



GOVERNMENT OF SIERRA LEONE –
MINISTRY OF FINANCE

**ESIA AND ASSOCIATED ESMP
WITH RAP FOR THE PROPOSED
UPGRADE OF MAKENI AND
KENEMA CENTRAL MARKETS**

INCEPTION REPORT

August, 2023

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LIST OF ACRONYMS

AoA	Analysis of Alternatives
AoI	Area of Influence
ASTM	American Society of Testing and Materials
CO	Carbon Monoxide
E&S	Environmental and Social
EHS	Environmental, Health, and Safety
ELARD	Earth Link and Advanced Resources Development
EPA	Environmental Protection Agency
ESF	Environmental and Social Framework
ESIA	Environmental, and Social Impact Assessment
ESMP	Environmental, and Social Management Plan
ESMMP	Environmental, and Social Management and Monitoring Plan
ESSs	Environmental and Social Standards
GBV	Gender-based Violence
GHG	Greenhouse Gas
GIS	Geographic information system
GRM	Grievance Redress Mechanism
IECO	Information and Communication Officer
KCC	Kenema City Council
NDP	National Development Plan
NGO	Non-governmental organization
NO	Nitric Oxide
PAH	Polycyclic Aromatic Hydrocarbons
PAPs	Potentially Affected Peoples
PCB	Polychlorinated Biphenyls
PM	Particulate Matter
PMU	Project Management Unit

RAP	Resettlement Action Plan
RUSLP	Resilient Urban Sierra Leone Project
SEA	Sexual Exploitation and Abuse
SH	Sexual Harassment
SO ₂	Sulfur Dioxide
SVOC	Semi-volatile Organic Hydrocarbons
TDS	Total Dissolved Solids
ToR	Terms of Reference
TPH	Total Petroleum Hydrocarbons
VOC	Volatile Organic Hydrocarbons
WB	World Bank
WHO	World Health Organization

1. INTRODUCTION

Sierra Leone has been facing rapid urbanization growth in the last five decades, with the share of the population living in urban areas almost doubling between 1967 (21%) and 2015 (41%). Sierra Leone's National Development Plan (NDP 2019-2023) recognizes the trend of rural-to-urban migration that will characterize the economic development of Sierra Leone in the years to come.

Fiscal sustainability and investment capacity are among the challenges facing the City councils of Sierra Leone that limit their ability to provide services to their residents and to benefit from their economic growth potential. The lack of planning and development controls has exacerbated unstable living conditions and the depletion of biodiversity and natural forest areas. In addition, Sierra Leone is highly exposed to a range of natural hazards due to its topography, location, high rainfall, and socio-economic conditions. Flooding, landslides, and droughts are significantly disrupting economic and social functions and imposing high costs for rehabilitation.

Within this context, the Government has requested the World Bank's support to improve urban management and disaster resilience in Sierra Leone. The "Resilient Urban Sierra Leone Project" (RUSLP) is designed to address comprehensively, the multispectral urban development challenges and disaster risks of the country, with the aim for livable, safe, financially sustainable, and productive urban centers in Western Areas and secondary cities of Sierra Leone.

In order to improve local public service delivery and access to resilient infrastructure, the project (subcomponent 2c of the RUSLP) will upgrade the central markets in two cities, Kenema and Makeni, to improve working conditions for traders, stimulate local economies and provide city councils with increased revenues through increased collection of market dues to finance council operations.

1.1 STUDY OBJECTIVES

The main objective of the study is to identify environmental and social impacts associated with the proposed construction/ upgrade of these markets and to recommend an appropriate environmental and social management strategy for the project. The core outcome of the Study includes an ESIA, ESMP, and RAP, which will be used to enhance positive impacts and mitigate any negative impacts of the project. The study will also provide decision-makers in the project and the World Bank with sufficient information to justify, on environmental and social grounds, the acceptance, modification or rejection of the project for financing and implementation. It will also provide the basis for guiding subsequent actions, which will ensure that the project is carried out taking into account the environmental and social issues identified in line with national regulations and World Bank Environmental and Social (E&S) framework and relevant World Bank Group Environmental, Health, and Safety (EHS) Guidelines.

1.2 Specific Objectives of the Study

The specific objectives of the study will be to identify environmental and social impacts associated with the construction/upgrade of the proposed markets and temporal relocation

sites (alternative market areas) and to recommend mitigation measures, and an appropriate environmental management strategy for the project.

ESIA and ESMP-specific tasks will include the following:

- Conduct a detailed evaluation of the existing situation at the proposed project sites; Conduct a field data collection of data relating to the socio-economic, physical and biological environments of the proposed project areas. Then, conduct a secondary data review in order to complement field data and to define potential impacts expected from project construction, implementation and operation phases;
- Identification and consultation with key stakeholders, facilitation of public consultation and conducting interviews with the proposed project beneficiaries;
- Predict and assess the likely changes in the environment as a result of the interventions;
- Evaluate the impacts of the various alternatives of the proposed project;
- Propose mitigation and control measures for the significant negative impacts of the project;
- Development of a comprehensive environment and social management and monitoring plan for integration into the project implementation.

RAP-specific tasks will include the following:

- Present a baseline socio-economic status of the market traders;
- Describe the compensation and income restoration options, the procedures for redress, and the institutional responsibilities for implementation;
- Entitlement matrix and budget for the source of funds;
- Compensation options that will be provided to the PAPs such as:
 - Space for space compensation;
 - Cash compensation;
 - Stall allocation;
 - Right to salvage.
- Relocation process and cost;
- Proposed livelihood restoration and enhancement measures for affected persons.

1.3 STRUCTURE OF THE REPORT

The Inception Report present the first deliverable to fulfil the requirements of the Contract and is consistent with the Proposal submitted by ELARD on January 11, 2023. This Inception Report covers the following sections:

- Scope of work and methodology:
 - Deliverable 1: Submission of the Inception Report;
 - Deliverable 2: Submission of Scoping Report with draft ToR for ESIA/ESMP and RAP;
 - Deliverable 3: Submission of the Baseline Analysis;
 - Deliverable 4: Submission of the Draft ESIA/ESMP and RAP report;
 - Deliverable 5: Submission of the Final Draft ESIA, ESMP, and RAP reports;
 - Deliverable 6: Submission of the Final ESIA, ESMP, and RAP reports.
- Project Description
- Inception Site Visits Findings
 - Site Visits Objectives
 - Kenema Market
 - Makeni Market
 - Meeting with PMU outcomes
 - Internal meetings with ELARD Local Team Outcomes
- Policies and Regulations:
 - Policies and Plans
 - Legislations
 - Regulations
 - Institutional Context
 - International Conventions
 - World Bank Environmental and Social Framework and Standards
- Project Management Arrangements:
 - Team composition and task assignment;
 - Schedule of deliverables.
- Appendices.

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2. PROJECT DESCRIPTION

2.1 Kenema and Makeni Central Markets

Situated in Kenema City, Nongowa Chiefdom in Kenema District, Eastern province of Sierra Leone, the Kenema Central Market popularly called Fisheries Market is located in Maxwell Khobe Street, is symbolic and iconic at the heart of this city. It is a rural market lying at about 500m from the Kenema Clock Tower, and less than 2 km away from the Kenema City Council. The Fisheries Market has a geographical center location of Latitude 07° 52' 33", and Longitude 34° 48' 25". The market area is about 4,170m² and it is home to 7,000 traders (Kenema City Council).

Commented [DM2]: Rural market in a city?

Situated in the Northern province of Sierra Leone, Bombali District, Makeni Town, the Makeni Central Market is designated as a rural market located at about 100m from the Makeni Clock Tower, but about less than 1km away from the Makeni City Council. It is enclosed by Church Street, Campbell Street, and Station Road, lying in a geographical centre location of Latitude 08° 53' 17", and Longitude 12° 02' 34". The market area is about 3,240m² and it is home to 6,000 traders (Makeni City Council).

Commented [DM3]: By who? What are the categories of markets? Any functional characteristics?

Commented [DM4]: What is a rural market? Maybe a footnote.

The markets have important landmarks and services but not recognizable polarities, like the historical center in European towns. There are many churches and mosques connected with schools and there are many hospitals in every part of the cities.

Even though the following basic infrastructure and services, such as; water supply, electricity, drainage facility, stores, financial outlets and security are available at the markets, they are either delapidated or adequate. The markets' needs assessment analysis conducted by the Feasibility and Design Consultants highlighted some of the markets' challenges such as inadequate selling spaces, poor toilet facilities, no dedicated electric supply, no clean water, inadequate or no cold rooms, poor waste management, theft, absence of child care facilities, and accessibility challenges for disabled and physically challenged traders and customers etc.

The markets also lack ablution and storage facilities, pavements, and adequate roofing. Furthermore, they are often flooded during the rainy season and dust ridden during the dry season.

The upgrade will be based on flood risk reduction designs and will consist of the construction of new standard market buildings to accommodate the existing and future business community (traders and their accompanying family members). Based on the needs assessment report, the key elements that will be considered for design options would include:

- Design of infrastructure based on identified and prioritized needs (of both men and women): stalls, access roads, drainages, water supply and reticulation, sanitary facilities, firefighting, garbage disposal, ventilation, solar power, lighting, telecommunication systems, security, access, auxiliary facilities, parking lots;
- Calculation of required space based on number of traders and existing infrastructure standards;

- Site planning including the layout of buildings;
- Environmental and Social considerations;
- Cost implications.

Further relevant Information on the projects in the next phases of the assignment shall include a detailed description of the various project components; and the various activities involved in the installation phase as well as in the operation phase which will include, but not be limited to:

- Statement of need;
- Concept and phases;
- Location, scale, and scheduling of activities including site description, location maps, photographs, land use, utility systems, and interfaces with existing facilities.
- Project status and planned activities;
- Breakdown of resources needed for each activity including (as available): raw materials, human resources, machinery/equipment/vehicles, source/supply method and utilization rates for electricity/fuel, facilities, working area footprints, communication and security systems;
- Client's waste management plan, emergency plans, recycling plans, energy consumption optimization plans, etc.

The main method for the initial data gathering will include a desk review of existing information on the cities and meetings with the beneficiaries, client and engineering firm to provide insight into the project activities. ELARD shall rely on data provided by the client, and existing published data on the above-listed items.

Further field surveys shall include walk-throughs around the proposed project sites, with an emphasis on assessing their current conditions, the crossings with existing infrastructure, and the identification of sensitive receptors, in addition to the socio-economic profile of Kenema and Makeni cities.

During the site visits, the consultant will carry out the following:

- Assess the conditions of current markets users, and whether they will all be able to relocate easily; such assessment will be based on semi-structured interviews with a sample of these stakeholders;
- Assess the conditions of local merchants and vendors, particularly vulnerable groups (female vendors/stallholders, street vendors); such assessment will be based on semi-structured interviews with a sample of these stakeholders;
- Meet with the municipalities' stakeholders and other key stakeholders (land registration unit, etc.) to obtain necessary information about all affected lands and assets (parcels size, exact area affected by the access road or other infrastructure)

Commented [DM5]: What will inform this sampling?
Make sure representation along ages groups, gender, ethnic groups etc is catered for.

and information about the land owners; information about the market value of these lands will also be collected during these meetings;

- Meet with the municipalities' stakeholders and other identified stakeholders to discuss possible EHS concerns related to the project;
- If identified and available during the available time for the consultancy, meet with landowners to discuss land compensation issues;
- Verify the extent of loss of actual property (where the land and stalls are owned) versus sources of livelihood (where the land/ stalls are rented) in preparation for the detailed surveys.

The collected literature information and field data shall be represented on GIS-based maps, when possible, covering the ESIA, ESMP, and RAP Study areas. Photographs shall also be provided documenting the field survey findings.

