

# **Bihar Integrated Social Protection Strengthening (BISPS) project**

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## **Terms of Reference for**

### **Environmental Assessment and Preparation of Environment Management Plan**

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#### **1. Background**

The Government of Bihar (GoB) intends to strengthen social protection (SP) administration in the state through improvements in the institutions and systems for program delivery. Towards this, the GoB is preparing the “Bihar Integrated Social Protection Strengthening” (BISPS) project with support from the World Bank. The proposed interventions are designed to strengthen systems for delivery across selected SP programs: the Mahatma Gandhi National Rural Employment Guarantee Scheme (MNREGS), Indira Awaas Yojana (IAY) and social pensions, as well as services for older persons and persons with disabilities. The project will be administered by the Department of Rural Development and the Department of Social Welfare through the Bihar Rural Development Society (BRDS) and the State Society for the Ultra Poor and Social Welfare (SSUPSW), respectively.

An important requirement of the project preparation process is an Environmental Assessment (EA) study that identifies potential environmental impacts and suggests appropriate measures through an appropriate Environment Management Plan to avoid, reduce and manage adverse impacts and strengthen positive impacts of the said project. The GoB desires to commission a suitable Environmental Consultant to accomplish the task of undertaking an EA for the proposed BISPS project.

These Terms of Reference specify the services required from the consultant with regard to the assessment of the key environmental issues and design of an environment management framework for addressing the identified concerns.

#### **2. Description of the proposed Project**

The development objective of the project is to strengthen systems and capacity for enhanced social protection implementation in Bihar. The key interventions proposed in the project are the following:

- I. Building an integrated IT-enabled platform for SP service delivery: An integrated information management and decision support system will be established in order to enable the tracking of beneficiaries and identification of bottlenecks at each stage of delivery, thereby increasing the accountability of key players. The project would build on the base of Aadhar/ EShakti and BPL and establish a database management unit that would be a repository for all citizen data as well as data on program beneficiaries. This includes the following:
  - a. Design and develop Management Information Systems for BRDS and SSUPSW (integrated with Aadhar/ EShakti and BPL and incorporating centralized funds management systems)
  - b. Create a citizen data repository and management unit (BRDS)

- c. Pilot IT-enabled payment models for last-mile delivery to beneficiaries (BRDS). It is also proposed to link the above platform to various service delivery channels (front offices, Common Service Centers, call centers, internet portals as well as departmental offices) to provide easy accessibility of information and feedback to the citizens and other key stakeholders.
- II. Piloting integrated service delivery at the district and block level: The objective of this activity is to increase the reach and coverage of programs by providing a direct interface with actual and potential beneficiaries. The project would finance pilot service centers to provide a single interface to citizens at modernized, integrated district and block-level facilities in 4 districts viz. Buxar, Katihar Madhubani and Nalanda,. List of blocks would be provided during the time of task allocation. These pilot service centers would be supported by the integrated IT-enabled platform described above, back-office administration offices and a state-level facility for back-office processing operations. These centers would offer a package of services, including application and enrolment in Aadhar/EShakti, BPL list and SP programs. In addition, social care and rehabilitation services for older persons and persons with disabilities would also be offered. The project would also finance pilots on village-level outreach for SP programs and provision of community-based rehabilitation for older persons and persons with disabilities. All pilots would be executed in 4 districts (assuming approximately 15 blocks per district, 15 GPs per block), depending on resource availability. These pilots would take into account already existing facilities in the districts.
  - III. Strengthening capacity and systems for SP service delivery in BRDS and SSUPSW: This would include training of staff and partners engaged in SP delivery, increasing the capacity to partner with non-government agencies for SP service delivery, and strengthening systems for monitoring and evaluation including field-based monitoring. This would also support management (including the required human resources) of this project in the two implementing agencies BRDS and SSUPSW.

### **3. Scope of Work**

The primary objective of the Environmental Assessment study is to develop a simple and practical Environmental Management Framework (EMF) that will provide a set of procedures for ensuring that the legal and regulatory requirements on environmental safeguards are met (including the laws and regulations of the Governments of India and Bihar and the safeguard policies of the World Bank), and the project delivery objectives are enhanced through environmentally sound decisions. The framework will specifically define institutional set-up, training/capacity building support and monitoring systems required for adoption of good environmental management practices in the project.

