

TERMS OF REFERENCE

CSI-4 (PMU) Safeguards Manager (national consultant)

The project management unit (PMU) will be 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 is expected to include the PMU Project Manager, Deputy Project Manager/Procurement Specialist, Project Accountant, Safeguards Manager and Social Development & Gender Specialist. The project director (Director Engineering Services MISE) and the PMU will supervise and provide counterpart support to the Project Implementation Assistance (PIA) Consultants (and for a limited period, to the Project Design Advance (PDA) consultant firm).

The PMU's Safeguards Manager will work closely with the safeguards specialists in the PDA and PIA consultant teams, the PMU Public Relations Officer (PRO) and the PMU Social Development and Gender Specialist to achieve the requirements set out in A - C below. There are some tasks that are common 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), see requirement A below. The key tasks include:

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 Public Relations Officer in 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
- (vii) Prepare and submit to MISE and ADB semi-annual safeguards monitoring reports.

B. Social Safeguards

- (i) Complete further training on project donor systems and procedures as directed including training on ADB's Grievance Redress Mechanism (GRM) and Disbursement Procedures.
- (ii) Lead and support the STWSP PIA consultants to complete the update of the three (3) Resettlement Plans (RP) 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 check 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 assessment to update or formulate new resettlement plan, if required, working closely with the International Social Development and Gender Specialist;
 - (viii) Prepare semi-annual safeguards report and other necessary monitoring reports working closely with International Social Development and Gender Specialist and PIA consultant;
 - (ix) Assist PIA consultant in implementing safeguards trainings and capacity building activities, including with local CSOs partnering under the WAP Part B;
 - (x) Assist the International Social Development and Gender Specialist 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);
- (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 contractor's 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;

Minimum Qualification Requirements

The PMU Safeguards Manager (national) will have a minimum degree in social science, social development, environmental science, engineering, or similar disciplines with at least 3 years of relevant experience with implementation or management of either:

- (i) Social safeguards 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.

Experience and knowledge in implementing and administering social and / or environmental safeguards on ADB or World Bank funded projects is desirable.

Relevant post graduate qualifications or accredited training in management, communications, international development, or related fields will be considered an advantage.

Minimum General Experience:	5 Years
Minimum Specific Experience (relevant to assignment)	3 Years
Regional/Country Experience:	Essential

Deliverable	Estimated submission date	Type
Inputs to Monthly progress reports	Within 5 days of month-end	Report
Inputs to Quarterly reports	Within 30 calendar days of end of each quarter	Report
Inputs to Semi-annual safeguards reports	Within 30 calendar days of end of each 6-month period	Report
Inputs to GCF APR	By 30 Jan each year	Other
Schedule and Places of Assignment (chronological and inclusive of travel)		
Location		No. days
Tarawa	Safeguards management activities	440
Total		440

Note: the total budget for the PMU Safeguards Manager role covers a 5-year period for implementation of the South Tarawa Water Supply Project. The initial assignment advertised is for 24 months' (440 days) inputs over a 2-year period, with the possibility to extend subject to satisfactory performance.