



Project Implementation Unit (PIU)
Khyber Pakhtunkhwa Rural Investment and Institutional
Support Project (KP-RIISP)
Public Health Engineering Department (PHED)
Government of Khyber Pakhtunkhwa (GOKP)

REHABILITATION OF EXISTING DRINKING WATER SUPPLY
SCHEME PEKHAORO NAWAGAI, DISTRICT BAJAUR
PACKAGE: RFB-BJ-CW-R-05

ENVIRONMENTAL & SOCIAL CHECKLIST
WITH MITIGATION MEASURES

February 2026

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1. Environmental & Social Review (ESR) – Bajaur (Water Supply Scheme Rehabilitation) (RFB-BJ-CW-R-05):

1.1. Introduction:

Under this contract package (RFB-BJ-CW-R-05), the rehabilitation works shall include civil, electrical and mechanical works (replacement of old/outlived pumping machinery) of the 1 identified water supply scheme in the newly merged district of Bajaur, a list shared by the client, for which joint assessment was made by consultants and client staff. The detail of sub-project along with work activities/scope has been mentioned in the Table-1 below.

The ESR has been developed based on primary information collected from field visit by Environmental and Social (E&S) specialists along with photographic record and secondary data collected through project reports and technical proposal to lay down the Environment and Social (E&S) compliance requirements that must be addressed during the project as per requirement of World Bank Environmental and Social Standards (ESSs). As per the data collected from the E&S screening field visits of the 1 sub-project site, the sub-project activities at the site were categorized as “Low Risk” and the E&S instrument type recommended is “E&S Checklist with Mitigation Measures”

This document “E&S Monitoring Checklist with Mitigation Measures” has been prepared and submitted to the client for review. The E&S Monitoring Checklist along with Mitigation Measures has been developed for the rehabilitation of water supply schemes based on the site and project specific E&S compliance requirements. The document has been developed based on the KP-RIISP Environmental and Social Management Framework (ESMF) guidelines. The tender document and the contract document shall comprise of ESR developed for this project and shall entail general provisions as well. The ESR has discussed the E&S considerations that may arise during the water supply system rehabilitation activities and developed the required mitigation measures.

S. No	Sub-project Name	Scope of Work
1	DWSS Pekhaora Nawagai	Renovation of pump house, new borehole, installation of required machinery, repair of damaged distribution pipeline

2. Environmental and Social Aspects and Mitigation Measures:

Activities and Aspects	Mitigation Measures	Monitoring Indicators	Monitoring and Reporting Frequency	Party(ies) Responsible
Water supply improvement – (disturbance to existing utilities)	<ol style="list-style-type: none"> 1. Project activities should be appropriately planned to avoid potential interruption in utilities (e-g water supply). 2. Close coordination shall be maintained with the utility service provider for proper planning and minimize disruption. 3. Vehicles and machinery should be appropriately parked / placed to provide ample access to local commuters / pedestrians. 4. Where required temporary arrangements (e-g water tanker) will be provided to local community avoid any long-term interruption of utility services. 5. Community will be timely informed regarding the interruption to water supply system. 	<ul style="list-style-type: none"> ● Check compliance with mitigation measures by visual inspections ● Contractor training records ● Monitor compliance with mitigation measures using E&S checklist 	<ul style="list-style-type: none"> ● Regular monitoring (weekly) by Resident engineer team (Consultant). ● Monthly inspections by environmental specialist 	<ul style="list-style-type: none"> ● Execution by execution contractor ● Monitoring and reporting by Resident engineer team to the client
Quality and Quantity of water for workers (Water Quality)	<ol style="list-style-type: none"> 1. Water quality will be tested as per WHO/GoKP/GoP guidelines and local requirement (National Environmental Standard for Drinking Water Quality) to ensure safe supply of water to the workers. All the NEQS parameters will be tested to assess the quality of drinking water. 2. Consultant will report Drinking Water Supply & Water quality testing record and compliance of recommended actions. 	<ul style="list-style-type: none"> ● Check compliance with mitigation measures by water testing and demand calculation ● Water quality testing records 	<ul style="list-style-type: none"> ● Regular monitoring (weekly) by Resident engineer team. ● Monthly inspections by environmental specialist 	<ul style="list-style-type: none"> ● Execution by execution contractor ● Monitoring and reporting by Resident Engineer team to the client

