

TERMS OF REFERENCE

Contract No and Title:	CSI-4 Safeguard Manager (National)		
Project / Grant No.	Kiribati: South Tarawa Water Supply Project (STWSP) ADB Grant No: 0652/0653 - KIR		
Expertise	Environment Safeguard, Social safeguard		
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).

The PMU's Safeguards Manager will work as a member of the Project Management unit (PMU) and work closely with the PIA consultant team and the PMU Community Engagement team. 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).

Scope of Work.

A. Communications, Consultations, Grievance Redress and Reporting.

- i. Conduct meaningful consultations with affected persons, as per B and C during the process of updating and finalizing the safeguards due diligence documents;
- ii. Lead and support the PMU community engagement team in the implementation of the STWSP SEMP and the GRM to ensure early identification and resolution of any grievances that may arise. Facilitate Grievance Redress Committee meetings and be a member of the committee too.
- iii. Responsible for stakeholder engagement of the national safeguards authorities to ensure compliance of the project to country safeguards systems.
- iv. Ensure all affected women and men are aware of grievance processes and that they are considered in a socially inclusive process (if necessary, in local dialect and with a minimum of one woman on Grievance Redress Committee);
- v. Provide assistance to Project Manager in resolving grievances prior and during project construction activities including but not limited to communicating with concerned parties the grievances by the affected persons/communities, conducting assessment/investigation on specific safeguards issues (land, compensation, environment) and facilitate timely actions to resolve grievances
- vi. Prepare inputs covering safeguards (including capacity building and consultations) to quarterly progress reports; and

Prepare and submit to MISE and ADB semi-annual safeguards monitoring reports.

B. Social Safeguards & Gender issues

- i. Complete further training on project donor systems and procedures as directed including training on ADS's Grievance Redress Mechanism (GRM) and Disbursement Procedures.
- ii. Lead and support the STWSP PIA consultants to complete the required Resettlement Plans (PP) based on detailed designs by Contractors and taking into account affected persons feedback and concerns, if any. Conduct meaningful consultations with affected persons during the process;
- iii. Lead and support in monitoring implementations of the completed RPs and provide advice on amendments to the documents as may be required.
- iv. Prepare and complete compensation completion reports as required prior commencement of works.
- v. Lead in supporting MISE to implement land acquisition activities and compensation as per the updated resettlement plans;

- vi. Lead in undertaking regular checks and supervision of the contractor's compliance with social safeguards requirements and prepare corrective actions to address non-compliance during construction;
- vii. Inform MISE of any unanticipated resettlement impacts and conduct field assessments to update or formulate new resettlement plan, if required. working closely with the International environmental safeguard specialist.
- viii. Prepare semi-annual safeguards report and other necessary monitoring reports working closely with International Environment Safeguard Specialist and other PIA consultants;
- ix. Assist PIA consultant in implementing safeguards trainings and capacity building activities, including with local CSOs partnering under the WASH Awareness Program part B;
- x. Assist the social safeguard and gender officer in implementing, monitoring and reporting on gender activities particularly those under the contractor's responsibilities and Collecting sex disaggregated data according to project design and monitoring framework.

C. Environment Safeguards

- i. Based on detailed design, update the cleared initial environmental examination and environmental and social management plan (ESMP) and format as environmental impact assessment as per the Environment Act (and Amendments) and prepare the application for environmental license under the Act (including an Executive Summary in I-Kiribati). Assist in implementation of the project's communication and consultation plan and grievance redress mechanism.
- ii. Ensure that the updated ESMP and any conditions of the environmental license are integrated into the tender and bid documents. Lead applications of new or renewal of environmental licenses as required;
- iii. Assist in disclosure of the environmental assessment, ESMP and other relevant safeguards information and documents;
- iv. Review the bid responses in respect of environmental management and provide inputs to the bid evaluation report as required;
- v. Depending on the experience of the successful contractor with environmental management, provide induction training prior to the preparation of the construction ESMP (CESMP);
- vi. Review (requesting revision as required) and facilitate required reviews and approvals of the contractors CESMP and advise the Engineer that approval to commence works can be given;
- vii. Lead and support in monitoring implementations of the completed CESMPs and provide advice on amendments to the documents as may be required.
- viii. Provide training as required to MISE and contractor staff on implementation of environmental safeguards and monitoring;
- ix. Undertake inspections and audits, including reviewing monitoring reports prepared by the contractor, of contractor implementation of the approved CESMP. Advise the Engineer of any corrective action requests or instruction to contractor that need to be issued and monitor effectiveness of the actions and close-out;

Reporting and Communication

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

Schedule of Deliverables	Due Dates
1. Monthly Progress Reports	Within 5 days of month-end
2. Quarterly Progress Reports	Within 30 calendar days of end of each quarter
3. Semi-annual Safeguards Reports	Within 30 calendar days of end of 6-month period
4. Input into GCR APR	By Jan 30 each year
5. Other, as per request of DPM&PM	

Minimum Qualifications Requirements

The consultant will have a minimum degree in environmental science, environmental management, engineering, or other related discipline with minimum of 3 years' relevant experience with implementation or management of either:

- (i) Social safeguard and compliance on international donor financed projects, preferably including social development and gender mainstreaming aspects.

OR

- ii) Environmental safeguards and compliance, and environmental management on international donor financed projects.

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

- previous experience in donor-funded development projects that involve community engagement, particularly ADB and WB.
- previous experience in project management
- be competent in Microsoft Office, Outlook, and other software applications