



ITB 06-2023

Annex III-B
Specifications

**Social & Environmental Safeguards
Framework**

Cambodia, November 2023

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Abbreviations

BoQ	Bills of Quantities
COC	Code of Obligations and Contacts
EIIP	Employment Intensive Infrastructure Programme in Lebanon
ES	Environmental Safeguards
ILO	International Labour Office
Km	Kilometre
LRB	Local Resource-Based
LS	Lump Sum
M&E	Monitoring and Evaluation
MoL	Ministry of Labour
Mol	Ministry of Interior
MoV	Means of Verification
S&ESF	Social & Environmental Safeguards Framework
SS	Social Safeguards

1 Introduction to Social & Environmental Safeguards Framework

The Social & Environmental Safeguards Framework (S&ESF) for the Employment Intensive Infrastructure Programme in Cambodia has been designed to guide implementation of inclusive and rights based practices in infrastructure upgrading and maintenance programmes, and to prevent and mitigate negative social or environmental impacts of employment intensive programmes in Cambodia. It has several objectives:

- 1) To increase the likelihood that the outcomes of the infrastructure projects would be as inclusive and equitable as possible;
- 2) To ensure that the concerns of different stakeholder groups are adequately addressed in employment intensive projects, and;
- 3) To establish mitigation practices to social and environmental risks which otherwise (without mitigation) could hinder or prevent the implementation of the employment intensive projects.

The S&ESF is based on Laws and regulations of the Government of Cambodia, together with social and environmental safeguards related policies and guidelines of International Labour Organization (ILO) as well as relevant International Conventions of the ILO and the United Nations.

The purpose of this document is to present the various implementers of employment intensive programmes with a context, content and guideline on the S&ESF. This S&ESF is meant to be used as a guideline that explains the legal background, importance and process for safeguard screening, assessment, and processes to be followed for employment intensive projects from design, to construction, to operation and maintenance. The S&ESF is developed for the guidance and use by Contractors and Contracts Supervisors and the designated ILO project engineer.

The S&ESF covers overall environmental and social protection requirements and responses to likely social and environmental impacts related to employment intensive projects in Cambodia. It also provides a strategy and specific guidelines and tools to identify actions and procedures to ensure equality of opportunities of different stakeholder groups. The usability and the practicality of proposed tools and checklists in this document is continuously assessed and will be revised if and when needed.

2 Legal Context

Cambodian labour code as well as the Constitution of the country is explicit in guaranteeing equal rights and responsibilities for all citizens of the country. Any discrimination based on sex, physical or mental condition or ethnic origin is prohibited. Based on the national laws, women shall enjoy same rights and obligations as men in work and in professional opportunities, and disabled people shall have the same rights to work and earn same level of salaries as any other citizen. The laws prohibit all forms of violence, abuse, harassment and oppression.

Protection of children is considered to be the joined responsibility of family, communities and the state, and while the minimum age less than 18 years to any infrastructure activities that might be harmful for their physical or mental health.

Cambodian labour code further on outlines minimum standards and practices at work that all employers shall adhere to. Workers have a right to safe and hygienic working conditions and legal breaks from work. The workers also have a right to be compensated for any damages that are due to occupational accidents or work- related illnesses occurred during the normal performance of their duties. The heirs of a worker shall be compensated in case the aforementioned accident or illness result in a death of a worker. Labour Code specifically stipulates that the measures or activities relating to the workplace safety, hygiene and health shall be provided with no cost to the workers.

Contactors and their respective team members must adhere to the following regulations while applying the social and environmental safeguards principles in practice to under the EIIP project in Cambodia.

Minimum Wage

There is no minimum labour wage has been established for the construction section set by the Government yet. However, the project observed and adjusted the minimum wage set for the workers working in the Garman factories to be applied for the unskilled workers for the EIIP Cambodia project. The current minimum wage is as below:

- The EIIP Cambodia stipulates a minimum daily wage of USD 8.5 for unskilled workers
- Workers should be paid every two weeks, or if mutually agreed on a monthly basis.
- It's illegal to pay women less than men for the same job;

The above minimum labour wage will be readjusted based on the increasement the labour wage for the worker of the Garman factory.

Working Hours

A normal working day should be eight hours. These working hours should be clearly indicated in writing in the contractual agreement, so that workers are well aware of it. An employer may demand a maximum of 48 regular working hours per week from the employee.

- The EIIP Cambodia encourages the contractor to use output based pay and establish tasks that can be completed between 6 to 8 hours by the average worker → One Task per Day!

Health, Safety and Security,

ILO places a great deal of emphasis on maintaining the minimum standards of Health, Safety and Protection in the work place. Compliance with ILO's conventions and the Cambodian legislations is seen as a minimum requirement in this regard.

To this extent, employers shall provide safety induction training or briefing to all personnel upon starting on sites. Comprehensive First Aid Kits and safe drinking water shall be present on sites at all times, conveniently located and clearly identifiable. Employers shall also ensure that no weapons, illegal substances or alcoholic beverages are brought onto site and that no personnel under the influence of alcohol or drugs are permitted on sites. All personnel shall always obey the warning signs and drivers or operators of vehicles, equipment and machinery follow the rules for safe operations.

Employers shall provide personal protective equipment to workers according to the work being implemented, including but not limited to hard hats, safety glasses, gloves, safety shoes, hearing protections, or other means provided against cuts, corrosive liquids, and chemical.

Employers have to cover the cost of treatment when workers are injured by accident at the work place. They are required to have a valid insurance policy to cover work related incidents.

- The EIIP Cambodia includes OSH provisions in work contracts and allocates a budget for workplace safety.

Women's Rights at Work

Based on the national law, employers are forbidden to discriminate based on gender between female and male workers in terms of type of work, salary or wage, employment, promotion, progress, professional rehabilitation and training.

- The EIIP Cambodia promotes women participation at all levels of the programme and at least 30% of the workforce should be female!

Protecting Children

The nature of the EIIP infrastructure work is deemed not suitable for children under the age of 18, hence no one under the age of 18 will be allowed to participate in the EIIP works, which is in line with general guidelines set by the ILO.

People with Disability Rights at Work

Internationally, the concept of disability was legally transformed in 2006, with the signing of the Convention on the Rights of Persons with Disabilities (CRPD). People with Disabilities shall have the same rights to work and earn same level of salaries as any other citizen.

- The EIIP project in Cambodia, contractors are encouraged to recruit people with disabilities where appropriate should make up a minimum of 2% of the workforce.

Workers Excluded from the Cambodian Labour Law Regulations

Unskilled and semi-skilled workers on the EIIP project in Cambodia will be hired on a casual basis and may not specifically be covered under the Cambodian Labour Law or benefitting from NSSF-

- The contractors participating in the EIIP Cambodia must sign a simple service contacts with each worker ([see below](#)).

Employment Contracts - Obligations and Responsibilities

The contactors are responsible for signing service contracts with the workers under this project. This is obligatory and the contactors should submit a copy of the signed contracts as supporting documents to the payment claims. **A sample employment contract is included in Annex 1.** Contractors must keep a daily register (muster roll) of all labourers who worked and were paid. The muster roll allows contractors to keep track of worker attendance and payment and allows the ILO project engineer to monitor workdays. The muster roll should be available at any time for inspection by the ILO Project engineer or any person authorised by the ILO project. Sample **muster roll included in Annex 2.**

1 Terms of Employment

- All workers should be aware that ILO or any partner organization are not their employers and that their employer is the contractor exclusively. They also should be aware of the project cycle and timelines and the short term contract they will sign with the contractor and that this is not to be considered as a trial period for a long term contract. Workers are required to provide the required services and complete the required tasks in the time allotted for the project. The output based pay system of the EIIIP improves productivity and is usually beneficial to the worker, and should be clearly explained to the worker.

2 Wages and Methods of Payment:

- A minimum of **US\$ 8.5** daily wage for the tasks that can be completed within 8 hours should be paid to the workers;
- Workers shall be informed at the beginning of each task or set of quantified tasks expected to be completed daily; Task shall be fair! And one task per day is recommended.
- The contractor shall provide round-trip transportation to the workplace from the worker's area of residence;
- Payments are made every two weeks at a selected bank. This is the minimum requirement, however, in some cases and due to the economic circumstances of some workers, the contractor shall be flexible in paying on daily or weekly basis.

3 General Conditions

- The contractor ensures that the tasks assigned to the workers are fair and safe, and that the workers are following the safety measures set by the contactors during the induction phase.
- In the event of any conflict in the interpretation of the terms of the contract and the duties and responsibilities of the workers or bad working conditions. Workers must inform the ILO site engineer appointed to the project site;
- In addition to the above terms and conditions, all the terms and conditions of the Cambodia Code of Obligations and Contract (COC) and the ILO Decent Work Standards apply to the provision of services.

3 Social Safeguards Provisions

Social Safeguards provisions of employment intensive programmes should be designed to ensure an appropriate application of the standards that are set forth by the Laws and regulations. The Social Safeguards Provisions, which should be applied in all employment intensive projects are described in the table below:

Equality and Child Protection Provisions	<p>Minimum Age for Admission to Work is 18</p> <p><i>Purpose: To ensure that no children under the age of 18 are engaged in the EIIP work, for reasons related to safety and health.</i></p> <p>Note: the Cambodian Labour Law that no children under the age of 18 are allowed to be employed for reasons related to the nature of the infrastructure work that might risk the health and safety of children.</p>
	<p>Equal Employment Opportunities for Women</p> <p><i>Purpose: To Ensure that women are not denied from their rights to have equal employability opportunities under the EIIP work.</i></p> <p>Note: The Cambodian Labour Law forbids employers to discrimination based on gender between female and male workers in terms of type of work, salary or wage, employment, promotion, progress, professional rehabilitation and training, or dress code.</p> <p>The contactors are encouraged to have at least [30%] female participation in the projects for casual labour.</p>
	<p>Including People with Disabilities in EIIP</p> <p><i>Purpose: To ensure that contractors have adequate knowledge to promote the inclusion of people with disabilities in the workforce.</i></p> <p>Note: People with disabilities shall have the same rights to work and earn same level of salaries as any other citizen.</p>
	<p>Facilitate the establishment of childcare centers near the work place</p> <p><i>Purpose: Support the engagement of women in the EIIP work. Specifically that in many areas females hold greater household responsibilities and family obligations than males, facing pressure to prioritize those often- time-consuming responsibilities over their professional interests and obligations.</i></p> <p>Note: Prevent children's presence at work site. The ILO project engineer will collaborate with the contractor and local community to facilitate the support to women engagement.</p>
	<p>Task Based Wages</p> <p><i>Purpose: To ensure that all workers, independent of their sex, ethnicity or mental or physical condition, receive the same salary for the same type of work done.</i></p> <p>Note: The task based payment method improves predictability and productivity, is usual beneficial for the worker who can go home once the task has been completed, and facilitates the implementation of same salary for work that is of equal value.</p>
	<p>Induction on Safety and Health Procedures to workers</p> <p><i>Purpose: Employers shall provide safety induction training or briefing to all personnel upon starting on sites on safety, protection and health related themes.</i></p>
	<p>First Aid Kit present on site</p> <p><i>Purpose: Comprehensive and well stocked First Aid Kits shall be present on sites at all times, conveniently located and clearly identifiable, to ensure proper treatment to workers who get injured during the implementation of the work.</i></p> <p>Note: Female hygiene products are recommended to be included in the Kit.</p>
	<p>Safety Gear Provided to Workers</p> <p><i>Purpose: Prevent workers from getting injured or disabled during road work.</i></p> <p>Note: Employers shall provide personal protective equipment to workers-according to the</p>

