Himachal Pradesh State Roads Transformation Program (HPSRTP)  
(Funded by The World Bank)  

Terms of Reference for the position of Social Development Specialist  
(Total Pages:- 4 nos.)

A. Project Description:
After the successful completion/implementation of World Bank funded the Himachal Pradesh State Roads Project Phase-I (HPSRP-I), the Government of the Himachal Pradesh initiated the preparatory activities for Himachal Pradesh State Roads Transformation Program (HPSRTP-II) in the year 2017. This is one of such ambitious project of the Govt. of Himachal Pradesh through which it intends to strategically transform the Core Road Network of 2000 Km. road length. Under this project, State Road Network of 650 Km length is proposed to be upgraded and 1350 Km for periodical maintenance besides other institutional & development activities. Upgradation of 650 Km road length will be carried out in 3 Tranches i.e Tranche-I=130 Km, Tranche-II=220 Km and Tranche-III=300 Km. The Tranche-I of HPSRTP-II is to be implemented in three components namely Institutional Strengthening/Transformation Agenda, Upgradation of Priority Roads and Development of "Safe Corridor Initiative." The work of preparation of Detailed Project Report is being carried out by the Design Consultant M/s SATRA Infrastructure Management Services Pvt. Ltd., Telangana in a close co-ordination with the Independent Environment and Social Impact Consultant M/s Deccan Consulting Engineers Private Limited, New Delhi, and currently is in full swing.

B. Scope of work
The project envisages various roads management and related activities etc. and some of which may lead to adverse social impacts on private and community assets during pre-construction and construction stages, requiring impact assessment studies and also multi-stakeholder consultations. As such project’s infrastructure interventions would trigger Bank Environment and Social Framework (policy and standards), therefore these need to be factored into the preparation of necessary mitigation instruments (action plans and frameworks), besides ensuring compliance to existing and relevant national and state legislations. In this regard, PMU needs to hire an experienced Social Development Specialist in its unit to effectively coordinate necessary studies as part of project preparation and implementation. Specific tasks by preparation and implementation/monitoring stages are as follows:

Preparation stage

1. Overall responsibility for overseeing the preparation of key plan documents including: Land Acquisition Plan, Social Impact Assessment (SIA), Resettlement Policy Framework, Resettlement Action Plan(s), Tribal Development Plan (if required), Stakeholder
Engagement Plan, Labor Management Procedure and Gender Based Violence Risk Mitigation Plan and Labor Influx Management Plan by coordinating with ESIA consultant agency, DPR consultant, Revenue Department. In this respect, s/he will liaise with and facilitate interaction with necessary institutional stakeholders, communities, organizing of community level consultations, facilitating data collection for socio-economic surveys and impact assessments,

2. Manage Consultants responsible for the preparation of the afore-mentioned plan documents.
3. Review draft outputs of the contracted agencies for conducting ESIA, provide timely feedback, observations and comments
4. Facilitate preparation computerized data base related to the Land acquisition, resettlement impacts.
5. Ensure integration of ESIA/ESMP findings related to social aspects in investment plans, engineering designs and bidding documents
6. Co-ordinate with State Revenue Departments and Land Acquisition Units of HPPWD and concerned SEs/EEs to implement land acquisition, diversion of forest land etc.
7. Prepare time bound Action Plans for the Land Acquisition Units of HPPWD for finalization of Right of Wing (RoW) of 2000 Km State Road Network through proper demarcation by the Revenue Authorities followed by delineation of the RoW boundaries on both sides of the road, with boundary pillars as the relevant I.R.C. specifications.
8. Co-ordinate with the District Administration for digitization of revenue rewards of the 2000 Km State Road Network and ensure its time bound implementation by submitting quarterly progress reports.
9. Interact with counterpart (Social Development Specialist) at the World Bank to obtain comments and feedback on these draft outputs towards finalization and approval of the reports (Social Impact Assessment (SIA), Resettlement Policy Framework, Resettlement Action Plan(s), Tribal Development Plan (if required), Stakeholder Engagement Plan, Labor Management Procedure and Gender Based Violence Risk Mitigation Plan and Labor Influx Management Plan)
10. Assist and guide HPRIDC for information dissemination, stakeholder consultations, and proper disclosure of documents and ensured disclosure of these outputs including translation of the executive summaries (into local language of the prepared mitigation instruments)
11. Facilitate establishment of Grievance redressal committees
12. Undertaken any other activities as may be assigned for the efficient and smooth execution of the project

