

Rajiv Gandhi Mission for Watershed Management

Government of Madhya Pradesh, Bhopal

Monitoring, Evaluation, Learning and Documentation (MEL & D) of Projects under
Integrated Watershed Management Programme (IWMP)
Terms of Reference for the Bidders

1. Introduction

Madhya Pradesh is one of the State in the country implementing the Integrated Watershed Management Programme (IWMP) of Government of India (GoI) since 2009-10. Currently four batches of projects are under implementation under IWMP. The implementation is on the lines of the Revised Common Guidelines for Watershed Development Projects-2011, issued by the Government of India (GoI). NGOs play a major role as facilitators of implementation and are involved in creating awareness about the project and capacity building of community based organisations formed under IWMP.

Presently the implementation of projects under II and III Batch sanctioned during 2010-11 and 2011-12 is in the Preparatory Phase. Besides, under Batch-IV and V also, projects have been sanctioned during 2012-13 and 2013-14 which needs to be taken in the preview of MEL&D system. Projects for batch VI will be submitted to GOI and are likely to be sanctioned during 2014-15 . **The project period under all batches is a maximum of 4-7 years as stipulated by GoI.**

It is desired that an external MEL &D system for batches II, III, IV, V and VI batches of IWMP projects is in place at the earliest. The Batch-II projects cover an estimated area 5.26 lakh Ha and are distributed in 26 districts of the State. The Batch-III projects cover an estimated area 6.10 lakh Ha and are distributed in 27 districts of the State. The Batch-IV projects covering an area of 2.1 lakh Ha are also distributed in 12 districts of the State. The Batch- V projects cover an estimated area 4.28 lakh Ha and are distributed in 24 districts of the State. The Batch-VI projects will cover an estimated area of 4.5 lakh Ha and are distributed in 24 districts of the State.

The Zone-wise details of projects sanctioned upto batch V are given in Annexure I (i-ii). The MEL&D work in all the batches will commence from the date of signing of agreements with the selected agencies.

2. Major objectives of IWMP

The Integrated Watershed Management Programme (IWMP) is one of the flagship programmes of the Govt. of India and is being implemented by the Department of Land Resources (DoLR) in all states of the country having an outlay of around Rs. 29,000 Crores for the 12th Plan. The programme envisages restoring the ecological balance by harnessing, conserving and developing degraded natural resources such as soil, vegetative cover & water through watershed management initiatives. The outcome are prevention of soil run-off, regeneration of natural vegetation, rain water harvesting and recharging of ground water table. This enables multi cropping and the introduction of diverse agro-based activities, which help to provide sustainable livelihoods to the people residing in the watershed areas. This objective can be re-termed as follows for better comprehension -

- i. Increase the productive potential of degraded lands through various watershed interventions.
- ii. Improve the biomass through agro-forestry and silvi-pastoral systems.
- iii. Support to the assetless, small landholders and other vulnerable sections through income generating activities.
- iv. Support the Livestock sector and demonstrations in agriculture related sectors.
- v. Improve Production systems and Micro enterprises.
- vi. Drought proofing of rain-fed agriculture.
- vii. Formation of vibrant and well informed community-based organizations resulting in overall improvement in the social capital.
- viii. Achieving sustainable agriculture production leading to overall improvement in the quality of life of farming community.

The approach adopted for interventions involve the Community-based Organizations (CBOs) to be jointly facilitated by PIAs and the SLNA.

3. Need for an Effective External MEL&D system

Though the SLNA/Watershed Development Department has in place an internal monitoring system, the project in specific proposes for independent and external MEL&D agency/agencies that has/have the skills and

proven experience in the area, for the following reasons.

- i. The project envisages a bottoms-up approach of implementation by involving the Community, Executive Committee, Community-based organisations such as Self Help Groups and User Groups, NGOs and the Watershed Development Team. These groups need to work in coordination for effective implementation of the project.
- ii. The organisational learning processes need to be streamlined through the observations of an external agency to assist the project functionaries at various levels.
- iii. Impact evaluation of watershed projects in particular has to be made using the state of art technology such as Remote Sensing, GIS and GPS for unbiased and reliable assessment in terms of changes in biophysical parameters.
- iv. An effective and operational external MEL&D system is very much required for streamlining the initiation, for tracking the progress and performance of the project, process interventions, possible mid-course corrections and assessing the impact of interventions.
- v. In a programme such as the IWMP, process monitoring along with documentation is to be done to confirm that the project activities are implemented in conformity with the Revised Common Guidelines 2011 and the decisions of the State Level Nodal Agency (SLNA) under the Chairmanship of the Additional Chief Secretary & Development Commissioner.
- vi. Each project being implemented under IWMP requires timely and appropriate information on its performance, measured by combining both qualitative and quantitative performance indicators.
- vii. It is imperative that MEL&D under IWMP has to make immense value addition to the project during its course of implementation and as well as on its impacts. It is further reiterated that an effective MEL&D system is very essential in such projects to ensure transparency to achieve the objectives.

4. Proposed Frame Work For the MEL&D System

Based on the experience gained by the Department in the earlier projects, IWMP emphasizes on learning-by-doing approach. It is realized that a carefully developed independent. Monitoring and Learning framework is critical to ensure learning and effectively use the same for improving project implementation and thereby achieving the project development objectives. An effective MEL&D system has to

- i. Utilize the expertise of an external and independent agency in monitoring, evaluation, learning and documentation which would contribute for effective implementation of the project.
- ii. Identify the *Learnings* early, so as to facilitate informed decision making and timely adoption at all levels namely village, GP, block, district and State.
- iii. Be supportive of learning among the various stakeholders of the project by facilitating information dissemination.
- iv. Institute bottoms-up modes of functioning and learning by providing links to decision making forums at different levels starting from the Micro Watershed Committee/PIA level to the State level (SLNA level) including the Sub Watershed Level (project level) and the district level (Watershed Development Cell cum Data Center(WCDC/DWDO). It is proposed to develop optimal information flow between these groups of stakeholders and decision makers at different levels.

An effective monitoring, evaluation, learning and documentation system is expected to improve operational learning at all levels (village, GP, block, district and State) throughout the project implementation.

5. Outline of the tasks to be performed by External MEL&D Agency

Rajiv Gandhi Mission for Watershed Management (RGMWM), Department of Panchayat and Rural Development, Govt. of Madhya Pradesh proposes to appoint independent external agencies to assist RGMWM in evolving a more responsive and effective MEL&D system for the IWMP.

5.1. Establishment of an operational MEL&D System

Establish an effective MEL&D system to provide unbiased, reliable and relevant information on progress and performance of each project by reflecting the actual status of the implementation process (both quantitative and qualitative) and propose timely corrective measures as required. The agency/ies would have to carry out the following activities:

5.1.1 Benchmark Survey for baseline study:

To establish the benchmark for assessing the impact of the project interventions it is necessary to carry out benchmark/baseline survey. It is mandated that the agency/agencies to verify approximately 25% of the households/Net plan data in each microwatershed of the selected projects (i.e. 25% of projects in a batch), with representation from all the socio- economic sections covering the Upper, Middle and Lower reaches of the micro-watersheds through statistically appropriate sampling

techniques. In addition to this, 10% of the households/netplan in the control area (villages without IWMP) also need to be surveyed during and after project implementation to compare changes in with and without situations. The control area can be selected from nearby areas with similar topographic & socio-economic conditions.

Baseline survey or bench mark data will facilitate input output process and impact related monitoring to enhance learning and improve project related decision making.

A common format would be adopted by MEL&D agencies for the baseline survey. The data to be collected with respect to the indicators specified would be finalized in consultation with SLNA. However, data pertaining to both socio-economic and bio-physical indicators would need to be collected and analyzed for the baseline study. The MEL&D agency should help the SLNA to evolve and establish itself as a Learning Organisation and to document all the learnings. The learnings would be part of project implementation used to correct the shortcomings.

