

**THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED**  
**( A Government of West Bengal Enterprise)**  
**CIN : U40104WB1985SGC039154**

Registered & Corporate Office:  
**Bidyut Unnayan Bhaban,**  
**Block - LA, Plot No. 3/C,**  
**Sector-I II, Salt Lake City,**  
**Kolkata – 700106**



**NOTICE INVITING “EXPRESSION OF INTEREST (EOI)”**  
**FOR**

**Engagement of Consultant for establishment & operation of a Social Development Unit for the implementation of R&R policy of Project Affected People due to operation of Deocha- Pachami-Dewanganj-Harisingha coal block of the WBPDC**

**EOI NOTICE NO. WBPDC/GM(M&C)/S458/EOI/20-21/422 DATED.08.01.2021**

The West Bengal Power Development Corporation Ltd(WBPDC) has been allotted Greenfield Coal Mine Deocha-Pachami-Dewanganj-Harisingha coal block by Ministry of Coal (MoC), Government of India (GoI) to WBPDC vide allotment order dtd. 17th December 2019.

WBPDC has decided to establish a Social Development Unit(SDU) adjacent to the mines for implementation of rehabilitation & resettlement (R&R) policy of project affected people with a view to provide livelihood restoration as well as alternative livelihood opportunities and also addressing the grievance of the local people of Deocha -Pachami-Dewanganj-Harisingha coal block of WBPDC. For this purpose, WBPDC invites Expression of Interest (EOI) from the resourceful, well experienced and financially sound Agencies/ Companies .

Location of the site : Suri Subdivision under Block and Police station of Mohammad Bazar. District Town Suri is 20 Kms to the south of this block and Mollarpur railway station in Eastern Railway is the nearest railhead, 12 km from the block. Nearest road connectivity is Panagarh-Moregram National Highway No.60.

Interested parties are requested to refer the terms and conditions as laid down under “*Information to the interested parties*” of this notice and submit their **EOI** as per Annexure-I within **22.01.2021 at 15:00 hrs. The details may be submitted in sealed envelopes as per the format.** It may be noted that submission of EOI does not in any way constitute any kind of commitment on the part of WBPDC.

For more details necessary correspondences have to be made with :  
**Ipsita Chaudhuri, Manager(PS), M&C, Corporate Office, WBPDC**  
**Address : Bidyut Unnayan Bhaban , Plot 3/C, LA block, Saltlake-III, Kolkata-106**  
**Contact : 033-23393625**  
**Email : [ichaudhuri@wbpdcl.co.in](mailto:ichaudhuri@wbpdcl.co.in)/[ipsitamnc020919@gmail.com](mailto:ipsitamnc020919@gmail.com)**

Expression of Interest (EOI) may be submitted on or before 22.01.2019 at 15:00 hrs.

**EOI NOTICE NO. WBPDC/GM(M&C)/S458/EOI/20-21/422 DATED.08.01.2021**

## **INFORMATION TO THE INTERESTED PARTIES**

### **1. Intent of the EOI**

#### **1.1** EOI process includes

- I) submission of Annexure-I along with the requisite documents viz. credentials related to past experience and ongoing projects within **22.01.2021 at 15:00** hrs. and
- II) the participating parties will require to give presentation on their understanding and indicative plan for the job of **establishment & operation of a Social Development Unit for the implementation of R&R policy of the project affected people (PAP) due to operation of Deocha- Pachami-Dewanganj-Harisingha coal block of the WBDCL**, considering the TOR attached as Annexure-II. The date of presentation shall be informed to participating parties via email , after going through the Annexure-I and their documents.

#### **1.2** After completion of the EOI process, **Request for proposal(RFP)** for the referred job will be floated with specific scope and terms & conditions and eligibility criteria. RFP shall be floated in e-tender portal viz.wbtenders.gov.in . The bidders are required to have the DSC for log-in into the wbtenders.gov.in for participating in the **RFP**.

#### **1.3** Through Request for proposal(RFP) process the successful bidder shall be highest scorer on the basis of evaluation of their technical and financial capabilities as well as price quoted for the job following the Combined Quality And Cost Based (CQCBS) evaluation methodology .

#### **1.4** Quoted price shall include cost towards Manpower, Office expenses, Overhead Charges, Conveyance, Printing, Stationary, internet charges and all other charges excluding GST.

### **2. Terms of Reference (TOR)**

**TOR is attached as annexure-II.**

### **3. Terms and conditions**

#### **3.1** The WBDCL reserves the right to close /cancel this Expression of Interest at any stage without assigning any reason whatsoever.

#### **3.2** The submissions of the EOI document do not in any way commit or otherwise oblige the WBDCL to proceed with accepting the EOI.

#### **3.3** Site Visit : Any bidder who requires to visit the site shall make his own arrangement for the same.

#### **3.4** The WBDCL reserves the right to shortlist by the way of evaluation criteria determined internally in alignment with its strategic needs. However, the basic parameters for evaluation will be the experience in the relevant field and technical & financial capacity of the bidder.

#### **3.5** Each bidder is responsible and liable for all costs , expenses and liabilities incurred by it in connection with or incidental to the submission of EOI.

ANNEXURE –I

**SUBMISSION OF EOI FOR ENGAGEMENT OF CONSULTANT FOR ESTABLISHMENT & OPERATION OF A SOCIAL DEVELOPMENT UNIT FOR THE IMPLEMENTATION OF R&R POLICY OF PROJECT AFFECTED PEOPLE DUE TO OPERATION OF DEOCHA- PACHAMI-DEWANGANJ-HARISINGHA COAL BLOCK OF THE WBPDC**

(To be printed on the letter head of the interested party/agency and duly signed and stamped)

[ This EOI form supported by respective documentary evidence , duly filled , signed and sealed in original is to be submitted to the office of GM(M&C), Corporate, WBPDC within 22.01.2021 at 15:00 hrs.]

To  
The General Manager (M&C) ,  
Corporate , WBPDC

Ref. EOI NOTICE NO. WBPDC/GM(M&C)/S458/EOI/20-21/422 DATED.08.01.2021

Dear Sir,

We are interested for engagement of consultant for establishment & operation of a Social Development Unit for the implementation of R&R policy of project affected people due to operation of Deocha- Pachami-Dewanganj-Harisingha coal block of the WBPDC. We have gone through the terms and conditions and scope of the work as detailed in the notice of inviting the EOI.

The following are the details of our firm which are supported by documentary evidence:

Name of the Company /firm	
Registered office address and contact details	
Name and designation of authorized signatory for this EOI	
Address for communication of authorized signatory with contact details	
Details of business owned by the company/firm	
Organisation details CIN GSTIN PAN PF Account No. ESI code Shareholding pattern	
Average Annual Turnover of FY 2016-17,FY 2017-18, FY 2018-19	

We are submitting our indicative plan for the job of establishment & operation of a Social Development Unit for the implementation of R&R policy of project affected people due to operation of Deocha- Pachami-Dewanganj-Harisingha coal block of the WBPDC.

We have enclosed the Audited Balance Sheet and Profit & Loss account of FY 2016-17, FY 2017-18 ,FY 2018-19 which are duly certified by Chartered Accountant with sign and seal).

We have enclosed the details of past completed projects and ongoing projects alongwith the order copies as credentials related to experience in similar job viz. for establishment & operation of a Social Development Unit for the implementation of R&R policy of project affected people for any projects in India.

SEAL OF COMPANY

Name : .....Designation : .....

Authorized Signature, Name & Designation

ANNEXURE: II  
TERMS OF REFERENCE FOR A SOCIAL DEVELOPMENT UNIT (SDU) FOR THE IMPLEMENTATION OF  
REHABILITATION & RESETTLEMENT (R&R) POLICY OF PROJECT AFFECTED PEOPLE DUE TO  
OPERATION OF THE DEOCHA-PACHAMI-DEWANGANJ-HARINSINGHA (DPDH) COAL BLOCK

**1.0 BACKGROUND:**

The West Bengal Power Development Corporation (WBPDC) had signed an Allotment Agreement in respect of **Deocha-Pachami-Dewanganj-Harinsingha Coal Block** (Location: Dist- Birbhum, West Bengal) on 16<sup>th</sup> September, 2019 between Ministry of Coal (Govt. of India) and WBPDC. Subsequently, a letter of allocation of **Deocha-Pachami-Dewanganj-Harinsingha Coal Block** has been issued by Ministry of Coal (Govt of India) vide allotment order dtd. 17<sup>th</sup> December 2019.

