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Second Social Services Improvement Project
Republic of North Macedonia

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Grant Operational Manual
for Preschool Infrastructure

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ABBREVIATIONS AND ACRONYMS

Bank	International Bank for Reconstruction and Development
Borrower	Republic of North Macedonia
ECEC	Early Childhood Education and Care
ESS	Environmental and Social Standards
EIA	Environmental Impacts Assessment
E&S	Environmental and Social Safeguards
ESCP	Environment and Social Commitment Plan
ESMP	Environmental and Social Management Plans Check List
GAC	Grant Approval Committee
GMA	Guaranteed Minimal Income
GOM/Manual	Grant Operational Manual
GRM	Grievance Redress Mechanism
Ministry/ MSPDY	Ministry of Social Policy, Demographics and Youth
MoF	Ministry of Finance
PMU	Project Management Unit
QCBS	Quality Cost Based Selection
SSIP	Social services Improvement Project
SSIP2	Second Social Services Improvement Project
ZELS	Association of the Units of Local Self-Government of RNM

1. INTRODUCTION

The Second Social Services Improvement Project (SSIP 2) aims to expand access to and improve the quality of social and preschool services for vulnerable groups. The project seeks to identify service coverage gaps, improve service quality, strengthen systems for exercising rights, and enhance accessibility for vulnerable populations. It is structured around three main components:

Component 1: Expanding Access to Quality Social Services – component focus on extending coverage of quality social services, particularly home care, personal assistance services, and day care centers for the elderly and persons with disabilities.

Component 2: Enhancing Access to Quality Preschool Services – component aims to improve access to quality early childhood development, support professional development of preschool educators, and promote inclusion of poor and marginalized children.

Component 3: Project Management, Monitoring, and Communications – component will support the day-to-day management of project implementation and the monitoring of project objectives and results of the project.

1.1. Purpose of this Manual

This Grant Operational Manual for Preschool Infrastructure (GOM or “the Manual”) outlines operational guidelines and procedures to be followed while implementing the Grants for Infrastructure Subprojects and open calls for grants (“Subprojects” or “Grants”) of the Second Social Services Improvement Project (SSIP2 or “the Project”) under Component II: Enhancing Access to Quality Preschool Services. The grants aim to expand the capacities of ECEC facilities by rehabilitating (renovation, reconstruction, or adaptation) existing unused primary or municipal premises, enabling their use by “groups in other spatial conditions.”

This Manual lays out the processes and procedures of identifying, preparing, selecting, procuring, managing and monitoring the implementation of the Grants i.e. Subprojects under the Subcomponent 2.1: Subcomponent 2.1: Expanding the supply of ECEC.

Also, this Manual, describes the processes and procedures for signing contracts, procurements, management and monitoring of grant implementation i.e. subproject that are selected in the frames of the Second Public Call to the municipalities nationwide and the municipalities of the City of Skopje in the Republic of North Macedonia for grant allocation to expand the capacities of preschool facilities for ECEC.

1.2. Legal Framework

The guidelines and procedures laid out in the Manual are in line with the: SSIP2 Project Operational Manual, the SSIP2 Project Appraisal Document, and the Loan Agreement between the Government of the Republic of North Macedonia and the World Bank (or the "Bank"), Procurement Regulations of the Bank for Financing Investment Projects (FIP) - Procurement of goods, works, non-consulting and consulting Services under FIP (Regulations), fifth edition, September 2023. The guidelines and procedures are also in accordance with national laws.

2. DESCRIPTION OF COMPONENT 2 – ENHANCING ACCESS TO QUALITY PRESCHOOL SERVICES

This component aims to improve access to quality ECEC in a way that further supports teacher professional development and promotes the inclusion of poor and marginalized children. It will be achieved through activities under three subcomponents.

Subcomponent 2.1: Expanding the supply of ECEC. This subcomponent aims to expand the supply of preschool education in the country. It will focus on repurposing/upgrading unused primary school spaces or other public buildings into ECEC playrooms. The project expects to build and equip 110 public preschool classrooms, adding 2,200 new preschool spaces by the end of the project through the allocation of in-kind grants to the municipalities, which will be guided by a GOM. The construction of preschool classrooms will adhere to construction standards and to meticulously designed municipality selection criteria (which are pro-poor) established during the SSIP, including ensuring access to spaces for children with disabilities through the construction of ramps and possibly modified toilets. As a means of expanding access to ECEC, this subcomponent will also pilot new models to expand and improve the supply of ECEC through different types of nonstate childcare and early learning providers such as home-based childcare or center-based ECEC and childcare providers. The project aims to provide a way to address the very low preschool intake, supporting the establishment of mechanisms that include financial incentives for parents. In the process of piloting a range of childcare provision models, the project would support the enactment of a licensing system, involving caregiver training, workable institutional arrangements and a robust monitoring mechanism, and selection criteria for a subsidy that specifically targets low-income families. These models look beyond the public provision of services to the private sector and aim to shift the prevalent existence of the informal economy of home-based childcare services toward a formalized and regulated structure.

Subcomponent 2.2: Improving the quality of ECEC. This subcomponent aims to enhance the quality of ECEC by (a) improving pre- and in-service training of teachers and caregivers working with children ages 0–6 years and strengthening the capacities of the three Centers for Excellence which will serve as model kindergartens for student practical training and hubs for the development of new teacher training modules; (b) promoting collaboration and knowledge-

sharing within and between ECEC institutions, using a diverse array of methods including peer-to-peer learning, horizontal exchanges, or building of communities of practice, and putting in place relevant structures and guidelines; (c) institutionalizing a national system for measuring child outcomes and the quality of the learning environment, supporting the implementation of the nationally representative survey on MELQO in years 2 and 4 of the project to help generate information to monitor child development and the quality of preschools education in the country, and integrating the survey into the routine assessments carried out by the National Examination Center (NEC).

Subcomponent 2.3: Promoting more inclusive ECEC. The subcomponent aims to improve the inclusion of poor and marginalized children by further strengthening links with GMA and CSWs and improving parenting practices and community engagement. Parenting programs options will include (a) Read@Home which delivers reading, learning, and play materials to homes of children ages 3–5 years; (b) a positive parenting program to eliminate harsh punishment against children through a communication campaign or direct support to children and their parents through group sessions (for example, the program implemented by Parenting for Lifelong Health [PLH]); and (c) targeted support to Roma communities. Pilots will be evaluated with an eye to scale up in other municipalities. To aid the selection of municipalities to pilot the parenting programs, the criteria used for the ranking of municipalities for the construction of new kindergartens will be used and the presence of Roma population and/or GMA beneficiaries will be considered. Municipalities with the highest ranking will submit a request for the pilot that will include a plan for how the parenting program will help meet the needs of young children in their municipality. This outreach through a national information campaign will focus on making parents aware of the benefits of sending their children to preschool and also on improving the family environment.

3. INSTITUTIONAL AND IMPLEMENTATION ARRANGEMENTS

The Second Social Services Improvement Project will be implemented in the period of 5 years by the MSPDY. During the implementation, the Ministry will rely on its existing structures, with the support from the Project Management Unit (PMU) part of the Ministry. The Ministry will have the key role in coordinating activities aimed at repurposing unused classrooms and municipal buildings into facilities for ECEC. These activities will be conducted in close cooperation between MSPDY and Ministry for Education and Science. Additionally, the MSPDY will cooperate with the Bureau for Development of Education, most of all in the domain of ECEC standards update and upgrading the professional development and career advancement opportunities for preschool teachers, as the State Examination Center for MELQO institutionalization. The project implementation structure will consist:

- ✧ Minister of Social Policy, Demographics and Youth
- ✧ Project Management Unit - PMU
- ✧ Grant Approval Committee for preschool infrastructure (GAC)
- ✧ Municipalities

3.1. Minister of Social Policy, Demographics, and Youth

The Minister of Social Policy, Demographics, and Youth – is the implementing authority for the Project, entitled to make decisions and approve project annual working plans, budgets and reports. The Minister is entitled to sign contracts and payment documents awarded under the Project. In his/her absence the Minister shall appoint the Project Director or other Ministry's officials to sign on his/her behalf.

3.2. Project Management Unit

The PMU reports to the MSPDY Minister and is responsible for the day-to-day management of the project, overall coordination, monitoring and evaluation, safeguard and fiduciary functions, environmental and social compliance, planning and implementation of citizen-engagement activities, and the dissemination of project results to keep stakeholders informed ensuring transparency.

3.3. Monitor the alignment of the Environmental and Social Safeguards and the envisaged project activities

The Project Management Unit will oversee the day-to-day implementation of subprojects under the Grant Contracts, ensuring alignment with the E&S safeguards defined in ESS 1, 2, 4, and 10 of the ESCP. These requirements are detailed in the Control Environmental and Social Management Plan (ESMP) Checklist (Annex 2), which will be mandatory for all beneficiary municipalities.

Subprojects involving: (a) acquisition of land; or (b) involuntary resettlement; or (c) acquisition of used or second-hand equipment and furniture shall not be eligible for financing under the Project, either by Loan or Borrower counterpart proceeds.

3.4. Grant Approval Committee for Preschool Infrastructure

The GAC for preschool infrastructure shall be established and led by the PMU and shall consist of 5 members from MSPDY/PMU.

3.5. Municipalities

Municipalities will be responsible for identifying-assessment their preschool services needs and available school or other municipal premises that can be repurposed for preschool premises, for preparing and submitting applications for preschool infrastructure, for signing Grant agreement as well as for supervision and reporting regarding the implementation of the activities and ensuring that the environmental and social standards and practices are met. Grant Agreement shall be signed between the Ministry for Social Policy, Demographics and Youth and the Respective Municipality. The Grant Agreement shall define a) the ceiling grant value, b) the rights and obligations of the contracting parties c) the agreement that the Grant funds are used exclusively for the purposes specified for a Subproject approved by the respective Grant Approval Committee, d) the commitment of the municipality after finishing the subproject rehabilitation/refurbishment and other activities: provide reasonable maintenance; carry out the connection of required utilities; pay recurrent utility bills; and assure adequate staffing in

respect of any Infrastructure Subproject; and other conditions as described in point. 4.11 of this GOM.

The procurement procedures for construction and refurbishment shall be carried out by the MSPDY/PMU. The Municipalities shall sign the contract with the selected contractor/supplier together with the MSPDY (Tripartite contracts shall be signed with the selected companies for rehabilitation/adaptation).

3.6. Grievance Redress Mechanism

The Grievance Mechanism provides the opportunity to file a grievance, complaint, question, concern, problem or claim (perceived or ongoing) that an individual or group wishes to submit. Project affected subjects or Legal Entities will be able to submit grievance directly to the PMU /MSPDY in the following ways: by post, by e-mail or by using an e-application available on the project website www.ssip.mk/tvoe-prashanje/podnesi-baranje/.

The GRM will be administered and followed up by one appointed person and jointly facilitated by the Coordinators and Assistants appointed. For sending Grievances by post, the address is:

To: Project Management Unit
Second Social Services Improvement Project
Ministry Social Policy, Demographics and Youth
of the Republic of North Macedonia
Dame Gruev 14, 1000 Skopje

Upon receipt of grievances/question regarding the activities implemented under the project, the PMU will prepare answer or a report for the methods of resolving the problem. If the PMU is unable to respond to the complaint with immediate remedial action, then long-term corrective action will be identified. The submitter of the grievance will be informed about the proposed corrective action and the follow-up of the corrective measures. If the PMU is not able to answer the specific question raised through the grievance mechanism, if it is not relevant to the project activities or if no action is required, the PMU will provide a detailed explanation / justification for the reasons why specific answer cannot be provided. The explanation will also include a recommendation on how the person can proceed or to which institution to address it. The maximal number of days for answering the submitted question is 15 days.

In case of appeals (complaints) about the process of selection of subprojects for grant awarding (after receiving a written notification on the decision of the GAC, stating the reason for rejection of the subproject), applicants can use the regular GRM described. The members of the Grant approval Committee monitored by the PMU will review the complaint and will respond within 15 days from the day of registration of the receipt of the complaint in the system. The website provides contact information, including telephone numbers and addresses of the PMU members, enabling interested parties to call or write directly for inquiries or to submit a complaint.

4. STEPS THAT SHALL BE FOLLOWED FOR ADMINISTRATION OF THE GRANTS FOR INFRASTRUCTURE PROJECTS

1. Information Dissemination to the municipalities
2. Establish GAC
3. Publish a Public Call inviting the municipalities to apply for a grant for renovation and refurbishment of school/municipal premises into ECEC spaces
4. Preparation of applications and application submission
5. Pre-selection of subproject proposals/municipalities
 - a. Procedure for assessing environmental eligibility of applications
 - b. Site visits
 - c. Opinion of the projected level of seismic and structural stability
6. Final selection of project proposals/municipalities
7. Inform the applicants of the results
8. Preparation of project program
9. Contracting company for project design and supervision company for audit of the main projects
10. Preparation of environmental documentation (site-specific "Environmental and Social Management Plan (ESMP) Check list and its publication by the municipality and the PMU)
11. Grant Agreement signing
12. Procurement and payment of renovation/refurbishment /equipment/furniture

4.1. Information Dissemination to the municipalities

Before publishing the public call for inviting the municipalities to apply for a grant for Renovation and refurbishment of school/municipal premises into ECEC spaces the Municipalities shall be contacted by representatives from the SSI project in order to inform them about the projects that can be carry out through the SSI project, i.e. about the possibilities for financing projects for increasing the preschool spaces in the Municipalities. The Municipalities shall be informed about the application process and shall be given details about the selection process, procurement process and about their obligations for further maintenance of the objects that shall be established. The SSIP2 representatives will offer direct support to the Municipalities for filling the Application form. Copy of the Manual for preschool services shall be given to all Municipalities.

