

# **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)**

**SAINT VINCENT AND THE GRENADINES (SVG)  
VOLCANIC ERUPTION EMERGENCY PROJECT (VEEP)  
IDA 70060/TF B7008**

**Assignment Title:** Design and Construction Supervision Consultancy for the Rehabilitation of Facilities of the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour

**Reference No.:** SVG-VEEP-CS-CQS-7

The Government of Saint Vincent and the Grenadines (GoSVG) has received financing from the World Bank toward the cost of the Volcanic Eruption Emergency Project (VEEP) and intends to apply part of the proceeds for consulting services.

The Consulting Services (“the Services”) include the following:

1. Design and Construction Supervision Consultancy for the Rehabilitation of Facilities of the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour

The full duration of this consultancy is estimated to be eighteen (18) months. The Terms of Reference (ToR) for the assignment is located below.

The Ministry of Finance, Economic Planning and Information Technology (MoFEP) now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

1. Having completed one project that includes refrigeration works such as fisheries centres or cold storage rooms (for example, supermarkets etc.)
2. Having satisfactorily completed at least two Design and Construction Supervision Consultancy assignments funded by the World Bank or similar multilateral development institutions within the last five years.
3. Having completed one assignment that includes work on multiple facilities requiring renovation/retrofitting/rehabilitative works.

Key experts will not be evaluated at the shortlisting stage.

The attention of interested Consultants is drawn to Section III - Governance, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” 4<sup>th</sup> Edition November 2020 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest. In addition, consultants shall refer to the requirements on conflict of interest related to this assignment as per paragraph 3.17 of the Procurement Regulations.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Consultants Qualification Selection (CQS) method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours 8:00am to 4:00pm AST.

Expressions of interest must be delivered in a written form to the address below (in person, by mail, by fax, or by e-mail) by **14:00 hours** (or 2:00pm SVG time) **May 24, 2023**.

**Attn:** Recardo Frederick  
Director of Economic Planning  
Economic Planning Division  
Ministry of Finance, Economic Planning and Information Technology  
First Floor, Administrative Building  
Bay Street  
Kingstown  
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**SAINT VINCENT AND THE GRENADINES**  
**Volcanic Eruption Emergency Project**

**TERMS OF REFERENCE**

**Design and Construction Supervision Consultancy for the Rehabilitation of Facilities of the  
Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour**

**SVG-VEEP-CS-CQS-7**

**BACKGROUND**

Under the World Bank Volcanic Eruption Emergency Project (VEEP), the Government of Saint Vincent and the Grenadines (GoSVG) has received funding to support the implementation of a variety of emergency response activities. As part of this recovery project, the Ministry of Agriculture (MoA) has identified the need for repairs and rehabilitation to five of its infrastructures, located in the zones most impacted by the La Soufriere volcanic eruptions of April 2021. The facilities include: The Fisheries Centres in Owia, Calliaqua and Chateaubelair, the Belmont Agricultural Market Depot and the Biotechnology Centre at the Rabacca Farm. Annex A provides photos of each facility.

**PURPOSE AND SCOPE**

The purpose of this activity is to prepare a comprehensive works programme for improvements to the five agricultural and fisheries facilities and develop technical contracting packages to be included in World Bank civil works bidding documents, in order to advance the contracting of construction works. The wider objective is to bring back the architectural shape of the infrastructures so that all services are working, and the operations of the buildings are resumed; eliminating features that are sources of weakness or that produce concentrations of oxidation and corrosion.

The expectation under this proposed consultancy is:

- To provide technical support to the Economic Planning Division (EPD), Ministry of Finance, Economic Planning, and Information Technology (MoFEP), for the preparation of the detailed assessment designs, and bills of quantities for the preparation of bidding documents.
- To provide construction supervision of infrastructure works.
- To prepare a comprehensive assessment of each of the facilities, highlighting needs to address maintenance, rehabilitation, and repairs required to restore these facilities to fully operational status.

All designs under this contract shall conform to standards required under local and internationally acceptable standards and codes as approved by the MoFEP-Project Implementation Unit (PIU).