	<p>work being implemented, including but are not limited to hard hats, safety glasses, gloves, safety shoes, hearing protections, or other means provided against cuts, corrosive liquids, and chemical. Employers shall make sure that holes in the floor, sidewalk, or other walking surface repaired properly, covered, or otherwise made safe.</p> <p>Employers shall also ensure that no weapons, illegal substances or alcoholic beverages are brought onto site and that no personnel under the influence of alcohol or drugs are permitted on sites. All personnel shall always obey the warning signs and drivers or operators of vehicles, equipment and machinery follow the rules for safe operations.</p>
Health and Safety Related Provisions	<p>Work and Health Insurance for Workers</p> <p><i>Purpose: To provide financial backing to any worker who gets hurt, disabled or loose life due to a work-related accident.</i></p> <p>Note: The insurance needs to be valid for the entire duration of the works. The insurance should cover all work related accidents including the transportation from and to the work site.</p>
	<p>Access to Drinking Water at the Workplace</p> <p><i>Purpose: The purpose of providing water is to prevent heat stress, heat stroke, hypothermia, hyperthermia and the medical condition of dehydration.</i></p> <p>Note: These are all threats to workplace safety, especially in settings where employees may be working at very high or low temperatures, or outside.</p>
	<p>Provision of Toilet and Washing facilities at the Work Place</p> <p><i>Purpose: To ensure that employers provide adequate toilet and washing facilities for workers.</i></p> <p>Note: This means ensuring enough toilets and washbasins for those expected to use them; where possible, separate facilities for men and women to prevent harassment; such facilities should have lockable doors and always be clean.</p> <p>Suitable rest facilities should also be provided for workers to eat meals, etc...</p>
	<p>Provision of Safety Transportation</p> <p><i>Purpose: To ensure that safety transportation is provided to the workers from and to the work sites.</i></p> <p>Note: If possible, to ensure that transportation means are separate for females and males workers when necessarily, to decrease the risk of harassment.</p>

Guidance on Personal Protective Equipment (PPE)








A first aid kit must be available on site and should be regularly checked and restocked. This must include items like plasters, bandages, disinfectant, antiseptic cream, clean fresh water for washing eyes, saline, irrigation syringe, sterile dressings, adhesive tape, scissors, disposable gloves.

Markings and detours are required when work is taking place along roads. Warning signs or cones should be placed at each end of the work area, at least 50-100 m away from the working areas.

Deep excavations (more than 1.5 m deep) for foundations etc. should be clearly marked and fenced off in a way that people cannot drive or fall into the excavation.

The following is a brief summary of key PPE that is required in common construction work:

Type of task	Required safety gear	Why it's needed
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Type of task	Required safety gear		Why it's needed
Digging, carrying a heavy load when using hand tools, working with concrete and masonry, bending and fixing steel bars, breaking rocks	Gloves		Repetitive work without gloves can cause abrasions and other minor injuries
Working with sharp tools (e.g. pick axes), carrying heavy loads, working with cement (mixing concrete and mortar), working in wet or muddy places	Boots		Even a small accident in these tasks could cause serious injury to the feet, which can result in permanent physical disability. Closed shoes should be worn at all other times
Where there is a risk of eye injury such as breaking rocks or welding (where a special eye shield is needed)	Safety goggles		If stone chips fly into workers eyes the worker might suffer serious injury, even losing their eyesight
Where there is a danger of falling objects, working under bridges or lower parts of steep slopes where rocks may fall, in deep drains or foundation excavations, under tall trees	Safety hat or helmet		If any heavy item falls on a person's head and the person is not wearing a safety hat, this could cause serious injury and even death
Any work on a road or in an intersection that has frequent traffic	Bright Vest		Bright vests will help oncoming road users see workers from a distance and thus prevent serious traffic accidents
Where working in places that produce a lot of dust or bad smells	Masks		Dust can cause respiratory problems, which can be especially serious if person has asthma, allergies or related other health issues
Where working under direct sunlight with no proper shade nearby	Sun hats		Working under direct sunlight for extensive periods of time can result in a heatstroke

4 Environmental Safeguards Provisions

Activity	Impact This activity may...	Mitigation Note: Mitigations apply to specified project phase: <i>Planning and Design (P&D)</i> , <i>Construction (C)</i> , or <i>Operation and Maintenance (O&M)</i>
Planning and Design (P&D)		
Identification and weighting of alternatives		<ul style="list-style-type: none"> Identify known and potential areas of ecological, archeological, paleontological, historic, religious or cultural significance and ecologically sensitive areas such as tropical forests, wetlands, and other areas of high biodiversity or threatened species along possible routes (P&D)
Wetlands	<ul style="list-style-type: none"> Degrade wetland, damaging the valuable ecosystems and habitats Alter hydrology 	<ul style="list-style-type: none"> Avoid routing through these areas (P&D) Minimize cuts and/or fills (P&D) (C) Take special precautions to prevent release or dumping of debris, oil, fuel, sand cement and similar harmful materials (C) Maintain natural flow patterns of groundwater and near-surface water (C)
Establishing design standards	<ul style="list-style-type: none"> Damage valuable ecosystems and habitats Damage valuable historic, religious, cultural, and paleontological resources Change local culture and society Cause soil erosion Degrade water quality and/or alter hydrology Mar scenic views Lead to injury, disease, or death of workers, and local residents 	<ul style="list-style-type: none"> Choose appropriate design standards for construction and related activities, e.g., erosion control, re-vegetation, stream crossing, sensitive areas, steep slopes, material extraction, transport and storage, construction camps, etc. (P&D) Identify and protect sensitive habitats (P&D) Take patterns of local weather and natural phenomena into account, e.g., fog, flooding, earthquakes, heavy rain, mudslides, drought, etc. design climate resilient infrastructure (P&D) Control erosion by providing adequate drainage and slope protection plan for all projects (P&D)
Construction contracts	<ul style="list-style-type: none"> Cause all types of damage mentioned 	<ul style="list-style-type: none"> Develop guidelines and procedures to be applied to each facet of road construction, and incorporate them into contracts with construction companies, and include environmental management training for the contractors. These will apply, for example, to site clearing;

		bed and surface construction; drainage; fuel and materials usage; quarry site management; and procedures for operating construction camp and work site, including procedures addressing worker safety. (P&D)
Maintenance agreements	<ul style="list-style-type: none"> • Cause all types of damage mentioned 	<ul style="list-style-type: none"> • Commission contract for routine maintenance as soon as road has been rehabilitated. All parties must clearly understand and be committed to the terms of the agreement, such as who will do what work, when, how frequently, for what compensation, and within what limits. (P&D)

Activity	Impact This activity may...	Mitigation Note: Mitigations apply to specified project phase: <i>Planning and Design (P&D)</i> , <i>Construction (C)</i> , or <i>Operation and Maintenance (O&M)</i>
During Construction		
Construction camp and Contractor	<ul style="list-style-type: none"> • Damage local habitat, compact soil and create erosion via building and occupation of construction camp • Contaminate surface water and spread disease via solid waste and feces generated by camp • Spread communicable diseases including malaria, tuberculosis, and HIV/AIDS via construction crew members who come from outside the region • Introduce alcohol or other socially destructive substances via construction crew • Generate trash due to lack of solid waste management • Adversely effect local fauna and flora (especially game and fuel wood) via poaching and collection by construction crews 	<ul style="list-style-type: none"> • Explore and agree off-site accommodation/camps with contractor. Avoid wet, muddy sites (P&D) (C) • Keep camp size to a minimum. Require that contractor preserve as much vegetation as possible, e.g., by creating defined foot paths. Define areas of use (with rocks or fencing) (P&D) (C) • Contractor should provide potable water for staff and workers (O&M) • Contractor should provide temporary sanitation on site, e.g. employ soil mining (digging a pit for human waste and covering with soil immediately after use) (P&D) (C) • Use local labor, if possible. EIIP Cambodia project will provide hygiene and public health information to contractors, including information about transmission of HIV/AIDS and other sexually transmitted diseases (P&D) (C) • Contractor to collect all solid waste (metal, glass, and burnable materials) from all work and living areas. Dispose of waste in local dump or landfill. If this is not possible, sell recyclables for reuse/recycling, place organic wastes in well-screened waste pits, covering with soil weekly, bury the remainder (excluding toxic materials). • Contracting guidelines prohibiting the poaching and collection of plants/wood, with meaningful consequences for violation, such as termination of employment. Contractor shall provide enough food and cooking fuel; both should be of good quality (C) • Restore site through re-vegetation and similar measures after camp is broken down (C) • Contractor responsible to employ operators who know how to use the equipment properly,

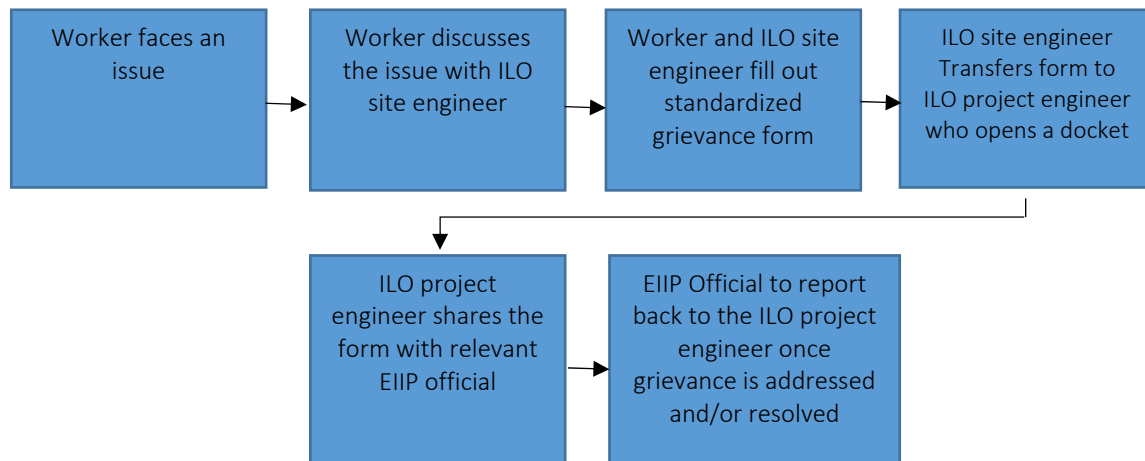
		<p>including follow grade, slope, and contour design standards. (P&D) (C)</p> <ul style="list-style-type: none"> • Provide workers with appropriate safety equipment, e.g., earplugs or headgear to mute noise from very loud equipment; masks for workers exposed to large amounts of dust; safety glasses for workers doing jobs that may generate sharp projectiles
Use of heavy equipment and hazardous materials	<ul style="list-style-type: none"> • Cause erosion due to machinery tracks, damage to roads, stream banks, etc. • Compact soil, changing surface and groundwater flows and adversely affecting future use for agriculture • Contaminate ground or surface water when (1) machinery repairs result in spill or dumping of hydraulic oil, motor oil or other harmful mechanical fluids; and (2) hazardous construction materials are spilled or dumped • Put workers at risk from exposure to hazardous materials 	<ul style="list-style-type: none"> • Minimize use of heavy machinery (P&D) (C) • Contractor to establish appropriate procedures for vehicle maintenance, such as requiring that repairs and fueling occur elsewhere or over an impervious surface such as plastic sheeting. Prevent dumping of hazardous materials. Capture leaks or spills with drop cloths or wood shavings. Burn waste oil if it is not reusable/readily recyclable, does not contain heavy metals and is flammable. Prohibit use of waste oil as cooking fuel (P&D) (C) • Investigate and use less toxic alternative products (P&D) (C) • Prevent fuel tank leaks. Contractor shall regularly be (a) monitoring and cross-checking fuel levels deliveries and use, (b) checking pipes and joints for leaks, (c) tightening generator fuel lines, and (d) preventing over-filling of main storage and vehicle tanks (C)
Materials extraction: Quarrying, logging	<ul style="list-style-type: none"> • Damage aquatic ecosystems through erosion and siltation • Harm terrestrial ecosystems via harvesting of timber or other natural products • Spread vector-borne diseases when stagnant water accumulates in active or abandoned quarries or borrow pits and breeds insect vectors • Take land out of other useful production • The quarry may become a safety hazard 	<ul style="list-style-type: none"> • Identify the most environmentally sound source of materials that is within budget (P&D) (O&M) • Use material from local road cuts first, but only if it produces a fairly suitable, durable aggregate for either embankment fill or surface stabilization material. Local borrow material can be very cost-effective. Upon removal of material, the area should be restored and receive erosion control measures (P&D) (C) • Develop logging, quarrying and borrowing plans that take into account cumulative effects (P&D) • Take photos of site before initiating excavation, so that restoration can match original site characteristics as much as possible (C) (O&M) • Site quarries and gravel pits so that they are not visible to travelers on the roads (P&D) (C) (O&M) • Monitor adherence to plans and impacts of extraction practices. Modify as necessary (C)

