



THE WORLD
BANK FUNDED,
WBADMI
PROJECT

SUPPORT ORGANIZATION (SO) MANUAL



***DEPARTMENT OF WATER RESOURCE INVESTIGATION AND DEVELOPMENT |
GOVERNMENT OF WEST BENGAL***

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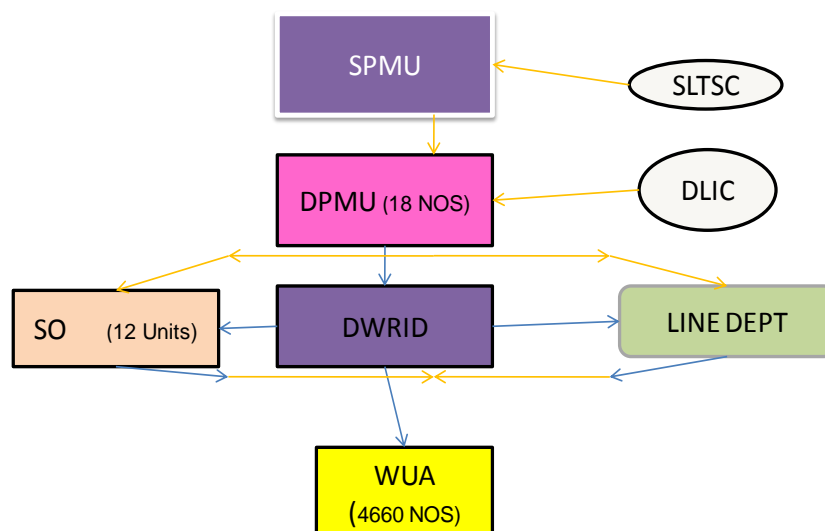
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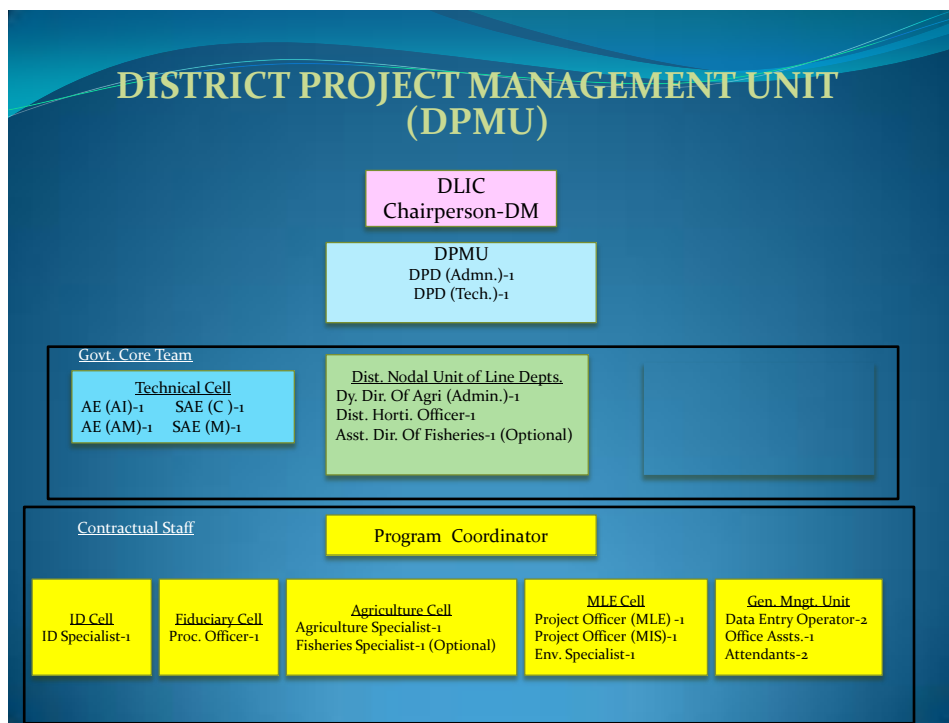
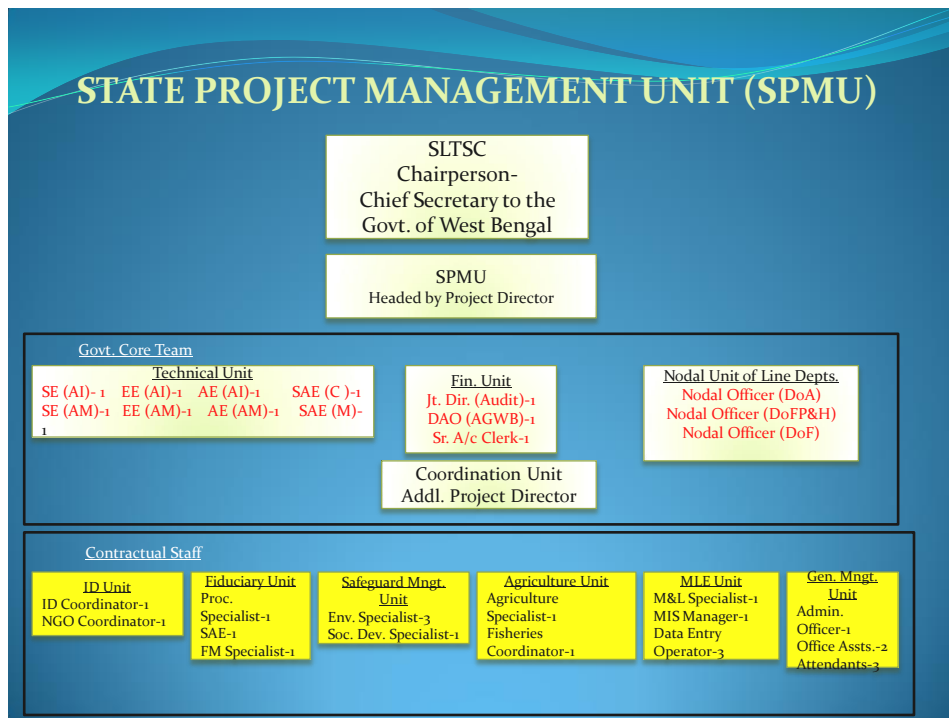
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1. Introduction

1.1 About ADMI Project: West Bengal Accelerated Development of Minor Irrigation project (WBAMIP) is financed by World Bank under tripartite agreement with Government of India, The World Bank and Government of West Bengal. The project envisages to improved agriculture based productivity of small, marginal farmers and landless in the state through sustainable use of surface & ground water minor irrigation resources. It will be executed and developed by Department of Water Resource Investigation and Development (DWRID). As stated in PAD sub-projects will be taken up in the rain fed pockets of the State by forming Water User Associations (WUA) in the proposed locations followed by creating structures, capacity building and finally handing over to WUAs for sustainable use of the sub-projects. There will be about 4660 sub-projects across the State of different capacities ranging from 4 Ha to 40 Ha command area.

Project Organogram





1.2 Support Organizations (SO) Manual: The project has a huge task to execute and impossible to complete without the involvement of different stakeholders in the potential area. To name a few stakeholders comprises of line departments, DWRID, WUAs, Communities, civil society Organizations, etc. The SO manual is a guiding document for support organizations involved in the ADMI project to perform assigned task. Manual provides necessary guidance and suggestive processes for community mobilization, tools, data collection/formats, planning, implementation, monitoring & evaluate, etc.

2. Role of Support Organization in WBADMI Project

Government of West Bengal is implementing WBADMI project and taking up new minor irrigation schemes. The project will be implemented through a participatory process with the water User (water users associations and other MI stakeholders) as primary implementing agency. The project will be implemented in coordination with various government departments, the district authorities and the identified stakeholders. To strengthen the participatory processes in the project and promote involvement of various stakeholders in carrying out the MI installations, community based MI management and its sustenance project intends to take the service of credible & experienced Support Organizations (SO).

2.1 SO selection Criteria

Expression of Interest: Through wide publicity in the newspapers **EoI** is called from organizations. Eligible organizations are non-government Organizations, federal bodies, Voluntary organizations, professional development institutions, etc.

Screening of Applications: Screening is done in two stages i.e. **Stage I** with the parameter like demonstration experience on rural development, availed fund for GoI, CAPART, Department of Rural Development, deployed technical personnel from Engineering/Agriculture/NRM, should be registered organization and worked not less than three years, etc. **Stage II** screening parameters consists of Organizational capacities, program Implementation capabilities, Skill and Attributes, etc.

Verification and Empanelment: On receipt of the EoI and the required information, applications cross checked through field visit. Application with deviation and below expectation are rejected. Organizations scored above 50% of the marks are empanelled and their services utilized as required. Sample copy of SO ToR/agreement is attached as **annexure XI**.

2.2 Roles and responsibilities of SO:

SOs are to be contracted based on their expertise in the field of Rural Development, Watershed development, community mobilization, capacity building of grass root organization/ CBO, etc. for more than 5 years. They are registered under SRA 1961/company Act to deliver services in the interest of the society at large.

SO has to play an active role facilitating WUAs at community level to organize themselves, prepare need based planning, coordinating to prepare Scheme Development and Management Plan (SDMP) with DPMU, implementation of the plan, participatory monitoring and post implementation. These activities are divided into four phases i.e. pre-planning, planning, Implementation and post implementation.

Schedule of work for each respective WUA in the 30 months period will be as scheduled in **Annexure X**. SO needs to maintain the time line for each output.

Some of the important roles of SO in four different components include;

A. Strengthening Community- based Institution

- Awareness building about ADMI project
- Organizing communities through social mobilization
- Ensuring participation of stakeholders in WUA activities
- Institutional strengthening of WUAs to carry out day today activities i.e. governance, financial management, conflict management, etc.
- Capacity building of WUAs on role & responsibilities in the association, Operation and Maintenance of sub-project, Book Keeping & Financial management, judicious water distribution & Budgeting, etc.
- Preparation of SDMP

B. Irrigation System Development

- Train WUA for construction supervision
- Ensure quality implementation and environment safeguard through WUAs
- Coordinate with WUA and DPMU during scheme construction

C. Agriculture Support Service

- Ensure implementation of Agriculture support service activities
- Liaison with Agriculture, Horticulture and Fishery department for field demonstration as per plan in SDMP

D. Project Management

- Provide necessary information and data for MIS input

2.3 Working with Communities:

Community organization is a tough task, if not taken in true spirit and sensitivity. It is thus expected that SO personnel are experienced in mobilizing the communities. The project is creating permanent structure and communities are solely responsible to run the sub-project successfully. Due to the above factor rounds of visit and meetings would require. Priority needs to be given to vulnerable and marginalized sections of the society; women, schedule Tribe, schedule caste, etc.

While working with the community people certain principles must be followed as bellow:

- Respecting and giving due recognition to everyone in the community
- Purpose of visit and information about the organization must be shared in the beginning
- Pass on clear and correct information
- Be empathy towards community concerns
- Non judgemental
- Non committal for projects (due to project formalities)

2.4 Village Selection Criteria

Following criteria are to be considered while selecting Project Villages

- Backward Villages of the District/Blocks
- Rain fed area i.e. Single crop (only Kharif)
- Majority Population covering small and marginal farmers
- Concentration of Tribal, Schedule Caste and backward communities
- Area with no source of reliable minor irrigation structures

Process for Selection of village and site identification:

- Probable villages are to be located in the districts basing census data considering economic parameters, backward villages, Tribal villages and Rainfed villages using remote sensing map and profile of the village with necessary information in prescribed format.
- Once the list of villages are shortlisted, SO/DPMU to verify physically for its actual status.
- The site will be visited by technical person form DPMU for technical feasibility. This will help in finalizing the sub-project type.
- The proposed list of villages then shared with SPMU/ World Bank.
- In case of more sub-project demand from the villagers', proposal can be taken by SO/DPMU for future consideration.
- On the basis of request proposal/s from villagers and feasibility of sub-project/s documentation is made in prescribed format **Annexure- 1** and sent to DPMU for DLIC approval.

Latest development on the Village & scheme selection criteria can be seen in the project site.

2.5 Functions of SO personnel:

SO has been assigned with tasks to mobilize communities build capacity of WUAs, give expertise support on construction work, water distribution, agriculture based livelihood, etc. They are accordingly placed with two level of field staffs i.e. community workers and key experts. Position wise task of concern staffs/personnel is given bellow:

Expert /Personnel Position	Qualification, Experiences Requirement and job description
Community Mobilization Specialist/Team Leader	<p>Qualification: Master's degree in Sociology or equivalent</p> <p>Experiences: 5 years experiences in community mobilization with a background on social development skills (participatory assessment, participatory planning etc.). Experiences in working with a wide range of stakeholders, development agencies and NGOs are necessary.</p> <p>Job Description:</p> <ul style="list-style-type: none"> • Lead the unit team of experts and community workers in the respective district(s) for in time delivery of assigned tasks. • Facilitate coordination between DPMU and other stakeholders i.e. line departments, SPMU, WUAs, etc. • Preparing district & unit level Annual Action Plan and accordingly implement, monitor and report to DPMU/PSMU. • Program Management

	<ul style="list-style-type: none"> • Networking and Linkages with and other line departments in the districts • Community mobilization for WUA formation • Strengthening WUAs through formal & informal training • Identification of sites/villages and schemes for new sub-projects • Develop data base of potential villages and sub-projects • Organize community level consultations using participatory tools
Agriculture & Water Management Expert	<p>Qualification: Master's degree in Agriculture Science/Bachelor in Agriculture Engineering</p> <p>Experiences: 5 years experiences in water resource management.</p> <p>Job Description:</p> <ul style="list-style-type: none"> • Prepare livelihood development plan (LDP) consulting WUAs considering agriculture, horticulture, Fishery and any other as per local potential. • Induct fishermen in the sub-project as per existing opportunity • Generate Awareness on surface and ground water use to WUAs • Work with WUAs to preparing SDMP • Data collection on present cropping pattern, natural calamities, rain fall, etc. • Examining the technical aspects of a scheme i.e. nature of land, soil type, nearest location to access HT line, hydrology, etc for sub-project feasibility. • Assisting team leader in delivering project task. • Collecting new schemes from BDO and inspecting the sites for feasibility analysis.
Sub Assistant Engineer	<p>Qualification: A Diploma holder in Agricultural/Civil/Mechanical/Electrical Engineering</p> <p>Experiences: 5 years experiences in minor irrigation works</p> <p>Job Description:</p> <ul style="list-style-type: none"> • Assess technical feasibility of identified sub-projects • Facilitate WUAs on project's technical needs • Coordinate with DPMU for sub-project's DLIC approval • prepare necessary reports
Training Coordinator and Facilitator	<p>Qualification: Master's degree in Agriculture/Social Science.</p> <p>Experiences: 5 years experiences as Training Coordinator and Facilitator.</p> <p>Job Description:</p> <ul style="list-style-type: none"> • Prepare capacity building plan for WUAs as well as field staffs after assessing training needs. • Organize training programs for WUAs and sub-committee members • Provide basic orientation to community workers about the project • Assist team leader in delivering project needs • Coordinating with WUAs and other stakeholders facilitating convergence • Development training material in accordance with ADMI project.
Community Workers	<p>Qualification: Higher Secondary pass in Arts, Commerce or Science.</p>

	<p>Experiences: Minimum 1 year experience in Rural Development Project with good communication and community mobilization skill.</p> <p>Job Description:</p> <ul style="list-style-type: none"> • Initiate discussion with newly identified villages for project awareness • Be regularly in touch with communities and organize them for sub-projects • Mobilize communities by organize sessions with WUAs and community members • Ensure participation and involvement of all WUA stakeholders • Facilitate WUA to implement SDMP • Strengthen WUAs through training/hand holding support for institution development, governance, record keeping, etc. • Be responsible for specific sub-project throughout 4 phases
Office Manager-cum Computer Operator	<p>Qualification: Graduate with knowledge in Computer operation.</p> <p>Experiences: Minimum 1 year experience in data entry, record keeping and general office works.</p> <p>Job Description:</p> <ul style="list-style-type: none"> • Collate data from the field and pass it on to DPMU/SPMU • Prepare monthly reports from the respective districts and submit to team leader for forward communication • Maintain all project related records of respective unit

2.6 SO personnel Role Matrix/Deployment

Project has number of activities to be performed by SO personnel. List of activities are derived from the assigned task in the four phases. The unit team member's deployment in the project districts is linked to actualization of activities. Deployment of respective Community Workers in the sub-project sites for minimum 30 months without any alteration is suggested to closely monitor the progress of the work. Details of personnel role is as bellow;

One unit will consist of following team composition

S No	Designation	No of staff
1	Team Leader Cum Community Mobilization Specialist	01
2	Specialist (One each Sub Assistant Engineer, Agriculture & Water Management and Training Coordinator)	03
3	Community worker	08
4	Office Manager cum Computer operator	01
	Total team	13

Targeted area/coverage

S No	Designation	Suggestive Coverage area/Villages
1	Team Leader Cum Community Mobilization Specialist	40 Villages or 40000 Beneficiaries
2	Specialist (One each Sub Assistant Engineer, Agriculture & Water Management and Training Coordinator)	40 Villages or 40000 Beneficiaries
3	Community worker	5 villages or 1000 beneficiaries

4	Office Manager cum Computer operator	Not applicable
	Total team	40 Villages or 40000 Beneficiaries

The deployment of the community workers will be fixed as above criteria. The selection of villages will be based on Project village selection criteria and are contagious at least for one community worker. Community workers are not allowed in any case to work outside the block boundary. When a team working in more than one district the placement of Community workers will be made exclusively for a particular block in the district.

