بسم الله الرحمن الرحيم

MINISTRY OF HEALTH, FAMILY AND WELFARE

MALE'

REPUBLIC OF MALDIVES

STRENGTHENING GENDER INCLUSIVE INITIATIVES (SGII) PROJECT

TERMS OF REFERENCE FOR SAFEGUARDS CONSULTANT

A. Purpose

The Ministry of Health, Family and Welfare (MHFW) is seeking to hire a Safeguards Consultant to assist its Project Management Unit in coordinating, managing, and implementing the Strengthening Gender Inclusive Initiatives (SGII) Project funded by the Asian Development Bank (ADB).

B. Background

The Manifesto 2023-2028 of the Government of Maldives recognizes the importance of addressing gender inequalities towards achieving long-term and sustainable development. The Manifesto seeks to improve gender equality as a governance concern by "increasing women's representation in decision-making, minimizing sexual harassment, domestic violence, eliminating barriers for women to participate in economic activity including cultural barriers by promoting shared care work and household responsibilities.

The Strengthening Gender Inclusive Initiatives (SGII) project aligns with the intentions of the Manifesto and will support the government increase access to sustainable gender responsive social services that support gender equality by reducing women's unpaid care burden and minimizing Domestic Violence /Gender Based Violence. The project takes a holistic and multidisciplinary approach to tackling gender inequalities in the Maldives through (i) improving the availability and use of quality Gender Equality and Social Inclusion (GESI) data and statistics, (ii) integrating gender responsive budgeting into government planning and budgeting processes, (iii) strengthening the capacity of the social service system for aged, early childcare and DV/GBV services, (iv) establishing partnerships with civil society organizations, local councils and Women Development Committees to support DV/GBV prevention and access to quality DV/GBV services, and (v) building three climate-resilient shelters for DV/GBV survivors.

The project executing agency is Ministry of Finance and Public Enterprises (MOFPE). The lead government agency is Ministry of Health, Family and Welfare (MHFW) which is responsible for gender equality and the protection and promotion of the rights of vulnerable groups including women, children and the elderly. A project management unit has been established in MHFW. MHFW will oversee the overall supervision of the Project and coordination of other key implementing agencies such as MOFPE, Family Protection Authority (FPA) and Maldives Bureau of Statistics (MBS).

The key activity under the Output 5 is to establish three climate-resilient domestic and Gender based violence shelters in Addu City, Hulhumale and Raa Ungoofaaru. The construction of the shelters will be implemented by the Project Management Unit (PMU) established under Ministry of Health, Family and Welfare. A supervision team (Project Engineer, Safeguards Consultant, and Site Supervisor) will assist the PMU in implementation of the construction contracts.

C. Scope of work

The Safeguards Consultant will be engaged by MHFW under the PMU to assist in the implementation of the safeguards requirements of the construction contracts under the project Output 5 following ADB SPS 2009.

The work of the Safeguards Consultant will include the following tasks, among others:

1. Update, as necessary, the subproject Initial Environmental Examination (IEEs), Environmental Management Plan (EMPs) and Social Safeguards Due Diligence Report (SSDDRs), and after obtaining PMU and ADB's approval, oversee its implementation.
2. Work and coordinate with service providers to complete due diligence for supporting facilities of each subproject site
3. Work and coordinate with supervision team and appointed site contractors to develop and finalize site EMPs (SEMPs), and after obtaining ADB's approval, oversee SEMP implementation.
4. Work and coordinate with supervision team to supervise the integration of safeguard measures into the detailed engineering design, civil works and post construction works of all proposed infrastructure under each subproject by the appointed site contractors.
5. Assist supervision team and appointed site contractors with compliance to ADB SPS 2009 requirements including handling complaints and grievances filed through the project GRM.
6. Be responsible for building implementing agencies' capacity in safeguards monitoring and reporting.
7. Assist the supervision team in coordination activities with relevant line ministries and Island Councils on permits, approvals and/or clearances and compliance with relevant national and local regulatory requirements.
8. Conduct regular checks/ audits of contractor's OHSE performance, environmental performance such as implementation of mitigation measures outlined in IEE.
9. Assist facility operator in developing and implementing the SOMPs during O&M stage.
10. Assist facility operator to regularly coordinate with the relevant stakeholders to provide up-to-date information on subproject activities and address any issues that arise during operation stage.

Detailed Tasks

Pre-construction Stage

(i) Task 1. Preparation of application for domestic permit / approval

The consultant will assist PMU to work with local environmental agencies / Island Council to prepare and submit an appropriate domestic permit documentation for the subprojects under project output 5, as required, prior to any civil works / contract award to contractors.

