

Monitoring, Evaluation, Learning and Documentation (MEL&D) of Projects under  
Integrated Watershed Management Programme (IWMP)  
*(Terms of Reference for external agencies at SLNA level)*

***Background***

The Integrated Watershed Management Programme (IWMP), a flagship programme of the Government of India has been making significant investments. Centrally administered, this programme is currently operational in states with an investment of approx. Rs.5000 crore in the current fiscal and an envisaged outlay of Rs. 29,000 crore the 12<sup>th</sup> Plan period. Given the quantum of investments, multiple objectives that have a direct bearing on the nation's agricultural productivity and rural livelihood potential and its wide area coverage, it is important to have a system in place that monitors its effectiveness and delivery mechanisms on both continuous and disaggregated basis to support management and learning requirements. Due to its decentralized design, both planning and implementation of this programme occur at the state and sub-state levels involving a range of stakeholders with diverse priorities and capabilities. Ground realities vary greatly from one state to the other and in most cases within states and even watersheds, complicating an already heterogeneous canvas. A well designed and functional M&E system would effectively capture the progress in achievement of the multiple objectives, obviously also the deviations, provide the learnings and framework for improvements while documenting the processes and achievements. The idea here is primarily to have an effective state-level MEL&D system in place, but one that would aggregate and link up to provide the national picture. The need to have an external, independent agency to sanitize the system of any kind of bias for the task, is underlined. An overview of the objectives of the IWMP will indicate the range and nature of information both bio-physical and socio-economic that would need to be captured and analyzed in the MEL&D system.

***Objectives of IWMP***

The main objectives of the IWMP are to restore the ecological balance by harnessing, conserving and developing degraded natural resources such as soil, vegetative cover and water. The outcomes are prevention of soil run-off, regeneration of natural vegetation, rain water harvesting and recharging of the ground water table. This enables multi-cropping and the introduction of diverse agro-based activities, which help to provide sustainable livelihoods to the people residing in the watershed area. This objective can be re-termed as follows for better comprehension-

- i. Increase the productive potential of degraded lands through various watershed interventions
- ii. Improve the biomass through agro-horticulture, agro-forestry and silvi-pastoral systems
- iii. Support to the assetless, small landholders and other vulnerable sections through income generating activities (IGA)
- iv. Support the livestock sector and demonstrations in agriculture related sectors
- v. Improved production systems and micro enterprises
- vi. Drought proofing of rain-fed agriculture
- vii. Formation of vibrant and well informed community-based organizations resulting in overall improvement in the social capital
- viii. Achieving sustainable agriculture production leading to overall improvement in the quality of life of farming community
- ix. Create a sustainable institutional & natural resource base at the community level

## **2. Need for an Effective External MEL&D system**

For the MEL&D assignment, the (State/SLNA) proposes to contract/engage independent and external MEL&D agency/agencies that has/have the skills and proven experience in the area, for the following reasons.

- i. At project level, IWMP envisages a bottoms-up approach of implementation by involving the community through community-based organizations such as self-help groups, user groups and watershed committee besides project implementing agencies (PIAs) from both government or non- government organizations and the watershed development team. These groups need continuous monitoring for effective implementation of the project.
- ii. The organizational learning processes need to be facilitated through the observations of an external agency to assist the project functionaries at various levels.
- iii. Impact evaluation of watershed projects in particular has to be made using the state of art technology such as Remote Sensing, GIS and GPS for unbiased and reliable assessment in terms of changes in biophysical parameters which requires specific skills plus expertise.
- iv. In a programme such as the IWMP, process monitoring along with documentation needs to be undertaken to confirm that project activities are being implemented in conformity with the Revised Common Guidelines 2011 and the decisions of the State Level Nodal Agency (SLNA) if any
- v. Each project being implemented under IWMP requires timely and appropriate information on its performance, measured by combining both qualitative and quantitative performance indicators.
- vii. It is imperative that MEL&D under IWMP has to add value to the project during the course of its implementation and as well as for achievement of expected outcomes and impacts.

Hence, it is reiterated that an effective MEL&D system is extremely essential for projects of this nature, to achieve their objectives.

