

ZIMBABWE IDAI RECOVERY PROJECT

COMMUNITY INFRASTRUCTURE (C.I)

CONTRACTOR CAMP MANAGEMENT PLAN



financed by  THE WORLD BANK

managed by  UNOPS

Acronyms

Acronym	Meaning
C.I	Community Infrastructure
ESMP	Environmental and Social Management Plan
ESS	Environmental and Social Standard
GBV	Gender Based Violence
GRM	Grievance Redress Mechanism
HIRA	Hazard Identification and Risk Assessment
HSSE	Health, Safety, Social and Environmental
LMP	Labour Management Procedures
OHS	Occupational Health and Safety
RDC	Rural District Council
SEA	Sexual Exploitation and Abuse
SI	Statutory Instrument

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1. Introduction

UNOPS Community Infrastructure is in the process of implementing health, agriculture, irrigation, education and access projects. A large proportion of the work will be done by contractors. Due to the remote locations in which the work will be carried out, some contractors might opt to establish camps for their workers. This document seeks to highlight the management of contractor construction camps. Particular reference will be made to the management of conduct for workers hired by contractors. This document will also be used as a reference for contractor induction.

a) Objectives

- To identify all potential HSSE risks and impacts associated with a contractor camp.
- To establish mitigation measures associated with identified Health, Safety, Social and Environmental risks and impacts associated with the establishment of a contractor camp.
- To identify all legislation and ESS compliance requirements
- To establish work standards within construction camps

b) Construction Camp Ancillary Infrastructure Requirements

Facilities	Requirements
Toilets	Portable or VIP toilets must be made available in the camp for all personnel. A minimum of two toilets should be provided to ensure separate male and female toilets are available. The ratio of availability should be 1 toilet per 10-15 workers. Portable toilets are preferred for use due to their temporary siting, resulting in a lower environmental footprint. VIP toilets can be used where their siting will allow them to be permanently established to the benefit of the local community.
Accommodation	Adequate accommodation must be provided for contractor personnel who reside in the field. The preferred option for accommodation is for the personnel to access these services from the host community at a cost. However, where this option is not plausible, tents are the preferred option for providing accommodation within the camp. Where the contractor provides accommodation, the following conditions must be met: <ul style="list-style-type: none"> • a minimum 4m² per person (if there is no separate space for lockers) and a minimum of 3m² per person (if separate space for lockers is provided) should be assured • A maximum of 8 workers per room where collective rooms are used.

	<ul style="list-style-type: none"> Each worker must be provided with a separate bed. The spacing between these beds must be 1 metre. Single-deck beds are preferred, while triple-deck beds are prohibited. Double-deck beds may be used where necessary
Sanitation and Washing Facilities	<p>Sanitation and washing facilities should be provided in camps. The minimum facilities required are:</p> <ul style="list-style-type: none"> Separate male and female changing areas Washing facilities with soap and clean water. The ratio of wash basins should be 1 basin for 10-15 people. Wash basins and Single-unit lockable showers can be shared by men and women.
Cooking Facilities	<p>Cooking facilities are mandatory for camps providing accommodation and optional for other types of camps. Where cooking facilities are available, accompanying health and safety equipment and procedures should be in place to limit electrical and environmental hazards and incidents. Any risks related to cooking facilities should be considered in the camp's ESMP.</p>
Signage and Camp Boundaries	<p>Appropriate signage should be established around the camp, including access restriction signs, hazards, and cautious areas. The camp must be completely fenced off to ensure there is restricted access. The local community should not be allowed to access the camp.</p>
Lighting and Energy	<p>Appropriate lighting should be made available at the camp, especially at dark hours, to create a safe and conducive environment for workers. The contractor should ensure the provision of sustainable energy sources that adequately support the camp's needs. Appropriate safety measures should be in place for volatile energy sources, such as dry wood, fuel, and generators, with a potential to cause incidents such as fires.</p>
Equipment Storage	<p>The camp should have appropriate and clearly designated spaces for the storage of equipment and tools used by the contractor. The storage should ensure the safety of the equipment to ensure tampering, theft, vandalism and other issues related to machinery in the camp. The storage area should have restricted access to ensure unauthorized personnel do not have access to the equipment at the camp</p>
Waste Management Facilities	<p>Waste receptacles shall be distributed in the camp in highlighted spaces to ensure the proper management of waste by the camp's users. The contractor must ensure that there is a waste management plan in place highlighting the types and amounts of waste generated in the camp and the process for appropriately disposing the waste. The waste management</p>

