

**Department of Social Welfare and Development
KALAHI-CIDSS NCDDP**

National Program Management Office

TERMS OF REFERENCE

Unit : **ENGINEERING**

Job Title : **ENVIRONMENTAL SAFEGUARDS SPECIALIST**

Status : **SPECIALIST**

Overall Scope of Work:

Ensure that community projects are environmentally compliant to the program policies and all stakeholders are properly oriented, aware of the safeguards instruments and responding to the planned mitigation activities.

Specific Responsibilities and Tasks:

1. Develop and maintain database will serve as an information system for the program's environmental policy compliance.
2. Coordination with regional program hired engineers and LGU engineers in the inclusion of safeguards policies in the design of their technical proposals.
3. Monitor the environmental safeguards instruments during the implementation of community projects through conduct of random on-site review and inspection.
4. Reviews the sub-project environmental clearances and ascertain compliance to Environmental Management Plan (EMP) and spearhead in the conduct of safeguard audits, prepare analysis and recommendations based from the result of field visits.
5. Conduct coaching and mentoring sessions with regional and LGU staffs on the safeguards procedures of the program.
6. Provide summary reports of compliance during the conduct of Supervision Missions of the donor.
7. Conducts thematic study of environmental safeguards implementation procedures and policies by sub-project type.
8. Prepares monthly accomplishment reports and submits an assessment of implementation on rural infrastructure sub-projects in relation to environmental aspect.

Description of Relationships:

The Environmental Safeguards Specialist will report to the National Infrastructure Engineer in close coordination with the Deputy National Program Manager. For technical consultations, he/she shall coordinate with the central and regional level engineering unit.

Qualifications:

1. Licensed engineer preferably civil engineering and other related professions, i.e., environmental science
2. With minimum 5 years' experience in community driven development and environmental assessment
3. At least 48 hours of relevant training
4. With preferred knowledge on donors' safeguards policies.

Other desired qualifications and skills:

1. With training in community development,
2. Good writing and oral skills for building the capability of the project staffs and stakeholders.

Job Location:

DSWD-KALAHI CIDSS National Program Management Office with travel to project sites and regional offices.