Activities and Aspects	Mitigation Measures	Monitoring Indicators	Monitoring and Reporting Frequency	Party(ies) Responsible
Civil works – Rehabilitation and repair (Waste Storage and Disposal)	<ol style="list-style-type: none"> 1. Rehabilitation and repair wastes will be stored at designated site. 2. Recyclable wastes will be recycled as far as reasonably practical. 3. General housekeeping will be maintained at site. 4. Record of all wastes will be maintained. 5. 4 color waste bins (Blue (General), Green (Recyclable), Red (Chemical) and Yellow (Hazardous) will be provided at each sub-project site to ensure waste segregation and storage. 6. Trainings will be provided to personnel for identification, segregation and management of waste by the contractor HSE officer. <p>(Details attached as Annex 4)</p>	<ul style="list-style-type: none"> ● Check compliance with mitigation measures by visual inspections ● Waste Management plan by the contractor ● Monitor compliance with mitigation measures using E&S checklist 	<ul style="list-style-type: none"> ● Regular monitoring (weekly) by Resident Engineer team. ● Monthly inspections by environmental specialist 	<ul style="list-style-type: none"> ● Execution by execution contractor ● Monitoring and reporting by Resident engineer team to the client
Electrical and Mechanical Works – MCC units, wiring, switches, pump replacement and repair etc. (Waste Storage and Disposal)	<ol style="list-style-type: none"> 1. Wiring and switch boards will be installed according to approved design specifications. 2. Waste and redundant material will be handed over to the Municipality offices. 3. All repairs, replacements, fixings or heavy lifting works shall be carried out with care to avoid muscle fatigues, cramps and other physical injuries. 4. General housekeeping will be observed at site. 5. Record of all wastes will be maintained. 6. Trainings will be provided to personnel for identification, segregation and management of waste by the contractor HSE officer. 	<ul style="list-style-type: none"> ● Check compliance with mitigation measures by visual inspections ● Monitor compliance with mitigation measures using E&S checklist 	<ul style="list-style-type: none"> ● Regular monitoring (weekly) Resident engineer team. ● Monthly inspections by environmental specialist 	<ul style="list-style-type: none"> ● Execution by execution contractor ● Monitoring and reporting by Resident engineer team to the client

Activities and Aspects	Mitigation Measures	Monitoring Indicators	Monitoring and Reporting Frequency	Party(ies) Responsible
Use of Machinery/Vehicles (Air Quality – Dust emissions/Noise Pollution)	<ol style="list-style-type: none"> 1. All vehicles, equipment and machinery used by contractor for construction and improvement works should comply with National Environmental Quality Standards (NEQS) for exhaust emissions. 2. Protocols / SOPs shall be set for proper maintenance of contractor’s equipment, machinery, vehicles and generators. 3. Generators, if used will be placed at suitable distance and downwind of nearby community / Population to prevent air/noise pollution 4. No burning of waste and other materials will be allowed at the project site. 5. Regulate speed of project vehicles as defined by Traffic Police Authority. 6. Stock piles will be appropriately located and out of wind to avoid dust emissions. 	<ul style="list-style-type: none"> ● Check compliance with mitigation measures by visual inspections ● Monitor compliance with mitigation measures using E&S checklist 	<ul style="list-style-type: none"> ● Regular monitoring (weekly) by Resident engineer team ● Monthly inspections by environmental specialist 	<ul style="list-style-type: none"> ● Execution by execution contractor ● Monitoring and reporting by Resident engineer team to the client
Site Clearing – cutting of existing trees	<ol style="list-style-type: none"> 1. Unnecessary clearing of site and cutting of vegetation will be avoided during construction and improvement activities. Trees within the project site will be protected and preserved as much as possible. 2. Trees cut for clearing of site will be replaced / compensated by plantation of new trees at site (10 trees for each tree chopped). The species of trees replanted will belong to indigenous species. 3. A total of 6 trees have been identified in this package scheme that will need to be chopped off for the construction activity 	<ul style="list-style-type: none"> ● Tree clearing plan by contractor ● Tree plantation plan by contractor ● Visual inspections during site visits ● Monitor compliance with mitigation measures using E&S checklist 	<ul style="list-style-type: none"> ● Photographic record of existing trees, clearing & plantation ● Monthly inspections by environmental specialist 	<ul style="list-style-type: none"> ● Execution by execution contractor ● Monitoring and reporting by Resident engineer team to the client