		<p>(O&M)</p> <ul style="list-style-type: none"> • Install drainage structures to direct water away from pit (C) (O&M) • Implement safety protocols to minimize risks from falling rock or debris, collapsing quarry walls, or accidental falls from cliffs (P&D) (C) (O&M) • Develop specific procedures for storing topsoil, as well as for phased closure, reshaping and restoration when extraction has been completed. Include plans for segregating gravel and quarry materials by quality and grade for possible future uses. Where appropriate, include reseedling or re-vegetation to reduce soil erosion, prevent gulleying and minimize visual impacts (P&D) (C) (O&M) • Discuss with local community the option of retaining quarry pits as water collection ponds for watering cattle, irrigating crops or similar uses. Highlight issues of disease transmission and the need to prohibit its use for drinking, bathing, and clothes washing (P&D) (C) (O&M)
Storing materials	<ul style="list-style-type: none"> • Deplete water resources • Damage valuable ecosystems and habitats 	<ul style="list-style-type: none"> • Pre-wet gravel when water is more available (i.e., not during dry season) and store gravel in a way that will keep it wet, e.g., covered with plastic sheeting (P&D) (C) • When siting storage areas, avoid using sensitive areas or sites that drain directly into a sensitive area (P&D) (C)
Site clearing and/or leveling	<ul style="list-style-type: none"> • Damage or destroy sensitive terrestrial ecosystems • Produce areas of bare soil which cause erosion, siltation, changes in natural water flow, and/or damage to aquatic ecosystems 	<ul style="list-style-type: none"> • Minimize disturbance of native flora (vegetation) during construction. Minimize the amount of clearing. Clear small areas for active work one at a time (P&D) (C) • Avoid use of herbicides. Any use should follow health and safety procedures to protect people and the environment. At a minimum, herbicides should be used according to manufacturer's specifications (C) • Where possible, remove large plants and turf without destroying them, and preserve them for replanting in temporary nurseries (P&D) (C) • Move earth and remove vegetation only during dry periods. Store topsoil for re-spreading. If vegetation must be removed during wet periods, disturb ground only just before actual construction (P&D) (C) • Install temporary erosion control features when permanent ones will be delayed. Use erosion control measures such as hay bales, berms, straw or fabric barriers (C) • Re-vegetate with recovered plants and other appropriate local flora immediately after equipment is removed from a section of the site (C)
Excavation	<ul style="list-style-type: none"> • Cause erosion, siltation, changes in natural water flow, and/or damage 	<ul style="list-style-type: none"> • Avoid deep excavation pits (P&D) • Prepare slope protection where necessary

	<p>to aquatic ecosystems when excavated soil is piled inappropriately</p> <ul style="list-style-type: none"> • Expose inhabitants and crew to risk of falls and injuries in excavation pits • Deprive down-gradient populations and ecosystems of water if upper regions of aquifer are blocked 	<ul style="list-style-type: none"> • Provide adequate road drainage systems, take note of new water flows, increase in velocity and provide necessary protection at outlets • Have construction contractors and supervisors be alert for buried historic, religious and cultural objects and provide them with procedures to follow if such objects are discovered. • Ensure that excavation is accompanied by well-engineered drainage (P&D) (C)
Filling	<ul style="list-style-type: none"> • Block water courses when fill is inappropriately placed • Destroy valuable ecosystems when fill is inappropriately placed • Cause later land subsidence or landslides when fill is inappropriately placed, causing injuries and damages. 	<ul style="list-style-type: none"> • Do not fill the flow line of a watershed. Even in arid areas, occasional rains may create strong water flows in channels. A culvert may not supply adequate capacity for rare high-volume events(P&D) • Design so that filling will not be necessary. Transplant as much vegetation and turf as possible (P&D) (C) • Use good engineering practices. For example, do not use soil alone; first lay a bed of rock and gravel (P&D) (C) • Balance the cuts and fills (to minimize earthwork movement) whenever possible.
Cutting and filling	<ul style="list-style-type: none"> • Cause soil erosion Degrade water quality Alter hydrology Damage valuable ecosystems and habitats 	<ul style="list-style-type: none"> • Contractor must employ operators with ability to follow design standards for grades, slopes, and contours. Train if necessary (P&D) (C)
Compacting to improve road materials performance	<ul style="list-style-type: none"> • Deplete freshwater resources 	<ul style="list-style-type: none"> • Water the road immediately before compacting it to strengthen the road surface. (P&D) (C) • When possible, delay compaction activities until the beginning of the wet season or when water becomes more available (P&D) (C)
Blasting/rock breaking	<ul style="list-style-type: none"> • Cause soil erosion Degrade water quality Alter hydrology Damage valuable ecosystems and habitats 	<ul style="list-style-type: none"> • Minimize blasting (P&D) (C) • Take safety precautions to protect workers and others from being injured by flying or falling rock and avalanches (P&D) (C)
Design verification Quality control		<ul style="list-style-type: none"> • Conduct independent inspections of work periodically to see that it conforms to original plan and design specifications. Provide incentives and disincentives to ensure conformance (C) • Drive roads after moderate rains to identify areas that collect or gully water. Mark and instruct the contractor to repair/rehabilitate as necessary (C)

5 Complaints Mechanism

Workers have been advised to approach the ILO site engineer and inform him or her in case of any grievance or issue on site. The ILO site engineer will then proceed to fill out a **standardized grievance form, included in Annex 3**, with the worker and send it to the ILO-Project engineer. The ILO-project engineer will transfer the grievance to the appropriate official within the EIIP team in order to resolve the issue as quickly and efficiently as possible. All grievances and follow up actions are duly recorded by the ILO project engineer.



If the worker has an issue with the ILO site engineer, they can speak to the contractor who will in turn relay the message to the ILO project engineer in charge of the project who will also proceed to transfer the grievance to the appropriate official within the EIIP team in order to resolve the issue as quickly and efficiently as possible.

Contractors may also file a grievance with the ILO Procurement team via email or telephone call regarding any issue they might be facing during the project.

As a final precaution, and in order to ensure anonymity, a sealed complaints box will be placed in each one of the project sites for any worker to submit a grievance or comment regarding the subject. It is the ILO site engineer's responsibility to check the complaints box on a daily basis and to bring any grievance or comment to the ILO project engineer in order to review and channel them as appropriate.

6 Social & Environmental Safeguards and Contract Management

Most of the social & environmental safeguards provisions will be implemented by the contractor. The principal tool guiding this implementation is the Contract Document, in particular, it's social and labour specifications, which establishes the social safeguards provisions as legally binding clauses of the contract. The Contractor, as part of the Bid shall include the cost of both standard and special social safeguards provisions in the Bills of Quantities (BoQ). The social safeguards provisions shall be included in the BoQ based on the following example demonstrated in [table 1](#) below:

Table 1: Social Safeguards Provisions within the EIIP Cambodia Bill of Quantities.

Item	Description	Unit	Quantity	Unit Price USD	Total amount USD
1	General Items				
1.1	Contractor's Establishment + Site Cap	LS	1		
1.2	Contribution and participation of the National Social Security Funds for all skilled and unskilled workers	LS	1		
1.3	Safety and health provisions, traffic barriers at site, safety gear for all labourers, proper hand tools	LS	1		

The contractor shall be paid against the actual execution of the provisions. This execution will be verified through the Social Safeguards Compliance checklist as described in the following chapter.

The contractors shall provide the ILO project with the supporting documents requested as per the signed contract between the two parties:

- Copy of the written "Contract for Rental of Services for Daily Workers" (Please refer to [Annex 1](#)). It is a requirement under the ILO project terms to sign a written contract with the workers, so that all the duties, responsibilities and conditions of the contracting service are clear to both parties;
- Workers Muster Roll Sheet, filled and completed

Labour clause

The Contract stipulates that "the Contractor will ensure compliance with applicable national requirements and international good practice standards regarding occupational and public health and safety, and will ensure that the implementation of the Works is consistent with applicable occupational health and safety.

The Contractor will be responsible for the safety of all activities on the Site. It will provide all personnel on site with adequate safety protection equipment and clothing as appropriate to the work being performed, as well as instruction on Occupational Health and Safety as part of the induction process for new workers. See further [Annex 4 extract of Labour issue in the contract](#)

The Employer may organise campaigns for enhancing safety awareness among the workforce on site and regarding general health issues, particularly towards the prevention of spreading of HIV/Aids. The

Contractor shall allow his staff to attend to these campaign events during normal working hours and without deduction of pay.”

6.1 Local Development Statement

6.1.1 EIIP Cambodia Bid Document

In accordance with the Terms of Reference in the bidding document of EIIP Cambodia, **Paragraph 2** the work shall be carried out using local resource based methods. The Contractor shall indicate in the method statement how he/she intends to carry out the work to ensure optimal use of local resources whilst at the same time not compromising on time or quality of works. Work Method shall be approved by the Employer.

6.1.2 ILO Cambodia Bid Document, **Annex III-L Contractor’s Commitment to Community Employment Practices**

A key condition to the successful application of LRBT is the active involvement of local communities in the planning and implementation of the works and adherence to the use of decent working conditions. For this reason it is of critical importance that the Bidder reaches an agreement with the involved local authorities and local leaders about various LRB “best practices” and decent working conditions. Such practices and decent working conditions includes a *formal employment contract with the worker*.

