



DEPARTMENT OF HEALTH AND SOCIAL AFFAIRS

FSM National Government

Capitol Street, P.O. Box PS 70

Palikir, Pohnpei 96941

Federated States of Micronesia

Tel: (692) 320-2619/2872/2643. E-mail: health@fsmhealth.fm. Fax: (691) 320-5263

Office of the Secretary

msp 2/28/26

REQUEST FOR QUOTATION (RFQ) WORKS

REQUEST FOR QUOTATION (RFQ-WORKS)

Date of Issue of RFQ: 28/09/2026

Project Title: Digital Federated States of Micronesia Project (P170718)

Source of Funding (loan/credit/grant no.): IDA-D5560

Contract Name: Pohnpei Women Association Council: Digital Health/GBV Shelter

Contract Ref: FM-DHSA-521201-CW-RFQ

Dear Bidder,

1) The FSM Department of Health & Social Affairs hereby invites you to submit a quotation for the following works: Improvement of Pohnpei Women Association Council Digital Health Center/GBV Shelter.

2. To assist you in the preparation of your price quotation, we enclose the necessary Specifications, Bill of Quantities (BOQ), Drawings, and Form of Contract.

3. You may submit the signed Form of Quotation (including the priced BOQ/AS) by hand delivery, post or electronically at the following address:

Attn: Marcus Samo and Takiko L. Ifamilik

P.O. BOX PS-70, Palikir Pohnpei FM 96941

Eml: msamo@fsmhealth.fm and takiko.ifamilik@hsa.gov.fm

4. You must have experience as a contractor in the construction of at least one contract of the nature and complexity equivalent to the works included in this RFQ over the last three years, and provide evidence of financial resources to successfully complete the works of this contract.

5. Each bidder shall submit only one quotation. All quotations submitted in violation of this rule shall be rejected.

6. In evaluating the quotations, the Employer will determine for each quotation the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:

- (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- (b) For Quotations with BOQ: where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
- (c) if a Bidder refuses to accept the correction, their quotation will be rejected.

7. Your quotation shall be valid for a period of forty-five (45) days from the day of submission.

8. For Quotations with BOQ: Your quotation in English language shall be for the whole works and based on the unit rates specified in the Bill of Quantities for a fixed unit rate contract. Currency of quoted prices and payment shall be in United States Dollars (USD). The quotation shall include all duties, local taxes and other levies payable by the contractor in accordance with the local laws.

9. The Employer will award the contract to the Bidder whose quotation has been determined to be substantially responsive to this RFQ, has offered the lowest evaluated price quotation and is qualified to do the Works.

10. The terms and conditions of contract are attached to this RFQ.

11. Your quotation should be submitted by **5:00 p.m. by 16/10/2026** (October 16, 2026)

12. Further information can be obtained from:

Name of contact person: **Takiko L. Ifamilik**

Telephone: **(691) 320-4682 or 2619**

E-mail: **Takiko.ifamilik@hsa.gov.fm**

13. Please confirm by e-mail to the contact provided in paragraph 12 above the receipt of this RFQ and whether or not you will submit the price quotation(s).

Sincerely,



Marcus Samo.
Secretary

FORM OF CONTRACT: RFQ FOR WORKS

Name of Country: Federated States of Micronesia

Project Title: Digital Federated States of Micronesia Project (P170718)

Source of Funding (loan/credit grant no.): IDA-D5560

Contract Name: Improvement of Pohnpei Women Association Council Digital Health Center/GBV Shelter

Contract Reference Number: FM-DHSA-521201-CW-RFQ

This Contract is made this _____ day of (insert month in words) _____ (insert year) _____ between (insert the legal name of the Employer) _____ on the one part (hereinafter called “the Employer”) and (insert the legal name of the bidder) _____ (hereinafter called “the Contractor”) on the other part.

Whereas the Employer has called for quotations for (*name and identification number of the contract*) (“the Works”) and the Contractor has submitted a quotation for the Works and the Employer has accepted the Contractor’s Quotation dated (*Day/Month/ Year* _____) for the execution and completion of the Works and the remedying of any defects therein.

Now this Contract witnesses as follows:

1. The Contractor hereby covenants to execute the Works fully detailed in the drawings, technical specifications and Bill of Quantities (BOQ) included in the Contractor’s Quotation (Annex 1) which constitute an integral part of this Contract in a professional and workmanship like manner in accordance with the following Conditions of Contract:
 - (a) Remedy all defects within 7 working days of notification by the Engineer in charge _____ (name), during the period of execution of the contract and thereafter for defects notified within the defect liability period.
 - (b) The Employer reserves the right to terminate the contract due to unsatisfactory performance 10 days after giving a written notice.
 - (c) All material and construction equipment on site, temporary works, and the Works shall be deemed to be the property of the Employer if the contract is terminated due to default by the Contractor.
 - (d) The Contractor will in all cases abide by the directions of the Engineer in charge.
 - (e) The Contractor shall submit to the Engineer in charge, a program within 7 days after signing the contract describing general methods and schedule to complete the Works.
 - (f) The Contract completion period shall be 180 days (calendar days) after signing of the Contract.
 - (g) For BOQ based contracts: In case of changes to the quantities in BOQ, the unit rates under the contract will be used to calculate the payment. For variations, the unit rates in the BOQ shall be used for similar items under variation. New items of work performed, under variation as ordered by the Engineer in charge, will be paid at mutually agreed rate/s and, in case of any disagreement between the Contractor and the Engineer in charge, the latter will fix the unit rates that will be binding on the Contractor.

- (h) The Law governing the contract shall be the applicable laws of Federated State of Micronesia
 - (i) The Contractor shall be responsible for the safety of all the activities on the Site.
 - (j) During execution of the Works the Engineer in charge will carry out inspection of the Works at site to verify that the Works are executed by the Contractor in accordance with the specifications and required quality as per specifications. The Engineer in charge will reject works not performed to the required specifications and the Contractor shall take immediate action to rectify all defects in accordance with subparagraph (a) above.
 - (k) Either party may terminate the Contract by giving a 14 days' notice to the other for unforeseen events such as wars and acts of God such as earthquake, floods, fires etc. In such case the payments will be made for the completed works to the date of termination of contract.
 - (l) The Contractor is responsible for all taxes, duties, levies, customs duties, etc. in accordance with the laws of the Federated State of Micronesia which are already included in the unit rates or prices in the BOQ or AS, except VAT.
 - (m) Any disputes between the Employer and the Contractor arising under or in connection with the Contract shall be resolved amicably. In the event the dispute remains unresolved, either party may refer the dispute to arbitration in accordance with the laws of the Federated States of Micronesia and jurisdiction at the FSM Courts
 - (n) The Contractor shall prepare the C-ESCAP prior to starting construction works in line with the provided ESCAP in this document, and implement it throughout the construction works
 - (o) Provide a Performance Guarantee of 5% of the Contract Value prior to construction of works which will be redeemed by the Employer in case of breach of Contract.
 - (p) Provide competent professional staff as well as skilled and unskilled labor, equipment & plants required to carry out the works and available on site throughout the construction works
2. In consideration thereof the Employer covenants to pay the Contractor the Contract Price of _____ (in words and figures) in the following manner and instalments:

For BOQ based contracts:

- (A) An advance payment of 15 percent of the Contract Price will be paid upon the submission of an Advance Payment Bank Guarantee in the same amount and currency. As an alternative to the Bank Guarantee the payment of 15 percent of the Contract Price will be paid upon the Contractor bringing to the work site the following items and the Engineer in charge certifying it: 1/ at least one half of all materials to be incorporated in the Works or all materials to be consumed within three months, whichever is less, and 2/ all equipment required for the construction works.
- (B) Subsequent payments will be made based on monthly statements submitted by the Contractor, of the estimated value of the work executed less the cumulative amount certified previously. The value of work executed shall be based on the unit rates specified in the BOQ and the actual quantity completed for each item of BOQ, and shall include the valuation of Variations if any. The Engineer in charge may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information. For each payment, 20% of the value of payment will be deducted for repayment of any advance payment until the total of advance

payment is paid off, and 10% of the value will be retained as retention money until the total of retention money reaches 5% of the accepted contract price. Each interim payment will be due for payment within 21 days of submission of invoice and supporting documents for the completed quantities, and if the quantities are correct as verified by the Engineer in charge.

(C) One-half of the 5% retention money will be paid to the Contractor on certification by the Engineer in charge of substantial completion of the Works, and the balance half of the retention money will be paid at the end of the defects liability period. The Advance Payment Bank Guarantee shall be released when the advance payment is paid back in total.

(D) Final contract value will be based on the actual quantities completed.

(E) The defects liability period will be 6 months after taking over of completed works by the Employer.

(A)

3. Inspections and Audits

3.1 The Contractor shall carry out all instructions of the Engineer in charge which comply with the applicable laws where the Site is located.

3.2 The Contractor shall permit, and shall cause its Sub-Contractors to permit, the World Bank ("the Bank") and/or persons or auditors appointed by the Bank to inspect and/or audit its accounts and records and other documents relating to the submission of the Quotation to carry out the Works and performance of the Contract. Any failure to comply with this obligation may constitute a prohibited practice subject to contract termination and/or the imposition of sanctions by the Bank (including without limitations determination of ineligibility) in accordance with prevailing Bank's sanctions procedures.

4. Termination.

The Employer may terminate this Contract with at least ten (10) working days prior written notice to the Contractor after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause:

(a) If the Contractor does not remedy a failure in the performance of its obligations under the Contract within seven (7) working days after being notified, or within any further period as the Engineer in charge may have subsequently approved in writing;

(b) If the Contractor becomes insolvent or bankrupt;

(c) If the Contractor, in the judgment of the Employer or the Bank, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing Bank's sanctions procedures) in competing for or in performing the Contract.

(d) If the Employer, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

5. Fraud and Corruption

If the Employer determines that the Contractor and/or any of its personnel, or its agents, or its Subcontractors, consultants, service providers, suppliers and/or their employees has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices (as defined in the prevailing Bank's sanctions procedures), in competing for or in executing the Contract, then the Employer may, after giving 14 days' notice to the Contractor, terminate the Contractor's employment under the Contract and cancel the contract, and the provisions of Clause 4 shall apply as if such expulsion had been made under Sub-Clause 4(a).

Except as modified herein, all other terms and conditions of the Contract shall remain in full force and effect and are hereby restated and confirmed.

IN WITNESS WHEREOF, the parties have executed this Contract by their respective authorized representatives on the respective dates as specified below:

FOR THE CLIENT

Signed by: _____

Marcus Samo

Secretary, Department of Health and Social Affairs

Date: _____

FOR THE CONTRACTOR

Signed by: _____

Consultant

Date: _____

CERTIFICATIONS:

Certified as to Availability of Funds:

Account No. \$

_____ Date: _____

Rose N. Nakanaga

Secretary, FSM Department of Finance & Administration

Certified as to Legal Sufficiency

_____ Date: _____

Leonito Bacalando Jr.

Secretary, Department of Justice

Presidential Approval:

_____ Date: _____

His Excellency Wesley W. Simina

President, Federated States of Micronesia

ANNEX 1: SPECIFICATIONS

(Technical specifications should be incorporated in this annex)

Project Title: Digital Federated States of Micronesia Project P170718

Contract Name: Pohnpei Women Association Council Digital Health Center/GBV Shelter

Contract Reference Number: FM-DHSA-521201-CW-RFQ

1. Brief Background
2. Description and location of the works
3. Standards and Specifications



THE FEDERATED STATES OF MICRONESIA
Department of Transportation, Communications & Infrastructure
P.O. Box PS-2
Palikir, Pohnpei FM 96941
Tel: (691) 320-2865 Fax: (691) 320-5853
e-mail: TransFSM@mail.fm

Pohnpei Women Council Resource Center Repair & Improvement
Nett Municipality, Pohnpei State, FSM 96941

SCOPE OF WORK

GENERAL REQUIREMENTS

1. Mobilization/Demobilization.
2. The Contractor shall supply materials, labor, equipment, and technical supervision for the implementation of this Project in accordance to the plan, Scope of Works, and other related documents.

