**Terms of Reference**

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| Project: | Pakistan: National Disaster Risk Management Fund |
| Expertise: | Social Safeguards Specialist |
| Source: | National | Category: | Independent |
| Estimated Start Date: | 15th June 2021 | End Date: | 15th June 2024 |
| Reports to: | General Manager Quality Assurance Group  | Location | Islamabad |

TBD = To Be Decided (upon completion of hiring process)

**Background:**

The National Disaster Risk Management Fund (NDRMF) is a not-for-profit company incorporated with the Securities and Exchange Commission of Pakistan, under Section 42 of the Companies Act 2017. It is a government-owned non-banking financial intermediary with a corporate structure. NDRMF (hereinafter may also be referred to as “Fund”) recently launched World Bank funded project “Pakistan Hydromet and Climate Services Project/PHCSP”. The Project Development Objective is; to strengthen delivery of reliable and timely climate and hydro-meteorological services and enhance community resilience to shocks. Shocks include socio-economic disruptions caused to communities by climate risks, health emergencies, food security and natural disasters. The proposed objective is also aligned with World Bank’s existing Country Partnership Strategy for Pakistan which identifies climate change adaptation and mitigation as a cross-cutting area. Under the project, Fund will provide the funds as “Grant Financing” to Fund Implementation Partners (FIPs), both from the public and non-public sectors, to implement project activities according to its devised/approved mechanisms and protocols.

In this regard, under the project’s financing, Fund intends to hire services of Social Safeguards Specialist to assist the Fund’s team for screening and categorization and preparing **Social Management Plans** (SMPs) through technical support/facilitation of Fund Implementing Partners (FIPs).

**Scope of Work**

The consultant will support the project team in the preparation of SMPs, approx. but not limited to, 12 – 18 in numbers for all approved PHCSP’s subprojects, in line with World Bank and National Policies & Guidelines. To achieve the project’s objective, the consultant will closely work with all relevant stakeholders i.e., NDRMF’s Project Team, Fund Implementing Partners and the World Bank’s Safeguards Team.

**Detailed Tasks**

The Consultant will carry out the tasks including, but not limited to the following:

1. Facilitate and assist the Fund Implementation Partner (FIPs) in preparation of site-specific Social Management Plan (SMP)
2. Coordinate with FIPs and contractors for onsite implementation of SMPs
3. Facilitate in conduct trainings on SMP compliances as proposed in mitigation plan
4. Facilitate FIPs in complying with all the requirements related to Voluntary Land Donations (VLD)/Land acquisition/ Land Management related process and preparing VLD reports
5. Screen the project proposals / PC-Is with regards to Involuntary Resettlement
6. Ensure that Resettlement Policy Framework (RPF) is implemented and abbreviated Resettlement Action Plan (RAP) is prepared, if required
7. Guide FIP in stakeholders / community consultations ensuring that the required information is disseminated to all the stakeholders
8. Guide in obtaining required documentation for land record along with cadastral maps from the revenue department
9. Conduct compliance monitoring and reporting of social issues during the implementation of the project
10. Assist FIPs in developing and establishing Complaint and Grievance Redressal Mechanism
11. Support in compliance of the conditions and covenants pertaining to Social Safeguards’ Requirements
12. Conduct field visits to the subproject sites when and where required
13. Review and revision of documents and ensuring timely delivery of outputs as agreed between the Fund and FIP
14. Guide the FIPs in managing the land use and land management issues.

**Expected Outputs/Deliverable**

* Screen out projects falling in category A
* SMPs prepared for all subprojects as per World Bank guidelines and ESMF
* Preparation of SMP implementation training material for FIPs and facilitation in training implementation. Training material developed for FIPs on SMP
* Streamlined VLD process for all subprojects for private lands

**Qualification and Experience:**

**Qualification:**

At-least Master’s degree [minimum sixteen (16) years of education] or equivalent in Sociology, Anthropology or Economics from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan.

**Work Experience:**

* Minimum seven (07) years’ relevant experience in developing and implementing of Social Safeguard Documents
* Experience for working in the International Financing Institutes for Public Sector Development Projects will be accorded due weightage
* Candidates with experience of forestry, wildlife, tourism sector projects funded by development organisations shall be accorded more weightage.

**Knowledge and skills:**

* Excellent written and verbal communication skills.
* Computer skills in word processing and spreadsheets are necessary to fulfil job requirements
* Outstanding analytical abilities as evidenced from experience

**Selection Method:**

Selection shall be done in accordance with Para 7.36 of “Procurement Regulations for IPF Borrowers” July 2016 [Revised November 2017, July 2018 and November 2020] (“Procurement Regulations”)