



**Ministério
das Finanças**
Unidade de Gestão
de Projectos Especiais



**TECHPARK
CABO VERDE**

UNIDADE DE GESTÃO DE PROJECTOS ESPECIAIS

CABO VERDE TECHNOLOGY PARK – PHASE II

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Ministério das Finanças
Unidade de Gestão de Projetos Especiais
Individual Consulting Services

CABO VERDE TECHNOLOGY PARK – PHASE II

CONTRACT No. 079/CVTP-II/UGPE/2026

**RECRUITMENT OF INDIVIDUAL CONSULTANT FOR THE
ANNUAL ENVIRONMENTAL AND SOCIAL PERFORMANCE
AUDIT OF THE CAPE VERDE TECHNOLOGY PARK PROJECT
PHASE 1**

Between

Unidade de Gestão de Projetos Especiais

And

Margarida Maria Silva Santos

March 2026





UNIDADE DE GESTÃO DE PROJECTOS ESPECIAIS

CABO VERDE TECHNOLOGY PARK – PHASE II

CONTRACT No. 079/CVTP-II/UGPE/2026

THIS CONTRACT (“Contract”) is entered into this **March 10, 2026** by and between **Ministério das Finanças** through **Unidade de Gestão de Projetos Especiais** (“the Client”) having its principal place of business Avenida Amilcar Cabral, Ex. Edifício do BCV, 4º Andar, CP nº 145, Plateau, Cidade da Praia - Ilha de Santiago República de Cabo Verde,

and

Margarida Maria Silva Santos, hereinafter referred to as the “Consultant”, residing at Largo de Europa, IFH Comunidades, Door No. 5, 3rd Floor, Apartment B, ASA, Praia, telephone/fax: (+238) 994 52 27, e-mail: maguy.santos12@gmail.com;

WHEREAS, the Client wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
 - (i) The Consultant shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
 - (ii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Annex C, “Consultant’s Reporting Obligations and costs”

- 2. Term**

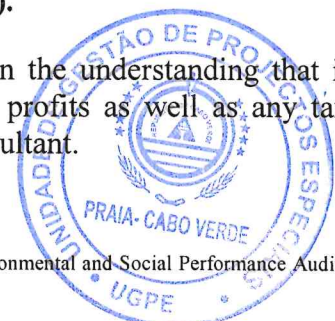
The Consultant shall perform the Services during the period commencing **March 16, 2026 and continuing through May 16, 2026**, or any other period as may be subsequently agreed by the parties in writing.

This contract shall expire on June 16, 2026.

- 3. Payment**
 - A. Ceiling**

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed a ceiling of **EUR 12,618.00 (twelve thousand six hundred and eighteen euros)**.

This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Consultant.





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The payments made under the Contract consist of the Consultant's remuneration as defined in sub-paragraph B below and the reimbursable expenditures as defined in sub-paragraph C below.

B. Schedule of Payment

The schedule of payment is specified as below:

Remuneration EUR 12,618.00 (twelve thousand six hundred and eighteen euros).

Deliverables	Delivery Time	Payment (%)
P1: Audit Methodology Guidance Reports	T0+5 days	20%
P2: First Draft of the Audit Report	T0+30 days	30%
P3: Review of the draft Audit report and integration of comments from various parties and drafting of a stakeholders meeting memorandum;	T0+45 days	20%
P4: Final report including comments from the Bank and project stakeholders	T0+60 days	30%
Total	60 days	100%

The details of each deliverables is indicated in the ToR.

C. Payment Conditions

Payment shall be made in **EUR** not later than 30 days following submission of invoices in duplicate to the Coordinator designated in paragraph 4.

Payments shall be made to Consultant's bank account:

Name: Margarida Maria Silva Santos

Bank name: Banco Comercial do Atlântico

Bank Address: Achada Santo António, Praia

Account n°: 70761404101

NIB: 000300007076140410176

IBAN: CV6400030000 7076140410176

SWIFT: BCATCVCV





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Invoices must be issued in the Project own name, as follows:

PROJECT: CABO VERDE TECHNOLOGY PARK – PHASE II
PROJECT ID No.: P-CV-GB0-004
NIF: 595 858 791

The format of invoices and their general presentation must comply with the tax regulations of the Consultant's country.

4. Project Administration

A. Coordinator

The Client designates Mr. Nuno Gomes – Coordinator as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.

