

Government of Nepal  
Ministry of Health and Population  
Health Emergency and Operation Center

**Vacancy Announcement**

**First Date of Publication: 21 Jesth 2078**

Government of Nepal, Ministry of Health and Population is seeking the competent candidates to work under the Health Emergency and Operation Center (HEOC/MoHP). The required qualifications, skills and competencies for the potential candidates are as given below:

<b>Project Name: COVID-19 Emergency Response and Health Systems Preparedness Project</b>
<b>Title:</b> Social Specialist (Consultant) <b>Minimum Qualifications:</b> Master's Degree in a relevant social science (anthropology, sociology, social development, law) or suitable equivalency. Minimum of five years of work experience in the field of social development and/or social sustainability, for example, voice and participation, gender, citizen engagement. Experience in and/or knowledge of Nepal's health system is preferred.
<b>Title:</b> Environment Specialist (Consultant) <b>Minimum Qualifications:</b> Master's Degree in Environmental Studies/Science/Engineering/management (i.e. MSC in Environmental Science) or suitable equivalency. Minimum five year's work experience in the field of environmental science/environmental management/engineering. Experience in and/or knowledge of Nepal's health system is preferred.

**Note:**

- (1) Age limit: Below 50 years.
- (2) Shortlisted candidates will be interviewed in-person or via virtual.
- (3) Prospective candidates are requested to apply within 10 days of publication by 30 Jesth 2078, 5:pm to email at [heocvacancy@gmail.com](mailto:heocvacancy@gmail.com).
- (4) For detail of vacant positions above please refer below.
- (5) For any confusion, please contact Mr. Ram Daresh Pandit (Mobile Number: 9851255834).



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**Checklist for Document Submission**

(Note: Please submit below 1-9 documents by making one pdf file )

Name of the Applicant:

SN	Name of the documents	Check	Remarks
1	Cover Letter		
2	Updated CV		
3	Academic Transcripts compulsory (latest first)		
4	Degree and Character Certificates, (equivalent necessary for international degrees)		
5	Certificates of national and international training/workshop/conference/seminars in the relevant fields		
6	Training in IT: Diploma or MS packages, MS Office		
7	Specific experience in the field of environmental science / environmental management / engineering		
8	Professional council registration (if any)		
9	Two Referees (Name, Agency, Designation, Email and Contact number)		





## TERMS OF REFERENCE FOR SOCIAL SPECIALIST (CONSULTANT)

### A. Background

The Government of Nepal is implementing the COVID-19 Emergency Response and Health Systems Preparedness (CERHSP) Project to prevent, detect and respond to the threat posed by COVID-19 and to strengthen national systems for public health preparedness in Nepal. The CERHSP project was declared effective in April 2020 and has since been under implementation. An additional financing (AF) is now being proposed to scale up existing efforts to strengthen health systems and logistics to respond to COVID-19, and to support the procurement and safe deployment of COVID-19 vaccines as they become available. The CERHSP project, including the AF, and comprises four components:

**Component 1: Emergency COVID-19 Response** for enhancing the capacities of the Ministry of Health and Population (MoHP) and its agencies in disease detection to ensure prompt case finding and contact tracing, and to enable the country to mobilize surge response capacity through trained and well-equipped frontline workers. The component comprises three subcomponents: Subcomponent 1.1 Case Detection, Confirmation, Contact Tracing, Recording, Reporting; Subcomponent 1.2 Health System Strengthening; and Subcomponent 1.3 COVID-19 vaccine purchase, a new subcomponent under the AF.

**Component 2: Community Engagement and Risk Communication** to ensure the Nepali populace is empowered with timely and relevant information to prevent and manage COVID-19 infections as well as to promote health during the pandemic, through effective participation to vulnerable groups. Under the AF, these activities will be scaled up to focus on: (a) cultural contextualization of all targeting and vaccine deployment plans; (b) social and behavior change communication for preventive and promotive health leveraging mass, social, and print media, and interpersonal counseling; (c) outreach interventions; and (d) citizen engagement for feedback and grievance redressal mechanisms.

**Component 3: Strengthened Capacity for Project Coordination Implementation and Monitoring** to strengthen the MoHP and its coordinating structure and implementation divisions for exercising requisite technical, fiduciary and safeguards due-diligence in the COVID-19 health sector response and knowledge, management and learning.

**Component 4: Contingency Emergency Response Component (CERC)** to finance a national response, in face of an eligible emergency or crisis, if required.

