

Advertisement for Hiring of an NGO for implementation of the CRTDP for the Lower Kopili Hydro Electric Project (LKHEP) at Longku, Dima Hasao, Assam

Assam Power Generation Corporation Ltd (APGCL) under its Assam Power Sector Investment Program – Tranche 3 is proposing to develop the Lower Kopili Hydro Electric Power Project (LKHEP) in Assam. APGCL has prepared a Combined Resettlement and Tribal Development Plan (CRTDP) and is interested in hiring an NGO to assist in implementing the CRTDP over a period of 48 months.

In this regard APGCL invites interested NGOs with experience in Resettlement and Rehabilitation to submit their Expression of Interest (EOI) to the Project Director, LKHEP, 3rd Floor, Bijulee Bhawan, Paltan Bazar, Guwahati-01.

The detailed Terms of Reference (TOR) including the scope of services can be accessed from the website of APGCL–www.apgcl.org. For any further clarifications please contact the undersigned.

EOI will be received till 15:00 hours, 30.11.2018.

Sd/
Project Director,
Lower Kopili H.E. Project

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Assam Power Generation Corporation Ltd (APGCL)

Assam Power Sector Investment Program-Tranche 3 Lower Kopili Hydro Electric Project



**Terms of Reference for hiring
of
Non-government Organization
(NGO)**

November 2018



**Project Director, APGCL, LKHEP
3rd Floor, Bijulee Bhawan, Guwahati – 1, Assam
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Combined Resettlement Tribal Development Plan (CRTDP) Implementation

Terms of Reference for hiring of Non-government Organization (NGO)

Introduction

1. The Assam Power Sector Investment Program (henceforth termed as The Investment Program) is intended to finance a series of investments in the state of Assam, India including generation capacity enhancement to transmission and distribution infrastructure development. The Investment Program will also finance a number of “softer” activities, including improvements of power utility companies in operational and financial capacity, and training. The funding will be extended via a Multi-tranche Financing Facility (MFF) of Asian Development Bank (ADB). The objectives of the investment will be to achieve increased adequacy and efficiency of power system, including renewable energy in Assam
2. Providing reliable, adequate, and affordable electricity remains a major challenge. This can be achieved only by expanding the state’s own generation portfolio, improving the efficiency of existing generation plants reducing the transmission and distribution losses, and improving the institutional capacities. The government has prepared a transmission and distribution investment plan for the 12th Five Year Plan (FYP) for 2012-2017. The Government’s power sector roadmap also aims to achieve 100% village electrification by the end of 12th FYP and attend 100% system access by 2020. ADB’s India Country Partnership Strategy (CPS) for 2013-2017 continues with the same approach. First, by strengthening transmission and distribution networks to reduce technical and commercial losses and improve the financial health of state utilities; and second, by focusing on capacity issues. The new investment Program is consistent with government’s policies and strategies. It is also consistent with ADB’s ongoing CPS. Additionally, sustained partnerships between ADB and Assam Utilities will help sector reforms to be on track.
3. The activities under Tranche 3 will finance the construction of a 120 MW hydro power plant including all associated transmission lines.

Objectives

4. The main objective of the implementing NGO will be to engage with the affected communities and ensure implementation of the CRTDP along with the APGCL.

