

**Helvetas Swiss Intercooperation  
Public Information and Awareness Services for  
Vulnerable Communities in Lao PDR**

**ENVIRONMENTAL and SOCIAL  
COMMITMENT PLAN (ESCP)**

**September 2021**

## ENVIRONMENTAL AND SOCIAL COMMITMENT PLAN

- Helvetas Swiss Intercooperation, Laos Programme Office (hereafter Helvetas) will implement the Public Information and Awareness Services for Vulnerable Communities in Lao PDR Project (the **Project**). The World Bank (hereinafter the Bank) has agreed to provide financing for the Project.
- Helvetas will implement material measures and actions so that the Project is implemented in accordance with the relevant Environmental and Social Standards (ESSs). This Environmental and Social Commitment Plan (ESCP) sets out the plans for the implementation and the timing of the measures and actions proposed in the Environmental and Social Review Summary (ESRS), the Stakeholder Engagement Plan (SEP) and Labor Management Procedures (LMP).
- The ESRS rates the environmental risks and impacts of the project low and the social risks and impacts moderate. It concludes that:
  - no direct and indirect adverse environmental impacts are foreseeable from project activities.
  - unintentional social risks may arise i) from conflicts directly or indirectly derived from the activities related to the land registration process supported by the Enhancing Systematic Land Registration (ESLR) Project or any other development projects with unresolved land-related conflicts; and/or ii) from insufficient coordination of project stakeholders; working conditions of the entities subcontracted by Helvetas; or from difficulties to effectively reach out to affected communities with specific needs and requirements (social norms, vulnerabilities, language, literacy, etc.).
  - in order to address those risks and impacts, Helvetas shall develop and disclose i) a Stakeholder Engagement Plan (SEP/ESS10) to guide the consultation, coordination and collaboration among the project stakeholders, including the establishment of a Public Grievance Redress Mechanism (GRM), proportionate to the potential risks and impacts of the project and consistent with the GRM of the ESLR project; ii) Labor Management Procedures (LMP/ESS2) which apply for Helvetas contracted workers and (to the extent possible) to contracted workers of parties subcontracted by Helvetas, including requirements on Occupational Health and Safety (OHS), provisions including Code of Conduct (CoC) for Sexual Exploitation and Abuse (SEA), Gender Base Violence (GBV) and Violence Against Children (VAC) prevention and for the development/management of a labor grievance mechanism.
  - Helvetas, applying the principle of proportionality, will not have to prepare an additional Indigenous People specific ESF instrument beyond the SEP, but will align with the contents and mitigation measures included in the Ethnic Group Development Framework (EGDF) of the ESLR project, when needed.
- Helvetas is responsible for compliance with the provisions of any other E&S documents including the Labor Management Procedure (ESS2) and the Stakeholder Engagement Plans (ESS10) required under the ESF and referred to in this ESCP, and the implementation of the specific measures and actions of this ESCP.
- Implementation of the material measures and actions set out in this ESCP will be monitored and reported to the Bank by Helvetas as required by the ESCP and the conditions of the legal agreement, and the Bank will monitor and assess progress and completion of the material measures and actions throughout implementation of the Project.
- As agreed by the Bank and Helvetas, this ESCP may be revised from time to time during Project implementation, to reflect adaptive management of Project changes and unforeseen circumstances or in response to assessment of Project performance conducted under the ESCP itself. In such circumstances,

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Helvetas will agree to the changes with the Bank and will update the ESCP to reflect such changes. Agreement on changes to the ESCP will be documented through an exchange of letters signed between the Bank and Helvetas. Helvetas will promptly disclose the updated ESCP.

- Where Project changes, unforeseen circumstances, or Project performance result in changes to the risks and impacts during Project implementation, Helvetas shall provide additional funds, if needed, to implement actions and measures to address such risks and impacts, which may include risks related to social impacts and labor management procedures, including gender-based violence.

MATERIAL MEASURES AND ACTIONS		TIMEFRAME	RESPONSIBLE ENTITY/AUTHORITY
<b>ESS 1: ESCP MANAGEMENT, MONITORING AND REPORTING</b>			
A	<b>ORGANIZATIONAL STRUCTURE</b> <ul style="list-style-type: none"> <li>• Helvetas will establish and maintain an organizational structure with qualified staff and resources to support the implementation of the ESCP.</li> </ul>	<ul style="list-style-type: none"> <li>• During the first three months of project implementation</li> </ul>	Helvetas Programme Office, Vientiane
B	<b>MANAGEMENT of SUB-GRANTEES</b> <ul style="list-style-type: none"> <li>• Helvetas will incorporate the relevant aspects of the ESCP, including the SEP and the LMP, and of the Helvetas safeguard policies in the respective agreements with sub-grantees and other service providers.</li> <li>• Helvetas will provide orientation training on the relevant ESF requirements, ESCP and Helvetas policy related matters and all below measures specified in the ESCP, SEP and LMP to all types of project workers including direct workers, contracted workers and primary suppliers employed or engaged by sub-grantees and service providers.</li> </ul>	<ul style="list-style-type: none"> <li>• After selection of sub-grantees by end of the 1<sup>st</sup> Semester of Y1</li> <li>• During 2<sup>rd</sup> Quarter of Y1 and every time new sub-grantees / service providers are recruited</li> </ul>	Helvetas Project Manager  Helvetas Project Manager
C	<b>REGULAR REPORTING</b> <ul style="list-style-type: none"> <li>• In the regular reporting to the Bank, Helvetas will include the progress on and the status of the implementation of the ESCP, particularly related to ESS 2 and ESS 10 (issues on the code of conduct, stakeholder engagement activities, functioning of the grievance mechanism(s))</li> </ul>	<ul style="list-style-type: none"> <li>• Every 6 months during the project implementation</li> </ul>	Helvetas Project Manager
D	<b>INCIDENTS AND ACCIDENTS</b> <ul style="list-style-type: none"> <li>• The Bank will be informed immediately of any incidents linked to the project, especially social and health and safety incidents, together with indications about the measures (to be) taken to address the incident.</li> </ul>	<ul style="list-style-type: none"> <li>• Incident reports will be provided within a timeframe acceptable to the Bank (at least 48 hours after the date of occurrence)</li> </ul>	Helvetas Project Manager in consultation with Helvetas Programme Office, Vientiane
<b>ESS 2: LABOR AND WORKING CONDITIONS</b>			

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2.1	<p><b>LABOR MANAGEMENT PROCEDURES</b></p> <p>Finalize the draft LMP in accordance with the National Labor Law (2018), the ESS2 and with reference to Helvetas policies, regulations and code of conduct on social management and safeguards, mobbing, sexual harassment, abuse of authority, child protection, corruption and fraud, conflict of interest, and anti-money laundering.</p> <ul style="list-style-type: none"> <li>• Helvetas will update the LMP and the analysis of the project’s potential adverse impacts and risks on occupational and community health and safety, and adapt the Helvetas policies and regulations to the specific project context</li> <li>• The regulations and the code of conducts will be adapted so that they apply for project workers beyond Helvetas staff.</li> <li>• The adherence of the LMP requirements will be monitored and the LMP will be revised throughout the project implementation when needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Prior to project worker employment (to become part of the contractual documents and operational guidelines): Q1 of Y1</li> <li>• Prior to the contracting of sub-grantees and entering working arrangements with other partners (based on due diligence): Q1 of Y1</li> <li>• Throughout project implementation</li> </ul>	<p>Helvetas Programme Office, Vientiane</p> <p>Helvetas Project Manager with support of Helvetas Programme Office (oversight function)</p> <p>Helvetas Project Manager with support of Helvetas Programme Office (oversight function)</p>

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2.2	<p><b>GRIEVANCE MECHANISM FOR PROJECT WORKERS</b>                      Helvetas has a grievance mechanism in place, which allows all types of project workers to raise workplace concerns.</p> <ul style="list-style-type: none"> <li>• Helvetas will complement and adapt this mechanism for all project workers as described in the LMP and the SEP. Particular attention will be given to ensure that the grievance mechanism is accessible for ethnic people.</li> <li>• The GRM will become part of the project operational guidelines and be introduced at the launching workshops.</li> <li>• Once established, Helvetas will maintain, and operate the grievance mechanism for all project workers, as described in the LMP and the SEP.</li> </ul>	<ul style="list-style-type: none"> <li>• In the first three months of project implementation, before the beginning of subgrantee/community engagements</li> <li>• During the first three months of the project when the operational guidelines will be developed (prior to sub-contracting)</li> <li>• Throughout the implementation of the project</li> </ul>	<p>Helvetas Project Manager with support of Helvetas Programme Office/HR (oversight function)</p> <p>Helvetas Project Manager with support of Helvetas Programme Office/HR (oversight function)</p> <p>Helvetas Project Manager with support of Helvetas Programme Office/HR (oversight function) and in coordination with Lao Front for National Development (LFND) and Ministry of Natural Resources and Environment of Lao PDR (MoNRE)</p>
2.3	<p><b>OCCUPATIONAL HEALTH AND SAFETY (OHS) MEASURES</b>                      Occupational, health and safety (OHS) measures will be adopted and specified in the contractual documentation and the operational guidelines.</p>	<ul style="list-style-type: none"> <li>• Prior to project staff employment (to become part of the contractual documents and operational guidelines) and</li> <li>• Prior to the contracting of sub-grantees and entering working arrangements with other partners (based on due diligence)</li> </ul>	<p>Helvetas Programme Office, Vientiane</p> <p>Helvetas Project Manager with support of Helvetas Programme Office/HR (oversight function)</p>
<b>ESS 10: STAKEHOLDER ENGAGEMENT AND INFORMATION DISCLOSURE</b>			
10.1	<p><b>SEP PREPARATION:</b>                      Finalize the draft SEP in line with ESS10 and ESS7 and submit to the Bank for clearance.</p>	<ul style="list-style-type: none"> <li>• During project preparations and MoU consultations, prior to the start of project activities.</li> </ul>	<p>Helvetas Programme Office in collaboration with LIWG, LFND and MoNRE</p>

