



THE REPUBLIC OF UGANDA

**MINISTRY OF WATER AND ENVIRONMENT
DIRECTORATE OF WATER DEVELOPMENT
RURAL WATER SUPPLY AND SANITATION**

**INTEGRATED WATER MANAGEMENT AND DEVELOPMENT
PROJECT (IWMDP)**

TERMS OF REFERENCE

FOR

Consultancy Services for Stakeholder Engagement, Environment and Social Risk
Management for Nyamugasani and Bistya Gravity Flow Schemes

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1. INTRODUCTION

1.1 General Project Overview

The Government of Uganda (GOU) through the Ministry of Water and Environment (MWE) has received funds from the World Bank and intends to use part of the funds for implementing the Integrated Water Management and Development Project (IWMDP). The development objective (PDO) of this project is to improve (i) access to water supply and sanitation services and (ii) integrated water resources, planning, and management in Uganda. The IWMDP shall involve construction of Water Supply and Sanitation infrastructure in Rural Communities, Rural Growth Centres and in refugees and host communities. These infrastructures include; Large Gravity Flow Schemes, Rural Growth Centre Water Supply Systems and Sanitation Facilities

Under the Rural Water Supply Component, the project intends to Construct Nyamugasani and Bistya Gravity Flow Schemes in Kasese and Buhweju districts respectively.

1.2 Project Scope

Phase I of Nyamugasani project to be funded under the IWMDP will involve construction the intake, raw water main, water treatment plant, transmission and distribution networks to cover parts of Kyarumba, Kyondo, Kisinga TC and L. Katwe Sub Counties with an estimated population of 131,390 inhabitants and 25,247 households. It is anticipated that the project will benefit 44,531 people with portable water and 29,280 people with basic sanitation and hygiene improvement activities by end of the project. The project is planned to abstract water from R. Nyamugasani which originates from the Rwenzori Mountains. The most suitable intake point for the project is located at the bottom of Mubalya hill in Kyondo/Kyarumba Sub County. The GFS project shall also construct 08 Public Toilets distributed in different areas and 02 Water Offices.

The water supply area of the proposed Bitsya Piped Water Supply System is located in Bitsya and Kurungu Sub-counties in Buhweju District. The project targets to serve 4 parishes and a total of 40 villages with the design population of 25,095. Three spring intakes are proposed for the water supply; Rujuga, Kagyera, and Rwakina spring. The distribution network has an estimated length of 61,098 m

1.3 Nyamugasani ESIA and RAP

The Nyamugasani ESIA was first prepared in September 2015 and approved by NEMA through issuance of a certificate on August 10, 2016 valid for 5 years. A review of the Nyamugasani ESIA reveals that there is currently ongoing construction of small hydro power plant intake upstream and downstream of the intake of proposed Nyamugasani piped water supply system.

The Nyamugasani RAP was prepared in November 2018 based on the existing scheme design and current proposed supply area. A total of 1,392 PAPs were identified within the project locus.

These include land owners, property owners (perennial crops and trees, and a few improvements). About 51.6080 acres of land will be required for the water transmission mains, 0.3590 acres for intake structures, 2.4730 acres for water treatment plant structures, 0.7720 acres for reservoirs (11No.) and 0.8480 acres for public toilets.

1.4 Bistya ESIA and RAP

The Bistya ESIA was prepared in November 2018; The ESIA report is yet to be approved by NEMA. The Bistya RAP was prepared in January 2019 based on the scheme design. The total number of affected PAPs is 930 (nine hundred thirty) within the project locus. These include land owners, property owners (perennial crops and trees, and a few improvements). Total land acquisition for the water supply system is estimated at 28.4311 acres (broken down as follows: Reservoir, Water Source, and Break Pressure Tank Sites is 2.0901 Acres; and Transmission and Distribution Lines is 26.3410 Acres). A detailed breakdown of the land takes for each specific project sub-component activity by project area is provided in the valuation report.

Under the ESIA on the implementation of the Environmental and Social Management Plan, in table 9, It has been proposed that number of activities aimed at minimizing and mitigating any negative environment and social impacts be carried out during project implementation. These include the following:

- Imparting knowledge and skills to members of community in several aspects of environmental management including ecological sustainability by improving the state of natural environment through restoration,
- Development of skills in catchment restoration through training and awareness creation including provision of inputs and services required for ecological sustainability.
- Establishing a collaboration mechanism between local government and the project to establish, maintain and conserve vegetation along water bodies

1.5 Environmental and Social Management Plans

To ensure sustainable development and operations of the proposed Nyamugasani and Bistya gravity flow water schemes, Environment and Social Management Plans (ESMP) were developed as part of ESIA's. The ESMP was prepared in accordance with the National Environmental and Assessment procedures, EHS guidelines and Environment and Social safeguard policies of the World Bank. It is aimed at ensuring that the project is carried out with little or no harm to the environment at large; at the same time protecting the community particularly vulnerable groups from impacts that may arise as a result of the program.

The ESMP lists the requirements to ensure effective mitigation for all expected adverse impacts resulting from the implementation of the projects. For each of the activities, the following information is presented: Likely impacts and their indicators, a description of the mitigation measures (actions) that the stakeholders will implement, monitoring indicators; and the responsible party (ies) for ensuring full implementation of the actions and cost estimates

The mitigation and enhancement measures included in the ESMP are geared towards but not limited to; improved access to safe drinking water, improved health status, improvement in education enrollment and retention, improved hygiene & sanitation, livelihood enhancement and community empowerments, skills enhancement, reduction in land degradation and soil erosion. The plans and mitigation measures are detailed in the ESMP including target indicators, monitoring and responsibility and cost estimates.

1.6 Justification and Relevancy of the assignment

Despite the intended project objective indicated above, infrastructure projects, can have unintended adverse impacts on environment and communities. It is therefore important that Environmental and Social Safeguards are considered alongside construction and operation activities for the following reasons;

- To avoid adverse consequences of the projects on people (i.e., individuals and communities) and Environment.
- To ensure that investment operations achieve the desired outcomes while maximizing their potential for Environmental and social benefits
- To avoid costly implementation delays and eliminate costs of retro-fitting or re-designing projects
- To establish a good reputation among clients, development partners and other stakeholders
- To comply with the EIA certificate and Uganda regulations and the World Bank Safeguard policies that is financing these civil works.

The implementation of the consultancy will follow the agreements of the ESIA/ESMP cleared by the World Bank and stipulated in the ESIA certificate of NEMA; the World Bank Environmental and Social Safeguards Policies; ¹, the relevant Government of Uganda environmental and social legislation; the Environmental, Health and Safety Guidelines of the World Bank, ² amongst others as well as international best practices.

The Ministry therefore seeks to engage the services of a consulting company/firm to under take activities in the ESMP that will not be captured under the contractor's C-ESMP; the Community Engagements and Disclosure activities; Hygiene and Sanitation promotion; Social and Environmental risk management services and implementation of RAPs for Nyamugasani and Bistya Gravity Flow Schemes in Kasese and Buhweju Districts respectively.

¹ <https://projects.worldbank.org/en/projects-operations/environmental-and-social-policies>

² https://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/sustainability-at-ifc/policies-standards/ehs-guidelines

2. PROJECT OBJECTIVES

Nyamugasani and Bistya projects are aimed at achieving the following objectives:

1. To ensure provision of adequate and safe water in each of the selected sub counties through development of new water and sanitation infrastructure;
2. To improve the health and living standards of the target population through improved access to clean water and sanitation facilities.
3. To contribute to environmental protection and sustainability of water sources and their catchments through the adoption, promotion, and implementation of efficient source protection strategies and management methods
4. To ensure sustainability of water supply and sanitation services in the targeted project areas through establishment of efficient and effective institutional support systems.

