

**Saint Vincent and the Grenadines
VOLCANIC ERUPTION EMERGENCY PROJECT**

**Request For Expressions of Interest
Consulting Services – Individual Consultant**

**Assignment Title:
Assistant Safeguards Officer**

SVG-VEEP-CS-INDV-23

Saint Vincent and the Grenadines (SVG) has received financing from the International Development Association (World Bank) towards the cost of implementing various projects. To support activities financed under the projects, the Government of SVG wishes to engage the services of an Assistant Safeguards Officer (ASO). The ASO will perform his/her duties in the Ministry of Finance, Economic Planning, and Information Technology (MoFEPIT) under the Volcanic Eruption Emergency Project (VEEP).

The Project Development Objective of the VEEP is to support Saint Vincent and the Grenadines to (i) provide short-term income support, (ii) improve the capacity of the government to prepare for and respond to emergencies, and (iii) build back better critical services in the wake of the La Soufriere volcano eruptions. The VEEP comprises of three components that seek to achieve the development objectives. A detailed description of the project components is provided in Annex 1. To execute the project, the GoSVG has established an implementation unit which requires the services of an Assistant Safeguards Officer to assist the Environmental and Social Safeguards Officers in managing the safeguards requirements under the Project.

The Assistant Safeguards Officer is a contracted full-time position. (S)He will work in the MoFEPIT and will support the social and environmental safeguards functions of the VEEP under the ultimate supervision of the VEEP Project Coordinator. The detailed Terms of Reference (TOR) for the assignment can be found below.

The Ministry of Finance, Economic Planning and Information Technology now invites eligible Consultants to indicate their interest in providing the Services. Required qualifications and experience include, inter alia, the following:

- An associate degree or higher in the relevant discipline (e.g., Environmental Studies, Environmental Management, Natural Resources Management, Social Science, Sociology or other related discipline).
- Demonstrated at least one year experience working on projects that have applied the operational Environmental and Social Standards/safeguards policies of the World Bank or experience applying similar policies in other similar organizations.
- Demonstrated experience in the participation in intersectoral or community consultations environmental and/or social safeguard matters.

The attention of interested Consultants is drawn to Section III. Governance, paragraphs 3.14 - 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016, revised November 2017, July 2018, and November 2020 setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant (IC) Selection method set out in the Procurement Regulations. Further information can be obtained at the address below during the hours 8:00 a.m. to 4:00 p.m.

Expressions of interest must be delivered in a written form to the address below (in person, by mail, or by e-mail) by **March 15, 2024**. The desired commencement date is **May 02, 2024**.

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GOVERNMENT OF SAINT VINCENT AND THE GRENADINES

Volcanic Eruption Emergency Project (VEEP)

Terms of Reference

Assistant Safeguards Officer

I. Background

Saint Vincent and the Grenadines (SVG) has received financing from the International Development Association (World Bank) towards the cost of implementing various projects. To support activities financed under the projects, the Government of SVG wishes to engage the services of an Assistant Safeguards Officer (ASO). The ASO will perform his/her duties in the Ministry of Finance, Economic Planning, and Information Technology (MoFEP) under the Volcanic Eruption Emergency Project (VEEP).

The Project Development Objective of the VEEP is to support Saint Vincent and the Grenadines to (i) provide short-term income support, (ii) improve the capacity of the government to prepare for and respond to emergencies, and (iii) build back better critical services in the wake of the La Soufriere volcano eruptions. The VEEP comprises three components that seek to achieve the development objectives. A detailed description of the project components is provided in Annex 1. To execute the project, the GoSVG is establishing an implementation unit which will require the services of an Assistant Safeguards Officer to assist the Environmental and Social Safeguards Officers in managing the safeguards requirements under the Project.

II. Objective

The Assistant Safeguards Officer is expected to work closely with the Environmental and Social Safeguards Officers in the Ministry of Finance, Economic Planning, and Information Technology (MoFEPIT) to support project management in ensuring that environmental and social issues and safeguards management activities are mainstreamed into the various components of the Project so that it is compliant with the country's regulations, with the Environmental and Social Standards of the World Bank, and with the Social and Environmental Assessment provisions developed for this project.

III. Terms of Assignment

The Assistant Safeguards Officer is a contracted full-time position. (S)He will work in the MoFEP and will support the social and environmental safeguards functions of the VEEP under the ultimate supervision of VEEP Project Coordinator.

IV. Tasks

The ASO shall assist the safeguards team (social and environmental) in fulfilling the safeguards requirements of the Volcanic Eruption Emergency Project (VEEP).

