

TOR FOR BASELINE SURVEY IN THE PROJECT “INSTITUTIONAL FRAMEWORK FOR PROVIDING MULTI DISCIPLINARY SUPPORT TO PANI PANCHAYATS” UNDER RKVY

I. Introduction

The project “Institutional Framework for Providing Multi Disciplinary Support to Pani Panchayats” is being implemented by Directorate of CAD-PIM, Department of Water Resources, Government of Odisha in 452 Pani Panchayats of Medium and Minor Irrigation Projects covering 11 districts on pilot basis for a period of three years with the assistance from Rashtriya Krishi Vikas Yojana. Under this project three tier institutional support would be provided to Pani Panchayats viz. at project level, District level and State level. The goal of the project is to make the Pani panchayat sustainable multifunctional business organization through various interventions. The overall objectives of the project are as follows.

- To promote equity in water distribution and adoption of market led production technology.
- To ensure collective action by the Pani Panchayats in pre & post production stage.
- To make each Pani Panchayat a platform for integrating the efforts of Line Departments.
- To empower the Pani Panchayats for sustainable enterprise management through various capacity building interventions.
- To make the Pani Panchayats financially sustainable organizations.

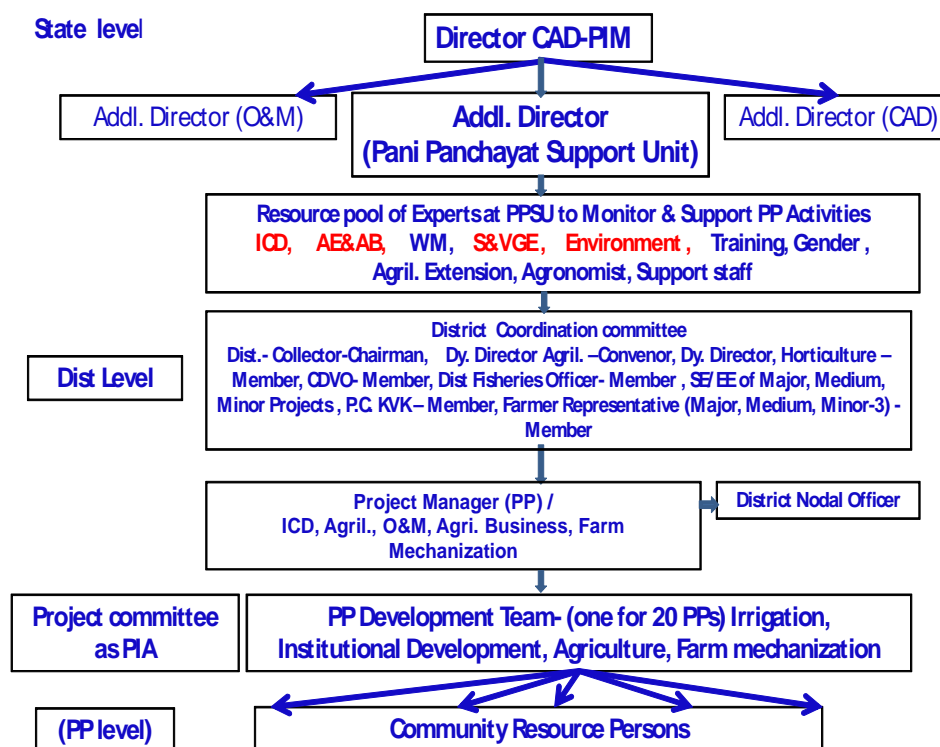
II. Need of the Project:

During operationalization of PIM in the state it was observed that field engineers are more familiar with construction work & less with participatory approach. A missing link between Pani Panchayats and departmental staff is observed in the entire state. In addition, a definite mechanism to support the Pani Panchayats is not visible.

But at the same time farmers are desparately in need of handholding support on PIM for their economic development. Under this scenario a new institutional setup is required to provide multidisiplinary support to make the Pani Panchayats self sustainable. Therefore as per suggestion of Finance Department the present project has been prepared to provide support to 202 Pani Panchayats under selected Medium Irrigation Project and 250 Pani Panchayats under Minor Irrigation Projects in 11 revenue districts.

III. Proposed Institutional framework

PROPOSED ORGANOGAM FOR PROVIDING INSTITUTIONAL SUPPORT TO PPs



IV. Quantitative Objectives Of The Project

By the end of the 3rd year the following quantitative objectives will be achieved.

- 20% non-irrigated ayacut will be covered under irrigation.

- 20%-30% increase in productivity of paddy, pulses, oilseeds, vegetables and spices.
- Increase in cropping intensity up to 10%.
- Collection of water tax will be doubled than the present status of 17 crore rupees through handing over the water tax collection responsibility to Pani Panchayats
- Membership will be enhanced from 50% to 65%.
- 5% ayacut will be diversified to cash/ remunerative crop.
- 20% ayacut will be covered under SRI, Line Transplanting over the present status.

