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Beneficiary

MINISTRY OF ECONOMIC DEVELOPMENT

Document title

Environmental and Social Management Plan Checklist – SHML "Naim Frasheri"

Document information

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INTRODUCTION

The Project Development Objectives (PDO) of the Project are to:

(i) Reduce energy consumption in central government-owned buildings; and
(ii) Enhance the policy and regulatory environment for energy efficiency and renewable energy development.

To achieve these PDOs, the proposed project will provide:

(i) Investment finance for EE projects in all eligible central government-owned buildings;
(ii) Demonstrations on the commercial viability and program models for EE investments in municipal buildings and RE systems, such as solar water heating, for heating in select public buildings;
(iii) Support to develop a robust policy and regulatory framework which will help attract investments in and scale-up EE and RE; and
(iv) Support for project implementation.

The project will consist of energy audits in 200 central governmental buildings (e.g. ministry buildings, hospitals, university buildings), considered as future subprojects. Investment is foreseen for different government-owned buildings throughout Kosovo.

Environmental Category

Because of the reconstruction related activities which are in general of limited impact, this subproject is rated as environmental assessment Category B according to the World Bank categorization.

For the rehabilitation of government buildings, site specific ESMPs in the format of checklist (Checklist ESMP) are to be prepared in accordance with World Bank guidelines. The Checklist ESMPs will be prepared for all identified buildings undergoing rehabilitation.

The scope of environmental impacts is considered site specific, predictable and easily mitigated as the project might support only smaller buildings rehabilitations.

Potential Environmental and Social Impacts

The main potential impacts that derive from the rehabilitation activities are the following:

- **Dust and noise**: To avoid these impacts it is needed to follow up the existing best construction activities which are well known and applied in the country and set up in the ESMP Checklist.
- **Waste handling and spill response:** Routine rehabilitation activities will generate solid and liquid wastes including drywall, machine oil, paints, and solvents. Minor spills of fuel and other materials are likely to occur during the course of civil works. Improper handling of on-

site wastes and response to spills could result in adverse effects on the local environment including groundwater.

- **CFL**: These types of lights are used widely in the building to be rehabilitated, since they are known for their mercury content, improper handling may result to adverse environmental impacts.

Environmental and Social Management Plan Checklist

The scope and objective of the ESMP

A project's environmental and social management plan consists of the set of mitigation monitoring, and institutional responsibility measures to be taken during implementation and operation to eliminate adverse environmental and social impacts, offset them, or reduce them to acceptable levels.

An ESMP is a key element of an EA report for all Category B subprojects. As the project would involve typical small-scale EE activities it is proposed to be used a generic ESMP checklist-type format ("ESMP Checklist"), developed by the World Bank to provide "pragmatic good practice" and designed to be user friendly and compatible with safeguard requirements.

The checklist-type format attempts to cover typical preventive and mitigation approaches to common civil works contracts with temporary and localized impacts.

This format provides the key elements of an Environmental and Social Management Plan to meet Environmental Assessment requirements of the World Bank (under OP/BP/GP 4.01).

ESMP Checklist structure

The ESMP Checklist has three sections:

(a) Part 1 constitutes a descriptive part ("site passport") that describes the project specifics in terms of physical location, the project description and list of permitting or notification procedures with reference to relevant regulations. Attachments for additional information can be supplemented if needed;

(b) Part 2 includes the environmental and social screening in a simple Yes/No ESMS format; and

(c) Part 3 is a site-specific monitoring plan for activities carried out during the rehabilitation activities.

Application of the Checklist ESMP

The design process for the envisaged civil works in the Energy Efficiency and Renewable Energy Project should be conducted in three phases:

1) General identification and scoping phase, in which the buildings (e.g. Schools, hospitals) for rehabilitation, extension and/or construction are selected and an approximate program for the potential work typologies elaborated. At this stage, Parts 1, 2 and 3 of the Checklist ESMP are filled. Part 2 of the Checklist ESMP can be used to select typical activities from a "menu" and relate them to the typical environmental issues and mitigation measures.

2) Detailed design and tendering phase, including specifications and bills of quantities for individual objects by integrating the environmental provisions in tabular format (See Parts 2 and 3). This phase also includes the tender and award of the works contracts. This phase finally defines the contractual obligations of the Contractor on environmental measures to be taken during the construction process. The Checklist ESMP should be submitted publicly at the tendering stage.

