



THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR  
MINISTRY OF EDUCATION AND VOCATIONAL TRAINING

COUNTRY: UNITED REPUBLIC OF TANZANIA

TERMS OF REFERENCE

NAME OF PROJECT: ZANZIBAR IMPROVING QUALITY OF BASIC EDUCATION  
PROJECT (ZIQUE).

For

Provision of Consultancy Services for Undertaking Environmental and Social Impact  
Assessments for the Proposed Extension of Ministry of Education and Vocational Training  
Head Office Building and Renovation of the Teachers Training Colleges in Unguja and  
Pemba under ZIQUE Project.

MAY,2023

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## **1. BACKGROUND**

The Government of United Republic of Tanzania represented by Revolutionary Government of Zanzibar under Ministry of Education and Vocational Training has received a credit from the International Development Association (IDA) towards the cost of Zanzibar Improving Quality of Basic Education Project (P178157), and intends to apply part of the credit proceeds for payment under the contract for consultancy services for undertaking environmental and social impact assessments for the sites of proposed extension of ministry of education and vocational training building and renovation of the teacher training Colleges in unguja and Pemba.

To sustain the long list of benefits of the project and aligning with the Environmental and Social Management Framework of the project as per the World Bank safeguards policies, the project involving huge civil works acquires Environmental and Social Impact Assessments (ESIA). Similar is required by the Zanzibar Environmental Management Authority (ZEMA). The assignment will identify environmental and social impacts to manage the risks and impacts of a project, and improve their environmental and social performance, through a risk and outcomes based approach.

## **2. OBJECTIVES OF THE ASSIGNMENTS**

The Ministry of Education and Vocational Training seeks to engage a qualified firm (hereafter referred to as Consultant) to carry out the environmental and social studies on three (3) sites, at Mazizini Unguja and Kiuyu Pemba. The sites in particulars are:

- i. Mazizini Unguja for proposed extension of ministry of education and vocational training building
- ii. Mazizini Unguja for proposed Renovation of the teacher training College.
- iii. Kiuyu Pemba for proposed Renovation of the teacher training College.

The Consultant will be tasked to Prepare the Environmental and Social Impact Assessment (ESIA) for the respective constructions which include extension and rehabilitation, and the associated Environmental and Social Management Plan (ESMP). The Consultant may be required to prepare Resettlement Action Plan the social assessment as a part of this assignment will reveal such needs.

### 3. SCOPE OF WORK

The assignment will include 3 tasks with specific activities, as follows:

#### **Task 1: Document Review and Inception Report**

The Consultant should familiarize himself with the project overview and on-going status, meet with PIU-ZIQUE, Ministry management and other relevant stakeholders, and reach agreement on the approach to the assignment. Specifically, the Consultant will:

- i. Undertake a review of the available documents, including the following:
  - ZIQUE Project Document and Manual;
  - World Bank Environmental and Social Framework (ESF);
  - Environmental and social procedures and practices and guiding documents of the works contractor and supervision consultant;
  - Relevant sites information
  - Other Government relevant documents.
- ii. Hold an inception meeting with Ministry of Education and Vocational Training (MoEVT) assisted by Zanzibar Environmental Management Authority (ZEMA) to clarify questions and agree on the following:
  - Consultation plan;
  - Proposed format of the ESIA and ESMP;
  - Resettlement Policy Framework;
  - Schedule of fieldwork and deliverables;
  - Responsibility for approvals;
  - Any other identified issues.
- iii. Produce an Inception Report that outlines the approach to the assignment, agreements reached, meeting minutes and implementation schedule.

#### **Task 2: Environmental and Social Impact Assessment and associated ESMP**

An ESIA should be prepared in conformity with the national requirements set by ZEMA and in line with the Bank's Environmental and Social Standards (ESSs and Environmental Health and Safety Guidelines.

The Environmental and Social Management Plan (ESMP) should be included as part of the ESIA, and should be easily detachable to be included in the Bidding Documents. It should indicate responsibilities of the GoT (PIU, MoEVT), the supervision consultant and the contractor and include method statements, where necessary, as well as a clear monitoring plan.