Project Description

5. The concept of the Kopili River Valley development goes back to the 1980s. Various agencies including the Assam State Electricity Board (ASEB), the North Eastern Electric Power Corporation Limited (NEEPCO), and APGCL have contributed to the development of the project plan. ASEB conducted an initial investigation on the suitability of constructing a hydroelectric project on the Lower Kopili river and prepared a preliminary project plan. In 1996, the Government of Assam (GoA) handed over the project development to the NEEPCO. It prepared a detailed project report (DPR) revising the previous reports and obtained clearances from various directorates of the Central Electricity Authority (CEA) and the Central Water Commission (CWC) for several project Components. The GoA in 2006 appointed APGCL to finalize the project plan and to implement it.
6. The Kopili River is a south bank tributary of the Brahmaputra River. It originates in the Meghalaya State's Borail Hill range and drains an area of about 16,421 sq.km. Its basin is bound by the Jaintia Hills in the West and South Cachar and Mikir Hills in the East. The catchment of the Kopili River lies on the leeward side of the Borail, Khashi and Jaintia Hills range of the Meghalaya state. The river basin receives a good amount of rainfall which keeps it as a perennial river. The river basin comprises denuded hills, low mounds and narrow valleys that generally slope towards northeast. The highest elevation is 356m just beyond the southern boundary of the proposed reservoir of LKHEP. Slopes are gentle and mostly covered with bushes and trees. The soil is cohesive and sporadic rock exposures occur on the banks of the Kopili River and its natural canals.
7. Lower Kopili Hydro Electric Project is one of the proposed multi-stage development programs on the Kopili River valley. The river already has two hydroelectric power projects upstream of the proposed LKHEP site, Khandong 75 MW HEP served by the Khandong Reservoir and Kopili 200 MW HEP served by the Umrong Reservoir. The proposed LKHEP will generate 110 MW power. It is designed as a storage reservoir scheme. The project is located in the Karbi Anglong and Dima Hasao autonomous Districts.
8. The water sources of the proposed Lower Kopili Hydroelectric project are (a) tailrace releases from the Kopili Power station at Umrong, (b) inflow from intermediate catchment between Khandong and Longku dam sites; and (c) the spill from the Khandong and Umrong Reservoirs. However, the operation of the proposed LKHEP will be independent of the operations of the Khandong and Kopili power stations.
9. The dam of LKHEP will be constructed in the vicinity of the Longku village in Karbi Anglong autonomous district. The dam will form a reservoir with a gross storage of 106.29 MCM. The concrete gravity dam will be 70.13 m tall and 345.05 m long. The Full Water Supply Level (FSL) of the reservoir will be 229.60 m and the minimum draw down level will be 226.00m. The other project infrastructure components are the intake structure 35 m upstream of the Lower Kopili dam; headrace tunnel of 7.25 m diameter and 3603 m long, surge shaft with a diameter 25 m and at a height of 82.90 m; pressure shaft of 5.2m internal diameter and concrete backfill for a length of 703m; valve house, a surface power house; tail race channel of 52 m length and

26.3 m width ; auxiliary power house; tail race channel of 52 m length and 26.3 m width; auxiliary power house at the dam-toe embedded into the body of the dam.

10. The project Socio-economic Impacts: Civil works to be undertaken for construction of the lower Kopili Hydro Electric Project entails acquisition of land belonging both to government and private owners and thereby having an impact on Involuntary Resettlement. As per ADBs requirement and policy of the Government of India, a combined Resettlement and an Indigenous Peoples Plan (IPP) has been prepared for the Lower Kopili Hydro Electric Project for rehabilitating the affected people. This document has been termed as the Combined Resettlement and Tribal Development Plan (CRTDP). The Land requirement component wise is given in Table 1.

No.	Project Components	Area (ha)
1.	Project infrastructure (Powerhouse, dam and key installations)	355
2.	Reservoir	552
3.	Roads, buildings and project facilities	72
4.	Relocation site for 18 physically displaced households and the project township	75
5.	Land for other purpose (recreational facilities, helipad etc.)	523
Total		1577

11. Land acquired from the two Districts covering 16 villages is detailed in the Table 2.

District	Forest land(ha)	Revenue land (ha)	Total (ha)
Dima Hasao	478	909	1387
Karbi Anglong	45	145	190
Total	523	1054	1577

12. Number of households by category of displacement due to the project land Acquisition are 1831 as indicated in Table 3.

