

**Terms of Reference for
SELECTION OF CONSULTANT
(QCBS Lumpsum)**

**SUPPORT ORGANISATION FOR ZONE-3
(GAJAPATI, KANDHAMAL, BOUDH)**

**FOR THE
"ODISHA INTEGRATED IRRIGATION PROJECT FOR CLIMATE RESILIENT AGRICULTURE (OIIPCRA)"**

PROJECT PERIOD OF THE CONSULTING SERVICES FROM (2021-22 TO 2024-25)

TERMS OF REFERENCE

CONSULTANCY OF SUPPORT ORGANISATION FOR ZONE-3

(GAJAPATI, KANDHAMAL, BOUDH)

UNDER

ODISHA INTEGRATED IRRIGATION PROJECT FOR CLIMATE RESILIENT AGRICULTURE (OIIPCRA)

1.0 BACKGROUND:

The Department of Water Resources (DoWR), Government of Odisha has applied financing from the International Bank for Reconstruction and Development (IBRD) and International Development Association (IDA), The World Bank in the form of a loan or credit towards the cost of Odisha Integrated Irrigation Project for Climate Resilient Agriculture (OIIPCRA). The Project Director, OIIPCRA-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. The Client now invites EOI / proposals to provide the consulting services for External Monitoring and Evaluation during the OIIPCRA Project Period (2019-2020 to 2025-2026).

The Odisha Integrated Irrigation Project for Climate Resilient Agriculture (OIIPCRA), funded by World Bank, would be implemented over a period of 6 years in 15 districts of Odisha. The total project cost is 230.62 million US \$.

The project development objective is "to intensify and diversify agriculture production, enhance climate resilience and improve water productivity in selected cascades of Odisha". The project beneficiaries will include small and marginal farmers, WUAs, farmer producer organizations and other agro-entrepreneurs.

2.0 PROJECT DESCRIPTION:

The OIIPCRA project is having four main components, i.e., (1) **Component 1:** Climate Smart Intensification and Diversification in Production, (2) **Component 2:** Improving Access to Irrigation and Water Productivity, (3) **Component 3:** Institutional Capacity Strengthening, and (4) **Component 4:** Project Management. The Component 1 of the project is having two sub-components, i.e., (a) **Sub-component 1.1:** Support to Improved Productivity and Climate Resilience, and (b) **Sub-component 1.2:** Support to Aquaculture production. Similarly,

Component 2 is having two sub-components, i.e., (a) **Sub-component 2.1:** Support to Water sector Reforms, and (b) **Sub-component 2.2:** Support to Investments in cascades.

The project beneficiaries will include small and marginal farmers, WUA, farmer producer organizations, and other agro-entrepreneurs. During project preparation, specific target areas will be identified and specific interventions will be designed to benefit women and other vulnerable groups. The total project cost is expected to be around US \$230.62 million, of which the World Bank will finance US \$ 161.44 million (70% of the total project cost) and the GoO will finance US \$ 69.18 million (30% of the total project cost). The project activities will cover 15 districts of Odisha. These include Bolangir, Balasore, Bargarh, Bhadrak, Boudh, Gajapati, Ganjam, Jajpur, Kalahandi, Keonjhar, Mayurbhanj, Nabarangpur, Nuapada, and Subarnapur.

Component 1: Climate Smart Intensification and Diversification in Production

The objectives of the **Component 1** are (i) to increase agriculture productivity, (ii) strengthen the capacity of organized farmer groups to adapt to climate change stresses affecting crop production, and (iii) diversify production in Rabi season in response to market demand.

Sub-component 1.1: Support to Improved Productivity and Climate Resilience

The objectives of the sub-component in the agriculture sector (agriculture and horticulture) are; (i) Reduce the cost of production; (ii) Enhance productivity and climate resilience through technology adoption; (iii) Crop diversification towards market oriented high value crops and (iv) Promote agribusiness through supply chain management and value chain improvement. In this context, the project plans to take up agriculture and horticulture interventions along with Agri-business interventions. The sub-component objectively looks at promoting agricultural technologies that are sustainable and climate resilient vis-à-vis supports improving income of the farmers.

