

Terms of Reference
for Implementation of Resettlement Action Plan (RAP) at Multimodal Terminal at Sahibganj
for Capacity Augmentation of National Waterway -1 (JMVP)

Scope of Work
&
Terms of reference
For



**Hiring of NGO for Implementation of
Resettlement Action Plan (RAP) for the Multimodal Terminal at
Sahibganj
for Jal Marg Vikas Project
for the Capacity Augmentation of
National Waterway -1**

Activity Ref : IN-IWAI- 68596-CS-QCBS

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for

“Capacity Augmentation of National Waterway-1. Project”

**Client: Inland Waterways Authority of India, Ministry of Shipping,
Government of India**

Country: INDIA

**INLAND WATERWAYS AUTHORITY OF INDIA
(Ministry of Shipping, Government of India)**

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I. BACKGROUND OF THE PROJECT

Inland Waterways Authority of India (IWAI) is a statutory body under Ministry of Shipping, Government of India. IWAI was set up in 1986 and is primarily responsible for development, maintenance and regulation of Inland Water Transport (IWT) in the country and specifically on the National Waterways (NW).

The Ganga-Bhagirathi-Hooghly river system from Haldia to Allahabad has been declared as National Waterway-1 (NW-1). This waterway is of national significance passing through four states of Uttar Pradesh, Bihar, Jharkhand, West Bengal and potentially serving the major cities of Haldia, Howrah, Kolkata, Katwa, Behrampur, Farakka, Sahibganj, Rajmahal, Bhagalpur, Patna, Ballia, Buxer, Ghazipur, Varanasi and Allahabad, their industrial hinterlands and several industries located along the Ganga basin.

IWT on NW-1 has the potential to form the most economic, reliable, safe and environmental friendly mode of transport. When developed for use by modern vessels operating on dependable rights of way, it can reduce investment needs in rail and road infrastructure, promote greater complementarities in the economic strategies the riparian states, enhance intra-regional trade and, through increased economies of scale, significantly reduce transport cost for the benefit of the entire economy and India's global trade competitiveness.

There is already evidence of growing demand for transport on NW-1, especially for dry and liquid bulk cargoes. This includes demand from the thermal power plants, cement companies, fertilizer companies, oil companies, the Food Corporation of India and others for coal, fly-ash, cement and clinker, stone chips, edible oils, petroleum products, food grains and over dimensional cargo.

IWAI has applied for World Bank loan assistance to implement its project for Capacity augmentation of navigational infrastructure of National Waterway-1 (Jal Marg Vikas). Government of India intends to apply part of the project funds towards resettlement and rehabilitation of Project Affected Persons due to the construction of terminals, jetties, RIS stations etc.

In this context, IWAI intends to engage an organization to support the resettlement and rehabilitation of various Project Affected Persons (PAPs) and Project Affected Families (PAFs) at the sub project site at Sahibganj in an appropriate manner in accordance to the Resettlement Action Plan (RAP).

II. Scope of work

The organization will support IWAI for the implementation of the key activities of Resettlement Action Plan such as

- a) Verify the list of Affected Families and Project Affected Persons (PAPs) and prepare a database of these families and persons with relevant details for monitoring, evaluation and impact assessment.
- b) Preparation and distribution of ID cards to PAFs (Project affected families) and PAPs;
- c) Assess the Skill Enhancement requirements of the affected persons
- d) Undertake preparation of a Livelihoods Enhancement Plan (LEP) for the Affected Persons
- e) Organize for skill enhancement through linking with existing government programs and/or conducting such programs under the project
- f) Preparing micro plans,
- g) Facilitate relocation of affected families, particularly those of Women Headed Households, SC and ST; and other vulnerable

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- h) Undertake income restoration measures including counselling families on construction of houses:
- i) Monitor and document disbursement of compensation and resettlement and Rehabilitation assistance,
- j) Disclosing the provisions of the social safeguards measures to the affected communities
- k) Documenting and assist in addressing grievances;
- l) Monitoring compliance of the LARR Act 2013 during the implementation of any of the provisions and
- m) Helping IWAI in physical possession of land after families are relocated.
- n) Assess the loss or restriction of access to various common property resources
- o) Prepare mitigation plans to relocate the impacted common property resources and/or provide alternative access to common property resources, in consultation with the affected communities
- p) Help IWAI implement the Gender Action Plan
- q) Help IWAI to hold regular and frequent consultation with the affected communities for their engagement in implementation of RAP, LEP, GAP and IEC.
- r) Help IWAI implement the relevant IEC activities in order to achieve the social safeguards objectives.

