REPUBLIC OF ZAMBIA

MINISTRY OF AGRICULTURE

PROJECT MANAGEMENT AND MONITORING DEPARTMENT

Irrigated and Sustainable Agriculture for Transformation Project (ISAT)

TERMS OF REFERENCE

Position; Social Specialist

1. Background

The Government of the Republic of Zambia, through the Ministry of Agriculture (MoA), has received a grant facility from the World Bank to implement the Irrigated and Sustainable Agriculture for Transformation (ISAT) Project the Project Objective is to promote irrigated and sustainable agriculture practices in targeted sites in Zambia. The proposed project aims to strengthen agricultural productivity, climate resilience and market access through improved irrigation, sustainable land management and inclusive value chains. Its implementation will draw on experience from the Irrigation Development and Support Project, the Zambia Growth Opportunities Program for Results, the Zambia Agri-business and Trade Project and other relevant initiatives.

The Ministry requires a Social Specialist to identify, assess, manage and monitor social risks and impacts associated with project implementation. The assignment will support compliance with applicable Zambian social, labour and land requirements and the World Bank Environmental and Social Framework (ESF), including the Environmental and Social Standards (ESSs) relevant to the project.

2. Objective of the Assignment

Under the supervision of the Project Coordinator, the Social Specialist will lead social risk management for ISAT, ensuring that project activities address land and livelihood impacts, labour and community risks, inclusion, stakeholder engagement and grievances through timely assessment, consultation, mitigation and monitoring.

3. Scope of Work

The Expert will work closely with the PIU, relevant Ministry departments, NAO, the World Bank, consultants, local authorities, communities and other stakeholders. Responsibilities will include:

- Review applicable Zambian social, labour, land and community health and safety requirements and relevant World Bank ESF provisions; advise the Project Implementation Unit (PIU) on social compliance and project-specific commitments.
- Carry out or coordinate social screening and risk assessment for proposed sites and activities, document findings and identify needs for additional social assessments or specialist support.
- Identify risks affecting communities, land access and use, livelihoods, vulnerable or disadvantaged groups, workers, community health and safety and cultural heritage, as applicable to project activities.
- Coordinate the preparation, review, consultation and disclosure of social risk management instruments, as applicable, including the Stakeholder Engagement Plan (SEP), Labor Management Procedures (LMP), Resettlement Policy Framework (RPF), Resettlement Action Plans (RAPs) and social components of Environmental and Social Management Framework E(SMF), Environmental Impact Assessments (ESIAs) and Environmental and Social Management Plans (ESMPs).

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- Provide social inputs to the Environmental and Social Commitment Plan (ESCP) and track relevant actions, responsibilities and deadlines in coordination with the Environmental Specialist.
- Lead stakeholder identification and mapping, accessible information disclosure and meaningful consultations with project-affected people, local authorities, communities and other interested parties; document feedback and how it is addressed.
- Support the establishment and operation of accessible grievance mechanisms for project-affected people and project workers, ensuring confidential documentation, timely referral and resolution without retaliation.
- Assess and coordinate management of land acquisition, restrictions on land use, physical or economic displacement and livelihood restoration risks, with appropriate specialist inputs where required before activities proceed.
- Advise on labour and working conditions, child and forced labour risks, worker codes of conduct, worker grievance processes and social aspects of occupational health and safety.
- Support measures to prevent and respond to sexual exploitation and abuse, sexual harassment and gender-based violence, including awareness, safe referrals and survivor-centred incident-response procedures consistent with project requirements.
- Advise on social dimensions of community health and safety, including traffic, construction access, disease risks, security measures, air and water-related hazards, in coordination with the Environmental Specialist.
- Review social assessment deliverables prepared by consultants and contractors, monitor commitments and recommend necessary corrective actions.
- Conduct field visits and social compliance monitoring; prepare consultation, grievance and risk-management updates while observing confidentiality and data-protection requirements.
- Coordinate with irrigation, extension, value chain and other technical teams to ensure equitable participation and consideration of social risks in project design and implementation.
- Prepare social inputs for monthly and periodic reports, supervision missions, reviews and audits; build capacity of PIU staff, implementing partners and contractors on social responsibilities.