Specific interventions under the project area, (1) promotion of climate resilient seed varieties, (2) Demonstration of climate resilient technologies, (3) Strengthening the extension system, (4) Price forecasting of different commodities, (5) establishment of market infrastructures / processing units, (6) organizing and strengthening farmer's groups, and (7) capacity building of different stakeholders. This sub-component will be executed by the Department of Agriculture and Farmers Empowerment (DoA & FE) (the Directorate of Agriculture & Food Production and the Directorate of Horticulture are the implementing agencies for agriculture and horticulture interventions, respectively).

Sub-component 1.2: Support to Aquaculture production

The project intends to have a holistic approach, in terms of fishery promotion in the project tanks. The project approach to intervene in providing end to end solution, i.e., from seed production to market linkage where capacity building will be a cross cutting in all the project activities. Based on the feasibility of the tanks, the project will focus on seed promotion augmentation of inland species, improvement of existing hatcheries, establishment of captive nurseries, fish production and management support and facilitating marketing of the produce by providing facilities to the fishermen folk.

The fishery sector intervention objectively looks at (1) increasing the income of fishers by utilizing project tanks / water bodies, (2) propagation of scientific fish farming technologies among the fishers for improved production, (3) strengthening pure line fish seed production and supply chain management, (4) demonstrating intensive and semi-intensive fish farming in the ponds in the project area for higher return to the fishers, (5) strengthening post-harvest management through infrastructure and support to fishers; and (6) support to selected Fishermen Cooperatives and Government Institutions for fishery-based enterprise.

Sub-component 1.2: Support to Diversification and Produce Marketing

The objective of this component is twofold: (i) support farmers to reduce the current emphasis on food grains (especially Paddy) and increase the share of high-value and more nutritious products. (ii) Improve produce marketing to reduce price risks associated with diversification, increase incomes and ensure sustained farmer adoption of CSA practices to strengthen resilience to climate change.

Component 2: Improving Access to Irrigation and Water Productivity:

Access to reliable irrigation is generally critical to enhancing crop productivity, building resilience to climate change, promoting diversification and access to markets. It is important in the targeted project areas that are characterized by frequent droughts and rainfall variability. The objective of this component is "to use water more efficiently, reduce water losses and save water during Kharif season, and transfer these savings to Rabi season." To realize this objective, the project will support modernization of hydraulic assets, institutional reforms, and capacity strengthening.

Sub-Component 2.1: Support to Water sector Reforms

Under this sub-component, the project will invest in the modernization of hydraulic assets. To that end, a comprehensive water assessment will be conducted in the Project cascades to identify opportunities for reducing water losses and for transferring the savings

water for Rabi season. For each of these opportunities, the implications on downstream water use will be identified through preparation of a pre and post-project tank / cascade-wide water balance. Investments include strengthening of canal bunds, modernizing hydraulic canal structures, installation of field channels and sub-surface pressurized pipes, and developing groundwater extraction in safe zones.

Subcomponent 2.2: Support to Investments in cascades

Crop diversification and intensification require a higher quality of irrigation service delivery to meet the requirements of grown crops. Traditional arrangements for irrigation management often lack the capacities and incentives to deliver these improved services. The project will pursue institutional reforms and strengthen decentralized irrigation system management along with incentivizing local WUAs to deliver high performing irrigation and O&M services.

Component 3: Institutional Capacity Strengthening:

This component will primarily strengthen the existing WUAs (PPs) formed under Odisha WUA Act, 2002. Measures will be taken under the component to strengthen the functional and management capacity of the PPs by which they can take up management and maintenance of community-based irrigation infrastructures; apart from water distribution, regulation and efficient use of available water resources. Along with this, capacity building of other local institutions will be taken up such as Farmer Producer Organizations (FPOs), SHGs etc. Apart from this, the project will take measures for capacity building of Engineers and other stakeholders associated in the project.

Component 4: Project Management:

This component will strengthen capacities for project management, monitoring and evaluation (M&E) (including, inter alia, the areas of procurement and financial management) through the provision of goods, consultant services, training, and financing of incremental operating costs. This component will also develop a comprehensive management information and data collection and reporting system on key performance, outputs and impact indicators through baseline surveys, participatory assessments, mid-term reviews and final evaluations. Staffing of the SPMU will include a number of technical, financial management, M&E and safeguards (social and environmental) experts.

