

# **National Recovery Program Bureau**

## **Terms of Reference**

**For a**

### **Junior Environmental Safeguards Specialist**

### **Individual Consultant**

#### **1. Background**

Following the devastation caused by hurricanes Irma and Maria, the Government of Sint Maarten prepared a consolidated National Recovery and Resilience Plan (NRRP) that prioritizes immediate, short-, medium- and long-term needs for the recovery, reconstruction and resilience of Sint Maarten. This Plan includes estimates of the financial requirements, costs and investments that are necessary to build Sint Maarten back better.

Since January 2018, the World Bank has been assisting the Government of Sint Maarten in the establishment and implementation of a recovery and reconstruction program to implement the NRRP. A significant component of this program is financed through a Trust Fund financed by the Netherlands, managed by the World Bank and implemented by Sint Maarten.

#### **2. National Recovery Program Bureau**

In parallel to the establishment of the Trust Fund and the execution of the NRRP, the Government of Sint Maarten has developed an institutional structure for the implementation of Trust Fund financed projects. This structure has materialized in the form of the National Recovery Program Bureau (NRPB) and serves as the Project Implementation Unit (PIU) for Trust Fund projects for which the Government of Sint Maarten enters into a Grant Agreement. As such, the NRPB represents the Government of Sint Maarten vis-a-vis the World Bank in the implementation of Trust Fund financed projects.

All NRPB activities relate to projects or preparations thereof, approved by the Trust Fund Steering Committee, which consists of representatives from Sint Maarten, The Netherlands and the World Bank.

In its capacity of PIU, NRPB works closely together with the line Ministries in the preparation, coordination, execution and evaluation of the Trust Fund projects. In addition, the NRPB is responsible for all reporting and fiduciary responsibilities towards the World Bank.

### **3. Role of the Junior Environmental Safeguards Specialist**

The NRPB Environmental and social Safeguards Specialists (ESS) work towards ensuring the environmental and social sustainability of the NRPB's projects through the systematic adherence to Sint Maarten's environmental legislation and implementation of the World Bank's Environmental and Social Safeguards policies, Environmental and Social Framework (ESF), and the associated Environmental and Social Standards (ESSs). The NRPB requires a Junior Environmental Safeguards Specialist (Jr. ESS) to provide operational, administrative, research and analytical support in ensuring projects adhere to legislation and regulations of Sint Maarten as well as the World Bank Safeguards Policies. The Jr. ESS will work with the Environmental and Social Safeguards Specialists (ESS) and will assist with the administrative management of projects, site inspections, preparation of reports and other tasks associated with project-design and -implementation.

### **4. Key Duties and Responsibilities**

- Assist with the production of environmental safeguards instruments such as Environmental Commitment Plans, Management Plans and Impact Assessments;
- Support the Safeguards Team in administrative tasks;
- Draft and format project documentation according to World Bank and NRPB guidelines;
- Provide support to NRPB and World Bank (Environmental and Social) Specialists during the preparation and implementation stages of projects and sub-projects by preparing forms, surveys, collecting and analyzing data on implementation of environmental due diligence requirements, monitoring and reporting;
- Carry-out research and analysis in support of the Safeguards Specialist related to ensuring compliance with relevant legislation and the World Bank's safeguards policies;
- Assist with conducting quality control of internal and external environmental reports, contracts and other documentation received;
- Prepare draft correspondence regarding environmental compliance;
- Assist with preparing Safeguards Quarterly reports for the NRPB;
- Carry-out regular site visits to conduct safeguard audits to ensure safeguards requirements are adhered to by implementing agencies, contractors or other parties;
- Participate in programs to better understand and improve safeguards applications including identification of impacts and risks, environmental audits, use of safeguards indicators, reporting methods, etc.;
- Prepare for and participate in World Bank missions to Sint Maarten;
- Provide logistical and technical support to World bank Safeguards specialists;
- Any other task related to this function deemed necessary in promoting the long term effective and cohesive conclusion of the recovery program.

### **5. Qualification requirements**

#### Minimum Requirements

- A Bachelor's degree in natural resources management, environmental science, environmental, policy development, engineering, or related discipline and proven experience in the preparation, implementation and monitoring of environmental impacts and risks for projects;

- Candidates will preferably have at least 2 years of professional experience;
- Demonstrated understanding of EIA procedures;
- Experience with stakeholder engagement/participation;
- Understanding of environmental challenges faced by (Caribbean) Small Island Developing States (SIDS);
- Demonstrated track record in contributing to environmental research and analytical reporting;
- Written and oral proficiency in English.

### Preferred Experience

- Knowledge of World Bank Environmental Safeguards would be a significant advantage;
- Knowledge of international environmental standards;
- Knowledge of environmental legislation and policies of Sint Maarten or the Dutch Caribbean;
- Proficiency in Dutch and/ or Spanish is considered an advantage.

### General Competencies

- Knowledge of MS office applications (Word, Excel, Power Point);
- Capacity to work simultaneously on a variety of issues and tasks, adjusting to priorities and achieving results with agreed objectives and deadlines;
- Strong interpersonal skills and ability to work effectively with internal/external partners;
- Collaboration in a multi-cultural work environment;
- Ability to work in teams but also independently.

## **6. Contract arrangements**

### Duration of the Assignment and Performance

The contract duration will be 1 year on a temporary consultant contract basis, and is renewable on a yearly basis subject to quarterly performance reviews. The successful candidate is expected to work full time in Philipsburg, Sint Maarten except where situations demand travel outside the project area.

The Junior Environmental Safeguards Specialist will perform the above-mentioned tasks on an ongoing basis to the satisfaction of the Team leader of the Safeguards Specialists.

Remuneration for this function will be in accordance with the remuneration policy for civil servants on Sint Maarten. Scaling is done according to education and relevant experience.

## **7. How to Apply?**

Interested consultants can send their application in English by email ONLY to the email address stated below. Applicants should ensure that their application is received before 24 June, 2021, 12h00 AST. Any application coming in after this date and time will not be considered.

In the subject line, clearly state the position you are applying for.

**National Recovery Program Bureau**  
jobopportunity@nrpbsxm.org

The application should clearly show the relevant experience and competences outlined in the terms of reference above.