

**REPUBLIC OF GHANA**



**MINISTRY OF LANDS AND NATURAL RESOURCES**

**GHANA LANDSCAPE RESTORATION AND SMALL-SCALE MINING PROJECT**

(P171933)

**ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) FOR THE RENOVATION OF WA  
MINERALS COMMISSION OFFICE FACILITY**

**June, 2023**

## TABLE OF CONTENTS

<b>LIST OF ABBREVIATIONS .....</b>	<b>III</b>
<b>EXECUTIVE SUMMARY .....</b>	<b>IV</b>
<b>CHAPTER ONE: INTRODUCTION .....</b>	<b>1</b>
<b>CHAPTER TWO: DESCRIPTION OF PROJECT DISTRICT AND PROJECT INTERVENTION .....</b>	<b>2</b>
<i>Description of the Project Area .....</i>	<i>2</i>
<i>Description of works required at Wa Office .....</i>	<i>2</i>
<i>Brief description of the current state of the Office space .....</i>	<i>2</i>
<i>External Works .....</i>	<i>4</i>
<i>Project Description and Related Activities .....</i>	<i>4</i>
<i>Construction Period .....</i>	<i>5</i>
<b>CHAPTER THREE: ENVIRONMENTAL AND SOCIAL CONDITIONS .....</b>	<b>6</b>
<b>CHAPTER FOUR: APPLICABLE LEGISLATIONS, REGULATIONS, POLICIES AND INSTITUTIONAL FRAMEWORK ...</b>	<b>7</b>
<i>Environmental Approvals and Permits Needed for Construction of the Wa Office .....</i>	<i>7</i>
<i>National Environmental and Social Policies, Laws and Regulations .....</i>	<i>7</i>
<i>Environmental Quality Standards .....</i>	<i>10</i>
<i>World Bank Environmental and Social Framework and Standards .....</i>	<i>11</i>
<b>CHAPTER FIVE: STAKEHOLDER CONSULTATION AND PARTICIPATION .....</b>	<b>13</b>
<i>Participant Consultation .....</i>	<i>13</i>
<i>Consultations During the Screening Process .....</i>	<i>13</i>
<i>Consultation with District Government Agencies .....</i>	<i>13</i>
<i>Verification of the Suggested Mitigation Measures .....</i>	<i>13</i>
<b>CHAPTER SIX: ENVIRONMENTAL AND SOCIAL IMPACTS OF THE OFFICE FACILITY .....</b>	<b>14</b>
<i>Areas of Influence .....</i>	<i>14</i>
<i>Environmental Receptors .....</i>	<i>14</i>
<i>Socio- economic Receptors .....</i>	<i>14</i>
<i>Influence of institutions and organisations .....</i>	<i>14</i>
<i>Specific Project Activities of Environmental and Social Concerns .....</i>	<i>14</i>
<i>Pre-Construction (Negative Impacts) .....</i>	<i>14</i>
<i>Construction .....</i>	<i>15</i>
<i>Social Impacts .....</i>	<i>15</i>
<i>Operation Phase (Negative Impacts) .....</i>	<i>16</i>
<b>CHAPTER SEVEN: ENVIRONMENTAL AND SOCIAL MITIGATIONS .....</b>	<b>18</b>
<i>Environmental and Social Mitigation .....</i>	<i>18</i>
<b>CHAPTER EIGHT: ENVIRONMENTAL AND SOCIAL MONITORING PLAN .....</b>	<b>26</b>
<i>Environmental and Social Monitoring Plan .....</i>	<i>26</i>
<i>Emergency Preparedness and Response Plan .....</i>	<i>26</i>
<b>CHAPTER NINE: GRIEVANCE REDRESS MECHANISM FOR THE RENOVATION OF OFFICES .....</b>	<b>29</b>
<i>Grievance Redress Mechanism for the Wa Office Facility .....</i>	<i>29</i>
<i>Financing .....</i>	<i>31</i>
<b>CHAPTER TEN: PERSONNEL AND INSTITUTIONAL ARRANGEMENT FOR THE ESMP IMPLEMENTATION .....</b>	<b>32</b>
<i>Implementing Institutions .....</i>	<i>32</i>
<i>Implementation Arrangement .....</i>	<i>32</i>

<i>Personnel and Capacity for Implementation of the ESMP</i> .....	32
<i>Estimated Cost for the ESMP Implementation</i> .....	32
<b>CHAPTER ELEVEN: DISCLOSURE</b> .....	<b>34</b>
<i>Disclosure</i> .....	34
<b>REFERENCE</b> .....	<b>35</b>
<b>ANNEXES</b> .....	<b>36</b>
<i>Annex 1: Screening Report for the Wa Office Facility</i> .....	36
<i>Annex 2: Evidence of Stakeholder Consultations</i> .....	45
<i>Annex 3: Collated E&amp;S views from respondents during the screening process</i> .....	47
<i>Annex 4: Contact Details of District Safeguards Focal Person at MinCom Office at Wa</i> .....	47
<i>Annex 5: Template for Semi-Annual Environmental and Social Reporting as enshrined in the ESMF</i> .....	48
<i>Annex 6: Responsibilities of E&amp;S Specialists and Focal Points as captured in the ESMF</i> .....	49
<i>Annex 7: Draft Terms of Reference for ESMP from the ESMF</i> .....	50
<i>Annex 8: Complaints Submission Form as captured in the ESMF</i> .....	52
<i>Annex 9: Grievance Register from the ESMF</i> .....	56

### List of Tables

TABLE 1: DESCRIBES THE SIGNIFICANCE OF THE POLICIES AND STANDARDS .....	9
TABLE 2: REQUIREMENTS FOR AMBIENT NOISE CONTROL .....	10
TABLE 3: REQUIREMENTS FOR AMBIENT AIR QUALITY – MAXIMUM LIMIT FOR 24 HOURS .....	10
TABLE 4: REQUIREMENTS FOR EFFLUENT DISCHARGE .....	11
TABLE 5: WORLD BANK ENVIRONMENTAL AND SOCIAL STANDARDS RELEVANT TO THE PROJECT .....	11
TABLE 6: MITIGATION MEASURES FOR THE OFFICE FACILITY .....	19
TABLE 7: MONITORING PLAN .....	27
TABLE 8: RESOLUTION ACTIONS AND TIMELINES FOR GLRSSP & AEHPMP GRM .....	30
TABLE 9: BUDGET FOR IMPLEMENTATION .....	33

## LIST OF ABBREVIATIONS

ASM	Artisanal and Small-Scale Mining
C-ESMP	Contractor Environment and Social Management Plan
DOVSU	Domestic Violence and Victim Support Unit
ESMF	Environment and Social Management Framework
ESMP	Environment and Social Management Plan
E & S	Environment and Social
ESS	Environmental Safeguard Standards
EMP	Environmental Management Plan
EPA	Environmental Protection Agency
GoG	Government of Ghana
GLRSSMP	Ghana Landscape Restoration and Small-Scale Mining Project
MCAS	Mining Cadastre Administration System
MLNR	Ministry of Lands and Natural Resources
MMDAs	Metropolitan, Municipal District Assemblies
NADMO	National Disaster Management Organisation
PCU	Project Coordinating Unit
PESMP	Preliminary Environmental and Social Management Plan
PAMABs	Protected Area Management Advisory Board
PPE	Personal Protective Equipment
SSM	Small Scale Mining
SEA/SH	Sexual exploitation and abuse/sexual harassment
WMT	District Watershed Management Team

## EXECUTIVE SUMMARY

As part of Ghana's initiative to formalize the Artisanal and Small-Scale Mining (ASM) subsector, the World Bank-funded Ghana Landscape Restoration and Small-Scale Mining Project (GLRSSMP) became effective in February 2022 to support and improve Governance in Sustainable ASM. This initiative aims to strengthen the ASM regulatory framework by modernizing regulatory instruments and enhancing the capacity of key government agencies.

In accordance with its mandate, the Project Coordinating Unit (PCU) collaborated closely with the Minerals Commission to approve the renovation and refurbishment of its Wa office facility. The Minerals Commission Office in Wa is located in the Controller and Accountant General Department Complex. The space is rented, and tenure records are readily available. The total gross floor area is 83.55 square meters. According to the present state of the market, the renovation will cost an estimated **GHC 524,564.22**. The contractor will need four months to finish the renovations.

The office is a single big room with wires hanging loosely from the walls and ceiling, posing a significant hazard to anyone in the vicinity. The absence of proper insulation and protective coverings is evident, increasing the risk of electrical shocks or potential fire hazards.

The poor state of the flooring becomes apparent because cracks and breaks are visible, creating an uneven and unstable surface. This poses a tripping and falling hazard, putting individuals at risk of injury.

The windows and doors in the room are broken, allowing outside elements such as wind, rain, and even pests to freely enter the space. The absence of proper window frames and panes compromises both security and insulation, contributing to an uncomfortable and unsafe environment. Also, the doors show signs of damage, with broken hinges or malfunctioning locks, making them ineffective at providing security.

The washroom suffers poor plumbing. Leaky pipes and fixtures are noticeable, resulting in constant dripping or pooling of water. This not only creates a damp and unsanitary environment but also contributes to the growth of mold. The lack of proper drainage and plumbing maintenance aggravates the problem leading to potential health and safety risks and also, the room's integrity will be compromised.

The big room exhibits a concerning combination of exposed electrical fittings, broken floor, damaged windows and doors, and poor plumbing. These conditions pose significant risks to people's safety, security and well-being. Urgent attention and necessary repairs are important to rectify these issues and create a safe work environment for the staff.

As a result, this Environmental and Social Management Plan is prepared to guide the design, construction and operation of the office facility based on the procedures outlined in the ESMF following the screening exercise carried out, identification of potential risks and impacts and instrument required.

The Bank Board-approved Environmental and Social Management Framework (ESMF) for the renovation of the office includes key elements of an Environmental and Social Management Plan (ESMP), such as potential impacts of the GLRSSMP, mitigation measures, implementation arrangements, grievance redress mechanism, monitoring arrangements and budgets for all sub-project related environmental and social issues. This ESMP adopts the provisions and guidance of the Bank-approved ESMF to address the site- and intervention-specific requirements of the renovation for the Wa office facilities.

Key policy guidance documents and manuals that support this ESMP include; the World Bank Environmental and Social Standards, the World Bank Environmental and Social Framework, the ESMF(GLRSSMP), the National Climate Policy, and a screening report for the office facility. The Project Coordination Unit will be primarily responsible for ensuring the implementation of the ESMP (through inclusion in the bidding documents, project management and construction supervision). E&S staff from the PCU and the supervising engineering are responsible staff for implementing the mitigation and monitoring measures.

The plan was developed through comprehensive consultation and participation of stakeholders to identify potential impacts. It included consultations during the screening of the office renovation sub-project, consultations with key government agencies in Wa during the drafting of the Plan, and validation of the proposed mitigation measures and a report from the supervising engineer for the renovation works.

The scale of the proposed rehabilitation works is minor. The proposed works will be carried out within an existing first floor of the building, which includes the replacement of existing tiles, windows, doors and electrical wiring; and installing partitions, air conditioning, and electrical fixtures. The scale of potential E&S impacts and risks associated with these activities are expected to be 'low'.

The following matrix provides a summary of the potential environmental, social, health, and safety issues identified by the participatory approach.

