

PROJECT MANAGEMENT UNIT
Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)
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REFERENCE No. १५१ /01/TA/ULMMC/PMU/U-PREPARE/2025

DATE: 20.03.2026

REQUEST FOR PROPOSALS

The Government of Uttarakhand has received financing from the World Bank towards the cost of the Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE), and intends to apply part of the proceeds for the following assignment:

Sl. No.	Assignment title	To be downloaded from
1	Consulting Services for Preparing an Institutional Development Plan for The Uttarakhand Landslide Mitigation and Management Centre (ULMMC) (Package No. 01/TA/ULMMC/PMU/U-PREPARE/2025)	www.uktenders.gov.in
2	ICT Tool for Labour Law Compliance Tracking & Monitoring	www.uktenders.gov.in
3	Deployment of Labour Management Specialist under PMU (U-PREPARE)	www.u-prepare.com

[Signature]
Program Director
20/3/2026

Advertisement for Labour Management Specialist

For U- PREPARE Project

The Individual Consultant (Labour Management Specialist) is required to submit an updated Curriculum Vitae (CV), along with all relevant work experience certificates and supporting documents, by 6th April 2026 to upreparepmu@gmail.com.

Applicants are advised to ensure that their CV clearly reflects their professional qualifications, key competencies, and relevant experience in the field of labour management and employment. All supporting documents should be properly verified and systematically organized to facilitate a smooth and efficient evaluation process.

Please note that late or incomplete submissions may not be considered. For any queries or further clarification, kindly contact us at the following email address: shivanishukla2302@gmail.com

Terms of Reference (ToR) for Deployment of Labour Management Specialist (IC)

1. Background

Uttarakhand, a Himalayan state in Northern India, is characterized by its diverse landscape, including towering peaks, extensive river systems and dense forests. This region is prone to natural disasters such as flash floods, landslides, earthquakes, wildfires, and cloudbursts, which have intensified in recent decades, often linked to climate change. The State's geographical vulnerability is compounded by its classification in Seismic Zones IV and V, the highest risk zones in the country, making it susceptible to significant seismic activity. Disasters, such as the 2013 floods and the 2016 wildfires, have severely impacted Uttarakhand's economy and reversed developmental gains, particularly in sectors like tourism, infrastructure and healthcare.

The Government of Uttarakhand (GoUK) is implementing the Uttarakhand Disaster Preparedness and Resilience Project U-PREPARE funded by the World Bank. The Project seeks to enhance the resilience of critical public infrastructure in Uttarakhand and strengthen the preparedness and emergency response capacity in the State. At its core, the Project will support a system approach to resilience and the institutionalization of proactive disaster and climate risk management in the State. This will include mainstreaming disaster and climate risk management in road and health infrastructure planning and investments to enable these lifelines to cope with and provide uninterrupted services during and after disasters of a specific magnitude. The project focuses on building capacity and strengthening systems to ensure long-term sustainability of the project investments. The project will be implemented with a strong focus on environmental and social sustainability, ensuring compliance with the Project's ESMF, RPF, LMP and SEP.

This project is labour intensive and involves various issues related to compliance with labour laws. There are critical issues in the context of workplace safety, labour welfare and accidents and follow up remedial and legal actions. To that end, the PMU/PIU/FPIU requires enhanced support in dealing specifically with these kind of labour issues. Accordingly, the project proposes to recruit a Labour Management Specialist to support the project team to plan, implement, monitor and take corrective actions on these labour issues.

2. Objectives of the Assignment

The Department of Disaster Management under U-PREPARE-PMU seeks the services of a Labour Management Specialist (the "Individual Consultant") to implement a Labour Management Procedure (LMP) for the U-PREPARE. Implementation of LMP is to ensure that labour-related risks are managed in accordance with national/state laws and Project's safeguard instruments. The Consultant will work closely with project stakeholders to identify labour risks, develop mitigation measures and ensure compliance with relevant legal and regulatory frameworks.