SITEWORKS

1. The Contractor shall do tree cutting and trimming that affects the building roofs and at the perimeter fence; spoils must be disposed at Dekehtik dump site.
2. As overall requirements, pressure washing is necessary to remove dirt, molds and mildew at the concrete pathways, exterior walls, roofing sheets, etc.
3. The Contractor shall apply rust converter prior to application of roofing paints.
4. As additional security of the premises, the Contractor shall install three rows of barbed wire at the front, left and rear sides of the lot.

METAL WORKS

1. Provide new metal gate with barbed wire and padlock, painted finish.

FINISHING WORKS

1. Painting of main roof, fascia boards, affected walls, new doors & jambs.
2. Replace affected ceramic wall tiles at Toilet and Bathroom.
3. Painting of *Nahs* roofs, fascia boards, posts, walls, benches.
4. Repainting of exterior areas.

CARPENTRY, DOORS & WINDOWS, OTHERS

1. The Contractor shall repair the damaged exterior wall and interior wall at Room 1 to include supply and installation of door and door jamb and its accessories.
2. Repair ceiling at main house, new ceiling at main toilet and at the toilet and bathroom at extension area.
3. Repair/improve cabinet door at wash/kitchen sink.
4. Replace doors and damaged windows similar with existing.
5. Provide new gutters and connect to existing water tank.
6. Other minor works described at the BOQ Items.

*****END OF SCOPE*****

ANNEX 2A: BILL OF QUANTITIES

[To be completed, signed and submitted by the Bidder as an attachment to the signed Form of Quotation]

Project Title: Digital Federated States of Micronesia Project (P170718)

Contract Name: Pohnpei Women Association Council Digital Health Center/GBV Shelter

Contract Reference Number: FM-DHSA-521201-CW-RFQ

Project	: Pohnpei Women Council Resource Center Repair & Improvement				
Location	: Nett, Pohnpei State, FSM 96941				
Subject	: Bill of Quantities				
Prepared by					
Date					

Div. No.	Description	Qty	Unit	U.Cost	Materials Amount
01	GENERAL REQUIREMENTS				
1.1	Mobilization/ Demobilization/ Regular Clean-up	1	LS		
1.2	Permits & Licenses	1	LS		
1.3	Shop drawings & As-built Plans (Site Development for the whole compound, Floor Plan, Elevations)	1	LS		
1.4	Administrative requirements	1	LS		
1.5	Temporary Facilities & Controls: Environmental and Social Code of Practice	1	LS		
	Subtotal 1				
2	Siteworks				
2.1	Pressure washing of roof, exterior floors & exterior walls, cleaning of glass windows (Main Bldg. & "Nahs")	1	LS		
2.2	Trimming of Tree Branches & disposal to dump site	1	LS		
2.3	Provide removable concrete slab for sidewalk along main road	4	sq.ft.		
2.4	Provide 3 rows of barb wire along existing perimeter chain link fence	200	I.ft.		
	Subtotal 2				
3	Toilet at Main Building				
3.1	Ceiling: New cement board 3/16" ceiling with metal furring	56	sq.ft.		
3.2	Refurbishment of lavatory cabinet, verify fittings if in good condition	1	LS		
	Subtotal 3				
4	Toilets & Bathroom (at Extension)				
4.1	Ceiling: New cement board 3/16" ceiling with metal furring	64	sq.ft.		
4.2	Toilet & Bathroom: replace ceramic wall tiles with similar at two walls	80	sq.ft.		
4.3	New Face Mirror	1	set		
4.4	New toggle switch and LED Light Bulb	1	set		
	Subtotal 4				
5	Door & Windows, Main Gate				
5.1	Door at Exit: replace with panel door 36" x 80" complete with dead bolt, door knob swivel type, and accessories	1	set		
5.2	Provide and Replace 3 sets of windows with double pane; similar design	3	set		
5.3	Main Gate 6' high: New double swing metal gate on 2" round pipes as frame and 1/2" sq. bar sp. 3"; provide accessories to complete ; epoxy painted gate; provide 3 rows of barb wire on top	1	LS		
	Subtotal 5				
6	Roofing Improvement (Main Bldg and "Nahs")				
6.1	Straighten metal tin roof along edges affected by fallen trees/branches	1	LS		
6.2	Replace all the roofing screws with self-drilling screws, provide sealant at the surface and at the screw	1	LS		
6.3	Repaint with two coats of roofing paints (Main Building)	2060	sq.ft.		
6.4	Repaint with two coats of roofing paints ("Nahs" Building)	1500	sq.ft.		
6.5	At Nahs: New PVC Gutter connected to the PVC Water tank; provide aluminum screen to protect the gutter from accumulation of fallen leaves	70	I.ft.		
6.6	New fascia board at Nahs	70	I.ft.		
	Subtotal 6				
7	Carpentry Works				
7.1	Replace deteriorated wall with cement board and treated wooden studs (Room 1)	256	sq.ft.		
7.2	Main Building: Replace affected walls at interior & exterior with cement board 1/4" with treated wooden studs	160	sq.ft.		
7.3	Repair ceiling and replace missing wooden girder	1	LS		
	Subtotal 7				
8	Painting Works				
8.1	Nahs: Painting of fascia boards, walls, columns, wooden trusses	1	LS		
8.2	Repainting of Toilet at Main building	1	LS		
8.3	Repainting of Toilet & Bathroom at Extension building	1	LS		
	Subtotal 8				
	TOTAL :				
	(A) - Sub -TOTAL (Materials) :				
	(B) Add Percentage for cost Labor/ Equipment of the Material (A):				-
	(C) Add Percentage for Profit/Overhead as of Material (A):				-
	(D) SUB-TOTAL (A+B+C) (Material+Labor/equipment+Overhead/Profit)				-
	(E) ESCOP (6% of D) included				-
	(F) CONTINGENCY (10% of D) included				-
	(G) SUB-TOTAL (D+E+F) (Subtotal D + ESCOP+Contingency)				-
	(H) GRT 3% of J ((G*0.03)/0.97)				-
	(J) - TOTAL PROJECT COST (G+H) (US \$) :				-

Authorized Signature: _____

Name and Title of Signatory _____

Name of Bidder: _____

ANNEX 3: DRAWINGS

Project Title: Digital Federated States of Micronesia Project (P170718)

Contract Name: Pohnpei Women Association Council Digital Health Center/GBV Shelter

Contract Reference Number: FM-DHSA-521201-CW-RFQ

The Works are to be performed in accordance with the following Drawings (attached drawing index):

1. Right & Left side view
2. Rear & Front Elevation view
3. Interior
4. Toilet & Bathroom at Extension
5. Interior/Exterior Ceiling
6. 'Nahs' Building

ANNEX 4: FORM OF QUOTATION (RFQ- WORKS)

[To be completed, signed and submitted on Letterhead of Bidder]

Project Title: _____

Contract Name: _____

Contract Reference Number: _____

_____ (Date)

To: _____ (Employer's Name)

_____ (Employer's Address)

We offer to execute the _____ (name and number of Contract) in accordance with the Form of Contract and Specifications accompanying your Request for Quotation (RFQ) for the Contract Price of _____ (amount in words and numbers) (_____) (name of currency) _____, excluding VAT. We propose to complete the Works described in the Contract within a period of [*Employer to insert period*] calendar days from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the RFQ.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Bidder: _____

Address: _____

Phone Number _____

Email address:

ATTACHMENT TO FORM OF QUOTATION (*delete if not applicable*)

DETAILS OF BIDDER'S QUALIFICATIONS TO PERFORM THE CONTRACT

(refer paragraph 4 of the RFQ)

[To be completed, signed and submitted by the Bidder as an attachment to the signed Form of Quotation]

1. Experience as a works contractor (over the last three years):

Contract No. 1

Contract title:

Description of the Works (include the description, nature and complexity similar to the works of this RFQ):

Contract period:

Final Contract Value:

Any other details:

Contract No. 2

Contract title:

Description of the Works:

Contract period:

Final Contract Value:

Any other details:

Contract No. 3

Contract title:

Description of the Works:

Contract period:

Final Contract Value:

Any other details:

Contract No.

2. Availability of Financial Resources:

The winning bidder should have adequate sources of finance to meet the cash flow requirements for at least 30% of the value of the works, in addition to requirements for works currently in progress.

Source of financing	Currency and Amount
1.	
2.	
3.	
4.	

Authorized Signature: _____
Name and Title of Signatory _____

Name of Bidder: _____



MAIN BUILDING DIMENSION: 36'-3" X 36'-3"



Dept. of TC&I
FSM National Government

Division of Infrastructure
Construction Contract Review
Section

P.O. Box PS-2
Palikir, Pohnpei, FSM 96941
Tel: (691) 320-2865, 320-2381, 320-5829
Facsimile: (691) 320-5853

PROJECT TITLE:
Pohnpei Women Council
Resource Center Repair
& Improvement

Nett, Pohnpei, F.S.M. 96941

Sheet Title:
Entrance View
Signage

SEAL: PHILLIP GIANAN
FSM ENGINEER

THIS WORK WAS PREPARED BY
ME OR UNDER MY DIRECT
SUPERVISION

Revisions:

Revisions:

Date: Mar. 23, 2026
Designed/Drawn by: FSM DTC&I
Checked by: Phillip Gianan
Recommending Approval: Dickson Wichap
Approved by: Carlson Apis
Job No. 011-26

SHEET:

A-1

DRAWING SCALE: AS SHOWN

2026 FSM INFRASTRUCTURE



RIGHT SIDE VIEW ("NAHS" AT THE REAR)



LEFT SIDE VIEW (WATER TANKS AT THE REAR)



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Tel: (691) 320-2865; 320-2381; 320-5829
Facsimile: (691) 320-5853

PROJECT TITLE:
Pohnpei Women Council
Resource Center Repair
& Improvement

Nett, Pohnpei, F.S.M. 96941

Sheet Title:
Elevation/View

SEAL: PHILLIP GIANAN
FSM ENGINEER

THIS WORK WAS PREPARED BY
ME OR UNDER MY DIRECT
SUPERVISION

Revisions:

Revisions:

Date: Mar. 23, 2026
Designed/Drawn by: FSM DTC&I
Checked by: Phillip Gianan
Recommending Approval: Dickson Wichap
Approved by: Carlson Apis
Job No. 011-26

SHEET:

A-2

DRAWING SCALE: AS SHOWN

2026 FSM INFRASTRUCTURE



Dept. of TC&I
FSM National Government

Division of Infrastructure
Construction Contract Review
Section

P.O. Box PS-2
Palikir, Pohnpei, FSM 96941
Tel: (691) 320-2865; 320-2381; 320-5829
Facsimile: (691) 320-5853

PROJECT TITLE:
Pohnpei Women Council
Resource Center Repair
& Improvement

Nett, Pohnpei, F.S.M. 96941

Sheet Title:
Rear Elevation/View

SEAL: PHILLIP GIANAN
FSM ENGINEER

THIS WORK WAS PREPARED BY
ME OR UNDER MY DIRECT
SUPERVISION

Revisions:

Revisions:

Date: Mar. 23, 2026
Designed/Drawn by: FSM DTC&I
Checked by: Phillip Gianan
Recommending Approval: Dickson Wichap
Approved by: Carlson Apis
Job No. 011-26

SHEET:
A-3

DRAWING SCALE: AS SHOWN

2026 FSM INFRASTRUCTURE



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FSM National Government

Division of Infrastructure

**Construction Contract Review
Section**

P.O. Box PS-2
Palikir, Pohnpei, FSM 96941
Tel: (691) 320-2865; 320-2381; 320-5829
Facsimile: (691) 320-5853

PROJECT TITLE:

**Pohnpei Women Council
Resource Center Repair
& Improvement**

Nett, Pohnpei, F.S.M. 96941

Sheet Title:

Front Elevation/View

SEAL: PHILLIP GIANAN
FSM ENGINEER

THIS WORK WAS PREPARED BY
ME OR UNDER MY DIRECT
SUPERVISION

Revisions:

Revisions:

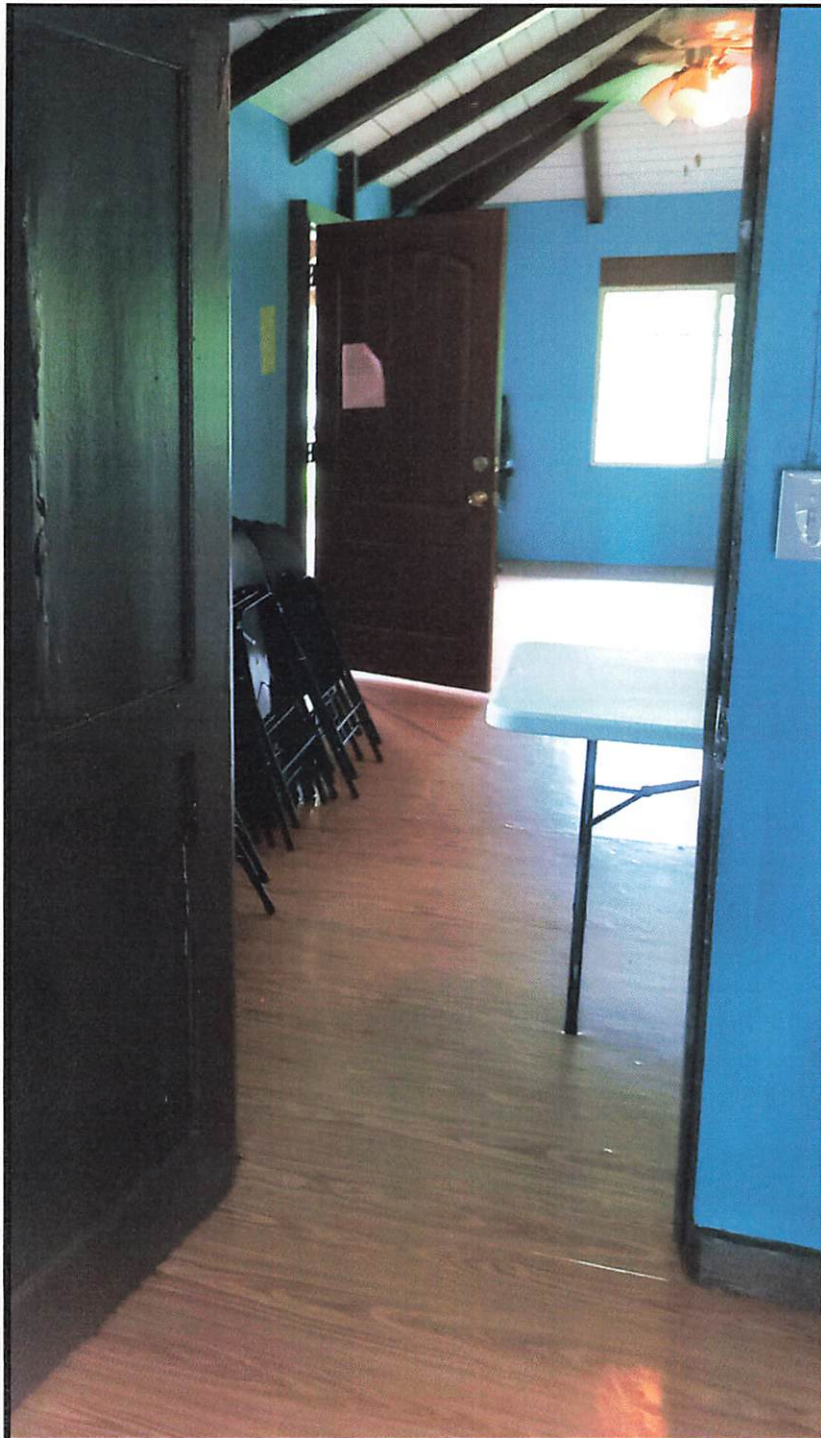
Date:	Mar. 23, 2026
Designed/Drawn by:	FSM DTC&I
Checked by:	Phillip Gianan
Recommending Approval:	Dickson Wichap
Approved by:	Carlson Apis
Job No.	011-26

SHEET:

A-4

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2026 FSM INFRASTRUCTURE



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FSM National Government

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P.O. Box PS-2
Palikir, Pohnpei, FSM 96941
Tel: (691) 320-2865; 320-2381; 320-5829
Facsimile: (691) 320-5853

PROJECT TITLE:

Pohnpei Women Council
Resource Center Repair
& Improvement

Nett, Pohnpei, F.S.M. 96941

Sheet Title:

Interior

SEAL: PHILLIP GIANAN
FSM ENGINEER

THIS WORK WAS PREPARED BY
ME OR UNDER MY DIRECT
SUPERVISION

Revisions:

Revisions:

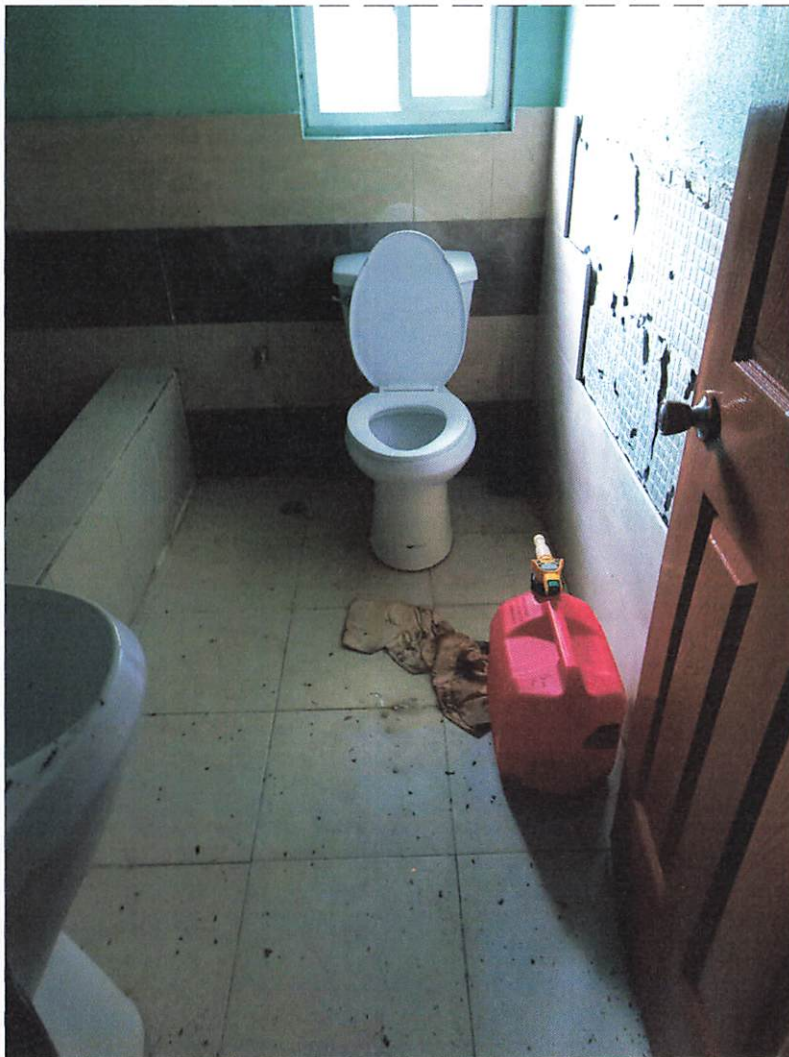
Date: Mar. 23, 2026
Designed/Drawn by: FSM DTC&I
Checked by: Phillip Gianan
Recommending Approval: Dickson Wichap
Approved by: Carlson Apis
Job No. 011-26

SHEET:

A-5

DRAWING SCALE: AS SHOWN

2026 FSM INFRASTRUCTURE



**Dept. of TC&I
FSM National Government**

Division of Infrastructure

**Construction Contract Review
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P.O. Box PS-2
Palikir, Pohnpei, FSM 96941
Tel: (691) 320-2865; 320-2381; 320-5829
Facsimile: (691) 320-5853

PROJECT TITLE:

**Pohnpei Women Council
Resource Center Repair
& Improvement**

Nett, Pohnpei, F.S.M. 96941

Sheet Title:

Toilet & Bathroom at Extn.

SEAL: PHILLIP GIANAN
FSM ENGINEER

THIS WORK WAS PREPARED BY
ME OR UNDER MY DIRECT
SUPERVISION

Revisions:

Revisions:

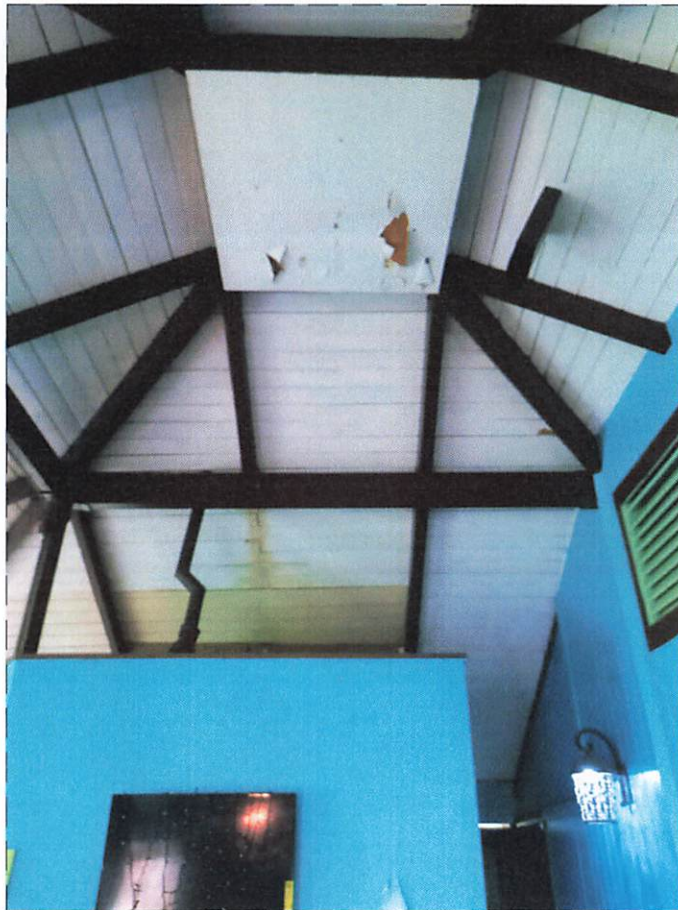
Date: Mar. 23, 2026
Designed/Drawn by: FSM DTC&I
Checked by: Phillip Gianan
Recommending Approval: Dickson Wichap
Approved by: Carlson Apis
Job No. 011-26

SHEET:

A-6

DRAWING SCALE: AS SHOWN

2026 FSM INFRASTRUCTURE



INTERIOR
CEILING



EXTERIOR
CEILING



Dept. of TC&I
FSM National Government

Division of Infrastructure

Construction Contract Review
Section

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PROJECT TITLE:

Pohnpei Women Council
Resource Center Repair
& Improvement

Nett, Pohnpei, F.S.M. 96941

Sheet Title:

Interior/Exterior Ceiling

SEAL: PHILLIP GIANAN
FSM ENGINEER

THIS WORK WAS PREPARED BY
ME OR UNDER MY DIRECT
SUPERVISION

Revisions:

Revisions:

Date: Mar. 23, 2026
Designed/Drawn by: FSM DTC&I
Checked by: Phillip Gianan
Recommending Approval: Dickson Wichap
Approved by: Carlson Apis
Job No. 011-26

SHEET:

A-7

DRAWING SCALE: AS SHOWN

2026 FSM INFRASTRUCTURE



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PROJECT TITLE:

Pohnpei Women Council
Resource Center Repair
& Improvement

Nett, Pohnpei, F.S.M. 96941

Sheet Title:

"Nahs" Building

SEAL: PHILLIP GIANAN
FSM ENGINEER

THIS WORK WAS PREPARED BY
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SUPERVISION

Revisions:

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Date: Mar. 23, 2026
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A-8

DRAWING SCALE: AS SHOWN

2026 FSM INFRASTRUCTURE

Environmental and Social Code of Practice

for

Pohnpei Women Association: Renovation Building

FSM Digital Project

Department of Health and Social Affairs

August 10, 2026

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Introduction

1.1 Background

The Federated States of Micronesia has received a World Bank grant to strengthen national digital development. The funding supports expanding reliable internet access, improving digital government services, and establishing key systems and policies needed for a modern digital economy. This investment aims to enhance service delivery, increase connectivity, and create greater opportunities across all states and communities.

