

## TERMS OF REFERENCE

For Consulting Services (Individual Consultant)

### “Social and Environmental Compliance Specialist”

Contract No. MoES-IC-05 \_\_\_\_\_

Ukraine Improving Higher Education for Results Project

World Bank Loan No. 9238-UA

#### I. BACKGROUND

Ukraine and the International Bank for Reconstruction and Development (IBRD; the World Bank) have signed the Loan Agreement No. 9238-UA in the amount of US\$200 million for the Project ‘Ukraine: Improving Higher Education for Results’ (hereinafter referred to as the Project). The Project is implemented in Ukraine by the Ministry of Education and Science of Ukraine (MoES) with support of the World Bank Group. The Project implementation period is 2021-2026.

The Project Development Objective (PDO) is to improve efficiency, conditions for quality, and transparency in the higher education system of Ukraine.

The Project includes four components:

- Component 1: Sector-Wide Improvements to Governance, Financing, Quality, and Transparency;
- Component 2: Alliances/Partnerships for Improved Efficiency and Quality;
- Component 3: Capacity Building and Education Environment Enhancement;
- Component 4: Project Management, Monitoring & Evaluation

The Project supports two categories of expenditures: (i) traditional investments in goods, works, and services, for which disbursements are made against eligible expenditures; and (ii) defined performance-based conditions (PBCs), for which disbursements are also made against eligible expenditures conditional on the achievement of the PBCs as defined in the Loan Agreement and Project Operational Manual.

As a requirement of the Loan Agreement, MoES established a Project Implementation Unit (PIU) to conduct day-to-day Project management and coordination in disbursement, procurement, financial management, compliance with environmental and social standards, reporting and other Project-related activities. In order to ensure efficient implementation of the Project, MoES shall engage individual consultants for the PIU.

#### II. OBJECTIVE

The objective of this assignment is to provide assistance and advice to MoES on the assessment and management of social risks and impacts within the World Bank’s Environmental and Social Standards (ESSs), World Bank Group guidelines, and Ukrainian national legislation during Project implementation. The Consultant will be responsible for implementation of proper measures described in project-specific documents including in the Environmental and Social Commitment Plan (ESCP), Environmental and Social Management Framework (ESMF), Stakeholder Engagement Plans (SEP), Resettlement Policy Framework (RPF), Labor Management Procedures (LMP), including stakeholder and citizen engagement mechanisms, the project-level grievance redress mechanism, and compliance with the social standards under ESF (Environmental and Social Framework of the World Bank) during Project implementation.

The Consultant shall provide consulting services as specified in this Terms of Reference.

### III. SCOPE OF SERVICES

The Consultant shall provide the following services and tasks:

#### Overall Compliance with ESF

- Supporting MoES during Project implementation in terms of compliance with the ESF standards of the World Bank;
- Monitoring the implementation of mitigation measures and keeping the Head of Project Implementation Unit (PIU)/WB/ MESU informed about any identified inconsistencies;
- Providing remote monitoring and monitoring visits on environmental and social issues of the Project including selective visits with social risks assessment of construction sites and educational institutions participating in the Project;
- Prepare or contribute to preparation of Environmental and Social Management Plans (ESMPs) and Resettlement Action Plans in accordance with the Project's ESMF and RPF, as well as the Bank's ESF standards;
- Ensuring that all subprojects under Components 2.1 and 3 are properly audited and categorized according to the Project's Environmental and Social Management Framework (ESMF) and Resettlement Policy Framework (RPF).

#### Stakeholder Engagement and Public Consultations

- Provide support to MoES for improving and implementing citizen engagement mechanisms.
- Work closely with the Communication Specialist to foster links between stakeholder's engagement in internationally financed projects and other efforts being made to facilitate dialogue between state and civil society actors.
- Support implementation of Stakeholder Engagement Plan (together with Communication Specialist) through organization of public consultations with stakeholders in the framework of Project implementation and ensuring the access of citizens and local communities to results of public consultations, obtaining of feedback from local communities representatives (as applicable);
- Develop a systematic approach to cooperation with the relevant project stakeholders for the effective communication;
- Support MoES to obtain feedback from local communities' representatives on Project implementation;
- Plan, organize, and document public consultations with project affected persons and other stakeholders, including local communities and open meetings with project beneficiaries

#### Management of labor and OCCUPATIONAL HEALTH AND SAFETY (OHS) requirements:

- Ensuring compliance with health and safety standards by the personnel/employees of the Project.
- Monitor requirements for fair treatment and arrangements for addressing worker grievances.
- Monitor the compliances on the construction sites with the measures to prevent Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH)

