

REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)

India

Tamil Nadu Housing and Habitat Development Project

Loan No. : 9094-IN

Project ID: P168590

Assignment Title: Procurement of 4 Nos. of Community Development Officers for TNUHDB.

Reference No.: IN-TNSCB-317327-CS-INDV

The Tamil Nadu Urban Habitat Development Board (TNUHDB) is implementing the Tamil Nadu Housing and Habitat Development Project financed by the World Bank and intends to apply part of the proceeds for consulting services. The TNUHDB is also currently implementing the Inclusive Resilient Sustainable Housing for Urban Poor Sector Project in Tamil Nadu financed by the Asian Development Bank.

The consulting services (“the Services”) include the following:

The Community Development Officers are expected to:

- Support effective implementation and monitoring of Social Sustainability and Grievance Management Framework (SSGMF) in coordination with the PMU Social team.
- Information dissemination to support informed decision making by stakeholders.
- Promote equitable access to opportunity and resources, security of tenure and enable ownership of fixed assets amongst the weaker sections.
- Reduce dependency of the beneficiaries on the state by equipping them with opportunities for improved livelihood and income, and skills for managing and maintaining community resources.

In addition Key responsibilities of the Community Development Officers are:

Preparation:

1. Facilitate adoption of the SSGMF in all the AHP schemes of the Board.
2. Effective communication of the policies and programmes of the TNUHDB to the primary stakeholders
3. Disseminate information on roles and responsibilities of TNUHDB staff and other Government Departments responsible for delivering the services.
4. Formation & Strengthening of Stakeholder Consultative Platform committee and coordinate for the conduct of Bi-monthly meetings.

5. Carry out community consultations with separate stakeholder groups every month.
6. Disseminate information of the GRM system to the stakeholder.

Implementation:

7. Coordinate for the Conduct of Gender audits
8. Coordination with the specialists for establishment of livelihood linkages to the beneficiaries through the central and state schemes for skill development.
9. Coordination with the specialists in creating awareness in the fields of substance abuse, women & child protection, education and career counselling and promotion of talented youth in the fields of sports and cultural activities
10. Ensure the issue of notices related to resettlement by the government departments.
11. Coordinate with responsible TNUHDB staff on allotment orders, provision of basic facilities (water supply, electricity, functioning of lifts) at the new housing units. .
12. Liaison with government departments and line departments to enrol children in ICDS/Schools; organize special camps for transfer of ration cards, aadhar cards, voter identity card and social security pensions.
13. Coordination with the specialists in liaisoning with the Tamil Nadu Corporation for Women Development and National Urban Livelihood Mission for income generation and economic development activities for resettled families
14. Assistance for the Formation of Resident Welfare Associations and Federations
15. Preparation of plan of action for implementation of community development programmes.
16. Identify agencies, NGOs, CSR activities, community-based organizations and women's associations or groups to support project implementation.
17. Coordinate the Redressal of grievances of slum families before and after resettlement.

Operation and Maintenance:

18. Information dissemination on roles and responsibilities of RWAs on O&M models.
19. Facilitate signing of MOU between RWAs and TNUHDB for O&M
20. Motivate members to deposit the agreed cost of monthly O&M charges on due date.
21. Support information dissemination of utilisation of O&M funds in general body meeting.

Deliverable:

- Orientation Report to be submitted after 2 weeks of joining

- Monthly progress reports to be given as PowerPoint presentation before the 5th of every month for the 3 stages of the SSGMF – Preparation, Implementation and Operation & Maintenance with special attention in the areas of communication, livelihood, GRM, Institutional strengthening and Monitoring & evaluation
- Self-assessment to be submitted at the end of every 3 months
- Quarterly reports to be submitted in the prescribed format for Result Indicators (housing solutions, citizen consultations, livelihood related activities for females and gender audit for the at risk households by adopting SSGMF)
- Annual appraisal report

Appointment to the post will be on contract basis. The duration of the assignment is initially for 12 calendar months from the date of award of contract and likely to be extended based on the performance.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website-www.tnuhdb.tn.gov.in and www.tenders.tn.gov.in

The Tamil Nadu Urban Habitat Development Board, Government of Tamil Nadu now invites eligible Individual Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

Selection Criteria

The selection shall be based on qualification, experience and skills of the candidate and followed by an interview. The qualifications, experience and competencies include:

Required Qualifications and Experience at Minimum:

- Master's degree in Social Work /Sociology from a recognized University
- Minimum 5 years of post-qualification experience in social and community development activities in government / semi-government / autonomous organizations or urban local body/ Public Sector Undertaking / NGOs / CBOs / Private Company.
- A minimum of 3 year practical experience (inclusive of the total experience) in the field of resettlement and social development.
- Experience in tools and techniques used for community mobilization and organization, stakeholder engagement, communication, information disclosure and dissemination, gender aspects, grievance redressal
- Experience of working with state / central government organizations will be preferred.
- Experience of working with World Bank and/or International Financial Institutions funded projects will be preferred.

