

**Kiribati: Pacific Regional Oceanscapes Program (PROP)**  
**Safeguards and Communication Specialist**  
**Terms of Reference**

**Background**

The Ministry of Fisheries and Marine Resource Development (MFMRD) is responsible for sustainable development of the fisheries and marine resources of Kiribati, including development of domestic and joint ventures of tuna harvesting, processing and fish marketing, and coordination of development of coastal marine resources. It is also mandated to negotiate bilateral fishing access in respect of local and foreign fishing vessels, monitoring, control and surveillance, management and harnessing of non-living deep-sea mineral resources. The Ministry also provides avenues for scientific research on existing natural or man-made resources or products and participate in international and regional fisheries conventions.

A key activity for the Ministry is the delivery of the Kiribati National Fisheries Policy 2013-2025, a long-term plan to maximize the sustainable contribution of the fisheries sector to food security and economic growth. The Policy is implemented with the support of development partner funding, including the World Bank supported Kiribati: Pacific Regional Oceanscape Program (PROP).

A Project Management Unit (PMU) is being established under the Kiribati PROP project. The PMU will be responsible for the implementation of the overall Kiribati PROP project as well as other services and support to the Ministry.

The PMU will be a fully integrated part of the Ministry's structure that provides services to the other divisions, as well as providing planning, monitoring and evaluation, safeguards evaluation and monitoring, progress reports, and financial reporting, in accordance with both World Bank and Kiribati government requirements.

The PMU will include resources to deliver Kiribati PROP services and activities, including work planning, reporting, budgeting and financial management, procurement, monitoring and evaluation, safeguards, training and capacity building, and communication.

MFMRD is seeking a Safeguards Specialist to join the PMU.

**Key tasks and responsibilities**

Safeguards refers to the evaluation, and management or mitigation of the potential biophysical and socio-economic impacts of the project. A key tool for Safeguards is the development of an Environmental and Social Management Framework (ESMF) outlining the procedures to be followed to manage identified impacts. The Safeguard process involves meeting World Bank Safeguard policies, such as for environmental assessment, natural habitats, and physical cultural resources.

Stakeholder liaison involves ensuring effective engagement with all stakeholders with respect to the project, including individuals, local communities, fish cooperatives and Associations, other Government Ministries and agencies, private sector, committees, media, and schools, through the development and implementation of a communications strategy, and the development of strong relationships with key stakeholders.

Under the general control and direction of the Project Manager:

## **Planning and Management**

- Contribute to the development of the project's annual planning processes.
- Develop and manage the Environmental, Social and health and safety- Safeguard work plan for the project to identify key resources and processes on a timely basis and align to overall PROP Project Annual plan.
- Ensure the development, monitoring, review, update and implementation of the Environmental and Social Management Framework (ESMF), and Environmental Management Plans (EMPs) for project activities.
- Develop, maintain and coordinate the implementation of a Safeguards Training and Capacity building plan

## **Safeguards**

- Ensure the project complies with both World Bank Safeguard and Kiribati legal requirements including regular monitoring and reporting of social, environment and health and safety performance.
- Implement the ESMF including providing support for project implementation consultations, monitoring projects to ensure staff are supported and have the necessary skills to comply with ESMF and EMP requirements, and ensuring project documents (including tenders, bids and contracts) have requisite Safeguard documentation applied and attached as required.
- Ensure project Safeguards comply with the Financing Agreement, Kiribati laws, and World Bank Environmental and Social Guidelines and Policy (PMU to provide documents, WB can be reached online).
- A Grievance Redress Mechanism (GRM) for the PROP Project with detailed processes for receiving, managing, recording and closing-out all complaints and grievance, with a constructive follow-up feedback process.
- Coordinate the incident management process including the timely reporting of environment, social and health and safety incidents, incident response and the incident investigation process ensuring that preventative actions are identified and implemented.

## **Safeguards Reporting**

- Develop and maintain a Safeguard Reporting System for monitoring all Safeguard activities (), evaluation, tracking and reporting progress and should report to PMU PROP Project Manager on a monthly basis.
- Provide Safeguard information and data as requested for management and review purposes.
- Provide Safeguard information for the Marine and land resources in respect to the PROP EMSF
- Contribute to the delivery of quarterly monitoring and evaluation reports.
- Contribute to the preparation of the six-monthly Progress Reports, for submission to the World Bank and the Project Steering Committee.
- Provide details on project Safeguards for the MFMRD Annual Report.
- Assist and support coordination of stakeholder engagement inputs with the Gender Specialist and report on all consultations relevant to Safeguards.