The table below presents a summary of the facilities to be addressed under this consultancy.

<b>Facility Name</b>	<b>Construction Year</b>	<b>Intended Use</b>	<b>Notes</b>
Chateaubelair Fisheries Centre	1998	Fisheries processing, storage, and market	Not used since 2010, Initial assessments prepared by Housing and Land Development Corporation (HLDC) Seeking to repair and rehabilitate all infrastructure and replace the facility equipment
Calliaqua Fisheries Centre	1997	Fisheries processing, storage, and market	Currently in use, seeking to add farmers market area, additional lockers, and fish cleaning area Seeking to rehabilitate the farmers market into a food court (food vending stalls), construct lockers, engine repair shop and meeting/workshop area, and fish cleaning stall area, and rehabilitate the grey/waste treatment plant
Owia Fisheries Centre	2007	Fisheries processing	Currently in use Seeking to rehabilitate water harvesting system, and the grey/wastewater treatment plant,

			upgrade plumbing and electrical systems
Rabacca Farms Biotechnology Centre	1995	Office, lab/preparation space, micropropagation	Currently in use, design package and BOQ prepared in 2010 under separate contract
Belmont Agricultural Depot	Before 1980	Farmers market and collection and grading of produce	Currently vacant and exposed, initial assessments and preliminary design prepared by Housing and Land Development Corporation (HLDC)

## Duration

It is expected that the consultancy will last a period of eighteen (18) months. Design period should not exceed 6 months, while construction supervision is estimated for 12 months maximum.

## Contract Level Reporting

During the execution of this contract, the contractor shall provide the following reports in accordance with the schedule provided. Specifically:

1. Report: Inception report and work plan

Report to present contractor work plan, activities schedule and activities requiring participation of MoA and the MoFEP-PIU during contract execution.

Schedule: 1 week from receipt of registration of contract, 2 copies electronic and 4 printed copies.

2. Task Level Deliverables: In accordance with the requirements presented in the task descriptions.

3. Report: Issues affecting contract execution

Contractor shall any significant issues encountered that may affect contractor performance or delivery schedules.

Schedule: As needed report within 1 day of identification of significant issues

4. Report: Record of Meetings

The contractor shall maintain a record of all meetings taken during the execution of this contract. Report shall include a summary of meeting activities and discussions including issues addressed and agreed actions, assignment of agreed responsibilities and timeline, List of attendees, affiliation, and contact information.

Schedule: As needed report within 2 days of meeting.

5. Report: Contract final report, Summary, and findings

Prior to contract closing, the consultant shall prepare a comprehensive closing report summarizing findings and recommendations developed during contract execution.

## **Standards and Codes**

Designs shall conform to the following standards and codes:

Structural –

- General Code - The 1996 version of the CUBiC Building Code developed by the Organization of Eastern Caribbean States
- Hurricane Resilient - to withstand wind speed of 140 mph
- Electrical – British Standard BS 7671 for installation of fixed cabling within a building to ensure the adherence of safety and proper practice. It also covers the testing of wiring.
- Plumbing - The International Plumbing Code (IPC)
- Refrigeration - CSA B52, Mechanical refrigeration code  
The Montreal Protocol Act (2003) and the Montreal Protocol (Substances that Deplete the Ozone Layer) (Control) Regulations (2005).  
SVG's HCFC Phaseout Management Plan (HPMP)  
Montreal Protocol legislation
- Ventilation and lighting – St. Vincent and the Grenadines Occupational Safety and Health Codes (OSH); Managing the work environment and facilities code of practice 2021. Environmental and Social Safeguards are to ensure compliance with the Project environmental and social commitments as laid out in the Project Environmental and Social Management instruments, namely the Environmental and Social Management Framework for a general overview, for matters relating to stakeholder engagement and labour management (<http://veep.gov.vc/veep/index.php/publications>)

## **Phase 1 - Design of Works**

### **Task Descriptions**

#### **Task 1.1 - Inspection**

For each facility presented in table 1, the contractor shall conduct and document a detailed inspection of each facility including structural, electrical, plumbing, and mechanical elements noting condition, fitness for purpose, age, and service life, and need for retrofitting, rehabilitation, and repairs. Additionally, the inspections will include architectural features such as paint condition, windows, and doors, sanitary facilities, fisherfolk lockers, operations spaces, and fixed equipment.

