

**TERMS OF REFERENCEs (TORs)**

**FOR CONSULTANCY SERVICES OF SKILL DEVELOPMENT  
THROUGH VOCATIONAL TRAININGS**

<b>Consultancy Type</b>	<b>CONSULTANCY SERVICES FOR PROVIDING VOCATIONAL SKILLS, LABOUR MARKET READINESS, AND FINANCIAL LITERACY TRAININGS TO THE TARGET POPULATION.</b>
<b>Duration</b>	Four Years (FY 2024 to FY 2027)
<b>Location</b>	Sindh (30 Districts)
<b>Activity</b>	Skill Trainings Course (Three Months)
This table clearly outlines the key details of the consultancy services, including the type of Services offered, the duration of the consultancy, the specific locations.	

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## **Terms of Reference for Skill Development Partner**

### **1. Background:**

The latest 2019 estimate for Pakistan's population is at 217,461,915.30 (51% males and 48.76% females). The youth age group (15-34), represents 33% of the population (17% males and 16% females). The country ranks 5th globally in terms of population and the annual population growth rate is around 2%. The total median age is 23.7 for males and 23.8 for females. Life expectancy is around 68 years and is higher for females (70 years) than for males (66 years). Pakistan's rural population represents about 67% of the total population.

Around one quarter (24.3%) of the population lives below the national poverty line, with the incidence higher in rural areas (31%) than in cities (13%). Moreover, 38.8% of the national population is poor according to the Multidimensional Poverty Index (MPI), with 54.6% in rural areas and 9.4% in urban areas. Women and children are the most affected by poverty, with child labor (more than 12.5 million) and food insecurity reflecting the gravity of the poverty situation in Pakistan.

The fundamental premise for this program is based on an out of box and unique approach that would address social determinants of health i.e., poverty, inequality, gender-based violence, women empowerment (including women economic empowerment), awareness and engagement of communities through Social and Behavior Change Communication (SBCC). Thus, human capital formation will be a fundamental principle of the program.

### **Education and Skill training Status of Rural Women in Pakistan:**

- Literacy level for rural women ages 15-64 years is 35%, compared to the national rate of 47% for their urban counterparts.
- GPI at Middle school and at Matric (secondary) is 0.7 for rural women.
- Primary NER - Net Enrolment Rate for rural girls was found to be relatively better at 56%, but drops to 27% in middle school and to a low of 17% in Matric.
- In rural areas, only 28% of girl's ages 5-16 years go to private schools as compared to 51% of their urban counterparts.
- 4% of rural women have college degrees (B.A and above); 57% of them are in paid work.

- 4% of rural population ages 15-64, both female and male, have received skills training. 73% of women trained as tailors and related, and 17% completed embroidery and knitting courses.

### **Labor Force Participation Status of Rural Women in Pakistan:**

Counting Women's work requires a different methodology than that used in the LFS - Labor Force Survey as it does not capture women's multidimensional work that spans productive, reproductive, care, and community and social work.

Including augmented labor force participation raises the participation of rural women (ages 15-64) LFPR labor force participation rates from 34% to 52%. Women are concentrated in the agriculture sector, primarily in diary and livestock.

- Only 19% are in paid employment and 60% work as unpaid workers on family farms and enterprises. Their unpaid work is valued (using comparative median wages) at PKR 683 billion, is 57% of all work done by women, and is 2.6% of GDP 38% of young women ages 15-19 are working, reaching a peak of 63% of women in the middle age cohort of 45-49 years (augmented labor participation) 35% of employed rural women (ages 25-49) have at least 1 child under age 3 82% of rural employed women are engaged in agriculture, forestry and fisheries industry. Of these, 52% are in animal production 70% of rural employed women are in skilled agriculture and fisheries occupation.
- 96% are in Market Oriented skilled agriculture occupation 60% of rural employed women are unpaid.

### **Entrepreneurship and Microfinance Status of Rural Women in Pakistan:**

- 54% of the total current borrowers belong to rural areas.
- Over 42 % of total rural borrowers are affiliated with the agriculture & livestock sector
- Proportion of female active borrowers in Pakistan: Rural Support Programs (RSP's) consists of 78% female active borrowers. Microfinance Institutes (MFI's) consists of 73% female active borrowers Microfinance Banks (MFB's) consists of 25% female active borrowers.