1.2 Purpose of the Environmental and Social Code of Practice

The purpose of this Environmental and Social Code of Practice (ESCoP) is to provide direction to the Department of Health and Social Affairs (DHSA) (including Pohnpei Women Association) and the contractor implementing the Works (the Contractor) on the environmental and social (E&S) risks and impacts associated with the Works and expectations for managing and mitigating these. A Contractor ESCoP (based on this overall ESCoP) is included as Annex 1 and is a practical tool for the Contractor to use to manage the E&S risks related to their specific scope of work.

Social Officer from the Central Implementation Unit (CIU) conducted an E&S screening, which categorised the works as low risk from an environmental and social perspective. Therefore, an ESCoP was recommended as the appropriate instrument to manage the E&S risks associated with the Works. The low-risk classification remains subject to verification of the land and lease footprint, the absence of physical or economic displacement or impacts on third-party use, documented stakeholder engagement, and the implementation of the site-specific controls in this ESCoP for adjacent sensitive receptors.

This ESCoP has been developed in alignment with the World Bank Environmental and Social Standards (ESSs), good international industry practice, and complies with the requirements of the Federated States of Micronesia.

Description of the Works and Setting

The proposed works involve the renovation of an existing building. The project focuses on upgrading the current structure to improve its functionality and condition. The land on which the building is located is leased by the Pohnpei State Government to the Pohnpei Women's Association Council (PWAC) for its use and operations. Before procurement and mobilization, the PIU/DTC&I, with PWAC/DHSA and CIU E&S support, shall verify and retain evidence of the relevant title or cadastral reference, the current executed lease and permitted use, authority for renovation, and a mapped boundary covering all permanent and temporary work areas, including the main building, Nahs or secondary structures, extensions, rear laydown and storage area, access routes, fence works, and drainage or outfall. The verification shall confirm the absence of disputes, encroachment, informal or secondary users, livelihood use, and physical or economic displacement. Any temporary access or use outside the verified boundary shall be subject to documented agreement and ESS5 screening before use; works shall not proceed in an unresolved area.

. This includes:

- Mobilization and demobilization, including provision of labor, materials, tools, equipment, transportation, permits, and supervision necessary for project completion.
- Site preparation and cleanup works, including vegetation clearing, tree trimming, pressure washing of building surfaces, sidewalk removal, fencing, security improvements, and proper waste disposal.

Pohnpei Women's Association Council: Renovation Building

- Roofing rehabilitation works, including roof edge repairs, replacement of roofing screws, application of roof sealant, roof repainting, gutter installation, drainage improvements, and fascia board replacement.
- Carpentry and repair works, including replacement of damaged wall sections, ceiling repairs, replacement of deteriorated wooden members, and installation of treated lumber and cement boards.
- Painting and finishing works, including surface preparation, repainting of interior and exterior building components, and application of approved paint finishes.
- Environmental, Health, and Safety compliance, including implementation of ESCoP requirements, worker safety measures, waste management, and minimizing impacts on nearby occupants and surrounding communities.

The worksite is located on Pohnpei State land, which is currently leased to the Pohnpei Women's Association Council (PWAC). During the site visit, it was observed that the proposed project area is adjacent to the Nukuoro Community Center, Calvary Christian Academy (CCA), and residential houses situated at the rear of the site.

The area currently lacks a proper drainage system, which poses a risk of water runoff and potential flooding to nearby residential properties during heavy rainfall. Minor vegetation clearing may be required to improve construction accessibility.

The site has sufficient laydown space for construction materials and equipment, with adequate storage area available at the rear of the building. Design considerations will incorporate gender-responsive and disability-accessible features, including ramps, handrails, and inclusive access pathways. Accessibility measures shall be verified in the design and at completion, including a continuous accessible route from the public road, safe gradients or ramps, handrails, adequate door clear widths, accessible WASH or toilet arrangements where within scope, lighting and emergency egress. The PIU/PWAC shall seek input from persons with disabilities or representative users where practicable and retain design and consultation evidence.

Social impacts were reviewed with the Women's Association, particularly in relation to nearby sensitive receptors such as Calvary Christian Academy and the Nukuoro Community Center. Construction activities may temporarily affect school operations and community activities through increased noise, restricted movement, and potential safety hazards associated with workers, machinery, and construction materials. Risk mitigation measures will include contractor training on community and child safeguarding, as well as installation of proper fencing or barricades around the construction area to ensure public safety throughout the construction period. Before works, affected stakeholders shall include Calvary Christian Academy management and parents or guardians, Nukuoro Community Center representatives, rear households and potentially vulnerable users. The Contractor shall implement agreed work hours, safe pedestrian routes, traffic and delivery controls, emergency access, no-go zones, child-safeguarding measures and advance notice of disruptions. Any security fencing or barbed-wire measure shall be specifically risk assessed for children and pedestrians, and a less hazardous alternative shall be used where feasible.

Before works, the PIU/PWAC shall also confirm through consultation whether the Nahs, Nukuoro Community Center interface, or any other site feature has recognized cultural or customary significance and document any agreed protection measures.

A photograph showing the work site layout and the proposed facility location (marked in red) is provided as

Figure 1.

Environmental and Social Code of Practice

Pohnpei Women's Association Council: Renovation Building



Figure 1: Layout of the worksite

Environmental and Social Code of Practice

The Project ESCoP is presented in Table 1 below. It includes E&S risks and impacts that have been identified, and associated measures that will be implemented to avoid, mitigate or manage them. This is for the overall Project and includes items that are the responsibility of the Department of Health and Social Affairs (DHSA), Pohnpei Women Association, National Department of Transportation, Communications & Infrastructure (FSM TC&I) and the Contractor. The items that the Contractor needs to implement have also been duplicated in the Contractor ESCoP (Annex 1).

Environmental and Social Code of Practice
Pohnpei Women's Association Council: Renovation Building

Table 1: Potential E&S Risks/Impacts and Mitigation Measures

Potential E&S Impacts / Risks	No.	Mitigation Measures	Responsibilities	Monitoring	Remarks
Design					
Building standards are not appropriate. There is a risk of the design of facilities not meeting building codes and therefore not being suitable for their intended use.	1	Design facility to meet the Pohnpei State Building Code and obtain required earth-moving permits from EPA.	DHSA, FSMTC&I, and PWAC	Permit	
Operational risks. There is a risk of the facility not incorporating design measures to manage potential operational OHS and environment risks.	2	Ensure design of proposed renovation is fit-for-purpose and take into consideration operational risks such as OHS, potential for minor spills/leaks, etc. The design shall also incorporate universal-access and inclusion measures proportionate to the facility use, including safe accessible approach routes, ramps and handrails where needed, accessible circulation and WASH arrangements where within scope, adequate lighting, and safe emergency egress.	FSMTC&I and/or FSM DHSA	Design	
Climate change resilience and clean energy There is a risk of the design of facilities not considering potential future addition of climate change resilience and clean energy measures, and the building not being able to support such measures.	3	Design a roof to support future installation of solar panels.	FSMTC&I and/or FSM DHSA	Design	
Prior to start of Works					

Environmental and Social Code of Practice
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Potential E&S Impacts / Risks	No.	Mitigation Measures	Responsibilities	Monitoring	Remarks
Disruption to School and Community Centre. The work will cause some disruption to the normal operation of the adjacent school and Nukuoro community center.	4	Before mobilization, agree the work schedule and interface controls with Calvary Christian Academy management, Nukuoro Community Center representatives and, where relevant, rear households. Minimize disruption to students and community users by scheduling noisy or higher-risk activities outside school or peak community hours where practicable; maintain clearly separated, child-safe pedestrian routes and emergency access; control deliveries, reversing and vehicle movements; give advance notice of material changes or temporary restrictions; and promptly address runoff, access or property impacts affecting neighboring households.	Contractor & PWAC	Meeting minutes/emails	
Community consultation and grievance management. Poor communication and/or unresolved grievances can lead to community concerns and project delays.	5	The Contractor shall operate a site-level intake and resolution channel as the first tier of the existing Digital FSM Project grievance mechanism (GM), not as a parallel mechanism. Before works, disclose accessible channels, including in-person, phone, email or online channels and anonymous options where feasible; identify focal persons; explain acknowledgment and response timeframes, escalation to the PIU and Project GM, confidentiality and non-retaliation; and maintain a register of general grievances, actions, responsible persons, deadlines, feedback and closure evidence. SEA/SH complaints shall not be investigated, mediated or recorded with identifying details through the ordinary GM; they shall be referred immediately through the separate survivor-centered confidential pathway in Annex 2. Worker grievances shall use the separate ESS2 worker grievance mechanism.	Contractor	Contractor GRM established Grievance records SEA/SH GRM established GRM SEA/SH Focal Point nominated	
	6	In conjunction with the school management and community, deliver a safety briefing about the work program. This will include: Engagement shall occur before mobilization and be updated when the schedule, access arrangements or risks materially change. It shall be inclusive of women, persons with disabilities and other potentially vulnerable users, use accessible and plain-language formats, and retain evidence	Contractor & PWA management PWA management	Records of safety briefing	

Environmental and Social Code of Practice
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Potential E&S Impacts / Risks	No.	Mitigation Measures	Responsibilities	Monitoring	Remarks
		of participants, issues raised, project responses, agreed actions and follow-up. - summary of the project objective and benefits - information about the scope of work and timing - public safety risks associated with the work, and access restrictions - details of the GRM and how to lodge grievance. This information will also be provided to the parents/guardians of the students through an appropriate written communication channel such as newsletter, print notice, email or flyer. Provide site-specific awareness to Calvary Christian Academy, Nukuoro Community Center, rear households and other affected community members on the Worker Code of Conduct, prohibited worker behavior, child safeguarding, confidential ways to report concerns and available referral support. Awareness shall avoid collecting survivor details in group settings and shall not imply that the Contractor or community will investigate SEA/SH allegations. The CIU/PIU will facilitate or support this awareness. Further details are provided in Annex 2.	CIU	Consultation record	
	7	Erect signs at the work site with construction information and Contractor's focal person's contact details including contact phone numbers.	Contractor	Site inspection	
Material Sourcing	8	Aggregate and sand sourced from a licensed supplier or quarry, and supplier license and purchase records kept			
Public safety. Public safety risks are heightened for this project, as	9	Establish and maintain a site-specific community safety and access arrangement, including robust barriers around work and laydown areas; clearly marked child-safe pedestrian routes; controlled vehicle	Contractor	Site inspection	

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Potential E&S Impacts / Risks	No.	Mitigation Measures	Responsibilities	Monitoring	Remarks
the work will be carried out at an operating school. Risks include machinery movements, items falling from height, presence of the workforce, etc.		and delivery access with a trained spotter where reversing or restricted visibility creates risk; uninterrupted emergency access; warning signs understandable to local users; and separation of workers from students and children. Any barbed wire or other hazardous security feature shall be risk assessed for location, height and child/pedestrian exposure, and a safer alternative used where feasible.			
	10	Workers Code of Conduct (Section 4 of the Contractor ESCoP – Annex 1) setting clear rules for the behavior of all employees must be explained to and signed by all employees; and included as part of the induction provided at onboarding. Further details regarding the induction and signing of the code of conduct are provided in Annex 2.	Contractor	Signed Workers Code of Conduct Induction records	
Workforce management and worker safety. A small local workforce is expected to carry out the work. Risks to the workforce include working conditions, OHS, and forced/child labor.	11	Include standard labor requirements in accordance with FSM labor and OHS laws and WB requirements (including Workers Code of Conduct) in tendering documents and contracts and monitoring contractor implementation. This includes: These requirements shall flow down to all subcontractors, labor suppliers and other Contractor Personnel and shall include documented age verification before engagement, transparent recruitment, a separate worker grievance mechanism with confidential channels and protection from retaliation, and monitoring evidence sufficient for PIU/CIU review. • no use of child or forced labor • non-discrimination and equal opportunity • providing safe working conditions • having a GRM that workers can access • providing worker insurance • implementing a Worker Code of Conduct	DHSA	Contract	

