

# **Grant Facility for Project Preparation (GFPP)**

Ministry of Foreign Affairs, Foreign Employment and Tourism (MoFA,FE&T)

## **Terms of Reference (TOR)**

### **Social Specialist (PS)**

**Contract No: LK-MOFAFET-543018-CS-INDV**

#### **1. BACKGROUND**

MOFAFET has received a grant from the World Bank to carry out preparatory activities for the proposed Tourism for Heritage, Resilience, Inclusion, and Value-driven Employment (THRIVE) Colombo Project, a 5-year lending operation. THRIVE Colombo is a US\$77 million pipeline project designed to transform Colombo from a transit stop into a 48-hour getaway destination by investing in new flagship attractions and revitalizing its underutilized cultural and nature-based heritage assets. The project is structured around three components: (i) institutional strengthening to modernize tourism governance, build capacity, and launch a new national brand; (ii) destination creation to develop flagship cultural and nature-based tourism circuits; and (iii) enterprise support to activate Colombo's creative economy.

The main objectives of the THRIVE project are to develop new and underutilized tourism assets, build skills and capacity to enhance experiential competitiveness, establish governance frameworks to protect and manage heritage and natural sites, and promote the region to high-value, high-spending niche markets with strong potential for repeat visits and referrals.

By curating and developing a portfolio of high-value experiences in the Western Province and driving demand in key markets, it can help to increase visitor numbers, room rates, spending, and length of stay. This growth is expected to result in significant economic benefits, job creation, quality foreign direct investment, and support for the conservation of important natural and heritage assets.

The THRIVE project focuses on the Western Province, aiming to transform Colombo and the surrounding area into a vibrant 48-hour getaway with projects in wetland tourism, cultural experiences, water-based activities, and heritage development, all which have been identified as a lucrative niche with global appeal. Proposed initiatives include:

- a) Destination Creation in Colombo Fort Heritage Trail
  - (i) Placemaking, pedestrianization, connectivity, safety and sustainability improvements in Colombo Fort Area and Galle Face Green
  - (ii) Renovation of selected Government owned buildings and entering into public private partnerships
  - (iii) Opening up of spaces including roads that are currently restricted to the public
  - (iv) Renovation of Old Town Hall and Edinburgh Market and business models
  - (v) Support for programming for the proposed Museum of Modern and Contemporary Art and
  - (vi) Supporting business viability of food vendors and market for a street market
  - (vii) Development of an Urban Partnership District to coordinate oversight, operations & maintenance of the Fort area: Public Private Platform
  
- b) Destination Creation in Kotte Kingdom Trail
  - (i) Site development including upgrading, pedestrianization, bike paths, enhanced connectivity, placemaking and Public Private Partnership facilitation of Baddagana Wetland Park, Diyasaru Wetland Park and Kotte Ramparts

(ii) Ape Gama upgrading and PPP facilitation

The grant will specifically support the Design and Technical Assessments that meet readiness for cultural and heritage investments and potential Public Private Partnerships (PPP), consultancies to develop project preparation documents including, E&S assessments, fiduciary assessments, procurement strategy, procurement plan, and a project implementation plan., and targeted Capacity Building activities. The grant will support the establishments of PIUs with required technical experts in fiduciary, safeguards, procurement and Monitoring & Evaluation (M&E)

Preparation and disclosing of Environmental and social risk management instruments are critical parts of preparatory work. The project will develop Strategic Environmental and Social Assessments (SESA) for the tourism sector, Environmental and Social Impact Assessments (ESIAs), E&S management Plans (ESMPs), Biodiversity Assessments and Management Plans, Heritage Impact Assessments, Traffic Management Plans, etc. and Resettlement Action Plans as well as livelihood plans for any affected communities such as street vendors. Stakeholder Engagement Plans will guide consultations, and all E&S documents will align with World Bank Environmental and Social Framework (ESF) and local regulations to manage risks appropriately. It is expected that the before the first year of project implementation, 30% of E&S instruments of its sub projects be prepared and disclosed.

