

SELECTION OF CONSULTANT

(CQS)

Description of Work: Terms of Reference (ToR) for Consultancy agency for Preparation of Capacity Development Framework for MI Engineers, DoWR

Client: Department of Water Resources, Government of Odisha
Country: INDIA
Dated: 02-12-2020

Name of Project: **ODISHA INTEGRATED IRRIGATION PROJECT FOR CLIMATE RESILIENT AGRICULTURE (OIIPCRA)**

World Bank Project ID: **P163533**

ODISHA COMMUNITY TANK DEVELOPMENT AND MANAGEMENT SOCIETY

7th Floor, Rajiv Bhawan, Bhubaneswar-751001

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1. Project Introduction

The Government of Odisha in partnership with the Government of India is implementing the World Bank assisted project “Odisha Integrated Irrigation Project for Climate Resilient Agriculture (OIIPCRA)”. The OIIPCRA project aims to intensify and diversify agricultural production, enhance climate resilience and improve water productivity in selected cascades of Odisha. As development in Odisha accelerates and the impact of climate change becomes increasingly visible, competition over water between water users increases and water allocation becomes increasingly challenging.

The Department of Water Resources (DoWR), Government of Odisha has received financing from the International Bank for Reconstruction and Development (IBRD), the World Bank in the form of a loan/credit towards the cost of Project. The project shall be implemented over a period of 6 years in 15 districts of Odisha.

The Project Director, Odisha Community Tank Development Management Society (OCTDMS), DoWR, Government of Odisha, implementing agency of the Client, intends to apply a portion of the proceeds of this loan to eligible payments under the contract for which this Expression of Interest/ Request for Proposals is issued. This document provides the Terms of Reference for an assignment to engage a consultant agency to develop a Capacity Development Framework for MI – DoWR within a period of 60 days.

2. Project Implementation Arrangement

The project is implemented by three line-departments, i.e., (1) Department of Water Resources, Government of Odisha, (2) Department of Agriculture and Farmers Empowerment, Government of Odisha, and (3) Department of Fishery and Animal Resource Development, Government of Odisha, with clearly defined role and responsibilities. The State Project Monitoring Unit (SPMU), OCTDMS, located within the Minor Irrigation Department office, leads the implementation. A Steering Committee, headed by the Chief Secretary, Government of Odisha is the overall review and policy support system. At the district level, the District Level Project Monitoring Team (DLPMT) headed by the Collector and District Magistrate monitors and supervises the project activities.

OIIPCRA is being implemented to develop 538 Minor Irrigation (MI) project in 15 districts of Odisha to demonstrate smart irrigation for a climate resilient agriculture. The Minor Irrigation projects need to be structurally developed to make them fit for providing irrigation and also the engineers managing these tanks shall need to be capacitated to manage the supply of irrigation as envisioned under OIIPCRA initiatives.

3. Scope of Work

As an essential component of OIIPCRA, developing capacities of MI Engineers at the State and district level is an essential output for interdepartmental planning, coordination and

implementation adapting to the new challenges of climate change on water resource management.

Under OIIPCRA, it is proposed to develop a “Capacity Building Framework” of MI-DoWR. The Capacity Development Framework along with an Action Plan will help in developing a landscape of featured trainings and minimize the need to provide adhoc trainings.

OIIPCRA is seeking a qualified consultant to:

- Conduct a detailed institutional capacity assessment of the key stakeholders at State, District and sub-district levels;
- Formulate a Capacity Development Strategy for MI - DoWR;
- Develop a special plan for women engineers in MI – DoWR to enhance their professional capabilities breaking the gender stereotypes in executing diversified requirements at the institutional and individual level.
- Develop a Costed Action Plan for Training and Capacity Development of MI Engineers and other officials of DoWR

Eols are requested from eligible consultant agencies. After evaluation of the Eols, the selected agency/ies will only be contacted for the submission of the final technical proposal along with financial proposal. The Eols may be submitted to Project Director, OCTDMS, 7th Floor, Rajiv Bhawan, Bhubaneswar – 751001, through registered post / speed post only.

4. Expected Outputs and Deliverables

- i. Inception Report
- ii. Capacity Assessment Report including strategy framework
- iii. Special plan for capacity building of women engineers in MI – DoWR
- iv. Costed Action Plan for Training and Capacity Development of MI Engineers and other officials of DoWR
- v. Validation Workshop

5. Duration of the Work

No	Deliverables/ Outputs	Estimated Time to Complete
1	Desk review and Inception Report submitted within 2 weeks after the commencement of services	14 days
2	Draft strategy framework, assessment report and special plan for women engineers in MI – DoWR submitted	30 days
3	Draft Costed Action Plan for Training and Capacity Development of MI Engineers and other officials of DoWR	5 days

4	Develop a special plan for women engineers in MI – DoWR	5 days
5	Validation Workshop	1 day
	Final reports and action plan submitted and accepted	5 days
	Total days	60 Working Days

6. Duty Station

Duty station for this project is Bhubaneswar, Odisha, India.

7. Language of the specific contract and deliverables

The language of this specific contract shall be English. All reports are to be submitted in English unless otherwise stated.

8. Qualifications and experience of the Human Resource

i. Team Leader:

- Master’s Degree in Management, Public Administration, Law, Economics, or related fields with relevant combination of professional training, certification and experience may be accepted in lieu of the advanced university degree.
- Minimum of ten (10) years of progressively responsible experience in the field of management, public administration, understanding of gender gap in gap in engineering works and capacity assessment including at least 5 years working with government agencies and/or international organisations.
- A minimum of 3 years’ in-depth knowledge and demonstrated experience in conducting organizational/institutional capacity assessments.
- Evidence of conducting at least one organizational/institutional capacity assessments and preparation of capacity development plan.
- Experience in working with government / multilateral agency.

ii. Engineering Expert:

- BE/ B.Tech in Civil Engineering with experience in Hydrology/ Design/ Construction Management or related subjects.
- Minimum of ten (10) years of post-qualification experience in Irrigation Management and Capacity Building
- Experience in working with government / multilateral agency.

iii. Data Analyst:

- Master degree in Statistics/ Population Studies/ related field.
- Minimum of ten (10) years of post-qualification experience in data analysis, data modeling standards and data management

- Experience in training.
- Experience in working with government / multilateral agency.

Language requirements:

- Excellent written and oral communication skills in English. Proficiency in *Odia* will be an advantage.

9. Schedule of Payments

The payment will be made based on the deliverables. The selected Individual Consultant must submit documents as per deliverables which must be duly approved and serve as the basis for the payment of fees. The consultant will be expected to produce the following deliverables within the agreed timeline Section 3 of this TOR to be reviewed and approved as specified in the TOR.

No	Deliverables/ Outputs	Disbursement
1	Desk review and Inception Report submitted within 2 weeks after the commencement of services	20%
2	Draft strategy framework, assessment report and special plan for women engineers in MI – DoWR submitted	20%
3	Costed Action Plan for Training and Capacity Development of MI Engineers and other officials of DoWR	30%
4	Validation Workshop	15%
5	Final reports and action plan submitted and accepted	15%
Total		100%

10. Criteria for selection of best offer

- Consultants will be evaluated based on a cumulative analysis using weighted scoring method for the award of the contract.
- Technical Criteria weighting: **75%** and Financial criteria weighting: **25%**

11. Evaluation format for Proposal

SI No.	Technical Criteria	Weight [%]	Maximum obtainable points
Technical Weightage		75%	75
1	Organization Experience (35% Weightage)		
1.1	Experience of the Organization in Similar Works.	10%	10
1.2	Methodology	10%	10
1.3	Work Plan	5%	5
1.4	Presentation	10%	10
2	Human Resource (40% Weightage)		
2.1	Team Leader (20 % Weightage)		

2.1.1	Master's Degree in Management, Public Administration, Law, Economics, or related fields with relevant combination of professional training, certification and experience may be accepted in lieu of the advanced university degree.	3%	3
2.1.2	Minimum of ten (10) years of progressively responsible experience in the field of management, public administration, understanding of gender gap in engineering works and capacity assessment including at least 5 years working with government agencies and/or international organisations.	4%	4
2.1.3	A minimum of 3 years' in-depth knowledge and demonstrated experience in conducting organizational/institutional capacity assessments	5%	5
2.1.4	Evidence of conducting at least one organizational/institutional capacity assessments and preparation of capacity development plan.	3%	3
2.1.5	Experience in working with government / multilateral agency	2%	2
2.1.6	Prior experience of undertaking similar work in Odisha	2%	2
2.1.7	Excellent Written and Oral Communication Skills in English. Proficiency in Odia will be an advantage.	1%	1
2.2	Engineering Expert (10 % Weightage)		
2.2.1	BE/ B.Tech in Civil Engineering with experience in Hydrology/ Design/ Construction Management or related subjects	3%	3
2.2.2	Minimum of ten (10) years of post-qualification experience in Irrigation Management and Capacity Building	4%	4
2.2.3	Experience in working with government / multilateral agency	2%	2
2.2.4	Excellent Written and Oral Communication Skills in English. Proficiency in Odia will be an advantage.	1%	1
2.3	Data Analyst (10 % Weightage)		
2.3.1	Master degree in Statistics/ Population Studies/ related field	3%	3
2.3.2	Minimum of ten (10) years of post-qualification experience in data analysis, data modeling standards and data management	3%	3
2.3.3	Experience in training	1%	1
2.3.4	Experience in working with government / multilateral agency	2%	2
2.3.5	Excellent Written and Oral Communication Skills in English. Proficiency in Odia will be an advantage.	1%	1
	Total Technical Score		
	Financial Weightage	25%	25
	Financial Score		
	Total Score (Technical & Financial)		

The formula for determining the financial scores is the following:

$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.

The weights given to the Technical and Financial Proposals are: $T = 0.75$ and $P = 0.25$

12. Eligibility Criteria for Consultant

- I. The agency should be a registered legal entity in India with at least 3 years of institutional experience of working with Government institutions (should attach the incorporation/ registration certificate and list of Board of Directors, office address details etc.);
- II. The agency should have at least three years of experience in Capacity Development.

13. Reporting Arrangements

All reports shall be submitted to Project Director, OCTDMS, SPMU – OIIPCRA. All reports to be submitted in hard copies (5 Nos. colour printed) and editable soft copies. All these reports shall be presented and discussed in OIIPCRA Office by the Review Committee. The comments and suggestions given by the PD, OIIPCRA will be addressed while finalizing the report. Power point presentations of all the above reports should be prepared and submitted for discussion during review.

14. Review Committee to Monitor Consultant's Work

A committee comprising of the following members shall monitor the Consultant's work and would be responsible for making available the data and information, conveying approvals and also deal with the problems, if any, faced by the Consultant in executing the Contractual obligations:

- I. Project Director -OIIPCRA
- II. APD (Engg.) – OIIPCRA.
- III. Executive Engineer, Monitoring, OIIPCRA
- IV. Institutional Strengthening & Capacity Building Expert, SPMU, OIIPCRA
- V. Executive Engineer, Procurement, OIIPCRA