2.1 Objective of the Assignment

- i) To ensure that the ESIA/ESMP approved by NEMA and the World Bank is properly implemented at the site and the affected and beneficiary families/communities are properly informed and engaged.
- ii) To maintain a constructive relationship with key stakeholders on an ongoing basis, ensure ownership, participation and support throughout the project implementation stages through meaningful engagement, capacity building and training of stakeholders and structures to fully understand the key aspects of the project; their roles and responsibilities in implementation and management of the project.
- iii) Support in the implementation of the project RAP aimed at avoiding or minimizing, possible hardships and impoverishment that the project may cause
- iv) To assist the Rural Water Supply and sanitation component of the project in mitigating the potential social risk of the spread of HIV and other sexually transmitted infections and promotion of community health and safety
- v) To promote hygiene and sanitation in the project area aimed at improving and uplifting the health conditions of the communities.
- vi) To assist in establishing Grievance Redress Mechanisms that are accessible to communities for claims, recommendations, to the government team and it is efficient to resolve these claims find solution and define a recording system.
- vii) To assist in enhancing mechanisms to mitigate risks and respond to cases of GBV and VAC due to labour influx and the associated effects in projects and beneficiary communities.
- viii) Promote adoption and implementation of efficient protection strategies and management methods for water source and catchment protection.

- ix) Support the engagement of the stakeholders on the operation and management options for the constructed Water Supply and sanitation systems
- x) Train and build capacity of sector professionals (client's staff) in regard to environment and social risk management and source protection

2.2 Broad Activity Categories under the Consultancy

The consultancy has 6 broad categories to cover all the software aspects of the project and include;

- 1) Stakeholder engagement, consultations, capacity building and training of stakeholders and management of grievances emanating from project activities
- 2) Implementation of the RAP
- 3) Sanitation and hygiene promotion
- 4) Managing Social Risks Associated with HIV and AIDS, and Gender Based Violence and Violence against Children
- 5) Implementation of Source protection plans by supporting Environment and Catchment protection activities within the project area such as forest restoration, reduction of contamination from houses, environmental education, prevent water borne diseases, etc.
- 6) Support in establishing Operation and Maintenance Structures of the water supply systems and public sanitation facilities when completed

3. SCOPE OF CONSULTANCY SERVICES

The scope of the consultancy services will include but is not limited to:

3.1 Stakeholder Engagements and Consultations

- i) Formulate the Stakeholder Engagement Plan (SEP) for the implementation of the social and environmental safeguards for the project.
- ii) Organizing project inception workshops for Kasese and Buhweju districts, with the overall objective of creating dialogue with stakeholders on key implementation aspects of the scheme in the two districts.
- iii) Organizing project stakeholder engagement workshops / meetings in the 4 Sub-counties of Kasese and 2 sub counties of Buhweju district, with the objective of creating awareness on key implementation aspects of the scheme.
- iv) Carry out awareness creation meetings at parish and village levels within the project area.
- v) Continuous engagements activities at all levels during project implementation through dialogues, consultations, follow up meetings and visits to all the stakeholders.
- vi) Conduct radio programmes and talk shows on gender awareness and equity, child protection, community Health and Safety during project implementation, and all the other components of the project.
- vii) Carrying out routine and periodic compliance review activities on the implementation of the safe guards and other community activities through monthly monitoring visits and organizing quarterly stakeholder review workshops / meetings at district and sub county levels.
- viii) Liaise with the consultant and contractor to carry out assessment of households' applications to determine those eligible for accessing household connections.
- ix) Liaise with the social specialist of the contractor in sensitising their workers and communities on potential project impacts – this may include wider issues of contractor-community relations and project works.
- x) Develop various Information, Education and Communication (IEC) strategies such as use of electronic and print mass media, distribution of leaflets, posters on: water supply, hygiene and sanitation and environment sustainability.
- xi) Engage property owners and the relevant authorities to ensure that the necessary clearances/ approvals and way leaves are provided for all project activities.

3.2 Capacity Building and Training

In the implementation of this project, there are a number of stakeholders (individual and institutions) who shall be brought on board. Some of the envisaged categories of stakeholders may include; officials in the district water offices, district environmental office, probation officers, sub-county technical staff; like health assistants and inspectors, community development officers sub-county chiefs, sub county political leaders, LC3 members of the executive, parish development committees, NGOs/ CBO , project community liaison persons.

There are also a number of project implementation structures: Project Implementation Committees (PICs) at District and Sub county level, grievance redress committees at Parishes / villages, individual like contractors and sub-contractors staff, Therefore, there is need to develop the capacity of the these stakeholders/ structures to fully understood the safeguard issues and policies involved in the project , so that they can be able to support implementation of the agreed social and environmental aspects of the project. Some of the key capacity building activities to be undertaken by the consultant include:

- i) Carrying out stakeholder identification and capacity /skills needs assessment to identify training needs among the key stakeholders as highlighted above
- ii) Develop training materials in relation to all aspects of the consultancy that include: community engagement, HIV and AIDs, GBV/VAC, sanitation improvement, hand washing, RAP guidelines, source protection, Grievance redress management, Health and Safety at construction sites, genders equity in construction activities, etc.
- iii) Establish and train Grievance Redress Committees (GRC) on documentation, resolution and reporting of grievances.
- iv) Conduct District and Sub county level training workshops (two days max) to equip PICs, and Project implementation Support Structures and other stakeholders on mobilization and sanitation promotion skills, HIV/AIDS prevention skills, grievances redressing, GBV and VAC mitigation and documentation.
- v) Continuous mentoring and follow up to ensure effective implementation of social and environment safeguards.
- vi) Identify and train local artisans and masons in construction of appropriate low-cost sanitation facilities using locally available materials in the project area.
- vii) Establish and manage a Grievance Redress Mechanism (GRM) at District, Sub county, and village levels that ensures that all grievances (verbal and written), are registered and transmitted to responsible authorities, addressed in a timely manner and reported back to the aggrieved parties.
- viii) Generate periodic reports and continuously assess capacity gaps in implementing social issues and recommend relevant capacity development needs.

- ix) Maintain a simple Management Information System on community engagement and development activities, which includes defined feedback mechanisms to key project stakeholders (Client and community).

3.3 Implementation of the RAP for Nyamugasani and Bitsya

- i. Review the Social assessments in the communities (parishes/villages) to confirm and ascertain persons affected by the project so as to understand how the communities will be affected by the Project as per the RAP Report
- ii. Review plans and activities to support affected houses holds and vulnerable groups during resettlement planning, agreement negotiation, compensation disbursement, physical relocation, and livelihood restoration where needed. This shall be used as a basis for follow up surveys to determine whether the affected persons livelihood have been improved and fully restored or not after project interventions
- iii. Develop and disseminate a communication strategy to ensure that PAPs are well informed of their rights and responsibilities set out in national legislation, the Resettlement Policy Framework and respective Resettlement Action
- iv. Carry out sensitization on disclosure of PAPS and verification and confirmation of ownership claims through assessment of identification documents provided by PAPS including awareness on opening bank accounts in all villages affected by conduction works.
- v. Follow up on the compensation process to ensure that payments are made to PAPs as proposed in the RAP report.
- vi. Monitoring and evaluation for RAP to check effectiveness of RAP implementation, disbursement of compensation money and public involvement. Monitoring will also entail evaluation of effectiveness of the grievance management process.
- vii. Undertake periodic implementation and monitoring visits to project sites during the implementation of RAPs, and provide monthly reports to the client.

3.4 Managing Social Risks

These TOR outline the services sought to help mitigate the risks of Gender-Based Violence, Violence Against Children; and HIV/AIDS associated with labour influx anticipated for Nyamugasani and Bistya gravity flow schemes project.

3.4.1 Managing Social Risks Associated with HIV/AIDS

- i) Review the Contractors ESMP in line with HIV/AIDS Workplace Policy, Child Protection Policy, Gender Policy, Community/Occupational Health and Safety Policy and Review of Contractors' Workers Code of conduct.
- ii) Carry out Baseline Assessment of conditions in the project area with respect to HIV/AIDS,

- iii) Develop a Monitoring tool for the HIV/AIDS, Child Protection, Gender, Community/Occupational Health and Safety,
- iv) The implementation of HIV/AIDS awareness and mitigation programme in the project area will focus on project affected communities. However, the consultant will liaise with the contractor's team and supervision consultants to take care of the interactions between the contractor workforce and project affected communities.
- v) Develop and distribute appropriate IEC materials in respect to HIV /AIDS prevention and mitigation activities in the project area.
- vi) Identify gaps and potential risks for the project with respect to gender inequalities, child Protection, Community Health and Safety, HIV/AIDS and design mitigation measures to manage such risks.
- vii) Identify appropriate social services within the vicinity of the project area (including medical services) and support community to access to these services.

3.4.2 Managing Social Risks Associated with of GBV and VAC

- i) Carry out Baseline Assessment of conditions in the project area with respect to GBV, VAC, Sexual exploitation and abuse of minors.
- ii) Develop a GBV Action plan including the Accountability and Response Framework for the community
- iii) Sensitization of workers and communities on the risks associated with GBV, SEA, sexual harassment and VAC and also on the content of workers codes of conducts.
- iv) Designing and implementing a GBV and VAC community prevention program in the project focusing on strengthening resilience and safety of populations at risk of GBV, particularly adolescent girls and women.
- v) Coordination with organizations that provide psychosocial and medical support, livelihood support, vocational training, and life skills development to adolescent girls and women; and follow up with relevant authorities to ensure that the necessary support and services are provided.
- vi) Develop multimedia communication strategy in addressing aspects of GBV, SEA, VAC and sexual harassment. The goal of the multimedia campaign is to promote and sustain community participation in the prevention of GBV and particularly project related risks of GBV, SEA and VAC . These may include but not limited to; Radio talk shows, Radio spots, community dialogues, drama shows within the project area .
- vii) The GRCs shall be equipped with skills on how to receive, register, address and reporting back to the aggrieved parties and the relevant authorities on GBV/VAC related complaints (verbal and written), emphasizing confidentiality and survivor centric approach

- viii) Liaise with MWE/ DWD project implementation team to strengthen coordination with National and District authorities to monitor implementation of mitigation measures in areas traversed by both water projects.

3.5 Sanitation and Hygiene Promotion

- i. Review the findings and measures stipulated in the ESIA/ESMP.
- ii. Conduct sanitation baseline survey in all villages in the proposed supply areas to assess the baseline sanitation situation and the community hygiene behaviors and practices. The baseline survey will generate information on the number of people accessing sanitation and hygiene services in households, institutions, and public places disaggregated by type and gender; the enablers and barriers to behavior change among others and inform the proposed interventions.
- iii. Conduct Feedback activities to Communities on Sanitation and Hygiene baseline situation and developing action plans for beneficiary communities (sub county and parish levels) on sanitation improvement strategies.
- iv. Develop comprehensive sanitation improvement plan arising from the community action plans and define a well detailed implementation plan for priority activities to be implemented under the IWMDP.
- v. Carrying out hygiene and sanitation promotion campaigns in communities and institutions through establishing and training of Community health clubs, school health clubs, and other agreed approaches,
- vi. Conduct hygiene and sanitation awareness campaigns at village level and facilitate home improvement campaigns (competitions among households and villages).
- vii. In consultation with the community, identify homes where hygiene and sanitation technologies will be demonstrated especially during the practical training of the local artisans. Demonstration homes shall act as a model homes in each village in the community.
- viii. The Consultant together with the local authority will follow up the household sanitation improvement in accordance with the Community Action Plans earlier developed.
- ix. Develop and maintain a sanitation Management Information System including maps to aggregate all sanitation data collected during the project to enable easy follow up of project activities and well as facilitate periodic reporting on the state of hygiene and sanitation in the project area.
- x. Carry out terminal evaluation/end line survey of the sanitation and hygiene promotion activities

3.6 Sustainable Community Environment and Watershed Protection

- i. Support communities in implementation of community activities identified in the Environmental, Social Management Plan (ESMP) and Source Protection Plan (SPP).

- ii. Raise awareness to protect the workers and the communities around the project construction sites against hazards and risks associated with the project works and wild life from Queen Elizabeth National Park.
- iii. Support the formation and registration of watershed management groups and support the Preparation of Community Action Plans (CAPS), Watershed Action Plans (WAPS), Participatory Plantation Action Plans (PPAPS), and preparation of field extension and follow up plans.
- iv. Carry out training of stakeholders and community groups in various aspects of integrated watershed management, Agroforestry technologies, group dynamics, work planning, reporting and record keeping, restoration activities using native species or important for the riparian areas and for the many endemic species of the region, plantation establishment and management,
- v. Facilitate adoption of appropriate soil and water conservation measures in target micro-catchments, for soil erosion control. This may include establishment of contour hedgerows on farmlands, stabilized with fodder species like Calliandra and Napier grass.
- vi. On agroforestry, support communities in growing of trees including fruit trees and take lead in promotion of indigenous fruit tree species in consultation with District Agricultural Officer or District Forestry officer of Kasese or Buhweju District Local Governments.
- vii. Mobilize and engage communities in construction of fuel wood saving stoves in each of the benefiting villages (as demonstrations). Designs shall be discussed and agreed upon with all stakeholders before being adopted. Some members of community in the supply areas shall be trained and equipped with skills on how to upscale the technology to the rest of the community. The outcomes will include increased energy efficiency and reduced pressure on the forest and wood lot resources

3.7 Establishing and Supporting Operation and Maintenance Structures

- i. Conduct Operation and Maintenance Advocacy workshop at district level. This is aimed at facilitating dialogue and generating consensus with all the stakeholders on the appropriate management system for the completed water and sanitation infrastructure including Operational modalities of such systems
- ii. Community Engagement and dialogue at each sub county with the aim of disseminating the agreed operation and maintenance modalities for the completed water supply and sanitation systems. This is also to draw actions on the agreed dates for technical commissioning and on effective management phase.
- iii. Support the Development and setting up of appropriate and sustainable O&M models including management solutions for the public and institutional sanitation facilities.

3.8 Activity Implementation Schedule

The activities under the assignment will be scheduled in 3 broad implementation stages: ***Inception/Pre-construction, Construction and Post Construction***; the outputs will form a basis for aggregating activities under deliverables

Table 1: Activity Implementation Schedule and Key Outputs

	<i>Inception/Pre-Construction stage</i>	<i>Key Outputs</i>
a)	<i>Advocacy and Awareness Creation</i>	
	<ul style="list-style-type: none"> i) Formulate the Stakeholder Engagement Plan (SEP) ii) Develop and disseminate a communication strategies. iii) Organizing project inception workshops at district level, project stakeholder engagement workshops / meetings at Sub-county level. iv) Carry out awareness creation meetings at parish and village levels within the project area. v) Conduct radio programs and talk shows on all the components of the project. vi) Carry out sensitization on disclosure of PAPS, verification and confirmation of ownership claims and disbursement of compensation money effected vii) Follow up on compensation process to ensure that payments are made to PAPs as proposed in the RAP report. viii) Develop Monitoring tools for the HIV/AIDS, Child Protection, Gender, Community /Occupational Health and Safety and all the other components ix) Implementation of HIV/AIDS awareness and mitigation program in the contractor workforce and project affected communities and provision of all associated materials such as condoms, testing kits, information posters and leaflets x) Develop and distribute appropriate IEC materials in respect to HIV /AIDS, and GBV/SEA and VAC prevention and mitigation activities in the project area. xi) Develop multimedia communication strategy in addressing aspect of GBV, SEA, VAC and sexual harassment. These may include but not limited to; Radio talk shows, Radio spots, community dialogues, drama shows within the project area xii) Develop baseline survey forms sanitation, capacity need assessment xiii) Identify appropriate social services within the vicinity of the project area (including medical services) and support community access to these services. 	<ul style="list-style-type: none"> 1. Stakeholder engagement plan developed 2. Communication strategies developed 3. Workshops and meetings conducted at various levels 4. Awareness creation meetings carried out 5. Radio programs aired 6. PAPs compensated 7. Monitoring tools developed 8. Signed MOU with the District Authorities 9. IEC materials developed and distributed 10. Multi-media strategy developed 11. Baseline survey forms developed 12. Social services identified
b)	<i>Situation Assessment and Baseline Survey</i>	

	<ul style="list-style-type: none"> i) Organize and carry out sanitation baseline survey in all villages in the proposed supply areas to assess the baseline sanitation situation and the community hygiene behaviours and practices ii) Carry out stakeholder identification and the capacity /skills needs assessment to identify training needs among the key stakeholders, including NGOs iii) Review plans and activities to support affected houses holds and vulnerable group during resettlement planning, agreement negotiation, compensation disbursement, physical relocation, and livelihood restoration iv) Conduct rapid Assessment to ascertain existence of GBC/ VAC practices with in the project area v) Carry out Baseline Assessment of conditions in the project area with respect to HIV/AIDS, and Sexual exploitation and abuse of minors vi) Review the Contractors HIV/AIDS Workplace Policy, Child Protection Policy, Gender Policy, Community/Occupational Health and Safety Policy and Review of Contractors' Workers Code of conduct vii) Carry out a participatory situational analysis (PSA) (watershed delineation, catchment assessment, establish current status of the catchment) viii) Identify gaps and potential risks for the project in terms gender inequalities, child Protection, Community Health and Safety, HIV/AIDS and design mitigation measures to manage such risks. ix) Develop a GBV Action plan including the Accountability and Response Framework for the community x) Develop comprehensive sanitation improvement plan arising from the action plans and define a well detailed implementation plan for priority activities to be implemented under the IWMDP. xi) Give feedback to communities on Sanitation and Hygiene baseline situation and developing action plans for beneficiary communities (sub county and parish levels) on sanitation improvement strategies. xii) Generate periodic reports and continuously assess capacity gaps in implementing social issues and recommend relevant capacity development needs. 	<ol style="list-style-type: none"> 1. Sanitation baseline survey carried out. 2. Stakeholder identification and capacity needs assessment carried out 3. Number of compensated PAPS and amount disbursed 4. Plans to support PAPs drawn and Livelihood restoration activities identified 5. Contractor's HIV and AIDs work policy, related policies and worker's code of conduct updated 6. Feedback to communities on Sanitation and Hygiene baseline situation given 7. Action plans for sanitation strategies developed 8. GBV Action plans and Accountability and response framework for community developed. 9. Reports on capacity gaps generated 10. Sanitation improvement and implementation plans developed
c)	<p><i>Establishment and Training of Project Implementation and Support Structures</i></p>	
	<ul style="list-style-type: none"> i) Establish project implementation committee / water and sanitation committees (including responsibility for environmental protection) ii) Establish a grievance redress mechanism (GRM) at District, Sub county, project levels. iii) Training at district Sub-county level training workshop,) to equip PICs, and Project implementation Support Structures and other stakeholders on mobilization and sanitation promotion skills, HIV/AIDS prevention skills, grievances redressing, GBV and VAC mitigation and documentation. 	<ol style="list-style-type: none"> 1) Community WASH structures, School Health clubs and GRC, Water catchment groups and committees established and trained. 2) Awareness on Establishment of contour hedge rows created

	<ul style="list-style-type: none"> iv) Train GRCs on documentation, resolution and reporting of grievances. v) Carry out training of stakeholders and community groups in various aspects of integrated watershed management, Agroforestry technologies, group dynamics, work planning reporting and record keeping, plantation establishment and management, vi) Create awareness on establishment of contour hedgerows of fodder species within the catchment for soil erosion control on the farmlands. Promoting establishment of nurseries with native and recommended species with the schools and other local groups. vii) Coordination with organizations that provide livelihood support, vocational training, and life skills development to Adolescent Girls and women. viii) Identify and train local artisans in construction of low-cost sanitation technologies and energy saving stoves. ix) Establish and train school health clubs and community WASH structures, and monitor them for sustainability x) Support the formation and training of water catchment management groups and Preparation of Ccommunity action plans (CAPS). 	<ul style="list-style-type: none"> 3) Organizations that provides social and medical services coordinated. 4) Nurseries with native and recommended species Establishment of 5) Local artisans identified and trained
	Construction Stage	
d)	<i>Routine Engagements and Consultations</i>	
	<p>Continuous engagements and follow up activities at all levels during project implementation through dialogues, consultations, follow up meetings and visits to all the stakeholders</p> <ul style="list-style-type: none"> i) Conduct radio programs and talk shows on gender awareness and equity, child protection, community Health and Safety during project implementation, and all the other components of the project. ii) Liaise with the construction supervision consultant’s safeguards team in sensitizing communities on potential project impacts – this may include wider issues of contractor-community relations and project works. iii) Engage property owners and the relevant authorities to ensure that the necessary clearances/ approvals and way leaves are provided for all project activities. iv) Coordinate appropriate social services and medical services within the project area vicinity to address GBV, SEA, VAC and cases related to HIV and AIDS. v) Design and implement a GBV and VAC community prevention program. vi) Continuous mentoring and follow ups to ensure effective implementation of social and environment safeguard. vii) Follow up GRM cases 	<ul style="list-style-type: none"> 1) Radio programs and talk shows conducted 2) Communities sensitized on contractor-community relations and project works. 3) Land cleared and acquired for pipe line and associated structures within the pipeline route / corridor 4) Appropriate social services and medical services coordinated 5) GBV and VAC community prevention program implemented 6) Client’s staff mentored 7) GRM cases followed up
e)	<i>Demonstration and Promotion Activities</i>	
	<ul style="list-style-type: none"> i) Carrying out hygiene and sanitation promotion campaigns in institutions and schools through establishing and training of school health clubs, and other agreed approaches and methods, ii) Provide/ improved facilities in demonstration homes. 	<ul style="list-style-type: none"> 1) Hygiene and sanitation promotion campaigns in institutions and schools carried out 2) Improved facilities provided

	<ul style="list-style-type: none"> iii) Mobilize and engage communities in construction of fuel wood saving stoves in each of the benefiting villages (as demonstrations) iv) Promote growing of trees including fruit tree growing/ planting in project area. 	<ul style="list-style-type: none"> in demonstration homes. 3) Communities mobilized and engaged in construction of fuel wood saving stoves 4) Tree growing promoted in the project area
f)	<i>Reviews and Follow-up Activities</i>	
	<ul style="list-style-type: none"> i) Carrying out routine and periodic review activities on the compliance on implementation of the safe guards and other community activities through monthly monitoring visits and organizing quarterly stakeholder review workshops / meeting at district and sub county levels. ii) Quarterly stakeholder review workshops / meeting at district and sub county levels. iii) Mobilization of communities to create demand for water supply connections iv) Assessment of each benefiting household to determine those eligible for service connections. v) Follow up the household Sanitation Improvement in accordance with the Action Plans earlier developed vi) Conduct end line sanitation survey at the end of the construction phase vii) Maintain a simple management information system on community engagement and development activities, which includes defined feedback mechanisms to key project stakeholders (Client and community). 	<ul style="list-style-type: none"> 1) Periodic review activities on the compliance on implementation of the safe guards and other community activities carried out 2) Demand for water supply connections created 3) Communities eligible for household connections determined. 4) Action plans for sanitation followed up 5) End line sanitation survey conducted 6) MIS on community engagement & development activities developed
g)	<i>Monitoring and Evaluation</i>	
	<ul style="list-style-type: none"> i) Monitoring and evaluation for RAP to check effectiveness of RAP implementation, disbursement of compensation money and public involvement, evaluation of effectiveness of the grievance management process. ii) Under take periodical implementation and monitoring visit to project sites during the implementation of RAPs, and provide monthly reports to the client. iii) Terminal evaluation of Sanitation and hygiene intervention activities 	<ul style="list-style-type: none"> 1) RAP implementation and GRM evaluated 2) Monthly and Quarterly reports submitted 3) Terminal evaluation report
	<i>Post Construction Activities</i>	
h)	<i>Operation and Maintenance Engagements</i>	
	<ul style="list-style-type: none"> i) Conducting Operation and Maintenance Advocacy workshop at district level. ii) Community Engagement and dialogue at each sub county with the aim of disseminating the agreed operation and maintenance modalities for the completed water and sanitation and systems. This is also to draw actions on the agreed dates for technical commissioning and on effective management phase. iii) Support the Development and setting up of appropriate and sustainable O&M models including management solutions for the institutional and public sanitation facilities 	<ul style="list-style-type: none"> 1) O&M advocacy workshop at district level conducted and community engagement and dialogue at sub-county level held 2) O&M arrangements for provided systems established 3) O&M models for public & institutional sanitation facilities developed
i)	<i>Final Consultancy Report</i>	
	End of assignment report/completion report on implementation performance the social and environment risks including HIV and AIDs, GBV/SEA and VAC, community health and implementation of RAP, SSP and other aspects of the project.	Final Consultancy report submitted

3.9 Methodology

The mode of implementation of Stakeholder Engagement, Social and Environmental risk management activities shall be through:

- i. Community meetings (periodic and routine) with specific community structures using participatory techniques and methodologies (e.g. PRA, RRA, PHAST)
- ii. Radio programs and talk shows
- iii. Follow-up visits by the Consultant's personnel.
- iv. Workshops and
- v. Community field activities

The methodology is not limited to the above listed, however, the consultant will use the above and any other methodology deemed relevant in executing the assignment

4. ORGANIZATION OF THE ASSIGNMENT

4.1 Contractual Arrangements

The scope of the consultancy shall be lump sum.

4.2 Liaison with Client

The selected company/firm will work in close collaboration with the Project Management Team at the Ministry, the Project construction Supervision Consultant who will take lead in overall project management. Other players who will actively be involved in implementation of the Social and Environmental Safeguards shall be the District and Sub County Local Governments, Parish and Village level community structures and other key stakeholders in the project area as may be deemed necessary from time to time.

MWE shall nominate members to constitute a contract management team. The team will comprise of Project Manager, a contract manager and members of Environment and Social Safeguards team. The project manager shall carry out all project management oversight activities, supervisory roles and review, sign-off and approval of consultant's reports. It will be the consultant's duty to maintain close contact with the project manager on all aspects of work. As a matter of principle, all formal communications relating to the work will be directed to the attention of the project manager.

MWE will nominate a Senior Officer from the Environment and Social Safeguard Team as part of the contract management team, responsible for the day-to-day coordination and monitoring of the project activities. As such, that Senior Officer shall ensure that the consultant performs as per TORs in all project stages and also ensure that all the technical requirements of the assignment are fully met. In particular, that Senior Officer, under the guidance of the project Manager, shall

review and provide the Client’s input, comments and guidance on the work plans, methodologies and reports prepared by the consultant for quality assurance and achievement of set objectives.

4.3 Training Client’s Staff

The client will nominate and attach its staff and trainees to the consultant for purposes of capacity building and training; especially in aspect of environment, social risk management and source protection. The cost of training client’s staff shall be included in the consultant’s financial proposal.

4.4 Logistical Setup and Staffing

It is expected that this assignment should be carried out by a registered company (consultancy firm). Within the technical proposal, the consultant shall elaborate on the envisaged logistical set up and deployment of appropriate skills for execution of the assignment. The consultant shall present the staffing schedule in a manner that clearly shows the stage and duration where each of the proposed team members is planned to be involved in the project.

The consultancy firm should have experience in conducting community engagement in infrastructure projects, hygiene and sanitation marketing and promotion campaigns preferably in water and sanitation projects and one who has up-to-date knowledge about the local context of Uganda water and sanitation sector. The consultancy firm will state the name of the team leader who will be responsible for overall project management including quality assurance and act as a focal person for all assignment related communication with the MWE and with Project partners.

An organogram reflecting the responsibilities of each staff member and line management setup of the proposed team shall be part of the proposal. An organogram has been proposed in Figure 1, however the consultant is free to modify it. It is recommended that the consultant integrates local expertise into the project execution team.

Table 2: shows the required key personnel and the estimated time inputs. As a minimum, the key personnel shall be required to undertake this assignment within the stipulated timeframe. The consultant is free to propose additional staff beyond the minimum stipulated and also propose additional time, provided a clear justification is provided in the technical proposal.

Table 2: List of Required Personnel with Minimum Time Inputs

Consultants Personnel	Number required	Minimum Relevant experience	Indicative Staff input (man-months)
Social Development Specialist /Team leader	1	15	12
Sociologists	3	8	20
Environmental Health Specialists	2	8	18
RAP Specialist	2	8	15
GBV/VAC (Gender) Specialist	2	8	10
Environmental / Natural Resources Specialists	2	10	15

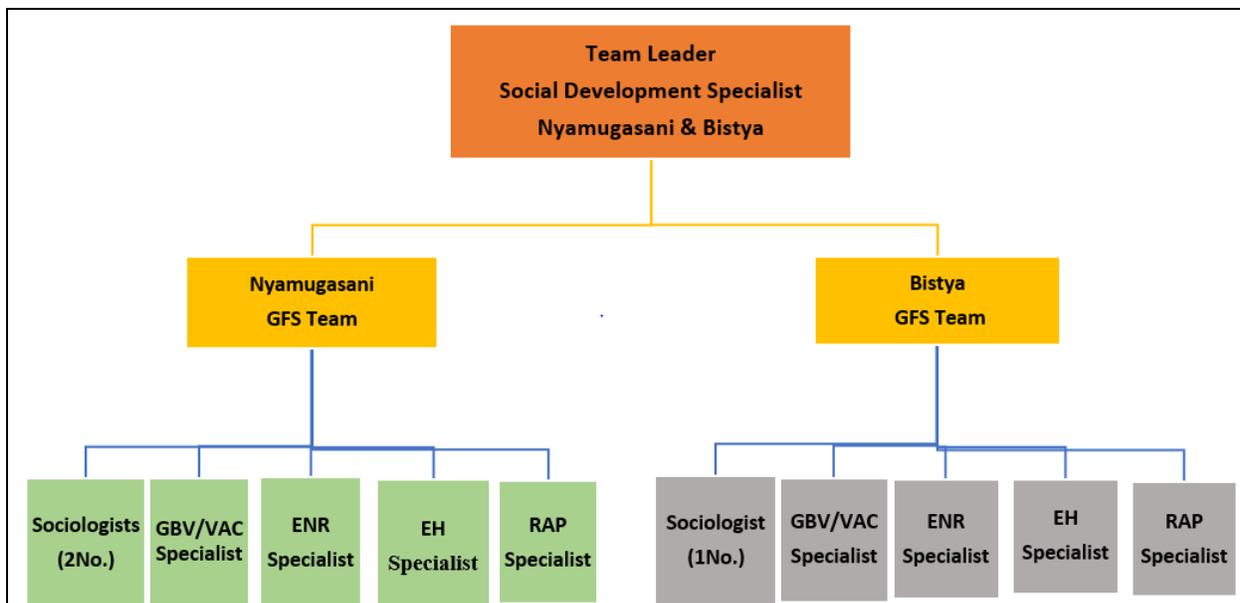


Figure 1: Proposed Organogram for Stakeholder Engagement and Social Risk Management

SDS - Social Development Specialist	GBV– Gender Based Violence	RAP - Resettlement Action Plan
EHS - Environmental Health Specialist	VAC– Violence Against Children	
ENRS - Environment and Natural Resources Specialist		

Table 3: Minimum Qualifications and Experience of Key Personnel

Position	Minimum qualification and experience
Social Development Specialist / Team Leader	<p><u>Education:</u> Bachelor’s Degree in Social Sciences, Social Work and Social Administration, Development studies or any other relevant equivalent qualification in a related field and a Master’s degree in a relevant field is a must.</p> <p><u>General experience:</u> Minimum of 15 years working experience.</p> <p><u>Specific Experience and Skills:</u></p> <ul style="list-style-type: none"> • At least 12 years’ relevant experience in managing project associated social risks, • Specific experience in implementing Resettlement Action Plans (RAPs), and Environmental and Social Management Plans (ESMPs) on World Bank or ADB funded infrastructure projects in Uganda or other comparable countries. • Experience in implementing RAPs and ESMPs in at least 2 projects of a similar nature • At least 10 years of experience in implementing Environment, Community mobilization of rural communities on water Supply and Sanitation or Environment related activities. • Experience in development/management of community capacity building and awareness programmes with adequate documentation skills. The position will be part time during project duration. The Team Leader must be in the