	plan should also highlight safe and appropriate options for reusing some of the waste generated by the construction and camp activities such as plastic containers.
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Detailed guidance on the establishment of ancillary infrastructure and welfare facilities at contractor camps:

<https://docs.google.com/document/d/12yJ9ZNZGAGeRDufHAvC7ry3PbeVZiCdNQytikV80aol/edit>

c) Community Infrastructure's sites under contractor

UNOPS CI will have several sites under a contractor with some lasting a maximum of 2 weeks at a site and others going for about 4 months. Works will run simultaneously at most of these sites. For more information about the sites, click the link below;

https://docs.google.com/spreadsheets/d/1ZNpw1hTdonhR-nYzPgOig68Dk_GMJ4_vq8jycwv9FCs/edit?usp=sharing

2. Work Camp Management Structure

The Contractors shall have their own HSSE Officer to ensure HSSE legal and ESS requirements are adhered to.

UNOPS will have stringent HSSE levels for the contractor and the personnel listed below shall ensure compliance requirements are adhered to;

Table 1: UNOPS and Contractor Team Roles and Responsibilities

Designation	Organization	Roles and responsibilities
Lead Engineer	UNOPS	<ul style="list-style-type: none"> Contract Management Monitoring the quality of works
Reporting Officer	UNOPS	<ul style="list-style-type: none"> Monitoring compliance with UNOPS and WB policies Reporting
Site Engineer	UNOPS	<ul style="list-style-type: none"> Coordinating weekly HSSE Inspections Monitoring quality of works Reporting Coordination Labour Management Procedures
HSSE Associate	UNOPS	<ul style="list-style-type: none"> Contractor Induction and HSSE Trainings

		<ul style="list-style-type: none"> • Ad hoc inspections • Monitoring Compliance with the Asbestos Management Plan, Camp Management Plan, ESMF, • Monitoring adherence to the code of conduct by contractor workers • Ensuring compliance with the Grievance Redress Mechanism
Community Mobiliser	UNOPS	<ul style="list-style-type: none"> • Managing community consultations to ensure local communities are informed about the camps • Managing community issues that potentially emerge in relation to the camps • Monitoring compliance with GBV/SEA Action Plan and Labour Management Plan
Contractor Site Manager	Contractor	<ul style="list-style-type: none"> • Coordination of Weekly HSSE Inspection • Liaison with UNOPS personnel
HSSE Representative	Contractor	<ul style="list-style-type: none"> • Compiling Weekly Reports and inductions for visitors • Carrying out toolbox talks weekly

3. Legal and ESS Compliance Requirements

UNOPS will require the contractor to comply with relevant and applicable legal and ESS compliance requirements that are are categorised into 3 classes below;

- National Legislation
- World Bank ESS Requirements
- UNOPS HSSE requirements

a) National Legislation

UNOPS shall strictly adhere to all relevant national legislation that applies to the management of the camps. Some of the relevant National Legislation includes;

