

**TERMS OF REFERENCE**  
**ENVIRONMENTAL AND SOCIAL SPECIALIST**  
**TRADE AND TRANSPORT FACILITATION PROJECT**  
**AND**  
**LOCAL ROADS CONNECTIVITY PROJECT IN NORTH MACEDONIA**

## **1. BACKGROUND**

The purpose of these Terms of Reference is to define the scope of work and tasks of the Environmental and Social (E&S) Specialist of the Project Implementation Unit (PIU) set up in the Ministry of Transport and Communications in North Macedonia integrated for implementation of the two projects, the Trade and Transport Facilitation Project and the Local Roads Connectivity Project. The Trade and Transport Facilitation Project will be implemented in its first phase in Serbia, North Macedonia and Albania although the Local Roads Connectivity Project will be implemented only in North Macedonia. The Project Implementation Unit (the PIU) is staffed with different expert profiles in order to carry out complete project management for the two projects, the Trade and Transport Facilitation Project and the Local Roads Connectivity Project.

The Transport Facilitation Project Phase 1 will include a combination of investments, technical assistance and regulatory and institutional reforms. It will primarily focus on adoption and implementation of a National Single Window (NSW) solution, improvements in border crossings in selected trade corridors, BCP at Deve Bair and BCP at Kjafasan, deployment of an Intelligent Transport System (ITS) on the A1 motorway, which is part of Corridor X, and technical assistance.

The Local Roads Connectivity Project (the LRCP) is envisaged to support the selected municipalities by investments in reconstruction, rehabilitation and upgrading of local roads/streets that will enhance their mobility, connectivity and road safety. Moreover, the investments may include: sidewalks, bike paths, street lighting, slope and lands lading stabilization, junction improvement, pedestrian crossings, water drainage and capacity building of the municipal staff.

The Ministry of Transport and Communications (the Client) intends to engage a highly qualified individual consultant an Environmental and Social (E&S) Specialist of the PIU. The successful candidate will work closely with the Client and other relevant stakeholders to ensure that the projects are managed efficiently and in compliance with the objectives of the Project, the approved Project's Environmental and Social Framework, the Project's Legal Agreements and Financing Agreements, and the Project Operating Manuals. The Environmental and Social (E&S) Specialist, always aligned with the Project Director and in collaboration with the other Project Officers shall interact, liaise and cooperate with a significant number of different Project Officers, shall interact and liaise with a significant number of different Ministries and Municipalities through their focal points, a number of other external bodies, World Bank, partners, and other agencies in the Western Balkans. Creativity and initiative are therefore required to cope with such diverse demands. The Environmental and Social (E&S) Specialist will have numerous tasks and activities and will also have to interact with many stakeholders at the same time. The main challenge is to ensure that the contractors / consultants produce an acceptable quality of work within budget allowances and time, so that the objectives of the Projects are achieved.

The consultant will support the Client in preparation of environmental and social due diligence documentation for the overall Project, as per Project Environmental and Social Framework. The Environmental and social Framework for the project facilitates screening, assessment, and management of environmental and social issues for activities / sub projects during project implementation, while taking into account and ensuring compliance with the national regulation and relevant ESF Environmental and Social Standards (ESSs), for this Project. These include:

- ESS1 Assessment and Management of Environmental and Social Risks and Impacts;
- ESS2 Labor and Working Conditions;

- ESS3 Resource Efficiency and Pollution Prevention and Management;
- ESS4 Community Health and Safety;
- ESS5 Land Acquisition, Restrictions and Land Use and Involuntary Resettlement;
- ESS6 Biodiversity Conservation and Sustainable Management of Living Natural Resources;
- ESS10 Stakeholder Engagement and Information Disclosure.

The ESMF Stated that works will not be conducted on or near cultural heritage sites/objects, however, there may be unexpected contacts with cultural heritage during e.g. earthworks, therefor provisions on chance findings will be included to ESMF and all environmental and social management plans. ESMF will guide the preparation of the appropriate instruments to be used for specific sub-projects.

## **2. GENERAL INFORMATION**

Individual Consultant Title: Environmental and Social (E&S) Specialist of the Project Implementation Unit for Trade and Transport Facilitation Project and Local Roads Connectivity Project. The Consultant shall report to the Project Director, linked to the Minister of Transport and Communications.

## **3. POSITION IN ORGANISATION**

Immediate superior: Project Director

## **4. MAIN POSITION OBJECTIVE**

To plan, monitor and control all project environmental and social activities by components, in close cooperation with the Ministry of Transport and Communications and other stakeholder agencies (as described in the Project Operation Manuals). In addition, he/she will develop, according to the project cycle and Procurement Plans, the implementation of activities as per contract specifications and in compliance with legal/regulatory framework of the World Bank. Thus, he/she will ensure that the works, goods and services are satisfactorily completed on time and within budget aligned with the contractual requirements.

The Consultant is envisaged to assist the PIU in preparation and reviewing of the required Environmental and Social Management Plans for the sub-projects in the area of transport, road safety, cross border infrastructure, waste and water supply, trade, local road infrastructure, street lighting, water drainage. The consultancy will cover the preparation, assessment and implementation phase of each sub-project.

