



REQUEST FOR PROPOSALS DOCUMENT

Identification No.: **3 /2015-16**

Selection of CIVIL SOCIETY ORGANISATION (CSO) for:

**“IMPLEMENTATION OF RESETTLEMENT PLANS FOR
MACHHAGAON, PATTAMUNDEI AND HLC-RANGE-1
SUBPROJECTS UNDER OIIAWMIP - PROJECT 2”**

**DEPARTMENT OF WATER RESOURCES,
GOVERNMENT OF ODISHA**

**Project: ORISSA INTEGRATED IRRIGATED AGRICULTURE AND WATER
MANAGEMENT INVESTMENT PROGRAM – PROJECT 2**

October 2015

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Section 1. Letter of Invitation

**GOVERNMENT OF ODISHA
DEPARTMENT OF WATER RESOURCES,
PROJECT MANAGEMENT UNIT, OIIAWMIP**

Identification No.PMU-11/2015-16

Dated: 09.10.2015

**Orissa Integrated Irrigated Agriculture and Water Management Investment
Program (OIIAWMIP) - Project 2.**

**Recruitment of Civil Society Organization for implementation of Resettlement
Plans for Machhagaon, Pattamundei and HLC-Range-1 subprojects**

REQUEST FOR SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSAL

1. The Government of Odisha, through the Government of India, has applied for a loan from the Asian Development Bank (ADB) for the Orissa Integrated Irrigated Agriculture and Water Management Investment Program (OIIAWMIP) Project 2. The Executing Agency is the Department of Water Resources, Government of Odisha.

2. The Chief Engineer-cum-Project Director, Project Management Unit (PMU) of OIIAWMIP, Department of Water Resources, Government of Odisha now invites Technical and Financial proposal for **Implementation of Resettlement plans for Machhagaon, Pattamundei and HLC-Range-1 subprojects** from reputed national level Civil Society Organization (CSO) having extensive experience in managing and implementing resettlement and rehabilitation activities to assist in implementing the Resettlement Plans (RPs). The CSO may go for a joint venture, consortium or association to enhance their qualifications.

3. The CSO must be an established organization registered with the Government, operating minimum for last 5 years and should have minimum one year of RP implementation experience.

4. Project Information:

Extension, Renovation, and Modernization (ERM) works of HLC Range-I, Machhagaon Canal, and Pattamundai Canal are among other works covered under Project-2 of OIIAWMIP. Detail information is available in Terms of Reference attached to RFP document.

The Civil Society Organization (team) will assist in implementing the resettlement plans (RPs) in timely manner in Machhagaon, Pattamundei and HLC Range-I sub-projects.

5. Scope of Works

The CSO team will assist the project management unit (PMU)/ Sub-project Implementation Office (SIO) in implementing the RPs, but will also work closely with: (i) local revenue officer responsible for impacted areas, (ii) grievance redress committee (GRC) and (iii) Affected Persons (APs) as well as the Panchayats. The

team will be responsible for taking up the activities details of which are given in the TOR given in RFP document.

7. The Project Management Unit (PMU) will manage the CSO Services Contract. The Technical proposals received in prescribed format given in RFP document only will be evaluated and a short list of qualified CSOs will be prepared. Financial proposals of the qualified CSOs will be opened and evaluated to select the lowest responsive CSO to undertake the work.

8. Interested CSO may obtain more information, detailed RFP documents stipulating the Firm's eligibility and information to be provided by them and detailed Terms of References (TORs) from office of the Chief Engineer-cum-Project Director, PMU (OIIAWMIP), 5th Floor Rajiv Bhawan, Department of Water Resources, Government of Odisha, Bhubaneswar during office hours (i.e. 10.00 to 17.00 hours) of all working days between **09.10.2015 and 28.10.2015**. The RFP documents containing standard format and other information are also available in the official website of Govt. Of Odisha -www.dowrodisha.gov.in until **28.10.2015**. A Pre-Submission of RFP Meeting will be held on **17.10.2015** at 11.00AM in the Conference hall of the office of the Chief Engineer-cum-Project Director, PMU (OIIAWMIP). Interested CSOs may attend and obtain clarification on the requirements for submission of the Proposals.