4.2. Establishing Grant Evaluation Committee

The Commission for grant approval for preschool infrastructure (GAC) will be established and lead by the PMU/MSPDY, and will consist of 5 members of the Ministry/PMU. The GAC will review the applications received and select the municipalities (subprojects) in accordance with the criteria described in point 4.5.

4.3. Public Call for inviting the municipalities to apply for a grant for renovation and refurbishment of school/municipal premises into ECEC spaces

The MSPDY/PMU will launch an Open Public Call to invite the municipalities to apply for a renovation and refurbishment of school/municipal unused premises into ECEC preschool premises. The Call will be announced on the MSPDY/SSIP2 web site (www.ssip.mk), and through ZELS will be disseminated to the Municipalities by e-mails.

The Call will provide the following minimum information:

- Brief summary of the SSIP2 project;
- Information where the Application form can be obtained (link for retrieving form, from the SSIP2 web-site), or directly by the PMU;
- List of documents requested for submission;
- Selection criteria;
- Contact details of the SSIP2 - PMU members for obtaining assistance in preparation of the Applications;
- Deadline for application how to apply (e-mail/Address and time)

4.4. Preparation and submission of applications by the municipalities

The municipalities shall fill the application form in close collaboration with PMU appointed persons and shall submit the required documents. The application form is given in Annex 1 to this GOM.

Mandatory documents to be submitted by the municipality:

1. Application which will have the following information:

- Information of the Municipality/Applicant
- Project information:
 - Type of the premises that are available for repurposing (primary school premises, hospital, home of culture, local community and other municipal premises)
 - Location and description of the proposed premises for repurposing
 - Type of facility to be established: ECEC Group in other spatial conditions in the Municipality
 - If the applicant municipality already has more than 1 public kindergarten, one should give information under which public kindergarten the proposed *ECEC Group in other spatial conditions* shall be established
 - Needs assessment analysis
 - Number of children 3-6 years in the Municipality
 - Current Projected Number of Kindergarten Spaces in the Municipality
 - Current Number of children 3-6 years attending kindergartens/ center for early childhood development in the Municipality

2. Property list for the proposed project location/premises confirming that the premises are owned either by the Municipality or the Republic of North Macedonia. If the premises are owned by the Republic of North Macedonia, the Municipality shall submit a statement

initiating the procedure for transferring ownership to the Municipality. The completion of this ownership transfer shall be a prerequisite for signing the grant agreement.

3. Elaborate for numeric data for the project location.

Signed and sealed **Statements of the Municipality confirming its commitment:**

- If the offered premises are in ownership of the Republic of North Macedonia the municipality will start procedure for changing the ownership in the name of the Municipality.
- Maintenance of the infrastructure/premises, including provision of utility connections, payment of recurring utility bills, and ensuring adequate staffing for all new preschool classrooms, as well as covering all other expenditures related to the functioning of the facility for groups accommodated under alternative spatial conditions. The Municipality shall also register the facility in the Real Estate Cadastre and ensure its official opening.
- Will initiate a procedure in the Municipality Council to obtain approval for the use of the offered premises for the provision of ECEC services provision. The Decision of the Municipal Council to allocate the offered premises for ECEC services will be prerequisite for signing a grant agreement.

4.5. Pre-selection/selection of project proposals/municipalities

The preselection process shall include:

4.5.1. Determination whether the project proposal is submitted in the required form (according to the Application form)

4.5.2. Whether all the requested documents have been submitted are aligned with the aim of the public call

4.5.3. Ranking

4.5.4. Environmental screening procedure to determine whether the project is eligible for financing

4.5.5. Site visit

4.5.6. Opinion on the projected level of seismic and structural stability

4.5.3. Ranking

If 60 or fewer subprojects are submitted in the correct format with all required documents, and the Ministry/project has enough funds, the pre-selection process will move on to the next phase: Prequalification 4.5.4 – Procedure for assessing environmental eligibility of applications.

However, if the number of submitted projects that meet the required format and include all necessary documents exceeds 60, the pre-selection process will include a ranking based on the following additional criteria, in order to select the 60 highest-ranked projects at this stage:

- Ranking List (Prioritized list of municipalities agreed upon during project preparation – Table 4.5.3), where each municipality receives points according to its position in the table. For example, the top-ranked municipality “Shuto Orizari” receives 80 points, while the lowest-ranked municipality (80th place) receives 1 point.
- Projects located in rural areas will receive an additional 3 points.

- Projects targeting municipalities identified in the Ministry of Education and Science's optimization plan, and which lack sufficient preschool places in kindergartens (based on data from the State Statistical Office regarding the number of children aged 0–5.99 in the municipality and its preschool capacity), will receive an additional 17 points.
- For the purpose of balanced regional development, projects located in the following regions will receive (according to the Government of the Republic of North Macedonia's decision on the classification of planning regions by development level for the period 2024–2028, Official Gazette No. 262 dated 20.12.2024):
 - **Skopje Region** – 0 points
 - **Southeast Region** – 2 additional points
 - **East Region** – 2 additional points
 - **Pelagonija Region** – 2 additional points
 - **Polog Region** – 1 additional point
 - **Southwest Region** – 1 additional point
 - **Vardar Region** – 3 additional points
 - **Northeast Region** – 3 additional points

The ranking process will conclude with the preparation of a Ranking Report of the submitted projects, prepared by the Grant Administration Coordinator or the designated secretary of the commission.

Table 4.5.3 Ranking of municipalities

MUNICIPALITY	PRELIMINARY SCORING BASED ON CALCULATIONS PROVIDED BY THE WORLD BANK	RURAL AREA POINTS	URBAN AREA POINTS	OPTIMIZATION PLAN POINTS	REGIONAL DEVELOPMENT POINTS
SHUTO ORIZARI	80	3	0	17	0
CHAIR	79	3	0	17	0
LIPKOVO	78	3	0	17	3
CHASHKA	77	3	0	17	3
ARACHINOVO	76	3	0	17	0
PLASNICA	75	3	0	17	1
CENTAR ZHUPA	74	3	0	17	1
STUDENICHANI	73	3	0	17	0
DOLNENI	72	3	0	17	2
RANKOVCE	71	3	0	17	0
GRADSKO	70	3	0	17	3
MAVROVO ROSTUSHE	69	3	0	17	1
STARO NAGORICHANE	68	3	0	17	3
TEARCE	67	3	0	17	1
VRAPCHISHTE	66	3	0	17	1
SARAJ	65	3	0	17	0
ZHELINO	64	3	0	17	1
DEBAR	63	3	0	17	1
BOGOVINJE	62	3	0	17	1
KRUSEVO	61	3	0	17	2
VASILEVO	60	3	0	17	2
ZELENIKOVO	59	3	0	17	0
CHUCHER SANDEVO	58	3	0	17	0

GOSTIVAR	57	3	0	17	1
BOSILOVO	56	3	0	17	2
DEBRCA	55	3	0	17	1
TETOVO	54	3	0	17	1
KICHEVO	53	3	0	17	2
MOGILA	52	3	0	17	0
SOPISHTI	51	3	0	17	3
KUMANOVO	50	3	0	17	1
BRVENICA	49	3	0	17	2
KARBINCI	48	3	0	17	2
PRILEP	47	3	0	17	2
RADOVISH	46	3	0	17	2
KRIVOGASHTANI	45	3	0	17	1
JEGUNOVCE	44	3	0	17	2
KONCHE	43	3	0	17	1
MAKEDONSKI BROD	42	3	0	17	1
STRUGA	41	3	0	17	2
NOVO SELO	40	3	0	17	2
BITOLA	39	3	0	17	0
PETROVEC	38	3	0	17	2
KOCHANI	37	3	0	17	2
STRUMICA	36	3	0	17	3
LOZOVO	35	3	0	17	3
VELES	34	3	0	17	2
VINICA	33	3	0	17	2
DOJLAN	32	3	0	17	3
KRIVA PALANKA	31	3	0	17	2
RESEN	30	3	0	17	2
SHTIP	29	3	0	17	0
GAZI BABA	28	3	0	17	0
BUTEL	27	3	0	17	1
OHRID	26	3	0	17	2
VALANDOVO	25	3	0	17	2
DEMIR HISAR	24	3	0	17	2
NOVACI	23	3	0	17	3
KRATOVO	22	3	0	17	0
GIORCE PETROV	21	3	0	17	0
AERODROM	20	3	0	17	2
PROBISHTIP	19	3	0	17	3
NEGOTINO	18	3	0	17	2
DELCEVO	17	3	0	17	3
SVETI NIKOLE	16	3	0	17	0
ILINDEN	15	3	0	17	2
BEROVO	14	3	0	17	2
PEHCHEVO	13	3	0	17	3
ROSOMAN	12	3	0	17	3
DEMIR KAPIJA	11	3	0	17	2
MAKEDONSKA KAMENICA	10	3	0	17	

KAVADARCI	9	3	0	17	3
ZRNOVCI	8	3	0	17	2
CHESHINOVO OBLESHEVO	7	3	0	17	2
KISELA VODA	6	3	0	17	0
GEVGELIJA	5	3	0	17	2
BOGDANCI	4	3	0	17	2
KARPOSH	3	3	0	17	0
CENTAR	2	3	0	17	0
VEVCHANI	1	3	0	17	1

4.5.4 Procedure for assessing environmental eligibility of applications

For each submitted application that meets the criteria listed in point 4.5.1., 4.5.2, and 4.5.3, based on the description of the planned activities, PMU E&S expert will assess the potential environmental and social impact. This assessment will determine whether the planned activities fall under eligible construction works such as: reconstruction/adaptation of existing facilities (replacement of windows and doors, wall painting, staircase reconstruction, furniture replacement and new equipment installation, lighting refurbishment or replacement, reconstruction/adaptation of existing water supply/sewage networks, upgrade of electrical installations in the facility, roof reconstruction, etc.). These activities are considered to pose low environmental risk and moderate social risk, and are therefore eligible for financing under the Project.

If the application includes more complex activities than those listed above, it will not be accepted.

4.5.5. Site visits

In regards to the submitted subproject for adaptation, the PMU engineers/architects will have a site visits, submitting a report with recommendation either for approval of a proposed facility for adaptation or its rejection, accompanied by a justification outlining the reasons why the facility is unsuitable for adaptation for the provision of preschool services. Subprojects/applications that receive a negative recommendation from the PMU construction engineers/architects shall be rejected. At this stage, a visit report or meeting record will be prepared.

4.5.6. Opinion on the projected level of seismic and structural stability

The municipalities with applications for rehabilitation/adaptation that have received positive recommendation by the PMU civil engineers/architects, will be informed that the MSPDY through SSIP2 will carry out a procurement procedure for the purpose of obtaining an Opinion on the designed level of seismic and structural stability, confirming that the facility is suitable for adaptation.

4.6.Final selection of the applied subprojects/municipalities

Based on the opinions for the projected level of seismic and structural stability, the GAC shall make the final selection and prepare evaluation report with the recommended facilities to be financed.

4.7.Informing the applicants for the results

All applicants will be notified electronically of the results, indicating whether their application has been accepted or rejected, along with the reasons for rejection.

4.8.Program preparation

For every selected subproject, the Municipalities will submit separate project program.

4.9.Contracting project design and supervising firm and audit company

After the selection of the subproject proposals to be financed, the MSPDY/PMU shall publish a call and will sign contract with:

1. Project design firm/s for preparation of Main Projects for the selected Municipalities and for supervision and monitoring of renovation/refurbishment works under the sub - project implementation
2. Audit Company/s for revision of the prepared main designs

The cost estimate (bill of quantities) submitted within the basic design for the works and equipment to be procured shall ensure that the works/equipment shall be of a good quality supported by certificates that proves it. No brand names are allowed to be used, and if some certificate is required, it shall be accompanied by the requirement "or equivalent." In the process of preparation of the project designs, PMU architects/civil engineers/experts shall have active role in approving the project design, i.e. the project designs prepared by the project design companies must be approved by the PMU architects/civil engineers/experts.

The Ministry will award grant to the municipality based on the amount in the bill of quantities submitted in the main project design, prepared by the project design company.

4.10.Preparation of environmental and social documentation for subprojects of low environmental and moderate social risks

Following the preliminary eligibility assessment in accordance with the World Bank's risk classification under the Environmental and Social Standards, only projects that pose negligible or low environmental risk and moderate social risk will be supported.

Eligible subprojects will be those projects that have low environmental risk and a medium risk to social issues that include construction activities for: reconstruction/upgrading/ adaptation of

the existing facility/building (changing the windows and doors, painting of the walls, reconstruction of floors, changing the furniture in the classrooms and instalment of new furniture, upgrading or changing the lightening, reconstruction/ adaptation of the existing water supply and sewage network, upgrading of the electrical installation in the facility, reconstruction of roof, etc.). It is necessary to prepare a document in accordance with the requirements of the World Bank - "Environmental and Social Management Plan (ESMP) Checklist" (the Form of the document can be found as **Annex 2** of this Manual).

The E&S Specialist(s) of PMU will prepare a document specific to the planned activities, location and surrounding, after a site visit performed for each facility. According to national legislation, the Municipality may need to prepare an EIA Report (Environmental Report), depending on the planned activities.

The draft version of the document – Environmental and Social Management Plan (ESMP) Checklist, will be published on the website of the municipality and on the website of the project (<https://www.ssip.mk>) with clear information about the planned activities, proposed measures and monitoring plan. The document should be available to the public for at least 14 days, and comments on the document can be provided by filling out the form for submitting comments and suggestions for the draft EMP Checklist – Annex 2 of the ESMP Checklist. After completing this phase, the ESMP is finalized with changes included according to the comments received.

This document becomes an Annex to the grant agreement signed with the Municipality, and primarily obliges the Municipality to fulfill the monitoring plan, during the construction works and the operational phase. The ESMP Check List becomes Annex to the contracts with the companies for constructions work.

