

**COMMAND AREA DEVELOPMENT (CAD)  
COMPONENT OF JALALPUR IRRIGATION PROJECT  
(JIP)**

**TERMS OF REFERENCE (TORs)  
OF  
COMMAND AREA DEVELOPMENT CONSULTANTS  
(CADC)  
(JIP/CSC-03)**



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**JIP/CSC-03**

**1. INTRODUCTION**

Jalalpur Irrigation Project (JIP) has been approved by the ECENC on 07 February 2018 at a total cost of PKR 32,721.46 million and subsequently the project has been signed with the Asian Development Bank (ADB) at a total cost of US\$ 274.630 million on 13 April 2018. A part of loan proceed will cover the consultancy services cost for command area development consultants of the JIP.

The Jalalpur Irrigation Canal off takes from Rasul Barrage and runs 117 km along right bank of River Jhelum. It is a non-perennial irrigation system, which would irrigate about 169,000 acres of virgin land located in Jhelum and Khushab districts. The key objective of the project is to develop the culturable waste land for agriculture and promote irrigated agriculture with efficient utilization of limited water resources being made available from new canal system through sustainable infrastructure development at the farm level.

The Command Area Development (CAD) component of the JIP envisages construction and lining (upto 50%) of 485 watercourses, LASER land leveling of 30,000 acres, installation of HEIS on 2,000 acres and construction of 20 water storage ponds with solar powered pumping stations for irrigating un-commanded areas in the outlet commands besides awareness creation, training, capacity development, extension services and demonstration activities. The CAD component will be implemented by the Punjab Agriculture Department through its Water Management and Extension wings. The CAD component has been approved at a total cost of PKR 3,959.702 million including government share of PKR 3,417.412 million and farmers' contribution of PKR 542.290 million during four years i.e. from 2019-20 to 2022-23. The project activities would be implemented in Jhelum and Khushab districts of the Punjab province.

It is planned to recruit/ engage Command Area Development Consultants (CADCs) for command area development activities under JIP for implementation supervision and third party validation of project activities. The consultants' team will primarily reports to the Director General Agriculture (Water Management)/ Project Director. The Consultant will be recruited in accordance with ADB guidelines for selection of consultants using the Quality and Cost Based Selection (QCBS) method using 90:10 ratio.

**2. OBJECTIVES OF THE ASSIGNMENT**

The objectives of the assignment is to engage a team of consultants, who would provide support for design review/approval, construction supervision, quality assurance, technical assistance, and overall coordination of project execution. The consultancy services for project implementation supervision are required to supervise and ensure that the activities of

Command Area Development Component of JIP are executed in an orderly manner with a high standard of workmanship and specified quality of materials within the envisaged implementation period and in conformity to best possible and latest technical (design, standards and specification), social and environmental standards.

### **3. SCOPE OF SERVICES AND EXPECTED DELIVERABLES**

- i) Prepare standards and specifications for watercourse construction works, HEIS equipment, LASER land leveling, water storage ponds, solar powered pumping station etc. as well as other extension activities.
- ii) Draft technical documents/agreements/formats for Supply and Services Companies (SSCs) including contract conditions, specifications for design, materials and installation of equipment, itemized list of typical items etc.
- iii) Provide support in procurement process e.g. pre-qualification, advertising invitations to bid, evaluation of bids and make recommendations as well as prepare all relevant documents for award of contracts.
- iv) Provide project management support services to the DGA (WM)/ PD.
- v) Assist in mobilization and screening of farmers for watercourse development/ HEIS/LASER land levelling etc. as per criteria.
- vi) Facilitate in finalization of rates for various items and services.
- vii) Provide resident supervision on PCPS yards through deployment of Engineers/ Sub-engineers.
- viii) Inspect and advise on standards, specifications, and criteria for construction materials/equipment etc.
- ix) Review and approve plans, designs, cost estimates for watercourses, HEISs, LASER land leveling, water storage ponds, solar powered pumping station etc.
- x) Facilitate timely completion of works and recommend onsite design modifications.
- xi) Spot check for quality of works during construction of a minimum of one third by their number.
- xii) Certify quantities and quality of completed works and delivered equipment for watercourse improvement, HEISs and LASER land leveling, water storage ponds, solar powered pumping station etc.
- xiii) Verify financial resource transfer applications.
- xiv) Notify the DGA (WM)/ PD of compliance / non-compliance of works with agreed criteria and standards.
- xv) Submit monthly, quarterly, and annual reports for proposed project activities besides other periodic reports as per requirements of project management.
- xvi) Provide technical support for training of stakeholders in all project interventions, particularly relating to high efficiency irrigation systems as well as new water management techniques and technologies.
- xvii) Develop online database and its management for all project interventions for efficient project management.