District	Economically Displaced	Economically and Physically Displaced	Total
Dima Hasao	1,582	18	1,600
Karbi Anglong	231	00	231
Total	1813	18	1831

Scope and Activities

13. In order to address the adverse socio-economic impacts accrued to the families within the defined project area the APGCL is proposing to engage an NGO to assist in implementing the CRTDP and facilitate the complete process of Resettlement and Rehabilitation and land acquisition so that land is available to the APGCL to construct the hydropower plant as designed.

NGO Activities

14. The main scope of the assignment is for the NGO to support and facilitate the implementation of the CRTDP on along with the APGCL. The detailed scope will include:
- a. The NGO will carry out a social assessment updation activity of the affected families in order to establish the category and extent of impact at the implementation stage of the proposed Kopili hydropower project.
 - b. The NGO will engage with the local communities in disseminating the project benefits and the CRDTP benefits designed for them.
 - c. The NGO will assist the APGCL, the revenue authorities of NCHAC and KAAC and the Village Development Councils in identification and acquisition of land for all components and associated components of the Kopili hydropower project development. The associated components include the access roads, internal roads, transmission lines and other physical developments under the project that may require any land acquisition or resettlement and rehabilitation issues whatsoever including physical and economic impact or displacement.
 - d. The NGO will facilitate the process of Notifications and assisting the landowners during Land Acquisition verification and enquiries along with the APGCL Officials and other relevant subject Experts working on behalf or as part of the APGCL team like the Project Management Consultant, Contractors, third part Monitoring and Evaluation agency, and any other agency that may be involved during the implementation of the project.
 - e. The NGO will support and facilitate the affected families in opening bank accounts and help them in arranging necessary documents to enable them to avail compensation and Resettlement and Rehabilitation benefits.
 - f. The NGO will help APGCL in:
 - i. The NGO will prepare a detailed micro plan for each family based on the CRTDP and the updated socio-economic data for the affected families.
 - ii. the process of identification of the accurate affected families
 - iii. disbursement of compensation to the affected families,
 - iv. facilitate in providing the appropriate Rehabilitation and Resettlement (R&R) assistances,
 - v. mapping existing skills and conducting the need assessment of the skills required for various economic or income generating options to the affected families,
 - vi. consultations, discussion and finalising the options selected by the affected families,
 - vii. arrange for the training and certification of the income generating activities as per the opted skill training by the affected families,
 - viii. enable financial institutions for funding for establishing the income generating enterprises or arrange for placement for the affected family members that have obtained skills into jobs,

- ix. The NGO will be responsible for disclosure of information and carrying out meaningful Consultations with affected persons (APs) on a continuous basis through their contract period at the site.
- x. The NGO will also support APGCL in implementation of the Gender Action Plan (GAP).
- xi. Disseminate information to the APs on the Resettlement Plans, land acquisition and R&R, entitlements, procedure for disbursement of compensation and other assistances, time frame for implementation, roles and responsibilities of various agency and grievance redress mechanism (GRM). Preparation of IEC materials like posters, banners, pamphlets, leaflets, etc., in the local language to disseminate information on the provisions of CRTDP, GRM and roles and responsibilities of implementing partners to ensure transparency and accountability.
- xii. The NGO will carry out ongoing consultation throughout the RP implementation period. In addition to one to one consultation through home visit to the Affected families.
- xiii. The NGO will conduct community consultation meetings; focus group discussions, key informant interviews, etc., with the affected persons and other stakeholders (both community and institutional). Separate consultation will be organized by NGO only for women and female headed households. The entire consultation process will be documented by way of preparing minutes, recording consultation outcomes, photographs and video-graph.
- xiv. Documentation of information dissemination and consultation will be part of the monthly quarterly and annual reports of the NGO. Documentation will include the following:
 - i. Photo of the Affected family member (head of the household in whose name the compensation or the RR assistance will be provided) for the Identity Card preparation as per the micro plan to be prepared by the NGO;
 - ii. Photos of the disbursement of the compensation and RR assistance.
 - iii. Photo of consultations, focus group discussions, key informant interviews, etc., conducted during the project implementation period to be maintained as separate album for each consultation.
 - iv. Video with voice recording of the disbursement process, the consultations held throughout the project period and the workshop.
 - v. Any other documentation as may be required for reporting.

