Republic of Ghana

WEST AFRICA FOOD SYSTEM RESILIENCE PROGRAM (FSRP2)

Phase 2 of a Multiple-Phase Programmatic Approach

Project Number: p178132

TOR FOR
CONSULTING SERVICES FOR UPGRADE/ REHABILITATION OF MARKET FACILITIES AT MAJOR TRADING CENTRES IN GHANA - (LOT 1 – BOLGA & EJURA)

OCTOBER 2024

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LIST OF ACRONYMS

1D1F	One-District-One-Factory
1V1D	One-Village-One-Dam
BSc	Bachelor of Science degree
CGIAR	Consultative Group on International Agricultural Research
CILSS	Comité permanent inter-Etat de lutte contre la sécheresse au Sahel
CORAF	Conference de responsable Recherche Agronomique Africain
ECOWAS	Economic Community of West African States
FSRP	West Africa Food System Resilience Program
ILM	Integrated Landscape Management
MDAs	Ministries, Departments, and Agencies
MoFA	Ministry of Food and Agriculture
MSc	Master of Science degree
NCoS	National Center of Specialization
WB	World Bank

1. INTRODUCTION

The Government of Ghana (GoG) has received funding from the World Bank to implement the second phase of a multi-programmatic approach for the West Africa Food System Resilience Program (FSRP2) across the major food baskets of Ghana. The second phase includes Ghana, Sierra Leone and Chad and three regional partners, (ECOWAS[1], CILSS[2] and CORAF[3]).

The development objective of the FSRP2 is to increase preparedness against food insecurity and improve the resilience of food systems in Ghana. The Food Systems Resilience Project is organized around five core distinct but interrelated components to help achieve the objectives of the project. The project components include:

Component 1: Improving digital advisory services to support timely agriculture and food crisis prevention and management - This component aims at strengthening national capacity to provide demand-driven digital advisory services. This will include agro-advisory and impact-based hydromet/climate information and early warning services, and promote their use for food crisis prevention, management, and response.

This Component has two **Sub-components**. Sub-component 1.1 will specifically, roll out interventions to; i) improve national capacity to deliver reliable information services on vulnerability, nutrition, and food security; ii) reorganize and improve national pest and disease monitoring and management mechanisms; and iii) strengthen regional collaboration for food crisis prevention.

Sub-component 1.2 seeks to; i) strengthen digital hydromet and agro- advisory services for agriculture producers; ii) improve the production of climate, hydromet, agromet, and impact-based information for use by decision-makers, farmers, pastoralists, and other actors in the food system; iii) support the timely delivery and use of essential agro-hydro-meteorological information to key users; and iv) strengthen the institutional and financial sustainability of agro-hydro-meteorological service providers.

Component 2: Sustainability and adaptive capacity of Ghana's food systems productive base - This component consolidates the regional agricultural innovation systems and strengthens regional food security through integrated landscape management. These include strengthening regional research and extension systems to deliver improved technological innovations including climate-smart, nutrition-sensitive, gender- and youth friendly technologies in a sustainable manner, as well as a combination of natural resource management with environmental and livelihood activities using the integrated landscape management approach.

This Component has two **Sub-components**. Sub-component 2.1, will address the following by; i) consolidating regional agriculture innovation system; ii) strengthening the national and regional research centers; iii) deepening and expanding regional research and development networking; and iv) modernizing national extension services and promoting technology access and exchange

Sub-component 2.2 will strengthen regional food security through the use of Integrated Landscape

[1] ECOWAS – Economic Community of West African States

[2] CILSS – Comité permanent inter-Etat de lutte contre la sécheresse au Sahel (translated as Permanent Inter-State Committee for Drought Control in the Sahel). CILSS invests in research for food and nutritional security and fight against the effects of desertification and climate change in the Sahel and West Africa.

[3] CORAF – Conference de responsable Recherche Agronomique Africain (West & Central Africa Council for Agriculture Research and Development). CORAF is responsible for improved efficiency and effectives of smallholder producers and to promote agribusiness sector.

Management (ILM) systems through i) the promotion of participatory ILM practices and techniques ii) enhancing the resilience of ecosystems and food systems in priority landscapes and iii) securing resilient eco- and food systems beyond priority landscapes.

Component 3: Enhancing regional food market integration and agricultural inputs and output trade - This component aims at expanding food trade in West Africa to enable effective distribution of surplus produce to deficit regions. It will facilitate the production and commercialization of agricultural products, inputs, and technologies within and across national borders.
There are two **Sub-components** under Component 3. Sub-component 3.1 aims at facilitating trade across key corridors and consolidating food reserve systems by supporting the preparation and implementation of sound regional policies and regulations to strengthen the enabling environment for expanding regional agricultural output and input markets through i) harmonization of national agricultural trade policies with regional instruments; ii) building national capacity for agricultural trade negotiations; iii) developing an ECOWAS agricultural trade and market scorecard as well as; iv) improving regional food reserve system performance.

Sub-component 3.2 seeks to support the development of strategic and regional value chains i.e., (a) rice; (b) maize and (c) livestock (Poultry) with backward integration with the soya bean value chains through i) strengthening multi-stakeholder coordination and promotion of enabling environment for the private sector to thrive; ii) strengthening value chain organization and financing; and iii) supporting agricultural competitiveness and market access infrastructure.

Component 4: Contingency emergency response – This component aims at making available resources to strengthen the response capacity of the Government of Ghana in case of an emergency. This involved making available funding to respond to eligible emergencies or crises, including pest and disease infestation such as the Fall Army Worm, locusts, swine fever and bird flu; extreme droughts or floods; widespread and severe bush and wildland fires.

Component 5: Project management - This component involves establishing effective coordination, management, and monitoring and evaluation system for the project. These will include: (i) establishing and maintaining financial management and procurement systems; (ii) reporting on program activities; (iii) ensuring the full implementation of environmental and social risks and impacts management; (iv) maintaining and ensuring the performance of the monitoring and evaluation system; and (v) developing and implementing knowledge management and communication for development strategy and study tours, among others.

The expected outcomes at the end of the program include:

i. Program direct beneficiaries reach 300,000; of which 40% are women;
ii. Proportion of food-insecure households in the targeted areas reduced by 25%;
iii. Food system actors accessing hydro and agrometeorological advisory services reach 211,200; of which 40% are women;
iv. Producers adopting supported climate-smart agricultural technologies and services reach 240,000; of which 40% are women;
v. Surface area under integrated landscape management increased by 4,850 ha; and
vi. Share of intra-regionally traded production in selected value chains (maize, rice) increased from 20% to 30%

The Food System Resilience Project (FSRP) is a flagship regional investment program aimed at building food system resilience in West Africa through a strategic regional approach. Specifically, the program contributes to increasing the resilience of food systems in West Africa through investments in regional risks management, commodity trade, and sustainability of the production base.

As part of its activities, the Project seeks to support the development of strategic and regional value chains of rice, maize and poultry with backward integration with the soya bean value chain by providing funding support to competitively selected beneficiaries including smallholders, private Small and Medium Enterprises and private businesses to improve productivity and competitiveness along the selected value chains.

Under component 3 of the Project, FSRP seeks to facilitate trade of agricultural goods and inputs within and across national borders in West Africa, specifically through the following;

a) Development of an ECOWAS Agricultural Trade and Market Scorecard (EATMS)
b) Stimulation of Agricultural Trade Policy Harmonization on critical Food System Resilience issues
c) Improvement of Regional Food Reserve System Performance

As part of efforts to facilitate regional trade across key corridors, FSRP seeks to identify and select major market/trading centres in Ghana, involved in regional trade for upgrade/rehabilitation. The purpose of this activity is to facilitate trade and easy movement of agricultural commodities between Ghana and its neighbouring countries, as well as facilitate local trade at the selected major markets.