## Mitigation measures for the Wa Office Facility

Potential Impact	Mitigation Measures	How to Verify	Responsibility	Monitoring	Receptor
<b>Pre-Construction Impacts</b>					
Disregard to Environmental and Social Issues in the Bidding Documents	Ensure that environmental and Social Issues are incorporated into the bidding documents	Using the bidding Documents	PCU	Review of the bidding documents	Staff of MinCom and other Neighbors in the Building
Impacts from the building Designs	Enhance building designs to avoid any potential health and safety impacts	Building designs and drawings	PCU/Contractor	Review of building designs, Random site inspections	Staff of MinCom and other Neighbors in the Building
Lack of Universal Access	Universal access, such as disabled friendly access to all office facilities should be provided	The building designs	Contractor	Review of building designs	Staff of MinCom and other Neighbors in the Building
Timing of Construction Activities	Minor works can be done from 6am to 5pm while other major works can be carried out in the evening and weekends (outside the normal office working hours).	Working hours to be 6pm to 5 am during the week days and 6am to 5pm during the weekends/ Grievance Mechanism	Contractor	Review of C-ESMP	Staff of MinCom and other Neighbors in the Building
Temporary Accommodation for Workers	Local workers to be engaged for construction works to avoid development of any worker's camp	Interviews with workers on site	Contractor	Random site inspections	Local folks

<b>Construction Impacts</b>					
<b>Ambient Air</b>					
	To keep dust from blowing, cover truck loads with canvas including cement dust by carefully handling and working under moist conditions	Trucks covered	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Make sure that vehicles transporting building materials to site abide by the traffic regulations and the required speed limits.	Driver Training Records	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Make sure the stockpiles of things that can be moved are managed well so that there is less dust blow. Caution when moving materials also when unloading easily broken things, keep drop heights to a minimum.	No dust	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
<b>Noise and Vibrations</b>					
Noise and vibration impact at the construction sites	During weekdays, minor works can be done within the hours of 6am to 5pm. The contractor is recommended to work primarily on weekends and between the hours of 5 pm and 6 am during the weekdays for a period of four months.	No work conducted between 6am to 5 pm during the week days/ Grievance Mechanism	Contractor	Random site inspection, Review of filed grievances, review of timesheets of workers	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Use the latest technology and limit the number of machines that can be used at the same time.	Type of machine used/ Grievance	Contractor	Spot checks, Review of filed grievances	Staff of MinCom and other Neighbors in the



		Mechanism			Building/ Local Workers
	Use modern, well-kept equipment (e. g. use of silencers).	Technical Specification Sheet	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Use hearing protection for workers who work in noisy environments.	Protective hearing equipment available and used.	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
<b>Community, Occupational Health and Safety</b>					
Community, Occupational Health and Safety	Given that about twenty (20) local folks will be engaged, the workers will be trained in health and safety (including skilled and unskilled).	Training performed and recorded	Contractor	Check Training modules and records	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Place a first-aid kit at the project site.	Provide First Aid Kit for workers	Contractor	Random site inspection to check availability and expiry date of first-aid kit	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Personal Protective Equipment (PPE), such as hard hats, boots, reflector jackets, goggles, nose masks, and ear plugs, should be worn by workers.	PPE used on-site by workers	Contractor	Random site inspection to check availability and usage	Staff of MinCom and other Neighbors in the Building/ Local Workers

	Keep the place clean to a high standard.	Good housekeeping on-site	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Ensure that the construction site is barricaded.	First Aid Kit provided at site and Visitors book available	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
Fire Prevention	As required by law, make sure there are approved fire extinguishers on site.	Fire prevention equipment in place	Contractor	Regular site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers /Community
Labour Issues (Reference Labour Management Plan of the Project)	Make sure workers have access to and know about the way to file a complaint.	Grievance Mechanism in place and grievances recorded	PCU/ Contractor	Knowledge and availability of grievance register	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Ensure that the minimum legal labor standards set by the ILO and Labour Act are met. These standards include no child or forced labor, no discrimination, fair working hours, and minimum wages.	Grievance Mechanism Records, Training recorded	Contractor	Inspection reports (also from labour authorities), Review of grievance register and training record	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Give workers clean and adequate facilities, and make sure that toilets and changing rooms are separate for men and women.	Appropriate facilities in place	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local

					Workers
	Ensure that the employees have access to primary health care on site and those prescriptions can be filled.	Healthcare available in the town	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
<b>Soil and Groundwater</b>					
Environmental contamination/ spills	Make sure that construction wastewater, including sanitary water, is disposed appropriately.	Water disposal compliant with legal requirements	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Make sure that any spills as such as paint and associated reagent are cleaned up right away.	Workers trained.	Contractor/ PCU	Random site inspection One-time inspection after construction	Staff of MinCom and other Neighbors in the Building/ Local Workers
Best practice of Managing building materials (e.g. Sand and gravel)	Acquire building materials such as sand and gravel from licensed operators only	License/permit of operator	Contractor	Random site inspection	Community members
	After construction is done, the work area will be put back together as well as possible.	Reinstatement completed	Contractor/ PCU	One-time inspection after construction	Community Members
<b>Waste (Solid and Liquid)</b>					
Toilet facility	There should be toilets on the job site for the workers.	Area of convenience	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
Waste Management	Two trash bins should be set up for solid and liquid waste disposal. Human waste should be taken to an	No littering	Contractor	Random site inspection	Staff of MinCom and other

	approved landfill.				Neighbors in the Building/ Local Workers
<b>Water and Hydrology</b>					
Surface Water Quality	Prioritize using rainwater and storm water over taking water from the surface or the ground by installing equipment and systems to collect it on site.	Water harvesting conducted	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Reuse wastewater whenever you can.	Wastewater reused	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
<b>Socio-Economic Issues</b>					
Stakeholder Engagement and Grievance Redress Mechanism	Effective engagement with communities, and participatory and engaging meetings. Ensure regular meetings with the local assembly and communities to discuss progress of construction work.	Minutes of Meetings Grievance Redress Mechanism	PCU/ Contractor	Review of grievance register	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Inform stakeholders of the existing Grievance Redress Mechanism so that people who might be affected by the Project can voice their concerns about it.	Grievance Mechanism in place, grievances recorded	PCU/ Contractor	Review of grievance register	Staff of MinCom and other Neighbors in the Building/ Local Workers
Local Employment & Procurement	Make sure that, when possible, goods and services for the Project and Project staff are supplied by the local community.	Local Procurement and Employment Records	Contractor	Review procurement and employment rules and records	Staff of MinCom and other Neighbors in the Building/ Local Workers

Communicable Diseases	Ensure that all contractors follow the codes of conduct for employment and code of ethics. This includes, but is not limited to, safety rules, zero tolerance for substance abuse, environmental sensitivity of the area, dangers of sexually transmitted diseases and HIV/AIDS, gender equality and sexual harassment, respect for the beliefs and customs of the people and community relations in general.	Communicable Diseases Register	Contractor	Review of diseases register and disease prevention programme if available.	Staff of MinCom and other Neighbors in the Building/ Local Workers
<b>Operational Impacts</b>					
Waste Generation	Waste bins of adequate number and sizes should be provided to collect recyclable and other waste separately.	waste containers available/Grievance Mechanism	MinCom	Review of grievance register/Random Site Inspection	Staff of MinCom
Drinking water and sanitation facilities	Maintenance of drinking water and sanitation facilities	Safe drinking water and clean toilets	MinCom	Review of grievance register/Random Site Inspection	Staff of MinCom

The Grievance Redress Mechanism designed for the Ghana Landscape Restoration and Small Scale Mining PROJECT will be applied to address all grievance issues related to the renovation needs of the office facility at Wa. It allows for simple system access, prompt feedback, record keeping, and reporting. To ensure uniformity and facilitate the generation of reports at the national level, specific tools have been provided for use by the community and district levels.

This ESMP also accounts for personnel available at the district level and the Private Entity (Contractor) to support the implementation of Plan provisions, institutional capacity requirements, and a total budget of US\$ 13,500 to cover implementation costs.

No.	Description	Budget (US \$)
		2023
1.	Training for Safeguards Focal Persons	5,000
2.	Awareness Creation	2,000
3.	Extension support to contractor to meet statutory requirement	1,000
4.	Provision of PPEs	1,000
5.	Implementation of mitigation measures	1,500
6.	Implementation of Environmental and Social Monitoring Plan	2,000
7.	Implementation of GRM	1,000
8.	Total	13,500

The Plan will be disclosed at the Municipal Assembly, where hard copies will be available at the District Office of the Minerals Commission and available implementing agencies as well as the Communities at all times during the implementation of the sub-project, and electronic copies will be posted on the websites of the Minerals Commission and the Ministry of Lands and Natural Resources.

## CHAPTER ONE: INTRODUCTION

This section describes the Environmental and Social Management Plan (ESMP) for the pre-construction, construction, and operation of the Wa office facility. It describes the rationale for preparing this particular ESMP and its objectives. It also forms the background for subsequent chapters and provisions required to accomplish the sub-project's overall objective in an environmentally and socially sustainable manner.

### Introduction

As part of Ghana's initiative to formalize the Artisanal and Small-Scale Mining (ASM) sub-sector, the World Bank-funded Ghana Landscape Restoration and Small-Scale Mining Project (GLRSSMP) became effective in February 2022 to support and improve Governance in Sustainable ASM. This initiative aims to strengthen the ASM regulatory framework by modernizing regulatory instruments and enhancing the capacity of key government agencies.

The purpose of this ESMP is to provide guidance including building designs on the minor renovations to the Minerals Commission offices at **Wa**, to identify the impacts, and provide mitigation measures commensurate with those impacts, as well as make provisions for the implementation and monitoring of this Plan.

This ESMP's specific objectives are to:

- Establish clear procedures and methodologies for the identification of potential environmental and social impacts, review, approval, and implementation of interventions.
- Provide mitigation measures for potential impacts of interventions being implemented as part of the renovation exercise.
- Specify appropriate roles and responsibilities, and outline the required reporting procedures, for managing and monitoring environmental and social concerns related to the renovation exercise;
- Determine the training, capacity building, and technical assistance required to successfully implement the provisions of the ESMP; provide practical information on the resources required to implement the ESMP.
- Provide input to the bidding documents and obtaining necessary regulatory approval from the relevant institutions, if required.

## CHAPTER TWO: DESCRIPTION OF PROJECT DISTRICT AND PROJECT INTERVENTION

This chapter discusses the renovation's context, justification, and anticipated key activities. It concentrates on the profile of the office facility undergoing renovation. It examines the role of the district mining office in the implementation of the ESMP and provides a detailed description of the sub-project's activities.

### Description of the Project Area

The Minerals Commission has 18 satellite offices, 13 district offices, and 5 regional offices located throughout the nation. As part of the GLRSSMP project objective to strengthen regulatory agencies and provide support to improve service delivery to prospective clients in the mining sector, particularly in the small-scale sub-sector, eight offices of the Minerals Commission are targeted for renovation and refurbishment. However, due to documentation difficulties, the Bank has currently approved the renovation of three office facilities for which tenure documentation has been obtained and reviewed by the World Bank team. The supervising engineer of GLRSSMP has advised that, of the three office facilities, only the Wa office will be upgraded. The other two permitted offices have issues with their structural integrity and are, therefore, unsuitable for renovation.

### Description of works required at Wa Office

The office of the Minerals Commission is located in the first floor within the office complex of the Department of the Controller and Accountant General. The property is rented. The office has a total gross area of about 83.55 sq m.

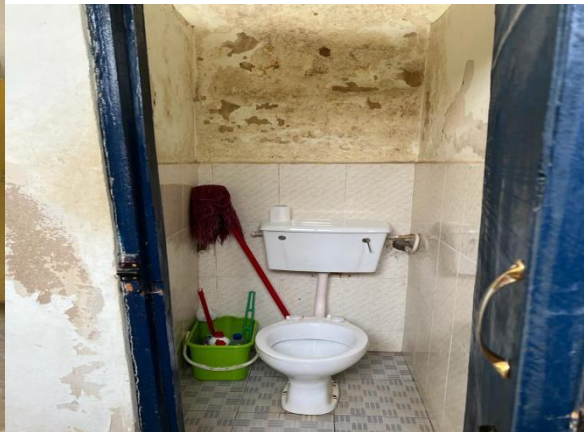
### Brief description of the current state of the Office space

The office is currently empty for the renovation works to commence with exposed old electrical wiring that could be hazardous to the meters which can be a potential source of electric fire. The floor's finish is in a bad state, and stepping on the tiles causes them to crack. The windows are antique and louvered. Also absent is a flyscreen. The ceiling is rendered concrete that has been painted. Neither ceiling fans nor air conditioners are installed. The installed doors are flush with poorly painted doors. The current restroom facility is shared.