The position of Team Leader and other experts are the full time posting based within the project district. The experts will be located in the convenient location in the district to better facilitate the project activities. Community workers to be based within 25 KM of the project area allocated to him/her.

Sl No.	Activities	SO Staff responsibility				
		CW	TC	A & WMS	SAE	CMS/TL
Pre-Planning Phase (2 months)						
1	Village Selection					
2	Project Awareness					
3	Receiving request for sub-project/scheme					
4	Preliminary assessment of social & technical feasibility for potential sub-project					
5	Community consultation assessing their readiness & willingness on the sub project					
6	Agreeing on terms & conditions followed by mass petition/proposal to DPMU					
7	Facilitating verification of proposed command area and selection of sub-projection the presence of DPMU/EE					
8	Follow up with DPMU for DLIC approval					
9	SO Informed on DLIC approval					
Planning Phase (4 months)						
11	Formation and registration of WUA under SRA 1961 along with Sub-committee formation					
12	Training sub-committee members on their roles & responsibilities					
13	Training WUA to prepare SDMP					
14	Data collection using PRA tools					
15	Facilitating WUAs to prepare SDMP					
15a	Agriculture Support Service/ADP					
15b	Capacity Building Plan					
15c	Environment safe guard ,Gender & Tribal Development plan					
16	Completion of SDMP document jointly with WUA and DPMU.					

17	Ratification of SDMP by WUA and submission to DPMU for DLIC ratification					
18	Opening of working Bank account					
Implementation Phase (12 to 24 months)						
19	Training WUAs on 6 modules					
20	Sub-project layout & construction					
21	Implement SDMP					
21a	Demonstration/ASS					
21b	Gender & TDP					
21c	Facilitate WUAs on record keeping					
21d	Institutional building of WUAs					
21e	Facilitating convergence with other Govt programs and line departments					
21f	Environment plan/participatory water quality monitoring					
21g	Linking with Market & financial institution, value addition to farm produce, business plan development, etc.					
22	Participatory Monitoring					
23	Handing over of sub-project process					
Post Implementation (6 months)						
24	Refresher Training & Capacity Building at WUA/Village and Block/District level					
24a	Operation & Maintenance to sub-committees					
24b	Training to line department on long term monitoring					
24c	Facilitating to prepare Annual action Plan for WUA					
24d	Sub-project sustenance and arrangement of operational fund					
25	Warranty Service & insurance					
26	Monitoring and Reporting					

2.7 Monitoring, Documentation and Reporting:

There is documentation and reporting needs at different Project level i.e. SO, District, SPMU and Community level i.e. WUA. Support Organization need to maintain required documentation and reporting systems set by the Project and added with time. The SO is expected to ensure at Unit and facilitate WUA level monitoring as well.

Unit or District level: SO as per the role of respective personnel performs activities in the district. The SO unit comprises a team of 13 members responsible for a district or more than one district. Different activities performed are reported every month through MPR to SPMU/DPMU. The same are to be backed by necessary documentation. They are; training & campaign reports, meeting minutes, workshop & exposure visit reports, folder files with identified scheme/sub-project list, mass

petition, DLIC approval notifications, WUA registration certificates, SDMP copies, data sets collected from the villages, hand over report, etc.

WUA level: WUAs are newly formed and they are to be supported in maintaining all records. SO facilitates the process and slowly WUAs make practice of record keeping. Some of the record/reports are; Training, meeting, management committee, sub-committee meeting reports/minutes, cash book, water log book, asset register, File/folder with registration certificate, hand over report, etc.

Mobile application based reporting through community Workers need to be ensured by the SO and keep the necessary information updated. All community workers will be given Mobile handset along with the CUG facility to meet the real time reporting requirements. SO will be responsible for providing uninterrupted reporting through Community Workers. It should not be affected due to barring of outgoing facilities (crossing the limit) by Mobile Company.

SO need to ensure regular update of information in the WBADMIP MIS system as per the norms as soon as it is operational.

There is need to communicate progress in the project activities by SO. SOs is required to send Monthly Progress Report (MPR) to SPMU through DPMU. The format is attached as **Annexure II**.

Performance appraisal of SO

The performance of the Support Organization will be reviewed every 6 months (half yearly). Without genuine reason consecutive bad performance in 2 half yearly reviews may lead to termination of the contract between the Support Organization and WBADMIP. The performance results of the Support organization will be communicated to them by WBADMIP. The parameters of performance rating will be finalized internally by a committee and intimated to the Support Organization.

2.8 Annual Action Plan/Work Plan:

Annual Action plan with quarterly and monthly break up of activities are prepared for achieving the project target in the districts. This exercise has to be done in advance consulting DPMU and SPMU, so that activities under the four phases are taken up in timely manner. The work plan is mainly the sub-project execution target given in contract agreement with SOs. While preparing Annual Action plan work plan has to be referred in the contract to attain the assigned targets. AAP format is attached as **Annexure III**.

2.9 Administrative and Financial arrangement:

WBADMI project is executed by Department of Water resource Investigation and Development (DWRID). The administrative arrangement is at two level i.e. State Project Management Units at State level and District Project Management Unit at Districts. The two level units are placed with core government staffs supported by various consultants, NGOs and SOs as needed. The four project components are accordingly considered and implementation is carried out. As project felt the need to take support from experienced and credible organizations in the field of participatory irrigation management hired support organization to take up community mobilization services at project districts. As said in the contract SOs will work in close association and under the guidance of DPMU.

SOs has to perform all the activities outlined in pre-planning, planning, implementation and post implementation phases.

Payment of SOs is paid in monthly basis on receipt of invoice supported with progress report depicting performance of activities and personnel input duly certified by DPD (T) of DPMU at the end of every month and approved as satisfactorily by the Project Director.

SO prepares the necessary progress report on their performance and personnel input verified by designated Executive Engineers/Nodal officers/ Engineers from respective project field as directed by DPD (T). The same invoice along with attendance record is submitted to DPD (T), DPMU for certification of work and recommendation for payment. The certified invoice then is forwarded to Project Director, WBADMIP. On satisfaction over the performance and personnel input by SO; Project Director approves the amount for payment. The invoice includes personnel input, supervision cost and Transportation cost as depicted in contract agreement.

3. Pre-Planning Phase

3.1 Project Awareness: First and foremost activity by SO is to aware community on the project. Project awareness includes information on project deliverables, expected benefits, participatory planning, implementation modalities, role responsibilities of members, water management & judicious use, participatory monitoring/evaluation, taking over of sub-project, MOM and sub-project sustenance, most importantly without raising the expectations of the community by explaining the approval process.

Community may agree upon the scheme and come forward or reject it depending on the communicated information/benefits. There are different schemes by government and the ADMI project too is routed through government. Depending on local situation SO has to take up different strategies in ensuring that the community willingly approves of the scheme and supports. The area of intervention is usually taken after various screening and the effort shouldn't go into vain. As the goal of the project is poverty alleviation among small, marginal and deprived sections of the society, the project be presented to the communities as pro-poor and need based scheme.

3.2 Method of Awareness Generation: SO can conduct awareness program using different methods with the objective to create awareness about the project, its objective, the processes, Water user association and its importance etc. inviting them to come up collectively as potential WUA with the proposal based on the awareness created. To name a few i.e. community meeting, sessions with different section of the society, rally, Kala Jatha, audio-visual shows, leaflets, wall writing, cultural shows, etc.

3.3 Community Consultation: This activity is a bench mark towards knowing and understanding the community needs from different perspective followed by registering their willingness to accept the project. SO in its expertise to collect necessary information on project participants/stakeholders, most needy sections in the community, their felt needs pertaining to agri-irrigation/ livelihood, possible solution, social and technical feasibility, etc. Communities/WUA's willingness and preparedness assessment simultaneously will be taken up during the consultation.

The information collected will be required when the application for sub-project submitted to DPMU for their consideration.

3.4 Identification of Potential Sites: Inception of the sub-project starts with locating potential site in the villages. Community is organized and necessary information in detailed is shared about ADMI project. Preliminary information is collected about the community in need.

On acceptance of the various requests from different groups for MI schemes. SO will organize village meeting and conduct PRA exercise to better understand and feel the need from the community considering the marginalized section along with rainfed or mono cropping parameters. Transact walk need to be done to verify the proposed sites along with the potential beneficiaries' community.

Villagers will explain the natural resources i.e. land, water, etc in use, cropping practice and potential. Probable command area and site location is understood pertaining to the sub-project feasibility criteria. Few rounds of meeting may require knowing social and preliminary technical feasibility in identification of potential sub-project. On the context potential sites unanimously finalized in the village meeting defining the sequencing in different years if possible.

It will be followed by a mass petition/proposal to DPMU through support organization by the potential WUAs separately to show their willingness and providing all possible support for implementation of the sub project.

This activity is advisable to be done in the first quarter of the Project Year and prepare a bank of sites/villages. Accordingly SO to plan for the planning, implementation and post implementation plans as mention in the following steps. This will ease the workload in the planning, Implementation and post implementation phases and improve effectiveness in agricultural development aspects.

3.5 Role of sub assistant engineer in Identification of Potential Scheme:

Technical person form SO assess the overall Social and technical aspects of the proposed sub-project and scheme type. It is important to consider technical aspects like agro-climatic nature of the area, soil type, source of water whether surface or ground, energization, etc. it is also expected to understand the potential number of beneficiaries more importantly tracking small & marginal farmers, tribal and women beneficiaries. Involving the community in deciding the sub-project is important role of SO. The sites will be finalized by DPMU among these identified sites of SO.

3.6 Feasibility test and scheme selection:

SO need to submit the list of identified schemes to DPMU with the request letter for technical feasibility. SO need to do the necessary follow up to ensure technical feasibility conducted for all proposed schemes. They have to ensure presence of potential beneficiaries during DPMU team visit. On the basis of the list of identified schemes/subprojects The DPMU representatives will physically verify the technical & environmental feasibility and after collecting the necessary information from the community and SO; may agree to recommend the subproject for DLIC approval. They may request SO to facilitate collection of desired information by DPMU to put up the proposal for DLIC approval.

3.7 Submit Proposal to DPMU for DLIC approval:

SO will submit the request letter along with the mass petitions and basic information in the prescribed format as annexure-IV & V for DLIC approval. SO need to facilitate collection of information desired by DPMU to put up the proposal for selection of scheme from DLIC.

4. Planning Phase

After approval from the DLIC, The selected schemes will be taken up for further action by the SO are as follows:

4.1 Community Mobilization: After Section of scheme SO will facilitate organizing the community to take up the responsibility. It will include institution development as WUA, Capacity building of WUA, Their involvement in Developing SDMP, construction supervision of scheme and post implementation activities.

Different PRA tools may be used to collect the desired information. PRA Tools like transect walk, social & resource map, seasonality of crop/water requirement, etc done with the support from WUA. The participatory tools make the exercise interesting for the WUA/community people where they share their experiences, practices, draw/sketch pre-post situations and as per project need planning is made for different components.

4.2 WUA formation and Registration: On approval of sub-project by DLIC; SO will start the process for WUA formation and subsequently registration of WUA under SRA 1961. SO helps WUA to follow the SRA 1961 formalities depicting aim & objective of WUA, memorandum of association, role & responsibility of governing and general body, membership requirements, etc. The format is then submitted to DPMU for registration with registrar of societies.

WUA Membership: Sub-projects being small in size would cater 40 to 100 water users directly. Every WUA shall consist of the following members:

- a) All the water users who are the land holders in command area of a sub project
- b) Other water users who do not hold land in the command area but getting the benefit by using waters of the sub project can be co-opted as the members.
- c) Any person whose connection with the WUA is deemed to be useful may with the consent of such person be elected as honorary member of WUA. Such members shall not, however, eligible to be member of the Managing Committee / Governing Body nor shall be entitled to vote in any meeting.

WUA Registration: SO will facilitate the potential WUA members to form an association and register the same under West Bengal Society registration Act, 1961. Several meetings, interactions have to be undertaken by the SO with potential WUA through which the potential members have to be made aware about that Act.

SO and representatives of DPMU should call one meeting with the WUA fixing the date, time and venue in advance. In that meeting the names of the members of WUA has to be listed as well as President/Chairman, Secretary and Treasurer have to be elected. Members have to form the Management committee and the four sub committees in the meeting. Its noteworthy that 1/3 of the managing committee member should be women. Women should also be members in sub committees. In tribal dominated villages tribal should be included in WUA, subsequently in managing committee and sub committees.

In the next meeting WUA will prepare the by-law of their association. The information about the meeting should be intimated to all the members along with the agenda. A resolution has to be passed by the members regarding formation of WUA.

The roles and responsibilities of the leaders of WUA will be discussed in the meeting also. The decisions of the meetings have to be recorded in the resolution copy. WUA has to submit the application form for Society registration along with the by-law, list of members of Managing Committee and the copy of the resolutions to the registrar of Society. DPMU will facilitate in submitting the form.

Apart from Management Committee, as per requirement of WUA, four sub committees may be formed, namely, i) works subcommittee, ii) water management subcommittee, iii) financial subcommittee and iv) monitoring & evaluation subcommittee.

Roles & Responsibilities of Managing Committee

Meeting

- MC shall meet at least once in three months
- Meeting date, time and place may be determined by the President/ Chairman / Secretary and shall be summoned along with the agenda within seven days by the Secretary
- 7 days notice of the meeting specifying place, time, venue and agenda shall be given to every member of MC. Emergency meeting to be called in 24 hours notice
- Quorum for the meeting requires presence of 1/3rd of the total members
- In case of no quorum meeting gets adjourned and next meeting at least 1 hour after.

Financial

- To prepare budget and allocate resources for various activities
- To raise resources
- To prepare annual accounts

Works

- To prepare and implement annual and long term plan
- To organize execution of works
- To prioritize works

Water Management

- To prepare and implement operational plan
- To ensure equitable distribution of water

Agriculture

- To prepare and implement crop plan for Kharif& Rabi season

Others

- To assist in collection of water charge, preparation and maintenance of basic records
- To carryout and implement all decisions of General Body

4.3 Composition and Functions of sub-committees: Sub-projects are relatively small in size having 40-60 or maximum 100 members in the water user association. This may discourage of instituting number of sub-committees; on the other hand for better performance and larger interest of association; responsibilities can be shared among the members. Ideally sub-committees could be for works (MOM), water management, Finance & resource, and Monitoring & Training. SO to facilitate WUAs in forming sub-committees and clarifying their roles & responsibilities.

Formation, Roles & Responsibilities of WUA Sub-committees

The general body may constitute specific sub-committees. The Managing Committee / Governing Body of WUA shall appoint sub-committees with such power and duties as may consider necessary or expedient. The WUA and SO (preferably) has to convene a meeting with the members of the WUA. The information about the meeting should be intimated to the all the members with the agenda. The selection of the members of the Subcommittee is crucial. In the meeting WUA has to identify the suitable members of Sub-committee through consensus. In case, the WUA is not able to build consensus in selecting the candidates, voting may be conducted in same meeting with the existing members. The members of sub-committee have to select their respective leader. The proceedings of the meeting should be recorded in the meeting register

To manage the sub-project in a sustainable and participatory way sub-committees are constituted. WUA General Body meeting is called to select/elect the members. Effort should be made to decide the member's consensually and if not; WUA can select the sub-committees members by voting. Proceedings of the meeting are recorded in the WUA meeting register on the processes of selection and its outcome.

4.3.1. Composition of sub-committees: The sub-committees are to be led by convener usually member of governing body. The other members of sub-committees shouldn't be more than five from WUA members. Members should represent not more than one sub-committee. They will organize meeting frequently chaired by conveners and maintain routine documentation. These sub-committees will be guided and nurtured by governing body.

The composition of the Sub-committee shall be a member of Managing Committee other than the Chairman/ president, along with other members not exceeding four drawn out from the general body members: it is as follows:

- a) Convener of the Sub-committee preferably be a member of Managing Committee other than the Chairman/President
- b) The members of Sub-committee should not exceed four drawn out from members with voting rights
- c) No member shall represent more than one subcommittee
- d) Women members should be members in sub committees.
- e) In tribal dominated villages tribal should be included in sub committees.

Constitution of sub committees under WUAs

- Managing Committee appoints the sub-committee members
- Convener preferably be the managing committee member of WUA for all the sub Committees
- The sub committees work under the supervision and direction of managing committee
- All the sub committees must be formed in the general body meeting

Sub committee meetings

- Sub-committee shall meet as frequently and necessary.
- The Convener shall preside over the meeting and maintain the record of discussions and decisions.

4.3.2 Functions of Sub-committees

Works (Operation & Maintenance) Sub committee

- Formed for system operation and for direct supervision of operation and maintenance activities
- Recommends estimates of works
- Supervises quality of work
- Keeps records of works done
- Recommends for bill payment of works done
- Prioritizes works
- Keeps records of pump operating hours

Water Management Sub committee

- Implements the rules set in WUA on water distribution
- Patrols irrigation system and water regulation arrangements
- Regular monitors on irrigation systems
- Takes care of proper water usage
- Keeps record of water release quantity
- Informs to management committee about violation of water usage rules
- Assists in preparation of water release schedule
- Maintains the records of water users (irrigation register)

Monitoring & Evaluation Sub committee

Monitoring of:

- Area irrigated
- Quantity Produce
- Conflict resolution
- Resource development

Finance Sub committee

- Mobilizes financial resources
- Prepares financial budget and gets it approved in general body meeting
- Assists in water charge collection
- Recommends to managing committee on finance investment
- Maintains records relating to financial matters
- Prepares annual accounts

4.4 SDMP preparation: Scheme Development and Management Plan (SDMP) is a sub-project level planning, implementation & design document. It is made for WUAs with the active support from SO with the help of Line department and DPMU. The document mainly consist of followings

The contents are: Context, The Process, Village profile, Project Area Profile, Social Safeguard, WUA Profile, Sub-project Profile, Agriculture Support Services, Stakeholder Analysis, Operation, Maintenance & Management and Water Charges, Cost Benefit Analysis, Environment Management

Plan, Time schedule for Scheme Implementation, Budget Estimate, Monitoring and Evaluation, and all necessary annexure.

