

Republic of Sierra Leone



Statistics Sierra Leone



Harmonizing and Improving Statistics in West Africa

## Rehabilitation, Remodelling and Expansion of the Head Office Building of Statistics Sierra Leone

### ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN



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# Table of Content

Chapter	Title	Page
	Table of Content	i
	List of Abbreviations	iv
	Executive Summary	v
1.	Introduction	1
<b>1.1</b>	<b>Objectives of the ESMP</b>	<b>1</b>
<b>1.2</b>	<b>Methodology</b>	<b>1</b>
2.	Policy, Legal and Administrative Framework	3
3.	Project Description	8
<b>3.1</b>	<b>Project Location and Size</b>	<b>8</b>
<b>3.2</b>	<b>Preliminary Design Assumption</b>	<b>8</b>
<b>3.3</b>	<b>Project Components</b>	<b>8</b>
<b>3.4</b>	<b>Proposed Project Activities, Workforce, Equipment and Duration</b>	<b>9</b>
4.	Baseline Conditions	10
5.	Stakeholder Consultation	11
<b>5.1</b>	<b>Stakeholder Identification</b>	<b>11</b>
<b>5.2</b>	<b>Stakeholder Concerns and Conclusions from the Stakeholder Engagement Process</b>	<b>11</b>
6.	Potential Environmental and Social Impacts/Risks	16
<b>6.1</b>	<b>Introduction</b>	<b>16</b>
<b>6.2</b>	<b>Beneficial Impacts</b>	<b>16</b>
6.2.1	Employment and Income Opportunities	17
<b>6.3</b>	<b>Adverse Impacts</b>	<b>17</b>
6.3.1	Impact on Material Sources	17
6.3.2	Ponding	17
6.3.4	Air Pollution	18
6.3.5	Noise Generation	18
6.3.6	Generation of Non-Hazardous Waste	18
6.3.7	Occupational Health and Safety Risks	19
6.3.8	Poor Labour Working Conditions	19
6.3.9	Community Health and Safety Risks	19
6.3.10	The Incidence of Crime and Conflicts	19
6.3.11	Increase in Rape, Defilement and other Gender Based Violence	20
6.3.12	Short term Disruption of Work at Stats SL	20
6.3.13	Chance Find	20
6.3.14	Disruption of Utility Supply	20
7.	Environment and Social Management Plan	21

<b>7.1</b>	<b>Introduction</b>	<b>21</b>
<b>7.2</b>	<b>Environmental and Social Management Plan (ESMP)</b>	<b>21</b>
<b>7.3</b>	<b>Environmental and Social Monitoring</b>	<b>30</b>
<b>7.4</b>	<b>Institutional Arrangements for Implementing the ESMP</b>	<b>34</b>
<b>7.5</b>	<b>Operational Phase Management of the Facility</b>	<b>35</b>
<b>7.6</b>	<b>Environmental and Social Disclosure</b>	<b>35</b>
<b>7.7</b>	<b>Estimated Cost of the ESMP</b>	<b>35</b>
<b>8.</b>	<b>Emergency Response Procedures on Site</b>	<b>36</b>
<b>8.1</b>	<b>Fire Emergency</b>	<b>36</b>
8.1.1	Small Fires	36
8.1.2	Large Fires	36
<b>8.2</b>	<b>Medical or Accidents</b>	<b>36</b>
<b>8.3</b>	<b>Oil/Solvent Spills</b>	<b>37</b>
8.3.1	Spillage on Hard Surface	37
8.3.2	Spillage on the Ground	37
<b>9.</b>	<b>Grievance Redress Mechanisms</b>	<b>38</b>
<b>9.1</b>	<b>Basis for Grievance Redress Mechanism</b>	<b>38</b>
<b>9.2</b>	<b>Grievance Redress Process</b>	<b>38</b>
<b>9.3</b>	<b>Management of Reported Grievances</b>	<b>38</b>
<b>9.4</b>	<b>Monitoring Complaints</b>	<b>38</b>
<b>9.5</b>	<b>Grievance Redress Institutions</b>	<b>38</b>
9.5.1	Environmental and Social Officer at SL-Stats	38
9.5.2	Grievance Redress Committee (GRC)	39
9.5.3	Statistics General	39
9.5.4	The Courts	39
<b>9.6</b>	<b>Grievance Redress Mechanisms for GBV Survivors</b>	<b>40</b>
<b>9.7</b>	<b>Grievance Redress Mechanisms for Workers on Site</b>	<b>40</b>
<b>10.</b>	<b>Decommissioning</b>	<b>41</b>
<b>11.</b>	<b>Findings and Recommendations</b>	<b>42</b>
<b>12.</b>	<b>Reference</b>	<b>43</b>

## Tables

Table 1: Environmental & Social Management Plan: Rehabilitation/Remodelling and Expansion of Statistics Sierra Leone Head Office Building	ix
Table 2: Environmental & Social Monitoring Plan	xviii
Table 3: Budget for ESMP Implementation & Environmental Monitoring	xxi
Table 4: Relevant In Country Laws and Policies	3
Table 5: Description of Existing Stats SL Head Office Building and Project Components	8
Table 6: Baseline Conditions of the Project Environs	10
Table 7: Consultation Matrix	12
Table 8: Definition for Level of Impacts	16
Table 9: Environmental & Social Management Plan: Rehabilitation/Remodelling and Expansion of Statistics Sierra Leone Head Office Building	22

Table 10: Environmental & Social Monitoring Plan .....	31
Table 11: Budget for ESMP Implementation & Environmental Monitoring.....	35

**Appendices**

Appendix A. Pictures .....	44
Appendix B. Locational Map (Statistic Sierra Leone Head Office) .....	48
Appendix C. Land uses in the Project Zone .....	49
Appendix D. Preliminary Design.....	50
Appendix E. Consultations Sheet.....	63
Appendix F. Contractual Clauses .....	88
Appendix G. Sample Code of Conduct.....	92
Appendix H. Chance Find Procedure.....	98
Appendix I. Sample Grievance Redress Form .....	99
Appendix J. Terms of Reference .....	100

# List of Abbreviations

BOQ	Bill of Quantities
BP	Bank Policy
EA	Environmental Assessment
EHS	Environmental, Health, and Safety
ESMP	Environment and Social Management Plan
EPA	Environmental Protection Agency
EIA	Environmental Impact Assessment
ESMP	Environmental and Social Management Plan
FSU	Family Support Unit of the Sierra Leone Police
GRC	Grievance Redress Committee
GVB	Gender Based Violence
HSE	Health, Safety, and Environment
IDA	International Development Association
Km	kilometres
m	metres
mm	millimetres
OHS	Occupational Health and Safety
OP	Operational Policy
PPE	Personal Protective Equipment
SC	Supervising Consultant
SL	Sierra Leone
Stats SL	Statistics Sierra Leone
SLRA	Sierra Leone Road Authority
USD	United States Dollars
WHO	World Health Organisation
°C	Degrees Celsius

# Executive Summary

Harmonizing and Improving Statistics in Ghana, Liberia, Sierra Leone, Burkina Faso, Cape Verde, Cote d'ivoire, and Togo is a regional project with country specific interventions. Under country specific interventions in Sierra Leone, there is a proposal to rehabilitate/remodel and expand the existing head office of Statistics Sierra Leone.

The proposed rehabilitation/remodeling and expansion of the Statistic Sierra Leone Head Office Building triggers the World Bank's operational policy on environmental assessment (BP/OP 4.01) and Cultural Heritage (BP/OP 4.11) as well as SL Environmental Protection Agency Act, 2008. Upon screening the proposed civil works, the World Bank rated the project as a Category "B" project deserving an Environmental and Social Management Plan to identify and mitigate/manage the anticipated environmental and social impacts/risks associated with the project such as generation of construction, liquid and solid waste as well as the potential for site workers to be involved in Gender Based Violence.

The prime objective of this Environmental and Social Management Plan is to bring the project into compliance with World Bank BP/OP 4.01 Environmental Assessment, OP/BP 4.11 Cultural Heritage and applicable in-country environmental, social, building and labour laws, including the Environmental Protection Agency Act, 2008; Local Government Act, 2004; Freetown Improvement Extension (Amendment) Act, 1964; Factories Act, 1974; Child Rights Act, 2007; Persons With Disability Act, 2007; Domestic Violence Act, 2007; Regulation of Wages and Industrial Relations, 1971 and the Public Health Ordinance, 1960.

## **Assumptions Underpinning the Preliminary Architectural Drawings and ESMP**

As part of the proposed rehabilitation, remodelling and expansion of Statistics Sierra Leone Head Office, additional floors will be put up over the existing single storey U shaped structure. The assumption is that additional columns will be raised to support the additional load from the three additional floors. Nonetheless, the required structural integrity test and geo-technical investigations have not been undertaken to ascertain feasibility of this proposal. These will determine whether the existing building and the ground respectively can carry the additional load.

The structural integrity test on the existing structure as well as the geo-technical should be carried out to inform the feasibility of the proposed civil works. The results of these tests will also be required to inform the detailed design of the project and update aspects of this ESMP.

## **Project Location**

The Statistics Sierra Leone Head Office Building, which is to be rehabilitated/remodelled and expanded, is located in Tower Hill, Central Freetown, next to the West African Examination Council premises, along A.J. Momoh Street. Freetown is the capital of Sierra Leone. The Statistic Sierra Leone Head Office compound is 0.8 acres. The Head Office of the National Fire Force is within the project environs.

## **Project Components**

The Statistics Sierra Leone Head Office building is a single storey U-shape sandcrete building with a basement, roofed with asbestos and corrugated metal sheets. The proposed project involves remodelling and rehabilitating of the existing Head Office building and the construction of three (3) additional floors with glazed windows and doors on top of the existing building.

As part of the project, internal water supply and electricity within the existing office block will be provided on the new floors. In addition, two (2) lifts have been provided to aid mobility between floors, especially, for persons with disability (mobility). There will be telephone and internet access within the additional

floors, while these services in the existing building will be improved. The rehabilitation works will involve demolishing and strengthen existing walls as well as changing existing windows and doors that are defective.

### **Project Activities**

Specific activities to be undertaken as part of the rehabilitation/remodelling of the Stats-SL are demolishing of walls to make way for extensions and re-enforcements, removal of the existing roof and rotten timber members and subsequently re-roofing the structure.

The expansion work includes the construction of three (3) additional floors on top of the existing single storey structure to make it a four storey building with a basement. There will also be fixing of doors and windows, painting and tiling of the floor as well as fixing of air conditioners. Other project activities include plumbing, replacement of old electricity and electronic cables in the existing office block and providing same in offices within the new floors.

### **Project Workforce, Equipment and Duration**

It is estimated that a maximum of twenty (20) workers. These will include skilled labour e.g. engineers, semi-skilled labour (masons and carpenters) and unskilled labour such as labourers. Workers will commute to work on site daily. Some of the equipment that will be used on site are wheel barrows, concrete mixers, power drills and jack hammers. The project is expected to be fully completed within two (2) years.

### **Baseline Conditions**

The Statistics Head Office Building is located in Freetown but will serve the Sierra Leone. Sierra Leone has a population of 2,201,863. Sierra Leone experiences gender inequality and Gender Based Violence. In 2017, the country was ranked 150 of out of 160 countries on the Gender Equality Index. Sexual Intimate Partner Violence in the last 12 months is estimated at 29%.

The Freetown is hot and humid all year. The city experiences its hottest month in April, with a mean temperature of 31.2° C over the past decade, while the coolest month is in August (23 °C over the past decade). The rainy season is from May to November while the dry spell occurs from December to April. The average annual rainfall is 2945.3mm. Ambient noise levels and air quality were satisfactory on site as the project site is located within a civic zone. No water bodies, natural habitats and cultural heritage sites were observed on site or within the immediate project environs.

In terms of economic activities within the project's immediate environs, five (5) petty traders were observed. These include two (2) food vendors, one (1) retailer of soft drinks and biscuits, one (1) person selling mobile scratch cards and one (1) fruiterer. These activities were observed in front of Head Office Building, along A.J. Momoh Street.

### **Consultations**

Senior officers of the Ministry of Labour and Social Security, National Fire Force, Guma Valley Water Company Limited, Freetown City Council, Ministry of Social Welfare, Gender and Children Affairs, Ministry of Works and Public Affairs and Power and Supply and Distribution Corporation. Other consultees included petty traders in front of the Statistics Sierra Leone Head Office, Deputy Director of Intercontinental Consultancy Services, MAS Company (SL) Limited, Clinical Director of Marina House-Birth Centre and Women Health Services (clinic) and the head teacher of Bernlyn Nursery and Preparatory School. Issues discussed included project components, project impacts/risks such as exposure to asbestos dust, child labour, noise generation and the incidence of Gender Based Violence as well as intermittent noise. Other pertinent project related issues discussed included lack of a Structural Integrity Test and Geo-Technical Study for the proposed project and how these can be prepared within the shortest possible time.

Visits to the premises as well as the proposed site for disposal of the asbestos roofing sheets, face-to-face meetings and formal letters were the main tools used during the consultation process. A representative of Stats SL, the Director of Operators, participated in most of the meetings and the site visit to the proposed disposal site for the asbestos roof. The Statistician General was also debriefed on issues and conclusions arising out of the consultative process.

Conclusions and recommendations from the consultative process were used to enhance mitigation measures outlined in the ESMP

Once the ESMP is approved by the World Bank, Stats SL will place a soft copy of the ESMP on its web site and show evidence of the disclosure to the World Bank. The Bank will then put an electronic version on its website. Other stakeholders such as the SL EPA, Freetown City Council, Ministry of Health and Sanitation, Bernlyn Nursery and Preparatory School and Marina House-Birth Centre and Women Health Services (Clinic) will be given hard copies of the plan to facilitate their monitoring roles.

### **Environmental and Social Impacts/Risks**

The adverse environmental and social consequences during the construction phase of the proposed rehabilitation/remodeling and expansion of Statistic Sierra Leone Head Office Building are as follows:

- Project impact on material sources;
- Intermittent increase in noise pollution;
- Accidents involving site workers, employees of Statistics Sierra Leone and others in the project zone;
- Workers working without contracts and under poor working conditions;
- Disruption in the supply of utilities (water and electricity) in the project zone;
- Potential incidence of illicit sexual affairs, rape, defilement, and other forms of GVB by the Contractor's employees;
- Potential sexual harassment and exploitation of female workers and girls seeking employment or procurement opportunities under the project;
- Exposure to asbestos dust as a result of the removal, transportation and disposal of the asbestos roof;
- Generation of construction, solid and liquid waste; and
- Temporary relocation of the Head Office of Statistics Sierra Leone

Post construction adverse impacts are the generation of liquid and solid waste by visitors and staff of SL-Stats. These impacts/risks will be short-lived and can be minimized or controlled when appropriate mitigation and management measures are undertaken. In terms of beneficial impacts, the implementation of the project will come with short-term employment opportunities for construction workers and retailers during the construction phase of the project. It is anticipated that an additional fifty (50) employees would be recruited by Stats SL during the operational phase of the project. The additional direct employment during the operational phase can also translate to additional customers and patronage for retailers in the immediate project zone.

### **Environmental and Social Management Plan (ESMP)**

The ESMP presented in Table 1 below shows the:

- Identified impacts/risks;
- Stage/Phase of implementation;
- Actions for mitigation/management related to each impact/risk;
- Responsible agencies for the implementation of the mitigation measures; and
- Cost of implementing management/mitigation measures.

A monitoring plan, budget estimate and sources of funding have also been included in this ESMP as indicated in Table 2.



A grievance redress mechanism, emergency response procedures for potential hazards and a proposal for decommissioning plan for the works have also been prepared as part of the ESMP. Contractual clauses to be inserted into the contract/bid documents, a sample code of conduct for workers and Chance Find Procedure that response to BP/OP 4.11 have also been attached in the appendices (see Appendix F, G and H respectively).

**Table 1: Environmental & Social Management Plan: Rehabilitation/Remodelling and Expansion of Statistics Sierra Leone Head Office Building**

Impact	Phase	Mitigation Measures	Location	Responsibility of Implementing Mitigation Measures	Cost (USD)
<b>Ponding</b>	Construction	<ul style="list-style-type: none"> <li>■ Material stockpiles will be bonded and covered with tarpaulin or an approved material</li> <li>■ The Contractor will clean the site after every day's work</li> </ul>	Project Site	Project Contractor	<b>No Separate Cost</b>
<b>Impact on Material Sources</b>	Construction	<ul style="list-style-type: none"> <li>■ No sand/burrow pit will be opened by the Contractor</li> <li>■ The Contractor will procure materials (sand, wood and aggregates) from third party suppliers certified by the Ministry of Environment and Housing, SL-EPA or a Local Council</li> <li>■ Cost of re-instatement of material sources is implicit in the unit cost of the various materials (sand, gravel and quarry products)</li> </ul>	Burrow pits/ Quarries	Suppliers	<b>No Separate Cost</b> (Cost will be covered in the unit cost materials in the BOQ)
<b>Increased exposure to hazardous waste (Asbestos Dust)</b>	Construction	<ul style="list-style-type: none"> <li>■ Site for the final disposal of the asbestos roof has been identified by Stats SL, Ministry of Health and Sanitation and Western Rural District Council. This is part of an 80-acre site earmarked for land fill site near Makonkondi in Western Rural District, 40 km from the Stats SL office. This is public land which is unencumbered. Only 400 squares metres (20m X 20m) of this site will be acquired for disposal of the asbestos roof.</li> <li>■ The following will be undertaken after notifying the Supervising Consultant, Ministry of Health and Sanitation and the Western Rural District Council of the intended removal and disposal of the asbestos roof: <ul style="list-style-type: none"> <li>● The asbestos sheets will be dowsed with water and cut into appropriate sizes with snap cutters for easy transportation;</li> <li>● The asbestos sheets will be wrapped with polythene material and sealed with duct tape to make them airtight.</li> <li>● They will be marked as "hazardous material" and transport to the site for burial in a lined (geo textile) pit to prevent seepage and laterite will be spread over it to a thickness of 20cm.</li> <li>● The area will be fenced and markers/warning signs will be placed in the vicinity.</li> <li>● Personnel clothed in rubber coverall with hoods and non-laced rubber boots, wearing respiratory protective equipment with a HEPA filters will be used in the removal and disposal of the old asbestos sheets</li> <li>● All PPEs used in the operation will be disposed of with the asbestos</li> </ul> </li> </ul>	Stats SL Head Office Premises/ Final Disposal Site near Makonkondi	Project Contractor	<b>USD 7,900.00</b>  (Cost covers USD 1,500.00 for acquiring the land, USD 500.00 haulage cost, USD 2,000.00 for digging a 500m <sup>3</sup> pit, USD 1,500.00 for fencing the pit, USD 400.00 for providing warning signs, USD 1,000.00 for procuring geo-textile material and USD 1,000.00 for procuring masks, overalls boots etc for the 5 persons who will be involved in the removal and disposal of the asbestos roof)

Impact	Phase	Mitigation Measures	Location	Responsibility of Implementing Mitigation Measures	Cost (USD)
<b>Air and Noise Pollution</b>	Construction	<ul style="list-style-type: none"> <li>Noise generation activities and delivery of supplies to site will be undertaken over the weekends and/or before 8.00 am and after 5.00pm when official business has not commenced or is over</li> <li>In the event that noise generation and air pollution activities have to be undertaken during office hours, the school, clinic, offices and petty traders within the project environs will be notified at least 24 hours' prior of the commencement of such activities</li> <li>All equipment will be service at least once a month</li> <li>Painters and workers engaged in the treatment of wood off site will made to wear in nose masks, gloves, overall and boots;</li> <li>Equipment and vehicles will be turned off when not in use</li> <li>Debagging of cement will be done in an enclosed area by workers wearing appropriate Personal Protective Equipment (PPE) such as hard hats, reflector jackets, overalls and others such as nose masks with HEPA filters, hand gloves and ear plugs.</li> <li>Haulage and delivery trucks as well as equipment on haulage routes will be made to drive at a speed less than 20km/h</li> <li>Haulage trucks will be covered with tarpaulin</li> <li>Concrete mixers will be fitted with mufflers to minimise noise</li> </ul>	Stats SL Head Office Premises /Immediate Project Environs /Along Haulage routes	Project Contractor	<b>No Separate Cost</b> (Cost included in the BOQ)
	Operational	<ul style="list-style-type: none"> <li>Refuse bins will be provided in each office;</li> <li>Eight (8) refuse bins will be provided in the refuse holding area</li> <li>Stats SL will outsource cleaning of the premises and refuse collection and disposal to a private entity as is currently the case</li> </ul>	Stats SL Head Office Premises	Stats SL	<b>USD 400.00</b> (Cost covers the supply of eight (8) refuse bins @ USD 50.00 per bin)
<b>Generation of Waste (Non-Hazardous Waste)</b>	Construction	<ul style="list-style-type: none"> <li>Off cuts from pipes, cables and electrical fittings as well as broken tiles will be reused by the Contractor for other civil works elsewhere;</li> <li>Wood residue, cement blocks and other waste will be used as fill material;</li> <li>Waste that cannot be reused will be transported to the approved landfill site (Bomeh or Kington);</li> <li>Empty paint and solvent containers will be collected and kept in a well ventilated store room with a paved floor and returned to suppliers to be re-used;</li> <li>Two (2) mobile toilets, one (1) for male and one (1) for female, and four (4) refuse bins will be provided on site;</li> <li>Mobile toilets will be dislodged after close of work every day</li> <li>Refuse will be collected by a private refuse collection company three times a week</li> </ul>	Stats SL Head Office Premises	Project Contractor	<b>No Separate Cost</b> (Cost to be included in the BOQ)
	Operational	<ul style="list-style-type: none"> <li>Refuse bins will be provided in each office;</li> <li>Eight (8) refuse bins will be provided in the refuse holding area</li> <li>Stats SL will outsource cleaning of the premises and refuse collection and disposal to a private entity as is currently the case</li> </ul>	Stats SL Head Office Premises	Stats SL	<b>USD 400.00</b> (Cost covers the supply of eight (8) refuse bins @ USD 50.00 per bin)

Impact	Phase	Mitigation Measures	Location	Responsibility of Implementing Mitigation Measures	Cost (USD)
<b>Accidents/ Occupational Health and Safety Risks</b>		<ul style="list-style-type: none"> <li>The refuse bins will be emptied three times a week and sent to the approved landfill site</li> <li>Liquid waste will be channelled into in situ septic tanks.</li> <li>Septic tanks will be dislodged at least once a year or when it is full, whichever occurs earlier.</li> </ul>			
	Construction	<ul style="list-style-type: none"> <li>The site will be hoarded to prevent unauthorised persons from accessing the work areas;</li> <li>Hoarding of the site will be undertaken using aluminium sheets or an approved material by the Supervising Consultant;</li> <li>Trenches will be covered immediately they are not required;</li> <li>All trenches will be barricaded with caution tapes;</li> <li>Water collected in trenches will be pumped out daily after work;</li> <li>Equipments and vehicles will be turned off when not in use;</li> <li>Cement will be debagged in an enclosed area by workers wearing nose masks, ear plugs, goggles, overall and boots;</li> <li>Scaffolds will be used for activities above 2 metres;</li> <li>Scaffolds will be on solid footings not on boxes, loose bricks and stones, etc.;</li> <li>Scaffolds will have guardrails, midrails and toe boards;</li> <li>Scaffolds will be mounted be at least 3 metres away from any electric power line.</li> <li>Scaffolding will be inspected each time it is mounted by a competent site engineer (Supervising Consultant)</li> <li>Two (2) mobile toilets, one (1) for males and one (1) for females and three (3) refuse bins will be provided on site for site workers;</li> <li>Prohibitive, warning and directional signs will be provided on site;</li> <li>All workers will undergo medical screening before they are employed on site;</li> <li>Only healthy workers will be employed on site</li> <li>Opportunities such as wardens, which are not strenuous, will be reserved for Persons Living with Disability;</li> <li>Potable water will be provided for site workers;</li> <li>At least four (4) fire extinguishers, four (4) First Aid Kit will be provided on site and made accessible to site workers to use in case of emergency;</li> <li>All workers will be given contracts specifying the type of work they are to undertake and their remuneration package as well as the conditions</li> </ul>	Stats SL Head Office Premises	Project Contractor	<b>USD 4,000.00</b> <i>(Cost covers the organisation of four (4) occupational health and safety training programmes. Cost of PPEs, refuse bins, First Aid Kits etc during the construction phase will captured in the BOQ)</i>

Impact	Phase	Mitigation Measures	Location	Responsibility of Implementing Mitigation Measures	Cost (USD)
		<p>of service in line with the Regulation of Wages and Industrial Relations Act 1971 (No. 18)</p> <ul style="list-style-type: none"> <li>■ Personal Protective Equipment (PPE), namely, hard hats, reflector jackets, overalls and boots will be provided for all workers on site and others such as nose masks, hand gloves and ear plugs will be provided for workers whose tasks require these PPEs;</li> <li>■ The use of PPEs will be enforced by the Contractor</li> <li>■ Clear sanctions and rewards for non-compliance and compliance respectively in respect of the wearing and use of PPEs will be captured in the Code of Conduct (see Appendix G for Sample Code of Conduct) to be signed by the Contractor and his/her employees;</li> <li>■ The Contractor will employ a Health and Safety Officer to oversee the environment, social, health and safety aspects of the assignment, including holding daily briefing sessions (tool box meetings) with site workers prior to commence of work and enforcing a “No PPE–No site entry policy”;</li> <li>■ The Contractor’s Health and Safety Officer will be responsible for organising daily tool box meetings before the commencement of the day’s work</li> <li>■ The contact numbers of the nearest health facility, fire station and police station will be pasted at visible points on the Stats SL premises and on the fence of Stats SL along A.J Mommoh Street and Mother’s Union’s Lane;</li> <li>■ Saw dust and other spill containment materials will be provided on site</li> <li>■ Three (3) training programme in occupational health and safety as well as emergency response e.g. spill containment for the employees of the Contractor will be conducted</li> <li>■ An emergency exit will be provided along Mother’s Union Lane for use in case of any emergency</li> <li>■ All fuels/lubricants, equipments will be parked on impervious surfaces which will also be well ventilated</li> <li>■ Three (3) fire prevention and containment training sessions will be undertaken for the employees of the Contractor</li> </ul>			
<b>Community Health and Safety Risks</b>	Construction	<ul style="list-style-type: none"> <li>■ The Stats SL head office will be relocated to a temporary accommodation to be provided by the Ministry of Works and Public Assets during the construction phase</li> <li>■ Delivery trucks and construction vehicles will be made to drive below the 20km/hr speed limit;</li> </ul>	Stats SL Head Office Premises /Project Environs	Project Contractor	<b>No Separate Cost</b> <i>(Cost to be captured in the BOQ)</i>

Impact	Phase	Mitigation Measures	Location	Responsibility of Implementing Mitigation Measures	Cost (USD)
	Operational	<ul style="list-style-type: none"> <li>■ Wardens will be placed at the security house at the entrance of the premises at all times to prevent unauthorised persons from accessing the working zone</li> <li>■ Visitors on the site will be screened and provided with the required PPEs e.g. reflector vests, hard boots and helmets and made to wear them while on site</li> <li>■ Warning, mandatory, prohibitive and directional signs will be provided on site to guide site workers and visitors who will access the project building during the construction phase</li> <li>■ In addition to the formal vehicle registration numbers, all construction vehicles, haulage trucks and equipment will be clearly/boldly embossed with a two-digit identification numbers in front, at the back and sides for easy identification</li> <li>■ The contractor will emboss the company's phone contact boldly on all vehicles and equipment</li> </ul>	Stats SL Head Office Premises	Stats SL	<b>USD 4,000.00</b> <i>(Cost covers the procuring materials such as smoke detectors, fire extinguishers etc for demonstration and simulation as well as training)</i>
<b>HIV/AIDS, STI and Illicit Sexual Affairs</b>	Construction	<ul style="list-style-type: none"> <li>■ One (1) Fire Prevention/Safety Training and Simulation Session will be undertaken to sensitise employees of Stats SL prior to their occupation the new building</li> <li>■ All electrical and electronic gadgets will be serviced in line with manufactures guidelines or twice a year, which is more stringent</li> <li>■ All lights and electrical/electronic equipments that are not in use during office hours or at the end of the days' works will be put off or shut down</li> <li>■ An emergency exit will be provide along Mother's Union Lane</li> <li>■ The Contractor's employees will be sensitised on the dangers associated with illicit sexual affairs, e.g. risk of catching STDs and criminality, two (2) times during the project duration</li> <li>■ Two (2) HIV/AIDS/STI Awareness training will be provided for employees of the Contractor/Supervising Consultant prior to the commencement</li> <li>■ 200 condoms will be distributed among the Contractor's employees every month</li> <li>■ Posters and signage on HIV/AIDS will be posted on site and within the project environs</li> <li>■ A Code of Conduct will be prepared for the Contractor's employees to inform them about the sanctions for illicit sexual affairs (see Appendix G for sample)</li> </ul>	Project Site/Environs	Project Contractor	<b>USD 5,200.00</b> <i>(Cost includes USD 1,200.00 for procuring 200 condoms over the two years project duration @ USD 0.5 per condom, and USD 4,000.00 for four HIV/AIDS and STI awareness programmes for workers @ USD 1,000.00 per training session)</i>

Impact	Phase	Mitigation Measures	Location	Responsibility of Implementing Mitigation Measures	Cost (USD)
<b>Increase in Crime and Conflict</b>	Construction	<ul style="list-style-type: none"> <li>■ Handing over workers found to be engaging in criminal offences including drug and substance abuse as well as stealing to the local police;</li> <li>■ Summary dismissal of employees who are caught engaging in criminal activities e.g. theft and substance abuse on site</li> <li>■ Paying adequate salaries for workers to reduce incentive for theft;</li> <li>■ Pay wage equal to men and women on the basis of equal job performed and merit;</li> <li>■ Alcohol and substance use during working hours will not be tolerated;</li> <li>■ A designated smoking area will be provided on site;</li> <li>■ All workers will be made to sign a Code of Conduct (see Appendix G for Sample Conduct of Code) containing these regulations</li> <li>■ Environmental and Social Officer of Stats SL, Statistician General and the Grievance Redress Committee will resolve localised conflicts (see Chapter 9 for details on the Project based Grievance Redress Systems)</li> </ul>	Project Site/Environ	Project Contractor Grievance Redress Committee/ Statistician General	<b>USD 5,000.00</b> <i>(Cost covers meetings, cost of stationary and other logistics for Grievance Redress Committee)</i>
<b>Increase in the Incidence of Gender Based Violence and Sexual Crimes</b>	Construction	<ul style="list-style-type: none"> <li>■ Contractual Clauses (see Appendix F) on mandatory and regular training for workers on required lawful conduct and legal consequences for failure to comply with laws on non-discrimination and GBV;</li> <li>■ Contractual Clauses (see Appendix F) with a commitment to cooperate with law enforcement agencies, e.g. FSU, investigating cases of gender-based violence will be inserted into the contract documents of the Contractor and Supervising Consultant</li> <li>■ The Contractor will be required to consider alternative work schedules or shifts to accommodate the hiring of more female workers.</li> <li>■ Contractual clauses (see Appendix F) against rape, defilement and other Gender based Violence as well as child and forced labour will be inserted into the contract of the Contractor and Supervising Consultant</li> <li>■ Workers on site will sign a Code of Conduct (see Appendix G for sample Code of Conduct) with sanctions on rape defilement, abuse and other gender based violence</li> <li>■ Four (4) sensitisation workshops will be undertaken for employees of the Contractor/Supervising Consultant as well as persons working or living in the immediate project environs, particularly the nearby preparatory school</li> <li>■ Stats SL will provide contact numbers of the nearest FSU office, the FSU and GBV Service Providers' representative on the Grievance</li> </ul>	Project Site/Project Environ	Stats SL	<b>USD 8,000.00</b> <i>(Cost covers the organisation of four (4) GBV sensitisation programmes for site workers, organisations and retailers along A.J. Mommoh Street and Mothers Union Lane over the two year project duration @ USD 2,000.00 per session)</i>