3.0 PROJECT IMPLEMENTATION ARRANGEMENT

The project will be 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 Unit (SPMU), located within the Minor Irrigation Department office, will lead the implementation. A Technical Steering Committee, headed by the Chief Secretary, Government of Odisha will be the overall review and policy support system. At the district level, the office of the Collector and District Magistrate will be the nodal to steer the project and there will be a district level committee, in the name of District Level Project Monitoring Team (DLPMT) to monitor and supervise the project activities.

4.0 JUSTIFICATION FOR THE CONSULTANCY

The objective of the project is The State Project Monitoring Unit (SPMU) of the OIIPCRA project intends to engage the services of qualified and competent local agencies as "Support Organisations (SO)" for effective implementation of project activities.

Under the project, SOs will be actively involved in implementing the project activities at the PaniPanchayat (PP) / Water User Association (WUA) and Cascade level. The project envisages engaging SOs for a maximum period of 60 months to facilitate implementation of a series of activities identified concurrent with the Project Implementation Cycle. During this period, all the tank/cascade-based activities are to be carried out by the PP / WUAs with the direct involvement of SOs (community mobilization, sector specific activities, agribusiness promotion etc.).

5.0 OBJECTIVES OF THE PROPOSED CONSULTANCY

The Support Organization (SO) shall undertake the following specific tasks towards ensuring that the project activities are implemented as per the project plan and PP/ WUAs become self-sustaining entities managing their tanks in the defined cascade in partnership. The SO during the consultancy will be a medium to transfer the project objectives to the stakeholders and develop their skill/mind-set to become adapted to the climate adversities or changes much faster to restore their business.

6.0 OUTLINE OF TASKS TO BE CARRIED OUT

The SO will undertake the following service and is encouraged to suggest reasonable modifications in his technical proposal. The SO shall prepare an inception report within 30 days from signing of the contract that details the method agreed during negotiations to be employed in performing the services.

About **19 MIPs** are proposed to be rehabilitated under **Zone-3 in 6 blocks**. All these tanks are to be covered during this consultancy period for which, the consultants will carry out Support Services for the capacity building/strengthening work of the stakeholders. The Support Organization shall establish a fulltime Project Management Office at Boudh. In case of induction of new project areas / MIPs the same would be associated to the nearest SO by the SPMU with discretion.

Expected services to be provided by the SO

- 6.1.1 Develop data base of each MI projects. The format for the same would be developed by SPMU and circulated to the SO;
- 6.1.2 PP/ WUA capacity building: Strengthen the PP/ WUAs in achieving each of the activities listed below by assessing their capacity building needs and by providing required inputs.
- 6.1.3 PP/ WUA Book Keeping: Build the capacity of PP/ WUA functionaries in maintaining and regularly updating the PP/ WUA level records, including financial records.
- 6.1.4 PP/ WUA meetings: Ensure that the PP/ WUA organizes its monthly meetings, GB meeting and other meetings with the required percentage of participation regularly and maintains proper minutes of the same.
- 6.1.5 Support for Corpus Fund Generation: Facilitate the PP/ WUAs to raise water user fee and to prepare and implement development plan.
- 6.1.6 Agriculture and Horticulture Sub-Components
- 6.1.7 Coordinate with FIAC, PD-ATMA and respective line departments for mobilizing farmers for the execution of different activities and facilitate its implementation;
- 6.1.8 Support farmers to adopt the best practices demonstrated under the project;
- 6.1.9 Collect season wise crop productivity and technology adoption data and updating the database periodically;
- 6.1.10 Facilitate in selection of agri-entrepreneurs, their training, exposure and promotion of agribusiness activities in project supported commodities;
- 6.1.11 Fisheries development: The SO staff shall support the fisheries department in implementing the fisheries sub-component plan in tanks selected for the activity.
- 6.1.12 Water management and related record keeping: Facilitate each PP/ WUA in undertaking crop planning activity before Khariff and Rabi and organize water management and irrigation scheduling that is rigorously recorded. Support PP/ WUA in updating and maintaining farmer-wise, season-wise, crop-wise and cultivated area wise data for both Khariff and Rabi.
- 6.1.13 Agricultural Production Data to be collected:

- 6.1.14 Area irrigated: Collect season-wise time-series data on area irrigated for each tank.
- 6.1.15 Data on average yield: Collect season wise average yield particulars for three (3) major crops in the identified tank ayacut and in the influence zone (in case of PGM tanks).
- 6.1.16 Agribusiness and marketing: Facilitate the FPO / PP / WUA / AEs to promote and strengthen agribusiness activities such as preparation of agribusiness / business plans and implementation of the plan. The SOs will extend required support to Agri-Business support organization (ABSOS) and other institutions / organisations associated in the project to strengthen agribusiness activities.
- 6.1.17 Participatory MLE Activities:
- 6.1.18 PP/ WUA self-rating: Facilitate the quarterly self-rating exercise by PP / WUAs of their performance.
- 6.1.19 Community feedback: Seek PP / WUA / community feedback on access and availability of project services on a regular basis so that all PP / WUAs are covered once in six months and report this feedback to PD-ATMA and SPMU on monthly / quarterly reports.
- 6.1.20 Preparation of IIAP: The SO will facilitate preparation of Integrated Irrigation and Agriculture Plan (IIAP), covering all the project' supported tanks and all the villages within the project jurisdiction. In the IIAP, SO would facilitate in preparing the plans in agriculture, horticulture, fishery etc.
- 6.1.21 Project completion documents: Prepare Project Completion Document, with reference to the IIAP, and its submission to PD-ATMA and SPMU for review and approval.
- 6.1.22 Reporting: The SOs have to submit monthly and quarterly action plan and progress report for the preceding month by 5th of every month to FIAC with a copy to PD-ATMA for information.
- 6.1.23 Success Stories: The SOs shall prepare and document case studies / documentation of good practices and submit the same to SPMU through PD-ATMA.
- 6.1.24 SOs staff shall work full time exclusively for the project work to accomplish the specific targets fixed by the project on a monthly and quarterly basis. They shall not work in any other project of the SO itself or other Govt./ Private organizations once they are working in this project.
- 6.1.25 SO staff shall carry out the project work in consultation with the FIAC under the guidance of the PD-ATMA.

6.1.26 Any other works/ assignments as needed for the project implementation as required by project authorities.

7.0 REPORTING ARRANGEMENTS

The work of SOs would be reviewed once in three months by the PD-ATMA/ DLPMT. Its main focus is to understand the level of achievement by the SOs as per the agreement with the project. It will also help the project management to know priority areas/activities to be grounded and reasons for delay, if any. The key areas of appraisal of would involve (1) progress as per the quarterly plan, (2) innovations, (3) technology adoption/ replication etc.

The process of assessment will be taken up by the concerned DLPMT/ PD-ATMA in consultation with SPMU. The DLPMT/ PD-ATMA would submit the assessment report to SPMU before quarterly planning exercise at the SPMU level. As per the assessment findings, necessary guidance will be provided to the SOs by the SPMU/ DLPMT/ PD-ATMA for improvement or speeding up the execution of activities.

The SPMU will be engaging a 3rdParty Monitoring and Evaluation (M&E) Agency for the monitoring of the day to day activities of the project. The M&E agency will be submitting their report to the SPMU. The SO shall provide the data and information as sought by the M&E Agency during their visit to the project sites as well as and when required. Experts from the SPMU may visit the project sites directly for the monitoring of the project activities and the SO. The contract of the SO shall be renewed yearly based on the performance evaluation.

7.1 Documentation of Data and Computerized Information System by the Consultant

It is necessary to collect, process, and then communicate the data relating to all the capacity building aspects by the Consultant to the Project Authorities (PD, ATMA/DPMU/PD, OCTDMS) at agreed periodic intervals and in agreed format compatible with MIS. Consultant shall create a separate cell to look after the documentation and computerized information system namely, processing of data, and furnishing print-outs of the data on daily, fortnightly basis along with soft copy to the Project Authorities. All the data including the base line information will be computerized. All the reports like daily, monthly, quarterly, and final report will be as per the agreed formats.

In addition to above, photographic record of key activities (**pre, during & post construction period**) are to be submitted regularly by the Consultant in both hard & soft copies.

