

SELECTION OF CONSULTANT

Terms of Reference for HR Agency of OIIPCRA Project

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Consulting Services for: HR Agency of OIIPCRA Project for the Project Period (2019-20 to 2025-26)

Client: Department of Water Resources, Government of Odisha

Country: India

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Odisha Integrated Irrigation Project for Climate Resilient Agriculture (OIIPCRA)
Terms of Reference for HR Agency during the Project Period
(2019-2020 to 2025-2026)

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, Pani Panchayats, 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 Resilient Intensification and Diversification in Agriculture, (2) **Component 2:** Improving Access to Irrigation and Water Productivity, (3) **Component 3:** Institutional Development and Capacity Building, and (4) **Component 4:** Project Management. The Component 1 of the project is having two sub-components, i.e., (a) **Sub-component 1.1:** Market Led Agriculture Production, Value Chain Development and Access To Market, and (b) **Sub-component 1.2:** Enhancement of Fishery productivity. Similarly, Component 2 is having two sub-components, i.e., (a) **Sub-component 2.1:** Irrigation modernization, and (b) **Sub-component 2.2:** Irrigation Management.

The project beneficiaries will include small and marginal farmers, Pani Panchayat, 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 Resilient Intensification and Diversification in Agriculture

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:

Market Led Agriculture Production, Value Chain Development and Access to Market.

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 A.2: Enhancement of fishery 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.

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: Irrigation Modernization:

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: Irrigation Management:

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 Pani Panchayats to deliver high performing irrigation and O&M services.

Component C: Institution Development and Capacity Building:

This component will primarily strengthen the existing Pani Panchayats (PPs) formed under Odisha Pani Panchayat 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 D: 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 SPU 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 (SPU), 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 Requirement of the Assignment:

The project envisages deployment of manpower at the State Level and District Level to carry out different functions of the project in order to achieve the Project Development Objective of OIIPCRA. Part of the total manpower requirement will be filled by deputation from the government departments and part will be sourced from the open market. The recruitment of motivated and dedicated staff with ownership and shared vision towards the project is key aspect in achieving the objectives of the project. Therefore, engagement of a HR agency is proposed to recruit, manage and make salary and other payments to the deployed staff for the project duration.

5.0 Objective of the Assignment:

The objective of this assignment is the deployment of a well-coordinated team of experts and support manpower at various levels of project implementation for the successful implementation of the project.

The main task of the HR agency is to assist SPU in deploying the required manpower at various positions with required qualification and experience for efficient management of the project. The required manpower will be hired from the open market to be deployed for the project for the entire project duration.

6.0 Scope of HR agency

- a. Identify and provide suitable candidates for different positions as per the eligibility criteria set out by SPU as and when required and place them at the levels and places required.
- b. Provide additional manpower when additional requirement arises. Manpower requirement will be in stages and staggered.
- c. The agency will work out the modalities for identification and deployment in consultation with SPU.
- d. The agency will impart basic training about nature of duties to be performed
- e. The agency shall replace the manpower as and when need arises
- f. The agency shall develop an HR Policy and implement it to ensure uniformity and quality
- g. The agency shall monitor the periodic performance of the manpower deployed with regard to their roles and responsibilities along with other terms and conditions as per the service requirement. The periodicity of performance appraisal will be in consultation with SPU.
- h. The agency shall ensure payment of salaries to the deployed manpower within 10th of every month by crediting the amount to the bank account of the concerned manpower electronically.
- i. The agency will be responsible in following all present rules & regulations in terms of hiring manpower made by state as well as central government time to time.

7.0 General Requirement of the Agency

- a. The agency shall issue formal letters to all the personnel deployed under its contract mentioning the terms and condition of this assignment. The terms and condition of the assignment shall be approved by SPU.
- b. The agency shall submit copy of contract between agency & persons deployed to project.
- c. Agency shall issue Photo I-Cards to all the employees with Agency's logo and name and designation of the employee.
- d. The agency shall issue salary slip to all the employees indicating gross and net salary showing all statutory deductions.
- e. The agency shall make timely payments of salary to its employees without unauthorised deductions and also shall be responsible for all statutory deductions
- f. The agency shall make the payment of wages/salary to outsourced manpower deployed through individual bank account only and remit all statutory deductions like ESI/PF to the designated authorities along with the agency's contribution as per law wherever applicable.
- g. The agency shall submit the TDS, professional Tax and ESI remittance challans of manpower deployed under the contract separately with all the details Employee wise along with the monthly bills. The agency shall also submit the copy of the remittance of GST to the appropriate authorities along with the bills.
- h. The agency shall maintain proper records pertaining outsourced manpower deployed including the salary slip, disbursement of salary, remittance of payments to various authorities and present the same to SPU / concerned authorities whenever called for. The agency shall make these documents available for inspection by SPU , labour department and any other department as and when required.
- i. The agency shall not assign the work to another agency. If the agency is found to assign the contract to another agency, this will be considered breach of contract.

- j. All governance, monitoring and reporting of this contract will be under the control and supervision of the Project Director, OIIPCRA or his authorised representative.
- k. The agency shall use latest methodologies / technologies for monitoring and assessing the performance of the employees.
- l. The agency shall attend review meetings, as and when called by SPU.
- m. The agency shall handle all disputes regarding employees and their contract and indemnify SPU in all respect.

8.0 Details of Manpower requirement and financial Projections

The manpower requirement will be intimated as and when required over the period of six years of project duration.

9.0 Manpower selection procedure

- a. The agency shall provide personnel for different posts as required by the project from time to time as per the qualification and experience prescribed by the project.
- b. The agency shall scrutinise the applications initially and shortlist the eligible candidates, if required a written test would be conducted to help in the process of shortlisting.
- c. Agency shall provide a pool of shortlisted personnel to SPU. SPU will finalize the candidates from the list provided by the agency.
- d. The agency shall issue the appointment letter to the candidates selected by SPU.
- e. The salaries of the candidates will be as per the approved rates by GoO.
- f. Entire process of selection will be carried out through a robust and tested IT system.

10.0 Team Composition

Details of requirement of the main experts are indicated below:

Key Staff	Minimum Requirement
Team leader (1)	Having master's degree in HR or equivalent with minimum 10 years of relevant experience in HR support in development sector. Experience in leading recruitment and selection assignments of similar programmatic nature. S/he should have experience of doing HR planning and designing staff selection methodologies for agencies involved in development sector. Experience of recruitment for Government / Semi Government agencies is desirable.
Recruitment Expert (1)	Having master degree in any discipline with at least 5 years of experience of conducting recruitment of multi-disciplinary teams. S/he should have knowledge of designing staff selection methodologies and using various selection instruments.
Financial/Accounts Expert (1)	Having master degree in commerce or accounts or equivalent with 5 years of experience in Salary disbursal and statutory payment related to payment of salaries.

11.0 Schedule of Delivery and Payment

No	Activities	Schedule of delivery	Payment
1.	Submission of HR policy, hiring methodology and plan	Within 15 days of signing the agreement	No payment
2.	Report on deployment of manpower, salaries paid, statutory deductions and	Monthly	Payment of salaries to the deployed manpower plus the service charge of the agency for the deployed

	payment of statutory dues		manpower for that month.
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