Specific tasks in ESIA/ESMP preparation include the following:

- The Consultant should review the project document and project concept and design as other technical documents related to the project
- The Consultant will meet with the design consultant to be acquainted with detailed design and other engineering arrangements.
- During the inception phase, the Consultant will propose - to the satisfaction of MoEVT-

an approach for any further analysis deemed necessary for Environmental and Social Impact Assessment/Environmental Report. This will include the preparation of a “Scoping Report” which will set the objectives, define the scope, establish the strategy and schedule to develop, review, and approve an ESIA for the undertaking.

- The Consultant should conduct site visits to assess likely environmental and social impacts and propose general and site-specific mitigation measures and design recommendations
- The ESMP should include both general mitigation measures and site-specific measures;
- The Consultant will have to work with PIU, ZEMA and the Design consultant to seek agreement on the measures and procedures in the ESMP and develop simple, operational processes, including costs of implementation that the building contractor(s) will need to include in his bid;
- The process should include meetings as needed with stakeholders, a presentation to PIU/MoEVT during the inception phase and a final presentation that includes the PIU, MoEVT, ZEMA and design consultant, and may be World Bank representatives. This final presentation should serve the purpose that each entity is aware of the procedures and their responsibilities in implementing the ESMP. For all meetings, the Consultant will prepare meeting minutes for all representatives to sign.

The **objectives** of the ESIA include but not limited:

- a) To establish baseline information on both natural and built environment including socio-economic, physical environment for the proposed sites.
- b) To evaluate potential alternatives
- c) To identify, predict and evaluate foreseeable environmental and social impacts and risks, both beneficial and adverse that may be posed by intended construction during implementation and in future.
- d) To identify the environmental and social mitigation measures to prevent, minimize and/or mitigate the potential negative impacts and promote potential positive impacts.
- e) To inform statutory and public stakeholders about the potential impacts as well as risks and opportunities of the project and the proposed mitigation measures.
- f) To develop the ESMP, for the construction and operation phases
- g) To design a Grievance Redress Mechanism available to project beneficiaries and stakeholders.

The ESMP chapter of the ESIA shall address measures necessary to mitigate any potential negative impacts, enhance benefits and establish ongoing monitoring activities. This plan will include mitigation and monitoring plan, and should also describe institutional arrangements. This report should be formulated in such a way that it will be easy to use. It should cover amongst others the following aspects:

- a) Summary of environmental and social impacts,
- b) description of the mitigation measures, description of the impacts of the mitigation measures,
- c) description of the monitoring plan and monitoring indicators,
- d) institutional arrangements and capacity building to ensure effective implementation of these measures,

- e) Implementation schedule and reporting procedures and cost estimates.

More specific information about the ESIA, including its format and suggested content, are provided in **Annex 1**.

### **Task 3: Social Assessment**

The Consultant services are required to carry out three stages of social studies: Scoping of social issues of the proposed investment to firm up the project influence area, and to prepare the scoping report including methodology and tools for screening and detailed study. Also, to include initial stakeholder mapping outline for consultations. The second stage is the Social Screening, Preliminary Assessment of pre-identified physical works and consultation with each stakeholder group and prepare the screening report. The last stage is the social impact assessment and preparation of Resettlement Action Plan in consultation with all stakeholders. Labor influx risk assessment, including preparation of labor influx mitigation plan - it should cover labor management, child labor issues, community safety, labor camp, etc. Gender assessment and action plan to develop gender neutral facilities.

The Social Assessment will be comprised of Three Stages, as mentioned above:

#### **Stage I. Scoping of social issues**

1. The scoping report shall identify: (i) adequacy of the alternative analysis for the proposed sites; (ii) the actions needed at this preliminary/scoping stage to ensure the Client and the bidders have adequate information on a) project viability from the social safeguards standpoint, b) potential social risks and impacts and c) feasibility of proposed mitigation measures, including expected associated costs, in order to prepare, and participate in, the bidding process; and (iii) the actions needed to be performed at a later stage to comply with the ESMF and RPF of the project.
2. This social scoping process is expected to include the following subtasks:
  - a. Assess the suitability of the proposed site locations from social perspective, identify key social issues affecting the project and related gaps in information.
  - b. Assess the proposed project scope and preliminarily estimate its area of influence and define the social scoping study area accordingly.
  - c. Shall conduct stakeholder mapping to better assess the gaps (e.g., collect data, evaluate site conditions, and site access) and determine the required actions to fill such gaps. Take into account views and concerns of key stakeholders, including relevant authorities, and representatives of affected communities as identified during site visit and interviewed, where appropriate.
  - d. Undertake a preliminary assessment of key social risks and impacts related to project construction, operation phases.
  - e. Identify presence of items of cultural heritage (tangible and intangible) in the area of influence of the project and preliminarily assess potential adverse impacts on them (OP 4.11).
  - f. For the identified key risks and impacts provide preliminary identification of mitigation measures together with a proposal for social risk allocation and timeline for implementation. When presenting the risk allocation, the Consultant shall also indicate particular institutional arrangements and/or capacity building programs that may be needed to ensure effectiveness of mitigation implementation and/or monitoring. The Consultant shall also provide preliminary estimates of costs associated with social impact assessment and mitigations.
  - g. undertake a gap analysis of the social legislative framework of the ZGoZ/GoT governments

