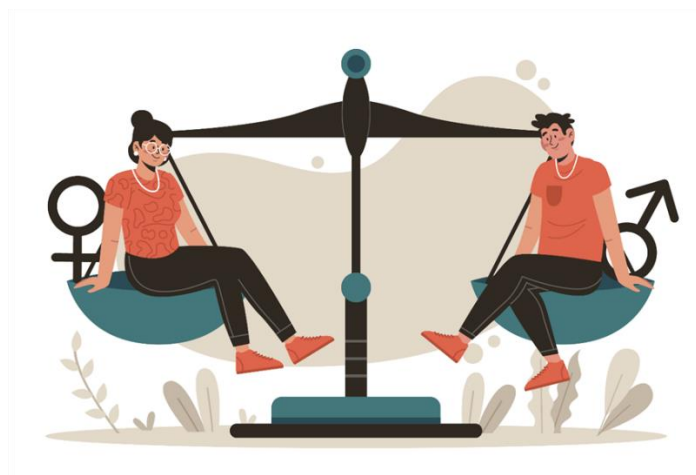




Gender based Violence (GBV) Risk Prevention and Management Action Plan



Addressing GBV - Sexual Exploitation and Abuse/ Sexual Harassment (SEA/SH) in Timor-Leste Branch Road Project (TLBRP)

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KEY TERMS AND DEFINITIONS

Child marriage	Child marriage refers to any formal marriage or informal union between a child under the age of 18 and an adult or another child (UNICEF).
Gender-based violence (GBV)	Gender-based violence (GBV) is an umbrella term for any harmful act that is perpetrated against a person's will and that is based on socially-ascribed (i.e., gender) differences between males and females. It includes acts that inflict physical, sexual or mental harm or suffering, threats of such acts, coercion, and other deprivations of liberty. These acts can occur in public or in private (2015 Inter-Agency Standing Committee Gender-based Violence Guidelines, pg. 5).
Gender-based violence (GBV) service provider	An organization offering specific services for GBV survivors, such as health services, psychosocial support, shelter, legal aid, safety/security services, etc.
Human trafficking	Trafficking in persons is defined as the recruitment, transportation, transfer, harboring or receipt of persons by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power, or of a position of vulnerability, or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purposes of exploitation. Women and children are particularly vulnerable to trafficking practices (Environmental and Social Standard (ESS) 2, footnote 15).
SEA/SH Prevention and Response Action Plan	Document which outlines how the project will put in place the necessary protocols and mechanisms to address SEA/SH risks; and how to address any SEA/SH allegations that may arise. This is the new name for the GBV Action Plan, as used in the original (2018) version of this note. The SEA/SH Prevention and Response Action Plan should include an Accountability and Response Framework, which details how allegations of SEA/SH will be handled (investigation procedures) and disciplinary action for violation of the Code of Conduct (CoC) by workers.
Sexual Exploitation and Abuse (SEA)	Sexual abuse: Any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes including but not limited to profiting monetarily socially or politically from the sexual exploitation of another (UN Glossary on SEA/SH, 2017.p.6) Sexual Abuse: actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions (UN Glossary on



Sexual Exploitation and Abuse 2017, pg. 5).

Sexual harassment (SH)	Any unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature.
Survivor-centered approach	The survivor-centered approach is based on a set of principles and skills designed to guide professionals—regardless of their role—in their engagement with survivors (predominantly women and girls but also men and boys) who have experienced sexual or other forms of violence. The survivor-centered approach aims to create a supportive environment in which the survivor’s interests are respected and prioritized, and in which the survivor is treated with dignity and respect. The approach helps to promote the survivor’s recovery and ability to identify and express needs and wishes, as well as to reinforce the survivor’s capacity to make decisions about possible interventions.
Violence against women	Article 1 of the 1993 UN <i>Declaration on the Elimination of Violence against Women</i> defines violence against women as any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life.

I. INTRODUCTION

1.1. Project Description

The Timor Leste Branch Road Project (TLBR) will support upgrading of about 44.3 km of the Gleno–Maubisse corridor and road safety improvement works on the road network, strengthening capacity of the Ministry of Public Works (MPW) and its department of Roads, Bridges and Flood Control (DRBFC) in asset management and road maintenance, road safety and climate resilience, and implementation support. The project also includes provision for a Contingent Emergency Response Component.

The objective of the project is (i) to improve road access, safety, and climate resilience on the Gleno–Maubisse Corridor and, in the event of an Eligible Crisis or Emergency, (ii) to provide an immediate response to the Eligible Crisis or Emergency in which included under three components as below:

Component 1: Gleno–Maubisse Corridor Upgrading and Road Safety Improvements (estimated cost US\$65.8 million equivalent, of which US\$54.0 million financed by IDA). This component consists of the civil works activities to be undertaken on the Gleno–Maubisse corridor and the road safety activities on the rest of the network. The activities include:

- (a) Sub-component 1.1: Gleno–Letefoho and Letefoho–Hatubuilico Junction road sections upgrading (estimated cost US\$63.8 million equivalent, of which US\$52.0 million financed by IDA).



- (b) Sub-component 1.2: Road Safety Improvements on National Roads (estimated cost US\$2.0 million equivalent financed by IDA).

Component 2: Institutional Strengthening and Project Management (estimated cost US\$5.0 million equivalent financed by IDA).

- (c) Sub-component 2.1: Technical Assistance (estimated cost US\$2.0 million equivalent financed by IDA).
- (d) Sub-component 2.2: Design of Future Projects (estimated cost US\$1.0 million equivalent financed by IDA).
- (e) Sub-component 2.3: Project Support Contingency (estimated cost US\$2.0 million equivalent financed by IDA).

Component 3: Contingent Emergency Response (US\$0 million).

1.2. General overview of Situation of GBV - SEA/SH in the Project Location

The prevalence of violence against women is high in Timor-Leste. In their lifetimes, most women in Timor-Leste experience some form of physical, sexual, emotional, or economic violence by an intimate partner. Women's experiences of intimate partner violence can be frequent and severe, and women rarely leave these violent relationships¹.

Violence against children is also high, with more than three-quarters of women and men reporting experiencing physical and/or sexual abuse during childhood. This violence is a pervasive problem in Timor-Leste that prevents women and children from enjoying their human rights and freedoms, and greatly impacts on their ability to fully participate in the development of the country².

In Timor-Leste, GBV is the largest category of crimes reported to police, with 59% of ever-partnered women aged 15-19 experiencing intimate partner violence at least once in their lifetime³. However, this figure only represents a fraction of real cases, as most instances of domestic violence are dealt with informally and never reported to law enforcement.⁴

Result of Demographic and Health Survey (DHS) done in 2015- 2016 captured various forms of violence experienced by women aged 15-49 years are as highlighted below⁵:

Physical violence. 32.7% of all women had ever experienced physical violence at least once since age 15; Intimate partner violence (IPV) was 36.8% among all ever-married women. Of these, 87.2% said their husband had committed the violence. In Ermera Municipality, for

¹ <https://asiafoundation.org/wp-content/uploads/2018/09/Intimate-Partner-Violence-Against-Women-in-Timor-Leste.pdf>

² Ibid

³ Ibid

⁴ (UNDP Timor-Leste).

⁵ Demographic and Health Survey (DHS) done in 2015- 2016



example, data show that about one third of women (aged 15-49) experienced physical violence since age 15 by their husband, partner, and other perpetrator with prevalence of 44% (TLDHS, 2016).

Sexual violence. 4.7% of all women aged 15 – 49 years experienced sexual violence during their lifetime and 3.5% during the past 12 months. More than 80% of all acts of (first) sexual violence were committed by current husband or partner (64.5%), the current or former boyfriend (11.2%) or a former husband or partner (6.7%). In addition, Nabilan baseline study in 2015 found that 14 percent among all women aged 15 to 49 had been raped by someone other than an intimate partner in their lifetimes (Nabilan Baseline Study, 2015).

Emotional violence. Lifetime prevalence was 9.4% and within the last 12 months prevalence of emotional violence was 8.9%.

Demographic characteristics. Physical lifetime abuse among women 15-19 years was 23.4% and 42.8% among 30-34 years. After age 35 years, it tapered off. Physical lifetime violence among women with no education is much higher (45.3%) compared to those with a secondary education (15.7%). Physical or sexual by intimate partner violence (IPV) is 44.2% among women with an uneducated husband, and more than halved if the husband has secondary education.