Generally, the FSRP's model for sustainable development of markets should include the following;

1) Re-arranging the allocation of the existing market space to disaggregate the bulk market from the retail market
2) Ensuring that there are specific lanes within the market for vehicular traffic. Include in this designating a parking place for big trucks and allowing them into the market in turns to load or discharge their produce. Have an in gate and a separate out gate for the trucks if possible.
3) Where there is insufficient space in the existing market, the Assembly must consider acquiring more land at a different location to move aspects of the market.
4) Provide basic amenities like toilets, water electricity improved pavement and adequate shelter for the sellers
5) Provide good storage and processing facilities to assure the quality of the commodities traded in
6) Provide systems that can account for movement of commodities traded within the market. This would require incorporation of trade data collection and analysis by management of the markets.
7) Integrate international trade protocols by working closely with District Assembly staff and stakeholders such as Traders/Trader Associations, FDA, GSA, PPRSD, etc.
8) A robust management system which must include the representation of all relevant stakeholders District Assembly, Traders, Trader Associations, GSA, FDA, PPRSD, etc.

It is expected that when the objectives of the project are met, the following results would be achieved:

- A well-developed capacity of the Assemblies and market managers to efficiently manage the market so that they can achieve their full potential
- A well developed and robust data collection and analysis system to systematically acquire trade information on commodities within the ECOWAS community from several marketplaces.

- Improved phyto-sanitary condition of the traded commodities
- Adherence to international food safety standards

2. PRELIMINARY ASSESSMENTS

The Terms of Reference (TOR) covers the upgrade/rehabilitation of two (2 no.) existing markets to facilitate regional trade of FSRP priority commodities.

A team of staff were selected from FSRP, AESD-MoFA, PPRSD-MOFA, Ghana Standards Authority (GSA) and Food and Drugs Authority (FDA) to conduct assessment of a shortlist of markets following an initial list of markets recommended by Regional and District Directors of Agriculture for the FSRP's consideration. The assessment was completed in 2 phases – phase one from April 16-24, 2024 and the second phase from June 17-29, 2024.

Following field visits to the shortlisted markets and extensive engagement with stakeholders including Regional and District Directors of Agriculture, and District Assembly Staff, the two (2) markets selected for upgrade are as presented in Table 1 below.

Table 1: Shortlist of markets for upgrade/rehabilitation

No.	Name of Market	Municipal/District	Region	GPS Location
1	Bolga	Bolga Municipal	Upper East	10° 47' 06" N, 0° 51' 03" W
2	Ejura	Ejura Sekyedumasi	Ashanti	7° 23' 06" N, 1° 21' 31" W

These markets were selected based on the selection criteria indicated below;

1. Level of intra-regional agricultural trade – This criterion relates to the level of bulk intra-regional trading of FSRP priority commodities being undertaken at the market.
2. FSRP priority commodities traded – The assessment looked at the commodities traded at the respective markets to establish whether they covered the Project's priority commodities of rice, maize, soya and poultry.
3. Location in FSRP intervention/productive areas – This looked at the location of the market to determine whether it is situated in any of the FSRP intervention districts or productive areas where the Project is undertaking any specific sub-project. This is very key to facilitate leveraging on investments already undertaken by FSRP to boost intra-regional trade and improve priority value chains.
4. State of market infrastructure and facilities – This focused on the availability of key facilities such as storage spaces, market stalls, access roads and pavement within the market, access to water, electricity and washroom facilities. The assessment looked at the drawings and plans designed for the market and their potential to enhance agricultural trade in the ECOWAS sub-region.
5. Involvement of District Assembly and relevant stakeholders – The involvement of relevant stakeholders in the oversight and management of the market is key to ensuring sustainability of interventions implemented at the market by the Project. Additionally, the extent of their involvement would promote easy adoption of value-added services that would be introduced by FSRP.

3. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to work with the District Assembly and relevant stakeholders to assess the state of the market infrastructure, facilities, organisation and management at the selected markets with the potential to enhance agricultural trade in the sub-region. This also includes working with the stakeholders to plan, design and develop model markets to promote intra-regional trade within ECOWAS.

4. SCOPE OF THE ASSIGNMENT

It is proposed that a consulting firm will be engaged for the provision of technical services based on the observations above, and what the project wants to achieve. The selected consulting firm is expected to carry out the activities listed below. The selected markets for Lot 1 assignment are presented as follows;

Table 2: Selected markets for upgrade/rehabilitation under Lot 1 assignment

No.	Lot	Selected Market
A	Lot 1	Bolga, Ejura

The Assignment will be divided into three (3) Parts:

Part 1

- Phase 1A – Planning Process including stakeholder engagement, social, environmental aspects, etc.

Following the planning process, the consultant will continue as below:

- Phase 1B – Detailed Architectural / Engineering Designs and Costing of the structures identified for upgrade and rehabilitation.

Part 2

Construction Supervision of the Works covering the construction period & Post Construction Defects Notification Period (DNP)

Part 3

Propose and implement a robust management system - The consultant will work with the District Assembly and relevant stakeholders to propose and implement a robust Organisation and Management System and O&M Plan as recommended by the Needs Assessment Reports. In the situation when all the above interventions will be required, the consultant will work with the market management team to implement the MOM plan during the DNP.

The activities expected to be carried out by the consultant are:

4.1 Planning Process

1) Carry out a detailed inspection of the selected market together with the beneficiary District Assembly to discuss and agree on what needs to be done to improve the market
2) Work with the beneficiary District Assembly (the Planning Officer) and the market users to develop a spatial plan (Master Plan) for the market using a participatory approach. (The site for the market must unincumbered).

3) Prepare an Inception Report that must include report on stakeholder engagement, information on the land for the market and proposed options and layouts to improve the markets
4) Carry out a Studies based on the following assessments: -

    a) Socio-economic Studies (to provide details of the existing traders, location and scale of operation)
    b) Organisation and Management Needs Assessment (to define the existing management structure)
    c) Operation and Maintenance Needs Assessments
    d) Preliminary Design Studies
    e) Financial and Economic Analysis

4.2 Design and Preparation of Bidding Documents

Based on the feedback received from FSRP and stakeholders after the review of the Stakeholders Engagement Report, carry out a detailed design of the infrastructure.

The architectural/ engineering design must make provision for all connection of required amenities like water, electricity etc. The toilet facilities should be connected to existing septic tanks or include the construction of bio-digestor tanks to handle the liquid waste.

Activities to be undertaken by the consultant during design and bidding document stage are as follows;

1. Explore the use of renewable energy such as solar, etc.
2. Prepare detailed costing during the development of the design and submit to FSRP under confidential cover
3. Prepare Bill of Quantities and Bidding Documents, including the Technical Specification
4. Prepare and submit draft bidding document, including the technical specification and BOQ, using the World Bank Standard Bidding Document for Works, for 'No Objection' or approval to be granted by the World Bank
5. Prepare Management Operations & Maintenance Manual.
6. Prepare a Sustainability Plan to guide the sustainable use of the facilities
7. Supervise the construction works to complete the full scope of construction of the facilities.

