

## Vanuatu Community-Based Climate Resilience Project

### Environmental and Social Safeguards Advisor

#### TERMS OF REFERENCE (TOR)

**Short term consultancy assignment – up to a maximum of 80 days**

**Commencing 1 February 2026 – 31 December 2026**

**Port Vila, Vanuatu (or home based with specific in-country missions)**

**Open to national and international candidates**

#### About the Project

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The **Vanuatu Community-based Climate Resilience Project (VCCRP)** is the largest locally-led adaptation project to be delivered in the Pacific region. VCCRP is designed to reduce climate-related vulnerabilities of communities across all 6 provinces of Vanuatu. This project aims to increase communities' resilience to climate variability, climate extremes, and other effects of climate change and to build the adaptive capacity required by communities to ensure that the standards of living are not adversely affected by climatic impacts. VCCRP seeks to accomplish this by:

1. developing and implementing scalable, locally appropriate actions to meet immediate and future adaptation needs of communities;
2. strengthening and supporting government and civil society to facilitate local-level adaptation;
3. facilitating dialogue between communities, government, civil society and the private sector on ways to work together to address the challenges that climate change will continue to bring.

VCCRP is managed by a Program Management Unit (PMU) located at the Department of Climate Change (DoCC) within the Ministry of Climate Change (MoCC). Project activities are delivered by Area Council and provincial-level partners alongside DoCC and the National Disaster Management Office (NDMO) at the MoCC, the Department of Local Authorities (DLA) within the Ministry of Internal Affairs (MoIA); the Department of Agriculture and Rural Development (DARD) and the Vanuatu Fisheries Department (VFD) within the Ministry of Agriculture, Livestock, Forestry, Fisheries and Biosecurity (MALFFB); and the Department of Water Resources (DoWR) within the Ministry of Lands and Natural Resources (MoLNR).

Save the Children Vanuatu (SCV) will be a core implementing partner for VCCRP working closely together with Government of Vanuatu (GoV) to deliver project activities with funding support from the Green Climate Fund (GCF).

## Role Purpose

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The **Environmental and Social Safeguards (ESS) Advisor** role will work closely with the PMU for VCCRP, and the project's implementing stakeholders at the DoCC, the NDMO, the DLA, the VFD, the DARD, and the DoWR to ensure VCCRP activities are designed, implemented, and monitored to mitigate adverse impacts to local populations and the environment; to enhance equitable access to development benefits; and to give due consideration to vulnerable and marginalised populations. The ESS Advisor provides technical support, practical guidance, capacity strengthening and oversight to ensure that the project complies with environmental and social safeguards as it relates to climate change resilience building in Vanuatu and as this aligns to best practices and GCF requirements.

While the Department of Environmental Protection and Conservation (DEPC) does not have an operational budget as part of the VCCRP, it is still considered to be an important project stakeholder and the ESS Advisor will be expected to work closely with the DEPC to ensure that Vanuatu's environmental laws, regulations, and best practices for environmental safe-guarding are adhered to throughout the duration of VCCRP.

The PMU for VCCRP is located within the DoCC and is responsible for the day-to-day technical support, management and coordination between government ministries and departments at national, provincial and area council level to ensure project plans are implemented in line with project documents and in line with the compliance requirements of the GCF, Save the Children Australia (the Accredited Entity) and the Government of Vanuatu.

## Key Areas of Accountability

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### Technical Leadership

- Ensure that all relevant implementing partners (including the PMU) are sensitized on the Environmental and Social Assessment and Residual Risk Management Plan (ESARRMP) and receive appropriate training to ensure that implementation and planning of VCCRP activities adheres to environmental and societal / cultural best practices, and is in accordance with existing legislation and regulations in Vanuatu
- Ensure that all relevant implementing parties are sensitized on the Grievance Redress Mechanism (GRM) and receive appropriate training to fulfil their responsibilities related to the GRM
- Formally monitor and report on the environmental and social performances of all activities aligned with project reporting requirements
- Ensure that implementing parties manage their environmental and social performance in line with the project ESARRMP
- Seek opportunities to link ESS safeguards to national safeguarding regulations and capacities