**Implementation/Monitoring stage**

2. Maintain and continuously update the computerized data base related to the delivery of Resettlement Entitlements and generation of periodical progress reports.
3. During implementation, s/he will also be responsible for internal monitoring of the implementation of mitigation plans, besides facilitating and contributing to the periodic external impact evaluation studies that would be undertaken at specified intervals during implementation stage of the project.

4. Contribute to the continued implementation of the citizen engagement and feedback system during implementation stage.

5. Support HPRIDC in responding to queries from stakeholders.

6. Undertake other tasks as required for satisfactory completion of the above-mentioned tasks.

7. Work with contractors (and other consultants), and others as applicable to organize and facilitate consultations and workshops with stakeholders.

8. Coordinate the meetings of various committees established for the implementation of Resettlement plans.

9. Ensure compliance to all labor laws such as prohibition of child labour, HIV/AIDS and gender issues by conducting necessary training/orientation programs.

10. Prepare Annual Action plan for implementation of these plans including stakeholder engagement.

11. Undertake periodic field visits as appropriate to review the progress at ground level.

12. Set up system for grievance management within HPRIDC and support implementing agencies HPRIDC, etc.) to set up grievance management systems as required.

13. Track, document, and ensure follow up to stakeholders on all grievances and provide reporting data for progress reports.

14. Undertake capacity building activities for PIU personnel on provisions and actions listed in the safeguard documents and process to be adopted.

15. Prepare monthly or quarterly status reports for HPRIDC and the World Bank on social management aspects (grievance management, implementation progress on management plans, etc.) based on site visits, inputs from contractors and construction supervision consultants.

16. Any other duties as may be assigned for the efficient and smooth execution of the project by HPRIDC.

C. Qualifications

Masters/ Post Graduate degree in Masters Social Sciences relevant discipline e.g. Social work / Sociology / Anthropology.

D. Experience

Candidate must have /possess

1. Minimum ten years experience in the area of involuntary Resettlement, including facilitating land acquisition processes, undertaking stakeholder consultation, conducting/facilitating socio-economic surveys, undertaking social impact assessments and preparation of Resettlement Action Plans, Indigenous Peoples Development Plans in accordance with World Bank’s Social Safeguard policies (OP 4.12 and OP 4.10). S/he should have worked on at least three (3) infrastructure projects preferably of similar nature, of which at least one should have been funded by multilateral agencies.

2. Knowledge of legal/regulatory requirements of GoI and HP on land acquisition, resettlement and
rehabilitation and existing government welfare/rehabilitation schemes.
3. Experience of working as Social Development Expert/Officer for major Infrastructure projects.
4. Familiarity with the working with Donor (World Bank, HPDB, etc.) funded projects/World Bank, NGOs and other development agencies;
5. Proficiency in use of Computers to manage data base and generation of reports, with overall good communication skills (in English, Hindi)
6. Prior experience of implementation and monitoring of such safeguard activities would be considered as an added advantage.
7. The applicant must be physically fit for extensive touring with age of less than 65 years.

E. Duration of Assignment

The duration shall be for minimum period of 3 year, to be reviewed and renewed based on review of performance and work requirement. The consultant shall be based full time at the HPRIDC project office in Shimla, and must be willing to travel extensively in other Districts of HP to different project sites.

F. Travel Requirements

The Social Specialist will be required to undertake field-visits and tours as per the project requirements.

G. Reporting and Performance Review

The Social Specialist will report to the Project Director of HPRIDC. The work and performance of the Environmental Specialist shall be reviewed by the project director on a periodic basis.

H. Facilities to be Provided by the Client

i. The client will provide office accommodation in the PIU office at Shimla
ii. The Client will provide pooled vehicle for field visits outside Shimla only.
iii. The Social Expert shall be paid TA & DA for field visits as per the applicable relevant HP Govt. Rules.