4.3 Construction Supervision

Part 2 will comprise the supervision of works construction, monitoring and management of the construction process including during the DNP. The consultant will be responsible for quality assurance, quality control, time control and cost control for the assignment and carry out supervision of the rehabilitation/construction works in accordance with the Conditions of Contract, specifications, drawings and other relevant documents

The consultant will perform the following tasks

- Represent the Client in any matter related to the rehabilitation/ construction contract and the proper execution thereof;
- Carry out the assignment in accordance with generally accepted professional standards and practices,
- Maintain Project Dairy and Site Instruction Book.
- Organise and preside over all site meetings;

- Monitor the security and safety of the construction and temporary works to protect life and property;
- Inspect the progress and quality of the works, with other stakeholders, to determine that they are in accordance with the contract documents, during the construction stage
- Prepare Monthly and other Reports as required
- Issue instructions on matters specified in the contract document
- Provide as-built architectural drawings, compile maintenance and operating manuals
- Manage and coordinate decommissioning and hand-over activities e.g., testing and decommissioning of equipment, plumbing elements etc
- Ensure contractor's compliance with environmental, social standards including preventing sexual exploitation and abuse/sexual harassment (SEA/SH) and Child Labour, health and safety risks and impacts management requirements.
- Ensure that contractor develop code of conduct that include prohibited behaviours for SEA/SH and sanctions for violations. Ensure that all contractor workers signed the CoC and are sensitized on SEA/SH prevention and mitigation measures (roles and responsibilities of project stakeholders, reporting mechanism for SEA/SH allegations, accountability structures and referral procedures within agencies and procedures for community members to report cases involving project staff). In addition, all Contractors are sensitized to child labour prevention policies and referral and remediation procedures if cases are identified.
- Ensure management of labour influx and that contractor prevent the use of all forms of child labour and forced labour in their workforce and in executing their contract according to the National regulation and World Bank Environmental and Social Standard 2. That the contractors develop and maintain mitigation and remediation measures to prevent the use of child labour and that they report on this regularly.
- Ensure that the contractor promotes fair treatment, non-discrimination and equal opportunity in its workforce and that workers are provided with accessible means to raise workplace concerns.
- Provide timely advise to the client on issues of non-compliance on the part of the contractor(s) with regards to technical, environmental, social, health and safety requirements
- Submit an end of Construction Supervision Report detailing information on the system, major activities carried out and the total cost of the completed water management system
- Issue the Taking Over Certificate at practical completion to the contractor.
- Prepare draft completion report to the Client. This Construction Completion Report will detail information on the system, major activities carried out and the total cost of the completed rehabilitated works.
- Monitor the performance of the Contractor(s) during the works

4.4 Defects Notification Period (DNP):

The consultant shall perform the following tasks:

- Before the issuance of the Taking-Over Certificate, carry out the necessary inspection, specify and supervise any remedial works to be carried out. The consultant shall propose to the Client a date for a joint inspection prior to the issuance of the Taking-Over Certificate;
- Regularly inspect the contract during the Defects Notification Period (DNP) and inform the Contractor to remedy any defects thereto, monitor any repair works carried out by the Contractor and prepare a deficiency list prior to the final inspection with the Client.
- Carry out the Final Inspection of Works together with representatives of the Client and the Contractor and issue the Performance Certificate;
- Prepare Final Payment Certificate and Final Accounts
- Supervise the preparation of "As-built drawings" by the Contractor

4.5 Implementation of Management Operation and Maintenance (MOM) Plan

This will run concurrently with the DNP.

Works would be divided into lots for different contractors to bid.

5. EXPECTED DELIVERABLES, TIMELINES FOR PREPARATION AND SUBMISSION OF REPORTS

The consultant shall submit to FSRP the following Implementation Reports at the periods shown in the tables below, where M represents the commencement date for implementation.

The key deliverables that will be prepared during Part 1 are as follows;

Part 1A – Planning Process

- **Inception Report** – must include report on stakeholder engagement, information on the land for the market and proposed options and layouts to improve the markets
- **Stakeholder Engagement Report on each market must include**
    - Socio-economic Studies,
    - Operation and Maintenance Assessment Report
    - Organisation and Management Needs Assessment Report
    - Preliminary Design Studies Report including cost estimate and preliminary economic and financial analysis

The reports must first be submitted in Draft for review by stakeholders after which the final reports incorporating stakeholder comments are submitted to serve as input for the detailed designs.

Part 1B – Detailed Designs

- Draft Detailed Design Report (Main Report, Drawings, Bidding Documents including BOQ, Specifications etc)
- Draft Management, Operation and Maintenance Manual
- Final Detailed Design Report (Main Report, Drawings, Bidding Documents including BOQ, Specifications etc)
- Final Management, Operation and Maintenance Manual

The Consultant shall facilitate validation workshops during the Detailed Design Phase. The validation workshops shall be funded by the FSRP. This is to afford all stakeholders including FSRP and the value chain actors the opportunity to make inputs into the design and development of the markets

A good concept design will incorporate all the systems that will make it easy for agencies responsible for management of standards, hygiene, safety and phyto-sanitary issues to have space in the market to do their work. A good infrastructure and management system will allow the Assembly to collect more revenue for development. The Final Detailed Design Report will incorporate comments and inputs from the validation workshops.

5.1.1 The Inception Report

The Inception Report will include a report on stakeholder engagement, information on the land for the market and proposed options and layouts to improve the markets

Additionally, the Inception Report will contain information on the status of the Consultant's mobilization, commencement activities, details of the work plan, revised implementation schedule, proposals for planning and design concepts, technical approach and methods intended to be used by the Consultant and provision of logistics. Proposals for modifications and/or adjustments, if these are deemed necessary to contribute to the more effective implementation of the study, will be included in the report.

5.1.2 Stakeholder Engagement Reports

The report will be initially submitted in the draft and later in final form. The Reports on the studies such as socio-economic studies, Operation and Maintenance Assessment, Organisation and Management Needs Assessment Report and Preliminary Design Studies Report including cost estimate and preliminary economic and financial analysis, will be prepared and submitted to FSRP and other stakeholders for review and comments.

After the stakeholder validation workshop, appropriate revision and modifications will be effected by the Consultant and the Final Reports will be prepared and submitted to FSRP and relevant stakeholders,

5.1.3 Operation and Maintenance Assessment Report

The Consultant shall study the current operation and maintenance system in the market and discuss with the stakeholders what must be done to improve it. A report must be submitted in draft which will be reviewed. A Maintenance Manual will then be developed that will have a maintenance plan and a yearly budget to carry out the plan

5.1.4 Detailed Design Report

The designs shall include details of all relevant structures including the proposed layout.
The Report shall comprise a Main Report, Drawings, Bidding Documents, Bill of Quantities. As mentioned above, the Final Detailed Design Report, shall be submitted after incorporating comments/ inputs from the validation workshop.

The Final cost estimate of the designed market infrastructure shall be submitted under confidential cover to FSRP.

5.1.5 Organisation and Management Needs Assessment Report

The Report will summarize the current and the type of organisation and management arrangement in place. The organisational and management problems encountered by the operatives. Discussion of merits and demerits of the institutional structures in managing the market and proposals for alternatives. The Report should also contain preliminary management system for discussion with stakeholders to agree on the way forward. The report should be very comprehensive based on broad consultation with stakeholders from the public and private sectors.

After the review of the assessment reports and discussions of the same, the consultant shall put together a combined Management Operation and Maintenance (MOM) Manual to guide the management of the market.

Part 2: Construction and Post Construction Activity Reports

5.1.6 Construction Supervision Reports

The following reports will be submitted to FSRP and GIDA with respect to the supervision of the Works and attendance during the DNP:

- Mobilisation Report
- Monthly Reports
- Quarterly Reports
- Annual Reports
- Final Reports
- Special Reports

a. Mobilisation Report

The Mobilisation Report will describe the planning the Consultant has established for the construction supervision aspect of the Assignment, the staffing plan, and remarks as deemed appropriate. This report will update the methodology and programme of work that was included in the proposal and used as a basis for agreed pricing, noting the changes, and detailing any difficulties encountered, together with a proposal on how they may be overcome. FSRP will comment on the Mobilisation Report. The Consultant's established programme of work may be revised from time to time, but acceptance by FSRP must be sought each time.

