Terms of Reference (TOR)

ENVIRONMENTAL SPECIALIST (INDIVIDUAL CONSULTANT)

Background

The Government of Punjab (GoPb), through the School Education Department (SED) and the Programme Monitoring and Implementation Unit (PMIU) of the Punjab Education Sector Reforms Programme, is implementing two World Bank-supported operations: "Getting Results: Access and Delivery of Quality Education Services in Punjab (GRADES-P) (P176594), and Getting Results: Access and Delivery of Quality Education Services and System Transformation in Punjab (GRADES-STP) (P508940). The latter is financed by the Global Partnership for Education Trust Fund with the World Bank as Grant Agent. The two operations are governed by separate legal agreements and separate Environmental and Social Commitment Plans (ESCPs) but share a single joint Environmental and Social Management Framework (ESMF, May 2026), a single PMIU and a single Grievance Redress Mechanism.

The GRADES project consolidates and brings more focus to Punjab's reform agenda in education, making sure that the education system delivers improved results for both girls and boys. It draws lessons from the reform program that the Government of Punjab has been implementing in the education sector over the last two decades, with support from various donors.

Responsibilities

This assignment is a single shared full-time position serving both operations, established pursuant to GRADES-P ESCP action 1.1 and GRADES-STP ESCP action A. The indicative level of effort is 60 percent GRADES-P and 40 percent GRADES-STP. The Consultant shall maintain separate compliance records, deliverables and filing for each operation. Satisfactory performance under one operation does not discharge obligations under the other. Where the two ESCPs impose different standards or deadlines for the same obligation, the Consultant shall apply the stricter standard to both operations.

Environmental Specialist shall overall be responsible for the effective implementation of the Environmental management activities at field and office level. Specifically, the Environmental Specialist will be responsible for the implementation of Environmental and Social Management Framework (ESMF), , Environmental and Social Commitment Plan including the various E&S instruments listed in the respective ESCPs, incident and accident management including incident reporting to the World Bank under ESIRT, developing periodic E&S reports to be submitted to the World Bank, supervising the third party monitoring firm, and implementing mitigations and recommendations proposed in Initial Environmental Examination or Environmental Impact Assessment (IEE/EIA) of sub-projects. The Environmental Specialist will provide expert support to the executing agencies in the office as well as in the field. The Consultant will provide support to ensure compliance with the Environmental Safeguards established under Punjab Environmental Protection Act 1997 (Amendment 2012), the Punjab Environmental Protection Agency (Review of IEE and EIA) Regulations 2000, the Punjab Occupational Safety and Health Act 2019, the Punjab Hazardous Substances Rules 2018, and the Building Energy Code, and environmental and social risk management in accordance with the World Bank Environment and Social Framework (ESS1 –

ESS10) .

Scope of functions

Key tasks and responsibilities of the consultant are outlined below:

1. Oversee, monitor and verify implementation of joint Environmental and Social Management Framework (ESMF), including any other instruments required under the ESMF, by PMIU, consultants and contractors, and report non-compliance to the PD.
2. Ensure that the project remains compliant to the World Bank ESF and guidance on E & S management provided in POM.
3. Operate and maintain an incident reporting system covering both operations. Upon learning of any incident or accident related to either Project which has, or is likely to have, a significant adverse effect on the environment, affected communities, the public or workers — including fatalities or serious injury, pollution events, structural collapse, fire, electrocution, unforeseen impacts on cultural heritage, forced or child labour, forced eviction, allegations of sexual exploitation and abuse or sexual harassment, or disease outbreak — immediately alert the PD so that the World Bank is notified within 24 hours. Arrange and document an appropriate review of the incident to establish its immediate, underlying and root causes, and prepare a Corrective Action Plan within 10 days of the initial notification, setting out measures to address the incident and prevent recurrence. Track implementation of all Corrective Action Plans to closure and report status in each periodic E&S report.
4. Provide overall environmental safeguards management, oversight during the implementation of the project. She/he will provide support/advise to the concerned stakeholders in addressing a variety of environmental management matters at all stages of the implementation of the Project and in environment related training/awareness raising and coordination activities.
5. Prepare necessary documents, such as environmental guidelines and tools in consultation with stakeholders and help in commissioning and managing additional and/ or special studies/ assessment, if necessary.
6. Prepare guidelines, tools, and notes for use in the project based on relevant environmental policies, acts and regulations/ directives of the Government of Pakistan (GOP), provincial government's requirements, ESMF, and ESF of the World Bank. Ensure that each subproject and activities under the project prepares and implements the Environment and Social screening checklist, mitigation measures, and monitoring checklist as prescribed in the ESMF of the Project.
7. Organize environmental orientation & awareness, and trainings for the contractors, PMIU staff, and other relevant stakeholders.
8. Help commissioning and managing other special studies / assessment such as hazardous & e waste management. Develop environmental information / awareness materials and help the Project in disseminating the information to the relevant stakeholders.

   Carry out site supervisions during implementation of project activities, and provide feedback to the Program Coordinator.
9. Coordinate with relevant agencies for obtaining permission and NOC (like EPAs) etc. where applicable. Support the PMIU in review the audit findings and the resulting Corrective Action Plan, and verify implementation of environmental corrective measures prior to submission of any retroactive financing claim.

