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**GOVERNMENT OF KIRIBATI  
MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT  
TAXATION DIVISION**

P.O. Box 67, Bairiki, Tarawa, Republic of Kiribati,  
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Email: [tax@mfep.gov.ki](mailto:tax@mfep.gov.ki)

Date: 30<sup>th</sup> June 2023

Secretary  
MEHR  
Bairiki

Dear Sir/Madam,

**Re: Request assistance for advertisement of Social Safeguards Officer**

The Ministry of Finance kindly request you support and assistance towards the above matter. Please note that the officer will engage with the Kiribati Fiduciary Services Unit within the Ministry of Finance and Economic Development.

All scope of works/TOR are attached herewith for further perusal and information,

If further is required, please contact the undersigned

Ko rabwa.

A handwritten signature in blue ink, appearing to read "Ruteta Tetabo".

.....  
Ruteta Tetabo  
For Secretary

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**MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT  
TERMS OF REFERENCE  
ENVIRONMENTAL AND SOCIAL SAFEGUARDS OFFICER, KFSU**

Selection Number: 174286  
Project: TA6765-REG: Supporting Quality Infrastructure and Effective Project Implementation in the Pacific – Environment and Safeguards Officer, KFSU (55074-001)  
Professional Group: A  
Job Level: 3  
Expertise: Environment  
Expertise Group: Biological Sciences & Ecology  
Source: National

**Objective and Purpose of the Assignment**

The Government of the Republic of Kiribati has established the Kiribati Fiduciary Services Unit in the Ministry of Finance and Economic Planning to service major infrastructure projects implemented with the support of the Asian Development Bank, World Bank and other donors. The KFSU provides coordination, reporting, and fiduciary support to the projects and will liaise with the various donor agencies and respective line Ministries during preparation, implementation and completion of projects.

Currently, there are projects in diverse sectors:

- South Tarawa Renewable Energy Project (STREP)
- Improving Connectivity for Micronesia Project (IICMP)
- South Tarawa Water Supply Project (STWSP)
- Covid-19 Emergency Response Project (CERP)
- Pacific Disaster Resilience Program (CERP)
- Kiribati Outer Island Transport Infrastructure Investment Project (KOITIP)
- South Tarawa Sanitation Improvement Sector Project (STSISP)
- Kiribati Health and Infrastructure and Systems Project (KHISP)

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and any other projects which come on board later that are only financed by the ADB.

**Scope of Work**

This role will provide support to the KFSU in all aspects of environmental and social safeguard operations for the ADB projects. All the duties detailed below are to be carried out in accordance with ADB's Safeguards Policy Statement 2009 (SPS) including the Country Safeguards Systems (CSS).

The KFSU Environmental and Social Safeguards Officer (ESSO) is responsible for the day-to-day administration, management, compliance, review and reporting of environmental and social safeguards requirements for the Asian Development Bank assigned projects serviced by the KFSU; certain projects will be assigned as primary responsibility, while other projects will need to be supported on a case-by-case basis, as directed by the KFSU Manager.

**Detailed Tasks and/or Expected Output**

The responsibilities of the KFSU ESS Officer include, but are not limited to:

1. Provide inputs to projects that are under preparation- this includes preparing or contributing to risk assessments, collecting relevant data, preparing environmental and health and safety requirements, conducting field work, participate and/or support community consultations, preparing or contributing to Terms of Reference for consultants and bidding documents, supervising consultants and contributing to the project design.
2. Provide advice to the Project Management Unit(s) (PMU) and the GoK on key environmental, health and safety and social issues (including land) and aspects of all Projects in a timely manner, including general environmental and health and safety advice including land acquisition requirements and advise on the implementation of safeguards instruments.
3. Prepare or contribute to environmental, health and safety and social impact assessments and instruments, and/or supervise the coordination and preparation of environmental and social assessments and instruments in the case that specialist consultants are required.
4. For all projects, assist as necessary with the procurement of additional environmental and social safeguards support staff and/or consultants, by preparing TOR and reviewing CVs/proposals/candidates.
5. Support the relevant PMUs to manage any significant environmental, health and safety risks and/or incidents including social issues on any project.
6. Complete project assurance and monitoring activities such as inspections, monitoring and audits to ensure compliance with ADB's SPS 2009 and associated requirements.
7. Preparation or making inputs to project Monthly Reports, Quarterly Progress Reports, Safeguards Semi-Annual Monitoring Reports and attendance at meetings, as required.
8. Supervision of environmental and social safeguards consultants which may be brought on for additional support.
9. Participate in Stakeholder Consultations during Project Preparation and Implementation.
10. Provide the necessary support and training to PMUs on environment and social safeguards policies, procedure and processes of ADB and Kiribati and plan implementation, including orientation and training on environment and social safeguard activities and implementation mechanisms, and responsibilities.
11. Coordinate catch up meetings on safeguard with PMUs on a regular basis to ensure smooth and effective implementation of safeguard activities for all ADB funded projects.
12. Report to KFSU manager and ADB safeguard specialist/counterpart on any issues identified in implementing the project environmental and social requirements and provide recommendations on how they could be resolved.
13. Assist Implementing Agencies (IAs) in implementing appropriate corrective actions and recommendations relating to safeguards activities and safeguards compliance for ADB financed activities.
14. Provide technical advice to project IAs and relevant stakeholders on compliance with project ADB policies and Kiribati legislation. Identify impediments to the timely and quality management of environmental and social risks and develop and facilitate implementation of action plans to remedy identified issues.
15. Undertake peer review of environmental and social assessment and management instruments for consistency with ADB policy and Kiribati legislation and environmental and social (including land) management processes within Government.
16. Support the PMUs in administering and managing the Project Grievance Redress Mechanisms (GRM) by ensuring that the GRM systems are understood, accessible and responsive regarding

resolving grievances. This will include ensuring the GRM system is related effectively with the overall project communications and engagement strategy. Liaise with and assist all PMUs and IAs with resolving all project grievances including accurate record keeping and documentation.

