

**Saint Vincent and the Grenadines  
BERYL EMERGENCY RESILIENT RECOVERY PROJECT**

**Request For Expressions of Interest  
Consulting Services – Individual Consultant**

**Assignment Title:  
Social Safeguards Officer  
SVG-BERRY-CS-INDV-08B**

The Government of St. Vincent and the Grenadines (GoSVG) has received financing from the International Development Association (The World Bank), towards the Beryl Emergency Resilient Recovery (BERRY) Project and it intends to apply part of the proceeds towards consultancy services for a Social Safeguards Officer.

The Project Development Objective of the BERRY project is to support Saint Vincent and the Grenadines to (i) provide short-term income support and restore economic activity and (ii) build back better critical infrastructure and services impacted by Hurricane Beryl. To execute the project, the GoSVG has established an implementation unit which requires the services of a Social Safeguard Officer to work closely with the Environmental Specialist in managing the environmental and social issues under the Project.

The Social Safeguard Officer will support the implementation of social safeguard policies and frameworks in line with national regulations and international standards (e.g., World Bank, CDB). He/She is expected to coordinate with the Environmental Specialist contracted for this project to support the project management. The role ensures that project activities respect human rights, avoid or mitigate adverse social impacts, and promote inclusive development.

The position of Social Safeguard Officer is a contracted full-time staff position. Work will be performed on site at the office of the Public Sector Investment Programme Management Unit (PSIPMU) of the Economic Planning Division, Ministry of Finance and Economic Planning, located in Saint Vincent and the Grenadines. The detailed Terms of Reference (TOR) for the assignment can be found below.

The Ministry of Finance and Economic Planning now invites eligible Consultants to indicate their interest in providing the Services. Required qualifications and experience include, inter alia, the following:

- Advanced degree in Social Sciences, Development Studies, Sociology, or related field.
- Minimum 5 years of experience in social safeguards, resettlement, or community development.
- Demonstrated experience working on projects that have applied the operational Environmental and Social Standards/safeguards policies of the World Bank or experience applying similar policies in other similar organizations.
- Experience in facilitating workshops and training.

The attention of interested Consultants is drawn to Section III. Governance, paragraphs 3.14 - 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" Fifth Edition: September 2023, that sets forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant (IC) Selection method set out in the Procurement Regulations. Further information can be obtained at the address below, Monday to Friday, during the hours 8:00 a.m. to 4:00 p.m.

Expressions of interest must be delivered in written form to the address below (in person, by mail, or by e-mail) by **March 13, 2026**. The desired commencement date is **May 01, 2026**.

**Recardo Frederick**

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# SOCIAL SAFEGUARDS OFFICER

GOVERNMENT OF ST. VINCENT AND THE GRENADINES  
Beryl Emergency Resilient Recovery Project (BERRY)

Terms of Reference  
SOCIAL SAFEGUARDS OFFICER

## Background

Saint Vincent and the Grenadines (SVG) has received financing from the International Development Association (World Bank) towards the cost of implementing various projects to support the recovery from the impacts of hurricane Beryl, the Beryl Emergency Resilient Recovery Project (BERRY). The Project Development Objective of the BERRY is to support Saint Vincent and the Grenadines to (i) provide short-term income support, (ii) improve the capacity of the government to prepare for and respond to emergencies, and (iii) build back better critical services in the wake of the passage of hurricane Beryl. The Project comprises three components that seek to achieve the development objectives. To execute the project, the GoSVG is establishing an implementation unit which will require the services of a Social Safeguard Officer to work closely with the Environmental Specialist in managing the environmental and social issues under the Project.

## Objective:

The position of Social Safeguard Officer is a contracted full-time staff position. Work will be performed on site at the office of the Public Sector Investment Programme Management Unit (PSIPMU) of the Economic Planning Division, Ministry of Finance, Economic Planning and Private Sector Development, located in Saint Vincent and the Grenadines. The Social Safeguard Officer will support the implementation of social safeguard policies and frameworks in line with national regulations and international standards (e.g., World Bank, CDB). He/She is expected to coordinate with the Environmental Specialist contracted for this project to support the project management. The role ensures that project activities respect human rights, avoid or mitigate adverse social impacts, and promote inclusive development

## Terms of Assignment

The Social Safeguards Specialist will report to the Project Coordinator of the BERYL. The Social Specialist will work in tandem with the Environmental Specialist, in areas such as:

- Environmental and Social Standard 1: Assessment and Management of Environmental and Social Risks and Impacts: The main instruments are) the Environmental and Social Management Framework (ESMF) and Environmental and Social Management Plans (ESMPs) which may need to be developed for works on specific sites. In the application of this standard, the Social Safeguard Officer will screen for, and manage the potential social risks and impacts of the project's activities following the mitigation hierarchy as described in ESS 1; As indicated in the ESCP the Safeguard Officer will work with the Environmental Specialist to report quarterly on the performance of the project as it relates to Environmental and Social Management.

