



24 AUG 2026
Kigali, on/...../ 2026

Reference No.: RW-REG/EDCL-560520-CS-CQS

Invitation for Expressions of Interest (Consulting Services – Firms Selection)

Project: Energy Access and Quality Improvement Project

Loan No./Credit No./ Grant No.: IDA-67760

CONSULTANCY SERVICES FOR THE ENVIRONMENTAL, SOCIAL, HEALTH AND SAFETY (ESHS) COMPLETION AUDIT FOR THE ENERGY ACCESS AND QUALITY IMPROVEMENT PROJECT (EAQIP)

1. The Government of Rwanda has received financing from the World Bank toward the cost of Rwanda Energy Access and Quality Improvement Project and intends to apply part of the proceeds for consulting services.
2. The consulting services ("the Services") include developing the environmental, social, health and safety (ESHS) completion audit for the Energy Access and Quality Improvement Project (EAQIP). This audit is expected to be conducted for a period of two (2) months starting from the date of issuance of the service order
3. Interested consulting firms may download the Request for Expressions of Interest (REOI) document and the detailed Terms of Reference (TOR) for the assignment, free of cost, from Rwanda energy group website (www.reg.rw)
4. The Energy Development Corporation Limited (EDCL) now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are proof of registration in the Rwanda Association of Professional Environmental Practitioners (RAPEP) or its equivalent in the country of origin and qualification and experience of the firm as required in the Terms of references (in table indicating name, scope, period of execution, employer's name and address) proven by certificates of good completion.
5. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" Seventh Edition September 2025 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.
6. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-



- consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
7. A Consultant will be selected in accordance with the **Consultants Qualifications based Selection (CQS) method (National Open Competitive Bidding)** set out in the Procurement Regulations.
 8. Further information can be obtained at the address below during office hours 0900 am to 0500 pm.
 9. Expressions of interest must be delivered in a written form (electronically) addressed to the Managing Director of the Energy Development Corporation Limited (EDCL) through the following emails: procurement@edcl.reg.rw, copy to cuwajeneza@edcl.reg.rw; siradukunda@edcl.reg.rw not later than **24/09/2026** at 5:00pm Kigali time (GMT +2).
 10. The address for communication is as under:
Energy Development Corporation Ltd
KN2 ST 3, Nyarugenge District, Kigali City
P.O.B 3855 Kigali, Rwanda
Tel.: (250) 787172265
Email: info@edcl.reg.rw ,
Kigali City Tower (KTC), 2nd Floor, Procurement Office

Sincerely.

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Gentile UMUSHASHI
Head Procurement Management Services

Félix GAKUBA
Managing Director

CONSULTANCY SERVICES FOR THE ENVIRONMENTAL, SOCIAL, HEALTH AND SAFETY (ESHS) COMPLETION AUDIT FOR THE ENERGY ACCESS AND QUALITY IMPROVEMENT PROJECT (EAQIP)

