

REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTING SERVICES)

(For FSM National Only)

Country: FEDERATED STATES OF MICRONESIA

Name of Project: Access and Renewable Increase for Sustainable Energy (P181253)

Assignment Title: Environment and Social Officer

Reference No. FM-DOFA-438919-CS-INDV

Estimated Salary: Depending upon qualification (\$40,000.00 Maximum)

The Government of The Federated States of Micronesia (FSM) has applied for financing from the World Bank toward the cost of the Access and Renewable Increase for Sustainable Energy Project (ARISE), and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include but are not limited to the following activities related to ARISE and SEDAP (all under the technical supervision of the CIU E&S specialists) team and general supervision of DR&D and the PIU ARISE/SEDAP Project Manager. Environmental and Social (E&S) Officer will support the PIU to implement the environmental and social requirements of the FSM SEDAP and ARISE projects. The officer will be placed within PIU under the Department of Resource and Development (DR&D), will closely work with other PIU staff, and report directly to the SEDAP/ARISE project manager. The officer will work under the technical guidance and supervision of Environment and Social safeguard (E&S) Specialists based in the Central Implementation Unit (CIU) under the Department of Finance and Administration (DoFA).

The Department of Finance and Administration, now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (**attach curriculum vitae/Resume with description of experience in similar assignments, similar conditions, etc.**).

The criteria for selecting the Consultant are:

Mandatory

- Associate Diploma or Degree (preferred) in social science, environment, science or similar subject for a recognized accredited institution.
- At least 3 years of working experiences in Environment and Social sector with government, private sector, NGOs or project financed by World Bank/ADB.
- Good communication skill including oral and written communication skills in the substantive and technical areas as described in scope of services.

- Sound knowledge of environment and social legislation, regulatory and institutional arrangements in FSM.
- Good writing and analytical and capability of working independently. Fluency in written and spoken English and local language is required.
- The successful candidate must be willing to work for extended periods without direct supervision and be able to travel to states and sub-project sites.

Desired

- Master's degree in relevant field or at least 4 years of working experience in relevant field.
- Prior work experience in Environmental & Social Risk Management following the Government of FSM. and World Bank Process for WB funded projects, or similar experience with other donor agencies.
- Training in Environmental & Social Risk Management Sector from a development agency or similar.
- Demonstrated ability to work under pressure and pay attention to detail.
- Ability to learn quickly and organized and detail-oriented person.
- Demonstrated ability to work collaboratively, interactively, and proactively within complex team and stakeholder arrangements.

The attention of interested Consultants (including firms) is drawn to paragraph 3.14, 3.16 and 3.17 of the World Bank's Procurement Regulations for IPF Borrowers Fifth Edition, September 2023 ("the Regulations"), setting forth the World Bank's policy on conflict of interest.

Further information can be obtained at the address below during office hours (0800 to 1700). The detailed Terms of Reference (TOR) for the assignment are attached.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail or by e-mail) by 5:00 pm Pohnpei Time, **Friday November 29th, 2024**.

Department of Finance and Administration

Attn: Kwame Shiroya, CIU Program Manager

P.O. Box PS 158 Palikir, Pohnpei, FM 96941

Tel: (691)-320-2639

E-mail: Kwame.shiroya@dofa.gov.fm

And cc: ciu.dofa@gov.fm

TERMS OF REFERENCE

1. Background

Government of Micronesia requested to World Bank to finance to increase reliable energy services in four states of the country. The project is expected to contribute to the Government of FSM energy sector goals by expanding (providing new or improved) access to electricity service, increasing renewable energy generation, and enhancing capacity of energy related entities. Department of Resource and Development (DR&D) Project implementation unit (PIU), is currently implementing the World Bank (WB) funded Sustainable Energy Development and Access Project (SEDAP) to increase access in renewable energy generation, transmission and distribution. The Project will fund construction of mini grids, rehabilitation (including resilience enhancement) of distribution networks, integration of solar PV systems, technical assistance, and capacity strengthening.

To support the preparation and implementation of the ARISE, and implementation of ongoing subprojects under SEDAP Project DR&D PIU is strengthening its capacity in core cross cutting functions including financial management, environmental and social risk management, and procurement. To this end the PIU is seeking to engage an Environmental and Social Officer to work with the project team. With technical guidance and supervision from CIU environmental and social specialists.

2. Implementing Agency

Department of Resources and Development (DR&D) is implementing the project. A Project Implementation Unit (PIU) has been established within DR&D. PIU is responsible for coordinating the project preparation and implementation of ARISE and SEDAP in accordance with guidelines and regulations as well as the annual work plan and budgets. PIU will undertake key tasks including project planning, coordination, financial management, procurement and contract management, environmental and social risk management, construction supervision and monitoring and reporting throughout the project implementation period. The position will be based at the PIU.