The human capital is a measure of assessing attainment of quality of life in terms of health, education, and skill development. Human capital is as composite of knowledge, skills, and health that people accumulate over their lives. It is "associated with higher earnings for people, higher

income for countries, and stronger cohesion in societies. It is a central driver of sustainable growth and poverty reduction”. Societies with a higher number of young populations have a greater potential for achieving human capital goals if appropriate policies and plans are in place to invest in young people and working population.

The program aims to address the critical need for human capital development in Sindh, particularly focusing on the youth demographic. Human capital, defined as the composite of knowledge, skills, and health, is essential for sustainable growth and poverty reduction. With over 60% of the population in Sindh under the age of 30, investing in the skills and knowledge of these young people is crucial. The program seeks to achieve this by providing interest free micro-financing programs.

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- The human capital is a measure of assessing attainment of quality of life in terms of health, education, and skill development. Human capital is as composite of knowledge, skills, and health that people accumulate over their lives. It is “associated with higher earnings for people, higher income for countries, and stronger cohesion in societies. It is a central driver of sustainable growth and poverty reduction”. Societies with a higher number of young populations have a greater potential for achieving human capital goals if appropriate policies and plans are in place to invest in young people and working population.
- The program aims to address the critical need for human capital development in Sindh, particularly focusing on the youth demographic. Human capital, defined as the composite of knowledge, skills, and health, is essential for sustainable growth and poverty reduction. With over 60% of the population in Sindh under the age of 30, investing in the

skills and knowledge of these young people is crucial. The program seeks to achieve this by providing interest free micro-financing programs.

## **1.1 Detailed Description of the Program:**

The program envisages Universal Health Coverage (UHC) through enhanced access to integrated reproductive, maternal, neonatal, child, adolescents, health, nutrition (RMNCAH+N) and family planning services. The objective is based on continuum of care approach. It also aims at women empowerment including women economic empowerment through skill development and microfinancing managed by a third party.

In order to bridge this gap and to equip women, girls and target communities with the knowledge and skills to induce uptake of good health practices and employment and financing opportunities, avail both social and economic means to make informed decisions improving access to and utilization of healthcare services, the Component will finance:

a) training of trainers on, among others, client-centered family planning counselling and mobilization, infection prevention and standard precaution guidelines, competency-based trainings on usage of family planning methods, b) capacity building activities at the community level: vocational and skills trainings to improve financial literacy and socio-economic capacities of beneficiaries coupled with complementary social mobilization activities, and c) microfinance/on-lending. The Component will also finance conducting a baseline assessment right after effectiveness and, mid-term and final evaluations. Baseline assessments will serve in identification/validation of vocational and community-level training needs and mapping of economically viable sectors and women-led enterprises and entrepreneurial initiatives on the ground. Mid-term and final evaluations will facilitate identification of restructuring needs and documentation of lessons learned throughout the lifecycle of the program. The women economic empowerment initiatives will be implemented under public private partnership through a vocational and skill development Institute and Microfinance Institution (MFI). The Health Department will overall manage these initiatives through these institutes and collaborate with Women Development Department to ensure quality assurance and compliance monitoring in this regard. A significant constraint to improved inclusion in socio-economic sphere and development is limited or no access to finance - especially microfinance by women and women-

