



THE REPUBLIC OF UGANDA

MINISTRY OF WATER AND ENVIRONMENT

RURAL WATER SUPPLY AND SANITATION DEPARTMENT

TERMS OF REFERENCE

For

CONSULTANCY SERVICES FOR CONSTRUCTION SUPERVISION OF
LARGE SOLAR POWERED WATER SUPPLY AND SANITATION
SYSTEMS IN 32 RGCs

JULY 2019

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1. INTRODUCTION

1.1. General

Uganda is located in East Africa and lies across the equator, about 800 Kilometres inland from the Indian Ocean. It lies between 10 29' South and 40 12' North latitude, 290 34 East and 350 0' East longitude. The country is landlocked, bordered by Kenya in the East; South Sudan in the North; Democratic Republic of Congo in the West; Tanzania in the South; and Rwanda in South West. It has a total area of 241,551 square kilometers, of which the land area covers 200,523 square Kilometres. The total population of Uganda was 34.6 million persons in 2014 with an annual growth rate of 3.0%, this translates into 38.9 million persons by 2018, 80% resident in rural areas (UBOS, 2014).

The main technology options used for water supply improvements in rural areas include deep boreholes (44%), shallow wells (24%), and protected springs (21%). Others include tap stands/kiosks of piped schemes and rainwater harvesting tanks (11%). As of June 2018, the national safe water coverage in rural areas was estimated at 70%. There was no change in coverage from that of June 2017. Out of the 57,974 rural villages in Uganda, 38,183 (66%) of the villages had valid water sources as of June 2018. (MWE, Sector Performance Report 2018).

1.2. Sector Institutional Framework

The Water and Environment sector consists of two sub-sectors: the Water and Sanitation (WSS) sub-sector and the Environment and Natural Resources (ENR) sub-sector. The WSS sub-sector comprises water resources management, rural water supply and sanitation, urban water supply and sanitation, and water for production. The ENR sub-sector comprises environmental management; management of forests and trees; management of wetlands and aquatic resources; and weather and climate. The sector institutional framework consists of:

- The Ministry of Water and Environment with the Directorates for Water Development (DWD), Water Resources Management (DWRM) and Environmental Affairs (DEA);
- Local Governments (Districts and Town Councils), which are legally in charge of service delivery under the Local Government Act;
- A number of de-concentrated support structures related to MWE, are at different stages of institutional establishment, including Technical Support Units (TSUs), Water Supply Development Facilities (WSDFs), Water Management Zones (WMZs), and Umbrella for Water and Sanitation Authorities;
- Four semi-autonomous agencies: (i) National Water and Sewerage Corporation (NWSC) for urban water supply and sewerage; (ii) National Environment Management Authority (NEMA) for environment management; (iii) National Forestry Authority (NFA) for forestry management in Government's Central Forest Reserves; and (iv) the Uganda National Meteorological Authority (UNMA) for weather and climate services;
- NGOs/CBOs (coordinated through UWASNET and ENR-CSO Network) and Water User Committees/Associations;

- The private sector (water and sanitation infrastructure operators, contractors, consultants and suppliers of goods); and
- Communities who are the users.
- Umbrella Water Authorities as of August 2017, have been gazetted as Water Authorities to operate and maintain systems directly or indirectly by contracting and supervising private operators in urban and rural piped water schemes, outside the jurisdiction of NWSC.

1.3. The Rural Water Supply and Sanitation Sector (RWSSS) in Uganda

The Rural Water Supply sub-sector is defined to include all those areas under the jurisdiction of District Local Councils and Rural Growth Centres, but excluding those urban areas governed by Town Boards, Town Councils, Municipalities and Kampala Capital City. In practice this means that rural water supply covers those communities and villages with populations up to 1,500 and Rural Growth Centres (RGCs) with populations between 1,500 and 5,000.

1.4. Rural Water Supply and Sanitation Services

Vision 2040 goal is to have 100 percent of the population with access to safe piped water by 2040. The Second National Development Plan (NDP II 2015/16-2019/20) targets to increase access to safe water from 65 percent to 79 percent in rural areas by 2020. However, the NDP II planning horizon ends just at the beginning of IWMDP and hence NDP II targets fall largely outside the project period. As of the 2018 Water and Environment Sector Performance Report (MWE 2018), national safe water coverage for rural areas was estimated at 70%. Access to basic rural sanitation reduced to 79% in 2018 from 80% by June 2017. The functionality for rural water supplies remained the same (85%) as previous year 2017.

Fortunately, the Strategic Sector Investment Plan (SSIP 2018-2030) sets the investment priorities for the sector for the period between 2018 and 2030. The SSIP focuses on five areas of; village water supply, functional rural water sources, improved drinking water, safely managed drinking water and cost per capita. Over the planned project period i.e. 2019/2020 to 2023/24, the targets for the above five priority areas upto 2024 for a moderately low funding are; village water supply (100%), functional rural water sources (95%), improved drinking water (84%), safely managed drinking water (13%) and cost per capita (\$65).

The Water and Environment Sector will prioritize increasing access to safe water, increasing sanitation and hygiene levels and increasing functionality of water supply systems, incorporate gender analysis, implement water resources management reforms and promote catchment-based integrated water resources management.