versus the WB ESSs, as related to this particular project.

h. Develop the methodology and tools for the screening and detailed impacts assessment.

## **Stage II: Social Screening and Preliminary Assessment**

The Consultant shall carry out social screening for which the the key tasks will include:

- (i) Identify potential social risks and benefits and their significance and alternative analysis,
- (ii) Determine the Project's risk category (Low, Moderate, Substantial, High); (iii) identify major required mitigation measures, and develop initial cost estimates for social mitigation and management;
- (iv) Determine the level of social assessment and management required to address potential risks and enhance positive impacts.

Detail Screening shall cover

- (a) Description potential Project Investments and their Area of Influence: Provide the typology of investment types to be eligible for financing under the proposed project. Describe the steps to define the area of influence (AoI), and determine the preliminary AoI of Project activities covered by the ESMF and the RPF. Maps showing locations of investment locations, and/or of areas of eligibility or non-eligibility for investment, shall be provided. Provide initial social baseline information on the physical, and socioeconomic, and identify Important Social Features within the preliminary AoI.
- (b) Initial screening and assessment of potential subproject impacts and issues: Provide an initial screening/assessment of the range of potential impacts, and site-specific information from initial screening where locations are already known. For the potential negative impacts and risks identified, potential strategies/techniques for minimizing, mitigation and/or managing the impacts should be suggested.
- (c) For the potential positive measures identified, alternative and preferred enhancement measures shall be proposed.
- (d) It should cover the outcomes from the stakeholder consultations describing their aspiration and proposed measures
- (e) There should be standalone section on gender needs, measures to enhance safe and secured mobility and access to facilities.
- (f) Provisions for facilities for differently abled people.
- (g) It should cover construction and operation stage activities. Also technologies, equipment, manpower, resource use, traffic, major supplies, etc. (to the extent that they can be defined), as well as the baseline conditions and sensitivities in the area of influence, need to be considered.
- (h) Relevant Policies and Legislation applicable to cover mitigation measures, gender, differently abled people and labour
- (i) Requirements, standards and institutional responsibilities to complete the assessment process, and manage and monitor all social aspects of project implementation: Outline such requirements and responsibilities for further screening, detailed social assessment as applicable, stakeholder consultation and disclosure, and management and monitoring for individual investments according to typology (and for specific likely subproject sites, where known), and for the overall project, including reporting requirements.
- (j) Institutional capacity assessment and capacity building plan for social management.
- (k) Budget for all required social assessment and management aspects of the project.

## **Stage III. Detailed Social Impact Assessment (SIA) for identified the investments**

The consultant shall carry out detailed SIA(s), in accordance with the ESMF and RPF prepared for the project. The SIA will include description and assessment of the likely impacts and benefits of the project on the communities, their health, cultural heritage, cultural values, social and economic wellbeing, livelihoods, settlement, indigenous people issues, and their interactions with the environment. The Impact Assessment is based on the information collected in the social baseline assessment. The key tasks will include:

**(a) Social Baseline Information.** The consultant will collect the basic baseline social information and findings will inform the RAP.

**(b) Social-Economic-Cultural Impacts:** The SIA shall assess potential positive and negative impacts to socio-economic-cultural resources including: socio-economic conditions; increased individual incomes; direct employment at the project; indirect employment generated by project activities; other economic activities stimulated in the community as a result of the project; employment opportunities for local residents; displacement or disruption of people's livelihoods.

