

**● Engagement of Agency for Providing Support in Completion of
Project Documentation for Compliance of Closing Protocol
Prescribed by DoLR, Govt. of India in Respect of Batch I-IV Projects
under PMKSY (WDC) in Sikkim**

TERMS OF REFERENCE

Introduction:

Government of Sikkim has been implementing Pradhan Mantri Krishi Sinchayee Yojana- Watershed Development Component (PMKSY-WDC), erstwhile Integrated Watershed Management Programme (IWMP) with the financial assistance from the Department of Land Resources (DoLR), Govt. of India as per the Common Guideline for Watershed Management (Revised 2011). Total 11 projects with a total treatable area of 49,591 ha. had been taken up in different batches. Details in this regard have been furnished in the following table:

Batch	Commencement Year	Total Number of Projects	Total Treatable Area (Ha)
I	2009-10	3	14500
II	2010-11	3	13944
III	2011-12	3	14200
IV	2013-13	2	6947
Total		11	49,591

Under these projects various works for land development, soil and moisture conservation works, water source development, water harvesting, etc. were done. Besides several activities were undertaken as Entry Point Activities, Livelihood Action Plan, Production System and Micro-enterprises. Now as per the guideline 11 projects under Batch I ,Batch II , Batch III and Batch IV have been completed after expiry of maximum project tenure of seven (7) years. At this juncture need has been felt to properly orient and update all project related documentations befitting end line evaluation, closing audit and generation of documents for observing closing protocol as prescribed by DoLR. In view of that, the State Level Nodal Agency (SLNA) for PMKSY (WDC) in Sikkim, has decided to engage a professional agency to support the Project Implementing Agency (PIA) for each of the Batch I, II, III and IV and to update and need based

reorienting all project related data and information as well as organising relevant documents to smoothen compliance of closing protocol.

Scope of Work: The service provider would be required to complete following tasks in a time bound manner:

1. To complete and update Scheme Registers up to the closing date of the project as announced by the SLNA in respect of
 - Watershed Development Works
 - Institution and Capacity Building
 - Production System and Micro Enterprise Activities
 - Livelihood Action Plan
 - Entry Point Activities
2. Scheme registers hereinabove mentioned need to be completed micro-watershed basis in close coordination with Watershed Association Functionaries (Secretary & President of Watershed Committee).
3. Scheme registers thus prepared micro watershed wise to be converged and compiled for generation of physical and financial progress report at the PIA level.
4. To update books of accounts (Cash Book, Ledger Accounts, Watershed Development Fund Register Etc.) at each micro-watershed levels on the basis of scheme registers prepared, bank entries, measurement books, vouchers and such other documents.
5. Preparing a comprehensive statement of project accounts for the whole project period year wise as per the proforma prescribed by DoLR.
6. Converging and compiling Micro Watershed wise accounts at the PIA Level and to generate overall financial statement for the project since inception as per the format prescribed by DoLR incorporating expenditures incurred at PIA level.
7. Organising all supporting documents and conserving the same in paper as well as in electronic medium.
8. On completion of the exercise mentioned under 1-7 above to generate all project closing statements as per formats prescribed by DoLR which are enclosed in Annexure I
9. Following the exercises detailed under 1 to 8 above, project closure documents for WCDC level as well as SLNA levels to be generated and submitted.
10. To perform any other relevant activities which might be felt required by SLNA for complying with the closing protocol.

Timeline of Activities: The work is to be completed within 2 (Two) Months from the date of assignment.

Location of Activities: All activities to be undertaken at the Office of the respective PIA. Projects to cover under the assignment and location of PIA are as presented in Annexure II. The personnel of the service provider may be required to visit to respective watershed committee offices for performing the assigned tasks. On completion of the PIA level tasks the agency personnel may have to work at WCDC offices and if necessary at SLNA offices.

Deployment of Personnel: The agency should deploy adequate number of qualified and competent personnel for accomplishment of the assignment so that the assignment is completed on time.

Quality Confirmation of Works to be Done by the Agency:

While SLNA is the sole authority for quality confirmation of the output of the agency, on its discretion, SLNA may take help/ suggestion of MEL&D Agency and Auditors. Since MEL&D Agency is actively monitoring the project execution process and would undertake end line evaluation, it is advised that the selected agency may work in close coordination with the MEL&D Agency and obtain initial guidance from them.

Experience Required:

5 years Experience and Knowledge in WDC component PMKSY, IWMP in the State of Sikkim is mandatory. Priority will be given to the local firm.

Payment Terms:

On signing of Agreement (Mobilization Advance)	50%
On Completion of PIA Level Works and Generation of Closing Statements as per Prescribed Format	30%
On Completion of activities at WCDC and at SLNA level	20%

Annexure II

Details of Batch I, II, III and IV Projects Along With PIA Location

Batch	Project Name	Watershed Name	PIA Address	Number of MWS	MWS
I	IWMP-I, North	Upper Tista- RB	Forest & Environment Department	10 Nos	Lum Rumdun, Gor Sangtok, Shagyong, Taryang, Gnon, Sangdong, Lingdong Gyathang, Katam Mangzing, Lingdem Kayem and Tingvong Namprick.
	IWMP-I, East	Rani Khola and Rangpo, Rangi Khola	Forest & Environment Department	5	Zuluk, Gnathang, Tsomgu, Kupup and Kyongnosla
	IWMP-II, East	Rangpo, Rangi Khola	Forest & Environment Department	7	Chochenpheri, Barapathing, Rolep, Agamlok, Lok-Chuzachen, Lingtam Q-khola and Lamaten
II	IWMP-I, South	Manpur and Tista Lower	Forest & Environment Department	6	Lunchuk Kameray, Sumbok, Melli Paiyong, Sadam, Sunteley and Turuk Ramabong
	IWMP-II, South	Manpur and Tista Lower	Forest & Environment Department	5	Tangi Bikmat, Maney Dara, Turung Mamring, Nagi Pamphok and Ratey Pani
	IWMP-I, West	Relli Chu	Forest & Environment Department	5	Mangasasbong Ramgaythang, Thingling Lethang, Sindrang, Singpheng, Upper Rimbi Sangkhola and Singyang Chumbong
III	IWMP-III, South	Rangit River	Forest & Environment Department	4	Damthang, Tingrithang, Poklok Denchunhg and Tingrithang

	IWMP-III, East	Rani Khola	Forest & Environment Department	4	Tintek, Tumin, Simik Lingzey and Saming
	IWMP-IV, East	Rani Khola	Forest & Environment Department	5	Rakdong, lindok Namphong, Navey Sotak
IV	IWMP-II, West	Relli Chu	Forest & Environment Department	5	Labdang, Dhupi Dara,Lavithang, Zilnon and Gangyap – Mangnam
	IWMP-IV, South	Lower Tista	Forest & Environment Department	2	Kau Khola and Ramohak Khola

Annexture I

PMKSY-WDC: Development	Pradhan Mantri Krishi Sinyachee Yojana –Watershed Component
SLNA:	State Level Nodal Agency
IWMP:	Integrated Watershed Management Project
DoLR:	Department of Land Resources
PIA	Project Implementing Agency
WCDC	Watershed Cell-cum-Data Centra(WCDC)
MEL& D	Monitoring Evaluation Learning and Documentation
WDC	Watershed Development Component