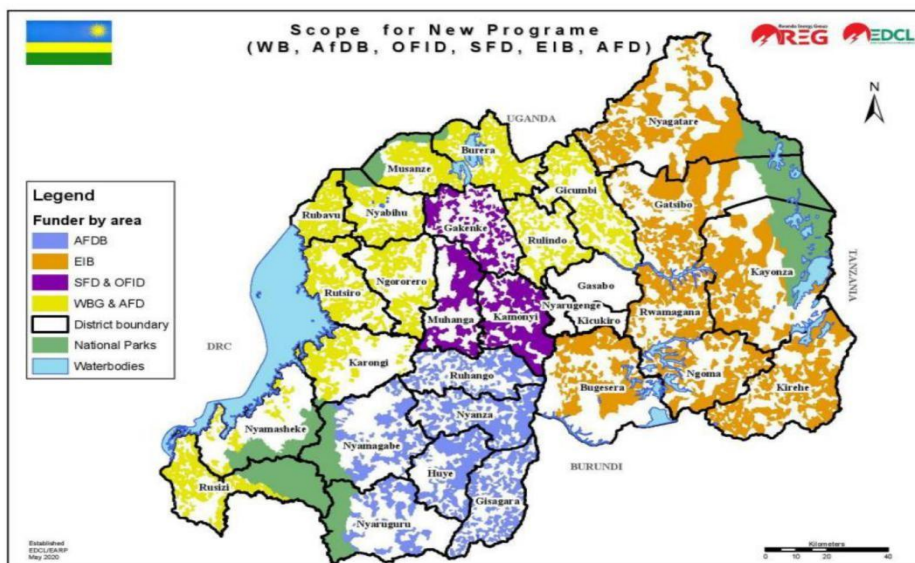
1. General background

The Government of Rwanda recognizes the vital role that electricity access plays in accelerating economic development, improving health, and raising standards of living. Access to electricity is a key priority in national development policy, reflected in long-term plans NEP (first approved 2018, Revised in 2019) that aim to expand both grid and off-grid connections. The first National Strategy for Transformation (NST1), 2017–2024, aimed to make Rwanda among the first countries in Africa to achieve universal electrification, with investments guided by an advanced geospatial National Electrification Plan (NEP), and the first to achieve less than 50 percent reliance on traditional cooking fuels. A national electrification plan was developed with the goal of achieving universal household access, initially targeting 100 % by 2024. In parallel, installed generation capacity increased steadily from approximately 228 MW in 2020 to about 406 MW by mid-2024, reflecting substantial expansion in power generation projects. Significant investments have been made in expanding generation capacity and distribution infrastructure to support this objective. As of March 2024, around 76.7 % of Rwandan households had access to electricity, and this share has continued to rise.”

In that Perspective, Rwanda Universal Energy Access Program (RUEAP) has been elaborated, discussed with different development partners, and implementation mechanisms adopted. The Program will cover all districts in the country and the geographical distribution by donor was approved by Government and DPs. In that context, Energy Access and Quality Improvement Project (EAQIP) was adopted as one of the Projects under RUEAP. The main key physical works under EAQIP included investment in grid connections for households, construction of Medium and Low Voltage (MV, LV) lines, installing distribution transformers and prepayment meters for households and productive users in eleven administrative districts of Rwanda namely: Rusizi, Nyamasheke, Karongi, Rutsiro, Rubavu, Nyabihu, Musanze, Burera, Rulindo, Gicumbi and Ngororero which were funded by World Bank and AFD.

2. Key project information

Figure 1: Map indicating the location of Development Partners within Districts



Source: EDCL, RUEAP

2.1. Project Objective

Improve access to energy and efficiency of energy service delivery to households, businesses, and public institutions in Rwanda.

2.2. Project Components and Subcomponents

1. Increasing access to grid electricity.
2. Enhancing the Efficiency of Electricity Services.
3. Increasing access to off-grid electricity and clean cooking solutions
 - a. Increasing Access to Off grid Electricity.
 - b. Clean Cooking Solutions
 - c. Increasing access to clean cooking in public schools.
4. Technical assistance, institutional capacity building, and project implementation support.

2.3. Implementation arrangement

(i) PIU: The project was jointly implemented by EDCL and BRD. The implementation arrangements had been designed to manage the multi-donor RUEAP, with EDCL covering all grid-related components and the overall program coordination, while the BRD will implement the off-grid and clean cooking component.

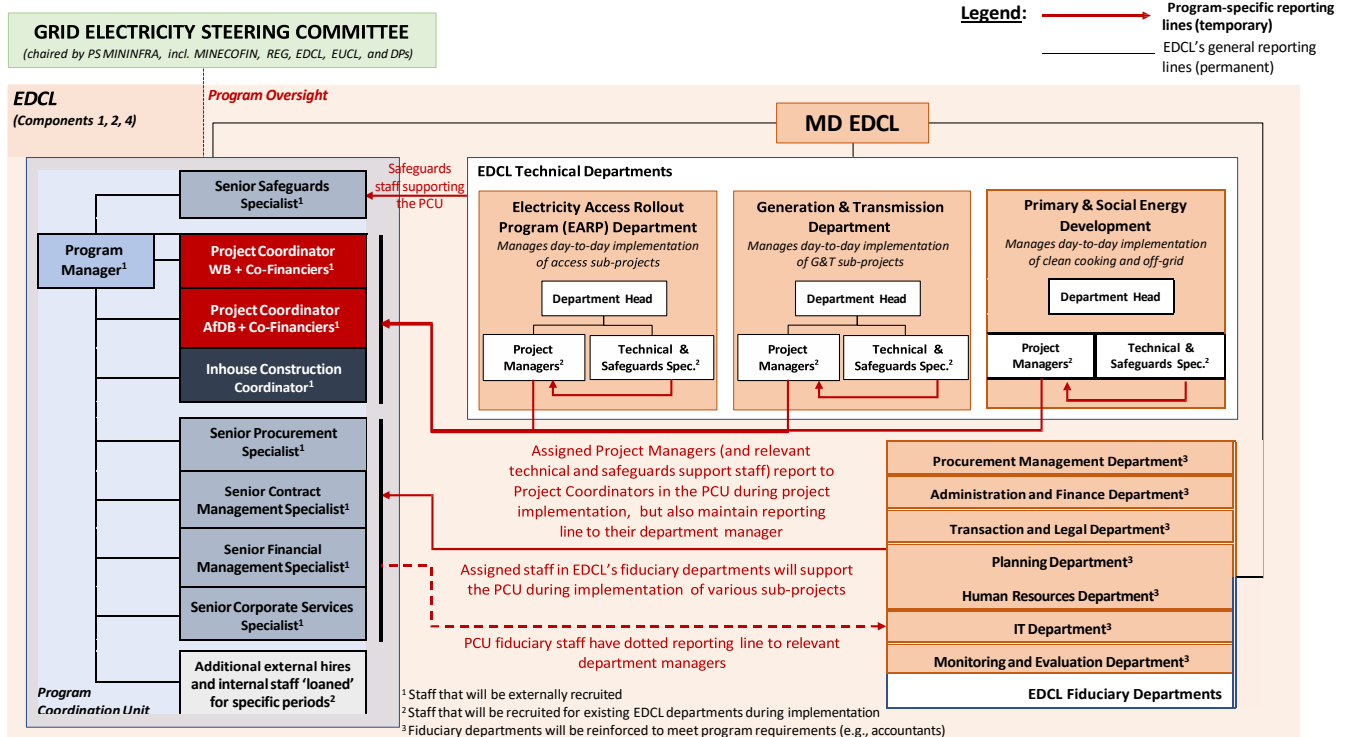


Figure 1: implementation arrangement

(ii) EPC Contractors: contractors are responsible for implementation of civil works including Engineering, Procurement and Construction. They are responsible for design, supply and customer connections. In this regard, they are responsible of implementing the national environmental and social requirements as well as compliance with Environmental and Social Framework of the World Bank as set forth in the

Environmental and Social Commitment Plan (ESMP), Environmental and Social Management Framework (ESMF), Resettlement Policy Framework (RPF), Labor Management Procedures (LMP) and Stakeholders Engagement Plan (SEP).

(iii) Supervising consultants: under EAQIP, the supervising consultant acted as the EDCL's independent representative on-site. They ensured construction activities were implemented safely, on schedule, and to exact technical specifications. They bridged the gap between design and physical construction, managing quality control and preventing costly structural. On environmental, social, health and safety requirements, they Ensured that the contractors adhere to health and safety regulations, uses proper protective equipment, and follows environmental and social mitigation plans.

Environmental and Social (E&S) Risk Management.

1. A set of measures to protect the environment, workers, and the health and safety of adjacent communities were incorporated in the project Environmental and Social Management Framework (ESMF) and the site-specific ESMP developed based on the project-level ESMP included in the ESMF. For each EPC/In-house (Musanze & Rubavu) construction activities, site-specific C-ESMPs have been developed by referring to the WB standards and to the ESMF, Baseline Valuation Report (BVR), LMP, SEP, etc., which have been approved by the WB.
2. EDCL-PCU fully paid all outstanding compensation payments in February 2026. A joint verification exercise involving local authorities, the EDCL-PCU, and EPC contractors is currently underway to confirm that no residual conflicts remain within affected communities. Upon completion, a comprehensive /Baseline Valuation Reports (BVR) completion report covering all EPC sites is required. The Audit will assess the compensation process including the grievance mechanism, identify any gaps and mitigation measures including which will help to ensure any remaining non-compensation grievances are fully resolved and documented.

With most EPC contracts completed and remaining works above 95% completion, the WB advised EDCL to initiate E&S project closure preparations, including the development of TOR for a consultancy firm to undertake an independent E&S Completion Audit. This consultancy service comes under that framework.