2.2 Proposed Relocation Sites

Kenema

In Kenema city, the relocation site proposed by the Municipality administration to host the affected traders is located about 500m from the current market, it was a former forestry workshop owned by the Sierra Leone Forest Products Manufacturing Agency. Since the closure of the agency in the late 1990's the property was handed back then to the city administration who had not done any development on it. Currently, the site is being used by truckers as a loading and offloading point and park for vehicles transporting cash crops and other bulk goods to Freetown, Kailahun, Koidu and Liberia. The site has two huge dilapidated structures fitted with plinths and scrap machines, there is also a temporal garage and washing bay.

The site is close to residential houses, offices and restaurants but bounded by a fence. There are shrubs and grasses in specific areas which may serve as habitat for reptiles, insects etc. there are some trading activities done by hawkers whose targeted buyers are the drivers and mechanics working on the vehicles parked in the site.

Further assessment of these sites will be done during the conduct of Scoping and Base line surveys.

Makeni

As of the time of this Inception phase and corresponding site visits, the Municipal Council administration and the traders' union executive were in a series of negotiations with local authorities and land-owning families for the selection of an ideal site for the temporal relocation of traders during the implementation of the actual upgrade works.

We hope they would have settled for a given location before the scoping phase which will allow our team to carry out initial assessment of the same.

3. SCOPE OF WORK AND METHODOLOGY

This inception report provides an updated work plan including the methodology, time frame, and deliverables for each of the proposed tasks that will be adopted. It will also take into consideration the guidelines provided in the RUSLP project documents (i.e. ESMP, SEP, LMP and Communication strategy report) which will form the basis for project supervision and monitoring.

Key tasks and activities in the scope of work are summarized in [Table 3-1](#) and the proposed methodology for addressing them is described in the following subsections.

The submission dates of each corresponding deliverable are provided in line, and the timetable can be found in Appendix C.

Table 3-1 Key tasks and activities in the scope of work

Tasks	Activities
Inception Phase (Deliverable 1)	Kick-off meeting with the client and stakeholders
	Preliminary Site Visits and meetings with stakeholders in the 2 cities
	Inception Report
Scoping Phase (Deliverable 2)	Site visit and data collection
	Stakeholder Consultation
	Identification of Area of Influence and delineation of project site
	Preparation of final ToR for ESIA, ESMP, RAP
Baseline Analysis (Deliverable 3)	Acoustic environment, Air environment, climate and bioclimatic characteristics, biotic environment, geological and tectonic characteristics, Manmade environment and Socio-economic environment
Draft ESIA/ESMP, RAP (Deliverable 4)	Overview of Policy, Legal and Administrative Framework
	Methodology for baseline data collection
	Methodology for Impact Assessment
	Scope of Analysis of Alternatives
	Mitigation Measures and ESMP
	Draft ESIA and ESMP Study Report Compilation
Final Draft ESIA/ESMP and RAP (Deliverable 5)	Draft RAP report
Public Consultation of Final draft ESIA/ESMP and RAP	Preparation and submission of Final Draft ESIA, ESMP, and RAP
	Execution of Public consultation
Final ESIA, ESMP, RAP	Preparation and Submission of the Final Draft Reports comprising the outcomes of the consultation
	Final ESIA, ESMP, and RAP reports submitted to EPA

DELIVERABLE 1 – SUBMISSION OF THE INCEPTION REPORT

Upon contract signature, the first task consisted of an online kick-off meeting with the Client on April 18, 2023, to discuss and agree on the proposed scope, stakeholders, methodology and time frame, and deliverables of each task. The kick-off meeting aimed to help ELARD understand the available information that can be shared for review and what information needs to be collected from the client and other stakeholders (including the design engineering team). The project and its main components, such as the project structure, coordination channels and timeline were discussed. The minutes of the meeting are presented in Appendix A.

Following the kick-off meeting with the Client, an introductory meeting was organized by the Client between ELARD and Politecnica in JV with Innovative Solutions Consultancy, the Italian firm in charge of the feasibility studies and preliminary design of the markets. The meeting aimed at putting the two firms in contact, and initiating the coordination between them that is needed to exchange information, ensure synergy and make sure the preferred designs are reached based on solid assessment from both parties. The minutes of the meeting are presented in Appendix B.

Afterwards, there were meetings held on 15th and 16th May 2023, between ELARD and both City Councils and local stakeholders which preceded the site visits to the two markets in Makeni and Kenema respectively. The inception site visits are summarized in section 5.3, and the minutes of meetings were presented in Appendix C and Appendix D, respectively.

The first face to face meeting with the Project Management Unit (PMU) was held at the Resilient Urban Sierra Leone Project Unit, Ministry of Finance on May 16, 2023, wherein discussions on the project's progress and updates were held. The actions pints and next steps that were discussed during the meeting are summarized in Appendix E.

The stakeholder engagement plan and ELARD's code of conduct are also attached in Appendices G and H.

Description	Submission Date
Deliverable 1: Inception Report	Version 1: May 3, 2023
	Version 2: August 4, 2023

DELIVERABLE 2 – SUBMISSION OF SCOPING REPORT WITH DRAFT TOR FOR ESIA, RAP AND ESMP

Project scoping is the next stage of the ESIA process, this is done to delineate project boundaries and identify issues that requires detailed analysis in line with national requirements and the Bank's proportionality principle. The aim of this stage is to ensure that the ESIA study adequately addresses all the crucial issues of environmental and social concerns which will be communicated to the decision-makers. This is done by narrowing down proposed project issues to those requiring detailed analysis. The process involves dialogue with all project stakeholders and public consultations to ensure that its objectives are fulfilled. It also involves the collection of primary and secondary data through field visits and investigations as well as

a literature review. From the evaluation of these data, a rapid assessment of the project site and its surrounding areas will be done.

The key benefits of scoping include:

- Enables early key stakeholder's identification and engagement;
- Identifies key stakeholders' concerns and values;
- Enables the early identification of existing data and data gaps;
- Sets requirements for the collection of baseline data and other information;
- Ensures that the assessment focuses on the key likely environmental and social impacts;
- Describes the project;
- Defines the reasonable and practical alternatives to the project;
- Defines the boundaries for an ESIA in time, space and subject matter;
- Informs the public about the project;
- Reviews the Terms of Reference for an ESIA study.

This phase shall also help to jointly coordinate with the client and relevant stakeholders in determining the following:

- Methods for baseline data collection as described in section [3.1.12-2.1](#) above.
- The methodology for impact evaluation:

This subtask of the ESIA study consists of an initial assessment of the data that will be gathered during the baseline study; and the evaluation of predicted impacts that will emanate from the proposed project, including the positive (beneficial) or negative (adverse), temporary or long-term impacts for the routine, non-routine (planned) operations and unplanned (accidental) events at Kenema and Makeni markets site, with due consideration of cumulative impacts.

Initial site reconnaissance visit(s) will take place as part of the scoping phase.

Following the submission and approval of the project's inception report, ELARD will draft the scoping report which will include the reviewed ToR for ESIA/ESMP, and RAP.

3.1.1 Initial Data Gathering during scoping

The data-gathering subtask comprises assembly, research, and review of available project data, with emphasis on the following:

3.1.1 Project Site:

Data to be gathered includes a brief description of the project sites (such as areas and locations), the baseline environment (air quality, noise, soil, water, ecology, etc.), and socio-economic conditions at the project sites (surrounding facilities, cultural sites, aesthetics, economic data, traffic, etc.).

3.1.2 Relocation sites

Data on the proposed relocation which include an assessment of their current status, land ownership, suitability and capacity to host the affected traders, an initial environmental assessment of these sites will also be undertaken

3.1.3 Legislation and Guidelines:

The data to be collected shall target relevant local laws, national and international regulations/ treaties and the World Bank Environmental and Social Framework requirements that apply to the case of the Project, in addition to applicable standards; as listed in Section 4 of this report. Examples:

- National environmental laws, regulations and standards that apply to the Project
- International guidelines relating to environmental protection and ratified by Sierra
- The World Bank Environmental and Social Framework and Standards and sector specific EHS.

3.1.4 Public Consultations during scoping

Our team will refer to the RUSLP Stakeholder Engagement Framework (SEF) to define the relevant stakeholders and the communication methodology knowing that the involvement of the local population is essential to the success of the project. The SEF will aid us in:

- Identification of the stakeholders (affected parties, other interested parties, and vulnerable groups);
- Stakeholder Analysis: identification of stakeholder groups that are likely to influence or be affected by the project activities and sorting them according to their impacts on the project and the project activities' impact on them. The identification will help to determine stakeholders' roles, which stakeholders to engage, when and where;
- Identification of the engagement process and methods: meetings and consultations that will be conducted with different stakeholder groups pertaining to the project needs and priorities. Surveys, calls, and focus group meetings will also take place.

The stakeholders proposed to be engaged at the scoping stage for the project includes but not limited to:

- RUSLP Project Team;
- Council Administrations being the land owners;
- Markets Leaders (Chairmen, Chairwomen, and Youth Leaders);
- Local Chiefs;
- Police and Army Head in Kenema and Makeni;

- Sierra Leone Water Company;
- Governmental Representatives;
- Drivers and Motorbikes;
- Property Owners, if any.
- World Bank Team;
- Municipalities of concern;
- Ministry of Environment;
- Ministry of Finance;
- Ministry of Agriculture and Forestry;
- Ministry of Water Resources;
- Ministry of Energy;
- Ministry of Trade and Industry;
- Ministry of Planning and Economic Development;
- Ministry of Local Government and Rural Development;
- Ministry of Tourism and Culture;
- Ministry of Labor and Social Security;
- Ministry of Social Welfare, Gender and Children's Affairs;
- Local communities;
- Civil Society Organizations (CSOs);
- NGOs;
- Traders' union
- Affected residents;
- Affected traders;
- Other relevant stakeholders that might be identified based on the contacts made.

Once the public consultations are completed, ELARD will amend the draft ToR for ESIA, ESMP and RAP in a way to take into consideration all comments/notes raised during the public consultations and the findings of the scoping analysis. The final ToR will be disseminated to the public and relevant authorities as needed.

The final scope of work of the ESIA, ESMP, and RAP shall be determined based on the outcomes of the scoping phase.

Description	Submission Date
Deliverable 2: Submission of Scoping Report with draft ToR for ESIA, ESMP and RAP to the project and WB teams	September 27, 2023

3.1.5 Review of ToR for ESIA & RAP

Having undertaken sites visits and stakeholder engagements, the scoping will narrow down proposed project issues to those requiring detailed analysis and thus leading to the development. As an outcome of the phase, our team will review the ESIA ToR including its ESMP and RAP.

3.2 DELIVERABLE 3 – SUBMISSION OF THE BASELINE ANALYSIS

Preliminary data regarding the Project site shall be collected through desk studies of existing references and monitoring data (air quality, noise, water quality, etc.), as well as meetings with the Project stakeholders (public authorities, academic and research institutions, etc.), and with the feasibility studies consultants. In addition, field surveys will be conducted as needed to complement site-specific gaps and missing data.

3.2.1 Study Area

The study team will verify (using the information from cadastral survey) the study area and justify its boundaries. If necessary, this area may be composed of different areas delineated according to the impacts studied. The portion of the territory covered by this area will have to be sufficient to cover all the proposed activities and to identify all the direct and indirect effects of the project on the natural and human environments, including those related to the actual market operations and transportation of goods and services. Special attention will be given to the access routes, haulage and local material sourcing areas.

3.2.2 Identification of Environment Elements and Components

The objective is to define and group together all elements of the environment likely to be affected by one, several and/or combination of project component(s), these include: geology, soil condition and hydrogeology, surface water and hydrology, water quality, ambient air quality, vegetation, mammals, amphibians, reptiles, and macroinvertebrates, special status species, human and artificial environment, landscape, quality of life (including noise levels) as well as economic activities.

The ESIA will describe the base line condition of the environment as it exists in the project area (the central markets) prior to the implementation of the project activities. Using both qualitative and quantitative data, we will describe most factually the components of the natural and human environments likely to be affected by the project. The description of the environment should, as far as possible, set out the relationships and interactions between its various components in order to delineate ecosystems (receptors) with a high potential of risk and/or of particular interest. The security of both the access to the site and the facilities it will contain will be considered, as well as the impact of the activities on the surrounding environment. The data should reflect the ecological, social, cultural and economic values of the components described.