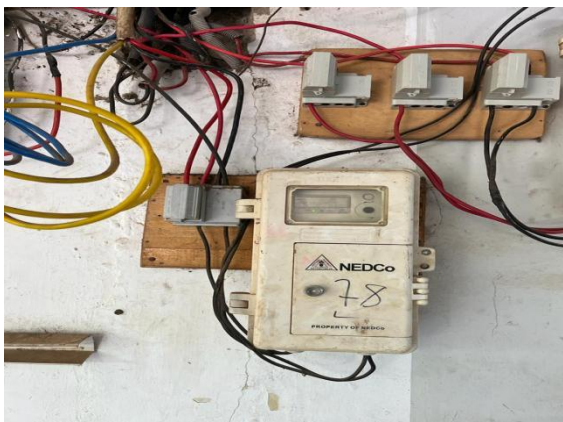


Photos of front view and concrete ceiling of the office





Photos showing the floor, windows, door and the restroom for the office



Photos of exposed wires connected to the meter and washing sinks for the restroom



***Location of Wa Office Facility in the Upper West Region***

## Spatial Needs

The new open layout would be designed in accordance with the terms of reference and would also include a water storage facility to support the municipal water supply system. This overhead water storage tank will be used to supply water to the wash rooms.

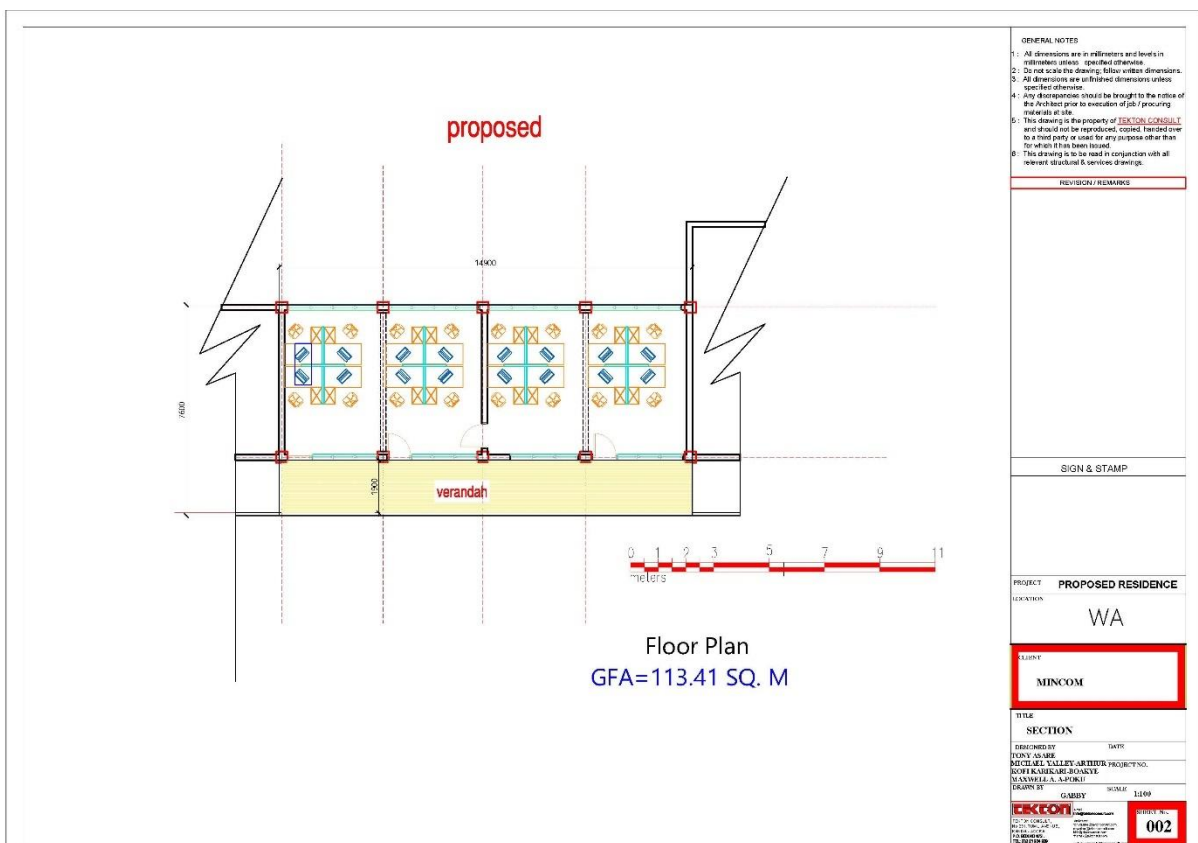
## External Works

No external works are needed since the space is a common area located on the first floor of the super structure. As part of the renovation exercise, only painting of external walls will be required.

## Project Description and Related Activities

The renovation of the office space typically involves several processes to restore the space to a safe and functional conditions which include; the assessment conducted during the screening process, the safety measures to be taken, windows replacement, floor repairs, electrical rewiring, doors replacement, plumbing works and finishing and aesthetics works.

The figures below indicate the composite plan and 3D drawing images of the proposed Wa office facility.





### ***Designs and drawings of the Wa office space***

As part of the mandate of the Minerals Commission, it has fully staffed district office at Wa to monitor and regulate ASM operations within the district.

#### **Construction Period**

The contractor will take four months to finish the renovation works. It is envisaged that the handing over of the facility will be done at the same period.

## CHAPTER THREE: ENVIRONMENTAL AND SOCIAL CONDITIONS

Chapter three describes the environmental and social context of the Project Site. It describes the current situation in order to assess the potential effects of the planned interventions on the environment and socioeconomic life of residents of the Wa town.

The general environmental and social baseline information from Wa, highlighted in the screening report and the structural designs and budget from the supervising engineer were used to develop the Environmental and Social Management Plan.

The room is poorly insulated due to broken windows, allowing heat, cold, noise, dust, and other environmental elements in. Electrical wires hanging from the concrete ceiling pose a serious safety risk and give off an unattractive, unprofessional impression. Unlocked doors jeopardise the building's security as well as the safety of those who work there, leading to theft, unauthorised entry, and possible safety issues. The renovation process should prioritize enhancing insulation, increasing energy efficiency, creating a more comfortable working atmosphere, securing the doors, removing any exposed or dangerous wiring, and complying with the rules and norms for electrical safety. This will improve a more favourable working environment, improve employee well-being, and create a favourable image for the Commission.

During the screening of the sub-project, additional site-specific environmental and social data was collected and analyzed. The designs and drawings containing site-specific environmental and social baselines are shown in chapter 2 of this report, and Annex 1 of the plan contains a summary of the screening report.

The summary of the screening report in Annex 1 serves as the basis for the environmental and social current conditions of the site in order to renovate the the office facilityy. The succeeding chapters seek to identify and manage environmental and social risks related to the renovation and refurbishment of the structure.

## CHAPTER FOUR: APPLICABLE LEGISLATIONS, REGULATIONS, POLICIES AND INSTITUTIONAL FRAMEWORK

This chapter discusses the applicable national policies, programs, and legislation that govern the natural resource management sector of the country in general and narrows it down to the institutional arrangement for sound management of environmental and social appendices of development programme in the sector. Table 1. describes the significance of the various policies related to the renovation exercise.

### Environmental Approvals and Permits Needed for Construction of the Wa Office

The environmental approvals and permits required for the construction of the Wa Office from the various regulatory agencies for the proposed activities include:

- Approval of the designs and drawings by the Municipal Assembly

### National Environmental and Social Policies, Laws and Regulations

The relevant national environmental and social policies, laws and regulations are listed below.

#### Environmental Policies

- National Environmental Policy (NEP), 2012
- Environmental Sanitation Policy (Revised, 2010)
- National Environmental Action Plan (NEAP), 1991
- Forest and Wildlife Policy, 2012
- National Water Policy, 2007

#### Environmental Quality Standards

- Ghana Standard on Health Protection - Requirements for Ambient Noise Controls (GS 1222:2018)
- Ghana Standard on Environment and Health Protection - Requirements for Ambient Air Quality and Point Source/Stack Emissions (GS 1236:2019)
- Ghana Standards Environment Protection-Requirements for Effluent Discharge (GS 1212:2019)

#### Environmental Laws and Regulations

- The 1992 Constitution of Ghana
- Environmental Protection Act, 1994 (ACT 490)
- Environmental Assessment Regulations, 1999 (L.I. 1652)
- Fees and Charges (Amendment) Instrument, 2019 (L.I. 2386)
- Hazardous and Electronic Waste Control and Management Act, 2016 (Act 917) and Hazardous, Electronic, and other waste (Classification), Control and Management Regulations, 2016 (LI2250)
- Water Resources Commission Act 1996 (Act 522)
- Water Use Regulations, 2001 (L.I. 1692)
-

## **Environmental Policies**

- National Social Protection (NSP) Policy, 2015
- National Employment Policy (NEP), 2014
- Occupational Safety and Health Policy of Ghana (Draft), 2004
- National Gender Policy, 2015
- National Child and Family Welfare Policy, 2015
- Justice for Children's Policy, 2015
- National Workplace HIV/AIDS Policy, 2004
- Cultural Policy of Ghana, 2004
- National Land Policy, 1999

## **Social Laws and Regulations**

- The Children's Act 1998, Act 560
- Persons with Disability Act, 2006 Act 715
- Workmen's Compensation Law 1987, PNDCL 187
- Fair Wages and Salaries Commission Act, 2007 (Act 737)
- National Museums Decree, Act 387 of 1969
- Land Act, 2020 (Act, 1036)
- Office of the Administrator of Stool Lands Act 1994, Act 481
- The Lands Statutory Wayleaves Act, 1963, Act 186
- Land Use and Spatial Planning Act, 2016 (925)
- Lands Commission Act, 2008 (Act 767)
- The Right to Information Act, 2019 (Act 989)

## **Other Relevant Laws**

- Ghana National Fire Service Act, 1997 (Act 537)
- The Fire Precaution (Premises) Regulations, 2003 (LI 1724)
- Ghana Building Code (2018)
- Public Health Act, 2012 (Act 851)
- Ghana Meteorological Agency Act 2004, Act 687
- Local Governance Act, 2016 (Act 936)

**Table 1: Describes the significance of the Policies and Standards**

<b>Legal/Policy/Standard</b>	<b>Key Requirement</b>	<b>Significance to the Project</b>
<b>Occupational Safety and Health (OSH) Policy of Ghana, Draft 2004</b>	Prevent workplace accidents and injuries and define health and safety responsibilities for employers and employees	This policy would ensure that the Renovations are constructed in best practice environment to protect health and ensure safety.
<b>Environmental Assessment (EA) Regulations ,1999 LI 1652</b>	All activities likely to have an adverse effect on the environment must be the subject of an environmental assessment prior to the commencement of operations.	The Sub-project requires an ESMP
<b>Local Government Act, 1994 (Act 462)</b>	This Act established the Metropolitan, Municipal and District Assemblies (MMDAs) as the district planning and administrative authority.	Administrative authority responsible for the regulations on land use planning and sanitary waste disposal
<b>Fire Precaution (Premises) Regulations, 2003 (LI 1724)</b>	Require businesses to obtain fire certificate for offices and warehouses	Fire certificate for the operation of the renovations is critical and these provisions provide for that.
<b>The Labour Act, 2003 (Act 651)</b>	Stipulates employer's duty to ensure that every worker employed works under satisfactory, safe and healthy conditions. The Act also determines the working times and compensation for injured persons while on duty.	Occupational health, safety and welfare of persons employed by Ministry and the Contractor.

## Environmental Quality Standards

### **Ghana Standard on Health Protection - Requirements for Ambient Noise Controls (GS 1222:2018)**

The Ambient Noise Controls provide maximum permissible noise levels based on categorised zones as shown in Table 3. The standard also includes noise requirements for a construction site which include:

- Erecting an acoustic barrier around a construction site; and
- Ensuring that the maximum noise level near the construction site does not exceed 66dB(A) Leq (5min) in areas other than industrial areas.

