

Bosnia and Herzegovina

Brčko District

SAVA AND DRINA RIVERS CORRIDORS INTEGRATED DEVELOPMENT PROGRAM
USING THE MULTIPHASE PROGRAMMATIC APPROACH

Project Operations Manual (POM)

Brčko District of BiH Operations Manual – SDIP, September 2024

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I. INTRODUCTION

I.1 Operating Manual's objective

The objective of the Operating Manual is to provide an easy-to-follow, step-by-step, comprehensive guide to assist the all-relevant institutions and organizations in either Project Management or Project Implementation of the SAVA AND DRINA RIVERS CORRIDORS INTEGRATED DEVELOPMENT PROGRAM (SDIP) in the Brčko District of B&H. This manual was written to satisfy the intent and requirements of all relevant stakeholders.

I.2 Operating Manual's revisions

Operating Manual's revisions will be conducted on a regular basis and accompanying instructions, suggestions, and comments, will be used to modify manual in a manner that reflects the unique characteristics and quality improving requirements recommended by relevant institutions and organizations.

Formal agreement is required from the World Bank prior to any revision being made to this Manual.

I.3 Other documents governing the project implementation

Other documents governing project implementation are:

- SDIP Financing Agreement;
- SDIP Brčko District of B&H Project Agreement;
- B&H and Brčko District of B&H Subsidiary Project Agreement;
- the Project Appraisal Document (PAD);
- Relevant decision of the Brčko District of B&H Government;
- The relevant sector laws, by-laws and regulations / rulebook on the entity, cantonal and municipal / town levels that will be defined during the implementation process;
- the Environmental and Social Management Framework (ESMF);
- the Environmental and Social Commitment Plan (ESCP);
- the Stakeholder Engagement Plan (SEP);
- the Resettlement Policy Framework (RPF);
- the Environmental Management Plan for subproject areas.

II. SCOPE AND ORGANISATION OF PROJECT IMPLEMENTATION

II.1 Project Goal and Development Objective

The proposed **SDIP** supports integrated water cooperation, by investing in infrastructure improvements and complementary measures that take into account the current and expected impact of climate change.

Wider objective

SDIP's focus on transboundary inland waterway freight transport, flood protection, and river basin management at the regional level addresses complementary dimensions of integration.

This broader approach is expected to be more effective than shorter-lived efforts to tackle the long-standing challenges in economic integration, connectivity, and resilience facing the region that are within the programs' scope of influence.

SDIP's objectives are consistent with GEF's strategic long-term priorities for international waters. During the GEF 7th replenishment cycle, its international waters focal area prioritized the development of disaster early warning systems, capacity building, institutional support, and the protection of ecosystems.

PDO Statement

The Program Development Objective (PDO) is to strengthen transboundary water cooperation and improve navigability and flood protection in the Sava and Drina Rivers Corridors. (Phase I of the Program).

Multiphase programmatic approach (MPA)

Given the need to further build confidence among participating countries and to gradually develop a set of integrated investments, SDIP will use the Multiphase programmatic approach (MPA).

SDIP is proposed as a two-phase program under the World Bank's MPA instrument, to support long-term and climate-smart economic growth and regional cooperation. It is one of a series of World Bank-financed projects—ongoing and in preparation—that support similar objectives in the region.

The two phases will be implemented over a 10-year planning horizon (2020–30) with three countries—Serbia, BiH, and Montenegro—starting in the first phase. As a member of ISRBC, Croatia will initially participate in the regional interventions (Component 4) under Phase I.

II.2 Project Area and Sub-project locations

Project Area

Given the basin's transboundary nature, this will be achieved by supporting coordinated development and management of shared water resources across countries in the basin. Broadly, SDIP will invest in the following areas:

- **Inland waterway transport.** Upgrading of the navigability of the Sava waterway, including - as a prerequisite - the removal of mines from the Sava's right bank within BiH, and modernization of ports along this corridor to improve market access and reduce transport and logistics costs to/from lagging and leading regions—including supporting climate change mitigation by reducing greenhouse gas (GHG) emissions and local pollutants associated with the transportation of freight-and, in the long run, facilitate improved regional trade across countries.
- **Environmental asset management and development.** Simultaneously, the engineering design of the underlying navigation infrastructure interventions, such as dredging, riverbank protection, and river training works, would be adapted to also protect floodplains and revitalize wetlands. Such multipurpose interventions would boost sustainable tourism (including ecotourism), a sector with a large potential for job creation, and enable investments in other sectors such as irrigated agriculture and manufacturing.

- Flood protection. Investments to increase protection against floods as well as social and economic resilience to extreme weather events linked to climate change.
- Regional cooperation and institutional strengthening. Policy dialogue, consultations, preparation of basin plans and studies, and investments to strengthen the nexus between water resources management and economic cooperation.

II.3 Project Components

Phase I activities have been identified based on their readiness and prepared through ongoing World Bank support in the region as well as other initiatives financed by national resources and other financiers. This phase will allow trust building and learning while financing activities of limited complexity and interdependency. Sub-projects will be implemented at the national level and will have cumulative regional benefits.

Phase I will also finance the preparation of additional transformational, multipurpose regional investments to be financed under Phase II.

Component 1. Integrated Management and Development of the Sava River Corridor;

Component 2. Integrated Management and Development of the Drina River Corridor;

Component 3. Project Preparation and Management;

Component 4. Regional Activities

Component 1: Integrated Management and Development of the Sava River Corridor (US\$ million)

Subcomponent 1.1: Flood protection and environmental management. This sub-component will finance construction and rehabilitation of embankments at selected priority areas along the Sava River Corridor.

Subcomponent 1.2: Enhancement of ports facilities, services and logistics. The project will finance the acquisition of equipment for the rehabilitation and expansion of cargo and vessel handling infrastructure and associated supporting services.

Subcomponent 1.3: Waterway Improvements. This sub-component will fund civil works in selected sites to address impediments to navigation along the Sava between the Port of Sremska Mitrovica (Serbia) and Slavonski Brod (Croatia) to bring these sections up to Class IV standard.

Under this component, procurement activities will mainly comprise works, which will either be procured under open competition procedures (International/National) or Request for Quotations following the value of the contract, and a few consultancy services procured under QCBS method.

Component 2: Integrated Management and Development of Environmental Assets along the Drina River Corridor

Subcomponent 2.1: Flood protection and environmental management. The sub-component will finance infrastructure works, studies, surveys, consultations and preparation of detailed design of interventions related to the management of environmental assets along the Drina Corridor.

Subcomponent 2.2: Integrated development of lower Lim watershed. This project will finance improved watershed management in the Lim and Grncar River basins of Montenegro. This activity will finance works related to flood protection, drainage and irrigation measures. The design of these investments and solutions are under preparation of the ongoing GEF-SCCF project.

Component 3: Enabling regional economic integration, institutional strengthening and program management (US\$ million)

Sub-component 3.1: Project preparation. This sub-component will finance preparation of project documentation for phase II of the program, including environmental and social safeguard assessments.

Sub-component 3.2: Studies and policy dialogue to foster regional economic integration. This sub-component will finance policy dialogue, consultations, and the preparation of plans and studies to strengthen the nexus between water services, (environmental protection, flood risk reduction and improved connectivity), job creation, economic growth and the enhancement of economic integration through trade and investments along the Sava and Drina Corridor. An advocacy and communication campaign will be prepared and implemented to promote regional integration.

Sub-component 3.4: Institutional strengthening and project management for regional activities. This sub-component will finance activities to increase institutional capacity and inter-sectoral coordination

in the participating countries to ensure more efficient decision making and program management at regional level.

II.4 Overview of Brčko District Sub-projects

BD is a single administrative unit of local self-government existing under the sovereignty of BiH. It is distinct from the entities and has the status of an autonomous territory with its own sources of revenue. Legislative power is vested in the BD Assembly, and the executive power with the Government (which consists of the Mayor, Deputy Mayor, Government Chief Coordinator and the Heads of Departments). The BD Statute¹ defines that the competences of BD in the field of water management and environmental protection are delegated to the Department of Agriculture, Forestry and Water Management and Department for Spatial Planning and Property Affairs within the BD Government. In addition to these two Departments, other Departments within the BD Government, and International Projects Implementation Unit (IPIU) are relevant for the subprojects. Delegated subprojects, subject of POM are presented in the table below:

Table 1. Overview of Brčko District sub-projects

¹ Official Gazette of BD BiH, 17/08 and 39/09

Title of the Subproject	Description
Brčko District landfill rehabilitation and its closure	The proposed project involves closing the existing landfill, including works such as compacting and shaping the waste body and covering the landfill with a final cover in order to prevent infiltration of precipitation and leaching into the Sava River. The existing unsanitary landfill is not far from the city center, in the immediate vicinity of a densely populated area and could provide space for much better and more appropriate purposes. While the rehabilitation works would reduce the negative impacts on the environment, first and foremost on public health but also on the quality of the Sava river.. The closure of the old landfill will stop and further prevention of the pollution of the surrounding watercourses located in the immediate vicinity of the landfill, as well as the pollution of the Sava River itself.
Regulation of part of the Waterstream / creek “Blizna” in Brčko District (part I and part II)	The subproject will re-connect Water stream/Creek “Blizna” and River Sava which will enhance the quality and capacity of natural storage capacity and reduce flood risk. In this way, Water stream/Creek “Blizna” restoration directly contribute to climate change strategies aimed at mitigating the effects of increased and erratic peak flows and droughts.
Regulation of the “Brka” river upper watercourse from bridge on “Kožara” toward railway bridge (Lički most)	The subproject envisages regulation of the watercourse of the river Brka (780 meters) along the urban area in the Brčko District from the bridge on Kožara to the railway bridge (Lički most).
Construction of the sidewalk and bicycle route along the right bank/side of the “Sava” river	Construction of a sidewalk and bicycle route along the right bank/side of “Sava” river, as diverse tourist and recreational infrastructure, in line with the strategically profiled development of tourism, should lead in the medium and long term to a gradual increase in the number of tourist visits and overnight stays, as well as an increase in tourism revenues. At the same time, the Project will contribute to a better quality of life for the population, encourage more people to recreation, and thus improve the health of the population. It will also contribute to the regulation of the Sava river bank and reduce the possibility of its pollution

Construction of Center for Solid Waste Management (location “Kladje”)	<p>The construction of the Waste Management Center (CUO) creates conditions for the selection of solid waste, which will reduce the amount of waste that needs to be disposed of in one of the regional sanitary landfills, further separate waste that can be recycled or further processed, which can provide additional economic benefits Brčko District of BiH through the reduction of costs of transport and disposal of existing waste and additional revenues from recycling, ie. waste reuse. After mechanical and biological treatment of waste, the following goals would be achieved:</p> <ul style="list-style-type: none"> a. up to 10% of biologically inactive waste is disposed of at the regional sanitary landfill; b. 20% to 30% of waste is composted and sold as a means of improving land taxa ; c. up to 15% of waste would be sold as secondary raw materials (mainly metals, but also long recyclable materials); d. up to 30% of waste would be used (sale or free delivery) as an alternative RDF fuel; e. about 25% of the mass of waste is separated in the form of dehydration and decomposition in the process of aerobic digestion of organic matter (heat release).
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III. PROJECT IMPLEMENTATION (AND) IMPLEMENTATION ARRANGEMENTS

III.1. Overall Institutional and Implementation Structure

Institutional and Implementation Arrangements

SDIP will be implemented by participating countries in a coordinated manner through two levels of coordination at the regional and national levels. At the regional level, a Regional Task Force consisting of a senior official(s) of the ISRBC Secretariat and country senior officials from key sectors such as water, transport, energy, and tourism will be established and facilitate dialogue and cooperation in the region. The Regional Task Force will be supported by the ISRBC Secretariat and financed by the grant funding. The detailed implementation arrangements for the Regional Task Force will be further outlined in the respective Project Operations Manuals (POMs). Meetings of the Regional Task Force will be held in principle twice a year and chaired by the Secretary of ISRBC.

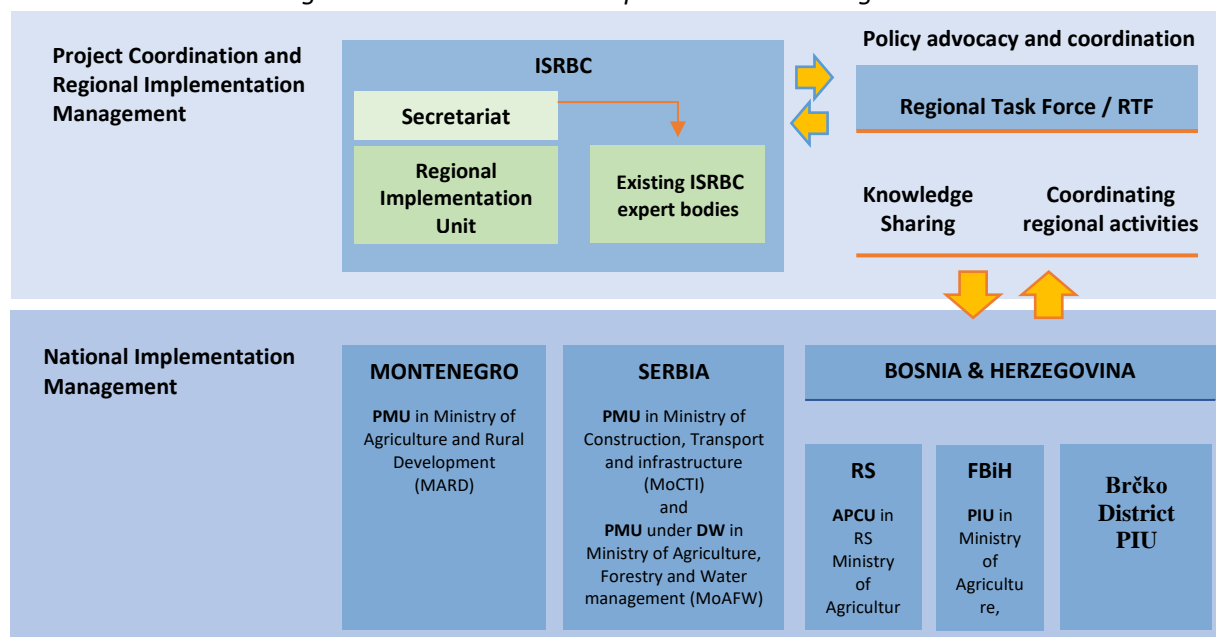
Meetings will provide a space for exchange of the information on national and regional activities that will be presented by national/entity PIUs and regional PIU, respectively. The Regional Task Force will provide a platform to facilitate knowledge exchange and sharing of implementation experiences, as well as provide strategic oversight and guidance for the implementation of regional activities, ensuring stronger transboundary dialogue, integration, and knowledge sharing. During implementation, other sectors will be engaged as and when the need arises.

Regional Implementation Unit

A new Regional Implementation Unit will be established and housed within the ISRBC Secretariat to implement regional activities under Component 4. Regional activities will be financed exclusively from grant funds to be mobilized from different sources, including GEF. A grant agreement will be prepared and signed with ISRBC outlining the agreed activities and implementation arrangements, once grant funding is secured. The grant agreement will be implemented following World Bank fiduciary and safeguard guidelines. During the preparation of the grant agreement, a capacity needs assessment of

the ISRBC Secretariat will be conducted. ISRBC shall engage appropriate experts, with the skills necessary to carry out regional activities under this program, while ensuring the smooth functioning of the Secretariat in carrying out the regular activities provided for in the FASRB.

Figure 1. Institutional and Implementation Arrangements



III.2. Project Implementation Structure

Brčko District of B&H implementation management

At the level of Brčko District, Brčko District Government has established and is funding International Projects Implementation Unit (BD IPIU) that is operating under auspices of Development-Guarantee Fund of the Brčko District. The IPIU is established to prepared and implement internationally funded projects, both donor and credits ones, with the approval and delegation of the authority from the Brčko District Government. Technical support will be provided from all relevant Departments from the Brčko District Government, such as Department of Agriculture, Forestry and Water Management, Department of Spatial Planning and Urbanism, and several other relevant institutions. The staffing of the BD IPIU is appropriate and there is skilled staff engaged with prior experience in many donors funding projects, as well as World Bank funded projects.

Project Implementation Unit (PIU) for Brčko District

a) Role and Responsibility

The PIU is formally responsible of successful Project implementation; the PIU is particularly responsible to:

- Ensure full project compliance with World Bank safeguards and fiduciary requirements;
- Coordinate and ensure the project implementation among local and institutional actors;
- Coordinate, with the support of the Line Brčko District BiH Departments inputs from the various actors to ensure timely and with high professional standard Project implementation.
- Monitor project progress from all aspects and report on these through the periodic Project Reports;

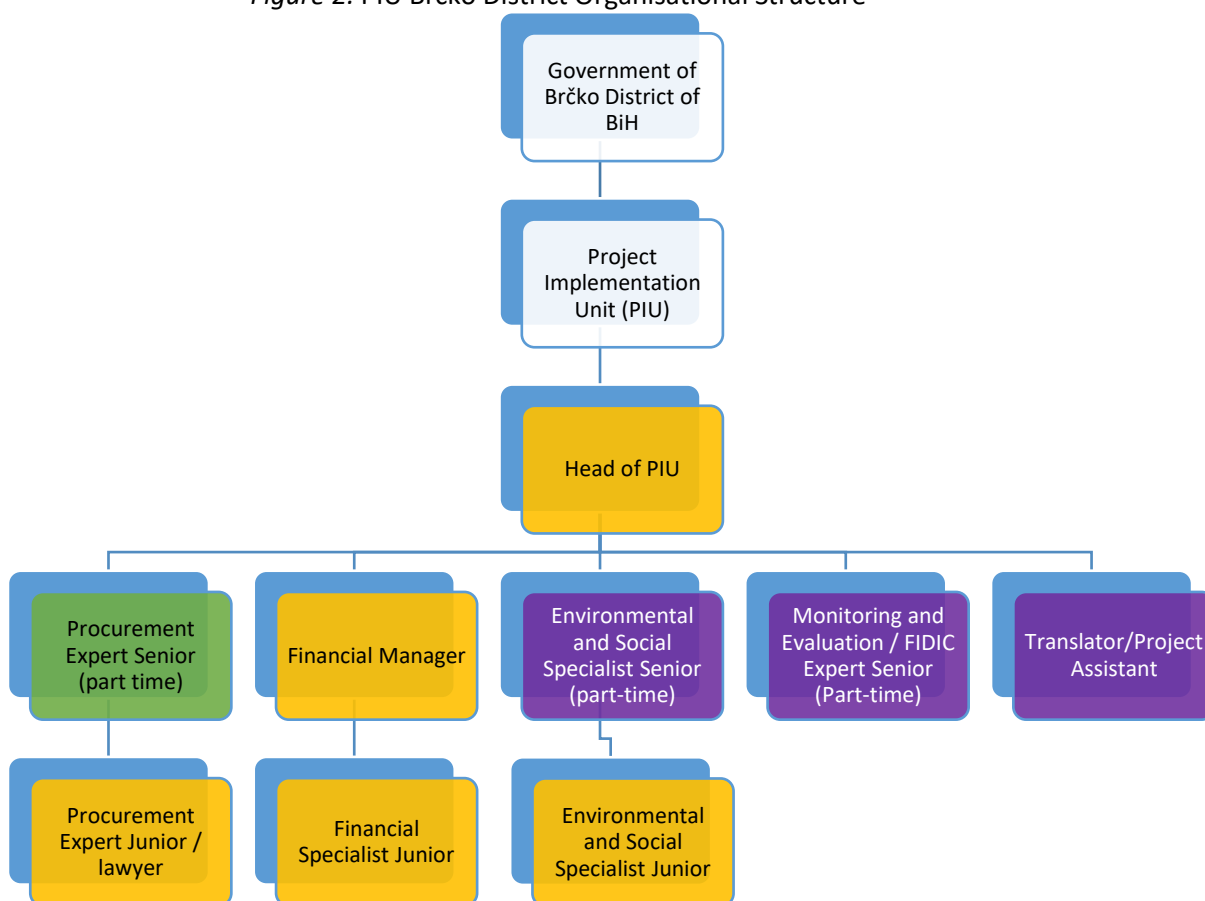
- Maintain fluid communication and channel necessary requests to and from the World Bank, including the requests for no-objection and the organization of video-conferences, meetings and missions; and
- Any other responsibility necessary to ensure the successful implementation of the Project requested by the World Bank or Brčko District Government.

Overall speaking, the BD IPIU will be responsible for the implementation of the assigned project activities, carry out procurement and supervision/monitoring of contracts, maintain effective internal control procedures, account for expenditures in their existing budgetary accounting systems, receive funds, make payments and provide the documentation and information related to use of the loan/grant proceeds, statement of expenditures (SOE) documentation of the eligible expenditures, project reporting and monitoring.

a) Organisation

The PIU will be organized as indicated below:

Figure 2. PIU Brčko District Organisational Structure



Note: Yellow marked positions are already engaged, green is completed procurement while purple should be employed following Loan Effectiveness.

b) Staff responsibilities

Note: Please see Annex 1.1. to 1.9. for detailed ToRs of PIU key staff as follows:

Annex 1.1. Head of BD PIU

Annex 1.2. Procurement Expert Specialist part time

Annex 1.3. Procurement Expert Junior

Annex 1.4. Financial Manager

Annex 1.5. Financial Specialist Junior

Annex 1.6. ES Specialist Senior part – time

Annex 1.7. ES Specialist Junior

Annex 1.8. Monitoring and Evaluation / FIDIC Expert - part-time

Annex 1.9. Translator and Project Assistant.

c) Staff hiring and firing

All PIU staff appointments/ changes are subject to Bank notification and agreement (regardless of whether he /she is project or government paid).

Initial hiring of any staff financed by project fund will additionally follow a competitive process with prior review by the Bank.

Annual performance evaluations of all staff should be conducted by the Head of PIU based on staff's ToRs; dismissals should be based only on performance grounds or contract provisions and notified to the Bank prior to being executed.

III.3. Roles and responsibilities of main Project stakeholders

Successful implementation will require strong public sector capacity at the regional, national, and local levels, as well as a coordination body that has adequate political support and authority.

Adequate coordinate and collaborate between all stakeholders during the program implementation process is a key of successful project implementation.

