

## **ANNEX 1**

### **TERMS OF REFERENCE**

#### **A. POST DETAILS**

**Job Title:** Social and Environmental Safeguards Specialist – IC (National)  
**Unit:** Climate Change and Sustainable Ecosystem Unit  
**Project:** “Safeguarding rural communities and their physical assets from climate induced disasters in Timor-Leste”  
**Duty Station:** Dili, Timor-Leste (with field travel to six project target Municipalities, Aileu, Ermera, Liquica, Baucau, Lautem and Viqueque)  
**Duration:** 60 working days between 20 May 2021 – December 2021  
**Starting Date:** 20 May 2021

#### **1. BACKGROUND/PROJECT DESCRIPTION**

Timor-Leste is highly vulnerable to climate changes, particularly increasing variability of rainfall and extreme weather events. Lives and livelihoods in the remote interior of the country and coastal regions are both highly exposed. Impacts of intensified extreme events include damage and degradation of decentralized small-scale critical infrastructure, particularly water supply and drainage structures, embankments, and feeder roads and bridges. Damages leave rural populations isolated, lacking basic services. In response to this challenge, in 2019, the government of Timor-Leste with the support of UNDP received funding from the Green Climate Fund (GCF) to undertake the project.

The objective of the project is to safeguard vulnerable communities and their physical assets from climate change-induced disasters. It aims to address existing institutional, financial and legislative barriers, increasing the climate resilience of vulnerable small-scale rural infrastructure. The project targets 175,840 direct beneficiaries, an estimated 15% of the total population. Benefits include increased climate resilience for small-scale infrastructure as well as 300 ha of reforested and rehabilitated land to buffer against climate-induced disasters.

This will be achieved by delivering the following results:

- (i) Strengthening the capacity of mandated institutions to assess and manage climate risks in order to maintain local infrastructure services. GCF-funded activities will embed new skills, technologies, and innovative methods in climate risk identification and mitigation processes. Monitoring and recording of climate risk information will be enhanced, and these data will be integrated into policies, standards, guidelines, and long-term investment planning for small-scale rural infrastructure.
- (ii) Implementing climate resilient building measures to improve small-scale rural infrastructure in vulnerable areas. GCF funds will assist in the development and implementation of catchment management strategies, supporting long-term resilience and climate risk reduction via landscape restoration and enhanced land stability, particularly in vulnerable catchments where small-scale infrastructure is present.

The project is supporting the ongoing decentralized investment frameworks which is administered through the Municipality Development Investment Program (PDIM) and National

Suco Development Plan (PNDS) processes, by embedding the knowledge of climate risks and skills of climate proofing design,

construction, operation and maintenance of rural infrastructure. Through the project, local authorities' capacity for climate-risk informed development of long-term investment plans will be enhanced, thereby strengthening de-centralized decision-making.

As part of the approved project, the Government and UNDP to prepare an Environmental and Social Management Plan (ESMP). ESMP is an integral part of the project implementation process and will determine effective delivery of the project results and their sustainability in the long term.

## **2. OBJECTIVE**

The overall objective of the consultancy assignment is to support the project and team to ensure compliance with GCF and UNDP Social and Environmental Standards (SES) and implementation of all ESMP actions, fully considering social and environmental risk management requirements stipulated by the project's Funded Activity Agreement (FAA).

To achieve the overall objective, and as part of the project work plan, the following will be pursued: (i) Social and Environmental Safeguards Specialist will support the project team and national counterparts namely Implementing Partner (IP) and Responsible Parties (RPs) to develop detailed ESMP actions for each project site with an actionable timeline and budget; (ii) update, engage and consult with all stakeholders and as necessary, obtain their consent to any works that may affect them; (iii) ensure compliance with the ESMP throughout the project implementation which include strengthening the social and environmental outcomes of the project by avoiding adverse impacts to people and the environment (or minimizing, mitigating, and managing adverse impacts where avoidance is not possible), and strengthening capacities for managing social and environmental risks.

## **3. SCOPE OF SERVICES**

Under the overall supervision and guidance of the Project Manager and CTA, the Social and Environmental Safeguards Specialist will be tasked with the responsibility for updating and implementing the ESMP; undertaking audits to ensure compliance; and providing input and/or preparing reports as required for the implementation of the project. The Social and Environmental Safeguards Specialist will work closely with the Communication and M&E Officer under the PMU on related aspects of project, including reporting, monitoring, evaluation and communication.

The Social and Environmental Safeguards Specialist is required to provide specialized safeguards technical input to the Project Management Unit (PMU) prior to commencement of any groundworks on the target 6 municipalities. The Social and Environmental Safeguards Specialist will also provide necessary inputs throughout the project implementation to ensure all involved in the project (Governments at all levels, contractors, etc.) have a full understanding of the ESMPs and that there is timely implementation of ESMP measures by the PMU. Moreover, Social and Environmental Safeguards Specialist will need to ensure full compliance in the updated ESMP; and where there is non-compliance, to work with the PMU and others to rectify the problems quickly. The Social and Environmental Safeguards Specialist will work with the PMU, Secretary of State for the Environment (SEA), Ministry of State Administration (MSA), Ministry of Agriculture and Fisheries (MAF), Secretary of State for Civil Protection (SSCP), and Ministry of Public Works (MoPW) and UNDP Country Office, under an overall technical guidance from the CTA and CC&SE Unit, including UNDP-GEF Regional Technical Advisor (RTA) for climate change adaptation.

The Social and Environmental Safeguards Specialist will coordinate with PMU members, relevant government and non-government counterparts and UNDP during the consultation, formulation and implementation process of municipality specific ESMPs to ensure that risks are identified, avoided, mitigated and managed throughout project implementation.

Specific responsibilities will include:

- Inception report summarizing the objectives, scope and outputs of the assignment, organization and methodology for achievement of the outputs, documents review, meetings, findings, and setting out a detailed planning of the assignment, including the schedule;
- Review the current ESMP and make amendments as necessary (including but not limited to the inclusion of a grievance redress mechanism) based on the GCF and UNDP SES;
- Review existing national Environmental Impact Assessment (EIA) documents, for all infrastructure units in the six target municipalities and ensure full compliance with the EIA national requirements and UNDP SES policy. Based on this review, incorporate relevant risk management measures into the ESMP;
- Thoroughly review all design specifications for all infrastructure units and further identify risk avoidance, mitigation and management measures to be embedded into the ESMP; Specifically ensure FAA requirement for the sanitation installations in the sites where water supply systems are planned for climate proofing; Particularly observe water source protection currently in place and propose measures to avoid any risks of contamination;
- Plan and undertake necessary social and environmental assessments (site-specific or infrastructure category specific, as relevant), including but not necessarily limited to those identified in the current ESMP, as well as reviews and consultations to update and detail ESMP for the project, based on the existing SESP and ESMP documents of the project;
- Review the annual SESP and update and revise corresponding risk log; mitigation/management plans as necessary.
- Ensure environmental and social risks are identified, avoided, mitigated and managed throughout project implementation.
- Oversee/develop/coordinate implementation of all safeguard related plans such as Indigenous people plan, stakeholders engagement plan, Contingency and Emergency Response Plan (among those that apply);
- Facilitate necessary contributions and feedback by all national and municipal level stakeholders, especially local community groups in the process of formulation of updated ESMP for the project;
- Help organize and undertake due diligence for obtaining free, prior and informed consent (FPICs) from all benefiting communities in the target municipalities;
- Ensure full disclosure with concerned stakeholders and ensure full engagement of local beneficiaries;
- Monitor progress in development/implementation of the project ESMP ensuring that UNDP's SES policy is fully complied with and the reporting requirements are fulfilled;
- Work with the Communication and M&E officer to ensure reporting, monitoring and evaluation fully address the safeguard issues of the project; provide a well-documented, evidence-based compliance reports to be incorporated into the project annual

performance reports (APRs);

- Ensure social and environmental grievances are managed effectively and transparently through the grievance redress mechanism and support the establishment of grievance redress mechanism groups at respective municipality and each project site (Suco Level);
- Participate in public consultations during project implementation;
- Ensure regular updating (once every six months) and availability of environmental assessment tools to all project functionaries and community institution partners;
- Ensure training of project staff and community institutions in environmental management and safeguard.

## B. EXPECTED OUTPUTS AND DELIVERABLES

The Social and Environmental Safeguards Specialist will be required to submit the following deliverables:

- Inception report.
- Updated SESP (as necessary) and ESMP including a grievance redress mechanism and budget.
- Monitoring templates.
- Provide training to project staff, relevant government technical staff at national and municipality level.
- Quarterly audits of compliance.
- Annual SESP and Compliance Monitoring Reports.
- Field Mission/Consultancy Completion Report.
- Input into other reports as necessary.

The consultant will be expected to undertake the following tasks and deliver on the required outputs as specified.