Activities and Aspects	Mitigation Measures	Monitoring Indicators	Monitoring and Reporting Frequency	Party(ies) Responsible
Material and resources (Storage and Housekeeping)	<ol style="list-style-type: none"> Regionally produced and sustainable materials will be given preference for usage in construction and repair activities. Routine water sprinkling of construction material stockpile shall be performed to prevent dust generation Good engineering and construction practices shall be applied. Any damage to local infrastructure by project activities will be avoided as much as possible and any damage caused will be repaired. 	<ul style="list-style-type: none"> Standard design and specifications Record of material use Monitor compliance with mitigation measures using E&S checklist 	<ul style="list-style-type: none"> Regular monitoring (weekly) by Resident engineer team Monthly inspections by environmental specialist 	<ul style="list-style-type: none"> Execution by execution contractor Monitoring and reporting by Resident Engineer team to the client
Spills and leakages – (soil and water contamination)	<ol style="list-style-type: none"> Bulk quantity of chemicals/fuels shall not be stored at site. Generators (if any) will be placed over a liner. Shovels, plastic bags, and absorbent material should be present near chemical and oil storage or handling areas to attend spills and leaks. All vehicles, equipment and machinery will be regularly checked regarding oil leaks, and if identified it will not be used until repaired. Any incident must be reported in the form of document (incident report) along with photographic record. 	<ul style="list-style-type: none"> Check compliance with mitigation measures by visual inspections Check incident record Monitor compliance with mitigation measures using E&S checklist 	<ul style="list-style-type: none"> Regular monitoring (weekly) by Resident engineer team. Monthly inspections by environmental specialist 	<ul style="list-style-type: none"> Execution by execution contractor Monitoring and reporting by Resident Engineer team to the client
Interruption in utilities due to project activities (Community Health & Safety)	<ol style="list-style-type: none"> Movement of contractor’s vehicles for transportation of material will be restricted to low traffic timings. The contractor’s vehicles movements will be restricted as much as possible during peak hours, when traffic in city is maximum. Contractor’s personnel will only use access routes 	<ul style="list-style-type: none"> Check compliance with mitigation measures by visual inspections Project planning 	<ul style="list-style-type: none"> Regular monitoring (weekly) by Resident engineer team. Monthly inspections by Social Safeguards Specialist 	<ul style="list-style-type: none"> Execution by execution contractor Monitoring and reporting by Resident

Activities and Aspects	Mitigation Measures	Monitoring Indicators	Monitoring and Reporting Frequency	Party(ies) Responsible
	<p>assigned to them for project activities.</p> <ol style="list-style-type: none"> 3. Contractor’s vehicle will not block emergency access at any time. 4. Contractor’s vehicle will follow strict speed limits within city defined by Traffic Police Authority. 5. Contractor’s vehicles will be parked at designated area identified for each location. 6. Work will be properly planned and phased to avoid disturbance to local population. 7. Any damage caused by the project activity will be repaired / reconstructed by the contractor to its original condition. Close coordination shall be maintained with the affected parties / utility service providers / locals during the project execution 8. Proper safety signs (in local language) will be placed at the construction site. 	<p>documentation</p> <ul style="list-style-type: none"> ● Meeting records with utility service providers ● Monitor compliance with mitigation measures using E&S checklist 		<p>engineer team to the client</p>
<p>Transportation and handling of material and resources (Material Storage)- (Community Health & Safety)</p>	<ol style="list-style-type: none"> 1. Waste and materials will be transported under covers to avoid general nuisance to public and dust emissions. 2. Routine water sprinkling of construction material stockpile shall be performed to prevent dust generation 3. Transported material will be stockpiled and stored at designated area with clearly marked and properly barricade. 4. Record of all materials and wastes will be maintained. 	<ul style="list-style-type: none"> ● Check compliance by visual inspections ● Monitor compliance with mitigation measures using E&S checklist 	<ul style="list-style-type: none"> ● Regular monitoring (weekly) by Resident engineer team. Monthly inspections by Social Safeguards Specialist 	<ul style="list-style-type: none"> ● Execution by execution contractor ● Monitoring and reporting by Resident engineer team to the client
<p>Safety and security of general public (Community Health & Safety)</p>	<ol style="list-style-type: none"> 1. Work site will be clearly identified and cordoned off to avoid work site hazards for locals, passerby and general public. 2. Contractor will ensure easy and safe access and 	<ul style="list-style-type: none"> ● Check compliance with mitigation measures by visual 	<ul style="list-style-type: none"> ● Regular monitoring (weekly) by Resident engineer team. ● Monthly inspections 	<ul style="list-style-type: none"> ● Execution by execution contractor ● Monitoring and