B. Records and Accounts

The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

5. Performance Standard

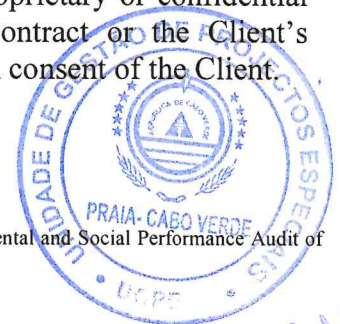
The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.

6. Inspections and Auditing

The Consultant shall permit, the Bank and/or persons or auditors appointed by the Bank to inspect and/or audit its accounts and records and other documents relating to the submission of the Proposal to provide the Services and performance of the Contract. Any failure to comply with this obligation may constitute a prohibited practice subject to contract termination and/or the imposition of sanctions by the Bank (including without limitation a determination of ineligibility) in accordance with prevailing Bank's sanctions procedures.

7. Confidentiality

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

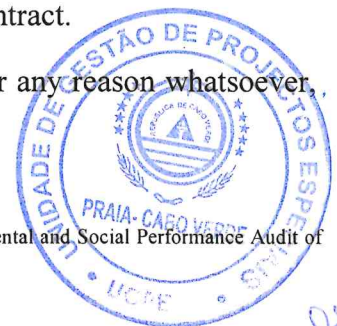




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- 8. Ownership of Material** Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.
- 9. Consultant Not to be Engaged in Certain Activities** The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the Consulting Services for the preparation or implementation of the Project.
- 10. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
- 11. Assignment** The Consultant shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.
- 12. Law Governing Contract and Language** The Contract shall be governed by the laws of Republic of Cabo Verde, and the language of the Contract shall be **English**.
- 13. Dispute Resolution** Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Client's country.
- 14. Termination** The Client may terminate this Contract with at least ten (10) working days prior written notice to the Consultant after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause:
- (a) If the Consultant does not remedy a failure in the performance of its obligations under the Contract within seven (7) working days after being notified, or within any further period as the Client may have subsequently approved in writing;
 - (b) If the Consultant becomes insolvent or bankrupt;
 - (c) If the Consultant, in the judgment of the Client or the Bank, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing Bank's sanctions procedures) in competing for or in performing the Contract.
 - (d) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.





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15. Fraud and Corruption

Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by African Development Bank (October 14, 2015).

FOR THE CLIENT,



Signed by **Nuno Gomes**
Title: **UGPE Coordinator**

FOR THE CONSULTANT,

Signed by **Margarida Maria Silva Santos**
Title: **Consultant**





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LIST OF ANNEXES

Annex A: Terms of Reference and Scope of Services

Annex B: Consultant's Reporting Obligations

Annex C: Cost Estimate of Services

Annex D: Code of Conduct



Contract no. 079/CVTP-II/ /UGPE/2026 - Recruitment of Individual Consultant for the Annual Environmental and Social Performance Audit of the Cape verde Technology Park Project Phase 1



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Annex A: Terms of Reference and Scope of Services

TERMS DE REFERENCE (ToR)

FOR RECRUITMENT OF INDIVIDUALCONSULTANT FOR THE ANNUAL ENVIRONMENTAL AND SOCIAL PERFORMANCE AUDIT OF THE CAPE VERDE TECHNOLOGY PARK PROJECT PHASE 1

Period to be covered by the AUDIT - January to December 2022



Contract no. 079/CVTP-II/ /UGPE/2026 - Recruitment of Individual Consultant for the Annual Environmental and Social Performance Audit of the Cape verde Technology Park Project Phase 1



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Acronyms and abbreviations

- AfDB - African Development Bank Group
- BC - Business Center
- BPII - Good Manufacturing Practices International
- CEP - Project Implementation Cell
- DC - data center
- DFI - development Finance Institution
- EIES - Environmental and Social Impact Assessment
- ESS - Environment, Health and Safety
- IC - Incubation Center (IC)
- IFD - International and national development finance institutions
- NOSI - Núcleo Operacional para a Sociedade de Informação
- ORQR - Former Results and Quality Control Department, ADB
- PAC - Corrective Action Plan
- PAR - Resettlement Action Plan
- PGES - Environmental and Social Management Plan
- PTCV - Cape Verde Technology Park Project
- SNSC - Safeguard and Compliance Department, AFDB
- ISS - Integrated Safeguards System
- TDR - Terms of Reference
- TIC - Information and Communication Technologies
- TQC - Training and Qualification Center
- UGPE - Unidade de Gestão de Projetos Especiais
- WB - World Bank





