

BE-CLME+ Project: Promoting National Blue Economy Priorities Through Marine Spatial Planning in the Caribbean Large Marine Ecosystem Plus (GEF Project ID 10211)

Terms of Reference for a Full-time Environmental and Social Safeguards Compliance Officer

1.0 Background & Justification.

1.1 The BE-CLME+ Project is a regional initiative aimed at promoting blue economy development in the Caribbean region through Marine Spatial Planning (MSP) and Marine Protected Areas (MPAs), Ecosystem Approach to Fisheries (EAF), development of climate-smart sustainable fisheries value chains, and knowledge management in Barbados, Belize, Guyana, Jamaica, Saint Lucia, and Panama. The Caribbean Regional Fisheries Mechanism (CRFM) is the Executing Agency for the project, while the Development Bank of Latin America and the Caribbean (CAF) and the Food and Agriculture Organization (FAO) of the United Nations are the Global Environment Facility (GEF) Co-Implementing Agencies.

1.2 The 2024-2025 BE: CLME+ Project Workplan & Budget was approved by the Regional Steering Committee on 6th September 2024, and calls for a regional full-time Environmental and Social Safeguards Compliance Officer with administrative experience for the BE-CLME+ project.

1.3 The overarching goal of the project is to enhance the sustainable management and utilization of fisheries resources and the communities that depend on them by promoting blue economy approaches to sustainability, improving governance frameworks, and fostering regional cooperation through knowledge management. Given this complexity, it is essential to ensure that all activities adhere to the environmental and social safeguards (ESS). These ESS are crucial for mitigating negative environmental impacts and promoting social equity, specifically for women, youth, indigenous people, and other vulnerable groups that rely on marine and coastal resources. In addition, the project's ESS focus on protecting the human rights and livelihoods of local communities, ensuring their active participation, and addressing any potential social conflicts or inequities.

1.4 This will be classified as a Project Staff and the position is to be based in Belize City, Belize at the CRFM Headquarters, however, the CRFM is open to consider a hybrid / remote location based on the applicant's situation.

2.0 Scope of Work.

2.1. The Environmental and Social Safeguard (ESS) Compliance Officer will be responsible for the environmental and social risk management during the entire implementation of the BE-CLME+ project (approximately 4 years) and will provide technical support to the CRFM/PMU through due diligence assessment of the project's potential ESS risks defined in the approved Environmental and Social Safeguards Framework (ESF). These instruments describe procedures, assessments, mitigation measures, and monitoring actions to ensure that the potential social and environmental risks and impacts are adequately addressed in a manner acceptable to donor agencies policies and regulations.

2.2 The full-time ESS Compliance Officer will play an important role in ensuring the project's adherence to the CRFM Environmental and Social Safeguards Policy, Monitoring and Environmental and Social Safeguards and Management Plans, Gender Action Plan, Stakeholder Engagement Plan and Stakeholder Engagement Monitoring Plan and other national and international ESS standards,

in accordance with the standards and guidelines of the GEF Policy on Environmental and Social Safeguards, the GEF Policy on Stakeholder Engagement, CAF Policy on Environmental and Social Management Framework (ESMF), and FAO Framework for Environment and Social Safeguards (FESM) outlined in the approved project document ensuring activities are environmentally responsible and include appropriate stakeholder participation. This role involves monitoring, evaluating, and reporting on the compliance of project activities, focusing on the implementation and monitoring of the standards and guidelines of the CRFM and GEF policies. The officer will also identify potential risks and develop mitigation strategies, maintaining the project's integrity and fostering stakeholder trust. They will manage documentation and reporting to provide transparent accounts of ESS compliance, essential to sustain funding and support from donors and partners.

2.3 The Officer will also assist with general administrative tasks under the supervision of the Regional Project Coordinator to support the Project Management Unit (PMU). This includes *inter alia* assistance with workshop logistics, travel logistics, letters/emails of communication with countries, meeting notes, documentation, record keeping, and reporting. The Officer will also provide support to the procurement and contract management functions of the CRFM Finance and Administration Department.

3.0 Specific responsibilities will include, but not be limited to those listed below.

The Environmental and Social Safeguard Compliance Officer will employ a collaborative and direct approach to ensure that project concepts are complementary to national agendas, as well as regional and international frameworks, such as SDG'S, CEDAW, WPAY, FAO SSF Guidelines, CCCCC, and ECROP to ensure commitment to advancing gender equality with evidence of reporting on implementation and challenges.

3.1 Develop, review, and/or finalize the following policies and plans (where required) based on the risk level of the BE-CLME+ project.

- a) Gender Action plan
- b) Indigenous People's plan
- c) Stakeholder Engagement plan
- d) Monitoring of Environmental and Social Safeguards
- e) Grievance and Redress Mechanism

3.2 Develop, review, and finalize a checklist which must be completed for each activity to determine the risk level and mitigation action required.

3.3 Review all Terms of Reference (TOR) for activities under the project and advise on ESS compliance and requirements.

3.4 Implement the monitoring and reporting framework for ESS policies and frameworks of the project.

3.5 Assist with administrative tasks of the PMU

4.0 Key responsibilities will include, but not be limited to those listed below.

4.1 Develop, review, and implement relevant ESS policies, instruments, procedures, and measures needed to prevent, reduce, or mitigate risks or negative impacts of all project interventions.