- xviii) Responsible for submission of reconciled physical and financial reports for its onward submission to the donor/ ADB and government.
- xix) Liaise with provincial, divisional, and district project management for smooth execution of field activities.
- xx) Extend technical support to maintain a website containing information on facilities and services, applications, procedures etc.
- xxi) support in project management based on modern concepts, implementation of works, including social and environmental management program, implementation of the communication strategy and plan, including support to Director General Agriculture (WM) Punjab for preparation of project implementation plans, expenditure planning, budgeting and financing forecast and work plans, as required by the government and financing agency(s) of the project as well as assistance in developing the procurement plans, contract management, and financial management.

### **Specific Scope of Key Services**

#### **a) Watercourse Development and Construction**

- i) Review the already developed standards and specifications for civil works on watercourses and improve the same as per latest requirements to assure compliance with agreed criteria.
- ii) Assist in mobilization of water users associations (WUAs) and selection of watercourses as per criteria.
- iii) Facilitate in finalization of rates for construction materials.
- iv) Verify rate assessment of construction materials to be procured by the procurement committee for civil work.
- v) Check surveys carried out by the OFWM staff.
- vi) Review and approve plans, designs, cost estimates for watercourses.
- vii) Check for quality of works during construction according to the agreed quality assurance plan, facilitate timely completion of civil works and recommend onsite design modifications.
- viii) Recommend financial transactions/ funds transfer to WUA/ SSCs as per approved criteria.
- ix) Certify quality and quantity of completed civil works.

#### **b) High Efficiency Irrigation Systems/ Solar Pumping Station/ Water Storage Ponds**

- i) Review the designs of systems.
- ii) Provide technical assistance in preparation of the design and specification, and cost estimation of the schemes, prepare guidelines, standardized criteria etc.
- iii) Prepare technical documents/agreement for SSCs including contract conditions, specifications for design, materials and installation of equipment, itemized list of typical items etc.

- iv) Assist in evaluation of the technical and financial proposals of SSCs.
- v) Assist in mobilization and screening of farmers.
- vi) Facilitate in finalization of rates for various items and services required for system installation.
- vii) Review and approve plans, designs, cost estimates prepared by the SSCs.
- viii) Check quality of material delivered at the site by SSCs, conformity with specified standards and quantities based on an agreed quality assurance plan.
- ix) Certify quantities and quality of all completed works for payments of systems cost to SSCs.
- x) Prepare completion certificates, measurements of the works, and disbursement applications for the GoPunjab and the financier of the Project.
- xi) Provide technical support for training of OFWM staff.
- xii) Review and advise on standards, specifications and criteria for high efficiency irrigation system, solar pumping station and water storage ponds best suited to local conditions.
- xiii) Facilitate timely completion of intended works and recommend onsite design modifications.
- xiv) Check for quality of works during installation based on agreed quality assurance plan.
- xv) Verify financial resource transfer applications at various stages of works execution.
- xvi) Prepare operation, maintenance and management manuals for high efficiency irrigation systems, solar pumping station and water storage ponds.

**c) LASER land Leveling**

- i) Assist in prequalification/shortlisting of service providers for LASER land leveling services.
- ii) Assist in evaluation of the bids and award of contracts during prequalification/bidding process of service providers to ensure selection of competent firms and quality services.
- iii) Assist in short listing of applicants for LASER land leveling.
- iv) Certify quantities and quality of LASER land levelling conformity with specified standards and quantities for payments to service provider.
- v) Provide technical support for training of farmers/service providers in LASER land levelling.
- vi) Prepare operation, maintenance and management manuals farm layout planning and LASER land levelling.