- Experience in participatory methods, social mobilization, social analysis, resettlement and rehabilitation.
- Ability to liaise and work effectively with government officials.
- Ability to conduct workshops and presentations to community groups and forums to raise awareness about the Project and ensure community participation and support as and when needed.
- Ability to engage with community, target groups and Government.
- Experience in developing and implementing policies, strategies and programs.
- Excellent IT / computer skills including MS Office (Word, Excel, PowerPoint, etc)
- Excellent written and oral communication skills in Tamil & English.
- Ability to work efficiently and effectively in a multidisciplinary team.

The lists of documents to be submitted along with the Expressions of Interest are:

1. Duly filled Application Form given in the Annexure.
2. Copies of Educational Qualification Certificates (Self Attested)
3. Copy of the Work Order / Work Completion Certificate / Experience Certificate from the Employer (Self Attested) as a proof of experience.
4. A short write-up on the professional competencies of the Consultant.
5. Last Six months Salary statements / Pay Slips.

In addition to the above, the applicant may submit other documents which he/she considers as important, that are not listed above, to justify general qualifications and qualifications relevant to the assignment.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's prevailing Procurement Regulations for IPF Borrowers, setting forth the World Bank's policy on conflict of interest.

Further information can be obtained at the address below during office hours i.e. 10:00 AM to 5:45 PM. (Except holidays).

Expression of interest along with the necessary documents must be delivered in a written form to the address given below (in person, or by registered post or by e-mail) by **10.11.2022** up to 5:45 PM.

Attention:

Chief Community Development Officer,
 Project Monitoring Unit,
 Tamil Nadu Urban Habitat Development Board,
 No.5, Kamarajar Salai
 Chennai – 600 005,
 Tamil Nadu, India,
 E-mail: tnuhdbprocurement@gmail.com

Annexure

Tamil Nadu Urban Habitat Development Board

Project Monitoring Unit - World Bank and Asian Development Bank financed Projects

Application for the Post of Community Development Officer

1	Name of the Applicant		Photo (Passport Size)	
2	Father / Husband Name			
3	Date of Birth and Age			
4	Nationality			
5	Residential Address			
6	Contact Phone / Mobile No			
7	Email ID			
8	Languages Known			
9	Educational Qualification			
S.No	Name of the Degree /Diploma Certificate Program with Subject	Name of the University / Institution	Year of Passing	Grade / Class obtained
10	Post-qualification experience in social and community development activities in government / semi-government / autonomous organizations or urban local body/			

Public Sector Undertaking / NGOs / CBOs / Private Company.						
S.No	Name of the / Project / Work	Name of the Employer / Organization and the Sector	Applicant's Designation / Role in the Project	Experience Period		
				From	To	Period (Year / Months)
11	Experience of working with state / central government organizations.					
S. No	Name of the / Project / Work	Name of the Employer / Organization and the Sector	Applicant's Designation / Role in the Project	Experience Period		
				From	To	Period (Year / Months)
12	Experience of working with World Bank or similar international financial institution financed projects.					
S.No	Name of the / Project / Work	Name of the International Financial Institution	Applicant's Designation / Role in the Project	Experience Period		
				From	To	Period (Year / Months)

13	Practical experience in the field of resettlement and social development.					
S. No	Name of the Project	Name of the Organisation	Applicant's Designation / Role in the Project	Experience Period		
				From	To	Period (Year / Months)
14	Experience in tools and techniques used for community mobilization and organization, stakeholder engagement, communication, information disclosure and dissemination, gender aspects, grievance Redressal					
15	IT / computer skills including MS Office (Word, Excel, PowerPoint, etc)					
16	Other Skills / Experiences relevant to the post applied, if any					
<p>I hereby declare that all the information furnished in this application are true, complete and correct to the best of my knowledge and belief. I understand that if any information being found untrue or incorrect, I accept to the cancellation of my candidature.</p> <p>Date:</p> <p>Place:</p> <p style="text-align: right;">Signature of the Applicant</p>						

Tamil Nadu Urban Habitat Development Board

Terms of Reference

Community Development Officer

Background:

The government of Tamil Nadu is currently implementing the Tamil Nadu Housing Sector Strengthening Program. The objective of the Program is to increase the access to affordable housing by strengthening policy, institutions, and regulations of the housing sector. It supports a set of state-level policy, regulatory and institutional reforms that are expected to promote efficient and inclusive housing market development and to increase the supply of affordable housing. In order to achieve this, Social Sustainability and Grievance Management Framework (SSGMF), Environmental Management Framework (EMF) and Resilient Urban Design Framework (RUDF) have been adopted by TNUHDB under the First Tamil Nadu Housing Sector Strengthening Program.

