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**Ministry of Agriculture and Animal Welfare**

Male', Republic of Maldives



# **Ministry of Agriculture and Animal Welfare**

## **Terms of Reference for Consulting Services**

for

### **Environmental and Social Safeguards Officer**

Ref No: MAP/CS/2024/12

Submission date: 16<sup>th</sup> July 2024



## **Terms of Reference (TOR)**

### **Environmental and Social Safeguards Officer**

#### **1. Client**

- 1.1. The client for this assignment is Project Implementation Unit (PIU) under Ministry of Agriculture and Animal Welfare (MoAAW).

#### **2. Background on project**

- 2.1. The Government of Maldives (GoM) through the Ministry of Agriculture and Animal Welfare (MoAAW) is implementing the Maldives Agribusiness Programme (MAP), which is jointly financed by GOM and International Fund for Agriculture Development (IFAD). The Project Implementation Unit (PIU) set-up within the MoAAW will manage the Program in accordance with the guidelines provided by the design report, implementation manual and under the guidance of the project steering committee and IFAD supervision missions.
- 2.2. The main aim of MAP is to enable small farmers in the Program area to sustainably enhance their production levels, increase income, secure food and nutrition for their household demands and deliver produce to connected markets.
- 2.3. The Programme will be of nation-wide scale, covering all regional and sub-regional hubs, clusters and islands where agriculture is undertaken by small farmers. The main Programme hubs for Programme activities are in region 1-3 are Haa Alif Hoarafushi for region 1, Haa Dhaalu Vaikaradhoo for region 2, and Shaviyani Milandhoo for region 3.
- 2.4. Component 1 of Enabling policy, institutions and services will be nationwide in scope covering all 19 atolls, 21 regions covering 188 inhabited islands of these 98 are inhabited where agriculture is practiced on around 800 registered hectares. Also belonging to the Programme area are 50 uninhabited islands leased for commercial agricultural purposes, with a total of 956 hectares of land of which 24 islands are actively doing agriculture on 582 hectares of land.
- 2.5. Component 2 of Climate smart production will initially focus on region 1-3, covering 3 atolls and 40 inhabited islands. Of these, 26 are inhabited agriculture islands with 280 hectares of registered land cultivated by 2,150 registered farmers, and 85 hectares cultivated by 645 non-registered farmers. Within this production area there are 6 active commercial islands cultivating a total of 250 hectares.
- 2.6. Component 3 of Market connection will initially focus on regions 1-3 during the first two years and then expand to regions 4-7 and eventually cover the whole country.

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### **3. Overall objectives**

- 3.1. The programmer's goal is to sustainably increase the incomes, food security and nutrition status of small farmer households.
- 3.2. The development objective is to strengthen and enable the environment for sustainable and climate-resilient agriculture. This objective will be achieved through policy refinement, strengthened institutions and services, enhanced agricultural technologies and better access to financing and markets for small farmer households.

### **4. Objectives of the assignment**

- 4.1. The Project Implementation Unit (PIU) wishes to contract an Environmental and Social Safeguards Officer (ESSO). The ESSO will work for PIU, which has been established to support the implementation of the project. The ESSO will work closely with the Project Component Coordinators and s/he will report to the Project Director on the following responsibilities.
  - 4.1.1. 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.
  - 4.1.2. Implement environmental related activities as outlined in the Social, Environmental and Climate Assessment Procedures (SECAP) of the project. Ensure high-quality SECAPs through robust and comprehensive assessments, development of management plans and project activities. The officer will both lead and provide support to others in achieving quality SECAPs
  - 4.1.3. 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.
  - 4.1.4. Coordination with (i) PIU staff including Monitoring and Evaluations Specialist, Procurement Specialist and Financial Management specialist; and (ii) Establish and ensure efficient and satisfactory progress in implementing the Social, Environmental and Climate Assessment Procedures (SECAP) against the indicators established in the, project action plans.
  - 4.1.5. Develop a progress reporting plan in line with overall project reporting for E&S documents.



4.1.6. Reporting to the Project Director and IFAD on the overall environmental and social performance of the project as part of PIU's periodic progress reporting all aspects of the project throughout the duration of the project.

## **5. Scope of work**

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

5.1.1. Ensuring that each subproject and activities under the project is subjected to the Project Social, Environmental and Climate Assessment Procedures (SECAP) and Environmental, Social, and Climate Management Plan (ESCMP) process and procedures.

5.1.2. 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 IFAD and the SECAP;

5.1.3. Orient the project team and farmers on climate-smart agriculture practices and their application, identifying approaches to integrate climate-resilient practices into project activities.

