

# **SVG Coastal and Marine Ecosystems Management Strengthening Project**

## **Terms of Reference**

### **Social/Participatory Consultant**

SVGCMEMS-C-IC-3

#### **1. Background**

The SVG Coastal and Marine Ecosystems Management Strengthening Project seeks to address the challenges for coastal and marine management in St. Vincent and the Grenadines, including anthropogenic pressures, institutional fragmentation, policy and regulatory inadequacies, and lack of adaptive capacity through data-driven solutions. The Project is funded by a GEF Trust Fund grant in the amount of US\$3.65 million and will contribute to the GEF-7 biodiversity focal area—to maintain globally significant biodiversity in landscapes and seascapes—through improved management and protection of the country’s coastal and marine biodiversity.

The project includes three key interacting components implemented in parallel. Component 1 supports institutional strengthening for coastal and marine management across all relevant sectors and will address challenges of institutional fragmentation and policy and regulatory inadequacies primarily through support to better operationalize the National Ocean Coordination Committee (NOCC) and achieve actions under the National Oceans Policy and Strategic Action Plan (NOPSAP). These activities will indirectly affect anthropogenic pressures through more robust and consistent enforcement of policies and monitoring to ensure the sustainable use of coastal and marine resources.

Component 2 will support pilots to demonstrate spatial planning and innovative financing arrangements, environmental mitigation and management, participatory conservation and protection, improved livelihoods, nature-based tourism, and alternative natural resource use. The identified pilot sites include (a) St. Vincent Southeast Landscape/Seascape: Brighton; (b) Grenadines Landscape/Seascape: Union Island and Tobago Cays Marine Park (TCMP); (c) Leeward Coast: Richmond Beach, Chateaubelair Bay; and (d) Colonaire Beach. Pilot projects at these sites will test approaches for mitigating anthropogenic pressures on coastal and marine resources, and the lessons learned from the pilots will inform adaptive capacity through policy measures in Component 1 and data management in Component 3. These pilots will be undertaken through: (i) technical assessments to identify the current knowledge, capacity, and implementation gaps and good practices for integrated coastal and marine spatial planning given the unique characteristics of the sites; (ii) enhancing capacity building, training and public-private-community partnerships for promotion of new models for participatory management of inshore areas, sustainable fisheries, and nature-based tourism benefit sharing; and (iii) pilot a number of interventions to test approaches to integrated coastal and marine spatial planning with a focus on improving local livelihood opportunities for nature-based tourism and biodiversity conservation.

The activities that will be piloted through on-the-ground investments shall be finalized through the technical assessments conducted for each site. The assessment and planning of the integrated activities at the pilot site level would be undertaken by qualified regional or local Non-Governmental Organizations (NGO) or firms (that have demonstrated expertise and track record)

through a contractual agreement at the early stage of project implementation. The implementation arrangement of the piloting shall be finalized based on the assessment. The piloting activities will promote approaches to strengthen the role and participation of women in the relevant coastal and marine productivity sectors.

With regard to the latter, Component 3 will support the development of a permanent and publicly accessible knowledge and data repository within a new National Environmental Data and Information Platform (NEDIP), beginning with existing coastal and marine data. Relevant and available biophysical and planning information will be maintained there, as well as information on pilot activities. This component will address the challenges of adaptive capacity by enhancing data, analysis, and monitoring of coastal and marine resources to inform data-driven approaches. The NEDIP will help provide data to guide decision-making and reduce some uncertainties and institutional conflict. It will also serve as a primary mechanism for ensuring accountability for results by facilitating effective monitoring and evaluation of the project and sharing of timely, relevant, and unambiguous information about the Project's monitoring & evaluation findings with the project's beneficiaries and stakeholders.

In addition to the above 3 key components, component 4 'Project Coordination and Management' will support the direct equipment, and operational and incremental staff costs for project coordination and management. The Sustainable Development Unit (SDU) under the Ministry of Tourism, Civil Aviation, Sustainable Development & Culture will be responsible for implementing the project.

## **2. Objectives**

The Social/Participatory Consultant is expected to coordinate with the Environmental and Social Specialists in PSIPMU and with the Environmental Consultant contracted for this project, to support and ensure that social issues and social management activities are mainstreamed under Component 2 for each pilot site of the Project so that it is compliant with the country's regulations, with the Environmental and Social Standards of the World Bank, and with the Social and Environmental Assessment provisions developed for this project.

