

**Engagement of SUPPORT ORGANIZATION (SO) at District level for Andhra Pradesh Integrated Irrigation Agriculture Transformation Project (APIIATP).**

**EOI No: 2**

**Dt: .11 . 2017**

**Client:** Commissioner, CADA ,Water Resources Department, Government of Andhra Pradesh

**Country:** India

**State:** Andhra Pradesh

It is intended to engage Support Organizations (SO) for Capacity Building and Institutional Development activities for the World Bank aided Andhra Pradesh Integrated Irrigation Agriculture Transformation Project (APIIATP) for which this Request for Expression of Interest is issued.

The District wise requirement of SOs is tabulated below

<b>S.No</b>	<b>District</b>	<b>Tentative SOs requirement</b>
1	Anantapur	1
2	Chittoor	1
3	East Godavari	1
4	Kadapa	1
5	Krishna	1
6	Kurnool	1
7	Nellore	2
8	Prakasam	2
9	Srikakulam	2
10	Visakhapatnam	2
11	Vizianagaram	2
12	West Godavari	1
<b>Total</b>		<b>17</b>

- No. of SO's required may change based on the finalization of MI Tanks in the Districts.
- Each SO shall submit EOI for not more than two Districts and shall submit EOI for each District separately.
- The words "EOI for Support organization (SO) for ..... District " shall be written on the sealed cover enclosing the EOI proposals in hard copy addressed to The State Project Director, O/o Commissioner CADA, Water Resources Department, Door No:14-7-29 3rd Floor, Vysya Bhavan, Namboori Gopalarao street, Hanumanpeta, VIJAYAWADA-520003,ANDHRA PRADESH.

**Sd/-7.11.2017**

**State Project Director,APIIATP**

# Terms of Reference for Engagement of Support Organizations for Strengthening of WUAs

## A. PROJECT BACKGROUND

### **Project Context and Description**

The Government of Andhra Pradesh has proposed a next generation irrigated agriculture transformation project with climate resilience as its cross-cutting theme. The Project Development Objective is to enhance agricultural productivity, profitability and resilience to climate variability in selected tank systems of Andhra Pradesh.

The project beneficiaries will include small and marginal farmers, water user's associations (WUAs), farmer producer organizations (FPOs), 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 project activities are grouped into four main components: (i) Improving Irrigated Agriculture Efficiency at Farm Level; (ii) Adaptive Sustainable Agriculture Practices; (iii) Climate-friendly Market and Agribusiness Promotion; and (iv) Project Management and Capacity Building.

### **Component A: Improving Irrigated Agriculture Efficiency at Farm level**

This component would improve tank-based minor irrigation to strengthen the integrated farming system (in which growing crops, agro-forestry and rearing livestock co-exist) with reduced water footprints. It will consist of three inter-related sub-components: (i) improving tank system performance and resilience; (ii) inflow hydrology management for improving water productivity and efficiency; and (iii) building synergy with the Primary Sector Mission (Agriculture, Fishery, Horticulture, Livestock and Irrigation).

### **Component B: Promoting Adaptive Sustainable Agriculture Practices**

This component would improve production and productivity of the tank systems, and increase returns to farmers and other water users through better market linkages and promotion of agribusiness. This component will have two sub-components: (i) climate smart diversified agriculture production systems; and (ii) climate-friendly market and agribusiness promotion.

### **Component C: Climate-friendly Market and Agribusiness Promotion**

This sub-component will aim at reducing the 'road miles' of goods and services, by bringing the producer and consumer closer for locally produced goods and services by reviving/enhancing local farmers markets and developing alternate marketing channels to improve farm level post-harvest management and value addition. The project will support development of farmer producer organizations/companies anchored in water user associations, and facilitate public-private partnerships to enable direct buying arrangements at the local level.

### **Component D: Project Management and Capacity Building**

The objective of this component is to ensure smooth implementation of project activities, as well as monitoring of, and learning from project processes, outputs and outcomes.

## **B. RATIONALE FOR ENGAGING SUPPORT ORGANIZATIONS**

APIIATP intends to engage the services of qualified and competent local development agencies as Support Organisations (SO) for effective implementation of project activities.

Under APIIATP, SOs will be actively involved in planning, implementing and monitoring of project activities at the WUA and Cascade levels. The project envisages engaging an SO for a period of sixteen months initially, which may be extended based on the performance up to 4 years 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 WUAs with the direct involvement of para-workers (mainly for Community Mobilization, Works and sector specific activities, including Agribusiness) are to be facilitated by SOs. At the end of this period, the operation and maintenance of the rehabilitated tank system is handed over to the empowered WUAs which are supposed to be assisted by the trained para-workers. Each SO may be assigned 25-30 WUAs in selected cascades or as per the decision of the SPMU, looking at the operational feasibility to facilitate implementation of project activities.