4.11. Grant Agreement signing

Grant Agreement with each selected municipality shall be signed with MSPDY. The Grant Agreement will define:

1. The ceiling grant value,
2. The rights and obligations of the contracting parties
3. The Grant funds are used exclusively for the purposes specified for a Subproject approved by the respective Grant Approval Committee;
4. The Grants shall be denominated in Denars;
5. The Municipality's commitment to: (1) provide reasonable maintenance; (2) carry out the connection of required utilities; (3) pay recurrent utility bills; and (4) assure adequate staffing in respect of any infrastructure subproject. 5) after the completion of the renovation/refurbishment works, to conduct a technical inspection of the premises, and to register the building in the Real Estate Cadaster as its property and to open the building for use.

6. The Borrower (Republic of North Macedonia), through MSPDY, shall obtain rights adequate to protect its interests and those of the Bank, including the right to:

- (i) suspend or terminate the right of a Selected Municipality to use the proceeds of a Grant, or obtain a refund of all or any part of the amount of a Grant then withdrawn, upon the Selected Municipality's failure to perform any of its obligations under a Grant Agreement; and
- (ii) require the MSPDY as well each selected Municipality to:
 - (A) carry out the relevant Subproject with due diligence and efficiency and in accordance with sound technical, economic, financial, managerial, environmental and social standards and practices satisfactory to the Bank (International Bank for Reconstruction and Development), including in accordance with the provisions of the Anti-Corruption Guidelines applicable to recipients of proceeds other than the Borrower, and with the Grants Operational Manual;
 - (B) provide, promptly as needed, the resources required for the purpose;
 - (C) procure the goods, works and services to be financed out of the Grant in accordance with the provisions of this Agreement and the Grants Operational Manual;
 - (D) maintain policies and procedures adequate to enable it to monitor and evaluate in accordance with indicators acceptable to the Bank, the progress of a Subproject and the achievement of its objectives;
 - (E) (1) maintain a financial management system and prepare financial statements in accordance with consistently applied accounting standards acceptable to the Bank, both in a manner adequate to reflect the operations, resources, and expenditures related to a Subproject; and (2) at the Bank's or the Borrower's request, have such financial statements audited by independent auditors acceptable to the Bank, in accordance with consistently applied auditing standards acceptable to the Bank, and promptly furnish the statements as so audited to the Borrower and the Bank;
 - (F) enable the Borrower and the Bank to inspect the Subproject, its operation, and any relevant records and documents;
 - (G) prepare and furnish to the Ministry of Social Policy, Demographics and Youth (MSPDY) and the Bank all such information as the MSPDY or the Bank shall reasonably request relating to the foregoing;

Grant Agreement template is given in Annex 3.

4.12. Procurement and payment of renovation/refurbishment works/equipment/furniture

The Ministry of Social Policy, Demographics, and Youth, i.e. the SSIP2 Project Management Unit (PMU) shall carry out a procedure for procurement of renovation/refurbishment works and equipment as specified in the prepared Project Main Design.

For the works tripartite Contract shall be signed between 1) MSPDY, 2) the selected Renovation/refurbishment Company and 3) the Municipality which shall regulate the value of the contract, works to be done with quantity, i.e. the equipment that should be delivered, and unit price, deadline for contract execution, supervision and payment, handling complaints during the guarantee period and other contract conditions. For the works contracts Approved Final version of the Initial Limited Impact Assessment document i.e. Approved Final version of the ESMP Checklist shall be included in the Grant Agreement, and then into the respective bidding documents and renovation/refurbishment contracts. The municipalities' obligation to provide operation and regular maintenance of the facility after its renovation/refurbishment shall be also stipulated in the contract.

The Supervision company, the Municipality, and the Ministry through the SSIP2 PMU shall carry out the supervision and monitoring of works under the Project implementation. If during the supervision and monitoring of the works, the Municipality identifies some irregularities or bad performance, it shall inform the SSIP2 PMU in order for measures for resolving the situation to be taken.

The payments to the contracted companies for the works done i.e. goods delivered shall be done by the MSPDY (PMU), based on confirmation received by the Supervision company hired by the MSPDY (for the works done), and by the SSIP2 experts that the works are completed, and goods are being delivered in accordance to the technical and quality parameters as stipulated in the Contracts signed. Payments to the companies with which equipment supply contract has been concluded shall also be made by MSPDM/PMU, based on a confirmation submitted by the SSIP2 PMU experts, verifying that the equipment has been delivered in accordance with the technical and quality specifications outlined in the signed contract.

4.12.1 Procurement regulations

The procurement process shall be carried out in accordance with the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers – Procurement in IPF of Goods, Works, Non-Consulting and Consulting Services, (Regulations) Fifth Edition, 2023, and shall comply with the provisions of the Loan Agreement, and the Procurement Plan.

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

4.12.2 Announcements / public notices

For international procedures the procurement notices will be published automatically through STEP on the Bank's external website and UNDB, as well as locally on the Ministry's website, on the portal of Public Procurement Bureau at (<https://e-nabavki.gov.mk/PublicAccess/home.aspx#/notices>) and daily newspaper as relevant (not mandatory). The PMU shall advertise the Specific procurement notices on the Ministry's / SSIP2 website and on the portal of Public Procurement Bureau at: (<https://e-nabavki.gov.mk/PublicAccess/home.aspx#/notices>).

5 MONITORING AND EVALUATION

5.1. Key indicators for achievements

The Project Development Objective (PDO) is: To expand access to and improve the quality of social services and preschool services for vulnerable groups.

In the area of ECEC, two indicators have been established to measure progress toward the development objective:

- National preschool enrollment rates for children aged 3–6
(baseline value 44% - target value 50%)
 - Disaggregated by GMA/non-GMA households, which measures increased access to preschool services (baseline value 8% - target value 20%)
- Improved quality in public preschool institutions, which measures the improved process quality of preschool institutions (baseline value 2.71 – target value 3)

Intermediate Result Indicators for measuring the achievement in the ECEC preschool infrastructure expansion:

- Additional energy- efficient classrooms built at the preschool level resulting from project interventions (baseline value 0, target value 110)
 - Disability-accessible pre-school classrooms (baseline value 0 – target value 110)

5.2. Internal System of Monitoring and Evaluation

The SSIP2 staff is responsible for internal monitoring and evaluation of the SSIP program. The Internal process indicators for Open Call for granting are:

- Data of Open Call publishing and closing
- Number of applications submitted
- Number of applications pre-selected
- Grant amount committed by signing Grant Agreements
- Number of selected projects
- Number of questions/suggestions/complaints submitted through the grievance mechanism

The PMU is responsible for monitoring and evaluation of project achievements and will be a focal point to collect all the data and communicate with the WB according to the frequency of reports described in the monitoring arrangement matrix. In addition, an operational and performance audits will be conducted each year to assess and review the implementation of the competitively awarded grants in municipalities for preschool infrastructure

6 ENVIRONMENTAL AND SOCIAL REQUIREMENTS

All subprojects have to be in compliance with the national regulations for environmental protection, as well as with environmental and social requirements as set out in the World Bank's Environmental and Social Standards (ESSs 1, 2, 4 and 10) and specified in the SSIP2 Environmental and Social Commitment Plan, and in site-specific Environmental and Social Management Plan (ESMP) Checklists to be prepared for each sub-project (template provided in Annex 2 to this Manual). The ESMP Checklists will be binding for the municipalities with which the Grant Agreement will be signed. The Project Management Unit will ensure that the implementation of the subprojects during the Grant Agreement is in compliance with the environmental and social requirements and provisions of site-specific ESMP Checklists.

Municipalities must obtain all necessary permits and clearances, including the occupancy (use) permit for the building, as well as the opinion of the competent authority for the execution of works, if the building is under any level of historical or cultural protection, from the institutions before final approval of any project proposal. During project implementation, engineers engaged by the PMU and the Municipalities will monitor the quality of works, including environmental and social standards, this process is described below.

7 SUPERVISION AND MONITORING OF THE SUBPROJECTS IMPLEMENTATION

The Supervision company and the Ministry through the SSIP PMU shall carry out the supervision and monitoring of works under the Project.

The MSPDY shall hire a company/ies, i.e. Supervision company - Supervisor that shall carry out the supervision and monitoring of works under the Project, including environmental and social monitoring as envisaged by Environmental and Social Standards and the ESMP Checklists made for every subproject separately.

The Supervision's team will include environmental and social experts to undertake the environmental and social (including OHS) monitoring.

The Supervisor will provide supervisory services in the technical and financial control of the works; check the performance of the Contractor and verify that the execution of the subproject is in accordance with the contract documents. During the renovation/refurbishment phase, the Supervisor will carry out all the necessary inspections and testing of materials and of manufactured products in order to ensure the compliance with accepted standards and practices. The materials should be checked before incorporation and their relevant quality has to be

specified in the Technical Specifications of the contract's documents and approved by the Supervisor before the beginning of the works. The Supervisor will instruct the contractor for the site testing, including in the supervision's and verification's phases of such a test. The Supervisor will take care of reducing as much as possible the project expenditures and request the Contractors to take appropriate measures in view of improving the work's progress. The Supervisor shall supervise the sites whenever possible and will be accompanied by the SSIP Project manager of the works (architect/civil engineer) for better coordination of their work and in order to have the same approach when supervising the contracts execution. Minutes will be made after every on-site visit by the PMU members, and will be shared by mail with all present. Before the beginning of the works the Supervisor in coordination with the SSIP Project manager of the works (architect/civil engineer) shall approve the dynamic program plan of the works submitted by the construction company. The Supervisor in coordination with the subproject manager of the works (shall determine the actual quantities of the works executed by the Contractor, and this shall be paid in accordance with the provision of the Contract. The Interim payments have to be approved by the Supervisor and the PMU (Project Management Unit).

The experts engaged within the SSIP Project Management Unit (PMU) (Civil engineers/Architects) shall also carry out supervision and monitoring of works and inspection of the goods delivered. The experts shall provide technical and financial control of the works; check the performance of the Contractor and verify that the execution of the project is in accordance with the contract documents. The SSIP Architects/Civil engineers shall provide on-site supervision of the ongoing works and will report to the Project manager/Director for the work's progress with respect to the program plan. The reports shall be accompanied by site photos. The experts shall have obligation to identify if there are unauthorized subcontractors working on the site, and if confirmed, they must recommend measures in order for the supplier to respect the contract obligations or to terminate the contract if not applicable. The Supervisor in coordination with the PMU shall determine the actual quantities of the construction works executed by the Contractor, and this shall be paid in accordance with the provisions of the Contract. The Interim payments have to be approved by the Supervisor and the PMU. The Supervision company and the PMU experts must coordinate their work and must come up with mutual agreement about the supervision results.

As an additional protective measure, once the Contractor completes the activities and before the warranty period expires, the subproject managers will have to conduct a site visit to ensure that any issues related to the object are identified and reported in a timely manner, so they can be resolved by the responsible Contractor.

ANNEX 1- Application Form

MINISTRY OF SOCIAL POLICY, DEMOGRAPHICS AND YOUTH SECOND SOCIAL SERVICES IMPROVEMENT PROJECT

APPLICATION FORM

for financing a project for creating new pre-school spaces through renovation and refurbishment of unused school/municipal premises and their repurposing into ECEC spaces in alternative/other spatial conditions

Date: _____

I. Name of applicant/Municipality:	
II. Contact information	
Address:	
Telephone:	
E-mail:	
Contact person:	

III. Project Information

III.1. Re-adaptation of (select one of the preselected answers):

- A) Primary School premises
- B) Hospital
- C) Home of culture
- D) Local community
- E) Other Municipal Building

III.2. Location of the subproject premises: _____

III.2.1. Address of the location: _____

III.3. Type of institution to be created: _____

III.3.1. ECEC Group in other/alternative spatial conditions in the Municipality

If there is more than one (1) public kindergarten in the municipality, here the municipality must indicate under which public kindergarten the proposed group will be established, as premises in alternative spatial conditions:

IV. Needs Assessment

IV.1. Number of children 3-6 years in the Municipality: _____.

IV.2. Current projected Number of kindergarten spaces in the Municipality: _____.

IV.3. Current Number of children 3-6 years attending kindergartens/ Center for Early Childhood Development/ Group in other spatial conditions in the Municipality: _____.

V. Municipality commitment

The Municipality shall provide maintenance of the project / infrastructure after it is repurposed into ECEC spaces, i.e. connect the relevant utilities, pay for the recurrent utility bills, ensure adequate staffing of all new preschool premises and shall ensure all the necessary legal documents in order the renovated premises to be recognized by Law as Center for Early Childhood Development/ECEC Group in other spatial conditions in the Municipality and after the completion of the renovation/refurbishment works, shall conduct a technical inspection of the premises, and will register the building in the Real Estate Cadaster as its property and to open the building for use *(If the municipality agrees or doesn't agree to commit to the above-mentioned obligations please select A or B).*

A) Yes B) No

Short description of the project to be financed (please explain the Municipality need for preschool services, the offered premises for the project, what are their current conditions and whether and for what are being used; the municipality commitment to maintain the infrastructure - connect the relevant utilities, pay for the recurrent utility bills, and ensure adequate staffing of all new preschool classrooms):

VI. Mandatory enclosed documentation

1. Property List for the offered project location/premises which confirms that the premises are in ownership of the municipality or of the Republic of North Macedonia. If the premises are in ownership of the Republic of North Macedonia the Municipality should submit a statement that will start procedure for changing the ownership in the name of the Municipality, and that the changed ownership shall be condition for signing of a grant agreement.
2. Elaborate for Numeric data for the project location
3. Signed statement for commitment of the Municipality that:
 - If the offered premises are in ownership of the Republic of North Macedonia we will start procedure for changing the ownership in the name of the Municipality, and that the changed ownership shall be condition for signing of a grant agreement.
 - Will provide maintenance of the project / infrastructure after it is renovated – connect the relevant utilities, pay for the recurrent utility bills, ensure adequate staffing of all new preschool classrooms, as well as the other expenses related to the functioning of the facility as a group under other spatial conditions, including registering the facility in the Real Estate Cadastre and putting it into use.
 - Will start a procedure in the Municipality Council for giving up the offered premises for ECEC services. The decision of the Municipal Council for giving up the offered premises for ECEC services will be condition for signing a grant agreement.

