

## TERMS OF REFERENCE

### **Consulting Services for Environmental and Social Monitoring of Construction and Rehabilitation Works for Small Irrigation Systems Serving Vulnerable Farming Households, and for the Development of Operation and Maintenance Guidelines**

**Project:** Strengthening Resilience Agricultural Sector Project  
**Country:** Republic of Tajikistan  
**Client:** State Institution “Agriculture Entrepreneurship Development”

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#### **I. Background**

The Strengthening Resilience Agricultural Sector Project financed through a World Bank grant in the amount of US\$108 million to support the Republic of Tajikistan in establishing the foundations for a more resilient agricultural sector. The Project supports the provision of public agricultural services, including access to improved seeds, seedlings, and planting materials; agrotechnical services; agrometeorological information; soil analysis; locust control; and crop protection services.

The Project is intended to support the Government of Tajikistan in transitioning toward a more resilient, productive, climate-resilient, and inclusive agricultural growth model. In particular, the Project aims to:

1. increase the availability of improved seeds, seedlings, and planting materials that are climate-resilient, affordable, preferred by farmers, and adapted to Tajikistan’s diverse agroecological conditions;
2. improve farmers’ and agribusinesses’ access to enhanced agrolistics services; and
3. strengthen crisis management systems, including early warning, preparedness, and response capacity of relevant public institutions.

All human resource development and capacity-building activities under the Project will include measures to enhance understanding of climate change and to support the development and application of climate adaptation and mitigation approaches, frameworks, tools, and methods. All infrastructure financed under the Project, including buildings, offices, laboratories, and warehouses, whether newly constructed or rehabilitated, will be encouraged to incorporate energy-efficient and climate-resilient materials and designs.

The Project is expected to strengthen the foundation for a more resilient agricultural sector, thereby contributing to improved food security and nutrition and accelerated agricultural diversification. It will also support the development of viable private micro-, small-, and medium-sized enterprises in rural areas and create employment opportunities for women in regions with limited economic alternatives.

The Project is implemented by the Ministry of Agriculture of the Republic of Tajikistan through the State Institution “Development of Entrepreneurship in Agriculture,” which serves as the Project Implementation Unit (PIU) for the Strengthening Resilience Agricultural Sector Project financed by the World Bank.

To address existing water-use constraints associated with deteriorated infrastructure and to improve access to irrigation for vulnerable households, the Project will support rehabilitation of existing irrigation systems through installation of energy-efficient irrigation pumps and implementation of limited rehabilitation works on existing irrigation networks. These works may include replacement of obsolete and non-operational pumping units serving existing irrigated areas, as well as minor emergency rehabilitation of inter-farm and on-farm irrigation infrastructure for dehkan farms and women-led farms that will receive seeds, seedlings,

fertilizers, crop protection inputs, and small innovative agricultural machinery. Rehabilitation of irrigation systems will include replacement of obsolete non-functional units and rehabilitation of both inter-farm and on-farm irrigation infrastructure.

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## **II. Objective of the Assignment**

The objective of this assignment is to ensure, in accordance with the legislation of the Republic of Tajikistan and the applicable World Bank Environmental and Social Standards, that the rehabilitation and/or establishment of wells and other water supply sources under the Project is carried out in a transparent, socially equitable, environmentally sound, and technically justified manner.

More specifically, the assignment shall aim to:

- prevent potential conflicts among users of water resources from wells and other water supply sources rehabilitated and/or established under the Project;
- establish conditions for equitable water distribution among beneficiary farms;
- ensure transparency in subproject implementation;
- develop a water resource management system for wells that enables effective and fair allocation of water resources among users while safeguarding their rights and interests; and
- undertake environmental and social monitoring, including assessment of the impacts of construction works on the environment and local population, identification and mitigation of adverse environmental and social risks and impacts, and verification of compliance with applicable environmental and social requirements of the World Bank and national regulatory authorities.