### **4. Tasks and Methodology**

#### **Task 1: Description of the Proposed Project**

Provide a description of the proposed project components, including information on the following: location and scale of operation.

## **Task 2: Overview of Environmental Conditions and Issues**

An overview of the relevant environmental conditions and issues in the project area is necessary to help understand the context for which the EMF is to be developed. The review needs to be specific to the identified project districts. The districts are: Buxar, Katihar, Madhubani and Nalanda. Since these four districts are diverse in nature in terms of geographic, political and socio-economic profiles, samples from all four districts shall be collected. The consultant should refer to the documents of other projects in Bihar such as Kosi Flood Recovery Project, Bihar Panchayat Strengthening Project and Bihar State Rural Livelihood Project.

*Output:* Overview of environmental status and issues in the project districts.

## **Task 3: Potential Environmental Impacts of Proposed Project Activities**

A detailed analysis of the potential positive and negative impacts of the project activities needs to be undertaken. This will include, but will not be limited to, the following:

- Impacts of the pilot service centers [KBKBS Centres (Kabhi Bhi Kahi Bhi Sevayein Centres) and ISCOPPDs (Integrated Service Centres for Older Persons and Persons with Disabilities)]
- Impacts/issues associated with MNREGS works
- Impacts of the IAY construction
- Impacts of other proposed project supported activities

*Methodology:* Field study covering at least two blocks each in two project districts. Within each district/block, site visits will be made to the Block Development Offices, the District Disability Rehabilitation Centre (DDRC), a representative range of MNREGS works (overall about 30-35 works covering 3-5 samples of each of the 8 categories of works need to be included), and, a sample of IAY houses (at least 5 houses in each block). Discussions will be held with the staff of the Block Development Office, the DDRC, MNREGS staff (Programme Officers, Engineers and Panchayat Technical Assistants) and with representatives of Gram Panchayats and Panchayat Rozgar Sevaks. This task will also include documentation of any existing good and bad environmental management practices observed in the field.

*Output:* Detailed analysis of the potential positive and negative impacts likely to arise or associated with the project activities.

## **Task 4: Overview of Legal and Regulatory Requirements**

A review of the relevant legal and regulatory requirements will be undertaken. This task will include an examination of the existing environmental laws, regulations and policies of Government of India, Government of Bihar and the application of World Bank's operational policies in the project context.

*Output:* Application of legal and regulatory requirements relevant to the project activities.

## **Task 5: Review of Existing Capacity for Environmental Safeguard Management**

A review of existing capacity in the Department of Social Welfare and Department of Rural Development (including the MNREGS cadre at the district and block levels) for EMF implementation will be undertaken. This will include: awareness in the department staff of environmental risks associated with the infrastructure and service delivery activities taken up; integration of environmental considerations into activity planning process; existing systems of monitoring during construction/work execution and completion; etc. This review will also document the existing good environmental management practices, if any undertaken by the Departments.

**Methodology:** Secondary research and field study (to document initiatives on good environmental management) covering at least two blocks each in two districts (same field study as described under Task 3). Discussions will be held with the state, district and block level staff (as relevant) of the Department of Social Welfare and Department of Rural Development including staff of the Block Development Office, the DDRC, MNREGS staff (Programme Officers, Engineers and Panchayat Technical Assistants) and Panchayat Rozgar Sevaks.

**Output:** An analysis of findings from the field study pointing out the capacity building needs of the Social Welfare Department and Rural Development Department at various levels for EMF implementation.