Signed by: _____
_____, Mayor

Annex 1.1. Statement for commitment

Date:

Public Call reference no. _____, Social Services Improvement Project

The municipality of _____ has submitted Application for financing a project for creating new pre-school spaces through renovation and refurbishment of unused school/municipal premises and their repurposing into ECEC spaces.

Part of the Application is this statement of commitment, under which we as a Municipality commit our self that:

- If the offered premises are in ownership of the Republic of North Macedonia we will start procedure for changing the ownership in the name of the Municipality, and that the changed ownership shall be condition for signing of a grant agreement.
- Will provide maintenance of the project / infrastructure after it is renovated – connect the relevant utilities, pay for the recurrent utility bills, ensure adequate staffing of all new preschool classroom, after the completion of the renovation/refurbishment works, to conduct a technical inspection of the premises, and to register the building in the Real Estate Cadastre as its property and to open the building for uses,

- Will start a procedure in the Municipality Council for giving up the offered premises for ECEC services. The decision of the Municipal Council for giving up the offered premises for ECEC services will be condition for signing a grant agreement.

Respectfully,

Mayor,

Signature

ANNEX 2. Template of Environmental and Social Management Plan (ESMP) Checklist for reconstruction/upgrade/adaptation of the facility/building (if necessary)

**ENVIRONMENTAL AND SOCIAL
MANAGEMENT PLAN (ESMP)
CHECKLIST**

For the Project

Reconstruction/upgrade/adaptation of the
facility/building in the Municipality of

.....

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ABBREVIATIONS

ACM	Asbestos-Containing Materials
CFC	Chlorofluorocarbons
ECEC	Early Childhood Education and Care
EIA	Environmental Impact Assessment
ESE	Environmental and Social Expert
ESMP	Environmental and Social Management Plan
ESS	Environmental and Social Standards
GRM	Grievance Redress Mechanism
HEPA	High Efficiency Particulate Air
ISA	Institute for Social Activities
IPPC	Integrated Pollution Prevention and Control
MSPDY	Ministry of Social Policy, Demographics and Youth
MSDS	Material Safety Data Sheet
OHS	Occupational Health and Safety
PMU	Project Management Unit
PPE	Personal Protective Equipment
RNM	Republic of North Macedonia
SSIP	Social Services Improvement Project
SSSIP/ the Project/SSIP2	Second Social Services Improvement Project

INTRODUCTION

The Ministry of Labor and Social Policy of the Republic of Macedonia will implement the **"Second Social Services Improvement Project" (SSSIP)** aimed at expand access to and improve the quality of social services, including preschool services, especially for vulnerable groups. The proposed Project **"Second Social Services Improvement Project (P180350)"** would cover two main areas of improving access to quality social services and Early Childhood Education and Care (ECEC) services.

SSSIP Project will be realized through the 3 components: *Component 1: Expanding access to and quality of social services, Component 2: Improving access to quality ECEC and Component 3: Project management, monitoring and communication.* Project activities within Component 1 and Component 2 are grouped into three subcomponents each.

Regarding the social services, the proposed Project would support the MSPDY to (i) expand of coverage of selected social service nationwide, including for in-home care and day care centers for the elderly and for people with disabilities; (ii) further improve the quality of these services provided by private (for profit and not-for profit) providers through enhanced regulations, inspections and monitoring by MSPDY, ISA and CSWs, strengthening the networks of private providers, enhancing the capacity of municipalities; and (iii) improve access to social services by strengthening the social protection system by supporting the roll-out of the new Social Welfare Information System, use of integrated case management system, and further strengthening of the CSWs.

Regarding ECEC, the proposed Project would (i) support the expansion of the supply of preschool, mostly by repurposing excess classrooms within the primary school network or other municipal buildings; (ii) consolidate the improvements in the quality of ECEC made under SSIP by establishing centers of excellence, peer-to-peer learning, strengthening the professional development of preschool teachers and targeted learning initiatives, especially those that support school readiness in domains such as early literacy and numeracy; and (iii) promote inclusion of marginalized children by expanding linkages between different services and social workers and improving parenting practices.

This combined approach of investing in social services and ECEC services can enhance the inclusion of vulnerable populations, increase their human capital to support them reaching their potential, and improve their labor market outcomes.

The Project within the Component 1 "Expanding access to quality of social services" and Component 2 "Improving access to quality ECEC" are expected to cause environmental and social impacts associated with reconstruction/upgrading or adaptation of social and ECEC infrastructure facilities.

Taking into account the type of subprojects, impacts on the environment and other environmental and social criteria within the Second Social Services Improvement Project it is expected that the submitted subprojects will cause low environmental risk and moderate social risk.

Subprojects related to social service improvement (e.g. Capacity building of MSPDY staff and its agencies, development of an integrated social welfare information system) are expected to have minimal or no adverse environmental and social impacts, this, not requiring preparation of any environmental and social documentation.

1. ENVIRONMENTAL AND SOCIAL RISK RATING

According to the provisions of relevant Environmental and Social Standards (ESS) and the preliminary screening according to the World Bank risk classification, the activities under SSSIP have been rated as overall environmental and social moderate risks - environmental risks are rated as low while social risks are rated as moderate.

To address the environmental and social risks, site-specific ESMP Checklists will be prepared for each subproject.

ESMP Checklist is usually prepared for activities that include small civil works as: reconstruction/upgrading/ adaptation of the existing facility (changing the windows and doors, painting of the walls, reconstruction of floors, changing the furniture in the classrooms and instalment of new furniture, upgrading or changing the lightening, reconstruction/ adaptation of the existing water supply and sewage network, upgrading of the electrical installation in the facility, reconstruction of roof, etc.).

“Subprojects with low environmental risk” require preparation of the ESMP Checklist that identify potential environmental improvement opportunities and recommend measures for the prevention, minimization and mitigation of adverse environmental and social impacts.

Table 1. Subproject environmental screening table for SSSIP Project

	(a) Subproject	(c) Applicability
	(d) ESMP Checklist for each individual reconstruction/upgrading/ adaptation (subproject)	Reconstruction/upgrading/ adaptation of the existing facility/building (changing the windows and doors, painting of the walls, reconstruction of floors, changing the furniture in the classrooms and instalment of new furniture, upgrading or changing the lightening, reconstruction/ adaptation of the existing water supply and sewage network, upgrading of the electrical installation in the facility, reconstruction of roof, etc.)

2. PROJECT LOCATION

Macro location (description of the wider surrounding of the Project, relevant Municipality and its location regarding the Country and the planning region. Cover area of the Municipality, number of populations in the Municipality. Also, should be given overview of the number of schools/preschools in the municipality, including the relevant one (for which the sub project is prepared).

Example: The project activities for will take place in the City of in the Municipality of The municipality of is located in the part of the RNM. It covers an area of km². According to the last national census from 2021, the Municipality of has a population of inhabitants whereas the city of has inhabitants.

There areprimary andsecondary schools within the municipality.....Total number of kindergartens is.....

Micro location

Description of the near surrounding of the subproject location (exmp. there are mostly residential buildings, individual houses, local shops, etc. near the school/kindergarten). The repurposing classrooms within the primary school network is near the

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

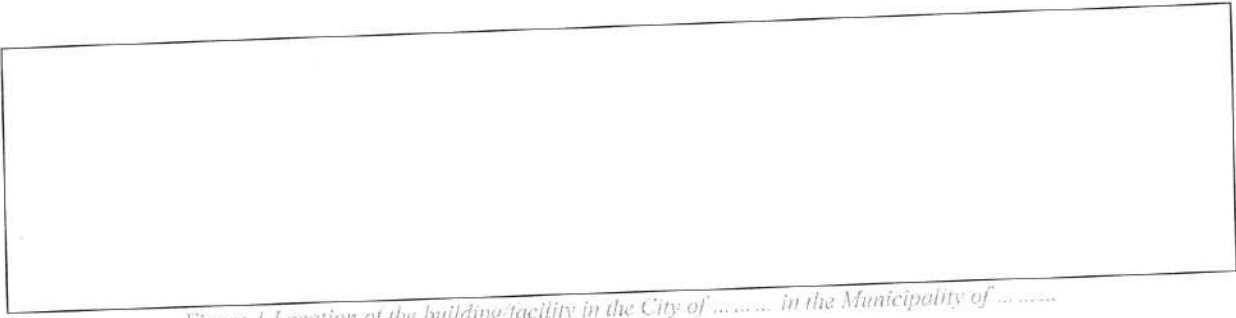


Figure 1 Location of the building/facility in the City of in the Municipality of

Access road to the location

The access to the facility is provided through the street..... The school/kindergarten is open from to o'clock.

Note: Include all relevant maps to explain the micro location of the project.

The location of the facility is presented on

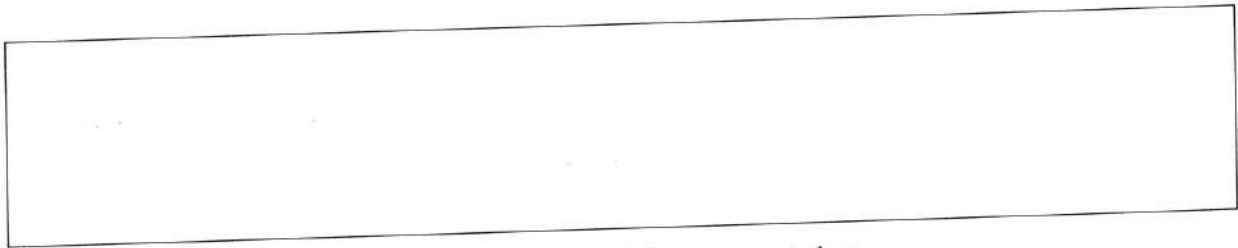


Figure 1, while several photos taken during the site visit are presented on



Figure 2 showing the conditions of the facility/school/ kindergarten.

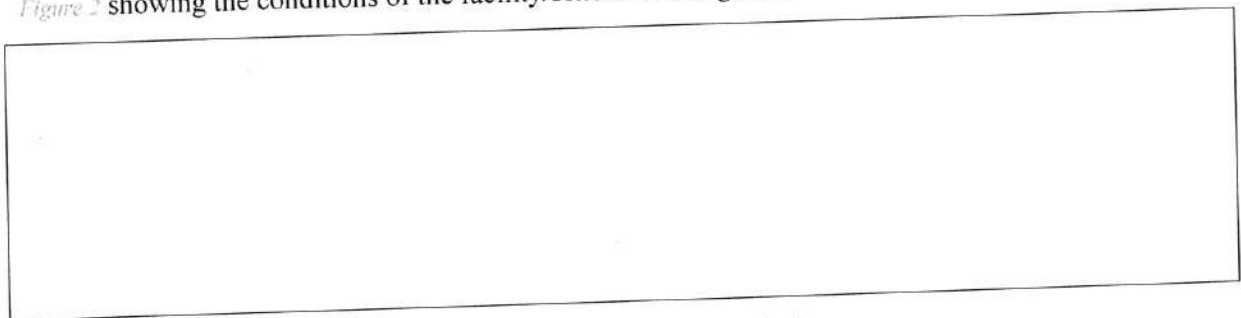


Figure 2 Photos from the building/facility

As per Law on the Environment, and considering the type of project activities for reconstruction/ upgrade/ adaptation of the facilities within the existing buildings, for this type of sub - project there is no need for EIA Report to be prepared and approved by the relevant authority.

The tender dossier will include site-specific ESMP Checklists .

According to the type of activities expected impacts should be assessed in scale (minor or moderate), and duration (medium or short term).

The Detailed Design envisages following activities: changing the windows and doors, painting of the walls, reconstruction of floors, changing the furniture in the classrooms and instalment of new furniture, upgrading or changing the lightening, upgrade of the toilets in the building including purchasing and installation of various devices, upgrading of the electrical installation in the facility, reconstruction of roof, etc.

Subprojects for rehabilitation/upgrade/adaptation of the existing facilities will include the following activities:

- Preparatory activities
- Marking the boundaries of the reconstruction/upgrading or adaptation site (placing a fence around the reconstruction site with access doors and placing an information board if the facility is in separate buildings) or restrict the access to the reconstruction site;
- Inert waste selection from removal of the old furniture, and other materials within the room.
- Waste selection
- Reconstruction/upgrading or adaptation of the school/kindergarten classroom:
 - Concrete and reinforcement works;
 - Isolation and hydro isolation work;
 - Masonry works (painting of the walls);
 - Energy efficient facade, installation rain gutters, roof materials and roof insulation, new Doors and windows, upgrading of existing water supply system and sewage, heating system, electrical cables;
 - Operational phase – commissioning of the regular operation of the repurposed rooms in kindergarten/ primary school/social centers.

The following materials will be used within the project implementation – paints, new doors and windows, potential need for concrete in case some division of the classroom is needed or adaptation of the toilets, reconstruction of water supply and sewage network, upgrading of lightening, electrical installations, furniture, etc.