## **2. OBJECTIVE OF THE ASSIGNMENT**

Services of Social Development Specialist are required to implement the Project in accordance with World Bank Project Appraisal Document (PAD), World Bank Environment and Social Framework (ESF) and its relevant Environmental and Social Standards (ESS) as outlined in the Project Environment and Social Commitment Plan.

The Social Specialist will assist and advise the Project Director in carrying out all social development aspects of the relevant ESSs, as necessary.

## **3. SCOPE OF WORK AND ACTIVITIES TO BE UNDERTAKEN:**

The Social Specialist will be required to undertake the following responsibilities:

- i. **E&S Standards:** Ensure all project activities are prepared in compliance with the Environment and Social Commitment Plan (ESCP). To this end, the Senior Social Specialist will provide hands-on support on the following:
- ii. **Risk Assessment:** Assess the social risks relevant to project activities, conduct social impact assessments, and lead due diligence consultation processes to develop appropriate social risk management instruments.
- iii. **Technical Soundness:** Advise and support counterparts on technical options for social development, particularly land tenure, informal settlement, involuntary resettlement, livelihood restoration, labor issues, inclusion of vulnerable/marginalized groups, mitigation plans and institutional development strategies.
- iv. **E&S Screenings & Plans:** Monitor the preparation of Environmental and Social Screenings and Environmental and Social Management Plan (ESMPs) for sub-projects by the Project consultants (scope of consultancies forthcoming).

- v. **RAP/Livelihood Restoration Plans:** Guide and monitor the preparation of Resettlement Action Plans (RAPs) and/or Livelihood Restoration Plans for sub-projects (as required) in accordance with ESS5.
- vi. **GBV/SEA:** Oversee the preparation of the Project Gender-based Violence (GBV) and SEA/SH Mitigation Plan and manage the risks of GBV, SEA and SH throughout Project lifetime.
- vii. **SEP:** Prepare guidance for the implementation of the Stakeholder Engagement Plan so that meetings of all stakeholders are organized in accordance with ESS10, and participation of vulnerable groups is ensured. Lead and maintain stakeholder engagement and policy dialogue on social sustainability and inclusion and safeguards issues.
- viii. **LMP:** Ensure all project workers are hired and retained and contracts are in accordance with the requirements of the Labor Management Procedures through monitoring and technical assistance to PIUs.
- ix. **ESCP:** Assist in the implementation of Project commitments made in the Project Environment and Social Commitment Plan.
- x. **GRM:** Prepare the Project Grievance Redress Mechanism as proposed in the Project ESMF/RPF and ensure this GRM is accessible to Project workers and has the necessary protocols to receive and process complaints related to Gender-based Violence (GBV) and Sexual Exploitation and Abuse (SEA)
- xi. **Monitoring:** Monitor the implementation of RAPs, and other related social documents prepared under the purview of ESS1, ESS2, ESS5 and ESS10. Design the monitoring process of social aspects (resettlement, social safeguards, gender, community participation etc) for all sub-projects. Monitor results of E&S compliance through M&E third party validation (if hired) and ensure that field level compliance is in line with the required E&S instruments.
- xii. **Reporting:** Prepare six-monthly integrated E&S progress reports, semi-annual progress report(s), and other related reports as assigned by the PD that capture all data and information from PIUs.
- xiii. **Capacity building:** Provide training and capacity building to all PIU E&S specialists on the ESMF, procedures, guidelines, monitoring, reporting, etc. With assistance from PIUs, line agency staff, and the SMP, conduct awareness programs based on the ESMF/RPF as stated in the ESCP.
- xiv. **Consultants:** Supervise and monitor the work of consultants and technical specialists to ensure consistency and conformity to Bank standards.
- xv. Any other task assigned by the Project Director.

#### 4. CONSULTANT'S REPORTING OBLIGATION

The Consultant shall carry out the reporting obligations as follows:

1. The Consultant shall report to the Secretary of MoFA, FE & T the status of the assignment on a regular basis.

2. The Consultant is expected to report for work to MoFA,FE &T not later than 08.00 hours on week days other than public holidays and provide services to the client during (Planning Division of Tourism Section of MoFA,FE &T) working hours. Consultant may have to work extra hours in order to complete the tasks assigned as and when required without additional payment as per the requirement of the reporting.
3. It is compulsory to attend all meetings.
4. The Consultant will report directly to the MoFA,FE &T Director General (Planning) and PIU's Project Director and will work closely with other MoFA,FE&T staff.