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1. Project background and justification

The Cape Verde Technology Park Project Phase 1 is the primary investment of the Cape Verdean government included in the strategy for the ICT sector - Strategic Program for the Information Society (PESI). The African Development Bank (AfDB), through its regional office in Senegal, seeks to contribute to the achievement of these objectives by financing a loan necessary for this operation. The project became effective in June 2015 and has been operational since then. It is a project budgeted at €36,000,000, of which €31,590,000 constitutes the AfDB loan.

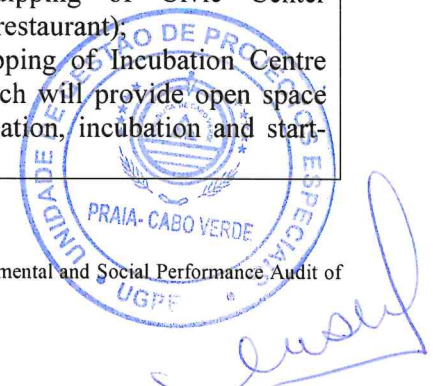
The executing and coordinating agency for the project is the Núcleo Operacional para a Sociedade de Informação (NOSI), and the fiduciary management functions of the project have been carried out by the Unidade de Gestão de Projectos Especiais (UGPE) within the Ministry of Finance.

The objective of the project is to contribute to inclusive growth and economic diversification in the country by supporting the ICT industry, stimulating the ICT economic cluster, training youth, creating new jobs in the ICT sector, and positioning Cape Verde as an international service centre and a gateway to Africa.

The project is being developed in two cities located on the island of Santiago and the island of São Vicente, both in Cape Verde. The majority of the activities are being developed in the capital of Cape Verde - Praia (Santiago Island), with a footprint of 8 hectares in the urban development area. The location of the technology park is situated halfway between the city center and the Praia International Airport - Nelson Mandela, at a distance of only 3 km from each. The project activities in the city of Mindelo cover an area of approximately 9,500 m².

Phase 1 of the project is structured around four main components:

Project Components	Activities
<u>Component 1</u> mainly comprises activities of civil construction and supply of goods and consultancy services, including:	<ol style="list-style-type: none"> 1) Construction Data Center (DC) in Praia city (extension of the existing one) 2) Construction Data Center (DC) in Mindelo city and Disaster Recovery 3) Equipping both DC providing the necessary IT (racks, servers, etc.), network equipment (routers, switches, etc.) and energy securization equipment.
<u>Component 2</u> mainly comprises activities of civil construction and supply of goods, including:	<ol style="list-style-type: none"> 1) Construction and equipping of Business Center (BC) located in Praia City which will provide small spaces for offices and properties so that companies can construct their own dedicated offices, together with an auditorium, 2) Construction and equipping of Civic Center (conference center, a foyer and restaurant), 3) Construction and equipping of Incubation Centre (IC) located in Praia City, which will provide open space already equipped for pre-incubation, incubation and start-ups companies;





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	4) Construction and equipping of Training and Qualification Centre (TQC) located in Praia City, which will include training facilities and fully outfitted labs;
Component 3 comprises the support to Institutional Strengthening and Capacity building	1) Strengthening and Capacity building/training by providing the necessary resources to strengthen the operational and technical capacity of the project management team
Component 3 comprises the support to the project management	1) Comprises the support to Institutional Strengthening and Capacity building/training by providing the necessary resources to strengthen the operational and technical capacity of the project management team

Substantial progress has been made in all components of the project, and Phase 1 of the project was completed at the end of 2022. However, the full operational capacity of the entire designed structure will depend on a second phase of intervention focused on equipping the facilities, training, and the effective start-up of the park's operations. In this regard, the government of Cape Verde negotiated with the African Development Bank (AfDB) the financing of the second phase of the project in the amount of €10,000,000 to be executed between 2023 and 2025. This phase is currently being implemented and comprises three (3) components, namely: (i) Component 1 - Operationalization of climate-resilient technology park infrastructure; (ii) Component 2 - Business development and capacity building; and (iii) Component 3 - Project management and institutional strengthening. The project has been classified by the Quality Assurance and Results Department, currently SNSC of the Bank, as a Category II project, given that the project will not have significant negative environmental and social impacts that can be easily mitigated. An environmental and social management plan has been prepared for the first phase of the project. An environmental and social audit of the project was conducted at the beginning of 2022 and focused on the project's performance up to the year 2021.

