

TERMS OF REFERENCE
ENVIRONMENTAL & SOCIAL FRAMEWORK MANAGEMENT SPECIALIST

1. Introduction

The DBJ administers several donor funds, two of which are the Access to Finance Project (A2F) and Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) Project.

- a. The Access to Finance Project (A2F) has a primary objective of improving access to finance for micro, small and medium enterprises (MSMEs) in Jamaica. The Project is executed by the Development Bank of Jamaica (DBJ) and includes the following components: (i) Enhancing the Credit Enhancement Fund for guarantees to MSME Loans; (ii) Supporting the establishment of an SME Fund for risk capital; (iii) Improving the enabling environment for access to finance and business development services for MSMEs ("Enabling Environment") and (iv) Project Management.
- b. The Boosting Innovation Growth & Entrepreneurship Ecosystem (BIGEE) Programme is a Government of Jamaica (GOJ) five-year project valued at US\$25 million and financed by the Inter-American Development Bank (IDB) with the Development Bank of Jamaica (DBJ) as the Executing Agency. The objective of BIGEE is to promote sustainable and robust growth among startups and Micro, Small and Medium Enterprises (MSMEs) in Jamaica.

2. Objectives

The DBJ recognizes the need for an Environment and Social Management Framework Specialist to provide environmental risk management, support, supervision, and oversight throughout the implementation of both projects. Accordingly, Terms of Reference (TOR) have been prepared to assist in the engagement of an ESMF Specialist.

The DBJ has adopted its own Environmental and Social Management System (ESMS) with Environmental and Social Standards intended to guide its operations for environmental and social performance. The Specialist will be expected to also work within the scope of the DBJ's ESMS, which is similar to that of the projects.

3. Scope

The purpose of this consultancy is to provide technical support to the DBJ for programme implementation to ensure compliance with the World Bank's Environmental and Social Management Framework as well as the environmental laws of Jamaica. The ESMF Specialist will provide these services to the DBJ for the applicable Components of the A2F and BIGEE projects, while conforming to the DBJ's ESMS. Specific environmental risks which need to be proactively managed for projects will include the following:

Access to Finance

- Liaise with relevant business bankers of Approved Financial Institutions (AFI) and Micro Finance Institutions (MFI) on the requirements of the ESMF.
- Conduct E&S due diligence (screening, risk ranking including related site visits for medium & high E&S risk establishments) and prepare reports.
- Develop, execute, and participate in trainings/workshops on the ESMF with stakeholders (prepare presentations, plan training, execute training).
- Liaise with all relevant Divisions on ESMF matters.
- Lead the E&S public awareness raising/marketing campaign (generate E&S marketing ideas, conduct monitoring and backstopping activities, monitor E&S financial portfolio under the A2F project)
- Monitor and report on the project's Grievance Redress Mechanism
- Provide support to the SME Fund by ensuring the Fund Manager adhere to environmental and social requirements by conducting screening, assessment, monitoring, and reporting.
- Prepare World Bank and IDB annual reports; preparation of status reports, when required.
- Participate in all relevant meetings, workshops, training etc. and provide guidance on E&S matters, where necessary

IDB-Boosting Innovation, Growth and Entrepreneurship Ecosystems Project (BIGEE)

- Perform environmental and social evaluation of sub projects to determine their environmental and social risks and potential impact.
- Conduct visits and monitoring activities of subprojects to ascertain compliance with E&S regulations and ensure that there are no negative environmental impacts.
- Conduct E&S due diligence for projects under the Jamaica Business Fund and consider gender equality issues.
- Assess activities under the development of an SME (VC) Fund to ensure beneficiaries actions will not be harmful to the environment.
- Ensure Venture Capital Fund Manager include reporting information regarding social, environmental, and corporate governance on Portfolio Companies, and a summary of all the Portfolio Companies that were divested within a given time.

BIGEE EU Funding

- Work with the BIGEE team in developing TORs for identifying established women led MSMEs that will seek to promote efficiency and growth through development and adoption of innovation through activities that enable low-carbon and climate resilient growth.
- Develop criteria and modality for environmental and social screening of potential projects.
- Collaborate with the BIGEE team in identifying scalable start-ups that need support for acceleration given their potential for scaling up, gender perspective and climate change solutions.

- Ensure there is a gender perspective and climate change focus in the identification of potential beneficiaries (entrepreneurs or MSMEs) at an early stage of development that have potentially successful value propositions and that could become scalable start-ups.
- Conduct site visits to grant beneficiaries to ensure adherence to the relevant environment, climate and gender related requirements and prepare reports.
- Manage relevant E&S related marketing and awareness campaign.
- Contribute the relevant E&S and gender related information to support BIGEE reporting requirements.
- Provide input to preliminary E&S checklist.
- Participate in all relevant meetings, workshops, training etc. and provide guidance on E&S matters, where necessary

Duration and Estimated Time Input

This is a full-time position for which a contract will be awarded for a duration of **one (1) year**, and will be subject to periodic review, revision, and renewal.

Qualifications

The required **minimum** qualification, experience, and attributes; -

- An undergraduate degree in environmental sciences/engineering, or related field.
- Project Management Certification.
- An advanced degree in a related field or Environmental Certification is a direct advantage
- Sound knowledge of MS products – word, excel, power point and projects in particular
- Proven track record in working on complex projects with pragmatic approaches to handling complex safeguard issues and working in multi-disciplinary teams.
- Strong communication (oral and written); and presentation skills with the ability to engage Stakeholders at all levels.
- Strong analytical, problem solving and decision-making skills
- A minimum of five (5) years relevant professional experience including some practical experience in supporting MSMEs on environmental matters.