BiH and Brčko District BiH institutions responsible for financial and water management, environmental and spatial planning issues relevant for the implementation of SDIP Project are presented in the table below:

Table 2. Main responsibilities and activities of Project Stakeholders

Key stakeholders	Project roles and responsibilities, and related project activities
The International Sava River Basin Commission ISRBC	<i>International Sava River Basin Commission / Sava Commission (ISRBC) is the joint institution established with the international legal capacity, necessary for exercising its functions, e.g. implementation of the Framework Agreement on the Sava River Basin. (FASRB)</i> <i>The FASRB is a unique international agreement, which integrated all aspects of water resources management and established ISRBC for the implementation of the FASRB, with legal status of an international organization.</i> ISRBC mandate. To implement the FASRB, the Sava Commission is given capacity for decision-making on its own

	<p>work and in the field of navigation and providing recommendations on all other issues. In addition, the Sava Commission serves as the focal point in the identification and implementation of projects of regional importance, strengthening the cooperation of the Sava countries in water management.</p> <p>Project activities:</p> <ul style="list-style-type: none"> • Coordinating the development of a River Basin Management Plan a Flood Risk Management Plan, and past feasibility studies for infrastructure provision and navigation capacity expansion; • Coordinating a Flood Risk Management Plan, and past feasibility studies for infrastructure provision and navigation capacity expansion; • Establish Regional Task Force and facilitate dialogue and cooperation in the region; • The Regional Task Force will provide a platform to facilitate knowledge exchange and sharing of implementation experiences; • Establish Regional Implementation Unit to implement regional activities under Component 4. • Review the technical aspect of the Project
Ministry of Finance and Treasury BiH	<p>Project activities</p> <ul style="list-style-type: none"> • Selection the independent auditors acceptable to the Bank for annual Project audit; • Furnishing the annual audited financial statements and the audit report to the Bank within six months of the end of each fiscal year; • Publicly announcement the audited Project Financial Statements in a timely manner, and in a manner acceptable to the Bank; • Opening the Project Designated Account; • Review and authorization of withdrawal applications, and annual project financial statements.
Brčko District Government	<p>Project activities:</p> <ul style="list-style-type: none"> • Approves payments based on the inputs and proposals from PIU; • Approves overall policy formulation and POM; • Reviews annual plans and reports submitted by the PIU.
Brčko District of BiH Directorate for Finance	<p>Project activities:</p> <ul style="list-style-type: none"> • Co-signing the payment orders and payment applications from Designated Project Accounts.
Department of Agriculture, Water Management and Forestry of Brčko District (DoAWMF BD)	<p>Project activities:</p> <ul style="list-style-type: none"> • Provide assistance in overall policy formulation and preparation and evaluation of the tender documents; • Responsible for dissemination of information to relevant sectors institutions and organization;

	<ul style="list-style-type: none"> • <i>Adoption the Annual Main Operational Plan for Flood Protection;</i> • <i>Prepare and propose legislation supporting project activities as it may be required.</i>
Department of Utilities of Brčko District (DoU BD)	<p><i>Project activities:</i></p> <ul style="list-style-type: none"> • <i>Provide assistance in overall policy formulation and preparation and evaluation of the tender documents;</i> • <i>Responsible for dissemination of information to relevant sectors institutions and organization;</i> • <i>Adoption the Annual Main Operational Plan for Waste Management;</i> • <i>Prepare and propose legislation supporting project activities as it may be required.</i>
Department for Public Security of Brčko District of BiH	<ul style="list-style-type: none"> • <i>Provide assistance in overall policy formulation;</i> • <i>Responsible for construction permits issuance.</i>
Department for Spatial Planning and Urbanism (DoSPU) of Brčko District	<p><i>Department responsible for the spatial planning and environment</i></p> <p><i>Project activities:</i></p> <ul style="list-style-type: none"> • <i>Integrate flood protection projects and water course facilities in the Spatial Plan, as necessary;</i> • <i>Department responsible for environmental assessments</i> • <i>Provide guidelines for the environmental assessments; environmental permitting</i>
PIU of Brčko District of BiH within Development-Guarantee Fund of Brčko District of BiH	<p><i>Responsible for overall project management and oversight, including fiduciary, environmental and social aspects, monitoring and evaluation.</i></p> <p><i>Responsible for the daily project activities (management, administration and coordination of the project), including procurement, financial management, contract management the work related to environmental and social safeguards implementation, and monitoring and evaluation (M&E), all in accordance with the Brčko District Government Decisions; the Loan Agreement (LA); Project Appraisal Document (PAD), and other project documents.</i></p> <p><i>Project activities:</i></p> <ul style="list-style-type: none"> • <i>Overall Project management including but not limited procurement, financial and contract management.</i> <p><i>Procurement management:</i></p> <ul style="list-style-type: none"> • <i>Regularly update the Procurement Plan to reflect the actual project implementation needs and improvements in institutional capacity (at least annually or as required);</i> <p><i>Financial management:</i></p> <ul style="list-style-type: none"> • <i>Regularly update the Financial Management Manual;</i> • <i>Maintaining a financial management system acceptable to the Bank;</i>

	<ul style="list-style-type: none"> • <i>Timely compilation of the annual project financial statements for the independent external audit;</i> • <i>Preparation and furnishing to the Bank the Interim unaudited Financial Reports – IFR in form and substance satisfactory to the Bank. (not later than forty-five (45) days after the end of each calendar quarter);</i> • <i>Preparation to the Bank the quarterly withdrawal applications for the replenishments of the Designated Accounts.</i> <p>Contract management:</p> <ul style="list-style-type: none"> • <i>Regularly update the technical and financial database of all project contract;</i> <p>Other activities:</p> <ul style="list-style-type: none"> • <i>Preparation annual activity plan;</i> • <i>Preparation the semiannual progress reports;</i> • <i>Environmental and social safeguard implementation activities;</i> • <i>Monitoring and Evaluation activities.</i>
The Water Agency for the Sava River (Sarajevo)	<p><i>Responsibility for water management in the Sava River basin, with focus on integrated river basin management, guided by the EU Water Framework Directive. The Agency has significant experience in planning and managing the implementation of river and flood protection works.</i></p> <p>Project activities:</p> <ul style="list-style-type: none"> • <i>Provide overall technical support to the Project;</i> • <i>Measuring routinely and frequently the water discharge at key locations and feeding the data into the Water Information System;</i> • <i>Responsibility for the water management permit; Main responsibility for issuing: Preliminary Water Permit; Water Permit and Water Approval for flood protection infrastructure and watercourse objects;</i> • <i>Preparation the annual maps for the semi-urban, urban, and rural/agricultural land protected from floods in project locations.</i>

III.4. Project implementation schedule and activities

During project preparation, activities were identified in consultation with the countries to verify their technical and financial viability, readiness, and implementation arrangements. Available documentation such as feasibility study and detailed designs, where available, were reviewed to confirm their technical and financial soundness. This pruning process led to the selection of more refined and limited subset of investments for implementation in Phase I.

See Annex 2- Detailed list of all Activities with Status of permits (Phase I)

Stakeholders

The activities to be supported include a variety of sectors, issues, and stakeholders. Through two phases of the program, there are lot of locations, mostly at or immediately adjacent to the Sava and Drina, although some of the investments may be located in the wider catchments. The first phase will include activities on flood protection and environmental management, regional dialogue, and studies, along with demining activities of the Sava waterway to enable Phase II activities toward improving the navigability of the Sava River.

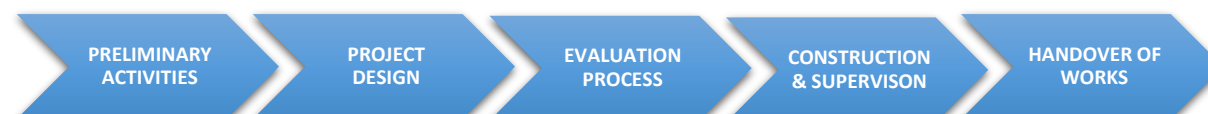
Considering the geographic and sectoral width of the program (including demining), the need for coordinated stakeholder consultations, and decision-making, as well as the associated limited borrower capacity and number of institutions involved across the countries, the environmental and social risk is high.

The involvement and level of responsibility for the different stakeholders during the implementation of FPP, is shown in the responsibility matrix.

See Annex 3 Table – Project implementation responsibility Matrix

V PROJECT CYCLE FOR KEY SUBCOMPONENTS

IV.1. Project Cycle for Flood protection and waterway improvements



Step	Action	Primary Responsibility
Sub-Projects Design	<ul style="list-style-type: none"> Collection of all necessary data agreed (cadastral, topographic, geological, pedological, hydrological, climate, agriculture) and submit to PIU; 	Brčko District relevant Departments
	<ul style="list-style-type: none"> Prepare draft Terms of Reference for Project design and supervision based on received data for each selected subprojects and submit it to WB for validation; 	Brčko District relevant Departments and PIU BD
	Design company selection <ul style="list-style-type: none"> Public announcement, evaluation of bids and contract signed; 	PIU BD with support of the Brčko District relevant Departments
	<ul style="list-style-type: none"> Project design (including Cost & Benefit Analysis; Conceptual Design, Draft design); 	Project Design Company
	<ul style="list-style-type: none"> Public discussion; 	PIU BD Project Design Company
	<ul style="list-style-type: none"> Obtain all legally binding & necessary permits, approvals and other documents (property issues); 	Brčko District relevant Departments, AVP Sava
	<ul style="list-style-type: none"> Main design and audit of Main Design 	Project Design Company Independent Audit
Building Permit	<ul style="list-style-type: none"> Property law process completed; Contracts on temporary and permanent land acquisition are signed; Building permit issued 	Brčko District relevant Departments
Construction & Supervision	<ul style="list-style-type: none"> Procurement process and Contractor selection: Public announcement and launching tender; Evaluation of bids and contract signing; 	PIU
	<ul style="list-style-type: none"> Sign and Manage Contract; 	PIU Contractor
	<ul style="list-style-type: none"> Ensure safeguard compliance; 	PIU M&E specialist; Contractor
	<ul style="list-style-type: none"> Supervision of work by Project design company and field civil construction engineer; Submission monthly reports; Provide technical oversight, and clearance of all invoices; 	Project Design Company PIU Engineer
	<ul style="list-style-type: none"> Development of “as built” design; 	Contractor

Step	Action	Primary Responsibility
Handover of works	<ul style="list-style-type: none"> Prepare all necessary documentation for technical inspection (attests, certificate etc.); 	Contractor Supervision
	<ul style="list-style-type: none"> Conduct Internal technical review; 	PIU, Supervision Contractor, Brčko District relevant Departments
	<ul style="list-style-type: none"> Technical Inspection Acceptance. 	Brčko District relevant Departments
	<ul style="list-style-type: none"> Water permit 	Brčko District relevant Departments

Please see *Annex 4. Process Chart from project-design phase to after-construction phase*

V FINANCIAL MANAGEMENT

V.1. Requests for financial management

Each Project funded by the World Bank requires the Borrower to use financial management arrangements acceptable to the Bank and those are the part of overall arrangements for implementation of project activities.

V.2. PIU arrangements for financial management

Financial management of SDIP is the process, which includes:

- planning and budgeting,
- fund flows and disbursements,
- internal controls,
- accounting system,
- financial reporting,
- audit.

In order to properly manage project resources and achieve development objectives of SDIP determined by the Financing Agreement.

Timely and relevant financial information provides basis for better decision making which accelerates physical progress and supports financial management arrangements acceptable to the Bank, which are part of overall arrangements for implementation of SDIP activities. This ensures reasonable evidence that all loan fund replenishments are used in accordance with foreseen purpose.

Thorough financial management is based on principles of credibility, facts and comprehensiveness of plans and budget; legitimacy, predictability and control of sources of expenditures; transparency of decisions; discipline in execution of plans and tasks; reliability, time deadlines, and usefulness of reporting; and responsibility as well as independent auditing. These principles are also applied on overall project.

V.2.1 Planning and budgeting

Planning is the key to achieve realistic objectives in implementation of SDIP for each year and quarter. Plans are prepared by PIU Financial manager, and are approved by Head of PIU for each component. Plans are based on detailed procurement plan and foreseen budget amount for each group of activities. Adjustment of Budget figures will be conducted quarterly based on regular monitoring of achievements and adequate analysis in order to have planning as realistic as possible and to take corrective measures related to the difference between real and budget figures for all components and categories.

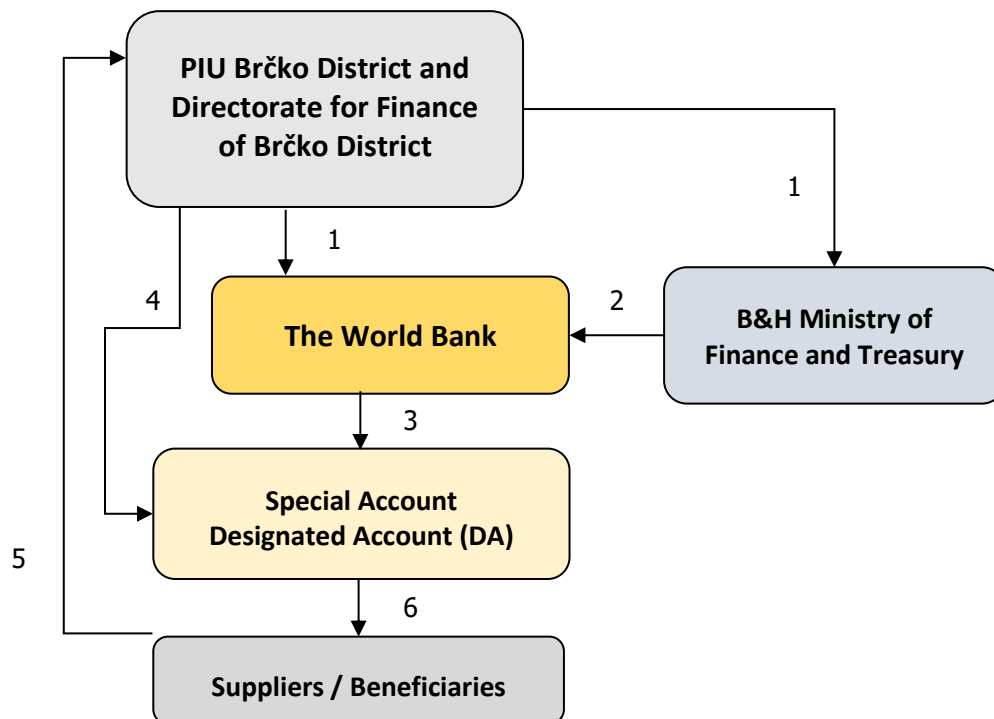
V.2.2 Funds flow and disbursement

Account for project funding, financed by the World Bank is opened by the World Bank in its accounting system on behalf of the Borrower.

Funds from that account are sent to the Special accounts (DA) opened in country of the Borrower and then sent to suppliers based on approved invoice.

The World Bank can conduct payments based on the request from the Borrower directly to the supplier or consultant for acceptable expenditure and based on approved invoice. The Bank can make payments to suppliers with the possibility to use special commitments in case of purchase of imported goods, and on the request of the Borrower and under the agreed terms between the World Bank and the Borrower.

Figure 3. Financial flow diagram



Interrelation description is as follows:

- 1) SDIP PIU sends electronic application for withdrawal of initial deposit to the World Bank and hard copy to the B&H Ministry of Finances and Treasury (B&H MFT).
- 2) B&H MFT electronically signs submitted application and approves its realization. Before the funds are withdrawn from the Credit account authorized representative of the Borrower (as specified in the Financing Agreement) must submit to the World Bank electronically the Web locations for Client Connection (<http://clientconnection.worldbank.org>), name(s) of the officer(s) authorized to sign and submit withdrawal requests and requests for special obligation (applications), document on authentication for secure identification. On each change in electronic signatory, the Borrower is obliged to notify the World Bank.
- 3) The World Bank ensures payments of advance – initial deposit and replenishment of Special Account – allocation of spent funds acceptable to the Bank.
- 4) PIU for small payments in country and abroad uses DA – Special designated account. Authorized persons, based on Decision on availability and use of these funds, sign orders. The World Bank determines the minimum value of the application for direct payments and withdrawal of funds and it keeps the right not to accept applications that are under such minimum value.
- 5) Beneficiaries are sending proper requests with attached documentation (invoices or similar documents) which are approved by authorized persons in the PIU for payments and then the requests for payments are made in order to pay the supplier from the Special (DA) account.
- 6) Commercial banks execute payments to beneficiaries based on requests and signed/approved orders.

Disbursements

The World Bank sets the arrangements for disbursement of funds for project financing in accordance with Financing Agreement agreed with the Borrower. Additional instructions and information are described in the Disbursement Letter which is submitted to the PIU with signed Financial Agreement.

Disbursement methods that Bank agrees with the Borrower are contained in the Financing Agreement and those are:

- Reimbursement
- Initial deposit and account replenishment
- Direct payments
- Special commitments

Reimbursement

The World Bank can reimburse funds to the Borrower for payments, acceptable for financing, that were made before the Financing Agreement is signed, i.e. that was financed in advance with own funds, resources, but they have to be precisely agreed upon and contained in the Financing Agreement and Disbursement Letter.

Initial deposit and account replenishment

After signature of the Agreement and its effectiveness on the request of the Borrower the Bank transfers from the credit account, opened in its accounting, the advance – initial deposit into Special (DA) account opened in the commercial bank, acceptable to the Bank, in the country of the Borrower. B&H Ministry of Finances and Treasury opens this account.

In payments from the Special account (DA) to suppliers or consultants in country or abroad, financial management staff is responsible to use all procedures mentioned in the Agreement and to ensure necessary documentation prior to payment. If any payment was made from the Special account (DA) that is not eligible for financing, the Bank can stop further payments into the Special (DA) account.

Applications for replenishment of DA account are sent on regular basis electronically with attaching scanned necessary documentation to the World Bank. Maximum amount of the application, frequency of reporting acceptable expenditures paid from the Special (DA) account (through SOE form) and submission of necessary accompanying documentation is prescribed in the Disbursement Letter that contains additional instructions and describes arrangements for disbursements and withdrawal of funds from credit account opened in the World Bank on behalf of the Borrower. These conditions are specific for each project financed from World Bank funds or the World Bank is administering those funds.

Expenditures, for which the application is submitted for replenishment, can occur on or before the project closing date, and the date of final payment can be the project closing date or four months after closing.

Funds from Special DA – designated account that are not spent and are not justified after credit closing date have to be returned to the Bank on a basis of its instructions.

Direct payments

The World Bank, on the request of the Borrower, can make payment to the supplier or consultant directly for eligible expenditures. Financial manager sends electronic application to the World Bank and hard copy to the B&H MFT upon receipt of necessary approvals. Ministry of Finance and Treasury though authorized persons electronically signs the application and sends it for execution.

Special commitments

This disbursement method covers larger contracts for imported goods. In order to finance purchase of goods, the Borrower often has to open irrevocable letter of credit. If commercial bank does not want to open irrevocable letter of credit without certain guarantee/security, the World Bank on the request of the Borrower can provide the commercial bank with the guarantee/security in a form of Special commitment. With this Special commitment, the World Bank agrees to refund payment to the commercial bank that was made or is to be made as per irrevocable letter of credit. Such obligation by the Bank is irrevocable although the credit can be suspended.

V.3 Internal controls

Internal control has the objective to ensure safe and complete records of transactions in accordance with principle of sound financial management, transparency, efficiency, effectiveness, proper recording and safeguarding of assets and resources. These objectives cover reliability of financial reporting and compliance with legal and agreement provisions, as well as following policies and procedures of the World Bank.

Concept of the internal control includes:

General control that requires adequate approval and authorization of all transactions and activities in proper way. Limitations of authorizations for all levels of expenditures should be set and followed. Clearly written administrative, accounting and operational procedures for definition of authority and responsibility of the staff for project funds and activities will be described in detail in financial management manual.

All transactions should be recorded in order to prepare complete financial reports and establish responsibilities for the funds.

Financial control – use of adequate documents should help in ensuring records of transactions, i.e. registration of original documents. For example, in order to ensure that all transactions are recorded, relevant internal documents should be numerically marked in advance and all numbers should be monitored - all transactions must be documented. Registration process for accompanying documents is the first step to keep records and ensures documentation for audit.

Financial control also covers control of cash and assets. Another important category is separation of duties between those who have access to assets or cash. It is necessary, when possible, to maintain separation of duties. Example for that is procedure of picking up cash from the bank, where financial manager is not responsible for cash management and its recording.

Access to assets should be allowed only to authorize persons. Access to accounting records, including calculation databases and data, should be controlled.

Accounting In all cases, accounting documentation should be prepared by one person, and authorized by another. In most cases in PIU preparation of documentation will be the responsibility of the financial manager, while the Director will do authorization.

Organizational plan should include, when possible, separate functional responsibilities. Authorization of transactions, managing of funds and transactions, and maintenance of records on assets and transactions should not be the responsibility of one person. That should help in prevention of errors and oversights, or even abuses.

Accounting procedures cover the following:

- Receiving, verifying, approving, and paying invoices;
- Approval and payment of expenditures of authorized PIU staff;
- Posting the transactions;
- Summarizing information at the end of the accounting period
- Preparing reports;
- Conducting financial analysis;

V.4 Accounting system

Developed accounting system used in almost all projects financed by the World Bank is FMS.Sys. It is based on latest Disbursement Manual for World Bank clients from May 2006. It is designed to reflect the needs to produce useful financial data required by all interested parties and it completely fulfils legal requirements. It is very simple and easy to use by the financial staff. It can provide reliable and timely information. It records all business transactions, sources of funds, project components and categories,

disbursements, locations of executed activities and relevant expenditures, all in order to prepare and distribute financial reports and timely provide data for the audit.

It is based on cash method bookkeeping, and can generate financial reports that show budget items related to project costs for current period and for overall duration of the project, financial reports related to project progress and plans for next period.

By using FMS.Sys, one can record three main functions without any excess: local accounting, FMR reporting (donor reporting) and contract management. Individual transaction is simultaneously recorded in one place. Local accounting uses method of accrual accounting, while FMR reporting uses accounting method based on cash for simple and easy bookkeeping and reporting of transactions.

Main modules are:

- 1) General ledger
- 2) PMR / FMR accounting (donor reporting)
- 3) Register of assets
- 4) Module for contract / tender management
- 5) Off-balance records, including payment orders, credit accounts etc.

Within FMS.Sys, one can open as many projects as needed (they are treated as locations of expenditures). Access to data from any place is limited to places with internet access.

FMS.Sys supports many languages (Bosnian, English, Croatian, Serbian, and other); FMS.Sys has online support and there is online updating of the software. This service is free of charge for all registered users of FMS.Sys in the first year, and symbolic fee is paid for following years.

Therefore, accounting system includes:

- Information that follow agreed accounting basics and standards;
- Simplicity for users and authorized accountant;
- Safety characteristics that protect data from unauthorized changes, safe keep accompanying documentation of financial transactions and assets and allows fast access to such documents as part of documentation for audit;
- Precise and timely information (computerized accounting system eases timely reporting); and
- Integrity of information

Detailed accounting procedures will be presented in PIU's Financial management manual.

V.5 Financial reporting

Project is obliged, on regular basis, to submit to the World Bank and Brčko District Government financial reports on all project activities, including annual financial reports. For project monitoring, the World Bank will need to be submitted quarterly interim financial reports (IFRs). SDIP has in FMS.Sys a design of proper IFR that includes: (a) sources of funds and use of project funds; (b) use of funds per project activities, (c) report on special account/account in local bank; (d) report on physical progress and (e) procurement report. Those financial reports will be submitted to the World Bank within 45 days from the end of each quarter, if not specified different in Legal Agreement. The First IFR will be submitted after end of first full quarter after first disbursement. Formats of annual financial reports and IFR will be incorporated in Financial management manual, and accounting software currently used by the PIU has design of quarterly reports and it will be changed depending on the requests of the World Bank. There is also a design for local reporting.

V.6 Audit

SDIP is responsible to ensure that financial reports, Special (DA) is audited by independent auditor in accordance with auditing standards acceptable to the Bank. Audit report must be in a format in accordance with International Standards on Auditing. Fiscal year of PIU is from January 01 to December

31. Audit is conducted by the auditors acceptable to the Bank in accordance with Terms of reference acceptable to the Bank.

Audited financial reports of Special (DA) accounts, including separate opinion of the auditor on disbursements made based on certified report on costs, will be send to the Bank within six months from the end of government fiscal year.

Audit of financial report shall include: (a) assessment of adequacy of accounting and internal control systems for monitoring of expenditures and other financial transactions and insurance of safekeeping of assets financed by the project; (b) determination did the subject implementing the project maintained proper documentation on all relevant transactions; and (c) confirmation that expenditures submitted to the Bank are eligible for financing and identification of all unacceptable expenditures.

Audit shall be done annually by independent international auditors acceptable to the Bank.

Final accounts and audit reports will be presented to the Brčko District BiH Government, the World Bank, B&H Ministry of Finance and Treasury within six months from the end of previous financial year.

VI PROCUREMENT

VI.1. Procurement Regulations

VI.1.1 General

Procurement under the project will be carried out in accordance with the World Bank Procurement Regulations for IPF Borrowers “Procurement in Investment Project Financing for Goods, Works, Non-consulting Services and Consulting Services” (July 2016, revised November 2017 and August 2018 and November 2020). The project will also be subject to the World Bank’s Anti-Corruption Guidelines, dated July 1, 2016, and further will be governed by the provisions stipulated in the Financing Agreements with the respective country.

The latest Standard procurement documents applicable to the Procurement regulations, available on its external website at www.worldbank.org/procurement/standarddocuments shall be used for all the procurements under the Project, irrespective of their value. In exceptional cases and for small value procurements, altered bidding documents can be used based on prior approval from the WB.

Based on procurement capacity assessment conducted for the implementing agencies in charge of project implementation in the respective country, it was determined that the procurement risk is rated Moderate.