Land Acquisition Process

- 15. The NGO will support affected families (AFs) during the land acquisition process up to receipt of compensation in consultation with Autonomous Councils, APGCL and Project Implementation Office (PIO) of APGCL.

16. Support APs losing land to arrange the documents required to avail compensation and assist in opening of bank account to receive compensation.
17. The NGO will arrange for information sharing sessions with head of the households and their spouses regarding how to access compensation documents required for claiming compensation and details of disbursement of compensation.
18. Undertake joint verification with the Field Officers of Revenue, APGCL and PIO of the project affected persons to identify AFs eligible as per the cut-off date for RR entitlement and update the database accordingly. Verify the information already available from the baseline survey and the updated data as necessary.
19. During the identification and verification of the eligible APs and AFs, the NGO will ensure that each one of the APs are contacted and consulted including head of the households and their spouses.
20. The NGO will conduct separate consultation with women from the AFs, including women headed households.
21. Display the list of eligible AHs in the affected villages for APs for verification. The AFs will be provided 15 days' time duration to verify the list. This process will enable eligible AFs omitted to be updated in the list accordingly. The NGO will accordingly update the final list, if required in consultation with APGCL and inform the affected families accordingly.
22. Distribution of Identity Cards to all APs with a photograph of the head of the AFs, indicating the extent of loss and eligible entitlement.

Prepare Micro Plan

23. Preparation of Micro Plans with details of the category of APs, assets lost compensation and applicable rehabilitation and resettlement assistances, indicating category of entitlement; details of resettlement, replacement cost of affected assets and land details.
24. The NGO will establish baseline data and carry out need assessment survey for planning alternate livelihood options and specific training requirement for skill up-gradation and institutions responsible for training. The baseline data to include all information/data that would form the basis of ongoing monitoring evaluation.
25. A separate plan has to be prepared for relocation and shifting of community assets and common property resources.
26. In addition to providing assistance given in the entitlement package, the NGO will be responsible for training and assistance of APs wherever required for income restoration of the AFs.
27. The NGO will have to train APs losing their livelihood and design and implement suitable income restoration programs, depending on the skills and interest of the APs.
28. The NGO will prepare individual Income Restoration Plan, as a part of the Micro Plan.
29. The NGO will assist the APs to establish linkages with Government departments, district administration, etc., and make efforts to get the APs included in the

- applicable development schemes, such as pension schemes, widow pensions, schemes for women or women headed households, schemes for differently able persons etc., especially targeting the vulnerable groups.
30. Disbursement of Compensation, Assistance and Delivery of Entitlements - Assist APGCL in ensuring all the APs obtain their full entitlements as per the RP including relocation and assist the APs in opening bank accounts.
 31. The NGO will also assist APGCL in disbursement of compensation. Facilitate in utilization of compensation and RR assistance towards creating productive assets by APs.
 32. Ensure proper utilization of the resettlement budget available for each of the project corridors. Identify suitable mechanism and accordingly inform the ADCs, PIO and APGCL for disbursement of entitlements to the eligible APs/AHs in a transparent manner. Relocation.
 33. Assist the project authorities in ensuring smooth transition, assist in allocation of houses, guiding and helping the AFs throughout the resettlement period.
 34. The NGO will inform APGCL, and ADCs about the date of relocation as suggested by AFs within stipulated time given in notice in writing, in consultation with the AFs. This will facilitate the entire process being affected people friendly in decisions in regard taken by APGCL, and ADCs.

Grievance Redressal

35. Make APs aware of the GRM set out in the RP, assist them in registering complaints and resolving the grievances. Assist ADCs, PIO and AHs in the GRM process whenever necessary.