5.1.4. Lead efforts to ensure a grievance redress mechanism is in place, documenting and reporting all complaints.

5.1.5. Support the preparation and implementation of the Safeguard orientation or training program for the project and stakeholders as needed.

5.1.6. Ensure local and national labor laws and relevant core labor standards are compiled when different populations are inducted into the workforce by civil works contractors and subcontractors.

5.1.7. Monitor the implementation of Safeguards related technical assistance and studies, including baselines, midlines, and end line assessments, using simple and practical implementation tools such as checklists, standard operating procedures, and codes of practice.

5.1.8. Support the Monitoring and Evaluation (M&E) specialist in incorporating ESCMP-related key monitoring indicators into the M&E framework; providing technical support in designing data collection tools and methods; and analyzing and interpreting data for inclusion in periodic reports.

5.1.9. Be responsible for the safeguard aspects of annual and periodic reports, developing project Environmental and Social Monitoring reports, including timely information



on the implementation of relevant safeguard instruments and the status of analytical work.

- 5.1.10. Carry out environmental, social, and climate screening of subprojects and activities, and help to prepare subproject or activity specific Environmental, Social, and Climate Management Plans (ESCMPs).
- 5.1.11. Organize environmental orientation & awareness, and training for Project staff on safeguards
- 5.1.12. Coordinate and execute Initial Environmental Examination (IEE) and Water and Land Use Plan, if necessary and other special studies/ assessment such as hazardous & e-waste management. Prepare environmental information materials and help the client in disseminating the information to the relevant stakeholders;
- 5.1.13. Provide overall policy and technical direction for safeguards management under the Project, as defined by the project environmental and social safeguards instruments;
- 5.1.14. Co-ordinate closely with the technical officers in the Implementing Agencies (IA) in planning and managing project implementation as per the safeguard's instruments;
- 5.1.15. Provide necessary technical assistance to facilitate the implementation, management and monitoring of environmental and social safeguards including conducting baseline studies
- 5.1.16. Ensure environmental and social due diligence is carried out for each sub-project as soon as conceptual technical design and scope have been defined, as outlined in the safeguard's instruments;
- 5.1.17. Closely coordinate with the PIU and IA technical officers for timely preparation of Environmental/Social/Climate Assessments/Management Plans for sub-projects, as necessary (depending on screening outcome);
- 5.1.18. Coordinate with the IAs for hiring technical assistance, where necessary, and for review and endorsement of these safeguard documents;
- 5.1.19. Ensure consistency of safeguard documents with national social, environmental, and climate regulations;
- 5.1.20. Obtain necessary clearances from local authorities for sub-projects, where applicable;
- 5.1.21. Prepare terms of references to undertake Environmental, Social, and climate assessments for complex and new activities and obtain necessary clearances from the IFAD and/or designated project approving agencies;



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- 5.1.22. Manage the consultants hired to undertake environmental, social, and climate assessments, where applicable, and provide coordination support with implementation agencies and individuals;
- 5.1.23. Review draft and final environmental, social, and climate assessments for quality and obtain necessary clearances as per the safeguard's instruments;
- 5.1.24. Ensure that applicable measures in the Environmental, Social, and Climate Management Plans (ESCMPs) are included in the design, and conditions on compliance with ESCMPs is included in the bidding documents liaising closely with the procurement team of the PIU and IAs;
- 5.1.25. Develop, organize, and deliver environmental, social, and climate training programs and workshops for the Implementing Agencies at the field level, contractors, field supervision staff and other implementing agency officials as needed, on safeguard requirements and their management;
- 5.1.26. Ensure compliance with ESCMPs 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;
- 5.1.27. Prepare additional technical guidelines, if necessary, to support the safeguards instruments in order to strengthen the implementation of environmental and social safeguards;
- 5.1.28. Review and update the Stakeholder Engagement Plan developed for the project during design phase, develop a stakeholder register and ensure adequate public consultation and engagement as defined by national requirements and consistent with SECAP requirements, and Project Appraisal Document;
- 5.1.29. Review and update the project-level Grievance Redress Mechanism in line with requirements by national legislation and SECAP. Develop and maintain a Grievances logbook and ensure grievances relating to sub-project implementation are addressed with corrective action and adequately documented;
- 5.1.30. Hold regular review meetings with the technical officers of the IAs and visit selected project sites to monitor implementation of the safeguard's instruments;
- 5.1.31. Prepare routine monitoring reports, in collaboration with the IAs as set forth in the safeguard's instruments;
- 5.1.32. Liaise closely, where technical guidance is required, with the Environmental, Social, and Climate Technical team of the IFAD task team.
- 5.1.33. Promote community participation in the process of planning, management and monitoring of environmental/social/Climate impacts of sub-projects; provide



guidelines on community participation in environmental/social/climate monitoring to the IAs