PIU staff

The PIU Brčko District has limited capacities and experience in some elements of the WB funded projects and therefore estimates that the following expertise will have to be engaged:

- **Procurement Expert Senior**, Consultancy – based contract – an expert with experience in WB Procurement Procedures (Regulations),
- **Environmental and Social Expert Senior**, Consultancy – based contract – an expert with experience in WB ESSF and competencies (formal and informal) in environmental and social management and analyses.

In other words, given the limited experience/exposure to the Bank’s Procurement Regulations, the BD PIU would require in-depth trainings on procurement procedures and features of the Procurement Regulations, as well as on the use of the new on-line procurement planning and tracking tool STEP (Systematic Tracking of Exchanges in Procurement). If needed, the Brčko District will engage experts from the Subdepartment for Public Procurement of Brčko District Government to support the procurement process.

VI.1.2 Procurement Planning and Responsibilities

The PIU shall use the Systemic Tracking of Exchanges in Procurement (STEP) -the Bank’s online procurement planning and tracking tools to record all procurement actions under IPF operations, including preparing, updating and clearing its Procurement Plan, and seeking and receiving the Bank’s review and No-objection to procurement actions as required. For contracts above 20,000 USD the Contract Management Module in STEP will be used. STEP is a planning and tracking system, which would provide data on procurement activities, establish benchmarks, monitor delays, and measure procurement performance.

VI.2. Procurement Plan

A detailed procurement plan for the Brčko District has been prepared and is given in the Annex 5. Procurement Plan July 2024. During project implementation, the procurement plan, in agreement with the Bank project team, will be updated at least annually by the PIU and in consultation with the involved

stakeholders to reflect the actual project implementation needs and improvements in the PIU's institutional capacity. The World Bank shall approve such updated procurement plan, and any bidding to select suppliers or consultants shall be implemented in accordance with the agreed procurement plan or which has been agreed in writing with the Bank prior to the formal update of the Procurement plan in which this item should be reflected.

The main responsibility for implementation for Brčko District of BiH will be Project Implementation Unit (PIU). The implementation unit (PIU) will be responsible for the whole cycle of procurement of all goods, works and services under the Project, including filing/record keeping of all related operations and activities, and coordinating the delivery of technical assistance provided by international and local consultants, respectively. This includes the following operations (as applicable in accordance with the procurement procedures concerned):

- Preparation of procurement plans and lot numbering;
- Finalization of technical specifications and terms of reference and their submission to the Bank for review and no-objection, in the format acceptable to the WB;
- Preparation of General Procurement Notices, Specific Procurement Notices and Requests for Expressions of Interest and submission for publication;
- Preparation of bidding documents/requests for proposals, and their clearance with the WB where required;
- Receipt of expressions of interest;
- Preparation of short list if required;
- Dissemination of bidding documents/requests for proposals;
- Public opening of bids for goods and works and public opening of financial proposals for consulting services if required;
- Recording and keeping original copies of bidding / performance / advance payment guarantees, bonds or securities;
- Submission of expression of interests (EOIs)/bids/proposals/CVs to the Evaluation Committee for evaluation;
- Preparation of evaluation reports and their submission to the Bank for "no-objection" if required;
- Preparation of contracts;
- Notifications to unsuccessful bidders and returning of bid guarantees / securities if applicable;
- Contract management; review of contract execution documentation (reports, acceptance certificates and delivery documents, etc.) and ensuring its compliance with contract conditions;
- Record keeping. All documentation with respect to each procurement will be retained by the PIU according to the requirements of the Legal Agreement. The PIU will furnish such documentation to the World Bank upon request for examination by the World Bank or by its consultants/auditors. Documents with respect to procurement subject to post review will be furnished to the World Bank upon request.
- Providing assistance, procurement related documents and information during implementation support and post review missions of the Bank;
- Preparing progress reports on procurement as part of the overall project progress reports.

VI.1. Procurement Arrangements

Procurement management is the responsibility of the PIU staff. The PIU procurement staff is responsible for management of all steps of procurement cycle. The PIU procurement staff is supported and coordinated by other PIU staff/Brčko District Government departments and institutions in the following way:

- Head of PIU is responsible for general coordination of the procurement work on the project in line with the Procurement Plan and following a Brčko District Government Approval of annual updates of the Procurement Plans,
- Various specialists and civil servants from the relevant departments and institutions are responsible for the coordination of the procurement work among the involved stakeholders and for obtaining the draft TORs and TS for the respective component activities, as defined by the Brčko District Government,
- The Brčko District Directorate for Finance ensures that all project financial obligations are met in timely manner, this includes the payment for works, goods and services,
- PIU is responsible the accounting and book keeping of all activities and ensuring the Project is carried out within the specified budget,
- Authorized representatives of the involved institutions may participate in evaluation of bids and technical and financial proposals. Their membership in the Evaluation Committees should be approved by the Brčko District Government after a submission of a request for membership in the Evaluation Committee by the PIU to the involved departments and institutions for whom the procurement is organized or that are to benefit from the procurement. The proposal shall be made by the authorized representatives of the involved department or institution and submitted by the PIU to the Brčko District Government for approval.

VI.3. Procurement method

A) Selection methods for Goods, Works and Non-consulting Services:

- Request for Proposals (RFP);
- Request for Bids (RFB);
- Request for Quotations (RFQ); and
- Direct Selection.

B) Selection methods for Consulting Services

- Quality Cost Based Selection (QCBS);
- Least Cost Based Selection (LCS);
- Consultant's Qualifications Based Selection (CQS);
- Individual Consultant Selection (IC); and
- Direct Selection.

The Thresholds for Procurement Approaches and Methods and the Review Arrangements- prior review by the WB are as follows:

Effective from July 1, 2023, the Procurement Thresholds for Bosnia and Herzegovina are as follows:

Thresholds in US\$ Thousands	Works Open International	Works Open National <	Works RFQ <	Goods, IT, Non-Consultancy Open International	Goods, IT, NC, Open National <	Goods, IT, NC, RFQ <	Shortlist of National Consultants <
Bosnia and Herzegovina	7,500	7,500	300	1,500	1,500	150	300

The requirement for a prior or post review shall be specified in the Procurement Plan.

Prior Review: is a process undertaken by WB during the Project implementation in which the WB reviews “a-priori” full documentation for major contracts.

Full documentation should be submitted to the WB for prior review on the following procurement contracts:

- for all **Works** contracts above 15,000,000 USD,
- for all **Goods, IT and non-consulting** services contracts above 4,000,000 USD,
- for all **Consulting company services** all TORs, all contracts above 2,000,000 USD, a
- for all **Individual consulting** services all TORs, contracts above 400,000 USD,

Ex-Post Review: All other contracts below the Bank’s prior review threshold are subject to the Bank’s selective ex-post review. Periodic ex-post reviews by the Bank are undertaken during regular supervision missions. Procurement documents, such as bidding documents, bids, bid evaluation reports and correspondence related to bids and contracts are kept readily available for Bank’s ex-post review during supervision missions or at any other points in time.

VI.2.1 Operating Costs

“Operating Costs” means the incremental expenses incurred by the Project Implementation Unit, on account of Project implementation and includes the costs for office rent and utilities, insurance, operation and maintenance of vehicles, office equipment and supplies, communication costs, dissemination of information, publications, support for information systems, translations, photocopying, bank charges, travel and per diem costs related to the Project, office administration costs, costs for fixed and mobile telephones, internet costs, representation costs and other reasonable expenditures directly associated with the carrying out of the Project, based on an annual budget approved by the Bank. The following procedures will apply: In all cases where applicable, such as for procuring office supplies or for translation the Borrower would request quotations from at least 3 suppliers for any given type of goods and services and would award a “framework contract” for supply of those particular goods and services for a given period of time, which can be extended by signing a contract amendment. For other one-off expenditures such as advertising and other similar expenditures the payment shall be based on a received invoice and no contract shall be signed. Operating cost shall not include salaries of civil servants.

A yearly plan for the OC will be shared with the Bank for endorsement.

VI.2.2. Training Activities

Training is an integral element of the project’s capacity building objective. The Loan finances training programs, including training workshops, study tours and local training and other training activities not included under goods or service provider’s contracts, including training materials, space and equipment rental, travel, accommodation and per diem costs of trainees and trainers, trainer’s fees and other training related miscellaneous input. Training programs may be included in larger contracts with firms to reduce administrative burden on the PIU. The PIU would be responsible for administration of workshops and study tours for the PIU and other staff as well.

Expenditure items for training activities, including study tours, would be reported under SOEs. The yearly training plan will be endorsed by the Bank.

VI.3 Procurement process

VI.3.1. Tendering timeframe:

1. Procurement of Goods, IS, IT and Works:

a. International Open Competitive Procurement:

Estimated duration: 6 months, including the period necessary to prepare and agree on the technical and bidding documentation.

b. National Open Competitive Procurement:

Estimated duration: 4 months, including the period necessary to prepare and agree on the technical and the bidding documentation.

2. Procurement of Consulting Services (Firms):

a. Quality and Cost-based Selection (QCBS)

Estimated duration: 6 months, including the period necessary to prepare and agree on the ToRs.

b. Least Cost-based Selection (LCS)

Estimated duration: 4 months, including the period necessary to prepare and agree on the ToRs.

c. Consultant's Qualification-based Selection (CQS)

Estimated duration: 3 months, including the period necessary to prepare and agree on the ToRs.

d. Direct Selection

Estimated duration: 1 month, including the period necessary to prepare and agree on the ToRs.

3. Procurement of Individual Consultants:

a. Open Competitive Selection

Estimated duration: 2 months

b. Limited Competitive Selection

Estimated duration: 1.5 months

c. Direct Selection

Estimated duration: 1 month

VI.3.2. Advertisements

The General Procurement Notice will be prepared and submitted to the World Bank after negotiations. The World Bank will arrange for its publication in United Nations Development Business online and on the World Bank's external website. The General Procurement Notice will contain information concerning the borrowers, amount, and purpose of the loan; scope of procurement reflecting the Procurement Plan; the name, telephone (or fax) number, and address(es) of the borrower's agencies responsible for procurement; and the address of a widely used electronic portal with free national and international access or website where the subsequent Specific Procurement Notices will be posted.

For international procedures the specific procurement notices will be published automatically through STEP on the Bank's external website and UNDB, as well as locally on the PIU's website and daily newspaper as relevant. For national procedures, the PIU shall advertise the Specific procurement notices on the PIU's website and daily newspaper as relevant.

VI.3.3. Evaluation process and Evaluation Committee

The Evaluation process is held pursuant to the applicable World Bank Guidelines quoted in this OM and pursuant to the modalities described in this OM. The type of evaluation and type of reports varies depending on the procurement procedure.

For procurement of all contracts financed from the Loan an Evaluation Committee (EC) shall be established by the PIU (The EC will have odd number of members because of voting rights.)

For procurement of goods, works and services above USD 100,000 equivalent per contract, financed from the Loan, an Evaluation Committee (EC) comprising of minimum 3 members.

EC (with voting rights) will be consisted of:

- 1 representative of the Brčko District Government,
- 1 representative of the departments or institutions of the Brčko District,
- 1 representative of PIU

Members of the EC will be appointed by the Brčko District Government based on the proposal from the PIU in writing.

For procurements of goods, works and services below USD 100,000 equivalent per contract, the EC shall comprise of minimum 3 members as follows nominated by PIU:

- 1 representative of the departments or institutions of the Brčko District,
- 2 representatives of PIU

The EC will be composed of technical experts, impartial and competent officials to evaluate bids and proposals, and additional representative from PIU staff (Procurement Specialist / Lawyer, Head of PIU or person delegated by the Head of PIU) who will serve as a secretary to the EC. Committee members should be able to assess the technical and financial aspects related to the activity and should have experience in evaluation in accordance with the World Bank's procurement procedures.

The EC evaluates bids/proposals based on the evaluation criteria specified in the bidding documents/Request for Proposals. Bid evaluation reports, with recommendations for the award of contract (in case of goods, civil works and non-consultant services), technical evaluation reports and final evaluations reports (in case of consulting services) are prepared by the Procurement Expert based on the evaluation and decision done by the EC and the Individual Score Sheets, as applicable. The completed evaluation report is then submitted to the EC for final review and signature of all the EC members. All other situations are regulated by the WB procurement procedures that may occur, such as disagreement in the opinions of the EC members.

VI.3.4. Anti Corruption Measures

Mitigation of Conflict of Interest. Each person serving as a member of a selection committee, or who is otherwise involved in a procurement process, shall disclose to the Head of PIU if they, or any of their immediate family members, are related or otherwise connected to any of the members of the boards of directors or commissioners of the bidders and/or consultants participating in any of the procurement packages ("Interested Member"). Any Interested Member shall exempt himself or herself from further participation in the evaluation process; and any Interested Member who is an Official shall refuse himself or herself from any decisions relating to the evaluation process or contract award.

Each Member of the Evaluation committee before the evaluation process starts, will sign a Declaration of impartiality and confidentiality.

See [Annex 6. sample of the Declaration of impartiality and confidentiality](#)

VI.3.5. Notification of Intention to Award

VI. 3.5.1 Goods, Works and Non-consulting Services

Following the decision to award the PIU shall promptly and simultaneously provide, by the quickest means available, and as further specified in the request for bids/request for proposals document, written notification of the intention to award the contract to the successful Bidder/Proposer (Notification of Intention to Award). Such notification shall be sent to each Bidder/Proposer that submitted a Bid/Proposal, (unless the Bidder/Proposer has previously received notification of exclusion from the process at an interim stage of the procurement process).

For contracts subject to prior review by the Bank, the PIU shall transmit the Notification of Intention to Award only after receiving the Bank's no-objection to the evaluation report.

The Notification of Intention to Award shall provide to each recipient, as a minimum, the following information as applicable to the selection method, and as further specified in the relevant request for bids/request for proposals document:

- the name and address of the Bidder(s)/Proposer(s) submitting the successful Bid/Proposal;

- the contract price, or where the successful Bid/Proposal was determined on the basis of rated criteria (where price and technical factors are rated), the contract price and the total combined score of the successful Bid/Proposal;
- the names of all Bidders/Proposers that submitted Bids/Proposals, and their Bid/Proposal prices as read out, and as evaluated;
- a statement of the reason(s) why the recipient's Bid/Proposal was unsuccessful, unless the price information, already reveals the reason. The Implementing agency shall not divulge any other Bidder's/Proposer's confidential or proprietary information such as: cost breakdown, trade secrets, manufacturing processes and techniques, or other confidential business or financial information;
- instructions on how to request a debriefing and/or submit a complaint during the Standstill Period, as set out in the request for bids/request for proposals; and
- the date the Standstill Period is due to end.

VI.3.5.2 Consulting Services

Following the initialling of the draft negotiated contract by the successful Consultant, the PIU shall promptly and simultaneously provide, to each Consultant who's financial Proposal was opened, the Notification of Intention to Award to the successful Consultant with whom the PIU successfully negotiated the contract.

For contracts subject to prior review, such Notification of Intention to Award shall be provided promptly after receiving the Bank's no-objection to the draft negotiated contract initialled by the successful Consultant.

The Notification of Intention to Award shall provide to each recipient, as a minimum, the following information as relevant to the selection method, and as further specified in the request for proposals document:

- the name and address of the Consultant with whom the PIU successfully negotiated a contract, and the contract price;
- the names of all Consultants included in the short list, indicating those that submitted Proposals;
- where the selection method requires, the price offered by each Consultant as read out and as evaluated;
- the overall technical scores and scores assigned for each criterion and sub-criterion to each Consultant
- the final combined scores and the final ranking of the Consultants;
- Statement of the reason(s) why the recipient's Proposal was unsuccessful, unless the combined score already reveals the reason. The Implementing agency shall not divulge any other Consultant's confidential or proprietary information such as: cost breakdown, trade secrets, methodology or other confidential business or financial information
- instructions on how to request a debriefing and/or submit a complaint during the Standstill Period, as set out in the request for proposals document; and
- the date the Standstill Period is due to end.

VI.3.6. Standstill Period - The period following the Notification of Intention to Award

To give Bidders/Proposers/Consultants time to examine the Notification of Intention to Award and to assess whether it is appropriate to submit a complaint, a Standstill Period shall apply.

Transmission of the PIU's Notification of Intention to Award, begins the Standstill Period. The Standstill Period shall last ten (10) Business Days after such transmission date, unless otherwise extended in

accordance with the Procurement guidelines. The contract shall not be awarded either before or during the Standstill Period.

Notwithstanding above, there shall not be a requirement for a Standstill Period in the following situations:

- a. only one Bid/Proposal was submitted in an open competitive process;
- b. direct selection, selection of individual consultant and selection based on consultant qualifications;
- c. call-off process among firms holding FAs; and
- d. Emergency Situations recognized by the Bank.

(This section is described in detail in the WB Procurement Regulation.)

VI.3.7. Procurement-related Complaints

The complaints shall be evaluated from the authority that has issued the document for which complaints are submitted: for ToRs the Technical Working Group (TGW), for evaluation the evaluation committee etc. Each response to all requests for Debrief/Complaints must be cleared/reviewed by the Bank team.

Table 3. Business standards for procurement related complaints (where the procurement is subject to Prior Review)

Process step	Responsible Entity	Timeframe
Complaints challenging the terms of prequalification / initial selection documents, request for bids/ request for proposals documents, or any other PIU document requesting Bids/Proposals or Applications	Potential Bidders/ Proposers/ Consultants	Complaints shall be submitted at least ten (10) Business Days prior to the deadline for submission of Applications/Bids/Proposals PIU shall respond not later than seven (7) Business Days from the date of receipt of complaint.
Notify Applicant/Bidder/Proposer/Consultant of the basis for exclusion from consideration for a contract; rejection of Bid submitted; or intention to award.	PIU	The timeframe will be specified in the respective documents governing the procurement process. As a general matter, notification should take place promptly after the PIU has made the relevant determination. Upon receipt a Complaint challenging the above determination, the PIU shall respond to the complainant not later than seven (7) Business Days after the receipt of complaint.
Complaints following transmission of the notification of the intention to award the contract shall be submitted to the PIU within the Standstill Period.		Complaints should be submitted within the Standstill Period. The PIU shall respond not later than 15 Business Days from the date of receipt of Complaint.
Request for debriefing	Bidder/ Proposer/ Consultant	Within three (3) Business Days from the receipt of the PIU' Notification of the intention to award the contract.
Conduct debriefing when requested in a timely manner.	PIU	The PIU shall hold the debriefing within five (5) Business Days of receipt of the request. For all other requests for debriefing, the PIU shall

		hold debriefing not later than fifteen (15) Business Days from the date of publication of public notice of award of contract.
Acknowledge receipt of Complaint.	PIU	Within three (3) Business Days from the date of receipt of the Complaint
Forward Complaint to the PIU, if Complaint is submitted only to the Bank	Bank	Within three (3) Business Days from the date of receipt of the Complaint
Forward Complaint to the Bank, along with all relevant information and documentation	PIU	As soon as possible after receipt of the Complaint

VI.3.8. Contract Award

At the end of the Standstill Period, if the PIU has not received any complaint from an unsuccessful Bidder/Proposer/Consultant, the PIU shall proceed to award the contract in accordance with its decision to award, as previously communicated through the Notification of Intention to Award.

For contracts subject to prior review, when no complaints are received by the PIU within the Standstill Period, the PIU shall proceed to award the contract in accordance with the award recommendation that had previously received the Bank's no-objection. The PIU shall inform the Bank within three (3) Business Days of such award.

VI.3.9. Contract management

VI.3.9.1. Contract management team

It is recommended that the official/contractor who prepared the Technical Specifications should be nominated as Evaluation Committee members and Contract Management Team (CMT). The rationale is that the officials who were involved in the preparation of the ToRs/technical specifications are very familiar to the assignment.

The Contract Management Team or Contract Manager will be appointed by order of person appointed by PIU. For works contract a contract management group will be established by order of Person appointed by PIU.

VI.3.9.2. Contract signing and Contract award

The contracts are signed by Person appointed by PIU and a Contract Award Notice is published on the PIU Website after contract signing. In case WB Procurement Regulations require publication online on dgMarket site, such information is sent to the WB via WB STEP System so that the Contract Award is automatically published online on dgMarket site.

VI.3.9.3. Contract Amendments

For contract amendments with no financial impact:

The request for amendment may be presented from the Contract Management Team providing clear justification on the amendment. In this case the amendment shall be sent for approval to the Person appointed by PIU.

For contract amendments with financial impact:

The request for amendment shall be presented from the Contract Management Team along with the justifications for changes to PIU who will be obliged to present them to the Brčko District Government. The financial cost of the amendment shall be negotiated between the Contract Management Team and supplier/consultant through. If there is no budget in Procurement Plan, the PIU shall request the allocation of funds in PP from the Brčko District Government. After funds are approved, the amendment may be signed.

Before agreeing to modifications, the Bank's no objections shall be sought for contracts which are subject to prior review by the Bank.

VI.3.10. Communications

Communications during procurement process may be held via e-mail and/or official letters. Also the internal communication among TWG and PIU shall be kept electronically to the extent possible, such as review process to address Banks comments on ToRs, TSs, Evaluation Reports, draft contracts, etc.

VI.3.11. Retention of Procurement Documents

The PIU shall maintain the procurement documentation depending on the procurement method, as following: copies of all public advertisements, pre-qualification documents (if used), evaluation reports, bidding documents, bid opening minutes, evaluation report (that shall include a detailed record of the reasons used to accept or reject each bid), original Bids/Proposals; minutes of negotiations if any; all documents and correspondence related to the procurement and execution of the contract, including those in support of the evaluation of Bids/Proposals; and the recommendation for award made, complaints against procedures or recommendation for award, requests for debriefing, advertisement of contract awards, signed copy of the contract and all subsequent amendments or addenda, securities, payment invoices or certificates, as well as the certificates for the inspection, delivery, completion, and acceptance of Goods, Works, and Non-consulting Services, for contracts awarded on the basis of direct procurement (the documentation shall include justifications for using the method etc.).

VII ENVIROMENTAL AND SOCIAL RISK MAGEMENT

The project is rated with an overall High risk for both environmental and social. The World Bank ESF and all Environmental and Social Standards (ESS) will be applied.

VII.1. Assessment and Management of Environmental and Social Risks and Impacts

Although there are only limited high-risk activities identified for the first phase, considering the geographic and sectoral width of the project, as well as the associated borrower capacity and number of institutions involved across the countries, the environmental risk remains high. The specific activities including civil works related to water training works, dredging, and flood protection may contain significant environmental risks and impacts including impacts to the watercourse; management of excavated and dredged materials and solid waste generated; generation of dust, noise, and air pollution; and possible impacts on the flora and fauna of the waterway and adjacent areas; the planning and strategic documents including River Basin Management Plans need to be coupled with Strategic Environmental and Social Assessments (SESAs) and sectoral Environmental and Social Impact Assessments (ESIAs) to adequately identify all of the underlying environmental and social risks.

Based on the World Bank's ESF, the borrower has developed an Environmental and Social Management Framework (ESMF) for each participating country (Serbia, BiH, and Montenegro for the first phase), which will serve to screen every sub-project for potential social and environmental impacts and then develop specific mitigation plans as needed. All the subsequent ESIAs or ESMPs will be developed fully in accordance with the provisions of the World Bank ESF and the ESS. The plans will be site and subproject specific and will cover the most likely impacts described above. Along with the ESMF, site-specific ESMPs have been prepared, disclosed, and consulted.

See [Annex 7 – Generic ESMP for the Project](#)

Overall, all three ESMFs provide guidance for high-risk activities based on the World Bank ESF, while for activities of substantial and moderate risk, the due diligence is to be prepared following the legislation of the relevant country and expanded to include the requirements of the World Bank ESF.

The BiH and Montenegro ESF documents were disclosed on December 30, 2019, while those for Serbia were disclosed on December 19, 2019.

VII.1.1. Environmental and Social Assessment Process

All the documentation, plans, programs, and studies developed to feed into the future phases will consider all the relevant environmental and social issues not only from impact perspective but from a project design perspective as well.

The Project shall need to satisfy environmental assessment requirements of the World Bank and Law on Environmental Protection, as well as water permitting requirements set up in the water management regulation.