Apart from community mobilization, planning and monitoring of project activities, the SO will be responsible for organising all the training and capacity building activities at the Cascade/WUA/CBO level. The SO should have the financial capacity to conduct all the training programmes for the WUAs allotted to them for 3 months at an estimated budget about Rs.5 Lakhs per quarter (as per annual training plan). The total expenditure will be reimbursed upon submitting the detailed voucher bills against the cost norms provided by the project. The SO will be eligible to charge 10% administrative charges on the approved training cost.

### **B.1 Procurement Method**

SOs will be selected under Fixed Budget Selection procedures and in a Full Technical Proposal (FTP) format as described in the RFP, in accordance with the policies of the Bank detailed in the *Bank's Procurement Regulations for IPF Borrowers*, July 2016 which can be found at the following website: [www.worldbank.org](http://www.worldbank.org).

### **B.2 Eligibility Criteria**

- As a part of legal requirements, the NGO/SO/Women federation should be a registered body under the relevant state law and is active and operational continuously for the last 5 years in the state of Andhra Pradesh on the date of application and shall have registered office in Andhra Pradesh.
- The NGO/SO/Women federation should have maintained its accounting records and audited them properly. Annual statements of income and expenditure should have been prepared.
- The NGO/SO/Women federation should have at least 5 years of relevant experience in carrying out social mobilization in natural resource management or similar projects.
- The NGO/SO/Women federation should have a turnover of Rs. 30 lakhs average annually for last five years (as per annual audit statements).
- The NGO/SO/Women federation should not be on any blacklist of any government (Union and/or State), Ministry / Department / Organization / Multinational Donor NGO or any other donor/partner organization in the past. The SO should be non-political and secular in nature.
- The NGO/SO/Women federation should be in conformity with the mission, vision and the values of the Project and be ready to work for achieving the key goals.

- The NGO/SO/Women federation should have demonstrated experience in community development and in training and capacity building in convergence with government departments and agencies.
- The NGO/SO/Women federation shall have head quarters in the State of Andhra Pradesh.

### B.3 Scope of Work

The Support Organization (SO) shall undertake the following specific tasks towards ensuring that WUAs become self-sustaining entities managing their tanks in the defined cascade in partnership and with the support of the Water Resources Department in the district assigned.

**B3a. Preparation of Integrated Cascade Development Plan:** The SO will facilitate preparation of ICDP, covering all the project supported tanks and all the villages within the project cascade. In the ICDP, SO should facilitate in preparing the sectoral plans (agriculture, horticulture, fishery etc.) as plans related to civil works are already prepared under DPR. The plan document should be submitted to the DPMU / SPMU for review and approval.

**B3.b WUA office building:** Assist WUA to provide site (minimum area of 5 Cents) for the construction of an Office Building and guide them in construction of building as per guidelines. Facilitate payment of 10% WUA contribution for office construction.

**B3.c Institution Development:** The SO will facilitate the following institution development activities of WUA.

**B3.c1 WUA book keeping:** Build the capacity of WUA functionaries and para-workers in maintaining and regularly updating the WUA level records comprising:

- (i) Ayacutdars Register
- (ii) Crop Extent and Water Tax Register
- (iii) Water Use Measurement Register
- (iv) Assets Register (Equipment/ assets supplied to the WUA under the project)
- (v) Minutes Register
- (vi) Cash Book for Works (WUA and tender) and the Bank Pass Book (for the WUA Works Account)
- (vii) Cash Book for O&M and the Bank Pass Book (for the WUA O&M Account)
- (viii) Receipts Book.
- (ix) Agriculture, Agribusiness, Horticulture, Fisheries, and PGM Registers (Should contain year wise progress of all the activities: i.e., demos, *kisan melas*, vermi units, shade net nurseries, Trainings and exposure visits organized, implements distributed, fingerlings stocking, harvesting and lease amount, CIG / FCS wise agri-business equipment supplied etc.)
- (x) Visitors Book

**B3.c2 Para workers:** Identify one or more suitable para-worker/s (as approved by project norms) for maintaining the WUA records and for coordinating other regular WUA and project activities. The WUA shall take the services of the para-worker either paying an honorarium (as approved by the project) or on a voluntary basis as mutually agreed.

**B3.c3 WUA meetings:** Ensure that the WUA organizes its monthly meetings, GB meeting and CIG meetings with the required percentage of participation regularly and maintains proper minutes of the same.