Impact	Phase	Mitigation Measures	Location	Responsibility of Implementing Mitigation Measures	Cost (USD)
<b>Incidence of Child Labour</b>	Construction	<p>Redress Committee to offices, school, clinic etc within the immediate project zone</p> <ul style="list-style-type: none"> <li>Prohibition posters on sexual exploitation and harassment will be posted on and around the site as well as within the project environs.</li> <li>The Contractor will paste the contact numbers the nearest FSU office and representatives of FSU and GBV Service Providers on the Grievance Redress Committee on site as well as at visible places within the project environs</li> <li>Ensuring that children and minors are not employed directly or indirectly on the project by checking chiefdom tax or birth certificates of potential employees and/or letting responsible persons'/opinion leaders in their communities, e.g. Priests, Imams, Civil Servants, guarantee on their job application forms that they are above 18 years</li> <li>Contractual clauses (see Appendix F) against rape, defilement and forms of Gender based Violence as well as child and forced labour and discrimination by sex, ethnicity, etc. will be inserted in the Contractor's Contract document</li> <li>Contractual clauses (see Appendix F) will be inserted in the Contract document prohibiting the Contractor/Supervising Consultant and their employees from Child Labour, that also makes reporting all Child Labour cases to FSU office in the Central Area or the FSU representative on the Grievance Redress Committee bidding on the Contractor and Supervising Engineer and their employees</li> <li>A Code of Conduct (see Appendix G for sample Code of Conduct) will be prepared for the Contractor's employees to inform them of the sanctions for Child Labour as well as a Zero tolerance for child labour on the project</li> </ul>	At the Construction Site	Project Contractor	<b>No Separate Cost</b> ( <i>Topics will be covers a part of IIV/AIDS as well as GBV sensitisation sessions</i> )
<b>Disruption of Work at Stats SL</b>	Pre-Construction	<ul style="list-style-type: none"> <li>Formally write to Ministry of Works and Public Assets to request for a temporary office accommodation</li> <li>Provide transportation, loading and off-loading to the designated temporary office and back to the new office</li> </ul>	At Stats SL head office and Temporary Office	Stats SL	<b>USD 13,000.00</b> ( <i>Cost covers transportation of equipment and required materials to the temporary office accommodation and back to the rehabilitated and expanded office for the nine (9) divisions and four (4) departments of Stats SL @USD 1,000.00 per department/division</i> )



Impact	Phase	Mitigation Measures	Location	Responsibility of Implementing Mitigation Measures	Cost (USD)
<b>Disruptions in the Supply of Utility</b>	Construction	<ul style="list-style-type: none"> <li>Organisations in the project zone will be given at least a week's notice ahead of any planned power outage/cut in water supply occasioned on account of the project</li> <li>The notice will be repeated 24 hours ahead of the planned outage or shut down</li> </ul>	Project Environs	Project Contractor	<b>No Separate Cost</b>
<b>Employment Generation</b>		<ul style="list-style-type: none"> <li>Contractor to hire workers through a systematic process managed by the HR office and avoid hiring "at the gate" to discourage spontaneous influx of job seekers and migrant workers.</li> <li>Contractual Clauses (see Appendix F) will be inserted in the Contractor's/Supervising Consultant's contract prohibiting discrimination by sex, ethnicity, religion etc, that also makes reporting such cases to the management or the Ministry of Labour and Social Security bidding on employees and management</li> <li>A Code of Conduct will be prepared for Contractor's/Supervising Consultant's employees to inform them about sanctions for discriminatory practises (see Appendix G for Sample)</li> </ul>	Project Environs	Project Contractor	<b>No Separate Cost</b>

### **Institutional Arrangements for Implementing the ESMP**

Statistics Sierra Leone is solely responsible for the implementation of ESMP during the construction phase. Since the organisation is not staffed with an environmental and social safeguards specialist, it intends to procure the services of a short-term individual environmental and social safeguards officer to support the implementation and monitoring of the ESMP on its behalf. Details of the expertise and specific roles of the Environmental and Social Officer has been presented in the main report.

In addition, there will be a Supervising Consultant (engineer or architect) on site charged with the day-to-day supervision of the works, enforcing environmental and social contractual clauses (see Appendix F) and ensuring that recommendations from the environmental and social safeguards officer of Stats SL are implemented within the specified timelines.

During the post construction phase of the project, Statistics Sierra Leone will be responsible for the management of the office. The management of the new building will be under the Operation Department.

### **Environmental and Social Monitoring Plan**

Although the Statistics Sierra Leone will be solely responsible for the monitoring of the ESMP, other institutions namely EPA, Ministry of Labour and Social Security (Factory and Labour Inspectors), Ministry of Health and Sanitation and Ministry of Works and Public Assets and the Freetown City Council may undertake ad hoc monitoring of the environmental and social performance of the project. The public general's role in monitoring the project includes making complains and their grievance known and addressed through the grievances redress system established for the project.

Since Statistics Sierra Leone does not have an in-house environmental and social safeguards specialist, it intends to procure a short-term environmental and social safeguards specialist to undertake monitoring of the civil works during the construction phase. The cost associated with recruiting an independent consultant to undertake monitoring over the two-year duration of the project has been inserted in Table 3 while the monitoring roles are presented in Table 2.

**Table 2: Environmental & Social Monitoring Plan**

Item	Phase	Location	Monitoring Parameter/Indicator	Frequency	Responsibility for Monitoring	Monitoring Cost (USD)
<b>Increase in Illicit Sexual Affairs and STDs</b>	Construction	<ul style="list-style-type: none"> <li>On site/ Project Vicinity</li> </ul>	<ul style="list-style-type: none"> <li>Number of sensitisation campaigns</li> <li>Number of condoms distributed to Contractors' staff working on site in a month</li> <li>Number of STD cases reported to local health facilities involving encounters with Contractor's employees</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>Environmental and Social Officer of SL-Stats</li> </ul>	No Separate Cost No Separate Cost (Cost is embedded in the cost of the Environmental and Social Officer of Stats SL)
<b>Rape, defilement and Gender Based Violence</b>	Construction	<ul style="list-style-type: none"> <li>On the Project Site /Project Environs</li> </ul>	<ul style="list-style-type: none"> <li>Number of cases reported to FSU, Environmental and Social Officer appointed by Stats SL/Grievance Redress Committee/GVB Service Providers involving Contractor's or Supervising Consultant's employees or otherwise</li> <li>Status of cases reported e.g. number of prosecutions</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>FSU representative on Grievance Redress Committee/ Environmental and Social Officer of SL-Stats</li> </ul>	No Separate Cost
<b>Crime and Conflicts</b>	Construction	<ul style="list-style-type: none"> <li>On site/Project Environs</li> </ul>	<ul style="list-style-type: none"> <li>Number of conflicts/cases reported to the Grievance Redress Committee/ Statistician General/Environmental and Social Officer appointed by Stats SL</li> <li>Number of conflicts/cases dealt with by the Grievance Redress Committee and/or Statistician General</li> <li>Number of crimes such as theft reported, investigated, and concluded by the police involving the Contractor's workers</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>Environmental and Social Officer of the SL-Stats</li> </ul>	No Separate Cost No Separate Cost (Cost is embedded in the cost of the Environmental and Social Officer of Stats SL)
<b>Increase in Noise and Air Pollution</b>	Construction	<ul style="list-style-type: none"> <li>On site/ Project Environs</li> </ul>	<ul style="list-style-type: none"> <li>Number of complaints from neighbouring offices and private properties as well as retailers recorded by Stats SL Environmental Social Officer</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>Environmental and Social Officer of the SL-Stats</li> </ul>	No Separate Cost (Cost is embedded in the cost of the Environmental and Social Officer of Stats SL)
<b>Accidents and Occupational Health and Safety</b>	Construction	<ul style="list-style-type: none"> <li>On site/ Project Environs</li> </ul>	<ul style="list-style-type: none"> <li>Number of accident recorded in the Accident Record Book</li> <li>Number of OHS and Fire Safety Training programmes provided for Contractors' employees and employees for Stats SL.</li> <li>Number of workers on site wearing the appropriate PPEs or otherwise</li> <li>Presence of warning, directional and other safety signs on site</li> <li>Presence and number of first aid boxes on site</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>Environmental and Social Officer of SL-Stats</li> </ul>	No Separate Cost (Cost is embedded in the cost of the Environmental and Social Officer of Stats SL)

Item	Phase	Location	Monitoring Parameter/Indicator	Frequency	Responsibility for Monitoring	Monitoring Cost (USD)
			<ul style="list-style-type: none"> <li>Presence fire extinguishers on site</li> <li>Workers knowledge use fire extinguishers</li> </ul>			
<b>HIV/AIDs Awareness</b>		<ul style="list-style-type: none"> <li>On site</li> </ul>	<ul style="list-style-type: none"> <li>*Number of sensitisation programmes</li> <li>Number of Condoms distributed</li> <li>Number of educational materials (e.g. leaflets) posted on site</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>Environmental and Social Officer of SL-Stats</li> </ul>	No Separate Cost (Cost is embedded in the cost of the Environmental and Social Officer of Stats SL )
<b>Solid and Liquid Waste (Non-Hazardous)</b>	Construction Operational	<ul style="list-style-type: none"> <li>On site</li> </ul>	<ul style="list-style-type: none"> <li>Number of mobile toilets and dustbins provided on site</li> <li>Number of times waste is lifted in a week</li> <li>Clean site</li> <li>Odour</li> <li>Presence of human waste on site</li> <li>Complaints by workers within the project zone and visitors</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>Environmental and Social Officer of SL-Stats/ Factories</li> </ul>	No Separate Cost (Cost is embedded in the cost of the Environmental and Social Officer of Stats SL )
	Operational	<ul style="list-style-type: none"> <li>On SL-Stats new Head Office Premises</li> </ul>	<ul style="list-style-type: none"> <li>Odour</li> <li>Number of mobile toilets and dustbins provided on site</li> <li>Number of times waste is lifted in a week</li> <li>Clean site</li> <li>Odour</li> <li>Presence of human waste on site</li> <li>Complaints by workers within the project zone and visitors</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>Director of Operations at Stats SL</li> </ul>	No Separate Cost (Cost is variable)
<b>Construction Waste</b>	Construction	<ul style="list-style-type: none"> <li>On site</li> </ul>	<ul style="list-style-type: none"> <li>Clean site</li> </ul>	Daily	<ul style="list-style-type: none"> <li>Environmental and Social Officer of SL-Stats</li> </ul>	No Separate Cost (Cost is embedded in the cost of the Environmental and Social Officer of Stats SL )

Item	Phase	Location	Monitoring Parameter/Indicator	Frequency	Responsibility for Monitoring	Monitoring Cost (USD)
<b>Material Extraction</b>	Construction	<ul style="list-style-type: none"> <li>At the Material Source</li> </ul>	<ul style="list-style-type: none"> <li>Presence of valid environmental permit from suppliers or otherwise</li> </ul>	Once	<ul style="list-style-type: none"> <li>Environmental and Social Officer of SL-Stats</li> </ul>	No Separate Cost ( <i>Cost is embedded in the cost of the Environmental and Social Officer of Stats SL</i> )
<b>Ponding</b>	Construction	<ul style="list-style-type: none"> <li>On Site and Immediate project environs</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of gullies</li> <li>Presences of pools of stagnant water</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>Environmental and Social Officer of SL-Stats</li> </ul>	No Separate Cost ( <i>Cost is embedded in the cost of the Environmental and Social Officer of Stats SL</i> )

### Estimated Cost of the ESMP

The estimated cost for implementing this ESMP and environmental and social monitoring, outside the works contract price is estimated as Ninety-Seven Thousand, Five Hundred United States Dollars (USD 97,500.00). Table 3 presents the summary cost estimates and the proposed sources of funding.

**Table 3: Budget for ESMP Implementation & Environmental Monitoring**

Item	Amount (USD)	Source of Funding
<b>Four Sensitisation Programme for STDs and Distribution of Condoms</b>	5,200.00	Project
<b>Four Occupational Health and Safety Training for Site Workers</b>	4,000.00	Project
<b>Waste bins for the Statistics Sierra Leone during the Operational Phase</b>	400.00	Stats SL
<b>Grievance Redress</b>	5,000.00	Project
<b>Temporary Relocation</b>	13,000.00	Project
<b>Removal and Disposal of Asbestos Roof</b>	7,900.00	Project
<b>Gender Based Sensitization Programmes for Site Workers and Retailers</b>	8,000.00	Project
<b>Training in Fire Preparedness and Emergency Response</b>	6,000.00	Project
<b>Remuneration for Environmental and Social Officer recruited by Stats SL</b>	48,000.00	Project
<b>Total</b>	<b>97,500.00</b>	

*Cost build up details can be found in Table 2.*

### Findings

- i. A Structural Integrity Test for the existing Stats SL head office and an accompanying report are yet to be prepared. The test and accompanying report will determine the capacity of the existing structure to carry the additional load from the additional floors. This report is required to update aspects of the ESMP;
- ii. There is no geo-technical report covering the Stats SL premises. A geotechnical investigation and report is required to ascertain the geological and ground water conditions as well as determine whether the ground can bear the three new floors. This report is required to update aspects of the ESMP; and
- iii. Stats SL is yet to formally write to the Ministry Works and Public Assets to request for a temporary office for relocation during the construction phase of the project as well as to Ministry of Health and Sanitation/Lands and Environment for space in the land ear marked as a land fill site in Western Rural District.

# 1. Introduction

The Government of Sierra Leone through Statistics Sierra Leone (Stats SL) has requested for a credit facility from the International Development Association (IDA) to be used for the implementation of the Harmonizing and Improving Statistics in Ghana, Liberia, Sierra Leone, Burkina Faso, Cabo Verde, Cote D'Ivoire, and Togo. The main development objective of the project is to strengthen the capacity of the National Statistical Agencies of Ghana, Liberia and Sierra Leone to produce a set of core harmonized economic and social statistics, and enhance the dissemination of statistical data.

As part of the country-specific component for Sierra Leone under this project the following interventions are to be undertaken:

- i. the refurbishment and expansion of the Statistics Sierra Leone Head Office building to provide an adequate working environment, physical and statistical infrastructure;
- ii. improve the quality and production of health and human capital data; and
- iii. strengthen the coordination and demand for statistics as part of the National Statistical System.

The refurbishment and expansion of the Stats SL building under the Country Specific component will require the addition of three (3) floors to the existing Statistics Sierra Leone Head Office Building located at Tower Hill, Freetown as well as the provision of internet facilities in the building. These activities trigger World Bank safeguard policy on environmental assessment (OP 4.01). Apart from this, Sierra Leonean law (Environmental Protection Agency Act, 2008) stipulates that civil works of this nature must be subjected to environmental assessment and an environmental permit issued to cover the works. Hence, the need to prepare an Environmental and Social Management Plan (ESMP).

## 1.1 Objectives of the ESMP

Activities to be undertaken as part of the rehabilitation/remodelling and expansion of Statistics Sierra Leone Head Office building include masonry work (construction three additional floors), plumbing, removal of the existing roof and rotten timber members, re-roofing, removal and replacement of old electrical, telecommunication cables as well as laying of new ones, chiselling, tiling, painting, fixing of windows and doors and furnishing. These activities trigger safeguards issues of concerns including the possibility of generating excessive noise, construction waste and health and safety concerns for the contractor's employees and employees of Statistics Sierra Leone.

The prime objective of this Environmental and Social Management Plan is to bring the project into compliance with the World Bank's OP/BP 4.01-Environmental Assessment as well as Sierra Leonean law, Environmental Protection Act, 2008.

The ESMP also seeks to identify impacts/risks as well as define and outline the avoidance mitigation/management and monitoring, measures to be undertaken during project implementation and in the post construction phase of the project to prevent, minimize, mitigate, or compensate for the environmental and social impacts/risks associated with the project. In addition, the ESMP seeks to enhance the project's beneficial impacts.

## 1.2 Methodology

The approach to the preparation of the ESMP is in accordance with World Bank requirements set out in operational policy OP/BP 4.01 Environmental Assessment and Sierra Leone Environmental Protection Agency Act, 2008. The assignment was carried out in five different phases, which are stated as follows:

### ■ Literature Review

A number of relevant Sierra Leonean environmental, social and building laws and policies relevant to the proposed project were reviewed together with the administrative structure of Stats SL. The World

Bank OP/BP 4.01 and OP/BP 4.11. These laws and policies are summarised in Section 2. Other documents reviewed as part of preparing this report, such as safeguards reports for similar projects elsewhere, are duly referenced in section 12.

- Review of Design Drawings

The preliminary architectural drawings obtained from the Stats SL were reviewed for Universal Access and also used to describe the proposed project (see Appendix D for Preliminary Architectural Design Drawings).

- Stakeholders Consultations

The Consultant held meetings with the Commissioner of Labour, Acting Chief Engineer of the Ministry of Works and Public Assets and City Engineer at the Freetown City Council. Other consultees were officials of the Ministry of Social Welfare, Gender and Children's Affairs, Guma Valley Water Company, Freetown City Council, Ministry of Labour and Social Security, West African Examination Council and the National Fire Force. The meetings were preceded by dispatching formal letters to their respective offices. The letters stated the objectives of the project and project description. It also to elicited their inputs as part of the project design as well as issues of concern.

Informal discussions were also held with organisations and persons within the project immediate zones. These are the Director of Medical Services at the Marina House-Birth Centre and Women's Health Services and the head teacher of Berny Lyn Nursery Preparatory School as well as the Administrative Managers of Intercontinental Consultancy Service, NAS Company (SL) Limited and vendors in front of the SL-Stats Office Building. Project. Formal letters were sent to the West African Examination Council and Girls Guide Office, which are next to the site, as this was their preference.

Issues discussed, recommendations and conclusions from the stakeholder engagement process are presented in Section 5 (see Plate 8 to 18 in Appendix A for Consultation pictures and details on Consultations in Appendix E).

- Site Visits and Observations

The Consultant visited the Stats SL Head Office observe baseline conditions at the premises as well as the socio-economic activities within the immediate project environs. There was also a site visit to the Stats SL premises and the proposed site for the final disposal of the asbestos roof by an officer from the Ministry of Health and Sanitation and the Consultant. An official from the Western Rural District Council joined the team during the visit to proposed final disposal site in Makonkondi (see Plate 19 and 20 in Appendix A for site visit pictures).

- Preparation of ESMP

The findings and conclusions from the literature review, stakeholder consultations as well as site visits/observations were synthesised into this report, which is in text supported by appropriate pictures, maps and drawings (see Appendix A to D).



## 2. Policy, Legal and Administrative Framework

### 2.1 National Legislation and Policies of Relevant to the Project

There are World Bank policies and several laws and policies in Sierra Leone concerning physical development, social protection, health and safety and the environment in general. The ones that related to this project are presented in Table 4.

**Table 4: Relevant In Country Laws and Policies**

Legislation/Policy	Relevant Sections
<b>Statistics Act, 2002</b>	<p>This Act establishes Statistics Sierra Leone (SL-Stats) as the central authority for the collection, processing, analysis and dissemination of accurate, clear, relevant statistical information on social, health, demographic, economic and financial activities to serve the needs of government and the general public. The Act also provides for the governing body, Statistics Council to control and supervise the management of Statistics. The Statistics Act, 2002 which established Sierra Leone Statistics assigned the organisation the following functions among others:</p> <ul style="list-style-type: none"> <li>• Supervision and management of all national population census to be conducted every ten years or at such shorter interval as may be determined by the President;</li> <li>• Ensuring the efficient and comprehensive collection, processing, analysis, documentation and storage of statistical information throughout Sierra Leone;</li> <li>• Establishing and maintaining such offices in Sierra Leone necessary for the operations of Statistics Sierra Leone.</li> </ul>
<b>Environmental Protection Agency Act, 2008</b>	<p>The EPA Act is the legislation governing the protection of the environment and the EIA/ESIA process. This Act establishes the role and function of the Environment Protection Agency (EPA) for monitoring implementation and evaluation of national environmental policies of Sierra Leone as well as the obligations of the proponent (environmental licenses' holders) and the Board of Directors of SL-EPA in the event that an environmental license is granted.</p> <p>Part IV of the EPA Act 2008 exclusively deals with the activities that require an EIA and requirements of an EIA. This part of the Act emphasizes the processes and procedures leading to the acquisition of an environmental licenses with respect to the conduct of an acceptable EIA studies. Projects likely to have a negative environmental impact or for which an EIA or ESH-MP is required under the Act's Regulation, should not be implemented, unless an EIA/EMP has been concluded and approved in accordance with these regulations.</p>
<b>The Local Government Act, 2004</b>	<p>This Act seeks to devolve all development initiatives and authority to people at the grassroots. As such it has empowered the local councils as the highest political authority in the locality and shall have legislative and executive powers to be exercised in accordance with this Act or any other enactment, and shall be responsible, generally for promoting the development of the locality and the welfare of the people in the locality with the resources at its disposal and with such resources and capacity as it can mobilize from the central government and its agencies, national and international organisations, and the private sector. Specifically, the functions of the Local Councils as set out in the Local Government Act include;</p> <ul style="list-style-type: none"> <li>• initiate and maintain programmes for the development of basic infrastructure and provide works and services in the locality;</li> <li>• be responsible for the development, improvement and management of human settlements and the environment in the locality;</li> <li>• initiate, draw up and execute development plans for the locality; and</li> <li>• coordinate and harmonies the execution of programmes and projects promoted or carried out by public corporations, other statutory bodies and non-governmental organisations, in the locality;</li> </ul> <p>The Act under, Part VII Section 90, also empowers, the Local Councils to enact bye laws consistent with the provisions of the national constitution. The bye laws may cover sanitation, food safety and animal husbandry.</p>
<b>The Freetown Improvement Extension (Amendment) Act, 1964</b>	<p>The Act establishes Freetown and its surrounding districts as a planning area and sets out town planning regulations to guide development control in the designated planning area. Section 19 empowers the Director of Public Works to approve building plans as well as undertake premises (building) inspection and certification prior to occupancy. Section 18 confers the power to alter, repair or pull down defective structures and structures detrimental to public health and safety at cost to the developer to Director of Public Works, subject to the consent of a magistrate.</p>

**The Public Health Ordinance, 1960**

This Act remains the principal piece of public health-related legislation in Sierra Leone. The Act places sanitation management, premises inspection, environmental hygiene, designation of sanitary of sites under the remit of the Ministry of Health and Sanitation and by extension the Health Authorities at the local level. Part III (2) of the Ordinance: Statutory Nuisance, among other empowers the Health Authority to summarily cause the removal of:

- any collection of water or any water vessel, found to contain eggs or larvae of mosquitoes, or any premises, on which conditions whether natural or artificial are likely to cause the propagation or harboring of mosquitoes;
- any well, tank, cistern, or water-butt used for the supply of water for domestic purposes which is so placed, constructed or kept as to render the water therein liable to contamination prejudicial to health;
- any collection of water or any water vessel, found to contain eggs or larvae of mosquitoes, or any premises, on which conditions whether natural or artificial are likely to cause the propagation or harboring of mosquitoes; and
- any well, tank, cistern, or water-butt used for the supply of water for domestic purposes which is so placed, constructed or kept as to render the water therein liable to contamination prejudicial to health.

**The Factories Act of 1974**

The Factories Act, 1974 demands for all aspects of cleanliness, reports of all injuries, accidents, diseases and death. Under this Act the Factories Inspectorate Department under the Ministry of Labour and Social Security has the power to monitor work place compliance in terms of labour laws, especially among factories, and enforce measures to ensure occupational accidents and diseases are minimized within the work environment (Section V of the Factories Act, 1974). The Act expands the definition of factories to include construction sites. It makes reports of accidents, death, injuries and the outbreak of diseases mandatory (Section VII) and empowers the Factory Inspectorate Department to enforce general health and safety conditions within factories. There are also sanctions for non-compliance including fines, jail terms and prohibition of works and closing down of factories. The Act promotes cleanliness, health and safety within the work environment and covers owners, occupiers, supervisors and workers alike.

**Regulation of Wages and Industrial Relations Act 1971 (No 18)**

These regulations specify the collective agreement between Employers in the Building and Construction Trade Group in the Republic of Sierra Leone involving the following Worker Unions:

- Artisans, Public Works, and Services Employees Union;
- General Construction workers Union;
- Skilled and Manual Production workers Union; and
- Sierra Leone Union of Securities, Watchmen and General Workers Union

Conditions of Service issues including Hours of Work (Clause 9), modalities for payment of overtime (Clause 13), Annual Leave and Leave Allowance (Clause 15) and Maternity with full pay for maximum of twelve months (Clause 17), Dirty Work Allowance for workers who come into contact with sewerage, rubbish wood dust and toxic materials (Clause 56) and Termination of Work Contract (Clause 26) are outlined explicitly in the Act.

Health and Safety issues are covered under Clause 37 and 51. They include the Employer providing raincoats, goggles, welding masks, helmets and other safety gear as well as toilet and hand washing facilities for employees. Workers' right to form unions and engage collective bargaining are recognized in Clause 30, while workers right to representation is conferred under Clause 32.

In this Act, Workers Grievance Redress Mechanisms have been explicitly outlined in Clause 29, in a seven step process. The process commences from verbally discussing grievances with immediate supervisors, then to management (employers) and finally petitioning the Minister of Labour and Social Security in the event that work based grievance redress measures fail to resolve the grievance in question. However, time lines for the resolution of grievances are not outlined in this regulation.

**The National Fire Service Act, 1980**

The Act establishes and lay out the constituents of the Sierra Leone Fire Service as well as the National Fire Force. It also empowers the Minister to establish Fire Authorities in designated areas. The Act also grants right of entry to fire and police officers for the purposes of fire prevention and control. This notwithstanding, the Act does not prescribe standards and fire installations for buildings. It does not also enjoin developers to acquire fire permits, certificates or approval from the National Fire Force or Service prior to the construction of buildings.

**Child Right Act, 2007**

Part III of the Act talks about the Employment of Children. It stipulates the minimum age at which free education ends, when children can engage in full time employment or apprenticeship at fifteen (15 years) though the Act allows children to engage in light work (non-strenuous and non-hazardous work) at the age of thirteen (13) but only persons eighteen (18) years and above can engage in hazardous work such as civil works. The Act which prohibits children from working at night also set conditions for apprenticeship.

The Child Rights Act of 2007 confers children the right to legal representation in all proceedings before the Family Court.

**Domestic Violence Act, 2007**

The Act provides reliefs such as protection order for victims of survivors of domestic violence and imposes fine and prison terms on the offenders. Furthermore, Section 23 of the Act grants the Minister of Social Welfare, Gender and Women Affairs the power to make further legislative instruments and

	regulations in for training of the police and court officials, medical assistance, education and counselling as well as other social welfare services for victims.
<b>Motor Vehicle (Third Party Insurance) Ordinance, Cap 133</b>	This Act makes it an offence to operate a vehicle without at least a third party insurance cover and specifies sanctions for offenders (Section 3). According to the Act no motor vehicle will be licensed until it is insured.
<b>Road Traffic Act, 2007</b>	The Act ensures public and road safety. Various offenses under this Act are punishable by spot fines/fines, and imprisonment or both. By the Act, driving unlicensed vehicles, defective vehicles or overloaded vehicles are offences. Part III of the Act, Licensing of Drivers, makes driving without a valid license corresponding to the class of vehicle an offence. Part III also specifies the age limit for driving various categories of automobiles, starting from above eighteen (18) years for private cars and good and service trucks to above 21 years for public service vehicles and heavy duty trucks (Part III Section 2). Dangerous and careless driving, driving under the influence of alcohol and drugs have been specified as offenses under this Act. In addition, Section 120 and 121 under Part XI – Restrictions on Road use for Road Safety, provides areas, including along footpaths and places reserved for persons with disability, where parking is prohibited.
<b>Persons with Disability Act, 2007</b>	Per Section 24(2) this Act, public buildings/facilities that are accessed by the general public are to be disability friendly, while Section 14 (2) enjoins government to adapt existing structures to enhance access by persons with disability. In Section 20 and 21 of the Act, it is an offence to deny a person contracts and employment opportunities on the basis disability.
<b>Prevention and Control of HIV and AIDS, Act 2007</b>	The Act seeks to control the spread of HIV-AIDs and prevent discrimination against Person Living with HIV/AIDS. Prevention and Control of HIV and AIDS, Act 2007 enjoins government to create awareness about the mode of transmission and support for Person Living with HIV/AIDS. Section 23 establishes that discrimination of Persons Living with HIV/AIDs in terms of access to employment, health services and education as an offence. while Section 11 also prohibits testing for HIV/AIDS as a condition for gaining employment. Section 21 also makes deliberate or recklessly transmission and non-disclosure of HIV/AIDS positive status prior to sexual encounter an offence.
<b>National Environmental Policy (NEP) 2013</b>	The National Environmental Policy seeks to achieve sustainable development in Sierra Leone through the implementation of sound environmental management systems which will encourage productivity and harmony between man and his environment. It also promotes efforts which will prevent or eliminate damage to the environment and biosphere and stimulate the health and welfare of nationals, and serves to enrich the understanding of ecological systems and natural resources important to the Nation. Thus the key objective of the policy is to secure for all Sierra Leoneans a quality environment that can adequately provide for their health and well-being. The policy indicates inter sectoral synergies in major areas for policy formulation. It takes into consideration major sector goals and policies for enhancing sustainability in environmental management systems. Sectoral policies highlighted in the policy of relevance to this project are land tenure, land use and soil conservation, water resources management, biodiversity and cultural heritage, air quality and noise; sanitation and waste management, toxic and hazardous substances, working environment (Occupational Health and Safety), public participation and gender issues and the environment;
<b>Sierra Leone Local Content Policy of 2012</b>	The Local Content Policy is aimed at promoting growth and development of the domestic private sector by creating linkages with the large domestic and foreign firms through the utilization of local resources and products, and to promote the integration of the Sierra Leoneans in all economic activities. It also encourages sectoral policies and projects to promote the utilization of locally available Sierra Leonean goods in the industrial and manufacturing sectors as well as support the growth of small and medium enterprises through targeted government procurement and promote a culture of local ownership and participation in aspects of productive work.