**Table 2: Requirements for Ambient Noise Control**

Zone	Permissible Noise Level in dB(A)		WBG EHS Guidelines One Hour LAeq (dBA)	
	Day (6:00am-10:00pm)	Night (10:00pm-6:00am)	Daytime 07:00 - 22:00	Night-time 22:00 - 07:00
Residential Area	55	48	55	45
Educational and health facilities, offices and law courts	55	50		
Mixed use	60	55		
Area with some light industry	65	60		
Commercial areas	75	65		
Light industry areas	70	60	70	70
Heavy industry areas	70	70	70	70

### **Ghana Standard on Environment and Health Protection - Requirements for Ambient Air Quality and Point Source/Stack Emissions (GS 1236:2019)**

The Ghana Standard on Environment and Health Protection - Requirements for Ambient Air Quality and Point Source / Stack Emissions provides the maximum limit for ambient air pollutants (Table 3).

**Table 3: Requirements for Ambient Air Quality – Maximum Limit for 24 Hours**

Substance	Maximum Limit ( $\mu\text{g}/\text{m}^3$ )
Sulphur Dioxide (SO <sub>2</sub> )	50
Nitrogen Oxide (NO <sub>2</sub> )	250
Total suspended particulate matter	150
Particulate Matter (PM <sub>10</sub> )	70
Particulate Matter (PM <sub>2.5</sub> )	35
Black Carbon	5

### **Ghana Standards on Environment Protection-Requirements for Effluent Discharge (GS 1212:2019)**

The Ghana Standard for Environment Protection – Requirements for Effluent Discharge (GS 1212:2019) requires every undertaking to install a pollution control system to treat effluent discharges from the operations, based on the best available technology. In the absence of pollution control equipment, an undertaking shall implement measures to control pollution. Any effluent discharged from a facility shall be within permissible levels (Table 4).



**Table 4: Requirements for Effluent Discharge**

Parameter	Unit	Maximum Permissible Levels
Colour (TCU)	TCU	200
pH	pH Units	6 – 9
Conductivity	µS/cm	1500
Total Suspended Solids (TSS)	mg/L	50
Total Dissolved Solids (TDS)	mg/L	1000
COD	mg/L	250
Oil and grease	mg/L	5
Aluminium	mg/L	1.0
Copper	mg/L	5
Lead	mg/L	0.1

#### World Bank Environmental and Social Framework and Standards

The World Bank launched the Environmental and Social Framework in 2018 to be applied to all investment projects commencing on or after October 2018. The ESF re-enforces the vision of the Bank to pursue sustainable development and poverty reduction. It also sets out the policy of the Bank to support borrowers to develop and implement environmentally and socially sustainable projects as well as build capacity in the assessment and management of environmental and social impacts and risks associated with the implementation and operation of projects. The World Bank, as part of the new framework also has environmental and social standards that borrowers must comply with for projects to be sustainable, non-discriminatory, transparent, participatory, environmentally, and socially accountable as well as conform to good international practices. There are ten (10) Environmental and Social Standards under the new World Bank Environmental and Social Framework (ESF) that applies to Investment Project Financing projects. However, the following standards are relevant to the sub project as shown in (Table 5).

- Assessment and Management of Environmental and Social Risks and Impacts (ESS1);
- Labour and Working Conditions (ESS2),
- Resource Efficiency and Pollution Prevention and Management (ESS3),
- Community Health and Safety (ESS4);
- Stakeholder Engagement and Information Disclosure (ESS10).

**Table 5: World Bank Environmental and Social Standards Relevant to the Project**

World Bank Environmental and Social Standards	Justification for relevance
ESS1: Environmental & Social Risk and Impact Assessment	This standard is relevant since sub-project activities under component 3 are expected to present some environmental and social risks. The potential impacts associated with these risks needs to be mitigated. With specific sub- project details and locations being unknown, ESS 1 is the basis for the preparation of this ESMF.
ESS2: Labour and Working Conditions	<p>This standard is relevant because the project will engage direct workers, (Project staff); people employed or engaged through third parties (contractors, sub-contractors, brokers, agents and intermediaries) to perform work related to core functions of the project, regardless of location; people employed or engaged by the Borrower's primary suppliers (suppliers who, on an ongoing basis, provide directly to the project goods or materials essential for the core functions of the project); and, people employed or engaged in providing community labour. ESS2 applies to people engaged in the project on a full-time, part-time, temporary, and seasonal basis as well as migrant workers.</p> <p>To this end, a labour Management Procedures Document (LMP) has been prepared as a separate document but to be used in conjunction with this ESMF in the implementation of subproject.</p>
ESS3: Resource Efficiency and Pollution Prevention and Management	This standard is relevant since to sub-project activities under component 3 are expected to present some resource efficiency and pollution prevention and management issues.
ESS4: Community Health and Safety	This standard is relevant since project implementation will happen in coastal communities and the fact that the subproject locations will be in an already high fragility environment.
ESS10: Stakeholder Engagement and Information Disclosure	This standard is relevant since multiple stakeholders include government agencies, District Assemblies, NGOs. CSOs will be involved in this project.

## CHAPTER FIVE: STAKEHOLDER CONSULTATION AND PARTICIPATION

This chapter describes the consultative and collaborative process used to develop this ESMP. It also describes the tools and checklists included in the project-approved ESMF and how they were utilized in the preparation of this ESMP. It describes the three levels of consultation and consensus building adopted, including consultations during intervention screening, ongoing consultation with key government agents at the district level, and validation of proposed mitigation measures.

### Participant Consultation

The preparation of this ESMP, was done through extensive consultation, participation, and consensus-building with stakeholders.

In light of the fact that this ESMP is being prepared as a stand-alone document after a year of implementing the Project's planned activities using the World Bank ESMF and other E&S management tools. Experiences and lessons learned documented through the project monitoring system, and the establishment of Grievance Redress Committees as a solid foundation and interaction platform to build upon the partnership with all stakeholders facilitated the development of ESMP to guide the renovations works.

In preparing this ESMP, however, the Team engaged in three levels of consultation. They include consultations with community members and project beneficiaries and affected persons during the screening of the office facility sub-project, consultations with government agencies and CSOs/NGOs working in the project area, and validation of the proposed mitigation measures. The outcome of the consultations is positive, and the proposed development is welcomed by all stakeholders.

### Consultations During the Screening Process

Prior to the commencement of field-based activities and as part of procedures outlined in the ESMF, all sub-projects must be screened using the WB approved check list. Among other provisions in the screening checklist, consultations with stakeholders closest to the site selected for interventions must be conducted. A template for stakeholder engagement and stakeholder registration forms have been provided to facilitate this procedure. During this initial phase of consultation, stakeholders will also have access to the Grievance Redress Mechanism in order to file any concerns for resolution under the Project. Consequently, during these consultations, Grievance Registration and Resolution forms were made available. This ESMP includes the outcome of the screening and stakeholder consultation as well as the supervising engineer report.

### Consultation with District Government Agencies

At each stage of drafting this ESMP, parallel consultations with Government Agencies including Minerals Commission, the Wa Municipal Assembly, Social Welfare, Forestry Commission, Environmental Protection Agency, and Water Resources Commission were done. The project interventions are firmly rooted in the local government structure; consequently, interaction with the Assembly and the government agencies constituted under the Assembly was crucial.

### Verification of the Suggested Mitigation Measures

Further consultations will also be conducted as part of the measures to ensure acceptance of the ESMP's provisions and mitigation measures. This will primarily serve as a feedback mechanism to reassure consulted stakeholders that their concerns and suggestions were taken into account in the development of this ESMP. Draft copies will be provided to the Government Agencies and key representatives of the beneficiaries for review and further discussion via telephone.

## CHAPTER SIX: ENVIRONMENTAL AND SOCIAL IMPACTS OF THE OFFICE FACILITY

This section outlines the potential environmental and social impacts of the proposed activities identified through review of designs and drawings of the proposed activities, visits to the project sites, carrying out screening exercise and stakeholder consultations.

### Areas of Influence

The environmental, socioeconomic, and institutional effects of the project are highlighted and briefly explained below. The area of influence for the proposed activities will be mainly limited to the existing building and its premises.

### Environmental Receptors

The environmental receptors affected by the impacts of proposed interventions are the air and noise quality and health and safety of office staff, construction workers, and communities around the construction sites. The requirement of construction materials, such as sand and gravel, water resources are minimal and hence the impacts on the natural environment is low. a.

### Socio- economic Receptors

The proposed interventions in Wa will have an impact on the staff working close to the office space and other offices in the building and will lead to an overall improvement in the standard of living, which should translate into favorable conditions for the region and the nation as a whole.

### Influence of institutions and organisations

The institutions and organizations that are relevant to the renovation intervention are: Ministry of Lands and Natural Resources, Minerals Commission, Environmental Protection Agency, Private Sector, Local Government Authority and Traditional Authority

### Specific Project Activities of Environmental and Social Concerns

The major activities to be implemented for this undertaking are civil works for Staff offices, and washroom facilities. The civil works will also come along with transportation of construction materials, and disposal of construction waste. We anticipate some minor potential negative impacts to pertain to the pre-construction, construction and post-construction phases. These potential negative environmental impacts relate to the following:

#### Pre-Construction (Negative Impacts)

The biggest risk during the pre-construction phase (the preparation of the bidding documents) is the disregard for the environmental and social issues, their minimal consideration during the technical studies, and/or the preparation of inadequate environmental and social studies. Physical, biological, and health impacts during the construction and operational phases are among the potential negative effects. Additional effects could result from building designs that don't account for universal access, especially for vulnerable populations like those with physical impairments, as stipulated by the Ghana Disability Act. The designs should be improved as part of the renovation to accommodate for universal accessibility.

According to the ESMP, the timing of the construction and renovation activities would also be crucial for site that was evaluated. If these activities occur outside of business hours and on weekends, numerous potential conflicts can be avoided.

The Contractor's Environmental and Social Management Plan (C-ESMP) should demonstrate the specific measures to be followed for the occupational health and safety and management of potential construction impacts, including management of construction waste. It is estimated that about twenty

local workers (both skilled and unskilled) will be needed for the four-month period of construction. Contractor should engage local labours as per the LMP and should not establish any worker's camp for the proposed activities.

#### **Construction**

The majority of environmental disturbances will occur during the construction phase. This phase will have **low to moderate impacts** and could be a source of inconvenience for workers and all those co-habiting in the building from air and noise, drainage, transportation and storage of construction materials, disposal of construction waste, occupational health and safety of workers, and social-economic impacts (community health and safety, risk of non-recruitment of local labour to offer employment opportunities and income). The development is likely to have the following major negative effects:

#### **Noise**

During construction, permissible/acceptable human noise levels may be temporarily exceeded as a result of the operation of equipment in the construction zone. During the development of the C-ESMP, noise abatement measures will be taken into account.

#### **Social Impacts**

The areas surrounding the construction sites of the office buildings and the neighborhoods are densely populated. The area is distinguished by the office space, residential facilities, and urban settlements. There will be some effects resulting from the following:

#### **Possible Destruction of Property**

Due to the potential for construction-related damage to nearby office, the contractor must ensure that the impact is minimized or eliminated by preventing unauthorized personnel from entering the construction site by barricading the area.

#### **Health Challenges (STDs such as HIV/AIDS):**

A social concern of the Project is the importation of labor into the areas; the influx of workers from outside the area portends the transmission of STDs such as HIV/AIDS. Local labor is encouraged to promote local content as part of the GLRSSMP's strategies.

#### **Impact on Ambient Air**

The air emissions from construction equipment and automobiles will be negligible and will have no effect on the quality of the surrounding air. Nevertheless, dust emissions from construction may alter the air quality in the vicinity of the construction site during the construction phase.

#### **Solid Waste**

Some quantities of solid and liquid waste generated by the project must be properly disposed of to prevent environmental issues on or off-site. Other solid wastes will include metallic pieces, wooden planks, and stone debris waste generated at construction site.