Activities and Aspects	Mitigation Measures	Monitoring Indicators	Monitoring and Reporting Frequency	Party(ies) Responsible
	passage throughout the project. 3. All materials and waste temporarily stored will be clearly identified and barricaded. 4. Health and safety plan shall be prepared and followed during the project. 5. Safety signs (in local language) shall be placed at work sites	inspections • Monitor compliance with mitigation measures using E&S checklist	by Social Safeguards Specialist	reporting by Resident engineer team to the client
Safety and security of workers (Workers' Health & Safety)	1. Appropriate PPEs will be provided to workers according to their job requirements and associated hazards. 2. Emergency response procedures shall be prepared and implemented. 3. Training shall be provided to the workers regarding safety on regular basis by the contractor HSE officer 4. All safety tools related to Work at Height including scaffoldings, safety harness, platforms shall be provided for all the construction activities involving work at height. 5. Safety signs (in local language) shall be placed at work sites 6. Detailed report shall be prepared for any kind of incident/injury at site (Details attached as Annex 2)	• Check compliance with mitigation measures by visual inspections • Check PPE register and training record • Check emergency response drills record • Monitor compliance with mitigation measures using E&S checklist	• Regular monitoring (weekly) by Resident engineer team. • Monthly inspections by Social Safeguards Specialist	• Execution by execution contractor • Monitoring and reporting by Resident engineer team to the client
Community Communication and Stakeholder Engagement	1. Inform communities in advance about construction activities, possible disruptions, grievance mechanism, and safety precautions. 2. Use banners, local mosques for announcements/communication.	• Community meetings record • Grievance logs • Notice boards installed • Monitor compliance with mitigation	• Monthly monitoring by Resident Engineer • Monthly inspections by Social Safeguards Specialist	• Contractor for implementation • Resident Engineer for monitoring

Activities and Aspects	Mitigation Measures	Monitoring Indicators	Monitoring and Reporting Frequency	Party(ies) Responsible
		measures using E&S checklist		
Emergency Preparedness and Response (Workers' Health & Safety)	<ol style="list-style-type: none"> Equip all construction sites with first aid kits, fire extinguishers, and emergency contact lists. Conduct emergency drills. Train workers for basic emergency response. Display evacuation plans if needed. 	<ul style="list-style-type: none"> Availability of emergency equipment Training records Emergency drill reports Monitor compliance with mitigation measures using E&S checklist 	<ul style="list-style-type: none"> Monthly monitoring by Resident Engineer Monthly inspections by Social Safeguards Specialist 	<ul style="list-style-type: none"> Contractor for implementation Resident Engineer for verification
Complaints / suggestions from local community	<p>A dedicated, transparent, and effective Grievance Redress Mechanism (GRM) will be implemented at each sub-project site to address concerns and suggestions from the local community. (Details attached as Annex 1)</p> <ol style="list-style-type: none"> Complaint boxes will be installed at all sub-project sites to facilitate written submissions. A banner (panaflex) displaying relevant contact numbers and email addresses for lodging complaints will be visibly placed at the site. Brochures containing the complaint cell contact information will be distributed among local community members to ensure accessibility and awareness of the GRM. 	<ul style="list-style-type: none"> Community meetings record Grievance logs Notice boards installed Monitor compliance with mitigation measures using E&S checklist 	<ul style="list-style-type: none"> Weekly monitoring by Resident Engineer Monthly inspections by Social Safeguards Specialist 	<ul style="list-style-type: none"> Contractor for implementation Resident Engineer for monitoring
Complaints / suggestions from Workers	<p>A dedicated, transparent, and effective Grievance Redress Mechanism (GRM) will be implemented at each sub-project site to address complaints and suggestions from the workers. (Details attached as Annex 1)</p> <ol style="list-style-type: none"> Complaint boxes will be installed at all sub-project sites to facilitate written submissions. 	<ul style="list-style-type: none"> Workers GRM records Notice boards installed Monitor compliance with mitigation measures using E&S checklist 	<ul style="list-style-type: none"> Weekly monitoring by Resident Engineer Monthly monitoring by Social Safeguards Specialist 	<ul style="list-style-type: none"> Contractor for implementation Resident Engineer for monitoring

