

TERMS OF REFERENCE

Contract	CS-Ind-10		
Project:	Kyrgyz Republic: School Education Reform Sector Development Program (loan No.4217 – KGZ (COL)/grant No.0851 – KGZ) (SERSDP)		
Expertise:	Environment and Safeguards Specialist		
Source:	National	Category:	Independent Individual Consultant

Brief Information

The Ministry of Education and Science (MOES) of the Kyrgyz Republic is implementing the School Education Reform Sector Development Project, financed by the Asian Development Bank (ADB) under Loan No. 4217-KGZ (COL) and Grant No. 0851-KGZ. The program aims to improve the ability of the school education system to prepare graduates with subject knowledge, competencies, and soft skills. Under Output 3, the project will rehabilitate 23 innovative schools and the Kyrgyz Academy of Education (KAE), and will upgrade school infrastructure, science, technology, engineering, and mathematics facilities, and information and communication technology equipment. The project supports implementing the National Education Development Program in the Kyrgyz Republic for 2021–2040. An Environment and Safeguards Specialist will be engaged in the Project Implementation Unit (PIU) under Package CS-Ind-4 and will be supported by the civil works design and supervision firm under Package CS-F-1. The specialist will coordinate closely with the supervision firm, contractor environment, health, and safety staff, school administrations, local authorities, and ADB.

Scope of Work

The Environment and Safeguards Specialist will support the PIU in implementing environmental safeguards for the School Education Reform Sector Development Program in accordance with ADB Safeguard Policy Statement, 2009, the Environmental Assessment and Review Framework (EARF), the project initial environmental examinations (IEEs), environmental management plans (EMPs), the Project Administration Manual (PAM), loan and grant agreements, and applicable laws and regulations of the Kyrgyz Republic.

Tasks

1. Lead day-to-day coordination, monitoring, documentation, and reporting of environmental safeguards compliance on behalf of the PIU, in accordance with ADB Safeguard Policy Statement, 2009, applicable laws and regulations of the Kyrgyz Republic, the EARF, IEEs, EMPs, and site-specific environmental management plans. Coordinate the project-level grievance redress mechanism (GRM) and report safeguards issues through quarterly progress reports and semi-annual environmental monitoring reports (SAEMRs).
2. Support implementation of environmental safeguards, review bidding documents, bills of quantities, technical specifications, and contract conditions to ensure that EMP requirements, site-specific EMP requirements, environmental clauses, environment, health, and safety staffing, GRM provisions, asbestos and hazardous waste management measures, monitoring, reporting, and corrective action requirements are included.
3. Update the draft IEEs and EMPs for Packages CW-01, CW-02, and CW-03 in case there are changes in scope, changes in site conditions, unanticipated impacts, or changes in applicable legal and regulatory requirements. Any update must assess potential impacts, evaluate alternatives, define mitigation and monitoring measures, assign responsibilities, identify budget and resources, and be submitted to ADB for review and clearance before implementation of the relevant works or corrective measures. Participate in tender evaluation to confirm bidders' capacity and proposed approach for implementing environmental safeguards, including review and approval of site-specific EMPs, hazardous waste management, asbestos management, occupational health and safety, community safety, and GRM requirements.
4. Conduct environmental compliance audit for existing facilities or facilities under construction. The environmental audit must include site assessment, identification of past and present

environmental concerns, review of compliance with ADB safeguard principles and national requirements, and preparation of corrective action plans, where needed. Corrective action plans must define remedial actions, responsible parties, budget, and time frame for resolution of non-compliance.

