

**Saint Vincent and the Grenadines**  
**Ministry of Finance, Economic Planning and Information Technology**  
**OECS Regional Health Project (P168539)**  
**Terms of Reference for**  
**Environmental Safeguards Officer (ESO)**  
**SVGRHP-C-IC-5**

## **A. Background**

The Government of Saint Vincent and the Grenadines (GoSVG) is implementing the OECS Regional Health Project (ORHP) with the support of the World Bank. The Project aims to (i) improve the preparedness capacities of health systems for public health emergencies in the OECS region, and (ii) provide a response in the event of eligible crises or emergencies<sup>1</sup>.

The Project has four components as follows:

- Component 1: Improved Health Facilities and Laboratory Capacity;
- Component 2: Strengthening Public Health Surveillance and Emergency Management;
- Component 3: Institutional Capacity Building, Project Management and Coordination and;
- Component 4: Contingent Emergency Response Component (CERC) and;

The Project's main activities relevant to safeguards are:

- Development of a Healthcare Waste Management System (HWMS);
- Construction of a building to house the Public Health Laboratory and Health Disaster Management Unit Building/Health Operating Centre;
- The SMART upgrade/ of three health facilities;
- Establishment of isolation units at four locations; and,
- Commissioning of two mobile laboratories.

The ORHP has been prepared under the World Bank's Safeguards Policies<sup>2</sup>. The Environmental and Social Management Framework (ESMF) for the ORHP outlines a screening process to identify key environmental and social issues and risks. The ESMP outlines institutional arrangements for oversight of any required additional Environmental and Social (E&S) due diligence, instruments and monitoring. In addition, it includes generic emergency small-scale civil works "sector" guidance identifying key E&S issues with practical Environmental and Social Management Plan (ESMP) type checklists. Following the declaration of the COVID-19 disease as a pandemic, the GoSVG activated Component 4 – the Contingency Emergency Response Component (CERC). As such, an addendum was prepared for the CERC to support the COVID-19 response and provide additional health, safety, environment and social precautions.

The ORHP is being implemented by the Public Sector Investment Project Management Unit (PSIPMU) in the Ministry of Finance, Economic Planning and Information Technology in collaboration the Ministry of Health, Wellness and the Environment (MOHWE). The PSIPMU is responsible for overall

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<sup>1</sup> <https://projects.worldbank.org/en/projects-operations/project-detail/P168539>

<sup>2</sup> [https://www.gov.vc/images/pdf\\_documents/SVG\\_-ESMF-for-OECS-projects\\_May-10.pdf](https://www.gov.vc/images/pdf_documents/SVG_-ESMF-for-OECS-projects_May-10.pdf)

coordination, project financial and procurement management and safeguards. The MOHWE is responsible for providing technical input and for monitoring and reporting on project results.

The PSIPMU has been fulfilling its responsibility with respect to the World Bank safeguards policies and has on staff an Environmental Specialist and a Social Specialist that form the safeguards team, but due to resource constraints it has become necessary to hire an additional Environmental Safeguards Officer (ESO) to augment the current project safeguards team.

## **B. Description and Objectives**

The Environmental Safeguards Officer will assist with the management and implementation of environmental safeguards functions in the PSIPMU. The Officer will report to the Director of Economic Planning in the Ministry of Finance, Economic Planning and Information Technology and work with the existing Environmental and Social Safeguards team in the execution of World Bank's portfolio of projects. The level of effort is expected to be full-time.

The objectives of the assignment are to:

- Ensure compliance with the environmental commitments of the ORHP as laid out in the ESMF, CERC-ESMF, Environmental and Social Management Plan (ESMPs), Grievance Redress Mechanism (GRM) and other safeguards documents throughout project implementation;
- Identify and manage the environmental issues associated with the Project activities;
- Ensure stakeholder engagement, community outreach, and the GRM (including GRM for workers) are conducted throughout project implementation;
- Monitor and report on all project environmental issues; and,
- Support the preparation of the Healthcare Waste Management System (HWMS).