Bidders will be required, as part of the Bid submission requirements, to commit to “best community engagement practices” and if awarded the contract, the contractor is obliged to agree with local authorities (through a duly signed minute of a meeting) to “best community engagement practices”, including but not limited to the points listed below.

Contractor’s commitment to community employment practices could in addition include, but is not limited to:

- Clear information about the work and recruitment practices, and information about the number of workers needed for the contract;
- Promoting the involvement of women in the workforce, i.e. equal access to job opportunities. This could for example be achieved by offering women work closer to their homes, providing child-care facilities, allowing women to participate in the works, even if they are not able to work for whole days (which can be done, while using the output-based task work system);
- The provision of transportation for the workers, if long walking distance from their homes to the worksite would prevent their participation in the workforce;
- The provision of adequate drinking water, toilet facilities, protective gear;
- Training of workers, in particular women, where possible;
- Regular and timely (every 2 weeks), full payments to workers;
- Programming of the works, considering periods when workers have no/limited time to participate in the works.

- The inclusion of people with a disability, wherever possible (experiences have shown that – depending on the particular nature of the disability – people with a disability can participate in certain work activities)
- Equal payment for work of equal value (which is possible by using a task-work based payment system) and compliance with the payment of least minimum wages
- The use of a system of workers' selection and workers' rotation that is acceptable to the community and the contractor

Name:

(Bidder fills in Name when signing this Certificate)

Date:

(Bidder fills in Date when signing this Certificate)

Authorised Signature:

6.2 Contractor Training Contents with regards to S&ESF

6.2.1 Gender Equality

It seems difficult at the beginning to engage women in infrastructure works. Women themselves may not want to be involved or they do not have time to be involved. Sometimes the communities' think it is better that men work and women stay at home. There are also many misconceptions that the women are weaker and unable to work as hard as men.

This type of thinking is normally due to social and cultural perceptions of women's and men's roles and abilities. The following describes some of these perceptions:

Women	Men
Weaker	Stronger
In need of protection	Protective
Work at home	Work outside of home
Take care of children and	Earn money
Prepare food	

It is important to realize that even if the culture or the society assigns certain roles for men and women, this does not mean that women and men wouldn't be able to break these stereotypes. In fact biologically women and men are able to work and perform tasks that culturally would be considered belonging to the other sex. For example, biologically women can work outside of home and earn money, and men can take care of children and prepare food. Even physical strength varies between different men and between different women, and most women are as able as men to

perform tasks requiring substantial physical strength. In fact most of the women, when given an opportunity, have been found to work even harder than their male counterparts.

It is discrimination to not recruit women only because they are women. It is also discrimination to pay women less wage for the same work than is paid to men. That would also be against the Law of Cambodia.

Overall women are as able as men to work in construction and infrastructure. However, women's time is more limited since they are expected to take care of children and households even if they were also working and earning money. **Subsequently special provisions need to be in place to minimize women's time burden, to facilitate women's involvement, and to ensure that women and men have equal opportunities to participate in road works.**

The contractor is encouraged to employ women in the workforce wherever possible. Women in particular should be provided with the opportunity to be trained in work traditionally given to men, when such training opportunities arise – like, concreting, stone pitching, steel fixing and small machine operation, e.g., rollers and compactors. The development of these skills will enable women to be more effectively used across the Work. **A gender monitoring checklist is included in Annex 8.**

6.2.2 Disability Inclusion

Many misconceptions exist about the capability of people with disabilities to be involved in construction works. It is thought that people with disabilities cannot work, or that they are not able to carry out as much work as those who are not disabled.

It is useful to remember that there are many types of disabilities, and subsequently many disabled persons can work as hard as any other person, even in construction type of activities.

Not recruiting someone because of their disability or paying them less wage than to the other workers is discriminatory, and as such it is not allowed in EIIP.

Below are some examples of different type of physical disabilities and the work that can be done by the respective worker according to the type of impairment

Nature of impairment	Suitable tasks
Arm amputation	Rock shattering, gravel sieving, supervising work teams, controlling traffic.
Leg amputation	Rock shattering, gravel sieving, supervising work teams, controlling traffic, maintaining tools.
Hearing impairment or deafness	All work except for traffic control. Supervisors should inform other workers about their impairment.
Visual impairment	Many tasks. Recommend avoiding work that risks eye damage e.g. Rock shattering
Mute or communication impairment	All work. Supervisors should inform other workers about their impairment.
Intellectual disability	Many tasks that are simple to demonstrate and perform

6.2.3 Child Protection

Risks relating to children's safety in the context of road works can be separated into two different categories: 1) Children as workers in infrastructure works and 2) Children as pedestrians, walking along the roads or infrastructure works are being conducted.

Children as workers: When income earning opportunities arise, younger children often support their parents and relatives who are the ones officially employed. Also the local perception about the age and definition of a child may differ to the ones established by international organizations. Local communities often consider people with children or people living in common law partnerships as adults, irrespective of their age.

It is important to remember however, that recruiting children to work is not good for their future. Children who work often grow up to be adults who are unemployed or in jobs with very low pay. It is better for the child's future to encourage them to go to school.

It is prohibited for children to engage in construction works also because they could get severely hurt. Work in construction involves tasks that can be dangerous. Construction works are often also physically demanding and this can have negative consequences on child's physical development.

International experiences have demonstrated that no-one under 16 years of age should ever be working in construction works, and the involvement of 16-18 year olds can be considered only if the health and safety measures are fully adhered to, if the young person receives minimum 2 days of rest per week and if there are adequate instructions and training while working.

Since the local capacity is still limited to fully implement all of the above mentioned measures, the 18 years of age has been established as minimum age for working in EIIP. Therefore contractors shall not recruit anyone less than 18 years of age.

Children near the worksite: Construction works can be considered dangerous or hazardous not only to safety of the workers but also to safety of any passers-by, especially when heavy machinery is being used. Due to their curious nature and lack of understanding of the different dangers, children in particular face risks when spending time in close proximity of the construction works.

The contractors should regularly remind the workers and community members that children are not allowed to spend leisure time on work site. The workers shall not bring children with them to the site: the childcare facilities are established to help with this.

6.2.4 Safety and Health

Due to the nature of construction works, safety and health is one of the most crucial social safeguards components. Some of the provisions are very easy to implement and can be provided with a relatively low cost, such as first aid kits and safe drinking water to the workers. It is crucial to note though that even if some of the provisions can be more costly, these costs are often quickly recovered by an increased productivity of the workers.

Usual risks in labour-based operations include: i) discomfort and illness related to a lack of safe drinking water, excessive exposure to sun, wind or rain and the absence of basic toilet facilities; ii) minor injuries arising from contact with materials, surroundings or tools; iii) fatigue associated with the duration of the work time, a lack of rest periods, the organization of the work and its difficulty, iv) minor injuries associated with inappropriate working arrangements or working positions (e.g. carrying or lifting extremely heavy loads, repetitive work without appropriate breaks)

Special risks include: i) injuries caused by hazardous working environments (e.g. falling rocks and areas prone to landslides); ii) injuries associated with the operation of hazardous equipment or tools (e.g. unguarded machinery, vehicles).

To minimize these risks the workers should be allowed to have regular resting breaks, in particular if the works are conducted underneath direct sunlight. Areas with shade should be allocated for resting. Workers should not be required to work more than **6 days** per week.

Workers should also be provided with safe and clean drinking water, good quality tools, and appropriate instructions on how to work safely. For example heavy loads should never be lifted alone but together with other people. All lifting work should be done in a good posture so that legs do most of the lifting, thus minimizing the effects on workers backs. The contractors should demonstrate and instruct the workers also on how to operate any of the equipment that is provided to the workers. It is a good idea to specifically ensure men have understood the instructions, as they tend to ignore safety measures more commonly than women, due to conceptions of appropriate masculine behaviour.

6.3 Guidelines for Contractors

Guideline No. 1 Gender Equality

DO	DON'T
Provide the female workers the same task based wage as to the male workers	DON'T allow remarks of sexual nature or pornographic images at the work site
Provide same or equivalent training to female workers as to the male workers	DON'T assign work tasks based only on sex of the person
Organize training and recruitment activities in such a time and place that both men and women can attend	
Organize training and recruitment activities in such a time and place that both men and women can attend	
Require both male and female workers to wear protective equipment and implement required safety measures	
Target to recruit workers so that a minimum of 30% of the community workers are women	
Communicate clearly to the staff and community workers that sexual harassment or other type of violence is against the law and therefore not tolerated	
Establish childcare facilities, and assign separate toilet facilities for men and women if community so requests	
Consider assigning women for tasks that are closer to their homes.	
Consider assigning physically weaker female and male workers for tasks that are physically less demanding	
Consider assigning a female and male workers representatives	

Guideline No. 2 Child Protection

DO	DON'T
Check the age of the workers and ensure it is 18 years or older	DON'T recruit people under 18 years of age for road works
Instruct the workers if you find out that their children are spending time at the work site	DON'T allow children to help their parents at road works
Recruit a child care facilitator in agreement with the community	DON'T allow workers to bring their children to work site unless specific child care facilities and personnel are provided

Guideline No. 3 Disability Inclusion

DO	DON'T
Ask community representatives if there are people with disabilities within the community who would like to work	DON'T make or allow other people to make inappropriate comments or jokes about anyone's disability
Consider recruiting persons with disabilities and assign them to tasks that they can perform	DON'T discriminate people based on their disability
Pay the disabled person same task based wage as other workers	

Guideline No. 4 Workers and Public Safety

DO	DON'T
During start up meeting confirm with the Project Engineer what site specific occupational safety measures need to be implemented	DON'T allow the public to enter work sites.
Establish safety measures by applying good engineering practices and provide First Aid Kits that are easily accessible by the workers.	DON'T charge workers for safety gear
Obtain an insurance for the workers Brief the workers about health and safety issues related to their work. Provide workers with Personal Protective Gears as required, such as safety shoes, helmets, safety glasses, gloves, etc.	

Provide workers with adequate drinking water.	
Protect work sites with barriers and signs to protect road users from injuries and the works from damage, as required.	
Allow workers to take rest periods	

Guideline No. 5 Community Relations

DO	DON'T
Ensure that community workers know how to conduct their work	DON'T allow alcohol use on site
Select one female and one male worker representative	
Consult worker representatives as required to identify any underlying problems and search solutions together with the worker representatives	
Consult with community representatives if any problems arise	
Seek the advice of the MOL and EIIP representatives	
Be respectful towards the workers and other community members	

7 Social & Environmental Safeguards

The Social & Environmental Safeguards Framework strategy incorporates three phases for each sub project, from planning through implementation. The S&ESF practices are built in to form part of this cycle, and they take place in three different phases, each with its own objective. The phases are:

- 1) Social & Environmental Screening and Analysis,
- 2) Social & Environmental Safeguards Facilitation and
- 3) Social & Environmental Safeguards Compliance.

