

## **Terms of Reference**

### **Environmental and Social Planning and Management**

#### **“Social Recovery and Job Creation Project”**

#### **Component 2: Support to Women and the Disabled**

### **1. Background**

#### **1.1 The NGO Development Center (NDC)**

NDC is a non-profit non-governmental organization established in response to the need of having a sustainable Palestinian mechanism for providing support to the NGOs sector. Through providing technical and financial support, NDC works on developing the capacities of Palestinian NGOs in providing quality services, especially to the poor and the marginalized, on enhancing their self-reliance, and on empowering them to be more sustainable. At the same time, NDC contributes towards the development of the NGOs sector as a whole by facilitating sharing and exchange of information and experience, by supporting research and policy development, and by strengthening NGOs relationships with development partners.

NDC is the first professional organization of its kind, created and led by Palestinians, focusing on strengthening NGOs, facilitating the development of an active and vibrant NGO sector in Palestine and encouraging wider partnerships and cooperation among and between the different development actors and supporting research and policy formulations for the NGO sector.

Since its establishment, NDC has increased its scope of work and project intervention to manage various granting schemes and programs elaborated in collaboration with the different NDC's donors that combine urgently needed funding with sector development initiatives. Its programs work indeed on three tracks: grant-making, sector development and capacity building.

#### **1.2 The Social Recovery and Job Creation in the West Bank and Gaza Project**

MoPIC has developed a strategic framework on behalf of the PA to guide both recovery efforts and longer-term development across WB&G. It aims to provide a national vision for sustainable development, economic resilience, and job creation. Phase one is a Social Recovery and Job Creation Program, with a total target budget of US\$500 million across the WB&G. Its objectives are: i) job creation - to create temporary job opportunities, reduce unemployment, and alleviate poverty; ii) economic revitalization - by using employment as a means of sustainable development, and; iii) community support and development – by addressing specific needs to foster greater cohesion and resilience.

**1.2.1 Project Development Objective:** To increase employment opportunities for select groups in target areas; and ii) improve the operational capacity of select government institutions.

---

Achievement of the PDO will be measured through the following key indicators:

- a) Beneficiaries of employment opportunities
- b) Select government institutions report operational improvements
- c) Increased capacity at MoPIC for coordination and management

The “Social Recovery and Job Creation in the West Bank and Gaza Project” is designed with a US\$60 million financing envelope with US\$40 million from the Trust Fund for Gaza and West Bank (TFGWB) and US\$20 million from the Palestinian Fund for Reconstruction and Development (PFRD). The project is fully aligned with MoPIC’s strategic framework for recovery efforts and longer-term development across WB&G. In the current phase all World Bank financing will be solely dedicated to the West Bank, with support to Gaza - likely with the same design, when the situation allows, and with additional finance.

The project will respond to the current emergency in the West Bank by providing employment opportunities for unemployed workers, women, and persons with disabilities, and supporting the operational capacity of line ministries. The project will:

- a) Promote community resilience and well-being through short-term work opportunities for the unemployed and enhancing employment for women and persons with disabilities;
- b) Contribute to local economic revival as a result of gained wages and implemented projects. Beneficiary individuals and households will partly restore their capacity for the consumption of basic goods and services;
- c) Contribution to developing transferable skills and employment capacities, particularly among women and persons with disabilities;
- d) Enhance the operational capacity of the MoPIC and other key line ministries.

### **1.2.2 Project Components:**

**Component 1:** Labor Intensive Infrastructure (US\$40 million). This component will provide financing to eligible Local Government Units (LGUs) in the West Bank to maintain the provision of local services through labor-intensive infrastructure works involving unemployed Palestinians in the West Bank.

**Component 2:** Support to Women and the Disabled (US\$10 million). This component will support women and persons with disabilities who are not able to participate to labor intensive public works activities under Component 1. This component will support employment and livelihood development for women (especially women heads of households) and people with disabilities (PWD).

**Component 3:** MoPIC and PA Capacity Building (US\$10 million). Support will enable MoPIC to establish a staffed and equipped Project Management Unit (PMU, and will finance broader TA facility to the Palestinian Authority to support systemic reforms and institutional strengthening through technical assistance, capacity building, and policy development.

**Component 4:** Contingency Emergency Response Component (CERC) (US\$0 million). This component will provide immediate support to an Eligible Crisis of Emergency, as needed. The CERC allows the PA to reallocate funds from other project components or serve as a conduit to process financing from other funding sources for eligible emergencies. Disbursement under this

---

component will be subject to the declaration of emergency by the PA, the international community, or the United Nations (UN).

