



**FIJI TOURISM DEVELOPMENT PROGRAM IN VANUA LEVU
P178694**

**CENTRAL PROJECT MANAGEMENT UNIT: ENVIRONMENT AND SOCIAL RISK
MANAGEMENT SPECIALIST**

TERMS OF REFERENCE	
Assignment	Environmental and Social Risk Management Specialist
Implementing Agency	Ministry of Tourism and Civil Aviation (MTCA)
Project	Fiji Tourism Development Program in Vanua Levu
Location	Suva, Fiji
Reports to	Project Manager
Level of input and duration of the assignment	Full-time basis for the duration of the project (5 years). The initial contract will be for a 2-year period with the possibility of extension subject to performance.

DESCRIPTION

The Ministry of Tourism and Civil Aviation (MTCA) is a newly established Ministry of the Government of Fiji, responsible for formulating policies to promote a sustainable and resilient tourism industry. The Ministry also oversees the development and implementation of civil aviation laws and policies to promote safe, reliable, and affordable air services to and within Fiji.

BACKGROUND

The Government of Fiji is seeking US\$61.5 million in project financing from the World Bank (WB) for Phase I of the Fiji Tourism Development Program (Program) in Vanua Levu or 'Na Vualiku' (the Project).

The Program will be implemented over a multiphase programmatic approach (MPA). The MPA is a comprehensive over-lapping 3-phase tourism development program in Vanua Levu and Taveuni that will support the realization of Fiji's national development, private sector growth, and green growth plans. The program has two main aims: a) to improve the resilience and sustainability of the tourism industry, including short-term recovery and longer-term diversification and high-value growth; and b) to facilitate the execution of existing Government plans.

The Project is the first phase that will support the realisation of Fiji's national development, private sector growth, and green growth plans. The Project aims to set the foundations for sustainable tourism in Vanua Levu.

The MTCA will be the Lead Implementing Agency along with two other Project Implementing Units (PIU), the Fiji Roads Authority and Airports Fiji Limited.

In preparation for the Project implementation, a Central Project Management Unit (C-PMU) will be established under the MTCA, staffed with consultants and personnel with key project management skills (procurement, financial management, environment and social risk management, and monitoring and evaluation) and technical expertise (tourism, gender) to manage the Project. The C-PMU will be supported with technical backstopping in specialized areas from various technical agencies as required.

The C-PMU will be a fully integrated part of the Ministry's structure that provides services to the other divisions, as well as providing planning, monitoring and evaluation, safeguards evaluation and monitoring, progress reports, and financial reporting, in accordance with both the Government of Fiji and World Bank's requirements.

The C-PMU will include resources to deliver the Project services and activities, including work planning, reporting, budgeting and financial management, procurement, monitoring and evaluation, safeguards, training and capacity building, and communication.

To support the design, preparation and implementation phases, the MTCA is seeking an Environment and Social Specialist to join the C-PMU.

Program Description

The MPA Program Development Objective (PrDO) is to develop resilient and sustainable tourism infrastructure and services in Vanua Levu.

Phase I (IDA: US\$61.5 million) runs from year 1 to year 6. It will set the foundations for sustainable tourism in Vanua Levu. It will directly tackle the major barriers to tourism growth, namely, insufficient transport infrastructure and essential services, uncoordinated plans and institutions, limited private sector and community engagement in the tourism sector, and vulnerable environmental assets and natural resources. Phase I investments will identify and rollout: a) support for integrated tourism master planning and sector and destination coordination activities, as well as pilot support for post-COVID-19 MSME recovery and expansion to enhance services and products, access to finance, and skills development, particularly targeting women; b) improvements in the environmental sustainability of tourism assets and safeguard ecosystems; c) the upgrade of critical and urgent infrastructure (for example, improving the configuration, safety, and resilience at Savusavu and Labasa domestic airports, and upgrading the Cross Island Road linking Labasa and Savusavu into a safer and more resilient scenic road), selected no-regret investments in essential facilities (such as solid waste management), cityscape enhancement in Savusavu and Labasa with a community-driven approach, and feasibility studies for medium- and longer- term infrastructure investment options to be implemented in the following phases; and d) institutional capacity building to support deeper engagement in subsequent phases. Environmental and Social risks, such as gender-based violence and sexual harassment that could be exacerbated by increased tourism and construction activities, will be assessed and addressed through the Environmental and Social Commitment Plan, and mitigation measures will be supported throughout each phase of the project.

Phase II (IDA: US\$70 million) will tentatively run from year 3 to year 8 (depending on progress and performance of the first phase). It will put physical and social capital infrastructure in place. Phase II will build on lessons learned from Phase I. It will continue to improve resilient essential services and infrastructure for the local population and tourism businesses, and further enhance the environmental, social, and cultural sustainability of tourism assets. More specifically, Phase II investments will capitalize on the findings from the feasibility studies conducted in Phase I, including those for a greenfield airport in Vanua Levu, wastewater management infrastructure and systems in Savusavu, and renewable energy development options in Vanua Levu. These investments will prioritize the development of viable and critical mid-size infrastructure and essential services that will enable the opening of new areas for tourism investment. Private sector development will be a core part of Phase II.

Activities will deepen and expand coordination within the tourism sector and destinations, institutionalize skills training, raise destination awareness, and facilitate access to finance for private sector tourism and product development, especially for women entrepreneurs and wage employees. In this Phase, a broad MSME development initiative will be launched to build private sector engagement in tourism, create new market-driven tourism products and services, and foster investment to enhance the quality of the tourism offering. This initiative will be built on the important lessons learned through the MSME pilot supported in Phase I, particularly around sustainable access to finance models for private and community-led MSMEs. Furthermore, Phase II will also invest in marine managed areas (MMAs) and other effective area-based conservation measures (OECMs) in Vanua Levu and potentially pursue United Nations Educational, Scientific, and Cultural Organization (UNESCO) Biosphere Reserve status for Natewa Peninsula. Broader issues in response to gender-based violence and sexual harassment that could be exacerbated by increased tourism will continue to be supported in this phase.

Phase III (IDA: US\$68.5 million) tentatively runs from year 6 to year 10. It will support the full roll out of the investments, coordination mechanisms, and policy reforms identified in the sustainable, integrated tourism master plan developed in Phase I. It will continue institutionalizing sector coordination through policy reform and facilitating sustainable financing for tourism products to consolidate sector gains and growth. Building on the previous two phases, this final phase will see more longer-term outcomes, such as improved infrastructure connectivity, increased tourism revenue and tourism-related jobs, and increased community benefits from integrated tourism development in Vanua Levu. Those community benefits include more resilient essential services and increased conservation of Vanua Levu's tourism assets.

Phase I Project Description

The Project Development Objectives of Phase I MPA are to strengthen targeted infrastructure and essential services, increase coordination and private sector participation in tourism, and enhance environmental sustainability of tourism assets.

Components and activities associated with the Phase I project are outlined below:

Component 1: Overcoming Barriers and Developing Sustainable Tourism (US\$12.45m). This component aims to address three out of the four main barriers to developing Vanua Levu into a sustainable and resilient tourism destination, namely: i) uncoordinated plans and institutions; ii) limited entrepreneurship support, especially for community and women's engagement in tourism; and iii) vulnerability to natural and climate-related hazards.

It will also protect and restore ecosystems through strengthening natural resource management and biodiversity conservation. It will be implemented by MTCA with technical partners Tourism Fiji (1a), Ministry of Trade, Co-operatives, Small and Medium Enterprises (MTCSME) (1b), National Trust (1b), Department of Environment (1c), Ministry of Forestry (1c), Ministry of Fisheries (1c), and Ministry of Rural and Maritime Development and Disaster Management (MRMDDM) (1d).

Component 2: Building Resilient Tourism Infrastructure (US\$40.05m). The investments under this component address the remaining key barrier to tourism in Vanua Levu—namely, insufficient infrastructure and essential services in Vanua Levu. The component will focus on: (a) investments in improving existing air and land transport connectivity infrastructure and services; (b) essential facilities upgrades and investments in local population services and natural resource protection to meet urgent needs and resilience standards; and (c) improving the cityscapes of key tourism hubs in Vanua Levu through interim and permanent interventions. The Project will finance planning and direct investments in all three areas, which will be expanded during future program phases. Phase I will give immediate attention to urgent infrastructure and essential service gaps that benefit the local population and increasing Vanua Levu's capacity to sustainably accommodate a growing number of tourists. All new and upgraded infrastructure will take a people-centric approach and be designed considering the specific needs of women; women will be targeted in engagement processes to ensure their perspectives are incorporated. The component will be overseen by MTCA, and subcomponents will be implemented by Airport Fiji Limited (2a), Fiji Roads Authority (FRA) (2a, 2c), and MTCA in coordination with Ministry of Local Government (MoLG) and Savusavu and Labasa Town Councils (2b, 2c). with technical partners the Water Authority of Fiji (WAF) (2b), Department of Environment (2b) and Energy Fiji Limited (2b).