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Potential E&S Impacts / Risks	No.	Mitigation Measures	Responsibilities	Monitoring	Remarks
		- implementing a system to manage OHS, including PPE supplied free-of-charge to workers - providing employment contracts to workers that have clear employment terms and conditions (e.g., working hours, employment period, remuneration, tax). - adopt and apply minimum wage rate (hourly) for both skilled and unskilled not less than government rate - establish weekly or/biweekly payment schedule to the workers - non-discrimination on payment (equal pay for equal work).			
	12	Follow the labor requirements in the contract from DHSA I, including providing employment contracts to workers that have clear employment terms and conditions.	Contractor	Employment records	
	13	No person under 18 years of age shall be engaged for these Works. The Contractor shall verify age before engagement using reliable documentation or another documented, reasonable verification method where official documents are unavailable; keep age-verification records confidential; and not engage a person where age remains uncertain until the matter is resolved.	Contractor	Employment records	
	14	Establish separate toilet facilities for male and female workers.	Contractor	Site inspection	
	15	Prior to the start of Works, ensure the following are in place: - designated OHS officer assigned to support the Works - a separate worker grievance mechanism accessible directly and confidentially to all direct and contracted workers, distinct from the community GM, with more than one intake channel, defined response and escalation steps, protection from retaliation, and the	Contractor	Site inspection	

Environmental and Social Code of Practice
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Potential E&S Impacts / Risks	No.	Mitigation Measures	Responsibilities	Monitoring	Remarks
		option to raise concerns without first approaching the direct supervisor - workers provided with Personal Protective Equipment (PPE) (free of charge) as appropriate to their jobs (e.g., gloves, masks, hard hats, safety boots, goggles) - at least one worker with current first aid training - first aid kit, and fire extinguisher - list of emergency contact numbers displayed on a noticeboard in a prominent area of the worksite, this will include PWA management DHSA field staff, site supervisor, fire, hospital/ambulance and police.			
Construction					
Site Preparation. Waste generated from Site Preparation works that needs to be removed to enable the site preparation	16	Site clearance and removal of bushes in responsible manner that prevents without affecting any others Obtain necessary clearance from Pohnpei EPA prior starting site preparation works and bushes clearing Apply a chance-finds procedure to any ground disturbance. If archaeological, historic, customary or other cultural material is unexpectedly encountered, stop work in the immediate area, secure the find, do not remove or disturb it, notify the PIU/CIU and relevant authority or traditional representatives, and resume only after authorized clearance and agreed protection measures. Dispose collected bushes and waste materials in designated location (provided by Pohnpei State Environmental Protection Agency)	Contractor	Evidence of EPA confirming disposal location Receipt from disposal locations	
Community health issues This includes Gender-based violence (GBV), sexual	17	Workers shall remain within authorized work areas and comply with marked no-go zones and access routes. Unsupervised worker interaction with students or children is prohibited. These requirements	Contractor	Induction records	

Environmental and Social Code of Practice
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Potential E&S Impacts / Risks	No.	Mitigation Measures	Responsibilities	Monitoring	Remarks
exploitation and abuse / sexual harassment (SEA/SH), anti-social behavior from presence of workforce.		shall be communicated through induction, daily pre-start meetings and the Worker Code of Conduct, supported by visible identification of workers, active supervision, controlled delivery routes and prompt disciplinary action for violations. Legitimate interaction required for the Works shall be authorized, observable and limited to what is necessary.		Prestart meeting minutes	
Worker safety Risks to the workforce include working conditions, OHS and forced/child labor.	18	- Provide an induction for all workers and visitors to the site. The induction shall cover the main site risks and controls; expectations for workers and visitors; the separate worker grievance mechanism and protection from retaliation; the Worker Code of Conduct; child safeguarding; prohibition of unsupervised worker-child interaction; school and community no-go zones; approved access and delivery routes; location of emergency equipment; incident reporting; and confidential referral of SEA/SH concerns. The worker grievance mechanism shall not rely solely on the worker's direct manager. - Prepare Job Hazard Analysis (JHA) (or similar) for specific activities, such use of heavy machinery and equipment, heavy lifts demolition, excavation, work at heights, tree felling (as applicable to the scope) (template provided in Section 5 of the Contractor EScOP – Annex 1). - Prohibit the use of alcohol and illegal drugs. - Keep PPE in good condition and replace it when needed. - Prevent slips and falls and other injuries through good housekeeping practices, provision of safe equipment and tools, and use of PPE. - Keep worksite clean and free of debris on daily basis. - Use the right tool for the activity.	Contractor	Induction records Site inspection records Prestart meeting minutes Completed JHAs	

Environmental and Social Code of Practice
Pohnpei Women's Association Council: Renovation Building

Potential E&S Impacts / Risks	No.	Mitigation Measures	Responsibilities	Monitoring	Remarks
		- Carry out regular site inspections to identify and address potential safety issues. - Conduct daily pre-start meetings and use this as a forum to communicate key safety messages and deliver toolbox talks. - Encourage workers to raise safety issues. - Manage, report and investigate incidents (for incident reporting procedure, see Section 6 of the Contractor EScP – Annex 1).			
	19	Implement specific requirements for working at heights: - Barricade area under Works to prevent access. - Hoisting and lifting equipment should be rated and maintained and operators trained in their use. - Ladders should be used considering proper placement, climbing, standing, and the use of extensions. - Use of 100 percent fall protection when working over 2 meters above the working surface.	Contractor	Site inspection records Completed JHA	
Sedimentation and erosion. There is limited clearing required for the scope and only small stockpiles of aggregate is expected to be onsite. However, the area is subject to high-intensity rainfall events, and therefore measures are needed to prevent erosion and sediment runoff.	20	- Minimize run-off from stockpiles, for example, by placing them in a covered area or placing silt fencing around them. - Cover cleared areas with topsoil and re-vegetate (plant grass, fast-growing plants/bushes/trees) as soon as possible once the area is no longer required for the Works. This includes any area used for laydown. - Manage gutters from buildings to be renovated by ensuring the gutters/downpipes remain connected to the existing water tank (if by temporary measures if necessary) throughout the Works Prevent construction runoff or redirected drainage from affecting rear households, access routes or neighboring property; inspect controls after heavy rainfall and implement prompt corrective	Contractor	Site inspection	

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Potential E&S Impacts / Risks	No.	Mitigation Measures	Responsibilities	Monitoring	Remarks
		action where ponding, erosion, flooding or property impacts are observed.			
Hazardous materials management. A small amount of chemicals is expected to be used during the Works. This includes petrol and/or diesel for equipment and machinery, adhesives, paints, etc. There is not expected to be hazardous waste generated as leftover chemicals will be retained by the Contractor for use on other jobs.	21	- Store chemicals in appropriate containers with secondary containment. - Maintain register of Materials Safety Data Sheets (MSDS). - Use drips trays or like minimizing risk of spills when refueling machinery and equipment. - Use appropriate PPE when using hazardous materials. - First aid kit, fire extinguisher and spill kit to be on site. - Any leftover chemicals that would be considered hazardous waste are to be kept for use on other projects (i.e., these are not to be disposed of general waste).	Contractor	Site inspection	
Construction waste. The waste generated through the Works is expected to include construction waste (i.e., metal sheeting, plumbing, wood, cement sheeting or plasterboard, wiring), packaging (i.e., cardboard, plastic), off-cuts (i.e., piping, metal sheeting) and concrete.	22	- Minimize waste through reduction and reuse. - Store waste in a manner to facilitate reuse (i.e., neatly sorted) and prevent hazards such as fires, vermin or standing water/vector breeding. - Consider safety of any waste to be gifted to the community reuse. - Do not burn waste. - Waste that cannot be reused is to be removed from the site and disposed of at a permitted waste facility Waste loads must be secured for transport to prevent littering.	Contractor	Site inspection Receipt from Pohnpei EPA authority	
Project closeout					

Environmental and Social Code of Practice
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Potential E&S Impacts / Risks	No.	Mitigation Measures	Responsibilities	Monitoring	Remarks
Closure. Inadequate checks during project closure may result in E&S mitigations not being properly implemented.	23	Once Works are complete, check that following has been completed and document through a site inspection and photographs. Closeout shall also confirm restoration of safe access, removal of temporary barriers and unauthorized temporary-use areas, resolution or formally agreed handover of outstanding grievances and corrective actions, completion of any land or access commitments, notification of affected stakeholders, and inclusion of social compliance evidence in the Contractor's completion report. • Site (including laydown area) is left in clean and tidy condition. • All waste removed from site. • Cleared areas are revegetated.	Contractor	Site inspection and photographs	

Monitoring and Reporting

Contractor compliance with this EScOP will be monitored by PWAC management and FSM TC&I/PIU, with CIU E&S support and DHSA participation where appropriate. Monitoring will follow Table 1 and shall verify both implementation and closeout of corrective actions. Responsibilities and focal persons shall be confirmed before mobilization. Reporting will include:

- **Incident** – incidents will be reported by the contractor to the PIU and then from PIU to the WB. The protocol for Contractor incident reporting is detailed in Section 6 of the Contractor EScOP (Annex 1). Any serious incidents (or grievances) will be reported as soon as practicable and within 24 hours. Social incidents and allegations requiring prompt escalation include serious community-safety events, violence or threats, child-safeguarding concerns, alleged child or forced labor, serious discrimination or retaliation, land or access disputes with material impact, and SEA/SH allegations. Confidentiality and the separate survivor-centred SEA/SH procedure shall be maintained; no identifying survivor information shall be included in routine reports.
- **Monthly reports** – the Contractor will include E&S performance in their monthly reports to the PIU. This will include a summary of any E&S-related issues, incidents or grievances reported during the month; and how they are being addressed. A summary of these reports will also be included in the quarterly report to the WB, and the individual monthly reports supplied to the WB upon request. The monthly social-safeguards section shall, as applicable, cover stakeholder engagement and disclosure undertaken; general community grievances and worker grievances by status and aging; access or school-interface issues; labor compliance and age-verification checks; CoC, child-safeguarding and SEA/SH induction coverage; community-safety observations; subcontractor compliance; incidents; corrective actions, responsible persons, due dates and closure evidence. Any SEA/SH reporting shall be non-identifying and limited to information required by the Project protocol.
- **Quarterly reports** – the DHSA /PIU will continue to provide quarterly reports to the WB as part of the overall Digital Project and include the E&S performance of the PWAC renovation work scope.
- **Completion report: the construction Contractor will submit a Works completion report demonstrating compliance with the C-ESCoP, including closure of corrective actions and grievances, restoration of access and temporary-use areas, status of land or access commitments, stakeholder closeout communication, labor and Code of Conduct records, incident status, and dated photographs or other evidence. The report shall not disclose identifying information relating to SEA/SH survivors or sensitive complainants.**

Annex 1 Contractor EScP

Contractor Environmental and Social Code of Practice

for

Pohnpei Women Association: Renovation Building

[Insert Contractor Logo]

[Insert Contractor Name]

[Insert Month, Year]

1. Introduction

This document is an Environmental and Social Code of Practice (ESCoP) for the Contractor, [insert contractor name], Pohnpei Women's Association Centre renovation building, as part of Gender Development Component under the Digital Project.