3. The purpose of ESHS-CA

Considering the nature, scale, and type of the activities, as per the banks procedure, before financial closure, the project is required to carry out an Environmental, Social, Health and Safety Completion Audit (ESHS-CA), to determine the nature and extent of all the Environmental, Social, Health and Safety (ESHS) aspects during EAQIP implementation to assess the status of compliance to national and WB's ES requirements, identify gaps and draw recommendations with a corrective action plan before project phase out.

The Purpose of ESHS CA is threefold, which includes:

- To help EAQIP to find out whether its activities comply with current environmental and social standards and other laws and regulations through audit findings;
- Assess the overall effectiveness of environmental laws and regulations as well as best practices and propose remedial measures to overcome and operate the project in environmentally friendly way;
- To prepare for review by Concerned parties, an ESA report and develop an action to address audit findings according to the current national EA guidelines and regulations.
- This audit will identify measures to be undertaken depending on whether the work is in progress or Maintenance phase or after the Final Handover of the work.
- The Auditor shall carry out the environmental and social audit for the project in one stage consisting of: Post Construction/implementation Audit for component 1, 2, and 3 of EAQIP.
- Given the length of the electrical lines concerned under the project (1,164 km of Medium and 6,000 km of Low Voltage (MV, LV) lines) it is proposed that the consultant will sample MV and LV lines to visit on every contract and inhouse project.

4. Objectives of the ESHS-Completion Audit Services

General Objective

The objective of ESHS CA is to assess the level of compliance with the applicable E&S requirements. The audit will focus specifically on assessing the extent of compliance with the provisions of the project's financing agreement, including national legislation, regulations norms and procedures, the Bank's environmental and social requirements, and Good International Industrial Practices (GIIP) of the project's sector. The audit will also identify non-compliance and shortcomings, and the direct and root-causes of such non-performance and then recommend corrective actions. It shall be an independent evaluation of both the Borrower/Client and the Bank performances through the overall project E&S performance.

Specific Objectives

The ESHS CA will identify non-compliance, good practices, and deficiencies, and recommend corrective actions. It is an independent evaluation of both the Borrower/Client performance through the overall project compliance to E&S requirements. Specific objectives of the Audit are to:

- i. Undertake the environmental and social safeguards and health, and safety compliance audits to ensure the implementation of EAQIP safeguards instruments are in good order,
- ii. Assess the implementing agencies' capacities and resources to implement environmental and social management measures. This covers the assessment of institutional capacities of the PIU in supervising the overall implementation of the ESMF, RPF, SEP, LMP and ESCP etc., and project consultants, contractors and monitoring/ supervision consultant;
- iii. Assess the capacities and resources of project consultants, contractors and supervision engineers in implementing and addressing all relevant environmental and social risks and impacts of project activities;
- iv. Assess the extent of compliance with the provisions of the financial agreement, including national legislations, regulations and procedures, the Bank's environmental and social requirements, and related environmental policy of the project's sector to identify significant environmental, social, health, and safety issues in the existing EAQIP activities, and assess their current status, specifically in terms of meeting the national and World Bank policy requirements,
- v. Conduct an independent evaluation of both the Borrower/Client and the Bank's performance through the overall project E&S performance,
- vi. Identify non-compliance, good practices, and deficiencies, and recommend corrective actions with implementation scheduled considering the project timeframe to be required for environmental and social work that needed to be done,
- vii. Recommend measures to fill the gaps and mitigate or address the identified non-conformances or residual ESHS impacts and risks,
- viii. Prepare a final report of the audit acceptable to the Bank's standard
- ix. Assess whether there are any identified, unforeseen, or residual environmental, social, health, and safety risks and impacts associated with the project and how these were or will addressed before the end of the project implementation period.
- x. Examine monitoring programs, procedures and controls in place to implement and assess document control procedures including the quality and use of records, procedures, registers and instructions.

5. Scope of the auditing service

Overall, the scope of the ESHS audit summarizes the relevant characteristics of the Project related to environmental, social, and health and safety (ESHS) aspects based on a review of existing information and site reconnaissance. Relevant characteristics include the Project description; institutional and legal framework; environmental and social conditions; ESHS impacts and risks; environmental and social mitigation and monitoring measures; and consultation with the affected population.

