

SELECTION OF CONSULTANT

(QCBS Lumpsum)

Description of Work: Terms of Reference (ToR) for Consultancy agency for Preparation of Training Modules / Materials under OIIPCRA

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 (OIIPCR)””. The OIIPCR 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 **Training Modules and training of Master Trainers under OIIPCR within a period of 6 Months.**

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 Management Team (DLPMT) headed by the Collector and District Magistrate monitors and supervises the project activities.

OIIPCR 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 OIIPCR initiatives.

3. Scope of Work

As an essential component of OIIPCRA, developing capacities of various stakeholders at the State and district level is an essential output for adapting to the new challenges of climate change on water resource management. The various stakeholders includes MI-DoWR engineers, officials of A&FRD, WUAs, PFCS, WSHGs, Civil Contractors, Support Organizations etc

Under OIIPCRA, it is proposed to develop training modules. The consultant organization will be responsible for the training of master trainers who would be imparting the training to the identified stakeholders. The consultant shall undertake desk review of existing training modules available for training of above mentioned stakeholders and align the same as per the projects' objectives.

OIIPCRA is seeking a qualified consultant to:

- Develop a detailed training pedagogy for the key stakeholders at State, District and sub-district levels;
- Develop training modules as identified under the project;
- The training module must be structured. The structure of the training module will include background, overall objectives, session objectives, justification, methods of conducting training sessions, contents of training sessions, equipments to be used in the training sessions, management games to be incorporated, methods of evaluating training program etc.
- Special focus to be provided for women stakeholders to enhance their professional capabilities breaking the gender stereotypes in executing diversified responsibilities at the institutional and individual level.
- Develop a set of master trainers on individual modules enabling them to carry forward the training at the state, district and sub-district level.

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. Training pedagogy developed for all the probable stakeholders

- iii. Training modules and materials. The training modules and training materials should be submitted in both English and Odia in soft and hard copies
- iv. Validation Workshop for each module
- v. Training of Master Trainers on developed modules. (PS: There may be different Master trainers for different modules)

5. Duration of the Work

No	Deliverables/ Outputs	Estimated Time to Complete
1	Desk review and Inception Report submitted after the commencement of services	20 days
2	Training pedagogy developed for all the probable stakeholders	20 days
3	Draft Training Modules Submitted to SPMU, OIIPCRA	90 days
4	Validation Workshop for all Modules completed and report for the same submitted	4 days
5	Final modules submitted and accepted	15 day
6	Training of Master Trainers	60 days
7	Submission of Report for Training of Master Trainers	2 days
	Total Working days	211 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 training modules / materials are to be submitted in English and Odia unless otherwise stated.

8. Qualifications and experience of the Human Resource

SI No.	Expert Team Member	Qualification & Experience
1	Team Leader	<ul style="list-style-type: none"> • Master's Degree in Management, Public Administration, Law, Economics, or related fields with relevant combination of professional training, certification and experience. • Minimum of ten (10) years of progressively responsible experience in the field of management, public administration, understanding of gender gap in

		<p>engineering works and capacity assessment</p> <ul style="list-style-type: none"> • A minimum of 3 years' in-depth knowledge and demonstrated experience in conducting organizational/institutional capacity building. • Evidence of preparation of training modules. • Experience in working with government / multilateral agency. • Excellent training skill. • Excellent written and oral communication skills in English. Proficiency in <i>Odia</i> will be an advantage.
2	Engineering Expert – Works & Quality Assurance	<ul style="list-style-type: none"> • BE/ B.Tech in Civil Engineering with experience in 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. • Excellent training skill. • Excellent written and oral communication skills in English. Proficiency in <i>Odia</i> will be an advantage.
3	Engineering Expert – Hydrology	<ul style="list-style-type: none"> • Advanced degree in Hydrology or related subjects. • Minimum of ten (10) years of post-qualification experience in Irrigation Management and Capacity Building • Excellent training skill. • Experience in working with government / multilateral agency. Excellent written and oral communication skills in English. Proficiency in <i>Odia</i> will be an advantage.
4	Environmental Expert	<ul style="list-style-type: none"> • Post - Graduate in environmental engineering, environmental science or related discipline • Minimum of ten (10) years of post-qualification experience in Capacity Building • Familiarity with the environmental laws related to irrigation • Excellent training skill. • Experience in working with government / multilateral agency. • Excellent written and oral communication skills in English. Proficiency in <i>Odia</i> will be an advantage.