The sector targets to increase water supply coverage in rural areas from 70% in June 2018 to 84% by June 2024 by ensuring that at least each village has a clean and safe water source; and by ensuring functionality and effective use of the water supply systems to at least 95% (SSIP 2018-2030). Safely managed drinking water will not be achieved even with moderately high funding to the sector. In a bid to increase safe water coverage, the sector intends to adopt a

policy shift from the use of point water sources to introducing piped water supply systems in the medium and long term, which is expected to be sustainable and will address water needs for both rural and urban areas. This policy shift will include:

- i. Development of large gravity-fed piped water supply schemes with river-based sources in mountainous regions to serve large areas across district boundaries, or motorized piped water schemes from surface water sources such as lakes and rivers to supply the underserved communities in rural areas;
- ii. promotion of integrated rainwater harvesting intended to cover water needs for human consumption, small cottage agricultural processing industries, small scale irrigation and water for livestock at household level; surface runoff harvesting using dams will also provide water for rural areas;
- iii. Development of solar-powered mini-piped water schemes to supply more persons that otherwise would be served using point sources with hand pumps.
- iv. Promotion of appropriate technologies by undertaking action research and development to identify suitable water supply and sanitation technologies for specific areas. The appropriate technologies are not limited to low cost technology but cover all service levels.

1.5. Objectives, Strategies and Priorities for Rural Water and Sanitation

The National Development Plan II (NDP II) is the current running plan and development framework of Uganda, derived from Uganda’s vision 2040. The NDP II has 4 development objectives among which objective number 3 is to “Enhance Human Capital Development” under which development indicator number 10 the safe water coverage baseline and targets are defined. The NDP II envisions that safe water coverage in rural areas should reach 79% by 2020 and eventually to 100% by 2040 as envisaged by vision 2040.

Relatedly, Uganda’s Strategic Investment Plan for the Water and Environment Sector (2018-2030) has the strategies and objectives projected to 2030 (see **table 1** below) and derived from Vision 2040 and the foregoing NDP II (2015/16 – 2019/2020).

Table 1: Rural Water Supply and Sanitation Objectives and Strategies as in SSIP

Objective	Strategies
<p>Objective 1:</p> <p>By 2030, access to safe and affordable water supply in rural areas has increased 100%, in order to progressively fast track achievement of coverage for all including men and women.</p>	<p>Strategy 1:</p> <p>Construct, operate and maintain appropriate and climate change resilient community water supply systems in rural areas.</p>
	<p>Strategy 2:</p> <p>Improve functionality, sustainability and resilience of water supply systems in rural areas to provide safe water all-year-round and reduce the number of people</p>

	suffering from safe water scarcity.
Objective 2: By 2030, access to improved sanitation has increased to 100% for households in rural areas, paying special attention to the needs of women and girls and those in vulnerable situations.	Strategy 1: Promote improved sanitation and hygiene practices in households, communities and rural growth centres in order to reduce the number of deaths and illnesses related to poor sanitation.

The MWE with financing from the World Bank will implement the **32No.** large solar powered water supply systems to contribute to realization of objectives above. The Ministry through the Rural Water and Sanitation Department shall implement large solar powered water supply systems in three subregions of Uganda as follows; Western region (**12No.**), Central region (**11No.**) and Eastern region (**9No.**).

The MWE intends to : (i) Construct, operate and maintain appropriate climate resilient community water supply systems in these rural areas while ensuring water resources sustainability and proper environmental management and (ii) construct appropriate sanitation infrastructure at public and institutional locations and (iii) Promote improved sanitation and hygiene practices in households, communities and rural growth centres in order to reduce sanitation related illnesses and mortality through appropriate community engagements.

1.6. The Project Areas

The 32No. large solar powered water supply systems are to be implemented in two (2) phases during the five years of the project and each phase shall consider **16No** water supply systems (WSS) as indicated below;

Phase 1 (July 2020 – June 2022)

Western region (Bugwara WSS – Kagadi, Kanambe WSS – Kagadi, Mwitazinge WSS – Kakumiro, Kisiita WSS – Kakumiro) – **4No.**

Central region (Lwetulede WSS – Rakai, Kasese WSS – Rakai, Nakasero WSS – Kyankwanzi, Bugomorwa WSS – Kyankwanzi, Kizimiza WSS – Sembabule, Mutetema WSS - Mityana) – **6No.**

Eastern Region (Bukizibu WSS – Mayuge, Kidera WSS – Buyende, Kagulu WSS – Buyende, Butagaya WSS – Jinja, Nango WSS – Mayuge, Lugala WSS - Namayingo) – **6No.**

Phase II (January 2022 – December 2023)

Western region (Kajutzya WSS – Kiruhura, Nyamishojwa WSS – Kiruhura, Muramba WSS – Kisoro, Nyarusiza WSS – Kisoro, Nyakabande WSS – Kisoro, Rwentuha WSS – Kyegegwa, Kasaba WSS – Kyenjojo, Kyemamba WSS – Lyantonde) – **8No.**

Central region (Damba WSS – Mukono, Lwemiyaga WSS – Sembabule, Kikonge WSS – Nakasongola, Nabingola WSS – Mubende, Lubaali WSS – Kassanda) – **5No.**

Eastern Region (Kitenga WSS – Kaliro, Kaguma/Buduma WSS – Kamuli, Bulange WSS – Namutumba) – **3No.**

1.7. The Integrated Water Management and Development Project (IWMDP)

Currently, the World Bank IDA has approved a loan to finance the Integrated Water Management and Development Project (IWMDP). Under the IWMDP, funds have been earmarked for construction supervision, construction works as well as the implementation of full scale source protection measures for large solar powered water supply systems.

The IWMDP Development Objective is to improve access to water supply and sanitation services, capacity for integrated water resources management and the operational performance of service providers in project areas. The project will also contribute to the achievement of National Development Plan II objectives, Vision 2040 and Sustainable Development Goals.

1.8. Feasibility Studies and Detailed Engineering Designs

Consultancy services for feasibility studies and detailed engineering designs for the large solar powered water supply systems as well as Environmental and Social Impact Assessment are ongoing. Detailed engineering designs for the **16No** large solar powered water systems to be implemented in Phase I shall be ready by end of August 2019 and the preliminary designs generally propose interventions as outlined below for a 2036 ultimate year. The detailed engineering designs for the remaining **16No.** large solar powered water systems to be implemented under Phase II shall be concluded in December 2019.

1.8.1 Proposed Water Supply System

The large solar powered water supply systems generally comprise of production boreholes with solar powered submersible pumps, pumping station, transmission main to storage reservoir, Pressed steel storage tanks, primary and secondary distribution systems and yard connections. The borehole water meets the national standard US 201:1994 for drinking water. However, the water supply requires disinfection before distribution to the public. Disinfection will be carried out by chlorination at the water storage tanks.

Borehole Source

Borehole sources shall typically comprise of: deep borehole with electric submersible pump, pumphouse with the pump control centre, Attendants Quarters, guardhouse and a toilet. The infrastructure development at the site shall include solar panels, fencing and access road.

Water Office

A new Water Office block will be constructed for the public interface with the Operator of the water system in receiving payment of water bills, requests for new connections and reporting of faults. The office will be furnished and equipped under the construction contract. The construction contract will also include provision of equipment and tools to be handed over to the Operator of the new water system.

1.8.2 Proposed Sanitation Facilities

A total of **32No.** water-borne toilets will be constructed as part of the wider sanitation improvement programme; these shall be constructed in schools, health facilities and other public places such as markets or local government offices. The objective is to implement one water borne toilet in each centre where a water supply system will be constructed.

1.8.3 ESIA and RAP for large solar powered water supply systems

The ongoing consultancy services for feasibility study and detailed engineering design of large solar powered water supply systems include ESIA as part of the outputs. The ESIA shall be approved by NEMA through issuance of a certificate before expiry of the consultancy services in December 2019.

The RAPs for the **32No** water supply systems shall be prepared under different consultancy services with funding from IWMDP. The detailed engineering designs for the large solar water supply systems shall guide the identification of PAPs within the project locus. The Ministry of Water and Environment shall seek approval of the RAP from the CGV and ensure budget provisions are appropriately made to implement the RAP.

2. PROJECT OBJECTIVES

The aim of the **large solar powered water supply systems subcomponent** is to improve water and sanitation in the following selected areas;

Western region (Bugwara WSS – Kagadi, Kanambe WSS – Kagadi, Mwitazinge WSS – Kakumiro, Kisiita WSS– Kakumiro, Kajutzya WSS – Kiruhura, Nyamishojwa WSS – Kiruhura, Muramba WSS – Kisoro, Nyarusiza WSS – Kisoro, Nyakabande WSS – Kisoro, Rwentuha WSS – Kyegegwa, Kasaba WSS – Kyenjojo, Kyemamba WSS – Lyantonde) – **12No.**

Central region (Lwetulede WSS – Rakai, Kasese WSS – Rakai, Nakasero WSS– Kyankwanzi, Bugomorwa WSS– Kyankwanzi, Kizimiza WSS– Sembabule, Mutetema WSS – Mityana, Damba WSS – Mukono, Lwemiyaga WSS – Sembabule, Kikonge WSS – Nakasongola, Nabingola WSS – Mubende, Lubaali WSS – Kassanda) – **11No**

Eastern Region (Bukizibu WSS – Mayuge, Kidera WSS– Buyende, Kagulu WSS– Buyende, Butagaya WSS – Jinja, Nango WSS – Mayuge, Lugala WSS – Namayingo, Kitenga WSS – Kaliro, Kaguma/Buduma WSS – Kamuli, Bulange WSS – Namutumba) – **9No.**

The project will cover infrastructure of the production boreholes/water sources with electric submersible pumps, pumping transmission main to storage reservoir, pressed steel storage tanks, primary and secondary distribution systems and yard connections.

Specific Project Objectives

The specific objectives of the Project include:

- i) To ensure adequate and sustainable provision of water for the selected project areas until the year 2036 through development of new infrastructure. Particular focus will be on sustainable utilisation of borehole sources, use of smart water treatment technologies, clean energy and development of climate resilient systems.
- ii) To implement appropriate source protection measures that are sustainable, within socially acceptable cost and in accordance with the catchment protection guidelines under preparation by the DWRM (Framework and Guidelines for Water Source Protection).
- iii) Improve sanitation and hygiene in the selected project areas.

2.1. Objectives of the Consultancy Services

The consultancy services are aimed at the following;

- i) Provision of engineering consulting services complete in all respects, in undertaking supervision of construction works for large solar powered water supply systems
- ii) Knowledge and skills transfer to sector professionals in contract management, safeguard management as well as water and sanitation infrastructure construction skills.

3. SCOPE OF CONSULTANCY SERVICES

The Consultant shall provide three independent teams as proposed in these TORs to carry out construction supervision. The teams shall independently work in western, eastern and central regions with a Project Manager as the overall coordinator of the three teams. The Consultant shall therefore have the technical and financial capacity to supervise these works concurrently in a given region.

3.1. Construction Supervision

The consultant shall prepare for the commencement of the works; and subsequently supervise the construction Contract as the “Engineer”. The terms and conditions for construction works shall be as stipulated in the latest Multilateral Development Bank (MDB) harmonised version of the FIDIC conditions of contract. Construction supervision will also be in line with the ENVIRONMENTAL AND SOCIAL POLICY in section 12, and the CODE OF CONDUCT in section 13.

Construction supervision will encompass the entire scope of work related to the project. The scope of supervision will also encompass re-instatement works and, if necessary, structures for source protection. The consultant shall put in place a quality assurance system, a risk and environmental management systems to ensure compliance with construction standards.

Construction supervision covers three distinct stages: (i) Pre-construction and mobilisation stage (ii) Construction stage and (iii) Defects liability stage. The construction supervision duration (months) is detailed in Table 2 per region for both phases based on envisaged construction packaging.

Table 2: Construction supervision periods for the proposed phases

	Preconstruction mobilisation (months)	Construction supervision (months)			DLP (months)
		Western Region	Central region	Eastern region	
Phase I schemes	3	16	12	12	12
Phase II schemes	3	16	20	12	12

Pre-Construction and Mobilisation Phase

During the pre-construction and mobilisation phase, the consultant shall undertake all preparations for commencement of works like site handover to contractors. The tasks shall include but not limited to;

- i. Review the contractor’s work programme and method statements and highlight areas that may pose a risk to timely and in-budget project completion.
- ii. Review the contractor’s proposed staffing, equipment, and insurance, performance securities, advance payments guarantee, and recommended appropriate actions to the client.
- iii. Review and make recommendations on the contractor’s procurement schedule.
- iv. Review and approve the contractor ESMP, including Labour Influx Management Plan and Workers’ Camp & Accommodation Management Plans, Environment, Social, Health and Safety (ESHS) provisions, Grievance Redress Mechanisms, and Gender based Violence (GBV) Action Plan
- v. Carryout due diligence on and approve contractor’s proposals for construction materials acquisition sources.

- vi. Carryout and/or supervise any pre-construction sensitization activities to address to associated environmental and social safeguards towards potentially affected communities and contractor/sub-contractor staff.
- vii. Review and approve the contractor's proposed procurements during mobilisation, ensuring that all materials are from the right source, quality and of sufficient quantities.
- viii. Monthly progress reporting to the client, and immediate reporting should any issues be identified that could impact on the project completion schedule.
- ix. Development and confirmation of training plan with the MWE

3.1.1 Construction Phase

The consultant shall represent the client on site and supervise the entire construction process in close cooperation with the Client's project manager. During the construction period, the consultant task shall specifically attend to the following;

- i. Supervise the contractor's work progress vs. the planned project time schedule and ensure that delays are being kept to minimum and, wherever possible, the contractor takes measures to make up for time lost and pull the project back to planned schedule.
- ii. Timely issuance to the contractor all necessary correspondences related to information, instructions, clarifications and suggestions so as to ensure consistency in quality, positive progress and planned costs.
- iii. Inspect, determine and approve the part of works, before, during and after construction of part and or whole of the works to ensure all time compliance with the specifications and standards.
- iv. Supervise the contractor's procurements, ensuring that all materials are from the right source, quality and of sufficient quantities. In addition, the consultant shall prepare/modify and approve specifications for equipment to be procured for the project as necessary.
- v. Supervise the contractor's construction activities, ensuring that all construction is undertaken as designed, or in accordance with client approved variations to the original design, and that all quality standards are met.
- vi. If necessary, make amendments to the design with approval from the client.
- vii. Ad measure and certify all quantities invoiced by the contractor. Certify payment certificates for payments of completed works or parts thereof. Prepare the contractor's payment statement including certificate in accordance with General Conditions of Contract and Particular Conditions.
- viii. Inspect and certify all completed works.
- ix. Prepare snag lists after substantial completion of works.
- x. Advise the client on contractual obligations and establish early warning systems to minimise financial impacts from compensation events and subsequent claims.

- xi. Ensure that the contractor meets Environment, Social, Health and Safety (ESHS) as indicated in Annex 1 & 2 and in the project ESIA.
- xii. Ensure that the contractor works within the environmental and social frameworks as detailed in the project's environmental social impact assessment (ESIA) and environmental and social management plan (ESMP) and the resettlement action plan.
- xiii. Periodically review the status of the contractor's real vs. required staffing, equipment, insurance, performance securities, advance payment guarantees and recommend appropriate actions to the client.
- xiv. State all methods and procedures that are intended to ensure robust quality control, execute all procedures accordingly, and report on all quality control undertakings and their results to the client. This will include performance of tests from approved laboratories on selected materials to ensure they comply with standards and specifications.
- xv. In addition to continuous construction supervision, schedule and organise a weekly formal visitation of activities with the contractor's representative and agree with the contractor on progress made as compared to the previous week.
- xvi. Develop and maintain a project progress reporting format that is both, concise and in accordance with the client's and World Bank requirements.
- xvii. Progress reporting to the client as indicated in the reporting schedule, and immediate reporting should any issues be identified that could impact on the project completion schedule.
- xviii. In consultation with the client, prepare the necessary variation orders.
- xix. Schedule and organise witness testing events, including contractual tests for the completed works.
- xx. Maintain daily site records on prevailing weather conditions, labour, availability and operational condition of key plant, disputes between employers and staff as well as between contractor and local residents, and all other observations that may be of importance in case of any arbitration or legal disputes.
- xxi. Mentor and transfer knowledge to trainees including endorsement of monthly training reports to be submitted to MWE

3.1.2 Defects Liability Phase

During the defects liability period, the consultant's tasks which will be performed in close cooperation with operation staff (MWE) as nominated by the client shall include, but not be limited to the following;

- i. Supervise and certify the contractor's addressing of the entire snag list, as agreed at substantial completion.
- ii. Monitor the performance of all plant, notify both the contractor and the client on defects identified, and recommend remedial actions.

