

TERMS OF REFERENCE
Environmental Specialist
Saint Vincent and the Grenadines
Saudi Fund for Development Project

Construction and Rehabilitation Programme Unit -Saudi Fund for Development Project

1. Background

The Government of St. Vincent and the Grenadines has received financing from the Saudi Fund for Development (SFD) and intends to apply part of the proceeds for the payment of goods, works, related services and consultancy services to be procured under the project. The project is implemented by the Ministry of Finance, Economic Planning, and Information Technology.

The Project Implementation Unit

The Government of SVG (GoSVG) is establishing a Project Implementation Unit (PIU) at the Ministry of Finance, Economic Planning and Information Technology, Economic Planning Division (EPD) responsible for implementing the project activities and coordinating with relevant ministries. The PIU will have the following positions: Project Manager, Financial Management Officer, Procurement Officer, Environmental Specialist, Social Safeguards Specialist, Project Engineer, Quantity Surveyor, Project Officer, and Administrative support.

The PIU will be a fully integrated part of the EPD structure, relying on EPD resources to deliver Project activities, including project planning, financial management, procurement, administrative support, environmental and social safeguards, and reporting in accordance with both Government and SFD requirements.

2. Objective

The Environmental Specialist is responsible for overall environmental aspects of the project and for coordinating, implementing actions, monitoring, and reporting on the projects' compliance with the environmental and social standards and commitments, including those set forth in the Environmental and Social Impact Assessment (ESIA) and the Environmental and Social Management Plan (ESMP).

3. Tasks and responsibilities

The Environmental Specialist will be responsible for ensuring that the project's environmental outcomes are achieved, and that any adverse impacts are effectively avoided and/or mitigated in a timely manner.

Duties/responsibilities of the Environmental Specialist include, but are not limited to:

General

- Coordinate the implementation, monitoring and reporting of E&S compliance with the Social and Gender Specialist.
- Ensure implementation of the Environmental and Social Management Plans (ESMP) of the sub-projects, including the Grievance Redress Mechanism (GRM) and the one dedicated to Project workers, as described in the Labour Management Procedures LMP.

- In coordination with the Social and Gender Specialist of the EPD, update of E&S instruments (ESMF, SEP, LMP,) as needed.
- Monitor the implementation of the ESCP, ESMF, SEP, LMP, and the ESMPs to be developed under the SFD project.
- Review, and ensure sure that relevant aspects of the ESCP and ESS instruments are duly incorporated into the procurement documents. Support with monitoring to ensure that the consultants and contractors comply with the ESHS specifications of their respective contracts.
- Provide contributions to the regular semi-annual and annual progress reports on projects' implementation as required by the Government and the SFD.
- Perform other duties in line with the scope of the project leading to compliance with environmental and social aspects and related instruments.

Site specific actions for subprojects to be financed under SFD

- For site-specific subprojects, carry out screening applying the exclusion list to the potential sub-projects in line with the procedures in the ESMP.
- Determine the scope of environmental work i.e., identify the magnitude, sensitivity and risk category of the sub-projects.
- Lead the preparation, consultation, adoption, disclosure of site- specific environmental and social impact assessments (ESIAs) and Environmental and Social Management Plans (ESMPs) in coordination with other PIU staff and relevant stakeholders.
- Ensure bidding and contracting documents include environmental aspects.
- Work with the PIU procurement staff to ensure that environmental aspects are incorporated as appropriate in contracts for goods and services and that suppliers and contractors are fully aware of their responsibilities in this regard.
- Ensure that the necessary environmental authorizations and permits are obtained where needed.
- During implementation of the approved subprojects, undertake regular environmental monitoring to verify whether and how provisions of the ESMF and associated ESMPs as well as SEP and LMP are followed by all relevant stakeholders (designers, contractors, beneficiaries, etc.).
- Ensure that subcontractors follow the ESMPs and other appropriate measures during construction, rehabilitation, and other civil works.
- Report regularly to the Project Manager in writing on the results of monitoring visits, promptly identify any environmental and/or social issues or cases of non-compliance and make recommendations for dealing with those issues.

Technical Assistance

- Provide guidance such that all terms of reference (ToR) 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 E&S Standards of the Environmental and Social Framework (ESF) of the EPD.

Responsibilities related to LMP

In coordination with the Social and Gender Specialist

- Support the implementation of the labor management procedures set forth in the LMP.
- Ensure that all project workers, including those of the PIU, sign a Code of Conduct as part of their contracts, including provisions on sexual exploitation and abuse, sexual harassment, and violence against children.
- Support the implementation, monitoring and reporting of the GRM of the LMP.

Stakeholder Engagement

In coordination with the Social and Gender Specialist

- Ensure the implementation of the stakeholder process set forth in the Stakeholder Engagement Plan (SEP).
- Share Project information and support consultations with the relevant Project affected parties and other interested parties to ensure that issues are addressed in a timely manner and that project beneficiaries are kept abreast of developments, in line with the stakeholder engagement process identified in the SEP.
- Ensure that stakeholders' feedback is integrated into ESMPs and other site-specific documents, as needed.
- Support the implementation, monitoring and reporting of the GRM of the SEP.

Outputs/deliverables

- Monthly reports.
- Biannual reports that consolidate the E&S performance of the Project and as inputs to the project's biannual report. The environmental inputs for the biannual report will include but not limited to, the implementation of the ESCP, ESMF, SEP, LMP, and the ESMPs to be developed under the SFD project, as well as stakeholder engagement activities.

4. Duration, location, coordination and reporting arrangements

- **Duration.** The contract will be for an initial period of two years. The contract may be extended subject to satisfactory performance.
- **Location.** The Environmental Specialist will work from the Project Implementation Unit (PIU) of the SFD project at the Ministry of Finance, Economic Planning, and Information Technology. where he/she will be assigned a workstation and will participate in face-to-face or virtual meetings, as is the case. He/she will also be required to visit subproject work sites to monitor E&S compliance.
- **Coordination.** The Environmental specialist will frequently and adequately coordinate with the social Specialist and other PIU staff, as relevant.
- **Reporting arrangements.** The Environmental Specialist will report directly to the Project Manager.

5. Qualifications

a) Requirements

- Bachelor's degree in Environmental Sciences, Environmental Health and Safety or other related field from a recognized university
- At least three (3) years' experience as an Environmental Specialist/Officer in a Project environment.
- Demonstrates an understanding of environmental issues of development projects.
- Knowledge and capacity in outreach and awareness/capacity building programs for governmental organizations, NGOs and/or local communities.
- Knowledge of St. Vincent and the Grenadines' country policies and legislation related to environmental and social issues.
- Ability to communicate fluently in English, verbally and in writing.
- Sound Information Technology (IT) skills, in particular experience with the Microsoft Office (Word, Excel, PowerPoint).

- Ability to uphold ethical standards.
- Experience working in development projects that have applied World Bank, Caribbean Development Bank, Inter-American Development Bank or other institution's E&S policies, will be considered an asset.

b) Favorable attributes

- Capacity to work simultaneously on a variety of issues and tasks, independently adjusting to priorities and achieving agreed objectives and deadlines.
- Ability to be flexible and proactive with work assignments.
- Demonstrated ability to work in a team.
- Excellent interpersonal and communications skills.
- Commitment and passion for environmental issues.