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b> <i>(Indicate designation of person who will review output and confirm acceptance)</i>
<b>Inception Report</b> – work plan and methodology	1 day	18 May 2021	To be submitted within 1 week of the commencement of contract
Updated SESP and ESMP for submission to UNDP and GCF	8 days	16 June 2021	Reviewed by the responsible government counterpart, PM, CTA, UNDP CO, RTA
Municipality and / or infrastructure category specific ESMPs including training	10 Days	10 July 2021	Reviewed by the responsible government counterpart, PM, CTA, UNDP CO, RTA
Templates, checklists and questionnaires for weekly and monthly monitoring of	10 days	30 July 2021	Reviewed by the responsible government counterpart, PM, CTA, UNDP CO, RTA

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b> <i>(Indicate designation of person who will review output and confirm acceptance)</i>
compliance / monitoring of risk reduction measures.			
Annual SESP and Compliance Monitoring Report 2021 (Field missions and mission reports providing well-documented evidence of municipality and suco/village - level stakeholder engagement and consultations by which ESMP and SESP and annual reports have been formulated)	20 days	Annual/December 15, 2021	Reviewed by the responsible government counterpart, PM, CTA, UNDP CO, RTA
Quarterly audits and compliance reports	10 days	December 15, 2021	Reviewed by the responsible government counterpart, PM, CTA, UNDP CO, RTA (Note: Quarterly reports will be due from the first quarter end after completion of deliverables 1,2 and 3 above and commencement of civil works of the project)
Assignment completion report	1 day	December 31, 2021	Upon satisfactory completion of the assignment
<b>Number of Days</b>	<b>60 days</b>		

All deliverables will only be accepted if they meet highest quality standards. Workshops and meetings have to be well prepared and executed professionally.

#### **Reporting and coordination line:**

The Social and Environmental Safeguards Specialist will report directly to the PM, with co-supervision by the CTA .

- The Social and Environmental Safeguards Specialist will need to work closely with PMU and UNDP Country Office for all the technical requirements of the UNDP SES policy and in close coordination with UNDP's CTA and RTA.
- The Social and Environmental Safeguards Specialist will respond timely (within 24 hours, preferably) to technical requirements of key stakeholders, such as the State Secretary for the Environment, MSA, MoPW and other Responsible Parties of the project, UNDP Country Office, CTA and UNDP RTA. This input can be where applicable, by email, telephone and as necessary, in person.

### **C. INSTITUTIONAL ARRANGEMENT**

Social and Environmental Safeguards Specialist will report to the Project Manager and CTA for GCF Safeguard Project in UNDP Timor-Leste and support from the UNDP CO. Further oversight and guidance will be provided by UNDP's Regional Technical Adviser. The project will facilitate administrative arrangements and logistical support throughout the duration of the mission including coordinating the in-country mission and field visits. Field visit, consultation and travel will be required to the municipalities.

- The assignment requires full-time presence in the duty station and collaboration with the project team in UNDP Timor-Leste Country Office (CO), Ministry of State Administration (MSA), Ministry of Agriculture and Fisheries (MAF), Secretary of State for the Environment (SEA), Ministry of Public Works (MoPW), Secretary of State of Civil Protection (SSCP), Municipality Administrators, community leaders and respective counterparts.
- Frequent communication and collaboration with project team and relevant national counterpart staff is required.
- Social and Environmental Safeguards Specialist will perform duties according to this TOR, facilitate consultation and discussion with key government counterparts, partners and community including relevant organizations in Timor-Leste.

### **D. DURATION OF ASSIGNMENT**

The assignment will be for a period of 60 days between 20 May – 31 December 2021 in Timor-Leste.

The consultant must be available for meetings with the UNDP Country Office/project team and counterparts in the respective ministries and partners for discussion, consultations and validation of content and products. Arrangement for such consultations/visits will be communicated to the consultant so that team members can prepare and schedule time accordingly.

### **E. DUTY STATION**

The duty station of the work is Dili, Timor-Leste. Social and Environmental Safeguards Specialist is expected to be based in Dili with field travel to the six respective project target Municipalities: Aileu, Ermera, Liquica, Baucau, Lautem and Viqueque.

A total of around twelve (12) travel days is envisaged to the 6 selected municipalities during the period of the assignment with approximately half of these may require overnight stay. The remaining time for the assignment will be based in Dili. For duty travels, all living allowances required to perform the demands of the TOR must be incorporated in the financial proposal.

### **F. QUALIFICATIONS OF THE SUCCESSFUL CANDIDATE and WORKING EXPERIENCES**

- Must have a minimum of Bachelors degree, but preferably a Masters degree, in natural resource/water/environmental management, socio-economic development or related field;
- At least three years of relevant work experience, ideally involving international donors;

- Previous experience in undertaking Environmental and Social Impact Assessments;
- Previous experience in developing and/or implementing environmental and social safeguard strategies for organizations or projects;
- Very good inter-personal skills and demonstrated ability to engage and work with local communities; Strong analytical skills; Exceptional ability in communication and networking, negotiations and mediation;
- Proficiency in computer application and information technology.