## **3. Proposed Framework for the MEL&D System**

IWMP emphasizes on a learning-by-doing approach. It is realized that a carefully developed Monitoring and Learning framework is critical to ensure learning and effectively use the same for improving project implementation and thereby achieve the project development objectives. An effective MEL&D system has to:

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

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

implementation.

## **4. Tasks**

To evolve a responsive and effective MEL&D system for the IWMP at state level, the agency/ies contracted would need to undertake the following tasks:

### **4.1 Establishment of an operational MEL&D System**

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

#### **4.1.1 Benchmark Survey for baseline study:**

To establish the benchmark for assessing the impact of the project interventions it is necessary to carry out benchmark/baseline survey. It is mandated that the agency/agencies to survey approximately 20% of the households in selected projects (i.e. about 20% of project in a given batch) with representation from all the socio-economic sections covering the ridge, middle and lower reaches of the micro-watersheds through statistically appropriate sampling techniques. In addition to this, 10% of the households in the control area (villages without IWMP) also need to be surveyed during and after project implementation to compare changes in with and without situations. Baseline survey or benchmark data will facilitate input mainly to impact related monitoring.

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

#### **4.1.2 Impact Evaluation**

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

In addition to household surveys, the agencies need to assess the changes by procuring and comparing LISS-IV 5.8 m resolution (or any other equivalent or better resolution) Satellite Imageries of pre and post project implementation for 25% of the project area (for the sampled watersheds).

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

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

#### **4.1.3 Conduct of Concurrent Process Monitoring**

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

Some of the important processes are as follows:

1. Entry Point Activity (EPA)
2. NGO functioning
3. Sensitization and Awareness Programmes
4. CBO formation and functioning
5. Net planning and usage of technical inputs like GIS maps etc.
6. DPR preparation
7. Action plan preparation
8. Capacity building activities at different levels
9. Flow of funds
10. Maintenance of registers & procurements at all levels as per guidelines/circulars
11. Implementation of the project as per approved annual action plans
12. Quality assessment of all components
13. Functioning of WDT and PIAs (Watershed Development Team/Project implementation Agency)
14. Functioning of the Watershed Committee (WC)
15. Collection of contribution and management of the Watershed Development Fund (WDF)
16. Institutional and financial sustainability of Community Based Organizations (CBOs)
17. Income Generating Activities (IGA) and Micro Enterprises
18. Transparency (dissemination and display of project related information through community events, social auditing, wall writings, publicity materials, etc.)
19. Gender sensitivity & equity (equity in terms of distribution of benefits and costs, gender issues)
20. Social inclusiveness
21. CPR development & apportioning of usufructs in CPRs (Common Property Resources)

All these process are to be measured with a set of relevant indicators. The indicators should be adequately adjusted to capture progress along the project cycle. Addition and prioritization of indicators may be required to reflect the real time situation.

The MEL&D agency would also focus on identifying challenges faced as well as positive and negative aspects of implementation. If ME&L is undertaken by multiple agencies, a common format (Annexure 1.a) for collecting process monitoring information would need to be adopted by all to ensure that the analysis is uniform in nature

#### **4.1.4 Input – Output Monitoring:**

- The MEL&D agency will generate monthly and annual input-output monitoring reports with the analysis of MIS Data
- The MEL&D agency will utilize the IWMP progress reports and/or MIS and data collected from various sources such as District Watershed Development Officers, Watershed Committees, etc. for generating the input-output monitoring reports.
- Part of the progress monitoring will be part of the monthly Process Monitoring Reports.
- The annual input-output reports should summarize the progress and performance project-wise and provide overall observations. The report will capture any information considered as necessary for sectoral analysis.
- The MEL&D agency will verify the MIS data integrity through periodic field verification.

#### **4.1.5 Conduct Pathway Analysis**

Using both Process and Input-Output monitoring (MIS based), pathway analysis to be carried out specifying and analyzing the key aspects emerging overtime. This has to be carried out once in six months.

#### **4.1.6 Thematic / Special Studies:**

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

#### **4.1.7 Feedback and Dissemination Mechanism for Learning:**

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

#### **4.1.8 Documentation or Deliverable/Outputs from the MEL&D Agency**

The MEL&D agency will be provide documentary evidence of programme processes through good quality photographs, videos, slide shows, brochures, reports *etc.* as agreed with the SLNA.

