



UGANDA CANCER INSTITUTE

EAST AFRICA'S CENTRES OF EXCELLENCE FOR SKILLS AND TERTIARY EDUCATION IN BIOMEDICAL SCIENCES PHASE 1 PROJECT

TERMS OF REFERENCE

FOR

PROJECT ENVIRONMENTAL AND SOCIAL SAFEGUARDS SPECIALIST

**TO SUPPORT THE CONSTRUCTION COMPLETION AND EQUIPPING OF THE
PROPOSED MULTIPURPOSE BUILDING FOR CANCER TREATMENT,
RESEARCH AND TRAINING**

REF: UCI/CONS/2023-2024/00055/3

MAY 2024

PROJECT ENVIRONMENTAL AND SOCIAL SAFEGUARDS SPECIALIST

1.0 Background

The Government of the Republic of Uganda received a loan financing from the African Development Fund (ADF) towards Project for establishing the East Africa's Centre of Excellence in Oncology Phase 1 at the Uganda Cancer Institute, Mulago Kampala.

The overall objective of the project is addressing the crucial labour market shortages in highly skilled professional in oncology sciences and cancer management in Uganda and the EAC region in general. Component 1 of the project includes Expansion and Improvement of the Infrastructure and Equipment at the Uganda Cancer Institute (UCI) as a Centre of Excellence in Cancer Research and Management.

This will involve among others expansion of infrastructure at the UCI to provide required research laboratories, training facilities for postgraduate and doctoral training, faculty and research scholar offices, conference facility, adequate ancillary spaces to enable the institution to offer state of the art training and provision of medical equipment for laboratories and training facilities.

The project implementation arrangements require the services of a project support team under Component 3 to enhance the capacity of the Project Coordination Unit for the smooth implementation of the Project. One of the project support personnel (Individual Consultants) required is an **Environmental and Social Safeguards Specialist** (in short **ESS Specialist**)

As the Implementing Agency, UCI now invites suitable qualified individuals with qualifications and experience as detailed below to apply for the position of **Project Environmental and Social Safeguards Specialist**.

2.0 Objectives of the Assignment

- To support the project in strengthening the implementation of Environmental, Labour and Social Safeguards (also herein referred in short as ESS or Safeguards), and the integration of ESS in the project activities/works.
- To ensure that project activities are complementary to national laws, policies, strategies, and AfDB's ISS policies as well as other regional and international best practice.
- To support capacity building efforts aimed at project development and implementation, gender mainstreaming, climate change and sustainable development, sanitation, hygiene, stakeholder engagement etc.

3.0 Type of Contract

The type of Contract shall be Individual Consultant.

4.0 Expected Start Date

The successful candidate will be required to commence work not later than 1st July 2024.

5.0 Duration

This is a full-time assignment for a period of two (02) years.

6.0 Scope of Work / Duties and Responsibilities

In accordance with the Project objectives, ESS Specialist shall undertake the following tasks:

Task 1: Technical Support

- a. Play a leadership and advisory role to the Project Coordination Unit in handling of Environmental, Labour and Social Safeguards activities and issues.
- b. Coordinate closely with the project team, consultants, contractors, service providers and stakeholders in planning and managing safeguards on the project.
- c. Act as a link between project implementation teams, Consultants, Contractors, Service Providers, Communities, and respective local governments on environmental matters.
- d. Provide necessary technical assistance to facilitate the implementation, management, and monitoring of environmental safeguards.
- e. Provide support to manage the consultants hired to undertake environmental and social assessments and provide support to the Contract Management Team(s) assigned.

Task 2: Review of Social Safeguards Instruments

- a. Provide coordination support to review environmental assessment documents and, through the Project Coordinator, liaise with the African Development Bank (AfDB) for clearance.
- b. Provide general guidance and oversee the preparations of the required social safeguards documents including labour, welfare and working conditions.