The steps to be followed concerning assessment process in Brčko District are the following:

1. Prepare environmental Management Plan and request for Environmental permit,
2. Organize consultations with stakeholders,
3. Obtain Preliminary Water permit, if needed,
4. Obtain the Urban permit/location conditions, if needed,
5. Obtain the Concession for water intake, if needed,
6. Obtain the Environmental or Water permit, if needed,
7. Obtain the Construction permit.

Sub-projects

Step 1. Sub-project screening and risk classification

Sub-projects screening and risks classification is carried out to enable decision-making whether the sub-project can be financed, or it is on elimination lists, as well as which E&S instrument is needed for each sub-project.

The Environmental and Social Screening Questionnaire (ESSQ) provided in [Annex 8](#), will be revised for specific sub-projects if needed, and shall be completed by the PIU's Environmental and Social Specialists. The final decision requires endorsement of the World Bank.

Additionally, PIUs will be required to:

- In case of any land acquisition issues identified, prepare a site-specific Resettlement Action Plan in line with the guidance given in the Resettlement Policy Framework developed for the SDIP project,
- Implement the developed Labor Management Procedure for the SDIP project, and update it as necessary,
- Undertake stakeholder engagement and disclosure of information in accordance with the Stakeholder Engagement Plan developed for the SDIP project,
- Conduct monitoring and reporting on the E&S performance of the SDIP project against the project ESMF, RPF, SEP and LMP.

See [Annex 8 - The Environmental and Social Screening Questionnaire \(ESSQ\)](#)

Step 2. Preparation of ESIA, ESMP and Checklist ESMP

The ESMP or the Checklist ESMP are to be prepared for each individual sub-project, prior to bidding procedures, by the PIUs Environmental and Social Specialists, and shall be subject to review and approval of the WB.

For subprojects for which the Bank requires the development of a site-specific ESMP, the ESMP requirements shall be integrated in the environmental documentation/request for environmental permit submitted to responsible authorities.

Table 4. Project activities requiring environmental permit

Type of activities	Action to be taken	Result of the action
i) investment in rehabilitation of river embankments and regulation of river course, and ii) investment in facilities for waste management	Prepare Request for Environmental Permit and submit it to relevant Brčko District Department. The relevant Brčko District Department, for some subprojects, will decide on the necessity to conduct a full EIA in case of which an EIA study shall be prepared. The responsible body will issue the environmental permit based on the Request or full EIA study, whichever is required by the procedure.	Obtained environmental permit

Step 3. Public disclosure and public consultations

ESIA/ESMP shall be publicly disclosed and public consultations conducted. The documents shall be disclosed in line with the requirements of the SEP developed for the SDIP Project. It is the responsibility of PIU to organize disclosure of subject documents, announce calls for public consultations in media and on local level. Alongside the documents, an invitation for the public consultation shall be published and comments/suggestions shall be invited to be submitted electronically and written submission thereof within a clearly defined time period (for a minimum of two weeks). By the end of the disclosure period, the public consultation meetings shall be conducted, inviting stakeholders and the general public to proactively participate.

Step 4. Obtain various permits and approvals (If needed and where applicable)

Other permits, such as Water permits in line with the requirements of the Water Law as well as Construction related permits in line with the requirements of the construction regulations shall be obtained, as appropriate.

Step 5: Integration of E&S instruments (ESIA, ESMP, generic ESMP) in tender documents

The E&S instruments (ESIA, ESMP, generic ESMP) will be prepared prior to the bidding of works and the PIU will be responsible to integrate the final version into tender documents for the selected sub-projects and in the contracts for their execution to be signed with the selected works contractor. The Contract agreements shall impose the Contractors' obligation to comply with the requirements specified in the E&S instruments. The Contractors will be required to demonstrate that all mitigation measures have been accounted for to ensure sub-project implementation in environmentally and socially acceptable manner.

Contractors will be required to prepare Occupational Health and Safety (OHS) management plans. Contractors will be required to provide the periodic information on the performance in terms of labor, occupational health and safety issues, incidents and accidents. The information will be included in the contractor's monthly reports and will be reviewed by the Supervision Consultant's team.

Step 6. Implementation, supervision, monitoring and reporting

Implementation of mitigation measures and environmental and social monitoring is an obligation of the Contractors compliant to ESIA, ESMP or generic ESMP. The Supervision Consultant for the works engaged by PIU, alongside other routine activities, shall supervise the Contractor's environmental and social performance and verify compliance with E&S Instruments.

VII.2. Labor Management Procedures

Pursuant to WB requirements, LMP has been developed as a separate document. The LMP aims to ensure fair treatment of workers and provision of safe and healthy working conditions.

The focus of the LMP is on workers engaged directly by the PIU and relevant departments/institutions of Brčko District to specifically perform project related tasks and external consultants engaged by PIU to work on the Project. These workers are defined as Direct workers.

For direct workers a grievance mechanism shall be conceived and housed by the PIU. If /when a grievance mechanism is already in place within the PIU under another WB-funded project, the same will be used for the SDIP project as well. This grievance mechanism shall address workplace concerns specifying procedures as to whom a direct worker should lodge the grievance, the time frame for receiving a response or feedback and steps to refer to a more senior level, while allowing for transparency, confidentiality and non-retribution practices. This category of workers shall be informed on available grievance mechanism, and shall receive a detailed description of the mandate, administration, uptake channels in writing and in a accessible language simultaneously with their engagement.

VII.3. Grievance Redress Mechanism

The grievance redress mechanism (GRM), to be established by the PIU Brčko, is an overlaying requirement of the World Bank Project for all operations and can relate any part of Project implementation throughout the lifecycle of the Project. GRM will be set up as early as possible in project development to address specific concerns about compensation, relocation, or livelihood restoration measures raised by Project Affected Population (PAP) in a timely fashion.

Regardless of scale, involuntary resettlement may give rise to grievances among PAPs on issues ranging from rates of compensation and eligibility criteria to the location of resettlement sites and the quality of services at those sites.

The GRM is available at no cost, and it is important that it be easily accessible.

A Project level GRM will consist of a Central Grievance Redress Committee (CGRC) CGRC established and administered by the regional PIU and sub-project specific Local Grievance Redress Committees (LGRC) LGRC (collectively referred to as GRM) established and administered by the PIU Brčko District of BiH. The CGRC shall be effective immediately after appraisal of the Project, in order to manage and appropriately answer complaints during its different phases while the LGRC shall be effective upon decision on each new sub-project has been taken. In addition to the GRM, legal remedies available under the Brčko District BiH legislation are also available (courts, inspections, administrative authorities, etc.). PIU Brčko District BiH is responsible for establishing functioning GRM and informing stakeholders about the GRM role and function, the contact persons and the procedures to submit a complaint in the affected areas. Information on the GRM will be available: on the websites of the PIU (www.rgfbd.com) and Brčko District BiH government www.bdcentral.net, and through social media campaigns. A PIU will produce leaflet containing grievance mechanism procedure that will be disseminated to the PAPs in public meetings during each phase of the project and through above noted websites.

Raising grievances

Any comments or concerns can be brought to the attention of the GRM personally or by telephone or in writing (by post, fax, e-mail or personal delivery) by filling in a grievance form from [Annex 9](#), without any costs incurred to the complainant. Grievances can also be submitted anonymously.

Grievance administration

Any grievance shall follow the path of the following mandatory steps: receive, assess and assign, acknowledge, investigate, respond, follow up and close out.

Once logged, the GRM shall conduct a rapid assessment to verify the nature of grievances and determine on the severity. Within 3 days from logging, it will acknowledge that the case is registered and provide the grievant with the basic next step information.

It will then investigate by trying to understand the issue from the perspective of the grievant and understand what action he/she requires. The GRM will investigate the facts and circumstances and articulate an answer. The final agreement should be issued and grievant be informed about the final decision not later than 15 days after the logging of the grievance. Closing out the grievance occurs after the implementation of the resolution has been verified.

Even when an agreement is not reached, or the grievance was rejected, the results will be documented, actions and effort put into the resolution. If the grievance could not be resolved in amicable endeavor, the grievant can resort to the formal judicial procedures, as made available under the Brčko District legal framework. Logging a grievance with the GRM does not preclude or prevent seeking resolution from an official authority, judicial or other at any time (including during the grievance process) provided by the Brčko District legal framework.

The GRM will investigate the facts and circumstances and articulate an answer. The final agreement should be issued and grievant be informed about the final decision not later than **15** days after the logging of the grievance. Closing out the grievance occurs after the implementation of the resolution has been verified.

In case of anonymous grievance, after acknowledgment of the grievance within 3 days from logging, the GRM will investigate the grievance and within 15 days from logging the grievance, issue the final decision that will be disclosed on the PIU website.

Contact details for enquiries and grievances:

Attention: Head of BD IPIU
Adress: Cvijete Zuzorić bb, 76100 Brčko
Phone: +387 49 232 260
Fax: + 387 49 232 260
Email: PIUbrckodistriktbih@gmail.com

Grievance log

The PIU will maintain grievance logs. Each grievance will be recorded in the grievance log with the following information:

- the name and contact details of the grievant, if appropriate;
- the date of grievance submission;
- description of grievance;
- the name of the officer charged with addressing the complaint, if appropriate
- date of receipt acknowledgement returned to the complainant;
- any follow up actions taken;
- the proposed resolution of the complaint;
- whether longer-term management actions have been taken to avoid the recurrence of similar grievances in the future, if applicable.
- date of resolution and closure / provision of feedback to the complainant.

Grievance feedback

Feedback to the grievant will be sent using the contact details submitted along with the grievance.

The CGRC shall compile quarterly reports about the number and type of grievances/complaints addressed and closed-out. This Report shall be disaggregated by type of grievances /complaints. A summary of grievances and the measures taken to resolve them shall be made public on PIU and local government websites a regular (quarterly) basis.

Grievance processing

The CGRC will lead a grievance inquiry, if needed, including collecting relevant documents, conducting field visits, consulting appropriate internal staff, contacting external stakeholders, and other activities. The investigative findings will be used to document the decision-making process and inform the proposed improvement.

The grievant will provided information about the status and progress of grievance submitted. If the grievant accepts the proposed resolution, the agreed action(s) will be implemented.

This process will be recorded in the grievance log with supporting documentation. If necessary, a regular monitoring will be performed to verify the implementation.

Following the resolution, the grievance can be officially closed.

Grievance monitoring and reporting

The CGRC will be responsible for:

- Collecting data from LGRC serving as local admission points on the number, substance and status of complaints and uploading them into the project database;
- Maintaining the grievance logs on the complaints received;
- Disclosing quarterly reports on GRM mechanisms;
- Summarizing and analyzing the qualitative data received from the local Grievance Admission points on the number, substance and status of complaints and uploading them into the project database;
- Monitoring outstanding issues and proposing measures to resolve them.

The monthly social monitoring reports to the WB shall be submitted through the PIU, which shall include a section related to GRM that provides updated information on the following:

- Status of GRM implementation (procedures, training, public awareness campaigns, budgeting etc.);
- Data on number of received grievances (applications, suggestions, complaints, requests, positive feedback), number of resolved grievances, number of grievances that remain unresolved;
- Level of satisfaction by the measures (response) taken;
- Any corrective measures taken.

WB Grievance Redress System

Grievance redress mechanisms will be established under Brčko District BiH PIU as well as the regional PIU under ISRBC. Communities and individuals who believe that they are adversely affected by a World Bank (WB) supported project may submit complaints to these established project-level grievance redress mechanisms or the WB's Grievance Redress Service (GRS). The GRS ensures that complaints received are promptly reviewed in order to address project-related concerns. Project affected communities and individuals may submit their complaint to the WB's independent Inspection Panel which determines whether harm occurred, or could occur, as a result of WB non-compliance with its policies and procedures. Complaints may be submitted at any time after concerns have been brought directly to the World Bank's attention, and Bank Management has been given an opportunity to respond. For information on how to submit complaints to the World Bank's corporate Grievance Redress Service (GRS), visit <http://www.worldbank.org/en/projects-operations/products-and-services/grievance-redress-service>

[Please see Annex 9. - Grievance Mechanism Template](#)

VII.3.1. Workers engaged or employed by third parties

Workers engaged or employed by third parties i.e., contractors, sub-contractors and service and good providers are defined as Contracted workers to which these procedures apply alike.

Any third party (Contractor) employing and engaging contracted workers are expected to design and implement grievance mechanisms ensuring an easy access to protective measures and effective remedial actions in work situations that may give rise to grievances and disputes. Contractors will prepare detailed description of grievance redress mechanism (GRM) before the start of their assignment. The GRM must be well circulated and written in a language understood by all.

Prior to contracting, the bidders will be required to submit a statement confirming their awareness of WB ESS2, their firm commitment to comply with the national labor and employment and occupational health and safety laws and labor management procedures in accordance with WB ESS2, and their willingness to refrain from any practice that can be interpreted or perceived as discriminatory or unfair to their employees. The failure to submit such statement will exclude a bidder from taking part in bidding. After the contract award, the contractors are required to provide their own Labor Management Procedures that have to be in line with the Project's LMP. Contractors should carry out due diligence to ensure that their subcontractors, suppliers and business partners involved in implementation of the Project are compliant with law and have no records on violating labor or OHS regulations. The contract to be made with the selected third party will incorporate terms and conditions of the Project's LMP as the minimum standard provided for the project workers employed or engaged by the third party. The third party will make effort to establish mechanisms that will prevent discrimination, harassment, sexual harassment and abuse at work and ensure equal treatment and equal opportunity for all. Each worker must understand and sign the statement of the Code of Conduct for workers with a separate chapter for SEA/SH.

During the implementation of the contract, the third parties engaging/employing project workers will have to submit quarterly compliance reports presenting their compliance with the LMP by using the reporting template provided in the Project's LMP. The report should include the number and status of

project workers, the number of hired and terminated employees in the given period, the number of hours worked, overtime, regularity of payment, OHS issues (injuries and fatalities, if any), safety measures, grievances raised and resolved, training provided/attended, incidents of non-compliance with the law and the LMP.

Project activities such as reconstruction of river bed / dredging such as works on Brka and Blizna, cleaning of illegal dump or construction of the center for waste management and so on will affect both direct and contracted workers and in some cases primary supply workers who will be expected to comply with ESS2 requirements.

Labor Management Procedure has been developed, which detail how compliance will be done, by whom, and under what Brčko District law. They detail the requirements for contractors and others as well as any gaps between ESS2 and the law. The labor management plans (LMPs) also establish a separate grievance system.

See [Annex 10. Format for Report on compliance with conditions of work for third parties engaging contracted workers](#)

VII. 4. Resettlement Policy Framework

Pursuant to WB requirements, a Resettlement Policy Framework has been developed as a separate document. The RPF provides procedures for managing involuntary land acquisition/resettlement including the Entitlement Matrix for project affected persons. This document also provides information on preparation of sub-projects' RAPs as well as minimum elements RAPs should contain. Following the screening process and determination of potential impacts, the PIU shall report the findings of the screening process to the World Bank and prepare site-specific RPs, ensuring that all project activities adhere to the requirements of this RF. The RPs will be submitted to the World Bank for review and approval. RPs will be in place prior to the initiation of any land acquisition activities. The specific tasks regarding the preparation and implementations of RPs will be shared between the PIU, Brčko District departments or institutions and other involved stakeholders, according to Table below:

Table 5. Specific tasks regarding the preparation and implementations of RPs

Task	Responsible party
Preparation of RPs	
Ensuring the preparation of RPs including the census and socioeconomic surveys	PIU
Developing stakeholder awareness of the requirements of RF and RPs	PIU
Approval of RP	WB
Information disclosure and consultations	
Disclosure of information and documents to all Project Affected People and communities, and organization of public meetings	PIU in cooperation with the involved stakeholders
Keeping records of consultation activities	PIU
Land acquisition process	
Direct communication with and visits to owners and occupants	PIU in cooperation with the involved stakeholders / expropriation authorities
Negotiations and expropriation activities, prior to construction commencement	PIU in cooperation with the involved stakeholders / expropriation authorities
Provision of assistance to vulnerable persons / households	PIU in cooperation with the actors / departments responsible for social care, displaced persons and refugees
Payment / provision of compensation packages	Brčko District Government (through PIU or directly)
Monitoring and reporting	
Monitoring and reporting to WB with respect to land acquisition	PIU
Monitoring and reporting in respect of temporary land occupation carried out after construction commencement	Contractor
Preparation of a Completion Audit at the end of the land acquisition process	Independent third party contracted by PIU or Brčko District Government
Receiving and managing grievances	
Grievance processing and management	PIU
Receiving grievances and acknowledging receipt of grievances	PIU
Keeping an integrated registry of grievances	PIU

General requirements for a resettlement plan are part of the Annex 11 of this document

See [Annex 11 -Minimum Elements of a Resettlement Plan](#)

VII.5. Citizen engagement

An important component of the learning to be internalized into SDIP's Phase II from the experience of implementing Phase I activities will be gathered through engagement with enduser populations—the ultimate program beneficiaries. Annual consultations with project beneficiaries will be conducted by PIU including local communities (BHS: Mjesne zajednice).

The operational and social needs of these beneficiaries, obtained through participatory planning activities, will be reflected in the design of specific interventions as well as the regional river basin and tourism plans and will be reported and monitored through annual progress reports.

Phase I activities have been selected based on prior and ongoing consultations with the target communities. Furthermore, the process of engaging citizens, rural development networks, and NGO representatives through participatory planning and capacity building for flood protection, sustainable watershed management, and the tourism development plan will be detailed after the social assessment screening is completed during the first year of project implementation.

VII.6. Public consultation process

The WB standard on Stakeholder Engagement and Information Disclosure 10 (ESS 10) recognizes the importance of open and transparent engagement between the Borrower and project stakeholders as an essential element of good international practice. Effective stakeholder engagement can improve the environmental and social sustainability of projects, enhance project acceptance and make a significant contribution to successful project design and implementation. Pursuant to the WB requirements, stakeholder engagement is a process implemented throughout project life cycle, and it is most effective if launched at early stage of project development. Engagement should begin as early as possible at project preparation, as timely identification of and consultation with the stakeholders enable views and opinions of these groups to be taken into account in the project design and implementation.

In line with these requirements, set of documents in English and local language, including:

- * the Environmental and Social Management Framework (ESMF);
- * the Environmental and Social Commitment Plan (ESCP);
- * the Stakeholder Engagement Plan (SEP);
- * the Resettlement Policy Framework (RPF); and
- * the Labour Management Plan (LMP).

have been disclosed to the public through the website of PIU, Local Governments, and a public consultation has been organized in Brčko in 2023.

VIII REPORTING, MONITORING AND EVALUATION

Progress reports are necessary to be regularly submitted in accordance with agreed arrangements, as well as requirements of the Brčko District BiH Government.

PIU will prepare following reports:

- Project Completion Report (PCR);
- Semi-annual progress and financial management reports;
- FMR – quarterly;
- Information about the Project implementation (IP) – annually for Brčko District BiH Government;
- All other project information on request.

Monitoring & Evaluation

The Project's Monitoring and Evaluation (M&E) system will be aligned with the Results Framework and Theory of Change.

M&E activities will focus on:

- (a) continuous data collection for the Results Framework and related indicators;
- (b) regular results monitoring of all project component activities;
- (c) a Mid-Term Review; and
- (d) an end-of-project impact assessment.

Data collected during project preparation will serve as baseline for some indicators, while for other baselines will be established early in project implementation and will be compared against follow-up data collected during and at the end of project implementation.

See [Annex 12. – PDO and Result Framework for Brčko District of B&H](#)

IX ANNEXES

Annex 1.1. Terms of Reference Head of BD PIU

Scope of services

The Scope of Services for the position is as follows:

- Ensures Project implementation in accordance with the financing and project agreement, the separate agreement and other project documentation,
- Provides efficient coordination of the project stakeholders – including the World Bank, Brčko District Government representatives, project implementation consultants and other consultants,
- Monitors and supervises IPIU work with respect to the financing and project agreement, the separate agreement and other project documentation.
- Represents IPIU with the agreement of the Brčko District Government and Mayor.
- Represents the Project in public relations, with the agreement of the the Brčko District Government and Mayor.
- Ensures timeframe and effectiveness of the Project implementation with respect to agreed timeline.
- Supervises daily activities of the IPIU, including evaluation of performance and operating effectiveness (including on-going staff performance evaluations and feedback), making recommendations for change, as necessary.
- Based on plans and staff performance evaluation, develops staff training plan.
- Manages operating budget of the IPIU.
- Carries out day-to-day activities in support of implementation of the subprojects.
- All other activities as deemed necessary.

Required Professional Expertise and Qualifications

- At least a Bachelor's degree in public administration, economics, law, public policy or technical field;
- Minimum 15 years of professional experience with implementation of projects funded by the international organizations;
- At least 10 years of professional experience in managing internationally funded projects;
- Broader experience and knowledge of socio-economic, strategic planning, local development and cross-cutting issues is desirable;
- Possession of IT-literacy in MS Applications (Word, Excel, PowerPoint etc.);
- Excellent knowledge of written and spoken English;
- Excellent communication and organizational skills.

Working conditions

The position is located within IPIU established by the Brčko District Government within Development – Guarantee Fund of Brčko District, at the premises of the Development – Guarantee Fund of Brčko District.

Period of Performance

The position is envisaged until the end of the Project.

Reporting

The position will report to the Brčko District Government and Director of the Development – Guarantee Fund of Brčko District.

Annex 1.2. Terms of Reference Procurement Expert Specialist part time

Scope of Work and Tasks

The Consultant will have the following specific tasks:

- i. Support during preparation of Bidding Documents (further BDs): preparation of tender documents for procurement of works and consulting services within the scope of the subject Project, as per relevant World Bank's Procurement Regulations and in close cooperation with other PIU members (technical experts), presentation to and discussion of draft BDs with the Client, revisions of BD per comments of the Client and World Bank (WB), coordination of approval process with the Client and WB, assistance to PIU for publishing of requests for bids/proposals, as case may be, and other activities needed for completion of BDs and publication of invitation(s) for bidding,
- ii. Support during procurement process: administration of the procurement process to ensure that appropriate records are kept, documentation is properly stored, recorded and managed, and confidentiality is maintained; preparation of draft responses to bidders' clarifications requests, coordination of approval process for clarifications with the Client and WB, assistance to PIU during pre-bid meeting (organization, responding to questions raised during the meeting, drafting of MoMs, etc.) and execution of other accompanied activities, preparation of addendum(s) to BDs, if any, and other required activities during the bidding to ensure successful collection of bids;
- iii. Support during evaluation process: provide guidance on the composition of the evaluation committee, provide guidance to the members of Evaluation Committee on evaluation process, preparation of templates needed for evaluation process, assistance to Evaluation Committee during bid opening meeting (organization, drafting of MoMs, etc.) and support for distribution of the relevant documents, participation in the meetings of Evaluation Committee as an advisor; preparation of draft MoMs from these meetings and other required assistance to Evaluation Committee, assistance in drafting of Evaluation Report as per conclusions from the Evaluation Committee meetings, coordination of approval process with WB, assistance in informing the bidders on the results of the procurement process; assistance to PIU and Evaluation Committee for debriefing and/or respond to claim(s), if needed and other activities needed for timely and successful completion of evaluation process;
- iv. Support during contract finalization/negotiations: prepare a brief for the Client indicating all items to be resolved in contract finalization process/negotiations, if any, support to the PIU and / or the Client during contract finalization process / negotiations, advise on the validity of performance and other contract-related securities and policies, coordination of approval process with WB, notify unsuccessful bidders, ensure that the final contract(s) signed by the parties are same as the ones no objected by the WB, ensure that the signed contracts are uploaded correctly into the STEP in accordance with relevant guidelines and instructions, other activities needed for timely and successful fulfilment of requirements for contract signature
- v. Any other procurement-related activities that might be delegated to the Consultant
- vi. Providing hands-on support and training to full-time Procurement Specialist/Legal Expert at the PIU with focus on procurement of consulting services and works.

Working conditions:

Consultant's work will commence immediately after contract signing. The Consultant will be provided, if needed, with a personal computer with appropriate software for his/her own use and the Client will provide a reasonable office space with furniture, internet access and necessary equipment for printing and copying. The Consultant will be provided with electronic version of all necessary documents available to the Client. The Consultant is responsible for the travel logistics.