- i. Reports listed in Annexure-II will be part of the documentations applicable. Pre & post status scenarios should be depicted with documentary evidence. Observations in the process monitoring reports must be specific as regards location (name of village, beneficiary, GPS readings, survey numbers etc.). Monthly process monitoring reports should be supported with photographs to substantiate the information provided. Photographs of works should have GPS readings
- ii. Case Studies/Success stories, Thematic studies and all Evaluation reports shall be compulsorily accompanied by photographs of activities undertaken in the project area and, opinions of all stakeholders such as beneficiaries, Govt. officials, SLNA staff, public representatives relevant CBO representatives.
- iii. Video Documentation: The Agency will undertake video documentation depicting the pre-treated status and the changes that have accrued upon implementation as comprehensive proof of project progress and drawbacks. The final product should be of acceptable professional standards with English subtitles. Further details on the requirements are at Annexure II.

Annexure-I	Suggestive indicators for Impact evaluation
Annexure-Ia	Format for process monitoring data collections.
Annexure-II	Deliverables from the MEL&D Agency
Annexure-III	Proposed Organizational Structure and Manpower Agency
Annexure-IV	Project period and Payment Terms
Annexure-V	Technical Bid format
Annexure-VI	Score card for Evaluation of Technical Bid of Tenderers
Annexure-VII	Financial Bid format
Annexure-VIII	Instructions to the Bidders

## **5. Technical Support to MEL&D agency**

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

## SUGGESTIVE INDICATORS FOR IMPACT EVALUATION

a) Household Level Impact Indicator –Suggestive (to be added if needed)

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

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

Sl. No.	Parameter	Indicator
1	Formation of village level local institutions	SHGs, User Groups, Watershed Committees, Self-assessment by these CBOs
2	Availability of important services	Education, health, Infrastructure, Veterinary
3	Access to services IGA- Initiated Bank & market linkage	Credits, Markets, Banks, Inputs
4	Participation in community programmes	Increase in knowledge,
		Increase in capacity to execute works
		Increase in capacity for decision making
5	Employment opportunities	Increase in employment opportunities
		Increase in wage rates
		Reduction in migration
6	Involvement in the project	Participation in planning, implementation and monitoring
		Upkeep of community works/assets
7	Livestock	Increase in the number of high yielding breeds of cattle
		Improvement/increase in milk output
		Increase in poultry farming

		Increase in fisheries
8	Empowerment and equity	Opportunities for women and vulnerable groups
9	Drinking water facilities	Increase in no. of days of drinking water availability within the vicinity of the habitation
10	Effective development and management of CPRs and sharing of benefits	Identification of CPRs and beneficiary selection
		Management of CPRs by SHGs
		Activities proposed and undertaken in CPRs
		Signing of Agreement for usufructs sharing mechanism and utility to the community Actual usufruct sharing instances.
11	Conflict management, unity and integrity among people, maintenance of assets	Instances and type of conflict resolution through group action
		Transparency and social auditing conflict management
12	Representation and participation of community in decision making at local government level	Involvement of PRI members and all sections of the community in PRA exercises
		Presentation of DPR before the GramaSabha for final approval
13	Migration	Change in n of people migrating for wage
		Alternate employment opportunities (micro-enterprises)
14	School attendance	No. of enrollments of students at the different levels, School dropouts, if any
		Re-enrollment of school dropouts

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

Sl. No.	Parameter	Indicator
1	Crop yield	Increase in the cropped area Adoption of new package of practices (eg...) Adoption of Soil and moisture conservation measures (eg....)
2	Diversification of Cropping pattern	Change in the cropping pattern and diversification Shift to commercial, food, fodder crops Shift to agro-horticulture, agro-forestry Shift from mono-cropping to intercropping/mixed cropping
3	Ground water	Increase in the cropping intensity Changes in the cropping pattern Diversification into high value crops Increase in the irrigated area Improvement in the Ground water level and yield
4	Productivity of non-arable land	Extent of reduction in wastelands/degraded lands Extent of increase in forest cover/plantations/silvi-pasture Improvement in bio-diversity/canopy cover Area of fallow lands brought under cultivation
5	Soil erosion	Reduction in soil loss, run-off, silt deposition
6	Livestock	Increase in number of improved breeds of cattle, buffaloes, etc. Increase in milk production/dairy activities Reduction in disease outbreaks in animals Increase in number of households having cattle shed/sheep shed Self-sufficiency in fuel wood and fodder
7	CPRs/pasture lands	Fodder development/silvi-pasture