MoHP is the lead implementing agency of the CERHSP project and is implementing the project with the support of the Health Emergency and Operation Centre (HEOC), and in coordination with various units including the Health Coordination Division (HCD), Management Division (MD), Curative Services Division (CSD), National Health Education, Information and Communication Center (NHEICC) and the Nursing Services Division (ND), of the Department of Health Services (DoHS). MoHP has established a project implementation unit (PIU) to be responsible for implementing the activities under CERHSP. The PIU will be headed by the Project Coordinator, who is also the Chief Specialist of the HCD. The PIU, with the support from HEOC and in coordination with relevant units including the MD, CSD, NHEICC and the ND of the DoHS, will be responsible for managing the environmental and social due diligence of the project activities. In particular, the HEOC with NHEICC and ND will assess and manage social risks and impacts, coordinate communication activities including stakeholder and citizen engagement activities, and respond to grievances and complaints.

To support implementation of stakeholder engagement activities, the PIU will have a separate Stakeholder Engagement and Grievance Handling Unit. The project has prepared an Environmental and Social Management Framework (ESMF) to provide guidance in assessing and managing environmental and social risks and impacts arising under the project, and a Stakeholder Engagement Plan (SEP) which provides a plan for undertaking meaningful engagement with stakeholders throughout the project lifecycle. An Environmental and Social Commitment Plan (ESCP) developed for the project outlines the environmental and social measures and actions which the project is required to complete. The PIU will include an Environmental Specialist and a Social Specialist to manage environmental and social risk and impacts under the CERHSP project, and the MoHP is currently seeking to recruit the Social Specialist for the PIU.

### B. Objectives

The primary objectives of the Social Specialist are to support the MoHP in the assessment and management of social risks and impacts under the project, support the implementation of citizen and stakeholder engagement activities, and to support capacity building of MoHP. The effective delivery of these objectives will require close, timely and dedicated coordination with the project's Environmental Specialist and with MoHP and Health Care Facilities (HCF), as well as relevant departments, and other relevant stakeholders supporting the project.





### C. Scope of Services

The scope of work for the Social Specialist will include the following:

- Provide social review and technical support to the MoHP in identifying, assessing and managing social risks and impacts, and in enhancing project quality and compliance with the Environmental and Social Standards (ESS)
- Undertake social screenings for project activities as per the ESMF and support the completion of environmental and social impact assessments (ESIA) and environmental and social management plans (ESMP) as required by GoN requirements. This includes ensuring that disadvantaged or vulnerable groups have access to development benefits resulting from the project.
- Support the implementation of activities under the ESCP and provide reporting on implementation to the Project Coordinator and as required per the ESCP, ESMF and SEP.
- Prepare other necessary social management plans where required for civil works such as resettlement action plans, indigenous people's development plans, and community development plans following guidance provided in the ESMF
- Coordinate closely with relevant project stakeholders, such as technical focal points, project officers, MoHP staff, and HCF for efficient completion, review and endorsement of all environmental and social instruments including ESIA and ESMPs
- Ensure the activities outlined under the SEP are implemented throughout the life of the project, coordinating with relevant ministries, departments and agencies as required including the PIU's Stakeholder Engagement and Grievance Handling Unit, and in compliance with COVID-19 related restrictions on physical distancing and safe hygiene requirements. This includes ensuring that all stakeholder engagements are documented.
- Ensure the design and implementation of citizen engagement activities under the project as outlined under the SEP. This includes liaising with development partners to implement risks communication and community engagement activities as they relate to the project.
- Regularly review the SEP to ensure the SEP reflects up-to-date information, and incorporate revisions where required, for example, to incorporate newly identified stakeholder groups or to reflect changes in the project activities
- Ensure the efficient management of the project's grievance redress mechanism (GRM) by the Stakeholder Engagement and Grievance Handling Unit which includes ensuring that grievances can be made via the grievance channels, that grievances and questions are being efficiently addressed and resolved, providing assistance to resolve grievances, and preparing reports on the grievance log.
- Ensuring that grievances related to sexual exploitation and abuse and sexual assault (SEA/SH) are being appropriately directed and addressed in accordance with the project's SEA/SH Prevention and Response Plan
- Support the preparation of Terms of Reference (ToR) for ESIA, in the circumstance where ESIA are completed by an external implementing agency, including obtaining necessary the relevant government clearances, and supporting the review and finalization of ESIA and ESMPs
- Ensure that labor and occupational health and safety (OHS) requirements in accordance with ESIA/ESMPs, Environmental and Social Standard (ESS) 2 on Labor and Working Conditions, WBG General Environmental Health and Safety (EHS) Guidelines, ILO Guidelines and other internationally accepted OHS requirements and incorporated into any bidding documents and contractor requirements.
- Ensure the adequate consideration and inclusion of gender and social inclusion (GESI) related aspects in project activities, including in EHS specifications of procurement documents and ESMPs, as per the ESCP
- Ensure compliance with ESMPs during the project lifecycle, including through close coordination with the site engineer of the implementing agency and the contractor's Environmental focal point
- Undertake periodic review of environmental and social documents prepared for the project, for example ESMF and SEP, and support revisions and updates where required
- Design and facilitate capacity building training on the Project ESMF and SEP on implementation of the environmental and social management plans developed under the project, and other topics as outlined in the ESCP, to the PIU, contractors and other relevant stakeholders as necessary during project implementation and as outlined in the ESCP, the ESMF and the SEP.
- Proactively engage and liaise with relevant MOHP staff, Ministries, departments, and other stakeholders to ensure the timely completion of activities within this Scope of Work, and which may involve setting up and facilitating meetings and workshops with relevant stakeholders
- Manage any other unanticipated project-related social issues which emerge.