9. Experienced and competent CSOs are invited to submit sealed Proposals at the address given below both in hard and soft (electronic-CD) copy by **28.10.2015** up to 3.00 PM. Late submission of EOIs by post or other means will not be considered for opening (the Department will not be responsible for any lapses or delays in postal delivery). The Proposals so received in the Tender boxes shall be opened on **28.10.2015** at 3.30 PM in the office of the undersigned in presence of the CSO's authorised representatives, if any, who wish to attend. If the office happens to be closed on the last date of submission and opening of RFPs as mentioned above, the RFPs will be received and opened on the next working day at the same time and same venue.

The undersigned reserves the right to accept or reject any or all Proposals or cancel the invitation without assigning any reason thereof.

**Chief Engineer-cum-Project Director, PMU (OIIAWMIP),
Department of Water Resources, Govt. of Odisha,
5th Floor, Rajiv Bhawan, Bhubaneswar- 751001, Odisha, India.
E-mail: cepdpmu@gmail.com
Tel: +91- 674- 2391275 Fax: 0674- 2391475.**

Section 2. Technical Proposal – Standard Forms

Form TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the CSO services for [Insert title of assignment] in accordance with your Request for Proposals dated [Insert Date] and our Proposal. “We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope” or, if only a Technical Proposal is invited “We hereby are submitting our Proposal, which includes this Technical Proposal only in a sealed envelope.”].

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- (b) Our Proposal shall be valid and remain binding upon us for the period of 90 days.
- (c) We have no conflict of interest.
- (d) We meet the eligibility requirements.
- (e) Neither we, nor our JV/associate partners/ sub-consultants or any of the proposed experts prepared the TOR for this consulting assignment
- (f) We undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts may lead to the termination of Contract negotiations.
- (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (h) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than 15 days.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant (company's name or JV's name): _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

Form TECH-2

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables ¹ (D-..)	Weeks												
		1	2	3	4	5	6	7	8	9	n	TOTAL	
D-1	1) Inception Report													
D-2	2) Updating of AP Database and Creation /Computerization of Database and AP Files													
D-3	3) Monthly Progress Report-1													
D-4	4) Identification of Aps and Issuance of Identity (ID) Cards													
D-5	5) MonthlyProgress Report-2													
D-6	6) Information Campaign on Resettlement Entitlements													
D-7	7) Monthly Progress Report-3													
D-8	8) Completion of distribution of Income Restoration Assistance													
D-9	9) Completion of assistance for Relocation													
D-10	10) Completion Report													

- 1 List the deliverables with the breakdown for activities required to produce them and other critical benchmarks/milestones such as the Client's approvals/timeframes. For phased assignments, indicate the activities, delivery of reports, and benchmarks/milestones separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart (incl. Client Approval timeframes, as req'd and legend to help read the chart).

Form TECH-3
TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

N°	Name, Nationality and DOB	Expert's input (in person/month) per each Deliverable (listed in TECH-2)								Total time-input (in Months)	
		Position	M-1	M-2	M-3	M-4				Field	Total
KEY EXPERTS											
1.		TL/Lively-hood Specialist									
Subtotal											
NON-KEY EXPERTS											
1.		RIW-1									
2.		RIW-2									
3.		RIW-3									
4.		RIW-4									
5.		RIW-5									
6.		RIW-6									
7.		RIW-7									
8.		RIW-8									
9.		RIW-9									
10.		RIW-10									
11.		RIW-11									
12.		RIW-12									
13.		RIW-13									
14.		RIW-14									
15.		RIW-15									
16.		Accountant/ Office Assistant (part time)									
Subtotal											
Total											

1 For Key Experts, the input should be indicated individually for the same positions



Part time input



Full time input

**Form TECH-3
(CONTINUED)**

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Firm	<i>Insert name of firm proposing the expert</i>
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Citizenship	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, *type of employment (full time, part time, contractual)*, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 2 in which the Expert will be involved}	

Expert's contact information: (e-mail....., phone.....)