## **C. Duties and Responsibilities**

*1. Assist the PSIPMU to apply the necessary measures to comply with the environmental commitments of the project as laid out in the ESMF, CERC-ESMF, each ESMPs, GRM, and other safeguards documents throughout project implementation.*

- During implementation of the approved subprojects, undertake regular environmental and social monitoring and supervision in order to verify whether and how provisions of the project ESMF and associated ESMPs are followed by all relevant stakeholders (designers, contractors, beneficiaries);
- Report regularly to the Project Coordinator 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; and,
- Provide contribution to the PSIPMU's regular progress reports on the project implementation as required by the Government and the World Bank.

*2. Support the stakeholder engagement process, community outreach as well as implementation, monitoring and reporting of the Project level GRM.*

- Support the stakeholder engagement process, community information and outreach, and consultations according to the project needs, commensurate with the potential risks and impacts of subprojects and in line with the ESMP of each subproject; and,
- Support the correct functioning of the project level GRM, monitoring that the grievances are responded to in a timely and appropriate manner; and provide inputs to the PSIPMU's regular progress reports on GRM implementation.

*3. Support the project by identifying and managing environmental and social issues associated with project activities.*

- Assist the existing safeguards team to ensure the adequate implementation and monitoring of all E&S instruments, community health and safety measures, the functioning of the grievance redress mechanism (GRM), among other duties;
- Undertake screening of subprojects (as described in the ESMF) and support development, consultation and disclosure of E&S instruments for each subproject;
- Advise on anticipated E&S impacts and possible mitigation measures, and on the preparation of bidding and contracting documents to include environmental, social, health and safety (ESHS) aspects;
- Participate in evaluation of subproject proposals and advise on environmental eligibility and acceptability of proposals, based on guidance provided in the ESMF; and,
- Work with PSIPMU procurement staff to ensure that environmental 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.

*4. Coordinate with PSIPMU E&S Specialists to improve the environmental capacity of key project participants/stakeholders.*

- Provide input and support awareness raising activities for Project participants/stakeholders and potential beneficiaries, by periodic presentations, workshops or exercises where potential E&S issues and good management practices can be presented;
- Include training sessions for use and disposal of personal protective equipment (PPE), working in COVID-19 environments, laboratory biosafety, standard precautions for COVID-19 patients, risk communication, WHO guidelines on quarantine including case management, and waste disposal and management; and
- Assist E&S Specialists to respond to requests from the World Bank and other legitimately interested parties for information and documentation on environmental and social aspects of the project.

*5. Assist with the preparation of the Healthcare Waste Management System (HWMS).*

- Assist with collecting baseline information on waste management practices at health care facilities;
- Research and understand hazardous waste management regulations, infrastructure, and entities involved with transport, treatment, and disposal;
- Investigate and research waste management practice at clinics, hospitals, transportation providers, and disposal facilities; and,
- Support training initiatives of the HWMS.

6. *Perform any other duties in line with the scope of the assignment leading to compliance with environmental safeguards and related instruments.*

#### **D. Minimum Required Qualifications, Skills & Experience**

- Bachelor's or associate degree in environmental or earth sciences, international development or a related field;
- At least two years experience with assignments involving environmental and social issues;
- Demonstrated understanding of social and environmental issues of development projects and;
- Proven ability to carry out stakeholder engagement including the ability to understand community and stakeholder perspectives and vulnerabilities and to engage with project stakeholders and project management teams positively and constructively;
- Knowledge and capacity in outreach and awareness/capacity building programs for governmental organizations, NGOs and/or local communities;
- Previous participation in development projects that have applied safeguards policies is desired;
- Knowledge of Saint Vincent and the Grenadines country policy and legislation related to social and environmental issues;
- Possessing sound Information Technology (IT) skills, in particular experience with the Microsoft Office Suite (Word, Excel, PowerPoint) and;
- Ability to communicate fluently in English, verbally and in writing;

#### **E. 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;
- Ability to uphold ethical standards;
- Demonstrated ability to work in a team and;
- Excellent interpersonal and communications skills.

#### **F. Reporting Requirement**

The ESO will be required to submit the following reports:

- Monthly implementation reports on the status of environmental associated with project activities and;
- Comprehensive semi-annual reports summarizing accomplishments, challenges and recommendations;

#### **G. Contract Duration**

The duration of the contract is for one year in the first instance, subject to renewal based on the consultant's satisfactory performance.