#### **Structural**

The structural assessment shall include the inspection of all elements including supporting beams, column, masonry, floors, and roof. During the assessment, the consultant shall consider the need for retrofitting structural features to comply with the OECS/ SVG code wind loads applicable to risk category 4 buildings.

#### **Electrical**

All building electrical components shall be inspected including circuit panels, wiring, lighting systems, transformers, and outlets. Transformers using PCB as their dielectric shall be replaced. Inspections shall note corrosion, broken components, and circuit safety to include the addition of ground fault protections where needed and missing, in accordance with the British Standard BS 7671.

#### **Plumbing**

Plumbing inspections shall include both inside and outside pipe, sanitary facilities, and all associated fixtures.

#### **Mechanical**

Mechanical inspections, particularly at the fisheries facilities shall include all HVAC, refrigeration components (gas lines, condensers, evaporators etc.), fixed machinery (e.g., macerators, ice makers, chill/cold room, motors, lifting equipment etc.).

## Architectural

Inspections will include all windows and doors, paint and protective coatings, aesthetic elements, and related features. cabinets, and built-in features.

### Task 1.2 - Concept Design - Calliaqua Fisheries Centre, Belmont Agricultural Depot

In addition to the repairs and rehabilitation for the Calliaqua Fisheries Centre and Belmont Agricultural Depot, the MoA is seeking to construct public sales space and associated storage by modifying and retrofitting these facilities to accommodate farmers and fisherfolk. Spaces such as: lockers, fish cleaning stalls, food vending stalls, sorting rooms and packaging spaces, to support market activities and improve the livelihood of surrounding residents.

At Calliaqua, the MOA wishes to expand market space within the existing footprint of the fisheries facility. Additionally, the MoA wishes to construct approximately 20 new locker spaces, engine repair shop and a meeting/workshop area, create a fish cleaning area with five (5) cleaning stalls, equipped with sinks and running water for the purpose of cleaning seafood and convert the existing open space into four (4) food vending stalls.

In the case of Belmont, the MoA wishes to install market spaces in the existing building and modify the building to accommodate loading, storage, and sales operations as well as administrative spaces.

For Belmont, initial design drawings have been prepared by HLDC including elevations, floor plans, shelving, and upper floor electrical. The contractor shall review these plans and adjust as necessary based on the detailed inspection.

Based on the existing facilities footprints, the consultant, working with the MoA, shall prepare concept level architectural drawings for floor plans and associated installations.

### Task 1.3 - Draft and Final Design

For all facilities, the consultant shall prepare a draft design for proposed facility rehabilitation and modifications. This shall include a draft cost estimate and priced and un-priced Bills of Quantities (BoQ) for proposed modifications, as well as requirements for equipment replacement and repair. The draft design shall include all required drawings and floor plans. The contractor shall submit the draft design package to MOA for review. On receipt of review comments, the contractor shall provide the revised final designs.



The MoA commissioned a design for the rehabilitation of the Biotechnology centre which was completed in 2010. This work shall be reviewed and updated based on the findings of the inspection.

#### Task 1.4 - Works Technical Packages

For each facility based on the inspections and designs completed, the consultant shall prepare individual technical works packages suitable for inclusion in World Bank construction bidding documents. Each package shall contain a detailed description of all required works and a priced and un-priced Bill of Quantities (BoQ). The contractor shall also provide estimates for all the work to be completed. In the case of Calliaqua and Belmont, the expansion packages developed shall be presented separately from the rehabilitation and repair packages.

#### Task 1.5 – Environmental and Social Management Plan (ESMP)

For each of the works' packages, the consultant shall prepare an ESMP in accordance with World Bank requirements. Plans shall be based on the technical requirements identified in each of the facility works packages. See Annex B.