17. Carry out any other relevant safeguards related duties as assigned by the KFSU Manager or ADB.

Note: The successful candidate will be offered continuous working days for the first 12 months. Upon satisfactory achievement of key milestones agreed in the workplan, ADB may extend the contract for a further 3 years as required by ADB and in consultation with KFSU.

The contract is subject to a performance evaluation review, conducted at midpoint or annually, whichever comes first. The review shall be based on the achievement of assignment specific outputs on time and on budget. Any changes in stated outputs need to be approved by ADB. ADB reserves the right to terminate the contract i) if outputs are not achieved on time and at a quality level acceptable to ADB; ii) services are no longer required or iii) for any other reasons in the interest of the project. Pre-termination of the contract is subject to 4-weeks' notice.

#### Reporting obligations or deliverables with timelines

The Consultant will report to the KFSU Manager and will closely work with the PMU Managers. The deliverables will include, but are not limited, to:

Activities/Deliverables	Timelines
Input to Projects environment and social monitoring reports	Six monthly
Social assessments and safeguards instruments completed	Recurring
Projects E&S screening completed	Recurring
Compliance monitoring tools available	Recurring
Completed project assurance and monitoring activities such as inspections and audits to ensure compliance with ESF compliance	Recurring
Capacity building development activities delivered	Recurring
Input into Projects standard operating procedure and project documents for social risks management	Recurring
Project-level citizen and stakeholder engagement and disclosure processes undertaken and completed	Recurring
KFSU Safeguards workplan and budget produced	Annually
Timely advice is provided to the PIU and the GOK on key social issues and aspects of the Projects	Recurring
Brief progress report to be submitted to KFSU manager	Monthly

#### Minimum Qualification Requirements

- The consultant will have a degree in environmental and/or social impact assessment, environmental science, environmental engineering, urban planning or similar relevant discipline with minimum 5 years of general experience and minimum of 3 years relevant experience in Kiribati.
- A knowledge of the relevant local legislation, including environmental and social risks management would be an advantage.



- A knowledge of the Government's environmental regulatory and land acquisition/administration requirements would be an advantage.
- Experience with working on ADB-financed project, or other donor-funded projects, would be an advantage.

**Minimum General Experience:** 5 years.  
**Minimum Specific Experience (relevant to assignment):** 3 years.  
**Regional/Country Experience:** Required.

#### Schedule and Places of Assignment:

City and Country	Working Days	Estimated Start Date	Estimated End Date	Others
Tarawa, Kiribati	264	30-June-2023	30-June-2024	Continuous
<b>Total</b>	<b>264</b>			

#### Cost Estimate

Item Code	Item	Quantity	Unit	Rate	Amount
1150	Remuneration	264	working days	AUD147.54	AUD 38,949.92
1150	Kiribati Provident Fund (7.5%)	264	working days	AUD11.06	AUD2,921.24
	<b>Subtotal</b>			<b>AUD158.60</b>	<b>AUD 41871.16</b>
1196	Insurance	363	calendar days	AUD0.84	AUD306.00
	<b>Subtotal</b>				<b>AUD42,177.16</b>
1900	Contingency (2.5%)				AUD895.00
	<b>TOTAL</b>				<b>AUD43,072.16</b>

I hereby certify that the number days billed/claimed for this month represent the actual time inputs rendered for this contract and there are no overlapping of claims with other concurrent assignments under contract Nos. \_\_\_\_\_,

Submitted By: \_\_\_\_\_  
Consultant/Date  
(Signature over Printed Name)

Certified by: \_\_\_\_\_  
ADB Supervising Project Specialist/Date  
(Signature over Printed Name)

# Individual Consultant Timesheet

Contract No. \_\_\_\_\_  
 TA/RSC No. \_\_\_\_\_

Consultant's TIMESHEET No. \_\_\_\_\_  
 For the Month of: 2023

(1) Day	(2) Date	(3) Location <sup>1</sup>	(4) Per Diem <sup>2</sup>	(5) Activities/Remarks <sup>3</sup>	Inputs/Services Rendered Justification for work claimed on non-weekdays or official holidays observed by ADB
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**Summary of Consultant's Inputs as per contract**

Total inputs/days as per contract: \_\_\_\_\_ days inclusive of Variation(s) Nos. \_\_\_\_ to \_\_\_\_  
 • Previous inputs/days rendered/billed: \_\_\_\_\_ days inclusive of Timesheet Nos. \_\_\_\_ to \_\_\_\_  
 • Inputs/days rendered/billed this month: \_\_\_\_\_ days  
 Balance: \_\_\_\_\_ days

<sup>1</sup> Under Column 3, indicate location of services, e.g. H.O. – for home office, FW (City) – for services in the field and the location city; H.Q. – for services at ADB Headquarters; and TR – for travel time.

<sup>2</sup> Under Column 4, please indicate "Yes" if Per Diem is being claimed for services in the field.

<sup>3</sup> Under Column 5, indicate activities/work undertaken, e.g. report preparation, meeting, field survey, workshop, etc.