

Government of Nepal
Ministry of Infrastructure Development
Department of Local Infrastructure Development (DoLID)
Provincial and Local Roads Improvement Program (PLRIP)
Central Program Coordination Unit
Shreemahal, Pulchowk, Lalitpur

Labor Camp Guidelines

July 2026

Acronyms and Abbreviations

C-ESMP	Contractor Environmental and Social Management Plan
CPCU	Central Program Coordination Unit
CoC	Code of Conduct
DoLID	Department of Local Infrastructure Department
EHS	Environmental Health and Safety
ERMO	Environmental Risk Management Officer
ESS	Environmental and Social Standard
E&S	Environmental and Social
GRM	Grievance Redress Mechanism
ICB	International Competitive Bidding
IDO	Infrastructure Development Office
LMR	Labor Management Register
LMP	Labor Management Procedure
LPG	Liquefied Petroleum Gas
MoUD	Ministry of Urban Development
NCB	National Competitive Bidding
OHS	Occupational Health and Safety
PLRIP	Provincial and Local Roads Improvement Program
PPMU	Provincial Program Management Unit
PSE	Project Support Engineer
SEA/SH	Sexual Exploitation and Abuse/Sexual Harassment
SM	Social Mobilizer
SRMO	Social Risk Management Officer

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1. Introduction

The Provincial and Local Roads Improvement Program (PLRIP) works contracts are basically conducted through international and national contractors hired via International Competitive Biddings (ICB)/National Competitive biddings (NCB). These contracts include periodic maintenance, upgrading/rehabilitation, and new construction of roads and river crossing structures. The PLRIP Labor Management Plan (LMP, August 2024) identifies inadequate worker accommodation as a key program risk and sets out contractor obligations to maintain worker records, but does not prescribe minimum operational standards for camp establishment, management, or inspection. Implementation of existing obligations has also been inconsistent in practice. This document addresses that gap by providing a comprehensive approach to labor camp and workforce management for all PLRIP sub-projects, consistent with World Bank ESS2: Labor and Working Conditions and informed by field observations from ongoing sub-projects. It is intended as practical guidance for PPMUs, IDOs, and contractors.

These standards account for the diversity of terrain, land availability, and operational conditions across PLRIP's program areas, spanning Terai plains, mid-hills, and high mountain corridors. Where physical or logistical constraints exist, the standards in this document represent the minimum floor and must be met in full.

At the time of this document's issuance, several sub-projects are already under construction or at bidding stage. Section 10 sets out corrective actions applicable to those contracts.

2. Scope

These standards apply to all worker accommodation arrangements and workforce registration under PLRIP works contracts regardless of contract type, size, or stage of implementation, including camps managed directly by lead contractors, sub-contractor accommodation whether co-located or separate, and any rented buildings or structures arranged for workers. All camp types are covered: permanent, temporary, and mobile. All workers fall within scope regardless of skill level, nationality, or employment tier.

The lead contractor bears full responsibility for compliance across all accommodation arrangements and workforce records connected to their contract, including those of sub-contractors. This responsibility cannot be transferred or waived by any sub-contract arrangement. Where a sub-contractor is found non-compliant, the lead contractor is in breach regardless of any sub-contract arrangement.

3. Roles and Responsibilities

Institutions	Roles and Responsibilities	Remarks
CPCU	• Issuing and updating this document • Incorporating its requirements into future works contracts, and • Receiving consolidated E&S monitoring reports from PPMUs	

Institutions	Roles and Responsibilities	Remarks
PPMUs	• Oversee field-level implementation across their provinces, • Support IDOs in monitoring and escalation, • Report compliance status to CPCU	
IDOs	• Monitoring compliance with these standards and report to the PPMU • Receiving camp registration notifications and labor registry submissions, • Conducting camp inspections • Acting on worker grievances related to camp conditions	
Contractor	• Establishing and maintaining compliant camps • Maintaining the labor registry • Disclosing all sub-contractor's accommodation arrangements • Ensuring sub-contractor's camp compliance • The lead contractor remains accountable for sub-contractor compliance • Submitting regular E&S compliance reports to the IDO	
Sub-contractors	• Accommodating workers in compliance with these standards and providing accurate worker information to the lead contractor for the master registry. • Follows the instructions and suggestions of lead contractor	