### **Leading and supporting**

- Lead the management of all project Safeguard activities.
- Maintain Safeguard records electronically and in hard copy.
- Ensure compliance in relation to the provisions of World Bank safeguard requirements, including with respect to Environmental Assessment (OP/BP 4.01), Natural Habitats (OP4.04), and Physical Cultural Resources (OP4.11).
- Lead the implementation of the communications strategy across all project activities.
- Manage project grievances including maintaining the grievance database to track the progress of formal grievances for the duration of projects.
- Assist the Monitoring and Evaluation Specialist and the Gender Specialist with respect to gathering data with respect Safeguards performance indicators.
- Support the development of the project risk management plan.
- To review, supervise and support all PROP hired contractors and Technical Advisors with their TORs and plus all implementation progresses to ensure all safeguard policies and safeguard instruments are covered under PROP contractual arrangement and obligations including (but not limited to) any contractor management plans.

### **Organizing**

- Ensure project staff receive appropriate Safeguards and communications training.
- Manage internal and external communications with respect to project Safeguards.
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- To organize all training and capacity building program such as Safeguard awareness raising, safeguard policies and instruments, roles and responsibility for the various PROP teams, stakeholders and consultants etc.

### **Advice**

- Provide strategic and operational level Safeguards and communications advice.
- Actively contribute to all PROP decisions on safeguard related-work and provide timely advice to MFMRD and PMU staff and relevant stakeholders when needed.

### **Performance Appraisal and Staff Supervision**

- Support the performance management of staff with respect to Safeguards matters.
- Support the development of terms of reference for project staff, and ensure they are kept up to date with respect to Safeguards matters.

### **Technical**

- Maintain the necessary level of technical and operational skills to fulfil the duties outlined.

### **Other Duties**

- Perform other relevant and related duties reasonably requested by the Project Manager.
- Other duties include the preparation of all Environmental Impact Assessments, identify and apply for environmental permit from designated authorities as needed within a required timeframe to avoid Project delay.
- Coordinate all stakeholder engagement, communications and consultation activities relevant to project safeguarding mechanisms, and managing all inputs and knowledge transfer.

### **Reporting**

The position reports to the Project Manager and receives guidance and control with respect to the Ministry's operations and reporting requirements from the Ministry's Heads of Divisions.

### Key deliverables

Activity	Timing
Implement Environmental and Social Management Framework	Upon commencement
Develop Environmental Management Plans	As required for each project activity
Contribute (c) to project documentation	Upon commencement and as required
Kiribati PROP Safeguard Work Plan (c)	Upon commencement and annually
Kiribati PROP Environmental Audits (c)	Every six months
Kiribati PROP Progress Reports (c)	Every six months
Kiribati PROP Monitoring and Evaluation Report (c)	Quarterly

### Contract duration and conditions

- The contract will be for an initial period of three years, and may be extended for up to three more years, subject to satisfactory performance.
- The contract is subject to a probationary period of six months and may be subject to satisfactory achievement of initial training goals.
- Performance will initially be reviewed at one month, three months, and six months, and thereafter to six monthly and annual reviews.
- This is a full-time position based in Tarawa, Kiribati and will involve travel to Outer Islands.
- The position is open to Kiribati citizens or those eligible for a work permit in Kiribati.

### Essential and desirable criteria

#### Safeguards

- Extensive skills and experience in the evaluation, management, mitigation, and reporting of environmental (biophysical), health and safety and socio-economic impacts.
- Experience in developing and implementing communications programs
- Relevant experience with projects of a similar kind or in a similar role.
- Demonstrated ability to prepare comprehensive and accurate reports, including extensive experience with relevant software packages.

#### General

- Strong ethics, personal organizational skills, and ability to manage own workload.
- Good communication and interpersonal skills with the ability to make presentations to a broad range of audiences and stakeholders, with good writing skills and the ability to prepare accurate reports, and fluency (oral and written) in English.
- Ability and willingness to travel to Outer Islands.

#### Qualifications

- Relevant degree (post graduate) in environmental assessment, social management, development studies or similar equivalent qualification.

**Desirable**

- Experience with donor-funded projects, especially projects involving international financial institutions such as the World Bank.
- Oral and written Kiribati language skills.
- Relevant post graduate qualifications.
- Membership of a relevant professional organization.
- Substantive experience in stakeholder and community base consultation
- Communication skills in local language and sound knowledge indigenous culture, surroundings and people would be an advantage.