The broad scope of work shall also include activities and not be limited to as under;

1. Verification of Disbursement of Compensation, Resettlement and Rehabilitation Assistance

The organization will verify the disbursement details of each affected family. During the identification and verification of the eligible Project affected persons (PAPs) and Project affected families (PAFs), the organization will ensure that each affected family in the award list is contacted, consulted and verified. The organization will document the disbursement received, indicate any anomalies in payment, identify cases of non- payment or incomplete payment, or any person who has not claimed the compensation by the District Administration as per the R&R award list signed by the competent authority, State Government, Jharkhand. The organization will geo-tag the information, and upload it on a MIS platform. The organization will conduct consultations with affected persons, with special attention to women from the PAFs, women headed households and those from SC and ST communities and other vulnerable.

2. Preparation and Distribution of Identity Cards

After finalization of verification of PAFs and PAPs, the organization will distribute Identity Cards to all PAFs and PAPs. The identity card should include a photograph of the head of the PAF/ PAP, indicate the type of loss suffered due to the project, and entitlement as applicable with necessary family details.

All ID cards must bear signature of Director, IWAI, Patna. The organization should maintain the status of IDs prepared, distributed and the percentage of achievement of this task. Additionally, signatures of the affected persons/families who have received the ID cards must be collected and submitted to IWAI.

3. Prepare Micro Plans

The organization will prepare Micro Plans with details of the category of PAF, assets lost, compensation and all types of assistances provided against the loss, indicating category of entitlement; alternate livelihood options pursued; details of resettlement; land loss details.

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Along with the above details, the micro plan should have the details of skills of the PAF/ PAP and their family members, proposed skill enhancement requirements, any income generation assets to be provided, etc.

A separate plan for relocation and management of community assets and common property resources has to be indicated.

They should also submit the Micro-Plans for approval to the district administration. The organization should maintain status of preparation of micro-plans, submission and approval of micro-plans, and submit to IWAI.

4. Income restoration measures

The organization will be responsible for preparing a detailed livelihood action (enhancement) plan. Based on the plan, it should conduct trainings on livelihood enhancement for PAPs, particularly women PAPs, women headed households and those from SC and ST communities and other vulnerable. Additionally, the organization should facilitate setting up of or enhancing existing women's association or groups formed for income generation. Furthermore, it should organize counselling camps for productive utilization of compensation and R&R assistance amounts.

5. Relocation

The organization will assist the project authorities in ensuring smooth transition, issuing notices, guiding and helping the PAPs through the resettlement period. In this regard, the organization will carry out meaningful community consultations and individual consultations (in confidentiality), as required with the affected families and coordinate with the contractors at site.

The PAFs will be undertaking construction of houses in stages. Disbursement for each stage will be linked to the progress in construction of the house, for which money will be disbursed only after the couple from each affected family has produced evidence¹ of the various stages of construction.

The organization will support the District Administration in this regard and collect all the documentation.

The organization will also ensure the formation of RWA within the resettlement colony to ensure that the affected families participate in upkeep of colony and manage their common property resources. The organization will conduct such facilities management training to the affected communities and in particular to the women groups with a view to engage them for facilities management in future.

6. Land Acquisition

Ensure the facilitation of physical possession of land after the transfer and relocation of all affected families and ensuring that the land is handed over to IWAI.

The organization maybe called to collect and procure any documents from the District Administration with respect to the activities mentioned above.

7. Community Engagement

The organization will frequently on a regular basis will hold consultations with the affected communities to engage them in the implementation of Resettlement Action Plans, Livelihoods

¹ Criteria should be determined that are verifiable and not too burdensome on the family to produce.

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Enhancement Plan, Gender Action Plan and in Information Education Communication campaigns related to social safeguards.

8. IEC Campaigns and Disclosure

The organisation will help IWAI identify the communication requirements of the affected communities and hold such campaigns with the relevant communication material. The organisation will fully disclose the provisions of the project safeguards, the LARAR Act, RAP, etc. to the affected communities.

9. Grievance Redressal

The organization will assist the IWAI field office and the District administration in redressing any grievances, verification of claims / grievances arising during the project. The organization will also ensure that the local GRM is accessible to PAFs to deal with unanticipated issues during resettlement implementation, and making other legal redressals accessible to them. Participate in any public consultations that may be related to grievances.

10. Monitoring and Evaluation

The organization will collect and record all data as per the formats suggested by IWAI and submit a fortnightly update in addition to the MPR and QPR mentioned below. The organization will track progress of activities on “real time” basis using mobile application and geo-tagging Apps. These Apps need to be prepared by the NGO; the NGO may hire an expert to design, prepare and implement these Apps.