In particular, the Assistant Safeguards Officer will:

1. Assist with the analysis of the potential social and environmental impacts of sub-projects conducted under the VEEP.
2. Assist with the implementation of the World Bank's Environmental and Social Standards (ESS) relevant to the project:
 - a. Environmental and Social Standard 1: Assessment and Management of Environmental and Social Risks and Impacts;
 - b. Environmental and Social Standard 2: Labour and Working Conditions;
 - c. Environmental and Social Standard 3: Resource Efficiency and Pollution Prevention and Management;
 - d. Environmental and Social Standard 4: Community Health and Safety;
 - e. Environmental and Social Standard 5: Land Acquisition, Restrictions on Land Use and Involuntary Resettlement;
 - f. Environmental and Social Standard 6: Biodiversity Conservation and Sustainable Management of Living Natural Resources;
 - g. Environmental and Social Standard 8: Cultural Heritage; and
 - h. Environmental and Social Standard 10: Stakeholder Engagement and Information Disclosure
3. Assist with the implementation of the project's Resettlement Policy Framework and the development of Resettlement Action Plans (RAPs) (including abbreviated resettlement plans) as required for sub-projects.
4. Assist with the implementation and updating of the project's Grievance Redress Mechanism, including channels to uptake grievances related to Gender Based Violence (GBV) and for the Cash transfer program.
5. Assist with the coordination, communication and consultation with project stakeholders and beneficiaries.
6. Assist with the documentation of social and environmental safeguard activities including the recording of consultations and other key activities in the beneficiary feedback system (BFS).
7. Assist with capture of information required for the monitoring of the Beneficiary Feedback Indicator (BFI).
8. Assist with the preparation of any reports/documents required for documentation of safeguards actions, such as reports of RAPs that have been implemented.
9. Assist with verifying compliance with ESMP requirements through visits to sites where works are ongoing.
10. Assist with ensuring that all ESF requirements are incorporated into the ESHS specifications of respective bidding and contract documents for contractors.
11. Assisting with the implementation of the Project ESMF, including undertaking the screening of sub-projects as requested and recommending the next steps to ensure compliance with WB and National ESHS requirements
12. Assist with the commissioning and review of, or preparation of, E&S documents (ESIA, ESMP, etc) needed to comply with project requirements
13. Act as the liaison between E&S staff/consultants and project designers to ensure that engineering designs are optimized and incorporate necessary E&S requirements. T

14. Liaise directly with engineering and procurement specialists to ensure that designs and bid documents are aligned from an ESHS perspective, and that appropriate ESHS measures/mitigation and requirements are incorporated.

V. Qualifications and Experience

- An associate degree or higher in the relevant discipline (e.g., Environmental Studies, Environmental Management, Natural Resources Management, Social Science, Sociology or other related discipline).
- Demonstrated at least one year experience working on projects that have applied the operational Environmental and Social Standards/safeguards policies of the World Bank **or** experience applying similar policies in other similar organizations.
- Demonstrated experience in the participation in intersectoral or community consultations environmental and/or social safeguard matters.

VI. Duration

The duration of this consultancy is six (6) months in the first instance and will be subject to renewal based on the consultant's satisfactory performance.

VII. Remuneration

Remuneration will be commensurate with qualifications and experience.

VIII. Contract Performance Evaluation

The Assistant Safeguards Officer may be subject to evaluation of performance based on the Performance Indicators as per Annex 2

ANNEX 1 – PROJECT DESCRIPTION

The VEEP has three components through which the Project Development Objective will be achieved:

Component 1: Early recovery income support (US\$7.5 million):

Subcomponent 1.1: Temporary cash transfers and social support services program (US\$4.3 million);

Subcomponent 1.2: Labour intensive temporary employment (LITE) program (US\$3 million);

Subcomponent 1.3: Strengthening of institutional capacity to administer and monitor the income support programs (US\$0.2 million);

Component 2: Restoration and “Build Back Better” of critical services, and strengthening of emergency preparedness and response capacity (US\$31.0 million);

Subcomponent 2.1: Support to reconstruction planning that incorporates climate change considerations;

Subcomponent 2.2: The restoration and reconstruction of critical infrastructure services;

Subcomponent 2.3: Strengthening of emergency preparation and response.

Component 3: Project Management Support (US\$ 3.5 million).

Component 1 – Early Recovery Income Support

Early recovery income support (US\$7.5 million).

The objective of this component will be to provide temporary cash transfers to selected poor and vulnerable populations affected by the volcanic eruptions of La Soufrière and other climate-related events. The activities under Component 1 are embedded within the Government’s broader social protection strategy, which focuses on shock-responsive social assistance. This component comprises three subcomponents:

- 1.1: Temporary cash transfers and social support services program
- 1.2: Labour-intensive temporary employment program (LITE)
- 1.3 Strengthening of institutional capacity to administer and monitor the income support programs

Sub-component 1.1 – Temporary Cash Transfers and Social Support Services Program

Temporary cash transfers and social support services program (US\$4.3 million).