- Environmental Management Act and the associated Statutory Instruments
- Public Health Act
- Labour Act

b) World Bank Environmental and Social Performance Standards

Table 2. World Bank ESS Requirements

	ESS Standard	Contractor ESS Compliance requirements
ESS 1	Assessment and Management of Environmental and Social Risks and Impacts	Site specific environmental screening was carried out by UNOPS and will be shared with the contractor. Contractor must manage identified risks and impacts
ESS 2	Labour and Working Conditions	<p>OHS measures are taken into consideration.</p> <ul style="list-style-type: none"> • A responsive Grievance Redress Mechanism will be put in place to ensure HSSE risks are identified and mitigated. • Emergency Preparedness and Response Plan • On-site traffic management • Timeous payments for workers hired by contractor • Contractor shall comply with sanitation requirements • Gender Based Violence, , Protection of Sexual Exploitation and Abuse and child protection Action Plan • Hiring local labour • Risks of labour influx • Non-discrimination in employment
ESS 3	Resource Efficiency and Pollution Prevention and Management	<p>Contractor shall ensure that measures for managing waste at all stages of the project cycle are implemented. Also complying with local legislation such as. S.I 6 of 2007: Solid Waste and Effluent Disposal License and S.I 10 Hazardous Waste Management Regulations.</p> <p>Contractor shall take measures to avoid soil erosion</p>
ESS 4	Community Safety and Health	<p>All activities must ensure that the community is safe and not exposed to disease, abuse, danger or harmful cultural practices. <i>Adherence to the following policies and action plans is required of all contractors:</i></p> <ul style="list-style-type: none"> • Gender Based Violence Action Plan, SEA and Child Protection Action Plan) • Mitigation of transmission of communicable diseases • Corrective Actions

		<ul style="list-style-type: none"> • Covid-19 mitigation at sites and when interacting with the community • Grievance Redress Mechanism • Traffic and Road safety • security personnel
ESS 5	Land Acquisition and Involuntary Resettlement	Contractor camp shall be sited in liaison with the project site leaders, local authority and the community leaders. Contractor camp location must not result in conflict amongst the locals or between the contractor and the community
ESS 6	Biodiversity Conservation and Sustainable utilization of Living Resources	Cutting down trees must be avoided at all costs. If trees must be cut down, it must be in compliance to community rules and local environmental legislation. Cultural considerations must also be respected.
ESS 8	Cultural Heritage	<p>Chance finds are possible and the contractor shall inform UNOPS to contact the National Museums and Monuments of Zimbabwe Act .</p> <p>Trees with cultural value like the Muonde tree must be respected and contractors shall follow cultural norms if one such tree is encountered.</p> <p>Some areas are also deemed to be sacred in the communities; these should also be respected.</p> <p>Some areas have days considered to be sacred such as Sunday or Wednesday (chisi) and no work is allowed on such a day. Liaison with local leadership must be done if work has to be carried out on a Sunday.</p>
ESS 10	Stakeholder Engagement Information	Direct communication with local and relevant stakeholders must be initiated by UNOPS personnel. UNOPS will not be held responsible for any agreements the Contractor enters with any stakeholders at the scheme.

c) UNOPS HSSE Requirements

UNOPS shall induct the contractor on HSSE requirements.

Table 3: UNOPS HSSE Requirements and Supporting documentation

HSSE Requirement	Supporting documents
Contractor shall provide a schedule of key tasks	<p>The schedule shall be used to make preparations for key upcoming activities that require special attention. The schedule will also be used to make sure the contractor conducts mandatory risk assessments for particular tasks.</p> <p>https://docs.google.com/document/d/1FLRLGRH3VGHGSmrniIStQKOA37Dg8KdeuY94EpCgFVg/edit?usp=sharing</p>
Worker Induction	<p>The contractor shall conduct an induction for all workers that are new to the site or camp. Following the induction, the workers shall sign an Induction register, which will be stored as proof of completion of the process. The induction should be used to highlight key HSSE risks, inform the workers' of their code of conduct and the project's compliance requirements (GBV/SEA Action plan, LMP, and ESMF)</p> <p>https://docs.google.com/document/d/1tfa_CuzlOOK7jnD4u4MqIPi0biXlgl_53TQks_LPo84/edit?usp=sharing</p>
Visitor Induction	<p>A separate induction shall be conducted for all persons visiting the site or camp for inspections, regular site visits, or other purposes. The visitors' induction shall be used to brief the persons on risks and hazards on the site or camp and the conduct expected of them during the visit.</p> <p>https://docs.google.com/document/d/17Ky5u95PMIko-5_vNYyMB94XPTzlrR1g-YNCCfFrnzE/edit?usp=sharing</p>
Waste management	<p>The contractor must formulate a waste management plan and submit it to the UNOPS HSSE Associate for approval. The waste management plan should highlight the main types of waste generated, the quantity produced, the actions taken to safely manage the waste and minimize pollution of the environment and water sources.</p>