Certification:

I, the undersigned, certify to the best of my knowledge and belief that

(i) This CV correctly describes my qualifications and experience

(ii) I am not a current employee of the Executing or the Implementing Agency

(iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH 3 provided team mobilization takes place within the validity of this proposal.

(iv) I was not part of the team who wrote the terms of reference for this CSO services assignment

(v) I am not currently debarred by a multilateral development bank

(vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the {name of project and contract}. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.

If CV is signed by the firm's authorized representative:

(vii) I, as the authorized representative of the firm submitting this Proposal for the {name of project and contract}, certify that I have obtained the consent of the named expert to submit his/her CV, and that s/he will be available to carry out the assignment in accordance with the implementation arrangements and schedule set out in the Proposal, and confirm his/her compliance with paras (i) to (v) above.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of expert or authorized representative of the firm]⁴ Day/Month/Year

Full name of authorized representative:

⁴ This CV can be signed by a senior representative of the Consultant provided during proposal submission. If the Consultant's proposal is ranked first, a copy of the CV signed by the expert and/or specialist must be submitted to the Client prior to the commencement of contract negotiations.

Section 3. Financial Proposal - Standard Forms

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

NOTE: The authorized representative of the CSO who signs the Proposal is advised to initial all pages of the original Financial Proposal.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Remuneration

FIN-4 Other Expenses, Provisional Sums and Contingency

Form FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the CSO services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Insert amount(s) in words and figures}, [*Insert “including” or “excluding” of all indirect local taxes*]. The estimated amount of local indirect taxes is {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

Commissions, gratuities or fees paid or to be paid by us to an agent or any other party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agent(s)/Other party	Amount and Currency or Gratuity	Purpose of Commission
_____	_____	_____
_____	_____	_____

{If no payments are made or promised, add the following statement: “No commissions, gratuities or fees have been or are to be paid by us to agents or any other party relating to this Proposal and, in the case of award, Contract execution.”}

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

Form FIN-2 Summary of Costs

<i>Item</i>	<i>Cost in INR</i>
Competitive Components	
Remuneration, Key Experts	
Remuneration, Non-Key Experts	
Reimbursable Expenses	
Sub-Total	
Non-Competitive Components	
Provisional Sums	0
Contingency	1,51,350
Sub-Total	1,51,350
<u>Total Cost of the Financial Proposal</u>	
(i) {insert type of tax e.g., VAT or sales tax }	
(ii) {insert type of tax }	
<u>Total Estimate for Indirect Local Tax:</u>	

Form FIN-3 Breakdown of Remuneration

No.	Name & Position (as in TECH-3)	Firm & Nationality	Person-month Remuneration Rate	Time Input in Person/Month (from TECH-2)	Total Cost in INR
	KEY EXPERTS				
1					
Total Costs: Key Experts					
NON-KEY EXPERTS					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16.					
	Total Costs: Non-Key Experts				
TOTAL COSTS: KEY AND NON-KEY EXPERTS					

Form FIN-4 Breakdown Of Other Expenses, Provisional Sums and Contingency

Type of Expenses, Provisional sum and Contingency	Quantity	Unit	Currency	Unit Price	Total Amount
Reimbursable Expenses					
<i>Per Diem of TL for visiting sub project area tours</i>	60 Days	day	INR		
<i>Conveyance Allowance for TL to work in the project area</i>	4	Person Month			
<i>Travel Expenses of TL for visiting sub project area tours</i>	60	day			
<i>Internent and Telephone</i>	4	Person Month			
<i>Communication (Postage /fax/ Courier</i>	4	Person Month			
<i>Office Supplies (Office Stationary)</i>	4	Person Month			
<i>Consumable -Printer Cartridge/ Ribbon/ink</i>	4	Person Month			
<i>Photocopies</i>	4	Person Month			
<i>Inception Report (6 copies)</i>	1	number			
<i>Monthly Progress Report- 6 copies</i>	3	number			
<i>Final Project Completion Report-12 copies</i>	1	number			
<i>Computer with operating system Software</i>	1	number			
<i>Printer</i>	1	number			
<i>Digital Camera</i>	6	number			
Sub-Total: Reimbursable Expenses					
Provisional Sums					0
Sub-Total: Provisional Sums					0
Contingency					1,51,350
Total: Reimbursable Expenses + Provisional Sums + Contingency					