4. Camp Establishment

4.1 Site Selection

A contractor needs to find a suitable location for establishing a labor camp. The campsite must be chosen at such a location that the establishment of labor camp exert the least possible social, environmental and health hazard. The general arrangements for campsite necessary to be fulfilled are as follows:

Camps must be:

- At least 300 feet from the nearest watercourse
- Away from flood plains, unstable slopes, erosion-prone areas, landslide-prone areas, active landslide corridors, high-tension line and forests - these are absolute exclusions and apply in all contexts. However, in unavoidable circumstances in the forest area, the open area of the forest land can be used for labor camp after permission obtained from the forest office
- At least 10 m, 15m and 25m away from the center line of high tension line of low/medium voltage (11kv-35kv), High voltage (36kv-230kv) and extra high voltage (above 230kv) respectively
- Accessible with adequate drainage and located with consideration of surface runoff and emergency evacuation routes, including where road access may be cut off during heavy rainfall

- The labor camp must be located < **30 degree** of cross slope but ground must be maintained horizontal
- Fencing must be done if cattle or wildlife movement is expected.
- The land, being used for agricultural purpose, should not be used for establishing a labor camp (if unavoidable)

Note: Where site selection criteria cannot be fully met due to terrain constraints, the contractor must document the limitations, propose mitigation measures, and obtain IDO approval before establishing the camp. For camps in hill and mountain areas, the contractor must also prepare a simple emergency response plan specific to the camp location, including evacuation routes and procedures in the event of landslide, flood, or road blockage. This plan must be submitted to the IDO at mobilization and communicate to all workers at induction.

4.2 Rented Accommodation

Where purpose-built camps are not feasible, rented accommodation is permitted subject to the following:

- Priority should be given to rent the entire buildings
- If in case entire house is not required than whole flat (one story) should be rented. In that case, an assessment on SEA/SH risk should be done
- The house should be away from the core settlement area.
- Community buildings, cow sheds, open structures, and structurally damaged or earthquake-damaged buildings are not permitted under any circumstances
- The building must meet all physical standards in Section 5 before occupation

4.3 Approval and Notification

Approval must be taken from the IDO for establishment of the camps. All camps, including sub-contractor camps and rented accommodation, must be notified to the IDO within 5 working days of establishment. No camp may be occupied before pre-occupation inspections are complete. Notification letter must include;

- GPS coordinates
- Worker numbers (Sub-contractor worker numbers must be disclosed at mobilization and updated as changes occur)
- Responsible contractor or sub-contractor name, and camp manager contact details
- Copy of a signed lease agreement of land or rental agreement

4.4 Mobile and Shifting Camps

Where camps relocate to follow active work fronts, the contractor must notify the IDO at least 5 working days in advance. The new location must meet all standards in this document and a fresh pre-occupation inspection must be completed before occupation. Camp notification details must be updated with the IDO upon relocation.

5. Physical Standards

5.1 Shelter and Sleeping

Every shelter in the camp must be constructed in a manner, which will provide protection against the wind, rain, snow, heat and against any foreseeable theft or wild animals. The shelter facilities must comply with the below minimum standards:

- A labor camp must have a separate room for each of the following purposes.
 - Sleeping
 - Cooking and Dining
 - Storing equipment and other necessary items
- Workers are not allowed to sleep in store room or cooking & dining room
- Height of any room should be no less than 7 ft.
- Stable foundation, level and paved floor, durable walls, solid leak-proof roof
- The floor area should not be less than 80 sq. ft. in rooms accommodating two persons; 123 sq. ft. in rooms accommodating three persons; or 156 sq. ft. in rooms accommodating four persons. If a room accommodates more than four persons, the floor area should be at least 38 sq. ft. per person. Rooms should indicate the permitted number of occupants.
- Beds elevated at least 2 ft. (24 inches) from the floor; triple and higher deck bunk beds are not allowed, floor sleeping not permitted.
- The minimum clear space between the lower and upper bunk and upper bunk and the ceiling must be at least 2.5 ft.
- Adequate spacing between beds, proper bedding, and ventilation required
- Separate sleeping room for male and female workers
- Each worker must have a lockable space for personal belongings
- Sub-contractor workers must be provided sleeping arrangements meeting the same standards; lead contractor is responsible for verifying compliance

5.2 Cooking and Dining

- Separate, well-ventilated kitchen and dining
- No cooking, sleeping or material storage in the same room under any circumstances
- Cooking and dining on floor must be avoided
- Maximum 25 persons per stove; storage area for cooked and uncooked food should be provided
- LPG stored outside kitchen, no wood burning, Improved Cooking Stove (ICS) may be used in case of unavoidable circumstances.
- Provision of dedicated cook
- Dining facilities accessible to all workers including sub-contracted workers
- Adequate cleaning facilities for utensils should be provided

5.3 Water and Sanitation

- Separate, marked, modern toilets (closed toilet with at least pan/commode, water and hand wash/toilet soap to maintain hygiene and comfort) for male and female workers; maximum 15 persons per toilet
- Toilets must have locks, ventilation, lighting, and be cleaned regularly
- One shower or bathing facility per 15 workers, gender-separated
- Where female workers are present, menstrual hygiene facilities must be provided
- Safe drinking water available at all times in clean covered containers
- Wastewater should be disposed safely and must not contaminate local water sources

5.4 Electricity, Lighting, and Fire Safety

- Electricity and lighting provided with safety features; solar if grid unavailable
- Adequate lighting in sleeping areas, kitchen, sanitation facilities, and pathways at night
- Fire extinguishers and buckets in key areas, clearly marked and accessible
- Fire safety induction for all workers including sub-contracted workers within 24 hours of arrival
- Evacuation routes posted visibly in sleeping areas in languages understood by workers.
- Fire bucket must be red colored and marked with word “FIRE” on them
- Display the phone numbers of “Firefighting engine (Damkal)” clearly in the area
- In terai region (or area with sufficient water supply), a standby water pump (1 HP) with sufficiently long hose can be placed as a preparedness for fire hazard
- Workers must be trained on use of these equipment

5.5 Waste Management

- Separate disposal for biodegradable and non-biodegradable waste
- Waste pits covered after use
- Compliance with local authority waste disposal requirements

6. Health and First Aid

6.1 Pre-Deployment Health Check

All workers must undergo a basic health check before commencing work, confirming fitness for manual labor and screening for communicable diseases. The date and outcome must be recorded in the labor registry. This applies to all workers including sub-contracted workers.

6.2 Regular Health Monitoring

Contractors must conduct or arrange a regular health status check for all workers at camp. This does not require a full clinical examination but must include structured screening for heat stress, fatigue, injury, illness, and communicable disease symptoms. Results must be recorded and made available for IDO review.

6.3 Prevention of Disease

- Contractors must take measures to prevent communicable disease at camps, including maintaining clean water supply, adequate sanitation, pest control, and isolating workers with communicable conditions
- Mosquito net must be provided to the workers to prevent the spread of mosquito borne disease
- Contractor should arrange health awareness training on communicable and sexually transmitted diseases

6.4 First Aid and Emergency Response

- A stocked first aid kit must be maintained at each camp; required contents listed as of DoLID OSH guidelines is attached in Annex-1
- At least one worker per camp must be trained in basic first aid administration
- Emergency contact numbers for the nearest health facility must be posted visibly at the camp in Nepali and other relevant languages where applicable
- The contractor must document and communicate to all workers the route to the nearest health facility and ensure emergency transport arrangements are in place

7. Workforce Registration and Labor Registry

The registry applies to all workers regardless of employment tier, nationality, or contract type. The lead contractor is accountable for accuracy and completeness across all tiers.

- Every worker must be registered before commencing work, including sub-contracted workers whether local or migrant
- The registry must capture: full name, date of birth and age with verification document noted, nationality, origin address, employment type and sub-contractor name where applicable, contract signing date, emergency contact of a person other than the worker, induction date, SEA/SH Code of Conduct acknowledgment, pre-deployment health check outcome, and date of entry and exit
- New workers must be entered within 24 hours of arrival; departing workers marked as exited within 24 hours of leaving
- The registry must be accessible at the camp or site office during all monitoring visits
- No worker under age of 18 may be engaged; age must be verified using legally recognized documents (citizenship, National Identity Card, Driving License, Birth certificate, Voter's ID, Passport, School certification etc.) before deployment. Where documentation is unavailable or age is uncertain, the worker must not be deployed until resolved
- No worker may be deployed until their written particulars or contracts have been furnished. Contractors should furnish the copies of written particulars of employment or signed contracts for all workers. Documents must be in a language the worker understands. The contractor should submit the same upon request by the IDO.
- Enrollment of all labors with prevalent social security facilities is encouraged

8. Monitoring and Reporting

8.1 Mobilization Reporting

Before any camp is occupied, the contractor must complete and submit the following to the IDO:

- Proposed camp location with GPS coordinates, confirming site selection criteria are met
- Signed lease agreement where land or building is rented
- Camp registration form with worker numbers, sub-contractor details, and camp manager contact
- Initial labor registry covering all workers mobilized to date
- Labor camp management measures included in the contractor's C-ESMP

No camp may be occupied before the IDO has confirmed receipt of the above and the pre-occupation inspection is complete.

