



#### 4. SCOPE OF WORK

This Request for Proposal ('RFP') is for appointment of a consulting firm / agency / institution ('Consultant') to provide consultancy services for conducting Baseline Study for preparation of a Stakeholders Management Plan with sustainability (Documentation and reporting) module/report through stakeholder baseline and satisfaction survey (the "Study") for Odisha Power Generation Corporation Ltd. ('Owner / Company'). The study shall be with specific reference to Ib Thermal Power Station, Banharpali, located in Jharsuguda district and Monaharpur Coal Mines Development Project, located at Hemgir in Sundergarh district of Odisha, and should cover government and non-government bodies and people located at Bhubaneswar, various district offices linked to the project and Central Govt. entities which are directly or indirectly linked to the Company and influence decisions of the Company.

##### Part A

In addition to the objectives placed above, the perceived scope of work for the entire Study for stakeholder management, are as provided below:

##### **4.1. Stakeholder mapping**

The consultancy firm/agency is expected to identify the various stakeholders in addition to the list provided in Schedule – I, i.e., internal and external, institutions, organizations and groups, individuals who are directly and indirectly affected/impacted by OPGC and who have the potential to influence the Company operations or project implementation. Dimensions of mapping should include responsibility, influence, proximity, dependency etc.

##### **4.2. Assessment of current level of engagement and satisfaction survey**

The Consultant is expected to make an assessment of the current level of engagement / interaction with the stakeholders and a satisfaction survey is to be conducted for the potential beneficiaries of OPGC.

##### **4.3. Prioritize the stakeholders**

The Consultant is expected to map out the stakeholders on a influence/interest grid and classify them as per their ability to influence OPGC's operations or project work. The Consultant is further required to categorise the stakeholders into (i) who have ownership in the organisation (ii) who are economically dependent and (iii) those who are not linked to the organisation directly but have the ability to influence OPGC's operations.

The consultant shall prepare worksheet with influence/interest grid of all the stakeholders. Based on the influence/interest grid the Consultant shall enter the stakeholders' names, their influence and interest in the project and current assessment of where they stand with respect to it.

##### **4.4. Understand the Key Stakeholders**

Pursuant to identification of the key stakeholders under 4.1, understanding the stakeholder's significance, for preparation of management strategy and plan. The Consultant needs to map the interest, power, influence, attitude etc., of all the stakeholders.

##### **4.5. Identify / review stakeholder expectations/needs**

Identify the issues with stakeholders, pertaining to general or specific aspects of OPGC activities or decisions, which impact the stakeholders. A 'Materiality Matrix' is to be prepared for optimum benefit of all stakeholders. The Consultant is required to review each stakeholder group and determine likely expectations / needs at various stages of the project / business life cycle and carry out a 'gap analysis'. To ensure that realistic expectations are identified, measures must be assigned to them. In addition, priorities are to be assigned to each of the expectations to ensure that the required level of business/project planning can take place.

#### 4.6. Risk Assessment and Communication Plan

Risk assessment and communication plan is imperative for stakeholders' management. The consultant shall assess the risk associated with each stakeholder and prepare a comprehensive communication plan for engagement covering frequency, timing of communication with stakeholders, appropriate generation, collection, dissemination, storage and ultimate disposition of information on the project. Type of communication related processes aimed to facilitate the exchange of correct information in the media and to avoid bad press.

The communication management plan shall include, information to be communicated, person responsible for communicating the information, person or groups who will receive the information, methods or technologies used to convey the information, frequency of the communication, contents for communication, purpose for the distribution of that information, the time frame for the distribution of the information, format and method for transmission of feedback from stakeholders, stakeholder notification about resolved issues, approved changes, and general project/business status.

#### 4.7. Evaluation and revision of stakeholders

A detailed evaluation and revision of stakeholders which is a significant aspect of stakeholder analysis and management plan, needs to be carried out. The consultant will prepare how it is beneficial when a stakeholder analysis is regularly updated by identifying whether there are potential new stakeholders, changes in current stakeholder importance or influence, or if perceptions of the stakeholder or project have changed.

#### 4.8. Sustainable solution

Suggest for institutionalizing the process of entire stakeholder management process and a reporting and documentation method.

### Part B

The Consultant shall provide hand holding support to OPGC for a period of two (2) years after completion of the study, to implement the suggested sustainable practice.