This Contractor ESCoP serves as a practical tool for managing the E&S risks associated with the [insert contractor name]'s scope of work. It is aligned with the requirements outlined in the overall Project ESCoP. This Contractor ESCoP comprises of: It shall be read together with the applicable Digital FSM Project ESCP, Project ESMP, SEP, LMP, Project GM, procurement documents and contract. These obligations apply to all subcontractors, labor suppliers and other Contractor Personnel, and the Contractor remains responsible for their compliance.

- Section 2: Environmental and Social Mitigation Measures
- Section 3: Contractor Grievance Redress Mechanism
- Section 4: Worker Code of Conduct for Contractor Personnel
- Section 5: Template for Job Hazard Analysis
- Section 6: Incident Reporting Procedure

2. Legal and Contractual Compliance

3. Environmental and Social Risks or Impacts & Mitigation Measures

Under this section construction activities will be added. The contractor will define and map construction boundaries, Identification of environmental values and sensitive receptors of the site and its surrounds, define construction activities, and define actionable mitigation measures. The contractor will add risks assessment and ranking approach based on the construction Plan/Schedule, construction methodology, Safe Work Method Statement (SWMS). The purpose of a SWMS is to ensure there is a clear plan for how high-risk activities can be carried out safely scoping the project activities. Work must be performed in accordance with SWMS. This SWMS must be kept and be available for inspection until the high-risk activities to which this SWMS relates is completed. If the SWMS is revised, every version should be kept. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 01 year from the date of the notifiable incident. The indicative sub-contents of this chapter are given as follows; Before mobilization, the Contractor shall convert this section into site-specific, actionable arrangements that identify the verified work and lease boundary; temporary areas and access routes; sensitive receptors; school and child-safeguarding controls; stakeholder notification; community and worker grievance channels; traffic and delivery controls; emergency access; SEA/SH referral arrangements; chance finds; responsible persons; monitoring evidence; and corrective-action closeout. No work shall start in an unverified or disputed area.

Construction Activities

Construction Boundaries

Required Construction Material & Machineries

Aggregates Sourcing WB ES, FSM & State Level Regulations Compliance

Contractor's Site Camp & Materials Storage – Warehouses & Yards

Skilled & Unskilled labors

Construction Plan/Schedule,

Construction Methodology

Contractor's Safe Work Method Statement (SWMS)

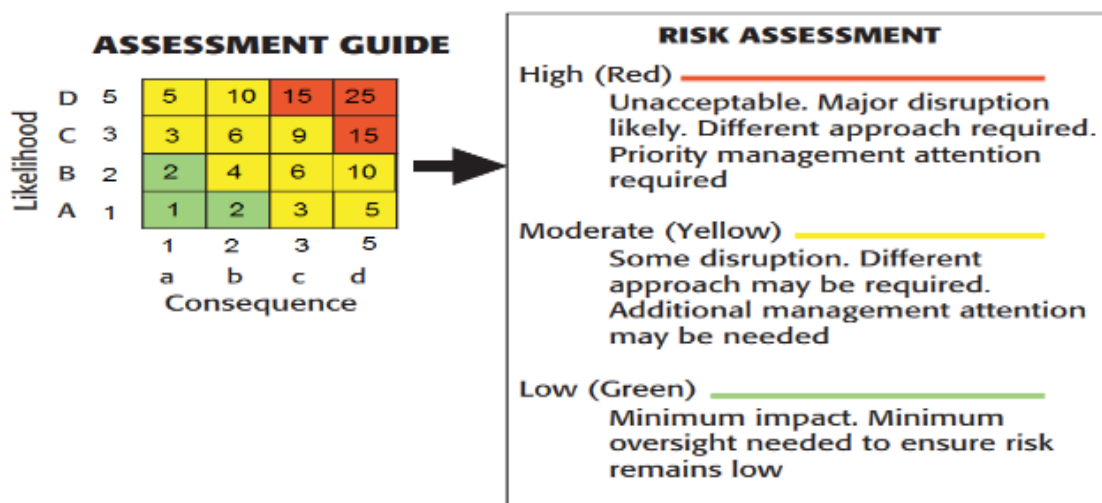
The purpose of a SWMS is to ensure there is a clear plan for how high-risk activities can be carried out safely scoping the project activities. Work must be performed in accordance with SWMS. This SWMS must be kept and be available for inspection until the high-risk activities to which this SWMS relates is completed. If the SWMS is revised, every version should be kept. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 01 year from the date of the notifiable incident.

Risk Identification

risk identification process identifies and categorizes risks that could affect the project. It documents these risks and, at a minimum, produces a list of risks that can be assigned to a team member and tracked throughout the project development and delivery process. Risk identification is continuous and new risks should continually be invited into the process. The tools and techniques outlined in this chapter should support the risk identification process, but it will be the people involved in the exercises who are most critical to the success of the process.

Risk Assessment Process

Risk is assessed as the likelihood that the activity will have an effect on the environment as well as the consequence of the effect occurring, as described below:



Risk = Likelihood × Consequence.

The above model is adoptive from ADB's Environmental Management for Construction Handbook. Any Medium to Significant risk requires an environmental management measure to manage the potential environmental risk. Judgment will be required concerning the application of an environmental management measure to mitigate low risk situations.

Likelihood scale

Sr.	Likelihood	Definition	Score
A	Certain	Will certainly occur during the activity at a frequency greater than every week if preventative measures are not applied	5
B	Likely	Will occur more than once or twice during the activity but less than weekly if preventative measures are not applied	3
C	Unlikely	May occur once or twice during the activity if preventative measures are not applied	2
D	Rare	Unlikely to occur during the projec1	1

Consequence Scale

Sr	Consequence	Definition	Score
A	Catastrophic	unprecedented damage or impacts	5
B	Major	major adverse damage	3
C	Moderate	limited adverse impacts	2
D	Minor	No or minimal adverse environmental or social impacts	1

Risk Response Options

Risk identification, assessment, and analysis exercises form the basis for sound risk response options. A series of risk response actions to avoid or mitigate the identified risks is considered as follows:

Avoided (by taking appropriate steps).

Reduced (by an alternative approach).

Handled by a combination of the above.

All the risks assessed are handled by providing mitigation, management or both. Special consideration and specific management sub plans are formulated for moderate and major risks.

The following risk assessment has been prepared according to the scope of work awarded to contractor. The risk assessment has been made against each construction activity that will take place at site during construction.

The risk register and mitigation matrix shall expressly cover social and school-interface risks, including disruption to learning, safe student and pedestrian access, worker-student interaction, child safeguarding, SEA/SH, child labor and age verification, non-discrimination, terms and conditions of employment, worker grievances, community grievances, stakeholder engagement and disclosure, vulnerable persons and accessibility, traffic, security, privacy, cultural heritage, and impacts from subcontractors and suppliers. Each control shall identify responsibility, timing, monitoring evidence and corrective-action closeout. It shall also cover verified land and lease boundaries and any temporary use; drainage and runoff impacts on rear households; security fencing or barbed-wire risks; emergency access; cultural or customary features and chance finds; and the distinction between the Project/community GM, the ESS2 worker grievance mechanism and the confidential SEA/SH pathway.

Table RISK ASSESSMENT MATRIX

Construction activity	ESHS Risk or Impacts	Likelihood that the site or sensitive receptors will be affected?	Consequence of the site or sensitive receptors being affected?	Risk score: (consequence x likelihood)	Mitigation Measures

Monitoring & Reporting

Day-to-day monitoring of the C-ESCoP is the Contractor's responsibility. The Contractor shall submit monthly, quarterly where required by the contract or PIU, and Works-completion ESHS compliance reports to the PIU and CIU for review. Reports shall include, as applicable, implementation evidence for stakeholder engagement and disclosure; community GM and separate worker GM status and aging; labor terms and age-verification checks; CoC, child-safeguarding and SEA/SH induction coverage; school and community access controls; traffic and delivery issues; subcontractor compliance; incidents; corrective actions with responsible persons and due dates; and closure evidence. SEA/SH information shall be non-identifying and handled only under the confidential survivor-centred procedure.

4. Contractor Grievance Redress Mechanism

The objective of this section is to provide affected community members and other stakeholders with a clear site-level entry point to the existing Digital FSM Project grievance mechanism (GM), while maintaining a separate ESS2 worker grievance mechanism for Contractor Personnel. The site-level process is the first tier of the Project GM and shall not create a parallel mechanism. Both mechanisms shall be accessible, free of charge, culturally appropriate, confidential where requested, and protected from retaliation.

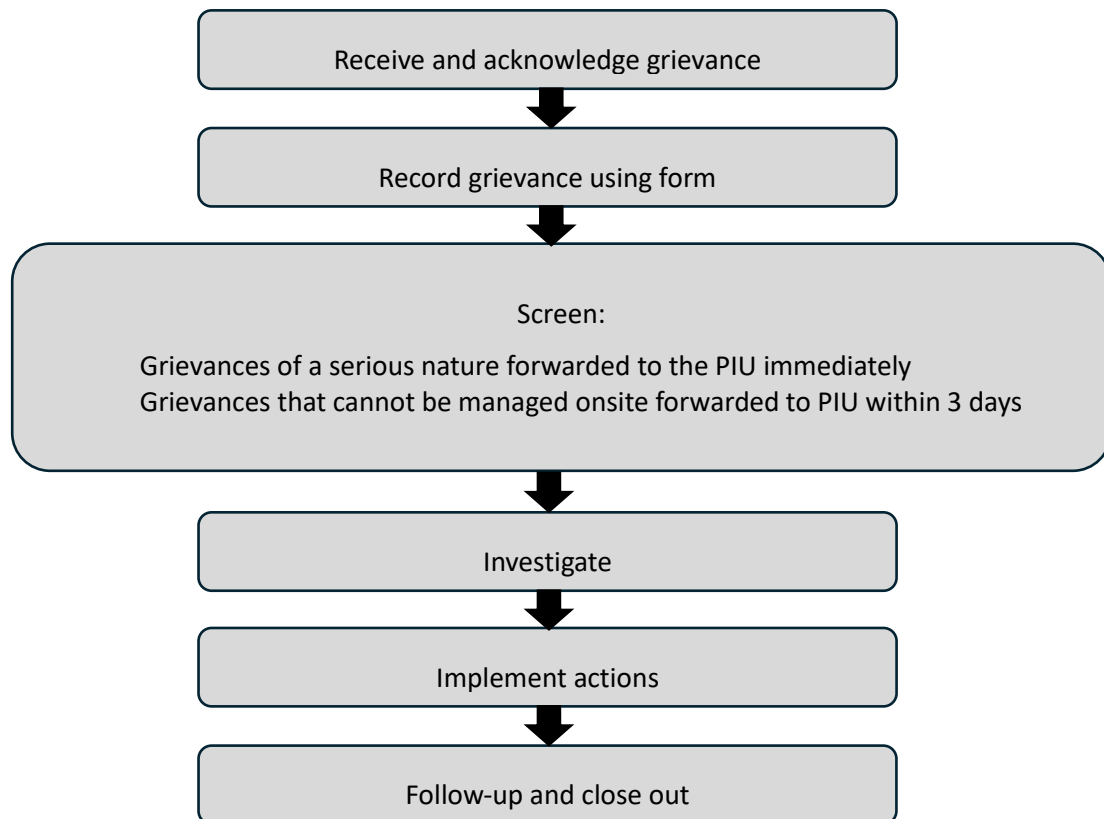
Contractor Personnel may raise work-related concerns through the separate worker grievance mechanism using more than one channel, including at least one channel that does not require approaching the direct supervisor. Workers may raise concerns confidentially and without retaliation, and unresolved matters shall be escalated according to the worker GM and Project arrangements. Use of the worker GM does not restrict access to other lawful remedies.

Process:

General community grievances received at site shall be acknowledged promptly, assigned a unique reference, screened for urgency and sensitivity, and recorded by the nominated site grievance focal point [insert role/name] in the general grievance register. The record shall capture the issue, responsible person, target date, actions, feedback and closure evidence, but only the minimum personal information necessary. Anonymous grievances shall be accepted where feasible and retaliation is prohibited. Matters within the Contractor's control should be resolved promptly; serious matters shall be escalated immediately, and unresolved matters shall be forwarded to the PIU/Project GM within three working days or sooner where risk warrants. Complainants shall receive feedback on status and outcome. SEA/SH allegations are excluded from ordinary investigation, mediation and the general register and shall follow the separate confidential survivor-centered procedure below.