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## **III. Roles and Responsibilities**

1. The consulting firm (the “Consultant”) shall work under the supervision of the Deputy Director or the Coordinator of the Strengthening Resilience Agricultural Sector Project and shall maintain direct working relations with the Project Coordinator and other relevant project staff.
2. The Consultant shall be responsible for assessing the current situation and the needs of water users, developing water allocation models, facilitating coordination among water users, and preparing recommendations for improved water resource management, in close cooperation with relevant government departments and regional authorities.
3. The Consultant shall assess the proposed sites and support the establishment of a transparent, equitable, and technically sound mechanism for allocation of well water resources among a defined number of agricultural water users, with the objective of maximizing efficiency of water use and meeting the needs of each user in accordance with agreed rules and procedures.

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## **IV. Scope of Services / Main Tasks**

The Consultant shall carry out, inter alia, the following tasks:

- a. analyze water demand and needs of water users;
- b. develop a methodology for determining water-use priorities and allocation quotas;
- c. develop and implement a system for monitoring and recording actual water consumption;
- d. develop a system for management and control of water distribution;
- e. facilitate agreement on water distribution rules among all water users;
- f. facilitate agreement on and formalization of the roles and responsibilities of water users

- with respect to maintenance and repair of the water supply source;
- g. train users in operation of the system;
- h. provide recommendations on optimization measures or alternative design solutions that may offer better technical and economic outcomes; and
- i. present findings and recommendations to the PIU of the State Institution “Development of Entrepreneurship in Agriculture” for discussion and consideration of proposed alternatives.

### Specific Activities

The Consultant shall, at a minimum:

- conduct meetings with representatives of government institutions, sector agencies, and beneficiaries to undertake assessments and discuss project objectives, plans, and implementation requirements;
- review and analyze beneficiary requests, maps, drawings, and other topographic and geological information;
- assess water supply and drainage schemes, as well as relevant environmental conditions, including potential system losses;
- identify, assess, and propose mitigation measures for environmental and social risks and impacts associated with rehabilitation of water supply and drainage networks;
- liaise with national and local authorities responsible for enforcement of the legislation of the Republic of Tajikistan and for implementation of water supply and irrigation construction works; and
- ensure that the assignment is completed in accordance with the agreed schedule, applicable standards, and allocated budget.

### V. Reporting Requirements and Deliverables

The Consultant shall submit reports in an agreed format, aligned with the approved work plan and implementation schedule, and containing detailed information on activities performed and results achieved.

Upon completion of each stage of the assignment, the Consultant shall submit progress reports to the Client. Each such report shall include: (i) a concise description of progress achieved to date under the overall program; (ii) identification of any issues that may affect timely completion of the assignment; and (iii) proposed actions required to address such issues.

The Consultant shall submit to the Client **two hard copies and one electronic copy** of all documentation. Electronic files shall be provided in editable source formats, including **Word and Excel**. All deliverables shall be submitted in **Tajik and English**.

#### Deliverables Schedule

No.	Deliverable	Content	Submission Deadline
1	<b>Inception Report</b>	(i) Assignment implementation plan; (ii) summary of assumptions and conditions required for successful completion of the assignment; and (iii) any other assignment-related issues the Consultant considers necessary to raise.	Within 2 weeks from contract signature

No.	Deliverable	Content	Submission Deadline
2	<b>Interim Progress Report</b>	(i) Summary of overall implementation progress; (ii) results of collection and analysis of available materials and outcomes of meetings with beneficiaries; and (iii) identification of issues that may affect completion of the assignment, together with proposed remedial actions.	Monthly
3	<b>Final Report</b>	(i) Summary of work performed based on analysis of collected materials; (ii) list and number of activities completed, including methodology applied; (iii) number of meetings held; (iv) number of beneficiaries and project-affected persons, disaggregated by gender; (v) minutes of consultations/hearings; and (vi) copies of all signed agreements/contracts.	Within 12 months from contract signature

The Client shall review the submitted deliverables and provide comments to the Consultant. The Consultant shall address all comments received before submission of the final version. This review and comment process shall continue until a final deliverable acceptable to the Client has been submitted.

The list of construction sites will be attached to the tender documents.