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3. Scope of Services

The Consultant will be responsible for the following tasks:

- a) Supervise and monitor compliance of labour laws and regulations by the staff, contractors and consultant regarding their terms and conditions of employment, non-discrimination and equal opportunity, worker's organizations and occupational health and safety aspects.
- b) Support adoption and implementation of ICT tools to track compliance of labour welfare laws during civil works as per the contracts and report.
- c) Review the site-specific Labour Management Procedures and other relevant instruments prepared by the ESA consultant/s and subsequently, monitor and report on its implementation throughout the project life cycle.
- d) Review and ensure that all relevant clauses related to labour standard compliance are integrated in the bid documents and contracts, along with the Environmental and Social Management Plan and Labour Management Procedures.
- e) Ensure contractors, including the PIUs and field PIU staff are providing monthly monitoring reports on labour standard compliance in accordance with the metrics specified in the respective bidding documents and contracts. Based on this data, prepare quarterly progress report on the status of labour standard compliance in all project sites.
- f) Coordinate with Gender specialist and Social Safeguard Specialist at the PMU to implement the project.
- g) Assess and manage specific risks and impacts to the community arising from construction activities, including, inter alia, behaviour of construction workers, risks of labour influx, response to emergency situations.
- h) Develop a 'code of conduct' [which incorporates zero tolerance to sexual harassment, workplace discrimination, etc.] for the staff, consultants and contractors including its personnel to abide by. The code of conduct must also include sanctions for non-compliance.
- i) Ensure the contractors have established and are operating a grievance mechanism for all construction workers, including those engaged by the sub-contractors.
- j) Prepare training plan and deliver labour compliance-specific trainings for staff and implementing partners (contractors, consulting firms, etc) throughout the project cycle.
- k) Report any incident such as sexual exploitation/harassment or accident that result in death, serious or multiple injuries at the construction sites. Provide sufficient detail regarding the scope, severity, and possible causes of the incident or accident, indicating immediate measures taken or that are planned to be taken to address it, and any information provided by any contractor and/or supervision consultant, as appropriate. Subsequently, at the World Bank's request, prepare a report on the incident or accident and propose any measures to address it and prevent its recurrence.

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Monitoring Indicators

- Labour Management data base systems – ICT & MIS Portal
- Verification of reports and data
- Ensuring of daily updating of the data base
- Built Communication Channel for dissemination of reports

3.1. Labour and Working Conditions Assessment

- Personal Protection Equipment (PPE) – safety helmet and shoes, secured harness when working at heights, electrical gloves, eye protection for welding etc., for all workers without which entry to the construction site shall not be allowed.
- Steps necessary to prevent SEA/SH and any discrimination based on religious, political and/or sexual orientation.
- Facilities to be provided at the labor camp:
 - Hygienic living conditions and safe drinking water
 - Segregated toilets for male and female workers
 - Creche facilities
 - Use of fireproof wiring and good quality electricals
 - Cooking gas and/or electric/induction plate for each labor household
 - Monthly/weekly health checkup to be organized at the camp for all labors/family.
 - Awareness campaign for social distancing and general health and hygiene.
 - Posters and signages

3.2. Capacity Building and Training

- **Capacity Building Plan:** Develop and implement a capacity-building plan to enhance the understanding of labour management among project stakeholders. This plan should align with the LMP and other relevant environmental and social aspects.
- **Training Sessions:** Conduct training sessions for project staff, contractors, and other relevant stakeholders to ensure they are familiar with the LMP and national labour laws labour management. The training should also cover topics such as grievance mechanisms, labours code of conduct, SEA/SH prevention, and occupational health and safety.

3.3. Monitoring and Reporting

- **Monitoring Mechanism:** Develop a monitoring mechanism to ensure compliance with the LMP. This should include regular site visits, worker interviews and consultations with local communities to assess the implementation of labour management practices.
- **Reporting:** Prepare monthly reports on the status of labour management including any issues identified, actions taken and progress towards compliance with LMP. Reports should be submitted to the Department of Disaster Management and the World Bank as required.