3.2.3 Data acquired from desk review and interviews

Desk review, including analysis, synthesis, summary and determination of gaps in existing data, this will guide the Consultant on the extent of the field investigations to be performed. Such reviewed will include information on:

- Climate and Bioclimatic characteristics
- Morphological and Topological characteristics
- Geological and Tectonic characteristics
- Air environment
- Acoustic environment
- Biotic environment
- Manmade environment
- Socioeconomic environment
- Technical infrastructures and utilities
- Existing pressures on the human and natural environment
- Heritage assessment

The desk review will be supported by site visits and walkthroughs of the sites to observe, depict and record, through photos and videos of the initial condition of the sites. All current site features will be noted and described including existing structures, utilities and neighboring land-use, etc.

Interviews with stakeholders and Key informants including chiefdom stakeholders and neighboring communities will be used to gather expert opinion, information and knowledge about the land area including the legitimate and legal landowners and land users.

Acoustic Environment

Further field surveys shall also include noise surveys at 25 locations to be determined as part of the scoping phase. The noise baseline survey will consist of determining and quantifying the existing baseline sound environment and noise sources.

The noise baseline monitoring plan, including methodologies and frequency of monitoring, is presented in Table 3-23. The purpose is to characterize the existing acoustic environment and to identify any cumulative sources of noise. Measurements will include L10, L90, Leq, Lmax and Lmin and will be recorded over an interval of 15 minutes each.

The noise survey and assessment will be based on the following American Society of Testing and Materials (ASTM) standards:

- Standard Guide for Applying Environmental Noise Measurement Methods and Criteria (ASTM D: E1686 – 10)
- Standard Guide for Preparing a Measurement Plan for Conducting Outdoor Sound Measurements (ASTM D: E1779 – 96a)
- Standard Guide for Measurement of Outdoor A-Weighted Sound Levels (ASTM D: E1014 – 08).

These standards are adopted for guidance on the design, implementation, and interpretation of noise surveys for conducting the baseline outdoor sound measurements at the project site and sensitive receptors within the proposed project's zone of influence.

Table 3-34 Proposed Noise Baseline Data to be Collected

Parameters	Methodology	Monitoring Locations	Duration
Lmax & Lmin LAeq L10 & L90	Direct access Method by the integrated sound level meter. The noise monitoring would comply with the local, national and international environmental regulatory requirements applicable to the Project.	At sensitive receptors	Intervals of 15 min each

The monitoring locations for the noise measurements are selected to be representative of the studied area and away from being influenced by interferences such as wind, impulsive sounds and electromagnetic radiation from high-voltage transmission lines.

Air Environment

For air quality, yearly background concentrations for the main pollutants, such as PM, NO₂, CO, and SO₂ will be provided from the literature review as the project activities do not entail a

major impact on existing air quality conditions. Such concentrations will be compared to applicable air quality standards.

Climate and Bioclimatic characteristics

This section will cover the following:

- Rainfall
- Temperature
- Wind
- Humidity

Biotic environment

The proposed ecological surveys will include drive-throughs and walkovers along the project sites and surroundings. As per the needs assessment report of the feasibility studies, the total areas to be considered for the biotic assessment are 10,930m² for Kenema and 9,758m² for Makeni. Field observations will be duly recorded and described.

After the field visits, plants in the existing market will be identified. Alternatively, they will be identified at the genus level. A list of observed plant species/animals will be compiled for each surveyed area.

Geological and Tectonic characteristics

A description of the following components is expected to be carried out:

- Geology
- Surface water bodies
- Hydrogeology and groundwater quality
- Groundwater basins and flows direction
- Tectonics and seismicity

In addition to the above, two (2) groundwater samples are proposed to be taken from a downstream location, if possible, to check for any possible contamination and set the baseline conditions.

The water samples will be collected using sterilized laboratory-provided containers consistently with ASTM D 4448 and D 6452. Physicochemical in-situ measurements for turbidity, Water temperature and Electrical Conductivity (EC) / Total Dissolved Solids (TDS) will be carried out onsite using calibrated portable equipment.

The water samples will be stored inside cool boxes with ice, an appropriate chain of custody forms will be filled, and the sample will be transported to the laboratory at the end of each sampling day if the laboratory is in-country.

The water samples will be analyzed at a certified laboratory in accordance with international methods (e.g., USEPA) for the parameters shown in [Table 3-4](#) and [Table 2-5](#). Results will be compared to national and international standards (WHO, Dutch Standards).

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Table 3-45 Analysis Parameters for Groundwater Samples

Parameters
Electrical Conductivity (EC)
pH
Total Dissolved Solids (TDS)
Metals (V, Cr, Ni, Cu, Zn, Cd, Ba, Be, Pb, As, Se, Hg)
Total Petroleum Hydrocarbons (TPH)
Semi-volatile Organic Hydrocarbons (SVOC)
Volatile Organic Hydrocarbons (VOC)
Total Phenols
Polychlorinated Biphenyls (PCB)
Oil and grease
Temperature
Polycyclic Aromatic Hydrocarbons (PAH)
Total Coliforms and E-Coli

Manmade environment

The primary data collected in the field will mainly consist of:

- Photos from different viewpoints;
- Panoramic views;
- Schematic sketches;
- Perception survey based on the assessment methodology and integrated into the planned socio-economic survey.

In addition to the above, the baseline analysis will include a description of the morphological and topological characteristics, technical infrastructures, and existing pressures on the human and natural environment (solid waste generation and disposal, wastewater generation and disposal, noise disturbance, water and electricity consumption, etc.).

The collected literature information and field data shall be represented on GIS-based maps, when possible, covering the EIA Study area. Photographs shall also be provided documenting the field survey findings.

It is important to mention that close collaboration with the Engineering Team in charge of the feasibility studies and preliminary designs will take place so as to avoid duplication of efforts on data required by both parties and ensure synergy and efficiency between both teams through the exchange of collected information (geological, social, etc.).

Socioeconomic environment

Establishing socio-economic baseline conditions is important to provide a basis against which potential socio-economic impacts (whether positive or negative) induced during and as a

direct or indirect result of the Project activities, can be assessed. Baseline data collection will consider the following four types of aspects in order to analyze later their potential impact:

- Economic activities:
 - Are there significant economic activities within the project area? What is their number, and type, and how will their economic activities be affected?
 - Are there significant economic networks? How will they be affected?
 - What will be the impact at the city scale in terms of attractiveness/ unattractiveness to residential or commercial activities?
- Travel patterns:
 - What are the main local transportation patterns which may be affected by the project?
- The social, psychological and economic impacts arising from the market upgrading.
 - What are the social, psychological and economic impacts arising from land acquisition and resettlement?
- The social fabric and lifestyle:
 - What are the sociocultural trends in the Market environment?
 - Is there a social relationship between residents/traders/affected parties?
 - What changes will this project incur?

A mixed methods approach involving qualitative and quantitative tools will be used. Qualitative tools include direct observation of the context, interviews with key informants and focus groups, a sample of women, men, elderly and youth living/ working in the project area, a sample representing the business activity owners, and finally mapping the different services (education, social, health of the traders) existing within the project area (as defined below). Quantitative tools include surveys with a sample of stakeholders directly and indirectly affected within the project area.

Primary data for this section will be collected through the following:

- Observation through a site-walks along the site of the project to have a general overview of the context and the lifestyle in the different streets.
- Focus groups with open-ended questions will be held with four categories of directly and indirectly affected stakeholders: women, men, elderly and youth of the project area in order to identify the impact on their lifestyles, social cohesion and belongings. Before starting the focus group discussions, participants in each group will watch a 3-dimensional presentation about the project explaining its different sections.
- Interviews will be conducted with a sample of directly and indirectly affected business owners and establishments within the project area to assess the impact on their economic activities.

Additionally, key Informants such as local elected leaders and stakeholders will be interviewed in order to understand the context of the project and to evaluate the potential impacts on residents and businesses.

Furthermore, two surveys will be conducted with a random sample of stakeholders of the defined study area.

- The first survey addresses those who are directly affected by the project and will try to achieve the following:

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- Describe the characteristics of the selected population: demography, education, and economic activity.
- The second survey addresses all those who will be indirectly affected by the project. This survey covers all the issues mentioned in the first survey except the impact arising from property acquisition or demolition and resettlement that will be replaced with the impact on the inhabitants' business activities.

Description	Submission Date
Deliverable 3: Submission of Baseline Analysis to the project and WB teams	October 6, 2023

3.3 DELIVERABLE 4 – SUBMISSION OF THE DRAFT ESIA, ESMP, AND RAP REPORTS

As per the ToR for the assignment, a final Draft ESIA and ESMP report will be submitted to World Bank for review within fifteen (15) weeks from the contract's effectiveness. However, a new timeline has been proposed below to accommodate some project constraints.

After the preparation of feasibility and preliminary design of the markets by the Design Consultant, a close collaboration and interactions with this firm is needed on alternatives conceptual development and on the preliminary design of the markets to ensure the project is defined and that alternatives are presented.

This section shall comprise the following main sections and tasks:

3.3.1 Review of Regulations, Legal and Institutional Framework

This task will consist of reviewing the Policy, Legal, Administrative framework and requirements in Sierra Leone, the World Bank (WB) Environmental and Social Framework (ESF) and the Environmental and Social Standards (ESS) relevant to the Project and conducting a gap analysis between national and WB regulations. Suggested improvements will be noted where the national requirements are less stringent to bring them in compliance with WB ESF and other relevant international standards.

Several policies and legislations both national and international that are relevant to the proposed project have been identified in Section 6.4 and will be further elaborated.

3.3.2 Environmental and Social Baseline analysis

The collected data from desk review, site visits, consultations and surveys, as described in section Deliverable 3 – Submission of the Baseline Analysis 3.22-3, will be submitted and presented in the draft ESIA report as a baseline for the impact identification and the analysis of alternatives.

3.3.3 Impact Assessment

The assessment of the data gathered and the evaluation of predicted impacts from the proposed project will be conducted, including the positive (beneficial) or negative (adverse), temporary or long-term impacts for the routine, non-routine (planned) operations and unplanned (accidental) events at the proposed site, with due consideration of cumulative impacts.

The impact screening methodology and assessment criteria that will be adopted by the consultant will comprise a preliminary screening process followed by a more delicate and detailed secondary screening process. The environmental and social impacts will be assigned a level of significance (Low, Moderate or High) based on the likelihood (Low, Moderate or High) of the impact and the consequence (Negligible, Minor, Moderate, Major, Critical and Beneficial) of that impact. A number of considerations are built into the Impact Consequence Criteria including nature, direction, magnitude, geographic extent, timing, duration and reversibility of the impact. Impact significance levels will be assigned according to the Likelihood of Occurrence cross-tabulated with the Consequence Rating Criteria as shown in [Table 3-5](#) ~~Table 2-6~~.

Table 3-5 Impact Significance Levels

		Consequence Rating					
		Negligible 1	Minor 2	Moderate 3	Major 4	Critical 5	Beneficial B
Likelihood Rating	Low L=1	1	2	3	4	5	+
	Moderate M=2	2	4	6	8	10	++
	High H=3	3	6	9	12	15	+++

LEGEND		Significance
Consequence Rating 1- Negligible 2- Minor 3- Moderate 4- Major 5- Critical B- Beneficial	Likelihood L- Low (1) M- Medium (2) H- High (3)	+ to +++ Beneficial
		1 to 3 Low
		4 to 9 Medium
		10 to 15 High

Impacts to be assessed mainly include:

- Impacts on air quality from construction and upgrade activities and equipment, and the operation of machinery and heavy equipment (CO, NOx, PM₁₀ and SO₂ emissions). A qualitative assessment of air quality impacts on construction activities and operation of the markets. In addition, the quantity of the GHG emissions emitted during construction will be estimated.
- Qualitative assessment of noise and vibration impacts for construction activities (equipment and vehicles) and operation of the markets.
- Assessment of traffic impacts from construction activities (vehicles, detours) and from the operation of the markets.

