

National Recovery Program Bureau

TERMS OF REFERENCE

Environmental and Social Specialist
Individual Consultant
12 months
Time based

Background

Following the devastation caused by Hurricanes Irma and Maria, the Government of Sint Maarten (GoSM) 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.

In April 2018, to support rapid and sustainable recovery from Hurricane Irma, the Government of the Netherlands established the Sint Maarten Recovery, Reconstruction and Resilience Trust Fund (Trust Fund) for up to EUR 470 million to be managed by the World Bank. The Trust Fund is governed by a Steering Committee composed of representatives from the GoSM, the Netherlands, and the World Bank. Since July 2018 selected activities that include housing repair, school repair, health facilities and services improvement, and social safety nets have been implemented under the framework of the Sint Maarten National Recovery and Resilience Plan (NRRP). To carry out the implementation of the Trust Fund, the GoSM established the National Recovery Program Bureau (NRPB), which serves as the Project Implementation Unit (PIU) for the GoSM.

Role of the Environmental and Social Specialist

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

The Environmental and Social Specialist will provide technical, analytical, and operational support in integrating environmental and social sustainability into all stages of project preparation and implementation. This includes leading and coordinating environmental and social risk assessments, preparing and monitoring implementation of E&S instruments, and ensuring effective stakeholder engagement and grievance management.

The Consultant will work under the supervision of the Head of the Environmental and Social Department, and in close collaboration with E&S colleagues, project teams, consultants, contractors, supervision firms, World Bank teams and relevant government entities.

Key Duties and Responsibilities

1. Environmental and Social Risk Management

- Develop, review, and monitor implementation of E&S risk management instruments, including:
 - Environmental and Social Impact Assessments (ESIA)
 - Environmental and Social Management Plans/Frameworks (ESMPs/ESMFs)
 - Labor Management Procedures (LMPs)
 - Stakeholder Engagement Plans (SEPs)
 - Resettlement Action Plans (RAPs).
- Provide guidance and support to external consultants involved in the preparation and implementation of E&S instruments and procedures.
- Ensure project compliance with applicable Sint Maarten legislation, the World Bank's Safeguard Policies, ESSs, and international good practice.
- Support the integration of E&S risk mitigation measures into procurement documents, contracts, and supervision frameworks.
- Conduct environmental and social screening of planned civil works activities.
- Prepare for and participate in World Bank missions to Sint Maarten.

2. Monitoring and Supervision

- Conduct site visits and inspections to monitor compliance with Environmental, Social, Health, and Safety (ESHS) requirements and propose corrective actions where needed.
- Prepare periodic reports on E&S compliance and performance for internal use and submission to the World Bank and other stakeholders.
- Support contractors, consultants, and supervision firms in meeting E&S obligations.

3. Stakeholder Engagement and Grievance Redress

- Support the organizing and facilitation of public consultations of relevant instruments, reports, or other project components.
- Operate and strengthen the **Grievance Redress Mechanism (GRM)** for NRPB projects:
 - Receive, document, and address grievances.
 - Escalate and coordinate complex cases.
 - Report regularly on GRM performance to management and external partners.
- Promote public awareness and transparency regarding E&S commitments.

4. Capacity Building and Advisory Support

- Provide technical support to NRPB staff, government counterparts, and contractors on E&S policies and best practices.
- Support training and awareness-building activities on E&S policies and standards.
- Contribute to the continuous improvement of E&S management systems, tools, and templates.

5. Reporting and Coordination

- Prepare briefing notes, presentations, and progress reports for internal and external stakeholders.
- Collaborate with Government and World Bank counterparts to ensure quality and consistency of E&S documentation and implementation.
- Perform other E&S duties as assigned by the Head of the Environmental and Social Department.

Qualification Requirements

Minimum Requirements

- Master's or Bachelor's degree in environmental science, environmental engineering, natural resource management, sociology, social sciences, development studies, or related discipline.
- Proven experience in the preparation, implementation, and monitoring of E&S assessments and mitigation measures for civil works or infrastructure projects.
 - With a Master's degree: minimum **3 years** of relevant experience.
 - With a Bachelor's degree: minimum **4 years** of relevant experience.
- 3 years experience working with contractors and supervising firms towards ensuring adherence to ESHS standards
- Demonstrated understanding of ESIA's, ESMPs and stakeholder engagement processes.
- Experience with grievance management and community engagement.
- Knowledge of E&S challenges in the Caribbean, Latin America, or Small Island Developing States (SIDS).
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Excellent written and oral communication skills in English.

Preferred Experience

- Familiarity with World Bank ESSs and safeguards policies or similar frameworks from other international organizations.
- Experience with resettlement, livelihood restoration, working with vulnerable groups.
- Knowledge of Sint Maarten's E&S legislation.

- Working experience in the Caribbean region (preferably Sint Maarten).
- Proficiency in Dutch, Spanish, French, or Creole is an advantage.

Duration and Performance

The assignment is for 12 months, renewable based on performance and project needs, until June 2028. The Consultant is expected to work full-time in Philipsburg, Sint Maarten, with possible field visits and occasional travel. Performance will be evaluated by the Head of the Environmental and Social Department based on timely delivery of outputs and quality of engagement.

Strategic Competencies

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
- 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.
- Effectively adapts own approach to suit changing circumstances or requirements.
- Evaluates data and courses of action to reach logical, pragmatic decisions.
- Take an unbiased, rational approach with calculated risks.

Looking at the bigger picture – Strategic outlook – Intermediate Level

- Strategic thinking and strategic agility
- Develop skills in building business cases for the department projects
- Process improvement initiatives
- Analysis data for making recommendations in their area of expertise
- Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization.

Leading myself and the others – Intermediate Level

- Regularly provides constructive feedback and recognition to team members regarding job performance.
- Collaborates and supports the development of others.



- Shares own knowledge and best practices with others for the purpose of assisting in their ongoing development

Respect for diversity - *Intermediate level*

- Treats all individuals with respect.
- Responds sensitively to differences and encourages others to do the same.
- Shows flexibility in changing the styles when faced with multiple dimensions of culture to be effective across cultural contexts
- Understands multiple cultural frameworks, values, and norms

Successful Communication – *Intermediate level*

- Explain issues clearly and succinctly
- Writes clearly and succinctly in standard communication settings and styles
- Can clearly identify the subject and state the purpose of communication.
- Communicates with impact as well as with empathy
- Remains calm when dealing with conflicts; shows empathy

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
- 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

How to Apply?

Interested consultants can send their CV by email ONLY to the email address stated below. In the subject line, clearly state the position in the title of this ToR. Before you proceed to apply, 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.

Applicants should ensure that their CV is received by **September 14th 2026 at 23:00 AST**. Any CV coming in after this date and time may not be considered.

National Recovery Program Bureau

jobopportunity@nrpbxml.org

The CV should clearly show the relevant experience and competencies outlined in the terms of reference above.