

TERMS OF REFERENCE

ENVIRONMENTAL AND SOCIAL SPECIALIST

The Government of Grenada (GoG) is implementing the OECS Regional Health Project (OECSRHP), the Caribbean Digital Transformation Project (CARDTP), the Strengthening Prevention, Preparedness and Response to Emerging Health Threats in the OECS Region Project (Pandemic Fund Project) and the OECS Data for Decision Making Project (DDM) with funding from the World Bank Group (WBG).

GoG is seeking to hire an Environmental and Social Specialist to support all three projects. The approximate distribution of workload will be as follows:

1. OECSRHP: 45% time
2. PF Project: 5% time
2. CARDTP: 35% time
3. DDM: 15% time

Details of each project are included in Annex I.

1. Objective of the Assignment

The Environmental and Social specialist will be responsible for overall environmental and social aspects of the projects and for coordinating, implementing actions, monitoring and reporting on the compliance with the environmental and social standards and commitments, including those set forth in the environmental and social documents developed for the Projects.

2. Tasks and responsibilities

The Environmental and Social Specialist will be responsible for ensuring that the Projects' environmental and social outcomes are achieved, and that any adverse impacts are effectively avoided and/or mitigated in a timely manner. Duties/responsibilities of the Environmental and Social Specialist include, but are not limited to:

General

- Ensure implementation of the Environmental and Social Safeguards, the Environmental and Social Commitment Plans (ESCPs) and the E&S instruments such as Environmental and Social Management Frameworks (ESMFs), Environmental and Social Management Plans (ESMPs), Stakeholder Engagement Plans (SEPs), Labor Management Procedures (LMP), including the Grievance Redress Mechanism (GRM) as described in the SEP and dedicated to Project workers, as described in the LMP, Resettlement Policy Framework (RPF).
- Update of E&S instruments as needed.
- Monitor the implementation of the ESCP, ESMFs, SEP, LMP, and the other E&S documents such as Environmental and Social Impact Assessments (ESIAs) and Environmental and Social Management Plans (ESMPs) to be developed under the projects.

- Review and ensure that relevant aspects of the ESCP and the World Bank Environmental and Social Standards (ESS) and Environmental and Social Safeguards instruments are duly incorporated into the procurement documents.
- Support monitoring to ensure that consultants and contractors comply with the ESHS specifications of their respective contracts.
- Provide contributions to the regular semi-annual and annual progress reports on projects' implementation as required by the Government and the World Bank.
- Work with the PIU procurement staff to ensure that environmental and social aspects are incorporated as appropriate in bidding documents and contracts for works, goods and services and that suppliers and contractors are fully aware of their responsibilities in this regard.
- Perform other duties in line with the scope of the project leading to compliance with environmental and social aspects and related instruments.

Site specific actions for subprojects to be financed under the Projects

The Environmental and Social Specialist will lead the following activities:

- For subprojects involving civil works, carry out screening and scoping to determine potential environmental and social risks and impacts. The screening and scoping should be carried out in coordination with members of the Project Implementation Unit (PIU) and informed by draft designs and existing studies where possible.
- Based on the findings of the screening and scoping, finalize the draft terms of reference for the ESIA and ESMPs for each site as needed or develop the site specific ESIA/ESMPs.
- Oversee and monitor the work of Project consultants to ensure compliance with the ToRs, ESSs and national laws.
- Review the ESIA and ESMPs and other reports produced by consultants to ensure compliance with the ToRs, Safeguards or ESSs and national laws.
- Ensure the preparation, consultation, adoption, and disclosure of site-specific ESIA and ESMPs.
- Work with the PIU procurement staff to ensure that environmental and social aspects are incorporated, as appropriate, into bidding documents and contracts for works, goods, and services and that suppliers and contractors are fully aware of their responsibilities in this regard.
- Participate in the evaluation of subproject proposals and advise on environmental and social eligibility and acceptability of proposals, based on guidance provided in the ESMF.
- Carry out training/sensitization to all relevant personnel- PIU staff, consultants, contractors- on environmental and social requirements of the project, including but not limited to, the Code of Conduct and grievance mechanism.
- Ensure that the necessary environmental authorizations and permits are obtained where needed.
- During implementation of the approved subprojects, undertake regular environmental and social monitoring to verify whether and how provisions of the ESIA/ESMPs as well as SEP and LMP are followed by all relevant stakeholders (designers, contractors, beneficiaries, etc.).