3) During the works implementation phase environmental compliance and other qualitative criteria are checked on the respective site by the site certified inspector(s) / supervisor(s). The mitigation measures in Part 2 and monitoring plan in Part 3 are the basis to verify the Contractor's compliance with the required environmental provisions.

The practical application of the ESMP Checklist will include the achievement of Part 1 for having and documenting all relevant site specifics. In the second part, the activities to be carried will be checked according to the envisaged activity type and in the third part the monitoring parameters will be identified according to activities presented in Part 2.

The whole ESMP Checklist filled in table (Parts 1, 2 and 3) should be attached as an integral part of work contracts and as analogue with all technical and commercial conditions which should be signed by the contracting parties.

Monitoring and Reporting

For the monitoring of the Contractor's safeguards due diligence, the construction inspector and the supervising site engineer will work with Part 3 of the ESMP Checklist, i.e. the monitoring plan. Part 3 is developed site specifically and in necessary detail, defining clear mitigation measures and monitoring which can be included in the works contracts, which reflect the status of environmental practice on the construction site and which can be observed/measured/ quantified/verified by the inspector during the construction works.

Part 3 would thus be updated and revised during the design process to practically reflect key monitoring criteria which can be checked during and after works for compliance assurance and ultimately the Contractor's remuneration.

Such mitigation measures include the use of Personal Protective Equipment (PPE) by workers in site, dust prevention, amount of water used and discharged in site, presence of proper sanitary facilities for workers, waste collection of separate types (mineral waste, wood, metals, plastic, hazardous waste, e.g. asbestos, paint residues, spent engine oil), waste quantities, proper organization of disposal pathways and facilities, or reuse and recycling wherever possible. In addition to Part 3, the site engineer should check whether the contractor complies with the mitigation measures in Part 2.

An acceptable monitoring report from the site inspector or site supervising engineer would be a condition for full payment of the contractually agreed remuneration, the same as technical quality criteria or quality surveys. To assure a degree of leverage on the Contractor's environmental performance an appropriate clause will be introduced in the works contracts, specifying penalties in case of noncompliance with the contractual environmental provisions, e.g. in the form of withholding a certain proportion of the payments, its size depending on the severity of the breach of contract. For extreme cases a termination of the contract shall be contractually tied in.

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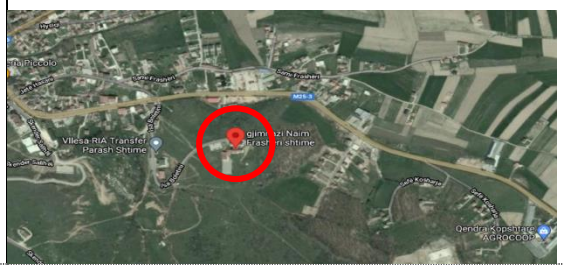
PART 1: GENERAL PROJECT AND SITE INFORMATION

INSTITUTIONAL & ADMINISTRATIVE				
Country	**Kosovo**			
Project title	Kosovo Energy Efficiency and Renewable Energy Project			
Scope of project and activity	Increasing the energy efficiency in public buildings			
Institutional arrangements (Name and contacts)	WB Janina Franco (Project Team Leader) Tel: Email:	PIU Project Management Kreshnik Muhaxheri Tel: +383 049524492 Email:kreshnik.muhaxheri@fkee-rks.net	Local Counterpart and/or Recipient N.N.SH. Vizion Project Tel: +383 045 222 888 email: info@vizionproject.com	
Implementation arrangements (Name and contacts)	Natasa Vetma, Tel: Email: Ivana Ivicic Tel: Email: (Safeguard Supervision)	Local Counterpart Supervision Naim Bujupi Tel: +383 (049) 848 717 Email: naim.bujupi@fkee-rks.net	Local Inspectorate Supervision N.N.SH. Vizion Project Tel: +383 045 222 888 email:info@vizionproject.com	Contactor JV N.N.SH. Vizion Project Tel: +383 (0) 45 222 888 Email:info@vizionproject.com SEINGIM Engineering & Management Tel: +355 692 098 818 Email: info@mastudio.al MA Studio & Partnsers
SITE DESCRIPTION				
Name of site	SHML "Naim Frasheri" Shtime			
Describe site location	The building of the technical high school "Naim Frashëri" is located on the outskirts of the city of Shtime. It is located in a wide space with access to the road, which is suitable for all	Attachment 1 : Site Map [x]Y [] N 		

