

## GUIDELINES FOR SOCIAL INCLUSION AND GENDER EQUITY

### -Project auditing-

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### 1. Introduction

This document contains the activities to be developed by the project auditing to monitor the Social Inclusion and Gender Equity Plan to be implemented by the contractor, which is attached to this document.

### 2. Objective

Supervise, control and approve in an effective and timely manner the action of the contractor appointed by Findeter for the development of the products contained in the components of the Social Inclusion and Gender Equity Plan, guaranteeing strict compliance with social obligations with quality criteria and opportunity, within the framework of the terms of reference of the contract and the legal provisions

### 3. General Obligations

- Advise and accompany the contractor in all the activities of the Social Management and Gender Equity Plan described in the annex.
- Maintain direct electronic and telephone communication with Findeter's supervisors in everything that has to do with the contractor's social activities
- Supervise, approve and enforce all the requirements expressed in the Social Management and Gender Equity Plan by the contractor.
- Ensure and act for social welfare for the benefit of the community, especially verifying the exercises of social inclusion and gender equity.
- The project auditing should be the second instance for concerns of the community, in case it is not satisfied with the solution of the contractor, taking into account the above the solution will be the responsibility of the contractor and the project auditing will monitor the fulfillment of its obligations.

- Approve the resumes of the professional (s) as they are related in the terms of reference of the contractor, in order to verify compliance with the requirements.
- Request changes in the personnel of the inclusion team, due to non-compliance with the functions and as deemed appropriate.
- For the review and approval of documentation provided by the contractor, the project auditing will have a period of three (3) days to respond to communications and products that have been established in the CONTRACTOR's Social Inclusion and Gender Equity Plan document for the development of specific activities.
- The auditor will make the monthly report based on the information and supports that the contractor has, and must contain the follow-up and analysis of his / her evaluations of the field work carried out by the contractor, in everything related to the social issue, In order to ensure a continuous improvement to the quality of the functions of the social personnel.
- The project auditing is responsible for the report on Social Inclusion and Gender Equity that must be delivered to Findeter no later than the fifth (5) business day of each month and will contain the information of the immediately preceding month.
- The project auditing authority may request any information, supporting document or record, which it deems necessary for the verification and approval of the activities of all the components contemplated in the Social Inclusion and Gender Equity Plan, or for the preparation of reports when Findeter so requires.
- Request modifications, corrections or changes deemed necessary on: methodology, schedule, documents, information, equipment and logistics, after validation of Findeter.
- The project auditing has the obligation to attend all the worksite committees, where it will make a count of the activities that it evaluated during the corresponding period, it will present the following activities and will make the observations and necessary requests to the contractor for the good development of the inclusion and environmental management.
- The project auditing is obliged to attend all the activities contemplated in the contractor's social inclusion and environmental management plan, in accordance with the guidelines provided by Findeter. During the development of informative meetings with the community or with the sustainability committee, the social area must go to them in the company of a delegate of the technical area, when necessary, in order to inform the community on technical aspects.
- Require compliance with the stipulated times in the activity schedules.
- Follow up on the commitments acquired by the contractor in the different committees and meetings with the community.
- Follow-up of the field activities carried out by the contractor, jointly defining the necessary tools and instruments that document this work and allow its verification.
- Review and approve the content of all the dissemination pieces, presentations and calls for the different events that are developed in the Contract.
- Give immediate notice to Findeter within a period not exceeding 24 hours when it foresees the breach or non-compliance of the terms, requirements, conditions, requirements or obligations indicated in the Contract.
- Identify the concerns of citizens and ensure that the contractor provides attention and response supporting the viability of the same, for which the project auditing will review and approve the information that will be provided.

- Manage penalties or fines for the contractor's non-compliance with its contractual obligations derived from the Social Inclusion and Gender Equity Plan.
- In the event that the contractor presents archaeological remains in the work activities, he must follow the procedure established by the ICANH, to which the project auditing will carry out the respective follow-up and communicate to Findeter.
- Once the work contract has been finalized, the project auditing must send an official report on the professional performance of the contractor's social personnel regarding its compliance, commitment and quality in the performance of its duties within the final report to Findeter. This should include a summary of the management advances, the opportunity and compliance with the proposed objectives.
- Any other obligation established in the contract.

#### **4. General Notes**

For the implementation of these guidelines for social inclusion and environmental management, the contractor must take into account the following generalities:

- 1) Once the contract has been concluded and perfected, a meeting must be held between the social teams of Findeter, the project auditing and the contractor, in order to establish the scope of each of the components of the PGSEG to be implemented, in accordance with the nature and scope of the project and / or program. This meeting must be included in the minutes approved by the project auditing.
- 2) For the development of the communication, outreach and social support component, the contractor of the program or project must adhere to the Image Manual and the guidelines of the Communications Department of FINDETER.
- 3) In case of situations of suspension of the project and / or program, the community should be informed, through the leaders and the sustainability committee.
- 4) 4) If the execution of the project and / or program requires the processing of an Environmental License or already has one; The design, execution and monitoring of the Environmental Management Plan will have to be framed in the guidelines established by Decree 2820 of 2010 and its complementary regulations.

#### **5. Reports and Documents of the Social Inclusion**

The project auditing must present the following reports and documents to Findeter as part of its obligations:

##### **5.1 Memory of the Project**

In this document, the project auditing must include all the information referring to the methodology of supervision and accompaniment of the activities of the contractor, in the consignment of the follow-up to the progress of the social management plan and gender equity in each of its components . This report must be delivered monthly to Findeter according to its guidelines.

##### **5.2 Timeline**

In this document, the project auditing must show the social milestones of the program or project, from its inception to its completion and delivery. This report must be delivered monthly to Findeter according to its guidelines.

### 5.3 Final Report

In the final report, the project auditing will present the social inclusion developed throughout the program or project, which will gather the punctual information of the activities developed in relation to each of the components, making a quantitative and qualitative assessment of the implementation of the plan of social inclusion and gender equality by the contractor.

The content of this report will be the following:

- Identification: Program or project information, project auditing and contractor.
- Introduction.
- Control, revision and adjustments, if any. In this part, the evaluation and the degree of compliance with the obligations of social inclusion and environmental management must be presented, guaranteeing the attention of the contractor to each of the activities and the requirements of the community.
- Chapter of annexes, plans, minutes, photographs and videos, taken or made for each of the components of the social inclusion and environmental management plan.
- Chapter of conclusions and recommendations: which should be oriented towards the social inclusion and environmental management advanced by the construction contractor and the project auditing and the recommendations made by Findeter..
- Chapter of lessons learned, success stories and good practices in the process of documentation, implementation and evaluation of the social inclusion plan and environmental management.
- Chapter of conclusions and evidences of the implementation of the environmental management plan and each of its components.
- Social Closing Act by the auditor
- Chapter of lessons learned, success stories and good practices in the process of documentation, implementation and evaluation of the PGS

The final report must be delivered to FINDETER five (5) business days after the delivery of the final report by the Contractor.

**Note 1:** The project auditing will review, approve and deliver to Findeter the consolidated social inclusion and gender equity prepared by the contractor.

**Note 2:** The consolidation of Social Inclusion and Gender Equity as well as the other documents delivered must be sent in physical and magnetic media, follow the ICONTEC presentation rules, with a hardcover lamination system with three screws and folded in the upper right part of the form upward.