- iii. Monitor the Grievance Redress Committees to ensure complaints are addressed prior to project closing
- iv. Supervise and certify the remedying of any defects that become apparent during the defects liability phase.
- v. Review and supervise the agreed upon 'on the job' training programme of MWE operational staff by the contractor.
- vi. Ensure that the contractor supplies complete sets of all works manuals, drawings, models, warranties, and other relevant plant documentation to the client. The supervision consultant should point out all items missing and recommend actions to be taken to the client.
- vii. Review, approve, and certify 'as built' drawings.
- viii. Review and certify the final statement of accounts.
- ix. Develop and maintain a defects liability reporting format that is both, concise and in accordance with the client's and the development partner's requirements.
- x. Quarterly site meetings with the contractor where all defects identified are recorded and a time schedule for remedying these shall be agreed.
- xi. Prepare monthly progress reporting to the client on the operation status of the plant.
- xii. Prepare final completion report.
- xiii. prepare an asset register for each system.

3.1.3 Works Commissioning

During this phase, the contractor will continue to operate/ oversee operation of the scheme to ensure it is fully optimised and functioning to the satisfaction of the client. The Consultant will implement works commissioning including:

- i. Preparing the completion report for the works, which will be based on the record maintained during construction design and work supervision phases. It will include the environmental completion report which will be submitted to NEMA and the World Bank for compliance with initial recommendations for environmental mitigation measures. The consultant will be expected to include a project outputs delivery report on areas agreed with the Project Manager (client) as a key component in the completion report. The outputs report will form the project operational baseline data summary report for operation improvement tracking purposes.
- ii. The Consultant will ensure the preparation of 'as-built drawings' by the Contractor during construction of works. On completion of the Project, the Consultant will check, approve and submit to the Project Manager for the Client's retention, 2 complete sets of all detailed drawings and 2 electronic CD-ROM copy and computations in accordance with revisions made during the construction.
- iii. Based on the information and booklets received from the Contractors, Manufacturers, Suppliers and his own experience, the Consultant will ensure preparation and submission of the Operation and Maintenance Manuals by the Contractor. The

consultant will ensure the manuals are complete with the O&M recommendations identified during construction and that all relevant technical booklets of scheme components are provided in English.

4. ORGANIZATION OF THE ASSIGNMENT

4.1. Contractual Arrangements

The scope of services shall be time based for Construction Supervision.

4.2. Liaison with Client

MWE shall nominate members to constitute a contract management team. The team will comprise of Project Manager and Engineer. 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 shall nominate an engineer as part of the contract management team, responsible for the day-to-day coordination and monitoring of the project activities. As such, the engineer shall closely work with the consultant during the supervision stages to ensure that all the technical requirements of the project are fully met. In particular, the engineer, 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. The MWE shall also assign social and environment safeguard specialists responsible for supervision of EHS and social aspects on the project.

4.3. Logistical Setup and Staffing

Within the technical proposal, the consultant shall elaborate on the envisaged logistical setup 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.

An organogram reflecting the responsibilities of each staff member and line management setup of the proposed team shall be part of the proposal. Organogram for supervision stage has been proposed (**Error! Reference source not found.**1), consultant is free to modify it. It is recommended that the consultant integrates local expertise into the project execution team.

In the course of implementation of the assignment, all the proposed personnel must be available for this assignment. Staff changes shall not be accepted, except in exceptional circumstances and at the discretion of the Client.

Error! Reference source not found.3 shows the required key personnel and the estimated time inputs for both phases. 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 3: List of Required Personnel with Minimum Time Inputs per phase

Staff	No. Required	Minimum relevant experience (years)	Indicative staff input (man-months) construction supervision (Phase I Schemes)	Indicative staff input (man-months) construction supervision (Phase II Schemes)
Project Manager (Team leader)	1	15	5.7	6.2
Resident Engineer	3	10	36.0	43.0
Electromechanical Engineer	3	8	17.5	14.5
Surveyor	3	5	8.0	8.0
Clerk of Works	16	7	64.0	64.0
Social Development Specialist	3	10	27.0	22.0
Environmental Specialist	3	10	27.0	22.0