The Mobilisation Report will include at least the following:

- Methodology
- A statement defining the proposed supervision services, including:
  - methods and parameters;
  - any changes to the composition of Consultant's team and specialists needed;
  - methods of consultation with FSRP, the Assemblies and other Stakeholders
  - Methods of consultation with the contractors, including Quality Assurance and Health and Safety issues;
- Proposed methodology for tracking compliance with World Bank Environmental and Social Standards, applicable GOG environmental laws and regulations, EPA and other statutory permit conditions, site-specific Environmental and Social Impacts Assessments (ESIAs), and Environmental and Social Management Plans (ESMPs).
- Detailed program of work, showing time, duration and personnel deployment as well as the inter-relationship between activities.

b. Monthly Reports

The Consultant shall submit comprehensive monthly reports on the progress of the works. The Monthly Reports will address the following, among others:

- Overall progress of work
- Programme (including forecast) for the coming month
- Activities of Consultant
- Financial forecast and projection of the works
- Revised programme for the completion of Works
- Summary of progress and challenges
- All necessary contract data (both financial and physical)

The monthly report for each third month shall be presented as the cumulative quarterly report for the period under consideration.

c. Quarterly Progress Reports

The Consultant shall submit a comprehensive summary of activities and progress of work in the last three months in lieu of the Monthly Progress Report for that particular month. In addition, quarterly reports shall be submitted during the DNP. The Quarterly Reports shall include, among others, the following topics:

- Progress of work for the last quarter
- Programme for the upcoming period
- Record of Defects
- Remedial Action Plan to be carried out.

d. Minutes of Meetings

The Consultant shall issue comprehensive minutes of regular and special meetings and distribute copies as required. During the Design Phase, the minutes shall be distributed as separate documents. However, during the construction Phase, the minutes of the regular meetings may be attached to the works Monthly Progress Reports or, depending on the circumstances, may be submitted as separate documents.

e. Substantial Completion Report

This shall be submitted prior to issuance of the Taking-over certificate when the Contractor has notified of substantial completion of whole, section or part of works. This Report shall include the Defects List as well as the DNP.

f. Final Report

A Final Report, including the approved "As-Built" drawings (to be submitted by the Contractor), will be submitted within 4 weeks after issuance of the Final account and Completion Certificate to the Contractor.

g. Special Reports

The Consultant shall issue if the need arises, ad-hoc reports related to the performance of the Works contract. Dispute/litigation or even arbitration, acquisition of land, evaluation of claims, changes of the design, etc. are among the issues the Consultant is likely to be requested to advise on within the scope of the assignment.

The Consultant is required to make provisions in his proposal for appropriate personnel to carry out each part of the services to meet requirements. These are Review of Design and Bidding Documents, Contract Supervision Services, and Post-Construction Services

5.2 Summary of Reports and Timelines

The consultant shall maintain full and continuous liaison with the Project Coordinator (PC) of FSRP and officers designated by the PC. Below is a summary of the reports and when they are expected to be submitted.

Table 1: Part 1 Reports

S/N	Description of Report	No of printed Copies	Timeline	Cumulative Period (M + 0 months)
1	Inception Report including information on the land and site assessment report	3	0.50 months after commencement	M + 0.50 months
2	Allow for review of report by FSRP & stakeholders		0.50 months after submission of the Inception Report	M + 1.00 months
3	Submission of Stakeholder Engagement Report	3	0.75 months after acceptance of inception report	M + 1.75 months
4	Allow for review of Stakeholder Engagement Report including workshop.		0.5 months after submission of Stakeholder Engagement Report	M + 2.25 months
5	Draft Detailed Design Report (Main Report, Drawings, Bidding Documents including BOQ, Specifications etc) Draft Management, Operation and Maintenance Manual	3	1.0 month after the stakeholders' review workshop	M + 3.25 months
6	Allow for World Bank Review and Comments		0.5 months after submission of Draft Detailed Report	M + 3.75 months
7	Final Detailed Design Report Final Management, Operation and Maintenance Manual incorporating Bank comment. submitted to WB for NOL	3	0.5 months after the World Bank review	M + 4.25 months

Table 2: Part 2 Reports

S/N	Description of Report	No of Printed Copies	Timeline	Cumulative Period (M + 0 months)
1	Mobilization Report	3	0.5 months after commencement	M + 0.50 months
2	Monthly Report	3	Every month	
3	Draft Completion Report and Taking over	3	8.0 months after commencement	M + 8.50 months
4	Final Account, Issuance Maintenance (Final Completion) Certificate	3	6 months after the commencement of the Defect Notification Period (DNP)	M + 14.50 months
5	Consultant's Final Report including as-built-drawings	3		

The Implementation of the MOM Plan will be done during the DNP

All reports must be submitted in soft copies in addition to printed copies. The soft copies must be in Word format for the Review processes. The Final document after NOL from the Bank must be submitted in pdf format.

6. ENVIRONMENTAL AND SOCIAL RISK CONSIDERATIONS

In conformance with the requirements of the World Bank Environmental and Social Framework (ESF), specifically the ESS1, the FSRP has prepared an Environmental and Social Management Framework (ESMF) and a Resettlement Policy Framework (RPF) to guide the management of potential environmental and social risks associated with project activities. Other instruments developed in connection with Environment and Social Risk Management (ESRM) under the FSRP are the Environmental and Social Commitment Plan (ESCP), Labour Management Plan (LMP), Stakeholder Engagement Plan (SEP), Integrated Pest Management Plan (IPMP), and the Gender Action Plan (GAP), which will be used to implement project activities in an environmentally sustainable and socially acceptable manner. These documents give guidelines on the ESRM commitment of the Project, management of labour issues at sites sponsored by the project, steps in the engagement of stakeholders, safe use of agrochemicals and inclusion of gender -sensitive considerations in project activities. The documents will serve as referral documents in the implementation of activities.

In conformance with the ESMF Environmental and Social Screening Checklist, the rehabilitation of the facilities will require the preparation of site-specific Preliminary Environmental Assessment (PEA). This is mainly because the facilities are located in non-environmentally sensitive sites, impacts generally localised, short-term and reversible, mitigation measures easy to design and implement, not requiring much data outside the work area and the proposed location are in designated industrial/institutional areas on already government acquired lands. This will guide the potential contractor in the preparation of the Contractor's Environmental and Social Management Plan (CESMP) to implement the sub-project activities. The Grievance Mechanism (GM) established by the project will give various stakeholders the opportunities to register and have their concerns appropriately addressed during all phases of the implementation period.

The major environmental and social risk management issues which will feature in the client checklist, and which should be well captured by the Contractor C- ESMP include but not limited to:

- Waste generation and disposal management;
- Traffic management;
- Flora and fauna;
- Occupational health and safety management
- Noise pollution prevention
- Labour management issues
- Child labour prevention
- Sexual exploitation and abuse/ Sexual harassment etc.

7. DURATION OF THE ASSIGNMENT

The assignment is intended for a **total period of Nineteen (19) calendar months, one (1) week**, consisting of

Part 1 – Planning, Stakeholder engagement, Preparation of drawings, costing for construction /rehabilitation shall be completed within four (4) months, one (1) week. The Assignment is expected to commence by the beginning of November 2024.

Part 2 - Construction Supervision: Fourteen and half (14.5) months made up of Eight and half (8.5) months Construction Period and Six (6) month Defects Notification Period (DNP) and Implementation of MOM Plan.

8. PROPOSED SCHEDULE OF PAYMENTS

Part 1- The schedule of payments for the Design Phase (Part 1) of the Assignment shall be as follows;

- 20% of the cost will be paid to the Consultant upon receipt and acceptance of the Inception Report.
- 30% of the cost will be paid to the Consultant upon receipt and acceptance of the Final Stakeholders Engagement Report
- 20% of the cost will be paid to the Consultant upon receipt and acceptance of the Draft Design Report including Architectural and Working Drawings, Tech Specifications, BOQ and Cost estimates.
- 20% of the cost will be paid to the consultant when the Draft Final Design Report & Draft Tender Documents are received and accepted.
- 10% of study cost will be paid to the consultant when the Final reports are submitted and accepted.

Part 2- The schedule of payments for the Construction Supervision and Implementation of the MOM System (Part 2) of the Assignment shall be as follows:-.