- Assessment of the impacts of construction activities and market operation on surface and groundwater and soil quality (wastes and accidental spills of chemicals and fuel, changes in water drainage, erosion, runoff, sedimentation, grading).
- Assessment of the impacts of construction activities and market operation on species of fauna and flora and habitats as applicable (no major impacts are anticipated based on the site visits and given the primarily urban nature of the project area – mainly impacts on vegetation/ trees from emissions and dust deposition).
- Assessment of the visual impacts of construction activities and market operation. The Consultants will assess the impact from the presence of equipment, materials and borrow pits, and the potential loss of trees.
- Assessment of the impacts of construction activities and market operation on waste generation (solid domestic and construction waste, waste from maintenance activities, and domestic wastewater), that ultimately affects water resources, soil, and other media and receptors.
- Assessment of the impacts of construction activities and market operation on resource use (energy, water, amounts and sources of construction materials).
- Assessment of the impacts of construction activities and markets operation on health and safety (construction accidents; accidents to pedestrians and nearby residents; traffic accidents, explosion and fire hazards, risk assessment and emergency response---) as indicated in the fFactories Aact and the ESS 2 and 4 of the World Bank E&S framework.
- Assessment of the impacts of construction activities and market operation on archaeological resources and cultural heritage as applicable.
- Assessment of the impacts of construction activities and market operation on occupational health and safety, labor working conditions, labor influx and traffic.
- Assessment of the socio-economic impacts of construction activities and markets operation through the use of a questionnaire to survey the affected traders, interviews with municipalities, mayors, leaders of the regions, focus groups with local stakeholders and various affected groups (including vulnerable groups), and field observations. The size and status of required expropriations, which are the main socio-economic impact – shall be assessed as a basis for the RAP, based on information that will be provided by the client.

The following social impacts shall be assessed: potential secondary development induced migration during construction and upon project completion; Potential loss of property; Potential damage or loss of land from construction/ expropriations; Potential loss of economic and other livelihood opportunities; Population perception of risk in residential areas close to the market's access roads; Changes to demographics; The impacts of these changes on the living conditions and standards of the population in the short, medium and long term; Potential for the project activities to increase workers' exposure to safety risks and recommend measures to prevent or mitigate the risks; Potential for the project activities to increase the exposure of young girl, women and children to SEA/SH risks and recommend measures to prevent or mitigate the risks.

The consultants contracted to develop and manage the RUSLP GBV Action Plan, other NGOs and local community organizations with a physical presence in the selected project areas (e.g., women and child advocates, social workers, and health teams) and according to the Sierra Leone National Action Plan, will be invited to inform project communities about Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) risks, as a part of the stakeholder consultations; understand groups that are most vulnerable to harm and how they currently deal with SEA/SH incidences; inquire about existing channels of reporting SEA/SH complaints

and identify if these channels follow a survivor-centered approach. The Sierra Leone National Action Plan and the Gender-Based agenda will be adopted and adhered to.

In addition to the above, the RUSLP Grievance Redress Mechanism (GRM) will be adopted to allow the local communities to report any concerns they might have. Relevant personnel in each project site will be required to accept formal grievances and ensure avenues for lodging grievances are accessible to the public and affected persons. The GRM focal person will record all grievance on the grievance report form and inform PMU within 48 hours in order to ensure for complainants that their complaints are not being dealt with at the community or site and local council levels. Then, the complaints will be tracked, investigated by PMU, resolved and responded to the complainant through the GRM focal person to discuss and identify potential resolutions.

3.3.4 *Analysis of Alternatives*

This section includes the conduct of an Analysis of Alternatives (AoA) based on discussions with the client and design consultant of the project, and on the results of the feasibility study of the Project and the impact assessment of different alternatives. Earlier studies concerning alternative options for the upgrade of the market shall be reviewed, particularly those meeting the objectives of the project with fewer adverse impacts on PAPs and the environment. Moreover, other project alternatives shall be evaluated with respect to engineering design alternatives, technology changes, construction techniques and phasing, and operation and maintenance procedures, in close coordination with the Consultant working on the feasibility study.

3.3.5 *ESMP*

The overall objectives of the ESMP are 1) to provide a consolidated summary of all Environmental and Social commitments/mitigations relevant to all phases of the project in a way to ensure compliance with environmental and social legislation and Proponent's requirements; 2) to provide the Client with clear and specific guidelines to undertake monitoring activities and compliance inspection programs; and 3) to support the Contractor and relevant stakeholders in the implementation of mitigation and monitoring plans. The ESMP may be subject to updates and modifications throughout the Project lifetime by the Project Proponent.

The ESMP will be developed in a matrix form to summarize the mitigation, capacity building and monitoring measures necessary to avoid any negative impacts, in addition to their associated cost of implementation. This will include measures for emergency response to accidental events, such as the entry of concrete or sludge wastes into water bodies, fuel spills, etc., and will cover both the construction and operation phases of the project.

3.3.5.1 *Mitigation Plan*

Mitigation plan shall reduce adverse effects on the environment to minimal alarming levels such as the following, where impacts shall require minor intervention:

- The impact duration is the short term;
- The likelihood to occur is minimal to the extent possible;
- The significance criterion is negligible or minor.

For each negative environmental and social impact, mitigation measures shall be proposed to mitigate or offset adverse impacts. The costs and benefits of the main mitigation measures shall be evaluated, and a description of the technology to be used, including prior effective use, the range of environmental conditions under which they are effective, and the level of skill required to operate and maintain the technology, as applicable. The parties responsible for the implementation and supervision of these measures shall also be specified.

Mitigation measures shall be suggested and detailed for affected PAPs and shall be part of the RAP to be developed.

A detailed plan to monitor the implementation of mitigation measures and project impacts during construction, operation and decommissioning shall be developed, including costs, training and institutional strengthening needed to implement the plan. The aim of the mitigation plan shall be to:

- Identify the extent of the environmental and social impacts predicted in the ESIA;
- Determine project compliance with regulatory requirements; and
- Recommend further mitigation measures if found to be necessary.

3.3.5.2 *Monitoring Plan*

For this purpose, monitoring indicators and parameters for water, air, soil, noise and vibration, traffic, resource use, occupational health and safety, community health and safety and socio-economics shall be proposed along with monitoring frequency and location, responsibility, and standards against which to compare the monitored values and budgetary requirements. Furthermore, the responsibilities and capacity of institutions to operate and maintain the project and to implement the relevant ESMP shall be assessed at local, regional and national levels; steps shall be recommended to strengthen or expand them so that the ESMP may be effectively implemented.

As a result of the above, the various sections of the ESIA and ESMP report will be compiled, edited and reviewed. The Study shall be carried out in compliance with the requirements specified by the client for an ESIA Study and with the World Bank Environmental and Social Framework, as already mentioned. A draft version shall be submitted to the client for review and feedback. Based on client input, a final version shall be produced and submitted for review and approval.

3.3.6 *RAP Report*

The Resettlement Action Plan is prepared to address and reduce involuntary resettlement impacts resulting from the temporal physical and economic displacement of the markets people due to project activities. The RAP ensure that affected people are properly identified and private properties of market users, if any, are adequately compensated.

3.3.6.1 *Task I – Review of Existing Project Documents*

The first step will consist of reviewing all project documents and maps, including the project feasibility study and all design documents, maps and layouts. These shall be analyzed so as to identify all affected properties as a prerequisite to the field survey. The output of this task shall be a description of the project objectives, key activities, and target areas.

3.3.6.2 *Task II – Census Survey and Socio-economic Studies*

All traders of different sections of the Markets will be surveyed under this task. This socio-economic survey will reveal all affected traders which will eventually be adversely affected by the project, photographs of such entities, together with the names of owners and/or tenants of each entity, names of employees, size and composition of all structures, the function of structures and entities, fixed assets taken (wells, fences, makeshift stalls etc), information on the value of the structure and average monthly income, and livelihood mechanisms and expected impacts on livelihoods.

The patterns of social interaction in the affected communities, including social networks and social support systems, and how they will be affected by the project will be reviewed and assessed, as well as public infrastructure and social services that will be affected.

All this information will be classified and analyzed to provide estimates on the categories and amounts of significant adverse impacts, and the number of persons to be affected by each. The magnitude of the expected loss – total or partial – of assets and the extent of physical and/ or economic displacement shall be estimated.

Groups who may be particularly vulnerable to hardship and for whom special provisions may have to be made will also be identified, namely those occupying or utilizing land or structures without legal title or permit, and those that suffer from poverty, old age, infirmity or other limitations to responsiveness. Moreover, the different needs and demands of men and women will be taken into account in the surveys, assessment and proposed mitigation measures, through the collection of disaggregated data to the extent possible. Focus group consultations shall be held with women separately if possible.

The socioeconomic survey shall establish a basis for the design of the resettlement program and exclude subsequent inflows of people for eligibility for compensation and resettlement assistance through setting a cut-off date.

Provisions shall also be made to update information on the displaced peoples' livelihoods and standards of living at regular intervals by the Project Proponent.

3.3.6.3 *Task III – Consultations with Project Stakeholders*

Consultations will be conducted with various groups such as representatives from the civil societies, markets youths, market traders, users, merchants, vendors, etc. and categories of stakeholders as of relevant ministries, council, properties owners, etc. (Annex G) – including PAPs – on resettlement options, compensation standards, livelihood and income restoration measures; institutional arrangements for carrying out acquisition as per the requirements of the World Bank Policy on Involuntary Resettlement (ESS5) and national legislation; and the RUSLP

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Grievance Redress Mechanism for affected and interested persons. The outcomes of such consultations will be summarized and documented in the RAP report; the minutes of such consultations shall be provided in annexes with the relevant signed lists of attendance, photographs, and the meeting agenda. These consultations shall be held with the stakeholders and PAPs identified during the development of the draft RAP. Given the large number of PAPs revealed during the kick-off meeting (several thousand in each city), wherever feasible, consultations will target groups of PAPs who will be prone to the same nature of impact and magnitude in an attempt to cover all PAPs.

PAPs who are determined to be eligible for mitigation and compensation should sign to express their consent to the proposed measures described above (Task III).

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The draft RAP shall be made available in English at locations accessible to PAPs and the public. It is the responsibility of the Client to ensure proper dissemination of the final RAP.

The different needs and demands of men and women will be taken into account in the consultations and the proposed mitigation measures.

3.3.6.4 Task IV – Grievance Redress Mechanism (GRM)

Following the RUSLP GRM goal and objectives, the grievance resolution process will be respected in its 5 main stages to enhance the project's operational efficiency, including gender mainstreaming and providing redress for victims of SGBV. An enabling environment will be created to allow for grievances to be raised by project-affected persons without fear of victimization. Grievances will be recorded at all levels, including communities and project sites. A focal person (s) shall be assigned to coordinate all the grievances and complaints coming from all levels. The GRM will include the following steps:

- Submission of grievances
- Recording of grievance and providing the initial response
- Investigating the grievance
- Communication of the Response
- Complainant Response
- Grievance Closure
- Appeals process
- Analysis of trends in complaints/grievances

3.3.6.5 Task V – Preparation of the Resettlement Action Plan

Following the steps and tasks described above, a draft RAP will be prepared based on the information collected and the consultations held. The RAP will clearly present detailed information on the proposed mitigation measures for each affected entity and PAP, with reasoning for the type and level of mitigation being offered.

The draft RAP shall be submitted to the Client for review. Its findings will be presented to PAPs and stakeholders during the second public consultation.