The Contractor is responsible for developing a waste management plan for the construction site.

### *Health Issues*

Inadequate facilities for construction workers, such as restrooms, trash cans, and dining areas, are among the significant health concerns associated with the renovation. In this case, only the contractor is responsible for ensuring that his or her employees have access to the needed sanitary amenities. Before construction begins, these facilities should be in place.

The control building for equipment and control facilities shall be supplied with potable water and have a sanitation and wastewater facility. Specially trained personnel will conduct periodic inspections, maintenance, and repair of malfunctions and mishaps.

### *Safety Issues*

During the construction phase, workers will be exposed to sharp objects, loud machinery, and a dusty environment. The contractor will be required to provide his employees with appropriate protective equipment, such as boots, gloves, protective clothing, dust masks, and earmuffs. These costs should be included in the project's budget. In order to prevent dust, the soil will also be watered. It is expected that signages would be appropriately positioned closest to dangerous points in order to restrict the movement of unauthorized personnel on site during construction.

To prevent subsequent injuries during and after the completion of the construction project, all trash and debris will be collected and disposed at a central location.

Throughout the entirety of the construction phase, a Health, Safety, and Environmental Officer (HSE) will be on-site. The HSE officer will ensure that a first aid kit is always available and accessible, and that all employees are aware of safety regulations.

As part of the C-ESMP, the contractor will create an Occupation Health and Safety Management Plan to address the aforementioned concerns.

During ground preparation, there will be an increase in nearby foot as well as noise. On a construction site, the construction equipment, involved in the civil works are likely to generate noise. Noise is also likely to emanate from routine chiseling/cutting of the already existing walls and dressing walls.

During the civil works, there will be a certain quantity of dust. Particularly if construction is to take place during dry spells, precautions should be taken to reduce wind-borne dust.

Workers must wear safety gear including gumboots, helmets, safety belts (harness), dust masks, and approved welding glasses for welders if the need be. Other safety precautions outlined in the applicable Ghanaian or International Industrial Safety Code must be observed.

### *Operation Phase (Negative Impacts)*

#### *Waste Generated*

In the event of an oil leak or paint spill, the affected area must be cleaned immediately, and the equipment must be taken away to prevent significant pollution of the surrounding environment. Solid waste shall be properly disposed of in dustbins (minor site waste) and bulk waste shall be disposed of at designated locations and periodically collected for disposal at the communal waste site of the communities.

#### *Noise*

Noise will be produced by increased activity at the site of the restrictions. During the operation phase, this noise will have a minimal effect on the health and comfort of those living within 100 meters of the site.

*Positive Impacts of the Project:*

The anticipated positive impacts of the project during the construction and operation phases include the following:

**Employment:** During the construction phase, the project should provide some form of temporary employment for community members. However, the completion of construction means that a quality accommodation facility will enhance productivity and customer service.

**Generation:** During the construction phase of the project, the sale of food and other services to workers will generate some direct incomes. The location of the construction sites along the corridors of the town can improve income levels of business owners.

## CHAPTER SEVEN: ENVIRONMENTAL AND SOCIAL MITIGATIONS

This chapter describes the proposed environmental and social mitigation measures that were developed through stakeholder consultation and participation. In addition, indicative costs for the implementation of mitigation measures are provided in chapter 10.

### Environmental and Social Mitigation

This section presents mitigation measures for the potential adverse environmental and social management issues identified through consultation and participation with stakeholders. The mitigation measures were developed based on the experiences of the project's stakeholders and the lessons learned during the previous works of other project implementation. The following table details the mitigation measures and implementation responsibilities for the identified minor to moderately significant adverse impacts.



**Table 6: Mitigation measures for the Office Facility**

Potential Impact	Mitigation Measures	How to Verify	Responsibility	Monitoring	Receptor
<b>Pre-Construction Impacts</b>					
Disregard to Environmental and Social Issues in the Bidding Documents	Ensure that environmental and Social Issues are incorporated into the bidding documents	Using the bidding Documents	PCU	Review of the bidding documents	Staff of MinCom and other Neighbors in the Building
Impacts from the building Designs	Enhance building designs to eliminate any potential health and safety impacts	Building designs and drawings	PCU/Contractor	Review of building designs, Random site inspections	Staff of MinCom and other Neighbors in the Building
Lack of Universal Access	Universal access, such as disabled friendly access to all office facilities, should be provided	The building designs	Contractor	Review of building designs	Staff of MinCom and other Neighbors in the Building
Timing of Construction Activities	Minor works can be done from 6am to 5pm while other major works can be carried out in the evening and weekends (outside the normal office working hours).	Working hours to be 6pm to 5 am during the week days and 6am to 5pm during the weekends/ Grievance Mechanism	Contractor	Review of C-ESMP	Staff of MinCom and other Neighbors in the Building
Temporary Accommodation for Workers	Local workers to be engaged for construction works to avoid development of any worker's camp	Interviews workers on site	Contractor	Random site inspection	Local folks

<b>Construction Impacts</b>					
<b>Ambient Air</b>					
	To keep dust from blowing, cover truck loads with canvas including cement dust by carefully handling and working under moist conditions	Trucks covered	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Make sure that vehicles transporting building materials to site abide by the traffic regulations and the required speed limits.	Driver Training Records	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Make sure the stockpiles of things that can be moved are managed well so that there is less dust blow. Caution when moving materials also when unloading easily broken things, keep drop heights to a minimum.	No extensive dust blow	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
<b>Noise and Vibrations</b>					
Noise and vibration impact at the construction sites	During weekdays, minor works can be done within the hours of 6am to 5pm. The contractor is recommended to work primarily on weekends and between the hours of 5 pm and 6 am during the weekdays for a period of four months.	No work conducted between 6am to 5 pm during the week days/ Grievance Mechanism	Contractor	Random site inspection, Review of filed grievances, review of timesheets of workers	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Use the latest technology and limit the number of machines that can be used at the same time.	Type of machine used/ Grievance	Contractor	Spot checks, Review of filed grievances	Staff of MinCom and other Neighbors in the

		Mechanism			Building/ Local Workers
	Use modern, well-kept equipment (e. g. use of silencers).	Technical Specification Sheet	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Use hearing protection for workers who work in noisy environments.	Protective hearing equipment available and used.	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
<b>Community, Occupational Health and Safety</b>					
Community, Occupational Health and Safety	Given that about twenty (20) local folks will be engaged, the workers will be trained in health and safety (including skilled and unskilled).	Training performed and recorded	Contractor	Check Training modules and records	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Place a first-aid kit at the project site.	Provide First Aid Kit for workers	Contractor	Random site inspection to check availability and expiry date of first-aid kit	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Personal Protective Equipment (PPE), such as hard hats, boots, reflector jackets, goggles, nose masks, and ear plugs, should be worn by workers.	PPE used on-site by workers	Contractor	Random site inspection to check availability and usage	Staff of MinCom and other Neighbors in the Building/ Local Workers

	Keep the place clean to a high standard.	Good housekeeping on-site	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Ensure that the construction site is barricaded.	First Aid Kit provided at site and Visitors book available	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
Fire Prevention	As required by law, make sure there are approved fire extinguishers on site.	Fire prevention equipment in place	Contractor	Regular site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers /Community
Labour Issues (Reference Labour Management Plan of the Project)	Make sure workers have access to and know about the way to file a complaint.	Grievance Mechanism in place and grievances recorded	PCU/ Contractor	Knowledge and availability of grievance register	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Ensure that the minimum legal labor standards set by the ILO and Labour Act are met. These standards include no child or forced labor, no discrimination, fair working hours, and minimum wages.	Grievance Mechanism Records, Training recorded	Contractor	Inspection reports (also from labour authorities), Review of grievance register and training record	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Give workers clean and adequate facilities, and make sure that toilets and changing rooms are separate for men and women.	Appropriate facilities in place	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local

					Workers
	Ensure that the employees have access to primary health care on site and those prescriptions can be filled.	Healthcare available in the town	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
<b>Soil and Groundwater</b>					
Environmental contamination/ spills	Make sure that construction wastewater, including sanitary water, is disposed appropriately.	Water disposal compliant with legal requirements	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Make sure that any spills as such as paint and associated reagent are cleaned up right away.	Workers trained.	Contractor/ PCU	Random site inspection One-time inspection after construction	Staff of MinCom and other Neighbors in the Building/ Local Workers
Best practice of Managing building materials (e.g Sand and gravel)	Acquire building materials such as sand and gravel from licensed operators only	License/permit of operator	Contractor	Random site inspection	Community members
	After construction is done, the work area will be put back together as well as possible.	Reinstatement completed	Contractor/ PCU	One-time inspection after construction	Community Members
<b>Waste (Solid and Liquid)</b>					
Toilet facility	There should be toilets on the job site for the workers.	Area of convenience	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
Waste Management	Two trash bins should be set up for solid and liquid waste disposal. Human waste should be taken to an	No littering	Contractor	Random site inspection	Staff of MinCom and other

	approved landfill.				Neighbors in the Building/ Local Workers
<b>Water and Hydrology</b>					
Surface Water Quality	Prioritize using rainwater and storm water over taking water from the surface or the ground by installing equipment and systems to collect it on site.	Water harvesting conducted	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Reuse wastewater whenever you can.	Wastewater reused	Contractor	Random site inspection	Staff of MinCom and other Neighbors in the Building/ Local Workers
<b>Socio-Economic Issues</b>					
Stakeholder Engagement and Grievance Redress Mechanism	Effective engagement with communities, and participatory and engaging meetings. Ensure regular meetings with the local assembly and communities to discuss progress of construction work.	Minutes of Meetings Grievance Redress Mechanism	PCU/ Contractor	Review of grievance register	Staff of MinCom and other Neighbors in the Building/ Local Workers
	Inform stakeholders of the existing Grievance Redress Mechanism so that people who might be affected by the Project can voice their concerns about it.	Grievance Mechanism in place, grievances recorded	PCU/ Contractor	Review of grievance register	Staff of MinCom and other Neighbors in the Building/ Local Workers
Local Employment & Procurement	Make sure that, when possible, goods and services for the Project and Project staff are supplied by the local community.	Local Procurement and Employment Records	Contractor	Review procurement and employment rules and records	Staff of MinCom and other Neighbors in the Building/ Local Workers

Communicable Diseases	Ensure that all contractors follow the codes of conduct for employment and code of ethics. This includes, but is not limited to, safety rules, zero tolerance for substance abuse, environmental sensitivity of the area, dangers of sexually transmitted diseases and HIV/AIDS, gender equality and sexual harassment, respect for the beliefs and customs of the people and community relations in general.	Communicable Diseases Register	Contractor	Review of diseases register and disease prevention programme if available.	Staff of MinCom and other Neighbors in the Building/ Local Workers
<b>Operational Impacts</b>					
Waste Generation	Waste bins of adequate number and sizes should be provided to collect recyclable and other waste separately.	Disposal containers available/Grievance Mechanism	MinCom	Review of grievance register/Random Site Inspection	Staff of MinCom
Drinking water and sanitation facilities	Maintenance of drinking water and sanitation facilities	Safe drinking water and clean toilets	MinCom	Review of grievance register/Random Site Inspection	Staff of MinCom

## CHAPTER EIGHT: ENVIRONMENTAL AND SOCIAL MONITORING PLAN

This chapter provides a monitoring plan to evaluate the effectiveness of the mitigation measures' implementation. The plan stipulates that the responsible entities will develop monitoring indicators for low and moderate environmental and social significance. It provides guidelines for determining the cost of implementing the monitoring plan and the ESMP as a whole. The chapter also describes the need for the development of an emergency preparedness and response plan.

### Environmental and Social Monitoring Plan

In order to effectively implement the provisions of this Environmental and Social Management Plan and to fully assess the benefits and impacts to the beneficiary communities and to the sector as a whole, an appropriate and effective monitoring program must be established to quantify pertinent elements of the physical, biological, and socio-cultural environments. The monitoring of relevant environmental and social parameters will assist in validating any predicted impact and assessing the efficacy of the mitigation measures. The monitoring program will aid in the collection of information that will be used to assess the environmental performance of the project.

