

Terms of Reference for Engaging NGO services to implement Social Management Plan as part of the Closure & Containment of Municipal Solid Waste dumpsite, Kadapa district under the Capacity Building for Industrial Pollution Management Project (CBIPMP)

Aided by World Bank

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1. Introduction

The Ministry of Environment & Forests, Govt. of India (MoEF) is implementing a project on Capacity Building for Industrial Pollution Management (CBIPMP) with financial and technical support from the World Bank. The project has been taken up for implementation in the State of Andhra Pradesh and West Bengal as pilot project for its likely replication in other states. Four polluted sites – of which two are in Andhra Pradesh (Lake Noor Mohammad Kunta in Hyderabad and the Ukkayapalli Municipal Solid Waste Dumpsite in Kadapa) – have been identified for remediation on pilot basis. Andhra Pradesh Pollution Control Board is the implementing agency for the Project for the State of Andhra Pradesh.

Project activities will include demonstrative investments for area-based management of pollution resulting from legacy contamination and ongoing industrial activities through (i) remediation/containment of polluted sites/hazardous waste hotspots, (ii) implementation of enforcement and self-regulatory measures to improve compliance and competitiveness of industries in selected industrial clusters, and (iii) upgrading of common environmental infrastructure.

A Consulting consortium was engaged to study and prepare remedial options for closure and containment of the Ukkayapalli Municipal Solid Waste Dumpsite in Kadapa. The potential impacts (Pre-Project) due to the closure of the dumpsite will lead to 55 families (rag pickers and pig rearers) losing part of their income source. Appropriate support and relevant trainings has been planned to mitigate the above impacts as part of the Environmental and Social Management plan prepared for the Kadapa project area.

Objectives of engaging the NGO:

To meet the following objectives APPCB is seeking services of a NGO to implement the social and communication activities for Kadapa site under CBIPM Project.

- To implement the Social Management Plan in the project area in co-ordination with various stakeholders (government and non-government) and affected groups for ameliorating the conditions.
- To create awareness to the neighbourhood community on solid waste management.
- To support Project Affected People (PAPs) to avail the social entitlements.
- To document the project progress and best practices.

Scope of Work is as follows:

- a) Liaison between APPCB and Project stakeholders at Kadapa:**

NGO has to work in close association with APCCB and other Project stakeholders (Municipal Corporation, Civil societies, Rag pickers, Pig rearing community and local residents) so as to meet the objectives and for successful implementation of the project.

b) Implementation of the Environmental and Social Management Plan:

To implement the Environmental awareness and Social Management Plan in Kadapa as per the approved ESMP report. The details of the ESMP report can be obtained from www.apcbipmp.gov.in website of the project.

c) Conduct awareness programmes:

- **General**
 - Organize and conduct awareness programs to the neighbourhood community on the importance of solid waste management.
 - Expand community outreach activities to change community behavior and prevent further pollution in the project area.
- **PAPs**
 - Creating awareness on personal health care and hygiene through training.
 - Awareness on government schemes and its accessibility to PAPs

d) Public grievances redressal mechanism:

As a member in grievance redressal committee, create awareness on the roles and responsibilities of the committee to the public. Establish a mechanism to collect public grievances and to follow up with PIU and other stakeholder departments for Redressal of the same on a regular basis.

e) Formation and institutionalization of PAPs group:

All the PAPs to be organized into Self Help Group (SHG) followed by institutionalization to cater different needs like enhancement of skills for operation and maintenance, finance management, market linkages, opening of bank accounts etc., the NGO has to prepare a guidance document for the sustainability of the SHGs for the benefit of the district administration.

f) Capacity building and vocational training for PAPs:

To conduct a needs assessment for the PAPs for upgradation of skills and place it before the monitoring committee for finalizing at least seven topics (i.e., seven trainings of three days each) of capacity building programmes. The tentative programs in brief are:

- Provide vocational training to support development of alternative professions other than piggery and rag picking.
- Identify and engage resource persons to impart vocational training to the PAPs on selected topics and marketing skills.
- Provide skills training to support overall capacity development in business/trade, leadership & child rights.