Deocha – Pachami and Dewanganj – Harinsingha coal blocks under P.S – Md. Bazar, Dist.- Birbhum has been allotted to WBPDC comprising with an area of 12.28 square km corresponding to 3400 acres approximately. The following 10 *mouzas* are included in the coal blocks.

- Deocha-Pachami coal block (approx. 9.7 Sq km) – parts of Hatgacha, Chanda, Alinagar, Mokdamnagar, Saluka, Kabilnagar, Bahadurganj, Dewanganj, Nischintapur, and Harinsingha.
- Dewanganj-Harinsingha coal block (approx. 2.6 Sq km) - parts of Dewanganj, Nischintapur, and Harinsingha.

There are approximately 3010 families residing in 10 mouzas. Initially, Dewanganj-Harinsingha part will be operationalized .

Sl. No.	MOUZA NAME	Villages as per District Administration	Households obtained from District Administration
1	BAHADURGANJ	Deucha(P)/Bahadurganj	315
2	ALINAGAR	Alinagar	349
3	MOKDAMNAGAR	Mokdamnagar	438
4	KABILNAGAR	Kabilnagar/Saluka	420
5	SALUKA	Saluka 1	180
6	NISCHINTAPUR	Kendapahari	121
		Tetulband	83
		Nischintapur	295
		Patharchal	28
		Talband	28
7	HARINSINGHA	Harinsingha	331
8	DEWANGANJ	Harmadanga	23
		Dewanganj	127
9	CHANDA	Mathurapahari	85
		Gobarbathan	38
		Barmase	35
		Sagarbandi	-----
10	HATGACHA	Patharpara	40
		Saldanga	74

Sl. No.	MOUZA NAME	Villages as per District Administration	Households obtained from District Administration
<b>TOTAL</b>			<b>3010</b>

## 2.0 ONGOING STUDIES

**Social Impact Assessment (SIA) Study:** The Scope of Work is: to conduct a census survey, SIA study, Needs Assessment Study and develop Appropriate Social Management Plan. The study, to be completed within four months, will be done through public hearings in and consultation with PRI bodies. The SIA study would mainly focus on the natural and manmade individual/community assets and assess the livelihood patterns, alternative livelihood opportunities, skill development / re-skilling *etc of the targeted households*. The deliverables of SIA Study are: List of project affected families, their Land holding patterns, Disadvantageous groups, and community assets and infrastructure that are likely to be affected.

**Rehabilitation and Resettlement Plan:** The subsequent activities/milestones to be completed for preparation of draft R&R Plan, its public hearing on draft R&R Plan, conduct of field visit for validation of suggestions made during the public hearing and preparation and submission of revised R&R plan.

## 3.0 OBJECTIVE OF THE CONSULTANCY

The Consultant shall set up a SDU which shall be the primary/first level of contact on behalf of WBPDCCL available with the locality as well as project affected people(PAP), and which will be responsible for the implementation of the R&R Policy for strengthening social safeguards and minimizing the adverse social impacts of the proposed improvement, and assist the Project Affected Persons (PAPs) to rebuild and improve their living conditions. The SDU will start functioning after the receipt of the SIA and the R&R Policy.

## 4.0 METHODOLOGY & IMPLEMENTATION OF SDU

The SDU will compose of specialists and field personnel to develop, assist, implement and monitor R&R activities. The SDU will have an effective grievance redressal mechanism. The grievance redressal can be initiated/triggered at the village level, and there will be scope for appeal through mechanisms set up at the Gram Panchayat/Block, District and State levels which are to be disposed within a given time frame. Social Audit will be done by hiring an external expert. Internal monitoring will be done by a separate arrangement of the WBPDCCL and the District Administration. The project displaced families (PDFs) will be supported by the WBPDCCL in their relocation. Besides compensation and relocation assistances, the PDFs will be assisted by the SDU in identification of relocation sites and for getting necessary approvals from the concerned government agencies/authorities for providing essential facilities in the relocation sites. The PDFs will also be supported in their rehabilitation by provisions made in the R&R framework. The Common Property Resources (CPRs) will be relocated in consultation with the community.

Compensation and R&R support will be extended to all eligible PAFs in accordance with this R&R policy before taking possession of the acquired land and properties. All activities related to resettlement planning, implementation, and monitoring will ensure involvement/participation of ST, SC, women and other affected vulnerable groups from among the PAFs. R&R assistance will be provided to eligible PAFs as per the entitlement framework. All losses will be compensated within the overall R&R package as per the agreed framework. The unit of entitlement framework will be the family as defined in the State R&R policy. However, during RAP implementation, if there are any revisions, this will be done subject to the approval from the District R&R Committee.

One of the objectives of the RAP is to restore and wherever possible enhance livelihood and incomes of the Project Affected Families including those displaced. Therefore, tangible support from the project will be extended for relocation and income generation. The support will be in the form of liaisoning with Government for necessary clearances, assistance in identification of land for relocation and identification of appropriate sustainable livelihood options where necessary. Broad principles to be followed for relocation of displaced families include the following.

- Resettlement and Rehabilitation will be intrinsic and interdependent in relocation planning.
- The opinion and preferences of the PAPs will be considered in relocation planning
- Self-relocation will be encouraged.
- During relocation, following will be considered: Ownership of land required for relocation, cost of land, social and cultural fabric and network in the new site and distance from the place of displacement

This will be a vibrant management unit for rendering all sorts of supports relating to rehabilitation and resettlement issues arising at the local level and reaching to a mutually agreed platform in win-win position.

## 5.0 LOCATION

This would be a mix of on-site and off-site activities and the office should be located close to the Md.Bazar Block for easy access of the PAFs.

## 6.0 DURATION OF THE CONSULTANCY

This consultancy would be of 36 months duration.

## 7.0 SCOPE OF WORK

The scope of work of the consultancy services shall be commensurate with the objective of this project that includes but is not limited to the following:

### 7.1 Implement the various steps in Rehabilitation and Resettlement Planning

Steps	Description of Activities
<b>Verification</b>	Verification and updating the list of PAPs and affected structures Collection of proof to establish existence prior to cut-off -date like Ration Card, Voter Identity Card ,Electricity/Telephone/Water Bill, Bank Account, BPL Card, SC/ST Certificate
<b>Valuation of Structure</b>	Measurement of each affected structure and other immovable assets, establishing construction typology, establishing extent of loss, estimation of replacement cost with the help of SDU engineers
<b>Prepare Individual Entitlement Plan (micro-plan) in consultation with PAP</b>	Micro plan is the base document for the entire implementation process. Entitlement, compensation, options, etc. are finalized on the basis of micro plans in consultation with the PAP. However, it is a live document and therefore changes will be made, if required as implementation progresses. Once the micro plan is prepared and verified by the field personnel of the SDU, it will then be submitted to the WBPDCCL.
<b>Preparation and issuance of ID cards</b>	Once the micro plans are prepared and approved by the District R&R Committee, identity cards (with the name of the entitled person, losses and entitlements, etc.) will be prepared and distributed to the concerned PAPs.
<b>Disbursement of Compensation</b>	Disbursement of compensation is primarily a responsibility of the LAO but SDU will facilitate the process to help PAPs to receive their compensation and also in its utilization for resettlement.
<b>Disbursement of R&amp;R Assistance</b>	Opening of Joint Savings bank Account for PAPs in local nationalized Bank, release R&R entitlements, and to educate PAPs to utilize the assistance for sustained economic resettlement. SDU will ensure proper utilization of the R&R entitlements by PAPs and assist them in finding alternative and/ or additional economic opportunities/ options so that they are able to restore any loss in their incomes. The implementing body will identify the means for achieving the desired outcomes and advise the WBPDCCL to disburse the entitlements to the eligible PAPs in a transparent manner. The transfer of assistance amount will be done either electronically or through account payee cheques/draft in the name of owner & his/her spouse
<b>Community Participation</b>	Community participation and consultation is not an isolated event or activity but is a continuous process. This approach requires informing the stakeholders about all activities planned for implementation under RAP.
<b>Redressing Grievance (GR)</b>	Inform PAPs about the Grievance Redressal (GR) mechanism and ensure that PAPs' grievances are addressed satisfactorily. SDU field personnel will help PAPs by accompanying them and representing their cases to GR Committees available at various levels. Maintain records of all grievances and the status of their resolution.
<b>Resettlement site and Relocation</b>	The main tasks relating to relocation are: identification of PDFs, obtaining their options, locating resettlement sites in consultation with PAPs, allotment of sites, relocation of PAPs (and CPRs), help in construction of houses/shops and the required

Steps	Description of Activities
	amenities. All these activities require coordinated approach between the WBPDCCL the facilitating NGO and the PAP. For amenities like replacement of CPRs, co-ordination with the relevant Department is required. NGO has a major role of not only facilitating the process but help PDFs in their relocation and resettlement.
<b>Income Restoration</b>	As a substantial amount of commercial activity is being displaced, the facilitating field personnel of SDU has to make special efforts to see that the livelihood lost is relocated and restored. Special attention is required for vulnerable PAPs. Most of these commercial PAPs may opt to carry on their earlier activity of small shops. The SDU is to facilitate imparting financial management skills to these PAPs through qualified resource persons. In cases where because of displacement, the present activity cannot be carried out, the SDU shall facilitate change of livelihood means through consultation and consent of the PAPs.
<b>Withdrawal of SDU support</b>	Develop a Project Completion Index.