	types of vehicles and pedestrians.	
Who owns the land?	**Public land owned by the Municipality of Shtime**	
Description of geographic, physical, biological, geological, hydrographic and socio-economic context	The building of the technical high school "Naim Frashëri" is located on the outskirts of the city of Shtime. It is located in a large space with access to the road, which is suitable for students of this school as well as for all types of vehicles and pedestrians. Massive system with walls made of blocks. The building has 3 floors (ground floor, first floor, second floor). It contains total gross area of 2.398,51 m^2, and it was constructed in 1989.	
Locations and distance for material sourcing, especially aggregates, water, stones?	As there is only rehabilitation of the building and no need for sourcing of stones or other materials, actual sourcing can be done within range of 10 km.	
LEGISLATION		
Identify national & local legislation & permits that apply to project activity	– Law on Waste (No. 04/L-060), adopted on January 9, 2007 with by-laws: – The Administrative Instruction No. 07/2009 for management of wastes containing asbestos of the Ministry of Environment and Spatial Planning of the Republic of Kosovo (MMPH) – The Administrative Instruction 02/2011 on Waste management of Fluorescent Tubes Containing Mercury of the MMPH – The Law on Chemicals (No. 02/L-116); on April 27, 2007 – The Law on Biocide products (No. 03/L-119), on May 27, 2008 (acc. to directive 98/8/EC) – The Law on Environmental Protection (No. 03/L-025), on February 26, 2009 – The Law on Integrated Prevention Pollution Control (No. 03/L-043), adopted on March 26, 2009 – The Law on Air protection from pollution (no. 03/L-160) on Feb 25, 2010 – The Law on Environmental impact assessment (no 03/l-214), on Sept 23, 2010 – The Law on Nature protection (no. 03/L-233), on Sept 30, 2010 – The Law on Construction (no. 04/L-110) on May 31, 2012 – The Law on protection from noise (no. 02/L-102) on March 30, 2007	

	– The Law on Integrated Prevention Pollution Control (No. 03/L-043), adopted on March 26, 2009 – The Law on Occupational Safety, Health and Working Environment (no.2003/19) adopted on October 9, 2003. – Code of Construction (under approval by Parliament)
PUBLIC CONSULTATION	
Identify when / where the public consultation process took place	**The consultation process took place on school premises 7 months ago**
INSTITUTIONAL CAPACITYBUILDING	
Will there be any capacity building?	[x] N or [ ]Y if Yes, Attachment 2 includes the capacity building program

PART 2: SAFEGUARDS INFORMATION

ENVIRONMENTAL /SOCIAL SCREENING			
Will the site activity include/involve any of the following??	**Activity**	**Status**	**Additional references**
	A. Building rehabilitation	[] Yes [x] No	See Section **A** below
	B. Minor new construction	[ ] Yes [x] No	See Section **A** below
	C. Individual wastewater treatment system	[ ] Yes [x] No	See Section **B** below
	D. Historic building(s) and districts	[ ] Yes [x] No	See Section **C** below
	E. Acquisition of land[1]	[ ] Yes [x] No	See Section **D** below
	F. Hazardous or toxic materials[2] ➢ Removal and disposal of toxic and/or hazardous waste during the rehabilitation activities ➢ Storage of machine oils and lubricants	[x] Yes [] No	See Section **E** below
	G. Impacts on forests and/or protected areas	[ ] Yes [x] No	See Section **F** below
	H. Handling / management of medical waste	[ ] Yes [x] No	See Section **G** below
	I. Traffic and Pedestrian Safety ➢ Site is in a populated area	[x] Yes [] No	See Section **H** below

[1] Land acquisitions includes displacement of people, change of livelihood encroachment on private property this is to land that is purchased/transferred and affects people who are living and/or squatters and/or operate a business (kiosks) on land that is being acquired.

[2] Toxic / hazardous material includes but is not limited to asbestos, toxic paints, noxious solvents, removal of lead paint, etc.