## 2.2 The World Bank Safeguard Policies

Only two out of the ten World Bank environmental and social safeguards policies are triggered under this project. These are OP/BP 4.01–Environmental Assessment and OP 4.11-Physical Cultural Resources. This is because there are no waterbodies and natural habitats within the immediate project zone. The use of forest resources under project will be insignificant and no involuntary resettlement is envisaged under this project. Although the project is not located close to any known cultural heritage site (sites for archaeological paleontological, historical, architectural, religious, aesthetic or other cultural significance), OP 4.11 is triggered as a precautionary measure in the event of a chance find of significant cultural value during excavation.

OP 4.01 is considered to be the umbrella policy for the Bank's environmental safeguards policies. It is used to identify, avoid, and mitigate the potential negative environmental impacts associated with Bank lending operations as well as to improve decision making, to ensure that project options under consideration are sound and sustainable, and that potentially affected people have been properly consulted.

OP. 4.11 seeks to address physical cultural resources. The objective is to assist countries to avoid or mitigate adverse impacts and physical cultural resources from development projects. The OP for the purposes of screening outlines the kind of projects that should be classified as Category A or B projects based on the following:

- project involves significant excavation, demolishing, movement of earth, flooding or other environmental changes; and
- projects located in, or in the vicinity of physical cultural resources site

The policy enjoins the borrower to consult relevant government agencies, civil societies/Non-Governmental Organizations, experts and project affected persons/groups as part of the environmental assessment. In the policy, disclosure of same in a manner acceptable to the Bank, relevant experts, the borrower, project affected persons and other stakeholders is prescribed.

### **2.3 World Bank Environmental Screening Categories**

Screening of sub-projects prior to their implementation is a key requirement of World Bank funded projects. Screening is carried out to decide whether a sub-project requires assessment or not, and the level of assessment that may be required. Upon screening, a determination is made for the next step and the level of assessment that will be required for each sub-project.

OP/BP. 4.01 classifies projects into four (4) categories, namely Category A, B, C and FI. Category 'A' projects are considered as highly risky, with potentially irreversible and unprecedented impacts, or complex. Such projects require full Environmental and Social Impact Assessment (ESIA). Projects are categorised as 'B', if the adverse environmental and social impacts on human populations or environmentally important/sensitive areas-including wetlands, forests, grasslands, and other natural habitats are less adverse than those of Category 'A'. The impacts of projects under Category 'B' are site specific, few of them are irreversible, and mitigation measures are easier to be defined as compared to Category 'A' projects. Such projects require action plans such as Abbreviated Resettlement Action Plans (ARAP), Resettlement Action Plans (RAP), Environmental and Social Impact Assessment (ESIA) or Environmental and Social Management Plans (ESMPs). A project is classified as Category 'C' if it is likely to have minimal or no adverse environmental impacts. Finally, by the World Bank classification, Category 'FI' projects involve investments of the Bank funds through a financial intermediary, in projects that may result in adverse environmental impacts.

The World Bank rates this sub project as Category B under BP/OP 4.01. This implies that the expected environmental impacts are largely site-specific. Few, if any, are irreversible. Mitigation measures can be designed relatively readily. The Bank has indicated that an ESMP should be prepared for review and approval by the Bank prior to the commencement of works.

### **2.4 World Bank Group EHS Guidelines, 2007**

The Environmental, Health, and Safety (EHS) Guidelines are technical reference documents with general and industry-specific examples of Good International Industry Practice (GIIP), as defined in IFC's Performance Standard 3: Resource Efficiency and Pollution Prevention. The EHS Guidelines contain the performance levels and measures that are normally acceptable to the World Bank Group and are generally considered achievable in new facilities at reasonable costs by existing technology. For World Bank funded projects, application of the EHS Guidelines to existing facilities may involve the establishment of site-specific targets with an appropriate timetable for achieving them. The environmental assessment process may recommend alternative (higher or lower) levels or measures, which, if acceptable to IFC/World Bank, becomes project- or site-specific requirements.

### **2.5 Institutional Framework for Implementing the Works**

Harmonizing and Improving Statistics in Ghana, Liberia, Sierra Leone, Burkina Faso, Cabo Verde, Cote d'Ivoire, and Togo is a regional project in West Africa supported by the World Bank and other donors.

The project has the overall objective of strengthen the statistical systems of selected countries and regional bodies in Africa to produce, disseminate and enhance the use of core economic and social statistics. The project intends to support the rehabilitation/remodeling and expansion of the Head Office building of Statistics Sierra Leone. The implementing agency of the project is Statistics Sierra Leone.

Statistics Sierra Leone is the government agency in Sierra Leone responsible for coordinating, collecting, compiling, analyzing and disseminating official statistics to assist informed decision-making, and discussion within the government, business community, development partners and other stakeholders. As per the establishing Act of the organisation, the Statistician General, who is the administrative and technical head of the organisation, is responsible for the day to running of the organisation with the support of a Deputy Statistician General. At the head office, there are six departments and nine divisions, each with a director as its head. The heads of the various departments and divisions constitute the management team.

The departments are Research and Innovation, Monitoring, Evaluation and Training Procurement, Human Resource, Finance, Administration and Department in Charge of Regional and Direct Offices. The divisions which constitutes the technical wing of the organisation. They are National Accounts and Economic Statistics, Censuses and GIS, Demographic Health and Social Statistics, Data Science, National Statistical System, Finance and Support Services, Operations, Internal Audit and Compliance as well as Communications and Public Relations.

In Sierra Leone other institutions whose legal mandates make them responsible for development control, environmental, health and safety issues that relate to projects of this nature are the Sierra Leone Environmental Protection Agency, Ministry of Works and Public Assets, Ministry of Health and Sanitation and the Free Town City Council. Others are Ministry of Labour and Social Security, Ministry of Gender, Children and Social Welfare as well as the Ministry of Health and Sanitation.

## 3. Project Description

### 3.1 Project Location and Size

Statistics Sierra Leone (8° 28'57.97" N; 13°13'50.30"W) is located on a 0.9-acre plot along A.J. Mommoh Street in Tower Hill, Central Freetown. It shares a common boundary with the West African Examination Council in the North and the Girls Guide Office in the South. The office is bounded in east and west by Mother's Union Lane and A.J. Mommoh Street respectively (see in Appendix A for locational map of the site). Along the Mother's Union Lane, there are private developments including Marina House Birth Centre and Women's Health Service (Clinic), whereas Bern Lynn Nursery Preparatory School is located across A.J. Mommoh Street (see Plate 7 and 8 for pictures of A. J. Mommoh Street and Mother's Union Lane respectively). The Stats-SL offices can be accessed from the Circular Road via A.J. Mommoh Street in front of the National Fire Force, Sierra Leone. The office is also accessible from the Gloucester Street via A.J Mommoh Street in front of the British Council (see Appendix B for locational map of the Stats SL Head Office Building).

### 3.2 Preliminary Design Assumption

The preliminary design (see Appendix D) is based on the assumption that additional columns will be raised from the ground to bear the load resulting from the additional floors. The feasibility of this assumption has not been subjected to any structural integrity test on the existing structure nor a geo-technical investigation to ascertain ground and ground water conditions. Hence, ESMP is not in a position to conclude on the safety/feasibility or otherwise of the preliminary design proposal.

### 3.3 Project Components

The project components as well as the description of the existing Stats SL Head Office Building are presented in Table 5.

**Table 5: Description of Existing Stats SL Head Office Building and Project Components**

Project Component	Description	Details
<b>Description of the Existing Building and Related Infrastructure</b>	The existing Stats SL building is a single storey (ground floor and first floor) U shape sandcrete building with a basement, roofed with asbestos (see Plate 6 in Appendix A for the asbestos roof) and corrugated metal sheets (Plate 1 to 3 in Appendix A for views for the Stats SL Head Office Block). The West Wing ground floor accommodates Data Services and Operations, while the first floor has the Economics and National Accounts Division as well as the Human Resources and Administration Department. On the East Wing, the ground floor accommodates the Demographic Health and Social Statistics Division and the Census Geographic Information System Division. The First Floor of the West Wing has the offices of the Statistician General and his Deputy as well as the Board Room. The inter connection between the West and East has a canteen, stores, rest rooms for males and females and an office of Communication and Public Relations Department, while the first floor has a library/resource centre, office for the Human Resource Department and rest rooms for males and females. Other structures on the site are a security post at the entrance of the premises and a drivers' common room, located south west of the main office block. It is estimated that 150 persons work on the premises. This is expected to increase to two hundred (200) post construction.	
<b>Proposed Rehabilitation Works (Stats SL Head Office Building)</b>	The basement, ground and first floor of the existing will be maintained. This notwithstanding, the ground and first floors will be rehabilitated and remodelled. The ground floor will have the reception and twenty-five (25) rooms to be used as offices, while the first floor will have eighteen (18) rooms, while the second and third floors will have thirteen (13) rooms each. Each floor will have a reception. The building has two entrances (see Appendix D for Preliminary Architectural Designs).	
<b>Proposed Expansion Works (Existing Stats SL Office Building)</b>	The proposed expansion involves the construction of three (3) additional floors on top of the existing office building. Improving internal supply of water and electricity with the existing office block as well as extending same to the new floors. Glazed windows will also be installed. The third and fourth floors will have eighteen (18) rooms each, while the second floor will have thirteen (13) rooms each. Each floor will have a reception. Two (2) lifts have been provided to aid mobility especially for person with disability (mobility). Both lifts will be installed on the western wing, one is west of the reception	

while the other is opposite the staircase at the entrance (see Appendix D for Preliminary Architectural Designs).

<b>Telecommunication</b>	Cable ducts will be laid to facilitate easy extension of telecommunication facilities into the new office building. Telephone and internet connection points of access will be provided within the building. Cables for internet, telephone, WLAN and LAN networks will be replaced in the old structure and extended into offices within the new floors.
<b>Solid and Liquid Waste Management</b>	<p>With a daily projected population of 200 persons during post construction phase, it is anticipated that 100 kilograms of solid waste will be generated at the head office daily based on an estimated refuse generation capacity of 0.5 kg/person/day. Statistics Sierra Leone currently out-sources premises cleaning and the lifting of solid waste (refuse) to a private company, Mr. Klin Cleaning Services Company Limited. This arrangement will be continued during the post construction period.</p> <p>Plastic bins will be provided in the various departments of the office block and other general areas on the premises. These covered bins will be emptied into a vented skip within a holding area daily. The holding area will be directly accessible from the entrance so that it can be easily accessed by the collection truck. Refuse collection will be undertaken at least three times a week. Refuse will be lifted from the premises at night or at dawn in order not to unduly interfere with traffic during the day. Refuse will be disposed of at Kington or Bomeh disposal sites. These dump sites have not been engineered but they are the approved final disposal sites by the Ministry of Health and Sanitation.</p> <p>From the proposed preliminary design, each floor of the proposed structure will have eight (8) rest rooms; three for males and five for females, making a total of 24 rest rooms. Liquid waste from the rest rooms and the canteen will be channelled through PVC pipes into the existing septic tanks, which will be dislodged once a year or when full, whichever occurs first. The dislodged sewerage will be sent to the approved final disposal site at Kington (White man's Bay). At least one toilet facility on each floor will be disability friendly.</p>
<b>Electricity Supply</b>	The existing office has access to grid electricity. Power is supplied from the Electricity Distribution and Supply Authority network. Currently, there is a low voltage line along the Mothers Union Street. Power to the existing building is tapped from this service line. There will be the need to estimate the additional load resulting from the proposed expansion to determine the need for a dedicated transformer to accommodate the additional load or otherwise. Internal connections within the additional floors will be in conduits. All electrical cables will be BS 6004:2000, BS 6007:2006, approved equals or better. Approval for the type of electrical cables to be used for the project should be given by the Electricity Distribution and Supply Authority, Supervising Consultant and the National Fire Force prior to procurement and installation. Liquid Emitting Diode (LED) bulbs will be used in the building to conserve energy and minimise in-door temperature.
<b>Water Supply</b>	The Guma Valley Water Corporation supplies pipe borne water to the Statistics SL-premises. Water is supplied from the reservoir at Tower Hill. There is a 4-inch pipe line along A.J. Mommoh Street that supplies water to the office. Under the project, the existing supply line will be realigned taking into account the proposed rehabilitation of A.J. Mommoh Street. As demand exceeds peak daily supply (80,000 cubic litres) in Freetown, water is not supplied to the premise every day, it is rationed at least every other day for a period of between four (4) to six (6) hours. Water shortages are reported in the dry season. Within the premises, water is pumped into 8 poly tanks with an estimated total capacity of 6,000 litres. Currently, the daily existing demand for the office with an estimated population of 150 is 7,500 per day based on the assumed per capita demand of 50 litres per person in the office. With a planned population of 200 post construction, the estimated daily demand for the office is expected to increase to 10,000 litres per day. Additional storage facilities will be required

### **3.4 Proposed Project Activities, Workforce, Equipment and Duration**

Specific activities to be undertaken as part of the rehabilitation/remodelling of the Stats-SL Head Office are demolishing of walls to make way for extensions and re-enforcements, removal of the existing roof and rotten timber members and subsequently re-roofing the new structure. There will be replacement of old existing electricity and electronic cables and sockets

The expansion work includes the construction of three (3) additional floors on top of the existing structure, fixing of doors and windows, painting and tiling of the floor as well as fixing of air conditioners. Other project activities include plumbing, replacement old electricity and electronic cables in the existing office block and providing same in offices within the new floors.

It is estimated that a maximum of twenty (20) workers will be working on site at any point in time. These include masons' carpenters and building technicians. No work camps will be established as part of the project. Workers will commute to work on site daily. Some of the equipment that will be used on site are wheel barrows, concrete mixers, power drills and jack hammers. The project is expected to be fully completed in 2 years.

## 4. Baseline Conditions

The baseline information covers the immediate project environs. Baseline information were acquired through the following means; site visits and inspections, literature reviews and consultations with stakeholders. The report considered the adjoining land uses, natural and socio-economic environment of the project zones (see Table 6 for details).

**Table 6: Baseline Conditions of the Project Environs**

Category	Variable	Description of Baseline Conditions
<b>Land use</b>	<b>Land use Activities within the Immediate Project Environs</b>	The site is located within Tower Hill, which is a built up civic zone. Major offices within the project zone are the headquarters of the West African Examination Council, headquarters of the Sierra Leone Fire Force and the British Council. There is also a nursery and preparatory school, the Girls Guide Office, Greek Orthodox Church and a clinic within the project environs (ref Appendix C for Google Earth Image of the Project Environs).
<b>Natural Environment</b>	<b>Topography</b>	The site slope gently towards the east. The highest point on the premises is 239 feet above sea level which occurs on the north western portion of the site, while the lowest point occurs (210 feet above sea level) occurs on the north eastern section of the premises.
	<b>Climate</b>	The Freetown experiences high temperatures throughout the year. The hottest month is April just before the main rainy season, with mean temperature of 31.2° C over the past decade, while the coolest month is August (23° C over the past decade). The rainy season is from May to November while the dry spell lasts from December to April. The average annual rainfall is 2945.3mm.
	<b>Geology and Soils of the Project Site</b>	The geology of Freetown consists of Mesozoic intrusion referred to as the Freetown Complex. The complex primarily consists of gabbro and other igneous rocks. Since no geo-technical investigation of the site has been undertaken, the geology, soil characteristic as well as ground water conditions of the proposed site for the civil works could not be ascertained. This study needs to be conducted to ascertain whether the ground will be stable enough to support additional load or some form of treatment will be required. Geo-technical investigations will also inform design of foundation and structure members of the additional floors. These are critical issues that will determine engineering feasibility of the proposed rehabilitation and expansion works. Once these studies are completed this section of the report will be updated with the findings of these studies
	<b>Ambient Air and Noise Levels</b>	Ambient air quality is satisfactory at the premises. There are no activities within the premises and its immediate environs that generate excessive dust and emissions as well as noise. The site is located in a civic zone. The sources of noise and emission are moving vehicles and human activities along a A.J. Mommoh Street. These are minimal as the project zone largely a civic area with a lot of offices. During the hamattan/dry season dust levels may be elevated due to the influence of the north east trade winds.
<b>Socio-Economic Environment</b>	<b>Population of the Project's Sphere of Influence</b>	Although the Stats SL head office to be rehabilitated/remodelling and expanded is located in Tower Hill, Freetown, its sphere of influence in terms of its core functions extends to the whole of Sierra Leone. The 2015 Population and Housing Census puts the total population of Sierra Leone at 7,092,113 (Statistics Sierra Leone, 2016). Based on a growth rate of 2.13% per annum, the total population of Sierra Leone is currently (2019) estimated to be 7,813,215, of which males constitute 3,898,013 (49.9%) while females are 3,915,203 (50.1%).
	<b>Gender Based Violence in Sierra Leone</b>	The legacy of the conflict in Sierra Leone, both in terms of widespread sexual violence and the changes in gender roles brought about by violence and displacement, has influenced the nature and extent of GBV in the post-conflict phase (Barnes, Albrecht & Olson, 2007). According the United Nations Global Database on Violence against Women, Lifetime Physical and/or Sexual Intimate Partner Violence Sierra Leone is estimated at 45% while Sexual Intimate Partner Violence in the last 12 months is estimated at 29%. Sierra Leone is ranked 150 out of 160 countries on the Gender Equality Index. Women have been offered limited assistance to deal with the health, psychosocial and economic consequences of sexual violence experienced during the war and the continued discrimination they face in the post-conflict phase (Barnes, Albrecht & Olson, 2007).
	<b>Economic Activities within the Immediate Project Environs</b>	There are no economic activities within the premises of Statistics-SL. However, there are a few petty traders and food vendors who operate behind the fence wall of the organisation along A.J. Mommoh Street. The food vendors sell cooked rice and cassava. Other economic activities in the project zone are retailing of fruits, soft drinks and biscuits and call cards on a micro scale.



## 5. Stakeholder Consultation

### 5.1 Stakeholder Identification

Stakeholder identification and consultation is an integral part of an Environmental and Social Management Plan. Primary stakeholders are directly affected by the project impacts and outcomes, while secondary stakeholders are affected only indirectly. Statistic Sierra Leone is the primary stakeholders of this project, while Ministry of Social Welfare, Gender and Children's Affairs, Guma Valley Water Company, Freetown City Council, Ministry of Works and Public Assets, National Fire Force, informal discussion with the Environmental Protection Agency as well as Intercontinental Consultancy Service, MAS Company(SL) Limited, Marina House-Birth Centre and Women's Health Services, Berny Lyn Nursery Preparatory School and Food Vendor in front of SL-Stats Office Buildings are the secondary stakeholders identified under this project. These stakeholders were identified based on review of safeguards reports for similar office refurbishment assignments.

The stakeholders consulted were the Commissioner of Labour, officials of the Ministry of Social Welfare, Gender and Children's Affairs, Guma Valley Water Company, Freetown City Council, Ministry of Works and Public Assets, National Fire Force. Informal discussion with the Environmental Protection Agency as well as Intercontinental Consultancy Service, NAS Company (SL) Limited, Marina House-Birth Centre and Women's Health Services, Berny Lyn Nursery Preparatory School and Food Vendors in front of SL-Stats Office Building (see Appendix B: Plate 8 to 18 for consultations pictures and consultation sheets in **Error! Reference source not found.E** for Consultation Sheets). The consultation process involved arranged meetings with stakeholders as well as official letters.

### 5.2 Stakeholder Concerns and Conclusions from the Stakeholder Engagement Process

During consultations at the Freetown City Council, the major issues raised by the Free City Engineer was whether there will be a structural integrity and a geotechnical test while the main concern of the Ministry of Social Welfare, Gender and Children's Affairs was about child labour and safety of children as there is a school within the project vicinity. The issue of marginalization of women in the construction industry was a concern raised by the Ministry. At the National Fire Force, issues raised included fire outbreaks and emergency preparedness. In the case of Marina House-Birth Centre and Women's Health Services (Clinic), issues discussed included, availability of parking for patients' and emergency vehicles as well as potential increase in noise and air pollution during the construction. The conclusions and recommendations from the stakeholders' consultation process as well as issues of concern discussed, number of persons met and date of the consultation are captured among others in Table 7 (see Plate 8 to 18 in **Error! Reference source not found.B** for pictures of consultations and Appendix E for Consultation Sheets).

**Table 7: Consultation Matrix**

*Stakeholder	Date of Consultation	Attendance/ No. Of Officials Consulted	Channel of Consultation	Issues Consulted On/Issues of Concern	Conclusions Arrived at
<b>Ministry of Works and Public Assets</b>	21 <sup>st</sup> October 2019	1	<ul style="list-style-type: none"> <li>■ Formal Letter</li> <li>■ Properly arranged meeting</li> </ul>	<ul style="list-style-type: none"> <li>■ Engineering investigation and design</li> </ul>	<ul style="list-style-type: none"> <li>■ No structural Integrity test has been undertaken for the proposed project</li> <li>■ No geo-technical investigation report has been undertaken</li> <li>■ Stats SL should write officially to the Ministry for engineer's estimate and request for a list of consultants who can undertake these studies.</li> <li>■ Once an official request is made, the ministry is in a position to prepare a Terms of Reference within two weeks.</li> </ul>
<b>Ministry of Labour and Social Security</b>	21 <sup>st</sup> October 2019	1	<ul style="list-style-type: none"> <li>■ Formal Letter</li> <li>■ Properly arranged meetings</li> </ul>	<ul style="list-style-type: none"> <li>■ Contract and Employee contract issues</li> <li>■ Worker conditions of service</li> <li>■ Safety of workers</li> </ul>	<ul style="list-style-type: none"> <li>■ Factory inspectors will visit the site to inspect the quality of the workshop.</li> <li>■ All foreign workers must take work permit</li> <li>■ Labour Inspectors will deal with contractual issues in line with labour law and the trade group agreements.</li> </ul>
<b>Ministry of Social Welfare, Gender and Children's Affairs</b>	21 <sup>st</sup> October 2019	4	<ul style="list-style-type: none"> <li>■ Formal Letter</li> <li>■ Properly arranged meeting</li> </ul>	<ul style="list-style-type: none"> <li>■ Issues of Child Labour and Abuse</li> <li>■ Membership of Grievance Redress Committee</li> </ul>	<ul style="list-style-type: none"> <li>■ Sensitization training on Child Labour and Gender Based Violence for the Contractor and the workers who will be on site.</li> <li>■ Design of the building should be disability and child friendly.</li> <li>■ The Ministry of Social Welfare, Gender and Children's Affairs must be added to the Grievance Redress Committee</li> <li>■ The FSU of the police should be on the Grievance Redress Committee</li> </ul>
<b>Ministry of Health and Sanitation</b>	23 <sup>rd</sup> October 2019	1	<ul style="list-style-type: none"> <li>■ Formal letter</li> <li>■ Visit to the Stats-SL office</li> </ul>	<ul style="list-style-type: none"> <li>■ Removal and disposal of asbestos roof</li> </ul>	<ul style="list-style-type: none"> <li>■ SL- Stats should write officially to the ministry for a portion of land at the landfill site to dispose of the asbestos</li> </ul>

				<ul style="list-style-type: none"> <li>Site Visit to the proposed landfill site near Makonkondi</li> </ul>		
<b>Freetown Engineer</b>	<b>City</b>	18 <sup>th</sup> October 2019	1	<ul style="list-style-type: none"> <li>Properly arranged meetings</li> </ul>	<ul style="list-style-type: none"> <li>Whether there will be a structural integrity test and a geotechnical test</li> <li>Issues of Building Permit</li> <li>Ascertain the need to add on to the existing structure</li> </ul>	<ul style="list-style-type: none"> <li>The need to do these tests and submit the results to the appropriate authorities namely, MOWPA, FCC etc.</li> <li>SL STATS must submit design drawings including specifications for review, approval and issuance of a building permit</li> </ul>
<b>National Fire Force</b>	<b>Fire</b>	17 <sup>th</sup> October 2019	3	<ul style="list-style-type: none"> <li>Formal Letter</li> <li>Properly arranged meeting</li> </ul>	<ul style="list-style-type: none"> <li>Project brief including duration</li> <li>Fire outbreaks and preparedness.</li> <li>Whether a fire permit or certification is a requirement for the works.</li> <li>The position of the National Fire Force to give training and sensitization.</li> </ul>	<ul style="list-style-type: none"> <li>Provide National Fire Force with the drawings and designs</li> <li>The Force will advise on the type of fire safety equipment to be used after construction.</li> <li>Electrical cables and sockets must be to the specifications of the British Standard</li> <li>The Force provides training at no cost.</li> <li>Cost of fire extinguishers and other training and demonstration materials are borne by the Client.</li> <li>Provide two (2) trainings and simulation at the construction phase.</li> <li>Provide one (1) training and simulation exercise post construction.</li> </ul>
<b>Guma Valley Water Company</b>	<b>Valley</b>	22 <sup>nd</sup> October 2019	1	<ul style="list-style-type: none"> <li>Formal Letter</li> <li>Properly arranged meeting</li> </ul>	<ul style="list-style-type: none"> <li>Project brief including duration</li> <li>Water supply</li> <li>Review of the internal water supply system</li> <li>Pump efficiency of the pump that supply</li> </ul>	<ul style="list-style-type: none"> <li>The Guma Valley Water Company will consult the Sierra Leone Road Authority (SLRA) on the design of the proposed road and ducts to inform the Company on how the main line will be laid.</li> <li>Stats-SL should provide the site plan of the premises to aid the determination of the entry point.</li> </ul>

<b>Food Vendors</b>	16 <sup>th</sup> October 2019	5	<ul style="list-style-type: none"> <li>Individual/informal Meetings</li> </ul>	<ul style="list-style-type: none"> <li>Estimated demand of Stats SL is 10,000litres per day.</li> <li>Project brief including duration</li> <li>Contractor's workers buying items on credit</li> <li>Theft</li> </ul>	<ul style="list-style-type: none"> <li>Guma Valley Water Company will advise on internal connections</li> <li>The Contractor to paste warning signs to prevent over speeding in their vicinity</li> <li>Will boost their sales</li> <li>Traders should not accept buying things on credit</li> </ul>
<b>Marina House-Birth Centre and Women's Health Services</b>	18 <sup>th</sup> October 2019	1	<ul style="list-style-type: none"> <li>Properly arranged meeting</li> </ul>	<ul style="list-style-type: none"> <li>Project brief including duration</li> <li>Noise is a major concern</li> <li>Trucks may block access for patient's vehicles and other emergency vehicles (ambulance)</li> <li>Traffic congestions on the Mothers Union Road</li> </ul>	<ul style="list-style-type: none"> <li>Recommended that construction activities should begin after 9.00am and not to exceed 5.00pm</li> <li>The Contractor should communicate with the hospital about the works, especially when noise generation activities will be undertaken</li> <li>To be informed about any power outages ahead of time</li> </ul>
<b>Bern-Lyn Nursery Preparatory School</b>	17 <sup>th</sup> October 2019	1	<ul style="list-style-type: none"> <li>Formal Letter</li> <li>Properly arranged meeting</li> </ul>	<ul style="list-style-type: none"> <li>Project brief including duration</li> <li>Accidents as students cross the road to buy food</li> <li>Noise pollution</li> <li>Illicit sexual relationship, rape and defilement involving construction workers and the pupils</li> </ul>	<ul style="list-style-type: none"> <li>Stats-SL should provide the contact of personnel who incidence of rape, defilement and other bad behaviour will be reported to.</li> <li>Contractor should have embossed construction vehicles with identification numbers in other to report them to the appropriate authority in case of over speeding or careless driving</li> <li>School authorities will talk to the teachers and students not to go near the construction site</li> <li>Recommended that noise generation activities should be undertaken during the weekends or after 2.30pm.</li> </ul>
<b>MAS Company (SL) Limited</b>	18 <sup>th</sup> October 2019	1	<ul style="list-style-type: none"> <li>Formal Letter</li> <li>Properly arranged meeting</li> </ul>	<ul style="list-style-type: none"> <li>Project brief including duration</li> <li>Noise Pollution</li> </ul>	<ul style="list-style-type: none"> <li>Contractor should barricade the site during construction.</li> </ul>

<b>Intercontinental Consultancy Services</b>	18 <sup>th</sup> October 2019	1	<ul style="list-style-type: none"> <li>■ Formal Letter</li> <li>■ Properly arranged meeting</li> </ul>	<ul style="list-style-type: none"> <li>■ Dust Pollution</li> <li>■ Project brief including duration</li> <li>■ Noise generation</li> <li>■ Prevention of unauthorised persons from accessing the site</li> </ul>	<ul style="list-style-type: none"> <li>■ Residents and neighbours should be notified about the impending project</li> <li>■ Notices and security</li> </ul>
<b>WAEC</b>	16 <sup>th</sup> October 2019	1	<ul style="list-style-type: none"> <li>■ Formal meeting</li> <li>■ Formal Letter</li> </ul>	<ul style="list-style-type: none"> <li>■ Project brief including duration</li> <li>■ Does not have any major issues concerning the project.</li> </ul>	<ul style="list-style-type: none"> <li>■ West African Examination Council indicated that they will respond officially to the formal letter submitted to them by Stats SL. This letter indicated project brief and elicited concerns and inputs from the organization.</li> </ul>

*\*The Girls Guide Office was served with an official letter but they hardly meet so they have not yet responded*

## 6. Potential Environmental and Social Impacts/Risks

### 6.1 Introduction

The project activities including, block laying, plastering, tiling, painting, fixing windows and doors will lead to a number of impacts/risks. This chapter presents the anticipated social and environmental impacts/risks of the proposed civil works. The impacts were identified based on site visits/observations, literature review and stakeholder consultations. Prior to this, Table 8 presents the impacts/risks were assessed.

**Table 8: Definition for Level of Impacts**

Term	Definition
<b>Nature of Predicted Impacts</b>	
<b>Neutral</b>	No overall environmental impact.
<b>Adverse</b>	Negative environmental impact.
<b>Beneficial</b>	Positive environmental impact.
<b>Significance of Predicted Impacts<sup>(1)</sup></b>	
<b>Insignificant</b>	Impact either too small to be measured or, even if quantifiable, not causing any material change in the environment.
<b>Moderate</b>	Impact capable of causing change in the environment but not fundamentally affecting the status, potential productivity, or usage of the environment.
<b>Significant</b>	Impact capable of causing sufficient change in the environment to affect the status, potential productivity, or usage of the environment.
<b>Duration of Predicted Impacts<sup>1</sup></b>	
<b>Short-term</b>	Impact persisting for six months or less (i.e., during construction period).
<b>Medium-term</b>	Impact persisting for between six months and two years (i.e., during initial operations)
<b>Long-term</b>	Impact persisting for longer than two years
<b>Spatial</b>	
<b>Localised</b>	Impact/Risk is limited to the site and its immediate environs
<b>Regional</b>	Impact/Risk is limited to the Freetown city and Western Rural District
<b>National</b>	Impact/risk extends into the national territory
<b>International</b>	Impacts/risks extends beyond national boundaries
<sup>1</sup> The classification of an impact as temporary, short-term, or long-term is purely descriptive and does not, of itself imply a degree of significance or acceptability (thus, a temporary impact may also be a significant impact, whilst a long-term impact may be insignificant).	