**(c) involuntary resettlement.** The consultant should identify the communities/households that would be affected due to the project investments. It also needs to address options of the design of the project to minimize resettlement, as well as compensation methods, consultations that have taken place with communities about the resettlement process, the resettlement process, and the responsibilities of the company in the resettlement process. There needs to be a grievance mechanism for communities for concerns and complaints about the resettlement process in place. Should also describe the public consultations process followed, including a summary of key issues/concerns raised and how they were addressed. It is necessary to ensure consultations with Project Affected People, civil society and other stakeholder.

**(d) Cultural Heritage.** The consultant should identify the physical and non-physical cultural heritage in the project-affected area having archaeological, paleontological, historical, cultural, artistic and religious values. It shall include cultural knowledge and traditional lifestyles. Proof of consultations with the government and communities about the cultural heritage should be included. The section also should describe the meaning and use of the cultural heritage, and conditions for removal.

**(e) Gender.** The consultant will identify relevant gaps between women and men, boys and girls in the analysis particularly; aim to address these gaps through specific actions supported by the project, and identify monitoring indicators. It is intended to prompt discussion at the project design stage on opportunities to narrow gaps between males and females in human endowments, more and better jobs, ownership and control of assets, and voice and agency. The consultant must identify operations that are critical to closing key gender gaps to address gender inequalities and achieve tangible outcomes and include a gender action plan. The consultant will include GBV assessment and reference to Project GBV Action plan and how that will be used to tackle GBV/SEA issues in the project

**(f) Citizen Engagement.** – Assess use citizen engagement to improve results in operations. Suggest measures to include citizen engagement in design of operations and implementation mechanism of citizen engagement in operations and include a citizen engagement plan. Also, indicators for monitoring the same.

**(g) Stakeholder Consolation workshops** – Two consultations will be organized, one at the project site to inform the people from project influence area on the extent to which their feedback could be addressed and which ones could not. The second workshop will be for the opinion leaders and others who are likely to influence the project to disseminate information about the plans and mitigation measures and to seek feedback on the same.



**(h) All other relevant potential social impacts.** The consultant should list the social impacts that do not fall under the above categories. This includes: increased community income, increased local prices of goods and services, immigration into the area and others.

**(i) Labor influx risk assessment.** The Consultant will require to conduct labor influx risk assessment of the project site. This shall include key social risks related to labor influx include, risk of social conflict, increased risk of communicable diseases, labor condition, camp-related issue, gender-based violence and misconduct, illicit behavior and crime affecting the local population and child labor issues. The Consultant prepare labor influx mitigation plan and the employee code of conduct which will be part of the RAP.

**(j) Grievance Management.** The consultant will assess the effectiveness of the existing system to register, resolve and track grievances and to generate reports. The consultant shall suggest measures to address the gaps and strengthen the system for a well-functioning grievance management system.

**(k) Institutional Arrangement and capacity building.** The consultant shall carry out an assessment of the institutional mechanism and its' capacity to prepare, implement and monitor the ESMF, RPF and RAP. It will also cover detailed description on roles and responsibilities.

**(l) Monitoring and Evaluation.** The RAP should include specific monitoring indications to track project performance of positive and negative impacts. The consultant shall provide formats for monthly and quarterly progress reports and a detailed methodology and tools for impact evaluation.

**(m) Budget.** The Consultant shall prepare a detailed budget to facilitate the implementation of RAP.

#### 4. OUTPUTS AND DELIVERABLES

The deliverables for this assignment shall comprise:

<b>Document</b> <i>(English)</i>	Hard copy Number	Electronic copy 1 No.
Inception Report	3	PDF
Quality Plan	3	PDF
Environmental and Social Impact Assessment including	3	DOCX
Social Assement - including	3	DOCX
(a) Scoping report		
(b) Screening Report		
(c) 2 Stakeholder workshops		
(d) Resettlement Action Plan In English and Local Language		
Environmental Clearance Certificate (original)	1	As standard

The assignment is expected to commence in August 2023. The Consultant shall deliver the following within the prescribed timelines:

Documents & Reports	Submission Date	Percentage Payment
[0] Contract signing and inception report delivery	Two weeks after contract signature	20%
[1] Quality Plan	Latest at end of Fourweeks	50%
[2] Inception Report	Latest at end of Four weeks	
[3] Environmental Scoping Report, Social Scoping Report and Social Screening Report	Latest at end of Four weeks	
[4] Draft Environmental and Social Impact Assessment (ESIA), Draft SIA	Latest at end of Seven weeks	
[5] Final Workshop reports, ESIA (including ESMP), SIA and RAP (if relevant)	Latest at end of Ten Weeks	20%
[6] Submission of Envirmental Clearance Certificate from ZEMA and final reports	Latest at end of Eleven Weeks	10 %
		Total 100%

The Consultant will present preliminary and final reports to stakeholders, and absorb all comments proposed.

