

The Ministry of Natural Resources provides for the purposes of public disclosure, the Terms of Reference of the consultancy for an ENVIRONMENTAL MANAGEMENT PLAN (EMP) FOR SMALL-SCALE CONSTRUCTION WORKS RELATED TO HOSTING PETROLEUM DATA IN A NATIONAL DATA REPOSITORY (NDR) in compliance with the requirements of the Guyana Oil & Gas Capacity Building Project #166730, funded by the World Bank. Please note that this disclosure is for general information purposes only and is not an advertisement nor an invitation for proposals at this stage.



MINISTRY OF NATURAL RESOURCES

GUYANA OIL & GAS CAPACITY BUILDING PROJECT (P166730)

TERMS OF REFERENCE (TOR) for ENVIRONMENTAL MANAGEMENT PLAN (EMP) FOR SMALL-SCALE CONSTRUCTION WORKS RELATED TO HOSTING PETROLEUM DATA IN A NATIONAL DATA REPOSITORY (NDR)

PROJECT IMPLEMENTATION UNIT

I - BACKGROUND

As Guyana moves into a new chapter of history as an emerging petroleum producing nation, sustainable development lies at the core of the Government of Guyana's goals for the sector. Being keenly aware that petroleum is a non-renewable resource, considerations related to its extraction and conversion into financial capital highlight the requirement and responsibility to ensure that the resource is prudently managed, from the time petroleum 'appears' at the wellhead, for the long lasting benefit of Guyana. In developing the policies, legal framework, institutions and systems to oversee and manage the sector, the Government of Guyana is committed to ensuring that this framework allows both present and future generations to reap the benefits.

Guyana's petroleum sector is progressing swiftly with first oil expected in 2020. This planned petroleum development, coupled with ongoing assessment of new discoveries, has led the Government of Guyana to focus on ramping up preparations to oversee the upstream sector (exploration, development and production); to develop policy and legislation, to build up internal capacity building, to promote governance and transparency, and to undertake financial and economic planning.

The Guyana Oil and Gas Capacity Building Project (the 'Project') is supported by the World Bank and aims to enhance the Government's capacity to achieve its management goals for the petroleum sector through interventions focused on enhancing legal and institutional frameworks and strengthening the capacity of key institutions to manage the oil and gas sector in Guyana.

II - OBJECTIVE

The Government of Guyana (GOG) will hire a consultancy firm (the Consultant) to prepare a **Environmental Management Plan (EMP)** if/when minor civil



works are required for the rehabilitation or expansion of existing facilities to store in a National Data Repository the large volumes of information and data that are being generated for the petroleum sector. The EMP will be prepared taking in consideration the World Bank's Environmental, Social, Health and Safety (ESHS) Guidelines for the rehabilitation and/or expansion of facilities.

III – SCOPE OF WORK

The specific objectives of the EMP are to avoid, mitigate and control the typical Environmental, Social, Health and Safety (ESHS) impacts of small-scale civil works.

This general EMP will be included in the bidding documents for the rehabilitation or expansion of existing facilities to house the National Data Repository for petroleum data and will be the basis for the development of the Contractor's own EMPs.

The EMP should be commensurate with the scale and nature of the proposed construction works. Given that to date, such information is not yet available, this preliminary draft should be reviewed to adjust to the scale of the works, once the information becomes available.

IV – DETAILED MINIMUM CONTENT

The Consultants will develop an EHS management system for the construction works of the Data Center including, as applicable but not limited to, the following components consistent with ISO 14001 (for environment) and OHSAS 18001 (for Health and Safety):

- a) EHS policies
- b) Organization and responsibilities for compliance assurance and supervision (Roles and Responsibilities)
- c) EHS Aspects and Impacts of the works to be performed
- d) Legal and other requirements
- e) Objectives and targets (key performance Indicators – KPIs)
- f) As applicable, the following, but not limited to, EHS Management Plans:
 - i. E-Waste Management Plan¹
 - ii. Air Quality Management
 - iii. Noise Abatement and Management
 - iv. Solid Waste and Hazardous Waste Management
 - v. Water Supply and Wastewater Management

¹ This Plan must address the collection, storage and disposal of old or unused electronics, with an emphasis in the reuse, donation (to public schools, libraries, etc.) and recycling, whenever available.