7.1 Social & Environmental Screening and Analysis

Why	To identify mitigation measures to environmental and social related concerns
When	During the Identification, Prioritization, Inspection, Selection and Detailed Surveying of the project.
How	The environmental and social screening and analysis will take place as per the description below

7.1.1 Social Feasibility Analysis during the Reconnaissance survey and Social Analysis during detailed design.

The initial social feasibility is conducted by the EIIP team in consultation with the local authorities, district, commune and village levels and selected community representatives. The objective behind this exercise is to identify potential social risks that relate to existing tensions within the community, community responsiveness, labour availability and land issues. Projects that are found to have killer risks won't be qualified or funded for the implementation phase. This includes projects that have high risk of increasing tension with the communities, or those whereby the labour interest of the community is less than 50% of the estimated required workforce.

Once the project is selected for the phase of detailed design, EIIP team will work on identifying potential social issues or concerns and their respective mitigation measures. Consultations with local authorities, district, commune and village levels and selected community representatives will take place to ensure that all required information are considered when conducting the social analysis.

Community Leaders, representatives from the host community shall be identified and consulted by the EIIP team for all projects planned to be funded and implemented.

In some cases, owners of the agricultural fields/land lords of the nearby areas to the implementation sites need to be consulted.

EIIP Engineer will during these consultations by explaining what design measures can be implemented to avoid negative effects to sensitive areas or agricultural lands.

The purpose behind such consultations is to ensure a common understanding of the objectives of the project and at the same time manage expectations, reach and goal of the identified project by the different stakeholders-

This will be achieved through:

- o Integration of conflict sensitivity learning from the previously implemented projects, including adaptation of specific aspects of approaches to ensure cultural sensitivity and additional focus on communication and outreach with project stakeholders, including authorities and community leaders at all levels to minimize risks of miscommunication and misinformation and help ensure stakeholder buy-in;
- o Ensuring that the project supports a range of communities and is inclusive, considering intra and inter community relationships and tensions (for example, nationality or group, gender, age, class and between host and displaced communities;
- o Regular risk assessments and context analysis with project beneficiaries, which include the identification and monitoring of local conflict indicators, discussed at regular project management meetings. Project management team to recommend adjustments to project activities and indicators as necessary based on this analysis.

A “**Community-Based**” approach shall also be adopted while designing and implementing the funded projects. The importance of a community-based participatory approach is now generally recognised in the field of employability and infrastructure, whereby stakeholders have realised the significance of supporting the most vulnerable actors in the locations where the projects are being implemented.

This approach emphasises on developing the skills and capacities of the most vulnerable excluded workers, in parallel while addressing the social attitudes and perspectives of the community, thus breaking down the stereotypes that surround the infrastructure sector and workers. This will be done by recruiting vulnerable workers who have limited access to job opportunities, and by including marginalized women and people with disabilities in the project. **A checklist for feasibility assessment included in Annex 6.**

7.1.2 Environmental screening

Applying environmentally sound principles must be an integral part of the design and implementation of EIIP activities with a balanced protection and use of natural resources. Measures to comply with relevant environmental safeguards standards must be incorporated into the design of all infrastructure works.

The nature of EIIP's usually mitigates and reduces environmental risk, rather than creates them. For example forest management, terracing, the construction of side drains at roads all have a positive impact on the environment. EIIP's will thus provide solutions that will have a positive impact on the environment, while creating "green jobs". Moreover, EIIP's often rehabilitate and maintain existing infrastructure rather than undertaking new construction.

Environmental Guidelines to screen for potential environmental and social impacts as well as an environmental checklist for infrastructure projects should developed and should be applied in all newly identified projects.

7.2 Social Safeguards Facilitation

Why	To ensure that contractors have sufficient capacities, as well as technical and financial resources to comply with the social safeguards requirements.
When	During the preparation of Designs, Cost Estimation and by dividing works in suitable Packages as well as during the Pre-Bid Training, Tendering, Contractor Training and Launching of the Works
How	The Social Safeguards Facilitation take place as per steps 1 – 6 listed below

(i) Implement the relevant social mitigation measures in the detailed designs, cost estimation and packaging of the works

As part of this step the Project Engineer shall include the identified social and environmental measures in the detailed designs and cost estimates of the work. These measures might include ramps for an improved access for disabled in front of public services, dust free surface materials in front of hospitals etc. In case of locations that are known to have tensions between different groups, packaging, recruitment and implementation modalities may need to be further analysed. Costs incurred from the social safeguards measures need to be included in the cost estimates.

The purpose for this phase is to facilitate contactors' compliance with the social & environmental safeguards framework and to identify relevant mitigation measures to ensure proper adherence with the framework.

(ii) Meetings with local authorities during identification, design, packaging and cost estimation stage.

Before the launching of tenders, the Project engineer shall meet with the relevant stakeholders: all authority representatives, community leaders in the areas of implementation and landlords of nearby sites, to explain the tendering process and the bid items that require community consultations and community involvement. Community representatives shall be requested to conduct a needs assessment to find out the interest and availability of workers and materials within their community in advance, so that they can better represent their respective communities during the tendering process.

The main objective behind this exercise is for the community, where the projects are going to be implemented, to have a wider perspective on the needs and identify the capacities, labour and human resources, economic, natural and infrastructure resources to benefit the local community as much as possible from implementing such projects.

(iii) Contractors trained on social & environmental safeguards provisions during the pre-bid trainings

Contractors will be trained on the social & environmental safeguards provisions as part of the pre-bid and mobilisation training. During this phase contractors will go through the content of the social and labour specifications and environmental mitigation measures of relevance to their bids, as well as how to fill in the method statement and commitment to community practices. The purpose is to increase the capacities of contractors to design bids which adhere to the social & environmental safeguards provisions.

(iv) Local Development Statement as part of the Bid

A method statement must be included in the Bid, which captures the contractor's plan on how to recruit and manage labour and how to implement some of the standard social & environmental safeguards provisions. In addition the commitment to community practices requires contractors to explain if they are willing to provide work opportunities to people with disabilities and how they plan to facilitate the involvement of women in the projects. In practice the Contractor will respond to the questions made in the Local Development Statement. The purpose is to provide a format which enables EIIP to analyse the contractors' capacity to implement some of the standard social safeguards provisions.

(v) Training of Contractors

The training of contractors will take place as part of the EIIP extended pre-bid meeting and during mobilisation where contractors will learn more about practical safety and health practices and how to organize work in such a manner that it provides equal opportunities for women and men. The aim behind this training is to increase the capacities of the contractors to implement social & environmental safeguards requirements during the site set up, mobilization and work implementation stages.

(vi) Community Meetings upon Work Mobilization

The selected contractors together with the EIIP Engineer will conduct Community Meetings with the involved communes and identified community actors and leaders. The meetings will be open to all community members. During the meetings the EIIP Engineer will inform the community members

about their social & environmental safeguards compliance related responsibilities and rights. Furthermore, the contractors shall explain the recruitment and payment related practices as well as inform the community where and how the recruitment will be organized and if needed, how frequently the labour will be rotated. The aim is to build community ownership and understanding of social safeguards related issues. Moreover, to ensure open and transparent information about recruitment and available work opportunities.

7.3 Social Safeguards Compliance

Why	To ensure the implementation and application of Social Safeguards
When	Upon Works Mobilisation and throughout the Implementation of Works
How	The Social Safeguards Compliance will take place as per the description below

Implement Social Safeguard mitigation measures and conduct compliance check during the site works

The contractors must implement the required social & environmental safeguards measures from mobilisation. The ILO site engineer will conduct a first compliance check after mobilisation. Social & environmental safeguards measures shall be implemented for the duration of the contracts by the contractors, whereas the community is expected to comply with certain measures, as explained during the community meetings. The compliance by both parties is required during the entire work implementation period. The ILO site engineer will monitor and document compliance by completing compliance checklists on a monthly basis. **Compliance checklists included in Annexes 7-12.**

The ILO site engineer will issue a written instructions to the contractor in case of non-compliance, and report the issues to the ILO Project Engineer. The ILO site engineer will check that the issue have been corrected within two weeks. If requested by the contractors, the site engineer may support by conducting a meeting with the workers or with community leaders, to remind the community members and workers of their responsibilities. **Sample SSO weekly and monthly reporting templates included in Annex 13.**

All serious violations, such as any cases of violence or abuse will be reported to police.

Annex 1 Employment Contract (Template)

Contract for Rental of Service for Daily Workers (Template) Between the two parties

Contractor (First Party): _____

Registry of Commerce Number: _____

Contract Name: _____

Contract Code: _____

Worker (Second Party) Name: _____

Nationality: _____ ID Number: _____

Phone Number: _____ Residence: _____

Gender: _____ Disability: _____

This contract is for daily task based delivery of services within “**Employment Intensive Infrastructure Programme, in Cambodia (EIIP)**”. Within this contract the second party will undertake as required by the Contractor, numerous task work activities in group or individual tasks.

Terms of Employment

The Location of project workplace is: [insert location - address of the locality]

This Contract begins on: [insert date] and ends on: [specify date after **20** working days later]

Actual End Date: [Insert actual date in which the individual stopped work]

The Worker is informed and is aware of the limited period of this contract and that this is not a trial period for a permanent job and that daily wage will be paid only for daily tasks accomplished to satisfaction. The Worker is required to deliver the services required to complete the requested task in the time allocated for the project.

The contract may be terminated for one of the following reasons:

- a) If the Contractor contract with ILO project is discontinued,
- b) Funding for the programme in the location of the project workplace is discontinued,
- c) The Worker is frequently absent or repeatedly do not perform in terms of the tasks set out in the work programme.

Duties

The Worker will be delivering basic services as assigned by the contractor independently but in coordination with other workers in the same workplace.

The tasks assigned to the workers are safe, the worker is required to follow the safety measures.

Remuneration

The Worker will be paid a daily wage for a daily task completed to satisfaction at the rate of [**minimum of US\$ 8.5**]. A daily task should be accomplishable in 8 hours or less.

The expected quantity of work completed each day should be compatible with the timeframe allocated for the completion of all tasks by all the workers assigned to it. The work quantity required for the agreed rate of pay will vary from activity to activity. The Worker will be informed at the beginning of each task or group of

tasks how much work is expected to be completed per day. The Worker will be paid the daily rate even when work is finished before the time or after the estimated time of completion.

The Worker will only be paid for daily tasks completed to satisfaction. The Worker will not be paid if absent, for whatever reason.

The Contractor will provide transport in and out of the workplace from the place of residence of the Worker. Payment is made on a bi-weekly basis at the place of work.

Conditions

The regularization of Legal Stay and complying with applicable Cambodian legislations is the responsibility of the Worker.

In case of any conflict in the interpretation of the terms of the contract and the roles and responsibility of the Worker or bad working conditions, the worker should inform the ILO project engineer. In this respect, the Worker has been advised of the availability of a Complaints Mechanism, for any issue or comment regarding the working conditions, the project site, or the project in general.

In addition to the conditions above all terms and conditions of the Cambodian Code of Obligation and Contracts and ILO Decent Work Standards are applied to this delivery of services.

