



**Terms of Reference (TOR)  
Environmental Officer**

**Recovery of Economic Activity for Liberian Informal Sector Employment (REALISE)  
Project**

**Background**

The Government of Liberia has received funding from the World Bank, Swedish International Development Association (Sida) and the French Agency for Development (AFD) towards the implementation of the Recovery of Economic Activity for Liberian Informal Sector Employment (REALISE) Project. The Project Development Objective is to increase access to income-earning opportunities for the vulnerable in the informal sector in response to crises, expand income and livelihood support to poor and food-insecure households, and improve efficiency in managing social protection programs in Liberia. The REALISE project comprises six components namely: (i) Grant Support to Vulnerable Households to Revive or Start Small Businesses; (ii) Temporary Employment Support and Employability Development for Vulnerable Workers, iii) Program Implementation, Capacity Building, and Coordination; (iv) Contingency Emergency Response Component (v) Community Livelihood and Agriculture Support, and (vi) Social Cash Transfer and Strengthening of the National Social Protection System.

REALISE Project is being implemented by the Ministry of Youth and Sports (MYS), Ministry of Gender, Children and Social Protection (MGCSP), and the Liberia Agency for Community Empowerment (LACE), with technical support from the World Bank and other relevant GoL institutions. The Ministry of Youth and Sports will be responsible for overall coordination of the Project. To ensure proper coordination of implementation and achievement of the project objectives, the Project Implementing Institutions have setup a single Project Management Team (PMT) to coordinate and manage all aspects of implementation under the REALISE project. The PMT is staffed with individual consultants hired by MYS, LACE and MGCSP.

**Position:** Environmental Officer

**Location:** Based in Monrovia, Liberia

**Duration:** The position is full-time with a duration of 10 months (March -December 2026).

**Objective of the Assignment**

The Environmental Officer will support the Project Management Team (PMT) to identify and manage the project's environmental risks and impacts to ensure that the project meets the World Bank Environmental and Social Framework requirements and the national environmental policies, laws, and regulations.

## Duties and Responsibilities

Under the supervision of the Project Coordinator, the Environmental Officer will undertake the following tasks:

### Technical Guidance and Coordination

- Provide technical guidance to the implementing institutions of the project and other stakeholders on environmental and social risk management and compliance with the World Bank's **Environmental and Social Framework (ESF)**;
- Support safeguards compliance in collaboration with the Social Safeguard Officer;
- Support the efficient coordination with project implementing institutions and Project Management Team (PMT) staff regarding the **Environmental and Social Management Framework (ESMF)** and environmental and social considerations to be taken into account in the sub-project preparatory activities;
- Support environmentally sustainable community development subprojects by ensuring that the REALISE Project incorporates measures deemed to be necessary and sufficient to avoid, minimize, abate, and, where appropriate, offset any adverse impacts on people and the environment;
- Advise on strategies for strengthening the implementation of environmental risk management measures;
- Advice on the coordination and delivery of training on ESMF-related issues, including environmental health and public safety; and requirements for program staff and other relevant stakeholders in the field;
- Assist in preparing terms of reference for studies on the environment and coordinating with selected contractors or staff to ensure the studies are carried out adequately.
- Liaise with the World Bank (WB) environmental and social (E&S) team and provide technical guidance to the implementing agencies of the project and relevant government agencies on all aspects related to the project's environmental and social risks and impacts management.
- Work with, advise, and supervise project consultants to undertake Environmental and Social Trainings for beneficiaries, signing of the code of conducts (CoC) and provide Environmental and Social Management Report.
- Support the PMT in the efficient coordination regarding preparation and implementation of ESF instruments, including but not limited to the Environmental and Social Management Framework (ESMF), ESIAs/ESMPs, SEP, LMP and environmental and social considerations to be considered in the sub-project preparatory activities.
- Support the PMT to implement material measures and actions so that the project is implemented in accordance with the Environmental and Social Standards (ESSs). In accordance with the ESCP which sets out material measures and actions, any specific documents, or plans, as well as the timing for each of these. **Environmental and Social Management Systems**
- Examine and evaluate all activities proposed by individual subprojects to assess the potential environmental and social risks or impacts and propose mitigation measures needed based on the ESMF. This would be in addition to any mitigation and compliance measures from local permit requirements;