The RAP shall follow the structure and content outlined below:

- I. Executive Summary

- II. Description of the project: key objectives, activities, project areas
- III. Resettlement Impacts, as described above
- IV. Socio-Economic Survey, as described above
- V. Policy Objectives, Legal Framework and Definitions:
 - Reference to World Bank ESS5 on Involuntary Resettlement, together with essential guidance on objectives and principles applicable in projects generating land acquisition and resettlement-related impacts.
 - Key policy objectives such as avoidance or minimization of land acquisition and adverse impacts.
 - Compensation of PAPs at replacement cost for lost assets, or through necessary assistance to provide PAPs with sufficient opportunity to improve or at least restore incomes and living standards.
 - Legal framework (power of an eminent domain, valuation methodology, timing of payment; applicable legal and administrative procedures; laws governing land tenure, valuation of assets and losses, compensation and natural resource usage rights customary personal law related to displacement; agencies responsible for implementing resettlement activities; gaps between local laws and World Bank resettlement policy, and mechanisms for bridging such gaps; legal steps necessary to ensure the effective implementation of resettlement activities under the project).
- VI. Valuation and Compensation, including:
 - Eligibility criteria for compensation
 - Valuation procedures used to establish compensation rates for land, structures and other fixed assets
 - Arrangements for delivery of compensation to displaced persons
 - Compensation rates for all categories of:
 - Land acquisition
 - Affected structures
 - Other fixed assets
 - Transitional support (moving expenses, temporary living allowances, payment of fees or other transaction costs) is to be provided
 - Arrangements for recalculation of compensation rates in case of prolonged delay in delivery of compensation.
- VII. Income and Livelihood Rehabilitation Measures:
 - Arrangements providing sufficient opportunity for those losing land to improve or at least restore incomes
 - Arrangements, timing and availability for replacement housing needed to improve or at least restore living standards
 - Relocation or other arrangements necessary for shops and enterprises to resume profitable operation
 - Arrangements necessary to maintain or restore the incomes of workers in affected enterprises
 - Special assistance to vulnerable groups (the poor, elderly, and disabled)
 - Restoration or replacement of community infrastructure and services.

- VIII. Institutional Arrangements: organizations and agencies primarily responsible for resettlement implantation, capacity for effective implementation, prior experience with resettlement, number and training of personnel, implementation timetable, establishing that key implementation measures precede adverse impacts.
- IX. Budget and Funding Arrangements: budget breakdown of all resettlement-related costs, including allocation for contingencies; financial responsibility for meeting resettlement commitments; and funding flow arrangements.
- X. Consultation, Disclosure and Grievance Procedures, as described above: measures taken to consult with displaced persons and to foster their participation in activities essential to the improvement or restoration of incomes and living standards; disclosure arrangements for the resettlement plan; and administrative and legal steps displaced persons can take to pursue grievances regarding resettlement implementation.
- XI. Monitoring Arrangements for internal and external monitoring of resettlement implementation, including scope, frequency and parties responsible.

The Consultant will submit the draft reports as 3 hard copies and 1 electronic copy.

Description	Submission Date
Deliverable 4: Submission of the Draft ESIA/ESMP, and RAP to the project and WB teams	November 3, 2023

3.4 DELIVERABLE 5 – SUBMISSION OF THE FINAL DRAFT ESIA, ESMP, AND RAP REPORTS

Based on the project and WB team’s comments and inputs, ELARD will produce and submit a final draft version of the ESIA, ESMP, and RAP reports for client review and approval.

Description	Submission Date
Deliverable 5: Submission of the Final Draft ESIA/ESMP, and RAP to the project and WB teams	December 1, 2023

3.5 PUBLIC CONSULTATION AND DISCLOSURE OF FINAL DRAFT ESIA REPORT

Once the final draft ESIA report, ESMP and RAP are issued, the Consultant will conduct stakeholder consultation based on the national and World Bank consultation guidelines. Disclosure and consultations should be carried out in compliance with the requirements of the World Bank policy ESS 1, ESS 10 and WB Policy on Access to Information.

The summary of the consultation meetings might be prepared in the following format:

Date	Location	Objective	List of invited persons and organizations	List of participants	Comments from participants and summary of conclusion	Responsibility to address received comments

Description	Submission Date
Public Consultation on final draft ESIA/ESMP and RAP	January 5, 2024

3.6 SUBMISSION OF THE FINAL ESIA, ESMP, AND RAP REPORTS

Based on the project and WB team's inputs and taking into account appropriate inputs from the stakeholder's consultation, ELARD will produce and submit a final version of the ESIA, ESMP, and RAP reports for client review and approval. The client should make the final version of the documents publicly available.

ELARD will submit the final version incorporating all comments/ remarks in 2 hard copies and 1 electronic copy and will also support the project teams in obtaining the ESIA approval from the government and respective ministries.

Description	Submission Date
Deliverable 6: Submission of the Final ESIA/ESMP, and RAP (comprising public consultations) to the project and WB team and EPA	February 5, 2024

5. INCEPTION SITE VISITS FINDINGS

5.1 SITES VISITS OBJECTIVES

In order to complete the inception phase, a visit to Sierra Leone and the targeted markets was conducted in the week of mid-May 2023. During the visits, several meetings were conducted in order (1) to assess the current situation, (2) to check if affected populations in Kenema and Makeni are aware of the markets upgrade project, (3) to identify a preliminary list of stakeholders, and (4) to define next steps and actions for the ESIA, ESMP, and RAP progress. The conducted meetings and visits were as follows:

- Meeting with the PMU;
- Meeting with Kenema City Council;
- Meeting with Makeni City Council;
- Internal meetings with ELARD local team;
- Site visit to Kenema Market; and
- Site visit to Makeni Market.

5.2 KENEMA MARKET

5.2.1 Site Overview

The Kenema Market, illustrated in [Figure 5-1](#) ~~Figure-3-1~~, is designated as a rural market situated about 500 m from the Kenema Clock Tower, and less than 2 Km away from the Kenema City Council.

The fisheries market is located on both sides of Maxwell Khobe Street, Kenema Town, in Kenema district, Eastern province of Sierra Leone. The market is home to around 7,000 traders (source: Kenema City Council).



Figure 5-1 Kenema Market in Sierra Leone (Lat: 07°C52'33", Long: 34°48'25")

5.2.2 Kenema Market Preliminary Stakeholder Consultation Meetings Findings

A meeting was conducted between the ELARD team and Kenema City Council on May 16, 2023, to discuss the Kenema market upgrade project and its impacts on traders and residents, the relocation site and the main traders' concerns. Kenema City Council expressed their gratitude for the market upgrade and highlighted the importance of this upgrade on Kenema's sustainable development and growth on the social, environmental and economic levels. The relocation site has been identified and selected and relocation activities are being planned in coordination with traders and residents. The minutes of the meeting are presented in Appendix C and [Figure 5-2](#)~~Figure 3-2~~ illustrates the meeting photos with the council.



Figure 5-2 ELARD meeting with Kenema City Council

5.2.3 Kenema Market Site Visit Findings

A site visit was also conducted to the Market site to check if traders were aware of the project and listen to their concerns and opinions; as well as to the relocation site. Random residents and traders were addressed during the site walk and all were aware of the project and looking forward to its positive impacts. Pictures from the Kenema Market visit are shown in [Figure 5-3](#)~~Figure 3-3~~.



Figure 5-3 ELARD visit to Kenema Market

5.3 MAKENI MARKET OVERVIEW

5.3.1 Site Overview

The Makeni Central Market, illustrated in [Figure 5-4](#)~~Figure 3-4~~, is designated as a rural market situated about 100 m from the Makeni Clock Tower, and less than 1 Km away from the Makeni City Council. It is surrounded by Church Street and Campbell Street Roads. The market is located in Makeni Town, Bombali district, Northern province of Sierra Leone.

The market is home to 6,000 traders (source: Makeni City Council).



Figure 5-4 Makeni Market in Sierra Leone (Lat: 08°C53'17", Long: -12°02'34")

5.3.2 Makeni Market Preliminary Stakeholder Consultation Meetings Findings

A meeting was conducted between the ELARD team and Makeni City Council on May 15, 2023, to discuss the Makeni market upgrade project and its impacts on traders and residents, the relocation site and the main residents' concerns. Makeni City Council expressed their gratitude for the market upgrade and highlighted their concerns about the market relocation site during the upgrading process as they have a small area of jurisdiction and do not have many options. The relocation site is still not selected but several sites were identified and the selection process is taking into consideration the relocation impacts on traders and residents. The minutes of the meeting are presented in Appendix D, and [Figure 5-5](#) illustrates the meeting photos with the council.



Figure 5-5 ELARD Meeting with Makeni City Council Team

5.3.3 Makeni Market Site Visit Findings

During the site walk visit at Makeni Market, random residents and traders were addressed and all were aware of the project. These individuals were convinced that the project will bring positive impacts to the city but they were worried about the relocation site, process and time to return to the current market location. Pictures from the Makeni Market visit are shown in [Figure 5-6](#).



Figure 5-6 ELARD visit to Makeni Market

5.4 MEETING WITH PMU OUTCOMES

The meeting with the Client, RUSLP PMU, was conducted to discuss the project's progress and next steps. The minutes of the meeting are presented in Appendix E, and ~~Figure 5-7~~~~Figure 3-7~~ shows the meeting participants.



Figure 5-7 ELARD meeting with RUSLP PMU

6. POLICIES AND REGULATION

For the ESIA, ESMP of the proposed upgrade of Kenema and Makeni central markets project, the following laws, policies, and plans were considered, as well as the institutional bodies with influence on a project of this nature.

6.1 POLICIES AND PLANS

The following policies and plans, relevant to a construction/upgrade project, will be discussed in the main ESIA, ESMP and RAP report:

- National Land Policy 2015;
- National Water and Sanitation Policy 2011;
- Forest Policy 2020;
- National Resettlement Policy 2021;
- Development-induced Resettlement Policy 2020;
- National Policy Roadmap on Integrated Waste Management 2015;
- Draft Plant Protection Policy 2014;
- Conservation and Wildlife Policy 2010;
- Agriculture Policy 2009;
- Disaster Management Preparedness Plan 2006;
- National Biodiversity Strategy and Action Plan 2003;
- National Environmental Policy 1994 and 2013;
- National Policy on the Advancement of Women 2000;
- National Policy on Gender Mainstreaming 2000;
- GBV Referral Protocol 2019;
- National Disaster Risk Management Policy 2018;
- National Action Plan for Health Security 2018;
- National Adaptation Plan (NAP) 2021;
- Sierra Leone National Action Plan 2016-2018;
- National Social Protection Policy 2011, 2018;

6.2 LEGISLATIONS

The following acts with a bearing on the implementation of this project will be discussed in the ESIA, ESMP and RAP for this project:

- Environment Protection Agency Act 2008/2010/2022;
- The Customary Land Rights Act 2022;
- Local Government Act 2004/2016/2022;
- National Disaster Management Agency Act 2020;
- The Sierra Leone Water Company Act 2017;
- The Sierra Leone Meteorological Agency Act 2017;
- National Water Resources Management Agency Act;
- Roads Safety Authority Act 2016;
- Sierra Leone Local Content Agency Act 2016;
- The Right to Access Information Act 2013;
- National Protected Area Authority and Conservation Trust Fund Act 2012;
- Persons with Disability Act 2011;

- The Anti-Corruption Act 2008;
- Fisheries Act 2007;
- Child Right Act 2007;
- Public Health Amendment Act 2004;
- Constitution of Sierra Leone 1991;
- Wildlife Conservation Amendment Act 1990;
- The Forestry Act 1988;
- Factories Act 1974;
- Public Health Ordinance 1960;
- Employer and Employed Act 1960;
-

6.3 REGULATIONS

The following regulations will be discussed in the ESIA, ESMP and RAP report:

- Forestry Regulation 1990;
- Fisheries Regulations.

6.4 INSTITUTIONAL CONTEXT

The following government institutions are those with a bearing on the Markets upgrade projects. The role of these institutions will be discussed in the ESIA report.