Activities and Aspects	Mitigation Measures	Monitoring Indicators	Monitoring and Reporting Frequency	Party(ies) Responsible
	<ol style="list-style-type: none"> 2. A banner (panaflex) displaying relevant contact numbers and email addresses for lodging complaints will be visibly placed at the site. 3. A grievance resolution committee (GRC) having members from the contractor, consultant and client will be constituted to timely register and resolve the complaints from the workers. 4. The contact details of GRC members will also be displayed at the site to ensure easy access and communication 			
<p>Gender based Violence/ Sexual Abuse & Exploitation/ Harassment Child Labor</p>	<ol style="list-style-type: none"> 1. Code of Conduct (CoC) including clauses on GBV and harassment for Workers shall be prepared (in local language) that will be signed by all workers, and enforced. (Details attached as Annex 3) 2. Ensure workplace/communities are harassment-free as per the Khyber Pakhtunkhwa Protection against Harassment of Women at the Workplace (Amendment) Act, 2020 3. Child labor will be discouraged. No worker below the age of 18 will be allowed to work at site. Ensure workplace/communities are harassment-free as per the Khyber Pakhtunkhwa Protection against Harassment of children at the Workplace (Amendment) Act, 2010 4. The use of language or behavior, towards women or children and co-workers, that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate shall be prohibited. 	<ul style="list-style-type: none"> ● Workers' Code of Conduct forms (signed) available at site ● A panaflex (banner) having Workers' Code of Conduct (in local language) shall be displayed at site ● Monitor compliance with mitigation measures using E&S checklist 	<ul style="list-style-type: none"> ● Weekly monitoring by Resident Engineer ● Monthly monitoring by Gender Specialist 	<ul style="list-style-type: none"> ● Contractor for implementation ● Resident Engineer for monitoring

3. Environmental & Social Field Monitoring

The following checklist will be used by the Contractor/Consultant field staff during site monitoring visits to assess E&S compliance at the sub-project sites.

Khyber Pakhtunkhwa Rural Investment and Institutional Support Project (KP-RIISP)

Environmental & Social (E&S) Monitoring Checklist

Contractor/Consultant and Package Name: _____ District: _____

Date of Visit: _____ Sub-Project/Location: _____

ENVIRONMENTAL COMPLIANCE CHECKLIST

#	Questions	Response	Remarks
	Exposure of soil surface to erosion/grubbing of the topsoil during site preparation		
1	Has the excavation been carried out as per actual excavation plan?	Yes / No	
2	Is all the excavated material been reused in backfilling?	Yes / No	
3	Is the waste from excavated material (if any) been disposed of in the nearest Municipality container or community dumping site?	Yes / No	
4	Did the site clearance/excavation involve removal of trees/vegetation?	Yes / No	
5	After the completion of work, grubbed soil is used in landscaping?	Yes / No	
	Air quality impacts (Dust and Exhaust emissions)		
6	Is the construction site been sprinkled with water for dust control?	Yes / No	
7	Has the machinery been regularly checked for excessive exhaust emissions on-site?	Yes / No	
8	Has the carried material been properly covered with green cloth or a tarpaulin sheet to avoid dust emissions?	Yes / No	
9	Have the drivers been trained with caution signage to follow the speed limit at the premises?	Yes / No	
10	Is the raw material been covered in the storage yard with the cover sheet?	Yes / No	
11	Are the workers using proper PPEs for dust, i.e. face masks, on site?	Yes / No	

