

## **TERMS OF REFERENCE (Individual Contractor Agreement)**

**Position:** Health, Safety, Social and Environmental Senior Associate - Occupational Health & Safety  
**Duty Station:** Phillipsburg, Sint Maarten  
**Section / Unit:** LCR, PAMCO Costa Rica  
**Contract / Level:** LICA 7 (ICS 7)  
**Supervisor:** Lead engineer  
**Duration:** Ongoing ICA – Open-ended, subject to organizational requirements, availability of funds and satisfactory performance

### **1. General background of the project / assignment**

The United Nations Office for Project Services (UNOPS) is a United Nations body responsible for infrastructure, procurement and project management (General Assembly Resolution 65/176 of 2010). Our mission is to help people improve their lives and countries achieve peace and sustainable development. UNOPS' three priority areas are:

- i) Sustainable Infrastructure:** Designing, building, repairing, and maintaining infrastructure in challenging environments, focusing on transportation, education, and health infrastructure.
- ii) Public Procurement:** Serving as a central procurement resource for the UN system and governments, emphasizing efficient, transparent, and sustainable delivery of goods and services.
- iii) Project Management:** Managing over a thousand humanitarian, development, and peacebuilding projects annually for various partners, ensuring quality, effectiveness, and results that meet the highest standards.

UNOPS' work seeks environmental, social, and economic sustainability, which contributes to the progress of equity and the common good of the countries in which it operates, thus promoting the improvement of the living conditions of the most needy people. UNOPS has a presence in 23 countries in Latin America and the Caribbean. The services, products, and technical assistance comply with the principles of public administration of transparency, equity, integrity, free competition, impartiality, morality, effectiveness, efficiency, and respect for national institutions.

### **Project Information**

This project aims to strengthen the justice system in Sint Maarten by providing UNOPS turn-key services for the construction of a new Rule of Law Facility. The initiative will be implemented in two phases, with a total estimated budget of 50 million USD.

The second phase, expected to span 40 months, will focus on the construction of the Rule of Law Facility, including: Construction execution & Supervision and quality assurance of works. This phase will ensure full integration of human rights principles and incorporate social, gender, climate, and environmental considerations, aligning with international best practices for correctional facilities.

### **Local Context**

Sint Maarten's justice system faces longstanding challenges, including outdated detention facilities that do not meet modern standards for security, rehabilitation, and human rights compliance. This project will directly

contribute to strengthening national infrastructure capacity in the correctional sector, ensuring safe, humane, and rehabilitative detention conditions that support the reintegration of offenders into society.

To ensure effective coordination with key justice sector stakeholders, the UNOPS Panama Multi-Country Office, covering Panama, Costa Rica, and the Dutch and English Caribbean, has established a local office in Sint Maarten. The HSE specialist will play a critical role in the technical oversight, planning, and implementation of HSE within the UNOPS office in Sint Maarten.

**About Our Culture:**

Our work contributes to building the foundations for countries and communities to achieve peace and sustainable development, guided by our values: Inclusion, Integrity, Humility and Humanity.

**2. Purpose and scope of assignment**

The objectives of the project are to:

- Urgently design and establish resilient and effective transitional facilities which meet human rights requirements for prisoners and detainees in Sint Maarten
- Contribute to strengthening national infrastructure capacity in the correctional sector enabling
- adequate, safe, and humane detention, which facilitates reintegration of offenders back into society
- Contribute to improved capacity for correctional facilities operation and management in line with local and international standards

Under the guidance and supervision of the Lead Engineer, the Health, Safety, Social and Environmental (HSSE) Senior Associate - Occupational Health & Safety will perform the following responsibilities/functions:

**A. Health, Safety, and Environmental (HSE) Responsibilities*****Risk Analysis & Compliance***

- Contribute to the analysis of the project's HSSE risk profile and define key mitigation controls.
- Ensure projects comply with UNOPS HSSE requirements, international best practices, and local regulations.

***Technical Guidance & Training***

- Provide technical advice on HSSE considerations in project proposals.
- Develop guidance on occupational exposure limits, fall protection protocols, hazardous waste disposal, and other HSE-specific areas.
- Conduct HSSE training sessions for project teams, contractors, and site personnel.

***Incident Management & Monitoring***

- Implement and oversee incident reporting and investigation processes.
- Carry out quantitative analysis of HSSE performance.
- Support project teams in developing and executing Environmental Management Plans (EMPs) and Health & Safety Plans.
- Ensure HSSE performance is monitored through inspections, meetings, reporting, and internal audits.

***Construction & Site Management***

- Ensure contractors and site personnel adhere to UNOPS HSSE requirements.

- Conduct site inspections to identify hazards, review compliance, and ensure corrective actions are implemented.
- Ensure workers are informed about potential hazards and control measures.

## **B. Social & Environmental (SE) Responsibilities**

### ***Environmental & Social Impact Assessments***

- Conduct environmental and social surveys to collect relevant background information.
- Identify environmental receptors and assess interactions between the project and the ecosystem.
- Screen and evaluate potential environmental and social impacts of the project.

### ***Risk Mitigation & Stakeholder Engagement***

- Contribute to identifying potential risks and impacts and propose appropriate mitigation measures.
- Support the design and implementation of Environmental & Social Management Plans (ESMPs).
- Engage in capacity-building activities to train project staff on environmental and social impact mitigation and management.

### ***Monitoring & Reporting***

- Conduct periodic monitoring of project activities for environmental and social compliance.
- Prepare monitoring reports based on UNOPS HSSE policies and templates.

## **C. HSSE Coordination & Office Responsibilities**

### ***Serve as the UNOPS Country HSSE Coordinator, responsible for:***

- Drafting and updating the Office HSSE Plan every six months.
- Aligning objectives based on HSSE monthly reporting trends.
- Coordinating HSSE reporting, including data collection, verification, and submission.
- Conducting biannual office inspections, ensuring emergency equipment and waste management systems are in place.
- Reporting and investigating HSSE incidents at offices and facilities.

## **3. Monitoring and Progress Controls**

- Collect environmental data on transitional and long-term facility location and environmental receptors under guidance of the Environmental Advisor
- Collect socio-economic baseline data of the stakeholders and affected communities under guidance of the Social Advisor
- Deliver training on the health, safety, environmental and social management plan and other environmental and social instruments and engage in other capacity building exercises
- Prepare daily, weekly and monthly HSSE monitoring reports
- Ongoing capacity building on HSES during project planning, construction and handover

## **4. Qualifications and Experience**

### **a. Education**

- Bachelor's degree preferably in Health, Safety and Environmental (HSSE), water resources, ecological or social sciences, or engineering is required..
- A Master's degree preferably in one of the following disciplines in health, safety, and environment, water resources, ecological, or engineering, is desirable.




**b. Work Experience**





- Minimum of 3 years of relevant experience in health, safety, environmental impact studies, monitoring and mitigation is required
- HSE management in construction, infrastructure projects is required
- Experience in research and data collection is required.
- Experience in conducting environmental impact assessments in Sint Maarten would be an asset.
- Experience in ecological, water resources or environmental surveys would be desirable.
- Experience in conduct of capacity building exercises for construction projects would be desirable.

**c. Language Requirements**

- Fluency in English is required.
- Fluency in another UN official language is desirable.

**d) Competencies**

Competencies	
	<p>Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.</p>
	<p>Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. <b>For people managers only:</b> Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising appropriate leadership styles</p>
	<p>Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).</p>

	<p>Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.</p>
	<p>Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.</p>
	<p>Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.</p>
	<p>Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.</p>

VII. Signature	
Incumbent Name:	
Signature:	Date: