

GREATER ACCRA RESILIENT AND INTEGRATED DEVELOPMENT PROJECT

TERMS OF REFERENCE
FOR
SUPPORT STAFF FOR THE IMPLEMENTATION OF RESETTLEMENT ACTION PLANS

1.1 Introduction

The Greater Accra Resilient and Integrated Development (GARID) Project is a World Bank funded project under the Ministry of Works and Housing aimed at improving flood risk and solid waste management in the Odaw River Basin of the Greater Accra Region as well as improving access to basic infrastructure and services in the targeted communities within the Basin.

The project is divided into components to help achieve its goals. These components are as follows:

- Component 1: Climate Resilient Drainage and Flood Mitigation Measures
- Component 2: Solid Waste Management (SWM) Capacity Improvements
- Component 3: Participatory Upgrading of Targeted Flood Prone Low-Income Communities and Local Government Support
- Component 4: Project Management
- Component 5: Contingent Emergency Response (CERC)

1.2 GARID RAP Implementation

The project activities have the potential to cause adverse environmental and social risks and impacts inducing significant involuntary resettlement, in varying scale and magnitude per the ESMF and RPF prepared. Due to this risk, several Resettlement Action Plans (RAPs) have been prepared. In all, 18 RAPs are planned, with 17 prepared and under various levels of implementation. A total of about 6000 PAPs is envisaged under the Project, with a little over 2000 served so far.

Contracts for physical works for most projects have already been signed, awaiting RAP implementation. There is therefore the need to expedite the implementation of these RAPs to allow for the physical implementation. A model of engaging the services of experienced field staff has been chosen as the preferred option to implement this model. It is on this basis that this Terms of Reference is being prepared to provide guidance on the selection of ten (10) support staff for the implementation of the remaining RAPs.

1.3 Objective of the Assignment

The objective of this assignment is to expedite the implementation of Resettlement Action Plans (RAPs) to enable the commencement of physical construction activities. A lot of efforts and support will be needed in the various phases of RAP implementation after approvals by World Bank and Lands Commission as outlined below:

- General Stakeholders' Meeting
- Formation and training of Resettlement Implementation Committee (RIC) and Local Grievance Committees (LGC)
- RIC Engagement with PAPs
- Verification, Marking of Structures and Documentation
 - ✓ Capture of supplementary structures
- Recording and resolution of grievances
- Compensation processing
- Offer and acceptance
- Preparation of payrolls
- Payment of compensations (Electronic and cash)
- Provision of contractor access to sites (Working with the Municipal Assemblies)
- Capture, processing and payment of supplementary structures during construction

1.4 Scope of Work

The responsibilities of the support staff will include, but are not limited to, the following:

- Assisting the RAP Implementation Team in the verification of structures and ownership on-site prior to the processing and payment of compensation.
- Serving as liaisons for collecting documentation from Project Affected Persons (PAPs), including Ghana Cards, passport photographs, bank details, and other relevant information necessary for compensation processing.
- Supporting the preparation of impact assessment and compensation tables following the completion of compensation processing.
- Drafting offer and acceptance letters for compensation agreements.
- Providing oversight during the signing of offer and acceptance letters by Project Affected Persons.
- Assisting in the preparation of payrolls for the disbursement of compensation payments.
- Supporting the distribution of cash compensation to Project Affected Persons.

- Overseeing the delineation of buffer zones through physical demarcation (pillaring) within the affected communities.
- Preparing minutes of stakeholder meetings held with Project Affected Persons during the implementation of the RAP.
- Collecting spatial data on affected structures and mapping these structures to facilitate the finalization of RAP Completion Reports.
- Contributing to the preparation of comprehensive RAP Completion Reports for various sub-projects.
- Record grievances in the online grievance management system and assist in resolving them.
- Document and process supplementary structures identified during the construction phase.
- Maintain and manage records of Project Affected Persons (PAPs) documentation for the various sub-projects.
- Facilitate the signing of compensation payment sheets for the respective sub-projects.
- Prepare back-to-office reports following field assignments.
- Serve as a community facilitator to support the RAP implementation process.

1.5 Time Frame

The period of engagement shall be 1-year subject to renewal based on satisfactory performance. The total number of days available to the applicant over the period shall be 12-man months.

1.6 Qualifications

The applicant shall have at least a bachelor's degree in Social Sciences, Development Studies, Business Administration and or a related field with the following relevant expertise:

General Experience

- Knowledge and or experience of working in informal communities
- Demonstrable skills in stakeholder engagement and community consultation
- Knowledge of computer software applications, including Microsoft Word and Excel.

Specific Experience

- Experience in conducting meaningful consultations with affected individuals and communities.
- Familiarity with data collection tools like GIS mapping for resettlement planning
- Ensuring that affected persons receive entitlements in a timely and equitable manner.

- Handling grievances or disputes related to land acquisition, compensation, or relocation.
- Ability to prepare comprehensive reports on resettlement progress and challenges.

Language skills

- Excellent verbal and written communication skills.
- Appreciable working knowledge of languages spoken in beneficiary communities as well as awareness of traditions and customary practices.