



Ministry of Health, Family and Welfare

Terms of Reference

Environmental and Social Specialist (Local) - Deliverable Basis Maldives: COVID-19 Emergency Response and Health Systems Preparedness Project

Ref: ERHSPP-CS-05B

A. Background

The Government of Maldives (GoM) has received financing from the Asian Infrastructure Investment Bank (AIIB) towards the cost of the Maldives COVID-19 Emergency Response and Health Systems Preparedness Project (COVID-19 ERHSPP).

The objective of the COVID-19 ERHSPP is to respond to and mitigate the threat posed by COVID-19 and strengthen national systems for public health preparedness in Maldives. The objective will be achieved through the implementation of activities that support further prevention of COVID-19 transmission combined with activities that strengthen the health system's capacity for disease management. Both approaches are essential to the immediate response and will serve the dual purpose of simultaneously strengthening the health system beyond the current crisis for the medium term. The project has three parts, summarized below:

Part 1: Emergency Response for COVID-19 Prevention

- (a) Provision of medical equipment and supplies.
- (b) Support with the implementation of social distancing measures, personal hygiene promotion, financing of community awareness campaign, distribution and use of face masks, promotion of personal hygiene practices and community participation in slowing the spread of the pandemic, as well as other measures to mitigate effects of long-term social distancing.

Part 2: Emergency Health System Capacity Strengthening for COVID-19 Case Management

- (a) Strengthening laboratory and diagnostic capacity at both national and atoll levels, including expansion of testing capacity of two regional hospitals, provision of diagnostic reagents, testing kits and special panel kits, Training of laboratory technicians, enhancing of samples transportation arrangements, and certification of safety cabinets.
- (b) Strengthening local containment capacity through establishment of quarantine and isolation units in hospitals and other existing facilities, as well as provision of Training to clinical and non-clinical workers, including volunteers, on guidelines and standard operating procedures applicable to COVID-19 related emergency.

Part 3: Implementation Management and Monitoring and Evaluation

Support for Project implementation and management, including support for procurement, financial management, environmental and social risk management, reporting, monitoring and evaluation, and provision of Training and Incremental Operating Costs.

B. Objectives

The primary objective of the Environmental and Social Specialist is to support the Ministry of Health, Family and Welfare in ensuring environmental and social compliance of the projects. This includes identifying, assessing, and managing environmental and social risks and impacts, ensuring the implementation of appropriate mitigation measures, and maintaining compliance with applicable national regulations and donor environmental and social requirements.

C. Scope of Services

The Ministry of Health, Family and Welfare intends to engage an Environmental and Social Specialist to support the Project Management Unit (PMU) in ensuring compliance with environmental and social requirements. The Specialist will assist the project team in leading and coordinating environmental and social activities, ensuring compliance with the safeguard instruments. The Consultant will coordinate with technical teams, contractors, and other stakeholders responsible for implementing project sub-components, and will liaise with the Donor Task Teams and other relevant stakeholders as required.

1. Provide overall policy and technical direction for environmental safeguards management under the Project as defined by the Environmental and Social Commitment Plan (ESCP), Environmental and Social Management Framework (ESMF), Environmental and Social Management Plan (ESMP) Stakeholder Engagement Plan (SEP) and Labor Management Plan (LMP).
2. Report to Project Management Unit and the AIIB on the overall Environmental and social performance of the project as part of PMU's periodic progress reporting and prepare all relevant report as outlined in the ESMF and guided by the AIIB.
3. Ensure Environmental and social analysis is carried out for each sub-component and project activity and closely co-ordinate with the PMU for review and endorsement of the screening decision and recommendation.
4. Ensure the requirements stipulated in the SEP are implemented throughout the project lifetime, coordinate and maintain documentation of SEPs and facilitate actions with regard to grievances and concerns in relation to project interventions.
5. Ensure the provisions of the LMP are duly incorporated in to the Environmental and social instruments and maintained in line with the requirements outlined, throughout the project lifetime.
6. Ensure consistency of safeguard documents with national Environmental regulations; work with the PMU to obtain necessary clearances from local regulatory authorities, such as the Environmental Regulatory Authority (ERA) for sub-projects, where applicable.
7. Co-ordinate closely with the technical focal points, project engineers and project officers managing sub-component implementation in the Islands, at the Island level;

