

# Japan International Cooperation Agency (JICA)

JICA Technical Cooperation Project

"Capacity Development Project for Participatory Water Resources Management  
through Integrated Rural Development"

Level-6, IWRM Unit, RDEC Building, LGED Bhaban

Agargaon, Sher-e-Bangla Nagar, Dhaka-1207

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No. JICA-LGED TA Project/Ad-06/2012/ 352

Date: 06-12-2016

## Request for Proposal for

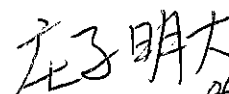
### "Documentation of Guidelines for Small Scale Water Resources Development Project"

Japan International Cooperation Agency (JICA) launched the Technical Cooperation Project named "Capacity Development Project for Participatory Water Resources Management through Integrated Rural Development" (referred to as "The Project") in October 2012 with project term of 5 years. The Project purpose is to establish "Participatory Small Scale Water Resources Management Model" and its implementation mechanism. One of the outputs set by the Project is to strengthen the capacity of LGED to manage project cycle of participatory small scale water resources development (SSWRD) and also the capacity to plan and implement SSWRD subprojects integrated with other rural infrastructure such as rural roads, rural market, etc.. In this regards, the Project is conducting development of guidelines for SSWRD project.

The Project now invites proposal to provide consulting service: "Documentation of Guidelines for Small Scale Water Resources Development Project" by individual consultant. More details of the services are provided in the Terms of Reference (Attachment-2).

1. Name of Assignment : Documentation of Guidelines for Small Scale Water Resources Development Project
2. Method of Selection : Quality based selection: The consultant is required to submit a Technical Proposal. The cost will be fixed in the course of negotiation.
3. Type of Contract: Lump-sum contract
4. Expected Contract Term : 90 days
5. Technical Proposal Format and Content : As shown in the Attachment-1
6. Proposal Submission Deadline : 08 December 2016 at 17:00
7. Proposal Submission Address : As undersigned
8. Expected Date of Negotiation : 12 December 2016
9. Expected Date of Commencement of the Services : 15 December 2016

Please note that no TA-DA will be provided to this process of submission and negotiation.

 06-12-2016

**Akihiro Shoji**

Project Coordinator

Level-6, IWRM Unit, RDEC building

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## Technical Proposal Forms

### Check List of Required Forms

Form	Description	Page Limit
TECH-1	Technical Proposal Submission Form	Two (2)
TECH-2	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	Five (5)
TECH-3	Curriculum Vitae (CV) for the Expert	Twelve (12)

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## Form TECH-1

### Technical Proposal Submission Form

{Location, Date}

To: Mr. Akihiro Shoji, Project Coordinator,  
JICA Capacity Development Project for Participatory Water  
Resources Management through Integrated Rural Development

Dear Sirs:

I, the undersigned, offer to provide the consulting services for "Documentation of Guidelines for Small Scale Water Resources Development Project" in accordance with your Request for Proposal dated XX December 2016 and my Proposal. I am hereby submitting my Proposal, which includes this Technical Proposal sealed in an envelope.

I hereby declare that:

- a) All the information and statement made in this Proposal are true and I accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by JICA.
- b) My Proposal shall be valid and remain binding upon us for 30 days after the Proposal submission deadline.
- c) My Proposal is binding upon me and subject to any modification resulting from the Contract negotiation.

I undertake, if my Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the expected date for the commencement of the Services indicated in the RFP.

