

Terms of Reference (ToR)

Consultancy Services for Implementation of Resettlement Plan(RP) & ILRP including training by NGO under

Construction of New Dual Gauge Railway Line from Bogura to Sirajganj Project

1. Project Background and Context

The Government of Bangladesh, through Bangladesh Railway (BR) as the Executing Agency (EA), is constructing a new 85.67 km single-line Dual Gauge (DG) rail link from Bogura to Sirajganj. This project is financed by the **Asian Infrastructure Investment Bank (AIIB)**.

The project requires the acquisition of approximately 901.77 acres of private land and will affect a total of approximately 2,000 households and entities, including 1,211 titled households, 804 non-titled households (squatters/informal settlers), and 40 Common Property Resources (CPRs). A total of 1,488 households/units will require physical relocation.

To mitigate these adverse impacts and ensure compliance with both national legislation (**Acquisition and Requisition of Immovable Property Act, 2017**) and AIIB's **Environmental and Social Standard 2 (ESS 2): Land Acquisition and Involuntary Resettlement**, under AIIB Environment and Social Framework (ESF), BR is engaging an experienced Implementing Non-Governmental Organization (INGO).

2. Objective of the Assignment

The primary objective of the INGO is to assist the Project Implementation Unit (PIU) of the BR and its Resettlement Unit (RU) in efficiently and transparently implementing the approved Resettlement Action Plan (RAP). The INGO will ensure that all categories of Project Affected Persons (PAPs) receive all their entitlements in the form of compensations, benefits and assistance including Cash Compensation under Law (CCL) for Titleholders and compensation top-ups to full Replacement Cost (RC), relocation grants, livelihood restoration assistance etc. to Titleholders and Non-titleholders as per the approved Entitlement Matrix prior to physical or economic displacement.

3. Scope of Work

The INGO will work under the direct supervision of the Project Director (PD) and the Deputy Director (Resettlement) **or an PIU officials nominated by Project Director**. The scope of work includes, but is not limited to, the following core tasks:

A. Review of RAP and Resettlement Plan and Implementation of RP and ILRP

B. Information Disclosure, Public Consultation, and Campaigning

1. Public Information Booklets (PIBs): Translate, finalize, and distribute PIBs and alternative communication materials detailing eligibility criteria, entitlement matrices, and cut-off dates to all affected households/units.
2. Stakeholder Engagement: Conduct continuous community-wide consultation meetings and Focus Group Discussions (FGDs) with project affected persons and nearby indirectly affected communities and ensure target participation of women, vulnerable groups, and informal settlers, as per the approved Stakeholder Engagement Plan (SEP).

C. Property Valuation Advisory Committee (PVAC)

1. Assist the JVCA in validating the baseline inventory of losses (IoL) and data collected during the census.
2. Identify and update lists of all categories of Project Affected Households / Business Enterprise persons, including titled land structure / asset losers, non-titled structure /asset losers, tenants, employees/wage earners, and vulnerable households etc., and physical and economic losses incurred by them.
3. Participate and contribute in the functioning of PVAC as a member, if so appointed.

D. Delivery of Compensation and Resettlement Benefits

1. Eligibility and Entitlement Cards (EECs): Prepare computerized Entitlement Cards and processing files for each Eligibility and Entitled Person (EEP).
2. Prepare and/or update payment statements for individual EEPs as per their types of losses and the amount of compensation due for each type of loss from legal title and the amount of Resettlement Benefit paid by BR.
3. CCL and Top-up Facilitation: Assist titled EEPs in processing paperwork (obtaining, compiling and filing various legal documents) to receive CCL from the respective Deputy Commissioner (DC) offices. Compute and facilitate the disbursement of the "Top-up" (the difference between CCL and full Replacement Cost determined by the Property Valuation Advisory Committee [PVAC]) directly from BR funds.
4. Non-Titled EEPs Disbursements: Process and distribute compensations for loss of assets and other benefits such as relocation grants, structure reconstruction assistances, and utility reconnection grants to eligible non-titled informal settlers and renters as per the Entitlement Matrix.

E. Income and Livelihood Restoration Program (ILRP)

1. Formulate and execute the approved **Income and Livelihood Restoration Program (ILRP)** for all identified project affected households and persons.
2. Conduct needs assessment surveys to map training requirements for vulnerable households (elderly, disabled, below poverty line and low-income female-headed households).
3. Conduct training programs focused on Income Generating Activities (IGAs) and facilitate the distribution of the project-budgeted BDT 25,000 "seed grant" to each trained member.

F. Grievance Redress Mechanism (GRM) Support

1. Act as the member-secretary for the local-level Grievance Redress Committees (GRCs).
2. Ensure that the APs are fully aware of the grievance redress procedure and the process of bringing their complaints to the GRCs. Assist PAPs in documenting and submitting grievances to the GRCs free of cost.
3. Maintain a digitized Grievance Redress Management System to track complaints, status updates, and resolutions within the mandated 30-day window.
4. Investigate the veracity of the complaints and try to settle them amicably, fairly and transparently before they go to the redress committee or the courts of law
5. Assist GRC in settling the dispute; and
6. INGO will prepare minutes of the GRC meetings and communicate the decisions to the parties involved.

G. Support for Housing and Business Site Relocation

1. Assist physically displaced households and businesses in searching for, identifying, and securing alternative land or rental properties within close proximity to ensure socio-economic continuity.

