

National Recovery Program Bureau

TERMS OF REFERENCE

For

Individual Consultant (12 months) - Time-Based

Social Specialist

Background

Following the devastation caused by hurricanes Irma and Hurricane Maria in September 2017, the Government of Sint Maarten embarked on a large-scale recovery and reconstruction program, based on the principle of building back better.

Since January 2018, the World Bank is assisting the Government of Sint Maarten. A significant part of Sint Maarten's ongoing recovery and reconstruction program is financed through a Trust Fund financed by the Netherlands, managed by the World Bank, and implemented by Sint Maarten.

The Government of Sint Maarten established the National Recovery Program Bureau (NRPB), which serves as the Project Implementation Unit (PIU) for the Government of Sint Maarten.

Role of the Social Specialist

The NRPB's Department of Environmental and Social Specialists (E&S) work towards ensuring the environmental and social sustainability of the NRPB's projects through the systematic adherence to applicable Sint Maarten legislation and implementation of the World Banks' Environmental and Social Safeguards policies, the Environmental and Social Framework (ESF), and the associated Environmental and Social Standards (ESSs).

The Social Specialist will be responsible for supporting, drafting and compilation of all social risk assessment, monitoring and mitigation management instruments associated with project preparation, design, procurement, and implementation. Additionally, the Social Specialist will support the supervision and monitoring of social policy requirements across all projects, in coordination with project teams, the E&S department, supervision firms, consultants, contractors and relevant Government Ministries. Such will include the reporting on and monitoring of

implementation and adherence to applicable Sint Maarten policies and legislation and the World Bank's safeguards policies and ESSs.

The Social Specialist will work closely with E&S Colleagues and Project Teams in the drafting and the monitoring of implementation of Environmental and Social instruments. The Social Specialist works under the direction and supervision of the Head of the Environmental and Social Department.

Key Duties and Responsibilities

- Draft and support the development and implementation of Social (risk) assessments and mitigation measures including, but not limited to, Stakeholder Analysis and Engagement Plans, Labor Management Plans, Resettlement Action Plans, Social Impact Assessments, and Environmental and Social Management Frameworks or Plans.
- Advise on and monitor project compliance with applicable legislation, policy and the World Bank's Social policies and standards.
- Provide technical support in the preparation and implementation of social instruments.
- Provide support to consultants involved in the preparation and implementation of social instruments and procedures.
- Provide timely and quality information to Management and World Bank counterparts concerning program compliance with applicable policies and standards.
- Provide conceptual, operational, and technical leadership on social instruments, as well as carrying out actions to implement the environmental and social policy requirements.
- Coordinate, supervise, and monitor activities required to comply with social policy requirements that are implemented by multiple entities.
- Serve as the Social Specialist counterpart for government stakeholders, the World Bank, and other relevant parties, such as contractors.
- Report on the implementation of social policy instruments, identify gaps and provide input for improvement.
- Prepare briefings and presentations for Stakeholders on projects and social policy instruments and the implementation thereof.
- Organize and facilitate public consultations of relevant instruments, reports, or other project components.
- Arrange, conduct, and report on stakeholder engagement meetings.
- Carry out site visits to monitor compliance with E&S mitigation measures, identify any gaps and suggest corrective measures.

- Undertake analytical work on resettlement, vulnerability and inclusion, and other matters related to social risk management and foster social inclusion in project implementation.
- Perform other ad-hoc duties and support other staff as assigned by the Head of the Environmental and Social Department.

Duration of the Assignment and Performance

A time-based contract is expected to be signed. The contract's duration will be 12 months and will be renewable on a yearly basis, subject to periodical performance reviews. Although we would prefer for the successful candidate is expected to deliver their services, full time, in Philipsburg, Sint Maarten, remote work may be also considered within a certain percentage of time.

The functioning of the Social Specialist will be assessed by the Coordinating Social Specialist and Head of the Environmental and Social Department, based on a timely delivery of agreed upon deliverables and overall performance.

Qualification Requirements

Minimum Requirements

- A Master's or Bachelor's degree in any of the following Social Sciences: Sociology, Cultural Anthropology, International Development, (Social) Development Studies or a related discipline. Proven experience in working in social development projects, in the preparation of social assessments, implementation of mitigation measures and monitoring of social risks and impacts for civil works, infrastructure and social development projects:
 - With a Master's degree: 3 years of experience
 - With a Bachelor's degree: 4 years of experience
- Advanced experience with stakeholder consultation and engagement.
- Understanding of social challenges faced by Caribbean or Latin American Countries, Pacific Island States (Small Island Developing States).
- Demonstrated track record in contributing to social research and analytical reporting.
- Written and oral proficiency in English.