4. Outputs /Deliverables

The Consultant will be responsible for delivering the following:

1. **Capacity Building Plan:** A tentative schedule for capacity building of PIU/FPIU and other stakeholders

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- with a focus on labour management plan and national labour laws, occupational health and safety
2. Submit monthly reports through the ICT system
 3. Prepare and Finalize the Checklists for field supervision FPIUs.
 4. **Training Materials:** Prepare training material for project staff and stakeholders on the LMP, occupational health and safety, labour law compliance, contractual obligations.
 5. **Periodic Reports:** Regular reports on the status of labour management including monitoring results, stakeholder feedback and any issues or risks identified.
 6. **Preparation of the Action Plan:** Preparation of actions required to be undertaken by the contractor in the event of an accident whether resulting in death or injury or whether involving employees or others etc.), according to applicable labour laws and contractual provisions.
 7. Any other issue /material for labour law compliance which may be necessitated in the course of project implementation.

5. Consultant Qualifications/Experience

- **Educational Qualifications**

Bachelor's degree in law or postgraduate degree in industrial / employment / labour relations or MBA in HR with specialization in industrial relations/labour laws.

- **General experience**

At least 5 years experience in the legal field including practice of labour laws. Alternatively, 5 years experience in the field of labour relations, industrial relations and related fields. Legal background would be given preference.

- **Preferred experience and skills**

- Strong legal knowledge on labour issues
 - Knowledge on the insurance provisions and policy claims
 - Knowledge of project planning, monitoring and management techniques
 - Experience of providing technical support to and capacity building of organizations
 - Experience working with a range of stakeholders, NGOs, international organizations, development partners and/or with the government of India will be an advantage
 - Excellent communication skills and report writing in English;
 - Knowledge of local language will be considered as an added advantage;
 - Proficient in using Word, Excel and Power Point;
 - Strong analytical skills with conceptual understanding;
 - Knowledge and experience of domestic government procedures and local legal procedures
 - Physical ability and readiness to travel to rural areas.
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- Proficiency with working in advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications

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The Consultant must meet the following Proficiency:

- **Expertise In Labour Management:** At least 5 years extensive experience in at least one World Bank/ADB funded project. Experience in designing and implementing labour management plans, particularly in the context of World Bank-funded projects.
- **Expertise in Local and National Laws:** knowledge of local and national laws of labour is mandatory.
- **Familiarity with International Standards:** Thorough understanding of at least one International or World Bank funded project on policies and standards on labour particularly ESS-2.
- **Experience in Similar Geographical Contexts (Desirable):** Prior experience working in regions with similar environmental and social challenges as Uttarakhand. Familiarity with the local language and culture will be an advantage.

6. Duration and Location of the Assignment

The assignment is expected to last for 3 years. The initial contract will be for 1 year which will be extended on satisfactory performance of the Individual Consultant. The Individual Consultant will be based in PMU U-PREPARE office, Dehradun and frequent travel to project sites in Uttarakhand. The Individual Consultant will report to the Department of Disaster Management, Government of Uttarakhand and collaborate closely with the World Bank and other project stakeholders.

Cost estimates and duration of the assignment

- Monthly Rate will be INR 90,000/-
- Expected duration of services will be 36 Months.
- The Consultant is entitled to TA/DA as per the approved norms of U-PREPARE.

7. Reporting Requirements

The Individual Consultant shall be under the immediate supervision of and will report to the Project Director/Program Manager/Additional Project Director. The Individual Consultant shall work closely with the social team and Environment teams of PMU and PIUs. The Individual Consultant shall also be expected to liaise with the FPIUs and Contractor. They would be expected to provide work updates to the PMU on a regular basis.

Payment Schedule:

The consultant's payment will be released on monthly basis based on the following conditions:

1. Review of the monthly report by PMU;
2. Incorporation of observations and comments, as required.
3. Approval of the finalized report by the competent authority.

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