5.1.2 Impact Evaluation

The MEL&D agency/agencies is/are expected to undertake impact assessment to establish the net impact of the programme in terms of the identified indicators at different time frame. Data have to be collected on micro watershed basis from a variety of sources viz.; household surveys, focus group discussion, MIS and satellite imageries etc. MEL&D has to solicit feedback and inputs from all stakeholders for assessing the impact.

In addition to household surveys, the agencies need to assess the changes by procuring and comparing LISS-IV 5.8 m resolution (or any other equivalent or better resolution) available at that time. Satellite imageries of pre and post project implementation for the entire project area of the selected projects .

Impact assessment would be carried out following the standard approach of collection and comparison of data pertaining to pre and post treatment period and with and without method treated versus non- treated areas (i.e. control). The data collection and evaluation in the sub-watersheds is carried out as follows,

- i. Base Line Survey of watershed areas to form benchmarks for future comparison.
- ii. Evaluation of the Preparatory phase of the project preferably after one year of commencement of implementation.
- iii. Mid Term Evaluation has to be carried out during 3rd year of implementation, or after achieving 50% of progress in implementation.
- iv. Evaluation of the Works phase of the projects after completion of works implementation.
- v. The Final Impact Evaluation to assess overall impact will reassess the parameters of the baseline to delineate changes pertaining to socio-economic conditions, environmental status/ productivity changes, hydrological aspects, etc.
- vi. Sampled sub-watersheds/micro-watersheds should be considered for the survey and analysis in addition to the control villages, to be selected outside the project area in all these time bound assessments.

5.1.3 Conduct of Concurrent Process Monitoring.

The agencies will carry out monthly concurrent process monitoring and collect the field data for different indicators at micro watershed/project level and present the observations in the monthly Process Monitoring Reports.

Some of the important processes to be monitored and the indicators are as follows:

1. Entry Point Activity (EPA)
2. NGO functioning
3. Sensitization and Awareness Programmes
4. CBO formation and functioning
5. Net planning and usage of technical inputs like GIS maps etc.
6. DPR preparation
7. Action plan preparation
8. Capacity building activities at different levels
9. Flow of funds
10. Maintenance of registers and procurement at all levels as per guidelines/circulars.
11. Implementation of the project activities /components.
12. Quality assessment of all components.
13. Functioning of WDT/PIA (Watershed Development Team/Project implementation Agency)
14. Functioning of the watershed committee (WC)

15. Collection of contribution and management of the watershed development fund (WDF)
16. Institutional and financial sustainability of Community Based Organizations (CBOs)
17. Income Generating Activities (IGA) and Micro Enterprises.
18. Transparency (Dissemination and project related information through community events , social auditing wall writing, Publicity materials etc)
19. Gender sensitivity and equity (equity in terms of distribution of benefits and costs, gender issues)
20. Social inclusiveness
21. CPRs (Common Property Resources) development and apportioning of usufructs in CPRs

All these process are to be measured with a set of relevant indicators. The indicator should be adequately adjusted to capture progress along the project cycle. Addition and prioritization of indicators may be required to reflect the real time situation. The MEL and D agency would also focus on identifying challenges faced as well as positive and negative aspects of implementation. If ME&L is undertaken by multiple agencies, a common format (Annexure I.a) for collecting process monitoring information would need to be adopted by all to ensure that the analysis is uniform in nature.

5.1.4 Input – Output Monitoring:

- The MEL&D agency will generate monthly and annual input- output monitoring reports with the analysis of MIS data.
- The MEL&D agency will utilise the IWMP progress report and /or MIS and data collected from various sources such as District Watershed Cell cum Data Center , watershed committees, etc for generating input output monitoring reports.
- The part of the process monitoring will be part of the monthly progress monitoring reports.
- The annual reports should summarize the progress and performance project-wise and provide overall observations. The report will capture any information considered as necessary for sectoral analysis.
- The MEL&D agency will verify the MIS data integrity through field verification.

5.1.5 Conduct Pathway Analysis:

Using both process and input-output monitoring (MIS Based), pathway analysis to be carried out specifying and analyzing the key aspects emerging over time. This has to be carried out ones in six months.

5.1.6 Thematic / Special Studies:

The MEL&D agency will carry out certain thematic studies on specific issues identified by the agency/suggested by SLNA. This could include social inclusiveness, women empowerment, investment pattern, sustainability, income generating activities, micro enterprise development, land cover transformation, awareness and participation, effectiveness of PIAs in project implementation etc. A minimum of 5 thematic studies per batch of projects would need to be undertaken. The focus would be on capturing the bigger picture for the theme specified.

5.1.7 Feedback and Dissemination Mechanism for Learning:

- i. A regular feedback and dissemination mechanism for learning and course correction will be facilitate by the MEL&D agency.
- ii. Monthly feedback through specified modes (reports, participatory methods, discussion, presentation etc) would be done by MEL&D agencies at the state and district level.
- iii. The MEL&D agency will assist the SLNA in reviewing the M& E observations/findings, evolve compliance mechanisms and provide feedback for decision making. The agency will incorporate the status of compliance of observations in the next report.
- iv. The MEL&D agency will assist the SLNA in disseminating the findings and best practices through learning events for various stakeholders.
- v. In the course of project monitoring, the MEL&D agency would endeavor to suggest improvements in current implementation strategies. SLNA may consider these suggestions for necessary modifications of operational guidelines.

5.1.8 Documentation or Deliverable/Outputs from the MEL&D Agency

The MEL&D agency will have to provide documentary evidence of programme processes through good quality photographs, videos, slide shows, brochures, reports *etc.* as agreed with the SLNA and when required by the SLNA. **The schedule of deliverables is given in Annexure-II.**

- i. The reports mentioned in Annexure-II will be part of documentations applicable. Pre & post status scenarios should be depicted with documentary evidence. The observations in the process monitoring reports must be specific as regards location i.e.,(name of village, name of beneficiary, GPS readings, survey numbers etc.) The monthly process monitoring reports should be supported with photographs to substantiate the information provided. The photographs of works should have GPS readings.
- ii. Case Studies/Success stories, Thematic studies and all Evaluation reports shall be compulsorily accompanied by photographs of implementation activities undertaken in the project area and,

opinions of all stakeholders such as beneficiaries, Govt. officials, SLNA staff, public representatives, relevant CBO representatives .

- iii. Video Documentation: The Agency will undertake video documentation depicting the pre-treated status and the changes that have accrued upon implementation as comprehensive proof of project progress and also drawbacks. The final product should be of acceptable professional standards with English subtitles. Further details on the requirements are at Annexure II.

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|--------------------------|--|
| Annexure I (i-ix) | Zone-wise details of Projects Sanctioned under IWMP during 2010-11,2011-12,2012-13,2013-14 |
| Annexure I a | Suggestive indicators for Impact evaluation |
| Annexure II | Deliverables from the MEL and D agency |
| Annexure III | Proposed Organizational Structure and Manpower of MEL&D Agency |
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6. Support to MEL&D agency

- i. SLNA will provide available data, information and other documents (Cadastral overlays and thematic layers) relevant to the assigned project area.
- ii. SLNA will help the Agency to establish rapport in the project areas and facilitate consultation with PIAs and other stakeholders of the project.