I understand that you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

Authorized Signature: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Information (phone and e-mail): \_\_\_\_\_



## **Form TECH-2**

### **Description of Approach, Methodology, and Work Plan for Performing the Assignment**

{Form TECH-3: a description of the approach, methodology, and work plan for performing the assignment}

{Suggested structure of your Technical Proposal}

#### **a) Technical Approach, Methodology**

{Please explain your understanding of the objectives of the assignment as outlined in the TOR, the technical approach, and methodology you would adopt for implementing the tasks to deliver the expected outputs and the degree of detail of such output. Please do not repeat/copy the TOR in here.}

#### **b) Work Plan**

{Please outline the plan for the implementation of the main activities/tasks of the assignment by illustrate by a chart.}

#### **c) Comments (on the TOR and counterpart staff and facilities)**

{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by the Project. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

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**Form TECH-3**  
**Curriculum Vitae (CV) for the Expert**

- 1. Proposed Position:**
- 2. Name:**
- 3. Date of Birth:**
- 4. Nationality:**
- 5. Personal Address:**
- 6. Education:**
- 7. Other Training:**
- 8. Membership of Professional Societies:**
- 9. Countries of Work Experience:**
- 10. Language and Degree of Proficiency:**
- 11. Employment Record:**
- 12. Certification:**

SIGNATURE :

DATE OF SIGNING:

A handwritten signature in black ink, appearing to be 'Z. E. S.', is written over the signature line.

## Terms of Reference for Documentation of Guidelines for Small Scale Water Resources Development Project

### A. Background

The small scale water resource development (SSWRD) Projects have been conducted with the aim of poverty reduction through enhancing agricultural production and raising farmer's income by way of addressing water constraints on cropping such as shortage in dry season and water logging in monsoon season. For facilitating the effective project management of SSWRD Projects, a number of guidelines and manuals on participatory planning, designing and O&M have been developed by the assistance of donors i.e. ADB and JICA. However there are following issues;

- They are not holistically systematized or consistent as it was developed from time to time by each phased projects funded by different donors.
- Most of them haven't been revised nor updated even there exist a lot of lesson learned, accumulated know-how or advance in technology to be reflected.
- It is required to strengthen substantial "Participatory" process through more proactive involvement of beneficiary farmers and stakeholders to assure sustainable and functional O&M system.
- Without systematized and consistent documentations, it is difficult to develop capacity development program for the staff who engage in SSWRD project especially for new comer staff.

The JICA Technical Cooperation Project named "Capacity Development Project for Participatory Water Resources Management through Integrated Rural Development" (the Project) has been implemented since October 2012. One of the Project objectives is to addresses these issues through development of systematized set of documentations to guide effective project management and assure sustainable O&M system.

### B. Objective of the Assignment

The consultant conducts following works under the guidance of the Chief Adviser for the Project and the chairman of the "Working Group on SSWRD guideline development (WG)" (tentative name);

- 1) Review existing guidelines and the ones in process of drafting, and find out revision points
- 2) Draw up working draft on set of guidelines for SSWRD project.
- 3) Facilitate the WG to discuss on drafts with technical staff in Integrated Water Resources Management (IWRM) Unit and other necessary person.
- 4) Consult with persons who have detailed knowledge on SSWRD project other than WG member.
- 5) Conduct preliminary discussion with donors on the drafts
- 6) Compiling the final draft

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### **C. Scope of Services, Tasks and Expected Deliverables**

#### **1. Scope of Services and Tasks**

- a. Review Process: i) review current situation and issues on existing SSRED subproject; ii) review existing guidelines and the tentative drafts which are listed up in column "Existing referential document" in the Annex (described as "incl." in the column "TOR") and iii) find out points to be revised.
- b. Draw up working draft on set of guidelines for SSWRD project based on the documentation list in the Annex (described as "incl." in the column "TOR"). It should be noted that the documentation list may differ from the Annex by the result of discussion in the WG.
- c. Facilitating WG:
  - i) Organize meeting of WG to discuss on the draft.
  - ii) Prepare discussion paper for the meeting of WG, which are sorted out discussion points
  - iii) Revise drafts based on discussion in the WG from time to time
  - iv) Develop final draft in the WG
- d. Consult with persons who have detailed knowledge on SSWRD project other than WG member for the third-party review from time to time through email or face-to-face communication.
- e. Conduct preliminary coordination with donors such as seeking comments from ADB on the draft guidelines.
- f. Final Report: Develop final report which is compiled the course of discussion and final draft

#### **2. Expected Deliverables**

- a. Preliminary draft to be submitted to the WG
- b. Discussion paper and minutes of the WG
- c. Final Report

### **D. Qualification Requirement for the Consultant**

- Bachelor's degree in Civil Engineering, preferably Master of Science degree
- High proficiency in Bangla & English language both written and verbal mode
- Capable to operate various computer application like- MS Word, MS Excel & MS PowerPoint
- Experience in engineering consultancy for water sector in 20 years
- Experience in working as a consultant for the project management of Small Scale Water Resources Development Project, LGED in 10 years

### **E. Provision by the Project**

The Project will provide existing guideline documents and also administrative staff to support arrangement of WG and printing/copying necessary materials etc. It is assumed the consultant works on the assignment at his/her office but the Project may be able to provide small working space for the occasion when he report to the Project Office.

*Handwritten signature*

## Tentative Set of Guidelines and Manuals for SSWRD Project

Documentation	Objective	Existing referential document	TOR
<b>I. Guideline</b>			
<b>1. Overall</b>			
Development Policy and Subproject Process Guideline	Guide policy background of SSWRD and overall project implementation process	-SSWR Support Strategy and O&M Manual (2009:ADB) -Detailed Subproject Development Process (2009:JICA) -Study on Improvement of SP Development Process (2014: JICA TCP) -SSWRD Development Strategy, Process and Support (informal draft)	Incl.
<b>2. Survey, Planning &amp; Design</b>			
Guideline on Reconnaissance	Guide how to conduct reconnaissance	-Planning and Reconnaissance (informal draft)	Incl.
Guideline on Participatory Rural Appraisal	Guide how to conduct participatory rural appraisal	-Guideline for Conducting Participatory Rural Appraisal (ADB:2009)	Incl.
Guideline on Feasibility Study Part A: General Type (Flood Management, Water Conservation, Drainage type) Part B: CAD Type	Guide how to conduct feasibility study	-SSWRD SP Planning and Design Guidelines (2005:ADB, 2009:JICA) -Design Guideline & Criteria for CAD SP (2014:JICA:informal draft)	Incl.
Standard Design Catalog:	Guide typical structural design model for main structures	-Standard Design Catalogue; Volume I: hydrological data; Volume II: Structural Design; Volume III: Detailed drawing of hydraulic gate (1999 revised: LGED)	Review only
<b>3. Construction</b>			
Procurement Guide (incl. LCS)	Guide how to conduct procurement of works	-The Public Procurement Rules (2008: Central Procurement Tech Unit, Ministry of Planning) -LCS Management Guideline (2004:LGED)	Incl.
<b>4. Operation &amp; Maintenance</b>			
Guideline on Operation & Maintenance	Guide how to operate and maintain SSWR structure	- Operation and Maintenance Guidelines for Water Resources Infrastructure (2007 revised in 2013:LGED)	Incl.
<b>5. Monitoring &amp; Evaluation</b>			
Guideline on Monitoring & Evaluation	Guide how to monitor the completed subproject	- No existing document	Incl.
<b>6. Integrated Development</b>			
Guideline on Integrated Development between SSWR and Market Access Infra	Guide how to plan and implement integrated development between	- No existing document	NR.



		SSWR and market access infra		
	<b>II. Manual and Material</b>			
	Training Material on Project Management for Participatory SSWRD Project	For the training on project management for LGED tech staff	No existing document (to be developed on July 2017)	NR.
	Training Handbook on Basic Management of SSWRD	For the training on O&M of SSWR infra	Developed in 2015 by JICA TCP (need to be revised)	NR.
	Easy Guide for O&M of Water Resources Infra	For the training on O&M of SSWR infra for WMCA committee member	Developed in 2015 by JICA TCP (need to be revised)	NR.
	WMCA Support Guide for Union Level Stakeholders	For the training to support WMCA for Union level stakeholders	Developed in 2015 by JICA TCP (need to be revised)	NR.
	User's Manual for Management Information System (MIS) for SSWRD subproject	For the training to use MIS for LGED staff	Developed in 2015 by JICA TCP	NR.

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