#### Task 1.6 - Bid documentation and Procurement Support

The Client shall prepare the bidding documents. The consultant will assist in the preparation of the bidding document including:

The consultant will assist the client in the preparation of the bidding document including:

- Provide advice to the Client during the procurement process.
- Assistance with preparing bid invitation.
- Attend any pre-bid site meeting.
- Assistance with preparing clarifications on queries received from the bidders.
- Assistance with preparation of the bid evaluation report and recommendation for contract award in accordance with Bank's procurement guidelines.

## Schedule of Phase 1 Task Deliverables

Report	Delivery schedule by facility				
	Chateaubelair Fisheries Centre	Calliaqua Fisheries Centre	Owia Fisheries Centre	Belmont Agricultural Depot	Rabacca Biotechnology Centre
Assessment	3 weeks from receipt of registration of contract	7 weeks from receipt of registration of contract	9 weeks from receipt of registration of contract	5 weeks from receipt of registration of contract	11 weeks from receipt of registration of contract
Architectural Concept and preliminary Environmental, Social, Health Management Plan	3 weeks from receipt of assessment report	14 weeks from receipt of registration of contract	3 weeks from receipt of assessment report	14 weeks from receipt of registration of contract	3 weeks from receipt of assessment report
Preliminary design for rehabilitation and new construction	4 weeks from receipt of approved Assessment report	3 weeks from receipt of approved concept design	4 weeks from receipt of approved Assessment report	4 weeks from receipt of approved concept design	3 weeks from receipt of approved inspection report
Final Design for rehabilitation and new construction	3 weeks from receipt of approved preliminary design	3 weeks from receipt of approved preliminary design	3 weeks from receipt of approved preliminary design	3 weeks from receipt of approved preliminary design	3 weeks from receipt of approved preliminary design
Contract documentation	3 weeks from acceptance of final design	3 weeks from acceptance of final design	3 weeks from acceptance of final design	3 weeks from acceptance of final design	3 weeks from acceptance of final design
Final Environmental, Social, Health Management Plan	24 weeks from receipt of registration of contract	24 weeks from receipt of registration of contract	24 weeks from receipt of registration of contract	24 weeks from receipt of registration of contract	24 weeks from receipt of registration of contract

## Phase 1 - Consultants' Qualifications

Firms should have experience in building design with at least two (2) successfully completed similar assignments during the past five (5) years. Firms should have qualified professional staff in the following areas: Civil/Structural Engineering, Architectural, Mechanical, Electrical and Plumbing Engineering and Quantity Surveying.

Key Expert	Qualification & Skills	General Experience	Specific Experience
Architect (Team Leader)	A BA/BSc degree from an accredited university programme in Architecture	10 years spent in design of infrastructure projects	At least two (2) construction projects of similar scope and complexity within the last 5 years
Civil/Structural Engineer	A BSc from an accredited university programme in Civil/Structural Engineering	10 years minimum experience in the Construction	At least two (2) construction projects of similar scope and complexity within the last 5 years
Mechanical/ Refrigeration Systems Engineer	A BSc degree from an accredited university programme in Mechanical /Engineering with certification in industrial/commercial refrigeration systems	10 years minimum experience in design of infrastructure projects.	A minimum of 2 similar projects as mechanical/ designing/testing large commercial/industrial refrigeration systems, within the last 5 years.
Electrical Engineer	A BSc degree from an accredited university programme in Electrical Engineering	10 years minimum experience in design of infrastructure projects.	A minimum of 2 similar projects as electrical designer or similar position, within the last 5 years.
Quantity Surveyor	A BSc degree from an accredited university programme in Quantity Surveying, or equivalent	8 years minimum experience in quantification of similar infrastructure projects.	A minimum of 2 similar projects as Quantity surveyor or similar position, within the last 5 years.

Environmental and Social Safety Officer	Undergraduate degree Environmental Management or related field.	5 years minimum post-qualification experience in environmental & social safeguards	Experience in Construction Projects will be an asset.
	Certification in Occupational Health and Safety will be an asset.	assessments and preparation of Environmental and Social Assessments and/or other environmental and social risk management.	

The firm is expected to select and hire other experts as required according to the profiles identified in the ToR. All experts must be independent and free from conflicts of interest in the responsibilities they are undertaking.