2. Objectives of the Consultation

The purpose of contracting this consulting service is to carry out the annual environmental and social performance audit of Phase 1 of the Technology Park Project for the period covering the year 2022. This document constitutes the Terms of Reference (ToR). These ToR aim to outline the content of the services requested from qualified consultants for the execution of the aforementioned studies. These ToR define the content and framework for the preparation of the annual environmental and social compliance audit.

3. Development of the Annual Environmental and Social Performance Audit

The objective of the environmental and social performance audit is to assess the level of compliance of the Phase 1 works with applicable E&S requirements and the provisions of the financing agreement, and to improve environmental and social performance by identifying gaps in measures, standards, and best





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practices, with a view to proposing appropriate corrective measures and actions. The audit will specifically focus on evaluating the degree of compliance with the provisions of the financing agreement, national environmental and social management requirements and procedures, and the requirements of the Bank's Integrated Safeguards System (ISS) environmental and social policies.

This environmental and social compliance audit mission will allow for:

- Verifying the environmental and social compliance of the works and activities carried out and ongoing with contractual provisions, current national regulations, particularly regarding environmental and social management, hygiene and safety, best practices, etc., and the E&S safeguards requirements of the AfDB's ISS;
- Identifying and assessing significant environmental and social aspects related to the execution of works and the operation of facilities;
- Proposing corrective measures in case of deviations from contractual and regulatory provisions, taking into account the issues related to the actual impacts of the facilities on the environment.

3.1. Requirements / Audit Criteria

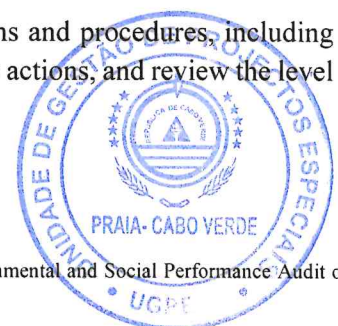
The key criteria, though not exhaustive, to be considered during the audit are:

- The E&S requirements of loan agreements;
- The applicable national E&S legislation, regulations, standards, and procedures;
- The Bank's policy requirements;
- The approved and published environmental and social documents of the project;
- The memoranda from support/supervision missions of donors and national structures;
- International best industrial practices (IBIP) relevant to the project sector, if applicable.

2.1. Scope of the Audit and Tasks to be Executed by the Consultant

The environmental and social compliance audit will cover all works and activities carried out and ongoing. To achieve the intended objectives, the consultant will perform the following tasks :

- a. Presentation of the methodology adopted for carrying out the environmental and social audit (investigation methods and tools, identification of the works and activities to be audited, identification of sources of information, methods for analyzing the data collected, establishment of an implementation schedule, outline of the report writing plan).
- b. Review the requirements of the Bank's environmental and social policies, including climate change and gender applicable to the project, and verify the project's level of compliance with these requirements.
- c. Review applicable national legislation, regulations, standards, norms and procedures, including national legal authorization, permits and certificates required prior to actions, and review the level of regulatory compliance of activities.

