

**CONSULTING SERVICES
TERMS OF REFERENCE
INTERNATIONAL ENVIRONMENTAL SPECIALIST CS43**

International: Field (Ulaanbaatar and countryside) 30 days; Home: as required

NATIONAL ENVIRONMENTAL SPECIALIST CS44

National: Ulaanbaatar - 2 person months; Countryside - 4 person months

1. MINIMUM QUALIFICATIONS REQUIREMENTS

The specialists should have a graduate degree in environmental sciences, and other relevant disciplines and at least 8 years of experience for the international and at least 5 years of experience for the national in conducting environment assessments and management plans and preparing environmental safeguards documentations for projects financed by international financial institutions. The national specialist should have at least 3 years of experience in coordinating the implementation of site specific environmental management plans, preferably in projects financed by international financial institutions. The national specialist should be fluent in the English language.

2. EXPECTED COMMENCEMENT OF THE SERVICES

Expected Commencement for National – 01 March 2018.

Expected Commencement for International – 01 March 2018 at home, 10 March 2018 in Ulaanbaatar.

3. OBJECTIVE OF THE ASSIGNMENT AND SCOPE OF WORK

Ministry of Labor and Social Protection and Ministry of Education, Culture, Science and Sports are implementing Skills for Employment Project (SFEP) with financing from Asian Development Bank (ADB) (Loan no. 3243 MON). SFEP aims to enhance responsiveness of technical and vocational education and training (TVET) system to the labor market demand with a view to increasing employment in three priority sectors of the economy (agriculture, construction, and road and transportation). Under SFEP, training facilities of about 25 TVET providers, including Regional Methodological Centers and Assessment and Certification Centers, are expected to be upgraded. The scope of civil works originally planned in this regard was minor, including the rehabilitation and/or refurbishment of the existing training and testing facilities only without any extension works (classified as environment safeguard category C in accordance with ADB's Safeguards Policy Statement). For such minor civil works, the "Simplified Environmental Assessment and Management Framework" (S-EARF), and "Generic Environmental Management Plan" (Generic EMP) were prepared (included in Appendix 3 of "Project Administration Manual", accessible at <https://www.adb.org/projects/45010-002/main#project-documents>). However, during project implementation, the potential need for extending the training and testing facilities or constructing new training and testing facilities was identified, for which Initial Environmental Examination (IEE) and Environmental Management Plan (EMP) would be required. Currently, we expect that SFEP shall support civil works (includes rehabilitation and/or refurbishment of the existing training and testing facilities, and extending the training and testing facilities or constructing new training and testing facilities) at about 17 TVET providers.

The objective of the assignment is to support the implementation of S-EARF, Generic EMP, and site-specific EMPs for the rehabilitation and/or refurbishment of the existing training and testing facilities, and to prepare initial environmental examination and environmental management plan for the extension of the existing training and testing facilities and construction of new training and testing facilities. The assignment would also include support for the implementation of EMP and site-specific EMPs for extension and new construction works, if such need is confirmed.

4. TERMS OF REFERENCE (DETAILED TASKS/EXPECTED OUTPUT)

The Specialists will:

For the implementation of S-EARF, Generic EMP, and site-specific EMPs for the rehabilitation and/or refurbishment of the existing training and testing facilities:

Task	Responsibility
1. Review draft bidding documents and contracts for civil works and ensure that the clauses related to environmental management are included in relevant sections of draft bidding documents and contracts	National
2. Support the bid evaluation committee to evaluate and document the compliance with environment-related specifications in bids	National
3. Review, comment and clear on behalf of the Ministry of Labor and Social Protection site-specific EMPs prepared by civil works contractors	National
4. Conduct visits to each civil works site to inspect and monitor the implementation of site-specific EMP (at the beginning of civil works, and at the completion stage)	National
5. Prepare semi-annual progress reports of the S-EARF implementation (including compliance of contractors with obligations, inspection activities and findings, problems encountered during construction and operations, and relevant corrective actions undertaken)	National
6. Assist TVET providers in conducting consultations with relevant stakeholders as required, informing them of imminent construction works, and updating them of latest project activities	National
7. Carry out construction completion audits to confirm the regularity and safety of each training and testing facility, with the involvement of relevant government agencies	National
8. Prepare a S-EARF implementation completion report (in English and Mongolian), no later than three months after the completion of all civil works supported under SFEP	National

For the preparation of IEE and EMP and implementation of EMP and site-specific EMPs for the extension of the existing training and testing facilities and construction of new training and testing facilities

Task	Responsibility
9. Review relevant laws, policies, and regulations on environment management related to the project, as well as institutional arrangements for environment management.	National – lead Intern – advisory
10. Review national and internationally accepted environmental standards and guidelines (including IFC's Environmental Health and Safety Guidelines (http://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/sustainability-at-ifc/policies-standards/ehs-guidelines) relevant to the project.	National, International
11. Define areas impacted temporarily and permanently by project activities and carry out investigations, analysis and consultation as required, to develop an IEE and EMP that identify and assess key project impacts and risks during project planning, construction and operation.	National – advisory International – lead
12. Consult with government, the project implementation unit, and other relevant stakeholders to obtain relevant information and project data, as required, to inform environmental impact assessment.	National – lead International – advisory
13. Prepare a rapid environmental assessment checklist and other relevant documents needed for ADB environment categorization for the project in compliance with the Safeguard Policy Statement.	National – advisory International – lead
14. Identify associated facilities of the project, and identify impacts by them, and evaluate if those are properly operated and managed.	National – advisory International – lead