Incident reporting	<p>The contractor must report all incidents that occur using the ZIRP Incident reporting template. All incidents (especially near misses and those that result in injury, loss of life, or lost work time) must be reported to the UNOPS site engineer and HSSE Associate within 6 hours. Additional details on the incidents required to be reported are in Annex 2. https://drive.google.com/file/d/1O-IX9ixruuO-RWx008y4R4KxGN0bNLU5/view?usp=sharing</p>
Hazard Identification and Risk Assessment	<p>UNOPS requires a hazard and risk assessment to be conducted and submitted to the HSSE associate before any major or high risk activities are conducted. The completion of the risk assessment guides future HSSE actions such as the weekly inspections and risk management. https://docs.google.com/document/d/1TaPy_IgS51HX3Udf5r0kuK1RLurquvyDXRmpdIQGV28/edit?usp=sharing</p>
HSSE weekly inspections	<p>Weekly HSSE inspections are a mandatory UNOPS requirement for all construction related activities, including the management of a contractor camp. The Contractor must conduct weekly inspections based on the template provided to identify and highlight pertinent HSSE risks and the corrective actions required. Subsequent HSSE inspections should follow-up on corrective actions for issues previously observed. https://docs.google.com/document/d/1daxKpB2Z55DaOwm87O74QvMevdzR_ojHgpltSB7S9aY/edit?usp=sharing</p>
Site establishment	<p>https://docs.google.com/document/d/18qxahYqoQMc_ZOA8Koy2_8lgRrip-hhVgfiaEXbNPhs/edit?usp=sharing</p>
Welfare facilities	<p>https://docs.google.com/document/d/12yJ9ZNZGAGeRDufHAv7ry3PbeVZiCdNQytikV80aol/edit?usp=sharing</p>
Covid-19 Mitigation at Construction Sites	<p>Contractor Covid-19 Mitigation Contract Template https://docs.google.com/document/d/1BMTKhZOSIOXfhMOjuS0EquCDmRzJfTix7pIFNz_2og/edit?usp=sharing Managing Covid-19 Risks at UNOPS Construction Sites https://docs.google.com/document/d/1556Hn056n2HOT5Hiirg3MH95HedQ3l1Zqw0B1MCe5ss/edit?usp=sharing</p>
Emergency Preparedness	<p>Emergency contact numbers must be displayed on site and at camp</p>

	<p>Local referral points must be communicated to workers e.g council, nearest clinic, nearest ambulance</p> <p>Emergency equipment must be placed at every camp and site. This includes, at a minimum, a first aid kit and fire extinguisher</p> <p>Whenever possible, a stand by vehicle must be on site for emergencies</p>
General Site Rules	https://docs.google.com/document/d/1mq70mC_sX4SBiBVzPlJRgpcDUr5y9hf4dpsRlxyAHtk/edit?usp=sharing

4. Contractor Camp ESMP

Setting up a contractor camp will result in several risks and impacts that have been identified. The ESMP below shows the risks and impacts and the suggested mitigation measures.