- vi. Erosion Control
 - vii. Site Access and Security
 - viii. Traffic Safety Management
 - ix. Community Health and Safety Plan
 - x. ESHS Monitoring
 - xi. Workers' Code of Conduct
 - xii. Identification and Prevention of Environmental Risks
 - xiii. Contingency and Emergency Response Plan(s)
 - xiv. Supervision, Inspection and Corrective Actions
 - xv. Inspections, Audits and Enforcement
 - xvi. Any other considered applicable for the site, including biodiversity protection and management, if applicable.
- g) Occupational and Health and Safety (OHS) Management Plans
- i. Environmental Conditions of Work during Construction:
 - Address all areas such as campsite, workers' living quarters, recreation areas, dining rooms, dressing rooms and other facilities aimed at the health, safety and hygiene of the workers;
 - Specific procedures for activities typical of small to mid-size construction works:
 - Excavation and trenching
 - Temporary drainage controls
 - Scaffolding
 - Working in heights
 - Stairs and ramps
 - Slip and trip prevention
 - Protection of holes, openings and other underground accesses
 - Protection of ramps and ramp accesses
 - Workers' and pedestrians' walkways
 - Working in confined spaces
 - Work permits
 - Tagout/lockout
 - Fire hazards; and
 - Correct use of Personal Protective Equipment (PPE)
 - Establish a Grievance Redress Mechanism (GRM) both for the community but also for workers that can be used anonymously.



- ii. Medical Control and Occupational Health:
 - Admission and dismissal medical examinations;
 - Identification and memorandum of understanding with specialized care (hospitals, clinics, laboratories for analysis or diagnosis);
 - Promotion of health campaigns (vaccination, blood pressure assessment, and others as applicable, such as dengue).
 - iii. Integrated Occupational Health and Safety:
 - Definition of the types of accidents / incidents likely to occur;
 - Risk analysis of the activities to be carried out;
 - Report and Investigation of every incident cases, prepare the Accident / Incident Investigation Report.
- h) The Consultants should also develop the following procedures:
- i. Management of Change procedures.
 - ii. Training and Awareness
 - iii. Internal and External Communications
 - iv. Chance Finds Procedure
- i) Document Control and Records

V. TECHNICAL PROPOSAL AND COST ESTIMATE

17. The technical proposal should include:
- a) **SCOPE OF WORK.** The scope of work should include a description of the specific activities that will be performed in order to accomplish the specific objectives, including but not limited to, the **methodology** (detailed scope of activities that will be performed); **scope of site visits (if necessary)**, including areas to be visited, aspects to be reviewed, and any support expected by the Consultant from the Clients, including access to the project site. This should



include any proposed field visits, documents to be reviewed, interviews, etc. If the Consultants feels that additional tasks, or components within a required task, are necessary, these should be stated and delineated as “Optional Tasks”.

- b) **PROJECT TEAM AND QUALIFICATIONS.** This should include the name and CVs of the principal staff members and any sub-contractors. The EHS team should include at least one full time specialist, with significant, practical EHS experience. Prior to starting its activities, the Consultants shall have knowledge and familiarity with the following:
- The environmental and social safeguard policies and operational guidelines of the World Bank;
 - The World Bank Group EHS Guidelines (general and sector-specific guidelines applicable to construction work); and
 - EHS-related laws and regulations of Guyana and any required permits and licenses prior to starting construction.
- c) **SCHEDULE.** A proposed schedule for performance of each activity should be presented. The schedule should indicate the proposed start and completion dates for each required scope of work task listed and any important or specific project milestones (i.e. report submittal, etc.).
- d) **ESTIMATED COSTS.** A total lump sum cost estimate (not to be exceeded), in US dollars, should be provided for the required scope of work. A breakdown of the estimated costs by task should also be presented (i.e., tabular format) and should include Direct Labor Costs (number of hours or days per staff and their associated unit costs) and Indirect Labor Costs (i.e., travel, per diem, sub-contractors, etc.). Anticipated difficulties and any assumptions related to the estimated costs should be clearly stated, including any logistics needs and costs. If any additional Optional Tasks are recommended, then a separate cost estimate should be provided.