12	Are all those activities which create dust been scheduled off-peak hours?	Yes / No	
	Noise Generation		
13	Has the contractor scheduled all noisy activities during the off-peak hours?	Yes / No	
14	Have all the workers signed the Code of Conduct? To avoid disturbance and shouting on site.	Yes / No	
15	Is the machinery i.e. excavator, concrete mixing machine and generator etc. well maintained to avoid excessive noise?	Yes / No	
	Waste Generation (Solid & Liquid)		
16	Are bins of 04 Colors (Red, Yellow, Green, and Blue) used for disposal of different type of waste on site?	Yes / No	
17	Is the waste disposed in the nearby municipality container or dumping site on daily basis?	Yes / No	
18	Is the equipment washout been discharged to the existing drainage system by saving/ avoided the natural water bodies?	Yes / No	

WORKERS HEALTH & SAFETY INSPECTION CHECKLIST

#	Questions	Response	Remarks
1	Is appropriate personal protective equipment (PPE) provided, used, and maintained when required?	Yes / No	
2	Is the site free from tripping hazards, e.g., cables, potholes, footpath defects, etc.?	Yes / No	
3	Are in-house procedures for handling employee safety and health complaints is in place?	Yes / No	
4	Have current weather conditions created new hazards to be addressed?	Yes / No	
5	Are all potentially hazardous activities segregated and/or fenced as required?	Yes / No	
6	Have any unanticipated hazards been introduced?	Yes / No	
7	Are first aid boxes and fire extinguisher facilities in place and in working condition?	Yes / No	

8	Is the Grievance Redress Mechanism (GRM) of KP-RIISP in place for the workers and community members, and is it working?	Yes / No	
9	Were any incidents/accidents reported during the work?	Yes / No	
10	Are all ladders/scaffolding, safety belts used during work at height maintained and in good condition?	Yes / No	

COMMUNITY HEALTH & SAFETY CHECKLIST

#	Questions	Response	Remarks
1	Have the members of the community adjacent to the sub-project been consulted and notified/informed prior to construction activities to limit unnecessary disturbances or interference?	Yes / No	
2	Has the construction site been appropriately cordoned off (with a green sheet) or barricaded to prevent stray animals and vagrant persons, particularly children, from entering the site?	Yes / No	
3	Have the excavated areas and pits been marked with appropriate signage, with provision of do not enter/do not pass signs and danger signs ensured at the site.	Yes / No	
4	Have the awareness sessions been organized to sensitize construction workers and local communities regarding the project objectives and activities?	Yes / No	
5	Is the free flow of traffic around the work site maintained?	Yes / No	
6	Do the vehicles accessing the site abide by speed limits and other traffic rules?	Yes / No	
7	Are the drivers briefed on safety requirements and exercise caution?	Yes / No	
8	Are the construction activities undertaken during the daylight hours between the hours of 07:00 am – 4:00 pm?	Yes / No	
9	Did the sub-project activities cause any interruption to existing utilities (water supply, electricity etc.)?	Yes / No	

Major Non-Compliance at site:

- 1) _____

- 2) _____

- 3) _____

Corrective Actions advised with timeline:

- a) _____

- b) _____

- c) _____

Visiting Officer: _____
Signature _____

Annexures

Annex 1. Grievance Redress Mechanism (GRM) Form

Date: _____ Grievance Number: _____

Complainant Information *(optional if anonymity is preferred)*

- Name (Complainant): _____
- Gender: Female Male Other / Prefer not to say
- Age (optional): _____
- Cell Phone (optional): _____
- District: _____
- Tehsil: _____

Grievance Location (District, Tehsil, or specific site):

Description of Grievance

(Please provide details of your grievance, including *who, what, where, and when*. If relevant, kindly mention if the issue particularly affects women, men, or any vulnerable group.)