I. Objective of the assignment:

1. To support effective implementation and monitoring of Social Sustainability and Grievance Management Framework (SSGMF) in coordination with the PMU Social team

II. Reporting mechanism:

1. The Chief Community Development Officer, Project Monitoring Unit (CCDO, PMU), head of the Community Development cell is based at TNUHDB Chennai Headquarters. The team of Community Development Officer (CDO) will work under the guidance of the CCDO and will report on the progress to the CCDO for the strengthening of the TNUHDB programmes.
2. The CDO will work in close coordination with the Project Monitoring Unit and other staff of the Social Team, as well as the Community Development Cell, line departments of TNUHDB under the overall direction of the CCDO, TNUHDB.

III. Scope of the work:

1. Information dissemination to support informed decision making by stakeholders.
2. To promote equitable access to opportunity and resources, security of tenure and enable ownership of fixed assets amongst the weaker sections.
3. Reduce dependency of the beneficiaries on the state by equipping them with opportunities for improved livelihood and income, and skills for managing and maintaining community resources.

IV. Detailed Scope of work will cover 3 stages (1) preparation, (2) implementation and (3) Post Implementation (Operation & Maintenance).

V.Key Responsibilities: Key responsibilities of the CDO include but are not limited to the following:

Overall Roles and responsibilities

Preparation:

1. Facilitate adoption of the SSGMF in all the AHP schemes of the Board
2. Effective communication of the policies and programmes of the TNUHDB Board to the primary stakeholders
3. Disseminate information on roles and responsibilities of TNUHDB staff and other Government Departments responsible for delivering the services.
4. Formation & Strengthening of Stakeholder Consultative Platform committee and coordinate for the conduct of Bi-monthly meetings.
5. Carry out community consultations with separate stakeholder groups every month.
6. Disseminate information of the GRM system to the stakeholder.

Implementation:

7. Coordinate for the Conduct of Gender audits
8. Coordination with the specialists for establishment of livelihood linkages to the beneficiaries through the central and state schemes for skill development.
9. Coordination with the specialists in the creating awareness in the fields of substance abuse, women & child protection, education and career counselling and promotion of talented youth in the fields of sports and cultural activities
10. Ensure the issue of notices related to resettlement by the government departments.
11. Coordinate with responsible TNUHDB staff on allotment orders, provision of basic facilities (water supply, electricity, functioning of lifts) at the new housing units. .
12. Liaison with government departments and line departments to enrol children in ICDS/Schools; organize special camps for transfer of ration cards, aadhar cards, voter identity card and social security pensions.
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3. Self-assessment to be submitted at the end of every 3 months
4. Quarterly reports to be submitted in the prescribed format for Result Indicators (housing solutions, citizen consultations, livelihood related activities for females and gender audit for the at risk households by adopting SSGMF)
5. Annual appraisal report

VI. Educational Qualifications and Experience requirements

Qualification:

Master's degree in Social Work / Sociology from a recognized University

Experience:

1. Minimum 5 years of post-qualification experience in social and community development activities in government / semi-government / autonomous organizations or urban local body/ Public Sector Undertaking / NGOs / CBOs / Private Company.
2. A minimum of 3 years practical experience (inclusive of the total experience) in the field of resettlement and social development.
3. Experience in tools and techniques used for community mobilization and organization, stakeholder engagement, communication, information disclosure and dissemination, gender aspects, grievance redressal

4. Experience of working with state / central government organizations will be preferred.
5. Experience of working with World Bank and/or International Financial Institutions funded projects will be preferred.
6. Experience in participatory methods, social mobilization, social analysis, resettlement and rehabilitation.
7. Ability to liaise and work effectively with government officials.
8. Ability to conduct workshops and presentations to community groups and forums to raise awareness about the Project and ensure community participation and support as and when needed.
9. Ability to engage with community, target groups and Government.
10. Experience in developing and implementing policies, strategies and programs.
11. Excellent IT / computer skills including MS Office (Word, Excel, PowerPoint, etc)
12. Excellent written and oral communication skills in Tamil & English.
13. Ability to work efficiently and effectively in a multidisciplinary team.

Duty Headquarters:

The duty headquarters of the CDO will be the Circles of the Tamil Nadu Urban Habitat Development Board in Tamil Nadu. He/ She will be required to travel within the State for official purposes. The travel & connected expenditure may be claimed from the concerned project expenditure as per the equivalent eligibility.

Duration:

Appointment to the post will be on contract basis initially for a period of one year and may be extended by the Board based on the requirement and performance appraisal based on deliverables mentioned in the Terms of Reference