3. Purpose of Assignment

The Project Implementation Unit requires a dedicated Environmental and Social (E&S) Officer to support the PIU to implement the environmental and social requirements of the FSM SEDAP and ARISE projects. The officer will be placed within PIU under the Department of Resource and Development (DR&D), will closely work with other PIU staff, and report directly to the SEDAP/ARISE project manager. The officer will work under the technical guidance and supervision of Environment and Social safeguard (E&S) Specialists based in the Central Implementation Unit (CIU) under the Department of Finance and Administration (DoFA). The Officer will be responsible for:

- Providing environmental and social oversight during the implementation of the Project
- Supporting and advising the PIU on how to address environmental and social issues at all stages of project implementation, including contractor and consultant obligations
- Monitoring of contractors and consultants to ensure compliance with Project E&S requirements, and providing assistance as necessary to facilitate implementation of all requirements
- Providing environmental and social training and awareness raising on E&S good practice
- Conducting consultations with stakeholders and communities including landowners
- Ensuring the implementation of ESMPs for civil works activities under ARISE and SEDAP during construction, and ensuring that health and safety standards are maintained at construction sites
- Assisting Contractors to ensure permit applications are submitted and approved prior to the relevant component of the work proceeding
- Ensuring that grievances received in relation to the project are managed and resolved
- Preparing documents such as environmental and social guidelines, in consultation with stakeholders, and assisting with any additional studies if necessary
- Preparing project and/or site-specific E&S checklists
- Conducting E&S screenings
- Assisting with preparation and review of Terms of Reference (ToRs) to ensure all E&S requirements are included
- Updating of Project E&S instruments as required during the duration of the Projects; contribution to the preparation of new instruments (e.g. ESMP for specific sites) as required.

4. Scope of Services

The overall responsibilities of the PIU E&S Officer include but are not limited to the following activities related to ARISE and SEDAP (all under the technical supervision of the CIU E&S specialists) team and general supervision of DR&D and the PIU ARISE Project Manager.

- Ensure that activities under ARISE and SEDAP are undertaken in accordance with all E&S Instruments and documents as prepared, for example the Environmental and Social Commitment Plan (ESCP) for ARISE, and with FSM environment and social regulatory requirements.
- Co-ordinate closely with the site supervision officers, and the Implementing Agency (IA) in planning and managing project implementation as per the ESMP.
- Carry out E&S impact screening of subprojects and activities and help to prepare screening reports.
- Consult with land owners and other relevant stakeholders and provide support to the CIU Safeguard specialist to implement land access procedures, complete land due diligence and other land requirements as outlined under the E&S instruments prepared for the projects

- Promote community participation in the process of planning, management and monitoring of environmental/social impacts of sub-projects.
- Obtain clearance from local authorities for ARISE and SEDAP subprojects.
- Ensure environmental and social orientation and trainings are delivered for PIU and IA staff.
- Assist and support consultants to undertake environmental and social assessments.
- Ensure public complaints relating to ARISE and SEDAP sub-project implementation are addressed with corrective action and adequately documented.
- Attend site meetings and conduct site visits to monitor implementation of the Environment and Social Management Plan (ESMP), Stakeholder Engagement Plan (SEP), Labor Management Procedure (LMP) and Contractors Environment and Social Management Plan (CESMP) instruments. Use this information to prepare periodic monitoring reports such as monthly, quarterly and bi annual as required.
- Implement and monitor all stakeholder engagement strategies/plans for the project in line with the SEP.
- Coordinate, facilitate, and where appropriate participate, in face-to-face stakeholder meetings and document in meeting minutes
- Oversee implementation of any recommended E&S mitigation measures set out in the E&S instruments.
- Help to resolve any disputes that may arise in the Project, including grievances, in line with the grievance redress mechanism provided in the SEP, and ensure that these are documented and reported.
- Undertake any future revisions to the E&S instruments.
- Supervise physical works, carry out audits etc., to ensure E&S protection and mitigation measures are implemented by contractors.
- Provide PIU with training and capacity building support on E&S risk management including review E&S risk management capacity in PIU and DR&D
- Prepare an E&S capacity building plan as part of a ARISE and SEDAP E&S Risk Management Plan.
- Assess current, closed, and proposed activities; ensure all ESMP actions are in place.
- Audit closed/completed activities to identify and ensure remedy of any residual social and environmental issues.
- Align the project E&S Risk Management Plan with the Project work plan.
- Document future land access due diligence activities.
- Assist PIU and contractors with E&S risk management including on-site storage of hazardous substances and waste, including availability of oil sorbents and spill kits; preparing a spill response plan and providing E&S training to project staff.
- Storing data (including grievance records), collating and interpreting stakeholder feedback.
- Ensure E&S requirements are captured in procurement documents, including ToRs, and as

part of planning.

- Ensure Contractors Environment and Social Management Plans (CESMP) are prepared by contractors for civil works in line with E&S instruments prior to contractor mobilizing to site.
- Liaison with, and reporting to, the CIU safeguards team and World Bank task team, primarily the E&S specialists.
- Any other works as assigned by Project Manager.

