



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
MZUMBE UNIVERSITY**

**TANZANIA HIGHER EDUCATION FOR ECONOMIC TRANSFORMATION (HEET)
PROJECT (P166415)**

**TERMS OF REFERENCE
FOR
CONSULTANCY SERVICES FOR UNDERTAKING ENVIRONMENTAL AND SOCIAL
IMPACT ASSESSMENT (ESIA)**

MARCH, 2023

**EMPLOYER:
MZUMBE UNIVERSITY
P.O.BOX 1
MZUMBE**

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1.0 BACKGROUND

Mzumbe University (MU) is a Public University which operates under the Ministry of Education, Science and Technology (MoEST). The University was established by the Mzumbe University Charter 2007 made under section 25 of the Universities Act. No. 7 of 2005 which repealed the Mzumbe University Act No. 21 of 2001. Mzumbe University's predecessor, the Institute of Development Management (IDM), established in 1972 focused on training skilled human resource in public administration and management, business administration, accountancy, economic planning and hospital administration and related areas for middle cadre officers in the public service and private sector. Currently, the University has three campuses: Main Campus at Mzumbe, Morogoro; Dar es Salaam Campus College and Mbeya Campus College.

Mzumbe University has received financial support from the World Bank (WB) for Higher Education for Economic Transformation (HEET; P166415). The HEET project is supported by the Government of the United Republic of Tanzania (GoT) through the World Bank. The main Project Development Objective (PDO) is to strengthen the learning environments and labour market orientation of programmes in priority disciplines and the management of the higher education system. Generally, it is done under seven (7) strategic focus areas namely:

- i. Increasing enrolment capacity in degree programmes in priority disciplines
- ii. Upgrading Learning Resources and Equipment
- iii. Promoting applied Research and innovation capacity
- iv. Building functional linkages with private sector/industry
- v. Strengthening use of digital technology
- vi. Promote self-generated income
- vii. Building capacity of academic staff and university leadership

In strengthening the learning environments and labour market orientation of programmes in priority disciplines the University plans to focus on seven strategic focus areas under HEET project. However, two strategic focus areas (Increasing enrolment capacity in degree programmes in priority disciplines and developing options for self-generating income) will involve construction projects. The following are infrastructure projects to be implemented under HEET on increasing enrolment capacity in degree programmes in priority disciplines and developing options for self-generating income.

Infrastructure development through construction is among the activities that will be implemented under the HEET project. In order to implement the infrastructure works in the project, Mzumbe University is required to engage a consultant to undertake environmental and social impact assessment (ESIA) for the construction and sites proposed for World Bank support in accordance with Environmental and Social Framework with Environmental and Social Standards (ESS).

Table 1: Summary of HEET Infrastructure Projects in line with Master Plan and Corporate Strategic Plan – Tanga Campus

S/n	Infrastructure Project (s)	Project Location	Areas/ No of Storeys
1.	Academic Block with Staff offices and Mini library	Gombero-Mkinga, Tanga	3,556 m ² Two Storeys
2.	Two (2) Students' Hostels	Gombero-Mkinga, Tanga	1531 m ² per block Three Storeys
3.	Cafeteria	Gombero-Mkinga, Tanga	980 m ² Single Storey
4.	Dispensary	Gombero-Mkinga, Tanga	487 m ² Single Storey
5.	Four (4) Staff Houses	Gombero-Mkinga, Tanga	190 m ² per block Single Storey
6.	Wastewater Treatment System Constructed and Solid waste dumping site constructed	Gombero-Mkinga, Tanga	1000 m
7.	Reservoir Tank Constructed	Gombero-Mkinga, Tanga	400,000 Litres

The proposed site is located at Pangarawe area, Gombero ward, Mkinga District in Tanga Region. In the course of constructing the infrastructure mentioned above, adherence to Mzumbe University (Tanga Campus) Master Plans is imperative.

1.1 Legal Guidelines for Construction Works

In the process of implementing the project, Environmental and Social Impact Assessment studies will be conducted by consultants in compliance with the existing environmental regulations and other regulations of the country and guidelines provided by the World Bank.

1.2 National Guidelines for undertaking ESIA

The ESIA study shall be conducted in accordance with the requirements of the Environmental Management Act No 20 of 2004 and Environmental Impact Assessment and Audit Regulations (2005). The consultant shall also consult the World Bank Policy requirements and other important legal provisions which provide guidance on environmental issues pertaining to construction activities. These will include:

- i. The Constitutional of the United Republic of Tanzania (1977) as amended
- ii. The Environmental Management Act Cap 191; (2004)
- iii. The Lands Act (1999) and Village Land Acts (1999)
- iv. HIV and AIDS (prevention and Control) Act No. 28/08 (2008)
- v. Occupational Health and Safety Act (2003)
- vi. The World Bank Operational Policies - Environmental and Social Safeguard Policies
- vii. The EASTRIP (Tanzania) Environmental and Social Management Framework (ESMF)
- viii. Environmental Impact Assessment and Audit Guidelines for Tanzania of 2005 and its amendment of 2018

