

CAREER OPPORTUNITY
MINISTRY OF LABOUR AND SOCIAL SECURITY
Social Protection for Increased Resilience and Opportunity Project
(SPIRO Project)

ENVIRONMENTAL SOCIAL MONITORING AND EVALUATION SPECIALIST

The Social Protection for Increased Resilience and Opportunity Project (SPIRO Project) is between the Government of Jamaica (GOJ) and the World Bank in the amount of US\$20 million in loan resources. The Project is being implemented by the Ministry of Labour & Social Security in collaboration with the Planning Institute of Jamaica (PIOJ).

The Project development objective for the SPIRO Project is to expand coverage of social protection in Jamaica and to strengthen its social protection delivery system, particularly its capacity to respond to shocks.

1.0 Objective

The Environmental Social M & E Specialist is responsible for overall social, environmental, monitoring and evaluation aspects of the project and for coordinating, implementing actions, monitoring, and reporting on the projects' compliance with the environmental and social standards and commitments, results indicators, outputs, and outcomes. More specifically, the Specialist will have direct oversight for the implementation and monitoring of the Environmental and Social Commitment Plan (ESCP), Stakeholder Engagement Plan (SEP), Labor Management Procedures (LMP) and the Results Monitoring Framework.

2.0 Tasks and responsibilities

The Environmental Social M & E Specialist will be responsible for ensuring that the Project's ultimate environmental and social impacts are achieved, and that any adverse impacts are effectively avoided and/or mitigated in a timely manner. He/she will track the project performance targets so that measures can be put in place in a timely manner to keep the project performance on track. The duties/responsibilities of the Environmental Social M & E Specialist include, but are not limited to:

General

- Coordinate the implementation, monitoring and reporting of Environmental and Social (E&S) compliance with relevant members of the Project Implementation Unit (PIU).
- Implementation of the E&S instruments: ESCP, SEP and LMP, including the implementation of the Grievance Redress Mechanism (GRM) as described in the SEP, and the one dedicated to Project workers, as described in the LMP.
- Lead the update of E&S instruments (SEP and LMP) as needed.
- Monitor the implementation of the ESCP, SEP and LMP.
- Develop e-waste management guidelines to manage the safe disposal of IT equipment.
- Develop E&S good construction guidance to ensure good practices are followed by the contractor during refurbishment works.
- Review, and ensure that relevant aspects of the ESCP and E&S instruments are duly incorporated into the procurement documents, as relevant. Support with monitoring to ensure that the consultants and contractors comply with the ESHS specifications of their respective contracts. In collaboration with other team members, monitor and report on the implementation of the Citizen Engagement (CE) indicator.
- Provide contributions to the regular semi-annual and annual progress reports on projects' implementation as required by the Government and the World Bank.
- Lead the organization and implementation of training to project workers on Environmental and Social Standards, stakeholder engagement, GRM, sexual exploitation and abuse and sexual harassment (SEA/SH) and other topics of relevance for E&S compliance.
- Perform other duties in line with the scope of the project leading to compliance with environmental and social standards and related instruments.

Technical Assistance

- Give technical assistance so that all terms of reference (ToR) for studies, capacity building, training and any technical assistance activities carried out under the Project duly incorporate and take into consideration, the requirements (as applicable) of the E&S Standards of the Environmental and Social Framework (ESF) of the Bank.

Responsibilities related to LMP

- Ensure the implementation of the labor management procedures set forth in the LMP.
- Ensure that all project workers, including those of the PIU, sign a Code of Conduct as part of their contracts, including provisions on sexual exploitation and abuse and sexual harassment.
- Lead the implementation, monitoring and reporting of the GRM of the LMP.

Stakeholder engagement

- Ensure the implementation of the stakeholder process outlined in the SEP.
- Share Project information and conduct consultations with the relevant Project affected parties and other interested parties regularly to ensure that issues are addressed promptly and that project beneficiaries are kept abreast of developments, in line with the stakeholder engagement process identified in the SEP.
- Systematically document all community consultations and meetings held with project beneficiaries, local communities, and other stakeholders in the form of minutes of the meetings.
- Lead the implementation, monitoring, and reporting of the GRM of the SEP.

M&E Activities

- Monitor results of the project as specified in the project's results framework and M&E plan and as required in the loan agreement.
- Assist with the management and coordination of action plans and budgets for the components under the Project towards effective monitoring of project results.
- Assist in the preparation of statistical data required in the monitoring of indicators and project outcomes.
- Assist in the preparation of annual action plans and budgets outlining activities to be undertaken in the Project and coordinate towards a comprehensive annual operating plan.
- Assist in the review of studies that are conducted under the Project.
- Conduct mini surveys aimed at making recommendations to improve the operations and delivery of the Project especially in the area of stakeholder engagement.
- Prepare research proposals and assist in designing instruments for data collection for research projects as it relates to the SEP.
- Assist in the preparation of Performance Monitoring Reports on the implementation of activities for the Project.

Outputs/deliverables

- Monthly reports.
- Documentation of all consulting processes and instruments produced, including Grievances and GRM logs.
- Biannual reports that consolidate the E&S performance of the Project and as inputs to the project's biannual report. The environmental and social inputs for the biannual report will include but not limited to, the implementation of the ESCP, SEP and LMP, as well as stakeholder engagement activities, functioning of the grievance mechanism(s) and citizen engagement.

Duration, location, coordination, and reporting arrangements

- **Duration.** The Environmental Social M & E Specialist is a full-time position required for two years in the first instance, renewable annually based on performance.
- **Location.** The Environmental Social M & E Specialist will work from the Project Implementation Unit (PIU) of the project at the Ministry of Labour & Social Security where he/she will be assigned a workstation and will participate in face-to-face or virtual meetings, as is the case.

- **Coordination.** The Environmental Social M & E Specialist will frequently and adequately coordinate with other PIU staff, as relevant.
- **Reporting arrangements.** The Environmental Social M & E Specialist will report directly to the Project Manager for the PIU.

3.0 Qualifications

a) Requirements

- Bachelor's degree in social sciences, international development, or another related field.
- At least 3 (three) years of experience implementing, monitoring, and reporting environmental and social issues.
- Demonstrated understanding of Environmental and social issues of development projects.
- Training in Research Methods and data collection
- Proven experience in stakeholder engagement, consultations and GRM.
- Knowledge of Jamaica's policies and legislation related to environmental and social issues.
- Ability to communicate fluently in English, verbally and in writing.
- Sound Information Technology (IT) skills, in particular experience with Microsoft Office (Word, Excel, PowerPoint).
- Ability to uphold ethical standards.
- Experience working in development projects that have applied to the World Bank, Caribbean Development Bank, Inter-American Development Bank, or other institution's safeguards policies, will be considered a plus.

b) Favourable attributes

- Capacity to work simultaneously on a variety of issues and tasks, independently adjusting to priorities and achieving agreed objectives and deadlines.
- Ability to be flexible and proactive with work assignments.
- Demonstrated ability to work in a team.
- Excellent interpersonal and communications skills.
- Commitment and passion for environmental and social issues.

Please visit <https://www.lmis.gov.jm/> and submit applications accompanied by resumes no later than **Friday, July 12, 2024** addressed to

Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security,
14 National Heroes Circle, Kingston 4

Applications and resumes may also be sent to: SPIROProject@mlss.gov.jm

We thank all applicants for their interest but responses will be sent only to shortlisted applicants.