



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**

**MINISTRY OF ROAD TRANSPORT AND BRIDGES  
ROAD TRANSPORT AND HIGHWAYS DIVISION  
ROADS AND HIGHWAYS DEPARTMENT**

## **TERMS OF REFERENCE**

**PACKAGE-SD 05**

**SOCIAL DEVELOPMENT CONSULTANT (NATIONAL)**

**FOR**

**Host and Rohingya Enhancement of Lives Project (HELP)**

**CONSTRUCTION AND IMPROVEMENT OF 03(THREE) ROADS TARGETING HOST  
COMMUNITY UNDER BANDARBAN ROAD DIVISION**

**MARCH 2025**

**Host and Rohingya Enhancement of Lives Project (HELP)**  
**(Construction & Improvement of Three Roads Targeting Host Community Under**  
**Bandarban Road Division)**

**Terms of Reference (TOR)**

**Position: Social Development Consultant**

**Package no: SD 05**

**A. Background**

Bangladesh has been coping with the presence of around one million Forcibly Displaced Myanmar Nationals (FDMNs) since 2017, which has resulted in a protracted crisis requiring longer term support to host and Rohingya communities. The Government of the People's Republic of Bangladesh (GoB) has received credit and grant from the International Development Association (IDA) for the Host and Rohingya Enhancement of Lives Project (HELP). The objective of the project is to improve access to basic services and enhance disaster and climate resilience of the host communities and FDMNs. HELP is comprised of four components:

1. Resilient water, sanitation, and hygiene (WASH)
2. Climate and disaster resilient infrastructure, energy, and emergency response
  - 2.1. Rural Infrastructure Development
  - 2.2. Rural Roads Improvement
  - 2.3. Renewable Energy
3. Strengthening institutional systems to enhance service provision and support resilient development
  - 3.1. Capacity Building and Technical Assistance
  - 3.2. Host Communities and FDMN Awareness Raising and Skills Building Programs
  - 3.3. Reinforcement of Emergency Management Capacity
  - 3.4. Technology-driven Monitoring and Evaluation and Project Management
4. Contingent Emergency Response

Component 2.2 and parts of Components 3.1, 3.2, and 3.4 of the projects will be implemented by Roads and Highways Department (RHD), Ministry of Road Transport and Bridges. The project will be conducted through the implementation of works, supply of goods, and hiring of services.

The Project Implementation Unit (PIU) is mandated to manage the project in keeping with the Borrower's obligation to use the project fund with due regard to economy and efficiency and only for the purpose for which project financing was provided. RHD intends to apply a part of the project financing to hire a Social Consultant following the World Bank Procurement Regulations.

**Social Issues**

The project will be implemented in accordance with the World Bank Environmental and Social Framework (ESF). Environmental and Social Commitment Plan (ESCP); Environmental and Social Management Framework (ESMF); Labor Management Procedures (LMP), Gender and Sexual Exploitation and Abuse/ Sexual Harassment (SEA/SH) Action Plan and Stakeholder Engagement Plan (SEP) and Small Ethnic Community Planning Framework (SECPF) will be key documents for the project to adhere to (current links are draft versions).

Project activities will include various works for rural road improvement, such as earthwork, embankment fulling, construction of pavements, protective work, and installation of signals and road markings and posts.

The social risk is substantial due to the increasing social tension between the FDMN and host community, and possibility of exclusion of vulnerable stakeholders from consultations, owing to their economic status, lack of access to information and decision-making abilities. There will be no land

acquisition permitted or required in the host community as the project will only use government land. The risk of labor influx is expected to be minimal as construction activities are expected to largely employ labor from FDMN and local people in host communities.

The project will only use government land for road rehabilitation (using existing alignments), shelters on public school lands or other government lands. There may be informal settlers occupying public land in host communities who be displaced and require resettlement assistance according to ESS5. Depending where roads are built, and even when they follow existing alignments, there may be impacts on shops and other private entities. There may also be need for temporary land use for project activities (to keep construction material and set-up labor camps) by the existing rural roads. The extent of such impact will be known upon the confirmation of specific location of subproject and screening of sites and will be managed as per ESS5.