**d) Monitoring and Evaluation**

- i) Develop the overall framework of monitoring and evaluation plan including collecting, analysing, and reporting project data for continual effective tracking of project development objectives.

- ii) Work on formulated set of key performance indicators and means of assessment against these indicators for project activities to be implemented.
- iii) Monitor and evaluate the implementation of project activities and their outcomes and impacts on socio-economic welfare of farming community in project areas.
- iv) Propose recommendations about project modalities to ensure achievement of envisaged development objectives.
- v) Contribute in development of annual work plan, ensuring alignment with project strategy, agreement on annual targets and inclusion of M&E activities in the work plan.
- vi) Oversee and execute M&E activities of water management practices and techniques with particular focus on results and impacts as well as in lesson learning.
- vii) Any other duty assigned by the project management.

**e) Awareness Creation, Training and Capacity Building**

- i) Develop the overall framework of social mobilization, awareness creation, training and capacity building, which is gender-responsive.
- ii) Assist in social mobilization of farmers, community and WUAs, including women farmers.
- iii) Training and capacity Building of farmers, community and WUAs, with separate training for women farmers.
- iv) Coordination with PID, PAD, PIC, farmers, community and WUAs for command area development.

The consultants will be designated as “the Engineer” and undertake agreements in respect of civil works, goods, equipment etc. to be procured under the project, and will be responsible for inspection of these works in order to ensure that civil works undertaken and goods & equipment supplied are in accordance with the designs, specifications and terms & conditions of the relevant contracts and standards. The consultants shall ensure that procurement of goods, services, civil works contracts are in accordance with the approved policies and guidelines, the contracts are signed, and managed properly including any changes or variation orders during implementation.

The consultants will provide support to Director General Agriculture (Water Management)/ PD in overall project management activities such as preparation of project implementation plans, expenditure planning, budgeting and financing forecast and plans, monthly, quarterly and annual progress reports or work programs as required by the Government of Punjab and financiers of the project. They will also help in developing the procurement plans, contract management, and financial management. The plans will be updated on a regular basis as required by Client.

#### 4. TEAM COMPOSITION & QUALIFICATION REQUIREMENTS FOR THE KEY EXPERTS

The consultants will be encouraged to use the expertise available in Pakistan to the extent possible. However, international experience and experience with the ADB financed projects are necessary to carry out the assignment. The consultants are free to propose a staffing plan and skill mix in order to ensure that necessary requisite objectives and scope of services are achieved. If all the required skills are not available within the consulting firms, they are encouraged to make joint ventures with other firms. The detail of consulting service inputs is given in Table below.

Position/ Expert	Person-months
<b>Key Experts</b>	
Project Manager/ OFWM Specialist	48
Financial Management Specialist	24
Irrigation Agronomist	24
M&E Specialist	48
Agriculture Economist	24
Design Engineer	48
Social and Gender Specialist	36
GIS Specialist	24
Sub-Total	276
<b>Non-Key Experts</b>	
Field Engineer In-charge/ Field Coordinator	48
Field Engineers	240
Resident Engineers/ Support Staff	318
Sub-Total	606
<b>Total</b>	<b>882</b>

##### a) Project Manager/ OFWM Specialist (National, 48 person-months, one position)

**Qualifications:** The Team Leader will possess a Master's degree or its equivalent in Agricultural Engineering / Water Resources Engineering / Irrigation Engineering after B.Sc. Agri. Engineering with 15 years' experience including implementation of multi sectoral projects preferably ADB financed and involving social mobilization with 10 years of experience in the management of similar consultancy services with demonstrated ability to work with government officials, technical field staff, NGO representatives, and farmers. In addition, the Team Leader would be required to have familiarity with the principles and practices of participatory community development, irrigated agriculture, water management related issues, and knowledge of project management information systems besides having fluency in spoken and written English. Responsibilities of the Project Manager/ OFWM Specialist will be, but not limited, to the following:

- i) Report to the Client/ DGA (WM)/ PD
- ii) Assume overall responsibility for management of the CAD consultants' team
- iii) Work as the "the Engineer" as per Client's agreement with the Water Users Associations (WUAs)/ beneficiary farmers/ service providers to supervise



- construction/installation/equipment delivery etc. with the best professional and consulting standards to ensure that the scheme/task is completed satisfactorily
- iv) Keep the Client informed of technical issues and the progress of all works both by direct contacts and through discussions or correspondence
  - v) Attend, at Project level, all meetings as required and keep a record of all such meetings.
  - vi) Assist the Client in any project issue which the Employer may require
  - vii) Ensure preparation of a project completion report (PCR)
  - viii) Assist the Client in preparing the response to Audit Objections
  - ix) Assist the Client in preparing response to financiers or other authority's queries, observations, requirements etc.
  - x) Provide technical input in smooth implementation of planned activities
  - xi) Coordinate with all related Client's organizations for project issues

**b) Financial Management Specialist (National, 24 person-months, one position)**

**Qualifications:** The Financial Management Specialist (FMS) should have degree of Chartered Accountant or ACMA/ACCA with five (5) years of work experience in financial management in public sector organization preferably under a donor assisted project. Financial Management Specialist will be responsible for provision of technical guidance and expertise in the financial management activities under the project within the framework of prescribed policies and guidelines of the government and the ADB. The FMS will provide comprehensive support to the Directorate General Agriculture (WM) regarding establishment and maintenance of finance and accounting systems, processes and procedures, and ensuring adherence to the same. Major responsibilities of FMS will include, inter alia, the followings.

- i. Provide technical assistance to Director General Agriculture (WM) for financial management activities
- ii. Ensure strategic guidance about overall operations of the project
- iii. Assist in managing all accounts, budget and audit matters
- iv. Supervise in preparing cash flows, their planning, and management
- v. Support in dealing with the Bank on financial management issues
- vi. Monitor the financial resources and accounting to ensure accuracy and reliability of financial reports
- vii. Establish an efficient, accurate and updated reporting mechanism, preferably a real time transaction recording and reporting system including asset register management, receipt book and cash book keeping, invoice register management, contract register, contract ledger management etc.
- viii. Consolidate the periodic financial progress reports and submission to the DGA (WM) for review/approval and/or all stakeholders in accordance with the prescribed requirements
- ix. Prepare and coordinate various financial reports as may be required by any government agency

- x. Organize cash management processes, including liquidity management, recommendation about imprest level, risk assessment, bank relationship management, timely accounting and reconciliation of all transactions, security for cash assets on site etc.
- xi. Carry out capacity building of the provincial, regional and district level finance & accounts teams
- xii. Ensure carrying out internal and external audits timely and regularly to improve financial process as well as suggest corrective actions on all recommendations/ observations
- xiii. Help in securing approvals of competent authority regarding budget allocations and release of funds
- xiv. Any other relevant duties assigned by the Director General Agriculture (WM)

**c) Irrigation Agronomist (National, 28 person-months, one position)**

**Qualifications:** The Irrigation Agronomist should possess a Master's degree in Agriculture/ Agricultural Engineering or similar degree with specialization in Irrigation Agronomy and 10 years work experience including three (3) year work experience in related field under the water management projects. Work experience in related computer tools, good communication skills, fluency in English and proven satisfactory record of similar consultancies would be preferred.

- i. Assist the project management in implementation of OFWM and extension related activities
- ii. Develop guidelines and technical manuals about agronomy of different crops sown in the area for professionals and farmers for successful crop production
- iii. Prepare and implement plans for devising crop production technology including land preparation, planting, irrigation scheduling, inter-culture, fertigation, harvesting, processing and marketing under modern irrigation technologies
- iv. Estimate crop water requirements (CWR) by using climatic data (rainfall, sunshine, humidity, wind speed, temperature etc.) for soil moisture monitoring and proper irrigation scheduling in the project area
- v. Supervise demonstration and evaluation of modern irrigation and crop production techniques
- vi. Assist the Extension wing in carrying out their envisaged activities
- vii. Assist in preparation of most feasible cropping patterns under project interventions and water availability
- viii. Compile and analyze the reports on agronomic aspects of crop and water management for proposing recommendations
- ix. Participate in field visits & provide necessary input for crop and irrigation management
- x. Prepare training curriculum and carryout capacity building programs for technical staff and farmers about irrigation agronomy