- 5.1.34. Conduct social/environmental audits for all project components and obtain clearances;
- 5.1.35. Review and comment on audit reports, take necessary actions to address audit issues raised and obtain comments from IFAD.
- 5.1.36. Submit periodic progress reports as required;
- 5.1.37. Develop and manage all E&S documentation in a shared folder.
- 5.1.38. Undertake any other function directly related to the efficient execution of the project as indicated by Project Director.

## **6. Consultant's qualifications and experience**

### **6.1. Qualifications and skills**

- 6.1.1.A recognized graduate university degree in in environmental sciences, environmental engineering, environmental studies, or equivalent
- 6.1.2. At least 5 years' experience working in the Maldives preferably with the government agencies involved in the field of Agriculture management, research, environment, and/or marine resources management;
- 6.1.3. Work experience in government or donor-funded projects and other relevant institutions will be an added advantage;
- 6.1.4. Proficiency in climate change impact and vulnerability assessments, as well as the identification and implementation of adaptation and mitigation measures.
- 6.1.5. Familiarity with the Government of Maldives, IFAD, and other international safeguards policies, environmental and social safeguard standards, and their practical application in development projects will be preferred.
- 6.1.6. Experience in environmental and social mentoring, providing on-the-job training, and professional support will be preferred.
- 6.1.7. Demonstrates good oral and written communication skills in substantive and technical areas A thorough knowledge or demonstrated ability to rapidly acquire knowledge about environmental assessments, research processes, and procedures for performance monitoring and evaluation;
- 6.1.8. Excellent writing, editing, and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;
- 6.1.9. A high level of computer literacy is required. Familiarity with programs like Word, Excel and PowerPoint are required.

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6.1.10. The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area.

6.1.11. Demonstrates openness to change and ability to manage complexities

6.1.12. Willingness to travel to islands of Maldives where the project is being implemented (for short or longer durations, as per demand of the Project) is a must.

6.1.13. The successful candidate must understand the objectives and delivery mechanisms of the project. S/he must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative to overcome challenges.

### 7. Reporting Requirement

7.1. Report directly to the Project Director on all aspects of procurement throughout the duration of the contract, unless otherwise advised by the Client.

7.2. Environmental and Social Safeguards Officer is expected to 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 8 hours work per day will be on a pro-rate basis and is required to work additional hours to complete the assigned tasks on a daily basis.

7.3. This position is based at the Ministry Agriculture and Animal Welfare in Male' with travel to islands or field visits as may be required.

7.4. The Environmental and Social Safeguards Officer shall provide all the necessary reports and updates to the Project Director or its designated and donor agencies whenever needed.

### 8. Location and period of execution

8.1 Duration of the assignment is 12 months from the commencement of the work with the potential extension based on performance and need. The successful candidate is expected to commence the services in August 2024.

8.2 This position is based at the PIU Office of the Ministry of Agriculture and Animal Welfare in Male' with extensive travel to Islands or field visits as may be required.

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### 9. Selection Criteria

9.1. The Environmental and Social Safeguards Officer will be selected based on the following criteria:

Selection Criteria	Weightage (%)
Relevant academic qualification(s)	40
Professional Experience in similar works/ assignments	15
General experience in similar works/assignments	15
Interview	30

Candidate must attain minimum of **50 Marks** in the evaluation (Relevant academic qualifications and Experience in similar works) to be qualified for the Interview, and a minimum of **70 Marks** all combined together to qualify for Request for Proposal.

### 10. Project coordination

10.1. Report directly to the Project Director on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Implementing Agency.

### 11. Services and facilities to be provided by the client

- 11.1. Office space and other office facilities such as computers will be provided as required.
- 11.2. Local transport for official travel between Malé and field visits to islands; food, accommodation and allowances will be provided from the project.
- 11.3. The Consultant shall ensure that they always carry themselves in good behavior and maintain a cordial friendly atmosphere with other personnel including employees of MoAAW, MAP, Island Councils and other organizations.
- 11.4. The Consultant shall provide professional, objective, and impartial advice, at all times holding the client's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work. The Consultant has an obligation to disclose to the client any situation of actual or potential conflict that impacts its capacity to serve the best interest of the client.

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