In recent months, gender-based violence has reportedly increased due to COVID-19, as it is believed to have contributed to triggers for violence, such as financial stressors, close confinement of families and isolation from support networks. Vulnerable women are at risk of not accessing support services due to the restriction of movement during lockdown and State of Emergency measures. Loss of employment and income by partners can add to the stress levels in the home, making women more vulnerable to GBV.

Child labor. In October 2019, the government released an analytical report on the findings of its 2016 National Child Labor Survey citing that children in Timor-Leste engage in the worst forms of child labor, including dangerous tasks in agriculture and industry such as construction.

Timor-Leste has a strong legal, policy and institutional framework to respond to the alarming rates of gender-based violence in the country. The legal framework includes the criminalization of a number of GBV offences, with heavy imprisonment punishment. Any sexual act with children younger than 14 years old is a serious criminal offence. Rape and other form of sexual abuse are also criminalized. While judicial authorities need improvement on their capacity to deal with sexual offences, an increased accountability for sexual offences is noticeable and generally reported by interested groups.

Prevention and redress measures, including survivors' specialized services, form part of the institutional and policy framework. State financing of social protection services to women and children victim of violence, while not sufficient, is sizeable. Ministry of Social Solidarity and Inclusion coordinates– a referral network (rede referál) where police authorities together with



civil society organizations work together at the Municipal level to provide complementary security, social, psychological and legal support to GBV survivors.

However, despite the strong existing legal framework, the access of GBV survivors to the available support services is still need to be improved. Within the project-affected construction area in Ainaro and Ermera, for example, survivors of GBV have very limited access to locally present social services and legal assistance. Services are located only within regional scope, often placed in Suai town in Covalima municipality and in Maliana town in Bobonaro municipality.

At the Administrative Post levels, there is a presence of low-level social welfare officers to serve as liaison with the referral network service providers and specialized police. A prosecution office in Ermera Municipality capital provides additional criminal investigation support considering that this Municipality has some of the highest prevalence of crimes, including GBV related crimes. Social protection services, in the form of shelters providing psychosocial and medical support, and legal support to survivors are only existent in Suai, with those residing in Ainaro Municipality accessing Suai based services and those in Ermera travelling to the country's capital Dili.'

1.3. Potential GBV - SEA/SH/ Risks in the Project Areas

The proposed project involve land acquisition and construction works which can have adverse impacts on communities, in particular on women and children. Therefore, it can exacerbate the potential risk of GBV in number of ways. The following are several concerns related to women's vulnerability and potential project induced GBV risks:

- Project may involve moderate influx of workers to serve construction activities, both skilled workers such as engineers are likely to be hired from overseas while unskilled workers are expected to be sourced from Dili & other parts of country. The labor influx implication could increase the risk of incidents of SEA/SH between workers and the nearby community, such the high demand for sex work, and early forced marriage.
- The greater mobility of peoples also may contribute to raising a number of social problems; namely, greater exposure to sexually transmitted diseases including HIV/AIDS due to influx of outsiders, also which may potentially lead to social tensions among the local communities, including on the increased intimate partner violence within the community triggered by male jealousy, when workers are believed to be interacting with community women.
- The project is expected to require land for construction. Land acquisition and involuntary resettlement may lead to physical displacement (relocation, loss of residential land or loss of shelter), economic displacement (loss of land, assets or access to assets, leading to loss of income sources or other means of livelihood). When land redistribution occurs, women may be extremely vulnerable to GBV, especially where the legal systems preclude women from holding land titles or excluded from getting the compensation.
- The construction work may lead to the recruitment of Child labor. This is especially obvious as the findings of National Child Labor Survey emphasize that children in Timor-Leste engage in the worst forms of child labor, including dangerous tasks in agriculture and



industry such as construction⁶.

1.4. GBV-SEA/SH Action Plan

GBV action plan is a risk mitigation tool that comprises a range of activities that aim to first; to identify GBV risks and take specific actions to reduce those risks. GBV-related risks can exist in the general environment, within families and communities, and in humanitarian service provision as well as in civil work construction.

