

**Government of the People's Republic of Bangladesh  
Information and Communication Technology Division  
Ministry of Posts, Telecommunications and Information Technology**

**Terms of Reference (TOR)**

**For**

**Environment Specialist (National)**

Package No: DEIEDP-BHTPA-S-5-1-A

**Under**

**Digital Entrepreneurship and Innovation Eco-System Development  
Project  
Bangladesh Hi-Tech Park Authority (BHTPA)**

## **Project Background:**

The World Bank Board has approved USD 500.00 million for Government of The People's Republic of Bangladesh in a project titled 'Private Investment and Digital Entrepreneurship (PRIDE)' to be implemented during January, 2021 to June, 2028(Including Grace Period). The execution of the project is vested upon two Project Implementing Entities (PIEs)—Bangladesh Economic Zones Authority (BEZA) and Bangladesh Hi-Tech Park Authority (BHTPA). Economic Relations Division (ERD) has been given the responsibilities to play coordinating role to ensure smooth operation of the project. Among others, Central Coordination Unit (CCU) of ERD will act as the single point delivery mechanism of progress reports, results framework reports and other fiduciary requirements to World Bank, as well as monitoring fund flows and utilization, DLIs verification and project activity monitoring for quality control support. Hence, a project titled 'Central Coordination Unit of PRIDE (CCU-PRIDE)' has been undertaken at ERD, Ministry of Finance (MOF) financed fully by Project Aid.

The project PRIDE is built upon the foundation laid by Private Sector Development Support Project (PSDSP) that will strengthen capacity to start delivering by BEZA and BHTPA on their mandates and help generate positive outcomes. The Project Development Objectives (PDOs) of PRIDE are to promote private investment, job creation and environmental sustainability in participating economic zones and software technology parks in Bangladesh. The PRIDE project has four components:

**Component 1:** Creating an Enabling Environment for Private Investment and Sustainability

**Component – 2:** Developing a Greener and Climate Resilient Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN).

**Component – 3:** Creating a Dynamic Private Market for Serviced Industrial Land

**Component – 4:** Strengthening the Digital Entrepreneurship and Innovation Echo System.

The BHTPA project aims to work on Strengthening the Digital Entrepreneurship and Innovation Echo System. The project is envisaged to be implemented multiple works. The proposed works are:

**Sub-component 4.1:** Establishing Digital Entrepreneurship Hub in Dhaka

**Sub-component 4.2:** Digital Entrepreneurship and Innovation Support Program

## **The scope of work:**

The BHTPA is responsible for overall reporting to the ERD, World Bank on the project fiduciary matters, project results and performance of the results framework and DLIs alongside Non-DLIs achievements. In order to ensure adequate management of environmental and social aspects of the project, an Environmental and Social Impact Assessment (ESIA) and Environmental and Social Assessment (ESA) has been developed and will be implemented by BHTPA. In order to supervise the implementation of the ESIA, ESA and provide support on environmental issues of the project, the PIU intends to appoint an Environment Specialist, on a full-time basis.

The scope of work for the Environment Specialist to be positioned at the PIU to supervise the implementation of the DEIED project (PRIDE sub-project), will comprise the following tasks:

1. Supervise the implementation of ESIA and ESA throughout the project implementation period for all sub-projects to be implemented by BHTPA ;
2. Carry out environmental and social screening of the sub-projects and prepare site specific Environmental and Social Assessment reports in collaboration with the Social Specialist of the project in accordance with the ESMF and prepare site specific ESMPs;
3. Update any existing ESIA report, if necessary, based on detail information available during implementation of the project;
4. Review and monitor the implementation of ESMPs necessary for compliance with applicable EHS policies, legislations, and project specific procedures developed for environmental management;
5. Co-ordinate with the Contractors and provide necessary guidance in implementing ESMPs;
6. Assist PIU/ in securing regulatory clearances on Environment from DoE and other agencies;
7. Support implementation, ensure necessary coordination among agencies on behalf of the PIU and bring issues related to non-compliance with environmental policies/regulations to the attention of the project;
8. Work closely with the PIU to minimize or mitigate environmental, health and safety related impacts and risks during the assessment of alternatives;
9. Provide inputs during preparation of bid documents for Contracts and RFPs for Design or DPR consultants, Supervision Consultants or Third Party Monitoring Agencies to ensure inclusion of provisions of ESMPs and related implementation, monitoring or supervision roles in their contracts;
10. Review the effectiveness of systems developed for implementation of EHS measures, monitoring mechanisms developed to manage safety and health of employees, contractors, other stakeholders to manage those environmental impacts;
11. Assist the PIU in implementing Occupational Health and Safety (OHS) measures in accordance with the Project's Labor Management Procedures (LMP), including:
  - (a) Identifying potential hazards to project workers, particularly life-threatening risks;
  - (b) Recommending and supporting preventive and protective measures, such as modification, substitution, or elimination of hazardous conditions or substances;
  - (c) Providing OHS training to project workers and maintaining proper training records;
  - (d) Documenting and reporting occupational accidents, incidents, and diseases;
  - (e) Ensuring emergency preparedness, prevention, and response arrangements for potential emergency situations; and
  - (f) Supporting the provision of remedies for adverse impacts, including occupational injuries, fatalities, disabilities, and diseases;
12. Assist PIU to review and approve Contractor's-ESMP submitted by the contractors and monthly progress reports received from Construction contractors and Supervision Consultants, provide feedback for improvement, undertaking more detailed planning and following them up to ensure compliance, corrective actions or operationalization of penal provisions/ sanctions in case of non- compliance or delays;
13. On behalf of the PIU, help management of all environmental, health and safety (EHS) issues and related risks during project planning and implementation and ensure due diligence and reporting on compliance with environmental, health and safety legislation, regulations, licenses, borrower guidance notes etc.;

14. Review organizational structure, implementation arrangements around EHS, including functions assigned to various entities, including PIU within BHTPA, and assess their effectiveness to perform EHS related functions;
15. Based on this capacity assessment of PIU, Contractors' staff and other consultants, if required, support development of related capacities through trainings and other capacity building measures;
16. Undertake regular monitoring of EHS implementation across work-packages based on contractor obligations detailed in the agreements and bid documents in compliance with ESMF, site specific EMPS and other ES instruments;
17. If the E&S assessments find potentially high risks and recommends preparation of a separate H&S Plan, then the consultant would be expected to prepare a comprehensive Health and Safety Management Plan to implement the measures outlined in the Environmental Management Plan or as per the EHS guidelines. This plan will include a discussion on relevant national and provincial policies, statutory requirements for environment management; the process adopted for identification of risks and hazards related to Health and Safety under the project;
18. Assist PIU avoid or minimize the potential for community exposure to water-borne, water-based, water-related, and vector-borne diseases, and communicable and non-communicable diseases that could result from project activities, taking into consideration differentiated exposure to and higher sensitivity of vulnerable groups;
19. Assist PIU to identify and implement measures to address emergency events. An emergency event is an unanticipated incident, arising from both natural and man-made hazards, typically in the form of fire, explosions, leaks or spills, pandemic which may occur for a variety of different reasons, including failure to implement operating procedures that are designed to prevent their occurrence, extreme weather or lack of early warning. The measures will be designed to address the emergency event in a coordinated and expeditious manner, to prevent it from injuring the health and safety of the workers and community, and to minimize, mitigate and compensate for any impacts that may occur;
20. Assist PIU to conduct risk hazard assessment and develop Emergency Response Plan (ERP) which will include, as appropriate: (a) engineering controls (such as containment, automatic alarms, and shutoff systems) proportionate to the nature and scale of the hazard; (b) identification of and secure access to emergency equipment available on-site and nearby; (c) notification procedures for designated emergency responders; (d) diverse media channels for notification of the affected community and other stakeholders; (e) a training program for emergency responders including drills at regular intervals; (f) public evacuation procedures; (g) designated coordinator for ERP implementation; and (h) measures for restoration and cleanup of the environment following any major accident. Particular attention to be given to combat the COVID-19 pandemic;
21. Extend support to the PIU in preparing Monthly and/ or Quarterly Environmental Progress / Safeguard Reports for submission to the World Bank, highlighting actions being taken in the field for improved environmental management ;
22. Support the PIU in taking action on any grievance related to EHS received by the project and following it up and ensuring its satisfactory closure;
23. Support PIU to develop strategies, initiate activities to promote community awareness on EHS risks, mitigation/ prevention, and management measures;
24. Keep PIU informed about all the environmental issues and submit all the reports to PD;