The following schedule of payments is proposed. It is to be concluded during the period of negotiations:

- 20% of the payments will be made on submission of Mobilisation Report in acceptable format
- 60% of the payments will be Periodic/ Interim Payments based on agreed milestones to be negotiated. The consultant is to submit appropriate invoices in accordance with the terms of the contract
- 20% of the payment will be made on submission and acceptance of Final Assignment Report, Final Accounts and "As built Drawings" and completion of the implementation of the MOM Plan.

9.0 STAFFING REQUIREMENTS

A total of **55.5 key staff input-months** per lot may be required. Phase 1 may require ***8.5 person months*** per lot and Phase 2 may require ***47 person months*** per lot as shown in the tables below. The following key personnel will be required. However, the Consultant is free to suggest the personnel and input-time requirements, that they consider can best achieve the aims and objectives of this Assignment.

9.1 Key Personnel and Time Requirements for Stakeholders Engagement and Detailed Design Stage

An indicative list of Key Personnel and the person-month inputs for Part 1 – Stakeholders Engagement and Detailed Design Stage is provided in Table 10.1 below as a guide. The consultant is free to modify this to meet the objectives of the project

Table 10.1: Key Personnel for Stakeholder Engagement and Detailed Design Stage

No.	Key Personnel	Proposed Minimum Number Required	Estimated Total Staff Input Time (Month)
1	Architect – Team Leader	1	2.5
2	Agricultural Engineer – DTL	1	1.5
3	Socio- Economist	1	0.8
4	Sociologist	1	1.5
5	Quantity Surveyor	1	1.0
6	Environmental Expert	1	1.2
			0
	Total		**8.5**

9.2 Key Personnel and Time Requirements - Construction Supervision Stage including DNP

Construction Supervision

The indicative Key Personnel requirements for the construction period is shown in the table below. The consultant is however invited to suggest a team and their staff input months that will best achieve the objectives of the assignment.

It is estimated that a total of **47 person-months** will be required for the Construction Supervision and DNP. The Consultant is free to organise the team and allot the time as it deems fit to achieve the objectives of the assignment.

Table 10.2 Key personnel for construction supervision

S/N	Key Personnel	Proposed Minimum Number Required	Estimated Staff Input Time Const. (Month)	Estimated Staff Input Time DNP & MOM (Month)	Estimated Total Staff Input Time (Month)
1	Architect – Resident Engineer	1	6.2	2.3	7.5
2	Agricultural Engineer – Dep RE	1	5.0	2.0	7.0
3	Socio-Economist	1	2.0	3.0	5.0
4	Sociologist	1	3.3	1.8	5.2
5	Quantity Surveyor	1	3.1	1.0	4.1
6	Environment, Health & Safety Expert	1	3.1	1.1	4.2

S/N	Key Personnel	Proposed Minimum Number Required	Estimated Staff Input Time Const. (Month)	Estimated Staff Input Time DNP & MOM (Month)	Estimated Total Staff Input Time (Month)
7	Clerk of Work	2	6.0	1.0	14.0
					47.00

The construction works is expected to be implemented in two lots. The consultant must make provision for a clerk of works at each site.

10. RESPONSIBILITIES AND QUALIFICATIONS OF KEY PERSONNEL

10.1 Key Personnel for Planning, Stakeholder Engagement and Detailed Design (Part 1)

Architect (Team Leader) is expected to have a minimum qualification of B.Sc.& PGD or its equivalent in a relevant field and at least 12 years post-qualification experience and shall have handled at least 5 similar assignments within the last 8 years at the same position or similar. The individual should have been a Team Leader for such an assignment at least twice and a member of the Ghana Institute of Architects. Fluency in written and spoken English is essential

Agricultural Engineer - Deputy Team Leader (DTL)

The Deputy Team Leader shall assist the Team Leader in performing all the duties under the Assignment. He/She will also act as the Team Leader in case the substantive is absent for any reason. He/She will lead in the preparation of the Maintenance Assessment Report and shall be responsible together with the Socio-Economist to write the MOM Manual.

The person for this position shall have a first degree in Agricultural, Engineering or related field and should have worked in similar capacity in at least two (2) donor funded Assignments of similar capacity. He/she must belong to a recognized professional institution. Fluency in written and spoken English is essential

Socio-Economist

The Socio-Economist shall be responsible for data collection and analysis of demographic, agricultural trade flow, and all other socio-economic information for the entire Project. He/She shall also be responsible making input into detailed designs to establish the viability of projects.

He/She will lead in the preparation of the Organisation & Management Needs Assessment Report and shall be responsible together with the Agricultural Engineer to write the MOM Manual.

He/she shall have a minimum of MSc./M.Phil/M.A Degree in Economics, Agricultural Economics or its equivalent with at least seven (7) years of relevant cumulative experience in similar Assignment in developing countries. He/she must have served in a similar position in at least two (2) investment studies of similar nature and magnitude within the last five (5) years. Proven fluency in both written and spoken English is essential.

Sociologist

The Sociologist shall have experience in assessing the impact of market projects. He/She shall together with the Environmental Expert be responsible for ensuring that appropriate ESMPs are prepared from the recommendations in the independent ESIA Consultant's Report and inserted in the Bidding Documents & Works Contract.

He/She will work together with the Socio-Economist to implement the MOM Manual. He/she shall have a minimum qualification of an MSc (Social Sciences) with at least seven (7) years post qualification experience in institutional/ organizational work of a similar nature. He/She should have worked in similar capacity in at least two (2) donor funded Assignments.

Quantity Surveyor

The Quantity Surveyor shall work with the Technical Team to review the Bills of Quantities and Cost Estimates for the proposed designs. The QS will serve as cost adviser to the client and recommend cost control measures to reduce design cost. He/She will assist the Procurement Expert in preparation of the Bidding Documents.

The Quantity Surveyor shall be a corporate member of a recognized and relevant Professional Institution with 7 years or more of experience in preparation of Bill of Quantities and Cost estimates for Building and Civil. Fluency in written and spoken English is a requirement.

Environmental Expert

The Environmental/Health and Safety Expert will assist the Quantity Surveyor to identify, cost and incorporate environmental, health and safety recommendations or mitigation measures in the ESIA Report in the BOQ and Bidding Documents.

The Environmental Expert will have an advanced degree in environmental planning, environmental engineering or similar discipline and at least eight (8) years of experience in the implementation of environmental, health, safety, and social plans, including experience in similar projects and geographical areas. He/she should demonstrate experience from at least one (1) project of similar nature and complexity. He/She should have in-depth knowledge in health and safety issues. Fluency in written and spoken English is essential

10.2 Key Personnel for Construction Supervision (Part 2)

Architect / Resident Engineer

The Resident Engineer shall be responsible for the review of the designs and will be responsible for all the services associated with the technical control of the construction works. He / She shall perform the duties of the Engineer as defined in the Construction Contract and be responsible for the Construction Supervision Team. The Resident Engineer is expected to be based on-site full time during the construction period.

Among his/her specific duties are:

- Overall supervision of the construction works.
- Ensuring that works are carried out in accordance with Technical Specifications and contract documents
- Approve the Contractor's Work Programme and monitor the implementation
- Advise FSRP on all matters relating to the Project as may be necessary for the satisfactory performance of his duties, including:

- ✓ Contractor's claims for extension of time, extra compensations, work or expenses, etc;
- ✓ Changes in contract document;
- ✓ Change orders;
- ✓ Problems or potential problems, which may arise in connection with the construction contract;
- ✓ Disputes, and matters relating to arbitration.

- Organize Site Meetings and prepare minutes of the same;
- Check and clarify Interim Payment Certificates;
- Keep records of all communications with the contractor;
- Prepare Mobilization, Monthly Reports, and Quarterly Reports on the progress of the works;
- Supervise the preparation of "as-built" drawings;
- Ensure the application of sound quality control procedures for all aspects of the work.
- Assist FSRP in the substantial completion, inspection, final inspection and handing over of the completed works;
- Prepare Final and Completion Report, identify any contractual problems which may have arisen during the implementation of the project and make appropriate recommendations for mitigating these in future contracts.