5. Ensure any school or additional component to be considered for funding under the program will be screened using the exclusion criteria indicated in Table 3 of the EARF.
6. Ensure contractors prepare and submit site-specific environmental management plan (SSEMP) with subplans for each site before any works start. The SEMP must include, as applicable, subplans for asbestos management, hazardous waste management, mercury-containing waste management, solid waste management, occupational health and safety, community health and safety, traffic and access management, emergency preparedness and response, chance finds, stakeholder communication, GRM, and site restoration. The SSEMP is binding for contractors and subcontractors and must be included in contractual requirements. PIU Environment and Safeguards Specialist will monitor EMP and SSEMP implementation through regular site visits.
7. Ensure that no site preparation, dismantling, demolition, asbestos or hazardous materials removal, or civil works start until the relevant IEE and EMP are cleared and disclosed, required statutory permits and clearances are obtained, the contractor's SSEMP is reviewed and cleared by the PIU and supervision company, contractor EHS staff are mobilized, and school-level safety arrangements are in place. Non-compliance with, or deviation from, the IEE, EMP, SSEMP, permit conditions, or contractual environmental requirements must constitute non-compliance and would require corrective action.
8. Ensure contractors keep hard copies of the approved IEE, EMP, SSEMP, permits, GRM contacts, emergency contacts, and relevant subplans at each site throughout the construction period. Ensure approved SSEMP is translated to language understood by workers. Monitor compliance with the EMP and SSEMP, issue written instructions for corrective actions, track deadlines, and verify closure of non-compliances.
9. Coordinate the effective functioning of the project-level GRM, including site-level grievance intake, registration, referral, resolution, and reporting. Maintain the grievance log and including the status and information regarding grievance status, corrective actions, and resolution timelines are included in quarterly progress reports and in the semi-annual environmental monitoring reports. Ensure that GRM contact information is posted at each school and KAE site, that contractors assist in receiving and recording field-level complaints.
10. Organize and document meaningful consultations with school administrations, teachers, students, parents, adjacent residents and establishments, local authorities, and other affected or interested stakeholders before construction, during construction, and as needed. Ensure disclosure of project scope, expected impacts, mitigation measures, work schedule, site safety arrangements, GRM contacts, and complaint submission procedures in a language and form understandable to stakeholders.
11. Ensure implementation of all mitigation and monitoring measures required under the IEEs, EMPs, SEMP, permit conditions, and national legislation during pre-construction, construction, and post-construction stages. Coordinate monitoring of each school and KAE site, including pre-works condition documentation, construction-phase monitoring, non-compliance follow-up, site restoration, and post-construction audit.
12. With support of the supervision team, review the Contractor's monthly environmental, health, and safety reports, site inspection records, incident records, waste disposal records, asbestos and hazardous waste documentation, consultation records, and grievance logs. Undertake site verification and issue written corrective action plans where needed.
13. Liaise and coordinate with the Engineer and the Contractors on all environmental issues.
14. Monitor compliance with environmental and social covenants included in the loan and grant agreements. Coordinate with the social safeguards and gender specialists on related social, community health and safety, consultation, and grievance issues. Promptly inform the Project Manager, supervision firm, and ADB of any circumstance that has resulted in, or may result in, non-compliance with safeguards covenants. Include the latest status of safeguards covenant compliance in quarterly progress reports and SAEMRs.
15. Monitor the Contractor's compliance with applicable environmental, waste management, sanitary, construction, occupational health and safety, and permitting requirements of the

Kyrgyz Republic, as well as ADB-cleared IEEs, EMPs and contractual environmental requirements. Conduct site visits based on risk, work stage, and site sensitivity.