## 7. MINIMUM ELIGIBILITY AND SUPPORTING INFORMATION FROM CONSULTANT FOR SUBMISSION WITH BID

### 7.1. Eligibility

The Consultant/organization/institution participating for the above mentioned works shall as a minimum requirement, establish with supporting information for the following:

- i. The Consultant/organization/institution should be a registered society (Voluntary Organization/ Non- Govt Organisation) under the societies Registration Act-1860 or a company registered under Companies Act 1956 or individual/partnership registered firm or an accredited institution/ social research society affiliated to UGC or any reputed university or an international firm / institution.
- ii. The Consultant/organization/institution should have Income Tax, Service Tax and other necessary registrations.
- iii. Relevant experience of working in the Sustainability domain (Stakeholder Engagement activities, Social, Environment and Health & Safety), will be an added advantage.

### 7.2. Qualifying criteria

The minimum qualifying requirements of the Consultant for participation in this bid which should be supported with credentials are as follows:

- i. The bidder must have experience in consultancy / conducting Stakeholder Engagement activities (Statutory, Public, society / NGOs & CBOs), identification of influence of individuals, groups, institutions etc.
- ii. The Bidder must have successfully completed **at least two assignments** on Stakeholder Engagement activities in India, in the preceding five (5) years period. Having conducted such a study in the state of Odisha shall be an added advantage. Details of such projects along with certificate of successful completion should be provided as per FORMAT – I.



SCHEDULE - I

Description of Stakeholders	Particulars	Target Group / population as per location		
		ITPS, Banharpali/Jharsuguda	Coal Mine, Hemgir/Sundergarh	Corporate office, Bhubaneswar
Local community	Villages			
	1) Banharpali	500		
	2) Telenpali	1000		
	3) Baragad	250		
	4) Manoharpur		600	
	5) Gumudasan		600	
	6) Durlinga		600	
	7) Kathpali		150	
	8) Parmanpur		200	
	9) Durubaga		500	
	10) Hemgir		500	
Employee	Executive	130		34
	Non-Executive	400		45
	Contractor's Labour	900		
Employee Union	Employees	3		
Customer	GRIDCO	1		1
Suppliers	MCL	4		2
	IOC/HP	2		2
	BHEL	4		
	Others	15		20
	WESCO/Directorate of Mines	2	2	
Local Contractors		20	5	5
People dependent for their livelihood	Local Business persons	20	20	
	Vegetable Venders	5		
	Service providers (Laundry, Barber, repair shop etc.)	5		
Media / Analysts	Local / District Correspondents	20	10	10
	Electronic media	10	5	
	Analysts	2	2	5
Advocacy Groups		20	20	
School Teachers	OPGC DAV & Sishu Mandir	20	15	



Description of Stakeholders	Particulars	Target Group / population as per location		
		ITPS, Banharpali/Jharsuguda	Coal Mine, Hemgir/Sundergarh	Corporate office, Bhubaneswar
Govt.	Revenue deptt	<ul style="list-style-type: none"> <li>▪ Tahasildar Lakhanpur</li> <li>▪ Tahasildar Jharsuguda</li> <li>▪ LAO</li> <li>▪ BDO</li> <li>▪ Sub-Collector</li> <li>▪ ADM</li> <li>▪ Collector</li> <li>▪ PAITDA</li> <li>▪ RI &amp; Amin</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tahasildar Hemgir</li> <li>▪ LAO</li> <li>▪ BDO</li> <li>▪ Sub-Collector</li> <li>▪ ADM</li> <li>▪ Collector</li> <li>▪ PAITDA</li> <li>▪ RI &amp; Amin</li> </ul>	<ul style="list-style-type: none"> <li>Chief Income tax commissinor/ Chief Excise Commissioner / Commissioner commercial tax/Commissioner Industry</li> </ul>
	Forest & Environment deptt.	<ul style="list-style-type: none"> <li>▪ DFO</li> <li>▪ Forester</li> <li>▪ Ranger</li> <li>▪ RO SPCB</li> </ul>	<ul style="list-style-type: none"> <li>▪ DFO</li> <li>▪ Forester</li> <li>▪ Ranger</li> <li>▪ Conservator Forest</li> <li>▪ RCCF</li> <li>▪ RO SPCB</li> </ul>	<ul style="list-style-type: none"> <li>▪ PCCF</li> <li>▪ Spl. Secy. Forest</li> <li>▪ SPCB</li> </ul>
	Steel & Mines deptt.		<ul style="list-style-type: none"> <li>▪ Dy. Director mines</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dir. Mines</li> <li>▪ Addl. Secy</li> <li>▪ Secy. Mines</li> </ul>
	Home deptt.	<ul style="list-style-type: none"> <li>▪ OIC, Banharpali</li> <li>▪ SP</li> </ul>	<ul style="list-style-type: none"> <li>▪ OIC</li> <li>▪ SP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Secy. Home</li> </ul>
	Labour deptt.	<ul style="list-style-type: none"> <li>▪ District labour Officer</li> <li>▪ Asst. Labour Comm</li> <li>▪ Asst. PF Comm.</li> </ul>	<ul style="list-style-type: none"> <li>▪ District labour Officer</li> <li>▪ Asst. Labour Comm</li> <li>▪ Asst. PF Comm.</li> </ul>	<ul style="list-style-type: none"> <li>▪ PF Comm.</li> <li>▪ Labour Comm</li> </ul>
	Industries deptt.	<ul style="list-style-type: none"> <li>• DIC</li> <li>• District Emplumen t Office r</li> </ul>	<ul style="list-style-type: none"> <li>• DIC</li> <li>• District Emplument Officer</li> </ul>	<ul style="list-style-type: none"> <li>▪ Directorate of Factories and Boiler</li> <li>▪ IDCO</li> <li>▪ Employment and Technical Education &amp; Training Department</li> </ul>
	Panchayati Raaj deptt.	<ul style="list-style-type: none"> <li>▪ Village Sarpanch, Jilla Prasad, Block Chairman</li> </ul>	<ul style="list-style-type: none"> <li>▪ Village Sarpanch, Jilla Prasad, Block Chairman etc.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Secy.</li> </ul>