### Project Implementation

- Manage the project's Environmental and Social Assessment and Residual Risk Management Plan (ESARRMP), including developing processes for oversight of implementing parties, a monitoring schedule, reporting against the plan, and reviewing and updating the plan as appropriate
- Lead the application process of Environmental Impact Assessments (EIAs) as required by DEPC for specific project activities, or facilitate other required safeguarding processes for environmental and social risk-screening
- Lead the development and implementation of the Grievance Redress Mechanism (GRM) for the project

- Support the application of the Save the Children and donor safeguards (including risk screening) in programmatic activities
- Raise awareness amongst target communities on the VCCRP Grievance Redress Mechanism (GRM)
- Ensure the ESARRMP informs all procurement processes, planning of activities, and development of ToRs to ensure appropriate safeguard measures are captured
- Screen project activities that involve community-based participatory approaches or activities that may potentially impact the environment

## **Project Quality**

- Contribute to the development of guidance on gender equality, disability and socially inclusive monitoring, evaluation, accountability and learning (MEAL) strategies and activities
- Support development of an evidence-base for approaches that mainstream gender equality, disability and social inclusion, both integrated and standalone
- Ensure real-time lessons learned are integrated into the project for improvement and/or course correction of the interventions, with the implementation team and in agreement with the PMU
- Facilitate the sharing of experience and learning about gender equity, disability, social inclusion across the project
- Be up to date on relevant national, regional and global policy and programming relating to gender equality, disability, and social inclusion within Government, Inter-government, civil society and private sector
- Be up to date with relevant environmental regulations, legislation, and processes (such as EIAs) in close consultation with DEPC, and adhere to best practices and risk screening in compliance with GCF requirements

## **Capacity Building**

- Provide information resources to educate the PMU and different stakeholders in terms of their priorities in relation to ESS and GEDSI
- Plan and implement relevant training for project staff and other implementing parties so that they effectively fulfill their responsibilities related to the GRM
- Train implementing partners to understand concepts surrounding environmental and social risk-screening and to contribute to the monitoring of the ESARRMP

## **Health, safety, security and risk management**

- Be a role model for safety and security, including complying with all safety instructions and training given at the workplace
- Act in a safe manner always, including complying with all safety instructions and training given at the workplace
- Report all incidents, injuries, and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements.
- Be aware of, document and manage the risks associated with your team's workplaces and ensure appropriate elimination or mitigation measures are applied.

## **Child protection and safeguarding requirements**

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times.
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details).
- Demonstrate the highest standards of behaviour towards children in both your private and professional life.

- Maintain a safe and positive relationship at all times when working with children and young people.
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes.

## Person Specification

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### Essential knowledge or experience

- 3-5 year's experience in an ESS Advisor role or similar role with proven experience in environmental and social safeguards, including risk screening and mitigation planning
- Strong knowledge of international environmental regulations and best practices (strong knowledge of Vanuatu's environmental regulations is desirable)
- Demonstrated experience working with donor ESS compliance requirements on largescale climate change and disaster risk reduction projects including the integration of GEDSI into strategies (experience working with GCF is desirable)
- Demonstrated experience developing tools and practical approaches that can be used at the national, subnational and community level and ability to lead training and capacity-building initiatives to support teams to use these
- Highly organised, able to plan well and strong coordination skills (internal and external stakeholders)
- Effective communication skills in English (fluency in Bislama and French is desirable)
- Able to work harmoniously in cross-cultural environment and experience working in the Pacific
- Bachelor's Degree in a relevant field (Master's Degree is desirable)
- Proficiency in Microsoft Office Suite (and additional proficiency in other data management and visualisation tools is desirable)

### Additional Information

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- Any offer of employment will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check
- Employees must sign on to the project's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above