- Ministry of Finance (MoF)
- Ministry of Local Government and Rural Development (MLGRD)
- Ministry of Water Resources (MWR)
- Ministry of Agriculture, Forestry and Food Security (MAFFS)
- Ministry of Fisheries and Marine Resources
- Ministry of Lands, Country Planning and the Environment
- Ministry of Labor and Social Security
- Ministry of Works and Public Assets
- Ministry of Trade and Industry
- The Environment Protection Agency (EPA)
- Sierra Leone Investment and Export Promotion Agency
- Sierra Leone Roads Authority (SLRA)
- Sierra Leone Police (SLP)

6.5 INTERNATIONAL CONVENTIONS

The following conventions signed by Sierra Leone will be considered and discussed in the ESIA, ESMP and RAP reports:

- Abidjan Convention
- African Charter on the Rights and Welfare of the Child convention
- African Convention of the Conservation of Nature and Natural Resources
- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal
- Bamako Convention on the Ban of the Import into Africa and the Control of Transboundary Movement and Management of hazardous wastes within Africa

- Convention of the International Trade of Endangered Species (CITES)
- Convention on Wetlands of International Importance (Ramsar)
- Convention Concerning FORCED OR Compulsory Labor, 1930 (No.29)
- Montreal Protocol
- Protocol of the African Charter on Human and Peoples 'rights on the rights of women in Africa
- Protocol of the African Charter on Human and Peoples 'rights on the rights of older persons
- Sendai Framework for disaster risk reduction 2015-2030
- Stockholm Convention on Persistent Organic Pollutants
- UNESCO Convention for the Protection of the World Cultural and Natural Heritage
- United Nations Framework Convention on Climate Change (UNFCCC)
- United Nations Convention on Biological Diversity (UNCBD)
- United Nations Convention to Combat Desertification (UNCCD)
- UN Convention on the Rights of the Child (1990) and ILO Convention 182 (1999)
- Rotterdam Convention
- Vienna Convention for the Protection of the Ozone Layer

6.6 WORLD BANK ENVIRONMENTAL AND SOCIAL FRAMEWORK AND STANDARDS

The ESIA, ESMP and RAP reports will be in compliance with the laws and regulations of the Republic of Sierra Leone, as well as in line with the World Bank ESF with reference to general Environment, Health, and Safety (EHS) guidelines, solid waste management specific EHS guidelines and Covid-19 Guidelines.

In addition, the WB Environmental and Social Framework (ESF) aims to protect people and the environment from potential adverse impacts that could arise from Bank-financed projects and to promote sustainable development. The reports will be in line with the following requirements:

- ESS1: Assessment and Management of Environmental and Social Risks and Impacts
- ESS2: Labor and Working Conditions
- ESS3: Resource Efficiency and Pollution Prevention Management
- ESS4: Community Health and Safety
- ESS5: Land Acquisition, Restrictions on Land Use and Involuntary Resettlement
- ESS6: Biodiversity Conservation and Sustainable Management of Living Natural Resources
- ESS8: Cultural Heritage
- ESS10: Stakeholder Engagement and Information Disclosure

6.7 WORLD BANK ENVIRONMENT, HEALTH AND SAFETY GUIDELINE

General EHS Guidelines

- Environmental

- Air Emissions and Ambient Air Quality;
 - Wastewater and Ambient Water Quality;
 - Water Conservation;
 - Hazardous Materials Management;
 - Waste Management;
 - Noise; and
 - Contaminated Land.
- **Occupational Health and Safety**
 - General Facility Design and Operation;
 - Communication and Training;
 - Hazards- Physical, Chemical, Biological and Radiological;
 - PPE Usage; and
 - Monitoring.
 - **Community Health and Safety**
 - Water Quality and Availability;
 - Structural Safety of Project Infrastructure;
 - Life and Fire Safety;
 - Traffic Safety; and
 - Emergency Preparedness and Response.

7. PROJECT MANAGEMENT ARRANGEMENTS

7.1 TEAM COMPOSITION AND TASK ASSIGNMENTS

Name	Position
Key Experts	
Mr. Ricardo Khoury	Team Leader Hold a Master degree in major environmental and water resources engineering with 26 years of experiences in environmental consultancies.
Mr. William Freeman	Community Engagement and Communications Expert
Mr. Marc Metni	Hydrogeologist Hold a Master of science in environmental technology and a master of business administration with 26 years of experiences in hydrogeological studies.
Mr. Stuart Hume	Social Development Expert Hold a Master of hydrogeology and groundwater chemistry and certificate for studies in international development. 25 years of experiences across 45 countries as social specialist within various projects.
Mr. Mohamed Jalloh	Gender and GBV Expert Hold a Master of Philosophy in Development Studies, Master of Science in Rural Development, Bachelor of Science in Education with more than 15 years in ESIA consultancies.
Non-Key Experts	
Mrs. Rana Zbeidy	Senior Environmental Specialist/Project Manager Hold a Master of science in environmental sciences with 23 years of work experience in Environmental assessment, audit and reporting and publications.
Dr. Antoine Waked	Air Quality Expert Hold a PhD in Atmospheric Chemistry Modeling Laboratory and Measurement Laboratory, and a assistant professor degree for the section 31 ((theoretical, physical and analytical chemistry), 32 (organic, inorganic and industrial chemistry), and 37 (meteorology, oceanography, and environment) with 14 years of experience in air quality field and involved in 20 publications.
Dr. Carla Khater	Ecosystem Management Expert

Name	Position
	Hold a HDR in socio-ecology, a PhD in Ecological Restoration with 20 years of experiences and involved in 33 publications.
Mr. Dauda Kamara	Environmental Expert/Project Coordinator Hold a Master in Environmental Engineering with 10 years of experiences in various environmental and social consultancy projects and publications.

7.2 SCHEDULE OF DELIVERABLES

The proposed deliverables are as follows:

Deliverables	Description	Contractual Deadline	Revised Deadline
Deliverable 1	Inception Report	August 4, 2023	August 4, 2023
Deliverable 2	Public consultations on scoping and draft ToR for ESIA/ESMP and RAP preparation	August 26, 2023	September 27, 2023
Deliverable 3	Baseline Analysis	September 2, 2023	October 6, 2023
Deliverable 4	Draft ESIA/ESMP and RAP submitted for review by the project and WB teams	September 30, 2023	November 3, 2023
Deliverable 5	Final Draft ESIA/ESMP and RAP	November 3, 2023	December 1, 2023
	Public consultation and disclosure of final draft ESIA/ESMP and RAP	December 1, 2023	January 5, 2023
Deliverable 6	Final ESIA/ESMP and RAP cleared and submitted to EPA	January 5, 2024	February 5, 2024

N.B: The submission dates mentioned in the table above were rescheduled due to the progress of the Engineering Firm working on the design and feasibility studies (Politecnica), the review time to provide feedback on the submitted inception report and tools, as well as the local situation (e.g., the June local elections which affected some milestones during and before that period).

8. APPENDICES

APPENDIX A: MINUTES OF THE KICK-OFF MEETING

Inception Meeting for ESIA, ESMP, and RAP for Kenema and Makeni Markets Upgrade

Zoom Meeting

April 18, 2023

10 AM (Sierra Leone Time) or 1 PM (Lebanon Time)

Meeting Period: 40 min

Meeting Participants:

- Mazen Sokhen (Business Development Manager and Technical Coordinator, ESIA consultant group: ELARD)
- Ricardo Khoury (Team Leader, ELARD)
- Rana Zbeidy (Senior Environmental Specialist, ELARD)
- Ghada Chehab Sawma (Senior Environmental Specialist, ELARD)
- Sahr Sinah (Civil Engineer, MoF RUSLP)
- Anthony Koroma (Project Manager, RUSLP)
- Patricia Kafoe (Communication and Community Engagement Specialist, MoF RUSLP)
- Mohamed Timbo (Monitoring and Evaluation Specialist, MoF RUSLP)
- Hannah Sia Smart Senesie (Gender and Gender-Based Violence (GBV) Expert, MoF RUSLP)
- Isaac Lebbie (Senior Social Safeguard Specialist, MoF RUSLP)
- Saidu Jalloh (Senior Environmental Specialist, MoF RUSLP)
- William Freeman (Community Engagement and Communication Expert, ELARD)

Meeting agenda:

Kickoff Meeting for ESIA< ESMP and RAP for Kenema and Makeni Markets Upgrade

Introduction

Project Background

Project Approach and Charter

Project Process

Roles and Responsibilities

Wrap-up and next steps

Main discussion points

The Client started by introducing the project, and the meeting participants introduced themselves.

The Client then presented the project background and needs. The project is funded by the World Bank and implemented by the Ministry of Finance. It aims at developing and improving the capacities in

the fields of urban management, service delivery and disaster emergency management in the Western Area and secondary cities of Sierra Leone.

The main beneficiaries of the project are Kenema and Makeni urban councils. The Italian firm is in charge of the feasibility and design of the project; these studies are in their inception phase.

ELARD then provided a quick presentation of the scope of work for the ESIA, ESMP and RAP relating to the Project. It was agreed that the Inception Report (the first deliverable with a revised work plan as per the contract) will be submitted on April 28, 2023.

The need to initiate local contact with the city councils and start preparing for the first public consultation was also raised.

The Client raised the need to replace the proposed Community Engagement and Communication Expert; ELARD answered that the replacement will be proposed in the Inception Report, and his CV will be enclosed.

The Client asked if the baseline surveys would cover the proposed relocation sites; ELARD answered positively.

The Client noted that national elections are taking place on June 24, which should be taken into account in planning and implementing the project activities. Rescheduling some activities might be needed, and security aspects and the availability of the city councils must be taken into account. Electoral campaigns are expected to start in mid-May. ELARD answered that dates and milestones can be agreed upon again based on World Bank appraisals, availability of engineering data, etc. Mr. Jalloh highlighted the need to harmonize the ESMP/RAP schedule with one of the Engineering team.

Mr. Khoury suggested involving the Project Affected Persons (PAPs) in the selection of the relocation sites. The Client clarified that 5 potential sites could be considered for Makeni and several other sites for Kenema. The Consultants would advise on the preferred site for each market.

Mr. Khoury asked about the approximate number of PAPs. The Client answered that the councils estimated their number at 5,000 to 10,000 (the market in Kenema being larger than the one in Makeni). The surveys will confirm this number and provide more accurate estimates. Mr. Khoury asked about the proportion of informal users of the markets; the Client answered that it is a high proportion given the congested markets, the encroachment between the market and residences, etc.

It was agreed that a meeting with the engineering (design and feasibility) team would be scheduled on April 21 or 24, 2023 and that relevant documents would be shared as needed. The Inception Report of the Engineering team will be shared with ELARD once it is cleared. ELARD would have to update their work plan following this meeting, based on the schedule of the engineering firm. The feasibility studies they will prepare will cover needs assessment, preliminary design (to be assessed by ELARD), socio-economic surveys, etc. Therefore, close coordination with them is needed to optimize the work of both teams, save time and create synergy. The designs are planned to be submitted by the Italian firm between May and June 2023.

The parties that will carry out the review of the deliverables are the project team, the World Bank team, and the councils of the two beneficiary cities. Each round of review is expected to take 2 to 3 weeks.

Mr. Sinah requested ELARD to proceed with their tasks while the submitted deliverables are being reviewed in order to avoid delays.

APPENDIX B: MINUTES OF MEETING BETWEEN ELARD AND POLITECNICA

Minutes of Meeting between ELARD and Politecnica

Zoom Meeting

April 28, 2023

11 AM (Sierra Leone Time) or 2 PM (Lebanon Time)

Meeting Period: 1 hr

Meeting Participants:

- Mazen Sokhen (Business Development Manager and Technical Coordinator, ESIA consultant group: ELARD)
- Ricardo Khoury (Team Leader, ELARD)
- Rana Zbeidy (Senior Environmental Specialist, ELARD)
- Ghada Chehab Sawma (Senior Environmental Specialist, ELARD)
- Hassan Razik (ELARD Local Representative)
- Sahr Sinah (Civil Engineer, MoF RUSLP)
- Saad Barrie (MoF, RUSLP)
- Alusine Kargbo (Local Consultant, Environmental Safeguards Specialist, MoF RUSLP)
- Mohamed Timbo (Monitoring and Evaluation Specialist, MoF RUSLP)
- Isaac Lebbie (Senior Social Safeguard Specialist, MoF RUSLP)
- Saidu Jalloh (Senior Environmental Specialist, MoF RUSLP)
- Dr. Toriro (Urban Planner, RUSLP PMU)
- Alessio Gori (Team Leader, Politecnica)
- Hilda Emma Morray (Engineering Consortium, SL)
- Stephano Ripari (Civil Engineer, DGV Contract Manager)

Main discussion points:

This meeting was organized by the Client between EALRD and Politecnica, the Italian firm in charge of the feasibility studies and preliminary design of the markets. The meeting aimed at putting the two firms in contact, and initiating the coordination between them that is needed to exchange information, ensure synergy and make sure the preferred designs are reached based on solid assessment from both parties. Politecnica's Team Leader, Mr. Alessio Gori, stated that the firm started its assignment around a month ago and submitted its Inception Report comprising a work plan to the Client and that it is starting to gather information about the market's users, vulnerable groups, field information, etc. Options will be suggested for the selection of the preferred one for each market. The Client promised to share Politecnica's inception report with ELARD once it is approved by the World Bank.

