

## **TERMS OF REFERENCE (TOR)**

**State Level Nodal Agency, Department of Land Development and Water Resources, Government of Uttar Pradesh Request for Expression of Interest (EOI) from reputed NGOs / Agencies for Empanelment for working as a Resource Support Organization (RSO) under Integrated Watershed Management Projects (IWMP) in Uttar Pradesh**

### **BACKGROUND:**

The State Level Nodal Agency (SLNA), Department of Land Development and Water Resources is entrusted with the responsibility of implementing the Integrated Watershed Management Projects (IWMP) in the State. The above Projects are implemented under the Guidelines of the Department of Land Resources, Ministry of Rural Development, Government of India. The Common Guidelines -2008 (Revised -2011) of the Government of India outlines the provisions under which IWMP Projects are implemented.

The SLNA is interested in empanelling the reputed and qualified NGOs / Agencies with knowledge and experience in the field of Awareness generation, Capacity Building, Information Education & Communication (IEC), Social Audit, Livelihood Projects / Agricultural Production Systems & Micro enterprises to work as Resource Support Organizations with the PIAs. The SLNA invites applications from reputed organizations/ Agencies for working as RSO under IWMP projects in Uttar Pradesh.

The Common Guideline-2008 (Revised – 2011), Government of India and the Circulars / Orders issued on the subject of IWMP by the Department in Central Government and the State Government can be seen on the website: [www.dolr.nic.in](http://www.dolr.nic.in) and [www.ladwrd.nic.in](http://www.ladwrd.nic.in).

### **Technical Qualifications:**

The Non Government Organization (NGO's)/ Agencies would need to satisfy the following criteria to be selected as RSO:

1. Should be a registered legal entity of at least 05 years standing as on the date of issuance of advertisement.
2. Should have had at least 03 years of field experience in the area of Awareness generation, Capacity Building, Information Education & Communication (IEC), Social Audit, Livelihood Projects / Agricultural Production Systems & Micro enterprises.
3. Should not have been Blacklisted by CAPART or any others Department of Government of India or State Government.
4. Should be equipped with a dedicated, multidisciplinary team with gender balance.

5. Should furnish 03 years balance sheet, audited statement of account and income returns. All accounts of the organization should be up to date.
6. Should furnish the profile of its Board of Directors.
7. Experience of working with Government programs in above fields would be preferred.

In addition, the applicant NGO / Agency must be conversant with the thematic issues interfacing with the IWMP: provisions of Panchayati Raj Institutions (PRI) in the state, wide range of social, regional and livelihood contexts and nuances of functioning of the social and rural development programs being implemented by line departments. The applicant NGO / Agency should specify the district (s) in which they are interested to work as PIA. One Agency cannot apply for work in more than three districts.

A close and regular monitoring of watershed projects and activities like formation and running of Self Help Groups is absolute must for the success of the programmes. With increase in the number of Projects it is felt that the NGOs / Agencies with experience in this field be engaged along with the PIAs for better implementation of the Projects.

## **TERMS AND CONDITIONS OF ENGAGING RESOURCE SUPPORT ORGANIZATIONS:**

### **1. AREAS OF WORK TO BE HANDLED BY RSOs:**

- (1) Project Preparation: Wherever required the RSO should support the PIA in Detailed Project Preparation work especially in conducting socio-economic survey, creating data base, preparing livelihood action plan, and production system improvement action plan.
- (2) Implementation: The RSOs should work in tandem with PIA and the Watershed Committee to assist in implementation phase. The RSOs should be closely associated with the formation of SHGs, their meetings, bank account operations, record keeping, selection of viable and progressive livelihood activities, identification of projects and activities for production system improvement, interaction with community in siting of water harvesting structures etc.
- (3) Information, Education and Communication (IEC): IEC activities are important for creating awareness among the watershed community about the various activities under IWMP. The importance of water storage, conservation and efficient usage needs to be constantly highlighted during the phase of implementation of the IWMP Projects.

Introduction of any new activity and process also calls for making aware its benefits to the community. The NGOs / Agencies are better placed in carrying out such activities.

- (4) Convergence: Experience shows that convergence is a concept which calls for intensive and extensive efforts for its implementation. For its successful implementation it calls for establishing a Convergence Centre in watershed (the office of watershed committee can be an ideal place for this), where community members can be empowered through information and handholding for availing benefits under different schemes and programmes. The RSOs along with watershed secretary establish and run this Convergence Centres in watershed converging various schemes on families as per their need and requirements.
- (5) Monitoring: RSOs can help in monitoring the progress of IWMP Projects with aid and assistance from the Monitoring and Evaluation Agency and PIAs. They can also make suggestions for improvement in programme implementation. They can also play a role in compiling good practices and success stories in their respective watersheds.
  - (a) Social: The RSO shall interact with the watershed community to assess the level of people's participation and should also work towards its improvement. The processes being followed, the involvement of women in decision making, assimilation of the need of weaker sections should form the prime focus areas for the RSOs. RSO would also identify problems and issues hindering the implementation and provide guidance to the watershed community in overcoming these issues.
  - (b) Financial: Examine the record on sample basis and comment on record keeping pertaining to work done, payment of wages, SHG meetings, bank operations, contribution of community, utilization and mis-utilization of funds. RSOs should guide for proper record keeping. The RSOs will report to PIA and SLNA through M & E Agency. RSOs can directly report important findings / developments to SLNA.
- (6) Monitoring of Projects in a cluster / district be done together.