Coordination between APs, APGCL, ADCs and PIU

36. Facilitate consultation between the APs and APGCL, District Councils & PIU and/ or concerned APGCL & PIU staff. This will be achieved through meetings with the ADCs, APGCL and PIU representatives at the field offices and with the APs as and when required which will be documented. Participate in the village meetings besides contacting the APs on individual basis to update the baseline information. Encourage participation of APs in such meetings by discussing their problems regarding Land Acquisition, Rehabilitation & Resettlement and other aspects relating to livelihood restoration. Ensure Compliance of Social Safeguard issues at work site:
37. Ensure equity and inclusiveness throughout the project implementation. Assist APGCL in ensuring that the Contractors comply with applicable labour laws (including prohibition of child labour, any form of bonded labour, equal wages for men and women). Assist APGCL in ensuring facilities for labourers, especially women, at labour camps such as (i) temporary housing and day care facilities - during the construction the families of laborers/workers are provided with suitable

accommodation with basic facilities and amenities, particularly health and sanitation;
(ii) health care - health problems of the workers are taken care of through health services and ensure availability of First Aid Box for first-aid in case of any accident/illness or minor accidental cases.

Awareness on Gender and Support in GAP implementation

38. The NGO will conduct 96 numbers of Public awareness campaigns over a period of 48 months in the project villages on cluster wise basis and ensure eligible participants with 30% of women community members.
39. Coordination with women SHGs and Mahila Samities to conduct 96 numbers of awareness camps and implementation of need based skill/livelihood trainings with minimum 30% women participation in all the programs.
40. Carry out training need assessment survey in Resettlement Corridor Impact (RCOI) of the concerned civil work packages.
41. The NGO will support APGCL in implementation of need based skill development training. In addition to skills training, apprenticeship with local employers and workshops, on the job training and counseling will be incorporated. The training may be organized into batches over the project period.
42. Wherever possible the NGO should facilitate placement agreements with local employers and formulate the skill training based on the demand for skills in the market. The intervention would have the following salient features which will include, exposure visits to the potential employer's sites would help trainees discover for themselves the work environments which they need to work in, understand to an extent the tasks they would be expected to perform.

Conditions of Services

a. Duration of Services

43. The time line for complete implementation of the RP from initiation to the submission of Completion report will be of 48 months.
44. All documents prepared, generated or collected during the period of contract, in carrying out the services under this assignment will be the property of APGCL. No information gathered or generated during and in carrying out this assignment will be disclosed by the NGO without explicit permission of APGCL

Location of NGO

45. The NGO will implement the CRTDP and provide the services mentioned in the previous sections for the identified project intervention areas with site office at Longku under Dima Hasao District of Assam.

Reporting

46. Reports are to be submitted to APGCL with all supporting documents such as photographs, video graphs, minutes of the meetings/consultations with outcome, primary and secondary information collected, updated census and socio-economic survey forms, etc. All documents prepared, generated or collected during the period of contract, in carrying out
47. The following deliverables have to be submitted:
- i. **Inception Report:** The NGO will submit to APGCL an inception report detailing plan of action, manpower deployment, time schedule, and detailed methodology within one month of the commencement of the assignment.
 - ii. **Monthly and Quarterly Progress Reports:** The NGO will also submit monthly progress note on the activities carried out and proposed activities for the next month. The NGO will also submit Quarterly Progress Report detailing the tasks performed along with physical and financial progress made against the targets. The monthly and Quarterly progress report will include status of update of APs data, progress achieved in land acquisition, disbursement of compensation and assistance, details of training imparted/facilitated etc. The monthly progress report will have to be submitted on or before 7th working day of following month and the quarterly progress report on or before 10th of the first month in the following quarter.
 - iii. **Status Reports:** The NGO will prepare and submit the status report in consultation with **APGCL** as and when required. The NGO will also prepare Power Point presentation on progress made in RP implementation during ADB mission visit in consultation with APGCL as and when required during the entire contract period.
 - iv. **Draft Final Report:** The NGO will submit a Draft Completion Report at the end of the contract period summarizing the actions taken during the project, achievement of the tasks assigned, the methods used to carry out the assignment, a summary of support, compensation and assistance given to the APs and lessons learnt.
 - v. **Final Report:** The NGO will submit a final report complying all the remarks / comments of APGCL on Draft Final Report at the end of the contract period.
 - vi. **Participation in Periodic Review Meeting of APGCL, ADCs and PIU:** The Team Leader/ NGO representative will participate in the periodic review meetings of APGCL, ADCs and PIU to discuss about the progress of the assigned tasks, issues and constraints in carrying out any specific task, etc.
 - vii. **Submission of Meeting Records:** Minutes of the meeting will be prepared for all the meetings with APGCL, ADCs, PIU and APs, Grievance Redressal Committee (GRC) meetings, various consultations with the APs, consultations with respect to shifting of community assets, joint verification of affected land and structures, etc. will be recorded and submitted to APGCL.
 - viii. **Submission of Quarterly Report on GAP Implementation:** The NGO will submit quarterly report on activities carried out during the quarter for