## **Phase 2 - Bidding Support and Construction Supervision**

### **PHASE 2: Construction Supervision**

#### **Task Descriptions**

This activity is divided into 2 tasks. Task 2.1 engages the consultant to provide comprehensive supervision services during the construction phase of the project. Task 2.2 requires the consultant to assess the completed construction to identify any issues that need to be addressed by the construction firm during the defects and liability period.

#### **Task 2.1 - Construction Supervision**

Supervision activities will be scheduled based on the approved work plan submitted by the construction contractor and include:

- a. Advising the Contractor on the interpretation of the drawings and technical specifications and issue supplementary details and instructions during the construction period, as required.
- b. Reviewing the Contractor's construction schedule and commenting on the procedures, methods and sequence of the works.
- c. Reviewing working drawings and ensuring the preparation of final as built drawings.
- d. Writing the supervision monthly progress reports and making comments on the physical and financial progress achieved during the month.
- e. Review the contractor's monthly progress reports, make comments and recommend any appropriate action as required.
- f. Considering and advising on alternative methods, equipment and materials proposed by the Contractor.
- g. Advising on the validity of charges for additions or deletions to the contract and on the issuing of change orders.
- h. Processing Contractor's interim and final payments and prepare progress certificates for the Client's acceptance.
- i. Maintaining detailed records related to the contracts.

- j. Arranging and chairing regular site meetings and recording and reporting on the proceedings.
- k. Providing advice to the Client during construction on planning and scheduling, budgeting, estimating, and cost and quality control.
- l. Establish, monitor and enforce quality assurance/quality control procedures on contracts.

Resident Services During Construction – the Consultant will be required to:

- a. Provide full-time resident staff services during construction. This will comprise of at least one (1) Engineer and one (1) Clerk of Works.
- b. Ensure that the Contractor is carrying out the work in accordance with the contract documents and communicate with the Contractor and the Client regarding deficiencies in the work and other matters of direct interest or concern.
- c. Provide inspections at key points of the construction phase to include concrete constructions, masonry, carpentry, electrical and plumbing installations to ensure conformance with construction code requirements and quality workmanship.
- d. Monitor and report on the Contractor's compliance with the Environmental Management Plan (EMP);
- e. Arrange for all necessary field testing and inspection and provide approvals of materials installed in accordance with test results.
- f. Monitor all concrete pours.
- g. Investigate and report on all unusual circumstances that may arise during construction.
- h. Carry out a final inspection at the conclusion of the construction contract as part of the acceptance program of the Client.
- i. Obtain field information of construction details from the contractor, for the modification of contract drawings by the Consultant to show the work "as built".
- j. Provide comprehensive report and recommendation on any claim/dispute arising out of the contract; advise the Client throughout the mediation, adjudication, and arbitration process during the currency of the contract.

## Task 2.2 - Post Construction Services

- a) Prepare the “as-built” drawings of the works.
- b) The Consultant shall visit the site at least twice during the defects and liability period to determine deficiencies during the contract defects liability period, issue written instructions regarding repairs, monitor the rectification of deficiencies, and prepare final acceptance documentation at the expiration of the defect liability period.
- c) Prepare a Project Completion Report on the construction contract, including as-built drawings and any useful lessons learned from the construction experience.

## INPUTS

### The Client:

- a. Review and have access to all plans, pictures, reports, topographical surveys, etc. of the proposed works that might be necessary and applicable in the execution of the work required under this ToR.
- b. Review correspondence between the Consultant and the Contractor as necessary and provide input if required.
- c. Have access to the project sites.
- d. Provide liaison with other ministries, departments, and authorities, etc. in order to introduce the consultant. The consultant, however, shall be fully responsible for collecting data, information, etc. from these agencies.
- e. Assign staff to the consultant for the purpose of knowledge transfer in the various aspects of the assignment.
- f. Assist the consultant in obtaining visas, work permits, driving licenses, car registration, etc. and any other formalities found necessary for the consultant’s personnel entering or leaving Saint Vincent and the Grenadines for the purpose of carrying out the services.
- g. The Client may make available its laboratory facilities and staff for use by the consultant in performing tests, both in the laboratory and in the field to the extent that they are capable of, or have the necessary equipment to undertake such tests.

