

# ISLAMIC REPUBLIC OF PAKISTAN

## Government of Sindh

### Sindh Irrigated Agriculture Productivity Enhancement Project – World Bank Assisted

#### Procurement Officer

#### Terms of Reference

#### Introduction of the Project

Directorate General of Agriculture and Water Management (DGAWM) is preparing Sindh On-Farm Agriculture Productivity Enhancement Project with the assistance of the World Bank. The proposed project will be the first phase of on-going efforts at on farm water management in scaling-up the water course improvement and agricultural productivity enhancement activities undertaken under the existing Sindh On-Farm Water Management Project (SOFWMP). DGAWM has extensive experience since the late 1970s, not only in managing the extensive National Program for Improvement of Water Courses (NPIW) financed by the Government of Pakistan and on-farm water management programs financed by other donors in, but also experience in implementing two projects financed by the Bank, one of which is ongoing.

The proposed project interventions include: improvement of watercourses, improved field irrigation practices, introduction and promotion of a High Efficiency Irrigation System (HEIS), promotion of laser land leveling, introduction of deep plowing, provision of emergency community flood shelters, and assistance in improving agronomic practices through Integrated Pest Management (IPM), crop diversification, and other measures. Because all of these interventions result in high returns, demand by farmers is strong. These interventions will also provide leverage for substantial investments from the beneficiaries and entail only moderate risks due to strong participation by the farmers in the design and implementation of all activities.

The proposed six-year project would have the following components

#### **Component A: Community Water Infrastructure Improvement**

**Sub-Component A1: Community Water Course Improvement.** The component will assist Government of Sindh efforts to improve the tertiary level water distribution systems (watercourses) where water losses are highest. In Sindh, there are 46,699 water courses out of which 28,856 have been improved. Of the remaining 17,843, about 5,500 will be improved through the provision of lining (corresponding to 30 percent of watercourse length). Activities under this sub-component will include development of selection criteria for watercourse selection, farmer mobilization, and establishment of Water Course Associations (WCAs) and their registration, survey and design, and construction. Generally two types of lining will be available for the farmers to choose from: Precast Concrete Parabolic Lining (PCPL) segments or traditional rectangular brick masonry lining. The lining will be provided after the earthen section has been improved and realigned. In addition to lining, concrete water outlet structures will be installed for water diversion to the field over the entire length of watercourse.

The farmers will co-finance 24 percent of the costs through provision of skilled and unskilled labour. An estimated 137,000 farm families will benefit during the first phase of the project, which covers 5,500 watercourses in 24 districts.

Farmer mobilization, survey and design will be carried out by 100 Field Teams based in all 24 districts. Training in farmer mobilization and other aspects will be provided to the field teams by Technical Assistance & Training Consultants (TATC), Design verification and construction supervision and quality control will be performed by Project Implementation Supervision Consultants (PSIAC). Monitoring and Evaluation (M&E) consultants will carry out the third party monitoring of physical progress, impact assessment, and implementation of environmental and social management plans.

**Sub-Component A2: Mitigating Flood Risk for the Poor.** To extend the benefits of the project to rural poor, this subcomponent will finance the provision of 432 flood shelters of three types in the most vulnerable seven districts of Sindh. Current design provides shelter for 121,000 people and about 129,000 cattle in the most affected districts. Some of the shelters are designed to be used for community activities during non-flood seasons. The land for construction will be largely public or community owned land located in non-cultivable areas preferably on higher ground. An agreement has been reached with the Provincial Disaster Management Authority (PDMA) that once constructed, these shelters will be transferred officially to them for operations and maintenance with additional agreement for some that will be used for community activities. The PDMA will be invited to engage closely during implementation.

**Sub-Component A3: Supervision and Implementation Assistant Consultants (PSIAC).** Under this sub-component, a consulting firm will be recruited to (i) assist the PIU in overall project implementation and management including technical, procurement, financial management, (ii) engineering and designs, construction supervision; ensuring quality and timely completion of works under all project components and activities; and (iii) timely completion of strategic studies and pilot projects that will be identified during project implementation. They will work closely with the PIU, TAT and M&E consultants, suppliers, contractors, and farmers.

### **Component B: Promotion and Installation of High Efficiency Irrigation Systems**

This component will support (a) the introduction and installation of high efficiency irrigation systems (HEISs) such as drippers and bubblers for horticulture, floriculture, vegetables, and other high value crops grown on small commercial farms as well as (b) the introduction and distribution of kitchen garden drip irrigation kits for female headed households and farmers with limited access to land. The system will be provided to the farmers on a 40 percent cost sharing basis and will be installed by service providers who will also provide a technical assistance package for the farmers in operations and maintenance of the system. Additional training and assistance will be provided by the HEIS specialist in the field teams assisted by the TATC.

**Sub-component B1: Small and medium-sized HEISs for 2 ha (5 acres), 4 ha (10 acres), and 10 ha (25 acres) farms.** This sub-component will assist small and medium sized farmers to install and operate HEIS drippers and bubblers for growing high value crops. Under the project 2,600 HEISs Farms will be installed on 14,300 ha (35,000 acres) of irrigated and irrigable land. Criteria for site selection and service providers are provided in Annex 2. Preference will be

assigned to 4 to 10 ha farms because of their increased profitability, ranging from an Economic Internal Rate of Return (EIRR) of 15 to 43 percent. Given the novelty of this technology in Sindh, a social awareness and farmer mobilization campaign will be initiated and carried out by the field team with assistance from TATC. Training will include HEIS design, installation, operation and maintenance, irrigation scheduling, crop technologies, irrigation agronomy, and crop diversification.

**Sub-component B2: HEIS Demonstration Sites and Kitchen Garden HEIS kits.** This sub-component will include 48 demonstration sites of 2 ha (5 acres), two in each district; and finance the associated training of department staff, Supply and Service Companies (SSCs) and farmers including women in the installation, operation, and maintenance of the HEISs. A kitchen garden HEIS kit consists of drip irrigation equipment for a plot of 10m x 10m = 0.01 ha (0.025 acre) including a small water storage of 200 liter (53 gallon) with a conveyance pipe for the daily provision of water. Whereas the 100 kitchen garden HEIS kits for demonstration purposes will be provided free of charge, individual households requesting a HEIS kit will need to contribute 10 percent of the investment cost of US\$100. It will address the poorest elements of rural Sindh: 5,000 female headed households and 5,000 farmers with limited access to land, altogether 10,000 households.

### **Component C: Improved Agriculture Practices**

To increase the benefits of enhanced water availability from watercourse lining and high efficiency irrigation systems, and to improve the application use of appropriate crop inputs, this component will support provision of precision land leveling and deep ripping; improvement in irrigation agronomy; demonstration of and training and assistance in improved and modern technologies and methods to increase irrigation efficiency and agriculture productivity. In particular, the component will provide assistance in crop protection, input application, crop diversification, field irrigation techniques, and training, covering training of service providers and farmers, training of trainers, and establishment of farmers' information kiosks. This component will include the following sub-components:

**Sub-Component C1: Laser Land Leveling and Deep Ripping.** Under this sub-component, the project will provide laser guided precision land leveling and associated deep ripping equipment and training in its use to help farmers save irrigation water, curtail irrigation time, improve efficiency of agriculture inputs such as fertilizers, and achieve uniform seed germination, resulting in increased crop yields.

**Sub-Component C2: Improved Agriculture Production Technology.** Under this sub-component the project will support training of farmers to improve their crop and irrigation agronomy practices. Interventions will include: (a) establishing Farmer Field Schools (FFS) with a focus on Integrated Pest Management (IPM) (b) training of FFS facilitators (c) in-country exposure visits for farmers (d) demonstration of rearing beneficial insects on the farm and (e) training in crop production under High Efficiency Irrigation System (the drip system).

**Sub-Component C3: Technical Assistance and Training Consultants (TATC).** To implement the above activities, including the necessary training for farmers' mobilization and HEIS, an experienced consultant firm will be employed with expertise in community mobilization, field irrigation techniques, salinity management, irrigation scheduling, crop production technologies, irrigation agronomy, integrated pest management under the FFS methodology, and post-harvest management technologies. In addition, the consultancy will support management of the various

piloting activities such as HEIS, and training of trainers for operators in laser land leveling and deep ripping.

#### **Component D: Project Management and Monitoring and Evaluation**

This component will support the cost of project implementation and management, technical assistance for design and construction supervision, M&E consultants, studies, audits and staff training.

**Sub-Component D1: Monitoring and Evaluation (M&E) Consultants.** This sub-component will cover M&E of the project and impact assessment by third party independent consultants, who will report directly to the Project Steering Committee. The M&E activities will provide continuous feedback to the Government of Sindh on the project's performance and impact of its various components. To implement this sub-component, independent consultants will be recruited to monitor and evaluate before and after each construction season to review: (a) implementation progress, including spot checking of works and quality of construction, and targeting of works as compared to agreed criteria; (b) project intermediate impacts; and (c) environmental and social impacts particularly on small and marginalized farmers and female farmers. The consultants will also be responsible for establishing a Management Information System (MIS) and Information Communication Technology (ICT) based monitoring program for all project components and activities.

**Sub-Component D2: Project Management.** This sub-component will finance incremental staffs which are to be recruited to enhance the implementing capacity of the project implementation unit, and incremental operation costs for running project district offices and field offices to supplement their office and other logistic supports, strategic studies and feasibility for pilot projects that will be identified during project implementation. It will also support implementation of various plans such as Environmental Management Plan, Social Management Plan, Resettlement Policy Framework, Grievance Redress Mechanism, and Gender Action Plan.

The project involves procurement of consultants services for project implementation, monitoring and evaluation and training of department staff and farmers. Each of the three consultancy services would be procured in addition to procurement for works and goods under the project.

In order to ensure procurement as per the World Bank guidelines, the Project Implementation Unit (PIU) is constituted to have a full time presence of a Procurement Specialist. These Terms of Reference define the Scope of Work, Qualifications and Experience, Deliverables and Duration of the contract for Procurement Specialist.

#### **SCOPE OF WORK**

- Ensure system of procurement for community driven procurements like kitchen Garden, NEFR, Deep Ripping Equipment etc. under SIAPEP.
- Ensure implementation of key community driven procurement Strategies / contingency plans and ensuring that strategies and plans are aligned with organizational objectives

- Ensure post-award functions like, contract modifications, approval of progress payments, final payment, contract closeout, termination of contracts for convenience or default etc.
- Ensure that time control conditions of contract covering extensions, accelerations, delays, early warning are following in line with the conditions of the contract.
- Ensure for responding to contractor requests for information in all matters related interpreting contract documents, ground survey controls, quality control inspections, and other matters relating to the contract under the Project.
- Render advice on all community driven procurements and matters relate to contract administration in line with the World Bank’s Guidelines.
- Preparation of reports/ returns required for compilation of Project Completion Report.

### **QUALIFICATION AND EXPERIENCE**

The Procurement Officer should have;

- Masters Degree in Public Procurement Management/ Finance/ Business/ Economics/Engineering.
- Five years’ experience in the field of Procurement.
- At least three (03) years specific experience of procurement in the projects preferably in Donor Funded Projects
- Good knowledge of international procurement standards and procedures along with sound understanding of SPPRA rules and regulations.
- Excellent analytical and computer skills
- Excellent English language writing skills
- Excellent presentation and communication skills

### **DUTIES OF ASSIGNMENT / DELIVERABLES**

The Procurement Officer shall be responsible for

- To coordinate with PD-PIU to provide expert procurement and sourcing solutions for various community driven development procurement activities.
- **All community driven procurements:** Conforming to guidelines, cause preparation and issuance of various documents required at different stages of procurement cycle e.g. EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, various internal processing documents required to facilitate decision making and complete contract administration of all procurements.

- Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents is efficiently filed and provide complete track of procurement cycle.
- Provide assistance to PD – PIU in following areas:
  - a) Ensure a mechanism to address the complaints  
Of contractors and the settlement of the disputes. resolutions
  - b) Arrangement of inspections, wherever needed.
  - c) Initiate contractor’s payment as per agreed terms & condition in coordination with finance department.
- Assist PIU for administering contracts: including processing of progress certificates, review of extension of time claims, preparation of change orders, preparation of non-conformance notices, contract variations, termination and all other notices, suppliers/contractors compliance with contractual obligations
- Update procurement tracker on procurement status for PD, PSIAC, M&E Consultants & other departments.
- Keep the proper record of Procurement under his competency and enter the receipts, distribution, tagging of procured goods.
- Ensure to comply all the activities required for contract closeouts.
- Any other task assigned by the Project Director-PIU.
- Report to Project Director PIU – SIAPEP.

### **DURATION AND TIMING**

The project is under implementation from July 2015 and to be carried out over for a period of six years by December 2021. The Procurement Officer shall be engaged on an annual contract which will be renewable based on performance.

### **SELECTION PROCESS**

The Procurement Officer will be selected in accordance with the Selection of Individual Consultants Method as set out in the section - V of World Bank’s Guidelines: Selection and Employment of Consultants [under IBRD Loans & IDA Credits and Grants] by World Bank Borrowers (2011)