**Zone-wise details of projects sanctioned under IWMP
CHHATARPUR ZONE**

| S.No.. | Division | Districts | Name of Project | Year of Sanction | Sanctioned Area | Total Project Cost |
|--------------|----------|------------|-----------------|------------------|-----------------|--------------------|
| 1 | Sagar | Chhatarpur | IWMP-7 | 2010-11 | 6086 | 730.32 |
| 2 | Sagar | Chhatarpur | IWMP-8 | 2010-11 | 5630 | 675.60 |
| 3 | Sagar | Chhatarpur | IWMP-9 | 2010-11 | 5640 | 676.80 |
| 4 | Sagar | Chhatarpur | IWMP-10 | 2010-11 | 6463 | 775.56 |
| 5 | Sagar | Chhatarpur | IWMP-11 | 2010-11 | 5991 | 718.92 |
| 6 | Sagar | Chhatarpur | IWMP-12 | 2011-12 | 5120 | 614.40 |
| 7 | Sagar | Chhatarpur | IWMP-13 | 2011-12 | 5377 | 645.24 |
| 8 | Sagar | Chhatarpur | IWMP-14 | 2011-12 | 5841 | 700.92 |
| 9 | Sagar | Chhatarpur | IWMP-16 | 2011-12 | 5336 | 640.32 |
| 10 | Sagar | Chhatarpur | IWMP-17 | 2011-12 | 5262 | 631.44 |
| 11 | Sagar | Chhatarpur | IWMP-12 | 2011-12 | 5120 | 614.40 |
| 12 | Sagar | Chhatarpur | IWMP-13 | 2011-12 | 5377 | 645.24 |
| 13 | Sagar | Chhatarpur | IWMP-14 | 2011-12 | 5841 | 700.92 |
| 14 | Sagar | Chhatarpur | IWMP-16 | 2011-12 | 5336 | 640.32 |
| 15 | Sagar | Chhatarpur | IWMP-17 | 2011-12 | 5262 | 631.44 |
| 16 | Sagar | Panna | IWMP-8 | 2011-12 | 5000 | 600.00 |
| 17 | Sagar | Panna | IWMP-9 | 2011-12 | 5000 | 600.00 |
| 18 | Sagar | Panna | IWMP-10 | 2011-12 | 5000 | 600.00 |
| 19 | Sagar | Panna | IWMP-11 | 2011-12 | 5000 | 600.00 |
| 20 | Sagar | Tikamgarh | IWMP-5 | 2010-11 | 5906 | 708.72 |
| 21 | Sagar | Tikamgarh | IWMP-6 | 2010-11 | 4411 | 529.32 |
| 22 | Sagar | Tikamgarh | IWMP-7 | 2010-11 | 4100 | 492.00 |
| 23 | Sagar | Tikamgarh | IWMP-8 | 2010-11 | 5900 | 708.00 |
| 24 | Sagar | Tikamgarh | IWMP-9 | 2010-11 | 5075 | 609.00 |
| 25 | Sagar | Tikamgarh | IWMP-10 | 2011-12 | 5870 | 704.40 |
| 26 | Sagar | Tikamgarh | IWMP-11 | 2011-12 | 3730 | 447.60 |
| 27 | Sagar | Tikamgarh | IWMP-12 | 2011-12 | 4000 | 480.00 |
| 28 | Sagar | Tikamgarh | IWMP-13 | 2011-12 | 4000 | 480.00 |
| 29 | Sagar | Tikamgarh | IWMP-14 | 2011-12 | 3955 | 474.60 |
| 30 | Sagar | Tikamgarh | IWMP-15 | 2011-12 | 4000 | 480.00 |
| 31 | Sagar | Tikamgarh | IWMP-16 | 2011-12 | 4053 | 486.36 |
| 32 | Jabalpur | Katni | IWMP-4 | 2012-13 | 5000 | 600.00 |
| 33 | Jabalpur | Katni | IWMP-5 | 2012-13 | 6000 | 720.00 |
| 34 | Jabalpur | Katni | IWMP-6 | 2012-13 | 5000 | 600.00 |
| 35 | Jabalpur | Katni | IWMP-7 | 2012-13 | 5000 | 600.00 |
| TOTAL | | | | | 179682 | 21561.84 |

**Zone-wise details of projects sanctioned under IWMP
REWA ZONE**

| S.No.. | Division | Districts | Name of Project | Year of Sanction | Sanctioned Area | Total Project Cost |
|--------------|----------|-----------|-----------------|------------------|-----------------|--------------------|
| 1 | Rewa | Satna | IWMP-2 | 2010-11 | 4706 | 564.72 |
| 2 | Rewa | Satna | IWMP-3 | 2011-12 | 4990 | 598.80 |
| 3 | Rewa | Satna | IWMP-4 | 2011-12 | 4996 | 599.52 |
| 4 | Rewa | Satna | IWMP-5 | 2011-12 | 4998 | 599.76 |
| 5 | Rewa | Satna | IWMP-6 | 2011-12 | 5000 | 600.00 |
| 6 | Rewa | Singrauli | IWMP-1 | 2010-11 | 5000 | 600.00 |
| 7 | Rewa | Singrauli | IWMP-2 | 2010-11 | 5000 | 600.00 |
| 8 | Rewa | Singrauli | IWMP-3 | 2010-11 | 5000 | 600.00 |
| 9 | Rewa | Singrauli | IWMP-4 | 2010-11 | 5000 | 600.00 |
| 10 | Rewa | Rewa | IWMP-5 | 2011-12 | 5507 | 660.84 |
| 11 | Rewa | Rewa | IWMP-6 | 2011-12 | 5488 | 658.56 |
| 12 | Rewa | Rewa | IWMP-7 | 2011-12 | 5013 | 601.56 |
| 13 | Rewa | Rewa | IWMP-8 | 2011-12 | 5078 | 609.36 |
| 14 | Rewa | Sidhi | IWMP-1 | 2011-12 | 5595 | 671.40 |
| 15 | Rewa | Sidhi | IWMP-2 | 2011-12 | 4254 | 510.48 |
| 16 | Rewa | Sidhi | IWMP-3 | 2011-12 | 4480 | 537.60 |
| 17 | Rewa | Sidhi | IWMP-4 | 2011-12 | 5376 | 645.12 |
| 18 | Shahdol | Anuppur | IWMP-1 | 2010-11 | 5000 | 600.00 |
| 19 | Shahdol | Anuppur | IWMP-2 | 2010-11 | 5000 | 600.00 |
| 20 | Shahdol | Anuppur | IWMP-3 | 2010-11 | 5000 | 600.00 |
| 21 | Shahdol | Anuppur | IWMP-4 | 2010-11 | 5000 | 600.00 |
| 22 | Shahdol | Shahdol | IWMP-1 | 2010-11 | 5000 | 600.00 |
| 23 | Shahdol | Shahdol | IWMP-2 | 2010-11 | 5000 | 600.00 |
| 24 | Shahdol | Shahdol | IWMP-3 | 2010-11 | 5000 | 600.00 |
| 25 | Shahdol | Shahdol | IWMP-4 | 2010-11 | 5000 | 600.00 |
| 26 | Shahdol | Umaria | IWMP-1 | 2010-11 | 6950 | 834.00 |
| 27 | Shahdol | Umaria | IWMP-2 | 2010-11 | 6650 | 798.00 |
| 28 | Shahdol | Umaria | IWMP-3 | 2010-11 | 6500 | 780.00 |
| 29 | Shahdol | Anuppur | IWMP-5 | 2012-13 | 5425 | 651.00 |
| 30 | Shahdol | Anuppur | IWMP-6 | 2012-13 | 6160 | 739.20 |
| 31 | Shahdol | Anuppur | IWMP-7 | 2012-13 | 6315 | 757.80 |
| 32 | Shahdol | Anuppur | IWMP-8 | 2012-13 | 5395 | 647.40 |
| 33 | Jabalpur | Dindori | IWMP-1 | 2010-11 | 5060 | 607.20 |
| 34 | Jabalpur | Dindori | IWMP-2 | 2010-11 | 4705 | 564.60 |
| 35 | Jabalpur | Dindori | IWMP-3 | 2010-11 | 5640 | 676.80 |
| 36 | Jabalpur | Dindori | IWMP-4 | 2010-11 | 4457 | 534.84 |
| 26 | Jabalpur | Dindori | IWMP-5 | 2013-14 | 5244.00 | 629.28 |
| 27 | Jabalpur | Dindori | IWMP-6 | 2013-14 | 5420.00 | 650.40 |
| 28 | Jabalpur | Dindori | IWMP-7 | 2013-14 | 5373.00 | 644.76 |
| 29 | Jabalpur | Dindori | IWMP-8 | 2013-14 | 5300.00 | 636.00 |
| TOTAL | | | | | 210075 | 25209 |