Table 4: Contractor Camp ESMP

Associated Project Activity	E&S Risks and Impact	Mitigation Measures	Responsibility for implementation	Timing for mitigation	Monitoring Indicators	Mitigation Budget	Monitoring Responsibility	Monitoring Frequency
Provision of contractor worker welfare facilities;	Portable lockable toilets; Hygiene and management of waste	Good Hygiene Practices, Proper waste disposal, proper procedure for decommissioning a septic tank	Contractor HSE supervisor	Contractor camp set-up	Frequency of cleaning	Contractor	UNOPS C.I	Ongoing everyday
	Trespassing onto site especially by children	Access to camp must be restricted	Contractor HSE Supervisor	Contractor Camp set-up	Controlled Camp Access, Visitor Induction Register, ESMP Disclosure register	Contractor	UNOPS CI Site Engineer,	Ongoing

	Effluent from Laundry Facilities	Proper disposal	Contractor	Contractor camp set-up	Grievances from community	Contractor	UNOPS C.I	Everyday, weekly inspections, monthly reports
	Indecent exposure during bathing	Contractor hired workers to utilise private bathing facilities as provided, Code of conduct	Contractor Manager	Construction phase	Grievances from community	Contractor	UNOPS C.I,	Weekly inspections, monthly report
	Poor security at storage Facilities	Contractor must have own security team	Contractor	Contractor camp set-up	Security schedule, security personnel, security incidents	Contractor	UNOPS C.I,	Weekly inspections, Monthly inspections
Maintenance of vehicles and equipment at the camp	Injuries, prime power emissions and noise	Site First Aid Kit, Noise reduction Engineering controls	Contractor	Construction Phase		Contractor	UNOPS C.I Site Engineer, Lead Engineer, HSSE Associate	Weekly inspections, monthly inspections
Fuel storage	Accidental spillages, fire risks	Emergency spill kits shall be available, fuel storage containers to be properly labelled, induction	Contractor HSSE representative	Contractor camp set up	Availability of spill kits, incident log	Contractor	UNOPS CI Site Engineer, Lead Engineer, HSSE Associate Lead Engineer, PIU	Weekly, monthly, daily inspections, continuous
All activities on site	production of waste	contractor to refer to site specific ESMP, reuse of waste that is safe and	number of waste receptacles onsite	Contractor camp set up	Number of waste bins,	Contractor	NOPS CI Site Engineer, Lead Engineer, HSSE Associate Lead Engineer, PIU	Weekly inspections, monthly inspections, continuous

		availability of adequate waste receptacles such bins , Good hygiene practices						
Contractor's accommodation	Disputed location, Displacement of local population	Contractor must not set up camp on populated and disputed locations, If the contractor prefers to be hosted in community existing structures, the team shall liaise with Village Head and Councillor for the payments of fees/rentals.	Contractor	Contractor Camp set-up	Location siting set-up	Contractor	UNOPS C.I,	Weekly inspections, Monthly inspections
	Compromising host security systems	Contractor to have its own security personnel. Adhere to host gate closing and opening times. No contractor employee will	Contractor	Contractor Camp set-up	Security personnel on site Raised grievances	Contractor	UNOPS CI, PIU	Weekly inspections, Monthly inspections, monthly report

		enter the gate at odd hours; Engage more local labor to minimise the influx of workers from other areas						
Waste production	Inappropriate disposal of biological solid, hazardous wastes	Waste management plan, proper disposal mechanisms, Asbestos Management Plan implementation	Contractor	Camp set-up	Disposal mechanisms on site	Contractor	UNOPS CI Site Engineer, HSSE Associate, Lead Engineer, PIU	Daily, weekly inspections, monthly report
	Disease spread, HIV/AIDS, STIs, Cholera, Typhoid, Dysentery, malaria if breeding sites are created	Awareness and Induction, Condoms freely available and accessible in bathrooms, maintenance of appropriate hygiene standards, proper waste management, disease spread mitigation	Contractor	Camp set-up	Disease occurrence/prevalence in camps, Disease prevalence at local health centres	Contractor	UNOPS CI, PIU	Daily, weekly inspections, monthly report
	Covid-19	Temperature checks before work starts,	Contractor	Planning, camp set-up	Covid-19 statistic at local hospitals	Contractor	UNOPS CI Site Engineer, HSSE Associate, PIU	Daily, weekly inspections, monthly reports

