No Bangsamoro Child Left Behind in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)

Environmental and Social Management Framework

(with Annex E on Labor Management Procedures)

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IMPRINT

The Environmental and Social Management Framework (ESMF) examines the risks and impacts of the project "No Bangsamoro Child Left Behind in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)". The project consists of sub-grant projects with potential risks and impacts that cannot be determined until the subproject details have been identified during project implementation. The ESMF sets out the principles, rules, guidelines, and procedures to assess the environmental and social risks and impacts. It contains measures and plans to reduce, mitigate and/or offset adverse risks and impacts, provisions for estimating and budgeting the costs of such measures, and information on the agency or agencies responsible for addressing project risks and impacts, including on its capacity to manage environmental and social risks and impacts. It includes information on the area in which sub-grant projects are expected to be sited, including any potential environmental and social vulnerabilities of the area; and on the potential impacts that may occur and mitigation measures that might be expected to be used.

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Executive Summary

Although the process of normalization proceeds in the broader Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) Regional context, the BARMM areas face a myriad of development challenges during the transition. Among many challenges, continuing key issues are the fragile state of governance, the prevailing high poverty incidence in the BARMM provinces, and the continuing threat to peace, security, and public order in the select areas, the two provinces of Maguindanao[1] and Lanao Del Sur need the collective support and assistance of the national government and the international development community.

Prevailing school dropouts in the past up to the present significantly impact the development of primary education in the BARMM Region. Addressing this pressing issue is one of the top priorities of the Ministry of Basic, Higher and Technical Education (MBHTE) and the civil society organizations to make a better BARMM and to sustain the peace gained from the two decades of negotiations. Consortium of Bangsamoro Civil Society Inc (CBCS)[2], the network NGO, which has the mandate of promoting peace, the principal part of good governance & human rights, and sustainable development, is the implementor of the project in close coordination with the Ministry of Basic, Higher, and Technical Education (MBHTE), Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) , and the school communities with the support of the Japan Social Development Fund (JSDF) through the World Bank.

The project endeavors to make positive footprints on primary education development through a sequence of project interventions addressing the problems with the out-of-school children and retaining at-risk children. The project development objective is to improve learning outcomes of re-enrolled out-of-school children (OOSC) and retain at-risk children in pilot elementary schools in project-supported divisions in Maguindanao and Lanao Del Sur in BARMM. It aims to re-enroll 30 percent of OOSC by the end of the project implementation (6,700 over three years of which 60 percent are female) and to retain 50 percent of at-risk children on average per year (2,600 over three years of which 60 percent are female). The project will also aim to provide supplementary school meals for the 6700 re-enrolled students over three years. In addition, it is estimated that 1,750 households per year or 5,250 households over three years will improve their livelihood from supplementary income by participating in the support for community livelihood and food enhancement program. By the end of the project period, the Grade 3 cohort survival rate is expected to improve to 80 percent and the elementary graduation rate is expected

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[1] In January 2023, the Maguindanao Province was split into two provinces, Maguindanao del Sur and Maguindanao del Norte. However, this project's target beneficiaries, Maguindanao education division I and Maguindanao education division II correspond to Maguindanao del Sur and Maguindanao del Norte, respectively, except that one of the 25 schools in the former was moved to the latter, and there is limited, if any, impact on the project design and implementation. Therefore, this document will continue referring to the Maguindanao Province as one province unless otherwise needed.

[2] https://bangsamorocivilsociety.org/

to improve by 3 percent. Also, it is expected that 30 percent of re-enrolled OOSC will reach the minimum reading proficiency for his/her respective grades by the end of the project period.

The project interventions are designed to empower the school communities. The intervention includes capacitating teachers, parents, community members and education division personnel to improve the system of retaining children for primary education and addressing the children's need for nutritional meals through community livelihood and food enhancement subgrants provided in coordination with the MBHTE. In addition, partnership with development partners, such as the World Food Programme (WFP) to improve the school-initiated home gardening projects, will be pursued by the project to enhance the development outcome of project activities. Overall, the Environmental and Social Risk Classification (ESRC) for this project is assessed to be moderate, with environmental risk assessed as low and social risk moderate as elaborated later in section 5.2.

Overall, the Environmental and Social Risk Classification (ESRC) for this project is assessed to be moderate. The environmental risks of the project are assessed to be low, and the risks are mainly associated with hygiene, food safety, fire accidents, minor renovation works and agricultural production to support the sustainable community-based livelihood program activities under Component 2. The social risks rating is considered moderate as the project consultation process require engagement with diverse stakeholders that may be contentious. Furthermore, the project will be implemented in a fragile and insecure context, with associated security risks and COVID-19 risk of transmission to project workers (e.g., CBCS staff) and the communities. Effective risk management and mitigation measures, such as provision of sanitation, conforming to the COVID-19 social distancing protocols, safeguarding missions, will be in place to avoid and minimize these environmental and social risks.

The MBHTE took the lead role in the criteria-based identification and validation of the 100 schools selected for the project. The MBHTE, in coordination with the heads of the provincial education department, division office, and the school authorities, conducted the selection of the schools using five critical criteria namely: (i) Number of high dropout/leavers; (ii) Number of indigenous student population; (iii) Locations in the Moro Islamic Liberation Front (MILF) camps; (iv) Geographically Isolated and Disadvantaged Areas (GIDA); and (v) Income class of the municipalities.

The selected 100 schools include 23 Indigenous Peoples (IP) community schools in the Maguindanao and Lanao del Sur provinces. The IP community leaders in the project areas were consulted about the project and they expressed their willingness to actively participate in implementing the project. The MBHTE will coordinate through the respective local government units (LGUs) and the provincial governments on the details of project implementation. The vital influential leaders such as the Minister of the MBHTE, heads of MBHTE regional and division offices, the members of local school boards (LSB), community leaders including IP leaders are fully aware of the project's objectives and the expected results and expressed their support during the stakeholders' consultations.

The Environmental and Social Management Framework (ESMF) informs the collected information and possible mitigation measures from the key stakeholders. The key stakeholders include the BARMM Education Sector, IP community leaders, and the communities where the beneficiary schools are in the Maguindanao and Lanao del Sur provinces. This framework identifies the social and environmental risks. And it evaluates the level of capacity to address the potential threats and the vulnerabilities of the landscape of the project sites, Maguindanao and Lanao del Sur areas, and to take mitigation measures to ensure the project's deliverables. The identified environmental and social risks in the time of

normalization within the scope of the project's activities immensely help ensure proper implementation by having smooth engagement with the political and sensitive communities in the BARMM.

This ESMF includes an introduction and project description that provides background information on the project's development objectives, planned beneficiaries, the project components, the activities involved in the implementation, and the list of prohibited activities which cannot be supported by the project. A policy, legal and regulatory framework is included to ensure compliance with the World Bank's Environment and Social Framework (ESF) and various relevant laws and policies concerning environmental and social issues. Then, a discussion of environmental and social baseline including the physical profile of the project areas and the disadvantaged/vulnerable groups is presented. Potential environmental and social impacts along with the mitigation measures are discussed within the sections on the methodology used for risk assessment, summary of risks and the risks associated in the different stages of project preparation and implementation. The procedures for addressing the identified environmental and social risks from the screening process up to the development of an Environmental and Social Management Plan (ESMP) is included. Discussions on the public consultation and disclosure, stakeholder engagement, the institutional arrangements detailing the role of the different institutions involved in the project is presented and information on budget allocation is presented. This document has five annexes composed of Annex A. Subproject/Activity Environmental and Social Screening Form, Annex B. Sample Environmental Codes of Practice, Annex C. ESMP Template for Sub-grant projects, Annex D. Relevant Regulations for minor renovations under project; and Annex E. Labor Management Procedures (LMP).

1. INTRODUCTION

1.1 Purpose of this ESMF Document

This Environmental and Social Management Framework (ESMF) has been prepared to assess and manage environmental and social risks and impacts of the project entitled "No Bangsamoro Child Left Behind in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)." The total cost of this Investment Project Financing (IPF) Project is US$2,752,300 of which is fully financed by the Japan Development Social Fund (JSDF), through a small grant.

A framework approach has been chosen as the specific locations and details of the sub-grant projects can only be known during the project implementation. However, the project has broadly identified key eligible activities for funding through the sub-grant programs. This ESMF will allow the CBCS as the Implementing Agency to clarify, to the extent possible and based on existing information, the environmental and social management approach that should be taken at the subproject level, in accordance with the World Bank's Environmental and Social Framework (ESF). This includes guidance on environmental and social screening, subproject-specific assessment and plans, and management of specific project activities during implementation. The document also provides guidance on preparation of location-specific Environmental and Social Management Plans (ESMPs), when needed, in accordance with the ESF.

1.2 Background of the Project

The Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) and the peripheral areas in Mindanao continues to be in transition. The provinces of Maguindanao[3] and Lanao del Sur are the mainland of Bangsamoro territories, where the project aims to implement the activities. The Bangsamoro region and peripheral areas have been affected by armed conflict since the 1970s. For the last four decades, continued protracted armed conflicts ravaged inhabitants' assets making them permanent internally displaced peoples (IDPs). Due to the armed conflict, thousands of lives perished, and the memory of the armed conflict remains. Now, the BARMM is undergoing a transition phase – the process of normalization with the Comprehensive Agreement on Bangsamoro (CAB) between the government forces and the Moro Islamic Liberation Front (MILF). The agreement laid a solid foundation for enhancing the local economy through socio-economic interventions, including education development. The signing into law and ratification of the Bangsamoro Organic Law (BOL) in 2019 created a favorable atmosphere to embed locally owned sustainable solutions in pursuing peaceful, safer, and resilient communities.

The legacy of armed conflict and displacement in BARMM has also negatively impacted families, schools, and government systems, as well as contributed to high dropouts and placed many children at-risk. Thus, strengthening and institutionalizing primary education is vital for the BARMM's future. This project is aligned with the 12-point priority agenda of the Ministry of Basic, Higher and Technical Education (MBHTE) in prioritizing learners' growth and development anchored on strong partnership within the education community. The project will support the vision of a balanced and quality inclusive education for all Bangsamoro learners so they can achieve their full potential.

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[3] In January 2023, the Maguindanao Province was split into two provinces, Maguindanao del Sur and Maguindanao del Norte. However, this project's target beneficiaries, Maguindanao education division I and Maguindanao education division II correspond to Maguindanao del Sur and Maguindanao del Norte, respectively, except that one of the 25 schools in the former was moved to the latter, and there is limited, if any, impact on the project design and implementation. Therefore, this document will continue referring to the Maguindanao Province as one province unless otherwise needed.

The Proposed Development Objective (PDO) is to improve learning outcomes of re-enrolled out-of-school children (OOSC) and retained at-risk children in pilot elementary schools in project-supported divisions. The total cost of this Investment Project Financing (IPF) Project in Philippines on "No Bangsamoro Child Left Behind in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)" is US$2,752,300 small grant.

This Project will be implemented by the Consortium of Bangsamoro Civil Society (CBCS) and has been approved by MBHTE. CBCS is a network of 179 NGOs throughout Mindanao, where at least 128 of these operate directly in BARMM. The project will be managed by a central Project Management Unit within CBCS.

The project aims to re-enroll 30 percent of OOSC by the end of the project implementation (6,700 over three years, of which 60 percent are female) and to retain 50 percent of at-risk children on average per year (2,600 over three years, of which 60 percent are female). The project will also aim to provide supplementary school meals for the re-enrolled 6,700 students over three years. In addition, it is estimated that 1,750 households per year or 5,250 households over three years will improve their livelihood from supplementary income by participating in the support for community livelihood and food enhancement program. With the project interventions, the Grade 3 cohort survival rate is expected to improve to 80 percent by the end of the project period, and the elementary graduation rate is expected to improve by 3 percent by the end of the project period. Also, 30 percent of re-enrolled OOSC and retained at-risk children reach the minimum reading proficiency for his/her respective grades by the end of the project period.

The PDO will be achieved through a sequence of interventions. The project will first identify existing OOSC and at-risk children through a Baseline Survey and mobilize community and school stakeholders to understand the root causes for dropout, to find local solutions addressing those factors, and to implement remedial measures at community/school levels using school sub-grants. The project will also provide sub-grants to set up a viable income generating business model to support household members to earn income, while providing supplementary food for students at school.

In collaboration with the MBHTE, the project has targeted 100 public elementary schools in four divisions (Lanao Del Sur I, Lanao Del Sur II, Maguindanao I and II) in the Lanao Del Sur and Maguindanao Provinces in BARMM. This was based on the following selection criteria: (i) Number of dropout/school-leavers; (ii) Number of indigenous students; (iii) Locations in the Moro Islamic Liberation Front (MILF) camps; (iv) Geographically Isolated and Disadvantaged Areas (GIDA); and (v) Income class of the municipalities.

This project will address the issue of school participation among 6-11-year-old boys and girls in public elementary education in 100 pilot schools in Lanao del Sur and Maguindanao provinces. Both comprised a mixed population of the Tri-people of Mindanao – the Moros, the Christians, and the Indigenous Peoples (IPs) or Lumad. Both provinces were in the war zones before the enactment of the Republic Act 11054 or the Bangsamoro Organic Law (BOL) and have high poverty rates (above 50% poverty incidental rate versus national of less than 20%). The environmental and social conditions are influenced by history, culture, the tendencies of agricultural communities, and the prevalence of small firearms (80%). Moro traditional clans rule the provinces, and resources are controlled through political dominance. Both provinces are part of the mainland of Bangsamoro people and have strong MILF influence.

Security and safety parameters in the project locations vary. The project intervention area includes three major camps of the MILF[4], along with the nearby MILF communities, which have relatively low-security threats. Two MILF camps are in Lanao del Sur[5] and one in Maguindanao del Sur[6], of which 60% of areas' security is lower-risk and manageable (i.e. categorized as below the acceptable level), while the 40% of sites need proper coordination with the local government units (LGUs) and the communities for any travels related to project implementation. The project intervention area also includes where a few IP areas identified as sensitive locations in terms of recorded armed conflicts between the Moro rebels and the IP communities, mainly in South Upi, due to land conflicts in the past and the present.

Lastly, three out of the 100 targeted schools also fall within the SPMS box areas, namely: *(i) Satan Elementary School in Shariff Aguak; (ii) Kitango Elementary School in Datu Saudi Ampatuan; (iii)Assemblyman Mama Masukat Elementary School in Mamasapano*. The SPMS box is a military term referring to the contiguous municipalities of Shariff Aguak, Pitagan (Datu Saudi Ampatuan town), Mamasapano, and Shariff Saydona, where there is active conflict between the Bangsamoro Islamic Freedom Fighters (BIFF) and the Armed Forces of the Philippines (AFP) with the support of MILF peace infrastructures-the Joint Coordinating Committees on the Cessation of Hostilities (CCCHs), and the Joint Peace Security Training (JPST). However, there has been no recent report of conflicts in these areas.

In the last two years, in the Maguindanao province, in particular, and Lanao Del Sur, communities experienced sporadic, intermittent tension due to armed groups and the ridos. Around 32 clan feud (rido) cases were recorded in these areas with sporadic armed clashes between the indigenous community and the Moro rebels - allegedly members of the Bangsamoro Islamic Freedom Fighters (BIFF). While there are contextual security risks, the BARMM government has provided immediate responses in close coordination with the respective provincial security councils. This has immensely helped diffuse the tense situation to a low-risk level, which consequently facilitated the returning of the displaced people, starting of farm activities, and the withdrawal of the armed group from the civilian areas.

The local government/ barangays also have a clear coordination system in managing security risk in the area, including peace and security alerts from the police to schools, parents and communities. CBCS also has strong ground networks and longstanding experience working in the project targeted areas and thus is equipped in terms of operational knowledge and well-established internal security protocols to monitor and managing the evolving security situation, as well as mitigate and respond to security challenges with respect to the project activities. Security coordination for the project has been established by CBCS with the Philippine National Police (PNP) and the Armed Forces of the Philippines (AFP), with established points for contacts.

Overall, the environmental and social conditions vary in the project areas. The ESMF and the corresponding instruments and tools will help assess the specific areas' needs and appropriate risk

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[4] Differing from typical military camps, MILF camps are communities with residents composed of combatants and civilians; and have markets, schools, mosques, barangay health facilities and other civilian facilities. According to a survey of needs and skills of Bangsamoro Islamic Armed Forces (BIAF) members in 2018, BIAF households have a higher percentage of school-aged children (age 6-14) at 31.3 percent against the national average at 25.3 percent. In terms of rate of school attendance, children from BIAF households are seven times more likely to be out of school than similar aged children across the rest of the country at 17.3 percent compared to 2.4 percent nationally. (Institute of Bangsamoro Studies (IBS). 2018. Needs and Skills of Bangsamoro Islamic Armed Forces (BIAF) Members).

[5] Camp Bushra, located in Butig; and Camp Bilal covering barangays of Saguiaran, Piagapo, Marantao, Wato-Balindong, Pualas and Calanogas

[6] Camp Badr/Badre in Guindulungan, Maguindanao del Sur

mitigation measures. Along with the other ESF instruments (like the Stakeholder Engagement Plan etc.), they will also enable the conduct of proper orientation and sharing of the risk factors of the project and its mitigation measures with the stakeholders. Furthermore, ESF instruments provide proper local knowledge of the religious, political, and cultural sensitivities for applying the "do no harm" principle, and also help identify other key risk factors in community health and safety such as COVID-19 infection, climate and disaster risks.

Environmental scanning of the project targeted areas[7] - which includes information on social and political landscapes - will be periodically conducted to keep track of ecological, socio-economic and political trends and related events that may affect the achievement of the Project's objective. Periodic context analysis will help the Project Management Unit (PMU) within CBCS to minimize exposure to risks, including the risks associated with COVID-19, and to design mitigation measures that are implementable within the project scope and capacity. In addition, the willingness of communities, schools and LGUs to engage and contribute to the attainment of the project will also be considered in the selection process. In this manner, it will strengthen the working framework of multi-stakeholders' convergence in the delivery of inclusive quality education.

Mitigation measures will be planned in consultation with parents, educators, LGUs, faith-based leaders and other community-based sectoral organizations to encourage children to stay in school, as well as for parents to have enhanced capacities to support the schooling of their children in the "new normal" where education delivery can be home-based, modular or hybrid approach. Educators will also receive capacity development support so they could deliver quality, inclusive, contextualized, gender and peace-promoting education to their learners. The social interactions among the teachers, students, parents, and community will be strengthened to provide a platform for voicing-out concerns, especially for those who may be marginalized from participation and governance.

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[7] This is separate from the environmental screening which would be applied in assessing the sub-grant projects under the project.

2. PROJECT DESCRIPTION

2.1. Planned Beneficiaries

This project will have direct beneficiaries composed of:

a. Children aged 6-11 (elementary ages) and their caregivers in 100 pilot elementary schools in 2 Divisions of Lanao del Sur and 2 Divisions of Maguindanao Province;
b. At least 9,300 children composed of out-of-school children (6,700 over three years) and at-risk children (2,600 over three years) will be assisted in 100 selected schools in Maguindanao Province and Lanao del Sur; and
c. At least 1750 households per year or 5,250 households over three years will improve their livelihood from supplementary income by contributing to the support for community livelihood and food enhancement program so they could support their children's school participation.

Indirect project beneficiaries are:

d. 100 Parent-Teachers-Community Associations (PTCAs) with improved capacities for project planning, implementation, monitoring and community governance;
e. Local School Boards (LSBs) with improved capacities for education engagement and ensuring activities are co-funded by their LGUs.
f. Faith-based and traditional leaders who will benefit from having children who are in school and seek knowledge to become responsible young men and women in the communities in the future; and
g. Educators at the school, district, division and regional levels who will be capacitated as project partners,

2.2. Project Components

The project will be implemented within a three-year time frame. An agreed monitoring and tracking system of children participation will be set-up with the view of institutionalization to help schools and communities develop a drop-out prediction model. It will also help schools track the completion rate over the project's time frame.

The project consists of the following three (3) components:

Component 1: Identifying out-of-school and at-risk children and root causes for dropping out. Sub-component 1.1 will support communities and schools to jointly conduct community mapping to identify OOSC and at-risk elementary-age students in the project target areas, including in-depth ethnographic interviews and systemic conflict analysis to understand root causes of OOSC. Based on findings from the mapping and interviews, Sub-component 1.2 will develop a dropout prediction model to systemically identify and support OOSC and at-risk students before they permanently leave the formal education system and standard mitigation measures to address the root causes.

Component 2: Developing and implementing community-driven school drop-out mitigation measures aimed at reducing dropouts and retaining at-risk children in 100 pilot schools. Sub-component 2.1 will develop and provide training programs for school principals, teachers, and community-leaders on the community-based sub-grant scheme and the support for community livelihood and food enhancement

program. Sub-component 2.2 will provide sub-grants for 100 pilot schools to implement small community-driven sub-grant projects to reduce dropouts, including from the list of standard mitigation measures such as provision of books (e.g., Read@Home program) and school supplies; and development of teaching and learning materials in local languages, amongst others. Sub-component 2.3 will finance the implementing sub-grant projects for the community livelihood and food enhancement The sub-grants can finance food production inputs, *inter alia*, seeds, and brood livestock for raising chickens. It will also support minor renovation of school canteen/kitchen facilities of qualified schools to ensure compliance with hygiene and food safety regulations. Part of the produce will be cooked and served as supplementary school meals for children, while the remaining can be sold in market to provide income for participating households. The sub-grants can also finance other income-generation activities such as weaving, earnings from which can purchase food for school children.

Component 3: Project management and administration, monitoring and evaluation, and knowledge dissemination will develop tools and systems to monitor and evaluate the implementation of dropout mitigation measures and community outreach activities. This component will contribute to increasing the knowledge repository on activities aimed at reducing school dropout in BARMM.

2.3.   Planned Activities and Expected Results

Component 1: Identifying out-of-school and at-risk elementary age children and root causes for dropping out

Under this component, the out-of-school children and at-risk children will be identified through a mapping process which will involve data collection and analysis. The mapping will be the basis for determining the baseline community profile. In addition, the development of tools for the mapping of OOSC and at-risk children in pilot schools is also included in this component. The essential tasks under this component are identifying, organizing, and orienting the project team, school communities, the four heads of education divisional, and the designated officers involved in the project implementation. The enlisted 100 school locations will be covered with the support of the professional team. The key activities that will be conducted include the community and school profiling as baseline information, comprehensive mapping of OOSC and at-risk children in 100 pilot schools in 2 MBHTE provinces of Lanao del Sur and Maguindanao, and the development of a school drop-out prediction model, and community awareness campaign about the risks and consequences of OOSC and at-risk children. The data gathered and analyzed from the mapping will be treated as baseline data. PTCA members, LSB members, and focal persons per school who will be involved in the project activities, aside from school heads and other education stakeholders, will be identified and engaged.

Table 2.4.1 Activities and Expected Results under Component 1

Activities	Expected Results
Social Preparation Phase and Touching Base with: MBHTE Regional, Division and School levels - Develop introductory project briefer - Develop community profiling and mapping tools in consultation with partners	- Partners are oriented about the project and commit to support its implementation - Focal persons are identified (Ministry level, Division level, District level, School level - Agreement as to strategies, i.e., multi-year planning and review

Activities	Expected Results
	• Partnership arrangements and role clarification, implementation of activities and timelines, monitoring and evaluation procedures, among others
Mapping – for data collection and analysis • Design the community profiling for baselining and tools for mapping of OOSC and at-risk children in pilot schools • Identify, organize and orient the project team	• Conduct of community profiling as baseline information • Comprehensive mapping of OOSC and at-risk children in 100 pilot schools in 2 MBHTE Divisions of Lanao Sur and Maguindanao • Community awareness about the risks and consequences of OOSC and at-risk children • Data gathered and analyzed and will be treated as baseline data
Community consultation workshops	• PTCA members, LSB members, focal persons per school who will be involved aside from School Heads and other education stakeholders are identified and engaged • Development of a school drop-out prediction model
Designing of standard mitigation measures implementable at family, school, and community levels	• PTCA members with at OOSC or at-risk children of dropping out are identified and assisted in planning of mitigation measures • Number of parents / community members coached in life skills training • Number of Barangays/Municipality/ LSBs engaged and allocate funds to support mitigation measures

Component 2: Development and implementation of mitigation measures aimed at reducing dropouts and retaining at-risk children in 100 pilot schools

This component focuses on developing appropriate and culture-sensitive mitigation measures and the development of a contextualized training program. The activities are identifying the proper community-based dropout reduction/prevention measures by implementing the activities – training packages developed for specifically targeted beneficiaries such as OOSC and at-risk students, parents/caregivers, educators, and other community organizations in the 100 pilot schools. The activities will involve PTCAs and LSBs actively engaged in a platform for convergence for delivery of Alternative Delivery Mode (ADM) and Alternative Learning System (ALS) to OOSC and at-risk students.

Table 2.4.2 Activities and Expected Results under Component 2

Activities	Expected Results
Development of appropriate and culture-sensitive mitigation measures	Appropriate community-based dropout reduction/prevention measures developed
Development of contextualized training program	Training packages developed for specific targeted beneficiaries: OOSC and at-risk students • Parents / caregivers

	• Educators • Other community organizations
Development and provision of ADM and remedial programs	• 100 pilot schools, PTCAs and LSBs actively engaged in a platform for convergence for delivery of ADM and / or ALS to OOSC and at-risk students
Provision of subgrants for Support for Community Livelihood and Food Enhancement- Helping the school community for selected livelihood development for food production enhancement	• Management of Sub-grant projects under the Support for Community Livelihood and Food Enhancement to support supplementary feeding through income-generation activities from livelihood improvement of households in pilot schools coordinated with MBHTE, MSSD (Ministry of Social Services and Development) and other appropriate Agencies / LGUs
Provision of school supplies, cooking utensils for the feeding program, adequate learning modules to students	• Improved school participation for quality feeding for learning in 100 pilot schools
Lobby for fund allocation from LGU and MBHTE for the provision of conducive learning environment in pilot schools: • Clean environment • Provision of WASH facilities • Sufficient chairs, tables, and chalkboards for pupils • Minor repair of dilapidated classrooms when needed	• Organized community-level efforts gain support from LGUs / private sector / Ministries or other development agencies with presence in these pilot areas

Component 3: Project Management and Administration, M&E, and knowledge dissemination

Activities under this component will support project management and administration, monitoring and evaluation, and knowledge sharing of key lessons learned. The project will publish the findings of the evaluation and conduct dissemination events for more active and wider outreach, contributing to increasing the knowledge repository on activities aimed at reducing dropout in BARMM.

Table 2.4.3 Activities and Expected Results under Component 3

Activities	Expected Results
Project Launch, Orientation and Inception	Key stakeholders are informed, and initial commitment of support generated
Develop database and management system Monitoring, Evaluation, Reflection and Learning activities	Together with partners, the MEARL plan implementation (including actual conduct of monitoring activities) promote transparency and accountability at family, school and community levels. Learnings and insights will be feedbacked into the Project for consideration in the multi-year planning and programming refinement.

Project Management and Administration	Efficient and effective Project management will ensure the attainment of planned results and outcomes
Regular Project Team monthly meetings, Mid-term and Year-end Project Reviews	Immediate response to emerging issues and concerns stemming from project implementation will be addressed, including those that might be raised to the level of the Project Grievance Committee (mechanism) Insights and lessons learned shared to enrich strategies and programming
Cooperation / Convergence Meetings per: • Pilot area • Division level • Regional level	Project implementation will be guided and linked up with higher level development direction of the BARMM Government
Preparation and submission of quarterly project progress report based on the Monitoring, Evaluation, Accountability and Learning (MEAL) Plan and incorporating risks and challenges for the period Preparation and submission of Narrative and Financial Report (quarterly) Development of a communication plan for the project	The World Bank Task Team, other principals, partners in government and communities are updated of project accomplishments and gaps; emerging issues, risks and challenges

2.4. Prohibited/Negative List

The Project has a list of prohibited activities (including sub-grant projects) that will not be eligible for financing as follows:

- Activities that have potential to cause any significant loss or degradation of biodiversity and critical natural habitats whether directly or indirectly.

- Activities that could adversely affect forest and forest health and the integrity of natural ecosystems.

- Activities that could introduce invasive species

- Activities that are located in or could adversely affect any known cultural heritage sites or areas of unique archaeological, paleontological, historical, geological religious, or natural values.

- Activities that are implemented in environmentally sensitive/ protected areas

- Activities that will result in land acquisition (including voluntary donations of land), the involuntary taking of land, relocation of households, loss of assets or access to assets that leads to loss of income sources or other means of livelihoods, and interference with households' use of land and livelihoods.

- Purchase of and activities that involve use of any chemical fertilizers and/or prohibited fertilizers, pesticides, insecticides, and herbicides.

- Purchase of and activities that involve administration and use of veterinary drugs and banned medications

- Use of goods and equipment on lands abandoned due to social tension / conflict, or the ownership of the land is disputed or cannot be ascertained.

- Use of goods and equipment to demolish or remove assets, unless the ownership of the assets can be ascertained, and the owners are consulted.

- Use of goods and equipment involving forced labor, child labor, or other harmful or exploitative forms of labor.

- Activities that trigger Free Prior Informed Consent (FPIC) under the World Bank's Environment and Social Standard 7 on Indigenous Peoples (IPs). This includes activities that (i) have adverse impacts on land and natural resources subject to traditional ownership or under customary use or occupation; (ii) cause relocation of IP from land and natural resources subject to traditional ownership or under customary use or occupation; or; (iii) have significant impacts on IP's cultural heritage that is material to the identity and/or cultural, ceremonial, or spiritual aspects of the affected IP's lives.

- Use of goods and equipment for activities that would negatively affect indigenous peoples, unless due consultation and broad support has been documented and confirmed prior to the commencement of the activities.

- Activities that are discriminatory and/or exclude participation of certain individuals and groups based on social characteristics (e.g. gender, disability, ethnicity)

- Use of goods and equipment for military or paramilitary purposes.

- Salaried activities that employ children under 15 years of age

- Financing activities that unfairly exploit men or women of any age

Conversely, the project will encourage activities that would promote social inclusion, particularly the full participation of disadvantaged and vulnerable groups, etc.

2.3. Basic criteria that communities will be required to include in the Sub-grant projects:

Key criteria	Minimum requirements	Stage
Structure	The renovation of a kitchen or any part of a building is to be structurally stable, weatherproof according to local environmental conditions, climatically comfortable, quickly exited in case of emergency, and well-integrated with the environmental and cultural context. Separate and safe gates for the entrance and exit with a sense of security and safety. Safe pedestrian pathway for personnel to enhance the student's security	Design with specifics is expected to be submitted for approval

Safe Space	Separate space for kitchen personnel gives privacy to students and teachers and maximizes the use of space, enabling staff to work separately from students. The proximity between the kitchen and administrative offices is recommended to monitor students' activities and create 'safety through transparency.'	Design submission
Safe Water	Fresh potable water should be available to students within the school. Proper plumbing infrastructure allows for the distribution of safe water. If such a setup is not possible, a borehole/well should be included in the school compound. This can be augmented with a rainwater catchment system in the roof as appropriate.	Water tests every six-month basis
Hygiene facilities	A separate space should be provided with water and soap or other cleaning agent for children to wash their hands.	Please refer Design in the Manual-
Light, air, sun, dust, glare, reflection, humidity, noise and odor	Kitchen needs good fresh-air circulation to avoid heat and excessive humidity. To ensure adequate daylight, a minimum of 20 per cent of the kitchen floor area should be window area. Electricity or another means of power is needed to provide light and to operate equipment. Kitchen must be sufficiently shaded from direct sunlight, glare (direct light) and reflection (indirect light). Should not be located close to sources of excessive noise (traffic, railways, industries, informal sector activities) or excessive pollution or odors (waste belts, abattoirs). When this is not possible, design measures should be used to minimize the impact of these problems.	Design Layout
Power (Electric or alternative)	The school Kitchen should have a power source to provide light, connectivity for communication equipment and other appliances (refrigerators, stoves). Alternative sources of energy (solar, wind and biogas) can be integrated into the design of schools where appropriate.	Screening
Safety provisions	Fire prevention and emergency evacuation plans must be part of the design process and built into the school program. Combustible materials should not be used for structural purposes unless treated to resist fire. Construction materials should be free of components or elements that can be hazardous to children. When construction is finished, school sites should be free of all fluid, solid and gaseous wastes. Schools should not be located close to industrial or other hazards.	Design
Kitchen	Space for school meal preparation should be designed and provided with equipment and furniture that ensure	Design and implementation

	food is kept fresh and away from flies and other pests that undermine food quality.	
Health provisions	At a minimum, schools should have a first-aid kit or medicine cabinet for basic emergencies or accidents. Proximity to a clinic enables health personnel to visit the school periodically and permits children to be taken to the clinic for treatment of health problems.	Design and implementation
Landscaping-Gardening	School grounds form an integrated, holistic unity with school buildings and their users, but in conventional school planning they are often neglected. Trees are vital for filtering sun, dust and noise and for beautifying the school. Indigenous trees, shrubs and flowers should be planted in the school compound along with edible plants meant to teach children food production and conservation. Trees also have a softening and calming effect on the learning environment and its users. Planning the school landscaping is a good way to involve children in the realization of a child-friendly school.	Design and implementation
Livestock breeding	Communities which opt to breed livestock as part of the income generating project will ensure adherence to safe breeding practices. To prevent livestock disease spread communities will provide nutritious food, access to fresh, clean water, and adequate clean housing. No roaming of livestock will be allowed on the school grounds. In some cases, as needed, vaccination of livestock will be required as per existing law.	Design and implementation

3. POLICY, LEGAL AND REGULATORY FRAMEWORK

The project will be guided by legal and regulatory framework of the Bangsamoro Government as well as the policies of the Government of the Philippines and its institutions that are integral to the project implementation. CBCS will ensure that the environmental and social standards are properly observed throughout project implementation. A brief overview of the relevant laws, policies and regulations is presented below.

3.1 Legal Framework Relevant to the ESF

Overall, the laws and policies relevant to the environment and social standards concerning the project are national laws on the welfare of indigenous people and other vulnerable groups (women, disabled persons), laws on labor standards including provisions on safe and secured working conditions, laws on stakeholder engagement and participation including provisions on right to self-governance and empowerment, laws on environmental impact with provisions on critical areas and project types and the Bangsamoro education code providing specific provisions on the right of every Bangsamoro learner, as summarized in the table below.

Table 3.1 Relevant Philippine Laws and Regulations to World Bank ES Standards

World Bank's Environmental and Social Standards	Relevant Philippine Laws and Regulations
ESS1 – Assessment and Management of Environmental and Social Risks and Impacts	• Presidential Decree (PD) 7160: Local Government Code of 1991 • Presidential Decree (PD) 1586 (1978): The Philippine Environmental Impact Statement (EIS) System • Presidential Proclamation (PP) 2146 (1981): Proclaiming Certain Areas and Types of Projects as Environmentally Critical and within the scope of the Environmental Impact Statement System established under PD 1586 • Bangsamoro Education Code

ESS2 – Labor and Working Conditions	• Philippine Constitution, Section 3
	• PD 442: The Labor Code of the Philippines
	• RA 9710 (2009) or the Magna Carta for Women
	• RA 7610: Special Protection of Children Against Abuse, Exploitation and Discrimination
	• RA 7277 (1992) and amended by RA 9442 (2008), or The Magna Carta for Disabled Persons
	• RA 8371 or the Indigenous Peoples' Rights Act
	• RA 10911 or the Anti-Age Discrimination in Employment Act
	• RA 7877 or the Anti-Sexual Harassment Act
	• RA 10364 or the Expanded Anti-Trafficking in Persons Act of 2012
	• RA 9231 or the Anti-Child Labor Law
	• RA 11058 or the Occupational Safety and Health Standards
	• OSH protocols related to COVID-19 to date include:
	  - Interim Guidelines of the Department of Trade and Industry (DTI) and Department of Labor and Employment (DOLE) dated 30 April 2020
	  - DPWH DO 35 (2020): Guidelines on the Implementation of Community Quarantine in the Philippines

	- DOLE Labor Advisory No. 18, Series of 2020 dated 16 May 2020
ESS3 – Resource Efficiency and Pollution Prevention and Management	• Water Code of the Philippines • Sanitation Code of the Philippines (PD 856) • Ecological Solid Waste Management Act (RA9003) • Clean Air Act (RA8749) • Clean Water Act (RA9275) • Fertilizer and Pesticide Act (PD1144) • Climate Change Act (RA9729) • Disaster Risk Reduction and Management Act (RA 10121)
ESS4 – Community Safety and health	• Sanitation Code of the Philippines (PD 856) • Disaster Risk Reduction and Management Act (RA 10121) • National Building Code (PD 1096) • Food Safety Act of 2013 (RA 10611) • Batas Pambansa 344 on universal access to public buildings • DepEd Operational Guidelines on the Implementation of School-Based Feeding Program for School Years 2017-2022 • MBHTE Operational Guidelines on the Implementation of School-Based Feeding Program (SFBF)
ESS6 – Biodiversity Conservation and Sustainable Management of Living Natural Resources	• The Revised Forestry Code (PD 705, as amended) • Expanded National Integrated Protected Areas System (NIPAS) Act (RA 11038) • Agriculture and Fisheries Modernization Act (RA 8435) • Wildlife Resources Conservation and Protection Act (RA 9147) • Community-based Forest Management (EO 263) • Philippine National Standard / Bureau of Agriculture and Fisheries Product Standards 2008. Code of Good Animal Husbandry Practices
ESS7 – Indigenous Peoples	• RA 8371 Indigenous People's Rights Act • Muslim Mindanao Autonomy Act (MMAA) No. 241 or the Tribal People's Rights Act of 2008 • RA 11054 Organic Law for BARMM Article IV Sec. 9 and Article IX Sec. 3 & 4. • Bangsamoro Education Code Section X. Indigenous People's Education
ESS10 – Stakeholder Engagement and Information Disclosure	• Participatory Provisions in various legislations: • BP 344 (1983) Accessibility Law • RA 8371 IPRA, Chapter IV – Right to Self-Governance and Empowerment • RA 9710 Magna Carta of Women • RA 7277 – Magna Carta for Disabled Persons • R.A 7607 (1992) Magna Carta of Small Farmers • Bangsamoro Education Code

3.2 World Bank Environmental and Social Standards

All projects funded by the World Bank are required to be assessed against 10 Environmental and Social Standards[8]. ESS1 and ESS 10 are required for all projects, while ESS2-ESS9 are to be addressed individually based on their relevance to the project activities. The following are descriptions of relevance

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[8] See https://www.worldbank.org/en/projects-operations/environmental-and-social-framework

of each standard to projects activities, including risk ratings based on risk severity, and mitigation measures.

3.2.1 ESS1 Assessment and Management of Environmental and Social Risks and Impacts

ESS1 identifies the environmental and social risks needed to be assessed and mitigated. The environmental risks of the project are assessed to be low, and the risks are mainly associated with hygiene, food safety, fire accidents, minor renovation works and agricultural production to support the sustainable community-based livelihood program activities under Component 2. Sub-grant activities under Component 2 will be implemented within the existing physical footprint of the school and, potentially, in existing communal areas (e.g., community vegetable garden). Sub-grant activities will be screened for potential environmental risk and safety and the ESMF provides environmental and social risk management for each type of sub-grant activities (e.g., feeding program, vegetable gardening / livestock raising, school kitchen renovation).

The social risks rating is considered moderate as the project consultation process require engagement with diverse stakeholders that may be contentious. There may also be possible risk of resentment concerning selection of communities as well as sexual exploitation and abuse (SEA)/sexual harassment (SH). Furthermore, the project will be implemented in a fragile and insecure context, with associated security risks and COVID-19 risk of transmission to project workers (e.g., CBCS staff) and the communities. Effective management and control measures such as provision of sanitation, conforming to the COVID-19 social distancing protocols, safeguarding missions will be in place to avoid and minimize these environmental and social risks.

3.2.2 ESS2 Labor and Working Conditions

Most activities supported by the Project will be conducted by community workers – as parents and community members may receive support from the project in terms of food production inputs (e.g., brood livestock for raising chickens) and livelihood opportunities such as weaving to contribute towards supplementary school meals for children. Project implementation will also involve the CBCS staff, contracted consultants, and workers to (i) undertake community mapping; develop and implement the dropout prediction model and dropout mitigation measures; and (ii) to conduct annual audits. ESS2 will apply proportionately, and relevant occupational health and safety (OHS) measures will be included in the Labour Management Procedures (LMP), which is annex D in the ESMF (see separate attachment). The LMP provides guidance on the following: terms and conditions of employment; nondiscrimination and equal opportunity (including for women, IPs and those from Maranao communities); the establishment of any worker's organizations; and OHS measures for employees, as well as measures to be taken as a result of the COVID-19 virus or insecurity concerns (Annexes 3, 4 and 5 of LMP). Although not considered as project workers, and therefore not subject to ESS 2 requirements, relevant OHS measures appropriate to the activities to be undertaken by school workers (teachers, school officials and staff) will be included in the LMP.

3.2.3 ESS3 Resource Efficiency and Pollution Prevention and Management

This standard is relevant for the proposed project actions but is not expected to be significant given the type and scale of activities under the Project. The Project will support community-based sub-grant projects to eligible schools and community organizations (e.g., Parent-Teacher Associations) that will select and implement suitable dropout mitigation measures. Eligibility criteria and guidelines will be developed to avoid project activities that could potentially have adverse impacts on human health and the environment and/or cause pollution. The Project has identified school-feeding program, minor renovation of school canteen/kitchen, vegetable gardening, and livestock raising as eligible to be

supported under Component 2.3: Implementing sub-grant projects for the community livelihood and food enhancement. Activities to be supported will be implemented in the school compound or household based and at a scale where potential adverse risks and impacts to the population and the environment are expected to be negligible. The ESMP includes provisions on waste management and pollution prevention to mitigate the risks and impacts that may be associated with the Project activities.

3.2.4 ESS4 Community Health and Safety

School-based project activities could result in potential risks for face-to-face learning in school such as the risk of COVID-19 infection, social exclusion (e.g., students who are disabled, and/ or IP students especially where they are the minority), bullying, and harassment. There are also security challenges in schools (e.g., physical safety especially of girls travelling to school in conflict affected areas) and communities (e.g., safety of project workers and beneficiaries when implementing community sub-grant projects or community consultations) that has to be considered. Increase in students and the impacts of crowding in schools may also affect community health and safety of students and teachers, requiring measures to ensure regular hygiene, sanitation, and disinfection of schools, as appropriate to manage potential spread of infectious disease (including COVID-19). The project also involves in-person, community-driven activities, such as community mapping and livelihood program which will involve many local communities (including IP and Maranao communities) that could disrupt their daily life or pose health and safety risks to the project staff and participants. The support for community livelihood and food enhancement program may also have community health and safety issues related to food preparation, handling, and serving or distribution. Highest standards of hygiene in food preparation and serving must be observed to avoid the risk of foodborne illness that may affect students. In administering the feeding program, adherence to food safety standards and other mitigation measures will be observed.

Several key arrangements to address community health and safety will also be considered and integrated into the project design and implementation. These include adequate budget and arrangement for in-person meetings with established precautionary measures to prevent spread of COVID 19 (social distancing, hand sanitizing facilities, etc.), measures to manage community health and safety issues in administering the feeding program, among others. The ESMF includes an annex on the LMP which will also determine the appropriate mitigation measures, including training and a code of conduct for direct and community workers, to support implementation and close monitoring.

