

ISLAMIC REPUBLIC OF PAKISTAN

Government of Sindh
Sindh Irrigated Agriculture Productivity Enhancement Project – World Bank Assisted

Procurement Specialist

Terms of Reference

INTRODUCTION

Background 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, 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 leverage 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 watercourses.

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: Project Supervision and Implementation Assistance 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 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.

To implement the project effectively by providing support for strengthening the procurement regulatory and institutional framework of implementing entity and undertake procurement of goods and services in various categories for the Program; both from local and foreign sources conforming to World Bank's and governments' stipulated guidelines (as applicable), services of an experienced and dynamic Procurement Specialist are required.

OBJECTIVES OF THE ASSIGNMENT

Serving as focal point of all procurement activities under the program, the Procurement Specialist will work on full time basis reporting to Project Director PIU while working in close liaison with relevant department/ authorities involved in implementation of various components.

SCOPE OF WORK

The scope of work is intended to describe the general nature and level of work to be performed by the Procurement Specialist. Following may not be an exhaustive of all job functions, skills, knowledge, efforts, or working conditions associated with the job. Procurement Specialist shall be responsible to:

To coordinate with PD-PIU to develop, monitor and implement need based Procurement Plan to implement project ensuring timely completion of all procurement activities.

Assist technical teams at DGAWM with development of generic and policy compliant TORs and specifications; as relevant.

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, contracts, and various internal processing documents required to facilitate decision making.

To maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency cost effectiveness and soundness of all procurements carried out under the program.

To address all matters associated with procurement of goods/services e.g. taxation, duties clearance.

To monitor the progress of procurement activities by periodically updating Procurement Plans and maintaining and updated Contract Roster.

To develop appropriate procedures, controls, checks, rules, etc. preventing frauds, pilferage etc. in the procurement process.

To act as key liaison person in coordinating capacity building initiatives internally and the community level.

Provide expert procurement and sourcing solutions for various community driven development.

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.

Any other task assigned by the Project Director-PIU.

QUALIFICATION AND EXPERIENCE

Master Degree from HEC recognized university preferably in Public Procurement Management/Business/Economics & Finance and possess management experience of fifteen (15) years with at least five years of working on procurements preferably under the donor funded projects with specific exposure to procurement of Goods, IT & Consultant Services. Prior experience of work on community driven development will be accorded preference. Should possess strong communication skills and persuasiveness in presenting, negotiating and resolving highly complex issues; both orally and in writing. Proficiency in English and basic IT skills will be mandatory. In addition to the World Bank procurement systems, the incumbent should have extensive knowledge of Sindh Public Procurement Regulatory Authority (SPPRA) rules and regulations, latest trends for efficient and effective procurement both international and local however knowledge about World Bank procurement guidelines will be preferred.

Age Limit: 35 to 50 Years.

DUTIES OF ASSIGNMENT / DELIVERABLES

The procurement specialist shall be responsible for:

- Report to the Project Director
- Assist the Project Director in procurement of services of PSIA, M&E and Technical Assistance & Training Consultants as per World Bank Guidelines for procurement of consultancy services.
- Prepare the RFP and other bidding documents for the procurement of consultants, goods and civil works.

- Assist the PD PIU in preparation and updating procurement plans and evaluation reports. Also prepare the pre-qualification bidding documents.
- Assist the PD in procurement for supply of Laser Land Leveling Equipment and Deep Rippers locally or through ICB as per procurement guidelines 2011 of World Bank.
- Assist the PD for procurement of construction contract services for construction of flood shelters as per WB guidelines.
- Renders advice on all matters concerning procurement as per WB guidelines and Sindh Government regulations.

INSTITUTIONAL ARRANGEMENTS AND REPORTING

The Consultant will report to the Project Director through Monthly Time Sheets and Monthly Progress Reports delineating all the activities undertaken during a certain month. Upon conclusion of the assignment the Consultant will be required to submit an End of Assignment Report.

