



ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services (ARIAS) Society

(An Autonomous Body under Govt. of Assam)

Project Coordination Unit of the World Bank financed

Assam Agribusiness & Rural Transformation Project (APART)

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***Draft Indicative Terms of Reference (ToR) for
Social Sector Coordinator (SSC) for the Operational Project Implementation Unit
(OPIU)- Public Works (Roads) Department [PW(R)D]***

A. BACKGROUND AND OBJECTIVES OF THE PROJECT

1. The Government of Assam (GoA) through Government of India (GoI) has received a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency at State level for the project. Public Works (Roads) Department [PW(R)D] is one of the Operational Project Implementation Units (OPIU) for the civil works related activities under the project. ARIAS Society now intends to apply a portion of this loan for engagement of a **Social Sector Coordinator (SSC)** on contractual basis to be positioned at OPIU-PW(R)D.
2. The development objective of APART is to “add value and improve resilience of selected agriculture value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam”.
3. There are four components to the project: **The first component is Enabling Agri Enterprise Development**, with sub components being (i) enhancing state capacity to attract private investments, (ii) setting up Enterprise Development and Promotion Facility (EDPF) (iii) Agribusiness Investment Fund (AIF) support (iv) establishing Stewardship Councils. **The second component is Facilitating Agro Cluster Development** with sub-components being- (i) support establishment of cluster level Industry Association (IA), (ii) supply chain support. **The third component is Fostering Market Led Production and Resilience Enhancement** with sub components being (i) promoting climate resilient technologies and their adoption (ii) Facilitating market linkages through market intelligence and product aggregation (iii) Facilitating access to and responsible use of financial services. **The fourth component is Project Management, Monitoring and Learning.**
4. The project will achieve the PDO by: (i) enabling investments in agri-enterprises, improving the investment environment and investment promotion, and facilitating access to finance for agribusiness enterprise; (ii) facilitating the growth of agri-enterprise clusters to increase competitiveness, revenue and employment growth, and supporting development of a modern supply chain; and (iii) fostering the development of climate resilient production clusters, and improving producer access to knowledge, technologies, markets, and infrastructure so that they are able to respond to market opportunities and climate variability.

B. OBJECTIVES OF THE ASSIGNMENT AND SCOPE

5. The **Social Sector Coordinator (SSC)** will report to the Head of the OPIU-PW(R)D and will support the Social Management Unit (SMU) of ARIAS Society for social aspects strictly adhering to the World Bank guidelines and social safeguard documents of the project. The **SSC** will be placed at the office of the PW(R)D and will support the OPIU in planning, managing and handling social issues related to the implementation of project activities by the department in the project districts. The concerned person will be an important link between

OPIU-PW(R)D, district implementing units under OPIU-PW(R)D, District Level Co-ordination Committee and Project Coordination Unit (PCU) at ARIAS Society in effectively managing and handling social issues related to construction activities. In particular, the responsibility of the **SSC** *inter alia* will include the following:

- a. Monitor incorporation of social development principles as laid down in the Social Management Framework (SMF) including the Resettlement Policy Framework (RPF) and Indigenous Peoples' development Framework (IPF) in the project implementation by the Department.
- b. Provide support to the Department in preparation of Social Management Plans and Resettlement Action Plan (RAP) for the construction activities, in compliance with the Social Management Framework (SMF), Resettlement Policy Framework (RPF) and Indigenous Peoples' development Framework (IPF) of the project.
- c. Monitor the Detailed Project Reports (DPRs) of the districts for inclusion of Social Management Plans and RAPs.
- d. Monitor the adherence of the DPRs with Social Management Framework (SMF), RPF and Indigenous Peoples' development Framework (IPF) of the project.
- e. Monitor the inclusion of labour management plans prepared by the contractors in the DPRs.
- f. Review the compliance of labour management plans in DPRs with labour management guidelines specified under the SMF and labour laws.
- g. Provide support to the Department in handling R&R issues as per Resettlement Policy Framework (RPF) of APART.
- h. To undertake field visits to validate the DPRs and review the progress of construction and civil work activities in project districts with prior approval of the competent authority, identify and document success/ failure stories and lessons learnt.
- i. Participate in the social management activities of the OPIUs at state, districts and project sites.
- j. Participate in the review meetings and trainings conducted by the OPIUs in relation to the project.
- k. Facilitate dissemination of Social Management Framework (SMF), Indigenous People's development Framework (IPF), Resettlement Policy Framework (RPF) and relevant World Bank guidelines for social development to the OPIU, district team members under the OPIU in the project districts and contractors.
- l. Facilitate convergence with government and non-government organizations in social management activities at the project sites.
- m. Prepare periodical progress reports (monthly/quarterly/six monthly/annually) on social management activities of the OPIU to be sent to ARIAS Society.
- n. Facilitate wide dissemination of information on Grievance Redressal Mechanism (GRM) and Citizen's Feedback System (CFS) in the project areas and reviews the same regularly.
- o. Co-ordinate with the Monitoring & Evaluation (M&E) agency and the line departments in collecting disaggregated data related to project beneficiaries, land requirement and R&R settlements in the project area.
- p. Collection and compilation of reports on social indicators in co-ordination with the Department.
- q. To co-ordinate and liaise with all team members of district under APART and District Level Co-ordination Committee (DLCC) on social aspects.
- r. To prepare the database of the project activities, project beneficiaries, etc. related to social inclusion and participation in the project area.
- s. Work closely with the Nodal Officer of Social Safeguard at the OPIU for monitoring the social issues in the construction of roads and civil works activities related to market, warehouse, etc. under the Department.
- t. Sharing of timely information on Social Development as required by ARIAS Society.
- u. Participate in trainings and meetings conducted by the ARIAS Society.