## 2. TERMS OF CONTRACT:

- (a) Period of Contract: The RSO shall be appointed for a period of three years, the contract will automatically stand terminated after laps of above period unless it is extended on mutually agreed terms. Such extension can maximum be for one more year. The SLNA can terminate the contract with one month notice in case the performance of RSO is not satisfactory. The RSO can also terminate the contract with one month notice to PIA and SLNA.

- (b) Remuneration: The RSO will be paid Rs.75,000 per month per Project i.e. 5000 hectare area. The RSO is expected to hire the services of one Project Co-ordinator @Rs. 15000 per month, one IEC/ Capacity Building Manager @ Rs.10000 per month, and Rs. 50,000 per month will be the allowances towards expenses on vehicle, stationary, and activities, etc). The number of Projects assigned to one RSO will depend on its staff strength and capabilities to be decided by the SLNA on recommendation of M & E Agency / IEC expert at SLNA.
- (c) Reporting: The RSO will submit one progress report on each project in a month. The report should be submitted to the PIA, WCDC, and SLNA. The report should be submitted on proforma to be developed by the M & E Agency / SLNA. Electronic submission of report will be the preferred mode.
- (d) NGO / Agency selected as PIA will not be eligible to work as RSO in the same district where they are PIA for an IWMP Project.
- (e) The payment to RSOs will be made by the PIA on monthly basis after receiving the due reports.

**CRITERIA FOR SELECTION OF NGOs / AGENCIES TO WORK AS RESOURCE  
SUPPORT ORGANIZATION (RSO) FOR IWMP PROJECTS IN UTTAR PRADESH**

**A. LOCAL PRESENCE:**

S.No	Qualifying Criteria	Maximum Marks
1	Local Presence (Max 10 marks)	
a	Physical Presence	5
i	Agency located in the Project District and working in the same area (5 marks)	
ii	Agency located else but functioning in the Project area (3 marks)	
iii	Agency neither located in nor working in the Project district (1 marks)	
b	Experience of working with developmental agencies, Central / State Government (Implemented Government Project -5 marks, otherwise -2 marks)	5
c	Experience of working in Uttar Pradesh in watershed development/ Awareness generation/ Capacity Building/ Information/ Education & Communication (IEC)/ Social Audit/ Livelihood Projects / Agricultural Production Systems & Micro enterprises (if worked quality of implementation to be ranked)	5

**B: QUALITY OF GOVERNANCE:**

S.No	Qualifying Criteria	Maximum Marks
1	Board / Governing Body which meets regularly (3 marks for one meeting, 6 marks for 2 meetings and 10 marks for 3 meetings in a year)	10
2	Availability of full time CEO (Part time – 3)	5

**A. CAPABILITY / EXPERIENCE UNDER WATERSHED DEVELOPMENT  
AWARENESS GERRANTION/ CAPACITY BUILDING/ INFORMATION/  
EDUCATION & COMMUNACATION (IEC)/ SOCIAL AUDIT/ LIVELIHOOD  
PROJECTES / AGRICULTURAL PRODUCTION SYSTEM & MICRO  
ENTERPRISES:**

S.No	Qualifying Criteria	Maximum Marks
1	Availability of experienced technical / social sector staff on full time basis as paid staff	25
i	At least two staff from sector of watershed development/ Natural Resource Management / Livelihood Projects / Agricultural Production System & Micro enterprises / IEC. (if one staff available then 5 marks)	10
ii	Social sector	5
iii	Willingness to recruit skilled personnel	3
iv	Arrangement for hand holding with experienced NGOs	7
2	Size of projects handled in last five years (more than one cr. -8 marks; between 50 lacs -1 crore – 4 marks; less than 50 lacs – 3 marks.	8
3	Number of projects implemented in last five years in related field of watershed development/ Awareness generation/ Capacity Building/ Information Education & Communication (IEC)/ Social Audit/ Livelihood Projects / Agricultural Production Systems & Micro enterprises (5 and more – 9 marks; 3-4 – 5 marks; 1-2 – 4 marks	9

**D: FINANCIALS:**

S.No	Qualifying Criteria	Maximum marks
1	Book Keeping / Accounting	16
a	Accounts are properly maintained and maintained up to date	16
b	Accounts are properly maintained but audit in arrears for more than two years	8
c	Accounts not properly maintained and not audited for long time (more than five years)	0
2	Financial position during last three years (marks will be awarded for healthy position of assets and liabilities of the agency, receipts and payments / income and expenditure, surplus available, honoring financial commitments with banks and other funding agencies, no case of any misappropriation of funds. Frauds , transparency etc. on a scale of 0 to 12)	12
	TOTAL	100

OVER ALL MINIMUM MARKS FOR SELECTION OF NGO / AGENCY AS RSO: 60.

CEO  
SLNA  
UTTAR PRADESH