Component 3: Tourism Capacity Enhancement and Project Management (US\$9m). The investments under this component will address capacity challenges to improve institutional coordination between implementation agencies and enhance the enabling environment for private sector-led sustainable tourism. It will be implemented by MTCA with technical partners iTaukei Land Trust Board (3a), FRA (3a), WAF (3a), and National Trust of Fiji (3a).

MTCA will have the overall responsibility for the program's execution, oversight, and coordination with other key agencies and stakeholders. MTCA will also have the overall responsibility for ensuring that environmental and social issues are adequately addressed within the Program cycle.

SCOPE OF SERVICES

The Environment and Social (E&S) Risk Management Specialist, based in Suva, Fiji, will be responsible for developing and supporting the implementation of the Project's environment, social, health and safety (ESHS), and community engagement instruments in compliance with Fiji law, Good International Industry Practice (GIIP), the Phase I Project Environment and Social risk management documents and the World Bank Environmental and Social Framework (ESF) and its standards.

Other technical specialists/consultants may be engaged from time to time as required (e.g., for Strategic Environmental and Social Assessment development, landfill design, and/or assessments and plans relating to management of sexual exploitation and abuse/sexual harassment (SEA/SH)).

The position will work under the guidance of the Project Manager and will work with a cross-section team with the; Monitoring and Evaluation and Project Coordination Officer, Financial Analyst/Accountant, Tourism Specialist, and other consultancy, including but not limited to, consultants on demand such as a Project Operations Manual.

The E&S Risk Management Specialist will also work closely with other environmental and social officers and the appointed E&S focal points/teams in the Partner Agencies to ensure that environmental, social, SEA/SH, and health and safety risks are managed in accordance with the requirements of the Fiji Government laws and policies and WB's ESF and GIIP.

KEY TASKS AND RESPONSIBILITIES

The role will have day-to-day management of the Project, including but not limited to, the provision of technical, operational, and administrative support, and capacity building.

The role will do so in coordination with stakeholders and be responsible for ensuring that implementation, planning and reporting are in accordance with the agreements between the Fiji Government and the World Bank and all relevant procedures.

The key objective of the position is to ensure compliance with WB's ESF and the E&S instruments. And more broadly, incorporate international good practice into project implementation. The tasks are to provide technical support for the project implementing agency during preparation and provide input into the Project, proportionate to the level of environmental and social risks and impacts.

Under the general control and direction of the Project Manager, the Environment and Social Risk Management Specialist will have the following responsibilities:

Specifically, the E&S Risk Management Specialist will:

- Undertake an assessment of the Environment and Social impacts associated with each Project Component and lead the implementation of the Environmental and Social Management Framework (ESMF), Stakeholder Engagement Plan (SEP), Labor Management Procedure (LMP), Land Acquisition and Resettlement Framework (LARF), and Environment and Social Commitment Plan (ESCP) to meet WB ESF requirements.
- Lead the ESHS team to ensure ESHS risks and impacts associated with Project activities are identified and managed.
- Report to the C-PMU Project Manager on progress, coordination, activities management plan, status of ESHS risk management activities.
- Undertake and coordinate the implementation of ESHS risk management capacity assessments of the Project PIUs.
- Supplement E&S risk management support as needed, based on capacity assessments.
- Coordinate the appointment and finalisation of the Strategic Environmental and Social Assessment (SESA) and ensure its outcomes are integrated into the draft and final integrated tourism master plan.
- Participate in the technical advisory activity to ensure relevant Terms of Reference (TORs) include E&S risk management clauses for downstream and cumulative impacts, and consistency with the Projects E&S risk management documents, Fiji law, GIIP, and the WB ESF.
- Screen the activities, or support the screening of activities, for E&S risks and develop, or assign the development to the environmental or social officer as appropriate, the activity level E&S instruments¹ etc. for the Project activities as identified through the ESMF screening process and then apply the identified conditions. Follow the Fiji Environmental Impact Assessment (EIA)/waste permit process to identify what level of approvals and what permits are required and then, if required, engage an accredited consultant to complete the EIA, per Fiji Law. If required, Fiji EIAs or other permits can be incorporated into the Environmental and Social Impact Assessments (ESIA)/Environmental and Social Management Plans (ESMPs) prepared in accordance with the WB ESF;
- Coordinate the submission of draft ESHS instruments to the World Bank for review and no objection and ensure the timely response to comments.

