
TERMS OF REFERENCE

Environment Specialist – Shared Services Unit (SSU)

Khyber Pakhtunkhwa Revenue Mobilization & Public Resource Management Program

Background

The World Bank has a strong and growing portfolio in Khyber Pakhtunkhwa (KP). Project implementation is usually undermined by the shortage of experienced staff to manage core project functions, such as financial management and procurement. At the same time, there has been a proliferation of Project Implementation Units each competing for the limited number of experienced staffs. This has resulted in delays in project implementation and disruption in implementation as project staff seek attractive offers in other projects.

As the World Bank portfolio for KP expands, the provincial government must now enhance its institutional capacity to prepare and implement development projects that are sustainable and inclusive.

To provide high quality cross-functional support to WB-financed projects and continue to strengthen capacity for project implementation, the Government of Khyber Pakhtunkhwa (GoKP) and the World Bank have agreed to establish a Shared Services Unit (SSU).

Objective

The SSU will provide technical support to projects and facilitate linkages across projects with appropriate authorities responsible for execution. It is expected that centralizing cross cutting project management functions and expertise would remove the need for recruitment of these specialists each time a project is under preparation, and thus improve implementation readiness. It would also reduce opportunistic hiring of project staff from existing projects and therefore improve portfolio performance, strengthen the use of country systems, consolidate project management, standardize remuneration for project staff, increase quality control and enhance coordination among key stakeholders for improved project performance.

Structure and Staffing of the SSU

The SSU will be led by a Director and provide centralized cross-functional support to both pipeline and portfolio projects in financial management, procurement, social and environmental safeguards, monitoring and evaluation (M&E), and communication.

The SSU will be staffed by qualified professionals in core cross-cutting project management functions as described above.

Each staff is expected to support multiple projects unless otherwise determined. Additional staff may be hired as needed based on requirements for new competencies or short-term technical guidance, e.g. procurements for highly complex project or safeguards requirements in high risk projects. The SSU Director will be responsible for placing appropriate staff to support projects.

Scope of Work

The Environment Specialist will assist and advise the Director SSU in carrying out environment related functions in accordance with the World Bank Guidelines. Following would be Environment related duties and responsibilities:

- i. Provide concerned counterparts with overall guidance and support on the various aspects of environmental risk management matters to ensure adequate preparation and implementation of safeguard documents in compliance with the WB policies and guidelines throughout the project cycle.
- ii. Assist in the vetting and hiring of qualified consultants for undertaking required environmental and social studies.
- iii. Review the project documents with focus on environmental safeguard instruments and issues and provide related substantive recommendations for consideration by the concerned agency/ PIU.
- iv. Review the project's environmental management plans, bid documents, and contract specifications to ensure that all environmental compliance measures are appropriately incorporated.
- v. Support the Project Implementation Units (PIUs) capacity building to enhance the fulfillment of their responsibilities for effective implementation of projects' environmental safeguards.
- vi. Liaise with Environment Department and other relevant agencies for obtaining projects' pertinent environment clearances and permits approval.
- vii. Provide environmental implementation oversight through project supervision and monitoring and provide feedback to the SSU Director and the Project coordinator on the project compliance status including recommendations for dealing with incompliance issues, if any.
- viii. Closely collaborate with the social specialist in the SSU in the undertaking the stakeholders' consultations and in ensuring that a functional Grievance Redressal Mechanism is in place for each project.
- ix. Provide basic orientation, awareness and training on potential emerging environmental issues and good environmental management practices to counterpart agencies and stakeholders to be potentially engaged in/ benefitting from the projects under preparation.
- x. Conduct timely follow-ups on actions agreed with the World Bank Group Task Team.
- xi. Undertake other duties to be performed as per the requirements.

Qualifications:

- i. University degree in a relevant field (e.g. environmental sciences, natural sciences; environmental engineering, civil engineering, or other relevant disciplines, with demonstrated interest and experience in environmental management and environmental sustainability).
- ii. At least 10 years of experience (after acquiring stipulated qualification), in the environmental management sector at the national level or with the International Organizations / Donor projects.
- iii. Demonstrated experience in the preparation of Environmental Assessments / Management Plans and environmental awareness/capacity building programs for governmental organizations, NGOs, and/or local communities.

- iv. Previous participation in economic development work with international organizations is preferred.
- v. A strong sense of teamwork and ability to work independently with limited supervision.
- vi. Written and oral fluency in English is required. Proficiency in, Pashto and Urdu shall be accorded due weightage
- vii. Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).

Reporting

The Environment Specialist will work in SSU operations to perform the assigned tasks and will report to the Director.

Duration of Assignment

The contract will be for five years i.e. up to June 30, 2020.