

TERMS OF REFERENCE

ENVIRONMENTAL AND SOCIAL SAFEGUARD CONSULTANT

Title	Environmental and Social Safeguards Consultant
Duration	Approximately 60 days (2 months)
Start Date	2 March 2021

I. Background

Guided by the AFoCO's Environmental and Social Safeguard Policy (DECISION-28-III-19R) and Gender Policy (DECISION-29-III-19R), the Guidelines for Environmental and Social Management System has been drafted by the Secretariat. This Guidelines for Environmental and Social Management System (ESMS) provides a systematic procedures and workflow to identify Environmental and Social risks to ensure quality of AFoCO projects and programs. AFoCO has tentatively considered five (5) Environmental and Social Performance Standards (ESPSs) to help manage and improve project performance through a risk and outcome-based approach as part of the project cycle. The ESPSs set out specific requirements relating to different social and environmental issues at each stage of project management cycle, and AFoCO projects should meet these ESPSs. AFoCO ESPSs are listed as follows:

- ESPS-1: Assessment and Management of Environmental and Social Risks and Impacts
- ESPS-2: Natural Resource Management and Biodiversity Conservation
- ESPS-3: Indigenous Peoples and Cultural Heritage
- ESPS-4: Gender Equity and Women's Empowerment
- ESPS-5: Decent Work and External Communications

The Guidelines as drafted considers the AFoCO's National Focal Point (NFP) in each member countries as its main users including the Implementing Agencies (IAs) and relevant countries. Adequate considerations are also made with respect to domestic environmental and social risk management regulations of the implementing countries within the entire process of project development and implementation. This will ease the project implementation process as well as strengthen accountability with respect to the environmental and social safeguard compliance at the project level.

II. Objectives of the Consultancy

- To review and ensure consistency of the Guidelines with the AFoCO ESS Policy, Gender Policy and ESMS international standards.
- To review domestic ESS Policies and regulations of AFoCO Member Countries, and to examine its applicability vis-à-vis ESS Guidelines.
- To ensure logical sequence and presentation of the main provisions of the ESMS Guidelines.
- To translate the Guidelines into a user-friendly form to facilitate interpretation

and compliance of its intended users.

Scope of Work and Methodologies

The Consultant will carry out the following activities to achieve the objectives of the assignment:

1. Inception Arrangement and Stock-taking

Upon assumption of the contract of service, the Consultant will be provided with the draft ESMS Guidelines, and relevant policies and documents for his/her initial review. Thereafter, the consultant is required to prepare inception report including schedule and methodology to be used for execution of the consultation work, for further discussion with the AFoCO Secretariat.

The inception report will also include two components, i.e. (a) stock-taking of domestic environmental and social safeguard policies and regulations of AFoCO Member Countries, and (b) stock-taking of international ESS standards. This will include due consideration and efforts to harmonize the provisions of the Guidelines with that of the respective country's ESS Policies and regulation while also adhering to international ESS standards.

Deliverable: *Inception Report detailing the proposed approaches/methodologies, activities/sub-activities, deliverables/timelines, consolidated suggestions after reviewing the ESS and Gender Policies of all AFoCO Member Countries and International ESS Standards.*

2. Review and Finalize ESMS Guidelines

Upon identification of the environmental and social performance standards in consultation with the Secretariat, the Consultant is required to review the draft of Guidelines including Annexes to ensure its validity and rationality for field application by relevant stakeholders of AFoCO projects. The Consultant may need to add some parts which are missing and needed to be added, and the workload is adjustable in consultation with the Secretariat.

Deliverable: *Final version of the Guidelines with recommendations*

3. Final Reporting

Upon completion of the work, the Consultant is required to present the final draft of the Guidelines to the Secretariat. Thereafter, a final report should be submitted within two (2) weeks along with the final draft of the Guidelines based on the agreements and clarifications during the consultation meeting with the Secretariat.

As and when appropriate, consultation with AFoCO Secretariat should be considered to ensure that the requirements are adequately met as per the objective for hiring the Consultant.

Deliverable: *Final/completion Report and Formatted (final drafts) of the Guidelines for Environmental and Social Management System.*

III. Qualification and Expertise

The Consultant should have at least the following qualifications and expertise:

- ◆ Advanced university degree (Master's degree or equivalent) in Environmental and Social Sciences, Resource/Environmental Economics, Natural Resources Management or relevant scientific discipline as required.
- ◆ The Consultant shall have at least 10 years and above of relevant experience in the field of (a) environmental and social impact assessment and risk management, (b) project management, (c) environmental and social management planning and (d) consultation processes. Individuals with previous work experiences in the similar field in the South-East Asian Countries will have an added advantage.
- ◆ The Consultant should have an adequate technical knowledge and good understanding of the international standards of Environmental and Social Safeguard laws and policies as well as the ability to customize it in consideration to the respective ESS policies and Guidelines of AFoCO member countries.
- ◆ Good communication skill both in writing and oral including networking and interpersonal skills.
- ◆ Preferably with Professional License to carry out environmental and/or social consultancy.
- ◆ Organizes and prioritizes work schedule to meet client needs and deadlines.

IV. Duration, Location and Conditions of Assignments

The duration of the Consultant work will be 60 days (2 months) and by the end of this period, all the deliverables listed above should be presented to the AFoCO Secretariat. The Consultant should plan the activities prior to the work for the timely achievement of the outputs. For the efficiency of work and in order to facilitate timely and effective consultation, the Consultant may report to the AFoCO Secretariat. The Consultant should communicate frequently with the Secretariat so that the feedback and comments can be passed for timely improvement of the expected outputs. As the need arises, any proposal for the extension of the consultancy duration should be determined based on the merits of justifications to be rendered (at least two weeks prior to the project duration) at no cost to the Secretariat.

V. Remuneration and Terms of Payment

The total amount of the whole consultancy work will be decided based on work experiences of the consultant.

Annexures

Annexure 1: Draft Guideline for Environmental and Social Management System

Annexure 2: AFoCO's Environmental and Social Safeguard Policy

Annexure 3: AFoCO's Gender Policy