

## 9 – Environmental and Social Specialist

**PROJECT:** Central Executing Unit

**EXECUTING ENTITY:** Ministry of Finance, **Economic Development**, and Investment

**POSITION:** Environmental and Social Specialist

**REPORTS TO:** Executive Director

**SUPERVISES:** None

The Environmental and Social Specialist is responsible for the implementation and monitoring of all investment activities of the (*insert project name*) program/project within the guidelines contained in the Environmental and Social Management Plan (ESMP) of the program, IDB policies and national regulations and standards. The Specialist will be responsible for the design, implementation and oversight of a social program under the CEU. The Specialist will act as a liaison between the various stakeholders and the Ministry of Finance, **Economic Development** and Investment. Additionally, the Specialist will be responsible for finalizing and operationalizing the ESMP, RLRP and all necessary mitigation measures during project/program implementation.

### KEY RESPONSIBILITIES

The primary responsibilities of the Environmental and Social Specialist include but are not necessarily limited to:

- Ensuring a solid and adequate environmental and social management of the Program, following national regulations and standards, and in accordance with the agreed Environmental and Social Management Plan (ESMP) of the Program.
- Strengthening and monitoring the institutional environmental and social management instruments and procedures.
- Ensuring the adequate and timely consideration of possible environmental and social impacts of the investment activities of the Program, during both, the design and execution stages.
- Ensuring and contributing to the incorporation of risk mitigation measures in all activities of the Program, to avoid or minimize potentially averse environmental and social impacts from the implementation of the Program's investment and operating activities.
- Contributing to enhancing and disseminating the positive environmental and social impacts of the Program.
- Providing for the effective monitoring of the environmental and social aspects of the Program, both, at the local and national levels, and supporting the execution of corrective actions, as necessary.
- Contributing to the definition and identification of the institutional responsibilities of the various stakeholder institutions of the Program with respect to the implementation of risk mitigation and measures during the execution of the Program, and within the framework of the ESMP.
- Contributing to the design of environmental and social indicators, as part of the eligibility criteria of physical and governance support investments of the Program.
- Ensuring the incorporation of environmental and social contents in the technical specifications, terms of reference and other procurement documents.
- Contributing to environmental control and monitoring and risk mitigation in the investments.
- Acting as liaison with other institutions related to the Program and supporting their efforts in the incorporation of institutional procedures for environmental and social management.
- Promoting the active involvement and participation of citizens, local organizations and other stakeholders in the implementation of the activities of the Program, and taking into consideration, among others, gender aspects.
- Providing a permanent institutional platform to address specific environmental and social risks such as the *<list specific risks already identified for the programs>*.

- Contributing to the execution of environmental protection and natural resources management education and awareness activities as part of the investment components of the Program.

**Specific responsibilities**

- Review CEU Program documents including, but not limited to the Program Operating Manual (POM), Project Execution Plan (PEP), Annual Operating Plan (AOP), Environmental and Social Management Plan (ESMP), Resettlement and Livelihood Restoration Plan (RLRP), etc. to ensure complete and comprehensive understanding of the intended goals, activities and results of the program.
- Participate in field visits and meetings to engage the coordination and support of the partner agencies and appropriate community/stakeholder engagement for the respective CEU programs/projects.
- Utilize a participatory approach to stakeholder engagements.
- Create appropriate communication and public relations tools which include but are not limited to writing updates, briefings, newsletters, press releases, etc. for distribution to various stakeholders.
- Implement the activities defined in the Communication Plan and the Stakeholder Engagement and Consultation Plan.
- Implement and manage the grievance redress mechanism to receive, record and coordinate the resolution of complaints that the community may have about the project.
- Coordinate the implementation of the Corrective Action Plan as necessitated by the respective projects.
- Liaise with the Monitoring and Evaluation Officer to design environmental and social indicators in support of the governance and physical implementation of the investments of the programs.
- Liaise with the Procurement Officer to ensure the incorporation of environmental and social content where applicable in the technical specifications, terms of reference and other procurement documents.
- Act as the focal point of the PMU to address specific environmental risks.
- Monitor the implementation of the Corrective Action Plan, as necessitated by the respective Projects.
- Promote the adoption of a gender perspective in the project, as established in the ESMP

**KEY OUTPUTS/ DELIVERABLES & PERFORMANCE INDICATORS**

OUTPUT/DELIVERABLES	PERFORMANCE INDICATORS
Stakeholder Engagement Plan, including a grievance response mechanism to record and resolve complaints	
Environmental, Social, Health and Safety (ESHS) Compliance Report	

Environmental and Social Monitoring Plan	
Environmental and Social Specifications for loan operations	
Livelihood Restoration Plan, including resettlement matrix	
Monthly Status/Progress Reports	

## **QUALIFICATION AND EXPERIENCE**

- Bachelor's Degree in Environmental Science, Environmental Engineering, Environmental Management, Natural Resource Management or other related discipline is required.
- Master's degree in Environmental Science, Environmental Engineering, Environmental Management, Natural Resource Management or other related discipline is desirable.
- At least five (5) years' experiences in the profession since obtaining the first academic degree is required.
- At least three (3) years' professional experience in environmental management, environmental impact assessment process, environmental compliance, and/or environmental policy, monitoring and management is required.
- At least three (3) years' professional experience in community relations, communications, public relations, and/or stakeholder management or implementation is required.
- Knowledge of and/or experience implementing social safeguards policies/standards is desirable.