



TERMS OF REFERENCE (INDIVIDUAL CONSULTANT)



ENVIRONMENTAL SPECIALIST

Institution:	Ministry of Finance
Country:	Belize
Project:	Belize Blue Cities and Beyond Project
Process ID:	BZ-CEU-460797-CS-INDV-2
Duty Station:	Ministry of Finance, Belmopan (In Office)
Deadline:	September 29, 2025; 10:00 a.m. (Local Belize Time)

1. BACKGROUND

The Government of Belize (GOB), with support from the Inter-American Development Bank (IDB), has established a Central Executing Unit (CEU) within the Ministry of Finance as a structure to contribute to the effective delivery of the development goals outlined in Belize's Medium-Term Development Strategy, 2022-2026 (MTDS) through project implementation.

The CEU is responsible for the coordination and implementation of various loan and grant projects and serves as the primary point of contact for all stakeholders involved in each project under its management. This centralized unit provides an efficient and effective way to facilitate project management, ensuring that all phases are completed on time and on budget.

All CEU staff, including the position of Environmental Specialist, will be actively engaged in the coordination and management of all projects under the unit, ensuring consistent oversight and support across CEU's project portfolio.

2. PROJECT DESCRIPTION

The Government of Belize has received a loan from the World Bank for the execution of a five-year project – the Belize Blue Cities and Beyond Project, which will be under the management of the CEU. The Belize Blue Cities and Beyond Project aims to improve Belize's management capacity for sustainable coastal and blue economy development, increase safe water supply and reduce land-based pollution discharges at targeted urban areas, and in case of an Eligible Crisis or Emergency, to respond promptly and effectively to it. It addresses urban and coastal environmental challenges, including unregulated development, land-based pollution, and ecosystem degradation. The project seeks to enhance municipal infrastructure such as water and sanitation, waste management, and coastal protection to support Belize's long-term blue economy sustainability. It is composed of four components: components: 1- Policy Development and Capacity Building; 2- Water, Sanitation and Waste Management; 3- Project Management and 4- contingency emergency component.

The CEU/MOF will be the lead implementing agency for the project, managing the overall projects coordination and implementation of the activities. A Project Steering Committee

(PSC) will be established to coordinate project preparation and implementation. For technical Activities, a Technical Working Group (TWG) will be established with related stakeholders to supervise the technical requirements of such activities.

The Belize Blue Cities and Beyond Project personnel, in close collaboration with the CEU and the existing PIU of the BWS, will manage the water and sanitation investment component of the project. Meanwhile, the CEU, in close collaboration with the relevant beneficiary line Ministries, will manage the other components of the project.

3. OBJECTIVE AND SCOPE OF WORK

In an era of escalating climate challenges and sustainable development priorities, an Environmental Specialist plays a critical role throughout the implementation of Projects to assess environmental health and implement strategies to mitigate environmental impacts.

The Environmental Specialist will be responsible to promote the environmental sustainability of the World Bank Projects and other projects within the Central Executing Unit and ensure no adverse environmental impacts arise from its implementation, ensuring compliance with World Bank fiduciary requirements including the Environmental and Social Framework (ESF) and GOB financial regulations. This person will also ensure compliance with national environmental regulations, contribute to the betterment of ecosystems and public health, and help preserve the environment by applying their extensive knowledge of natural science to environmental problems that may be faced by the Projects.

The Environmental Specialist's work will be responsible for overall environmental aspects of the project and for coordinating, implementing actions, monitoring and reporting on the project's compliance with the environmental and social standards and commitments, including those set forth in the environmental and social documents developed for the project such as the Environmental and Social Commitment Plan (ESCP) and the Project Appraisal Document (PAD). The Environmental Specialist will receive support on the social aspect of the project from the Social Specialist hired by the Central Executing Unit and assigned to the BRRES Project.

4. RESPONSIBILITIES/ACTIVITIES

The primary responsibilities of the **Environmental Specialist** are as follows:

- i. Ensuring implementation and monitoring of the ESCP and the E&S instruments such as Stakeholder Engagement Plan (SEP), Labor Management Procedures (LMP), including the Grievance Mechanism (GM) as described in the SEP, and dedicated to Project workers, as described in the LMP (in coordination with the Social Specialist).
- ii. As pertains to the implementation of the SEP and the GMs, in collaboration with the Social Specialist of the BRRES: a) Implement activities and measures to ensure the inclusion of the disadvantaged or vulnerable people in the mainstream consultation process and in project's benefits; b) Systematically document all community consultations and meetings held with project beneficiaries, local communities, and stakeholders, and ensure to close and document the feedback loop; c) Ensure that the

GM of the SEP and the LMP are adapted to address complaints on Sexual Exploitation, Abuse and Sexual Harassment (SEASH); and d) record, investigate and report on grievances and give follow up for the timely resolution of these.