For the duration of the contract, while away from Client's premises the Consultant should provide internet connection and computer with appropriate software for his/her own use.

Duration of contract is estimated to be 150 (one hundred fifty) working days within the period of Project implementation, including multiple on-site missions with the duration of up to 5 (five) working days. The remaining working days the Consultant will work from home office. During work from home office, the Consultant will be available through online communication tools.

The contract will be signed for probation period of six months, with possible extension based on a satisfactory performance. Review of the performance and performance evaluation process will be conducted and discussed with the Head of PIU.

Consultant Qualifications:

Minimum requirements

- a) University degree in law, economics, engineering or any other field relevant for the assignment,
- b) At least 10 years of experience following the University Degree;
- c) At least 5 years of experience in procurement procedures of Multilateral Development Banks (WB, EBRD, EIB, etc.);
- d) Computer literate, including familiarity in the use of MS Windows, MS Software (Word, Excel, Power Point) and MS Project;
- e) Commitment and ability to work in multi-task team environment;
- f) Excellent knowledge of English language written and spoken.

Preferred requirements

- g) Professional/operational experience in procurement of Civil Works, Goods and Consultant Services under WB Procurement Regulations is considered an advantage.
- h) Knowledge of Brčko District BiH administrative structure and operational arrangements of the PIU is considered an advantage.

Evaluation criteria

Consultants will be evaluated based on the below criteria:

- Qualifications and Competence relevant to the Assignment (60 Points) – assessed based on the Minimum requirements above.
- Specific Experience relevant to the Assignment (40 Points) – assessed based on the preferred requirements above.

Reporting

The Consultant will report to the Head of PIU. All reports will be prepared in close cooperation with the PIU Procurement Specialist. The following reports are required:

- Periodical report with submission of the timesheet,
- Final report.

Terms of Payment

Payments will be made on time – spent basis (number of working days) for performing tasks defined under section II. Scope of Work and Tasks. The Consultant will submit timesheets together with the Report on Tasks implemented as a condition for payment.

Confidentiality

The Consultant undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

Selection

The service will be selected under the provisions of the World Bank Procurement Regulations for Borrowers under Investment Project Financing” dated July 1, 2016, revised on November 2017, August 2018, and November 2020, based on the method of Selection of Individual Consultants (IC) under time-based contract (part time engagement).

Annex 1.3. Terms of Reference Procurement Expert Junior

Scope of Work and Tasks

The Scope of Services for the position is as follows:

- i. Support during preparation of Bidding Documents (further BDs): preparation of tender documents for procurement of works and consulting services within the scope of the subject Project, as per relevant World Bank's Procurement Regulations and in close cooperation with other PIU members (technical experts), presentation to and discussion of draft BDs with the Client, revisions of BD per comments of the Client and World Bank (WB), coordination of approval process with the Client and WB, assistance to PIU for publishing of requests for bids/proposals, as case may be, and other activities needed for completion of BDs and publication of invitation(s) for bidding,
- ii. Support during procurement process: administration of the procurement process to ensure that appropriate records are kept, documentation is properly stored, recorded and managed, and confidentiality is maintained; preparation of draft responses to bidders' clarifications requests, coordination of approval process for clarifications with the Client and WB, assistance to PIU during pre-bid meeting (organization, responding to questions raised during the meeting, drafting of MoMs, etc.) and execution of other accompanied activities, preparation of addendum(s) to BDs, if any, and other required activities during the bidding to ensure successful collection of bids;
- iii. Support during evaluation process: provide guidance on the composition of the evaluation committee, provide guidance to the members of Evaluation Committee on evaluation process, preparation of templates needed for evaluation process, assistance to Evaluation Committee during bid opening meeting (organization, drafting of MoMs, etc.) and support for distribution of the relevant documents, participation in the meetings of Evaluation Committee as an advisor; preparation of draft MoMs from these meetings and other required assistance to Evaluation Committee, assistance in drafting of Evaluation Report as per conclusions from the Evaluation Committee meetings, coordination of approval process with WB, assistance in informing the bidders on the results of the procurement process; assistance to PIU and Evaluation Committee for debriefing and/or respond to claim(s), if needed and other activities needed for timely and successful completion of evaluation process;
- iv. Support during contract finalization/negotiations: prepare a brief for the Client indicating all items to be resolved in contract finalization process/negotiations, if any, support to the PIU and / or the Client during contract finalization process / negotiations, advise on the validity of performance and other contract-related securities and policies, coordination of approval process with WB, notify unsuccessful bidders, ensure that the final contract(s) signed by the parties are same as the ones no objected by the WB, ensure that the signed contracts are uploaded correctly into the STEP in accordance with relevant guidelines and instructions, other activities needed for timely and successful fulfilment of requirements for contract signature.

Required Professional Expertise and Qualifications

- At least a Bachelor's degree in law, public policy;
- Minimum 3 years of professional experience in Brčko District of BiH institutions;
- Possession of IT-literacy in MS Applications (Word, Excel, PowerPoint etc.);
- Excellent communication and organizational skills.

Working conditions

The position is located within IPIU established by the Brčko District Government within Development – Guarantee Fund of Brčko District, at the premises of the Development – Guarantee Fund of Brčko District.

Period of Performance

The position is envisaged until the end of the Project.

Reporting

The position will report to the Head of PIU and Director of the Development – Guarantee Fund of Brčko District.

Annex 1.4. Terms of Reference Financial Manager**Scope of services**

The Scope of Services for the position is as follows:

- Supports on a daily basis Finance Specialist Junior in the sound financial management of the funds allocated to the PIU;
- Process and manages all financial transactions (payment of commitments toward suppliers, consultants, payment of operational expenses);
- Prepares and process invoices for payment and initials bank payment orders;
- Contributes to the preparation of the financial reports for BD Finance Directorate (*monthly, quarterly, semi-annual and annual*) and quarterly / annual reports for the World Bank;
- Cooperates and prepares documentation for auditing needs (public sector and international auditing);
- Contributes to the preparation of the Project Annual Budget and follows up realization together with the Project Coordinators and the Financial Manager (based on project papers);
- Checks and inspects for compliance financial aspect of the contracts with suppliers of goods and services;
- Other tasks assigned by the Head of PIU.

Required Professional Expertise and Qualifications

- At least a Bachelor's degree in economics;
- Minimum 3 years of professional experience with implementation of projects and/or working directly in the Brčko District Government departments or institutions;
- Minimum 5 years of experience in financial management, payments and accounting;
- Possesses good knowledge and skills in computer based financial management system and office applications;
- Possession of IT-literacy in MS Applications (Word, Excel, PowerPoint etc.);
- Basic knowledge of written and spoken English;
- Excellent communication and organizational skills.

Working conditions

The position is located within IPIU established by the Brčko District Government within Development – Guarantee Fund of Brčko District, at the premises of the Development – Guarantee Fund of Brčko District.

Period of Performance

The position is envisaged until the end of the Project.

Reporting

The position will report to the Head of Brcko District PIU.

Annex 1.5. Terms of Reference Financial Specialist Junior

Scope of services

The Scope of Services for the position is as follows:

- Supports on a daily basis Finance Manager in the sound financial management of the funds allocated to the PIU;
- Supports the process and manages all financial transactions (payment of commitments toward suppliers, consultants, payment of operational expenses);
- Supports the preparation and processing invoices for payment and initials bank payment orders;
- Contributes to the preparation of the financial reports for BD Finance Directorate (*monthly, quarterly, semi-annual and annual*) and quarterly / annual reports for the World Bank;
- Cooperates and prepares documentation for auditing needs (public sector and international auditing);
- Contributes to the preparation of the Project Annual Budget and follows up realization together with the Project Coordinators and the Financial Manager (based on project papers);
- Checks and inspects for compliance financial aspect of the contracts with suppliers of goods and services;
- Other tasks assigned by the Head of PIU.

Required Professional Expertise and Qualifications

- At least a Bachelor's degree in economics;
- Minimum 3 years of experience in financial management, payments and accounting;
- Possesses good knowledge and skills in computer based financial management system and office applications;
- Possession of IT-literacy in MS Applications (Word, Excel, PowerPoint etc.);
- Basic knowledge of written and spoken English;
- Excellent communication and organizational skills.

Working conditions

The position is located within IPIU established by the Brčko District Government within Development – Guarantee Fund of Brčko District, at the premises of the Development – Guarantee Fund of Brčko District.

Period of Performance

The position is envisaged until the end of the Project.

Reporting

The position will report to the PIU Financial Manager and Head of Brcko District PIU.

Annex 1.6. Terms of Reference ES Specialist Senior part – time

Scope of Work and Tasks

The specific tasks stipulated in this ToR to be undertaken by the E&S include but are not limited to the following:

- For each project activity conduct the Environmental and Social Due diligence which consists of the following steps:
 1. Environmental and Social Screening- which will determine the risk and propose required ES instruments (ESMP Checklist, ESMP, ESIA, RAP, SEP, LMP, CHMP, etc), if any
 2. Preparation of ES instrument drafts and obtaining clearance from the World Bank
 3. Consultation of ES instrument drafts and finalization

4. Implementing the prepared RAP (Conducting the expropriation process as per prepared RAP), if applicable
5. Including the ES instrument in the bidding documents
6. Monitoring of implementation of the ES instrument during the project cycle

To fulfil the specific tasks, the consultant will, inter alia:

- Undertake site visits and on-the-ground review, check and document compliance with site-specific measures as presented in site-specific and Project Framework documents;
- Guide contractors, site supervisors, and other stakeholders on manners of implementation and documentation of compliance related to environmental mitigation and monitoring measures, as presented in site-specific ESMPs, or ESIA where necessary;
- Provide that all ES instruments required as per the ES due diligence process are prepared, regularly updated, disclosed and available to relevant stakeholders;
- Ensure the design of mitigation measures is done as per, the World Bank's ESF and the Environmental and Social Mitigation Hierarchy
- Provide overall E&S Management oversight during the implementation of the Project activities and advise the Client in addressing the environmental issues;
- Review subproject and activity plan, design, cost, and bid documents and be involved in the procurement of Civil Works and Supervision to ensure that Civil Works and Supervision contracts include provisions concerning the Environmental and Social issues;
- Monitor implementation of site-specific ESIA or ESMPs by Contractors to ensure that appropriate management processes and procedures are in place, that Environmental and Social measures are adequately addressed and to ensure that in the event of noncompliance agreed remedial actions are applied and documented;
- Check and ensure that the regular reports are prepared and timely submitted by the Contractor as per content agreed upon and provide comments, as appropriate;
- Preparation of regular Environmental and Social Compliance Reports as requested by the Projects Environmental and Social Commitment Plan (ESCP);
- Participate at regular and other missions and technical visits by the World Bank and work closely with the World Bank Environmental and Social Specialists in ensuring the Projects compliance with relevant environmental and social policies;

Institutional Arrangements

Consultant's work will commence immediately after contract signing. The Consultant will be provided, if needed, with a personal computer with appropriate software for his/her own use and the Client will provide a reasonable office space with furniture, internet access and necessary equipment for printing and copying. The Consultant will be provided with electronic version of all necessary documents available to the Client. The Consultant is responsible for the travel logistics.

For the duration of the contract, while away from Client's premises the Consultant should provide internet connection and computer with appropriate software for his/her own use.

Duration of the assignment

Duration of contract is estimated to be 100 (one hundred) working days within the period of Project implementation until September 2026, including multiple on-site missions that should not exceed 50% of the total estimated period. The remaining working days the Consultant will work from home office. During work from home office, the Consultant will be available through online communication tools. The contract will be signed for probation period of six months, with possible extension based on a satisfactory performance. Review of the performance and performance evaluation process will be conducted and discussed with the Head of PIU.

Qualifications

Qualification (mandatory) criteria

- University degree of a relevant field to the assignment;

- A minimum of 10 years of relevant experience in environmental management and environmental analysis
- A minimum of 5 years of relevant experience in water sector and environment;
- Knowledge of the BiH and BD regulations and laws (particularly in the EIA processes and land acquisition) is required;
- Proficiency in using computer and office software packages (word processing, spreadsheet, etc.)
- Fluent written and spoken local language and English.

Evaluation criteria

- Preferable Masters University Degree in the Environmental Sciences, Environmental Engineering, or equivalent professional qualifications appropriate to this Consultancy Services (10%)
- Number of years of relevant experience in environmental management and environmental analyses (35%)
- Number of years of relevant experience working on aspects of social impacts assessment (20%)
- Number of years of relevant experience in the water sector and environment (20%)
- Familiarity with the World Bank Safeguard policies will be an advantage (7.5%)
- Experience in handling web-based data and Management Information Systems will be an advantage (7.5%)

Reporting

The Consultant will report to the Head of PIU. All reports will be prepared in close cooperation with the PIU Procurement Specialist. The following reports are required:

- Periodical report with submission of the timesheet,
- Final report.

Terms of Payment

Payments will be made on time – spent basis (number of working days) for performing tasks defined under section II. Scope of Work and Tasks. The Consultant will submit timesheets together with the Report on Tasks implemented as a condition for payment.

Confidentiality

The Consultant undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

Selection

The service will be selected under the provisions of the World Bank Procurement Regulations for Borrowers under Investment Project Financing” dated July 1, 2016, revised on November 2017, August 2018, and November 2020, based on the method of Selection of Individual Consultants (IC) under time-based contract (part time engagement).

Annex 1.7. Terms of Reference ES Specialist Junior

Scope of Work and Tasks

The specific tasks stipulated in this ToR to be undertaken by the E&S include but are not limited to the following:

- For each project activity, support the Environmental and Social Due diligence which consists of the following steps:
 1. Environmental and Social Screening- which will determine the risk and propose required ES instruments (ESMP Checklist, ESMP, ESIA, RAP, SEP, LMP, CHMP, etc), if any

2. Preparation of ES instrument drafts and obtaining clearance from the World Bank
3. Consultation of ES instrument drafts and finalization
4. Implementing the prepared RAP (Conducting the expropriation process as per prepared RAP), if applicable
5. Including the ES instrument in the bidding documents
6. Monitoring of implementation of the ES instrument during the project cycle

To fulfil the specific tasks, the employee will, inter alia:

- Support site visits and on-the-ground review, check and document compliance with site-specific measures as presented in site-specific and Project Framework documents;
- Support contractors, site supervisors, and other stakeholders on manners of implementation and documentation of compliance related to environmental mitigation and monitoring measures, as presented in site-specific ESMPs, or ESIA where necessary;
- Support that all ES instruments required as per the ES due diligence process are prepared, regularly updated, disclosed and available to relevant stakeholders;
- Support the design of mitigation measures is done as per, the World Bank's ESF and the Environmental and Social Mitigation Hierarchy
- Support overall E&S Management oversight during the implementation of the Project activities and advise the Client in addressing the environmental issues;
- Support review of the subprojects and activity plan, design, cost, and bid documents and be involved in the procurement of Civil Works and Supervision to ensure that Civil Works and Supervision contracts include provisions concerning the Environmental and Social issues;
- Support monitor implementation of site-specific ESIA or ESMPs by Contractors to ensure that appropriate management processes and procedures are in place, that Environmental and Social measures are adequately addressed and to ensure that in the event of noncompliance agreed remedial actions are applied and documented;
- Support check and ensure that the regular reports are prepared and timely submitted by the Contractor as per content agreed upon and provide comments, as appropriate;
- Support preparation of regular Environmental and Social Compliance Reports as requested by the Projects Environmental and Social Commitment Plan (ESCP);
- Participate at regular and other missions and technical visits by the World Bank and work closely with the World Bank Environmental and Social Specialists in ensuring the Projects compliance with relevant environmental and social policies;
- Other tasks assigned by the Head of PIU.

Required Professional Expertise and Qualifications

- At least a Bachelor's degree in technical field of concern;
- Minimum 3 years of experience in environmental and social issues;
- Possession of IT-literacy in MS Applications (Word, Excel, PowerPoint etc.);
- Sound knowledge of written and spoken English;
- Excellent communication and organizational skills.

Working conditions

The position is located within IPIU established by the Brčko District Government within Development – Guarantee Fund of Brčko District, at the premises of the Development – Guarantee Fund of Brčko District.

Period of Performance

The position is envisaged until the end of the Project.

Reporting

The position will report to the Head of Brcko District PIU.

Annex 1.8. Terms of Reference Monitoring and Evaluation / FIDIC Expert - part-time

Scope of services

The Scope of Services for the position is as follows:

- Design and develop Monitoring and Evaluation system for the Project and ensure compliance with relevant Project documents and procedures,
- Update information on the Project's progress, periodically document and report on the results of the activities in accordance to PAD Indicators,
- Prepare quarterly Project Monitoring and Evaluation Reports based on key performance indicators defined in PAD,
- Compile reports of team members of the Unit required for Quarterly Reports and draft Quarterly Reports,
- Review, monitor and assess the progress of Project implementation against the milestones and performance indicators established in the Project documents such as the Project Appraisal Document;
- Develop, based on reports of team members of the Unit, aggregate overviews of project activities, deadlines, and progresses, and present those overviews at the Unit's meetings;
- Develop and organize quality assurance and propose necessary modifications, improvements and initiatives;
- Monitors the work related to Impact Evaluation of the Project activities;
- Provide support in development of business plans, work plans and activity reports;
- Cooperate with relevant departments, organizations and agencies involved in implementation of the Project;
- Submit monthly activity reports;
- Perform other tasks in the domain of his / her expertise at the request of and in agreement with the Head of the Unit.

Working conditions:

- Consultant's work will commence immediately after contract signing. The Consultant will be provided, if needed, with a personal computer with appropriate software for his/her own use and the Client will provide a reasonable office space with furniture, internet access and necessary equipment for printing and copying. The Consultant will be provided with electronic version of all necessary documents available to the Client. The Consultant is responsible for the travel logistics.
- For the duration of the contract, while away from Client's premises the Consultant should provide internet connection and computer with appropriate software for his/her own use.
- Duration of contract is estimated to be 100 (one hundred) working days within the period of Project implementation, including multiple on-site missions (up to five during the project) with the duration of up to 5 (five) working days. The remaining working days the Consultant will work from home office. During work from home office, the Consultant will be available through online communication tools.
- The contract will be signed for probation period of six months, with possible extension based on a satisfactory performance. Review of the performance and performance evaluation process will be conducted and discussed with the Head of PIU.

Consultant Qualifications:

Minimum requirements

- i) Appropriate academic and/or professional qualifications as an engineer in any of the principal disciplines of engineering (including civil, structural, mechanical, electrical, chemical and building services) or equivalent professional qualifications and experience in construction disputes;

- j) Computer literate, including familiarity in the use of MS Windows, MS Software (Word, Excel, Power Point) and MS Project;
- k) Commitment and ability to work in multi-task team environment;
- l) Excellent knowledge of English language written and spoken.

Preferred requirements

- a) Familiarity with the FIDIC reports Amicable Settlement of Construction Disputes and Mediation - Explanation and Guidelines, and with various FIDIC Conditions of Contract, including the Terms of Appointment and the Procedural Guide for a Dispute Adjudication Board;
- b) At least five years successful practice as a principal in a consulting engineering office or a firm specialising in construction law;
- c) Knowledge and experience in dispute resolution;
- d) Formal training in dispute resolution is a advantage
- e) Good inter-personal and communication skills plus qualities appropriate for the role of chairman and facilitator.
- f) Knowledge of Brčko District BiH administrative structure and operational arrangements of the PIU is considered an advantage.

Evaluation criteria

Consultants will be evaluated based on the below criteria:

- Qualifications and Competence relevant to the Assignment (60 Points) – assessed based on the Minimum requirements above.
- Specific Experience relevant to the Assignment (40 Points) – assessed based on the preferred requirements above.

Reporting

The Consultant will report to the Head of PIU. All reports will be prepared in close cooperation with the PIU Procurement Specialist. The following reports are required:

- Periodical report with submission of the timesheet,
- Final report.

Terms of Payment

Payments will be made on time – spent basis (number of working days) for performing tasks defined under section II. Scope of Work and Tasks. The Consultant will submit timesheets together with the Report on Tasks implemented as a condition for payment.

Confidentiality

The Consultant undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

Selection

The service will be selected under the provisions of the World Bank Procurement Regulations for Borrowers under Investment Project Financing” dated July 1, 2016, revised on November 2017, August 2018, and November 2020, based on the method of Selection of Individual Consultants (IC) under time-based contract (part time engagement).

Annex 1.9. Terms of Reference Translator and Project Assistant

Scope of services

The Scope of Services for the position is as follows:

- Daily support implementation, monitoring and reporting on the field and project sites; including verbal and written translation from English to BHS and vice versa,
- Undertake site visits and on the ground review, check and document compliance with site specific measures as presented in site-specific ESMPs;

- Provide guidance to contactors, site supervisors and other stakeholders on manners of implementation and documentation of compliance related to environmental mitigation and monitoring measures, as presented in site-specific ESMPs;
- Ensure that all documents necessary for the full compliance with Environmental & Social Safeguard instruments environmental and Social Management Plans (ESMPs) and Resettlement Actions Plans (RAPs) are prepared, regularly updated and are available to relevant stakeholders;
- Ensure that project activities, being developed as a part of the Project, are designed to include avoidance of potential social and environmental risks, as recommended to ESMPs and RAPs prepared;
- Ensuring that each subproject and activities under the project is subjected to the Project ESMP procedures;
- Review subproject and activity plan, design, cost, and bid documents and be involved in procurement of Civil Works and Supervision to ensure that Civil Works and Supervision contracts include provisions concerning the Environmental and Social Safeguard issues;
- Monitor implementation of site-specific ESMPs and LMP by the Contractors to ensure that appropriate management process and procedures are in place, that Environmental and Social Safeguards related measures are adequately addressed and to ensure that in the event of a noncompliance agreed remedial actions are applied and documented;
- Develop and submit regular reports by the Contractors as per content agreed and provide comments, as appropriate;
- Participate at regular and other missions and technical visits by the World Bank and work closely with the World Bank Environmental and Social Specialists in ensuring the Project's compliance with relevant environmental and social policies;
- Other duties as assigned by the Head of PIU.

Required Professional Expertise and Qualifications

- At least a Bachelor's degree in English language or Degree in social or technical sciences, with official translation certificate;
- Excellent knowledge of written and spoken English – that will be tested;
- Excellent communication and organizational skills.

Working conditions

The position is located within IPIU established by the Brčko District Government within Development – Guarantee Fund of Brčko District, at the premises of the Development – Guarantee Fund of Brčko District.

Period of Performance

The position is envisaged until the end of the Project.

Reporting

The position will report to the Head of Brcko District IPIU.

Annex 2. Detailed list of all Activities with Status of permits (Phase I)

	CANDIDATED PROJECTS BY BRČKO DISTRICT GOVERNMENT		Length planning (m)	Numb er of Benefi ciaries	Of which Area prote cted	PHAS E	READINESS / STATUS	DESIGN		APPROVALS AND PERMITS					PROJE CT	ACTION PLAN	
	Municipal ity TOWN - River	PROJECT NAME / LOCATIONS							Conceptual design	Main Design	Urban Approval	Ex pr o pr i a t i o n	Building Permits	ESMP		Action needed	Responsibility
Component 1: Integrated Management and Development of the Sava River Corridor Subcomponent 1.1: Flood protection, environmental management and climate change adaptation																	
1.1 .	Brčko District of Bosnia and	REGULATION OF PART OF THE WATERSTREAM / CREEK “BLIZNA” IN	287 m	911 ⁴	492	1689 ha ⁵	Phase 1 of the Progr	-Completed main design -Revision of the project has been completed	✓	✓	✓	✓	✓	N/a ⁶	YES	Project is ready for the implementation	

² According to the Publication „Demography in the Brčko District of BiH 2016-2020), page 9 available at https://bhas.gov.ba/data/Publikacije/Bilteni/2021/BRC_07_2020_Y4_1_BS.pdf

³ ibid

⁴ The water stream / creek “Blizna” in Brčko District covers three local communities i.e. Brezik, Čadavac and Stanovi. According to data from <http://www.statistika.ba/?show=12&id=30163>, there are 601 beneficiaries Brezik, 72 in Čadavac and 238 in Stanovi Local Communities, which is 911 beneficiaries in total (out of which, 54% are female).

