



Ministry of National Planning, Housing and Infrastructure
Republic of Maldives

COASTAL PROTECTION AT GN. FUVAHMULAH
ENVIRONMENTAL AND SOCIAL SAFEGUARDS OFFICER

TERMS OF REFERENCE

A. PURPOSE

The Government of the Republic of Maldives through the Ministry of National Planning, Housing and Infrastructure (MNPHI) is implementing “Coastal Protection at Gn. Fuvahmulah” project financed by the Invest International (ORIO fund) and the Kuwait Fund for Arab Economic Development, and intends to apply part of the proceeds for the selection of an **Environmental and Social Safeguards Officer (ESSO)** for the implementation of this project by Ministry of National Planning, Housing and Infrastructure (MNPHI).

B. BACKGROUND

Coastal erosion is one of the most serious environmental issues facing Fuvahmulah. According to the present assessment, coastline regression due to erosion has been on average 0.8m/year over the period of the past 47 years (1969 – 2016). It is believed that approximately 15 ha of land had been lost from the island due to erosion. As a result, several important buildings, facilities and palm trees have been found at the border of the eroding coastline. The project Island has an elongated shape with raised ridges at the coastal margin sloping down towards the middle where depressions with swampy areas and two freshwater lakes in the middle. The ridge forms a natural protection against flooding of the island. However, erosion is threatening the integrity of the ridge at the north-eastern side of the island. When the ridge breaches serious flooding of a large part of the island will occur affecting the livelihood of the people, freshwater bodies, agricultural produce and infrastructure on the Island. The population on the Island is highly concerned about this serious risk resulting in feelings of insecurity and limiting socio-economic development of the island.

C. OBJECTIVE OF ASSIGNMENT

The Project Management Unit (PMU) wishes to contract an Environmental and Social Safeguards Officer (ESSO). The ESSO will work for PMU, which has been established to support the implementation of the project. The ESSO will work closely with the Project

Component Coordinators for ensuring preparation and implementation of Environment and Social Assessment (ESA), Environment and Social Management Plan (ESMP), and Resettlement Action Plan (RAP), whichever applicable for the project administered by the PMU/MNPFI.

D. OVERALL RESPONSIBILITY

The overall responsibilities of the Environmental and Social Safeguards Officer (ESSO) include, but are not limited to the following:

1. Provide overall policy and technical direction for safeguards management under the Project, as defined by the project environment and social safeguards instruments;
2. Ensure that the project activities are subjected to the Project Environment and Social Management Plan (ESMP) process and procedures.
3. Prepare guidelines, tools and notes for use in the project based on relevant environmental policies, acts and regulations/ directives of the Government of Maldives (GoM) and relevant safeguard policies of the funding agencies and the ESMP;
4. Ensure compliance with ESMPs during the construction period and maintain close coordination and cooperation with the technical teams of the IAs; to monitor the operations and maintenance during the operation of the project;

E. SCOPE OF SERVICES

The Environmental and Social Safeguards Officer will be the link between GoM and project beneficiaries. The Specialist will help GoM to liaise with consultant hired by the PMU in the preparation of the project-specific EIA/ESMPs in accordance with the triggered safeguard policies of the funding agencies; prepare guidelines for and facilitate community disclosure of these documents; and guide the PMU and the project teams during implementation of the ESMP.

The Environmental and Social Safeguards Officer would be responsible for, but not limited to, the following activities:

1. Ensure environmental and social safeguard measures are adequately implemented in the project administered by the PMU/MNPFI.
2. Provide overall environmental management oversight during the implementation of the project, supporting and advising the client in addressing a variety of environmental issues at all the stages of the implementation of the Project and in environment related training/awareness raising and coordination activities.
3. Carry out environmental screening of the project and activities, and help to prepare subproject or activity specific Environment Management Plans (EMPs).

4. Implement environment related activities as outlined in the Environmental and Social Management Plan (ESMP) of the project.
5. Prepare necessary documents, such as environmental guidelines and tools in consultation with stakeholders and help the client in commissioning and managing additional and/ or special studies/ assessment, baseline studies, if necessary.
6. Where applicable, develop information, education and communication (IEC) materials and facilitate workshops on good environmental and social practices relevant to the project administered by the PMU/MNPHI.
7. Educate project affected stakeholders on the relevant environmental and social safeguards issues and relevant policies.
8. Coordination with (i) PMU staff; and (ii) Establish and ensure efficient and satisfactory progress in implementing the Environment and Social Management Framework against the indicators established in the, project action plans.
9. Co-ordinate with the Fuvahmulah City Council on periodic basis on environmental issues.
10. Assist GoM in ensuring environmental responsibilities of the project, such as compliance with the environmental protection laws and regulations of the country.
11. Reporting to the Project Engineer and the funding agencies on the overall environment and social performance of the project as part of PMU's periodic progress reporting all aspects of the project throughout the duration of the project.
12. Assist GoM in ensuring social responsibilities of the project, such as compliance with the labour laws, prohibition of child labour, HIV/AIDS and gender issues.
13. Establish a grievance redress system and assist community in the redress of their grievances through the system.
14. Ensure public complaints relating to the project implementation are addressed with corrective action and adequately documented;
15. Promote community participation in the process of planning, management and monitoring of environmental/social impacts of the project; provide guidelines on community participation in environmental/social monitoring to the IAs.
16. Conduct social/environmental audits for all project components and obtain clearances;
17. Ensure that Contractors management plan is implemented and the compliance with employer's requirement.

18. Participate in monitoring activities together with the supervision consultant, according to the schedule in the EIA and ESMP of the project.