- and provide necessary technical assistance to facilitate the implementation, management and monitoring of Environmental and social instruments such as ESMPs.
8. Conduct site visits to monitor construction progress and work with the hospital focal point to ensure the ESMP is being properly implemented. Conduct training on the AIIB ESMF content and implementation procedures and other relevant topics to all project implementing agency teams, contractors etc. as necessary during project implementation and outlined in the ESCP and ESMF.
 9. Provide technical input, guidance, and advisory support to the Project Director on environmental and social matters, including the review and preparation of documents, compliance monitoring, stakeholder engagement activities, and other E&S-related tasks for projects under his oversight.

D. Expected Deliverables

No.	Task	Deliverables	Time Submission	of Payment and submission	Payment (MVR)
1	Environmental and Social Regulatory Compliance	<u>Deliverable 1 – National Regulatory Alignment & Clearances for KRH Quarantine Facility.</u> Ensure full alignment of project safeguard documents with national environmental regulations and provide technical support for obtaining required environmental approvals and clearances from authorities (including ERA), where applicable. Support the renewal, extension, and amendment of environmental approvals as required. Documentation of submissions, approvals, and compliance shall be provided.	Within first 2 months of contract.	One-time Payment Total: 5% (Payment is subject to, submissions, approvals/permits, correspondence, where applicable and a brief compliance report)	4,950
2	Safeguard Instruments	<u>Deliverable 2 – IPC Training Environmental and Social Compliance Arrangements</u> Develop and implement a GRM for the IPC training programme,	30 days Before commencing of the IPC training and within 30 after completion of the training.	One-time Payment Total: 5% Payment shall be made upon the submission and acceptance of the GRM and any	4,950

		including the necessary forms, registers, and procedures. Prepare any other environmental and social management documents, tools, and records required to ensure compliance with the AIIB ESF and applicable project requirements, and report on their implementation.		other required environmental and social (E&S) documents, tools, or records for the IPC Training Programme, together with a brief completion report.	
2	Capacity Building	<u>Deliverable 3 – Training & Capacity Building</u> Design and deliver training and capacity-building sessions for stakeholders involved in the KRH Quarantine Facility Project: • Donor Environmental and Social Framework (ESF) • ESMF, ESMP implementation procedures • SEP, LMP, and grievance redress mechanisms Target audience includes implementing agencies, contractors, site staff, and other relevant stakeholders. Training materials, attendance sheets, and reports to be submitted. <i>(Project will organize the trip arrangements including transport, food and accommodation).</i>	Within first 3 months of contract.	One-time Payment Total: 5% (Payment is subject to Training completion report including but not limited to Training plan, materials, signed attendance, photographic evidence, and a completion report (including participants, topics, and feedback))	4,950
3	Implementation, Monitoring & Support	<u>Deliverable 4 – Site Monitoring & Compliance Verification</u>	Four Site visits or as needed	Four-Time Payment (Each payment	Per trip 2,475

		Conduct periodic site visits to the KRH Quarantine Facility project site and monitor construction activities and verify the effective implementation of the ESMP (including the C-ESMP), LMP, SEP, Environmental Clearance conditions, and other applicable environmental and social (E&S) instruments. Monitor and follow up on the implementation of recommendations and corrective actions where applicable. Coordinate with hospital and island-level focal points, and submit site visit reports outlining findings, corrective actions, implementation status, and follow-up measures. <i>(Project will organize the trip arrangements including transport, food and accommodation. Site visits to be conducted on an as-needed basis)</i>		will be 2.5%, Total: 10%) (Payment is subject Site visit reports with photos, non-compliance/CAPs if required, follow-up status, and meeting notes).	Total 9,900
4	Safeguard Instruments	<u>Deliverable 5 – Safeguard Frameworks & Plans</u> Maintain the following safeguard instruments in line with Donor Environmental and Social Framework (ESF) and project requirements: • Environmental and Social Commitment Plan (ESCP) • Environmental and Social Management Framework (ESMF) • Stakeholder Engagement Plan (SEP)	Monthly	Monthly Total: 75% (Monthly Payment, this amount shall be distributed proportionally over the full duration of the Contract and paid in monthly installments.) (Payment is subject to the submission of a Monthly E&S report for the works carried out, including	Per Month 12,375 Total 74,250