### 6.2 Beneficial Impacts

The following are the anticipated beneficial environmental and social impacts/risks associated with the proposed rehabilitation/remodelling and expansion of the Stats SL Head Office building:

### **6.2.1 Employment and Income Opportunities**

#### ■ *Construction Phase*

Short-term employment opportunities will be generated for unskilled, semi-skilled and skilled labour in the construction sector, ranging from masons, carpenters to building technicians as well as civil engineers, architects and internet service providers during the construction phase of the project. This will lead to improved income profile for workers on the sub-project. In addition, local food vendors and itinerant traders within the project zone will provide food and other retail services for the site workers. It is estimated that about 20 persons will be directly employed on site during the construction phase of the project. Employment generation will enhance the income profile of beneficiaries.

#### ■ *Operational Phase*

Once the office block is completed, Stats SL intends to employ about 50 additional permanent workers to augment the current head office work force. In addition, the enhanced capacity resulting from the rehabilitation/remodelling and expansion works will put Stats SL in a better position undertake more surveys providing more short term jobs for the youth, who will be employed as enumerators and data analysts among others.

Increase in employment at Stats SL also implies that a bigger market and potentially more patronage of the good and services provided by the petty traders along A.J. Mommoh Street.

Both direct and indirect employment opportunities created that will by the project will generate income for the beneficiaries. This notwithstanding, employment generated during the construction phase of the project will be insignificant, short term and localised. In the operational phase, the employment benefits of the project will be long-term, regional but insignificant.

## **6.3 Adverse Impacts**

### **6.3.1 Impact on Material Sources**

The rehabilitation and expansion works will utilise natural resources such as sand, stones, water and wood. These materials will be sourced from existing sand/burrow areas, quarries and wood/lumber merchants. If the Contractor procures these materials from poorly managed and uncertified sources, the possible adverse externalities will include rainwater collecting in the borrow pits and depressions, creating pools of stagnant water.

Stagnant water provides a suitable habitat for breeding mosquitoes and snails that are vectors for the bacteria that cause malaria and bilharzias respectively. The excavated pits could serve as death trap for animals and human beings in the vicinity of the sand and burrow pits. The impact of the project is moderate, medium term and regional.

### **6.3.2 Ponding**

#### ■ *Construction Phase*

Littering of the Stats SL premises with refuse and construction waste by site workers during the construction phase of the project can clog the local drain on the premises that stretches out on to Mother's Union Lane. This may result in ponding the office premises and adjoining properties, when it rains. This impact is moderate, short-term and localized.

### **6.3.3 Exposure to Hazardous Waste (Asbestos Dust from Asbestos Roof)**

#### ■ *Construction Phase*

As part of the rehabilitation works, the existing asbestos roof of the SL-Stats office (see Plate 6 in Appendix A) building will be removed and replaced with Aluzinc roofing. The removal, transportation and disposal of the asbestos roof will pose a health risk to site workers, those in the immediate project

environs and communities along the haulage route as well as those living close to the final disposal site, if not well executed. For example, the World Health Organisation has indicated that exposure to asbestos through inhalation of the fibres (asbestos dust) is a cause of asbestosis and lung cancer.

Exposure to hazardous materials (asbestos dust) is rated as significant. This is because it has the potential to cause death and permanent injury to affected parties. It is regional and long term.

#### **6.3.4 Air Pollution**

##### **■ Construction Phase**

Demolishing of walls as part of the rehabilitation works is likely to increase particulate matter on site exposing workers to upper respiratory tract diseases.

Exposure to cement dust, emissions from paints, thinners and pesticides for treating wood and other solvents as well as delivery vehicles can reduce ambient air quality and put site workers and person working within the project zone at the risk of respiratory tract diseases. This risk is rated moderate, short term and localised.

#### **6.3.5 Noise Generation**

##### **■ Construction Phase**

Intermittent noise would be generated during the implementation of construction activities such as demolishing of walls and the removal of the asbestos roof during the rehabilitation of the existing structure as well as mixing concrete and roofing the additional floors. Background noise level at the site and its immediate environs may also increase intermittently due to the movement of delivery vehicles and haulage trucks entering or exiting the site during the construction phase. Intermittent increase in noise levels can inconvenience workers on site as well as offices and the clinic near the Stats SL premises. The impact of elevated noise levels is rated significant as the project is located in civic zone. The impact of excessive noise generation is short term and localised.

#### **6.3.6 Generation of Non-Hazardous Waste**

##### **■ Construction Phase**

As part of rehabilitation, existing walls of the office building will be demolished, the rotten timber members that support the roof will also be removed. Plastering, painting, laying of tiles and fixing of doors and windows as well as laying of cables will also produce non-hazardous waste materials.

During the expansion other activities on site, including trenching, block work, plastering, painting, laying of tiles and fixing of doors and windows as well as laying of cables will also produce waste materials such as concrete residue, broken cement blocks, cement paper, nails, debris and pieces of wood as well as pieces of electrical and electric cables. Construction waste, if not collected, well stored and disposed of could cause accidents, obstruct the movement of the workers, vehicles and equipment on site and also make the site untidy.

Workers on site will also generate human waste and refuse notably food residue. The waste, if not promptly collected and disposed of can clog drainage channels as well as facilitate the outbreak and spread of sanitary related diseases like cholera. Human waste and refuse will also give of foul odour.

##### **■ Operational Phase**

Waste streams that will be generated by workers and clients who visit the office during the post construction phase of the project includes paper, plastics and food residue. Human waste will also be generated during the operational phase of the project. The generation of waste will have significant impacts on workers at the office in terms of public health as well as reducing the amenity value of the facilities, if not well managed.



Generation of solid and liquid waste during both the construction and operational phase of the project is a significant and regional impact because of its association with the outbreak and spread of sanitary related diseases like malaria and cholera. It is long term in operational phase but short term in construction phase.

### **6.3.7 Occupational Health and Safety Risks**

#### ■ *Construction Phase*

Work related accidents such as burns, falls and cuts may also occur due to human errors, workers not wearing appropriate PPEs required for their assignments, poor installation of equipment like scaffolds and mechanical faults on equipment. Accidents may also result from improper storage of equipment, paints and other solvents and construction materials as well as poor management of construction waste.

Work related accidents, morbidity and mortality risks on site, which can cause injuries, death and loss of property are rated significant because of their capacity to be life threatening but they are localised and short term.

### **6.3.8 Poor Labour Working Conditions**

Workers may be paid rates below the stipulated national minimum wage or may be working under poor service conditions without contracts. If the necessary actions are not put in place to guarantee workers right and stipulate conditions of service to ensure that proper working conditions are implemented on the project.

Poor Labour working conditions is rated moderate, localised and short term.

### **6.3.9 Community Health and Safety Risks**

#### ■ *Construction Phase*

Haulage trucks supplying materials to the site and/or carting waste from the site may be involved in accidents which may involve the general public. Such accidents can cause injuries, fatalities, loss of property and/or traffic disruptions along the haulage routes

Fire outbreaks resulting from electrical faults and negligence of workers, during activities such as welding, can occur during the construction phase. If such fires are not contained or put out immediately, they will spread to neighbouring offices causing injuries and loss of property.

Employees of Stats SL occupying the premises when construction work is on-going can also be involved in accidents such as cuts, pricks, burns and get hurt.

#### ■ *Operational Phase*

Operational phase community health and safety risks, consist of fire out breaks mainly due to electrical faults from air conditioners, servers and other electrical and electronic gadgets within the new building. Fire out breaks may also emanate from over loaded circuits and use of sub-standard electrical cables and sockets.

Community health and safety risks on the site are rated significant, localised and short term.

### **6.3.10 The Incidence of Crime and Conflicts**

#### ■ *Construction Phase*

Civils works can be associated with theft and pilfering of construction materials normally from the general public and site workers. Site workers can also steal from the offices within the immediate project environs and private properties within the immediate project zone. Other crimes include illicit sexual affairs, child labour and drunk driving, which are criminal under the laws of Sierra Leone.

There may also be conflicts arising out of accidents and destruction of property by the Contractor's work force, equipment or vehicles. Crimes and conflicts are rated as moderate, but short term.

### **6.3.11 Increase in Rape, Defilement and other Gender Based Violence**

#### ■ *Construction Phase*

During the construction phase of the project, workers with relatively high incomes will be working on site. The site workers can lure hawkers, food vendors, other petty traders who supply them food and other services and defile or rape them. Workers may also abuse their wives, partners, children, hawkers, petty traders and food vendors physically or verbally over misunderstanding over prices of goods and services and other issues.

The incidence of rape, defilement and other forms of Gender Based Violence are rated significant, short term and localised.

### **6.3.12 Short term Disruption of Work at Stats SL**

#### ■ *Construction Phase*

The proposed civil works will not be compatible with operations at Stats SL Head Office, therefore there will be the need to relocate the head office elsewhere temporarily during the construction phase. This will disrupt the operations of Stats SL. If the works are implemented while employees of Stats SL are still on the premises, it will expose them to risks such as cuts, pricks, falls and being hit by flying or falling objects. There is also potential for conflicts resulting from the shared use of space as the premises is already congested.

The anticipated relocation of Stats SL will not induce any physical or economic losses for employees of the organisation. This is because the employees will be paid their salaries during transition and there will be no loss of assets/structures. The relocation will, however, lead to a disruption in the operations of Stats SL for a few days. Short term disruption of the operations of Stats SL is rated moderate, short term and localised.

### **6.3.13 Chance Find**

Although the project site is neither a designated or known cultural heritage site, during excavation archaeological material may be unearthed. These materials may have a historical, cultural and or religious value. Hence it must be preserved.

Chance finds are rated moderate, short term but national.

### **6.3.14 Disruption of Utility Supply**

#### ■ *Construction Phase*

Electricity and water supply to organisations within the project zone may be temporary suspended in order to tie in the building to the supply network within Tower Hill during the construction phase of the project. This may cause inconvenience to workers and businesses within the project vicinity, especially the West African Examination Council and Mariana House Birth Centre and Women's Health Services (Clinic). This impact is significant as it can lead to loss of lives but localised and short term.

Appropriate mitigation measures for the anticipated impacts/risks identified above are presented as part of the Environmental and Social Management Plan in the next chapter.

# 7. Environment and Social Management Plan

## 7.1 Introduction

This chapter provides a description of the measures that will be implemented to minimize the social and environmental impacts/risks of the proposed sub project as well as an indication of the responsibilities of organizations and individuals who will be involved in the implementation of the ESMP and environmental and social monitoring of the project. The estimated cost of the environmental and social management plan is also presented in this chapter.

## 7.2 Environmental and Social Management Plan (ESMP)

Beneficial and adverse environmental and social impacts will occur during the implementation of the proposed civil works. The ESMP presented in Table 9 below shows the:

- Identified impacts/risks;
- Actions for mitigation related to each impact;
- Cost of mitigation measures (where applicable); and
- Responsible agencies.

**Table 9: Environmental & Social Management Plan: Rehabilitation/Remodelling and Expansion of Statistics Sierra Leone Head Office Building**

Impact	Phase	Mitigation Measures	Location	Responsibility of Implementing Mitigation Measures	Cost (USD)
Ponding	Construction	<ul style="list-style-type: none"> <li>Material stockpiles will be bonded and covered with tarpaulin or an approved material</li> <li>The Contractor will clean the site after every day's work</li> </ul>	Project Site	Project Contractor	<b>No Separate Cost</b>
<b>Impact on Material Sources</b>	Construction	<ul style="list-style-type: none"> <li>No sand/burrow pit will be opened by the Contractors</li> <li>The Contractor will procure materials (sand, wood and aggregates) from third party suppliers certified by the Ministry of Environment and Housing, SL-EPA or a Local Council</li> <li>Cost of re-instatement of material sources is implicit in the unit cost of the various materials (sand, gravel and quarry products)</li> </ul>	Burrow Quarries	pits/ Suppliers	<b>No Separate Cost</b> (Cost will be covered in the unit cost materials in the BOQ)
<b>Increased exposure to hazardous waste (Asbestos Dust)</b>	Construction	<ul style="list-style-type: none"> <li>Site for the final disposal of the asbestos roof has been identified by Stats SL, Ministry of Health and Sanitation and Western Rural District Council. This is part of an 80-acre site earmarked for land fill site near Makonkondi in Western Rural District, 40 km from the Stats SL office. This is public land which is unencumbered. Only 400 squares metres (20m X 20m) of this site will be acquired for disposal of the asbestos roof.</li> <li>The following will be undertaken after notifying the Supervising Consultant, Ministry of Health and Sanitation and the Western Rural District Council of the intended removal and disposal of the asbestos roof: <ul style="list-style-type: none"> <li>The asbestos sheets will be dowsed with water and cut into appropriate sizes with snap cutters for easy transportation;</li> <li>The asbestos sheets will be wrapped with polythene material and sealed with duct tape to make them airtight.</li> <li>They will be marked as "hazardous material" and transport to the site for burial in a lined (geo textile) pit to prevent seepage and laterite will be spread over it to a thickness of 20cm.</li> <li>The area will be fenced and markers/warning signs will be placed in the vicinity.</li> <li>Personnel clothed in rubber coverall with hoods and non-laced rubber boots, wearing respiratory protective equipment with a HEPA filters will be used in the removal and disposal of the old asbestos sheets</li> <li>All PPEs used in the operation will be disposed of with the asbestos</li> </ul> </li> </ul>	Stats SL Head Office Premises/ Final Disposal Site near Makonkondi	Project Contractor	<b>USD 7,900.00</b>  (Cost covers USD 1,500.00 for acquiring the land, USD 500.00 haulage cost, USD 2,000.00 for digging a 500m <sup>3</sup> pit, USD 1,500.00 for fencing the pit, USD 400.00 for providing warning signs, USD 1,000.00 for procuring geo-textile material and USD 1,000.00 for procuring masks, overalls boots etc for the 5 persons who will be involved in the removal and disposal of the asbestos roof)

Impact	Phase	Mitigation Measures	Location	Responsibility of Implementing Mitigation Measures	Cost (USD)
<b>Air and Noise Pollution</b>	Construction	<ul style="list-style-type: none"> <li>Noise generation activities and delivery of supplies to site will be undertaken over the weekends and/or before 8.00 am and after 5.00pm when official business has not commenced or is over</li> <li>In the event that noise generation and air pollution activities have to be undertaken during office hours, the school, clinic, offices and petty traders within the project environs will be notified at least 24 hours' prior of the commencement of such activities</li> <li>All equipment will be service at least once a month</li> <li>Painters and workers engaged in the treatment of wood off site will made to wear in nose masks, gloves, overall and boots;</li> <li>Equipment and vehicles will be turned off when not in use</li> <li>Debagging of cement will be done in an enclosed area by workers wearing appropriate Personal Protective Equipment (PPE) such as hard hats, reflector jackets, overalls and others such as nose masks with HEPA filters, hand gloves and ear plugs.</li> <li>Haulage and delivery trucks as well as equipment on haulage routes will be made to drive at a speed less than 20km/h</li> <li>Haulage trucks will be covered with tarpaulin</li> <li>Concrete mixers will be fitted with mufflers to minimise noise</li> </ul>	Stats SL Head Office Premises /Immediate Project Environs /Along Haulage routes	Project Contractor	<b>No Separate Cost</b> (Cost included in the BOQ)
<b>Generation of Waste (Non-Hazardous Waste)</b>	Construction	<ul style="list-style-type: none"> <li>Off cuts from pipes, cables and electrical fittings as well as broken tiles will be re-used by the Contractor for other civil works elsewhere;</li> <li>Wood residue, cement blocks and other waste will be used as fill material;</li> <li>Waste that cannot be reused will be transported to the approved landfill site (Bomeh or Kington);</li> <li>Empty paint and solvent containers will be collected and kept in a well ventilated store room with a paved floor and returned to suppliers to be re-used;</li> <li>Two (2) mobile toilets, one (1) for male and one (1) for female, and four (4) refuse bins will be provided on site;</li> <li>Mobile toilets will be dislodged after close of work every day</li> <li>Refuse will be collected by a private refuse collection company three times a week</li> </ul>	Stats SL Head Office Premises	Project Contractor	No Separate Cost (Cost to be included in the BOQ)
	Operational	<ul style="list-style-type: none"> <li>Refuse bins will be provided in each office;</li> <li>Eight (8) refuse bins will be provided in the refuse holding area</li> <li>Stats SL will outsource cleaning of the premises and refuse collection and disposal to a private entity as is currently the case</li> <li>The refuse bins will be emptied three times a week and sent to the approved landfill site</li> <li>Liquid waste will be channelled into in situ septic tanks.</li> </ul>	Stats SL Head Office Premises	Stats SL	<b>USD 400.00</b> (Cost covers the supply of eight (8) refuse bins @ USD 50.00 per bin)

Impact	Phase	Mitigation Measures	Location	Responsibility of Implementing Mitigation Measures	Cost (USD)
<b>Accidents/ Occupational Health and Safety Risks</b>		<ul style="list-style-type: none"> <li>Septic tanks will be dislodged at least once a year or when it is full, whichever occurs earlier.</li> </ul>			
	Construction	<ul style="list-style-type: none"> <li>The site will be hoarded to prevent unauthorised persons from accessing the work areas;</li> <li>Hoarding of the site will be undertaken using aluminium sheets or an approved material by the Supervising Consultant;</li> <li>Trenches will be covered immediately they are not required;</li> <li>All trenches will be barricaded with caution tapes;</li> <li>Water collected in trenches will be pumped out daily after work;</li> <li>Equipments and vehicles will be turned off when not in use;</li> <li>Cement will be debagged in an enclosed area by workers wearing nose masks, ear plugs, goggles, overall and boots;</li> <li>Scaffolds will be used for activities above 2 metres;</li> <li>Scaffolds will be on solid footings not on boxes, loose bricks and stones, etc.;</li> <li>Scaffolds will have guardrails, midrails and toe boards;</li> <li>Scaffolds will be mounted be at least 3 metres away from any electric power line.</li> <li>Scaffolding will be inspected each time it is mounted by a competent site engineer (Supervising Consultant)</li> <li>Two (2) mobile toilets, one (1) for males and one (1) for females and three (3) refuse bins will be provided on site for site workers;</li> <li>Prohibitive, warning and directional signs will be provided on site;</li> <li>All workers will undergo medical screening before they are employed on site;</li> <li>Only healthy workers will be employed on site</li> <li>Opportunities such as wardens, which are not strenuous, will be reserved for Persons Living with Disability;</li> <li>Potable water will be provided for site workers;</li> <li>At least four (4) fire extinguishers, four (4) First Aid Kit will be provided on site and made accessible to site workers to use in case of emergency;</li> <li>All workers will be given contracts specifying the type of work they are to undertake and their remuneration package as well as the conditions of service in line with the Regulation of Wages and Industrial Relations Act 1971 (No. 18)</li> <li>Personal Protective Equipment (PPE), namely, hard hats, reflector jackets, overalls and boots will be provided for all workers on site and others such as nose masks, hand gloves and ear plugs will be provided for workers whose tasks require these PPEs;</li> </ul>	Stats Office SL Head Premises	Project Contractor	<b>USD 4,000.00</b> <i>(Cost covers the organisation of four (4) occupational health and safety training programmes. Cost of PPEs, refuse bins, First Aid Kits etc during the construction phase will captured in the BOQ)</i>

Impact	Phase	Mitigation Measures	Location	Responsibility of Implementing Mitigation Measures	Cost (USD)
		<ul style="list-style-type: none"> <li>■ The use of PPEs will be enforced by the Contractor</li> <li>■ Clear sanctions and rewards for non-compliance and compliance respectively in respect of the wearing and use of PPEs will captured in the Code of Conduct (see Appendix G for Sample Code of Conduct) to be signed by the Contractor and his/her employees;</li> <li>■ A Health and Safety Officer will be employed to oversee the environment, social health and safety aspects of the assignment by the Contractor, including hold daily briefing sessions (tool box meetings) with site workers prior to commence of work and enforcing a “No PPE–No site entry policy”;</li> <li>■ The Contractor’s Health and Safety Officer will be responsible for organising daily tool box meetings before the commencement of the day’s work</li> <li>■ The contact numbers of the nearest health facility, fire station and police station will be pasted at visible points on the Stats SL premises and on the fence of Stats SL along A.J Mommoh Street and Mother’s Union’s Lane;</li> <li>■ Saw dust and other spill containment materials will be provided on site</li> <li>■ Three (3) training programme in occupational health and safety as well as emergency response e.g. spill containment for the employees of the Contractor will be conducted</li> <li>■ An emergency exit will be provided along Mother’s Union Lane for use in case of any emergency</li> <li>■ All fuels/lubricants, equipments will be parked on impervious surfaces which will also be well ventilated</li> <li>■ Three (3) fire prevention and containment training sessions will be undertaken for the employees of the Contractor</li> </ul>			
<b>Community Health and Safety Risks</b>	Construction	<ul style="list-style-type: none"> <li>■ The Stats SL head office will be relocated to a temporary accommodation to be provided by the Ministry of Works and Public Assets during the construction phase</li> <li>■ Delivery trucks and construction vehicles will be made to drive below the 20km/hr speed limit;</li> <li>■ Wardens will be placed at the security house at the entrance of the premises at all times to prevent unauthorised persons from accessing the working zone</li> <li>■ Visitors on the site will be screened and provided with the required PPEs e.g. reflector vests, hard boots and helmets and made to wear them whiles on site</li> </ul>	Stats SL Head Office Premises /Project Environs	Project Contractor	<b>No Separate Cost</b> <i>(Cost to be captured in the BOQ)</i>

Impact	Phase	Mitigation Measures	Location	Responsibility of Implementing Mitigation Measures	Cost (USD)
	Operational	<ul style="list-style-type: none"> <li>Warning, mandatory, prohibitive and directional signs will be provided on site to guide site workers and visitors who will access the project building during the construction phase</li> <li>In addition to the formal vehicle registration numbers, all construction vehicles, haulage trucks and equipment will be clearly/boldly embossed with a two-digit identification numbers in front, at the back and sides for easy identification</li> <li>The contractor will emboss the company's phone contact boldly on all vehicles and equipment</li> <li>One (1) Fire Prevention/Safety Training and Simulation Session will be undertaken to sensitise employees of Stats SL prior to their occupation the new building</li> <li>All electrical and electronic gadgets will be serviced in line with manufactures guidelines or twice a year, which is more stringent</li> <li>All lights and electrical/electronic equipments that are not in use during office hours or at the end of the days' works will be put off or shut down</li> <li>An emergency exit will be provide along Mother's Union Lane</li> </ul>	Stats SL Head Office Premises	Stats SL	<b>USD 4,000.00</b> <i>(Cost covers the procuring materials such as smoke detectors, fire extinguishers etc for demonstration and simulation as well as training)</i>
<b>HIV/AIDS, STI and Illicit Sexual Affairs</b>	Construction	<ul style="list-style-type: none"> <li>The Contractor's employees will be sensitised on the dangers associated with illicit sexual affairs, e.g. risk of catching STDs and criminality, two (2) times during the project duration</li> <li>Two (2) HIV/AIDS/STI Awareness training will be provided for employees of the Contractor/Supervising Consultant prior during the construction phase of the project</li> <li>200 condoms will be distributed among Contractor's employees every month</li> <li>Posters and signage on HIV/AIDS will be posted on site and within the project environs</li> <li>A Code of Conduct will be prepared for the Contractor's employees to inform them about the sanctions for illicit sexual affairs (see Appendix G for sample)</li> </ul>	Project Site/Environs	Project Contractor	<b>USD 5,200.00</b> <i>(Cost includes USD 1,200.00 for procuring 200 condoms over the two years project duration @ USD 0.5 per condom, and USD 4,000.00 for four HIV/AIDS and STI awareness programmes for workers @ USD 1,000.00 per training session)</i>
<b>Increase in Crime and Conflict</b>	Construction	<ul style="list-style-type: none"> <li>Handing over workers found to be engaging in criminal offences including drug and substance abuse as well as stealing to the local police;</li> <li>Summary dismal of employees who are caught engaging in criminal activities e.g. theft and substance abuse on site</li> <li>Paying adequate salaries for workers to reduce incentive for theft;</li> <li>Pay wage equal to men and women on the basis of equal job performed and merit;</li> <li>Alcohol and substance use during working hours will not be tolerated;</li> </ul>	Project Site/Environs	Project Contractor Grievance Redress Committee/ Statistician General	<b>USD 5,000.00</b> <i>(Cost covers meetings, cost of stationary and other logistics for Grievance Redress Committee)</i>



Impact	Phase	Mitigation Measures	Location	Responsibility of Implementing Mitigation Measures	Cost (USD)
		<ul style="list-style-type: none"> <li>A designated smoking area will be provided on site;</li> <li>All workers will be made to sign a Code of Conduct (see Appendix G for Sample Conduct of Code) containing these regulations</li> <li>Environmental and Social Officer of Stats SL, Statistician General and the Grievance Redress Committee will resolve localised conflicts (see Chapter 9 for details on the Project based Grievance Redress Systems)</li> </ul>			
<b>Increase in the Incidence of Gender Based Violence and Sexual Crimes</b>	Construction	<ul style="list-style-type: none"> <li>Contractual Clauses (see Appendix F) on mandatory and regular training for workers on required lawful conduct and legal consequences for failure to comply with laws on non-discrimination and GBV;</li> <li>Contractual Clauses (see Appendix F) with a commitment to cooperate with law enforcement agencies, e.g. FSU, investigating cases of gender-based violence will be inserted into the contract documents of the Contractor and Supervising Consultant</li> <li>The Contractor will be required to consider alternative work schedules or shifts to accommodate the hiring of more female workers.</li> <li>Contractual clauses (see Appendix F) against rape, defilement and other Gender based Violence as well as child and forced labour will be inserted into the contract of the Contractor and Supervising Consultant</li> <li>Workers on site will sign a Code of Conduct (see Appendix G for sample Code of Conduct) with sanctions on rape defilement, abuse and other gender based violence</li> <li>Four (4) sensitisation workshops will be undertaken for employees of the Contractor/Supervising Consultant as well as persons working or living in the immediate project environs, particularly the nearby preparatory school</li> <li>Stats SL will provide contact numbers of the nearest FSU office, the FSU and GBV Service Providers' representative on the Grievance Redress Committee to offices, school, clinic etc within the immediate project zone</li> <li>Prohibition posters on sexual exploitation and harassment will be posted on and around the site as well as within the project environs.</li> <li>The Contractor will paste the contact numbers the nearest FSU office and representatives of FSU and GBV Service Providers on the Grievance Redress Committee on site as well as at visible places within the project environs</li> </ul>	Project Site/Project Environs	Stats SL	<b>USD 8,000.00</b> <i>(Cost covers the organisation of four (4) GBV sensitisation programmes for site workers, organisations and retailers along A.J. Mommoh Street and Mothers Union Lane over the two year project duration @ USD 2,000.00 per session)</i>

Impact	Phase	Mitigation Measures	Location	Responsibility of Implementing Mitigation Measures	Cost (USD)
<b>Incidence of Child Labour</b>	Construction	<ul style="list-style-type: none"> <li>Ensuring that children and minors are not employed directly or indirectly on the project by checking chiefdom tax or birth certificates of potential employees and/or letting responsible persons'/opinion leaders in their communities, e.g. Priests, Imams, Civil Servants, guarantee on their job application forms that they are above 18 years</li> <li>Contractual clauses (see Appendix F) against rape, defilement and forms of Gender based Violence as well as child and forced labour and discrimination by sex, ethnicity, etc. will be inserted in the Contractor's Contract document</li> <li>Contractual clauses (see Appendix F) will be inserted in the Contract document prohibiting the Contractor/Consultant and their employees from Child Labour, that also makes reporting all Child Labour cases to FSU office in the Central Area or the FSU representative on the Grievance Redress Committee bidding on the Contractor and Supervising Engineer and their employees</li> <li>A Code of Conduct (see Appendix G for sample Code of Conduct) will be prepared for the Contractor's employees to inform them of the sanctions for Child Labour as well as a Zero tolerance for child labour on the project</li> </ul>	At the Construction Site	Project Contractor	<b>No Separate Cost</b> <i>(Topics will be covers a part of IIV/AIDS as well as GBV sensitisation sessions)</i>
<b>Disruption of Work at Stats SL</b>	Pre-Construction	<ul style="list-style-type: none"> <li>Formally write to Ministry of Works and Public Assets to request for a temporary office accommodation</li> <li>Provide transportation, loading and off-loading to the designated temporary office and back to the new office</li> </ul>	At Stats SL head office and Temporary Office	Stats SL	<b>USD 13,000.00</b> <i>(Cost covers transportation of equipment and required materials to the temporary office accommodation and back to the rehabilitated and expanded office for the nine (9) divisions and four (4) departments of Stats SL @USD 1,000.00 per department/division)</i>
<b>Disruptions in the Supply of Utility</b>	Construction	<ul style="list-style-type: none"> <li>Organisations in the project zone will be given at least a week's notice ahead of any planed power outage/cut in water supply occasioned on account of the project</li> <li>The notice will be repeated 24 hours ahead of the planned outage or shut down</li> </ul>	Project Environs	Project Contractor	<b>No Separate Cost</b>
<b>Employment Generation</b>		<ul style="list-style-type: none"> <li>Contractor to hire workers through a systematic process managed by the HR office and avoid hiring "at the gate" to discourage spontaneous influx of job seekers and migrant workers.</li> <li>Contractual Clauses (see Appendix F) will be inserted in the Contractor's/Supervising Consultant's contract prohibiting discrimination by sex, ethnicity, religion etc, that also makes</li> </ul>	Project Environs	Project Contractor	<b>No Separate Cost</b>

Impact	Phase	Mitigation Measures	Location	Responsibility of Implementing Mitigation Measures	Cost (USD)
		<p>reporting such cases to the management or the Ministry of Labour and Social Security bidding on employees and management</p> <ul style="list-style-type: none"> <li>■ A Code of Conduct will be prepared for Contractor's/Consultant's employees to inform them about sanctions for discriminatory practises (see Appendix G for Sample)</li> </ul>			

### **7.3 Environmental and Social Monitoring**

Although the SL-Stats will be solely responsible for the monitoring of the ESMP, other institutions namely EPA, Ministry of Health and Sanitation, Ministry of Works and Public Assets, Freetown City Council and Ministry of Labour and Social Security (Factory Inspectors) may undertake ad-hoc monitoring of the environmental, social, health and safety performance of the project. Relevant legislative instruments such as the Factories Act of 1974, The Local Government Act, 2004 and Environmental Protection Agency Act, 2008 back the oversight and monitoring roles assigned to these agencies.

The World Bank will also undertake implementation support missions and recommend capacity strengthening and other measures in support of good environmental and social governance and industry practices. The monitoring roles of other non-state actors such as the public will also be complementary in ensuring smooth project implementation and sound environmental and social performance by the Contractor.