7.2 Reports

The Consultant shall prepare and submit **one hard copy each to the Project Director, ATMA concerned** with a copy to the **FIAC/ SPMU for the Monthly Plan & Progress records of work done in every month**. The other reports are to be submitted in the time/Qnty prescribed as under.

- a. Two hard copies and one soft copy to the **SPMU**
- b. Two hard copies and one soft copy to **Project Director, ATMA** concerned.
- c. The report shall include observation and compliance made.
- d. The reports shall be book-binded and no **spiral binding & plastic covered booklets** are accepted.

Sl	Reporting Type	Period for Submission
i.	Inception Report	- Within 30 days of signing the Agreement.
ii.	Monthly Progress Reports	- By 7 th of each succeeding month.
iii.	Quarterly Progress Reports	- By the 7 th of the first month of the following quarter.
iv.	Draft Final Report	- Within One (1) month of completion of the contract.
v.	Final Report	- Within 15 days of receipt of the approval of the Draft Final Report from SPMU.

7.3 Contents of Reports

i. Inception Report

The Inception Report shall cover the following:

- Setting up of fully furnished offices with computers, Fax, Printer, Internet etc. At the Zone headquarters.
- A tentative schedule of visit agreed with the **Project Director, ATMA /** Minor Irrigation Division (s) of OIIPCRA.
- A schedule of carrying out the consultancy services along with the staffing arrangements and movement of vehicles for field visit during the contract period.
- Details on how the support work will be carried out & proposed format of reporting.
- Mode of co-operation with the OIIPCRA, the local DPMU officials, WUA members and any other related organization(s).

ii. Monthly Progress Reports

- Report on site visit of key-personnel (daily basis) and its abstract figures for the tasks as outlined in Paragraph 6.1 above.
- The Progress Reports shall contain the details of discussions conducted with reference to the tank systems, the Panipanchayat/ Water User Associations along with the actions taken/ proposed/ scheduled remarks of the Experts of the SO.
- A report on work progress as per work program of contract work, WUA work and OFD works.
- The reports shall contain the tank wise details of tank systems visited, the date of visit, and details of records verified/checked/programme explained or implemented etc/ bottlenecks if any along with the remarks of the consultant. The visit of Team leader, experts or any staff of consultant to any project site will be duly certified / recorded by proceedings.
- Safety measures, working conditions, compliance with environmental regulations and safeguards, respect for local Labour Laws (including use of child labour) and hygiene requirements observed.
- Shall contain photograph related to the proceedings/activities conducted.
- All other tasks carried out by the consultant as per the Terms of Reference and requirement of the client from time to time.
- Instruction issued to the consultant by the client during period of reporting and compliance thereof.

iii. Quarterly Progress Reports

- Quarterly Progress Report summarizing the activities conducted and achievements in the quarter for the tasks as outlined in Paragraph 6.1 above.

iv. Final report

On completion of the Project, the Consultant shall prepare a final report covering all the points of **Outline of Tasks Carried Out** as per Term of Reference (ToR) along with comprehensive record summarizing all the activities, achievements and outcomes. All reports and documents relevant to the project shall become the property of the OIIPCRA. The Consultant shall provide one soft copy and 10 hard copies of the final report.

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.

8.0 DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT

The OIIPCRA project through their designated representatives would:

- Provide space for consultative meetings. It is expected that the consultant team will be in close and constant touch with the client and his designated team during the period of the assignment. The space will be provided to facilitate the interaction and review of this assignment.
- Provide available data and information that would be relevant to carry out the assignment.
- Help, identify, contact in the project areas, when required, and facilitate consultation with agencies potential project beneficiaries and others. Would help establish contacts in the project areas and facilitate consultation with agencies. The consultant would be responsible for contacting the concerned Construction Engineers and synthesize and analyze the information available.
- Make available copy of World Bank Operational policies and guidelines relevant to the needs of the agency.
- Provide a copy of Project Implementation Plan, Project Technical Manual and other relevant project related documents

- f) The Consultant would get support of the Project Team throughout the assignment period. The Consultant would be responsible for all transport and accommodation at project sites and in Zonal headquarters. All requirements regarding the Data Services and facilities will be informed to the OIIPCRA well in advance. The consultant would be extended support by the project team at the Zone, District as well as at the SE level.