⁵ The water stream / creek “Blizna” in Brčko District covers three local communities i.e. Brezik, Čadavac and Stanovi. According to data from <http://www.statistika.ba/?show=12&id=30163> the total area that will be protected equals to 16,9 km².

⁶ Not applicable.

	Herzegovina, Brčko – River “Sava” – water stream / creek “Blizna”	BRČKO DISTRICT OF BIH TOWARD “SAVA” RIVER (Phase I)	368 m				amm e	-Property and legal issues resolved -Construction permit issued									
		REGULATION OF PART OF THE UPPER WATERSTREAM / CREEK “BLIZNA” IN BRČKO DISTRICT OF BIH TOWARD RIVER “SAVA” (Phase II)						-Completed main design -Revision of the project has been completed -Property and legal issues resolved -Construction permit issued									
1.2 .	Brčko District of Bosnia and Herzegovina, Brčko – River “Brka”	REGULATION OF THE “BRKA” RIVER UPPER WATERCOURSE FROM BRIDGE IN “KOŽARA” TOWARD RAILWAY BRIDGE (LIČKI MOST)	780 m	3709 ⁸	2114	2919 ha ⁹	Phase 1 of the Programme	- Prepared documents for the expropriation process - Development and preparation of the project documentation (conceptual design) -Completed main design -Revision of the project has been completed	✓	✓	✓	In process of preparation			NO	- Completion of the expropriation process - Obtaining building permit	Brčko District Government Department for Spatial Planning, Urbanism and Property, Institute for Spatial Planning, Designing and Development of Brčko District, Brčko District Government Department for Agriculture, Forestry and Water Management and Brčko District International Projects Implementation Unit (BD IPIU)

⁷ Not applicable.

⁸ “Brka” river watercourse from bridge in “Kožara” toward railway bridge (so called Lički most) cover area of local communities Stari Rasadnik, Brod and Rijeke. According to data from Central Election Committee, there are total of 3709 beneficiaries (out of which, 57% are female).

⁹ “Brka” river watercourse from bridge in “Kožara” toward railway bridge (so called Lički most) cover area of local communities Stari Rasadnik, Brod and Rijeke but affects the area of Brčko City and Local Community Brod, Rijeke and Stari Rasadnik, which is cca 2919 ha.

1.3	Brčko District of Bosnia and Herzegovina, Brčko – River “Sava”	BRČKO DISTRICT LANDFILL REHABILITATION AND ITS CLOSURE	N/a	82.684	41.839	11.5 ha	Phase 1 of the Programme	<ul style="list-style-type: none"> -Completed conceptual design - Developed Terms of Reference for the main design - Property and legal affairs on the landfill are solved (<i>Brčko District of Bosnia and Herzegovina is an owner of the land</i>) - Completed main design -Revision of the project has been completed - Environmental Permit obtained 	✓	✓	✓	✓	✓	N/a ¹⁰	YES	Project is ready for the implementation	Brčko District Government Department for Spatial Planning, Urbanism and Property, Institute for Spatial Planning, Designing and Development of Brčko District, Brčko District Government Department for Agriculture, Forestry and Water Management and Brčko District International Projects Implementation Unit (BD IPIU)
1.2	Brčko District of Bosnia and Herzegovina, Brčko	CONSTRUCTION OF CENTER FOR SOLID WASTE MANAGEMENT (LOCATION “KLADJE”)	N/a	82.684	41.839	20 ha	Phase 1 of the Programme	<ul style="list-style-type: none"> -Completed conceptual design -The consultant who will develop Terms of Reference for the main design is selected - Property and legal affairs on the land are solved (<i>Brčko District of Bosnia and Herzegovina is an owner of the land</i>) - Environmental Assessment and Economic Assessment is ongoing 	✓	✓	✓	✓	N/a	In process	NO	- Obtaining building permit	Brčko District Government Department for Spatial Planning, Urbanism and Property, Institute for Spatial Planning, Designing and Development of Brčko District, Brčko District Government Department for Agriculture, Forestry and Water Management and Brčko District International Projects Implementation Unit (BD IPIU)

¹⁰ Not applicable.

								- Main project design is ongoing									
1.5	Brčko District of Bosnia and Herzegovina, – River “Sava”	A CONSTRUCTION OF THE SIDEWALK AND BICYCLE ROUTE ALONG THE RIGHT BANK/SIDE OF “SAVA” RIVER	20,000	Over 100,000 ¹¹	Cca 50,000	12 ha	Phase 1 of the Programme	Conceptual design completed - Main project design in progress	✓	✓	✓	In process	In process	In process	NO	- Completion of the expropriation process - Obtaining urban approval and the building permit	Brčko District Government Department for Spatial Planning, Urbanism and Property, Institute for Spatial Planning, Designing and Development of Brčko District, Brčko District Government Department for Public Affairs, Brčko District International Projects Implementation Unit (BD IPIU)

Annex 3 Table – Project implementation responsibility Matrix

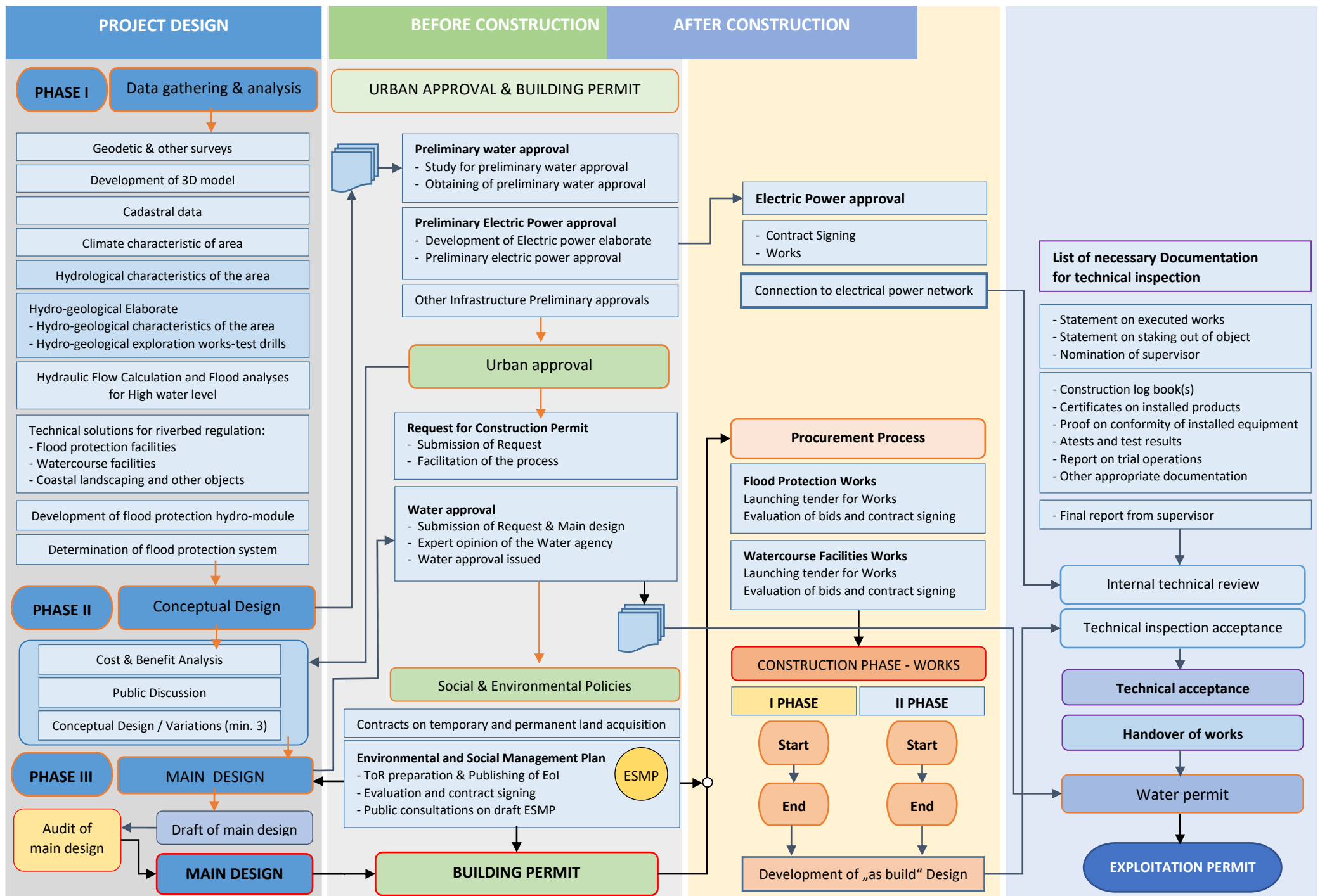
¹¹ There are 82.684 citizens of Brčko District, but the Project includes at least 20,000 tourists that will use the sidewalk and bicycle route along the right bank/side upon its completion. Therefore, the total number of beneficiaries is over 100,000, with estimated 50% female.

Implementation Activity	The International Sava river Basin Commission	Ministry of Finance and Treasury BiH	Brčko District of BiH Directorate for Finance	Department of Agriculture, Water Management and Forestry of Brčko District (DoAWMF BD)	Department of Utilities of Brčko District (DoU BD)	Department for Public Affairs of Brčko District BiH	Brčko District Government	Department for Spatial Planning and Urbanism (DoSPU) of Brčko District	PIU of Brčko District of BiH within Development-Guarantee Fund of Brčko District of BiH	The Water Agency for the Sava River (Sarajevo)	Contractors
Development of Studies (Feasibility, Social assessment, EMP and EIA)				■	■	■	□	■	□		
Review of technical aspect of the Project				■	■	■	□	■	□		■
Preparation of Water Management Plan and Annual Operational Plan for Flood Protection	□			■			□			□	
Selection of independent auditors acceptable for World Bank for Annual Project Audit		□	□				□		■		
Opening the Project Designated Account		■	□						□		
Overall Policy Formulation for Project implementation	□	□	□	□	□	□	■	□	■	□	□
Land Acquisition issues						■	■		□		□
Development of Engineering Design				■	■	■	□	■	□		□
Urban approval, Construction Permit (Preliminary and water approval)				■	■	■	□	■	□		□
Tendering of Flood Protection Works				□			□		■		□
Construction, testing, commissioning and receipt of works				□	□	□	□	□	■	□	□

Supervision of works				■	■	■	■		■	■	■
Mid Term and Final Survey									■	■	■
Project Management			■	■	■	■	■	■	■		

Legend: ■ - Support ■ - Direct Responsibility

Annex 4. Process Chart from project-design phase to after-construction phase



Annex 5. Brčko District Procurement Plan/Strategy

PDO & Project Description

Country:	Bosnia and Herzegovina / Brčko District
Full Project Name:	Sava and Drina River Corridors Integrated Development Program (SDIP)
Total Finance (\$)	25,000,000 EUR
Project Number	P168862
Summary of Project Development Objectives:	To accelerate regional economic cooperation in the Western Balkans and help strengthen the institutions and procedures through which the Sava riparian countries collaborate.

A. Project Overview

Sava and Drina River Corridors Integrated Development Program (SDIP) Project aims to accelerate regional economic cooperation in the Western Balkans and help strengthen the institutions and procedures through which the Sava riparian countries collaborate. SDIP will be implemented through a sequential and simultaneous two-phased programmatic approach with five participating countries: Serbia, BiH, Montenegro, Croatia, and Slovenia. The first phase (2020-26), i.e. this project, includes sub-projects with high implementation readiness and relevance to the program objectives, with detail designs and tender documents expected to be ready by Effectiveness. The Higher-level Objective of the Sava and Drina River Corridors Integrated Development Program (SDIP) is to facilitate integrated transboundary water resources management and development along the Sava and Drina River Corridors. Project will implement sub-projects with high implementation readiness and relevance to the program objectives, with detail designs and tender documents likely ready by effectiveness, in Montenegro, BiH (Brčko District), and Serbia, while simultaneously preparing subprojects that will be implemented during the second phase of the Regional Program. Phase I (this project) activities have been identified and prepared through ongoing Bank interventions in the region as well as other initiatives financed by national resources and other financiers. This project is intended as a trust-building and learning process with activities of limited complexity and interdependency. Preparation for Phase 2 will cover additional transformational, multi-purpose projects. Sub-projects will be implemented and will have cumulative regional benefits.

The project components are as follows:

Component 1: Integrated Management and Development of the Sava River Corridor

Subcomponent 1.1: Flood protection and environmental management. This sub-component will finance construction and rehabilitation of embankments at selected priority areas along the Sava River Corridor.

Subcomponent 1.2: Enhancement of ports facilities, services and logistics. The project will finance the acquisition of equipment for the rehabilitation and expansion of cargo and vessel handling infrastructure and associated supporting services.

Subcomponent 1.3: Waterway Improvements. This sub-component will fund civil works in selected sites to address impediments to navigation along the Sava between the Port of Sremska Mitrovica (Serbia) and Slavonski Brod (Croatia) to bring these sections up to Class IV standard.

Under this component, procurement activities will mainly comprise works, which will either be procured under open competition procedures (International/National) or Request for Quotations following the value of the contract, and a few consultancy services procured under QCBS method.

Component 2: Integrated Management and Development of Environmental Assets along the Drina River Corridor

Subcomponent 2.1: Flood protection and environmental management. The sub-component will finance infrastructure works, studies, surveys, consultations and preparation of detailed design of interventions related to the management of environmental assets along the Drina Corridor.

Subcomponent 2.2: Integrated development of lower Lim watershed. This project will finance improved watershed management in the Lim and Grncar River basins of Montenegro. This activity will finance works related to flood protection, drainage and irrigation measures. The design of these investments and solutions are under preparation of the ongoing GEF-SCCF project.

Component 3: Enabling regional economic integration, institutional strengthening and program management (US\$ million)

Sub-component 3.1: Project preparation. This sub-component will finance preparation of project documentation for phase II of the program, including environmental and social safeguard assessments.

Sub-component 3.2: Studies and policy dialogue to foster regional economic integration. This sub-component will finance policy dialogue, consultations, and the preparation of plans and studies to strengthen to nexus between water services, (environmental protection, flood risk reduction and improved connectivity), job creation, economic growth and the enhancement of economic integration through trade and investments along the Sava and Drina Corridor. An advocacy and communication campaign will be prepared and implemented to promote regional integration.

Sub-component 3.4: Institutional strengthening and project management for regional activities. This sub-component will finance activities to increase institutional capacity and inter-sectoral coordination in the participating countries to ensure more efficient decision making and program management at regional level.

Procurement activities under this component will mainly comprise consultancy services.

The AF for the BD will include the following activities

Title of the Subproject	Description of the Procurement Needs
Brčko District landfill rehabilitation and its closure	The proposed project involves closing the existing landfill, including works such as compacting and shaping the waste body and covering the landfill with a final cover in order to prevent infiltration of precipitation and leaching into the Sava River. The existing unsanitary landfill is not far from the city center, in the immediate vicinity of a densely populated area and could provide space for much better and more appropriate purposes. While the rehabilitation works would reduce the negative impacts on the environment, first and foremost on public health but also on the quality of the Sava river.. The closure of the old landfill will stop and further prevention of the pollution of the surrounding watercourses located in the immediate vicinity of the landfill, as well as the pollution of the Sava River itself.
Regulation of part of the Waterstream / creek “Blizna” in Brčko District (part I and part II)	The subproject will re-connect Water stream/Creek “Blizna” and River Sava which will enhance the quality and capacity of natural storage capacity and reduce flood risk. In this way, Water stream/Creek “Blizna” restoration directly contribute to climate change strategies aimed at mitigating the effects of increased and erratic peak flows and droughts.
Regulation of the “Brka” river upper watercourse from bridge on “Kožara” toward railway bridge (Lički most)	The subproject envisages regulation of the watercourse of the river Brka (780 meters) along the urban area in the Brčko District from the bridge on Kožara to the railway bridge (Lički most) as a part of 100-year flood prevention efforts
Construction of the sidewalk and bicycle route along the right bank/side of the “Sava” river	Construction of a sidewalk and bicycle route along the right bank/side of “Sava” river, as diverse tourist and recreational infrastructure, in line with the strategically profiled development of tourism, should lead in the medium and long term to a gradual increase in the number of tourist visits and overnight stays, as well as an increase in tourism revenues. At the same time, the Project will contribute to a better quality of life for the population, encourage more people to recreation, and thus improve the health of the population. It will also contribute to the regulation of the Sava river bank and reduce the possibility of its pollution

Construction of Center for Solid Waste Management (location "Kladje")	<p>The construction of the Waste Management Center (CUO) creates conditions for the selection of solid waste, which will reduce the amount of waste that needs to be disposed of in one of the regional sanitary landfills, further separate waste that can be recycled or further processed, which can provide additional economic benefits Brčko District of BiH through the reduction of costs of transport and disposal of existing waste and additional revenues from recycling, ie. waste reuse. After mechanical and biological treatment of waste, the following goals would be achieved:</p> <ul style="list-style-type: none"> a. up to 10% of biologically inactive waste is disposed of at the regional sanitary landfill; b. 20% to 30% of waste is composted and sold as a means of improving land taxa ; c. up to 15% of waste would be sold as secondary raw materials (mainly metals, but also long recyclable materials); d. up to 30% of waste would be used (sale or free delivery) as an alternative RDF fuel; e. about 25% of the mass of waste is separated in the form of dehydration and decomposition in the process of aerobic digestion of organic matter (heat release).
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B. Overview of Country, Borrower, and Marketplace

a. Operational context

BD is a single administrative unit of local self-government existing under the sovereignty of BiH. It is distinct from the entities and has the status of an autonomous territory with its own sources of revenue. Legislative power is vested in the BD Assembly, and the executive power with the Government (which consists of the Mayor, Deputy Mayor, Government Chief Coordinator and the Heads of Departments). The BD Statute¹² defines that the competences of BD in the field of water management and environmental protection are delegated to the Department of Agriculture, Forestry and Water Management and Department for Spatial Planning and Property Affairs within the BD Government. In addition to these two Departments, other Departments within the BD Government, and International Projects Implementation Unit (IPIU) are relevant for the subprojects. Delegated subprojects, subject of PSD are presented in the table below:

a. Client Capacity and IPIU Assessment

Brčko District Government has established and is funding International Projects Implementation Unit (BD IPIU) that is operating under auspices of Development-Guarantee Fund of the Brčko District. The IPIU is established to prepare and implement internationally funded projects, both donor and credits ones, with the approval and delegation of the authority from the Brčko District Government. Technical support will be provided from all relevant Departments from the Brčko District Government, such as Department of Agriculture, Forestry and Water Management, Department of Spatial Planning and Urbanism, Department for Utilities and several other relevant institutions.

The BD IPIU will be responsible for the implementation of the assigned project activities, carry out procurement for works and services, monitor contracts implementation, maintain effective internal

¹² Official Gazette of BD BiH, 17/08 and 39/09

financial control procedures, account for expenditures in their budgetary accounting systems, receive funds, make payments and provide the documentation and information related to use of the loan/grant proceeds, statement of expenditures (SOE) documentation of the eligible expenditures, project reporting and monitoring.

Given the limited experience/exposure to the Bank's Procurement Regulations, the BD IPIU require in-depth trainings on procurement procedures and features of the Procurement Regulations, as well as on the use of the new on-line procurement planning and tracking tool STEP (Systematic Tracking of Exchanges in Procurement). If needed, the Brčko District will engage experts from the Subdepartment for Public Procurement of Brčko District Government to support the procurement process.

b. Market Analysis

Brčko District, as a special local governance unit within BiH, has implemented several complex infrastructure projects, that are with very similar complexity as subjected subprojects. Among locally registered companies, there are several ones that have successfully implemented works and services above 5 M. USD. In other words, during the market analysis, it has been noted that significant number of works contractors that execute civil works demonstrated initial strong interest for the envisaged type of procurement. Furthermore, for construction/reconstruction works of higher value (above 5 M. USD) procurement notices will be advertised internationally (UNDB online) and locally in newspaper of wide circulation (including websites).

As far as risks are concerned, the SWOT and PESTLE analysis has showed that the largest risk for the efficient and effective procurement is related to the unstable raw materials prices needed for the works execution (iron, installation materials, construction materials, etc), that will be mitigated with the detailed market analysis and cost estimate during the technical specification development. During the market analysis, more than 50 companies that have the capacity to compete in the process has have been identified, such as *GALAX - NISKOGRADNJA d.d. Brčko, Papilon doo Koraj-Čelić, BIJELJINA PUT doo Bijeljina, DOO GRADITELJ BRČKO, Bijelić gradnja d.o.o. Brčko, Zanat-tex d.o.o. Brčko, Astra plan d.o.o. Brčko, "Pikaso" d.o.o Brčko, "Eko prom" d.o.o. Brčko, "Termo vent inženjering" d.o.o. Brčko, HKP Consulting d.o.o. Banja Luka, "Itinera-S", Brčko, DOO MIŠEL BRČKO, AS GRADNJA BRČKO, "Santovac" d.o.o. Brčko, VINKOVIĆ, "Pekić gradnja", Brčko, "HKP Consulting" d.o.o. Banja Luka, "Ecoplan" d.o.o. Mostar, Balem, Gradačac, Roading, Gračanica, Arapovac putevi Čelić, Conram, Brčko, Agip, Brčko etc.*

In addition, it is expected that consulting services related to main project design and supervision for the construction/reconstruction works will be also a subject of procurement. So far, Brčko District did not have issues in procuring these services, since the cooperation with the several consulting companies has been established successfully. Among others, the District has successfully collaborated with companies such as: *Graditelj Brčko, ARS Studio doo Banjaluka, DH Inženjering Brčko, Smajić Inženjering Goražde, Centar za projektovanje i konstalting "CPK" Banjaluka, ENOVA doo Sarajevo, Saraj Inženjering Sarajevo, Institut za građevinarstvo IG Banjaluka, AKVADUKT d.o.o za konsalting I inženjering Tuzla, IPSA Institut Sarajevo, INZO Sarajevo, etc.*

In addition, Brčko District has established Institute for Planning and Development of Brčko District with more than 20 construction engineers and spatial planners, supervision experts etc, who can, on the request of the Brčko District Government, take over any planning, supervision or design tasks, if deemed needed.

Selection of consulting firms will be advertised internationally or locally, depending on the scope of assignment and the prescribed thresholds for substantial risk projects. Positions for individual international experts will be advertised internationally (UNDB Online) and locally in newspaper of wide circulation (including websites). In order to attract more candidates / consultants (individuals/firms), previously engaged on similar projects may be also contacted.

C. Procurement Arrangements

Procurement of the subprojects in the Brčko District shall be undertaken by the BD IPIU based on Regulations for Borrowers dated July 2016 (Revised November 2017, August 2018 and November 2020). Latest Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants shall apply. If needed, the Brčko District will engage experts from the Subdepartment for Public Procurement of Brčko District Government to support the procurement process.

a. Procurement Risk Analysis

The initial procurement risk rating is substantial – due to the coordination risks associated with the participation of various local stakeholders in the subprojects (Ministries, Institutes, public, media, citizens and other relevant institutions).