Socio-economic issues; and occupational health and safety will comprise the majority of the monitoring activities.

A monitoring plan is developed and presented in Table 7. The monitoring plan is tightly linked to the impact identification and mitigation table, where provisions have already been made for the validated mitigation action and where responsibility has already been assigned. The monitoring plan will be included in the bidding documents.

### Emergency Preparedness and Response Plan

There shall be a plan to be prepared by the contractor to response to emergencies that may arise during the preparation and renovation of the project to include those resulting from natural catastrophes, fires that may break out in the work area, as well as those involving sabotage, etc. The Emergency Preparedness and Response Plan outlines the requirements, roles and responsibilities, and precautions necessary to respond to potential emergencies in a timely and suitable manner. This plan will be developed as part of the C-ESMP.



**Table 7: Monitoring Plan**

<b>Phase</b>	<b>What parameter to be monitored</b>	<b>Where the parameter to be monitored</b>	<b>How the parameter to be monitored</b>	<b>frequency</b>	<b>Responsibility to implement</b>	<b>Responsibility to supervise</b>
<b>Preparation of activity</b>	Universal access (disabled friendly offices facilities) in the designs  Inventory of waste	Design Documents	check if design and project planning, and procedures,	before start of construction, before approval to use materials,	Supervising Engineer	Mincom /PCU
	Inclusion of mitigation and monitoring measures in the ESMP into the bidding documents	Bidding Documents	Review of the bidding documents	Before the issue of bidding documents	- Supervising Engineer	Mincom /PCU
<b>Implementation and supervision of activity</b>	Preparation of C-ESMP by Contractor	C-ESMP,	Review of the C-ESMP	Before mobilisation of the contractor	Contractor	Supervising Engineer/ Mincom /PCU
	Hiring of local workers and signing of code of conduct as per LMP	At work site	Review of worker's contracts	Daily	Contractor	Supervising Engineer/ Mincom /PCU
	Provision of PPE to workers	At work sites	Visual observation	Daily	Contractor	Supervising Engineer/ Mincom /PCU

	Availability of drinking water and toilet for workers	At works sites	Visual observation	Daily	Contractor	Supervising Engineer/ Mincom /PCU
	Dust from the construction activities	Work site, material storage sites and transportation trucks	Visual observations	Daily	Contractor	Supervising Engineer/ Mincom /PCU
	Noise from construction activities	Work sites	Visual observations	Daily	Contractor	Supervising Engineer/ Mincom /PCU
	Collection and segregation of waste, and the waste is disposed of at approved sites	At work sites	Records of waste quantity collected and disposed	Weekly	Contractor	Supervising Engineer/ Mincom /PCU
	Barricades around the construction sites	At works sites	Visual observation	Daily	Contractor	Supervising Engineer/ Mincom /PCU
	Timing of construction activities outside the normal business hours	At work sites	Visual observation	Daily	Contractor	Supervising Engineer/ Mincom /PCU

## CHAPTER NINE: GRIEVANCE REDRESS MECHANISM FOR THE RENOVATION OF OFFICES

This chapter adopts the Grievance Redress Mechanism for the GLRSSMP in Ghana and modifies it to accommodate the Renovation of the Office Facility. It provides for simple system access, prompt feedback, recordkeeping, and reporting. To ensure uniformity and facilitate the generation of reports specialized tools has been provided to the national and District levels stakeholders.

### Grievance Redress Mechanism for the Wa Office Facility

The Grievance Redress Mechanism for all the office location is based on a unified, dynamic system that is currently being implemented. The GLRSSMP and the African Environmental Health and Pollution Management Project will operate a single GRM with four levels of operations from the community through to the national level.

#### *Community Level structures*

The Community Watershed Management Team (CWMT)<sup>1</sup> will be used by both the Landscape Restoration and Small Scale-Mining components of the GLRSSMP and the small-scale mining component of the AEHPMP for grievance management at the community level where communities overlap. Where there is no overlap, the local structures with representations from traditional authorities, the political representative i.e. the assemblyman or woman, youth representative, women representative, and the vulnerable with adequate capability in grievance resolution will be formed and used as the grievance management for the SSM component of the GLRSSMP.

#### *District Level Structures*

The District Mining Committees (DMCs)<sup>2</sup> will be used by the Landscape Restoration, the Small Scale - Mining components of the GLRSSMP, and the small-scale mining component of the AEHPMP for the management of grievances. The Wildlife Protected areas (PAs) already have the Protected Area Management Advisory Board (PAMABs)<sup>3</sup> for each Protected Area, the project will also use these PAMABs to receive and manage grievances at that level. Even though members this structure have the requisite experience members will be given refresher training in collating and resolving grievance. The resolved or unresolved complaints and grievances will then be compiled by the Wildlife Managers at this level and forwarded to the Technical Coordination Offices (TCO)<sup>4</sup> for documentation. The TCO will then forward to the CRU at the national level for necessary action. Where communities do not overlap, the mining component of the GLRSSMP and that of the AEHPMP will still use the District Mining

---

<sup>1</sup> Comprised of representatives from the communities who happens to beneficiaries of the project and are tasked to organize other beneficiaries, manage resources allocated to the community by the project. Depending on the number of beneficiaries in that community the size of the CWMT could be 5, 7 or 9 in number with 60% and 40% men and women representation respectively

<sup>2</sup> Comprised of representation from the Minerals Commission with two representations namely the District Mining officer and an officer from the inspectorate division., Environmental Protection Agency (1), the Municipal or District Assembly (1), Traditional Authority (1) and Municipal or District Chief Executive who is the Chairperson

<sup>3</sup> PAMABS comprise of Park representative, the Chief or his representative, Forest Services Division representative, representative of an Environmental NGO, representative from the Commission on Human right & Administrative Justice if they are in the district, Representative from the District Assembly.

<sup>4</sup> TCO comprise of representatives from the ff. institutions: Environmental Protection Agency (chairperson), Ministry of Food and Agriculture, Forest Services Division, Department of Wildlife, National Disaster Management Organization, Water Resources Commission and Ghana Meteorological Agency

Committee since they operate in the same districts, however, the Landscape component of the GLRSSMP will still use the District Watershed Management Team (DWMT)<sup>5</sup> where EPA is also represented in this structure and will collate all grievances and forward to the Technical Coordinating Offices for further action.

### *Regional Level Structures*

The main regional structure for the Landscape component of the GLRSSMP is the two (2) Technical Coordination Offices in Bolgatanga for the northern savannah zone and in Kumasi for the transitional and cocoa forest landscape area. All the beneficial and implementing Agencies are represented in the TCO. The mining component of the GLRSSMP and that of the AEHPMP could also be represented in the TCO in overlapping regions. Due to the geographical locations of the TCOs, the mining component of the GRLSSMP will manage grievances at the regional levels by the representatives from EPA, MINCOM, WRC, FC, and GGSA and the resultant grievance issues will be forwarded to the CRU to deal with. Resolved or unresolved grievances will be sent to the Clients Relation Unit (CRU) at EPA headquarters for documentation and further action.

### *National Level Structures*

At the national level, all complaints from all the other three levels resolved or unresolved will be sent to the main portal. The EPA who manages this portal through the CRU will grant access to the Mining component of the GLRSSMP to forward data on grievances for documentation and further action if required. All grievances will be coded (LR, EH, SSM) by the officer and persons trained to receive complaint at each level to indicate their origin to enable the main portal manager, the CRU to disseminate information to the requisite PCU namely Landscape and Mining components of the GLRSSMP and that of the AEHPMP for resolution or for notification if grievances are resolved. There will be option for complainants to seek redress in the law courts or any other jurisdiction if the complainant is not satisfied with the resolution outcome. Depending on the nature of the complaint a maximum of 8 weeks will be enough to deal with a complaint and complainants will be informed of the status at least twice every fortnight within the 8-week timeline. Sexual exploitation and abuse/sexual harassment (SEA/SH) complaints will be referred to Domestic Violence and Victim Support Unit (DOVSU) to assist in addressing such complaints and wherever such situations occur the committee at that level will have the duty to map out public or private institutions whose operations cover such offences to also assist in addressing such issues.

**Table 8: Resolution Actions and Timelines for GLRSSP & AEHPMP GRM**

<b>Step</b>	<b>Action</b>	<b>Resolution Time</b>
1	Receive and register the grievance	Within 2 days
2	Acknowledge, assess grievance and assign responsibility	Within 3 days
3	Development of response	Within 5days
4	Implementation of response if an agreement is reached	Within 10days
5	Initiate a grievance review process if no agreement is reached at the first instance	Within 10days

<sup>5</sup> DWMT comprise of Department of Agriculture, EPA Area office, representatives from the District Assembly i.e. development and physical planning, Community Development and Social Welfare, Forest Services Division, Ghana national Fire Service, National Disaster Management Organization, NGO and Gender Desk Officer

6	Implement review recommendation and close grievance	Within 10 days
7	Grievance taken to court by the complainant is not satisfied with the outcome of proceedings	-

### *Channels to Submit Complaints*

The main channels include the following:

- Writing (letter);
- Verbal (walk in);
- Phone call/fax; 0244878734
- WhatsApp; 0244878734
- E-mail; [wilson.zoogah@mincom.gov.gh](mailto:wilson.zoogah@mincom.gov.gh) or [wzoogah.glrssmp@mlnr.gov.gh](mailto:wzoogah.glrssmp@mlnr.gov.gh)
- Suggestion boxes;
- Websites of implementing Agencies; and
- Avenue for anonymity through a trusted confidant (a friend or a family member)

### *Financing*

The GRM for the Renovation of the Office Facility shall be financed by the Project. Allocation will be made for such purposes through the annual workplan and budget estimates.

## CHAPTER TEN: PERSONNEL AND INSTITUTIONAL ARRANGEMENT FOR THE ESMP IMPLEMENTATION

This section describes the district-level personnel available to support the implementation of the ESMP's provisions. It describes the institutional arrangement for the plan's implementation, the roles and responsibilities of the Safeguards Focal individuals, and the capacity requirements.

### Implementing Institutions

The District Office of the Minerals Commission at Wa is in charge of implementing this Environmental and Social Management Plan, with assistance from the Ministry, the Supervising Engineer and the Contractor, the Traditional Authority, Community-Based Organizations, and the project beneficiaries (ASM Operators).

### Implementation Arrangement

The Environmental and Social Management Plan is implemented in two phases. The roles of the project owner (MLNR/MINCOM) and the Contractor hired to carry out the actual work.

The Contractor's responsibilities are limited to the pre-construction and construction phases, while the PCU and the District Office of the Minerals Commission supervise the Private Entity's responsibilities and address the pre-construction, operations, and decommissioning requirements.

### Personnel and Capacity for Implementation of the ESMP

As the District office is responsible for implementing interventions designated for District and Community jurisdiction, it is adequately staffed to carry out its duties. The district is overseen by a District Officer who is assisted by other technical personnel. In addition to the Office Administration Manager, the District Office also has Community Relations Officers, Technical Officers, Front Desk Staff, and National Service Personnel. The District Officer is responsible for overseeing the implementation of Safeguards and is the District Safeguards Point of Contact. The District Safeguards Focal Person is responsible for all matters pertaining to the ESMP's implementation and safeguards in general.

The Safeguards Focal Person in the District has average capacity to fulfill the responsibilities of the assigned role. The Focal Person will be briefed on the role of safeguards focal person, and a Terms of Reference document has been drafted to guide their work. Introduction to Safeguards, Bank Safeguards Standards, the associated Instruments to address the policies and standards, training on the Grievance Redress Mechanism under Combined Projects, Hands-on Training on Screening of Sub-projects, Training on preparation of ESMPs, and Management of Impacts during implementation of sub-projects will be provided.