3.2.5 ESS5: Land Acquisition, Restrictions on Land Use and Involuntary Resettlement

ESS5 is not relevant for this project as any activities that will result in land acquisition (including voluntary donations of land), the involuntary taking of land, relocation of households, loss of assets or access to assets that leads to loss of income sources or other means of livelihoods, and interference with households' use of land and livelihoods, are included in the list of prohibited activities (including sub-grant projects) and will not be eligible for financing (see Subsection 2.4 of this document).

3.2.6 ESS6: Biodiversity Conservation and Sustainable Management of Living Natural Resources

The project will support vegetable gardening activities where the harvested vegetable products will be used in the school feeding program. The project may also support activities to sell part of the harvested produce in the community/ market as part of the income generating project of the beneficiaries (e.g., Parent Teacher Association). The vegetable gardening could be school-, household-, or community-based where around 200 square meters will be allotted for the vegetable garden. The project may support

alternative gardening methods such as container gardening, vertical gardening, or hydroponic gardening, if space is limited. The project may also support the establishment of a nursery/ seed bank for the propagation of vegetable seedlings, as well as fruit-bearing and forest tree seedlings to sustain the seedling requirements of the school and the community for the whole year. Livestock and poultry rearing activities will also be supported by the project for eligible households or Parent-Teacher-Community associations.

Sub-grant project activities will be confined to existing settlements, developed, cultivated or farmed areas. The project will not engage in any activities that are located in ecologically sensitive areas/ locations or introduce invasive species that will create disruption in natural resources or affect biodiversity. The project will support activities that would optimize the potential, positive role of project affected parties, including Indigenous Peoples, in biodiversity conservation and sustainable management of living natural resources. One such example is the community gardens that could include a nursery of indigenous tree species that may be used for reforestation efforts as well as educate school children on the importance of biodiversity and habitat protection and conservation.

Potential environmental risks and impacts from vegetable gardening and livestock and poultry rearing are mainly associated with the use of chemical inputs such as fertilizers, pesticide, and veterinary medicines; inefficient use of water resources; release of methane from livestock; release of pollutants; introduction of agricultural pest and diseases, and zoonotic diseases; soil erosion and deforestation / land conversion.

The vegetable gardening and livestock and poultry rearing activities to be supported under the project will observe good agricultural practices. The seeds, livestock and poultry brood will be sourced from reputable sources, either directly from existing government programs such as from the Bureau of Plant Industry and the Bureau of Animal Industry of the Department of Agriculture (DA), BARMM Ministry of Agriculture, Fisheries and Agrarian Reform (MFAR) or from DA-/MFAR-accredited seed distributors or livestock and poultry breeders.

Eligibility criteria and guidelines has been developed to avoid project activities that could potentially have adverse impacts on human health and the environment and/or cause pollution. The ESMF lists prohibited activities (including for the sub-grant projects) that will not be eligible for financing, including checklists to screen for the potential environmental and social risks and impacts of the proposed sub-grant projects. The ESMP in the ESMF includes relevant provisions on biosecurity, waste management, and pollution prevention to mitigate the risks and impacts that may be associated with the project activities.

Overall, the risks related to biodiversity would be very limited. However, considering the spread of activities related to livestock and poultry rearing, principles of ESS6 will be applied to facilitate exclusion criteria. It is also expected to ensure proactivity to address possible animal health issues and spread of zoonotic diseases, ensure biosafety, encouraging local vegetable horticultural species, and excluding invasive species.

3.2.7 ESS7 Indigenous Peoples / Sub-Saharan African Historically Underserved Traditional Local Communities

In the project targeted BARMM area of Lanao del Sur province, IPs do not constitute the majority. Nonetheless, IP groups include Teduray, Lambangian, Dulangan Manobo and Higaonon. The IPP is being prepared upon the identification of pilot schools and will be disclosed by project implementation. The IPP will set out culturally appropriate mitigation measures and benefits for the project and will describe the strategy and process to address the needs of IP communities. Preparation of the IPP will be done in coordination with key stakeholders and representatives from IPs communities such as the Ministry of

Indigenous People's Affairs (MIPA), among others. Likewise, the SEP also elaborates on the consultation process with IPs and other vulnerable communities.

3.2.8. ESS8: Cultural Heritage

ESS8 is not relevant. The project does not involve any major physical infrastructure investments and civil or rehabilitation works that could directly or indirectly affect tangible or intangible cultural heritage. The project also prohibits activities to be located in or could adversely affect any known cultural heritage sites or areas of unique archaeological, paleontological, historical, geological religious, or natural values.

3.2.9 ESS9: Financial Intermediaries

ESS9 is not relevant for this project as any activities as the project does not envisage any financial intermediaries.

ESS10: Stakeholder Interaction and Information Disclosure

ESS10 emphasizes the value of open and transparent engagement. The Project will engage stakeholders throughout the program life cycle. The process of stakeholder engagement will involve the following: (i) stakeholder identification and analysis; (ii) planning how the engagement with stakeholders will take place; (iii) disclosure of information; (iv) consultation with stakeholders, (v) addressing and responding to grievances and (vi) reporting to stakeholders. More details on stakeholder engagement have been provided in the Stakeholder Engagement Plan (SEP) for the program.

Information Disclosure

The Project will disclose program information to allow stakeholders to understand the risks and impacts of the program, and potential opportunities. The program will provide stakeholders with access to information, as early as possible before the Bank proceeds to project appraisal, and in a timeframe that enables meaningful consultations with stakeholders on program design.

The information will be disclosed in relevant local languages and in a manner that is accessible and culturally appropriate, considering any specific needs of groups that may be differentially or disproportionately affected by the program or groups of the population with specific information needs (such as, disability, literacy, gender, mobility, differences in language or accessibility).

4. ENVIRONMENTAL AND SOCIAL BASELINE

The project will be implemented in 100 pilot schools in four divisions in the Lanao del Sur and Maguindanao provinces in Mindanao, located in south of the Philippines and the second largest island in the country. The project will include disadvantaged groups such as IPs, the poor and those who are affected by armed conflict. The mapping under Component 1 of the project will contribute to filling the gap on the baseline information of the project. The data collected from the community mapping will serve as baseline data that will be used for information campaign to orient the respective schools and communities on the profile of the OOSC and at-risk children in their locality.

4.1 Physical Profile of the Project Area

The project areas are in Mindanao, located south of the Philippines and the second largest island in the country. Lanao del Sur is located in northern central Mindanao, well-enclosed within the Bukidnon-Lanao highland areas with active volcanoes and mountain ranges serving as natural boundaries. Maguindanao Province is situated south of Lanao del Sur and bordered by Cotabato to the east, Sultan Kudarat to the south, and the Illana Bay to the west. The southwest mountain ranges of Kinibaca and Blit and the Maguindanao lowland, including Libungan Marsh, define the physiographic units of Maguindanao province.

The region is exposed to natural hazards. The area is seismically active and prone to both tectonic and volcanic earthquakes. The most damaging historical earthquake in Lanao del Sur happened in 1955 (magnitude 7.5) which caused severe damage to infrastructures, deaths, liquefaction, and landslides. On 17 August 1976, a magnitude 8.1 earthquake in Moro Gulf produced up to 9-meter-high tsunamis which devastated the southwest coast of Mindanao and left more than 3,000 people dead, with at least 1,000 people missing. A moderate earthquake (magnitude 6.0) in April 2017 damaged some buildings and roads and caused landslides. Coastal areas, especially facing Sulu Sea and Celebes Sea in the project location can be affected by tsunamis that may be generated by local earthquakes.

In terms of climate, the annual total rainfall (1951-2010) over Central and Western Mindanao has declined while increasing trends have been observed in other areas, notably the northeastern and southwestern sections of Mindanao. Such trends in annual total rainfall are associated with extreme rainfall events. Projected changes in rainfall suggest that the driest possible rainfall change could reach beyond 40 percent reduction by the mid-21st century and the wettest possible change could exceed 40 percent in rainfall (DOST-PAGASA, 2018).

4.2 Disadvantaged and Vulnerable Groups

Project-supported activities will be implemented in specific locations where some may be in conflict, vulnerable or fragile situations. The project will provide support to disadvantaged students and their families, in areas that had been previous war zones, during the past war and the ceasefire period of 23 years where around 95% of schools were closed or partially operating. Many of the school children in these areas were displaced by the conflict, and their learning outcomes adversely affected. From 2000 to 2009, 97% of the school children were identified as children-at-risk and dropouts.

Disadvantaged and vulnerable groups, i.e., indigenous peoples (T'duray in the Upi highlands), Manobo-Higaonon in Lanao del Sur, retained their traditional faith beliefs, language, and customs. In Maguindanao, these "last frontiers" are mainly found in the Daguma Mountain range, which shares tri-borders with the provinces of Sultan Kudarat and South Cotabato. In the Maguindanao side, there are 11 municipalities with significant IP population: (1) Ampatuan, (2) Datu Abdullah Sangki, (3) Datu Blah Sinsuat, (4) Datu

Hofer Ampatuan, (5) Datu Odin Sinsuat, (6) Datu Saudi Ampatuan, (7) Datu Unsay, (8) Guindulungan, (9) South Upi, (10) Talayan, and (11) Upi.

The IP tribes inhabiting the Upi / Daguma highlands are T'duray, Dulangan Manobo, and Lambangian. However, another Indigenous ethnic tribe inhabits the Datu Paglas (Maguindanao) – Columbio (North Cotabato) mountain range – the B'laan people. These four IP tribes in Maguindanao are to be engaged in this project. In Lanao del Sur, only 3 out of 40 municipalities have a known minority IP population, and these are in the municipalities of Wao, Amai Manabilang (formerly known as Bumbaran), and Tagoloan. The IP tribe here is known as Higaonon-Manobo.

Also, the identified vulnerable groups include person with disabilities (PWD), families categorized as "poorest of the poor" and disadvantaged by factors like being a single parent or an elderly-headed households, or with stigma for being associated with Violent Extremist Offenders.

Furthermore, the schools and communities within the influence of Moro Islamic Liberation Front (MILF)/Moro National Liberation Front (MNLF) camps and their legitimate community/sectoral organizations may be reached by this project.

The locations of the schools are exposed to natural hazards. The environmental hazards are exacerbated by extreme weather and climate events affecting these communities which ultimately impacts schooling. Conflict dynamics include latent location and accessibility, i.e., distance to houses, main access road, availability, and cost of public transportation (type of public transportation plying the area). Also, threats, challenges, and barriers to access education discourage and prevent students from further school participation by the armed groups who target the dropout children and the students in these areas.

This project aims to promote inclusivity, from fragility to reducing the prevailing vulnerability. The community mapping of the dropout children will help identify the most vulnerable youths/children at-risk. The indigenous communities' dropout number are higher than the other communities. Multiple displacements since the 1970s dislocated them and distanced them from their ancestral homeland and the opportunities for traditional/cultural education and traditional schools. Most of the unserved schools are in the far-flung areas where the IPs struggle for their identity and livelihood. The school meal program will help the communities to reduce the dropouts and enlist in their schools.

In the Moro-dominated areas in Maguindanao, the most vulnerable areas are the four municipalities (SPMS Box) and the geographically isolated areas near the MILF camps, which are enlisted for the camp transformation plan. In Lanao del Sur, eight municipalities are identified as highly sensitive areas in terms of the presence of Islamic State (IS) groups which are supported by external elements.

5. POTENTIAL ENVIRONMENTAL AND SOCIAL RISKS AND IMPACTS, AND MITIGATION MEASURES

5.1 Methodology for Assessing Risk and Impacts

The ESMF is prepared based on an assessment of direct and indirect risks and impacts of the specific project activities. A direct impact is defined under the ESF as "an impact which is caused by the project and occurs contemporaneously in the location of the project." An indirect impact is one "which is caused by the project and is later in time or farther removed in distance than a direct impact, but is still reasonably foreseeable, and will not include induced impacts." Induced impacts are those that are unknown, speculative, uncertain or remote. Induced impacts are not considered further in this document as they cannot be reasonably assessed or mitigated at this time. Induced impacts emerging during project implementation will be managed responsively and the ESMF amended accordingly.

The project will apply the World Bank's Environment and Social Framework (ESF) considering the relevant environmental and social standards. The Project will have positive social and environmental impacts but could also cause substantial environment and social risks.

5.2 Risk Summary

5.2.1 Environmental Risks

The main environmental risks of the project are associated with the activities related to implementing sub-grant projects for community livelihood and food enhancement (Component 2.3). The Project has identified several main areas of support: (i) school-based feeding program (dry-feeding/take-home rations or in-school feeding); (ii) minor renovation of school canteen/kitchen facilities (in case of in-school feeding); (iii) vegetable gardening (school-, community-, or household-based); and (iv) backyard livestock and poultry rearing (household-based). The sub-grants can also finance other income-generation activities (that is not in the prohibition list), such as weaving, from which the generated earnings can be used to purchase food for school children.

Vegetable gardening and livestock and poultry rearing activities will contribute towards the school feeding program (e.g. vegetables and eggs), and will be implemented in existing school, household or community gardens and farmed areas. It will not involve land acquisition or clearing of new areas.

The initial stage of project implementation will support the MBHTE dry-feeding approach wherein food packs are distributed to the school children to be brought and cooked at home. The Project, however, retains the option of in-school food preparation at the later stage of project implementation for schools with existing canteen or kitchen facilities. The renovation of school canteen or kitchen may be supported under the Project to ensure that the canteen and kitchen facilities meet hygiene and safety requirements. Project activities related to this component will not involve any major physical infrastructure investments, civil or rehabilitation works. Risks and impacts could potentially include disturbances from the minor renovation works in the school canteen/kitchen, hygiene, food and fire safety issues. There are also risks related to the improper handling and management of food and renovation waste, and livestock and poultry rearing for food use. The environmental risks and impacts identified are not at a scale that could cause concern and can readily be mitigated. The ESMF outlines the approach address all such activities related to food preparation/kitchen maintenance at schools, etc. The ESMP annexed to this ESMF outlines

the approach to address all such activities related to food preparation/kitchen maintenance at schools, including screening checklists for these main activities identified for Project support

5.2.2 Disaster Preparedness

The extent to which relevant climate and geophysical hazards have been considered in the project design and the experience of CBCS in disaster risk management lessens the potential risk. The project components include activities that could contribute to increasing the adaptive capacity and resilience of the target beneficiaries to climate and disaster risk such as community mapping to include the analysis of climate and disaster related factors that could lead to increased school dropout rates (Component 1); interventions to reduce and prevent dropouts due to climate- and disaster-related events (Component 2); and assessing the effectiveness of various mitigation measures (Component 3).

5.2.3 Social Risk

The project consultation process requires engagement with diverse stakeholders that may be contentious. Potential social risk could include dissatisfaction over the selection of pilot schools (including schools in the MILF camps), as well as risk of spread of COVID-19; social exclusion, bullying, harassment, violence and possible sexual exploitation and abuse (SEA)/sexual harassment (SH) issues among and between students and teachers; as well as security challenges around and within schools. There may also be potential Community Health and Safety (CHS) issues in administering the support for community livelihood and food enhancement program, including the need for COVID-19 protocols. Furthermore, the project will be implemented in a fragile and insecure context, with associated security risks and COVID-19 risk of transmission to project workers (e.g., CBCS staff) and the communities.

5.2.4 Eligibility and Exclusion Criteria for Selected Schools

School selection was carried out through a transparent and rigorous process using the five criteria as previously discussed. The criteria for selection of the schools were carefully set to ensure only eligible schools will be supported by the project. Anticipating the risks of misunderstanding and conflicts associated with other schools not selected in the same locality, the central Project Management Unit (PMU) in CBCS had close consultations with MBHTE and its provincial divisions and provided clear communication on the selection criteria for the schools.

Twenty-three out of 100 schools belong to Maguindanao and Lanao Del Sur indigenous communities and are the most vulnerable groups in the Bangsamoro areas. Three of the 100 schools will also be located in three different Moro Islamic Liberation Front (MILF) camps. The selection of schools to be supported under the project was based on the following critical criteria:

1. Number of high dropout/leavers
2. Number of the Indigenous student population
3. Locations in the MILF camps
4. Geographically Isolated and Disadvantaged Areas (GIDA)
5. Income class of the municipalities

The project team will use the Kobo Toolbox[9] to collect data and generate baseline information on the target 100 schools.

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[9] The Kobo Toolbox is an open-source tool used for mobile data collection in challenging environments and is most widely used in humanitarian emergencies.

5.3 Planning and Design Stage

The Project will support community mapping (Subcomponent 1.1) to identify OOSC and at-risk elementary-age students in the project target areas and to understand root causes of OOSC. An initial screening will be conducted to establish baseline information on the school that is relevant to environmental and social risk management and activities that may be supported under the Project (see Annex A).

The planning and design stage keenly focused on capturing and addressing the environmental and social issues in selecting schools across the mainland of BARMM areas. Important issues relating to the locations of the schools in considering the conflict, cultural and security sensitivities, and the expectations of the multi-cultural and religious terrain of the BARMM were taken into consideration. Furthermore, the planning and design stage investigated the historical conflict intensity on the selected schools' locations, including the pattern of locally based family feud (rido) and its impact. Also, included in the consideration are the actors outside the peace mechanism who have an active presence in the selected schools' areas. The peace mechanism is the signed agreement between the government and the MILF detailing the security protocols for ensuring the peace which includes the Joint Coordinating Committees on the Cessation of Hostilities (CCCHs), and the Joint Peace Security Training (JPST).

Security is one of the key issues considered at the project planning and design stage. The peace mechanism's proper coordination through MBHTE, the provincial governments of Maguindanao and Lanao Del Sur, and the school communities have been established during the stakeholder engagement sessions. The 100 schools have been identified with consideration to the prevailing security situation, and the level of security in these areas is considered to be within acceptable levels (i.e. lower risk), and will continue to be monitored. The community leaders have also been consulted with the support of the school division heads and school heads to ensure that the staff and enlisted schools are informed of proper security measures. The Philippine National Police (PNP) and the Armed Forces of the Philippines (AFP) are fully aware of the project. They have expressed their support and shared respective point of contact for coordinating the activities in the identified highly sensitive areas.

The selected 100 schools' areas are under the control of the MBHTE and the PNP/AFP and are free from the direct influence of any armed groups. The divisional school heads have engaged the respective council of leaders of the indigenous communities with the help of the Ministry of Indigenous Affairs, BARMM (MIPA). And the MILF camp management team is already consulted to receive their input to ensure that they receive the proper coordination and security mechanisms.

For the community livelihood and food enhancement sub-grant projects (Sub-component 2.3), the Project has identified several main types of activities that may be supported: (i) school-based feeding program (dry-feeding/take-home rations or in-school feeding); (ii) minor renovation of school canteen/kitchen facilities (in case of in-school feeding); (iii) vegetable gardening (school-, community-, or household-based); and (iv) livestock raising (household-based).

School-based Feeding

Currently, the MBTHE is implementing the dry meal approach (take-home rations) when the schools reopened in September 2022 and encouraged the Project to follow this approach initially. MBHTE's school feeding program aims to adhere to the provision of Iron Fortified Rice under RA 11037 to be provided to target beneficiaries every school day using the recommended cycle menu and locally available or indigenous vegetables from school garden. The MBHTE decided to deliver

take-home rations instead of hot meals due to the difficulties in conducting school feeding programs in the schools. These rations/ commodities include 1,140g mung beans, 600g anchovies, 480g carrots, 4 pieces of orange per learners.

The MBTHE, with support from the WHO and in collaboration with local government units, has also piloted a "Home Grown School Feeding" program and intends to expand it. The MBHTE encouraged the Project to coordinate with these on-going programs. A screening will be conducted if project activities will support in-school feeding. For the in-school feeding method, the school head and the community volunteers of the school will observe the guidelines received from the MBTHE and the respective Municipal Health Offices. To prevent any issues relating to food preparation, proper inspection of the cooking areas in the school will be conducted, and the Project will support the minor renovation of existing kitchen facilities, as needed, to ensure hygiene, food and safety standards are properly observed.

School Canteen/Kitchen Renovation

The basic standards for school kitchen facility ensures that the space for school meal preparation is "designed and provided with equipment and furniture that ensure food is kept fresh and away from flies and other pests that undermine food quality (UNICEF, 2009)." The Project will support minor renovation activities of existing kitchen facilities of schools that may qualify to engage in in-school feeding program. The renovation activities will upgrade the kitchen facilities to ensure compliance with hygiene and safety requirements such as installing kitchen cabinets for storage, new light fixtures to improve lighting, adding/extending windows or exhaust fan to improve ventilation, etc. Fire safety will be a major consideration in renovating the school canteen/kitchen and will include installing appropriate fire suppression equipment (i.e., fire extinguishers) and fire safety measures such as repair or replacement of defective wirings. The school's Fire Safety Plan will also be updated to include the identification of fire related hazards from the operation of the school canteen/kitchen, and the physical fire precautions and management arrangements necessary to ensure the safety of students and personnel in the school premises.

Vegetable Gardening

Sub-component 2.3 will also support activities related to vegetable gardening that could be school-, household-, or community-based following the guidelines of the DepEd School Inside a Garden (SIGA) / Gulayan sa Paaralan Program, one of the programs to promote and raise awareness to address food insecurity in the country and support schools to become self-reliant and self-sufficient in addressing the nutritional deficiency among the learners. The harvested agricultural produce consumed can help to enhance the academic performance of the learners through proper nutrition obtained from the harvested vegetables from the school, home, or community. Apart from the harvested vegetable products that will be utilized in the school feeding program, the Project may also support activities to sell part of the harvested produce in the community/ market as part of the income generating project of the beneficiaries (e.g., Parent Teacher Association). The income may be utilized for the provision of ingredients for school feeding, gardening tools, seeds, and other materials to sustain the activities beyond the Project life.

Schools that are involved in the program allot around 200 square meters for the establishment a vegetable garden with the engagement of stakeholders such as the PTCA, relevant national government agencies such as the Ministry of Agriculture, Fisheries and Agrarian Reform (MAFAR),

non-government and private sector organizations, and other entities civic organizations participants in the Project. The school may coordinate with MFAR and the local agricultural office to provide technical assistance through its existing programs such as the High Value Crops Development Program (HVCDP) and Organic Agriculture Program that can be tapped by the project for support.

If a school does not have enough space for the establishment of a vegetable garden, the Project may support establishing partnerships with the community, PTA, or barangay officials to: (i) utilize the vacant lot near the school for a community garden, or (ii) support backyard vegetable gardening of participating households (e.g., qualified PTA members). With the assistance from relevant government agencies, the Project may also support schools and participating households with limited land area for gardening to introduce alternative gardening methods such as container gardening, inground gardening, raised bed gardening, vertical gardening, hydroponic gardening, aquaponic gardening, square foot gardening, upside-down gardening, hanging gardening, and other methods appropriate to the schools.

The variety of vegetables to be planted will be site-specific, indigenous, and suitable to be planted in the area, prioritizing already locally grown vegetables rich in vitamins and minerals (e.g., Malunggay, Mustasa, Pechay, Sigarilyas, Sitaw, Talong and Upo). The project may also support the establishment of a nursery/ seed bank for the propagation of vegetable seedlings, as well as fruit-bearing and forest tree seedlings to sustain the seedling requirements of the school and the community for the whole year. The seeds and seedlings to be used for vegetable gardening will be sourced mainly from existing government programs such as from the Department of Agriculture - Bureau of Plant Industry (DA-BAI) or from BARMM-MFAR to ensure good quality.

Livestock and Poultry Rearing

The Project may support small-scale, free-range, or caged livestock and poultry rearing (e.g., goat, and poultry such as chicken, turkey, and quail) for qualified PTA member households. The Project will coordinate with MFAR under its Livestock Program and the Department of Agriculture Bureau of Animal Industry (DA-BAI), as may be relevant, to ensure that project supported livestock raising activities are in line with existing government program. The livestock and poultry brood will be sourced from MFAR or other government programs such as from DA-BAI, or from government accredited livestock and poultry breeders to ensure that the animals are of good quality, in a healthy state, and allowed to be raised for food in the area.

The project locations are rural areas, and the project activities will be conducted in existing physical footprint of the school, household, and community farm. The sites are not in any declared cultural heritage or near environmentally sensitive receptors such as pristine water bodies or adjacent protected area. The selected schools are appropriately certified by the School Maintenance Department and assured of the building safety by the MBHTE school engineers and the divisional environmental heads in Maguindanao and Lanao del Sur. Detailed screening checklists covering the main sub-project grant activities have been prepared and annexed to this ESMF (Annex A).

5.4 Construction Stage

Environmental risks at the construction/renovation stage of project supported activities are expected to be low . The project will only support minor renovation activities in existing premises of school kitchens

or canteens to ensure compliance with safety standards (e.g., widening of windows, adding shelving to store kitchen utensils). Minor quantities of renovation waste might be generated; however, none is expected to be hazardous, and all will be disposed in accordance with local regulations. Renovation activities within school facilities will need to comply with relevant regulations for the specific circumstances to ensure that the integrity of the facility is not compromised. The relevant local and school regulations for the minor renovations can be viewed in Annex C.

Occupational health and safety (OH&S) hazards during renovation activities include potential exposure to COVID-19 and regular hazards associated with construction activities. All workers involved with construction activities must always follow basic hygiene procedures to prevent the transmission of COVID-19. COVID-19 protocols for construction activities will be strictly enforced. Renovation works expected under the project are low hazard activities; hence standard construction OH&S principles should be followed as described in the Department of Labor and Employment (DOLE) (2020) Occupational Safety and Health Standards. Ensuring compliance with the national standards for OH&S, the BARMM follows the guidelines given by the DOLE.

5.5 Operational Stage

Occupational health and safety risks in the operational stage are predominantly associated with COVID-19 transmission risk. The hazard will vary according to the location of the activities and the exposure to the main modes of COVID-19 transmission. The activities may also generate environmental and social risks and impacts related to the support for community livelihood and food enhancement program or potential crowding from having too many students in the classrooms (if measures are successful). There may be minor potential COVID-19 related health and safety risks to the project/school staff and participants (e.g., community, caregiver/parents) when organizing in-person trainings, consultation workshops, and other programs as part of the dropout mitigation measures. The project will allocate adequate budget and arrange in-person meetings that are fully compliant to the precautionary measures in preventing the spread of COVID-19 (social distancing, hand sanitizing facilities and personal protective equipment (PPE), etc.). These risks and impacts will be managed through the ESMF and the enhanced OHS protocols under COVID-19 is included in Annex E of the ESMF - Labor Management Procedures, LMP (particularly section 2.7). Section 2.8 and 2.9 of the ESMF Annex E on LMP also includes security protocols/risk mitigation measures to address security risks to project workers (e.g., CBCS staff) and beneficiaries participating in project activities in conflict affected areas.

By putting a premium on the security and safety of all its staff and partners – from the regional agencies, LGUs, and communities – the management unit of CBCS issues work directives proportional to the level of threat – especially in the light of the COVID-19 pandemic and acting on Inter-Agency Task Force (IATF)/Department of Health (DOH) issued health protocols, i.e., vaccination, disinfection of facilities/premises before and after meetings, maintain safe physical distance, the conduct of virtual meetings instead of face to face when possible and in project sites, contribute to visibility materials to inform people of how to prevent contracting and spreading COVID-19. As experience has shown, vigilant compliance with these protocols enabled the organization to continue delivering sub-grant projects and activities in the field. In schools where CBCS has a project presence, the organization provided handwashing facilities and conducted Information, Education and Communication (IEC) sessions to teach

children and parents about proper handwashing methods as a preventive measure. This practice will be continued even after this project is ended.

6. PROCEDURES TO ADDRESS ENVIRONMENTAL AND SOCIAL ISSUES

Screening will be undertaken wherein each sub-grant project will be evaluated based on site sensitivity, impacts of the activities, and in terms of environmental and social management. At this stage, the PTCAs have already identified potential sub-grant projects and have developed a preliminary description to understand the scope and location of the sub-grant project activity.

The proposed sub-grant projects will be screened for the potential environmental and social risks and impacts as part of subproject preparation to further define the environmental and social conditions of the affected areas. Mapping and geo-tagging of subprojects will be undertaken while environmentally critical areas such as those subject to natural hazards, protected zones/ECAs, conflict areas, cultural heritage, biodiversity and protected landforms, seascapes and waterbodies that may be affected by the sub-grant project activities will be identified. Consultations will also be conducted at this stage with key stakeholders.

In reviewing the sub-grant projects, the proposal which includes the program of works, result of the screening, and the necessary safeguard instrument, will be evaluated to determine if these are consistent and adequate. Joint validation will be conducted for subprojects by the PMU and CBCS to check the information provided by the proponent.

6.1 Screening Process

Annex A presents the screening forms that should be used by the PMU in CBCS to screen the potential environmental and social risks and impacts of specific sub-grant projects. The screening process will allow the PMU to identify the relevant Environmental and Social Standards (ESS), establish an appropriate environmental and social risk rating for each subproject and specify the type of environmental and social risk management measures required, including specific instruments, if needed.

The CBCS will ensure that sub-grant project proponents/sub-grant recipients comply with the screening to determine and mitigate potential environment and social risks that may be inherent to the project or emerge during project implementation.

Quarterly monitoring visits and community dialogue will provide a venue for determining what risks are manageable by the communities with adequate mitigation measures. This includes strengthening Disaster Risk and Management Committees (school-based or community based), Barangay Peace and Order Council, Barangay Justice System, creating early warning/early response committees as appropriate and other governance mechanisms. As a mitigation measure to encourage school participation, provision of quality education will be discussed with MBHTE. This includes ensuring that every learner has learning modules, with ready access to teachers and schools, feel safe and protected from all forms of abuse and exploitation while in school and out of school, with parents / guardians who (along with their teachers), assist them in learning the modules and the like. Above all, implementation of mitigation measures to increase school participation to address the environmental and social risks and its impact and completion rate require budget and fund allocation. This need can be filled in by this project from the involved LGUs, organized PTCAs, ministries or by private sector.

The PMU will establish ready channels of communication with the school and communities and will bring together the PTCAs and other stakeholders regularly to enable the PMU to have wider reach to obtain feedback and essential information of beneficiaries (partners). This will give space for the school community, project staff, and the community leaders to discuss the project's progress and its challenges,

including emerging risks and their impact with the aim to collectively find local solutions and to promote social cohesion among the communities.

6.2 Environmental Codes of Practice

Sample Environmental Codes of Practice that aims to manage and mitigate potential adverse environmental impacts of project activities and interventions are included in this ESMF (Annex B). The sample ECOPs contain specific and detailed measures that would mitigate potential impacts of each type of eligible activity and may be subject to further improvement. The ECOPs contain general guidelines applicable for any construction activities, vegetable gardening activities, and livestock and poultry rearing.

6.3 Environmental and Social Management Plan

An Environmental and Social Management Plan (ESMP) will be required for the sub-grant project activities under Component 2.3: Implementing sub-grant projects for the community livelihood and food enhancement. A template ESMP has been prepared to be adapted to reflect the specifics of the sub-grant projects. The ESMP shall be site-specific, proportionate, and relevant to the hazards and risks associated with the sub-grant projects. The ESMP will comprise a simple matrix in the format shown in Annex B. For each identified environmental and social risk, the format provides for the following: (1) proposed risk mitigation measures, including measures to be implemented by the construction contractor; (2) responsibility for each risk mitigation measure, (3) timeline (e.g., pre-construction, during construction, etc.); and (4) budget details. For mitigation measures that are the responsibility of the construction contractor, the supervising school official will verify if the measures have been properly implemented. The ESMP will be included as part of the contract. Implementation of environmental and social risk mitigation measures will be reported and will be a condition for approval of payments.

6.4 Public Consultation and Disclosure

In March 2022, two consultations were organized by CBCS. The first one, held on 29 March 2022, focused on the discussing the project's scope while the second consultation was a workshop on processing the school selection with the input of the MBHTE's policy directions under the school development plan and the Education Code passed by the BTA parliament in 2021. Furthermore, information from the participants helped outline the social and environmental issues and their mitigation measures.

MBHTE key senior officials, including the minister, department heads, and the divisional officers, actively participated in the first consultation held on 29 March 2022 in Cotabato City. The key thematic areas of the workshop aimed to design the project's key components with its objectives, interventions, expected results, and overall impact on the education sector in Bangsamoro Region. Representatives from organizations and development partners with related activities with the project's scope attended to give their profound inputs for identifying the social and environmental concerns for our planning and design. The attendees include officers from the Ministry of Indigenous Peoples Affairs (MIPA), medical officers, representatives from the World Food Programme (WFP), and representatives from the Ministry of Social Welfare and Development (MSWD).

On August 28, 2022, CBCS conducted the planning session for Free, Prior, and Informed Consent (FPIC) required under the Indigenous People's Rights Act of 1997 on the Project activities with MIPA (FPIC is not required under ESS7). The initial consultation with one (1) IP group in Maguindanao was done on August 8, 2022, to seek information on the potential risk and advantages that may significantly affect the lives of the IPs. The discussion provided a short orientation of what the project is all about and its activities. As a follow-up, the IP Stakeholders' Consultation was held on August 30-31, 2022, at St. Joseph Retreat House,

Tamontaka, D.O.S., Maguindanao, with the support of the MIPA. The identified IP groups from the 27 selected schools participated and provided their feedback. The IP communities represented, along with the MIPA, were supportive of the project activities.

On September 26-27, 2022, the CBCS with the World Bank conducted consultations with the school communities in Lanao. Among the visited schools and communities are Lahangkeb Elementary School, Tinindanan Elementary School, Brgy. Rempes in Upi, Maguindanao and Buaditad Elementary School, Brgy. Poblacion, Balindong, Lanao Del Sur. From these consultations, the valuable inputs are gathered from the school and communities. The details of the consultations are included in the Stakeholder Engagement Plan (SEP).

The CBCS has disclosed the ESF documents (ESCP, SEP, ESMF etc) in the organization's official website https://bangsamorocivilsociety.org/.

6.5. Stakeholder Engagement

The Stakeholder Engagement Plan (SEP) has been developed to ensure that stakeholders are informed about project risks and mitigation measures, information is disclosed properly, communities and LGUs are engaged, and social preparation for the target project areas will be conducted. The SEP will be implemented in a way that takes into consideration specific circumstances for indigenous peoples, other vulnerable groups, and the locality's ways of information dissemination and conducting consultations considering communities or households that may be affected by COVID-19 restrictions or are located in geographically isolate and disadvantaged areas (GIDA). The SEP also outlines the grievance redress mechanism by which people can raise concerns, provide feedback, or make complaints about project related activities.

6.6 Institutional Arrangements, Responsibilities and Capacity Building

The PMU will ensure the proper coordination and collaboration for the implementation of the Environmental and Social Management Plan (ESMP) where renovation works are involved. The PMU will also coordinate the screening of sub-grant projects for environmental and social risks and impacts, preparation and consultation about the assessment and identification of mitigation measures for sub-grant projects, review, clearance, and disclosure of documentation and instruments, and monitoring the implementation of the ESCP, ESMP, IPP, etc., with a clear delineation of responsibilities to ensure transparency and institutional requirements.

As per the operational structure of the PMU in the CBCS (reflected in the LMP in Annex E), the project supervisor and the E&S specialist, with the support of the two provincial coordinators, will focus on managing the Environmental and Social risks and impacts under the projects.

The PMU will continue to assess the environmental and social risks and the corresponding impact through consultations with the 100 selected school communities and the local stakeholders, in proper coordination with the school's division office head of Maguindanao and Lanao Del Sur. For IP areas, as agreed with the Ministry of Indigenous People's Affairs (MIPA) and the provincial MIPA officials, coordination with the IP community leaders will be prioritized to ensure safe passage into their areas. Before the ESMF implementation starts, proper orientation will be conducted following the IP communities' political, cultural, and customs to ensure the smooth implementation and monitoring of the E&S issues.

The MBHTE provided an endorsement letter of the project to the CBCS indicating the ministry's approval for the implementation of project. The established institutional arrangement between CBCS and MBHTE

agrees on the implementing measures on ESMF and other needs, including capacity building as guided by the E&S Specialist with support of the quarterly plan, which the director of the CBCS approved. At the school level, the principal, along with PTA, the proceedings needed for ESMF will follow in coordination with the divisional supervisor, the department of Basic Education.

7. BUDGET ALLOCATION

The main costs of implementing this ESMF relate to (i) development of environmental and social due diligence as well as measures and other tools, (ii) information and communication, and (iii) supervision, monitoring, and reporting (see table below).

The cost of the E&S Safeguards Specialist for the project and the ESF training/workshop costs are included under Component 3: Project Management and Administration, Monitoring and Evaluation, and Knowledge Dissemination.

Activities	Budget allocation	Budget Line
1. Development of environmental and Social due diligence as well as measures and other tools- Provincial Level	150,000.00	Project Management & Admin
2. Information and communication- Provincial Level	100,000.00	Monitoring and Evaluation, and Knowlagent Dissemination
3. Supervision, Monitoring, and Reporting- Divisional Level	150,000.00	Monitoring and Evaluation, and Knowlagent Dissemination

8. REFERENCES

- Bangsamoro Education Code (BTA Bill No. 70)
- DepEd Memorandum No. 062, s. 2022 Brigada Eskwela Implementing Guidelines
- DepEd Division Memorandum No. 060, s. 2022 – Sustaining the Implementation of the *Gulayan sa Paaralan* Program (GPP) in Public Elementary and Secondary Schools
- DepEd Additional Guidelines on the Implementation of DepEd Order No. 10, s. 2016 (DM_s2021_068)
- DepEd OUA Memorandum on the Seal of Excellence Recognition 2021 (OUA-Memo-0921015_WINS-Programs-Recognition-Process_20210903)
- DepEd Memorandum on WASH in Schools Monitoring Deadline (OUA-Memo 0521145 WASH in Schools Monitoring Program for SY 2020-2021_05_21)
- DepEd Memorandum on Required Health Standards (DO s2020_014)
- DepEd (DO 13, s. 2017) Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices
- DepEd Order No. 28, s. 2016 Strengthening the Fire Safety and Awareness Program
- DepEd Memorandum on WASH in Schools (DO 10, s. 2016): Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program DO_s2016_10-1
- DepEd (DO 8, S. 2007) Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools
- DepEd n.d. School Disaster Risk Reduction and Management Manual
- DOLE 2020 Labor Advisory No. 18, Series of 2020
- DOLE 2020. Occupational Safety and Health Standards.
- DOST PAGASA 2018. Observed Climate Trends and Projected Climate Change
- DPWH Department Order 35 (2020): Guidelines on the Implementation of Community Quarantine in the Philippines
- MFAR High Value Crops Development Program
- MFAR Organic Agriculture Program Operational and Policy Guidelines
- Presidential Decree (PD) 7160: Local Government Code of 1991
- Presidential Decree (PD) 1586 (1978): The Philippine Environmental Impact Statement (EIS) System
- Philippine Constitution, Section 3
- Philippine National Standard / Bureau of Agriculture and Fisheries Product Standards 2008. Code of Good Animal Husbandry Practices
- Presidential Proclamation (PP) 2146 (1981): Proclaiming Certain Areas and Types of Projects as Environmentally Critical and within the scope of the Environmental Impact Statement System established under PD 1586.
- Presidential Decree 442: The Labor Code of the Philippines
- Philippine National Standard - Republic Act (RA) 9710 (2009) or the Magna Carta of Women
- Republic Act (RA) 7610: Special Protection of Children Against Abuse, Exploitation and Discrimination
- Republic Act (RA) 7277 (1992) and amended by RA 9442 (2008), or The Magna Carta for Disabled Persons
- Republic Act (RA) 8371 or the Indigenous Peoples' Rights Act
- Republic Act (RA) 10911 or the Anti-Age Discrimination in Employment Act
- Republic Act (RA) 7877 or the Anti-Sexual Harassment Act
- Republic Act (RA) 10364 or the Expanded Anti-Trafficking in Persons Act of 2012

- Republic Act (RA) 9231 or the Anti-Child Labor Law
- Republic Act (RA) 11058: Occupational Safety and Health Standards
- UNICEF 2009. Child Friendly Schools Manual

9. ANNEXES

Annex A. Subproject/Activity Environmental and Social Screening Forms
Annex B. Sample Environmental Codes of Practice (ECOP)
Annex C. Environmental and Social Management Plan Template for Sub-grant projects
Annex D. Relevant Regulations for Minor Renovations under Project
Annex E. Labor Management Procedures (LMP)

Annex A. Screening Forms for Potential Environmental and Social Issues

This form is to be used by the CBCS Project Management Unit (PMU) to screen for the potential environmental and social risks and impacts of a sub-grant project proposed for funding under this Project (i.e., not prohibited under the negative list outline in the above section 2.5 of the ESMF). It will help the PMU in identifying the relevant Environmental and Social Standards (ESSs), establishing an appropriate E&S risk rating for these sub-grant projects and specifying the type of environmental and social assessment required, including specific instruments/plans. The use of this form will allow the PMU to form an initial view of the potential risks and impacts of a subproject. *It is not a substitute for project-specific E&S assessments, as may be needed, or specific mitigation plans.*

Name of <u>eligible</u> sub-grant project	
Activity under the sub-grant project	
Sub-grant project Location	
School ID Number	
Sub-grant project Proponent	
Estimated Investment	
Start/Completion Date	
Focal Person	Name: Designation:
Contact Details	Telephone No.: Mobile No.: Email:
Sub-grant project Type	☐ New ☐ Existing for modification (with or without expansion) ☐ Others, specify:
Project Type / Description or Undertaking	

A.1. General Screening Checklist for Participating Schools[10]

The general screening checklist will provide crucial information to establish a baseline of the target schools under the project. The information generated from the general screening will similarly inform the preparation of sub-grant project proposals as well as the PIU and CBCS in assessing if a proposed sub-grant project can be implemented in the school given the status of school facilities. While the general screening checklist cover broader set of information than what may be required by the specific sub-grant project activities, the information generated are meant to identify other areas if improvement that may be incorporated in the School Improvement Plan. Hopefully, further improvement in school facilities contributes to the overall objective and intended outcome of the project. Screening checklist for the main sub-grant project activities are provided in the succeeding sections.

Other specific information that should be noted or considered are included in the remarks section. Please include remedial/ corrective actions in the remarks section and when it will be implemented as relevant.

Criteria	Yes	No	Remarks
Location			
School is in proximity to a clinic or hospital that enables health personnel to visit the school periodically and permits children to be taken to the clinic for treatment of health problems.			*Note the location of the closest clinic, hospital or other medical facility.*
School is located close to sources of excessive noise (e.g., traffic, commercial activities) or excessive pollution or odors.			*When relevant, note the presence/absence and types of measures used to minimize the impact of these problems.*
School is located close to industrial or other hazards.			*If YES, indicate the measures that the school is undertaking to manage exposure to hazards.*
Structure			
The school building(s) is/are:			
• structurally stable			
• weatherproof according to local environmental conditions and climatically comfortable			
• easily exited in case of emergency			
• well integrated with the environmental and cultural context			
• enclosed with a fence that can provide protection to the child from outside elements (such as traffic, animals), can define boundaries to keep children within the school			
Classrooms			
The classrooms have:			

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[10] Adapted from UNICEF 2009, Table 3.1: Basic Planning and Design Standards for Educational Facilities (p. 65).