Thus, the consultancy service will Prepare Environmental, Social, Health and Safety Completion Audit (ESHS-CA) checklist and conduct representative field assessments; develop cases of best practices of the project on Environmental and Social performances.

Specifically, the scope of consultancy service includes and but not limited to;

- Conduct assessment of whether the mitigation and management options identified in the ESMF, RPF, ESMP, BVR as appropriate and other project-based environmental and social safeguards and health and safety risk management documents, including CESMPs, etc. that fully covered the project components, including RoW of MV lines, and other ancillary activities.
- Assess the implementation of BVR across all subprojects
- Undertake assessment to identify areas of non and/or partial compliance and propose corrective actions to be taken based on the project environmental and social impact assessment, monitoring and follow-up reports.
- Identify significant environmental, social, health and safety issues in the existing project activities, and assess their status, specifically in terms of meeting the National, and WB ESF requirements.
- Assess whether there are any identified or unforeseen environmental risks and impacts associated with the project and how these were addressed over the project lifetime or beyond.
- Identify partial and/or non-compliance, good practices, and deficiencies, and recommend corrective actions.
- Examine monitoring programs, procedures, and controls in place to implement and assess document control procedures including the quality and use of records, procedures, registers, and instructions.
- Examine significant risks including but not limited to the following chemical use, waste management, risk of soil and ground water contamination, fire and explosion risks, etc.
- Design and propose a recommendation for improvement with the timeline, required resource and responsible body.
- Evaluate the roles and responsibilities for implementing entities the defined Environmental activities as defined in the developed ESCP, ESMP, BVR, ESMF, RPF, SEP and LMP and related ESHS instruments.
- Critically examine the functionality and effectiveness of the Grievance Redress Processes and outcomes.
- Assess Environmental monitoring and evaluation process and outcomes, including the reporting mechanisms.
- Assess performance of capacity building, community awareness and disclosure activities as defined in the stated Environmental and social safeguards instruments.
- It is highly commendable to present in detail, if the Environmental, Social, Health and Safety Completion Audit can draw any best practice that can be replicated/scaled up into other projects and help fellow World Bank teams and client offices learn lessons from experience.
- Develop a final Environmental, Social, Health and Safety Completion Audit report comprises identified gaps, the respective recommendations as well as a Corrective Action Plan (CAP) acceptable to the National, and World Bank ESHS policies and Standards.

Task 1: Review of Project related materials – These include a review of the ESMF, RPF, ESMP, CESMPs, BVRs documentations and associated environmental, social safeguards and health and safety risk management reports, plans, policies, and strategies submitted throughout the project implementation period and provided during the review process and other publicly available information. The review focused on the following main areas:

- Completeness in terms of biophysical and socioeconomic baseline data and impact analysis methodology.
- Conformance with applicable national laws, and WB policies, guidelines, and standards.
- Conformance with international environmental agreements and good international industry practice (GIIP).
- Conformance with WB ESF and ESSs, and other Environmental and social risk management requirements, such as WB Gender strategy, OHS guidelines, etc.
- Status of (CESMPs), HSMPs, Corrective Action Plan (CAP), etc. as applicable
- Status of ESHS and Stakeholder Engagement Plans (SEPs) including internal and external grievance mechanisms, as applicable
- Health and safety (H&S) provisions and records for the Project, including pertinent H&S provisions as presented in the ESMPs documentation, and other pertinent information sources of the project.

Task 2: Site Visit and Meetings with EAQIP Project Personnel – The site visit, consultation, and meetings

- A site visit to all sub-project (EPCs and inhouse projects) under EAQIP to conduct onsite supervision, primary data collection, focal group discussion, consultation, etc.

Task 3: ESHS-CA REPORT

- Preparation of an initial Draft **ESHS-CA** Report for review and comment by WB, EDCL and other relevant stakeholders.
- Preparation of a Final **ESHS-CA**.
- The report should include a table that clearly indicates each compliance requirement and an assessment of compliance against the respective requirement.
- The report shall include a Corrective Action Plan (CAP) with the required resources, timeframe, and responsible body for the implementation and monitoring. This action plan shall be thoroughly discussed and agreed by EDCL and BRD's management with the WB and other responsible bodies.
- The consultant should work with counterpart staff (Environmentalists, Social Development specialists, Health and Safety officers, Engineers, Monitoring and Evaluation Specialist, Project Managers, Coordinator, etc.) from the PIUs in EDCL and BRD , which will be assigned by the client for experience and knowledge sharing.

