

Terms of Reference

Social Safeguards Officer Presidency of the Council of Ministers

Terms of Reference for a Social Safeguards Officer at PCM

PROJECT NAME: Lebanon Emergency Crisis and COVID-19 Response Social Safety Net Project and Emergency Broad Coverage Cash Transfer Project (EBCCT)

SUBJECT: Provision of services for preparation and monitoring implementation of environmental and social instruments

I- BACKGROUND

The Government of Lebanon (GOL) has received financing from the International Bank for Reconstruction and Development (The “World Bank”) towards the Emergency Crisis and COVID-19-Response Social Safety Net Program (ESSN) and will be receiving financing for the proposed Emergency Broad Coverage Cash Transfer Project (EBCCT).

The objective of the \$246 million project is to provide cash transfers and access to social services to extreme poor and vulnerable Lebanese populations affected by the economic and COVID-19 crises while the objective of the proposed Emergency Broad Coverage Cash Transfer Project will be to mitigate the impact of the continued socio-economic crisis on a subset of the extremely poor and most vulnerable Lebanese households and to deliver a direct transfer payment of money to eligible populations.

II- OBJECTIVES

The Presidency of Council of Ministers (PCM) is seeking to recruit a Social Safeguards officer to carry out monitoring and ensuring that all components of the project are implemented in compliance with the World Bank Environmental and Social Framework (ESF) and the relevant laws and regulations of the Government of Lebanon. The tasks of the Environmental and Social Safeguards officer include but are not limited to the following:

- Assisting the Project Management Unit (PMU) to prepare and disclose a Stakeholder Engagement Plan (SEP), Environmental and Social Commitment Plan (ESCP) and a Social Impact Assessment (SIA) by appraisal date; in addition to Labor Management Procedures (LMP) (time for LMP preparation to be confirmed)
- Conduct stakeholder consultations to inform the preparation of the SEP while ensuring COVID19 preventive measures as per national guidelines, WHO standards and World Bank technical note on conducting consultations during times of constraints (see Annex 1 of this TOR);
- Preparing and monitoring implementation of the Labor Management Procedures (LMP);
- Preparing and monitoring implementation of a Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH) Prevention and Response Action Plan as per the provisions of the ESCP;
- Preparing and monitoring implementation of an Environmental and Social Management Framework (EMSF) in response to the activation of the Contingency Emergency Response Component of the project if needed;
- Facilitating and monitor implementation of the grievance redress mechanisms (GRM) as per the LMP and the SEP;
- Conducting regular field visits to meet with beneficiaries of the project and to monitor adequate implementation of the mitigation measures as per the SIA and ensure that there are no adverse social impacts related to the components of the project as well as to identify any non-compliance with the ESF instruments prepared for the project and recommend required mitigation and corrective measures accordingly.
- Monitoring ESF compliance during implementation phase as per the ESCP;

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- Coordinating with relevant CMU-PCM staff;
- The Social Safeguards Officer will also prepare quarterly reports on the Environmental and Social requirements including but not limited to SEP, SIA, SEA/SH Action Plan and LMP implementation, Annual work plan; Minutes of stakeholders consultations; and Site visit report for each visit.

III-SCOPE OF WORK

The required environmental and social studies shall include the following:

A. Stakeholder Engagement Plan (SEP)

The Social Safeguards Officer shall prepare the SEP for EBCCT and follow up on the SEP that has been already prepared for the ESSN project which will follow the template as provided at this [link](#). The SEP will describe the project and identify its stakeholders divided into the three main subcategories: project affected persons, other interested parties, and disadvantaged and vulnerable groups. The SEP should identify what information will be in the public domain, in what languages, and where it will be located. It should explain the opportunities for public consultation, provide a deadline for comments, and explain how people will be notified of new information or opportunities for comment. It should explain how comments will be assessed and taken into account. It should also describe the project's grievance mechanism and how to access this mechanism. The SEP should also commit to releasing routine information on the project's environmental and social performance, including opportunities for consultation and how grievances will be managed. The objective of the plan is to establish a systematic approach for stakeholder engagement and methods to ensure continuous dialogue with them.

The SEP report should therefore at the least include the following:

- Introduction
- Identification of key stakeholders including project affected persons, other interested parties and disadvantaged and vulnerable groups
- Stakeholder engagement methods and tools
- Grievance mechanism including referral pathways for SEA/SH related complaints
- Monitoring and Reporting
- Capacity building/Training plan

B. Environmental and Social Commitment Plan (ESCP)

The consultant shall prepare the ESCP for EBCCT and follow up on the ESCP that has been already prepared for the ESSN project which will follow the template as provided at this [link](#). The ESCP will summarize the material measures and actions to be taken by the Borrower along with any specific documents or plans to be prepared identifying certain timing for each of these in order to comply with the requirements of different Environmental and Social Standards (ESSs). The ESCP will include a general section highlighting the responsibilities of the Borrower for complying with the ESF requirements, and a table (as per the provided template) that highlights material measures and actions specific to each ESS, the corresponding timing and the responsible entity. The ESCP will benefit from the conclusions of other ESF instruments (ie. SEP, SIA and LMP) to ensure the recommendations of those instruments are timely implemented. It should be noted that the ESCP could be updated from time to time in case unforeseen circumstances that change the project environmental and social risks and require changing the material measures and actions.

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C. Social Impact Assessment (SIA)

The consultant shall prepare the SIA for EBCCT and follow up on the SIA that has been already prepared for the ESSN project.