3. POTENTIAL ENVIRONMENTAL AND SOCIAL IMPACTS

Potential risks and impacts from the implementation of the SSSIP of the small scale subprojects are expected to be temporary and/or reversible; low in magnitude and typical. These impacts are related to:

- ⊕ Noise and vibrations;
- ⊕ Dust nuisance and gaseous emissions;
- ⊕ Generation of different types of non - hazardous waste as well as small amounts of hazardous waste;
- ⊕ Community health and safety;
- ⊕ Access to the school “.....”, Kindergarten “.....”, and or residential houses/buildings;
- ⊕ Occupational health and safety (OH&S);
- ⊕

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

If there is a need for temporary placement of machinery and equipment at a location in the immediate vicinity to the project (school/ kindergarten), the Contractor will fence the area and put a sign for the project implementation period. The Contractor will give preference to land plot that has impermeable surface for parking with surface runoff collection and treatment/sewerage connection, if one is available.

The Contractor is not allowed to occupy third party land, without prior written consent by the third party (e.g., Contract). Any damages to third parties caused by the Contractor will be solely compensated by the Contractor.

4. PURPOSE OF THE ESMP CHECKLIST

The ESMP Checklist is used for the projects for rehabilitation/upgrading or adaptation of the existing facilities/classrooms within the existing schools/kindergartens/social centers. The ESMP Checklist provides "pragmatic good practice" and it is designed to be user friendly and compatible with WB ESS standards.

This document will help to assess potential environmental and social impacts associated with the proposed subproject, identify potential environmental and social improvement opportunities and recommend measures for to the prevention, minimization and mitigation of adverse environmental and social impacts.

The ESMP Checklist is a document forming part of the tender documents.

The design and implementation process envisaged for the subproject is conducted in three phases:

- 1) General identification and screening and scoping phase, in which the reconstruction/upgrade/adaptation of the existing facility need to be carried out. At this stage potential negative/adverse impacts of the works to be carried out can be identified. Parts 1, 2 and 3 are drafted. The second part of the ESMP Checklist contains all of the typical activities and associated typical environmental issues and appropriate mitigation measures.
- 2) This phase covers project specifications and the Bill of Quantities for the reconstruction/upgrading/adaptation works and other services related to the subproject. In this phase, the tender and the award of the works contracts and also the obligations defined in the contract of the Contractor are considered. Before signing the Grant Contract, the ESMP Checklist needs to be publicly consulted and finalized. The ESMP Checklist, except in the Grant Contract, is an indispensable part of bidding and contracting documentation.
- 3) During the implementation (reconstruction/upgrading/adaptation) phase, the Contractor implements the ESMP Checklists mitigation and monitoring measures, while environmental and social compliance (with ESMP Checklist and environmental and health and safety (H&S) regulation) and other qualitative criteria are implemented on the respective sites and application checked/supervised by the site's Supervisor engineer (Engaged Supervising Company), which include the sites supervisory engineer team and in addition by supervisor servant of the project engaged by the Municipality administration;

The Contractor's environmental and social compliance is proven through the monitoring and mitigation plan implemented on-site.

Practical application of the ESMP Checklist will include the achievement of Part I for having and documenting all relevant sites specifics. In the second part, the activities to be carried will be checked according to the envisaged activity type and in the third part the monitoring parameters (Part 3) will be

identified and applied according to activities presented in Part 2. In addition to defined parameters, the monitoring plan also includes supervision of mitigation plan implementation.

The whole ESMP Checklist filled in table for each of the type of work will be attached as integral part of bidding and work contracts and as analogue with all technical and commercial conditions that should be signed by the contracting parties.

5. APPLICATION OF THE ESMP CHECKLIST

The ESMP Checklist is used for projects that cover **only reconstruction/upgrading or adaptation of the existing buildings/facilities**.

The Checklist is divided in 4 parts:

- Introduction in which the project is described, definition of the environmental and social risk rating, and ESMP Checklist concept explained;
- Part 1 - Descriptive part of the project where the location, legislation, project description and public consultation process is given;
- Part 2 - Analysis of the environmental and social aspects for every activity through yes/no questions followed by mitigation measures for each activity;
- Part 3 - Plan for monitoring of the activities during the 3 phases: preparation, pre-construction and construction and operation.

The ESMP Checklist for the reconstruction/upgrading or adaptation works contains the potential environmental and social impacts and suitable mitigation measures in order to reduce to minimum the impacts on the environment (air, noise, waste, etc.). It also offers management practice for hazardous and non-hazardous wastes management.

6. GRIEVANCE REDRESS MECHANISM

Once the draft site specific ESMP Checklist is prepared, will be published on the official web sites on the Municipality and the SSIP in the period of 14 calendar days. In this period the affected local people and other stakeholders will have the chance to read the document and if they have any questions/comments regarding planning activities, through the available Grievance Form they might send via e-mail to the appointed environmental and social specialist from the PMU and/or another appointed person from the PMU, as well as to the responsible person from the municipality, by using the Form for submitting comments and suggestions for the draft ESMP Checklist – Annex 2. During the implementation phase of the sub-project, for submitting complaints by citizens and/or workers to the Contractor, the Grievance Form provided in Annex 3 of the ESMP Checklist can be used. The PMU responsible person must response back on the received complaint in period of 15 calendar days.

Following steps are to be taken by the PMU/E&S Engineer and Contractor to ensure full GRM functioning:

Step 1: Recording received grievance in the GRM registry;

Step 2: Providing the person who filed the grievance with an acknowledgment of receipt within 5 calendar days of receipt (by telephone, e-mail, or in person on site);

Step 3: Investigating the grievance;

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Step 4: Resolution of Grievance within 15 calendar days of grievance receipt;

Step 5: A follow-up will be conducted to inform the complainant about the resolution of the grievance, using one or more appropriate communication channels (telephone, email, or in-person consultation on site)

In cases when the grievance/complaint is indefinite or not clear enough, the PMU will assist and provide advice in formulating/redrafting the submission, in order for the grievance/complaint to become clear, for purposes of an informed decision by the PMU, in the best interests of persons affected by the Project.

If the PMU is not able to address the issues raised by immediate corrective action, a long-term corrective action will be identified. The complainant will be informed about the proposed corrective action and follow-up of corrective action within 25 calendar days upon the acknowledgement of grievance. In situation when the PMU is not able to address the particular issue verified through the grievance mechanism or if action is not required, it will provide a detailed explanation/ justification on why the issue was not addressed. The response will also contain an explanation on how the person/ organization that raised the complaint can proceed with the grievance in case the outcome is not satisfactory.

At all times, complainants may seek other legal remedies in accordance with the legal framework of Republic of North Macedonia, including formal judicial appeal.

➤ BEFORE COMMENCEMENT OF WORK

Prior the commencement of the reconstruction works on site, kick off meeting will be organized by the ESE, where in detail will be discussed the purpose and function of the GRM. The Municipality will have to appoint responsible officer for the Grievance Redress Mechanism (GRM), who will remain active during the reconstruction period. This officer will serve as the main liaison between the local affected population and other stakeholders involved in the Project activities.

A standardized Grievance Form (Annex 1.1 to this document – ESMP Check list) has been prepared for use by both local residents and workers. It addresses concerns for lack of protective equipment, increased working hours, no period for rest, mobbing, sexual harassment etc. This form will be used during the reconstruction activities.

Before the beginning with the activities, the Contractor has the responsibility to inform the workers about the Grievance Form and the procedures for submitting complaints related to site operation. The local population will be made aware for the process through the persons appointed by the Municipality, notices posted on the Municipal information board, the Municipal web site, and the SSIP2 web site.

Grievances may be submitted verbally, by phone, in writing (via post or email). For submitting complaint, one can use the specific Form for a complaint to the impact of the subproject activities to the ES (Annex 1.3). Except the mentioned, the general GRM can be used also, published on the SSIP2 web site (www.ssip.mk). Among the other contacts, where information is published for the GRM, there should be a contact of the PMU expert for ES and OHS, listed below:

Contact persons for receiving and responding on grievances raised on site	Contact information	
MSPDY/PMU Mr. Zoran Apostoloski	E-mail: zoran.apostoloski@mtsp.gov.mk	Mob. +389 71 408-085
Municipality of	E-mail:	Mob.

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Facility/Building.....		
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The PMU Environmental and Social and OHS Expert will update the register of complaints received in the field. This register will be shared regularly with the Project Management Unit (PMU), which will, in turn, submit the Grievance Redress Mechanism (GRM) report to the World Bank on a regular basis or upon request. The appointed persons will record complaint information based on the following data:

- Number of Grievance;
- Date of receipt;
- Stakeholder name, sex, age and contact details if known/or anonymous;
- Date of acknowledgement;
- Description of grievance;
- Description of action taken;
- Date of grievance resolution.

7. MONITORING AND REPORTING

The monitoring of Environmental & Social due diligence and Occupational Health & Safety will be carried out by the responsible person designated by the Municipality, including the PMUs' ESE engineer and the civil engineer. They will supervise the project activities to ensure alignment with the monitoring plan (Section 3). In the table part of the document clear mitigation and monitoring measures are explained in detail with the purpose to be included in the works contracts.

The mitigation measures for the project activities include, but are not limited to: the use of Personal Protective Equipment (PPE) by workers on sites, air pollution prevention, maintenance of the proper sanitary facilities for workers, waste collection of separate types (soil, metals, plastic, hazardous waste, e.g. paint residues), amounts of waste, proper organization of disposal pathways and facilities, or reuse and recycling wherever possible. In addition to Part 3, the sites supervisors should check whether the contractor complies with the mitigation measures in Part 2 as well as mitigation measures implementation levels.

If there are non-compliances in the implementation of ESMP Checklist measures and/or recorded in the monitoring report, penalties previously introduced in the contract will be issued. In extreme cases, a termination of the contract shall be contractually tied in.

Good communication between all involved stakeholders (Contractor, Supervisor, municipal staff, facility staff, PMU from MSPDY and other relevant persons from the Municipality of.....) is very important for providing undisturbed performance of the project activities and successful completion of overall project.

The ESE from the MSPDY PMU will be responsible for ensuring proper environmental management of all Project activities, conduct environmental supervision by carrying out document reviews, site visits and interviews with Contractor, Construction Supervisors (if any), municipality staff and facility staff.

ESE should also supervise Contractors' compliance with site-specific ESMPs and visit each subproject at least once a month. Upon completion of each site visit the ESE should prepare Monitoring Report reflecting main issues and arrangements and timing for their solution and submit those Monitoring reports to the PMU.

In case of incident or accident, the Contractor should inform immediately the PMU under MSPDY about the incident or accident, any injured or dead person, any environmental damage happened, type of damage, how and when the incident/accident had happened, where it happened and other relevant information. In parallel the Contractor should inform the Labor Inspectorate about the incident/accident with more details according national OH&S regulation. PMU will inform WB about the findings from the Labor Inspectorate and status of the reconstruction site within the 24 hours after receiving the Report from Labor Inspectorate.

The PMU ESE will monitor the implementation of follow up activities proposed to prevent the similar events.

Annex 1. ESMP Checklist for the reconstruction/upgrading/adaptation works of existing premises (if necessary)**PART 1: INSTITUTIONAL & ADMINISTRATIVE**

Country	Republic of North Macedonia			
Project title	Second Social Services Improvement Project (P180350), Republic of North Macedonia			
Scope of subproject and particular activities	Reconstruction/upgrading/adaptation of in Municipality of			
Institutional arrangements (Name and contacts)	Ministry of Social Policy, Demographics and Youth		Municipal representative	
	E-mail: ssip@mtsp.gov.mk		tel:	E-mail:
Implementation arrangements (Name and contacts)	Safeguard Supervision	Local Counterpart Supervision	Local Inspectorate Supervision	Contactor
	To be decided	To be decided	To be decided	To be decided
	Tel:	Tel:	Tel:	Tel:
	email:	email:	email:	email:
Implementation arrangements (Name and contacts)	Supervision** (Upon completion of the procedure, the name and contact of the Supervising Engineer will be added to the fields below).			
	Will be determined after completing the public procurement procedures for the subproject need.			

SITES DESCRIPTION

Name of sites	Reconstruction/upgrading/adaptation of in Municipality of	
Describe site's location (geographic description)	Description of project location is presented in Chapter 3 of this ESMP Checklist	Figure 1: Site information (figure from the site Fig.2) [x]Y [] N
Who owns the land?	Republic of North Macedonia	
Geographic description	Country: RNM	Region:
	Municipality:	Settlement:

Seismic stability of premises/buildings

LEGISLATION

Identify national & local legislation & permits that apply to subproject activity(s)

- Law on Environment (Official Gazette No.53/05,81/05,24/07,159/08, 83/2009, 124/2010, 51/2011, 123/12, 93/13, 163/13, 42/14, 44/15 129/15, 192/15, 39/16, 99/18 and 89/22);
- Law on Waters (Official Gazette No. 87/08, 6 / 09, 161/09, 83/10, 51/11, 44/12, 163/13180/14, 146/15, 52/16 and 151/21);
- Law on Waste (Official Gazette No.216/21);
- List of Waste Types (Official Gazette No. 100/05);
- Law on Nature Protection (Official Gazette No. 67/06, 16/06, 84/07, 59/12, 13/13, 163/13, 146/15);
- Law on Forests (Official Gazette No. 64/09, 24/11, 53/11, 25/13, 79/13, 147/13, 43 / 14,160 / 14, 33/15, 44 / 15, 147/15, 07/16 and 39/16)
- Law on Noise Protection ("Official Gazette No. 79/07, 124/10, 47/11, 163/13, 146/15);
- Law on Chemicals (Official Gazette of the Republic of Macedonia No. 145/10, 53/11, 164/13, 116/15 and 149/15);
- Law on Ambient Air Quality (Official Gazette No. 67/04 with amendments Nos. 92/07, 35/10, 47/11, 59/12, 163/13, 10/15, 146/15);
- Law on Protection of Cultural Heritage (Official Gazette No. 20/04, 115/07, 18/11, 148/11, 23/13, 137/13, 164/13, 38/14, 44/14);
- Law on Occupational Health and Safety (Official Gazette No. 92/07, 98/10, 93/11, 136/11, 60/12, 23/13, 25/13, 164/13);
- Law for Health Protection (Official Gazette No. 07/07, 44/11, 145/12, 87/13);
- Law on Access to Public Information (Official Gazette of RM no. 13/06, 86/08, 06/10,

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

- 42/14, 148/15, 55/16);
- Law on Road Traffic Safety (Official Gazette of RM no. 169/15, 226/15, 55/16, 11/18, 83/18, 98/19, 302/20, 122/21);
- The Law on General Product Safety (OG No. 98/2008 and amendments) and secondary legislation for product safety conformity criteria
- The Rulebook on Standards and Norms for Performing Childcare Activity (OG No. 28/2014 and later amendments)
- All other environmental and social related national legislation and other legal requirement for buildings/facilities

PUBLIC AWARENESS AND DISCLOSURE FOR ESMP CHECKLIST

Identify when / where the public consultation process took place and what were the remarks from the consulted stakeholders

The draft Environmental and Social Management Plan (ESMP) Checklist (for the projects with moderate risk) will be available for the public for 14 calendar days on web sites of the Municipality of (<https://>), facility web site and the web sites of the MSPDY PMU (<https://www.ssip.gov.mk/>), accompanied by a Form for submitting comments. Public announcement will be developed with brief description about the purpose of the project, project activities and duration of the activities, environmental and social impacts, proposed measures, availability of the ESMP Checklist together with the Form for submitting comments on the Municipality's web site and/or available on site, Informative board within the Local Community.