		avail handwashing facilities with soap, social distancing, wearing of face masks,						
Procurement and delivery of project inputs	Dust pollution,	Traffic management, induction, Dust suppression mechanisms	Contractor	Camp set-up	Contractor related incidents, GRM Log	Contractor	UNOPS CI, PIU	Daily, weekly inspections, monthly report
	Community Accidents and Incidents	Traffic management, compensation if something is destroyed	Contractor	Constructio n Phase	GRM Log	Contractor	UNOPS CI Site Engineer, HSSE Associate, PIU ES	Daily, weekly inspections, monthly reports
Labour Origin, Worker recruitment	Resentment from the local community if they are not included in the labor force especially for non-technical work.	Priority given to local community for all non-technical labor and if technical and competent labor is available in community, also prioritise	Contractor	Camp set-up	% of local labor force	Contractor	Contractor	Daily, weekly inspections, monthly report
Utilisation of Community Resources	Prioritisation of contractor over community resources e.g health;	Contractor hired personnel to use community resources only when it is very	Contractor personnel	Planning, camp set-up	GRM raised concerns	Contractor	UNOPS CI, PIU	Continuous during the construction phase

		necessary, Contractors to notify the community and UNOPS ahead of using shared resources such as boreholes and toilets.						
	Over extraction of community natural resources, disadvantaging local community e.g access to water	Extract in compliance with local legislation e.g RDC requirements, identify an alternative source of water other than the one being used by the community	Contractor personnel	Planning, camp set-up	GRM raised concerns	Contractor	UNOPS CI Site Engineer, HSSE Associate, PIU	Continuous during the construction phase
Camp Location	Encroachment on private land, setting up without any agreements in place.	Identify location in consultation with relevant stakeholders such as the Local Village Head, Councillor and RDC	Contractor Manager, UNOPS HSSE Associate, Site Engineer	Planning, camp set-up	GRM raised concerns, consultation minutes and registers	Contractor	UNOPS CI Site Engineer, HSSE Associate, PIU	Continuous during the construction phase
Contracted worker's social interaction with the host community	GBV/SEA; Community was very vocal about this risk and contractor has to	Compliance with GBV Action Plan, Prevention of Sexual	Contractor Manager, UNOPS HSSE Associate, Site Engineer	Planning, camp set-up	Induction registers	Contractor	UNOPS CI Site Engineer, HSSE Associate, PIU	Continuous during the construction phase, weekly inspections,

	pay a lot of attention	Exploitation and Abuse, Contractor induction, Tool box talks to be carried out every week, Local leadership to have a meeting with the contractor before work commences.						monthly inspections
	Compromising security of host communities, by accessing and leaving the property outside the permissible hours	Comply with host security	Contractor personnel	Planning, camp set-up	Host feedback	Contractor	UNOPS CI Site Engineer, HSSE Associate, PIU	Continuous during the construction phase, weekly inspections, monthly inspections
	Disgruntlement by Local leadership if contractor disregards local cultural norms	Contractor to abide by local cultural norms and these shall be clarified earlier in consultations and establish a contractor community relationship.	Contractor personnel	Planning, camp set-up	Feedback from meetings with local leadership	Contractor	UNOPS CI, Site Engineer, HSSE Associate, PIU	Continuous during construction phase
Security	Contractor hired personnel failing to comply with	Contractor to have own security personnel,	Contractor personnel	Planning, camp set-up	Security incidents on site	Contractor	UNOPS CI, Site Engineer, HSSE Associate, PIU	Continuous during construction phase

	host security systems e.g school gate closure and opening times	contractor personnel to abide by host security system e.g gate closure and opening times						
Local and inter-provincial movement of contracted workers	Covid-19 spread in the community	social distancing, wearing of masks, avail handwashing facilities with soap, temperature checks , good hygiene practices on site	Contractor	Planning, Camp set-up	Covid-19 confirmed cases on-site	Contractor	UNOPS CI, Site Engineer, HSSE Associate, PIU	Continuous during construction phase
Nutrition	Conflict from workers as they expect employers to provide food during their break.	Contractor to explain to his workers the condition of work and if he is providing or not.	Contractor Manager	Camp set-up, construction phase	Grievances raised through the GRM concerning nutrition	Contractor	UNOPS CI Site Engineer, HSSE Associate	Continuous during construction phase

