
**Pacific Islands Regional Oceanscape
Program (PROP)**

Project Number: P151780

Department of Fisheries
Ministry of Natural Resources
Teone, Funafuti
TUVALU

Email: proptuv@gmail.com /
proptuv@tuvalufisheries.tv

Phone: (688) 20 348



TERMS OF REFERENCE

INDIVIDUAL ENVIRONMENTAL AND SOCIAL SAFEGUARD CONSULTANT

Title:	Environmental and Social Safeguards Consultant
Location:	Funafuti, Tuvalu
Duration:	Part time inputs of approximately 40 days per annum over two (2) years, 6-month probation and subject to extension
State Date:	ASAP (May 2018)

Background

Tuvalu is receiving funding from the World Bank to implement the PROP Project described in Annex 1. The Tuvalu Fisheries Department's (TFD) Project Management Unit (PMU) will comprise a staffing complement of project management, procurement, financial management, and environmental and social management staff and/or short-term expertise recruited on an as needed basis.

The PROP Project is required to comply with World Bank Operational Policies relating to project environmental and social impact assessment and management (commonly referred to as 'Safeguards Policies').

From 2018 onwards, new World Bank financed projects will need to comply with the new Environmental and Social Framework, which includes a series of Environmental and Social Standards. Details on both existing World Bank Safeguard Policies and the forthcoming Environmental and Social Framework can be found at the links provided below:

<u>The Environmental and Social Safeguard Policies</u>	<u>The Environmental and Social Framework</u>
The World Bank's current environmental and social policies , consisting of our 11 Operational Policies .	The new set of policies , consisting of: - The World Bank Environmental and Social Policy for Investment Project Financing , which define World Bank responsibilities. - 10 Environmental and Social Standards , which outline borrowing government responsibilities.

Scope of Services

The Environmental and Social Safeguard Consultant will form part of the PMU and provide technical assistance to TFD to ensure the PROP Project complies with the environmental and social requirements of the project.

The objective of the Consultant's work program is to ensure compliance with World Bank Safeguards Policies and PROP project safeguard instruments and, more broadly, incorporate international good practice into project implementation.

The Consultant will report to the PMU Project Coordinator and work collaboratively with the project Component Leads and other project staff and stakeholders.

The Consultant will carry out the following activities associated with efficient and effective PROP Project implementation:

- **Project Management.** Manage the environmental and social safeguards work plan for the project to identify resource requirements, timelines, milestones, budgets, bottlenecks, and align project-related safeguards tasks with the PMU's project work plan.
- **Establish and Manage the Grievance Redress Mechanism (GRM).** Establish the GRM for the PROP Project and prepare detailed processes for receiving, managing, recording and closing out complaints, grievances and other project-related feedback. Ensure the GRM is well-publicised during all consultations and communications. Train PMU staff, key stakeholders, contractors and consultants on use of the GRM. Record all grievances and complaints received and ensure close out within expected timeframes. Assist with resolving difficult grievances that cannot be resolved by the community, Project Manager, Contractor or Supervising Engineer.
- **Monitoring and Reporting.** Monitor implementation of the environmental and social safeguard related activities of the PROP Project and submit monthly progress reports to the PMU Project Coordinator.
- **Project Operations Manual.** Review and update the environmental and social safeguard sections of the Project Operations Manual as required throughout the life of the PROP project.
- **Incident management.** Manage responses to environmental or social safeguard related incidents and major non-compliance issues with permits, safeguards instruments, State or National laws and/or World Bank Safeguards Policies.
- **Environmental and Social Safeguard Technical Advisory.** Actively contribute to PMU team meetings, project progress, decision making and other tasks relating to effective delivery of the project's safeguards related work. Provide timely advice to the Project Coordinator

and key project stakeholders on any major environmental and social safeguards-related issues for which urgent measures are required.

- **Training and Capacity Building.** Develop and maintain a safeguards capacity building plan for the PROP project. Provide ongoing training, awareness raising on project safeguards policies, instruments and roles and responsibilities of the various team members and stakeholders, including contractors. Maximise transfer of knowledge and expertise in environmental and social management to the PMU and TFD staff through mentoring and other forms of knowledge transfer.
- **Prepare Safeguards Instruments:** Prepare environmental and social impact assessments, social assessments, environmental and social management plans, abbreviated resettlement action plans, environmental audits and other requirements as part of project implementation on an as needed basis.
- **Recruit and Manage Environmental and Social Consultants.** Prepare ToR for specialist services such as complex ESIA or Resettlement Plans. Review and evaluate proposals from consultants. Manage the quality and timeliness of consultant's work to ensure compliance and adherence to World Bank, Government Agency and EPA standards. Provide technical review of all draft and final deliverables of these consultants.
- **Stakeholder Engagement and Consultations.** Prepare and maintain a Stakeholder Engagement Plans for the PROP project. Coordinate stakeholder engagement and consultation activities for the project, manage inputs from other consultants, the PMU and TFD. Record communications and ensure all feedback is directed back to the PMU.
- **Permitting.** Identify and apply for environmental and other permits, as needed, within required timeframes to ensure no delays to project execution.
- **Review of ToR, Bid Documents and Contractor's ESMP.** Ensure all Project ESMP requirements and World Bank Environment, Health and Safety Guidelines are in the bid documents for civil works. Provide advice to Project Coordinator as to the capacity of shortlisted Contractors to comply with the ESMP. Review and clear the contractor's ESMP, in consultation with World Bank Environmental and Social Specialists.
- **Review and contribute to TOR for any Technical Assistance funded by the PROP Project** to ensure the safeguard policies and instruments are adequately covered, as deemed necessary. Review proposals to ensure sufficiently qualified staff and adequate resources are included. Review and comment on outputs / deliverables. Ensure stakeholders are adequately engaged and consulted in all technical advisory components.