## 7.2 INCOME GENERATION STRATEGIES

The R&R entitlement framework prepared will have adequate provisions to address the issues relating to loss of economic livelihood of the people due to the project. Specific provisions for income restoration activities depend on the type and extent of loss. The broad strategies discussed and agreed with PAPs and other stakeholders include: (i) Rehabilitation Grant for land loss and (ii) support for relocation of structure. The detail analysis of the strategies is described below. Also the R&R entitlement framework provides for implementing all these strategies.

- i) The R&R entitlement framework will have provision of cash assistance to land losers, commercial kiosks, and encroachers, squatters (commercial) and agricultural encroachers to enhance their income level. This will be extended to eligible PAPs and they will be helped in taking up alternate activities or strengthen/scale up existing activities.
- ii) The R&R entitlement framework envisages restoration of livelihood through specific assistance. Efforts will also be made to dovetail on-going Government programs to help PAPs to take up income generation activities to enhance their income level on a sustainable basis.

The focus on restoration and enhancement of livelihood will be to ensure that the PAPs are able to **"regain their previous living standards"**. The SDU, WBPDCCL and District Administration will help PAPs on opting and operationalizing viable income generation activities.

**7.3 ADDITIONAL SUPPORT FROM ON GOING GOVERNMENTAL PROGRAMS** In addition to the project-sponsored programs, the SDU will play a proactive role to mobilize various government schemes and ensure their accessibility and benefits to the PAPs, particularly vulnerable groups. Panchayat systems at the village, block and district levels are now responsible for planning and implementation of all anti-poverty programs funded by the central and state. This essentially means a close coordination with these institutions for better results.

Employment to the rural poor is a key component of anti-poverty strategy in the rural areas. In this respect all steps will be taken to facilitate PAPs getting employment in the project construction on a preferential basis. In this regard, SDU will prepare the list of PAPs intending to work as wage earners in the project construction. This list will be given to contractors and ensure that they are provided wage employment under the project.

In addition, efforts will be made to facilitate PAPs in getting enrolment in the following wage- employment schemes of the Government, managed by the District Administration:

- ◆ MNREGA
- ◆ Pradhan Mantri GraminYojna (PMGY),
- ◆ Other employment generating State Poverty Alleviation Programmes

These government programmes aim at creating; sustained employment by strengthening rural infrastructure through employment guarantee of at least 100 days. The Block Development Officer (BDO) implements these programs. Many of the above mentioned rural development programs are pro-poor and targeted to women and socially disadvantaged groups. The field personnel of SDU will work with the *panchayat* / governments and village level committee to dovetail these programmes to PAFs so that PAPs could be benefited from some of the ongoing pro-poor programs for poverty reduction.

## 7.4 DELIVERY OF ENTITLEMENTS

Success of RAP implementation depends on active involvement of local administration, the local bodies and the SDU. The assistance and support given to PAPs (including displaced families) are meant for improvement of their living standard. In this regard, SDU will assist PAPs/PDFs to utilize R&R benefits given under the project. All efforts will

be made to ensure that PAPs utilize the assistance for productive purposes. The SDU will provide alternate resource generation plan to PAPs and assist them in receiving R&R entitlements in a phased manner (like in installments) envisaged under RAP. Successive installments will be released on the progress of work which must be properly documented. Vulnerable including BPL families will be given preference in the allotment of sites for businesses, training program and in availing government schemes.

#### 7.5 NECESSARY ACTIONS FOR IMPLEMENTATION

Consultation will include community-based meetings, dissemination of information, individual counseling, written and verbal messages and information. This will also include consultations on explaining the R&R entitlements and the process of grievance redress. Next step in implementation is verification of PAPs, land acquisition and relocation of people who lack title. The verification procedure includes checking of recorded addresses, identification of surveyed properties and estimation of level of loss by type of property. An Identity card will be prepared for Head of each affected original families with an identification code and issued to them. It would keep track as to whether compensation was paid before relocation or acquisition of properties.

#### 7.6 PROJECT COMPLETION PLANNING (WITHDRAWAL OF R&R PROCESS)

A suitable in-built withdrawal mechanism is to be formulated by adopting need based work-plan. Since proposed project involves large number of non-titleholders, R&R processes are expected to be completed within 36 months. As soon as people have been linked with restoration of livelihood activities such as opening of relocated shops, an assessment will be undertaken on the completion of RAP to establish delivery of R&R entitlements.

#### *Checklist for Project completion Mechanism*

<b>Activities</b>	<b>Task</b>	<b>Responsibility</b>	<b>Achievement Target</b>
Identification of PAPs	Photographs, Base line survey format	SDU	100%
Verification of Assets and Properties	By document and Physical Verification	SDU	100%
Valuation of Assets and Properties	By Govt. approved valuers hired by SMU, OWD	SDU	100%
Preparation of Micro-Plan based on Verification	In built task	SDU	100%
Resolving disputes	With the help of District Administration	SDU, Grievance Redressal Committee (GRC)	Not < 90% of total PAPs in any case**
Relocation site of PAPs	In built task	SDU, District R&R Committee, GRC	100%
Disbursement of assistance	In built task	SDU	Not < 90% of Total PAPs
Disbursement of Compensation	There may be cases of arbitration/litigation	SDU	At least 80% of total cases and 100% of resolved cases from SLA Office
Reporting cycle	Complete monthly, quarterly, annual report	SDU	100%
Completion of the relocation of PAPs	Except absentee	SDU, WBPDC L	Not < 90%
Ensure PAPs about Sustainability, suitability of Income regeneration mechanism	Pilot study (Random sampling)	SDU	10% / best practices



Project completion	All the above mentioned activities are endorsed by SDU and successful Project Completion Certificate is awarded	SDU, WBPDCCL
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### 7.7 FUNCTIONING OF GRIEVANCE COMMITTEES (GRC):

The GRC will work independent of the SDU at the GP/Block/District level and will meet periodically. In terms of implementation, all efforts will be made to first resolve the issue faced by PAPs at the GP level. Some of these could be resolved with the intervention of LAO and SDU. SDU will have an important role in the entire process of grievance redressal to ensure that PAPs are satisfied with the implementation of R&R Plan. SDUs in their monthly progress reports will include the type of issues raised on grievances, their status and how these were resolved. Active participation of PAPs and communication of the findings will be ensured by the SDU. Information about the status of grievances, decision taken by the GRC will be communicated by the SDU to PAPs within two working days and within 7 days from Block level. The same information will be uploaded to the official website.

### 8.0 MONITORING AND EVALUATION

M&E will focus on effectiveness of RAP implementation, including the physical progress of land acquisition and R&R activities, the disbursement of compensation, the effectiveness of public consultation and participation activities, and the sustainability of income restoration and development efforts among affected communities. The objective of monitoring is to provide the project authorities with feedback on R&R Plan implementation and to identify problems and successes as early as possible to allow timely adjustment of implementation arrangements. The three components of this monitoring and evaluation plan include: (a) performance monitoring, (b) impact monitoring; and (c) end term evaluation or completion audit.

#### 8.1 PERFORMANCE MONITORING

Performance monitoring will be carried out by SDU, which will measure physical progress in LA and R&R activities against milestones set out in the R&R implementation plan. Progress will be reported to the WBPDCCL. Performance milestones will include:

- Number of consultation held and action taken report on outcome of consultation,
- Functioning of the grievance redress mechanisms in place;
- Compensation payments;
- Relocation of displaced families with R&R benefits disbursed;
- Provision of facilities to replace damaged/affected CPR;
- Income restoration and development activities initiated;
- Periodic progress reports including monthly progress report submitted to SDU.