#### **Language requirements:**

Tetum and English Language – excellent written and oral communication skills. In addition to excellent command of Tetun and English, ability to communicate in Portuguese and/or Bahasa Indonesian will be considered beneficial to the assignment.

#### **Other Competencies:**

##### **Knowledge Management and Learning**

- Demonstrated capacity in knowledge sharing and knowledge management and ability to generate innovative and new ideas and promote learning through leadership and personal example
- In-depth practical knowledge of inter-disciplinary development issues
- Ability to conduct research and analysis and strong synthesis skills

##### **Management and Leadership**

- Highly developed inter-personal, negotiation and teamwork skills, networking aptitude, ability to work in multi-cultural environment
- Excellent interpersonal and networking skills, including the ability to liaise effectively at corporate and project management levels.

##### **Corporate/Functional**

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

#### **G. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

##### **Lump Sum Amount**

The financial proposal must be expressed in the form of a lump sum all-inclusive cost linked to deliverables specified in TOR Section C, supported by a breakdown of costs as per the template provided.

### **Schedule of payments**

<b>Deliverables/ Outputs</b>	<b>Target Due Dates</b>	<b><u>Percentage Disbursement</u></b>
Inception Report – work plan and methodology	18 May 2021	5%
Updated SESP and ESMP for submission to UNDP and GCF	16 June 2021	15%
Municipality and / or infrastructure category specific ESMPs including training	10 July 2021	20%
Templates, checklists and questionnaires for weekly and monthly monitoring of compliance / monitoring of risk reduction measures.	30 July 2021	20%
Annual SESP and Compliance Monitoring Report 2021  (Field missions and mission reports providing well-documented evidence of municipality and suco/village - level stakeholder engagement and consultations by which ESMP and SESP and annual reports have been formulated);	Annual/December 15, 2021	25%
Quarterly audits and compliance reports	December 15, 2021	10 %
Assignment completion report	December 31, 2021	5%
<b>Total</b>		100

### **H. RECOMMENDED PRESENTATION OF OFFER**

Interested individual consultant in the assignment must submit the following documents to demonstrate their qualification:

- Duly accomplished Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.
- Technical Proposal** - Brief description of methodology on how s/he will approach and complete the assignment.

### **I. CRITERIA FOR SELECTION OF THE BEST OFFER**

Individual consultants will be evaluated based on a cumulative analysis:



When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weighting: 70%

\* Financial criteria weighting: 30%

Only candidates obtaining a minimum of 49 points in the technical evaluation criteria would be considered for the Financial Evaluation

<b>a) Technical Evaluation Criteria</b>	<b>Maximum Points</b>	<b>Weight %</b>
<i>Education</i>	<i>(25)</i>	
Bachelors degree, but preferably a Masters degree, in natural resource/water/environmental management, socio-economic development or related field;	25	25%
<b><i>b) Knowledge and Experience</i></b>	<b><i>(45)</i></b>	<b><i>45%</i></b>
Having at least three years of relevant work experience, ideally involving international donors, previous experience in undertaking Environmental and Social Impact Assessments and previous experience in developing and/or implementing environmental and social safeguard strategies for organizations or projects;	10	10%
Demonstrate knowledge of the institutional arrangements, key stakeholders and existing policy instruments in the area of environmental and safeguard, Environmental and social Impact Assessment in Timor-Leste .	10	10%
Extensive experience of developing and delivering trainings to diverse groups, especially in the rural areas. Have an experience in organizing/leading discussions, facilitating a variety of events, workshops, working with government, local authorities, community groups as well as providing analysis and reporting;	10	10%
Experience undertaking similar projects and assignments in Timor-Leste. Previous expertise with the UN system or Government in Timor-Leste is an advantage;	10	10%
Tetum and English Language – excellent written and oral communication skills. In addition to excellent command of Tetun and English, ability to communicate in Portuguese and/or Bahasa Indonesian will be considered beneficial to the assignment.	5	5 %
<b><u>Total Technical:</u></b>	<b><i>70</i></b>	<b><i>70%</i></b>

<u>Financial Proposal</u> : 30%	30	30%
FINAL SCORE:	100	100%

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The deadline for submission of offers is **May 3, 2021**

Only short-listed candidates will be notified. Women candidates are strongly encouraged to apply.

#### **J. APPROVAL**

**This TOR is approved by:**

Signature \_\_\_\_\_

Name and Designation \_\_\_\_\_

Date of Signing: \_\_\_\_\_