- xi. Any other relevant duties assigned by the project management

**d) M&E Specialist (National, 48 person-months, one position)**

**Qualifications:** The M&E will possess a Master's degree or its equivalent in Agricultural Engineering / Water Resources / Irrigation Engineering/ Natural Resources with 10 years' experience including monitoring and evaluation of modern water management interventions of multi sectoral projects preferably ADB financed with preferably five (5) years of experience in promoting on farm water management interventions with demonstrated ability to work with government officials, technical field staff, NGO representatives, and farmers will be preferred. Responsibilities of the M&E Specialist/ Team Leader will be but not limited to the following:

- i. Lead the consultant's M&E team for provision of technical assistance to Director General Agriculture (WM/ PD/ Client in monitoring and evaluation of project activities and impacts
- ii. Supervise implementation of overall monitoring and evaluation plan including collecting, analyzing, and reporting project data for continual effective tracking of project objectives
- iii. Carry out impact evaluation of project activities to assess the project benefits
- iv. Monitor project activities to ensure implementation of project activities in accordance with the prescribed standards, specifications, and parameters
- v. Carry out continuous monitoring of the designing plans and maintain liaison with implementation staff/ other stakeholders
- vi. Assist in reviewing and modifying the project activities for cost effectiveness and technical suitability
- vii. Ensure adoption of international/ national standards for monitoring of project activities
- viii. Submit monthly and quarterly / yearly M&E reports acceptable to the clients
- ix. Perform other duties as assigned by the Client

**e) Agricultural Economist (National, 24 person-months, one position)**

**Qualifications:** The Agricultural Economist will possess a Master's degree in Economics/ Agricultural Economics/ Development Economics with specialization preferably in Monitoring & Evaluation and 10 years of work experience including five (5) years in implementation of water management projects at field level in agricultural and rural development sectors. The work experience in a developed country in related field particularly high efficiency irrigation and demonstrated ability to work with government officials, technical field staff, NGO representatives, and farmers would be preferred. Work experience in related computer tools, ADB rules/procedures, good communication skills, fluency in English, and proven satisfactory record of similar consultancies would be preferred. Responsibilities of the Agricultural Economist will be but not limited to the following:

- i. Prepare/refine log frames/ formats for baseline and periodic surveys for establishing pre-project dataset as well as for capturing temporal changes
- ii. Lead the field staff in collection of periodic/seasonal data planning field activities, project review, impact assessment etc.

- iii. Collect, compile and analyze the data regarding different components/activities against envisaged project objectives
- iv. Assist in modification of M&E and data collection plans on the basis of the information collected from the field on different aspects
- v. Establish a framework for involving beneficiary communities in the M&E process and internalizing beneficiary feedback in project implementation path
- vi. Assess the project impact and work out socio-economic benefits of project interventions and submit quarterly/ yearly reports acceptable to the clients
- vii. Impart guidance and training on M&E concepts and tools to project stakeholders
- viii. Any other relevant duties assigned by the project management

**f) Design Engineer (National, 48 person-months, one position)**

**Qualifications:** The Design Engineer should possess a Master's degree in Irrigation Engineering/Agricultural Engineering/ Civil Engineering/ Water Resources Engineering after B.Sc. Agricultural Engineering with 10 years' work experience including three (3) years' experience in on farm water management under the irrigated agriculture development projects. Work experience in related computer tools, good communication skills, fluency in English and proven satisfactory record of similar consultancies would be preferred. Responsibilities of the Design Engineer will be but not limited to the following:

- i) Supervise the designs of envisaged interventions and provide technical assistance/ backstopping
- ii) Monitor the designing process carried out by the supply & service companies/ service providers to ensure economic designs in accordance with the prescribed standards, specifications, and parameters
- iii) Carry out continuous monitoring of the designing plans and maintain liaison with implementation staff/ other stakeholders
- iv) Assist in reviewing and modifying the designs of project interventions for cost effectiveness and technical suitability
- v) Coordinate for ensuring adoption of international/ national standards for designs
- vi) Perform other duties as assigned by the project management/ client