#### 8.2 PROCESS AND IMPACT MONITORING

To provide technical assistance and quality audit, an external M&E agency will also be hired to do the Quality and Impact Monitoring which will help gauge the effectiveness of the R&R Implementation Plan and its implementation in meeting the needs of the PAPs. The effects of RAP implementation will be tracked against the baseline conditions of the population prior to project implementation. This baseline has already been established through the census and baseline socio-economic survey during SIA. Some key objectively verifiable indicators for measuring the impact of land acquisition and physical relocation include: health and welfare of affected population and the effectiveness of impact mitigation measures, including livelihood restoration and development initiatives. Some key impact indicators will include: size of land holding, economic wellbeing including annual income, employment/livelihoods, and indebtedness; educational status of the school going population; living conditions including type and size of housing, fixed and movable assets; problems arising among the affected population (declining crop yields, high incidence of disease, and decline in family income) requiring remedial action.

#### 8.3 COMPLETION AUDIT/END EVALUATION

The M&E consultant shall undertake an end-term evaluation to assess whether the outcome of the RAP complies with the involuntary resettlement policy. The key objective of this external evaluation, or completion audit, will be to determine whether the efforts made to restore the living standards of the affected population have been properly conceived and executed. The audit will verify how far the physical inputs committed in the R&R Plan have been delivered and the services have been provided. In addition, the audit will evaluate whether the mitigation actions prescribed in the R&R Plan have had the desired effect. The socioeconomic status of the affected population will be measured against the baseline conditions of the population before displacement, established through the census and socioeconomic studies. This evaluation will be undertaken after all R&R Plan inputs including payment of compensation and R&R assistances have been paid and other supplementary development initiatives have been completed prior to Project closure. This evaluation will enable SDU and WBPDCCL to undertake corrective actions, if any, as recommended by the evaluation before the project is complete. The third party impact assessment will be carried out at least twice during the project cycle including the end term evaluation.

### 9.0 INSTITUTIONAL ARRANGEMENT

#### 9.1 IMPLEMENTATION MECHANISMS

The Resettlement Action Plan (RAP) will be approved and its implementation guided by the District R&R Committee. Approved Resettlement Action Plan will be implemented with the help of SDU. Land Acquisition will be done by District Land Acquisition Office headed by the Spl.LAO as per the directions of the District Land Purchase Committee (DLPC) constituted vide L&LR Department in 756-LP/1A-03/14(Pt-II) dated 25/2/2016 and if required DLPC would provide policy guidance related to land acquisition.

### 9.2 INSTITUTIONAL SET UP FOR THE PROJECT

Implementation of RAP requires well-coordinated efforts by SDU. This essentially means understanding the institutional relationships and the responsibilities of other Government institutions (District Administration, Panchayat bodies and DLPC). In this connection the RAP will be placed before DLPC for approval and only after this approval by DLPC, RAP will be implemented by SDU. The General Manager WBPDCCL who is at the apex of the SDU at the project level will have overall responsibility for policy guidance, coordination and planning, internal monitoring and overall reporting. SDU consists of various specialists to provide technical guidance and capacity building to the PAPs. SDU will conduct a Stakeholder Analysis at inception and will update the same.

### 9.3 OTHER INSTITUTIONS

The main R&R institutions which are likely to be involved in the management of RAP activities include the following:

- DLPC constituted by the Government as per 756-LP/1A-03/14(Pt-II) dated 25/2/2016
- Line Departments particularly L&LR,
- Local Resettlement Committees

### 9.4 DISTRICT LAND PURCHASE COMMITTEE (DLPC)

District Magistrate and Collector of Birbhum has already constituted the DLPC.

1. Collector and District Magistrate - Chairperson
2. DLLRO - Member
3. Special LAO - Member
4. Two Members of the concerned Panchayat Samity to be nominated by the Chairman - Member
5. District Sub-Registrar Member
6. FA & CAO Zilla Parishad - Member
7. Secretary Zilla Parishad - Member Secretary

Powers and Functions of the District Land Purchase Committee (DLPC):-

- The DLPC will meet as and when required.
- Provide necessary directions to Spl.LAO for consent award.
- Issues, which cannot be resolved at the level of LAO, shall be referred to DLPC for resolution.
- Resolve disputes over fixation of compensation
- Handle all R&R issues including the implementation of the RAP.

### 9.5 GENERAL MANAGER (SDU)

He is responsible for successful implementation of the project components including RAP. In respect of RAP, his responsibilities include

- ▶ Interact regularly with SDU staff
- ▶ Participate in the District Level Meetings on LA, R&R and shifting of utilities
- ▶ Participate in different statutory bodies created under Govt. orders.
- ▶ Ensure availability of encumbrance free land for undertaking mining work and coordinate with the package unit and District Administration on LA
- ▶ Ensure timely release of money to package unit for activities included in RAP

### 9.6 SOCIAL DEVELOPMENT UNIT (SDU)

The Social Management Unit is headed by a Team Leader who works under the overall direction of the General Manager of WBPDCCL. The SDU deals with two sections (i) Land acquisition (ii) R&R Section. While the land acquisition section shall be dedicated for land acquisition, for implementation of R&R activities in speedier and time bound manner, the social unit is being strengthened by inducting specialists in R&R activities. The unit will be responsible for overall implementation of LA & R&R activities under the package, specifically the following tasks:

- Head the R&R activities undertaken
- Monitor progress of LA and R&R activities;
- Ensure availability of budget for R&R activities;
- Prepare dissemination material of the R&R entitlement framework etc;
- Liaison with district administration to ensure completion of LA and R&R program as planned and scheduled;
- Participate in the DCAC and RPDAC meetings;
- Ensure continued participation of the people in entire project cycle; and

- Organize capacity building activities in R&R and other related activities. Co-ordinate with the District Administration, DCAC and RPDAC on LA and R&R;
- Facilitate the opening of joint accounts in local banks to transfer assistance for R&R for PAFs
- Ensure transfer of funds(including the R&R entitlement) in the Bank account of PAFs
- Ensure Translation and dissemination R&R entitlement in local language;
- Make available the RAP at the project site
- Prepare and issue identity cards for the Project affected persons;
- Ensure the development of resettlement sites, wherever required;
- Participate in the allotment of residential, commercial and agricultural plots (where required);
- Liaison with District Administration and concerned department for dovetailing government developmental programs for the socio-economic benefit of the PAFs;
- Develop and maintain a PAP level database including aspects related to losses, compensation, R&R entitlement, release of funds and utilization
- Ensure inclusion of those project affected persons who may not have been covered during the census survey;
- Ensure that the amount is released as per the milestones indicated in RAP;
- Ensure that the amount is used for the purpose it is meant;
- Monitor physical and financial progress on land acquisition and R&R activities;
- Organize fortnightly meetings with the NGO to review the progress on R&R; and
- Review micro plan & monthly progress reports submitted by NGO.

#### 9.7 LOCAL RESETTLEMENT COMMITTEE (LRC)

RAP envisages consent award as the most preferred option for LA. The LRC will be at either the Sub-division/Block level and has an added role to represent the people affected by the project, oversee that they are informed about the project and its effect, understand the entitlement matrix and use it for resettlement. In stretches with a sizable affected population, an LRC will be constituted, represented by the local PRI member with members representing different sections of the affected community of that village. All efforts will be undertaken to constitute the LRC at least by the time RAP is approved by DLPC. In the present project, the roles and responsibilities of LRC will include:

- Meeting regularly at pre-decided dates specifically for resolving any grievances;
- Ensure that the RAP is discussed in every LRC
- Help in amicable settlement of disputes at the community level with regard to relocation sites and other development activities;
- Take-up issues not resolved in LRC to DLPC
- Facilitate implementation of consent award.

#### 9.8 REDRESSAL OF GRIEVANCES IN LOCAL RESETTLEMENT COMMITTEE (LRC)

The LRC (already discussed above) has been proposed to oversee R&R works and grievance redressal under the project. Grievances of PAFs shall be placed in the LRC. If LRC is satisfied with the merits of the grievance, the same could be referred to the R&R implementing staff in SDU for redressal. In special cases the complaints may be directly forwarded to the District level grievance committee. Moreover, PAFs not satisfied with the resolution of LRC can directly put their grievances before the District level Grievance committee.

#### 10.0 DEPLOYMENT OF EXPERIENCED PROFESSIONAL & PERSONNEL:

The following personnel / professionals shall be required to be deployed by the agency to execute the job specified in the Scope of Work.