9.0 COMPOSITION OF REVIEW COMMITTEE TO MONITOR CONSULTANT'S WORK

A committee consisting of following members shall coordinate and monitor the Consultant's work and would extend their cooperation in making available the data and information, and obtaining approvals and also deal with the problems, if any faced by the Consultant in executing the Contractual obligations.

- (a) The Additional Project Director, Technical
- (b) Additional Chief Engineer, SPMU, OIIPCRA
- (c) Project Finance Officer
- (d) Executive Engineer, Monitoring
- (e) IS & CB Expert, SPMU, OIIPCRA (Convener)

The Committee shall co-opt any additional member, if needed, with the approval of the Project Director, OIIPCRA. The Committee shall meet within three days of receipt of reports to review and provide comments to the consultant within seven days. The consultant will modify the report addressing the comments and will submit the report expeditiously. In addition to this monthly appraisal of the progress and quarterly review meeting will be held for effective monitoring of the assignment. The Consultant shall be required to be present in the said meetings till the task is completed.

10.0 QUALIFICATIONS OF THE CONSULTANCY FIRM AND KEY PERSONNEL:

- a) The Support Organisation is expected to manage all the tanks, within a geographical jurisdiction of around 50 Km. radius. The number of tanks under the geographical jurisdiction may vary based on the concentration of MI tanks and will be specified by SPMU to the SO.

- b) The Support Organisation should have prior experience in similar support & extension work in social mobilisation.
- c) The Support Organisation having experience in external aided projects is preferred.

**LIST OF KEY PROFESSIONAL POSITIONS WHOSE CV AND EXPERIENCE WOULD BE EVALUATED
(LIKELY STAFF INPUTS)**

The Consultant will provide a team of experts with the following skill sets who shall be adequately qualified and experienced in both social development and social management. The core team will comprise of (a) Team Leader (one), (b) Agriculture Expert (one), (c) Social Expert (one), (d) Fishery Expert (one) and (e) Multi-Skill Assistant (one). The CVs of the SOPMT should be provided by the SO.

a) TEAM LEADER

- i. He shall be a Graduate in Agriculture or Allied Sectors and possess 10 years' post-qualification experience in agriculture/ allied sector activities and having working experience with leading a team for proven track record managing Multi-disciplinary teams in Social Mobilisation.
- ii. Working experience with community organisations like producer groups/ Primary Fishermen Cooperative Societies / PACS etc
- iii. Past experience with external aided project will be preferred.

b) AGRICULTURE EXPERT.

- i. He shall be a Graduate in Agriculture or Allied Sectors and possess at least 02 years' post-qualification experience in agriculture/ allied sector activities out of which one year of experience of working at the community level on agriculture/ horticulture promotion.
- ii. Should be conversant with functional Computer skills with Strong training and documentation skills
- iii. Experience in World Bank/ Donor/ Bi-lateral/ Multi-lateral agencies for at least 1 Year in a project is preferred.

c) SOCIAL EXPERT

- i. They shall be Post-Graduation in rural management/ social disciplines (sociology/ anthropology/ economics) with at least 5 years of post-qualification experience in rural development, community mobilization, promotion and strengthening of community organisations.

- ii. Should be conversant with functional Computer Skills with Strong training and documentation skills
- iii. Experience in World Bank/ Donor/ Bi-lateral/ Multi-lateral agencies for at least 1 Year in a project is preferred.

d) FISHERIES EXPERT

- i. They shall be Graduates in Fishery Discipline with minimum 2 years of post-qualification experience in fishery promotion along with working experience with fishery cooperatives/ primary fishery cooperative societies.
- ii. Should be conversant with functional Computer Skills with Strong training and documentation skills
- iii. Experience in World Bank/ Donor/ Bi-lateral/ Multi-lateral agencies for at least 1 Year in a project is preferred.

e) MULTI-SKILL ASSISTANT

- i. They shall be Graduates Graduation in any Discipline with a Diploma in Computer Application with minimum 3 years of post-qualification experience of accounting and familiarity in MS office, Internet operations/ Tally software.
- ii. Experience in World Bank/ Donor/ Bi-lateral/ Multi-lateral agencies for at least 1 Year in a project is preferred.

