



**Government of Saint Lucia**

**Department of Education, Innovation and Vocational Training**

**OECS Skills and Innovation Project**

**Terms of Reference for Environmental and Social Specialist**

**Prepared: November 8, 2024**

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## **I. Introduction**

The World Bank's Board has approved US\$36 million to Grenada, Saint Lucia and the OECS Commission from the International Development Association (IDA) of the World Bank Group to finance the OECS Skills and Innovation Project (SKIP). Each participating country will receive funding in the amount of US\$15 million credit while the OECS Commission will receive an IDA grant in the amount of US\$6 million.

The OECS Skills and Innovation Project will provide for investments in post-secondary education to promote transversal and advanced technical skills among youth while strengthening regional cooperation in post-secondary education. Over the next six years, the project will benefit 40,000 youth (18 to 34 years of age) who are currently enrolled or will enroll in post-secondary institutions in the OECS region, and who will benefit from regional interventions to foster collaboration in the post-secondary education space. In addition, youth will benefit from the project's provision of new tools to assess priority skills and support teachers, as well as 120 entrepreneurs and firms that would participate in collaborative innovation projects. The project will also foster collaborative innovation within Organization of Eastern Caribbean States (OECS) Member states.

The Project will undertake mainly consultancy and non-consultancy services, minor renovation and rehabilitation works, goods and operational costs. Five Environmental and Social Standards (ESSs) are applicable to the Project: ESS1,2,3,4 and 10. The potential environmental and social risks are minimal /negligible and include: (i) pollution from the generation and disposal of minor quantities of electronic waste (e-waste) and other non-hazardous waste; (ii) noise, dust, and occupational health and safety (OHS) risks from minor civil works; (iii) managing expectations of project beneficiaries; (iv) making sure there are enough resources to reach a sufficiently large group of beneficiaries; (v) risks of grievances related to non-selection in trainings and skills events, or selection for the competitive innovation grants, not being promptly resolved, which could lead to discredit or disinterest in the initiatives; and (vi) risks associated with lack of transparency and timely provision of information about initiatives. Overall, the above potential impacts are expected to be very minor, temporary, short-term, and can be addressed with routine mitigation measures.

To achieve the Project's objectives, the Project Implementation Unit (PIU) of the Department of Education and Innovation (DOE) requires an Environmental and Social Specialist to support the overall environmental and social (E&S) aspects of the project.

## **II. Objective**

The Environmental and Social specialist is responsible for overall environmental and social (E&S) aspects of the project and for coordinating, implementing actions, monitoring and reporting on the projects' compliance with the environmental and social standards and commitments, including those set forth in the Environmental and Social Commitment Plan (ESCP) and in other E&S documents developed for the Project.

## **III. Tasks and responsibilities**

The Environmental and Social Specialist will be responsible for ensuring that the Project's environmental and social outcomes are achieved, and that any adverse impacts are effectively avoided and/or mitigated in a timely manner. Duties/responsibilities of the Environmental and Social Specialist include, but are not limited to:

#### **IV. General**

- Coordinate the preparation, implementation, monitoring and reporting of E&S compliance.
- Ensure implementation of the Environmental and Social Commitment Plan (ESCP) and the E&S instruments such as Stakeholder Engagement Plan (SEP); Labor Management Procedures (LMP); Grievance Redress Mechanism (GRM) for the overall project as described in the SEP and the GRM dedicated to Project workers as described in the LMP; and the E&S requirements detailed in the Project Operations Manual (POM).
- Update of E&S instruments (SEP, LMP if applicable) as needed.
- Monitor and report on the implementation of the ESCP, and SEP.
- Implement, and update as needed, the E&S requirements detailed in the POM including the Environmental and Social Exclusion List, Environmental and Social Screening Form, Environmental and Social Codes of Practice (ESCOP), a workers' GRM, code of conduct, contractor management procedures and ensure that ESHS guidelines are followed, if applicable.
- Develop a simplified Environmental and Social Management Plan (ESMP) where required.
- Review and ensure that relevant aspects of the ESCP and the WB Environmental and Social Standards (ESS) instruments are duly incorporated into the procurement documents.
- Support with monitoring to ensure that the consultants and contractors comply with the ESHS specifications of their respective contracts.
- Provide contributions to the Semi-annual Progress Reports on project's E&S implementation based on the ESCP as required by the Government and the World Bank.
- Perform other duties in line with the scope of the project leading to compliance with E&S aspects and related instruments.