Sl. No.	Name of Post and Number	Scope of Work	Qualification and Experience
1	Team Leader (Project Head) (One)	S/he would be the head and main driver of the project.  S/he will familiarise her/himself with the project goals, objectives, scope and activities and create effective long- and short-term plans, including setting targets for milestones, adhering to deadlines and allocating resources.  S/he will identify and manage potential risks and liabilities of the project and judiciously escalate for resolution to the appropriate level to ensure that the project stays on track.S/he will also be expected to adjust schedules and targets as needed and develop formats for regular monitoring and reporting as well as ensuring submission of periodic reports as prescribed. S/he should be able to	Educational Qualifications:  Post graduate in social development / social sciences with MBA (preferred) Specialisation in HR / Personnel Management / Welfare management. Preference would be given to those passed out from reputed institute of National level and having experience of working in reputed institutions/Govt. programmes/reputed NGO/reputed corporate body etc.  Experience:

Sl. No.	Name of Post and Number	Scope of Work	Qualification and Experience
		<p>manage time effectively.</p> <p>S/he should possess problem-solving skills and apply critical thinking to identify key issues, generate solutions and align all team members and stake holders with the priority solutions.</p> <p>S/he would be expected to be creative and innovative in the implementation of the project and be able to seek and find opportunities for entering into partnerships with government and non-government organisations for achieving best outcomes possible.</p> <p>S/he should ensure quality control on the project to maintain the standards expected.</p> <p>S/he would be required to interact with multiple stakeholders coordinate activities on behalf of the project as required and whenever necessary represent the project at different fora, under the guidance of prescribed officials.</p> <p>S/he would be responsible for submission of various types of reports and the duties in this regard would include development of formats, mechanisms for the collection of the same.</p> <p>S/he would have to ensure that the budget of the project is adhered to.</p> <p>[S/he will function as the Public Relations Officer ?]</p> <p>Person would be required to travel extensively in rural areas.</p>	<p>Minimum 10 years' in Social Development Projects working in mid-level/ senior positions in projects in the field of rehabilitation &amp; resettlement, social development, livelihood / skill development management</p> <p>Must have substantial knowledge of project development, implementation and monitoring</p> <p>S/he should have excellent communication skills in Bengali, Hindi and English. A team management and conflict management skill is a must for the candidate to be able to work effectively with all stakeholders of the project.</p> <p>The person must have adequate knowledge of computers and be able to analyse and interpret data.</p>
2	Livelihood Specialist (FARM) (One)	<p>S/he would develop and execute capacity building plans for the project staff and community members on farm livelihoods and would coordinate with all stakeholders for identification of training needs and farm livelihood needs for the target group of the Project.</p> <p>S/he would spearhead the development of suitable modules / training material (print and audio-visuals) by identifying and replicating best practices in farm livelihoods available in the country. S/he would work for the development of protocols, package of practices for farm livelihood activities through facilitation of workshops, consultations necessary for developing the same.</p> <p>S/he would be responsible for Regular documentation and publication of best practices and would partner with stakeholders like academic institutions, capacity building agencies and other government projects/schemes for providing trainings.</p> <p>S/he would be responsible for data collection and ensure entry into MIS for monitoring and evaluation of training and capacity building activities.</p> <p>S/he would be expected to design the strategy for farm livelihoods for the project and ensure that suitable and sustainable choices are made available for the target group</p>	<p>Educational qualifications: Candidate should have Hons. Graduate and Master Degree in Agriculture or Allied Science from a reputed Institute / State Agriculture / Veterinary University. Preference would be given to those passed out from reputed institutes of National level.</p> <p>Experience: Candidates applying for the position MUST have at least 5 years of work experience in implementing and managing large project/programme relating to livelihoods issues.</p> <p>Weightage in selection process will be given to those who have experience of working with related government programmes for development of livelihoods in rural communities.</p> <p>S/he should also have effective communication skill in both English and Bangla S/he should be well versed with working with MS Office and Internet.</p>

Sl. No.	Name of Post and Number	Scope of Work	Qualification and Experience
		<p>for their rehabilitation.</p> <p>S/he would coordinate with the other team members to optimise the interventions under the project and also to ensure that the resources and time is not wasted.</p> <p>S/he should also coordinate and seek support from other players who are critical to successful financial development of the targeted HHs under the project including the formal banking sector which would make cheaper capital easily accessible to them.</p> <p>S/he should be able to liaison with the various stakeholders of the project as well as various government agencies so that the efforts are all converged to ensure that common objectives of all the agencies are achieved.</p>	
3	Livelihoods Coordinator (Farm) <b>(One)</b>	<p>To provide support to the Project Livelihoods Specialist on livelihoods opportunities to achieve the Project objectives.</p> <p>To prepare Action Plans and initiate activities related to livelihoods issues as approved.</p> <p>To help develop policy and strategy related to the livelihoods programme and support project staff so that effective implementation of the livelihoods activities under the Project can be undertaken.</p> <p>S/he will coordinate all farm related livelihoods activities under the projects. S/he will also tap the opportunities available with the various government schemes which can help in the augmentation of livelihoods for the target group under the project. This would include the</p> <p>To provide support in data analysis &amp; preparation of reports related to the livelihoods activities.</p> <p>To help develop and document best practice livelihoods models under the project.</p>	<p>Educational qualifications: Candidate should have Master Degree in Agriculture or Allied Science from a reputed Institute / State Agriculture / Veterinary University. Preference would be given to those passed out from reputed institutes of National level.</p> <p>Experience: Candidates applying for the position MUST have at least 3 years of work experience in implementing and managing large project/programme relating to livelihoods issues.</p> <p>Preference will be given to candidates who have experience of working with government programmes for development of livelihoods in rural communities.</p> <p>S/he should be well versed with working with MS Office. Person should also have good communication skill in Bengali &amp; English.</p> <p>S/he should be able to travel extensively within and stay in rural areas.</p>
4	Livelihood Specialist (NON- FARM and Skills) <b>(One)</b>	<p>S/he would develop and execute capacity building plans for the project staff and community members on non-farm livelihoods including skills and would identify training needs for the target HHs of the Project and ensure that the target HHs can have access to multiple sources of suitable and sustainable livelihoods for their successful rehabilitation.</p> <p>S/he would lead the development of suitable modules / training material (print and audio-visuals) by identifying and replicating best practices in non-farm livelihoods available in the country. S/he would work for the development of protocols, package of practices for non-farm livelihood activities through facilitation of</p>	<p>Educational Qualifications: Candidates should be Post Graduate in Rural Development/ Management/ Business Administration / Agri-Business Management /Social work from a premier institute / university. Preference would be given to those with degrees from reputed institutes of National level.</p> <p>Experience: S/he should have at least 5 years of work experience in the non-farm sector and familiarity of the skills</p>

Sl. No.	Name of Post and Number	Scope of Work	Qualification and Experience
		<p>workshops, consultations necessary for developing the same.</p> <p>S/he would be responsible for regular documentation and publication of best practices and would partner with stakeholders like academic institutions, capacity building agencies and other government projects/schemes for providing suitable trainings.</p> <p>S/he would be responsible for data collection and ensure entry into MIS for monitoring and evaluation of training and capacity building activities.</p> <p>S/he should be able to liaison with the various stakeholders of the project as well as various government agencies working in the field of non-farm livelihoods and skills to ensure that efforts and resources can be converged to ensure that target HHs can have multiple sources of income in a short time frame. This would also require the successful coordination with the formal banking sector so that interested entrepreneurs can access cheaper capital to set up businesses.</p> <p>S/he should work for both backward and forward linkages and development of marketing linkages for the products produced by the HHs would be critical to the success of the initiatives. Marketing through e-commerce/ social media sites would be explored.</p>	<p>sector would be an added advantage.</p> <p>Preference would be given to those having experience of working in reputed institutions/Govt. programmes/ reputed NGO/ reputed corporate body etc.</p> <p>Person should be well versed with working with MS Office. Person should also have good communication skill in Bengali &amp; English.</p> <p>Person should be able to travel extensively within and stay in rural areas.</p>
5	Livelihoods Coordinator (Non-Farm) (One)	<p>To provide support to the Project Livelihoods Specialist (non-farm) on livelihoods opportunities to achieve the Project objectives.</p> <p>To prepare Action Plans and initiate activities related to livelihoods issues in the non-farm and skills sector as approved.</p> <p>To help develop policy and strategy related to the livelihoods programme and support project staff so that effective implementation of the livelihoods activities under the Project can be undertaken.</p> <p>S/he will coordinate all non-farm and skills training related livelihoods activities under the projects.</p> <p>S/he will also tap the opportunities available with the various government schemes which can help in the augmentation of livelihoods for the target group under the project. Corporate support available for these households would also be tapped for best outcomes.</p> <p>S/he will provide support in data analysis &amp; preparation of reports related to the non-farm and skills based livelihoods activities.</p> <p>S/he will help in the development and documentation of best practice livelihoods models under the project.</p>	<p>Educational Qualifications: Candidates should be Post Graduate in Rural Development/ Management/ Business Administration / Agri-Business Management /Social work from a premier institute / university. Preference would be given to those with degrees from reputed institutes of National level.</p> <p>Experience: S/he should have at least 3 years of work experience in the non-farm sector. Familiarity of the skills sector would be an added advantage.</p> <p>S/he should have effective communication skill in Bengali &amp; English.</p> <p>Person should be well versed with working with MS Office.</p> <p>Person should be able to travel extensively within and stay in rural areas</p> <p>Preference would be given to those candidates having experience of working in reputed institutions/Govt. programmes/ reputed NGO/ reputed corporate body etc.</p>
6	Social	S/he will assist the Project in the review and approval of	Educational qualification:

Sl. No.	Name of Post and Number	Scope of Work	Qualification and Experience
	Development and convergence Specialist (Three)	<p>various screening reports related to social safeguards in accordance with ESMF.</p> <p>S/he will be responsible for overseeing and coordinating the implementation of social development activities in the project and would also be responsible for ensuring compliance with ESMF with respect to preparation and implementation of plans related to social impacts.</p> <p>S/he would coordinate and oversee the implementation and monitoring of social development activities and ensure adequate social involvement and interactions in various project activities as per the project design, to promote ownership and sustainability and undertake regular field visits to monitor the impact of the same.</p> <p>S/he would ensure the incorporation of the Grievance Redress System in the project as part of the Governance and Accountability Action Plan.</p> <p>S/he would be responsible for preparation of periodical progress reports on social impacts for review and action and maintain and upgrade the computerized data base for generation and submission of periodical progress reports.</p> <p>S/he is expected to work in close co-ordination with other experts/agencies, including the Environmental Specialist to ensure smooth and timely delivery of results.</p> <p>If there are any other issue related to the social aspects of the project, s/he should ensure that social safeguards as applicable for the project are complied with. S/he is also expected to provide/facilitate timely training to the team members on social aspects.</p>	<p>Candidate should have two years' Post Graduate Degree or Diploma in Rural Development /Rural Management/Social work/ Economics/ Anthropology/ Political Science/ Public Administration/ Sociology/ Agriculture or Allied/ Management from recognised and reputed institutions/ university. Preference would be given to those passed out from reputed institutes of National level.</p> <p>Experience: Candidate applying for the position MUST have at least 5 years of work experience in implementing and managing large project/ programme relating to Resettlement and Rehabilitation/ social development &amp; social issues/livelihoods and in working in convergence models with existing government and non-government initiatives.</p> <p>Preference would be given to those having experience of working in reputed institutions/Govt. programmes/reputed NGO/ reputed corporate body etc. in similar or related projects is an added advantage.</p> <p>Knowledge of computer applications to manage data base and generation of reports is preferred and proficiency in working with MS office is a must. S/he should have effective communication skill in Bengali &amp; English.</p> <p>S/he should be well versed with working with MS Office and internet.</p> <p>S/he should be able to travel extensively within and stay in rural areas.</p>
7	Environment Specialist (One)	<p>S/he will assist the team on all matters related to environment management in the project and will be responsible for ensuring the appropriate application of environment aspects to all activities under the project. S/he would assess action/s needed to resolve environmental issues in line with project requirements. S/he would work in close co-ordination with other experts/agencies, including the Social Specialist to ensure smooth and timely delivery of results.</p> <p>S/he would manage and work closely with other members of the project undertaking environmental screening, environment assessment/s and preparation of EMP/s for the sub-projects, including review of such documents to facilitate satisfactory and timely completion of such</p>	<p>Educational Qualifications A Master's Degree in Environment/Natural Resources or related areas.</p> <p>Experience: Min. 5 years' experience after completion of M. Sc. Degree.</p> <p>Candidates who possess knowledge of computer applications to manage data based and generation of reports would be preferred.</p> <p>S/he should possess excellent oral and</p>

Sl. No.	Name of Post and Number	Scope of Work	Qualification and Experience
		<p>studies.</p> <p>S/he would review and provide oversight on the implementation of sub-project specific environment management plans (EMPs) prepared for the sub-projects.S/he would coordinate with the relevant authorities for obtaining the clearances required for various activities under the Project.</p> <p>S/he would regularly monitor and liaise with the team to provide advice on environmental matters.S/he would organise required training for ESMF and EMP implementation.S/he would conduct periodic site visits to ensure that project activities being implemented are in line with the environmental requirements and prepare environmental inspection reports for each such visit. S/he would prepare periodic reports, as required, on environmental aspects pertaining to ESMF implementation.</p> <p>S/he would prepare an IEC Strategy and support material preparations, as required, and also undertake documentation of case histories (good practices, lessons learnt). S/he would provide media training and capacity building on environment issues to local stakeholders and partners through the Project and should possess excellent communication skills in Bengali and English.</p> <p>S/he would support external environmental auditors as part of Third Party Quality Audit and to coordinate the conduct of these audits as per the ESMF requirements.</p>	<p>written communication skills. He should be passionate and a good Team worker with the ability to work effectively as a team member</p> <p>S/he should be well versed with working with MS Office and internet.</p>
8	GIS Specialist (One)	<p>S/he would work in tandem with the Livelihood and Social development planning processes of the project to enhance the effectiveness of the project interventions through GIS tools</p> <p>In connection with the implementation of the project and with the objective of improving the overall outcomes of the project, s/he would be responsible for getting data entered including text or spreadsheet files of latitude and longitude coordinates, tabular data, aerial or satellite imagery, and manual digitizing of paper maps or map images, thereby creating and building the GIS database of all assets that need to be compensated or for which rehabilitation and resettlement needs to be done for the project. S/he would thereafter maintain this GIS database.</p> <p>S/he is responsible for analyzing the spatial and non-spatial information in the GIS data to identify spatial relationships, or display the results of analyses; review GIS data for currency and accuracy; document the parameters and context of GIS data; perform geospatial modeling or spatial analysis; and create thematic maps/graphs for internal purposes of the project. S/he would therefore be required to work in the field, visiting the areas being mapped to gather or verify data.</p> <p>S/he will undertake research to obtain and expand existing datasets and compile geographic and demographic data from many sources.</p>	<p>Educational Qualifications:</p> <p>BE/B.Tech in Computer Science/IT/Electronics or Post Graduate Qualification in IT/Computer Science with minimum six years' experience including two years' experience preferably in GIS related projects in any government department including Environment / Disaster Management / Tourism/ Planning / Rural Development</p> <p>OR</p> <p>Masters' degree in Geo-Informatics with minimum four years' experience preferably in GIS related projects in any government department including Environment / Disaster Management / Tourism/ Planning/ Rural Development etc.</p> <p>OR</p> <p>Bachelor's degree in Geo-Informatics with minimum six years' experience preferably in GIS related projects in any government department including Environment / Disaster Management / Tourism/ Planning/ Rural Development etc.</p>