- Support PAPs to establish formal group of recyclers and / or producers along their specific economic activities.
- Build capacities of Rag pickers on health, hygiene, sanitation and safety measures to continue the rag picking.
- Provide training (three (3) batches for two (2) days each) for pig rearers by engaging a veterinarian or certified husbandry trainer in safe, controlled, healthy and sustainable pig / animal husbandry.

g) Counseling services:

Counseling services through a qualified counselor to address the psycho social needs of the PAPs. Maintain a counseling register and update it regularly.

h) Facilitate education support to the school age PAPs:

To ensure all children of PAPs attend school by creating awareness to their parents on importance of education. Coordinate with district officials/educational department in support of the cause and its follow up.

i) Facilitate livelihood opportunity to the PAPs:

- Assist in opening of bank account for direct transfer of transition allowances to the eligible PAPs.
- To coordinate with the contractor:
 - To support the contractor on the job training in the use of PPE kit of two batches for two days each and 22 PAPs.
 - Coordinate with the contractor for on job training in the safe and effective use of mechanical equipment for waste sorting for five days (part time) for 20 PAPs.
 - Coordinate with the contractor for temporary employment for 20 PAPs in waste sorting.
- To coordinate with the KMC:
 - To provide alternate employment for at least 20 PAPs in formal and mechanized waste sorting at the new municipal sanitary landfill and compost yard.
 - For providing employment opportunities to the PAPs at the new landfill site and also at the closed land fill in the maintenance of the park.
 - To coordinate with district revenue authorities and Municipal Corporation in providing a pig farm under social entitlements.

j) Onsite and Consultation meetings:

- Organize weekly on site meeting with the PAPs. The concerns and issues have to be brought to the notice of APPCB, Kadapa Municipal Corporation and Contractor.
- To coordinate with Municipal Corporation and organize Grievance Redressal Committee meetings every month
- To coordinate with the consultants in organizing the public consultation meetings as and when required.

k) Facilitate PAPs in availing public schemes:

Ensure proper mobilization of relevant social security entitlements from the Government of A.P. and the Kadapa Municipal Corporation.

l) Social Audit:

Provide support to the client and consultants in conducting social audit.

m) Develop Information, Education and Communication materials:

Develop project related Information, Education and Communication (IEC) materials (flyers, brochures etc., in Telugu and English) and finalize in consultation with APPCB for distribution.

n) Periodic review and report:

Review the activities periodically (i.e., monthly, quarterly, half yearly and annually) and submit a progress report to APPCB.

o) Website updation:

Share event wise reports, photographs and videos to update project website regularly.

List of Activities/Programs/Reports/Deliverables to be organized:

The activities/programs/reports/deliverables includes conducting of training programs, awareness campaigns, etc apart from other works mentioned above. The details of which are as follows:

| Activities | Details | Time line | Reports & Deliverables |
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| Year I: | | | |
| Task 1 – from 1st to 3rd month of works execution: | | | |
| IEC material | Brochures, Posters, flyers, training resource material, flip charts etc., | During the first month of works execution | All IEC material (for all the IEC material unit cost with quality specifications has to be mentioned) |
| Training needs assessment | | During the first month of works execution | Needs assessment report |
| Trainings | Three trainings in safe, controlled, healthy and sustainable pig/animal husbandry. Each training will be of two day duration consisting | During the first month of works execution | Three trainings and training reports |