## **5. REQUIRED QUALIFICATION AND EXPERIENCE**

- i. Master's Degree in Social Work/Sociology/Development Studies/Anthropology/Project Management/Economics or related discipline from recognized university/institution.
- ii. Overall 10 years' experience with at least 05 years' experience in planning & implementation of development projects relating to social sectors;
- iii. Knowledge of participatory development and social mobilization techniques.
- iv. Knowledge of environmental and social regulatory requirements of Sri Lanka
- v. Demonstrative technical and management skills.
- vi. Experience in managing projects with involuntary resettlement and voluntary land donation will be accorded due weightage.
- vii. Written and oral fluency in English and oral fluency in national language is required.
- viii. Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).

## **6. INSTITUTIONAL ARRANGEMENTS AND REPORTING:**

The Social Development Specialist shall report to the Project Director. It is recognized that activities may undergo frequent changes in view of the dynamic environment and implementation operational realities. The Specialist is therefore expected to be flexible and adapt to the requirements.

### **6.1 Preparation of reports/documents**

- Monitor and report to Project Management and the World Bank (on an agreed format) on the overall social performance of the project as part of PMU's periodic progress reporting and prepare relevant updates outlined in the ESCP and guided by the World Bank.
- Prepare quarterly Social Monitoring updates to share with the World Bank prior to the bi-annual supervision missions (as per agreed format)
- Report incidences and accidents to the World Bank as per the ESCP and help World Bank team process the ESIRT (Environment and Social Incident Reporting Toolkit)

## **7. DURATION OF THE ASSIGNMENT & PERFORMANCE**

This is a full-time work assignment at PMU of the MOFAFET. The services of the Social Specialist are required for a period of 1 year with a possible extension for up to 4 years of the Project duration. The Social Specialist's services shall be subject to annual performance evaluation based on

performance indicators specified below. The performance evaluation shall be the basis for the extension or termination of the services.

- Positive progress and good performance of the entrusted activities
- Timely production of accurate reports;
- Positive evaluation of performance by PMU and WB;
- Timely monitoring, tracking, and follow-up of the project social plan;
- Regular update of documents;
- Efficient teamwork and coordination of environmental activities;
- Support in implementing the capacity-building agenda related to social; and
- Accurate and regularly updated filing system, in both hard and soft copies.

## **8. CONTRACT DURATION**

1. **Duration:** The contract shall be for a period of one (01) year. Subject to satisfactory performance, the contract may be extended.
2. **Location:** Project Implementation Unit (PIU), Ministry of Foreign Affairs, Foreign Employment and Tourism

## **9. SPECIAL TERMS AND CONDITIONS/SPECIFIC CRITERIA**

Market based competitive salary on qualification and experience will be offered.

## **10. SELECTION METHOD**

An individual consultant will be selected in accordance with process stipulated in Section VII of the World Bank Procurement Regulation for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” (July 2016) revised November 2017, August 2018 and November 2020

## **11. CONFIDENTIALITY AND CONFLICT OF INTEREST**

The consultant undertakes to comply with GOSL’s, and WB’s policies and rules concerning corrupt and fraudulent practices, conflict of interest, and confidentiality<sup>1</sup>. The consultant shall maintain confidentiality on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without the prior written consent of the Project Director PMU. Any draft reports and other documents produced by the consultant will be discussed and cleared with the PMU before their final issue. A non-disclosure agreement (NDA) will be signed between the MOFAFET PMU and the selected candidate to be attached to the contract.

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<sup>1</sup> Namely, the World Bank’s “Procurement Regulations for IPF Borrowers” (Procurement Regulations) dated November 2020, and the “Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants”, dated October 15, 2006, and revised in January 2011 and as of July 1, 2016, and other provisions stipulated in the Legal Agreement.