Annexure Ia

SUGGESTIVE INDICATORS FOR IMPACT EVALUATION

A) Household Level Impact Indicator –Suggestive (to be appended if needed)

| Sl. No. | Parameter | Indicator |
|----------------|--------------------------------------|--|
| 1 | Household Income | Increase in income, expenditure, assets |
| | | Diversification of income sources |
| 2 | Access and Opportunities to Services | Access to markets opportunities |
| | | Access to credit facilities, inputs |
| | | Access to and quality social services – Health, Education, Veterinary services |
| | | Access to and quality of infrastructure facilities |
| 3 | Social Capital | House involvement in local level institutions |
| | | No. of household/people becoming members in CBOs |
| | | Household participation in community affairs - CPR, EPA, etc. |
| 4 | Self Sufficiency | Food, fodder, fuel, drinking water, employment |
| 5 | Farming | Improvement in crop yield and productivity |
| | | Increase in use of organic manures, IPM |
| | | Changes in cropping pattern |
| 6 | Health condition | General health condition of the household |
| | | Improvement in nutrition intake of the household |

a) Community/Village Level Impact Indicators –Suggestive (to be added if needed)

| Sl. No. | Parameter | Indicator |
|----------------|--|--|
| 1 | Formation of village level local institutions | SHGs, User Groups, Watershed Committees, Self – assessment by these CBOs |
| 2 | Availability of important Services | Education, health, Infrastructure, Veterinary |
| 3 | Access to services | Credits, Markets, Banks, Inputs |
| 4 | Participation in community programmes | Increase in knowledge, Increase in capacity to execute works Increase in capacity for decision making |
| 5 | Employment opportunities | Increase in employment opportunities Increase in wage rates Reduction in migration |
| 6 | Involvement in the project | Participation in planning, implementation and monitoring Upkeep of community works/assets |
| 7 | Livestock | Increase in the number of high yielding breeds of cattle Improvement/increase in milk output Increase in poultry farming Increase in fisheries |
| 8 | Empowerment and equity | Opportunities for women and vulnerable groups |
| 9 | Drinking water facilities | Increase in no. of days of drinking water availability within the vicinity of the habitation. |
| 10 | Effective development and management of CPRs and sharing of benefits | Identification of CPRs Management of CPRs by SHGs Activities proposed in CPRs Signing of Agreement for usufructs sharing mechanism and utility to the community. Actual usufruct sharing instances. |

| | | |
|----|--|---|
| 11 | Conflict management, unity and integrity among people, maintenance of assets | Instances and type of Conflict resolution through group action Transparency and social audit in conflict management |
| 12 | Representation and participation of community in decision making at local government level | Involvement of PRI members and all sections of the community in PRA techniques Presentation of DPR before the Grama Sabha for final approval |
| 13 | Migration | Change in no. of people migrating for wage Alternate employment opportunities (micro-enterprises) |
| 14 | School attendance | No. of enrollments of students at the different levels School dropouts, if any Re-enrollment of school dropouts |
| 15 | Linkages development | Financial linkages, market linkages, technical linkages (skill based) |

b) Impact Indicators at Micro-watershed/Sub-watershed level (Natural Resources) –
Suggestive (to be added if needed)

| Sl. No. | Parameter | Indicator |
|---------|-------------------------------------|---|
| 1 | Crop yield | Increase in the cropped area Adoption of new package of practices |
| 2 | Diversification of Cropping pattern | Change in the cropping pattern and diversification Shift to commercial, food, fodder crops Shift to agro-horticulture, agro-forestry Shift from mono-cropping to intercropping/mixed cropping |
| 3 | Ground water | Increase in the cropping intensity Changes in the cropping pattern Diversification into high value crops Increase in the irrigated area Improvement in the Ground water level and yield |
| 4 | Productivity of non-arable land | Extent of reduction in wastelands/degraded lands Extent of increase in forest cover/plantations/silvi-pasture Improvement in bio-diversity/canopy cover Area of fallow lands brought under cultivation/land reclaimed. |
| 5 | Soil erosion | Reduction in soil loss, run-off, silt deposition |
| 6 | Livestock | Increase in number of improved breeds of cattle, buffaloes, etc. Increase in milk production/dairy activities Reduction in disease outbreaks in animals Increase in number of households having cattle shed/sheep shed Self-sufficiency in fuel wood and fodder |
| 7 | CPRs/Pasture lands | Fodder development/silvi-pasture |
| 8 | Surface Water resources | Increase in number of water bodies Increase in surface water supply (How capture ?) Transformation from seasonal to perennial crops (using these as irrigation source) |
| 9 | Environmental aspects | Hazardous industrial activity (including mining) \Rare/endemic/endangered species of flora and fauna Indigenous knowledge, artifacts, traditional values, indigenous people Wild life sanctuary, National park Cultural heritage/archaeologically important sites |
| 10 | Bio-diversity | Increase in non-browsable tree species Planting of minor, traditional fruit and medicinal, silvi-pastoral systems Rejuvenation of local species of trees |

Annexure-II
Deliverables from the MEL and D agency

A. The following deliverables are expected from the MEL and D Agency

| Process Monitoring Reports | Analytical Reports |
|---|--|
| <ol style="list-style-type: none"> 1. Indicator-wise Process Monitoring Reports 2. Input-output monitoring report 3. Pathway analysis reports 4. Any other report sought by SLNA pertaining to real time monitoring | <ol style="list-style-type: none"> 1. Inception Report 2. Baseline Survey Report 3. Report on pre-project status based on Satellite imageries 4. Thematic reports 5. Case studies/Success stories 6. Video Documentaries 7. Preparatory Phase Evaluation Report (brief) 8. Midterm evaluation report 9. Works Phase Evaluation Report 10. Final Impact Evaluation Report 11. Any other report sought by SLNA. |

B. Reporting Schedule

| Sl. No. | Time schedule | Reports to be submitted | Cut-off date for submitting report |
|---------|--|---|---|
| 1 | At Inception | 1. Inception Report (One time only) | Not later than 45 days of signing of Agreement |
| | | 2. Baseline Report (One time only) | Within 6 months of signing of the Agreement |
| | | 3. Preliminary Report based on Satellite imageries | Within 6 months of Agreement |
| 2 | Monthly Reports | <ol style="list-style-type: none"> 1. Indicator-wise Process monitoring Reports, 2. Input-output report (Learnings and Good Practices will be included) 3. Feedback report on compliance | On or before the 12 th of the following month |
| 3 | Annual Reports | <ol style="list-style-type: none"> 1. Indicator-wise Process monitoring reports 2. Input-output report 3. Learnings and Good Practices documentation | Within two months of completion of annual period. |
| 4 | Phase-wise Evaluation Reports (As per GoI and SLNA Guidelines) | 1. Preparatory Phase | One month after completion of preparatory phase |
| | | 2. Midterm Phase | After achieving 50% of progress in implementation |
| | | 3. Works Phase | One month after completion of work phase |
| 5 | Others | 1. Thematic reports -5 studies per Zone per batch | Within 4 months of initiation of study (generally end of a year) |
| | | 2. Case studies/Success stories/Good Practices – 4 per project | Case studies/Success stories/Good Practices may be submitted as project implementation progresses |
| | | 3. Final Impact Evaluation Report | Within two month of the completion of all the projects |

| | | | | |
|--|--|----|---------------------|---|
| | | 4. | Video documentation | a) End-to-end video documentation: At the end of each phase, a video documentation will be presented to SLNA. After the completion of all the projects, a consolidated documentary should be submitted. |
| | | | | b) Case studies/Success stories/good practices: As and when the case studies/success stories/good practices are made |

1. At Inception:

i. **Inception Report:** Is to be submitted within 45 days of signing of the Agreement.

ii. **Baseline Report:** Is to be submitted within 6 months of signing of the agreement.

