

**MINISTRY OF INDUSTRY AND COMMERCE  
DEPARTMENT OF SME PROMOTION**

**MSME ACCESS TO FINANCE EMERGENCY SUPPORT AND RECOVERY PROJECT  
(MSME A2F-ESR PROJECT) IN LAO PDR (P 174169)**

**TERMS OF REFERENCE**

**FULL-TIME NATIONAL CONSULTANT**

**FOR ENVIRONMENTAL AND SOCIAL SAFEGUARDS OFFICER**

**(REF: LA-DOSMEP-3.4.9.I-CS-INDV)**

**1. Background.**

The Government of Lao PDR received financing from the World Bank Group's International Development Association (IDA) for a proposed project to assist Micro, Small and Medium Enterprises (MSMEs) and the Financial Sector, specifically Participating Financial Institutions (PFIs). The proposed project's development objective is to provide long-term funding sources for banks to provide long-term credit to MSMEs to overcome the impact of the COVID-19 Pandemic. Negative impacts of the global COVID-19 pandemic are expected to exacerbate Lao PDR's weak fundamentals and lead to a deterioration in the macroeconomic situation, including the MSMEs and Financial sectors. The proposed project aims to strengthen the capacity of financial institutions and MSMEs to sustain operations and recover from the COVID-19 emergency. The proposed project is to support the recovery and growth of privately-owned MSMEs by increasing the supply of long-term finance provided by commercial banks and by strengthening the capability of Department of SME Promotion (DOSMEP) to formulate and implement public policies that promote access to finance for MSMEs and strengthen the banking sector to recover from the effects of the COVID-19 Pandemic.

The proposed Project include three components: (i) Emergency and Recovery Line of Credit to MSMEs; (ii) Strengthening BOL Capacity to Supervise PCG Facility; (iii) Technical Assistance and Project Management. The proposed Project will be managed by Department of SME Promotion (DOSMEP). The required services are full time national consultant to be managed and selected by DOSMEP in accordance with the "World Bank Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017 and August 2018 edition".

**2. Objective of the Assignment**

As part of Component 3 above, DOSMEP through its Project Management Unit (PMU) is seeking an experienced full-time National Consultant to fill the position of a E&S Officer for the MSME Access to Finance Emergency Support and Recovery Project (MSME A2F-ESR). The principal objective of the assignment is to provide support for PMU/DOSMEP in effective management and implementation of the Environment & Social Safeguards Standards (ESSs) of the World Bank and ESSs as well as national policy requirements provided in a Environmental and Social Management System (ESMS document) and Stakeholder Engagement Plan (SEP) applied under the MSME A2F-ESR Project. The National Consultant will assist PMU/DOSMEP in managing and coordinating E&S activities and ensure selected sub-projects/sub-loans comply with the ESSs requirements and procedures stipulated in the ESMS and SEP documents of the project.

**3. Scope of Work**

Consultant will provide support to DOSMEP in the following tasks:

- Assist the Senior E&S Consultant to prepare and update an annual E&S implementation workplan and provide input for the workplan which will form part of the overall Annual Workplan and Budget (AWPB) for submission to the World Bank (WB) for review and clearance;
- Assist the Senior E&S Consultant to prepare E&S training proposals and conduct E&S training for PFIs and MSMEs;
- Support DOSMEP and Senior E&S Consultant in the implementation of the Project Environmental and Social Management System (ESMS) and support all PFIs to develop and implement their own ESMSs in line with the project ESMS and the relevant World Bank's Environmental and Social Standards;
- To work under the technical guidance of the Senior E&S Consultant to assist PFIs in applying the ESMS provisions and providing technical assistance including capacity building and training for the PFIs and sub-loan borrowers as needed; the capacity building will focus on increasing PFIs environmental and social awareness and their ability to apply the ESMS requirements integrate environmental and social good practice into their analysis of sub loans;
- As required, support the PFIs ES team to help their sub-loan borrowers (MSMEs) with greater emphasis on sub-loans or sub-projects will likely generate moderate risk to carry out ES risk and impacts screening, prepare and implement E&S risk management tools required;
- Monitor and evaluate the implementation of PFIs' E&S activities and instruments in the MSMEs/sub-project sites to ensure compliance with the project ESMS and their ESMSs as well as the relevant WB ESSs and in line with applicable Government requirements.
- Assist in preparing monthly monitoring reports of the E&S activities of the Project.
- Ensure all complaints and feedback that are received from MSMEs and project/sub-project affected people and communities are shared with DOSMEP and the Senior E&S Consultant for review and processing, and documented in a log sheet provided in the ESMS and in the monthly reports.
- Conduct consultations with PFIs and stakeholders – MSMEs as required, and take note and prepare the minutes of consultation for references and inclusion in the risk screening report or risk management instruments.
- Participate in implementation support missions and meetings with the World Bank task team and provide them E&S information and documents.
- Undertake any other related duties as required under the Project.

#### **4. Institutional Arrangements and Client's inputs**

The selected National Consultant will work under the overall supervision of with DOSMEP. The selected Consultant will also be required to work in close collaboration with other relevant stakeholders involved in the MOF, PFIs, World Bank Team- Laos, PFIs, and MSMEs, etc. as required. DOSMEP will also provide the selected Consultant with office space and furniture, including internet access for work purposes. Contractual arrangement will be managed by DOSMEP, Ministry of Industry and Commerce.

#### **5. Reporting and Duration of the Assignment**

The consultant will work under the day-to-day supervision of DOSMEP Project Director and report to the Project Manager of the PMU and work in close collaboration with the E&S Consultant. The assignment will be full time basis, in the period 24 months including the 6 months probations from the date of signing contract. The assignment to be extended subject to her/his performance and further need for this technical

assistance input. The contract will be valid for a period of two years including a six-month probation period and can be extended if required in agreement with DOSMEP.

Details of the deliverables are provided below and will be specified in the contract to be signed between the consultant and DOSMEP:

- Written input for the annual E&S implementation workplan;
- Written input for E&S training proposals and reports;
- Written input for the ESMSs, E&S screening reports and E&S tools to be prepared and submitted by PFIs and MESMS to DOSMEP for review;
- Monthly E&S activity monitoring reports
- Written input for E&S section of semi-annual and annual project progress report,
- Minutes or reports on consultations and E&S related meetings, and
- Records and log sheet on grievances or feedback received, addressed or pending through Grievance Redress Mechanism (GRM), and summary of these grievance redress status in the monthly E&S monitoring report and the project progress reports.

## **6. Confidentiality and Conflict of Interest**

The Consultant undertakes to comply with the World Bank's policies and rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The consultant shall maintain confidentially on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without prior written consent by DOSMEP. Any draft reports and other documents produced by the consultant will be discussed and cleared with DOSMEP before their final issue.

## **7. Qualifications and Experience Requirements**

To be considered for the position, candidates should have the following qualification and requirements:

- Bachelor of environmental science or equivalent qualification with at least 3 years of relevant experience in environmental and social impact assessment (ESIA), E&S impact management tools (e.g. EMP, ECOP, ESMP, health and safety measures).
- Familiarity with World Bank or ADB Social and Environmental safeguards policies, Environmental and Social Standards and procedures and Lao PDR Government environmental legislations is a plus.
- Working knowledge of and good command of English and Lao languages required.
- Skilled in the use of general office software packages (MS Word, Excel, etc).
- Strong communication, analytical skills and good interpersonal relations.

## **8. Payment Procedure:**

The client shall pay the Consultant for Services rendered at the rate(s) per man/month spent subject to a maximum of eight hours per day and standard twenty-two working-days per month in accordance with the rates agreed in the Contract.