## **B. Objective**

The RHD PIU intends to hire a Social Consultant under Selection for Individual Consultant (with Open market approach) following World Bank Procurement Regulation July 2016 (Revised in November 2017) for services to address the social issues under the project.

The main objective of the services of the Social Consultant (hereafter referred as ‘the Consultant’) are to: 1) oversee and coordinate on social compliance during project implementation; 2) ensure the quality of environmental and social assessments/reports/documents prepared by the contractors/consultants/field level officials and approve them; 3) prepare and monitor proper implementation of ESMP, Small Ethnic Community Plan (SECP) (if required) Resettlement Action Plan (RAP) (if applicable) and other site specific plans; 4) consolidate information and prepare reports; 5) manage contractual obligation on social safeguard, 6) provide training to the contractor and field level staff, PIU and relevant HQ level stakeholder, and guide Social Team and personnel under the design and supervision (D&S) firm for preparation and provision of the trainings; 7) provide technical advice to PD on ensuring social safeguard compliance.

The assignment includes the following tasks:

- Monitor overall compliance of the project with World Bank ESF.
- Overall coordination and supervision on social safeguard.
- Review and endorsement of Environment portion of the Environmental and Social (ES) assessments/instruments/documents.
- Support and supervision of ESMP/RAP/SECP (if applicable)/Influx Management Plan (if applicable) and other applicable plan implementation.
- Ensure the regular and timely update of the social issues, points and reports in the ICT monitoring systems.
- Overall monitoring and reporting.
- Management of contractual obligation on social safeguard.
- Record and address all the grievances.
- Prepare Social monitoring reports and other reports as required according to the ESCP
- Training provision.
- Assistance and guidance to social safeguard team/personnel under design and supervision firm
- Technical advice to Project Director (PD).
- Any other tasks assigned by the PD

## **C. Scope of Consultant’s Assignment**

### **Overall coordination and supervision on social compliance**

While PD has overall responsibility of the project including Environmental and Social (E&S), the consultant will be responsible for completing all activities/tasks, its quality control and overall

coordination associated with social with field based Social Consultant, officials, PD and other stakeholders.

#### **Review and endorsement of social screening**

The Consultant shall review and endorse the Social portion of the assessments /instruments /documents, prepared by the social team/personnel from design and supervision firm and any of the above which was prepared by the contractor, and subsequently reviewed by the environmental team/ personnel from design and supervision firm. When the screening result indicates the specific physical intervention is likely to require the detailed assessment for further investigation on the potential impacts and likely mitigation measures would be required, the Consultant shall provide technical guidance to the team carrying out the tasks. In addition, the Consultant will coordinate with PD as necessary on the further actions required based on the outcomes.

#### **Support and supervision of RAP/SECP/ESMP implementation**

Based on the screening outcomes, if RAP and SECP needs to be prepared, the social consultant is responsible to prepare and implement the documents with the support of the PIU. ESMP implementation is the responsibility of Contractor and Social team/ personnel of D&S have the responsibility of ensuring ESMP implementation at the field. The Consultant will consult with the social team regularly and as necessary regarding the issues on ESMP implementation.

During pre-construction, the Consultant shall review the detail project designs/site plan and conduct site investigation to check if the necessary social mitigation measures are planned and to advise any additional mitigation measures required.

The Consultant will regularly visit the sub-project sites with Social Consultant to monitor the implementation of ESMP/RAP/SECP and provide input to prepare sub-project specific monitoring report.

#### **Monitoring and reporting**

The Consultant shall review and endorse all monitoring reports, prepared by the social team/ personnel of D&S. When necessary or required, the monitoring reports shall be field verified by the Consultant and RHD officials.

The Consultant shall consolidate the relevant information on social safeguard including social monitoring report, site-specific environmental and social management plans, screening report for high-risk operation, GRM records and accident report and report to the World Bank through PD in a timely manner. The Consultant will be responsible to ensure preparation and delivery of quarterly/half yearly environmental and social monitoring reports.