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| | of 20 PAPs. | | |
| Counselling services to the PAPs | One session every month. | From 2 nd month onwards. | Two counselling sessions. Report and register on counseling services provided to the PAPs. |
| Grievance Redressal Committee meeting | One in a month | From 2 nd month onwards. | Two GRC meetings & meeting minutes. Public grievance redressal status reports. |
| Solid Waste Management Awareness programmes | <ul style="list-style-type: none"> One in Every fortnight to the neighborhood community. | From first month of works execution | Six Awareness programmes and its reports. |
| Onsite consultation meeting with the PAPs. | <ul style="list-style-type: none"> Weekly once | From first month onwards | 12 consultations & its reports |
| Ensure that all children of relocated PAPs have access to proper education | Regularly | From the commencement of services till year end. | Report on PAPs children attending school. |
| Coordinate with the KMC & PCB to provide ID cards to the eligible PAPs. | One time | Immediate after commencement of services. | Records and register of ID cards provided. |
| Support to Client (PCB) to transfer Transition Allowances to the eligible PAPs. | One time | Immediate after commencement of services. | Report/document on Transition Allowances provided to the eligible PAPs. |
| Progress reports | Regularly | Monthly once | Three months progress reports. Process documentation of the project progress along |

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| | | | with best practices / case studies. Photo documentation. |
| Task 2 (from 4th to 8 month of works execution): | | | |
| Trainings | <ul style="list-style-type: none"> • Two trainings one day each on personal health & hygiene to all the PAPs. • One week training on running membership group for three groups with 20 members each. | From 4 th to 8 th month | Three trainings and its reports. |
| Counselling services to the PAPs | One session every month. | From 4 th to 8 th month of works execution. | Five counseling sessions. Report and register on counseling services provided to the PAPs. |
| Grievance Redressal Committee meeting | One in a month. | From 4 th to 8 th month of works execution. | Five GRC Meetings and meeting minutes. Public grievance redressal status reports. |
| Solid Waste Management Awareness programmes. | <ul style="list-style-type: none"> • One in Every fortnight to the neighborhood community. | From 4 th to 8 th month of works execution. | Ten awareness programmes and its report |
| | <ul style="list-style-type: none"> • One mass campaign. | During 7 th month of works execution. | One mass campaign and its report. |
| Ensure that all children of relocated PAPs have access to proper education | Regularly | From the commencement of the project till year end. | Report on PAPs children attending school. |

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| Onsite consultation meeting with the PAPs. | Regularly | Weekly once | 20 consultations & its reports |
| Progress reports | Regularly | Monthly once | 5 months progress reports. Process documentation of the project progress along with best practices / case studies. Photo documentation. |
| Task 3 - From 9th to 12th month of works execution: | | | |
| Vocational trainings | Seven trainings based on the need assessment with each training for three days duration and 15 members each. | From 9 th to 10 th month | Seven trainings & its reports |
| Counselling services to the PAPs | One session every month. | From 9 th to 12 th month of works execution. | Four Counselling sessions. Report and register on counseling services provided to the PAPs. |
| Grievance Redressal Committee meeting | One in a month. | From 9 th to 11 th month of works execution. | Three GRC meetings & its minutes. Public grievance redressal status reports. |
| Solid Waste Management Awareness programmes | <ul style="list-style-type: none"> One in Every fortnight to the neighborhood community. | From 9 th to 12 th month of works execution. | Eight awareness programmes and its reports. |
| Consultation meeting | One meeting with stakeholders (at the end of the year). | During 12 th month. | One consultation meeting & its report. |

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| Ensure that all children of relocated PAPs have access to proper education | Regularly | From the commencement of the project till year end. | Report on PAPs children attending school. |
| Onsite consultation meeting with the PAPs. | Regularly | Weekly once | 16 consultations & its reports |
| Social security entitlements to the PAPs. | | From 9 th to 11 th month of works execution. | Report on PAPs benefited through public schemes/social entitlements. |
| Provide alternate employment to the eligible PAPs. | | During the 11 th month | Report on alternate livelihood opportunity availed by the eligible PAPs. |
| Progress reports | Regularly | Monthly once | Four months progress reports. Process documentation of the project progress along with best practices / case studies. Photo documentation. |

Year II

Task 1 -From 1st to 6th months:

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| Awareness programmes | One in Every fortnight to the neighbourhood community. | From 1 st to 6 th months during post project execution: | Tweleve awareness programmes & its reports. |
| Grievance Redressal Committee meeting | One in a month. | | Six GRC meeting & its minutes. Public grievance redressal status reports. |
| Counselling services | One in a month. | | Six counseling |