5. Detailed Tasks

Detailed task as below but not limited to

- General site inspection overseeing the works in compliance with Environmental Management Plan
- Ensure E&S requirements are captured in procurement documents.
- Ensure CESMP are prepared by contractors for civil works in line with E&S instruments prior to mobilization to site.
- Ensure that referral pathways for grievances in relation to sexual exploitation and abuse and sexual harassment (SEA/SH) is operational and managed.
- Ensure that any occupational and community health and safety incidents are reported in line with the ESCP.
- Checking workers for PPE Compliance and inspection of equipment for safe use.
- Inspection of equipment for potential environmental leaks (oil / fuel etc.).
- Document and provide improvement notices for areas / procedures not in compliance or not "with best practice".
- Review training records regarding orientations on sexual exploitation and abuse and sexual harassment (SEA/SH) and ensure that workers sign the Code of Conduct before commencing work
- Review records / documentation of compliance with Project ESMF/ESMP and CESMPs.
- Review Status of relevant Permits and review compliance with FSM Environmental Protection Authority permit conditions.
- Review environmental incident reports (including tracking within reports).
- Review erosion / bund resilience (especially during king tides or major storm events).
- Review storage of materials / equipment inside / outside bund to ensure environmental mitigation compliance.
- Weekly Site Inspection Report and review Quarterly Report E&S KPI's.
- Meet with Construction Superintendent and Safety Manager to discuss outstanding issues.
- Review / Input Semi Annual Mitigation Report.
- Present social risk management training to PIU, Contractor personnel and local community (facilitated by Contractor / PIU).
- Meet with Project Implementation Consultant, Assistant Project Engineer (online if

necessary) to understand areas / elements of focus or concern.

6. Reporting Obligations

The deliverables of the Officer will include but not be limited to the following:

- Weekly progress and site inspection reports on project activities including actions taken/planned to be taken with timeline.
- Report to World Bank task team, including E&S specialists, as required in accordance with the ESCP and E&S instruments, and presentation of E&S updates during the WB mission.
- Participation in Team meetings, including presentation of progress report.
- Monthly Progress reports including specific deliverables and an updated work plan.
- Inputs to the six-monthly ARISE and SEDAP Project reports for submission to the World Bank Task Team.
- Reports on project activities and minutes of the stakeholder and community consultations.
- Training programs on E&S matters as required.
- Inputs to key project documents.

7. Duration of Assignment

The E&S Officer will be recruited for 12 months, with a possible extension subject to performance appraisal. It is anticipated that the PIU E&S Officer will commence by Dec 2024 on a full-time basis. A time-based contract will be signed in which both parties will agree on a monthly rate.

The position is subject to a probationary period of three months, with a performance review to determine whether the contract is to be continued.

The position is based in Palikir, Pohnpei with travel to the other States and outer islands as and when required.

8. Performance of the Officer

During the term of engagement, the E&S Officer shall work during office hours (8:00am to 5:00pm Monday to Friday, in the ARISE PIU Office and shall diligently and effectively perform required duties to the highest acceptable standard. Extra hours may need to be worked during site visits, construction, and any urgent situations. The Officer will be required to keep timesheets showing inputs and deliverables resulting from each input. In evaluating the consultant's invoices for payment, the PIU will pay particular attention to whether time claimed for each input matches the level and quality of deliverables.

9. Data, services, and facilities to be provided

PIU will provide necessary items related to the project including office space, general office supplies and office equipment. The Officer will be responsible for their cost of local transportation (eg to/from the office). Travel to locations other than Pohnpei (Kosrae, Chuuk, Yap) will be funded by the project as per the government travel policy.

10. Required Skills and Experiences

Evaluation Criteria

CVs of all applicants will be evaluated as follows: all CVs will be scrutinized against the assignment's minimum requirements. The CVs of candidates that meet the minimum requirements will then be scored according to the set scoring criteria. The three candidates with the highest scores will be invited to an interview. The candidate then identified by the interview panel as the most suitable will be invited to negotiate the contract. Referees of the selected candidate may be contacted to verify prior experience, performance, and character traits.

11. Qualifications and Experience Required Mandatory

Mandatory

- Associate Diploma or Degree (preferred) in social science, environment, science or similar subject for a recognized accredited institution.
- At least 3 years of working experiences in Environment and Social sector with government, private sector, NGOs or project financed by World Bank/ADB.
- Good communication skill including oral and written communication skills in the substantive and technical areas as described in scope of services.
- Sound knowledge of environment and social legislation, regulatory and institutional arrangements in FSM.
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- The successful candidate must be willing to work for extended periods without direct supervision and be able to travel to states and sub-project sites.

Desired

- Master's degree in relevant field or at least 4 years of working experience in relevant field.
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