10. Draft, and thereafter keep updated, the environmental content of the POM required under GRADES-STP, including the environmental and social screening checklist for Non-Formal Education Institutes (NFEIs), the Occupational Health and Safety management plan, and environmental aspects of the Voluntary Land Donation protocol.
11. Sign off the completed E&S Screening Checklist before the bidding process is launched, and confirm that a cleared site-specific ESMP is in place before commencement of civil works on each site (GRADES-STP ESCP 1.1.3). Maintain a live register of screening and ESMP status by site, by operation. The Consultant shall formally advise the PD in writing where any works package is at risk of proceeding without a cleared instrument.
12. Review and approve each Contractor's Environmental and Social Management Plan (C-ESMP); verify that each contractor has nominated an ESHS specialist as key personnel resident at site; confirm receipt of signed Codes of Conduct contractors and subcontractors; and verify that ESHS specifications, the ESCP, the LMP and the relevant ESMP have been incorporated into bidding documents before issue.
13. Prepare, the environmental and safety content of the Community Health and Safety Plan including the Life and Fire Safety (LFS) and Emergency Preparedness Plan for NFEIs and SED schools, and thereafter verify implementation.
14. Ensure site-specific traffic and road safety measures are incorporated into every ESMP and C-ESMP, with particular attention to construction traffic movements at operating school sites during school hours.
15. Ensure that as per the ESMF, any chance find is reported to the Archaeology Department within seven days with works suspended.
16. Review architectural and engineering designs for new and rehabilitated classrooms to confirm incorporation of resource efficiency measures and compliance with the Building Energy Code.
17. Review the siting, installation, structural fixing, electrical safety and fire safety of rooftop solar PV at schools; confirm operation and maintenance arrangements; and ensure the ESMP addresses end-of-life management of PV panels and batteries as hazardous waste under the Punjab Hazardous Substances Rules 2018.
18. Ensure that e-waste and ICT waste management measures are incorporated into each ESMP, oversee application of the Standard Operating Procedures for ICT Waste Management, and verify downstream handling, storage, transport and disposal arrangements and the credentials of any disposal contractor.
19. Verify drinking water quality testing at school and NFEI sites, the adequacy of filtration where installed, and the siting and design of septic tanks and wastewater disposal so as to avoid groundwater and soil contamination.
20. Ensure the HSE compliance during construction activities.
21. Review and revision of documents and ensuring timely delivery of outputs as agreed between World Bank and the executing party.
22. Preparing, for submission to the World Bank, the following reports:
    a) GRADES-P: quarterly environmental, social, health and safety monitoring reports, submitted within 15 days of the end of each calendar quarter;
    b) GRADES-STP: biannual monitoring reports, submitted no later than 14 July and 14 December each year.
23. Prepare the environmental inputs for the project final report.

24. Serve as the PMIU's technical focal point for environmental matters in interactions with the World Bank, through and under the direction of the PD.
25. Serve as the PMIU Environmental Specialist member of the Tier-1 District Grievance Redress Committee and support the Tier-2 PMIU-level Grievance Redress Committee. Ensure environment-related grievances from communities, parents, school staff and others are registered, screened, investigated and resolved within the ten-day standard set in the ESMF, with any extension formally communicated to the complainant. Maintain the environmental component of the centralized grievance database, and report grievance statistics and resolution rates in every periodic report. Ensure GRM entry points are disclosed and accessible at every active construction site.

Type of Contract

Time-Based Contract

Duration of the Contract

The Environmental Specialist shall be engaged until June 30, 2029, subject to the applicable project implementation period and satisfactory performance.

Duty Station

The Environmental Specialist shall be based at PMIU, Lahore, with regular field visits to project sites, schools, Non-Formal Education Institutes (NFEIs), districts and other locations as required for effective implementation of environmental and social safeguards.

Reporting Line

The Environmental Specialist shall report to the Programme Director (PD), PMIU, and coordinate with the relevant project coordinators, district authorities, implementing agencies, consultants and contractors.

Project Financing

The GRADES-P shall finance the contract.

Annual E&S Trainings & Contractor Reporting

- Annual E&S trainings for both projects, with project-wise activities, target participants and tentative schedule should be submitted within 30 days of contract commencement and updated Annually
- Contractor monthly E&S monitoring reports, reviewed by the Environmental Specialist, with verification findings and follow-up actions

Qualification and Professional Experience

Qualification

- A Master's/ Bachelors (Hons.) degree (16 years of education) in Environmental sciences/ environmental management/ environmental evaluation/ environmental monitoring or related field from reputable & recognized local or foreign institution, duly recognized by the Higher Education Commission (HEC) of Pakistan.
- Certification in occupational health and safety (NEBOSH, IOSH or equivalent) is desirable

Experience

- At least, eight (08) years of documentary verifiable relevant experience, after acquiring stipulated qualifications, in public and/or private sector national/international organizations, of which at least two-three years on World Bank ESF or comparable IFI-financed operations.
- Demonstrated experience of preparing and reviewing ESMPs and C-ESMPs, and applying E&S screening;
- Experience in social sector infrastructure, preferably education or health facility construction;
- Having experience of conducting environmental impact assessments, preparation and implementation of Environmental Management Plans, field environmental assessments of small construction projects etc.
- Proven report writing skills.
- Demonstrates good oral and written communication skills in substantive and technical areas.
- Excellent writing, editing and analytical skills and capability of working independently.
- An ability to work effectively, take initiative and deliver results, even under pressure, and willing to visit sites in remote areas

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" September 2023.