Guiding Environmental Legal Framework for ESIA, The Environmental Management Act (EMA) of 2004 and Audit Regulations (2005) of Tanzania requires all projects specified under the Third Schedule [(Section 81 (1))] to be preceded with an Environmental and Social Impact Assessment (ESIA), which is guided by the Environmental Impact Assessment and Audit Regulations of 2005 and the Environmental Management (Environmental Impact Assessment and Audit) (Amendment) Regulations of 2018. The ESIA provides the institution responsible for environment (NEMC) sufficient information to justify on

environmental, social and community development grounds, the acceptance, modification or rejection of the project and its implementation. Moreover, the ESIA is targeted to provide the basis for guiding subsequent actions of the project life cycle in which through management and monitoring plan - will ensure that the proposed project is carried out considering the environmental, socio-economic issues, and resettlement initiatives identified along with requirements for compliance throughout the project's life cycle. The regulations give mandate to the National Environment Management Council (NEMC) to oversee the ESIA and Environmental Audit (EA) processes toward the award of an Environmental Certificate/Permit (EP).

The regulations require that the Environmental and Social Impact Assessment studies should be conducted by a Consulting Firm. ESIA for HEET project should also be undertaken in accordance to the World Bank Environmental and Social Framework (ESF) and its associated environmental and social standards (ESS) as stipulated in the Environmental and Social Management Framework (ESMF) for HEET project.

The Environmental Social Impact Assessment will be an integrated approach and it will cover;

- (i) Screening
- (ii) Scoping and baseline study
- (iii) Impact Prediction of the Project;
- (iv) Suggestion of mitigation measures; and
- (v) Prepare Environmental and Social Management Plan (ESMP).

Terms of References (ToRs) are hereby provided to guide the consultants to conduct ESIA Study, develop Environmental and Social Management Plan (ESMP) which will also include Health Management Services for the proposed activities, prepare and submit ESIA report to World Bank and National Environment Management Council (NEMC) for the award of environmental certificates. .

2.0 OBJECTIVE OF THE ASSIGNMENT

The purpose of this consultancy is to conduct an Environmental and Social Impact Assessment (ESIA) studies to fulfill the condition set by National Environmental Management Committee (NEMC) and the World Bank Environmental and Social

Framework (ESF) for the following projects;

- (i) Academic Block with 35 offices for 65 staff, Mini library for 80 students, 6 classrooms for 360 students, One (1) training lab for 80 students and One (1) lecture theatre for 300 students
- (ii) Two (2) Students' Hostels each to accommodate 180 students,
- (iii) One (1) cafeteria with a seating capacity of 450 people constructed,
- (iv) Construction of Dispensary block,
- (v) Four (4) Staff Houses each with approximately built up area of 190m²
- (vi) Construction of a Wastewater Treatment System with the following scope; Site Clearance and grubbing within the limits of permanent works 1,345m², Pipe laying from end users to the ponds/conveyance system including excavation and backfill 4,000m, oxidation ponds and other necessary associated works and Solid Waste Dumping Site (425m²)
- (vii) Construction of Reservoir Tank with a capacity of 400,000Litres,

2.1 Objective of ESIA

The undertaking should also be in line with the national and World Bank's environmental and social risk management requirements related to HEET project. The purpose of the ESIA study is to foresee the environmental and social impacts of the activities for the proposed projects before their actual implementation. The studies, therefore, shall address the social, economic and environmental issues associated with the project's activities. The studies will also provide relevant Environmental and Social Management Plan to prevent or minimize adverse impacts and devising how they can be incorporated into project design and implementation plans, identify organizational capacities and competence needed and recommend the means of monitoring the effectiveness of the prepared ESMP.

2.2 Specific Objectives

The specific objectives of the assignment are as follows: -

- (i) To carry out environmental screening and scoping study to identify social and environmental issues in the project site and nearby environment;
- (ii) To identify, analyse and assess environmental and social impacts of the proposed construction project;

- (iii) To describe the pertinent regulations and standards governing environmental quality, health and safety, protection of sensitive areas, protections of endangered species and land use control at international, national regional and local levels;
- (iv) To recommend cost-effective measures for minimizing or eliminating adverse impacts of the proposed construction, operation and maintenance of the project; and
- (v) To prepare Environmental and Social Management Plan and Health and Safety Management Plan for construction, operation and maintenance phases of the Project.

3.0 Compliance to the Standards and Guidelines

The ESIA should comply with environmental regulations of Tanzania as per the provisions of the Environmental Management (Environmental Impact Assessment and Audit) Act No. 20 of 2004 and (Amendment) Regulations of 2018. In addition, the ESIA study must comply with the World Bank Environmental and Social Framework which sets out the World Bank's commitment to sustainable development, through a Bank Policy. The ESF provides a set of Environmental and Social Standards that are designed to support Borrowers' projects, with the aim of ending extreme poverty and promoting shared prosperity. Mzumbe University intends to engage an Environmental and Social Impact Assessment (ESIA) with compliance to the related World Bank Environmental and Social Standards including but not limited to **ESS 1**-Assessment and Management of Environmental and Social Risks and Impacts; **ESS 4**: Community Health and Safety; **ESS 5**: Land Acquisition, Restrictions on Land Use and Involuntary Resettlement; and **ESS 6**: Biodiversity Conservation and Sustainable Management of Living Natural Resource. The consultant shall assess the impact on social and environment that might be caused by the project during construction and after construction, thereafter recommend mitigations measures to prevent or minimize adverse impacts as well as developing tools such as ESMP, HSMP whose recommendations will be used to inform the design of the proposed activities/works.