Criteria	Yes	No	Remarks
• windows for adequate ventilation and daylight.			
• light and relaxed wall color, not gloomy, dull or dark.			
Classroom and other spaces are designed so that activities are readily visible from the outside.			
Classrooms are accessible for all children; ramps and wide doorways are provided for less mobile children.			
Administrative Office(s)			
There is a separate space for faculty/administrative personnel to enable staff to work separately from students.			
Safe Water			
Fresh potable water is available to students within the school.			*Note the water system facility in the school (e.g., open dug well, hand pump, communal faucet, rainwater catchment system, etc.)*
Hygiene Facilities			
There is a separate space provided with water and soap or other cleaning agent for children to wash their hands.			
Toilets/Latrines[11]			
Separate toilets or latrines are available for girls and boys.			*Note the privacy, cleanliness, and safety considerations of the facilities.*
Designated separate toilets for boys and girls are within or close to the classrooms.			
Power (electric or alternative)			
The school has power source to provide light, connectivity for communication equipment (e.g., computers, radios, television) and other appliances (e.g., refrigerators, stoves).			*Note if the school is using alternative sources of energy (solar, wind and biogas).*
Security Check			
Security check, including entry screening for health risk, is in place.			*Indicate if names of the visitors are documented (e.g., log book) and the process of clearance, if any.*
Health and Safety Provisions			
School has a first-aid kit or medicine cabinet for basic emergencies or accidents.			
School has fire prevention measures in place (e.g., fire extinguisher)			

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[11] DEPED National Guidelines for the Water, Sanitation and Hygiene (WASH) in Schools Program

Criteria	Yes	No	Remarks
Fire prevention and emergency evacuation plans is built into the school program.			
Library			
There is a designated space where books and learning resources are available in a proper reading environment.			*Note the location of communal library, if any.*
The library or resource room is strategically located away from noisy areas for a greater degree of quiet.			
Multipurpose Room/Hall			
School has room/flexible spaces that would allow teachers to provide a more dynamic environment for learning and teaching such as group activities			
Kitchen			
There is a designated space for school meal preparation			
The kitchen has equipment and furniture that ensure food is kept fresh and away from flies and other pests that undermine food quality.			
Waste Management			
School has bins for waste segregation that are strategically distributed in the premises (e.g., Compostable / Nabubulok, Recyclable / Nabebenta, Non-Recyclable / Residual).			
There is a waste management plan in place to properly store and dispose of all school waste.			
School Grounds / Open Spaces			
The school has open space that is/can be designed as play yards for sports, school gardens, open performance spaces or for outdoor learning activities, wide corridors and courtyards.			
School grounds are planted with trees, shrubs and flowers along with medicinal and/or edible plants meant to teach children food production and conservation.			*Note if planted with indigenous trees and plants.*
The open space(s) has/have trellises, canopies, shaded pavilions, and/or enclosed yards.			
The community is allowed to use some of these open spaces after school hours or during the weekends. (e.g., for community meetings, local gatherings, and other events).			
Disaster Risk Reduction and Management			
The school has:			

Criteria	Yes	No	Remarks
• A DRRM Plan in place, with safety and preparedness measures and evacuation plans included.			
• An established Early Warning System (i.e., bulletin board for weather advisories, bell/siren emergency signal and the like)			
• Updated emergency hotlines posted in strategic locations throughout the school			
• An organized DRRM Team and conducts disaster preparedness measures, including but not limited to quarterly multi-hazard drills applicable to the school's identified hazard such as earthquake, fire, and flood.			
The school is used as evacuation center.			
The school has pre-identified Temporary Learning Spaces (TLS) and alternative delivery modes of education.			

A.2. Screening Checklist for Sub-Grant Projects Eligibility

Other specific information that should be noted or considered are included in the remarks section. Please include remedial/ corrective actions in the remarks section and when it will be implemented as relevant.

Criteria	Answer		ESS relevance	Due diligence / Actions
	Yes	No		
Does the sub-grant project involve minor renovation works (e.g., renovation of kitchen)?			ESS1	ESMF/ESMP
Is there a sound regulatory framework and institutional capacity in place for civil works management?			ESS1	ESMP, SEP
Does the sub-grant project have an adequate system in place (capacity, processes, and management) for any disturbance/pollution related to the minor renovation works? *An adequate system would entail ensuring the renovations by the workers are done outside school hours (e.g., on weekends) to minimize disturbance to and contact with students; as well as the renovation wastes are properly disposed of as per local/school regulations.*			ESS3	ESMF/ESMP
Does the sub-grant project involve the use of prohibited fertilizers, pesticides, insecticides, and herbicides?			ESS3	ESMF/ESMP
Does the sub-grant project involve administration and use of veterinary drugs and banned medications?			ESS6	ESMF/ESMP

Does the sub-grant project involve recruitment of workers including direct, contracted, primary supply, and/or community workers?			ESS2	LMP
Does the sub-grant project have appropriate OHS procedures in place?			ESS4	LMP
Does the sub-grant project have a GRM in place, to which all workers have access, designed to respond quickly and effectively?			ESS2	LMP
Is the sub-grant project located within or in the vicinity of any ecologically sensitive areas?			ESS6	ESIA/ESMP, SEP
Are there any indigenous groups (meeting specified ESS7 criteria) present in the sub-grant project area and are they likely to be affected by the proposed subproject negatively or positively?			ESS7	Indigenous Peoples Plan
Does the sub-grant project area present considerable Gender-Based Violence (GBV) and Sexual Exploitation and Abuse (SEA) risk?			ESS1	ESIA/ESMP, SEP
Does the subproject carry risk that disadvantaged and vulnerable groups may have unequitable access to project benefits?			ESS1	ESIA/ESMP, SEP, Indigenous Peoples Plan

A.3 Screening Checklist for School Canteen / School Kitchen

DepEd (20076) defines a school canteen as one of the ancillary services in the school system that sells food items to the pupils/students and serves as a support mechanism in the effort to eliminate malnutrition concerns of the school. It can be used as a laboratory canteen on food planning, preparation, serving, storage and selling. A school canteen can either be school- managed under the general supervision of the school head/principal or teachers' cooperative-managed that is operated and managed by a duly registered teachers' cooperative. A Laboratory Canteen – refers to the canteen operated and managed by secondary students as part of their H.E. classes. It can make use of the facilities of the school-managed canteen or the teachers' cooperative- managed canteen in the absence of a separate room that they can use. A Canteen Teacher, refers to Home Economics teacher, is designated to operate, manage and supervise the school-managed canteen and also supervises the students doing practicum activities in the canteen.

Other specific information that should be noted or considered are included in the remarks section. Please include remedial/ corrective actions in the remarks section and when it will be implemented as relevant.

Criteria	Yes	No	Remarks
The school has a canteen or designated area for a kitchen.			*Ensure that the sub-grant project proposal includes a map of the school and its facilities.*
School canteen has valid sanitary permit.			*Note the validity date.*
Canteen personnel have valid health certificates.			*Note the validity date.*

Canteen personnel are wearing clean and proper attire (e.g., apron, hairnets).			*If not, ensure that proposal includes provision for proper personnel attire.*
The kitchen has policy of allowing only authorized person(s).			*If not, ensure that proposal will include policy on authorized entry.*
All food handlers are oriented and practice food safety measures.			*If not, ensure that proposal includes the orientation/training of food handlers on food safety.*
All food handlers have a health certificate.			*If not, ensure that proposal includes health certificate as requirement for all food handlers.*
There are adequate hand-washing facilities.			*If not, ensure that proposal includes provision for hand-washing/hand sanitation stations.*
There is potable water supply with certificate of potability.			*If not, ensure that proposal includes provision for potable water drinking stations.*
The dining/eating area is clean, well-lighted and well-ventilated.			*If not, ensure that proposal for renovation ensures that cleanliness, lighting, and ventilation requirements are met.*
The kitchen area is clean, orderly, adequately ventilated, with fire safety arrangement as guided by the School Engineering Unit and/or MBTHE.			*Ensure that the kitchen has undergone inspection by School Engineering Unit and/or MBTHE with clear findings and recommendations for improvement, if any.*
Canteen is generally pest-free, odor-free, with screened windows and doors.			*Ensure that the kitchen has undergone inspection by School Engineering Unit and/or MBTHE with clear findings and recommendations for improvement, if any.*
Daily sterilization of feeding paraphernalia (spoons, forks, cups and glasses) is conducted.			*Ensure that the proposal includes provision for proper sterilization of feeding paraphernalia, storage of food and kitchen utensils, proper labelling of condiments and food ingredients, and recording of daily food inspection.*
There is proper storage of food and kitchen utensils.			
There is proper labelling of condiments and food ingredients.			
Record of daily food inspection is accomplished.			
Food preparation equipment (e.g., food processors, grinders) are thoroughly cleaned after every use, and in			

compliance with halal procedures in handling and preparing the food (for schools with Muslim students)[12]			
There is provision of covered garbage bins.			*Ensure that the kitchen has undergone inspection by School Engineering Unit and/or MBTHE with clear findings and recommendations for improvement, if any.*
Waste segregation is practiced.			
There is provision of first aid kit and fire extinguisher.			
Kitchen equipment (e.g., refrigerators) are available to preserve the quality of food/meal ingredients.			

A.4 Screening Checklist for Vegetable Garden

The government is reviving its *Gulayan sa Paaralan* Program (Vegetable Gardens in Schools) to address malnutrition and to promote vegetable production and consumption among school children. It supports the hunger mitigation initiatives of the government and encourage the establishment of school gardens planted with indigenous vegetables[13] to ensure continuous supply of vegetables for the School-based Feeding Program, among others. The Project will finance activities to support the school (re-)establish vegetable gardens following the guidelines of the GPP Program, and potentially expanding the program to include the parents (home gardens) and LGU (community garden) drawing from the successful models of other schools.[14]

Other specific information that should be noted or considered are included in the remarks section. Please include remedial/ corrective actions in the remarks section and when it will be implemented as relevant.

Criteria	Yes	No	Remarks
The school has an existing vegetable garden.			
The garden is enclosed and protected from stray animals.			*Note if the existing school garden is not enclosed, note if the school compound is fenced to avoid entry of stray animals.*
The school has a vacant lot of at least 200 square meters or patches of land that can be planted with vegetables.			*Note the size of the vacant lot (square meters).*
The School Improvement Plan (SIP) includes provisions for a garden.			*If yes, include reference to the SIP. If no, indicate how the proposed activity will incorporated in the SIP.*
The school has access to starter seeds of preferred vegetables to be planted.			*Preferred vegetables refer to vegetables that can address protein-energy and*

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[12] In line with DepEd Order Operational Guidelines on the Implementation of School-Based Feeding Program for School Years 2017-2022 (https://www.teacherph.com/school-based-feeding-program-2017-2022/) which states that "Cultural or religious orientation of beneficiaries shall also be considered in planning the menu (e.g., Halal foods should be given to Muslim school children)."

[13] Defined by the GPP Program as crops produced, living or existing naturally in a particular region or environment.

[14] For example, SEARCA introduced the School-Plus-Home Gardens Project (S+HGP) which redesigned the DepEd school garden program to an innovative approach involving children, their families, and their communities to improve the nutritional status and dietary habits of school-aged children. SHGP accomplished increased and year-round production of locally-adopted vegetables, through school and home gardening, effectively extending the DepEd 120-day feeding program (SEARCA 2019).

Criteria			
			micronutrient malnutrition such as leguminous vegetables (beans, mongo, peas, etc.), root crops (gabi, camote, cassava, etc.), and green leafy vegetables (malunggay, saluyot, alugbati, etc.).
The school has access to organic fertilizers.			*Provide the information on the identified source of organic fertilizer.*
The school has a set of garden tools (spade, grab hoe, shovel, trowels, etc.).			*Provide an inventory of the available garden tools.*
The school has prior experience in establishing and maintaining school gardens as well as the production of seeds for the next cropping.			*Indicate details and provide information on related past activities.*
There is a focal person in the school willing and capable to supervise the gardening program.			*Provide the name and contact information of the focal person.*
The PTCA actively collaborated with the school in the establishment and maintenance of previous school gardens.			*Indicate details and provide information on related past activities.*

A.5 Screening Checklist for Livestock and Poultry Rearing

This checklist will be accomplished by the proponent household/community-based organization and verified by the PIU/CBCS. It is based on the Code of Good Animal Husbandry Practices of the Philippine National Standard and the Department of Agriculture – Bureau of Agriculture and Fisheries Standards that set the minimum requirements for the commercial/backyard rearing/farming of animals for food use (PNS/BAFS, 2008). It has been adapted to reflect the small-scale production nature of the activities that may be supported under the project (i.e., household/backyard or community-based livestock and poultry rearing).

Other specific information that should be noted or considered are included in the remarks section. Please include remedial/ corrective actions in the remarks section and when it will be implemented as relevant.

Criteria	Yes	No	Remarks
Safe and Healthy Working Condition			
Sub-grant project proponent has appropriate attire and footwear to minimize possible introduction of pathogens and contaminants onto the farm, and to protect others from possible pathogens.			*If NO, ensure that the proposal includes provisions for appropriate protective gear/equipment relevant to the scale of production.*
Sub-grant project proponent is trained with basic procedures of livestock and poultry management including correct handling of animal, routine management practices, etc..			*If NO, ensure that proponent undertakes orientation/training on livestock and poultry management, including the*

			proper handling of sick, injured and disabled animals.
Consideration/observance of Animal Welfare			
Ensure conditions and treatments that are not provoking mental suffering for the livestock/poultry animal(s).			*Ensure that the proposal has provision for regular consultation/check-up/inspection from the local government veterinary office.*
Provide readily accessible freshwater and diet.			
Provide a proper environment, such as shelter and comfortable resting area.			
Prevent suffering through quick diagnosis and treatment.			
Provides enough space, proper facilities, and the company of animal's own kind.			
Site Location / Facility			
Has proper ventilation and adequate lighting.			*Ensure that the proposal includes facilities commensurate to the scale of livestock and poultry rearing activities and ensure safety of people and animals.*
Has available clean food and drinking water that are easily accessible to animals.			
Non-slippery, safe, and stable housing materials used to ensure the: • well-being and safety of animals inside the pen or house that will result in good conditions of the animals.			
• Safety of workers who navigate/operates inside the house/pen of animals			
There are no hazards (objects that protrude, ruined floors, etc.) that may cause injury to animals and workers who operate inside the pen/facility.			
Storage Facility			
Feed materials stored or placed in a designated area or facility where: • Feeds are placed on top of pallets and vermin-proof			*Ensure that the proposal includes storage facilities commensurate to the scale of livestock and poultry rearing activities.*
• Storage facilities are bird-proof.			
Veterinary Care			
Has access to veterinary care provided by licensed veterinarian.			*Ensure that the proposal includes coordination with the MFAR or local government veterinary office/unit.*
Biosecurity			
Area is fenced to prevent the entry of stray animals.			*Ensure that biosecurity measures are included in the proposal.*
Has facility for washing of hands to prevent the spread of disease or pathogens.			
Environment Management			
Regular cleaning of the animal housing / pen is practiced.			*Ensure that environmental management measures are included in the proposal,*
There is proper segregation and disposal of wastes.			

Composting is practiced as a natural process of recycling organic matter into rich soil amendment.			*commensurate to the scale of livestock and poultry rearing activity.*
There is proper and functional drainage canal.			
Record Keeping			
Record keeping and reporting is practiced for animal health management (e.g., vaccination, deworming) and monitoring feeds and nutrition (e.g., type of feed and supplements)			*Ensure that record keeping and reporting is part of the regular sub-grant project reporting.*

Screening Result Summary
(To be filled up by the Screening Officer)

Check the box that applies:

☐ I confirm that the proposed sub-grant project is eligible for funding under the project based on the negative list in the ESMF.

Based on the screening, the sub-grant project proposal qualifies for project funding.
☐ Yes   ☐ No

If "No" is selected:
 The sub-grant project is not eligible for funding under the project due to (*state reason briefly*):
_____
_____
_____

The subproject proposal currently does not qualify for funding under the project but may be resubmitted for consideration after complying with the following requirements/actions (*check all that applies based on the above screening table*):

☐ ESMP is prepared
☐ Others:_____

(*Note that the specific issues/recommended measures identified in the above screening checklist shall also be addressed in the relevant safeguard instruments. During the review, the instruments will be checked against the above checklist.*)

Name and Signature of Screening Officer:_____

Date Completed:_____

SAFEGUARD CLEARANCE (To be filled out after the review of the sub-grant project proposal package)

☐   The sub-grant project is deemed ineligible because of the following reasons (State valid reasons such as erroneous screening):

☐   _____

☐   _____

_____

_____

☐   The sub-grant project is not yet cleared of safeguard requirements pending compliance of the following: (*Write down pending requirements and sign with initials of the reviewing officer*):

☐   _____

_____

_____

_____

☐   This subproject is given conditional clearance and may proceed to implementation subject to the compliance of the following requirements on or before the deadlines specified. (*Write down requirements and their agreed deadlines. Note that this option should only be resorted to when the pending requirements are already underway and will not have implications on the implementation of the subproject):*

Requirement   Deadline

_____   _____

_____   _____

_____   _____

_____   _____

☐   This subproject is cleared of safeguards requirements and may proceed with implementation.

Recommended for Clearance by: _____

RPCSO Safeguard Specialist

Cleared by: _____

Annex B: Sample Environmental Codes of Practice (ECOP)

These sample Environmental Codes of Practice aims to manage and mitigate potential adverse environmental impacts of all project activities and interventions. The sample ECOPs contain specific and detailed measures that would mitigate potential impacts of each type of eligible activity and may be subject to further improvement. The ECOPs contain general guidelines applicable for any construction activities, vegetable gardening activities, and livestock and poultry rearing.

Table 1: ECOP for General Construction Activities

ECOP for General Construction Activities	
Potential Impacts	**Mitigation Measures**
Soil erosion/runoff	- Schedule construction activities during dry season as much as possible.
Air quality and dust generation	- Minimize dust from exposed work sites by applying water on the ground and roadways regularly especially during dry season. - Avoid burning site clearance debris (trees, undergrowth) or construction waste materials. - Keep stockpile of aggregate/sand materials covered to avoid suspension or dispersal of fine soil particles during windy days or disturbance from stray animals. - Reduce the operation hours of generators /machines /equipment /vehicles as much as possible. - Regular maintenance of generators/machines/equipment/vehicles. - Control vehicle speed when driving through community areas is unavoidable so that dust dispersion from vehicle transport is minimized.
Water quality	- Activities should not affect the availability of water for drinking and hygienic purposes. - No soiled materials, solid wastes, toxic or hazardous materials should be poured or thrown into water bodies for dilution or disposal. - Provision of toilets with a temporary septic tank at construction site. - The flow of natural waters should not be obstructed or diverted to another direction, which may lead to drying up of riverbeds or flooding of settlements. - Separate as best as possible concrete works in waterways and keep concrete mixing separate from drainage leading to waterways.
Noise	- Plan activities in consultation with the school and the people living in the immediate vicinity so that noisiest activities are

	undertaken during periods that will result in least disturbance.
Construction debris/wastes	- Collect, store and transport construction waste to appropriately designated/ controlled dump sites. - On-site storage of wastes prior to final disposal (including earth dug for foundations) should be at least 50 meters from rivers, streams, lakes and wetlands. - After each construction site is decommissioned, all debris and waste shall be cleared.
Hazardous materials and wastes (oils, grease, oily rags, empty chemical containers)	- Segregate hazardous construction waste from non-hazardous waste. - Train workers on correct transfer and handling of fuels and other substances - Require the use of gloves, boots, aprons, eyewear and other protective equipment for protection during construction and in handling highly hazardous materials. - Collect and properly dispose of small amount of maintenance materials such as oily rags, oil filters, used oil, etc. Never dispose spent oils on the ground and in water courses as it can contaminate soil and water resources.
Community Safety and Health	- Rope off construction area and secure materials stockpiles/ storage areas from the public and display warning signs including at unsafe locations. - Do not allow children to play in and around construction areas. - If school children are in the vicinity, include traffic safety personnel to direct traffic during school hours, if needed. - Control driving speed of vehicles particularly when passing through community or nearby school, health center or other sensitive areas. - Avoid occurring labour influx around construction sites. - Avoid working during school hours. - Recommend hiring construction labor from nearby communities. - Inform communities on the gender-based violence policy (GBV). - Make sure that the community is aware of GRM and can access it.
Worker Code of Conduct	- Orient workers on code of conduct. - Ensure all workers have read and agreed to the code of conduct and have signed it.

Table 2: ECOP for Agricultural Farming Activities

ECOP for Agricultural Farming Activities	
Impacts	**Mitigation Measures**
Impact on habitats	- Avoid introduction of invasive or non-native species
Unsustainable practices affecting environment, natural habitats	- Use sustainable agricultural practices, approaches and techniques such as agroforestry, crop rotation, Integrated Pest Management (IPM)
Soil erosion and reduction in soil fertility	- Reduce topsoil losses from erosion by implementing soil erosion control measures such as cover crops and mulches, establishing leguminous ground cover and apply plant residues, grass barriers - Plant grass in strips along the contour lines
Excessive use of water	- Implement water conservation and efficient use of water
Excessive use of agrochemicals that contributes to soil and water toxicity	- Implement pest management, reduce misuse of agrochemicals - Recycle and reuse agricultural waste through composting

Table 3: ECOP for Livestock and Poultry Rearing

ECOP for Livestock Production	
Impacts	**Mitigation Measures**
Impacts on soil and resources	- Promote efficient storage, handling and use of feed by maintaining records of feed purchases and livestock feed use. - Use covered or protected feeders to prevent feed from exposure to rain and wind. - Consider mixing of waste feed with other recyclable materials destined for use as fertilizer, or else ensure proper disposal. - Grind feed to increase utilization efficiency by the animals, allowing the use of less feed and thereby reducing the amount of manure generated (as well as increasing the production efficiency). - Conduct manure spread only as part of well-planned strategy that considers potential risks to health and the environment due to the presence of chemical and biological agents as well as nutrient balance in an agricultural setting. - Ensure that manure is applied to agricultural land only during periods that are appropriate for its use as plant nutrient (generally just before the start of the growing season). - Regular cleaning of livestock sheds and feeding pens. - Use mechanical controls (e.g., traps, barriers, light, and sound) to kill, relocate, or repel pests. - Consider covering manure piles with geotextiles (which allow water to enter the pile and maintain composting activity) to reduce fly populations. - Promote conditions for natural predators to control pests.

	- Protect natural enemies of pests by providing a favorable habitat (e.g., bushes for nesting sites and other native vegetation) that can house pest predators.
Air quality	- Increase the carbon to nitrogen ratio in feeds to reduce methane and nitrous oxide production. - Control the temperature, humidity, and other environmental factors of manure storage to reduce methane and nitrous oxide emissions. This may involve use of closed storage tanks or maintaining the integrity of the crust on open manure storage ponds / lagoons. - Regularly collect and store manure for composting and later application to fields to reduce noxious odors and to limit spread of pathogens. - Improve the productivity and efficiency of livestock production (thus lowering the methane emissions per unit of livestock) through improvements in nutrition and genetics.
Water quality	- Fence off water bodies from grazing animals. - Ensure production and manure storage facilities are constructed to prevent urine and manure contamination of surface water and groundwater (e.g., use concrete floors, collect liquid effluent from pens, and use roof gutters on buildings to collect and divert clean storm water). - Keep waste as dry as possible by scraping wastes instead of, or in addition, to flushing with water to remove waste. - Locate manure stacks and urine away from household area, water bodies, floodplains, wellhead fields, or other sensitive habitats.
Water resources	- Reduce the amount of water used during cleaning (e.g., by using high-pressure, low-flow nozzles)
Community health and safety	- Reduce mortalities through proper animal care and disease prevention. - Periodic veterinary health checkups at community level should be scheduled to ensure that there are no diseases and disease spread - Any sick or injured animals should be treated or cared for to alleviate pain and distress as soon as practically possible, including being isolated or humanely destroyed if necessary. - Animals should be confirmed dead before disposal, and any still alive should be euthanized immediately. Dead animals should be removed promptly and disposed of appropriately. - Identify and contain sick animals and develop containment and cully procedures for adequate removal and disposal of dead animals in accordance with the guidance from veterinary medicine professionals.

Annex C. Environmental and Social Management Plan

The ESMP consists of the set of mitigation, monitoring, and institutional measures to be taken during implementation and operation of the sub-grant project to eliminate adverse environmental and social risks and impacts, offset them, or reduce them to acceptable levels. The ESMP also includes the measures and actions needed to implement these measures. The sub-grant project proponent / sub-grant project recipient will (a) identify the set of responses to potentially adverse impacts; (b) determine requirements for ensuring that those responses are made effectively and in a timely manner; and (c) describe the means for meeting those requirements.

Depending on the sub-grant project, an ESMP may be prepared as a stand-alone document[15]. The content of the ESMP will include the measures and actions to reduce potentially adverse environmental and social impacts including compensatory measures, if applicable. The ESMP will identify the monitoring requirements to assess the impacts and track the progress of the mitigation measures described in the ESMP.[16] To support timely and effective implementation of environmental and social project components and mitigation measures, the ESMP draws on existing institutional arrangements and may recommend capacity building measures that may be necessary to support implementation of mitigation measures and any other recommendations of the environmental and social assessment.

The ESMP will provide the implementation schedule and cost estimates for measures that must be carried out as part of the project for all three aspects: mitigation, monitoring, and capacity development. The ESMP will be monitored at least bi-annually.

Environmental and Social Management Plan Template

1. Sub-grant Project Information

Subproject Name	☐ In-school Feeding Program ☐ School Canteen / Kitchen Renovation ☐ Vegetable Gardening ☐ Livestock Raising ☐ Others (please specify):
Subproject Location	
Subproject Proponent	
Estimated Investment	
Start/Completion Date	

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[15] This may be particularly relevant where contractors are engaged, and the ESMP sets out the requirements to be followed by contractors. In this case the ESMP should be incorporated as part of the contract between the CBCS and the contractor, together with appropriate monitoring and enforcement provisions.

[16] Monitoring during project implementation provides information about key environmental and social aspects of the project, particularly the environmental and social impacts of the project and the effectiveness of mitigation measures. Such information enables the evaluation of the success of mitigation as part of project supervision and allows corrective action to be taken when needed.

2. **Site/Location Description**

Concisely describe the proposed location and its geographic, ecological, social and temporal context including any offsite investments that may be required (e.g., water supply).

Indicate the geographic coordinates of the location. Include a map showing the location and project areas of influence.

For hazard assessment, go to:

HazardHunterPH to find out if a location is prone to seismic, volcanic, or hydrometeorologic hazards and generate hazard assessment reports. All information used for the calculation of hazard assessment results are based on the most recent updates provided by the corresponding mandated government agencies through the GeoRiskPH Integrated System. HazardHunterPH is a product of GeoRisk Philippines, a multi-agency initiative led by DOST-PHIVOLCS and participated by DOST-PAGASA, DOST-ASTI, DENR-MGB, DENR-NAMRIA, DND-OCD, and DepEd.

GeoAnalyticsPH – to generate maps and analytics using hazards, exposure, and location data from the GeoRiskPH database. Using the web application, visualize assessments in the form of maps, charts, and graphs to better understand the scope and prepare for natural hazards, such as tsunami, earthquake, landslide, and flood, in your area.

3. **ESMP Matrix (Indicative)**

Below is an example of a filled-up ESMP. Elaborate the risks and impacts related to the projects activity as may be applicable.

Potential E&S Risks and Impacts	Proposed Risk Mitigation Measures	Responsible	Timeline	Budget
In-school Feeding Program				
Poor adherence to food safety which might cause health issues in children	All schools approved for in-school feeding will be inspected to ensure that critical WASH facilities are available and functional	CBCS	Prior to sub-grant project approval	Regular implementation budget
	Food handling, preparation, and service training/re-orientation will be conducted	School	Prior to implementation	Regular implementation budget
	Food safety standards will be reinforced during implementation	School	During and after implementation	n/a
	Periodic monitoring and random checks will be conducted	CBCS	During implementation	n/a
Religious sensitives about food sources and food preparation	Ensure that staff adheres to halal procedures in handling and preparing the food	School head	Whole duration	n/a
Parents/community dissatisfaction with quality or preparation of food	Establish a point of contact for investigating and responding to complaints	School head CBCS	During and after implementation	Part of the GM budget
Risks of injuries and fire during food preparation	Provide occupational health and safety training to all employees (including the community workers if any) involved in the works	School head/PTCA	Prior to implementation	n/a

	Ensure fire extinguisher is in place or sandbags to use in case of fire.	School head CBCS	Prior to implementation	Part of the grant budget
School Canteen / Kitchen Renovation	**Proposed Risk Mitigation Measures**	**Responsible**	**Timeline**	**Budget**
Dust from construction / renovation activities may impact the health of students and amenities of the school.	Site enclosure/barrier to screen the site will be utilized as may be needed	Contractor	During implementation	n/a
	Any waste that can be spread by wind will be stored in enclosed container	Contractor		
	Use water as dust suppressant where applicable	Contractor		
	Drilling surfaces to be wetted where appropriate	Contractor		
Noise from the carpentry and/or masonry works, or operation of vehicles entering or leaving the construction site to deliver materials may disturb classes and school activities.	Limit the hours of operation of particularly noisy activity (e.g., masonry, sawing, hammering) to before/after school hours or during the weekends	School	During implementation	n/a
	Prepare carpentry/fabrication works off-site to limit the work inside the school premises to installation only	Contractor		
Safety of students/teachers or workers	Minimize interaction between workers and students to before/after school hours or during the weekends	School and contractor	During implementation	n/a
	Workers should use separate toilets from students (e.g. toilets used by adults/teachers)	School		

	Cordon off renovation area and secure materials stockpiles/ storage areas from the public and display warning signs including at unsafe locations	Contractor	During implementation	n/a
	Do not allow children to play in and around renovation areas	School		
	All the workers to respect the protocols (e.g. COVID-19) in connection to Health risks	Contractor	During implementation	n/a
Interruption of vehicle or pedestrian traffic movement (e.g., during delivery of materials)	Materials delivery/removal will be scheduled so that traffic impacts are minimized as far as reasonably possible	Contractor	During implementation	n/a
	Allocation of designated areas for delivery loading/unloading of construction materials.	Contractor		
Waste generated by carpentry and/or concrete works, painting, plastering	Rubbish will be removed at frequent intervals and working areas will be kept clean and in tidy condition	Contractor	During implementation	n/a
	Any waste that is liable to cause litter will be stored in enclose container	Contractor	During implementation	n/a
	All working areas will be cleared and cleaned as work proceeds and after completion.	Contractor	During implementation	n/a
	Collect, store and transport construction waste to appropriately	Contractor	During implementation	n/a

	designated area in coordination with the Barangay. There will be no open burning of construction waste material at the site.			
Vegetable Gardening	**Proposed Risk Mitigation Measures**	**Responsible**	**Timeline**	**Budget**
Unsustainable practices affecting environment, natural habitats	Sustainable agricultural practices, approaches, and techniques will be followed such as crop rotation, Integrated Pest Management (IPM)	Project proponent	During implementation	
Soil erosion and reduction in soil fertility	Reduce topsoil losses from erosion by implementing soil erosion control measures such as cover crops and mulches, establishing leguminous ground cover and apply plant residues, grass barriers	Project proponent	During implementation	
Pollution from agricultural inputs	Organic fertilizer and inputs will be used sparingly to enhance soil fertility and improve production yield Conduct manure spread only as part of well-planned strategy that considers potential risks to health and the environmental due to the presence of chemical and biological agents as well as nutrient balance in an agricultural setting. Ensure that manure is applied to agricultural land only during periods that are appropriate for its use as plant	Project proponent	During implementation	

Livestock Raising	Proposed Risk Mitigation Measures	Responsible	Timeline	Budget
	nutrient (generally just before the start of the growing season).			
Unsustainable practices affecting environment, natural habitats	Use covered or protected feeders to prevent feed from exposure to rain and wind.	Project proponent	During implementation	
	Consider mixing of waste feed with other recyclable materials destined for use as fertilizer, or else consider incineration or land disposal options.			
	Grind feed to increase utilization efficiency by the animals, allowing the use of less feed and thereby reducing the amount of manure generated (as well as increasing the production efficiency).			
	Regular cleaning of livestock sheds and feeding pens.			
	Use mechanical controls (e.g., traps, barriers, light, and sound) to kill, relocate, or repel pests.			
	Consider covering manure piles with geotextiles (which allow water to enter the pile and maintain composting activity) to reduce fly populations.			
	Promote conditions for natural predators to control pests.			

Air quality	Increase the carbon to nitrogen ratio in feeds to reduce methane and nitrous oxide production.	Project proponent	During implementation	
	Proper manure storage (e.g. use of closed storage) to reduce methane and nitrous oxide emissions.			
	Regularly collect and store manure for composting and later application to fields to reduce noxious odors and to limit spread of pathogens.			
Water quality	Ensure proper manure storage and disposal to prevent urine and manure contamination of surface water and groundwater (e.g., use concrete floors, collect liquid effluent from pens, and use roof gutters on buildings to collect and divert clean storm water).	Project proponent	During implementation	
	Keep waste as dry as possible by scraping wastes instead of, or in addition, to flushing with water to remove waste.			
	Locate manure stacks and urine away from household area, water bodies, floodplains, wellhead fields, or other sensitive habitats.			
Water supply	Efficient use of water used during cleaning (e.g., by using high-pressure, low-flow nozzles)	Project proponent	During implementation	
Animal Health/ Zoonotic diseases	Regular monitoring of animal health	Project proponent	During implementation	
	Veterinary care to be provided only by licensed veterinarian			

	Develop protocol for handling sick, injured or disabled animals			
	Dead animals shall be buried properly and shall be located away from the production area and bodies of water to avoid contamination.			

4. **Attachments:** SEP, LMP, etc.

5. **Review & Approval**

Prepared By: ………………….………….(Signature)   Position: ……………………… Date ……………………

Reviewed By: ……………………… (Signature) Position: ……………… Date ……………………	**Approved By**: ……………………… (Signature) Position: ……………………… Date …………………

Annex D: Relevant Regulations for Minor Renovations under Project

The project will not support any major civil/constructions works but only support minor renovation activities in existing premises of school kitchens or canteens to ensure compliance with hygiene and safety standards (e.g., widening of windows, adding shelving to keep kitchen utensils).

Minor quantities of renovation waste might be generated; however, none is expected to be hazardous, and all will be disposed in accordance with local regulations. Renovation activities within school facilities will also comply with relevant regulations for the specific circumstances to ensure that the integrity of the facility is not compromised.

The relevant local and school regulations for the minor renovations are listed below.

Policy and Regulation	Description
Guidelines on the Implementation of Repair/Rehabilitation of Classrooms, Water and Sanitation Facilities, and Gabaldon Heritage Buildings-Enclosure to DepEd Order No. 35, s. 2017	Minor Repair – is the replacement of school building components which are not subjected to critical structural loads and stress and which are estimated to cost less than Php50,000.0Q per classroom, such as repair of windows, doors, partitions and the like. Minor repair keeps a building in fit condition for use without increasing its capacity' or otherwise adding to its normal value as an asset. Renovation/ Restoration – involves any physical change made on a building to ensure its value, utility and/or to improve its aesthetic quality. Renovation is applied to old buildings aging 25 years or more which have weathered the years and remained sturdy but need some face lifting to restore their original conditions.
Implementation	The Division Offices or any implementing Unit as authorized by the Secretary shall conduct procurement of BEFF Repair and/or Restoration of Gabaldon and other Heritage Buildings upon receipt of Authority to Procure with attached list of recipient schools from Central Office.
Monitoring and Inspection	The Regional/Division Engineer (RE/DE), BARMM shall function as Project Engineer and shall be mainly in-charge of regular monitoring and inspection of the repair projects. As Project Engineer the RE/DE shall have the following tasks: 1. Conduct regular site inspections to ensure that the approved program of works is being executed by the selected contractor/s accordingly.

	2. Review and validate work accomplishments of the constructors and their claims for payments of completed works. 3. Assist in the resolution of issues and concerns during project implementation.
Guidelines for Minor Repair of School Buildings and other-Relative to Minor Repair of School Buildings and other Facilities in this Division, per DepEd. Order No. 35, s. 2017-Revised Guidelines on ... 6 pages	https://depedldn.com/issuances/GUIDELINES%20FOR%20MINOR%20REPAIR%20OF%20SCHOOL%20BUILDINGS%20AND%20OTHER%20FACILITIES.pdf

Consortium of Bangsamoro Civil Society

No Bangsamoro Child left behind in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)
P176749

Environmental and Social Management Framework (ESMF) Annex E on
Labor Management Procedures (LMP)

Disclosed for Appraisal, February 2023

Cotabato City, BARMM

2023

LIST OF TABLES

ANNEX

ABBREVIATIONS AND ACRONYMS

–	AIDS	Acquired Immunodeficiency Syndrome
–	BARMM	Bangsamoro Autonomous Region in Muslim Mindanao
–	BCPC	Barangay Council for Protection of Children
–	BTA	Bangsamoro Transition Authority
	CBCS	Consortium of Bangsamoro Civil Society, Inc.
–	CCCH	Coordinating Committees on the Cessation of Hostilities
–	CSC	Civil Service Commission
–	COA	Commission on Audit
–	CODI	Commission on Decorum and Investigation
–	COS	Contract of Service
–	DBM	Department of Budget and Management
–	DOLE	Department of Labor and Employment
–	DTI	Department of Trade and Industry
–	ECQ	Enhanced Community Quarantine
–	MECQ	Modified Enhanced Community Quarantine
–	EB	Epidemiology Bureau
–	EO	Executive Order
–	ESS	Environmental and Social Standard
–	ESF	Environmental and Social Framework
–	ESR	Event-Based Surveillance and Response
–	GBV	Gender-Based Violence
–	GOCC	Government-Owned and Controlled Corporation
–	HIV	Human Immunodeficiency Virus
–	ILO	International Labor Organization
–	IRR	Implementing Rules and Regulations
–	JPST	Joint Post Security Team
–	JSDF	Japan Social Development Fund
–	JTFCT	Joint Task Forces on Camps Transformation
–	JO	Job Order
–	LDS	Lanao Del Sur
–	LGU	Local Government Unit
–	LGBTI	Lesbian, gay, bisexual, transgender, intersex and other
–	LMP	Labor Management Procedures
–	Mag	Maguindanao province
–	MBHTE	Ministry of Basic, Higher, & Technical Education
–	MILF	Moro Islamic Liberation Front
–	MOP	Manual of Operations
–	MNLF	Moro National Liberation Front
–	MR	Motion for reconsideration
–	NLRC	National Labor Relations Commission
–	OOSC	Out-Of-School Children
–	OSH	Occupational Safety and Health
–	PDO	Project Development Objective
–	PEZA	Philippine Economic Zone Authority
–	PNP	Philippine National Police
–	PPAs	Program, projects and activities
–	PSEA	Policy on Sexual Exploitation and Abuse

- – PTCA   Parent-Teacher-Community Association
- – RESU   Regional Epidemiology Surveillance Unit
- – SEnA   Single Entry Approach
- - SPMS box   Municipalities of Shariff Aguak, Pagatin (Datu Saudi Ampatuan), Mamasapano and Shariff Saydona
- – SSS   Social Security System
- – SUC   State Universities and Colleges
- – VAWC   Violence Against Women and Children
- – WASH   Water Sanitation and Hygiene
- – WB   World Bank
- – WHO   World Health Organization

REFERENCE TO CONSULT

- – Environmental and Social Framework of the World Bank
- – Guidance Notes for Borrowers - ESS 2: Labor and Working Conditions
- – World Bank Group General Guidelines on Environment, Health and Safety Template ESS2: Manpower Management Procedures

2   INTRODUCTION

This document, Labor Management Procedures (LMP), has been prepared within the framework of the No Bangsamoro Child Left Behind in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) Project (P176749) for BARMM, Philippines.

The total cost of the Project is US$ 2.75 million, 100 percent of which will be financed by the Japan Development Social Fund (JSDF). The Consortium of Bangsamoro Civil Society (CBCS) is the implementation agency of the Project and the recipient of the JSDF Grant.

The Project Development Objective (PDO) is to improve learning outcomes of re-enrolled out-of-school children (OOSC) and retained at-risk children in pilot elementary schools in project-supported divisions.

The Project will target 100 pilot elementary schools in four divisions (Lanao Del Sur I, Lanao Del Sur II, Maguindanao I and II) in the Lanao Del Sur and Maguindanao17 provinces in BARMM. The project aims to re-enroll 30 percent of OOSC by the end of the project implementation (6,700 over three years, of which 60 percent are female) and to retain 50 percent of at-risk children on average per year (2,600 over three years, of which 60 percent are female). The project will also aim to provide supplementary school meals for the re-enrolled 6,700 students over three years. In addition, it is estimated that 1,750

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17 In January 2023, the Maguindanao Province was split into two provinces, Maguindanao del Sur and Maguindanao del Norte. However, this project's target beneficiaries, Maguindanao education division I and Maguindanao education division II correspond to Maguindanao del Sur and Maguindanao del Norte, respectively, except that one of the 25 schools in the former was moved to the latter, and there is limited, if any, impact on the project design and implementation. Therefore, this document will continue referring to the Maguindanao Province as one province unless otherwise needed.

households per year or 5,250 households over three years will improve their livelihood from supplementary income by participating in the support for community livelihood and food enhancement program. With the project interventions, the Grade 3 cohort survival rate is expected to improve to 80 percent by the end of the project period, and the elementary graduation rate is expected to improve by 3 percent by the end of the project period. Also, 30 percent of re-enrolled OOSC and retained at-risk children reach the minimum reading proficiency for his/her respective grades by the end of the project period.

The PDO will be achieved through a sequence of interventions. The project will first identify existing OOSC and at-risk children through a Baseline Survey and mobilize community and school stakeholders to understand the root causes for dropout, to find local solutions addressing those factors, and to implement remedial measures at community/school levels using school sub-grants. The project will also provide sub-grants to set up a viable income generating business model to support household members to earn income, while providing supplementary food for students at school. This LMP was prepared by CBCS with support from the World Bank. Its purpose is to establish guidelines on labor matters, including the issues of health and safety at work, child labor, fair treatment, non-discrimination and equal opportunities for the workers of the Project.

It should be noted that the context in which the Project will be implemented requires particular attention to the following areas: terms and conditions of employment; nondiscrimination and equal opportunity (including for women, Indigenous Peoples (IPs) and those from communities Maguindanao and Maranao communities); the establishment of any worker's organizations; and occupational health and safety (OHS) measures for employees, as well as measures to be taken as a result of the COVID-19 virus or insecurity concerns.

| 3 | OVERVIEW OF THE NATIONAL LABOR LAWS AND THE REQUIREMENTS OF THE ENVIRONMENTAL AND SOCIAL STANDARD 2 (ESS 2); AND DESCRIPTION OF PROJECT WORKERS |

The LMP has been prepared in accordance with the applicable Philippine laws and regulations, international agreements and conventions on labor matters ratified by the Philippines before international organizations such as the International Labor Organization (ILO), the General Guidelines on Environment, Health and Safety of the World Bank[18] Group and the ESS2 of ESF of the World Bank. It serves to provide for the minimum working conditions for the development of the Project, and aims to address the labor risks and issues that may arise during Project implementation. In cases of discrepancy between the Philippine regulations and ESS2, ESS2 prevails for the purposes of Project implementation.