PART 3: MITIGATION MEASURES

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
0. General Conditions	Notification and Worker Safety	(a) The local construction and environment inspectorates and communities have been notified of upcoming activities (b) The public has been notified of the works through appropriate notification in the media and/or at publicly accessible sites (including the site of the works) (c) All legally required permits have been acquired for construction and/or rehabilitation (d) The Contractor formally agrees that all work will be carried out in a safe and disciplined manner designed to minimize impacts on neighboring residents and environment. (e) Workers' PPE will comply with international good practice (always hardhats, as needed masks and safety glasses, harnesses and safety boots) (f) Appropriate signposting of the sites will inform workers of key rules and regulations to follow.
A. General Rehabilitation and /or Construction Activities	Air Quality	(a) During interior demolition debris-chutes shall be used above the first floor (b) Demolition debris shall be kept in controlled area and sprayed with water mist to reduce debris dust (c) During pneumatic drilling/wall destruction dust shall be suppressed by ongoing water spraying and/or installing dust screen enclosures at site (d) The surrounding environment (sidewalks, roads) shall be kept free of debris to minimize dust (e) There will be no open burning of construction / waste material at the site (f) There will be no excessive idling of construction vehicles at sites
	Noise	(a) Construction noise will be limited to restricted times agreed to in the permit (b) During operations the engine covers of generators, air compressors and other powered mechanical equipment shall be closed, and equipment placed as far away from residential areas as possible
	Water Quality	(a) The site will establish appropriate erosion and sediment control measures such as e.g. hay bales and / or silt fences to prevent sediment from moving off site and causing excessive turbidity in nearby streams and rivers.
	Waste management	(a) Waste collection and disposal pathways and sites will be identified for all major waste types expected from demolition and construction activities. (b) Mineral construction and demolition wastes will be separated from general refuse, organic, liquid and chemical wastes by on-site sorting and stored in appropriate containers. (c) Construction waste will be collected and disposed properly by licensed collectors (d) The records of waste disposal will be maintained as proof for proper management as designed. (e) Whenever feasible the contractor will reuse and recycle appropriate and viable materials (except asbestos and other hazardous waste)
B. Individual wastewater treatment system	Water Quality	(a) The approach to handling sanitary wastes and wastewater from building sites (installation or reconstruction) must be approved by the local authorities (b) Before being discharged into receiving waters, effluents from individual wastewater systems must be treated in order to meet the minimal quality criteria set out by national guidelines on effluent quality and wastewater treatment (c) Monitoring of new wastewater systems (before/after) will be carried out (d) Construction vehicles and machinery will be washed only in designated areas where runoff will not pollute natural surface water bodies.
C. Historic building(s)	Cultural Heritage	(a) If the building is a designated historic structure, very close to such a structure, or located in a designated historic district, notification shall be made and approvals/permits be obtained from local authorities and all construction activities planned and carried out in line with local and national legislation.

		(b) It shall be ensured that provisions are put in place so that artifacts or other possible "chance finds" encountered in excavation or construction are noted and registered, responsible officials contacted, and works activities delayed or modified to account for such finds.

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
D. Acquisition of land	Land Acquisition Plan/Framework	(a) If expropriation of land was not expected but is required, or if loss of access to income of legal or illegal users of land was not expected but may occur, that the Bank's Task Team Leader shall be immediately consulted. (b) The approved Land Acquisition Plan/Framework (if required by the project) will be implemented
E. Toxic Materials	Asbestos management	(a) If asbestos is located on the project site, it shall be marked clearly as hazardous material (b) When possible the asbestos will be appropriately contained and sealed to minimize exposure (c) The asbestos prior to removal (if removal is necessary) will be treated with a wetting agent to minimize asbestos dust (d) Asbestos will be handled and disposed by skilled & experienced professionals (e) If asbestos material is to be stored temporarily, the wastes should be securely enclosed inside closed containments and marked appropriately. Security measures will be taken against unauthorized removal from the site. (f) The removed asbestos will not be reused
	Toxic / hazardous waste management	(a) Temporarily storage on site of all hazardous or toxic substances will be in safe containers labeled with details of composition, properties and handling information (b) The containers of hazardous substances shall be placed in an leak-proof container to prevent spillage and leaching (c) The wastes shall be transported by specially licensed carriers and disposed in a licensed facility. (d) Paints with toxic ingredients or solvents or lead-based paints will not be used
F. Affected forests, wetlands and/or protected areas	Protection	(a) All recognized natural habitats, wetlands and protected areas in the immediate vicinity of the activity will not be damaged or exploited, all staff will be strictly prohibited from hunting, foraging, logging or other damaging activities. (b) A survey and an inventory shall be made of large trees in the vicinity of the construction activity, large trees shall be marked and cordoned off with fencing, their root system protected, and any damage to the trees avoided (c) Adjacent wetlands and streams shall be protected from construction site run-off with appropriate erosion and sediment control feature to include by not limited to hay bales and silt fences (d) There will be no unlicensed borrow pits, quarries or waste dumps in adjacent areas, especially not in protected areas.
G. Disposal of medical waste	Infrastructure for medical waste management	(a) In compliance with national regulations the contractor will insure that newly constructed and/or rehabilitated health care facilities include sufficient infrastructure for medical waste handling and disposal; this includes and not limited to: ▪ Special facilities for segregated healthcare waste (including soiled instruments "sharps", and human tissue or fluids) from other waste disposal; and ▪ Appropriate storage facilities for medical waste are in place; and ▪ If the activity includes facility-based treatment, appropriate disposal options are in place and operational
H Traffic and Pedestrian Safety	Direct or indirect hazards to public traffic and pedestrians by	(b) In compliance with national regulations the contractor will insure that the construction site is properly secured and construction related traffic regulated. This includes but is not limited to ▪ Signposting, warning signs, barriers and traffic diversions: site will be clearly visible and the public warned of all potential hazards

	construction activities	▪ Traffic management system and staff training, especially for site access and near-site heavy traffic. Provision of safe passages and crossings for pedestrians where construction traffic interferes. ▪ Adjustment of working hours to local traffic patterns, e.g. avoiding major transport activities during rush hours or times of livestock movement ▪ Active traffic management by trained and visible staff at the site, if required for safe and convenient passage for the public. ▪ Ensuring safe and continuous access to office facilities, shops and residences during renovation activities, if the buildings stay open for the public.

PART 4: MONITORING PLAN

Phase	What (Is the parameter to be monitored?)	Where (Is the parameter to be monitored?)	How (Is the parameter to be monitored?)	When (Define the frequency / or continuous?)	Why (Is the parameter being monitored?)	Cost (if not included in project budget)	Who (Is responsible for monitoring?)
During activity **preparation**	Permits	On site	By checking whether all permits according to the law are available on site	Prior construction works commence	It is recommended to make sure that all good practices apply	Should be part of the project budget	Site supervising engineer
	Site organization	On site	By checking proper fencing, installation of temporary sanitary facilities	Prior construction works commence		Contractor bears full cost, usually is not identified as separate category	Site supervising engineer
During activity **implementation**	Waste pollution (non-hazardous and hazardous such as Asbestos and CFL also not including – paints, chemicals, coatings or construction	On site pollution assessment	Waste accompanying documentation that is submitted to Ministry of Environment and Spatial Planning in which type and quantities of	Continuous during construction, i.e. each time waste is taken from the site	Required by series of regulation on waste	Part of the regular contractor practice, should be fully bared by contractor	Site supervising engineer Ministry of Environment (inspection

	material on which these are used)	Soil on the site, indoor air quality, outdoor air quality test at the site	the waste are identified Soil, indoor and outdoor air quality	Once	To identify any possible leaking	Should be part of the project budget	Certified Environmental Laboratory analysis
	Air quality (dust)	On site	Visual observation	Continuous on a daily basis, however special attention should be put during transport of materials and wastes	To keep the dust level at minimum to protect health and prevent irritations and to keep visibility for safety purposes	Contractor bears full cost, usually is not identified as separate category	Site supervising engineer
	Toxic / Hazardous material	On site visual assessment	Proper handling and storage is checked according to Material Safety Data Sheets (MSDS)	Continuously, when the remains are removed	To prevent accidental spilling or injuries	Part of the regular contractor cost	Site supervising engineer
	Workers safety	On site	Random safety inspection	Continuously checking that appropriate	To prevent accidents	Part of the regular	Site supervising engineer

				protective equipment is used		contractor costs	
	Hazard to public traffic and pedestrian safety	On site and on roads permitted to use for accessing site, traffic plans	Visual observation and potential complains from the public	Daily checking the signs, fences, accesses and traffic signalization and patterns	To prevent traffic disruption and accidents	Part of the regular contractor costs	Site supervising engineer
During activity **supervision**	Waste management (municipal waste, waste paper, cartridges)	Offices	Type and quantities of the waste	Continuously, i.e. during operation	Required by series of regulation on waste	Part of the regular operation costs	Ministry of Environment and Spatial Planning(inspection)