4.0 Scope of the Work

The Consultant shall carry out the consultancy in accordance with this ToRs including the review of applicable National Legislations as well as World Bank Policy requirements. Therefore, the ESIA and development of ESMP, HSMP and other relevant tools will be in line with the requirements of:

- i. The Environmental Management Act Cap 191 (2004);
- ii. The Environment Impact Assessment and Audit Regulations (2005) and The Environmental Management (Environmental Impact Assessment and Audit) (Amendment) Regulations (2018);
- iii. The Lands Act (1999) and Village Land Acts (1999);
- iv. Occupational Health and Safety Act (2003);
- v. Urban planning Act (2007)
- vi. Occupational Health and Safety Act (2003)
- vii. Public Health Act (2009)
- viii. Fire and Rescue Act (2007)
- ix. The Standard Act (2009)
- x. HIV and AIDS (Prevention and Control) Act No. 28/08 (2008); and
- xi. Relevant World Bank Environmental and Social Standards (ESS) for HEET as stipulated in the environmental and social framework (ESF) and other guiding tools such as Environmental and Social Management Framework (ESMF), Resettlement Plan Framework (RPF) and Stakeholder Engagement Plan (SEP).
- xii. Engineers Registration Act and its Amendments 1997 and 2007;
- xiii. Contractors Registration Act, 1997;
- xiv. Architects and Quantity Surveyors Registration Act, 1997;
- xv. The Workers Compensation Act No. 20 of 2008; and
- xvi. Mining Act, 2010

Task 1: Registration, Preparation of the Project Brief and Scoping

The Consultant shall prepare a Project Brief and register as required by the National Environment Management Council (NEMC) on behalf of the client. The Consultant should prepare the Scoping Reports as set out in the Third Schedule of the Environmental Impact Assessment and Audit (amendment) Regulations (2018) stating the following:

i. Nature of the Project

The nature of the project; the proof of land ownership including location of the project and the physical area that may be affected by the project's activities; the activities that shall be undertaken during the project construction, operation and decommissioning phases and the design of the project. Also, nature of the project describes a site layout plan; the materials to be used and source, products and by-products, types and source of waste to be generated by the project and its management; the potential environmental impacts of the project and the mitigation measures to be taken during and after implementation of the project. An action plan to ensure the health and safety of the workers and neighbouring communities during the project's life cycle and a declaration that the proposed project is not within or near sensitive ecosystem must also be included. Further; nature of the project will include Environmental and Social Management Plan (ESMP) and Monitoring Plan; the economic and socio-cultural impacts to the local communities and the nation at large; the project budget; how the scoping was undertaken; identification of issues and problem; synthesis of results of the scoping including details of potential negative and positive impacts. The nature of the project will also detail the stakeholder groups identified and how they were involved in the scoping; spatial, temporal and institutional boundaries of the project; project alternatives; and any other relevant information, which the Council may require.

ii. Scoping Report

The scoping report prepared by the consultant shall be submitted to Project Environmental and Social Experts from Mzumbe University for review to ensure they abide to the ToRs. The Consultant shall submit final Scoping Report, Terms of Reference and evidence of service as required by the National Environment Management Council (NEMC) on behalf of Mzumbe University for registration of the project and approval of terms of reference. Thereafter, the consultant shall follow up on the decision made by NEMC and issuance of certificate.

The Consultant shall determine the content and extent of the matters which should be covered in the environmental information to be submitted to Project environment experts to ensure they abide to ToR.

Task 2. Environmental and Social Impact Assessment

The consultant will be required to undertake environmental and social impact assessment on behalf of Mzumbe University in accordance with Environmental Impact Assessment, and Audit (amendment) Regulations (2018), World Bank Environmental, and Social Standards (ESS1) and should be confined only to the specific project site/area. The consultant shall prepare the ESIA report and submit to the Mzumbe University for review before submission to the National Environmental Management Council (NEMC) and World Bank. The consultant shall attend to the comments from NEMC and World Bank and Submit the final ESIA report to NEMC. Upon submission of the reports to NEMC, the consultant shall follow up on the certificate issuance by NEMC on behalf of client.