25. Any other relevant tasks assigned by PIU.

## **Educational Qualification and Experience:**

The applicant should have the following minimum qualifications and experience:

### **A. Academic**

S/He should have an appropriate post-graduate degree in Environmental Science/ Engineering/Management or equivalent qualification in a related field as a minimum criterion. It would be preferable if in addition to the technical qualification, the expert has also received national accreditation on Environment Impact Assessment (EIA) or EHS and has additional trainings on legal/ statutory requirements from an environment, health and safety perspective for large infrastructure projects;

National Examination board in occupational Safety and Health (NEBOSH) and ISO 14001 EMS certification are preferable.

### **B. Experience**

- At least 10 (Ten) years of experience in the field of Environmental Management of which minimum 04years of experience in development funded govt. project or any relevant sector.
- Experience in preparation of ESIA/EIA, ESMP/EMP and other documents related to environmental safeguard with knowledge of World Bank ESF;
- Experience in preparation of EIA of any government project will be considered as an added advantage;
- Experience of undertaking environmental audit or monitoring/ reviewing EIA/EMP implementation/compliance for the implementing agency, will also be considered relevant experience for this assignment.
- Experience in implementation of EMF, EIA, EMP and other documents related to environmental safeguard with knowledge of World Bank safeguard policy;
- Experience in Reviewing various Environment related issue with regard to WB funded project will be an added advantage;
- Updated knowledge of government policies, act, rules and regulation related to environment;
- Updated knowledge of WB's Environmental and Social Framework (ESF)
- Experience of working on the WB funded project would be an added advantage;
- Must have excellent communication and presentation (oral and written) skills in Bangla and English;
- Should have sound computer skills including operation of Word, Excel and PowerPoint;
- Proficient in use of MS Word, Excel, Power Point.
- Ability to impart train staff on environmental management system;

### **Duration of employment and Place of Work:**

- Six months from the contract signing. It may be extended up to the project completion period depending on satisfactory completion of work.
- Head office located at BHTPA, Dhaka and periodical on-site visits to Hi-Tech Parks and Software Technology Parks located across Bangladesh.

## **Institutional Arrangement**

- The EHS Consultant will work under direct supervision of the Project Director BHTPA. S/he will report directly to the Project Director or a senior official designated by the PD and will work with close collaboration with other officials/ subject matter specialists deployed at the Project Implementation Unit (PIU).

## **Reporting Requirement**

The Specialist shall report to the Project Director and shall provide outputs by way of monthly reports, technical supervision reports, reviews on various documents and other environmental matters related to the project. She/he will also follow the reporting procedures mentioned in the scope of work. The Consultant need to submit the following reports at a minimum. The PIU may require other relevant reports in addition to the following.

- Monthly report
- Incident report
- Quarterly summarized report
- Final report
- Any other report required by PIU

## **Selection Procedure**

Selection of the consultant will follow the procedures for selecting Individual Consultants (ICS) described in the World Bank's Procurement Regulation for IPF Borrowers, July 2016.