implementation of activities carried out against GAP in a format to be prescribed by APGCL.

Support to be provided by Client

48. Access to relevant documents like Project Preparation Technical Assistance (PPTA) reports; information, maps and data on technical designs, SIA and EIA reports prepared by WAPCOS and other consultants, copies of sample survey records and photographs of affected structures, data on socio economic survey of the RCOI, copies of the Resettlement Plans, AHs database, land acquisition details, and any other relevant and available reports/data related to the respective project packages.
49. Facilitate coordination with the ADCs, and PIU by issuing necessary instruction.

Team for the Assignment

50. The NGO will depute their team of professionals at the Longku office. The constitution of the Team with man months, qualifications, experience and responsibility is at Table 4.
51. Deployment of the personnel providing intermittent inputs will be subject to progress of land acquisition and civil work and as assessed by APGCL.

Table 4: Team and qualification criteria				
Position	Number	Man Months	Qualification	Responsibility
Key Experts				
Team Leader	1	24	<ul style="list-style-type: none"> ▪ Post Graduate, in Social sciences. ▪ S/he should have experience of working on Resettlement and Rehabilitation of infrastructure projects of at least 15 years and Five years' experience in implementation of Resettlement Plans, rural development, knowledge of prevailing Social Safeguard Policies of Gol & ADB and possesses participatory management skills. ▪ Knowledge of local language is desired 	<ul style="list-style-type: none"> ▪ Guide the NGO team in implementing the activities. ▪ Coordination with APGCL/PIU/ADCs etc. ▪ Review the Resettlement Framework/plan and relevant Acts and Policy of Government of Assam, Gol and ADB. ▪ Attend bi-monthly review meeting of APGCL, ADC and PIU. ▪ Ensure timely disbursement of compensation and R&R assistances ▪ Prepare format for various data collection and training need assessment survey; ▪ Ensure implementation of GAP. ▪ Take responsibility for submission of reports including timeliness and compliance to prescribed formats/templates as may be required.
Communication Specialist	1	24	<ul style="list-style-type: none"> ▪ Post Graduate, in Social sciences. ▪ S/he should have experience of working on Resettlement and Rehabilitation of infrastructure projects of at least 10 years and Three to Five years' experience in implementation of 	<ul style="list-style-type: none"> ▪ Carry out intensive public awareness campaign on project details, mitigation measures, entitlement and procedure for disbursement of compensation and assistances. ▪ Guide the team in dissemination of information and consultations. ▪ Prepare proposals for livelihood/income restoration. ▪ Coordinate with other agencies for

