



**Government of Saint Lucia**

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**Department of Economic Development, Transport and Civil Aviation**

**TERMS OF REFERENCE**

**FOR**

**Consulting Services**

**ENVIRONMENTAL SAFEGUARDS SPECIALIST (ESS)**

February 11, 2020  
Updated November 18, 2020

## **1 Background**

The Government of Saint Lucia (GOSL) has secured financing from the World Bank towards the implementation of the Disaster Vulnerability Reduction Project (DVRP Project No. 127226, IDA Credit 5493-LC SCF PPCR Loan #TF017101 SCF PPCR Grant #TF017143).

The Financing Agreement requires that the Government of Saint Lucia establish a Project Coordination Unit with staff satisfactory to the WB to undertake the fiduciary aspects of projects which includes financial management, procurement, safeguards and monitoring and evaluation. To this end and in effort to strengthen the capacity of the existing Project Coordination Unit (PCU) within the Department of Economic Development, Transport and Civil Aviation the GOSL seeks to engage the services of an Environmental Safeguards Specialist (ESS) in (i) managing, monitoring, reporting and effectively implementing the environmental safeguards policies as per the World Bank's Environmental Assessment Policy (OP/BP 4.01) and consistent with the Environmental Management Framework (EMF), Environmental and Social Impact Assessment (ESIA), and Environmental and Social Management Plans (ESMPs) developed for the Project.

The DVRP consists of various civil works for drainage, roads, construction of schools, health facilities and emergency shelters, and other small works designed to reduce the impact of natural disasters on the country. Construction contractors and supervision firms are required to follow ESMPs for each of the works, and the PCU is required to verify the correct screening of works, inclusion of ESMPs in contracts, execution of ESMPs in the field, and reporting to World Bank. There are also design requirements such as ESIA's that must be prepared or reviewed, and ESHS (Environmental, Social, Health and Safety) requirements that go into bidding documents and contracts.

For effective supervision of the work and services to be provided by contractors and Service Providers, the GOSL typically outsources consultants for designs, construction and contract management. While the supervision and contractors requires that appropriate staffing and monitoring and management of ESMP the ultimate responsibility for management of environmental safeguards fall under the purview of the PCU.

## **2 Objective of Assignment**

The objective of this assignment is to engage the services of an individual consultant to enhance the capabilities of the PCU in management, coordination and monitoring of the implementation of all environmental safeguards, ESHS, ESMPs requirements during design and construction for compliance with signed contracts.

The Consultant will be expected to provide overall environmental management oversight, support and advise to the client in addressing the environmental issues at all the stages of execution of the build out contract and in delivering environment related training/awareness raising and coordination activities.

### **3 Specific Scope of Services**

The Consultant will be responsible for executing the following tasks related to environmental management and planning

1. Using the project's EMF / ESMF/ ESHS/ ESMP examine and evaluate proposed sub project activities to assess the potential environmental risks or impacts and identify, document and develop for review mitigation strategies / measures to be implemented;
2. Monitor on a weekly basis / carry spot checks of approved environmental plans and strategies to determine compliance by contractors
3. Conduct environmental screening for sub projects under design and prepare / update the ESMPs for all civil work activities;
4. Review or develop ESHS requirements for purposed of bidding and contracting;
5. Assist the Civil Works Manager with review of ESHS Plans and strategies
6. Ensure the publication of all ESMPs for sub projects
7. Assist with updating of indicators by collecting data / information on physical, biological and socio-cultural environmental elements related to civil works activities;
8. Work with the Civil Works Manager with respect to sensitization of stakeholders including contractors on the provision of EMF and specific ESMP activities to be complied by contractors and users;
9. Provide orientation to contractors and workers on the application of labor management and Occupational Health and Safety guidelines and the COVID-19 protocols for construction and supervise the compliance of those guidelines;
10. Work with the Civil Works Manager with supervision of the implementation of ESMP activities;
11. Assist the Civil Works Manager with implementation of the approved program for environmental awareness, orientation and training
12. Implement other environmental related activities as outlined in the project's EMF and ESMPs;
13. Ensure the effective compliance to EMF and ESMPs during planning, implementation and monitoring of the works being implemented;
14. Facilitate environment friendly implementation of works in accordance with the approved contract; and

15. Prepare environmental monitoring reports for submission to the project management team and World Bank;
16. Conduct weekly inspections of ongoing works to determine compliance with approved program of works, ESHS plans and methods
17. Assist the Civil Works Manager in reviewing reports submitted by the Consultant and Contractor
18. Work closely with the Contracts Management and Monitoring Officer with monitoring and management of the PROCORE platform;
19. Report to the Civil Works Manager on non-compliance with the EMP requirements by consultants and contractors
20. Assist the Civil Works Manager with the orientation and sensitization of contractors and consultants on the Procore Software and the Contract Management Manual
21. Arrange for virtual site or physical site supervision
22. Prepare updates on project activities for dissemination to the media by the Communications personnel for the project
23. Work closely with key agencies including line ministries, beneficiary agencies, environmental health, Physical Planning, Solid Waste Management
24. Ensure citizen engagement by conducting regular workshops;
25. Prepare necessary documents, such as environmental guidelines and tools in consultation with stakeholders and help the client in commissioning and managing additional and/ or special studies/ assessments, if necessary;
26. Assist the project team in preparing the technical aspects of reports relevant to civil works;
27. Work closely with the Social Safeguards Officer of the PCU in review and approval of all ESHS workplans, reports and presentations prepared by contractors and consultants
28. Take responsibility for professional development by attending quarterly at least one webinar hosted by the WB on ESHS or by presenting on an ESHS matter

The ESS Consultant is also expected to perform any other related duties as assigned on other projects besides the DVRP if such need should arise and upon direction of the PCU.