GBV Action Plan specifically outlines how the project will put in place the necessary protocols and mechanisms to address the GBV risks; and to respond any GBV incidents that may arise. The Implementing Agency (IA) will be responsible to ensure that the project has an appropriate GBV Action Plan

II. OBJECTIVE of THE DEVELOPMENT OF GBV ACTION PLAN

The GBV Action Plan is the project's guideline in the prevention and responses of GBV risks. It outlines how the project will put in place the necessary protocols and mechanisms to minimize the risk of exacerbating GBV in the project, as well as to address any GBV issues that may arise. This GBV action plan was prepared to assist project related actors in establishing an approach to identifying risks of GBV, in particular Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH), that can emerge in civil works contracts and to advise project related actors accordingly on how to best manage such risks.

This guidance note was prepared to assist project related teams in establishing an approach to identifying risks of GBV, in particular Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH), that can emerge in civil works and to advise accordingly on how to best manage such risks. The GPN builds on World Bank experience and good international industry practices, including those of other development partners.

III. Key Principles Guided This Action Plan

Several key principles guided the implementation of this GBV action plan. Those key principles are explained figure 1 below:

⁶ 2016 National Child Labor Survey

Figure 1. Key Principles Guided This Action Plan



Source: adopted from Good Practice Note(GPN), Addressing GBV in Investment Project Financing involving Major Civil Works, World Bank Publication, September 2018.

- **Be survivor-centered:** Approach considerations related to GBV prevention, mitigation and response through a survivor- the confidentiality of survivors, recognizing them as principle decision- makers in their own care and treating them with agency, dignity and respect for their needs and wishes.
- **Emphasize prevention:** Adopt risk-based approaches that aim to identify key risks of GBV and to undertake measures to prevent or minimize harm
- **Build on existing local knowledge:** Engage community partners—local leaders, civil society organizations, gender and child advocates— as resources for knowledge on local level risks, effective protective factors and mechanisms for support throughout the project cycle.
- **Be evidenced-based:** Build on existing global research and knowledge on how to address GBV effectively.
- **Be adaptable:** Operational guidance presented in this note provides the foundation for an effective GBV risk management approach; adapt and adjust mitigation measures to respond to the unique drivers and context in any given setting.
- **Enable continuous monitoring and learning:** Ensure operations integrate mechanisms for regular monitoring and feedback to track effectiveness and to build internal knowledge of what works to prevent, mitigate and respond to GBV.



IV. Key Activities for GBV Risk Prevention and Management Measures

The key activities will be implemented to prevent the GBV risks and to respond to the alleged cases of GBV. In general, the action plan will focus on some corresponding mitigation measures ranged from; sensitizing the communities and other stakeholders; strengthening the institutional capacities to mitigate project related potential risk of GBV in the project affected population. A survivor based approach is followed all through, and victim/survivors' care and providing access to different referral mechanisms are considered key aspects of this plan. To prevent and manage GBV risk in the project, the following strategy and key activities will be conducted:

4.1. Addressing GBV Risk through procurement process.

To address GBV in project, it should be started by integrating GBV into procurement processes. At this stage, it will be implemented into different stages of procurement process, starting from preparing the bidding (procurement) documents; during bidding and integrate into bid evaluation. Below are, as elaborated in table 2, some specific approaches that will be applied in those different process:

Table 2. Checklist of Addressing GBV Risk in Different Procurement Stages

Stage of Procurement	Recommended approach
Preparation of Bidding Documents	✓ To Reflect the findings of any ESA, and the requirements of the ESMP for addressing GBV and overall ESHS risks into the bidding document
	✓ To ensure that the bidding documents clearly define the project's GBV-related requirements through the specifications and employer's requirements.
	✓ To Allocate realistic cost for the contractor to implement the GBV requirements from project budget through provisional sum mechanism
During bidding	✓ It is essential to draw the attention of bidders to specific GBV requirements on the project. This can be done for example through market engagement, use of clarifications, and/or during any pre-bid meetings. The key information to provide bidders includes: ▪ The ESMP requirements ▪ That civil works will not commence until the C-ESMP has been approved by the IA or the supervision consultant ▪ That the C-ESMP—including the GBV Action Plan—may be disclosed on the IA's web site, and that the contractor should participate in public consultations at its own expense
Bid evaluation	✓ To ensure the specifications or ESMP in bidding documents to include the requirements to respond to particular GBV risks or predicted impacts.