SO is responsible for collection and compilation of all the desired information in the prescribed SDMP format. WUA resolution, preparation of social-environmental plans i.e. environment management plan, gender development plan, Tribal development plan, etc. Consent from line departments for their support for agriculture, horticulture and fishery are also need to be ensured by SO. SO need to collect all the primary and secondary data information and documents. Similarly DPMU prepares the technical sub-project design, estimates etc. The SDMP will be prepared by SO and submitted to DPMU for DLIC ratification in 4 copies (for WUA, SO, DPMU, SPMU).

4.4.1 Training for WUAs on SDMP preparation: SDMP is prepared for specific sub-project by WUAs. SO helps to draft and train WUAs on different requirements in the SDMP document. Training module 2 consists of SDMP preparation guideline to be referred by SO. SDMP has different technical portions and thus competent authorities and experts should be in board while conducting the training.

4.4.2 Collection of secondary data: SO need to collection basic information from the secondary sources such as District statistical department, Block office, Gram Panchyats, revenue department, agriculture/horticulture/Fishery departments. Census, development projects, Remote sensing Maps etc may also be collected.

4.4.3 Data Collection using PRA Tools: Participatory tools are used to collect information from the village and respective WUAs. The tools for the purpose are social mapping, resource mapping, transact walk, etc. Suggestive tool and expected output is attached in **Annexure IV**. The objectives are to:

- Prepare Village profile
- baseline information on social, economic and irrigation resource status of the village
- Village level & WUA beneficiaries baseline information of agriculture practices, productivity , production
- Identification, analysis and prioritization of problems and possible solutions by community
- Assess strength, weaknesses, opportunity and threat in reference to project objective.
- Preparing perspective plan for village development, etc.
- Understanding the expected changes due to project interventions

4.5 Coordinating with DPMU, ASS and other Departments: Entire work output is highly depended on coordinated effort among community/WUAs, SO, DPMU, line department, etc. SO primarily coordinates with the stakeholders mentioned above to achieve the assigned tasks. WUAs are highly dependent on SOs for implementation of the sub-project and successful hand over. Similarly DLIC approval, sub-project sanction, SDMP preparation, etc are indispensable tasks prior to actualization of the scheme. Role and responsibility of stakeholders are as given in **Annexure V**.

4.6 SDMP Ratification and submission to DPMU: On SDMP completion WUA General Body ratifies the document and agrees upon to implement the sub-project and willingness to support DPMU for effective implementation and carryout post project sustainability. The SDMP will be

prepared by SO and submitted to DPMU for DLIC ratification in 4 copies (for WUA, SO, DPMU, SPMU). DPMU will be responsible for DLIC ratification.

5. Implementation

After DLIC ratification the procurement process conducted by the DPMU and contract awarded to a particular contractor for construction of the scheme. Till then SO organizes series of training programs/Exposure visits for WUA members.

5.1 Implementation of SDMP: SO facilitates implementation of SDMP activities. All the stakeholders as per their responsibilities and expertise engage themselves to implement the plan. SO responsibilities are to involve WUA in monitoring and supervision of construction work of the sub project through Management committee and subcommittee.

5.2 Scheme Layout: As per the design stated in the SDMP; technical team gives lay out of the channels. SO plays a vital role in coordinating the work with WUA and DPMU for fixing of spout location, field channel layout, consensus building on locations, etc.

5.3 Construction of civil structure & energization: Construction work is usually outsourced to contractors through bidding process. They complete the work in all respect. WUA and SO supports the work in the field to execute the work. SO will create awareness of the WUAs on construction supervision for quality implementation.

5.4 Capacity building of WUA: The standard 6 modules includes i.e. about ADMI project, role responsibilities of WUA, supervision & monitoring of MI scheme, Operation & maintenance of scheme, accounts & book keeping and agriculture based livelihood. Training modules are prepared by SPMU and will be shared with SO and DPMU for wider use.

SO trains the representatives of WUA on the specific topics in the modules. The trainings are conducted in the span of 30 months and needed refresher training during post implementation phase. A Training calendar is prepared for each WUA to be conducted in four phases. Accordingly SO have to send training plan and financial requirement to DPMU in a quarterly basis as per prescribed budget. DPMU releases the necessary fund to SO.

WUAs are also trained on preparation of SDMP and their importance & participation in designing the sub-project. Therefore it's needed that SO to be thorough on the topics and WUA manual. It is better to use local and simple language in the trainings.

5.5 Agriculture Support Service (ASS): WUAs members are capacitated to take up agro based livelihood activities through line department Demonstration programs. Lead farmers are identified from the members and field farm school is organized as a model in villages. Effort is taken

so that more farmers accept and replicate the improved technology or ideas in agriculture, fishery and horticulture. Convergence plan is also taken up with the line department for improved productivity.

Agriculture Support Service Plan

Name of Village/ Mauza:

Name of Scheme:

Season (Kharif/ Rabi/ Summer).....

Particulars	Present Status	Proposed plan
Use of major varieties: Local or High yielding		
Seeds rate- local variety (kg/ha)		
Seeds rate- high yielding variety (kg/ha)		
% of farmers using seed treatment practices		
Sowing time/month		
Crop duration (No. of days)		
Method of sowing/ direct/ line/transplanting		
Soil testing practices annually/ biannually/ occasionally		
% of farmers apply organic / compost manure		
Application of organic / compost manure (kg/ha)		
Method of weeding: hand/mechanical/Chemical		
Use of Bio-pesticides kg/ha		
No. of Irrigation		
Crop Yield (kg/ha)		
Market facility – Cooperative/ Hat / Mandi/ Private		
Local storage facility if any/ distance		

Source- Farmers Group Discussion

5.5.1 Identification of Lead farmers: Lead farmers will be identified by the SO from WUAs for crop demonstration in the command area under ASS. The farmers should have own land, having interest to disseminate the learning. It may be on good agriculture practice, use of improved variety seed, new technology, etc. This intervention planned for every year and thus needs lead farmers from WUAs. SO's expert identifies the lead farmers from the WUAs for ASS and shares the list to DPMU/SPMU for implementation with the support of Line department agriculture/horticulture/Fishery. It should be noted that every WUA is covered through the input from the ASS. WUA level consultation to identify lead farmers must be done so that in rotation basis interested farmers can be identified for following year.

SO and DPMU primarily take the responsibility to train farmers/lead farmers under the agriculture plan supported by line department. The value addition and enhancement in productivity is the key objective of ASS.

The SO will ensure execution and maintain records of promoted practices, crop cutting experiments (demo plots and control plots), results and its adoption in subsequent years.

5.5.2 Demonstration Plots: Crop demonstrations are carried out in the command area as per Agriculture support services plan (LDP) depicted in SDMP. The model helps the cultivators to learn

new things in their vicinity through Farmers Field School (FFS). Interested lead farmers provide demonstration plots in the locality and accessible area.

5.5.3 Formation of Common Interest Groups: There will be people with common interest like group marketing of agriculture produce, processing units, seed production program, vegetable growers group, etc need to come together forming an association. SO and DPMU facilitate and support the WUA/CIGs by giving technical input, preparing business plan, linking with financial institutions, etc.

5.5.4 Market Linkage: Gradually farm produce is expected to increase and need market linkage or processing units. These aspects/options are worked out and supported to WUAs by SO/DPMU. WUAs may need preparing business plan for marketing and value addition of farm produce by processing them.

5.6 Environment Management: While construction contractors take all initiative not to affect environment. SO capacitates WUAs to implement environment plan if any in consultation with DPMU, environment specialist. Suggested EMP is attached as **Annexure VI**.

5.7 Social Safeguard: SO has to ensure gender based plan and Tribal plan in the SDMP. Selective targeting, equity and inclusion of the women and tribal in the sub-project are given priority. In case of more than 40% tribal habitation in a village tribal development plan is made considering their specific needs, promotion & strengthening of existing tribal institution, etc. These plans should be adequately integrated with livelihood development intervention benefiting women and marginalized communities. Details can be obtained from **Social Safeguard Guideline**.

5.8 Participatory Monitoring: WUA has to run MIP in a sustained manner. It needs some checks and balance to function as an organization serving the community, strengthening itself for long and lasting impact. SO facilitates and trains WUA members for self assessment and monitor its own work and deliverables. User friendly participatory monitoring mechanism is developed for the WUAs and capacitated to use it annually for better performance, corrective measures and learning. WUA manual can be referred for **participatory monitoring processes**. Self rating format is attached as **Annexure VII**.

5.9 Handing over: On completion of the construction, installation of pumps and successful testing SO prepare WUAs for taking over the sub-projects. They are trained on MOM, especially operator is identified among the members who thoroughly understand the proposed operators work. DPMU then hands over as per **Annexure VIII** the sub-project to the WUA formally for effective use and maintaining the scheme sustainably.

6. Post Implementation

SO should work intensively at least for 6 months to ensure establishing systems in place and do necessary follow up during the project period for effective functioning of WUA. Capacity building on monitoring tools/methods, importance of their role in managing WUA operation, and hand holding support will be given. It should be made clear to them that there won't be further financial support available and WUA have to manage everything by their own.

6.1 Warranty services and insurance of equipment: There may be possibility of damage and theft of pumps and other equipment's being used. Contractor will give the warranty on the scheme during project period. Beside warranty services, insurance of the equipment is an important initiative. SO and DPMU needs to take up the issue to concern insurance companies that helps WUAs from major loses.

6.2 Operation & Maintenance: WUA starts operating the project after handing over process is over. This would require adequate knowledge for management, operation and maintenance of the whole setup. Refresher training has to be organized by SO for the WUA members and the executive committee along with operator. SO ensures the capacity building through training or exposure visit for the purpose. Time to time FGD can be organized to understand the role/responsibility in MOM for wider acceptance. WUA will maintain the records as **Annexure IX** (pump/irrigation logbook, operator logbook, stock book, season wise water charge collection record, cash book, etc).

Fixing of Water Charge and Collection: SO facilitates strengthening of WUAs for fixing water charges, equitable & judicious water distribution. Over the period of operating the pump as per water use by members'; calculations is made in consultation with WUA/members on the actual expenses and an average amount is fixed for the water users to pay the amount in certain interval i.e. monthly/quarterly/half yearly/annually or season wise or on hour basis. WUA can also study other functioning WUAs expenses and accordingly fix the water charge. Judicious and equitable use of water must be the concern for the members due to depilating water resources. Common understanding is generated so that all get adequate water without losing by default or maintenance reasons.

Arrangement of Operational Fund: An arrangement for operation fund would help to run the sub-project without fail and contribute to MOM. SO motivates the water users/WUAs to consider management of the scheme and think of annual or half yearly or membership fee to organize the fund.

6.3 Annual Plan for WUAs: A short term training can be arranged for WUA by SO to help them preparing annual plan. The plan will consist of activities on O & M, training program, WUA annual meeting, etc and budget. The other section would present the source of fund to meet the

above expenses. Annual plan strengthens the WUAs to organize them and function in systematic way.

6.4 *Agriculture Support Service (ASS):* This activity will be same as section 5.5 and continue in post planning phase. SO need to ensure that WUA must keep record of season wise all the beneficiaries' famers for their irrigated area, crop and production related information.

6.5 *Refresher Training and Capacity Building:*

6.5.1 Training to Line department: SO and line department's capacity building for quality service delivery and coordination needs regular interval training. SO trains line department personnel on long-term support to and monitoring of WUAs.

6.5.2 Refresher training for WUA Members: Members of WUAs is to be nurtured to become independent in taking up their responsibility. They need continuous support till actually take charge. SO plays an active role in building the confidence among the members. Frequent sessions and training on different training requirement would facilitate the WUAs.

6.6 *Monitoring and Reporting:* Work of SO will be time to time monitored by DPMU/SPMU against agreed task in the contract. This could be through monthly planning & review meeting at SPMU/DPMU, monthly progress reporting, field visit by SPMU/DPMU personnel, any other form of monitoring, etc.

SO will submit monthly progress and financial report on its activity to SPMU through DPMU. Any communications, action plans, decisions from SO has to be discussed, agreed and jointly decided at DPMU. This must be routed through nodal officer or authorised official form DPMU to SPMU. All information given to SPMU by SO should be intimated to DPMU. Similarly submit progress as against annual action plan in quarterly basis and also submit half yearly and annual report as stated in contract for progress review.

Annexure

Annexure I

বিদ্যুৎ/ডিজেল চালিত মাঝারী/ক্ষুদ্র নদী সেচ প্রকল্পের/ভূ-পৃষ্ঠ পরিবাহিত ক্ষুদ্র সেচ প্রকল্পের/জল অবরোধ সেচ প্রকল্পের জন্য।

গণ আবেদন পত্র

আমাদের..... জেলার অন্তর্গত..... ব্লকের মৌজায় (জে এল নং), সারা বৎসর বহমান নদী/ কাঁদরের উপর, দাগ নম্বরে, কৃষক বৃন্দের জন্য একটি প্রকল্প অত্যন্ত প্রয়োজন। নিম্ন অববাহিকায় অবস্থিত জনগনের সুবিধার্থে আমরা এই স্থানে জলের উৎস হইতে সর্বাধিক% জল ব্যবহার করিবা। এটি উচ্চ বিদ্যুৎ পরিবাহী লাইন হইতে কিমি দূরে অবস্থিত।

উপকৃত পরিবার গুলির মধ্যে, জন ক্ষুদ্র এবং প্রান্তিক কৃষক। উক্ত এলাকায় মোটামোটি জন তপঃশিলিজাতি, জন তপঃশিলি উপজাতী ভুক্ত। তাদের মধ্যে মোটামোটি..... জন মহিলা জন পুরুষ উপভোক্তা। প্রকল্পটি অনুমোদিত হইলে, জল ব্যবহারের দক্ষতা বাড়াইয়া, সেচ সেবিত এলাকাটিকে বহু ফসলি জমিতে পরিণত করিবা।

জ্ঞাতার্থে জানাই আমরা ইতিমধ্যে সভা করিয়া অপ্রথাগত জল-ব্যবহারকারী সমিতি গঠন করিতে চলিয়াছে, আমরা নিশ্চিত ভাবে জানাই যে :

- ১) প্রকল্পটি স্থাপনের জন্য প্রয়োজনীয় জমির জন্য কোন রূপ পুনর্বাসন পরিকল্পনার দরকার নাই।
- ২) আমরা প্রকল্প রচনায় সক্রিয় ভূমিকা লইতে ইচ্ছুক এবং প্রকল্পটি সম্পূর্ণ হইলে, এটির টেকসই পরিচালনা, রক্ষণাবেক্ষনের (ছোট বা বড়) ব্যয়ভার বহনের জন্য, সেচ সেবার মূল্য বাবদ, জল ব্যবহারকারীদের কাছ থাকে অর্থ সংগ্রহ করিবা। এই সংগৃহিত অর্থ আমরা হিসাবের খাতায় লিপিবদ্ধ করিয়া, নিকটস্থ ব্যাঙ্ক অথবা পোস্ট অফিসের মারফত সঞ্চালন করিবা।
- ৩) আরও উল্লেখ থাকে যে প্রকল্পটি স্থাপনের জন্য নির্বাচিত প্রয়োজনীয় পরিমাণের জমি, জমির মালিক স্বতঃস্ফূর্তভাবে দান করিবেন/ জমির মালিক ওই জমির বদলে ওনার ও জল-ব্যবহারকারী সমিতির অনুমোদন সাপেক্ষে বিশেষ সুবিধা দেওয়া হইবে। যথা,..... বৎসর কোন সেচ সেবার মূল্য নেওয়া হইবে না/ জমির মালিককে অথবা তাহার অনুমোদিত ব্যক্তিকে জলব্যবহারকারী সমিতির দ্বারা পাম্প চালনা পদে নিয়োগ করা হইবে/অথবা জমির মালিকদের অন্য কোন বাড়তি সুযোগ দেওয়া হবে।

নাম : আবেদনকারীর সাক্ষর

- ১)
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.....

Monthly Progress Report Format

Monthly Progress Report of Support Organisation	
Name of SO	
Name of Unit and districts	
Name of the district	
Name of Blocks	
Name of Month	
Name of Quarter (I/II/III/IV/)	
Year	
Report prepared by:	
Designation	
Contact No.	