led microenterprises. The current situation is one where the individuals or groups have to either borrow from moneylenders at high mark-up/interest, or place a high collateral with banks/MFIs, or are simply non-bankable (i.e., with no operating institutions, no suitable products or non-favorable lending criteria). To this end, the Program will provide access to financial services for 6,000 to 10000 beneficiaries in the catchment areas of the program, according to market requirements. It is expected that the program will provide approx. \$ 7.00 million in line with Islamic Microfinance stipulations tackling poverty alleviation and Women Empowerment and offering a solution for the poor to start their own businesses to offer them a reliable source of income and also to engage women into various income generation opportunities that could permit them to become financially independent. Inclusion of successful graduates of the skills training program, as well as existing eligible entrepreneurs and primarily women-led enterprises in the catchment area of the Program to benefit from a micro finance / credit line scheme is expected to (i) attract participation to Labor Market Readiness (LMR), coaching and training exercises, (ii) offer sustainable livelihood establishment opportunity/pathway to beneficiaries, (iii) support micro and small enterprises' job creation capacities to help bridge the gender gap in access to resources. Other key activity under this sub-component, which is financed by IsDB grant financing is to conduct need assessment studies about women's entrepreneurship development for the Sindh province to support the implementation of the Women's Entrepreneurship Development Plan; the financial burden of out-of-pocket costs for RMNCAH health services; and piloting a measure identified in the financial burden assessment help women their social capital financial needs for accessing RMNCAH services. IsDB financing will be channeled towards supporting increased demand for and uptake of RMNCAH and family planning services in catchment areas of targeted GDs. This will be achieved through supporting the umbrella program of the Department of Health designed to address awareness raising and capacity building activities to inform improved uptake of RMNCAH services supporting widespread training, counselling, tele-health sessions, social and behavioral change campaigns etc.

**Vocational and Skills Trainings** The sub-component will primarily finance conduct of vocational and skills trainings to improve financial literacy and technical capacities of approximately 6,000 women from poor households (primarily rural areas) aged 14–39 years, including those conducive to improve mobility from informal to formal employment and technical skills

enabling their improved access to labor market and to self-reliant, sustainable livelihood opportunities.

## **2. Objective(s) of Program:**

The primary objectives of the Sindh Human Capital Investment: 1000 Days Integrated Health and Population Program are:

1. To empower women economically through skill development and interest-free micro-financing opportunities.
2. To enhance the utilization and quality of basic healthcare services, especially for vulnerable populations such as women and children.
3. To achieve universal health coverage (UHC) by improving access to integrated Reproductive, Maternal, Neonatal, Child, Adolescent, Health, and Nutrition (RMNCAH+N) services.

### **2.1. Objective of Consultancy:**

The consultancy is designed to focus on Women Economic Empowerment through Skill Development Trainings program. The selected consultant(s) will be responsible for providing skills development trainings on local trades, basic literacy, basic financial understanding, and market access as per developed business plan.

The training program aims to empower women economically, reduce violence, enhance maternal healthcare, and improve antenatal care through awareness campaigns and targeted training initiatives.

The primary objective of this consultancy is to empower women economically by equipping them with essential skills and knowledge through a comprehensive Skill Development Training Program. The consultancy aims to achieve the following specific goals:

#### **a. SKILLS DEVELOPMENT:**

**Local Trades:** Provide specialized training in Market Demanded, Women Oriented local trades, focusing on both traditional and emerging sectors.



**Basic Literacy:** Enhance participants' literacy levels, ensuring they have foundational reading, writing, and numeracy skills necessary for personal and professional development.

**Basic Financial Understanding:** Educate women about financial literacy, including budgeting, saving, and understanding basic financial concepts, fostering financial independence and responsible financial management.

**Market Access:** Facilitate access to markets by teaching participants about market dynamics, pricing strategies, quality control, and product marketing. Empower them to sell their products or services effectively.

**b. ECONOMIC EMPOWERMENT:**

**Entrepreneurship Development:** Foster entrepreneurial skills and mindset among participants, encouraging them to establish small businesses, cooperatives, or self-help groups. Provide mentorship and guidance for business startups.

**Income Generation:** Enable women to generate income through the application of acquired skills, leading to economic self-sufficiency and reduced dependence on external sources.

By addressing these objectives, the consultancy endeavors to create a lasting impact on the lives of women, fostering economic empowerment, social upliftment and community development. Through targeted training and awareness initiatives, this program aims to empower women to build a better future for themselves, their families and their communities.

### 3. Scope of Services, Tasks (Components) and Expected Deliverables:

Scope of Service	Deliverables
Total Number of Target Women	6000 women (1500 per year).
Duration of Training	03 Months.
Districts	Sindh (30 Districts).

#### 3.1 Key Features of the scope under consulting services:

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##### Vocational and Skills Trainings.