It should be noted that Philippine labor legislations and their implementing rules and regulations (IRR) address the requirements of ESS2 as can be seen in ANNEX 2. Likewise, full protection to labor is enshrined and labor rights are guaranteed in the 1987 Philippine Constitution, which implies that the rights of the workers are given recognition in the highest hierarchy of laws under the Philippines legal system.

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[18] The guides can be found in the following link https://documents.worldbank.org/en/publication/documents-reports/documentdetail/157871484635724258/environmental-health-and-safety-general-guidelines

3.1   Terms and Conditions

This Project will hire workers under the following contracting modalities: Direct workers, Contracted workers and Community workers.

Based on the information available at the time of preparation of this document by **CBCS** the number and characteristics of the workers foreseen for the Project are presented below:

3.2   Overview of number and type of workers under the project

The table below shows the total estimated number of workers that will be employed by the Project according to Project Stages. It is estimated that the duration of the Project will be **4 years**. Likewise, it is expected that it will begin in **July 2022** and will conclude in **June 2026**

Table 2.1   Number of workers according to the contract modality

N°	Type of Project Workers	Estimated Number	Project Stage
1	**Direct Workers** Program Manager; Project Supervisor; Communication Officer; Admin Manager; Financial Management Specialist; Procurement Assistant; Procurement Specialist; Environmental and Social Specialist; M&E Specialist 2 Provincial Coordinators; 4 Community Development Facilitators; 4 Trainers	19	From project preparation to throughout project implementation
2	**Contract Workers:** 1 contractor/firm working on community mapping/prediction model (~5 staff) 1 contracted audit firm (~5 staff)	10	Throughout project implementation
3	**Community workers**	1000	Throughout project implementation
Total number of workers of the Project:		1029	

ANNEX 7 presents a Table with the number of workers estimated according to sex, age and disability status. This information will allow the workers to be monitored during the execution of the Project.

3.3   Direct workers

Direct workers are the people employed or engaged directly to work specifically in relation to the project. For the project, around nineteen (19) direct workers **in CBCS** - who have a direct contractual relationship with CBCS - will work directly in activities associated with the Project.

Individuals may be engaged by CBCS as consultants/contractors to undertake special project or job within a specific period under a Contract of Service (COS).[19] The term of contract between the agency and the individual contractor shall be for a maximum period of one (1) year, renewable at the option of the Head of the procuring entity (CBCS), but in no case shall exceed the term of the latter. Individuals hired through COS shall be paid wages equivalent to the daily wages/salary of comparable positions in government and a premium of up to 20% of such wage/salary. The premium payment may be paid monthly, in lump sum or tranches (i.e., mid-year and year-end payments) as may be stated in the agreement or contract with the agency. However, payment of services of persons engaged through Republic Act (RA) 9184 shall be subject to the provisions of the said law and its IRR. [20] Individuals hired through the COS have the option to enroll themselves in social benefit program thru the Social Security System (SSS), PhilHealth and Pag-IBIG Fund as self-employed members.[21]

Under the Omnibus Rules on Appointments issued by the Civil Service Commission (CSC), contractual appointment is issued to a person whose employment in the government in accordance with a special contract to undertake local or foreign-assisted projects or a specific work or job requiring special or technical skills not available in the employing agency, to be accomplished within a specific period.

Under this project, CBCS will directly engage a total of nineteen (19) direct workers, and include staff who are Indigenous Peoples (IPs). These staff or consultants will be hired/assigned by CBCS to work on the project activities. This will include the following:

- Program Manager[22]; Project Supervisor[23]; Communication Officer/Report writer[24]; Admin Manager; Financial Management Specialist; and Procurement Assistant; **[6 persons]**

- Procurement specialist; Monitoring and Evaluation (M&E) specialist to support the M&E component of the project; and Environmental and social specialist[25] **[3 persons]**

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[19] Par. 5.1, CSC-COA-DBM Joint Circular No. 1, Series of 2017. COS also covers the hiring of private firm, other government agency, non-governmental agency or international organization as consultant, learning service provider or technical expert to undertake special project or job within a specific period.

[20] Par. 11.5 and 11.6, CSC-COA-DBM Joint Circular No. 1, Series of 2018

[21] Par. 8.0, CSC-COA-DBM Joint Circular No. 1, Series of 2017

[22] The program manager will be overall responsible for the project. He/She will provide directions, including strategic support, the project's planning, proper implementation, monitoring tasks, and the point of contact for the external communications, with the MPHTE, World Bank, and other stakeholders.

[23] The project supervisor will take care of the operational needs in coordination and collaboration with the admin manager, finance specialist, and procurement assistant. He/she will provide direct line management to the provincial coordinators and the community development facilitators. Also, he/she will be the point of contact for the coordinating bodies (Lanao Del Sur and Maguindanao) in coordination with the program manager. In addition to these tasks, the project supervisor will provide operational support to the M&E specialist, procurement specialist, and environmental specialist.

[24] The communication officer/report writer will ensure the documentation of all activities with the help of the provincial coordinators and the community development facilitators under the supervision of the project supervisor, the program manager, and the contracted specialists.

[25] They will both be reporting to the project supervisor and assisting the provincial coordinators to ensure the project's quality deliverables while being the project team, CBCS JSDF.

- The two provincial coordinators who will be coordinate with the school divisions (Maguindanao and Lanao Del Sur). They will also directly supervise the 4 community development facilitators, CFs (each CF will directly liaise with around 25 pilot schools)[26] **[6 persons]**

- 4 trainers to develop and conduct the training program for school heads and teachers. **[4 persons]**

The organizational chart is indicated below:

CBCS- JSDF Operation Structure
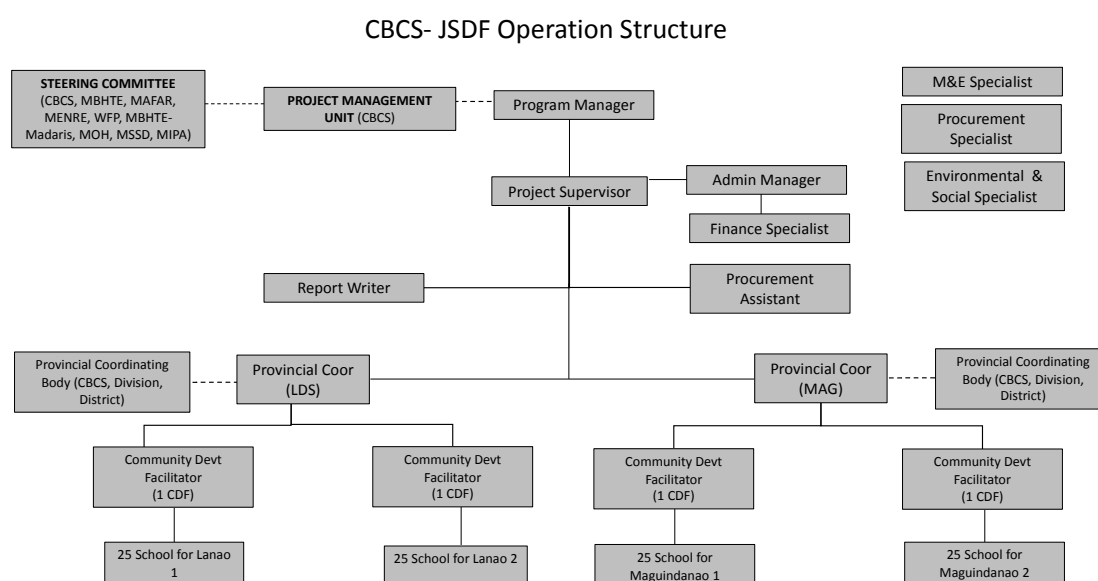
3.4   Contracted workers

This refers to people employed through third parties to perform work related to core functions of the project, regardless of location. Third parties may include contractors, subcontractors, or intermediaries.

3.5   Institutional Contract of Service[27]/ Contractor/Sub-contractor

Contractor or service providers may be engaged by CBCS through an institutional COS to provide services such as janitorial, security, consultancy, and other support services. It covers lump sum work or services to perform janitorial, security, consultancy, and other support functions for a maximum period of one (1) year subject to the provisions of RA 9184 and pertinent budgeting, accounting and auditing rules and regulations.[28]

CBCS will engage two contracting firms for a period of around 3 years:

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[26] 90% of their working hours will be in their respective fields, supporting the 100 schools in the Maguindanao and Lanao Del Sur. Also, they will collectively provide security updates of the areas to the project supervisor to ensure the staff's security and safety.
[27] Par. 5.3, CSC-COA-DBM Joint Circular No. 1, Series of 2017
[28] Par. 6.1.1, CSC-COA-DBM Joint Circular No. 1, Series of 2017

- The first firm will be engaged by CBCS to undertake the following project activities: conduct community mapping; develop the dropout prediction model; and support the design and implementation for the dropout mitigation measures.

- The second firm will be engaged by CBCS to conduct annual audit of the project.

With each of the two contracting firms expected to have around 5 staff assigned to task under the project, the total contract workers is estimated to be ten (10) workers.

Workers hired through institutional contract of service shall remain to be employees of the contractor or service provider.[29] The discipline of workers under institutional contract of service shall be the responsibility of the contractor or service provider. The head of the procuring entity may report to the contractor or service provider any misconduct or wrongdoing of the said worker/s.[30] The contractor or service provider shall be responsible for providing the workers with compensation and benefits compliant with existing labor law[31] including the necessary social security and other benefits mandated by law in addition to the direct compensation as payment for their services.[32]

Contracting and subcontracting arrangements are permitted under the Philippine labor laws and must follow the rules regarding observance of workers' rights to fair and humane work conditions, security of tenure, self-organization, and collective bargaining, and the other requirements of Presidential Decree No. 442 (1974), as amended, or the Labor Code of the Philippines, including compliance with OSH standards.[33] Labor-only contracting is illegal[34].

Wage and Welfare

a. Employees shall receive their wages by means of legal tender, at least once every two weeks or twice a month at intervals not exceeding sixteen (16) days.

b. In a contracted work, employees of the contractor and of the latter's subcontractor, shall also be paid in accordance with the Labor Code. In the event that the contractor or subcontractor fails to pay the wages of his employees, the employer or indirect employer shall be jointly and severally liable with his contractor or subcontractor to such employees to the extent of the work performed under the contract, in the same manner and extent that he is liable to employees directly employed by him.

- The wage paid by the employers to the workers shall not be lower than the prescribed minimum wage set by the Regional Tripartite Wages and Productivity Boards.

Working time, Rest Days and Holidays

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[29] Par. 6.1.2, CSC-COA-DBM Joint Circular No. 1, Series of 2017
[30] Par. 6.1.3, CSC-COA-DBM Joint Circular No. 1, Series of 2017
[31] Title II (Wages), Book 3 (Conditions of Employment) of the Labor Code, as amended
[32] Par. 6.1.4, CSC-COA-DBM Joint Circular No. 1, Series of 2017
[33] DOLE DO 198, s. 2018
[34] There is "labor-only" contracting where the person supplying workers to an employer does not have substantial capital or investment in the form of tools, equipment, machineries, work premises, among others, and the workers recruited and placed by such person are performing activities which are directly related to the principal business of such employer. In such cases, the person or intermediary shall be considered merely as an agent of the employer who shall be responsible to the workers in the same manner and extent as if the latter were directly employed by him. (Art. 106, Labor Code)

a. The normal work hours for every employee shall not exceed eight (8) hours a day. Rest periods of short duration during working hours are counted as hours worked.

b. If all or any part of the employee's working hours falls on 10:00 PM to 6:00 AM, he/she shall be entitled to a night shift differential in addition to the regular wage. If the worked performed exceeds the normal working hours, he/she shall be given overtime pay.

c. It is the right of every employee for a rest period not less than twenty-four (24) consecutive hours after every six (6) consecutive normal workdays.

d. Compensation shall be given for work performed during holidays and rest days.

<u>Equal Rights</u>

a. Workers shall have the right to self-organization and to form, join, or assist labor organizations of their own choosing for purposes of collective bargaining.

b. Minimum employable age is 18 years old. Persons of age 15 to 18 can be employed given that they work in non-hazardous environment.

- Gender discrimination in employment and labor relations shall be prohibited. Male and female employees are entitled to equal compensation for work of equal value and access to promotion and training opportunities.

Likewise, vulnerable workers such as women, persons with disabilities, children of working age, and Indigenous Peoples, who will be engaged by the Project will be protected under the applicable provisions of the Labor Code, RA 8173 or the Indigenous Peoples' Rights Act (IPRA) and other laws and guidelines.

ANNEX 3 shows the list of Philippines and international regulations on labor conditions and benefits according to the contracting modality.

3.6   Community workers

Community workers essentially refer to labor from local communities provided on a voluntary basis or on the basis of a "contract/protocol/collaboration agreement". Community workers providing volunteer works are not covered under the Labor Code or the Civil Service regulations because of the voluntary nature of their engagement. Community workers under the Project will include parents and community members who may receive support from the project, for example, to establish a sustainable community-based livelihood program for food (e.g. receive seeds for food production, or brood livestock for raising chickens); or set up a viable income generating business model (e.g. for weaving) to support household members to earn income, while providing supplementary food for students at school.

An estimated number of community workers is 10 individuals (e.g. parents, Parent Teacher Associations) for each for the pilot 100 school. So, the total will be 1,000 community workers.

3.7   Safety and Health in the Workplace

In order to guarantee safety and health at work, CBCS will adopt the best labor and occupational practices for the Project, in accordance with RA 11058, CSC-Department of Health (DOH)-Department

of Labor and Employment (DOLE) Joint Memorandum Circular No. 1, s. 2020 and other applicable Philippine regulations, General Guidelines on the Environment, Health and Safety of the World Bank group and World Bank[35] ESS2. The list of Philippine standards on safety and health at work can be found in ANNEX 4

Under RA 11058, or An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations Thereof, the State guarantees a safe and healthy working environment for employees by providing protection from all possible dangers in the workplace. It applies to all organization, projects, sites, or any place where work is being done, including Philippine Economic Zone Authority (PEZA) businesses, but not including the public sector. Workers are also mandated to abide by the Occupational Safety and Health (OSH) Standards, which has been formulated to protect every working man against the dangers of injury, sickness or death through safe and healthful working conditions.

For the public sector, CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020 provides for the OSH Standards for the Public Sector, including JO and COS.[36] It provides for reasonable working conditions in the workplace; emergency preparedness; establishment of OSH Program; provision of support facilities; strict enforcement of the rules on working hours, break and leave privileges; reporting requirements; monitoring and evaluation. It mandates the Head of the Agency to ensure comprehensive dissemination of OSH information through a Communication Plan which includes the publication of pertinent OSH information in the agency website and other communication materials and the establish of feedback mechanism. The agency, through its Human Resource Office, shall maintain and keep an accident or illness record which shall be open at all times for inspection by authorized personnel.

COVID-19

Due to the global context caused by COVID-19, it is important to specify a list of temporary regulations on COVID-19 relevant to labor and employment. At the international level, the International Labor Organization (ILO) shared recommendations on practices and strategies in health and safety for the prevention of COVID-19 through the Guide for employers on the prevention of COVID- 19[37]. Likewise, the World Health Organization (WHO) has issued guidelines on preventive measures to avoid the contagion and spread of the coronavirus in the work site[38].

In the Philippines, there are some labor-related issuances that must be taken into consideration for any ongoing project during the pandemic. Specifically, the DOH Department Memorandum 2020-0056 provides for the interim guidelines on COVID-19 response in the workplace for all employers and workers, both public and private, to comply which include:

    a. General preventive measures require observance of personal protection and hygiene, such as respiratory etiquette and hand hygiene; social distancing measures; environmental measures; food safety measures;

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[35] . The guides can be found at the following link: https://documents.worldbank.org/en/publication/documents-reports/documentdetail/157871484635724258/environmental-health-and-safety-general-guideline

[36] to be observed by National Government Agencies, LGUs, Government-owned and Controlled Corporations with Original Charters and State Universities and Colleges

[37] For further information: https://www.ILO.org/actemp/publications/WCMS_744784/lang--es/index.htm

[38] For more information: https://iris.paho.org/handle/10665.2/52057

b. Management of symptomatic requires employers to provide the worker with a face mask; immediately isolate the worker in a well-ventilated room in the workplace, away from other workers; refer the worker to the company healthcare provider if there is any or the nearest hospital; and decontaminate the work areas;

c. OSH Officer of the workplace to report symptomatic and asymptomatic to the Municipal/City Health Officer for verification and investigation; and for the Health Officer to report to the Regional Epidemiology Surveillance Unit (RESU) using the Event-Based Surveillance and Response System (ESR) of the Epidemiology Bureau (EB) of the DOH;

d. On leave of absence and entitlements, the applicable regulations of the CSC and DOLE, PhilHealth, and SSS will apply. The completion of quarantine for workers who underwent quarantine shall be issued by local quarantine/health official;

e. Closure of office is not recommended; contingency or work continuity plans should be activated; and

f. Everyone is advised to refrain from sharing unverified reports and/or false news; DOH health promotion materials may be used and reproduced; for announcements and public advisories, visit the official DOH channels.

Also, the Department of Trade and Industry (DTI) and DOLE issued supplemental guidelines on workplace prevention and control of COVID-19. Under DTI-DOLE 20-04-A, all private establishments are directed to implement all necessary workplace safety and health programs, including the following COVID-related programs, at no cost to the employees:

a. Increase physical and mental resilience through the provision of psychosocial support; promotion of work-life balance; and alignment of company policies on COVID with the existing minimum public health standards and guidelines issued by DOH;

b. Reducing transmission of COVID-19 through compliance with the minimum public health standards, such as wearing of masks, face shields, physical distancing, and frequent disinfection; provision of disinfecting/washing resources or materials to the workers; displaying signages / reminders; provision of shuttle services for large and medium establishments; enforcing adequate ventilation; among others

c. Reduce contact through observance of work-from-home arrangements for the most-at-risk employees; restriction of mass gatherings; adoption of staggered meal schedules; and minimize customer transactions to less than 15 minutes;

d. Reduce duration of infection;

e. Management of asymptomatic and symptomatic employees;

f. Isolation and referral;

g. Contact tracing;

h. COVID-19 testing;

i. Notification and reporting of cases to DOH, LGU, and DOLE;

j. Disinfection and closure of buildings/workplaces

For the purposes of the project, for project workers in the field, the provincial health task forces' advisories will be strictly followed, especially the Municipal Health guidelines and the rules. Also, CBCS's Security and Safety Officer's prior approval is necessary for project staff to visit high-risk areas and having a Vaccination card is mandatory during the field visits.

In the meantime, the CSC issued guidelines for alternative work arrangements and support mechanisms for workers in the government, including JO and COS workers, during the COVID-19 Pandemic. ANNEX 5 presents the list of Philippine regulations referring to the COVID-19 context applicable to the Project.

Philippine laws also recognize the protection of maternity and paternity rights. Under RA 11210 qualified[39] female worker, regardless of civil status, employment status, and legitimacy of her child, whether in the public sector or in the private sector, including those in the informal economy, is entitled to paid leave benefit. Under RA 8187, paternity leave benefit is given to all married male employees, regardless of employment status, in the private or public sector. Moreover, in addition to leave privileges under existing laws, parental leave of not more than 7 working days every year shall be granted to any solo parent employee who has rendered service of at least one year.[40]

Under RA 10028, lactation stations must be established in all workplaces. Moreover, nursing employees shall be granted break intervals in addition to the regular time-off for meals to breastfeed or express milk. These intervals shall be counted as compensable hours worked.9

3.8 Security protocols/ measures

The BARMM region is affected by recurring peace and security problems, including possible violence/danger from conflict incidents in the target areas arising from clan feuds, land related/ political conflict, armed groups or local terrorist groups. Peace and security concerns may be exacerbated by climate and disaster risks.

CBCS has an existing Security and Safety Officer, designated to oversee the overall security and safety for all CBCS staff. For the purposes of this specific project, the project's security focal point is the Project Supervisor. The provincial coordinators will also support by monitoring, receiving, and reporting the security incidents at the province level (Mag, LDS) to the Project Supervisor and the CBCS Security and Safety Coordinator.

CBCS also has existing security and safety operational guidelines (ANNEX 14) that have been tested in the field to ensure the security and safety of the staff, partners and the visitors. The CBCS project team has also further contextualized the CBCS security manual and safety protocols to the project (including safety in relation to natural hazards), in considering the specific locations of the identified hundred schools.

The following security protocols and risk mitigation measures will be strictly followed to protect project workers (e.g., CBCS staff, contracting firm staff and community workers/volunteers working on the project, unless they are already residing at the field location):

- CBCS's Security and Safety Coordinator will regularly provide the security updates and the weekly security analysis to the key project staff, including the last security status in the areas of operations

- Before departing to the field for project activities, project staff, contracted firms and community workers will receive the CBCS security manual and safety protocols and will be provided an orientation (if deemed necessary for high-risk areas), with the expectation that the measures should be properly followed.

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[39] Eligible female worker in the public sector is any pregnant female worker in the government service, regardless of employment status and length of service under Sec. 1, Rule V of the IRR of RA 11210. A qualified female worker in the private sector is a worker with at least 3 monthly contributions in the 12-month period immediately preceding the semester of childbirth, miscarriage, or emergency termination of pregnancy; and has notified her employer of her pregnancy and the probable date of her childbirth under Sec. 1, Rule VI of the IRR of RA 11210.

[40] Sec. 8, RA 8972 or the Solo Parents' Welfare Act of 2000

- Upon arrival at the field location, project workers on travel/on-field missions will send regular messages to the Project's Security Focal point (the Project Supervisor). The CBCS Security and Safety Coordinator will also assist and support monitoring the staff's whereabouts on the field. A staff locator chart is also updated and maintained in the office for reference.

- While natural disaster in these two provinces (Mag, LDS) are generally low, coordination with LGUs is mandatory in the calamity-declared areas, as well as pre-assessment and coordination with the Municipal Disaster Management Unit are required, before project workers can enter into these calamity-declared areas.

3.9   **Specific Security measures:**

In analyzing the project's locations of the 100 pilot schools, the CBCS project team already identified three areas to follow the security protocols strictly: (1) MILF camp areas under decommissioning, (2) SPMS box (The SPMS-box is a military term referring to the contiguous towns of Shariff Aguak, Pagatin (Datu Saudi Ampatuan town), Mamasapano, and Shariff Saydona, where the BIFF operates. And (3) the areas of Ridos.

Areas	Security protocol
1)MILF Camp areas	While CBCS has good experience implementing the project activities in the designated MILF camp areas, the protocol will be as follows: 1.1. Prior coordination with Joint Task Forces on Camps Transformation (JTFCT), the nearby Philippine National Police (PNP) posts, the Coordinating Committees on the Cessation of Hostilities (CCCHs), and the designated area commanders through the MILF HQ. 1.2. Mandatory updates by project worker to Project's Security Focal point (the Project Supervisor) in every three hours upon arrival to the area 1.3. Follow the Project's Security Focal Point's instructions in case of emergency.
2) SMPS Box areas The contiguous towns of Shariff Aguak, Pagatin (Datu Saudi Ampatuan town), Mamasapano, and Shariff Saydona, are identified areas at risk of rido/local conflicts.	Security Analysis indicates that regions of SPMS Box, composed of six municipalities in the Maguindanao province (namely, the contiguous towns of Shariff Aguak, Pagatin (Datu Saudi Ampatuan town), Mamasapano, and Shariff Saydona, are identified areas at risk of rido/local conflicts. The protocol will be as follows: 2.1. Prior coordination with the CBCS network members and the barangay LGU officials 2.2Prior security clearance from the CBCS Security and Safety Coordinator 2.3. Mandatory updates by project worker to Project's Security Focal point (the Project Supervisor) in every two hours upon arrival to the area 2.4 Follow the Project's Security Focal Point's instructions in case of emergency
3)Ridos/ armed conflict-sensitive areas	2.1. Prior coordination with the CBCS network members and the barangay LGU officials 2.2Prior security clearance from the CBCS Security and Safety Coordinator 2.3. Mandatory updates by project worker to Project's Security Focal point (the Project Supervisor) in every two hours upon arrival to the area

	2.4 Follow the Project's Security Focal Point's instructions in case of emergency

Following any incident that resulted in injury or property damage, the project worker is expected to complete the incident reporting form (in Annex 15) which will be submitted to the Project supervisor. The Project supervisor should conduct their own investigation and turn in all necessary reporting forms to the insurance agent or carrier.

4 ASSESSMENT OF POSSIBLE MAIN LABOR RISKS

In order to implement prevention and mitigation measures, CBCS has identified the following risks that could violate the rights of Project workers, whether JO, COS, or workers of Institutional COS/contractor/sub-contractor:

4.1 Discrimination

As a principle, CBCS does not tolerate discrimination in the workplace and upholds an inclusive, non-discriminatory, culture and gender-sensitive work relations among staff, between CBCS and its network members and promotes this as part of the organization's Code of Ethics (also stated in the Manual of Operations). In addition, the Management of CBCS strictly adheres to the non-discriminatory provisions that are in the National Labor Code. For this reason, this risk is very low within the organization. In the specific context of the Project, discrimination and marginalization may be manifested in the pilot areas and it will be a challenge for the Project Staff to change mindsets, attitudes and behaviors in the process of project implementation.

4.2 Misuse of labor contract

The Project will guarantee the correct relationship between its activities and its employment contract and the terms and conditions under national labor legislations. For this reason, CBCS will make unannounced visits to verify compliance with the conditions and benefits according to the corresponding Contracting Modality. If there is any case of misuse of labor contract, CBCS must guarantee that the corresponding rights of the worker are recognized, and that the labor contract is not contrary to law, morals, good customs, public order, or public policy.[41]

In the specific context of the Project, possible situations of misuse of the contract could arise in the following instances: (i) Assigning of tasks that are not consistent with the assumed position or those outlined in the contract; (ii) Avoidance of or non-compliance with the mandatory social benefits; (iii) Stipulations in the contract concerning hours of work, rest periods, allowable leaves as may be applicable, wages, overtime pay, and welfare requirements inconsistent with labor laws.

The overall Management Committee of CBCS, as well as its internal Human Resource Development Unit will ensure that each Project Staff is issued Service Contracts with clear Terms of Reference reflecting their tasks, duties and responsibilities, as well as that of CBCS. In addition, CBCS has an existing labor Grievance Committee where staff can raise their concerns and issues relative to their contracts, performance in the field and such.

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[41] Art. 1306, Civil Code of the Philippines

4.3 Forced labor

All work required of an individual under threat of any penalty and that is not done voluntarily, that is, there is no consent, will be considered forced labor. The Project will not allow this type of act pursuant to the provisions of RA 10364, or the Expanded Anti-Trafficking in Persons Act of 2012 and ESS2 of the World Bank.

In the specific context of the Project, this risk remains low as CBCS adheres to its own Code of Ethics and Policies embodied in its Manual of Operations (MOP) and its own advocacies on Justice and Human Rights.

4.4 Child labor

Child labor is understood to be any physical, mental, social or moral activity that harms children, because it interferes with their education, prevents them from carrying out activities appropriate to their age, and limits their full development.

The minimum age to work will be 14 years unless the national law specifies a higher age according to the ESS2 of the World Bank. Art. 139 of the Labor Code persons under 15 may be employed only if they are working directly under their parents or guardian and the work does not hinder their education.[42] Likewise, minors under 18 years of age will not be employed in jobs that are dangerous to their health or to their physical, mental, moral or social development, in accordance with the World Bank's ESS2[43]

As a principle, CBCS does not condone nor tolerate child labor, as stated in its Child Protection Policy embedded in the Manual of Operations. This is aligned with the World Bank's ESS2.

4.5 Harassment in the workplace

Harassment in the workplace refers to any conduct that constitutes aggression or harassment against any worker and that results in mistreatment or humiliation, or threat to their employment situation.

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[42] Art. 139, Labor Code indicates:
- employees may not be less than 15 years of age unless they are working directly under their parents or guardian and their work does not hinder their education
- Persons between 15 and 18 years old may work for a certain number of hours and periods of the day. Regardless, no person below 18 years old may be employed in occupations that are considered dangerous

In addition, RA 9231 indicates that Children below 15 years old may be employed if: (1) the child works directly under his/her parents or guardian and the other employees are his/her family members as well; (2) the employer must guarantee the protection, safety, health, normal development, and morals of the child; (3) the employer must establish initiatives to safeguard against the exploitation and discrimination of the child, particularly in terms of system and level of remuneration, and length and arrangement of working hours; (4) the employer shall devise and execute a program for the child's training and skills acquisition; (5) acquire a work permit from DOLE

[43]See reference to EAS 2 paragraph 18 of the World Bank Environmental and Social Framework: Work considered dangerous for children are those that, due to their nature or the circumstances in which they are carried out, may endanger the health, safety or morals of children. Examples of hazardous work activities prohibited for children include the following: a) work exposed to physical, psychological or sexual abuse; b) work in underground areas, under water, or in heights or enclosed spaces; c) work with machinery, tools or equipment that is dangerous or that involves handling or transporting heavy loads; d) work in unhealthy environments in which the child is exposed to dangerous substances, agents or processes, or to temperatures, noise or vibrations that damage health, or e) work in difficult conditions, such as long hours, work at night or confinement in employer premises.

The Project is required to have an administrative policy and procedure for the prevention and punishment of harassment in the workplace.

In the specific context of the Project, this risk is low. CBCS has zero tolerance to harassment in the workplace and this includes sexual harassment.

4.6   Sexual harassment

The Project will consider sexual harassment in work-related environment[44] as a serious offense under RA 7877, which vests upon the employer or head of office in a work-related environment the duty to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. In addition, the crime of gender-based sexual harassment in the workplace is also prohibited under Sec. 16, RA 11313 or the Safe Spaces Act.[45]

Employers or other persons of authority, influence or moral ascendancy in a workplace have the duty to prevent, deter, or punish the performance of acts of gender-based sexual harassment in the workplace. Employees and co-workers shall have the duty to: (a) refrain from committing acts of gender-based sexual harassment; (b) discourage the conduct of gander-based sexual harassment in the workplace; (c) provide emotional or social support to fellow employees, co-workers, colleagues or peers who are victims of gender-based sexual harassment; and (d) report acts of gender-based sexual harassment witnessed in the workplace.[46]

CBCS has zero tolerance for sexual harassment, sexual exploitation and abuse and this is embodied as a Policy (PSEA) and contained in the MOP. Any staff who is proven (with evidence-based facts) to have willfully violated this policy shall be meted with sanctions including termination. In the specific context of the Project, this risk is low. The Management Committee of CBCS through its Grievance Committee has instituted whistleblowing as a pathway to address violations of policies, including reportage of evidence-based situations of sexual harassment committed (e.g. female workers are penalized or reprimanded for her manner of dressing, and other analogous circumstances).

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[44] In a work-related environment sexual harassment is committed when: (a) the sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee; (b) the above acts wold impair the employee's rights or privileges under existing labor laws; or (c) the above acts would result in an intimidating, hostile, or offensive environment for the employee. (Sec.3, RA 7877)

[45] It includes (a) acts involving any unwelcome sexual advances, requests or demand for sexual favors or any act of sexual nature, whether done verbally, physically or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems, that has or could have a detrimental effect on the conditions of an individual's employment or education, job performance or opportunities; (b) a conduct of sexual nature and other conduct-based on sex affecting the dignity of a person, which is unwelcome, unreasonable, and offensive to the recipient, whether done verbally, physically or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems; (c) a conduct that is unwelcome and pervasive and creates an intimidating, hostile or humiliating environment for the recipient. It may also be committed between peers and those committed to a superior officer by a subordinate, or to a teacher by a student, or to a trainer by a trainee.

[46] Secs. 17 & 18, RA 11313

4.7   Gender Based violence (GBV)

The Project will not tolerate any act of physical or psychological violence exercised against any person based on their sexual orientation or gender identity that negatively impacts their emotional, physical, social or economic well-being. The Project will promote respect for its workers by providing information on gender diversity.

In the specific context of the Project, the risk of gender violence committed by any project staff of CBCS is low, as part of staff on boarding training is studying the MOP and committing to the organization's Policies including PSEA as well as its advocacies.   Staff are enjoined to report cases of GBV when they encounter incidents in communities that CBCS work with – making use of referral pathways that are inbuilt within the network, even before this project

4.8   Inequality of opportunities

In the Project, any differentiated treatment based on factors such as gender, sexual orientation, disability status, among others, will not be tolerated. Therefore, the Project must verify the salary scales, which should not have gender or any of the other factors as a differentiating reason, in accordance with the provisions of the Labor Code for private employment. On the other hand, EO 292, s. 1987 provides that appointments in the Civil Service shall be made only according to merit and fitness. Also, compensation of government employees is fixed by law. Moreover, RA 10524 states a person with disability shall not be denied access to opportunities for suitable employment.

In the specific context of the Project, this risk is low. CBCS gives equal work opportunities for all, regardless of sex and gender preferences, disability, religious beliefs and tribal affiliation.

4.9   Violation of freedom to unionize

Freedom of association is the right of workers, whether in the private or public sector, to freely establish the organizations they deem appropriate in order to defend their labor interests. The Project will promote the free association of its workers and being part of any union activity may not be considered as a reason for dismissal as long as it is legitimate in accordance with the provisions of current legislation and ESS2. This freedom to unionize or organize is fully supported by the Philippine constitution, the Labor Code, and EO 292, s. 1987.

In the specific context of the Project, the Project Team will be integrated into the overall workforce of CBCS and thereby will be entitled to be supervised by the Management Committee and have access to the Grievance Committee should a need arise. As a CSO, workers of CBCS have the right to and have the freedom to unionize.

4.10   Non-compliance with norms of safety and health in the workplace

The Project will comply with all national regulations regarding safety and health at work in accordance with RA 11058, CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020 and other regulations indicated in ANNEX 4 as well as regulations on labor-related COVID-19 issuances in ANNEX 5. Among the most common risks of non-compliance with this regulation are accidents in work, occupational diseases, among other possible risks mentioned in ANNEX 8.

In the specific context of the Project, this risk is also low. CBCS put a premium on the safety of all its staff. Health protocols are put in place in the workplace (regular office sanitation, provision of and access of staff to health / medical care when needed and the like). All project teams are encouraged to come up with their business continuity plans that will be followed in case of high exposure to threats, i.e., COVID 19 pandemic, conflict incidents in covered areas that could threaten staff safety and security. Safety measures are put in place at the CBCS Compound / Office to prevent the spread of COVID 19 – and all are enjoined to undertake vaccination and observe health protocols when conducting activities.

In the workplace, staff are familiarized with Contingency Plans in case of fire, earthquake and eruption of violent conflicts that could happen within or in nearby premises, that threaten staff safety and well-being. In addition, risk assessments especially those related to politics and conflicts are done regularly, the project staff will receive the security briefing during the orientation, regular security alerts and regular update on the security emergency to ensure staff's security and safety.

Other risks are inherent to the physical and geographic location of the 100 pilot schools spread out in the provinces of Lanao del Sur and Maguindanao and may vary according to terrain and distance from the Municipal Center. Access to these pilot schools might be difficult because not all barangay / municipal roads are concrete. It is also to be expected that transportation in going to and coming from these schools might be limited, and if there are occasional public transportation, the most common types are single motorbikes and in the hard to access schools in Upi (North and South), horses are alternative transportation mode. Given the insecure and conflict context of the provinces, safety is also an area of concern. To mitigate the exposure to such kinds of risk – which will be part of their job – project staff will be encouraged to develop safe havens and contacts / partners on key areas en route to the pilot schools and rely on community partners for correct information before entering pilot areas.

Pilot schools may also have poor facilities like water sanitation and hygiene (WASH) and power supply so that the design of community activities like focus group discussions, community discussions should be fit for context and there is adherence to health protocols in place because of the COVID 19 pandemic.

Unpredictable weather conditions made worse by climate change could also be a risk factor to project staff. Flooding, flashfloods and landslides are common occurrences in the municipalities of these 2 provinces and to minimize the exposure to this kind of nature-born / environmental risk, project staff are encouraged to keep updated of weather reports and have ready paraphernalia in vehicles or in their bags, i.e., "go bags" in case of emergencies.

ANNEX 9 contains the relevant Philippine regulations for each of the occupational hazards identified and mentioned above.

CBCS will provide regular quarterly to the World Bank related to the implementation and management of the risks identified in the Project. Likewise, it will report to the Management Committee of CBCS and to the World Bank immediately and within 24 hours any case of fatality or severe accident in Project activities. For this, CBCS will be responsible for monitoring and verifying compliance with risk prevention measures. ANNEX 10 contains the reporting model for risk management.

5   RESPONSIBILITIES AND FUNCTIONS OF THOSE IN CHARGE OF THE LMP IMPLEMENTATION

All obligations on labor matters assumed by **CBCS** will be transmitted, through contractual clauses, to contractors or third parties in order to guarantee compliance with the LMP. However, the responsibility to supervise and guarantee compliance will fall on CBCS. CBCS will also be responsible for hiring workers following the guiding principles of the National Labor Laws and the requirements of the Environmental and Social Standards (ESS) 2 of the ESF.

6   POLICIES AND PROCEDURES OF THE PROJECT

6.1   CBCS Policies

CBCS as well as the contractor and subcontractor will have the following regulatory instruments to manage health, safety and working conditions issues:

- ✓ Code of Conduct, CBCS (ANNEX 11).
- ✓ Policy and administrative procedure for the prevention and punishment of sexual harassment, CBCS (ANNEX 12).
- ✓ Company Rules and Regulations/Human Resources Manual, CBCS (ANNEX 13).
- ✓ Internal Policy for Safety and Health at Work, CBCS
- ✓ Collective Bargaining Agreement/Collective Negotiating Agreement (in the case of institutions that have unions)], CBCS (**Error! Reference source not found.**).

6.2   Procedures

Procedures for labor treatment

The hiring and termination procedures that will be taken into consideration for the Project are explained below:

6.2.1.1   Labor hiring procedures (recruitment and evaluation):

CBCS will not hire people under the JO or COS arrangement who are disqualified from contracting with the Government. This can be verified through the submission of relevant government clearances from competent authorities such as the National Bureau of Investigation, Philippine National Police, Office of the Ombudsman, the courts. Compliance with CSC-COA-DBM Joint Circular No. 1, s. 2017 and RA 9184 and its IRR shall be strictly enforced.

- In the case of contractors and subcontractors, CBCS will monitor and supervise compliance with labor obligations in favor of workers, independently, and without prejudice, to the individual obligations that correspond to them in accordance with the Labor Code, labor regulations, and ESS2.

6.2.1.2   Procedure for termination of the employment relationship:

For this procedure, the provisions of the Labor Code and the individual contracts for the JO and COS workers, and the following aspects will be taken into consideration:

1. In cases of resignation, or voluntary withdrawal, the worker must notify it in writing thirty days in advance; the term can be waived at the will of the company/executing unit. In the case of mutual agreement, it must be in writing.

2. The dismissal will proceed only for just causes related to the capacity and conduct of the worker indicated in the applicable labor regulations.

3. CBCS is obliged to comply with the legal dismissal procedure under applicable provisions of labor laws.

- This procedure will also be required from the contractors and subcontractors in relation to their workers.

Procedures for managing identified risks

The preventive and mitigation measures to address the risks identified in the Project will be:

Table 5.1   Table of measures for identified risks

N°	Identified risks	Preventive and mitigation measures
1	Discrimination	- Policy against discrimination - Induction and training - Complaints and grievances management system
2	Forced Labor	- Enforce anti-forced labor policy
3	Child labor	- No hiring of children, minors and youth as a policy - in working with communities, determine prevention and mitigation measures together with appropriate education partners (Parent-Teacher-Community Associations (PTCA), LGUs, MBHTE) as well as other Child Protection Mechanisms (if there is none, to lobby for the organization of Barangay Council for Protection of Child (BCPC) in pilot barangay)
4	Sexual Harassment	- Ensure project staff' adherence to CBCS policy on PSEA - In communities, contribute to strengthen mechanisms like against Violence Against Women and Children (VAWC) and influence LGU / MBHTE mechanisms to include PSEA, Child Rights Protection in their program, projects and activities (PPAs) - Display posters about zero-tolerance for -sexual exploitation, abuse and harassment in the workplace; - Zero tolerance for -sexual harassment
5	Inequality of Services	- Work and lobby with Bangsamoro Transition Authority (BTA) and appropriate BARMM Ministries to strengthen convergence approach in the delivery of social services especially to least served schools (pilot schools) and communities

N°	Identified risks	Preventive and mitigation measures
		- Conduct mapping of services in communities - Help establish / strengthen school-based and community-based monitoring system to encourage accountability and transparency promote a rights-based approach in working with PTCAs, education stakeholders and LGUs / Local School Boards Policy push on gender-inclusive labor market
6	[Violation to freedom to unionize]	- Encourage dialogue and open discussions of the Project Team with CBCS Management - Conduct regular meetings with staff to determine issues and concerns for appropriate response
7	Gender Violence	- Promote gender equality - Awareness raising and education - Policy and institutional mechanisms addressing GBV
8	Misuse of Contract	- Set-up monitoring, evaluation, reflection and learning system for this Project - Ensure safety of whistleblower relative to incidents raised to the Grievance Committee of CBCS
9	Non-compliance with safety and health measures at work	- Regularize staff dialogue to give voice to staff; ensure staff follow strict compliance to health protocols; conduct drills on safeguarding, fire drills, earthquake drills as part of preparedness measures

Source:

7 LABOR TERMS AND CONDITIONS OF THE PROJECT

CBCS and contractor or sub-contractor, if any, undertake to comply with the following labor provisions regarding:

7.1 Worker´s age:

Under Article 137 of the Labor Code of the Philippines, person below eighteen (18) years of age shall not be allowed to be employed in an undertaking which is hazardous or deleterious in nature as determined by the Secretary of DOLE. Moreover, persons between 15 and 18 years old may work for a certain number of hours and periods of the day only. Regardless, no person below 18 years old may be employed in occupations that are considered dangerous.[47] Under ESS2 of the World Bank the permissible working age is 14 years according to the ESS2 of the World Bank. In this sense, children under 14 years of age or any other form of child labor will not be employed in the Project.

The Project will undertake necessary measures to avoid the hiring of workers under 14 years old. For this, the Human Resources Management Office/Admin Unit will implement CBCS' Hiring Policies and Procedures which are aligned with the WB's ESS2.

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[47] Article 139, Labor Code

7.2   Working hours:

Under the Labor Code and other applicable regulations found in ANNEX 13, the normal hours of work of project workers shall not exceed 8 hours a day, exclusive of time for meals. If the work performed exceeds the normal working hours, overtime pay shall be given.

7.3   Safety and health in the workplace:

CBCS and the contractor or subcontractor, if any, comply with safety and health requirements at work established in RA 11058 and the OSH standards mentioned in ANNEX 4 and labor-related issuances on COVID-19 mentioned in ANNEX 5, subject to the provisions of the General Guidelines on Environment, Health And Safety of the World Bank Group[48]. In this sense, as a minimum and without being limiting, it will comply with the following:

a. Provide adequate facilities with a safe infrastructure that does not endanger the life or physical integrity of workers and visitors, eliminating all roads and access that represent a danger or risk to life;
b. Provide the necessary and appropriate work material, as well as communications networks for the performance of functions, such as connection and access to the Internet, fixed and / or cellular telephone networks, equipment and / or machines, office supplies, and safety equipment to carry out their tasks, such as personal protective equipment.
c. Schedule medical examinations at the beginning, during and at the end of the employment relationship, being the CBCS that will supervise compliance;
d. Guarantee the confidentiality of the information and documents provided by the worker, be they personal, family, health, economic, sexual, religious, or of any kind subject to the provisions of RA 10173 or the Data Privacy Act of 2012;
e. Provide properly safe hygienic services, in good condition of use, that do not threaten the health or dignity of the workers, providing the necessary facilities for the safe access of personnel who have limitations in their movement; and,
f. Provide a suitable area for people to eat their food in the places where the Project is being executed.