Task 2.1: Description of the Proposed Project/Project Background

The consultant shall provide a description of the relevant parts of the projects using maps of appropriate scale where necessary and include the following information:

- (i) Project justification;
- (ii) Project objectives;
- (iii) Description of the location of the project;
- (iv) General site layout, size, and capacity of buildings to be constructed;
- (v) Area of influence of the infrastructure works;
- (vi) Pre-construction activities;
- (vii) Construction activities;
- (viii) Schedule of project activities;
- (ix) Staffing and support;
- (x) Facilities and services;
- (xi) Operation and maintenance;
- (xii) Activities to be executed;
- (xiii) Building life span; and
- (xiv) Decommissioning.

Task 2.2: Description of the Physical and Biological Environment of the Project Area

The consultant shall gather, evaluate and present baseline data on the relevant environmental and social characteristics of the proposed study area. These shall include information on any changes anticipated before the project commences, during project implementation, demobilization period and after ending the construction project. This information shall include:

- i. **Physical environmental:** This shall cover geology; topography; soils; climate and meteorology; ambient air quality; surface and groundwater hydrology; noise level, existing sources of air emissions; passive ventilation, existing water pollution discharges; and receiving water quality; adherence to green building with respect to using environmentally friendly materials during construction; water harvesting during building use; low maintenance cost;
- ii. **Biological environment:** Flora; fauna; rare or endangered species; ecologically important or sensitive habitats, including parks or reserves, significant natural sites; species or commercial importance; and species with the potential to become nuisances, vectors, or dangerous to environment (of the project site and potential area of influence of the project).

Task 2.3 Description of the Socio-economic and Cultural Environment

- i. **Socio-economic and cultural environment:** This shall include but not be limited to population; status of land acquisition and suitable location for project; planned development; activities community structure; employment; distribution of income, goods and services; recreation; public health; specific needs including special needs to the disadvantaged groups, the prevalence of HIV/AIDS; and cultural/historic properties.
- ii. **Gender-based violence, including sexual exploitation and abuse, and workplace sexual harassment environment:** This should stipulate gender relations during the construction process. Special attention should be given to understanding Gender-Based Violence (GBV), Sexual Exploitation and Abuse (SEA), sexual harassment environment, and abuse in relation to the proposed construction work by situating it in country context and proposing mitigation measures in relation to the labour influx and construction-related issues.

- iii. The consultant also shall propose Grievance Redressing Mechanism (GRM) to help address concerns and grievances, mediate conflicts and cut down lengthy litigations which delays such infrastructural projects.
- iv. Risks: The consultant shall assess the project-related risks and include them in ESIA. Information of poverty levels in the intervened area, potential risks of labour influx (in terms of absorption capacity of external workers in the project area) and ratio of the influx of workers vice versa community members/resident of the project area, amount of works and difficulties to supervise.
- v. The consultant should provide a guide to be used during design stage in the implementation of circulation within designed buildings structures to cement student's concentration and lessen harassment and bullying of students.
- vi. The consultant shall analyze and guide the impact of circulation and movement in the project area and surroundings to ensure that students are safe to move to and from designated classes and accommodation areas.

5.0: LEGISLATIVE, POLICIES, ENVIRONMENTAL AND SOCIAL FRAMEWORK AND ADMINISTRATION FRAMEWORK

Describe the pertinent regulations and standards governing environmental quality, health and safety, protection of sensitive areas, protections of endangered species and land use control at international, national regional and local levels. The consultant shall undertake a review of policies, legislation and administrative framework within which the environmental management of the proposed construction of the projects will be carried out.

5.1 Environmental and Social Framework

The World Bank Environmental and Social Standards described under the Environmental and Social Framework (ESF) which are relevant to this project which will be triggered by project undertakings/activities should be explained. Describe the triggered policies and reason for being triggered.

The consultant is required to adhere to the World Bank ESFs particularly the ESS and the relevant tools to this project including the Environmental and Social Management Framework, Resettlement Policy Framework and Stakeholder Engagement Plan in relation to the implementation of the project activities and undertakings. This will include, describing the

applicable ESSs and the reason for them being relevant. The consultant shall clearly describe the linkage between the functions of the relevant institutional or administrative frameworks in Tanzania and the proposed project undertakings. The consultant shall assess the capacity of the project implementing entities on the management of environmental and social issues under the project. On the social side, the consultant shall assess among others the institutional arrangements for dealing with child abuse protection, SEA and GBV, the different stakeholders involved and their roles and responsibilities.

5.2: Conducting Stakeholders' Consultation

The consultant shall identify and carry out series of consultation meetings. To ensure meaningful consultations the consultant will be required to reach out all the relevant stakeholders at national, regional, district and local levels (within the university communities and outside – surrounding communities as well as the communities using/surrounding the materials borrow sites). Stakeholders at national, regional and LGAs level will include the Government Agencies, local NGOs, affected groups and other interested parties in order to obtain their views regarding potential impacts expected from the proposed construction(s) activities and propose mitigation measures. The consultant shall incorporate the collected information in the ESIA report.

The consultant shall pay particular attention to the needs from various special groups including the users (university students), disadvantaged groups such as people with disabilities, and expecting female students, that may be affected by the proposed project.