10.1 CLUSTER FACILITATION TEAM PERSONNEL:

The SO will deploy Cluster Facilitation Team (CFT) at the project locations, based on the requirement of the project. The CFTs shall be guided by the SO Project Management Team. The requirement of the CFT for each cluster is given below in Table 2. Each CFT will have 6 members team to facilitate the execution of the project activities. In case of any change of the project area, the MIPs under the same would be reflected under the work purview of the SOs. Hence staff requirement would be modified as per the requirement of the project. The SO would be thus responsible for relocating/reducing staff without any compensation.

The SO shall recruit/ engage CFT personnel through open advertisement and interview process based on the criteria enlisted below for the different positions. The final list of personnel shall be intimated to SPMU at Bhubaneswar. The composition of the CFT is given as below in the **Table 10.1**:

TABLE 10.1 CLUSTER FACILITATION TEAM (CFT)

Sl No	Position	Education Qualification	Experience	Duration of Input Months
1.	Social Facilitator	Graduate in social works or related social disciplines	<ol style="list-style-type: none"> 1. At least 5 years of post – qualification experience at the community level for social mobilization, capacity building and institutional strengthening 2. Proficiency in English and Odia 3. Working knowledge on Computers 	48 Months
2.	Agriculture Facilitator	Graduate in any discipline Trained under different skill building program of Directorate of Agriculture/ Horticulture/ OUAT/ any related	<ol style="list-style-type: none"> 1. At least 3 years of post – qualification experience at the community level in agriculture / horticulture promotion 2. Proficiency in English and Odia 3. Working knowledge on Computers 	48 Months
3.	Fishery Promotion Facilitator	Graduate in any discipline Trained under different skill building program of Directorate of Fisheries/ College of Fisheries/ any related	<ol style="list-style-type: none"> 1. At least 3 years of post – qualification experience at the community level in fishery promotion activities 2. Proficiency in English and Odia Working knowledge on Computers 	48 Months
4.	Gender	Graduate in any discipline	<ol style="list-style-type: none"> 1. At least 3 years of post-qualification experience in gender 	48 Months

	Facilitator		issues at the community level	
			2. Proficiency in English and Odia Working knowledge on Computers	
5.	Multi-Skill Assistant	Graduate in any discipline	1. At least 1 year of post-qualification experience in working with computers in MS-Office and basic internet operation, data entry and basic documentation 2. Excellent communication skills in Odia	48 Months
6.	Community Mobiliser	Graduate in any discipline	1. At least 1 year post-qualification experience in community mobilization and have worked with grassroots level organizations such as Pani Panchayats / WUAs, WSHGs, PFCS, FIGs etc. 2. Excellent communication skills in Odia	48 Months

The SO will deploy one Project Management Team at Boudh and SO will deploy two Cluster Facilitation Teams (CFTs) as mentioned in 6.5. Frequent change of SO staff will not be permitted. Any change, if necessitated, shall be with the prior approval of the Project Director-ATMA, based on the recommendation of FIAC (if so required). The change in staff will be permitted only in case of equivalent or better qualified candidate being considered for replacement. The replacement of the staff needs to be intimated to SPMU, OIIPCRA with approval from the PD - ATMA.

11.0 DURATION OF THE ASSIGNMENT& PAYMENT SCHEDULE

- i. The total expected duration of the assignment is 5 Years from the date of signing the contract.
- ii. The SO will be paid on quarterly basis by the SPMU, OIIPCRA. The selected SOs have to submit their invoices/ required bills and vouchers (reimbursable expenses) along with duly certified quarterly progress report submitted to PD-ATMA for making payment. The concerned PD-ATMA will review the performance of SOs on quarterly basis to ascertain that the activities are taken up as per the plan. All bills and vouchers needs to be countersigned by PD-ATMA/ FIAC as directed by SPMU. Payment shall be made under two heads i.e HR Cost and Project Management Cost.
- iii. Bills in regard to the conduct of training programmes shall be submitted to the concerned agency head at the district level for payments.
- iv. The Schedule for completion of tasks & release of payments thereof is enclosed in the **Table 11.1**.