8.2 Inspections

Inspection of proposed location/house must be conducted at the following stages:

- Pre-occupation: Joint inspection by contractor and IDO before any camp is first occupied, including sub-contractor camps and rented accommodation. No camp may be occupied until inspection is complete and deficiencies resolved
- Monthly: IDO supported by PSC and Social Mobilizers inspects all camps including sub-contractor camps
- Triggered: Any GRM complaint relating to camp conditions triggers an unannounced inspection within 5 working days
- Relocation: Fresh inspection required before workers occupy any relocated camp, consistent with Section 4.4
- If any noncompliance observed during inspection, immediate rectification should be done but not later than 15 days from the date of inspection

8.3 Ongoing Monitoring and Reporting

The contractor's site-in-charge or designated EHS focal person is responsible for day-to-day camp monitoring. All documentation related to camp management must be available for inspection at any time by CPCU, PPMU, IDOs, local governments, and other concerned offices.

The contractor must report on labor camp conditions, registry updates, health monitoring records, and sub-contractor compliance to the IDO as part of regular E&S reporting. Reporting frequency and format are governed by the PLRIP E&S reporting framework. Any fatality or serious accident must be reported to CPCU immediately and to the World Bank within 24 hours regardless of reporting cycle.

9. Post-Construction and Demobilization

Upon completion of works, the contractor is responsible for the orderly closure of all camps including sub-contractor camps. The following must be completed before the contract is formally closed.

- All temporary structures must be dismantled and materials removed from site
- The camp site must be restored to its original condition or better, including removal of contaminated soil where applicable
- Waste pits, septic tanks, and soak pits must be emptied, treated where necessary, and sealed
- All debris and construction waste must be cleared and disposed of appropriately
- The final labor registry must be submitted to the IDO confirming all workers have been formally exited
- Workers must be formally released and any outstanding wages, benefits, and entitlements settled before departure
- The IDO must conduct a final camp closure inspection before the site is signed off. Photographic records of the restored site must be submitted to the IDO as part of contract closure documentation.

10. Corrective Actions for Ongoing Contracts

At the time of this document's issuance, six sub-projects are already under construction and several others are at bidding stage. Field observations from ongoing sub-projects have identified conditions falling below acceptable standards, including inadequate sleeping arrangements, mixed-use spaces, incomplete workforce records, and limited visibility over sub-contractor accommodation. The following corrective actions must be implemented without delay regardless of contract stage. The PPMU and the IDOs will ensure and support contractors in meeting these requirements through contract administration mechanisms.

Sub-contractor disclosure: Lead contractors must disclose all sub-contractor accommodation arrangements to the IDO within 15 days of this document's issuance

No mixed-use spaces: Sleeping, cooking, and storage must be in separate spaces immediately. Workers may not sleep in rooms where construction materials or equipment are stored

Basic sanitation and water: Clean drinking water and gender-separated toilet facilities must be available at all camps immediately

Labor registry: A basic registry capturing full name, age with verification, noted, sub-contractor details where applicable, emergency contact of a person other than the worker, and SEA/SH Code of Conduct acknowledgment must be established and submitted to the IDO within 30 days

Written particulars of employment: Contractors must furnish the IDO with copies of written particulars of employment or signed contracts for all workers including sub-contracted workers within 30 days. Documents must be in a language the worker understands.

Annex 1: Contents of First Aid Box

First Aid Box Contents

S.N	Item	Quantity
	First Aid box (with good quality)	1 No.
	Crepe Bandage	1 No.
	Betadine, 100 ml.	1 No.
	Moov (tube)	1 No.
	Cotton (100 gm)	1 No.
	Dettol (50ml)	1 No.
	Triangular bandage	1 No.
	Scissor	1 No.
	Handkerchief	1 No.
	Normal solution (500 ml)	1 No.
	Forceps (small)	1 No.
	Dettol soap	1 No.
	Handiplast	50 Nos.
	Towel (small)	1 No.

