

## **TERMS OF REFERENCE AND SCOPE OF SERVICES**

### **Social Services Improvement Project (SSIP) and Macedonia Social Insurance Administration Project (SIAP)**

#### **ENVIRONMENTAL AND SOCIAL SAFEGUARDS ASSISTANT**

##### **I. BACKGROUND**

The Government of the Republic of North Macedonia has received Loans from the International Bank for Reconstruction and Development, for implementing the Macedonia Social Services Improvement Project (SSIP) and the Macedonia Social Insurance Administration Project (SIAP).

The SSIP development objective is to expand access to and improve the quality of social services, including preschool services, for vulnerable groups. The Social Services Improvement Project will help address the challenges that are particularly associated with social exclusion of vulnerable groups and the low quality and fragmentation of Early Childhood Education and Care (ECEC) and social services. By supporting strengthening the overall social protection delivery system for improved service provision and access to services by existing social assistance recipients and by vulnerable groups and by support of quality early learning for preschool children and their families and strengthen the transition into primary education with focus on inclusive education and learning, the project will contribute to the GoM's ultimate objectives of alleviating poverty and enhancing human capital by supporting the strengthening of the effectiveness and efficiency of the GoM's social safety net and thereby reducing the inter-generational transmission of poverty over the long run.

The SIAP project activities will address specific functional and technical areas within the administration of social insurance. The project will support the Government's efforts to continue the process of improving the quality of services delivered by the social insurance administration. The SIAP project will make investments in:

- (a) developing a central single unified registry of socially insured individuals (SURS)
- (b) improving the Pension and Invalidity Fund's (PIOM) capacity and business processes
- (c) establishing a Central Disability Certification Coordination Unit (CDCCU)
- (d) revising the list of hazardous occupations eligible for early retirement with extended service period (ESP), and,
- (e) supporting implementation of the legal and institutional framework for employment and professional rehabilitation of persons with disabilities.

## **II. OBJECTIVE OF THE ASSIGNMENT**

The Environmental and Social Safeguards Assistant shall assist the Environmental and Social Safeguards Specialist hired within the Ministry of Labour and Social Policy Project Management Unit (MLSP PMU) in ensuring adequate environmental and social safeguards performance of the SSIP and the SIAP. Specifically, the Environmental and Social Safeguards Assistant shall assist the Environmental and Social Safeguards Specialist (ESSS) in all the activities that will ensure that the Projects/ Sub-projects are carried out with due regard to appropriate health, safety, social, and environmental standards and practices, and in accordance with the Safeguards Instruments (Environmental and Social Management Framework-ESMF, and sub-project specific Environmental and Social Management Plans-ESMPs).

## **III. SPECIFIC TASKS**

The Environmental and Social Safeguards Assistant shall assist the Environmental and Social Safeguards Specialist in:

- Providing professional advice and guidance to project applicants and project design companies on the identification, assessment and mitigation of environmental and social impacts at the sub-project level;
- Reviewing all environmental safeguard documentation (environmental and social screening ESS Check lists, site-specific ESMPs) submitted by project applicants, providing recommendations, advising on the sub-project category advising on the quality of, and clearing the environmental safeguard documentation;
- Supervision of Contractors' compliance with site-specific ESMPs, which will entail regular visits to each sub-project at least once a month;
- Preparation of the Environmental and Social Monitoring Reports including Project Progress reports for each ongoing sub-project;
- Participation in regular supervision missions of the World Bank, and providing contribution as requested;
- Taking all necessary measures to regularly (whenever the Bank may require or at least quarterly) collect, compile, and submit to the Bank, information on the status of SSIP's compliance with the Safeguards Instruments. Such information shall include: (i) measures taken in furtherance of the Safeguards Instruments; (ii) conditions, if any, which interfere or threaten to interfere with the smooth implementation of the Safeguards Instruments; and (iii) remedial measures taken or required to be taken to address such conditions;
- Furnishing to the Bank a copy of each progress report prepared and submitted by any entity (including any engineer) supervising the Project's civil works, the Project's contractors and/or subcontractors;
- Promptly upon receipt, furnishing to the Bank any notification received from any entity (including any engineer) supervising the Project's civil works, the Project's contractors and/or subcontractors regarding any incident that have might occurred during Project implementation;
- Any other activities in relation with the implementation of the SSIP and SIAP projects.

## **IV. REPORTING OBLIGATIONS**

The Consultant shall regularly debrief the SIAP and SSIP Projects Director , the Project Manager, and the Environmental and Social Safeguards Specialist on the progress in respect to the contract obligations performed, as well as on any environmental and social issues which might occur in the course of the implementation of SSIP and SIAP.

## **V. EXPERIENCE AND QUALIFICATIONS OF CONSULTANT**

The Consultant should have the following experience and qualifications:

- University Degree in environmental sciences, environmental engineering, or equivalent;
- At least 1 years of relevant experience in assessing environmental and social aspects of the projects;
- Work experience as an environmental specialist in/with World Bank funded activities and knowledge of the World Bank safeguard policies and requirements will be an advantage;
- Excellent verbal and writing communication skills in Macedonian and English;

## **VI. DURATION OF ASSIGNMENT**

The Consultant will work under a time-based contract. The assignment will be full time, working 8 hours a day on the regular business days in Macedonia. The assignment is for a time period of 6 months. A downstream work might be needed, subject to Client's business needs under the project and subject to consultant's satisfactory performance.

## **VII. DATA, LOCAL SERVICES, PERSONNEL AND FACILITIES TO BE PROVIDED BY THE CLIENT**

The Consultant will be provided with suitable office space, appropriate equipment such as PC, printer as well as business mobile number.

Selection method and contract: The selection method is Selection of Individual Consultants, according to the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers – Procurement in IPF of Goods, Works, Non-Consulting and Consulting Services, (Regulations) issued in July 2016, revised November 2017., [www.worldbank.org](http://www.worldbank.org).