Sl. No.	Name of Post and Number	Scope of Work	Qualification and Experience
		<p>S/he will consult with external stakeholders to access censuses, fieldwork, satellite and aerial imagery, and maps for use in the project and as per requirement enter new map data using cartographic principles for analysis and modelling relationships between geographic data sets.</p> <p>S/he would be required to operate and maintain GIS system hardware, software, and peripherals.</p> <p>S/he would be responsible for presenting information/reports to superiors, colleagues and target HHs in the project area as prescribed and necessary from time to time.</p> <p>S/he should ensure quality and continuous improvement of the GIS platform of the project through innovation, and meeting timelines and benchmarks with the objective of improvement of and achieving optimal outcomes.</p> <p>S/he will support the Team Leader by giving relevant and timely information based on the GIS tools at the disposal of the project for quality monitoring of project interventions. S/he is also expected to actively collaborate with other team members to use GIS as a tool to help in improving the quality of the initiatives under other thematic areas of the project.</p> <p>S/he would be supported by the MIS coordinator and Data Entry Operators and would also build their capacities through trainings etc. while undertaking various GIS based initiatives for improving project outcomes.</p>	
9.	Social mobilization Specialist <b>(one)</b>	<p>S/he will provide support and inputs for social mobilisation with the goal of achieving the desired outcomes of the project.</p> <p>S/he must be familiar with the non-government and community- based organisations that can be involved with the process of engagement with the stakeholders. S/he would prepare action plans and initiate activities for the project area accordingly.</p> <p>S/he would be responsible for building capacity in the project functionaries for working out successful strategies for community mobilisation towards the achievement of the project goals. This would include the designing of modules, identification of experts in the field and implementing the training programmes.</p> <p>S/he would also have to provide support in data analysis &amp; preparation of reports, specially related to social mobilisation.</p> <p>S/he would have to design the capacity building initiatives required for various stakeholders under the Project and be able to document good practices.</p> <p>Person would have to travel extensively in rural areas.</p>	<p>Educational qualification: 2 years' Post Graduate Degree or Diploma in Rural Development /Rural Management/ Social work/ Economics/ Sociology/ Anthropology/ Agriculture or Allied/ Management from recognised and reputed institutions/ university. Preference would be given to those passed out from reputed institutes of National level.</p> <p>Experience: At least 5 years of work experience in implementing and managing large project/ programme relating to Social/ Community Development. Preference would be given to candidates having experience of working in reputed institutions/NGOs/corporate body etc. and in Govt. run programmes. Proficiency in working with MS office is a must. S/he should have excellent communication skills in Bengali and English.</p>
10	Knowledge	KM Strategy Development, Implementation and	Qualifications

Sl. No.	Name of Post and Number	Scope of Work	Qualification and Experience
	Management and Documentation Specialist (One)	<p>Monitoring</p> <ul style="list-style-type: none"> <li>• To take the lead in Development and implementing the organization's Knowledge Management Strategy</li> <li>• To advise Management on knowledge management and information systems.</li> <li>• To oversee the management of information within the organization</li> <li>• To ensure that the information needs of the organization are met in a timely, effective and efficient manner</li> </ul> <p>Manage Innovation and Data Management</p> <ul style="list-style-type: none"> <li>• Advising Management on the best Innovations in data management.</li> <li>• Lead the development and implementation of a monitoring framework for the organization to collect routine information on the performance of the organization's strategy.</li> <li>• To implement the knowledge management systems and practices in order to support the work and development of the organization into the future.</li> <li>• To ensure that all systems supporting Knowledge Management work in an integrated fashion and are appropriately supported and developed to guarantee a high and continuing level of efficiency benefit to the organization.</li> <li>• To take the lead in encouraging employees to share knowledge, ensuring they are aware of the knowledge management resources available to support their work, are appropriately trained and are using the systems efficiently and productively.</li> <li>• To take the lead on all database issues and implementation, in collaboration with the ICT Team</li> </ul> <p>Lead Sharing, Reflection and Learning</p> <ul style="list-style-type: none"> <li>• Monitor and share data illustrating the organization's progress in achieving its strategic objectives.</li> <li>• To manage, maintain and develop the extranet system, so that information and data is accessible to employees.</li> <li>• To take the technical lead in relation to the organisation's knowledge management applications including project managing development work and data collected.</li> <li>• To work with the programmes teams in the dissemination of baselines, Monitoring and evaluation information and learning on behalf of the organization with all relevant parties.</li> <li>• To act as the organizations' data protection officer by managing of the organisation's data protection policies.</li> </ul>	<p>The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:</p> <ul style="list-style-type: none"> <li>• Bachelor in social sciences with major in statistics, demography or related field with knowledge management, monitoring and evaluation bias.</li> <li>• Training in Information technology, monitoring and evaluation and database management</li> <li>• Ability to use Microsoft programs including Word, Excel, Access and statistical analytical packages including SPSS and Stata.</li> <li>• Ability to work to deadlines and attention to detail</li> </ul> <p>Experience Preference would be given to those passed out from reputed institutes and having experience of working in reputed institutions/ Government development programme/large NGO/ reputed corporate body or donor agencies etc. and who have previous experience in similar role.</p> <p>Others: Person should have excellent communication skills in Bengali &amp; English.</p> <p>Knowledge of MS office is a must.</p>

Sl. No.	Name of Post and Number	Scope of Work	Qualification and Experience
		<ul style="list-style-type: none"> <li>• Conduct Trainings, Refresher and induction training for staff, on knowledge management, data protection and sharing.</li> <li>• To manage the organisation's data collection platforms for surveys and monitoring data, training users as required and assisting with survey design and the statistical analysis of results.</li> </ul> <p>Documentation of Best Practices and Dissemination</p> <ul style="list-style-type: none"> <li>• To collect, manage and share best practices within the programmes and projects and share with stakeholders, in collaboration with the Communications and Advocacy Teams.</li> <li>• Work with the programmes and Communications team in the development and packaging of information to be disseminated to internal and external partners in an effective manner.</li> </ul>	
11	MIS Coordinator (One)	<p>S/he will provide support to the project team members on issues related to MIS &amp; IT intervention towards achievement of the project objectives.</p> <p>S/he will be required to assist managing in-house database and consolidate records &amp; generate various periodic reports.</p> <p>S/he will coordinate activities &amp; trainings of personnel as required for achieving project objectives.</p> <p>S/he will be responsible for documentation &amp; presentation of databases/reports</p> <p>S/he will assist management of MIS (online/ offline).</p> <p>S/he will work under the Team Leader and help the other colleagues in the project set up under different verticals with MIS and e-governance aspects as and when they are required.</p> <p>S/he will train and guide the data entry operators in the project in their work.</p> <p>S/he will also extend the requisite support to field coordinators with any issues that they may have in data collection etc. that may be done online or offline.</p> <p>S/he would have to travel extensively and stay in rural areas</p>	<p>Educational qualifications: The Candidate should hold an B.E./B.Tech/M.E./M.Tech in Computer Sc/ Information Communication Technology/ B.E./B.Tech (IT/Computer Sc) / MCA from recognised and reputed institutions/ university. Preference would be given to those passed out from reputed institutes</p> <p>Experience: Candidate applying for the position MUST have at least 5 years' experience of designing, managing and handling large scale computerized Management Information System.</p> <p>Strong knowledge on DBMS /queries/ report generation. S/he should also have effective communication skill and presentation skill in related filed.</p> <p>Preference would be given to those having experience of working in reputed institutions/Government development programme/large NGO/reputed corporate body or donor agencies etc.</p> <p>S/he should have good communication skills in Bengali &amp; English.</p> <p>S/he should be well versed with working with MS Office including MS-Access.</p>
12	Field Coordinator (Ten)	S/he will function as the coordinating point between beneficiaries/target group of the project and the project functionaries.	Educational Qualifications: Post Graduate / Bachelor's Degree in Social Work/Development Studies/ Sciences related subjects.

Sl. No.	Name of Post and Number	Scope of Work	Qualification and Experience
		<p>S/he will be responsible for field level planning and roll out of various interventions under the project and facilitate technical experts in implementation of various activities targeted towards the augmentation and improvement of the quality of life of the target beneficiaries.</p> <p>S/he will maintain information regarding the various households in the project areas especially related to their social development and their livelihoods. They will help to identify the needs of the members of the HHs and seek appropriate support and inputs from the project functionaries for improving their lives and especially for augmenting their incomes.</p> <p>S/he will ensure data collection and entry into MIS for monitoring and evaluation of the project's progress. S/he will also do so for the purposes of baseline studies, for capturing mid-term and end term impact of various aspects of the project activities as guided under the project. S/he will also submit reports, periodic or as and when sought. S/he will facilitate the execution of capacity building plans for the community members on social development and livelihoods including farm, non-farm and skills training and help to identify best practices for documentation etc.</p>	<p>Experience: Minimum 2 years' experience in such development projects. relevant field with competency in computer (MS Office and internet). The candidate should a Post Graduate degree/ Diploma holder with 2 year experience. The persons should be well versed with working in MS Office.</p>
13	Data Entry Operators (Four)	<p>S/he is responsible for receiving the source document from multiple team members and entering the data into computer systems, verifying data and completing the mandated forms associated with the data processing procedure.</p> <p>S/he has to have <b>computer</b> literacy, high typing speed in both English and Bangla.</p> <p>S/he is expected to have organisation <b>skills</b>, concentration <b>skills</b>, communication <b>skills</b> and an ability to sit for long periods of time <b>entering</b> and computing <b>data</b>.</p>	<p><b>Educational Qualifications:</b> Applicant has to possess a degree in Graduation with at least '0' Level Certificate in Computer Application.</p> <p><b>Experience</b> Those who have prior experience of working in any government programmes/ schemes would be given preference.</p>
14	Accountant(One)	<p>S/he will manage and oversee the daily operations of the accounting section and monitor and analyze accounting data and produce financial reports or statements. S/he will be expected to establish and enforce proper accounting methods, policies and principles and coordinate and complete annual audits.</p> <p>S/he will provide recommendations for improving systems and procedures and initiate corrective actions including directing project personnel to ensure compliance and accuracy</p> <p>S/he will establish and maintain fiscal files and records to document transactions.</p> <p>S/he will work together with and guide the accounts assistant to ensure that the project is running within the financial rules and as per the guidelines of the project.</p> <p>S/he will also provide financial reports, statistics, forecasts and other necessary data to the project. S/he will coordinate and deal with auditors under the guidance of the project head.</p>	<p><b>Educational Qualifications</b> M.Com</p> <p><b>Experience:</b> 5 years at least and experience of working with accounts software like Tally preferable. <b>Or person who has retired from the government recently from appropriate post.</b></p>