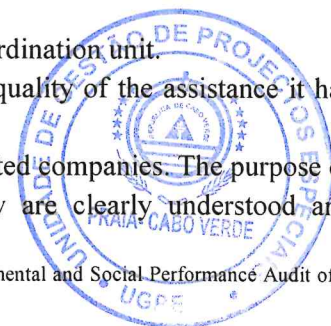




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- d. Review available project reports, including the project appraisal report, loan/donation agreements, periodic project implementation reports, all relevant documentation and records available and required to assess the project's E&S performance.
- e. Organize a kick-off meeting with the UGPE, the contractors and the control mission, etc.
- f. Determine and agree, with the project executing entity, the scope, methodology and set of specific criteria for the compliance audit.
- g. Assess the actual capacity to manage and monitor the implementation of agreed mitigation measures and related E&S documents applicable to the project.
- h. The site audit includes a description of the work and its location (geographical location, situation in relation to the immediate vicinity, human settlements, infrastructures, protected or sensitive areas, etc.) and its administrative and regulatory compliance;
- i. A description of the waste generated and how it will be managed, the transportation of inputs and products, the personnel mobilization plan, and the organizational and technical capacities planned to handle health and safety aspects during the work;
- j. An assessment and analysis of (i) safety, technological and occupational risks, (ii) their potential effects on site personnel, neighboring populations and material assets, (iii) the prevention and protection measures put in place, and (iv) the risk and nuisance management strategy and plan;
- k. An assessment of the operation and limitations of the complaints management mechanism;
- l. A documented assessment of the Company's HSSE organization, supervision and monitoring system;
- m. An analysis of how climate change has been taken into account in project design and implementation
- n. Hold consultations with relevant regulators and stakeholders (including, but not limited to, the Project Implementation Cell (PIC), local beneficiaries, people affected by the project, civil society, ministries and contractors), on the status of the project with regard to identified E&S risks and impacts, as well as mitigation measures and legal approvals planned and implemented.
- o. Carry out inspections of the project site to assess the E&S activities implemented, including contractor management and related environmental and social risks and impacts.
- p. Make a comprehensive inventory of the environmental and social management activities carried out by the Project and assess the level of achievement of results and compare actual achievements with the objectives set by the environmental assessment documents, policies and safeguards required and determine the causes of deviations (positive or negative) in order to assess the Project's performance against its initial objectives.
- q. Prepare a comprehensive report, taking into account the outline suggested by the Bank. The report should present a convincing analysis of findings and causes against the predetermined audit scope and criteria. It should present a logical analysis (qualitative and quantitative) of the effectiveness of mitigation measures, residual risks, environmental, health and safety (EHS) issues, etc. The report will also include a plan for follow-up action. The report will also include a corrective action plan (CAP) summarizing concrete recommendations for follow-up of findings and corrective actions, including clearly estimated costs, specific roles and responsibilities.
- r. Evaluate the overall performance of the borrower and the project coordination unit.
- s. Evaluate the Bank's performance in terms of the effectiveness and quality of the assistance it has provided to the borrower, whenever necessary.
- t. Organize a closing meeting with the UGPE and the heads of the audited companies. The purpose of this meeting is to present the audit findings to ensure that they are clearly understood, and



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acknowledged by the audited entity. Any outstanding differences of opinion between the audit team and the auditee should be discussed and recorded.

2.2. Corrective Action Plan

The auditor will draw up a detailed administrative and regulatory correction action plan, with details of the results to be achieved, performance indicators with annual targets, sources of verification, deadlines, implementation costs, and specific roles and responsibilities.

The plan will cover measures to manage negative deviations from relevant environmental and social aspects, including safety, technological and occupational risks. It will take into account recommended corrective and improvement measures, and identify the stakeholders involved in implementing the Plan.

The Consultant shall present operational, feasible and cost-effective measures to limit impacts to the various phases of work execution and implementation, or to reduce negative environmental and social impacts to an acceptable level. It must also contain realistic, measurable indicators enabling the effective implementation of corrective measures to be verified and monitored.

The CAP must highlight the deviations (conformities/non-conformities) for each batch separately.

3. Deliverables

The main deliverables of this exercise will be :

- Audit methodology orientation report
- Draft Audit Report
- Presentation of the Draft Audit Report to interested parties
- Any exogenous factors that may have had an influence on the environmental and social management of UGPE's operations.
- The meeting memorandum for the presentation of the provisional Audit Report to the interested parties;
- The Final Audit Report, including comments from the Bank and project partners.

4. Audit deadline

The duration of the assignment is 60 days, including the time required to review and approve the methodological orientation, provisional and final reports.

5. Transmission of deliverables and payment plan :

The duration of the assignment is 60 days, including the time required to review and approve the methodological orientation, provisional and final reports.

Deliverables	Payment
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Contract no. 079/CVTP-II/UGPE/2026 - Recruitment of Individual Consultant for the Annual Environmental and Social Performance Audit of the Cape verde Technology Park Project Phase I





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T0+5 days : Audit Methodology Guidance Reports	20%
T0+30 days : First Draft of the Audit Report	30%
T0+45 days : Review of the draft Audit report and integration of comments from various parties and drafting of a stakeholders meeting memorandum;	20%
T0+60 days : Final report including comments from the Bank and project stakeholders	30%

6. Working methodology and resources available

As part of the consulting service, UGPE will provide the auditor with all the documents required for the audit, and will help the auditor to contact any service providers or other entities involved in the audit. The auditor will analyze and interpret the data provided, which must be treated as confidential.