Approximately 2,11,600 farmers will be benefited with an additional net income of 189.32 crore rupees by the end of 3rd year of implementation.

V. Coverage of Districts & Pani Panchayats.

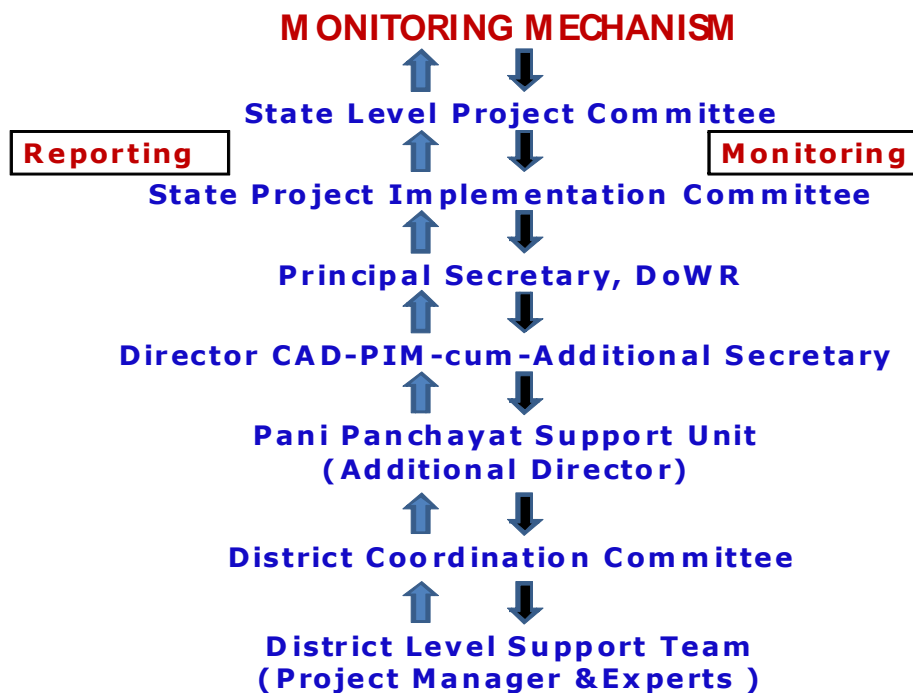
Sl. No.	Name of the District	Name of the Medium Project	No. of PPs	No. of Pani Panchayats under MIPs	Total Pani Panchayats	No. of PPDT at Project Level	No. of District Level Committee	Remark
1	2	3	4	5	6	7	8	9
1	Angul	Derjang	17	20	37	2	1	
2	Boudh	-	0	20	20	1	1	
3	Kandhamal	Pilasalki	6	20	26	1		
4	Dhenkanal	Dadaraghati	12	20	32	2	1	
5	Ganjam	Baghua	20	50	119	6	1	
		Dhanei	10					
		Ghodahada	21					
		Harbhangi	18					
6	Khurda	Salia	22	20	42	2	1	

7	Nayagarh	Budhabudhi ani	9	20	39	2		
		Kuanria	10					
8	Keonjhar		0	20	20	1	1	
9	Mayurbhanj	Kalo	10	40	56	3	1	
		Baldiha	6					
10	Nuapara	Upper Jonk	20	10	30	2	1	
11	Subarnapur	Hariharjore	21	10	31	2	1	
TOTAL			202	250	452	24	9	

VI. Interventions to be made

- During implementation of the project, following key interventions will be made to achieve the desired objectives.
- Awareness building through massive campaign programme.
- Training to Pani Panchayats on institutional development, new methods of market led production technology, input management, post harvest management, market linkage, farm mechanization, Record keeping, social audit etc.
 - Formation of Commodity Interest Group (CIG).
 - Inter District and Inter State Training-cum-Exposure visit
 - Farmer Field School, Demonstration.
 - Convergence of Line Department activities at PP level.
 - Continued technical support & monitoring by PPDT, Dist Level Support Team & PPSU of CAD-PIM Directorate.

VII. Monitoring Mechanism of the Project



VIII. Need & Objectives of the Baseline Survey.

The main objective of the baseline survey is to assess the impact of various interventions at the end of third year in respect of the following parameters.

- Increase in area under irrigation
- Increase in productivity of paddy, pulses, oilseeds, vegetables & spices
- Increase in cropping intensity
- Enhancement of collection of water tax
- Increase in PP membership contribution
- Crop diversification /intensification
- Decrease in dependency on Grant-in-Aid
- Increase in income of farm household
- Marketing of Agricultural produces
- Adoption of new sustainable technologies
- Changes in cropping pattern

- Increase in value addition
- Coverage of cultivated area under SRI / Line sowing / line transplanting

- Increase in B.C. ratio

In view of the above objectives detail information on the following areas will be collected at PP level.