The sub-component will primarily finance the conduct of vocational and skills trainings to improve financial literacy and technical capacities of approximately 6,000 women from poor households (primarily rural areas) aged: 16–40 years, including those conducive to improve mobility from informal to formal employment and technical skills enabling their improved access to labor market and to self-reliant, sustainable livelihood opportunities. The activity will support beneficiaries' economic empowerment through provision of trainings, inter alia, on:

- (a) Labor market readiness trainings;
- (b) Productive assets;
- (c) Intensive coaching aimed at improving income generating behavior to help increase resilience of businesses and households.

Particularly women in underserved or unserved catchment areas of Government Dispensaries. Beneficiaries will be identified using the Benazir Income Support Program (BISP) beneficiary data but the Implementing Committee for Micro-Finance will finalize the selection criteria. These 6,000 women from poor households will receive various vocational training related to farm/ agriculture, food processing, information technology, embellished textiles and related products, and beauty industry. The list of trades will be modified or updated according to the results of Training Need Assessment under the baseline survey. A group of 25 participants will be selected for one training for the duration of 03 month of training in the selected trade. Implementation of the sub-activity will be entrusted with reputable and qualified service provider(s) which will ensure due sensitization activities are conducted up front and throughout (awareness raising, information sharing with local communities in the targeted areas to participate not only in vocational/skill development pillars but also appraisal of on-lending

opportunities availed under the micro-finance facility). In the scope of sensitization activities, the following steps shall be carried out:

- a. Social Mobilization
- b. Training Conduction
- c. Access to Market

**a. Social Sensitization Strategy.**

The Consultant will mobilize, organize and motivate the local communities in the targeted areas to participate not only in vocational/skill development activity but also the lending micro-finance facility. Social Mobilization, thus, will be the linchpin of all activities. Under Social mobilization following activities will be carried out:

Area Profiling according to targeted areas identified by the Health Department.

Conduct of Social Mobilization campaigns - Dissemination of Flyers stating the program and training details.

Meetings with the key notables/ focal person from the villages. - Demand Creation and Behavior Change campaigns.

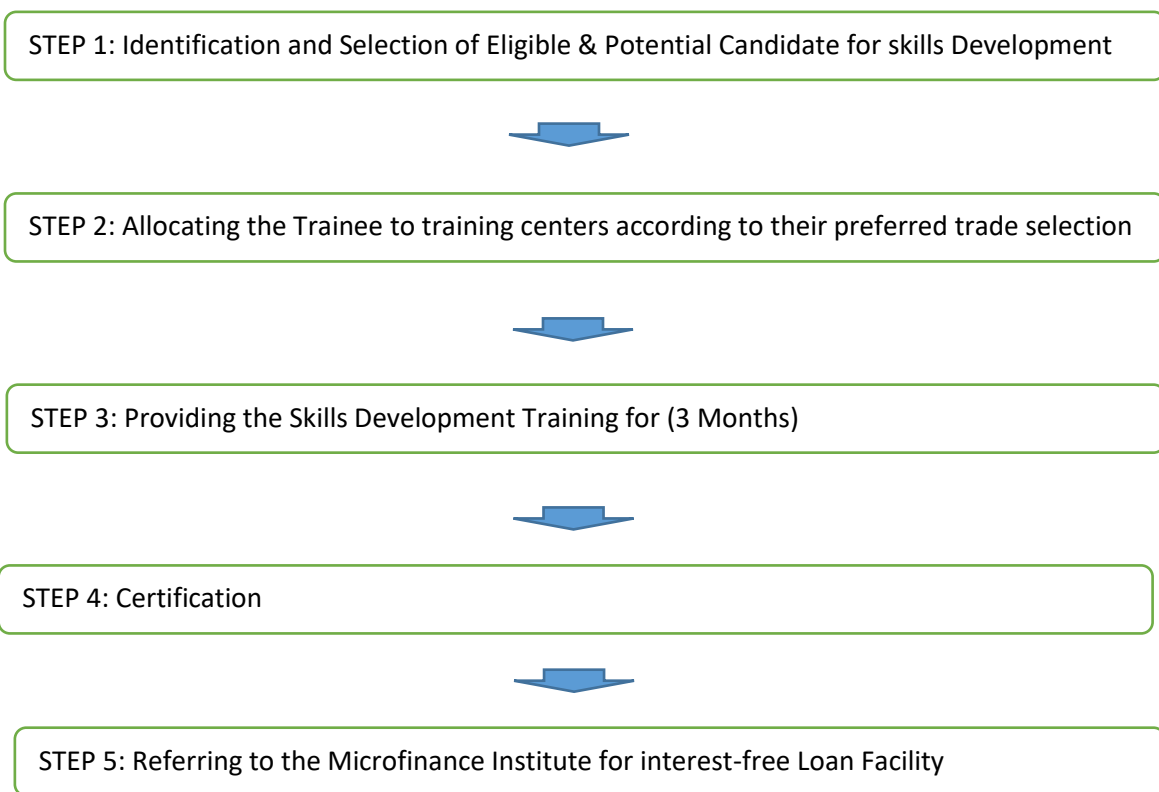
- i. Verification of the List from NESR.
- ii. Beneficiary identification.
- iii. Beneficiary Validation on the selection criteria.
- iv. Conduct of Training Needs Assessment.
- v. Finalization of the beneficiaries and Trades for the training.