The consultancy will be performed according to the deliverables outlined in this document and will also be performed on site at the designated project pilot sites in Saint Vincent and the Grenadines. The Social/Participatory Consultant will work under the overall management of the Director of the Sustainable Development Unit and will report to the Project Coordinator. The Social/Participatory Consultant will be jointly responsible with the Environmental Consultant with respect to the application of the following Environmental and Social Standards (ESSs):

The Social/Participatory Consultant will take the lead role with respect to the application of the following Environmental and Social Standards (ESSs):

- Environmental and Social Standard 1: Assessment and Management of Environmental and Social Risks and Impacts: The main instruments are the Environmental and Social Commitment Plan (ESCP) Environmental and Social Management Framework (ESMF),

Environmental and Social Management Plans (ESMPs).

- Environmental and Social Standard 2 (ESS2): Labor and Working Conditions. The main instrument is the Labor Management Procedures (LMP). In the application of this standard, the Social/Participatory Consultant will provide support in ensuring that relevant elements of Occupation Health and Safety (OSH) that fall under ESS2 will be implemented, and for which measures will be described in the ESMF and ESMPs.
- Environmental and Social Standard 3: Resource Efficiency and Pollution Prevention and Management. Measures are part of the ESMF and ESMPs.
- Environmental and Social Standard 4: Community Health and Safety. Most of the measures under this ESS will be part of the Environmental and Social Management Framework (ESMF) and Environmental and Social Management Plans (ESMPs). In the application of this standard, the Social/ Participatory Consultant along with the Environmental Consultant will provide support in ensuring 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) as well as adopted and implemented as part of the project.
- Environmental and Social Standard 5: Land acquisition, Restrictions on Land Use and Involuntary Resettlement. The Social/Participatory Consultant will be required to update, adopt and implement instruments relevant to ESS5. The main instrument is the Process Framework.
- Environmental and Social Standard 10: Stakeholder Engagement and Information Disclosure. The main instrument is the Stakeholder Engagement Plan (SEP). The Social/Participatory Consultant will lead the implementation of the consultation and information disclosure activities outlined in the project's SEP at the project's pilot sites and where applicable under Component 1 and 3 of the project.
- The Social/Participatory Consultant will provide support to the Environmental Consultant on the application of the other ESSs more relevant to Environment aspects including: Environmental and Social Standard 6: Biodiversity Conservation and Sustainable Management of Living Natural Resources. Measures are part of the ESMF and ESMPs
- Environmental and Social Standard 8: Cultural Heritage. Measures under this are part of the ESMF, ESMPs. Measures to address these potential impacts will be defined in the ESMF and respective ESMPs.

### **3. Duties and Responsibilities:**

The Social/Participatory Consultant will be responsible for supporting the Project Coordinator in ensuring that the Project's ultimate positive social impacts are achieved for each pilot site and that

any adverse impacts are effectively avoided and/or mitigated in a timely manner. The duties/responsibilities of the Social/Participatory Consultant include, but are not limited to:

- 1) Monitor the Implementation of the Environmental and Social Commitment Plan (ESCP) of the project, and the Environmental and Social Standards instruments: Labor Management Procedures (LMP), including Workers Grievance Mechanism (WGM), Stakeholder Engagement Plan (SEP), including the project Grievance Mechanisms (GM), and the Process Framework (PF). Monitor the implementation of any Environmental and Social Impact Assessment (ESIA), Environmental and Social Management Plans (ESMPs) or other instrument prepared to support the project. The Social/Participatory Consultant will coordinate with the Environmental Consultant for the implementation and monitoring of all instruments of the ESCP, but especially in regard to ESS2, ESS4, and ESS8 as described in the section of “terms of assignments.
- 2) Work closely with the Environmental Consultant to support the updating of social and environmental management plans such as the LMP with its GM for workers, SEP with its GRM, and others as relevant.
- 3) As part of the LMP, monitor the implementation of the code of conduct detailing measures, including but not limited to sexual exploitation and abuse, sexual harassment, and violence against children.
- 4) Review and ensure that relevant social requirements are duly incorporated into the procurement documents to meet the Project’s E&S standards and commitments during works. Ensure that Bidders and appointed contractors are aware of the requirements.
- 5) Undertake site inspections, audits, and other supervisory activities as necessary to ensure that the consultants and contractors comply with the ESHS requirements/specifications of their respective contracts while carrying out the works, and provide regular reports (with recommendations as necessary for improving works compliance) to the supervising agent and/or Project Director/Coordinator.
- 6) Advise and instruct Project staff, consultants and other stakeholders on various social issues associated with project implementation to ensure that these issues are addressed.
- 7) Identify and analyze the potential social impacts and social risks of the project, develop associated preventative or mitigation measures for the monitoring and evaluating impacts and or risks.
- 8) 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.
- 9) Systematically document all community consultations and meetings held with project beneficiaries, local communities and stakeholders in the form of minutes of the meetings.
- 10) Assist with grievance mechanisms (GM) of the SEP and of the LMP.

