

BIDDING DOCUMENT

SELECTION OF CONSULTING FIRM/ NGO

**FOR
PROVIDING THE SERVICES**

**OF
PIM PROGRAMME COORDINATORS (TEAM LEADERS)
FOR
PP STRENGTHENING CONSULTANCY PACKAGE
UNDER CS-5 IN SUB-PROJECTS OF OIIAWMIP (PR-2)**

**DIRECTOR
WATER AND LAND MANAGEMENT INSTITUTE
AT: PRATAPNAGARI, PO: TELENGAPENTHA,
CUTTACK, ODISHA, PIN – 754001.**

SECTION - I TENDER ENQUIRY



WATER AND LAND MANAGEMENT INSTITUTE
(An Autonomous Training Institute under DOWR, Govt. of Odisha)
Pratapnagari, Telengapentha, Cuttack, Odisha, Pin – 754001.
(0671)2586426, 2586432, Fax-:2586430
Email_Id: walmi_orissa@rediffmail.com
Website: www.walmiodisha.com or www.walmiodisha.org

TENDER ENQUIRY No.16/ 2017-18

Sealed Tenders are invited from the qualified Consulting firms/ NGOs for providing the services of PIM Programme Coordinators (Team Leaders) to WALMI, Odisha. The details of tender will be web-hosted in the WALMI Website: www.walmiodisha.com. The bidders are to download the tender documents and bid formats from the website and send the filled in formats along with all relevant documents as per the tender enquiry for applying the assignment as mentioned above. The cost of tender document is to be remitted in the form of Bank Draft/ Demand Draft in favour of Deputy Director, WALMI payable at Bhubaneswar or Cuttack. The Consulting firms/ NGOs are to send their bids to Deputy Director, WALMI with EMD and Tender fee on or before 21.03.2018 by 5.00 P.M which is the last date of receipt of application. The time and date of opening of the Technical Proposal is 22.03.2018 at 3.00 P.M in the Office chamber of Deputy Director, WALMI. The application received after the due date and time due to any reason shall not be entertained.

Sd/-
Deputy Director, WALMI, Odisha

SECTION II

KEY INFORMATION WITH DATA SHEET

Key Information

- Date & time of Closing of bid submission: 21.03.2018 at 5.00 PM
- Date & Time of opening of Technical Bid: 22.03.2018 at 3.00 PM.
- Pre- Bid conference: 14.03.2018 (3.30 PM) at O/O the Deputy Director, WALMI.
- Cost of Bid Document (Non- refundable): Rs. 2,000.00 (Rupees Two thousand) only.
- EMD (Refundable): Rs.5,000.00 (Rupees Five thousand) only.
- Bid to be submitted: Tender Box kept in the
 1. Office chamber of Deputy Director, WALMI At: Pratapnagari, Cuttack
 2. Room No 329, O/O Engineer-in-Chief, Water Resources, Sechasadan, Bhubaneswar.

Data Sheet

A. General

- 1) **Client:** WALMI, Odisha on behalf of PMU(OIIAWMIP, DoWR).
- 2) **Method of selection:** Constant qualification Selection (CQS)
- 3) **Applicable Guidelines:** ADB guidelines on use of consultants along with guidelines issued by Department of Expenditure, Ministry of Finance GoI on selection of consultants.
- 4) Financial Bid to be submitted together with technical bid (Single stage double envelope)

B. Preparation of bid

- 1) Bid Should be submitted in English language only.
 - 1st Inner envelop with Technical Bid – FORM TECH 1 to TECH 5
 - 2nd Inner Envelop with Financial Bid - FORM FIN 1 to FIN 4
- 2) Joint Venture/ Consortium is not allowed
- 3) Proposal must remain valid for for not less than 60 days
- 4) Sub-contracting is not allowed
- 5) Estimated input of PIM – Programme Coordinator – 06 Person- Month initially and may be extended for another 12 Pm.
- 6) Provision has been kept for
 - A per diem allowance for Team Leaders for outside the home office.
 - Cost of travel by most appropriate means & most direct practicable route.
 - Communication cost (internet, Telephone).
 - Cost towards Office supplies.

- Cost of report publication.
- Services charge/ Management Fee of consulting firm/ NGO.

C. Submission, Opening & Evaluation

1. Electronic means of submission of bid is not accepted
2. Consulting firms/ NGOs must submit Technical bid- One Original (hard) and Financial bid- One original (hard)
3. The bid must be submitted no later than Date 21.03.2018 Time: 5.00 PM

Address: Deputy Director,
WALMI, Odisha, Pratapnagari,
Telengapentha, Cuttack.

D. Evaluation of Technical bid

Personnel schedule & work plan	: 100
Proposal Presentation	: 50
Personnel (Area of expertise)	: 850
a) General qualification	: 15%
b) Project related experience	: 70%
c) Experience with international organisation	: 15%

The minimum Technical score (St): 750 (on a scale of 1 to 1000)

E. Evaluation of Financial bid

The lowest evaluated financial bid is given the maximum score of 1000.

$$S_f = 1000 * F_m/F$$

S_f = Financial score; F_m = Lowest price; F = Price of the bid under consideration

Bids are ranked according to their combined Technical (St) & financial (Sf) scores.

$$S = S_t \times 70\% + S_f \times 30\% \text{ (As per Ministry of Finance, GoI)}$$

F. Negotiation & award

- 1) Expected date for contract negotiation Date: 31.03.2018
- 2) Publication of contract award information - will be published in WALMI website within 07 days of contract signing.
- 3) Commencement of service (Expected) Date: 01.04.2018

SECTION III

INSTRUCTION TO BIDDERS

A. Introduction

1. WALMI, Odisha on behalf of DoWR, Govt. of Odisha intends to select a Consulting firm/ NGO in accordance with the method of selection specified in the data sheet.
2. The firms/ NGOs are invited to submit a Technical bid & financial bid together as specified in the Data sheet. The proposal will be the basis of negotiating & ultimately signing the contract with selected Firm/ NGO.
3. A pre-bid conference will be held as per date, venue & time mentioned in Data sheet.
4. **Conflict of Interest:** The Consulting/ NGO is required to provide professional, objective & impartial advice at all times. Conflicting activities, conflicting assignments, conflicting relationship are to be disclosed to the client.
5. **Unfair competitive advantage:** The firm/ NGO should not derive an unfair competitive advantage during the selection process.
6. **Eligibility:** Consulting firm/ NGO having similar experience can apply. Joint venture consultant, Sub-consultant, suppliers of other category of service agents are not eligible to apply.

B. Preparation of proposal

1. Cost of bid document; Rs.2,000.00.
2. Cost towards EMD: Rs.5,000.00
3. **Language:** Submission must be in English language only.
4. **Documents:** All formats & relevant evidences.
5. **Bid validity:** As specified in data sheet.
6. Extension of validity period:
 - If need arises the Firm/ NGO shall have to extend the bid validity period without change in original bid.
 - **Substitution of expert:** If any of the expert became unavailable for the extended validity or during the contract an expert having equal or better qualification & experience than the replaced Expert is required to be substituted.
7. **Technical bid format & content**
 - The technical bid should not contain financial information.
 - Formats are available in Section IV of Bid Document.
8. **Financial Bid:-** Standard forms duly filled in has to be submitted as depicted in Section -V of the bid document.

C. Submission, opening & Evaluation.

1. The bidder shall submit signed & complete bid document comprising of formats.
2. The authorised representative shall sign in all pages of the bid.
3. Any modification, revision, inter-lineation, erasure or over writing shall be valid if they are signed or initialled by the person signing the proposal.
4. Technical bid shall be placed inside a sealed envelope clearly marked “TECHNICAL BID”. Similarly in another sealed envelope “FINANCIAL BID”
5. **Opening of Technical bid:** Technical bid will be opened as mentioned in data sheet in presence of authorised agents who choose to attend.
6. **Evaluation of Technical bid:** The evaluation committee of WALMI shall evaluate on the basis of the responsiveness to the ToR & the bid document, applying the evaluation criteria, sub-criteria & point system as specified in the data sheet. Bid shall be rejected at this stage if it doesnot respond to important aspects of the bid or it fails to achieve minimum Technical score.
7. **Financial bid:** Only the financial bids of technically qualified bidders will be opened. All other financial bid will be returned without unopened.
8. **Public opening of Financial bid:** Financial bids of technically qualified bidders will be opened in presence of the tenderer or authorised representatives who choose to attend.
9. **Time based contract:** Price adjustment by correction is permitted.

D. Negotiation & award:

1. The negotiation will be held at the date & address given in Data sheet.
2. Client shall prepare minutes of negotiation.
3. **Availability of Expert:** The successful firm/ NGO shall confirm the availability of expert included in the proposal as a pre- requisite for negotiation.
4. **Technical negotiation:** This include discussion on ToR, methodology, client’s input etc.
5. **Financial negotiation :** The remuneration charges by the firm/ NGO for Experts has to be negotiated if it is much higher than actual.
6. **Conclusion of negotiation:** The negotiation is concluded with the finalised contract & initialed by both Firm/ NGO and client.
7. If negotiation fails the client will invite next ranked firm/NGO to negotiate.
8. **Award of contract:** After completing the negotiation the client shall sign the contract & awarded with the service as per instruction of Data sheet with date of commencement & other relevant facts & figures.

SECTION IV TECHNICAL BID - STANDARD FORMS

FORM TECH-1 Technical bid submission form

Location
Date

To

The Deputy Director
WALMI, Odisha

Dear Sir,

I the undersigned offer to provide the services for *[Insert title of the assignment]* in accordance with your Tender Enquiry No.16/17-18 & our Bid Document. I am hereby submitting my proposal which include this technical bid & a financial bid sealed in separate envelopes.

I hereby declare that;

- a) All the information and statements made are true and I accept that any misinterpretation or misrepresentation contained in this proposal may lead to my disqualification by the client.
- b) My proposal shall remain valid for period as specified in data sheet.

I understand that the client is not bound to accept any proposal the client receives.

Yours sincerely

Authorised signature of
the Consulting firm/ NGO
with seal

FORM TECH-2

Farm/ NGO organisation & experience.

A – Organisation: Provide a brief description of background and organisation of your farm.

B – Experience: List only previous similar assignments successfully completed/ on-going in the last 05 (five) years (maximum 5 reference Projects)

Duration From- To	Assignment Name	Name of Client	Approx contract value (INR)	Input in Pm	Role on the assignment	Remark

- Work completion certificate/ work order/ copy of agreement shall be furnished as authentic evidences towards experience. Proposal without authentic evidences will not be considered.
- Experience of working in Irrigation Projects will be considered only.

Authorised signature with Seal

FORM TECH-3

Personnel schedule for the present assignment

No	Name	Proposed position		M1	M2	M...	M4	M...	M6	Total time input (In months)	Total
TL 1			Home								
			Field								
TL 6			Home								
			Field								

Total

Authorised signature with Seal

FORM TECH-4

Work plan for the present assignment

No	Deliverables	M1	M2	M...	M4	M...	M6	Total
D1								
Dn								

- List the deliverables with breakdown of activities
- duration of activities shall be indicated in form of a bar chart

Authorised signature with Seal

FORM TECH-5

Curriculum vitae (CV) of the proposed position.

Standard CV format prescribed by ADB

1.	PROPOSED POSITION FOR THIS PROJECT	:	
2.	NAME	:	
3.	DATE OF BIRTH	:	
4.	NATIONALITY	:	
5.	EDUCATION	:	(The years in which various qualifications were obtained must be stated)
6.	OTHER TRAINING	:	
7.	LANGUAGE & DEGREE OF PROFICIENCY	:	
8.	MEMBERSHIP IN PROFESSIONAL SOCIETIES	:	
9.	COUNTRIES OF WORK EXPERIENCE	:	
10.	EMPLOYMENT RECORD	:	(Starting with present position, list in reverse order <u>every employment held</u> and state the start and end <u>dates of each employment</u>)
	FROM:		TO:
	EMPLOYER	:	(Clearly distinguish your “employer” as an employee of the firm from a “client” for whom you have worked as a consultant or an adviser)
	POSITION HELD AND DESCRIPTION OF DUTIES	:	
PLEASE COPY FOR MORE REFERENCES			
11.	DETAILED TASKS ASSIGNED (In this column, list tasks one by one and support each task by project experience in the right hand side column)		WORK UNDERTAKEN THAT BEST ILLUSTRATES CAPABILITY TO HANDLE TASKS ASSIGNED. (in this column, list project name, location, year, position held, i.e., Team Leader, Hydrologist, Agricultural Economist, etc. and <u>exact duties rendered and time spent on each project.</u>)
12.	CERTIFICATION (Please follow exactly the following format. Omission will be seen as non-compliance)		

I, the undersigned, certify that

1. I am not a former ADB staff or if I am, I have retired/ resigned from ADB for more than six (6) months ago;
2. I am not a close relative of ADB personnel;
3. To the best of my knowledge and belief, this biodata correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.
4. At present I am not an employee of client/ DoWR.
5. I am not associated with preparation of TE & ToR directly or indirectly.

Signature of Team Leader

Date:

(OR)

Signature of authorised

Person of the Firm/ NGO

with Seal & Date

SECTION V
FINANCIAL BID - STANDARD FORMS

FORM FIN-1
FINANCIAL BID SUBMISSION FORM

Location

Date

To

The Deputy Director
WALMI, Odisha

Dear Sir,

I the undersigned offer to provide the services for *[Insert title of the assignment]* in accordance with your bid document & our Technical Document.

My attached financial bid for the amount of Rs _____ (Rupees [in words]) including all indirect local taxes.

I understand that the client is not bound to accept any proposal the client receives.

Yours sincerely

Authorised signature of
the Firm/ NGO with Seal

FORM FIN-2
SUMMARY OF COSTS

Sl	Item	Cost (INR)	Remark
1	Remuneration		
2	Other expences		
3	Service Charges/ Management Fee of Firm/ NGO		
	Total cost of financial bid		
	Indirect local taxes like IT, GST		
	Total including taxes		

Authorised signature with Seal

**FORM FIN-3
BREAKDOWN OF REMUNERATION**

No.	Name	Position	Person- Month Remuneration rate (INR)	Time input in PM	Total Cost (INR)
TL1					
TL2					
TL3					
TL4					
TL5					
TL6					

Total

Authorised signature with Seal

FORM FIN-4
BREAKDOWN OF OTHER EXPENSES

Sl. No.	Type	Unit	Unit Cost	Quantity	Total Cost	Remark
1.	eg. Per diem allowances	Day				
2.	eg conveyance charges (inside Project)					
3.	Coveyance charge (Outside Project) eg. communication cost (Internet, Telephone)					
4.	eg. cost towards reports					
5.	eg. others, if any.					

Total

Authorised signature with Seal

SECTION VI
TERMS OF REFERENCE (Basic ToR)
STRENGTHENING PANI PANCHAYATS CONSULTING SERVICES PACKAGE CS-5:
PIM PROGRAM COORDINATORS (TEAM LEADERS) FOR
THREE MAJOR AND THREE MEDIUM IRRIGATION SUB PROJECTS (135 PPS)
(Original stipulation of ToR has been modified to some extent)

1. Program and Project Overview

1. The Government of Odisha through the Government of India has availed a multi-tranche financing facility (MFF) from the Asian Development Bank (ADB) signed 2008-09 to support the implementation of the Odisha Integrated Irrigated Agriculture and Water Management Investment Program (OIIAWMIP). The executing agency for the project is the Department of Water Resources(DOWR), Government of Odisha. DOWR intends to apply part of the proceeds of the loan under the MFF for consulting services for beneficiary mobilization of Pani Panchayats (PPs or water users associations)in the irrigation sub projects.

2. The main objective of the OIIAWMIP is to enhance rural economic growth and reduce poverty in the four northern river basins (Brahmani, Baitarani, Burhabalanga, and Subarnarekha river basins) and apart of Mahanadi Delta areas, while institutionalizing effective mechanisms to put into operation PIM-based agriculture growth. This is achieved through its two components.

- Productive & sustainable irrigated agriculture management system.
- Institutional strengthening & project management.

3. Component A will produce (i) subproject implementation plans (SIPs) with feasibility and safeguard assessments specifying output targets and program delivery schedules for all sub-components, prepared with PPs; (ii) PPs preparing the PP-level micro plans for irrigated agriculture development and achieving the set institutional development targets (e.g., membership enrollment, registration, functional committees, organized collective action, especially in agriculture, including irrigation O&M and water management and cash contribution for minor works); (iii) irrigation and associated infrastructure with expanded field channels and conjunctive use with groundwater in tail ends,delivered through improved quality control systems; (iv) enhanced agriculture production and incomes delivered through set programs in SIPs where PPs are developed as cohesive platforms to extend linkages with input delivery, technical support, product marketing and post-harvest activities; (v)enhanced incomes of the vulnerable groups through set programs in SIPs organized through PPs; and(vi) efficient and sustainable O&M systems established at the levels of individual PPs, their higher tier committees, and the scheme wide levels, with clear O&M plans.

4. Component B will culminate in (i) improved capacities and operational effectiveness of institutions to support sound irrigation service delivery and support services (with clear operational guidelines, and encompassing DOWR [including its new PIM/CAD directorate, quality control cell, and autonomous training institute], other line agencies, local government institutions, PPs, supporting NGOs /Consultants and private agents); and (ii) progressive development of IWRM institutions, capacities, and instruments with a consultative approach, including the activation of the State Water Resources Board (a sector apex body), establishment of a state water tariff commission and a pilot river basin organization, and integrated and participatory basin development and management plans for the concerned river basins. These will be achieved through the agreed institutional reform actions and capacity development support through consultants with training.

5. To implement the OIIAWMIP, the DOWR has constituted a Command Area Development and Participatory Irrigation Management Directorate (CAD-PIM Directorate) for more effectively integrating irrigation system management and on-farm development through participation of the

PPs. A Project Management Unit (PMU) has been established within the CAD-PIM Directorate operating under the overall guidance of a Special/Additional Secretary with the overall responsibility for project implementation.

6. The PMU is responsible for delivering Component A of the project, which is the productive and sustainable irrigated agriculture and management system. The PMU has full authority to execute the project and liaise with ADB. Specifically, the PMU is: (i) coordinating with other agencies concerned, (ii) preparing an overall implementation plan and annual project budget, (iii) reviewing and approving subproject feasibility studies, (iv) monitoring the activities of the subproject implementation offices (SIOs), (v) maintaining financial accounts, (vi) preparing periodic reports on implementation progress, (vii) establishing and maintaining a Management Information System, and (viii) monitoring overall project progress and evaluating environmental impact and project benefits.

7. At the subproject level, OIIAWMIP is being implemented through SIOs. The goal of the SIO is two-fold: (i) to rehabilitate and modernise the infrastructure so that a fully functioning irrigation system is completed, and (ii) to improve PPs who shall be independent self-sustaining entities capable of interacting with DOWR and other Government agencies to ensure that they receive necessary services and that are capable of fulfilling their own responsibilities.

8. The inter-departmental coordination at the subproject level is being provided through a District Level Coordination Committee under the leadership of the District Collector. Members of the Committee include Agriculture, Fisheries, Forestry and other allied sectors as well as representatives of any livelihood programs. The Committee is expected to meet on a regular basis with the SIO to identify overlapping activities and to develop synergies between and among different departments and correlated programs to enhance their effectiveness.

9. The Government of Odisha has applied for a loan to modernize the following irrigation subprojects: High Level Canal (HLC)-Range1, Kanjhari, Kansabahal, Machhagaon, Mahanadi Chitrotpala Island Irrigation (MCII), Pattamundai, and Ramial. MCII sub-project is excluded at present.

2. Objective(s) of the Assignment

10. Three teams of consulting services will facilitate and guide formation, mobilization and institutional strengthening of the PPs in the respective sub-projects/irrigation system, and to monitor the task of:

- Planning, implementing and monitoring of PP organisational strengthening activities of the sub-projects,
- Planning, implementing and monitoring rehabilitation and O&M of minor and sub-minor canals of the sub-projects,
- Planning, implementing and monitoring construction and O&M of CAD works and on farm water management, including equitable water distribution and progressive transfer of these facilities for operation and maintenance to PP,
- Planning, implementing and monitoring of agriculture, associated post-harvest operations (such as marketing and processing) and livelihood enhancement of the users, and
- Increasing participation of women and economically vulnerable sectors of the community.

11. The three PP Strengthening consulting packages are as follows:

i. Consulting Services Package – CS-5: PIM Program Coordinators (Team Leader) (6) will be recruited by WALMI through Consulting firm/ NGO using ADB Guideline.

ii. Consulting Services Package – CS-6 (Technical Services): technical support consultants(75 persons) will be recruited as a firm using ADB’s Quality and Cost-Based Selection(QCBS) method. The consultants include:

- a) Seventeen teams of four specialists each, comprising a (i) Participatory Irrigation Management (PIM) Specialist, (ii) Agriculture Extension Specialist, (iii) Agriculture Marketing Specialist, and (iv) Water Management and Command Area Development (WM&CAD) Specialist)
- b) One Monitoring and Evaluation (M&E) Manager for each subproject, to assist the SIOs and PIM Coordinator/Team Leader working in that subproject in managing the database and flow of information of subproject activities.

Together the CS-6 (Technical Services) consultants will be called Support Services Teams(SST). Each SST will be allocated about 10 PPs. SST specialists will be based (live) within the assigned cluster. The number of SSTs assigned to an SIO will depend on the number of PPs in that subproject. All these specialists will work with PPs and farmers (as extension workers).

iii. Consulting Services Package – CS-9: An accounting support agency will be recruited as a firm using ADB’s Consultants’ Qualification Selection method to provide accounting support to the PPs in each SIO. One Accounts Trainer cum Auditor will be provided at each SIO level to provide accounts and bookkeeping training and hand holding. The Accounts trainer will also assist PPs in auditing their account annually.

12. PP-level Community Organizers (CO) and community resources persons (CRP) will also be gaged as community manpower. They will be recruited directly by SIOs (with recommendations by PPs). The number / density of COs would depend on the number of beneficiaries per PP, status of PPs and logistical considerations. It is tentatively planned that one CO would cover two PPs and two CRPs would cover 1 PP for a period of two to three years.

3. Expected Outputs of the PP Strengthening Consultants

13. The PIM Program Coordinator/Team Leader and Agri-Marketing Manager will be responsible to train and oversee the work of the Package CS-6 (Technical Services) Specialists, COs and CRPs. The expected outputs of all PP strengthening consultants are:

- Effective mobilization of all PP members to participate in the activities of the PP,
- Effective participation of the PPs in planning, implementation and monitoring of sub-projects and associated infrastructure,
- Functional PPs that are able to: a) manage and execute O&M of PP command (minor/sub-minor) of irrigation system, b) manage water effectively, and c) plan and support agricultural production
- Train farmers to make them capable of managing water and agricultural production to obtain high yields, able to grow rabi and diversified crops,
- Train them for Increased incomes and living standards, and
- Increased participation of women and weaker sections of the community.

4. Implementation Arrangements for PP Strengthening Consultants

14. In each subproject there will be one PIM Program Coordinator, one Agri Marketing Manager and SSTs from Package CS-6 (Technical Services), the number of which depends on the number of PPs in the subproject. In each subproject, the PIM Program Co-ordinator will be the Team leader of the Agri-Marketing Manager, and SSTs assigned to that subproject, including the M&E Manager.