**B3.c4 Water management and related record keeping:** Ensure that each WUA undertakes crop planning activity before each season starts and organizes water management and irrigation scheduling that is rigorously recorded. Ensure that WUA updates and maintains farmer-wise, season-wise, and crop-wise irrigated area data.

**B3.c5 Joint ajmoish and water tax collection:** Facilitate the concerned authorities (Revenue, Agriculture and Irrigation) to undertake joint ajmoish with the WUA. The SO should further facilitate the visit by the Revenue Authority to the village for water tax collection and motivate the WUA members to pay water tax in full. WUA should be assisted to maintain data on area irrigated, water tax demand raised and water tax collected.

**B3.c6 Corpus fund:** Facilitate the WUAs to raise 100% water tax and to prepare and implement development plan.

**B3.c7 Participatory Groundwater Management (PGM):** Ensure that PGM activities are implemented as per guidelines in coordination with the PGM implementing agency. There will be a PGM Facilitator at district level where PGM is implemented. SOs will support DD, Ground Water Department in this activity.

**B3.c8 Agriculture and Horticulture sub components**

- i. Assist in identification of beneficiaries for crop demonstrations, vermi units, shadenet nurseries, exposure visits etc.
- ii. Coordinate with the respective line departments for mobilizing farmers for training and field days under demonstrations and organizing kisan melas
- iii. Ensure that farmers adopt the best practices demonstrated under the project
- iv. Collect season wise crop productivity and technology adoption data.
- v. Report details of hire charges collected and deposited in WUA O&M account for WUA implements supplied
- vi. Income generation details through Shade net nurseries

**B3.c9 Fisheries development:** The SO staff shall support the fisheries department in implementing the fisheries sub-component plan in tanks selected for the activity.

**B3.c10 Agribusiness and marketing:** Facilitate the WUA to form and strengthen the agribusiness CIGs, prepare agribusiness plans in selected villages and to implement the activity as per plan by developing appropriate market linkages.

**B3.d Participatory MLE/ESMF Activities**

**B3.d1 Gender and Tribal CIGs:** Assist WUA in the formation and strengthening of Gender and Tribal CIG and facilitate the preparation and implementation of Gender and

Tribal Plans.

**B3.d2 Use of checkslips for field verification:** SO staff shall visit each WUA at least once a month for various tasks. During the field visit, the staff shall collect data using the 'check slip for field verification' and update it in the project MIS system using tablets/mobile apps developed by the Project.

**B3.d3 WUA self-rating:** Facilitate the quarterly self-rating exercise by WUAs of their performance.

**B3.d4 Community feedback:** Seek WUA/community feedback on access and availability of project services on a regular basis so that all WUAs are covered once in six months and report this feedback to the DPMU in monthly/quarterly reports.

**B3.d5 WUA self-reporting & maintenance OK cards:** Facilitate the WUAs in preparing the WUA self-reporting formats and OK Cards and ensure that these are submitted to the District Project Unit.

**B3.d6 Agricultural Production Data to be collected: Area irrigated:** Collect season-wise time-series data on area irrigated for each tank. **Data on average yield:** Collect season wise average yield particulars major crops in the identified tank ayacut and in the influence zone (in case of PGM tanks).

### **B3e. Documentation and Reporting**

**B3e.1 Project completion documents:** Prepare Project Completion Document, with reference to the ICDP, and its submission to DPMU and SPMU for review and approval. Extending support to the WUA in preparing annual O&M plan for tanks and its implementation.

**B3e.2 Reporting:** SO staff has to submit the action plan for the month and accomplishment report for the preceding month **by 5<sup>th</sup> of every month**. Incorporate status of activities and works carried out by the WUAs and facilitated by the SO/Project staff in the monthly, quarterly and annual reports to be submitted to the DPMU/SPMU.

**B3e.3 Success Stories:** SO staff shall prepare case studies and submit to DPMU / M&E/ID with proper documentation (two case studies per month). Selected success stories on implementation of project activities would be published in the Project Newsletter.

### **B4. WUA capacity building**

**B4a. WUA Capacity building needs:** The project strives to strengthen the WUAs to fully participate in project activities and take over the O&M of the rehabilitated tank systems. SO will assess WUA capacity building needs and prepare the capacity building

calendar accordingly.

**B4b. WUA Training:** The SO will be responsible for conducting all the training programmes and exposure visits for the WUAs as per annual CB plan/calendar. The draft CB plan is enclosed in **Annexure 6**.

**B4c. Submission of Bills:** SO shall submit the detailed voucher bills with in the stipulated time lines with all the necessary documents. The tentative cost norms for organizing the capacity Building programmes is enclosed in **Annexure 7A** and **Annexure 7B** gives Detailed Costs for Capacity Building in APIIATP.