Task 4: Approval

The Consultant shall present the draft Audit report and seek approval of their work from EDCL and the World Bank. The report shall be in the English language and must be clear and concise. The report should be in a format acceptable to local competent authorities, international environmental standards, and development partners, mainly the WB. The Consultant shall be responsible accountable for carrying out any changes that the client and World Bank may request, and he/she must keep working until no objections/approvals from EDCL and the World Bank.

6. Overall assignment methodology

The work will include a desktop level review of relevant documents, and field assessment with relevant stakeholders at National, District, Sector level.

Regarding the field work, the consultant will select sample in each district which is proportional to the length of MV lines for the respective district, clean cooking technologies, off-grid connections, rehabilitated/upgraded substations focusing on those areas where E&S safeguards and Health and Safety risk issues have already been identified during project implementation. For the selection, the consultant develops and approved a criterion by the client, and the sites will be selected in close collaboration with the project ESHS experts.

The consultant will employ at a minimum the following methodologies, include desk review, fieldwork, consultation with relevant local stakeholders, organize final draft report and incorporate relevant comments from stakeholders, mainly the World Bank for final submission to the client. Details of these phases are presented as follows, but not limited to:

Desk review (Inception) phase: The consultant must hold a briefing meeting with client in the first day after signing the contract. the consultant will also systematically review all relevant secondary data (e.g., The GoR financing agreement provisions, pertinent documents related to biophysical and socioeconomic environmental quality, protection of sensitive areas and receptors, project Appraisal document, ESHS risk management guidelines, project ESF instruments (ESMF, RPF/BVRs, /ESMP/CESMPs, HSMPs etc.) project E&S implementation monitoring reports and WB environmental and social standards requirements and pertinent documents). At the end of this phase, the consultant will be able to hold a discussion with the client and get approval.

The Consultant shall also analyze and describe all the environmental concerns brought by the project activities during the construction, operation and maintenance phases. The consultant should be making a recommendation on corrective and remedial measures to be implemented within the project life span or beyond, if any.

Produce Inception Report: The consultant is required to prepare the inception report after according to the National policies and legal frameworks as well as the WB environmental social standards and including Environmental, Social, Health and Safety Risk Management checklist for the ESHS-CA.

Field Mission phase: The field mission stage should start upon review and approval of the first phase (Inception) report by the Client, and WB. The consultant should submit its work plan, schedule period within the inception report and must approve by EDCL and the WB before the main Audit assignment is started. The consultant also needs to hold a briefing meeting with the client on the first days of the field mission. Accordingly, the consultant should work closely with the relevant government authorities and agencies during his entire assignment.

Produce draft report phase: This phase is mainly dedicated to data analysis and preparation of the draft report. All primary and secondary data collected will be organized and professionally interpreted in detail towards standards and requirements (policy directions). Thereafter, the consultant should submit the draft report to the client (EDCL) for review and comments, and the client will submit it to WB, for the same.

Produce Final report phase: This phase is dedicated to incorporation of all comments from various parties (EDCL, WB and other relevant stakeholders). Once all the comments are adequately incorporated and addressed and subsequently confirmed by the reviewer from WB and the client, the consultant will produce the final report for final submission to the Client (EDCL) and the World Bank.

7. Norms and other consultants' responsibility

The audit will be conducted in accordance with the auditing standards and conditions at national environmental and social standards and in line with the world bank Environment and social standards .

Management and Accountability, and confidentiality

EDCL is the client for this work. In terms of performance and deliverables, the Consultant will carry out the assignment under the direction and accountable to EDCL and EAQIP Project Coordinator as well as the Senior Environmental Social Safeguards Specialist. The Consultant will also liaise closely with the project safeguard experts under EDCL EAQIP-PIU.

The Consultant will protect the confidentiality of those participating in the auditing processes. All data is confidential, and it is the property of EDCL. No data or other information from this auditing will be released to third parties without written approval of the EDCL. The Consultant will deliver all data and relevant information to EDCL.