On the GBV, consultant will elicit level of problem prevalence in order to come up with workable suggestions for mitigations. However, precaution should be taken not to search about personal past experiences of GBV; the focus should also be on gaining the general understanding of the experiences of women and girls in project locations including wellbeing, health and safety concerns. Consultant should gather information on existing GBV handling system within the University and parties involved. These include organizations or agencies that attend survivors within the University or existing organizations outside the university that provides services to a person who discloses GBV and referred to them for assistance.

5.3: Grievance Redress Mechanism

The consultant should solicit the existing Grievance Redress Mechanism (GRM), including Nature and types of grievances, the procedures for filling grievances, parties involved in grievance handling, feedback provision to the complainant(s) , grievances that will be potentially caused by construction related activities. The consultant shall suggest grievance redress mechanism specifically for the project.

All consultations undertaken for this ESIA study /studies at all levels should be documented and presented in the Environmental Impact Statement (EIS) including the methodology used for those consultations. Photographs, minutes of the conducted meetings, names and signatures of consulted people shall be ~~put~~ in the ESIA

5.4: Identification, Analysis and Assessment of Potential Impacts

The Consultant shall identify analyses and assess environmental and social impacts of the proposed construction buildings and operation at Mzumbe University. The consultant shall distinguish between positive and negative impacts, direct and indirect impacts, and immediate and long-term impacts. Identify impacts that are unavoidable or irreversible. Wherever possible, describe impacts quantitatively, in terms of environmental components affected (area, number), environmental and social costs and quality of available data, explaining significant information deficiencies and any uncertainties associated with the predicted impacts.

The significance of impacts of the proposed construction of the projects shall be assessed, and the basis of this assessment shall be specified. The consultant should take into consideration existing by-laws, national and international environmental standards, legislation, treaties, and conventions that may affect the significance of identified impacts. The consultant shall use the most up to date data and methods of analyzing and assessing environmental and social impacts. Uncertainties concerning any impact shall be indicated. Therefore, the consultant has to identify, assess and provide possible mitigation measures for potential negative environmental and social impacts of the project, and to provide guidance on environmental and social management.

The consultant also shall analyse all occupational health and safety issues likely to arise as a result of the construction and operations of the proposed buildings.

6.0: MITIGATION MEASURES

6.1 Cost Effective Measures

The consultant shall suggest cost-effective measures for minimizing or eliminating adverse impacts of the proposed construction and operation of the projects. The costs of implementing these measures shall wherever possible be estimated and presented. If compensation is recommended as one form of mitigation, the consultant shall identify all the names and physical addresses of people to be compensated. Proposed mitigation measures and cost estimates shall be grouped in a separate Bills of Quantities (BOQ) for the projects and should also include cost of supervision for the implementation of mitigation measures (if any).

6.2 Grievance Redress Mechanism (GRM)

The consultant also should provide Grievance Redress Mechanism (GRM) which will help to address concerns and grievances, mediate conflicts and cut down lengthy litigations which delays such infrastructural projects. A draft report supporting this implementation activity shall be prepared timely and submitted for filing.

6.3 Environmental and Social Management Plan (ESMP)

The Environmental Management Plan (ESMP) focuses on three genetic areas: implementation of mitigation measures, institutional strengthening and training, and monitoring. The consultant shall prepare an Environmental and Social Management Plan, which will include proposed work programme, budget estimates, schedules, staffing and training requirements and other necessary support services to implement the mitigation measures. Institutional arrangements required for implementing this management plan shall be indicated. The cost of implementing the monitoring and evaluation including staffing, training and institutional arrangements must be specified.

Prepare detailed arrangements to monitor the implementations of mitigating measures and the impacts of the projects during construction and operation. Include in the plan an estimate of capital and operating costs and a description of other required input

The Environmental and Social Management Plan (ESMP) should consist of the following:

- a. A brief description of mitigation measure for the identified impact with timeline for its implementation, responsibilities for executing measures, indicators for

- measuring success and budgetary requirement;
- b. Community health safety plan;
- c. Traffic management plan;
- d. Labour management plan/procedure;
- e. Construction camps management plan;
- f. GBV and SEA issues.
- g. Construction waste and trash disposal plan; and
- h. Community safety plan

6.4 Prepare Health and Safety Management Plan (HSMP)

The Health and Safety Management Plan must demonstrate the Contractor understands of how to manage safety and a commitment to providing a workplace that enables all work activities to be carried out safely. The Health and Safety Management Plan must detail reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of workers, contractors, visitors, and anyone else who may be affected by the operations. The Health and Safety Management Plan must be prepared in accordance with the World Bank Group EH&S Guidelines.

Provisions should be made to provide health and safety orientation training to all new employees to ensure they are apprised of the basic site rules of work at/on the site and of personal protection and preventing injury to fellow employees. Training should consist of basic hazard awareness, site-specific hazards, safe work practices, and emergency procedures for fire, evacuation, and natural disaster, as appropriate.

Visitors to worksites must be provided with a site induction prior to entering and must be escorted at all times while on site. This induction must include details of site hazards, provision of necessary PPE and emergency procedures. Visitors are not permitted to access to areas where hazardous conditions or substances may be present, unless appropriately inducted.