8	Surface Water Resources	Increase in number of water bodies Increase in surface water supply (how capture ?) Transformation from seasonal to perennial crops (using these as irrigation source)
9	Environmental aspects	Hazardous industrial activity (including mining) Rare/endemic/endangered species of flora and fauna Indigenous knowledge, artifacts, traditional values, indigenous people Wild life sanctuary, National park Cultural heritage/archaeologically important sites
10	Bio-diversity	Increase in non-browsable tree species Planting of minor, traditional fruit and medicinal, silvi pastoral systems Rejuvenation of local species of trees

**Annexure I-A**

A format for process monitoring: -


## DELIVERABLES FROM THE MEL&amp;D AGENCY

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

Process Monitoring Reports	Analytical Reports
1. Process Monitoring Reports 2. Input-output monitoring report 3. Path-way analysis reports 4. Any other report sought by SLNA pertaining to real time monitoring.	1. Inception Report 2. Baseline Survey Report Report on pre project status based on satellite 3. imagery  4. Thematic reports 5. Case studies/Success stories 6. Video Documentaries 7. Preparatory Phase Evaluation Report (brief) 8. Works Phase Evaluation Report 9. Final Impact Evaluation Report 10. Any other report sought by SLNA

**B. Reporting Schedule**

Sl. No.	Type/Name of Project	Reports to be submitted	Time frame for submitting report
1	At Inception	Inception report (one time only)	Not later than 45 days of signing of Agreement
		Baseline report (one time only)	Within 6 months of signing of Agreement
		Preliminary Report on Satellite imageries	Within 6 months of agreement
2	Monthly Reports	Process monitoring reports (Input-Output report, Learnings and Good Practices will be included.	On or before the 12 <sup>th</sup> of the following month
3	Annual Report	(i) Process monitoring reports (ii) Input-output report and (iii) Learnings and Good Practices documentation	Within two months of completion of annual period.
4	Phase-wise Evaluation Reports (As per GoI and SLNA Guidelines)	Preparatory Phase	One month after completion of preparatory phase
		Works Phase	One month after completion of work phase

5	Others	Thematic reports-5 studies per batch	Within 4 months after initiation of study(generally end of a year)
		Case Studies / Success Stories/ Good Practices-4 per Project	Case Studies / Success Stories/ Good Practices may be submitted as project implementation progresses
		Final Impact Evaluation Report	Within two month of the completion of all the projects
		Video Documentation	End-to-end video documentation: At the end of each phase, a video documentation will be presented to SLNA, after the completion of all the projects, a consolidated documentary should be submitted. Case Studies / Success Stories/ Good Practices: As and when Case Studies / Success Stories/ Good Practices are made

### 1. At Inception:

- i. Inception Report: Is to be submitted within 45 days of signing of the Agreement.
- ii. Baseline Report: Is to be submitted within 6 months of signing of the agreement. Formats and indicators jointly developed and agreed upon by the Agencies and SLNA will be used for the baseline survey. For the baseline Survey, the MEL&D agency shall have to necessarily collect data pertaining to a minimum of 15% of all the households in selected 20% of projects, representing the upper, middle and lower reaches of the micro-watersheds. A statistically sound sample identified through suitable sampling techniques will be used for the survey. A further 10% of households in the Control area are to be surveyed. A suitable control is to be selected in consultation with the SLNA. This baseline data will be later used to assess impacts using the same indicators. It is advisable not to depend on or use baseline data collected by NGO/SLNA for independent analysis. However, available SLNA data could be used later as a comparative check with baseline data collected by the agencies.
- iii. Report based on satellite imageries of pre project status (with analysis): The agencies are required to procure LISS-IV 5.8 m resolution (or any other equivalent or better

resolution) satellite imageries of both pre and post project implementation for 25% of the project area, for impact evaluation. A preliminary report based on satellite imaging has to be submitted by the agencies with analysis

**2. Monthly:**

- i. Indicator-wise Process Monitoring reports: All the projects have to be continuously monitored, on near real time basis, every month until their completion. The sector-specific indicators may be provided by SLNA for every month if needed. The agencies also have to monitor on indicators requested by the district level officers. (Input-output report will be part of this report).
- ii. This report should be brief and specific, highlighting issues that require attention or are otherwise significant.