### **1.2.3 Component 2: Support to Women and the Disabled**

Women, particularly women heads of households and with disabilities, are especially vulnerable during conflict and post-conflict situations. Lessons from previous conflicts and shocks highlight the need to ensure that women, including more vulnerable women, have dedicated access to recovery support. This is critical to build both household and community level resilience. NGOs across the WB&G play a vital role in delivering social services and support to the development of the job market. The domestic NGO sector has sufficient capacity to deliver project activities and reach the most vulnerable members of society

This component will support women and persons with disabilities who are not able to participate to labor intensive public works activities under Component 1. It will help beneficiaries to grow and sustain existing businesses, and where possible, also create new ones. Whether it be microbusinesses or those which are more well-established, women and persons with disabilities are active in a broad range of sectors in the West Bank as i) producers, such as agriculture (fruit and vegetable supply, eggs, olive oil, cheese making etc.), handicrafts (embroidery, woodworking etc.), ii) importers, iii) service providers, such as tailoring, food, cleaning, and iv) processors, such as beauty products and value addition in the agriculture sector, where many struggle with product certification.

The component aims to improve both business management practices and access to finance, through the following activities: i) development of business management skills and financial literacy (e.g. organization, negotiation, record keeping), ii) strengthening operational processes (e.g. marketing, legal and business registration, product certification), iii) mentoring and coaching. Access to finance is a major constraint to women-owned businesses; therefore, grant funding will be provided under the project to sustain and scale businesses and offered to grantees without any additional funding stipulations - performance-based grants - in the range of US\$1,000 to \$30,000 for individuals and up to US\$60,000 for groups of women/cooperatives are anticipated. Such grants would be used to purchase i) inputs (e.g. equipment, materials, internet and energy costs etc.), and ii) marketing and business development (e.g. insurance, registration, certification costs).

Women and the disabled are the direct beneficiaries under component 2. The total number of direct beneficiaries is estimated to be 900 over a 24-month implementation period. Out of that total, 45 persons with disabilities are expected as direct beneficiaries - a target of 5 percent of the total number of direct beneficiaries and just over double estimated 2.1 per cent prevalence rate of disability in the general population. It is anticipated that 10 to 12 NGOs will be contracted with the available financing. On average, each NGO can support around 75 women each over the implementation period with the grant size anticipated.

### **1.2.4 Environmental, Social and Legal Operational Policies**

The project must be executed in strict adherence to all applicable national and local legislation, including laws, regulations, and standards related to environmental management and social

---

protection. Furthermore, the project must fully comply with the Environmental and Social Commitment Plan (ESCP) as outlined in Annex A of the Terms of Reference (ToR).

The key environmental risks under Environmental and Social Standards (ESS1) include (i) occupational health and safety (OHS) risks related to the specific activities (handicrafts, homemade/ food processing, use of pesticides), (ii) hazardous waste such as fertilizers and pesticides. Limited food safety risks related to small scale food processing assessed under ESS4.

The key social risks include potential exclusion from or inequitable provision of project benefits especially women and PWD, and lack of meaningful engagement/dissemination of project information during implementation with women and marginalized groups.

### **1.2.5 Grievance Redress Mechanism**

The consultant will support the beneficiary NGOs in monitoring the implementation of the Grievance Redress Mechanism (GRM) to address complaints from employees, beneficiaries, service recipients, and the local community. The system must include clear, approved procedures for managing complaints from their initial receipt through to processing and resolution.

## **2. Objective of the Assignment**

The primary objective of this assignment is to ensure the efficient implementation of selected direct beneficiaries projects, addressing any environmental and social issues or concerns during the design phase. Mitigation measures must be fully implemented and monitored in accordance with the project's Environmental and Social Management Framework (ESMF) and Environmental and Social Commitment Plan (ESCP). The consultant will be responsible for coaching, monitoring, and reporting on the ESCP. Additionally, the consultant will coach, monitor, and report on the NGOs' Grievance Redress Mechanism (GRM).