**b. Training Commencement.**

A group of 25 women will be selected for one training program for 3 months depending upon the nature and contents of the training. The training will be conducted in the nearby vicinity of health sector government institutes in targeted union councils of the program at the selected Government Dispensaries in the selected districts. On completion of each training, a post-training assessment will be carried on the completion of each vocational/ skill training course and a certificate will be awarded to the successful candidates/ trainees. The Below

diagram/ flow chart indicates the whole process of starting from the identification and selection of an eligible potential candidate for vocational and skills training, bringing the trainee to the training center based on her own choice of entrepreneurship development training, provision of micro-finance facility together with access to quality health services to the beneficiaries of GD catchment areas. After successful completion of skills development training and certification, The Project Management Unit will have the authority to handover the list of beneficiaries to Micro-Finance institution for the provision of Interest-Free Microfinance for self-employment and sustainability. But during this period, the consultant will keep liaison with its trainees to ensure regular follow-ups with the beneficiary in collaboration with the Microfinance institution.

### **Diagram / Flowchart**



### **c. Access to Markets and linkage Development for sustainability.**

The Consultant will support the businesswomen access to the market. The products that are produced by these women entrepreneurs can have easy access to nearby available markets

among others through the existing forums like the chamber of Commerce and industries, women chamber Commerce, e-commerce, and other online forums which have been established especially after COVID-19 in the province depending on the contextual versatility of the district. Particularly the trainees shall be referred to the microfinance partner institution, along with the complete business development plans and enterprise development approach. Further, self-employed parallel connections and linkages with the local markets shall be ensured industrial linkages and job placement activities. The consultant shall also devise a strategy (either through in-house mechanisms or via subcontracting) to ensure that trainees are referred to the microfinance partner institution, along with the complete business development plans or linkages/referrals to supply chains and or local markets.

#### **4. Team Composition & Qualification Requirements for the Key Experts:**

##### **Resource Input:**

<b>S.No</b>	<b>Position</b>	<b>Qualification</b>	<b>Experience</b>
<b>Program Management Unit</b>			
<b>1</b>	Programme Manager	Post Graduate	5 Years
<b>2</b>	Project Coordinator	Masters/Bachelors in relevant field	5 Years
<b>3</b>	Manager Finance & Accounts	Masters/ Bachelors in Accounting or Finance	5 Years
<b>4</b>	Manager Communication & Business Development	Masters/Bachelors in community development	5 Years
<b>5</b>	Manager Monitoring & Evaluation	Masters/Bachelors in Community Development	5 Years
<b>6</b>	Assistant Manager Human Resource	MBA/BBA-Human Resource	5 Years
<b>7</b>	Assistant Manager Procurement	MBA/BBA-Supply Chain	5 Years
<b>8</b>	Assistant Manager MIS	Graduate having relevant experience	5 Years
<b>9</b>	Assistant Manager Academic & Certification Officer	Graduate having relevant experience in Academic Management and Certifications.	5 Years
<b>10</b>	Driver	Valid LTV/HTV Driving License	2-3 Years
<b>11</b>	Office Attendant	Matriculation	2-3 Years