Announcement will also contain information about the possibility for citizens to raise opinion/suggestion/comments on the prepared ESMP Checklist by filling the Form for comments and submission to the responsible person from PMU **Mr. Zoran Apostoloski**, e-mail: **zoran.apostoloski@mtsp.gov.mk** and the responsible person of the municipality **XXXX**. It will be possible to submit grievances/comments with uncovered identity or anonymously, and the comment or suggestion should be fully described in order to take it into account in the final version of ESMP Checklist.

The municipality Social Media channel (Facebook:)will also be used for the purpose of raising awareness about the Project implementation and identified E&S risks, impacts and mitigation measures.

All relevant comments and suggestions received by the stakeholders will be included into the final ESMP checklist and will be submitted to the PMU for the approval by the environmental and social specialist from Environmental Expert.

The approved Final version of ESMP Checklist should be included in the Grant Agreement with the municipality and respective bidding documents and reconstruction contracts. The final version of the ESMP Checklist will be disclosed on the above mention web sites (locally and MSPDY/PMU) during the whole duration of subproject implementation.

INSTITUTIONAL CAPACITY BUILDING

Will there be any capacity building?

☐ N or ☒ Y

The facility nominated representative/s will be invited to attend all relevant ES trainings and/or any other trainings for capacity building within the SSSIP Project.

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

PART 2.1: ENVIRONMENTAL/SOCIAL SCREENING		
Activity	Status	Additional references
A. General conditions	☒ Yes ☐ No	See Section A
B. General Rehabilitation activities		
- Sites specific vehicular traffic - Increase in dust and noise from reconstruction activities - Generation of waste - Transport of materials and waste	☒ Yes ☐ No	If "Yes", See Section A, B below
C. Activities taking place near water bodies such as rivers, lakes, international waters, etc. (No interventions are planned in the water aspect)		
- Increase in sediments loads in water bodies - Changes of water flow - Pollution of water due to temporary waste disposal or spill leakages	☒ Yes ☐ No	If "Yes", See Section A, B, C below
D. Traffic and Pedestrian Safety		
- Sites specific vehicular traffic - Sites is in a populated area	☒ Yes ☐ No	If "Yes", See Section A, B, G below
E. Usage of hazardous or toxic materials and generation of hazardous waste¹		
- Removal and disposal of toxic and/or hazardous waste during the reconstruction activities - Storage of machine oils and lubricants	☒ Yes ☐ No	If "Yes", See Section A, B, H below
F. Generation of asbestos waste during the demolition of existing facilities parts (roof, walls, floor)	☐ Yes ☒ No	If "Yes", See Section A, B, I below
G. Replacement/Removal of mercury lights	☐ Yes ☒ No	If "Yes", See Section A, B, J below
H. Dismantling of underground installations	☒ Yes ☐ No	If "Yes", See Section A, B, K below

¹ Toxic/hazardous materials include but not limited to fuels, motor/hydraulic oils, lubricants, toxic paints, etc.

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

PART 2.2 ENVIRONMENTAL AND SOCIAL MITIGATION MEASURES		MITIGATION MEASURES CHECKLIST
ACTIVITY	PARAMETER	
A. General Conditions		Community H&S measures: (e) The public in the Municipality should be notified of the works through appropriate notification in the media and/or at publicly accessible sites (including the site of the works, municipal information table and municipal website (https://.....)); (f) The local construction and environment inspectorates and communities in the Municipality should be notified for the project activities reconstruction/adaptation of the existing schools/kindergarten; (g) All legally required permits, including the occupancy (use) permit for the building, as well as the opinion of the competent authority for the execution of works, if the building is under any level of historical or cultural protection, authorizations, opinions, etc. have been acquired for the project activities; (h) Placement of warning tapes, signaling forbidden entrance of unemployed persons especially children's); (i) Placement of Notice board with general information about the project, Contractor and Supervisor at project location (including e-mail and telephone contact details on the GRM metal box for receiving grievances); (j) People living in the surrounding, the pupils attending the school/kindergarten will be timely informed for the schedule of the project activities in order to plan out their activities accordingly; (k) The Occupational Safety Plan and Waste Management Plan will be prepared before the works begin. (l) All work will be carried out in a safe and disciplined manner designed to minimize impacts on workers, citizens at the project location and environment; (m) Separation of the work areas from extension activities and occupied areas of the kindergarten/school as much as possible using physical barriers; (n) Ensuring the safe movement and access (through separate paths) of parents, stuffs and children that will use the existing building of the school or other building which will be upgraded;
	Community H&S and OH&S for workers	

Handwritten signature and initials

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

PART 2.2 ENVIRONMENTAL AND SOCIAL MITIGATION MEASURES		
ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
		(o) The surrounding area should be kept clean, without waste disposed there. The waste needs to be collected and immediately removed from the yard as it could be a cause of injury; (p) Strictly prohibition for storage of hazardous waste on the location where the reconstruction/upgrading activities will be performed; (q) Signing a Contract between the Contractor and the licensed company for hazardous waste before the commencement of construction activities and collection of the waste on call; (r) Regular maintenance of vehicles to minimize potentially serious accidents caused by equipment malfunction or premature failure, spills and increased emissions; (s) The work during the breaks between school activities and children's activities in the school and building yard should be prohibited; (t) If possible, the construction activities to be implemented with reduced intensity while the children are present in the school in order to prevent children from being exposed to increased noise levels; (u) If possible, begin and end of reconstruction/upgrading activities during the summer months or while staff and kids are not in school or their number is significantly reduced; (v) Workers received a first-aid and OHS training appropriate to the type of works, prior to the works commencement. Sufficient amount of first aid and OHS equipment is supplied and available at all times. (w) When organizing works take into account extreme weather conditions (e.g., health) and adjust working hours and supplies (e.g., drinking water availability and supply) appropriately. (x) All work will be carried out in a safe and disciplined manner designed to minimize impacts on workers, citizens using the street and environment. (y) Adequate warning tapes and information signs around the reconstruction/adaptation facilities during the performing of the activities to be provided and maintained during the civil works; <u>OH&S measures for workers:</u> (z) Workers who will be engaged, will be trained and regularly use/wear Personal Protective Equipment - PPE complying with international good practice (will always wear hats, masks and safety glasses, harnesses and safety boots, and other work specific protective equipment);

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

PART 2.2 ENVIRONMENTAL AND SOCIAL MITIGATION MEASURES		MITIGATION MEASURES CHECKLIST	
ACTIVITY	PARAMETER		
		(aa) Community and Worker's OH&S measures must be applied (first aid, protective clothes for the workers, appropriate and attested machines and tools); (bb) Machines will be handled only by experienced and trained personnel (certified if applicable), thus reducing the risk of accidents; (cc) The surrounding area (facility yard) should be kept clean, without waste disposed there. The waste needs to be collected and immediately removed from the yard as it could be a cause of injury; (dd) All workers must be trained and experienced in performing the assigned tasks/works. (ee) The old windows and doors should be temporary put-on safe place which is designed to prevent access of unauthorized persons; (ff) The demolition related activities should be conducted outside of normal hours of the facility to the extent most feasible; (gg) Following safety guidelines for the storage, transport, and distribution of hazardous materials to minimize the potential for misuse, spills, and accidental human exposure; (hh) The eventually broken windows glass (in the class, corridors or outside) should be clean immediately; Firefighting measures: (ii) Procedures in the case of fire are conveyed to all employees; (ji) Constant presence of attested firefighting devices will be ensured on sites in case of fire or other damage. Their position is communicated to workers and marked. The level of firefighting equipment must be assessed and evaluated through a typical risk assessment; (kk) Supervision of fire protection/fire-fighting facilities to be carried out by a designated staff; (ll) The part of the street that is not under rehabilitation will be kept clean.	
	Accident's prevention	(a) Construction machinery and equipment should be in proper working condition; (b) At the project location there should be Spill prevention kit which will prevent further extension of the spillage; (c) Firefighting distinguishers should be in proper condition; (d) Work site should be protected by a warning type.	

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

PART 2.2 ENVIRONMENTAL AND SOCIAL MITIGATION MEASURES		
ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
B. General Reconstruction/upgrade/ adaptation activities	Air Emission and Air Quality	(a) Ensure all vehicles and machinery use petrol from official sources (licensed gas stations) and on fuel determined by the machinery and vehicles producer; (b) Ensure all transportation vehicles and machinery is regularly maintained and attested; (c) All machinery needs to be equipped with appropriate emission control equipment; (d) When transporting waste/materials the vehicles must be covered in order to decrease the dust emission; (e) To minimize dust the construction materials should be stored in appropriate places and be covered;
	Noise disturbance	(a) The level of noise is expected not to exceed national limited level (according to national legislation and EU requirement) • Area with a first degree of noise protection, includes areas of tourism and recreation, areas near health institutions for hospital treatment, and areas of national parks and natural reserves (Ld – 50 dB, Le – 50 dB, Ln – 40); • Area with a second degree of noise protection, includes areas primarily intended for residential use, residential districts, areas in the vicinity of educational institutions, educational facilities and social protection services for adults and children (Ld – 55 dB, Le – 55 dB, Ln – 45); <u>The project locations belong to this area (to be checked for each individual project).</u> • Area with a third degree of noise protection, correspond to an area where some human activities with noise disturbance are accepted. These include commercial areas, areas with mixed housing/residential, craft activities and production activities (combined areas) (Ld – 60 dB, Le – 60 dB, Ln – 55); • Area with fourth degree of noise protection, correspond to an area in which actions are allowed that can cause the appearance of greater environmental noise. It includes non-residential areas exclusively intended for industrial activities (Ld – 70 dB, Le – 70 dB, Ln – 60); (b) The reconstruction/adaptation work should be not permitted during the nights, the operations on site shall be restricted to the hours 7.00 -19.00;

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

PART 2.2 ENVIRONMENTAL AND SOCIAL MITIGATION MEASURES		MITIGATION MEASURES CHECKLIST
ACTIVITY	PARAMETER	
		(c) Noise suppression measures must be applied to all construction equipment. During operations the engine covers of generators, air compressors and other powered mechanical equipment should be closed. Should the vehicles or equipment not be in good working order, the constructor may be instructed to remove the offending vehicle or machinery from the site; (d) Mechanical equipment is effectively maintained.
	Waste management	(a) The different waste types that could be generated at the reconstruction/adaptation site need to be identified and classified according to the List of Waste (Official Gazette no.100/05); (b) Containers for each identified waste category are provided in sufficient quantities and positioned and marked for separate collection; The main waste would be classified under the Waste Chapter 17 "Construction and demolition wastes (including excavated soil from contaminated sites)" with the waste code 17 01 – Waste from concrete, bricks 17 09 04 – Mixed waste from construction site including glass from old windows and manage in accordance with national waste legislation for inert waste (separation at the spot, collection and temporary storage, re-use if it is possible, transport to the final deposition site). Small amount of solid municipal waste can be found (beverages, food), as well as packaging waste (plastic, paper, glass, etc.). Small amount of hazardous waste is also expected (oiled cloths, containers, etc.); (c) Small quantities of glue, paint, packaging waste from paints and glue, aluminum profiles, screws and other construction material could be found after the finalization of the project and manage in accordance with national legislation (collection of hazardous materials, label as hazardous waste and give to the authorized company); (d) For the possible hazardous waste (motor oils, vehicle fuels) an authorized collector needs to be appointed to collect, transport and finally manage the hazardous waste (for example, to export out of RNM as there is no landfill for hazardous waste, or reuse/recovery into the authorized licensed IPPC installation etc.);

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

PART 2.2 ENVIRONMENTAL AND SOCIAL MITIGATION MEASURES		
ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
		(e) Construction and demolition waste from sites will be instantly removed; (f) The contract with the company for waste collection and transportation should be signed for collection and transport of waste including old windows and doors; (g) The materials should be covered during the transportation to avoid waste dispersion; (h) The options for reuse/recycling of the generated waste streams will be taking into consideration (e.g., reuse of the removed layer of asphalt, excavated soil, etc.); (i) If stored temporary, the waste will be stored in leakproof containers. It will be protected from adverse weather conditions in a way that is not jeopardizing OHS; (j) Burning of waste on-site or elsewhere (unless in licensed incineration facilities) is prohibited. (k) Keep records of all waste will be kept as proof for proper waste management; (l) The materials will be covered during the transportation to avoid waste dispersion; (m) Upon finalization of works, no waste will be left on the sites.
	Water and soil	(a) In the event of hazardous spillage, it needs to be stopped and removed, then the sites need to be cleaned and the procedures and measures for hazardous waste management need to be followed; (b) The Contractor must sign a Contract with authorized company/person to collect and transport the hazardous waste in accordance with national legislation with emphasis on the transportation of hazardous goods: Issuing the license to company/person for collection and transportation of hazardous waste, Obligations for packaging and labeling of hazardous waste, Transportation of the hazardous waste;