#	Particular	Annual/Quarterly Plan		During this month/ quarter		Cumulative achievement	
		Annual	Quarterly (Respective qtr)	Plan	Achievement	Plan	Achievement
A	HR Inputs by SO						
1	Person days spent in the field by community workers (No of CWx working days)						
2	Person days spent to field work by experts						
3	Person days spent for office work by experts.						
3.1	Person days spent for office work by Office manager						

#	Particular	Annual/Quarterly Plan		During this month/ quarter		Cumulative achievement	
		Annual	Quarterly (Respective qtr)	Plan	Achievement	Plan	Achievement
3	Person days spent for DPMU, SPMU and other coordination meetings by Community workers						
5	Person days spent for DPMU, SPMU and other coordination meetings by experts						
B	No of sites handled by the SO						
6	No of sites under pre planning stage						
7	No of sites under planning stage						
8	No of sites under implementation stage						
9	No of sites under post implementation stage						
C	Pre Planning Stage						
C.1	Site identification						
10	No of villages visited by SO team for site identification.						
11	No of sites proposed by villagers through written resolution/applications						
12	No of sites visited by Community worker						
13	No of sites visited by SO experts for social/ technical feasibility assessment						

#	Particular	Annual/Quarterly Plan		During this month/ quarter		Cumulative achievement	
		Annual	Quarterly (Respective qtr)	Plan	Achievement	Plan	Achievement
14	No of sites selected by DPMU under the project (Types of MI sub projects x No)						
15	No of schemes approved by DLIC						
C.2	Community Mobilizing and Institution Building						
16	No of village meetings conducted by SO team						
i	For awareness building						
ii	For WUA formation						
iii	For conflict resolution						
17	No of villages where PRA conducted						
i	No of participants (Male)						
ii	No of female						
C.3	WUA Formation						
18	No of WUA formed						
19	No of WUA submitted application for Society registration						
20	No of WUA Members identified and enrolled						
21	No of WUA got registered						
22	No of Governing Body formed						
	i. Male member						
	ii. Female member						
23	No of WUA formation is under process						
24	Mass awareness campaign programs conducted						

#	Particular	Annual/Quarterly Plan		During this month/ quarter		Cumulative achievement	
		Annual	Quarterly (Respective qtr)	Plan	Achievement	Plan	Achievement
i	No of participants (Male)						
ii	No of female						
iii	No of IEC materials prepared						
25	WUA Membership fee collected in Rs.						
D	Planning stage						
26	No. of SDMP preparation started with WUAs members						
27	No of SDMPs developed and approved by WUAs						
28	No of schemes where baseline data is collected						
29	No of WUAs formed their sub committees						
i	No of Finance Sub Committee formed						
ii	No of O&M Sub Committee formed						
30	No of training conducted on module-1: WUA formation						
i	Participants: male						
ii	Participants: Female						
31	No of training conducted on module-2: Construction supervision						
i	Participants: male						
ii	Participants: Female						

#	Particular	Annual/Quarterly Plan		During this month/ quarter		Cumulative achievement	
		Annual	Quarterly (Respective qtr)	Plan	Achievement	Plan	Achievement
32	No of existing Women SHGs included in WUA						
33	No of SDMP ratified by DLIC for final approval by SPMU						
34	NO WUA opened Bank Account						
E	Implementation stage						
E.1	MI Construction Supervision						
35	No of schemes awarded to contractors for construction work						
36	No of schemes under construction						
i	No of schemes visited for scheme lay out						
ii	No of schemes visited for conflict management						
37	No of schemes completed						
38	Command area developed through completed MI schemes						
39	Value of land donated (in Rs) for completed schemes						
E.2	Capacity Building						
40	No of training materials prepared						
i	In English						
ii	In vernacular						

#	Particular	Annual/Quarterly Plan		During this month/ quarter		Cumulative achievement	
		Annual	Quarterly (Respective qtr)	Plan	Achievement	Plan	Achievement
41	No of training conducted on module-3: MOM, finance and governance						
i	No of participant Male						
ii	Female						
42	No of training conducted on module-4: Agriculture livelihood						
i	No of participant (Male						
ii	Female						
43	No of training conducted for the operators						
i	No of participant						
44	No of training conducted for department staffs						
i	No of participant						
E.3	Scheme handing over to WUAs						
45	No of schemes handed over to WUAs						
i	Area of handed over schemes in Ha.						
F	Post Implementation						
F.1	Linkages of WUA with livelihood development activities						
46	No of Meetings conducted with the line departments						
47	No of Farmers Interest Groups formed						
i	Fishery						
	No of members						

#	Particular	Annual/Quarterly Plan		During this month/ quarter		Cumulative achievement	
		Annual	Quarterly (Respective qtr)	Plan	Achievement	Plan	Achievement
ii	Agriculture						
	No of members						
iii	Horticulture						
	No of Members						
iv.	Any other, specify						
	No of Members						
48	No of crop demonstrations in rabi						
	Crop-1:-----						
	Crop-2:-----						
	Crop-3:-----						
49	No of crop demonstrations in Kharif						
	Crop-1:-----						
	Crop-2:-----						
	Crop-3:-----						
50	No of crop demonstrations in Summer						
	Crop-1:-----						
	Crop-2:-----						
	Crop-3:-----						
51	Technology demonstration						
a	Name of technology-----						
52	No of crop field days conducted						
i	No of participants						
53	No of soil testing samples collected						
54	No of soil samples tested						
55	No of vermi compost units set up						
56	No of compost units set up						

#	Particular	Annual/Quarterly Plan		During this month/ quarter		Cumulative achievement	
		Annual	Quarterly (Respective qtr)	Plan	Achievement	Plan	Achievement
57	No of WUAs where convergence plan is made						
58	No of WUAs where convergence is done						
i	with Agriculture						
ii	with Horticulture						
iii	Fishery						
F.2	Irrigation Management						
59	No of WUAs visited for post implementation monitoring by SO						
60	No of WUAs started taking irrigation						
61	No of WUAs prepared and followed water distribution plan						
62	No of WUAs utilised more than 80% of their CA						
63	No of WUAs where all the members received water						
64	No of WUAs where non members received water						
65	No of WUAs where CA has been extended						
66	No of WUAs adopted water saving measures						
F.3	WUA Governance						
67	No of WUAs collected due water charges						
68	No of WUAs cleared all the dues						

#	Particular	Annual/Quarterly Plan		During this month/ quarter		Cumulative achievement	
		Annual	Quarterly (Respective qtr)	Plan	Achievement	Plan	Achievement
69	No of WUA generated surplus in their account						
70	No of WUAs conducted Governing Body meetings						
71	No of WUAs changed their GB members						
72	No of WUA got their accounts audited						
73	No of WUAs conducted general body meeting						
74	No of WUAs prepared the Annual report and presented in AGM						
75	No of WUAs got their registration renewed						
76	No functional WUAs						
77	No WUA conducting self appraisal						
F.4	Livelihood Options						
78	No of WUAs converted from Single to double crop						
79	No of WUAs converted from double to triple crop						
80	No of WUAs introduced new variety of crops						
81	No of WUAs experience increase in yield per unit area						
82	No of WUAs adopted organic farming practices						

#	Particular	Annual/Quarterly Plan		During this month/ quarter		Cumulative achievement	
		Annual	Quarterly (Respective qtr)	Plan	Achievement	Plan	Achievement
83	No of WUAs where members have diversified their livelihood options through						
i	Horticulture						
ii	Fisheries						
iii	Any other, specify						

Annual Action Plan (SO) Format

Annexure III

SO Level Annual Action Plan						
	Name of DPMU/District	Hooghly				
	Name of Support Organization	RAMKY				
	Financial Year	2014-15				
SI No	Activities	Q1	Q2	Q3	Q4	Total
1	No of Schemes to be identified					
2	No of WUA to be formed					0
3	No of WUA to be registered					0
4	No of Sub-committee to be formed					0
5	No of Tribal Villages to be covered					0
6	No of SDMP to be submitted					0
7	No of Sub-project/schemes to be monitored during construction					0
8	No of Schemes to be handed over to WUA					0

9	WUA level training and capacity building				
9 a	No of Awareness Building Program				0
9 b	No of Community/village level Training (4 days per WUA)				0
9 c	No of Cluster Level Training (8 days per 10-12 WUAs)				0
9 d	No of Exposure Visit for WUAs				0
9 e	No of capacity building training for women empowerment				0
9 f	No of refresher Training (Capacity Building)				0
10	Capacity building for ASS (during pre & post-implementation phase)				
10 a	No of Farmers Field Day				0
10 b	No of Farmers Field School				0
10 c	No of Farmer training				0
10 d	No of Lead Farmer training				0
10 e	No of Exposure Visit				0
10 f	No. of schemes to be implemented				0
10 g	No. of beneficiaries to be covered				0
10 h	Command Area to be developed (Ha)				0
11	Demonstration				
11 a	No of Agriculture Demonstration				0
11 b	No of Horticulture Demonstration				0
11 c	No of Fishery Demonstration				0
11 d	No of Demonstration Plot (Tribal)				0
12	Area to be converted from single to double crop (Ha)				0
13	Area to be converted from double to triple crop (Ha)				0
14	Area to be covered under new crop (Ha)				0
15	Area to be covered under organic farming practices (Ha)				0
16	No of Sub-project/schemes to be monitored during construction				0
17	No of Schemes to be handed over to WUA				0

PRA Tools

Annexure IV

SI No.	PRA Tool	Area of Study	Secondary information	Output	Outcome
1	Social Mapping	Socio-economic baseline of the stakeholders	Household details, population, community category, APL/BPL, source of livelihood, etc.	<ul style="list-style-type: none"> • Administrative set up • Demographic profile of village and WUA • Occupational & income profile • Community Institution profile • Community asset & services profile • Tribal land holding • Women land holding 	Sub-project stakeholders are identified
2	Resource Mapping	Catchment area study (land use pattern, soil & water management, vegetation, etc)	Revenue match, topo sheet, land holding details,	<ul style="list-style-type: none"> • Land use profile • Agriculture profile/Cropping pattern • Physical status of soil, conservation structures and problem areas • Irrigation resource profile/Ground water status and its utilization • Status of vegetation & pasture in private and common land 	Understanding land use, cropping practice, soil & water status, etc.
3	Transact Walk and mapping	Command area study	Revenue map, land holding details, soil & water analysis report, etc	<ul style="list-style-type: none"> • Land holding & use pattern • Understanding season wise cropping, different variety, area, etc • Status of ground water availability and utilization (No. of open well, tube /bore well, area irrigated, crop grown, etc in different season). • Tribal and women land holders 	Understanding on potential command area and stakeholders from different socio-economic communities.

Annexure V

Role and Responsibility Matrix			
S. No.	Activity	Responsible Party	
		Primary	Support
A	Pre-Planning Stage		
1	Locate potential site.	SO	DPMU
2	Identify potential scheme	SO	DPMU
3	Submit proposal to DPMU	SO	
4	Feasibility test done and scheme selected	DPMU	SO
5	Approval by DLIC	DPMU	
B	Planning Stage		
1	Community Mobilisation	SO	DPMU
2	Preparation and completion of SDMP	SO/DPMU	WUA/LINE Dept.
3	Ratification of SDMP by DLIC.	DPMU	
4	Approval of SDMP by SPMU.	DPMU	SPMU
C	Implementation Stage		
1	Irrigation Scheme Construction		
a	Bidding Process	DPMU	SPMU
b	Layout	DPMU-SAE	SO
c	Construction of Civil structure including installation of pumps motor and energization	Contractor and DPMU	WUA and SO
2	Capacity building on Operational system		
a	- Water distribution mechanism	WUA	DPMU/SO
b	- Operator functioning	WUA	DPMU/SO
c	- Irrigation Water scheduling /judicious use of Water	WUA	DPMU/SO
d	Handed over	DPMU	SO
3	Agriculture & Livelihood Improvement		
a	Agriculture	WUA	SO/Nodal-Agri
b	Horticulture	WUA	SO/Nodal-Horti
c	Fishery	WUA	SO/Nodal-Fish
4	Capacity Building of WUA		
a	All 6 modules	WUA	DPMU/SO
5	Environment & Social Safeguard		

a	Environment management	Contractor	DPMU/SO
b	Women and Tribal development	WUA	DPMU/SO
6	Participatory Monitoring	WUA	DPMU/SO
D	Post Implementation Stage		
1	Start Irrigation Agriculture	WUA	
2	Hand over process followed at District	DPMU&WUA	SO
3	Warranty services and insurance of the equipment	DPMU&WUA	SO
4	Operation & Maintenance	DPMU&WUA	SO
5	Fixing of Water charges & equitable distribution	WUA	SO
6	Management of operational fund	WUA	SO
7	Selection of operator	WUA	SO
8	Present cropping pattern (Baseline)	Line department	DPMU&SO
9	Agriculture Action plan (Fisheries as required)	WUA,SO and line department	SO
10	Selection of Lead farmer for demo	SO & line Dept	DPMU
11	Training & Capacity Building	SO & line Dept/SPMU	
a	a)Farmers & Lead Farmers	SO & line Dept	SPMU
b	b) SO & Line department/PPP	SPMU	Outside Agency (If required)
c	c) Member of WUA	SO & DPMU	SPMU
d	d) Special focus on livelihood plan for Tribal Mouza (40% or more tribal population) (Scheme)	SO & DPMU	SPMU

Annexure-VI

Proposed Action Points for Environment Management

Sl.	Project Activities	Trigger	Proposed Action for Environment Management	Responsible Staff / Person
Construction Phase				
1.1	Identification of construction areas of reservoir, embankment, dams, bunds, pump houses, distribution towers, spouts, conveyance channels.		All the construction area should be demarcated on ground at first.	Contractor
1.2	Topsoil available through scraping and clearance.		Top soil should be preserved for future use for farming	Contractor
1.3	Alignment of access roads or haulage roads		Formal land acquisition has to be avoided. Temporary arrangement for access roads needs to be demarcated on ground after obtaining the consent of the private land owners and the representatives of Gram Panchayat and Panchayat Samity.	Contractor and DPMU
1.4	Shifting of small religious structures or memorials		Should be relocated to sites decided in consultation with local community leaders and the PRIs	Contractor and DPMU
1.5	Shifting of public utilities like telephone lines, water/ sewerage lines etc falling in areas of construction site		It need to be inventorised and relocated in consultation with the communities and the concerned departments Any chance find of treasure trove, materials of archaeological and historical importance should be reported to the Archaeological Department	Contractor and DPMU
2.	Establishment of camp Office and storage area			
2.1	Camp office for construction		To be located on vested wasteland or community land in consultation with local communities. Use of cultivable	Contractor

Sl.	Project Activities	Trigger	Proposed Action for Environment Management	Responsible Staff / Person
			and privately owned land need be religiously avoided	
2.2	Storage areas for fuel/lubricants		Area should have an impermeable basement; separate storm water collection system has to be installed for separation of oil and lubricants prior to discharge.	Contractor
2.3	On completion of construction regarding the camp site and associated structure		Structure will be dismantled and the site should be restored to as close to its state prior to establishment of such facilities.	Contractor
3.	Establishment of labour camp sites			
3.1	Site selection for labour Camp		This should be done in consultation with the land holders and all related govt. Dept. like revenue Dept. & Gram Panchyate. Avoid private and social forestry area, maintain distance from 100 m from water body, water courses, agriculture land etc. All this activities should consider the parameters provided under ECoP of the program.	Contractor
3.2	Water facilities in the camp site		Campsite should have adequate quantum of potable water supply, water for washing and sanitation and other infrastructural facilities.	Contractor
3.3	Sanitation facilities in the camp site		The camps shall have temporary septic tanks/soak pit of adequate capacity to last for the projected duration of such camps.	Contractor
3.4	Cooking facilities		Construction camps need be provided with alternative fuel like kerosene/ LPG for cooking to ensure that the inmates of such camps do not take resort to use of fuel wood for cooking and heating.	Contractor
4.	Procurement of construction materials			
4.1	Procurement of		This will be procured only from	Contractor

Sl.	Project Activities	Trigger	Proposed Action for Environment Management	Responsible Staff / Person
	construction materials like boulders, stone aggregates of various descriptions		licensed quarries within a lead of 100 km. In absence of such quarries, permits for opening up new quarries will be obtained from competent authority	
4.2	Procurement of construction materials sand		Sand shall be collected from approved quarries	Contractor
4.3	Procurement of materials from stone crushing unit.		It should be ensured that such crushing units are working under valid permits and all pollution control measures are in place and such units have implemented measures for protection of health of their	Contractor
4.4	Borrow areas		Conversion of cultivable lands into borrows areas strictly avoided at all costs.	Contractor
4.5	Borrow areas identification		Borrow area to be demarcated with the consent of the communities and the competent authorities in the department of Land and Land Reforms.	Contractor
5.	Transportation of construction materials and storage			
5.1	Material transportation to worksites.		Material transportation to worksites through long haulage need be avoided to reduce the level of gaseous emission, pollution level .The haulage distance should preferably kept within 100 km.	Contractor
5.2	Construction of access roads		Construction of long access roads to the site need be avoided as much as possible.	Contractor
5.3	Transportation of materials like earth, sand, stone aggregates through trucks		All materials like earth, sand, stone aggregates during transit through trucks should be properly covered to avoid littering, dust pollution and spillage	Contractor
5.4	Hazardous materials transportation		Hazardous materials like fuel, lubricants need be transported in safe containers to avoid	Contractor