Reporting and Follow-up

EDCL as the project proponent will facilitate the coordination of the assignment and make arrangements for reviews of deliverables. Preparation, submission and approval of audit report must be done in line with Government of Rwanda and the World Bank ESF requirements. Documents must be delivered in word, PDF, photos of good quality, Shape files (maps) using GIS, excel databases of data collected among others to be defined by EDCL and other stakeholders.

Therefore, besides reviews of the reports by key stakeholders, the World Bank review process for clearance is imperative. In this context, the consultant has to bear in mind that the audit report is considered final once approved by the World Bank.

8. Profile and score of the consultant and experts

The consulting firm must be registered with the Rwanda Association of Professional Environmental Practitioners (RAPEP) or its equivalent in the country of origin. It must have general experience in the area related to the assignment. Additionally, it should prove 2 similar experiences in projects that have been executed at least in last 6 years with good completion certificates or copies of ongoing the contracts. The similarity should be conducting environmental and social impact studies/environmental and social audits for power plants, substations, power lines, factories, mining projects/mines and extensive civil works in general.

Table 1: Personnel Responsibilities in Environmental, Social and Health & Safety Audit

Personnel	Audit Function	Desired qualifications
Environmental (Team Leader)	Environmental Audit + Oversight across all audit components	-At least Master's degree from a Recognized Academic Institution in Environmental sciences, Environmental Management, Natural Resources Management, Environmental Engineering, Development studies, and related fields with at least 10 years of practice/experience in the environment and social field/studies -To have conducted at least 3 ESAs or 2 ESHS-CA/ RAP audits, proven by service completion certificates and copy of REMA EA certificates of approval. -Must be registered in RAPEP as Lead Expert or Associate Expert, proven by a valid RAPEP certificate. -To have worked on at least 1 international donor funded projects such as the World Bank, African Development Bank, European Investment Bank etc proved by 1 completion certificate.
Lead Social Scientist	Social Audit	-At least master's degree from a Recognized Academic Institution in Sociology, Anthropology, development studies and any related Social Sciences fields with at least 8 years of experience in social sciences or bachelor's degree from Recognized Academic Institution in Social Sciences with at least 10 years of experience in the Social Sciences and related fields such as gender studies. -To have participated in preparation of at least 3 ESAs or 2 ESHS-CA, RAP audit, proven by service completion certificates.

		-To have worked on at least 1 international donor funded projects such as the World Bank, African Development Bank, European Investment Bank etc proved by 1 completion certificates.
Health and Safety Expert	Health & Safety Audit	-Bachelor's degree from Recognized Academic Institution in Environmental health sciences or related fields with at least 5 years of experience working in the implementation of energy projects such as construction of transmission, distribution and access lines or a Master's degree in the same fields with at least 3 years of experience. - To have participated in preparation of at least 2 ESAs or 2 ESHS-CA, proven by service completion certificates. -To have worked on at least 2 international donor funded infrastructure projects such as the World Bank, African Development Bank, European Investment Bank etc proved by 2 completion certificates.

9. Audit timelines and deliverables

The main deliverable from this exercise will be E&S audit report, including a Corrective Action Plan (CAP). The audit report should provide information that will enable the Borrower (Government), Bank and clients to identify, evaluate and prevent environmental and social risks that are not sufficiently considered, with a view to their correction and the prevention of reputational risk. Clear recommendations (executable, measurable, cost, timelines, responsibilities) should be formulated to prioritize and develop the corrective action plan (CAP) for its efficient implementation. In addition, the report should be accompanied by an audit file containing all audit documentation/working papers and evidence.

This audit is expected to be conducted for a period of two (2) months starting from the date of issuance of the service order. The consultant will provide one electronic/soft copy (word and pdf) through EDCL email, and 1 hard copy for each of the following deliverables:

- a) **Inception report:** The consultant shall prepare and submit an inception report which comprehensively describes the detailed work plan, the methodology and approach of the environmental and social audit process, content of the audit, and key information required for achieving the objectives of the assignment. The consultant shall submit the inception report to the client not later than **15 days** after receiving the service order.
- b) **Draft report:** The Draft ESHS-CA report shall be submitted 45 days after receiving the service order.
- c) **Final report:** The Final deliverable, The Draft ESHS-CA, shall be prepared and submitted by consultant after incorporating inputs and comments from client and stakeholders

(including the Bank) not later than **60 days** after receiving the service order. The Report will only be cleared and considered acceptable after satisfactory addressing of the comments and approval by the World Bank.