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

PART 2.2 ENVIRONMENTAL AND SOCIAL MITIGATION MEASURES		
ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
		(c) According to the national legislation (List of wastes - Official Gazette no.100/05) the hazardous wastes need to be identified and classified; (d) Applying appropriate packaging and labelling of the boxes with hazardous waste; (e) The packaging will follow the requirements of national legislation; (f) The label will present the hazardous classification code, attention note "HAZARDOUS WASTE" (in English and local languages), general data for the waste holder, R-risk phrase, S - safety phrase, quantity of waste, physical conditions of hazardous waste and graphical symbol; (g) The transport of hazardous waste is forbidden if it is not packaged and labeled according the national legislation requirements; (h) In the case of any run-off coming from the works, in order to avoid contamination of the area it needs to be collected on the site and placed in a temporary retention basin; (i) Dismantling of the equipment (fuel reservoirs, boiler) should be done by trained persons in order to avoid the potential effects of oil spills on soil, which would contaminate the underground water. (j) Install/provide and maintain proper sanitary facilities for workers (mobile toilets) in a case where there are not available in the facility. These toilets need to be cleaned and the wastewater needs to be properly transported to be further treated by the company that has a license for maintaining and cleaning of the mobile toilets; (k) Prevent oil and other pollutants leakages to water and soil;
	Energy efficiency	(l) Replacing old windows with energy-efficient glazing; (m) Installing thermal insulation in exterior walls and roofs, solar panels, etc.;

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

PART 2.2 ENVIRONMENTAL AND SOCIAL MITIGATION MEASURES		
ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
G. Traffic and Pedestrian Safety		(n) Installing automatic controls and efficient lighting system
	Direct or indirect hazards to public traffic and pedestrians by reconstruction/adaptation activities	(a) Official staff from the facility needs to be timely informed of the upcoming works; (b) The Contractor should keep access to the staff, parents and pupils attending the school or kindergarten; (c) Adequate warning tapes and signage need to be provided and placed; (d) Forbidden of entrance of unemployed persons within the warning tapes of the project sites; (e) Ensure pedestrian safety. Special focus for safety of children and parents and kindergarten staff at the kindergarten/school if the project activities take place during the presence of the children in the kindergarten/school premises (fence off the site, install safe corridors, etc.);
H. Usage of hazardous or toxic materials and generation of hazardous waste		(a) Temporarily storage on sites of all hazardous substances (including wastes) will be in safe containers labeled with details of composition, properties and handling information. Chemicals are managed, used and disposed, and precautionary measures taken as required in the Material Safety Data Sheets (MSDS); (b) The containers with hazardous substances must be kept closed, except when adding or removing materials/waste. They must not be handled, opened, or stored in a manner that may cause them to leak; (c) The containers of hazardous substances shall be placed in a leak-proof container to prevent spillage and leaking. This container will possess secondary containment system such as bunds (e.g., banded-container), double walls, or similar. Secondary containment system must be free of cracks, able to contain the spill, and be emptied quickly; (d) Hazardous waste will not be mixed and will be transported and handled only by licensed companies in line with the national regulation;
	Toxic / hazardous materials management and Hazardous waste management	

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

PART 2.2 ENVIRONMENTAL AND SOCIAL MITIGATION MEASURES		
ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
		(e) Hazardous waste will be maintained according the national legislation by the company that has License for hazardous waste; (f) Paints with toxic ingredients or solvents or lead-based paints will not be used. Asbestos removal: (g) In a case of removal of the asbestos containing sheets, should be posted signs indicating "ASBESTOS REMOVAL – NO ADMITTANCE" on the workplace in the facility yard; (h) Restrict access to the removal area to those people directly involved in the asbestos removal and site supervisor and municipal inspectors; (i) The asbestos sheets should be demolished during nonworking days to decrease the health risks to children's and staff; (j) For the workers - the personal protective equipment must be provided to all workers (full body covering including the head, water proof foot and hand protection and eye protection, dust mask with special HEPA filter; (k) Maintain a good level of personal hygiene (facility for washing hands and face should be made available and need to be used by each employee when leaving the work area, all protective clothing and equipment shall work in the work area, footwear is to retain in the work area until work is completed, (l) Health protection-first aid kits and medical service on sites need to be provided during the works; (m) No smoking, drinking, eating or chewing is allowed inside the working area; (n) The surrounding area (facilities yard, halls and corridors) should be kept clean, without ACM waste disposed there. The ACM waste (roof sheets or side wall panels) need to be collected, packaged and immediately removed from the facilities yard;

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

PART 2.2 ENVIRONMENTAL AND SOCIAL MITIGATION MEASURES		
ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
		(o) The personnel in charge for removal of ACM sheets or side wall panels should be trained on proper safety dismantling of the ACM sheets minimizing the health risks; (p) The identification of the asbestos containing material – waste as a hazardous waste should be done; (q) The ACM waste need to be classified as a hazardous waste under the Waste Chapter 17 “Construction and demolition wastes” with the waste code 17 06 05*– Construction material containing asbestos in accordance with List of waste (Official Gazette of RM NO. 89/06); (r) The demolition and remove of the ACM sheets and side wall panels should be done very quickly by trained personnel; (s) The ACM waste should be placed in polyethylene bags or other containers of at least 0.15 mm thickness. (t) Printed asbestos warning labels must appear on the outer surface of the container/bag warning that it is an “Asbestos waste”; (u) The break of the ACM sheets into smaller pieces to fit into container/bag is forbidden; (v) The roof sheets and/or sidewall panels should be handled very carefully and to be remove sheet by sheet in one piece, not to be broken because during the break the asbestos fibers and dust appear and pose a health risks; (w) It is better to avoid the temporary storage of roof sheets and/or side wall panels within the facilities yard, but if is necessary to be done for one/two days, the precautionary measures should apply – the ACM waste should be stored in a designated area with posted signage and/or caution tape to eliminate any damage; (x) The contract with the company for Asbestos containing waste collection and transportation should be signed for collection and transport of asbestos waste/sheets;

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

PART 2.2 ENVIRONMENTAL AND SOCIAL MITIGATION MEASURES	
ACTIVITY	PARAMETER
	MITIGATION MEASURES CHECKLIST (y) After the removal of the asbestos waste all surfaces in the facilities yard need to be dusted with a damp cloth or vacuumed with a HEPA filter; (z) The workers who perform clean up should wear protective clothes as those who perform dismantling of the roof sheets and /or side wall panels; (aa) The contract with the Public Communal Enterprise Utility "Landfill Drisla" should be signed for final disposal of asbestos containing roof sheets and/or side wall panels; (bb) On the landfill the asbestos containing waste should be disposed on the special area for disposal of that type of waste (responsibility duly to Landfill "Drisla").

PART 3: MONITORING PLAN				
What parameter is to be monitored?	Where is the parameter to be monitored?	How is the parameter to be monitored (what should be measured and how)?	When is the parameter to be monitored (timing and frequency)?	By Whom is the parameter to be monitored (responsibility)?
PREPARATORY PHASE ➤ The safety protection measures applied for the workers Community safety measures applied	➤ On the project site	➤ Visual checks	➤ During the clean-up and preparatory works. ➤ At the beginning of each working day during the project activities	➤ Contractor - Bidder ➤ Supervisor (supervising company) of the reconstruction/adaptation works ➤ Communal Inspector at the Municipality
	➤ Detailed design project documentation ➤ All required permits	➤ Review of all required documents	➤ Before works start	➤ Contractor;
				➤ Part of the regular Contractor cost ➤ /

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

PART 3: MONITORING PLAN

What parameter is to be monitored?	Where is the parameter to be monitored?	How is the parameter to be monitored (what should be measured and how)?	When is the parameter to be monitored (timing and frequency)?	By Whom is the parameter to be monitored—(responsibility)?	How much is the cost associated with implementation of monitoring
➤ are obtained ➤ before works ➤ start	within the premises of the facility/building that will be reconstructed/upgrade/adapted/within the PMU	and permits ➤ By checking if there are spill kits, firefighting appliances, the vehicles and equipment is in working condition at the project location		➤ Supervisor (supervising company) of the Reconstruction/adaptation works ➤ Municipality servants and inspectors	
➤ Accidents prevention	➤ On the site		➤ Before works commencement	➤ Supervisor (supervising company) of the Reconstruction/adaptation works representative from the Municipality	➤ Part of the regular Contractor cost
➤ RECONSTRUCTION/UPGRADE/ADAPTATION PHASE					
➤ Air emission and Air quality	➤ At and around the ➤ Site (building/facility)	➤ Air pollution parameters of dust, particulate matter	➤ Upon complaint or negative inspection finding	Contractor; Supervisor (supervising company) of the reconstruction /adaptation works	Contractor budget
Noise disturbance	On site	Measuring levels of noise dB should be carried out in the case of complaints and negative findings of the inspection.	Upon complaint or negative inspection findings for exceeding the noise levels	Contractor; Accredited company for measuring the level of provided by the contractor; Authorized	➤ Part of the regular Contractor cost

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

PART 3: MONITORING PLAN					
What parameter is to be monitored?	Where is the parameter to be monitored?	How is the parameter to be monitored (what should be measured and how)?	When is the parameter to be monitored (timing and frequency)?	By Whom is the parameter to be monitored—(responsibility)?	How much is the cost associated with implementation of monitoring
Waste management	On the site	- Review the documentation – identification of the waste type according to the List of waste, - Visual inspection that the waste is collected separately in adequately labeled containers, no leakages. - review of the waste Contracts and licenses of companies contracted for the collection and disposal of waste	At the beginning of works, then periodically	environmental inspector, Construction inspector, Supervisor (supervising company) of the reconstruction/adaptation works	Part of the regular Contractor cost
Temporary storage of the old windows and doors with proper label and coverage	At separate room in the buildings or in the yard	Visual checks	On daily basis	Contractor – Bidder Supervisor (supervising company) of the Reconstruction/adaptation	Part of the regular Contractor cost

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

PART 3: MONITORING PLAN

What parameter is to be monitored?	Where is the parameter to be monitored?	How is the parameter to be monitored (what should be measured and how)?	When is the parameter to be monitored (timing and frequency)?	By Whom is the parameter to be monitored—(responsibility)?	How much is the cost associated with implementation of monitoring
➤ Temporary storage of the removed asbestos containing sheets properly packaged and labeled				works ➤ Municipal inspector	
➤ Water and soil	➤ At the site of the renovation/adaptation and where the machines and vehicles are operating	➤ Visual checks	➤ During the works, daily	➤ Contractor; ➤ Supervisor (supervising company) of the Reconstruction/adaptation works ➤ Authorized environmental inspector, Construction inspector;	➤ Part of the regular Contractor cost
➤ Transport and Materials Management	➤ On site	➤ Visual checks on how the materials are disposed of and whether they are properly transported ➤ Check the documentation: ➤ Whether all competent authorities have been notified, ➤ Whether all the necessary permits and approvals have been obtained, ➤ Visual check of the	➤ Regularly	➤ Supervisor	➤ Part of the regular Contractor cost
➤ Direct or indirect hazards to public traffic, children and parents and facility staff by renovation/adaptation activities	➤ On the site		➤ Continuously	➤ Contractor; ➤ Supervisor (supervising company) of the reconstruction/adaptation works	➤ Part of the regular Contractor cost

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

PART 3: MONITORING PLAN					
What parameter is to be monitored?	Where is the parameter to be monitored?	How is the parameter to be monitored (what should be measured and how)?	When is the parameter to be monitored (timing and frequency)?	By Whom is the parameter to be monitored – (responsibility)?	How much is the cost associated with implementation of monitoring
➤ Toxic / hazardous materials management and Hazardous waste management	➤ On site visual assessment	transport of materials, children, parents and staff corridors and crossings, traffic regulation, etc. ➤ Proper handling and storage is checked according to Material Safety Data Sheets (MSDS) ➤ Visual inspection and review of documents in terms of: ➤ Adequate collection and storage of hazardous and toxic substances (including fuel) and waste ➤ Transportation of hazardous waste only by authorized companies, ➤ Review of declarations of purchased paint and	➤ Continuously, when the remains are removed	➤ Supervisor (supervising company) of the reconstruction/adaptation works ➤ Inspection ➤ Contractor – Bidder ➤ Supervisor	➤ Part of the regular Contractor cost

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ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

PART 3: MONITORING PLAN					
What parameter is to be monitored?	Where is the parameter to be monitored?	How is the parameter to be monitored (what should be measured and how)?	When is the parameter to be monitored (timing and frequency)?	By Whom is the parameter to be monitored— (responsibility)?	How much is the cost associated with implementation of monitoring
➤ Identification of the asbestos containing waste, proper packaging, labeling as a hazardous waste	➤ On the project sites	solvents (avoidance of hazardous paint and solvents) ➤ Review the documentation – identification of the asbestos-containing wastes according the List of waste	➤ At the beginning of work	➤ Contractor – Bidder Supervisor (supervising company) of the reconstruction/adaptation works ➤ Municipal staff (Communal and Environmental Inspector)	➤ Part of the regular Contractor cost
➤ The contract with the authorized transporter of the asbestos containing waste should be signed ➤ The contract with the Landfill should be signed as well for acceptance and final disposal of the waste	➤ Before the removal/ dismantle works start	➤ Review the contracts	➤ During the collection and transportation of the removed asbestos sheets ➤ Before the final disposal of removed sheets	➤ Contractor – Bidder who needs to sign the contract with licensed company for acceptance and final disposal of the asbestos containing waste.	➤ Part of the regular Contractor cost
OPERATION PHASE					
➤ Plan for regular maintenance of the installations (water supply, sewage network, electricity, heating) within the facility	➤ /	➤ Overview of the Plan for regular and preventive maintenance	➤ Before the start of the operation of the reconstructed/upgraded facility/building	➤ Representatives from the Municipality ➤ Communal inspector ➤ Responsible persons employed in the facility	➤ Municipality budget