4.2 Provide technical support and advice on mainstreaming ESS policies and procedures in all stages of the project lifecycle in accordance with ESS policies of partner agencies and the project's ESS policy and management plan

- 4.3 Provision of ESS monitoring, compliance, and reporting in accordance with the approved project's ESS policies and the CRFM ESS policies
- 4.4 Provide support on any ESS issues which may arise for the project's stakeholder groups and with project partners to provide advice on any challenges and means of risk mitigation.
- 4.5 Coordinate and supervise all Environmental and Social Safeguarding (ESS) related issues under the BE-CLME+ Project.
- 4.6 Provide support with monitoring project activities to ensure that the consultants and service providers follow the ESS specifications.
- 4.7 Prepare and submit regular monitoring reports on the ESS performance of the project, including but not limited to the implementation of the project's ESS policies and instruments, stakeholder engagement activities, and the performance of the GRM.
- 4.8 Develop, maintain, and operate an accessible grievance redress mechanism (GRM) that is consistent with GEF Policy and other partner agencies ESS policies.
- 4.9 Work with CRFM/PMU to design safeguard screening of relevant activities as well as participate in site assessments and screening and ensure safeguards criteria are applied.
- 4.10 Ensure inclusion of any specific design requirements for safeguards that have been identified during the screening process for all activities.
- 4.11 Contribute to the evaluation, improvement, and dissemination of the project's ESS policies.
- 4.12 Lead and provide operational coordination and specific inputs to ensure compliance with ESS policies throughout the project.
- 4.13 Support the screening, assessing, and reviewing of the potential ESS risks and impacts of project activities.
- 4.14 Support the development of knowledge products such as maps, tools, vulnerability and risk assessments, socio-economic data, and environmental data.
- 4.15 Conduct awareness and sensitization of stakeholders, local communities, and vulnerable groups on the ESS dimensions of the project.
- 4.16 Maintain a database of lessons learned for future reference
- 4.17 Support the PMU in administrative tasks
- 4.18 Any other duties that may be assigned from time to time for the effective and efficient delivery of services.

5.0 Performance criteria.

The Social Safeguard Specialist will be reviewed against, but not limited to the following:

- Quality and timeliness of documents prepared.
- Effectiveness of any assistance and guidance provided to achieve efficiency and effectiveness in the successful completion of the project.
- Help colleagues work effectively with stakeholders in different contexts and from diverse backgrounds and project situations.
- Draws upon international best practice in exploring solutions with stakeholders.
- Confirms the stakeholders' understanding and agreement before progressing.
- Draws on own and others' multi-country experience to identify viable courses of action when conducting analyses.
- Highlights possible solutions for project issues based on relevant multi-country and/or multi-client experience.
- Overcomes unexpected difficulties and challenges to produce desired outcomes.
- Checks the audience's level of understanding and awareness of required follow up
- Actions.
- Independently amends and clarifies messages and documents.
- Actively supports work improvement and/or organizational change by work and deed.

- Recommends inputs to new policies, systems, and processes in the immediate work area.

6.0 Reporting Requirements.

6.1 The Environment and Social Safeguards (ESS) Compliance Officer will report to the Regional Project Coordinator - BE-CLME+ Project or any other person delegated to supervise.

6.2 The Environment and Social Safeguards (ESS) Compliance Officer will have daily or weekly interactions with senior staff including programme managers, technical personnel, specialists, advisors, coordinators, finance and administration.

7.0 Consultant's Effort and Required Skills

7.1 Applicants should meet the following requirements:

- At least a bachelor's degree in Environmental Science, Management, Social Sciences, Natural Resource Management, Environmental Law, Anthropology, Sociology, Applied Social Sciences, Agro-ecology, Sustainable Development, or any other relevant or related discipline.
- A minimum of 5 years' proven experience in development projects or a combination of work and experience in social safeguards work including the development and implementation of Social safeguards/standards instruments.
- Training and/or experience in Environmental Impact Assessments, Environmental and Social Impact Assessments, Environmental and Social Management Plans, Environmental Compliance, Environment Policy, Monitoring and management, or similar will be an asset.
- Knowledge of and experience in implementing international social safeguards policies/standards (e.g. GEF, FAO, CAF, GCF, World Bank, IFC, NGOs or IADB) would be considered an advantage.
- Advanced technical expertise and experience with implementing, monitoring, and reporting of social issues for development projects.
- Bilingual skills (English and Spanish) and multi-cultural or cross-cultural experience appreciated.
- Experience in stakeholder engagement, community outreach, consultations, and grievance redress mechanisms.
- Experience preparing reports, presentations, and other communications.
- Experience in administrative functions
- Work experience in any of the project countries or within the region.

8.0 Application and Selection Procedure.

The procurement method for this position is Open Competitive Selection of individuals in accordance with CRFM Secretariat's Procurement Policy and Regulations.

8.1 Interested individuals are invited to submit their curriculum vitae with full details of experience, achievements, qualifications, names, and date of birth (including copies of degrees and certificates)

8.2 A cover letter outlining how your experience, skills, qualification, and professional associations is a fit for the required position (no longer than 2 pages)

8.3 Please submit your application in PDF format by **November 15, 2024** to the CRFM via email to jobs@crfm.int

8.4 A short-list will be derived based on the experience and qualification as determined based on submissions. Only candidates who are short-listed will be contacted.

The CRFM Secretariat is committed to achieving workforce diversity in terms of gender and culture. ALL qualified individuals are equally encouraged to apply.