

Terms of Reference - Part Time Expert – Individual Consultant

Environmental and Social (E&S) Safeguard Consultant

Background Information

Digital transformation of the national economy and public administration are among the key priorities of Serbian Government. In addition to providing high-level political support and institutional sponsorship, the Government introduced new institutional framework to manage this process and initiate internal changes.

The Government of Serbia, elected in June 2017, has heavily prioritized digital transformation of the national economy and state administration. The Prime Minister's Keynote Address before the Parliament stressed digitalization and education as the most important catalysts of innovations, competitiveness and growth for Serbia in the coming years. It also stressed the need for a rapid digitalization of public administration and provision of integrated, secure and citizen-focused electronic services. This political support has materialized in August 2017, when the new Government formed the Office for Information Technologies and eGovernment (OITeG) and appointed the Prime Minister as head of the Council for Innovative Entrepreneurship and Information Technologies (IT Council).

In addition, the Government of Serbia has requested assistance of the World Bank in supporting the reform efforts, through a loan. To this effect, the World Bank has initiated the Enabling Digital Governance Project (EDGE). The objective of the project is to improve access, quality and efficiency of eGovernment in Serbia.

The project, officially started in May 2019, aims at contributing to development of the digitalization in Serbia, through implementation of the following components:

Component 1: Foundations for Digital Service Delivery

The objective of this component is to establish the necessary cross-cutting foundations to support the use of ICTs in the provision of public services to citizens, and businesses, including inter alia, regulations, standards, and digital infrastructure.

Component 2. Transforming Services for Citizens, Business and Government

The objective of this component is to support re-engineering, digitalization, and piloting of selected administrative e-services. It will support improvements in back-office processes to reduce administrative burdens and increase efficiency of administrative service delivery to citizens and businesses.

Component 3. Digital Skills Development, Institutional Strengthening and Change Management

Activities under this component will focus on transforming the provision of administrative services to citizens and businesses, which will result in the change of the way public servants do their work as well as the way citizens and businesses interact with the administration. The key result of this component is enhanced capacity for project management and institutional coordination to achieve project results. This component will include strategic frameworks to help all stakeholders to understand, commit and successfully develop digital skills, implement change and, by promoting digital skills and changes, contribute to further institutional strengthening which will bring major benefits to citizens and business.

For the purposes of effectively managing and coordinating EDGE and future projects with IFI financing, the Project Implementation Unit (PIU) has been founded at the OITeG.

Objectives of the Assignment

OITeG is seeking E&S Safeguard Consultant, as per the World Bank OP 4.01 and relevant national legislation, by integrating environmental and social requirements of the World Bank and the Serbian legal framework into the investment arrangements proposed under the Project.

Although WB is financing only purchase of equipment under the project, the construction of building financed from other sources is considered associated facility. Therefore, environmental safeguards apply. The EDGE Project has been classified as a Category B Project, per the World Bank safeguards policy, and as such requires:

- An Environmental and Social Management Framework (ESMF) that will guide the site-specific Assessment of all individual investments that may have associated environmental and social impacts, and,
- Site-specific Environmental and Social Management Plans (ESMP) for the proposed project activities that may include investments related to the new or existing infrastructure.

The ESMF, containing ESMP template, has been prepared and consulted prior to the project Appraisal. Site specific ESMP needs to be prepared for the construction of data centre building in Kragujevac, publicly consulted and applied in all phases of sub-project implementation. The Consultant will liaise with OITeG, MPALSG and other relevant government and municipal authorities, NGOs and other stakeholders, as needed, for collecting necessary information for the baseline, while coordinating and receiving inputs from the OITeG.

The Consultant shall take into consideration direct, indirect and induced environmental and social aspects and impacts, WB Safeguards Policies and Procedures (elaborated in the project ESMF), national regulation during the Environmental Assessment (EA) and preparation of the ESMPs document, relevant for implementation of all civil works and other activities that may have an environmental and/or social impact within the sub-project.

Currently, it is envisaged that the Project will involve the following environmentally-related activities:

- Implementation of the G-Cloud and Data Disaster Recovery Centre in Component 1 (subcomponent 1.3). The Government has identified a location in the city of Kragujevac in central Serbia to establish the facility. The location is assessed as the most appropriate for the Data Centre given the proximity to Belgrade, availability of internet and other infrastructure and presence of academic institutions with well-regarded technical/ICT departments. Within the scope of this assignment, the locations of the future DRDC in Kragujevac, need to be visited in order to carry out EA and develop and generic ESMP or ESMP Checklist in line with the Project ESMF;
- Various activities related to document management and archiving in Component 1 (subcomponent 2.1: Document Management) may also have environmental impact and/or impact to occupational health and safety (OHS) and community safety, and these must be considered in preparation of the ESMP or ESMP Checklist (a reduced version of ESMP for typical small-scale works).

The scope of work E&S Safeguard Consultant comprises the following tasks:

1. E&S Safeguard Consultant is expected to provide environmental and social management technical advice and support to the OITeG with regard to maintaining the project compliance with the World Banks safeguards policies and applicable national regulation. The Specialist will carry out environmental screening, carry out EA and prepare corresponding documents, also identify gaps in risk profiling, compliance, and propose measures to enhance compliance.