Since Stats SL has no in house environmental and social expert, it intends to procure a short-term environmental and social safeguards officer to undertake environmental and social monitoring of the civil works during the construction phase of the project and also receive grievance and follow up on grievance for Stats SL.

The environmental and social monitoring roles are presented in Table 10.

**Table 10: Environmental & Social Monitoring Plan**

Item	Phase	Location	Monitoring Parameter/Indicator	Frequency	Responsibility for Monitoring	Monitoring Cost (USD)
<b>Increase in Illicit Sexual Affairs and STDs</b>	Construction	<ul style="list-style-type: none"> <li>On site/ Project Vicinity</li> </ul>	<ul style="list-style-type: none"> <li>Number of sensitisation campaigns</li> <li>Number of condoms distributed to Contractors' staff working on site in a month</li> <li>Number of STD cases reported to local health facilities involving encounters with Contractor's employees</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>Environmental and Social Officer of SL-Stats</li> </ul>	No Separate Cost No Separate Cost (Cost is embedded in the cost of the Environmental and Social Officer of Stats SL)
<b>Rape, defilement and Gender Based Violence</b>	Construction	<ul style="list-style-type: none"> <li>On the Project Site /Project Environs</li> </ul>	<ul style="list-style-type: none"> <li>Number of cases reported to FSU, Environmental and Social Officer appointed by Stats SL/Grievance Redress Committee/GVB Service Providers involving Contractor's or Supervising Consultant's employees or otherwise</li> <li>Status of cases reported e.g. number of prosecutions</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>FSU representative on Grievance Redress Committee/ Environmental and Social Officer of SL-Stats</li> </ul>	No Separate Cost
<b>Crime and Conflicts</b>	Construction	<ul style="list-style-type: none"> <li>On site/Project Environs</li> </ul>	<ul style="list-style-type: none"> <li>Number of conflicts/cases reported to the Grievance Redress Committee/ Statistician General/Environmental and Social Officer appointed by Stats SL</li> <li>Number of conflicts/cases dealt with by the Grievance Redress Committee and/or Statistician General</li> <li>Number of crimes such as theft reported, investigated, and concluded by the police involving the Contractor's workers</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>Environmental and Social Officer of the SL-Stats</li> </ul>	No Separate Cost No Separate Cost (Cost is embedded in the cost of the Environmental and Social Officer of Stats SL)
<b>Increase in Noise and Air Pollution</b>	Construction	<ul style="list-style-type: none"> <li>On site/ Project Environs</li> </ul>	<ul style="list-style-type: none"> <li>Number of complaints from neighbouring offices and private properties as well as retailers recorded by Stats SL Environmental Social Officer</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>Environmental and Social Officer of the SL-Stats</li> </ul>	No Separate Cost (Cost is embedded in the cost of the Environmental and Social Officer of Stats SL)
<b>Accidents and Occupational Health and Safety</b>	Construction	<ul style="list-style-type: none"> <li>On site/ Project Environs</li> </ul>	<ul style="list-style-type: none"> <li>Number of accident recorded in the Accident Record Book</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>Environmental and Social Officer of SL-Stats</li> </ul>	No Separate Cost (Cost is embedded in the cost of the

Item	Phase	Location	Monitoring Parameter/Indicator	Frequency	Responsibility for Monitoring	Monitoring Cost (USD)
			<ul style="list-style-type: none"> <li>Number of OHS and Fire Safety Training programmes provided for Contractors' employees and employees for Stats SL.</li> <li>Number of workers on site wearing the appropriate PPEs or otherwise</li> <li>Presence of warning, directional and other safety signs on site</li> <li>Presence and number of first aid boxes on site</li> <li>Presence fire extinguishers on site</li> <li>Workers knowledge use fire extinguishers</li> </ul>			<i>Environmental and Social Officer of Stats SL)</i>
<b>HIV/AIDs Awareness</b>		<ul style="list-style-type: none"> <li>On site</li> </ul>	<ul style="list-style-type: none"> <li>*Number of sensitisation programmes</li> <li>Number of Condoms distributed</li> <li>Number of educational materials (e.g. leaflets) posted on site</li> </ul>	Weekly	Environmental and Social Officer of SL-Stats	No Separate Cost ( <i>Cost is embedded in the cost of the Environmental and Social Officer of Stats SL )</i>
<b>Solid and Liquid Waste (Non-Hazardous)</b>	Construction Operational	<ul style="list-style-type: none"> <li>On site</li> </ul>	<ul style="list-style-type: none"> <li>Number of mobile toilets and dustbins provided on site</li> <li>Number of times waste is lifted in a week</li> <li>Clean site</li> <li>Odour</li> <li>Presence of human waste on site</li> <li>Complaints by workers within the project zone and visitors</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>Environmental and Social Officer of SL-Stats/ Factories</li> </ul>	<i>No Separate Cost (Cost is embedded in the cost of the Environmental and Social Officer of Stats SL )</i>
	Operational	<ul style="list-style-type: none"> <li>On SL-Stats new Head Office Premises</li> </ul>	<ul style="list-style-type: none"> <li>Odour</li> <li>Number of mobile toilets and dustbins provided on site</li> <li>Number of times waste is lifted in a week</li> <li>Clean site</li> <li>Odour</li> <li>Presence of human waste on site</li> <li>Complaints by workers within the project zone and visitors</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>Director of Operations at Stats SL</li> </ul>	No Separate Cost ( <i>Cost is variable</i> )

Item	Phase	Location	Monitoring Parameter/Indicator	Frequency	Responsibility for Monitoring	Monitoring Cost (USD)
<b>Construction Waste</b>	Construction	<ul style="list-style-type: none"> <li>On site</li> </ul>	<ul style="list-style-type: none"> <li>Clean site</li> </ul>	Daily	<ul style="list-style-type: none"> <li>Environmental and Social Officer of SL-Stats</li> </ul>	No Separate Cost (Cost is embedded in the cost of the Environmental and Social Officer of Stats SL)
<b>Material Extraction</b>	Construction	<ul style="list-style-type: none"> <li>At the Material Source</li> </ul>	<ul style="list-style-type: none"> <li>Presence of valid environmental permit from suppliers or otherwise</li> </ul>	Once	<ul style="list-style-type: none"> <li>Environmental and Social Officer of SL-Stats</li> </ul>	No Separate Cost (Cost is embedded in the cost of the Environmental and Social Officer of Stats SL)
<b>Ponding</b>	Construction	<ul style="list-style-type: none"> <li>On Site and Immediate project environs</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of gullies</li> <li>Presences of pools of stagnant water</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>Environmental and Social Officer of SL-Stats</li> </ul>	No Separate Cost (Cost is embedded in the cost of the Environmental and Social Officer of Stats SL)

#### **7.4 Institutional Arrangements for Implementing the ESMP**

The Stats SL will be solely responsible for the implementation of ESMP during the construction phase. Stats SL will recruit an environmental and social officer to monitor the implementation of the ESMP. SL-Stats will be responsible for the following:

- i. the insertion of relevant mitigation measures (to cost) in the bidding documents prior to its advertisement;
- ii. ensuring that at least one toilet in every floor is disability and child friendly;
- iii. Staircase has ramps for disabled;
- iv. the insertion of the environmental and social clauses in the construction and supervision contracts;
- v. review environmental reports submitted by the project contractors and supervising consultants during the construction phase on agreed template/frequency/mechanism;
- vi. monitoring the environmental, social, health and safety performance (compliance and non-compliance) of works Contractor during the implementation of the works; and
- vii. Enforcement of the requirements within the ESMP

Since the Stats SL is not staffed with environmental and social safeguards specialists, it intends to procure the services of a short-term individual environmental and social safeguards officer to perform the functions enumerated above on its behalf. He/she will be responsible for enforcing environment, social, health and safety provisions as well as recommendations in the ESMP and the works contract.

The officer shall have at least a bachelor's degree in environmental science, urban planning, environmental management or sociology with a minimum five years post qualification experience. He/she shall be familiar with the World Bank operational safeguards policies, Sierra Leone social, labour, health and safety and environmental laws, SL-GBV Protocol and building regulations that relate to the proposed project. For the two-year project duration, hiring an individual Environmental and Social Officer is estimated to cost USD 48,000.00. This works out to USD 2,000.00 per month. The cost is inclusive of transportation, fees and incidentals.

As part of monitoring the ESMP, it is expected that the Environmental and Social Officer appointed by Stats SL will undertake weekly visit to site and prepare a monthly report covering environmental, social, health and safety as well as GBV issues identified on site and within the immediate project environs using the risks/impacts identified in this report as thematic areas and other emerging ones. The monthly reports of the Environmental and Social Officer appointed by Stats SL will also touch on the status of mitigation and management measures as well as areas of non-compliance, timelines and responsibility for compliance. The report should include but not limited to:

- i. Contractor's performance on implementing environmental and social safeguards;
- ii. Progress on implementing mitigation measures in relation to the identified impacts;
- iii. Non-Compliance issues;
- iv. Emerging impacts and proposed mitigation measures (if encountered);
- v. A presentation on parameters monitored in the reporting month;
- vi. Complaints/Grievances and their state of resolution; and
- vii. Activities to be taken in the next month.

The Supervising Consultant and the Contractor will also dedicate a chapter in their monthly progress report to the state of the environmental and social safeguards issues on the project. This will be validated by the Environmental and Social Safeguards Officer procured by the SL-Stats.



In addition, there will be a Supervising Consultant (Consulting Firm) on site charged with the day-to-day supervision of the works. The responsibilities of the Supervising Consultant will also include ensuring that recommendations proffered by the environmental and social safeguards officer during his/her monitoring visits are carried out within the specified timelines.

### 7.5 Operational Phase Management of the Facility

During the post construction phase of the project, Stats SL will be responsible for the management of the office. The Statistician General will manage the new office as part of the assets of SL-Stats through its annual subvention. The day to day post construction management of environmental and social issues notably waste and facility management will be placed under the remit of the Operations Department.

### 7.6 Environmental and Social Disclosure

Stats SL will disclose the ESMP on its website, once it is approved by the project and cleared by the World Bank. Hard copies of the ESMP shall also be placed at the Freetown City Council, SL-EPA and SL-Stats Head Office for public viewing throughout the construction phase of the project. Hard copies will be given the school, clinic and other offices within the immediate project zone to support their monitoring role during the construction phase of the project.

The World Bank will disclose the ESMP at the World Bank’s External Website upon notification and evidence of Stats SL disclosing the ESMP in-country.

### 7.7 Estimated Cost of the ESMP

The estimated cost for implementing this ESMP and environmental and social monitoring, outside the works contract price is estimated as Ninety-Seven Thousand, Five Hundred United States Dollars (USD 97,500.00). Table 11 presents the summary cost estimates and the proposed sources of funding.

**Table 11: Budget for ESMP Implementation & Environmental Monitoring**

Item	Amount (USD)	Source of Funding
<b>Four Sensitisation Programme for STDs and Distribution of Condoms</b>	5,200.00	Project
<b>Four Occupational Health and Safety Training for Site Workers</b>	4,000.00	Project
<b>Waste bins for the Statistics Sierra Leone during the Operational Phase</b>	400.00	Stats SL
<b>Grievance Redress</b>	5,000.00	Project
<b>Temporary Relocation</b>	13,000.00	Project
<b>Removal and Disposal of Asbestos Roof</b>	7,900.00	Project
<b>Gender Based Sensitization Programmes for Site Workers and Retailers</b>	8,000.00	Project
<b>Training in Fire Preparedness and Emergency Response</b>	6,000.00	Project
<b>Remuneration for Environmental and Social Officer recruited by Stats SL</b>	48,000.00	Project
<b>Total</b>	<b>97,500.00</b>	-

*Cost build up details can be found in Table 9.*

## 8. Emergency Response Procedures on Site

Response measures have been proposed for the following emergencies which may arise during project implementation:

- Fire;
- Medical or Accident; and
- Oil Spills.

### 8.1 Fire Emergency

#### 8.1.1 Small Fires

Small fires are put out quite safely. A simple fire-fighting procedure to put out a small fire is provided below:

- The first person to sight the fire must sound the fire alarm if at the workshop/work zone/ office premises or shout, 'FIRE!! FIRE!! FIRE!!', if at the construction zone;
- Workers trained to use fire extinguishers are permitted to fight fire on site;
- All others must evacuate the area;
- Tackle fire in its very early stages at the source;
- Always put your own and other people's safety first;
- Make sure you can escape if you need to and never let a fire block your exit;
- Never tackle a fire if it is from a position against the prevailing wind direction and if the source cannot be determined. If in an enclosed area such as workshop/office premises, never tackle a fire if it is starting to spread or has spread to other items in the room or if the room is filling with smoke;
- If the situation is solved, the Environment, Social Health and Safety Officer of the Contractor will investigate the reason for the fire and clean the place; and
- Report to the Supervising Engineer for the necessary precautionary measures to be undertaken.

#### 8.1.2 Large Fires

These are fires that cannot be put out by the trained fire volunteers and the GNFS will have to be called to fight it. The evacuation procedures to follow include:

- The first person to sight the fire must sound the fire alarm if at the store/workshop/office premises or shout, 'FIRE!! FIRE!! FIRE!!', if at the construction zone/workshop;
- Evacuate the building or area and report at the ASSEMBLY POINT;
- Immediately notify the Environment, Social Health and Safety Officer of the Contractor and call the National Fire Force;
- Contact numbers of the nearest fire station will be conspicuously displayed at offices, storerooms, workshop and security posts;
- The Environment, Social Health and Safety Officer of the Contractor has to check on remaining workers and carry out a fast, calm and secured evacuation;
- A head count will be conducted to ensure all workers are safe and present;
- If there have been any casualties, they will be conveyed to the nearest health facility; and
- Keep records of any injuries and the fire event and report to the Supervising Consultant

### 8.2 Medical or Accidents

In the event of any accident or injury the procedures to follow include:

- If it is a minor accident/injury and the victim can move, he/she should report to the Environment, Social, Health and Safety Officer of the Contractor;

- The Environment, Social, Health and Safety Officer of the Contractor, who is trained in administering first aid, will treat the injury;
- He/ She will decide if the victim needs further treatment at the Medical Centre and if so will arrange for the victim(s) to be sent to the nearest health facility immediately;
- The Environment, Social Health and Safety Officer of the Contractor will investigate and take records of the accident/injury including the source and cause of the accident/injury;
- If the accident/injury is such that the victim cannot move by him/herself but can be moved, the workers present should assist the victim to the Environment, Social Health and Safety Officer of the Contractor to administer first aid and arrange for the person to be sent to the nearest health facility immediately. If the accident/injury is such that the victim cannot be moved, the workers present should put him in a stable condition and immediately call the Environment, Social Health and Safety Officer of the Contractor to immediately arrange for medical staff from the nearest health facility to be brought to the site to attend to the victim (s). All accidents and injuries will be recorded by the Environment, Social Health and Safety Officer of the Contractor and reported to Supervising Consultant.

### **8.3 Oil/Solvent Spills**

Oil spills may involve spillages of fuel and lubricants which may occur while in storage or in use on hard surfaces (concreted/ tiled/paved floor) such as at storage sheds/rooms, workshop or on the ground.

#### **8.3.1 Spillage on Hard Surface**

Immediately contain the spillage using saw dust provided at the site to prevent it from spreading. Collect the used saw dust, wash the surface with a lot of water and disinfectant and report to the Environment, Social Health and Safety Officer of the Contractor who will decide the appropriate disposal of the used saw dust. If the spilled product gets into contact with any part of the body, quickly wash the body part with a lot of clean running water and immediately report to the Supervising Consultant.

#### **8.3.2 Spillage on the Ground**

The following should be undertaken in case of fuel/oil/lubricant or paint spillage on the ground

- Immediately use a shovel to scoop the contaminated soil into a container.
- Ensure to scoop beyond the contaminated area to ensure no contaminated soil is left uncollected.
- Immediately report to the Environment, Social Health and Safety Officer of the Contractor and dispose of the contaminated soil at the approved land fill site;
- If the spilled product gets into contact with any part of the body, quickly wash the body part with a lot of clean running water and immediately report to the Environment, Health and Safety Officer (of the Contractor); and
- Report the incident to the Supervising Consultant.

# 9. Grievance Redress Mechanisms

## 9.1 Basis for Grievance Redress Mechanism

The consultation processes showed that the execution of the project will generate environmental and social concerns notably excessive noise and dust generation and accidents involving the workers in the nearby offices and general public. These will create some grievances that must be addressed.

## 9.2 Grievance Redress Process

There is no ideal model or one-size-fits-all approach to grievance resolution. The best solutions to conflicts are generally achieved through localized mechanisms that take account of the specific issues, cultural context, local customs, and project conditions and scale. In its simplest form, grievance mechanisms can be broken down into the following primary components:

- Receiving and registering a complaint;
- Screening and assessing the complaint;
- Formulating a response;
- Selecting a resolution approach;
- Implementing the approach;
- Announcing the result;
- Tracking and evaluating the results;
- Learning from the experience and communicate back to all parties involved; and
- Preparing timely reports to management on the nature and resolution of grievances.

## 9.3 Management of Reported Grievances

The procedure for managing grievances should be as follows:

- The affected person will file his/ her/their grievance(s), relating to any issue, verbally, in writing or via telephone (number yet to be established)
- to the project environmental and social officer of SL-Stats (see Appendix H for a Sample Grievance Redress Form for recording grievances). Where such are written, the grievance note should be signed and dated by the aggrieved person. Where complaints are received via phone, the call recipient should document all details;
- Where the affected person is unable to write, the Environmental and Social Officer of SL- Stats will write the note on the aggrieved person's behalf;
- Any informal grievances will also be documented
- Anonymity and confidentiality of persons who lodge grievances will be protected.

## 9.4 Monitoring Complaints

The Environmental and Social Officer of Stats SL will be responsible for:

- Providing the Grievance Redress Reports detailing the number and status of complaints;
- Any outstanding issues to be addressed;
- Monthly reports, including analysis of the type of complaints, levels of complaints, actions to reduce complaints and initiator of such action.

## 9.5 Grievance Redress Institutions

A four-tier grievance redress mechanism has been designed in the event of dissatisfaction of any aspects of project implementation. These are:

### 9.5.1 Environmental and Social Officer at SL-Stats

The SL-Stats appoint a project environmental and social officer to co-ordinate the project will be the first point of call in the event of any grievance arising out of the implementation of the works. He/She will receive,

document, investigate and provide feedback on the lodged grievance within 3 working days upon receipt of a grievance. The Environmental and Social Officer, will also provide project information to stakeholders.

### **9.5.2 Grievance Redress Committee (GRC)**

A Grievance Redress Committee will be set up by the project. The committee will receive, investigate and provide feedback on grievances that are beyond the Environmental and Social Officer of SL-Stats or when aggrieved persons are not satisfied with the feedback they receive from the Environmental and Social Officer of SL-Stats upon lodging a grievance with him/her. The committee will be made up of:

- A representative of the SL-Stats (Management Member);
- The Supervising Engineer;
- A representative of the Ministry of Works and Public Assets;
- A representative of the Freetown City Council;
- A representative of the Aggrieved Party;
- A representative of FSU;
- A representative of Civil Society Groups; and
- A representative of the Ministry of Children, Gender and Social Welfare

The functions of the grievance redress committee will be to receive, investigate and resolve issues with the Contractor. The aggrieved party or parties is/are required to channel their grievances to the GRC through any means including verbal narration, telephone calls, text messages and letters. The Committee will sit as and when complaints are lodged. The grievance redress process, at this level, shall follow the chain below in resolving grievances, including introducing any other initiatives that could compliment the effectiveness of the process:

- (i) Receive grievances (logging);
- (ii) Acknowledgement of grievances;
- (iii) Verification, investigation, negotiations, and actions;
- (iv) Monitoring and evaluation;
- (v) Provide Feedback to parties;
- (vi) Agreement secured, and
- (vii) Signing off.

Grievance will be received and transmitted on to an official form and the applicant will be duly notified within 3 days of lodging a complaint. If the grievance can be resolved by the Grievance Committee, corrective actions will be determined. After the case is evaluated and corrective action determined, the proposed solutions or corrective/preventive actions shall be discussed with the complainant together the timeframe for the implementation of the corrective/compensation measures. If the resolution of the grievance requires commitment beyond the Grievance Redress Committee, the members shall coordinate and consult with relevant authorities. The party responsible for implementing the corrective measures shall be recorded in the Grievance Closeout Form. Once an agreement has been reached between the applicant and the party responsible for the corrective actions, the applicant will be asked to sign off the grievance closeout form. If the applicant remains dissatisfied with the outcome, additional corrective action will be agreed on and carried out by the responsible party. The Grievance Redress Committee will have to address grievance it receives with 5 working days.

### **9.5.3 Statistics General**

If aggrieved parties are not satisfied with the outcomes of the first two processes, they may seek redress from the Statistics General/Head of Stats SL.

### **9.5.4 The Courts**

If the aggrieved party is not satisfied with the outcomes from the three tiers he/she/they have the right to go the law court at their own expense.

It is anticipated that the number of cases, which may need to be referred for redress, will be relatively small and that only the first and second tiers of the redress mechanism may need to be activated. The mediation process shall be confidential, transparent, and objective, as well as accountable, easy, fast, accurate and participatory.

### **9.6 Grievance Redress Mechanisms for GBV Survivors**

The proposal is to report any GBV to the FSU representative on the Grievance Redress Committee and or the representative of the civil society or the nearest FSU office for the necessary investigations and survival support services. Contact numbers of the Civil Society and FSU representatives as well as that of the nearest FSU offices will be displayed at various places on site and within the project environs together with posters and flyers to encourage GBV survivors to come out and report cases of GBV.

Stats SL Environmental and Social Officer will follow up during case investigations and prosecutions and report on the status of the case as well as progress in counselling and the provision of other support services for survivors.

### **9.7 Grievance Redress Mechanisms for Workers on Site**

The proposal is to establish a hot line that aggrieved workers can call to register their grievances directly to the management level personal of the Construction Firm that will be implementing the works. This contact number must be advertised so that workers are aware of it and encourage to use it without being intimidated or targeted for negative feedback. Workers may also lodge their grievance through writing or verbally through the Environment, Social, Health and Safety Officer of the Contractor or to the Supervising Engineer.

When an aggrieved party/parties is/are not satisfied with the outcome from management, he/she/they can precede to the law court. Similar processes and timelines for resolving community grievances are proposed for the workers' grievance system.

## 10. Decommissioning

When the rehabilitation of the SL-Stats Office is completed, a decommissioning exercise would be carried out in such a way as to minimize negative impacts. It is envisaged that before any decommissioning starts, utility supply to all temporary structures, e.g. workshops and sheds would be disconnected. This would be followed with dismantling of these structures. The dismantled parts including wood pieces and sandcrete blocks will be arranged according to type and prepared for transportation to the Contractor's workshop or sold to dealers for other civil works. The unwanted ones will be hauled to waste disposal site approved by the Freetown City Council. All equipment and machinery that are usable will be moved to a new project site or sent to the Contractor's yard. Non-usable equipment and metals will be sold as scrap to the scrap dealers.

# 11. Findings and Recommendations

The following summary of findings based on the consultation process:

- i. A Structural Integrity Test for the existing Stats SL head office and an accompanying report are yet to be prepared. The test and accompanying report will determine the capacity of the existing structure to carry the additional load from the additional floors. This report is required to update aspects of the ESMP;
- ii. There is no geo-technical report covering the Stats SL premises. A geotechnical investigation and report is required to ascertain the geological and ground water conditions as well as determine whether the ground can bear the three new floors. This report is required to update aspects of the ESMP; and
- iii. Stats SL is yet to formally write to the Ministry Works and Public Assets to request for a temporary office for relocation during the construction phase of the project as well as to Ministry of Health and Sanitation/Lands and Environment for space in the land ear marked as a land fill site in Western Rural District.

It is recommended the that Stats SL should commission the required experts to undertake the aforementioned report for review and approval by the Bank prior to the commencement of the detailed design of the project.



## 12. Reference

Barnes, K, Peter Albrecht, P and Olson, M. (2007). *Addressing gender-based violence in Sierra Leone: Mapping challenges, responses and future Entry Points*. London: International Alert

Statistics Sierra Leone (2016). *2015 Population and Housing Census: Summary of Final Results –Planning a better future*. Freetown: Statistics Sierra Leone.

United Bank for African (Ghana) Limited (2019). *Preliminary Environmental Impact Assessment: UBA Ghana Head Office Project, Off Giffard Road- Accra*. Accra United Bank for Africa.

World Bank (2013). *OP 4.01 - Environmental assessment*. Washington, DC: World Bank.

World Bank (2013). *OP 4.11- Physical Cultural Resources*. Washington, DC: World Bank.

World Bank Group (2007). *Environmental, health, and safety: General guidelines*. Washington DC: World Bank Group.

## Appendix A. Pictures

Plate 1: Stats SL Head Office Building- West Wing



Plate 2: Stats SL Head Office Building



Plate 3: Stats SL Head Office Building-East Wing



Plate 4: One of the General Offices in Stats SL



Plate 5: Male Wash Room (Ground Floor)



Plate 6: Asbestos Roof - To be Replaced and Disposed Off



Plate 7: A.J. Mommoh Street



Plate 8: Mothers Union Lane



Plate 9: Consultation with Labour Commissioner



Plate 10: Meeting with the Headmistriss of Bern-Lyn Nursery & Preparatory School



Plate 11: Meeting with Petty Traders in front Stats SL Head Office Office Building



Plate 12: Meeting with Medical Director Marina House-Birth Centre and Women's Health Services (Clinic)



Plate 13: Meeting with City Engineer (Freetown City Council)



Plate 14: Meeting with Chief Engineer- Ministry of Works and Public Assets



Plate 15: Meeting with the Chief Fire Officer and Head of Fire Prevention Dept. of SL National Fire Force



Plate16: Meeting MAS Company (SL) Limited, Along Mother's Union Lane



Plate 17: Meeting with Head of WEAC SL



Plate 18: Meeting with Ministry of Social Welfare Gender and Children Affairs



Plate 19: Site Visit with Ministry of Health and Sanitation



Plate 20: Visit to Proposed Final Disposal Site near Mankonkondi



Plate 21: Proposed Site for the Disposal of the Asbestos Roof



## Appendix B. Locational Map (Statistic Sierra Leone Head Office)



## Appendix C. Land uses in the Project Zone



# Appendix D. Preliminary Design



**MINISTRY OF WORKS AND PUBLIC ASSETS  
NEW ENGLAND VILLE  
FREETOWN**

The Director of project Management,  
Statistics Sierra Leone  
A.J. Momoh Street  
Tower Hill  
Freetown.

5<sup>th</sup> October, 2018.

**IMPROVEMENT AND REHABILITATION OF STATISTICS SIERRA  
LEONE BUILDING AT A.J. MOMOH STREET, TOWER HILL,  
FREETOWN**

I am directed to refer to the above subject and to submit the preliminary Architectural drawings of the Proposed upgrade of Statistics Sierra Leone Headquarter Building at A.J. Momoh Street, Tower Hill, Freetown.

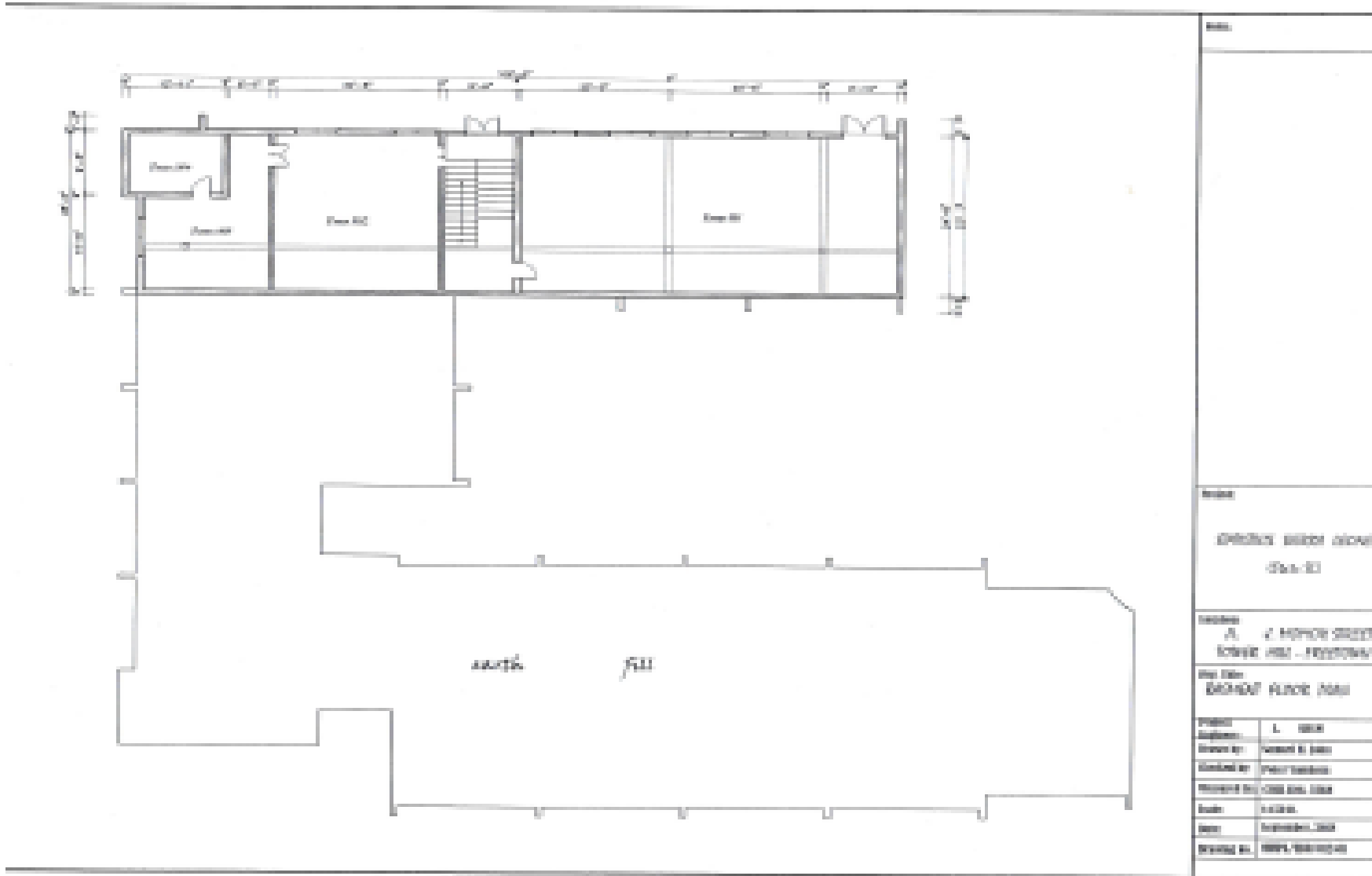
See attached the documents faithfully submitted for your attention.

