

TERMS OF REFERENCE

Job Title:	Social and Environmental Safeguards Specialist –National Consultant (Individual or Firm)
Unit:	Maldives Ministry of Environment and Energy
Project:	“Supporting Vulnerable Communities in Maldives to Manage Climate Change-Induced Water Shortages”
Duty Station:	Home-based - Maldives
Duration:	240 working days during December, 2017 – November, 2020

Contextual background:

The outer islands of the Maldives experiences drinking water shortages during the dry season. These shortages have had significant adverse human, environmental and social impacts on the outer island communities. Based on this climate change induced problem, in 2016, the Government of the Maldives with the support of the UNDP received financing from the Green Climate Fund (GCF) to undertake the “Supporting Vulnerable Communities in Maldives to Manage Climate Change-Induced Water Shortages” Project (Project”). The objective of the project is to deliver safe and secure freshwater to 105,000 people in the islands of Maldives in the face of climate change risks. This will be achieved by delivering the following results:

- (i) scaling up an integrated water supply system to provide safe water to vulnerable households; The proposed adaptation solution is to maximize water production and scale up the use of an integrated water supply system that will bring three primary sources of water (rainwater, groundwater and desalinated water) into a least cost delivery system that is able to maintain service levels in the face of climate change related pressures;
- (ii) Introduction of decentralized and cost-effective dry season water supply systems; The proposed solution is to create additional, atoll level water hubs to improve timeliness and efficiency of water delivery during the periods of water shortages; and
- (iii) groundwater quality improved to secure freshwater reserves for long term resilience. The proposed solution is improve groundwater quality through better protection policies, including controlled recharge and extraction methods.

As part of the approved project, the Government and UNDP prepared an Environmental and Social Management Plan (ESMP). Based on requirement changes from both the GCF and UNDP, the Government needs to undertake a range of activities so that previously agreed funding tranches can be released by the GCF. To undertake these tasks, the Ministry of Environment and Energy (MEE) through its Water Department, with support from UNDP, is seeking to engage a National Social and Environmental Safeguards Specialist (Safeguards Specialist) to undertake a range of tasks/activities with respect to the general ESMP and island specific social and environmental assessments as part of the project implementation process.

Objective of the consultancy:

The main objective of the consultancy is five-fold:

- (i) to ensure compliance with GCF and UNDP Social and Environmental Standards (SES);
- (ii) to update the current ESMP as per GCF and UNDP requirements;
- (iii) develop a detailed, island-specific ESMPs, with an actionable timeline and budget;
- (iv) update, engage and consult with all stakeholders and as necessary, obtain their consent to any works that may affect them; and
- (v) ensure compliance with the more general ESMP and island specific ESMPs throughout the project implementation.

In order to achieve this objective, a Safeguards Specialist is required to provide specialized safeguards technical input to the PMU prior to commencement of any groundworks on the target 49 islands. The Safeguards Specialist will also provide necessary inputs throughout the project implementation to ensure all involved in any form in the project (Governments at all levels, contractors, etc) have a full understanding of the ESMPs and that there is timely implementation of ESMP measures by the PMU. Moreover, the consultant will need to ensure full compliance in the updated and island specific ESMPs; and where there is non-compliance, to work with the PMU and others to rectify the problems quickly. The Safeguards Specialist will work with the PMU, MEE, EPA, Island Councils, and UNDP Country Office, under an overall technical guidance from the UNDP-GEF Unit, including UNDP-GEF Regional Technical Advisor (RTA) for climate change adaptation at the UNDP's Bangkok Regional Hub.

Reporting and coordination line:

- The Safeguards Specialist will report directly to the PM, with co-supervision by the Resilience Unit Manager in the UNDP Country Office;
- The Safeguards Specialist will need to work closely with PMU and UNDP Country Office for all the technical requirements of the UNDP SES policy and in close coordination with UNDP's RTA
- The Safeguards Specialist will respond timely (within 24 hours, preferably) to technical requirements of key stakeholders, such as MEE, EPA, UNDP Country Office, UNDP RTA. This input can be where applicable, by email, telephone and as necessary, in person;
- The Safeguards Specialist will coordinate with PMU members, relevant government and non-government counterparts and UNDP during the consultation and formulation process of island specific ESMPs as to ensure that risks are identified, avoided, mitigated and managed throughout project implementation.

Tasks/Responsibilities:

Under the overall supervision and guidance of the Project Manager, the Safeguards Specialist will have the responsibility for updating and implementing the –ESMP; preparing island specific ESMPs; undertaking audits to ensure compliance; and providing input and/or preparing reports as required for the implementation of the project. The Safeguards Specialist will work closely with the M&E Officer and

Communications Officers under the PMU on related aspects of project, including reporting, monitoring, evaluation and communication. Specific responsibilities will include:

- Review the current ESMP and make amendments as necessary (including but not limited to the inclusion of a grievance redress mechanism) based on the GCF and UNDP SES;
- Review existing EIA documentation for the integrated water systems on the four target islands and ensure full compliance with SES policy. Based on this review, incorporate relevant risk management measures into the broad and island specific ESMPs;
- Thoroughly review all design specifications for IWRM and RWH components and further identify risk avoidance, mitigation and management measures to be embedded into the ESMP;
- Plan and undertake necessary island-based social and environmental assessments, including but not necessarily limited to those identified in the current ESMP, as well as reviews and consultations to formulate island specific ESMPs for the project, based on the existing SESP and ESMP documents of the project;
- Review the SESP annually, and update and revise corresponding risk log; mitigation/management plans as necessary;
- Ensure environmental and social risks are identified, avoided, mitigated and managed throughout project implementation;
- Oversee/develop/coordinate implementation of all safeguard related plans;
- Facilitate necessary contributions and feedback by all national and Island level stakeholders, especially women's Development Committees (WDC) and other community groups in the process of formulation of updated ESMP for the project;
- Ensure full disclosure with concerned stakeholders;
- Monitor progress in development/implementation of the project ESMP ensuring that UNDP's SES policy is fully complied with and the reporting requirements are fulfilled;
- Work with the M&E officer to ensure reporting, monitoring and evaluation fully address the safeguard issues of the project; provide a well-documented, evidence-based compliance reports to be incorporated into the project annual reports (APRs);
- Ensure social and environmental grievances are managed effectively and transparently through the grievance redress mechanism;
- Participate in public consultations during project implementation;
- Ensure regular updating (once every six months) and availability of environmental assessment tools to all project functionaries and community institution partners;
- Ensure training of project staff and community institutions in environmental management and
- Develop guidelines for community participation and selection of beneficiaries for livelihood programmes.

Expected deliverables:

The Safeguards Specialist will be required to submit the following deliverables:

- Updated SESP (as necessary) and ESMP including a grievance redress mechanism and budget;

- Island specific ESMPs including relevant budgets;
- Monitoring templates;
- Quarterly audits of compliance;
- Annual SESP and Compliance Monitoring Reports;
- Field Mission Reports;
- Input into other reports as necessary.

Implementation Plan

The consultant will be expected to undertake the following tasks and deliver on the required outputs as specified.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required (<i>Indicate designation of person who will review output and confirm acceptance</i>)
Updated SESP and ESMP for submission to UNDP and GCF	20 days	December, 2017	Reviewed by the responsible government counterpart, PM, UNDP CO, BRH RTA and Safeguards Officer.
Island specific ESMPs	30 Days	January, 2017	Reviewed by the responsible government counterpart, PM, UNDP CO, BRH RTA and Safeguards Officer.
Templates, checklists and questionnaires for weekly and monthly monitoring of compliance / monitoring of risk reduction measures.	20 days	January, 2017	Reviewed by the responsible government counterpart, PM, UNDP CO, BRH RTA and Safeguards Officer.
Annual SESP and Compliance Monitoring Reports (Field missions and mission reports providing well-documented evidence of island-level stakeholder engagement and consultations by which ESMP and SESP and annual reports have been formulated);	30 days / year	Yearly during the contract duration	Reviewed by the responsible government counterpart, PM, UNDP CO, BRH RTA and Safeguards Officer.
Quarterly audits of compliance reports	10 days / quarter	Quarterly during contract duration	Reviewed by the responsible government counterpart, PM, UNDP CO, BRH RTA and Safeguards Officer. (Note: Quarterly reports will be due from the first quarter end after completion of deliverables 1,2 and 3 above and commencement of civil works of the project)
Assignment completion report			Upon satisfactory completion of the assignment

Note:

The consultant is required to submit a travel plan within 7 days of signing the agreement. Upon approval of the travel plan, all travel expenses, based on the travel plan, will have to be covered by the Consultant first and will be reimbursed upon submission of supporting documents.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Consultant, prior to travel and will be either reimbursed or covered directly by the project funds.

Qualification and working experiences:

- Must have a minimum Bachelors degree but preferably a Masters degree, in natural resource/water/environmental management, socio-economic development or related field;
- At least three years of relevant work experience, ideally involving international donors.
- Previous experience in undertaking Environmental and Social Impact Assessments
- Previous experience in developing and/or implementing environmental and social safeguard strategies for organizations or projects;
- Very good inter-personal skills and demonstrated ability to engage and work with local communities;
- Strong analytical skills; Exceptional ability in communication and networking, negotiations and mediation;
- Proficiency in computer application and information technology.
- Excellent language skills in Dhivehi and English (writing, speaking and reading).

Note: Qualification requirement for firms will be evaluated on qualifications of the lead consultant (team leader).

The successful candidate must be willing to work for extended periods without direct supervision and will be expected to travel routinely to islands within the project scope.

In addition, the individual's/firm's reputation of integrity and impartiality routed in independent from third parties shall be considered.

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. They must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in their broad field of actions

The consultant will be paid based on the deliverables in the above table. Hence financial proposal submitted should clearly mention fee for each deliverable.

All payments are subject to the clearance and approval of the direct supervisor. Final payment shall require a signed performance evaluation of the consultant.

Application process:

Interested candidates must submit the following as proposals in order to demonstrate their qualifications:

For Firms

- Financial Proposal;
- Profile of the firm;
- CV of proposed team members with accredited copies of educational certificates;
- Registration Certificate of the firm;
- Tax clearance (no earlier than 30 September 2017);
- At least two references from similar consultancy services.

For Individuals

- Financial Proposal;
- A cover letter indicating why the candidate/firms considers themselves suitable for the required consultancy;
- An updated personal CV of individual;
- Accredited copies of educational certificates;
- Copy of national identity card;
- At least two references from recent previous jobs or three references contact details

Technical evaluation (total 70% weight):

Step I - Desk review A desk review will be conducted to produce a shortlist of candidates/firms.

Step II - Interview:: A competency-based Interview will be conducted for candidates shortlisted from the desk review, who will be asked questions on their relevant experience, sector knowledge and competencies.

The following schedule summarises the evaluation criteria:

Evaluation Criteria					
Desk Review (70 Points)				Interview (30 Points)	Total combined score (max 100 points)
Education	Work Experience				
1. At least a Bachelors Degree in resource/ water/ environmental management, socio-economic development or related field: 17 points Masters degree in relevant field: 3 points	2. At least three years of relevant work experience, ideally involving international donors: 17 points Additional scores: 1 point additional for each extra year up to maximum 3 points	3. Previous experience in undertaking Environmental and Social Impact Assessments:	4. Previous experience in developing and/or implementing environmental and social safeguard strategies for organizations or projects:		
20	20	15	15	30	100