4. Qualifications and Experience

4.1 Academic Qualifications

Master's degree in Social Development, Sociology, Social Sciences, Development Studies, Anthropology, Community Development or a related discipline. Professional training in the World Bank ESF and relevant social assessment and management is an advantage.

4.2 Professional Experience

- At least ten (10) years of progressively responsible experience in social development or social risk management in agriculture, irrigation, infrastructure or rural development projects.
- Demonstrated experience in stakeholder consultations, grievance management, social assessment and preparation or implementation of instruments such as SEPs, LMPs, RPFs and RAPs.
- Working knowledge of the World Bank ESF, other international financing frameworks and Zambian land, labour and social requirements; experience with World Bank or other development partner funded projects is highly desirable.
- Experience addressing displacement and livelihood restoration, vulnerable groups, labour issues, community health and safety or SEA/SH and GBV risks is an advantage.
- Strong facilitation, analytical, report-writing and interpersonal skills, including engagement with rural communities, women, youth and vulnerable groups; fluency in English, with local language skills an advantage.

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5. Duration and Location

i. The assignment shall be on a full-time basis, based in Lusaka, Zambia, with regular travel across the Country. The contract will be for an initial three (3) years renewable for an additional two (2) years based on satisfactory performance and availability of funds.

ii. Please note that the stated five-year term is a proposed assignment period, not confirmation of an approved contract or financing eligibility. Before contracting, MoA and National Authorising Office (NAO) shall reconcile the term and renewal provisions with the approved procurement plan and contract form and identify the funding source, eligible expenditure category and applicable closing date. No commitment or extension shall rely on an assumed common closing date for IDA and FS2030 financing.

iii. The Specialist will be based at the ISAT Project Implementation Unit within the Ministry of Agriculture in Lusaka and will travel frequently to project sites and other locations in Zambia as required.

6. Institutional Arrangements

- The Specialist will be part of the ISAT Project Implementation Unit and will report to the Project Coordinator.
- The Specialist will coordinate closely with the counterpart Environment Specialist, PIU technical specialists, relevant Ministry departments, NAO and the World Bank environmental and social team.
- The Specialist will liaise with consultants, contractors, local authorities, affected communities and other stakeholders on matters falling within the assignment.
- The Specialist will support technical missions, field visits, consultations, implementation reviews and meetings with Government and development partners.

7. Reporting Obligations and Deliverables

The Specialist will submit clear, timely and evidence-based outputs in accordance with the PIU work plan and deadlines agreed with the Project Coordinator. Expected outputs include:

- Inception report and social risk monitoring and implementation work plan.
- Social screening records, social risk assessments and recommendations for project sites and activities.
- Social risk management instruments and/or inputs to the Stakeholder Engagement Plan, Labor Management Procedures, Resettlement Policy Framework, Resettlement Action Plans, Environmental and Social Management Framework, Environmental and Social Impact Assessment plans, Environmental and Social Management plans and Environmental and Social Commitment Plan, as applicable.
- Stakeholder mapping, consultation and disclosure records, including feedback and follow-up actions.
- Grievance mechanism implementation updates and confidential summary records of complaints and resolutions.
- Social compliance field monitoring reports, risk and incident follow-up and corrective-action tracking.
- Monthly updates and social inputs to quarterly, semi-annual and annual project progress reports.
- Training records and a completion report identifying outstanding social risks and recommended follow-up.

The Specialist will maintain organised assessment, consultation, monitoring and compliance records, applying appropriate confidentiality and data-protection measures. Detailed deliverable schedules and acceptance arrangements will be agreed with the Project Coordinator at inception.

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