

**TERMS OF REFERENCE**  
**RANI JAMARA KULARIYA IRRIGATION PROJECT-II**  
**MONITORING AND EVALUATION (M&E) CONSULTANT**

**I. BACKGROUND**

The Rani, Jamara, and Kulariya Irrigation Scheme (RJKIS) is one of the largest farmer-managed irrigation systems located in Kailali District of Sudur Paschim Province in Nepal. At present the system covers a net cultivable area of approximately 14,300 ha of which about 11,000 ha is currently being irrigated. The system is a cluster of three independent canal systems each with its separate water intake from a natural channel of the Karnali River. The system has been suffering from problems such as frequent wash-out of temporary diversion works, large fluctuations in the river course at the head of the main diversion channel, erosion of canal banks, and sediment deposition in the canals after every flood. Additionally, a major shift of the course of the Karnali River towards the eastern bank and away from the western intake site in the recent past has triggered more difficulties in diverting water to the irrigation system during low river flow periods.

To address these issues, the Government of Nepal (GoN), as per the request of the irrigation users of the Rani, Jamara and Kulariya system, has planned for modernization and improvement of the scheme with financial assistance from the IDA/World Bank. Accordingly, the financial agreement was signed in year 2011 and schemes improvement work initiated at the end of same year. The scope of scheme modernization works included: (a) modernization of the RJK system; (b) strengthening community-based water management; (c) providing support to agricultural development in the irrigated area; (d) encouraging crop diversification; and (e) facilitating market access. The phase -I of the system modernization was completed on December 2017

In the meantime, GON requested the World Bank to provide financial support for the remaining works of modernization of RJKIS. The World Bank agreed to provide financial assistance for the Phase-II which is now focusing on modernization of the lower-order irrigation system so that irrigation water can reach farmers' fields with the optimal flows, continuation of the Water Users Association (WUA) institutional support program including implementation of a comprehensive agricultural improvement/development program. As a part of system improvement, the scope of the work includes the rehabilitation and modernization of 14 sub-branch (secondary) canals (66.7 km) and 32.3 km of tertiary canals in Kulariya; 15 sub-branch canals (86 km) and 20 km of tertiary canals in Jamara; and 19 sub-branch canals (60 km) and 36 km of tertiary canals in Rani canal.

After the implementation of modernization of system and command area development activities, the WUAs are supposed to assume Operation and Maintenance(O&M) responsibilities in a more technical and professional manner than that of the present mode of resource mobilization, that is largely limited to silt excavation for water diversion. For this reason, existing capacity of WUA need to be enhanced and make them capable of formulation and implementation of adequate

Operation & Maintenance (O&M) plans, setting of irrigation service fees, maintaining proper record of maintenance and other accounts, establishing in-house participatory monitoring mechanism including the optimization of on-farm water management practices for enhancing the efficiency of the improved irrigation system. The project has separate support component making WUA capable of undertaking new and changed roles and responsibilities after system modernization.

At present Command Area Development (CAD), Command Area Protection (CAP), Social and Environmental safeguard works, Institutional development works are in progress and in the process of expediting the implementation of all project activities and run the project in full fledged. A Monitoring and Evaluation (M&E) Consultant will be contracted in order to document the overall progress, performance and gaps by the project during the implementation of the project related tasks, and to suggest measures needed to improve performance of the project. The overall objective to hire the M & E consultant is to establish an operational monitoring and evaluation system for the project. The main purpose is to develop the tools and approaches to effectively monitor project progress and achievement, and to provide regular feedback to the project manager and team with enough information and evidence to assess the project's success. The main entity of the projects and their role and responsibilities are as below presented in the table, which could give the nutshell on whom to coordinate on what for monitoring and reviewing the overall progress of the project.

The objective is to document the input, output, performance, impact status on agreed actions in relation with output indicators by individual persons, institutions during the implementation of the project related tasks, and suggest measures needed and improve overall performance of the project.

The M&E shall use best efforts to coordinate work, site visits and reporting with the RJKIP. The M&E is also expected to maintain a close coordination with the RJKIP/SEIDU to advice on existing or emerging complex issues. The entire entity of RJKIP with brief roles and responsibility is described in table below.