Formats and indicators jointly developed and agreed upon by the Agencies and SLNA will be used for Baseline survey. For the Baseline Survey, MEL&D agency shall have to necessarily verify data pertaining to a minimum of 25% of the all the households/Net Plan in all the micro-watersheds of projects, representing the upper, middle and lower reaches of the micro-watersheds. Statistically sound sample identified through suitable sampling techniques will be used for survey. Further 10% of the households in the Control area are to be surveyed. Control area is to be selected in consultation with the SLNA. This baseline data will be later used to assess impacts using the same indicators.

iii. **Report based on Satellite imageries of pre project status (with analysis):** The agencies are required to procure LISS- IV 5.8 m resolution (or any other equivalent or better resolution) at that time, satellite imageries of both pre and post project implementation for entire project area of the selected projects for impact evaluation. A preliminary report based on satellite imageries has to be submitted by the agencies with analysis

2. Monthly:

i. **Indicator-wise Process Monitoring reports:** All the projects have to be continuously and simultaneously monitored, on near real time basis, every month until their completion. The sector specific indicators may be provided by SLNA for every month if needed. The agencies also have to monitor on indicators requested by the District level officers.

ii. This report should be brief and very specific highlighting issues that require attention or are otherwise significant.

3. Annual:

i. Indicator-wise analyzed Annual Process monitoring reports (Input-output Progress Monitoring Report and Learnings and Good Practices will be either separate or part of this report).

ii. **Good Practices Documentation:** These may be consolidated as required by SLNA. Good practices shall be documented in the form of video clippings, photographs and or other media. The Agency will develop suitable methodologies for early dissemination of learnings and also impart trainings to the stakeholders of IWMP through appropriate models.

4. Phase-wise Evaluation Reports (As per GoI guidelines):

i. **Preparatory Phase Evaluation Report:** An evaluation report of the preparatory phase which include activities such as EPA (Entry point Activities), Formation of Community based organizations, Capacity Building, PRA, Net Planning, DPR preparation etc., has to be submitted within 30 days of the completion of preparatory phase.

ii. **Mid Term Evaluation Report :** An evaluation report of the Midterm Phase has to be submitted within 30 days of the projects 50 % achievement in implementation.

iii. **Works Phase Evaluation Report:**

An evaluation report of the Works phase of project implementation has to be Submitted within 30 days after completion of works phase.

5. Other reports:

i. **Thematic Reports:**

- i. Minimum of 5 Thematic studies per batch of projects have to be conducted by the agencies.
- ii. The themes may be jointly decided by the agencies and SLNA.
- iii. Studies to be initiated preferably after the first year of implementation or as per SLNA requirement.

ii. **Case studies/Success stories/Good Practices:**

Documentation of Success stories is one of the most important aspects of MEL&D. MEL&D Agency shall, in each project, identify specific areas for conducting case studies in conjunction with the SLNA and shall submit meticulously documented report of each case study to the SLNA.

A minimum of 4 case studies *per* project (for the entire project period) shall be submitted by the MEL&D agency at regular intervals. The case studies should include photographs/interviews of beneficiaries/stakeholders with complete details.

iii. **Final Impact Evaluation Report:** The agencies have to survey the same household families that were surveyed during the baseline and a comparative analysis has to be made. Similarly the satellite imageries of project area have to be procured at the end of project implementation. With this information, impact assessment in terms of biomass, change detection in Agriculture, Horticulture and Forestry degraded/Waste land details *etc.*, including all possible socio-economic parameters has to be studied in great detail. The MEL & D Agency shall provide in its report digitally analyzed Post-project satellite data output for selected projects depicting the change detections including the bio-mass.

iv. **Video Documentation:** The Agency is responsible to develop a video documentary showing the pre-treated watershed and the changes that have accrued upon implementation of IWMP in order to explain and to give comprehensive proof of project progress and benefits. The final product should be of sound quality.

The agencies have to submit the following video documentations, for each Batch of IWMP projects separately, in their respective districts.

1. End to end video documentation of project implementation (including pre project status, project progress and post- project scenario) – 20 mins duration
2. Video documentation of Case studies/Success stories/Good Practices: It is specified that MEL&D agency shall submit 4 best Case studies/Success stories//Good Practices per project. The duration of each such video documentation will be a minimum of 5 minutes. The quality of matter presented in the video documentation and also photographs should be of professional quality (**Not using mobile/mini digital cameras**).

C. Methodology of Reporting:

It is imperative that common methodologies for monitoring, reporting and evaluation have to be employed by all the agencies to enable comparison and decision making. The agencies have to arrive at common reporting formats and indicators alongwith means of verification amongst themselves and also with SLNA.

1. Monthly Process Monitoring Reports:

- a. The observations have to be generated project-wise and compiled district-wise, as applicable. The district-wise compiled report have to be submitted to SLNA.
- b. The observations have to be supported with documentary evidence in the form of photographs, video clippings, etc. wherever essential/necessary.
- c. The observations made in the course of monitoring have to be very specific to the project, Gram Panchayat, village and survey number.
- d. At the end of every report, the performance of the project has to be summarized in terms of physical and financial target achievement, timeliness, quality of works/activities, NGO performance, public opinion etc.

After the completion of the month, in the first week of following month, the district- wise observations have to be first presented before the WCDC. The clarifications provided by the WCDC may be considered and incorporated into the final monthly report that will be submitted and also presented at SLNA.

2. **Baseline Survey Report:**
 - a. The MEL &D Agency/agencies have to adopt common methodology for verifying the survey including format, indicators, means of verification, use of controls, analysis of data and reporting.
 - b. The agencies will design and finalize the baseline survey format in consultation with SLNA.
3. **Impact evaluation report:**
 - a. The agencies need to assess the changes by procuring and comparing LISS-IV 5.8 m resolution (or any other equivalent or better resolution at that time) satellite imageries of pre and post project implementation for entire area of the project.
 - b. Satellite imageries are to be obtained during November or around this period for previous years (depicting maximum vegetative cover) at the beginning. After completion of project implementation, satellite imageries have to be obtained for the corresponding months only (November).
 - c. An analytical report has to be provided for each project assessment.
 - d. Any issues on availability of non-availability of imageries have to be sorted out with SLNA.

D. General Conditions regarding deliverables

1. All reports have to be submitted separately.
2. Other than the reports detailed earlier, the MEL&D Agency will also submit any specific reports as and when required by SLNA.
3. Photographic evidences shall be provided in all the reports along with GPS coordinates wherever applicable.
4. Frame work/formats for various reports have to be developed by the agencies in consultation with SLNA.
5. 3 Hard copies and a digital version of each report shall be submitted to the SLNA by the Agency. Additional copies of any specific reports may be sought by SLNA. Soft copies shall be submitted in good quality DVDs.
6. **All the reports and information generated in the process of Monitoring, Evaluation, Learning and Documentation of IWMP by the external agencies shall be the copyright of SLNA and shall not be used by the agencies for any other purpose without explicit permission of SLNA.**

E. Compilation of Reports

The District-wise reports have to be consolidated at State level (to be submitted to Government of by the agencies on rotation basis, as and when required and instructed by SLNA. Some of the reports that have to be consolidated at State level are,

1. Baseline reports
2. Preparatory phase evaluation report
3. Mid term phase evaluation report
4. Works phase evaluation report
5. Annual reports
6. Impact evaluation reports
7. Case studies/Success stories
8. Thematic studies
9. Learnings and Good Practices, etc.

The reports have to be consolidated as per SLNA requirement, so as to ensure that they are submitted in time to GoI.

Annexure III

Proposed Organizational Structure and Manpower of MEL&D Agency

1. The MEL&D agency is expected to provide technical and management support to SLNA for effective IWMP implementation at all levels.
2. Dedicated experienced and qualified resource personnel have to be engaged by the Agency exclusively for the project at both state and district levels. The agency will appoint the following resource persons, with requisite qualification and experience, at the state level
 - I The Agency will designate a Co-ordinator at the State level, mandatorily having experience in MEL&D of watershed projects to act as liaison person with SLNA.
 - II
 - a. M & E Specialist
 - b. Natural resources/Environmental Scientist(Agriculture Scientist)
 - c. Social Scientist
 - d. GIS / Remote Sensing/ IT expert
 - e. Statistician/ Data Analyst
 - f. Hydrologist / Water resource expert (Civil Engineer/Hydrologist)
 - g. Documentation Specialist
 - III Resource persons requirement at District level:

The MEL&D personnel appointed by the Agency at the District level have to be graduates preferably with experience or preferably diploma holders in Watershed Management.