These documents includes :

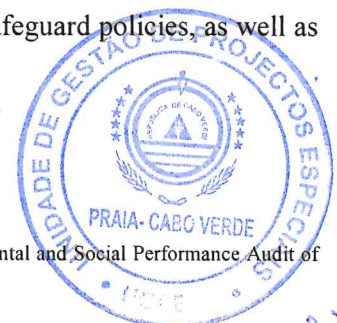
- Project Preparation Documents (PAR)
- Environmental and Social Management Plan;
- The project's environmental and social reports throughout its implementation;
- Contractors' environmental and social reports;
- List of project workers

7. Individual consultant 's qualifications

The selected consultant must meet the following minimum requirements:

- At least a Bachelor+5 degree in disciplines related to environmental and social management.
- A minimum of eight (8) years of relevant professional experience in environmental and social auditing. Experience in the major fields of environmental and social assessment and environmental management and monitoring is an asset.
- Must have carried out or participated in at least two (02) assignments in the field of environmental and social assessments of projects (ESIA, ESMP, RAP, etc.) financed by development finance institutions (AfDB, WB, etc.) during the last five (5) years;
- Experience in preparing and/or managing the implementation of ESIA's, ESMP's, RAP's for projects financed by the AfDB or other DFIs.
- Have participated in at least two (02) environmental and social audit missions for projects financed by the AfDB or other DFIs during the last five (5) years, including at least one (01) for similar projects.
- Thorough knowledge of AfDB ISS or DFIs' environmental and social safeguard policies, as well as of the country's relevant laws and regulations.

Experience in the project in Cape Verde would be an added advantage.





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Annex 1

Relevant content of the E&S Compliance Audit Report

i. Client's name

Signatures of audit team members and auditee's representative

ii. Audit team

iii. Summary

A concise summary of all significant environmental and social areas of non-compliance, areas of concern and a brief summary of conclusions and recommendations.

iv. Content

The contents of the report should include the following sections:

1. Introduction

2. Project description

3. Audit objective, scope and criteria

Audit objective, scope and criteria.

4. Definition of audit repository

5. Audit process and methodologies

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

6. Description of sites and level of progress.

7. Stakeholder consultation

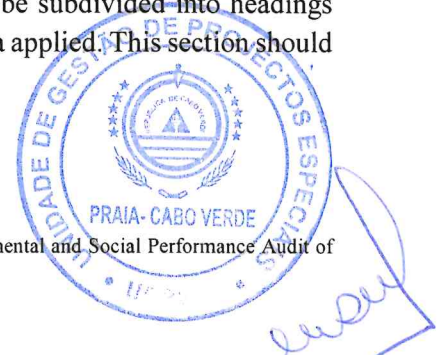
8. Audit findings

List of findings. This chapter contains the audit findings, subdivided into :

- Compliance
- Non-compliance
- Issues of concern

The above sections (Compliance, Non-Compliance, Issues of Concern) can be subdivided into headings according to the type of issues (environmental and social) or the type of criteria applied. This section should be presented according to the allotment of work.

9. Corrective Action Plan (CAP)





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A complete batch compliance matrix. This matrix includes the activity, the repositories used, the findings, the corrective measures, the indicators, the compliance schedule and the budget.

10. Conclusions

Contains conclusions based on the aggregate level, criticality or significance of individual findings in relation to audit objectives, scope or criteria.

11. Recommendations

Contains (a set of) recommendations complementary to the Corrective Action Plan.

12. Appendices

- a) Project organization chart
- b) Area, location map
- c) Criteria (detailed list of criteria)
- d) Document register
- e) Interview register
- f) Record of observations
- g) Any other key documents, e.g. photos, notes, etc., that support conclusions
- h) References (articles, standards, etc.)
- i) List of people interviewed
- j) Audit terms of reference
- k) Matrix for taking into account comments on the draft report

13. Corrective Action Plan (PAC)

A complete compliance matrix by lot. This matrix includes the activity, the repositories used, the findings, the corrective measures, the indicators, the compliance schedule and the budget.

14. Conclusions

Contains conclusions based on the aggregate level, criticality or significance of individual findings in relation to the audit objectives, scope or criteria.