Task 3: Implementation Support

- a. Provide overall oversight in ensuring that the safeguards instruments, requirements and management plans are adequately implemented.
- b. Prepare additional technical guidelines, if necessary, to support the safeguards instruments in order to strengthen the implementation of environmental safeguards on the project.
- c. Supervise and undertake technical review of Environmental and Social Impact Assessments (ESIAs), Environmental Audits, Labour Audits and Environmental and Social Management Plans (ESMPs) provided by Consultants and Contractors, and follow-up on acquisition of any relevant GoU and AfDB Approvals.
- d. Hold regular safeguards review meetings with consultants, contractors, service provider and stakeholders and carry out regular site visits to monitor implementation of the social safeguard's instruments.
- e. Liaise with relevant authorities, government agencies and ministries to ensure adequate implementation of all requirements in line with AfDB and Ugandan environmental, labour, and social safeguard policies and laws.
- f. Participate in AfDB missions, including preparation of progress reports and supervise the implementation of the agreed action plans during such missions.
- g. Maintain an up-to-date record of issues and action taken on environmental matters arising from site inspections, field findings and meetings involving project implementation teams, Consultants, Contractors, Service Providers, Communities, Local Government and AfDB.
- h. Together with the project implementation teams, advise on the establishment and operationalization of project Grievance Redress Mechanism(s).
- i. Ensure that the Project stakeholders are regularly and meaningfully consulted and engaged throughout the project cycle.

- j. Assess safeguards challenges within the project and provide appropriate technical advice to the Contractors, Consultants and Project Coordination Unit.
- k. Ensure that all budgetary and costs estimates for implementation of the ESMP, environmental audits, labour audits and other plans are incorporated and availed.
- l. Ensure adequate public consultation during the preparation of safeguards instruments as defined by the safeguard frameworks and Project implementation Manual.

Task 4: Monitoring & Reporting

- a. Visit the project site regularly to monitor implementation of the ESS management plans by the Contractor and provide guidance where needed.
- b. Preparation monthly, quarterly, semi-annual, and annual ESS reports to ensure compliance with relevant environmental and social requirements.
- c. Preparation of the Root Cause Analysis and any incident reports.
- d. Preparation of ESS presentations and reports required from time to time by the Project Coordinator, Ministry of Health, or the Bank
- e. Oversee and provide guidance on the ESS project completion reports.

Task 5: Capacity Building

- a. Undertake capacity development of the project implementation teams, Consultants, and Contractors during project implementation with respect to planning and implementation of environmental safeguards, including conduct of project awareness, communication, and sensitization activities.
- b. Develop training plans and provide training on environment issues during implementation of the project and associated works to the project implementing staff, Contractors, and other relevant project stakeholders.

Task 6: Any Other Duties

- a. Fulfil other functions as requested by the Executive Director UCI and Project Co-ordinator as envisaged within the scope of financing agreement and other related documents.
- b. Perform any other duty assigned.

7.0 Duty Station

Uganda Cancer Institute, Upper Mulago Hill, Kampala. Working Hours are 8:00am - 5:00pm

8.0. Qualifications and Competencies

- a) Either Master's Degree in Environmental Sciences, Environmental Engineering, Environmental Policy, Social Sciences, Environmental Assessment/Evaluation, or related field, from a reputable university and at least five (05) years' experience in environmental assessment and social safeguards natural resource management, stakeholder engagement and public consultations, environmental and social monitoring
Or Bachelors Degree in Natural Sciences with postgraduate education in Environmental Sciences, Environmental Engineering, Environmental Policy, Social Sciences, Environmental Assessment/Evaluation, or related field, from a reputable university and at least five (05) years' experience in environmental assessment and social safeguards natural

resource management, stakeholder engagement and public consultations, environmental and social monitoring.

