

TANZANIA NATIONAL ROADS AGENCY
DAR ES SALAAM BUS RAPID TRANSIT (BRT) PROJECT - PHASE 5
TERMS OF REFERENCE FOR SERVICES OF A SOCIAL AND RESETTLEMENT
EXPERT TO SUPPORT IMPLEMENTATION OF DAR ES SALAAM BUS RAPID
TRANSIT (BRT) INFRASTRUCTURE – PHASE 5

1. BACKGROUND

The Government of the United Republic of Tanzania has received a Credit from Agence Française De Développement (AFD) to finance implementation of the fifth phase of Dar es Salaam Bus Rapid Transit (BRT) system and intends to apply a portion of the credit for eligible payments under the Contract of Social and Resettlement Expert to support implementation of the Project for which this Terms of Reference is concerned.

TANROADS is responsible for construction of the Dar es Salaam Bus Rapid Transit (BRT) Infrastructure Phase 5 covering 25.774 km. The project is proposed to be implemented using three (3) Works Contracts and one Supervision Consultancy Contract.

In order to manage properly implementation of the Project, TANROADS looks for a dynamic, motivated, creative and open-minded professional to support management of the project in the capacity of Social and Resettlement Expert.

2. OBJECTIVES OF ASSIGNMENT

The objective of the assignment is to enhance capacity of TANROADS in carrying out day to day implementation of Resettlement Action Plan (RAP), Stakeholders Engagement Plan (SEP) and Livelihood Restoration Plan (LRP) under various Projects with emphasis to the Dar es Salaam BRT Infrastructure - Phase 5. This will involve full responsibility for planning and management of activities defined in the RAP-LRP for Phase 5 and coordination of a team of experts (database, community development specialists) hired by the construction Supervision Consultant for Phase 5 and of TANROADS' field team.

3. SCOPE OF SERVICES

The Social and Resettlement Expert will be required to undertake inter alia the following tasks:

- (i). Day to day coordination of RAP, LRP and SEP implementation for all project components and report on monthly, quarterly and annual basis according to the requirement of the AFD;
- (ii). Liaison with implementation partner organizations for livelihood restoration, such as Municipal Councils, Small industry development organization, Tanzania social action fund, Vocational education and training authority;
- (iii). Develop a Vulnerable Peoples Plan in collaboration with relevant local government associations and establish a Vulnerable People Register as detailed in the project's LRP (also refer Appendix 4 of the RAP-LRP report);
- (iv). In coordination with a community development specialist and implementation partners, fine-tune and implement the project's LRP;
- (v). Follow up on compensation issues and the established Grievance Redress Mechanism (GRM) and Committees at Ward and District levels for the project during project implementation are fully addressed as per National and AFD requirements;

this includes review of the delivery of entitlements in accordance with the eligibility and entitlement matrix;

- (vi). Follow up on public consultations, RAP disclosure, entitlement briefings and information access related to the project;
- (vii). Follow up on setting up of resettlement committees;
- (viii). Carry out necessary in-house training and capacity building for implementing agents;
- (ix). Establish appropriate and adequate procedures for undertaking social management activities in the transport infrastructure sector, in an efficient and timely manner
- (x). Undertake Monitoring and Evaluation of RAP and prepare monitoring reports on monthly, **quarterly and annually** basis on the implementation of RAP for all project components according to the World Bank and TANROADS formats. Reporting shall include concerns raised by stakeholders, potential interested and affected parties and propose mitigation measures; **Preparing Monthly, Quarterly and Annual Reports** on project compliance with the requirements of Resettlement Action Plan (RAP); and
- (xi). Perform other duties as may be directed by the Manager for Environment and Social Section under Director of Infrastructure Planning, provided that the RAP, LRP, and SEP implementation remains a priority and does not overlap with the additional assignments including, but not limited to the following:
 - a) Follow up the preparation of project specific tools (Site specific) such as Contractor ESIA's, ESMP, HSMP and Project level – GRM, GBV/SEA Action Plan for the project throughout the project cycle; and ensure Contractors' compliance to the same;
 - b) Review and comment on the Monthly, Quarterly and Annual Reports for road projects which submitted by Contractors and Supervision Consultants;
 - c) Follow up the Contractors' compliance to the implementation of mitigation measures for social impacts and risks as proposed in the ESMP and HSMP and suggest for adaptive management of proposed project changes or unforeseen circumstances;

4. QUALIFICATIONS AND EXPERIENCE

4.1 Education

- (i) Minimum of Bachelor Degree in Sociology, Social work, Community Development or related discipline from recognized universities.
- (ii) Master's Degree shall be an added advantage.