**B4d. Progress Report:** SO shall submit Progress and Training document submission including feedback analysis on a monthly basis.

#### B5. SO Staff: HRD issues

**B5a. Full time:** 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. SOs found to be violating this norm, may get blacklisted.

**B5b. Guidance:** SO staff shall carry out the project work in consultation with the DPMU under the guidance of the District Project Director.

**B5c. Staff change:** Frequent change of SO staff will not be permitted. Any change, if necessitated, shall be with the prior approval of the State Project Director on recommendation by the District Project Director.

#### B6. Payment to SO

The SOs will be paid on monthly basis by the DPMU after submission of bills / vouchers. Expenditure incurred on conducting WUA training and capacity building activities will be reimbursed monthly.

**B6a. Performance Monitoring and Termination of Contract:** Performance of the SO will be monitored using the Rating Format for Support Organizations every month. SOs whose performance is not satisfactory (C grade) for six months will be terminated.

**Appendix B - Table 1: Reporting Requirements**

Sl. No.	Report/ Document	Contents	Submit To	Dates of Submission	No of Hard Copies	Soft Copy/ Format
1.1	Inception Report and draft Annual Plan	Annual plan	SPMU & DPMU	Within 15 days of signing contract	Two	MS-Word
1.2	Final 1st Annual Plan	Including the WUA specific Action Plans	SPMU & DPMU	Within 45 days of accepting or signing the contract.	Two	MS-Word
1.3	Monthly action plans of staff	Use format supplied	DPMU	2 <sup>nd</sup> day of month	One	MS-Excel
1.4	Monthly progress/ accomplishment report	Use format supplied	DPMU	10 <sup>th</sup> day of succeeding month	One	MS-Word
1.5	Quarterly progress report	Use format supplied	SPMU & DPMU	At the scheduled meeting	Two	MS-Word
1.6	WUA Self Rating (quarterly)	Use format supplied	SPMU & DPMU	At the quarterly review meeting	One	MS-Excel
1.7	Community Feedback (half yearly)	Use format supplied	SPMU & DPMU	At the review meeting	Two	MS-Excel
1.8	Process documentation (including case studies and impact studies)	Use format supplied	DPMU	As agreed in the annual action plan	One	MS Word
1.9	Annual Report (of the 1st year)	Use format supplied	SPMU & DPMU	15th day of the next year	Two	MS Word
<b>2.1<sup>1</sup></b>	<b>Draft Annual Plan for the 2nd year</b>	<b>Use format supplied</b>	<b>SPMU &amp; DPMU</b>	<b>15th of the 1st month of the 2nd year</b>	<b>Two</b>	<b>MS Word</b>
2.2-2.9	Repeat as in 1.2 to 1.9					
3.1	Draft Annual Plan for the 2nd year	Use format supplied	SPMU & DPMU	15th of the 1st month of the 2nd year	Two	MS Word
3.2-3.9	Repeat as in 1.2 to 1.9					



3.10	Project Completion document as per ICDP	Use printed booklet	SPMU & DPMU	As agreed in the Annual action plan	Three	MS Word
4.1	End Evaluation Report	Use format supplied	SPMU & DPMU	At the end of the contract period	Two	MS Word

- Reporting shall also be done through online MIS.

### Appendix C.2. Qualifications and Experience of SO Staff

This list is only indicative. Specific activities will be developed for each project sub-component by implementing agencies and the SO staff will provide the necessary community mobilization support as required.

Sl	Staff	Minimum qualifications	Minimum Experience
C.1.1	<b>Community Management Specialist – Team Leader (CMS-TL)</b>	Master’s degree, preferably in the Social Sciences / Development Studies / Social Work. Adequate Computer Skills.	10years in management of community based activities. Experience of working with communities, community based natural resource management and community resource mobilization and management. Strong training, computer and documentation skills. Superior proficiency in English and Telugu.
C.2.1	<b>Community Organizer - Institution Development (CO-ID)</b>	Graduate in any subject. Adequate Computer Skills.	Three years of experience in working with communities, community based natural resource management and community resource mobilization and management. Strong training, computer and documentation skills. Good communication and writing proficiency in Telugu and English.
C.2.2	<b>Community Organizer – Sustainable Agriculture Practices (CO-SAP)</b>	Diploma in Agriculture or graduate in any natural science related field with 5 years of experience. Adequate Computer Skills.	Three years of experience of working with communities, community based natural resource management and community resource mobilization and management. Strong training, computer and documentation skills. Proficiency in English and Telugu.

Sd/-18.10.17  
SPD/APIATP