4.2. Training and capacity building

As projects are implemented, training on GBV will be conducted, targeted group project implementers include civil works contractors (including sub-contractors and suppliers), supervision consultants, other consultants who may have a presence in the project adjoining communities, as well as PMU and PIU. The training materials will cover several topics, as listed below:

- a. GBV Concept & how the project can exacerbate GBV risks
- b. Roles and responsibilities of actors involved in the project
- c. GBV incident reporting mechanism, accountability structures, and referral procedures for internal agency and community members, including code of conduct (CoC)
- d. Services available for survivors of GBV
- e. Follow-up activities to reinforce training content

4.3. Awareness raising for community.

Trainings on GBV for the project-affected communities will be also conducted with the objective to sensitized the community on the roles and responsibilities of actors involved in the project, processes for reporting incidents of project-related GBV, and the corresponding accountability structures. The awareness-raising activity should be conducted in parallel to the setting up of the complaint management system in order to develop a comprehensive response to GBV.

At a minimum, key topics and themes, that will be covered in the training are:

- The standards of conduct for project workers;
- The definition of GBV and sexual exploitation and abuse, and the provisions specifically prohibiting GBV and SEA;
- That they have a right to benefit from the Project without being subjected to GBV/SEA;
- Where to report GBV/SEA incidents;
- What services are available to survivors, and how to access them;
- What to expect after making a complaint, including potential referrals, timeframes, and the roles, responsibilities, and any limitations of actors involved, and;
- What steps the GRM and project will take to ensure safety and confidentiality.

4.4. Development of Code of conduct (CoC) to ensure that all those engaged in the project areas is committed to GBV prevention and that the project is implemented in such a way which minimizes gender-based violence against women, men, boys and girls of the local communities and its workers.



All organizations and parties involved in BRT project implementation are required to develop and implement codes of conduct for organizations, managers and staff. All related parties will sign the CoC before the commencement of the work. Before signing it, they will be provided a sensitization on the regulation and sanction stipulated in CoC. Examples of potential sanctions include the following:

- Informal warning;
- Formal warning;
- Additional training;
- Loss of up to one week's salary;
- Suspension of employment (either administrative leave as above or without payment of salary), for a minimum period of one month up to a maximum of six months;
- Termination of employment; and/or,
- Referral to the police or other authorities as warranted.

4.5. Establishment of Grievance Redress Mechanism (GRM) that Integrate GBV Case Reporting and Responses.

The Project GRM's important role is to inform workers and community about the activities and responsibilities of the GRM, including the different channels of case reporting. The key roles of project GRM includes;

- Receive GBV case report and document the case
- Refer the case to Service Provider
- Monitor resolutions and sanctions regarding complaints received related to GBV associated with the project; and,
- Have regular report and ensure that GBV cases in the GRM are up to date and included in the regular project reports.

Timor Leste Branch Road project's existing project GRM will be strengthened to make it responsive to GBV/SEA/SH. PMU will set up the GRM based on local resources and mechanism on GBV response and WB guiding model 1. Under this model, GBV/SEA/SH allegations can be reported, just like any other project-related grievance, using a regular project-level GM channel (annex 2). In doing so, training of the responsible officials in the PMU will be provided on how to receive and handle SEA/SH including GBV complaints. The Social Safeguards Specialist, supervision consultants, contractors and PMU staffs will also be included in these trainings which will allow them to determine follow up modalities.

To make the GRM more responsive to SEA/SH and GBV issues, an information sharing protocol with GBV service providers will be developed so that survivor related information is carefully managed, and confidentiality is maintained. GRM will have multiple complaint



channels by having community consultations, to identify effective channels (e.g. local community organizations, health providers).

In addition, awareness campaign and development of IEC materials on GRM will be done for the communities and stakeholders using easily accessible methods. A response protocol, reporting of allegation procedures and response framework of the GRM is attached (Annex 3). The communication materials will be disseminated among the communities and stakeholders through appropriate channels and media including project's website and use of social media.

4.6. Establish Coordination with Existing GBV Service Providers

GBV Service providers are the organization that are able to support the project in addressing any case of GBV. It is recommended to identify GBV Services Provider(s)—prior to project Appraisal. This is because GBV incidents may arise on any project and it is necessary to have the appropriate response mechanisms in place. The provided service includes case management support, health services, psychosocial support, police support and security, access to legal services, and shelter. As part of its responsibility in responding the case, the project will establish coordination with this key institution, especially to refer GBV survivor immediately after receiving a complaint.