All documents prepared, including any RAP, and ESIA documents must be prepared to meet the World Bank format and Standards.

## 5. QUALIFICATION, EXPERIENCE, ROLES AND RESPONSIBILITIES OF THE CONSULTANT

The Study team may be composed of not less than four EIA experts of which the team leader should appear within the register maintained by ZEMA:

- Environmental Science/Environmental Engineer/Environmental management or any environmental fields
- Social Science (Sociology)
- Civil Engineer or Engineer depend on the nature of activity/project

The signed CV of all experts employed for this task must be attached in the ESIA Report. The Consulting firm should be registered with ZEMA as Environmental expert and should have at least 3 years' experience in conducting EIA/EA /ESIA studies. The firm must have under taken at least three (3) Environmental and Social Impact Assessment assignments in the last five (5) cumulative years and above consequently experience in design and environmental systems construction and installation is necessary. Supporting documents of at least three (3) projects of similar nature executed by the firm within the previous five (5) years is vital.

## **5.1. Team leader – Environmental Sciences / Environmental Engineer**

The Team Leader shall have a minimum of Master Degree in Environment, Environmental engineering, Natural Resources Management or related field and with at least five (5) years of practical working experience in undertaking ESIA studies in building works or other related projects. In addition, the team leader must be familiar with the Zanzibar Government Environmental laws and regulations, and the World Bank's ESSs and procedures. She/he must have at least three (3) projects of which two (2) must be in the past five years of similar magnitude and complexity. The Team Leader must have excellent communication skills, fluent in written and spoken English and should be certified with ZEMA, holding a valid EIA/EA/ESIA practicing certificate issued by ZEMA. The team leader must present supporting documents/ evidence of ESIA studies under taken or ongoing and his contribution or his/her role in their respective projects.

The Team Leader shall coordinates all activities associated with the ESIA including the submission of the final document to competent authority. He/She should ensure effective, high quality and timely environmental assessment of the proposed projects to meet national and IFC standards. The role drives the implementation of best practice and innovative processes to meet the prescribed objective in this ToR.

## **5.2. Social Scientist (Sociologist)**

At least Master's Degree in Social Sciences, or related studies (anthropology, sociology, social work, development, gender or any other relevant social science ), with at least 10 years progressively experience in preparing and implementing social impact assessments, community engagement in construction industry, preferably in Zanzibar. Shall have at least five years of relevant experience working on gender and Gender-Based Violence (GBV) related issues and with operational experience; He/she shall have relevant work experience on GBV prevention, mitigation and/or response and a good understanding of all areas; experience on case management is an added value; He/she shall have experience conducting gender analysis for public policies and defining activities to close gender gaps;

Familiarity with World Bank Environmental and Social Standards is a necessity. shall understanding and experience on Gender Based Violence (GBV) and Sexual Exploitation and Abuse (SEA) . The Sociologist will produce as evidence at least three sample reports related to the construction of buildings which he/she was part of and was accepted by ZEMA.

The main role of sociologist/social analyst is to help integrating the social perception of the impact assessed, and that of the adaptation and mitigation actions. He/She expected to engage stakeholders including PAP as per national and World Bank standards and capture the behavioural perspectives of different stakeholders in the social system concerning the proposed project. address GBV prevention and mitigation to PAP in the ESIA. He/She expected to highlight GBV issues that may rise as results of the execution of the proposed project. These issues may include legal/justice, community services, GBVIM, mental health and psycho-social support services, sexual and reproductive health in emergencies.

### **5.3. Civil Engineer or Engineer depend on the nature of activity/project**

At least Bachelor in Civil Engineering or related studies with at least 10 years progressively experience in preparing and implementing social impact assessments, community engagement in construction industry, preferably in Zanzibar. Familiarity with World Bank Environmental and Social Standards is a necessity.