Signatures

Signed in [indicate location]

On behalf of the Contractor: _____ Date: _____

The Worker: _____ Date: _____

កិច្ចសន្យាផ្តល់សេវាកម្មសម្រាប់កម្មករប្រចាំថ្ងៃ រវាងភាគីទាំងពីរ

អ្នកម៉ៅការ (ភាគីទីមួយ)៖ _____

លេខចុះបញ្ជីពាណិជ្ជកម្ម៖ _____

កិច្ចសន្យា៖ _____

លេខកូដកិច្ចសន្យា៖ _____

កម្មករ (ភាគីទីពីរ) ឈ្មោះ៖ _____

សញ្ជាតិ៖ _____ លេខអត្តសញ្ញាណ៖ _____

លេខទូរស័ព្ទ៖ _____ ទីលំនៅ ៖ _____

ភេទ៖ _____ ពិការភាព៖ _____

កិច្ចសន្យានេះគឺ ការផ្តល់សេវាលើ ការធ្វើការប្រចាំថ្ងៃ សម្រាប់ "កម្មវិធីហេដ្ឋារចនាសម្ព័ន្ធដែលពឹងផ្អែកលើការងារនៅកម្ពុជា (EIIP)" ។ នៅក្នុងកិច្ចសន្យានេះ ភាគីទីពីរ នឹងអនុវត្តការងារ តាមការតម្រូវអ្នកម៉ៅការ រួមមានសកម្មភាពជាច្រើន ដែលមានលក្ខណៈជាក្រុម ឬជាបុគ្គល។

លក្ខខណ្ឌការងារ

ទីតាំងនៃកន្លែងធ្វើការរបស់គម្រោងគឺ៖ [\[បញ្ចូលទីតាំង-អាសយដ្ឋាននៃគំបន់\]](#)

កិច្ចសន្យានេះចាប់ផ្តើមនៅថ្ងៃ៖ **[បញ្ចូលកាលបរិច្ឆេទ]**និងបញ្ចប់នៅថ្ងៃ៖ **[បញ្ជាក់កាលបរិច្ឆេទបន្ទាប់ពីថ្ងៃធ្វើការ 20 ថ្ងៃក្រោយ]**

កាលបរិច្ឆេទបញ្ចប់ពិតប្រាកដ៖ **[បញ្ចូលកាលបរិច្ឆេទពិតប្រាកដដែលបុគ្គលឈប់ធ្វើការ]**

កម្មករត្រូវបានជូនដំណឹងនិងដឹងអំពីរយៈពេលកំណត់នៃកិច្ចសន្យានេះហើយ

នេះមិនមែនជារយៈពេលសាកល្បងសម្រាប់ការងារអចិន្ត្រៃយ៍ទេ

ហើយប្រាក់ឈ្នួលប្រចាំថ្ងៃនឹងត្រូវបានផ្តល់សម្រាប់តែកិច្ចការប្រចាំថ្ងៃដែលបានបញ្ចប់និងមានគុណភាព។ កម្មករនិយោជិត តម្រូវឱ្យផ្តល់សេវាដែលត្រូវការ

ដើម្បីបំពេញកិច្ចការដែលបានស្នើសុំនៅក្នុងពេលវេលាដែលបានបែងចែកសម្រាប់គម្រោង។

កិច្ចសន្យាអាចត្រូវបានបញ្ចប់ដោយហេតុផលមួយក្នុងចំណោមហេតុផលដូចខាងក្រោម៖

- ក) ប្រសិនបើ កិច្ចសន្យារបស់អ្នកម៉ៅការជាមួយ គម្រោង ILO ត្រូវបានបញ្ចប់។
- ខ) ការផ្តល់មូលនិធិសម្រាប់ កម្មវិធី នៅក្នុងទីតាំងនៃកន្លែងធ្វើការគម្រោងត្រូវបានបញ្ចប់,
- គ) កម្មករនិយោជិតតែងតែអវត្តមាន
ឬម្តងហើយម្តងទៀតមិនអនុវត្តក្នុងលក្ខខណ្ឌនៃការកិច្ចដែលបានកំណត់ក្នុងកម្មវិធី ការងារ ។

កាតព្វកិច្ច

កម្មករនិយោជិតនឹងផ្តល់សេវាមូលដ្ឋានតាមការចាត់តាំងដោយអ្នកម៉ៅការដោយឯករាជ្យ

ប៉ុន្តែដោយមានការសហការជាមួយកម្មករផ្សេងទៀតនៅកន្លែងធ្វើការដូចគ្នា។

ការងារដែលប្រគល់ឱ្យកម្មករគឺមានសុវត្ថិភាព កម្មករត្រូវឱ្យអនុវត្តតាមវិធានការសុវត្ថិភាព។

ប្រាក់កម្រៃ

កម្មករនិយោជិតនឹងទទួលបានប្រាក់ឈ្នួលប្រចាំថ្ងៃសម្រាប់កិច្ចការប្រចាំថ្ងៃដែលបានធ្វើរួច ក្នុងអត្រា **[អប្បបរមា 8.5 ដុល្លារអាមេរិក]** ។ កិច្ចការប្រចាំថ្ងៃត្រូវតែអាចសម្រេចបានក្នុងរយៈពេល 8 ម៉ោង ឬតិចជាងនេះ។

បរិមាណការងារដែលរំពឹងទុកសម្រាប់ធ្វើឱ្យចប់ក្នុងថ្ងៃនីមួយៗ

ត្រូវតែត្រូវគ្នាជាមួយនឹងពេលវេលាដែលបានបែងចែក សម្រាប់ការបញ្ចប់ ការងារទាំងអស់ ដោយកម្មករទាំងអស់ ដែលបានចាត់តាំង។

បរិមាណការងារដែលតម្រូវឱ្យធ្វើ សម្រាប់អត្រាប្រាក់ឈ្នួលដែលបានព្រមព្រៀងគ្នា

នឹងមានការប្រែប្រួលពីសកម្មភាពមួយទៅសកម្មភាពមួយ។

កម្មករនិយោជិតនឹងត្រូវបានជូនដំណឹងអំពីបរិមាណការងារដែលរំពឹងថានឹងបញ្ចប់ក្នុងមួយថ្ងៃ

នៅពេលចាប់ផ្តើមនៃកិច្ចការនីមួយៗ ឬ ការងារច្រើនបញ្ចូលគ្នា ។ កម្មករនិយោជិតនឹងទទួល បាន ប្រាក់ឈ្នួលពេញមួយថ្ងៃ ទោះបីជាការងារត្រូវបានបញ្ចប់ មុនម៉ោងប៉ាន់ស្មាន ឬក្រោយម៉ោងប៉ាន់ស្មាន ក៏ដោយ។

កម្មករនឹងទទួលបានប្រាក់ឈ្នួលសម្រាប់តែកិច្ចការប្រចាំថ្ងៃណាដែលបំពេញប៉ុន្មោះ។

កម្មករនិយោជិតនឹងមិនត្រូវបានទទួលប្រាក់ឈ្នួលទេប្រសិនបើអវត្តមាន ទោះក្នុងហេតុផលអ្វីក៏ដោយ។

អ្នកម៉ៅការនឹងផ្តល់ការដឹកជញ្ជូនដល់កម្មករនិយោជិត ចេញ និង ចូល កន្លែងធ្វើការ ពីទីតាំងស្នាក់នៅរបស់កម្មករនិយោជិត ។

ការទូទាត់ត្រូវបានធ្វើឡើងជារៀងរាល់ពីរសប្តាហ៍ម្តង នៅកន្លែងធ្វើការ។

លក្ខខណ្ឌ

សម្រាប់ការការស្នាក់នៅស្របច្បាប់និងការអនុលោមតាមច្បាប់ផ្សេងៗរបស់កម្ពុជាជាធរមាន គឺជាការទទួលខុសត្រូវរបស់កម្មករនិយោជិត។

ក្នុងករណីមានជម្លោះណាមួយក្នុងការបកស្រាយលក្ខខណ្ឌនៃកិច្ចសន្យានិងក្នុងនាទី

និងការទទួលខុសត្រូវរបស់កម្មករឬលក្ខខណ្ឌការងារមិនមែនសមស្រប

កម្មករនិយោជិតត្រូវតែជូនដំណឹងទៅវិស្វកម្មគម្រោងILO។ ក្នុងន័យនេះ

កម្មករនិយោជិតត្រូវបានណែនាំអំពីភាពអាចរកបាននៃយន្តការបណ្តឹងសម្រាប់បញ្ហា

ឬការបញ្ចេញមតិយោបល់ទាក់ទងនឹងលក្ខខណ្ឌការងារ ទីតាំងគម្រោង ឬគម្រោងទូទៅ។

បន្ថែមពីលើលក្ខខណ្ឌទាំងអស់ដែលបានរៀបរាប់ខាងលើ

កាតព្វកិច្ចទាំងអស់នឹងច្បាប់នៃកិច្ចសន្យារបស់កម្ពុជា និងស្តង់ដារការងារសមរម្យរបស់ ILO

ត្រូវបានអនុវត្តចំពោះការផ្តល់សេវានេះ។

ហត្ថលេខា

ធ្វើនៅ [ទីតាំង]

អ្នកម៉ៅការ៖ _____ កាលបរិច្ឆេទ៖ _____

កម្មករ៖ _____ កាលបរិច្ឆេទ៖ _____

Location:
District:
Commune
Village:
Scope of work: Routine road maintenance

Project cods: KHM/21/02/NZL
OFC (Year-Number: 2022
Community agreement No: 01-2022-SRP
Community maintnance group Leader:

Voucher No:
Payment day:.....
Page No:.....

No	Full Name	Sex		Muster-Roll-August 2022																Payroll(amount in US\$)			Payee's		Remark
		M	F	15	16														W/D		Wage Rate	Total Amount	Signature or Finger Print		
		Day->	M	T													M	F	1	2					
		m		1	1																		1		
		f																					2		
																							3		
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																							15		
																							16		
																							17		
																							18		
	Total																						Total		

Date:.....

Prepared by:

CMG Leader

Date:.....

Endorsed by

Project Engineer

Date:

Approved by:

Project Manager

Note :
1 = Full Day work
1/2 Or 0.5 = Half Day Work
0 = Sunday, Public Holiday, absence

Annex 3 Grievance Form

Please fill out this form in case of any grievance, issue or comment regarding the project. You are not in any way or form obliged to provide personal details about yourself. However please be as detailed as possible while explaining the issue at hand.

Name:	Age:
Gender:	Nationality:
Phone Number:	Job/function
Choose to remain anonymous:	

Date:	Project:	ILO site engineer reporting the grievance:
-------	----------	--

In case the grievance is with someone specific, please state their name and job below.

Name:	Job:
-------	------

Please describe your grievance below with as much details as possible, for each incidence including dates, location, witnesses, description of what took place, who was involved and any attempts to resolve the issue.

☐ I hereby certify that all the events stated in the grievance above are true to the extent of my knowledge

Signature:

Date:

Annex 4 EIIP Labour Clauses in the Contract

LABOUR

Labour Law

The Contractor shall comply with Cambodia Labour Law and its statutory additions and amendments. The Contractor shall ensure that the regulations pertaining to the employment of labour for the Works are fully understood and effected during the period of the Contract. In particular, the Contractor shall take note of those regulations regarding: employment of women and children; equal pay and conditions; payment of workers; recruitment procedures; and right of free association. The Contractor shall be entitled to operate a task work, daily wage, piece work or other system of working, as long as it is allowed for in the prevailing labour law regulations.