15. Recommendations

Contains (a set of) complementary recommendations to the Correction Action Plan.

16. Annexes

- a. Project organization chart
- b. Area, location map
- c. Criteria (detailed list of criteria)
- d. Documents register
- e. Interviews register
- f. Record of observations
- g. Any other key documents, e.g. photos, notes, etc., that support conclusions





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- h. References (articles, standards, etc.)
- i. List of people met
- j. Audit terms of reference
- k. Matrix for taking into account comments on the next reports





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Annex B: Consultant's Reporting Obligations

Deliverables	Delivery Time
P1: Audit Methodology Guidance Reports	T0+5 days
P2: First Draft of the Audit Report	T0+30 days
P3: Review of the draft Audit report and integration of comments from various parties and drafting of a stakeholders meeting memorandum;	T0+45 days
P4: Final report including comments from the Bank and project stakeholders	T0+60 days





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Annex C: Cost Estimate of Services

Proposta Financeira

	Descrição	Unidade	Nº de unidade (quantidade) dias	Custo unitário (Euros)	Custo Total (Euros)
1	Honorários	Dias de trabalho	60,0	200,0	12000,0
2	Despesas reembolsáveis				
	1. Viagem aérea	Bilhete de passagem	1	250,0	250,0
	2. Transfer (cidade/aeroporto/cidad)	Aluguer de Táxi (ida e volta ao aeroporto)	4	17,0	68
	3. Transporte terrestre	Táxi	4	5,0	20
	Per diem	Dias fora	2	80,0	160
	Alojamento	Dia	2	60,0	120
Custos Totais da proposta financeira					12.618,0

De acordo com os TDRs serão 60 dias de trabalho.

Os pagamentos serão de acordos com a proposta apresentada nos TDR.

Os custos das viagens foram calculados de acordo com os Termos de Referência apresentados (deslocação a S. Vicente).

Margarida Maria Silva Santos
Mestre em gestão e Auditoria Ambiental





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Annex D: Code of Conduct For Experts

Individual Code of Conduct

Implementation of Environmental, Social, Health and Safety (ESHS) and Occupational Health and Safety (OHS) Standards

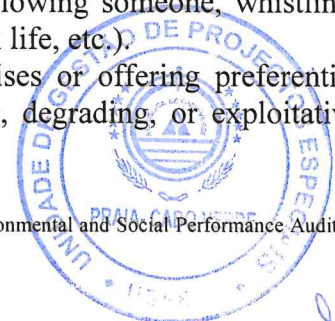
Prevention of Gender-Based Violence (GBV) and Violence Against Children (VAC)

I, _____ (insert worker's full name), acknowledge that subscribing to the Project's Environmental, Social, Health and Safety (ESHS) standards and Occupational Health and Safety (OHS) requirements, as well as preventing Gender-Based Violence (GBV), Sexual Exploitation a Abuse (SEA), Sexual Harassment (SH) and Violence Against Children (VAC), is essential.

The Unidade de Gestão de Projectos Especiais (UGPE) considers any breach of ESHS and OHS standards, or involvement in GBV or VAC activities—whether in the workplace, its vicinity, at construction sites, or in surrounding communities—to constitute misconduct, subject to sanctions that may include termination of employment. Reporting to the police will be carried out if applicable in cases of GBV or VAC.

I agree that while working on the Project:

1. I will attend trainings related to ESHS, OHS, GBV, and VAC as requested by my employer.
2. I will wear my Personal Protective Equipment (PPE) whenever I am on the worksite or engaged in project-related activities.
3. I will take all practical steps to implement the Project's Environmental and Social Management Plan (ESMP), or Contractor-ESMP (C-ESMP) if applicable.
4. I will implement the Occupational Health and Safety Management Plan.
5. I will adhere to a zero-alcohol policy during working hours and refrain from using narcotics or any other substances that could impair my judgment or performance.
6. I will authorize background checks to verify any criminal history.
7. I will treat women, children (persons under the age of 18), and men with respect, regardless of race, color, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth, or other status.
8. I will not use language or engage in behavior that is inappropriate, harassing, abusive, sexually provocative, demeaning, or culturally inappropriate toward women, children, or men.
9. I will not engage in sexual harassment, including unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including subtle acts of such behavior (e.g., leering, kissing noises, howling, following someone, whistling, giving personal gifts, making comments about someone's sex life, etc.).
10. I will not engage in sexual favors, such as making promises or offering preferential treatment in exchange for sexual acts or other humiliating, degrading, or exploitative behavior.