H. Maintain a comprehensive Management Information System (MIS) for all the activities of RAP.

- I. Monitoring, Corrective action and Completion:** Track compensation , relocation, livelihood restoration and grievance resolution indicators, verified affected person gets compensation, Quarterly prepared monitoring report etc.

4. Key Deliverables and Reporting Requirements

The INGO will maintain a comprehensive Management Information System (MIS) for all activities and submit the following reports to the RU/PIU:

Deliveries

Sl. No.	Deliverable / Report	Timeline
1	Inception Report & Work Plan (including detailed methodology and MIS setup framework)	Within 1 month of mobilization
2	Public Consultation & Information Disclosure Report	Within 3 months
3	Validated EEP Files and EECs	In phases, matching construction prioritizing
4	Monthly Progress Reports (MPRs) on all activities (including tracking disbursements, other benefit delivery, GRC entries, and challenges)	By the 7th of every subsequent month
5	Quarterly Income and Livelihood Restoration & Gender and Social Inclusion Plan Reports	Every 3 months
6	Annual Report (Consolidated)	Every 12 months
7	Final RAP Implementation Completion Report	At the end of the contract assignment

5. Duration: The contract will be Time Based (**36 months**)

6. Institutional Framework and Coordination

The INGO will operate as part of an integrated safeguard delivery system, coordinating directly with:

- **The Resettlement Unit (RU) under the PIU (Bangladesh Railway).**
- **The Deputy Commissioner (DC) Offices** of Bogura and Sirajganj for aligning CCL processes.
- **The Construction Supervision Consultant (CSC)** and Independent Monitoring Team (IMT) for external verification.

7. Qualification and Team Composition

The executing INGO must possess at least 10 years of verified experience in implementing RAPs for linear infrastructure projects (railways, highways, or economic corridors) in Bangladesh, preferably under MDB funding frameworks (AIIB, ADB, or World Bank).

A. Required Key Experts (National)

No	Title of the Position	Academic Qualification and Relevant Experience	No of Position	Indicative Person-Month
NC1	Team Leader/ Resettlement Expert	• M.Sc. / MSS / MA / B.Sc. Engg. (Post Graduation in Social Work / Similar degree Preferred) • Min. 20 years of professional experiences • Min.15 years of experience in social development and resettlement planning and implementation, Min. 7 years as Team Leader • MDB experiences is essential.	1	36
NC2	Area Manager	• M.Sc./ MSS/ MA /LLM (Post Graduation in Social Work /Similar degree Preferred) • Min. 12 years of professional experiences • Min. 05 years of experience in social development and resettlement planning and implementation • Experience in asset valuation preferred	2	48
NC3	Women in Development / Gender Specialist	• MSS/MA/ M.Sc./ BSS/ BA (Post Graduation in Social Work/ Similar degree Preferred) • Min. 10 years of professional experiences • Min. 05 years of experience in social development and Gender inclusive planning and implementation	1	12
NC4	Community Awareness Campaign Specialist	• MSS/MA/ M.Sc./ BSS/ BA (Post Graduation in Social Work/ Similar degree Preferred) • Min. 08 years of professional experiences • Min. 05 years of experience in social and community development	1	6
NC5	MIS Specialist	• B.Sc. /M.Sc. in Statistics/ Computer Science / Mathematics (Post Graduation in Social Work Preferred) • Min. 10 years of professional experiences • Min. 05 years of experience in establishing and operating Management Information Systems	1	12
NC6	Livelihood Improvement Specialist	• MSS/MA/ M.Sc/ BSS/ BA (Post Graduation in Social Work/ Similar degree Preferred) • Min. 10 years of professional experiences • Min. 05 years of experience in social development and income generation programmes and IGA training	1	12
Total=			7	138

B. Required Non-Key Expert (National)

No	Title of the Position	Academic Qualification and Relevant Experience	No of Position	Time Input in Person/Month
1.	Jr. Database Manager	- B.Sc. in Statistics/ Computer Science / Computer Engg./ Mathematics . - Min. 03 years of professional experiences. - Min.02 years of specific experiences.	2	40
2.	Data entry Junior Expert/Data and Word Processor officer	- B.Sc. in Statistics/ Computer Science / Computer Engg./ Mathematics . - Min. 03 years of professional experiences. - Min.02 years of specific experiences.	2	40
3.	Office sohayok	Technical degree/SSC	3	108
4.	Land Surveyors	Diploma in Engg. (civil/ survey)	1	12
5.	Resettlement Organizers/Monitoring officer of Project Resettlement	- MSS/MA/M.Sc./BSS/BA/LLM - Min. 03 years of professional experiences - Min. 02 years of experience in relevant field	4	144
6.	Cad Operator	- Diploma in CAD/ Architect/Engg. - Min. 05 years of professional experiences - Min. 03 years of specific experience.	1	8
7.	Accountant	Minimum B.Com - Min. 05 years of professional experiences * Min. 03 years of specific experience	1	36
Total=			14	388

The above mentioned Key experts and non -key experts position are indicative. Consultant may add any other experts/non-key experts/supporting staffs if needed for providing services

8. PAYMENT SCHEDULE

- Ten (10) percent of the lump-sum Contract Price will be paid as mobilization occurs.
- Monthly payment as per submission of Monthly invoice supported by progress as per Works plan and Consultant Tasks Compositions
- Final Payment will be paid upon submission of the Final Report duly accepted by the Client.

9. CLIENT'S Support (Counterpart Facilities)

- BR will provide necessary data regarding the updated RAP.
- BR will provide all the available data and detailed design