**MACEDONIA CONDITIONAL CASH TRANSFER PROJECT (CCTP)**

**TERMS OF REFERENCE**

**FOR CONSULTANCY SERVICES**

**ON THE PREPARATION OF THE ENVIRONMENTAL AND SOCIAL SAFEGUARD DOCUMENTATION FOR THE PROPOSED SOCIAL SERVICES IMPROVEMENT PROJECT**

1. **BACKGROUND**

The Government of Macedonia (GoM) intends to receive a loan from the International Bank for Reconstruction and Development (IBRD) for the implementation of the Social Services Improvement Project.

The Project is to be implemented by the Ministry of Labor and Social Policy of the Republic of Macedonia and will support Improvement to access to Early Childhood Education and Care services (ECEC) and Improvement to access to social benefits and services.

The first Project component will improve the access to and will improve the quality of preschool services by focusing on improving the existing ECEC infrastructure and construction of the new ECEC infrastructure, as well as improving approaches to design and physical outlay of child-centered ECEC facilities. Other activities that are planned under this component will ensure the quality of ECEC services: developing new ECEC Financing model, teacher trainings, quality assurance mechanisms.

The second Project component will improve the access to social benefits and services by Development of system for social services (needs assessment, system for financing of social services, determination of cost of services, development of quality standards and system for monitoring for their achievement, developing an integrated social welfare information system). This component will also support possible introduction of a grant scheme/social contracting in order to provide incentives to develop services at local level and diversify service provision

Improvement of the access to ECEC services will be financed either by the adaptation of the primary school facilities in the local governments whereby primary school network has available space to be transferred from the primary school to kindergarten facilities or through investment into new kindergarten facilities. In the satiation where re-adaptation shall be done there will be no need for extra land to acquire and no social safeguards will be triggered for adaptation of school facilities to kindergarten facilities. However, in the local governments where new facilities need to be built there might be a need to acquire private land if public land is not available. Impacts in these cases will be limited and therefore the social risks related to the safeguards are limited. To minimize the social risks for the activities such as the simplification and consolidation of the social assistance program, there should be an early focus on both outreach activities and establishment of two-way communication with beneficiaries.

The specific activities on the construction and rehabilitation of social service infrastructure (Component 1) and those under the grant/social contracting schemes (Component 2), further referred to as ‘sub-projects’, cannot be pre-determined and will be identified in the course of the Project implementation. In order to properly assess and address the potential environmental and social concerns related to the implementation of Project activities, as per the World Bank Operational Policies OP 4.01 ‘Environmental Assessment’ and OP 4.12 “Involuntary Resettlement”, the Ministry of Labor and Social Policy (MLSP) intends to engage a company to deliver consultancy services for the preparation of the Environmental and Social Management Framework (ESMF) and updating the Resettlement Policy Framework currently used for the Second Municipal Services Improvement Project in Macedonia(MSIP-2).

The detailed description of the consultancy tasks is specified in the sections below.

1. **OBJECTIVE OF THE ASSIGNMENT**

The objectives of the assignment are:

1. To prepare ESMF for the entire Project, which will outline the main procedures and responsibilities for the identification and management of environmental and social risks associated with the implementation of the Project activities. This document will guide the development of appropriate environmental and social due-diligence instruments for sub-projects under Components 1 and 2, which will be determined in the course of the Project implementation;
2. To adopt the Resettlement Policy Framework (RPF) prepared within the Second Municipal Services Improvement Project in Macedonia MSIP-2, for the purposes of SSIP.
3. To identify project beneficiaries and assess how the project could have a pro-poor, equity-enhancing impact through data-informed processes.
4. **SCOPE OF SERVICES REQUESTED**

**Task 1. Preparation of the Environmental and Social Management Framework**

An Environmental and Social Assessment and Management Framework to be prepared by the Consultant will outline the procedures for assessing and managing environmental and social issues associated with the implementation of civil works on construction and/or rehabilitation of social service infrastructure and facilities, and with the implementation of grant/social contracting schemes (sub-projects). These procedures shall comply with the requirements of the World Bank Operational Policy 4.01 ‘Environmental Assessment’.