They must have proficiency in writing and reporting, in both local and English language. Project Assistants are to be appointed at the District level depending on the number of projects sanctioned to each district, as given below.

| No. of Projects in a district | No. of Project Assistants to be appointed |
|-------------------------------|---|
| 1- 5 | 2 |
| 6-10 | 3 |
| 11-15 | 4 |
| 16-20 | 5 |
| 20-30 | 6 |

Note : Minimum 5000 ha area shall be considered as one project

3. Orientation of the MEL&D project assistants:

The agency will conduct an orientation workshop and also hands-on training for the selected MEL&D project assistants and provide the necessary training to optimize their performance.
4. Job profile of the MEL&D project assistants:

The MEL&D project assistant has to acquaint himself with the designated project area, the PIA; Watershed Development Team, the watershed Committees, CBOs and the PIA in the designated area. He/she should collect the Tentative Tour Programmes of the PIA staff, and the information regarding various activities to be conducted during the month from PIA and/or the WCDC. He has to be present during the activities, wherever necessary for the purpose of participatory observation and reporting, collect information as per indicator using provided monitoring format and submit the observations to the Agency for preparation of report and submission to SLNA.
5. District office set-up/Infrastructure: The Agency will open offices at the District level with basic facilities.
6. Transportation of MEL&D staff: The Agency will arrange its own transportation and lodging of its field and State level staff, and will not depend on the Department for this.
7. Staff turn-over: The SLNA has to be immediately notified in case of any MEL&D staff turnover. Vacant positions have to be replaced within 15 days.
8. Reporting of Staff position: The agencies have to provide an update of staff position, along with all the relevant details, to SLNA once every six months.

Annexure IV

Project period and Payment Terms

Payment shall be made to the MEL & D Agency by the SLNA/ WDD as envisaged below ,subject to qualitative deliverables and fulfillment of other terms and conditions of the Agreement

Summarised Payment Schedule

| Sl. No. | Condition for payment | % of Total contract value |
|---------|--|---------------------------|
| 1 | Upon signing of contract and submission of Bank Guarantee | 10% |
| 2 | Submission and Acceptance of Inception Report | 5% |
| 3 | Submission and Acceptance of Base Line Survey Report (with detailed analysis) | 5% |
| 4 | Submission and Acceptance of Report on Satellite imageries of pre-project status (with detailed analysis) | 5% |
| 5 | Submission and Acceptance of I Annual Report | 2% |
| 6 | Submission and Acceptance of II Annual Report | 2% |
| 7 | Submission and Acceptance of III Annual Report | 2% |
| 8 | Submission and Acceptance of IV Annual Report | 2% |
| 9 | Submission and Acceptance of V and Final Annual Report | 2% |
| 10 | Submission and Acceptance of Video Documentation alongwith the Preparatory Phase Report | 2% |
| 11 | Submission and Acceptance of Video Documentation alongwith the Works Phase Report | 2% |
| 12 | Submission and Acceptance of Video Documentation alongwith the Final Impact evaluation Report | 6% |
| 13 | Submission and Acceptance of Final Impact Evaluation Report | 15% |
| 14 | 20 installments of 2 % each, payable every quarter, subject to appropriate progress of activities such as submission (and acceptance) of monthly Process Monitoring Reports, Input Output reports, Annual reports and any other report compulsorily requested by SLNA. | 40% |
| | Total | 100% |

1. Payment will be done on prorata-basis if there is change in the indicated area or if all the projects in a particular district are declared completed (by SLNA) earlier than the designated 5 years. In such cases, quarterly payments will be calculated after deducting the project area in such districts. However, payments for other deliverables will remain as such.
2. If MEL&D work is required beyond 5 years, then the payment for the extended period will be decided at the SLNA level.

Annexure V

Technical Bid

Note :

- Details and Documentary evidence to be furnished for all the claims
 - Information furnished in the tender document will be subject to Physical verification by SLNA
1. Details of the Agency:
 - i. Name of the Agency:
 - ii. Contact No. and E-mail ID:
 - iii. Type of Organization: Government/private/Non-Government Organization/etc.
 - iv. Date of Registration in case of Private/NGOs (Copy of Registration Certificate to be enclosed) - Mandatory :
 - v. PAN No. (Copy of PAN card to be enclosed) - Mandatory :
 - vi. TAN No. (Copy of TAN card/Certificate to be enclosed) - Mandatory :
 - vii. Service Tax Registration Certificate (Copy to be enclosed) - Mandatory :
 - viii. Latest Service Tax paid Certificate (Copy to be enclosed) - Mandatory :
 - ix. Professional Tax Registration Certificate (to be enclosed) - Mandatory :
 - x. Latest Professional Tax paid Certificate (Copy to be enclosed) - Mandatory :
 - xi. HR policy documents to be furnished
 - xii. Geographical information
 - a. Address of the Head Office:
 - b. Address within state (if located):
 2. Purpose/Mandate of the Agency (in less than 100 words), including major ongoing activities of the agency:
 3. Work Experience of the Agency in relevant fields
 - i. Relevant experience in implementation of Watershed Development Programmes/Natural Resources Programmes

| Sl. No. | Name of the Watershed Development programme and Implementing organisation | Place of implementation | Period of work experience | Enclose documents in support of the claim |
|---------|---|-------------------------|---------------------------|---|
| | | | | |
| | | | | |

ii. Work experience in Community Mobilisation in Watershed Development Programme

| Sl. No. | Name of the Watershed Development programme and Implementing organisation | Place of implementation | Period of work experience | Enclose documents in support of the claim |
|---------|---|-------------------------|---------------------------|---|
| | | | | |
| | | | | |

iii. Work experience in Research in Watershed Development Programmes

| Sl. No. | Name of the Watershed Development Programme | Research funding agency | Place of implementation and Implementing Agency | Period of Research | Whether documents such as research findings, papers published in scientific magazines enclosed |
|---------|---|-------------------------|---|--------------------|--|
| | | | | | |
| | | | | | |

iv. Relevant Experience of monitoring, evaluation, learning and documentation in Watershed Development Programmes/Natural Resources (ongoing/completed)

| Sl. No. | Name of the Watershed Development programme and Implementing organisation | Place of implementation | Period of work experience | Enclose documents in support of the claim |
|---------|---|-------------------------|---------------------------|---|
| | | | | |
| | | | | |

4. Experience of conducting Monitoring/Evaluation studies

i. Evaluation of Watersheds in any State of India using GIS techniques and Remote Sensing maps – **Mandatory**

| Sl. No. | Name of the Watershed Development programme, and Implementing organisation | Place of implementation | No. of watersheds evaluated by the Agency | Year of work experience | Enclose documents in support of the claim |
|---------|--|-------------------------|---|-------------------------|---|
| | | | | | |
| | | | | | |

ii. Baseline Survey studies in any Watershed Development/Natural Resource project in any State of India

| Sl. No | Name of the Watershed Development programme, and Implementing organisation | Place of implementation | Year of work experience | Purpose of base line survey, Details of baseline survey conducted, Method of survey | Enclose documents in support of the claim |
|--------|--|-------------------------|-------------------------|---|---|
| | | | | | |
| | | | | | |

iii. Evaluation of Livelihood Activities

| Sl. No. | Name of the Watershed Development programme, and Implementing organisation | Place of implementation | Period of Evaluation of Livelihood activities | Details of Livelihood activities | Enclose documents in support of the claim |
|---------|--|-------------------------|---|----------------------------------|---|
| | | | | | |
| | | | | | |

iv. Monitoring/Evaluation of Watershed programmes of Ministry of Rural Development (Completed)

| Sl. No. | Name of State | Period and Batch of Watershed programme | Period of monitoring and evaluation | Enclose documents in support of the claim |
|---------|---------------|---|-------------------------------------|---|
| | | | | |
| | | | | |

v. Monitoring/Evaluation of IWMP in any State of India (Completed or on- going)

| Sl. No. | Name of State | Period and Batch of IWMP | Period of monitoring and evaluation | Enclose documents in support of the claim |
|---------|---------------|--------------------------|-------------------------------------|---|
| | | | | |
| | | | | |

