

Andhra Pradesh Integrated Irrigation and Agriculture Transformation Project (APIIATP)

TERMS OF REFERENCE

For Engaging a Training Facilitation Agency (TFA) for Implementing the Capacity Building Activities of the Project

A. BACKGROUND

Project Context and Description

The Government of Andhra Pradesh has proposed a next generation irrigated agriculture transformation project with climate resilience as its cross-cutting theme.

The Project Development Objective is to enhance agricultural productivity, profitability and resilience to climate variability in selected tank systems of Andhra Pradesh.

The project beneficiaries will include small and marginal farmers, water users associations, farmer producer organizations, and other agro-entrepreneurs. During project preparation, specific target areas will be identified and specific interventions will be designed to benefit women and other vulnerable groups.

The project activities would be grouped into four main components: (i) Improving Irrigated Agriculture Efficiency at Farm Level; (ii) Adaptive Sustainable Agriculture Practices; (iii) Climate-friendly Market and Agribusiness Promotion; and (iv) Project Management and Capacity Building.

Component A: Improving Irrigated Agriculture Efficiency at Farm level: This component would improve tank-based minor irrigation to strengthen the integrated farming system (in which growing crops, agro-forestry and rearing livestock co-exist) with reduced water footprints. It will consist of four inter-related sub-components: (i) Institutional Strengthening and Capacity Building (ii) improving small holder irrigation system performance and resilience; (iii) improving water productivity and efficiency; and (iv) building synergy with the Primary Sector Mission (Agriculture, Fishery, Horticulture, Livestock and Irrigation).

Component B: Promoting Adaptive Sustainable Agriculture Practices: This component would improve production and productivity of the tank systems, and increase returns to farmers and other water users through better market linkages and promotion of agribusiness. This component will have two sub-components: (i) climate smart diversified agriculture production systems; and (ii) climate-friendly market and agribusiness promotion.

Component C: Climate-friendly Market and Agribusiness Promotion: This sub-component will aim at reducing the ‘road miles’ of goods and services, by bringing the producer and consumer closer for locally produced goods and services by reviving/enhancing local farmers markets and developing alternate marketing channels to improve farm level post-harvest management and value addition. The project will support development of farmer producer organizations/companies anchored in water user associations, and facilitate public-private partnerships to enable direct buying arrangements at the local level.

Component D: Project Management and Capacity Building: The objective of this component is to ensure smooth implementation of project activities, as well as monitoring of, and learning from project processes, outputs and outcomes.

B. RATIONALE FOR ENGAGING A TRAINING FACILITATION AGENCY (TFA) FOR ORGANIZING THE CAPACITY BUILDING ACTIVITIES

APIIATP intends to engage the services of qualified and competent Training Facilitation Agency at the state level to support the State Project Management Unit(SPMU) and the District Project Management Units(DPMU) for effective implementation of the Training and Capacity Building interventions of the project.

The Capacity Building Objective of the project is develop and enhance the capacities of all the direct stakeholders of the project i.e.; WUA's and departmental staff involved in order to perform their roles effectively in project implementation and in achieving the project objectives.

The project defines capacity "as the ability of individuals, groups, organizations and institutions to address emerging issues and situations during implementation."

Under APIIATP, Training Facilitation Agency (TFA) shall provide the necessary facilitation inputs to PMU in organizing the training and capacity building interventions for the project staff (PMU, Line Departments, DPU and SOs) at the state and national and international levels. The project envisages engaging a TFA for the period 2017 -18 and 2018 -19 to facilitate trainings and exposure visits on identified topics including orientation on project components and other trainings concurrent with the Project Implementation Cycle.

The TFA is expected to provide the logistical and implementation support to PMU in organizing different training and capacity building programs to about 400 persons. The participants of the training programs are from the PMU, DPU, SO and officers from line departments. These activities will be organized as per project cycle requirements based on training needs analysis.

The selected TFA shall make all logistical arrangements and meet all the costs of the training program including travel, boarding, lodging, and training materials of the trainees at approved rates (See Annex 3).

APIIATP shall reimburse the costs on monthly basis. The TFA will be paid Institutional Charges of 10 per cent on the actual cost of approved programs conducted.

B.1 Procurement Method

A Training Facilitation Agency (TFA) will be selected under **Fixed Budget Selection** procedures and in a Full Technical Proposal (FTP) format as described in the RFP, in accordance with the policies of the Bank detailed in the *Bank's Procurement Regulations for IPF Borrowers*, July 2016 which can be found at the following website: www.worldbank.org.

B.2 Eligibility: The selection of Training Facilitation Agency will be guided by the following criteria:

- (a) As a part of legal requirements, the TFA should be a registered body under the relevant state law and is active and operational continuously for the last 5 years on the date of application.
- (b) The TFA should not be on any blacklist of any government (Union and/or State), Ministry/ Department/ Organization/ Multinational Donor NGO or any other donor/partner organization in the past. The TFA should be non-political and secular in nature.

- (c) The TFA should have at least 5 years of relevant experience in carrying out Training and Capacity Building activities preferably for natural resource management projects at State level.
- (d) The TFA should have established their office in Andhra Pradesh.
- (e) The TFA should have demonstrated experience in community development and in training and capacity building in convergence with government departments and agencies.
- (f) The TFA should have the financial capacity without receiving any fund from APIIATP to conduct the Capacity Building Programs as per CB Plan/calendar approved by the State Project Director and submit the detailed voucher bills for payment on completion of training programme at the end of every two months.
- (g) The TFA should have maintained its accounting records and have properly audited them. Annual statements of income and expenditure should have been prepared.
- (h) The TFA should have a turnover of Rs.50 lakhs average annually for the last three years(as per annual audit statements).
- (i) The TFA should be in conformity with the mission, vision and the values of the Project and be ready to work for achieving the key goals.

C. THE SCOPE OF TFA ENGAGEMENT

The Training Facilitation Agency (TFA) shall undertake the following specific tasks towards ensuring that Project Staff are fully oriented on the Project objectives and components to perform their roles effectively in project implementation.

- i. The major responsibility of the TFA is providing training implementation support to PMU. TFA will provide all the necessary inputs in implementing the CB plan.
- ii. PMU will conduct the Training needs assessment of the project staff with the support of the TFA. Based on this assessment, PMU will prepare the annual CB calendar. The State Capacity Building calendar will consist of the training topics, trainee categories, venue, duration, and approximate dates for all the trainings proposed. The broad capacity building plan of APIIAPT for the contract period is given as **Annexure -1**.
- iii. TFA is expected to make all the logistical arrangements as per approved requirements of the Project Staff trainings (PMU, Line Departments, DPU, and SOs) conducted at the district, state, and national levels. The training requirements include, but not limited to: Training Venues with audio visual equipment, Rooms for group Discussion, adequate facilities for boarding and lodging of Resource Persons and Trainees, and Training Kits including handouts and stationary.
- iv. Training venues under the control of the Water Resources Department shall also be utilized for organizing the training programmes where ever available. The facilitation support in this regard shall be extended by the PMU and DPUs concerned.
- v. The TFA needs to finalize the resource persons for the state level trainings (both internal and external) based on the training topics in consultation with the PMU. The coordination and communication to the resource persons will be the responsibility of the TFA.
- vi. TFA will assist the PMU in developing objective assessment criteria for selection of SO staff/DPU staff or Training of Trainers (ToT) program. WUA trainings will be conducted by those completing the ToT program. The objective assessment criteria will cover relevant aspects of trainer aptitude, attitude and skills for adult training, especially in a non-literate environment. TFA will then assist the PMU in applying these assessment criteria in assessment of the SO staff to short list the staff for ToT training.

- vii. The TFA will assist the PMU in development of TOT Modules for the SO staff to conduct trainings of WUAs.
- viii. TFA will assist the PMU to develop a training quality monitoring and a training assessment module for the trainings being conducted by the SO staff who have completed the ToTs training.
- ix. TFA will assist the PMU in training the APDs in each district in application of the training quality monitoring system and training assessment module. The training quality monitoring system should be developed and the M&E APDs trained on it before the WUA trainers start training of the paraworkers and WUAs.
- x. TFA will be responsible for organising staff training programs budgeted to cost about Rs. 264.07 lakh for the contract period (See **Annexure 2** for details).
- xi. The agency shall be guided by the cost norms provided by the PMU and submit detailed voucher bills on completion of the training programme for claiming the expenditure to the State Project Director, PMU, APIIATP. The detailed cost norms are enclosed as **Annexure -3**.
- xii. The TFA shall submit a descriptive monthly progress report to the State Project Director, APIIATP on the training programmes conducted. Training Feed Back forms duly collected from the participants shall be submitted to the PMU with consolidated data. Photographs and videos taken related to the training shall be submitted to the PMU with the progress report.