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10.2	<p><b>SEP DISCLOSURE:</b> The SEP will be disclosed as integral part of the ESCP before beginning of the project activities.</p>	<ul style="list-style-type: none"> <li>Before project effectiveness / prior to the beginning of the project activities (with agreement of the Line Ministry)</li> </ul>	<p>Helvetas Programme Office in collaboration with LIWG, LFND and MoNRE</p>
10.3	<p><b>SEP IMPLEMENTATION:</b> The SEP will be reviewed and updated throughout the implementation of the project, also to ensure that Indigenous Peoples (IPs) officially recognized as Ethnic Peoples (EPs) or Ethnic Groups (EGs) in Lao PDR are fully consulted and have opportunities to actively participate in the determination of the project contents and implementation arrangements. The SEP will be aligned with the contents and mitigation measures included in the EGDF of the ESLR project, when needed.</p> <p>The disclosure and consultation strategies and practices will be adapted and finetuned to support the interaction and communication with the implementation organizations and beneficiary stakeholders during the following project cycle management milestones:</p> <ul style="list-style-type: none"> <li>Information and dissemination of final MoU at all levels of stakeholder engagement (e.g. District, Provincial coordination meetings, project launching events)</li> <li>Stakeholder participation in the baseline data collection and dissemination of baseline information (Implementation Management Committee Meetings)</li> <li>Yearly planning, reporting and progress with multi-stakeholder participation (Implementation Management Committee Meetings)</li> <li>Feedback and analysis and through community of practice (LIWG learning events)</li> <li>Stakeholder interviews and social audits during project mid-term review and end line surveys (Implementation Management Committee Meetings)</li> </ul>	<ul style="list-style-type: none"> <li>Throughout project implementation</li> <li>After approval of MoU during launching events: Q3/Y1</li> <li>In the first three months after selection of sub-grantees</li> <li>Q3/Y1Q3/Y1; Q1 &amp; Q3 of Y2 &amp; Y3</li> <li>Throughout project implementation (quarterly COP meetings, LIWG core member meetings, Sharing events)</li> <li>Q4/Y2 &amp; Q4/Y3</li> </ul>	<p>Helvetas Project Manager in collaboration with LIWG, LFND and MoNRE</p> <p>Helvetas Project Manager in collaboration with LIWG, LFND and MoNRE</p> <p>Helvetas Project Manager</p> <p>Helvetas Project Manager</p> <p>LIWG</p> <p>Helvetas Project Manager</p>

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10.4	<p><b>PROJECT GRIEVANCE REDRESS MECHANISM:</b></p> <ul style="list-style-type: none"> <li>• Helvetas will complement and adapt its mechanism for use of all project implementers and beneficiary stakeholders as described in the SEP. Particular attention will be given to ensure that the grievance mechanism is accessible for the target villages and ethnic people.</li> <li>• The GRMs will be aligned and made consistent with GRM of the ESLR project.</li> <li>• The GRMs will become part of the project operational guidelines.</li> <li>• The GRMs will be introduced at the launching and initial information events and be adjusted and updated with experience and emerging risk profiles reflected.</li> <li>• Once established, Helvetas will maintain, and operate the grievance mechanism for all project workers, as described in the LMP and the SEP.</li> </ul>	<ul style="list-style-type: none"> <li>• In the first three months of project implementation, before the beginning of subgrantee/community engagements</li> <li>• In the first three months of project implementation, before the beginning of subgrantee/community engagements</li> <li>• During the first three months of the project when the operational guidelines will be developed (prior to sub-contracting with sub-grantees)</li> <li>• After approval of MoU during launching events Q3/Y1</li> <li>• Throughout the implementation of the project</li> </ul>	<p>Helvetas Project Manager with support of Helvetas Programme Office/HR (oversight function) and in coordination with LFND and MoNRE</p> <p>Helvetas Project Manager with support of Helvetas Programme Office/HR (oversight function)</p> <p>Helvetas Project Manager with support of Helvetas Programme Office/HR (oversight function) and in coordination with LFND and MoNRE</p> <p>Helvetas Project Manager with support of Helvetas Programme Office/HR (oversight function) and in coordination with LFND and MoNRE</p> <p>Helvetas Project Manager with support of Helvetas Programme Office/HR (oversight function) and in coordination with LFND and MoNRE</p>



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10.5	<p><b>CAPACITY SUPPORT (TRAINING)</b></p> <p>Training to be provided and targeted groups:</p> <p>General training on the World Bank Environmental and Social Management Framework: Sub-grantees' staff and Government officials involved in the Project.</p> <p>Specific training on SEP including meaningful consultation and communication with the vulnerable and ethnic peoples using Information, Education and Communication (IEC) materials, GRM and LMP including OHS and CoC for SEA/GBV/VAC prevention: Sub-grantees' staff and Government officials involved in the Project.</p>	<p>After the project effectiveness and before activity implementation by subgrantees and Government officials.</p> <p>Throughout project implementation</p>	<p>Helvetas</p>