

TERMS OF REFERENCE

Contract No and Title:	CSI-11 Social Safeguard & Gender Officer (National)		
Project / Grant No.	Kiribati: South Tarawa Water Supply Project (STWSP) ADB Grant No: 0652/0653 - KIR		
Expertise	Social Safeguards, Gender, Community engagement		
Source	National	Category	Independent

Background and Objectives of this Assignment

The project management unit (PMU) is the core unit responsible for the overall implementation of the South Tarawa Water Supply Project (STWSP) including the day-to-day project activities, compliance with the provisions of all grant agreements and government policies and guidelines, project administration, preparation of grant withdrawal applications and maintenance of records. The implementing agency (IA) for STWSP is the Government of Kiribati's Ministry of Infrastructure and Sustainable Energy (MISE) and the Executing Agency is the Ministry of Finance and Economic Development.

The PMU's Social Safeguard & Gender Officer will work under the supervision of the PMU's Safeguard Manager and will work closely with the international Environmental Safeguard Specialist, and other relevant PIAC team and with the PMU Community Engagement team, counterparts in PUB, KFSU, MWYSSA, MEHR, MCIA and other stakeholders.

There are some tasks that are cross cutting to both social and environmental safeguards such as consultations and information disclosure as per the project's Stakeholder Engagement Management Plan (SEMP) and implementation of the grievance redress mechanism (GRM).

The initial assignment is for one year, with possible extension subject to satisfactory performance.

Scope of Work.

The social safeguard and gender officer will be responsible for overall execution of social safeguards and gender activities during Project implementation, in accordance with ADB Safeguard Policy Statement and the Environmental and Social Framework (ESMF), the STWSP Gender Action Plan and other social risk management instruments. Responsibilities include liaising with, supporting, and advising MISE, PUB, the PMU, and other relevant agencies on social and gender issues throughout all stages of implementation. The role also covers capacity building, training and awareness-raising, community engagement, problem-solving, and coordination activities. Other key tasks are:

- A.** Ensure that the project and its contractors comply with all mandatory legal and policy requirements set by financiers, donors, and the national government. This includes adherence to ADB's Safeguard Policy Statement (SPS), the World Bank's Environmental and Social Commitment Plan (ESCP), and Kiribati's national safeguard systems covering land governance and occupational health and safety.
- B.** Oversee the overall implementation of the Gender Action Plan (GAP) including undertaking field visits to monitor GAP progress and coordinating with MISE gender focal point, contractors and CSO in implementing the gender activities under the WASH component.
- C.** Assist in undertaking regular checks and supervision of the contractor's compliance with social safeguard and gender requirements including the ESIA, CESMP and other safeguard instruments and prepare corrective actions to address any non-compliance during construction. The Officer will also be responsible for informing MISE of any unanticipated land impacts and/or sensitive gender impacts.
- D.** Assist and support the updating of Resettlement Plans (RPs) based on the contractor's detailed designs, ensuring that feedback from affected people is properly incorporated.
- E.** The Officer will take the lead in conducting meaningful consultations with affected people and communities, support the Project in implementing land acquisition activities. Ensure that consultation is gender inclusive to recognize the roles and voices of women in the consultation process.
- F.** liaise with the Land Management Division (LMD) to conduct fieldwork and assessments aimed at resolving land

issues and carrying out other land management-related activities as required including laydown areas in selected villages, and other land still reclaimed by the project for the Underground Water Tank Storages.

- G.** Ensure the timely payment of compensation to the rightful owners in line with updated RPs and assist in preparing compensation completion reports prior to the commencement of works.
- H.** Lead the management of the Project's Grievance Redress Mechanism (GRM) to resolve grievances before and during project implementation. Ensure that the GRM is gender inclusive.
- I.** Implement the collection of sex-disaggregated data relevant to the project and reflecting on GAP targets and indicators and prepare GAP progress inputs from PIA consultants monthly/quarterly progress reports. Working closely with PUB, CSO and other relevant consultants, collect qualitative data over the life of the project in 4-6 project areas to measure improvements in the quality of women's lives due to safe water usage. These could include baseline, mid- and end of project surveys.
- J.** The Officer will be responsible for receiving and recording grievances from individuals, communities, and the public, as well as updating the GRM Register and GRM Interaction Forms. This role also includes communicating with affected people and communities about their grievances, conducting assessments and investigations on land-related and other safeguard and gender issues, and facilitating timely actions to ensure grievances are effectively addressed.
- K.** Work with the CSO undertaking the WASH Community Partnership to develop and implement the financial literacy training envisaged in the GAP and capacity building with local CSOs partnering to deliver this training.
- L.** Assist the Safeguard Manager in reviewing safeguard instruments, gender documents and ensuring that contractors develop and implement appropriate social safeguard management measures that are gender inclusive. This includes ensuring that contractors prepare and update their Construction Social and Environmental Management Plans (CSEMPs) as needed, incorporating relevant social safeguard requirements and gender issues from the ESIA/ESMPs.
- M.** Review and amend GAP to reflect emerging changes of government's priorities on gender issues/policies relating to STWSP
- N.** Assist in implementation of the project's communication and consultation plan to the public by providing presentations and participated in the consultation activities.

O. Monitoring and Reporting

This category involve the ongoing tracking of safeguards performance and reporting on it to management and financiers.

- (i) Lead and support monitoring of the implementation of social safeguards and gender activities.
- (ii) Prepare inputs covering social safeguards and gender issues to quarterly progress reports.
- (iii) Assist Safeguards Manager in preparing semi-annual safeguards monitoring and gender action reports.
- (iv) Attend weekly safeguards catchup meetings and other project meetings as required/relevant.

P. Reporting and Communication

The Environmental Safeguard Officer will be supervised by the Safeguard Manager for day-to-day operations, guidance and support. However, the Social Safeguard Officer will directly report to the Project Manager for key decisions.

Schedule of Deliverables	Due Dates
1. Input to Monthly Progress Reports	Within the 15 calenda days of every second month
2. Inputs to Quarterly Progress Reports	Within 30 calendar days of end of each quarter
3. Input to Semi-annual Safeguards Reports	Within 30 calendar days of end of 6-month period
4. Other, as per request of PM or Safeguards Manager	

Minimum Qualifications Requirements

The consultant will have a minimum degree in social science, environmental science & management, community development, sociology, psychology, anthropology or other related discipline with minimum 1-year relevant experience with management of either social safeguards or social welfare and gender issues.

The following experiences/skills are not required but will be an advantage:

- previous experience in donor-funded development projects that involve social and environmental risks management including gender issues, particularly ADB and WB.
- previous experience in working with Social Welfare Division, MYWSSA (Gender relevant), Environment Conservation Division, Land Management Division or in other project management.
- Demonstrated understanding of relevant Government Procedures and regulations related to Social Safeguard and Gender issues.
- Fluency in both English and Kiribati, with the ability to communicate effectively in spoken and written form
- Strong professional communication skills, both oral and written, including proficiency in email, audio/video conferencing, and face-to-face interactions with government officials and multilateral or bilateral partners.
- be competent in Microsoft Office, Outlook, and other software applications