**3. Annual:**

- i. Indicator-wise analyzed Annual Process monitoring reports (Input-output Progress Monitoring Report and Learnings and Good Practices will be either separate or part of this report).
- ii. **Good Practices Documentation:** These may be consolidated as required by SLNA. Good practices shall be documented in the form of video clippings, photographs and or other media. The Agency will develop suitable methodologies for early dissemination of learnings and also impart trainings to the stakeholders of IWMP through appropriate models.

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

- i. Preparatory Phase Evaluation Report: An evaluation report of the preparatory phase which include (entry point activities), formation of community-based organizations, capacity building, PRA, net Planning, DPR preparation etc. submitted by .....
- ii. Works Phase Evaluation Report: An evaluation report of the works phase would needed to be submitted within.....

**5. Other reports:**

**i. Thematic Reports:**

- a. Minimum of 5 thematic studies per batch of projects have to be conducted by the agencies.
- b. The theme may be jointly decided by the agencies and SLNA.
- c. Studies to be initiated preferably after the first year of implementation or as per SLNA requirement.

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

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

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

**iii. Final Impact Evaluation Report:** The agencies have to survey the same households families that were surveyed during the baseline and a comparative analysis has to be

made. Similarly the satellite imageries of project area have to be procured at the end of project implementation. With this information, impact assessment in terms of biomass, change detection in agriculture, horticulture Forested areas, degraded/Waste land details *etc.*, including all possible socio-economic parameters has to be studied in great detail. The MEL & D Agency shall provide in its report digitally analyzed Post-project satellite data output for selected specified watershed depicting the change detections including the bio-mass.

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

The agencies have to submit the following video documentations (for each batch of IWMP projects separately, in their respective revenue divisions).

1. End to end video documentation of project implementation (including pre project status, project progress and post-project scenario) – 20 minutes duration
2. Video documentation of Case studies/Success stories/Good Practices: It is specified that the MEL&D agency shall submit 4 Case studies/Success stories//Good Practices per project. Under each project the best Case study/Success story/Good Practices shall be video documented. The duration of each video documentation will be a minimum of 5 minutes.

The quality of matter presented in the video documentation and also photographs should be professional quality (**Not using mobile/mini digital cameras**).

### **C. Methodology of Reporting:**

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

#### **1. Monthly Process Monitoring Reports:**

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

#### **2. Baseline Survey Report:**

- a. The MEL&D Agency/agencies have to adopt common methodology for conducting the survey including format, indicators, means of verification, use of controls, analysis of data and reporting.

b. The SLNA will support the Agencies in designing the baseline survey format.

**3. Impact evaluation report:**

- a. The agencies need to assess the changes by procuring and comparing LISS-IV 5.8 m resolution (or any other equivalent or better resolution) satellite imageries of pre and post project implementation for 25% of the projects.
- b. Satellite imageries are to be obtained during November or around this period for previous years (depicting maximum vegetative cover), at the beginning. After completion of project implementation, satellite imageries have to be obtained for the corresponding months only (November).
- c. An analytical report has to be provided for each project assessment.
- d. Any issues regarding non-availability of satellite images to be sorted out with SLNA.

**D. General Conditions regarding deliverables**

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

**E. Compilation of Reports**

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

- 1. Baseline reports
- 2. Preparatory phase evaluation report
- 3. Works phase evaluation report
- 4. Annual reports
- 5. Impact Evaluation Reports
- 6. Case Studies/ Success Stories
- 7. Thematic Studies
- 8. Learnings and Good Practices, etc.,

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

### Proposed Organizational Structure and Manpower of MEL&D Agency

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

#### III Resource persons requirement at District level:

The MEL&D personnel appointed by the Agency at the District level have to be graduates preferably with experience or preferably diploma holders as Watershed Management. They must have proficiency in writing and reporting, in both local and English language. Project Assistants are to be appointed at the District level depending on the number of projects sanctioned to each district, as given below.