4.2 Professional experience

- (i) Minimum of six (6) years cumulative experience related to involuntary resettlement under international standards (elaboration of RAP or LRP, implementation of resettlement or livelihood activities).
- (ii) Must have served in similar capacity (coordination of RAP implementation) for at least one project in urban areas in the last 10 years.

4.3 Language and regional experience requirements

- (i) She/he must have a working experience in developing countries; particular working experience in Africa.
- (ii) The candidate shall have a full working proficiency of written and spoken English and Kiswahili.

5. FACILITIES TO BE PROVIDED BY TANROADS

TANROADS will provide the Social and Resettlement Expert with facilities that will enable him/her to perform her/his duties in an efficient manner. These will include but not limited to transport to Site, telephone communications, furnished office with computer, internet and shared printer. TANROADS will bear the cost of transport and per diem allowances at the Government rates when required to travel outside Dar es Salaam for official duties.

6. DURATION AND TERMINATION OF ASSIGNMENT

6.1 Duration

The Services of Social and Resettlement Expert will commence immediately after signing the Contract. The timeframe for this assignment is approximately 24 months spread over the construction period of 36 months, such timeframe shall be reviewed after the first 12 months based on the performance of work and the remaining scope assignment. The Consultant shall propose the Work Plan for the accomplishment of the assignment within 36 months.

The Expert will spend time for field visits, office works and report writing for the stages of the assignment within the allocated timeframe.

PERIOD	DESCRIPTIONS AND ACTIVITIES	DELIVERABLES
1 st Year	Follow up on public consultations, RAP disclosure, entitlement briefings and information access	Quarterly and Annual RAP Implementation report
	Follow up on compensation issues and the established Grievance Redress Mechanism (GRM) and Committees at Ward and District levels	Quarterly and Annual Implementation report for RAP and GRM
	Develop a Vulnerable People Plan	Quarterly and Annual Implementation report for Vulnerable plan
	In coordination with a community development specialist and implementation partners, fine-tune and implement the project's LRP	Quarterly and Annual LRP Implementation report
	Monitoring and Evaluation of RAP	<ul style="list-style-type: none">Quarterly and Annual Monitoring & Evaluation Reports
2 nd Year	Undertake in-house training and capacity building for implementing agent	<ul style="list-style-type: none">Training report

	Monitoring and supervision of GRC at Ward and District levels	<ul style="list-style-type: none"> Quarterly and Annual GRC implementation report
	Undertake Monitoring and Evaluation of RAP	<ul style="list-style-type: none"> Quarterly and Annual Monitoring & Evaluation Reports
3rd Year	Undertake Monitoring and Evaluation of RAP	<ul style="list-style-type: none"> Quarterly and Annual Monitoring & Evaluation Reports
	Prepare RAP Implementation Completion Report	<ul style="list-style-type: none"> Final RAP Completion Implementation Report

6.2 Termination

This Contract may be terminated before expiry of the duration of the assignment, in accordance with provisions of Employment and Labour Law Act No. 6 of 2004 of the United Republic of Tanzania.

7. RESPONSIBILITIES OF THE SOCIAL AND RESETTLEMENT EXPERT

- (i) All information, data and reports obtained from TANROADS in the execution of the services of the Social and Resettlement Expert shall be treated as confidential;
- (ii) All documents prepared by the Social and Resettlement Expert for this assignment shall become and remain the property of TANROADS; the Social and Resettlement Expert shall, not later than upon termination or expiration of the Contract, handover all such documents to TANROADS;
- (iii) The Social and Resettlement Expert shall be responsible for arranging for his/her own accommodation and transport from place of residence to TANROADS.

8. REPORTING REQUIREMENTS

- (i) The Social and Resettlement Expert will report to the Manager for Environment and Social Section under the Director of Infrastructure Planning and shall perform his/her duties in collaboration with other TANROADS staff;
- (ii) The Social and Resettlement Expert will be required to provide inputs to regular and ad hoc reports prepared by TANROADS;
- (iii) The Social and Resettlement Expert will prepare and submit a concise quarterly report describing activities performed by him/her. The report shall be in a form of Timesheet or another format that shall be agreed by the Manager for Environment and Social Section and submitted not later than the 15th day of the following month.

9. PAYMENT TERMS

- (i) The Social and Resettlement Expert shall negotiate with TANROADS and agree on remuneration for carrying out the assignment. The agreed remuneration shall be paid based on man day. The agreed remuneration shall cover all the Expert's costs and profits, including social securities, health insurances, pension, as well

(ii) The Social and Resettlement Expert remuneration will be fixed for entire duration of the assignment. If the initial duration of assignment will be extended, the remuneration will be subject to adjustment due to increase of costs after every 24 months with effect for the remuneration earned in the first calendar month after the end of three years from commencement of the Contract.