7.4   Inclusive, respectful and equal treatment:

In labor relations, ethical, honest and fair behavior between workers and employers is necessary to achieve a harmonious coexistence in the workplace. In this sense, CBCS, contractor or subcontractor, if any, assume the social responsibility of recognizing, respecting and ensuring the protection of the inherent rights of all workers as individuals. Mechanisms will be implemented to prevent, in any of its forms, any discriminatory act, violence, sexual harassment, and / or any other workplace harassment, whether verbal, physical and / or psychological that occurs as a consequence of labor relations within the Project, including those acts that may occur as a result of the interaction among the workers, contractors, subcontractors and with the community (general population).

To achieve these objectives, CBCS will be consistent with the objectives of the National Government in preventing violence against women, the gender approach policy and respect for individual freedoms, will consider the following actions:

a. Promotion of cooperative relations with the authorities (Philippine National Police, Civil Service Commission, Department of Labor and Employment, LGUs, among others) to ensure timely and diligent responses when filing complaints of harassment or gender violence. These measures seek to protect the vulnerable population;

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[48] These can be found at the following link: https://www.ifc.org/wps/wcm/connect/eb6fddc1-a3e3-4be5-a3da-bc3e0e919b6e/General%2BEHS%2B-%2BSpanish%2B-%2BFinal%2Brev % 2Bcc.pdf? MOD = AJPERES & CVID = jqeI7M5

b. Training of workers by informing them about current legislation and internal procedures regarding workplace sexual harassment, providing the necessary guidelines to prevent and punish harassment in the public and private sectors;

c. Awareness of workers through the development of workshops and awareness-raising talks on the Gender Approach;

d. CBCS will supervise the respect and observance of the current regulations on gender equality, hiring of foreign personnel, and people with disability[49];

e. Guarantee the right to confidentiality of the information obtained from the workers and medical examinations, and not to use said information to the detriment of the workers, subject to the provisions of RA 10173 or the Data Privacy Act of 2012;

f. Rejection and sanction of the discriminatory treatment that stigmatizes workers with human immunodeficiency virus (HIV)/acquired immunodeficiency syndrome (AIDS), implementing prevention and protection measures that protect them against situations of unjustified dismissal due to their physical condition in accordance with Republic Act No. 11166 or the Philippine HIV and AIDS Policy Act; and,

g. Rejection and sanction of acts of sexual harassment in the workplace, including respect of the right of those who identify themselves as a victim to go to the police, fiscal and / or judicial authorities in defense of their rights.

All the aforementioned actions will be included in the Code of Conduct of CBCS which will comply with the minimum requirements established in ANNEX 11. The said Code of Conduct will be complied with by contractors and subcontractors through its incorporation in their contracts under the Project.

7.5 Workers compensation:

Individuals hired through COS shall be paid at the prevailing market rates, subject to the provisions of Republic Act No. 9184 and its Implementing Rules and Regulations. On the other hand, individuals hired through job order shall be paid wages equivalent to the daily wages/salary of comparable positions in government and a premium of up to 20% of such wage/salary.

Workers employed by the third parties shall be paid in accordance with the Labor Code. The minimum wage rates to be applied shall be those prescribed by the Regional Tripartite Wages and Productivity Boards.

The remunerations will be made:
a. Respecting the amounts established in the employment contracts and/or the law;
b. Complying with the policies and legal provisions on non-discrimination in wages between men and women;
c. Without applying adjustments or deductions not authorized by the worker or applicable law;
d. On a monthly basis by means of an account payment, on the date established in the contract; and,
e. With the delivery of the respective payment slip.

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[49] Under RA 10524, "At least one percent (1%) of all positions in all government agencies, offices or corporal ions shall be reserved for persons with disability: *Provided,* That private corporations with more than one hundred (100) employees are encouraged to reserve at least one percent (1%) of all positions for persons with disability."

CBCS, the contractor or sub-contractor, if any, will assume the timely payment of the social benefits generated (bonuses, unemployment, vacation, among others), in full and when appropriate.

Likewise, the expenses generated by the provision of the services in connection with the Project will be assumed by their corresponding employers, which may include the following items: mobility, representation expenses, per diem, etc.

8 MANAGEMENT OF CONTRACTORS AND SUBCONTRACTORS

Responsibility for compliance with the LMP will be cascading; In other words, this will fall not only on CBCS, but also on the contractor, subcontractors, and third parties in charge, which will be incorporated in the respective contracts.

For the hiring of the workers of the contractors, subcontractors, and the third parties that they hire, the same obligation applies with respect to compliance with the LMP and it Annexes, the ESF of the World Bank, and national and international regulations applicable to the Project workers.

The scope and procedures of the LMP are not only exclusively for CBCS, and the workers that it hires, but is also extended to the contractor companies (works executor), the work supervisor, subcontractors, third parties, and all personnel related to the execution of the Project; therefore, it must be disseminated and enforced.

9 COMPLAINTS AND LABOR GRIEVANCES MANAGEMENT SYSTEM

CBCS undertakes to implement and disseminate the mechanism for handling complaints and grievances for Project workers, which will be a transparent and timely procedure and will allow workers to raise complaints, claims, labor inquiries, or suggestions even anonymously. The grievance mechanism shall be made easily accessible to all Project workers. Regular meetings with the project workers to discuss any work-related issues and concerns will be conducted. Every grievance raised by a worker will be documented including the actions undertaken by the office to address such grievance. This mechanism will be replicated in contractor and subcontractor companies.

Complaints about sexual harassment in the workplace shall be subject to the procedure outlined in RA 7877. Government workers' complaints shall observe the grievance redress mechanism of the concerned agency pursuant to CSC No. 2, s. 2001. For other labor issues or complaints emanating from the implementation of the Project, this grievance mechanism will apply. Availing of the grievance mechanism process provided herein is without prejudice to the filing of appropriate complaint before the DOLE, CSC, or the proper courts and other competent authority.

The means (face-to-face, virtual, telephone call) to make complaints, claims, work inquiries, or suggestions are as follows:

Table 8.1   Data for complaints, claims, labor inquiries, or suggestions

Means	Data
TELEPHONE:	(064) 557-0159

Means	Data
	From 8 am to 5 pm, Weekdays
EMAIL:	cbcs_secretariat@yahoo.com, cbcsmindanao@gmail.com
WEB:	www.bangsamorocivilsociety.org
IN PERSON:	#4 KFI Compound, Dona Pilar St, Poblacion 4., Cotabato City
	Immediately
	Mr. Danilo T. Mocsin

The procedure for the complaints and grievance mechanism will be as follows:
1. The person will formulate the complaint, claim, labor consultation, or suggestion through the established means, which will be received, registered and evaluated by CBCS
2. CBCS, after the corresponding evaluation, will give its answer or appropriate action.
3. In case the person who made the complaint or claim does not agree with the response of the CBCS; he/she may file a motion for reconsideration (MR) before the said Office. The worker, according to the nature of his/her complaint or claim, may also at any time continue through administrative or judicial means.
4. The MR will be ground for re-evaluation of the first decision of CBCS which will issue a decision on MR.
5. In case the person who made the complaint or claim does not agree with the decision of the MR, the procedure will be closed without any agreement. This person may follow administrative procedure according to the nature of the complaint or claim.
6. In case the person who made the complaint or claim agrees with the decision of CBCS the agreement will be implemented after the corresponding negotiation in order to close the procedure.

The following is the flow chart for the labor complaints and grievances mechanism:

Graph 8.2 Place the Work Complaints and Grievances Attention Flow Chart

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┌──────────────┐
│ Reception of │
│   grievance  │
└──────┬───────┘
       │
┌──────▼───────┐
│  Evaluation  │
└──────┬───────┘
       │
    ◇ Decision ◇ ──────► In disagreement ──────► ◇ Response ◇ ──────► Close without agreement
       │                                              │                      ▲
       ▼                                              ▼                      │
  ┌─────────┐                                    ┌─────────┐                 │
  │Agreement│                                    │ Appeal  │                 │
  └────┬────┘                                    └────┬────┘                 │
       ▼                                              ▼                      │
  ┌──────────┐                                  ┌────────────┐               │
  │Implement │                                  │Reassessment│               │
  │ measures │                                  └─────┬──────┘               │
  └────┬─────┘                                        ▼                      │
       ▼                                                                     │
┌────────────┐   ┌─────────┐                   ◇ Decision ◇ ──► In disagreement
│ Close with │◄──│Agreement│◄──────────────────────┘
│ agreement  │   └─────────┘
└────────────┘
```
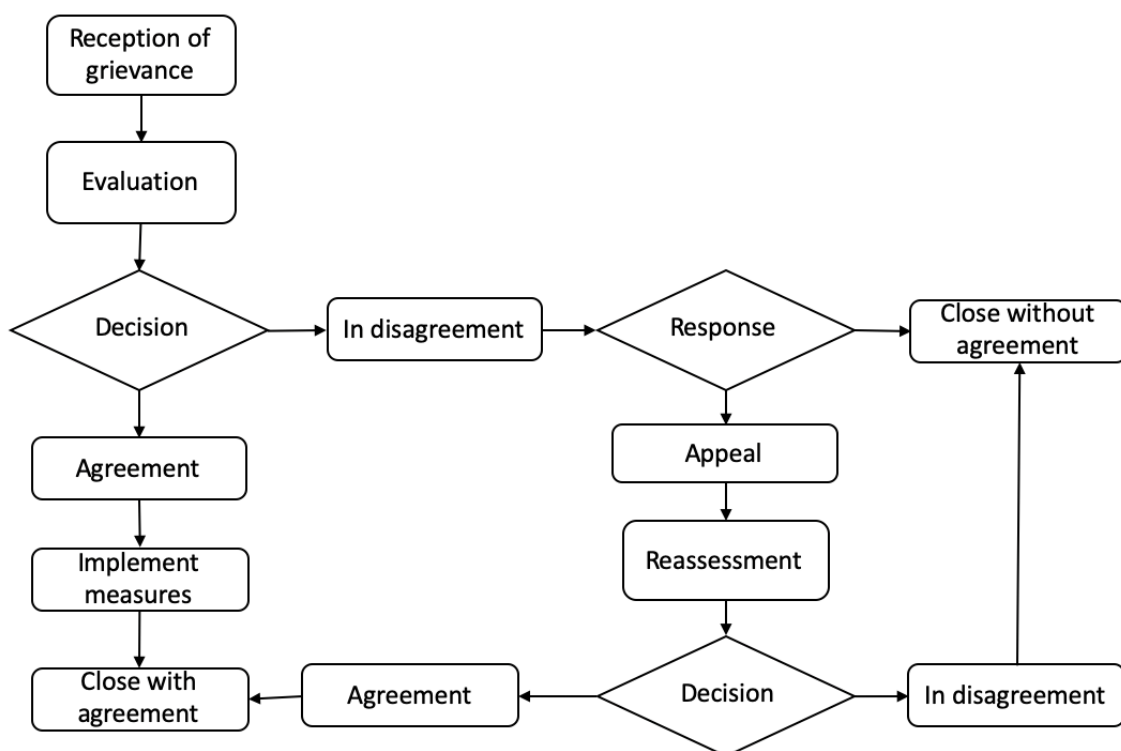
CBCS staff and contracted firm's worker, the aggrieved worker may raise any issue anonymously through a letter which shall be submitted to his/her immediate supervisor's office. All grievances that are not anonymous pertaining to adequate working conditions, standard occupational safety and health and other concerns from the workers shall be addressed following the procedures outlined below:

1. The grievance shall be submitted by the workers to the Contractor who shall follow the DOLE procedures in handling the complaints. The Contractor shall act within 15 days upon receipt thereof;
2. If no understanding or amicable solution can be reached, or if the complainant does not receive a response from the Contractor within 15 days of registry of the complaint, he/she can appeal to the CBCS which shall act on the complaint/grievance within 15 days from the day of its filing. If the CBCS does not see itself fit to address the complaint it will immediately bring the matter to the concerned DOLE office.
3. If the complainant is not satisfied with the resolution offered by the CBCS, he/she can bring the complaint to the concerned DOLE office, which shall act on the complaint/grievance in accordance with its rules of procedure.

Every worker can file a complaint with the competent authorities. The following Table presents the authorities according to their functions to receive specialized complaints:

Table 8.3   Competent authorities to receive complaints

N°	Institutions	Functions
1	CSC	CSC shall hear and decide administrative cases instituted by or brought before it, directly or on appeal.[50]
2	Head of Agency /LGU	They take cognizance of complaints involving their respective personnel.[51] All agencies must establish grievance machinery.[52]
3	Private Arbitration	The parties may agree to private arbitration, but this will not deprive Philippine labor courts or agencies of jurisdiction over certain labor disputes as provided by law
4	Grievance Machinery under the CBA	The Labor Code requires parties to a CBA to establish machinery for the adjustment and resolution of grievances arising from the interpretation or implementation of their CBA.
5	DOLE/SEnA Desk Officers	The DOLE through its regional offices and attached agencies shall provide a speedy, impartial, inexpensive and accessible settlement of labor issues arising from employer-employee relations, including issues on OSH Standards, to prevent them from ripening into full blown labor dispute or actual labor case, of the Single-Entry Approach (SEnA)[53]
6	Committee on Decorum and Investigation (CODI) in Sexual Harassment Cases	Receive complaints of sexual harassment; Investigate sexual harassment complaints in accordance with the prescribed procedure; Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision; and Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.
7	Labor Arbiters/ National Labor Relations Commission (NLRC)	Labor Arbiters have original and exclusive jurisdiction to hear and decide the following cases involving all workers, whether agricultural or non-agricultural: unfair labor practice cases; termination disputes; claim for reinstatement; claims damages; cases arising from strikes and lockouts; and all other claims arising from employer-employee relations. Cases decided by Labor Arbiters are appealable to the NLRC[54].
8	Philippine National Police (PNP)	Through the police stations, they intervene in the reception and processing of complaints, as well as in the investigation of crimes

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[50] Revised Rules on Administrative Cases in the Civil Service
[51] Revised Rules on Administrative Cases in the Civil Service
[52] CSC Memorandum Circular 2, s. 2001
[53] RA 10396 and DOLE Department Order No. 151-16, s. 2016
[54] Art. 217, Labor Cod

Borrower: is the recipient of financing and who assumes the commitments to comply with the environmental and social standards of the World Bank for an investment project.

Central functions of a Project: they constitute the production processes or essential services for a specific activity without which the Project cannot continue.

Child labor: it will be all that work carried out by a child who does not have the minimum age established in ESS2, so that he cannot be employed or contracted in connection with the project. The labor management procedures will specify the minimum age for employment or recruitment in the project, which will be 14 years unless national laws stipulate a higher age.

Community Workers: Projects may involve the use of community workers in various circumstances, such as when labor is provided by the community as a contribution to the Project or when projects are designed and carried out in order to foster development driven by the community, and provide a social safety net or specific assistance in fragile and conflict-affected situations.

Contracted worker: is the employee by a third party to perform a job or provide services related to the core functions of the Project; in this case, the third-party exercises control over the work, working conditions and treatment of the Project worker.

Contractor: the company that enters into a contract with the borrowing entity.

Direct worker: one with whom the Executing Unit has a direct contractual employment relationship, in which the Executing Unit exercises specific control over the work, working conditions and treatment of the Project worker. The worker is employed or contracted by the Executing Unit, receives his payment directly from it and is subject to its control and daily instructions.

Discrimination: any distinction, exclusion, restriction or preference based on certain grounds - such as race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or any other social condition - and whose purpose or result is to nullify or impair the recognition, enjoyment or exercise, under conditions of equality, of the human rights and fundamental freedoms of the people[55] belonging to the Project.

Forced labor: the extraction of work or services from any person by means of enticement, violence, intimidation or threat, use of force or coercion, including deprivation of freedom, abuse of authority or moral ascendancy, debt- bondage or deception including any work or service extracted from any person under the menace of penalty.[56].

Gender: refers to a set of socially ascribed characteristics, norms, roles, attitudes, values and expectations identifying the social behavior of men and women, and the relations between them;[57]

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[55]According to the case of Gonzales Lluy et al. V. Ecuador before the Inter-American Court. Sentence of September 1, 2015. It should be noted that sexual orientation should also be considered a prohibited motive.

[56] RA 10364

[57] Sec. 5 (d), RA 11313

Gender Identity: it is the internal and individual experience of gender as each person feels it, which may or may not correspond to the sex assigned at birth, including the personal experience of the body (which may or may not involve the modification appearance or bodily function through medical, surgical or other means, provided that it is freely chosen)[58].

Indirect employer refers to any person, partnership, association or corporation which, not being an employer, contracts with an independent contractor for the performance of any work, task, job or project.

Primary purveyor: those people who, on a continuous basis, directly provide goods or materials essential for the central functions of the Project.

Public spaces refer to streets and alleys, public parks, schools, buildings, malls, bars, restaurants, transportation terminals, public markets, spaces used as evacuation centers, government offices, public utility vehicles as well as private vehicles covered by app-based transport network services and other recreational spaces such as, but not limited to, cinema halls, theaters and spas.[59]

Sex: refers to the biological differences between men and women, their physiological characteristics, the sum of the biological characteristics that defines the spectrum of people as women and men or the biological construction that refers to genetic characteristics, hormonal, anatomical and physiological on the basis of which a person is classified as male or female at birth[60].

Sexual assault: an act by any person by inserting his penis into another person's mouth or anal orifice, or any instrument or object, into the genital or anal orifice of another person[61]

Sexual harassment: an act or a series of acts involving any unwelcome sexual advance, request or demand for a sexual favor, or other verbal or physical behavior of a sexual nature, committed by a government employee or official in a work-related, training- or education- related environment.

Support services may include janitorial, security, driving, data encoding, equipment and grounds maintenance and other services that support the day to day operations of the agency.

Third Parties: May include contractors, subcontractors, brokers, agents, or intermediaries.

ANNEX 2 - REQUIREMENT OF THE ENVIRONMENTAL AND SOCIAL STANDARD 2 (ESS 2) AND THE PHILIPPINE LABOR REGULATIONS

The Environmental and Social Standard 2 (ESS2) of the World Bank on labor and working conditions applies to all projects financed by the World Bank and aims to promote and protect safety and health,

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[58] Inter-American Court of Human Rights. Advisory Opinion N ° 24 of November 24, 2017. Likewise, this definition is in accordance with the Good Practice Note. Non-Discrimination: Sexual Orientation and Gender Identity (SOGI) from the World Bank.
[59] Sec. 3 (g), RA 11313
[60] Inter-American Court of Human Rights. Advisory Opinion No. 24 of November 24, 2017.
[61] Sec. 2, RA 8353

fair treatment, and non-discrimination and equal opportunities for Project workers, especially the most vulnerable.

This ESS recognizes the importance of job creation and income generation in order to reduce poverty and foster inclusive economic growth. It also seeks to prevent the use of all forms of forced labor and child labor. On the other hand, it supports the principles of freedom of association and collective negotiation of the Project's workers in accordance with national laws. And finally, it provides Project workers with accessible means to raise concerns about labor and working conditions.

In general terms, current Philippine regulations address most of the requirements considered in this standard.

The requirements of ESS2 and Philippine labor regulations are detailed below:

NATIONAL REGULATIONS CORRESPONDING TO ESS2

ESS2		Legal system			Supervisory institution	Observations
Theme	**Main Requirements**	**PH Laws**	**General Description**	**Binding international regulations**		
Labor Terms and Conditions	**Workers will receive information and documentation, establishing their rights under national labor laws, including rights related to hours of work, wages, overtime, pay and benefits (para. 10).**	Labor Code of the Philippines, as amended, and its IRRs	Prescribes the terms and conditions of employment and other requirements, including rights of workers	X	DOLE CSC Heads of Agency	No requirement under national law that requires employers to inform and document the terms and conditions of employment, including the rights of workers, except OSH measures and the terms and conditions of employment of contractor and sub-contractor's employees, because the terms and conditions of employment and rights of workers are fixed by law.
		Executive Order (EO) 292, s. 1987 and its IRRs	The terms and conditions of employment of all government employees, shall be fixed by law. Those that are not fixed by law may be the subject of negotiation between duly recognized employees' organizations and appropriate government authorities.			
		RA 11058 and DO 198, s. 2018	Information dissemination of OSH for both private and public sector is mandated.			
	Workers will receive their payment in regular form (para 11).	Labor Code of the Philippines, as amended, and its IRRs	Provides for the rules on wages for the private sector, including setting the minimum wage, forms, time and place of payment	Convention N° 100 on equal remuneration of the ILO National	DOLE DBM COA	National regulations address aspects of ESS2 remuneration

ESS2		Legal system			Supervisory institution	Observations
		PH Laws	General Description	Binding international regulations		
Theme	Main Requirements					
		RA 11466	Modifies the salary schedule for civilian government personnel and authorities			
		EO 292, s. 1987	Congress shall provide for the standardization of compensation of government officials and employees			
		CSC-COA-DBM Joint Circular No. 1, s. 2017	Individual COS shall be paid the prevailing market rates; individual hired as JO shall be paid wages equivalent to the daily wage/salary of comparable positions in government and a premium of up to 20% of such wage/salary			
	Workers will have adequate weekly rest periods, annual vacation, and sick, maternity or family leave, as required by national law and labor management procedures (para 11).	Labor Code of the Philippines, as amended, and its IRRs	Provides for rules on working conditions and rest periods, holidays and service incentive leaves	Convention N° 183 on the protection of maternity	DOLE CSC	National regulations address working conditions on ESS2 breaks, except for JO and COS workers because they are not considered employees of the government.
		RA 11210	Provides for 105 expanded maternity leave			
		RA 8187	Provides for paternity leave benefit			

ESS2		Legal system			Supervisory institution	Observations
		PH Laws	General Description	Binding international regulations		
Theme	Main Requirements					
		RA 8972	Grants parental leave of not more than 7 days, and additional 15 day maternity leave for solo parent female worker			
		EO 292, s. 1987 and Omnibus Rules Implementing Book V of EO 292	Provides for rules on leaves for the government personnel			
		CSC-COA-DBM Joint Circular No. 1, s. 2017	Services of COS and JO workers are not covered by Civil Service law; hence, they do not enjoy the benefits such as leave and 13th month pay			
	When required by national laws and labor management procedures, workers in the project will receive timely notification of termination of employment and details of severance payments (para 12).	Labor Code of the Philippines, as amended, and its IRR	There is no dismissal without just cause for regular employees. Notice of termination is required and details of benefits to be received are prescribed.		DOLE	National regulations address aspects of ESS2 termination of employment.
		EO 292, s. 1987 and Omnibus Rules	No officer or employee of the civil service shall be removed or suspended except for cause			

ESS2		Legal system			Supervisory institution	Observations
				Binding international regulations		
Theme	Main Requirements	PH Laws	General Description			
		Implementing Book V of EO 292	as provided by law and after due process.			
Non-discrimination and equal opportunities	The hiring of workers will be based on the principle of equal opportunities and fair treatment, and there will be no discrimination in any of the aspects of the employment relationship, such as search and hiring, remuneration (including wages and benefits), working conditions and terms of employment, access to training, job assignment, promotion, termination of employment or retirement, or disciplinary practices (para 13).	1987 Philippine Constitution	The State shall afford full protection to labor, local and overseas, organized and unorganized, and promote full employment and equality of employment opportunities for all.	Convention N° 111 on discrimination, employment and occupation.	DOLE CSC	National regulations address aspects of equality and non-discrimination of the ESS2.
		Labor Code of the Philippines, as amended	It is a State Policy to encourage hiring of workers based on their qualifications, abilities, skills, and knowledge instead of their age; forbid the placement of unreasonable age restrictions on employment; and support equal rights and treatments for all with regards to compensation, benefits, and other employment opportunities, age notwithstanding. Discrimination against women employees with respect to terms and conditions of			

ESS2		Legal system			Supervisory institution	Observations
Theme	Main Requirements	PH Laws	General Description	Binding international regulations		
			employment solely on account of her sex is prohibited.			
		EO 292, s. 1987 and Omnibus Rules Implementing Book V of EO 292	appointments in the Civil Service shall be made only according to merit and fitness; government employees shall not be discriminated against in respect of their employment by reason of their membership in employees' organizations or participation in the normal activities of their organizations.			
		CSC Memorandum Circular No. 3, s. 2001	provides for the revised policies on the merit promotion plan, which mandates that appointment in the government service is open to all qualified men and women according to the principle of merit and fitness			
		R 9710	The State condemns discrimination against women in all its forms. Public and private entities and individuals found to have committed			

ESS2		Legal system			Supervisory institution	Observations
Theme	**Main Requirements**	**PH Laws**	**General Description**	**Binding international regulations**		
			discrimination against women shall be subject to sanctions.			
		RA 8371	the State is mandated to extend to ICC/IPs the same employment rights, opportunities, basic services, educational and other rights and privileges available to every member of the society, and the employment of any form of force or coercion against ICCs/IPs is dealt with by law.			
Union	**In countries where national laws recognize the rights of workers to form organizations, join organizations of their choice and to negotiate collectively without interference, the project will be carried out in accordance with those national laws (para 16).**	1987 Philippine Constitution	guarantees the rights of all workers to self-organization, collective bargaining and negotiations, and peaceful concerted activities, including the right to strike in accordance with law.	ILO Conventions N°s 87, 98 and 151	DOLE CSC	National regulations address aspects of ESS2 on unions.
		Labor Code of the Philippines, as amended	It is unlawful to restrain, coerce, discriminate against or unduly interfere with employees and workers in their exercise of the right to self-organization. All employees			

ESS2		Legal system			Supervisory institution	Observations
Theme	Main Requirements	PH Laws	General Description	Binding international regulations		
			have the right to self-organization and to form, join or assist labor organization of their own choosing for collective bargaining, including government employees.			
		EO 292, s. 1987	all government employees, including those in government-owned or controlled corporations with original charters, can form, join or assist employees' organizations of their own choosing for the furtherance and protection of their interests.			
Forced Labor	Forced labor will not be used (para 20).	RA 10364	Prohibits any act that introduce match for money, profit, or material, economic or other consideration any person for purposes of forced labor, slavery, involuntary servitude or debt bondage	ILO Forced Labor Convention	DOLE Head of Agency	National regulations address aspects of forced labor of the ESS2.
Occupational Health and Safety (OSH)	All parties hiring workers will develop and implement procedures to maintain a safe work environment, including	RA 11058	State guarantees a safe and healthy working environment for employees by providing protection from all possible			

ESS2		Legal system			Supervisory institution	Observations
		PH Laws	General Description	Binding international regulations		
Theme	Main Requirements					
	verifying that workplaces, machinery, equipment, and processes under their control are safe and do not present health risks, with inclusion of the use of appropriate measures related to chemical, physical and biological agents and substances (para 26).		dangers in the workplace. It applies to all organization, projects, sites, or any place where work is being done.		DOLE CSC Head of Agency	National regulations address occupational health and safety aspects of ESS2.
		DOLE DO 198, s. 2018	Implements the provisions of RA 11058 and requires covered places to have OSH Program to ensure safe environment, including the provision of workers' welfare facilities			
	Project workers will be offered facilities appropriate to the circumstances of their work, including access to dining rooms, hygiene facilities, and appropriate rest areas (para 28).	CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020	provides for the OSH standards for the public sector			
Complaints and grievances management system	**Processes will be established in the workplace for workers to report work situations that they consider unsafe or unhealthy, and so that they can withdraw from a work situation that they consider, with reasonable justification,**	Labor Code of the Philippines, as amended	all issues arising from labor and employment shall be subject to mandatory conciliation-mediation; allows voluntary arbitration between parties for unresolved issues; parties to a collective bargaining agreement shall establish a		DOLE CSC Head of Agency	National regulations address aspects of mechanisms for handling complaints and grievances of the ESS2.

ESS2		Legal system			Supervisory institution	Observations
		PH Laws	General Description	Binding international regulations		
Theme	Main Requirements					
	to present an imminent or serious danger to their life or their health (para 27).		machinery to resolve grievances arising from the interpretation or implementation of their collective bargaining agreement and from the interpretation or enforcement of company personnel policies; provides for labor arbiters to hear cases involving workers			
		RA 10396 and DOLE DO 151-16	provide a speedy, impartial, inexpensive and accessible settlement of labor issues arising from employer-employee relations, including issues on OSH Standards, to prevent them from ripening into full blown labor dispute or acutal labor case, or the Single Entry Approach (SeNA			
		EO 292, s. 1987	Each department or agency shall promulgate rules and regulations governing expeditious, fair and equitable adjustment of employees' complaints or grievances.			

ESS2		Legal system			Supervisory institution	Observations
		PH Laws	General Description	Binding international regulations		
Theme	Main Requirements					
		CSC MC 2, s. 2001	All agencies must establish grievance machinery. The CSC issued policies on grievance in the public sector.			
Community workers	**Projects may involve the use of community workers in various circumstances, such as when labor is provided by the community as a contribution to the project or when projects are designed and carried out in order to foster community-driven development, and provide a social safety net or specific assistance in fragile and conflict-affected situations (para 34).**	x	If community workers are hired as contractual workers by the community or the political entity, Labor laws will apply.			There is need for further clarity as regards volunteer workers from the community insofar as the applicability of labor and working condition laws, rules and regulations.
Child labor	**The Borrower will assess whether there are risks of child or forced labor (para 37).**	DOLE DO 65-04	Children below 15 years old who works must secure work permit; employers, workers and their organizations, professional organizations or business federations are encouraged to establish or	ILO Conventions N°s 29, 138 and 182.	DOLE	The work of minors under 14 years of age will not be allowed for World Bank projects, as ESS2 prevails

ESS2		Legal system			Supervisory institution	Observations
		PH Laws	General Description	Binding international regulations		
Theme	Main Requirements					
			adopt mechanisms to monitor their ranks and take corrective action against erring members.			
		Omnibus Rules Implementing Book V of EO 292	Only 18 years and above is eligible for appointment, and submission of cerfiticates and clearances is a must.			
		RA 9231	Penalizes any person who employs a child below 15 years old, except in work allowed by law.			
	The minimum age for employment or recruitment will be specified, which will be 14, unless national laws stipulate a higher age (para 17).	Labor Code of the Philippines, as amended	Employees may not be less than 15 years of age unless they are working directly under their parents or guardian and their work does not hinder their education; Persons between 15 and 18 years old may work for a certain number of hours and periods of the day. Regardless, no person below 18 years old may be employed in occupations that are considered dangerous	ILO Convention N° 138 National	DOLE	

ANNEX 3 – PHILIPPINE AND INTERNATIONAL RULES ON WORK CONDITIONS AND BENEFITS

N°	Theme	Norm/Regulation	Observations
1	**Contracting modalities**	Labor Code of the Philippines, as amended	Recognize the following types of employment (Private): regular and alternative employment arrangements: project, seasonal, casual, fixed period employment and probationary employment; Art. 106 on contractor or subcontractor; Art. 107 on indirect employer
		CSC-COA-DBM Joint Circular 1, s. 2017, as amended	Governs contract of service and job order workers in the government
2	**Work Day, Schedule, Overtime**	Book Three, Title I, Chapter I, Labor Code	Art. 83 on normal hours of work; Art. 87 on overtime work; Art. 88 on undertime; Art. 89 on emergency overtime work
		Omnibus Rules Implementing Book V of EO 292, s. 1987	Offices and employees of all department and agencies, except those covered by special laws, shall render not less than 8 hours of work a day for 5 days a week or a total of 40 hours a week. it shall be from 8 o'clock in the morning to 12 o'clock noon and from 1 o'clock to 5 o'clock in the afternoon on all days except Saturdays, Sundays and Holidays
		Administrative Code of the Philippines of 1987 (EO 292)	Rule XVII provides for government office hours
3	**Breaks**	Book Three, Title I, Chapter I, Labor Code	Art. 84 on hours worked; Art. 85 on meal periods
		Book Three, Title I, Chapter II, Labor Code	Art. 91 /Art. 92 / Art. 93 on rest day, Sunday and Holiday Work;
4	**Minimum salary**	Book Three, Title II, Chapter II, Labor Code	Art. 99 on regional minimum wages; Art. 100 on prohibition against elimination or diminution of benefits; Art. 101 on payment by results
		Book Three, Title II, Chapter III, Labor Code	Art. 102 on forms of payment; Art. 103 on time of payment; Art. 104 on place of payment; Art. 105 on direct payment of wages
5	**Holidays, Service Incentive Leaves**	Book Three, Title I, Chapter II, Labor Code	Art. 94 on right to holiday pay; Art. 95 on service incentive leave

N°	Theme	Norm/Regulation	Observations
	and other Leave Privileges	Omnibus Rules Implementing Book V of EO 292, s. 1987	Rule XVI on leave of absence; monetization of leave credits; vacation and sick leave; terminal leave
6	**Compensation for length of service**	Book Six, Title II, Labor Code	Art. 302 on retirement benefits
7	**Bonuses**	Revised Guidelines on the Implementation of the 13th Month Pay Law	All "rank-and-file" employees of employers are entitled to a bonus called "13th month pay," regardless of the amount of their monthly basic salary, their designation or employment status, and the method by which their salary is paid, provided they have worked for at least one month during a calendar year. The 13th month pay of a rank-and-file employee should be equivalent to at least 1/12 of the total basic salary that the employee earned within a calendar year
8	**Maternity and Paternity Benefits**	RA 11210 or the 105-Day Expanded Maternity Leave Law	recognizes the protection of maternity and paternity rights for the public and private sector
		IRR of RA 11210	female worker, regardless of civil status, employment status, and legitimacy of her child, in the public sector or in the private sector is entitled to paid leave benefit for 105 days for live childbirth, and an additional 15 days paid leave if a solo parent; sixty (60) days paid leave for miscarriage and emergency termination of pregnancy
		RA 8187 or the Paternity Leave Act of 1996	Paternity leave benefit is given to all married male employees, regardless of employment status, in the private or public sector
		RA 8972 or the Solo Parents' Welfare Act of 2000	Parental leave of not more than 7 working days every year shall be granted to any solo parent employee who has rendered service of at least one year
9	**Internal regulations**	x	
10	**HIV**	Ministerial Resolution 376-2008-TR	National measures against HIV and AIDS in the workplace
11	**Labor inspection**	Labor Code of the Philippines, as amended	Art. 128 grants the Secretary of Labor or his duly authorized representative to access employer's records and premises at any

N°	Theme	Norm/Regulation	Observations
			time of the day or night whenever work is being undertaken therein
		RA 11058	Reiterates the inspection and enforcement power of the DOLE under Art. 128 of the Labor Code;
12	**International Regulations - ILO**	C029 - Forced Labor Convention, 1930.	01 February 1960, effective
		C087 - Freedom of Association and Protection of the Right to Organize Convention, 1948	02 March 1960, effective
		C098 - Right to Organize and Collective Negotiation Convention, 1949	
		C100 - Equal Remuneration Convention, 1951	March 13, 1964, effective
		C105 - Abolition of Forced Labor Convention, 1957	01 February 1960, effective
		C111 - Discrimination (Employment and Occupation) Convention, 1958	06 December 1960, effective
		C138 - Minimum Age Convention, 1973 (N° 138), Specified Minimum Age: 14	August 10, 1970, effective
		C182 - Worst Forms of Child Labor Convention, 1999	November 13, 2002, effective
13	**World Bank**	MAS and its Environmental and	08 November 1945, effective

N°	Theme	Norm/Regulation	Observations
		Social Standards (EAS)	
		EAS 2	Environmental and Social Framework
		General Guidelines on Environment, Health and Safety	Labor and Labor Conditions

Source:

ANNEX 4 - PHILIPPINE RULES ON SAFETY AND HEALTH AT WORK

ESS2 REQUIREMENTS IN OCCUPATIONAL SAFETY AND HEALTH	Legal system	
	PH Regulations	**Contents**
Identification of possible risks for project workers, in particular life threatening ones.	RA 11058	Every employer, contractor or subcontractor, if any, and any person who manages control or supervises the work being undertaken shall xxx allow workers and their safety and health representatives to participate actively in the process of organizing, planning, implementing and evaluating the program to improve the safety and health in the workplace;
	DOLE Department Order No. 198, s. 2018	Every employer, contractor or subcontractor, if any, shall provide the workers adequate and suitable information on the workplace hazards and the risk posed on the safety and health of the workers. Employee organization representative shall gather OSH related concerns/issues and elevate the same to the OSH Committee for discussion and appropriate action.
	CSC-DOH-DOLE JMC 1, s. 2020	For the public sector, establishment of a feedback mechanism which shall be utilized to enhance the OSH program
	RA 11058	Every employer, contractor or subcontractor, if any, and any person who manages control or supervises the work being undertaken shall xxx furnish the workers a place of employment free from hazardous conditions that are causing or are likely to cause death, illness or physical harm to the workers; inform the workers of the hazards associated with their work health risks involved or to which they are exposed to, preventive measures to eliminate or minimize the risks and steps to be taken in cases of emergency; use only approved devices and equipment for the workplace; comply with OSH Standards including training medical examination and where necessary provision of protective and

ESS2 REQUIREMENTS IN OCCUPATIONAL SAFETY AND HEALTH	Legal system	
	PH Regulations	Contents
Implementation of preventive and protective measures, including the modification, substitution or elimination of dangerous conditions or substances.		safety devices such as PPE and machine guards. Every worker shall participate in ensuring compliance with OSH Standards in the workplace. The worker shall make proper use of all safeguards and safety devices furnished for the workers protection and that of others, and shall observe instructions to prevent accidents or imminent danger situation in workplace. Every employer, contractor or subcontractor, if any, shall provide his workers, free of charge, protective equipment for their eyes, face, hands and feet, and lifeline, safety belt or harness, gas or dust respirators or masks, and protective shields whenever necessary by reason of the hazardous work process or environment, chemical, radiological, mechanical and other irritants or hazards capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact. All PPE shall be of the appropriate type as tested and approved by the DOLE based on its standards. The usage of PPE in all establishments, projects sites and all other places where work is being undertaken shall be based on the evaluation and recommendation of the safety officer.
	DOLE Department Order No. 198, s. 2018	All PPE must be of appropriate size, weight and type to specific workers exposed to hazards from which PPE are meant to ensure effective protection. Issuance of PPE shall be supplemented by training on the application, use, handling, cleaning and maintenance of said PPE.
Training of project workers and preparation of training records.	RA 11058	All workers shall be provided access to training and education on chemical

ESS2 REQUIREMENTS IN OCCUPATIONAL SAFETY AND HEALTH	Legal system	
	PH Regulations	Contents
		safety, electrical safety, mechanical safety, and ergonomically safe.
		Covered workplaces shall have a safety and health program including the following guidelines or information: safety and health promotion, training and education; conduct of toolbox meetings; among others.
		All workers shall undergo the mandatory 8 hours safety and health seminar as required by the DOLE which shall include a portion on joint employer-employee orientation.
		All personnel engaged in the operation, erection and dismantling of equipment and scaffolds, structural erections, excavations, blasting operations, demolition, confined spaces, hazardous chemicals, welding and flame cutting shall undergo specialized instructions and training on the said activities.
	DOLE Department Order No. 198, s. 2018	All workers, including new hires, shall be provided training and information for all types of hazards in the workplace in a language and dialect that workers can understand. Training and information materials used shall be made readily available and accessible to workers.

A re-orientation on safety and health for workers in high risk establishments must be conducted regularly, not less than once a quarter, and to be conducted immediately following any changes in the operations and production process.

Appropriate training and certification by the TESDA, PRC or other government agency shall be a requirement for operators before use of equipment, if applicable. |
| | CSC-DOH-DOLE JMC 1, s. 2020 | Employees shall participate in the OSH information and education program, |

ESS2 REQUIREMENTS IN OCCUPATIONAL SAFETY AND HEALTH	Legal system	
	PH Regulations	Contents
		trainings and other related initiatives of the agency to contribute to the improvement and sustainability of the same.
documentation of occupational accidents, illnesses and incidents, and the preparation of the corresponding reports.	RA 11058	The worker shall report to the supervisor any work hazard that may be discovered in the workplace. Covered workplaces shall have a safety and health program including the following guidelines or information: accident/incident/illness investigation, recording and reporting; among others. All employers, contractors or subcontractors, if any, shall submit all safety and health reports and notifications prescribed by the DOLE.
	Department Order No. 198, s. 2018	All employers, contractors or subcontractors, in any, shall submit to DOLE all safety and health records, and notifications such as but not limited to annual medical report (AMR), OSH committee report, employer's work accident/injury report (WAIR), and annual work accident/injury exposure data report (AEDR)
	CSC-DOH-DOLE JMC 1, s. 2020	All work-related accidents, injuries or illnesses in the workplace, resulting to a disabling condition and/or dangerous occurrence must be periodically reported by the Human Resource Office of the respective government agency to the Safety and Health Committee copy furnished the Head of Agency. Where the accident/illness results in death or permanent total disability, a report must be submitted within 24 hours after its occurrence to the Safety and Health Committee and Head of Agency for appropriate action. The agency, through its Human Resource Office, shall maintain and keep an accident or illness record which shall be

ESS2 REQUIREMENTS IN OCCUPATIONAL SAFETY AND HEALTH	Legal system	
	PH Regulations	**Contents**
		open at all times for inspection by authorized personnel which shall contain the following information: a) date of accident or illness; b) name of injured/ill employee, age and sexual orientation; c) occupation/position of the employee; d) cause of accident/illness; e) extent and nature of disability/injury; f) duration of disability/injury; g) extent of damage, including actual medical cost; h) corrective action/s on OSH related findings which caused illness/accidents to be undertaken or was undertaken. The agency through the Human Resource Office shall assist the employee for Employee Compensation claims with the GSIS.
Emergency prevention and emergency preparedness and response.	RA 11058	Every employer, contractor or subcontractor, if any, and any person who manages control or supervises the work being undertaken shall xxx provide, where necessary, for measures to deal with emergencies and accidents including first aid arrangements. The worker shall observe the prescribed steps to be taken in cases of emergency. Covered workplaces shall have a safety and health program including the following guidelines or information: emergency preparedness and response plan; among others.
	CSC-DOH-DOLE JMC 1, s. 2020	For the public sector, it provides for emergency preparedness, including the establishment of a risk reduction management system, training on disaster risk reduction management, provision of emergency supplies, use of duly certified first-aiders, and a MOA with the nearest government health facility. Heads of government agencies where the JO or COS employees are deployed shall

ESS2 REQUIREMENTS IN OCCUPATIONAL SAFETY AND HEALTH	Legal system	
	PH Regulations	**Contents**
		only provide medical assistance in case of emergency.
Repair of adverse impacts such as occupational injuries, deaths, disability or illness.	RA 11058	A worker may file claims for compensation benefit arising out of work-related disability or death. Such claims shall be processed independently of the finding of fault, gross negligence or bad faith of the employer in a proceeding instituted for the purpose. If stoppage of work due to imminent danger occurs as a result of the employer's violation or fault, the employer shall pay the workers concerned their wages during the period of such stoppage of work or suspension of operations.
	CSC-DOH-DOLE JMC 1, s. 2020	Any employee or representative of employees or any concerned person who believes that a violation of any of the provision of the standards threatens physical well-being, harm or poses imminent danger to life, may submit a request to address the issue/concern along with a narrative report regarding the violations to the agency Grievance Committee. If the Grievance Committee finds a reasonable ground that a violation has been committed or a danger exists, an immediate inspection or investigation shall be conducted.
All parties hiring project workers will develop and implement procedures to establish and maintain a safe work environment, including verifying that workplaces, machinery, equipment, and processes under their control are safe and do not pose hazards to health, including the use	RA 11058	Covered workplaces shall have a safety and health program including the following guidelines or information: statement of commitment to comply with OSH standards; general safety and health, including a drug-free workplace; HIV and AIDS/tuberculosis/hepatitis prevention and control; OSH personnel and facilities; provision and use of PPE; provision of safety signage; dust control and management and regulations on activities such as building of temporary structures, and lifting and operation of electrical, mechanical, communication systems and

ESS2 REQUIREMENTS IN OCCUPATIONAL SAFETY AND HEALTH	Legal system	
	PH Regulations	Contents
of appropriate measures relating to chemical, physical and biological agents and substances.		other equipment; provision of workers' welfare facilities; among others.
	DOLE Department Order No. 198, s. 2018 DOLE Department Order No. 198, s. 2018	Covered workplaces shall develop and implement a suitable OSH program in a format prescribed by the DOLE which shall be posted in prominent places. The DOLE shall prescribe a formal that should be accomplished by the employer, contractor or subcontractor, if any, in consultation with the workers and their representatives. The OSH Program shall be communicated and be made readily available to all persons in the workplace. The establishment shall ensure that the core elements of OSH program are integrated in the company OSH program such as management commitment and employee involvement, workplace risk assessment, hazard prevention and control, safety and health training and education and Osh program evaluation.
	CSC-DOH-DOLE JMC 1, s. 2020	For the public sector, it requires the establishment of minimum OSH Program. Agency heads shall ensure comprehensive dissemination of OSH information through a communication plan which includes the publication of pertinent OSH information in the agency website and other communication materials and the establishment of a feedback mechanism which shall be utilized to enhance the OSH program.
Processes will be established in the workplace for project workers to report work situations that they consider unsafe or unhealthy, and for them	RA 11058	The worker shall report to the supervisor any work hazard that may be discovered in the workplace. Workers and their representatives shall have the right to report accidents, dangerous occurrences, and hazards to the employer, to the DOLE and other concerned government agencies.

ESS2 REQUIREMENTS IN OCCUPATIONAL SAFETY AND HEALTH	Legal system	
	PH Regulations	Contents
to withdraw from a work situation that they consider, with reasonable justification, to present an imminent or serious danger to them, their life or their health.		The worker has the right of refusal to work without threat or reprisal from the employee if as determined by the DOLE, and imminent danger situation exists in the workplace that may result in illness, injury or death, and corrective actions to eliminate the danger have not been undertaken by the employer.
	DOLE Department Order No. 198, s. 2018 DOLE Department Order No. 198, s. 2018	Reporting of accidents to DOLE may be made through any means of communication, including the DOLE hotline, whichever is most convenient to the worker. The same may be reported to the nearest DOLE Regional, Field, Provincial or Satellite Office having jurisdiction over the place of the incident.
	CSC-DOH-DOLE JMC 1, s. 2020	Employees shall report OSH related illness and accidents to the Management in order for the latter to act and provide the necessary intervention. Government employees must report to the Safety and Health Committee any work hazard that may be observed in the workplace.
Project workers will be offered facilities appropriate to the circumstances of their work, including access to canteens, hygiene facilities, and appropriate rest areas.	RA 11058	All establishments, projects, sites and all other places where work is being undertaken shall have the following welfare facilities in order to ensure humane working conditions: adequate supply of safe drinking water; adequate sanitary and washing facilities; suitable living accommodation for workers, as may be applicable; and separate sanitary, washing and sleeping facilities for men and women workers as may be applicable. In relation to the use of equipment, the employer, contractor or subcontractor, if any, must comply with the DOLE requirements in the different phases of the company or project operation including the transport to and from the

ESS2 REQUIREMENTS IN OCCUPATIONAL SAFETY AND HEALTH	Legal system	
	PH Regulations	Contents
		establishment, project, site or place where work is being undertaken.
	DOLE Department Order No. 198, s. 2018 DOLE Department Order No. 198, s. 2018	Covered workplaces shall have qualified occupational health personnel such as certified first-aiders, nurses, dentists, and physicians duly complemented with the required medical supplies, equipment and facilities. The employer may not establish and hospital or dental clinic in the workplace where there is a hospital or dental clinic which is located not more than 5 kms away from the workplace, accessible in not more than 25 minutes travel time, and the employer has facilities readily available for transporting workers to the hospital or dental clinics in case of emergency. All establishments, projects, sites and all other places where work is being undertaken shall have the following free welfare facilities: adequate supply of safe drinking water; adequate sanitary and washing facilities; suitable living accommodation for workers, as may be applicable; and separate sanitary, washing and sleeping facilities for all gender as may be applicable; lactation station except those establishments as provided for under DOLE DO NO. 143-15; ramps, railings and the like; and other workers' welfare facilities as may be prescribed by the OSH standards and other issuances.
	CSC-DOH-DOLE JMC 1, s. 2020	For public sector, support facilities shall be provided including, facilities to promote health and wellness; work assignments and good working atmosphere for pregnant women, older employees, differently abled and those with limited working abilities; and provision for lactation stations. The institutional contractors must ensure that their employees deployed in

ESS2 REQUIREMENTS IN OCCUPATIONAL SAFETY AND HEALTH	Legal system	
	PH Regulations	Contents
		government agencies are provided with medical coverage.

ANNEX 5 - PH GUIDELINES IN THE COVID-19 CONTEXT

PH LAW/REGULATION	General Description	Audit/Monitoring Institutions
Executive Order No. 112 s. 2020	It approved the IATF Omnibus Guidelines for the Implementation of Community Quarantine in the Philippines. In its amendment, it is provided that the operation of industries and establishments are subject to the visitorial and enforcement powers of the DOLE and DTI, and other appropriate agencies to ensure compliance, especially the compliance with the provisions on maximum allowable operational capacity in establishments, as well as minimum public health standards and protocols.	
IATF Resolution No. 50 (June 2020)	It supports the recommendation to further open up the economy while revisiting strategies to boost the confidence of people to go back to work and to strengthen the mitigating measures on strictly enforcing minimum public health standards, among others	
DOH Administrative Order No. 2020-0013	It included COVID-19 in the List of Notifiable Diseases for Mandatory Reporting to the DOH.	DOH
DOH Administrative Order No. 2020-0015	It prescribes the minimum public health standards to be adhered by all sectors and requiring, among others, employers to subject all employees and customers to temperature checks prior to entering the establishment, building or office spaces.	DOH, other NGAs, LGUs
DOH Memorandum Order No. 2020-0022	It provides for the interim guidelines on the Return-to-Work enumerating the protocols on screening and testing of asymptomatic returning employees and workers, among others.	DOH, DOLE
CSC Memorandum Circular No. 10, s. 2020, as amended by CSC Memorandum Circular No. 18, s, 2020	It allows any or a combination of alternative working arrangements in government offices: Work-from-Home – refers to an output-oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside of the office; Skeleton (Skeletal) Workforce – refers to a work arrangement where a minimum number of employees is required to man the office to render service when full staffing is not possible; Four-day (Compressed) Workweek – refers to a work arrangement whereby the employees' workweek is compressed to four (4) days each week; Work Shifting/Flexible (Staggered) Working Hours – refers to a work arrangement applicable to offices/agencies that observe work shifting or flexible working time; and Other Alternative Work Arrangements – refer to work arrangements consisting of a combination of the above	CSC

PH LAW/REGULATION	General Description	Audit/Monitoring Institutions
	enumerated work arrangements or other work arrangements subject to the prevailing community quarantine in the area where the agency is located and appropriate/applicable to the agency mandate/functions. It mandates the provision of support mechanisms, including: health/ psychosocial interventions PPE to frontline service providers and employees; reasonable transportation facilities and housing quarters; allowable monetary incentives. It requires implementation of precautionary measures, such as disinfection or decontamination, health status survey, modification of workplace layout.	
CSC Memorandum Circular No. 23, s. 2020	It provides for the interim guidelines on absences of government officials and employees, regardless of status of appointment (permanent, temporary, provisional, substitute, coterminous, casual, contractual or fixed term) including local elective officials, during the community quarantine due to Covid-19 Pandemic.	COA and DBM
COA-DBM Joint Circular No. 1, s. 2020	It provides for the interim guidelines governing JO and COS workers in the government for the duration of state of calamity and community quarantine due to Covid-19, excluding institutional COS workers assigned to provided janitorial, security, consultancy and other support services.	COA
DTI-DOLE Joint Memorandum Circular No. 20-04, as amended by DTI-DOLE JMC No. 20-04-A	It provides guidelines to assist private institutions that are allowed to operate during the ECQ and GCQ in developing the minimum health protocols and standards in light of the COVID-19 pandemic. It requires employers to implement all necessary workplace safety and health programs, including the following COVID-related programs, at no cost to the employees: a) Increase Physical and Mental Resilience; b) Reducing Transmission of COVID-19; c) Reduce Contact; and, d) Reduce duration of infection It also mandates management of asymptomatic and symptomatic employees in the workplace through remote management of cases and close contacts, isolation and referral, contact tracing, and COVID-19 testing	DOLE DTI Concerned LGU's Health and Sanitation Office
DOLE Department Order No. 209, s. 2020	It specifies the objective, program assistance and corresponding requirements, procedures concerning the delivery of financial support as means of social protection and welfare for affected workers in the formal sector under the COVID-19 Adjustment Measures Program (CAMP). The CAMO is a safety net program that offers financial support to affected workers in private establishments that have adopted Flexible Work	DOLE

PH LAW/REGULATION	General Description	Audit/Monitoring Institutions
	Arrangements (FWA) or temporary closure during the COVID-19 pandemic.	
DOLE Department Order No. 210, s. 2020	It provides guidelines for the implementation of the Tulong Panghanapbuhay sa Ating Displaced/Disadvantaged Workers Program (TUPAD) #Barangay Ko, Buhay Ko (TUPAD #BKBK) Disinfecting/Sanitation Project. TUPAD aims to contribute to poverty reduction and inclusive growth. It is a community-based package of assistance that provide temporary wage employment for the displaced workers, underemployed and self-employed workers. It incorporates measures to prevent transmission of COVID-19 to the program beneficiaries.	LGU/Accredited Co-Partner DOLE
Labor Advisory No. 09, s. 2020	It specifies the guidelines for the implementation of Flexible Work Arrangements as remedial measure due the COVID-19 outbreak. FWA includes, among others: reduction of workhours and/or workdays; rotation of workers; and forced leave	DOLE
Labor Advisory No. 11, s. 2020	It reiterates and encourages FWAs and observance of strict social distancing measures between and among workers.	DOLE
Labor Advisory No. 18, s. 2020	All employers, including contractors or subcontractors in the private sector, are required t shoulder the cost of COVID-19 prevention and control measures such as but not limited to the following: testing, disinfection facilities, hand sanitizers, PPEs, signages, proper orientation and training of workers including IEC materials on COVID-19 prevention and control. In the case of contracts for construction projects and for security, janitorial and other services, the cost of COVID-19 prevention and control measures shall be borne by the principals or clients of the construction/service contractor.	DOLE
[Indicate regulations]	[Enter description]	[Indicate audit institution]

ANNEX 6 - HUMAN RESOURCES MANUAL AT WORK OF CONSORTIUM OF BANGSAMORO CIVIL SOCIETY

Section V. Human Resource Management

Personnel Policy.
CBCS gives men and women regardless of tribe and social status, equal access to job opportunities opened by the organization.

Staff Hiring
- CBCS hires staff in accordance with its needs, often stemming from approved proposals that enable the organization to peacefully pursue its strategic development direction, along the 7 key areas where it has gained competency over the years.
- Further, vacancy is also declared if there are staff resignation / termination of contract.
- Filling up of new positions, for either project-based post or regular program post is recommended by the Management Committee and approved by the Executive Committee

Hiring Process
CBCS invites applicants through:
- Advertisement in the local newspapers
- Posts this in its website / FB page
- Sends notice to partner organizations through emails and word of mouth / referral from partners
- Internal recruitment

Qualification
- The staffing depends on the qualification and competencies needed by the organization for its approved project or program. The minimum standard requirement however is:
  - ✓ College graduate or with post graduate diploma
  - ✓ Character references
  - ✓ At the minimum, barangay and police clearance

- All applicants should send their applications addressed to the CBCS Chairman and/or through the Administrative Officer, who then directs all received applications to the Human Resource Management Focal for selection.

- All applicants should attach their CVs, School Records, Character References, Barangay and Police Clearance in their application letter.

Shortlisting
The AO passes these applications to the Human Resource Focal Person for shortlisting. Criteria for selection:
- Educational attainment that would fit the needed skills and competence for the project
- Work background
- Reference and character checks as part of due diligence

Notice to short-listed participants
The HRM focal sends official communication to the shortlisted applicant to proceed to the next steps:
a) undertake a written exam
b) interview

The result of the selection process will be kept by the HRM Focal as a confidential file and stored in a secure safe that can only be accessed by the Admin Officer, the Chairman and selected members of the Management Committee.

Final Interview
The successful candidate will undertake a final interview with the Chairperson.

On-boarding Orientation and Trainings
The selected applicant will be notified by the Administrative Officer of next steps as part of the on-boarding process. For the period of one week, the successful candidate will undertake the following:
- Self-paced learning on CBCS' Manual of Operations especially on the following
  - ✓ Code of Conduct (all are mandatory) – Do No Harm, PSEA, Safeguarding and Child Protection, etc.

  - ✓ Minimum Financial Standards, Policies and Procedures
  - ✓ Office Policies and Procedures
- He/She will be familiarized with the Project Document, his / her immediate team mates and the rest of the CBCS personnel
- At the end of the one-week process that is supervised by the HRM Focal Person and Administrative Officer, the successful candidate will be asked if she / he is willing to be part of CBCS. If the answer is yes, he / she will be offered a Contract of Service – which is equivalent to three months, as part of probationary process. The Contract of Service will have the following appendices:
  - ✓ TOR
  - ✓ Agreement to be signed by the new staff signifying his / her willingness to adhere to CBCS' Code of Conduct and other Policies as stipulated in the Manual of Operations

Staff Contracts
- All staff have their Terms of Reference as basis for his / her work with CBCS
- The normal probationary period is three (3) months, after which the newly hired staff (if project-based) may be extended depending on her performance as well as the duration of the project.
- CBCS has the authority to pre-terminate staff contracts if he / she is found to have willfully violated CBCS' Code of Conduct, Policies and Standard Procedures.
- In like manner, a staff may pre-terminate her / his contract with the organization citing valid grounds, i.e., difficulty in working productively with the organization, provided that he / she notifies her immediate supervisor at least two (2) months before the intended resignation.

Staff Benefits
- Regular program staff are entitled to benefits such as SSS, Phil health and Pag-ibig computed on the basis of employer – employee rates
- Employee contribution are automatically deducted from the staff's salary
- Regular staff are entitled to receive 13th month pay and other bonuses as may be offered by CBCS
- Employees are also entitled to vacation leaves computed at 2 days of work per month.
- Sick leaves of up to 1 week to 2 weeks is allowed; if beyond this period, the staff will provide a medical certificate stating the need for additional days for patient recovery.

ANNEX 7 - CHARACTERISTICS OF GROUPS IDENTIFIED IN THE PROJECT

The known characteristics of the various groups – as of this juncture - are indicated in the table below. The table will be updated once the staff/ consultants/ firms have been hired or assigned. They will include both male and female workers, who are above 18 years of age.

N°	Institutions/Organizations	Identified Groups				Total
		By sex		In a situation of disability	Workers between 14 and 18 years of age	
		Male	Female			
1	CBCS *(Remaining staff/consultants have yet to be recruited)*	7	8	0	0	15
2	**Contracted firm for community mapping/prediction model** *(yet to be hired/assigned)*	[__]	[__]	[__]	[__]	[__]
3	**Contracted audit firm** *(yet to be hired/assigned)*	[__]	[__]	[__]	[__]	[__]
6	**Community workers (e.g. parents, teachers)** *(yet to be identified)*	[__]	[__]	[__]	[__]	[__]
	Total	[__]	[__]	[__]	[__]	[__]

ANNEX 8 - LIST OF COMMON OCCUPATIONAL RISKS

N°	POSITION	Nature-borne hazards	being caught in sitautions of armed violence	vehicular accidents	COVID 19 pandemic	other kinds of occupational accidents	Electrical hazard	Fire hazard	stranded in areas without means of transportation nor communication
2	Program Supervisor	x	x	x	x	x	x	x	x
3	Administrative Officer			x	x	x	x	x	
4	FM Specialist			x	x	x	x	x	
5	Report Writer	x	x	x		x	x	x	x
6	Procurement Assistant	x	x	x	x	x	x	x	x
7	Provincial Coordinators	x	x	x	x	x	x	x	x
	Community Development Facilitators	X	X	X	X	x	x	x	x
9	Specialists of M & E and Procurement	X	X	X	X	X	X	X	X

ANNEX 9 - NATIONAL REGULATIONS RELATED TO LABOR RISKS

N°	Risks of the Project		PH Regulations	Detail
1	[Discrimination]	1	1987 Philippine Constitution	The State shall afford full protection to labor, local and overseas, organized and unorganized, and promote full employment and equality of employment opportunities for all. The State recognizes the role of women in nation-building, and shall ensure the fundamental equality before the law of women and men.
		2	Labor Code of the Philippines, as amended	Declares it as State Policy to encourage hiring of workers based on their qualifications, abilities, skills, and knowledge instead of their age; forbid the placement of unreasonable age restrictions on employment; and support equal rights and treatments for all with regards to compensation, benefits, and other employment opportunities, age notwithstanding. Discrimination against women employees with respect to terms and conditions of employment solely on account of her sex is prohibited.
		3	EO 292, s. 1987	provides that appointments in the Civil Service shall be made only according to merit and fitness Government employees shall not be discriminated against in respect of their employment by reason of their membership in employees' organizations or participation in the normal activities of their organizations.
		4	Omnibus Rules Implementing Book V of EO 292, s. 1987	No discrimination shall be exercised, threatened or promised against, or in favor of any person examined or to be examined or employed, by reason of his political or religious opinions or affiliations or sex or civil status.
		5	CSC Memorandum Circular No. 3, s. 2001	provides for the revised policies on the merit promotion plan, which mandates that appointment in the government service is open to all qualified men and women

N°	Risks of the Project		PH Regulations	Detail
				according to the principle of merit and fitness
		5	RA 8371	the Stat is mandated to extend to ICC/IPs the same employment rights, opportunities, basic services, educational and other rights and privileges available to every member of the society, and the employment of any form of force or coercion against ICCs/IPs is dealt with by law.
		7	R 9710	The State condemns discrimination against women in all its forms. Public and private entities and individuals found to have committed discrimination against women shall be subject to sanctions.
2	[Sexual Harassment]	8	RA 7877	prohibits any form of sexual harassment in employment, education or training environment is unlawful for both the private and public sector
		9	RA 11313	prohibits gender-based sexual harassment in the workplace
3	[Misuse of Contract] [Desnaturalización del contrato]	10	RA 386, as amended	Article 1306 provides that the contracting parties may establish such stipulations, clauses, terms and conditions as they may deem convenient, provided they are not contrary to law, morals, good customs, public order, or public policy.
		11	DOLE DO 174, s 2017	Notwithstanding any oral or written stipulations to the contract, the contract between the contractor/subcontractor and its employees shall be governed by the provisions of Arts. 294 and 295 of the Labor Code, as amended, including the provisions on general labor standards.
4	[Gender Violence]	12	RA 9262	Recognizes the need to protect the family and its members, particularly women and children, from violence and threats to their personal safety and security
		13	R 9710	The State shall ensure that all women shall be protected from all forms of violence as provided for in existing laws. Agencies of government shall give priority to the defense and protection of women against

N°	Risks of the Project		PH Regulations	Detail
				gender-based offenses and help women attain justice and healing.
5	[Forced labor]	14	RA 10364	any act that introduces or match for money, profit, or material, economic or other consideration any person for purposes of forced labor, slavery, involuntary servitude, or debt bondage is prohibited
		15	Revised Penal Code of the Philippines	Art. 274 – Services rendered under compulsion in payment of debt
6	[Child labor]	16	Labor Code of the Philippines, as amended	Employees may not be less than 15 years of age unless they are working directly under their parents or guardian and their work does not hinder their education.

Persons between 15 and 18 years old may work for a certain number of hours and periods of the day. Regardless, no person below 18 years old may be employed in occupations that are considered dangerous. |
		17	Convention N° 138	ILO
		18	RA 9231	defines the "worst forms of child labor"
		19	DOLE DO No. 65-04	Specifies the work hours for children who are allowed to work
		20	DOLE DO No. 149, s. 2016, as amended by DOLE DO No. 149-A, s. 2017	Guidelines in Assessing and Determining Hazardous Work in the Employment of Persons Below 18 Years of Age
		21	Revised Penal Code of the Philippines	Art. 273 – Exploitation of child labor
7	[Freedom to Unionize]	22	1987 Philippine Constitution	guarantees the rights of all workers to self-organization, collective bargaining and negotiations, and peaceful concerted activities, including the right to strike in accordance with law.
		23	Conventions 87, 98 and 151	ILO
		24	Labor Code of the Philippines, as amended	provides the State's policies that highlight the great importance of free collective bargaining and negotiations in settling labor disputes; boost free trade unionism; encourage the voluntary assembly of a unified labor movement; advise workers of their rights and obligations as employees and union members

N°	Risks of the Project		PH Regulations	Detail
				All employees have the right to self-organization and to form, join or assist labor organization of their own choosing for collective bargaining, including government employees.
8		25	EO 292, s. 1987	all government employees, including those in government-owned or controlled corporations with original charters, can form, join or assist employees' organizations of their own choosing for the furtherance and protection of their interests. Government authorities shall not interfere in the establishment, functioning or administration of government employees' organizations
8	[Indicate other identified risks]			

ANNEX 10 - RISK MANAGEMENT REPORTING MODEL

N°	Risk	Offense Committed – Detail	Offending company or institution	Date of infraction	Sanction	Corrective measures	Follow-up
1	**[Sexual Harassment]**						
2	**[Discrimination]**						
3	**[Denaturalization of Contract]**						
4	***[Others: (Place as identified in the Project)]***						

ANNEX 11- CODE OF CONDUCT

CONSORTIUM OF BANGSAMORO CIVIL SOCIETY
[Below is a reference to the Code of Conduct]

The minimum content of the Code of Conduct of the different parties involved in the Project that have workers covered by the Labor Management Procedure - LMP must include the following elements:

I. INTRODUCTION