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11. I will not engage in sexual activity with children, including grooming or online contact. Mistaken belief regarding a child’s age is not a valid defense. A child’s consent is also not a defense or justification.
12. Unless there is the full consent ¹, by all parties involved, I will not engage in sexual interactions with members of surrounding communities. This includes relationships involving the promise or provision of actual benefits (monetary or non-monetary) in exchange for sex. Such sexual activity is considered “non-consensual” under this Code.
13. I will report through the Grievance Redress Mechanism (GRM) or to my supervisor any suspected or actual acts of GBV or VAC committed by a co-worker (whether employed by UGPE or not) or any violations of this Code of Conduct.

Regarding children under the age of 18:

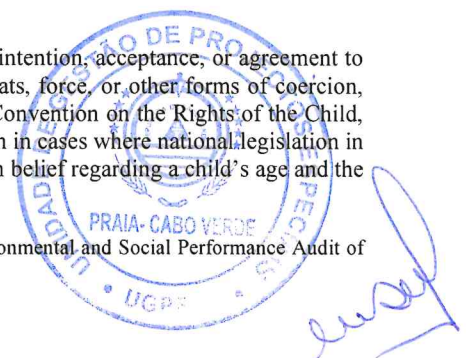
14. Whenever possible, I will ensure that another adult is present when working near children.
15. I will not invite unaccompanied children unrelated to my family into my home unless they are at immediate risk of injury or in physical danger.
16. I will not use computers, mobile phones, video or digital cameras, or any other means to exploit or harass children, or to access child pornography (see also “Use of Child Images for Work-Related Purposes” below).
17. I will not use physical punishment or disciplinary measures against children.
18. I will not hire children under the age of 15 for domestic work or any other work that may put them at significant risk of harm.
19. I will comply with all relevant legal provisions, including labor laws on child labor, and the International Financial Institution’s safeguard policies triggered through the Project on child labor and minimum age.
20. I will exercise appropriate caution when photographing or filming children.

Use of Child Images for Work-Related Purposes

When photographing or filming a child for work-related purposes, I must:

21. Assess and endeavor to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child.
22. Obtain informed consent from the child and a parent or guardian before photographing or filming the child. As part of this process, I must explain how the image or video will be used.
23. Ensure that photographs, films, videos, and DVDs portray children in a dignified and respectful manner, and not in a vulnerable or submissive way. Children should be adequately clothed and not posed in sexually suggestive positions.

¹ **Consent** is defined as the informed choice underlying an individual’s free and voluntary intention, acceptance, or agreement to do something. Consent is not considered valid when it is obtained through the use of threats, force, or other forms of coercion, abduction, fraud, deception, or misrepresentation. In accordance with the United Nations Convention on the Rights of the Child, the World Bank considers that consent cannot be given by children under the age of 18, even in cases where national legislation in the country where the Code of Conduct is implemented sets a lower age threshold. Mistaken belief regarding a child’s age and the child’s consent are not considered valid defenses.





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24. Ensure that images are honest representations of the context and facts.
25. Ensure that file labels or text descriptions do not reveal identifying information about the child when sending images electronically.

Sanctions

I understand that if I violate this Individual Code of Conduct, my employer will take disciplinary actions, which may include:

1. Informal warning.
2. Formal warning.
3. Additional training.
4. Loss of up to one week's salary.
5. Suspension of employment (without pay) for a minimum of one month and up to a maximum of six months.
6. Termination of employment.
7. Referral to the police, if necessary.

I understand that it is my responsibility to ensure compliance with environmental, social, and health and safety standards; to adhere to the occupational health and safety management plan; and to avoid actions or behaviors that could be interpreted as GBV or VAC. Such actions will be considered a violation of this Individual Code of Conduct. I hereby acknowledge that I have read the above Individual Code of Conduct, accept the terms contained herein, and understand my roles and responsibilities in preventing and responding to ESHS, OHS, GBV, and VAC issues. I understand that any action inconsistent with this Individual Code of Conduct—or failure to act as required—may result in disciplinary measures and could affect my ongoing employment.

Signature: _____

Title: _____

Date: _____

[Handwritten Signature]
Consultant
10.03.2026