Preferred Experience

- Knowledge of World Bank Environmental and Social Standards and/or safeguards policies, or E&S policies of other international development organizations would be a significant advantage.

- Knowledge of relevant legislation of Sint Maarten is a significant advantage.
- Working experience in the Caribbean, preferably Sint Maarten, is a plus.
- Proficiency in Spanish, French, and/or Creole is an advantage.
- Experience in implementing livelihood restoration projects.

Strategic Competencies – Brief Description

NRPB as an organization is committed not only to what we must achieve but also to how we are going to reach our objectives. Therefore, for this position we are looking for a profile that displays the following competencies:

Professional Acumen - Intermediate Level

- Applies problem-solving methodologies and tools to diagnose and solve operational and interpersonal problems.
- Strong time management skills.
- Manages priorities and workflows.
- Determines the potential causes of the problem and works on certain scenarios.
- Sees opportunities and takes the initiative to act on them.
- Understands that responsible use of resources maximizes our impact on our beneficiaries.
- Open to change and flexible in a fast-paced environment.

Looking at the bigger picture – Strategic outlook – Intermediate Level

- Considers whether short term goals will support the long-term objectives.
- Advises on process improvement initiatives.
- Analyzes data for making recommendations in their area of expertise.
- Develops the ability to apply principles of social policy building in day-to-day activity.

Leading myself and others – Intermediate Level

- Regularly provides constructive feedback and recognition to team members regarding job performance.
- Shares own knowledge and best practices with others for the purpose of assisting in their ongoing development.

- Coaches and develops others by providing timely and constructive feedback and showing sensitivity to diversity and diverse needs.

Respect for diversity - Advanced Level

- Knows and applies best practices in diversity and inclusion, strategies, systems, policies, etc.
- Understands subtle and complex diversity and inclusion issues as they relate specifically to marginalized groups.
- Takes the responsibility to teach others about the differences and benefits that multiple cultures bring to the organization to ensure inclusion.
- Commits to continuous learning and improvement on the diversity and inclusion topic.
- Creates strategic alignment between cross-functional teams.

Successful Communication – Advanced Level

- Converses with, writes reports for, and creates/delivers presentations to all levels of colleagues and peer groups in ways that support problem solving and planning.
- Seeks consensus with business partners.
- Debates opinions, tests understanding, and clarifies opinions.
- Brings conflict into the open empathetically.
- Communicates effectively with others in a variety of settings, using clear and coherent communication methods.
- Makes use of arguments to explain ideas and thoughts.

Relationship Building. Consultation and Collaboration – Advanced Level

- Maintains effective communication.
- Shares ideas, issues, and opportunities with members of personal network.
- Attends and maintains relationships with relevant formal and informal professional groups and organizations.
- Demonstrates leadership in teams.
- Assigns and communicates roles, accountabilities, and authorities to maximize team effectiveness.

Courage and Integrity – Intermediate level

- Maintains general knowledge of ethics, laws, regulations, standards that may impact the organization.
- Reinforces difficult decisions that align with the organizational strategies and goals.
- Enforces policies consistently.
- Influences others to behave in an ethical manner.
- Takes immediate action regarding reports of unethical behaviors or conflict of interest.
- Creates processes to ensure confidentiality of the information that he/she is aware of considering his/her job role.

How to Apply

Interested consultants can send their CV in English by e-mail ONLY to jobopportunity@nrpbsxm.org.

In the subject line, please state, “Social Specialist”. The CV should clearly present relevant experience to meet minimum requirements, preferred experience, and general competences as outlined in the terms of reference.

Applicants should ensure that their CV is received before **February 2, 2024, at 17:00 AST**. Any CVs received after this deadline may not be considered.

When applying, please consider the following requirements:

- Upon selection for an interview, applicants will be requested to produce evidence of the educational and professional qualifications pertaining to the minimum requirements. References may be asked for.
- Applicants may also be subject to satisfactory background checks.

Firms may participate in the process by presenting specific consultants for consideration. Evaluation of candidates will be solely based on the qualifications and experience of the individual consultants regardless of whether it is submitted directly or through a firm (i.e.: Firm’s experience will not be considered for evaluation purposes).