Sl. No.	Name of Post and Number	Scope of Work	Qualification and Experience
15	Accounts Assistant (One)	<p>S/he will assist in processing settlement of all employee related claims and all other types of expenditures in line with the project's financial and policy guidelines with due diligence and care.</p> <p>S/he will assist processing payment of claims and check for the compliance of the claims.</p> <p>S/he will maintain the books of accounts, i.e. ledger, sub-ledger, cash book and all other records as required.</p> <p>S/he will prepare cheques/ drafts and ensure proper receipt by the appropriate payee and on time and also perform all bank related duties.</p> <p>S/he will maintain the paid vouchers in chronological order for future reference and auditing purposes and ensure the safe custody of the project's financial documents and data.</p> <p>S/he will also do any other such work assigned to him by the Accountant.</p>	<p><b>Educational Qualifications</b> B. Com Honours</p> <p><b>Experience:</b> 3 years at least <b>Or person who has retired from the government recently from appropriate post.</b></p>
15	Multi-tasking Office Assistant (Two)	<p>S/he should be enthusiastic and capable of operating photo-copy machine/ fax/ printers/scanners etc. with pleasing personality.</p>	<p><b>Educational Qualifications:</b> Minimum Higher Secondary Pass but graduates will be preferred.</p> <p><b>Experience:</b> At least one year in a similar kind of capacity.</p>
16	Civil Engineer (One)	<p>The primary purpose of the job is to provide technical support to the SDU and guidance regarding technical assessment and valuation of existing structures and infrastructure related construction activities under CSR as per current industry Standards and norms with proper SOP's with all risks mitigated (Structural, Audit, financial, legal etc.,) and safety &amp; stability ensured.</p> <p><b>Key Deliverables</b> are:</p> <ul style="list-style-type: none"> <li>• Provide Technical Support in the field of construction.</li> <li>• Review Proposals on infrastructure including monitoring support.</li> <li>• Render Support and advice to various Teams in the SDU on construction domain.</li> <li>• Prepare / Review &amp; Revisit Guidelines &amp; Policies corresponding to Infrastructure</li> <li>• Tech. Support including field visit of high funded ADP's, review of documentation, Standards &amp; System related Procedures followed in identifying vendors, Signing Agreements, Scrutiny of Bills and Payments made to vendors and consultants, ToR for Consultant Engagement and advice on the above areas during visits.</li> <li>• Review proposals, provide input / feedback, address various concerns from field, clarify doubts and assist projects in hassle free construction process (Infrastructure) &amp; achieve completion.</li> <li>• Working towards Inter departmental coordination:</li> <li>• Prepare design / drawing for renovation works &amp;</li> </ul>	<p><b>Educational Qualifications:</b> Minimum BE/B.Tech in Civil Engineering.</p> <p><b>Experience:</b> Atleast two years of experience working in civil engineering projects. Thorough knowledge in National Building Codes, Standards(Nationals) and Current trends and practices in the Industry. Familiar with AutoCAD software and good working knowledge on computers.</p>

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		Provide continuous support and technical guidance for repair / maintenance works – Review / Analysis of bids and scrutinize contractor’s bills for payments / Quality check etc.	
17	Junior Engineer (Two)	<p><b>Background:</b> To provide support for technical assessment of existing structures within the mine area and for infrastructure related programs to be taken up under CSR and ensure quality and timely completion of work.</p> <p><b>Key Deliverables</b> are:</p> <ul style="list-style-type: none"> <li>• Technical Assessment and Survey: Visit various locations within the mine area for Preliminary Estimation/Survey/Feasibility Analysis of various structures/works and submit reports.</li> <li>• Designs, Estimates and data analysis: Prepare Plan, Estimate, Drawings for proposed construction and other infrastructure related activities.</li> <li>• Monitor work progress in accordance with the timeline</li> <li>• Field Inspection, Monitoring and Scrutiny of contractor’s Bills.</li> <li>• Engage technical agencies and consultants</li> <li>• Inspect &amp; Check Quality of work, Standards, Stability of works and Certify the same including completion</li> <li>• Adhere to WBPDCCL construction guidelines and National Standards and procedures and help project for smooth and uninterrupted work progress with utmost quality and maintain timeline.</li> <li>• Check / verify contractor’s bill payments and recommend the same for payment.</li> <li>• Any other work that becomes necessary for the position</li> </ul>	<p><b>Educational Qualifications:</b> Minimum L.C.E or Diploma in Civil Engineering.</p> <p><b>Experience:</b> Atleast two years of experience working in civil engineering projects with basic knowledge and understanding of Relevant IS Standards and use of MS Office</p>
18	Public Relations Officer (One)	<ul style="list-style-type: none"> <li>• Planning, Developing and Implementing PR Strategy for the Bank.</li> <li>• Media Management <ul style="list-style-type: none"> <li>• Communicating with colleagues and key spokespeople;</li> <li>• Collate and analyse media coverage</li> <li>• Liasoning with, and answering to enquiries from media, individuals and other organisations, often via telephone and email.</li> <li>• Managing the PR aspect of a potentially crisis/critical situation and handling media queries.</li> </ul> </li> <li>• PR Analytics <ul style="list-style-type: none"> <li>• Collating and analyzing media coverage;</li> <li>• Commissioning market research from PR perspective;</li> <li>• Developing and implementing Dashboard for analysis of the PR performance of the Project.</li> </ul> </li> </ul>	<p><b>Experience and Job specific skills:</b></p> <p>Post-Graduation in any Social Sciences preferably with Diploma in Mass Communication/Journalism from a recognized University/ Institution. Minimum 5 years of experience in Public Relations area is mandatory</p> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Experience handling a press conference.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Ability to pitch to media.</li> <li>• Knowledge of consumer marketing.</li> </ul>

Sl. No.	Name of Post and Number	Scope of Work	Qualification and Experience
		<ul style="list-style-type: none"> <li>• Event Management <ul style="list-style-type: none"> <li>• Organizing events including press conferences, exhibitions, open days and press tours;</li> <li>• Sourcing and managing speaking and sponsorship opportunities and foster community relations through events such as open days and through involvement in community initiatives</li> </ul> </li> <li>• Content Development <ul style="list-style-type: none"> <li>• Researching, writing and distributing press releases to targeted media and prepare and supervise the production of publicity brochureshandouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes;</li> <li>• Writing and editing in-house magazines, case studies, speeches, articles and annual reports;</li> <li>• Devising and coordinating photo opportunities;</li> <li>• Updating / Modifying / Inputs for information on the Project’s website as well as Social Media Channels on need basis and engaging with the users.</li> </ul> </li> <li>• Any other PR related activities of the Bank as decided by the Project authorities from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• An ability to work on big strategy plans as well as day-to-day tasks.</li> <li>• Ability to think both creatively and strategically.</li> <li>• Ability to run PR campaigns that deliver measurable results and meet objectives.</li> <li>• Deadline-oriented, inquisitive, with great follow-up and reporting skills.</li> <li>• Creativity in securing coverage and buzz with traditional outlets.</li> <li>• Understanding of social media and solid experience working with bloggers.</li> <li>• Responds well under pressure with strict time limit.</li> <li>• Quick and enthusiastic learner.</li> </ul>