	project area at least 5 days in a month and should attend site meetings that are organized by the client when called upon
Sociologists (3No)	<p><u>Education:</u> Bachelor's degree in Social sciences, Social Works and Social Administration, Community Development or any other relevant qualification equivalent Id. A post graduate training /qualification in a related field is an added advantage.</p> <p><u>General experience:</u> Minimum of 8 years working experience.</p> <p><u>Specific experience:</u></p> <ul style="list-style-type: none"> • 5 years' relevant experience in managing project associated social risks • Specific experience in implementing Resettlement Action Plans (RAPs), and Environmental and Social Management Plans (ESMPs) on World Bank funded infrastructure projects in Uganda. • Should have a good understanding of managing community development projects including aspects of community mobilization/engagement, and HIV/AIDs.
Environment and Natural Resources Specialists (2No)	<p><u>Education:</u> Bachelor's degree in Environmental Sciences, Environmental Management or Forestry. or any other equivalent qualification in natural resources management</p> <p><u>General experience:</u> Minimum of 10 years working experience. Must be with 8 years' relevant experience in assessment and mitigation of environmental impacts on infrastructure projects in Uganda</p> <ul style="list-style-type: none"> • Experience in delivering good international industry practice with respect to Environment, Health and Safety (EHS). • Experience with World Bank environmental policies • Experience in supervision of at least 2 infrastructure projects, managing associated Environment, Health and Safety aspects • Must be registered with NEMA
RAP Specialists (2No)	<p><u>Education:</u> He/she shall have at least a Bachelor's degree in Sociology, Social work, Social Administration or equivalent. A post graduate level qualification in fields related to the assignment shall be of added advantage</p> <p><u>General experience:</u> 8 years of experience in implementing RAP related activities in infrastructure projects.</p> <p><u>Specific experience:</u></p> <ul style="list-style-type: none"> • He/she must have demonstrated work experience in RAP implementation in infrastructure projects in Uganda or other comparable countries. • He/she should also have experience in development/ management of community awareness and capacity building programmes as well as in depth knowledge on community participatory procedures in rural areas. • A good understanding of approaches for mobilization of communities and RAP implementation during the implementation of water, environment and sanitation activities.

	<ul style="list-style-type: none"> The expert must have/possess adequate documentation skills.
Environmental Health Specialists (2No)	<p><u>Qualifications:</u> He/she shall have at least a Bachelor’s Degree in Environmental Health Science</p> <p><u>Experience and skills:</u> At least 8 years of experience in implementing hygiene and sanitation, health education and promotion activities. He/she must have demonstrated work experience in hygiene and sanitation promotion in Uganda or other comparable countries. He/ She should have experience in development/management of sanitation and hygiene programmes as well as in depth knowledge on sustainable sanitation promotion and technologies, hygiene education methodologies and must possess adequate documentation skills.</p>
GBV/VAC experts	<p>Bachelor’s degree in Sociology, Social Works and Social Administration, Community Development or any other equivalent and relevant qualification . A post graduate training qualification in a related field is an added advantage</p> <p>At least 8 years' experience in managing community development projects and include aspects of community mobilization/engagement, and HIV/AIDs, design and implementation of GBV and VAC prevention and response programs. This includes methodologies that combines livelihoods support, business development, financial literacy and linkages to existing credit and saving schemes targeting adolescents at risk of GBV and enhancing safe spaces for peer support, empowerment and leaning among girls and boys using evidence based approaches such as the SASA! and ELA methodologies. Demonstrated knowledge of GBV and VAC drivers and risk factors and experience in designing and implementing behavior change and community transformative initiatives to address GBV, VAC or related issues. These include gender transformative approaches in livelihood interventions and training community facilitators and members of local structures (e.g. village health teams, local council, religious institutions, traditional leaders, schools)</p> <p>Thorough understanding of the Uganda’s legal, policy and institutional framework for GBV, Child protection and related issues</p>

5. DURATION OF THE ASSIGNMENT

The duration of the consultancy services is expected to last 33 months and the time estimates for the various components are as follows:

- i) Pre-construction – 6 months
- ii) Construction Phase –21 months
- iii) Post construction phase – 4 months.

The above stated durations are to be understood as guidance and it is the responsibility of the consultant to establish a detailed work program within the above time estimates. The estimated staff time inputs should be provided in accordance with the consultant’s professional judgment and knowledge of the local conditions and needs. Detailed Activity Schedule is attached as Appendix 3

6. PRICING

In accordance with World Bank rules, the consultancy services shall be priced in any fully convertible currency, singly or in combination of up to three foreign currencies.

7. REPORTING AND MEETING REQUIREMENTS

7.1 Reporting Address

The Project Coordinator
Integrated Water Management and Development Project
Plot 22/28 Port Bell Road, Luzira, Kampala, Uganda

The consultant will be required to deliver a hard copy of each of the reports to the World Bank to;

The Task Team Leader
Integrated Water Management and Development Project
World Bank Uganda Country Office
Rwenzori House, Plot 1, Lumumba Avenue, Kampala

7.2 General Reporting Requirements

The consultant shall hand over all data collected during the course of the assignment to the client in formats approved by the client.

7.2.1 Monthly Progress Reports

The monthly progress reports shall state the status of project implementation (i.e. actual vs. planned), actual staffing levels, all agreed upon activities as summarized in the implementation schedule, variations in targets, all issues requiring client attention, and other information that may have an impact on progress of the project. The report should also have a work plan for the following month.

7.2.2 Quarterly Progress Reports

The consultant shall be required to prepare quarterly cumulative progress reports on the assignment including status on each key task item and any issues for the client's attention. The report shall also include lessons learnt, challenges and success stories and identify Best Operational Practices (BOP), personnel deployment, progress on all the activities as scheduled for the quarter.

As indicated in Table 4, the consultant will be required to produce and submit the following principal reports and documents in the quantities and timing indicated. At each reporting stage, the consultant shall also be required to submit to the Client an electronic copy, using the software specified in Table 4.

Table 4: Summary of Reporting Requirements

Description of reports	Timing in months	No. of hard copies to		Electronic copies to MWE contact
		MWE	World Bank	
<i>Inception/ Pre-construction stage</i>				
Inception report	2 weeks after signing of contract	2	1	Word; Excel (all tables), MS Project (time schedules)
Advocacy and Awareness Creation	The consultant will prepare monthly and quarterly reports on activities in this phase as per schedule of activities	2	1	Word; Excel (all tables), MS Project (time schedules)
Situation Assessment and Baseline Survey		2	1	Word; Excel (all tables), MS Project (time schedules)
Formation and Training of Implementation Support Structures		2	1	Word; Excel (all tables), MS Project (time schedules)
Report on Stakeholder Engagement, Social and Environment Risk Management Activities during Pre-Construction Phase	6 months from inception	2	1	Word; Excel (all tables), MS Project (time schedules)
<i>Construction Stage</i>				
Routine Engagements and Consultations	The consultant will prepare monthly and quarterly reports on activities in this phase as per schedule of activities	2	1	Word; Excel (all tables), MS Project (time
Demonstration and Promotion Activities				
Reviews and Follow up activities				
Monitoring and Evaluation activities				
Draft 1: Report on Stakeholder Engagement, Social and Environment Risk Management Activities during Construction Phase	6 months from start of construction phase	2	1	Three (3) bound copies and a soft copy on a CD- ROM (PDF and an editable version).
Draft 2: Report on Stakeholder Engagement, Social and Environment Risk Management Activities during Construction Phase	12 months from start of construction phase	2	1	Three (3) bound copies and a soft copy on a CD- ROM (PDF and an editable version).
Draft 3: Report on Stakeholder Engagement, Social and Environment Risk Management Activities during Construction Phase	18 months from start of construction phase	2	1	Three (3) bound copies and a soft copy on a CD- ROM (PDF and an editable version).

Final Draft: Report on Stakeholder Engagement, Social and Environment Risk Management Activities during Construction Phase	21 months from start of construction phase	2	1	Three (3) bound copies and a soft copy on a CD- ROM (PDF and an editable version).
Post Construction Stage				
Operation and Maintenance Engagement Activities	2 months after substantial completion of construction activities	2	1	Word; Excel (all tables), MS Project (time schedules)
Final Stakeholder Engagement, Social and Environmental Risk Management Report	3 months after substantial completion of construction activities	2	1	Three (3) bound copies and a soft copy on a CD- ROM (PDF and an editable version).

7.3 Key Deliverables

The consultant shall be required to prepare and submit separately progress reports (3 copies each) for each project to the client termed as “Deliverable reports. The reports shall be the basis upon which payments shall be effected.

7.3.1 Pre-Construction Phase

Deliverable 1: Inception Report

The Inception Report shall clearly define the work plan and schedule for completing all elements of the contract, provide details of planned staffing, and describe the proposed deliverables. *This stage contributes 20% of the overall assignment.*

The Inception report presents the following:

- i) The mobilization and establishment status of the Consultant;
- ii) The specific staffing plan;
- iii) The updated work plan the Consultant proposes to follow in carrying out the assignment, based on the Consultants initial findings;
- iv) Review of Methodology;
- v) Details of any constraints or inputs required from the employer;
- vi) Comments on the ToRs and the Consultants understanding of the assignment
- vii) Such remarks as are deemed appropriate including the works done so far.