(ii) Task 2. Project Readiness Compliance

a) Assist supervision team in project readiness monitoring against checklist and indicators set out in the EMP, in particular:

b) Update the IEE and EMP including environmental monitoring plan, to take account of detailed engineering designs of the subproject components, factoring any new details and developments into the mitigation and monitoring plans including finalized supporting facilities, budget and capacity development needs of supervision team and contractor staff.

c) Ensure that all relevant requirements of the EMP including any updates, are adequately addressed and included in the Design Build (DB) bidding documents and civil work contracts.

d) Ensure that environmental safeguards documents are prepared in compliance with safeguard requirements as per ADB SPS 2009.

e) Implement and monitor meaningful consultations throughout project implementation cycle.

f) Obtain ADB approval for the updated IEE and EMP

g) Implement the updated IEE and EMP.

h) Organize and conduct a training and capacity development program for the PMU, supervision team and appointed key personnel of the contractor on topics as set out in EMP (including SEMP implementation), compliance monitoring of construction activities and preparation of periodic monitoring reports, supervision responsibilities and interaction with contractors and communities, documentation, resolution and reporting of non-compliances and complaints, provide on job trainings throughout the subproject implementation period

i) Ensure that a practicable Grievance Redress Mechanism (GRM) is in place and that affected persons / households, institutions and other relevant stakeholders are informed about it and procedures to place a complaint for any environmental and social issues. Assist PMU with: (a) building capacity of the grievance redress committee (GRC) members; (b) maintaining adequate recording of the complaints (grievance logs and forms); (c) responses to complaints from affected persons/ households and institutions and ensure their resolution in a timely manner; (d) ensure follow-ups with affected persons / households to check that issues have been resolved satisfactorily; and (e) establishing and regularly updating a database of complaints received and status of their resolution and any bottlenecks, and summarizing the status of the GRM in the periodic and safeguards monitoring reports to be submitted to ADB.

j) Assist with information disclosure, distribution of Project Information Leaflet, consultations, and participation with the public, ensuring at least 30% women's participation overall and conducting separate consultations with women, on an ongoing basis throughout project implementation.

k) Assist Site Contractors, supervision team and PMU in preparing monitoring reports for submission to ADB.

Implementation Stage

(iii) Task 3. Implementation of IEE and EMP, SSDDR

a) Assist supervision team in compliance assurance with relevant government laws and regulations and ADB SPS 2009 requirements.

b) Assist supervision team in implementing IEE, EMP, and GRM. Ensure construction mitigation measures as set out in EMP are implemented.

c) Assist supervision team in drafting and/or updating the Public Information leaflet that will include subproject information including grievance redress committee (GRC), key focal point person contacts and any other details as relevant.

d) Provide training to supervision team and appointed key contractors, relevant PMU staff and facility operators on EMP implementation, provide training and checklists for monitoring parameters and responsibilities; on conducting consultations with affected people / households and communities on ongoing basis during project implementation.

e) In coordination with appointed site contractors, prepare site environmental management plans (SEMPs) based on the updated EMP and on actual site conditions prior to mobilizing; take reference from SEMPs, and prepare Standard Operation & Maintenance Plans (SOMPs) for the O&M stage, as applicable.

f) Coordinate with the local agencies / authorities on all relevant environmental regulatory compliance issues.

g) Coordinate with site contractors to conduct environmental baseline (monitoring) surveys as set out in the EMP.

h) Assist Supervision Team and PMU with the information disclosure, meaningful consultation and participation on an ongoing basis throughput project implementation including dissemination of project information e.g., results of baseline surveys, environmental safeguards, emergency response plans (ERPs), community health and safety measures and GRM; and integrate public views in project planning.

i) Obtain monthly information from the appointed site contractors in a simple report template to report on mitigation activities, environmental issues and corresponding corrective actions proposed or taken, including grievances reported and status of resolution.

j) Assist appointed site contractors and supervision team in compliance monitoring, preparation of environment and social related information for submission to PMU for the project quarterly progress report (QPRs) and semi-annual and annual safeguard reporting during construction and O&M stage, respectively.

k) Oversee implementation of post construction activities as per EMP.