Recruitment of Labour

All general workers employed by the Contractor shall be recruited from amongst the local population in the vicinity of the work sites, targeting in particular returned migrants and most vulnerable households. The Contractor shall notify the ILO at least one week ahead of any major recruitment. The notification shall state venue, date and time when the enrolment will take place.

Employment Records

The Contractor shall keep full, complete, and accurate records of the employment of labour at the site of the Works (by filling the muster roll and labour registration in the formats provided by the ILO). These shall include the name, age, gender, home village, identity number, labour office registration (if any), payments and deductions (if any). These records shall be available for inspection at all reasonable times.

Task and Piecework Systems

The Contractor shall observe and fulfil particularly the following conditions with respect to all Workers employed in the execution of the Contract under a task or piecework system:

- The size of the daily task shall be that which a worker can reasonably complete during a normal working day (8 hours).
- The rate of the task will vary depending on the terrain and ground conditions. The Contractor in consultation with the ILO shall agree on the task level and payment system to be applied.
- The ILO may further stipulate a minimum labour wage rate per workday for productivity-related output (task work). The minimum labour wage rate that applies for this project shall be USD 8.5/WD.

Reporting Requirements

During the execution of the Works, the Contractor shall maintain detailed muster rolls showing attendance and wages paid to all personnel employed, and shall produce at any time such records for inspection by any person authorized by the Employer. The Contractor shall further keep daily records of all information and data related to its Workers such as category of labour, numbers employed and productivity per person. Other information are gender records, wage rate, machine output, etc. The records for each calendar month shall be made available to the ILO not later than the first week of the following month, together with the Monthly Statement submission.

Immediate Payment of Wages

At the request of the Contractor for the immediate payment of the labour wages, the ILO may agree to certify, at intervals of not less than one month, the total amount of the Contractor's labour wages and allowances (if any) in accordance with the pay-sheets, with an additional ten per cent (10%) for administrative overheads. The ILO shall pay the certified amount to the Contractor within one calendar week after receipt of the certificate. The Contractor shall pay the amount of the wages and allowances (if any) to the workers within three days after receiving the amount from the ILO. Failure by the Contractor to pay within this time may result in the withdrawal of this payment arrangement by the ILO. The Project Manager shall have power to discontinue this payment arrangement if he decides that it is no longer required for the satisfactory completion of the Contract. The amount of any payment made under this clause shall be deducted from any monies due to the Contractor for completed work under the subsequent Progress Payment.

Non-payment of Wages by the Contractor

Any dispute between the Contractor and Workers, regarding delayed payment or default in payment of fair or complete wages, if not resolved immediately may force the ILO to intervene. The ILO will, upon the Contractor defaulting payment, pay the monies due to the Workers not honoured in time, out of any monies due or which may become due to the Contractor under the Contract. In such events, the Contractor is bound to co-operate with the ILO

in the processing of the payment of the correct amounts of monies due to the labour force by submitting the relevant muster-rolls, workday reports and pay-sheets, and be represented during the payments. Direct payment of Workers by the ILO will attract a penalty of 10% of the amount stated in the relevant muster-rolls, to cover expenses incurred in the administration of such wage payments. Continuing default by the Contractor may be a cause for suspension of the Works under the Contract.

Contractor's Personnel

The Contractor shall employ site supervision Personnel as stated in the list of Key Personnel (Exhibit G). The ILO shall approve all Personnel before being engaged on site and shall have the power to require the removal from site of any Personnel it considers insufficiently skilled for the type of Works to be performed under the Contract. The Contractor will provide an appropriate replacement or replacements for such Personnel within ten (10) working days or within a period as mutually agreed.

The Contractor's Key Personnel, listed in Exhibit G, is considered essential for the performance of the Works. In consequence:

- Prior to replacing any Key Personnel, the Contractor will notify the ILO reasonably in advance and will submit detailed justifications together with the curriculum vitae of members of the proposed replacement Personnel in order to allow, firstly, their evaluation by the ILO and, secondly, an estimate of the impact of the said replacement on the planning of the Works.
- The Contractor will not replace any Key Personnel without the prior written consent of the ILO, which approval will not be unreasonably withheld.
- If any Key Personnel are removed by the Contractor or for any reason are no longer available to perform the Works, the Contractor will propose replacement Personnel acceptable to the ILO of equal or better knowledge, experience and ability to carry out the assigned tasks.

In the event that an agreement between the ILO and the Contractor upon the replacement Personnel has not been reached within ten (10) working days or within a period as mutually agreed, the ILO reserves the right to terminate the Contract immediately. The delay stated in paragraph 14.2.1 of the Terms and Conditions Applicable to ILO Contracts will not apply.

All costs relating to or arising from replacement of Contractor's Personnel will be borne by the Contractor.

Working Hours

The Contractor shall not perform any work outside regular agreed site working hours, unless authority to do so has been obtained in writing from the ILO.

Provision of Hand Tools

The Contractor shall provide its Workers with hand tools of adequate quality, appropriate for each activity, sufficient in numbers and shall maintain the tools in good and safe working conditions. Detailed minimum requirements and specifications for hand tools standards will be provided by the Project Manager.

Safety and Health

The Contractor shall be responsible for the safety of all activities at the work sites. The Contractor shall provide all Personnel on-site with adequate safety protection equipment and clothing, appropriate to the work being performed.

The ILO may organize campaigns enhancing safety awareness among the workforce on site and regarding general health issues, including the prevention of spreading of HIV/AIDS and prevention of COVID-19 infections. The Contractor shall allow its Personnel to attend such campaign events during normal working hours and without deduction of pay.

Labour Inspectorate

The properly designated officers of the Labour Inspectorate shall have the right to visit the site of the works at any reasonable time for the purpose of inspecting labour records and otherwise checking the Contractor's compliance with labour laws and regulations. The Inspectorate shall also have the right to call for meetings of the Workers for the purpose of explaining their rights and obligations under the statutory regulations.

Annex 5 Gender monitoring checklist

This checklist summarises the key points in the strategy and could be used by the ILO site engineer or other EIIP Project Staff as a simple checking tool to ensure that the EIIP gender strategy is being implemented as envisaged, and could for instance be included in monthly progress reports as a reminder and verification.

Awareness of the strategy

- ☐ Everyone concerned is familiar with the gender strategy
- ☐ Targets are clearly communicated to communities, contractors and local authorities
- ☐ The Gender strategy is part of contractors' training package and repeated during upstart of contracts

Women have been sufficiently informed of the work opportunity

- ☐ Outreach activities target women
- ☐ Important or influential women groups have been identified
- ☐ Social mobiliser identified, eg women or community focal points for other programmes

Maximising women's participation

- ☐ Activities for women's participation are identified and agreed by women
- ☐ Activities in support of the project that can involve women been identified
- ☐ Child care support available (if there is demand from women and men)
- ☐ Safe and affordable transport to the workplace is available
- ☐ Facilities such as basic health, separate toilets and rest areas are provided
- ☐ Zero tolerance for harassment and functioning complaints mechanism
- ☐ Women only sites (or groups)
- ☐ Suitable working hours
- ☐ Affirmative action, eg contracts promoting women involvement

Promoting women's growth

- ☐ EIIP consider women when recruiting or training staff, consultants etc
- ☐ Contractors encouraged to recruit or train female staff
- ☐ Women who were previously working with the programme are re-hired
- ☐ Women encouraged to take on more responsibility, eg as group leaders
- ☐ On the job training is offered to women
- ☐ Referral service to training or other work opportunity

Making sure

- ☐ Targets and indicators for women's involvement have been defined
- ☐ Work plan or labour arrangement includes targets for women employment
- ☐ ILO site engineer on site
- ☐ Regular monitoring visits
- ☐ Complaints mechanism in place
- ☐ Monthly updates include progress against women employment targets
- ☐ Gender disaggregated reporting
- ☐ Evaluations and impact assessment include effectiveness of gender strategy

Annex 6 EIP Engineers feasibility check during project identification

Instructions: Tick responses to each of the questions. After ticking see from the column on the right to which question to move to. (For example if in the first question of the table on community profile and labour availability you have ticked No, you need to move to question number 3) Please note that this is a flow chart, you do not have to tick an answer to every single one of the questions! Only answer to the questions as indicated in the “Move To” column, until you reach an OK, Not OK or Caution.

Governorate:	Municipality:	Project Name:	Package number:
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Community Profile and Labour Availability

Questions:	Yes	No	Move to
1. Is the planned project located within the boundaries of more than one commune?			Yes → Q2 No → Q3
2. Have there been any known cases of serious crime or violence within the targeted community between groups of members belonging to different religious groups, such as gang violence or people purposefully destroying the property / infrastructure			Yes → Not ok No → Q3
3. Will there be enough interested and available workers to meet the labour requirements?			Yes → OK No → Q4
4. Does the commune leader think it is ok to bring in workers from other nearby villages at times when they can't meet the worker requirements?			Yes → Q5 No → Not ok
5. Can the community provide at least minimum of 50% of the needed workforce			Yes → OK No → Not ok
6. Are women represented in the community meetings and interested in participating in this project?			Yes → OK No → Not ok

Land Issues

Questions:	Yes	No	Move to
1. Will the projected plans require land acquisition, eg. realignment or major widening of a road?			Yes → Q2 No → OK
2. Is the required land private?			Yes → Q3 No → Q4
3. Does the owner of the land agree to ILO using the land for road rehabilitation / realignment?			Yes → OK No → Q9
4. Does the commune leader think any member of the community might oppose to using the land?			Yes → Q5 No → OK
5. Is anyone currently using or occupying the needed land?			Yes → Q7 No → Q7
6. In the past, have there been disputes relating to land issues in the area			Yes → Q8 No → OK
7. Does the person occupying the land agree to ILO using the land for road rehabilitation / realignment?			Yes → OK No → Caution
8. Can the project be constructed/rehabilitated without land acquisition?			Yes → OK No → Not ok

Explanation of the Results:

Not OK: Project shall not qualify for implementation

OK: Project shall qualify for implementation

Caution: Project shall qualify for implementation only if it meets a number of other agreed criteria and included in the Commune Plan. However, an agreement needs to be reached with the person occupying the land before the start of the tendering.

Attention: Records of the meetings / agreement with the Land Owners or Community Leaders need to be attached!

