



# GOVERNMENT OF LIBERIA

## Ministry of Commerce and Industry Ministerial Complex Congo Town, Monrovia



**Liberia Investment, Finance and Trade (LIFT) Project  
Project No.: P171997**

**Ministry of Commerce and Industry (MOCI)**

### **Terms of Reference Project Environment Specialist (ES)**

**Post Title:** Environment Specialist

**Location of Post:** Project Implementation Unit-Ministry of Commerce and Industry,  
Ministerial Complex, Tubman Boulevard, Congo Town

**Contract Duration:** 2 years with possible extension based on satisfactory performance.

**Report Line:** Project Coordinator-LIFT

**Recruitment:** National Position

**Type of Contract:** Lump Sum Contract

### **Background**

1. The Government of Liberia, through the Ministry of Commerce and Industry (MOCI), has received a Project Preparation Advance (PPA) from the World Bank in preparation for the implementation of the *Liberia Investment, Finance and Trade (LIFT) Project: P171997* if approved. MOCI intends to recruit an Environmental Specialist to work with the PIU's team to be established at the Ministry of Commerce and Industry.

2. The overall objective of the LIFT-P is to improve the investment climate, expand sustainable access to finance, and increase the efficiency of trade in Liberia and help formal MSMEs recover from the impact of the COVID-19.
3. The LIFT-P is an explicit contributor to the FY19-FY24 Country Partnership Framework (CPF) Pillar I: Strengthening Institutions and Creating an Enabling Environment for Inclusive and Sustainable Growth. Specifically, the project implements Objective 3 of the CPF, that seeks a more enabling environment for the development of Small and Medium Enterprises (SMEs). The Project furthers the CPF's objective by fostering the emergence of an inclusive private sector through a more hospitable investment climate, expanded access to finance, and stronger market governance. The LIFT-P envisions the removal of key regulatory constraints, and will facilitate trade and expand access to finance. Specifically, it will focus on (i) the regulatory areas where Liberia ranks low on Doing Business indicators, (ii) implementation of the Financial Sector Development Implementation Plan and National Financial Inclusion Strategy, (iii) implementation of the Insolvency and Restructuring Law adopted in 2017, and (iv) support for Liberia's implementation of commitments to the World Trade Organization (WTO), Trade Facilitation Agreement, since adoption of the long-awaited Customs Code.
4. The project supports a Jobs and Economic Transformation (JET) framework for Liberia and its two pillars on which the outcomes sit: better market functioning and improved firm capabilities. In doing so, the project targets six of the ten-building block in this framework as a complement to other parallel activities under the Liberia CPF supporting macroeconomic management, infrastructure services, employment policy and human capital. The project takes account of the Government Recovery Program (GRP) project that seeks to support otherwise viable growth oriented private enterprises that were adversely impacted by the effects of the pandemic. As the mechanism for firm level support is structured, guardrails will be established to prevent adversely impacting financial discipline and commercial credit underwriting needed for a sustained recovery. At the same time, with various indicators highlighting access to finance as an issue, attention to expanding digital financial services (DFS) is needed.
5. In addition to its contribution to the Jobs agenda, the Project design supports a range of IDA priorities including Gender, Climate, Governance, Fragility, Conflict & Violence and Maximizing Finance for Development (MFD). The project will ensure that women-oriented training and eligibility will be included in firm support and financial access component by deliberately incorporating, in the design of project activities, features that seek to address the identified gaps between men and women with respect to their participation in economic activity in the country, especially around differential constraints and performance between women-owned and men-owned firms. These include the reforms to the business environment (e.g., registration, permits and access to finance), as well as activities to support SMEs and entrepreneurs. The project will monitor the extent to which activities are contributing toward closing gender gaps by measuring, among other things: (i) the number of women led MSMEs with a loan through the project; and (ii) the percentage of women that are covered by the credit registry.

6. Finally, as a foundational project to strengthen the public sector's ability to facilitate growth of the private sector on a sustainable basis, significant efforts will be devoted to institution building activities in key agencies. In this light, the project's concept identifies the strengthening of institutional functioning, streamlining of business processes and use of automation to lower costs, improve services and remove face-to-face interactions.
7. The Project will be implemented in all 15 counties of Liberia for the next 5 years.

### **Objective of the Environment Specialist (ES)**

The main objective of the ES is to support improving the performance of the LIFT-P and supporting the mainstreaming of environmental risks and impacts management at all levels of the project implementation.

### **Scope of Services**

The Environment Specialist (ES) to be hired for the LIFT-P will be responsible for developing, coordinating and overseeing the implementation of environmental policies and procedures, as well as reviewing and appraising proposed investments for compliance with the national environmental requirements as well as the World Bank's Environmental and Social Framework (ESF). The ES will assist the Project Team in the review, further development and implementation of environmental safeguards instruments, and the institutionalization of good industrial practices in the implementation of project activities. Specifically, the ES will supervise and coordinate all environmental safeguards activities/aspects under the project and take responsibility for the preparation and implementation of safeguards instruments, including but not limited to the Environmental and Social Management Framework (ESMF), Stakeholder Engagement Plan (SEP), the Environmental and Social Commitment Plan (ESCP) and other site-specific instruments such as the Environmental and Social Impact Assessment (ESIA), Environmental and Social Management Plan (ESMP), Resettlement Action Plan (RAP) and other subsidiary instruments that may be needed during the implementation phase of the project. Key duties will include compiling environmental reports, coordinating and supervising the activities of sub-project operators and specialist consultants, organizing safeguards capacity building and awareness activities, drafting TORs for environmental studies and coordinating knowledge sharing activities.