### The Consultant:

The Consultant will provide the manpower, transportation, equipment and software required to carry out the assignment and be responsible for obtaining all additional information for the execution of the services necessary for the project.

### CONSULTANT'S REPORTING REQUIREMENTS

Note: all Final hard copy reports shall be bounded with a transparent protective cover and cardboard paper back cover. The project information, consultant details and title of the report should be visible through the protective front cover. All Final electronic copies of reports shall be in pdf unless otherwise stated. All electronic copies of drawings shall be submitted to the client in AutoCAD format. Hard copies for use by the Contractor shall be provided on 11 x 17 paper.

The Consultant shall submit the following to the Client's satisfaction:

- a. Inception Report and Workplan: Report to present contractor work plan, activities schedule and activities requiring participation of MoA and the MoFEP-PIU during contract execution as well as the Contractor's ESMP for review to ensure compliance with WB Standards. The report is due within 2 weeks of receipt of the construction contractors approved workplan.
- b. Construction Supervision: The Consultant is expected to provide on a monthly basis, construction progress reports which includes environmental monitoring and social matters, progress certificates and Contractors Interim Payment claims, contractual correspondence, minutes of meetings and technical construction correspondence.
- c. Key element inspection reports: Inspection findings for structural, masonry, carpentry, plumbing and electrical one (1) week after inspections completed.
- d. Post Construction: The Consultant shall issue whatever necessary written instructions are required regarding repairs arising out of poor workmanship and issue the final certificate. Additionally, a Project Completion Report shall be issued within two (2) months of the expiration of the defects and liability period.

A Project Completion Report shall be issued within two (2) months of the expiration of the maintenance period. The report shall address all aspects of the project implementation, including financial summaries, suggestions and recommendations for future design and construction methods, technical specifications, any changes in Special Conditions of Contract and photographs.

Four (4) hard copies and one (1) electronic copy of all reports are to be submitted to the EPD. Drawings are to be submitted on 11" x 17" paper and in electronic AutoCAD (2010) format.