For the most part, the risks for selection of consulting services are low, since there is a market for the services required and they are not high value contracts. While the risk of procurement of works are comparatively substantial because they will include the use of rated criteria for all international bidding process. More detailed risk analysis is presented below:

<i>Risks</i>	<i>Mitigation Measures</i>
BD IPIU capacity in preparing TORs and technical specifications	Engage consultant to supplement or increase the BD IPIU capacity
BD IPIU and other involved institutions capacity in evaluating bids and consultant's proposals	Provide capacity building for BD IPIU. POM to clearly define the procedures regarding the formation of Evaluation Committee.
Coordination challenges between the BD IPIU and the relevant stakeholders and other relevant institutions	Regular meetings between the BD IPIU and the involved institutions and submission of progress reports to the Bank
Lack of knowledge of BD IPIU regarding WB Procurement Regulations and application of the rated criteria in international bids for works and goods.	BD IPIU to attend annual training provided by the World Bank, in addition to regular day-to-day capacity-building and engage consultant to supplement or increase the BD IPIU capacity
The technical specification might have lack of detailed information, with potentially unclear and unrealistic requirements.	Ensure that Brčko District Government representatives and IPIU staff correctly understands the needs of the subproject and support them with the elaboration of the technical specifications. Additionally, ensure that there is enough time for preparation of main project design.
Inadequate supervision of works	Ensure that very experienced consultant company for design and supervision is selected and ensure additional IPIU monitoring at the field.
Procurement and implementation delays	Active and close supervision and involvement of the Borrower as well as the Bank team in project planning and implementation activities. Appointment of a competent and experienced consultant to provide assistance for preparation of the bidding documents, assist in the various procurement

	processes, and supervise the performance of the contractors during the implementation phase.
Evaluated prices of bids exceeding the estimate	Ensure that minimum 5% physical contingency and 5% price contingency is included in the cost estimate for the subprojects. This level of contingency should be sufficient given that there is a green-field investment in the two projects. If contingency provisions are insufficient to cover these additional costs, additional financing will need to be raised from the Brčko District own budget, which is increasing in the last two years.

b. Procurement objectives

Based upon the Strategic Analysis, Risk Assessment and Stakeholder Analysis, the following key Procurement Strategy Objectives will support the delivery of the Project's Procurement Development Objectives¹³ and achieve Value for Money (VFM).

1. Trained and capacitated IPIU staff to perform procurement process for the IInd Phase independently by end of the Phase II,
2. Streamline the procurement processes to ensure that the timeline for each tender does not exceed the estimated period for the applicable method. Timeframes for implementing procurement procedures are as shown in tendering timeframe table at the end of this chapter.
3. Carefully plan the estimated budget in order to avoid financial proposals exceeding the available budget.
4. Complete technical designs, obtain necessary building permits (if required) and resolve building ownership issues before invitation for Proposals/Bids/Quotations for each of the subprojects,
5. Select and sign contracts for works supervision service providers before commencement of the works in order to avoid delays in works execution for each of the subprojects,
6. In procurement documents and in the contracts, define main milestones for implementation of activities, works and delivery of goods, taking thereby due regard to interdependent contracts from this and other projects (donor) and fulfillment of preconditions for implementation of activities.
7. Assure zero tolerance to fraud and corruption cases as defined in the Bank's Anti-Corruption Guidelines and ensure prevent, recognize and eliminate conflicts of interest,
8. Solve every potential complaint according to the relevant procedure for each of the subproject,
9. Increase gender equality in every segment of the procurement processes by implementing Gender Equality Policy of IPIU/Development-Guarantee Fund.

c. Recommended Procurement approach

Procurement methods and thresholds: The Bank has revised the thresholds for procurement approaches and methods by country that have been in use since July 1, 2016. The procurement thresholds for the countries of Europe and Central Asia Region (ECA) including Bosnia and Herzegovina, have been increased taking into consideration several key factors such as:

- o Growth in GDP of ECA countries during the period from 2016 to 2022;

¹³ Those are: People protected from 1 in 100-year flood event in the Sava and Drina River Basins under the project (of which female) (Number), and Area protected by flood risk mitigation measures under the project (Hectare - Ha) .

- o Inflation rate and price of goods, works and services during the period from 2016 to 2022;
- o Large market base for countries in the EU using EU Directives which require that opportunities are made public EU wide.

Effective from July 1, 2023, the Procurement Thresholds for Bosnia and Herzegovina are as follows:

Thresholds in US\$ Thousands	Works Open International	Works Open National <	Works RFQ <	Goods, IT, Non-Consultancy Open International	Goods, IT, NC, Open National <	Goods, IT, NC, RFQ <	Shortlist of National Consultants <
Bosnia and Herzegovina	7,500	7,500	300	1,500	1,500	150	300

Use of STEP: BD IPIU will use the Systematic Tracking of Exchanges in Procurement (STEP) system. STEP is a planning and tracking system, which would provide data on procurement activities, establish benchmarks, monitor delays, and measure procurement performance. STEP system will be used to create and publish all procurement notices under the project, including the General and Specific Procurement Notices, Requests for Expression of Interest and Invitations for Bids, and Contract Award Notices. In addition, the use of Contract Management module will be applicable for all contracts above 20,000 USD.

General Procurement Notice. The General Procurement Notice has already been published on April 20, 2021 for Serbia, Montenegro, and Republika Srpska, Bosnia and Herzegovina. The GPN for BD may be published in local newspapers.

Procurement Plan. The procurement plan will be updated in agreement with the WB project team at least annually or as required to reflect the actual project implementation needs and improvements in BD IPIU institutional capacity.

Depending on the activities envisaged under Procurement plan it can be summarized that major procurement components will be as follows:

1. Procurement of Works
2. Procurement of Consultancy Services

Debarments. The Borrower will respect debarment decisions by the Bank and will exclude debarred firms and individuals from the participation in the competition for Bank-financed contracts. Current listing of such firms and individuals can be found at the following website address: <http://www.worldbank.org/debarr>

1. **Activity category:** (i) procurement of works; (ii) selection of local consulting firm for execution of technical supervision of works; and (iii) individual consultant to support IPIU.

- Procurement Approach for **civil works contracts** planned under the project:

Attribute	Selected arrangement	Justification Summary/Logic
Specifications	Conformance/Performance	Most of the contracts are for non-complex works and the Procurement Document will specify the actual work quantities, materials,

		<p>and workmanship, installation and excavation procedures to be used by the contractor in the conduct of his work operations in order to achieve the results expected (Specifications, Drawings and BoQs).</p> <p>Some contracts can have a combination of performance and conformance specifications, naming actual work quantities, materials, etc, while also specifying certain standards and design criteria that must be met.</p>
Sustainability Requirements	No	
Contract Type	Traditional	<p>It is proposed to adopt admeasurement – contract based on Unit Prices given that the nature of works is well defined. The bidders will be required to submit priced BoQs. However, the final quantities might differ from the original estimated quantities and therefore the contractor will get paid for the work actually done rather than for the work originally estimated.</p> <p>This decision is based on the good previous experience under the ongoing project which involves similar construction works.</p>
Pricing and costing mechanism	Admeasurement/Schedule of Rates	<p>As stated above, bidders will be required to quote unit rates in a schedule, for each item of work required under the Contract. Schedule of rates Contracts will also have quantities but these will be mere estimates and are subject to adjustment as work gets completed. Quantities will be included for the Bidder to make his own assessment of the extent and accordingly take calculated risks in case of early termination.</p> <p>This approach worked perfectly in the ongoing project and thus the decision is to maintain the same approach.</p>
Supplier Relationship	Adversarial	<p>From the previous experience, there is a strong competition in the market, many suppliers and a large supply market. Works are of standard nature.</p>
Price Adjustments	<ul style="list-style-type: none"> • None, fixed price • Percentage 	<p>This is appropriate because the works are simple, small value and can be completed in relatively short period.</p> <p>For contracts that extend beyond 18 months, the PA provisions will be included based on percentage PA mechanism. PA will be made to reflect any changes in major cost components of the contract, such as labor and materials.</p>

Form of Contract (Terms and Conditions)	As provided in the Bank's Standard Procurement Document (SPD).	No special condition is needed.
Selection methods	<ul style="list-style-type: none"> Request for Bids (RFB) 	This method is suggested given that works are not of a complex nature and the PIU has the adequate technical capacity to specify the detailed requirements (Main Designs) to which Bidders will respond in offering bids.
Market Approach	A. Type of Competition 1. Open 2. National 3. International B. Number of Envelopes/Stages 1. Single Envelope 2. Single Stage	At this stage, it is not envisaged for the project to finance any large value and complex nature civil works. Given the strong supply market, availability of many local construction companies and value of the contracts, it is suggested to have open competition with a national market and single envelope approach.
Pre / Post Qualification	Post-Qualification	At this stage, no packages of large value and complex nature that would require pre-qualification.
Evaluation of Costs	Adjusted Bid Price	
Domestic Preference	No	
Rated Criteria	Yes	All contracts estimated above 5,000,000 USD

• Procurement Approach for **Consultancy Services**:

Attribute	Selected arrangement	Justification Summary/Logic
Procurement Approach	Open/Limited National/International Direct Selection Single Envelope /Two envelopes Single Stage	National: National Consultants (firms) and Individual Consultants to be procured at national level (i.e. independent design verifiers, project audit). Open: For all consulting services where the experience of the companies required also international practice. Limited approach is applicable for small firm/individual assignments to ensure the efficiency of the implementation.
Specifications	Conformance	Most of the contracts are for non-complex consulting services.
Sustainability Requirements	No	
Contract Type	Traditional	For the consultancy component the contract type will be traditional based on the good previous experiences under other WB funded projects.
Pricing and costing mechanism	A. Lump Sum B. Time based contracts	Lump sum: for all consulting services to be procured under the project where the assignment will result in deliverables (reports and similar).

		Time based contracts: for Individual Consultants and companies to be paid based on monthly remuneration rate, for example for works supervision.
Supplier Relationship	Adversarial	From the previous experience, there is a strong competition in the market, many suppliers and a large supply market. Works are of standard nature.
Price Adjustments	None, fixed price Percentage	For contracts that extend beyond 18 months, the PA provisions will be included based on percentage PA mechanism. PA will be made to reflect any changes in major cost components of the contract. Contracts with duration of less than 18 months will be fixed price.
Form of Contract (Terms and Conditions)	None specific	
Selection methods	QCBS LCS CQS IC Direct Selection	QCBS: for selection of Consulting firms; LCS: for project audit (that will be done by Ministry of Finance); CQS: for selection of Consulting firms; DS: for selection of Individual consultants (<i>for tasks that are a continuation of previous work that the individual Consultant has carried out after being selected competitively; and/or for assignments with a total expected duration of less than six months</i>). Other individual consultants will be selected competitively.
Market Approach	A. Type of Competition 1. Open 2. International 2. National B. Number of Envelopes/Stages 1. Two envelopes (technical and financial) in case of QCBS, LCS, CQS. C. BAFO (No) D. Negotiations (No)	
Standard Selection Document	SPD-RFP for QCBS, LCS and CQS	
Evaluation Selection Method	A. Quality Cost Based Selection (QCBS) B. Least Cost Based Selection (LCS)	For selection of Consultants, evaluation criteria is Quality and Cost (for QCBS); Consultant's Qualifications (for CQS and Individual Consultant); and price or Lowest evaluated cost (for LCS).

	C. Consultant's Qualifications Based Selection (CQS) E. Direct Selection	
Domestic Preference	No	
Rated Criteria	No	

Indicative Procurement Plan

Ref.No.	Act. No.	Description of Assignment/Activity	Procurement Type	Procurement method	Bank's Review (Prior/ Post)	Estimated Overall Cost (EUR)	Estimated Overall Cost (USD)	Indicative procurement date	Indicative contract signature date
1	1.1.	BRČKO DISTRICT LANDFILL REHABILITATION AND ITS CLOSURE	W	RFB (International)	Post	EUR 7,074,440.33	7,640,395.55	Aug-24	Sep-24
	1.1.1	Supervision of the Brčko District BiH Landfill rehabilitation	CS	CQS	Prior	EUR 212,233.21	229,211.87	Aug-24	Sep-24
2	2.1.	Construction of Center for solid waste management	W	RFB (International)	Prior	EUR 8,159,411.23	8,812,164.13	Nov-24	Feb-25
	2.1.1.	Supervision of the Construction of Center for solid waste management	CS	CQS	Post	EUR 244,782.34	264,364.92	Nov-24	Feb-25
3	3.1	REGULATION OF PART OF THE WATERSTREAM / CREEK "BLIZNA" IN BRČKO DISTRICT OF BIH (Part I)	W	RFB (National)	Post	EUR 745,375.90	805,005.97	Aug-24	Sep-24
	3.1.1.	Supervision of regulation of the waterstream/creek Blizna	CS	CQS	Post	EUR 22,361.28	24,150.18	Aug-24	Aug-25
4	4.1.	REGULATION OF THE "BRKA" RIVER UPPER WATERCOURSE FROM BRIDGE IN "KOŽARA" TOWARD RAILWAY BRIDGE (LIČKI MOST)	W	RFB (National)	Post	EUR 2,015,208.96	2,176,425.68	Nov-24	Feb-25
	4.1.1.	Supervision of the regulation of the Brka River	CS	CQS	Post	EUR 60,456.27	65,292.77	Nov-24	Feb-25

5	5.1.1.	CONSTRUCTION OF THE SIDEWALK AND BICYCLE ROUTE ALONG THE RIGHT BANK/SIDE OF "SAVA" RIVER	W	RFB (National)	Post	EUR 6,150,512.82	6,642,553.85	Apr-25	Jun-25
Sub-total for Sub-Component 1.1: Flood protection and environmental management						24,684,782.34	26,659,564.92		
6	3.2.2	PIU and Project Management costs				210,000.00	226,800.00		
7	3.2.3	Operating costs	OC	n/a	n/a	30,717.66	33,175.07		
Se	3.2.4.	Financial Software for PIU	G	SOE	Post	12,000.00	12,960.00	Sep-24	Sep-24
9	3.2.5.	Front-end Fee (0.25% of 25.000.000 EUR - 62.500 EUR)	OC	n/a	n/a	62,500.00	67,500.00	Aug-24	
Sub-total for Sub-Component 3.2: Institutional support and project management						315,217.66	340,435.07		
Total for Component 3:						315,217.66	340,435.07		
Grand total for the Project						25,000,000.00	23,148,148.15		

Annex 6. Sample of the Declaration of impartiality and confidentiality

Declaration of impartiality and confidentiality

Publication ref: *(Name of the assignment)*

I, the undersigned, hereby declare that I agree to participate in the evaluation of the above-mentioned procurement procedure for selection of a firm for the assignment "_____", ref. no. _____. By making this declaration, I confirm that I have familiarized myself with the information available to date concerning this procurement procedure. I further declare that I shall execute my responsibilities honestly and fairly.

I am independent of all parties which stand to gain from the outcome of the evaluation process. To the best of my knowledge and belief, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence in the eyes of any party; and, should it become apparent during the course of the evaluation process that such a relationship exists or has been established, I will immediately cease to participate in the evaluation process.

I agree to hold in trust and confidence any information or documents ("confidential information") disclosed to me or discovered by me or prepared by me in the course of or as a result of the evaluation and agree that it shall be used only for the purposes of this evaluation and shall not be disclosed to any third party. I also agree not to retain copies of any written information or prototypes supplied.

Confidential information shall not be disclosed to any employee or expert unless they agree to execute and be bound by the terms of this Declaration.

Name	
Signed	
Name	
Signed	
Date	

Annex 7. Generic Environmental and Social Management Plan for the Project

Project Phase / Activities	Possible Environmental Impacts	Mitigating Measures	Monitoring parameters	Responsible Body
Construction phase				
Mobilization/ Temporary facilities/ Construction/ De-mobilization	General Site Conditions and Safety Notifications			
	<ul style="list-style-type: none"> • Notification of public and Overall Site Safety 	<ul style="list-style-type: none"> • The local construction and environment inspectorates and communities have been notified of upcoming activities • 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) • All legally required permits have been acquired for construction and/or rehabilitation • 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. • Workers' personnel protective equipment (PPE) will comply with international good practice (always hardhats, as needed masks and safety glasses, harnesses and safety boots) • Appropriate signposting of the sites will inform workers of key 	<ul style="list-style-type: none"> • Keep written proof of notifications, local permits, and/or media announcement, clippings • Supervisor to ensure use of PPE • Supervisor to visually inspect adequate signage 	<ul style="list-style-type: none"> • Site supervisor • PIU • Contractor for execution of civil works

Project Phase / Activities	Possible Environmental Impacts	Mitigating Measures	Monitoring parameters	Responsible Body
		<p>rules and regulations to follow and emergency contact numbers</p> <ul style="list-style-type: none"> • Provide on-site medical services and supplies for any emergency, through institutional and administrative arrangements with the local health unit • Provide portable water & sanitary facilities for construction workers 		
Mobilization/ Temporary facilities/ Construction/De-mobilization	Material supply			
	<ul style="list-style-type: none"> • Indirect impact on environment by purchasing material for unlicensed companies 	<ul style="list-style-type: none"> • Sourcing of materials from authorized and licensed sites 	<ul style="list-style-type: none"> • Insight in contracts with suppliers 	<ul style="list-style-type: none"> • Site supervisor • PIU • Contractor for execution of civil works
	<ul style="list-style-type: none"> • Use of borrow pits for materials 	<ul style="list-style-type: none"> • Borrow pits shall be subject to complete restoration works following closure 	<ul style="list-style-type: none"> • Inspection of borrow pits following closure 	<ul style="list-style-type: none"> • Site supervisor • PIU
Mobilization/ Temporary facilities/ Construction/De-mobilization	Traffic and Pedestrian Safety			
	<ul style="list-style-type: none"> • Increased traffic due to heavy equipment/vehicle movement/works in vicinity of main/local roads 	<ul style="list-style-type: none"> • Schedule vehicle movement during lean daytime traffic hours or at night. • Provide traffic aides/flagmen, traffic signs to help ensure the free and safe flow of traffic 	<ul style="list-style-type: none"> • Presence of traffic signs • Public complaints received • Occurrence of traffic jams • Public complaints received 	<ul style="list-style-type: none"> • Contractor

Project Phase / Activities	Possible Environmental Impacts	Mitigating Measures	Monitoring parameters	Responsible Body
	<ul style="list-style-type: none"> • Decreased public access through the construction area 	<ul style="list-style-type: none"> • Maintain & Repair temporary alternative route of vehicles & pedestrians • Designate an alternate route for pedestrian and/or vehicles in coordination with the Municipal Authorities or provide safe passageway through the construction site 		
	Air Quality – dust and noise suppression			
	<ul style="list-style-type: none"> • Gas & particulate emissions from vehicles, equipment & generators 	<ul style="list-style-type: none"> • Regular equipment maintenance • Contractor to present proof of compliance with emission standards as part of the annual vehicle registration process 	<ul style="list-style-type: none"> • Presence of black smoke from construction vehicles • Attestation documentation 	<ul style="list-style-type: none"> • Contractor • _____
	<ul style="list-style-type: none"> • Dust suspension vehicle movement in unpaved roads & construction works 	<ul style="list-style-type: none"> • Wet areas of dust sources to minimize discomfort to nearby residents • Control of vehicle speed to lessen suspension of road dust 	<ul style="list-style-type: none"> • Public complaints received • General observation 	<ul style="list-style-type: none"> • Contractor
Mobilization/ Temporary facilities/ Construction/De-mobilization	<ul style="list-style-type: none"> • Noise generation from equipment & operations 	<ul style="list-style-type: none"> • Schedule equipment movement during non-peak hours of daytime vehicular traffic • Avoid night-time construction activities and abide by local laws on construction hours • Provide silencers/mufflers for heavy equipment 	<ul style="list-style-type: none"> • Public complaints received • Measure a noise level in case of complaints 	<ul style="list-style-type: none"> • Contractor: • _____
	Waste and Inert Material Management			

Project Phase / Activities	Possible Environmental Impacts	Mitigating Measures	Monitoring parameters	Responsible Body
	<ul style="list-style-type: none"> Environmental pollution caused by improper waste management 	<ul style="list-style-type: none"> Waste collection and disposal pathways and sites will be identified for all major waste types expected from construction activities. Mineral construction will be separated from general refuse, organic, liquid and chemical wastes by on-site sorting and stored in appropriate containers. Construction waste will be collected and disposed properly by licensed collectors No open burning of wastes on or off site 	<ul style="list-style-type: none"> Visual inspection of separate waste management piles Written receipts of all separate waste streams handled by the designated authorities Visual inspection of burn marks on site 	<ul style="list-style-type: none"> Contractor for execution of civil works _____
Mobilization/ Temporary facilities/ Construction/De-mobilization	Soil quality – erosion and vegetation cover			
	<ul style="list-style-type: none"> Soil erosion and landslides due to clearing and/or excavation 	<ul style="list-style-type: none"> Provide slope protection through bank compaction, riprapping on critical sections, or vegetative stabilization Designate a Spoils Storage Area, with topsoil set aside for later use and allow maximum re-use of spoils Use material for restoration of degraded areas 	<ul style="list-style-type: none"> Presence of eroded areas near the site Signs of a potential/imminent landslide (unstable soil, signs of slippage, etc.) 	<ul style="list-style-type: none"> Contractor for execution of civil works _____
	<ul style="list-style-type: none"> Removal of vegetation 	<ul style="list-style-type: none"> Do replacement planting that would restore removed vegetation 	<ul style="list-style-type: none"> Area replanted Number and type of plants replanted 	<ul style="list-style-type: none"> Contractor _____

Project Phase / Activities	Possible Environmental Impacts	Mitigating Measures	Monitoring parameters	Responsible Body
		<ul style="list-style-type: none"> Secure: (i) environmental permit, (ii) Urban consent and (iii) Tree cutting consent 		
	Water Quality and Quantity			
	<ul style="list-style-type: none"> Increased surface and groundwater turbidity & siltation, causing inconvenience in community use of the affected surface or ground waters along the path of the irrigation canals 	<ul style="list-style-type: none"> Set up sediment traps along rivers and/or gabions along banks to filter out eroded sediments Same measures above for erosion control and slope stabilization 	<ul style="list-style-type: none"> Complaints received Visually for presence of turbidity in surface water Analyze surface water quality in case of complaints (for pH, turbidity, conductivity and suspended solids) If groundwater is used for drinking water supply, analyze tap water for drinking water quality parameters as prescribed in national legislation 	<ul style="list-style-type: none"> Contractor: _____
	<ul style="list-style-type: none"> Oil & grease contamination of water bodies due to poor equipment M&R & refueling 	<ul style="list-style-type: none"> Provide oil & grease traps in stilling ponds Provide ring canals around fueling tanks/motor pool/maintenance areas Collect used oils in containers and hand over to authorized agency for handling 	<ul style="list-style-type: none"> Complaints received Analyze surface water quality in case of complaints (for COD and total mineral oils) If groundwater is used for drinking water supply, analyze tap water for drinking water quality parameters as prescribed in national legislation Presence of oil film on water surface 	<ul style="list-style-type: none"> Contractor: _____
Mobilization/ Temporary facilities/ Construction/De-mobilization	Cultural Property and Chance Findings			
	<ul style="list-style-type: none"> Damage to cultural property or chance findings which may be traversed 	<ul style="list-style-type: none"> Stop the works and observe reporting and conservation protocols based on prior coordination with the 	<ul style="list-style-type: none"> Approval to continue or other relevant documentation from the nationally competent institution 	<ul style="list-style-type: none"> Contractor: _____

Project Phase / Activities	Possible Environmental Impacts	Mitigating Measures	Monitoring parameters	Responsible Body
	reencountered during construction	responsible agency: Institute for Protection of Cultural & National Heritage		
Operation and Maintenance				
Maintenance	Traffic and Pedestrian Safety			
	<ul style="list-style-type: none"> • Access restrictions during maintenance 	<ul style="list-style-type: none"> • Introduce appropriate traffic signalization and appropriate warning signs • Implementation of SEP, in particular the provisions on providing timely information to citizens through the media about upcoming maintenance, expected duration of the works, alternative routes, etc. 	<ul style="list-style-type: none"> • Visual inspection of warning signs • Insight in information published 	<ul style="list-style-type: none"> • Contractor: • Owner or flood protection structures • _____
Maintenance	Noise suppression			
	<ul style="list-style-type: none"> • Noise emission and noise disturbance; 	<ul style="list-style-type: none"> • In case of noise complaints by local residents, the reduction of permissible vehicle speed limit should be performed 	<ul style="list-style-type: none"> • Limit noisy activities (e.g. earthmoving, truck unloading, etc.) to the least noise-sensitive times of day and schedule activities to occur at the same time. Machinery should be shut down or throttled down to a minimum when not in use. 	<ul style="list-style-type: none"> • Contractor • _____
Maintenance	Waste management			
	<ul style="list-style-type: none"> • Improper management of waste from maintenance activities 	<ul style="list-style-type: none"> • Waste collection and disposal pathways and sites will be identified for all major waste types expected from maintenance activities. 	<ul style="list-style-type: none"> • Visual inspection of separate waste management piles • Written receipts of all separate waste streams handled by the designated authorities 	<ul style="list-style-type: none"> • Contractor • _____

Project Phase / Activities	Possible Environmental Impacts	Mitigating Measures	Monitoring parameters	Responsible Body
		<ul style="list-style-type: none"> • All waste will be collected and disposed properly by licensed collectors • No open burning of wastes/removed vegetation on or off site 	<ul style="list-style-type: none"> • Visual inspection of burn marks on site 	

Annex 8. Environment and social screening questionnaire (ESSQ)

**Initial Environmental and Social Screening Report – Subproject “XXX”
XXXX 2024**

Project No.