4.7. Monitoring and Reporting

To assess the effectiveness of mitigation measures, project will monitor GBV activities in a regular basis. As part of the M&E process, indicators will be selected for inclusion in the project Results Framework. GBV indicators among others:

- Successful implementation of agreed GBV Action Plan (Y/N)
- Number of training courses related to GBV delivered
- Percentage of workers that have signed a CoC
- Percentage of workers that have attended the CoC training.
- Number of GBV grievances that have been referred to GBV Services Providers. An additional indicator which is useful to monitor is the time it took to resolve the GBV-related complaint.



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V. Key Activities for GBV Risk Mitigation and Management for Timor Leste Branch Road Project

Action	Activities	Timeline	Indicator	Responsible Body /Unit	Risk Management
1. Clearly define the SEA/SH requirements and expectations in the bidding documents for contractor	Formulate and adopt GBV informed bidding document. Inform the contractors and provide orientation	TBD	SEA/SH requirement and expectation are adapted in bid document.	PMU	Review by WB
2. Evaluate the contractors SEA/SH Accountability and Response Framework in C-ESMP	▪ Evaluate contractor's ability to meet project's SEA/SH prevention and response requirement prior to finalize the contract. ▪ Evaluate contractor's CoC	TBD	SEA/SH requirement and expectation are addressed.	PMU	Review by WB



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3. GBV Capacity building and technical support for PMU	Training/orientation session carried out to sensitize PMU/PIU on importance of addressing GBV/SEA/SH risks on the project and the mechanisms that will be implemented Extra sessions for training for Social Safeguard Specialist, as well as Procurement Specialist and Environment Specialist from PMU	TBD	PMU and project staff sensitized on the GBV/SEA/SH risk factors in the project areas and trained on how to prevent and respond to GBV/SEA/SH. # of project related staff sensitized on SEA/SH.	Task Team, WB	Monitor the activities and provide additional guidance as necessary.
4.Establish and strengthen an effective GRM that can respond to GBV/SEA/ SH cases based on the existing	a. Develop a referral process flowchart to handle the SEA/SH cases	TBD		PMU, but discussed and agreed upon	Ongoing monitoring and reporting on GRM to verify it is



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framework (using Model 1 of GPN)				with the Task Team.	working as intended.
	b. Train personnel to operate GRM i.e., proper documentation for complaint registration and management; and confidential reporting with safe and ethical documenting of SEA/SH cases.	TBD	Availability of an effective GRM with multiple channels to initiate a complaint / parallel SEA/SH.	PMU, but discussed and agreed upon with the Task Team.	Ongoing monitoring and reporting on GRM to verify it is working as intended.
	c. Inform community about GRM	TBD	Availability of an effective GRM with multiple channels to initiate a complaint / parallel SEA/SH.	PMU, but discussed and agreed upon with the Task Team.	Ongoing monitoring and reporting on GRM to verify it is working as intended.



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	e. Provide appropriate referral to complainants.	TBD	Availability of an effective GRM with multiple channels to initiate a complaint / parallel SEA/SH.	PMU, but discussed and agreed upon with the Task Team.	Ongoing monitoring and reporting on GRM to verify it is working as intended.
4. Awareness raising and sensitization on GBV	Consultations carried out with the project-affected local communities and other stakeholders to inform them properly about the potential SEA/SH risks and project activities to address SEA/SH related issues including the risk of human trafficking, and child marriage.	Continued process all through the project's duration	Community people sensitized on SEA/SH risks. # of community members sensitized # of sites where IEC material has been set up	PMU	Monitor the implementation of Stakeholder Engagement Plan.



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	Disseminate the relevant information on GBV/SEA/SH and other associated risks i.e., human trafficking and child marriage among the wider communities and stakeholders.		Feedback collected on project activities and finalize it. # of stakeholders sensitized		
6. Codes of Conduct signed and understood	a. Specify appropriate roles and responsibilities in CoCs. b. Carry out orientations on CoC c. Have CoCs signed by all those with a physical presence at the project site.	TBD	# of project-related staff and workers trained and oriented on CoC. # of people who signed CoCs	Contractor, Consultant, IA	Supervision consultant reporting that CoCs are signed and that workers have been trained and understand their obligations.