The objective of this subcomponent is to support the continuation, expansion, and strengthening of the ongoing temporary cash transfers and complimentary social support services. This sub-component will finance goods (material and equipment) and consulting services (life skills facilitators) required for delivery of the family education program which will provide follow-up psycho-social support to beneficiaries.

Sub-component 1.2 – Labour-Intensive Temporary Employment (LITE)

LITE Program (US\$3.0 million)

The subcomponent will support, on an as-needed basis, the implementation of a LITE Program to provide income support and short-term employment to mitigate economic impacts after the occurrence of climate-related disasters (including risks associated with heavy rains mobilizing ashfall and volcanic debris). It will also support the longer-term resilient recovery of community infrastructure.

The LITE Program will build on the existing experience of the Roads, Buildings, and General Services Authority (BRAGSA) in implementing the Road Clean-Up Program, which is a cash for work seasonal program aimed at basic public infrastructure maintenance and the creation of short-term employment benefiting unemployed working-age people.

The program will be facilitated by direct payments to BRAGSA which will target unemployed individuals over 18 years of age from the target communities. Thus, the only procurement under this subcomponent is for goods (tools and safety gear for workers/beneficiaries) of the LITE Program and consultant services to improve BRAGSA's capacity to plan, prepare and supervise the execution of the subprojects for the LITE Program.

Sub-component 1.3 – Institutional Strengthening - MoNM

Subcomponent 1.3. Strengthening of institutional capacity to administer and monitor the income support programs (US\$0.5 million). This subcomponent will aim to strengthen the capacity of the MoNM to administer and monitor the existing income support programs and will include (i) a payment mechanism to deliver cash transfers to beneficiaries and (ii) expansion of the current information system to administer and monitor the income support programs.

Contracts to be procured under this sub-component will be for goods and consulting services required for institutional strengthening to monitor and administer the program and expansion of the MoNM's information system.

Component 2 – Restoration and “Building Back Better” of Critical Services, and Strengthening of Emergency Preparedness and Response Capacity

Restoration of critical services, resilient reconstruction, and strengthening emergency preparedness and response capacity (US\$ 31.0 million - indicative)

Component 2 will support the rapid restoration and resilient reconstruction of critical infrastructure damaged by the volcano eruption and subsequent debris flows and lahars while strengthening Government's emergency preparedness and response capacity. Investments under this component will focus on three main areas: (i) support for reconstruction planning; (ii) investments in rapid restoration and resilient reconstruction of priority infrastructure; and (iii) strengthen emergency preparedness and

response systems and capacity. Candidate activities for the first 18 months across sectors are summarized below.

Component 3 – Project Management

Component 3: Project Management (US\$3.5 million)

This component will support the administrative management of the Project by the PSIPMU and implementing partners through, but not limited to the following individual consultants, (a) a project coordinator; (b) financial management (FM) and procurement specialists to carry out the fiduciary aspects of the Project; (c) monitoring and evaluation (M&E) specialists; (d) technical experts needed for environmental management and social protection specialists); and (e) technical focal points in the MoA, CWSA, MoNM and MoTW/BRAGSA. The PSIPMU will coordinate the provision of training and workshops¹ and manage the financing of necessary goods, equipment, and operating costs, including costs associated with convening and reporting to the Project Steering Committee (PSC).

¹ Workshops will include technical discussions and capacity-building activities around the utilization of climate and disaster risk information and the prioritization of reconstruction and rehabilitation activities to strengthen climate and disaster resilience.

ANNEX 2 – ASSISTANT SAFEGUARDS OFFICER PERFORMANCE INDICATORS

PERFORMANCE METRICS for ASSISTANT SAFEGUARDS OFFICER

	Performance metric	Complied*	Rating*
1.1.	Prepare and submit monthly reports on consultancy in a timely manner		
1.2.	Assist with the implementation of the World Bank’s Environmental and Social Standards (ESS).		
1.3.	Assist with the analysis of the potential social and environmental impacts of sub-projects conducted under the VEEP		
1.4.	Assist with the implementation and updating of the project’s Grievance Redress Mechanism.		
1.5.	Assist with the preparation of reports/documents required for documentation of safeguards actions, such as reports of RAPs that have been implemented.		
1.6.	Assist with the coordination, communication and consultation with project stakeholders and beneficiaries		
1.7.	Undertook regular site-specific E&S monitoring of subprojects to verify contractor’s performance.		
1.8	Liaise directly with engineering and procurement specialists to ensure that designs and bid documents are aligned from an ESHS perspective.		
1.9	Assist with the commissioning and review of, or preparation of, E&S documents		

***Complied:**

- Yes
- No
- N/A (not applicable) for the assessed period.

***Rating:**

- 5 Outstanding
- 4 Good
- 3 Adequate
- 2 Marginally adequate
- 1 Unsatisfactory