- Ensure that contractors and subcontractors follow the contract requirements and relevant elements of the ESMPs and other appropriate measures during construction and other civil works.
- Ensure implementation of the e-waste management Plan under CARDTP and DDM.
- Work closely with key agencies and beneficiary agencies, to ensure that environmental and social aspects are understood, taken into account through ESMPs or other instruments, and implemented.
- Assist the project teams in preparing the technical aspects of reports relevant to civil works.
- Report regularly to the Project Manager in writing on the results of monitoring visits.
- Promptly identify any environmental and/or social issues or cases of non-compliance and make recommendations for dealing with those issues, including, inter-alia, informing the World Bank team of their occurrence within the stipulated timeframe.

Technical Assistance

- Provide guidance such that all Terms of Reference (ToR) for studies, capacity building, training and any technical assistance activities carried out under the Project duly incorporate and take into consideration, the requirements (as applicable) of the E&S Standards of the Environmental and Social Framework (ESF) of the Bank.

Responsibilities related to LMP

- Implement the labor management procedures set forth in the LMP.
- Ensure that all project workers, including those of the PIUs, sign a Code of Conduct as part of their contracts, including provisions on sexual exploitation and abuse, sexual harassment and violence against children.

Grievance Mechanism (GM)

- Implement, monitor and report on the GM of the LMP.
- Ensure that the project-level GM is socialized with communities and relevant stakeholders prior to the start of project activities and as an ongoing effort so that those who feel adversely affected by the project know how to submit their grievances.
- Support the correct functioning of the project-level GM and monitor that the grievances are responded in a timely and appropriate manner.
- Ensure that the GM procedures and flowchart are strictly followed, including those on sexual exploration and abuse and sexual harassment (SEA/SH) grievances, so as to guarantee confidentiality and fair resolution to complainants.
- Provide basic training on the functioning of the project-level GM to those involved in the response of grievances.
- Quarterly report on GM implementation (grievances received and status) to Project Manager who will in turn share it with the Permanent Secretary and the World Bank.
- Provide inputs to the regular semiannual and annual progress reports on GM implementation, including grievances received and status of resolution as well as challenges faced, and lessons learned.

Stakeholder Engagement

- Ensure the implementation of the stakeholder process set forth in the SEP;
- Share Project information and support consultations with the relevant Project affected parties and other interested parties to ensure that issues are addressed in a timely manner and that project beneficiaries are kept abreast of developments, in line with the stakeholder engagement process identified in the SEP;
- Lead stakeholder engagement processes and community outreach as well as consultations according to the project needs, commensurate to the potential risks and impacts of subprojects and in line with the ESMP of each subproject.
- Ensure that stakeholders' feedback is integrated into ESIAs/ESMPs and other site-specific documents, as needed; and
- Undertake awareness raising activities for the PIU staff, other interested staff of the Ministry of Health and The Ministry of Mental health and wellness and potential beneficiaries, by periodic presentations, workshops or exercises on potential E&S issues, good management practices and safeguards compliance.

Outputs/Deliverables

- Monthly reports on E&S activities undertaken.
- Biannual reports that consolidate the E&S performance of the Project and as inputs to the project's biannual report. The environmental and social inputs for the biannual report will include but are not limited to the implementation of the ESCP, SEP, LMP, and the development and implementation of the ESIAs and ESMPs as well as stakeholder engagement activities.

3. Duration, location, coordination and reporting arrangements

- **Duration.** The Environmental and Social Specialist is a full-time position, for a period of one year, renewable annually based on performance and needs. This role will be needed for the duration of the projects.
- **Location.** Grenada: The Environmental and Social Specialist will work with the Project Implementation Teams. He/she will also be required to visit subproject work sites to monitor E&S compliance.
- **Coordination.** The Environmental and Social Specialist will coordinate with the relevant consultants, frequently and adequately coordinate with other project management staff, as relevant.
- **Reporting arrangements.** The Environmental and Social Specialist will report directly to the respective Project Coordinators.