## VI. Qualification Requirements

The Consultant shall be a firm or an association of firms meeting the following minimum qualification requirements:

- at least **5 years of experience** in preparation of constituent and contractual documentation, justification documentation in the field of water supply and wastewater/drainage, and design and preparation of design and cost-estimate documentation for construction and rehabilitation of water supply and drainage networks;
- at least **3 years of experience** in supervision of works related to adaptation, rehabilitation, and/or construction of public irrigation infrastructure;
- demonstrated successful completion of at least **two (2) similar contracts** over the last **five (5) years**; and
- availability of qualified key experts with experience relevant to the assignment.

The above experience shall be demonstrated through a list of similar projects/contracts, including, at a minimum: description of services provided, contract amount, name of the contractor/client, project location/country, duration, assignment budget, and percentage of completion.

Where applicable, the submission shall also specify the Consultant's role in joint ventures or sub consultancy arrangements, as well as the Consultant's core business activities.

In addition, the above information shall be supported by certificates of completion or other documentary evidence confirming satisfactory performance, duly verified by the respective counterparties to the contracts concerned.

The consulting firm will engage technical, non-technical and administrative staff to ensure that the assignment is completed on time and that the required standards are met. At a minimum, the team of consulting firm should include the following key employees with the listed qualifications and experience:

**Team Leader/ Public Relation specialist:**

- University degree in Public Relations, Communications, Environmental Management, Social Sciences, Engineering, Water Management, or related fields.
- At least 7 years of relevant professional experience.
- Experience as Team Leader or key expert in similar consulting assignments, preferably in donor-funded projects.
- Experience in irrigation, agriculture, or rural infrastructure projects is an advantage.
- Proficiency in Tajik and/or Russian, as well as knowledge of English, is considered an asset

**Chief Engineer:**

- University degree in Civil Engineering, Irrigation Engineering, Water Resources Management, Construction Engineering, or related fields.
- At least 5 years of relevant professional experience in construction, rehabilitation, or supervision of irrigation or rural infrastructure projects.
- Experience in monitoring construction and rehabilitation works.
- Experience in donor-funded projects is an advantage.
- Proficiency in Tajik and/or Russian, as well as knowledge of English, is considered an asset

**Hydromelioration engineer**

- University degree in Hydromelioration, Irrigation Engineering, Water Resources Management, Hydraulic Engineering, or related fields.
- At least 5 years of relevant professional experience in design, construction, rehabilitation, or supervision of irrigation and drainage systems.
- Experience in monitoring irrigation infrastructure rehabilitation works.
- Experience in donor-funded projects is an advantage.
- Proficiency in Tajik and/or Russian, as well as knowledge of English, is considered an asset

**Qualification Requirements for Environmental Specialist**

- University degree in Environmental Science, Environmental Engineering, Ecology, Natural Resources Management, or related fields.
- At least 5 years of relevant professional experience in environmental assessment, monitoring, or management of infrastructure or construction projects.
- Experience in environmental monitoring of construction and rehabilitation works.
- Experience with donor-funded projects and environmental standards of international organizations is an advantage.
- Proficiency in Tajik and/or Russian, as well as knowledge of English, is considered an asset

**Lawyer:**

- University degree in Law or related fields.
- At least 5 years of relevant professional experience in legal advisory services related to construction, infrastructure, irrigation, or public sector projects.
- Knowledge of national legislation related to construction, environmental protection, labor, land use, and public procurement.
- Experience in review contracts, legal documents, and compliance requirements.
- Proficiency in Tajik and/or Russian, as well as knowledge of English, is considered an asset

**Client's input and counterpart personnel**

a) AED PMU will provide the consulting firm with the necessary administrative support, in particular, introductory letters to other departments, local authorities, etc., meeting rooms, and provide materials, documents and regulations necessary for the provision of services under the assignment.

c) The following project specialists will provide day-to-day support in the execution of this assignment: PMU Social Specialist, PMU Environmental Specialist and PMU Chief Engineer.

**Duration of the assignment**

The period of service provision is **twelve (12) months** from the moment of signing the contract.

**Quality management**

The Consulting Firm shall ensure that all capacity-building activities are delivered in accordance with approved standards, project objectives, and best practices. All Deliverables shall be reviewed for quality, relevance, and accuracy prior to implementation. Regular monitoring, participant feedback, and reporting mechanisms shall be applied to ensure continuous improvement and effective achievement of the expected results.

**Transfer of knowledge / capacity building**

Not applicable.