16. Prepare environmental safeguards inputs for quarterly progress reports and SAEMRs. Reports shall include EMP and SEMP implementation status, permit and clearance status, consultation and disclosure activities, GRM status, contractor EHS performance, site monitoring results, incidents, spills, accidents, non-compliances, corrective actions, asbestos and hazardous waste management, photo documentation, and unanticipated environmental impacts. Coordinate with the social safeguards specialist on any related involuntary resettlement or social safeguards matters, if applicable.
17. Prepare and ensure submission of the SAEMR to ADB within 30 days after each reporting period, by 31 January for the July to December reporting period and by 31 July for the January to June reporting period, until the project completion report is issued. The SAEMR shall follow the EARF template or the latest ADB-provided template and shall include all required supporting documents, photographs, monitoring data, grievance information, and corrective action tracking.
18. Maintain effective, and documented communication with local communities, affected people, nearby residents and establishments, local authorities, and other stakeholders on environmental, health, safety, construction schedule, access, and GRM matters.
19. Review contractors' monthly environmental, health, and safety reports and supervision firm site inspection reports. Identify non-compliances, gaps, trends, and recurring issues, and agree on corrective actions, responsible parties, deadlines, and verification requirements.
20. Support the procurement team in preparing and reviewing TORs, bidding documents, technical specifications, bills of quantities, and evaluation criteria to ensure compliance with ADB Safeguard Policy Statement and national environmental legislation. Participate in tender evaluation to confirm that bidders have adequate EHS staffing, safeguards methodology, experience, and budget for EMP and SEMP implementation.
21. Monitor compliance with applicable national environmental standards, permit conditions, and relevant international good practice, including the World Bank Group Environment, Health, and Safety Guidelines where applicable under the EARF and PAM.
22. Collect, verify, and analyze safeguards information received from project parties and stakeholders, and ensure timely follow-up.
23. Provide regular environmental safeguards updates to the PIU, Ministry of Education, ADB, school administrations, and other relevant stakeholders, including information on progress, key risks, non-compliances, corrective actions, grievances, and safeguards requirements.
24. Identify environmental safeguards risks, implementation problems, delays, and obstacles during project implementation, and propose corrective or preventive actions with responsible parties and time frames.
25. Monitor the performance of the supervision firm and contractors in relation to environmental safeguards, including timely submission and quality of SSEMPs, monthly EHS reports, incident reports, monitoring records, permits, waste disposal documentation, consultation records, and corrective action reports.
26. Participate in project meetings between the client, Engineer, supervision firm, and contractor, and present environmental safeguards, EHS, hazardous waste, asbestos management, community safety, GRM, and corrective action issues. Ensure that environmental safeguards requirements are reflected in site instructions, meeting minutes, work planning, and decision-making.
27. Review environmental safeguards documents and monitor proper implementation by responsible parties.
28. Coordinate with environmental, sanitary, construction, and local authorities as needed to support permitting, consultations, inspections, hazardous waste management, asbestos management, compliance monitoring, and resolution of safeguards issues.
29. Prepare inputs to monthly internal updates, quarterly progress reports, SAEMRs, and other project reports. Ensure that environmental safeguards information is accurate and supported by site inspection records, photographs, monitoring data, grievance logs, and corrective action tracking.
30. Perform other tasks as assigned by the Project Manager.

Reporting Requirements

Environment and Safeguards Specialist will prepare, review, or coordinate the following safeguards deliverables:

- Permits covering applicable national environmental, sanitary, waste management, occupational health and safety, construction, and other relevant legal requirements, including status of permits, clearances, responsible parties, and compliance actions.
- Update IEEs and EMPs for CW-I-1 and CW-I-2, if required during implementation. Ensure disclosure of ADB-cleared IEEs, SAEMRs, in a language and form understandable to stakeholders.
- Keep EMP and SSEMP implementation records, including site inspection checklists, photo documentation, non-compliance notices, corrective action tracking, closure verification, and site restoration records.
- Provide comments on contractor monthly EHS reports, supervision firm reports, SEMPs, asbestos management plans, hazardous waste management plans, monitoring results, and other safeguards documents.
- Finalize SAEMRs in ADB template, and submit to ADB within 30 days after each reporting period.
- Safeguards inputs to quarterly progress reports, including EMP and SEMP implementation, permits, consultations, GRM, incidents, non-compliances, corrective actions, hazardous waste and asbestos management, monitoring results, photographs, and key issues requiring management attention.

Reports to

Project Manager.

Qualification Requirements and Work Experience

- Higher education in ecology, environmental protection or related sciences;
- Work experience (at least 3 years) in international organizations, as well as organizations funded by international donors as an ecologist or environmental specialist;
- Experience in preparing environmental assessments and monitoring, the availability of scientific publications is an advantage;
- Good knowledge of English, fluency in Russian
- Excellent knowledge of the Kyrgyz language;
- Good computer skills, knowledge of all Microsoft Windows office applications.

A scoring system will be applied during the evaluation as follows:

Education – 15%;

Experience – 70%;

Language proficiency – 15%.

Place of Execution:	Duration:	Dates:
Duty station is in PIU, located at the address: Bishkek, Manas Ave. 22A.	12 months, with the possibility of extension. Probation period: 3 months.	Contract Commences _____, subject to ADB approval. Contract Validity _____.
Contract period:	-----	-----