SECTION-4: TERMS OF REFERENCE

Civil Society Organization (CSO) for Implementing Resettlement Plan

A. Project Background

1. The Orissa Integrated Irrigated Agriculture and Water Management Investment Program (OIIAWMIP), being funded by the Asian Development Bank (ADB) through sector lending approach over a span of ten years, aims to reduce rural poverty levels in the State by improving agriculture sector productivity and enhancing rural incomes.
2. Machhagaon, Pattamundai and HLC Range-1 subprojects of Tranche 2 are classified under category A for involuntary resettlement in accordance with ADB's Safeguard Policy Statement (SPS) 2009.
3. The renovation work under the Machhagaon sub-project, under Jagatsinghpur Irrigation Division, administered by 4 sub-divisions will be strengthened to provide irrigation to 34,870 ha benefiting 342 villages. The project would affect 900 structure units (comprising 338 residential and 473 commercial structure units representing as many households and 89 common property structures) located adjacent to the Machhagaon main and distributaries canal system. The land belongs to DoWR, GoO. But local people and some migrants are encroached upon and earning their livelihood through it. A detailed Encroachment Enumeration Survey (EES) as part of the census survey was undertaken between October to December 2012 covering all the structure units getting affected in Machhagaon canal system.
4. In the Pattamundai subproject the renovation work involves strengthening and widening of the existing embankment. The project would affect 864 households (Residential 131 units and 702 Commercial units and 10 common property structures are standing on the canal embankment illegally) living on and adjacent to the Pattamundai canal system is falling under two divisions: Mahanadi North Division and Kendrapada Irrigation Division. A detailed EES census survey was undertaken between December 2012 and January 2013.
5. Also in the HLC-Range-1 subproject the renovation work involves strengthening and widening of the existing embankment to provide irrigation to 13,790 ha benefiting 112 villages. The project would affect 400 structure units (including 164 residential structure units, 138 Commercial structure units and 98 common property structure units) located adjacent to the HLC-Range-1 main and distributaries canal system. HLC-Range-1 subproject canal systems are falling under two irrigation divisions: Jaraka Irrigation Division and Mahanadi North Division. A detailed EES as part of the census survey was undertaken between March 2013 and April 2013.

The resettlement plans for the project are available at PMU and respective Executive Engineer's office as well as on ADB's website (www.adb.org). Summary information on the different affected units is given below:

Table 1: Summary of Tranche-II RP Implementation

Sl. No	Name of Subprojects	Affected Category			Total
		Residential	Commercial	CPRs	
1	HLC-Range-1 (0-10 km)	79	45	28	152
1.a	HLC-Range-1 (10-53 km)	85	93	70	248
2	Machhagaon	338	473	89	900
3	Pattamundai (0-37 km)	20	349	10	379
3.a	Pattamundai (37-80 km)	111	353	21	485
Total (Nos)		633	1313	218	2164

6. RP implementation in the respective subprojects will be closely monitored by the EA through PMU and at each SIO through a Social and Environment Implementation unit (SEIU). The monitoring mechanism will have a two-tier system i.e. Internal Monitoring and External Monitoring.