¹ For example: environmental and social impact assessments (ESIAs), environmental and social management plans (ESMPs), land acquisition and resettlement action plans (LARPs), stakeholder engagement plans (SEPs), Biodiversity Management Plans (BMPs), and Cultural Heritage Management Plans (CHMPs).

- Support the development of the ESIA for the waste management improvements including E&S screening and an E&S audit of existing waste management (WM) infrastructure. Review and approve the ESIA. Follow the Fiji EIA/waste determination permit process to identify what level of approvals and what permits are required and then, engage and supervise an accredited consultant to complete the EIA, per Fiji Law. Incorporate the EIA (Fiji) into the ESIA (WB), then apply the identified conditions. Support the engagement of a supervising engineering consultancy for the Savusavu waste management improvements. Include Environmental Social and Health and Safety (ESHS) supervision in their TORs.
- Training and capacity building including the following steps:
 - Undertake training needs assessments (TNAs) of the E&S risk management capability of the C-PMU E&S officers, the broader C-PMU, PIUs, the MTCA, Department of Environment, construction contractors, consultants, stakeholders, and communities during project implementation.
 - Develop and maintain capacity building/training plan(s) based on the TNA(s) and relevant to the E&S requirements of the Project.
 - Provide ongoing training and awareness raising based on the capacity building /training plan(s) throughout project implementation.
- Ensure compliance to the Land Acquisition and Resettlement Framework (LARF) and develop activity level Land Acquisition and Resettlement Plans (LARPs).
- Provide support to the social officer to follow the Project Stakeholder Engagement Framework (SEF) including developing activity level Stakeholder Engagement Plans (SEPs) (if required) and assisting with stakeholder and community consultations.
- Provide support to the social officer to develop and follow the Project SEA/SH Action Plan, and follow the Labour Management Procedures (LMP).
- Provide technical support and capacity building to the environmental and social officers to implement the project's ESMF and associated instruments in accordance with the WB ESF, ESCP, GIIP and Fiji legal requirements including:
 - Coordinate the development of annual work plan for E&S risk management tasks
 - Support delivery of ESHS training for relevant stakeholders
 - Support environmental and social (land) screening, preparation and disclosure of site-specific instruments, and consultation and information dissemination activities with relevant stakeholders
 - Support the environmental and social officers to undertake procurement due diligence and apply the LMP
 - Support site-based environmental, safety and social monitoring. Advise on suitable corrective actions/opportunities for improving performance
 - Support the coordination of the Project Workers Grievance Mechanism (GM) and Project GM system
 - Support/review monthly and six-monthly monitoring reports on the ESHS performance of the Project

- Support notification, reporting and management of incidents or accidents related to the Project which have, or are likely to have, a significant adverse effect on the environment, the affected communities, the public or workers
- Participate in semi-annual Project Supervision missions, representing MTCA on environmental, safety and social aspects.
- Perform other duties as assigned by the C-PMU Project Manager.

KEY DELIVERABLES

The E&S Risk Management Specialist will be responsible for supporting the implementation of the Project including the following specific deliverables, with the support of the C-PMU and PIU:

Key Deliverables	Timing
Finalisation of the SESA Consultancy Appointment	1 month after commencement
Terms of Reference for C-PMU staff	2 months after commencement
Baseline, mid-term and end of term M&E Survey	As and when required
Annual Work Plan, Procurement Plan and Budget	2 months after commencement and annually
Audit	Annually
Progress Report	Quarterly and every six months
Performance Management Reports for C-PMU staff	Every six months
ESHS Monitoring and Performance Reports	Quarterly

WORK COMPLEXITY

The most challenging duties typically include:

1. Refining activity proposals, resolving issues and reporting to monitoring and evaluation principles and contributing substantively to the Fiji Government and World Bank requirements.
2. Coordinating and monitoring progress across all proposed Project components and activities.
3. Complying with the administrative requirements of Fiji Government and World Bank requirements.