Sl.	Project Activities	Trigger	Proposed Action for Environment Management	Responsible Staff / Person
			leakage and spills	
5.5	Segregation of storage materials into hazardous and non-hazardous category.		Materials need be segregated into hazardous and non-hazardous category and stored at site in clearly demarcated areas, Earth and stone aggregates; cement should be stored away from water courses/ water bodies (at least 25m) and properly stacked. The stacks in case of earth should have slopes 1;2 (vertical to horizontal)and the height be limited to 1,5m. Sand heaps should have peripheral bunds.	Contractor
5.6	Storage areas for fuel, lubricants		Storage areas for fuel, lubricants should have proper pavement to prevent contamination of soil and ground water.	Contractor
5.7	Route & time selection during transportation of materials		During transportation of materials congested routes and hours should be avoided as far as possible	Contractor
6.	Waste management			
6.1	Construction Waste		Wastes will generate though excavation at the sites of the reservoir, dismantling of existing water detention structures, and conveyance channels etc. Such wastes need be segregated for reuse and safe disposal	Contractor
6.2	Wastes of concrete blocks, stones		This waste may be used in sub-grades of haulage roads, riveting of embankments, construction of check dams, toe walls etc.	Contractor
6.3	Excavated earth		Excavated earth should normally be used in construction of embankments or raising embankments. In case there are low lying cultivable fields in the CCA, such soils if suitable for agriculture may be used in raising the levels of such fields.	Contractor
6.4	Surplus spoils		Surplus spoils have to transported to disposal sites	Contractor

Sl.	Project Activities	Trigger	Proposed Action for Environment Management	Responsible Staff / Person
			identified in consultation with local stakeholders and the PRIs or the Municipalities	
6.5	Hazardous wastes		Hazardous wastes, if any, like waste asbestos pipes, sheets have to be necessarily disposed off at identified sites	Contractor
7.	Noise pollution			
7.1	Construction activities		All construction plant and machinery like transport fleet, rigs used for drilling, concrete mixers , compressors etc should conform to the standards set by the CPCB /SPCB	Contractor
7.2	Vehicles and machineries used at construction site		All vehicles and machineries should have valid PUC (Pollution under control certificate) during the period of operation	Contractor
7.3	Operation of noise generating machinery		Worker involved around such machineries should be provided with mufflers No such machinery should be located within 250 metres of any settlement or any sensitive receptor	Contractor
8.	Air pollution			
8.1	Dust generation through construction activities		Dust suppression measures have to be put in force through spraying of water at regular intervals on haulage roads near the site	Contractor
8.2	Vehicles used for construction		Vehicles used for construction should have valid pollution under control certificates	Contractor
8.3	Generators operations		Generators operating in the project site should conform to CPCB/ SPCB standards for emission	Contractor
9.	Protection of flora and re-vegetation			
9.1	Tree felling		Before tree felling approval need to be required from the DFO. Double the number of trees (>30cm bhg) removed have to be planted at sites	DPMU with Contractors & WUA

Sl.	Project Activities	Trigger	Proposed Action for Environment Management	Responsible Staff / Person
			identified in consultation with local communities and PRIs. The communities should have a say in species selection keeping in view the site parameters. There should be a preference for fruit bearing species	
9.2	Embankment protection		All embankment slopes should be turfed with grass and planted with site specific trees to attract birds. Planting on the waterfront side should only be undertaken above the highest water level	Contractor and DPMU
9.3	Fire wood collection by the Campsite workers		Campsite workers need always be provided with alternate fuel like kerosene/LPG to avoid damages to the local vegetation through pruning and lopping for collection of fuel wood	Contractor
10.	Water Quality			
10.1	Trapping sediments form the surrounding slopes or slope management.		Silt fencing or brush barrier shall be used from trapping sediments form the surrounding slopes into the water body during the process of development or rehabilitation	Contractor
10.2	Sediment trap from run off		Run-off with sediment load can be allowed in the water body after the sediment from such run off gets trapped in properly designed sediment traps	Contractor
10.3	Movement of machinery and work force		Movement of machinery and work force should be restricted around the water body	Contractor
10.4	Excavation spoils		Excavation spoils should be properly stacked away from water bodies / water courses	Contractor
10.5	Disposal of solid waste or waste water from construction camps		No solid waste or waste water from construction camps should be disposed off in the water bodied or water courses	Contractor
10.6	Hazardous materials		All hazardous materials like fuel, lubricants should be stocked in	Contractor

Sl.	Project Activities	Trigger	Proposed Action for Environment Management	Responsible Staff / Person
			safe containers and placed on paved platforms away from water bodies and water courses	
11.	Rehabilitation of borrow pits			
11.1	Topsoil form borrow areas		Topsoil form borrow areas need be preserved and used for restoration of such site on completion of the project	Contractor
11.2	Use of borrow areas		The borrow areas wherever possible may be converted into tanks /ponds for the purpose of surface storage for recharging and use for pisciculture. This will be an enhancement measure for the benefit of the local community.	Contractor
11.3	Abandon Boswells		Abandon bore wells need to fill up properly by filler materials like sand.	Contractor
12.1	Removal of vegetation		Compensatory plantation of at least double the no. of trees removed at sites selected in consultation with beneficiaries ; Site matching species need be selected in consultation with the beneficiaries and the Forest Department approval.	DPMU with WUA
Operation Phase				
1.0	Use of Irrigation Water		Water resources will be managed by judicious use, selection of suitable crop, upgraded irrigation technology like sprinkler etc.	WUA
2.0	Alternative of Ground water based Irrigation		Future plan should be chalked out for reducing the dependency on ground water by constructing surface water structure like Pond/WHT and on conjunctive use of GW and SW.	WUA
3.0	Soil Quality based farming		Based on soil test, crop will be selected for farming. And this will provide optimum use of soil conditioner and reduce possibility of soil pollution	WUA with the help of DPMU
4.0	Agro Chemical		Promote & use of bio pesticide	WUA with the help

Sl.	Project Activities	Trigger	Proposed Action for Environment Management	Responsible Staff / Person
			in place of chemical or synthetic pesticide. Bio fertilizer will be used as much as possible, as soil conditioner to increase soil quality as well as productivity.	of DPMU
5.0	Invasion of aquatic		Uproot invaded aquatic weeds from the surface flow channel and water detention structure.	WUA
6.0	Water bodies		Fill-up of water bodies need to be prohibited. Soil erosion will be checked to protect siltation & regular removal of siltation has to be undertaken. Restricting any kind of waste (liquid or solid) disposal in the water body. At least 30% of the water is to be retained in the dry season to keep alive perennial water body. Use and disposal of chemical in the water body need to be strictly prohibited	WUA
7.0	Removal of Siltation		Soil erosion will be checked by the vegetation and supported by minor engineering structures will reduce the siltation load in the surface flow schemes and water detention structures. Siltation will be monitored and removed on the regular basis from the surface flow schemes and water detention structures.	WUA
8.0	Removal of Vegetation		Compensatory plantation of at least double the no. of trees removed; Site matching species need be selected in consultation with the Forest Department.	WUA

Self Rating format for WUAs

Annexure VII

Sl	Monitoring Parameters	Category	Poor	Average	Good	Excellent
		Tot. Weightage	Marks-1	Marks-2	Marks-3	Marks-5
I	Membership & Participation:	30				
1	% of female members in WUA managing committee	5	0	Less than 1/3 of tot. mem.	1/3 of tot. mem.	More than 1/3 of tot. mem.
	Put in appropriate cell					
2.	% of tribal out of total tribal members in managing committee	5	0	Less than 30%	30-50%	More than 50%
	Put in appropriate cell					
3.	No. of Management Committee meeting held in last year	5	< 6	6-8	9-11	12
	Put in appropriate cell					
4.	Average attendance of women members in Management Committee meeting	5	0	Less than 50% of tot. women members in mang. Comm..	50% - 70% of tot. women members' mang. Comm..	More than 70% of tot. women members' mang. Comm..
	Put in appropriate cell					
5.	No. of Governing Body meeting held in last year & average attendance of WUA members in the meetings	5	0	1 & less than 50% of tot. members	1 & 50% & more of tot. members	2 & more than 30% of tot. members
	Put in appropriate cell					

Sl	Monitoring Parameters	Category	Poor	Average	Good	Excellent
		Tot. Weight age	Marks-1	Marks-2	Marks-3	Marks-5
cell						
6.	Average attendance of women members of WUA out of total women members in the general body meetings	5	0	Less than 50%	50% - 70%	More than 70%
Put in appropriate cell						
Marks obtained						
Recommendation						
II 7.	Transparency: Detail knowledge about the schemes	5	Members do not know	Only Chairman/ President knows	Only Management committee knows	Information abt. Expenditure, fund amount, meeting schedule are displayed on a fixed wall, so, everybody knows
Put in appropriate cell						
Marks obtained						
Recommendation						
III	Performance:	25				
8.	Water use efficiency (based on crop standard requirement)	5	20% more than requirement	As per requirement	10% less than requirement	20% less than requirement
Put in appropriate cell						
9.	% area turned	5	25%	>25%-50%	>50%-85%	>85%

SI	Monitoring Parameters	Category	Poor	Average	Good	Excellent
		Tot. Weight age	Marks-1	Marks-2	Marks-3	Marks-5
	double cropped or multiple cropped					
	Put in appropriate cell					
10.	% of water charge collected	5	<50% of demand	51%-70%	71%-95%	>95%
	Put in appropriate cell					
11.	% of water charge used for creation of extra resources	5	0	20%	21%-50%	>50%
	Put in appropriate cell					
12.	Financial audit in last year	5	Not aware, not done	Aware not done	Aware, done but not on time	Aware, done on time
	Put in appropriate cell					
	Marks obtained					
	Recommendation					
IV	Self Management:	5				
13.	Maintenance of Up to Date records :	5	No records maintained	Records maintained occasionally, whenever anyone can get the time to write	Records maintained but not updated, President/ secretary writes whenever gets time	Records maintained and updated, a person hired from outside to maintain/ learned members has given the responsibility
	Put in appropriate cell					
	Marks obtained					

Sl	Monitoring Parameters	Category	Poor	Average	Good	Excellent
		Tot. Weight age	Marks-1	Marks-2	Marks-3	Marks-5
	Recommendation					
V	Water release	5				
14.	Water release schedule	5	No plan prepared & farmers are not aware about water release schedule	Plan prepared & 50% of the plan has been followed	Schedule is made known to all members & followed within 15% variation	Schedule is made known to all members & followed regularly
	Put in appropriate cell					
	Marks obtained					
	Recommendation					
VI	Water Distribution	10				
15.	System of distribution of water(quantity & time) to the users	5	Continuous flow as per water availability	Informal arrangements for water distribution	Date wise schedule prepared and followed occasionally	Date wise schedule prepared and followed regularly
	Put in appropriate cell					
16.	Tail end issues & adequacy of water received by the tail ends	5	Less than 50% of identified Tail end area receive inadequate or no water	51-75% identified Tailend area received adequate water	76-90%of identified Tailend areas received adequate water	91% and more of identified Tailend areas received adequate water
	Put in appropriate cell					
	Marks obtained					
	Recommendation					
VII	Estimation of water charge	5				
17.	How water	5	Users not	SO/DPMU	Assessment	Joint

Sl	Monitoring Parameters	Category	Poor	Average	Good	Excellent
		Tot. Weightage	Marks-1	Marks-2	Marks-3	Marks-5
	charge is being estimated		aware	done	done by SO/DPMU/ deptt. Before harvest & users are made aware	assessment done by SO/ DPMU/ deptt. & WUA before harvest and the charge is determined
	Put in appropriate cell					
	Marks obtained					
	Recommendation					
VII 18.	Maintenance	5	No Maintenance plan prepared and no work done	No Maintenance plan prepared but works done by members	SO / DPMU prepared maintenance plan and accordingly work done by members thro' WUA fund	WUA prepared maintenance plan and completed works before season
	Put in appropriate cell					
	Marks obtained					
	Recommendation					
IX 19.	Conflict Management	5	Conflict exists, no specific action taken for mitigation	Conflict exists, discussed in WUA, not resolved	Members, representatives of gram panchayat discussed jointly and tried to resolve, partially resolved	Managing committee, WUA repeatedly discuss and resolve the issues
	Put in appropriate cell					
X	New	5				

SI	Monitoring Parameters	Category	Poor	Average	Good	Excellent
		Tot. Weightage	Marks-1	Marks-2	Marks-3	Marks-5
	Technology adoption					
20.	No. of Water users out of total members adopting improved techniques (like SRI, GAP etc.) which were demonstrated					
	Put in appropriate cell					
	Marks obtained					
	Recommendation					
	Consolidated Grade	100				
	Score					

(Format for Handing Over)

পশ্চিমবঙ্গ সরকার ক্ষুদ্রসেচস্বরাধিত উন্নয়ন প্রকল্পের অন্তর্গত উপ প্রকল্পের

হস্তান্তর চুক্তি

পশ্চিমবঙ্গ সরকার ও জলব্যবহারকারী সমিতির সহিত

বিশ্ব ব্যাঙ্কের আর্থিক সহায়তায়, পশ্চিমবঙ্গ সরকার কর্তৃক পশ্চিমবঙ্গ ক্ষুদ্রসেচস্বরাধিত উন্নয়ন প্রকল্পের অন্তর্গত ক্ষুদ্র সেচ উপ প্রকল্পের সেচ সেবিত এলাকার জলব্যবহারকারী সমিতি (রেজি নং _____)র সদস্যগণের পক্ষে আমরা, সমিতির সদস্যগণ উক্ত উপ প্রকল্পটির পরিচালনা ও রক্ষণাবেক্ষণের সমস্ত দায়িত্ব গ্রহণ করিলাম। আমরা সকলে অঙ্গীকার করিতেছি যে এই দায়িত্ব পালনের জন্য নিম্নলিখিত শর্তগুলি যথাযথ ভাবে অনুসরণ করিতে বাধ্য থাকিব।

- (ক) উক্ত সম্পত্তি রক্ষণাবেক্ষণ ও পরিচালনার জন্য সরকারী আদেশ মোতাবেক উপকৃত কৃষকদের লইয়া জলব্যবহারকারী সমিতি (WUA) গঠন করা হইয়াছে। উক্ত জলব্যবহারকারী সমিতি উক্ত সম্পত্তি রক্ষণাবেক্ষণ, ব্যবহার এবং পরিচালনার দায়িত্ব গ্রহণ করিতেছে। উক্ত জলব্যবহারকারী সমিতির পক্ষে আমরা অর্থাৎ কার্যনির্বাহী কমিটির সদস্যগণ উক্ত প্রকল্পের যাবতীয় সাজসরঞ্জাম গ্রহণ করিতেছি।
- (খ) প্রকল্পটির রক্ষণাবেক্ষণ, পরিচালনা ও উন্নয়নের জন্য যাবতীয় খরচ উক্ত জলব্যবহারকারী সমিতি জল পরিষেবা মূল্য হিসাবে উপকৃত কৃষকদের নিকট হইতে আদায় করিব। ওই জলসেচ মূল্য বাবদ প্রাপ্ত অর্থ ব্যাঙ্কে জমা থাকিবে। প্রকল্পটির পরিচালনা, রক্ষণাবেক্ষণ ও উন্নয়ন ছাড়া আর কোন কারণে ঐ অর্থ ব্যবহার করা যাইবে না।
- (গ) হস্তান্তরিত সম্পত্তি একমাত্র ক্ষুদ্র সেচ প্রকল্পের অধীন সেচ এলাকায় সেচের কাজের জন্যই ব্যবহার করা হইবে। সম্পত্তি সমূহ অব্যবহৃত অবস্থায় ফেলিয়া রাখা যাইবে না। এই ব্যাপারে সরকার হইতে যে নির্দেশনামা পাঠানো হইয়াছে বা হইবে তাহা সম্পূর্ণ রূপে পালন করা হইবে। অন্যথায় সরকার যে কোন সময় এই প্রকল্প হস্তান্তরিত বা পরবর্তী কালে সংযোজিত যাবতীয় সম্পত্তি এবং সঞ্চিত অর্থ পুনঃগ্রহণ করিতে পারিবে। উক্ত প্রকল্পের সাজসরঞ্জাম ইত্যাদি ব্যবহারকল্পে সরকার যে সমস্ত নির্দেশনামা সংশ্লিষ্ট জলব্যবহারকারী সমিতিকে দিয়াছেন, তাহা আমাদের উপর বর্তাইবে এবং আমরা তাহা যথাযথভাবে পালন করিব।
- (ঘ) জল পরিষেবা মূল্য হইতে আদায়ীকৃত অর্থ মূল্য কোষাধ্যক্ষের নিকট সুরক্ষিত থাকিবে এবং তাহার সুষ্ঠু ব্যবহার করিব। যথাযথ হিসাব পরীক্ষা বাধ্যতামূলকভাবে করা হইবে।

ক্ষুদ্র সেচ প্রকল্পের তথ্য এবং ব্যবহৃত সাজসরঞ্জামের তালিকা:**ক্ষুদ্র সেচ প্রকল্পের তথ্য**

১। নাম,স্থান ও ধরন সহ-.....সেচ প্রকল্প

২। মৌজা-.....

৩। জে.এল.নং.....

৪। দাগ নং-.....

৫। পঞ্চায়েত সমিতি ও গ্রাম পঞ্চায়েতের নাম-..... পঞ্চায়েত সমিতি ওগ্রাম
পঞ্চায়ে

৬। জেলা-.....