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) CHECKLIST

PART 3: MONITORING PLAN					
What parameter is to be monitored?	Where is the parameter to be monitored?	How is the parameter to be monitored (what should be measured and how)?	When is the parameter to be monitored (timing and frequency)?	By Whom is the parameter to be monitored—(responsibility)?	How much is the cost associated with implementation of monitoring
➤ Fire Protection Plan	➤ Before the start of the reconstructed/adapted facility operation ➤ To ensure that all fire protection measures are implemented	➤ Review of the Plan	➤ At the beginning of the reconstructed/adapted facility operation.	➤ Responsible persons employed in the facility	➤ Municipality budget
➤ Waste management Plan	➤ /	➤ Overview of the waste management plan and including of the extended part of the facility	➤ Before the start of the operation of the reconstructed part of the facility	➤ Representatives from the Municipality ➤ Communal inspector ➤ Responsible persons employed in the facility	➤ Municipality budget
➤ All classroom furniture and equipment comply with national regulations and relevant EU standards (such as EN 1729 (ergonomic school furniture), EN 16121/16122 (durability and safety), and EN 71-3 (non-toxic materials). Items are age-appropriate, safe, and suitable for early childhood use.	➤ /	➤ Checking the compliance	➤ Before the start of the operation of the reconstructed part of the facility ➤	➤ Supplier ➤ Representatives from the Municipality ➤ Responsible persons employed in the facility	➤ Municipality budget

Annex 1.1. Form for submitting comments for ESMP Checklist for the Sub-projects inSSIP2

Form for submitting comments and suggestions for ESMP Checklist for the project "Second Social Services Improvement Project (P180350)"

Main description of the subproject

Electronic version of the ESMP Checklist for the project "Second Social Services Improvement Project (P180350)" is available on the following web pages:

MUNICIPALITY: XXX

- PMU: <https://www.ssiip.mk/>

Name and surname of the person who provides comment*

Contact information*

E-mail:

Phone:

Comment on the ESMP Checklist:

Signature

Date

If you have any comments/suggestions or amendments to the proposed measures of ESMP Checklist for the project "Second Social Services Improvement Project", please submit it to the responsible person from the following institution:

Contact Person: Zoran Apostoloski

e-mail: zoran.apostoloski@mtsp.gov.mk

Within the 14 days period after the announcement of ESMP Checklist for the subproject in the municipality XXX in the frames of the Second Social Services Improvement Project
(Date of announcement:)

Referent number:

(Fulfilled by the responsible persons for the project implementation)

* Fulfillment of the fields with personal data is not obligatory

Annex 1.2. Grievance Form for the reconstruction/upgrade/adaptation phase of existing premises in the frames of the Second SSIP project

Reference Number	
Full name (optional)	
☐ I wish to raise my grievance anonymously. ☐ I request not to disclose my identity without my consent.	
Contact information Please mark how you wish to be contacted (by post, telephone, e-mail).	☐ By Post: <i>Please provide mailing address:</i> _____ _____ ☐ By telephone: _____ ☐ By E-mail _____
Preferred language of communication	☐ Macedonian ☐ Albanian ☐ Other: _____
Gender	☐ Female ☐ Male
Description of Incident for Grievance	What happened? Where did it happen? Whom did it happen to? What is the result of the problem?
_____ _____ _____	
Date of Incident / Grievance	☐ One-time incident/grievance (date _____) ☐ Happened more than once (how many times? _____) ☐ On-going (currently experiencing problem)
What would you like to see happen?	
_____ _____ _____	

Signature (optional): _____

Date: _____

Please return this form to:	
Name and surname	Zoran Apostoloski
E-mail	zoran.apostoloski@mtsp.gov.mk
Institution	Ministry of Social Policy, Demographics and Youth Blvd Dame Gruev 14/9,1000 Skopje, R. N. Macedonia

ANNEX 3: Grant Agreement Form

SECOND SOCIAL SERVICE IMPROVEMENT PROJECT

Loan # 9633- MK

GRANT AGREEMENT No. XXX

between

**MINISTRY FOR SOCIAL POLICY, DEMOGRAPHICS, AND YOUTH OF THE
REPUBLIC OF NORTH MACEDONIA**

(HEREINAFTER REFERRED TO AS THE "MINISTRY")

And

MUNICIPALITY (Name of Municipality)
(HEREINAFTER REFERRED TO AS THE "MUNICIPALITY")

For creating new pre-school spaces through renovation and refurbishment of unused
school/municipal premises and their repurposing in groups in other spatial conditions
for ECEC spaces

Skopje, (month, year)

GRANT AGREEMENT No XX.

THIS AGREEMENT ("Agreement") is entered into this (date), by and between **Ministry of Social Policy, Demographics and Youth of the Republic of North Macedonia (hereinafter called the "Ministry")**, having its principal place of business at Dame Gruev 14, 1000 Skopje, Republic of North Macedonia, and **XXX (hereinafter called the "Municipality")**, having its principal place of business located at XXXX, Republic of North Macedonia.
THE PARTIES hereby agree as follows:

ARTICLE I- GENERAL CONDITIONS

1.1. The Ministry agrees to finance the Project Proposal Ref. No (XX) dated (XX) submitted by the Municipality for creating new ECEC spaces through renovation and refurbishment of unused school/municipal premises and its repurposing as facility for care and upbringing of pre-school children in the Municipality.

ARTICLE II- GRANT AMOUNT AND PURPOSE

2.1. The Ministry shall provide a Grant in a ceiling amount of XXXX MKD for financing the Municipality's Project. The Grant Amount shall be used solely for financing a Subproject approved by the respective Grant Approval Committee for creation of new pre-school spaces through renovation and refurbishment of unused school/municipal premises and their repurposing into ECEC spaces. The Grant amount is a budget ceiling amount calculated based on the calculation given in the Main Project prepared by the Project design company.

2.2. The payment shall be made directly to the contracted companies by the Ministry, i.e by the SSIP2 Project Management Unit.

2.3 If after starting the procurement process for selecting a company for renovation/refurbishment and company for supply of furniture/equipment it is determined that the grant amount shall not be enough to cover the renovation/refurbishment/furniture/equipment costs, Amendment to this Agreement can be signed, based on mutual agreement of both contracting parties.

2.4 The Grant Amount stipulated in this Agreement is a budget ceiling amount. The difference between the grant amount and the actual amount spent based on the signed contracts for renovation/refurbishment/supply of equipment shall be reallocated by the Ministry for financing other projects.

ARTICLE III - TERMS AND CONDITIONS

3.1 The Grant amount stipulated in the article II.1 of this Grant Agreement shall be used for financing procurement of works and goods described in the Main Project prepared by the Project design company (Main Project dated xx, prepared by XXX).

3.2 The procurement of the works and goods described in the Main project shall be conducted by the Ministry, i.e by the SSIP2 Project Management Unit.

3.3 For the civil works, Tripartite Contract shall be signed between MSPDY, the selected Construction Contractor and/or Supplier and the Municipality which shall regulate the value of the contract, works to be done (construction and/or refurbishment) with quantity and unit price, deadline for contract execution, supervision and payment, handling complaints during the guarantee period and other contract conditions. For the works contracts Approved Final version of the Approved Final version of ESMP Checklist shall be included in the Grant Agreement, and then into the respective bidding documents and construction contracts.

3.4 The payments to the contracted companies for the works done i.e. goods delivered shall be done by the MSPDY (PMU), based on confirmation received by the Supervision company, and by the MSPDY SSIP2 Experts that goods are being delivered in accordance to the technical and quality parameters as stipulated in the Contracts signed.

3.5 The Municipality confirms that shall provide maintenance of the project/ infrastructure after it is build, i.e. connect the relevant utilities, pay for the recurrent utility bills, and ensure adequate staffing of all new classrooms in other spatial conditions.

3.6 The Ministry is the financier of this project, and the Municipality is an investor responsible for obtaining approval for renovation/refurbishment reconstruction and adaptation.

3.7 The municipality is obliged, after the completion of the renovation/refurbishment works, to conduct a technical inspection of the premises, and to register the building in the Real Estate Cadastre as its property and to open the building for use.

3.8 The municipality confirms that it will provide maintenance of the project/ infrastructure once it is renovated/refurbished: to obtain the necessary communal infrastructure plugins (temporary and permanent), pay all the necessary maintenance costs and provide adequate staff.

3.9. During the warranty period, the Municipality undertakes to promptly notify the Ministry and the Contractor of any defects in the executed construction works and/or delivered equipment and furniture. Upon receiving such notification, the contracting parties shall agree on a mutually acceptable timeframe and method for rectifying the defect and restoring the facility to its original and functional condition.

3.10 The Borrower, i.e. Republic of North Macedonia, through MSPDY, shall obtain rights adequate to protect its interests and those of the Bank (International Bank for Reconstruction and Development), including the right to:

- (i) suspend or terminate the right of a Selected Municipality to use the proceeds of a Grant, or obtain a refund of all or any part of the amount of a Grant then withdrawn, upon the Selected Municipality's failure to perform any of its obligations under a Grant Agreement; and
- (ii) require the MSPDY as well each Selected Municipality to:
 - (H) carry out the relevant Subproject with due diligence and efficiency and in accordance with sound technical,

economic, financial, managerial, environmental and social standards and practices satisfactory to the Bank (International Bank for Reconstruction and Development), including in accordance with the provisions of the Anti-Corruption Guidelines applicable to recipients of proceeds other than the Borrower, and with the Grants Operational Manual;

- (I) provide, promptly as needed, the resources required for the purpose;
- (J) procure the goods, works and services to be financed out of the Grant in accordance with the provisions of this Agreement and the Grants Operational Manual;
- (K) maintain policies and procedures adequate to enable it to monitor and evaluate in accordance with indicators acceptable to the Bank, the progress of a Subproject and the achievement of its objectives;
- (L) enable the Borrower and the Bank to inspect the Subproject, its operation and any relevant records and documents;
- (M) prepare and furnish to the Borrower and the Bank all such information as the Borrower or the Bank shall reasonably request relating to the foregoing;

ARTICLE IV-SUPERVISION AND MONITORING OF THE WORKS

4.1. The Supervision company and the Ministry through the MSPDY PMU shall carry out the supervision and monitoring of works under the Project implementation and the MSPDY SSIP2 Experts shall provide inspection of the goods delivered.

4.2. The MSPDY shall hire a company/companies, i.e. Supervision company -Supervisor that shall carry out the supervision and monitoring of works under the Project implementation. The Supervisor will provide supervisory services in the technical and financial control of the works; check the performance of the Contractor and verify that the execution of the project is in accordance with the contract documents.

4.3. The experts engaged within the SSIP2 Project Management Unit (PMU) (Civil engineers/Architects) shall also carry out supervision and monitoring of works and inspection of the goods delivered. The experts shall provide technical and financial control of the works; check the performance of the Contractor and verify that the execution of the project is in accordance with the contract documents.

4.4. The Supervisor in coordination with the SSIP2 Project Management Unit shall determine the actual quantities of the works executed by the Contractor, and this shall be paid in accordance with the provisions of the Contract. The Interim payments have to be approved by the Supervisor and the SSIP2 Project Management Unit.

4.5. The Supervision company and the SSIP2 Project Management Unit experts shall coordinate their work and shall come up with mutual agreement about the supervision results.

ARTICLE V - CHANGES, AMENDMENTS AND NOTIFICATIONS

5.1. Changes to this Grant Agreement can be made any time, by signing Grant Agreement between the Parties in writing.

5.2. Any notifications related to this Grant Agreement made by the Parties shall be submitted in written.

5.3. The changes and amendments to Grant Agreement shall enter into force from the date of their signing or from any other date specified therein.

ARTICLE VI - DURATION OF THE GRANT AGREEMENT

6.1. The Grant Agreement enters into force on the date of the signature of both parties and remains effective till agreement obligations are fulfilled but not later than the Social Services Improvement Project End Date.

ARTICLE VII - TERMINATION OF THE GRANT AGREEMENT

7.1. The Parties at any time can claim termination of this Grant Agreement on the basis of due justification.

ARTICLE VIII - FORCE MAJEURE

8.1. In case of Force Majeure- wars, natural disasters, embargo, inhibit normative acts issued by the State, which have direct impact on this Agreement and hamper its fulfillment, time limits of this Grant Agreement and the terms of its implementation shall be prolonged for the period of the Force Majeure, but no later than the final deadline for the completion of the Second Social Services Improvement Project implemented by the Ministry.

8.2 In case of Force Majeure conditions the parties are obliged to inform each other thereof in written.

ARTICLE IX – DISPUTE RESOLUTION

9.1. The Administrative court of the Republic of North Macedonia shall be competent court for all disputes, and difference in opinions under this Grant Agreement.

Made in 4 originals in the Macedonian language.

Skopje, this day of, XXX

**FOR THE MINISTRY OF
SOCIAL POLICY, DEMOGRAPHICS,
AND YOUTH**

Signed by _____

Title: _____

**FOR THE MUNICIPALITY
XXX**

Signed by _____

Title: _____

Minister of Social Policy, Demographics, and Youth



Fatmir Limani

