**Government of Nepal**

**Ministry of Labor, Employment and Social Security**

**Youth Employment Transformation Initiative Project**

**Terms of Reference**

**for**

Environmental and Social Safeguard Specialist (Local)

1. **Background**

The Government of Nepal (GoN) is implementing the Youth Employment Transformation Initiative (YETI) Project, with support from the World Bank, to improve employment services and labor market outcomes, especially for youth. Improved labor market outcomes for youth refer to increased earnings/improved livelihoods for the individual beneficiaries of the project. The project is being implemented by a Project Management Unit (PMU) established within the Ministry of Labor, Employment and Social Security (MoLESS), the section in charge of the Prime Minister’s Employment Program (PMEP) with which YETI is closely aligned.

The YETI project became effective in April 2020 and has since been under implementation. The project is comprised of three components: (1) Strengthening of employment promotion systems and services; (2) Improving labor market outcomes of the vulnerable; (3) Project management, monitoring and evaluation, and capacity building; and (4) Contingency emergency response component (CERC). The project will support the capacity of Employment Service Centers (ECSs) in all 753 Local Levels in delivering activities under the project including to provide temporary employment in the maintenance of public assets, and in the provision of employment services.

The PMU is responsible for overseeing the overall implementation of project activities, managing day-to-day operations, and providing guidance and training to local level implementation. The PMU is led by the Project Director, who is the Joint Secretary heading PMEP within MoLESS, and consists of staff and consultants for procurement, financial management, monitoring, and evaluation (M&E), and specific technical areas such as employment services, public works, Management Information Systems (MIS), and communication. The PMU will also be staffed with an Environmental Specialist and a Social Safeguards Specialist to support the implementation and management of environmental and social safeguards, and in particular, the implementation of the project’s Environmental and Social Management Framework (ESMF). The MoLESS is currently seeking to recruit an Environmental and Social Safeguards Specialist for the PMU.

**Objectives**

The Environmental and Social Safeguard Specialist will support the PMU in identifying, assessing, and managing environmental and social risks, and impacts under the project, including activities to support the environmental and social safeguard capacity of the MoLESS, and to enhance project quality and compliance with the World Bank’s Safeguards policies. The Specialist will also support the PMU in implementing and monitoring gender-related activities under the project.

1. **Scope of Services**

The scope of work for the Environmental and Social Safeguard Specialist will include the following:

* Support ESCs to undertake environmental and social screenings for project activities as per the project’s ESMF and support the completion/preparation of any environmental and social studies and environmental and social management plans (ESMPs), or development and implementation of mitigation measures as required by the World Bank and the GoN.
* Provide guidance and advice to the ESCs in implementing ESMF, ESMPs etc. related activities including consultations, awareness raising and disseminations. Support the ESCs to avoid and minimize environmental degradation and negative social impact to the extent possible due to either direct or from indirect, induced, and cumulative effects of project activities thereby enhancing the positive/sustainable environmental and social outcomes from project activities. Carry out monitoring and supervision of project activities to ensure that activities are being implemented in compliance with ESMF, and provide periodic reporting on the implementation of activities to the Project Director and to the World Bank as required per the ESMF.
* Support the local government in developing and implementing vulnerable community development plans (VCDP) as required, based on the guidance provided by Vulnerable Communities Development Framework (VCDF) incorporated in the ESMF, to ensure that disadvantaged or vulnerable groups have access to project-related information and development benefits resulting from the project.
* Ensure effective functioning of the project’s grievance redress mechanism (GRM), including receiving, addressing, resolving, reporting back and documenting grievances, in line with agreed service standard. This includes supporting the preparation of periodic GRM reports.
* Ensure that project activities are being undertaken in line with COVID-19 related Occupational Health and Safety (OHS) standards developed for the project.
* Undertake periodic review of the ESMF to ensure it reflects up-to-date information, and incorporate revisions and updates as and when required.
* Design and undertake capacity building including knowledge sharing and training on the ESMF and World Bank safeguards, including in relation to occupational health and safety (OHS) and COVID-19 OHS-related guidelines, with relevant staff including ESC, MoLESS, contractors, and other relevant government officials. This will also include orientation and training on implementation of ESMF GRM operation, mitigation against sexual exploitation and abuse and sexual harassment (SEA/SH) to relevant project stakeholders.
* Maintain regular communication with relevant project staff, World Bank, and other stakeholders to help report on project activities including implementation of ESMPs
* Manage any other unanticipated project-related environmental issues which emerge.
* Support the detailed design of activities under the project which support a gender-sensitive approach, as well as ensuring that these gender-based activities are implemented, monitored and reported. Identified activities include targeted outreach to women through the ESCs
* Support the preparation and delivery of a beneficiary assessment on project activities
* Ensure that disaggregated data (gender, caste, ethnicity) are collected and maintained in the project LMIS system of the key gender, social indicators and reported.