7. Internal project monitoring and evaluation will be carried out by PMU/SIO and the CSO, covering the implementation progress as well as any updates of the RPs

B. Objective :

8. The CSO (team) will assist the Project in implementing the resettlement plans (RPs) in timely manner

C. Scope of Works

9. The team will assist the project management unit (PMU)/ SIO SEIU in implementing the RPs, but will also work closely with local revenue officer responsible for impacted areas, Grievance Redress Committee (GRC) and Affected Persons (APs) as well as the Panchayats. The team will be responsible for taking up the following key or main activities details are given in Annex 1):

- (i) Confirm the RP no longer needs to be updated, with assistance of the local revenue officer and engineer, verify the information already contained in the census and socio economic survey of the RP to ensure that all APs are well recorded.
- (ii) Assist the PMU/SIO SEIU in preparing working plan for implementing the RPs that includes plan for releasing compensation by block areas or village.
- (iii) Assist the PMU/ SIO, with close coordination of local village officer, in organizing public meeting and regular meeting with APs, in disclosing summary RPs that are translated into local language to ensure that APs have been given a full information related with the RPs and the plan to implement the RPs, and assist in disclosing the list of eligible APs in prominent public places, and record minutes of all meetings with APs.

- (iv) Assist PMU/SIO in fixing the target date for payment in coordination with APs and responsible department
- (v) Assist EE/PMU in preparation and distribution of the entitlement identity cards to the identified APs. The identity card should include a photograph of the AP, the brief summary of loss suffered due to the project, and the choice of the AP with regards to the mode of compensation and assistance.
- (vi) Assist the SIO/SEIU in design/preparing the compensation transactions database/records of APs in all with APs to enable to provide current data and status/progress report to the PMU in a timely manner on which areas have been cleared/completed in terms of compensations and allowance have been fully paid.

10. In close coordination with and support to project officers (SIOs, PMU, others), assist APs in the following manner:

- (i) Educate the APs on their rights to entitlements and obligations.
- (ii) Ensure that the APs are given the full entitlements due to them, according to the entitlements in the RP.
- (iii) Provide support and information to APs for income restoration.
- (iv) Explain to the APs the provisions of the policy and the entitlements under the RP. This will include communication to the squatters and encroachers about the need for their relocation either by self or with project assistance, the timeframe for their relocation and their entitlements.
- (v) Assist in ensuring a smooth helping the APs to take salvaged materials and shift.
- (vi) Assist the APs in opening bank accounts explaining the implications, the rules and the obligations of a bank account and how s/he can access the resources s/he is entitled to.
- (vii) In addition to counseling and providing information to APs, the consultant will carry out periodic consultation with APs and other stakeholders and convey minutes/outcomes to the SIO's.
- (viii) Make the APs aware of the existence of the Grievances Redress Committee.
- (ix) Assist the APs in preparation of related grievances for redress through the GRC set up for the subproject.
- (x) Help the APs in registering their grievance, if any, and assisting and accompanying APs at the GRC meetings.
- (xi) Record the grievance and bring it to the notice of the GRC within the required days as stated in the grievance redress procedure.
- (xii) Assist APs during the GRC meeting to express his/her grievance in a formal manner, if necessary and requested by the GRC and again inform the APs of the decisions taken by the GRC within 3 days of receiving a decision from the GRC.

D. Reporting Deliverables or Outputs:

11. Submit an inception report within 3 weeks; on signing up of the contract including a work plan for the whole contract period and staffing and personnel deployment plan.
12. Prepare information on monthly progress in implementing the RPs to be included in the project quarterly progress report and submit to PMU.
13. Submit a completion report at the end of completing the RPs' implementation, with a presentation to PMU, if required, to expedite approval/acceptance.

E. Timeframe for Services

14. The work is scheduled to start in November 2015 and will continue for a period of 04 months to February 2016.
15. The CSO should be fully prepared in terms of all logistics support to tackle and carry out the activities and tasks described in sections C and D above; and maintain management records/documentation to minimize any disputes/misunderstandings.