Description of Stakeholders	Particulars	Target Group / population as per location		
		ITPS, Banharpali/Jharsuguda etc.	Coal Mine, Hemgir/Sundergarh	Corporate office, Bhubaneswar
		Local Educational Institutions	SP	Energy Secretary/Dept
		MCL Officials in Lakhanpur	DFO	
		Local Industrialist	MP/MLA	
		COLLECTOR	Periphery Village Leaders	
		ADM	MEDIA	
Regulators	Electricity	<ul style="list-style-type: none"> <li>Electrical Inspector</li> </ul>	<ul style="list-style-type: none"> <li>Electrical Inspector</li> </ul>	<ul style="list-style-type: none"> <li>OERC</li> <li>Energy Deptt</li> <li>Chief Electrical Inspector</li> </ul>
	Industries	<ul style="list-style-type: none"> <li>Dy Director of Factory and Boiler</li> </ul>	<ul style="list-style-type: none"> <li>Dy Director of Factory and Boiler</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Mines	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Health	<ul style="list-style-type: none"> <li>Chief Medical Officer</li> </ul>	<ul style="list-style-type: none"> <li>Chief Medical Officer</li> </ul>	<ul style="list-style-type: none"> <li>Secy. Health &amp; family welfare</li> </ul>
Politician / Legislators		<ul style="list-style-type: none"> <li>MLAs / MPs</li> </ul>	<ul style="list-style-type: none"> <li>MLAs / MPs</li> </ul>	<ul style="list-style-type: none"> <li>Cabinet Ministers (Energy, Steel &amp; Mines)</li> </ul>
Others	Banking	<ul style="list-style-type: none"> <li>SBI, Andhra Bank</li> </ul>	<ul style="list-style-type: none"> <li>SBI, Andhra Bank, Union Bank, ICICI</li> </ul>	<ul style="list-style-type: none"> <li>Union Bank</li> </ul>



FORMAT-1.

DETAILS OF WORKS OF SIMILAR NATURE AND MAGNITUDE CARRIED OUT DURING THE LAST FIVE (5) YEARS.

Sl. No	Name of the Project Owner with address & telephone number	Name of the project/ works, its location	Brief description	Contract value of the works (Rs. in lakhs)	Year and month of commencement	Year and month of completion	Reason for delay if any	if not completed the status of project / work	Remark
						Schedule Actual			

Notes:

1. In the remarks column, please state whether the works started above are carried out by you in the name of the firm in which the present bid is submitted or any other names. If the work was executed in other name, state relationship of the firm and also a copy of the partnership deed.
2. Please enclose the copy of the certificate issued by the authorities, if any.
3. Certificate of successful completion of projects specified as above are to be enclosed

Date:

Place:

(Signature of Bidder)

(Seal)

**For any Query or Clarification Contact**

Mr. Nihar Ranjan Nayak - 9437058045

Mr. Ritwik Mishra-DGM(CMG)-9937022477