**g) Social and Gender Specialist (National, 36 person-months, one position)**

The Specialist will be a graduate in sociology, development studies, anthropology or a closely related social sciences field. Master's degree will be preferred in relevant field. Professional experience of seven (7) years is required in social safeguards impact assessment, resettlement monitoring, participatory planning, implementation, gender action plans. In-depth knowledge for similar water resources development project environment and experience of Punjab will be an advantage. His/her main tasks will be;

- i) Ensure the equitable participation of women, including women landless farmers in community consultations, and report on the outreach, participation, and communication activities that have been carried out especially for women and vulnerable stakeholders
- ii) Organize women farmers, including the landless women farmers into community based groups; ensure their regular meetings; ensure that the groups' discussions are recorded in the minutes; and inform and feed these group discussions into WUA meetings, as relevant
- iii) Monitor and evaluate project impact to the social, poverty, and gender
- iv) Implement GAP
- v) Provide gender updates to project quarterly reports

**h) GIS Specialist (National, 24 person-months, one positions)**

**Qualifications:** GIS Specialist should possess Master degree in Remote Sensing & GIS with five (5) years of work experience in GIS applications in public/ private sector organization preferably under a donor assisted project. GIS Specialist would be responsible for provision of technical guidance and expertise in the development and management of GIS database of all project activities. He/she will provide comprehensive support to the client regarding database maintenance, data verification, updation of information, upgradation of system for use of data for planning and monitoring activities. Major responsibilities of the consultant will include, interalia, the followings.

- i) Provide technical assistance to Director General Agriculture (WM)/ PD in developing GIS maps of planned interventions
- ii) Develop GIS applications on different platforms (i.e. ESRI products/ ERDAS Imagine/ ER-Mapper / MapInfo etc.) for project activities
- iii) Supervise image processing/ interpretation and analysis
- iv) Carryout data digitization and geo database development
- v) Manage map production and printing
- vi) Administer spatial data analysis and management
- vii) Organize collection of necessary field data for completion, updating and up-gradation of GIS database
- viii) Build capacity of OFWM staff in operation, application and management of GIS database, use of GPS and latest GIS software i.e. ArcView, ArcGIS etc.
- ix) Demonstrate ways to use OFWM GIS database as a management tool in an optimal manner for project planning & monitoring
- x) Produce project maps as and when required by the Director General Agriculture (WM)/ PD

**i) Field Engineer In-charge/ Field Coordinator (National, 48 person-months, one position)**

**Qualifications:** The Field Engineer In-charge/ Field Coordinator should possess a Bachelor degree in Agricultural Engineering/ Civil Engineering or related field with 10 years' work experience including five (5) years' experience in on farm water management under the irrigated agriculture development projects. Work experience in related computer tools, coordination, good

communication skills, fluency in English and proven satisfactory record of similar consultancies would be preferred. Responsibilities of the Field Engineer In-charge/ Field Coordinator will be but not limited to the following:

- i) Lead the Field Engineers team and coordinate project activities amongst various stakeholders
- ii) Assist the Project Manager in project implementation supervision activities
- iii) Attend all meetings as required and keep a record of all such meetings
- iv) Supervise checking and approval of field survey, design and cost estimates
- v) Coordinate and monitor/ supervise all project activities undertaken in the field and ensure quality as well as quantity of envisaged works
- i) Develop close liaison with project stakeholders including project management, private sector service providers, farmers etc.
- ii) Undertake any other relevant duties assigned by the Client/project management

**j) Field Engineer (National, 240 person-months, 5 positions)**

**Qualifications:** The Field Engineer should possess a Bachelor degree in Agricultural Engineering and five (5) years work experience including three (3) years in on farm water management projects. Work experience in related computer tools, good communication skills, fluency in English and proven satisfactory record of similar consultancies would be preferred. Responsibilities of the Field Engineer will be but not limited to the following:

- i) Coordinate and supervise the construction/installation activities
- ii) Ensure quality as well as quantity of works by spot-checking of envisaged interventions
- iii) Certify funds for ongoing as well as completed works as per approved procedures
- iv) Bring any deficiency into the notice of the controlling officers of district and provincial governments.
- v) Develop close liaison with project stakeholders including project management, SSCs and the farmers.
- vi) Any other relevant duties assigned by the project management

**k) Resident Engineers (318 person months, about 8 positions)**

RE will possess B.Sc. Agricultural Engineering degree and would be responsible for provision of resident supervision in fabrication of Pre-cast Concrete Parabolic Segments (PCPS) in yards for watercourse lining.