This Code of Conduct is dedicated to **support the CBCS Project Team that** , is in charge of executing No Bangsamoro Child will be left behind in the BARMM; that is financed with resources from the World Bank, under its standards and approved policies

Code of Conduct is the management document designed to treat risk situations and adverse impacts, related to labor and working conditions that arise around the Investment Project. This code is compatible with the specific environmental and social guidelines required of entities that carry out investment projects supported with World Bank financing.

This labor management instrument complies with the commitment to develop the minimum concepts aimed at regulating the behavior required of workers and people linked to the execution of the Project, promoting an inclusive, respectful and equal treatment of workers among themselves, as well as with the community.

Our workplace is an environment where unsafe, offensive, abusive, or violent behavior will not be tolerated and where everyone should feel comfortable raising issues or concerns without fear of retaliation.

II. OBJECTIVES

[insert name of the Executing Unit],

III. SCOPE

The Code of Conduct is applicable to all workers of CBCS up to the highest level and, without exception, to all workers of the contractor (work executor); supervisor workers, subcontractor workers and / or personnel hired by them related to the Project, either with or without a dependency relationship.

The contractor, the supervisor and the work subcontractors are obliged to comply with the guidelines and procedures contained in this document, as well as to inform all their personnel, having to deliver the corresponding copy with the reception charge. The contractor and the supervisor are obliged to include in the contracts they sign with the subcontractors the clause of subjection to the Code of Conduct.

IV. DESCRIPTION OF THE PROJECT WORKERS

[insert name of the Executing Unit],

V. DEFINITIONS

For the purposes of the execution of the Project, the following concepts are defined:

[insert name of the Executing Unit],

VI. CONDUCT GUIDELINES

All the people included in numeral IV of this Code, contribute to generating positive labor relations through fair, dignified, inclusive, tolerant and equal treatment in the workplace, work site or public spaces related to the Project. They are obliged to the following:

1. Perform their duties with competence and diligence;

2. Comply with this Code of Conduct and with all applicable laws, regulations and other requirements, including requirements to protect the health, safety and welfare of other contractor personnel and any other person;

3. Maintain a safe work environment, taking into consideration the following:

   a. Ensure that workplaces, machinery, equipment and processes under the control of each person are safe and without health risks;

   b. Wear the required personal protective equipment;

   c. Use appropriate measures in relation to chemical, physical and biological substances and agents; and

   d. Follow applicable emergency operating procedures.

4. Report work situations that are not safe or healthy and move away from a work situation that is reasonably considered to present an imminent and serious danger to their life or health;

5. Treat other people with respect and not discriminate against specific groups such as women, people with disabilities, migrant workers or children;

6. Not engage in any form of sexual harassment, including unwelcomed sexual advances, requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature with another Contractor or Employee Personnel;

7. Not engage in sexual exploitation, which means any actual abuse or attempted abuse of someone in a vulnerable situation or anyone for sexual purposes;

8. Do not engage in sexual assault or harassment, which means any form of non-consensual sexual contact that does not result in or include penetration. Examples include: attempted rape, as well as unwanted kissing, fondling, or touching the genitals, breasts and buttocks; not engaging in any form of sexual activity with persons under the age of 18, except in the case of a pre-existing marriage;

9. Complete the relevant training courses to be taught in relation to the environmental and social aspects of the Contract, including those related to health and safety, sexual exploitation and sexual assault;

10. Report violations of this Code of Conduct;

11. Not to retaliate against anyone who reports violations of this Code of Conduct or who makes use of the Grievance Mechanism for workplace complaints and claims.

- **CASE REPORTING**

If anyone observes behavior that it is believed that may represent a violation of this Code of Conduct, or that may be a case for concern, this matter should be raised as soon as possible. This can be done in any of the following ways:

1. Contact **[write the name of the Contractor's Social Expert with relevant experience in handling gender-based violence, or if such person is not required under the Contract, another person designated by the Contractor to handle these matters]** by writing [indicate address] or by telephone **[indicate telephone number]**

2. **[indicate other contact information]** The identity of the person will be kept confidential. Anonymous complaints or allegations may also be made and given all due and appropriate consideration. [Indicate name of the Executing Unit] will take seriously all reports of possible misconduct, will investigate and take the appropriate measures.

There will be no retaliation against anyone who in good faith raises a concern about any behavior prohibited by this Code of Conduct. Such retaliation would constitute a violation of this Code of Conduct.

VII.   CONSEQUENCES OF VIOLATION OF THE CODE OF CONDUCT

Any violation of this Code of Conduct by Contractor Personnel can have serious consequences, including termination and possible referral to legal authorities.

VIII.   FOR THE STAFF OF [CBCS]:

I have received a copy of this Code of Conduct written in a language that I understand. I understand that, if I have any questions about this Code of Conduct, I can contact Mr. Guiamel M. Alim and/or Mr. Danilo T. Mocsin requesting an explanation.

Name of the worker of the Executing Unit:
Mr. Guiamel M. Alim
Signature:

_____

Date (day / month / Year):
_____

Name of the representative of the Executing Unit: Mr. Danilo T. Mocsin
Signature:

_____

Date (day / month / year):
_____

ANNEX 12 - POLICY AND ADMINISTRATIVE PROCEDURE FOR THE PREVENTION AND PUNISHMENT OF SEXUAL HARASSMENT

Social Inclusion, Gender and Accountability

Policy Statement. CBCS is partial to the least served individuals and communities regardless of their faith-beliefs, gender and tribe.

SIGA is a cross cutting theme as CBCS promotes social cohesion as anti-thesis to fragmentation in communities. This is a basic principle of DNH.
Some key questions when designing projects are:
- How can men and women have equal access to, and control over resources and services in their communities? How can women and girls claim their rights to equal access to basic services and livelihood opportunities?
- How can the voices of poor men and women in remote communities be heard to unlock the resources of government policy makers and duty bearers?

Strategy

- SIGA as topic in organizational capacity development. CBCS will provide opportunity for staff, volunteers and staff of CSO partners to gain knowledge about SIGA so they can mainstream SIGA when designing interventions and activities or in project monitoring and evaluations.
- Promotion of SIGA as part of TOR of the focal person for Gender and PSEA.
- Promoting gender accountability in on-going projects. Girls and women encounter specific problems when dealing with specific services and makes it difficult for them to hold the "duty-bearers" accountable. Women's access to services could be co-related to the extent to which women are visible and esteemed and providers' knowledge of, and conduct towards women.
- Other initiatives
    - ✓ Hold listening sessions / dialogue at community level to provide voice for poor men and women to claim their right for better government basic services, i.e., health care, education, livelihoods, protection of civilians in conflict-prone areas, etc.
    - ✓ Projects / activities that are partial for the poor, vulnerable and disenfranchised (IP, PWD, widows, OSY, children)
    - ✓ Organizing communities and strengthen capacities for their participation in governance at the barangay / local level

5.   Protection from Sexual Exploitation and Abuse (PSEA) Policy

Policy Statement. CBCS has zero tolerance for sexual harassment, sexual exploitation and abuse and will not tolerate its staff, volunteers and CSO network members who are involved in the delivery of its projects and activities to engage in any form of offenses stated above.   Vulnerable adults, women and children are particularly at risk of sexual exploitation and abuse. CBCS should develop a culture of prevention, deterrence, gender equality and accountability at every level of the organization.
This policy shall apply to all personnel of the Secretariat; members of the General Assembling, and; all members of organizations of the Consortium. They shall at all times adhere to the principles of this Policy. The following key terms referred to in this policy are hereunder defined to ensure appropriate understanding of this policy and its content. The definitions adhere to international instruments on PSEA.

Sexual exploitation – means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

Sexual abuse – means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions

The PSEA Six (6) Core Principles.   CBCS adopts these 6 core principles as promoted by UNICEF and PSEA practitioners:

- Sexual exploitation and abuse constitute acts of serious misconduct and are therefore grounds for disciplinary measures, including summary dismissal.
- Sexual activity with children (persons under 18 years old) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense.
- Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior, is prohibited.   This includes any exchange of assistance that is due to beneficiaries.
- Sexual relationships between CBCS staff and beneficiaries of assistance (community partners), since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of CBCS.
- Where a CBCS staff member develops concerns or suspicions regarding sexual exploitation or sexual abuse by a fellow worker, he / she must report such concerns through the established reporting system within the organization.
- CBCS staff are obliged to create and maintain an environment that prevents sexual harassment, exploitation and abuse. Project Officers and Program Managers – have greater responsibility to support and develop internal systems that maintain this environment.

CBCS' policy on PSEA also falls under the Safeguarding Framework and are guided by the following principles:

- Every staff, volunteers, CSO network members and the communities that CBCS serve have the right to safeguarding and protection from sexual harassment, exploitation and abuse regardless of ethnicity, tribe, faiths, ideologies, group affiliations, sexuality and culture.
- Shared responsibility. For PSEA to be part of CBCS culture, the strategy is to make this a shared responsibility of every staff at all levels of the organization. All personnel at all levels shall ensure a conducive working environment free of SEA/SH. Mandatory reporting done in good faith and with reasonable suspicions are each staff's mandate and should be done in appropriate channels recognized and established by the Consortium.
- Effective communication. CBCS to communicate to all staff and CSO network members about PSEA in understandable language to create a positive culture where responsibilities for PSEA are clear. As part of effective communication, each CSO network member, members of the Secretariat and the General Assembly at all times ensure that established reporting channels are visible to all personnel and community members, beneficiaries of the work of the Consortium.
- Continuous improvement. CBCS will provide opportunities for staff trainings and discussion / reflections regarding PSEA to further understand and enrich this policy. The PSEA Policy shall be reviewed every two years ensuring it is updated, appropriate to the Consortiums context and in adherence to international and local laws and issuances as maybe appropriate.

- Principles of Confidentiality. CBCS is committed to confidentiality of information and the topmost concern is the safety of individuals (persons) involved (whether CBCS staff / partner, or whether a community partner is involved)
- Equal application of this policy. The PSEA policy will be followed by all CBCS staff and volunteers, and ideally, by the CSO network members. In addition, sanctions will be applied for those who consciously violate this policy for the purpose of personal gains.

Strategies for implementation

Engage a Gender Specialist / PSEA / SH Focal Person who will be given the following tasks:

- Ensure that PSEA Orientation is part of the Staff Orientation and on-boarding process in coordination with the Administrative Officer and Human Resource Focal Person
- Leads in establishing a clear process for monitoring and reporting within CBCS:
  a) of sexual harassment and exploitation should this happen and be raised by a CBCS staff / volunteer against a colleague and to recommend appropriate actions to the Chairman including impartial investigation and hearing. Referral to higher authorities will depend on the severity of the case, i.e., rape
  b) of sexual abuse raised against a CBCS staff by a CSO partner / local community and recommend appropriate actions after the case is fully investigated by the Grievance Committee of CBCS, and depending on the severity of the sexual harassment and abuse, to refer the case to proper authorities.
- Ensure that the CBCS Chairman is informed and involved in responding to cases raised about sexual exploitation, harassment and abuse should this happen
  a) Between CBCS staff
  b) Between CBCS staff and specific person employed by CSO partners, or specific person / partner at the community level
- Leads in strengthening the Grievance Committee of CBCS and expand its mandate to include monitoring, reporting and addressing SEA/SH cases
- In coordination with the Administrative Officer and Human Resource Focal Person, all CBCS staff and volunteers must sign a clause on PSEA in their employment contracts with CBCS to ensure that all abide by this Policy and Code of Conduct.
- To work with the Admin and Finance Unit as well as the Management Committee in refining templates for Cooperation Agreements between CBCS and sub-contracted CSO network members to ensure that partners adhere to CBCS' Code of Conduct and the Policies herein: DNH, Safeguarding and Child Protection, PSEA and Policy on Fraud, Corruption, etc. as they represent CBCS in project implementation in grassroots areas.
- Ensure confidentiality of information in cases involving SEA/SH to protect the dignity of persons involved.
- Leads in designing the PSEA orientation and to ensure that this becomes part of the programmed Organizational Capacity Development of CBCS and partners within the year (2020)
- To serve as CBCS' focal and link up with UNICEF and other development partners to enrich the organization's stock knowledge and capacity to promote PSEA.

Promotion of PSEA as part of CBCS' culture.

Every staff will be called upon to practice PSEA and promote this to partners and communities by walking the talk. This promotional activity shall include, but not limited to:

- Informing community members of established reporting channels and encouraging the reporting of SEA/SH to recognize reporting channels;
- Include in all communication activities like project/program orientation, CBCS' PSEA Policy specific to referral and reporting mechanisms; information communication materials/promotional materials include reporting channels; and
- Recognize communities' aired grievances, suggestions and recommendations on most appropriate and applicable complaints and redress mechanisms that will provide a safe and secure means of communication.

Reporting SEA/SH allegations
When reporting allegations of SEA, the following should be observed at all times:

The principles of confidentiality. Only at hand information shall be reported. No personnel of the Secretariat volunteer and personnel of the CSO network members shall have the responsibility of further investigating or acquiring additional facts about the incident. For purposes of standard however, should be taken on a situational basis. The following are the minimum information on the incident shall be shared with the Gender Specialist /PSEA & SH Focal. Information shared should be ONLY IF KNOWN,
- Name of the victim/survivor
- Date and time when the incident happened
- Organizational affiliation
- Name of the perpetrator
- Organizational affiliation
- Circumstances of the incident (what happened)

The principle of integrity. All reports made shall be done with reasonable suspicions and in good faith. Any personnel reporting with malicious intent and to demean the person or organization, shall be dealt with accordingly as defined by this Policy.
- Using due process, personnel or anybody when found to be reporting maliciously shall be penalized accordingly as decided by the highest designated officials. These may include, but not limited to: Dismissal from the organization, administrative sanctions, demotion of employment status – depending on the gravity of the offense;
- For allegations found to have violated national laws shall be referred immediately to appropriate government offices.

Provision of Assistance
The provision of assistance to victims / survivors of SEA/SH, the Secretariat and members of the CSO network without the capacity to provide legal support, medical, psychosocial and other needs of the survivor shall refer to appropriate government offices when appropriate;
CSOs signifying their intent to be part of the Network shall include in their profile, information of their capacities on handling, managing and capacity to provide assistance at any form to survivors or victims of SEA. The CSOs that identifies these capacities shall be included in the list or directory of member CSOs maintained by the Secretariat. Part of their partnership agreement is the support to provide assistance to victims of SEA for other network members without the capacity.
When available and appropriate, a pooled fund for survivor support shall be established. In project proposals to donors and when applicable, shall include at least 5% allocation from the approved budget for PSEA/Gender related activities that includes, but not limited to the provision of assistance to survivors and capacity building of personnel/staff on PSEA, Gender, Gender Based Violence and Child Protection.

The Executive Committee shall designate or form a technical group that will define the provisions for the pooled fund as defined in this Policy.

Investigation Process / Procedures
The investigation of SEA/SH allegations received through official reporting channels will follow the following process:

Depending on the allegation, the investigation team composition will be determined to be a mix of internal and external persons. The Chairperson shall identify the composition of the investigating body according to the principles of non-bias and fair investigation of the incident. External investigations are allegations that violate national laws, thus, appropriate referrals shall be taken;

The Investigation Team is a fact-finding team to complete the information needed for decision-making. It shall not provide recommendations or give any pre-empted verdicts. Information collection process should observe at all times the principles of confidentiality and take into consideration the safety and security of individuals who will be participating in the investigation process. All documents produced by the Investigation Team shall be marked as confidential and kept in a secure location. Upon completion of the investigation, all documents shall be submitted to the chairperson.

The chairperson shall decide based on the merits and facts of the case if the allegations are true or not, and impose appropriate sanctions or penalties, and if it needs to be referred to national authorities for official filing of criminal liabilities. For allegations that are found to be true and determined to fall in as misconduct violating organizational policies, a case review may be requested for appropriate actions according to the level of violation. This applies to allegations found to be done in falsely.

For purposes of safety and security, the composition of the Investigation Team shall only be known to the Chairperson, and when appropriate, a secure working space shall be provided. The Team will dismantle immediately after the completion of their investigation and submission of their report to the Chairman.

Managing Allegations of SEA/SH in CSO network members
Partnership agreements or MOUs with CSOs will include provisions of adherence to the CBCS PSEA Policy. It shall be Annexed and signed by both Parties.
All CSO Network Members shall endeavor to establish PSEA preventive measures within their organization, referencing the Consortium's PSEA Policy or developing its own PSEA Policy.

At all times, the CSO Network Members' personnel shall contribute to the culture of open communication by reporting or referring reasonable suspicions and allegations to the Consortium's recognized official reporting channels.

Any CSO Network Member found to have been violating the provisions of the PSEA Policy shall be a ground for termination of partnership. On a case to case basis, the Chairperson in consultation with the ExCom and Council of Leaders, shall identify appropriate sanctions.

Legal Counsellor / Adviser.   CBCS should include in its roster of Advisers and Consultants, personnel with legal training, preferably an Attorney, who will provide legal expertise when needed during case referrals involving PSEA/SH. The case could be internal (sexual harassment or exploitation happening within CBCS), or may be of sexual abuse (involving staff and a person from a partner CSO working at the community level, or staff and a community member).

ANNEX 13 - COMPANY RULES AND REGULATIONS/HUMAN RESOURCES MANUAL

General Office Administration and Finance Policies (Secretariat)

The following system shall be strictly enforced:

- All staff shall be governed by their respective Terms of Reference (ToR) given to them as part of their employment Contract
- Working days are from Monday to Friday or a total of 40 hours a week. However, when forced to working on weekend and holidays because of workloads, a staff may opt to offset the hours spent with a compensatory leave credit.
- Working hours. Working time shall be 8 hours a day preferably from 8 am – 12 noon and 1 – 5 pm from Monday to Friday. All staff are required to log-in and log-in the logbook or fingerprint biometric scanner during office days.
  - ✓ Flexitime may be allowed to compensate for lost working hours in the office. The Admin Officer has to be notified if this is applied by staff in order to get approval.
  - ✓ Pass slip shall be required in case of overtime, undertime and failure to log-in or log-out subject to the approval of the Admin Officer
- Absent and late reporting will be computed with corresponding salary deduction for the period which this fall.
- Habitual tardiness and absenteeism are subject for disciplinary action or recommendation for termination to the ExCom.
- All staff are obliged to fill up the Daily Time Record reflecting time in and time out
- Logbook – Visitors are required to fill in the visitor's logbook to determine their identities, the reason for visiting the CBCS' Office and the staff involved in the visit;
- Staff Whereabouts vis-à-vis Security and Protection
  - ✓ Calendar of activities for all CBCS staff + workplans must be submitted on a monthly basis to the Admin Officer
  - ✓ In upholding the Safeguarding Policy of the organization, the Management Committee of CBCS installs a Reporting Tree, and activates this to locate the whereabouts and safety of staff in times of emergencies or crisis situation
  - ✓ The staff are obliged to report to the Admin Officer and his/her immediate supervisor of his/her travel plans and whereabouts especially when travelling outside of Cotabato City
  - ✓ Locator Chart. All staff are to fill up the Locator Chart provided by the Admin Officer on a weekly basis

- All staff are required to submit their monthly accomplishment report for the current month along with their workplan for the following month at least a week before the end of the month.
- Changes and deviation on CBCS' Strategic and Project-based Workplans must have prior approval of the Chairman

- All staff are co-terminus with the project he/she is handling but services may be extended based on staff performance review; and when found competent for the position that is open for him / her upon the closure of her/his project, her contract with CBCS may be extended. CBCS' puts preference to formerly employed staff when filling vacant positions.
- There will be a regular once a month staff meeting. Although the agreed date is every first Thursday of the month, a meeting may be extended up to Friday when deemed necessary. The date may change, depending on the availability of at least majority members during this time.

- Staff appraisal shall be conducted every six months or when the contract of a project-based staff is ended.   Result of the staff appraisal is confidential to only those who are involved in the process, and the file kept in a secure place.
- A planned organizational and staff capacity development will be based on Training Needs Assessment and included in the Annual Plans. At least, there will be 3 planned staff development activities in a given calendar year for all staff.
- The member-organizations and staff may sever working relations while the contract is still on-going. Termination of relationship will be based on just grounds. If this happens, a one-month notice shall be given by either of the two parties.
- Determining and computation of staff compensation, incentive and other fringe benefits shall be in accordance with the workload and availability of funds.
- Personal cash advances in terms of salaries shall not exceed one-half (1/2) of the monthly compensation of concerned staff.
- Representation. Staff attendance to invitations shall be based on his/her capability and to the relevance of the invitation / activity vis CBCS advocacies, and with the approval of the Chairman
- Cash advances for activities, fieldwork and representation shall be subject to liquidations and auditing in accordance with the Minimum Financial Standards and Procedures, at the maximum within 10 working days after the conduct of activity or for travel cash advances, at least after 3 working days of being back to office from travel, unless there is a valid reason why the staff cannot do so.
- Plan of activities and budgetary requirements based on the Strategic Development Plan shall be approved by the Executive Committee
- Petty Cash of not more than Php 10,000 shall be maintained by the Cashier and replenishment may be requested once expenditures reach 75% of the total PCF.

A. Regional Centers (Sub-Offices)

- All policies are observed and enforced in the Cotabato City Office shall be applied to all the Regional Centers' or Sub-Offices.
- Administrative staff who are assigned in the Regional Center are responsible for office maintenance.
- The Administrative staff are the custodian of all records, properties and equipment in the regional centers' offices.
- All CBCS facilities and equipment are exclusive for CBCS official use only. Only the Secretariat and network members who are on official CBCS business or travel may be able to avail of these facilities. All Regional Centers' Offices shall accommodate transient secretariat and network members who are on official CBCS business.

B. Staff House

- The staff house shall be administered by the Administrative Officer
- All CBCS facilities and equipment are exclusive for CBCS' official use only. Only the Secretariat and network-members who are travelling on official CBCS business may avail them;
- Staff house shall accommodate secretariat and transient network members who are on official CBCS business
- Light bill, water bill and others are chargeable to all staff occupying the staff house.

D. Use of Vehicle

- Requesting staff must completely fill-up the "Trip Ticket" – stating the activity / purpose vehicle description, driver's name, destination, name and number of passengers, and the inclusive dates for the said travel period. This request is subject to the approval of the Admin Officer
- Only the official CBCS driver is allowed to driver the CBCS official vehicle. However, any staff who have skills in driving and with a valid license from the LTO can serve as alternative option in the absence of the official driver.
- Outsiders are not allowed to use the CBCS official vehicle.
- The requesting party and the driver should agree to the maintenance of the requested vehicle
- The request shall be filed 3 working days prior to the date of travel except for emergency purposes
- A vehicle logbook shall be maintained if travel is within Cotabato City only.
- Vehicle request from the regions shall be accommodated on important reasons and subject to valid and meritorious conditions
- The motorcycles assigned to the Secretariat is subject to the policy on the use of vehicle as stipulated herein
- Motorcycles / vehicle in the regions are properties of CBCS placed under the custody of the Regional Formations. Liability for maintenance (repair and renewal of registration) and operational expenses shall be shouldered by the region. This shall be the Regional Formation's counterpart.
- Due diligence and care over issued motorcycle s/vehicle are expected from the Regional Centers.
- For valid reasons, the ExCom reserves the right to retrieve the motorcycle/vehicles from the Regional Formations
- CBCS shall not be held liable for any expenses related to accident in the use of the motorcycle / vehicle of the Regional Formation

E. Request for office supplies and use of office facilities and equipment
- Non-portable Equipment (photocopier, printer, fax machine, desktop)
- A logbook shall be maintained to record the use of photocopier, printer and fax machine. The use of the desktop on a regular basis is subject to the availability of this equipment and prior approval of the Admin Officer
- Documents to be photocopied shall be recorded in the logbook

F. Portable equipment (digital video camera, laptop, LCD projector, laminator, binder and etc.)

- Staff who will use any of these shall record the action in the borrowers' logbook - before taking out and after the equipment is returned.
- All borrowed and issued portable equipment shall be returned upon termination and/or end of conducted activity
- Damages or loss due to negligence shall be the liability of the borrower

G. Office supplies and other consumables
- Inventory of office supplies shall be conducted on a quarterly basis

A logbook / borrowers' book shall be maintained to record all supplies requested and released to individual staff, subject to the approval of the Admin Officer

ANNEX 144 – CBCS STAFF SECURITY MANUAL

CONTENTS

A HARD COPY OF THIS MANUAL IS TO BE AVAILABLE AT EACH FIELD OFFICE LOCATION NEXT TO THE DEDICATED SECURITY AND SAFETY BOARD (ALONG WITH OTHER CURRENT SECURITY DOCUMENTS AS ISSUED FROM TIME TO TIME).

CBCS- Philippines Good Management System for Staff Security and Safety

As per standard CBCS practice[1]NP-P practices a system of good management for staff security and safety, GMS. This means that the function of staff security and safety is an integral part of a holistic management system that covers all other functions such as programme, finance, grants and fundraising, human resources etc.

CBCS continuously and proactively promotes a culture whereby programme work and staff security and safety are inextricably linked in the planning, execution and feedback phases of its holistic good management system.

CBCS'S Good Management System for Staff Security and Safety[2] is given the specific title of Programmatic Security & Management Framework (GPSMF). This title underlines the critical concept that programme work and staff security and safety are inextricably linked.

The CBCS GPSMF encapsulates the three standard Security strategies of Acceptance, Advocacy and Mobilization and Preventive Measures.

Who we are
As per the generic CBCS GMS the CBCS GPSMF begins from the premises that all CBCS staff understand clearly the their organizational, mandate and mission and that management and staff execute a disciplined and well behaved and culturally sensitive operation both strategically in the planning phase and tactically on the ground with all stakeholders. It is of critical importance that management and staff operate a mission focused and clear two-way communications process through clear and unambiguous directives and procedures.

The Chairperson maintains full responsibility for staff security and safety but he/she will be assisted by proactive inputs from a dedicated Security and Safety Manager, Security Point Persons at each field location and by all staff who are duty bound to practice disciplined work and social activities.

The designated Security and Safety Manager, SSM has a critical role in monitoring and correcting the practice of the CBCS GPSMF by staff on the ground. His/her focus will be to assist staff to optimize their programmed work effectiveness through a combined smart programme/security effort. Staff should not view the SSM as either a 'Programme Prevention Officer' or as an 'island of security expertise' in a sea of staff security carelessness, but rather as a facilitator of the GPSMF has worked by all staff.

Always be mindful that our image of ourselves may not necessarily match other's perception of us. So, as we actively manage our image as a non-partial peace facilitation organization, we must also continuously monitor how others perceive us. Be aware that perception is a fluid concept and can change without us noticing at surface level.

Where we are
All CBCS staff must remain fully aware of the context and situation pertaining in the Mindanao conflict. They must constantly update their knowledge of the context and as per CBCS best practice keep their situation awareness scanners on continuous calm but not intense burn out mode.

1

Context Background

NP-P with CBCS was invited to Mindanao by representatives of local civil society to assist in their efforts of enhancing human security, specifically protection and human rights issues through proactive non-violent ways and means. On the basis of extensive feedback received from local communities and main stakeholders in Mindanao, NP-CBCS deployed a team of six International Civilian Peacekeepers (ICPs) during the first phase that began in May 2007 and hired Eleven National and Local staff. NP-CBCS commenced the official consultations in the Philippines regarding starting a civilian peacekeeping project in Mindanao since 2002. This process included two visits by NP representatives and trainers, non-violence training administered in Mindanao in 2003 and 2004, a three-member exploratory visit in March 2005, a two-member Advance Team to make final recommendations to NP Headquarters from June to September 2006 and preparation of the project by the Project Coordinator from Oct 2006 to April 2007. During the Exploration, Advance team and final preparation phases, NP-CBCS made consultations with all the key stakeholders in the Mindanao Peace Processes and secured approval from the leaderships and agencies of the key parties involved in the GRP – MILF and GRP MNLF Peace Processes. Such consultation and approval were vital not only for NP-CBCS "Acceptances & Legitimacy" but as well as to ensure the "Safety & Security" of CBCS Project Staff. Before the official commencement of the project, NP acquired "Registration Certificate" from the Securities and Exchange Commission, Manila.

There are multiple armed groups active in the region, such as the Moro Islamic National Front (MILF), the "feudal" elites who control the local and regional governments, elements of the Moro National Liberation Front (MNLF), the Armed Forces of Philippines (AFP), US marines and paramilitary groups or other lawless elements. All of these groups play their respective direct or indirect part in the ongoing peace processes between the Government of the Republic of the Philippines (GRP) and the MILF and/or the GRP and the MNLF. The Central and Western Mindanao regions are therefore vulnerable to at least four different kinds of armed clashes that are either between the AFP and the rebels (MILF or MNLF), the MILF and the paramilitaries, the AFP and the lawless groups (Abu Sayyaf Group, Jammah Islami and Rajah Solaiman Group etc.) or local ridos (political/clan/family cycles of conflict). In the areas of Western and Central Mindanao, the key stakeholders of the peace process are the IDPs, local communities, local Civil Society Organizations (CSOs), peace and human right activists, as well as armed actors and governmental structures.

Objective & Operational Dynamics

The project aims to support the locally-based civil society mechanisms to prevent local triggers for escalation, therefore both directly & indirectly contributing to grassroots level human security and to the sustainability of the peace process.

The NP-CBCS Mindanao project has set a new precedent in the region by establishing the Advisory Board at Mindanao level and advisory bodies/consultative groups at each field site level, comprised of prominent civil society activists, representatives of NP partners, activists, community leaders and grassroots representatives, women and youth groups. Their role is to give advice on plans and strategies, get feed-back on planned activities, act as a conferential or collegial body, recommend new activities and geographical areas to cover and to review activities. The Advisory Board and advisory bodies have been involved in the design, implementation and maintaining the sustainability of the project.

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Some of the initial successes of the project are that most of CBCS protect partners have started using the terminologies like early warning and early response, protection issues of the civilians, rapid response structures in their programmatic plans.

As according to the operational structure of the project, CBCS regularly consult with the local partners in deciding priorities and activities as per the evolving conflict situation on the ground, also to ensure legitimacy and accountability of the project to local civil society and CBCS Partners.

Besides local groups, CBCS networked with international humanitarian and development organizations operating directly or through implementing partners in Mindanao. They all were receptive to the idea of a new international civilian peacekeeping project and agreed that there was a gap in civilian protection and human rights that could be filled by CBCS. Among the INGOs and international organizations that met with CBCS Team are UNDP, UNICEF, WFP, ICRC, CRS, GTZ, DED, KAS, OXFAM, AusAid, NZAID, JICA and the Asia Foundation. Most of these organizations strongly recommended programmatic collaboration with CBCS in the areas of:
- Child protection;
- Involving civilians in the peace process;
- Linking INGOs/International Organizations with isolated and deprived communities in critical areas;
- Refining early warning and early response system;
- IDPs protection issues;
- Human Rights structures;
- Strengthening the capacities of local civil society in peace keeping/building work.

CBCS project team has been in regular contact with the leadership of key stakeholders involved in the Mindanao peace processes. The Chairperson met several times with high level authorities in the GRP and secured favorable responses, especially from the offices of the Presidential Advisor on the Peace Process, Department of Foreign Affairs, Department of National Defense, National Security Council, AFP Commanders in Mindanao and the Chairman of GRP Coordination Committee on the Cessation of Hostilities (CCCH). Other than the GRP, the Chairperson, Communications Coordinator and field teams have met key leadership figures of the Moro Islamic Liberation Front, Moro National Liberation Front, Chief Negotiator of the MILF Peace Panel, Chairman of the MILF CCCH, as well as Governors and Mayors in Mindanao. All of them welcomed CBCS project in Mindanao and assured support from their respective sides

Security Strategies

As per CBCS standard best practice CBCS operates the three strategies of Acceptance, Advocacy and Mobilization and Preventive Measures.

The Acceptance strategy is the corner stone of the CBCS GPSMF. This strategy is proactively built upon by constant stakeholder relationship building at both strategic and on the ground tactical levels. The relationships built through this proactive effort can also greatly assist with our supporting Advocacy and Mobilization strategy.

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CBCS Acceptance Strategy in Action:

The operational structure of CBCS has been immensely appreciated by the local partners, communities as well as key parties in the Mindanao conflict. The project set new precedents of international/national civilian peacekeepers living in conflict prone communities and working jointly with local peace groups/peace advocates which are the offshoot groups of CBCS partners in Mindanao. In the Mainland Mindanao, the project has developed proactive working relationships with the Ceasefire Mechanism structures of the GRP and MILF and on their requests joined the joint ceasefire monitoring posts and joint monitoring assistance teams in critical areas as on Observer and random presence basis. In the island of Sulu, the project has established direct communication links with the Command Structures of GRP and MNLF as well as the heads of the provincial governments.

CBCS partner organizations provided the base to CBCS field teams to secure social legitimacy and acceptance by the communities and key parties in the conflict. As CBCS works on a non-partisanship and engagement platform, CBCS teams have built healthy working relationships with authorities in Mindanao ranging from ground level commanders to the political elites that represent the local government units and the leadership and their representatives in the Mindanao peace process. Having such collaborative working relationships to support CBCS field activities effectively in not only maintaining peace in critical areas but also building the capacities of local peace teams/advocates (to gradually take a lead in sustaining and promoting peace) are one of the main assumptions of the project which are also central to the Safety and Security of CBCS project staff. The Project aims to build operational coordination and collaboration structures among the various civil society organizations of Muslims, Christians and Indigenous people. Other than ensuring safety and security, providing day to day advices, recommendations and extending social legitimacy and acceptance to CBCS, the establishment of Advisory Board, Advisory Bodies and consultative groups is one of the mediums to bring the tri peoples leadership together.

Unpredictable behavior of "lawless elements" is another risk factor that cannot be ignored. CBCS's wide-ranging consultations on personal security of CBCS have revealed that working with the Advisory Board at Mindanao level and Advisory bodies/consultative groups at the grassroots levels, living with the communities and engaging all the parties can minimize such risks. The Advisory Board and bodies are already functional. CBCS has already secured safety assurances from some of the lawless groups through its local partners and communities where CBCS operates.

So far, all major parties (the GRP Office of Presidential Advisor on the Peace process & Department of Foreign Affairs, National Security Council, Department of National Defense, AFP, Local Government Units, the MILF and the MNLF) have offered guarantees of security and full cooperation to CBCS in their respective areas of control. Another assurance of security is of CBCS's, working in close collaboration with local peacemakers who are well connected to different beneficiaries and are aware of the ongoing socio-political dynamics of their places. The staffs of CBCS also extend security and safety to the project as all are well respected and have credible personality and working backgrounds.

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Security Planning

As per CBCS generic best practice CBCS considers Risk management under the two formulae ......

> Risk = Threat x Vulnerability / Capacity. In this context CBCS proactively plans to reduce individual, team and organizational vulnerabilities to threats whilst increasing capacity to handle threats.
> Risk = Likelihood x Impact. In this context CBCS has two types of security plan, Standard Operating Procedures to reduce the likelihood of threats materializing and Contingency Plans to reduce the impact of materialized threats. Often there may be crossover between SOPs and CPs and this is not a cause for concern as long as the actual security plan is effective.

The project could be briefly or existentially affected by any of the four accepted types of threat, direct, indirect, criminal or internal. Examples range from an indirect threat materialized through a road/sea accident of CBCS staff, an internal threat emerging through ill-mannered behavior of CBCS staff to the stakeholders in the Mindanao peace process, a direct threat from a stakeholder with the capacity to cause harm or a common criminal threat materialized through poor precautionary planning.

To minimize the materialization of threats, CBCS works its security planning around standard operation procedures, contingency plans, a code of good conduct and detailed stakeholder arrangements/agreements which all management and staff members must fully understand and follow. Such security planning must be supported by a functional and dynamic monitoring and feedback structure which is addressed later in this document.

CBCS strategy for planning for reducing the risks has the following elements:

- Standard Operating Procedures and Contingency Plans; from rules about safe driving to communication procedures, how to behave/act in war/conflict zones, having procedures for how to handle worst-case scenarios like abductions ('CBCS abduction policy'), contingency/back up planning, first aid preparedness, media policy, etc.
- Protection arrangements/agreements through formal permission from government, local government units, MILF and MNLF related to CBCS presence
- Advisory Board, advisory bodies/consultative groups (at Mindanao and community level) and acceptance from communities is a strong assurance to the safety and security of CBCS staff. In particular in regard to the danger of abduction by kidnap-for-ransom groups, but also for political extremists involved in the kidnapping business, local communities are able to assess situations, recognize strangers coming into the area, and thereby provide rather efficient protection to those they host.
- Working relationships with the Ceasefire mechanism structures, central committees, peace panels groups and command structures of the armed groups plays a pivotal factor of enhancing CBCS image of a non-partisan and transparent group.
- Avoiding being an attractive target by not displaying misappropriate wealth or wearing dresses against the local cultures, and recruiting staff avoiding nationalities that may be most at risk (e.g. US/ Canadian/ Australian and UK citizens).
- The programmatic activity of Early Warning System and Early Response through Community Intervention enhances the security of the communities but also CBCS project staff in their areas of operation.

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It has to be recognized that during the project the foreseen increase of local demands to CBCS could generate new risks. On the one hand, CBCS's level of resources will limit its capacity to respond to all requests. On the other hand, it will require CBCS to set priorities including a focus on the more long-term effects of its response strategies. A correct communication to local stakeholders about this aspect should prevent the risk of people and groups becoming dependent on CBCS support. This is an important point as damaged stakeholder relationships through unrealized expectations can hugely damage our image and others perception of us and in the process damage our key Acceptance Strategy.

While carrying out human rights activities, local people calculate and weigh their own individual risk. As CBCS follows locally led agendas, it will respect local people's risk assessments while constantly assessing its own capacity of reducing and mitigating threats. However, special attention will be put in the careful management of information on sensitive issues so as not to put the community actors at unnecessary risk.

Monitoring and Incident/Near Miss/ Early Warning Reporting, Analysis and Feedback

As per CBCS GMS best practice the CBCS GPSMF utilizes this all-important element as the final section of its process. The CBCS GPSMF proceeds from the start point of 'who we are' and proceeds logically through the other sections of 'where we are', 'security strategies', 'security planning' and finally to 'reporting analysis and feedback' section. However, this is not the end of the GPSMF, rather it is the section which informs through experience, reporting and analysis on necessary changes to the GPSMF. This section keeps the GPSMF dynamic and self-learning. Without this section the GPSMF stagnates, becomes irrelevant and exists as nothing more than a paper document of aspirations. This is the section where we learn from experience and observation and through analysis change our assumptions, plans and activities in order to minimize risk.

How this section of the CBCS looks in action

All security incidents, near misses and early warning indicators of new or increase in level of existing threats must be reported on by the individual, the field team or HQ element that first becomes aware of such issues. The standard CBCS Incident Reporting format should be utilized in order to capture all relevant facts and analysis and ensure that all the relevant staff and management levels are kept in the information loop.

It is important that 'lessons learned' and early warning indicators of changes in threat status are fed back into the GPSMF so that our holistic staff security and safety system can be examined section by section and altered as required to optimize future smart programme/security effectiveness.

An Overview of the CBCS GPSMF

CBCS has developed a combined General and Programmatic Security Management Framework (GPSMF) which is based on the operational structure, communication framework, programmatic intervention, Situation Analysis tools, Security Strategies, Implementation Procedures, Assessment procedures and Adjustment/Consolidation Processes.

The GPSMF ensures not only the involvement of CBCS Partners and its offshoots groups but also the smooth application of CBCS mandate in its areas of work. The GPSMF engages all the key stakeholders in the Mindanao Peace Processes and guides the project staff to employ all the nonviolent tools of situation analysis, planning and implementation to gauge the impact of NP interventions and ensures their and beneficiaries safety and security on daily basis.

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As shown in the diagram of GPSMF (below), the key elements that directly and indirectly enhance CBCS programmatic intervention and ensure the safety and security of its staff are "**Deterrence** – CBCS as the eyes and ears of the international and national community and work on non-partisanship basis; Work on **Civilian Protection** issues; **Active Linkages** with all the key stakeholders, **Acceptance and Legitimacy** and operational collaborations with the **Local and National partners**." Before commencing the project officially on 1st of May 2007, NP made it sure to have all the above-mentioned key elements as the Core Nucleus of NP GPSMF.

CBCS, General and Programmatic Security & Management Framework (GPSMF)
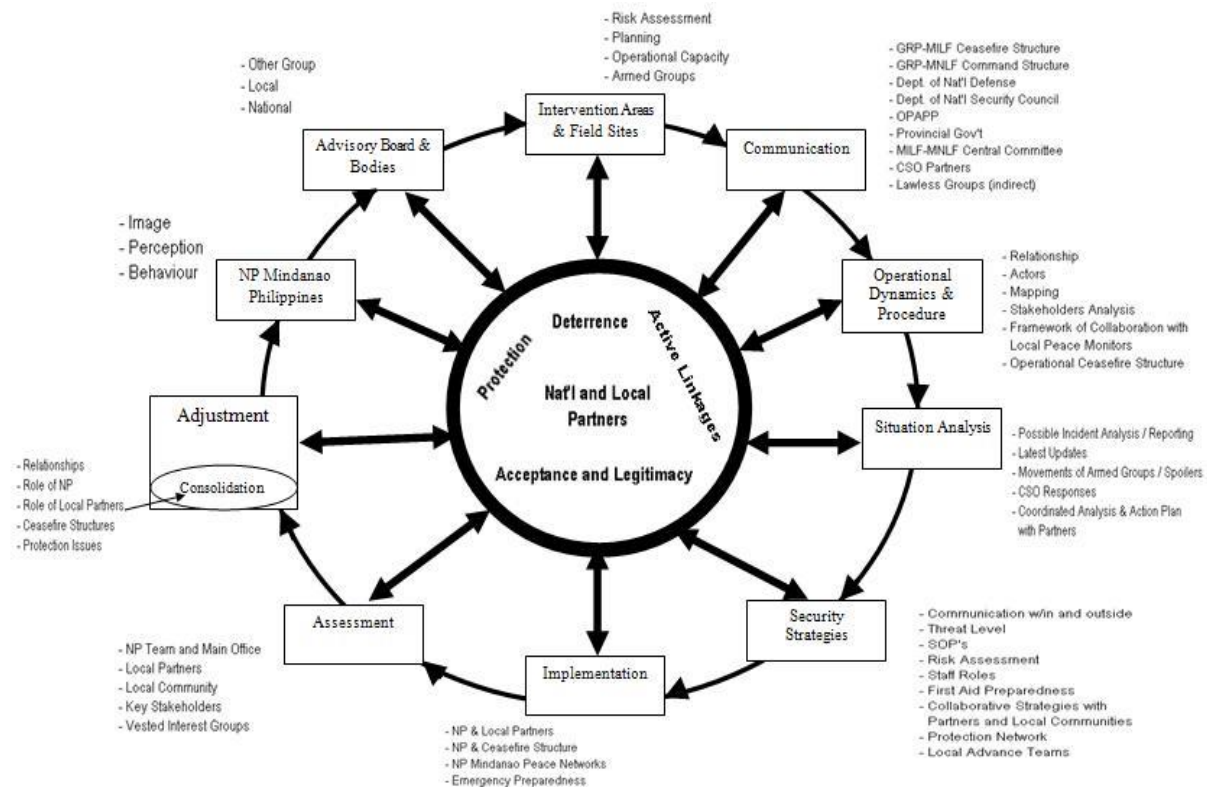
As CBCS started making intervention on the basis of its mandate in close collaboration with its partner organizations, the key elements extended strength to CBCS work on the ground and the work reciprocally consolidated the key elements in the core nucleus of CBCS GPSMF. The GPSMF has both introvert and extrovert impact of regularly boosting the image of CBCS but as well deepening the impact of its work on the ground and extending credible and viable security assurances to CBCS staff and its beneficiaries. Other than ensuring security and addressing protection issues, the GPSMF amplifies the role of local peace groups and networks in the Mindanao Peace Processes which manifests the sustainability of the project.

The Communication framework certifies the smooth flow of information between CBCS main office and field offices as well as with the key authorities, ceasefire mechanism structure, CSOs and communities in CBCS areas of work. The Communication framework is a proactive means of receiving, sending and verifying the information and sources of information. Besides this, it is proving highly effective to communicate regularly and as on need basis with the command structures of GRP, MILF, MNLF, Provincial Governments and indirectly

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with the lawless elements. The Communication framework informs CBCS to monitor the security situation regularly and device its strategies and action plan as according to the situation. The project has a Communication Coordinator who stays in-touch and coordinates with the authorities and partners on regular

basis and maintains parallel contacts with the commanders of the armed groups on the ground. The Communication Coordinator works closely with the Project Director and the designated Team Coordinators in each field site.

The element that provides added value to increase CBCS safety and security and to consolidate the role of local CSOs is of CBCS working methodology to never go alone in the field. It is the basis of CBCS that CBCS civilian peace keepers and partner's local peace monitors/advocates will work together in the field and CBCS would facilitate the locals to take a lead in preventing the incidences of violence. Other than going with local partners to the field, CBCS are also informed in advance by the local advance teams about the possible movement of lawless elements in CBCS areas of work and the procedures to avoid such groups.

CBCS operates on the basis of its force core principles of maintaining Non-partisanship and Neutrality which extends confidence and trust to all the stakeholders to communicate to CBCS as a third a party. CBCS working experience in the conflict zones has categorically manifested that the principles of Non-partisanship and neutrality increase the levels of safety and security because the stakeholders do not build grievances towards the groups who uphold the principles of Non-partisanship and neutrality in their work.

The **Standard Operating Procedures, which may be adapted to the realities of each field site,** are strictly followed by all field staff both national and international contribute to minimize the risks and it include rules about safe driving, communication procedures, how to behave/act in war/conflict zones, engaging the soldiers/combatants/commanders and religious leaders and having procedures for how to handle worst-case scenarios like abductions, etc.

The GPSMF explains that how CBCS influences its own security and attempts to neutralize the threats and constructively engages such groups (vested interest groups) who could be a source of threat to CBCS staff, Partners and programmatic activities. One of the latest successes of NP GPSMF is that NP has been invited regularly by the GRP, MILF, MNLF and CSOs to share CBCS programmatic activities and to define procedures and areas of collaboration to consolidate the Ceasefire Structures and safety and security of the civilians.

As clearly pointed out in the GPSMF that before getting into the implementation phase of any programmatic activity there is a whole range of activities of consultations, planning, area profiling/mapping, communication procedures, situation analysis and security strategies. During the implementation of programmatic activities, the main office stays in-touch with the field offices and ensures the preparedness of the team for any backup or contingency plan in case of things go wrong or change of scenarios. All the project staff has been given Basic First Aid Training and each team has been given two First Aid Kits – one for the office and one for the vehicle.

The project has established Human Security/Protection Network which is comprised of Local/National CSOs, International NGOs, International Organizations, Embassies and Peace/Human Rights Groups. The Network has proven effective in terms of highlighting the security and protection issues in the Mindanao processes and has added surplus confidence to CBCS project staff and its partners.

CBCS has thus far applied the theory of **maximizing both the acceptance and dissuasion** factor to prevent or manage direct threats on the organization. Learning from previous projects, CBCS has realized that it is important to increase the protection aspects of the work (including CBCS's communications equipment and safety equipment)

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and to continuously review and improve its operating procedures. CBCS has also developed tools for better managing and understanding where and how it works in relation to its environment. This includes a system of levels of operations that is reviewed and revised monthly or with the trigger of conflict indicators.

In the end it is highly important to mention that MILF and MNLF have already signed agreements of not using landmines in their struggle for Bangsamoro homeland. So far, there have not been any incidences of landmine use in the contemporary Mindanao conflict. In the present situation, there is not much need to give awareness training to CBCS project staff on Landmines. There could be training needs to CBCS Project Staff on identifying the sounds of different weapons. Recommendation: it would be good to make a CD/DVD on sounds and impact of different weapons during warfare/semi war fare times.

CBCS Security Planning

CBCS operates, in accordance with CBCS generic guidelines, a Good Management System for Staff Security and Safety, GMS through its General and Programmatic Security Management Framework, GPSMF to ensure the safety and security of the project staff members and to continue the implementation of its mandate in the defined project locations. As stated in the generic CBCS guidelines and the GPSMF document both programme work and staff safety and security are inextricably linked.

Below is outlined in detail the Security Planning section of the GPSMF; which includes Standard Operating Procedures, Contingency Plans and various security advisories etc.

SOP- Communication Protocols for CBCS

Objective: These communication protocols are specifically designed for CBCS in order to ensure
- an efficient and reliable exchange of ideas/information across the CBCS projects.
- a secure, smooth and effective flow of communication between CBCS main office and the field sites
- clear programme enhancing and team building communication between individuals
- controlled communication flow to the wider CBCS Network.
- CBCS confidentiality of sensitive information in avoiding unauthorized issuing or leakages of such sensitive information that can cause harm to personnel of CBCS and or Partner Organizations and third parties affected by the conflict.
- The building of solid team work and camaraderie among all staff in CBCS where individual differences and opinions can best be fine-tuned into programme enhancing initiatives and actions.

The Chairperson oversees and supervises the communication flow within the CBCS organization. The Chairperson together with the Security Manager and Programme Officers serve as a steering committee which reviews all the reports, news from the field before sending it to the wider CBCS or other outside entities or agencies.

No documents, statements or interviews must be issued in the field. **This is a fundamental non-negotiable rule!** The main office in Cotabato will be responsible for the issuing of all such information.

- The Line Management structure of CBCS will at all times be followed tightly in the handling of communications and information. Much communications will by necessity have to be forwarded to the Security Manager but care must be taken that the relevant line manager is informed also.

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Strategies/Procedures:

1. Each and every staff member in CBCS must understand his/her position in the Line Management i.e. 'who must I report to'?
2. Regular proactive two-way transparent communication between the main office and the field offices is both desirable and functional and is deemed standard operational procedure. Hoarding of information is deemed dysfunctional and can harm CBCS work, staff security and security of third parties.
3. Clearly however there will be occasions when certain information, for confidentiality/security reasons, must be kept within a limited group. In such cases the possible consequences to staff, conflict affected persons or other stakeholders being harmed due to lack of access to such information must be seriously weighed up. **Senior management must never be kept out of the loop when it comes to sensitive/confidential information.**
4. The Programme Officer must be consulted regarding all programme work on the ground.
5. **Field Managers must follow in detail the SOPs of the ceasefire mechanism/peace process and ensure prior coordination through main office before visiting rebel territories or meeting any of the commanders. It is imperative to inform the JCCCH in advance.**
6. Maintain strong link to the partners/focal contact persons and share the lists of contacts on regular basis with the Programme and Security Managers. Both for programme and staff security aspects up to date and understanding, common contact lists must be maintained at HQ and field team levels.
7. Enhance team building and mutual empowerment through good communications within field teams.
8. Regular meeting, debriefing, consultation and analysis must take place within the team. All new information, opinions and lessons learned must be communicated to the Programme Manager and copied to the Security Manger.
9. Conduct constant brainstorming and leveling-off within team or among team members. Challenge understanding and perceptions within the Team.
10. Both management and staff must be open to positive and constructive criticism and be prepared to review and alter actions and or behaviors in an effective and functional direction.
11. As in the case of our work in conflict affected areas **Gossip and Rumor are highly discouraged** at both management and staff levels as this can have a serious detrimental effect on morale and professional relationships.
12. Try to analyze, understand and be flexible to other people's/team mate's opinion.
13. When making a reference to others (Non CBCS), the identity of the source will remain anonymous at all times. Unclear to me what exactly this means?
14. Be cautious in making a statement regarding hot or controversial issues to avoid creating a problem that can be used against CBCS. All statements, reports and comments from CBCS must be cleared by the Chairperson.
15. Avoid making any comment against the organization or a colleague to outsiders, because this can be disseminated further by the receiver and can jeopardize CBCS'S credibility and effect its Acceptance security strategy and ultimately the safety and security of colleagues.
16. Don't disseminate any sensitive information which is yet to be confirmed.
17. Regular Situational updates, through SMS, should be shared quickly with the Chairperson, Security Manager, Programme Officer and Field Team Coordinators. The timely dissemination of situational updates is essential to good management for staff security and safety. This is particularly so for early warning indicators of change in threat status.
18. Selective usage of words and careful deliverance of phrases in public is highly important to ensure nonpartisan and nonviolent character of CBCS. When speaking in public areas always assume that an interested party can hear and understand you.

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Mobile/telephone:

1. All staff must carry on them at all times their personally issued mobile phone. It is the individual's responsibility to ensure that it is functional a charged at all times. A second fully charged battery should be carried at all times.
2. Avoid delivering sensitive information over the phones.
3. Use of code names and nick names is encouraged for some personalities, locations and groups when referring to them over the phone.
4. Staff are encouraged, in the interest of clear and unambiguous communication, to use radio voice procedure techniques and the international phonetic alphabet when communicating over mobile or landline phones.
5. All staff are obliged to use NP cellphones in a responsible manner.

Satellite Phones:

Rationale: Satellite phones have been issued for use in time of emergency within the Mission area. They have been provided as operational and emergency support to CBCS in the delivery of CBCS mandate as well as for staff security tracking. The purpose of these directives is to ensure sat phones are allocated to their primary mission and that they are not abused and, most of all staff know how to use them.

1. Sat phones should **be charged at all time**. Teams should ensure that sat phones are **handy and fully operational**. As per SOP the Emergency Field Bag should contain a fully charged sat phone, fully charged spare battery and charger unit.
2. Teams should ensure sat phone numbers **are shared among them** and that they are not disseminated outside CBCS personnel, except to those approved by the Security Coordinator.
3. Being part of emergency equipment, use of sat phone **is restricted to emergencies**, in case GSM networks are absent or not working.
3. Sat phones must **not be** used for **personal purpose**. To do so constitutes a disciplinary offence.
4. Each sat phone unit must **pre-loaded in its memory with all relevant emergency contact numbers**. Teams should still carry in the Field Emergency Bag a laminated list of emergency numbers.
5. Sat phones **are not** designed to **be used indoor**. User should make sure that there is **no obstacle** (roof covering, etc.) to satellite reception.
6. Sat phones should **be on** each time teams are **out in the field**. Be aware that others may not be able to raise you on GSM.
7. In case of planned field missions **out of GSM coverage area**, **communication check should be made** in advance with Security/Management and field tracking staff member and coordinate for reporting times, as is the norm for all other field trips where GSM is the primary communications means.. **Failure to report** at given times will automatically prompt the NP to implement **emergency plan,** as would be the case with failure to contact by GSM or landline. .
8. Sat phones can send both calls and text messages. In the event of delay to report or change of plan, it is advisable to text tracking/Security/Management.
9. **Avoid displaying** sat phones to army and armed groups in the field as they can lead to unnecessary confusion and tension.
10. **Read carefully** instruction manual and always treat the unit with care, in particular the aerial unit which. Experience has shown that repairs are costly and time delayed.

Email/letters/Pictures:

1. Copy of all communication/coordination letters to the concerned agencies will be given to the Communication Coordinator to secure it as a file.

2. Regularly share latest work-related pictures with the Communication Coordinator. Along with each picture make it sure to mention the name of person who has taken the picture, location and the significance of the picture.