G. Team Qualification

16. The RP implementation team should have a team of professionals for assisting the executing agency in implementing the RP. The CSO and its team members should have had prior experience in implementing RP.
17. The CSO to be selected for the tasks must have proven experience in resettlement planning and implementation. Specifically, key quality criteria include:
 - Experience in direct implementation of programs in local, similar and /or other states;
 - Availability of trained staff capable of including APs in to their programs;
 - Competence, transparency and accountability based on neutral evaluations, internal reports, and audited accounts; and
 - Integrity and experience to represent vulnerable groups against abuses and demonstrable mandate to represent local groups.
 - Demonstrated experience in computerizing and managing resettlement-related database,
 - Experience in resettlement survey, planning, monitoring and evaluation.
18. The CSO chosen will have to agree to the terms and condition under the RP. The following minimum staff will be necessary for smooth and effective implementation of the RP within the timeframe:
 - Team Leader/ Livelihood Specialist (1)
 - Resettlement Implementation Worker (15, three on an average per RP)

Other supporting staff may be required. CSOs submitting proposals may recommend the detailed team.

19. Qualification and Experience:

(i) The Team Leader/ Livelihood Specialist must have master's degree in social science (preferably economics, sociology, anthropology, development studies and must have at least 5 years prior experience in involuntary resettlement operation and management as well as livelihood development of displaced project affected persons. Experience in RP implementation and livelihood development in Odisha is preferable. Proficiency and experience of using appropriate computer software/programs as well as Odiya language is desirable.

(ii) The Resettlement Implementation Worker must have a bachelor's degree in social science (sociology, anthropology, development studies or similar and must have at least 2 years prior experience in involuntary resettlement operation and or livelihood development activities. Experience in RP implementation and or livelihood development in Odisha is preferable. Must have capacity to read, write and speak Odiya language.

20. Interested CSO should submit proposal for the work with a brief statement to the approach, methodology, and work plan to carry out the tasks. The proposal should include:

- (i) Relevant information concerning previous experience on resettlement implementation and preparation of reports.
- (ii) The proposal should also include samples of ID cards, information brochures, AP files etc. to be used during the implementation phase.
- (iii) The work plan must address training and mobilization of resettlement workers.

21. The CSO must be an established organization registered with the Government.

H. Payment:

Team Leader cum Livelihood Specialist will submit "monthly time sheets" of key professional and Resettlement Implementation Workers indicating the daily activities done and presence in the assigned area countersigned by the respective Executive Engineers (regarding the successful delivery of inputs by individual team member) to the Chief Engineer cum Project Director along with the monthly invoice .

Payments to the CSO will be made as per the Table- 2 Deliverables and Payment schedule.

Table 2: Deliverables and Payment Schedule

Activity No.	Deliverables	Timeline	Payment (% of Total)
1.	Inception Report.	3 weeks from start date	10%
2.	Updating of AP Database and Creation/Computerization of Database and AP Files.	4 weeks from start date	10%
3.	Monthly Progress Report-1, including report on Grievance Redress	End of 1 st month	10%

Activity No.	Deliverables	Timeline	Payment (% of Total)
4.	Identification of AP sand Issuance of Identity(ID)Cards.	8 weeks from start date	10%
5.	Monthly Progress Report-2, including report on Grievance Redress	End of 2 nd month	10%
6.	Information Campaign on Resettlement Entitlements.	6 weeks from start date	10%
7.	Monthly Progress Report-3, including report on Grievance Redress	End of 3 rd month	10%
8.	Completion of distribution of Income Restoration Assistance (Entitlement)	16 weeks from start date	10%
9.	Completion of assistance for Relocation	16 weeks from start date	10%
10.	Completion Report Submission and PMU Approved	End of assignment	10%

I. CSO's Office and Equipment:

The CSO shall be provided with office space at SIOs including furniture and utilities for conducting efficient and coordinated performance of its Services.

All the team members shall be deployed at these offices as specified in the Staffing Schedule.

The CSO shall mobilize and demobilize its team members with the prior concurrence of Chief Engineer-cum-Project Director, PMU and shall maintain the time sheet/ attendance sheet of all Personnel. These time sheets/ attendance sheets shall be made available to the Authority as and when asked for and a copy of such record shall be submitted to the Authority at the end of each calendar month countersigned by the respective EEs.