- v. To manage any other activities related to social development as required and entrusted by ARIAS Society.
- w. **Travel Requirements:** The **SSC** will be required to undertake field-visits and tours to the project sites with approval of reporting officer. Occasional out of state visits may also be required as directed by the SPD.

C. EDUCATIONAL QUALIFICATIONS, EXPERIENCE & AGE

- 6. **Educational Qualifications:** Master degree in Social Work/ Social Science/ Sociology/Political Science/Anthropology.
- 7. **Working Experience:** The **SSC** must have at least 3 years experience in Social Sector. Candidates having experience in handling Rehabilitation and Resettlement (R&R) issues will be preferred.
- 8. **Computer Skills:** The **SSC** must have proficiency in the use of Internet, MS Word, MS Excel and MS Power Point.
- 9. **Language:** Must have fluency in English and local language.
- 10. **Desirable Qualifications, Experience, Skills etc:**
 - a. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respecting strict deadlines and multi tasking
 - b. An understanding of community dynamics.
 - c. Knowledge of Assamese and/or Bengali
 - d. Good social, analytical, inter-personal and planning skills
 - e. Self-motivated and possessing ability to work independently as well as in teams.
- 11. **Age:** Age of the candidate should not be more than 45 years as on 1st August, 2018.

D. DURATION OF THE CONTRACT, NOTICE PERIOD ETC

- 12. The contract period of the **SSC** is initially for a period of 1 year. Further extension will be based on the performance of the **SSC**. The contract management shall be as per the prevailing project rules.
- 13. The contract with **SSC** may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the Govt. of Assam/ PCU/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The ARIAS Society or the Government of Assam shall not undertake any responsibility for subsequent deployment of the consultant.
- 14. The **SSC** shall not assign or sub-contract, in whole or in part, the concerned obligations except with the Reporting Officer's prior written consent. The **SSC** will have to serve the project on full time basis. The **SSC** will provide services from the Public Works (Roads) Department, Chandmari Colony, Guwahati.

E. REMUNERATION, PAYMENT TERMS & LEAVE

- 15. The consolidated fixed remuneration of the **SSC** shall be **₹ 4.20 lakhs per year**. Taxes as applicable shall be dealt with as per applicable laws. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked-incentive, communication allowance, etc. The fixed remuneration may be enhanced on an Annual Basis, based on the prevailing project rules. *87% of the remuneration would be paid as fixed salary while 13% would be linked to performance.* The remuneration may be enhanced on an annual basis as per the prevailing project rules.

16. The remuneration will be paid in equal monthly installments and the performance-linked-incentive will be given on quarterly basis based on the performance and achievement against the mutually agreed deliverables by the **SSC**.
17. Travelling, Boarding, Lodging and Food expenses for approved official tours outside Guwahati will be reimbursed as per the prevailing project rules.
18. The provisions of leave would be as per prevailing project rules.

F. REPORTING AND PERFORMANCE REVIEW

19. The SSC will report to the Head of the OPIU-PW(R)D. The report will further be forwarded to ARIAS Society with necessary inputs.
20. The quality of service and performance of the SSC will be reviewed by the ARIAS Society in co-ordination with the OPIU on quarterly basis.

G. FACILITIES TO BE PROVIDED TO SSC:

12. Following facilities will be provided:
 - a. Access to the entire required database, available software, documents, correspondence and any other information associated with the project and as deemed necessary for the assignment.
 - b. Shared office space in OPIU-PW(R)D office.
 - c. Shared conveyance arrangements for official travel. Travel by public transport shall be reimbursed as per prevailing project rules.

Note: This is a draft ToR and SPD, ARIAS Society reserves the right to change, update or modify this draft ToR at any stage till recruitment process is completed.
