



## Ministry of Construction and Infrastructure

Republic of Maldives

Advertisement Reference: (IUL)491-CDS5/491/2024/40

Date: 14<sup>th</sup> March 2024

### ENVIRONMENTAL AND SOCIAL SAFEGUARDS OFFICER

#### TERMS OF REFERENCE

##### A. PURPOSE

The Ministry of Construction and Infrastructure (MoCI) is seeking to hire an Environmental and Social Safeguards Officer (ESSO) to assist in coordination, monitoring and management of major projects under the Public Sector Investment Programme (PSIP) implemented by the Ministry.

##### B. BACKGROUND

MoCI is mandated to implement various infrastructure projects including bridges, ports, airports, buildings, harbours, shore protection, land reclamation, roads & stormwater drainage and water & sewerage projects. The Environmental and Social Safeguards Officer will be required to assist the Environmental and Social Safeguards Specialist by providing input on projects including but not limited to; bridges, ports, airports, buildings, harbours, shore protection, land reclamation, roads & stormwater drainage and water & sewerage projects.

##### C. OBJECTIVE OF ASSIGNMENT

The objective of this assignment is environmental and social safeguards management of the projects handled by the Ministry in accordance with the project documents and as per the EPA regulations and Public Finance Regulations of the Maldives. The ESSO will work closely with the Infrastructure Department team including administrators, project managers, project coordinators and engineers for ensuring the 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 MoCI.

##### D. OVERALL RESPONSIBILITY

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

1. Assist in providing overall policy and technical direction for safeguards management under the Project, as defined by the project environment and social safeguards instruments;

2. Assist in ensuring that the project activities are subjected to the Project Environment and Social Management Plan (ESMP) process and procedures.
3. Assist in preparing 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. Assist in ensuring 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 ESSO will assist Environmental and Social Safeguards Specialist help GoM to liaise with consultants hired by the PMU in the preparation of the project-specific EIA/ESMPs in accordance with the triggered safeguard policies of the Maldives/ funding agencies; prepare guidelines for and facilitate community disclosure of these documents; and guide the Infrastructure Department 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. Assist in ensuring environmental and social safeguard measures are adequately implemented in the project administered by the MoCI.
2. Assist in providing 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. Assist in carrying out environmental screening of the project and activities, and help to prepare subproject or activity specific Environment Management Plans (EMPs).
4. Assist in implementing environment related activities as outlined in the Environmental and Social Management Plan (ESMP) of the project.
5. Assist in preparation 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, assist in developing information, education and communication (IEC) materials and facilitate workshops on good environmental and social practices relevant to the project administered by the MoCI.
7. Assist in educating project affected stakeholders on the relevant environmental and social safeguards issues and relevant policies.

8. Coordination with (i) PMU staff; and (ii) Assist in establishing and ensuring 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 relevant stakeholders on a periodic basis on environmental issues.
10. Assist GoM in ensuring the environmental responsibilities of the project, such as compliance with the environmental protection laws and regulations of the country.
11. Reporting to the Environmental and Social Safeguards Specialist and or/ Director General and the funding agencies on the overall environment and social performance of the project as part of Department'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. Assist in establishing a grievance redress system and assist the 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. Assist in promoting 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. Assist in conducting social/environmental audits for all project components and obtain clearances.
17. Assist in ensuring 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.

## **F. QUALIFICATION AND EXPERIENCE**

The applicant should possess following educational background and experience:

1. Bachelor'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 Three (03) years with minimum Two (02) 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 Environmental and Social Safeguards Specialist and or/ Director General/ 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 – 1500 hours other than public holidays and provide services to the Client for an average of 35 hours a week. Remuneration for less than 7 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 shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of the 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 successful candidate is expected to commence the services in **April 2024**.

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.

| <b>Rating Criteria</b>   |                  |
|--|------------------|
| <b>Criterion</b>   | <b>Rate</b>      |
| <p><b>Educational Qualification</b></p> <ul style="list-style-type: none"> <li>- Bachelor’s degree in Environmental Management and/ or related field to the assignment (includes but not limited to Environmental Engineering/ Environmental Science)</li> </ul>   | <b>30 points</b> |
| <p><b>Experience in related field</b></p> <ul style="list-style-type: none"> <li>- Must have professional work experience of at least Three (03) years with minimum Two (02) years field experience in the area of environmental and social management or a related position in the field of assignment</li> <li>- Experience in Environmental Social Safeguard Issues and familiar with Environment and Social Assessments (ESA) and safeguards requirements or equivalent</li> </ul> | <b>30 points</b> |
| <p><b>Performance Review (Based on referral information received), following areas will be looked into;</b></p> <ul style="list-style-type: none"> <li>- Task completion</li> <li>- Meeting Deadlines</li> <li>- Leadership/ Intuitiveness</li> </ul>  | <b>10 points</b> |

|   |                  |
|---|------------------|
| <b>Interpersonal Skills and Presentation (will be assessed during personal interview)</b> | <b>30 points</b> |
| - Experience in the field   | 15 points        |
| - Experience working in similar assignments   | 15 points        |
| - Personal Skills and Hard skills   | 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 22,770 to MVR 32,400** (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.
6. Police report.

## **L. SUBMISSION**

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

Human Resource Section,  
Ministry of Construction and Infrastructure,  
Ameenee Magu, Maafannu Male', 20392,  
Republic of Maldives.  
Email: [jobs.mci@infrastructure.gov.mv](mailto:jobs.mci@infrastructure.gov.mv)