- b) Post graduate training in Environmental Impact Assessment/Environmental Audit (EIA/EA) and monitoring.
- c) Must be registered with or certified by a relevant and recognized professional regulatory body with a current practicing license.
- d) Practical experience with AfDB Integrated Safeguards System (ISS) policies or similar.
- e) Proven understanding of the environmental laws, regulations, and guidelines as well as occupational health and safety laws, regulations, and requirements of Uganda.
- f) An understanding of how environmental safeguards fit into project cycle, with ability to effectively communicate and provide guidance to project implementing teams.
- g) Knowledge and experience in multi-criteria assessment, stakeholder engagement and consultation, community participation, with analytical skills in assessing institutional capacities and designing/reviewing practical implementation arrangements for complex projects.
- h) Thorough understanding of critical issues in sustainable development, international environment and development policy, climate change, gender, social enhancement measures, labor, youth employment, etc.
- i) Ability to work with multidisciplinary teams and possession of well-developed interpersonal, communication, public relations, and community mobilization skills.
- j) Excellent analytical, reporting, organizational skills and working knowledge of the relevant Computer Applications.

NB: Attach at least two (02) Contracts and Terms of Reference of previous work undertaken or appointment letters and their Job Description.

9.0 Deliverables and their timing

The deliverables for the assignment and their timing are as indicated in the table below. All the deliverables shall be submitted electronically and in hard copies.

Table of Deliverables

Deliverable	Description	Timing
1. Work Plan & Inception Report	Outlining the approach, methodology and work plan for fulfilling the TOR for the assignment. This will include a breakdown of work, timelines, risks and an overview of stakeholders to be engaged during the assignment	14 days after commencing the assignment
2. Reports on review of existing Safeguards documents	Detailing review findings, strength, weaknesses, and recommendations on areas to be improved on.	30 days after start of assignment For new documents submitted by Consultants and Contractors it will be 5 days after the reports have been delivered.

Deliverable	Description	Timing
3. Monthly Progress Reports	<p>Concise summary of progress and key achievements in the reporting month; planned activities; challenges and solutions recommended.</p> <p>Progress reports to include updates on implementation of the safeguard's instruments, compliance assessment, significant issues and incidents and corrective measures.</p>	Monthly within 5 days after end of the reporting period
4. Quarterly Progress Reports	<p>Update activity and staff schedule showing actual against planned progress and achievement of deliverables. Description of work completed in the reporting period and planned activities for coming quarter. Summary of issues addressed. Identification of potential problems, delays, etc</p>	Quarterly within 5 days after the end of the reporting quarter.
5. Annual Progress Reports	<p>Outlining progress against agreed work plan activities and outcomes, including enabling/inhibiting factors, challenges, risks and options to mitigate them. Recommendations.</p>	Annually within 5 days after the end of the reporting year.
6. Mission Reports	<p>Addressing mission discussions, decisions reached, and action points</p>	3 days after return from mission
7. Training Reports	<p>Training objective, goals to be achieved, methodology and approach, organizational arrangements, expected results, post-training questionnaire and evaluation</p>	5 days after training
8. Draft Completion Report	<p>Detailing actual progress versus original planned activities, inputs, costs with reasons; key issues raised and addressed during the assignment; outstanding issues; deliverables. A frank assessment of capacity development and recommendations to inform decisions around future AfDB support to the health sector. What went well and why; what went wrong and why; what could be done differently; Lessons learned and recommendations.</p>	Within 21 days prior to end of contract
9. Final Completion Report	<p>Update Draft Project Completion Report by incorporating comments from stakeholders</p>	Within 5 days after end of contract

The Work Plan and Inception Report will be discussed and approved by the Project Coordinator after review.

10.0 Reporting

The Project ESS Specialist shall report managerially to the Project Coordinator and functionally to the Head Engineering UCI. He or She will work in close collaboration with the Project Coordination Unit.

The Project ESS Specialist will submit to the Project Coordinator a monthly report and a supporting a Claim/Deman Note as a basis for payment for the Specialist's services.

11.0 Facilities to be Provided by UCI

UCI will be responsible for provision of the following:

- a. Office space equipped with access to the internet, shared printers, and document binding.
- b. General office supplies stationery
- c. Access to necessary documents

NB: The Environmental and Social Specialist is required to own a personal computer.

12.0 Remuneration

The successful candidate shall be paid a competitive, negotiated and agreed monthly pay commensurate with qualification in accordance with the project financing provisions.