

## TERMS OF REFERENCE

### ASSOCIATE SOCIAL & ENVIRONMENTAL SAFEGUARDS OFFICER

(RPCO 10)

#### 1. Background

The Government of the Philippines (GOP) has obtained a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED MILLION DOLLARS\_ (US\$500,000,000) for the purpose of financing the 'Philippine Rural Development Program (PRDP) ' to support the Government's effort to reduce poverty among the rural communities in the country.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

#### 2. Scope of Assignments

Under the supervision of the Social Environmental Safeguards (SES) Unit Head, the Associate Social and Environmental Safeguards Officer shall provide the i) Technical assistance by ensuring the compliance and implementation of Safeguards Policy and adhere to the general procedures and guidelines of the World Bank (WB) in order to ensure quality output of project interventions; ii) Administrative support by performing coordination function and incharge of maintenance of safeguards database, and document control.

##### **Duties & Responsibilities:**

1. Conducts initial review on the completeness and consistency of documents on the submitted Feasibility Study and Business Plan concerning SES compliance;
2. Validate site of the proposed Sub-projects;
3. Participate on the Joint Technical Review to assess completeness of the documents prior to endorsement;
4. Assists the SES Unit in securing the safeguards documents for maintenance and disclosure in the MIS;
5. Monitor safeguards compliance of the ongoing sub-project areas;
6. Assist in the maintenance of data base, consolidation of progress reports and submission to appropriate concern offices;
7. Assist the Unit in program facilitation during trainings;
8. Prepare and performs administrative works (maintain schedule of activities, travel schedules, prepare travel documents, liquidation of cash advances for office supplies, etc.. ) for the Unit;

9. Records all incoming and outgoing documents;
10. Encode documents and reports; and
11. Performs other tasks as maybe assigned by the RPCO SES Unit Head.

**Deliverables :**

1. Proposals ( Feasibility studies & Business Plans ) reviewed as to compliance of safeguards requirements;
2. Proposed Sub-project sites Validated;
3. Joint Technical review attended / participated;
4. Safeguards documents maintained & uploaded in the MIS;
5. Ongoing sub-project sites monitored to assess safeguards compliance;
6. Database maintained and progress reports consolidated and submitted;
7. Trainings assisted and facilitated;
8. Administrative documents prepared / facilitated (maintain schedule of activities, travel schedules, prepare travel documents, liquidation of cash advances for office supplies, etc.. )
9. Documents recorded;
10. Documents and reports encoded;

**REQUIRED QUALIFICATIONS**

**A. Education:**

- Graduate of Bachelor's Degree in Social Sciences, Agriculture, Environmental Science, Environmental Engineering, Management.

**B. Experience:**

- Minimum of two (2) years working experience in performing similar and related works. Experience in working with foreign-funded projects is an advantage.

**C. Knowledge, Skills, and Abilities**

- With 40 hours relevant trainings on SES requirements, like Occupational & Health Safety Programs or as safety officer; or Grievance Redress Mechanism or Conflict Management; or Right of Way Acquisition, etc.
- Knowledgeable on Philippine Environmental Laws, Philippine Environmental Impact Assessment and any related laws and policies, Indigenous Peoples Right Act (IPRA Law), Land Acquisition Processes, etc
- Knowledge on social , environmental and cultural issues affecting the implementation of Rural Infra and Enterprise Development Projects;
- Knowledge in preparation/evaluation of Feasibility studies and Business plans, specifically the SES component;
- Proficient in written and oral communications (during exam & interview);
- Basic skills in data management and filing systems
- Proficient in Microsoft Office applications

## Requirements

- Certified True Copy of Transcript of Records
- Comprehensive Resume
- Training Certificate

## Reporting Responsibility

Associate Social & Environmental Safeguards Officer will be directly reporting to the DA PRDP, RPCO- Social and Environmental Safeguards Unit.