5. Human Resource

| Sl. No. | Human Resource | In Head Office of Agency |
|---------|---|--------------------------|
| 1 | No. of permanent staff in Technical fields | |
| 2 | No. of hired/part time staff in Technical fields | |
| 3 | No. of permanent staff in Administration/Management | |
| 4 | No. of hired staff/part time in Administration/Management | |
| 5 | No. of permanent staff in Finance | |
| 6 | No. of hired staff/part time in Finance | |

6. Professional Expertise of Staff in Technical Fields (CVs to be enclosed, whether employed on part time or regular basis is to be indicated clearly. It is mandatory to indicate the CVs of at least 3 key Technical professionals who will be involved in the MEL&D of IWMP)

| Sl. No. | Name | Educational qualification | Field of Expertise | No. of years of experience in the field (preferably in the field of MEL&D) | Date of joining Agency | Position held in the Agency | Regular or Part time |
|---------|------|---------------------------|--------------------|--|------------------------|-----------------------------|----------------------|
| | | | | | | | |
| | | | | | | | |

7. Facilities/Infrastructure available

| Sl. No. | Facilities/Infrastructure | Agency Head Office | Agency Project Office |
|---------|---|--------------------|-----------------------|
| 1 | Office space (minimum 3000 square ft.) | | |
| 2 | Remote Sensing software (licensed software ERDAS Imagine 2010 versions 10.1 and above) available with the agency - copy of license to be provided | | |
| 3 | GIS software (ArcGIS 10.0 version and above) available with the agency (licensed versions) - copy of license to be provided | | |
| 4 | Computer and Printer/Plotter available for GIS work – Copy of purchase invoice to be provided | | |
| 5 | In-house Training Facilities to accommodate minimum 25 Eople | | |

8. Quality of performance/Recognition (Enclose relevant documents, Evaluation reports and certificates)

- a. International recognition for Monitoring and Evaluation from Government organizations
- b. National level Recognition for Monitoring and Evaluation from Government organizations
- c. State level Recognition for Monitoring and Evaluation from Government organizations

9. Financial position of Agency (Audited Statement of Accounts for the past 3 (three) Financial years to be enclosed) – Average Two crore rupees turnover annually is Mandatory

| Sl. No. | Financial year | Turnover (Rs. In crores) |
|---------|----------------|--------------------------|
| 1 | 2010-11 | |
| 2 | 2011-12 | |
| 3 | 2012-13 | |

10. Networking/Linkages with other relevant National/Regional/International agencies (Copies of Agreements/MoUs to be enclosed)

| Sl. No. | Agency with whom Network/Linkage is established | Details of the Agency(Copies of Agreements/MoUs to be enclosed) |
|---------|---|---|
| | | |
| | | |
| | | |

11. Process presentation: Agencies which qualify in the Technical Bid verification only will be eligible for “Process Presentation”. In the Process Presentation the agencies have to make a Power Point Presentation of how they envisage the process of MEL&D under IWMP Batches mentioned in the office of The CEO,SLNA on a date which will be notified in time. Also 10 hard copies of the presentation have to be submitted at the time of process presentation.

DECLARATION BY THE BIDDER

1. I have read and understood the tender terms and conditions relevant to the tender notification no. _____ dated _____ and submitted the technical and financial bid in accordance with the terms and conditions of the above referred notification.
2. The information furnished in the technical bid are true and factual and I clearly understand that our tender is liable for rejection, if any information furnished is found to be incorrect and not factual at any point of time of the department will have right to initiate any action deemed fit.
3. The financial bid is separately submitted against this tender.

Place:

Date:

Seal of the Organization

Signature, Name & Seal Of the
Bidder

Annexure VI

Score card for Evaluation of Technical Bid of Tenderers

| Sl. No. | Criteria | Sub-criteria | Max. Marks | Total Maximum marks | |
|---|---|---|------------|---------------------|----|
| 1 | General Information and Geographical information | i) Date of Establishment (Minimum 5 years mandatory) | 5 years | 1 | 4 |
| | | | > 5 years | 2 | |
| | | ii) Office in state Headquarter | If yes | 2 | |
| | | | If No | 0 | |
| 2 | Purpose/Mandate of the Agency | i) Related to Rural Development/Watershed Development/Natural Resources/Sustainable development/Remote sensing/Community building/Monitoring and Evaluation in above fields | 3 | 3 | |
| | | ii) Not related to above fields | 0 | | |
| 3 | Experience of the Agency in relevant field | i) Experience in implementation of Watershed Development programmes/Natural Resources Programme (One mark for each batch of projects) | 2 | 8 | |
| | | ii) Relevant Experience in Community Mobilisation in Watershed Development Programme /Natural Resources Programmes (One mark for each batch of projects) | 2 | | |
| | | iii) Relevant experience in research in the field of watershed Development. (One mark for each batch of projects) | 2 | | |
| | | iv) Relevant Experience of monitoring, evaluation, learning and documentation in Watershed Development Programmes/Natural Resources (One mark for each batch of projects) | 2 | | |
| 4 | Experience of conducting Monitoring/Evaluation Studies (Evaluation of atleast one watershed development project using Remote sensing & GIS techniques is mandatory) | i) No. of watersheds programmes (not individual projects) evaluated in any State of India (Using GIS techniques and Remote sensing maps)-Mandatory | upto 3 | 4 | 22 |
| | | | > 3 | 8 | |
| | | ii) Baseline Survey studies in any Watershed Development/Natural Resource project in any State of India | upto 3 | 2 | |
| | | | > 3 | 4 | |
| | | iii) Evaluation of Livelihood Activities | upto 5 | 2 | |
| | | | > 5 | 3 | |
| | | iv) Monitoring/Evaluation of Watershed Programmes of Ministry of Rural Development (other than IWMP) | upto 2 | 2 | |
| | | | >2 | 4 | |
| v) Monitoring/evaluation of IWMP in any State of India (1 mark for one batch of projects) | Upto 3 | 3 | | | |
| 5 | Human Resource (Details to be provided) | i) Permanent staff (in Management/ Administration/ Finance/Technical)- If 10 persons and above are permanent | 5 | 5 | |
| | | ii) If 5 to 9 persons are permanent (in Management/ Administration/ Finance/Technical) | 3 | | |
| | | iii) If below 5 persons are permanent (in Management/ Administration/ Finance/Technical) | 0 | | |