4. Qualifications

- Bachelor's degree in environmental sciences, Environmental Health and Safety or other related field
- At least 5 years' experience as an Environmental and Social Specialist/Officer in a Project environment.
- Demonstrated understanding of environmental and social issues of development projects.
- Proven knowledge of Grenada country policies and legislation related to environmental and social issues.
- Sound computer skills, in particular experience with Microsoft Office (Word, Excel, PowerPoint).
- Experience with stakeholder engagement strategies and the ability to communicate fluently in English, verbally and in writing.
- Experience working in development projects that have applied World Bank, Caribbean Development Bank, Inter-American Development Bank or other multilateral institution's E&S policies, will be considered a plus.
- Work experience in Grenada or the Caribbean region.

Annex I. Project Descriptions

The **OECS Data for Decision Making (DDM)** Project is a regional project that seeks to improve the capacity of participating Eastern Caribbean countries to produce and publicly disseminate statistical data for country and regional level analytics. It is being implemented by Grenada, Saint Lucia, St. Vincent and the Grenadines, and the OECS Commission. The Project seeks to achieve the PDO by strengthening both national and regional level capacities. At the national level, Component 1 and Component 2 of the Project will strengthen national statistical systems through (i) statistical modernization and capacity building and (ii) data collection, analysis, and dissemination, with a focus on the population and housing census, living conditions surveys, labor market surveys, and agricultural census. At the regional level, Component 3 of the project will support the OECS Commission's mandate for regional integration and the strengthening of the regional statistical system. Component 4 will support project implementation, and Component 5 will provide a contingency option for immediate surge funding in the event of an eligible national emergency. The closing date for the OECS DDM Project is June 30, 2027.

The **Caribbean Digital Transformation Project (CARDTP)** comprises of three components that address key bottlenecks and harness opportunities to develop the Eastern Caribbean Digital Economy as a driver of growth, job creation and improved service delivery. It aims to ensure that every individual and business within the region is empowered with the access to broadband, digital financial services, and skills needed to actively participate in an increasingly digital marketplace and society. It leverages public sector modernization and digitization to improve service delivery and to drive creation of a digital culture across the region. To support the improved management of digital risks, the project will bolster cybersecurity policy, capacity, and planning tools in the region. It will facilitate technology adoption to improve productivity of flagship industries and create demand for digitally enabled jobs. It aims to foster regional integration and cooperation to capture the economies of scale and scope required to increase impact and value for money of the project interventions and to create a more competitive, seamless regional digital market to attract investment and provide room for growth of digital firms.

The **Strengthening Prevention, Preparedness and Response to Emerging Health Threats in the OECS Region Project** or the Pandemic Fund Project in short, is implemented under the Bank Procedure for Small Recipient Executed Trust Funds (RETF) which applies to small trust fund-financed investment projects. The objective of the project is to to strengthen surveillance and diagnostic capacity in the selected four OECS countries through the implementation of a One Health approach and it consists of the following two components:

- i. Strengthening Prevention, Preparedness and Response to Emerging Health Threats
- ii. Project Management and Monitoring and Evaluation

In Grenada, the Project will be implemented by the PIU within the MIT, in collaboration with the MoH. The PIU is administratively based within MIT and physically located within the MoH. The PIU currently implements the OECS Regional Health Project, and it is staffed with a project coordinator. In addition, a monitoring and evaluation specialist and environmental and social safeguards specialist are being contracted under the PIU. The PIU will be responsible for M&E and reporting, as well as environmental

and social aspects of the project. Project fiduciary functions will be carried out by the dedicated Ministry of Finance procurement and financial management units, both of which have experience managing WB-financed projects currently under implementation. Like other WB-funded projects, the Project Accounting Unit at the Accountant General Department will carry out the FM responsibilities.

At appraisal stage, the Environmental and Social risk was classified as Moderate with key environmental risks including potential health and safety hazards to the public and workers from inadequate infection control practices, waste handling, and modifications to existing facilities. Additionally, the Project may require the use of additional reagents, chemicals, and radioactive materials, which need careful handling to prevent environmental pollution and harm to workers. Key social risks are related to the potential exclusion of vulnerable groups (such as women, children, the elderly, low-income households, rural communities, youth, persons with disabilities, and

The objectives of the **OECS Regional Health Project (OECSRHP)** are to improve the resilience of the health system and to improve the responsiveness of health service delivery during public health emergencies. The Project consists of four components as follows:

- i. Improved Health Facilities and Laboratory Capacity
- ii. Strengthening Public Health Surveillance and Emergency Management
- iii. Institutional Capacity Building, Project Management and Coordination
- iv. Contingency Emergency Response Component (CERC)

The OECSRHP supports national-level initiatives, including refurbishments to selected primary health facilities, facility assessments of equipment and infrastructure, and enhancements to public health emergency response capacities across the sub-region. Under this project, a Healthcare Waste Management Strategy consultancy was conducted to assess current waste management practice and legal framework, identify infrastructure and capacity needs, and develop protocols and procedures for effective waste management practices within the health sector. Details of the OECSRHP can be found on the GoG and WBG websites¹ for the project.

The retrofitting projects² are unlikely to cause significant, irreversible, or large-scale environmental or social impacts. Potential environmental risks stem from small-scale civil works like rehabilitating and constructing health centers. Social risks include consultation processes, grievance redress mechanisms, timely information disclosure, stakeholder and citizen engagement, including related to service continuity planning where relevant.

As regards the retrofitting works, the PIU's Environmental and Social Specialist will perform spot checks and periodic visits, to ensure that the Supervising Consultant is performing and holding the contractor to account for delivering to requirements. The Contractor is directly responsible for implementation of the contract in accordance with the GCCs and ESHS specifications and thereby

¹ <https://projects.worldbank.org/en/projects-operations/project-detail/P168539>

² The following sites are covered: (1) ICU, St George Hospital; (2) Rathdune; (3) St David's Health Center; and (4) Sauteurs Health Center.

deliver the requirements of the Contract. Day-to-day supervision and monitoring of compliance with requirements will be undertaken by the Supervision Consultant, who will inspect the works periodically to ensure that the Contractor is in compliance with approved documents. Collaborating agencies may also carry out monitoring, in connection with implementation of any of the project components, which fall under its jurisdiction.

Key responsibilities of each party are as follows:

The Project Implementation Unit (PIU) will be responsible for:

- Further the proper management of the E&S risks and impacts by ensuring that the Supervising Consultant is providing adequate oversight and reporting on ESHS issues.
- Engagement with project-affected peoples and other stakeholders,
- Evaluate the monitoring and supervision of project activities and ex-post evaluations.
- Publicizing and managing the Grievance Redress Mechanism.
- Systematically documenting evidence of its activities and outcomes and providing information to the World Bank team as needed.
- Informing promptly the WB if significant incidents or accidents (defined as three days lost work time) occur.

The Supervising Consultant (SC) will be responsible for:

- Identifying, evaluating, and addressing potential construction and operational ESHS risks.
- Final review of ESHS aspects of designs to ensure that they form a sound and comprehensive basis for addressing potential construction and operational ESHS.
- Preparation of ESHS Specifications for inclusion in the tender document and the subsequent works contract.
- Supervision of the Contractor's compliance with contractual obligations and the ESMP and ESHS Specifications, thereby ensuring that they are satisfactorily implemented.
- Reviewing and approving the Contractor's work plans, Method Statements, and other plans, and requiring revisions and updates as needed.
- Ensuring that Contractors are properly briefed in relation to the importance of ESHS matters during construction.

The Contractor will be responsible for:

- Complying with the ESHS provisions of the contract, including any subcontractor(s), to the satisfaction of the Supervising Consultant and PIU.
- Adopting and implementing the E&S Specifications to meet the requirements of the Contract.
- Responding to the SC and PIU to describe how they will deliver the ESHS requirements of the Contract, in terms of the tools, equipment and methods they will use.
- The Contractor must assign a qualified, competent individual to serve as E&S Officer to be present on site as required and to ensure compliance with mitigation measures provided in the ESMP and fulfill the corresponding conditions in the contract.

- Additionally, the Contractor must provide an Accident Prevention Officer or HS Manager as required by the GCC.
- The Contractor is required to obey other national relevant legal regulations and laws.
- The Contractor will assume the costs during the construction phase for complying with the ESHS requirements as a subsidiary obligation of the main work activity, and not separated in the BOQs.