2. Supervise implementation of environmental, OHS and community safety related activities as outlined in the ESMF of the project, further defined in ESMP of the sub-project, required by the WB Safeguards Policies and the relevant national regulation.
3. Provide overall environmental management oversight during the implementation of the project, supporting and advising the PIU in addressing a variety of environmental issues at all the stages of the implementation of the project and in environment related training/awareness raising and coordination activities, assist in addressing grievances, reviewing documents and reports, conducting field visits, proposing corrective measures, etc.
4. Prepare necessary documents, such as environmental guidelines and tools in consultation with stakeholders and help the PIU in commissioning and managing additional and/ or special studies/assessment, if necessary.
5. Provide quarterly reports on implementation of EAs (ESMP or ESMP Checklists) to comply with [PAD - paragraphs 76 to 81](#). Prepare E&S contribution to the regular project progress report, including but not limited to ESMF and EAs compliance assessment, (re-)occurring issues, significant issues and incidents, corrective measures, etc.
6. E&S Safeguard Consultant will report to the Project Director and PIU Project Manager. The successful applicant will work with the PIU and have frequent interactions with World Bank staff and other stakeholders.
7. The consultant will also assist OITeG in the implementation of the project in accordance with the World Bank's OP 4.01 on Environmental Assessment and the World Bank's Access to Information Policy.

Duties and responsibilities

E&S Safeguard Consultant will play an essential role in the application of the World Bank's environmental policies (i.e. Environmental Assessment (OP 4.01))

Under the supervision of the OITeG, the E&S Safeguard Consultant will work closely with PIU and other related organizations in relation to all Environmental aspects of the project's operations. This will include, but not limited to:

- Support Implementation of environmental related activities as outlined in the Environmental and Social Management Framework (ESMF) of the project;
- Screening the sub-projects and proposing EA process and documents, filling in screening checklists and submitting them to the WB.
- Upon WB conformation of category, preparation of the Environmental Assessment documents (ESMP, ESMP Checklists) with mitigation and monitoring measures adequately addressing environmental, health and safety risks of proposed infrastructure schemes as required by the

Environmental and Social Management Framework (ESMF). Finalization of EAs upon approval of WB Environmental Specialist;

- Support PIU in EA public consultation process by preparing calls for comments, initiate and supervise disclosure, integrate relevant public and stakeholders' comments to final EAs, presenting EAs in the case of public consultations meetings are needed, etc.;
- Ensure bidding and contracting documentation is completed from the Safeguards perspective;
- Supervise implementation of EAs (ESMP, ESMP Checklist);
- Undertake actions to ensure that the project remains compliant to the World Bank Environmental and Social Safeguard policies and guidelines;
- Undertake quarterly monitoring and evaluation of project (towards WB) activities against standards of the safeguard guidelines and EAs;
- Prepare guidelines, tools and notes for the OITeG/PIU, for use in the project based on relevant Environmental and Social Safeguard policies of World Bank Group;
- Prepare environmental information materials and help the OITeG in disseminating the information to the relevant stakeholders;
- Prepare quarterly reports to be submitted to OITeG and other stakeholders with a special view to capturing lessons learned and best practices for improving the performance of the Facility portfolio and maintaining safeguard standards;
- Preparation of the contribution to the progress report and submission to the World Bank.

Deliverables, Timelines and Payment schedule

The Consultant shall be responsible for the following deliverables:

No.	<i>Deliverable</i>	<i>Deadline</i>	<i>Payment</i>
1	- Preparation of EAs (ESMP or ESMP Checklist) environmental guidelines and tools, completing and evaluation of Environmental and Social Screening Check Lists	Prior to bidding of works/activity	15%
2	- Preparation and submission of Quarter Reports in accordance with the ESMF and other project documentation	On the end of each quarter from period 01.06.2020 – 30.06.2024.	5% per Quarter Report (4 Years, 15 Quarter Reports, Total: 15x5% =75%)
3	Final ESMF report submitted	Up to 15 days after the end of the Project	10%

All deliverables and reports must be accepted & approved by the OITeG, PIU and WB responsible person.

All deliverables must be submitted in English and Serbian (upon approval). All deliverables shall be provided in electronic copy format only.

After awarding the contract, the Consultant shall sign the Non-disclosure Agreement (NDA) with the OITEG. All relevant documentation will be provided to the Consultant after signing the NDA as a basis for work.

Required Qualifications

The Consultant selected to undertake the assignment must fulfil the following minimal requirements:

- University Degree in Environmental Sciences, Environmental Engineering, Environmental Policy, Law or in a related field;
- At least 5 years of professional experience in environmental protection and OHS, out of which at least 3 years of practical experience in environmental affairs and social safeguards, acquired with the public sector and with international projects;
- Experience in environmental and social safeguards/management in WB and/or other IFOs will be considered an advantage’;
- Documented and proven knowledge of World Bank, UN or other international organizations environmental and social safeguards requirements;
- Fluency in English and Serbian, both spoken and written.

Length of assignment

The Consultant shall be engaged for up to 185 days in the period from the 01.07.2020 – 30.06.2024. Duration of the assignment may be subject to extension depending on project needs.

Confidentiality and Conflict of Interest

The Consultant undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

Selection of Consultant

A Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants as set out in the Regulations.