Annex 7 SS Checklist contractor compliance mobilisation stage

Instructions:					
(i) EIIP Engineer complete this checklist per each package after work mobilization and camp set up has taken place , but before the start of the works, to identify and report on social safeguards compliance by the contractor.					
(ii) Use the “remarks” section to explain possible deviations or to provide more details regarding the respective issue.					
District:	Commune:	Project Name:	Package number:		
Obligatory Measures (tick those that were in place on the date of site visit)			Compliance		
			Yes	No	
Contractor was able to show records that she/he had acquired an insurance for the workers for the entire duration of the works					
Registration on Muster Roll and Contracts for workers					
First Aid Kit had been acquired and was present in site camp					
Safety Equipment had been acquired					
Hand tools of adequate standard had been acquired					
Safety meeting and training provided					
Additional Measures			Compliance/good practice		
			Yes	No	N/A
Construction camps, toilets, etc. were located away from sensitive areas (such as cemeteries etc.)					
Sign boards and warning signs had been acquired to indicate nature of the construction works					
Toilets and resting area had been provided					
Childcare facilities had been provided					
Remarks and suggested corrective measures:					
Date of Field review:			Field Review Conducted by:		

Correction Verified? (Fill this box only if necessary corrective measures were identified during previous visit)	
Date of Verification Visit:	Verification Conducted by:

Annex 8 SS Checklist contractor compliance during implementation

Instructions:					
(i) ILO site engineer completes this checklist per each package once a week during implementation of the works , to identify and report on social safeguards compliance by the contractor.					
(ii) Use the “remarks” section to explain possible deviations or to provide more details regarding the respective issue.					
District:	Commune:	Project Name:	Package number:		
Obligatory Measures (tick those that were in place on the date of site visit)				Compliance	
				Yes	No
Safe drinking water was available for workers					
Complete First Aid Kit was present on site					
Toilets were clean					
Workers from the community were minimum of 18 years of age					
Children were not present on work site (excluding those who were using the road for necessary commute)					
Proper tools had been provided for the workers to conduct their work					
Safety gears had been made available for all workers					
Those working with heavy machinery had been provided with boots					
Those working underneath bridges or at bottom part of slopes had been provided with helmets					
Workers reported they had received their salary in time					
Workers reported having received instructions regarding safety and health procedures (including use of safety equipment)					
Workers reported they had been given instructions and guidance regarding their work					
Contractor or his/her staff or co-workers were not reported as having sexually harassed women or children, nor been abusive or violent towards them.					
Female workers reported they received the same task based salary as men					
Female workers reported they had been given same chances as men to participate in training					
Minimum 30% of the workers were female					
Additional Measures				Compliance/ good practice	
				Yes	No
Project signboards, warning signs, safety barriers etc. were in place					
Hats had been provided to the workers					
Remarks and suggested corrective measures:					
Date of Field review:			Field Review Conducted by:		
Correction Verified? (Fill this box only if necessary corrective measures were identified during previous visit)					
Date of Verification Visit:			Verification Conducted by:		

Annex 9 SS Checklist community compliance during implementation

Instructions:				
(i) ILO site engineer completes this checklist per each package once a week during implementation of the works , to identify and report on social safeguards compliance by the community .				
(ii) Use the “remarks” section to explain possible deviations or to provide more details regarding the respective issue.				
District:	Commune:	Project Name:	Package number:	
Social Safeguards Measures (tick those that were in place on the date of site visit)			Compliance	
			Yes	No
Contractor reported that:				
The community had provided the agreed numbers of workers				
There had been no aggression towards them or their staff				
The price of local materials from the community had been acceptable				
The price for labour had remained as agreed				
The workers were following the instructions made by contractor regarding safety and health at work site				
The workers were wearing the safety equipment as requested by the contractor				
The workers were following the instructions regarding work items				
The workers were 18 years of age or older				
The workers did not bring children to work				
The workers were turning up to work regularly and as agreed				
The workers were not turning up to work intoxicated or drunk				
Remarks and suggested corrective measures:				
Date of Field review:			Field Review Conducted by:	

Suggested follow up / corrective measures implemented? (Fill this box only if necessary corrective measures were identified during previous visit)	
Date of Verification Visit:	Verification Conducted by:

Annex 10 ES Checklist during design phase

EIIIP project engineer completes this checklist during road inventory when preparing tender documents

Activity	Mitigation Planning/Inventory - Checklist
Road or construction activity passing through wetlands	<input type="checkbox"/> Take special precautions to prevent release or dumping of debris, oil, fuel, sand cement and similar harmful materials
Drainage	<input type="checkbox"/> Visually spot-check for drainage problems by looking for accumulation of water in project location. Do this immediately after first heavy rains and again at the end of the rainy season. Institute appropriate corrective measures as necessary <input type="checkbox"/> Clearly define the type and drainage method to be used for the road or project. <input type="checkbox"/> Stabilize outlet ditches (inside and outside) with small stone riprap, stone masonry and/ or vegetative barriers placed on contour, to dissipate energy and to prevent the creation or enlargement of gullies
Steep areas along the road/project	<input type="checkbox"/> Stabilize slopes by planting vegetation. Do not use non-native plants. <input type="checkbox"/> Design retaining walls for erosion protection
Operation and Maintenance agreements	<input type="checkbox"/> The owner of the completed project must be committed to operation and maintenance and allocate yearly budget for this purpose. Written agreement before project starts.
Environmental Screening	<input type="checkbox"/> The construction project must be environmentally screened and cleared by the designated or local authority

Annex 11 ES Checklist during implementation

Instructions: (i) ILO site engineer completes this checklist per each package once a month during implementation of the works , to identify and report on environmental safeguards compliance by the contractor. (ii) Use the “remarks” section to explain possible deviations or to provide more details regarding the respective issue.			
Governorate:	Municipality:	Project Name:	Package number:

Activity	Mitigation Implementation - Checklist
Construction camp and Contractor	<input type="checkbox"/> Explore and agree off-site accommodation/camps with contractor. Avoid wet, muddy sites <input type="checkbox"/> Keep camp size to a minimum. Require that contractor preserve as much vegetation as possible, e.g., by creating defined foot paths. Define areas of use (with rocks or fencing) <input type="checkbox"/> Contractor should provide potable water for staff and workers <input type="checkbox"/> Contractor should provide temporary sanitation on site, e.g. employ soil mining (digging a pit for human waste and covering with soil immediately after use) <input type="checkbox"/> Use local labor, if possible. EIIIP project will provide hygiene and public health information to contractors, including information about transmission of HIV/AIDS and other sexually transmitted diseases <input type="checkbox"/> Contractor to collect all solid waste (metal, glass, and burnable materials) from all work and living areas. Dispose of waste in local dump or landfill. If this is not possible, sell recyclables for reuse/recycling, place organic wastes in well-screened waste pits, covering with soil weekly, bury the remainder (excluding toxic materials). <input type="checkbox"/> Contracting guidelines prohibiting the poaching and collection of plants/wood, with meaningful consequences for violation, such as termination of employment. Contractor shall provide enough food and cooking fuel; both should be of good quality <input type="checkbox"/> Restore site through re-vegetation and similar measures after camp is broken down <input type="checkbox"/> Contractor responsible to employ operators who know how to use the equipment properly, including follow grade, slope, and contour design standards. <input type="checkbox"/> Provide workers with appropriate safety equipment, e.g., earplugs or headgear to mute noise from very loud equipment; masks for workers exposed to large amounts of dust; safety glasses for workers doing jobs that may generate sharp projectiles
Use of heavy equipment and hazardous materials	<input type="checkbox"/> Minimize use of heavy machinery <input type="checkbox"/> Prevent fuel tank leaks. Contractor shall regularly be (a) monitoring and cross-checking fuel levels deliveries and use, (b) checking pipes and joints for leaks, (c) tightening generator fuel lines, and (d) preventing over-filling of main storage and vehicle tanks

	<input type="checkbox"/> Investigate and use less toxic alternative products
Materials extraction: Quarrying, logging	<input type="checkbox"/> Identify the most environmentally sound source of materials that is within budget <input type="checkbox"/> Prepare plans and monitor adherence and impacts of extraction practices. Modify as necessary – restore borrow pits. <input type="checkbox"/> Implement safety protocols to minimize risks from falling rock or debris, collapsing quarry walls, or accidental falls from cliffs
Storing materials	<input type="checkbox"/> When siting storage areas, avoid using sensitive areas or sites that drain directly into a sensitive area
Site clearing and/or leveling	<input type="checkbox"/> Minimize disturbance of native flora (vegetation) during construction. Minimize the amount of clearing. Clear small areas for active work one at a time <input type="checkbox"/> Avoid use of herbicides. Any use should follow health and safety procedures to protect people and the environment. At a minimum, herbicides should be used according to manufacturer's specifications <input type="checkbox"/> Re-vegetate with recovered plants and other appropriate local flora immediately after equipment is removed from a section of the site
Excavation	<input type="checkbox"/> Avoid deep excavation pits <input type="checkbox"/> Prepare slope protection where necessary <input type="checkbox"/> Provide adequate road drainage systems, take note of new water flows, increase in velocity and provide necessary protection at outlets <input type="checkbox"/> Have construction contractors and supervisors be alert for buried historic, religious and cultural objects and provide them with procedures to follow if such objects are discovered. <input type="checkbox"/> Ensure that excavation is accompanied by well-engineered drainage
Design verification Quality control	<input type="checkbox"/> Conduct independent inspections of work periodically to see that it conforms to original plan and design specifications. Provide incentives and disincentives to ensure conformance <input type="checkbox"/> Drive roads after moderate rains to identify areas that collect or gully water. Mark and instruct the contractor to repair as necessary

Suggested follow up / corrective measures implemented? (Fill this box only if necessary corrective measures were identified during previous visit)

Date of Verification Visit:

Verification Conducted by:

Annex 13 Site Engineer Weekly and Monthly report template

Project Title	Employment Intensive Infrastructure Program
Country	Cambodia
Name	
Position	Site engineer
Contract No/Empl. Index	
Reporting period	

1. Activity summary for the reporting period including photos

A brief summary of the main activities and events during the reporting period. This should include:

Assessment and score: poor (-), acceptable (0), good (+)

- Recruitment and registration, management of muster roll (-/0/+)
- Contractor's management, including site organisation, inputs (incl. labour) etc (-/0/+)
- Technical aspects, including tasks and adherence to LRBT (-/0/+)
- Environmental compliance (-/0/+)
- Adherence to decent work principles, OSH (-/0/+)
- Women participation (-/0/+)
- Payment process, dates (forward a scanned copy of the signed muster roll) (-/0/+)

NB Monthly Report summary of 4 weekly reports plus completed check lists

2. Challenges and way forward

A list of the main challenges being faced in the project as well as the solution agreed upon with the contractor and ILO staff:

Challenge	Solution/proposed solution

3. Employment numbers for the reporting period

Day	No of Workers on site	No of Females	No of Males	No of PWD	No of Workdays
1					
2					
3					
4					

5					
6					
7					
Tot.					

Annex 14 Criteria for recruiting labour

Criteria for Labour Selection

Description	Scoring-(0 -10)						Rating
Full name							
Identity document No							
Age							
Gender							
Place of residence(village)							
Returned migrant							-Y-(10) - not to score again in the poverty criteria -N-(0)-to be scored again in the poverty criteria
Vulnerable host community							-Poor 1-with poverty certificate-(10) -Poor 2-with poverty certificate-(5) -Poor 3-Without poverty certificate-(3) -Not classified above -(0)
The host community resides in the area of the selected work sites							-Same village- (10) -Same commune, but different village (5) -Outside the commune-(0)
Source of income							-None-(10) -Temporary job (e.g. hired day labour..)-(5) -Fixed job (permanent, owned agricultural land)-(0)
Number of family members supported by the candidate							-0 number-(3) -4 to 6 number-(5) -More than 6 number -(10)
Past experience working on a construction site ?							-Y-(5) -N-(0)
Can the candidate read and write?							For the Group leader position
Candidate has leadership experience							For the Group leader position
Total score							
Applicants with a higher score will be given priority for the job opportunities							