Personal Protective Equipment (PPE) provides additional protection to workers exposed to workplace hazards in conjunction with other facility controls and safety systems. PPE is considered to be a last resort that is above and beyond the other facility controls and provides the worker with an extra level of personal protection. The table below presents general

examples of occupational hazards and types of PPE available for different purposes. Recommended measures for use of PPE in the workplace include: active use of PPE if alternative technologies, work plans or procedures cannot eliminate, or sufficiently reduce, a hazard or exposure; identification and provision of appropriate PPE that offers adequate protection to the worker, co-workers, and occasional visitors, without incurring unnecessary inconvenience to the individual; proper maintenance of PPE, including cleaning when dirty and replacement when damaged or worn out. Proper use of PPE should be part of the recurrent training programs for Employees; and selection of PPE should be based on the hazard and risk ranking described earlier in this section, and selected according to criteria on performance and testing established.

7.0 DUTIES AND RESPONSIBILITIES OF THE CLIENT

The Mzumbe University shall be responsible for the following:

- a. To provide relevant data or information required by the consultant, so as to facilitate preparation of the ESIA report (s);
- b. To introduce the consultant into the project site through the Mzumbe University Estate Office
- c. To monitor timely delivery and the quality of services offered by the ESIA consultant;
- d. To undertake procurement procedures in the appointment of environmental consultant for ESIA study;
- e. To appoint the institute focal person for coordinating ESIA study;
- f. To attend the site verification when done by NEMC;
- g. To review the scoping report and Environmental Impact Statement for improvement or comments before being submitted to NEMC;
- h. To attend Technical Advisory Committee (TAC) on ESIA report evaluation.
- i. To avail relevant background documentation and studies (if any); Environmental and Social Management Framework (ESMF) of Tanzania Higher Education for Economic Transformation (HEET) Project.
- j. To make all necessary arrangements for facilitating the work of the consultant and to provide access to project sites, introducing consultant to relevant government authorities if a need arises, and other project stakeholders; and any other information to facilitate the consultant to carry out the

assignment.

- k. Monitor timely execution of ESIA study by the ESIA Consultant; and
- l. Ensure timely report writing and submission

8.0 IMPLEMENTATION SCHEDULE FOR CONDUCTING ESIA STUDY

ESIA process and reporting will follow the provision of the Environmental Management Act of 2004 of Tanzania, the Environmental Impact Assessment and Audit Regulations of 2005 and the Environmental Management (Environmental Impact Assessment and Audit) (Amendment) Regulations of 2018 and the World Bank Environmental and Social Framework in the relevant Environmental Social Standards.

The whole ESIA study is expected to take approximately thirteen (13) weeks, (3 Months). The actual time required by the Consultant is about 91 days (see table 2.0)

Table 2: ESIA Study Implementation Schedule of Deliverables

#	<i>Activities Planned</i>	<i>Time (Days)</i>
1.	Signing date of Contract to carryout ESIA study	1 day
2.	Preparation of registration forms, scoping report and ToR for carrying out detailed study	5 days
3.	Effecting comments from the client	1 day
4.	Comments by clients on the scoping r e p o r t and filling the NEMC registration form	2 days
5.	Decision by NEMC	14 days
6.	Preparation & submission of draft ESIA report to client including ESMP and detailed monitoring framework	14 days
7.	Comments by client on the draft of the ESIA report	3 days
8.	Effecting the comments from the client	1 day
9.	Submission of draft ESIA report to NEMC and the World Bank	1 day
10.	ESIA report revision by NEMC and World Bank and NEMC will also conduct site verification and organize Technical Advisor Committee (TAC) to be attended by consultant and client	21 days
11.	Revision of the report (Addressing NEMC, WB and TAC comments)	4 days

12.	Review of the report by the Client and World Bank after addressing NEMC and TAC comments	7 days
13.	Effecting comments from the Client and the WB	7 days
14.	Effecting comments from the client	1 day
15.	Submission of final ESIA Report to NEMC including ESMP and to the WB, plus a detailed Monitoring Framework	1 day
16.	Decision by the Minister	7 days
17.	Issue of Certificate	1 day

9.0 ESTIMATED TIME OF KEY INPUT BY STAFF PERSONNEL

The Estimated total staff input shall not exceed 90 staff days. However, the Consultant is expected to propose optimum number of person Days. The desirable distribution of professional Person- Days is presented in Table 3.

Table 3: Distribution of Professional Person-Days

S/N	Key Personnel staff (Positions)	No. of staff	Person-days
1.	Team Leader	1	25
2.	Environmental Engineer	1	35
3.	Sociologist and Gender/GBV Specialist	1	30
TOTAL (days)			90

10.0 CONSULTANT REPORTING OBLIGATION

The Environmental and Social Impact Assessment (ESIA) reports should be concise and limited to significant environmental issues. The main text should focus on findings, conclusions, and recommended actions supported by summaries of the data collected and citations for any references used in interpreting data. Detailed or un-interpreted data are not appropriate in the main text and should be presented in appendices or separate volume.

