



Ministry of Health

## Terms of Reference

### Social Specialist (Local)

## Maldives: COVID-19 Emergency Response and Health Systems Preparedness Project

## Terms of Reference

[Ref No: MV-MOH-170025-CS-INDV]

### A. Background

The Government of Maldives (GoM) has received financing from the International Development Association (IDA) and Asian Infrastructure Investment Bank (AIIB) under the Fast Track COVID-19 Facility (FTCF) towards the cost of the Maldives COVID-19 Emergency Response and Health Systems Preparedness Project (COVID-19 ERHSPP), and intends to apply part of the proceeds of these funds towards payments under the contract for a Social Specialist for this project implemented by the Ministry of Health (MoH).

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 four components, summarized below:

1. **Component 1 – Emergency Response for COVID-19 Prevention:** procurement of essential protective equipment and other essential items to protect healthcare workers and patients; risk communication, community engagement and behavior change, including social distancing measures and associated mitigation strategies.
2. **Component 2 – Emergency Health System Capacity Strengthening for COVID-19 Case Management:** strengthening the centralized and decentralized health system capabilities for disease surveillance, case management and infection prevention and control (IPC).
3. **Component 3 – Implementation Management and Monitoring and Evaluation:** strengthening of public structures for the coordination and management of the project, including central and regional arrangements for coordination of activities, financial management, procurement and social and environmental management.
4. **Component 4 – Contingent Emergency Response Component:** a zero-dollar component to ensure additional flexibility in response to the current and any potential other emergency that might occur during the lifetime of this project.



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The project will be implemented by the MoH's Administration Division, which shall be responsible for all procurements, trainings and capacity building activities supported by the project. This Division shall house the Project Management Unit (PMU) for the COVID-19 ERHSPP, which will consist of (a) Project Director, (b) Project Coordinator/EOC Liaison, (c) Procurement Specialist, (d) Financial Management Specialist, (e) Environmental (biomedical waste management) Specialist, (f) Social Specialist, and (g) Monitoring and Evaluation Specialist.

The MoH wishes to contract a Social Specialist who will assist the project team for the overall day to day management and coordination of the project. The Social Specialist is expected to report to the Project Director. The Social Specialist will be required to assist the project team to lead the social activities of the project and coordinate with the technical teams and stakeholders assigned to implement the subcomponents. The Social Specialist will also closely liaise with the Task Team from the World Bank, Asian Infrastructure Investment Bank (AIIB) and other stakeholders.

### **B. Objectives**

The primary objective of the Social Specialist is to ensure social due diligence for all the sub-components funded by this project. It is intended to ensure that, for all activities financed by the project, all efforts are made to avoid and minimize social negative impacts; and where they cannot be avoided, that these impacts are identified and the necessary mitigation measures are developed and implemented following the relevant laws as well as the World Bank and Asian Infrastructure Investment Bank (AIIB) policies.

### **C. Scope of Services**

- Provide overall policy and technical direction for the management of social risks and impacts under the Project (as defined by the Environmental and Social Commitment Plan (ESCP), Environmental and Social Management Framework (ESMF), Stakeholder Engagement Plan (SEP), Labor Management Procedures (LMP), and other such instruments prepared under the Project).
- Support the preparation of E&S instruments required under the Project, including revised Stakeholder Engagement Plan, Labor Management Procedure, Environmental and Social Management Framework, and other relevant management plans.
- Work on the tasks outlined below in collaboration with the project's Environment Specialist, Procurement Specialists, and other technical teams.
- Ensure social risk and impact analysis is carried out for each sub-project and project activity as soon as the conceptual technical design and scope have been defined for physical interventions; closely co-ordinate with the PMU for review and endorsement of the screening decisions and recommendations.



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- Ensure timely preparation of social assessments, social impact management plans; co-ordinate with PMU for hiring technical assistance, where necessary, and for review and endorsement of social due diligence and management instruments.
- 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.
- Ensure the provisions of the LMP are duly incorporated in to the safeguards instruments and maintained in line with the requirements outlined, throughout the project lifetime via coordination with the social specialist.
- Ensure consistency of environmental and social documents and procedures with national and international guidelines such as WHO's "COVID-19 Operational Planning Guidelines to Support Country Preparedness and Response" (2020), COVID-19 Outbreak and Gender: Key Advocacy Points from Asia and the Pacific, UN Women, 2020 and the COVID-19 resources to address gender-based violence risks, CDC Interim Infection Prevention and Control Recommendations for patients with confirmed COVID-19 or persons under investigation for COVID-19 in Healthcare Settings' etc.
- Prepare terms of references to undertake ESIA's, where required; and review draft and final ESIA's for quality and obtain necessary clearances.
- Ensure that applicable measures in the ESMPs are included in the design, and condition on compliance with ESMP is included in the bidding documents.
- Ensure compliance with ESMPs, LMP and SEP during the project implementation period and maintain close co-ordination with the relevant stakeholders, including government authorities, administrators of health care facilities, contractors, etc.
- Report to Project Management and the World Bank and Asian Infrastructure Investment Bank 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 ESCP and guided by the World Bank and Asian Infrastructure Investment Bank.
- Co-ordinate closely with the technical focal points, project engineers, administrators of health facilities, and project officers managing sub-project implementation in the Islands; and provide necessary technical assistance to facilitate the implementation, management and monitoring of social and environmental instruments such as ESMPs, LMPs, SEP, etc
- Support the establishment of Grievance Redress Mechanism for the project, including the preparation and endorsement of necessary guidelines and protocols for the intake, resolution, documentation and communication of the grievances. The GRM should also be able to manage cases relating to GBV and sexual exploitation and abuse/sexual harassment.
- Conduct training on the World Bank and Asian Infrastructure Investment Bank Environmental and Social Framework, ESMF content, LMP, SEP, 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.
- Travel as necessary to project locations in the Maldives for implementation and monitoring of environmental and social safeguards measures.



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- Participate in missions to help develop mechanisms to assess social opportunities, impacts, constraints and risks related to the project.

#### **D. Reporting Mechanism**

The Social Specialist shall report to the Project Director on the status of the assignment on a regular basis.

#### **E. Required Expertise and Qualifications**

- Minimum Bachelor's Degree in social development, social studies, sociology or related field.
- Minimum three years general experience in the field of social development, social safeguards activities, community-based participatory methodologies and carrying out social assessments.
- Prior experience working & engaging with communities & multiple stakeholders at different levels, especially in the health sector and implementing behavior change communication campaigns.
- Knowledge of impacts on vulnerable groups and gender issues in development, particularly related GBV.
- Experience on donor funded projects and prior implementation of donor safeguards, including on previous World Bank/ADB/AIIB financed operations is an advantage.
- Will have knowledge of working in country in the Maldives with prior experience and be familiar with the environmental and social regulatory requirements of the Republic of Maldives.
- Experience in a World Bank and Asian Infrastructure Investment Bank supported project would be an asset.
- Strong computer skills required (MS Word, Excel, Power Point, etc.) and other relevant computer applications.
- Good written and oral English and Dhivehi.
- Strong communication skills and good interpersonal relations.

#### **F. Contract Duration**

This is a 1-year contract. Upon signing of the contract, 3 months shall be counted as the probationary period. The contract shall be renewed based on performance, need, and funding.

This contract is expected to commence in September 2020.

#### **G. Remuneration**

Successful candidate will be paid an all-inclusive monthly fee of Maldivian Rufiyaa 19,800.00.