

**TERMS OF REFERENCE FOR COMMUNICATION AND SOCIAL
CONSULTATION OFFICER**

**Under Capacity Building for Industrial Pollution Management Project (CBIPMP)
World Bank**

I. Background

The Ministry of Environmental & 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 States of Andhra Pradesh and West Bengal as pilot project for its likely replication in other states. Andhra Pradesh Pollution Control Board is the implementing agency for the Project for the State of Andhra Pradesh.

II. Project Objective

- (i) To build tangible human and technical capacity in selected state agencies for undertaking environmentally sound remediation of polluted sites and
- (ii) To support the development of a policy, institutional and methodological framework for the establishment of a National Program for Rehabilitation of Polluted Sites (NPRPS)

III. Project Description

The Ministry would provide technical and financial Support for preparation of the rehabilitation plans, including Support in implementing remediation/decontamination of the site(s) and the area affected. To fulfil the task of providing technical and financial Support, MoEF has initiated the project "Needs Assessment for Implementation of Hazardous Waste Management and preparation of National Plan for Rehabilitation of Polluted Sites" under CBIPM Project.

IV. Duration of the Project

- The Duration of the Project is for period of 4 years (up to September 2015).

V. Scope of Work

The role of Communication and Social Consultation Officer will be to follow the process as per the document of the World Bank and link the outputs to the social aspects as part of the studies, facilitate setting up of institutional arrangements for implementation plans and supervision of implementation of plans such as Resettlement Action Plan (RAP).

Communication and Social Consultation Officer shall work in close coordination with the Social Scientist of the APPCB.

The specific responsibilities of the Communication and Social Consultation Officer will be as follows:

1. Providing guidance on the social sustainability and safeguards management aspects and related World Bank policies and procedures for the site area dependents protecting their livelihood as per World Bank Guidelines in OP 4.1.2 and adopt them for downstream and upstream communities of Noor Mohammed Kunta and Kadapa capping sites.
2. Development of social accountability action plan and Public Grievance Redressal Programme involving civil society action groups and NGOs.
3. Coordinating activities on information dissemination/ knowledge related to social sustainability and safeguards for the remediation project and capping project. Develop the policy for such activities.
4. Facilitating preparation of necessary documents related to the social assessment and impact mitigation of the project such as resettlement action plan, livelihood restoration/enhancement plan for rag pickers, community development plan.
5. Preparing TORs for the engagement of agencies/ NGOs required for the implementation of the social plans, Support in their appointment and monitor their performance.
6. Interactions with all communities in the catchment area of the NMK Lake and area around MSW Kadapa site.
7. Coordination with PIU in preparation of annual plans for public awareness and community participation including contents, methods, schedules and costs etc.
8. Monitoring activities of Lake User Groups and Lake Protection Samities / Groups, formed for the purpose of building future users / future stakeholders group
9. Interacting with Citizens Voluntary Committees (CVCs), Community Based Organizations (CBOs), Sarassu Samrakshana Samities (SSS), Resident Welfare Associations (RWAs).

10. Undertaking necessary site visits and participate in field activities of consultants as required and also to carry out detailed social surveys etc as needed.
11. assess possible negative social impacts of the project activities. And help develop timely mitigation action plan.
12. Monitor implementation of the social plans such as RAP and report regularly.
13. reviewing and providing advice on any potential issues related to solid waste management and sanitation activities in the surroundings of lake and catchment, public awareness / public participation programmes, community participation programmes, implementation strategy activities.
14. Building capacity (including training) of implementing agencies, related organizations NGOs, lake volunteers, members of the citizen's Voluntary Committees, Local Community Organizations (NHGs, RWAs, SHGs), rag-pickers etc. in relation to the project needs.
15. Conducting enquiry on complaints/feedbacks received by PIU and prepare resolution report.
16. Identifying the communities affected by the projects for remediation of Noor Mohammed Kunta and capping of the site at Kadapa.
17. Conducting stakeholder analysis. Design information dissemination communication strategy which is pre-emptive, proactive and reactive while dealing with all stakeholders including NGOs and Media.
18. Advocating the Board's stand on the project and maintain a positive relationship with the various stakeholders, especially the Project Affected and Displaced Population (PADP).
19. Preparation of a Communication Plan aimed at promoting the concept of the project and securing the support of target beneficiaries. Correct the language used in all communication material including website for its public acceptability.
20. Design and preparation of information and communication materials/ documents/programmes including trainings manuals, press releases, information booklets, speeches in English and Telugu.
21. Organisation of trainings, workshops, seminars, public consultations and other communication events on behalf of PIU

22. Organisation and coordination of meetings with various stakeholders
23. Ensuring wide publicity of the project concept and benefits through various media.
24. Maintaining contact with all stakeholders and respond to all queries related to the project.
25. Acting as the Public Grievance Officer for the project. Will maintain record of all complaints/queries and feedback received for the project and action taken report.
26. Performing any other relevant work related to the project assigned by the Social Scientist and Project Director.

VI. Qualifications

i. Essential Qualification

Post Graduate degree in Social Work, Sociology/Social Sciences, Master of communication and journalism or in any equivalent discipline related to the social & Communication activities in the project.

ii. Experience

- Minimum 5 years professional experience in infrastructure development and community welfare projects
- Knowledge of social policies and regulations of government of India.
- Knowledge of the World Bank's Environmental & Social Safeguard Policies and Environment and Social Assessment Procedures
- Experience in rehabilitation and resettlement issues
- Should possess good documentation and report writing skills.
- Knowledge of Computers is essential.
- Reading, writing and speaking knowledge of local language is necessary.

VII. Reporting

The Communication and Social Consultation Officer will report to the Social Scientist in the Board.

VIII. Work Term

The assignment is tentatively for a period of 4 yrs purely on contractual basis and co-terminus with the project.