

4. Erosion and Siltation control

The Service Provider shall cut grass / vegetation to the level specified within the Technical Specification for works and shall only remove grass / vegetation completely where specified in the scope of works or by the PMU Works Supervisor. When excavation works are to be carried for drainage cleaning and other works, grass clods shall be retained and placed on the excavated slopes for re-establishment of vegetation for the purposes of erosion control. Such work shall not wait until the completion of the total excavation.

The Service Provider shall ensure that:

- Shaping disturbed area (cuts, fills, slopes, holes created from construction) to minimize erosion is carried out
- Minimize disturbance or excessive clearance of vegetation cover
- Create and/or maintain drainage path when working on slopes

Traps, bench, toe and roadside drains

Where directed by the PMU Works Supervisor outlets to all drains shall be passed through silt traps and or silt ponds prior to their discharge to natural watercourses.

Silt fences

Throughout the construction of the works the Service Provider shall install silt fences in locations as directed by the Contract Supervisor. Silt fences shall be constructed of appropriate materials as instructed by the PMU Works Supervisor. Where silt traps are deemed to be necessary the Service Provider will submit to the PMU Works Supervisor quotes for required materials for approval and issue of a contract variation where necessary. In all cases excavation of silt ponds using available labour and equipment will be the first preference.

Silt fences shall be maintained in efficient operating condition throughout the construction of the Works. Material periodically cleaned from such drains shall be transported and disposed of in waste disposal areas approved by the PMU Works Supervisor.

Clearing

The Service Provider shall only clear vegetation from areas specified in the scope of works of the contract and agreed by the PMU Works Supervisor. The Service Provider is responsible to ensure there is no damage vegetation outside the agreed areas. Should such damage occur the Service Provider shall forthwith take such steps as are necessary to prevent erosion and to re-establish vegetation.

Trees are not be cut without the expressed permission of the PMU Works Supervisor.

The Service Provider shall install such temporary or permanent drainage systems as are required to collect stormwater runoff from stripped areas. Silt traps or silt retention ponds shall be constructed at appropriate

locations in such temporary or permanent drains which traps or ponds shall be maintained in efficient operation throughout the Contract period.

5. Protection of Local Vegetation cover and trees

Where the work sites intersect with or border private vegetable gardens (legal or otherwise) the Service Provider is to ensure no damage to the garden through implementation of the works. No trainee is to be permitted to walk through the garden or interfere with the crop in any manner. Any damage to crops shall be rectified at the Service Providers cost.

The Service Provider will be obligated to:

- Load construction materials on barren site only. Avoid loading materials on grass land/vegetated areas which may cause damages to vegetation cover
- Only remove vegetation in areas as directed by the Site Engineer. Do not cut/break tree branches if not directed by the supervising engineer
- Do not set fire if not directed
- Avoid block access to objects/structures of spiritual values to local community

6. Minimise impacts on cultural structures

The Service Provider is required to avoid temporary loading of materials near trees/objects/structures of spiritual values to local community

7. Disposal of Spoil Materials, Cut Vegetation, Collected Waste & Rubbish

The Service Provider shall locate waste excavation disposal areas as agreed with the PMU Works Supervisor. Where an NCDC truck pass is required for the Service Provider's trucks the Employer's PMU will be responsible for obtaining the same from the NCDC Waste Management Section.

Excavated spoil material, collected waste and rubbish, cut grass and other material for disposal is to be removed from the site within 3 days.

7. Raw materials management

Use construction materials and water from existing / licensed sources/borrow pits/ quarries only.

8. Minimise disturbance/disruptions of community activities/existing services

The Service Provider shall ensure the followings:

Provide alternative /temporary access if houses/roadside facilities are blocked by roadwork

Avoid damages to existing facilities placed on the ground, e.g. water pipes, electrical wires and pole, drains by both manual and mechanical activities

If damages are caused to existing facilities, fixing will be arranged for and implemented earliest possible and at the contractor's cost.

Avoid loading of materials such as fuel, sand, soil, bricks, construction wastes, excavated soil next to agricultural land, irrigation ditch

4. Payment

Payment for compliance with the provisions of this Specification shall be included in the Service Provider's rates for work items.

Any construction worker found violating these prohibitions will be subject to disciplinary actions that can range from a simple reprimand to termination of his/her employment depending on the seriousness of the violation.

Appendix 7B

**Environmental Specifications for Shopping Contracts
(For inclusion into bidding documents and contracts)**

VEGETATION CONTROL /GRASS CUTTING

Mitigation Requirements	Contractor's responsibilities
Safety and Occupational Health	Provide adequate warning signs and directions to traffic when working at roadside.
	Provide reflective vests, gloves and masks, rubber boots to workers and enforce workers the use when working on the road/roadside (vests will be provided by the Project, not the contractor) Inform community before the construction is started
	Provide first-aid kits on site
Minimize impacts on valuable trees/plants or private crops	Avoid destroying valuable plants/trees or crops. Where plants must be removed from the right of way, consult with the owners first. Workers are not allowed to set fire at construction sites unless directed by Site-Engineer All temporarily affected public and private land will be cleaned up until construction waste-free is reached.