1. **Qualifications and experience**

Master’s Degree in the field of sociology, Social Science, Anthropology or Master’s Degree in environmental science /engineering and natural resource management with experience in social science, Anthropology

* Minimum of Five years of experience covering both the field of sociology/Social Science/ Anthropology and environmental science/environmental management/environmental engineering
* Experience in and/or knowledge of Nepal’s social protection sector preferred.
* Knowledge on gender and inclusion in community development in the sector , including GBV and SEA/SH..
* Prior experience working with the World Bank and/or demonstrated knowledge of World Bank safeguards policies, or experience with other donor-funded projects such as ADB is an added advantage
* Excellent interpersonal, organizational, report writing and teamwork skills
* Strong computer skills (Microsoft Word, Power Point, etc.) and other relevant computer applications
* Strong written and verbal communication skills in both Nepali and English

1. **Reporting, Expected Results and Deliverables**

* The Environmental and Social Safeguard Specialist will report to the National Project Director of the YETI project and will submit deliverables in line with the ESMF and other project requirements.
* The consultant will ensure that the project activities are implemented in compliance with ESMF.
* The consultant is required to submit monthly and quarterly reports based on project activities implemented on the ESMF indicators.
* Orientation to ESC and LLs in ESMF, close handholding support to ESCs on ESMF compliance and reporting and submit report to PMU.
* Provide the ESMF indicators reporting format in order to track by Employment Management Information System (EMIS).
* Design and impart trainings and orientations on issues such as stakeholder engagement, information disclosure, GRM operation and handling of GBV and SEA/SH for officials of the ECSs
* Design and implement programs and activities as envisaged by the VCDP and prepare periodic monitoring reports.

1. **Duration of Service**

This is a one-year intermittent contract with an expected commencement date of November 2021. Upon signing of the contract, three months shall be counted as the probationary period with a yearly contract renewal subject to operational needs and satisfactory performance evaluation.

The E&S Safeguard Specialist will be contracted on an intermittent basis with the expected commencement date of 2 Jan 2022 with the condition that additional expertise will be brought on board and recruited by the project if i) there are significant ES issues at the subproject level that is difficult to manage by one ES specialist or if during missions it was noted that ES specialist is not performing or not being able to provide adequate and timely support at subproject level; ii) there are no applicants meeting the qualifications of ES specialists as outlined in the TOR.

# SELECTION PROCEDURE OF THE CONSULTANT:

A E&S Safeguard Specialist will be selected in accordance with The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2020), Section VII: Approved Selection Methods Consulting Services/ "Open Competitive Selection of Individual Consultants, set out in Regulations.

# ADMINISTRATION OF THE CONSULTANT's SERVICES

The E&S Safeguard Specialist shall be based in PMEP office, Kathmandu with necessary visit to project districts. S/his services will be administered and monitored by the NPD or his authorized representative.

# TAXATION

The E&S Safeguard Specialist shall be fully responsible for all taxes imposed by Government of Nepal. The firm should have registered in the Value Added Tax (VAT). The firm will be responsible for insurances and costs of the premium of insurances it takes up.

# CONTRACT AGREEMENT

The E&S Safeguard Specialist shall be required to enter into an agreement with the Project on time-based contract.