- The Resident Engineer is expected to have a minimum qualification of B.Sc.& PGD or its equivalent in a relevant field and at least 12 years post-qualification experience . He/she should demonstrate experience from at least three (3) projects of similar nature and complexity, of which at least one must be from Sub-Saharan Africa. He/She must belong to a recognized professional institution. Fluency in written and spoken English is essential.

Agricultural Engineer - Deputy Resident Engineer (Deputy RE)

The Deputy Team Leader shall assist the Team Leader in performing all the duties under the Assignment. He/She will also act as the Team Leader in case the substantive is absent for any reason. He/She will lead in the preparation of the Maintenance Assessment Report and shall be responsible together with the Socio-Economist to write the MOM Manual.

The person for this position shall have a first degree in Agricultural, Engineering or related field and should have worked in similar capacity in at least two (2) donor funded Assignments of similar capacity. He/she must belong to a recognized professional institution.

Construction/ Contract Management Expert

The Construction/ Contract Management Expert would assist the Resident Engineer and would particularly be responsible for checking and verifying the Contractor's payments and claims, in particular, applications for mobilization and interim payments.

He/She must have a bachelor's degree in civil engineering, Construction Management or related field and an MSc in Project Management. He/She should have at least ten (10) years general experience in the field of construction of which at least five (5) years should be in project management/Contract Administration. Must have experience managing at least two (2) projects similar in nature and scope. Must be registered with a Professional Institution and must submit evidence of current certificate.

Quantity Surveyor

The Quantity Surveyor shall be responsible for Site measurements of works executed by the Contractor. He/she shall assist the Resident Engineer in ensuring works are executed within the limits of the Contract. He/she shall be responsible for advising the team on cost.

He/she has to be qualified with a minimum of B.Sc. Degree in Building Technology or Quantity Surveying and a minimum of 7 years working experience in construction and/ or civil works. He/she must belong to a recognized professional institution.

Environmental Expert

The Environmental Expert will be responsible for ensuring implementation of Environmental risks and impacts mitigation measures in accordance with the approved Environmental and Social Management Plans and other pertinent requirements as detailed in the Technical Specifications. He/She will also ensure compliance with applicable statutory environmental permits and conditions.

The Environmental Expert will have an advanced degree in environmental planning, environmental engineering or similar discipline and at least seven (7) years of experience in the implementation of environmental risks management including experience in similar projects and geographical areas. He/She should demonstrate experience from at least two (2) project of similar nature and complexity. Fluency in written and spoken English is essential.

Sociologist

The Sociologist shall be responsible for the review of social and gender issues on operations of the markets. He/She shall sensitise, organise, and mobilise the stakeholders on the use of the market facilities

He/She shall facilitate issues relating to dispute/conflict resolution during the construction period. He/She will be responsible for social risks and impacts mitigation measures in accordance with the Project's ESMP and other pertinent requirements as detailed in the Technical Specifications.

He/She shall have a minimum qualification of an MSc (Sociology, Social Sciences or related field) with at least 7 years' relevant experience. He/She should demonstrate experience from at least two (2) projects of similar nature and complexity. Fluency in written and spoken English is essential.

Health and Safety Expert

The Health and Safety Expert will be responsible for ensuring implementation of Health and Safety risks and impacts mitigation measures in accordance with the approved ESMP Management Plans and other pertinent requirements as detailed in the Technical Specifications.

The Health and Safety Expert will have an BSc degree in Public Health, or NEBOSH Health & Safety Certificate in Construction or similar discipline and at least five (5) years of experience in the implementation of health and safety, including experience in similar projects and geographical areas. He/She should demonstrate experience from at least two (2) projects of similar nature and complexity. Fluency in written and spoken English is essential

11. PERSONS TO WHOM THE CONSULTANTS WILL REPORT

The Consultant will report to the Project Coordinator of FSRP or his designated representative.

APPENDIX 1

Observations on selected markets

For this sub-project, the emphasis was on the use of the markets to enhance trade in the sub-region for the FSRP target commodities of maize, rice, soyabean. A summary of the assessment team's findings, observations and recommendations have been presented in table 2. Observations made at the various sites are indicated below:

Bolga Market

The Bolga Market is in the Bolga Municipality of the Upper East Region of Ghana. It is both a bulk and retail market but has a designated and organized section for bulk trading of grains.

There is an extensive intra-regional trade between market and Burkina Faso through the Paga border and other routes. Key commodities traded are maize, millet, sorghum, soya, cowpea, groundnut and rice.

The market is equipped with a few stalls and sheds, but they are inadequate for the trading activities ongoing and the few sheds constructed by the Assembly are yet to be completed. The market compound is not paved and proper drainage is a challenge. Basic amenities such as portable water, sanitation and toilet facilities remain a challenge for both traders and visitors.

Based on interviews with the Assemblyman and leaders of the market, the most critical support required is construction of a huge storage facility to facilitate effective trade. In the absence of this, the traders have adopted a yet to be completed toilet facility as their storage area, which is not even adequate. They further explained that in the absence such storage facility, grains are sold quickly to Burkinabe traders during bumper harvest, who store them in their warehouses and re-sell them back to Ghana in the lean season.

Figure 1: *Bolga market (Google Earth Map*

Ejura Market

Located in the heart of the Ejura township, the Ejura market is situated in Ejura Sekyedumase of District of the Ashanti Region. It is a well-organized market with a designated area allocated for bulk trading of grains including maize, rice, millet, cowpea and yam. Maize is the main commodity traded regionally with Burkina Faso.

The land is owned by the District Assembly but has been leased to traders, who have constructed their own make-shift stalls and storage facilities for maize. Some of the traders interviewed showed good understanding of regional trade and food safety and handling issues.

There is a designated area for truck loading and parking within the maize section, but entire market remains unpaved. Toilet and sanitation facilities, water and electricity were virtually non-existent. Some storage facilities were available but not properly designed to facilitate food safety and proper handling as the poor designs left them at the mercy of the weather.

Figure 2: *Ejura Market (Google Earth Map)*

Table 3: Summary of findings and recommendations of selected markets

No.	Name of market	District/Region	Physical/Infrastructure Status	Land ownership	Ownership & Management	Status of regional trade	Status of SPS, Food Safety and commodity standards	Recommendation
1.	Ejura	Ejura Sekyedumase	• Quite organized with wholesale designated areas for maize, rice and cowpea. • Storage facilities a major challenge, with few privately built stalls/sheds which serve as storage for maize traders. Not properly designed though. • Market not paved and undulating compound. • Drainage system non-existent • Drying facilities privately owned but not adequate for entire traders • Electricity and water unavailable • Toilets/washrooms virtually non-existent • Traffic movement quite unregulated with unclear entry and exit points.	Land owned by Assembly and leased to users.	Managed by District Assembly. Tolls paid are GHS2 per bag for storage on site and GHS1.5 per bag for loading out of market.	Commodities traded are maize, cowpea, yam, millet and rice. Maize is often traded intra-regionally. For instance, 10 trucks of maize has been supplied to a customer in B. Faso so far this year-2024 according one customer.	Food safety and handling issues quite appreciated among some traders but practice is not deep enough. Some stalls not in good condition and this affects quality of produce during rainy season. Unpaved compound also affects quality of produce.	Strongly recommended for FSRP consideration. Specifically, look at regulating entry & exit points, washrooms, storage facilities and food safety/handling support (sensitization, training, testing equipment, protocols). Consider pavement and pavilion, lorry park improvement. Facilitate connection to basic amenities (electricity, water, etc.) Integrate international trade protocols and improved management systems by working closely with District Assembly staff and stakeholders such as FDA, GSA, PPRSD, etc.
2.	Bolga	Bolga Municipal	• Market quite organized along specific grains (especially at new site) • Stalls/storage structures exist but inadequate, leading to B. Faso buying large quantities of maize during glut and re-selling back during the lean season.	Land owned by Assembly	Managed by Municipal Assembly	Extensive intra-regional trade ongoing between market and B. Faso through the Paga	Sensitization and training required to improve food safety and handling at the market.	Recommended for consideration Critical support required is construction of ‘huge’ storage facility within the

