

Terms of Reference
For
Independent Firm for social and communication aspects

Capacity Building and Industrial Pollution Management Project (CBIPMP)

Background :

The Ministry of Environmental & Forests, Govt. Of India (MoEF) is implementing a project on Capacity Building and Industrial Pollution Management (CBIPMP) with financial and technical assistance from the World Bank. The project has been taken up for implementation in the States of Andhra Pradesh and West Bengal as pilot project for its likely replication in other states. West Bengal Pollution Control Board is the implementing agency for the Project for the State of West Bengal.

Project Objective:

The development objective of the project is to a) build tangible human and technical capacity in selected state agencies for undertaking environmentally sound remediation of polluted sites and to support the development of a policy, institutional and methodological framework for the establishment of a National Policy Programme for Rehabilitation of polluted sites.

Project description :

The broad components of the projects are:

- Building capacity for addressing pollution remediation issues, which includes technical support for conducting waste inventorisation, contaminated site identification and assessment studies, upgradation of laboratory infrastructure, establishment of an Environment Compliance Assistance Centre(ECAC) and training;
- Technical support for Remediation of identified orphan hazardous waste dump sites in Hooghly district and the Municipal Solid Waste Dump site at Dhapa, Kolkata
- Project Management

The West Bengal component of the project specifically includes the following components:

- 1) Strengthening of Environmental Institutions : Building Capacity for addressing pollution remediation:
 - a) Establishment of Environmental Compliance Assistance Centre
 - b) Technical Support for inventorisation of hazardous wastes, identification and assessment of contaminated sites, assessment of MSW dumpsites and upgradation of the Board's laboratory
 - c) Upgrading information management Systems of West Bengal pollution Control Board
 - d) Training

- 2) Investment in priority remediation and environmental improvements: Rehabilitation of abandoned contaminated sites
 - a) Remediation of seven identified orphan hazardous dump sites in Hooghly district
 - b) Remediation of Dhapa MSW site
- 3) Project management

Project Management Structure :

The project governance structure is designed to ensure effectiveness and transparency of implementation. At central level, under the overall oversight of MoEF, Project Director assisted by management consultants will be responsible for supervision of the project implementation in accordance with the project operation manual.

At the state level the Project Implementation Unit (PIU) under the Project Director (Member Secretary, WBPCB) will be responsible for overall supervision, overseeing the day to day project implementation and co-ordination with other stake holder agencies. The Project Implementation Unit (PIU) comprises the following Cells:

- a) **Hazardous waste management Cell** : responsible for remediation of the contaminated hazardous sites of Hooghly, inventorisation of hazardous wastes, assessment of five identified contaminated areas and identification of more illegal dumpsites
- b) **Municipal Solid Waste management Cell** : responsible for remediation of abandoned MSW dump site of Dhapa (to be taken up in close collaboration of KMC) and assessment of 56 municipal dumpsites in the state
- c) **Infrastructure Cell** : responsible for upgradation of laboratory, assisting in analysis of waste, water and soil samples as part of the various characterisation and assessment work to be undertaken under the project and also responsible for management and upgradation of the electronic information management system of the Pollution control Board
- d) **ECAC cell** : responsible for establishment and working of the ECAC unit
- e) **Finance and Accounts cell**
- f) **Procurement cell**

The different cells will work under supervision of unit leaders /officers of the Board designated for the purpose under the overall control of the Project Director. WBPCB is in the process of hiring a set of firms for the two pilot sites for conducting techno-economic feasibility and detailed design studies (hence forth referred as design consultants).

The WBPCB now intends to hire a consultancy firm (hence forth referred as social consultant) independent of the design consultants for carrying out studies on social aspects accordingly for the all pilot sites. The contract may be extended to ensure its implementation and monitoring. Thus, the contract shall be executed in two stages (sub projects preparation stage and implementation stage). The consultant will report directly to the Project Director and will work in close association with all the above mentioned Cells.

Duration of the Project

Period of engagement :

- The assignment is on purely contractual basis for two stages and the tenure will be coterminous with the project duration. **Sub Projects Preparation stage - 1 year and Implementation stage 3 years.**

The Social Consultant will deploy adequate number of professional on full time basis / part time basis to satisfactorily perform the tasks required as per the scope of work indicated below. The place of work will be Kolkata. However, frequent travelling to the project sites in the State may be required.

Job Responsibilities

The role of social consultant will be to inform techno economic feasibility studies and detailed design of the pilot sites (both Hooghly and Dhapa Sites) based on the studies on social aspects including communication. Following shall be carried out for each pilot site, as part of the studies and their implementation by the Social consultants on social aspects:

- i. Identification of stakeholders and consultations
- ii. Review of relevant studies, plans and proposals
- iii. Develop communication strategy
- iv. Identification of likely social concerns and impacts based on social Analysis
- v. prepare all types of media releases and communications to external stakeholders under the project.
- vi. Participate in the consultations at the project level and prepare the proceedings of consultation conducted as part of design and additional consultations as necessary for the social studies.
- vii. Delineation of project impact area, define scope of detailed social impact assessment and develop communication strategy
- viii. Enumeration of occupants of the project area (Census and socio-economic survey)
- ix. Social Impact Assessment of the proposed remediation activities
- x. Preparation of Resettlement action Plan as per final design
- xi. Preparation of communication and public participation action plan
- xii. Assist SPCB in setting up of institutional arrangements for implementation plans and supervision of implementation of communication and public participation action plans.
- xiii. Assist SPCB in setting up of institutional arrangements for implementation plans and supervision of implementation of social management plans including resettlement action plans.