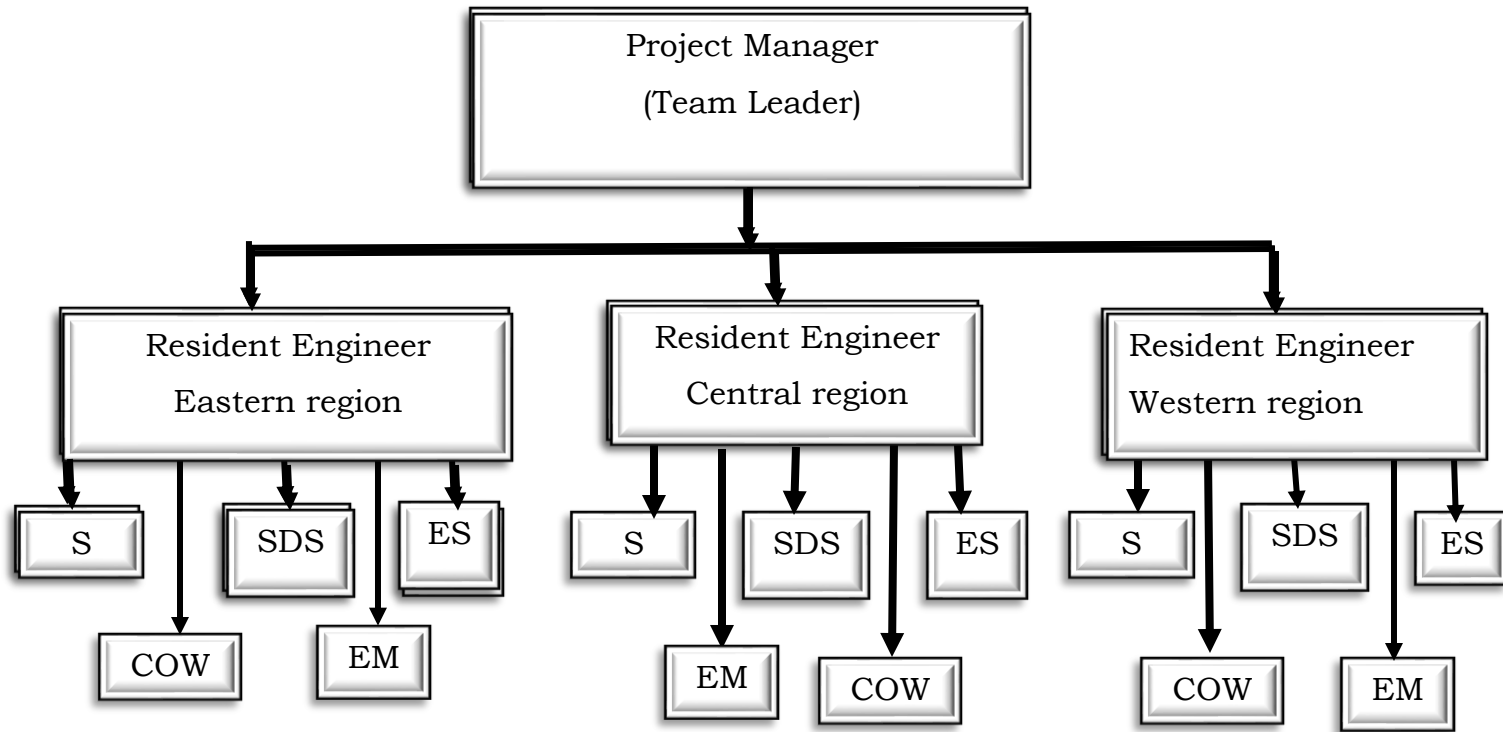


Figure 1: Proposed Organogram for Construction Supervision

Key to Staff

SDS–Social Development Specialist
 ES – Environmental Specialist

CoW–Clerk of Works
 S – Surveyor

EM – Electromechanical Engineer

Table 4: Minimum Qualification and Experience of Key Personnel

Position	Minimum qualifications and experience
Project Manager	<p>Education: Bachelor’s degree in civil / environmental / hydraulic engineering or other relevant discipline. Master’s degree in a relevant discipline will be added advantage.</p> <p>General experience: Minimum of 15 years working experience</p> <p>Specific experience:</p> <ul style="list-style-type: none"> • 10 years’ experience in planning and implementation (design or design review and construction supervision) of water supply and sanitation infrastructure projects • Experience as Project Manager or Team Leader on not less than 3 previous projects similar in scale and content to this one. • Experience in implementation of projects in Sub-Saharan Africa • Shall be a Registered Engineer in Uganda or any other recognized engineering society.
Resident Engineer	<p>Education: Bachelor’s degree in civil / environmental / hydraulic engineering or other relevant discipline. Master’s degree in a relevant discipline will be added advantage.</p> <p>General experience: Minimum of 10 years working experience</p> <p>Specific experience:</p> <ul style="list-style-type: none"> • 10 years’ experience in construction supervision of water supply infrastructure and pipe networks • Experience as Resident Engineer on not less than three similar projects (in scale and content to this one) with at least one in Sub-Saharan Africa • Experience in construction supervision of sanitation infrastructure including waterless and waterborne systems • Shall be a Registered Engineer in Uganda or any other recognized engineering society.
Electromechanical Engineer	<p>Education: Bachelor’s degree in electrical / mechanical engineering or other relevant discipline.</p> <p>General experience: Minimum of 8 years working experience</p> <p>Specific experience:</p>