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No.	Name of market	District/Region	Physical/Infrastructure Status	Land ownership	Ownership & Management	Status of regional trade	Status of SPS, Food Safety and commodity standards	Recommendation
			• Drainage issues persist in the market, market not paved. • Toilet in a very dilapidated state, but new toilet facility under construction by Assembly. • Water system not available on site.			border and other routes. Key commodities traded are maize, millet, sorghum, soya, cowpea, groundnut, rice.	Unpaved compound within the market also poses risks for food safety and handling.	market to facilitate storage and trade. Consider pavement, covering existing pavilions and completing the rest (as an easier option). Integrate international trade protocols and improved management systems by working closely with District Assembly staff and stakeholders such as FDA, GSA, PPRSD, etc.

From the above it is clear that the sustainable development of the market goes beyond the provision of market infrastructure. The approach to implementing the project must therefore be innovative and participatory.

APPENDIX 2

PROPOSED MARKET DEVELOPMENT CONCEPT

In order to be able to meet the objectives of component 3 of the Project, where FSRP seeks to facilitate trade of agricultural goods and inputs within and across national borders in West Africa, there is the need to engage relevant stakeholders in a planning process to get all of them to understand what FSRP wants to achieve. The planning process should start with the Assemblies. Markets play a very important role in the livelihoods of our farmers and its development will improve the incomes of all those who operate along the commodity value chain. Of particular benefit is the market access it provides for the small holder farmers who are able to use the market system and their relationships with aggregators to sell their produce.

The District/ Municipal/ Metropolitan Assemblies are key to market development. By law they are responsible for markets in their jurisdictions. The development of the markets must therefore start with interactions with the Assemblies to know whether it fits into their Medium Term Development Plans. Are they satisfied with their existing markets and what it provides them in terms of revenue or they are planning to develop their existing markets to increase the revenue from the markets and to use what revenue they generate as a catalyst for development. If the Assemblies buy into the objectives of FSRP then it shows their interest in working with FSRP.

For sustainability, the market development concept must look at both infrastructure development, but more importantly the soft side which looks at management and change in attitudes. Assemblies have primary responsibility for markets in their jurisdiction.

The spatial planning must be developed with the Planning Officer working closely with the consultant. The management aspect must be tackled with the consultant working with the top management of the Assemblies to agree on a management model that they are comfortable with. The attitudinal change will involve the cooperation of all the stakeholders who are associated with the market.

One thing which is clear from the assessment carried out by the FSRP, MOFA, FDA and GSA team is that there is an advantage in separating those who deal in large volumes from the regular retail market. The bulk market is an aggregation point where small farmers bring their produce in wheel barrows, bicycles and tricycles in limited quantities to sell on a market day.

For larger farmers it makes more sense to sell to the bulk customers directly at their farm gate since they can easily fill the cargo trucks with the 500 to 1,000 bags of maize or rice that they load. It makes more sense because the farmers does not incur additional cost for handling and transportation when the commodities are loaded directly from the farm gate.

In order to be able to compile all the trade data and to ensure that only grains of good quality are traded in, the Assemblies and the relevant regulatory authorities like PPRSD, FDA, GSA must have a way of linking and monitoring all the export trade whether it is from the farm gate or from the aggregation point in the markets.

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A typical model market must have the following features and facilities as listed in the table below. Unfortunately, all the markets the team visited did not meet this ideal. However it is possible to work towards achieving them in the short, medium and long term once we all agree that this is what we want to achieve.

	PROPOSED FEATURE	**PROPOSED FACILITIES/SERVICES**
1	Physical Infrastructure	Warehouses
		Parking area for big trucks (+ Lorry station)
		Offices
		Electricity (including use of renewable energy) Water (including on site water systems) and Sanitary Points (toilets/urinals)
2	ICT Infrastructure	Internet, Computer and Communication Equipment
		Keep a database of Farmers/ FBOs, Communities, Important Farm gates
		Keep a database of value chain actors for the various commodities- Market Queens, transporters, marketers, distributers
		Keep a database of service providers (equipment, inputs etc)
		Establish a good communication link with all the people who use the market
3	Organisation and Management System	Have a team responsible for Environmental Health/ Hygiene and Safety Issues and Traffic management
		Have a team responsible for Pest Management
		Set up an accounting system and prepare a yearly operation and maintenance budget and ensure that there are funds allocated for these activities. That is the only way to ensure that the investment can be sustained
		Keep data on commodities traded and the volumes
		Other Value Chain actors (Market Queens, transporters, marketers, distributers
4	Maintenance System	Set up a robust system for keeping the market clean at all times, including an efficient waste disposal system
		Have a maintenance unit that is responsible for maintaining the infrastructure, electrical, water and sanitation, drainage
5	Other Facilities	These are facilities which are not necessarily part of the development but may be useful to have close by. These include: Banks Hostels Clinics Daycare center

APPENDIX 3:

Environmental and Social Inspection Checklist for FSRP Construction Work

NOTE: This form is designed for general use and is not exhaustive of environmental and social (E&S) risk issues which will be monitored at any FSRP construction site. This form can be modified to capture any E&S considered relevant at any given time.

Project		**Site**	
Construction Stage		**Status during Inspection**	
Inspection Date		**Inspection Time**	
Inspected By		**Weather**	

Environmental and Social Checklist.

No	Inspection Items	Implemented		NA	Remarks (i.e., specify location, good practices, problem observed, possible cause of nonconformity and/or proposed corrective/preventative actions)
		Yes (✓)	No (✓)		
1	**Waste Management**				
1.1	Is the site kept clean and tidy? (e.g. litter free, good housekeeping)				
1.2	Are separate chutes used for inert and non-inert wastes?				
1.3	Are separated labelled containers / areas provided for facilitating recycling and waste segregation?				
1.4	Are construction wastes / recyclable wastes and general refuse removed off site regularly?				
1.5	Are construction wastes collected and disposed of properly by licensed collectors?				
1.6	Are chemical wastes, if any, collected and disposed of properly by licensed collectors?				
1.7	Does chemical waste producer license covers all major chemical wastes produced on site?				
1.8	Are chemical wastes properly stored and labelled?				
1.9	Are oil drums and plants/equipment provided with drip trays?				
1.10	Others (please specify)				
2	**Noise Control**				
2.1	Is the CNP (Construction Noise Permit) valid for work during restricted hours?				
2.2	Are copies of the valid Construction Noise Permits posted at site entrance/exit?				
2.3	Do generators operate with doors closed?				
2.4	Is idle plant/equipment turned off or throttled down?				
2.5	Do air compressors and hand-held breakers have valid noise emission labels (NEL)?				