To effectively implement this ESMP, the District Safeguards Focal Persons' capabilities must be continuously enhanced to meet the demands of the task and emerging issues. A portion of the budget for the implementation of this ESMP has been allocated for training needs. It is also crucial to ensure that the Safeguards Focal Person remains within the Mining District to ensure implementation continuity. In addition, the Safeguards Focal Person should train and involve other District personnel in the implementation of this ESMP to prevent a vacuum in the event that he/she is unavailable.

### Estimated Cost for the ESMP Implementation

To implement this Environmental and Social Management Plan for the Office Facility, a total of \$13,500 is required to cover awareness, training, the provision of personal protective equipment, and the

monitoring of key environmental and social impacts. The costs associated with implementing the ESMP are broken down in the table 9 below.

Budget for Implementation of ESMP

**Table 9: budget for implementation**

No.	Description	Budget (US \$)
		2023
1.	Training for Safeguards Focal Persons	5,000
2.	Awareness Creation	2,000
3.	Extension support to contractor to meet statutory requirement	1,000
4.	Provision of PPEs	1,000
5.	Implementation of mitigation measures	1,500
6.	Implementation of Environmental and Social Monitoring Plan	2,000
7.	Implementation of GRM	1,000
8.	Total	13,500

## **CHAPTER ELEVEN: DISCLOSURE**

This chapter describes the process and the modalities for disclosure of this ESMP and related documents.

### **Disclosure**

Through the support of MLNR and the Minerals Commission at the national level, the District Office of the Minerals Commission will make this ESMP public. Copies of the ESMP will be accessible at all times at the District Offices for all stakeholders. The MLNR and the Minerals Commission will also make copies of this ESMP available on the GLRSSMP and Mincom websites.



## REFERENCE

- Ghana Landscape Restoration and Small-Scale Mining Project (2021): Environmental and Social Management Framework.
- Ghana Landscape Restoration and Small-Scale Mining Project (2021): Project Implementation Manual (PIM)
- Ghana Landscape Restoration and Small-Scale Mining Project (2020): Draft Strategic Environmental and Social Assessment (SESA) in selected polit mining communities.
- Ghana Statistical Service (2010) Population and Housing Census of Ghana
- Ghana Landscape Restoration and Small-Scale Mining Project (2021): Environmental and Social Management Framework.
- World Bank (2021). Ghana Landscape Restoration and Small-Scale Mining Project- Project Appraisal Document Report No: PAD3699
- Ghana Landscape Restoration and Small-Scale Mining Project (2021): Stakeholder Engagement Plan
- Ghana Landscape Restoration and Small-Scale Mining Project (2021): Resettlement Policy Framework
- Ghana Landscape Restoration and Small-Scale Mining Project (2021): Process Framework

## ANNEXES

### Annex 1: Screening Report for the Wa Office Facility

Wa

A	<b>BACKGROUND INFORMATION:</b>	
1.	Date:	12/10/2021
2.	Type of Activity	Renovation of Wa Office
3.	Project Location (Region, District, Community)	GPS coordinates: 10°4' 8.029" N 2°30' 48.363" W Upper West, Wa Municipal, Wa
4.	Population of beneficiary community (Male/Female)	TOTAL -132,487 M-65,191 (49.21%) F-67,296 (50.79%)
B	<b>DESCRIPTION OF ACTIVITY</b>	
5.	Type of Activity (including objectives and outputs)	<p><b>Increased capacity development at the district level of the minerals commission</b></p> <ul style="list-style-type: none"> <li>• Refurbished district offices</li> <li>• improved access to ASM technical services delivery</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>• ceiling</li> <li>• Floor tiling</li> <li>• Re-wiring</li> <li>• Plumbing</li> <li>• Partitioning</li> <li>• New windows and doors</li> <li>• Paint</li> </ul>
6.	Land area to be taken by project activity, in acres/ha	Floor area, 83.55m <sup>2</sup>
7.	Any existing property to be affected, and by how much (total, partial demolition, etc.)	Yes
8.	Any plans for construction, movement of earth, changes in land cover	No

9.	Date of commencement and expected completion date	Yet to be determined		
10.	Estimated cost	<b>Estimated cost GHC 521,285.69.</b>		
11.	Facilities Earmarked for Construction, Renovation, or Expansion (List them in the corresponding column).	Wa Office		
<b>C</b>	<b>PRELIMINARY ENVIRONMENTAL INFORMATION</b>			
	<b><i>Adjoining Land Uses (agricultural, industrial, residential, etc.)</i></b>	<b><i>Name land use type (estimate and measure distances where feasible)</i></b>		
12.	i. South	40 meters, Office Block		
13.	ii. North	50 meters, Office Block		
14.	iii. East	35 meters, office Block		
15.	iv. West	45 meters, Office Block		
	<b><i>Site-Specific Characteristics</i></b>	<b><i>Estimate and measure distances where feasible</i></b>		
16.	i. Nature or slope of the land	Flat ground		
17.	ii. Proximity to thoroughfare (path)	35 meters		
18.	iii. Proximity to a natural habitat e.g. wetland etc.	N/A		
19.	iv. Proximity to a residence or any community resource or facility	700 meters to the closest residential facility		
20.	v. Proximity to a road	35 meters to access the road		
21.	vi. Proximity to a River/Stream	N/A		
		<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
22.	Would the activity potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services?		<b>x</b>	
23.	Are any activities proposed within or adjacent to critical		<b>x</b>	

	habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?			
24.	Are there activities at the project site?		<b>x</b>	
25.	What is the current land use?			Office
26.	Will the proposed activities have any impact on any ecosystem services biodiversity issues or natural habitats?		<b>x</b>	
27.	Will there be water resource impacts?	<b>x</b>		
28.	Will there be vegetation and soil impacts?		<b>x</b>	
29.	Will there be air quality or noise impacts?	<b>x</b>		Possible generation of noise and emission of dust during renovation
30.	Are there any new or changing river basin management planning or activities?		<b>x</b>	
31.	Involve the use of petroleum, diesel, liquefied petroleum gas, bitumen, biodiesel, ethanol, and methane	<b>x</b>		
32.	Does the activity have the ave potential to generate solid or liquid wastes?	<b>x</b>		Debris from the construction and man-made generated waste
	<b><i>Environmental Awareness</i></b>			

33.	i. Community/School Environmental Association or Club		<b>x</b>	
34.	ii. Collaboration with EPA or any Environmental NGO	<b>x</b>		Collaborate with EPA on ASM environmental compliance
35.	iii. Environmental programs and activities undertaken (symposia, lectures, film show, tree planting, etc.)	<b>x</b>		Stakeholder engagement and community sensitization
36.	iv. Watershed management planning participant Yes/No		<b>x</b>	
<b>D</b>	<b>PRELIMINARY SOCIAL INFORMATION</b>			
	<b>Sanitary Facilities Available</b>	<b>Type and Number (Comments if any)</b>		
37.	i. Toilets (type & number)	Water closet, 1 for MinCom Office		
38.	ii. Urinals (type & number)	Water closet, 1		
39.	iii. Disability-friendly access (Yes/No)	No		
40.	iv. Separate sanitation facilities for Males and Females (Yes/No)	No		
41.	v. Number of toilets allocated to Males and Females	Unisex		
42.	vi. Room/space for pregnant and lactating mothers	No		
43.	vii. Room/space for Personal Protective Equipment (PPE)	Yes, storeroom		
44.	viii. changing rooms (type & number)	No		
45.	ix. Available space for seated areas (Yes/No)	Yes		
	<b>Site-Specific Characteristics</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
46.	Will there be restrictions or loss of access to public		<b>x</b>	

	facilities or resources?			
47.	Has there been litigation or complaints of any social nature directed against the proponent or the activity?		x	
48.	Will the activity require the acquisition of land?		x	
49.	What is the status of the landholding required by the project (public land, private land, customary land (skin/stool or family land) community lands, etc.)?			Public Land
50.	Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous materials (e.g. explosives, fuel, and other chemicals during construction and operation)?		x	
51.	Would elements of project renovation, refurbishment, and construction phase pose potential safety risks to local communities?		x	
52.	Is there evidence of the land tenure status of landowners and/or occupants (affidavit, deed/t, title, or other documentation)? (Yes/No)	x		
53.	If yes, specify the type of tenure evidence available (written or otherwise)			Rent Document from Accountant and Controller General department
54.	Are there outstanding land disputes? (Yes/No)		x	
55.	Has there been proper consultation with stakeholders?	x		

	(Yes/No)			
56.	If yes, describe the stakeholders and the consultation methods used			Administration of checklist to the mineral commission, neighboring occupants, District Assembly (MCE, District Planning and engineer), and Miners
57.	Were women intentionally targeted during the stakeholder consultation? (Yes/No)	<b>x</b>		
58.	Will the sub-project cause any losses in livelihood opportunities for women and men?		<b>x</b>	
59.	Will the project be sited in a location known to have been or is closed to a burial ground/grave, cemetery, or archaeological site? Any cultural heritage/sacred sites in the project area?		<b>x</b>	
60.	Is there a grievance process identified for Project Affected Person (PAPs) and is this easily accessible to these groups/individuals?		<b>x</b>	
61.	Specify the type of grievance mechanism and how it is made accessible?			N/A
62.	Would the activity possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?		<b>x</b>	
63.	Will there be any changes to the livelihoods of women/men	<b>x</b>		

	and youth?			
64.	What are the main issues associated with community benefits?			Procurement of building materials from the local sources, employment, and other income generation activities
65.	Will any restoration or compensation be required for the Affected persons?		<b>x</b>	
	<b>Security</b>			
66.	Site fenced or cordon-off to avoid causing harm to humans and animals	<b>x</b>		
67.	Proximity to community			Within Wa township
68.	Proximity to Police Station or Post for quick contact when their services are required (estimate distance)			350 meters to the police station and 400 meters the to post office
69.	Encroachment		<b>x</b>	
70.	Thoroughfares	<b>x</b>		35 meters away from the site
71.	Proximity to community	<b>x</b>		Within town
<b>E</b>	<b>IMPACT IDENTIFICATION AND CLASSIFICATION</b>			
			Choose L, M, or H	COMMENT
	Natural habitats	<b>LOW</b> (No natural habitats present of any kind)	<b>L</b>	The site is located within the Township
		<b>MEDIUM</b> (No critical natural		



		habitats; other natural habitats occur) <b>HIGH</b> (Critical natural habitats present; within declared protected areas)		and would not affect ct natural habitat
	Water Resources	<b>LOW</b> (Water flows exceed any existing demand; low intensity of water use; potential water use conflicts expected to be low; no potential water quality issues)	<b>L</b>	The closest water body is about 25 km
		<b>MEDIUM</b> (Medium intensity of water use; multiple water users; water quality issues are important)		
		<b>HIGH</b> (Intensive water use; multiple water users; potential for conflicts is high; water quality issues are important)		
	Natural hazards	<b>LOW</b> (Flat terrain; no potential stability/erosion problems; no known flood risks)	<b>L</b>	The building is on a well-engineered ground with no potential threats
		<b>MEDIUM</b> (Medium slopes; some erosion potential; medium risks from floods)		
		<b>HIGH</b> (Mountainous terrain; steep slopes; unstable soils; high erosion potential; flood risks)		
	Land tenure	<b>LOW</b> (No conflicts, disagreements around use of land)	<b>L</b>	Public land with no conflict
		<b>MEDIUM</b> (Process of land regularization and rights to natural resources being worked out with clear communication and grievance process in place)		
		<b>HIGH</b> (Land conflicts historically unresolved, community/ persons being evicted, settlers losing rights, and no transparency or Grievance redress available)		