**5. REPORTING REQUIREMENT AND TIME SCHEDULE FOR DELIVERABLES**

The consultant will prepare the following key reports in English and provide the copies as per deliverables and schedule alongwith respective soft copy.

- i) **Inception Report** – In this report, the Consultant will present their strategy, methodology, timeline, responsibility matrix, risk analysis, risk response methods etc. for successful delivery of consultancy services.
- ii) **Progress Monthly Reports**

- iii) **Mid-term Report on the Format Acceptable to the Client**
- iv) **Quality Assurance Plan - (QA/QC Manual)**
- v) **Revised Planning Commission Proforma-I (PC-I)**
- vi) **Assignment Completion Report**
- vii) Any special reports as may be necessary from time to time for specific item / issue related to the project.

The schedule for various reports and documents that are likely to be generated by the Consultant has been prepared. Additional reports and presentations shall be prepared as required. The consultants will supply the deliverables as per schedule given below alongwith the respective soft copy thereof to the Director General Agriculture (Water Management)/ Project Director CAD component of the JIP.

<b>Sr. No.</b>	<b>Document</b>	<b>Hard Copies</b>	<b>Due</b>
1.	Draft Inception Report	3	3 weeks after the effectiveness of the services
2.	Final Inception Report	10	One week after the issuance of comments by the Client on draft
3.	Monthly Progress Report (Physical & Financial)	5	10 <sup>th</sup> of the following month
4.	Quality Assurance Plan (QA/ QC Manual)	10	Within 45 days after commencement of services
5.	Quarterly Progress Report (Physical & Financial)	5	10 <sup>th</sup> of the first month of following quarter
6.	Annual Summary Progress Report (Physical & Financial)	5	10 <sup>th</sup> of the first month of following year
7.	Annual Progress Report (Physical & Financial)	5	During first month of the following year
8.	Quality Control / Assurance Report	10	After each year
9.	Revised Planning Commission Proforma-I (PC-I)	25	As and when required
10.	Draft Assignment Completion Report	5	At completion of physical works/ activities
11.	Final Assignment Completion Report	25	At completion of physical works and financial transactions
12.	Planning Commission Proforma IV (PC-IV)	50	At completion of project activities
13.	Complete inventory of works/ activities	10	At completion of the project
14.	Special Reports	10	As and when required

## **6. CLIENT'S INPUT AND COUNTERPART PERSONNEL**

- i) The Consultant shall work closely with the Director General Agriculture (Water Management) Punjab/ Project Director CAD Component of JIP to whom they will be reporting on day to day basis. The Consultant will establish their offices in the field at suitable places in the project area. Most of the consultants' staff will be located in the field.
- ii) Director General Agriculture (Water Management) Punjab/ Project Director CAD Component of JIP will be representative of the Client who will also resolve various administrative issues relating to consultants arising during the course of assignment. The Consultants' Team Leader will be the principal contact and will be expected to be readily available during project implementation.
- iii) The Consultants shall be responsible for all aspects of performance of services as set forth in the preceding sections of these TOR.
- iv) All records and sites will be made available to the consultant to enable them to perform their functions.

## **7. CLIENT WILL PROVIDE THE FOLLOWING INPUTS, PROJECT DATA AND REPORTS TO FACILITATE PREPARATION OF THE PROPOSALS**

Project Administration Manual prepared by the ADB

All relevant documents regarding on farm water management and command area development activities are freely accessible at OFWM website (<http://ofwm.agripunjab.gov.pk>), which may be useful for the consultant for preparing a meaningful response to RFP