- iii. Conducting environmental and social screening of project activities using the Site Selection Screening Checklist to identify risks (e.g., soil erosion, waste generation, biodiversity impacts, labor risks, risks to community health and safety, resettlement impacts, cultural heritage) and ensure compliance with the ESF.
- iv. Overseeing the preparation and implementation of environmental and site specific-specific ESMPs collaborating with the BRRES Project's Social Specialist.
- v. Reviewing the ESIA's and site-specific ESMPs and other reports developed to ensure compliance with the ToRs, ESSs and national laws.
- vi. Working with the project procurement staff to ensure that environmental and social clauses are incorporated as appropriate in contracts for goods and services and that suppliers and contractors are fully aware of their responsibilities in this regard.
- vii. Supporting the execution of the Stakeholder Engagement Plan (SEP) by addressing environmental concerns raised by Project Affected Persons (PAPs) and communities in coordination with the BRRES Project's Social Specialist.
- viii. Overseeing contractor compliance with environmental standards, ensuring adherence to ESMPs and Belizean regulations.
- ix. Conducting regular field visits to project sites to monitor environmental performance, verifying reports by the supervision engineer and contractor, and documenting findings with photos, aligning with the CEU M&E duties.
- x. Maintaining systematic records of environmental supervision, ensuring accessibility to the CEU, World Bank, and national authorities (e.g., Department of Environment).
- xi. Preparing quarterly ESCP reports and environmental inputs for semi-annual progress reports, including updates on mitigation measures and compliance status.
- xii. Providing training on environmental and social aspects such as waste management, grievance mechanism, code of conduct, closing the gender gap, gender-based violence, and ESF standards to CEU staff, contractors, and partners, supporting capacity-building goals.
- xiii. Coordinating with the TWG and local authorities to address site-specific environmental and social concerns (e.g., coastal impacts and how it relates to impacts on people).
- xiv. Preparing and/or support subprojects/contractors with reports on incidents and propose measures to prevent its recurrence.

xv. Providing guidance such that all technical assistance activities carried out under the Project duly incorporate and take into consideration the requirements of the E&S Standards of the Environmental and Social Framework (ESF) of the Bank.

xvi. Other relevant duties as requested

5. KEY OUTPUTS/DELIVERABLES

- **Environmental Compliance Plans and Reports:** Quarterly reports, or as required by POM, detailing environmental safeguard implementation, risks, and mitigation measures.
- **Site-Specific ESMPs:** Review ESMPs for each project site, submitted to the CEU and World Bank.
- **Environmental Monitoring Reports:** Documentation of field visits, including photo evidence, verifying contractor compliance and environmental performance.
- **Updated SEP Inputs:** Periodic updates to the SEP in collaboration with the BRRES Project's Social Specialist, reflecting site-specific findings.
- **Training Reports:** Records of environmental training sessions for PIU staff, contractors, and stakeholders.
- **Waste and Pollution Management Plans:** Guidelines for contractors on handling construction related waste (e.g., hazardous and non-hazardous waste).
- **Other Outputs:** Other outputs or ad hoc reports as assigned by the CEU Director or required by the World Bank.

6. QUALIFICATION AND EXPERIENCE

Academic Qualifications

- A minimum of bachelor's degree Environmental Science, Environmental Management, Natural Resource Management, Environmental Engineering, or a related field is required.
- A master's degree (or higher) in Environmental Science, Environmental Management, Natural Resource Management, Environmental Engineering, or a related field will be considered an asset.

General Experience

- A minimum of three (3) years of professional experience, at any level, in Environmental Science, Environmental Management, Natural Resource Management, or a related environmental field.

Specific Experience

- A minimum of two (2) years in managing environmental impacts or dealing with environmental issues.
- A minimum one (1) year of experience with environmental safeguards or compliance for internationally funded projects through World Bank, IDB, CDB, and other related funding agencies.
- Working experience in environmental assessment, monitoring, or management in project(s).
- Experience developing, implementing or monitoring environmental strategies/

- policies/programs/ projects (that promote sustainable development)
- Experience writing environmental impact reports.
 - Experience conducting or participating in stakeholder consultations
 - Experience in managing environmental impacts for infrastructure will be considered an asset.

7. REPORTING RESPONSIBILITY

The Environmental Specialist will report directly to the Director of the CEU and work closely with project managers, auditors, other CEU finance officers, and procurement specialists.

8. SALARY RANGE

Range of BZD 55,000 to 65,000 per annum based on qualifications and experience. Along with gratuity and allowances.

9. DURATION

The contract will be for an initial period of 24 months and may be renewed based on the satisfactory performance of the incumbent's duties and responsibilities

10. CRITERIA FOR SELECTION

The selection for this contractual position will be in accordance with the Individual Selection method set out in the World Bank Procurement Regulations for Investment Project Financing Borrowers (July 2016, revised February 2025), the procurement policies and best practices of the Government of Belize, and the Policy for the Selection Process Regarding the Hiring of Staff for the Central Executing Unit (effective April 1, 2025). The individual consultant will be selected based on qualifications and experience, determined through the evaluation of CVs (weighted at 70%), followed by professional reference checks for shortlisted candidates. Only those receiving favorable references will be invited to participate in a structured interview (weighted at 30%) to assess their level of knowledge and competence.

11. APPLICATION PROCEDURES:

Application packages should be submitted in English before or **on September 29, 2025 by 10:00 a.m. (Local Belize Time)**. Late submissions will not be accepted.

Please note that the required application template should be used and can be obtained online at <https://procurement.gov.bz/opportunities/>.

Applications will be accepted either via email (as one PDF file) sent to procurement@ceu.mof.gov.bz , or as two (2) hard copies delivered to the address below, clearly indicating "*Environmental Specialist - Blue Cities*" - *Name of Consultant* on the envelope or in the subject line of the email.

ATTN : Nayomi Torres
Procurement Specialist
Central Executing Unit

Ministry of Finance
Sir Edney Cain Building, 2nd Floor,
Belmopan City, Belize, Central America
Email: procurement@ceu.mof.gov.bz