## **Task 6: Preparation of an Environmental Management Framework (EMF)**

Based on the outputs of the Tasks 1-4 mentioned above, the consultant shall prepare an EMF containing distinct sub-sections as described below:

### **1. Pilot Service Centers**

The EMF will provide guidelines for site selection, design, construction and maintenance of environment-friendly Pilot Service Centers in line with all relevant legal and regulatory requirements on environmental safeguards. It will provide a prototype design/s with options for integrating energy conservation, resource (building construction material) optimization, water conservation, disaster proofing, waste utilization/reduction, sanitation, water supply and fire safety practices. Provision of ramp for accessibility by People with Disability (PwD) to the centres. It will also contain a generic EMP listing out actions to be followed by the contractors during and after construction along with suggested performance/monitoring criteria.

Possible options for 'green building certification' must be presented (for example, SVAGRIHA certification for small buildings) considering the small size and large number of these buildings.

### **2. MNREGS works**

Environmental Management Guidelines for MNREGS works will be developed. The EMF should provide a set of specific, practical guidelines (in a simple Do's and Don'ts format) for the various types of the MNREGS activities. The guidelines must be provided on the basis of the identified potential positive and negative environmental impacts (Task 2) and must seek to reduce/remove likely negative impacts as well as enhance the positive

impacts. The strategy for training and communications on the guidelines to the field level staff concerned with MNREGS must also be specified.

### **3. IAY works**

Environmental Management Guidelines for IAY houses should provide a set of specific, practical guidelines (in a simple Do's and Don'ts format). The guidelines must be provided on the basis of the identified potential positive and negative environmental impacts (Task 2) and must seek to enhance the positive impacts of the scheme. The strategy for training and communications on the guidelines to the field level staff concerned with IAY must be specified.

### **4. Gram Panchayat Bhawan and Anganwadi Centres (AWC)**

Environmental Management Guidelines for Gram Panchayat Bhawan and Anganwadi Centres (AWC) should provide a set of specific, practical guidelines (in a simple Do's and Don'ts format).

In addition to the above, for each of the above components, the EMF will specifically provide the details on the following aspects:

- *Institutional roles and responsibilities:* The EMF must contain a detailed description of the roles and responsibilities within the BRDS, SSUPSW, and the district level Project Implementation Units, and the district/block level staff of the Social Welfare Department and Rural Development Department for implementation of the EMF.
- *Capacity building plan:* The EMF must specify details of the training and communications required to enable the relevant staff (State, District and Block levels as relevant) of the BRDS, SSUPSW, and the line departments [Department of Social Welfare, Rural Development Department] to understand and apply the procedures, tools and guidelines.
- *Monitoring:* This section needs to have details of (i) the verification requirements/ for environmental compliance, specifying roles and responsibilities, to ensure that the procedures defined for assessment are effectively applied, and (ii) the reporting requirements on the EMF implementation including the performance indicators/criteria, data sources, and reporting frequencies. This section will also include details of an external environmental audit that would be required to assess the adequacy and efficacy of EMF implementation.
- *Budget:* The detailed budget required for implementation of the EMF throughout the project duration needs to be specified.

*Methodology:* The methodology among other things will include consultations with the BRDS, SSUPSW, and the line departments [Department of Social Welfare, Rural Development Department]; Consultations with the World Bank team.

*Output:* A detailed description of a robust, simple, practical EMF.

### **5. Consultations**

As mentioned in Section 4, consultation with key stakeholders is an integral part of the study methodology (see Tasks 2, 4 and 5). In addition to the field level consultations, using the

draft EA and EMF report as discussion material, at least one consultation workshop will be held at the state level to elicit comments and inputs. The consultation will target key project stakeholders (representatives of Departments of Social Welfare and Rural Development), representatives from NGOs etc. While the Department of Rural Development will organize the consultation workshop, the consultant is expected to make a detailed presentation on the draft outputs, facilitate discussion to elicit feedback and integrate this into the final output document.

## 6. Time frame and Deliverables

The total duration of the assignment from the signing of the agreement between the Government of Bihar and the identified Consultant to the submission of the final report will be two months from the date of issue of work order. The Consultant will submit the deliverables or outputs as electronic copies (in Microsoft Word) and paper copies (four copies) as per the following schedule.