(iv) Task 4. Construction Supervision of appointed Site Contractors

Work in close coordination with Field Supervisor and undertake the following:

a) Conduct regular site visits and monitor civil works; identify any safeguards issues/ problems during subproject implementation; propose remedial/ corrective actions and report outstanding issues.

b) Ensure appointment of trained key focal persons on site contractor staff (C-ES, C-HS, C-GRM) prior to civil works commencing.

c) Coordinate with appointed site contractors to finalize Site Environmental Management Plans (SEMPs) prior to civil works commencing and obtain approval from PMU, supervise and regularly monitor implementation of EMP/ SEMP, community and occupational environment, health and safety (EHS) measures and GRM by all parties on the site.

d) Supervise all environmental monitoring (air quality, noise) monitoring conducted by appointed site contractors.

e) Monitor compliance with applicable national labour laws and core labour standards, including but not limited to equal pay for equal work regardless of gender, race or ethnicity, and exclusion of child labour.

f) Oversee implementation of post construction activities as per EMP.

All Phases

(v) Task 5. Project Administration and Reporting

a) Set up a project performance monitoring and document management system for safeguards documentation; maintain records of communications between PMU, other government agencies, Supervision Team, PMU, appointed site contractors, construction field supervisor and ADB.

b) Monitor safeguards implementation against the subproject's time schedules and work programs provided by the supervision team and appointed site contractor.

c) Undertake other subproject-related tasks as can be reasonably inferred for the successful completion of the project.

d) Oversee and follow the reporting schedule:

Responsibility	**Reporting Requirements**	**Reporting to**
Site Contractors	Weekly inspection and monitoring reports	PMU
Safeguards Consultant	Monthly inspection and monitoring reports	PMU
	Environment input for Quarterly Progress Reports (QPRs) during construction stage	PMU

D. Duration and Commencement of Services

Successful candidates will be contracted for a period of 1 (one) year with a potential extension. This contract is expected to commence in December 2026.

E. Qualifications and Experience

1. Bachelor's Degree in Environmental Management and/ related field to the assignment (includes but not limited to Environmental Engineering) with a minimum of 7 (Seven) years of experience in a related position in the field of assignment.

   OR

2. Master's Degree in Environmental Management and/ related field to the assignment (includes but not limited to Environmental Engineering) with a minimum of 03 (Three) years of experience in a related position in the field of assignment.
3. Experience in construction related fields will be taken into account.
4. Relevant experience in donor funded projects specifically ADB will be preferred; understanding of ADBs SPS will be an added advantage.
5. Must be result oriented and proactive with excellent written and oral communication skills in Dhivehi and English.
6. 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.
7. Must be computer literate in the use of basic applications.
8. 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 under the project.

F. Reporting Requirements

i. The Safeguards Consultant shall report directly to the Project Director and Project Coordinator.

ii. The Safeguards Consultant should report to work as per government working hours and based on the requirement of the project.

iii. The Safeguards Consultant is required to report to work in official attire.

iv. The Safeguards Consultant shall ensure that all the required reports for the project are prepared on time, in accordance with the requirements of client.

G. Remuneration and Leave Details

Successful candidate will be paid an all-inclusive monthly fee in the range of MVR 23,490.00 – 27,000.00 depending on their qualifications and experience. In addition, any fees payable to the individual for duty travel assignments, Ramadan allowance shall be compensated at the government

prevailing rates. Fixed monthly fee shall be subject to deduction for pension and any other statutory requirement as may be applicable. Leave entitlement shall be as follows.

i. Office space and other facilities such as computers will be provided as required.
ii. Local transport for official travel between Male' and allowances to cover food and accommodation for the trips will be provided from the project.
iii. Leave Entitlement:
    a. Annual Leave: The Safeguards Consultant may take up to thirty (30) working days leave per calendar year.
    b. Sick Leave: The Safeguards Consultant may take Thirty (30) days of paid sick leave.
        i. The Safeguards Consultant is allowed to take 15 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, Safeguards 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 Safeguards Consultant may take Ten (10) days of paid leave in a year to attend important obligations such as attending family members during illness.
    d. Unpaid Leave: The Safeguards Consultant will not be paid for leave(s) that exceed the maximum allowed and the MHFW may terminate the contract if the unpaid leave exceeds more than Fifteen (15) working days.

H. Application Instructions

Ministry of Health, Family and Welfare now invites interested individuals qualified for the assignments to submit Expression of Interest inclusive of the following documentation to demonstrate your eligibility for the assignment.

i. Cover Letter for Expression of Interest
ii. Copy of National Identification Card
iii. CV including information that demonstrates that the candidate is qualified to undertake the scope of work.
iv. Work experience documentation. (Description of similar assignments, and experiences in similar field of work).
v. Copies of attested academic qualifications certificate accredited by Maldives Qualification Authority.
vi. Reference letters from current and/or previous employers.