ব্যবহৃত পাইপ, পাম্পসেট, ডিজেল চালিত ইঞ্জিন ইত্যাদির তথ্য:

- ১। টিউবওয়েলের ক্ষেত্রে পাইপের ব্যাস, দৈর্ঘ্য-.....
- ২। ধরন সহ, ফিল্টার, লগচাট সহ- ফিল্টার-....., ব্যাসেরটি মোট দৈর্ঘ্য.....মিটার
- ৩। লাইন ও পাইপ ও অন্য কোন পাইপ যাহা ব্যবহৃত হইয়াছে তাহার বিবরণ- পাইপের ব্যাস-....., দৈর্ঘ্য.....
- ৪। ইঞ্জিন, পাম্প, মোটর নির্মাণকারীর নাম ও অশ্বশক্তির পরিমাণ-অশ্বশক্তি সম্পন্ন পাম্পসেট
- ৫। পাইপ লাইনের ক্ষেত্রে পাইপের ধরন, ব্যাস, দৈর্ঘ্য, কোয়ালিটি, ড্রিপড, স্পাউটের ভাঙ্গ ইত্যাদি সংখ্যা ও বিবরণ-
- ৬। পাম্প ঘরের বিবরণ সহ মাপ-
- ৭। বৈদ্যুতিক সরঞ্জাম যথা মেইন সুইচ, স্টার্টার, ভোল্টামিটার, অ্যাম্পিয়ার মিটার, লাইট পয়েন্ট ইত্যাদির নির্মাণকারীর নামসহ বিবরণ ও সংখ্যা-
- ৮। অন্যান্য / অতিরিক্ত / সংযোজিত-

পশ্চিমবঙ্গ সরকারের রাজ্যপালের পক্ষ থেকে নিম্নস্বাক্ষরকারী কর্তৃক জলসম্পদ অনুসন্ধান ও উন্নয়ন বিভাগের প্রজ্ঞাপন অনুযায়ী ক্ষুদ্র সেচ প্রকল্পটি অদ্য..... তারিখে উপকৃত কৃষকগণের জলব্যবহারকারী সমিতির নিকট হস্তান্তরিত করা হইল।

উক্ত সম্পত্তি সমূহের হস্তান্তরকারী স্বাক্ষরউক্ত সম্পত্তি সমূহের গ্রহণকারীগণের

হস্তান্তরকারী পুরা নাম পদ, অফিস ইত্যাদি

- ১)
- ২)
- ৩)
- ৪)

এই হস্তান্তরকণে আমরা সাক্ষী হইলাম

(১) সাক্ষীর স্বাক্ষর

সাক্ষীর নাম

সাক্ষীর সম্পূর্ণ ঠিকানা

(২) সাক্ষীর স্বাক্ষর

সাক্ষীর নাম

সাক্ষীর সম্পূর্ণ ঠিকানা

Annexure IX

WUA MOM records

Operator Log Book

Name of WUA _____

Page No. _____

Address _____

Month _____
of _____

Stock _____

Date	Tube well No.	Time of		Hours run	Meter reading at		Remarks
		Start	Stop		Start	Close	

Signature of Operator _____

Requisition Slip

SI No...

Name of Farmer.....

Village.....

Mouza..... C.S.Dag No.....

Area to be Irrigated (Decimal).....Crop to be Cultivated.....

Water Charge Deposited Rs..... Receipt No.....Date.....

I.....do here by sign this requisition for supply of irrigation water.

Signature of Operator _____ Signature of Farmer _____
Date.....

Irrigation Log Book

Tubewell

No. _____

Mouza No. _____

Year &
Month _____

Block _____ P.S. _____

Dist. _____

Date	Name of farmer	Requisition	Plot No.	Irrigation from Spout No.	Discharge per cubic meter	Total Irrigation water(cubic meter)	Area Irrigated (decimal)	Tern of Irrigation	Crops cultivated	Signature of Farmer
		J.L.No.								

Stock Book

Name of WUA _____

Address _____

Month _____ 201_

Name of Article _____

Opening Balance	Receipt				Issue			Closing Balance	Remarks
	Date	Source of Receipt	Quantity	Price	Date	Where Issued	Quantity Issued		

Activity Schedule for SOs (30 Month Work Plan)

Annexure X

Work Schedule for Support Organization																															
Sl No	Activity	Scheme Implementation Months																													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
A	Pre-Planning Phase (2-3 months)																														
1	Village Selection																														
2	Project Awareness																														
3	Receiving request for sub-project/scheme																														
4	Preliminary assessment of social & technical feasibility for potential sub-project																														
5	Community consultation assessing their readiness & willingness on the sub project																														
6	Agreeing on																														

Work Schedule for Support Organization																												
SI No	Activity	Scheme Implementation Months																										
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
	terms & conditions followed by mass petition/proposal to DPMU																											
7	Facilitating verification of proposed command area and selection of sub-project in the presence of DPMU/EE																											
8	Follow up with DPMU for DLIC approval																											
9	SO Informed on DLIC approval																											
B	Planning Phase (4 months)																											
11	Formation and registration of WUA under SRA 1961 along with Sub-committee																											

Work Schedule for Support Organization																															
SI No	Activity	Scheme Implementation Months																													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	formation																														
12	Training sub-committee members on their roles & responsibilities																														
13	Training WUA to prepare SDMP																														
14	Data collection using PRA tools																														
15	Facilitating WUAs to prepare SDMP																														
15a	Agriculture Support Service/ADP																														
15b	Capacity Building Plan																														

Work Schedule for Support Organization																												
Sl No	Activity	Scheme Implementation Months																										
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
15c	Environment safe guard ,Gender & Tribal Development plan																											
16	Completion of SDMP document jointly with WUA and DPMU.																											
17	Ratification of SDMP by WUA and submission to DPMU for DLIC ratification																											
18	Opening of working Bank account																											
C	Implementation Phase (12-24 months)																											
19	Training WUAs on 6 modules																											
20	Sub-project layout & construction																											

Work Schedule for Support Organization																															
Sl No	Activity	Scheme Implementation Months																													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
21	Implement SDMP																														
21a	Demonstration/ ASS																														
21b	Gender & TDP																														
21c	Facilitate WUAs on record keeping																														
21d	Institutional building of WUAs																														
21e	Facilitating convergence with other Govt programs and line departments																														
21f	Environment plan/participatory water quality monitoring																														

Work Schedule for Support Organization																													
SI No	Activity	Scheme Implementation Months																											
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
21g	Linking with Market & financial institution, value addition to farm produce, business plan development, etc.																												
22	Participatory Monitoring																												
23	Handing over of sub-project process																												
D	Post Implementation Phase (6 months)																												
24	Refresher Training & Capacity Building at WUA/Village																												

I. Form of Contract

LUMP-SUM

This CONTRACT (hereinafter called the "Contract") is made on dated-----, between, on the one hand, The Project Director, West Bengal Accelerated Development of Minor Irrigation Project (WBADMIP) (hereinafter called the "Client") and, on the other hand, Name of SO (hereinafter called the "Support Organization").

WHEREAS

(a) the Client has requested the Support Organization to provide certain services as defined in this Contract (hereinafter called the "Services");

(b) the Support Organization, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

(c) the Client has received a loan from the International Bank for Reconstruction and Development (IBRD) and a credit from the International Development Association (IDA), toward the cost of the Services and intends to apply a portion of the proceeds of this loan and credit to eligible payments under this Contract, it being understood that (i) payments by the Bank will be made only at the request of the Client and upon approval by the Bank; (ii) such payments will be subject, in all respects, to the terms and conditions of the loan and the credit agreement, including prohibitions of withdrawal from the loan and the credit account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by the decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations; and (iii) no party other than the Client shall derive any rights from the loan and the credit agreement or have any claim to the loan and the credit proceeds;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

(a) The General Conditions of Contract (including Attachment 1 "Bank Policy – Corrupt and Fraudulent Practices);

(b) The Special Conditions of Contract;

(c) Appendices:

Appendix A: Description of Services

Appendix B: Key Experts

Appendix C: Breakdown of Contract Price

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract, including Attachment 1; Appendix A; Appendix B; Appendix C. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Client and the Support Organization shall be as set forth in the Contract, in particular:

(a) the Support Organization shall carry out the Services in accordance with the provisions of the Contract; and

(b) the Client shall make payments to the Support Organization in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of Client:

Project Director, WBADMIP

For and on behalf of the Support Organization

Name, Designation and Organization

II. GENERAL CONDITIONS OF CONTRACT

A. GENERAL PROVISIONS

1. Definitions

1.1 Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

(a) “Applicable Guidelines” means World Bank’s Guidelines on selection and employment of Consultants and Guidelines for Procurement under IBRD Loan and IDA Credit-January 2011.

(b) “Applicable Law” means the laws and any other instruments having the force of law in the Government’s country, or in such other country as may be specified in the Special Conditions of Contract (SC), as they may be issued and in force from time to time.

(c) “Bank” means the International Bank for Reconstruction and Development, Washington, D.C., U.S.A., or the International Development Association, Washington, D.C., U.S.A.

(d) “Borrower” means the Government, Government agency or other entity that signs the financing agreement with the Bank.

(e) “Client” means the executing agency that signs the Contract for the Services with the Selected Consultant.

(f) “Consultant Support Organization” means a legally-established professional consulting firm or entity selected by the Client to provide the Services under the signed Contract

(g) “Contract” means the legally binding written agreement signed between the Client and the Consultant and which includes all the attached documents listed in its paragraph 1 of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices).

(h) “Day” means a working day unless indicated otherwise.

(i) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GCC 11

(j) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or JV member(s) assigned by the Consultant to perform the Services or any part thereof under the Contract.

(k) “Foreign Currency” means any currency other than the currency of the Client’s country.

(l) “GCC” means these General Conditions of Contract.

(m) "Government" means the Government of the Client's country

(n) "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.

(o) "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Consultants' proposal.

(p) "Local Currency" means the currency of the Client's country.

(q) "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.

(r) "Party" means the Client or the Consultant, as the case may be, and "Parties" means both of them.

(s) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.

(t) "Services" means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.

(u) "Sub-consultants" means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.

(v) "Third Party" means any person or entity other than the Government, the Client, the Consultant or a Sub-consultant.

2. Relationship Between the Parties

2.1 Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Client and the Consultant. The Consultant, subject to this Contract, has complete charge of Personnel and Sub-Consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

3. Law Governing Contract

3.1 This Contract, its meaning and interpretation, and the relation

between the Parties shall be governed by the Applicable Law.

- 4. Language**

4.1 This Contract has been executed in the language specified in the **SCC**, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
- 5. Headings**

5.1 The headings shall not limit, alter or affect the meaning of this Contract.
- 6. Communications**

6.1 Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the **SCC**.

6.2. A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the **SCC**.
- 7. Location**

7.1 The Services shall be performed at such locations as are specified in **Appendix A** hereto and, where the location of a particular task is not so specified, at such locations, whether in the Government’s country or elsewhere, as the Client may approve.
- 8. Authority of Member in Charge**

8.1. In case the Consultant is a Joint Venture, the members hereby authorize the member specified in the **SCC** to act on their behalf in exercising all the Consultant’s rights and obligations towards the Client under this Contract, including without limitation the receiving of instructions and payments from the Client.
- 9. Authorized Representatives**

9.1 Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the **SCC**.
- 10. Corrupt and Fraudulent Practices**

10.1. The Bank requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in **Attachment 1** to the GCC.

a. Commissions and Fees

10.2. The Client requires the Consultant to disclose any commissions, gratuities or fees that may have been paid or are to be paid to agents or any other party with respect to the selection process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the

commission, gratuity or fee. Failure to disclose such commissions, gratuities or fees may result in termination of the Contract and/or sanctions by the Bank.

B. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

- 11. Effectiveness of Contract** 11.1 This Contract shall come into force and effect on the date (the “Effective Date”) of the Client’s notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the **SCC** have been met.
- 12. Termination of Contract for Failure to Become Effective** 12.1. If this Contract has not become effective within such time period after the date of Contract signature as specified in the **SCC**, either Party may, by not less than twenty two (22) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.
- 13. Commencement of Services** 13.1. The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC**.
- 14. Expiration of Contract** 14.1. Unless terminated earlier pursuant to Clause GCC 19 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the **SCC**.
- 15. Entire Agreement** 15.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
- 16. Modifications or Variations** 16.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.
- 16.2. In cases of substantial modifications or variations, the prior written consent of the Bank is required.
- 17. Force Majeure**
- a. Definition** 17.1. For the purposes of this Contract, “Force Majeure” means an

event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.

17.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

17.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

b. No Breach of Contract

17.4. The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

c. Measures to be Taken

17.5. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

17.6. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

17.7. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

17.8. During the period of their inability to perform the Services as

a result of an event of Force Majeure, the Consultant, upon instructions by the Client, shall either:

(a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Client, in reactivating the Services; or

(b) continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

17.9. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clauses GCC 44 & 45.

18. Suspension

18.1. The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Consultant of such notice of suspension.

19. Termination

19.1. This Contract may be terminated by either Party as per provisions set up below:

a. By the Client

19.1.1. The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Client shall give at least thirty (30) calendar days" written notice of termination to the Consultant in case of the events referred to in (a) through (d); at least sixty (60) calendar days" written notice in case of the event referred to in (e); and at least five (5) calendar days" written notice in case of the event referred to in (f):

(a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 18;

(b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

(c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 45.1;

(d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

(e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

(f) If the Consultant fails to confirm availability of Key Experts as required in Clause GCC 13.

19.1.2. Furthermore, if the Client determines that the Consultant has engaged in corrupt, fraudulent, collusive, coercive [*or obstructive*] practices, in competing for or in executing the Contract, then the Client may, after giving fourteen (14) calendar days written notice to the Consultant, terminate the Consultant's employment under the Contract.

**b. By the
Consultant**

19.1.3. The Consultant may terminate this Contract, by not less than thirty (30) calendar days" written notice to the Client, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

(a) If the Client fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause GCC 45.1 within forty-five (45) calendar days after receiving written notice from the Consultant that such payment is overdue.

(b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.

(c) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 45.1.

(d) If the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the Client of the Consultant's notice specifying such breach.

- c. Cessation of Rights and Obligations** 19.1.4. Upon termination of this Contract pursuant to Clauses GCC 12 or GCC 19 hereof, or upon expiration of this Contract pursuant to Clause GCC 14, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GCC 22, (iii) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 25, and (iv) any right which a Party may have under the Applicable Law.
- d. Cessation of Services** 19.1.5. Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Client, the Consultant shall proceed as provided, respectively, by Clauses GCC 27 or GCC 28.
- e. Payment upon Termination** 19.1.6. Upon termination of this Contract, the Client shall make the following payments to the Consultant:

 - (a) payment for Services satisfactorily performed prior to the effective date of termination; and
 - (b) in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 19.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.

C. OBLIGATIONS OF THE CONSULTANT

20. General

- a. Standard of Performance** 20.1 The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with the third parties.

20.2. The Consultant shall employ and provide such qualified and experienced Experts and Sub-consultants as are required to carry out the Services.

20.3. The Consultant may subcontract part of the Services to an extent and with such Key Experts and Sub-consultants as may be approved in advance by the Client. Notwithstanding such approval, the Consultant shall retain full responsibility for the Services.

b. Law Applicable to Services

20.4. The Consultant shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts and Sub-consultants, comply with the Applicable Law.

21. Conflict of Interests

21.1 The Consultant shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

a. Consultant Not to Benefit from Commissions, Discounts, etc.

21.1.1 The payment of the Consultant pursuant to GCC F (Clauses GCC 38 through 42) shall constitute the Consultant's only payment in connection with this Contract and, subject to Clause GCC 21.1.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-consultants, as well as the Experts and agents of either of them, similarly shall not receive any such additional payment.

21.1.2 Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Client on the procurement of goods, works or services, the Consultant shall comply with the Bank's Applicable Guidelines, and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the Client.

b. Consultant and Affiliates Not to Engage in Certain Activities

21.1.3 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Consultant's Services for the preparation or implementation of the project, unless otherwise indicated in the SCC.

c. Prohibition of

21.1.4 The Consultant shall not engage, and shall cause its Experts

- Conflicting Activities** as well as its Sub-consultants not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.
- d. Strict Duty to Disclose Conflicting Activities** 21.1.5 The Consultant has an obligation and shall ensure that its Experts and Sub-consultants shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.
- 22. Confidentiality** 22.1 Except with the prior written consent of the Client, the Consultant and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Experts make public the recommendations formulated in the course of, or as a result of, the Services.
- 23. Liability of the Consultant** 23.1 Subject to additional provisions, if any, set forth in the **SCC**, the Consultants' liability under this Contract shall be as determined under the Applicable Law.
- 24. Insurance to be Taken out by the Consultant** 24.1 The Consultant (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at its (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage specified in the **SCC**, and (ii) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Consultant shall ensure that such insurance is in place prior to commencing the Services as stated in Clause GCC 13.
- 25. Accounting, Inspection and Auditing** 25.1 The Consultant shall keep, and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services and in such form and detail as will clearly identify relevant time changes and costs.
- 25.2 The Consultant shall permit and shall cause its Sub-consultants to permit, the Bank and/or persons appointed by the Bank to inspect the Site and/or all accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Consultant's attention is drawn to Clause GCC 10

which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under this Clause GCC25.2 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility under the Bank's prevailing sanctions procedures.)

26. Reporting Obligations

26.1 The Consultant shall submit to the Client the reports and documents specified in **Appendix A**, in the form, in the numbers and within the time periods set forth in the said Appendix.

27. Proprietary Rights of the Client in Reports and Records

27.1 Unless otherwise indicated in the **SCC**, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Client in the course of the Services shall be confidential and become and remain the absolute property of the Client. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Client.

27.2 If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Consultant shall obtain the Client's prior written approval to such agreements, and the Client shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be specified in the **SCC**.

28. Equipment, Vehicles and Materials

28.1 Equipment, vehicles and materials made available to the Consultant by the Client, or purchased by the Consultant wholly or partly with funds provided by the Client, shall be the property of the Client and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Client an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Client's instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by the Client in writing, shall insure them at the expense of the Client in an amount equal to their full replacement value.