#### Project-level Beneficiary Feedback and Grievance Redress Mechanism

- Contribute into the design of the project beneficiary feedback mechanism (BFM) that will include an ESF-related grievance redress mechanism (GRM) process and allow for continuous feedback from beneficiaries to complement the user surveys and forums;
- Operationalize project level beneficiary feedback mechanism/grievance redress system and serve as focal point for feedback/grievance handling and reporting under the Project, maintaining the GRM log;

- Organize grievance management trainings with responsible persons from higher education institutions (HEIs) and/or local communities;
- Identify actual issues in communication with local communities through the implementation of grievance redress mechanism and assistance with the preparation of responses to feedback, complaints and grievances;
- Ensure registration of all grievances and documentation regarding the resolution of issues raised are addressed, become GRM focal point for the project at the PIU level;
- Contribute to development of beneficiary/user surveys, including to National Student Survey under Component 1, and support preparation of draft Terms of Reference, evaluation reports, and/or performance monitoring with methodological requirements of beneficiary feedback/user survey reports;
- Advisory support to MoES in the establishment and maintenance of the effective grievance redress mechanism in the implementation of the Project.

#### Reporting

- Preparation of social and environmental part of quarterly reports for PIU and World Bank on compliance with ESF standards including measures taken and submitting to the Bank updated GRM log;
- Contribute to semi-annual project reports, midterm and final project completion reports required according to the Loan Agreement for the Project as well as other project reports as required by MoES;
- Reporting on cases of COVID-19 among PIU workers and personnel/employees of the Project-on-project sites at the quarterly bases.

#### Supporting ESF implementation with Contractors

- organize or contribute to trainings for Contractors' environmental and social management specialists (and local communities' representatives, if needed) on ESF standards applicable to the Project;
- oversee the preparation of the Contractors' environmental and social management plans (ESMPs) in order to monitor Contractors' consideration of ESF standards;
- Conduct regular monitoring of Contractors' ESMPs and implementation of ESF standards including Occupational Health and Safety (OHS) requirements, COVID-19 response measures by the Contractors (as applicable).

#### Other

- Fulfilling other tasks and contributing to the Project activities and objectives as required by MoES

## **IV. REPORTING**

Social and Environmental Compliance Specialist will report to Project Coordinator(s) and Project Manager - Lead of group of consultants. The Consultant shall submit monthly reports in hard copy. The reports shall include description of services provided by the Consultant during the reporting period.

## **V. PROVIDED RESOURCES**

MoES shall provide the Consultant with information necessary to carry out his/her assignment in a timely manner. MoES shall provide the Consultant with a workplace, including necessary equipment to carry out his/her functions (e.g. PC, communications and office equipment).

## **VI. QUALIFICATION REQUIREMENTS**

### Minimum Requirements (Mandatory):

- Master's Degree or complete higher education degree in Social sciences (Sociology, Political Science, Law, Economics) or Environmental sciences ;
- At least three (3) years of experience in social and Environmental compliance sphere (including general environmental impacts, gender policy, citizen engagement, and/or beneficiary feedback), as well as social communications, PR, and social engagement;
- Strong knowledge of Environmental and Social Framework principles and practices, and understanding of their implementation mechanisms;
- Experience in conducting public events (round tables, public hearings, trainings) with stakeholders;
- Knowledge of legal aspects of Ukraine in the field of social and environmental issues;
- Strong experience in communication with government partners, HEIs or education institutions, and local communities;
- Fluent English and Ukrainian language, including knowledge of technical, environmental and social terminology relating to the Project;
- Advanced level of PC skills, knowledge and practical skills of using standard MS packages (MS Word, Excel, Power Point), email and databases.

### Desired (optional) competences and experience

- Experience in working with social engagement on education projects funded by international financial and donor organizations.
- Experience in meeting environmental and social requirements in projects financed by World Bank, EBRD, EIB, or other international financial institutions
- Experience of cooperation with officials of central and local executive authorities, local self-governments, etc.

## **VII. PERIOD AND LOCATION OF EMPLOYMENT**

The Consultant shall provide his/her services for 2 years (24 months) with 3 months' probation period and possibility to extend the contract for the Project implementation period which lasts until December 31, 2026 in case of successful performance. The Consultant shall provide his/her services on full-time basis.

The incumbent will be based at the premises of the Ministry of Education and Science of Ukraine, in Kyiv, Ukraine. The Consultant may be required and expected to take business trips to other regions of Ukraine (as needed and as applicable) to support implementation of the Project.

## **VIII. APPLICATION PACKAGE**

Interested persons should submit the following documents:

- CVs in Ukrainian and English;
- Certificate on English proficiency (if available).

The above documents are to be provided to the following email address: [uiherp@mon.gov.ua](mailto:uiherp@mon.gov.ua) indicating subject of the letter: «P171050: Selection of Social and Environmental Compliance Specialist». The deadline for submission of the documents is 17:00 local time 04 February 2022.