

Terms of Reference

Position	National Environmental Officer (NEO)
Number of Position	1
Location	Central Office in Vientiane Capital with regular visits to targeted provinces and districts
Supervisor	Executive Director and Deputy Executive Director when assigned by ED
Technical Counsellor	WB Environmental Specialist
Close coordination with	National Social/Gender Consultant (NSGC), District Environmental and Social/Gender Officer, Project Management Team, and Engineer team at the central and district levels
Duration	A one-year contract (full time) with an initial probation period of 3 months. Renewal subject to project organizational requirement, budget, and annual performance review. If needed, parttime inputs may be considered.

A. Background and Summary of Role

The Government of Lao PDR (GOL) is implementing a Community Livelihood Enhancement and Resilience - CLEAR (“the Project”), with financing from the World Bank (WB), through the Poverty Reduction Fund (PRF) of Ministry of Agriculture and Forestry (MAF) and the Project is effective in mid2023. The Project activities will be implemented through the following 4 components: (C1) Local Economic Development and Community Capacity Strengthening; (C2) Community Livelihoods Enhancement; (C3) Community Nutrition Interventions; (C4) Project Management, Capacity Building and Monitoring and Evaluation; and (C5) Contingent Emergency Response Component (US\$0).

Implementation of the Project activities and/or community infrastructure works will have to be in line with the Environment and Social Framework (ESF) requirements and the relevant Environmental and Social Standards (ESS) of the WB. Of the 10 ESSs¹, eight (8) ESSs (ESS1, ESS2, ESS3, ESS4, ESS5, ESS6, ESS7, and ESS10) are considered relevant to the Project and three specific ESF documents have been prepared and approved by WB, and they are disclosed in the PRF and MAF websites. These documents are an Environmental and Social Commitment Plan (ESCP), an Environmental and Social Management Plan (ESMF), including a Labor Management Procedures (LMP), and a Stakeholder Engagement Plan (SEP). Gender mainstreaming and a Gender and Social Inclusion Action Plan have also been prepared for the Project and approved by WB.

To ensure compliance with the ESCP and timely application and implementation of the ESF instruments and the gender mainstreaming and Action Plan, the Project is mobilizing a national environmental consultant (NEC) and a national social/gender consultant (NSGC). Although their TORs are prepared separately, these two consultants are required to work closely together under close supervision of the Project Management Team (PMT). This TOR is for the National Environmental Consultant (NEC).

¹ ESS1 is Assessment and Management of Environmental and Social Risks and Impacts; ESS2 is Labor and Working Conditions; ESS3 is Resources Efficiency and Pollution Prevention and Management; ESS4 is Community Health and Safety; ESS5 is Land Acquisition and Land Use Restriction; ESS6 is Biodiversity Conservation and Sustainable Management of Living Natural Resources; ESS7 is Indigenous Peoples/Sub-Saharan African Historically Underserved Traditional Local Communities; ESS8 is Cultural Heritage; ESS9 is Financial Intermediary; and ESS10 is Stakeholder Engagement and Information Disclosure.

Specifically, the National Environmental Consultant (NEC) is responsible for the planning, management, supervision, monitoring, and reporting of all environmental requirements for the Project covering infrastructure works and activities, especially those related to livelihoods and nutrition activities. The NEC will provide technical inputs including ESF training and capacity building related to specific requirements as described in the ESCP and the ESMF, especially those related to environmental and social (E&S) screening and issues related to environmental and safety related to ESS1, ESS2, ESS3, ESS4, and ESS6. For the activities related to infrastructure development and/or small civil works, the NEC will assess the environmental risks and mitigation measures during construction and operations of the proposed activities and/or infrastructure works and also assist the Engineering and procurement teams to apply appropriate instruments into the detailed design and bidding and contract documents (BD/CD) and secure WB clearance of necessary ESF instruments.

For ESF training and capacity building, the NEC will also work closely with the National Social/Gender Consultant (NSGC) (under a separate TOR) to ensure that the Project staff can perform their functions timely and effectively at the central and district levels as well as Village Implementation Teams (VITs).

B. Roles and Responsibilities

Environmental Risks and Mitigation Measures

1. Collect background information and complete the E&S screening as required by the ESMF. This is to ensure that all Project activities and/or infrastructure works are eligible for Project funding as well as identification of E&S risks, impacts, and proposed mitigation measures;
2. Ensure (as required) that the Project activities and/or infrastructure works are also in compliance with the GOL regulations;
3. Based on results of the E&S screening, if needed, prepare site-specific Environmental and Social Management Plan (SS-ESMP), update Environmental and Social Code of Practices (ESCOMP), a list of Do and Don't and other related measures as appropriate and submit them to WB for clearance before commencement of the activities/infrastructure works on the ground. It is noted that if land acquisition, resettlement, and/or compensation is involved, the NSGC will prepare an Abbreviated Resettlement Plan (ARAP) and/or other documents as agreed with WB;
4. In coordination with the NSGC, ensure that related ESF documents (ESCP, ESMF including SS-ESMP, ESCOP) are appropriately translated into Lao language, disclosed and trained as needed;
5. Support the Project in liaising with related agencies (NRA and UXO Laos) for the UXO survey and clearance (if needed), obtain UXO clearance certificates prior to commencement of construction activities in the UXO risk area;
6. Take the lead to assist during activities/infrastructure works preparation in identifying environmental risks, impacts, and mitigation actions as required under the ESMF and ESCP, and implement ESF documents as agreed with WB;
7. Ensure appropriate ESF requirements/documents are incorporated into the bidding document, sub-grant agreement and/or contract, and all the records are properly kept in project file;
8. If needed, seek clarification from WB Environmental Specialist to ensure clarity on the issues and actions including keep proper records of ESF related matters and to ensure timely submission of ESF documents for clearance;
9. Take the lead and advise in implementing and monitoring on environmental risks and mitigation measures including other ESF requirements, preparing various ESF reports to the WB as assigned by the Project manager, and ensuring effective consultation, disclosure, and grievance mechanism in line with the ESF requirements and relevant ESSs;

