**The Ministry of Planning and International Cooperation (MoPIC)\ the Reform Secretariat**

**Terms of Reference (ToR)**

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| **Position:** | Social Risk Management Consultant (PART TIME) |
| **Reports to:** | Programs Manager/ in coordination with the Environmental Safeguards Specialist |
| **Period of Performance:** | Part Time for one year with possibility of extension – 10 working days a month. |

Background:

The Reform Secretariat at theMinistry of Planning and International Cooperation was established in November 2019 to coordinate, support, and drive the implementation of reforms under the Economic Reform Program. Additionally, The Reform Secretariat will provide necessary technical assistance and capacity building to government ministries and public entities to support and expedite the implementation of reforms.

The Reform Secretariat will; ensure reforms are designed in consultation with stakeholders, report to the Government of Jordan (GoJ) and development partners on progress, and coordinate between GoJ entities and development partners to ensure implementation and alignment of donor programs with national priorities. Furthermore, the Reform Secretariat will produce and disseminate information and communication materials to inform all target groups, including the private sector, and the public, of the progress of implementation and the impact of reforms.

The Economic Reform Program consists of the following pillars:

Pillar 1: Fiscal Policy

Pillar 2: Public Sector Efficiency and Governance

Pillar 3: Business Enabling Environment

Pillar 4: Investment and Trade Promotion

Pillar 5: Access to Finance and Capital Market

Pillar 6: Labor Markets and Skills Development

Pillar 7: Social Safety Nets

Pillar 8: Transportation Sector

Pillar 9: Energy Sector

Pillar 10: Water Sector

Pillar 11: Agriculture Sector

Pillar 12: Tourism Sector.

The Reform Secretariat also manages the implementation of various World Bank operations, including Programs for Results (PforR), Development Policy Financing (DPL), and Investment Project Financing (IPF).

**Main Function**

The **Social Risk Management Consultant** will assess, manage, and monitor social risks and impacts associated with projects and programs under The Reform Secretariat’s responsibility. The role will focus on the **Reforms under the Reform Matrix and the Programs for results (PforR)** managed by The Reform Secretariat. The Consultant will play a critical role in ensuring that social risks are identified, assessed, and managed effectively in accordance with the Environmental and Social Framework (ESF) and relevant Environmental and Social Standards (ESS), as well as **&S Core Principles for Programs for Results (PforR) Operations**.

The Consultant will design and implement measures to avoid, minimize, and mitigate negative social impacts, emphasizing inclusion, protection of vulnerable groups, and stakeholder engagement. The role will also maximize social benefits, provide capacity building, and ensure compliance with social safeguards.

**General Responsibilities**

The Social Risk Management Consultant will:

1. **Technical Advice and Support:**
   * Provide technical advice, support, and training to develop and implement social risk management systems and plans.
   * Monitor project activities against social standards and requirements as per the ESF and the E&S Core Principles.
   * Propose and ensure implementation of appropriate social mitigation measures.
2. **Social Impact Assessments:**
   * Update the Program Operation Manual (POM) with social risk management screening procedures.
   * Conduct social impact assessments to identify risks and benefits of projects and reforms.
   * Develop and implement measures to mitigate negative impacts and enhance positive outcomes.
3. **Grievance Redress Mechanism (GRM):**
   * Ensure the GRM is operational, accessible, and effectively addresses complaints from project-affected persons and stakeholders.
   * Monitor grievances, ensure timely resolution, and escalate issues as necessary.
   * Gather and document data on grievances from the relevant implementing agencies on regular basis.
4. **Stakeholder Engagement:**
   * Collaborate with the Communications and Stakeholder Engagement Manager to contribute to and implement stakeholder engagement plans.
   * Support capacity-building activities for external consultants and stakeholders.
   * Facilitate consultations with relevant stakeholders to gather feedback on the environmental and social assessments.
   * Ensure that the feedback from disadvantaged or vulnerable individuals or groups is incorporated into the assessment and mitigation measures.
5. **Reporting and Documentation:**
   * Prepare comprehensive reports on the implementation and compliance with social actions and requirements as per the Environmental and Social (E&S) instruments prepared for the different operations managed by The Reform Secretariat. These include the Environmental and Social Systems Assessment (ESSA) for the relevant PforRs, the Environmental and Social Commitment Plans (ESCP) for the relevant IPF projects, and any other instrument as needed.
   * The reports will also include updates on the Use of Borrower systems for labor management and working conditions under the different projects, including the compliance with the Jordanian Labor law and workers’ grievance mechanism.
   * Maintain accurate records of consultations, activities, and deliverables.
6. **Capacity Building:**
   * Develop and deliver training programs on social risk management, including:
     + Social impact assessment and management plans
     + Social monitoring and reporting
     + Grievance mechanisms
   * Provide coaching and mentorship to government staff and stakeholders.

**Specific Tasks and Deliverables**

The Consultant will provide:

1. **Advisory Services:**
   * Screen, assess, and manage social risks and impacts of PforRs and the reforms under the New Reforms matrix.
   * Support line ministries in the implementation of the social actions included in the Program Action Plan (PAP) and mitigation measures for PforRs, ensuring compliance with the ESSA and national E&S requirements.
   * Support line ministries in the implementation of the social requirements included in the E&S instruments prepared for the IPF projects (ESCP, SEP, etc.). ensuring compliance with the ESF and national E&S requirements.
   * Coordinate with E&S Focal Points in implementing agencies to monitor social risks and impacts.
2. **Support Stakeholder Engagement:**
   * Support in delivering stakeholder engagement activities in collaboration with the implementing agencies.
   * Support the development and implementation of Stakeholder Engagement Plans (SEPs) for Ministries, Departments, and Agencies (MDAs) when needed
3. **Monitoring and Evaluation:**
   * Prepare semi-annual reports on GRM data and progress on E&S actions.
4. **Capacity Building:**
   * Conduct training sessions for MDAs, and stakeholders on social risk management principles and practices according to the ESF standards, the E&S Core Principles of PforRs, and as stipulated in the projects’ E&S instruments (ESSA, ESCP, SEP, etc.)

**Qualifications**

1. **Education:**
   * Advanced degree in Applied Social Sciences (e.g., Sociology, Anthropology, Environmental Management) or related fields.
2. **Experience:**
   * Minimum 5 years of experience in social impact assessments, stakeholder engagement, and monitoring within the public sector, international organizations, or donor-funded projects.
   * Knowledge of the World Bank’s Environmental and Social Framework (ESF) or equivalent international standards (preferred).
3. **Skills and Competencies:**
   * Strong writing and editing skills in Arabic and English.
   * Proficiency in Microsoft Office (Word, PowerPoint, Excel) and relevant software tools.
   * Excellent presentation, facilitation, and training skills.
   * Detail-oriented with strong analytical and problem-solving abilities.
   * Highly motivated with excellent interpersonal and teamwork skills.
   * Ability to work flexibly under pressure and adapt to changing needs.

**Reporting and Deliverables**

1. Monthly progress reports on social risk management activities.
2. Semi-annual reports on GRM data and E&S compliance.
3. Training materials and capacity-building session reports.
4. Updated Program Operation Manual (POM) on social risk management
5. Others as needed.

**Duration and Work Schedule**

* **Duration:** 1 year (with possibility of extension).
* **Work Schedule:** Part-time (10 working days per month)