- Environmental and Social Standard 2: Labor and Working Conditions. The main instrument is the Labor Management Procedures (LMP), which include a workers Grievance Mechanism. In the application of this standard, the Social Safeguard Officer will promote safety and health at work; will promote the fair treatment, non-discrimination, and equal opportunity of 'project workers. The Specialist will work with the Environmental Specialist and the Procurement Specialist to ensure that code of conduct, workers grievance mechanism, and other relevant elements of ESS2 are included in the E and S specifications for contract bidding documents
- Environmental and Social Standard 4: Community Health and Safety. Measures are part of the Environmental and Social Management Framework (ESMF) and Environmental and Social Management Plans (ESMPs). In the application of this standard, the Social Safeguard Officer will anticipate and avoid adverse impacts on the health and safety of project-affected communities; ensure that relevant Community Health and Safety measures under this ESS will be part of the Environmental and Social Management Framework (ESMF) and Environmental and Social Management Plans (ESMPs).
- Environmental and Social Standard 5: Land Acquisition, Restrictions on Land Use and Involuntary Resettlement. The main instrument is the Resettlement Policy Framework (RPF) which describes the process and requirements for conducting and compensating for resettlement under the project. The Safeguard Officer will take the lead to conduct a census, socioeconomic survey, asset inventories, to develop Resettlement Action Plans (RAPs) and Abbreviated Action Plan (ARAP) in cases where resettlement cannot be avoided.
- Environmental and Social Standard 8: Cultural Heritage. Measures to screen for a protect cultural heritage are described in the ESMF, measure will need to be included in ESMPs as they are developed. In the application of this standard, the Safeguard Officer will support the Environmental Specialist in ensuring that relevant Measures to address these potential impacts will be defined in ESMPs of the project's activities as they are developed and are included in bidding documents.
- Environmental and Social Standard 10: Stakeholder Engagement and Information Disclosure. The main instrument is the Stakeholder Engagement Plan (SEP). In the application of this standard, the Safeguard Officer will provide opportunities for stakeholder views to be considered in how activities are designed and implemented throughout the project life cycle. The Safeguard Officer will also take a role in the projects Grievance Redress Mechanism as described in the SEP.

### **Duties and Responsibilities:**

The Safeguard Officer will be responsible for supporting the Project Coordinator in ensuring that the Project's ultimate social impacts are achieved and that any adverse impacts are effectively avoided and/or mitigated in a timely manner. The duties/responsibilities of the social specialist include, but are not limited to:

1. The Safeguard Officer will coordinate with the Environmental Specialist for the implementation and monitoring of all instruments required under the ESCP, but especially in regard to ESS2, ESS4, ESS5, ESS8, and ESS10 as described in the section of "terms of assignments"
2. Prepare and/or update social and environmental management plans such as the Labor Management Procedures (LMP) with its Labour Grievance Mechanism, Stakeholder

Engagement Plan (SEP) with its Grievance Mechanism; the RPF, prepare, when necessary, Resettlement Action Plans.

3. As part of the LMP, develop and implement a code of conduct detailing measures, including but not limited to sexual exploitation and abuse, sexual harassment, and violence against children, and ensure that contractors who are awarded works contracts have code of conducts for their employees.
4. Visit subproject sites on a regular basis and advise and instruct Project staff, consultants and other stakeholders on various social issues associated with project implementation to ensure that these issues are addressed across all subprojects.
5. Conduct social risk assessments and enforce preventative or mitigation measures.
6. Contribute to the design and delivery of social advice to support relevant stakeholders.
7. As part of the implementation of the SEP, develop and implement activities and measures to ensure the social inclusion of the disadvantaged or vulnerable people in the mainstream consultation process and in project's benefits.
8. Participate and document all community consultations and meetings held with project beneficiaries, local communities, stakeholders, and any project effected people in the form of minutes of the meetings.
9. Assist with development and implementation of the grievance mechanisms (GM) of the SEP and of the LMP as described in those documents.
10. Ensure that the GM of the SEP and the LMP remain able to address complaints on Sexual Exploitation, Abuse and Harassment
11. Record, investigate and report on grievances and give follow up for the timely resolution of these as described in the SEP.
12. Support with the organization and implementation of training to Project workers on Environmental and Social Standards, Citizen engagement, stakeholder engagement, and the GRM,
13. Perform any other tasks assigned by the Project Coordinator consistent with the project's objectives, expected results and in line with this ToR.

**Duties and responsibilities that will require higher level of coordination and collaboration with the Environmental Specialist and other technical staff of the project,**

1. In collaboration with the Environmental Specialist, and as indicated in the ESCP, prepare quarterly regular monitoring reports on the environmental, social, health and safety (ESHS) performance of the Project; on the implementation of the ESCP; and on the status of preparation and implementation of ESS documents required under the ESCP.
2. In collaboration with the Environmental Specialist, ensure the application of the Environmental and Social Management Framework (ESMF) and the Environmental and Social Management Plans.
3. Collaborate with the Environmental Specialist to prepare and/or update the ESMF and ESMPs of the project when needed.
4. Collaborate with the Environmental Specialist in Monitoring the implementation of the ESCP and ESMF and ESMPs.
5. Collaborate with the Environmental Specialist in developing and implementing Environment, Social, Health and Safety (ESHS) measure.
6. Coordinate with the Environmental Specialist, to manage consultations with the relevant project beneficiaries and any Project-affected parties (PAP) on a regular basis to ensure

that Environmental and Social issues are addressed in a timely manner and that project beneficiaries are kept abreast of developments.

7. In collaboration with the project coordinator, monitor and evaluation officer, and other team members, support the implementation and monitoring of Feedback Mechanism to determine the level of Citizen Engagement (CE) in the projects and its subprojects, and monitoring to track progress toward closing the identified gender gaps of the project.
8. Coordinate with the Environmental Specialist to give technical assistance so that all terms of reference for studies, capacity building, training and any technical assistance activities carried out under the Project duly incorporate and take into consideration, the requirements (as applicable) of the Environmental and Social Standards of the Environmental and Social Framework (ESF) of the Bank; the provisions of the ESCP, ESMF, ESMPs, LMP, RPF, RAP, ARAPs, and SEP.
9. Coordinate with the Environmental Specialist to review and ensure that relevant aspects of the ESCP and ESS documents are incorporated into the ESHS specifications of the procurement documents with consultants. Support with monitoring, to ensure that the consultants/contractors comply with the ESHS specifications of their respective contracts.
10. In collaboration with the environmental specialist, and as indicated in the ESCP, prepare and/or support subprojects/contractors with reports on incidents or accident and propose measures to prevent its recurrence.

### **Outputs/deliverables**

- Develop a Consultation Strategy for the duration of the project
- Prepare and submit monthly reports to the Project Coordinator
- Documentation of all consulting processes and instruments produced, including Grievances and GRM logs,
- Quarterly reports that consolidate the Environmental and Social Performance of the project and as inputs to the project's biannual report. It will cover the environmental, social, health and safety (ESHS) performance of the Project, including but not limited to, the implementation of the ESCP, status of preparation and implementation of E&S documents required under the ESCP, stakeholder engagement activities, functioning of the grievance mechanism(s), citizen engagement, gender, and participation.

### **Skills and Qualifications (Minimum Requirements)/selection criteria:**

- Advanced degree in Social Sciences, Development Studies, Sociology, or related field.
- Minimum 5 years of experience in social safeguards, resettlement, or community development.
- Demonstrated experience working on projects that have applied the operational Environmental and Social Standards/safeguards policies of the World Bank **or** experience applying similar policies in other similar organizations.
- Experience in facilitating workshops and training.
- Ability to work in teams and communicate effectively; and demonstrated resourcefulness and initiative.
- Fluency in English with excellent oral and writing communication skills as well as report writing.

### **Contract Duration**

The contract will be two (2) years. However, based on satisfactory performance will continue for two years and then extended until the end of the project closing date.

**Remuneration**

Remuneration will be commensurate with qualifications and experience.