Deliverable 2: Report on Stakeholder Engagement, Social and Environment Risk Management Activities during Pre-Construction Phase

The report on Stakeholder Engagement, Social and Environment Risk Management Activities during pre-construction phase. *This stage contributes another 20% of the overall assignment.*

- i) *Preparation, Advocacy and Awareness Creation.*

The key outputs in this deliverable will include: Stakeholder engagement plan and communication strategies to guide the implementation of the consultancy. The report will also cover workshops and meetings conducted at various levels, awareness creation meetings and radio programs. RAP implementation and compensation of PAPs will be included in this deliverable. Furthermore, monitoring tools for all aspects of the consultancy such as GBV, GRM, HIV and AIDs and other risk areas developed, coupled with IEC materials will be included in this deliverable.

ii) *Situation Assessment and Baseline Survey:*

Before construction commences it is expected that all the consultant will be required to carry out situation assessment and establishing baseline conditions on all the aspects of the assignment that will include and not limited to: stake holder identification, capacity needs assessment, sanitation baseline survey including Village Health Committees, verify PAPS to be compensated and amount to be disbursed to them. This will also include drawing plans to support PAPs and identifying livelihood restoration activities. Feedback to communities on sanitation and hygiene baseline situation given and action plans for sanitation, GBV action plans and accountability and response framework for community developed and all other baselines and proposed and agreed upon with the consultant.

iii) *Formation and Training of Implementation Support Structures:*

The consultant will be required to establish Community WASH structures such as water and sanitation committees, School Health clubs and Water catchment groups and committees. Very key is establishment a Grievance Redress Committee (GRC) at District, Sub county and Parish levels, also coordination with organizations that provides social and medical services will form part of the report. Local artisans will be identified and trained. The trainings will cover all the areas mentioned, where possible trainings for different aspect will be combined and others stand alone.

7.3.2 Construction Phase

The key activities under this phase will include; routine community engagements and consultations, demonstrations and promotion activities, reviews and follow up activities, monitoring and evaluation activities as well as capacity building of MWE staff/Sector professionals. Each of the above activity categories has specific outputs that will be reported against.

Deliverable 3: Draft 1: Report on Stakeholder Engagement, Social and Environment Risk Management Activities during Construction Phase

Six (6) months cumulative progress on routine community engagements and consultations activities, demonstrations and promotion activities, reviews and follow up activities, monitoring and evaluation activities. *This stage contributes another 10% of the overall assignment.*

Deliverable 4: Draft 2: Report on Stakeholder Engagement, Social and Environment Risk Management Activities during Construction Phase

Twelve (12) months cumulative progress on routine community engagements and consultations activities, demonstrations and promotion activities, reviews and follow up activities, monitoring and evaluation activities. *This stage contributes another 10% of the overall assignment.*

Deliverable 5: Draft 3: Report on Stakeholder Engagement, Social and Environment Risk Management Activities during Construction Phase

Twelve (18) months cumulative progress on routine community engagements and consultations activities, demonstrations and promotion activities, reviews and follow up activities, monitoring and evaluation activities. *This stage contributes another 10% of the overall assignment.*

Deliverable 6: Final Draft: Report on Stakeholder Engagement, Social and Environment Risk Management Activities during Construction Phase

The Final Draft consultancy report shall be a comprehensive documentation of all activities conducted and results achieved during this assignment. The report will be characterized by the workshops and dialogues held to orient the communities on management models. The consultant shall also document lessons learnt and make recommendations for future improvements in similar assignments. The draft report shall also include Draft Guidelines for Community Engagement and Implementation of ESMP, RAP, GRM and GBV for piped water systems. The report should be three (3) bound copies and a soft copy on a CD- ROM (PDF and an editable version). *This stage contributes another 20% of the overall assignment.*

7.3.3 Post Construction Phase

Deliverable 7: Final Report: Stakeholder Engagement, Social and Environment Risk Management Report

The final consultancy report will be the revised, edited and the approved version shall constitute the consultant's final deliverable. This is the very final documentation of all activities conducted and results achieved during this assignment, lessons learnt and recommendations for future improvements in similar assignments. The report shall include Operation and Maintenance arrangements for the completed water supply and sanitation systems Guidelines for Community Engagement and Implementation of ESMP, RAP, GRM and GBV for piped water systems, the end line sanitation survey report among others. The report should be three (3) bound copies and a soft copy on a CD- ROM (PDF and an editable version). *This stage contributes the final 10% of the overall assignment.*

The final stakeholder engagement report would be expected to include:

- i) Documentation of all activities conducted
- ii) Results achieved during this assignment
- iii) Operation and Maintenance arrangements
- iv) Guidelines for Community Engagement and Implementation of ESMP, RAP, GRM and GBV for piped water systems

v) Report on the training activities undertaken

As indicated in Table 5, the consultant will be required to produce and submit the following deliverables in the quantities and timing indicated including electronic copies in the format specified in Table 5. For deliverables 3 to 7, the consultant is expected to include a detailed and dedicated section on the capacity building activities undertaken.

Table 5: Summary of Deliverables

Description of reports	Timing in months	No. of hard copies to		Electronic copies to MWE contact
		MWE	World Bank	
<i>Inception/ Pre-construction stage</i>				
Inception report	2 weeks after signing of contract	2	1	Word; Excel (all tables), MS Project (time schedules)
Report on Stakeholder Engagement, Social and Environment Risk Management Activities during Pre-Construction Phase	6 months from inception	2	1	Word; Excel (all tables), MS Project (time schedules)
<i>Construction Stage</i>				
Draft 1: Report on Stakeholder Engagement, Social and Environment Risk Management Activities during Construction Phase	6 months from start of construction phase	2	1	Three (3) bound copies and a soft copy on a CD- ROM (PDF and an editable version).
Draft 2: Report on Stakeholder Engagement, Social and Environment Risk Management Activities during Construction Phase	12 months from start of construction phase	2	1	Three (3) bound copies and a soft copy on a CD- ROM (PDF and an editable version).
Draft 3: Report on Stakeholder Engagement, Social and Environment Risk Management Activities during Construction Phase	18 months from start of construction phase	2	1	Three (3) bound copies and a soft copy on a CD- ROM (PDF and an editable version).
Final Draft: Report on Stakeholder Engagement, Social and Environment Risk Management Activities during Construction Phase	21 months from start of construction phase	2	1	Three (3) bound copies and a soft copy on a CD- ROM (PDF and an editable version).
<i>Post Construction Stage</i>				
Final Stakeholder Engagement, Social and Environmental Risk Management Report	3 months after substantial completion of construction activities	2	1	Three (3) bound copies and a soft copy on a CD- ROM (PDF and an editable version).

8 DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

To the extent possible, the client will provide the consultant the latest versions of the following documents related to Nyamugasani and Bitsya; ESIA's, SPPs, RAPs, Engineering Design Reports. Other general documents to be provided to the consultant include, the Software Steps, Extension Workers Handbooks, the Ministry's gender, HIV/AIDS strategies, and Environment and Social Policy etc. The information, data, reports, and documents will be available for the consultant's unlimited use during execution of the proposed services.

The client will attach staff (including Local Government staff) for purposes of training and capacity building and ensuring adequate direct involvement of the client in delivering the final project objectives. The client's staff shall be agreed upon with the consultant prior to commencement of the consultancy services

9 ACTIONS REQUIRING CLIENT CLEARANCE DURING IMPLEMENTATION

The following action will require the client's written approval before execution:

- i. Use of provisional sums
- ii. Variations to the scope of services that materially differ in methodology, geography scope, service area etc. from the scope agreed upon for the Stakeholder Engagement, Environment and Social Risk Management contract.
- iii. Changes of compensation amounts to Project Affected Persons. Whenever necessary, the client shall seek guidance of the CGV regarding such changes and duly communicate to the consultant.
- iv. Extension of time and cost variations.

10 ENVIRONMENTAL AND SOCIAL POLICY

This Environmental, social, health and safety policy will guide the execution of the services. The policy has been attached in Annex 2.