### D. Qualifications and experience

- Master's Degree in a relevant social science (anthropology, sociology, social development, law) or other related discipline
- Minimum of Five (5) years general experience in the field of social development and/or social sustainability, for example, voice and participation, gender, citizen engagement. Experience in and/or knowledge of Nepal's health sector preferred.
- Familiarity with social laws, regulations and policies of Nepal in particular those related to health

- Excellent interpersonal, analytical, communication and teamwork skills, and the ability to work with a range of stakeholders to efficiently and effectively complete project activities
- Strong organizational skills with the ability to prioritize, deal with frequent and unexpected changes, and work within tight timeframes
- Strong computer skills (Microsoft Word, Power Point, etc.) and other relevant computer applications
- Excellent communication skills in both Nepali and English

**E. Reporting and Deliverables**

The Social Specialist will report to the Project Coordinator of the CEHRP project and will submit deliverables in line with the ESCP and other project requirements. This includes semi-annual monitoring reports on social and health and safety of the project, including but not limited to stakeholder engagement activities and the grievances log.

**F. Duration of Service**

This is initially a 12 months' contract. This contract is expected to commence in 2<sup>nd</sup> week of Ashad 2078 (mid of June 2021).





## Terms of Reference for Environmental Specialist (Consultant)

### A. Background

The COVID-19 Emergency Response and Health Systems Preparedness (CERHSP) Project to prevent, detect and respond to the threat posed by COVID-19 and to strengthen national systems for public health preparedness in Nepal. This is to be achieved through the following four components:

**The CERHSP Project** prepared under the Fast Track COVID-19 Facility (FTCF). The Project Development Objective (PDO) of the parent project and this AF is to prevent, detect and respond to the threat posed by COVID-19 and to strengthen national systems for public health preparedness in Nepal. The parent project includes four components:

**Component 1: Emergency COVID-19 Response**, for capacitating the Epidemiology and Disease Control Division and Health Emergency Operation Center of the MOHP with technical and material assistance for sub-component 1.1: rapid case finding, contact-tracing and reporting as per MOHP protocols, and sub-component 1.2: strengthening health systems at all levels of the federation such that at least 135 new/rehabilitated intensive care unit (ICU) beds would be established in public health facilities with supporting stock of personal protective equipment (PPE) to manage the case load.

**Component 2: Community Engagement and Risk Communication**, to ensure the Nepali populace is empowered with timely and relevant information to prevent and manage COVID-19 infections as well as to promote health during the pandemic.

**Component 3: Implementation Management and Monitoring and Evaluation**, to strengthen the Ministry of Health and Population (MOHP) and its coordinating structure and implementation divisions for exercising requisite technical, fiduciary and safeguards due-diligence in the COVID-19 health sector response and knowledge, management and learning.

**Component 4: Contingency Emergency Response Component (CERC)**, to finance a national response, in face of an eligible emergency or crisis, if required.