Upon review and approval of the scoping report, NEMC will advise that an ESIA study be undertaken. The ESIA study will entail a systematic investigation of all impact areas as

identified in the scoping report, taking care to document the current baseline environment, resource exploitation patterns and ecological pressure points. It will include but not limited to;

10.1 Report Structure:

The contents and the structure of the Environmental and social Impact Assessment Report should be in accordance with the Environmental Impact Assessment and Audit Regulations of 2005 and its (amendment) Regulations (2018). The Report shall be presented as per format stipulated in Regulation 18 (2) while the Executive Summary should reflect Regulation 18 (3) requirements. The Non-Technical Executive Summary should be a brief stand-alone document both in English language showing the main findings, conclusions and recommendations as required by Regulation 19 (2). All reports shall be written in English and submitted in hard and soft copy initially as draft which shall be finalized to accommodate clients' and stakeholders' comments.

- i). A description of key components of the proposed project, the implementing agents, a brief history of the project and its justification;
- ii). Baseline Information; Baseline environmental information comprising physical biological, socioeconomic and cultural conditions of the site to be assembled and evaluated;
- iii). A description of the pertinent legislation, regulations and standards, as well as environmental policies applicable to the proposed project and the appropriate authority jurisdictions;
- iv). Identification of impacts related to project elements and an analysis of severity and duration of impacts;
- v). Prescription of mitigation measures and development of an environmental management plan to neutralize the effects of negative impacts;
- vi). Development of a monitoring plan to ensure that the proposed mitigation measures are implemented and the desired remediation effects achieved; and
- vii). Public consultation and documentation of stakeholder views.

It is mandatory for the ESIA study to undertake public consultation with all stakeholders in the project's area of influence.

10.2 Reporting

The ESIA Consultant has to adhere to the format described in section 10.1 in submitting the reports as per instructions shown in table 4.

Table 4: Reporting

#	TYPE OF REPORT	REPORT FORMAT	No. OF HARD COPIES	SOFT COPIES
1	Project Brief/Screening and scoping	i. A4 (MS word/Excel)	3	1
3	Draft Environmental and Social Impact Statement (EIS)	i. A4 (MS word/Excel) ii. A3 Technical Drawings	17	1
4	Final Environmental and Social Impact Assessment Report after incorporating WB and NEMC comments	i. A4 (MS word/Excel) ii. A3 Technical Drawings	3	1

11.0 QUALIFICATION AND EXPERIENCE OF THE CONSULTING FIRM

The firm should be registered with NEMC or other professional board as Environmental expert and should have at least six (6) years' experience in conducting EIA/EA /ESIA studies. The firm must have undertaken at least three (3) Environmental Impact Assessment as assignment in the last ten (10) cumulative years and above. The firm should produce as evidence at least three sample reports accepted by NEMC related to the construction of buildings. The firm shall comprise at least the following key personnel with the specialization and experience indicated.

HEET project comprises of various projects in different parts of the country. The project will be designed (where applicable) and supervised independently, hence entailing concurrent activities. Consultant firm or teams are permitted to participate in tendering for any of HEET projects. However, it will be mandatory for each a consulting firm to present sufficient qualified manpower/ professionals with supporting evidence for the project tendered since the projects will run simultaneously. Failure to demonstrate capacity in terms of assigned staff for various projects will lead to disqualification.

The firm must be registered by recognized professional boards and authorities in Tanzania; The Consultant firm must describe in the proposal, the system of quality assurance and how

they will support experts on duty with all required logistical support. The Consultant will be required to have applicable specialists to cover all the technical fields included in the project and to make these services available as required during the term of the Contract execution.

The staff to be provided by the Consultant shall be sufficient to cover the services under this contract. There should be some supporting documents for the key staff participation in a specific previous project. Also, it is important to include the actual contract sum (value) of the projects managed by a key staff to ensure that competent members are procured.

The timing and inputs of each professional staff member shall be in accordance with the agreed program for the delivery of services and appropriate to the project. The Consultant shall employ only such key staff whose curriculum vitae or certificates or professional registration have been reviewed and approved by authorizing bodies and thereafter Mzumbe University. Staff employed must be relevant to the project with intended actual participation in the project. There should be a clear breakdown of all staff members that intend to be involved in the projects in terms of man days realistically to the actual individual executing a particular task.

The Consultant must describe in her technical proposal the technical and managerial capability of the firm (provide the structure of the organization, general qualifications and number of permanent staff). Also, the Consultant must be capable of providing fully competent expertise in the following disciplines as needed.

C. Technical and Managerial capability of the firm. (Provide only the structure of the organization, general qualifications and number of key staff. Do not provide CV of the staff. Experts will not be evaluated at the shortlisting stage.)

11.1 Team Leader

The Team Leader shall have a minimum of Bachelor's Degree in Environment, Environmental Engineering, Environmental Science, Natural Resources Management or related field and with at least six (6) years of practical working experience in undertaking ESIA studies in building works or other related projects. In addition, the team leader must be familiar with the Tanzania Government Environmental laws and regulations, and World Bank's safeguard policies and procedures.

