

TERMS OF REFERENCE
for
Individual Consultant-Project Officer (Environment and Social Protection)
Social Protection Project (SPP)
Welfare Benefits Board (WBB)
Ministry of Finance, Economic Stabilization & National Policies (MoF)

1. BACKGROUND

1.1 The Project. The Social Protection Project (P178973), approved by the World Bank (WB) Executive Board, supports the Government of Sri Lanka (GoSL) in implementing key reforms that will increase the efficiency and effectiveness of spending and improve the responsiveness of the social protection system. The Project Development Objective of the Project is to support Sri Lanka in providing better targeted income and livelihood opportunities to the poor and vulnerable.

1.2 Project Components and Funding. The total value of the Project is US\$200 million. The first component of the Project is allocated with \$185 million to streamline and finance the new country welfare benefit payment Aswesuma. The second component is allocated with US\$7 million to pilot an economic inclusion program – which will be Sri Lanka’s first comprehensive “Economic Inclusion Pilot” – using global experience, and the third component of US\$8 million is to strengthen the government’s capacity to deliver the social protection programs.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to provide technical support to the WBB with the guidance of the Environment and Social Specialist (ESS) of the Project Management Team (PMT) in Welfare Benefits Board (WBB) in carrying out establishing, maintaining, and overlooking social safeguard arrangements and procedures, including monitoring and evaluation systems.

3. SCOPE OF WORK

- Assist and support WBB for the management on environmental and social (E&S) risks and impacts under the Project as per World Bank’s Environmental and Social Framework (ESF)
- Assist and support WBB for the implementation of E&S instruments required under the Project, including the Environmental and Social Commitment Plan (ESCP), Stakeholder Engagement Plan (SEP), an Indigenous People’s Planning Framework (IPPF), and E&S Guidelines included in the Project Operations Manual (POM)
- Assist and support WBB to work on the tasks outlined below in collaboration with the project’s Communications Specialist, Grievance Mechanism Officer, Procurement Specialists, and other technical teams.
- Coordinate with WBB to ensure the implementation of all provisions stipulated in terms of E&S Management in the Environmental and Social Commitment Plan (ESCP) of the project are duly implemented throughout the project cycle.
- Coordinate with WBB to Ensure the requirements stipulated in the SEP are implemented throughout the project lifetime including risk communication actions; maintain documentation of consultations carried out.

- Coordinate with WBB to Ensure the provisions of the ESCP on labour management commitments are implemented (including Code of Conduct and GRM for project workers) by respective teams in the project and monitoring records are maintained
- Support the Grievance Mechanism Officer to operationalize the Grievance Redress Mechanisms for the project, including the preparation and endorsement of necessary guidelines and protocols for the intake, resolution, documentation and communication of the grievances.
- Support WBB to conduct Environmental and Social (E&S) Screening and due diligence of livelihood support interventions and support to achieve E&S sustainability
- Support WBB to the preparation of the Gender action plan and provide technical guidance for teams to implement the actions.
- Assist and support to ensure vulnerable groups are not excluded and targeted / specialized support is provided to them.
- Support the WBB to the implementation of Sexual Exploitation and Abuse/Sexual Harassment (SEA/SH) prevention measures including SEA/SH incident reporting mechanism.
- Assist WBB in reviewing TORs, Consultancy documents, guidelines and other documents prepared via the project to ensure adequate inclusion of environmental and social due diligence in the process.
- Assist WBB in ensuring the Implementation of the Projects E-Waste Management Guidelines over the course of the project.
- Support WBB to maintain close coordination with the relevant stakeholders, including technical focal points and divisional/district level officials of implementing agencies and provide necessary technical assistance to facilitate the implementation, management and monitoring of E&S requirements of the project.
- Support WBB to facilitate/organize & and conduct capacity building programs on the World Bank's Environmental and Social Framework, Stakeholder Engagement Plan, IPPF, E&S guidelines in the Operations Manual and implementation procedures and other relevant topics to all project implementing agency teams as necessary to implement commitments in the Environmental Social Commitment Plan.
- Assist and support WBB to monitor and report to Project Management and the World Bank on the overall environmental and social performance of the project as part of PMT's periodic progress reporting and prepare relevant updates outlined in the ESCP and guided by the World Bank.
- Any other task as assigned by the ESS and Project Director (PD).

4. REPORTING OBLIGATION

The Project Officer (Environment and Social Safeguard) will report directly to the Addl. Commissioner (Operation) of the WBB and will work closely with other staff.

5. DURATION OF THE ASSIGNMENT

This is a full-time work assignment at PMT of WBB. The services of the Individual Consultant (Environment and Social Safeguard) are required for a period of 1 year with a possible extension for up to the Project duration. The PO's services shall be subject to annual performance evaluation based on performance indicators specified below. Performance evaluation shall be the basis for extension or termination of the services. Facilities such as office space, intercom telephone facilities, personal computers, printing facilities, Internet access and stationery will be provided.

6. PERFORMANCE INDICATORS

The following performance indicators shall be used for performance assessment:

- Positive progress and good performance of the entrusted environment and social safeguard activities, as per ESS plan;
- Timely production of accurate social safeguard reports and ESS documents;
- Positive evaluation of performance by Social Protection Project WB during prior and ex-post review;
- Timely monitoring, tracking and follow-up of the project ESS plan;
- Regular update to avoid delays on ESS implementation;
- Efficient team work and coordination of Environment and Social Safeguard activities;
- Support in implementing the capacity building agenda related to Environment and Social Safeguard; and
- Accurate and regularly updated Environment and Social Safeguard filing system, in both hard and soft copies.

7. CONFIDENTIALITY AND CONFLICT OF INTEREST

The Project officer (Environment and Social Safeguard) undertakes to comply with WBB's and WB's policies and rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The Project officer (Environment and Social Safeguard) shall maintain confidentiality on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without the prior written consent of the WBB. Any draft reports and other documents produced by the Project officer (Environment and Social Safeguard) will be discussed and cleared with the ESS before their final issue. A non-disclosure agreement (NDA) will be signed between the WBB and the selected candidate to be attached to the contract.

8. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- ❖ Honors Bachelor's degree in Economics/ Sociology/ Social Studies/ Social Development/ Management which is recognized by the University Grant Commission of Sri Lanka.

OR

- ❖ An Associate membership / A similar professional qualification obtained from a recognized professional institution in the relevant field

WITH

- ❖ A minimum of three-year experience in the relevant field to the post,
- ❖ Certificate in computer studies not less than three-month duration from a recognized institute.
- ❖ A past similar assignment of same level and nature in a government or International Financial Institution project is highly desirable;
- ❖ Knowledge of and experience with application of WB Environment and Social

Safeguard procedures is required;

- ❖ High degree of computer literacy, and intermediate to advanced knowledge of Microsoft Office Package (Excel, Word and Power Point) and Internet; knowledge and experience using similar software is a strong advantage;
- ❖ Excellent report writing and good command of both spoken and written English and Sinhala is required.

9. METHOD OF PROCUREMENT

The procurement method is (Individual consultant selection method) in line with the World Bank Procurement procedures