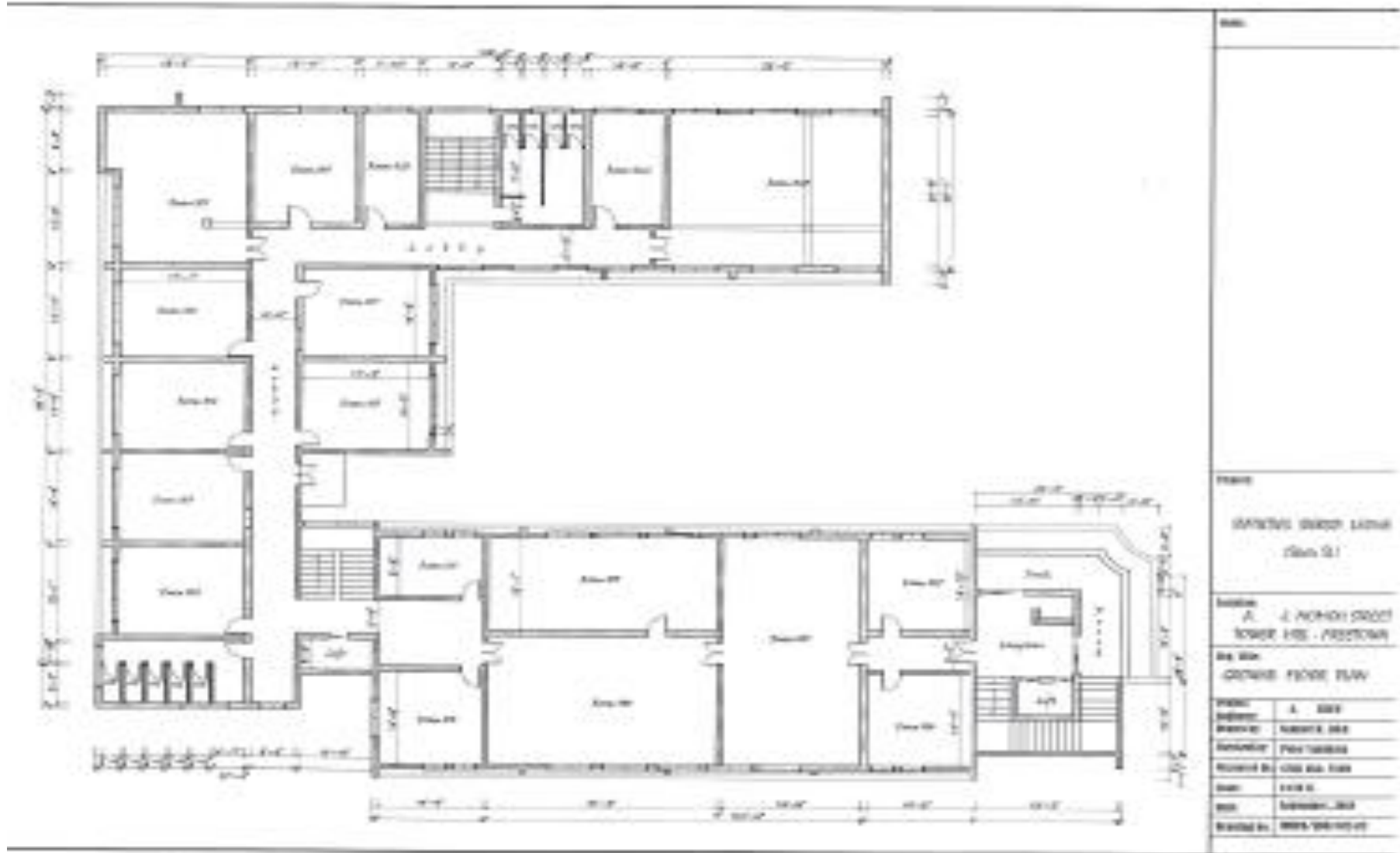
See attached report for ease of reference.

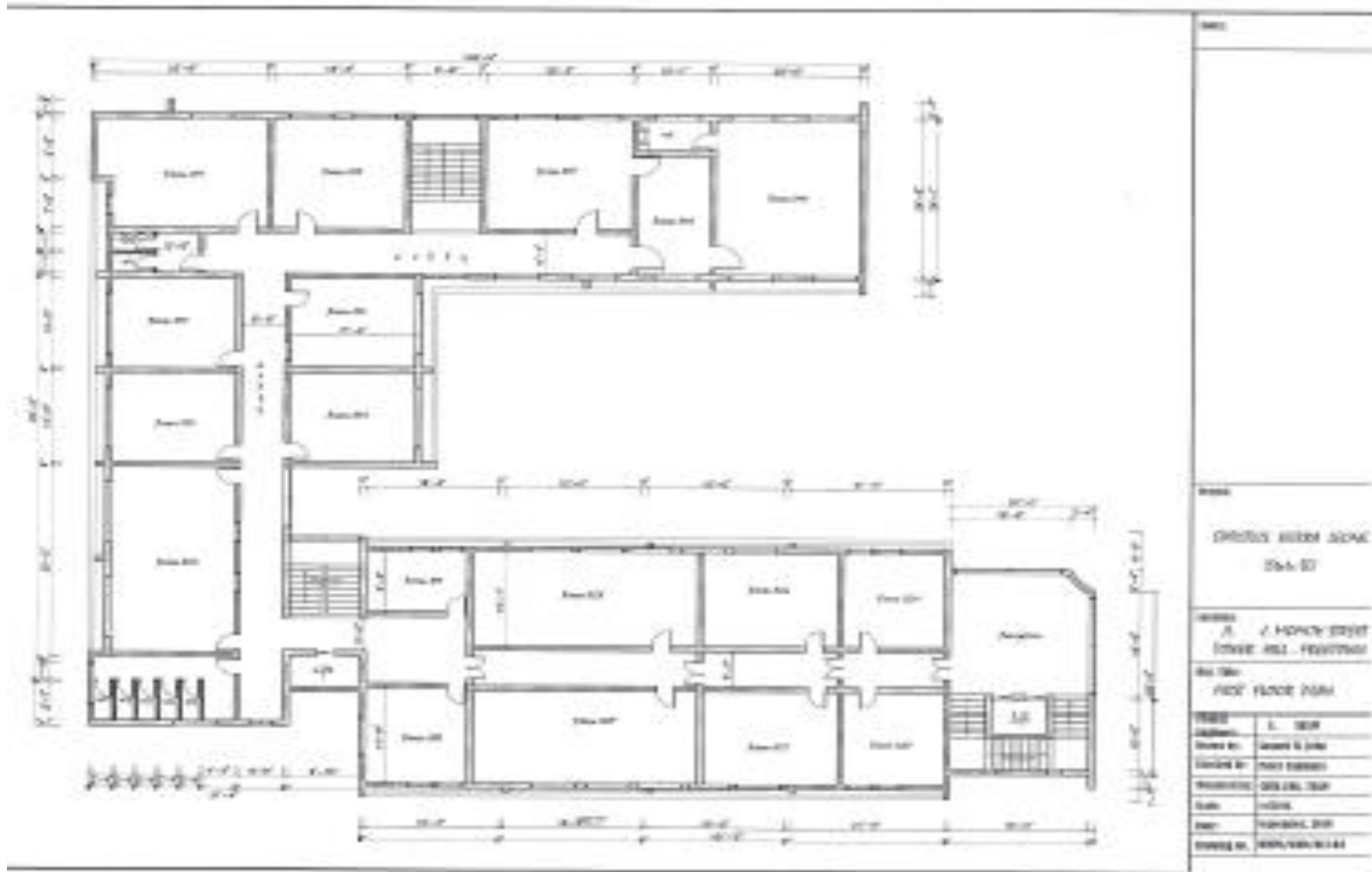
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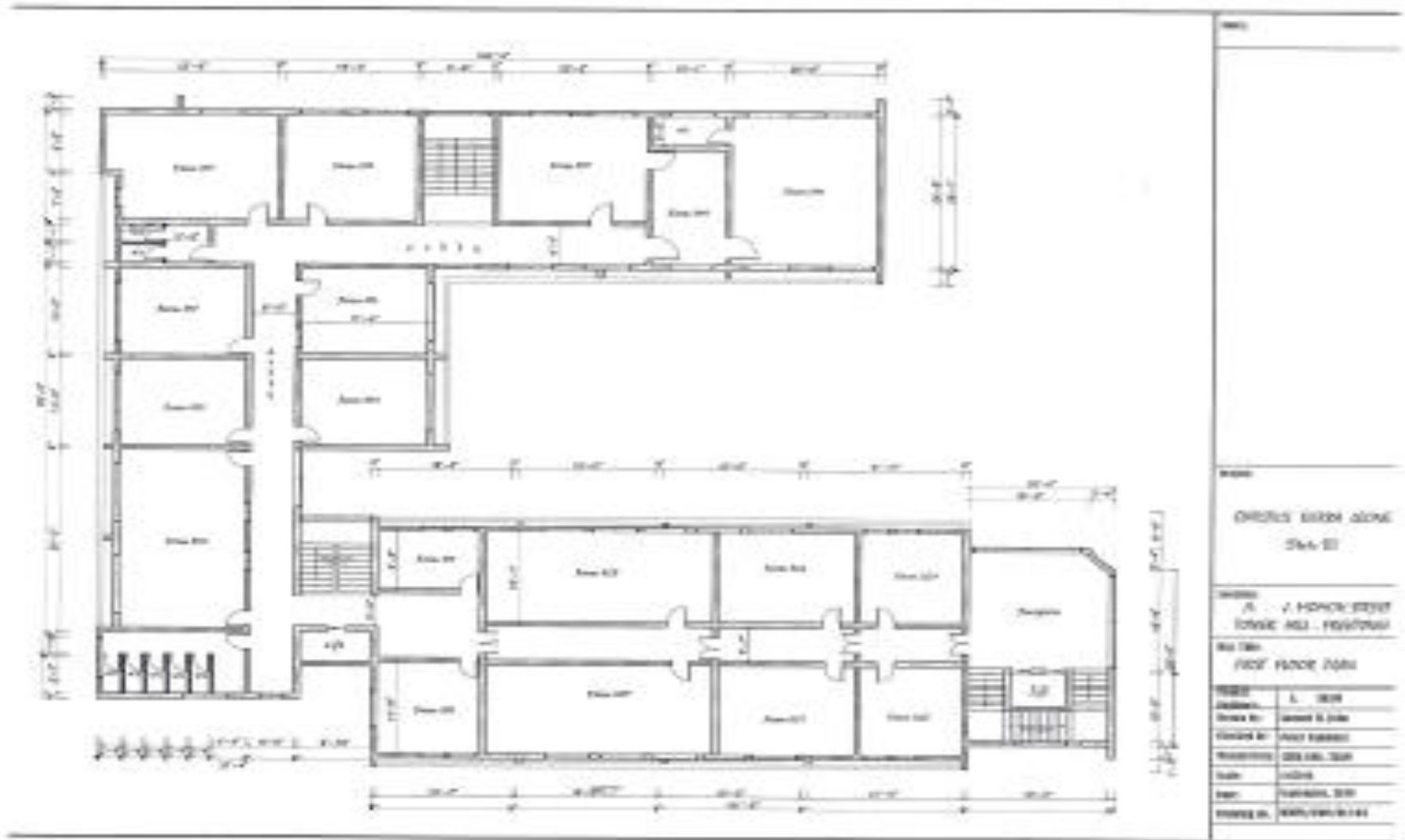
**Ing. Paul Bockarie  
Ag. Professional Head – MWPA**

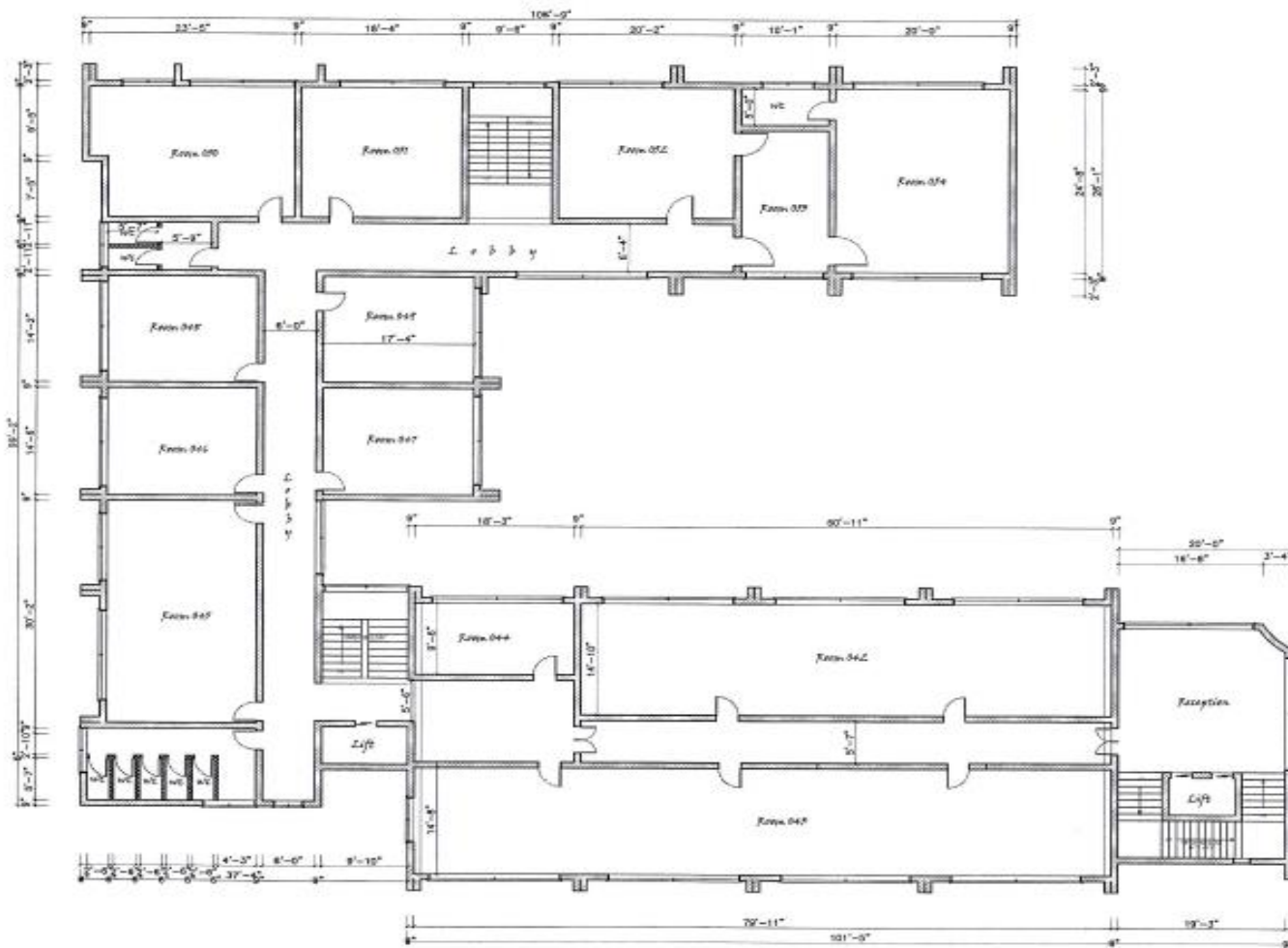












Notes:

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Project:

STATISTICS SIERRA LEONE  
(State SL)

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Location:

A. J. MOMOH STREET  
TOWER HILL - FREETOWN

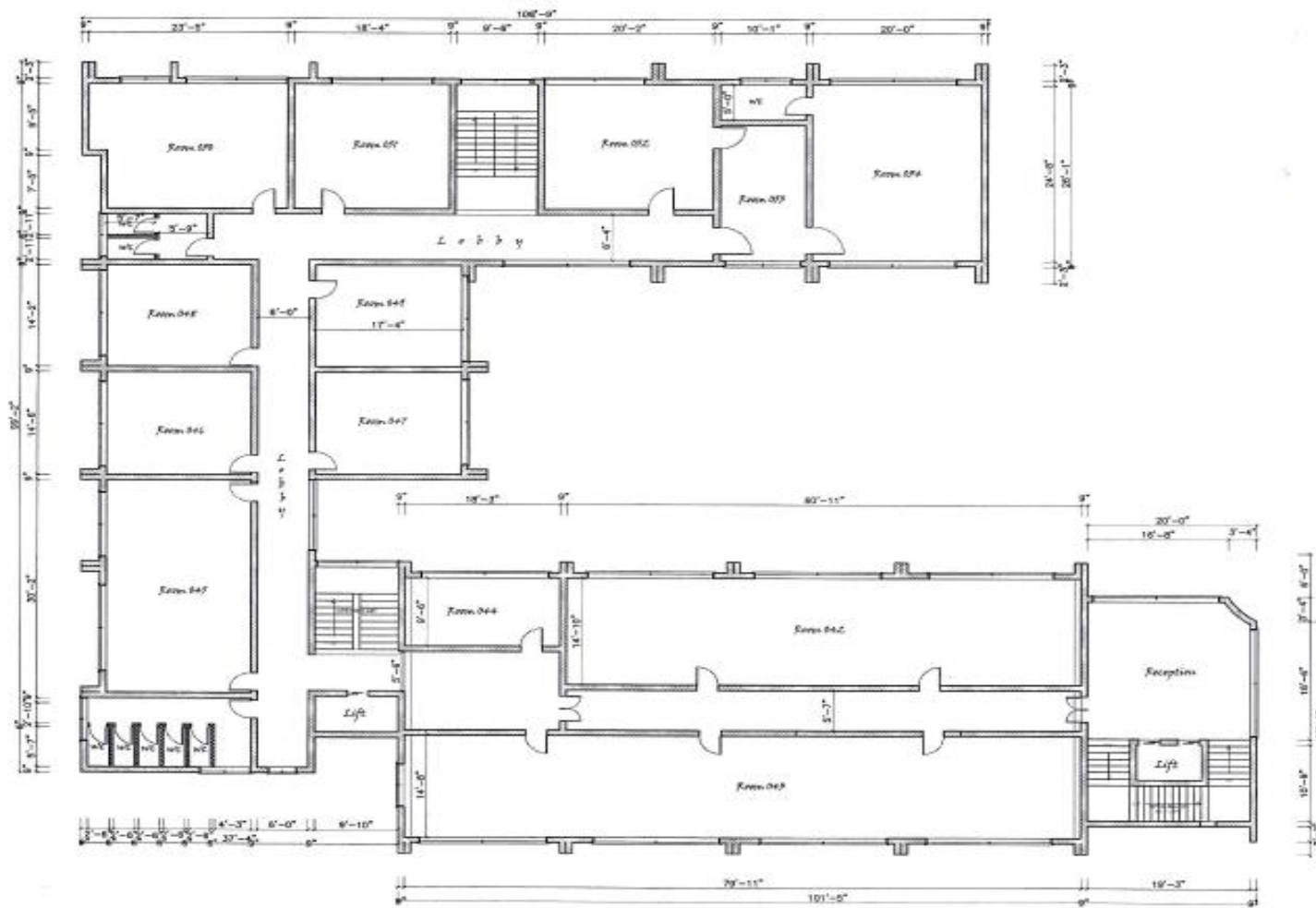
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DWG. TITLE:

SECOND FLOOR PLAN

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Project Engineer:	A. SHAW
Drawn by:	Sanael D. John
Checked by:	Peter Yammah
Measured by:	CIVIL ENG. TEAM
Scale:	1:150 H.
Date:	September, 2005
Drawing No.	HWPA/130/012-04



Notes:

Project:

STATISTICS SIERRA LEONE  
(State SL)

Location:

A. J. MOMOH STREET  
TOWER HILL - FREETOWN

Org. Title:

THIRD FLOOR PLAN

Project Engineer:

A. SHAW

Drawn By:

Samuel H. John

Checked By:

Peter Yambura

Measured By:

CIVIL ENG. TEAM

Scale:

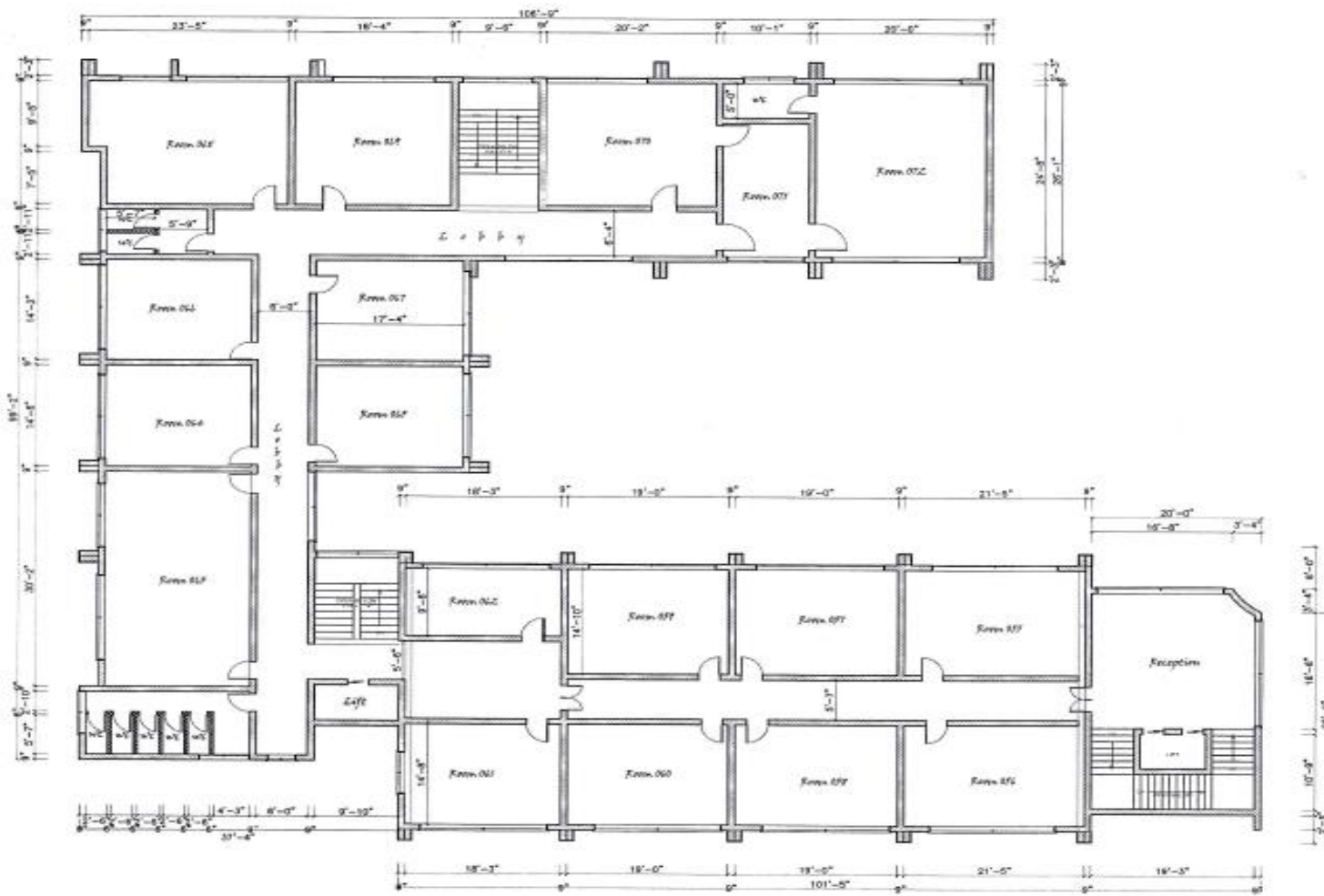
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Date:

September, 2005

Drawing No.

MWPL/EDG/013-05



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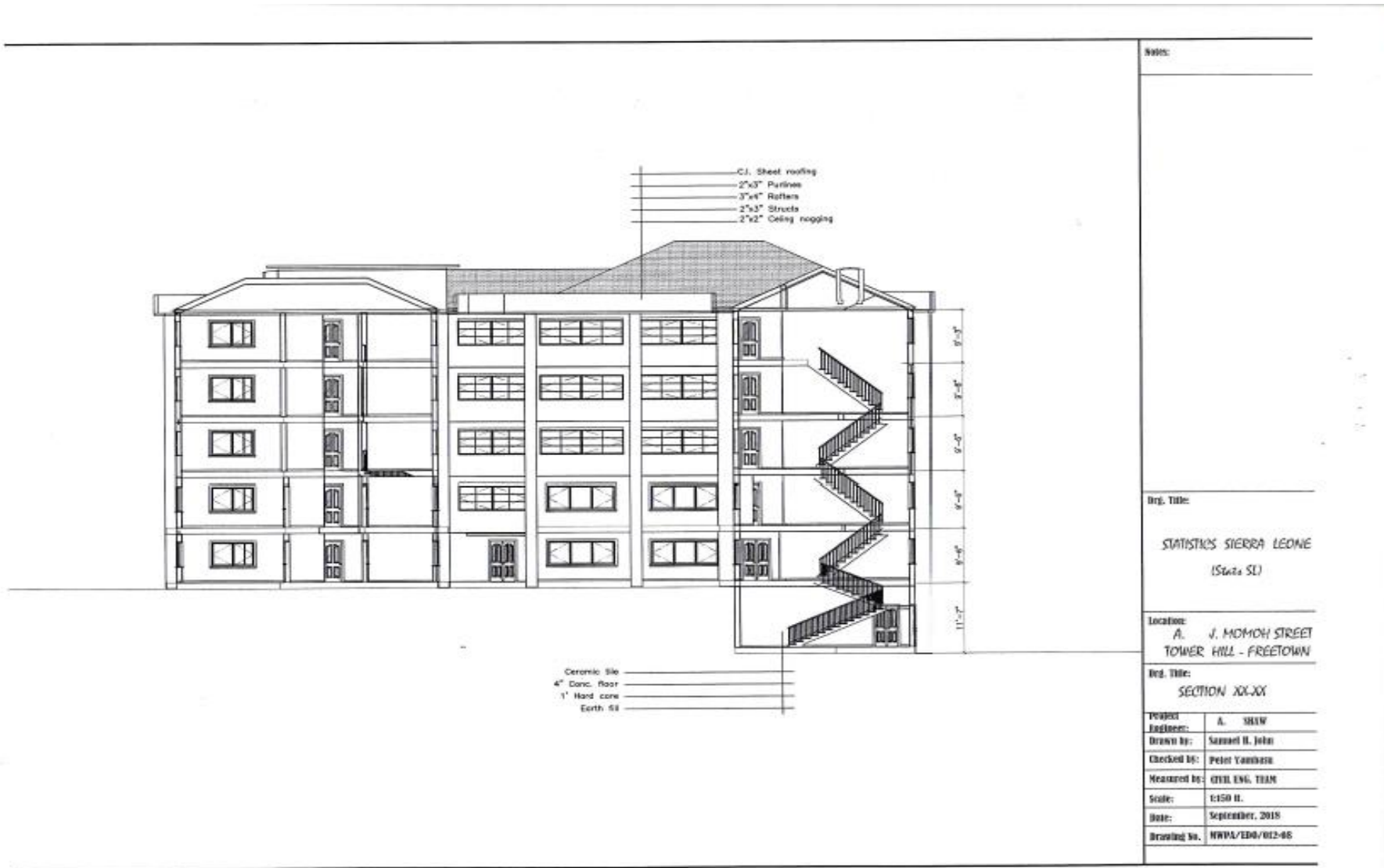
Project:

STATISTICS SIERRA LEONE  
(State SL)

Location:  
A. J. MOMOH STREET  
TOWER HILL - FREETOWN

Dr. Title:  
FOURTH FLOOR PLAN

Project Engineer:	A. MBW
Drawn by:	Samuel H. John
Checked by:	Peter Yambasa
Measured by:	CIVIL ENG. TEAM
Scale:	1:150 H.
Date:	September, 2018
Drawing No.	HWPL/EDR/012-06







Notes:

Org. Title:

STATISTICS SIERRA LEONE  
(Stats SL)

Location:  
A. J. MOMOH STREET  
TOWER HILL - FREETOWN

Org. Title:  
EAST VIEW

Project Engineer:	A. SHAW
Drawn by:	Samuel H. Jahn
Checked by:	Peter Vanham
Measured by:	CIVIL ENG. TEAM
Scale:	1:150 RL
Date:	September, 2015
Drawing No.	HWPA/ED0/012-09



Notes:

Proj. Title:

STATISTICS SIERRA LEONE  
(State SL)

Location:

A. J. MOMOH STREET  
TOWER HILL - FREETOWN

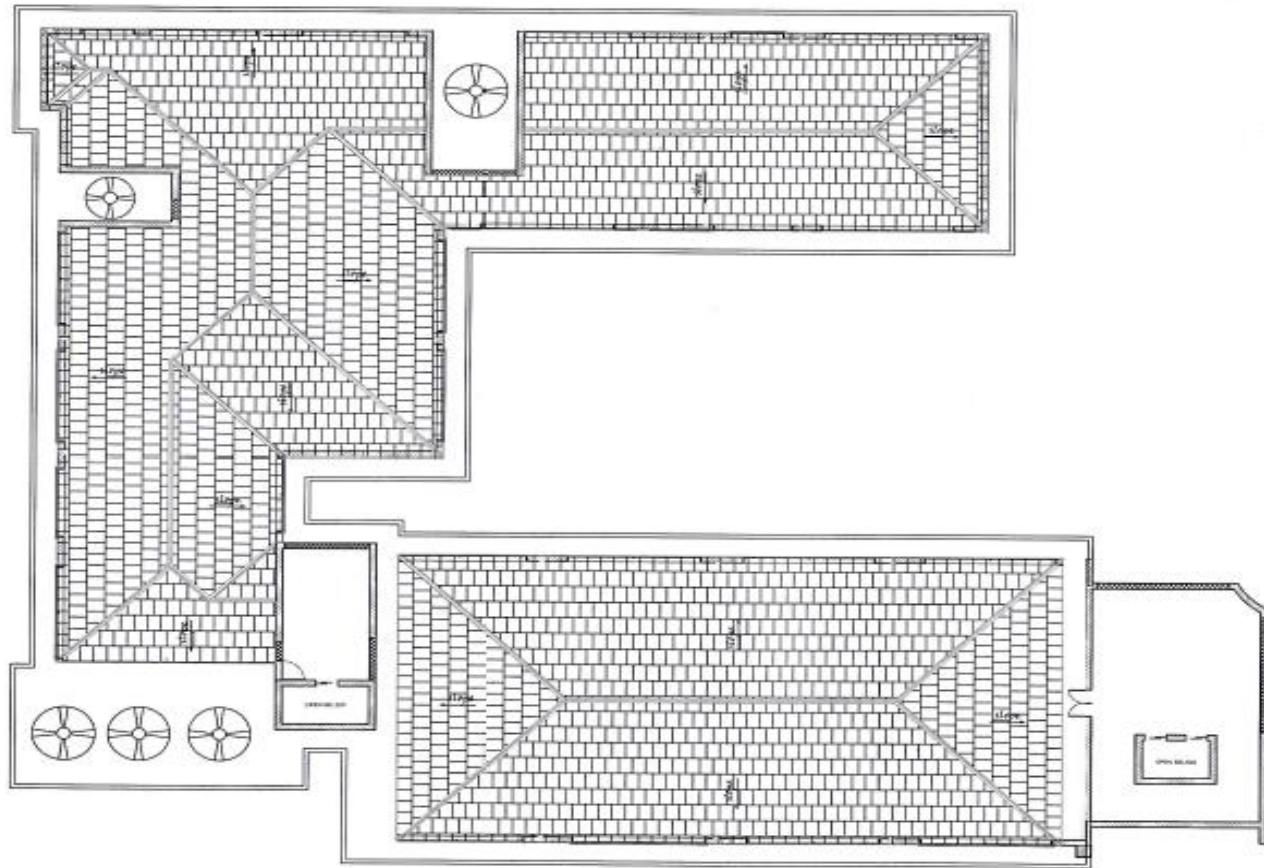
Proj. Title:

A.J. MOMOH VIEW

Project Engineer:	A. SHAW
Drawn by:	Sammal H. John
Checked by:	Peter YAMORAH
Measured by:	CIVIL ENG. TEAM
Scale:	1:150 R.
Date:	September, 2019
Drawing No.	HRFA/ED0/002-09



Notes:	
Proj. Title:	STATISTICS SIERRA LEONE (State SU)
Location:	A. J. MUMOH STREET TOWER HILL - FREETOWN
Proj. Title:	SOUTH VIEW
Project:	A. SWSW
Designed by:	
Drawn by:	Samuel B. John
Checked by:	Peter Lambasi
Measured by:	CIVIL ENG. TEAM
Scale:	1:150 A1
Date:	September, 2018
Drawing No.	HWPL/EDG/012-08



NAME:	
Project:	
STATISTICS SIERRA LEONE (State SL)	
Location:	
A. J. MOMOH STREET TOWER HILL - FREETOWN	
Reg. Title:	
ROOF PLAN	
Project Engineer:	A. SHAW
Drawn by:	Samuel B. John
Checked by:	Peter Lambour
Measured by:	CIVIL ENG. TEAM
Scale:	1:150 H.
Date:	September, 2015
Drawing No.	HRPA/180/012-08

# Appendix E. Consultations Sheet

**PREPARATION OF AN ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) FOR STRUCTURAL UPGRADE OF STATS-SL AND RELATING INFRASTRUCTURE.**

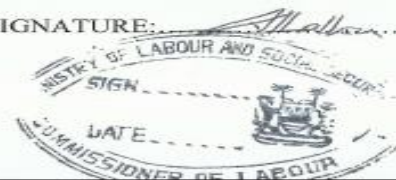
Name of Organization: Ministry of Labour and Social Security

Date of Consultation: 21/10/19 Time: 3:15 p.m. Interviewer(s):

NAME OF CONSUTEE(S)	POSITION	CONTACT NUMBER
<u>Mr John Kallon</u>	<u>Commissioner of Labour</u>	<u>07657 27 38</u>

ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
<ul style="list-style-type: none"> <li>- Contractor and Employee Contract Issues</li> <li>- Worker Safety Issues</li> <li>- Site Inspections</li> </ul>	<ul style="list-style-type: none"> <li>- Workers Conditions of Service</li> <li>- Safety of Workers</li> <li>- Contract with workers are in line with Sierra Leone</li> </ul>	<ul style="list-style-type: none"> <li>- Factory Inspectors will visit the site to inspect the quality of the workshop</li> <li>- Labour Inspectors deal with issues such as the contracts are in place in line with labour law and the Trade Union Agreements and the provision in them</li> </ul>

NAME: Mr John Kallon SIGNATURE: [Signature] DATE: 21/10/19



ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
	<p>Labour Laws</p> <ul style="list-style-type: none"> <li>- Foreign Contractors normally forget to take Work Permit for their workers</li> </ul>	<p>two laws are enforced.</p> <ul style="list-style-type: none"> <li>- The Contractors with the workers used be enforced.</li> <li>- All foreign workers must take work permit</li> </ul>



**PREPARATION OF AN ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) FOR STRUCTURAL UPGRADE OF STATS-SL AND RELATING INFRASTRUCTURE.**

Name of Organization Ministry of Social Welfare, Gender & Children's Affairs

Date of Consultation: 21/10/19 Time: 2:40pm Interviewer(s): .....