No	Inspection Items	Implemented		NA	Remarks (i.e., specify location, good practices, problem observed, possible cause of nonconformity and/or proposed corrective/preventative actions)
		Yes (✓)	No (✓)		
2.6	Any noise mitigation measures adopted (e.g., use noise barrier / enclosure)?				
2.7	Are silenced equipments utilized?				
2.8	Others (please specify)				
3	**Water Pollution Control**				
3.1	Are water discharge licenses valid?				
3.2	Are conditions of the license compiled with? (check the monitoring records and observe physically)				
3.3	Are there any wastewater discharged to the storm drains? Is the wastewater being treated?				
3.4	Are measures provided to properly direct effluent to silt removal facilities? (e.g., provide earth bunds)				
3.5	Are manholes free of silt and sediment?				
3.6	Are sedimentation traps and tanks free of silt and sediment?				
3.7	Are all manholes on-site covered and sealed?				
3.8	Are sandbags/earth bund adopted to prevent washing away of sand/silt and wastewater to drains, catchpit, public road and footpath?				
3.9	Are vehicles and plants cleaned before leaving the site?				
3.10	Are wheel washing facilities well maintained to prevent overflow, flooding sediment?				
3.11	Is sand and silt settled out in wheel washing bay and removed?				
3.12	Is the public road/area around the site entrance and site hoarding kept clean and free of muddy water?				
3.13	Is domestic water directed to septic tanks or chemical toilets?				
3.14	Others (please specify)				
4	**Air Pollution Control**				
4.1	Are the construction sites watered to minimize dust generated?				
4.2	Are stockpiles of dusty materials (size with more than 20 bags cement) covered or watered?				
4.3	Cement debagging process undertaken in sheltered areas				
4.3	Are all vehicles carrying dusty loads covered/watered over prior to leaving the site?				

No	Inspection Items	Implemented		NA	Remarks (i.e., specify location, good practices, problem observed, possible cause of nonconformity and/or proposed corrective/preventative actions)
		Yes (✓)	No (✓)		
4.4	Are demolition work areas watered? (e.g. trimming activities by using breaker)				
4.5	Are dusty roads paved and/or sprayed with water?				
4.6	Are dust controlled during percussive drilling or rock breaking?				
4.7	Are plant and equipment well maintained? (any black smoke observed, please indicate the plant/equipment and location)				
4.8	Is dark smoke controlled from plant?				
4.9	Are there enclosures around the main dust-generating activities? (e.g. grout mixing)				
4.10	Hoarding (not <2.4m) provided along boundaries and properly maintained (any damage / opening observed, please indicate the location).				
4.11	Are speed control measures applied? (e.g. speed limit sign)				
4.12	Others (please specify)				
5	**Storage of Chemicals/ Dangerous Goods**				
5.1	Are chemicals stored and labelled properly?				
5.2	Does storage of DG comply with license conditions (include types and quantities if DG store is available, check the DG store license)?				
5.3	Are proper measures to control oil spillage during maintenance or to control other chemicals spillage? (e.g. provide drip trays)				
5.4	Are spill kits / sand / saw dust used for absorbing chemical spillage readily accessible?				
5.5	Others (please specify)				
6	**Protection of Flora, Fauna, and Historical Heritage**				
6.1	Are disturbance to terrestrial flora minimized (e.g. plants to be preserved)?				
6.2	Are disturbance to terrestrial fauna minimized (if rare species identified)?				
6.3	Any historical heritage exists on site? If yes, ensure appropriate measures taken to preserve it				
6.4	Others (please specify)				

No	Inspection Items	Implemented		NA	Remarks (i.e., specify location, good practices, problem observed, possible cause of nonconformity and/or proposed corrective/preventative actions)
		Yes (✓)	No (✓)		
7	**Resource Conservation**				
7.1	Is water recycled wherever possible for dust suppression?				
7.2	Is water pipe leakage and wastage prevented?				
7.3	Are diesel-powered plants and equipment shut off while not in use to reduce excessive use?				
7.4	Are energy conservation practices adopted?				
7.5	Are metal or other alternatives used to minimize the use of timber?				
7.6	Are materials stored in good condition to prevent deterioration and wastage (e.g. covered, separated)?				
7.7	Are pesticides used under the requirement of Agriculture, Fishers and Conservation Department?				
7.8	Others (please specify)				
8	**Emergency Preparedness and Response**				
8.1	Are fire extinguishers / fighting facilities properly maintained and not expired?				
8.2	Are emergency exits clearly marked, easy to open and functional?				
8.3	Can emergency signals and alarms be clearly heard?				
8.4	Are accidents and incidents reported and reviewed, and corrective & preventive actions identified and recorded?				
8.5	Others (please specify)				
9	**Health and Safety Improvement**				
9.1	Are workers given orientation to their work?				
9.2	Are there weekly toolbox meetings? If No. why?				
9.3	Are entrances and exits to and from work areas free from obstructions?				
9.4	Are walkways clear of trip hazards e,g., tools, wires etc.				
9.5	Are all holes and openings clearly marked and protected with fixed barricades to prevent falls?				

No	Inspection Items	Implemented		NA	Remarks (i.e., specify location, good practices, problem observed, possible cause of nonconformity and/or proposed corrective/preventative actions)
		Yes (✓)	No (✓)		
9.6	Is the site tidy, with all materials stored safely? Are all areas free from slip hazards?				
9.7	Are all scaffolds erected, altered and dismantled by competent persons?				
9.8	Are there any safer alternatives than using ladders or stepladders for the task?				
9.9	Do ladders rest against solid surfaces and not on fragile or insecure materials?				
9.10	Are all vehicles and pedestrians kept apart? If not, are there barriers and warning signs provided?				
9.11	Do all drivers have proper training and hold proper licences, and are they competent and fit to use the vehicles they are driving?				
9.12	Is the site fenced off from the public?				
9.13	Is the public protected from falling material?				
9.14	Others (please specify)				
10	**Labour Working Conditions**				
10.1	Do workers have signed contracts?				
10.2	Toilet facilities for Workers				
10.3	Are there kitchens/facilities for mealtimes?				
10.4	Water Supply to workers				
10.5	Are workers allowed to form unions/associations?				
10.6	Are workers required to work beyond the required working period?				
10.7	Are there infringements on rights of workers?				
10.8	Do children have access to the site/workplace?				
10.9	Any children working on site				
10.10	Any issue of SEA/SH at the work camp?				
10.11	Others (please specify)				
11	**Grievances Resolution**				
11.1	Are the issues of misunderstanding at the workplace?				

No	Inspection Items	Implemented		NA	Remarks (i.e., specify location, good practices, problem observed, possible cause of nonconformity and/or proposed corrective/preventative actions)
		Yes (✓)	No (✓)		
11.2	Are issues raised between management and workers or among workers?				
11.3	Is there any committee that handles grievances of workers				
11.4	Do you have logbook at the workplace to record grievances?				
11.5	Do workers have access to lay grievances?				
11.6	Are there recorded grievances				
11.7	Have such recorded grievances been resolved?				
11.8	Others (please specify)				

*Any **"No"** recorded represents the potential breach of regulation or improvement needed and details of nonconformity (NC) shall be recorded in the **Remarks**.*

* Report NC in the following forms. Each NC should refer into the checklist as coded. The responsible personnel shall identify the root cause of NC and adopt appropriate corrective and preventive actions (CPA) for mitigation. Confirmation of the effectiveness of the CPA shall be verified by Project Manager within an agreed time.

Site inspected by:		Signature:
Site inspected by:		Signature:
Clerk of Work present:		Signature:
Date		

Sample Improvement Request Form

Project		**Site Location**	
Inspection Date		**Inspected by**	

Non-conformity Identified during Monitoring

NC Reference	
Description of NC	
Root cause of NC	
CPA adopted Target completion date	
Verified by E&S Team (Date)	
NC Reference	
Description of NC	
Root cause of NC	
CPA adopted Target completion date	
Verified by E&S Team (Date)	
NC Reference	
Description of NC	
Root cause of NC	
CPA adopted Target completion date	
Verified by E&S Team (Date)	
NC Reference	
Description of NC	
Root cause of NC	
CPA adopted Target completion date	
Verified by E&S Team (Date)	

APPENDIX 4: PICTURES OF SOME MARKET SCENES

Ejura Market

	
Water stands here when it rains	Farmers bring their produce in wheel barrows, tricycles to the aggregation point where they are loaded into trucks
	
Congested rice mill	Inadequate storage and shelter for the traders

Bolga Market

	
The grains are aggregated	Uncovered drains pose a danger to market users