<b>Region Office Staff</b>			
<b>12</b>	Regional Manager	Post Graduate	5 Years
<b>13</b>	Finance Officer	Masters/ Bachelors in Accounting or Finance	2-3 Years
<b>14</b>	Training Coordinator	Masters/Bachelors in relevant field	2-3 Years
<b>15</b>	Industrial Linkages and Placement Officer	Masters/Bachelors in Community Development	2-3 Years
<b>16</b>	Admin & HR officer	MBA/BBA-Human Resource	2-3 Years
<b>17</b>	MIS Officer	Graduate having relevant experience	2-3 Years
<b>18</b>	Procurement Officer	MBA/BBA-Supply Chain	2-3 Years
<b>19</b>	Monitoring & Evaluation Officer	Bachelors in Community Development	2-3 Years
<b>20</b>	Office Attendant	Matric	2-3 Years
<b>21</b>	Driver	Valid LTV/HTV Driving License	2-3 Years
<b>District Office Staff</b>			
<b>22</b>	District Manager	Post Graduate	5 Years
<b>23</b>	Admin Academic & Examination Officer	Masters/Bachelors in relevant field	2-3 Years
<b>24</b>	Assistant Accounts Officer	Masters/ Bachelors in Accounting or Finance	2-3 Years
<b>25</b>	Assistant Administration Officer	BBA-Admin or relevant degree	2-3 Years
<b>26</b>	Assistant Training Coordinator	Bachelors in relevant field	2-3 Years
<b>27</b>	Industrial Linkages and Placement Officer	Graduate in Sociology/Community works	2-3 Years
<b>28</b>	Field Associate / Social Mobilizers	Graduate with relevant field experience	2-3 Years
<b>29</b>	Office Attendant	Matric	2-3 Years
<b>30</b>	Driver	Valid LTV/ HTV Driving License	2-3 Years
<b>31</b>	Trainers	Trade Expert	2-3 Years

The attention of interested Consultants is drawn to existing IsDB's Guidelines for Procurement of Consultants' Services under IsDB Project Financing, April 2019 edition.

## 5. Reporting Requirements and Time Schedule for Deliverables:

Deliverable	Duration	Submission Method
<b>PHASE 1</b>		
<p><b>Deliverable 1</b></p> <p>Awareness Campaigns on the importance of skill development and microfinancing.</p>	<p>This will be started from the effective date of the contract till end of 2<sup>nd</sup> Year.</p>	<p>Each deliverable report should be submitted on a quarterly basis.</p>
<p><b>Deliverable 2</b></p> <p>Series of Social Mobilization campaigns.</p>	<p>These will be started from the effective date of the contract award date till end of the project</p>	<p>Each deliverable shall be submitted in draft format as 2 hard copies and 1 electronic copy, then the final version incorporating all Client's remarks shall be submitted in 2 hard copies and 1 electronic</p>
<p><b>Deliverable 3</b></p> <p>Marketing Activities promoting the program and training details.</p>	<p>These will be started from the effective date of the contract award date till end of Year 02</p>	<p>copy. All data, information, documentation, interview and meeting reports, analysis and modelling, used to inform the deliverables should be</p>
<p><b>Deliverable 4</b></p> <p>Meetings with the key notables/ focal person from the catchment areas of the Program.</p>	<p>These will be started from the effective date of the contract award date till end of Year 02</p>	<p>organized into a directory of clearly labelled folders, sub-folders and files, and delivered on 3 external hard drives (for those with limited internet connectivity) and in a 5-year</p>
<p><b>Deliverable 5</b></p> <p>Demand Creation and Behavior Change campaigns.</p>	<p>These will be started from the Q2 of Year 01 till end Q3 of Year 04</p>	<p>cloud folder (for long term access and institutional memory).</p>
<p><b>Deliverable 6</b></p> <p>Vocational trainings tailored to selected market/ women-oriented trades.</p>	<p>These will be started from the effective date of the contract award date till end of the project</p>	