10. During the subproject implementation, provide technical guidance to the Project Engineering team and the PMT on issues related to environmental risks and impacts and the required actions to ensure the compliance with ESF/ESS requirements;
11. To facilitate effective implementation of ESCP, ESMF, SEP and LMP, take the lead in providing training and capacity building on the Environmental and Social Standards (ESSs) and their provisions and implications for project implementation periodically to the Engineer team at the central and local levels, VITs, other Project staff and concerned stakeholders;
12. In accordance with the Stakeholder Engagement Plan (SEP), support the NSGC (if needed) to ensure that the VITs establish and maintain proper recording system for ESF activities and issues addressed ready for the Project and/or the WB reviews;
13. Support the NSGC (if needed) to establish, publicize, and maintain the operation of an accessible grievance redress mechanism (GRM) in order to receive and facilitate resolution of concerns and grievances in relation to the project, promptly and effectively, in a transparent manner that is culturally appropriate and readily accessible to all project-affected parties, at no cost and without retribution, including concerns and grievances filed anonymously, in a manner consistent with ESS10;
14. Support the NSGC (if needed) to prepare, consult, adopt, disclose and implement Abbreviated Resettlement Plans (ARAPs), if applicable, consistent with the requirements of the Resettlement Policy Framework (RPF), ESS5, and national legislation and implement the respective ARAP before carrying out the associated activities, in a manner acceptable to the WB;
15. Support the NSGC (if needed) to adopt and implement the Labour Management Procedures (LMP) as part of the ESMF for the Project, including, inter alia, provisions on working conditions, management of workers relationships, occupational health and safety (including personal protective equipment, and emergency preparedness and response), code of conduct (including relating to sexual exploitation and abuse (SEA), sexual harassment (SH), Violence Against Children (VAC), forced labour, child labour), grievance arrangements for Project workers, and applicable requirements for VITs/VSMCs;
16. If CERC is required, coordinate with the PMT and the NSGC, adopt any required environmental instruments for activities under CERC of the Project in accordance with the CERC Manual, and thereafter supervise the implementation of the measures and actions required;
17. Be a focal point for environmental related aspects, particularly participating in the WB implementation support missions and work closely with the PMT, the Engineer team, and especially the District Environmental and Social /Gender Officer, assigned to each operation and provide back up support as required.

Reporting

18. PRF (as an entity) is responsible for submission of the ESF implementation report regularly as required in the ESCP while any accident or incident will be reported to WB within 48 hours. The NEC will work closely with the NSGC and assist the PMT completing the ESF implementation and monitoring report identified below.
19. Prepare and submit to the WB regularly every six-month monitoring report on the environmental, health and safety (ESHS) performance of the project, including but not limited to the implementation of the ESMF, the ESCP, status of preparation and implementation of environmental instruments required under the ESCP and the SEP (i.e. stakeholder engagement activities, and functioning of the GRM);
20. Prepare ESF implementation and monitoring reports and update the ESF related documents and/or manuals as agreed with WB;
21. Prepare E&S screening reports and impact mitigation instruments including site-specific Environmental and Social Management Plan (ESMP) and/or Environment and Social Code of Practices, and/or Do and Don'ts measures as identified in the Project ESMF. WB prior

clearance may be required. If land acquisition and/or compensation is involved, the NSGC will prepare an Abbreviated Resettlement Plans (ARPs) and secure WB clearance before commencement of subprojects and activities and the ARP implementation and land acquisition reports as agreed with WB;

22. In coordination with the NSGC, prepare report on any incident or accident related to the project which has a significant adverse effect on the environment, the affected communities, the public or workers, including, inter alia, cases of SEA, SH, and accidents that result in death, serious or multiple injury and propose any measures to address it and prevent its recurrence.

Other related Tasks

23. Perform other required tasks mentioned in the Project ESMF and its instruments including ESCP, LMP, RPF, SEP, others;
24. Promote and explain project principles, processes and achievement to the Government representatives, donors, concerned parties and NGOs;
25. Accomplish other tasks as requested by Supervisor, according to project needs.

C. Position Requirements

Qualifications and Experience

- Master degree or higher preferably in areas related to environmental engineering, civil engineering, environmental health and safety (EHS); environmental science, natural resource management, environmental policy, and/or other related aspects;
- A minimum of 4 years of relevant working experience related to the environmental sector, including proven experience in environment, health and safety (EHS); risk assessment; occupational, health and safety (OHS); due diligence, environmental site assessment, and compliance audits;
- For a candidate with Master or higher degree with reasonable experience on safeguards and local issues related to natural resources, the minimum year of experience could be lower but not less than 2 years;
- Demonstrated ability to lead high quality analytical tasks that include environmentally-related data and information;
- Good knowledge of environmental legislation, regulatory and institutional arrangements in Lao PDR;
- Sound knowledge of United Nations Framework Convention on Climate Change, and Intergovernmental Panel on Climate Change GHG accounting methodologies, or similar standards, is an advantage;
- An understanding of WB's ESF requirements, environmental and social safeguards, ESF requirements, operational, and procedural issues of WB and ADB supported projects would be a strong advantage;
- Reasonable level of English speaking and writing.

Personal Attributes

- Strong commitment and interpersonal skills and willingness to work as part of a team;
- Demonstrated interest for environment conservation and social development;
- Willing to travel and spend time in the Project targeted provinces, districts and villages; and
- Regional candidates are encouraged to apply.