

UNLEASHING THE BLUE ECONOMY OF THE CARIBBEAN (UBEC)

TERMS OF REFERENCE for SOCIAL SPECIALIST

1. Background

The UBEC Program will be implemented as a Series of Projects (SOP) over a five to fifteen-year period (each project has a five-year period) as per projected country demand. The proposed UBEC project, under phase 1 of the SOP, is designed to stimulate economic recovery and support marine and coastal resilience in Grenada (GRE), Saint Lucia (SLU) and Saint Vincent and the Grenadines (SVG) by strengthening the sustainability and competitiveness of two critical, interconnected sectors – tourism and fisheries – and one underlying enabling infrastructure service, waste management. The Program will achieve its objectives through the following four (4) clearly defined Components: . The UBEC Project is comprised by 4 components:

1. **Component 1 involves both institutional/policy strengthening and capacity building, comprising of national and regional level interventions.** Subcomponent 1.1., implemented by the OECS Commission at the regional level, will support: i) renewal of the OECS Common Tourism Policy to increase competitiveness based on a blue economy approach; ii) update of the OECS Regional Fisheries Policy and develop a regional strategy for Illegal, Unreported and Unregulated (IUU) fishing; and, iii) the use of Management Strategy Evaluation processes to enhance collaboration between resource managers and decision makers and to explore the trade-offs in performance of promising candidate management strategies through national, sub-regional and regional processes, and iv) the development of an OECS Waste Management Policy and Action Plan, and other regional policy reforms to address marine litter. Subcomponent 1.2, implemented by each participating country, aims to support development and implementation of sector standards, policies, and operational guidelines as well as capacity development to ensure the region has access to a skilled workforce (e.g., specialized skills targeting new tourism and fisheries products to reach domestic and export markets; internet and social media marketing; greening operations to address climate adaptation and mitigation).
2. **Component 2 will focus on innovative finance mechanisms to direct investments into economic activities that enhance ocean health and resilience, leading to an increase in employment and greater GDP contribution from ocean assets.** Sub-component 2.1 (a) will support business development services (BDS) and matching grants to increase the productivity, job creation, and upgrade the capabilities of MSMEs and communities within blue economy value chains. The matching grants will be provided at the individual firm level (Window 1) and at the value chain group level (Window 2). Specific attention will be given to assisting youth and women-owned MSMEs to be successful, and those that work within regional supply chains to address and build business ideas out of critical regional challenges such as plastics or sargassum. The program will be managed at the regional level by the OECS Commission to foster greater regional collaboration. Subcomponent 2.1. (b) will finance the expansion of the Caribbean Ocean and Aquaculture Sustainability Facility (COAST) fisheries risk insurance scheme. The COAST insurance supports governments' efforts to rapidly channel financial resources to those fishers most impacted by extreme weather events, by providing governments with funding to cover the most immediate needs of fishers following a natural disaster or extreme weather event. The COAST has been available to Grenada and Saint Lucia since 2019 and the proposed Project will now extend it to SVG and continue to support GRE and SLU. Sub-component 2.2 will scale up coastal

infrastructure investments in tourism, fisheries/aquaculture, and waste management that are sustainable, technologically advanced and resilient. Activities will be selected based on the following criteria: a) potential for job creation; b) potential economic impact in the short term; c) sustainability and resilience; and d) potential for catalyzing private sector investment. Example of activities to be financed will include: i) enhancements of marine-based tourism infrastructure (e.g., visitor information, signage, access) to improve visitor experience and generate value from marine and coastal natural assets; ii) targeted investments in waste collection, segregation, recycling and disposal infrastructure to improve solid waste management systems and reduce plastics pollution; iii) pre- to post-harvest fisheries improvements to increase the value of fish products (such as small-scale solar powered processing and cold storage facilities), and investments in aquaculture to support food security and economic diversification for local communities; and, iv) restoration of nature-based infrastructure for coastal resilience (e.g. replanting coastal mangroves) and adoption of innovative technologies to strengthen monitoring and surveillance of the marine ecosystems.

3. **Component 3 is a Contingent Emergency Response Component (CERC)** to be able to reallocate funds during the life of the project to respond to crises.
4. **Component 4 will ensure effective project implementation, monitoring of activities and final project evaluation.** The component will finance goods, consulting and non-consulting services, training and operating costs of the Project Implementation Units (PIU) in each country for expenditures related to project activities, including compliance with environmental and social standards, stakeholder and citizens' engagement, and grievance redress mechanisms.

