

TEMPLATE FOR CURRICULUM VITAE (CV)

Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	Insert Country

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Insert Details

Language Skills (indicate only languages in which you can work):

Insert Details

Adequacy for the Assignment:

Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks

Expert's contact information: (e-mail **Insert Email** phone **Insert Phone**)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

Name of Expert

Signature

Date

TERMS OF REFERENCE (TOR)

Main sections of the TOR include:

1. BACKGROUND INFORMATION ON THE PROJECT
2. OBJECTIVE (S) OF THE ASSIGNMENT
3. SCOPE OF WORK & DESCRIPTION OF TASKS
4. EXPECTED OUTCOMES/DELIVERABLES WITH TIMELINES
5. DURATION OF THE ASSIGNMENT AND ESTIMATED EXPERT-TIME INPUT
6. REPORTING REQUIREMENTS
7. CLIENT'S INPUTS

TERMS OF REFERENCE

CONSULTING SERVICES (Open, Individual)

Position: Environmental and Social Officer

Project Overview

Project Name: Community Access & Urban Services Enhancement Project II (CAUSE II)

Activity Reference Number (STEP): SB-HCC-459056-CS-INDV

Agency Name: Honiara City Council (HCC) and Ministry of Infrastructure Development (MID)

Country: Solomon Islands

Position Title/Activity Description: Environmental and Social Officer (E&S Officer)

National/International: National

Project Background

Project Details:

- **Project Aim:** The aim of CAUSE II is to improve urban services and infrastructure in the Solomon Islands. Effective environmental and social risk management is critical to the project's success. The Environmental and Social (E&S) - Officer will ensure that these risks are managed in accordance with the World Bank's Environmental and Social Framework (ESF) and Solomon Islands Government (SIG) laws.
 - **Project Length:** The project is expected to commence in November 2024 and conclude by September 2030.
 - **Project Location:** The project will be delivered in selected urban centers across the Solomon Islands, including Honiara, Gizo, and Auki.
 - **Other Relevant Information:** The project consists of five components: (i) Resilient Township Development; (ii) Safe and Inclusive Communities; (iii) Enhanced Urban Productivity; (iv) Urban Management and Maintenance; and (v) Project Management.
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Contract Details

Objective: The Environmental and Social Officer, reporting to the Project Manager, will serve as a core member of the Project Management Unit (PMU) to manage environmental, social, and health and safety (ESHS) risks. This role involves implementing the project's Environmental and Social Management Framework (ESMF) and ensuring compliance with all relevant standards and regulations.

Duration: This position is full-time and will last for the duration of the CAUSE II Project, initially set at 12 months (with 6-month probation period) with the possibility of extension based on project needs and performance.

Reporting: The Environmental and Social Officer will report to the Project Manager and work closely with the Senior E&S Specialist, Community Liaison Officers (CLOs), PMU staff, and other relevant stakeholders to ensure effective implementation of E&S risk management activities.

Contract Scope

Contract Goals and Outcomes:

- The role aims to ensure the effective management of environmental, social, and health and safety (ESHS) risks throughout the CAUSE II project. This includes identifying, assessing, and mitigating risks in all project components, particularly in construction and infrastructure activities. By developing, implementing and monitoring risk management strategies, the position ensures minimal negative impacts while promoting health and safety

for workers, communities and the environment. Engaging with stakeholders and to work closely with the project's community liaison officers to address ESHS concerns proactively is a key aspect of this role.

- The successful implementation of the Environmental and Social Management Framework (ESMF) is another critical responsibility. This involves preparing and overseeing site-specific Environmental and Social Management Plans (ESMPs), building the capacity of contractors and community groups, and monitoring adherence to ESMF guidelines. Effective training of project staff, implementing agencies, contractors, and community stakeholders is essential to ensure compliance with environmental, social, and operational standards. Additionally, regular reporting to the Project Management Unit, Project Steering Committee (PSC), donors, and relevant government authorities is crucial for tracking progress, addressing challenges, and achieving sustainable project outcomes.
- The role also ensures strict compliance with the World Bank Environmental and Social Framework (ESF) and Solomon Islands Government (SIG) regulations. This includes conducting compliance audits, facilitating regulatory approvals, and submitting detailed progress reports to both the World Bank and SIG authorities. Through these actions, the position safeguards the project's alignment with international standards and national laws, ensuring sustainable and socially responsible development outcomes for CAUSE II.