**CONSULTANT’S CONSTRUCTION SUPERVISION TEAM MINIMUM  
REQUIREMENTS**

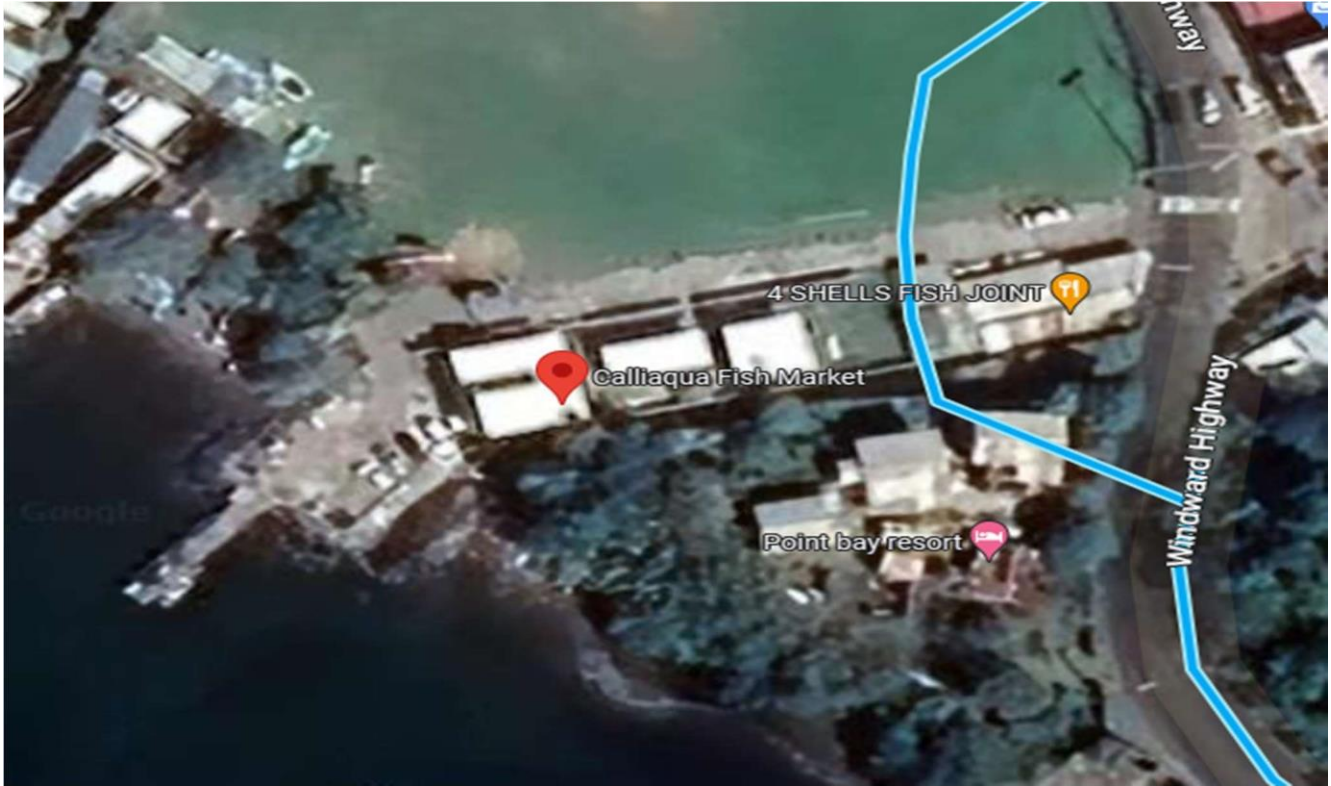
Firms should have a minimum of 10 years’ experience in civil and infrastructure design and supervision with at least two (2) successfully completed similar assignments during the past five (5) years. Firms should have qualified professional staff in the following areas: Civil/Structural Engineering, Plumbing/ Electrical/ Mechanical Engineering and Quantity Surveying.

Minimum Requirements		
Position	Qualifications	Specific experience
Civil Engineer	BSc in Civil Engineering or Architecture	10 years’ experience in general civil design and works.
Electrical/Plumbing Engineer	BSc in Civil Engineering	10 years minimum post-qualification experience with at least 5 years spent in design of infrastructure projects.
Refrigeration Systems Engineer/Mechanic	A BSc degree from an accredited university programme in Electrical Engineering or certification in industrial/commercial refrigeration systems	10 years minimum experience in design of infrastructure projects. A minimum of 2 similar projects designing/testing large commercial/industrial refrigeration systems within the last 5 years
Clerk of Works	Certificate in Construction Management	5 years’ experience and general civil works
Quantity Surveyor	BSc in Quantity Surveying	At least 10 years’ experience in civil and building works and familiar with Civil Engineering Standard Method of measurement (SMM7)
Environmental and Social Safety Officer	Certification in Occupational Health and Safety.	5 years minimum experience on construction sites

The firm shall select and hire other experts as required according to the profiles identified in the ToR. All experts must be independent and free from conflicts of interest in the responsibilities they are undertaking.