F		<b>SUMMARY OF SITE SENSITIVITY</b>		
			Tick appropriately	Comment
	[A]	HIGH		Environmental and Social Impacts are minimal
	[B]	MEDIUM		
	[C]	LOW	√	
G		<b>IMPACT MITIGATION</b>		
	Impact Identified	Possible generation of: 1. Noise 2. Dust 3. Solid Waste		
	Mitigation options	1. Noise attenuation equipment 2. Dust suppression and use of appropriate machinery to minimize emissions. 3. Occupation health and safety <ul style="list-style-type: none"> <li>- Appropriate PPEs will be supplied to workers (non-compliance will be sanctioned)</li> <li>- Provision of first aid kit on site</li> <li>- Provision of fire extinguishers</li> <li>- Enforcement of health and safety regulations</li> </ul> 4. Waste segregation and management practices (Construction waste such as cement, wood, and debris will be hauled to approved landfill sites). <ul style="list-style-type: none"> <li>- Mobile toilets will be provided.</li> </ul>		
H		<b>DETERMINATION OF ENVIRONMENTAL CATEGORY BASED ON SCREENING</b>		
			Tick appropriately	COMMENT
	[A]	REQUIRES AN ESIA		HOWEVER, WE SHALL CONSIDER THE ESMP CHECKLIST TO GUIDE THE RENOVATION WORKS
	[B]	REQUIRES PREPARATION OF ADDITIONAL E&S INFORMATION TO SUPPORT ESMF		
	[C]	DOES NOT REQUIRE FURTHER ENVIRONMENTAL OR SOCIAL DUE DILIGENCE – REFER TO	√	

		ESMF KEY PRINCIPLES FOR IMPLEMENTATION		
<b>Reviewer Details</b>				
	<b>Prepared By:</b>	Wilson Waanab Zoogah and Miriam R. Iddrisu		
	<b>Designation</b>	(Environmental Management Specialist) and (Social Development and Gender Specialist) respectively		

#### Annex 2: Evidence of Stakeholder Consultations

N0	Name	Institution	Position	Sex	Phone No.
<b>Wa-Wa Municipal/ Upper West Region</b>					
37	Yaw Amponsah	Minerals Commission	District Mining Officer	M	0243746669
38	Lambert Suglo.	Controller and Accountant General/ Landlord	The Director Controller and Accountant General	M	0244292182
39	Ayuma Ali Ibrahim	Controller and Accountant General	Deputy Regional Director	M	0242770564
40	Pognaa Fati Koray	District Assembly	Municipal Coordinating Director	F	0246987751
41	Adams Asana	District Assembly	Municipal Engineer	F	0559053577
42	Yussif Yakubu	District Assembly	Municipal planning officer	M	0243941582
43	Ganda Alexander	District Assembly	Municipal Finance officer	M	0208239697
44	Abdulai	ASM operator	ASM Regional	F	0242082975

	Yakubu		chairman		
45	Abdul Wahab Jamal	ASM operator	ASM Regional secretary	M	0244969957
46	Alex Awini Liman	Office Assistant	Recalls Ghana - NGO	M	
47	Albert Ankomah	Regional Director	Food and Drugs Authority	M	0244470413
48	Abdul Latif	Regional Manager	Pharmacy Council	M	0243638420

Annex 3: Collated E&S views from respondents during the screening process

<b>Collated E&amp;S views across districts</b>			
<b>Wa-Wa Municipal/ Upper West Region</b>			
<b>3</b>	<b>Issues</b>	<b>Proposed Measures</b>	<b>Remarks</b>
	<ul style="list-style-type: none"> <li>• Movement of people and trucks can affect other offices</li> <li>• Construction can have a conflict with neighboring offices</li> <li>• Vibration</li> <li>• Noise</li> <li>• Dust</li> <li>• Movement of people and trucks</li> </ul>	<ul style="list-style-type: none"> <li>• Safety measures should be taken by the contractor</li> <li>• Renovation work should be done at night and during weekends</li> <li>• Recruit more security and provide security training</li> <li>• Place caution notices of work in progress</li> <li>• Since it's a pure office environment</li> <li>• Renovations should be done in phases so it does not affect work</li> </ul>	

Annex 4: Contact Details of District Safeguards Focal Person at MinCom Office at Wa

<b>No.</b>	<b>Name</b>	<b>Institution</b>	<b>Position</b>	<b>Sex</b>	<b>Phone No.</b>	<b>Renovation area</b>
1	Francis Asare	Minerals Commission	District Officer	M	0245801377	Wa

Annex 5: Template for Semi-Annual Environmental and Social Reporting as enshrined in the ESMF

Period covered	
District	
Prepared by	
Submitted to	
Date Submitted	
1. Environmental & Social Safeguards Issues (including Health & Safety, Grievances, etc.)	
2. Challenges	
3. Activities and Actions on E&S	
4. Recommendations	
5. Attachments (eg. Copies of grievance registration forms, etc.)	

## Annex 6: Responsibilities of E&S Specialists and Focal Points as captured in the ESMF

### **Environmental and Social Specialist/Officer**

- coordination of environmental and social management in collaboration with the E&S focal person in the IAs;
- Leadership across the national regional and district levels for the implementation of safeguards;
- Providing guidance and project level info and tools on safeguards for all stakeholders;
- Managing the environmental and social safeguard experts (consultants);
- Responsible for coordinating all safeguard activities with donors, implementing agencies and other potential investors;
- Oversee all environmental and social safeguard training and capacity building.

### **Environmental and Social Focal Points**

The Regional Environmental and Social Focal Points will:

- work with the FC ESS Focal Point to ensure that all environmental and social safeguards issues are incorporated into Bid and specifications documents for all sub project types;
- ensure that safeguards issues are included as part of the training at District level and contractors invited to participate;
- draft E&S report based on collated documents and reports from district activities as part of usual regional reporting on the project;
- be the first point of contact for the district in case of any challenging issues on project-related safeguards - land, environmental, safety and health and draw the FC ESS Focal Point's attention in case of lack of resolution;
- perform any other related activities that may be assigned by the FC ESS Focal Point to whom he/she will report.

## Annex 7: Draft Terms of Reference for ESMP from the ESMF

Sub-project's environmental and social management plan (ESMP) consists of the set of mitigation, monitoring, and institutional measures to be taken during implementation and operation to eliminate adverse environmental and social impacts, offset them, or reduce them to acceptable levels. The plan also includes the actions needed to implement these measures. To prepare an ESMP, the Consultant

- (a) Identify the set of responses to potentially adverse impacts;
- (b) Determine requirements for ensuring that those responses are made effectively and in a timely manner; and
- (c) Describe the means for meeting those requirements. More specifically, the ESMP will include the following components.

### **Mitigation**

The ESMP identifies feasible and cost-effective measures that may reduce potentially significant adverse environmental and social impacts to acceptable levels. The plan includes compensatory measures if mitigation measures are not feasible, cost-effective, or sufficient.

Specifically, the ESMP:

- Identifies and summarizes all anticipated significant adverse environmental and social impacts (including those involving indigenous people or involuntary resettlement);
- Describes--with technical details--each mitigation measure, including the type of impact to which it relates and the conditions under which it is required (e.g., continuously or in the event of contingencies), together with designs, equipment descriptions, and operating procedures, as appropriate;
- Estimates any potential environmental and social impacts of these measures; and
- Provides linkage with any other mitigation plans (e.g., for involuntary resettlement, Indigenous peoples, or cultural property) required for the project.

Monitoring Environmental and social monitoring during project implementation provides information about key environmental and social aspects of the project, particularly the environmental and social impacts of the project and the effectiveness of mitigation measures. Such information enables the borrower and the Bank to evaluate the success of mitigation as part of project supervision and allows corrective action to be taken when needed. Therefore, the ESMP identifies monitoring objectives and specifies the type of monitoring, with linkages to the impacts assessed in the ESIA report and the mitigation measures described in the ESMP.

### **Specifically, the monitoring section of the ESMP provides:**

- A specific description, and technical details, of monitoring measures, including the parameters to be measured, methods to be used, sampling locations, frequency of measurements, detection limits (where appropriate), and definition of thresholds that will signal the need for corrective actions; and
- monitoring and reporting procedures to
  - (a) ensure early detection of conditions that necessitate particular mitigation measures, and
  - (ii) furnish information on the progress and results of mitigation.

### **Capacity Development and Training**

To support timely and effective implementation of environmental and social project components and mitigation measures, the ESMP draws on the ESIA's assessment of the existence, role, and capability of environmental and social units on site or at the agency and ministry level. If necessary, the ESMP recommends the establishment or expansion of such units, and the training of staff, to allow implementation of ESIA recommendations. Specifically, the ESMP provides a specific description of institutional arrangements--who is responsible for carrying out the mitigation and monitoring measures (e.g., for operation, supervision, enforcement, monitoring of implementation, remedial action, financing, reporting, and staff training). most ESMPs cover one or more of the following additional topics:



- (a) Technical assistance programs,
- (b) Procurement of equipment and supplies, and
- (c) Organizational changes.

### **Implementation Schedule and Cost Estimates**

For all three aspects (mitigation, monitoring, and capacity development), the ESMP provides

- (a) an implementation schedule for measures that must be carried out as part of the project, showing phasing and coordination with overall project implementation plans; and
- (b) the capital and recurrent cost estimates and sources of funds for implementing the ESMP. These figures are also integrated into the total project cost tables.

### **Integration of ESMP with the Project**

ESMP should be specific in its description of the individual mitigation and monitoring measures and its assignment of institutional responsibilities, and it must be integrated into the project's overall planning, design, budget, and implementation.

Annex 8: Complaints Submission Form as captured in the ESMF

<b>Reference No:</b>	
<b>Full Name:</b>	
<b>Contact information and preferred method of communication</b> Please mark how you wish to be contacted (mail, telephone, e-mail).	<b>By Post: Please provide postal address:</b> _____ _____ _____  <b>By Telephone:</b> _____ <b>By E-mail</b> _____
<b>Nature of Grievance or Complaint</b>	
<b>Description of grievance:</b>	What happened? Where did it happen? Who was involved? What is the result of the problem? Source and duration of the problem?
<b>Date of incident/grievance</b>	<input type="checkbox"/> One-time incident/grievance (date _____) <input type="checkbox"/> Happened more than once (how many times? _____) <input type="checkbox"/> On-going (currently experiencing problem)
<b>Receiver</b>	<b>Name:</b> _____ _____  <b>Signature</b> _____  <b>Date</b> _____
<b>Filer</b>	<b>Name:</b> _____

	<hr/> <hr/> <p><b>Signature</b> _____</p> <p><b>Date</b> _____</p> <p><b>Relationship to Complainant (if different from Complainant):</b></p> <hr/> <hr/> <hr/>
--	---

	<p>Review/Resolution Level 1 (MDA) Level 2 (IA) Level 3 (PCU)</p> <p>Date of Conciliation Session:</p> <hr/> <p>Was Filer/Complainant Present? Yes/ No</p> <p>Was field verification of complaint conducted? Yes/ No</p> <p>Findings of field investigation</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>Summary of Conciliation Session Discussion</p> <hr/> <hr/>

---

---

---

---

---

Issues

---

---

---

---

---

---

---

---

---

---

---

Was agreement reached on the issues? Yes, No If agreement was reached, detail the agreement

---

---

---

---

If agreement was not reached, specify the points of disagreement

---

---

---

---

Signed (Conciliator): \_\_\_\_\_

Signed (Filer/Complainant): \_\_\_\_\_

Signed: \_\_\_\_\_

(Independent Observer e.g. Assembly Member/Opinion Leader)

Date: \_\_\_\_\_

**Implementation of Agreement**

Date of implementation: \_\_\_\_\_

Feedback from Filer/Complainant: Satisfied /Not Satisfied

If satisfied, sign off & date \_\_\_\_\_

(Filer/Complainant) (Mediator)

If not satisfied, recommendation/way forward

---

---

---

---

---

---

---

---

(Signature & date of Filer/Complainant)

\_\_\_\_\_

(Signature & date of Mediator)

\_\_\_\_\_

Annex 9: Grievance Register from the ESMF

Unique reference number	Date of incoming grievance	Location (where the grievance was received/ submitted)	Complainant's name	Contact details (Leave it blank in case of anonymous)	Summary of Complaint	Identification of parties	Investigation launch date	Investigation completion date	Findings of investigation	Proposed corrective actions	Deadlines for internal actions required from	Indication of satisfaction with compliant	Close out date	Any outstanding actions for non-closed grievances