Grievances can also be lodged through the Department of Finance & Administration website (<https://dofa.gov.fm/grievance-redress-service/>) or at complaintsWB@gov.fm.

SEA/SH complaints or allegations shall be handled immediately under the survivor-centred procedure below. Only the minimum non-identifying information required by the Project protocol shall be communicated to the PIU within 24 hours; the ordinary grievance process shall not investigate, mediate or seek proof of the allegation.



Specific Procedures for SEA/SH Complaints

The process to receive and respond to complaints of gender-based violence, including sexual exploitation and abuse (SEA) / sexual harassment (SH), will apply a survivor-centred approach to ensure that the rights of the survivor are upheld. This includes ensuring the survivor's safety, choice, consent and confidentiality and to ensure that the survivor is informed, respected and referred to specialist GBV services.

Receiving complaints of SEA / SH

Complaints of SEA and SH, from Project Workers or the community, can be reported through the existing channels of the GRM.

In addition to existing GRM channels, SEA/SH complaints may be received by designated SEA/SH Focal Point(s). A female worker must not be automatically assigned this role. The Contractor shall ensure that any person appointed as an SEA/SH Focal Point:

- has received appropriate SEA/SH/GBV training;
- has explicitly consented to take on the role;
- is supported by confidential reporting procedures and linked to the Project referral pathway;
- is provided with safe reporting options and up-to-date Pohnpei GBV service-provider contacts.

Prior to mobilization, the PIU shall confirm availability of trained focal points, safe reporting mechanisms, and current GBV service-provider contacts. No detailed survivor information shall be collected or stored at the worksite. At minimum, the Contractor shall appoint at least one trained and willing SEA/SH Focal Point at each Project Site (preferably female where appropriate and consented), with clear linkage to confidential procedures and referral services.

The person who received the complaint will communicate the allegation to the PIU within 24 hours of receiving the complaint. The PIU is responsible for reporting the incident to the World Bank within 48 hours.

The Contractor will work with the PIU and CIU to ensure confidential, survivor-centred handling consistent with the Project protocol. The pathway shall prioritize safety, choice, informed consent, confidentiality and timely access to appropriate support and shall be kept separate from the ordinary grievance process.

Site-specific child safeguarding and access controls

The Contractor shall establish no-go zones, approved worker and delivery routes, visible worker identification and active supervision so that workers do not have unsupervised interaction with students or children. Legitimate interaction required for the Works shall be authorized, observable and limited to what is necessary. Child-safeguarding requirements and consequences for violations shall be included in induction, pre-start meetings and Code of Conduct enforcement.

- Record only the minimum non-identifying information necessary for Project notification and referral; do not record the survivor's name, contact details or narrative in the general grievance register.

- With the survivor's informed consent, facilitate a confidential referral to current, mapped GBV service providers and support immediate safety needs.
- Assess only whether the allegation is plausibly Project-linked for E&S reporting; do not determine truth, investigate the allegation, seek proof, or undertake community mediation through the ordinary GM.
- Any employer disciplinary process shall be handled separately by authorized personnel, consistent with due process and confidentiality, and shall not condition access to survivor support. SEA/SH records shall be stored separately with strictly restricted access.

Grievance Registry Form

This Grievance Registry Form is filled in by the Grievance Focal Point when grievances are brought to them for consideration. Copies of this form will be filled in hardcopy and/or electronically, and all grievances will be later entered into a grievance registry database. There will also be the option of lodging a hard copy grievance form in a box without requiring interaction with a staff member. This general form shall not be used to collect details of SEA/SH allegations. For a SEA/SH concern, stop completing the general form, protect confidentiality and refer immediately through the designated survivor-centred pathway.

*****All complaints of SEA/SH should be reported to the PIU within 24 hours of receiving the complaint*****

Unique grievance number (e.g., G001): _____

Date: _____

Name of person with the grievance: _____ Phone: _____

Village or residence of person with grievance: _____

Date of Occurrence: _____ Time of Occurrence: _____

Witnesses (if applicable): _____

Project people involved (if applicable): _____

Grievance category:

☐	Environmental (noise, dust, spill, odour, etc)
☐	Asset damage
☐	Inappropriate behavior
☐	Land dispute
☐	Information request
☐	

☐	Unsafe work practice
☐	Employment or contracting dispute
☐	Road closures
☐	Sensitive complaint - do not record details here; refer immediately through the SEA/SH pathway
☐	Other, specify: _____

Grievance description: _____

Comments or immediate action taken by Senior Site Personnel:

Action(s) taken to resolve grievance (for grievances that cannot be managed at site, this would be to pass the grievance to the PIU):

Date(s) action taken: _____

Date(s) feedback provided to person with the grievance: _____

5. Worker Code of Conduct for Contractor Personnel

We are the Contractor, [enter name of Contractor]. We have signed a contract with [enter name of Employer] for [enter description of the Works]. These Works will be carried out at [enter the Site and other locations where the Works will be carried out]. Our contract requires us to implement measures to address environmental and social risks related to the Works, including the risks of sexual exploitation, sexual abuse and sexual harassment.

This Code of Conduct is part of our measures to deal with environmental and social risks related to the Works. It applies to all our staff, laborers and other employees at the Works Site or other places where the Works are being carried out. It also applies to the personnel of each subcontractor and any other personnel assisting us in the execution of the Works. All such persons are referred to as “Contractor’s Personnel” and are subject to this Code of Conduct.

This Code of Conduct identifies the behavior that we require from all Contractor’s Personnel.

Our workplace is an environment where unsafe, offensive, abusive or violent behavior will not be tolerated and where all people should feel comfortable raising issues or concerns without fear of retaliation.

REQUIRED CONDUCT

Contractor/Employer’s Personnel shall:

1. carry out his/her duties competently and diligently.
2. comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Contractor’s Personnel and any other person.
3. maintain a safe working environment including by:
 - a) ensuring that workplaces, machinery, equipment and processes under each person’s control are safe and without risk to health.
 - b) wearing required personal protective equipment.
 - c) using appropriate measures relating to chemical, physical and biological substances and agents; and
 - d) following applicable emergency operating procedures.
4. report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent danger to his/her life or health.
5. treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children.

-
6. not engage in any form of sexual harassment including unwelcome sexual advances, requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature towards other Contractor's or Employer's Personnel or members of the community.
 7. not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.
 8. not engage in Sexual Abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
 9. not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage;
 10. not seek, initiate or permit unsupervised interaction with students or children encountered through the Works; comply with all no-go zones, access controls and child-safeguarding instructions;
 11. not photograph, transport, contact through social media, give gifts to, or establish private contact with a child encountered through the Works unless explicitly authorized for a legitimate project purpose and managed under approved safeguarding procedures; and
 12. complete relevant training courses that will be provided related to the environmental and social aspects of the Contract, including on health and safety matters, and Sexual Exploitation, and Sexual Assault (SEA);
 13. report violations of this Code of Conduct; and
 14. not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Employer, or who makes use of the grievance mechanism for Contractor's Personnel or the project's Grievance Redress Mechanism.

RAISING CONCERNS

If any person observes behavior that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly.

This can be done in either of the following ways:

1. Contact [enter name of the Contractor's Social Expert with relevant experience in handling gender-based violence, or if such person is not required under the Contract, another individual designated by the Contractor to handle these matters] in writing at this address [] or by telephone at [] or in person at []; or
2. Call [] to reach the Contractor's hotline (if any) and leave a message.

The person's identity will be kept confidential to the extent permitted by law and Project procedures. Anonymous complaints or allegations may also be submitted and will receive due consideration. Reports of possible misconduct will be handled under the applicable grievance, incident or disciplinary procedure. SEA/SH allegations will not be investigated or mediated through the ordinary grievance mechanism and will be referred through the confidential survivor-centred pathway, with warm referral to appropriate service providers where the survivor consents. No identifying survivor information will be placed in the general grievance register.

There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT

Any violation of this Code of Conduct by Contractor/Employer's Personnel may result in serious consequences, up to and including termination and possible referral to legal authorities.

FOR CONTRACTOR/EMPLOYER'S PERSONNEL:

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact [enter name of Contractor/Employer's contact person with relevant experience in handling gender-based violence] requesting an explanation.

Name of Contractor/Employer's Personnel:

Signature:

Date: (day month year):

Countersignature of authorized representative of the Contractor/Employer:

Signature:

Date: (day month year):

Attachment 1: Behaviors constituting Sexual Exploitation and Abuse (SEA) and behaviors constituting Sexual Harassment (SH)

Attachment 1 to the Worker Code of Conduct for Contractor Personnel

Behaviors constituting sexual exploitation and abuse (SEA) and behaviors constituting sexual harassment (SH)

The following non-exhaustive list is intended to illustrate types of prohibited behaviors:

1. Examples of sexual exploitation and abuse include, but are not limited to:
 - A Contractor's Personnel tells a member of the community that he/she can get them jobs related to the work site (e.g. cooking and cleaning) in exchange for sex.
 - A Contractor's Personnel offers employment, access to the renovated facility or project-related benefits, favorable treatment, materials or assistance in exchange for sex.
 - A Contractor's Personnel rapes, or otherwise sexually assaults a member of the community.
 - A Contractor's Personnel denies a person access to the Site unless he/she performs a sexual favor.
 - A Contractor's Personnel tells a person applying for employment under the Contract that he/she will only hire him/her if he/she has sex with him/her.
2. Examples of sexual harassment in a work context:
 - Contractor's Personnel comment on the appearance of another Contractor's Personnel (either positive or negative) and sexual desirability.
 - When a Contractor's Personnel complains about comments made by another Contractor's Personnel on his/her appearance, the other Contractor's Personnel comment that he/she is "asking for it" because of how he/she dresses.
 - Unwelcome touching of a Contractor's or Employer's Personnel by another Contractor's Personnel.
 - A Contractor's Personnel tells another Contractor's Personnel that he/she will get him/her a salary raise, or promotion if he/she sends him/her naked photographs of himself/herself.