The MOHP is the implementing agency for the CERHSP project. It implements the project through its Department of Health Services (DoHS), the Policy, Planning and Monitoring Division (PPMD), the Health Coordination Division (HCD), the Epidemiology and Disease Control Division (EDCD), the Management Division (MD) and the Health Emergency Operations Center. The project has prepared Environmental and Social Management Framework (ESMF), Environmental and Social Commitment Plan (ESCP) and Stakeholder Engagement Plan (SEP) and disclosed in MoHP's website for managing and mitigating environmental and social risks of the project. The MoHP wishes to contract an Environmental Specialist who will assist the project team for the overall day to day management and coordination of the project. The Environmental Specialist is expected to report to the Project Director. The Environmental Specialist will be required to assist the project team to lead the environmental activities of the project and coordinate with the technical teams and stakeholders assigned to implement the subcomponents. The Environmental Specialist will also closely liaise with the Task Team from other stakeholders.

### B. Objectives

The primary objective of the Environmental Specialist is to ensure environmental due diligence for all the sub-components funded by this project including Additional Financing will finance the scale-up of project activities and new activities - COVID-19 vaccine deployment. It is intended to ensure that, for all activities financed by the project, all efforts are made to avoid and minimize environmental negative impacts; and where they cannot be avoided, that these impacts are identified and the necessary mitigation measures are developed and implemented following the relevant National laws.

### C. Scope of Services

- Provide overall policy and technical direction for environmental safeguards management under the Project (as defined by the Environmental and Social Commitment Plan (ESCP) Environmental and Social Management Framework (ESMF), Stakeholder Engagement Plan (SEP) and Labor Management Procedures (LMP) and other relevant documents.
- He/She will work on the tasks outlined in collaboration with the projects Social Specialist and technical teams.
  - Ensure Environmental and social analysis/screening is carried out for each sub-component and project activities as per the ESMF as soon as conceptual technical design and scope have been defined for physical interventions; closely coordinate with the Project for review and endorsement of the screening decision and recommendation.
  - Ensure timely preparation of Environmental Assessments/Management Plans (as per the ESMF and national requirements), facility level Health Care Waste Management Plans for sub-components, as necessary (depending on



- screening outcome); co-ordinate with Project for hiring technical assistance, where necessary, and for review and endorsement of these Environmental due diligence and management instruments.
- Ensure the requirements stipulated in the ESCP and SEP are implemented throughout the project lifetime, coordinate and maintain documentation of SEPs and facilitate actions regarding grievances and concerns in relation to project interventions via working with the projects Social Specialist.
  - Ensure the provisions of the LMP are duly incorporated in to the Environmental and social instruments and maintained in line with the requirements outlined, throughout the project lifetime via coordination with the social specialist.
  - Ensure consistency of safeguard documents with national Environmental regulations; work with the Project to obtain necessary clearances where applicable.
  - Co-ordinate closely with the technical focal points, project officers, MOHP staffs to provide necessary technical assistance to facilitate the implementation, management and monitoring of Environmental and social instruments such as ESMPs and facility specific HCWMPs.
  - Prepare terms of references to undertake ESIA's, where required, for complex activities such as large building constructions and obtain necessary clearances
  - Review draft and final ESIA's for quality and obtain necessary national clearances and approval.
  - Ensure that applicable measures in the ESMPs are included in the design, and condition on compliance with ESMP is included in the bidding documents
  - Ensure compliance with ESMPs during the construction period and maintain close co-ordination with the site engineer of the implementing agency and the Environmental focal point of the contractor.
  - Report to Project Management on the overall Environmental and social performance of the project as part of Project's periodic progress reporting and prepare all relevant report as outlined in the ESMF.
  - Assess gaps on implementation and recommend measures for improving the safeguard compliance.
  - Conduct training on Environmental and Social Framework, ESMF content and implementation procedures and other relevant topics to all project implementing agency teams, contractors etc. as necessary during project implementation and outlined in the ESCP and ESMF.

#### **D. Reporting Mechanism**

The Environmental Specialist shall report to the Project Coordinator on the status of the assignment on a regular basis.

#### **E. Required Expertise and Qualifications**

- Master's Degree in in the field of Environmental Science, Environmental Management/Engineering, Environmental studies, or suitable equivalency.
- Minimum Five years' general experience in the field of environmental science/environmental management/engineering.
- Prior experience working in the sectors of Solid Waste Management and/or Health Care waste management will be an added advantage.
- Experience on donor funded projects and prior implementation of donor safeguards.
- Strong computer skills required (MS Word, Excel, Power Point, etc.) and other relevant computer applications.
- Good written and oral English.
- Strong communication skills and good interpersonal relations.

#### **F. Contract Duration**

This is initially a 12 Months contract. This contract is expected to commence in 2<sup>nd</sup> week of Ashad 2078 (mid of June 2021).