All reports and communications related to this assignment shall be in the English Language and all reports shall conform to a format agreed with Client at inception stage, including an executive summary, a table of contents, standard cover sheet with date and project details, submittal letter showing those copied and actual date of submission. The audit process and reports must meet the minimum requirements set in the national regulations, World Bank requirements and other best international practices.

10. Payment Modalities

Table 1: Payment schedule

SN	Outputs	Payment
1	Inception report	20 % of the contract amount
2	Draft report	50 % of the contract amount
3	Final report approved by the World Bank	30 % of the contract amount
Total		100%

11. Equipment, Logistics and Facilities

The Consultant shall be responsible for the provision of all the necessary resources to carry out the Services; and shall make own arrangements for the establishment of office, supporting office equipment and furniture, vehicles, accommodation, utilities, communications, and any other required resources.

12. Client Inputs

The client input will be as follows:

- Assist the Consultant to obtain all necessary access within the project including entry to project areas and other necessary access as appropriate.
- Avail relevant project data and reports including but not limited to the following.
 - ESMPs, CEMPs
 - Health and Safety Management Plans
 - Baseline Valuation Reports (BVR)
 - Quarterly/Monthly E&S Reports submitted to the Bank

- Previous Mission Aide Memoire(s)
- E&S Components/Requirements in Financing agreement
- Provide necessary liaison and introduction to supervising consultants, contractors, Government departments etc.
- Review drafts of the audit report to ensure all comments are satisfactorily addressed

13. Confidentiality And Data Ownership

The Consultant will protect the confidentiality of those participating in the exercise at all stages. All data and information received during the assignment, from respondents, EDCL, other stakeholders are to be treated confidentially and is the property of the EDCL. All intellectual property rights arising from the execution of these Terms of Reference are assigned to EDCL. No data or other information from this assignment will be released to third parties without the written approval of the agency.

14. Indicative Outline Of An Environmental And Social Performance Audit Report (ESPA)

- I. Name of Client:** Signatures of the audit team members and the representative of the auditee
- II. Audit Team:** xxxxx
- III. Executive Summary:** Summary of all significant environmental and social non-conformance and issues of concern and the conclusions and recommendations.
- IV. Contents:** The contents of the report should include the following sections:

1. Introduction

Client and auditee

2. Project Description

Concise description of the project, the project institutional arrangement, the area / location and past and current operations. The description should focus on project components, activities and processes that are sources of environmental and social aspects/risks.

3. Audit Objective, Scope, and Criteria

4. Audit Process and Methodologies

Audit Plan: The date of the audit and brief description of the process e.g., pre-audit activities, on site audit activities including site inspection, interviews and document reviews and post audit activities. Exceptions and deviations from the audit plan.

5. Findings

List of Findings: This chapter contains the individual findings of the audit subdivided in:

- *Non-compliance*
- *Issues of concern*

The above sections (non-compliance, issues of concern) may be subdivided with headings based on the type of issues (environmental and social) or the type of criteria applied.

- 6. Corrective Action Plan (CAP):** A comprehensive matrix, including the cost and deadline of each action.

- 7. Conclusions:** Contains conclusions based on aggregated level, criticality, or significance of the individual findings in relation to the audit objectives, scope or criteria.
- 8. Recommendations:** Contains (a set of) recommendations supplemental to the Corrective Action Plan.
- 9. Annexes**
- a) Project organization chart (auditee)
 - b) Area, location chart
 - c) Criteria (detailed list of the criteria)
 - d) Check lists
 - e) Register of documents
 - f) Register of interviews
 - g) Register of observations
 - h) Any other key documents, photos, notes e.g. that support the findings (evidence)
 - i) References (papers, standards, etc.)
 - j) List of interviewees.

Note: The consultant can modify or propose an improved outline in response to the finds and project arrangement in general.

Prepared by



Digitally signed
by Apophie
Boramungu

Apophia Boramungu

**Senior E&S Specialist
RUEAP**

Approved by



For Emmanuel Nkurikiye

**Project Coordinator
EAQIP**