The main role is to aid in identification and analysis of a wide range of impact especially those attributable to constructions activities. An engineer expected to assist on outlining and executing alternative methods in building design, contaminated waste processing, water transport, and other facets of engineering that will minimize unintended side effects of the proposed projects. He/She expected to evaluate the likely impact with respect to the national and international quality and standards.

## **6. TIMEFRAME FOR CONDUCTING ESIA**

The assessment will begin on the date of signing the contract which will be after the Ministry of Education and Vocational Training receive the no objection letter from ZEMA on the EIA Firm or expert selected by Proponent. The total duration of the ESIA studies will be Eleven (11) Weeks. The ESIA detailed implementation plan shall be discussed between the Ministry of Education and Vocational Training and the Consultant.

## **7. SUPPORT BY CLIENT**

The Client will undertake to assist the Consultant as may be necessary or appropriate for the prompt and effective preparation and implementation of the ESIA and ESMP. This will be agreed during contract negotiations. The assist will be the following:

- Provide available relevant documents requested by the Consultant,
- Call for gathering of stakeholders for meeting as per request of the Consultant,
- Provide the Consultant with timely inputs and feedback on draft reports,
- Provide office space for coordination meetings at the Consultant's request.

## **Annex 1. Additional guidance on the ESIA, including suggested content and structure**

The Consultant should present a methodology, prior to the commencement of the work. The methodology should specify step by step, the various actions to be taken in an order of priority and the estimated time for the completion of the work. However, to mention a few methodologies namely; i) desk study; ii) field work, iii) interviews and iv) consultations with stakeholders. Also desk work that will involve review of various documents, data and information related to this project. During the process there will also be interaction with the ESIA experts from the World Bank.

The deliverables and content for the ESIA include:

### **Project Brief**

The project brief report is prepared for application of environmental impact assessment certificate for ZEMA. The Consultant will need to prepare whichever report is required by ZEMA so that adequate permits are received. A typical project brief includes:

- a) The nature of the project in accordance with the categories identified by ZEMA;
- (b) The location of the project including to the physical area that may be affected by the project's activities;
- (c) The activities that shall be undertaken during the project construction, operation and decommissioning phases;
- (d) The design of the project;
- (e) The materials to be used, products and by-products, including waste to be generated by the project and the methods of their disposal;
- (f) The potential environmental impacts of the project and the mitigation measures to be taken during and after implementation of the project;
- (g) An action plan for the prevention and management of possible accidents during the project cycle;
- (h) A plan to ensure the health and safety of the workers and neighbouring communities;
- (i) The economic and socio-cultural impacts to the local community and the nation in general;
- (j) The project budget; and
- (k) Any other information which ZEMA might require.

### **Scoping Report**

The scoping report shall contain among other things the following components:

- (a) How the scoping exercise was undertaken;
- (b) Identification of issues and problem;
- (c) Synthesis of results of the scoping exercise including details of potential negative and positive impacts;
- (d) Stakeholder groups identified and how they were involved in the scoping exercise;
- (e) Spatial, temporal and institutional boundaries of the project;
- (f) Project alternatives; and
- (g) Terms of reference.

### **Environmental and Social Impact Assessment Report**

An environmental and social impact assessment shall be prepared in accordance with the general environmental impact assessment guidelines and steps set out by ZEMA, and in full

accordance and compliant with content and requirements of World Bank safeguards.

The ESIA report shall take into account environmental, social, cultural, economic, and legal considerations, and shall-

- (a) Identify the anticipated environmental impacts of the project and the scale of the impacts;
- (b) Identify and analyse alternatives to the proposed project;
- (c) Propose mitigation measures to be taken during and after the implementation of the project; and
- (d) Develop an environmental management plan with mechanisms for monitoring and evaluating the compliance and environmental performance which shall include the cost of mitigation measures and the time frame of implementing the measures.
- (e) Design a Grievance Redress Mechanism