NAME OF CONSUTEE(S)	POSITION	CONTACT NUMBER
<u>Mariatu Bangura</u>	<u>Deputy Chief Social Services Officer</u>	<u>076621161</u>
<u>Worokha Coniteh</u>	<u>Assistant Director Western Area</u>	<u>076724852</u>
<u>Daniel A. Gbow</u>	<u>Senior Social Services Officer</u>	<u>076 269180</u>
<u>Lava Williams</u>	<u>Social Services Officer</u>	<u>096612853</u>

ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
<ul style="list-style-type: none"> <li>- Issues of Child Labour and Abuse</li> <li>- Membership of Grievance Redress Committee.</li> <li>- Design of the building should be disability and</li> </ul>	<ul style="list-style-type: none"> <li>- Children being abused by the Contractors and workers of the contractors</li> <li>- As the area has a school there will be need to vigilant.</li> </ul>	<ul style="list-style-type: none"> <li>- There should be a Sensitization/ orientation training for the Contractor and the workers who will be on-site.</li> <li>- Provide ramps and other installations to make the building to disability friendly. E.g.</li> </ul>

NAME: Mrs. Mariatu Bangura SIGNATURE:  DATE: 21/10/19



ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
<p>child friendly. E.g provide special toilets for children and person having with Disability</p>	<ul style="list-style-type: none"> <li>- Children below 18 years should not be used as workers on this project</li> <li>- Protection of the construction zone or premises from children. You know children are curious.</li> <li>- Women <del>and</del> are marginalised from construction work.</li> </ul>	<ul style="list-style-type: none"> <li>providing special toilets for children and persons with disability</li> <li>- Warning sign &amp; telling the Foreman not to allow children and females who are not required to be site to be there</li> <li>- Provide <del>for</del> give preference to <del>competit</del> Women opportunities to work on the project</li> <li>- The Family Support Unit FSU of the Police should be</li> </ul>



ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
		<p>of the Grievance Redress Committee. The Ministry of Social Welfare, Gender and Children Affairs must be added to the Grievance Redress Committee.</p>

**PREPARATION OF AN ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) FOR STRUCTURAL UPGRADE OF STATS-SL AND RELATING INFRASTRUCTURE.**

Name of Organization .....

Date of Consultation:.....Time:.....Interviewer(s):.....

NAME OF CONSUTEE(S)	POSITION	CONTACT NUMBER
Abdull J.D. SHAW	AG. CHIEF ENGINEER	076 990452

ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
<ul style="list-style-type: none"> <li>- Structural Integrity test present or otherwise</li> <li>- Geo-technical Investigation of the site. undertake or not</li> <li>- Are professionals available to undertake geo-technical and structural</li> </ul>	<ul style="list-style-type: none"> <li>- No structural Integrity test has been undertaken for the proposed project</li> <li>- No geo-technical investigation <sup>report</sup> has been undertaken yet.</li> </ul>	<ul style="list-style-type: none"> <li>- Since no Structural Integrity Test and geo-technical investigation has been done, we propose that these should be done and the findings should guide the detailed design of the structure</li> </ul>

NAME: Abdull J.D. SHAW SIGNATURE: [Signature] DATE: 24/10/19



ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
<p>- Integrity Studies in Sierra Leone?</p>	<p>- These will be required to inform the detailed design of the project.</p> <p>- Currently what is available in a preliminary design based on the assumption that new columns will be raised to support the additional load.</p>	<p>- These will <sup>be</sup> require a budget and procurement of competent professionals or Engineering firms with the capacity to do so.</p> <p>- There <sup>are</sup> professionals and Engineering firms in Sierra Leone who can undertake the Structural Integrity and Geo-technical Investigations.</p> <p>- The Ministry of Works and Public Assets is in position to give Engineers Estimates and Terms of Reference for these studies</p>



ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
<p>- Integrity Studies in Sierra Leone?</p>	<p>- These will be required to inform the detailed design of the project.</p> <p>- Currently what is available is a preliminary design based on the assumption that new columns will be raised to support the additional load.</p>	<p>- These will <sup>be</sup> require a budget and procurement of competent professionals or Engineering firms with the capacity to do so.</p> <p>- There are professionals and Engineering firms in Sierra Leone who can undertake the structural Integrity and geo-technical investigations.</p> <p>- The Ministry of Works and Public Assets is in position to give Engineers Estimates and Terms of Reference for these studies</p>



ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
		<p>The Ministry can prepare Terms of Reference for these two Studies within 2 weeks</p> <p>- In the meantime, the Engineer indicated that he will look for the report that was prepared earlier and share with Statistics - SL</p>



**PREPARATION OF AN ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) FOR STRUCTURAL UPGRADE OF STATS-SL AND RELATING INFRASTRUCTURE.**

Name of Organization: ~~NASA~~ National Fire Force

Date of Consultation: 17/10/19 Time: 15:10 Interviewer(s):

NAME OF CONSUTEE(S)	POSITION	CONTACT NUMBER
Nozys Ahmad Ali	Chief Fire Officer	+232 76714926
Kamando Bangay Aschuler & Beckhane	Head Fire prevention	+232 382297

ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
<ul style="list-style-type: none"> <li>- Is a fire permit or certificate required for rehabilitation works (adding 2 or 3 floors) to the Stats-SL building</li> <li>- Is the National Fire Force in a position</li> </ul>	<ul style="list-style-type: none"> <li>- Fire outbreaks and preparedness</li> <li>- Training &amp; simulation during construction and post construction phase.</li> </ul>	<ul style="list-style-type: none"> <li>- Building has to undertake with electrical cables to the British Standard</li> <li>- Provide the drawings and the National Fire Force will advise on the equipment.</li> <li>- After construction we</li> </ul>

NAME: NASA Kamando Bangay SIGNATURE: [Signature] DATE: 17/10/19



ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
<p>to give training and sensitisation.</p> <ul style="list-style-type: none"> <li>- Are the training to be paid for State - Sh.</li> </ul>		<p>Check the designs to see whether the advice we taken and incorporated into the design.</p> <ul style="list-style-type: none"> <li>- The Force is in a position to provide training upon request.</li> <li>- For now there is no cost to paid to the National Fire Force but certain materials e.g. Fire Extinguisher may have to bought by the client.</li> </ul>

NATIONAL FIRE FORCE  
 CHIEF FIRE OFFICER  
 SIGN \_\_\_\_\_  
 DATE \_\_\_\_\_  
 REPUBLIC OF SIERRA LEONE

ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
		<ul style="list-style-type: none"> <li>- Two training and one simulation exercise during the construction phase</li> <li>- One training and one simulation exercise post construction</li> </ul>

NATIONAL FIRE FORCE  
 CHIEF FIRE OFFICER  
 17th FEB 2014



**PREPARATION OF AN ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) FOR STRUCTURAL UPGRADE OF STATS-SL AND RELATING INFRASTRUCTURE.**

Name of Organization ..... FREETOWN CITY COUNCIL .....

Date of Consultation: 18-10-2019 ..... Time: 14:00 hrs ..... Interviewer(s): .....

NAME OF CONSUTEE(S)	POSITION	CONTACT NUMBER
ARUNA SOWA	CITY ENGINEER	078-424215

ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
<ul style="list-style-type: none"> <li>- Overview of the project &amp; its description</li> <li>- Issues of Building permit</li> <li>-</li> </ul>	<p>Whether there will be a structural integrity test/geotechnical test to ascertain the need to add on the existing structure</p>	<p>Need to do these test <sup>their results</sup> and submit to the appropriate authorities namely, MOWPA, FCC etc. To submit designs &amp; drawings include specifications.</p>

NAME: ARUNA SOWA ..... SIGNATURE:  ..... DATE: 18-10-2019



**PREPARATION OF AN ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) FOR STRUCTURAL UPGRADE OF STATS-SL AND RELATING INFRASTRUCTURE.**

Name of Organization Gyng Valley Water Co

Date of Consultation 22/10/19 Time: 15:30 Interviewer(s): .....

NAME OF CONSU/FEE(S)	POSITION	CONTACT NUMBER
<u>Prince Moore-Sourie</u>	<u>Chief Engineer</u>	<u>088275955</u> <u>p.moore@grd.com</u>

ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
<ul style="list-style-type: none"> <li>- Water supply</li> <li>- Review of the internet system</li> <li>- Estimated demand 10,000 litres per day</li> <li>- 80,000 cubics per day <sup>is</sup> supplied</li> </ul>	<ul style="list-style-type: none"> <li>- Water cannot be supplied every day but at least there will be supply every other day 4-6 hours.</li> </ul>	<ul style="list-style-type: none"> <li>- Since we rather water in the city stats - SL can consider rain harvesting</li> <li>- The amount of water that can be captured in the rainy season in 3 weeks can serve them</li> </ul>

NAME: Prince Moore-Sourie SIGNATURE: [Signature] DATE: 22/10/19

*for amount given storage but ground conditions can't a constraint*

ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
<p>- The pump efficiency of the pump that supplies the State Office area is 65-70%</p>	<p>- There is a proposal to rehabilitate the A.J. Momoh Street. so the proposed works should take cognisance of these proposed road work</p>	<p>- There is need to <sup>consult</sup> SLRA <del>Contract</del> for ducts and design of the proposed road to know how to lay our pipes.</p> <p>- Engagement <del>plan</del> with SLRA will have to <del>give</del> take into account our pipe location plan</p> <p>- so State-SL should provide the site plan of the premises to aid the determination of the entry point.</p>

ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
<p>* WAEC will happen Does not have any major issues with the project and therefore they will require efficiency.</p> <p>* Ministry of Health in Sierra Leone Site visit Visit to find Disposal site SL - staff should write formally to request for a portion of the landfill site</p>	<p>⇒ Search for water bodies or communities within the find Disposal site.</p>	<p>- Building plan and detailed designs are required by Ashanti Valley Water Company to advise on internal connections.</p> <p>Add the figures in the ESMP.</p>


**PREPARATION OF AN ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) FOR STRUCTURAL UPGRADE OF STATS-SL AND RELATING INFRASTRUCTURE.**

Name of Organization: INTER CONTINENTAL CONSULTANCY SERVICES

Date of Consultation: 18/10/19 Time: 11:48 Interviewer(s):

NAME OF CONSUTEE(S)	POSITION	CONTACT NUMBER
SAMPITA KARGBO	DEPUTY DIRECTOR	088 2773 65

ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
<ul style="list-style-type: none"> <li>- Project Brief which duration of the assignment/works. (1 year)</li> <li>- Safety of Residents.</li> </ul>	<ul style="list-style-type: none"> <li>- Noise Generation</li> <li>- Prevention of unauthorised persons into yard.</li> </ul>	<ul style="list-style-type: none"> <li>- Notify the neighbours and residents of the impending works.</li> <li>- Post notices and use security men to prevent unauthorised person from the neighbour hood from entering the premises.</li> </ul>

NAME: SAMPITA KARGBO SIGNATURE:  DATE: 18/10/19

ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
		<ul style="list-style-type: none"><li>- Educate the residents about the projects.</li> <li>- Map out the whole area.</li></ul>

**PREPARATION OF AN ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) FOR STRUCTURAL UPGRADE OF STATS-SL AND RELATING INFRASTRUCTURE.**

Name of Organization .....

Date of Consultation:.....Time:.....Interviewer(s):.....

NAME OF CONSULTEE(S)	POSITION	CONTACT NUMBER
MAS Company (SL) Limited	Admin and Finance Officer	079 366-979

ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
We actually discussed the renovation of the building and how it may negatively affect those people that are residing closer to the said construction	But However, My Concerns is that the negative externalities, be it dust, noise and other that may arise during the construction process	My Recommendation is that, I request for a barrier within the place where the construction is taking place.

NAME: Johnsu Salevi Kargo SIGNATURE: [Signature] DATE: 18-10-17



**PREPARATION OF AN ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) FOR STRUCTURAL UPGRADE OF STATS-SL AND RELATING INFRASTRUCTURE.**

Name of Organization ... Marina House - Birth Centre & Women's Health Services

Date of Consultation: 18.10.2019 Time: 11.00am Interviewer(s): .....

NAME OF CONSULTEE(S)	POSITION	CONTACT NUMBER
<u>Junova Ellis</u>	<u>Clinical Director</u>	<u>088 00 66 55</u>

ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
<p>1. Description of the projects.</p> <p>2. Impacts</p>	<p>- As we are a Medical facility noise will be a major concern</p> <p>- Traffic concerns as construction trucks have to use the Mother's Union Road</p>	<p>- Construction should not start before 9.00am.</p> <p>- Work should not continue after 5.00pm</p> <p>- Advise there should be no access from Mother's Union Road.</p>

NAME: Junova Ellis SIGNATURE: [Signature] DATE: 18.10.19





ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
/	<ul style="list-style-type: none"> <li>- Trucks may block access for patient's vehicles and other emergency vehicles</li> <li>- Communicate with the hospital about the works, when it will start, when noise will be generated</li> </ul>	<ul style="list-style-type: none"> <li>- One week in advance notice of when the works will commence will be adequate.</li> <li>- Communication should be key. We must be informed about any activities that affect.</li> <li>- We need to be informed of any power outages at least one week ahead so that we can put our generator</li> </ul>



**PREPARATION OF AN ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) FOR STRUCTURAL UPGRADE OF STATS-SL AND RELATING INFRASTRUCTURE.**

Name of Organization: Food Vendor Infront of SL-Stats Office Building

Date of Consultation: 16-10-19 Time: 10:30 Interviewer(s): .....

NAME OF CONSUTEE(S)	POSITION	CONTACT NUMBER
Zainabu Sessay	<del>Boiled Cassava</del> Soft Drink	
Adama Samura	Cassava (Boiled)	
Siata Koroma	Cracked Rice	099188354
Zainab Sessay (Junior) Alimamy Karigbo	Fruits top up Card (Mobile Phone)	088959433
ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
i: Benefit (a) Increase in patronage of soft drinks, biscuit and Cassava and there fore more income. (b) The build up will lead to more workers being employed and more people will patronise our food.	- Theft and workers will credit the food and will not pay for the food - Selling on the <del>road</del> Street will be stop else there can be accidents	- All workers will have to pay for all food w goods they buy. No credit - This will be temporary to prevent accident. - Put in warning signs to prevent over speeding around where will sell.

NAME: Alimamy Karigbo  
Zainabu Sessay SIGNATURE:  DATE: 16-10-19

**PREPARATION OF AN ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) FOR STRUCTURAL UPGRADE OF STATS-SL AND RELATING INFRASTRUCTURE.**

Name of Organization: Bern-Lynn Nursery Preparatory School

Date of Consultation: 17/10/19 Time: 11:30 Interviewer(s): .....

NAME OF CONSUTEE(S)	POSITION	CONTACT NUMBER
<u>Madam Mariama Jalloh</u>	<u>Ag Head Teacher</u>	<u>078-880087</u> <u>077-236141</u>

ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
<p>1. Benefits of the project includes:</p> <p>(a) It lead to better collection of data</p>	<p>- Some of the children especially the upper Primary cross A.J. Memmah Street to get food dump break time, so this can lead to accidents</p>	<p>- We are going to monitor the children so they do not go near the road during construction.</p> <p>- Construction vehicles and supply vehicles so come late in the evening or over the weekend</p>

NAME: Mariama Jalloh

SIGNATURE: .....



DATE: 17/10/19

ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
<p>- Rape, defilement and other affairs with school girls</p>	<p>It is possible for the construction workers to misbehave with our children especially those in upper Primary <del>upper</del></p> <p>- Noise generation will be high</p>	<p>- Provide us with a Contact person at State - SL who we can report any incidence of rape, defilement and other bad behaviour to.</p> <p>- Also provide the construction vehicles with identification numbers so that we report them when they over speed or drive badly.</p> <p>- We will talk to the teachers and pupils about not going close to the project and not to talk to strangers. They will also be told to report any bad behaviour</p>



ISSUES DISCUSSED	CONCERNS	RECOMMENDATIONS/ CONCLUSIONS
		<p>and pupils as well as the parents so that they will not loiter around Mommoh Street when construction is going on, they should not talk to strangers and report any bad behaviour to the teachers or head mistress.</p> <p>- Undertake work generated during weekends or after 2:30pm when school has closed.</p>



# Appendix F. Contractual Clauses

In order to ensure the proposed mitigation measures are implemented by the Contractor as well as other responsible parties, the following Contractual Clauses are to be inserted into the Works Contract for the Contractor executing the works:

## General

1. In addition to these general conditions, the Contractor shall comply with any specific Environmental and Social Management Plan (ESMP) for the works for which he/she is responsible. The Contractor shall inform himself about such an ESMP, and prepare his work strategy and plan to fully incorporate relevant provisions of that ESMP. If the Contractor fails to implement the approved ESMP after written instruction by the Supervising Consultant to fulfil his obligation within the requested time, the client reserves the right to arrange through the SE for execution of the missing action by a third party on account of the Contractor.
2. Notwithstanding the Contractor's obligation under the above clause, the Contractor shall implement all measures necessary to avoid undesirable adverse environmental and social impacts wherever possible, restore work sites to acceptable standards, and abide by any environmental performance requirements specified in an EMSP. In general, these measures shall include but not be limited to:
  - *Minimize the effect of dust on the surrounding environment resulting from earth mixing sites, vibrating equipment, temporary access roads, etc to ensure safety, health and the protection of workers and communities living in the vicinity dust producing activities.*
  - *Ensure that noise levels emanating from machinery, vehicles, and noisy construction activities (e.g. excavation) are kept at a minimum for the safety, health, and protection of workers within the vicinity of high noise levels and nearby communities.*
  - *Prevent oils, lubricants and waste water used or produced during the execution of works from entering rivers, streams, and other natural water bodies/reservoirs, and also ensures that stagnant water in uncovered trenches is treated in the best way to avoid creating possible breeding grounds for mosquitoes.*
  - *Upon discovery of ancient heritage, relics or anything that might or believed to be of archaeological or historical importance during the execution of works,' immediately report such findings to the Site Engineer so that the appropriate authorities may be expeditiously contacted for fulfilment of the measures aimed at protecting such historical or archaeological resources.*
  - *Implement soil erosion control measures in order to avoid surface run off and prevents siltation, etc.*
  - *Ensure that garbage, sanitation and drinking water facilities are provided for construction workers.*
  - *Ensure that, in as much as possible, local materials are used to avoid importation of foreign material and long-distance transportation.*
  - *Ensure public safety and meet traffic safety requirements for the operation of work to avoid accidents.*
3. The Contractor shall indicate the period within which he/she shall maintain status on site after completion of civil works to ensure that significant adverse impacts arising from such works have been appropriately addressed.
4. The Contractor shall adhere to the proposed activity implementation schedule and the monitoring plan/strategy to ensure effective feedback of monitoring information to project management so that impact management can be implemented properly, and if necessary, adapt to changing and unforeseen conditions.
5. Besides the regular inspection of the sites by the SE for adherence to the contract conditions and specifications, the client (Stats SL) will appoint an officer to oversee the compliance with these environmental, social, health and safety conditions and any proposed mitigation measures. State environmental authorities such as the Environmental Protection Agency and Sierra Leone Fire Force, Freetown City Council and Ministry of Works and Public Assets may carry out similar inspection duties.

In all cases, as directed by the SC, the Contractor shall comply with directives from such inspectors to implement measures required to ensure the adequacy of rehabilitation/mitigation carried out on the biophysical and social environment resulting from implementation of any works.

### **Water Resources and Waste Management**

6. All vessels (drums, containers, bags, etc.) containing oil/ fuel/ construction materials and other hazardous chemicals shall be bonded in order to contain spillage. All waste containers, litter and any other waste generated during construction shall be collected and disposed of at designated disposal sites in line with the Assembly's waste management regulations.
7. Wash water from washing equipment shall not be discharged into road drains
8. Used oil from maintenance works shall be collected and disposed-off appropriately at designated sites or be reused or sold for re-use locally.
9. Site spoils and temporary stockpiles shall be located away from the drainage system and surface run off shall be directed away from stockpiles to prevent erosion.
10. The Contractor shall at all costs avoid conflicting with water demands of local communities.
11. Abstraction of water from wetlands shall be avoided.
12. No construction water containing spoils or site effluent, especially cement and oil, shall be allowed to flow into natural water drainage courses.

### **Traffic Management**

13. Materials shall be delivered on site over the weekend or before 7-00am or after 6.00pm.

### **Disposal of Unusable Elements**

14. Unusable materials and construction elements such as electro-mechanical equipment, pipes, cables, accessories and demolished structures will be disposed of in a manner approved by the SC. The Contractor has to agree with the SC which elements are to be surrendered to the Client's premises, which will be recycled or reused, and which will be disposed of at approved landfill sites.
15. Unsuitable and demolished elements shall be dismantled to a size fitting on ordinary trucks for transport.
16. Unsuitable and demolished elements shall be dismantled to a size fitting on ordinary trucks for transport.
17. Left over materials will be collected and used for other purposes.
18. The asbestos roof shall be disposed of in the following manner:
  - Notify of the Supervising Consultant and Ministry of Health and Sanitation of the intended removal and disposal of the asbestos roof:
  - The asbestos sheets must be dowsed with water and cut into appropriate sizes with snap cutters for easy transportation;
  - The asbestos sheets must be wrapped with polythene material and sealed with duct tape to make them airtight. They will be marked as "hazardous material" and transport to the site for burial in a lined (geo textile) pit to prevent seepage and laterite will be spread over it to a thickness of 20cm.
  - The area must be fenced and markers/warning signs will be placed in the vicinity.
  - Personnel clothed in rubber coverall with hoods and non-laced rubber boots, wearing respiratory protective equipment with a HEPA filters must be used in the removal and disposal of the old Asbestos sheets
  - All PPEs used in the operation must be disposed of with the asbestos

### **Health and Safety**

19. In advance of the construction work, the Contractor shall mount an awareness and hygiene campaign.
20. Workers and local residents shall be sensitized on health and safety risks associated with the road works including AIDS, Fire Prevention and Containment as well as Occupational Health and Safety

21. The Contractor shall make available all his/her employees for all OHS and Emergency Preparedness Training/Demonstration Programmes organized under the project.
22. Adequate warning, directional and prohibitory etc shall be provided at appropriate locations on site.
23. Construction vehicles shall not exceed maximum speed limit of 40km per hour.

#### **Gender Based Violence, HIV/AIDs and STI Awareness**

24. The Contractor shall clearly state in his contracts with employees and third party suppliers that he does not condone physical abuse, rape, defilement, illicit sexual behaviours and other gender based violence together with sanctions for breaching these provisions.
25. The Contractor shall report any incidence of rape, defilement or other Gender Based Violence and illicit sexual affairs to the nearest FSU, the SC and Environmental and Social Officer of Stats SL within 12 hours of receiving such as a report.
26. The Contractor shall support (including availing employees to support GBV investigations and providing compensation for survivors) GBV investigations, persecution and survivor rehabilitation, if his/her employees are under investigation or found guilty of GBV.
27. The Contractor shall make available all his/her employees for all HIV/AIDS and Gender Based Violence Sensitization Programmes organized under the project.
28. The Contractor shall have a Code of Conduct to be signed and explained to their workers in a language well understood. The Code of Conduct will include all punitive measures for any violations.

#### **Contractor's Environment and Social Management Plan**

29. Within 4 weeks of signing the Contract, the Contractor shall prepare an ESMP to ensure the adequate management of the health, safety, environmental and social aspects of the works, including implementation of the requirements of these general conditions and any specific requirements of an ESMP for the works. The Contractor's ESMP will serve two main purposes:
  - *For the Contractor, for internal purposes, to ensure that all measures are in place for adequate HSE management, and as an operational manual for his staff.*
  - *For the Client, supported where necessary by a SC, to ensure that the Contractor is fully prepared for the adequate management of the HSE aspects of the project, and as a basis for monitoring of the Contractor's HSE performance.*
30. The Contractor's ESMP shall provide at least:
  - *A description of procedures and methods for complying with these general environmental management conditions, and any specific conditions specified in the ESMP;*
  - *A description of specific mitigation measures that will be implemented in order to minimize adverse impacts;*
  - *A description of all planned monitoring activities and the reporting thereof; and*
  - *The internal organizational, management and reporting mechanisms put in place for such.*
31. The Contractor's ESMP will be reviewed and approved by the Environmental and Social Officer before start of the works. This review should demonstrate if the Contractor's ESMP covers all of the identified impacts and has defined appropriate measures to counteract any potential impacts.

#### **Environmental and Social Reporting**

32. The Contractor shall prepare bi-weekly progress reports to the SC on compliance with these general conditions, the project ESMP, and his own ESMP. A format for a Contractor HSE report is given below. It is expected that the Contractor's reports will include information on:
  - *HSE management actions/measures taken, including approvals sought from local or national authorities;*
  - *Problems encountered in relation to HSE aspects (incidents, including delays, cost consequences, etc. as a result thereof)*
  - *Changes of assumptions, conditions, measures, designs, and actual works in relation to HSE aspects; and*
  - *Observations, concerns raised and/or decisions taken with regard to HSE management during site meetings*



33. Reporting of significant HSE incidents must be done within 24 hours. Such incident reporting shall, therefore, be done individually.
34. The Contractor shall keep his own records on health, safety and welfare of persons, and damage to property. These records shall include such records, as well as copies of incident reports, as appendixes to the bi-weekly reports.
35. Details on the environmental and social performance will be reported to the Client through monthly progress reports.

#### **Labour Relations**

36. The Contractor shall not employ minors (below 18 years) as part of his casual or permanent employees
37. The Contractor shall not engage in forced labour of kind including forcing employees to work on statutory holidays
38. The Contractor shall not procure goods or services from third party suppliers that engage child or forced labour
39. The Contractor in his recruitment shall not discriminate by gender, religion and ethnicity etc
40. The Contractor shall familiarise himself with the Regulation of Wages and Industrial Relations Act 1971 (No 18) and other labour related laws in Sierra Leone and work within these laws.
41. All workers shall be given contracts specifying their tasks, responsibilities and Conditions of Service in line with Sierra Leone Labour Laws
42. The Contractor shall set up a fair and transparent work-based grievance redress system headed by a management member and protect aggrieved employees against discrimination and persecution.
43. The Contractor shall prepare a Code of Conduct to be signed by all employees, after it being explained to them in a language they understand, to guide employees inter and intra personal relationships. The Code of Conduct shall specify sanctions for assault, abuse, rape defilement and other gender based violence as well as rewards and sanction for working with/out PPEs among others.

#### **Community Relations**

44. The Contractor shall inform organisations and households in the project zone of any impending power cuts or water supply disruptions at least a week ahead of the power outage/cut in water supply. The notice shall be repeated 24 hours ahead of the planned outage or shut down.

#### **Cost of Compliance**

45. It is expected that compliance with these conditions is already part of standard good workmanship and state of art as generally required under this Contract. The item "Compliance with Environmental Management Conditions" in the Bill of Quantities covers these costs. No other payments will be made to the Contractor for compliance with any request to avoid and/or mitigate an avoidable environmental and social impact.