The combined Environmental and Social Risk rating is substantial, mainly due to potential adverse impacts of investments in sensitive areas and those related to waste management; a dispersed geographical area of implementation, potential restriction of access potential elite capture and adverse impact on livelihoods; potential for displacement; investments spread across 3 countries; and coordination of activities at the national and regional levels without current E&S capacity. Eight Environmental and Social Standards (ESSs) are considered relevant: ESS1, ESS2, ESS3, ESS4, ESS5, ESS6, ESS8 and ESS10.

To mitigate the E&S risks and impacts, the participating clients have developed, consulted and disclosed drafts versions of: (i) Environmental and Social Management Framework (ESMF) to assess and manage the E&S risks and impacts covering different typologies of activities; (ii) Stakeholder Engagement Plan (SEP) with its Grievance Redress Mechanism (GRM) (iii) Labor Management Procedures (LMP) with a dedicated GRM for workers, and, (iv) a Resettlement and Process Framework (RPF). The draft ESMF, LMP, RPF and SEP will be finalized at a regional level. Additionally, each participating country and the OECS Commission, in agreement with the Bank, developed an Environmental and Social Commitment Plan (ESCP) which covers all measures and actions needed to ensure compliance with the ESF and the Project's E&S instruments as well as implementation details, monitoring and reporting activities.

2. Objective

The Social specialist is responsible for overall social 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 ESMF, SEP, LMP, RPF and ESCP.

3. Tasks and responsibilities

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

General

- Coordinate the implementation, monitoring and reporting of E&S compliance with the Environmental Specialist.
- Implementation of the Environmental and Social Commitment Plan (ESCP) of Grenada and the E&S instruments ESMF, SEP, LMP, RPF, including the implementation of the Grievance Redress Mechanism (GRM) as described in the SEP, and the one dedicated to Project workers, as described in the LMP.
- In coordination with the Environmental Specialist, lead the update of E&S instruments (ESMF, SEP, LMP, RPF) as needed.
- Monitor the implementation of the ESCP, ESMF, SEP, LMP, RPF and the ESMPs to be developed under the UBEC project.
- Review and ensure sure that relevant aspects of the ESCP and 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.
- In collaboration with the technical coordinator, monitor and evaluation officer, and other team members, monitor and report on the implementation of the Citizen Engagement (CE) indicator.
- Provide contributions to the regular semi-annual and annual progress reports on projects' implementation as required by the Government and the World Bank.
- Lead the organization and implementation of training to project workers on Environmental and Social Standards, stakeholder engagement, GRM, sexual exploitation and abuse and sexual harassment (SEA/SH) and other topics of relevance for E&S compliance.
- Perform other duties in line with the scope of the project leading to compliance with environmental and social safeguards and related instruments.

Site specific actions for subprojects to be financed under UBEC

- For site-specific subprojects, screen potential E&S risks and impacts using the screening tools in the ESMF and as necessary lead the preparation, consultation, adoption, disclosure of site- specific environmental and social impact assessments (ESIAs) and Environmental and Social Management Plans (ESMPs) in coordination with other PIU staff and relevant stakeholders.
- Advise on anticipated E&S impacts and possible mitigation measures, and on the preparation of bidding and contracting documents to include social aspects.
- Participate in the evaluation of subproject proposals and advise on social eligibility and acceptability of proposals, based on guidance provided in the ESMF.
- Work with the PIU procurement staff to ensure that social aspects are incorporated as appropriate in contracts for goods and services and that suppliers and contractors are fully aware of their responsibilities in this regard.
- During implementation of the approved subprojects, undertake regular social monitoring to verify whether and how provisions of the ESMF and associated ESMPs as well as SEP, LMP and RPF (as applicable) are followed by all relevant stakeholders (designers, contractors, beneficiaries, etc.).
- Ensure that subcontractors follow ESMPs and other appropriate measures during construction, rehabilitation, and other small scale civil works.
- Report regularly to the Project Manager in writing on the results of monitoring visits, promptly identify any environmental and/or social issues or cases of non-compliance and make recommendations for dealing with those issues.

Technical Assistance

- Give technical assistance so 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.

Responsibilities related to LMP

- Ensure the implementation of the labor management procedures set forth in the LMP.
- Ensure that all project workers, including those of the PIU, sign a Code of Conduct as part of their contracts, including provisions on sexual exploitation and abuse, sexual harassment and violence against children.
- Lead the implementation, monitoring and reporting of the GRM of the LMP.