5. Monitoring

Monitoring responsibility for UNOPS CI shall fall under the HSSE Associate, Site Engineer, Lead Engineer and Community Mobilisers for GBV/SEA and Child Protection. The HSSE Inspection Checklist shall be used for inspections. PIU E & S Team and Independent Verification Agent will also be responsible for monitoring.

a) Camp Inspections

Weekly camp inspections shall be carried out, documented, and submitted to UNOPS.

b) Site Inspections

Weekly site inspections shall be carried out, documented, and submitted to UNOPS using form HS

c) Corrective and preventive actions

UNOPS HSSE Associate and Site Engineer shall make follow-ups on corrective and preventive actions suggested in all HSSE inspections.

6. Training, Awareness and Competency

All training activities must be documented and disclosed to UNOPS

- UNOPS' Community mobilisers and HSSE Associate, with support from the Lead Engineers and Site Engineers, shall induct the contractor on all legal and compliance requirements after contract signing. Training on GBV/SEA shall be carried out by UNOPS Community Mobilisers. Thereafter, UNOPS will expect the contractor to carry out workers' inductions and training that cover all legal and compliance requirements of the project.
- Contractor shall employ competent personnel for all technical work and high risk activities such as scaffolding, electrical works and confined spaces. A file with copies of qualifications shall be kept on site.
- Contractor personnel are required to be competent (qualified and experienced) especially for high risk activities like scaffolding, electrical works
- Contractor shall display awareness posters (based on UNOPS templates), HSSE safety signage (including Covid-19 messaging, warnings and hazards, control of access, labelling chemicals), messages and emails to ensure awareness amongst hired workers.

7. Emergency Preparedness

All sites must show emergency preparedness with special reference to sites in remote areas that are difficult to access. It is mandatory for the contractor to have basic emergency equipment such as first aid kits and fire extinguishers present at the camp at all times in designated locations. Additionally, UNOPS will require the contractor to display emergency contact numbers on a notice for easy access in case of emergency.

8. Communication, Coordinating and Reporting

a) Communication

i) External Communication

Contractor shall liaise with relevant stakeholders directly and inform UNOPS about relevant engagements. UNOPS will not be held responsible for any agreements the Contractor enters with any stakeholders at any site.

ii) Internal Communication

Site Engineer shall communicate directly with the contractor concerning technical, HSSE, and grievances affecting the site

HSSE Associate shall be responsible for communicating HSSE requirements

b) Coordinating

The Site Engineer, Lead Engineer and Contractor manager shall be responsible for coordinating activities and compliance requirements on site.

c) Reporting

- HSSE reports shall be submitted at the end of each month by the contractor. The template for these reports are linked below in the annexes.
- HSSE weekly Inspection shall be conducted with the contractor and UNOPS Site Engineer.

9. Camp Closure Considerations

- Contractor shall inform UNOPS of intended camp closure
- When closing the contractor camp, the site should be returned to its original state. This should include necessary actions such as dismantling paved areas, sanitizing sanitation areas, removing fences where erected, dismantling temporary structures, closing onsite waste disposal facilities. However, the contractor may leave some structures in place if the community requests to keep them and if they do not pose any health and safety risks when retained.

Annexes;

Annex 1: Site Details -

https://docs.google.com/spreadsheets/d/1ZNpw1hTdonhR-nYzPgQig68Dk_GMJ4_vq8jycwv9FCs/edit?usp=sharing

Annex 2: Incident Classification -

<https://drive.google.com/file/d/1ENewGfq4Ai7awMwsUyBOCA-1jJpZnwZI/view?usp=sharing>