Suggested Resolution

(Please describe what outcome or action you expect to resolve the grievance.)

Confidentiality and Safety Note

The complainant's identity and details will remain confidential unless they consent to disclosure. Special attention will be given to grievances involving women, youth, minorities, or vulnerable groups to ensure dignity, respect, and safety.

Signature / Thumb Impression of Complainant (optional):

Signature of Recording Officer: _____

Instructions for Recording Officer (in simple terms):

- Ensure privacy (talk in a safe, separate space).
- Treat the complainant with respect (use their preferred gender identity).
- Do not force anyone to give their name or details.
- Pay extra attention to women, minorities, and vulnerable groups.
- For harassment or sensitive cases → refer immediately to protection/gender focal person.

Annex 2. Incident Reporting Form

Details of Incident (e.g., to a worker or visitor) and Treatment		
Date of incident		
Time of incident		
Nature of incident	<input type="checkbox"/> Near miss <input type="checkbox"/> First aid <input type="checkbox"/> Medical treatment/doctor	
Name of injured person		
Address		
Occupation		
Date of birth		
Telephone		
Employer		
Activity in which the person was engaged at the time of injury		
Exact site location where injury occurred		
Nature of injury—e.g. fracture, burn, sprain, foreign body in eye etc.		
Body location of injury		
Treatment given onsite and Name of Treating Person		
Referral for further treatment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of doctor or hospital	Medical certificate received? <input type="checkbox"/> Yes <input type="checkbox"/> No
Injury management required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Return date	

Witness to Incident (Include all witnesses)	
Witness name and contact	
Details of Incident	
Date of incident	
Time of incident	
Details of damage to equipment or property	
Name of person who received the report	
Description of incident	

Annex 3. Code of Conduct (GBV and SEA/SH Prevention)

Khyber Pakhtunkhwa Rural Investment & Institutional Support Project (KP-RIISP)

Responsible Authority: KPRIISP E&S Unit | **Applicability:** All Staff, Consultants, Contractors

Definitions

To ensure clarity and alignment, basic key terms are defined below:

- **GBV (Gender-Based Violence):**

GBV is an umbrella term for any harmful act that is perpetrated against a person's will and that is based on socially-ascribed (i.e., gender) differences between males and females. It includes acts that inflict physical, sexual or mental harm or suffering, threats of such acts, coercion, and other deprivations of liberty. These acts can occur in public or private (2015 Inter-Agency Standing Committee Gender-based Violence Guidelines, pg. 5).

- **SEA (Sexual Exploitation and Abuse):**

Sexual Exploitation: any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another (UN Glossary on Sexual Exploitation and Abuse 2017, pg. 6).

Sexual Abuse: actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions (UN Glossary on Sexual Exploitation and Abuse 2017, pg. 5).

- **SH (Sexual Harassment):**

Any form of unwanted verbal, non-verbal or physical conduct of a sexual nature with the purpose or effect of violating the dignity of a person, in particular when creating an intimidating, hostile, degrading, humiliating or offensive environment. This may include unwelcome sexual advances, requests for sexual favors, and may take place through online activity or mobile communications as well as in person.

- **GRM (Grievance Redress Mechanism):**

The KPRIISP has set up a GRM to respond to the concerned grievances in both community and workplace settings. Under the project's GRM there will be a dedicated GBV reporting mechanism ensuring confidentiality and survivor centered approach. It will further ensure that every report is handled professionally, with the survivor's safety, dignity, and access to support services as top priorities.

1. General Responsibilities

All personnel must:

- Consent to a security background check.
- Treat all individuals (women, men, children, persons with disabilities, transgenders, etc.) with respect and dignity, free from discrimination.
- Comply with National & Provincial Laws, World Bank's Good Practice Note, GBV Risk Assessment Tool, and KPRIISP's GBV and SEA/SH Mitigation Plan.

- **Maintain a safe environment by:**

- Ensuring workplaces are risk-free.
- Following emergency procedures (availability of first aid box, fire extinguishers, displaying of CoC in English, Urdu & local dialect and all mitigation measures must be in effect).
- Report concerns via KPRIISP's GRM or to the designated focal person.
- Attend mandatory annual GBV and SEA/SH training, with bi-annual refreshers for field teams.