Responsibilities related to the RPF

- For each subproject to be implemented under the UBEC Program, screen and assess the risk of resettlement and restrictions to access to fishers, tourism tour operators and yachting sector to areas in which they usually earn a livelihood, due to strengthened regulations and policies.
- Support the development, consultation, adoption and disclosure of Resettlement Actions Plans (RAPs) for those subprojects causing impacts covered under ESS5 and in line with the RPF.
- Monitor that no construction activities are undertaken before compensation is given to all affected persons.
- Monitor and report on the implementation of RAPs.

Stakeholder engagement

- Ensure the implementation of the stakeholder process set forth in the SEP.
- Share Project information and conduct consultations with the relevant Project affected parties and other interested parties on a regular basis to ensure that issues are addressed in a timely manner and that project beneficiaries are kept abreast of developments, in line with the stakeholder engagement process identified in the SEP.
- Systematically document all community consultations and meetings held with project beneficiaries, local communities and other stakeholders in the form of minutes of the meetings.
- Ensure that stakeholders' feedback is integrated into ESMPs and other site-specific documents, as needed.
- Lead the implementation, monitoring and reporting of the GRM of the SEP.

Outputs/deliverables

- Monthly reports.
- Documentation of all consulting processes and instruments produced, including Grievances and GRM logs.
- Biannual reports that consolidate the E&S performance of the Project and as inputs to the project's biannual report. The social inputs for the biannual report will include but not limited to, the implementation of the ESCP, ESMF, SEP, LMP, RPF and the ESMPs to be developed under the UBEC project, as well as stakeholder engagement activities, functioning of the grievance mechanism(s) and citizen engagement.

4. Duration, location, coordination and reporting arrangements

- **Duration.** The Social specialist is a full-time position. The initial contract duration will be twelve (12) months with renewable subject to satisfactory performance evaluations. The Consultant will be expected to serve a probationary period of six (6) months, during which performance will be assessed against agreed-upon Key Performance Indicators.
- **Location.** The Social Specialist will work from the Project Implementation Unit (PIU) of the UBEC Project at Ministry of Mobilisation, Implementation and Transformation where he/she will be assigned a workstation and will participate in face-to-face or virtual meetings, as is the case. . He/she will also be required to visit subproject work sites to monitor E&S compliance.
- **Coordination.** The social specialist will frequently and adequately coordinate with the Environmental Specialist and other PIU staff, as relevant.
- **Reporting arrangements.** The Social Specialist will report directly to the Project Manager.
- As part of the assessment process, due diligence will be conducted by verifying certificates and background. The selected applicant will be invited to an interview.
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5. Qualifications

a) Requirements

- Bachelor's degree in social sciences, international development, or another related field.
- At least three (3) years of experience working with implementing, monitoring, and reporting social issues.
- Demonstrated understanding of social issues of development projects.
- Proven experience in stakeholder/citizen engagement, community outreach, consultations and GRM.
- Knowledge and capacity in outreach and awareness/capacity building programs for governmental organizations, NGOs and/or local communities.
- Knowledge of Grenada country policies and legislation related to 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, and PowerPoint).
- Ability to uphold ethical standards.
- Experience working in development projects that have applied World Bank, Caribbean Development Bank, Inter-American Development Bank or other institution's safeguards policies, will be considered a plus.

b) Favorable attributes

- Capacity to work simultaneously on a variety of issues and tasks, independently adjusting to priorities and achieving agreed objectives and deadlines.
- Ability to be flexible and proactive with work assignments.
- Demonstrated ability to work in a team.
- Excellent interpersonal and communications skills.
- Commitment and passion for social issues.

Applying for this post

Applications for the post should be made to:

Terrence Victor
Chief Procurement Officer
The Procurement Unit,
The Ministry of Finance
Carenage
St. George's

Expressions of interest must be submitted electronically through the procurement system at <https://intendhost.co.uk/GND/asp/Home> . Candidates must register on this portal and submit all interest and queries through this medium. Upon submission of documents, you will receive a confirmation email acknowledging receipt.

Applications **must** include 3 parts with the following format and content:

1. A brief covering letter introducing yourself and explaining why you are interested in this post (maximum 1 page).
2. A resume (CV) showing personal details, work experience, and education, along with the names of three work related references (maximum 3 pages).
3. A claim for the position (with each essential and desirable criteria as a sub-heading) that addresses how your experience is applicable to each criterion, and providing examples relevant to the post's key tasks and responsibilities (maximum 4 pages).