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

4. Orientation of the MEL&D project assistants:  
The agency will conduct an orientation workshop and also hands-on training for the selected MEL&D project assistants to optimize their performance.
5. Job profile of the MEL&D project assistants:  
The MEL&D project assistant has to acquaint himself/herself with the designated project area, the Watershed Development Team, the watershed Committees, CBOs and the PIA in the designated area. He/she should collect the Tentative Tour Programmes of the NGO staff, and the information regarding various activities to be conducted during the month from NGO, TWDO and/or the DWDO. He/she has to be present during the activities, wherever necessary for the purpose of participatory observations and reporting, collect information as per indicator using provided-monitoring format and submit the observations to the Agency for preparation of report and submission to SLNA.
6. District office set-up/Infrastructure: The Agency will open offices at the District level with

necessary facilities including.....

7. Transportation of MEL&D staff:

The Agency will arrange transportation and lodging for staff.

8. Staff turn-over:

The SLNA has to be immediately notified in case of any MEL&D staff turnover. Vacant positions have to be filled within 15 days.

9. Reporting of Staff position:

The agencies have to provide an update of the staff position once every six months to SLNA.

### Project period and Payment Terms

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

#### Summarised Payment Schedule

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

Payment will be made on prorata-basis if there is any change in the indicated area or if all the projects in a particular district are declared completed (by SLNA) earlier than the designated 5 years. In such cases, quarterly payments will be calculated after deducting the project area in such districts. However, payments for other deliverables will remain the same.

If MEL&D work is required beyond 5 years, then the payment for the extended period will be decided at the SLNA level.

**Technical Bid**

Note : 1. Details and Documentary evidence to be furnished for all claims

2. Information furnished in the tender document will be subject to physical verification by SLNA.

1. Name of the Agency:

- i. Contact No. and E-mail ID:
- ii. Type of Organization: Government/private/Non-Government Organization/etc.
- iii. Organisational setup :
- iv. Date of Registration in case of Private/NGOs (Copy of Registration Certificate to be enclosed) - Mandatory :
- v. PAN No. (Copy of PAN card to be enclosed) - Mandatory :
- vi. TAN No. (Copy of TAN card/Certificate to be enclosed) - Mandatory :
- vii. Service Tax Registration Certificate (Copy to be enclosed) - Mandatory :
- viii. Latest Service Tax paid Certificate (Copy to be enclosed) - Mandatory :
- ix. Professional Tax Registration Certificate (to be enclosed) - Mandatory :
- x. Latest Professional Tax paid Certificate (Copy to be enclosed) - Mandatory :
- xi. HR policy documents to be furnished
- xii. Geographical information
  - a. Address of the Head Office:
  - b. Address within state:

2. Purpose/Mandate of the Agency (in less than 100 words), including major ongoing activities:

3. Work Experience of the Agency in relevant fields

- i. Relevant experience in implementation of Watershed Development Programmes/Natural Resources Programmes

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


ii. Work experience in Community Building in any field using PRA techniques

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

iii. Work experience in Research in Watershed Development Projects

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

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

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

**4. Experience of conducting Monitoring/Evaluation studies**

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

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


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

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

iii. Evaluation of EAPs (Entrepreneurship Awareness Programmes)

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

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

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

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

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

**5. Human Resource**

Sl. No.	Human Resource	In Head Office of Agency
1	No. of permanent staff in Technical fields	

2	No. of hired/part time staff in Technical fields	
3	No. of permanent staff in Administration/Management	
4	No. of hired staff/part time in Administration/Management	
5	No. of permanent staff in Finance	
6	No. of hired staff/part time in Finance	

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

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

**7. Facilities/Infrastructure available**

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

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

- International recognition for Monitoring and Evaluation from Government organizations
- National level Recognition for Monitoring and Evaluation from Government organizations
- State level Recognition for Monitoring and Evaluation from Government organizations

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

Sl. No.	Financial year	Turnover (Rs. In crores)
1	2009-10	
2	2010-11	
3	2011-12	

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

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

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

**DECLARATION BY THE BIDDER**

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

Place:

Date:

Seal of the Organization

Signature, Name & Seal Of  
the Bidder

## Score card for Evaluation of Technical Bid of Tenderers

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



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

- PS: 1. Details and Documentary evidence to be furnished.  
2. Information furnished in the tender document will be subject to Physical verification by SLNA.  
3. Agencies securing less than 65 marks will be discouraged.

