

PROJECT IMPLEMENTATION UNIT SUPPORT TEAM**ENVIRONMENTAL AND SOCIAL EXPERT****TERMS OF REFERENCE****1. BACKGROUND**

The European Bank for Reconstruction and Development (“EBRD” or the “Bank”) will provide financing to the Republic of Armenia (the “Borrower”) to finance construction of a Customs and Logistics Centre in Yerevan, Armenia (“Yerevan CLC”).

Yerevan CLC will provide essential capacity to absorb increasing demand in the medium- and long-term horizons. It is expected to increase efficiency and transparency of customs operations, improve the quality, and introduce time reductions required for customs clearance services through the application of the “One Stop Shop / Single Window” concept. The utilisation of high-quality scanning and inspection equipment at both sites will significantly reduce the existing practices for time consuming, manual handling of cargo.

Yerevan CLC, along with similar project in the Syunik region, is targeted to be one of the first two public buildings to have achieved green building certification, namely Leadership in Energy and Environmental Design (“LEED”) certification with a minimum level of Silver or equivalent. Certification through reputable certification schemes, such as LEED, ensures that new buildings are designed and constructed according to a low carbon trajectory.

In addition to the abovementioned project, the EBRD has already provided financing to support Meghri BCP Modernisation project, as well as Syunik Customs and Logistics Centre. The beneficiary and the implementing agency for all mentioned projects is the State Revenue Committee of Armenia (the “SRC” or the “Client”). The Bank is considering further investments for the benefit of the Client in near future.

Meghri BCP Modernisation, Syunik Customs and Logistics Centre and Yerevan CLC (together the “Projects”) also benefit from number of technical cooperation assignments, carried out by various consultants, including Project Implementation Support (“PIS”) consultants.

All projects are or will be implemented by the Project Implementation Unit (the “PIU”) established within the SRC.

In order to ensure efficient and effective implementation of the Projects, a PIU support team of up to 4 local experts (**Project Manager, Procurement Expert, Technical Specialist / Civil Engineer, Environmental and Social Expert**) will be embedded within the SRC’s PIU for a period of one year, with the possibility of an extension of one more year subject to the review of the performance of the experts on an annual basis by the Client. The PIU support experts (the “Experts”) will be embedded within the PIU and provide capacity support to the SRC to ensure timely and efficient implementation of the Projects (the “Assignment”).

These Terms of Reference (TOR) specifically refer to the Experts’ objectives and scope of work.

2. OBJECTIVES

The overall objective of the Assignment is to support the SRC with the timely and effective implementation of the Projects.

The investments and consultancy services for the Project are being or will be procured in accordance with the EBRD Procurement Policies and Rules (“PPR”). The Projects will also be implemented in accordance with EBRD’s Performance Requirements under the 2019 EBRD Environmental and Social Policy, and the requirements of the respective Environmental and Social Action Plans (“ESAP”) and Stakeholder Engagement Plan (“SEP”) and should not violate the requirements of the national legislation of the Republic of Armenia.

3. SCOPE OF WORK

All experts, including an Environmental and Social Expert, will work closely with the PIS consultants and, as appropriate, SRC’s relevant departments.

Job Description: Environmental and Social Expert

Location: Yerevan, Armenia

Employer: State Revenue Committee of Armenia (SRC)

Job Purpose:

The E&S Expert will report to the Project Manager and will be responsible for the implementation of the Environmental and Social Action Plan (ESAP) and more generally ensure the Project is implemented in line with the national law, international good practice and EBRD PRs, including the development of an appropriate Environmental and Social Management System (ESMS) and implementation of Stakeholder Engagement Plan (SEP).

Key Responsibilities:

1. Ensure any changes to the original Project scope, design or magnitude are reported to the Bank, assessed and relevant mitigation measures are identified and implemented.
2. Ensure that national EIA, commensurate to the risks and impacts of potential project, and inclusive of stakeholders comments, is completed, and relevant positive conclusion is obtained prior to commencement of construction.
3. Ensure the timely implementation of the ESAP. For that purpose, develop an ESAP implementation plan including a delivery plan for each action in the ESAP. These should include measurable delivery metrics / evidence, dates for completion and responsible people for implementation:
 - Where ESAP actions are complex, they should be broken down into smaller tasks, each with metrics and responsibilities as above.
 - If any ESAP actions are unclear, guidance should be sought from EBRD to clarify.
 - If any ESAP actions are considered to be unreasonable or unachievable given local conditions or project circumstances, guidance should be sought from EBRD and/or Consultant to clarify and resolve any issues. This process may be undertaken both before project commencement and as the works progress.
4. Organise regular meetings with the Bank’s Environmental and Sustainability Department and PIS consultant to discuss the challenges faced by the Client on Projects and ESAP implementation, and solutions.
5. Ensure that all necessary E&S licenses and permits (including but may not be limited to environmental, health and safety, labour, land, and cultural heritage) required for carrying out the works are in place as needed by the Projects.
6. Ensure the implementation of the SEP.

