

TERMS OF REFERENCE
ENVIRONMENTAL MONITORING OFFICER – PROJECT MANAGEMENT UNIT

1. BACKGROUND

1.01 The Government of Saint Lucia (GOSL) wishes to establish a Project Management Unit (PMU) within the Department of Infrastructure, Ports and Transport (DIPT). The PMU will be responsible for the management and implementation of the Sir Julian R. Hunte Highway and Secondary Roads Improvement Project(SJH) –financed by the Government of Saint Lucia (GOSL).

2. Scope of Services

2.01 The Environmental Monitoring Officer (EMO), will be assigned to the project and will report to Project Coordinator of the Project Management Unit (PMU). The EMO will be responsible for ensuring that environmental requirements are adhered to during the construction phase of SJH project implemented by the DIPT through the PMU. His/her duties will include, but will not be limited to:

- (a) preparation and submission to GOSL within 2 weeks of contract-signing, a Method Statement (MS) outlining the EMO's proposed approach to safely executing the tasks outlined in this job description. The MS should identify the risks associated with the tasks and the measures needed to control those risks. Over the project life cycle, the statement will be amended to account for any changes in relevant regulations or in ways of working;
- (a) reviewing mitigation measures in project ESMP the contractor's environmental protection plan (EPP) for suitability and appropriateness and likelihood of meeting performance requirements as stated in the bid documents/contract specifications and project design details including specific items such as responsibilities for environmental monitoring, health and safety, environmental, reporting, public information, consultations and grievance mechanisms;
- (b) monitor the implementation of the EPP ensuring proper implementation of the Environmental Health and Safety mitigation measures;
- (c) liaising with the engineering and supervision consultants engaged by DIPT to ensure

effective and timely implementation of environmental management measures;

- (d) undertake regular site visits to verify contractor compliance with the ESMP and the contractor EPP implementation at each project site throughout project implementation;
- (e) participate in meetings to engage the appropriate community/stakeholders;
- (f) prepare weekly and monthly Environmental Monitoring Reports. The reports should identify any environmental and social issues or cases of non-compliance, and make recommendations for corrective action in a corrective action plan, including specific steps and timing for any remediation/corrective actions to re-establish compliance;
- (g) monitor the implementation of the Corrective Action Plan;
- (h) review Compliance Reports on EPPs submitted by the consulting and supervision engineers engaged under the project; and

3. QUALIFICATIONS AND EXPERIENCE

3.01 Prospective candidates should have a minimum of the following qualifications and experience:

- (a) a Masters Degree in Environment Engineering/Environmental Sciences/Environmental Studies or related field with a minimum of five (5) years' demonstrated experience in environmental management and environmental sustainability and supervision of environmental aspects of infrastructure projects. Have the ability to express and report results in a concise and clear manner;
or
- (b) a Bachelors Degree in Environment Engineering/Environmental Sciences/Environmental Studies or related field with a minimum of eight (8) years' demonstrated experience in environmental management and environmental sustainability and supervision of environmental aspects of infrastructure projects. Have the ability to express and report results in a concise and clear manner and
- (c) Demonstrate ability to work within a multi-disciplinary team environment, while demonstrating initiative and self-motivation.
- (d) Fluency in English is required.
- (e) Proficient computer skills and good written and oral communication skills are required.
- (f) Administrative and management competence would be an asset.

4. DURATION

4.01 The consultancy is expected to be conducted intermittently over a period of approximately twenty-four (24) months.