<b>Entity</b>	<b>Reporting to</b>	<b>Role</b>
Rani Jamara Kulariya Irrigation Project Social and Environment Unit (RJKIP/SEIDU), internal to RJKIP	RJKIP/ DWRI	Lead the Social and Environmental related task of RJKIP.
RJKIP Agriculture Component Implementation Unit (ACIU)	RJKIP / DoA / MoALD	Support to improve farming practices, Agricultural Advancement at Farmers level, leading the component 2b of the project; agriculture related activities.

RJKIP Technical Unit	RJKIP / DWRI	Design and estimate structures, contractor mobilization, Monitor civil progress.
Social and Environment Consultant	RJKIP	Lead the Social and Environment Management related work, support on preparation and implementation of the Plan, Monitoring & Evaluation of ESMP related task etc.
Local Environment Management and Monitoring Committee (LEMC)	WUA/RJKIP	regularly monitor and supervise ongoing processes and compliance of the environmental safeguard activities, Quarterly Progress review and monitoring on EMP, interaction on local environmental issues and provide the way forward to the project team.
Water Users Association (Main Canal, Secondary Canal and Sub-Secondary Canal)	RJKIP	To coordinate with Project implementation unit, serve as a platform to engage the local citizens to participate in planning, implementing, and monitoring project activities. Bonding between people and project, Water management and capacity buildup.
Department of Water Resources and Irrigation, Ministry of Energy, Water Resource and Irrigation	N/A	Issue permission for the project; review monitoring reports related to project construction and operation and comment on corrective actions and RJKIP management aspects; carry out periodic field supervision during construction. In overall implements project activities through the Project Implementing Office (PIO) set up at Tikapur.
Department of Agriculture,	N/A	Implement agricultural activities of the project, setting up ACIU in

		project area, carry out periodic field supervision during the project implementation and provide guidance and instruction to the ACIU team.
Monitoring and Evaluation (M&E) Consultant	RJKIP	Subject of present TOR.

## II. OBJECTIVES

The basic objectives of the Consultant's scope of work are to:

1. Review and monitor implementation of the Project to assess and confirm compliance and status with all applicable requirements of the Project, as specified in the project documents, including the national regulatory requirements.
2. Compile up to date information related to project development objectives indicators and assess the progress against the indicators of result framework and monitoring in the project document.
3. To formulate a set of relevant, smart and straight forward indicators to capture the operational level of the progress, to record both quantitative and qualitative information, with the aim to support on monitoring the project outputs as per the result framework of the project. Develop the overall MIS of the project considering the safeguards compliance.
4. Work in coordination with all the section of the project, the Project technical team, safeguard consultants, institutional development consultant, engineering team, ACIU, Water Users Associations and contractors' team.
5. Review the monitor the impact of the project, specially the contractor's compliance with on bio-physical and socio environmental aspects, in accordance with the Site Specific Environmental Management Plan (SSEMP), Environmental Assessment (EA), Biodiversity Impact Assessment (BIA), Integrated Pest Management (IPM), Vulnerable Community Development Plan (VCDP) etc;
6. Prioritize the agreed actions on project documents- Aide Memoire, PIM, PAD, contractor claws of project for implementation.
7. Review the document the input, output, and performance, impact status on agreed actions in social development, institutional development, environmental mitigation and relevant sector of project.
8. Carry out site visits in the Project area as required in close coordination with other Project team members. Carry out the site verification on the reported data on the sample basis.

9. Prepare a monitoring and evaluation report quarterly basis and projection of future targets for upcoming quarter and submit to project.