			<p>Resettlement Plans, rural development, knowledge of prevailing Social Safeguard Policies of Gol & ADB and possesses participatory management skills.</p> <ul style="list-style-type: none"> ▪ Knowledge of local language is essential. 	<p>training on skill development.</p> <ul style="list-style-type: none"> ▪ Ensure documentation of all consultations, trainings on livelihood with outcome. ▪ Guide the NGO team for training need assessment survey. Organization of training on livelihood, skill training, certification and placement as well as employment.
Training cum Livelihood Specialist	1	24	<ul style="list-style-type: none"> ▪ Post Graduate in Social Sciences. ▪ S/he is preferred of having about 8 years of working on infrastructure projects with atleast Three to Five years' experience in training and implementing sustainable livelihood programs including women beneficiaries. ▪ Knowledge of local language is essential. 	<ul style="list-style-type: none"> ▪ Prepare training plan. ▪ Undertake training for income Restoration. ▪ Organize women APs into Self Help Groups (SHGs) and Mahila Samities. ▪ Carry out training need assessment. ▪ Conduct need based skill development ▪ Implement livelihood programs
Social R&R Expert	1	48	<ul style="list-style-type: none"> ▪ Graduate or Equivalent in Social Sciences with at least 2-3 years field experience preferably in implementation of resettlement plans and rural development works. ▪ Understanding of MIS and Data Analysis is desirable. ▪ Knowledge of Local language is desirable 	<ul style="list-style-type: none"> ▪ Organize Community for participation in project and RP implementation ▪ Preparation of micro plan ▪ Ensure distribution of Identity Cards ▪ Prepare plan of relocation and shifting of vulnerable/landless Aps and property resources. ▪ Facilitate disbursement of compensation and R&R assistance ▪ Facilitate opening of Bank Accounts by Aps

				<ul style="list-style-type: none"> ▪ Facilitate need assessment survey by NGO team ▪ Address gender and social issues ▪ Holding of project awareness camps ▪ Implementation of GAP.
Non-Key Experts				
Field Coordinator cum Community Worker	4	48	<ul style="list-style-type: none"> ▪ Graduate in Social Sciences with at least two to three years field experience. ▪ Preferably experience in implementation of Resettlement Plans and rural development works. ▪ Preferably having at least two years of experience in community consultation. ▪ Knowledge of local language and experience of working in the region essential. ▪ At least One female social / R&R specialist is desirable ▪ Understanding of MIS and two to three years of experience in data analysis is desirable. ▪ At least two female Field Coordinator cum Community Worker is essential 	<ul style="list-style-type: none"> ▪ Organize community for participation in project and RP implementation. ▪ Preparation of micro plan. ▪ Ensure distribution of identity cards ▪ Prepare plan for relocation and shifting of vulnerable/landless ▪ APs and common property resources. ▪ Conduct training need assessment survey. Opening of bank accounts by affected persons especially vulnerable groups. ▪ Ensure smooth payment of compensation and R&R assistances. Organize public consultations, FGDs and Small Group Meetings. ▪ Dissemination and disclosure of information. ▪ Facilitate RP implementation. Organization of awareness camps ▪ Conduct needs assessment survey. Conduct home visits to vulnerable and landless APs to facilitate CRTDP implementation. ▪ Collection of bank account details of the affected persons. Facilitate preparation of documents for claiming compensation and R&R

				<p>assistances.</p> <ul style="list-style-type: none"> ▪ Facilitate disbursement of compensation and R&R assistances Facilitate opening of Bank accounts by APs. ▪ Facilitate need assessment survey by NGO team. ▪ Address gender and social issues. ▪ Holding of awareness camps. ▪ Implementation of GAP.
Office Documentation Manager	cum 1	49	<ul style="list-style-type: none"> ▪ Graduate with experience in handling data bases, data entry, data analysis and MIS management. ▪ Preferably female candidates for this position ▪ Should have an experience of at least 5 years in data base management of various software like SPSS/EXCEL, etc. 	<ul style="list-style-type: none"> ▪ Preparation of the database schemes, data cleaning, data entry, data analysis ▪ Coordinating with the Key experts and the field teams in obtaining the data appropriately
Peon	1	49	<ul style="list-style-type: none"> ▪ Minimum class X passed. 	<ul style="list-style-type: none"> ▪ Assist and support office staff in various office works.