7. Review of E&S issues at all stages of detailed design, tender process, and contract administration; ensure compliance with legislation and EBRD PRs; participate in the resolution processes as required by the Projects implementation.
8. Performance of regular site visits and regular project meetings during projects implementation. The site visits objectives are:
 - To visit the site, Project activities (such as construction activities, worker accommodation, associated facilities, access roads, etc.) with an E&S angle, and share observations in real-time with the PIU E&S staff (to train them for future visits/inspections on their own).
 - To identify non-compliances with EBRD PRs and E&S issues in general and provide guidance on corrective actions.
 - To assess the progress of the ESAP implementation and provide clear guidance on how to close ESAP actions.
 - Identify any potential red-flag issues related to ESAP implementation before they arise and provide guidance on how to proactively address these issues.
 - To review the ESMS documentation prepared for the Project, in line with ESAP requirements.
9. Provision of support to the suppliers, contractors, and consultants with the implementation of the ESAP and SEP.
10. Participation and confirming the compliance with EBRD PRs in the testing phase and commissioning of goods and works procured under the Project (if applicable).
11. Be responsible for project E&S performance data collection, processing and submission of technical information required for reports or at the request of the Projects Financiers and other stakeholders.
12. Provision of assistance in developing the project progress, E&S or other related reports, further, to be accepted by EBRD.

It is expected that the SRC will support the Experts in the above activities by facilitating the relevant contacts and the organisation of necessary discussions and meetings as well as ensuring coordination with other donors' activities to avoid overlap.

Qualifications:

1. General experience and qualifications:

- University degree or equivalent professional qualifications in relevant subjects.
- Proficiency in Armenian is preferable; very good knowledge of English is mandatory.
- High computer literacy.

2. Specific experience

- At least 5 years professional experience gained in the environmental, health and safety and social appraisal of projects, including ESIA, auditing, management systems and stakeholder engagement.
- Knowledge and expertise of technical environmental and/or social issues.
- Knowledge of main EU and international E&S (including health and safety) requirements, practices, and guidelines, as well as good international practice approaches to managing E&S risks (e.g., ISO 14001, ISO 45001, etc.).
- Practical experience in implementing IFI's environmental and social requirements and E&S action plans on infrastructure projects
- Knowledge of EBRD E&S Performance Requirements, preferably in the implementation phase.

4. IMPLEMENTATION ARRANGEMENTS AND DELIVERABLE

4.1 Assignment Duration and Implementation Arrangements

The assignment will be for a duration of 12 months, with possibility of one-year extension, subject to satisfactory performance.

The Assignment is expected to start in Q2 2025. The E&S Expert is expected to work on a **part-time basis** (up to 50% per month) and are expected to exclusively work on this Assignment.

The SRC, in agreement with EBRD, will have the right to ask for the contract to be terminated / replacement found for Experts due to non-performance.

Experts will be paid on a monthly basis in equal instalments throughout the year.

It is expected that the Experts will be provided with furnished, serviced and maintained office accommodation in Yerevan by the SRC and the SRC will bear all administrative costs with prior approval of such.

All documentation related to the works is and will remain the property of the SRC after completion of the assignment. The Experts shall not publish, use or dispose of this documentation without the written consent of the stakeholders.

4.2 Confidentiality

All information enclosed in these Terms of Reference as well as that associated with the Assignment – including the deliverables and all other documents produced by the Experts in the context of this Assignment shall remain confidential.

4.3 Donor Visibility

The EBRD might require adequate visibility for its contribution. The Experts shall collect evidence of donor's visibility on all produced reports for the Projects. The final report shall detail the ways in which the donor's visibility requirements were adhered to.

4.4 Deliverables and Milestones

The list of key deliverables will be developed by the Experts one month after the commencement of the Assignment as per the Scope of Work and will be delivered in close collaboration with the other consultants.

The timeline for the key milestones in this Assignment as set out in the scope of services will be agreed during the inception phase between all parties: Client, consultants, experts, and the EBRD; and set out in a detailed work plan with mutually agreed deliverables and timelines.