III. Condition of Services

Duration of Services- The time line for complete implementation of the RAP from initiation to the submission of final reports will be **SIX (6) months**. It will be cognizant of the project timelines to ensure timely completion of the tasks. The organization will be working under the supervision of the Regional Director, IWAI.

The prime responsibility of the organization will be to ensure that each and every eligible PAPs receive appropriate and due entitlement, are relocated and their ID cards are prepared.

Additionally, the organization will help IWAI in all other matters deemed necessary to implement the RAP in its spirit and entirety.

All documents prepared, generated or collected during the period of contract, in carrying out the services under this assignment will be the property of IWAI.

No information gathered or generated during and in carrying out this assignment will be disclosed by the organization without explicit permission of the IWAI.

IV. Location of organization

In order to carry out the above tasks, employees of the organization are to be stationed at Sahibganj.

V. The following deliverables have to be submitted:

1. Inception Report: The organization will submit to the IWAI an inception report detailing plan of action, manpower deployment, time schedule, and detailed methodology, within 7 days of the commencement of the assignment.

2. Progress Reports: Monthly and Quarterly Progress Reports: The organization will also submit monthly progress reports on the activities carried out and proposed activities for the next month that is collected.

All **Monthly progress reports** will include data on input and output indicators as required by the IWAI (which will be provided to the organization). The monthly progress report should be submitted on or before third working day of every month.

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The organization will also submit **Progress report once in Three Months** depicting all the aforesaid details. The **Quarterly Progress Report** must be submitted on or before 7th of the First month of the reporting period.

- 3. Monthly Work Plan:** The work plan for the each coming month will have to be submitted in the monthly meeting along with that of the current month clearly showing site visits, targets v/s achievements, and various other descriptive summaries of activities undertaken.
The organisation will document in full details, the consultation/counselling processes, and activities completed and activities pending and submit along with the monthly progress report.
- 4. Distribution and Delivery of ID cards:** Distribution and Delivery of all ID cards to the PAFs must be completed by the **end of 3rd month** from commencement of services.
- 5. Submission of Micro Plans:** Complete documentation of micro plans may be submitted by the **end of 4th month** from commencement of services
- 6. Draft Final Report:** The organization will submit a Draft Completion Report at the end of the contract period summarizing the actions taken during the project, the methods used to carry out the assignment, and a summary of support, compensation and assistance given to the PAPs.
- 7. Final Report:** The organization will submit a final completion report complying to all the remarks / comments of IWAI on Draft Final Report at the end of the contract period summarizing the actions taken during the project, the methods used to carry out the assignment, and a summary of support, compensation and assistance given to the PAPs.
- 8. Participation in Periodic Review Meeting of IWAI:** The organization representative/ Team Leader will participate in the periodic review meetings of the IWAI as required to discuss about the progress of the assigned tasks, issues and constraints in carrying out any specific task, etc.
- 9. Submission of Meeting Records:** Minutes of the meeting will be prepared for all the meetings with IWAI and PAPs, various consultations with the PAPs, consultations with respect to shifting of community assets, joint verification of affected land and structures, etc., will need to be recorded and submitted to the IWAI.
- 10. Supporting documents: Upon completion of the assignment, final/ progressive reports** are to be submitted to IWAI with all supporting documents such as:-
 - Photographs,
 - Video graphs,
 - Primary and secondary information collected, etc., taken during the assignment will be submitted in support of the reports, along with an electronic copy of the documents.
 - Public Consultations/ hearings with affected persons and stakeholder meetings during the course of implementation must be submitted with audio and written transcripts with the reports.

Any document disclosed to the public must be shared with IWAI before presenting to public.

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VI. Team for the Assignment		
The organization will depute a team of professionals to the site . The constitution of the Core Team and their required qualification and experience will be as follows.		
Name of position	No of positions	Qualification / experience
Project Manager / Team Leader	1	Should be a post-graduate in social sciences/rural management. S/he should have at least 10 years' experience in implementation of R & R .S/he should have held similar position in the previous assignments and should possess participatory management skills. Knowledge of local language is necessary. The Project Manager must have been with the organisation for at least 2 years.
Social Specialists cum Community Facilitators	3	Should be graduate or equivalent in social sciences with at least three years field experience. They will have experience in implementation of R & R and rural development works, knowledge of prevailing R&R policies including WB's R&R policies. Knowledge of local language and experience of working in the region desired. At least One specialist / facilitator must be female. At least one of the three social specialists should also have understanding of MIS and two to three years of experience in data analysis. Social Specialists should have experience in gender aspects.
Data Collection assistant	3	Should be a graduate with experience of at least 5 years in data collection and management of large data sets. Must be skilful in MS Excel and MS Office applications.