- 11) Record, investigate and report on grievances and give follow up for the timely resolution of these.
- 12) Support the organization and implementation of training for Project workers on Environmental and Social Standards, citizen engagement, code of conduct, stakeholder engagement, GRM, closing the Gender Gap, and how these relates to monitoring and evaluation.
- 13) In collaboration with the Environmental Consultant, and as required, prepare and/or support the preparation of reports on incidents or accidents and propose measures to prevent their recurrence.
- 14) Participation in site meetings and coordinate with NGOs.
- 15) Perform other duties in line with the scope of the project leading to compliance with environmental and social aspects and related instruments, including with respect to Components 1 and 3 of the Project.
- (16) Perform any other tasks assigned by the Project Director/Coordinator consistent with the project's objectives, expected results and in line with this ToR.

#### **4. Deliverables:**

1. Semi-annual Environmental and Social Impact Monitoring and Evaluation reports that consolidate the environmental and social performance of the project and provide inputs to the project's biannual report. Submit Grievance Redress Mechanism (GRM) Log and reports. The reports 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.
2. Preparation of semi-annual consultation reports that facilitates stakeholders/beneficiary involvement. The Semi-Annual consultation reports will reflect the use of the relevant instruments to facilitate information flow, beneficiary review forums, facilitate measurement and analysis of ongoing impacts of the project on beneficiaries.
3. Preparation and/or updating of social and environmental management plans such as the LMP with its GM for workers, SEP with its GRM, and others as relevant.
4. Outreach and stakeholder engagement plan on the ESIA, CERC-ESMF and specific ESMP activities to be complied by NGOs and users.

## **5. Duration of Services:**

The consultancy will be parttime which will require the consultant to work within the pilot sites. The contract duration would be two (2) years, then renewable based on performance. The consultant is expected to work at a maximum of ten (10) work days per month.

## **6. Qualifications and Experience**

- At least a Bachelor's degree in Social Work, Sociology, Anthropology, Community Development, Social Science, Economics, Law, or other related discipline.
- At least three (3) years of experience in the preparation and/or supervision of implementation of Social Impact Assessments, ESMPs, and/or other applicable management instruments such as those required by the World Bank and in the preparation of social assessments: social policy development programs; and/or other social risk management instruments like those required under the ESSs.
- Demonstrated experience working on projects that have applied the World Bank's Environmental and Social Framework/ Environmental and Social Safeguards, or experience applying similar Environment and Social Standards of other International Organizations.
- At least three (3) years of experience engaging with different stakeholders and in the preparation and participation in intersectoral consultations and systematization of information, facilitation of workshops and ESSs training
- Ability to work in teams and communicate effectively; and demonstrated resourcefulness and initiative.
- Excellent report writing skills.
- Fluency in English with excellent oral and writing communication skills.

***Please note, that that the selected candidate will be required to complete the World Bank's online Environmental and Social Framework course.***

## **7. Reporting Requirements**

The Consultant is required to complete the reporting requirement for all aspects of the consultancy including monitoring reports.

The Social/Participatory Consultant will work under the overall management of the Director of the Sustainable Development Unit and will report directly to the Project Coordinator. The contract will be for a period of 24 months.

## **8. Applications**

Applications should be submitted in English Language with CV, including nationality, date of birth, work experience, educational qualifications, summary of professional skills and/or expertise, language proficiency, list of professional publications, contact information (including email addresses) of three references, and other relevant information, should be addressed to: Mr. Recardo Frederick, Director of Economic Planning, Administrative Building, St. Vincent and the Grenadines VC0100 email: cenplan@gmail.com. Details: Applications must be submitted by:

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