- Information on general feature of PP, Agro climatic information, information on land based system such as Agriculture Production System, Horticulture Production System, Livestock Production System, Fisheries Production System, Marketing System etc.
- Present status of convergence.
- Information on canal network and other sources of irrigation potential and utilization.
- Information on coverage of area under selected crops, productivity of crops, cropping intensity, water tax collection, membership contribution, sources of income, utilisation of GIA, cropping pattern, agri-marketing system etc.

IX. Eligibility & Qualification.

The NGOs interested to bid shall fulfil the following minimum eligibility criteria:

- Should be registered organisations/firms under Societies Registration Act 1860 having minimum 2-3 years of experience in crop demonstration, food processing, livelihood activities, baseline survey and management of revolving fund at Pani Panchayats level. Prior experience of organization in Baseline survey under DoWR Government of Odisha will be given preference.
- Should have sufficient manpower for conducting field survey and for preparation and presentation of reports within the stipulated time period.

- The Team Leader of the survey team should be an expert in Agri. Extension with Agri. Business experience/Agri. Economist/ social science or MSW with adequate experience in the relevant field.
- Should have sufficient resources for travelling to remote areas, and willing to work in remote areas.
- Should have an annual turnover not less than Rs. 60.00 lakhs during last three years (2012-13,2011-12,2010-11).

X. Targeted Stake Holder

- Office Bearers of Pani Panchayat
- Chak leaders
- PRI Members
- Line Department
- Field Engineers of DoWR
- Lead Farmers
- Elite Persons

XI. Coverage of Baseline Survey.

The baseline survey will be conducted at PPDT (Pani Panchayat Development Team) as a unit. Number of Pani Panchayat in a PPDT may vary from 15-20. The baseline report will also be prepared at PPDT level. There are 24 PPDT having 452 Pani Panchayats, (202 Pani Panchayats under Medium Irrigation and 250 under Minor Irrigation) covering 11 districts. The entire work of baseline survey will be done by engaging NGOs. The actual number of NGOs to be engaged and number of PPDT to be awarded to NGO for baseline survey will be decided by the CAD-PIM Directorate. After evaluation

of technical bid, the shortlisted NGOs will be called for a presentation and final discussion.

XII. Survey Tools

The Baseline survey will explore both Secondary and Primary data sources. Information will be collected using tools as indicated below.

Secondary Data: Line Departments records, statistics and reports.

Primary Data: In-depth Interview Stake Holders Group Discussion (SHGD) Required PRA. Tools.

Format of baseline survey will be provided by CAD-PIM Directorate to the selected NGOs. After final selection of NGOs, orientation on the formats will be given to the staff of the NGOs who will be engaged for collection of information.

XIII. Extent of Work.

- The field work should cover all Pani Panchayats in a PPDT, minimum 25% of chaks of each PP & minimum 2 groups of farmers or 20 farmers of each chak.
- All available farming systems should be covered.
- All components of the baseline format as per quantitative parameters should be covered.

XIV. Output

The baseline survey report should contain

1. Executive summary
2. Report for the entire PPDT area
3. Report for each PP

4. Issues of each PP
5. PP wise recommendation
6. Summary & conclusion.

The NGO has to submit 5 hard copies of the final report along with one soft copy.

XV. Payment Schedule & Reporting

The mode of payment to be made in consideration of the work to be performed by the NGO and submission of different reports are as follows.

1. 30% of contract value – After unequivocal acceptance of letter of award followed by agreement.
2. 30% of contract value - After submission of draft final report
3. 40% of contract value - After submission of final report and acceptance by Government.

XVI. Duration

60 days from the date of award/ agreement of the contract.

XVII. Settlement of Disputes

Any dispute or difference arising out of this Contract or in connection therewith which cannot be amicably settled between the parties shall be finally settled under the applicable law within the jurisdiction of Odisha.

XVIII. How to apply

The NGO has to submit the technical proposal duly filled in Tech-1 to Tech-4 and financial proposal in Fin-1 & Fin-2 in separate sealed cover to the Director CAD-PIM –cum-Additional Secretary, DoWR on or before the scheduled date & time as specified in the EOI. The

authorised signatory of the organisation has to put his signature with date on every page of the bid /proposal. Any organisation interested to conduct the baseline survey in more than one PPDT level, has to indicate the districts or number of PPDT.

XIX. Evaluation of proposal

The proposal will be evaluated on the basis of approved narrative evaluation criteria (NEC) by the Evaluation Committee. After evaluation of technical proposal, the short listed NGOs will be called for opening of financial proposal, negotiation if required and allotment of district/ districts.