DURATION AND TIMING

The project is planned to be carried out over a period of six years starting by July, 2014. The Procurement Specialist shall be engaged on an annual contract which will renewable based on performance.

SELECTION PROCESS

An individual consultant will be selected in accordance with Section V of World Bank Guidelines for Selection & Employment of Consultants under IBRD Loans & IDA Credits & Grants, January 2011 through Individual Consultants method.

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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.

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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 proposed six year project is a multi-billion rupees project in which its financial management plays a vital role in order to satisfactorily implement all the required components as planned within the fiscal agreed budget. It would involve preparation of yearly expenditure budget against the planned activities and its disbursement accordingly. It would require preparation of various financial statements and returns to comply with WB's and government's regulations, for WB funded projects.

In order to guide and assist the project management in steering the project complying with financial regulations, a Financial Management Specialist will be required. He will work in the PIU under the Project Director and would liaise with Deputy Director Admin and Directorate finance staff laying all guidelines to regulate project budget and expenditure. He will be hired from local sources as per WB's and government's stipulated guidelines (as applicable).

SCOPE OF WORK

The Financial Management Specialist will be responsible to maintain financial records, to provide timely financial information to PD-PIU and to ensure compliance with Government of Sindh's a) Financial Rule, b) Delegation of Powers c) Finance Department's standing orders/ instructions circulated from time to time and World Bank's Financial/ Procurement Guidelines as referred to in the Project Appraisal Document, Financial Agreement and Project Agreement of SIAPEP project.

Devise and implement modern methods of financial management of project in line with the requirement of World Bank funded projects.

Organize and train PIU staff in modern management methods including training of Directorate and District staff.

Render assistance and advise to PIU staff in all financial matters related to the project.

Prepare periodic financial statements/ returns updated with the progress of the project and ensure project not to over-run financially.

QUALIFICATION AND EXPERIENCE

The Financial Management Specialist shall have;

- Have internationally recognized qualification in accounting, CA/CPA.
- 10 years post qualification experience in relevant field, familiarize in dealing with donor financed projects.
- Have a demonstrated focus on impact and results.

Age Limit: 35 to 40 Years.

DUTIES OF ASSIGNMENT / DELIVERABLES

The Financial Management Specialist shall be responsible for

- Reports to the Project Director.
- Renders assistance and advice to the PIU staff in modern methods of finance management, book-keeping and MIS especially in line with the requirements laid down by the WB.
- Prepares periodic financial returns with updates of project status and keeps PD informed of any over runs.
- Ascertain effective internal control system in order to prevent un-international / international errors, misappropriations and any other financial irregularities. Moreover, review the internal control system from time to time and add and modify the procedure / practice to remove the weaknesses and maintain effective and successful financial control.
- To liaise with Agriculture, Planning & Development Department, Finance Department, Office of Accountant General Sindh, State Bank of Pakistan, National Bank of Pakistan, Treasury Office, Karachi and World Bank with regards to release / utilization of Project related funds
- Manage to prepare primary books of accounts, regular entries into Accounting software/ Consumable Article Stock Register/ Dead Stock Register, timely as Counterpart Funding and Financial statement on monthly basis
- Make the required record available and coordinate during the course of suggestion/ observations of internal/ external Audit.
- Prepare Draft replies to the audit paras / draft paras etc and follow-up on timely resolution of audit paras.
- Assist PD-PIU with their areas of responsibility in preparing financial plan, implementation and follow-up etc.
- Submit fortnightly and monthly financial progress with variance analysis on required format.
- Prepare quarterly interim financial reports and annual financial statements as required by the World Bank on the basis of accounting record
- Any other contextual responsibility assigned by the competent authority.

DURATION AND TIMING

The project is planned to be carried out over a period of six years starting around July 2014. The Financial Management Specialist shall be engaged on an annual contract which will be renewable based on performance.

SELECTION PROCESS

The Financial Management Specialist will be selected in accordance with Section V of World Bank Guidelines for Selection & Employment of Consultant under IBRD Loans & IDA Credits & Grants, January 2011 through Individual Consultants method.