DRAINS CLEANING

Mitigation Requirements	Contractor's responsibilities
Safety and Occupational Health	Provide adequate warning signs and directions to traffic
	Provide reflective vests, gloves and masks, rubber boots to workers and enforce workers the use when working on the road/roadside (vests will be provided by the Project, not the contractor)
	Provide first-aid kits on site
Inappropriate disposal of waste, mud, silt or accumulations removed	Transport to and dispose of removed solid waste at approved locations or licensed landfills and dumpsites
	Stockpile topsoil material at appropriate or approved location for re-use or sale.
	Avoid stockpiling material/soil in wetland or floodplains, stock pile in already disturbed areas away from watercourses

GARBAGE COLLECTION

Mitigation Requirements	Contractor's responsibilities
Occupational Health & Safety	Provide gloves and masks to workers and enforce workers the use
Appropriate disposal of solid waste	Transport to and dispose of removed solid waste at approved licensed landfills and dumpsites
Nuisance and odour management	Use methods of collection or storage of solid waste that will minimize smell.
	Collect and transport all waste effectively and efficiently

Appendix 8: Recommended Environmental Monitoring Forms

Form 8A

NCB Subproject
Bi-weekly Environmental Monitoring Form

Section 1: Project Identification Data

This section documents project identification data. The information can be completed during project design and preparation by the design engineer or consultant.

Subcontract/ Contract Ref Number:	
Type of Project:	
Activity Title:	
Location:	
Start/End (Coordinates):	
Start and End Dates of :	
Project /Employer Name:	
Public Works Engineer Name:	

<u>Monitoring Results of NCB contract Mitigation Requirements</u>	Contractor's contractual responsibilities	Fully Done	Partly done	Not done	Not applicable
Air quality (dust, smoke) and noise control	dampen the soil around the area being disturbed to minimise dust dispersion				
	provide screen for sensitive areas such as in front of houses/shops, schools or public buildings to prevent dust spreading				
	Do not disturb or lay granular materials during sensitive weather such as strong wind to avoid large quantity of dust spread out				
	Trucks carrying granular materials must be covered to prevent soil dripping onto the road and or blowing with the win to cause dust on the road				
	If bitumen is prepared on-site, it will be at least 50m from any residential houses or building to prevent smoke coming into houses.				
	Do not unload materials that may generate loud noise such as stones, gravels, bricks at sensitive hours such as early morning or lunch time				

	Do not leave engines of vehicles/construction plants running if they are in idle status for five minutes or more to minimise noise and smoke generation				
	Avoid unloading of granular materials within 20 m from residential houses or public buildings to minimise dust dispersion into houses				
Water pollution prevention	Use watertight containers to store chemicals, cement, lime, bitumen, or other and keep them in roofed, bounded storage areas to prevent leakage into the water sources				
	Preparation of materials such as mortar, concrete will be in containers or hard surface such as steel sheet, not directly on the ground to prevent soil to be harden and minimise uncontrolled wastewater discharge				
	Wastewater from mixing areas must be collected into a sedimentation tank before being discharged to minimise the amount of solids in wastewater entering water sources				
	Clean up, rehabilitate disturbed surface (concrete mixing area, material storage area, bitumen heating area etc.) before handing over the site;				
	Concrete mixing site, or activities that generate wastewater will take place at least 20 m from any water well to prevent wastewater entering ground water				
	Avoid disposals of waste and wastewater near wells and surface water; avoid disposal in areas that could drain to waterway and other sensitive areas to prevent pollution of such sensitive objects				
	Avoid stockpiling material/soil in wetland or floodplains, stock pile in already disturbed areas away from watercourses,				
Biological/ cultural/ landscape management	Load construction materials on barren site only. Avoid loading materials on grass land/vegetated areas which may cause damages to vegetation cover				
	Only remove vegetation in areas as directed by the Site Engineer. Do not cut/break tree branches if not directed by the supervising engineer				
	Do not set fire if not directed				
	Avoid temporary loading of materials near trees/objects/structures of spiritual values to local community				