He/she should have demonstrated experience in elaboration of ESIA studies and Environment and Social Management Plans (ESMP) at least three (3) projects of similar magnitude and complexity in the past ten years, in the donor financed projects, in developing countries. The Team Leader must have excellent communication skills, fluent in written and spoken English and shall be certified with NEMC, holding a valid ESIA Registration issued by NEMC. The team leader must present the evidence of ESIA studies undertaken or ongoing and his contribution or his/her role in the respective projects.

Responsibilities of the team leader include but not limited to;

- Coordinate the day-to-day activities of an assessment team and provide advice, support and direction to deliver
- State significant project assessments and determinations consistent with applicable legislation, policy and procedures.
- State significant projects quickly and effectively to ensure the completion of all assessments with the relevant benchmark period.
- Produce high quality work on a wide range of planning matters, including the preparation of well written reports and effective conditions of consent.
- Identify complex, sensitive and emerging issues, and review and develop policy to improve the assessment process and guide the assessment of the merits of projects.

12.2: Environmental Engineer

The Environmental Engineer must possess a minimum of Bachelor degree in Environmental Engineering or related discipline with at least four (4) years of practical working experience in undertaking ESIA studies in Building works. The Environmental Engineer must have excellent communication skills, fluent in written and spoken English and should be certified with NEMC. Experience in environment assessment and management issues in tropical countries is mandatory for construction project in order to ensure that the proposed EIA is applicable to construction works in a particular site.

She/he must have served in similar capacity in design of environmental systems and installations in at least two (2) projects of similar magnitude and complexity. Supporting documents of his/her actual involvement in such projects is necessary. The environmental

engineer will be responsible for all matters relating to and will take the leading role in engineer relating issues.

The Environmental Engineers responsibility will include but not limited to;

- Conducting and evaluating Environmental Impact Assessments and Environmental Management Plans ESIA, Development of environmental and social management systems
- Prepare ESMP, within the project site in compliance with local legislation, NEMC and the WB,
- Conducting climate change studies, remediation studies,
- Development of proposals for the Environmental & Social Compliance Team

12.3: Sociologist and Gender/GBV Specialist

A holder of bachelor's degree on development, sociology, Community Development and any other relevant social science; He/she shall have at least four (4) years of relevant practical working experience in undertaking social economic assessment to inform ESIA and supervising social safeguards and community engagement in building construction works. He/she shall have relevant work experience on GBV prevention, mitigation and/or response and a good understanding of all areas; He/she shall have experience in facilitating community/stakeholders' engagement and consultations.

She/he must have served in similar capacity in the development and implementation of at least two (2) projects of similar magnitude and complexity. Supporting documents of his/her actual involvement in such projects is necessary.

He/She shall have at least four (4) years of relevant experience working on gender and GBV related issues and with operational experience. He/She shall have relevant work experience on GBV prevention, mitigation and/or response and a good understanding of all areas; experience on case management is an added value; He/She shall have experience conducting gender analysis for public policies and defining activities to close gender gaps. The gender /GVF specialist will be responsible to make sure that all matters relating to gender/GVB in the project are well treated and taken care off.

Familiarity with World Bank Environmental and Social Standards is an added advantage. He/She must produce as evidence at least two sample reports related to construction of

buildings which he/she was part of and was accept by NEMC. The Sociologist must have excellent communication skills, fluent in written and spoken English.

Social and Gender expert’s responsibilities includes but not limited to;

- Identification of potential social economic and cultural impacts
- Providing a stronger assessment of discrimination towards individuals or groups based on age, gender, disability, religion, sexual orientation and gender identity
- Identify and assess various ways of stakeholders and engagement processes, provide recommendation on how to adjust stakeholder engagement to allow effective participation during the project implementation.
- Identify GRM systems and functionalisms and propose measures to ensure that people are not disadvantaged in terms of benefit sharing and impact burden

12.0: Communication and Reporting Requirement

All official communications regarding the project work shall be addressed to the Vice Chancellor at Mzumbe University. However, the Environmental and Social Safeguards Specialist at PIU shall coordinate the Consultancy and will be the contact persons for day to day running of the assignment

13.0: PAYMENT

The consultants shall clearly indicate the costs of each activity when submitting their financial proposal. Payment to the consultant will be made by milestone of each activity. Milestone for payment shall be affected after submission and obtaining of the under mentioned activities with the associated reports. All payment will be done as shown in table 3.0: -

Table 5: Mode of Payment

ITEM	STAGE OF WORK	PAYMENT
1	Direct cost (Approved reimbursable)	Lump sum
2	Project Registration and submission of Scoping Report. As part of the deliverable a NEMC stamped ToRs for conducting detailed ESIA study should be submitted by Consultant to Client.	30%

3	Draft Environmental and Social Impact Statement (EIS)	40%
4	FINAL ESIA Report incorporating WB and NEMC comments. Final payments shall be made after receipt of the EIA clearance certificate issued by NEMC and clearance of the report by the WB	30%