- Develop and implement systems and procedures for environmental due diligence under the project, ensuring their adequacy and compliance at all levels;
- Support environmental and social screening of subprojects and activities, and prepare specific ESMPs if required.
- Develop and implement management processes including screening sub-projects, public consultation, analysis of alternatives and other environmental concerns;
- Work with the Project Coordinator to ensure that financial resources are available to support environmental risk management processes, including assessments, training programs and analytical support;
- Participate in the review of subproject plans, designs, costs and bid documents to ensure that environmental and social risk management compliance conditions are incorporated into project bidding documents and that a process exists for ensuring that contractors will undertake mitigation measures;
- Ensure adequate and up-to-date environmental documentation and records are in place and adequate documentation of stakeholders' consultations;
- Review documents related to safeguards instruments such as **Environmental and Social Impact Assessments (ESIA)**, ESMF, **Resettlement Policy Framework (RPF)**, and make recommendations for improvement;
- Ensure implementation of site-specific safeguards instruments such as ESIAs and accompanying **Environmental and Social Management Plans (ESMPs)**, **Resettlement Action Plans (RAPs)**, etc. as required;
- Develop compliance checklists and supervisory guides for field inspections;
- Assist with the screening and application of mitigation measures, contracting language, and environmental plans for individual sub-projects.
- Serve as the main contact person with overall responsibility for ensuring the project complies with National and World Bank Environmental and Social Standards (ESSs) of the ESF and other related policies of the World Bank.

### **Monitoring and Reporting**

- Lead in the conduct of monitoring and reporting against the ESMF provisions, evaluating ESS compliance, highlighting environmental and social issues not addressed, and providing recommendations for corrective measures;
- Conduct field appraisal and review of subproject specifications, setting and site conditions to ensure that environmental aspects are appropriately addressed in planning, contracting and environmental mitigation plans;
- Conduct field supervision, monitoring and inspection of individual subprojects to ensure compliance with the mitigation measures identified; and
- Periodically report on ongoing works, planning efforts, compliance and other aspects requiring attention and assisting Project Coordinator in review and preparation of the environmental aspects of project reports as necessary.
- Perform any other task as may be assigned by supervisor related to the implementation of the REALISE project.

### **Qualification and Experience**

- Bachelor's Degree in Environmental Studies, Environmental Science, Environmental Management, Natural Resource Management, Earth/Geoscience, an environment-related

discipline with three (3) years of relevant professional experience in the areas of environmental management, environmental assessment, environmental monitoring and environmental compliance, and public consultations.

- Experience in the implementation of ESIAs, ESMPs, ESMF, Full or Abbreviated RAPs, including social aspects of development projects (e.g. health and safety, involuntary resettlement and gender components).
- Knowledge and experience, stakeholder engagement and consultation, community participation.
- Knowledge of the World Bank's Groups Environmental and Social Safeguard policy or Environmental and Social Framework (ESF) and the Environmental and Social Standards (ESSs) as well as the national environmental policies, laws and regulations.
- Experience working on World Bank or Donor-funded projects is highly desirable.
- Experience working effectively within multidisciplinary teams

### **Key Skills and Competencies**

- Demonstrated ability to establish priorities and to plan, co-ordinate, and monitor his/her own work plan and those of subordinate staff.
- Demonstrated ability to meet deadlines, and to make appropriate links in work processes and anticipate the next steps.
- Self-motivated.
- Ability to think strategically and conduct dialogue on environmental and social issues, rural development, climate change, etc.
- Excellent interpersonal and team building skills, including negotiation skills.
- Excellent written and spoken communication skills, including presentations in English.
- Computer literacy with proficient knowledge of Microsoft Word, Excel, and PowerPoint applications.
- Well-developed organizational skills Knowledge.
- Thorough knowledge of Government and private sector institutional and organizational structures and operations in general. Experience in Liberia would be an added advantage.
- =Proven time management skills and ability to work under pressure.

### **Reporting**

The Environmental Officer will work under the supervision of the Project Coordinator and will have responsibility to prepare and submit monthly progress reports on the tasks performed, and quarterly reports on the status and progress of environmental compliance under the Project. The Environmental Officer will be responsible for:

- **Monthly Reports**

The monthly progress report shall provide at least the following information:

- i. Detailed description of the activities performed, and results achieved in the current reporting period (month for which the report was issued) as well as the resources used for performing these activities.
- ii. A brief description and assessment of the current state of all project indicators.
- iii. Issues encountered in the implementation of the project.
- iv. Brief description of activities to be performed in the next reporting period as well as the resources estimated to be used for performing such activities.
- v. Expected results in the next reporting period.

- **Quarterly Project Reports**

- i. Collate progress on project implementation and results from project implementing agencies.
- ii. Compile comprehensive Quarterly project reports, including fully updated Results Framework data.

The Monthly Progress Reports and Quarterly Project Reports will be sent to the Project Coordinator no later than the 7th day of the next reporting period. (ex. if the report covers the period up to November 30th, 2026, the report must be delivered by 7th of December 2026 at the latest). **All reports shall be subject to the coordinator's prior approval in writing.**