Issue No.

Date

Made by
Checked/Approved by:

This report is produced by the Environmental and Social Consultants of the PIU at the request of the client for the purposes detailed herein. This report and accompanying documents are intended solely for the use and benefit of the client for this purpose only and may not be used by or disclosed to, in whole or in part, any other person without the express written consent of the PIU. The PIU neither owes nor accepts any duty to any third party and shall not be liable for any loss, damage or expense of whatsoever nature which is caused by their reliance on the information contained in this report.

Version Control Log

Revision	Date	Made by	Checked by	Approved by	Description

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INTRODUCTION

SUBPROJECT ELIGIBILITY - EXCLUSION LIST OF PROJECT / ACTIVITIES

Activities that are listed in the World Bank Group IFC Exclusion List (available in Annex 03 of the ESMF) are not eligible to be supported under the project.

Subproject Name	
Subproject Location	
Subproject Proponent	

Activity	Answer	
	Yes	No
Production or trade in any product or activity deemed illegal under host country laws or regulations or international conventions and agreements, or subject to international bans, such as pharmaceuticals, pesticides/herbicides, ozone depleting substances, PCB's, wildlife or products regulated under CITES.		
Production or trade in weapons and munitions. ¹		
Production or trade in alcoholic beverages (excluding beer and wine). ¹		
Production or trade in tobacco. ¹		
Gambling, casinos and equivalent enterprises. ¹		
Production or trade in radioactive materials. This does not apply to the purchase of medical equipment, quality control (measurement) equipment and any equipment where IFC considers the radioactive source to be trivial and/or adequately shielded.		
Production or trade in unbounded asbestos fibers. This does not apply to purchase and use of bonded asbestos cement sheeting where the asbestos content is less than 20%.		
Drift net fishing in the marine environment using nets in excess of 2.5 km. in length.		
Production or activities involving harmful or exploitative forms of forced labor ² /harmful child labor. ³		
Commercial logging operations for use in primary tropical moist forest.		
Production or trade in wood or other forestry products other than from sustainably managed forests		
Production, trade, storage, or transport of significant volumes of hazardous chemicals, or commercial scale usage of hazardous chemicals. Hazardous chemicals include gasoline, kerosene, and other petroleum products.		
Production or activities that impinge on the lands owned, or claimed under adjudication, by Indigenous Peoples, without full documented consent of such peoples.		
Affecting lands or rights of minorities		

Activity	Answer	
	Yes	No
Significant adverse social impacts and may give rise to significant social conflict		

INITIAL SCREENING FOR SUBPROJECT'S ENVIRONMENTAL AND SOCIAL RISKS AND IMPACTS

The screening results are presented in following table:

Proposed Activity			
	CRITERIA	Yes	No
1	Will the activity generate water effluents (wastewater) that may require special treatment, control or the water management permit?		
2	Will the activity air emissions which would require special controls in order to ensure compliance with the standards?		
3	Will the activity generate noise levels that would require control measures to ensure compliance with the standards?		
4	Will the noise levels impact particularly sensitive receptors (natural habitats, hospitals, schools, local population centers)?		
5	Will the activity consume, use or store, produce hazardous materials that: <ul style="list-style-type: none"> <input type="checkbox"/> require special permits or licenses <input type="checkbox"/> require licensed or trained personnel <input type="checkbox"/> are outlawed or banned in EU or Western countries <input type="checkbox"/> are difficult, expensive, or hard to manage <input type="checkbox"/> are inconsistent with PPAH recommendations <input type="checkbox"/> may cause soil and water pollution or health hazards if adequate control measures are not in place 		
6	Will the activity generate solid waste that may be considered hazardous, difficult to manage, or may be beyond the scope of regular household waste? (This may include, but not be limited too, animal carcasses, toxic materials, pesticides, medical waste, cleaning materials, flammables etc.)		
7	Will the activity be located within or close to officially protected areas or areas under consideration by the Government for official protection status? And will the activity potentially impact areas of known significance to local, regional or national cultural heritage?		
8	Will the activity involve import of living organisms, e.g. saplings, insects, animals, etc. or works that can impact sensitive environmental receptors?		
9	Has the local population or any NGOs expressed concern about the proposed activity's environmental aspects or expressed opposition?		
10	Is there any other aspect of the activity that would – through normal operations or under special conditions – cause a risk or have an impact on the environment, the population or could be considered as a nuisance?		

Proposed Activity			
CRITERIA		Yes	No
1	Does the proposed activity require a FULL Environmental Impact Assessment as per the Law (list of projects for which full EIA is mandatory/decided)? If yes, this activity cannot be financed.		
2	Does the SUBPROJECT have valid operating permit, licenses, approvals etc.?		
	If not, please explain. Permits to screen for include: construction permit, operational/use permit, urban permit, water management permit...		
	If not, will the Loan proceeds be used to correct this condition?		
3	Does the SUBPROJECT have a valid environmental permit (or is in the procedure of obtaining an environmental permit as per the laws)		
4	Does the proposed activity fall under those for which this permit was issued?		
5	Does the SUBPROJECT have a valid water management permit that calls for special investments or measures for the enterprise's wastewater releases (or is in the procedure of obtaining this permit as per the laws)?		
6	Does the SUBPROJECT need to follow specific environmental regulations regarding air emissions, water use or wastewater discharge and solid waste management?		
7	Are there any significant outstanding environmental fees, fines or penalties or any other environmental liabilities (e.g. pending legal proceedings involving environmental issues etc.)		
	If so, will Loan proceeds be used to correct this condition and please explain?		
8	Have there been any complaints raised by local affected people or groups or NGOs regarding conditions at the facility?		
	If so, will the Loan proceeds be used to correct this complaints?		
9	Does the Government take care about primary suppliers' environmental and social performance or practice Socially Responsible Public Procurement?		
	If possible, explain the answer:		

10	Does the Government take care about associated facilities (if applicable) relevant environmental and social performance?		
	If possible, explain the answer:		

SOCIAL SCREENING FORM AND TRIGGERS FOR SUB PROJECTS			
Screening indicators related to Land acquisition, assets and access to resources			
	Type of activity – Will the sub project:	Yes	No
1	Require that land (private) to be acquired (temporarily or permanently) for its development		
2	Use land that is currently occupied or regularly used for productive purposes (e.g. gardening, farming, pasture, fishing locations, forests)		
3	Physically displace individuals, families or businesses		
4	Result in the temporary or permanent loss of crops, fruit trees or household infrastructure		
5	Result in the involuntary restriction of access by people to legally designated parks and protected areas		
6	Result in loss of livelihood		
7	Have negative impact to any vulnerable individuals or groups		
8	Have negative impact to informal side road shops, traders or any nomadic type of commercial activity		

RISK CLASIFICATION

- a. **Proposed Initial Environmental and Social Risk Rating (High, Substantial, Moderate or Low).**
Provide Justifications:

Justification:

■

- b. **Proposed ES Management Plans/ Instruments:**

Form checked by (PIU Environmental and Social Specialist)	
Project category is: H S M L	
Date	
Name	
Title	
Signature	

Form checked by (Head of PIU)	
Project category is: H S M L	
Date	
Name	
Title	
Signature	

Annex 9. Grievance Mechanism Template

Reference number:			
Full name (optional)			
	<input type="checkbox"/> I wish to remain anonymous		
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Do not wish to disclose
Contact information (optional)	Please mark how you wish to be contacted (mail, telephone, e-mail)		
<input type="checkbox"/>	By post - Please provide mailing address:		
<input type="checkbox"/>	By		telephone:
<input type="checkbox"/>	By		e-mail:
<input type="checkbox"/>	On website		
Preferred language of communication:	<input type="checkbox"/>	Bosnian / Serbian / Croatian	
	<input type="checkbox"/>	English (if possible)	
	<input type="checkbox"/>	Other	
Description of incident for grievance	<input type="checkbox"/> What happened? Where did it happen? Whom did it happen? <input type="checkbox"/> What is the result of the problem?		
Date of incident / grievance	____ / ____ / ____		

<input type="checkbox"/> One-time incident/grievance (date: ____/____/____) <input type="checkbox"/> Happened more than once (how many times? ____) <input type="checkbox"/> On-going (currently experiencing problem)
--

What would you like to see happen?

Signature: _____

Date: _____

Please return this form to:

Attention: Zlatan Musić, Head of BD IPIU

Adress: Cvijete Zuzorić bb, 76100 Brčko

Phone: +387 49 232 260

Fax: + 387 49 232 260

Email: Zlatan.music@rgfbd.com

Annex 10. Format for Report on Compliance with conditions of work for third parties

**FORMAT FOR REPORT ON COMPLIANCE WITH CONDITIONS OF WORK
FOR THIRD PARTIES ENGAGING CONTRACTED WORKERS**

Assignment name:
Contract ref. No:
Contract period: Start date (M/D/Y) End date (M/D/Y)
Contractor/Service Supplier:
Reported period:
Date of report:
Signature of authorized person:

LABOR AND WORKING CONDITIONS COMPLIANCE REPORT

Company employee's¹⁴ statistics:

Total number of employee's gender disaggregated: M _____ F _____

- Number of employees with an employment contract out of total number of employees,
- Number of employees without an employment contract out of total number of employees,
- Number of employees with access to social security, pension and health insurance out of total number of employees,
- Number of employees who receives wages/salaries at least once a month out of total number of employees,
- Number of employees who left the company in the reported period out of total number of employees,

¹⁴ The employee is any natural person employed or engaged to work or perform service for the employer

- Number of employees hired in the reported period,
 - Number of hours worked per employee (monthly average),
 - Total overtime (monthly average per employee)
-
- o Number of injuries at work (in reporting period and cumulative since contract start) out of total no. of employees
 - o Number of fatalities at work (in reporting period and cumulative) out of total no. of employees
 - o Number of reported violence out of total no. of employees
 - o Number of reported harassment/ abuses out of total no. of employees

Availability of an accessible and functioning employee grievance mechanism (Y/N)

- Number of grievances raised with the GM (in reporting period and cumulative since contract start),
- Number of grievances resolved by GM (in reporting period and cumulative since contract start),
- Number of suits filed with regard to labor, employment and OHS issues,
- Number of disputes brought to peaceful settlement/ voluntary arbitration procedure,
- Number of visits by labor/ OHS inspection,

1 - The number of employees refers to the actual number/headcount on the date of the report.

2 - The numbers imply the total number of incidents in the reported period.

Project workers statistics:

- o Total number of project workers:
- o Number of project workers with an employment contract:
- o Number of project workers without an employment contract:
- o Number of project workers with access to social security, pension and health insurance verified by confirmation from registry:

Working and Labor Conditions Screening Check List

	Terms and conditions	Yes / No	Notes
1	All project workers have an employment contract or engagement agreement in writing.	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "No" please specify and explain
2	All project workers are paid at least once a month	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "No" please specify and explain
3	All project workers worked 8 hours a day, 40 hours a week	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "No" please explain and specify the hours worked
4	All project workers had a regular daily and weekly rest	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "No" please specify and explain
5	Number of project workers were terminated from employment with termination in line with national labor law and ESS2	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "Yes" please specify number and explain conditions of termination
6	Number of project workers attended OHS related training programme	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "Yes" please specify number and explain

	Terms and conditions	Yes / No	Notes
7	Project workers were granted leaves they are entitled to	Yes <input type="checkbox"/> No <input type="checkbox"/>	If “Yes” Please specify the type and number of leaves
8	Project workers were involved in accidents at work resulting in injuries or fatalities	Yes <input type="checkbox"/> No <input type="checkbox"/>	If “Yes” please specify and explain
9	Project workers reported on cases of discrimination, harassment, sexual harassment or non-compliance with law	Yes <input type="checkbox"/> No <input type="checkbox"/>	If “Yes” please specify and explain
10	Project workers raised grievances or started voluntary arbitration / legal proceedings to settle a dispute	Yes <input type="checkbox"/> No <input type="checkbox"/>	If “Yes” please specify and explain
11	In the reported period there were some incidents on noncompliance with the LMP	Yes <input type="checkbox"/> No <input type="checkbox"/>	If “Yes” please specify and explain

Annex 11. Minimum Elements of a Resettlement Plan

The tables below have been prepared based on the requirements set out in the WB Framework, specifically *ESS5—Annex 1. Involuntary resettlement instruments*.

General requirements for a resettlement plan

ELEMENT	EXPLANATION
Description of the project	General description of the project and identification of the project area
Potential impacts	Identification of: <ul style="list-style-type: none"> a) project components or activities that give rise to displacement, explaining why the selected land must be acquired for use within the timeframe of the project; b) zone of impact of such components or activities; c) scope and scale of land acquisition and impacts on structures and other fixed assets; d) any project-imposed restrictions on use of, or access to, land or natural resources; e) alternatives considered to avoid or minimize displacement and why those were rejected; and f) mechanisms established to minimize displacement, to the extent possible, during project implementation.
Objectives	The main objectives of the resettlement program.
Census survey and baseline socioeconomic studies	The findings of a household-level census identifying and enumerating affected persons, and, with the involvement of affected persons, surveying land, structures and other fixed assets to be affected. The census survey also serves other essential functions: <ul style="list-style-type: none"> a) identifying characteristics of displaced households, including a description of production systems, labor, and household organization; and baseline information on livelihoods (including, as relevant, production levels and income derived from both formal and informal

ELEMENT	EXPLANATION
	<p>economic activities) and standards of living (including health status) of the displaced population;</p> <ul style="list-style-type: none"> b) information on vulnerable groups or persons for whom special provisions may have to be made; c) identifying public or community infrastructure, property or services that may be affected; d) providing a basis for the design of, and budgeting for, the resettlement program; e) in conjunction with establishment of a cutoff date, providing a basis for excluding ineligible people from compensation and resettlement assistance; f) establishing baseline conditions for monitoring and evaluation purposes. <p>If deemed relevant, additional studies on the following subjects may be required:</p> <ul style="list-style-type: none"> g) land tenure and transfer systems, including an inventory of common property natural resources from which people derive their livelihoods and sustenance, non-title-based usufruct systems (including fishing, grazing, or use of forest areas) governed by local recognized land allocation mechanisms, and any issues raised by different tenure systems in the project area; h) the patterns of social interaction in the affected communities, including social networks and social support systems, and how they will be affected by the project; i) social and cultural characteristics of displaced communities, including a description of formal and informal institutions (e.g., community organizations, ritual groups, nongovernmental organizations (NGOs)) that may be relevant to the consultation strategy and to designing and implementing the resettlement activities.
Legal framework	<p>The findings of an analysis of the legal framework, covering:</p> <ul style="list-style-type: none"> a) scope of the power of compulsory acquisition and imposition of land use restriction and the nature of compensation associated with it, in terms of both the valuation methodology and the timing of payment; b) applicable legal and administrative procedures, including a description of the remedies available to displaced persons in the judicial process and the normal timeframe for such procedures, and any available grievance redress mechanisms that may be relevant to the project; c) laws and regulations relating to the agencies responsible for implementing resettlement activities; d) gaps, if any, between local laws and practices covering compulsory acquisition, imposition of land use restrictions and provision of resettlement measures and ESS5, and the mechanisms to bridge such gaps.
Institutional framework	<p>The findings of an analysis of the institutional framework covering:</p> <ul style="list-style-type: none"> a) identification of agencies responsible for resettlement activities and NGOs/CSOs that may have a role in project implementation, including providing support for displaced persons; b) assessment of the institutional capacity of such agencies and NGOs/CSOs;

ELEMENT	EXPLANATION
	c) any steps that are proposed to enhance the institutional capacity of agencies and NGOs/CSOs responsible for resettlement implementation.
Eligibility	Definition of displaced persons and criteria for determining their eligibility for compensation and other resettlement assistance, including relevant cutoff dates.
Valuation of and compensation for losses	The methodology to be used in valuing losses to determine their replacement cost; and a description of the proposed types and levels of compensation for land, natural resources and other assets under local law and such supplementary measures as are necessary to achieve replacement cost for them.
Community participation	Involvement of displaced persons (including host communities, where relevant): <ul style="list-style-type: none"> a) description of the strategy for consultation with, and participation of, displaced persons in the design and implementation of the resettlement activities; b) summary of the views expressed and how these views were taken into account in preparing the resettlement plan; c) review of the resettlement alternatives presented and the choices made by displaced persons regarding options available to them; d) institutionalized arrangements by which displaced people can communicate their concerns to project authorities throughout planning and implementation, and measures to ensure that such vulnerable groups as indigenous people, ethnic minorities, the landless, and women are adequately represented.
Implementation schedule	An implementation schedule providing anticipated dates for displacement, and estimated initiation and completion dates for all resettlement plan activities. The schedule should indicate how the resettlement activities are linked to the implementation of the overall project.
Costs and budget	Tables showing categorized cost estimates for all resettlement activities, including allowances for inflation, population growth, and other contingencies; timetables for expenditures; sources of funds; and arrangements for timely flow of funds, and funding for resettlement, if any, in areas outside the jurisdiction of the implementing agencies.
Grievance redress mechanism	The plan describes affordable and accessible procedures for third-party settlement of disputes arising from displacement or resettlement; such grievance mechanisms should take into account the availability of judicial recourse and community and traditional dispute settlement mechanisms.
Monitoring and evaluation	Arrangements for monitoring of displacement and resettlement activities by the implementing agency, supplemented by third-party monitors as considered appropriate by the Bank, to ensure complete and objective information; performance monitoring indicators to measure inputs, outputs, and outcomes for resettlement activities; involvement of the displaced persons in the monitoring process; evaluation of results for a reasonable period after all resettlement activities have been completed; using the results of resettlement monitoring to guide subsequent implementation.
Arrangements for adaptive management	The plan should include provisions for adapting resettlement implementation in response to unanticipated changes in project conditions, or unanticipated obstacles to achieving satisfactory resettlement outcomes.

Additional planning requirements where resettlement involves physical displacement

When project circumstances require the physical relocation of residents (or businesses), resettlement plans require additional information and planning elements, as follows:

ELEMENT	EXPLANATION
Transitional assistance	The plan describes assistance to be provided for relocation of household members and their possessions (or business equipment and inventory). The plan describes any additional assistance to be provided for households choosing cash compensation and securing their own replacement housing, including construction of new housing. If planned relocation sites (for residences or businesses) are not ready for occupancy at the time of physical displacement, the plan establishes a transitional allowance sufficient to meet temporary rental expenses and other costs until occupancy is available.
Site selection, site preparation, and relocation	When planned relocation sites are to be prepared, the resettlement plan describes the alternative relocation sites considered and explains sites selected, covering: <ul style="list-style-type: none">a) institutional and technical arrangements for identifying and preparing relocation sites, whether rural or urban, for which a combination of productive potential, locational advantages, and other factors is better or at least comparable to the advantages of the old sites, with an estimate of the time needed to acquire and transfer land and ancillary resources;b) identification and consideration of opportunities to improve local living standards by supplemental investment (or through establishment of project benefit-sharing arrangements) in infrastructure, facilities or services;c) any measures necessary to prevent land speculation or influx of ineligible persons at the selected sites;d) procedures for physical relocation under the project, including timetables for site preparation and transfer; ande) legal arrangements for regularizing tenure and transferring titles to those resettled, including provision of security of tenure for those previously lacking full legal rights to land or structures.
Housing, infrastructure, and social services	Plans to provide (or to finance local community provision of) housing, infrastructure (e.g., water supply, feeder roads), and social services (e.g., schools, health services); plans to maintain or provide a comparable level of services to host populations; any necessary site development, engineering, and architectural designs for these facilities.
Environmental protection and management	A description of the boundaries of the planned relocation sites; and an assessment of the environmental impacts of the proposed resettlement and measures to mitigate and manage these impacts (coordinated as appropriate with the environmental assessment of the main investment requiring the resettlement).
Consultation on relocation arrangements	The plan describes methods of consultation with physically displaced persons on their preferences regarding relocation alternatives available to them, including, as relevant, choices related to forms of compensation and transitional assistance, to relocating as individual households families or with preexisting communities or kinship groups, to sustaining existing patterns of group organization, and for relocation of, or retaining access to, cultural property (e.g., places of worship, pilgrimage centers, cemeteries).

ELEMENT	EXPLANATION
Integration with host populations	Measures to mitigate the impact of planned relocation sites on any host communities, including: (a) consultations with host communities and local governments; (b) arrangements for prompt tendering of any payment due the hosts for land or other assets provided in support of planned relocation sites; (c) arrangements for identifying and addressing any conflict that may arise between those resettled and host communities; and (d) any measures necessary to augment services (e.g., education, water, health, and production services) in host communities to meet increased demands upon them, or to make them at least comparable to services available within planned relocation sites.

Additional planning requirements where resettlement involves economic displacement

If land acquisition or restrictions on use of, or access to, land or natural resources may cause significant economic displacement, arrangements to provide displaced persons with sufficient opportunity to improve, or at least restore, their livelihoods are also incorporated into the resettlement plan, or into a separate livelihood improvement plan. These include:

ELEMENT	EXPLANATION
Direct land replacement	For those with agricultural livelihoods, the resettlement plan provides for an option to receive replacement land of equivalent productive value, or demonstrates that sufficient land of equivalent value is unavailable. Where replacement land is available, the plan describes methods and timing for its allocation to displaced persons.
Loss of access to land or resources	For those whose livelihood is affected by loss of land or resource use or access, including common property resources, the resettlement plan describes means to obtain substitutes or alternative resources, or otherwise provides support for alternative livelihoods.
Support for alternative livelihoods	For all other categories of economically displaced persons, the resettlement plan describes feasible arrangements for obtaining employment or for establishing a business, including provision of relevant supplemental assistance including skills training, credit, licenses or permits, or specialized equipment. As warranted, livelihood planning provides special assistance to women, minorities or vulnerable groups who may be disadvantaged in securing alternative livelihoods.
Consideration of economic development opportunities	The resettlement plan identifies and assesses any feasible opportunities to promote improved livelihoods as a result of resettlement processes. This may include, for example, preferential project employment arrangements, support for development of specialized products or markets, preferential commercial zoning and trading arrangements, or other measures. Where relevant, the plan should also assess the feasibility of prospects for financial distributions to communities, or directly to displaced persons, through establishment of project-based benefit-sharing arrangements.
Transitional support	The resettlement plan provides transitional support to those whose livelihoods will be disrupted. This may include payment for lost crops and lost natural resources, payment of lost profits for businesses, or payment of lost wages for employees affected by business relocation. The plan provides that the transitional support continues for the duration of the transition period.

Annex 12. PDO and Result Framework Indicators

Project Development Objective Indicators			
Improved flood protection of the Sava and Drina River Corridors			
Indicator Name	PBC	Baseline	End Target
People protected from 1 in 100-year flood event in the Sava and Drina River Basins under the project (of which female) (Number)		0.00	4620
Of which female (Number)		0.00	2606 female)
Area protected by flood risk mitigation measures under the project (Hectare(Ha))		0.00	4608 ha

Intermediate Results Indicators by Components

RESULT_FRAME_TBL_IO

Indicator Name	PBC	Baseline	End Target
Improved flood protection in the Sava and Drina River Corridors			
Length of embankments or dykes constructed or rehabilitated (Kilometers)		0.00	1,43 km
Length of embankments or dykes constructed or rehabilitated aimed for regional tourism and cross-border cooperation (Kilometers)		0.00	40 km
Area protected by integrated waste management initiatives under the project (Hectare(Ha))		0.00	31,5 ha
Percentage of grievances responded and resolved within an agreed time frame (Percentage)		0.00	90.00%