D. DURATION OF THE ASSIGNMENT

The assignment is expected to last for a period of about 15 months, i.e., financial years 2017 -18 & 2018 -19. The change of approved staff shall require prior concurrence from the Client. Client may also request replacement of unsuitable staff. The Consultant may employ additional staff apart from the team mentioned below as required for conducting programs out of the management fee chargeable.

E. TEAM COMPOSITION

The Training Facilitation Agency is expected to engage the services of the staff mentioned in Table 2.

Table 2 Qualifications and Experience of TFA Staff

Sl	Key Staff	Minimum qualifications	Minimum Experience
1	Training Coordinator	Master's degree, preferably in the Social Sciences / Development Studies / Social Work/ Commerce/ Management.	<ul style="list-style-type: none"> ✓ 10 years of experience in coordination of training and capacity building activities at the state level. ✓ Experience of working with communities, community based natural resource management and community resource mobilization and management projects especially on capacity building and training ✓ Experience in development of training modules. ✓ Knowledge of Participatory Training Methods. ✓ Adequate Computer, Financial

Sl	Key Staff	Minimum qualifications	Minimum Experience
			management and documentation skills. ✓ Superior proficiency in English and Telugu.
2	Training Facilitators(2)	Post Graduate in any subject. Adequate Computer and Financial management Skills.	✓ 5 years of experience organizing training to personnel working at state level on natural resource management and community resource mobilization and management. ✓ Strong training, computer and documentation skills. ✓ Good communication and writing proficiency in Telugu and English.

F. DELIVERABLES

In performing these tasks, the TFA will strictly follow the implementation schedule given below:

Implementation Steps	Task Completion Schedule	Output
Detailed approach / methodology and implementation schedule for the above tasks.	Within 1 week of start of assignment	Inception Report
Selection & Identification of the Resource Persons for state level trainings	With in 2 weeks of the start of the assignment	List of persons
Submission of implementation plan of CB calendar along with session plans of the state level trainings	Within 4 weeks of start of assignment	Implementation plan
Revision of WUA Training Modules prepared by the project for the ToTs and provide inputs for the improvement of their contents and materials	Within 4 weeks of start of assignment	Revised WUA training modules
Draft ToT Modules and Materials	Within 5 weeks of start of assignment	Draft ToT Modules and Material
Consultation with PMU to finalize ToT Modules and Materials	Within 6 weeks of start of assignment	Final ToT Modules and Materials
Application of Objective Assessment Criterion for selection of TOTs	Within 6 weeks of start of assignment	List of selected APD and SO staff as ToT trainees
Development of quality monitoring system	Within 8 weeks of start of assignment	Training quality monitoring system and formats in place
Initiation of state level trainings	Within 12 weeks of start of assignment	Progress report
Training of Trainers (ToTs)	Within 12 weeks of start of assignment	Trained TOTs and ToT completion report
Submission of Training assessment module for assessment of WUA trainings conducted by SOs	Within 12 weeks of start of assignment	Training Assessment module
Submission of training progress report	By 5 th of every month/MIS	Training Progress reports

G. SUBMISSION OF REPORTS

Five hard copies of all Reports and Documents shall be submitted to SPD, APIIATP along with soft copy of the document in (MS WORD10 format).

H. PAYMENT SCHEDULE

Payment to the agency shall be made on monthly basis on submission of the detailed voucher bills submitted against the approved training programmes conducted. The detailed descriptive report on training programmes conducted for one month shall be submitted to the SPD, PMU with the bills.

I. PERFORMANCE ASSESSMENT

Performance Indicators

- A GRADE achievement of 80% and above target
- B GRADE achievement of 70% -79% of target
- C GRADE achievement of 60% -69 % of target
- D GRADE Less than 60% of target

Based On the approved annual capacity building calendar, PMU shall provide monthly action plan to TFA by 20th of every month for carrying out the training programmes for the ensuing month. The performance of the TFA shall be assessed on monthly basis against the monthly plan. In case the agency fails to perform in 'C' grade and above i.e. performance in 'D' grade for three Consecutive months, the contract deemed to be terminated.

Sd/-19.10.2017
SPD/APIIATP