Mr. Khoury asked about the size of the sample that will be surveyed by Politecnica. Mr. Gori answered that it will be 700 per market, covering traders, sellers, buyers, etc. and that a cadastral survey will be conducted.

The Client stated that once the inception reports of both parties are approved and cleared, they will be shared with both parties and both work plans will be consolidated and aligned by the Client.

Mr. Khoury asked if there will be a coordination protocol to follow between ELARD and Politecnica; the Client answered that it should be copied in all communication, and suggested holding another coordination meeting within a week, and the bi-weekly afterwards. It was also highlighted that both consulting firms needed to ensure physical presence on the ground and to exchange collected information with each other.

Mr. Gori raised concern over duplication of work between ELARD and Politecnica, hence the need for close coordination to ensure synergy and avoid duplication of work.

The Client also asked the consultants to submit data collection tools for review before proceeding with surveys.

It was agreed that the next (virtual) meeting between ELARD and Politecnica would take place on Thursday, May 4, 2023, at the same time. Each Consultant will prepare a short presentation of their scope and work plan for the other party, and Politecnica will present the results of their needs assessment to date. Mr. Gori asked the Client to share the contact information of both teams following the current meeting.

APPENDIX C: MINUTES OF THE INITIAL CONSULTATION MEETING IN KENEMA

Minutes of The Consultative Meeting between ELARD and Kenema City Council

On-Site Meetings and Visits

May 16, 2023

10 AM (Sierra Leone Time)

Meeting Period: 2hrs

Meeting Participants:

Name	Designation	Contact Number
Yarawah Kargbo	DPO – Kenema City Council	078953150
Princess Fatorma	HRO – Kenema City Council	076975281
Ann Marie Bangura	Valuator – Kenema City Council	078352828
Ibrahim Garba	GO – Kenema City Council	078856268
Abu B Kaikai	I.A – Kenema City Council	073443608
Mazen Sokhen	Business Development, Technical Coordinator - ELARD	96170199421 079473817
Samuel Marah	Local Team ELARD	077842181
Abdul M Bangura	Local Team ELARD	079292501
Mortai A Koroma	Biologist - ELARD	077499082
Alie Akim Swarry Deen	Environmental Specialist - ELARD	072415277
Hassan Conteh	Local Team ELARD	076391767
Mohamed Marttia	CINE – Kenema City Council	079439531
Andu Kamara	KCC – Kenema City Council	076909295
Donald M Koroma	MHEO – Kenema City Council	078500740
Mamawo Kamara	Project coordinator – Kenema City Council	078912525
Miatha A Bekewa	Accountant – Kenema City Council	078439339
Joseph T Gando	CA – Kenema City Council	076101876
Martin B Kandereh	IECO – Kenema City Council	030576880
Aminata Kuyatah	Chair Lady – Market	076512106
Jebbeh Unisar	Trader Head - Market	

Main discussion points:

This meeting was facilitated by the Client, between EALRD and Kenema City Council.

The meeting started with an individual opening prayer. It was chaired by the Chief Administrator and was attended by the entire council's team with the chair lady of the traders.

The meeting proceeded with an individual introduction and was followed up by the opening remarks by the Chief Administration (CA). He also encouraged his staff for maximum cooperate with the ELARD team to collect the required information.

The meeting continued with a presentation from the ELARD team that was done by Abdul M. Bangura. He presented the aim and objectives of the meeting with the Council as the team was there to know the environmental and social impact associated with the upgrade project and to highlight the importance of the environmental and social management strategy.

At the end of the ELARD presentation, the Kenema CA affirmed that the project will positively impact both the traders and the residents. Kenema CA said the stakeholders are quite aware of the project and the site for the temporal relocation has already been identified. A final meeting will take place with the traders to schedule the date for the relocation. He also mentioned that since the project will take place in the Central Business District, it will affect the entire Kenema City as there will be a diversion of some roads leading to important institutions. Nevertheless, alternative roads have been identified to be used while the project will be carried out.

The chair lady was asked about the awareness of the project and she affirmed that all the traders were aware of the project and they are ready to cooperate with the responsible teams and to support them with the project data collection.

Finally, the ELARD team with the council's engineer and the evaluation officer visited and walked through the marketplace as well as the temporal relocation site.

APPENDIX D: MINUTES OF THE INITIAL CONSULTATION MEETING IN MAKENI

Minutes of The Consultative Meeting between ELARD and Makeni City Council

On-Site Meeting and Visit

May 15, 2023

10 AM (Sierra Leone Time)

Meeting Period: 2hrs

Meeting Participants:

Name	Designation	Contact Number
Edward Kpukumu	IEC officer – Makeni City Council	078868690
Yusif T Kamara	DPO – Makeni City Council	077901780
Alie Akim Swarry Deen	Environmental Specialist - ELARD	077499082
Samuel Marah	Local Team ELARD	079473817
Mazen Sokhen	Business Development, Technical Coordinator - ELARD	96170199421 077800900
Hassan Razik	Local Team ELARD	072415277
Hassan Conteh	Local Team ELARD	077842181
Abdul M Bangura	Local Team ELARD	079399941
Morlai A Koroma	Biologist - ELARD	033398908
Abubakarr Kamara	Mayoral candidate – All People Congress	076786512
Abdul S Mansour	Makeni City Council	079360500
Sheik Mohamed Jalloh	Inter-Religious Council Sierra Leone	076300747
Rev Ransford J S Tamu	Chaplain – Makeni City Council	076715233
Abioseh P S Mansaray	RTF – Makeni City Council	078742088
ISha Menjor Sesay	Assistant DPO – Makeni City Council	032650078
Juliet Sesay	Assistant M&E – Makeni City Council	088491989
Abdul E Sesay	Market Stakeholder – Makeni City Council	076715639
Amadu Kamara	Mayoral Aspirant SLPP – Makeni City Council	

Main discussion points:

This meeting was facilitated by the Client, between EALRD and Makeni City Council.

The All-People's Congress (APC) Political Party Mayoral Aspirant (Mr Abu Bakarr Kamara) highlighted the importance of supporting the project to achieve its goals. For the relocation site, he proposed some key areas like the old hospital and Masuba Road. The selection has not been performed et.

The Sierra Leone Peoples Party (SLPP) Political Party Mayoral Aspirant (Mr Amadu Kamara) mentioned that the council is ready for cooperation and maximum support.

The ESIA Consultant – ELARD (represented by Mr. Mazen Sokhen) proceeded with a statement and then explained the main implications of ELARD to conduct the ESIA study for the project. A survey will be conducted

to assess the social and environmental impacts that may occur with regard to the temporal relocation of the traders during the construction and upgrading phase of the original market.

The Head of the Makeni market mentioned that several relocation sites were identified in coordination with the former mayor of the city council. The site will be decided as soon as possible.

The communication officer of the council mentioned that data related to the traders were collected.

The resident technical facilitator mentioned the importance of this project to the urban population as the project will address so many issues related to the environment, health and safety, and the economy.

The DPO said that the council is taking into consideration the impact of relocation on the traders and the residents. He mentioned the council's concerns as they only have a small area of jurisdiction. The council desires to have a newly constructed market elsewhere within the city but due to the insufficient space, they have no option than the market upgrade.

Other stakeholders' contributions were focused on the constraints that they are facing in estimating the market upgrade process and its benefit to the traders and residents.

ELARD team with the council's engineer and the evaluation officer visited and walked through the marketplace as well as the potential temporal relocation site.

APPENDIX E: MINUTES OF THE PHYSICAL MEETING BETWEEN ELARD AND PMU

Minutes of Meeting between ELARD and PMU

Onsite Meeting + Virtual Zoom Participation

May 16, 2023

2:30 PM (Sierra Leone Time) or 5:30 PM (Lebanon Time)

Meeting Period: 1hr

Meeting Participants:

- Mazen Sokhen (Business Development Manager and Technical Coordinator, ESIA consultant group: ELARD)
- Rana Zbeidy (Senior Environmental Specialist, ELARD)
- Ghada Chehab Sawma (Senior Environmental Specialist, ELARD)
- Zeina Fahed (Environmental Specialist, ELARD)
- Sahr Sinah (Civil Engineer, MoF RUSLP)
- Anthony Koroma (Project Manager, RUSLP)
- Patricia Kafoe (Communication and Community Engagement Specialist, MoF RUSLP)
- Saad Barrie (MoF, RUSLP)
- Mohamed Timbo (Monitoring and Evaluation Specialist, MoF RUSLP)
- Isaac Lebbie (Senior Social Safeguard Specialist, MoF RUSLP)
- Saidu Jalloh (Senior Environmental Specialist, MoF RUSLP)
- Dr. Toriro (Urban Planner, RUSLP PMU)

Main agreed actions and next steps:

- A Revised Inception Report will be submitted by ELARD on Friday, May 19, 2023;
- All tools to be used in the field for data collection must be submitted to the PMU for review and clearance before the initiation of fieldwork;
- All fieldwork must be communicated to the Client well in advance before execution;
- Stakeholder engagement should be conducted to inform ToR for ESMP, RAP and ESIA;
- The Consultant shall ensure that reports submitted are of a higher quality so that the review process by the Client will be short, to keep the studies on course to achieve the duration for which it was contracted;
- The approved inception report from the Feasibility consultant has been cleared and will be shared with the ESIA consultant.

APPENDIX F: STAKEHOLDER ENGAGEMENT PLAN

Stakeholders Engagement Timetable for Kenema/ Makeni Market

No	Program	Time	Meeting with	Expected number of participants	Venue	Purpose of meeting
Day 1 (To be decided after clearance of the inception report)						
1	Stakeholder engagement Meetings	10:00-13:00	<ol style="list-style-type: none"> 1. The Chief Administrator and key Staff of the Kenema City Council 2. Market and Relocation site stakeholders. 3. Markets executives 4. Store owners' representative 5. Market Women representative 6. Bike riders representative 7. Motor drivers' union representative 8. Buyers representative 9. Affected landowners' representatives 	25 Consulting team members +	KCC/ MCC Office	stakeholder engagement and Key informant Interviews on key issues of the project environmental and social impact assessment and other related matters.
Lunch						
2		14:00-17:00	<ol style="list-style-type: none"> 1. MDAs Representatives from 1. Ministry of Trade and Industry 2. Ministry of Planning and Economic Development 3. Ministry of Local Government and Rural Development 4. Ministry of Agriculture and Food Security; 5. Ministry of Social Welfare, Gender and Children's Affairs; 6. Ministry of Water Resources; 	25 Consulting team members +	KCC/ MCC Office	stakeholder engagement and Key informant Interviews on key issues of the project environmental and social impact assessment and other related matters.