<b>Deliverable</b>	<b>Duration</b>	<b>Submission Method</b>
<b>Deliverable 7</b>  Basic functional literacy and financial literacy for trainees.	These will be started from the Q2 of Year 01 till end Q3 of Year 04	
<b>Deliverable 8</b>  Market access training as per business plans developed during the training.	These will be started from the Q2 of Year 01 till end Q3 of Year 04	
<b>Deliverable 9</b>  Sensitization, Market Linkages and complementary women empowerment activities.	This will be started from Q3 of the year 01 till end of Q3 of Year 04	

### **5.1 Consultant's Contribution (Training Arrangements):**

- Qualified and trained technical and administrative staff to conduct vocational trainings.
- Ground-level training facilities to ensure easy access for women participants.
- Provision of training materials, stationery, and necessary logistics.
- Safety and security measures implementation during training sessions.
- Capacity building monitoring system to assess understanding before and after training.
- Refreshment during the training.
- Stipend for the trainees on monthly basis.



## 6. Client's Input and Counterpart Personnel:

### 6.1 Main Deliverables (Output):

S.No	Deliverable	Performance Indicator / Output
1	Awareness Campaigns on the importance of skill development and microfinancing.	Output no.3.2 of RBLF (Annexure-II)
2	Series of Social Mobilization campaigns.	Output no. 3.1 of RBLF (Annexure-II)
3	Marketing Activities promoting the program and training details.	Output no. 3.1 of RBLF (Annexure-II)
4	Meetings with the key notables/ focal person from the catchment areas of the Program.	Output no. 3.1 of RBLF (Annexure-II)
5	Demand Creation and Behavior Change campaigns.	Output no. 3.1 of RBLF (Annexure-II)
6	Vocational trainings tailored to selected market/ women-oriented trades.	Output no. 3.1 of RBLF (Annexure-II)
7	Basic functional literacy and financial literacy for trainees.	Output no.3.2 of RBLF (Annexure-II)
8	Market access training as per business plans developed during the training.	Output no.3.2 of RBLF (Annexure-II)
9	Sensitization, Market Linkages and complementary women empowerment activities.	Output no.3.2 of RBLF (Annexure-II)

### 6.2 Consultant's Contribution (Skill Developments)

- Submission of detailed location-wise work plans (Monthly, Quarterly, and Yearly).
- Compilation reports on each training session, including trainees' scores and progress.
- Monthly progress report including attendance records, issues, challenges and way forward.
- Monthly, quarterly, yearly, and final reports summarizing activities, challenges, achievements, and impact.
- Internal monitoring system reports from the Institute detailing the progress and outcomes of the training sessions.

- Impact Study on Annual basis.
- Success stories from the field on monthly basis center wise

## **7. Environmental and Social Policy:**

The Client should attach or refer to the Client’s environmental, social, health and safety policies that will apply to the project. If these are not available, the Client should use the following guidance in drafting an appropriate policy for the Works.

The Works’ policy goal, as a minimum, should be stated to integrate environmental protection, occupational and community health and safety, gender, equality, child protection, vulnerable people (including those with disabilities), sexual harassment, gender-based violence (GBV), sexual exploitation and abuse (SEA), HIV/AIDS awareness and prevention and wide stakeholder engagement in the planning processes, programs, and activities of the parties involved in the execution of the Works. The Client is advised to consult with the Islam Development Bank agree the issues to be included which may also address: climate adaptation, land acquisition and resettlement, indigenous people, etc. The policy should set the frame for monitoring, continuously improving processes and activities and for reporting on the compliance with the policy.

The policy shall include a statement that, for the purpose of the policy and/or code of conduct, the term “child” / “children” means any person(s) under the age of 18 years.

The policy should, as far as possible, be brief but specific and explicit, and measurable, to enable reporting of compliance with the policy and reporting requirement.

As a minimum, the policy is set out to the commitments to:

1. apply good international industry practice to protect and conserve the natural environment and to minimize unavoidable impacts;
2. provide and maintain a healthy and safe work environment and safe systems of work;
3. protect the health and safety of local communities and users, with particular concern for those who are disabled, elderly, or otherwise vulnerable;
4. ensure that terms of employment and working conditions of all workers engaged in the Works meet the requirements of the ILO labor conventions to which the host country is

a signatory;