5	Social Expert	<ul style="list-style-type: none"> • Post Graduate in Social Sciences/development studies or other related fields. e.g. Anthropology, Sociology, Economics, Rural Development, Rural Management etc • Minimum of seven (7) years of post-qualification experience in Rural Development working in the field of irrigation, livelihood, gender, grassroots governance • Experience developing training modules • Excellent training skill. • Experience in working with government / multilateral agency. • Excellent written and oral communication skills in English. Proficiency in <i>Odia</i> will be an advantage.
6	Fisheries Expert	<ul style="list-style-type: none"> • MFSc. (Aqua – culture / Fisheries/ Fisheries management) • Minimum of ten (10) years of post-qualification experience in Aqua – Culture and management • Excellent training skill. • Experience in working with government / multilateral agency. • Excellent written and oral communication skills in English. Proficiency in <i>Odia</i> will be an advantage.
7	Communication Expert	<ul style="list-style-type: none"> • Bachelor’s degree in communications, journalism or other closely related field • At least seven (7) years post qualification professional experience in the field of communications or journalism, experience with website architecture and graphic design is an added asset • Previous experience working on communications and outreach that relate to social development • Previous experience working on development of training materials in English and <i>Odia</i> • Experience in working with government / multilateral agency • Excellent written and oral communication skills in English and <i>Odia</i>
8	Graphic Designer	<ul style="list-style-type: none"> • Bachelor's Degree in graphic design or any other related qualifications including art and design. • Excellent graphic design and creative skills • At least 3 years professional experience in the field of designing posters/books/backdrops/info – graphics etc

		<ul style="list-style-type: none"> • Excellent written and oral communication skills in English and <i>Odia</i> • Experience in working with government / multilateral agency will be an added advantage
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The proposal may suggest a good mix of relevant professionals both working full time as well as part-time. The number of workdays suggested for each of the professionals should be in sync with the methodology proposed.

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.

No	Deliverables/ Outputs	Disbursement
1	Inception Report submitted and accepted by SPMU after the commencement of services	10%
2	Training pedagogy developed for all the probable stakeholders	20%
3	Draft Training Modules Submitted to SPMU, OIIPCRA	25%
4	Validation Workshop for all Modules completed and report for the same submitted	5%
5	Final modules submitted and accepted	10%
6	Training of Master Trainers	25%
7	Submission of Report for Training of Master Trainers	5%
	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

Sl No.	Technical Criteria	Weight [%]	Maximum obtainable points
	Technical Weightage	75%	75
1	Organization Experience (25% Weightage)		
1.1	Experience of the Organization in Similar Works.	10%	10
1.2	Methodology	5%	05
1.3	Work Plan	5%	05
1.4	Presentation	5%	05

