



Municipal Committee Daska

MC/DSK/23:- 785

Dated: 02/05/2023

Notification

Grievance Redress Mechanism (GRM) is to provide a robust system of procedures and processes that provides for transparent and rapid resolution of concerns and complaints identified at the local level. For redress of service delivery of complaints and grievances relating to Environment & Social Management regarding infrastructure sub projects under Punjab Cities Program (PCP). The following Grievance Redress Committee (GRC) at MC is hereby constituted.

1. Chief Officer	Chairperson
2. Municipal Officer (Infrastructure Development)	Member
3. Municipal Officer (Planning)	Member
4. Deputy Program Officer (ESM)	Member

The TORs of the GRC areas follows:

- GRC shall be responsible to manage and run the GRM effectively and convene the regular meetings to streamline the GRM;
- GRC shall ensure that all grievances related to social and environmental issues are registered, formally recorded, reviewed, resolved and the concerned person is informed in a timely manner and community feedback is recorded; and
- Grievance redress of complaints related to compensation and land acquisition and resolution of issues related to Abbreviated Resettlement Action Plan (ARAP) and Resettlement Action Plan (RAP)
- For site-specific grievances of ESM before, during and /or after execution of civil works, GRC shall issue the warning letters and may define the penalties for contractors

Administrator
Municipal Committee
Daska

CC:-

- The Secretary, LG&CD Department, Government of the Punjab, Lahore.
- Project Director, Punjab Cities Program, PMDFC, Lahore.
- All Municipal Officers, Municipal Corporation/Committee.
- Concerned Officers
- Office file.



Municipal Committee Daska

MC/DSK/23:-786

Dated: 02/05/23

Terms of References

Environment & Social Focal Persons (ESFPs) Nominated for PCP

As per Notification Vide No. MC/DSK/220. Dated. 18-01-2022. under subject.....:

1. MOI & S is nominated as focal person for environmental and social management
2. MOP is nominated as focal person for social management

In perpetuation of the same notification, following duties/tasks are assigned to the ESFPs:

- ESFPs shall conduct the Environmental & Social Screening survey at planning and design stage of each subproject and lead the E&S consultant teams during environment and social surveys and facilitate the consultants and E&S teams of regional office (PMDFC) in environment and social screening process;
- ESFPs shall facilitate in filling the E&S¹ and IRS² Checklists by providing necessary data and information, review the Checklists and duly sign the checklists;
- ESFPs shall ensure to comply with the policies and procedures described in the ESMF of PCP, with the technical assistance and guidance of DPO ESM of regional offices and ESM Wing of PMDFC
- ESFPs shall carry out the E&S monitoring and supervision of contractors before and during execution of civil works according to the prescribed mitigation measures of E&S instruments³;
- ESFPs shall facilitate the APA⁴ process of E&S and Third Party Validation (TPV) of ESMF;
- ESFPs shall initiate and ensure the process of obtaining NOC/Approval of E&S instruments from the respective forum with the technical support of E&S consultants and ESM Wing of PMDFC;
- ESFPs shall ensure the overall processes and procedures of ESMF including implementation of ARAPs/RAPs and payment of compensation to the Affected Persons before execution of civil works;
- ESFPs shall facilitate to arrange the E&S public consultations & departmental meetings;
- ESFPs shall ensure the incorporation of specified E&S clauses in the bid documents and contractors' term of reference
- ESFPs with the support of DPO-ESM of regional office shall play an instrumental role in steering the GRC functions both at the MC level and at field level; and
- ESFPs shall actively participate in E&S training workshops/awareness seminars, time to time organized by the PMDFC

Administrator
Municipal Committee
Daska