Table 11.1
SCHEDULE FOR COMPLETION OF TASKS & RELEASE OF PAYMENTS THEREOF

Sl. No	Tasks/Deliverables	To be completed by	Remarks	% of Fund release #
1.	a. Presentation, submission & Acceptance of Inception Report (one) b. @Full-fledged office at Zonal HQ, established by the Support Organisation. c. Submission of 1 st Annual Plan of Programme duly approved in the DLPMT. d. Placement of the sub-key personnel of the Cluster Facilitation Team.	Within 1(One) month of signing of the Contract.	Funds will be released on completion of the tasks/ deliverables.	10%
2.	On submission & acceptance of each quarterly report. (for 20 Quarters in 5 years)	Within 1(One) week of end of each Quarter.	Funds will be released on acceptance of the Quarterly reports.	@ 04% each
3.	Presentation, submission of Final /Closure Report & evaluation.	Within 1(One) month of end of the contract period.	Funds will be released on acceptance of the Final Report.	10%

1. *Team Leader should visit minimum of **10 (Ten)** MIPs per month.
2. *Each key - expert should visit minimum of **15 (Fifteen)** MIPs per month.
3. % of Release of funds as mentioned above will be made upon satisfactory performance each task/deliverables and upon satisfactory submission of bills/vouchers/timesheets etc.
4. # %age of fund release excludes reimbursable amount for any Special Programmes/ travelling & night halt expenses incurred by the consultant. Travelling & night halt expenses will be released on production of bill voucher.

**

FORM A

Self - Declaration of Eligibility Criteria for selection of SO

Sl. No.	Eligibility Criteria	Remarks	Page No.
01	The organization should be a registered body under the relevant national / state Act and is active and operational continuously for the last 5 years on the date of application	<i>[mention the date of registration]</i>	
02	The organization should have maintained its books of accounts / accounting records and have them properly audited. Annual statements of income and expenditure should have been prepared	<i>[mention whether organization is maintaining books of accounts / accounting records and have them properly audited]</i>	
03	The organization should have at least 5 years of relevant experience in carrying out social mobilization, livelihood promotion, agribusiness activities and facilitating / promoting community level organizations	<i>[mention whether organization have 5 years of relevant experience in carrying out social mobilization, livelihood promotion, agribusiness activities and facilitating / promoting community level organizations]</i>	
04	The agency should have demonstrated experience in community development, Formation of Pani Panchayata and in training and capacity development in convergence with government departments and agencies	<i>[mention whether organization have demonstrated experience in community development and in training and capacity development in convergence with government departments and agencies]</i>	
05	The organization should have working experience in farmer's issues, irrigation promotion, agriculture / horticulture and agribusiness	<i>[mention whether organization have working experience in farmer's issues, irrigation promotion, agriculture / horticulture and agribusiness]</i>	
06	Organization should have worked on issues of climate change or related activities	<i>[mention whether organization have working experience on issues of climate change or related activities]</i>	
07	The organization should have a minimum annual turnover of Rs. 1.00 crore, on an average for last three years (as per annual audit statements)	<i>[mention three years annual transaction in INR supported by statement from auditor]</i>	

08	The organization should not be blacklisted by any government (Union and/or State), Ministry/ Department/ Organization/ Multinational Donor NGO or any other donor/partner organization in the past	<i>[mention whether organization is blacklisted by any government (Union and/or State), Ministry/ Department/ Organization/ Multinational Donor NGO or any other donor/partner organization in the past. Provide self-declaration]</i>	
09	The agency should be non-political in nature/ nor associated with	<i>[mention whether organization is be non-political in nature/ nor associated with. Provide self-declaration]</i>	
10	The organization should have registered office in the State of Odisha. Working experience of the agency in project districts will be added advantage	<i>[mention the valid address of the organization in Odisha]</i>	
11	The organization should be able to provide the required nos. of eligible personnel required for the assignment	<i>[mention whether organization is able to provide required number of personnel]</i>	

Remarks column: Mention remarks as mentioned in []

Page No. column: Please mention page number where the details are present in the proposal

I certify that the above facts are true to the best of my knowledge and belief.

[Signature with seal of the Authorized Signatory]

Name of Authorized Signatory:

Designation:

Place:

Date:

