TOR: Safeguards and Gender Officer

Under the direction of the GEF Project Manager, lead implementation and monitoring of the Environmental and Social Management Framework / Process Framework (ESMF/PF), the Stakeholder Engagement Plan, and the Gender Action Plan. In particular, the Safeguards and Gender Officer will be responsible for the following:

**Responsibilities**

Safeguards and Stakeholder Engagement

* Lead implementation of steps and procedures as outlined in the ESMF, including screening of annual budget/work plans, conduct consultations with local stakeholders, develop additional safeguards documents where relevant, and ensure the review, approval, and disclosure of safeguard documents;
* Coordinate and track implementation of the Stakeholder Engagement Plan (SEP), under the supervision of the Project Manager;
* Ensure that all documents necessary for full compliance with ESMF/PF, are prepared, implemented, regularly updated and are available to relevant stakeholders;
* Review annual work plans and budgets and provide recommendations to ensure that project activities are designed to include avoidance of potential social and environmental risks, as recommended in the ESMF; and that where such risks are not avoidable, mitigation plans or measures are in place to minimize or mitigate these risks;
* Provide overall Environmental and Social Management oversight during the implementation of the project activities and advise the N-PMU in addressing the environmental and social issues;
* Communicate with Local Governments, sub-contractors and with the local communities to design, implement, document and report on environmental compliance, as indicated in ESMF;
* Monitor implementation of ESMF by any contractors to ensure that appropriate management process and procedures are in place, that Environmental and Social Safeguards related measures are adequately addressed and to ensure that in the event of a noncompliance agreed remedial actions are applied and documented;
* Support establishment and lead implementation of a grievance redress mechanism (GRM) to handle complaints in an effective manner;
* Review the government’s requirements and process for environmental clearance, assist the executing and implementing agencies in securing environmental clearance certificates for each project component as required by the government, and prepare necessary information to comply with WWF and government guidelines as per the project processing schedule; and
* Develop the restricted activities, tool, or input lists of environmentally unsustainable practices that might result environmental degradation and social conflicts;
* Organize precautionary measure for Health and safety risk in line with WWF’s Guidance Note on Labor and Working Conditions;
* If required, develop Livelihood Restoration Plans (LRPs) due to access restrictions resulting from the project in a highly participatory process implementing the stakeholder engagement as outlined in the Stakeholder Engagement Plan and Stakeholder Engagement Matrix, and ensuring mitigation measures are in line with the Process Framework;
* Prepare Semi-Annual ESMF Compliance Reports and provide recommendation on monitoring and reporting for stakeholder engagement through the annual project implementation reports;
* Develop simple ESR monitoring check list for project staffs (including data collection sheet and data management);
* Any other tasks that are relevant to the assignment.

Gender

* Lead and track implementation of the Gender Action Plan (GAP), under the supervision of the Project Manager;
* Review annual work plans and budgets and provide recommendations to ensure that project activities support gender mainstreaming
* Provide overall oversight during the implementation of the project activities and advise the N-PMU in addressing any gender-related issues
* Work with the Project Manager to design methodologies and implementation plans for the execution of gender-sensitive activities in close collaboration with technical specialists;
* Provide inputs on the status of project activities to support Results Framework and Work Plan Tracking for the WWF-GEF Project at the end of each project year;
* Provide inputs to the development of project workplans and participate in project management meetings and annual reflection workshops to inform adaptive management of the project;

Overall

* Assess knowledge and capacity needs of project staff and partners on safeguards, stakeholder engagement, and gender. Conduct capacity building as needed over the life of the project to support implementation of the SEP, GAP, and ESMF/PF;
* Participate at regular and other missions and technical visits by the PMU to ensure the Project's compliance with relevant environmental and social policies;
* Provide recommendations for integrated monitoring and evaluation plan incorporating indicators of ESMF, PF, Stakeholder engagement plan and GAP;
* Record information on field activities and provide inputs to quarterly, semi-annual, and annual reports on project progress and impact in partnership with the PM;

**Qualifications and Requirements**

* A Bachelor’s degree is required in social sciences, natural resource management or a related field;
* Advanced degree in the above-mentioned fields is desirable;
* A minimum of 8 years direct experience in the field of social science working on Gender, Community Engagement, environmental and social safeguards;
* Familiarity with relevant national laws and regulations and international policies and methods for environmental and social safeguard and gender.
* Strong participatory and facilitation skills in leading stakeholder consultations and participatory planning.
* Previous experience with similar donor-funded project(s) is an advantage.
* Experience in working with traditional leaders and communities (including with more marginalized groups), and collaborating with multi-sectorial teams as well as government officials is an advantage;
* Excellent conflict management and mitigation skills in local community environments.