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| to the PAPs | | | services & its reports |
| Ensure that all children of relocated PAPs have access to proper education | Regularly | From the commencement of the project till year end. | Report on PAPs children attending school. |
| Progress reports | Regularly | Monthly once | Six months progress reports. Process documentation of the project progress along with best practices / case studies. Photo documentation. |
| Task 2 - From 7th to 12th month during post project execution: | | | |
| Awareness programmes | <ul style="list-style-type: none"> • One in Every fortnight to the neighbourhood community. • One mass campaign. | From 7 th to 12 th month during post project execution | Six awareness programmes and its reports. One mass campaign & its reports. |
| Grievance Redressal Committee meeting | One in a month. | | Six GRC meetings & its minutes. Public grievance redressal status reports. |
| Counselling services to the PAPs | One in a month. | | Six counseling services & its reports |
| Consultation meetings | One meeting with stakeholders (at the end of the year). | During 12 th month | One consultation meeting & its report. |
| Ensure that all children of relocated PAPs have access to proper education | Regularly | From the commencement of the project till year end. | Report on PAPs children attending school. |
| Progress reports | Regularly | Monthly once | Six months progress reports. |

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| | | | Process documentation of the project progress along with best practices / case studies. Photo documentation. |
| Year III: | | | |
| Task 1 (From 1st to 6th months during post project execution): | | | |
| Awareness programmes | <ul style="list-style-type: none"> One in Every fortnight to the neighborhood community. | From 1 st to 6 th month: | Twelve awareness programmes & its reports |
| Grievance Redressal Committee meeting | One in a month. | | Six GRC meetings & its report. Public grievance redressal status reports. |
| Counselling services to the PAPs | One in a month. | | Six counseling services & its reports. |
| Ensure that all children of relocated PAPs have access to proper education | Regularly | From the commencement of the project till year end. | Report on PAPs children attending school. |
| Progress reports | Regularly | Monthly once | Six months progress reports. Process documentation of the project progress along with best practices / case studies. Photo documentation. |
| Task 2 (From 7th to 12th months during post project execution): | | | |
| Awareness programmes | <ul style="list-style-type: none"> One in Every fortnight to the | | Twelve awareness |

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| | neighborhood community. • One mass campaign. | | programmes & its reports |
| Grievance Redressal Committee meeting | One in a month. | From 7 th to 8 th month | Six GRC meetings & its report. Public grievance redressal status reports. |
| Counselling services to the PAPs | One in a month. | | Six counseling services & its reports. |
| Ensure that all children of relocated PAPs have access to proper education | Regularly | From the commencement of the project till year end. | Report on PAPs children attending school. |
| Consultation meetings | One meeting with stakeholders (at the end of the year). | During 12 th month | One meeting & its report. |
| Progress reports | Regularly | Monthly once | Six months progress reports. Process documentation of the project progress along with best practices / case studies. Photo documentation. |

All the above said reports and documents shall be provided in colour hard copies (3copies for draft version and 10 copies of final version) and also in electronic form.

The NGO shall also make presentations to the Project Implementation Unit of APPCB as and when required.

Qualification and Experience:

The NGO should have experience in the area of Community Development in Municipal Solid Waste Management.

- The NGO shall have minimum 5 years of working experience in executing Municipal Solid Waste management related projects with their office located in Andhra Pradesh.
- The team should be headed by Project Coordinator with at least 5 years of related experience and supported by two Field Coordinators with at least 3 years of relevant experience.
- The team should have experience in the field of social and communication activities with rag pickers and pig rearers communities.
- Thorough knowledge in municipality regulations, social welfare schemes and World Bank procedures.
- The details of staff and resources must be provided in the technical proposal.
- Fluency in local language for the staff is essential.

Duration of the Assignment:

NGO support services is sought tentatively for a period of three years (one year during project execution and two years post project execution). As the duration is tentative financial proposals may be given year wise as per the works. During selection the cost for three years will be taken into consideration.