28.2 Any equipment or materials brought by the Consultant or its Experts into the Client's country for the use either for the project or personal use shall remain the property of the Consultant or the Experts concerned, as applicable.

D. CONSULTANTS' EXPERTS AND SUB-CONSULTANTS

29. Description of Key Experts 29.1 The title, agreed job description, minimum qualification and estimated period of engagement to carry out the Services of each of the Consultant's Key Experts are described in **Appendix B**.

30.1 Except as the Client may otherwise agree in writing, no changes shall be made in the Key Experts.

30. Replacement of Key Experts 30.2 Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration

31. Removal of Experts or Sub-consultants 31.1 If the Client finds that any of the Experts or Sub-consultant has committed serious misconduct or has been charged with having committed a criminal action, or shall the Client determine that Consultant's Expert or Sub-consultant have engaged in corrupt, fraudulent, collusive, coercive [or obstructive] practice while performing the Services, the Consultant shall, at the Client's written request, provide a replacement.

31.2 In the event that any of Key Experts, Non-Key Experts or Sub-consultants is found by the Client to be incompetent or incapable in discharging assigned duties, the Client, specifying the grounds therefore, may request the Consultant to provide a replacement.

31.3 Any replacement of the removed Experts or Sub-consultants shall possess better qualifications and experience and shall be acceptable to the Client.

31.4 The Consultant shall bear all costs arising out of or incidental to any removal and/or replacement of such Experts.

E. OBLIGATIONS OF THE CLIENT

32. Assistance and Exemptions 32.1 Unless otherwise specified in the **SCC**, the Client shall use its efforts to:

(a) Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.

(b) Assist the Consultant with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in the Client's country while carrying out the Services under the Contract.

(c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.

(d) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.

(e) Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in the Client's country according to the applicable law in the Client's country.

(f) Assist the Consultant, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in the Client's country, of bringing into the Client's country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.

(g) Provide to the Consultant any such other assistance as may be specified in the **SCC**.

33. Access to Project Site

33.1 The Client warrants that the Consultant shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Client will be responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Consultant and each of the experts in respect of liability for any such damage, unless such damage is caused by the willful default or negligence of the Consultant or any Sub-consultants or the Experts of either of them.

- 34. Change in the Applicable Law Related to Taxes and Duties** 34.1 If, after the date of this Contract, there is any change in the applicable law in the Client's country with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the Contract price amount specified in Clause GCC 38.1
- 35. Services, Facilities and Property of the Client** 35.1 The Client shall make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Description of Services (**Appendix A**) at the times and in the manner specified in said **Appendix A**.
- 36. Counterpart Personnel** 36.1 The Client shall make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by the Client with the Consultant's advice, if specified in **Appendix A**.
- 36.2 Professional and support counterpart personnel, excluding Client's liaison personnel, shall work under the exclusive direction of the Consultant. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultant that is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Client shall not unreasonably refuse to act upon such request.
- 37. Payment Obligation** 37.1 In consideration of the Services performed by the Consultant under this Contract, the Client shall make such payments to the Consultant for the deliverables specified in **Appendix A** and in such manner as is provided by GCC F below.
- F. PAYMENTS TO THE CONSULTANT**
- 38. Contract Price** 38.1 The Contract price is fixed and is set forth in the **SCC**. The Contract price breakdown is provided in **Appendix C**.
- 38.2 Any change to the Contract price specified in Clause 38.1 can be made only if the Parties have agreed to the revised scope of Services pursuant to Clause GCC 16 and have amended in writing the Description of Services in **Appendix A**.
- 39. Taxes and Duties** 39.1 The Consultant, Sub-consultants and Experts are responsible

for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the **SCC**.

39.2 As an exception to the above and as stated in the **SCC**, all local identifiable indirect taxes (itemized and finalized at Contract negotiations) are reimbursed to the Consultant or are paid by the Client on behalf of the Consultant.

40. Currency of Payment

40.1 Any payment under this Contract shall be made in the currency(ies) of the Contract

41 Mode of Billing and Payment

41.1 The total payments under this Contract shall not exceed the Contract price set forth in Clause GCC 38.1.

41.2 The payments under this Contract shall be made in lump-sum installments against deliverables specified in **Appendix A**. The payments will be made according to the payment schedule stated in the **SCC**.

41.2.1. *Advance payment:* Unless otherwise indicated in the **SCC**, an advance payment shall be made against an advance payment bank guarantee acceptable to the Client in an amount (or amounts) and in a currency (or currencies) specified in the **SCC**. Such guarantee (i) is to remain effective until the advance payment has been fully set off, and (ii) is to be in the form set forth in **Appendix D**, or in such other form as the Client shall have approved in writing. The advance payments will be set off by the Client in equal portions against the lump-sum installments specified in the **SCC** until said advance payments have been fully set off.

41.2.2. *The Lump-Sum Installment Payments.* The Client shall pay the Consultant within sixty (60) days after the receipt by the Client of the deliverable(s) and the cover invoice for the related lump-sum installment payment. The payment can be withheld if the Client does not approve the submitted deliverable(s) as satisfactory in which case the Client shall provide comments to the Consultant within the same sixty (60) days period. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.

41.2.3. *The Final Payment* .The final payment under this Clause shall be made only after the final report I have been submitted by the Consultant and approved as satisfactory by the Client. The Services shall then be deemed completed and finally accepted by the Client. The last lump-sum installment shall be deemed approved for payment by the Client within ninety (90) calendar days after receipt of the final report by the Client unless the Client,

within such ninety (90) calendar day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.

41.2.4 All payments under this Contract shall be made to the accounts of the Consultant specified in the **SCC**.

41.2.4. With the exception of the final payment under 41.2.3 above, payments do not constitute acceptance of the whole Services nor relieve the Consultant of any obligations hereunder.

42. Interest on Delayed Payments

42.1. If the Client had delayed payments beyond fifteen (15) days after the due date stated in Clause GCC 41.2.2 , interest shall be paid to the Consultant on any amount due by, not paid on, such due date for each day of delay at the annual rate stated in the **SCC**.

G. FAIRNESS AND GOOD FAITH

43. Good Faith

43.1 The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

H. SETTLEMENT OF DISPUTES

44. Amicable Settlement

44.1 The Parties shall seek to resolve any dispute amicably by mutual consultation.

44.2 If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party, Clause GCC 45.1 shall apply.

45. Dispute Resolution

45.1 Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably may be referred to by either Party to the adjudication/arbitration in accordance with the provisions specified in the **SCC**.

II. General Conditions

Attachment 1: Bank's Policy – Corrupt and Fraudulent Practices

Refer Guidelines for Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, dated January 2011: to Clause 1.23

“Fraud and Corruption

1. *It is the Bank's policy to require that Borrowers (including beneficiaries of Bank loans), consultants, and their agents (whether declared or not), sub-contractors, sub-consultants, service providers, or suppliers, and any personnel thereof, observe the highest standard of ethics during the selection and execution of Bank-financed contracts [footnote: In this context, any action taken by a consultant or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, to influence the selection process or contract execution for undue advantage is improper.]. In pursuance of this policy, the Bank:*

(a) *defines, for the purposes of this provision, the terms set forth below as follows:*

(i) *“corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party [footnote: “For the purpose of this sub-paragraph, “another party” refers to a public official acting in relation to the selection process or contract execution. In this context “public official” includes World Bank staff and employees of other organizations taking or reviewing selection decisions.];*

(ii) *“fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation [footnote: For the purpose of this sub-paragraph, “party” refers to a public official; the terms “benefit” and “obligation” relate to the selection process or contract execution; and the “act or omission” is intended to influence the selection process or contract execution];*

(iii) *“collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party [footnote: For the purpose of this sub-paragraph, “parties” refers to participants in the procurement or selection process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish prices at artificial, non-competitive levels, or are privy to each other's bid prices or other conditions.];*

(iv) *“coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party [footnote: For the purpose of this sub-paragraph, “party” refers to a participant in the selection process or contract execution.];*

(v) “obstructive practice” is

(aa) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or

(bb) acts intended to materially impede the exercise of the Bank’s inspection and audit rights;

(b) will reject a proposal for award if it determines that the consultant recommended for award or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

(c) will declare misprocurement and cancel the portion of the Loan allocated to a contract if it determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the Loan were engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the selection process or the implementation of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner they knew of the practices;

(d) will sanction a firm or an individual at any time, in accordance with prevailing Bank’s sanctions procedures [footnote: A firm or an individual may be declared ineligible to be awarded a Bank-financed contract upon (i) completion of the Bank’s sanctions proceedings as per its sanctions procedures, including inter alia: cross-debarment as agreed with other International Financial Institutions, including Multilateral Development Banks, and through the application of the World Bank Group corporate administrative procurement sanctions procedures for fraud and corruption; and (ii) as a result of temporary suspension or early temporary suspension in connection with an ongoing sanctions proceedings. See footnote 12 and paragraph 8 of Appendix 1 of these Guidelines], including by publicly declaring such firm or an ineligible, either indefinitely or for a stated period of time: (i) to be awarded a Bank-financed contract, and (ii) to be a nominated [footnote: A nominated sub-consultant, supplier, or service provider is one which has been either (i) included by the consultant in its proposal because it brings specific and critical experience and know-how that are accounted for in the technical evaluation of the consultant’s proposal for the particular services; or (ii) appointed by the Borrower] sub-consultant, supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract.

III. Special Conditions of Contract

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(b) and 3.1	The Contract shall be construed in accordance with the law of India
1.1 (f)	The clause shall be read as: "The consultant means the Support Organization, a legally-established NGO selected by the Client to provide the Services under the signed Contract."
4.1	The language is English
6.1 and 6.2	<p>The addresses are:</p> <p>Client :The Project Director, WBADMIP, Block-14/2, CIT Scheme- VIII(M), ICMARD Buildings, 8th Floor, Ultadanga, Kolkata700067.</p> <p>Attention : Facsimile : +91-33-23567547 E-mail :</p> <p>Support Organization:</p> <p>Attention : Facsimile : E-mail:</p>
8.1	Not Applicable (N/A)"
9.1	<p>The Authorized Representatives are:</p> <p>For the Client:The Project Director, WBADMIP</p> <p>For the Support Organization:</p>
11.1	<p>The effectiveness conditions are the following:</p> <p>Date of signing the contract i.e.</p>
12.1	<p>Termination of Contract for Failure to Become Effective:</p> <p>The time period shall be: 4 (four) months</p>
13.1	<p>Commencement of Services:</p> <p>The number of days shall be: 21 days</p>

	Confirmation of Key Experts" availability to start the Assignment shall be submitted to the Client in writing as a written statement signed by each Key Expert.
14.1	<p>Expiration of Contract: The time period shall be : 60 months</p> <p>The performance of the Support Organization will be reviewed every 6 months (half yearly). Without genuine reason consecutive bad performance in 2 half yearly reviews may lead to termination of the contract between the Support Organization and WBADMIP. The performance results of the Support organization will be communicated to them by WBADMIP. The parameters of performance rating will be finalized internally by a committee and intimated to the Support Organization.</p>
21 b	<p>The Client reserves the right to determine on a case-by-case basis whether the Consultant should be disqualified from providing goods, works or non-consulting services due to a conflict of a nature described in Clause GCC 21.1.3: Yes</p>
23.1	No additional provisions.
24.1	<p>The insurance coverage against the risks shall be as follows:</p> <p>Third Party motor vehicle liability insurance in respect of motor vehicles operated in the Client's country by the Consultant or its Experts or Sub-consultants, with a minimum coverage in accordance with the applicable law in the Client's country.</p>
27.2	The Support Organization shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the Client.
38.1	The Contract price is: Indian Rupees ----- per year applicable for not more than five years as per budget showing breakup of cost as provided in Appendix-C, inclusive of all taxes and duties except service tax.
39.1 and 39.2	<p>Except service tax, all taxes and duties shall be the liability of the Support Organization. The Client shall reimburse the service tax paid by the Support Organization in accordance with the applicable rate.</p> <p>Service tax registration details will be furnished by the Support Organization.</p> <p>The Support Organization shall furnish valid exemption certificate from relevant authority in case they are exempted from payment of Income tax to avoid deduction of Income Tax at Source.</p>

<p>41.2</p>	<p>The payment schedule:</p> <p>Payment shall be made on the annual budget provision according to the following schedule</p> <p>(a) The payment will be made on monthly basis after receipt of Invoice supported with progress report from the Support Organization for the period depicting performance of the activities and personnel input, duly certified by the District Project Director (Technical) of DPMU at the end of every month and approved as satisfactory by the Project Director. In case of less personnel input than as stipulated in Appendix-C (Breakdown of Contract Price), proportionate amount shall be deducted from the Invoice. Further, on the basis of certification of the performance of the Support Organization by the District Project Director (Technical), the Project Director shall have the right to withhold payment in full or part.</p> <p>(b) The final payment shall be made after submission of the final Invoice supported with final report by the Support Organization showing performance of all activities during the entire contract period including personnel input duly certified by the District Project Director (Technical) of DPMU before one month of end of contract and approved as satisfactory by the Project Director. In case of less personnel input than as stipulated in Appendix-C (Breakdown of Contract Price), proportionate amount shall be deducted from the Invoice. Further, on the basis of certification of the performance of the Support Organization by the District Project Director (Technical), the Project Director shall have the right to withhold payment in full or part.</p> <p>(c) The Support Organization will be paid through account payee cheque (not bearer) by the Support Organization who in turn will pay its persons through account payee cheque (not bearer).</p>
<p>41.2.1</p>	<p>No advance payment will be made</p>
<p>41.2.3</p>	<p>For foreign currency: N/A For local currency:</p>
<p>42.1</p>	<p>The interest rate is: 5 % (five percent) per annum.</p>
<p>45.1</p>	<p>Contract shall be governed by and construed in accordance with the laws of India.</p> <p>All disputes, differences, controversies and questions directly or indirectly arising at any time under, out of, in connection with or in relation to this Contract (or the subject matter of this Contract) including, without limitation, all disputes, differences, controversies and questions relating to the validity, interpretation, construction, performance and enforcement of this Contract shall be settled, finally, exclusively and conclusively, by arbitration under the Arbitration and Conciliation Act, 1996 by a sole Arbitrator to be appointed by the Head of Institution of</p>

	<p>Engineers, Kolkata Chapter..</p> <p>the arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996, and shall be conducted in English at Kolkata.</p> <p>(iii) In relation to any legal action or proceedings to enforce this Contract, or in relation to or arising out of or in connection with this Contract ("Proceedings"), the Parties irrevocably submit to the exclusive jurisdiction of the courts in Kolkata, India.</p>
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APPENDICES

APPENDIX A – DESCRIPTION OF SERVICES

I. Background

1. Considering its abundance of scattered small water resources, West Bengal has a very good potential for minor irrigation development. So far, less than 50 percent of this potential has been developed and currently only few new schemes are added each year for lack of funds. Groundwater is the water source for about 62 percent of the irrigated area under minor irrigation schemes. Schemes are typically small, ranging in command area from 5 ha for small water retention structures (check dams) to 40 ha for river lift irrigation schemes to 50 ha for surface flow systems, and normally serve part of the agricultural area in one village.

2. Except for some pilot projects in the eighties, all minor schemes developed until 1990 were and are still maintained by the Department of Water Resources Investigation & Development (DWRID) that has sole responsibility for the development of minor irrigation schemes. From 1990 onwards, all schemes that were developed by DWRID have been transferred to the users that had to form a Water Users Association (WUA). WUA is responsible for operation and Maintenance (O&M) and future capital investments. The WUA has the right to charge irrigation service fees that can be kept with the WUA. After the handing over the DWRID staff provides some technical advice to the WUAs, but otherwise has no major responsibilities anymore.

II. Project Development Objective

3. The major objectives of the West Bengal Accelerated Development of Minor Irrigation Project(WBADMIP) is to provide comprehensive training and support to the WUAs and develop capacity within DWRID to monitor and provide as needed support to WUAs after project completion. In addition, the project will involve other line agencies (agriculture, horticulture, and fisheries) to maximize the benefits of the water that will be made available to the beneficiaries. The proposed project is thus aimed at enhancing the agricultural productivity by small and marginal farmers by providing adequate and dependable irrigation facilities round the year and introducing multi-cropping systems and improved farming practices.

4. The project, with proposed duration of five years, will add more than 4600 number of new minor irrigation schemes to the state of West Bengal. It is expected to contribute to West Bengal's overall development objective of sustainable economic growth and reduction of poverty, inter alia through improved reliability of water resources for irrigation. The specific project development objective is to enhance agricultural production of small and marginal farmers in the project area.