4. Ensuring correct E&S documentation, reporting and information management procedures are followed.
5. Managing complex E&S risks in accordance with requirements of the Fiji Government and World Bank.
6. Managing relationships between the C-PMU, PIUs, consultants, the WB, and others including the provision of advice on differing institutional requirements.

PERSONAL SPECIFICATIONS

Essential	Desirable
<p>Qualifications</p> <ul style="list-style-type: none"> • Master’s degree in environmental science, environmental economics, ecology, natural resource management, development studies, sociology, or a related field. <p>Experience</p> <ul style="list-style-type: none"> • In lieu of a Master’s degree, a bachelor’s degree with at least 10 years’ work experience in environmental and social risk management assessment and implementation will be acceptable. • Experience in the development and implementation of environmental and social risk management instruments including EIAs. • Extensive experience in managing projects and project staff and resources, and in roles with similar responsibilities. • Experience in the assessment and management of impacts from infrastructure or natural resources management projects in small island states, specifically the Pacific. • Demonstrated understanding of the tourism sector and its specific development challenges. • Training and/or relevant experience in project monitoring and evaluation. • Strong report writing and analytical skills, with a demonstrable record of delivery on time. • Experience in using technological solution and computer programmes. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience in managing projects of large, complex scale. • Ability to converse in both local vernacular. • Experience in tourism development and/or industry including destination development, policy, and/or community tourism development. • Experience with relevant legislation, policies, procedures, and processes of government.

This section is designed to capture the expertise required for the role at a 100% fully effective level. (This does not necessarily reflect what the current jobholder has). This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or specific competencies.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Proficient Level	Project management and coordination Project monitoring and evaluation Project planning and reporting Environment and Social risk mitigation
Advanced Level	World Bank administrative and financial procedures Record keeping and document management Environment and Social risk mitigation in accordance to the Fiji Government
Working Knowledge Level	World Bank procurement rules and processes World Bank safeguards Policies and laws of the Government of Fiji Environment and Social risk mitigation in accordance to the World Bank
Awareness	Roles and mandates of other organisations and agencies

Key Behaviours

All candidates are measured against the following Key Behaviours as part of Performance Development

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development
- Strategic Perspective

Personal Attributes

- Relevant Qualifications
- Excellent Analytical Skills
- Excellent Communication Skills
- Excellent interpersonal skills
- Results orientation

- Ability to manage and work well in multi-disciplinary and multi-cultural teams
- Ability to work in an organized and systematic manner
- Ability to transfer information/knowledge to a non-technical audience
- Recognizes and responds appropriately to the ideas, interests and concerns of others
- Builds trust and engenders morale by displaying open, transparent and credible behaviour
- Respects individual/cultural differences
- Utilizes diversity to foster teamwork
- Ensures others understanding of, involvement in, adaptation to a change process

CONTRACT DURATION AND CONDITIONS

- i. The contract will be for an initial period of two years and may be extended for the life of the project and the longer-term program subject to satisfactory performance.
- ii. The contract is subject to a probationary period of six months and may be subject to satisfactory achievement of initial training goals.
- iii. Performance will initially be reviewed at one month, three months, and six months, and thereafter to six monthly and annual reviews.
- iv. This is a full-time position based in Suva, Fiji, and will involve travel to outer Islands.
- v. The position is open to citizens of Fiji or those eligible for a work permit in Fiji.

APPLYING FOR THIS POST

Completed application with all required documentation must be addressed to the Permanent Secretary for Tourism and Civil Aviation on the following address and submitted no later than 4:00pm on 7 July 2023.

Online: via www.mcttt.gov.fj/about-us/work-with-us

Postal: P.O. Box 2167, Government Buildings, Suva

Hand Delivery: Level 4, Civic Tower Building, Victoria Parade, Suva

By email: jacinta.lal@mtca.gov.fj

Applications **must** include 3 parts with the following format and content:

1. Application Letter, no more than two pages, addressing how you meet the knowledge, experience, skills and abilities, as described in the Person Specifications, stipulated in the Job Description available on www.mcttt.gov.fj/about-us/work-with-us
2. A resume (CV) showing personal details, work experience, and education, along with the names of three work related references (maximum 3 pages).
3. Copies of Academic Transcripts and Certificates, as applicable.

DISCLAIMER

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment, including technological requirements or statutory changes. Such amendments may be initiated as necessary by the Permanent Secretary. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.