2	Human Resource (50% Weightage)		
2.1	Team Leader	10%	10
2.1.1	Master's Degree in Management, Public Administration, Law, Economics, or related fields with relevant combination of professional training, certification and experience	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	3%	3
2.1.3	A minimum of 3 years' in-depth knowledge and demonstrated experience in conducting organizational/institutional capacity building	1%	1
2.1.4	Evidence of preparation of training modules and Excellent training skill.	2%	2
2.1.5	Excellent written and oral communication skills in English. Proficiency in Odia will be an advantage.	1%	1
2.2	Engineering Expert – Works & Quality Assurance	6%	6
2.2.1	BE/ B.Tech in Civil Engineering with experience in Design/ Construction Management or related subjects.	2%	2
2.2.2	Minimum of ten (10) years of post-qualification experience in Irrigation Management and Capacity Building and Excellent training skill	2%	2
2.2.3	Experience in working with government / multilateral agency.	1%	1
2.2.4	Excellent written and oral communication skills in English. Proficiency in Odia will be an advantage	1%	1
2.3	Engineering Expert – Hydrology	6%	6
2.3.1	Advanced degree in Hydrology or related subjects	2%	2
2.3.2	Minimum of ten (10) years of post-qualification experience in Hydrology and Capacity Building and Excellent training skill	2%	2
2.3.3	Experience in working with government / multilateral agency.	1%	1
2.3.4	Excellent written and oral communication skills in English. Proficiency in Odia will be an advantage	1%	1
2.4	Environmental Expert	6%	6
2.4.1	Post - Graduate in environmental engineering, environmental science or related discipline and familiarity with the environmental laws related to irrigation	2%	2
2.4.2	Minimum of ten (10) years of post-qualification experience in Capacity Building and excellent training skill.	2%	2
2.4.3	Experience in working with government / multilateral agency	1%	1
2.4.4	Excellent written and oral communication skills in English. Proficiency in Odia will be an advantage.	1%	1
2.5	Social Expert	6%	6
2.5.1	Post Graduate in Social Sciences/development studies or other related fields. e.g. Anthropology, Sociology, Economics, Rural Development, Rural Management etc	2%	2

2.5.2	Minimum of seven (7) years of post-qualification experience in Rural Development working in the field of irrigation, livelihood, gender, grassroots governance	2%	2
2.5.3	Experience developing training modules and excellent training skill.	1%	1
2.5.4	Experience in working with government / multilateral agency.	0.5%	0.5
2.5.5	Excellent written and oral communication skills in English. Proficiency in Odia will be an advantage	0.5%	0.5
2.6	Fisheries Expert	6%	6
2.6.1	MFSc. (Aqua – culture / Fisheries/ Fisheries management)	2%	2
2.6.2	Minimum of ten (10) years of post-qualification experience in Aqua – Culture and management	2%	2
2.6.3	Experience in developing training module and excellent training skill.	1%	1
2.6.4	Experience in working with government / multilateral agency.	0.5%	0.5
2.6.5	Excellent written and oral communication skills in English. Proficiency in Odia will be an advantage	0.5%	0.5
2.7	Communication Expert	6%	6
2.7.1	Bachelor's degree in communications, journalism or other closely related field	2%	2
2.7.2	At least seven (7) years post qualification professional experience in the field of communications or journalism, experience with website architecture and graphic design is an added asset	1%	1
2.7.3	Previous experience working on communications and outreach that relate to social development	1%	1
2.7.4	Previous experience working on development of training materials	1%	1
2.7.5	Experience in working with government / multilateral agency	0.5%	0.5
2.7.6	Excellent written and oral communication skills in English and Odia	0.5%	0.5
2.8	Graphic Designer	4%	4
	Bachelor's Degree in graphic design or any other related qualifications including art and design.	1%	1
	Excellent graphic design and creative skills	1%	1
	At least 3 years professional experience in the field of designing posters/books/backdrops/info – graphics etc	1%	1
	Excellent written and oral communication skills in English and Odia	0.5%	0.5
	Experience in working with government / multilateral agency will be an added advantage	0.5%	0.5
	Total Technical Score	75%	75
	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 5 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 consultant firm's team must be comprised of qualified experts, with a demonstrated track record in developing quality learning.
- III. Have excellent academic and research background and excellent conceptual and analytical skills
- IV. Have proven knowledge and experience in preparing training modules and training materials
- V. Have proven expertise in conducting training
- VI. The organization should have a minimum annual turnover of Rs. 70 Lakhs, on an average for last three years (as per annual audit statements)
- VII. Organization should be able to produce any type of certificate of appreciation of their previous works.

13. Reporting Arrangements

- All training modules / materials shall be submitted to Project Director, OCTDMS, SPMU – OIIPCRA.
- All these modules / materials 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 modules / materials.
- All training modules / materials, duly vetted by competent authority, needs to be submitted in hard copies (5 Nos. colour printed) and editable soft copies in English and Odia.

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
- VI. Fisheries Expert, OIIPCRA
- VII. Any other if nominated by DoWR