Outputs:

The consultant shall broadly provide the following outputs.

At Preparation stage: Prepare all the outputs linked to the social aspects as part of the studies including communication, facilitate setting up of institutional arrangements for implementation of social management plans, communication and public participation action plan. While delivering these outputs, the consultant will submit interim outputs such as inception, interim, draft and final social assessment / RAP reports. The delivery schedule of these interim outputs shall be provided as part of the technical proposal of the consultants and shall be finalized within two weeks of commencing the services of the consultant.

During Implementation stage: Supervision of implementation of social management plans and communication and public participation plans. During this stage, the consultant shall submit monthly progress reports on the implementation of social management plans including the status of RAP implementation.

The Team

The Consultant shall be required to form a multi-disciplinary team for this assignment. The Consultant Team shall be manned by adequate number of experts with relevant experience in the execution of similar studies and implementation. Consultant will ensure that at least 33% of their field team is represented by women members.

List of suggested key personnel to be fielded by the Consultant with appropriate qualification and responsibilities of each as per Clients assessments is given below: However, the Consultant can make their own assessment for the required man month for the key personnel.

1) Social Expert

Essential Qualification: Post Graduate degree in social works, sociology, urban planning or in any equivalent discipline related to the social activities in the project.

Experience : 1. Minimum seven years professional experience in infrastructure development and solid waste management projects

2. Experience of developing social management plans including RAP for at least two waste management projects and implementation of such plans in at least one project in the infrastructure sector.

3. Knowledge of social policies and regulations of government of India.

Desirable:

- Knowledge of the World Bank's Environmental & Social Safeguard Policies and Environment and Social Assessment Procedures
- Experience in resettlement issues
- Should possess good documentation and report writing skills.
- Proficiency in computer applications.

The specific responsibilities of the social Expert will be as follows:

- To provide guidance on the social sustainability and safeguards management aspects and related World Bank policies and procedures.
- Develop social accountability action plan
- To coordinate activities on information dissemination/ knowledge related to social sustainability and safeguards
- Facilitate preparation of necessary documents related to the social assessment and impact mitigation of the project such as resettlement action plan, livelihood restoration/enhancement plan for ragpickers, community development plan.
- Undertake necessary site visits and participate in field activities of consultants as required.

- Prepare ToRs for the engagement of agencies/ NGOs required for the implementation of the social plans, assist in their appointment and monitor their performance.
- Ensure mitigation of any possible negative social impacts of the project activities. Monitor implementation of the social plans such as RAP and report regularly.
- Conduct enquiry on complaints/feedbacks received by PMU and prepare resolution report.
- Perform any other relevant work related to the project assigned by the Project Director.

2) Communication Specialist

Essential Qualification: Post Graduate degree in Social Sciences, with emphasis on information, communication planning, media management, etc.

Experience : Minimum five years professional experience in planning and management of social development programmes and knowledge of current community organisation and communication methods.

Desirable:

- Proven skills in communication, networking, advocacy and negotiation
- Ability to organise seminars and stakeholder workshops
- Should possess good documentation and report writing skills.
- Proficiency in computer applications.

The specific responsibilities of the Communication Specialist will be as follows:

- Conduct stakeholder analysis. Design information dissemination communication strategy.
- Advocate the Board's stand on the project and maintain a positive relationship with the various stakeholders, especially the Project Affected Population(PAP).
- Preparation of a Communication Plan aimed at promoting the concept of the project and securing the support of target beneficiaries.
- Design and preparation of information and communication materials/ documents/programmes including trainings manuals, press releases, information booklets, speeches, etc.
- Organisation of trainings, workshops, seminars, public consultations and other communication events on behalf of PMU
- Organisation and coordination of meetings with various stakeholders
- Ensure wide publicity of the project concept and benefits through various media.
- Maintain contact with all stakeholders and respond to all queries related to the project.
- Act as the complaint officer for the project. Will maintain record of all complaints/queries and feedback received for the project and action taken report.
- Perform any other relevant work related to the project assigned by the Project Director.

Facilities to be provided by the Client

The client shall facilitate interaction between design consultants and social consultants during the preparation of SMP and RAPs and provide working space for two professional staff of the consultants during the implementation stage.

The client will not provide any administrative support for the surveys and data collection. The data collected by the consultants including primary data would be the property of client and will not be disclosed by the consultant without the permission of the client.