The Environmental and Social Assessment and Management Framework should consider the following:

* The overview of policies and regulatory framework(including national and World Bank requirements) applicable to the proposed interventions; if any gaps are identified between the national framework and the World Bank safeguard requirements, the ESMF shall suggest ways of addressing those gaps;
* Identification of environmental and social aspects and concerns associated with the construction/rehabilitation activities and the delivery of social services, as envisaged under Project Components 1 and 2 respectively, which will require detailed consideration under sub-project specific environmental and social analysis;
* The development of procedures and mechanisms, including implementation arrangements and institutional responsibilities, for sub-projects’ environmental screening and classification, and for the identification, preparation, review and approval of appropriate sub-project specific environmental and social due-diligence instruments. Environmental classification and screening criteria should meet national and World Bank requirements, and should govern the choice of an appropriate environmental and social due-diligence instrument (e.g. sub-project specific Environmental and Social Management Plan – ESMP);
* An assessment of the institutional capacity for the environmental screening of sub-projects, undertaking environmental and social analysis and developing sub-project specific due-diligence instrument, as specified above. This should include a review of institutional capacity of the implementing agency for the supervision and enforcement of the implementation of sub-project specific environmental and social mitigation;
* A description of the process to be followed for public consultation and disclosure of environmental and social due-diligence instruments for each sub-project;
* Adaptation of the Resettlement Policy Framework prepared within the Second Municipal Services Improvement Project in Macedonia –MSIP-2 for the needs of Social Services Improvement Project.

**Task 2.Coordination, Consultation and Disclosure**

The MLSP is responsible for the disclosure and public consultations on the environmental and social aspects of the proposed Project, presenting the draft ESMF and updated RPF for public review. The Consultant will assist the MLSP with the organization and holding of the consultation meetings, and will contribute to the discussions as needed. The audience for the public consultation meetings shall include local communities, potentially affected people, vulnerable groups, local governments and environmental authorities, municipalities and NGOs.

Public consultation meetings shall be organized at least in three locations to be determined by MLSP, where all interested stakeholders shall be invited. Relevant materials (draft ESMF and RPF, other supporting documents) will be made publicly available in a timely manner prior to consultations and in a form and language that is understandable and accessible to the groups to be consulted. The Consultant, under supervision of the MLSP, will prepare the relevant materials for public review and consultations, and keep all records. These records should include: (a) an indication of any means other than consultations (e.g. surveys) that have been used to seek the views of affected stakeholders, (b) the date and location of consultation meetings, (c) a list of attendees, their affiliation and address/telephone number, and (d) summary minutes including issues raised and clarification provided. Any valuable feedback should be duly incorporated into the final ESMF and RPF.

1. **TIMING AND REPORTING**

The duration of the assignment is 8 weeks. The draft ESMF and RPF will undergo review by the MLSP and the World Bank. All the comments provided as a result of these reviews will have to be incorporated by the Consultant within one week after receipt of the comments.

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| **Description** | **Reporting Time** |
| Consultant’s work plan and time schedule | Prior to the commencement of the assignment |
| Submission of the first draft ESMF and RPF for MLSP’s and World Bank’s review | 4 weeks from the commencement of the assignment |
| Submission of the revised draft ESMF and RPF, incorporating comments, if any; Bank’s clearance to disclose the draft ESMF and RPF | 6 weeks from the commencement of the assignment |
| Round of public consultations | 7-8 weeks from the commencement of the assignment |
| Submission of the final versions of ESMF and RPF, enclosing the public consultations records | 8 weeks from the commencement of the assignment |

1. **CONSULTANT’S QUALIFICATIONS REQUIRED:**

# The requested Experience and Qualifications of the consulting company:

* Specific experience in the preparation of environmental and social due-diligence documentation in accordance with internationally accepted procedures and in particular with knowledge of the policies and procedures of the World Bank;
* Good understanding in Macedonian legislation;
* Good understanding of the engineering aspects of the construction and rehabilitation activities;
* Experience with public consultations.

# The requested Experience and Qualifications of Consultant’s Staff are:

ENVIRONMENTAL SAFEGUARD SPECIALIST

The Specialist should have the following minimum qualifications and experience:

* Minimum University Degree in environmental sciences, environmental engineering, or equivalent;
* At least 5years of relevant experience;
* Work experience with government and international organizations;
* Work experience as an environmental specialist in/ with World Bank funded activities and knowledge of the World Bank safeguard policies and requirements will be an advantage;
* Fluency in both oral and written Macedonian and English language.

SOCIAL SAFEGUARD SPECIALIST

The Specialist should have the following minimum qualifications and experience:

* Minimum University degreein social sciences preferably in sociology/ anthropology/economics;
* At least 3years of relevant experience with at least 1 year in any donor funded projects;
* Work experience with government and/or international organizations will be an added advantage;
* Knowledge on country legal process on land acquisition and population displacement and understanding of the World Bank guidelines on social safeguards and social development issues will be given priority;
* Fluency in both oral and written Macedonian and English language