Specific Deliverables of Contract:

Key Deliverables	Timing	KPI
Lead the implementation of the project's ESMF and associated E&S risk management instruments in accordance with the World Bank ESF, the Project ESCP, and Solomon Islands legal requirements.	Ongoing	Compliance with ESMF
Develop and deliver ESHS training programs for PMU, CLOs, Senior Works Officers, contractors, and other stakeholders	Ongoing	Training effectiveness
Manage the oversight of contractors to ensure compliance with Project E&S documents	Ongoing	Contractor compliance rate
Conduct environmental and social screening of project activities as outlined in Chapter 6 of the ESMF	Ongoing	Accuracy and completeness of screening
Prepare and disclose site-specific E&S instruments	Ongoing	Timeliness of disclosures
Prepare Environmental Clearance (ECD) consent applications and associated documents	Ongoing	Approval rate
Conduct consultation and information dissemination activities with relevant stakeholders and communities. Also to work closely with the project's CLOs.	Ongoing	Stakeholder engagement rate
Integrate environmental and social risks into procurement processes	Ongoing	Compliance rate
Set up the E&S risks management supervision, monitoring, and reporting protocols as needed	Ongoing	Monitoring effectiveness

Key Deliverables	Timing	KPI
Conduct site-based environmental, social, and health and safety monitoring	Ongoing	Monitoring effectiveness
Address non-compliances and develop corrective actions	Ongoing	Non-compliance resolution rate
Assist with the implementation of project investment opportunities to improve ESHS performance	Ongoing	Implementation success rate
Prepare monthly and six-monthly monitoring reports on the ESHS performance of the Project	Monthly/Six-Monthly	Timeliness and accuracy of reports
Manage incidents or accidents related to the Project with significant adverse effects. Incidents and accidents must be reported in accordance to requirements stated in ESCP.	As required	Incident management effectiveness
Oversee the implementation of the project's Stakeholder Engagement Plan (SEP)	Ongoing	SEP implementation rate
Oversee the implementation of the project's Labour Management Procedure (LMP) and to ensure that all workers including contractor workers adhere to the appropriate code of conduct stipulated in the LMP.	Ongoing	LMP Implementation rate
Ensure inclusion of environmental and social risk management in PMU/PIU workplans and budgets	Ongoing	Integration effectiveness
Integrate environmental and social risk management into subproject-tendering and contractual documents	Ongoing	Compliance rate
Coordinate the implementation of the project's and Workers' Grievance Mechanisms (GM). Develop required GRM templates and forms as required. Conduct relevant awareness to the communities and workers on both GMs including focal points of contacts.	Ongoing	Grievance resolution rate
Ensure ES requirements are reflected in project related TORs.		
Participate in semi-annual project supervision missions	Semi-Annual	Mission participation effectiveness
Conduct other ESHS and community engagement-related activities as required by the Project Manager	As required	Task completion rate

Evaluation Requirements

Mandatory Criteria:

- **Education:** Bachelor's degree in Environmental Science, Social Science, Engineering, or a related field.
- **Experience:** Minimum of 5 years of experience in environmental and social risk management. Experience working with World Bank ESF or similar international standards.
- **Skills:** Strong understanding of environmental and social impact assessment and management. Excellent communication and training skills. Ability to lead and work collaboratively with various stakeholders, including government agencies, contractors, and local communities. Can work efficiently with minimal supervision.

Desirable Criteria:

- **Knowledge:** Familiarity with SIG environmental and social laws and regulations. Knowledge of health and safety standards and best practices.

Other Criteria:

- **Outcome-Oriented:** Focused and flexible.
 - **Communication Skills:** Ability to communicate effectively in English, both orally and in writing.
 - **Cultural Sensitivity:** Ability to work effectively in a diverse cultural environment.
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Resources Provided

Equipment (IT/Comms, etc.): Necessary IT equipment and communication tools will be provided.

Office Space: An office will be provided within the CAUSE II PMU premises.

Selection Process

The selection process will include an initial review of qualifications and experience, followed by interviews with shortlisted candidates. The final selection will be based on the candidate's ability to meet the mandatory and desirable criteria outlined above. The expected timeline for the selection process is as follows:

- **Application Deadline:** 17 March 2025
 - **Shortlisting:** 18 March 2025
 - **Interviews:** 20 March 2025
 - **Final Selection:** 22 March 2025
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Application Procedure

Interested candidates should submit the following documents:

- A cover letter outlining their suitability for the position.
- Detailed CV highlighting relevant qualifications and experience.
- Contact information for three professional references.

Applications should be submitted by 03 March to 17 March 2025.

For any further information or queries, please contact CAUSE II Procurement (21173/21178)