		• Labor Management Procedures (LMP) • Environmental and Social Management Plan (ESMP) • Complete Environmental and Social analysis and screening for each sub-component and completed documents where necessary including meeting the conditions specified in the screening decision of the ERA.		implementation status, regulatory compliance updates, stakeholder engagement, grievance redress mechanism (GRM), labor management, photos, technical coordination and mission support, and technical advisory support where required).	
5	Implementation, Monitoring & Support Monthly	<u>Deliverable 6 – Environmental & Social Progress Reporting</u> Prepare and submit all periodic Environmental and Social (E&S) monitoring reports as required under the ESMF, ESCP, and Donor guidance, including monthly, quarterly, and mission-related reports. Develop and maintain E&S monitoring tools, checklists, trackers, and reporting templates to support effective monitoring of project compliance and implementation of environmental and social commitments. Ensure timely tracking, documentation, and reporting of E&S performance, corrective actions, and follow-up measures.	Monthly		

6	Implementation, Monitoring & Support Monthly	<u>Deliverable 7 – Stakeholder Engagement & GRM Implementation</u> Implement and maintain the Stakeholder Engagement Plan (SEP) throughout the project lifecycle, including: • Maintaining SEP documentation • Supporting and tracking grievance redress mechanism (GRM) actions related to project activities	Monthly		
7	Implementation, Monitoring & Support Monthly	<u>Deliverable 8 – Labor Management Compliance</u> Ensure continuous implementation and monitoring of Labor Management Procedures (LMP) across all project activities, including contractor compliance, worker GRM, and reporting.	Monthly		
8	Implementation, Monitoring & Support Monthly	<u>Deliverable 9 – Technical Coordination & Mission Support</u> Coordinate closely with project engineers, technical focal points, and island-level officers. Provide ongoing technical assistance for the implementation of E&S instruments and support project implementation, supervision, and	Monthly and as needed		

		monitoring missions conducted by Donor and the Government.			
9	Implementation, Monitoring & Support Monthly	<u>Deliverable 10 – Technical Support to Project Director</u> Provide technical input, guidance, and advisory support to the Project Director on environmental and social matters for projects under his/her oversight. Undertake any other environmental and social tasks reasonably required by the Client, including the preparation and review of documents, compliance monitoring, stakeholder engagement activities, site inspections, support during procurement and implementation stages, and coordination with relevant authorities and stakeholders.	Monthly		

E. Required Expertise and Qualifications

The Consultant must meet all of the following minimum requirements to be considered eligible for this assignment:

1. Education: Minimum Bachelor's' Degree in Environmental Science, Environmental Management, or a related field from a recognized institution.
2. Professional Experience: Minimum Three (3) years of professional experience in Environmental and/or Social assessments, environmental management, or related fields.
3. Specific Experience: Minimum Two (2) projects in carrying out and/or undertaking monitoring for ESIA/ESMPs of infrastructure development projects.
4. MDB Project Experience: Proven experience working on at least one (1) Multilateral Development Bank (MDB) funded project.

Consultants who do not meet all mandatory requirements will be considered non-responsive and will not proceed to the evaluation stage.

Consultants meeting the mandatory requirements will undergo further evaluation. All candidates must provide documentary evidence to support their qualifications and experience.

F. Expected Knowledge, Skills and Competencies

The Consultant should possess the following knowledge and skills.

1. Stakeholder Engagement: Prior experience engaging with communities and multiple stakeholders.
2. Country/Regulatory Knowledge: Familiarity with working in the Maldives and knowledge of the national environmental and social regulatory requirements.
3. Technical Skills: Strong computer skills, including MS Word, Excel, PowerPoint, and other relevant applications.
4. Language Skills: Proficiency in written and spoken English and Dhivehi.
5. Communication & Interpersonal Skills: Ability to communicate effectively and work independently.

G. Code of Conduct

The consultant hired under this TOR, shall follow and maintain the standards of professional code of conduct set by the Civil Service Commission and policies, standards guidelines and SOP's set by Ministry of Health, Family and Welfare, and disciplinary actions to be applied for violations of these standards.