3. Only programme related photography with sensitivity/permission of those photographed taken into account is allowed in the area of operations. Particular sensitivity around areas of military and armed actor activity must be applied.

Reports:

1. Clarity and preciseness of issues must take into consideration in making reports.
2. All reports will be submitted to the next up in line in the line management system.
3. Any report with a staff security aspect will always be copied to the security Manager.
4. Reports should be comprehensive, concise and naming of names should be avoided as much as possible
5. All security incidents, near misses and early warning indicators of a possible future change in the threat status must be reported in accordance with the standard CBCS Incident report Form. (see separate SOP below).
6. The Team monthly report must contain an annex on Analysis of Team Security, Safety and Psychological Welfare. (see separate SOP below).

SOP –Secure Working in the Field

1. There should always be a minimum of two staff in the on a field team during field activities. There must always be an experienced local staff member on the minimum two-person field team.

2. The Security Manager may from time to time insist on any particular team being of a certain size and makeup.

3. Every time a Field Activity Team goes in the field away from the Field Office the Field Activity Team in the Field - Status Form must be completed and posted on the field Office Security Board. Copy of form is attached below.

4. The Programme and Security Managers in the Main Office must be informed in advance of any proposed field activity.

5. The approval of the Country Director or his/her designee is mandatory before planning or executing any programmatic activity.

6. In carrying out field activities, the team in the field should keep the base communications person updated of its movements, ETAs, ETDs and any other important operations/security information.

7. All the Project staff members should work according to NP Policy of "DO NO HARM" and respect the local values and cultures.

8. Before leaving for field, prepare and check CBCS vehicle: general condition, full fuel tank, repair tools and some basic parts. Besides this ensure to keep the *field emergency bag, first aid kit, water, food and all-important contacts list in the vehicle. * (see separate SOP below)

9. All CBCS staff members should always wear clean and neat CBCS Uniform.

10. CBCS ID Card and Abduction policy Card should always be worn by all the project staff during the field visits and meetings. Staff should have studied and fully understood the contents of the CBCS Abduction Threat Guidelines for Field Staff before proceeding to the field. (see separate SOP below).

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11. CBCS should be aware in advance of all the checkpoint and ceasefire/curfew schedules and any other military type restrictions pertaining to their area of operations. Routine checking in with the chain of command of state and non-state armed stakeholders prior to proceeding on field work will confirm all such information whilst also securing a green light with them to proceed to agreed geographical areas. Individuals and teams must never stray into areas which have been indicated as out of bounds by such stakeholders. See additional procedures and protocols enacted post Aug 2008 hostilities below. In briefing the Security Manager prior to proposed field activities the team will appraise him of all such information gained from the above checking process.

12. Travel of any kind during hours of darkness is strictly prohibited in conflict affected/ abduction threat areas. Care must be taken to allow plenty of time to return to base before last light. Should any individual or team find him themselves for whatever reason operating in darkness then they must immediately alert the Security Manager. Work Travel in certain urban areas with good lighting and security regimes in place is allowed on an exceptional basis but must be cleared with the Security Manager.

13. Only CBCS staff and Partners are allowed to travel in CBCS Vehicles. Prior permission should be sought from the Security Manager before providing transport facility to any injured person or evacuating threatened persons from conflict areas.

14. The Field Coordinators in each field team should ensure activity planning and debriefing sessions before and after each field activity.

15. The voices and concerns of national and local staff members should always be given due respect and considerations as they are more aware of national/local dynamics and procedures.

16. All CBCS staff members should always be cognizant of Non-partisan principle of CBCS and strictly follow the Code of Conduct which is part of every staff member's contract.

Addition to the Current Safe Working in the Field SOP after the outbreak of Armed Hostilities in August, 2008

1. CBCS applied more exhaustive and thorough emergency-based security procedures and protocols to ensure the safety and security of its national and international Project staff. Following are some of the new emergency-based security procedures/protocols:

2. To avoid staying overnights in the field site areas if such are directly affected by the fire fights.

3. To come out with a strategy and work plan of activities for semi war and full-scale war like situations, as well as produce daily work plans with concrete analysis of the situation and what can be done and cannot be done.

4. To maintain intensive communication and coordination with the GRP MILF Ceasefire structures and meet the officials regularly in person.

5. Security Manager to directly communicate with the relevant AFP General Officer Commanding and FCs with on the ground AFP UNITS involved in the combat operation.

6. Without green signal and clearance/assurance from the AFP commanders, CBCS team will not cross the military checkpoints. Even if the ground commanders give clearance, CBCS project staff would proceed only after the verification of such by the Security Manager with the military headquarter in the Cotabato City as well as with the GRP MILF CCCH and other key MILF contacts.

7. To meet and communicate regularly with the authorities in the local government units in conflict affected areas.

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8. To move on the ground only with local CSOs/ Partners who are known in the area, well respected and are seen as neutral.

9. To channelize all the information first to the desk of the Security Manager for Verification purposes before sharing it with any contacts in I/NGOs or relevant authorities.

10. Before leaving for field, each team will share with the main office its planned activities of the day, route to be taken, locations to be stopped and the time to be back. Each team will have a point person in the main office who would be fully updated on hourly basis. Activity Team in the Field Status Form SOP refers.

11. All Project staff will wear proper CBCS Uniform in the field and will have all the emergency contact numbers in the phone as well as will keep a hard copy of such number in their vest.

12. NP vehicles should be clearly marked so as to be recognized from a distance from all side as well as from the above.

SOP - CBCS FIELD VISIT PROCEDURES

Introduction

Field visits constitute one of the fundamental activities of CBCS. In order to ensure the safety and security of teams in the field, following measures should be observed:

1.1. <u>Preparation</u>
• Prepare your route within reasonable time including alternative routes to collect necessary information;
• Have emergency contact numbers handy;
• Have a radio (VHF/HF), Cellphones, sat phones, charged and operational (No comms = No Travel);
• Emergency pack (including CELOX powder & CAT tourniquets);
• Always fill the road card (Team in Field Status Form) and arrange communication and reporting times;
• Although GPS navigation in vehicle and to provide location coordinate is useful, they are not recommended in Mindanao since parties in conflict think they might give exact locations of their camp positions, etc.
• Coordination with stakeholders and partners is essential in the planning and conduct of field visits. It is important to clarify objectives and the outcome of such travel prior to departure;
• Avoid pointless movements with unclear objectives.
• Have enough water and dry food (including emergency stock)
• Prepare the vehicle (Cfr. NPOV SOP)

1.2. <u>Field Visit, Information and Communications</u>
• Obtain information and coordinate before initiating activity/departure (possible dangerous areas);
• Collect as much information on:
    Fighting in the area;
    Military camp, route or command HQ in the areas;
    Presence of mines in the areas and type of injuries or damage they inflicted;
    Active lawless and criminal groups;
    Unused roads/tracks/crossings/wells/houses by local populations;
    Local markings/indications for UXO/mine-contaminated areas;
    Safe roads

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- Do not travel unless cleared. Coordinate with the Programme and Security Managers before engaging in field visits
- If traveling in Convoy, communication within the convoy should flow uninterrupted with regular arranged updates to base/main office.
- Travel by daylight and plan to return to field office before sunset
- Avoid using unfamiliar roads and locations. If necessary, for programme activities then prior check in with the Security Manger is mandatory who will decide on approval or otherwise in conjunction with the Programme Officer.
- Provide office with approved route, Actual Time of Departure (ATD), Estimated Time of Arrival (ETA) and complete and post the Team in Field Form on the Field Office Security Board.
- Report to base/office at agreed intervals, bearing in mind that failure to report at an arranged time interval would give an indication to launch emergency plan (search, rescue and recovery).
- Whenever possible, travel with partners, preferably one who knows the area and the route you need to use.
- When starting a journey, allow sufficient time in the morning for local traffic to have travelled the roads before you, preferably after 8 o'clock am.
- Drive slowly: speed is not a priority over safety;
- Never drive around roadblocks of former military positions. Never drive over anything on the road. A paper bag, a piece of cloth, or a wooden board can all conceal mines (mine Awareness).
- Do not leave the road for any reason, even to relieve yourself;

SOP- Activity Team in the Field – Status Form

Activity Team in the Field - Status Form

The completion of this form ensures that the Activity Team going to the field has carried out basic required security planning and pre-activity check in with the Programme and *Security Managers through the correct line management chain. The completion of this form is mandatory for all and every field trip.

This Form is to be completed and signed by the Field Activity Team Leader and pinned to the **Team Security and Safety Board**, prior to departure of the Field Activity Team.

Date: _____

Departure Time: _____

Estimated Time of Return to Office/ Residence: _____

Nature of Activity -Planned route and locations of Field Team: _____

Names of all Field Team Members: _____

Agreed Base Communications Back up Person: _____

This person must be at a reliable means of communication throughout the Field Activity Team's time in the field)

Name and signature of Field Activity Team Leader and confirmation that Programme and*Security Managers have been consulted and that Field Security Bag is in the Field Team vehicle.

* or in the case of Lanao Region the Assistant Security Manager.

The Visitors Guideline (VG) document is produced in consultation with all the Project Staff of CBCS. The purpose of VG is to help prepare the visitors to understand and adapt to the local situation and ground realities to avoid any emotional stress and fully comply with the operational dynamics and working procedures of the Project.

1. The visitor is made aware that they visit an area of potential violence, with a high risk of abduction of foreigners, and additional health risks due to the tropical climate and simple living conditions.
2. Unless they are CBCS staff or IGC members, CBCS does not take any responsibility for their travel arrangements, accommodation, or security **beyond what is agreed** with the visitor in each individual case.
3. Visitors are made aware of CBCS's Abduction Policy. If they are CBCS staff or IGC members, they need to give their written agreement to the policy before visiting the field.
4. The Principle of Do's and Don'ts apply to all those who are linked with CBCS either as staff or as visitor, because visitors are identified with CBCS and the project is made responsible for whatever they do or say. The visitors will be informed about Do's and Don'ts's in a briefing the project staff in the main office and field offices will give them on arrival……. Where is the list of dos and don'ts?
5. Visitors must be **<u>sensitive</u>** to local culture and needs. The visitors may not agree with all aspects of local culture or values but must not express such feelings in a way that it is seen as putting restriction on local people's rights to express and associate. Instead, the visitors need to look at the bigger picture of the project as any harm caused by visitors could have a long-time effect on the Project, ICPs, national and local staff.
6. Visitors are expected to **<u>respect</u>** local cultures and values during the duration of their visits. "Bringing our mindset to the field" should be discouraged since you are visiting a totally new environment where many of the people have not interacted with foreign cultures before. Deviations might be interpreted as rudeness or disrespectfulness and might cause long term discomforts to ICPs but more to the local staffs who might be seen as the ones who are working with and responsible for bringing in foreigners who are disrespectful of local cultures. Respect also includes clothing that is considered decent and appropriate for both genders in the region.
7. Be mindful of the sensitivity of discussions, and in particular avoid narrowing down all discussions to fund-raising perspectives. Exploiting local conditions for the purposes of fund raising should also be avoided at all times.
8. Visitors are usually well briefed about the general situation of the project and specific field sites; they are advised to refrain from taking direct lead in discussions with the local communities, partners and victims of violence as visitors are not fully aware of the cultural factors, history and knowledge of the issues.
9. Visitors should clearly explain in advance the purpose of their visit and the kind of support they anticipate from CBCS project staff. It would help the project staff to prepare well and to be fully aware of their roles and responsibilities.
10. Visitors are expected to abide by CBCS's publication policy. Visitors who are interested to draft articles or success stories of the CBCS are obliged to share the final draft with the Chairperson for feedback before publication and circulation of the said story or article.
11. Visitors are requested to provide a brief personal introduction document that could be shared with all the project staff.
12. Visitors are requested to avoid a probing or investigating attitude both in the field and in communication with the project staff. It is highly imperative to remember that CBCS project staff lives and works in highly sensitive conflict prone areas.

13. It is pertinent to mention that in case of sudden emergency during the course of visit, CBCS staff will not be obliged to follow the schedules set for the visitors. If the conditions allow and the visitor feels comfortable then visitor could join the team in the field during emergency otherwise visitor would either have to stay back in the field office or to leave the field site…. Suggest review this!

14. Visitors should be conscious of CBCS as a purely peace keeping organization and must be mindful of not to distribute toys, edible things and other items which might portray CBCS as relief/livelihood/development kind of organization.

15. Photography in the field can carry serious consequences for the future security of CBCS staff. The carrying of cameras and taking of photographs must be discussed in advance with the senior CBCS staff member in the field, who will be knowledgeable of the pertaining situation and any undue risk attached.

16. Visitors are advised to avoid wearing expensive and affluent dress/clothing during their stay in the field. There are multiple reasons for this policy as it relates with the security of visitors and CBCS staff as well as to maintain the image of CBCS as a community grass roots-based INGO.

17. Visitors are obliged to completely follow CBCS Code of Conduct as like project staff. They also need to comply with requests made by the Chairperson in regard to their behavior in the field and contact with partners.

SOP-CBCS-Owned Vehicle (NPOV)

Objective:

To ensure CBCS-Owned Vehicles (CBCSOV) are assigned to their primary role and are used responsibly and equitably in advancing the work of CBCS.

The following procedures apply all times in relation to the management and use of CBCSOV.

I. Use

1.1. CBCSOV are primarily provided for operational field use/ CBCS work.

1.2. CBCSOV and their operation represent a high visibility profile of the CBCS organization. Great care must be taken with the driving of CBCSOV so as not to damage CBCS's image, acceptance, integrity and credibility. All national and local traffic laws must be adhered to at all times. Undue speed in populated areas is to be avoided as a matter of priority.

1.3. Non-operational use of CBCSOV is to be limited to necessary staff welfare (food supply, medical, etc.)

1.4. Use of CBCSOV is subjected to filling all necessary paperwork (Log Sheet, Road Card, etc.). All such paper records are to be submitted monthly to the SSC for checking and filing at HQ.

1.5. Only CBCS approved and qualified drivers will operate CBCSOV. (Refer to pt. 2.4)

1.6. CBCSOV must be at least half filled/Full tank of fuel before especially at night thus, it will be ready whenever an emergency occurs

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II.   Ownership and Responsibility
   2.1. CBCSOV are organizational equipment (property) and are supposed to be used for CBCS work on the ground.
   2.2. Each Field Coordinator (FC)/ Program Officer (PO) is answerable for safekeeping of vehicles assigned to his/her field site/Project. However, every member of the team is responsible during the time of use of CBCSOV.
   2.3. Each FC/PO will ensure equitable sharing of CBCSOV for operational use. Only in emergency or for some urgent needs, CBCSOV can be used for personal matters but after the prior approval of the respective line managers.
   2.4. The Chairperson designated Security and Safety Coordinator to oversee all aspects of the management of the CBCS vehicle fleet. He/she will ensure that all drivers of CBCSOV are tested on driving skills and basic vehicle maintenance before approving them to drive.

III.   Maintenance and Service
   3.1. Each FC/PO should ensure that CBCSOV are properly and professionally maintained and are operational at all time. Documents are to be up-to-date, in accordance with the local laws and regulations.
   3.2. Scheduled maintenance and other servicing are to be performed by qualified professionals. In the event there is no qualified professional in the location (Field Site), arrangement is to be made with Administration/Logistics/Operations for the purpose.
   3.3. A maintenance card is to be filled each time CBCSOV undergo scheduled/unscheduled maintenance and the clear indication on the schedule and type of next maintenance.
   3.4. In the event of breakdown or accident, the closest recovery agency, upon assessment of the team, will be called into action.

IV. Preventive Measures
4.1. Each CBCSOV is to be provided with a spare tire, tool kit, fire extinguisher, a functional jack, emergency flashlight, First-Aid/Emergency kit and emergency drinking water (field sites).
4.2. Scheduled maintenance must be strictly followed for assurance of CBCSOV worthiness and safety.

V. Accident/Incident
5.1. In case of accident or incident involving CBCSOV, safety and security of staff members should be the first priority before considering assistance to victims or any other action.
5.2. Alert Security and Safety Coordination/Management and inform if assistance is needed; report to the nearest police station (if possible).
5.3. File an Accident/Incident report as soon as possible (maximum 48 hrs. from the time of accident or incident).
5.4. Any attempt to cover up an accident/incident will be regarded as a breach to CBCS Code of Conduct.
5.5. Security and Safety Coordination will conduct an internal investigation to determine circumstances and responsibilities in the accident/incident.

VI. Others
6.1. Any other operational aspect not covered by this SOP is left the discretion of the Team/FC and Management.

Contingency Plan - CBCS Generic Evacuation Plan

Objective

Acknowledging the fact that CBCS staff members are deployed in critical locations to mitigate the cycle of violence, staff security and safety of CBCS staff members is a non-negotiable priority and is inextricably linked to the program. CBCS Chairperson and the entire CBCS Security Structure regularly assess mission wide security situation and advisories to field staff members for their guidance. The evacuation or relocation decision belongs to the Chairperson after serious consideration of security situation in the field, particularly serious threat to life of CBCS staff members. The evacuation process may be a temporary or permanent measure, depending on the situation in the field and allows the Chairperson to monitor events without having to subject staff members to undue and unacceptable risk. This plan should be adapted to each field
site's situation. It is a guideline for the standardization of procedures in time of emergency.

1. **Gathering Points**

   1.1. While conducting Security analysis for the establishment of Office/Team site, priority should also be given to the identification of safe havens (gathering points) in case of emergency.
   1.2. The gathering point should be a safe place, within or outside the community, and should in no means resemble to a military target or be located within the vicinity of such facilities.
   1.3. Each field site should identify two or more safe havens and clearly give them code names.
   1.4. These should be located along highways, in secure and ease of access surroundings.
   1.5. Field staff members should be briefed about Safe Havens and their Location Security Warden (LSW).
   1.6. Each Safe Haven should be able to accommodate all staff members within the surrounding and should be secure enough and provided with rations (dry food) and drinking water for, at least, one full week.

2. **Personal Preparation**

   Field Staff should always have ready:
   2.1. A 15 kg bag with essential medicines, flashlight, whistle, clothing, etc.
   2.2. Valid ravel documents and USD.100.00 cash.
   2.3. Fully charged and operational cellphone/satellite phones, including charged spare battery.
   2.4. Emergency numbers and directions/maps of/to safe havens handy.

3. **Safe Havens and communications.**
   Upon decision of the Chairperson to evacuate is due, all staff members are advised to follow the following procedures:

   3.1. Contact LSW and immediately proceed to the selected safe haven and wait for instructions from Chairperson through SSC and LSW.
   3.2. Limit all communication with Chairperson/SSC or LSW to essential.
   3.3. All evacuation communications should remain strictly internal, unless otherwise instructed.
   3.4. Staff members communicating with Chairperson/SSC or LSW have to give their name, ID number and their location and wait for directions to reach the Safe Haven. These will comprise safe and unsafe roads and locations.

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3.5. After giving their identification and location, staff members should wait until contacted; unless there are really important issues related to the situation, which need to update. Staff members should not contact Chairperson/SSC as they might interrupt or delay important communication.

3.6. Staff members are strongly discouraged to move from the safe haven or proceed otherwise, unless cleared to do so by Chairperson/SSC/LSW.

3.7. In case it is difficult to reach the safe haven, staff members have to remain where they are or reach the nearest safe place and inform LSW or SSC for coordination. One should not expose him/herself, but adopt low profile until it is possible to reach him/her. It is important to remain in touch with the nearest Security warden or staff member who will liaise with SSC/Chairperson. Following instructions as given by SSC/LSW and use personal assessment of the situation.

3.8. It is important for staff members to understand, that there is no incentive in playing hero. The most important thing is to "stay alive" and avoid taking or exposing others to unnecessary risk to life. Following instructions is very important.

4. Government organized Evacuations

4.1. In the event of Embassy organized evacuation, staff members are to inform the Head Office.

4.2. In case of simultaneous evacuation from CBCS and staff members' governments, the choice belongs to the staff members, but contact information to Head Office for information.

4.3. Staff members, who choose evacuation plans implemented by other organizations or governments, are responsible for their own security and safety. CBCS will not be held responsible for any injury, death or any other situation that could result from such operations.

5. Vehicle and Visibility

5.1. Vehicle should be refueled every time it reaches half tank.

5.2. Provided with spare tire, tool kit, emergency light, First-Aid/Emergency Kit, enough drinking water, at least 4.5 liters per staff member.

5.3. Any item susceptible of creating unnecessary confusion (ex. binoculars, GPS, military compass, or any military equipment or uniform) is strongly discouraged.

5.4. Enhanced visibility markers (flag, vehicle markings, CBCS uniform, field ID card, caps, etc) are to be displayed at all time during emergency/evacuation phase unless otherwise advised.

6. Partners, Non-CBCS individuals and armed escorts

6.1. Staff members should know that evacuation is to be distinguished with protection or accompaniment. This procedure concerns only CBCS staff members and official visitors. No local partner or actor is concerned as they can pose a threat to staff members and official visitors during evacuation operations. Evacuation of Non-CBCS personnel should be approved by Chairperson or designate and should be considered only under serious exceptional circumstances although evacuation plan will be implemented with the contribution of local partners and networks.

6.2. Military or armed escorts from any of the parties in the conflict or allies are strongly discouraged and are to be considered as last resort.

7. Destination

Depending on the situation
After evacuating from emergency zone, staff members will be taken to locations specified by Chairperson, who will subsequently decide whether to relocate, or repatriate staff members to their respective countries if the situation requires.

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SOP -CBCS --- Guiding principles for working and living in Teams

The foundation of a strong mission is grounded on the basis of the general principle of cohesiveness, openness, team's value system, decision-making processes, implementation of the mission's mandate, transparency that focuses on mission's collective goal and respect for one another. To achieve this vision, each team member is called upon to strive to minimize situations or occasions that would make it practically very difficult or even impossible to achieve the above stated points. This includes any behaviour that may hamper mutual relationships within the team. This to a greater extent includes gossips.

Working and living together can be a great deal of a challenge to many, and as well, a source of conflict. It's the duty and responsibility of each team member to strive for positive relationship based on free expression of disagreements with a will to listen/change. Below are some suggested points to be observed as a people working and living together

Generally, keep noise level low in both working and living areas.

Private space

1. Personal time
    *   Assume our own personal responsibility for security and safety during your free time or off days
    *   Inform the team if / when leaving the house Respect each other's personal/free time.
    *   Inform your Field Coordinator of your R&R details; departure time, general destination and return time. When on R&R you should leave your phone on and available for security updates.

2. Personal space (rooms)
    *   Respect your teammates privacy unless authorized/permitted.
    *   Ask before using teammates' personal items/things

3. Communal space (Work and Non-Work related)

    *   Respect local culture in the field and within the neighborhood.
    *   Respect the Dos and Don'ts set up by the team.
    *   Respect of teammates all the time; Don't argue in public places with other team members.
    *   Respect CBCS principles and Code of Conduct at all times

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Office space

- Keep personal issues/items away from work place and common space.

1. Team meetings
   - Respect the facilitator/point person of the teams' meetings.
   - Respect for other team members; Let one-person finish sharing her/his point before you begin yours
   - Be on time for all team meetings/debriefs
   - Switch phones on silent mode/do not disrupt meeting process – respect of team meetings Give time to notes taker whenever clarification is sort from you
   - Use hand signs for your intervention during meetings. Take care not to use finger point or other gestures that may offend.
   - Use consensus as much as possible in making decisions
   - Use official language throughout the meeting (English). Speak slowly and clearly. Avoid smoking in office area, especially at meetings
   - If any team member requires clarity or need for guidance or displeasure, immediately share within team before reaching out to others for assistance
   - Core groups/point persons to ensure proper planning before going out to the field and immediate documentation once back in the office (latest the next day to present the report to the point person e.g. Admin/TC)

2. Logistics

   - Use the devices with care; (vehicle, motor-bike or any other mechanical/technical machine) provide proper mechanical and technical maintenance for all machines
   - Be mindful while using the resources (phones, computers & printers' toner/cartridges, paper etc.)

3. Security and access (word documents, information) Use passwords for computers

   - Don't allow outsiders / non- CBCS staff in the office WITHOUT NOTICE/PRIO arrangement.

   - Notify other teammates of such visits and by whom?

   - Lock the office and keep the key in safe place

   - Erase sensitive information from white boards, flipcharts (paper shredder?) Keep work related documents in office/ secure place

   - Don't take office / work materials in the private rooms (unless in continuation of your work (take away)

   - Store/Keep all CBCS documents in CBCS computers only (adhere to CBCS's policy)

4. Cleaning
   - Keep office space clean as personal responsibility
   - The team to have a duty roster for cleaning (Though there is a caretaker/translator)

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Common space

1. Comfort Room; and Yard/compound
   - Keep all these special areas as clean as you would want them to be
   - Purok/Meeting hall to be used as general place for meeting community and neighbors (Office to be used only for confidential meetings e.g. HR/protection cases

2. Kitchen
   - Wash our own dishes after use
   - Keep the entire kitchen space clean
   - Label exclusive food to avoid use by others
   - Kitchen sink to be used ONLY for washing utensils/ dishes
   - Be mindful while using kitchen towels (specific towels for specific purpose e.g. for dishes, for hands and for table etc.))
   - Use common money for common food only (there be a point person for common fund for food)

3. Doors and lights
   - Switch off lights when not needed (security lights be switched on during nights only)
   - Ensure that doors are always locked, especially during the night and when office is closed

4. Visitors space
   - Keep it simple and clean
   - Ensure all visitors' comfort, and that they feel at ease and welcomed in NP-CMT's office.

SOP/Contingency Plan – Abduction Threat

Teams and individual staff members can reduce their vulnerability to abduction/kidnap and improve their own chances of survival and early release in a number of ways [4]

Active Threat Phase:
- Team and individuals monitoring the local security situation in conjunction with the relevant legitimate armed stakeholders.
- Team and individuals taking great care to build on CBCS's image and others perception of it as a truly non-partial, non-denominational peace keeping organization.
- Team constantly challenging itself regarding local perceptions of CBCS and asking if its Acceptance is strong across all stakeholders.
- Team and individuals taking absolute care not to upset local cultural sensitivities.
- All individuals carrying a personal security alarm whistle at all times
- Access to compounds to be fitted with intruder trip lighting and simple noise alert device
- Sleeping accommodations to be fitted with security grills on ground floor
- Ground floor doors to be fitted internally with strong intruder prevention bars.
- Staff in accommodation creating maximum alert noise when attempt is being made by an intruder to gain access. Only where there is no threat yet of direct violence.
- Alerted staff lying low and very silent if intruders are gaining access Main lighting switch tripped to off.

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Threat Activated Phase:

- Your only job is to survive and maintain your physical and psychological health as best you can.
- It is CBCS job – not yours – to achieve your freedom. CBCS will always treat the abduction/kidnap of a staff member as an absolute priority up to and indeed after the time of release.
- CBCS will from the outset of your abduction/kidnap have a dedicated family liaison person in regular contact with your family and loved ones. Do not worry about routine issues such as salary getting to your family and loved ones, as this will be handled by CBCS.
- Understand that CBCS will be doing everything possible to achieve your safe release and that any attempts by the captors to operate a parallel release strategy unknown to NP, with your assistance, can create further security and safety threats for you and may lengthen the period of your captivity.
- Do not negotiate your own release for a ransom, even if your parents or friends are rich. This would conflict with the negotiations being conducted by NP which will be working for a nonviolent, non-ransom release.
- At the time of your seizure, do not attempt to fight back. The time during and soon after the abduction is the most dangerous. Do not play the hero; do not talk back or act "tough".
- You may be blindfolded and drugged
- Be calm, quiet and cooperative. Make no sudden movements.
- Try not to give up clothes or identification
- Try not to allow your kidnappers to exchange clothes with you: if there is a rescue attempt you could be mistaken for a kidnapper, and attacked
- Be certain that you can explain everything you have on your person. Do not carry any items that may call into question your motives or status within the mission.
- Experience has shown that it can be vital to have remembered key contact telephone numbers.
- Fear is a normal reaction. Try to relax, pause, take a deep breath and accept the situation. Focus your mind on pleasant scenes, memories or prayers.
- Experience has shown that imagining routine family situations can create structure in the mind of the kidnap victim and assist with mental stability.
- As the situation stabilizes, continue to maintain a low but dignified profile.
  - Be cooperative without appearing either servile or antagonistic. Follow the instructions of your captors.
  - Be cautious about making suggestions to your captors, as you may be held responsible if something you suggest goes wrong
  - Don't beg or plead, and try not to cry. It is normal to feel humiliated, but do all you can to maintain your dignity.
  - Do not make threats against your captors or indicate that you would testify against them
  - Avoid appearing to study your captors, although if you are able to notice unobtrusively their appearance, dress, and apparent rank structure, this may help the authorities after your release.
  - Be a good listener. Do not argue. Be polite.
- Try to gain your captors' respect and try to build rapport with them. An excellent topic of discussion is family and children.

- Emphasize that as a humanitarian, you are strictly non-partial and not involved in politics or any state structures whatsoever.
- Where required keep assuring your captors that you and your organization fully respect all religions and have no vested interest in seeing local people converted to other religions.
- Encourage your captors to let the authorities know your condition and general whereabouts

- Take care of yourself and build a daily routine: exercise, stay tidy and clean, sleep when possible
- Eat and drink even if you are not hungry or thirsty
- Politely draw attention to anything you need or want, such as food, water, medicine, use of the toilet, books or writing material.
- Be patient and mentally prepared for a long captivity – perhaps months
- Stay mentally active: read, write, exercise your memory. If confined in a tight space and denied mental or physical outlets use your imagination to create pleasant scenarios.
- Do not believe everything you are told
- Do not despair. Your survival chances increase with time. This has been the CBCS's experience.
- <u>Do not attempt to escape</u> unless you are certain you will be successful. Only consider escape if you judge that your situation is seriously deteriorating. Otherwise wait things out and let CBCS secure your safe release.
- If there is a rescue attempt by force, drop to the floor and keep your hands over your head. Once the situation stabilizes, or when the rescuers ask you to, identify yourself. If released peacefully, this can also be a dangerous time. Obey instructions promptly. Make no sudden movements. Stay alert. Be prepared for delays and disappointments.

SOP- Field Team Monthly Analysis Report on Staff Security, Safety and Psychological Welfare

Each CBCS field location/Team should carry out a routine monthly staff security analysis and report to the Security Manager. A Team should of course carry out an analysis and report at any time when a significant security/safety incident occurs or where there is an early warning of a deterioration in the security situation/context.

<div align="center">

Field-Team Monthly Analysis Report
Staff Security, Safety & Psychological Welfare

</div>

Contents:

1. **Team Security Analysis Brief:** *a short and concise narrative that clearly tells the reader how the situation/context developed/changed through the month and how it is likely to impact on staff security in the near future. **Identify here threats that despite vulnerability reduction or capacity increasing actions by the Team retain a high level of residual risk to staff.** Although the Team should keep up the Incident Tracker* there is no need to attach it as extra data here; rather trends from the Tracker analysis should be commented on here. Also, no need to attach a full Risk and Threat matrix; although this can be used by the Team in drawing up the Brief. **The brief should conclude with a statement that all available team members took part in drawing up the Monthly Analysis Report****

2. **Staff Security Early Warning Indicators, EWAs**
   a. EWAs previously analyzed by Team and reported during the month to the Security Manager
   b. Any further analysis on those previously reported in 'a'
   c. Analysis of previously unreported reported EWAs, if any

3. **Category of Operations, COO:** State clearly the current COO* as previously agreed with the Security Manager and any notable intra Team agreed cautions in place. Flag here any likely future threats that may cause the Team to review its COO.

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4. **Safety:** List briefly any Health and Safety issues of concern to the Team

5. **Psychological Welfare:** A brief on the general Team PW condition. (Not mentioning individuals' cases being handled by the Security Manager).

CBCS SOP on dealing with Hostile Surveillance

The purpose of surveillance is to identify a potential target based on the security precautions that individual takes, and the most suitable time, location, and method of attack. Such attack need not be necessarily focused on abduction, personal injury or asset damage or theft; but also, on damage to CBCS's image/perception. Surveillance may last for days, weeks or even months. The surveillance of a person(s) /organizations who has set routines and who takes few precautions will take less time.

Detecting surveillance requires a fairly constant state of alertness and, therefore, must become a habit. An awareness of the possibility of surveillance forms part of the CBCS's Security Culture. A good sense of what is normal and what is unusual in your surroundings could be more important than any other type of security precaution you may take. Above all, do not hesitate to analyze and or report any unusual event. Always bring your suspicions on surveillance to the attention of your Team for discussion and analysis.

There are three forms of surveillance: foot, vehicular, and stationary. <u>People who have well-established routines permit those engaging in hostile surveillance to use methods that are much more difficult to detect</u>.

If, for example, you leave the office at the same time each day and travel by the most direct route to your home or if you live in a remote area with few or no alternate routes to your home, surveillance actors have no need to follow you all the way to your residence.

You should:

> Vary your routes and times of travel.
> Be familiar with your route and have alternate routes.
> Check regularly for surveillance.
> Avoid walking alone except in well secured R&R locations.
> Carry your security whistle at all times.

Stationary surveillance is most commonly used by non-state violent actors. Most attacks take place near the victim's residence, because that part of the route is least easily varied. People are generally most vulnerable in the morning when departing for work because these times are more predictable than evening arrivals. If surveillance is suspected care should be taken to have back up with physical presence at the residence at these critical times of arrival and especially departure.

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Many surveillance teams use vans with windows in the sides or back that permit observation only from the interior of the van. Often the van will have the name of a business or utility company to provide some pretext for being in the area.

Where it is not possible to watch the residence unobserved, surveillance actors must come up with a plausible reason for being in the area. Women and children are often used to give an appearance of innocence. Try to check the street in front of your home from a window before you go out each day.

If you suspect that you are being followed, go to the nearest police station, NGO compound, diplomatic mission or other high-profile safe location. Note the license numbers, color and make of the vehicle, and any information printed on its sides that may be useful in tracing the vehicle or its occupants.

Don't wait to verify surveillance before you report it. Act immediately on taking evasive action. In the short term change your residence plans and seek safety in numbers overnight. Check in with the Security Manager asap.

Be alert to people disguised as public utility crews, road workers, vendors, etc., who might station themselves near your home or office.

Leave your car in a secured parking area with easy departure routes. Be especially alert in underground parking areas.

Always check your vehicle inside and out before entering it. If you notice anything unusual, do not enter the vehicle.

Household staff and Team members should be reminded to look for suspicious activities around your residence; for example, surveillance, attempts to gain access to your residence by fraudulent means, and telephone calls or other inquiries requesting personal information.

Tell your household staff and Team members to discretely note descriptions and license numbers of suspicious vehicles. Advise them to be alert for details. Household staff and security guards can be one of the most effective defensive mechanisms in your home or office compound as they may observe surveillance while you are at work or resting. Use them to your advantage.

The above are only general guidelines and can only assist in identifying surveillance and the taking of early evasive action. As stated previously you must take any indication of surveillance very seriously and report it immediately to your Team for analysis and the commencement of a managed action plan in conjunction with management.

Make alertness to hostile surveillance a matter of course. This should not cause you additional stress or worry.
In fact, it should assist you in living securely and calmly in the relatively dangerous locations in which we work.

Contingency Plan – Emergency/ Incident Management

The types of incident /emergency/crisis which may cause an In-Country Emergency/Incident Management Team, EIMT, to be activated are as follows. There may be other unforeseen emergencies/crises not on this list.

- medical emergencies, dire injuries or critical accidents to CBCS staff
- family crises including family of CBCS staff member being at risk or threatened arrest or detention of CBCS staff.
- abduction/ kidnapping of CBCS staff or family members
- missing staff members
- stranded staff in hostile or violent situation
- natural disasters
- environmental hazards including those leading to severe illness civil unrest including unruly and violent mass protest action attack on CBCS staff or office/residence
- political uprisings, open conflict and civil war country-wide or local evacuations by populations, partners and or INGO community

2. Roles and Responsibilities

Emergency / Incident Management Team (EIMT): The EIMT is comprised of the Chairperson, the Security Manager (SM) and the Programme Officer (PO), and a Chairperson appointed Staff Family Liaison Officer. The Regional Programme Coordinators (RPCs) as the local decision-making authority on the scene serve as the local advisors to the EIMT. The EIMT can delegate decision-making to the RPCs, when the situation requires. In certain *force majeure* situations the RPC will make decisions which will later be advised to the EIMT.

The EIMT should avail of advice from the internal NP Security and Safety Consultant as appropriate.

The EIMT is summoned by the Chairperson in case of an emergency but he/she has final decision-making powers. Its role is to coordinate the safety and security of the teams during an emergency and to communicate with the teams, relevant actors and the wider CBCS (including a CBCS Crisis Management Team, CMT where set up by the CBCS Chairperson).

In its capacity as the security and safety control center, the EIMT will establish and maintain communication with all members of the Team(s) effected and keep them informed of the situation. Ideally decisions will be made in consultation with the RPCs; however, the urgency and the level of danger of the situation determines whether the EIMT is able to consult and to make such joint decisions. While all efforts will be made to have all members on the EIMT informed and involved, decisions can be made without the full EIMT team being available.

The CBCS office in Cotabato will normally serve as the control center. If time and circumstances permit, the EIMT will come together for an initial EIMT activation meeting. In other cases, the coordination will take place by phone and/or email. Furthermore, the EIMT will have the following responsibilities:

- The planning and execution of medical evacuations.
- Reducing the vulnerability and increasing the capacity of staff to the present activated threat. The relevant Teams Category of Operations will be decided by the IMT.

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- Contact with staff Next of Kin.
- The supervision of security and relocation plans.
- Ensuring the activation of Standard Operating Procedures (SOPS) and Contingency Plans for crises and emergencies.
- Deciding on the extent and direction of any relocation.
- Deciding when to return to field sites if at all.
- Liaising with the military, police, other emergency services and local authorities.
- Liaising with local partners, other INGOs and individuals.
- Linking seamlessly with the CBCS CMT, where such is activated by the CBCS Chairperson.

Chairperson: The Chairperson, or his/her designee, is the final decision-maker in emergency or crisis situations. The Chairperson is a member of the EIMT and it is generally understood that the EIMT makes timely agreed decisions, where possible. During emergency situations the Chairperson consults and is in contact with the EIMT, the general Management Team (MT), the Programme Officer, CBCS Security Consultant. The Chairperson calls for the EIMT to become operational including emergency meetings, if the situation requires this. He or she also has the authority to begin the mobilization of the international Emergency Response Network (ERN) of the CBCS.

The Chairperson will appoint from his/her team a person who is deemed the most suitable as a **Staff Family Liaison person.** The Chairperson should make the initial contact with families of sick or injured staff members.

The Chairperson will ensure that there is a functioning voice recorder available on his/her phone.

Security Manager (SM): During the emergency / incident the SM gives specific security and safety best practice advice to the EIMT.

Programme Officer (PO): Member of the EIMT. The PO assesses the overall situation and determines the programmatic implications and impact on partner organizations in case of an emergency and develops a 43-continuity plan capable of delivering programme goals in face of a threatening incident, emergency and dire circumstances. The PM will use her/his local context/situational knowledge in advising the EIMT on action plans.

HR and Finance Managers: Assists the Chairperson with all matters in relation to communications and in particular with next of kin of staff members. They will work closely with the Staff Family Liaison person. they will coordinate all arrangements in relation to hospitalization and or medivac of sick or injured staff. They will ensure that the family/next of kin of effected staff are appraised regarding any required access to the affected staff's salaries.

Regional Programme Coordinators: Designated decision-makers at the field level. RPCs consult with the Team, especially the Team Security Point Person (SPP) and seek advice from local sources/contacts such as local staff, local partners and NGO Security Trees. During an emergency the RPC is required to assess the situation, to establish contact with the Team members (international and local staff) informing them about the situation, and to inform the Chairperson immediately a crisis situation arises. The RPC communicates crisis information and updates to the SM who is a member of the EIMT. The RPC is required to know the whereabouts of the team members at all times.

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Security and Safety Consultant (NPSSC): The NPSSC who in the normal course of events oversees and reviews the CBCS Security Management System for the PO, is on call to the in country EIMT, the PO and or the NP CMT as required throughout the emergency/incident/crisis. He/she is available to the PO to carry out an investigation and report on the emergency/incident.

Golden Rule. Whilst it is very important to make and maintain contact with those in the chain of command regarding the development of the emergency/crisis, it can be more important at times of *force majeure* for the staff person closest to the scene to make quick, well informed decisions to reduce further risk to staff members and evacuate where necessary those affected or injured.

SOP - for Using Stakeholder Relationships to gain a secure working environment in the field.

General Principles

1. Build solid active nonpartial relationships with all stakeholders at first geographic zone or political level.

2. Do not operate beyond this group and its geographical/political zone/level until relationships are proven and tested.

3. When existing relationships are effectively built, work with those stakeholders to make contacts with stakeholders in new geographical/political zones/levels.

4. Always work directly with the relationship stakeholder and be accompanied by them while building up new relationships at next geographical/political zone/level

5. Maintain all the relationships you have built as you extend your geographical/political reach. Think of the process as a chain in which each link is essential. You will still need all the relationships as you regularly move through geographical zones and political levels.

6. It is imperative that you maintain a contiguous secure work route in both geographical/political spheres. Stress test this and challenge yourself when carrying out local field unit and HQ security analysis. Never assume that the relationships will automatically remain solid. Nourish them continuously but always be aware that unbalanced or partial relationships with one stakeholder may damage relationships with another stakeholder

Summary Example of a Specific case process in respect of a new geographical Area of Programme Activity (as drawn up in May 2009 and followed up June 2009)

May 2009:

Lanao del Sur

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1. Slow entry, observe for 3 to 6-month period, avoid taking lead in any activities
2. Avoid involvement in Rido
3. Provide training on Human Rights (HuR) in including documentation and paralegal support
4. Provide training on Early Warning and Early Response (EWER)
5. Preparation for elections and in case of an escalation of the conflict
6. Increasing support, recognition and engagement with IDPs by international community
7. Supporting access to funding
8. Facilitating international connections including other INGOs and donors
9. Media, communications and advocacy including elements of creating balance and rumor control
10. Coordinate with representatives of armed groups and security forces regarding activities
11. Raise profile of peace mandate and encourage engagement bring a different perspective on the conflict and set an example of coexistence

Lanao del Norte

1. In LDS we were advised that there were more relevant issues to our mandate in LDN
2. Accompaniment of local HuR and ceasefire monitors
3. Financial support for peace initiatives
4. Training, documentation and reporting of HuR abuses. Including adding a recognized nonpartisan international perspective to increase credibility of reporting.
5. Rumor control and verification of information
6. Supporting intervention in communal violence or to reduce communal tensions
7. Support CSOs to encourage a peaceful election
8. Coordinate with representatives of armed groups and security forces regarding activities

June 2009

> **Analysis of the three generic security strategies of Acceptance, Advocacy and Mobilization and Preventive Measures in the context of presence in Lanao provinces.**

After one-month continuous presence in Lanao the team feels it is moving in the right direction to establish acceptance. However, it is too early to ascertain or expect a high level of acceptance. The recruitment of a field associate and translator and establishment of a permanent office / residence will be a significant advantage.

Threats and challenges to CBCS's acceptance include the presence of extremist groups (eg JI, ASGs, KRGs) and the absence of the rule of law. Access to community directly is also highly restricted due to security reasons. By establishing and using strong linkages with civil society and coordinating field activities with partners and security forces and armed groups the team hopes to be able to increase access to the community.

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Another key area that will support acceptance is to clarify our programme and the history of CBCS. The written documentation requested from Main Office would be most useful. The team are also identifying language teachers for Maranao and Visaya to start as soon as possible.

In terms of preventive measures, mobilization and advocacy the team continue to develop a network of CSOs and building trust, observing recommendations they make while maintaining a balanced engagement. Another key strategy is to be seen with respected leaders within the community and using partners to explain our presence to their networks and contacts. Mitigating measures are being applied to reduce the threat of malicious acts against the team including extra cautious security measures, curfew, restricted movement and accompaniment by local partners as well as existing good practice such as cultural sensitivity.

Assessment of Physical security on the ground and identification of main threats, and resulting residual risk

In Lanao region the following key threats are faced by CBCS staff;

Reports of increased presence of the trans nation

1. Military confrontations between MILF and AFP – This is likely to result in increased criminal activity around the zone of conflict due to the absence of key stakeholders. The team can mitigate risk to an extent by coordinating with security forces and armed groups when conducting field activities.

2. Terrorist attacks and bombings in Iligan and Marawi – The team is avoiding both likely and previously target areas.

3. Kidnappings of both national and international persons for political and financial reasons – There are abductions throughout the region with heightened threat on route between Cotabato or Iligan and Marawi, in Marawi town center and market area and anywhere outside MSU. The team are varying travel routes and patterns, moving in groups and with local people when possible, being aware of stalkers and minimizing travel through high risk areas. Building relationships with key stakeholders and being culturally sensitive is also being applied.

4. Incidents of small arms attacks mostly related to rido and criminal activity such as car jackings – Effective coordination with local partners and respected persons in areas of movement, restriction of travel times and variation of patterns and hiring a security guard for the office / residence will help mitigate these risks.

5. al terrorist organizations – Close monitoring of situation and development of relationships with partners and respected community members.

-   **Do stakeholders we have contact with have effective control over all potential perpetrators (radical groups, Kidnap-for-ransom people)?**

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Reports from partners and stakeholders have informed us of the presence of multiple and diverse KRGs who are accountable to a number of stakeholders including MILF, politicians, drug lords and criminal networks. Due to this diversity and proliferation it is difficult to assess the full extent of the threat and to find effective mitigating measures regarding the security of CBCS staff. A trend that is frequently mentioned is that as election approach the threat is likely to increase due to financial needs and political interests.

The team must operate under the assumption that there are likely to be a number of elements with negative perceptions and intentions towards us as individuals and as an organization. This is based on feedback from partners, security forces and political actors.

Due to the number of spoilers in the region and the complex formal and informal connections between mainstream MILF and lawless elements it is difficult to establish forms of accountability that are effective. In addition, the connections and interests between politicians, the drugs trade and criminal elements add to the complexity. There is also a culture of silence related to many incidents and Human Rights abuses related to fear, absence of the rule of law and affiliations through tribe or religion that could result in escalations.

- ➔**Any areas where team needs improvement and further support from the Main office**

We would request the following;

- Communications support including a one-page explanation of CBCS our mandate and history of activity. We would also request a translation to Maranao and Visaya for local contacts
- Support to develop a TOR with CSO-FP and CBCS to help clarify and consolidate relations
- High level contact with GRP CCCH and organic MILF commanders
- Information regarding the ARMM, history, function etc.
- Internal advanced training on NPP HuR training and documentation and EWER

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SOP -Guidelines on Surviving in live fire situations and Actions to Reduce Injury from Grenade Attack

As a CBCS staff member it is your responsibility to protect yourself from small arms, mortar, artillery and falling anti-aircraft shells by getting quickly low and under cover, once the fire arrives or appears to be arriving near your vicinity, and staying there until the threat has passed. The temptation to 'go have a look must be avoided at all costs. Breaks in fire often take place whilst combatants adjust the range and direction of their weapons or seek new targets. Stay calm and immobilized and concentrate on your personal survival.

In the event of Anti-Aircraft fire, you should stay under cover in the lowest floor of a building where possible. Again, to not be tempted to view the 'fireworks display'…. What goes up will come down!.

If you are near a checkpoint or any concentration of military personnel that comes under even the smallest attack, be prepared to take immediate cover as you can expect erratic omni directional response fire from the targeted troops. It is prudent to limit your time, (as far as is possible), in close vicinity to potential military targets.

There is little you can do in the event of a bomb or other ordnance item blowing up without warning in your vicinity but there is some possibility of surviving a Hand Grenade Attack if you react quickly as outlined below.

Although hand grenades fall into the category of a small arms attack, it is a bombing none the less. A hand grenade is a handheld explosive that is activated by a burning fuse or a timed fuse. Once the pin is removed out of place and the safety spoon twirls off, the victim only has five seconds or less to react.

To increase chances of survival from a hand grenade attack you must do the following:

1. **Quickly observe where the grenade lands. Not only should you note where the grenade lands, but where it might roll.** Most grenades are round, and can roll quite a way from where they first hit the ground. If it rolls in your direction your chances of survival diminish. This observation and decision must be made in a micro second.

2. **If you cannot find immediate cover dive away, and go *face down. Do not run from a grenade, which has just landed, because you don't know when it will explode**. You may be struck with fragments (shrapnel) while trying to flee or get spun in the air by the shock front. Although grenades have timer fuses, there is no telling when it will go off. Some fuses are designed to go off in two seconds, while others go off in four seconds. If the thrower wants to take no chances of someone picking up the grenade to throw it back, or to throw it into a safe area, they do a technique called "cooking." They pull the pin, let the grenade cook off for a second or two, and then throw it. This technique allows the grenade to burst in the air, or explode upon immediate contact with the ground giving the victims reduced chance to react.
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3. **Point your legs toward the grenade and bring your heels very tightly together**. Your legs should be like an arrow pointing to the grenade, while your feet are the arrowhead. By placing the souls of your shoes

tightly together it acts as a shield between the rest of your body and the device. If shrapnel does come your way, hopefully your shoes, feet, and legs will absorb it before it penetrates vital organs.

4. **Bring your elbows to the side of your rib cage and cover your ears with your hands.** By using your arms to cover your torso, and your hands to cover your head, you are using your limbs as a buffer between flying debris and vital areas of your body.

5. **Close your eyes and open your mouth**. When a grenade explodes there is a shock front (also known as a shock wave) that expands outward from the center. This sudden high-pressure area moving through the atmosphere can rupture your eardrums and your lungs if you are close enough (it takes only 80 p.s.i. to rupture the lungs). By keeping your mouth open you are attempting to equalize the outside pressure with your internal air cavities to avoid a rupture.

6. **Points 4 and 5 are relevant if you are in the vicinity of any explosive ordnance, e.g. in the 'kill zone' of incoming heavy weapons fire**.

Some manuals will say to turn your head sideways to lower the profile of your head. In any case the objective is to block your ears, open your mouth and give your head and torso as much protection as possible.

SOP - Security Kit Bags

1. Each CBCS Site will be issued with a **Field Security Kit Bags**. The bags should contain the following items. Additional items may be carried as required by the field trip.

   Trauma First aid Kit, (Combat Application Tourniquet, 1 x 35 g CELOX temporary traumatic wound treatment, shears, CPR Mask, pack of assorted sterile and non-sterile wound gauze pads, antiseptic germicide prep pads, pack of triangular bandages, surgical gloves, surgical tape, roll bandages.
   Charged Satellite Phone and Charger.
   Fire Blanket
   Vehicle Fire Extinguisher, (unless stored in custom made housing in the vehicle)
   Compass or phone with compass function.
   Torch
   Map (Minimum of a Mindanao Road Map and local larger scale maps as available with Team)
   Laminated Emergency Contact list

   a. The Activity Field Team Leader for each field trip is responsible for ensuring that a complete Field Security Kit Bag is carried to the field.
   b. The Team Security Point Person is responsible for ensuring that the Field Security Kit Bag remains complete and ready for immediate use, with all documentation present and up to date.

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CBCS
Incident Report Form

To be completed by the employee or customer/visitor immediately following any incident that resulted in injury or property damage, and turned into the supervisor. The supervisor should conduct their own investigation and turn in all necessary reporting forms to the insurance agent or carrier.

Employee Involved (Complete both boxes)	**Customer/Visitor/Employee Involved**
Name:	Name:
Job title:	Address:
Date of Birth:	City, ST Zip:
Phone: ( )	Phone: ( )

The following sections should be completed for all incidents:	
Date of incident:	Approximate time of incident: AM / PM
Location of incident (be specific as to where, in what room or part of the property, etch):	
What happened, what was the cause of injury:	

What is the nature of the injury/ property damage, including theft?
If injuries were involved, Ambulance used, will seek medical attention, or Medical attention not being sought at this time. (Checking this box does not prevent future medical attention should you change your mind or condition worsens.)
Were their witnesses? Yes,   No List names & phone # if other than employee:

Involved Party Signature:	Date:

Employer/Management Use only	
Received By (PRINT):	Date:
Signature:	Manager Phone:
Company Name & Address:	