This position is based in Gn. Fuvahmulah City Council and travel between Fuvahmulah and Male' will be required.

F. QUALIFICATION AND EXPERIENCE

The applicant should possess following educational background and experience:

1. Master's degree in Environmental Management and/ or related field to the assignment (includes but not limited to Environmental Engineering/ Environmental Science).
2. Must have professional work experience of at least Five (05) years with minimum Three (03) years field experience in the area of environmental and social management or a related position in the field of assignment.
3. Qualification in TOR task related field will be taken into account.
4. Must be result oriented and proactive with excellent written and oral communication skills in Dhivehi and English.
5. Sound understanding of principles underlying environmental and social management and international best practices in the field; understanding and familiarity with Government regulations on environmental management and conservation.
6. Must be computer literate in the use of basic applications.
7. The successful candidate must understand the objectives and delivery mechanisms of the project portfolio.
8. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.
9. Should have strong leadership, management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.

The successful Candidate must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.

The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the projects' portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

G. REPORTING REQUIREMENT

1. Report directly to and advise the Project Engineer (PE)/ or his/her designated on behalf of the Client, on all aspects of Environmental and Social Safeguards throughout the duration of the contract unless otherwise advised by the Client.
2. The Consultant should report to work on week days from 0800 – 1600 hours other than public holidays and provide services to the Client for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rate basis.
3. The Consultant is required to report to work in official attire.
4. The Consultant shall carry out the reporting obligations as follows:
 - (i) Monthly Reports: The Consultant shall submit Monthly Reports acceptable to the client, including time sheets and details of activities undertaken during the reporting period.
 - (ii) Trip Reports: The Consultant shall submit Trip Report(s) for any field trips carried out during the reporting period, for the purpose of the project within (5) Days of the trip but no later than submission of Monthly Report.
5. The Consultant is prohibited working for any other party or a paid job, or taking any other assignment during the course of this contract without written approval from the Client.
6. The Consultant shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of Client and the funding agencies.

H. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is estimated to be **12 months** from the commencement of the works with potential extension based on performance and need.

The performance criteria that will be used to assess the performance of the successful candidate at regular intervals and based upon which the contract may be continued or terminated are the effectiveness, efficiency and quality of delivering on the Scope of Services, Duties and Responsibilities of the assignment.

I. SELECTION CRITERIA

The Candidate will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Educational Qualification <ul style="list-style-type: none"> - Master's degree in Environmental Management and/ or related field to the assignment (includes but not limited to Environmental Engineering/ Environmental Science) 	30 points
Experience in related field <ul style="list-style-type: none"> - Must have professional work experience of at least Five (05) years with minimum Three (03) years field experience in the area of environmental and social management or a related position in the field of assignment - Experience in Environmental Social Safeguard Issues and familiar with Environment and Social Assessments (ESA) and safeguards requirements or equivalent 	30 points
Performance Review (Based on referral information received), following areas will be looked into; <ul style="list-style-type: none"> - Task completion - Meeting Deadlines - Leadership/ Intuitiveness 	10 points
Interpersonal Skills and Presentation (will be assessed during personal interview) <ul style="list-style-type: none"> - Experience in the field - Experience working in similar assignments - Personal Skills and Hard skills 	30 points 15 points 15 points 10 points

J. REMUNERATIONS AND LEAVE DETAILS

1. Successful candidate will be paid a fixed monthly remuneration, depending on qualification and experience, ranging from **MVR 28,170 to MVR 39,330** (as per number 13-NPC/CIR/2018/5 (22nd March 2018) circular issued by National Pay Commission). Whereas 50% of the eligible amount will be paid as Monthly Basic Salary and 50% will be paid as Living allowance.
2. Successful candidate will be entitled to Pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%).
3. Local transport for official travel between Male', inter-Atolls and inter-islands and allowances to cover food and accommodation for the trips will be provided from the project.
4. Ramadan allowance at the government prevailing rates shall be provided by the Client.

5. Leave entitlement shall be as follows;

- a. Annual Leave: The Consultant may take up to Thirty (30) working days leave per calendar year upon the completion of the first year.
- b. Sick Leave: The Consultant may take Thirty (30) days of paid sick leave.
 - (i) The Consultant is allowed to take 30 days sick leave with medical certificate specifying the nature of the illness and recommended duration of sick leave by a licensed medical practitioner is to be submitted on the first day back at work.
 - (ii) Notwithstanding the above, the Consultant is allowed to take 15 days' sick leave without medical certificate and can be taken for two consecutive days.
- c. Family Responsibility Leave: The Consultant may take Ten (10) days of paid leave in a year to attend important obligations such as tending family members during illness.
- d. Other leaves: The Consultant is entitled to leaves as per the Maldives Employment Act (*Law no. 2/2008*).
- e. Unpaid Leave: The Consultant will not be paid for leave(s) that exceed the maximum allowed and the Client may terminate the contract if the unpaid leave exceeds more than Thirty (30) working days.

K. APPLICATION

Interested applicants may submit their proposal in a sealed envelope indicating the following:

1. Letter of Expression of Interest (EOI)
2. Copy of National Identification Card
3. Attested copies of Educational Certificates (copies taken from with original accredited certificates)
4. A CV that demonstrates that the applicant is qualified to perform the services (including a description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
5. Reference Letters from current/previous employers.

L. SUBMISSION

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address:

Infrastructure Department,
Ministry of National Planning Housing and Infrastructure,
Ameenee Magu, Maafannu Male', 20392,
Republic of Maldives.
Email: tenders@planning.gov.mv