



MINISTRY OF AGRICULTURE
REPUBLIC OF LIBERIA
GARDNERSVILLE, SOMALIA DRIVE
MONROVIA, LIBERIA



Rural Economic Transformation Project (RETRAP)
LOAN #: P175263

TERMS OF REFERENCE FOR ENVIRONMENTAL & SAFEGUARDS SPECIALIST

Post Title: Environmental and Safeguards Specialist

Location of Post: Monrovia, Ministry of Agriculture, Montserrado County.

Recruitment: National

Contract Duration: 2 years' contract, renewable based on agreed satisfactory performance targets and deliverables

Reports to: Operations Manager

Recruitment: National Position

Background

The Government of Liberia, through the Ministry of Agriculture, has received a support from the World Bank, for the Rural Economic Transformation Project (RETRAP). The RETRAP seeks to increase income of rural poor households through sustainable agricultural livelihood enhancements and improved rural access and agricultural marketing infrastructure services. As its focus, the project will support the value chains of cassava, Rubber, Poultry & Pig husbandry Vegetables. The project will be implemented in 11 of the 15 counties over a period of five years


Scope of Services

The Environmental Safeguards Specialist will be based in the Project's office in Monrovia and will contribute to the agenda of the **Rural Economic Transformation Project (RETRAP)**. He / She will provide specific support to the project's operational activities in relation to Environmental Safeguards Functions, rural development and transformation of the Agriculture sector and will report directly to the Project's Operations Manager. The successful candidate will work in compliance with the requirements and procedures of The Government of Liberia and The World Bank.

Under the direct supervision of the Operations Manager and in close collaboration with the Ministry of Agriculture and the Environmental Protection Agency (EPA), the Environmental Safeguards Specialist will perform the following functions:

- The Environmental Safeguards Specialist will coordinate all environmental and social safeguards activities under the project, and take responsibility for the implementation of the Environmental and Social Management Framework (ESMF), Environmental and Social Management Plan (ESMP) and the Pest & Pesticides Management Plan (PPMP). Key duties to include compiling safeguards reports, coordinating and supervising the activities of sub-project Operators and specialist Candidates, organizing safeguards capacity building and awareness, and coordinating knowledge sharing activities.
- Specifically, s/he will: Be the main contact person with overall responsibility for action and reporting on environmental Safeguards for the project and liaise with the WB Environmental Safeguards Team.
- Ensure that all environmental safeguards reports like ESMPs, and Environmental Impact Assessments (EIAs) go through reviews and get the necessary clearances from the appropriate institutions, like the World Bank and the EPA.
- Ensure distribution of all safeguards and other relevant project documents to the respective participating sub-project Operators and other relevant stakeholders and ensure their application.
- Organize and assist in training of personnel in the PIU, the CACs, County Facilitators and sub-project implementers in all aspects of the ESMF and safeguards issues.
- Create a general awareness of environmental management throughout the participating organizations, partner organizations and the beneficiary communities.
- Work with environmental officers designated in sub-project Operator units and County Agricultural Offices (CAO) to ensure that all environmental and social safeguards issues are incorporated into Bid and specification documents for all sub project type.
- Work with environmental officers of sub-project to ensure environmental and social screening are carried out in a timely manner and follow up actions taken by the Operators.
- Advise the Operator and County level environmental officers and ensure that they understand their role and carry out their activities as per the WB ESF guidelines.
- Review and clear all safeguards reports submitted by the project for onward submission to the World Bank.
- Assist with the regular update of the Project Implementation Manual (PIM) and preparation of the Annual Work Plan and Budget (AWPB), as necessary.
- Submit Monthly reports to the Project Operations Manager and contribute to Quarterly, Semi-annual and Annual project progress reports. This will notably contribute to drawing lessons for preparing the following AWPB.

Technical/Functional competencies:

- **Leader** able to combine strong management, organizational and leadership skills with insight, seeking continual improvement and collaborative engagement within the team; able to achieve results through motivating people and influencing partners.
- Must have strong analytic skills
- **Effective Negotiator and Communicator** with proven ability to build and nurture contacts among mainstream media. Ability to work effectively with others to meet mutual goals; build networks, listen and communicate effectively to engage others. 
- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences.
- **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.

Qualification

- Master's Degree in environmental science and social science, or an equivalent in development studies, agriculture or related fields;
- A degree in agribusiness, agriculture economics or program management will be an added qualification.

Experience

- A minimum of 5 years of relevant professional experience in the field of development, particularly with strong experience in Environmental Management or Social Safeguards Development issues;
- Substantive experience working with donor funded projects and/or in the private sector. A sound understanding of agricultural value chains and multi-sectoral approaches for promoting environmental management and Social safeguards Development at the national level.
- Substantive understanding of environmental management in agriculture and program management;
- Experience in report writing, workshop facilitation and organization;
- Experience in training environmental safeguards capacity building skills;
- Strong familiarity with current theories and issues in environmental management and social safeguards issues;
- Strategic planning background would be an asset.
- An excellent command of written and verbal English Language is a must.

Reports	Timing
Prepare a Report listing all services accomplished during the period, and including detailed guidance and recommendations for the efficient and effective Planning, for all, organize and assist in training of personnel in the PIU, the CACs, CAOs and sub-project implementers in all aspects of the ESMF and safeguards instruments.	Monthly, Quarterly & Annually
Ensure that all safeguards reports like ESMF, SEP, RPF, IPMP and ESMPs, and Environmental Impact Assessments (EIAs) go through reviews and get the necessary clearances from the appropriate institutions, like the World Bank and the EPA.	Quarterly & Annually
Participate in regular update of the Project Implementation Manual (PIM), as necessary. Contribute to the preparation of the Annual Work Plan and Budget (AWPB), particularly the Annual Procurement plan and description of procurement arrangements.	As requested by Operational Manager
Submit Monthly reports to the Project Operation Manager and Quarterly, Semi-annual and Annual project progress reports. This will notably contribute to drawing lessons for preparing the following AWPB.	As requested by Operations Manager

If you are interested and fulfill the above-mentioned requirements in any of the positions, please send your application to UNDP Human Resources Department via the below email address indicating in the subject line the position:

vacancies.lr@undp.org.

Please note that the Application package includes a Motivational letter and a Curriculum Vitae (CV), with Notarized educational credentials, Names, email addresses and phone numbers of 5 referees, two of whom must be former or current Supervisors.

Deadline- October 18, 2021