<p>15. Advise ADB and Ministry of Labor and Social Protection if any additional special baseline studies are considered necessary to assess key project environmental risks (such as critical habitats/biodiversity, hydrology, natural resources, and climate change), and coordinate with ADB and Ministry of Labor and Social Protection on the terms of reference and suitable candidates to complete studies within required timescales for disclosure of the IEE as well as EMP.</p>	<p>National – advisory International – lead</p>
<p>16. Identify sensitive receptors and assess the direct, indirect, induced, and cumulative adverse and beneficial environmental impacts of the development of the project components during construction and operation. Assess key issues identified during preliminary environmental scoping, including, but not limited to (a) avoidance of adverse impacts on protected areas, critical and natural habitats and species, natural landscapes and physical cultural resources within and adjacent to the project area of influence; (b) loss and conversion of productive land; (c) protection of watercourses and drinking water sources, culvert, and drainage design and construction practice; (d) receptors sensitive to noise and air pollutants; (e) stabilization of cut slopes and erosion control; (f) management of waste and wastewater during construction and operation and maximizing opportunities for reuse and recycling; (g) impacts on local communities and livelihoods; (h) community and occupational health and safety; (i) climate change impacts; and (i) induced resource and wildlife impacts.</p>	<p>National – advisory International - lead</p>
<p>17. Document the alternatives considered (including the “no project option”) and the rationale for the selected alignment/locations, design, materials, and technologies of all project components. Encourage the adoption of options that support the efficient use of materials, water, and energy and waste minimization.</p>	<p>National – advisory International - lead</p>
<p>18. Work with government and project implementation unit to quantify project-related greenhouse gas and other pollutant emissions across the life cycle and help the Ministry of Labor and Social Protection to identify technical and cost-effective options to reduce project-related emissions during design and operation.</p>	<p>National – advisory International - lead</p>
<p>19. Coordinate and organize meaningful public consultation¹ with project affected persons in coordination with the Ministry of Labor and Social Protection, project implementation unit, and TVET providers. Document in the IEE how the concerns of project affected persons have been addressed in the project design, and disclosure strategy for implementation, as agreed with the government.</p>	<p>National – lead International - advisory</p>
<p>20. Establish a project level environment safeguard related grievance redress mechanism covering formal and informal channels, and setting out the timeframe and mechanisms for resolving complaints about environmental performance.</p>	<p>National – advisory International - lead</p>
<p>21. Assess the capacity of the Ministry of Labor and Social Protection, project implementation unit, and TVET providers for environmental assessment, management, and monitoring and recommend required measures for capacity building to be included in the EMP.</p>	<p>National – advisory International - lead</p>
<p>22. Develop draft versions of the IEE and EMP in accordance with the format and content as described in the Safeguard Policy Statement. The EMP should identify the proposed mitigation measures, compensatory measures, environmental monitoring and reporting requirements for all potential impacts and risks identified in the IEE. It should include environmental specifications for contractors and costs for environmental mitigation, management and for independent environment monitoring and evaluation.</p>	<p>National – advisory International - lead</p>
<p>23. Develop presentation on IEE, and EMP and deliver presentation to peer review team at ADB . Following the presentation, develop a final IEE, and EMP that addresses comments and prepare a comments matrix indicating how comments have been addressed.</p>	<p>National – advisory International - lead</p>

¹ Once during early stage, at least for the Beneficiary Institutions, where expansion of the existing or new buildings are planned under the SFEP.

24. Propose an environmental monitoring and reporting framework including a template for environmental monitoring reports.	National – advisory International - lead
25. Review draft bidding documents and contracts for civil works and ensure that the clauses related to environmental management are included in relevant sections of draft bidding documents and contracts	National
26. Support the bid evaluation committee to evaluate and document the compliance with environment-related specifications in bids	National
27. Review, comment and clear on behalf of the Ministry of Labor and Social Protection site-specific EMPs prepared by civil works contractors	National
28. Conduct visits to each civil works site to inspect and monitor the implementation of site-specific EMP (at the beginning of civil works, and at the completion stage)	National
29. Prepare semi-annual progress reports of the EMP implementation (including compliance of contractors with obligations, inspection activities and findings, problems encountered during construction and operations, and relevant corrective actions undertaken)	National
30. Assist TVET providers in conducting consultations with relevant stakeholders as required, informing them of imminent construction works, and updating them of latest project activities	National
31. Carry out construction completion audits to confirm the regularity and safety of each training and testing facility, with the involvement of relevant government agencies	National
32. Prepare an EMP implementation completion report (in English and Mongolian), no later than three months after the completion of all civil works supported under SFEP	National