2. GBV/SEA/SH and Child Protection

1 Prohibited Conduct:

- Inappropriate language/behavior, sexual advances, or transactional sex.
- Any sexual activity with children (consent or mistaken age is no defense).

1 Mitigation Measures:

- Report suspicions to the GBV Grievance Redress Committee/designated focal person.
- Ensure workplaces/communities are harassment-free as per the Khyber Pakhtunkhwa Protection Against Harassment of Women at Workplace (Amendment) Act, 2020.
- Collaborate with provincial/local authorities/NGOs to support survivors.

2 Contractor/Consultant Obligations

Contractors/consultant must:

- Implement CoC requirements in HR policies, site protocols, and grievance mechanisms.
- Ensure compliance is a condition of contract performance.

3 Accountability & Compliance

- Zero Tolerance: Violations lead to warnings, termination, or legal action.
- Confidentiality: Whistleblowers and survivors are protected.

3. Signature Section

By signing, I commit to upholding this Code: Name: _____

Designation: _____ Organization: _____ (for contractors/consultants/staff)

CNIC: _____ Signature: _____ Date: _____

• Reporting & Enforcement:

Focal Persons:

- PCMU: Senior Social Development Specialist/Gender Officer
- PIU: Senior Social Development Specialist/Gender Officer/ Established Arrangements

- **Process:**

1. Report to focal persons via GRM (anonymous options available)/direct report to senior management.
2. Preliminary inquiry within 15 days.
3. Outcomes: Verbal/written warnings, disengagement, or legal referral.
4. Confidentiality: Survivor identities protected; retaliation prohibited.

- **Implementation Requirements**

- Visual Display: Mount CoC in English, Urdu, and Pashto across offices.
- Onboarding: Include CoC in orientation kits for all personnel.

- **Approved by:**

Project Director

Project Coordination and Management Unit (PCMU)

Khyber Pakhtunkhwa Rural Investment and Institutional Support Project (KP-RIISP) Planning and Development Department, Khyber Pakhtunkhwa

Annex 4. Waste Management Plan

1. PURPOSE

This Plan aims to

- Provide a guideline through which the contractor will manage the waste produced from the project activities.
- Ensure control over the waste generated within the work sites.
- Ensure that consistent and environmentally friendly methods are adopted for disposal of waste.

2. SCOPE

This procedure is applicable at all the sub-project sites for collection and disposal of waste.

3. RESPONSIBILITIES

Contractor's Project Manager and HSE Officers are responsible for the implementation of this procedure. While Consultant Environmental Specialist and Assistant Resident Engineer are responsible for monitoring of the implementation.

4. PROCEDURE

For the purpose of Waste Management Procedure, the following four main categories of waste have been identified

5. WASTE SEGREGATION & STORAGE

All wastes, hazardous and non-hazardous, must be segregated and stored in designated waste containers at the appropriate waste storage area at each work site. The waste containers must be clearly marked, such as;

5.1 Chemical Waste (RED)

Chemical waste will have one or more of the characteristics of ignitibility, corrosively, reactivity and toxicity. This includes waste such as: Printing Material, Ink, Paint and Thinner

5.2 Hazardous waste (YELLOW)

Hazardous waste will have one or more of the characteristics of ignitibility, corrosively, reactivity and toxicity. This includes waste such as:

- Medical waste
- Oily sludge
- Filter cartridges
- Batteries Acids
- Electrical Waste
- Lubricating oils
- Oily water
- Material or packaging of material classified as harmful to environment.

5.3 Recyclable Waste (GREEN)

The Recyclable waste is a waste which does not have the characteristics of the hazardous waste & can be recycled such as Paper and card, Wood

5.4 General Waste (BLUE)

General waste, also known as residual waste, refers to materials produced by businesses and households that cannot be recycled or composted. This includes items such as non-recyclable plastics, broken glass, certain packaging, and kitchen scraps.

4 colour waste bins (as shown below) shall be used at all sub-project sites to ensure effective waste segregation and disposal



Chemical (Red)

Hazardous (Yellow)

Recyclable (Green)

General (Blue)