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	d. Disseminate CoCs (including visual illustrations) and discuss with employees and surrounding communities.				Monitoring of GRM for GBV complaints.
7. Implement appropriate project related civil works to reduce GBV/SEA/SH risks.	▪ Have separate, safe and easily accessible facilities for women and men working on the site. ▪ Locker rooms and/or latrines should be located in separate areas, well-lit and include the ability to be locked from the inside.		Documentation of measures taken to reduce GBV risks.	Contractor, PMU	Ongoing reporting



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	▪ Visibly display signs around the project site (if applicable) that signal to workers and the community that the project site is an area where SEA/SH is prohibited.				
8.Undertake regular M&E of progress on SEA/SH activities.	• Conduct M&E field visits. • Review quarterly the action plan and progress against indicators listed • Provide quarterly report	TBD	Successful implementation of agreed SEA/SH Action Plan (Y/N). Quarterly report	PMU Consultant, contractors	Ongoing reporting



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Annex 1. Schedule of Key Activities Implementation

No	Activity	Person / Unit Responsible	Timeframe												Budget USD
			Year 1				Year 2				Year 2				
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1	Clearly define the SEA/SH requirements and expectations in the bidding documents for contractor		x				x				x				
1.1.	Formulate and adopt GBV informed bidding document.		x				x				x				
1.2.	Inform the contractors and provide orientation		x				x				x				
2	Evaluate the contractors SEA/SH Accountability and Response Framework in C-ESMP		x				x				x				
2.1.	Evaluate contractor’s ability to meet project’s SEA/SH prevention and		x				x				x				



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	response requirement prior to finalize the contract.													
2.2.	Evaluate contractor's CoC	x	x		x		x		x		x		x	x
3	GBV Capacity building and technical support for PMU	x												
3.1	Training/orientation session carried out to sensitize PMU/PIU on importance of addressing GBV/SEA/SH risks on the project and the mechanisms that will be implemented	x	x		x		x		x		x		x	
3.2	Extra sessions for training for Social Safeguard Specialist, as well as Procurement Specialist and Environment Specialist from PMU		x				x				x			
4	Establish and strengthen an effective GRM that can respond to GBV/SEA/SH cases based on the existing framework (using Model 1 of GPN)		x				x				x			



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4.1.	Develop a referral process flowchart to handle the SEA/SH cases		x				x				x				
4.2.	Train personnel to operate GRM i.e., proper documentation for complaint registration and management; and confidential reporting with safe and ethical documenting of SEA/SH cases.		x				x				x				
4.3.	Inform community about GRM		x				x				x				
4.4.	Provide appropriate referral to complainants.		x				x				x				
5	Awareness raising and sensitization on GBV														
5.1.	Consultations carried out with the project-affected local communities and other stakeholders to inform them properly about the potential SEA/SH risks and project activities to address SEA/SH related issues	x					x				x				



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	including the risk of human trafficking, and child marriage.														
5.2.	Disseminate the relevant information on GBV/SEA/SH and other associated risks i.e., human trafficking and child marriage among the wider communities and stakeholders.		x				x				x				
6	Codes of Conduct signed and understood	x				x				x					
6.1.	Specify appropriate roles and responsibilities in CoCs.	x				x				x					
6.2.	Carry out orientations on CoC	x				x				x					
6.3.	Have CoCs signed by all those with a physical presence at the project site.	x				x				x					
6.4.	Disseminate CoCs (including visual illustrations) and discuss with employees and surrounding communities.	x				x				x					



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7	Implement appropriate project related civil works to reduce GBV/SEA/SH risks.		x	x	x	x	x	x	x	x					
7.1.	Have separate, safe and easily accessible facilities for women and men working on the site.	x	x	x	x	x	x	x	x	x					
7.2.	Locker rooms and/or latrines should be located in separate areas, well-lit and include the ability to be locked from the inside.	x	x	x	x	x	x	x	x						
7.3.	Visibly display signs around the project site (if applicable) that signal to workers and the community that the project site is an area where SEA/SH is prohibited.		x	x	x	x	x	x	x	x					
8.	Undertake regular M&E of progress on SEA/SH activities	x	x	x	x	x	x	x	x	x	x	x	x		
8.1.	Conduct M&E field visits.		x	x	x	x	x	x	x	x	x	x	x		



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8.2.	Review quarterly the action plan and progress against indicators listed											x			
8.3.	Provide quarterly report	x	x	x	x	x		x		x		x		x	



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MINISTRY OF PUBLIC WORKS
PROJECT MANAGEMENT UNIT