- **Supervise Contractor** Review contractor's ESMP and supervise implementation of the ESMP for physical investments. This may involve site visits and training site supervisors to undertake environmental and social monitoring and spot checks.

Key Outputs

- Environmental and Social work plan, based on the implementation progress of the project (detailed for 12 months and conceptual for subsequent years)
- Monthly Monitoring Progress report
- Stakeholder Engagement Plan
- Capacity Building Plan
- Materials and reporting for all training conducted annually
- Establishment and management of the Project's Grievance Redress Mechanism
- Provide environmental and social inputs into the restructuring of the PROP project.
- Review technical outputs of the Oceanic and Coastal Fisheries components of the PROP project to ensure compliance with the project safeguards requirements.

Qualifications and Expertise

The Consultant shall have a graduate degree in environmental and / or social impact assessment, environmental science, environmental engineering, planning or similar relevant discipline.

The Consultant shall have at least 5-8 years relevant experience in the assessment and management of impacts from infrastructure or natural resources management projects in small island states or similar landscapes. This must include both the preparation of impact assessments and the implementation of management plans, using good international practice approaches. At least two year's demonstrable experience applying World Bank safeguard policies or equivalent development partner policy implementation is required.

Demonstrated ability in effective project management is essential, including: expertise in work planning; an ability to manage their own time effectively, an ability to work in a team; effective at providing advice and outputs on time and to agreed quality; and able to communicate effectively and build relationships with a range of stakeholders. An understanding of the cultures of Tuvalu is an advantage.

Proficient speaking and writing professionally in English. Basic knowledge or proficiency in any one of the Tuvaluan languages is an advantage.

It is preferred that the candidate has a certification or registration with a recognised industry body, or is capable of gaining such certification during the time of the assignment (such as Certified Environmental Practitioner / CEnvP, Certified Engineer).

Duration, Location, and Conditions of Assignments

This Terms of Reference is for a part time consultant within the PROP PMU. The position will be in Funafuti, Tuvalu, with regular travel to the other islands. The duration will be for part time inputs of approximately 40 days per annum over 24 months with the opportunity to extend based on performance and the approval of financing from the World Bank. The position would be subject to a probationary period of six (6) months.

The PROP Project will provide the safeguards instruments, the World Bank Safeguards Policies, Environmental and Social Framework and Environmental, Health and Safety Guidelines (all of which are online), and all the existing legal agreements, reports and materials related to the projects. TFD through PROP will provide office space, general office supplies and office equipment including computer, laser printer, and photocopier.

The total remuneration package, including salary and other benefits will be up to A\$30,000 per annum subject to negotiation based on previous documented contracting experience. The consultant is fully responsible for the cost of local transportation (to/from local accommodation to the office). Travel to the other islands, other Pacific Countries or local travel away from the base office shall be supported from the budget for operating costs under the project as per applicable PROP project policies for airfare, accommodation and per diem.

Working hours would be consistent with Government hours. Some overtime may be required for timely delivery of responsibilities. Time in lieu would only be granted in exceptional circumstances and with the written approval of the Project Coordinator in consultation with the Director of Fisheries.

Other benefits include:

- Mobilisation from originating location. (Government policy to be applied – reimbursable for airfares and payment for shipping)
- Housing allowance/per diem for days in Tuvalu.
- Cost of living allowance/ per diem for days in Tuvalu.

ANNEX 1 - PROJECT DESCRIPTION

PACIFIC ISLANDS REGIONAL OCEANSCAPE PROGRAM (PROP)

The development objective of the project is to strengthen the management of oceanic and coastal fisheries and the habitats upon which they depend, and specifically to strengthen the agencies responsible for the management of oceanic and coastal fisheries.

Funding will contribute to improving compliance with the Vessel Day Scheme for the purse seine tuna fishery, improving sector governance and management, increasing surveillance and enforcement and improving real time fishery monitoring.

Regarding coastal fisheries, the program will fund a feasibility study and program design for improving Coastal Fishery Management in each of the nine outer-islands.

World Bank Policy Requirements

The PROP project triggers the following World Bank Safeguards Policies: OP4.01 Environmental Assessment; OP4.04 Natural Habitats; OP4.36 Forests, OP4.10 Indigenous Peoples; and OP4.12 Involuntary Resettlement. The overall Environmental Assessment classification is Category B. The project safeguards instrument is an Environmental and Social Management Framework which incorporates a Resettlement Policy Framework and Process Framework.

Implementation Arrangements

The PMU is located in Funafuti, Tuvalu. The Consultant will report directly to the PMU Project Coordinator.