#### **V. Specific actions for the Project**

*The Environmental and Social Specialist will lead the following activities.*

- Screen all proposed activities to ensure that they are within the boundaries of the Project's eligible activities and exclude from financing all activities that are listed in the Environmental and Social Exclusion List of the POM.
- Carry out screening for all eligible activities involving civil works to determine potential environmental and social impacts. The screening and scoping should be carried out using the Environmental and Social Screening Form in the POM and done in coordination with members of the Project Implementation Unit (PIU). The screening shall be informed by draft designs and existing studies and be supplemented by site visits where possible. The E&S Specialist in coordination with the PIU shall share the results of the first five screenings for the World Bank's prior review to ensure that the full extent of E&S risks is captured, and the mitigation measures are appropriate.
- Based on the findings of the screening, adopt the relevant standard mitigation measures listed in the ESCOP to manage and mitigate negative E&S impacts associated with civil works. Where required, supplement the mitigation measures in the ESCOP with the World Bank Environmental, Health and Safety (EHS) Guidelines.
- Where the results of the screening indicate that an ESMP is required in addition to the ESCOPs, develop ESMPs for each site using the ESMP Template provided in the POM.
- Oversee and monitor the work of Project consultants to ensure there is compliance with the ToRs, ESSs and national laws.
- Review the ESMPs and other reports to ensure compliance with the ToRs, ESSs and national laws.

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- Ensure the preparation, consultation, adoption, disclosure of site-specific ESMPs.
  - Ensure the technical and E&S specifications sections of bidding and contracting documents include the specific mitigation measures of the ESCOP or ESMP.
  - Work with the PIU to ensure that environmental and social aspects are incorporated as appropriate in contracts for goods and services and that suppliers and contractors are fully aware of and comply with their responsibilities in this regard.
  - Carry out training for all personnel relevant for the successful implementation of the environmental requirements such as for consultants, contractors and PIU.
  - Ensure that the necessary environmental authorizations and permits are obtained where needed.
  - During implementation undertake regular environmental and social site visits to monitor and verify whether and how E&S mitigation measures, SEP and LMP are implemented by all relevant stakeholders (designers, contractors, beneficiaries, etc.), and report regularly to the Project Manager on the results.
  - Ensure that contractors and subcontractors comply with the E&S measures in the contracts and other appropriate measures during construction and other civil works.
  - Participate in progress meetings with Supervisors and Contractors.
  - Provide orientation, including training, to contractors and workers on application of E&S conditions of contract, Code of Conduct, Occupational Health and Safety measures, and LMP, and supervise their compliance with same.
  - Work closely with key agencies and beneficiary agencies, to ensure that E&S aspects are understood, taken into account through ESMPs or other instruments or E&S measures, and implemented.
  - Provide E&S inputs to the project team in preparation of progress reports relevant to civil works.
  - Reviewing and approving contractors' monthly reports in conjunction with the PIU.
  - Promptly identify any environmental and/or social issues or cases of non-compliance and make recommendations for dealing with those issues including through adaptive management measures.
  - Prepare for and participate in World Bank missions and provide logistical and technical support to World Bank E&S Specialists.

#### **VI. Technical Assistance**

- Provide guidance such that all Terms of Reference (ToR) for studies, capacity building, training and any technical assistance activities carried out under the Project duly incorporate and take into consideration, the requirements (as applicable) of the E&S Standards of the Environmental and Social Framework (ESF) of the Bank and national regulations.

#### **VII. Outputs/Deliverables**

- Work plan for the tasks and how the work will be undertaken.
- Monthly reports to the Project Manager on the status of E&S implementation and upcoming activities.
- Bi-annual reports that consolidate the E&S performance of the Project and as inputs to the project's bi-annual report following the Project ESCP as a template. The E&S inputs for the bi-annual report will include but not be limited to the implementation of the ESCP, SEP, LMP, and the development and implementation of ESCOP or ESMPs as well as stakeholder engagement activities, as appropriate.

**VIII. Duration, location, coordination and reporting arrangements**

- **Duration.** The Environmental and Social Specialist is a part-time position required for the duration of the project, renewable annually based on performance.
- **Location.** The Environmental and Social Specialist will work with the PIU where he/she will be assigned a workstation and will participate in face-to-face or virtual meetings, as required. He/she will also be required to be physically present during works to visit subproject work sites and monitor E&S compliance.
- **Reporting arrangements.** The Environmental and Social Specialist will report directly to the Project Manager.

**IX. Qualifications****Minimum Requirements**

- Bachelor's degree (or Diploma) in environmental sciences, social sciences, civil or environmental engineering, environmental health and safety, international development or related field from a recognized university.
- At least 5 years' (or a minimum of 8 years in the case of a Diploma) experience as an Environmental Specialist/Officer or Social Specialist in a Project environment.
- Demonstrated understanding of environmental and social issues of development projects.
- Demonstrated knowledge and capacity in outreach and awareness/capacity building programs for governmental organizations, NGOs and/or local communities.
- Knowledge of country policies and legislation related to environmental and social issues.
- Ability to communicate fluently in English, verbally and in writing.
- Sound Information Technology (IT) skills, in particular experience with the Microsoft Office (Word, Excel, PowerPoint).
- Ability to uphold ethical standards.

**Preferred Experience and skills**

- Experience working in development projects that have applied World Bank, Caribbean Development Bank, Inter-American Development Bank or other related institution's E&S policies, will be considered a plus.
- An occupational health and safety certificate from a recognized body in the Caribbean or International will be considered a plus.