**Financial Bid Format**

Name and Address of the organization:

Table1: Financial Bid

Sl. No.	Revenue Division	No. of Projects	Area in Hectares	Financial Bid (in Rs./Hectare, inclusive all taxes)	Total Financial Bid inRs. (Col 4 X Col 5)
(1)	(2)	(3)	(4)	(5)	(6)
1					
2					
3					
4					
	<b>TOTAL</b>				

Date:

Signature :

Place:

Name of the Signatory:

Designation :

(Organization/Company Seal)

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

No	Components	Rev. Div.	Rev. Div.	Rev. Div.	Rev. Div.
1	Manpower				
2	Impact assessment of watersheds using Geospatial technologies including hardware & software				
3	Documentation				
4	Travel				
5	Miscellaneous/Contingencies/ others				
	<b>Sub Total</b>				
6	Taxes as applicable				
	<b>Grand Total *</b>				

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

Date:

Signature :

Place:

Name of the Signatory:

Designation :

(Organization/Company Seal)

## Important Instructions to the Bidders

### I. Eligibility criteria for agencies

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

## **II. General Instructions to the Bidders**

1. The Commissioner, SLNA, is the Tender Accepting Authority.
2. The Director, SLNA is the Tender Inviting Authority.
3. All the tenders shall be prepared and submitted in accordance with the instructions provided.
4. No tenders will be accepted after the time and date fixed.
5. The tenderer shall be deemed to have carefully examined the terms and conditions before tendering.
6. Both Technical Bids and Financial Bids need to be uploaded.
7. The Financial Bids will be opened only for those bidders who qualify in the Technical Bid.
8. The tenderer shall clearly state the revenue division-wise component-wise break-up for the financial bid.
9. The period of validity of the tender (prices offered) is for 6 months which may be extended for another 3 months, if necessary.
- 10. All mandatory fields have to be filled with relevant information. If the information provided is not in conformity with the mandatory requirements, then the agency is automatically deemed ineligible.**
11. The Approximate tender value is Rs.-----crores (inclusive of all revenue divisions).
12. The EMD for each revenue division is Rs. ----lakhs. If the bidding is for more than one revenue division, then an equivalent amount of EMD shall be remitted to that extent.
13. If EMDs are not submitted, then the tender will be summarily rejected.
14. The EMDs of unsuccessful bidders will be returned after the award of contract.
15. Selected agencies have to enter into an Agreement for a period of 5 years with the CEO, SLNA & Commissioner, SLNA.
16. The Terms of Reference may be revised with mutual consent at the time of signing.
17. It is mandatory for the selected Agency to provide Bank Guarantee for 5 years (from Nationalized Banks) within 20 days of awarding of contract, as Performance Security or Further Security Deposit (FSD). Bank Guarantee will be for an amount equivalent to 10% of the total service fees payable to the agency (or contract value) for the period of agreement.
18. The EMDs of successful bidders will be returned after submission of the Bank Guarantee and signing of mutual agreement.
19. Provisions of RTI shall be applicable to all the agencies.
20. The Commissioner/CEO/Director Watershed Development SLNA reserves the right to accept/reject any application or cancel the tender process without assigning any reason what so ever.
21. Any changes in the schedule will be updated only on e-procurement portal / SLNA Website, no paper advertisement will be given.

22. The bidders may quote for single **OR** multiple revenue divisions as per the Financial Bid in Annexure VII.
23. The bidders have to quote for all the projects together in a particular Revenue Division.
24. The agency, which is awarded the task, should not sub-contract assigned task to another party and be able to complete the task on its own as required by the SLNA.
25. In case only a single agency has applied, it does not mean that it gets automatically selected.
26. If minimum required number of bids are not received, then SLNA hold the right to recall the tender.
27. Tenderers are advised to go through the tender document carefully before submitting the tender on e-portal. In case any of the supporting documents are not uploaded, such tenders are liable for rejection. No documents will be entertained outside the e-portal.
28. In case the tender is cancelled, the EMDs will be refunded to the tenderers. The Processing fee is non- refundable.