The SIA covers but is not limited to, the following tasks:

- Review the institutional, legislative and procedural framework related to management of the potential social impacts and risks of the project.
- Establish baseline socioeconomic conditions of the beneficiaries, mainly with respect to:
 - a. poverty (and, wherever possible, near-poverty) status of the targeted beneficiaries;
 - b. identification of any potential vulnerable groups (as per the Bank Directive 1) that could be excluded from the targeting program and thus the system could be failing to capture; and
- Undertake stakeholder analysis. This will include identification of the different groups of stakeholders including potentially project-affected groups as well as other interested parties existing mechanisms and undertake analysis on how different group of stakeholders to be affected by the project in both positive and negative ways, their interests as well as their influence to the project 2.
- Carry out consultations with stakeholders. The consultant should also engage and participate in consultation with stakeholders about the potential risks that different groups may encounter and how to avoid or manage them;
- Identify potential social impacts and risks associated with the project by exploring potential impacts and risks that may emerge from the consultations.
- Assess the capacity and capability of the existing system (institutional capacity, legal and procedural framework) to handle the identified risks and impacts and the main gaps that need to be introduced.
- Analyze alternatives through proposing various design alternatives for the project including the “without project” situation and assess the potential social impacts/risk of each alternatives.
- Propose avoidance, reduction, or mitigation measures for the potential adverse impacts and risks of the project, as well as suggestions on how those could be accommodated into the Project design and actions to be introduced in the implementing agency’s Environmental and Social Commitment Plan (ESCP). The measures should also look at potential capacity building needs for the implementing agency and institutional strengthening to allow for better management of the risks.

D. Labor-Management Procedures (LMP)

The Social Safeguards Officer shall prepare the LMP for EBCCT and follow up on the LMP that has been already prepared for the ESSN project which will follow the template as provided at this [link](#). The labor management procedures aim at ensuring that the project interventions and activities comply with the Environmental and Social Standards (ESS) of the WB’s Environmental and Social Framework (ESF), in particular ESS2 (Labor and Working Conditions) and the requirements of the national law. The labor management procedures aim at ensuring that measures are in place to

¹ <https://policies.worldbank.org/sites/ppf3/PPFDocuments/e5562765a5534ea0b7877e1e775f29d5.pdf>

² This task will need to be done in collaboration with the implementing agency and other engaged consultants.

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manage any risks associated with the project identified workers under a project and to determine the resources necessary for labor planning and management, including environmental health and safety measures.

The LMP report should therefore at the least include the following:

- Overview of labor requirements in the project
- Assessment of key potential labor risks including occupational health and safety risks and SEA/SH related risks
- Labor policies and procedures
- Environmental health and safety measures
- Labor specific grievance mechanism
- Monitoring and reporting requirements

E. Sexual Exploitation and Abuse/Sexual Harassment Prevention and Response Plan (SEA/SH PRP).The Consultant shall prepare the SEA/SH/PRP for the EBBCT and ESSN projects.

The stand-alone Sexual Exploitation and Abuse/Sexual Harassment Prevention and Response Action Plan (SEA/SH PRP) will assess and manage the risks of SEA/SH in accordance with ESS4: Community Health and Safety and following the guidance of the World Bank Good Practice Note on addressing SEA/SH in Investment Project Financing involving major civil works. The Action Plan will outline the following:

- How the project will put in place the necessary protocols and mechanisms to address the SEA/SH risks; and
- How to address any SEA/SH allegations that may arise.

The Action Plan needs to include specific arrangements for the project by which SEA/SH risks will be addressed. This includes considerations such as:

- Awareness raising strategy, which describes how workers and local communities will be sensitized to SEA/SH risks, and the worker's responsibilities under the CoC;
- How the project will provide information to employees and the community on how to report cases of SEA/SH, in violation of the Code of Conduct, to the GM;
- The GM process for notifying the contractor of allegations and,
- GBV service providers to which GBV survivors, including SEA/SH survivors, will be referred, and the services which will be available.

The SEA/SH Prevention and Response Action Plan should include an Accountability and Response Framework which details how allegations of SEA/SH will be handled (investigation procedures) and disciplinary action for violation of the CoC by workers. The Accountability and Response Framework should include at minimum:

- How allegations will be handled, in what timeframe, and the range of possible disciplinary actions for violation of the CoC by workers, taking account of due process;
- Procedures to report SEA/SH allegations internally for case accountability;
- A referral pathway to refer survivors to appropriate support services; and
- Procedures that clearly lay out confidentiality requirements for dealing with cases.

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IV- Deliverables

The Social Safeguards Officer is requested to submit the final report for each task as per specified deadline, and to commence the services directly upon signature of Contract.

The required deliverables under the terms of reference are indicated below:

Deliverable	Description	Timeframe
Deliverable A	Stakeholder Engagement Plan (SEP)	To be prepared within 3 weeks of the contract
Deliverable B	Environmental and Social Commitment Plan (ESCP)	To be prepared within 4 weeks of the contract
Deliverable C	Social Impact Assessment (SIA)	To be prepared at project effectiveness (to be confirmed)
Deliverable D	Labor Management Procedures (LMP)	To be prepared at project effectiveness (to be confirmed)
Deliverable E	SEA/SH Prevention and Response Action Plan for BCCT	To be prepared one month after project effectiveness (to be confirmed)
Deliverable F	SEA/SH Prevention and Response Plan for ESSN	To be prepared within 3 weeks of the contract

V- QUALIFICATIONS AND SKILLS

- A university degree in social science, environmental science, gender-based violence, or any other related field;
- Minimum of 8 years of working experience;
- Knowledge and understanding of international environmental and social impact assessment standards and practices;
- Experience with World Bank Group Environmental and Social Framework;
- On-the-ground experience working with vulnerable groups;
- Demonstrated experience in the field working on social safety net projects;
- Very good English writing and speaking skills; and/or
- An ability to produce high quality reports, as demonstrated with a writing sample to be reviewed as part of the hiring process.

This position sits at PCM and reports to the Project Director.