### **Main Responsibilities**

- Serve as the main contact person with overall responsibility for ensuring the project is environmentally compliant and reporting on environmental safeguards activities for the project to the Project Coordinator.
- Undertake screening and due diligence of all sub-projects proposed for financing under the LIFT-P to determine the scope and severity of risks and impacts as well as the level of environmental analysis, including mitigation measures needed.
- Based on the screening outcome of subprojects, determine the level of further

environmental due diligence that must be undertaken and in consultation with the World Bank, recommend appropriate site-specific instruments to be prepared to guide E&S risks and impacts management of the sub-project.

- Liaise with the World Bank's (WB's) environmental and social (E&S) team and relevant government agencies on all aspects related to the project's environmental risks and impacts management.
- Ensure that all environmental safeguards reports including ESMPs, Environmental and Social Impact Assessments (ESIAs) etc. go through reviews and get the necessary clearances from the appropriate institutions like the World Bank, and the EPA.
- Lead in the acquisition of applicable statutory environmental and/or health and safety permits from relevant institutions and agencies, as may be relevant.
- Ensure distribution of all environmental safeguards and other relevant project documents to the respective participating sub-project operators and other relevant stakeholders and ensure their application.
- Ensure timely disclosure of all relevant environmental documents in country.
- Undertake capacity assessment on partner institutions and project beneficiaries, identify gaps, develop safeguards capacity building programs and administer environmental safeguard training to project staff, beneficiaries and relevant stakeholders in the PIU and sub-project implementers, especially in the application of World Bank Environmental and Social Framework (ESF), World Bank Environmental and Social Standards (ESSs), national environmental regulations, standards, policies, guidelines etc. that are relevant to the project.
- Create a general awareness for sound environmental management within the participating organizations, partner organizations and the beneficiary communities.
- Work with the Social Specialist to lead the Environmental and Social Management Team (ESMT) that may be established during project implementation and ensure that it meets regularly and as frequently as necessary to promptly resolve emerging E&S safeguards issues, evaluate data from the monitoring program and ensure efficient implementation of safeguards instruments, including the ESMP, RAPs, environmental and social audits and other subsidiary studies as they may become necessary.
- With the assistance of the ESMT, identify and select suitable local training resource persons, prepare standard and specific training modules and manuals, liaise with service providers and stakeholders to organize training, implement and prepare training progress reports.
- Work with environmental officers designated in sub-project operator units where applicable to ensure that all environmental safeguards issues are incorporated into Bidding and contract documents for all sub project types.
- Work with environmental officers of the sub-project operator units to ensure that environmental screenings are carried out in a timely manner and follow up actions undertaken by the operators.
- Design a simple and robust safeguard monitoring system, including easily measurable indicators, at the Ministry of Commerce and Industry and lead on the monitoring of implementation of the relevant safeguards instruments during all phases of the

subprojects or investments.

- Prepare relevant terms of reference (TORs) and obtain World Bank's clearance, where necessary.
- Advise the subproject operator and other partners such as consultants and ensure that they understand their roles and carry out their activities as per their TORs.
- Ensure project affected communities and relevant stakeholders are adequately consulted during the preparation of environmental instruments and that their concerns are considered in the design of sub-project activities to avoid, minimize, mitigate and/or compensate for potential impacts.
- Review and advise on all environmental safeguard's reports submitted by the sub-project operators and environmental consultants and ensure that those that require World Bank's review and clearance are timely submitted to the World Bank through the Project Coordinator.
- Make recommendations to the Project Coordinator regarding required budgets for safeguards implementation, as appropriate.
- Assist with the regular update of the Project Implementation Manual (PIM) and preparation of the Annual Work Plan and Budget (AWPB), as necessary.
- Provide hands-on support, coaching, mentoring, guidance and training to Participating Financial Institutions (PFIs) in the development and implementation of their Environmental and Social Management Systems (ESMS).
- In collaboration with the Social Development Specialist, develop, implement and report on the Grievance Redress Mechanism (GRM).
- Submit Monthly reports to the Project Coordinator and contribute to Quarterly, Semi-annual and Annual project progress reports. This will notably contribute to drawing lessons for preparing the following AWPB.

### **Qualifications and Experience**

- A Master's Degree in environmental science, development studies, natural resources management, or environmental engineering with five (5) years' experience in environmental risks and impact assessments and management.
- Good understanding of environmental safeguard related issues and mitigation processes and measures.
- Experience in preparation, review and implementation of Environmental instruments such as ESMF, ESIA, SEP, Environmental Audit etc.
- Good experience in position/s with similar responsibilities, and a demonstrated track record in such positions.
- Excellent practical and working knowledge of national environmental sustainability laws, regulations, guidelines, standards, etc., World Bank Safeguards Policies and WB Environmental and Social Standards (ESSs), broader knowledge of Good International Industrial Practices (GIIP) would be an asset.
- Experience working on World Bank funded projects and/or multilateral development project(s) is an advantage

## **Key Competencies**

### **Abilities**

- Demonstrated ability to establish priorities and to plan, co-ordinate, and monitor his/her own work plan and those of subordinate staff.
- Demonstrated ability to meet deadlines, and to make appropriate links in work processes and anticipate next steps.
- Self-motivated.
- Ability to think strategically and conduct dialogue on environmental and social issues, rural development, climate change, etc.

### **Skills**

- Excellent interpersonal and team building skills, including negotiation skills.
- Excellent written and spoken communication skills, including presentations in English.
- Computer literacy with proficient knowledge of Microsoft Word, Excel and PowerPoint applications.
- Well-developed organizational skills knowledge.
- Thorough knowledge of Government and private sector institutional and organizational structures and operations in general. Experience in Liberia would be an added advantage.
- Working knowledge of the operational modalities for donors' funded projects (World Bank, USAID, UNDP) is a must.