<b>Deliverables</b>	<b>Time frame</b>
Submit Inception Report (containing detailed approach, methodology and outline of the draft report)	Week 1
Submit Draft EA and EMF Reports (including consultations)	End of 6 weeks (from the study initiation)
Submit Final Reports (incorporating the comments and suggestions from the reviewers as well as concerns raised in the stakeholder consultation workshop)	Within a week from receipt of the comments

## 7. Eligibility Criteria

- Master's in Environmental Sciences/Management/Engineering/Planning/Natural Resources Management or related discipline.
- Must have at least 7 years experience in Environmental Impact Assessment for infrastructure projects and in preparation/implementation of Environmental Management Plans on projects related to environment-friendly buildings, water conservation/harvesting structures, soil moisture conservation works etc.
- Good analytical and quantitative skills
- In-depth knowledge on regulatory requirements of Govt. of India and World Bank's Operational Policies and its cross-sectoral application is necessary.
- Experience of working in externally aided/funded projects and working with Governments will be of added advantage.
- Good written and verbal communication skills in English and Hindi.

## 8. Coordination

The consultant will report to Mr. Animesh Pandey, Project Officer in the Department of Rural Development during the course of the study and make himself/herself available in person during the entire duration of the study. In order to ensure that the task is completed

effectively and in time, it is necessary that the consultant works in close coordination with the GoB and Bank team. In addition to the draft and final reports indicated in the timeframe, if necessary, the consultant firm will share early drafts with the Bank team and ensure that the feedback given by the Bank team is acted upon.

## **9. Payment Terms & Schedule**

The Consultancy fee, TA and Per-diem allowance shall be paid as per BRDS guidelines. The decision of the Committee constituted by the Chairman, BRDS shall be final and binding.

The payment schedule for the assignment is as follows:

- Inception Report Submission - **10** percent
- Submission of Draft EA - **35** percent
- Submission of Draft EMF - **30** percent
- Submission of Final EA and EMF (incorporating all comments and Hindi translation of the Final Executive Summary) - **25** percent

**Appendix A:**

**Curriculum Vitae (CV) for Proposed Professional Staff**

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1. Proposed Position: \_\_\_\_\_
2. Name of Firm [*Insert name of firm proposing the staff*]: \_\_\_\_\_  
\_\_\_\_\_
3. Name of Staff [*Insert full name*]: \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_
5. Education (*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*): \_\_\_\_\_  
\_\_\_\_\_
6. Membership of Professional Associations (as relevant to the current assignment)  
\_\_\_\_\_
7. Other Training and Certification (*Indicate significant training and certification as relevant to the current assignment*)  
\_\_\_\_\_
8. Languages [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: \_\_\_\_\_  
\_\_\_\_\_
9. Employment Record [*Starting with present position, list in reverse order every employment held by staff member for last 10 years in descending order giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

Period of employment	Employer name	Level of Responsibility	Brief description of responsibilities

11. Detailed Tasks Assigned	12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned  <i>[Among the assignments in which the staff has been</i>
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<p><i>[List all tasks to be performed under this assignment]</i></p>	<p><i>involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Level of Responsibility: _____</p> <p>Activities performed: _____</p>
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13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff] Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_

## Appendix B:

### Remuneration as per BRDS Guidelines

Short Term Consultants for providing various technical/ thematic inputs to BRDS would be remunerated as follows:

Category	Experience/ Institute	Remuneration Per Day (INR)	Per Diem (for Hotel Stay etc. in INR)	Remarks
B	10 to 15 years  (Education from Best/ Good Institutions)	5,000 to 7,499	3000	B Category Consultant can be hired for maximum period of 6 months. He/ She can render his/ her service for not more than 60 days at a time.
C	5 to 10 years  (Education from Best/ Good Institutions)	3,000 to 4,999	2000	C Category Consultant can be hired for maximum period of 9 months. He/ She can render his/ her service for not more than 90 days at a time.
D	2 to 3 years  (Education from Best/ Good Institutions)	1,000 to 1,500	1000 for first month and 500 thereafter	D Category Consultant can be hired for maximum period of 10 months. He/ She can render his/ her service for not more than 90 days at a time.

**Note:** Economy Class Air Fare may be provided to consultants from outside the State.