

ORISSA COMMUNITY TANK DEVELOPMENT & MANAGEMENT SOCIETY
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Terms of Reference
for the Post of
Institutional Strengthening Coordinator
in
Orissa Community Tank Management Project

1. Background:

The Government of Orissa in partnership with Government of India is implementing a project to repair and rehabilitate approximately 900 minor irrigation tanks having a command area of 40 ha to 2000 Ha and covering 1.20 lakh ha across the state of Orissa with funding from World Bank. Tank irrigation is one of the oldest methods of irrigation in Orissa. The State has 28,303 tanks approximately, including tanks of the Government and Private Sector (GoI, Minor Irrigation Census, 2001). About 3646 of these tanks are relatively large with an irrigation capacity of 5.47 million hectares. These 3646 tanks irrigate between 40 ha to 2000 ha of land and are managed by the Chief Engineer (MI). The Orissa Community Tank Development and Management Society (OCTDMS) has been formed under the Department of Water Resources, Government of Orissa and will implement the Orissa Community Tank Management Project (OCTMP). The project is being executed through primary and secondary institutions from the State Project Unit to the Community Level Groups with facilitation of Support Organizations.

2. Objectives of the Project:

The overarching objective of the project is for selected tank based producers to improve agricultural productivity and water users associations to manage tank systems effectively. In order to do so the underlying objectives of the project include:

Strengthening community-based institutions to assume responsibility for the tank system improvement and management: This include, inter alia, development of human resources, formation and/ or strengthening of local institutions for tank improvement and management, and developing mechanisms whereby the needs of the traditionally vulnerable stakeholders can be addressed.

Tank System Improvements: This includes physical investment in tank systems. The actual rehabilitation work required would be determined for each tank system individually with an upfront 'Tank Improvement and Management Plan' prepared in consultation with tank users prior to undertaking any investments. In general, interventions are likely to address deficiencies in feeder channels, tank bed and structures, and the water distribution and drainage systems.

Livelihoods support services for tank system users: This promotion of farmer interest groups, agricultural research and extension support through public agencies and private sector

providers as appropriate, and facilitation of market linkages for agricultural producers /groups (including fisheries and livestock products.

Project Management: The objective of this component is to ensure smooth implementation of project activities, monitoring of project implementation progress and outputs/ outcomes achieved, and learning from project experience. Major activities under this component would include: (i) setting up and supporting project management units at the state and district levels, (ii) project MIS, (iii) internal monitoring, evaluation and learning, (iv) services of an external M & E agency to be engaged as consultants for the duration of the project; and (iv) information and communications support including establishment of project website and documentation of project experience and its dissemination into the wider development community (v) Finance and Procurement.

3. Organization and Implementation Structure:

The overall responsibility for project implementation and coordination would rest with the Orissa Community Tank Development and Management Society (OCTDMS) which has been established to serve as a coordinating agency for tank rehabilitation in the state. The Governing body of the OCTDMS is chaired by the Agriculture Production Commissioner and includes representatives of various line departments and civil society. The OCTDMS would consist of a State Project Unit (SPU) and about 21 District Project Units (DPUs). All the activities of OCTMP are to be implemented at three levels: State Level, District Level and Tank Level. Both the SPU and DPUs would have six cells each a) Institution Strengthening Cell, b) Technical Cell, c) Livelihoods Cell, d) Monitoring, Evaluation Learning and Cell, e) Finance and Procurement Cell, f) Communication, Information Dissemination and Disclosure Cell.

At the State level there is a State Level Steering Committee to guide and review the activities of the OCTDMS, work on policy issues and coordination. At the district level, there is a District Level Steering Committee (DLSC) headed by the Chairman (District Collector) for reviewing the work and guiding the DPU as well as coordinating with line departments. The District Project Director of the District Project Unit is the Member Secretary of the (DLSC). At both the district and state level, OCTMP would be supported by the Line Departments. At the Tank Level, the Pani Panchayat is the nodal implementation partner and the Support Organisations would facilitate implementation processes.

Job Description

He / She will be responsible for

1. He/She will provide overall support to the Institution Strengthening of staff of the Support Organizations(SO) and Pani Panchayat(PP)
2. He / She will be responsible for the overall support and coordination of the implementation of the Tank Improvement Management Plan
3. Work out Capacity Building Pan for the Pani Panchayat, Community level groups and Support Organizations and organize and follow up things accordingly.

4. Ensure that Participatory Rural Appraisal and Planning is undertaken by the PP, SO and DPU.
5. Ensure that the Capacity Building Plan and its details are included in the TIMP and prepare budget for the same accordingly.
6. Plan and coordinate the activities at the DPU level and ensure that plans have been put in place by the team members
7. Liaise with the SPU, Government, Line Departments, Capacity Building agencies and other agencies associated with the project directly or indirectly at the state level.
8. Dovetailing with various Government Departments as per the project requirement time to time.
9. Coordinate the activities of Support Organizations and look into the Support Organization selection at State and District level.
10. Ensure coordination, monitoring and reporting on agencies associated with Institutional Strengthening Unit
11. Ensure that the Pani Panchayats and Support Organizations are looking into creating project awareness, community mobilization and contribution by communities.
12. Look into the district and tank level capacity building and communication schedule and planning as well as its delivery by the support organization and district project units.
13. Approving proposed institutional and implementation arrangements and strategies and budgets
14. Assessing budgets on costs of the unit and put up budget requirements for project implementation to the District Project Director and SPU.
15. Work out performance indicators, annual targets, result frameworks for the unit
16. Monitor and evaluate the activities and performance of the institution strengthening staff of the DPU, and SO levels.
17. Monitor physical, qualitative and financial aspects of the above.
18. Ensure that data is received from the Pani Panchayats and Support Organizations for all the activities mentioned above and is collated at the district level as well as write reports.
19. He/She will take up any other work so desired by the District Project Director from time to time.
20. Organize workshops, seminars, conventions, exposure visits and other activities linked to capacity building and support organization management.

Essential Qualifications:

Two Years Post Graduate Degree in Rural Management/ Rural Development/ Social Work/ Sociology/Anthropology/Geography/ from reputed institutions.

Skills and Attributes:

- Excellent understanding of rural, social and tribal development, livelihoods, gender and equity.
- Experience in handling similar assignments.
- Experience in participatory rural appraisal, community mobilization and planning.
- Excellent training, capacity building and presentation skills.
- Ability to monitor, evaluate and analyze the activities.
- Ability to work effectively in a multidisciplinary team willing to travel extensively in the project districts
- Ability to work closely with Government and Support organizations. Excellent documentation and report writing skills.

Work Experience:

- Minimum 5 years post qualification experience in similar assignments in development sector projects would be preferable. Person with experience in social/ rural development, training & capacity building and working with communities, support organizations and the Government, which includes experience in working with women, marginalized farmers, the scheduled tribe and PRIs are encouraged to participate. Experience in working with World Bank or other externally aided development projects would be a plus point.