H. Reporting and Coordination Arrangements

The Environmental and Social Specialist shall work in close coordination with the Project Management Unit (PMU) for the ERHSP Project of Ministry of Health, Family and Welfare on all matters related to the assignment. The Consultant shall report to the Project Director or his/her designated representative throughout the duration of the Contract.

The assignment shall be deliverable-based and not subject to fixed working hours or office attendance requirements. The Consultant shall perform the services independently, using their own workspace and resources, and shall attend meetings, site visits, and coordination sessions only when requested by the Client or when required for effective delivery of agreed outputs.

I. Contract Duration

The Contract shall commence on the date of signature and shall remain in effect until 31 December 2026.

The assignment is expected to commence in August 2026. The Contract duration and continuation shall be subject to the satisfactory completion and acceptance of deliverables, availability of funding, and project requirements.

The Contract may be extended, in whole or in part, subject to the extension of the Project financing agreement, availability of funding, satisfactory performance of the Consultant, and the written agreement of both parties. Any extension shall be subject to the approval of the Client and applicable Government and donor requirements.

J. Selection criteria

The EOIs submitted by the consultants will be evaluated based on the criteria below.

Consultants who meet the mandatory qualification requirements will be shortlisted and invited for an interview. The Consultant obtaining the highest overall score based on the evaluation criteria and interview performance will be invited for contract negotiations. If negotiations are unsuccessful, the Client reserves the right to invite the next ranked Consultant.

I. Selection criteria

The staff will be selected based on the following criteria. Selection Criteria	Weightage (%)
Academic Qualification Bachelor's Degree – 10 marks; Master's Degree – 15 marks; PhD – 20 marks	20
Relevant Experience 3–7 years – 5 marks; 8–10 years – 8 marks; More than 10 years – 10 marks	10
Interview Assessed based on technical knowledge, relevant experience, communication skills, understanding of environmental and social requirements, and suitability for the assignment.	70
Minimum Two (2) projects in carrying out and/or undertaking monitoring for ESIA/ESMPs of infrastructure development projects.	
Applicant to have at least 1 Multilateral Development Bank funded project experience.	
* Only qualified candidates will be called for the Interview. Highest marks scored candidate will be selected for the position.	

K. Payment Terms

Payments shall be made upon the satisfactory completion and formal acceptance of each deliverable by the Client, in accordance with the deliverables.

For each payment request, the Consultant shall submit:

- (i) a signed invoice corresponding to the relevant deliverable; and
- (ii) a brief progress or completion report clearly outlining the work performed, outputs delivered, and supporting documentation where applicable.

The format and structure of the report shall be mutually agreed upon by both parties at the commencement of the assignment. The Contract Price shall be paid as follows: seventy-five percent (75%) shall be distributed in monthly installments over the Contract duration, subject to satisfactory completion and approval of deliverables, and forty percent (25%) shall be paid upon completion and acceptance of the specified deliverables and lump-sum outputs.

The Client shall separately arrange and cover official travel, accommodation, meals, training venue hire, and other related logistical arrangements required for the execution of the assignment.

L. Client's Input and Support

The Ministry of Health, Family and Welfare and the Project Management Unit (PMU) shall provide the Consultant with all relevant documents, data, and access to project records necessary to perform the tasks under this assignment.

The Project shall also cover and arrange all official travel, transportation, accommodation, meals, training venue hire, and other related logistical requirements necessary for the execution of the assignment.

The Consultant is expected to perform the services independently using their own workspace and resources, except for the travel and logistical arrangements explicitly provided by the Project.

Annex 1 – ESRHPP Sub-Project Details

Project No.	Project Name	Amount (USD)	Contract Status	Location / Site	Key Details
1	KRH Quarantine Facility	2,700,000	Contract Signed	Kulhudhuffushi Regional Hospital	Construction of the quarantine facility, including isolation wards, utilities and support rooms, and a multipurpose hall.
2	IPC Training for Health Workers	25,000	Contract Not Signed	Male' City	Infection prevention & control training for selected health workers; includes training sessions, materials, and assessment