After completion of Program the equipment and other items purchased under Program shall be handed over to the PMU.

J. Data, Local Services, Personnel, and Facilities to be provided by the Client

- Office space including furniture and utilities.
- Access to relevant reports, studies, data, photographs, maps, and institutions,
- Counterpart staff to work with the Consultants
- Other logistics support for carrying out fieldwork, including permission to use facilities such as Guest Houses, payable at the official rates, where possible, in connection with their official duties.

Annex -1

Detailed Activities for the CSO Team

(i) Information Campaign on Resettlement Entitlements

The CSO will design, plan and implement an information campaign in the affected area primarily to inform the APs about the entitlement policy and how to avail the irrespective entitlements. In particular, the CSO will be responsible for undertaking a public information campaign at the project area to inform the affected persons regarding:

- The likely consequences of the project on the communities;
 - The R&R policy and entitlements;
 - Assist APs in getting the compensation for their properties acquired for the project;
 - Ensure proper utilization by the APs of various grants available under the R&R package.
- I. The CSO will be responsible for advising the APs on how best to utilize any cash that may be provided under the RP, with emphasis placed on using such funds in a sustainable way e.g. purchasing replacement land for that acquired.
 - II. The campaign would include measures such as distribution of information booklets, leaflets, notice and other materials among the APs, community meeting, public announcements, and any other measures necessary to provide information to all the APs.

(ii) Identification of APs and Issuance of Identity (ID) Cards

- III. The CSO will identify and verify APs on the basis of the resettlement census survey carried out and will facilitate the distribution of ID cards.
- IV. This work will include identification of APs based on a census survey, preparation of ID cards, taking photograph of APs in the field, issuance of ID cards to APs and updating of ID cards, if required. An identity card would include a photograph of the AP, his/her socio-economic profile and vulnerability, the nature and extent of loss suffered due to the project construction, and the choice AP with regard to the mode of compensation and assistance (if applies as per the RP).
- V. The CSO shall prepare a list of APs, enlisting the losses and the entitlements as per the RP, after verification. During the identification and verification of the eligible APs, CSO shall ensure that each of the APs are contacted and consulted either in groups or individually. The CSO shall especially ensure consultation with vulnerable groups namely (a) those who are below the poverty line (BPL); (b) those who belong to scheduled castes (SC), scheduled tribes (ST); (c) female-headed households (FHH); (d) elderly and (e) disabled persons.

(iii) Updating of AP Database and Creation / Computerization of Database and AP Files.

- VI. The CSO will be responsible for updating and preparing a comprehensive computerized database containing the data structure, trees and other affected properties of the APs which will be used to prepare AP files and entitlements cards (EC). The database will contain information from land records and resettlement census data. The AP and EC will be used for making payments of entitlements to the APs and monitoring the progress of resettlement work.

(iv) Participation in Grievance Redress

- VII. The CSO will play a key role in assisting the APs in presenting their grievances or queries to the Grievance Redress Committee (GRC) which will be established at the SEIU level with the primary objective of providing a mechanism to mediate conflict and cut down on lengthy litigation.

(v) Income Restoration

- VIII. The CSO will also play a key role in providing income restoration assistance to the affected households losing their primary sources of livelihood / income as a result of the Project. The CSO shall undertake consultations with the affected households on finalizing the skills training and also undertake a market feasibility survey to ascertain the feasibility of the skills being imparted to those affected. Based on the outputs of these, the CSO will plan out livelihood restoration activities as per it. Emphasis will be paid on the vulnerable groups such as female headed households, SC & ST households, poor etc.
- IX. In addition the CSO would also be responsible for liaising with the various government departments, in order to create linkup between the existing government schemes and the affected groups.

(vi) Relocation assistance

- X. The CSO shall facilitate the process of relocation of the affected households getting displaced as a result of the project as per / in keeping the RP.