The ESIA report shall contain but not limited to the following information;-

- (a) The project and the activities that it is likely to generate;
- (b) The proposed location of the project and reasons for rejecting alternative locations;
- (c) A concise description of the environmental legislative and regulatory framework, baseline information, and any other relevant information related to the project;
- (d) The objectives of the project;
- (e) The technology, procedures and processes to be used, in the implementation of the project;
- (f) The materials to be used in the construction and implementation of the project;
- (g) The products, by products and waste generated by the project;
- (h) Description of the potentially affected environment including specific information necessary for identifying and assessing the environmental effects of the project;
- (i) The environmental and social effects of the project including the social and cultural effects and the direct, indirect, cumulative, irreversible, short term and long term effects anticipated;
- (j) Alternative technologies and processes available and reasons for preferring the chosen technology, processes and construction choices;
- (k) Analysis of alternatives including project site, design and technologies and reasons for preferring the proposed site, design and technologies;
- (l) An environmental and social management plan proposing the measures for eliminating, minimizing or mitigating adverse impacts on the environment; including the cost, timeframe and responsibility to implement the measures;
- (m) Provision of an action plan for the prevention and management of foreseeable accidents and hazardous activities in the cause of carrying out activities or major industrial and other development projects;
- (n) The measures to prevent health hazards and to ensure security in the working environment for the employees and for management of emergencies;
- (o) An identification of gaps in knowledge and uncertainties which were encountered in compiling the information;
- (p) An economic and social analysis of the project;
- (q) Positive impacts and how to enhance them; and
- (r) Such matters as ZEMA may require.

### **Report Format**

The ESIA report shall closely be styled and contain the following information:

- (a) Cover page should contain:
  - (i) Title of the proposed project;
  - (ii) Location of proposed development;
  - (iii) Developer;
  - (iv) Lead consultants;
  - (v) Contact address and phone;
  - (vi) Date of submission.
  
- (b) Main report should contain following sections;
  - (i) Executive summary
  - (ii) Acknowledgement
  - (iii) Acronyms
  - (iv) Introduction
  - (v) Project background and description
  - (vi) Policy, administrative and legal framework
  - (vii) Baseline or existing conditions
  - (viii) Assessment of impacts and identification of alternatives
  - (ix) Impacts management or environmental mitigation measures
  - (x) Environmental and social management plan
  - (xi) Environmental and social monitoring plan
  - (xii) Decommissioning
  - (xiii) Grievance Redress Mechanism
  - (xiv) Public consultations
  - (xv) Summary and conclusions
  - (xvi) References – written materials both published and unpublished used in study preparation
  - (xvii) Appendices- record of interagency and consultation meetings, including consultations for obtaining the informed views of the affected people and local NGOs. The record specifies any means other than consultations (e.g. surveys) that were used to obtain the views of affected groups or and local NGOs

The Executive summary shall contain the following:

- (a) Title and location of the project or undertaking
- (b) Name of the proponent and contact
- (c) Names and addresses of experts or firms of experts conducting EIA
- (d) A brief outline and justification of the proposed project or undertaking showing-
  - (i) A brief description of the project environment
  - (ii) Project stakeholders and their involvement in the EIA process
  - (iii) Explanation on why some impacts are not addressed
  - (iv) List of developer, consultant, local planning authorities and other people and organisations consulted
  - (v) Results of public consultation
  - (vi) Description of the major significant impacts
  - (vii) Alternative considered
  - (viii) Recommendations and plan for mitigation of the impacts
  - (ix) Environmental and social management

- (x) Proposed monitoring and auditing
- (xi) Grievance Redress Mechanism
- (xii) Public Consultations
- (xiii) Decommissioning.

The ESIA report shall be accompanied by a nontechnical executive summary both in English and Kiswahili languages stating the key findings, conclusions and recommendations of the assessment.

### **Environmental and Social Management Plan**

The Environmental and Social Management Plan shall be prepared to manage, mitigate, and monitor any potential negative impacts and enhance benefits associated with the Project. The ESMP should include a list of the commitments based on the mitigation measures identified, with detail on

- a) the anticipated objectives of each measure,
- b) related milestones and time frames,
- c) monitoring and reporting requirements as well as
- d) competencies and human resources,
- e) required equipment,
- f) Materials and budgets required for the implementation of this commitment.

The plan should also contain what kind of additional Management Plan (e.g. Emergency Response Plan, Labor Influx, etc. may be required) that would be required.

The evaluated budgets should be included in the project design to assess the level of financial commitment by the project proponent for monitoring and management plans and follow up activities.

The Consultant should review institutional set-up at all levels for implementation of the management and monitoring plan, and recommend in the Environmental and Social Assessment report. The Assessment should also identify who should be responsible for what and when.