Position	Minimum qualifications and experience
	7 years' experience in the field of design, procurement, installation and operation and control of electromechanical systems(solar packages) for piped water systems
Surveyor	<p>Education: Bachelor's degree in Surveying or other relevant discipline.</p> <p>General experience: Minimum of 5 years working experience in cadastral and topographic surveying among others. Must be Registered with relevant professional body.</p> <p>Specific experience: Experience in surveying works on at least 3 previous water supply project in Uganda.</p>
Clerks of Works –	<p>Education: Higher diploma in civil engineering or related field. Bachelor's degree in relevant field is an added advantage.</p> <p>General experience: Minimum of 7 years working experience</p> <p>Specific experience: 5 years' experience in supervision of water infrastructure projects involving groundwater abstraction/surface water intakes, reservoirs and pipe networks Three years' experience in supervision of construction of toilets and / or buildings</p>
Social Development Specialist	<p>Education: Bachelor's degree in any social sciences field. A Master's degree is added advantage.</p> <p>General experience: Minimum of 10 years working experience.</p> <p>Specific experience:</p> <ul style="list-style-type: none"> • 7 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. • Experience in implementing RAPs and ESMPs in at least 2 projects of a similar nature

Position	Minimum qualifications and experience
Environmental Specialists	<p>Education: Bachelor's degree in environmental sciences/ engineering or equivalent</p> <p>General experience: Minimum of 10 years working experience. Must be Registered with relevant professional body.</p> <p>Specific experience:</p> <ul style="list-style-type: none"> • 7 years' relevant experience in assessment and mitigation of environmental impacts on infrastructure projects in Uganda • 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

NB: All CVs including for Key and Non-Key staffs shall be endorsed by the experts and the consultant's representative (with power of attorney signed by expert and Project Manager).

4.4. Familiarization with the Assignment

To familiarise consultants with the services to be provided under this consultancy, a pre-bid meeting will be held at the Ministry headquarters in Luzira. It is at the consultant's discretion to make additional visits to the project areas, in case they feel there is need to gather more information. It should be understood, that any cost incurred to the consultant in this regard shall not be reimbursed.

5. DURATION OF THE ASSIGNMENT

The duration of the consultancy services is expected to last **31** months for **Phase I** and **35** months for **Phase II** and the time estimates for the various components are as follows:

Table 5: Phasing planning for Implementation of Solar powered water supply systems

Activity	No of months	Period
Phase I		
Preconstruction mobilisation	3	July 2020 – September 2020
Construction supervision	16	October 2020 – Jan 2022
Defects liability period	12	February 2022 - January 2023
Phase II		
Preconstruction	3	Jan 2022 – March 2022
Construction supervision	20	April 2022- December 2023
Defects liability period	12	December 2023 – November 2024

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.

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

Telephone: 000000000000

E-mail: ps@mwe.go.ug / xxxxxxxxxxxx

Plot 22/28 Port Bell Road, Luzira, Kampala, Uganda

The consultant will be required to deliver a hard copy of each of the reports as shown in Error! Reference source not found.6 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

As indicated in Error! Reference source not found.6, 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 Error! Reference source not found.6.

Table 6: Summary of the Reporting for the Consultancy

Description	Timing in months from start date		No. of hard copies to		Electronic copies to MWE contact
	Phase I	Phase II	MWE	World Bank	
Part 1 – Construction Supervision Period					
Monthly construction progress reports	Months 1 – 19	Months 1 – 23	2	1	Word; Excel (all tables), MS Project (time schedules)
Quarterly consultancy contract progress reports	Quarter 1 – 6	Quarter 1 – 8	2	1	Word; Excel (all tables), MS Project (time schedules)
Substantial project completion report	19	23	2	1	Word; Excel (all tables)
Part 2 – Defects Liability Period					
Quarterly Interim progress report	Quarter	Quarter	2	1	Word; Excel (all tables)
Operational manuals	19	23	2	1	PDF
As built drawings	19	23	2	1	CAD (all drawings); ArcViewGIS (location of all new & rehabilitated assets)
Asset register (update to existing Client register)	22	26	0	1	Software to be discussed with Client
Hydraulic models & associated reports	22	26	0	1	Word; Excel (all tables); Software to be discussed with Client
Final completion report	22	26	2	1	Word; Excel (all tables)

7.2. Reporting Requirements – General

The consultant shall hand over all data collected during the course of the assignment to the client in formats approved by the client. Furthermore, all calculation sheets must be made available to the client at the end of the project and, on request, at any stage of the project.

7.2.1 Reporting Requirements – Construction Phase

During the construction phase, the consultant shall submit reports as stated in **Table 6**. The reports shall, as a minimum, meet the following requirements:

7.2.1.1 Monthly Construction Progress Reports

The monthly progress reports shall state the status of project implementation (i.e. actual vs. planned physical progress; actual vs. planned expenditures), actual staffing levels and deployment of equipment by the contractor against planned, financial information, all agreed and all new variation and compensation events, all issues requiring client attention, social safeguards, health and safety information, and other information that may have an impact on project progress. The report shall include a Gantt chart and should include photographic evidence of progress. In addition, the report should project cash flows and work progress over the next one month.

7.2.1.2 Quarterly Consultancy Contract Progress Report

The consultant shall prepare quarterly 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 project implementation lessons, personnel deployment, progress on the capacity building activities and financial performance on the consultancy contract

7.2.1.3 Substantial Project Completion Report

The substantial completion report shall state the project scope, principal activities by the consultant and the contractor (including deployment of resources during project implementation), the contractor's performance, all project relevant observations of the consultant, major issues that were encountered during project implementation and how these were solved, the project schedule citing all delays if any, and financial information. Most important, the substantial completion report shall include a list with all snags to be addressed during the defects liability period, if any, and propose a time schedule for addressing the issues that have been identified. Recommendations shall be made to the Client on how to improve service provision. The substantial completion report shall also include a presentation on the report to be made by the consultant to the Client.