## **3. Scope of Work**

To achieve the objectives of this assignment, the consultant will collaborate closely with the NDC, MOPIC, and relevant partner NGO teams. The consultant's responsibilities include:

1. **Primary Liaison:** Act as the central point of contact for Environmental & Social (E&S) and Grievance Redress Mechanism (GRM) issues, facilitating communication and coordination between NDC, MoPIC, and partner NGOs.
2. **Document Review:** Examine project documents, including the Operations Manual, Project Environmental and Social Management Framework (ESMF) as outlined in Annex B of the TOR, Environmental and Social Commitment Plan (ESCP), and other related materials.
3. **Operations Manual:** Develop the Environmental and Social section of the project Operations Manual.

- 
4. **Selection of Partner NGOs:** Contribute to the assessment and appraisal of NGOs applications for funding from the Project. Provide recommendations on the applicant NGOs proposals with regards to the adequacy of the environmental and social measures.
  5. **Capacity Building:** Deliver targeted training and coaching to partner NGOs on environmental and social mitigation measures, including their roles and responsibilities in applying the Environmental and Social Standards (ESS) and the adopted checklist. Support NGOs in integrating these safeguards into subproject designs, bidding documents, and contracts. Guide them in monitoring implementation and effectively reporting on environmental and social issues throughout the project lifecycle.
  - 6.
  7. **Projects Screening:** Provide technical assistance to partner NGOs in accurately completing Screening Forms for relevant subproject activities. Review and validate the Environmental and Social Safeguards (ESS) checklists submitted by partner NGOs, ensuring they comprehensively cover all proposed subprojects and direct beneficiary initiatives. Ensure full compliance with project safeguards and confirm that no activities fall under the Negative List.
  8. **Field Monitoring and Compliance Assurance:** Conduct spot field visits to monitor the environmental and social compliance of selected subprojects implemented by direct beneficiaries. Verify that all agreements, bidding documents, and contracts incorporate the relevant environmental and social management provisions as outlined in the Screening Forms, ESMPs, and ESMP Checklists. Ensure that implementation aligns with project safeguards and mitigation measures.
  9. **Performance Monitoring:** Monitor and report on the environmental and social performance of direct beneficiaries projects. Include these reports in the NDC's semi-annual and annual progress reports, detailing any deviations or violations, instructions for addressing non-compliance, and follow-up actions on outstanding issues.
  10. **Grievance Redress Mechanism (GRM):** Follow up with partner NGOs on implementing a comprehensive GRM for handling complaints from employees, beneficiaries, service recipients, and the local community. Assist partner NGOs in defining and documenting clear procedures for the complaint process from receipt to resolution.
  11. **GRM Training:** Conduct training for partner NGO staff on the GRM complaints, raising awareness among all stakeholders about the GRM and its usage.
  12. **GRM Monitoring:** Monitor and report on the status of the GRM for direct beneficiary projects. Include these reports in the NDC's semi-annual and annual progress reports, providing an overview of any deviations or violations of the GRM, instructions for addressing non-compliance, and follow-up actions on outstanding issues.

#### 4. Consultant's Reporting Obligations

---

The Consultant shall submit:

- a) A work plan for implementing the scope of work which will be updated on annual basis.
- b) Environmental and Social section to be included in the Operations Manual.
- c) Environmental and Social Standards Checklist for each of the direct beneficiaries' project.
- d) Field visit reports and specific reports for each of the direct beneficiaries' project.
- e) Quarterly, semiannual and annual progress reports.
- f) A completion (final) report.

## **5. Assignment Duration and Level of Effort**

This is a long-term assignment. The assignment will commence on the date of signing the contract with the Consultant and will extend over the project implementation period, until March 1, 2028, which is the Technical Completion Date.

The total level of efforts is estimated at **120 days**. The estimated number of days annually are presented in the table below:

# of days per year			
2025	2026	2027	2028
30	45	35	10

## **6. Type of Contract**

NDC will sign with the consultant a time-based contract. The consultant will be compensated against timesheets and deliverables mentioned above.

## **7. Required Qualifications**

In order to accomplish the objective of the assignment and the scope of work, a consultant is required with the following qualifications and competences:

- a) MSc degree in Environmental Engineering, Environmental and Social Science or any related field.
- b) Previous experience with World Bank or AFD's Environmental and Social Safeguard policies and procedures;
- c) At least 5 years relevant experience working on assignments of similar nature.
- d) In-depth knowledge and understanding of national and local legislations, including laws, regulations, and standards governing environmental and social policies.
- e) Relevant experience in the NGOs sector.

## **8. Annexes**

- 
- A. Environmental and Social Commitment Plan (ESCP)
  - B. Environmental and Social Management Framework (ESMF)