### **III. ACTIVITIES**

Until the Project Completion Date, the M&E will monitor the Project 4 times in a year (in total 10 months) by performing the following activities:

- (i) The M&E will perform a site visit including review of documents in approximately 30 days for each monitoring/quarter. The first monitoring should be planned immediately after signing of the Contract.
- (ii) Quarterly review of programmatic and financial progress will be conducted during last month of quarter following the government calendar year of operations.
- (iii) The monitoring should include, as a minimum, the following: (a) discussions with RJKIP management, RJKIPIU staff and other applicable personnel; (b) review of relevant on-site information, files, data, etc.; (c) visit to particular Project areas where relevant activities exist; (d) visit WUA offices to review plan and progress and verify the actions; (e) discussions, as necessary and feasible, with local residents near the Project site and applicable governmental authorities, (f) discussion with LEMC, and if necessary, follow up meetings with LEMC members (individual or group), and (g) update status of execution of the Action Plan. Prior to the site visit, the M&E will make arrangements with RJKIP for the site visit and any required meetings. This visits typically are not expected to include collection or generation of new monitoring environmental (e.g air emissions, noise, water quality) but only review of existing documentation, reports, and data generated by the RJKIP.
- (iv) After each site visit, M&E will organize interaction meeting(s) with project stakeholder groups) to discuss findings.
- (v) The M&E is required to submit a Monitoring and Evaluation Report no later than 30 business days after each site visit.
- (vi) The M&E is also required to perform desk review of RJKIPEU monthly, quarterly and annual reports, and will issue an Annual Project Monitoring Report no later than 30 business days after reception of the RJKIPEU annual reports. If necessary, the M&E may request and review additional specific information or documentation as required.
- (vii) Assist to develop Management Information System (MIS) in project office and use MIS and Grievance Redress Mechanism (GRM) databases to track progress in project implementation.
- (viii) Conduct the progress review meeting with the team in a regular basis and provide input to the team, concern team members to accelerate the delay activities. Verify the

progress data from the team and collect the feedback and suggestion on the progress and MIS database.

#### **IV. QUALIFICATIONS AND EXPERIENCE**

Individual or Consulting Firm fulfilling following criteria can apply:

- At least 10 years' experience of working in the area of monitoring and evaluation specially water resource development related projects.
- Experience in conducting Third Party Monitoring and impact evaluation in water resource developments will have an added advantage Experience in local context will have an advantage.
- Language of communication will be English.
- Experiences of projects financed by World Bank in particular or bilateral or multilateral agencies is preferable.

#### **V. SELECTION OF THE CONSULTANT**

Selection of the Consultant shall be done as per "Procurement Regulations for IPF Borrowers; Procurement in Investment Project Financing Goods, Works and Non-Consulting and Consulting Services" July 2016 revised November 2017 and August 2018.

#### **VI. DURATION OF ASSIGNMENT**

The Consultant will provide his/her services for a contract period of 10 months (4 months per year) from date of signing in intermittent basis. The Consultant will be based at the field office at Tikapur, Kailali with occasional visit to contact office Kathmandu when required.

#### **VII. OFFICE SPACE, EQUIPMENT AND OTHER LOGISTIC SUPPORT**

The office space, equipment and other relevant facilities shall be provided by RJKIP as per the contract agreement. The RJKIP office will assist in obtaining all available reports, materials and data necessary and facilitate the Consultant for access to stakeholders/offices for the efficient execution of the assignment.

#### **VIII. CONTRACT**

The M&E will be contracted by RJKIP and all costs and expenses shall be paid by and the responsibility of RJKIP.

Government of Nepal  
Ministry of Energy, Water Resources and Irrigation  
Department of Water Resources and Irrigation

**Rani Jamara Kulariya Irrigation Project, Tikapur, Kailali**

**Bill of Quantity (BoQ)**

**Title: Hiring of Monitoring & Evaluation (M&E) Expert**

**Venue: RJKIP, Tikapur**

Duration: 10 Months (Two & Half years)

S.N.	Description	No.	Unit	Total (nos)	Monthly Rate (NRs)	Monthly Rate in Words (NRs)	Remarks
<b>1</b>	<b>Remuneration and Allowances</b>						
1.1	Remuneration of M&E expert (2.5 years- 4 times a year)	1	Month	10			
2	Stationary and Reporting Cost	PS	As per actual bill		37,500	Thirty Seven thousand and Five Hundred only	
3	Air fare (two way)	PS	As per actual bill		240,000	Two Lakh Forty Thousand Only	