

## REFORM SUPPORT UNIT

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### SCHOOL EDUCATION & LITERACY DEPARTMENT GOVERNMENT OF SINDH

#### **Terms of Reference**

#### PMIU Social Safeguard Specialist

### **Sindh Early Learning Enhancement Through Classroom Transformation (SELECT)**

## **1. Project Background**

The Sindh Early Learning Enhancement through Classroom Transformation project (SELECT) was approved in July 2021, became effective in August 2021, and the closing date is April 2026. It comprises an International Development Agency (IDA) Credit of US\$100 million, a Global Partnership for Education (GPE) Education Sector Plan Implementation Grant (ESPIG) for US\$29.9875 million, and a GPE Multiplier Grant (MG) of US\$24.775 million. The project will be implemented in twelve selected districts in the Sindh province: Badin, Ghotki, Jacobabad, Kambar-Shahdadkot, Kashmore, Mirpurkhas, Mitiari, Sanghar, Shikarpur, Sujjawal, Tando Muhammad Khan, and Thatta. The project will be implemented by the School Education and Literacy Department (SELD), through a project management and implementation unit (PMIU) to be housed within the SELD Reform Support Unit (RSU), and in conjunction with SELD's allied agencies and the Directorate of School Education (DSE).

The Project Development Objective (PDO) is to improve reading skills of early grade primary students and increase student retention in primary schools in selected districts. The Project consists of the following four components and financing:

- a. Component 1: Transforming teaching practices in the early grades—US\$16.9875 million
- b. Component 2: Developing an effective and safe learning environment—US\$116.775 million
- c. Component 3: Improving system capacity for better school leadership and management support—US\$16.5 million
- d. Component 4: Monitoring and evaluation and project management—US\$4.5 million

## **2. Objectives of the Assignment**

The Reforms Support Unit (RSU), School Education and Literacy Department (SELD) is seeking to strengthen its existing management through the placement of the above referred Social Safeguard Specialist, responsible for the implementation and supervision of all aspects related to social safeguards and social mobilization related to the Project and ensuring that all social

safeguard commitments are incorporated into project activities and work processes. The Social Safeguard Specialist shall focus on social safety issues such as labour management and protection. The Social Safeguard Specialist shall assist PMIU in implementation of Social Safeguards policies and procedures of the Government of Pakistan and the World Bank.

The Social Safeguards Specialist will provide support to the RSU, and will report on the project social safeguards related risks and mitigation measures to the Chief Program Manager (CPM), RSU.

### **3. Scope of Functions**

The Social Safeguards Specialist will assist and advise the RSU in carrying out project-related functions in accordance with World Bank Safeguards policies as well as Project Appraisal Document (PAD), Social Management Framework (SMF) Plan & the PC-1. The Social Safeguard Specialist will be responsible to ensure the preparation (if needed) and implementation of all the relevant social safeguard instruments including Social Management Frameworks (SMFs), Environmental and Social Impact Assessments (ESIAs) and Resettlement Action Plans (RAPs)/Abbreviated Resettlement Action Plan (ARAP), for the Project.

Additionally, the Project under its Component 2 shall undertake extensive civil works in the target Districts related to the rehabilitation and upgradation of schools. The rehabilitation work will create a risk of safety of the laborers and other individuals in the premises. Henceforth, it is required that in accordance with the guidelines of the World Bank, a comprehensive Social Management Framework (SMF) be framed in order to effectively mitigate the risk associated with civil works in schools.

The specialist will perform the following functions, duties, and tasks:

- Under the guidance of the Project Coordinator/Deputy Project Coordinator, overall oversight of the CPM RSU/PC, and with inputs from, and in close cooperation with, other RSU/PMIU staff, serve as focal person for ensuring inclusion of various actors, mitigation of social risks, and ensuring compliance of Social Management Framework (SMF) and site-specific plans as applicable.
- Conduct social risk and impact screening of all identified and selected subprojects, subject to social impact screening requirements. Coordinate with the PMIU for review and endorsement of the screening decisions and recommendations.
- Support the preparation of Social Management Framework and Plans (SMFPs) and Checklists for the various components of the Project.
- Assist in setting up and designing project-level Citizen Engagement processes to promote participation, strengthen local capacity to engage in monitoring, and establish robust mechanisms to collect, analyze, and respond to citizen feedback.

- Liaise at the District level with the respective social safety focal persons for the education implementing partners, for the development, implementation, monitoring, and reporting of SMFPs.
- Ensure adherence to, and monitoring of, the SMF, ESIA, SSESMP and ARAP/RAP at field level.
- Prepare/update/implement a stakeholder engagement plan for the construction and operations phases of the project.
- Assess key potential labor risks based on available information due to project activities such as those due to hazardous work, likely incidents of child and/or forced labor. Support development, review and approval of Contractors' Code of Conduct.
- In consultation with the Procurement Specialist, provide details on contractual provisions to be put in place in the Contract for the Contractors to manage labor issues, and procedures for managing the performance of contractors.
- Contribute in preparation of periodic reports (monthly, quarterly and annual), for submission to RSU/PMIU and the World Bank as defined in relevant social safeguards frameworks and plans.
- Ensure that all schools are compliant with the social safeguard guidelines of the Government and the World Bank.
- Prepare periodic social safeguards monitoring and progress reports (monthly, quarterly and annual), and submit to the RSU/PMIU and World Bank.
- Monitor programs and processes to ensure they are compliant with applicable rules and regulations.
- Support and maintain systems that are in place to ensure that social safeguards compliance requirements are properly managed.
- Ensure appropriate clauses on compliance with social safeguard law, rules, regulations, as per SMF are included in the contracts awarded to external contractors under the project.
- Supervising and supporting Technical Support Partners (TSP) in achieving their responsibilities as outlined in the SMF and subsequent SMFs and Checklists.
- Establish a fully functional and accessible Grievance Redressal Mechanism (GRM). The GRM will provide an avenue to project stakeholders to raise and resolve grievances related to the project including those related to Sexual Exploitation and Abuse (SEA)/ Sexual Harassment (SH) and Violence Against Children (VAC).
- Ensure effective implementation of the GRM and monitor GRM progress and reports.
- Conduct capacity building sessions on the GRM for field-based staff.
- Carry out frequent field visits and conduct monitoring for effective SMF implementation.
- Support processes to ensure that social safeguards risks of all initiatives under the project are understood and mitigated and provides routine status updates.
- Provide orientation to contractors and workers on the application of safety guidelines and the protocols for construction and supervise compliance with those guidelines.
- Assist with updating of indicators by collecting data/information on safety elements related to civil works activities.
- Maintain documentation of required compliance records.

- Work with communication team/consultants to develop social safeguard and gender sensitive IEC material for sensitization and general awareness of the staff/community.
- Help design citizens engagement strategy for SELECT and ensure regular feedback by project beneficiaries. Accordingly, report on the Beneficiaries Feedback Indicator for the project.
- Develop and implement a social safeguards capacity building plan for SELECT. Provide ongoing training, awareness raising on project's social safeguards policies, instruments and roles and responsibilities of the various team members and stakeholders, including field officers and contractors.
- Coordinate closely with the World Bank Social Development Specialist, Project procurement team, engineering team members, and Environment Safety Specialist.
- Ensure that the approved milestones are achieved as per the agreed timelines.
- Work closely with key agencies including related line ministries, beneficiary agencies, environmental health, planning, and waste management.
- Keep the RSU/PMIU updated on the progress of activities and flag any related issues.
- Provide overall policy and technical direction for the management of social risks and impacts under the Environmental and Social Management Framework (ESMF and other such instruments prepared under the Project).
- Perform other related functions, duties, and tasks as may be requested by CPM-RSU, PMIU Project Coordinator.

#### 4. Qualification and professional experience

##### Qualifications

- At least, Master's degree or equivalent (sixteen (16) years of education) in International Development, Public Policy, Social Sciences, and other related disciplines, from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan.
- Preferred: additional qualification, Diplomas, and trainings in International Development/ Public Policy/ Social Sciences.

##### Experience

- At least, five (05) years of documentary verifiable relevant experience, after acquiring stipulated qualifications, in community engagement, planning, implementation and management of empowerment of local actors, and complaints resolution/grievance redress management. Preferred: eight (08) or more years of relevant experience.
- Strong knowledge of social safeguard risks, requirements and procedures for government and donor-funded development projects, preferably in multi-sectoral community-based projects/programs.

##### Skills

- Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills.

- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
- Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations.
- Written and oral fluency in Urdu/Sindhi and English language.
- Proficient in using MS Office (Word, Excel, & Power Point).

## **5. Selection Process**

The appointment will be made in accordance with the “World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” July 2016 (Revised November 2017, July 2018 & November 2020).