#### **Sanction**

46. In application of the contractual agreements, the lack of respect of the environmental and social clauses, duly observed by the Contractor, could be a justification for termination of the contract.

# Appendix G. Sample Code of Conduct

All the employees of the Contractor and support staff of Supervising Consultant shall adhere to the following Code of Conduct during the execution of the project:

## 1. Compliance with Applicable Laws, Rules and Regulations

- a. All employees shall perform their duties in accordance with the Regulation of Wages Industrial Relation Act, 1971 (No.18) and other applicable labour laws in Sierra Leone.
- b. Employees/key experts will enjoy freedom of association and expression as defined in the Constitution of Sierra Leone and express in the Regulation of Wages Industrial Relation Act, 1971 (No.18) and other labour laws in Sierra Leone.
- c. The Organization will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery.
- d. The Organization shall not permit any activity that fails to stand the closest possible public scrutiny.
- e. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to appropriate line supervisor or the Ministry of Labour Social Security
- f. Workers/employees who falsify their ages will be summarily dismissed as the company does not tolerate child and forced labour.
- g. The company will not tolerate any form of child or forced labour from any sub-contractor/employee who practice forced or child labour
- h. Employees are required to report suspected cases of child or forced labour on site to Stats SL Environmental and Social Specialist, FSU or Ministry of Labour and Social Security

## 2. Compliance with Applicable Health and Safety Requirements

- a. All employees' have the right and duty to ensure safe working conditions to the extent of exercising control over tools, equipment, machinery and processes and to express their views on working conditions that may affect their safety and health. Sub-contractors will do same for their employees
- b. Employees of the Contractor shall be responsible for removing themselves from danger as much as possible whenever they have good reason to believe that there is an imminent and serious danger to their safety or health. They should have the duty so to inform their supervisor immediately.
- c. Employees/key experts will be provided with the appropriate protective gear for the operations or activities and request for same before engaging in any activity associated with the works.
- d. No worker shall be allowed to undertake any work without wearing approved protective clothing/gear.
- e. Workers shall use and take care of personal protective equipment, protective clothing and facilities placed at their disposal and not misuse anything provided for their own protection or the protection of others
- f. First time offenders who are not in the appropriate protective gear will receive a verbal caution, second time offenders will receive a formal written caution, while multiple offenders will receive sanctions ranging from suspensions to dismissal.
- g. Except in an emergency, employees, unless duly authorised, should not interfere with, remove, alter or displace any safety device or other appliance furnished for their protection or the protection of others, or interfere with any method or process adopted with a view to avoiding accidents and injury to health.
- h. Every employee shall take reasonable care for their own safety and health and that of other persons who may be affected by their acts or omissions at work;

- i. Workers shall report to their immediate supervisor, and Health and Safety Officer, any situation which they believe presents a risk and which they cannot properly deal with themselves;
- j. Damaged or faulty electrical equipment such as power sockets, leads and appliances are removed from service.
- k. Damaged or faulty equipment should be replaced, or repaired by a qualified person as soon as possible.
- l. Power points should be protected by safety-shutters, or all vacant power points be covered by plastic plug protectors.
- m. Electrical appliances and leads should be kept away from water.
- n. All machines and vehicles should be turned off when not in use
- o. All employees shall comply with all the safety and health measures prescribed by the employer. Employees should not operate or interfere with plant and equipment that they have not been duly authorised to operate, maintain or use.
- p. Employees should not sleep or rest in dangerous places such as scaffolds, railway tracks, garages, or in the vicinity of fires, dangerous or toxic substances, running machines or vehicles and heavy equipment.
- q. Supervisors should not assign employees to undertake activities that the later do not have necessary competence, training or certification or that has not been stated in their contract with the Company.
- r. Employees should not undertake any assigned activity for which you do not have necessary competence, training or certification or that has not been stated in their contract with the Company.
- s. Every employee is encouraged to contribute by integrating environmental sustainability issues as they relate to our industry into our business planning, strategies and decision-making.
- t. Employees shall avail themselves for all OHS, HIV/AIDS Gender Based Violence, Emergency Preparedness Training/Sensitization Programmes organized under the project.
- u. All Company employees should strive to conserve resources and reduce waste through re-use and other energy conservation measures.

### **3. Use of Illegal Substances**

- a. No employee/key expert/sub-contractor shall report to work under the influence of alcohol or any substance considered as illegal under the laws of Sierra Leone including marijuana.
- b. No employee shall smoke, consume alcohol or illegal substances while on duty, including lunches and during overtime meals, or on company property.
- a. Officers and directors *may* authorize, in advance, the consumption of alcohol for special occasions or for certain business meetings as long as such use is limited and does not violate other legal requirements.
- b. No employee shall under any circumstance engage in any work related to the organization under the influence of Alcohol or illegal substances even if consumption is permitted under the exception described above.
- c. Employees who violate this smoking and alcohol conduct standard may have their contract terminated.

### **4. Non- Discrimination**

- a. Discrimination against any job applicant or employee on the grounds of colour, race, religion, age, nationality, sex, marital or family status, ethnic affiliation, pregnancy, sexual orientation, disability or other reason is prohibited.
- b. In certain cases, however, the requirements of safety regulations relating to specific positions/activities within a construction business will take precedence over clause 4(a).
- c. We do not employ any person below the legal minimum age (18 years) and will require commitments from suppliers and subcontractors to refrain from such practices

- d. Workers are not to undertake any assigned activity for which they do not have necessary competence, training or certification or that has not been stated in their contract with the Company.
- e. Recruitment, job transfer and progression, remuneration and training and award of discretionary bonuses when applicable are determined solely by the application of objective criteria, fair and unprejudiced opinion, personal performance and merit.
- d. Recruitments, transfers, training, maternity leave and standard terms and conditions will be done in accordance within line Sierra Leone Labour laws.
- e. Employees who perceive that they have been discriminated against can seek redress through their supervisor, Environmental, Health and Safety Officer, management and/or the Ministry of Labour and Social Welfare

## **5. Interaction with Community**

- a. The Company strives to cultivate a local identity in each of its host communities by setting good corporate citizenship standards, while respecting local sensitivities.
- b. The Company will regularly contribute to the economic and social development of communities, and expects all employees to promote human rights and respectful community involvement anywhere it operates.
- c. Employees should comply with the norms, laws, rules and regulations applicable to the host communities except in cases where they are in conflict with that of Sierra Leonean laws.
- d. In a case where an employee perceives that the laws, rules and regulations of host communities are in conflict with that of the company, employees are to refer such cases to their supervisor, Environment, Health and Safety Officer or manager for further clarification at the Ministry of Labour and Social Security

## **6. Sexual Harassment**

*Sexual Harassment would be considered as unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the survivor*

- a. Sexual harassment is unlawful.
- b. This company does not tolerate sexual harassment in any form.
- c. Every employee has a responsibility to ensure that sexual harassment does not occur.
- d. No employee shall under any circumstance sexually engage another either by the use of words or actions. Some acts that may be considered as sexual include;
  - *an unwelcome sexual advance*
  - *a request for sexual favours*
  - *unwelcome comments about someone's sex life or physical appearance*
  - *sexually offensive comments, stories or jokes*
  - *displaying sexually offensive photos, pinups or calendars, reading matter or objects*
  - *sexual propositions or continued requests for dates*
  - *physical contact such as touching or fondling, or unnecessary brushing up against someone*
  - *Indecent assault, defilement or rape (these are criminal offences).*
- e. Any employee who believes he or she has been a target/survivor of sexual harassment is encouraged to inform the offending person orally or in writing that such conduct is unwelcome and offensive and must stop or to report the unwelcome conduct as soon as possible to a supervisor, management or the environmental and social officer of Stats SL FSU representative on the Project Grievance Redress Committee or the nearest FSU of the Sierra Leone Police Force
- f. Reports of sexual harassment will be treated promptly, seriously and confidentially.
- g. Complainants have the right to determine how a complaint will be treated and knowledge of the outcome of investigations.

- h. Anyone found to have sexually harassed another person will be handed over to the Family Support Unit of the Sierra Leone Police Force.
- i. No employee will be treated unfairly as a result of making a complaint of sexual harassment. Immediate disciplinary action will be taken against anyone who victimizes or retaliates against someone who has made a complaint of sexual harassment.
- j. For the purposes of reporting and dealing with sexual harassment and crimes, the Company will provide a hot line to a management level personnel for reporting cases of sexual abuse and harassment.
- k. Rape, defilement and assault cases shall be reported to FSU of the Sierra Leone Police Force by survivor or other employees'

#### **7. Violence or Exploitation**

- a. No employee shall bear any weapon on site unless he/she has been authorized and have a legitimate business reason to do so. Even so, this will have to be with the permission of the appropriate supervisor, manager and conformity with the laws of Sierra Leone.
- b. The company is committed to maintaining a safe and secure workplace and working environment. Acts or threats of physical violence, intimidation, harassment or coercion, stalking, sabotage, and similar activities are not tolerated.
- c. Employees who engage in acts or threats of violence, outside of self-defense, shall be dismissed and handed over to the Sierra Leone Police Force.
- d. Employees are expected to treat all individuals with respect, tolerance, dignity and without prejudice to create a mutually respectful and positive working environment.

#### **8. Protection of Children**

- a. As much as possible, employees' are to avoid bringing any person under 18 to work on the project site) unless with permission from Environment, Health and Safety Officer.
- b. Every employee shall himself be responsible for the safety and wellbeing of any person under age 18 years brought to work by them. *Physical contact with children can be misconstrued both by the recipient and by those who observe it, and should occur only when completely nonsexual and otherwise appropriate, and never in private.*
- c. One-on-one meetings with a child or young person are best held in a Public area; in a room where the interaction can be (or is being) observed; or in a room with the door left open, and another employee or supervisor is notified about the meeting.
- d. Avoid any covert or overt sexual behaviors with children on site. This includes seductive speech or gestures as well as physical contact that exploits, abuses, or harasses.
- e. Employees are to provide safe environments for children and youth at all times on site

#### **9. Sanitation Requirement**

- a. The company shall provide and maintain sanitary facilities (according to building regulations) for all employees to ensure their total health and safety. All such facilities shall be labelled with inscription in English for the understanding of every employee.
- b. Every employee/key expert shall be responsible for the appropriate use of sanitary facilities including toilets, bathrooms and refuse bins/skip containers where provided.
- c. No employee shall resort to other inappropriate means of defecation or urination (open defecation or indiscriminate disposal of refuse or urination on the company's compound or project site) apart from what has been prescribed by the company.
- d. Any act of indecency with respect to the use of sanitary facilities shall attract punitive actions including suspensions or even dismissals.

#### **10. Avoidance of Conflict of Interest**

- a. The Company expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the Organization.

- b. Employees/key experts must not use their positions or the knowledge gained as a result of their positions for private or personal advantage.
- c. Regardless of the circumstances, if employees sense that a course of action they have been pursued, or are presently pursuing, or are contemplating pursuing may make it difficult to perform the work objectively, they should immediately communicate all the facts to their supervisor.
- d. An Employee or a member of his or her immediate family shall not receive improper personal benefits as a result of his or her position in the Company.
- e. Any situation that involves, or may reasonably be expected to involve, a conflict of interest with the Company should be disclosed promptly to supervisors/ managers.

#### **11. Protection and Proper Use of Property**

- a. All employees unless otherwise directed are responsible for the proper acquisition, use, maintenance and disposal of company assets (e.g., materials, equipment, tools, real property, information, data, intellectual property and funds) and services. Acquisition of assets should be in compliance with procurement standards of the company.
- b. Any act of theft, carelessness, and waste on the part of an employee shall attract sanctions including the termination of one's work contract.
- c. Every employee shall do their part to protect the company's assets and ensure their efficient use.
- d. Unless otherwise permitted by management, Company guidelines and procedures, the appropriation of Company property by employees for personal use, or for resale is strictly prohibited.
- e. Similarly, you are not permitted to use your authority over other employees to use Company resources for personal benefit.
- f. On termination of and at any other time during your employment when requested you must hand over Company's assets and records stored in whatever format or medium.
- g. The Company strictly prohibits any access, usage or disclosure of employees' personal data without legitimate authorization. Employees should note that the Company reserves the right to retrieve their e-mails transmitted via the Company e-mail accounts and to monitor your use of the Internet.
- h. Every employee shall use company assets only for legal and ethical activities.

#### **12. Report of Violation of Code of Conduct**

- a. Employees should promote ethical behavior and encourage other employees to talk to supervisors, managers or other appropriate personnel when in doubt about the best course of action in a particular situation.
- b. In order to protect our organization from unethical or illegal activity, it is your duty and obligation at all times to be watchful of the practices that you see occurring around you, to take reasonable steps to prevent or detect improper conduct, and to report any suspicion of fraudulent, abusive, unethical or illegal activity.
- c. All reports of misconduct or unethical behavior, conflict of interest, or illegal activity be are to handle such cases as confidential and be treated seriously and discreetly.
- d. Employees may report anonymously should that be their preference.
- e. In the event of a grievance being raised to a manager relating to discriminatory behaviour or harassment, the manager must notify Human Resources immediately, irrespective of how trivial the complaint may appear.

#### **13. Non-Retaliation**

- a. The company will not tolerate any act of retaliation against anyone who, in good faith, reports known or suspected unethical or illegal misconduct, seeks advice, raises a concern, or provides information in an internal or external investigation or legal proceeding pertaining to the company.
- b. Allegations of retaliation will be investigated, as appropriate.
- c. Acts of retaliation (which may include firing or laying off, demoting, denying overtime or promotion, disciplining, denying benefits, failing to hire or rehire, intimidation or making threats) may lead to disciplinary action against the person responsible for the retaliation, up to and including termination of contract.

- d. Any employee who believes he/she has experienced retaliation, should report to his/her supervisor, manager or the Environmental and Social Officer of Stats SL.
- e. Any false accusation of retaliation would attract disciplinary actions even to the extent of termination of contract.

**Implementation of Code of Conduct**

- a. The Environment, Health and Safety Officer of the Contractor will be responsible for implementing and enforcing the Code of Conduct, while monitoring
- b. The following measures will be adopted to implement the Code of Conduct:
  - The Consultant will ensure that all employees/key experts and sub-contractors are given copies of the Code of Conduct for reference.
  - All employees on the assignment will be made to sign the Code of Conduct.

## Appendix H. Chance Find Procedure

Project Contractors will be responsible for familiarizing themselves with the “Chance Find” Procedure presented below in case a cultural heritage resource is uncovered during excavation and other aspects of the civil works.

- i. Stop working in the zone immediately following the discovery of a material of cultural, archeological, historical, paleontological or other cultural significance;
- ii. Report ‘the Find’ to the Supervising Consultant;
- iii. The Supervising Consultant shall verify the item or resource and notify the relevant Authorities e.g. EPA and other relevant stakeholders about “the Find”;
- iv. The Contractor shall cordon off the area and provide security to prevent unauthorized entry
- v. Prevent and penalize any unauthorized person found within the inner perimeter of the restricted zone obtaining the cultural heritage resource; and
- vi. The Contractor shall re-start work in the area only upon approval by EPA and/or the appropriate State Agencies.



# Appendix I. Sample Grievance Redress Form

## GRIEVANCE REGISTRATION FORM (FORM A) – For Complainant

Confidentiality Required: Yes  No:

Name (Complainant) Optional:.....

Contact Information (house number/ mobile phone):.....

Nature of Grievance or Complaint:.....

Details of Grievance:.....

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

Name (Receiver):..... Signature:..... Date:.....

Name (Filer):..... Signature:..... Date:.....

Relationship of Filer to Complainant (if different from Complainant):  
.....  
.....

# Appendix J. Terms of Reference

## HARMONIZING AND IMPROVING STATISTICS IN GHANA, LIBERIA, SIERRA LEONE, BURKINA FASO, CABO VERDE, COTE D'IVOIRE, AND TOGO.

### TERMS OF REFERENCE FOR THE PREPARATION OF AN ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN

#### INDIVIDUAL CONSULTANT

#### 1.0 BACKGROUND

##### 1.1 Introduction

The Government of Sierra Leone through the Statistics Sierra Leone (Stats SL) has requested for a credit facility from the International Development Association (IBRD/IDA) to be used for implementation of the Harmonizing and Improving Statistics in Ghana, Liberia, Sierra Leone, Burkina Faso, Cabo Verde, Cote D'Ivoire, and Togo. The main development objective of the project is to strengthen the capacity of the National Statistical Agencies of Ghana, Liberia and Sierra Leone to produce a set of core harmonized economic and social statistics, and enhance the dissemination of statistical data.

##### 1.2 Project Components: The project has two main components;

- 1. The project has three components:** (1) **A regional component** to: produce harmonized tools, collect a core set of social and economic statistics while improving their quality, and disseminate the minimum package of data collected both nationally and regionally through a regional platform, (2) **A country-specific component** to address shortcomings that are not necessarily common to all three and thus identifies activities that are specific to each of the three participating countries, and (3) **A project management component** to oversee and supervise activities 1-2.
- 2. The country-specific component for Sierra Leone to:** (i) fund the refurbishment and expansion of the Stats SL building to provide an adequate working environment physical and statistical infrastructure; (ii) improve the quality and production of health administrative and human capital data, and (iii) strengthen the coordination and demand for statistics as part of the National Statistical System.
- 3. The first subcomponent seeks to Improve physical and statistical infrastructure.** The Statistics Sierra Leone office was damaged during the war and never fully repaired. Additional damage to the facility was sustained from flooding in August 2017, damaging storage and classroom space, and only very minimal repairs have been undertaken. Due to a general funding constraint, Stats SL has not undertaken sufficient maintenance of the facility, was disconnected from the national power grid due to failure to pay bills and has been without running water and internet for several years. The power and internet needs have been partially met on a temporary basis by funding from various projects (such as the MICS-6 and the 2018 SLIHS) supplying fuel for the generator and cellular modems for some key staff, but more permanent solutions need to be put in place. Mains electricity supply has been recently restored to the Stats SL office, but additional upgrades are necessary to ensure long term sufficient supply of electricity. Among the things need to be fixed, is a smooth transition to power from the existing generator can be made in the event of power cuts to the main power grid, still common during the dry season. Stats SL also lacks running water, and separate toilet facilities for men and women. The project will provide for the rehabilitation of the building, including fixing running water issues, electricity and toilet facilities. Improved LAN and internet facilities will be provided to support more efficient management of data internally and improved public dissemination of data. General internet facilities should be installed in 2018 with funding from the 2018 SLIHS project. The SLIHS project has a limited budget for internet, so the service will possibly be upgraded if needed. Monthly internet service will be covered for the duration of the project. A server has been provided to Stats SL by UNFPA. This project will support setting up a functional LAN (including wiring and routers) to support access to the internet service, and the internal server. General rehabilitation of the building will focus on providing a conducive work

environment and safe storage for equipment and records. Basic repairs to the roof and windows will provide a better working environment, as well as safeguarding equipment by minimizing exposure to rain and dust.

## **2.0 DESCRIPTION OF THE ASSIGNMENT**

The Stats SL office complex proposed to be rehabilitated under the project is located at Tower Hill, central Freetown. As part of the activities the building will be completely remodeled, and additional floors added. Several walls will be demolished to make way for extensions as contained in the preliminary designs. The roof system including the asbestos and corrugated roofing sheets will be completely removed and replaced. The wooden framework for the roof which is rotten in most parts will also be replaced. The rehabilitation of the building and the construction of the additional floors are relatively small-scale civil works and may not necessarily require a detailed Environmental and Social Impact Assessment but rather Environmental and Social Management Plan (ESMP). The ESMP will help to identify the possible minimal impacts of the civil works and proposes mitigation and monitoring measures for negative impacts or enhancement measures for the positive impacts, including making sure that the construction design for the structural upgrades of the Stats SL building and related infrastructures meet the necessary requirements with appropriate mitigation measures.

## **3.0 OBJECTIVE**

The purpose of this consulting service is to prepare Environmental and Social Management Plan (ESMP) for the structural upgrades of the Stats SL building and related infrastructures, including excavation and concrete works on the building's basement, demolitions and expansions of office areas, additional office space vertically, replacement of the roofing system, complete re-wiring of the electrical systems, provision of water and sanitation facilities, amongst others. Since this rehabilitation will be for an existing building, the consultant will inform the final project scope by reviewing the structural integrity report for the building (prepared by Stats SL) to determine any additional assessments to enrich the assignment. The project footprint is within and outside the premises of the Stats SL structure at Tower Hill, in the Western Area of Freetown. The assignment will also provide useful information on how to optimize the designs for the structural upgrades of the building so as to avoid or mitigate negative impacts or reduce them to acceptable levels and to enhance anticipated positive impacts.

The ESMP shall consist of proposed set of mitigation, monitoring, and institutional measures to be taken during implementation and operation to eliminate adverse environmental and social impacts, offset them, or reduce them to acceptable levels. The overall objectives of the ESMP are to:-

- i. Draw together the measures proposed to mitigate negative, and to maximize positive, environmental and social impacts, and group them logically into components with common themes;
- iii. Define a proposed institutional structure to govern the implementation of the ESMP;
- iv. Define the specific actions required, roles and responsibilities for these actions, timetables for implementation, and associated costs;
- v. Describe capacity building and training requirements for the implementation of the ESMP.
- vi. Preparation of appropriate bills of quantities and budget for implementing the ESMP

## **4.0 SCOPE OF WORK**

As part of this assignment, the consultant will (i) conduct initial assessment/screening including the presence of any asbestos in the old building to identify and characterize project impacts (including a review of the structural integrity reports from the engineers and architects) , (ii) justify the suitability of the proposed work. Outline any alternatives under consideration; the alternatives should include but not limited to siting, design and technology selection (iii) initiate consultations with relevant stakeholders based on results of the initial assessment/screening, (iv) identify the environmental impacts (direct and indirect, short and long-term and cumulative) associated with the construction and rehabilitation of the building (v) propose mitigation measures for the negative impacts and (v) proposed an Environmental and

Social Management Plan (ESMP) which is materially consistent with the SL EPA laws and regulations and the World Bank's operational policies. The ESMP should be adaptable and incorporated into the Contractor's bidding documents with clear budgetary allocations and responsibilities for the implementation of identified aspects and mitigation and monitoring measures. In summary the plan which will be in tabular form should specify the predicted impacts, mitigation measures/enhancement measures and schedule of these measures. The Plan must identify the information needed to guide management decisions. It should clearly indicate responsibilities for lead parties and any training needs that should be undertaken to ensure its proper implementation;

### **Key Tasks**

The ESHIA at minimum, shall include detailed identification and description of the following

- i.* Executive summary
- ii.* Project Background: An overview and general description of the project components and affected areas. The section will also explain General Information estimated starting date of implementation, project completion date, date of operation, period covered by the plan
- iii.* Objectives of the ESMP: This section shall specify that the ESMP aims to bring the project into compliance with applicable national environmental and social legal requirements and World Bank's environmental and social policies. Other objective of the ESMP is to outline the mitigating/enhancing, monitoring, consultative and institutional measures required to prevent, minimize, mitigate or compensate for adverse environmental and social impacts, or to enhance the project beneficial impacts. It shall also address capacity building requirements to strengthen environmental and social capacities if necessary.
- iv.*
- v.* Legal Framework: Describe very briefly the policy, legal and institutional framework in Sierra Leone governing environmental and social impact issues. , including that on GBV, child marriage, child labor and violence against children. This section will include regulatory framework, national and World Bank guidelines (including the sector specific health and safety guidelines relevant to the project), and regulations relating to the ESMP.
- vi.* Description of project environment and Potential Impacts: Identification of the: (i) components or activities that may extend environmental, social and Health impacts, including GBV related impacts during project implementation; (ii) Description of Existing Environmental and Social Conditions ;The Consultant will review, evaluate and present baseline data on the relevant environmental, social, economic and physical cultural heritage characteristics within the project area taking into account the activities at specific project locations.
- vii.* Beneficial and Adverse Impacts: This section shall focus on beneficial impacts that can be enhanced to improve the project environmental and social performance as well as on adverse impacts that require mitigation measures to be minimized or compensated. The impact description in the ESMP shall be brief.
- viii.* Enhancement and Mitigation Program: This section shall propose feasible and cost effective measures to address the impacts previously defined, in order to accrue project benefits (enhancement measures) or to reduce potentially adverse environmental and social impacts to acceptable levels (mitigation measures). Each measure shall be described in detail, providing all technical information required for its implementation (design, equipment description and operating procedures, as appropriate).
- ix.* Monitoring Program: A monitoring program aims to ensure that mitigation and enhancement measures are implemented, that they generate intended results and that they are modified, ceased or replaced when inappropriate. Moreover, it allows to assess compliance with national environmental and social policies and standards as well as with

the international policies and guidelines. A monitoring program shall include two parts: surveillance and monitoring activities.

- x. Surveillance activities: The surveillance aims to ensure that the proposed mitigation and enhancement measures are effectively implemented during the construction phase.
- xi. Monitoring activities: These activities consist in measuring and evaluating the project impacts on some environmental and social components of concern and to implement remedial measures, if necessary.
- xii. The program shall define as clearly as possible the indicators to be used to monitor the mitigation and enhancement measures that need to be assessed during project implementation and/or operation. The monitoring program shall also provide technical details on monitoring activities such as methods to be used, sampling locations, frequency of measurements, detection limits, and definition of thresholds that will signal the need for corrective actions.
- xiii. Public and Private Sector Consultations: The implementation and monitoring of some mitigation or enhancement measures may require that consultative mechanisms be used. In such cases, the ESMMP shall first identify for which measures consultations will be undertaken as well as the goals and expected outcomes of these consultations. Then the ESMMP shall specify the target groups, including affected communities, appropriate consultative processes, consultation frequency, reporting methods and result disclosure procedures.
- xiv. Responsibilities and Institutional Arrangements: The implementation of enhancement and mitigation measures as well as the completion of the monitoring program requires to clearly establish responsibilities among the various parties involved in the rehabilitation and construction of the buildings
- xv. Estimated Cost: This section estimates the capital and recurrent cost associated with the various proposed measures (enhancement and mitigation), the monitoring program, consultations, complementary initiatives and institutional arrangements. Although financing for implementing the ESMP shall be part of project financing, it might not always be possible. In such cases, this section shall discuss potential sources of funding.
- xvi. Implementation Schedule and Reporting: The ESMP shall include an implementation schedule taking into account all activities related to the proposed measures (enhancement and mitigation), the monitoring program, consultations, complementary initiatives and institutional arrangements. Moreover, the implementation schedule shall be developed by phases and in co-ordination with the overall project implementation plan. To ensure early detection of critical environmental and social conditions and to provide information on the mitigation progress and results, reporting deadlines shall be specified in the implementation schedule and reporting procedures shall be presented in this section.

#### **4.12 Consultant Qualification and Experience**

For this assignment, the Stats SL proposes to recruit an individual consultant who is at minimum a Senior Environmental Scientist or related background with at least 8 years of relevant experience, with an emphasis on environmental and social impacts assessments in construction setting, and related issues. He/She must possess at least a master's degree and must illustrate documented experience in social scientific analysis and experience in construction sub-sector in environmental and social assessment, environmental and social management planning, sustainable management, socioeconomic and rehabilitation programs. The Consultant should have proven experience with World Bank Safeguards Policies and requirements. Proven experience in preparation of ESMP and ESHIA, in minimum of five (5) previous assignments using the World Bank safeguards policies is essential.

#### 4.13 Estimated Duration of Assignment

It is anticipated that the Consultant should complete the outputs of the work over a maximum duration of 4-5 weeks over a period of about two months from contract signature. Specific deliverables include:

- Inception report - Due 1 week after contract signing
- Draft ESMP - Due 3 weeks after scoping report is reviewed and cleared by Stats SL
- Final Draft ESMP - Due 1 week after revised version from Stats SL and the World Bank is received by Consultant

#### 4.14 Schedule of Work and Deliverables

The Consultant will submit to the Stats SL a final report of the ESMP. Prior to submission of the final report, the following reports would be submitted:

- Inception Report:** The inception report shall specify the schedule of work with output indicators of performance, as well as the methods and tools for consultation. This will be discussed by the consultant, Stats SL and other experts to ensure quality of outcome. Three (3) copies shall be submitted to the Stats SL. This will be delivered one (1) week after signing of contract;
- First Draft ESMP Report:** This report will be circulated for comments and relevant issues raised incorporated into revised version. Three (3) copies shall be submitted to the Stats SL in addition to a soft copy in word format along with all relevant annexes. This will be delivered three (3) weeks after the inception report is cleared by Stats SL.
- Final Draft ESMP Report:** This will be circulated for comments and relevant issues raised shall be incorporated into the revised version. Three (3) copies shall be submitted to the Stats SL in addition to a soft copy in word format. This will be delivered one (1) week after submission of first draft.
- Final ESMP Report:** The final report should include a concise Executive Summary and should have all annexes and bibliography and the dissemination/disclosure plan. Six (6) copies of the report will be delivered one (1) week after receipt of comments from the Stats SL and the World Bank.

The Consultant shall submit all reports to the SLL both in electronic and paper forms.

#### 4.15 Administrative Arrangements

The Stats SL will supervise this assignment and provide the necessary administrative support and make available necessary documents, reports, data and contacts to the Consultant. In addition, the Stats SL will submit copies of the draft and final reports from the consultant to the World Bank for review/comments prior to acceptance of the report and making final payments to the consultant.

#### 4.16 Methodology of Assignment

An individual Consultant is required to undertake the assignment. The consultant shall be expected to adopt participatory methods for carrying out the assignment. The consultant must identify and consult all relevant stakeholders. The Consultant shall be expected to review project documents including the relevant policies of the World Bank and national laws on social, and environment. Identification of impacts will include important environmental components, and selection criteria used for identifying the significant impacts (positive and negative). The consultant will employ environmental economic analysis where applicable, particularly to justify significant impacts to be mitigated.

As part of the methodological issues, and prior to commencement of the assignment, the consultant shall discuss and agree with the SLL the proposed methodology for carrying out the Assignment with reference to the following:

- i. understanding and appreciation of the Assignment
- ii. An agreement on timelines and outline of deliverables, including the Final Report.

The Consultant shall present agreements reached at in this preparatory stage with the Stats SL as an Inception Report.

### **5.0 Reporting**

The Consultant is required to submit all deliverables to the Statistician General, Stats SL. The Consultant is expected to provide 6 hard copies and four electronic copies of the document (in both word and pdf-format and ready for transmission by E-mail) on external drive to Stats SL for distribution and documentation after clearance from the World Bank

### **6.0 DUTY STATION**

The duty station shall be at the Statistics Sierra Leone, Tower Hill, Freetown. The consultant will report to the Statistician General, Stats SL who will be responsible for approving deliverables.

### **7.0 LANGUAGE**

Language must be in English.

### **8.0 SERVICES AND FACILITIES TO BE PROVIDED BY Stats SL**

The services and facilities to be provided by the Stats SL include the following:

- Office accommodation
- Secretariat support
- Project documents and relevant documents including preliminary building designs, Structural integrity assessment report of the existing Stats SL office building.