III. Project Design

5. The WBADMIP design is classified into four components as detailed below:

a. Component A: Strengthening Community Based Institutions

6. The component involves organizing the beneficiary groups to assume the responsibilities for management, operation and maintenance of the created irrigation schemes and improved irrigated agricultural practices to form viable and credible water users' associations (WUA). The DWRID will recruit Support Organizations (SO) to assist with the formation of WUAs and with training and support during and after scheme construction.

b. Component B: Irrigation System Development

7. This component includes improving availability of irrigation water by developing new minor irrigation schemes, introducing water saving technologies and monitoring water quality and ground water in the project areas. Under this component about 4660 minor irrigation schemes in 18 districts of the state are proposed to be implemented in a period of 5 years. The designs of all the schemes will be carried out by the DWRID including necessary investigations. The SOs will assist the DWRID with preparation, implementation, and monitoring of Scheme Development and Management Plans (SDMP) that will spell out the proposed developments and responsibilities at each scheme.

c. Component C: Agricultural Support Services

8. This component includes scaling up agricultural support services (ASS) in the project areas to enhance productivity and diversification of agriculture. This will involve improvement in agricultural production, more efficient and effective farm advisory services and better market integration following ATMA model. The agricultural support services (ASS) will enhance minor irrigation based livelihoods by increasing production, productivity and profitability of agriculture, horticulture, fisheries, livestock and other significant productive activities. The SPMU has prepared a description of the ASS components which is essentially a list of standalone activities proposed by the line departments. A coherent conceptual framework for the component and the spatial and temporal linkage of the proposed interventions with the surface and ground water schemes for irrigation system development planned under Component 2 is still lacking. The main focus of the component should be on organizing on-farm demonstration and promoting the adoption rates (number of farmers adopting new technologies, area covered by the new technologies, farm level gains in productivity, etc.) of improved production technologies and on-farm water management technologies by a large number of farmers in the years following the year in which the demonstrations are organized. The field implementation of the ASS components will be undertaken by the line agencies. The nature and scope of different interventions, cost, fund flow procedures, procurements of inputs and other implementation arrangements are to be discussed with the concerned departments so as to ensure their ownership and commitments during implementation.

d. Component D: Project Management

9. The component is aimed for strengthening the WRIDD to ensure effective project management by providing adequate logistic support and facilities for SPMU and DPMU. The component includes provision of information management through MIS and GIS, social, environmental and fiduciary safeguard management system and evaluation, monitoring and impact assessment activities.

IV. Work Plan

10. It is proposed to implement about 4660 minor irrigation schemes in 18 districts of the state in a period of 5 (five) years of which about 1276 schemes are proposed in the districts of ----, -----, ----, ---- and ---- covered under this contract. The exact number of schemes per districts and their year-wise implementation shall be decided by the district level authorities. The proposed year-wise work plan for the concerned districts is indicated in Table IV.1

Table IV.1: Proposed Work Plan

	District	District I						District II						District III					
Sl.	Type of Minor Irrigation Scheme	Number of Minor Irrigation Scheme						Number of Minor Irrigation Scheme						Number of Minor Irrigation Scheme					
		Year-	Year-	Year-	Year-	Year-	Total	Year-	Year-	Year-	Year-	Year-	Total	Year-	Year-	Year-	Year-	Year-	Total
1	Midi River lift Irrigation (Electrical) Schem																		
2	Midi River lift Irrigation (Diesel) Scheme																		
3	Mini River lift Irrigation (Electrical) Scheme																		
4	Mini River lift Irrigation (Diesel) Scheme																		
5	Water detention Structure																		
6	Surface Flow Minor Irrigation Scheme																		
7	Medium Duty Tube Well																		
8	Light Duty Tube Well																		
9	Shallow Tube Wells																		
10	Pump Dug-well																		
	Total No. of Minor Irrigation Scheme																		

V. Project Management and Implementation Arrangement

11. The Government of West Bengal will be the Executing Agency of the WBADMIP through the DWRID. The DWRID has already set up a State Project Management Unit (SPMU) and 18 District Project Management Units (DPMU), one in each of its 18 districts out of 19 and assigned overall responsibility to these units for the project management and coordination. The actual implementation of the day-to-day project activities will be carried out by the staff of DWRID and departments of Agriculture, Food Processing Industries & Horticulture and the Fisheries. There is a State level technical steering committee under the Chairmanship of Chief Secretary and Secretaries of DWRID, Finance, Agriculture, Food Processing & horticulture , Fisheries, Engineer in Chief and ex Officio Secretary of DWRID as member and the Project Director as the convener to provide strategic direction, guidance on policy matters and resolve conflicts, if any, amongst the implementing agencies. The SPMU, DPMUs, and the line departments will be supported by various consultants, NGOs, and SOs as needed.

12. The SPMU headed by a Project Director will be supported with a combination of seconded government staff and consultants. The government staff will include the project director, a senior officer from the State Accounts cadre and a team of engineers from DWRID. The SPMU will further be assisted by a consulting firm for providing services in the disciplines of Monitoring and Evaluation (M&E), financial management, procurement, social, environment, Agricultural and General Management. The SPMU will be responsible for project planning and scheduling; coordination with other implementing partners; project-wide budget control and financial management; quality assurance and control; monitoring of the project inputs, outputs, and outcomes; and providing timely and quality resources as well as technical assistance to DPMUs.

13. The DPMU will comprise a combination of key staff on secondment from government agencies, supplemented with qualified individually selected specialists. The teams will be led by one District Project Director (Administration) and one District Project Director (Technical) in each District. The District Project Directors will be responsible for all communication with SPMU on day-to-day matters and reporting. DPMU will also be provided with necessary personnel in the disciplines of Procurement, Agriculture, Fisheries, Institutional Development, Monitoring & Evaluation, Social, Environment, and General management through consulting firms. The DPMUs will be responsible for the implementation of district programs; achievement of physical and financial milestones; quality assurance; and working closely with communities to achieve the project development objective and report to the Project Director, SPMU.

14. Activities related to agriculture, horticulture, and fisheries will be implemented primarily through the respective line departments with the coordination and integration function performed by agricultural experts in the SPMU and DPMUs.

15. In order to implement the schemes the DWRID will take the assistance of engineering consultants as needed for investigations, designs, and construction supervision of schemes. In addition a third-party construction supervision and quality assurance consulting firm may be engaged to review the construction works at a randomly selected sample of schemes. The project will also finance a small Technical Unit attached to the SPMU to review the designs of especially surface flow irrigation systems with impoundments.

16. The project will recruit Nongovernmental Organization (NGO) to work as Support Organizations (SO) to each DPMU to facilitate community mobilization, participation, and institutional strengthening of the community based institutions. There will be 12 such SOs in 18 districts, as the requirements in some districts are low and can be covered by one SO per one to three districts depending on the workload. The SOs will work in close association and under the guidance of DPMU.

17. At the scheme level, the focal point for organization and implementation will be the WUA to which all command area farmers will belong. Other water users, such as fishermen, may also be member of the WUA. The WUA will be expected to play an active role in the scheme planning and supervision of works, operation and maintenance of the system, and self-monitoring of cost effectiveness and sustainability.

VI. NGO Services

A. Objectives of NGO Services

18. The main objective of the NGO services is to facilitate community mobilization, assist in formation of WUA, participation and strengthening of the community based institutions for successful implementation and sustainability of the project and capacity building for project staff and other relevant functionaries to be better able to provide long-term support to and monitoring of WUAs in the districts of the state. The services are mainly envisaged under Component A (Strengthening Community Based Institutions) of WBADMIP.

B. Allocation of Districts and Duration of services

19. The Support Organization shall undertake all the works in accordance with the Description of Services in the districts of ----- and ----- for a period of 5 years

C. Approach

20. The selected NGOs should be actively involved in the project through participatory approach. The functionaries of NGOs should build their rapport amongst the beneficiaries'

communities within the project villages. They should nurture the community-based-organizations PLA (Participatory Learning and Action) and work towards resolving the farmers' issues at grass root level. They have to build a base for enhancing project reach amongst the beneficiaries.

D. Outline of the tasks to be carried out by the SO

21. The services of the SOs will generally involve carrying out following key tasks:

Preplanning Stage

- (i) In each scheme, a SO will first identify all minor irrigation sub project stakeholders and interact with them to familiarize with the project objectives, expected outputs and outcomes, and the processes of implementation;
- (ii) Will get engaged with the village communities to objectively assess the willingness and preparedness to participate in the project and the training needs;
- (iii) Will implement a mobilization process at the village level and will assist with formation of a WUA;
- (iv) Will also facilitate the induction of fishermen into scheme development where opportunities exist;
- (v) Involve village level functionaries of line department;
- (vi) Facilitate to have an upfront commitment whereby the WUA commits to regular MOM of its scheme post-implementation and whereby DWRID commits to provision of technical support.

22. The SO shall complete all the activities envisaged in the preplanning stage within 36th (thirty-sixth) month from the commencement of the contract covering an average of 36 schemes per month or more. (This includes the initial mobilization time of one month for the SO).

Planning Stage

- (vii) Collect requisite data through Participatory Rural Appraisal;
- (viii) Provide initial training to WUA members on minor irrigation management plan;
- (ix) Constitute sub committees on works, finance, monitoring and evaluation and training of water management;

(x) Provide training to all sub-committee members in their role function and responsibilities.

(xi) Generate awareness among groundwater user group about project ground water intervention.

(xii) Work with the WUAs to prepare brief scheme development and management plans (SDMP) with technical support from line departments and DPMU staff, which will identify and prioritize desirable interventions as well as describe cost estimates and implementation plans. The SDMP will include:

- (a) scheme details that will be contracted out following agreed procurement procedures following a joint walk through of the proposed benefited area with cost estimates;
- (b) proposed developments for field and horticulture crops, and fisheries, where applicable;
- (c) a livelihood development plan (LDP) covering field and horticulture crops, and fisheries, where applicable;
- (d) plans to deal with social and environment safeguards;
- (e) training and capacity building needs;
- (f) estimates of annual management operation and maintenance (MOM) requirements; and
- (g) indicators and arrangements for participatory monitoring of project implementation progress and impacts.

(xiii) Assist DPMU in obtaining approval of MOM by the General Body of the WUA, review and consolidation, and ultimately, formal ratification by the DLIC.

23. The SO shall start executing the activities envisaged in the planning stage immediately on completion of the preplanning stage scheme-wise and complete all within 45th (forty-fifth month from the commencement of the contract covering an average of 30 schemes per month or more.

Implementation Stage

(xiv) Organize and implement training programs for WUA to ensure that the WUA will become financially and technically sustainable.

(xv) Motivate and build the capacities of the farmers in strengthening of their institutions and mustering farmers' participation in the project.

(xvi) Developed capacity of the WUA in effectively performing their roles in:

- (a) Collection of water charges;
- (b) MOM of minor irrigation system;

- (c) Water audit and water sharing (surface water and groundwater – wherever planned);
- (d) **Promoting agricultural growth and minor irrigation based livelihoods;**
- (e) Resource mobilization and management;
- (f) Effective participation of the WUA in planning, implementation and monitoring of the project activities;
- (g) Assessing training needs & organize training using suitable method;
- (h) Prepare and submit Reports (monthly, half yearly, and yearly) as necessary.

(xvii) Establish modalities for maintain accounts of WUA at respective Banks;

(xviii) Also organize and implement training programs for training the staff of DWRID to be better able to provide long-term support to and monitoring of WUAs.

24. The SO shall start executing the activities envisaged in the implementation stage immediately on completion of planning stage scheme-wise and complete all within 57th (fifty-seventh) month from the commencement of the contract covering an average of 24 schemes per month or more.

Post Implementation Stage

25. The SO shall start executing the activities envisaged in the post-implementation stage immediately on completion of the implementation stage scheme-wise and complete all within closing of the contract.

26. All the activities as mentioned in Paragraph VI D above will have to be carried out in liaison with the DPMU and respective sub-divisions of the schemes concerned.

E. Reports, Deliverables and Time Schedule:

27. Each SO will submit the following reports to the DPMU concerned in 3 copies each:

1.	on Report within one month of commencement of services describing the schedule of personnel mobilization, approach methodology, detailed work program and any relevant issue requiring client’s attention
2.	Monthly Progress Reports on the progressive development of all schemes under respective jurisdictions including personnel input and detailed description of activities performed. - within 10 days of the next month

3.	Quarterly consolidated reports enumerating the qualitative review of the project- including personnel input and detailed description of activities performed- within 15 days of end of the quarter;
4.	Annual report on the contribution of the organization in the implementation of the WBADMIP including personnel input and detailed description of activities performed and other issues related to the project. - within 30 days of the end of the year;
5.	Contract Completion/Project Completion Reports, before one month of contract/project completion;
6.	Special Reports as necessary within 15 days of demand.

F. Support Organization’s Personnel

Position, Number and period of engagement

28. The Support Organization will constitute 3 (three) units to work for 5 years in the districts in its jurisdiction, each comprising 1 (one) Community Mobilization Specialist, 1 (one) Agriculture & Water Management Expert, 1 (one) Sub Assistant Engineer and 1 (one) Training Coordinator and Facilitator as key experts and 1 (one) Office Manager-cum Computer Operator and 8 (eight) Community workers as support staff.

29. The Community Mobilization Specialist of the unit will also act as the Team Leader for the unit and take the responsibilities of deliverables of other members of the unit along with his own. The Community Mobilization Specialist/Team Leader will report to the DPMU/SPMU for all purposes related to the services.

Qualification, Experiences and Assigned tasks of the Personnel

30. The minimum qualification and experiences required of the NGO’ personnel are prescribed in the table below. The personnel will share the responsibilities to adequately perform the tasks defined in Paragraph VI (c) in respective areas.

Expert /Personnel Position	Qualification and Experiences Requirement
Community Mobilization Specialist/Team Leader	
Agriculture & Water Management Expert	
Sub Assistant Engineer	
Training Coordinator and Facilitator	

unity Workers	
Office Manager-cum Computer Operator	

VII. Counterpart Support

31. The Client will provide the following inputs and facilities:

31.1 Services, facilities and property to be made available to the Support Organization by the Client.

1. The Support Organization shall have the access and use of the Project office facilities like computer including peripherals, stationary for preparation of Reports and also, premises selected by the District Project Management Unit (DPMU) at DPMU head quarter, village or site level.

2. The SPMU/DPMU shall provide the Support Organization all relevant Project Data and Reports as available; literatures, audio-visuals, documents, office stationary and accommodation for the services including training programs free of cost.

3. The cost of trainings to the Water Users' Association (WUA) and DWRID staff for WUA development organized and conducted by the Support Organization will be borne by the SPMU/DPMU on actuals supported by documentary evidences.

4. The cost of workshops and exposure visits for the project functionaries and beneficiaries organized by the Support Organization will also be borne by the SPMU/DPMU.

31.2 Professional and support counterpart personnel to be made available to the Support Organization by the Client.

The Client will provide following counterpart staff of DPMU for carrying out the services:

1. The NGO Coordinator;
2. The Deputy Director, Agriculture (Administration);
3. The District Horticulture Officer;
4. The Deputy/Assistant Director, Fisheries; and
5. The Executive /Assistant Engineer responsible for the schemes;

APPENDIX B - KEY EXPERTS

(a) The Support Organization will provide Key Experts for the given assignment as follows:

Name of Expert		Position
1		
2		
3		
4		
5		
6		
7		

(b) The Curricula Vitae of the above Experts are presented in Appendix B1.

APPENDIX B1 - CURRICULA VITAE OF EXPERTS

CMS-1/etc

1. Position :	
2. Name of the Expert :	
3. Date of Birth :	
4. Country of Citizenship/Residence :	

5. Education:

Degree	University/Colleges	Duration	Division/class	Result with percentage	Date of degree
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6. Employment record relevant to the assignment

Date of Assignment	Name of the Organization	Position held	Activities performed	Location of the Assignment	Contact of employing organization
			•		
			•		

7. Period	Employing organization, position held and contact information for references	Country	Summary of activities performed relevant to the Assignment
			•

8. Membership in Professional Association and Publications : Nil
9. Language skills (Indicate only languages in which you can work): Bengali, Hindi and English

Adequacy for the Assignment

Detailed Tasks Assigned on Consultant's Team of Expert:

Expertise as Community Mobilization Specialist:

Expert's Contact information :

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualification, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement and misrepresentation described herein may lead to my disqualification or dismissal by the client, and/or sanctions by the Bank.

Signature of the Expert or
Authorized Representative of the
NGO for the Expert

APPENDIX C – BREAKDOWN OF CONTRACT PRICE

Budget for Support Organization

(Districts of services: (i) (ii) (iii) (iv) (v) - Anticipated total years of services = -years)

Personnel	Nos.	Year	Honorium	Housing Allowance	Total/Month	Total/Year
Community Mobilization Specialist/Team Leader			25000	4000	87000	
Agriculture & Water Management Expert			20000	4000	72000	
Sub Assistant Engineer			15000	2500	52500	
Training Coordinator and Facilitator			20000	4000	72000	
Community Workers			7000	1000	192000	
Office Manager-cum Computer Operator			8000	2000	30000	
Lump-sum Supervision Charges (10% of Total Cost)						
Transportation Cost (23.5% of the personnel cost)						
Cost per Year						

Note: The personnel inputs are envisaged as 100% presence at field for the community workers and 100% presence at office or field for office manager cum computer operator; for other members at least 60% presence at field and balance at home office on the number of working days in the reporting month for studies, research and preparation of reports, excluding weekly rest days and national holidays.

In case of less personnel input of field duty by specialists namely Community Mobilization Specialist/Team leader, Agriculture & Water Management Expert, Sub Assistant Engineer and Training Coordinators, the admissibility of number of days in home office duty will be restricted to the proportionate number of working day(s) at the ratio of 60:40 (field duty: Home office Duty) considering field duty as base and the fraction of days in calculation for 0.5 or more will be rounded off to next number of day.

Number of working days in a week will be 5 days excluding weekly rest days (i.e. Saturday & Sunday) and national Holidays. The monthly remuneration for SO personnel will be divided by total number of days in a month for calculation of amount of each day less personnel input.

For less personnel input as laid down in GC No.41.2 proportionate amount shall be deducted from the invoice.