#### **4 Expected Deliverables**

The ESS Consultant will be monitored to ensure continuous commitment to fulfilling responsibilities outlined in the Scope of Services. Key deliverables include *inter alia*:

- Environmental and Social Management Plans (ESMPs) for the various civil works activities under the DVRP;
- For all activities, stakeholder engagement on the EMF and specific ESMP activities to be complied by contractors and users;
- For all activities, program on environmental safeguards (environmental awareness, orientation and training) targeting key stakeholders and contractors and line agencies;
- Technical progress and assessment reports on a quarterly basis;
- Verification of contractor ESHS performance by random checks in the field;
- Participation in weekly or monthly site meetings and coordinate with the construction contractors; and,
- Review of supervision contractors' reports and ensuring that environment health and safety matters are included in the reports.
- Report on professional development activity
- Updated / approved ESMPs, ESHS reports and workplans in PROCORE

## 5 Duration

The assignment is on a full-time basis and is expected to start December 1, 2020 and extend through December 2021.

## 6 Reporting Requirements

The ESS Consultant will be required to report to the DVRP Project Coordinator and the PCU as follows:

**1. Inception Report - 3 weeks after contract signing.** The consultant will submit an activity plan report detailing the outline and methodology of activities to be undertaken in the course of the contract based on the EMF, ESMPs, and other ESHS requirements.

**2. Monthly Progress Reports.** The consultant shall submit monthly progress reports based on activities undertaken detailing actual progress and proposed activities for the next report. The client may request to review any work in progress at any time during the course of the consultant's activities. Each progress report will include copies of field inspections, photographic logs, reviews of submittals or designs, or other work products undertaken throughout the period, as well as an evaluation of compliance status, any unmitigated risks or impacts, and any commendations or recommendations for improvement.

**3. Quarterly Summary Reports.** The consultant shall submit quarterly reports to the PCU and DVRP Project Coordinator summarizing the compliance status, to support the PCU to enable reporting to relevant Ministries and to the World Bank. The quarterly reports should also summarize the actual progress in the reporting period and identify any unmitigated risks or impacts, and proposed activities for the next reporting period. The client may request to review any work in progress at any time during the course of the consultant's activities.

The Project Manager and PCU Coordinator, under the supervision of the Permanent Secretary in the implementing agency, will review and provide feedback on all reports received.

**All Reports and documents prepared for the assignment is the property of the Government of Saint Lucia.**

## **7 Terms and Conditions**

- The Consultant will be provided with office space, office equipment including computer, access to printing and photocopying and all necessary software required for discharge of duties;
- The Consultant will need to own and maintain a vehicle for use on field trips and in country travel related to the assignment;
- The Consultant will execute the duties and tasks outlined in Scope of Services with due diligence and efficiency and in accordance with the highest standards of professional competence, ethics and integrity;
- To ensure impartiality, the Consultant must not in any way be affiliated with business entities that are currently providing or are seeking to provide goods or services to the project; and.
- The Consultant will be responsible for the collection and analysis of all data and information required for the compilation of all reports.

## **8 Qualifications and Experience Requirements**

### Minimum required education and experience

- At least a Bachelor's Degree in Earth Sciences, Environmental Management, Engineering, or other related field;
- At least 3 years' experience working with projects related to infrastructure and/or civil works, particularly dealing with aspects of inspection and evaluation of construction related activities;
- Work experience with Government, Community groups, private sector and/or donor funded projects and other relevant institutions will be an added advantage.

### Knowledge, Skills, and Abilities Requirements

Additional knowledge, skills and abilities that will be required of successful candidates include:

- Ability to address and manage environmental assessment and monitoring, field observation of construction;
- Ability to communicate effectively in written and oral formats and to prepare reports;
- Functionally computer literate, possessing operational skills in word-processing and spreadsheet application, including software programs such as Word, Excel, PowerPoint, Microsoft Project;
- Appropriate involvement and/or experience in similar projects in Saint Lucia or working in developing countries in general and in the OECS Region in particular, is a plus;
- Ability to facilitate training and orientation in a public setting
- Ability to communicate accurate information concerning processes, policies and procedures to project stakeholders;
- Ability to handle stakeholders tactfully, courteously and diplomatically;
- Knowledge of how to review and prepare Environmental Impact Assessments (EIAs);
- Ability to establish and maintain effective working relationships with relevant agencies and groups involved in the implementation of the project; and,
- Knowledge of the World Bank's Environmental Safeguard Policies or that of other multilateral development banks.