	Avoid block access to objects/structures of spiritual values to local community				
	Leveling, compacting disturbed areas at the end of construction phase				
	Use construction materials and water from existing / licensed sources/borrow pits/ quarries only.				
Erosion control	Shaping disturbed area to minimise erosion				
	Minimise disturbance or excessive clearance of vegetation cover				
	Create and maintain drainage path when working on slopes				
Minimise disturbance/disruptions of community activities/existing services	Devise a plan for allowing traffic to pass, and where possible get assistance of local police to minimise impacts on traffic flows				
	Provide alternative /temporary access if houses/roadside facilities are blocked by roadwork				
	Avoid damages to existing facilities placed on the ground, e.g. water pipes, electrical wires and pole, drains by both manual and mechanical activities				
	If damages are caused to existing facilities, fixing will be arranged for and implemented earliest possible and at the contractor's cost.				
	Avoid discharge of wastewater to agricultural /cropland				
	Avoid loading of materials such as fuel, sand, soil, bricks, construction wastes, excavated soil next to agricultural land, irrigation ditch				
	Make prior agreement with NCDC/land owners on tree/vegetation removal				
Health and Safety for Community and Workers Safety for community Occupational Health for Workers Relations with local community	Place "Slow Down", "Road Work Ahead" and "End of Road Work" at appropriate locations, and signaling instruments along the road Provide adequate warning signs and directions to traffic.				
	Provide reflective vests, gloves and masks, suitable shoes and enforce workers to use when working on the road/roadside (vests will be provided by the Project, not the contractor)				
	Inform community before the construction is started				
	Install and maintain fence and signboards, protect the site and direct children and unauthorized adults not to enter construction areas				
	Contractor provide first-aid kits on site				
	Workers not allowed to set fire if not authorized				

	Workers do not disturb insect/spiders etc. and their nets if not necessary				
	Incorporate OHS, healthy lifestyle, HIV/AIDs awareness raising in basic life skill training				
	Remove waste from the site and transport to approved dumping sites within two working days				
	Reuse excavated materials for leveling where possible				
	Enforce the application of Worker’s Code of Conducts (specified in standard Environmental Specifications for civil works contracts)				
Others	(Specify)				

Comments / suggestions on the effectiveness of the mitigation measures implemented and recommendations on corrective actions, if any:

Prepared and Certified by: Public Works Engineer	Date:
Approved by: Project Manager	Date:

Form 8B
Shopping Contracts
Bi-weekly Environmental Monitoring Form

Section 1: Project Identification Data

This section documents project identification data. The information can be completed during project design and preparation by the design engineer or consultant.

Subcontract/ Contract Ref Number:	
Type of Project:	
Activity Title:	
Location:	
Start/End (Coordinates):	
Start and End Dates of :	
Project /Employer Name:	
Public Works Engineer Name:	

Section 2: Monitoring Results (only fill in tables applicable by the contract)

Vegetation Control

Mitigation Requirements	Contractor’s contractual responsibilities	Done	Partly done	Not done	Not applicable
Safety and Occupational Health	Provide adequate warning signs and directions to traffic when working at roadside.				
	Provide reflective vests, gloves and masks, rubber boots to workers and enforce workers the use when working on the road/roadside (vests will be provided by the Project, not the contractor)				
	Inform community before the construction is started				
	Provide first-aid kits on site				
Minimise impacts on valuable trees/plants or private crops	Avoid destroying valuable plants/trees or crops. Where plants must be removed from the right of way, consult with the owners first.				
	Workers are not allowed to set fire at construction sites unless directed by Site-Engineer				
	All temporarily affected public and private land will be cleaned up until construction waste-free is reached.				

Drains cleaning

Mitigation Requirements	Contractor's contractual responsibilities	Done	Partly done	Not done	Not applicable
Safety and Occupational Health	Provide adequate warning signs and directions to traffic				
	Provide reflective vests, gloves and masks, rubber boots to workers and enforce workers the use when working on the road/roadside (vests will be provided by the Project, not the contractor)				
	Inform community before the construction is started				
	Provide first-aid kits on site				
Appropriate disposal of waste, mud, silt or accumulations	Transport to and dispose of removed solid waste at approved locations or licensed landfills and dumpsites				
	Stock pile top soil material at appropriate or approved location for re-use or sale.				
	Avoid stockpiling material/soil in wetland or floodplains, stock pile in already disturbed areas away from watercourses				

Garbage collection

Mitigation Requirements	Contractor's contractual responsibilities	Done	Partly done	Not done	Not applicable
Occupational Health and Safety	Provide gloves and masks to workers and enforce workers the use				
Appropriate disposal of solid waste Nuisance and odour management	Transport to and dispose of removed solid waste at approved licensed landfills and dumpsites				
	Use methods of collection or storage of solid waste that will minimize smell.				
	Collect and transport all waste effectively and efficiently				

Comments / suggestions on the effectiveness of the mitigation measures implemented and recommendations on corrective actions, if any:

Prepared and Certified by: Public Works Engineer	Date:
Approved by: Project Manager	Date:

Appendix 9: Recommended Forms for Due Diligence process of the SDEC Component 2

Form 1- Eligibility Screening for OJT participating companies

No.	Name of Company	Type of business/ Industry	Eligible		Comments
			Yes	No	

Form 2- Result of Due diligence Review of OJT participating companies

	Name of Company	Business License, performance in relation to labour law compliance, OHS commitments	Compliance	
			Yes	No