



**Environmental Investment Fund
of Namibia | ensuring sustainability**

TERMS OF REFERENCE

Position Title:	Environmental and Social Safeguards (ESS) Officer
Status:	Full Time
Department:	Operations
Reports to:	Monitoring and Evaluation (M&E) Specialist
Office:	Windhoek, Namibia

1. About the Environmental Investment Fund

The Environmental Investment Fund (EIF) is an investment fund, set up under the laws of Namibia, with the express purpose of raising financial resources for direct investment in environmental protection and natural resource management activities and projects, which support the sustainable economic development of Namibia. The EIF is not just a fund for financing "conservation activities". It pursues a broader investment portfolio by providing economic opportunities and a stake in the use of natural resources to the poorest sectors of society. The ultimate goal is to improve the quality of life and the economic wellbeing of this sector, thereby reducing the possibilities of them pursuing activities that degrade Namibia's fragile environment and waste its natural resources.

The EIF invests in projects and activities, which promote various national development strategies of the Government of the Republic of Namibia (GRN) but for which the GRN is currently unable to provide the required financial investments. Poverty alleviation is one of the targets of the national development strategy.

2. About the Position

The position resorts under EIF's Department of Operations. Reporting to the M&E Specialist, the ESS Officer is responsible for 3 broad results areas outlined herein. Firstly, developing and overseeing environmental social and safeguard policies and procedures of the EIF including the reviewing and appraisal of funding proposals/applications for compliance with the ESS policy requirements. Secondly, ensure the implementation and maintenance of an ESS M&E system within EIF that is capable of keeping track of and reporting on relevant indicators of a diverse portfolio projects under implementation with the view to ensure successful project implementation achievement of results. Thirdly, the incumbent will also serve as the custodian of ESS Policy of the Fund thereby ensuring that the said policy and its associated instruments are regularly reviewed, revised, updated and kept current.

3. Duties and Responsibilities

1. Assume overall and lead responsibility for the implementation of EIF's Environmental and Social Safeguard (ESS) Policy – including compliance, maintenance and regular updating thereof.

2. Provide technical expertise on key issues related to environmental and social impact assessment and on sustainability risks in the design, preparation, implementation and supervision of project operations taking into consideration EIF's ESS Policy, associated instruments and standards.
3. Perform ESS due diligence procedures on new project proposals – both developed by EIF for submission to donor as well as those received from applicants for EIF funding. This will include ESS appraisals on all projects funded and managed by the EIF and prepare the categorization report and seeks to identify all possible significant key potential social and environmental impacts and risks of a project and ensure that their magnitude and significance are well understood.
4. For each project or funded activity, design suitable ESS risk and impact mitigation measures lending themselves for incorporation into funding/partnership agreements.
5. Develop and maintain an institutional ESS management plan, and draft relevant project processing documentation with regards to environment and social impact issues. This will include maintenance of a computerized ESS management system.
6. Ensure, through assessment and dialogue, that EIF's prospective clients and partners, before entering into binding agreements, understand the applicable ESS policies, guidelines and project-specific requirements, and have the necessary capacity and commitment to manage such project-specific obligations.
7. Provide training and targeted capacity-building to funded and supported partners with the view to enable them to monitor and evaluate their own activities, gather relevant data and produce relevant reports as per agreed indicators. This will involve guiding fellow EIF staff members and implementing partners in identifying and designing key ESS indicators for each project component for effective ESS M&E during implementation.
8. Manage mitigation measures and actions emanating from the ESS risk identification process and provide periodic reports of such projects. This involves closely monitoring project activities during implementation – through progress reports and site visits - to ensure implementation of and adherence to environmental and social impact mitigation measures.
9. Document and recommend lessons learnt on social sustainability to integrate in the design and implementation modalities of new operations to enhance social benefits
10. Review ESS monitoring reports and status and completion reports prepared by implementing partners for management action on problems encountered in project implementation
11. Maintain ESS records and date on all EIF programs and projects including on a computerized system.
12. Undertake any other duties assigned regarding ESS and M&E and other tasks as necessary – including/especially supporting EIF's broader M&E function by assisting the M&E Specialist with M&E activities.

4. Organizational Effectiveness and Leadership

1. Participate in the formulation, review and/or revision of the EIF environmental and social safeguard policies, procedures and guidelines.
2. Provide policy guidance to EIF teams on social safeguard issues to enhance their awareness and the capacity of the projects and programmes to comply with the ESS policy.
3. Maintain rigorous and functional ESS management, monitoring and reporting regime within EIF.

5. Risk Management

- Managing and monitoring of environmental and social safeguard risks.
- Implement organization-wide ESS M&E tools, systems and processes that increase the effectiveness and accountability of our ESS policy frameworks

6. Experience and Education

6.1 Experience:

- At least three years' experience related to the above duties and responsibilities with a proven track record of working in ESS, environmental impact assessment (EIA) or M&E environments will be required.
- A strong computer literacy with demonstrable knowledge of database and spreadsheet applications are also essential while the ability to utilize technology to develop presentations and reports will be an advantage. **Computer literacy and competence with spreadsheets and databases will be tested professionally.**
- Familiarity with EIA principles especially under Namibian Environmental Management Act and with International Finance Corporation's (IFC) ESS Performance Standards.
- Code BE drivers' license.
- Namibian citizenship.

6.2 Education:

- A B-Degree in Environmental Studies, Natural Resources Management, Agricultural Economics, Development Studies or other related fields.
- Courses in EIA or ESS by accredited institutions will be an advantage.