15. DOWR's Pani Panchayat Support unit (PPSU) of the CAD-PIM Directorate will be primarily responsible for technical supervision and assessing the performance of the PP Strengthening consultants, including the day-to-day work of PIM Program Coordinator (Team Leader) and Agri Marketing Manager. The project's Institutional Strengthening and Project Management (ISPM) consultants working in the Project Management Unit (PMU) will provide necessary technical assistance to PPSU, SIOs, and the PP Strengthening consultants from time to time. PPSU staff with support of ISPM consultants will conduct an orientation workshop to provide them with a clear understanding of the project, its objectives and components and their specific roles. This orientation workshop will educate them on detailed methodologies of (i) participatory planning at PP level, (ii) plan implementation by the PPs, including CAD work by PPs, division of irrigation O&M responsibilities between DOWR and PPs, and (iii) PP Organizational Development including the role and functions of sub committees, conflict management, and monitoring and evaluation. WALMI, Odisha will mobilise Team Leaders through Consulting firm/ NGO and manage the contract.

16. CAD-PIM Staff and PIM Specialist/ Advisers of ISPM consultants will act as "Mentors", provide technical advice. PPSU will supervise the work of SSTs and the COs and conduct performance assessment of SSTs, COs and CRPs as well as the process, inputs and outputs of the Consultant's staff. ISPM Consultants will provide technical support. For administrative purposes, the PIM Program Coordinator attached to each SIO will report directly to SIO Manager. All other consulting services staff, including the Agri-Marketing Manager, SST Specialists, COs and CRPs will report to PIM Program Coordinator. The PIM Program Coordinator will coordinate the SST work.

17. The performance of PP Strengthening consultants will be regularly monitored by PPSU (in collaboration with SIO). Monthly and quarterly evaluations will be conducted in the first year of engagement and semi-annually thereafter. Evaluation will be against the set performance targets and capacity strengthening programs. The SIO Manager with PP Strengthening staff and consulting services should establish good linkage with line department heads and field staff to ensure proper implementation and joint monitoring of field activities.

Planning, organizing collective action, providing required services and implementing PP-level Irrigated Agriculture Programme (including water management and O&M) would be the prime responsibility of PPs. In addition PPs are expected to support other relevant livelihood activities.

5. Specific Terms of Reference of the PIM Program Coordinator (Team Leader)
(6 persons with 6 Pm each initially)

18. Qualifications and Experience: The PIM program Coordinator will have post graduation in social sciences or agriculture or engineering and will have 5 years of experience in working directly with PPs on participatory irrigation/water resources, watershed development & management projects. Work experience in Odisha projects and proficiency in the local Oriya language is a must. The consultants will have experience of using appropriate computer software/programs.

19. Detailed Tasks. Each PIM Program Coordinator will work under the guidance of the PPSU/ PIM Specialist of the ISPM Consultants in establishing systems for promoting participatory irrigation management and command area development and monitoring the process. S/he will:

- Work closely with SIO Manager under the guidance of CAD-PIM Directorate and provide guidance to the SSTs- COs in PP strengthening in PIM and Participatory CAD.

- Assist in implementing action plans for strengthening PIM and CAD institutions in the SIO and field levels
- Guide & assist the SSTs in the subproject implementation offices (SIOs) in implementing the step by step activities of the subproject development cycle
- Assist the SIO SSTs in operationalise the Project methods, procedures, and systems for strengthening the PPs developed under the project.
- Guide & assist the Support Services Teams in working with the PPs ensuring appropriate support to the PPs
- Assist in monitoring and promote capacity development process of consulting services staff in SIOs and support service teams for undertaking the assigned tasks, with effective performance monitoring systems
- Work with the PMU and CAD-PIM Cells to help prepare annual and mid-term project reports, progress reports as well as any other activities that are needed to ensure successful implementation of the Project
- Guide and plan with Agri Marketing manager on planning and implementing agri input and output marketing of the subproject area Pps.
- Collect information and maintain information flow and database with assistance of M&E Manager and report to PMU and CAD PIM Directorate
- Guide and assist in preparation of monthly, quarterly and other reports of SIO and SSTs
- Evaluate requests for grant funds from PPs for Agricultural Support Services, including related assets/equipment
- Ensure that the SSTs have sufficient and appropriate training (pre-service and in-service) to undertake their responsibilities