11 CODE OF CONDUCT

The code of conduct in Annex 3 has been set out to take into account considerations of Environment, Social and Health issues, Occupation Health and Safety of experts, client's and contractor's personnel and the community.

The Code of Conduct should be signed by each Expert to indicate that they have:

- i. Received a copy of the code;
- ii. Had the code explained to them;
- iii. Acknowledged that adherence to this Code of Conduct is a condition of employment; and
- iv. Understood that violations of the Code can result in serious consequences, up to and including dismissal, or referral to legal authorities.

ANNEX 1: ENVIRONMENT, SOCIAL, HEALTH AND SAFETY (ESHS)

The Consultant will ensure the implementation of the ESIA/ESMP agreed with the World Bank and the EIA certificate issued by NEMA and the World Bank ESHS guidelines, the Contractor's ESHS performance is in accordance with national regulations and good international industry practice and delivers the Contractor's ESHS and government obligations with NEMA and the World Bank. This includes

1. recruitment of qualified personnel in the positions of Environmental Specialist/Officer, Health and Safety Specialist/Officer, Social Development Officer;
2. review and approve the C-ESMP, including all updates and revisions (not less than once every 6 monthly);
3. review and approve [ESHS](#) provisions of method statements plans, proposals, schedules and all relevant Contractor's documents;
4. review and advise the relevant person on the ESHS risks and impacts of any design change proposals and the implications for compliance with ESIA, ESMP, consent/permits and other relevant project requirements;
5. undertake audits, supervisions and/or inspections of any sites where the Contractor is undertaking activities related to the Works, to verify the Contractor's compliance with ESHS requirements, with and without contractor and/or client relevant representatives, as necessary, but not less than once per month;
6. undertake audits and inspections of Contractor's accident logs, community liaison records, monitoring findings and other ESHS related documentation, as necessary, to confirm the Contractor's compliance with ESHS requirements;
7. agree remedial action/s and their timeframe for implementation in the event of a noncompliance with the Contractor's ESHS obligations;
8. attend meetings including site meetings, progress meetings to discuss and agree appropriate actions to ensure compliance with ESHS obligations;
9. check that the Contractor's actual reporting (content and timeliness) is in accordance with the Contractor's contractual obligations;
10. review and critique, in a timely manner, the Contractor's ESHS documentation (including regular reports and incident reports) and to provide advice to ensure the accuracy and efficacy of the documentation;
11. Undertake liaison, from time to time and as necessary, with project stakeholders to identify and discuss any actual or potential ESHS issues.
12. Ensure that the contractor develops and implements a Labour Influx Management Plan and Workers' Camp and Accommodation Management Plans as part of C-ESMP. This should include the following actions: all workers to sign employment contract including Code of Conduct (Annex H in ESIA– example); establish a Grievance Committee for Workers; sensitize workers on community based social behavior and conduct; sensitize workers to not engage in sexual relations with underage girls and married women; establish a Grievance Redress Committee to act as link between community and the project; local leadership should always be sought as a first priority in solving issues. Refer to ESIA and RAP for additional information.

ANNEX 2: ENVIRONMENTAL AND SOCIAL POLICY

The policy goal of the assignment is to integrate environmental protection, occupational and community health and safety, gender, equality, child protection, vulnerable people (including those with disabilities), gender-based violence (GBV), HIV/AIDS awareness and prevention, wide stakeholder engagement, land acquisition and compensation of project affected persons in the planning processes, programs, and activities of the parties involved in the execution of the Works.

The Environment and Social Management Plan for the Project and the Contractor's Site-Specific Environment and Social Management Plan will be used for monitoring, continuously improving processes and activities and for reporting on the compliance with the policy.

The policy is derived from different international and/or national policies within legal frameworks some of which are highlighted below. It is expected that during the supervision of the works, the consultant will commit to;

1. The World Bank Safeguard Policies and the EIA certificate and national regulations governing protection of natural resources, national parks, health and safety, labor, transport, etc.
2. Apply good international industry practice to protect and conserve the natural environment and to minimize unavoidable impacts (National Environment Act 1995);
3. Provide and maintain a healthy and safe work environment and safe systems of work as stipulated in the draft National Occupational Safety and Health Policy in the framework of the Occupational Safety and Health Act 2006;
4. Protect the health and safety of local communities and users, with particular concern for those who are disabled, elderly, or otherwise vulnerable;
5. Ensure that terms of employment and working conditions of all workers engaged in the Works meet the requirements of the ILO labour conventions to which the host country is a signatory (Employment Act 2006 and Occupational Safety and Health Act 2006);
6. Be intolerant of and enforce disciplinary measures for illegal activities. To be intolerant of, and enforce disciplinary measures for GBV, child sacrifice, child defilement, and sexual harassment (Employment Act 2006) ;
7. Incorporate a gender perspective and provide an enabling environment where women and men have equal opportunity to participate in, and benefit from, planning and development of the Works (The Uganda National Employment Policy 2011, The National Equal Opportunities Policy 2006, Uganda Gender Policy);
8. Work co-operatively, including with end users of the Works, relevant authorities, contractors and local communities;
9. Engage with and listen to affected persons and organisations and be responsive to their concerns, with special regard for vulnerable, disabled, and elderly people;
10. Provide an environment that fosters the exchange of information, views, and ideas that is free of any fear of retaliation;
11. Minimize the risk of HIV transmission and to mitigate the effects of HIV/AIDS associated with the execution of the Works (The National HIV/AIDS and The World of Work Policy 2007);
12. Acquisition or restriction of land to mitigate unavoidable adverse social and economic impacts through incorporate compensation of project affected persons and community engagement throughout the works implementation.

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Project Manager
MWE

ANNEX 3: CODE OF CONDUCT

This code of conduct is to be followed by all Consultant's Experts. It should be read together with the Environment and Social Policy, and the World Bank Group Environment Health and Safety Guidelines. The experts are expected to;

1. Be Compliant with applicable laws, rules, and regulations of the Republic of Uganda.
2. Be Compliant with applicable health and safety requirements to protect the local community (including vulnerable and disadvantaged groups), the Consultant's Experts, the Client's personnel, and the Contractor's personnel, including sub-contractors and day workers (including wearing prescribed personal protective equipment, preventing avoidable accidents and a duty to report conditions or practices that pose a safety hazard or threaten the environment)
3. Not use illegal substances
4. Be non-discriminatory in dealing with the local community (including vulnerable and disadvantaged groups), other Consultant's Experts, the Client's personnel, and the Contractor's personnel, including sub-contractors and day workers (for example, on the basis of family status, ethnicity, race, gender, religion, language, marital status, age, disability (physical and mental), sexual orientation, gender identity, political conviction or social, civic, or health status)
5. Have acceptable and appropriate interactions with the local community(ies), members of the local community (ies), and any affected person(s) (for example to convey an attitude of respect, including to their culture and traditions)
6. Avoid unethical and unbecoming behavior such as use of rude, abusive and obscene language, indecent dressing, hard supervision and sexual suggestive gestures which constitute sexual harassment (for example to prohibit use of language or behavior, in particular towards women and/or children, that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate). A child / children means any person(s) under the age of 18 years.
7. Avoid violence, including sexual and/or gender-based violence (for example acts that inflict physical, mental or sexual harm or suffering, threats of such acts, coercion, and deprivation of liberty)
8. Avoid exploitation including sexual exploitation and abuse (for example the prohibition of the exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading behavior, exploitative behavior or abuse of power)
9. Promote protection of children (including prohibitions against sexual activity or abuse, or otherwise unacceptable behavior towards children, limiting interactions with children, and ensuring their safety in project areas)
10. Ensure sanitation requirements are provided like toilets are acceptable and approved and are gender sensitive (for example, to ensure workers use specified sanitary facilities provided by their employer and not open areas)
11. Avoid conflicts of interest (such that benefits, contracts, or employment, or any sort of preferential treatment or favors, are not provided to any person with whom there is a financial, family, or personal connection)
12. Respect reasonable work instructions (including regarding environmental and social norms)
13. Protect and use any project property properly (for example, to prohibit theft, carelessness or waste)
14. Report any violations of this Code
15. Ensure that there is non-retaliation against personnel who report violations of the Code, if that report is made in good faith