#### **Ensure the regular and timely update in the ICT monitoring systems**

The Consultant will ensure the regular and timely update of the social issues, points and reports in the ICT monitoring systems. S/he will be responsible to coordinate with ICT experts and confirm the above.

#### **Management of contractual obligation on social safeguards**

The Consultant shall ensure the safeguard obligation of the project will be duly reflected into the legal agreement with contractor. Such obligation would include implementation of ESMF, RPF, SECPF and sub-sequent site-specific social instruments.

The Consultant with assistance from the social team/ personnel of D&S and in coordination with PD, shall lead to address safeguard related non-compliance issues of contractors according to the project specific non-compliance rectification procedures.

### **Training Provision and support**

The Consultant shall lead the trainings related to social to raise the capacity of contractor, field level staff and other relevant stakeholders to implement and monitor the social instruments and any other application site-specific documents/instruments. The Consultant shall also guide social team/personnel of D&S for preparation and provision of the trainings. The training plan both at the HQ and field level will be approved by the Consultant.

### **Public Consultation/GRM**

The Consultant shall coordinate consultation necessary during preparation and implementation of the project. The consultant will coordinate with Senior Environment Consultant and communication consultants while planning and conducting the consultations. Such consultation includes consultation during preparation on social plans/ instruments, and construction and operation of each investment.

S/he will ensure the quality of public consultation at the field level and will reflect the concern in the project implementation.

The Consultant is also responsible to review and take necessary actions on the complaints received through the project GRM in coordination with PD.

### **Technical Advice to PD**

When necessary and required by PD, the Consultant shall provide technical advice related to social safeguard to PD. Such advice would include coordination with other governmental organizations, donors, strategies to address major safeguard issues and complaints, handling grievances and enhancement of safeguard capacity of PIU.

## **D. Key Qualifications:**

Academic Qualifications and Professional Experience of the Consultant:

### **a) Educational Qualification**

- Masters in Social Science, Sociology or related field

### **b) Experience**

- At least 10 years of minimum experience as Social Scientist, Social Planner or related field, and at least 5 years of experience as Social Consultant/Specialist in conducting social assessments of road, water, wastewater or other infrastructure sector of similar nature and complexity.
- Experience must include at least one World Bank/ADB or other development partner funded project.
- Expertise in the project area is preferred.
- Prior experience preparing one or more Social Impact Assessments (SIAs), Social Management Plans (SMPs), Small Ethnic Community Plan, Resettlement Action Plans (RAPs), Influx Management Plans (IMPs) or Social Management Frameworks (SMFs) in accordance with World Bank Safeguard Policy requirements is a plus.
- Age preferably is within 55 years old.
- Excellent verbal and written communication skills and report writing capacity in both Bangla and English.

## **E. Duration of the Assignment**

The Consultant shall perform the Services for Intermittent input for 24 months. However, the duration may be increased based on the performance of the individual and the project need.

## **F. Institutional Arrangement**

The Consultant will be responsible to the PD. She/he will assist PD to ensure that all social related reporting is completed on time to enable the Project to meet the deadlines of various GoB authorities and the World Bank. The Consultant will submit the field visit report frequently along with the recommendation for further improvement so that ESMP is properly followed in the field.

The PIU will provide necessary assistance to the Consultant in carrying out their activities under the project. The PIU will provide necessary office accommodation, logistic services, consumables and other things or related services required for smooth execution of his services. The PIU will provide necessary assistance to carry field trips if necessary.

## **G. Reporting Obligations**

- Monthly Activity Report
- Quarterly Summarized report
- Final Report
- Any other reports as required by PMU.
- Prepare screening reports, RAP/SECP (if required)

## **H. Remuneration**

The Consultant will be paid a negotiable consolidated remuneration inclusive of all applicable Taxes and VAT as per law of Bangladesh.

## **I. Procurement/ Hiring method**

The Consultant will be selected following the “Selection of Individual Consultant (SIC)” method of **World Bank Procurement Regulation (PR), September 2023**.