5. Be intolerant of, and enforce disciplinary measures for illegal activities. To be intolerant of, and enforce disciplinary measures for GBV, inhumane treatment, sexual activity with children, and sexual harassment;
6. incorporate a gender perspective and provide an enabling environment where women and men have equal opportunity to participate in, and benefit from, planning and development of the Works;
7. work co-operatively, including with end users of the Works, relevant authorities, contractors and local communities;
8. engage with and listen to affected persons and organizations and be responsive to their concerns, with special regard for vulnerable, disabled, and elderly people;
9. provide an environment that fosters the exchange of information, views, and ideas that is free of any fear of retaliation, and protects whistleblowers;
10. minimize the risk of HIV transmission and to mitigate the effects of HIV/AIDS associated with the execution of the Works;

The policy should be signed by the senior manager of the Client. This is to signal the intent that it will be applied rigorously.

## **8. Code of Conduct:**

A minimum requirement for the Code of Conduct should be set out by the Client, taking into consideration the issues, impacts, and mitigation measures identified, for example, in:

- project reports e.g. ESIA/ESMP
- any particular GBV/SEA requirements
- consent/permit conditions(regulatory authority conditions attached to any permits or approvals for the project)
- required standards

- relevant international conventions, standards or treaties, etc., national, legal and/or regulatory requirements and standards
- relevant sector standards e.g. workers' accommodation
- grievance redressal mechanisms.

The types of issues identified could include risks associated with: labor influx, spread of communicable diseases, sexual harassment, gender based violence, illicit behavior and crime, and maintaining a safe environment etc.

A satisfactory code of conduct will contain obligations on all Consultant's Experts that are suitable to address the following issues, as a minimum. Additional obligations may be added to respond to particular concerns of the region, the location and the project sector or to specific project requirements. The code of conduct shall contain a statement that the term "child" / "children" means any person(s) under the age of 18 years.

The issues to be addressed include:

1. Compliance with applicable laws, rules, and regulations
2. Compliance with applicable health and safety requirements to protect the local community (including vulnerable and disadvantaged groups), the Consultant's Experts, the Client's personnel, and the Contractor's personnel, including sub-contractors and day workers (including wearing prescribed personal protective equipment, preventing avoidable accidents and a duty to report conditions or practices that pose a safety hazard or threaten the environment)
3. The use of illegal substances
4. Non-Discrimination in dealing with the local community (including vulnerable and disadvantaged groups), the Consultant's Experts, the Client's personnel, and the Contractor's personnel, including sub-contractors and day workers (for example, on the basis of family status, ethnicity, race, gender, religion, language, marital status, age, disability (physical and mental), sexual orientation, gender identity, political conviction or social, civic, or health status)

5. Interactions with the local community(ies), members of the local community (ies), and any affected person(s) (for example to convey an attitude of respect, including to their culture and traditions)
6. Sexual harassment (for example to prohibit use of language or behavior, in particular towards women and/or children, that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate)
7. Violence, including sexual and/or gender based violence (for example acts that inflict physical, mental or sexual harm or suffering, threats of such acts, coercion, and deprivation of liberty)
8. Exploitation including sexual exploitation and abuse (for example the prohibition of the exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading behavior, exploitative behavior or abuse of power)
9. Protection of children (including prohibitions against sexual activity or abuse, or otherwise unacceptable behavior towards children, limiting interactions with children, and ensuring their safety in project areas)
10. Sanitation requirements (for example, to ensure workers use specified sanitary facilities provided by their employer and not open areas)
11. Avoidance of conflicts of interest (such that benefits, contracts, or employment, or any sort of preferential treatment or favors, are not provided to any person with whom there is a financial, family, or personal connection)
12. Respecting reasonable work instructions (including regarding environmental and social norms)
13. Protection and proper use of property (for example, to prohibit theft, carelessness or waste)
14. Duty to report violations of this Code
15. Non-retaliation against personnel who report violations of the Code, if that report is made in good faith

The Code of Conduct should be written in plain language and signed by each Expert to indicate that they have:

1. received a copy of the code;
2. had the code explained to them;
3. acknowledged that adherence to this Code of Conduct is a condition of employment;  
and
4. Understood that violations of the Code can result in serious consequences, up to and including dismissal, or referral to legal authorities.

A copy of the code shall be displayed in the every office. It shall be provided in appropriate languages