# Annex A

## CALLIAQUA FISHERIES CENTRE





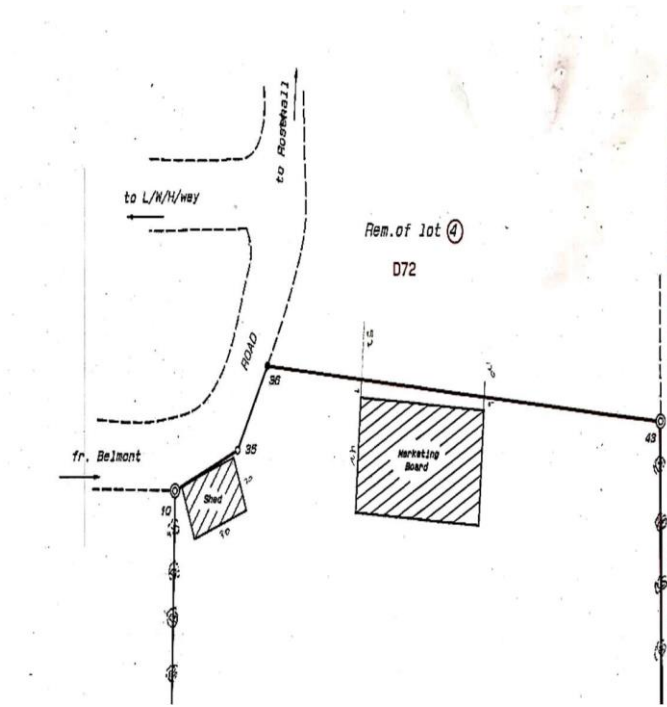
## OWIA FISHERIES CENTRE



CHATEAUBELAIR FISHERIES CENTRE



BELMONT MARKET DEPOT





## BIOTECHNONLGY LABORTORY RABACCA FARMS



# Annex B

## Environmental and Social Management Plan Guidelines

An ESMP must include the following items, as indicated in the above-mentioned sections:

- Legal Framework

This will support the bases of the ESMP's in each one of the project implementation locations, and this is based in the National legislature, regulations, resolutions, norms, international treaties, and other legally binding instruments that applies to the project.

- Institutional Framework

This includes the institutions involved in the project administration, management and operations. These will be identified and their roles and responsibilities during project phases (pre-construction, construction and operations) will be defined.

- Implementation Plan

Without considering the size and complexity of a project, a schedule for all project activities must be prepared using a double entry matrix where activities are set against execution time, with estimated starting and finishing dates for the project implementation.

- Environmental and Social Risks: Mitigation Measures Adopted

E&S risks and impact identification and assessment will need to be carried out. Specific risks analysis of the specific subproject implementation will be required to be part of all ESMP's for each implementation project sites, including those regarding violence and gender issues. These specific ESMP's must include prevention, avoidance and mitigation measures that will be identified, and previously approved by projects authorities before the ESMP's implementation. The ESMPs shall also include the OHSP and the E-waste management plan.

- Budget and Costs

In each phase of the project a budget with the costs of the ESMP must be prepared, specifically for each managerial action proposed and included in the ESMP. These budgets must be prepared in charts showing cost estimations categorized for each managerial activity presented, including those contingency expenditures and expending charted chronogram. The budget will be itemized, following the project administrative/financial organization protocols.

- Public Consultation Mechanism

The information provided to the project participants and workers, as well as the users of the buildings and other stakeholders must be provided early on and through appropriate means and formats, so it is accessible in a timely manner. Procedures must be established for solicitation, convened and training to workers and affected areas. Amongst the potential topics to cover are

labour ethics, responsibilities and rights, sustainable daily issues and behaviour, care for nature and biodiversity, environmental management. For information mechanisms to building users and workers the following could be included: written information (press), radio, internet, social media, workshops, etc. For public consultation of project activities must be performed before and during the project implementation, at the design level in the pre-construction phase. This activity is a mandate of ESS10 and requires enabling stakeholder's active participation and will be continuous throughout the all the project phases. The result of consultations will be included in the ESMP's for the different project activities.

- Grievance Mechanism (GM)

The procedures for the GM are based on the ESS10 of the WB, this process will follow a format as presented in Section 11 of this ESMF. In general terms will include actions such as registry and chart log of visits, complaints, observations, and comments of all interest parties.

- Follow-up and evaluation

The mechanisms for follow-up and evaluation must be designed and implemented throughout the project phases, to have control of all actions, by measuring its efficiency and effectiveness and compliance. This will assist in preparing evaluation reports that will address the improvement or actions required. This mechanism will include project supervision from the Project Implementation Unit, contracted supervision, and World Bank supervision. It will require reporting (weekly, monthly, quarterly), inclusive of daily logs, verification and technical, environmental, and engineering reports as agreed.

- Adaptive management arrangements

These are defined as alternative managerial actions different from what was originally planned. These managerial arrangements are to be adopted due to changes that occur during project implementation, caused by unforeseen events that generate a need for an adaptive management decision in view of the new and unexpected situation.