7.2.2 Reporting Requirements – Defects Liability Phase

During the defects liability phase, the consultant shall submit reports as stated in Error! Reference source not found.6. The reports shall, as a minimum, meet the following requirements:

7.2.2.1 Interim/Quarterly Reports

The interim progress report shall state progress of the contractor on addressing items on the snag list, all observations on the performance of the project installations, system weaknesses and defects, and warranty issues. In addition, the report shall report the consultant's and / or the contractor's progress on the undertaking of staff training. The reports shall also include progress on safeguard management including on provisions in abstraction and discharge permits and grievance management.

7.2.2.2 Operational Manuals

The consultant shall ensure that suppliers / manufacturers / the contractor submit all operational manuals to the client in the formats and numbers of copies specified in Error! Reference source not found.6.

7.2.2.3 As Built Drawings

The supervision consultant shall submit all 'as built drawings' to the client in the format and numbers of copies specified in Error! Reference source not found.6.

7.2.2.4 Asset Register

The supervision consultant shall collect data on all assets to provide the client with a complete asset register. The software used for this purpose shall be agreed with the client. Data on the location of all civil structures shall be handed to the client in ArcView GIS, or a format agreeable to the client.

7.2.2.5 Completion of Training Report

The completion of training report shall state the training obligations of the consultant and the contractor, as agreed with the client, the type and duration of training activities undertaken, the number of participants in each training and their professional background, training outputs and achievements, as well as recommendations for further / continued training if any.

7.2.2.6 Final Completion Report

The final completion report shall include the same type of information as outlined for the 'substantial completion report'. In addition, it shall show the status of all outstanding actions that were to be completed during the defects liability period.

7.3. Meeting Requirements

For ensuring organisational and stakeholder wide appreciation and ownership of the project outputs, the consultant shall be required to organise coordination workshops for presentation of key reports after each project milestone to a representative group of stakeholders that is to be agreed with the client.

During the Construction Period, the consultant's resident engineer shall be available whenever stakeholder visits to the project sites are arranged by the Client.

During Construction Phase, monthly site meetings will be conducted and during the defects liability period, quarterly site meetings will be held.

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

To the extent possible, the client will provide free of charge all existing information, data, reports and maps in the custody of the client and will assist the consultant in obtaining other relevant information and materials from governmental institutions and state authorities as far as possible. The data shall include (but not be limited to) the recently concluded engineering studies, feasibility study and detailed design reports and tender documents, ESIA's, and RAP

The information, data, reports, etc., will be available for the consultant's unlimited use during execution of the proposed services.

For purposes of capacity building and ensuring adequate direct involvement of the client in delivering the final project objectives, the client will assign counterpart staff that shall be agreed upon with the consultant prior to commencement of the consultancy services.

9. SERVICES AND FACILITIES TO BE PROVIDED BY THE CONSULTANT

In carrying out this assignment, the consultant shall provide the following services in each of the three (3) regions among others, which should be duly provided for in the consultant's proposal:

- i. Suitable office space necessary for the consultant's team engaged on the assignment.
- ii. Office furniture and other related equipment including desk top computers complete with printers, auxiliary power units, and modern plan reproduction equipment all to be purchased by the consultant through the contract as a reimbursable expenditure.
- iii. Office supplies, as required for the period of services.
- iv. Utility services and costs.
- v. Long term accommodation for the consultant's staff while in Uganda and hotel accommodation for short term experts.
- vi. Subsistence (or per diem) payments for official travel for consultant's staff.
- vii. Secretarial and administrative support staff.
- viii. International and local telephone services for official communication only.

All furniture, technical and office equipment procured under the project shall be handed over to the Client after termination of the consultancy services.

10. SERVICES AND FACILITIES TO BE PROVIDED BY THE CONTRACTOR

Upon commencement of the works contract, the Contractor will provide the following services to the supervision consultant:

- i. A fully furnished site office.
- ii. Survey equipment.

- iii. Transport for official work of the consultant

11. ACTIONS REQUIRING CLIENT CLEARANCE DURING CONSTRUCTION SUPERVISION

The consultant shall note that taking any action under a civil works contract designating the consultant as “Engineer” for which action pursuant to such civil works contract to the written approval of the client as “Employer” is required for the following actions:

- i. Use of provisional sums
- ii. Variations to works that materially differ in technology, geography, plant layout, etc. from the design agreed upon for the works contract.
- iii. Variations to works that increase the contract sum by more than the maximum allowable sum stated in the special conditions of contract of the works contract document.
- iv. Certification of any construction related claims by the contractor including extension of time.
- v. Certification of substantial project completion.

12. ENVIRONMENTAL AND SOCIAL POLICY

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

13. 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 Contractor's ESHS performance is in accordance with good international industry practice and delivers the Contractor's ESHS obligations. 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 Labor Influx Management Plan and Workers' Camp & 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 Works' policy goal 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. Apply good international industry practice to protect and conserve the natural environment and to minimize unavoidable impacts (National Environment Act 1995);
2. 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;
3. Protect the health and safety of local communities and users, with particular concern for those who are disabled, elderly, or otherwise vulnerable;
4. 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);
5. 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) ;
6. 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);
7. Work co-operatively, including with end users of the Works, relevant authorities, contractors and local communities;
8. Engage with and listen to affected persons and organisations and be responsive to their concerns, with special regard for vulnerable, disabled, and elderly people;
9. Provide an environment that fosters the exchange of information, views, and ideas that is free of any fear of retaliation;
10. 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);
11. 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