No	Program	Time	Meeting with	Expected number of participants	Venue	Purpose of meeting
			7. Ministry of Tourism and Culture; 8. Ministry of Health and Sanitation 9. The Ministry of Environment 10. Ministry of Youths 11. Ministry of Labour and Social Security			
Day 2 (To be decided after clearance of the inception report)						
3		10:00-13:00	Meetings with Security Forces representatives from: 1. Police in Kenema City, 2. Military in Kenema City, 3. Fire force 4. Office of National Security (ONS) 5. Environment Protection Agency (EPA) 6. EDSA representatives 7. Disaster Management Agency 8. Family Support Unit (FSU) 9. Prisons department 10. Local Council Police 11. Traditional Rulers	25 Consulting team members +	KCC/ MCC Office	Focus group discussion, stakeholder engagement and Key informant Interviews on key issues of the project environmental and social impact assessment and other related matters.
		13:00-14:00	Lunch			
4	Stakeholder engagement Meetings	14:00-17:00	Meeting with 1. Kenema Stakeholders Committee formed by the feasibility study team 2. Kenema Coordination Team formed by the feasibility study team	25 Consulting team members +	KCC/ MCC Office	Stakeholders' engagement and Key informant Interviews on key issues of the project environmental and social impact assessment and other related matters.

Day 3 (To be decided after clearance of the inception report)						
5	Stakeholder engagement Meetings Meetings	10:00- 12:00	Meeting with <ol style="list-style-type: none"> 1. Markets Youths representatives (Men and women) 2. Market Elderly People representatives (Men and Women) 3. Market cooperatives representatives (men and women) 4. Markets traders representatives (Men and Women) 5. Market Current users, merchants, and vendors 	25 Consulting team members	+ KCC/ MCC Office	Stakeholders' engagement and Key informant Interviews on key issues of the project environmental and social impact assessment and other related matters.
		13:00- 14:00	Lunch			
6		14:00- 17:00	Meeting with <ol style="list-style-type: none"> 1. Civil Societies representatives (men and women) 2. Community-based organisations representatives (men and women) 3. NGOs Representatives (Men and women) 	25 Consulting team members	+	Stakeholder engagement and Key informant Interviews on key issues of the project environmental and social impact assessment and other related matters.

APPENDIX G: FACILITATING LETTER



MINISTRY OF FINANCE

RESILIENT URBAN SIERRA LEONE PROJECT

REF: RUSLP/SCs/21

12th May, 2023

FROM: Project Manager, RUSLP

TO: Chief Administrator:
Kenema City Council
Makeni City Council

Resilient Urban Sierra Leone Project (RUSLP) – Visit of Market Upgrade ESIA Consultant - Earth Link and Advance Development (ELARD)

I write to inform you that the RUSLP ESIA Consultants for the Market Upgrade (ELARD) will be visiting both Makeni and Kenema to meet with you and council staff as well as key stakeholders and discuss issues relating to the studies they will be conducting as well as community consultations they intend to undertake. The firm is tasked with the responsibility of conducting studies and preparing the project's Environmental and Social Impact Assessment (ESIA) and associated Environmental and Social Management Plan (ESMP) with a Resettlement Action Plan (RAP) for the proposed upgrade of Makeni and Kenema Central Markets. The team will be in Makeni on Monday 15th May and in Kenema on Tuesday 16th May, 2023. We wish to appeal to your good offices to accord them the necessary audience and support in facilitating their work. The Local team is headed by Hassan Razik.

Kind regards,


Anthony A. Koroma
Project Manager
RUSLP

Cc: Director, FDD – MoF
Earth Link and Advance Development (ELARD)

APPENDIX H: CODE OF CONDUCT



CODE OF BUSINESS CONDUCT AND ETHICS

CODE OF BUSINESS CONDUCT AND ETHICS

A. SCOPE

This Code of Business Conduct and Ethics applies to all ELARD principals, directors, project managers, officers, assistant project managers, junior employees and administrators as well as sub-consultants and sub-contractors. All ELARD staff, sub-consultants and subcontractors are hereafter referred to as "Covered Parties". ELARD is referred to as "The Company".

B. PURPOSE

The Company is proud of the values with which it conducts business. It has and will continue to uphold the highest level of business ethics and personal integrity in all types of transactions and interactions. To this end, this Code of Business and Ethics serves to 1) emphasize the Company's commitment to ethics and compliance with the Law; 2) set forth basic standards of ethical and legal behaviour; 3) provide reporting mechanisms for known or suspected ethical or legal violations; 4) help prevent and detect wrongdoing.

The Covered Parties should remember the Company's commitment to the highest ethical standards and seek advice from supervisors, managers or other appropriate personnel to ensure that all actions they take on behalf of the Company honour this commitment.

C. ETHICAL STANDARDS

1. CONFLICT OF INTEREST

A conflict of interest exists when a person's private interest interferes in any way with the interests of the Company. A conflict can arise when a Covered Party takes action or has interests that may make it difficult to perform his or her work for the Company objectively and effectively. Conflicts of interest may also arise when a Covered Party, or members of his or her family, receives improper personal benefits as a result of his or her position at the Company. Loans to, or guarantees of obligations of, Covered Parties and their family members may create conflicts of interest. It is almost always a conflict of interest for a Covered Party to work simultaneously for a competitor, customer or supplier.

Conflicts of interest may not always be clear-cut, so if you have a question, you should consult with your supervisor or manager or, if circumstances warrant, the chief financial officer. Any Covered Party who becomes aware of a conflict or potential conflict should bring it to the attention of a supervisor, manager or other appropriate personnel or consult the procedures described in **Section D** of this Code.

All directors and executive officers of the Company shall disclose any material transaction or relationship that reasonably could be expected to give rise to such a conflict to President. No action may be taken with respect to such transaction or party unless and until such action has been approved by the President.

2. CORPORATE OPPORTUNITIES

Covered Parties are prohibited from taking for themselves opportunities that are discovered through the use of corporate property, information or position without the consent of the Directors of the Company. No Covered Party may use corporate property, information or position for improper personal gain and no employee may compete with the Company directly or indirectly. Covered Parties owe a duty to the Company to advance its legitimate interests whenever possible.

3. FAIR DEALING

Covered Parties shall behave honestly and ethically at all times and with all people. They shall act in good faith, with due care, and shall engage only in fair and open competition, by treating ethically competitors, suppliers, customers, and colleagues. Stealing proprietary information, possessing trade secret information that was obtained without the owner's consent, or inducing such disclosures by past or present employees of other companies is prohibited. No Covered Party should take unfair advantage



CODE OF BUSINESS CONDUCT AND ETHICS

of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair practice.

The purpose of business entertainment and gifts in a commercial setting is to create goodwill and sound working relationships, not to gain an unfair advantage with customers. No gift or entertainment should ever be offered or accepted by a Covered Party or any family member of a Covered Party unless it 1) is consistent with customary business practices, 2) is not excessive in value, 3) cannot be construed as a bribe or payoff and 4) does not violate any laws or regulations. The offer or acceptance of cash gifts by any Covered Party is prohibited. Covered Parties should discuss with their supervisors, managers or other appropriate personnel any gifts or proposed gifts which they think may be inappropriate.

4. CONFIDENTIALITY

Covered Parties must maintain the confidentiality of confidential information entrusted to them, except when disclosure is authorized by the Company or required by laws or regulations. Confidential information includes all non-public information that might be of use to competitors or harmful to the Company or its customers if disclosed. It also includes information that suppliers and customers have entrusted to the Company. The obligation to preserve confidential information continues even after employment ends. Confidential information includes all sorts of documents, reports, diagrams, maps, databases and models produced by ELARD as well as those obtained by other partners and that should not be disclosed. Company financial information as well as salaries and contractual information are deemed confidential also.

5. PROTECTION AND PROPER USE OF COMPANY ASSETS

All Covered Parties should endeavour to protect the Company's assets and ensure their efficient use. Theft, carelessness, and waste have a direct impact on the Company's profitability. Any suspected incident of fraud or theft should be immediately reported for investigation. The Company's equipment should not be used for non-Company business, though incidental personal use is permitted.

The obligation of Covered Parties to protect the Company's assets includes its proprietary information. Proprietary information includes intellectual property such as trade secrets, patents, trademarks, and copyrights, as well as business, marketing and service plans, engineering and manufacturing ideas, designs, databases, records, salary information and any unpublished financial data and reports. The unauthorized use or distribution of this information would violate Company policy. It could also be illegal and result in civil or criminal penalties.

6. COMPLIANCE WITH LAWS, RULES AND REGULATIONS

Obedying the law, both in letter and in spirit, is the foundation on which the Company's ethical standards are built. In conducting the business of the Company, the Covered Parties shall comply with applicable governmental laws, rules and regulations at all levels of government in the countries in which the Company does business. Although not all Covered Parties are expected to know the details of these laws, it is important to know enough about the applicable local, state and national laws to determine when to seek advice from supervisors, managers or other appropriate personnel.

7. TIMELY AND TRUTHFUL PUBLIC DISCLOSURE

In reports and documents filed with or submitted to the various clients, and in other public communications made by the Company, the Covered Parties involved in the preparation of such reports and documents (including those who are involved in the preparation of financial or other reports and the information included in such reports and documents) shall make disclosures that are full, fair, accurate, timely and understandable. Where applicable, these Covered Parties shall provide thorough and accurate financial and accounting data for inclusion in such disclosures. They shall not knowingly conceal or falsify information, misrepresent material facts or omit material facts necessary to avoid misleading the Company's independent public auditors or investors.

D. VIOLATIONS OF ETHICAL STANDARDS



CODE OF BUSINESS CONDUCT AND ETHICS

1. REPORTING KNOWN OR SUSPECTED VIOLATIONS

The managers and senior financial officers shall promptly report any known or suspected violations of this Code to Mr. Ramez Kayal, the President of ELARD. All other Covered Parties should talk to supervisors, managers or other appropriate personnel about known or suspected illegal or unethical behaviour.

2. ACCOUNTABILITY FOR VIOLATIONS

If Mr. Ramez Kayal, or his designee determines that this Code has been violated, either directly, by failure to report a violation, or by withholding information related to a violation, the offending Covered Party may be disciplined for non-compliance with penalties up to and including removal from office, terminating his service contract, or dismissal. Such penalties may include written notices to the individual involved that a violation has been determined, censure by the President, demotion or re-assignment of the individual involved and suspension with or without pay or benefits. Violations of this Code may also constitute violations of law and may result in criminal penalties and civil liabilities for the offending Covered Party and the Company. All Covered Parties are expected to cooperate in internal investigations of misconduct.

3. COMPLIANCE PROCEDURES

We must all work together to ensure prompt and consistent action against violations of this Code. In some situations, however, it is difficult to know if a violation has occurred. Because we cannot anticipate every situation that will arise, it is important that we have a way to approach a new question or problem. These are the steps to keep in mind:

- Make sure you have all the facts. In order to reach the right solutions, we must be as informed as possible.
- Ask yourself: What specifically am I being asked to do? Does it seem unethical or improper? Use your judgment and common sense. If something seems unethical or improper, it probably is.
- Clarify your responsibility and role. In most situations, there is shared responsibility. Are your colleagues informed? It may help to get others involved and discuss the problem.
- Discuss the problem with your supervisor or the company focal point. This is the basic guidance for all situations. In many cases, your supervisor or company focal point will be more knowledgeable about the questions, and he or she will appreciate being consulted as part of the decision-making process.
- You may report ethical violations in confidence without fear of retaliation. If your situation requires that your identity be kept secret, your anonymity will be protected to the maximum extent consistent with the Company's legal obligations. The Company in all circumstances prohibits retaliation of any kind against those who report ethical violations in good faith.
- Ask first, act later. If you are unsure of what to do in any situation, seek guidance before you act.



CODE OF BUSINESS CONDUCT ACKNOWLEDGMENT FORM

I have read the Code of Business Conduct and Ethics.

I understand I am responsible for adhering to the Code of Business Conduct and Ethics.

I understand that every employee, officer, and director of ELARD or any of its sub-consultants and sub-contractors is required to comply with the Code of Business Conduct and Ethics.

I understand that these policies do not constitute a contract of employment, whether implied or expressed.

When I have a concern about a potential violation of the Code of Business Conduct or a law or regulation, I will report the concern to The Division Manager, the Company Human Resources Representative or the Board of Directors.

I confirm I do not have actual or apparent conflicts of interest that have not been reported to my Division Manager or, if I am Manager at ELARD, our President.

Full Name

Signature

Date

ELARD or Personal Email Address

Organizational Unit Country & Region