| | | | | |
|-------|---|--|-----|----|
| 6 | Professional Expertise (CVs to be enclosed, whether employed on part time or regular basis is to be indicated clearly) (0.5 mark for part time, 1 mark for regular, per person) | i) Natural Resource Management/ Environmental sciences (minimum PG or equivalent qualification with field experience) | 4 | 23 |
| | | ii) Agricultural and allied sectors (minimum PG or equivalent qualification with field experience) | 4 | |
| | | iii) Social Science/Social Economics (minimum PG in relevant field or equivalent qualification with field experience preferably in livelihood) | 4 | |
| | | iv) Water Management (minimum PG with specialization in Water Management) | 4 | |
| | | v) RS/GIS/IT (Relevant qualification) | 3 | |
| | | vi) Statistics (minimum PG in Statistics/Economics/Mathematics or equivalent qualification) | 2 | |
| | | vii) Documentation (minimum PG in Social Sciences with experience in Communication and Documentation) | 2 | |
| 7 | Facilities/Infrastructure available | 1. Office space (minimum 3000 square ft.) | 1 | 7 |
| | | 2. Remote Sensing software available with the agency (licensed versions) - copy of license to be provided | 2 | |
| | | 3. GIS software available with the agency (licensed versions) | 2 | |
| | | 4. Computer and Printer/Plotter available for GIS work | 1 | |
| | | 5. In-house Training Facilities to accommodate minimum 25 people | 1 | |
| 8 | Quality of performance/ Recognition | a) International recognition for M&E from Government Organisations (0.5marks for each project) | 2 | 5 |
| | | b) National recognition for M&E from Government Organisations (0.5 marks for each project) | 2 | |
| | | c) State-level recognition for M&E from Government Organisations (0.5 marks for each project) | 1 | |
| 9 | Financial position of Agency (Minimum Annual turnover of two crore rupees every year for the past three years mandatory. Audited Statement of Accounts for all the three years is also mandatory) | a) Average turnover of > 5 crores /year | 5 | 5 |
| | | b) Average turnover of >3crores upto 5 crore/year | 4 | |
| | | c) Average turnover of 2 crores upto 3 crores/year | 3 | |
| | | d) Average turnover of less than 2 crores/year (Tenderer will be disqualified) | 0 | |
| 10 | Networking/Linkages with other relevant national/regional/international agencies | i) Regional institutions/agencies | 1 | 3 |
| | | ii) National institutions/agencies | 1 | |
| | | iii) International institutions/agencies | 1 | |
| 11 | Process Presentation of MEL&D as envisaged by Agency | 15 | 15 | |
| TOTAL | | | 100 | |

PS: 1. Details and Documentary evidence to be furnished.

2. Information furnished in the tender document will be subject to Physical verification by RGMWM/SLNA.

3. Agencies securing less than 65 marks will not be considered.

Annexure VII
Financial Bid Format

Name and Address of the organization:

Table1: Financial Bid

| Sl. No. | Zone | No. of Districts | No. of Projects | Area in Hectares | Financial Bid (in Rs./Hectare, inclusive all taxes) | Total Financial Bid in Rs. (Col 4 X Col 5) |
|---------|--------------|------------------|-----------------|------------------|---|--|
| (1) | (2) | (3) | | (4) | (5) | (6) |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| | TOTAL | | | | | |

* Participating Agencies may quote for single or multiple zones. The combined zone-wise details of projects are given in Annexures I.

Date:

Signature :

Place:

Name of the Signatory:

Designation :

(Organization/Company Seal)

Table 2: Component-wise Details of Financial bid for combined treatable areas of IWMP projects (in lakh Rs.)

| No | Components | ----- | ----- | ----- | ----- |
|----|---|-------|-------|-------|-------|
| | | Zone | Zone | Zone | Zone |
| 1 | Manpower | | | | |
| 2 | Impact assessment of watersheds using Geospatial technologies including hardware & software | | | | |
| 3 | Documentation | | | | |
| 4 | Travel | | | | |
| 5 | Miscellaneous/Contingencies/ others | | | | |
| | Sub Total | | | | |
| 6 | Taxes as applicable | | | | |
| | Grand Total * | | | | |

Note : *Grand Total should match with the Total Financial Bid value in Table 1

Date:

Signature :

Place:

Name of the Signatory:

Designation :

(Organization/Company Seal)

Annexure VIII

Important Instructions to the Bidders

I. The agencies that fulfill the following conditions only need to apply or eligibility criteria for agencies

1. The tenderer should have been functional for minimum of five (5) years– **Mandatory.**
2. The tenderer should have experience in the field of Monitoring, Evaluation, Learning and Documentation of Government funded Watershed Development projects/programmes anywhere in India, using Geo-spatial Technologies (GIS/Remote Sensing/GPS) – **Mandatory.**
3. The tenderer should have minimum average annual financial turnover of Rs. 2,00,00,000 (Two hundred lakh rupees) every year during the last three years. Audited Statement of Accounts have to be compulsorily submitted - **Mandatory.**
4. The tenderer should submit CVs of three key technical professionals who are going to be involved in the project, if selected. - **Mandatory.**
5. The tenderer shall have the firm registered with concerned statutory body and copy of the registration certificate along with the documentary proof should be enclosed. (Liable for rejection if registration certificate is not enclosed) - **Mandatory.**
6. The tenderer should have PAN and TAN numbers with Income tax department, copies of the same should be enclosed. - **Mandatory.**
7. It is mandatory for the tenderer to have service tax/professional tax registration certificates. - **Mandatory.**
8. Copies of latest Service Tax paid Certificate and Professional Tax paid Certificate be enclosed - **Mandatory**
9. The tenderer should submit the documents of IT returns and audited reports for the last three (3) years - **Mandatory**
10. The tenderer should have technical manpower well versed in reading, writing and speaking Hindi so that interaction with people living in the project area and also the Department is facilitated.
11. The tenderer should have clear cut HRD policy in terms of recruitment; leave policy, employee benefits etc. HR policy documents need to be furnished.
12. The tenderer should be capable of opening offices with minimum infrastructure at district level.
13. Agencies cancelled by any Government department or public sector undertaking in the last five years due to **un-satisfactory performance or black listed are not eligible to apply.**
14. SLNA holds the right to terminate the agreement if any agency gets black listed subsequently or if it comes to be known about the same after signing the agreement.
15. The tenderers who are selected in the Technical Bid Documents verification shall make presentation of the process of MEL&D as envisaged by the agency which will carry weightage in selection process. - **Mandatory.**

II. General Instructions to the Bidders

1. The CEO, SLNA is the Tender Accepting Authority and Tender Inviting Authority.
2. All the tenders shall be prepared and submitted in accordance with the instructions provided.
3. No tenders will be accepted after the time and date fixed.
4. The tenderer shall be deemed to have carefully examined the terms and conditions before tendering.

5. Both Technical Bids and Financial Bids need to be submitted.
6. The Financial Bids will be opened only for those bidders who qualify in the Technical Bid.
7. The tenderer shall clearly state the zone-wise component-wise break-up for the financial bid.
8. The period of validity of the tender (prices offered) is for 6 months which may be extended for another 3 months, if necessary.
9. All mandatory fields have to be filled with relevant information. If the information provided is not in conformity with the mandatory requirements, then the agency is automatically deemed ineligible.
10. The Approximate tender value is Rs 17.95 Crores (inclusive of all zones)
11. The EMD for each zone is Rs. 2.5 lakhs. If the bidding is for more than one zone, then an equivalent amount of EMD shall be remitted to that extent.
12. If EMDs are not submitted, then the tender will be summarily rejected.
13. The EMDs of unsuccessful bidders will be returned after the award of contract.
14. Selected agencies have to enter into an Agreement for a period of 5 years with the CEO, SLNA.
15. The Terms of Reference may be revised with mutual consent at the time of signing.
16. It is mandatory for the selected Agency to provide Bank Guarantee for 5 years (from Nationalized Banks) within 20 days of awarding of contract, as Performance Security or Further Security Deposit (FSD). Bank Guarantee will be for an amount equivalent to 10% of the total service fees payable to the agency (or contract value) for the period of agreement.
17. The EMDs of successful bidders will be returned after submission of the Bank Guarantee and signing of mutual agreement.
18. Provisions of RTI shall be applicable to all the agencies.
19. The CEO SLNA, RGMWM, reserves the right to accept/reject any application or cancel the tender process without assigning any reason what so ever.
20. Any changes in the schedule will be updated only on SLNA Website, no paper advertisement will be given.
21. The bidders may quote for single OR multiple zone as per the Financial Bid in Annexure VII.
22. The bidders have to quote for all the projects together in a particular zone.
23. The agency, which is awarded the task, should not sub-contract assigned task to another party and be able to complete the task on its own as required by the SLNA.
24. In case only a single agency has applied, it doesn't mean that it gets automatically selected.
25. If minimum required number of bids are not received, then SLNA hold the right to recall the tender.
26. Tenderers are advised to go through the tender document carefully before submitting the tender. In case if any of the supporting documents are not enclosed, such tenders are liable for rejection. No documents will be entertained outside the tender document.
27. In case the tender is cancelled, the EMDs will be refunded to the tenderers.

