



Terms of Reference

Social and Gender Safeguards Officer
Individual Consultancy Services
British Virgin Islands (BVI)

Title:	Social and Gender Safeguards Officer
Reporting to:	Project Coordinator Recovery and Development Agency (RDA)
Location:	British Virgin Islands
Duration:	One Year Full-time

1 Background

The British Virgin Islands (BVI) is a British Overseas Territory in the Caribbean. The Virgin Islands consist of the main islands of Tortola, Virgin Gorda, Anegada, and Jost Van Dyke, along with over fifty other smaller islands and cays.

In 2017, the BVI experienced an unprecedented trio of extreme weather events occurring over a six-week span that resulted in catastrophic damage to the territory. A significant portion of the population sustained damages to their homes and property of varying degree. Territory-wide access, to key segments of infrastructure, that is access to electricity, water and communication services, was severely compromised. Moreover, varying levels of damage to most of the educational facilities occurred.

In 2018 the Recovery and Development Agency was established to deliver an ambitious goal of a stronger, smarter, greener, and better Virgin Islands. The Recovery to Development Plan (RDP) sets out a range of policy and strategy initiatives and programmes across sectors. It is imperative that the RDA fully considers gender, social and environmental in the design, delivery and monitoring of projects and programmes.

1.1 Social and Gender Considerations

The RDA is developing similar policies, procedures and plans to ensure adequate consideration is given to social and gender issues during project design and delivery. The RDA requires that policy, procedures, and plans are put in place to ensure due consideration is also given to social and gender issues and safeguards.



2 Objective

The Social and Gender Safeguards Officer (SGSO), hereinafter referred to as “the Consultant” will provide assistance to the RDA team and the Social and Gender Safeguards Specialist (SGSS) in the planning, development/revision, implementation and then monitoring of the RDA policies and procedures for the consideration of gender, social dimensions and environmental management for RDA projects.

2.1 Scope of Services

The consultant will perform all work and analysis to accomplish the abovementioned objectives. Specifically, the consultant will execute the following components:

- Assist the RDA team and SGSS to monitor the planning and implementation of projects to ensure compliance with RDA policies and procedures, CDB’s ESRP, the CDB’s 2019 Gender Equality Policy and the CDB’s 2022-2024 Framework.
- Support the SGSS, as needed, to review all Environmental, Social, Health and Safety (ESHS) deliverables, including Environmental Management System plans (ESMPs), Stakeholder Engagement Plans (SEPs) and Gender Action Plans (GAPs).
- Collaborated with the CLO and SGSS to review and oversee the implementation of the SEP in collaboration with the Community Liaison Officer (CLO).
- Assist the SGSS with developing and delivering a series of spot checks to ensure safeguards policies are properly implemented on projects and monitoring of project activities against standards of the safeguard’s guidelines.
- Assist the SGSS to ensure that timely actions are taken based on the reports prepared on safeguards risks and appropriate actions to be taken, for all sub projects.

3 Deliverables

The Consultant is required to complete and submit the following deliverables under this assignment:

- Contribute to the development of monthly progress reports managed by the Social and Gender Safeguards Specialist to include progress and challenges in the implementation of the assignment, evidence through but not limited to filming of women’s economic activities in projects. Reports to be submitted by end of first week of the following month for comment and approval.
- Inputs to quarterly reports and Project Completion reports.
- Support Social and Gender Training Activities such as Contractor and RDA Trainings.

4 Qualifications and Experience

4.1 Essential

4.1.1 Qualifications

- Postgraduate Degree (minimum Masters) qualified in Gender Studies, Sociology, Development Studies, Anthropology, Social Sciences, or a relevant field with at least five (5) years’ demonstrable experience in gender/social development with donor funded projects, civil society or an NGO, social engagement practice, gender mainstreaming or assessments, and social/gender research.

OR

Bachelor's Degree qualified in Gender Studies, Sociology, Development Studies, Anthropology, Social Sciences, or a relevant field with at least ten (10) years' demonstrable experience in gender/social development with donor funded projects, civil society or an NGO, social engagement practice, gender mainstreaming or assessments, and social/gender research.

4.1.2 Experience

- Minimum of two (2) years' experience working on projects or programmes that address gender equality, disability, youth, labour, and other social inclusion issues.
- At least two (2) years' relevant and demonstrable experience in integrating social and gender considerations in project design and implementation will be an asset.
- Professional experience with demonstrated knowledge in development of project management policies and procedures in relation to environmental, gender and social issues will be an asset.
- Design, Implementation, and supervision of Social Management Plans will be an asset.
- Experience in working with the establishment and implementation of Grievance Redress Mechanisms.
- Demonstrable experience and knowledge in the teaching and learning of adults.