6. Template for Job Hazard Analysis

Task/Operation: Enter task/operation name	Location: Enter location Job Title(s): Enter job title(s)
Task/Operation Description:	Describe task
Date JHA Prepared: Enter date JHA prepared	Supervisor(s): Enter name of supervisor(s)
JHA Team Members: Enter team member name Enter team member name Enter team member name Enter team member name	Approved By: Enter name of reviewer Signature: Sign here Date: Enter date signed

STEP	POTENTIAL HAZARD(S)	CONTROL MEASURES	PHOTOGRAPHS
Step 1 Add step here	- Enter potential hazard - Enter potential hazard - Enter potential hazard - Enter potential hazard - Enter potential hazard	<u>Can the potential hazard(s) be:</u> - Eliminated? ☐ - Substituted/replaced? ☐ How? Add control measure <u>Engineering controls Existing?</u> - Add control measure ☐ - Add control measure ☐ - Add control measure ☐ <u>Administrative controls</u> - Add control measure ☐ - Add control measure ☐ - Add control measure ☐ <u>Personal protective equipment</u> - Add PPE needed - Add PPE needed - Add PPE needed	Uncontrolled Controlled

STEP	POTENTIAL HAZARD(S)	CONTROL MEASURES	PHOTOGRAPHS
Step 2 Add step here	- Enter potential hazard - Enter potential hazard - Enter potential hazard - Enter potential hazard - Enter potential hazard	Can the potential hazard(s) be: - Eliminated? ☐ - Substituted/replaced? ☐ How? Add control measure Engineering controls Existing? - Add control measure ☐ - Add control measure ☐ - Add control measure ☐ Administrative controls - Add control measure ☐ - Add control measure ☐ - Add control measure ☐ Personal protective equipment - Add PPE needed - Add PPE needed - Add PPE needed	Uncontrolled Controlled
Step 3 Add step here	- Enter potential hazard - Enter potential hazard - Enter potential hazard - Enter potential hazard - Enter potential hazard	Can the potential hazard(s) be: - Eliminated? ☐ - Substituted/replaced? ☐ How? Add control measure Engineering controls Existing? - Add control measure ☐ - Add control measure ☐ - Add control measure ☐ Administrative controls - Add control measure ☐ - Add control measure ☐ - Add control measure	Uncontrolled Controlled

STEP	POTENTIAL HAZARD(S)	CONTROL MEASURES	PHOTOGRAPHS
		☐ <u>Personal protective equipment</u> - Add PPE needed - Add PPE needed - Add PPE needed	
Step 4 Add step here	- Enter potential hazard - Enter potential hazard - Enter potential hazard - Enter potential hazard - Enter potential hazard	<u>Can the potential hazard(s) be:</u> - Eliminated? ☐ - Substituted/replaced? ☐ How? Add control measure <u>Engineering controls Existing?</u> - Add control measure ☐ - Add control measure ☐ - Add control measure ☐ <u>Administrative controls</u> - Add control measure ☐ - Add control measure ☐ - Add control measure ☐ <u>Personal protective equipment</u> - Add PPE needed - Add PPE needed - Add PPE needed	Uncontrolled Controlled
Step 5 Add step here	- Enter potential hazard - Enter potential hazard - Enter potential hazard - Enter potential hazard - Enter potential hazard	<u>Can the potential hazard(s) be:</u> - Eliminated? ☐ - Substituted/replaced? ☐ How? Add control measure <u>Engineering controls Existing?</u> - Add control measure ☐ - Add control measure ☐ - Add control measure ☐	Uncontrolled

STEP	POTENTIAL HAZARD(S)	CONTROL MEASURES	PHOTOGRAPHS
		☐ <u>Administrative controls</u> - Add control measure ☐ - Add control measure ☐ - Add control measure ☐ <u>Personal protective equipment</u> - Add PPE needed - Add PPE needed - Add PPE needed	Controlled
Step 6 Add step here	- Enter potential hazard - Enter potential hazard - Enter potential hazard - Enter potential hazard - Enter potential hazard	<u>Can the potential hazard(s) be:</u> - Eliminated? ☐ - Substituted/replaced? ☐ <u>How?</u> Add control measure <u>Engineering controls Existing?</u> - Add control measure ☐ - Add control measure ☐ - Add control measure ☐ <u>Administrative controls</u> - Add control measure ☐ - Add control measure ☐ - Add control measure ☐ <u>Personal protective equipment</u> - Add PPE needed - Add PPE needed - Add PPE needed	Uncontrolled Controlled

STEP	POTENTIAL HAZARD(S)	CONTROL MEASURES	PHOTOGRAPHS
Step ____ Add step here	- Enter potential hazard - Enter potential hazard - Enter potential hazard - Enter potential hazard - Enter potential hazard - Enter potential hazard	Can the potential hazard(s) be: - Eliminated? ☐ - Substituted/replaced? ☐ How? Add control measure Engineering controls Existing? - Add control measure ☐ - Add control measure ☐ - Add control measure ☐ Administrative controls - Add control measure ☐ - Add control measure ☐ - Add control measure ☐ Personal protective equipment - Add PPE needed - Add PPE needed - Add PPE needed	Uncontrolled Controlled

Source: https://www.osha.gov/sites/default/files/job-hazard-analysis-template_final.docx

2. Incident Reporting Procedure

The objective of this incident reporting procedure is to provide [contractor] site personnel with the processes to report, respond to and, where appropriate, investigate environmental, OHS and social incidents and to implement corrective action. Social incidents include serious community-safety events, violence or threats, child-safeguarding concerns, alleged child or forced labor, serious discrimination or retaliation, material land or access disputes, and SEA/SH allegations. SEA/SH matters are handled under the separate confidential survivor-centred procedure and are not investigated through the ordinary incident process.

The *[insert role]* should lead the incident reporting and investigation process, with support from all personnel involved in the incident and senior site personnel and/or senior (non-site based) personnel where required (e.g., for serious/complex incidents).

Process:

1. Incident occurs.
2. Incident witness or party involved activates emergency response, if required. The priority in any incident should be the safety of workers and the community.
3. Incident witness or party involved notifies senior site personnel and *[insert role]*.
4. In the event of a serious incident, [insert role] shall notify the PIU representative as soon as possible and follow the Project incident notification protocol. Serious social incidents, including child-safeguarding concerns, severe community-safety events, violence, alleged child or forced labor, and SEA/SH allegations, require prompt escalation. All other incidents must be reported to the PIU within 24 hours. SEA/SH notification shall contain only the minimum non-identifying information required by the Project protocol.
5. Once a situation is under control, the *[insert role]* completes the “Initial Report” section of the Incident Report Form with as much information as possible and provides this to the PIU representative within 24 hrs of the incident occurring.
6. For incidents appropriate for investigation, the [insert role] undertakes a proportionate investigation with relevant parties to determine root causes and corrective actions. This ordinary investigation process shall not be used to investigate the truth of SEA/SH allegations, interview survivors for proof, or conduct community mediation; such matters shall be referred immediately through the confidential survivor-centred pathway.
7. The *[insert role]* completes the “Final Report” section of the Incident Report Form and provides this to the PIU representative.
8. The corrective actions tracked to closure.
9. Incident forms and routine reports shall not contain identifying information about SEA/SH survivors or sensitive complainants. Such information, if lawfully required, shall be stored separately with restricted access in accordance with the Project protocol.

Incident details

Date of incident:	Project name:
Time of incident:	Contractor name:
Person notified incident:	Person who reported the incident to the PIU:
Date of notification:	Date of incident reporting (to the PIU):

2. Type of incident

3. First Aid Facilities: treatment taken at site?

4. Emergency evacuation

5. Information about the incident

Date of an accident: Time:

Location of an incident:

Outcome:	Property damage:	Relation to work:
----------	------------------	-------------------

☐ Damage to health

☐ Illness

☐ Death

☒ Other (**Bruise**)

☐ Building/facility

☐ Mobile equipment

☐ Machinery

☒ Other

☐ Yes

☒ No

6. Personal information of the affected person

Full Name:

ID:

Mobile phone:

Address:

Date of birth:

Mobilization date:

Work experience:

Number of working days per week:

Shift duration:

Medical check-up before the start of work:

Position:		
7. Nature of injury (if any)		
☐ Amputation ☐ Asphyxia/suffocation ☐ Animal/insect bite ☐ Burn ☐ Burn-chemical ☐ Bone fracture ☐ Concussion ☐ Closed craniocerebral injury/hematoma, ☐ Dislocation/stretching	☐ Electric shock ☐ Infection ☐ Loss of consciousness (asphyxiation) ☐ No apparent injury ☐ Poisoning ☐ Puncture wound ☐ Radiation exposure ☐ Wound/scratch ☒ Other (Bruise)	
8. Location of injury (if any)		
☐ Upper limb ☐ Lower limb ☐ Spinal column ☐ Chest ☐ Back ☐ Ear ☐ Eye ☐ Throat	☐ Pelvis/thigh ☐ Internal organs ☐ Face ☐ Brain ☐ Head ☐ Extensive injuries ☒ Other (Shoulder)	
9. Current health condition		
Fine		
10. Type of contact		

☐ Caught between ☐ Chemical substance ☐ Driving related ☐ Electricity ☐ Fall from height ☐ Fire or explosion ☐ Fumes or gas ☐ Trench collapse	☐ Handling of materials ☐ Lifting ☐ Machinery/equipment ☒ Struck ☐ Structural failure ☐ Use of hand tools ☐ Other (Specify) ☐ N/A
--	--

11. Description of the Immediate & Root Cause Analysis

12 Immediate causes

- ☐ Did not follow existing procedures
- ☐ Use of plant, equipment or vehicle
- ☐ Use of PPE or methods
- ☐ Inattention
- ☐ Protective systems
- ☐ Unanticipated exposure to
- ☐ Tools, plant & equipment
- ☐ Workplace layout

☒ **Other (please specify)**

13 Root causes

- ☐ Skill level/competency
- ☐ Training/knowledge transfer

- ☐ Management /supervision
- ☐ Engineering/design
- ☐ Standards/Procedures
- ☒ **Communication**
- ☐ Physical/mental conditions
- ☐ Physical capabilities
- ☐ Tools, plant&equipment
- ☐ Material handling & material control

☒ **Security issue**

14. Norms and requirements violated during the incident

15. Immediate & Long Term Remedial actions

Action		Completion date
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

1 3		
1 4		
1 5		
1 6		
1 7		

16. Attached material

☒ **Photo of the injured worker**

☐ Sketches

☐ Witness statement

☐ Medical certificate

☒ **Police Statement**

☐ Training records

☐ Maintenance records

☐ Other (Specify) ID of IP

1. Incident details

2. Type of incident (check all that apply)

3. Description of the incident

--

4. Immediate actions taken in response to the incident

--

actions taken in response to the incident

--

To be tracked to closure

Provide list of attachments – this would include (as relevant): photos of the incident scene and/or injuries, witness statements, medical reports, etc.

8. Form completed by

Annex 2 SEA/SH Risk Mitigation Measures Specific Procedures for SEA/SH Grievances

The Contractor is required to manage potential social risks and impacts associated with the Works, including prevention of and response to sexual exploitation and abuse (SEA) and sexual harassment (SH). These requirements apply to all direct and contracted workers, subcontractor personnel and other Contractor Personnel and cover conduct toward other workers and community members. Implementation shall be site-specific to the adjacent school, community center and rear households and shall follow the Digital FSM Project GM and confidential survivor-centred referral arrangements.

Induction of permanent and casual workers on SEA / SH

Contractor's abbreviation will work with the PIU and CIU to ensure a code of conduct that explicitly prohibits SEA and SH, will be signed by all employees to indicate that they have:

- Received a copy of the code of conduct.
- Had the code of conduct explained to them.
- Acknowledged that adherence to the code of conduct is a condition of employment; and
- Understood that violations of the code of conduct can result in serious consequences, up to and including dismissal.

Contractor's abbreviation will work with the PIU and CIU to ensure all employees complete an induction on the SEA / SH components of the Code of Conduct that includes:

- The SEA / SH components of the code of conduct, and what constitutes a violation of the code of conduct to set clear expectations of behavior.
- What may happen if they use SEA or SH in violation of the code of conduct.
- How to report SEA or SH / a violation of the code of conduct.
- What local specialist GBV service providers are available to survivors and how to contact them. The PIU/CIU shall verify that the Pohnpei service-provider and referral mapping is current before works and update contact information when needed.

Contractor's abbreviation will work with the PIU and CIU to ensure all employees complete an induction on the SEA / SH components of the Code of Conduct. The CIU will facilitate the induction.

Community awareness on SEA/SH

Contractor's abbreviation will work with the PIU and CIU to deliver community awareness with communities surrounding the Project Site to increase beneficiaries and communities understanding of:

- The SEA and SH components of the code of conduct, and what constitutes a violation of the code of conduct.
- How to report SEA or SH / a violation of the code of conduct.
- What local specialist GBV service providers are available to survivors and how to contact them.
- What to expect when making a complaint of SEA or SH to the project.
- The limitations of the grievance mechanism in relation to complaints GBV.

Contractor's abbreviation will work with the PIU and CIU to deliver this community awareness to communities affected by the Project. The CIU will facilitate community awareness.

Support access to local GBV services

During the Induction of permanent and casual workers on SEA / SH and Community awareness on SEA/SH, the CIU will share information on how to contact specialist GBV services.

Confidential survivor-centred handling and records

SEA/SH allegations shall not be investigated, mediated or discussed through the ordinary grievance process. The recipient shall collect only the minimum information necessary, explain confidentiality and available support, seek informed consent for referral where practicable, communicate only non-identifying information required by the Project protocol, and store any sensitive records separately with strictly restricted access. Access to support shall not depend on an investigation, proof of the allegation or a disciplinary outcome.