7. Reporting Requirements

20. Inception Report: The Consultants (PIM Program Coordinator cum Team Leader and Agri-Marketing Manager) will provide an Inception Report for the team within four weeks of mobilisation of the full PP Strengthening consultants (SST and COs). In consultation with PPSU staff and ISPM Consultants, SIO and PMU, the Consultants will conduct participatory workshops with SSTs and COs to develop/refine the final Action Plan(s).

21. Progress Reports. After the inception report is finalized, the consultants will provide monthly progress reports and quarterly review reports should be submitted to the PMU through SIO manager with copy to PPSU and the national PIM Adviser of ISPMC (electronically by email). The quarterly review reports should include:

- i. Detailed progress in relation to: a) scope of work stated in the TOR, and b) activity plans developed by the Consultants and PP Strengthening staff and agreed by the PMU,
- ii. Financial progress against the targets,
- iii. Issues affecting project implementation and their corrective measures, and
- iv. Other agreed upon monitoring parameters.

22. The Consultants should report the progress using the indicators agreed upon at the inception. It should be noted that the accounts and related financial statements will be audited periodically in accordance with sound auditing standards by independent auditors acceptable to DoWR and ADB. Also, ADB may audit accounts during review missions.

	Report	Dissemination
i	Inception Report (focusing on the entire assignment) and Action Plan(focusing on the first set of PP clusters within each SIO. (the latter should be repeated in the subsequent clusters)	six (6) copies to the Client to be submitted within Four(4) weeks after the commencement of the Services. Participatory Planning workshop (s) need to be conducted as per the TOR
ii	PP-level detailed PP plans for each of the PPs in the first set of PP clusters and capacity development/ training Modules and Curricular (This should be repeated in each of the PPs in subsequent clusters)	six (6) copies to the Client to be submitted within eight(8) weeks after the commencement. SSTs should follow the methodology proposed.
iii	Monthly Progress Reports	six (6) copies to the Client to be submitted on a monthly basis within 10 days of the end of each month
iv	Quarterly Progress & Review Report including financial statement	six (6) copies to the Client to be submitted on a quarterly basis within 10 days of the end of each quarter. The quarterly reports should include detailed progress in relation to PP strengthening (including Training/ Capacity Building) work undertaken in that quarter with a complete list of activities, plans for the next quarter, problems encountered, if any,suggestions for the future.
v	Interim Report	twelve (12) copies to the Client to be submitted within thirty (30) weeks after the commencement of the Services.
vi	Draft Final Report	twelve (12) copies to the Client to be submitted within10 months after the commencement of the Services.
vii	Final Report	twelve (12) copies to the Client, including a CD containing the Final Report. These will be submitted within two (2) weeks after the receipt of the comments from the PMU/ ISPM Consultants and the Client on the Draft Final Report.

8. Data, Local Services, Personnel, and Facilities to be provided by the Client

- Office space including furniture and utilities.
- Access to relevant reports, studies, data, photographs, maps, and institutions,
- Counterpart staff to work with the Consultants
- Other logistics support for carrying out fieldwork, including permission to use facilities such as Guest Houses, payable at the official rates, where possible, in connection with their official duties.

9. Sub-Projects under the Assignment

- (i) Machhagaon Canal
- (ii) Pattamundai Canal
- (iii) HLC Range – 1
- (iv) Kanjhari
- (v) Kansbahal
- (vi) Ramial

SECTION VII

CONTRACT – STANDARD FORM

A time based contract will be signed between the qualified Consulting firm/ NGO & WALMI, Odisha for implementation of the assignment. The contract will be prepared as per the standard forms prescribed by ADB on use of consultants.

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