## **5. PRINCIPLE RESPONSIBILITIES**

The Environmental and Social (E&S) Specialist of the PIU will be responsible for the following duties:

- Provide information and assist sub-project applicants (municipalities) in preparing environmental part of application package (Environmental Questionnaire) where necessary;
- Carry out environmental screening of subprojects and activities, and assist in environmental assessment including preparation of Environmental Management Plans (EMPs and EMP Checklists) for subprojects which should ensure compliance with national legislation and WB safeguards policies;
- As the part of the ESMF, the Consultant will prepare draft ESMP Checklist for minor works and other works with foreseeable impacts (e.g. road rehabilitation);
- Conduct revisions, address comments and make necessary corrections to the draft versions of ESMF and ESMP/ESMP Checklist according to WB and Client's comments;
- Assist the Client in information dissemination and conducting public consultations of draft ESMF and ESMP/ESMP Checklist, CP, SCP and RPF revisions, preparation of minutes of the meetings and finalization of the documents;
- Make site visits as a part of environmental assessment or/and consultation process of prepared documents. Assess baseline condition of sites as a part of sub-projects due diligence;

- Conduct meetings with stakeholders in preparation of ESMF and ESMP/ESMP Checklist, CP, SCP and RPF;
- Prepare the Environmental and Social Management Plans/ESMP Checklists for the sub-projects, in accordance with the approved Environmental and Social Management Framework;
- Review and propose improvements and/or changes of draft Environmental and Social Mitigation Plans, contained in the respective feasibility studies and detailed designs of the sub-projects, in accordance with the Environmental and Social Management Framework;
- Supervise the implementation of the Environment and Social Mitigation Plans and Environment and Social Monitoring Plans during implementation of works in the municipalities;
- Carry out, during civil works activities and before, preliminary assessment and management of social risks and impacts, labor and working conditions, pollution prevention, community health and safety;
- Assess land acquisition impact assessment, control and support municipalities in the process of land acquisition and carry out the activities in case of potential resettlement;
- Carry out stakeholder engagement and information disclosure;
- Help municipalities implement their respective gender action plans in accordance with PAD;
- Prepare Environmental and Social Monitoring Reports including Project Progress reports for each ongoing sub-project, in accordance with PADs and POMs;
- The consultant should understand that working papers under World Bank project can be subject to the review by the PIU, Ministry of Transport and Communications, Municipalities and/or World Bank designated staff;
- Participate in regular supervision missions;
- The consultancy activities will be conducted in accordance with the articles stated in the Projects POM;
- Help municipalities to prepare abbreviated Land Acquisition Plans as necessary;
- Assist the Project Director in preparing the PIU Reports (quarterly, midterm and completion).

## **6. DURATION AND LOCATION**

It is expected that the period over which the Consultant shall provide the Services will be 57 months, in all cases not less than up to the end of the two projects life. The Consultant should be available to commence in 30 days the latest after the present notice will be published. The assignment is full time and the Consultant should be available to provide services for at least 8 hours each day, Monday to Friday, for a minimum period of 40 hours per week. The remuneration will be paid on a monthly basis. Subject to notice being provided, the Consultant may take up to 25 working days leave each year, but remuneration will not be paid during any period of leave. The Consultant will be stationed in the PIU premises in Skopje, but should be ready to travel throughout the country for attending meetings. The Consultant will be offered opportunities to develop professionally by attending relevant World Bank training events and courses during the term of the contract. A downstream work might be needed, in case of extension of the relevant Projects' duration, and subject to Client's business needs under the Projects and subject to consultant's satisfactory performance.

## **7. REPORTING REQUIREMENTS**

The Consultant will brief regularly the Project Director on the progress in respect to the contract tasks performed. The Consultant will provide/submit Monthly Progress Reports to the Project Director, within 10 (ten) days after the end of month for which the report is due. The report should contain at least: (i) the status of progress, problems encountered, corrective actions needed, rationale for actions; and (ii) current costs of each Program's components and estimated costs of completion. The Consultant shall prepare ad-hoc reports on any major environmental and social project issues raised during Projects implementation, at the Project Director, Client or Bank's request.

## 8. SERVICES TO BE PROVIDED BY THE CLIENT

The Client will be responsible for provision of the following:

- Fully equipped office space, with access to Internet, local telephone line, printing, photocopying and document binding;
- Access to necessary documents ; and
- Where the Consultant is required to travel, to site or elsewhere in accordance with the Client's instruction, transportation costs will be borne by the Client.

## 9. KNOWLEDGE, EXPERIENCE, SKILLS AND COMPETENCIES

a) Educational qualifications: At least a University Degree in Environment/Technology/Natural Resources Management/Anthropology/Sociology/Social Policy/Social Development (where a university degree has been awarded on completion of a minimum of three years of study in a university or equivalent institution);

b) Area of professional expertise: Environmental and Social Inclusion;

c) Years of experience: Minimum of 5 years professional experience in Environmental and Social Inclusion (management of environmental plans, multidisciplinary environmental assessments, EIAs, and the field of social standards/safeguards and/or social development e.g. gender, community-driven development and citizen engagement);

d) Additional qualifications or training: gender/citizen engagement activities;

e) Required skills and competencies:

Skills/Competencies	Required	Desirable
Technical	Experience with at least 1 assignment/project on Environmental/Social management (assessment, planning, monitoring, citizen engagement, etc.)  Knowledge of national legislation on Environment, Social and Labour  Computer skills: User level computer skills	Experience with Environmental/Social management related to road construction/reconstruction/rehabilitation  in the Country or the Region
Management	Self-Planning & Organizing Problem Solving Work under pressure Communication Teamwork Initiative	
Business	Excellent Knowledge of English language (speaking and writing)  Excellent Knowledge of Macedonian language (reading, speaking and writing)	