LETTER OF PROPOSAL SUBMISSION

To

The Director CAD-PIM-cum-Addl. Secretary,
Deptt. of Water Resources,
Rajiv Bhawan, Bhubaneswar - 1

Dear Sir/Madam,

Our organization offer to provide the Services on Assignment/job for Engagement of NGO for baseline survey at PPDT level under the project "Institutional framework for providing multi disciplinary support to Pani Panchayats" under RKVY. In accordance with the EOI published in odia dailies such as dated We are hereby submitting our Proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes with required documents in support of our past and present experience.

The undersigned hereby declares that all the information and statements made in this proposal are true to the best of my knowledge and any misrepresentation contained in it may lead to our disqualification. The offer will remain valid for 90 days from the last date of submission of proposal.

The undersigned understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorised Signature [In full and initials]
Name and Title of Signatory
Name of Firm
Address with seal

NGO'S DETAILS AND EXPERIENCE**A- Organizational profile**

- | Sl. No. | Particular | |
|----------------|---|---|
| 1. | Name of the Organization | : |
| | Address (Regd. Office) | : |
| | E-mail | : |
| | Telephone No& Fax | : |
| | Website | : |
| 2. | Chief of the Organization | : |
| | (Name and Address) | |
| | E-mail | : |
| | Telephone No. | : |
| 3. | Registration Details | : |
| | (Enclose copy of the Certificates) | |
| 4. | PAN No. (Enclose copy of PAN card) | : |
| 5. | Activities undertaken earlier with year. (Enclose offer order/letter and completion certificate) | : |
| 6. | Annual turn over (2012-13, 2011-12, 2010-11 (separately indicate and enclose copy of audit certificate) | : |

B- NGO's Experience

[Using the format below, provide information on each assignment/job for which your firm was legally contracted for carrying out assignment/job similar to this assignment/job.

1. Firm's name:

1	Assignment/job name:	
1.1	Description of Project:	
1.2	Approx. value of the contract (in Rupees):	
1.3	Location within country :	
1.4	Duration of Assignment/job (month)	
1.5	Name of Employer:	
1.6	Address:	
1.7	Total No of man-months of the Assignment/job provided by your firm under the contract	
1.8	Approx. value of the Assignment /job provided by your firm under the contract (in Rupees)	
1.9	Starting date (month/year)	
1.10	Completion date (month/year)	
1.11	Name of senior professional staff of your firm involved and functions performed.	
1.12	Description of actual Assignment/job provided by your staff within the Assignment/job:	

Note: please provide documentary evidence from the client i.e. copy of work order/ contract for each of the above mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal. Directorate may verify the proof with the concerned organisation. Separate experience profile may be prepared and submitted separately for different works. The organisation may wish to add extra sheets following the same format.

TEAM COMPOSITION

Sl. No.	Name of Staff	Qualification	Area of Expertise	Years of Experience
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position :
[For each position of key professional separate form of Tech-4 will be prepared]:
2. Name of the Firm:
[Insert name of firm proposing the staff]:
3. Name of Staff:
[Insert full name]:
4. Date of Birth:
5. Nationality:
6. Educational Qualification
[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained and % of marks secured]
7. Membership of Professional Associations :
8. Training attended:
9. languages proficiency [For each language indicate proficiency]:

Sl. No.	Language known	Very Good	Good	Average

10. Employment Record :

From [year]:

To [Year]:

Employer

Positions held:

11. Detailed Tasks Assigned

[List all tasks undertaken prior to this assignment/job in the following format]

Name of assignment/job or

Project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

12. Certificate:

I the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience.

I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of the candidate

Date:

Place:

[Signature with date & seal of the
authorised signatory of the NGO

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To

**The Director CAD-PIM-cum-Addl.Secretary,
Department of Water Resources,
Rajiv Bhawan, Bhubaneswar.**

Dear Sir/Madam,

Our organization offer to provide the consulting assignment /job for Engagement of NGO for baseline survey at PPDT level in accordance with the EOI published in odia dailies such as dated _____. The attached Financial Proposal is for the sum of Rs. _____ [Insert amount(s) in words and figures].

This amount is inclusive of all the taxes etc. I/We hereby confirm that the financial proposal is unconditional and I/We acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand that you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorised Signature [In full and initials]:

Name and Title of Signatory

Name of Firm:

Address:

Financial bid for "Engagement of NGO for Baseline Survey at PPDT level under the project " _____".

Sl. No.	Head	Amount (in Rs.)
1.	Remuneration of NGO Co-ordinator	
2.	Remuneration of the Professional Staff	
3.	Travelling Expenses of the Staff	
4.	Preparation of Questionnaire & PPA materials	
5.	Preparation of Report.	
6.	Administrative cost of NGO	
7.	Misc. Expenses	
	Total	

Rupees in word (_____)

**Signature of Authorised
Signatory of NGO/Agency with seal**