

Government of Rajasthan
**Rajasthan Agricultural Competitiveness Project
(RACP)**

Revised Operational Guidelines

for

**PLANNING AND IMPLEMENTATION OF CLUSTER
AGRICULTURAL COMPETITIVENESS PLAN (CACP)**

in

WATERSHED CLUSTERS



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Abbreviations:

AAP	Annual Action Plan
ABPF	Agri-Business Promotion Facility
AEZ	Agro-Ecological Zone
AHD	Animal Husbandry Department
ARAVALI	Association for Rural Advancement through Voluntary Action & Local Involvement
ARS	Agriculture Research Station
BRGF	Backward Region Grant Fund
BSR	Basic Schedule of Rates
CACP	Cluster Agricultural Competitiveness Plan
CB	Capacity Building
CBO	Community Based Organization
CBT	Cluster Based Training
CEO	Chief Executive Officer
CLPO	Cluster Level Producer Organisation
CPR	Common Property Resource
CRP	Community Resource Person
CSWCRTI	Central Soil and Water Conservation Research & Training Institute
CWB	Crop Water Budgeting
DLIC	District Level Implementation Committee
DPM	District Project Manager
DPMU	District Project Management Unit
EC	Executive Committee
FAO	Food and Agriculture Organisation
FFS	Farmer Field Schools
GB	General body
GIS	Geographical Information System
GoR	Government of Rajasthan
GP	Gram Panchayat
GW	Ground Water
HMN	Hydrological Monitoring Network
IB	Individual Beneficiary
IEC	Information, Education and Communication
IMTI	Irrigation Management Training Institute
IUFR	Interim Unaudited Financial Reports
IBRD	International Bank for Reconstruction and Development
IDA	International Development Association
ISRO	Indian Space Research Organisation
KPI	Key Performance Indicator
KVK	Krishi Vigyan Kendra
LFA	Logical Framework Analysis
LR	Land Resource
LU & LC	Land Use & Land Cover
M & E	Monitoring and Evaluation
MB	Measurement Book
MGNREGS	Mahatma Gandhi National Rural Employment Guarantee Scheme
MIS	Management Information System
MoU	Memorandum of Understanding
MTA	Multi Task Association
MTG	Multi Task Group
NFSM	National Food Security Mission
NGO	Non-Government Organisation
NHM	National Horticulture Mission

NRSA	National Remote Sensing Agency
PA	Partner Agency
PCR	Project Completion Report
PDO	Project Development Objective
PIU	Project Implementation Unit
PMU	Project Management Unit
PIA	Project Implementation Agency
PRA	Participatory Rural Appraisal
PRI	Panchayat Raj Institution
R&D	Research and Development
RACP	Rajasthan Agricultural Competitiveness Project
RACPMIS	Rajasthan Agricultural Competitiveness Project Management & Implementation Society
RAJUVAS	Rajasthan University of Animal and Veterinary Sciences
RD&PR	Rural Development & Panchayat Raj
RKVY	Rastriya Krishi Vikas Yojana
RRLP	Rajasthan Rural Livelihood Project
RS	Remote Sensing
RTC	Regional Technology Centre
SAU	State Agricultural University
SC	Steering Committee
SGRY	Sampoorna Grameen Rozgar Yojana
SIAM	State Institute of Agriculture Management
SWC	Soil and Water Conservation
TNA	Training Needs Assessment
TRC	Technical Review Committee
UG	Users Group
WB	World Bank
WD & SC	Watershed Development & Soil Conservation
WDP	Watershed Development Plan
WHS	Water Harvesting Structure
WR	Water Resource

Chapter-1

Institutional Arrangements, Community Mobilization, IEC, Training & Capacity Building and Governance

I. Background:

- A. The Rajasthan Agricultural Competitiveness Project Management & Implementation Society (RACPMIS) has been receiving credit from the World Bank towards the cost of Rajasthan Agricultural Competitiveness Project. The core objective of Rajasthan Agricultural Competitiveness Project (RACP) is to achieve sustainable water resources management practices within agriculture.
- B. Project Development Objective (PDO) of RACP is to establish the feasibility of sustainably increasing agricultural productivity and farmer incomes through a distinct agricultural development approach by integrating agriculture water management & agricultural technology, farmer organizations & market innovations in selected locations across ten agro-ecological zones of Rajasthan. The aim for the state is to help farmers to get more rupees per unit of water in compensation for farmers using fewer units of water.
- C. The guiding principles under the project are: (a) sustainable and efficient use of water resources, including improved on-farm water use efficiency, reduced water-intensive cropping patterns, and using the resultant savings of water from agriculture sector for economic purposes outside of agriculture in support the state's water policy objectives; (b) increased private sector participation in the development of value chains in processing and marketing in support of the state's agro-processing and agri-business policy; and (c) improved public sector capacity in delivering agriculture support services.
- D. Key performance indicators (KPIs) will measure (a) reduction in water used in agriculture; (b) increase in water use efficiency in agriculture; (c) increase in agricultural productivity; (d) increase in gross margins from crops and livestock products; (e) increase in the share of producer price in wholesale price; and (e) farmer satisfaction with project deliverables.
- E. The RACP has four components: Component 1: Climate Resilient Agriculture; Component 2: Markets and Value Chains; Component 3: Farmer Organization and Capacity Building; and Component 4: Project Management, Monitoring and Learning.

II. Institutional arrangement:

The implementation arrangements for the project cover issues related to governance structures for the project, coordination between various implementation partners, particularly representation and participation of the related line departments (namely Department of Watershed Development & Soil Conservation, Agriculture, Horticulture, Animal Husbandry), fund flow and fiduciary systems and finally project implementation, specifically at the cluster level. The implementation structure described below follows State, District, Cluster & Community level implementation & monitoring arrangements. Appropriate technical & professional support structures are proposed for developing effective & functional partnerships among project authorities, Non-Government Organisations, Partner agencies & other support organizations.

A. State level:

The project is being implemented through a Project Management Unit (PMU) established under a registered society namely RACPMIS; specifically set up for RACP. To have an effective coordination and to provide a robust governance and coordination mechanism for the project, the Government of Rajasthan has constituted two State Level Committees i.e., RACP Management & Implementation Society Steering Committee (SC) and Executive Committee (EC). The constitution and role are already defined in bye-laws of society and are final in case of any dispute but for ready reference, the details of these societies are being summarized as under:

1. Steering Committee of RACPMIS:

Steering Committee of RACPMIS at the State level is set up under the chairmanship of Chief Secretary, Govt. of Rajasthan. Additional Chief Secretaries/Principal Secretaries of participating Line Departments, Principal Secretary Finance, Planning & Vice Chancellors of State

Agricultural Universities, Veterinary University etc. This society will meet once in six months to give overall advice, policy directives for smooth implementation and monitoring of project implementation. The key role of Steering Committee is to ensure a coordinated approach across different Line Departments and stakeholders. The Committee has power to approve need based changes in design, budget & administrative issues involved in the implementation of RACP. The Project Director, RACPMIS is the Member Secretary of this Committee.

2. Executive Committee of RACPMIS:

Executive Committee of RACPMIS is constituted under the chairpersonship of Principal Secretary, Agriculture, Government of Rajasthan and the Head of the Departments of the participating line department and Chief Finance Controller of RACP as members and Project Director, RACPMIS as the Member Secretary of this Committee.

The above committee will perform following activities –

- i. Oversee efficient execution of the RACP activities.
- ii. Monitoring of physical & financial targets and achievement, its compilation at state level.
- iii. Review of progress reports, impact assessment, documents & approach and report to the Steering Committee.
- iv. Coordinate with Line departments, Administrative & Finance department & World Bank.

3. Project Management Unit (PMU):

PMU-RACP headed by Project Director, RACP is established under RACPMIS and shall be responsible for overall project implementation and day to day co-ordination of RACP activities including responsibility for overall financial management, central level procurement, safeguards, Monitoring and Evaluation (M&E), supervision of Cluster Agricultural Competitiveness Plan (CACP) and other back stopping arrangements. PMU has a team of professional & support staff, including a Chief Financial Controller, Jt. Director Agriculture (Agronomy), Procurement Specialist, M&E and MIS specialists, Social & Environment specialists, Agri-business Specialist and other technical personnel. In addition, the PMU has six representatives of the participating Line Departments, who are the Project Coordinators for the sub components for which their parent Line Departments are responsible.

4. Project Implementation Unit (PIU):

A Project Implementation Unit (PIU) headed by a Nodal Officer of the Line Department is established in all the line departments and these PIUs will coordinate with the Line Departments and RACP-PMU. The respective PIU will function under the overall guidance and control of the respective head of the department and coordinate closely with the PMU and oversee field level planning and implementation of activities of concerning line department in RACP.

Nodal Officers of RACP working in the Line Departments shall be responsible mainly for:

- i. Facilitating & extending technical support/input, apart from providing requisite information for identified clusters time to time as desired by the PMU.
- ii. Ensure timely preparation of Sub plans, Annual Action plans, DPRs etc.
- iii. Review/monitor the progress of RACP works/activities in the cluster as per project guidelines during his/her field visits. They may take the support of district / panchayat level officers of concerning line department and suggest any improvement in works/programme being implemented under intimation to PMU.
- iv. Participation in Quarterly/monthly review meetings of Nodal officers at the level of PMU.
- v. Participate in the workshops / exposure visits organised under RACP.

5. Partner Agencies:

5.1 Roles & responsibilities of Rajasthan University of Veterinary and Animal Sciences (RAJUVAS), Bikaner:

The details are covered in MOU signed with University and in the Livestock Operational Guidelines.

5.2 Roles and responsibilities of Association for Rural Advancement through Voluntary Action & Local Involvement (ARAVALI), Jaipur:

The role and responsibilities of ARAVALI is already defined in MOU signed with ARAVALI and is final in case of any discrepancy, for ready reference, the same are being summarized hereunder:

- i. ARAVALI is registered as a society under Rajasthan Societies Act, 1958, under Foreign Contribution Regulation Act & under relevant Income Tax Acts, as applicable.
- ii. ARAVALI shall act as Partner Agency (PA) to RACPMIS and support the project in execution & implementation of activities & for this ARAVALI will establish an exclusive ARAVALI-RACP-UNIT at its headquarters at Jaipur.
- iii. ARAVALI shall conduct various training & capacity building programs based on following four specific domains;
 - a. RACP Specific Orientation Training Programs
 - b. Human Behaviour Trainings
 - c. Management Development and Group Dynamics Programs
 - d. Orientation Programs for NGO
- iv. ARAVALI shall undertake following task responsibilities under RACP;
 - a. Conducting Orientation of all RACP stakeholders about Project objectives, interventions planned various components of project and other aspects of the RACP. The Orientation programme for the RACP stakeholders / Project implementing agencies with focus on:
 - (i) Objectives of the RACP project
 - (ii) Institutional arrangements (Implementation guidelines)
 - (iii) Programme implementation structure at various levels (Cluster, District & State)
 - (iv) Role of implementation agencies for executing RACP project
 - b. Conducting Management Development, Group Dynamic program for PMU, DPMU & NGO.
 - (i) Training programs on human behaviour, inter-personal skills, community cooperation and group dynamics and related aspects of the Community and Farmers groups.
 - c. Backstopping support services for NGO
 - d. Conducting capacity building & training programs for NGO covering following areas:
 - (i) Orientation of NGO about RACP project.
 - (ii) Capacity building programmes for community mobilization processes, methodology & tools.
 - (iii) Regular training support on village level institutions (Farmers groups, user based groups, water user association etc.)
 - e. Development of Knowledge Resources, Extension Materials, Field & Operational Manuals for training & capacity building programs with respect to specific domains.
 - f. Conducting Peer Learning exercises (sharing of experience gained during implementation) with RACP stakeholders for the project.
- v. Capacity Need Assessment would be undertaken by the ARAVALI at the cluster level in consultation with PIA/NGO in order to assess the support requirement for capacity building, trainings & skill development. Aravali will design customized modules based on need assessment.
- vi. ARAVALI will facilitate on-site-cluster-based-trainings (CBTs) through NGO focusing on farmer's mobilization and other necessary capacities including knowledge, skills and attitude augmenting effective execution of the project.
- vii. ARAVALI will conduct extension training programmes as per need assessment for strengthening existing extension methodologies in consultation with RACP-PMU.
- viii. ARAVALI will provide training on Farmer Field Schools (FFS) based on FAO (Food and Agriculture Organisation) approach for both crops and livestock.

B. District level:

1. District Project Management Units (DPMUs):

At the district level, Dy. Director, Agriculture (Extension), Agriculture Department have been designated as the ex-officio District Project Manager (DPM) for RACP to handle the management of project planning and implementation. They will be responsible for all matters related to coordination among the district level officers of the lines departments. They are the Member Secretary of the DLIC, therefore, they will ensure time organisation of meetings of the DLIC. They will also monitor the activities of the cluster level and NGO who is working for community mobilization and extending support in implementation technical activities in cluster. The specific roles and responsibilities of the DPMUs have been circulated separately.

2. Project implementation agency (PIA-Watershed)

Similar to other DLOs of line department at district level, the concerning Suptd. Engineer, WD&SC cum Project Manager (PM), Watershed Cell Cum Data Centre (WCDC) is the Project Implementation Agency (PIA) for RACP clusters for each of the watershed cluster including catchment area clusters. Under him, Executive Engineer and/or Assistant Engineer of WD&SC department are placed for providing technical support and supervision of activities. At the cluster level, one District Co-ordinator (Watershed) is also provided from the project to monitor and supervise the cluster level activities of Watershed Development. The functions of the PIA are as under:

- i. Ensure achievement of Project Development Objectives (PDOs) as envisaged in the Project Appraisal Document (PAD) and shall be responsible for planning and implementation of CACP with the support of his team of specialists.
- ii. Collection of various data, maps, carry out surveys for the preparation of watershed sub plan for the cluster and also for impact assessment and concurrent monitoring.
- iii. Undertake procurement activities as envisaged and strengthening the infrastructure and financial management for smooth functioning of the project work.
- iv. Coordinate with the NGO in execution of activities related to him.
- v. Supervise and monitor the development of the project components.
- vi. Participate in the meeting of DLIC as per the provision regularly and appraise the DLIC about the program.
- vii. Prepare annual procurement plan of every sub component at cluster level & submit to PIU/PMU.
- viii. Facilitate/arrange for goods and services to NGO/Community Based Organisations (CBOs)/Individual Beneficiaries (IBs) as per CACP.
- ix. Prepare and submit Monthly, Quarterly, Six monthly and annual reports on Physical and Financial progress of the project.
 - x. Monitoring of implementation of Environmental and Social Management Plan.
 - xi. Ensure women participation and their empowerment in cluster activities.
 - xii. Organize capacity building, training and IEC activities with the support of NGO/Aravali.
 - xiii. To consolidate suggestions and feedback of the project activities and to report to the PIU/PMU and prepare success stories at cluster level.
 - xiv. Carry out functions as directed/desired by the PMU/PIU.

3. District-Level Implementation Committee (DLIC):

For ensuring coordination of RACP activities at the district level and to review progress of CACP implementation, a DLIC, headed by the District Collector with District Project Manager (DPM) as member secretary is established. DLIC will have district level officers of the participating line departments as the members. DLIC will also maintain convergence at district / zilla parishad level to Panchayat Raj Institutions (PRIs) at block & Gram Panchayat (GP) level. The linkage between the PRIs & the project is critical so that no conflict situation arises between the PRIs and different CBOs set up within the RACP. Functions:-

- i. Overall supervision and oversight of the activities of CACP.

- ii. Coordination of RACP activities at cluster level among the line departments.
- iii. Support convergence with Govt. schemes like RKVY, NFSM, NHM, RRLP, MGNREGS.
- iv. To find out training needs, organize training camps or capacity building of stake holders.
- v. Ensure Coordination with PRIs, line departments at district, block, Gram Panchayat level.
- vi. To find out the constraints and their remedies to enhance the impact of agricultural competitiveness activities in the selected clusters.
- vii. To find out the bottlenecks in implementation of CACPs and to suggest their remedies.

C. Cluster level:

At the cluster level various community based organizations would be formed with the support of NGO deployed in the cluster. The NGO deployed in the cluster will be responsible for community mobilization, data collection and assist in various activities related to the implementation of technical project activities including watershed development. The scope of work assigned to NGOs is already defined in the contract signed with the NGOs, which are final in case of any discrepancy, for ready reference the role and responsibilities of NGOs is being summarized as applicable hereunder:

1. Cluster Level NGO for Community Mobilisation:

The project envisages that planning and implementation of sub plan (Watershed) - part of CACP will be carried out by the PIAs under the close guidance and supervision of the PIU and PMU and his team of specialists with the active involvement & support of the local community. Activities like Community Mobilization, IEC, Group formation etc. would be carried out by the NGO who has been placed with DPMU-RACP.

2. Cluster Level Producer Organisation (CLPO):

To support economic & managerial activities at large scale, federations of MTAs / MTGs / Beneficiaries would be formed at the cluster level, which will be termed as CLPO and duly registered. These would further strengthen & activate the linkages established with external resource agencies for knowledge, credit, input procurement, sale of local produce, carrying on processing activities to the point of exports etc. In these activities, bankability of the activities will be attempted. These CLPOs shall have major role in supervising & co-ordinating marketing & value chain activities in the cluster.

D. Gram Panchayat (GP) Level - Multi Task Association (MTA):

NGO, in consultation with the PIAs will form the Multi Task Associations (MTAs) at Gram Panchayat level by federating Multi Task Groups (MTGs) and Users Groups (UGs) formed at the village level. The MTAs will be a registered body under Society Act & will have its own bye-laws. General Body of MTA shall comprise of all Leaders & Co-Leaders of MTGs & UGs as members. Each MTA, with the support of NGO will have one Community Resource Person (CRP). MTAs shall be responsible to:

- i. assist in the implementation of activities on community/ common /Panchayat land through the selected agencies.
- ii. assist in the monitoring of the activities on arable lands.
- iii. prepare Bye-laws & registration under society act, conducting regular meetings of General Body and Executive Committee to review the progress of activities at the concerning Gram Panchayat level.
- iv. have close liaison with Gram Panchayat/Gram Sabha particularly on community issues.
- v. assist in the allocation of usufruct rights to deserving UGs with the help of Gram Panchayat for developing and maintaining the assets to be created on common / community / panchayat lands.

E. Village Level – Farmer/beneficiary groups:

The CACP focuses on establishing specific partnership arrangements between farmers' group or producer organizations known as "Multi Task Groups (MTGs)" with agri-business companies as per CACPs. NGO will establish farmers / beneficiary groups around watershed management, agriculture, horticulture, livestock and value chain development. Any household farmer / landless can be a member of each of these thematic group organized around common interests, depending on their participation in different activities.

1. Multi Task Groups (MTGs) for individual activities:

- i. NGO will form **Multi Task Groups (MTGs)** by motivating & involving 15-20 beneficiaries / farmers of the vicinity in the cluster area.
- ii. These MTGs, apart from others; will be responsible for facilitating the **selected agencies** for implementation of interventions like watershed development activities on arable lands under RACP watershed clusters.
- iii. These MTGs may carry out credit and thrift activities within the group members to establish cohesiveness & internal strengthening/support.
- iv. The beneficiary of the MTGs must be willing to pay **beneficiaries contribution** in the form of cash/labour/material as per project guidelines/directions.
- v. Separate modalities for functioning of MTGs will be prepared by the PMU.

2. Users Groups (UGs) for Common/Panchayat Land activities:

- i. NGO will form Users Groups (UGs) by motivating & involving beneficiaries with the help of local PRIs, who are directly or indirectly going to accrue benefits from each of interventions carried out on community/common/panchayat land of cluster area.
- ii. Activity wise UGs shall be formed comprising of about 10-15 member. UGs may be formed for Water Harvesting Structures, Anicut & Pasture Land Development activities.
- iii. UGs will be responsible for operation and maintenance of all assets created under the project with the support of MTA/PRIs.
- iv. UGs will be responsible for facilitating the **selected agencies** for implementation of interventions on community/common/panchayat land of cluster area.
- v. NGO in consultation with Gram Panchayat shall facilitate resource-use agreements, out of assets created among the UG members based on the principles of equity and sustainability.
- vi. NGO to ensure that these agreements between UGs & Gram Panchayat must be worked out through MTA before concerned work is undertaken. It must be regarded as a pre-condition.
- vii. Separate modalities for functioning of UGs will be prepared by the PMU.

III. Beneficiary Groups, Community Based Organizations (CBOs) & Community Mobilisation : NGO will

- a. mobilize the community through Focus Group Meetings etc. & group them into MTGs for individual land based activities.
- b. mobilize the community in consultation with local PRIs in to Users Groups (UGs), who will work on community/ common / panchayat land based activities.
- c. mark the location and area defined by individual MTGs/UGs formed on Khasra map of village and give a name/number to each MTG/UG.
- d. Mobilize & federate MTGs & UGs into MTAs at GP level, which will be a registered body under Society Act.
- e. mobilize& federate MTAs/MTGs/IBs at cluster level into CLPO and facilitate project in preparation of bye-laws of MTAs and CLPOs and assist in registration.
- f. provide regular hand holding support to these CBOs.
- g. facilitate the MTAs and CLPOs to sign a MoU with the project based on the standard format to be developed by the PMU.
- h. support MTAs & CLPOs to become as economically & institutionally sustainable over the project period.
- i. build up capacities of the community to take over the asset management and maintenance task are to be built up and suitable administrative and financial arrangements for their

maintenance and further development are to be made.

IV. Information, Education and Communication (IEC):

This is an important component & would help in creating necessary environment & support for undertaking project activities. IEC would be undertaken by the NGO with the support of DPMU/PIA for Community mobilisation. This would be a continuous process enabling functionaries to enhance their knowledge, skills & develop the correct orientation & perspectives thereby becoming more effective in performing their roles & responsibilities.

This would be achieved through intensive IEC campaign to inculcate the sense of belonging among the community for all project activities. Individually addressed communication through participatory work between project & the local communities is important. To facilitate such communication prepare regular pamphlets/newsletter, other minor publications in an effective manner, Wall Paintings, Display Boards, Focused Group Meetings would be planned. CRP of MTA will write information on the display Board. IEC will create social consensus; necessary to motivate local beneficiaries to join & participate in local level group formation & other collective activities.

A. Specific IEC campaign would address following aspects:

- a. The availability of water is limited and therefore, should be used efficiently.
- b. Limited water resources are manageable to provide livelihood to community as a whole if they adopts various conservation, production interventions through participatory approach.
- c. It is possible to maintain the present income if the water resources are managed properly by the community who shall allocate the available water resources to different water uses.
- d. Rain Water conservation is essential for sustainable development.
- e. Effectively disseminate the technical inputs i.e. allocation of water for different uses, changes in water levels, water quality & management options, crop diversification suitable for local conditions etc.
- f. Low cost methods for improving on-farm water use efficiency i.e. alternate furrow / paired row irrigation, use of crop residues as mulches for reducing evaporation losses.
- g. Adopt possible mitigating measures i.e. switch over to efficient method of irrigation like drip and sprinkler, low water demand crops etc.
- h. Adopt crop diversification plan to shift from high volume low value crops to low volume high value crops, which require less inputs specially water. This would include adoption of horticulture crops and protected cultivation.

B. PIA & NGO will

- a. work with the villagers to sensitize them with the project objectives, expected output/outcomes, process of planning & implementation and also carry out an assessment of preparedness & willingness of the villagers/community.
- b. ensure that community's interest/willingness to participate in implementation of CACP is based on the respond to community problems & meeting the objectives of CACP.
- c. enhance overall capacity & communication skills to CBOs/CRPs & all other local beneficiary on community mobilization, record keeping & documentation.
- d. With the support of project, NGO shall prepare IEC material & strategies which will be widely circulated in the cluster area. Based on the feedback received from the community/ other agencies, NGO will modify the IEC material for achieving the project objectives.
- e. NGO will identify the number & location for Wall Paintings, Slogans and installation of Display Board etc. on watershed management options with the help of community.
- f. NGO will properly document all community mobilization, capacity building, trainings, display, IEC activities through Photography, Videography & will send to PIA/DPMU.
- g. NGO will facilitate & build up capabilities of the community & CRP to collect data/ records from the hydrological monitoring networks & monitor/analyse on regular basis and maintaining proper records.

V. Training and Capacity Building:

Training is very significant activity towards achieving project development objective under RACP. The project success is heavily depending on successful implementation of trainings under the project. Objective of this activity is to build capacity of farming community,

farmer's women, as well as project staff so that Project objective on Watershed, Agriculture, Horticulture, Livestock, Market & Value Chain Sub Component may be achieved. Time bound & regular trainings programs will be required under the project. Detailed training programme for each sector/community will be prepared by NGO/DPMU/PIA. A training manual is being prepared by PMU, which will be referred to as per need.

- a. The various trainings like training of trainers, training of NGO staff, training of PIA as well as district level officials, training of field extension functionaries & training of farmers should be undertaken by the Aravali. Similarly, the other programs of market led extension & capacity building like Watershed Management Options, crop water budgeting, application of RS & GIS technology, data management, crop demonstration with field days, demonstrations on organic farming, post-harvest management technology, fodder production should be implemented.
- b. As per the implementation arrangements of the project the technical backstopping of NGO/DPMU/PIA as well as other project staff is the primary responsibility of ARAVALI.
- c. The responsibility of ARAVALI is to organize need based various trainings as well as capacity building programs on community mobilization to NGO/DPMU/PIA as well as selected members of community based groups.
- d. ARAVALI would also execute training need analysis for NGO/DPMU/PIA and other line department staff and members of CBOs so that need based trainings and capacity building programs could be implemented in the cluster.
- e. SAU could organize need based trainings as well as capacity building programs on various aspects of technical innovations to be implemented through adaptive research in cluster to NGO/DPMU as well as selected community based groups.
- f. Training & capacity building programs for farmers & farm women for adoption of knowledge-based crop husbandry & natural resource management/conservation practices for increasing productivity, enhancing diversification to high value-low water requiring crops/practices for reducing water foot print of agriculture, enhancing farmer incomes & improving rural livelihoods.
- g. Training material should be prepared before starting the capacity building program. The aspects of input management like Seeds, Fertilizers, Cultural practices-Sowing schedule / time, seed rate, inter/mono/mixed cropping, cropping sequence, mulching, irrigation, weeding, agri-input dealers, Pesticides -Bio-control agents, botanicals, chemicals etc. would also be included in training/capacity building programs. It should be ensured that more than 80% members of groups & project staff including of line department should be trained in first three years of the project.
- h. The field extension functionaries linked with project activities would be selected to undergo this training which will be structured one to serve the purpose of effective knowledge transfer to the farmers linked with project activities of respective line departments.
- i. Suggestive training institutes are KVKs, State Institute of Agriculture Management (SIAM) & Irrigation Management Training Institute (IMTI).

A. In consultation with DPMU/PIA, the NGO will:

- a. assess the cluster specific training & capacity building requirements after detailed training needs assessment (TNA) exercise involving all stakeholders such as communities, PRIs, etc.
- b. subsequent to the TNA, design training courses and prepare training plan as per the training manual for the project period and submit to DPMU.
- c. prepare training modules, identify masters trainers, subject matter resource persons/institutes for various trainings & undertake all field level trainings, arrange batches, workshops & assist the project in capacity building programs for the stakeholders, communities, PRIs etc. as per approved training plan.
- d. identify & train CRPs, who will carry out various activities, including but not limited to, collecting data from the hydrological monitoring system, conducting participatory CWB, assisting the RTC for attending the animal etc.
- e. train & promote the community in adoption of latest technology such as Green Houses, Poly Houses, Drip/Sprinkler irrigation system to increase irrigation efficiency and save water, low cost methods for improving on-farm water use efficiency.

- f. assist in organizing exposure visits/study tours for the stake holders to the places where the community has successfully implemented/in similar programs. A data base should also be prepared for monitoring of impact of this program. NGO will assist the DPMU/PIA in conducting such visits and maintaining the records.
- g. assist in identifying farm plots for demonstrations of agriculture & horticulture crop including adoption support, post-harvest management (PHM) activities using the selection/identification criteria's given and in consultation with the communities, organizing field days / kisan melas / exhibitions for dissemination of the demonstrated technologies.
- h. assist in identifying widows/divorcee/handicapped, in consultation with the MTGs for taking up goat as a livelihood & provide handholding/technical support to establish enterprise.
- i. assist in identifying farm plots for demonstrations of fodder/fodder tree; silvi pasture development & other animal husbandry practices, this includes among others processing of crop residues, usage of chaff cutters and fodder banks, stall feeding, housing etc.
- j. organise relevant training & CB programme for all the functionaries involved with the help of local officials of line departments, SAUs, KVKs. It will be ensured that a majority of the members of MTGs/UGs/MTAs are given basic training involving skill up gradation, orientation on technical & organizational aspects.
- k. Besides this, training on application of RS & GIS Technology for generating database/Maps for watershed, improved farming practices, new varieties of crops & its adoption, horticulture, high volume low value crops to low volume high value crops, water efficient irrigation, water use techniques, CWB, preparation of crop plan, animal husbandry, market & value chain, asset management/maintenance etc. are included in training calendar/plan.
- l. MTG/UG/all other CBOs/CRP/progressive farmers/PRI's would be taken for exposure visits to sites of successful models within/outside state that are relevant to them to update their knowledge.

B. Mass awareness Camps:

The objective of mass awareness camps is to sensitize the farming community about the project so that farmers could understand about the project, its component, activities, implementation arrangement, benefits of the project, key performance indicators etc.

One day mass awareness camps should be organized at village level so that message about the project could reach in every village. IEC material should be prepared for mass awareness camps like charts, pamphlets, posters etc. & distributed amongst villagers. It is also ensured that the message/material about the project should reach almost more than 50% of farming community. Data base should also be prepared for monitoring of impact of this program.

C. Orientation programs:

The objective of orientation program is to sensitize the beneficiaries, progressive farmers, members of groups, members of PRI's, members of concerning staff working in the area.

One day orientation program should be organized at GP level so that the message about the project could reach in every GP. IEC material should also be prepared for orientation program like Philip charts, pamphlets, posters, video clips of success stories etc. It is also ensured that the message/material about the project should reach almost more than 80% of the community groups and PRI's.

The orientation program should be organized in such a way that all progressive farmers, members of groups, PRI's, members of concerning staff should be cover in three phases. A data base should also be prepared for monitoring of impact of this program.

D. Advance training:

The project would require continuous capacity building of officers of all PMU & DPMUs as well as line departments to carry forward the theme of project in an effective manner. The emphasis of capacity building would remain market-led extension, agribusiness and efficient production & post-harvest management practices of agri-horti commodities. The knowledge generated in this area in foreign countries needs to be studied for replication with necessary modifications in the project. Selected officers and representative farmers drawn from across the project & line departments would be deputed for training outside the country during project period. Officers working in the project would be selected for foreign training. They would be required to work in the project at least for three years after returning from training.

E. Exposure visits:

- a) The objective of exposure visits is to realize the farming community, PRIs, community groups, project staff etc. about the impact of the activities proposed in the project. The Exposure visits for Animators, Supervisors farming community, PRIs, community groups, project staff etc. within the state and outside the state should be organized in the project so that they could explore their knowledge as well as experiences about the technical and social innovations. Exposure visits of successful work/project including Animal Husbandry projects in State as well as National level should be organized in such a way that members of community based groups, PRIs, project staff are covered in three phases. A data base should also be prepared for monitoring of impact of this program.
- b) Groups of 20 Goat farmers will travel for 3 or more days to visit goat market & production model in CSWRI (Tonk) / CIRG, Agra other suitable areas or research/university farms which will be organized with in state and outside the state.

F. Farmer's Fair:

- a) Farmer's fair should also be organized at cluster or Panchayat Samiti Level to demonstrate the existing technology on yearly basis for benefit of project farmers as well as the farmers from the other areas. This farmer's fair may be organized with the co-sponsorship of other department or private partnership.
- b) The provision of expenditure on accommodation, food, training material, stationery, honorarium of trainers, field visits shall be followed as per the Training Manual.

Governance Structures of Community Based Organizations (CBOs)

Various types of CBOs will be formed at village, Gram Panchayat, Cluster level:

1. Village Level:

In a cluster, RACP activities will be implemented on the basis of CACP, which will focus on establishing specific partnership arrangements between farmers group or producer organizations known as "**Multi Task Groups (MTGs)**" with agri-business companies as per CACPs and **Users Groups (UGs)** for community based common activities.

a) Multi Task Groups (MTGs) for individual activities:

The local community will be mobilised and grouped into Multi Tasks Group (MTG) by the NGO by involving farmers of nearby fields in the cluster area. These MTGs, apart from others; will be responsible for assisting in planning & implementation of all types of individual land based interventions under RACP like watershed development.

Membership/Eligibility:

- One Multi Task Group (MTG) will comprise of about 15-20 members.
- In case of livestock component, separate MTGs will be formed for small ruminants having at least three goats per family.
- Head of household family/land holder or his/her nominee of family will be member of MTG.

Identification of Group Leader and Co-leader of MTG:

- All members of MTG will have a right to elect one Group Leader & Co-leader of respective MTG unanimously. Group Leader and Co-leader will work on honorary basis.
- Group Leader and Co-leader of MTG will be elected through secret ballot, if there is no consensus between the group members. The election process will be conducted by the NGO in consultation with DPMU.

Functions:

- MTG will meet at least monthly. Quorum of meeting will be 2/3 of total members. Decisions of present members shall be based on at least 51% of total number of group members.
- These MTGs may carry out credit and thrift activities within the group members.
- The beneficiary of the MTGs should be willing to pay beneficiaries contribution in the form of cash/labour/material.
- Each member of MTG will assist he selected agency in carrying out work in their own fields.
- MTG will have awareness about the progress of implementation of AAP.
- Separate model bye-laws for these MTGs will be prepared by the PMU and will be a part of Community Operational Manual of RACP.

b) Users Groups (UGs) for Community / Common / Panchayat Land activities:

NGO will form UGs by motivating & involving beneficiaries/users with the help of local PRIs, who are directly or indirectly going to accrue benefits from each of the interventions carried out on community/common/panchayat land of cluster area. Activity wise UGs shall be formed for activities like water harvesting structure i.e. WHS, Khadin, Anicut & Pasture Land Development.

Membership/Eligibility:

- One Users Group (UG) will comprise of about 10-15 members.
- Head of household family/land holder or his/her nominee of family will be member of UG.

Identification of Group Leader and Co-leader of UG:

- All members of UG will have a right to elect one Group Leader and Co-leader of respective Users Group unanimously. Group Leader and Co-leader will work on honorary basis.
- Group Leader and Co-leader of the UG will be elected through secret ballot if there is no consensus between the group members. The election process will be conducted by the NGO in consultation with DPMU.

Functions:

- UG will meet at least monthly. Quorum of meeting will be 2/3 of total members. Decisions of present members shall be based on at least 51% of total number of group members.
- These UGs may carry out credit and thrift activities within the group members.
- UG will have awareness about the progress of implementation of the AAP.
- NGO in consultation with local PRIs shall facilitate resource-use agreements, out of assets created among the UG members based on the principles of equity and sustainability.
- UGs will be responsible for operation & maintenance of assets created with the support of PRIs.
- NGO to ensure that these agreements between UGs & Gram Panchayat must be worked out through MTAs/GWMs before concerned work is undertaken & regarded as a pre-condition for activity.
- Separate model bye-laws for these UGs will be prepared by the PMU and will be a part of Community Operational Manual of RACP.

2. Gram Panchayat Level (For Watershed Clusters):

Multi Task Associations (MTAs):

MTGs & UGs would be federated at Gram Panchayat Level into **Multi Task Associations (MTAs)**. NGO will facilitate constitution of MTAs in consultation with DPMU.

Membership/Eligibility:

- The MTAs will be a registered body under Society Act-1958.
- The General Body (GB) of MTA shall comprise of all the Leaders & Co-Leader of MTGs and UGs and will be the members of GB of MTA.
- Each MTA will have one Executive Committee (EC) comprising of total 11 members including one nominated member to be identified in the GB of the MTA.
- More than half of the members shall be the representatives from amongst the leaders/co-leaders of the MTGs formed for individual activities; as RACP focuses more on arable lands and remaining other than one nominated, would be from amongst the leaders/co-leaders of UGs.
- One Ward Panch from the area where project intervention are being proposed in non-arable area (Common/ Panchayat /Community land) shall be nominated by rotation by the Gram Panchayat as one of the nominated member in the concerned MTA.
- In the constitution of EC of MTA, adequate representation shall be ensured from the weaker section of the society i.e. BPL and SC/ST/Small and marginal farmers, women etc.
- Each MTA will have its own by-laws. PMU will formulate **model bye-laws** for this purpose and will be a part of Community Operational Manual of RACP.
- Each MTA will have one CRP, to be selected by the NGO in consultation with DPMU/PIA and MTA. He will be responsible for day to day work and supervision of the works etc.

Executive Committee (EC) of MTAs and Election of Chairperson of MTA:

Elections for the member of EC of MTA:

- All members of the GB of MTA can contest election for members of EC of MTA. Nominated members will be a part of Executive Committee.
- Each member will vote for all the EC members of MTA.
- All members of GB of MTA will have the right to vote in the election.
- Each member of GB of MTA will have only one voting right. The election will be conducted by

the secret ballot.

Elections for the Chairperson of MTA:

- Each MTA will elect one Chairperson from amongst of the EC, MTA members.
- All the members of EC of MTA will be eligible to contest election of the Chairperson of MTA.
- All the members of the EC of each MTA will have only one voting right.
- Chairperson of MTA will be elected through secret ballot if there is no consensus among the members of EC of MTA for selection of its Chairperson. The election process will be conducted by the NGO in consultation with DPMU.
- Chairperson will work on honorary basis.
- GB of MTA will meet Quarterly basis. Quorum of meeting will be 2/3 of total members. Decisions of the committee shall be based on majority of total number of members present. If required a special meeting may be convened. NGO will support in organising meetings.
- GB of MTA will review and approve the progress made under the project.
- EC of MTA will meet on monthly basis. Quorum of meeting will be 2/3 of total members. Decisions of the committee shall be based on majority of the total number of member present. If required a special meeting may be convened.

Functions:

- MTAs shall be responsible for help in planning & implementation of activities on Common/ Panchayat land through the selected agency & appraise the GB of MTA.
- MTAs will also be responsible for monitoring the activities on arable lands through MTGs.
- MTA will prepare Byelaws & its registration under society act, conducting regular meetings of General Body & Executive Committee to review the progress of MTGs, UGs.
- MTA will have close liaison with Gram Panchayat/Gram Sabha.
- MTA will assist in the allocation of usufruct rights to deserving UGs with the help of PRIs for developing and maintaining the assets to be created on common / community / panchayat lands.
- MTAs will sign a Memorandum of Understanding (MoU) with the project based on the standard format to be developed by the PMU.
- MTAs will follow the working norms as provided by the project.
- MTAs, with the help of PRIs will formulate and allocate usufruct rights to deserving UGs for developing and maintaining the assets to be created on common / community / panchayat lands. For this separate guidelines would be provided by the PMU.

Office Management:

- MTA would be provided with an independent office accommodation in consultation with the concerned GP. First preference will be given to existing Government building in the GP area as free accommodation followed by office accommodation on hiring basis.
- Even if, no hired building is available; then, NGO will submit separate proposal for approval of PMU for construction of new office building through DPMU.

Financial Management:

- Since MTA is a registered body under society act, hence, each MTA will open a separate saving bank account in the local branch of any nationalised bank to operate the funds. If supporting document demanded by the bank, it should be provided by the DPMU/PIA.
- Bank account will be operated as per Finance Management Chapter.
- Secretary of MTA shall be responsible for maintaining all the books of accounts/ records which will be open for inspection by NGO/DPMU/PMU/auditors.

3. Cluster Level (For Watershed Clusters):

Cluster Level Producer Organisation (CLPO):

In order to support economic & managerial activities at large scale, federations would be formed at the cluster level. These would further strengthen & activate the linkages established with external resource agencies for knowledge, credit, input procurement, sale of local produce, carrying on processing activities to the point of exports etc. In these activities, bankability of activities will be attempted. These CLPOs would be registered into duly required Act as per need of the project. Commodity-wise say for Agriculture/Horticulture Farm Produce/Livestocks, producer organisation /producer Company would be formed at suitable stage.

Membership:

- The CLPO will be a duly registered body.

- All members of MTGs/IBs/MTAs falling in cluster area will be the member of General Body (GB) of CLPO.
- CLPO will have one EC comprising of 15 members.
- CLPO will have its own by-laws. PMU will formulate model bye-laws for this purpose and will be a part of Community Operational Manual of RACP.
- Secretary of CLPO level will arrange for monthly meetings & follow up of works etc. For this purpose, he will be paid suitable honorarium by the project.
- CLPO will sign a Memorandum of Understanding (MoU) with the project based on the standard format to be developed by the PMU.

Executive Committee (EC) of CLPOs and Elections of Chairperson of CLPO:

Elections for the member of EC of CLPO:

- All members of the GB of CLPO can contest election for the members of EC of CLPO.
- Each member will vote for all the EC members of CLPO.
- Each member of GB of CLPO will have only one voting right. The election will be conducted by the secret ballot.

Elections for the Chairperson of CLPO:

- CLPO will elect one Chairperson from amongst of the EC, CLPO members.
- All the members of EC of CLPO will be eligible to contest election for Chairperson of CLPO.
- All the members of EC of CLPO will have only one voting right.
- Chairperson of CLPO will be elected through secret ballot if there is no consensus among the members of the EC of CLPO.
- Chairperson will work on honorary basis.
- Election process will be conducted by NGO & he will be assigned community mobilization task as per above procedure. DPMU will supervise entire election process.
- GB of CLPO meet Quarterly basis. Quorum of meeting shall be 2/3 of total members. Decisions of the committee shall be based on majority of total number of members present. If required a special meeting may be convened. NGO will support in organising meetings.
- GB of CLPO will review the progress made under the project. Decision of the CLPO level meetings will be conveyed to the DPMU regularly.
- EC of CLPO will meet on monthly basis. Quorum of meeting shall be 2/3 of total members. Decisions of the committee shall be based on majority of total number of member present. If required a special meeting may be convened.

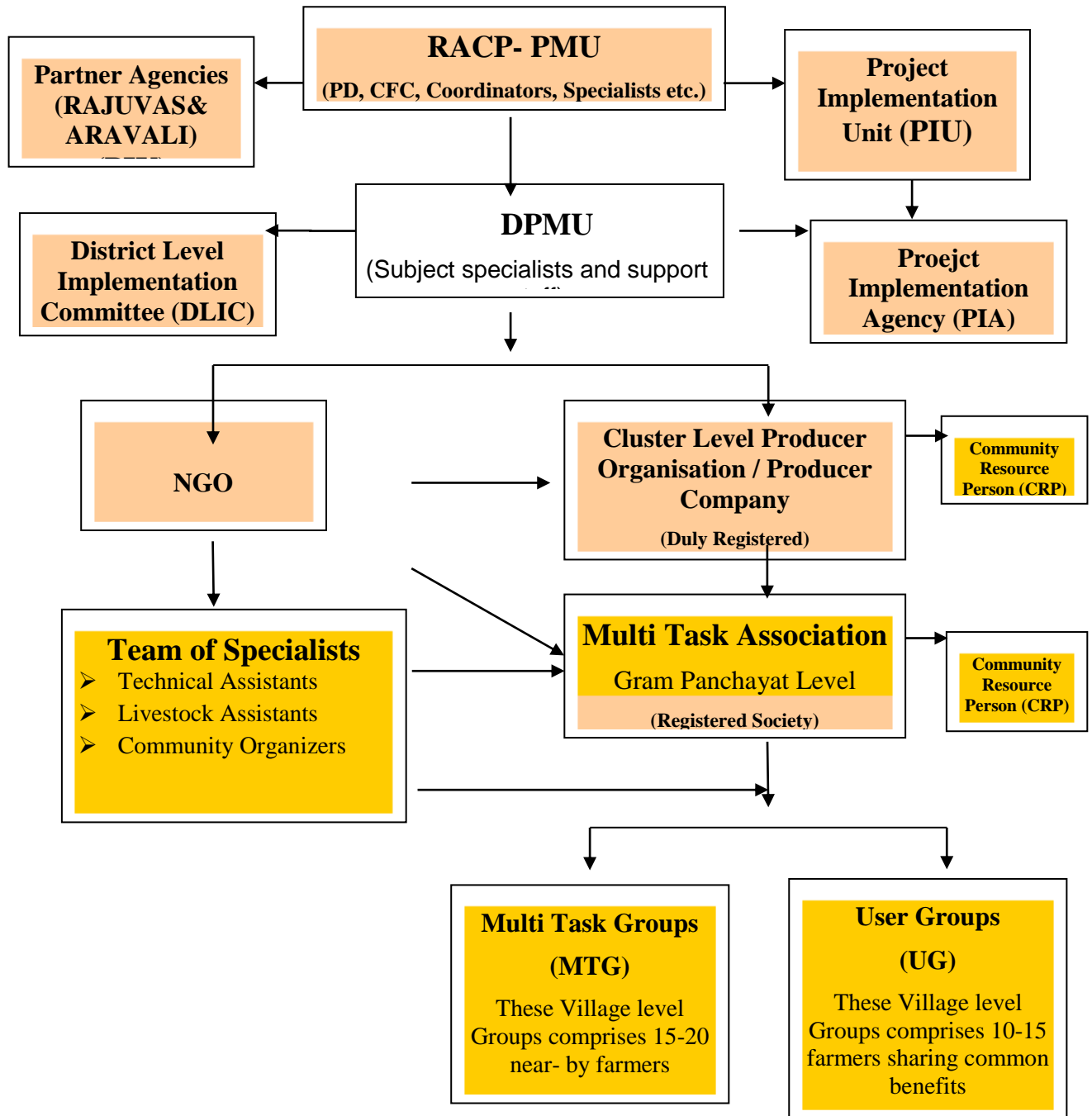
Functions:

- CLPO will supervise the works of MTAs, integrating RACP activities at cluster/ Panchayat Samiti level by holding meetings of GB of CLPO.
- CLPO shall have major role in supervising & co-ordinating marketing & value chain activities will ensure that marketing of value added commodities being operationalized through MTGs/MTAs/commodity based producer organisations.
- CLPO will arrange for co-ordination of activities of line departments at Cluster level.
- CLPO will follow the working norms as provided by the project.
- CLPO will monitor that available funds are spent judiciously on implementation of physical activities, which is crucial to create local ownership.
- Their specific roles & responsibilities will be worked out in due course by the PMU.

Office Management:

- CLPO would be provided with an independent office accommodation in consultation with the local GP. First preference will be given to existing Government building in the GP area as free accommodation followed by office accommodation on hiring basis.
- Even if, no hired building is available; then, NGO will submit separate proposal for approval of PMU for construction of new office building through DPMU.

Organizational Chart for Watershed (Rainfed) Cluster under RACP



Chapter-2

Watershed (Catchment Area) Component

Component 1: Climate Resilient Agriculture (1A: Improving Water Use Efficiency)

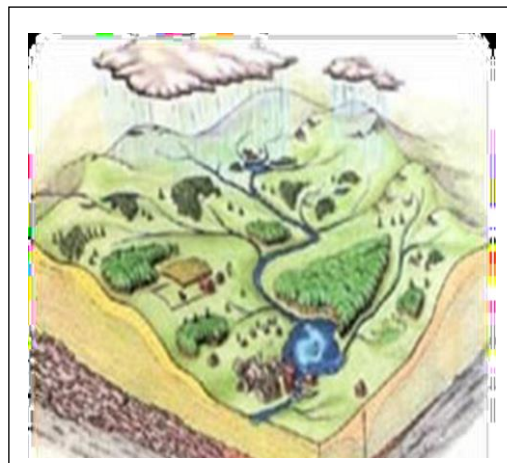
1. Background:

Rajasthan has only about 1.16% of country's water resources; whereas state occupies about 10.5% of country's geographical area. State's water resources are scarce & future development & prosperity depends largely on sustainable & efficient allocation & utilization of its water resources. State has 245 lac hectare area as rainfed as against the total geographical area of 342 lac ha, which is about 72%. It is a big challenge to ensure sustainable agriculture production from vast rainfed areas, taking care of market demand & better returns of the produce to the farmers.

2. Watershed Cluster:

Watershed is a Geo-hydrological unit of land having a single outlet or drainage point and ridge line having drainage divide of rainfall.

Need: Rainfed areas are characterised by low rainfall which is sporadic in nature and is a major cause of low productivity. Land degradation due to soil erosion, increase in population, poor livestock productivity, fodder shortage & un-organised marketing opportunities are the other area of concern. Efficient water management through soil & water conservation measures is the key for sustainable development of rainfed areas.



Survey of the agriculture situation in rain-fed areas have shown that these areas are characterised by decrease in the water table, land degradation due to soil erosion, increase in population, poor livestock productivity, fodder shortage and un-organised marketing opportunities. Therefore, in RACP clusters where watershed opportunities exist for the treatment of catchment areas, have been selected for integrated development of value chain with focus on integrated farming system for increasing productivity, livelihood, enhanced and regular income. Research conducted for rainfed areas has shown that the efficient water management through soil and water conservation measures is the key for sustainable development. The integrated watershed approach i.e. conserving natural resources of water, soil & vegetation is accepted as major theme for development of rainfed areas in RACP.

Cluster Approach: Under new approach, watershed areas; which may comprise of macro / micro watershed delineated boundaries, index catchments, catchments of ground water clusters and catchment of canal surface water clusters will be selected envisages a broader vision of area based approach. The average size may range from 10,000-15000 hectares. Special efforts will be made to utilize the information technology and remote sensing inputs in planning, monitoring and evaluation of the programme. Capacity Building and training of all functionaries and stakeholders involved in the watershed programme implementation would be carried out with definite action plan and requisite professionalism and competence. In the existing and proposed cluster areas to be selected, **Four Waters Concept** will be retro-fitted as per requirement and feasibility of area.

Centrality of Community Participation: Involvement of primary stakeholders is at the centre of planning, budgeting, implementation & management of watershed projects. Community organizations will be closely associated with & accountable to Gram Sabha for project activities.

Capacity Building and Technology Inputs: Considerable stress would be given on capacity building as a crucial component for achieving the desired results. This would be a continuous process enabling functionaries to enhance their knowledge and skills and develop the correct orientation and perspectives thereby becoming more effective in performing their roles and responsibilities. With current trends and advances in information technology and remote sensing, it is possible to acquire detailed information about the various field level characteristics

of any area or region. Thus, the endeavour would be to build in strong technology inputs into the new vision of watershed programmes.

Planning and Implementation Agency: Under re-structured mode of RACP, the planning and implementation of Watershed (Catchment Area) development Sub Plan of the CACP will be carried out by the concerning line department of **Watershed Development & Soil Conservation, GoR**. At the State Level Project Implementation Agency (PIU) is already established headed by Nodal Officer and other supporting staff. A dedicated Project Implementation Unit (PIA) is set up at the Block/Cluster level, which will be responsible for planning and implementation of sub plan of CACP through district level functionaries of the Department i.e. Project Manager & Suptd. Engineer, Watershed Cell cum Data Centre, WD&SC Department. Department is being provided dedicated technical man power at the PIU and PIA level.

Facilitating Agencies: For social mobilisation, community organization, capacities building of communities in planning and implementation, an NGO is hired by the project, which is working at DPMU level and is supporting the line departments at the field/cluster level. The tasks being performed by the NGO are enumerated in detail in the ToR prepared for the purpose. NGO is having its office in the cluster area to implement, supervise the field activities effectively & ensure coordination.

3. Objectives of Watershed Management:

The objective in watershed (rainfed) cluster is to achieve a hydrological balance across watershed (Rainfed) clusters supported through RACP. The allocations & utilizations of water resources within the watershed clusters for various uses would be limited to the amount of total annual available water for watershed & without adversely affecting the present commitments/usage of water flows to downstream watersheds /areas. The objectives are:

- i. To promote the socio-economic development of village community through optimum utilisation of natural resources.
- ii. To promote in-site moisture conservation, harvest runoff and to recharge ground water.
- iii. To conserve water, soil and vegetation effectively.
- iv. To ensure optimum & judicious utilisation of harvested water for the production activities.
- v. To ensure lifesaving irrigation to crops using harvested water.
- vi. To promote sustainable farming.
- vii. To cover the non-arable areas effectively through afforestation & pasture development.
- viii. Restoration of ecological balance.

4. Component Design and Eligible Investments:

4.1. Institutional and Community Oriented Preparatory Activities:

- i. Finalization of project boundaries/pilot areas:** In the identified cluster, boundaries should be delineated and finalized so that intervention and beneficiaries covered could be targeted in a better planned way.
- ii. Identification of potential beneficiaries/stake holders:** During planning process, before CACP preparation, all the stake holder including farmers, land less beneficiaries, PRIs etc. are to be finalized.
- iii. Community Participation:** NGO will
 - a. work with the villagers to sensitize them about project objectives, expected output/outcomes and process of planning & implementation & also carry out an assessment of preparedness and willingness of the villagers/community.
 - b. ensure that community's interest/willingness to participate in implementation of CACP is based on the felt/expressed needs & shared commitment to respond to community problems & meeting the objectives of CACP.
 - c. ensure that the interventions proposed in the CACP (both the objective of the CACP and its content, the approach taken and the process adopted) are locally understood by the stakeholders/community and has their ownership.
 - d. ensure that interventions are supported by local leadership & stakeholders / community.

- e. ensure awareness campaigning in consultation with DPMU/PIA through individual contact, small group meetings, mass meetings, community envisioning, vision validation, other IEC activities etc.

iv. Base Line Surveys and data Management:

- a. NGO will facilitate the base line survey of cluster area for carrying out socio economic analysis apart from other required surveys.
- b. PIA/NGO will collect basic information/base line data of rainfall, temperature, location including geographical coordinates, topography, hydrology, hydrogeology, water sources available & its present status, soils, soil profile, fertility status, forests, demographic features, farmers profile (small, medium, large, commercial/non-commercial), ethnographic details of communities, land-use pattern, major crops (including horticulture) & their productivity, cropping pattern, seed replacement rate, fertilizer availability & consumption, present marketing status, land-use pattern, infiltration rate and field capacity, livestock etc.
- c. NGO will work out details of stakeholders including but not limited to, farmers & organizations representing farmers i.e. MTGs/UGs/MTA/CRP etc., suppliers of various inputs (both from private & public sectors), processors, agri-business enterprises.
- d. PIA/NGO will carry out comprehensive beneficiary level database separately for private & community land to be prepared with linkages to cadastral database. It will facilitate spatial depiction of action plan.
- f. The data & information collected through base line survey shall be analysed & database to be prepared on GIS/suitable MIS environment. Data will be put to use for various strategic designing & planning purposes.

v. Assessment of water resources availability and its uses: PIAs under the guidance of PIU/PMU will

- a. collect the information of no. of tanks, wells, tube wells and existing water harvesting structures, seasonal pre & post monsoon water levels, storage capacity of tanks, yield of wells, water levels of representative wells/WHSs, pumping methods/hours, area irrigated by tanks/wells/WHS in different seasons, cropping pattern, irrigation practices (flood irrigation, drip, sprinkler etc.), water demand for agriculture, crop production, water demand for drinking, domestic, industries & quality of ground water, land-use pattern etc.
- b. carry out the actual assessment of water resources availability within the cluster based on the analysis of long term hydro metrological data (rainfall distribution pattern; water budgeting, runoff potential, water use efficiency etc.) & assess the utilizable water resources availability from all water sources (water harvest structures, ground water etc.) area for various purposes and also the projected demand. This assessment needs to be updated on yearly basis with reference to base year after the monsoon.
- c. assess single & double cropped area using multi seasonal high resolution satellite data or other suitable method during the month of Sept. & Feb. of cluster area with collateral data available with concerning agencies/ department.
- d. carry out water balance exercise within the context of above two analysis & with due regard to existing water resources commitment of said cluster to the downstream catchments. For this, visits of downstream areas & consultation with farmer could be undertaken.
- e. map water use efficiencies from each of these sources/irrigation methods, detail the scope & potential of increasing the water use efficiency and the amount of potential water savings. water resources so obtained would form the basis for developing watershed management plan
- f. PIA will prepare & submit detailed sub plan for Soil and Water Conservation measures which will a part of Annual Action Plans.

vi. Design, construction of hydraulic structures and hydrological monitoring network (HMN): Instruments like runoff recorder, sediment sampler, automatic rain gauge, drop spillway & instruments housing facility shall be provided. PIAs under the guidance of PIU/PMU will

- a. study rainfall data & distribution pattern and suggest the number and location of Automatic Weather and Rain Gauge stations to be installed in the cluster area for monitoring of rainfall distribution pattern along with detailed design, drawings, cost estimates and other related documents based on the technical criteria, design specifications for the approval.
- b. carry out the number and types of hydraulic structures to be constructed both at the community level and individual farm level. These structures will mainly include, among others, percolation tanks, check dams, waste weirs, individual farm ponds, water harvesting structures, contours bunds, Tankas, Contour V-ditches, Staggered box typed trenches, khadins etc.
- c. carry out the preparation of the engineering design, drawings and estimates of the identified structures as per prevailing BSR & ensure that communities are implementing the same in accordance with the directions of PMU & ensuring prescribed quality standards are followed.
- d. assist the project team in quality verification of works implemented by communities.
- e. design HMN, which would include, among others, (i) site selection; (ii) establishment of automated weather stations; (iii) establishment of observation wells; (iv) silt observation posts (v) other necessary units; including type, drawings, cost estimates.
- f. train the communities in data collection & maintaining records of HMNs.
- g. coordinate with district authorities of watershed & other relevant agencies in supporting the implementation of soil and water conservation activities in the cluster.
- h. keep water resource/ground water or other contextual legislations & regulatory frameworks under consideration while designing/proposing the strategy.

viii. Community Mobilization:

Formation of groups: NGO will form Multi Task Groups (MTGs), Users Groups (UGs), Multi Task Association (MTAs), Cluster Level Producer Organisation (CLPO) as per Chapter No. 1. Apart from this, one Community Resource Person (CRP) for each Gram Panchayat level will be identify by the NGO. CRP will be responsible for following tasks:

- a. Assist in convening the meetings of the MTA/CLPO for facilitating the decision making processes in context of Cluster Development Activities.
- b. Help in taking follow-up action on all decisions of the meetings.
- c. Assist PIAs/EE/AE/DC (watershed) in taking measurement, valuation of works etc.
- d. Help in obtaining beneficiary contribution, ensuring performance of work & activities.

ix. Crop Water Budgeting (CWB): PIAs under the guidance of PIU/PMU will

- i. study the existing methods of irrigation (flood irrigation, drip, sprinkler etc.) from various existing water sources, area covered under irrigation, undertake an assessment and analysis of the existing irrigation methodologies in order to devise measures to increase water use efficiency with considerable savings of water & develop detailed plan of action for increase water use efficiency for its implementation.
- ii. carry out CWB exercises on an annual basis to match the water resources availability with Rabi season crop plan & requirements for perennial crops;
- iii. share the results of CWB exercise to the community on a regular basis & undertake survey of the cluster to determine the extent of adoption of decisions taken during CWB exercise.
- iv. carry out on yearly basis, comparisons of the adoption rates, changes in the irrigation practices (scheduling, irrigation methodology, usages of water saving and conservation practices); calculation of water saved through CWB (both projected & actual).
- v. prepare & submit the plan to improve the adoption rates and irrigation practices based on above comparison.

x. Participatory Rural Appraisal (PRA):

PRA is an important exercise to facilitate Community Mobilisation & preparation of Annual Action Plan. NGO will carry out village wise PRA with the help of MTGs, MTAs, UGs, PRIs. For each village, separate maps will be prepared, showing all special features such as nallas, pastures, roads, dhani's etc. Social mapping using PRA techniques and tools will be

ensured. Works will be identified according to beneficiaries need.

PRA is a process of Involvement with rural people for indigenous Knowledge Building Exercise or way of learning from & with villagers to investigate, analyse & evaluate constraints & opportunities, need assessment & priorities in water, agriculture, social & economic programmes addressed to village development.

Purpose of PRA:

- i. To Use Farmers Criteria and Choice,
- ii. To understand the Local Environment with clear local priorities,
- iii. Identification of local persons and to learn farmers indigenous technology,
- iv. To Check findings by triangulation,
- v. To develop self-critical analysis & direct contact with local leaders and community,
- vi. To empower farmers & farm women to analyse problems & plan accordingly for their solutions
- vii. To initiate and facilitate participation, discussion for solution of identified problems.

Social Assessment:

As a first step, it is essential to understand the ground situation with regard to demand and availability of water for various uses, initiatives at community level and how the community could be involved to address these issues. For this, it is essential to carry out a detailed Social Assessment (SA) in the cluster area. The main aim of the exercise would be to identify the social issues associated with the proposed community based approach, understand its limitations & problems. Results of social assessment will form the basis to develop a strategy to involve local communities in the overall implementing (including operation & maintenance of structures, management, systems developed) and monitoring the project activity. This will be done mainly through informed participation.

Social Assessment is intended to develop a framework to assess the potential socio-economic issues associated with the project activity; consultation with a variety of stakeholders; examine the legal, policy & institutional aspects to ensure adequate & effective stakeholder group formation, management and functioning that is central to the community-based approach of the pilot activity. Output of the study include a framework for economically & socially-sustainable water management at community level which would include inter alia: (i) participation and consultation strategy, (ii) baseline information and a monitoring strategy, (iii) an Action Plan for community based watershed management, (iv) identify any adverse impact of the project component and prepare an action plan to mitigate adverse impacts, wherever needed, for water resources sector and (vi) develop a strategy and an Action Plan to address issues concerned to local communities.

Activities of CACP should be read out in the meeting of respective Gram Panchayat, General Body of MTAs. The activities should be properly documented through Photography, Video Recording etc.

xi. Environment Building, Awareness Generation and IEC activities.

This is an important component & would help in creating necessary environment & support for undertaking project activities. Initially, Orientation training programmes with the support of ARAVALI will be organised. IEC would be undertaken by NGO with the support of DPMU/PIA for Community mobilisation. This would be a continuous process enabling functionaries to enhance their knowledge, skills & develop the correct orientation & perspectives thereby becoming more effective in performing their roles & responsibilities. Intensive IEC campaign will be organised to inculcate the sense of belonging among the community for all project activities. Individually addressed communication through participatory work between project & the local communities is important. To facilitate such communication prepare regular pamphlets/newsletter, other minor publications in an effective manner, Wall Paintings, Display Boards, Focused Group Meetings would be planned. CRP of MTA will write information on the display Board. IEC will create social consensus; necessary to motivate local beneficiaries to join & participate in local level group formation & other collective activities.

xi. Trainings & Exposure visits of stake holders (farmers, MTGs, UGs, MTAs, CLPOs) including PRIs.

Training is very significant activity towards achieving project development objective under RACP. The project success is heavily depending on successful implementation of trainings under the project. Objective of this activity is to build capacity of farming community, women farmer's, as well as project staff so that Project objective on Watershed, Agriculture, Horticulture, Livestock, Market & Value Chain Sub Component may be achieved. Time bound & regular trainings programs will be required under the project. Detailed training programme for each sector/community will be prepared by NGO & DPMU. A training manual is being prepared by the PMU, which will be referred to as per need.

The objective of exposure visits is to realize the farming community, PRIs, community groups, project staff etc. about the impact of the activities proposed in the project. The Exposure visits for farming community, PRIs, community groups, project staff etc. within the state and outside the state should be organized so that they could explore their knowledge as well as experiences about the technical and social innovations. Exposure visits of successful work/project including Animal Husbandry projects in State as well as National level should be organized in such a way that members of community based groups, PRIs, project staff are covered in phases. A data base should also be prepared for monitoring of impact of this program.

xii. Design & development of Common Pasture Lands: To mitigate the fodder requirement, pasture development is proposed. The encroachment is the main problem of pasture development. The pasture land is developed by fencing the area by ditch cum bund or other suitable fencing, constructing the staggered trenches across the deeper slopes or continuous contour V-ditches in moderate / gentle slopes, construction of small talai/ ponds, over seeding & plantation. PRIs have important role to play for utilisation of common property resources and its management.

PIA with the support of NGO will

- i. identify the community / common pasture land in the village for pasture development activities in consultation with the local Panchayat.
- ii. prepare village level site specific silvi-pasture development plan in consultation with PRIs & community containing detailed design based on technical criteria & design specifications, estimates.
- iii. prepare detailed cost-tables for each and every activity reflecting any investment of the project funds along with technical write-up of these investments etc. indicating the break-up of cost on labour and material component.
- iv. prepare a strategy for usufruct rights of the users from the common pasture lands in consultation with the local Panchayat and communities.
- v. assist in formulating sustainable management and maintenance plan of common pasture lands in consultation with the local Panchayats and communities; this would include, among others, gap filling, watering, maintenance of appropriate fencing; user charges; watch and ward etc.
- vi. ensure silvi-pasture development on community lands through selected agency; in consultation and coordination with MTAs, UGs, local Panchayats, communities; this would include, among others, demarcation of pasture, identification of users; formation of UGs; allocation of pastures to UGs, establishment & development of pasture etc.
- vii. ensure repair, maintenance, protection of CPRs with the support of UGs/PRIs/MTAs.

xiii. GIS mapping, Procurement of thematic layers and preparation of Sub Plan of CACP for Watershed Component:

The endeavour would be to build in strong technology inputs for watershed programmes. Each watershed has unique characteristics & problems. Its treatment & management would require careful consideration of various site specific factors like topography, nature, soil depth, soil cover, type of soil/rock, water absorbing capacity of land, rainfall intensity, land use etc. While planning of CACP, high resolution remote sensing satellite data would be utilized using GIS tools for finalizing contour maps for assessment of run-off & for

identifying structures best suited for the location in the projects in addition to other thematic layers and digital elevation modelling.

Following thematic layers, including others, will be used:

In A0 size (Super imposed maps of desired thematic layers/maps as mentioned below on cadastral / khasra map and watershed Map in different permutation and combination as per requirement on the scale 1:10000 consolidated and on scale of 1:4,000; village wise)

- a. Base Map (cluster, village, Gram Panchayat boundary, transport network, canals, settlements, key land marks & point of interest) with all the labels like village names, macro/micro ID etc.
- b. Land Use & Land Cover (LU/LC) map showing single as well as double cropped area.
- c. Contour map at 1 meter vertical interval with drainage & water bodies along with cluster boundaries.
- d. Slope map.
- e. Drainage Network Map.
- f. Soil Map showing land capability classification.
- g. Flow Accumulation Map.
- h. L-section & Cross section of all drainage lines greater than 25m length at every 40 meter interval.
- i. Proposed **Land and Water Resources Development Map (Separate layers)** showing all the proposed interventions under CACP.

Preparation of Sub Plan of CACP for Watershed Component: *With the support of outputs of RS & GIS, NGO's work done on community related aspects and all available field level data, the concerning PIA shall be responsible for the preparation of Sub Plan of CACP for Watershed Component, which would be prepared in the specified template of sub plan, to be provided by the PMU/PIU. Apart from other theoretical and other related details, the sub plan will focus on activity-wise/year-wise physical and financial provisions; cost estimates, designs and appropriateness/ justification of inclusion of activity with the projected / expected benefits and communities willingness as well. A suitable escalation on account of likely BSR rates revision may be incorporated /kept in the coming years AAPs so that due to increase of rate, physical unit of activity could not be reduced /compromised. The Sub Plan will be got examined by the PIU and will be submitted to the PMU for its competent level approval.*

4.2 Field Activities:

4.2.1 Activities on Arable Lands:

A. Arable Land Conservation Measures:

The important principles to be kept in view while planning measures for proper conservation of water are increasing the time of concentration & thereby allowing more runoff water to be absorbed, intercepting the long slope into short ones & protection against damage by excessive runoff. In broader way, it is a series of mechanical barriers to reduce the slope percentage. Some of the important activities are as under:

- a. **Contour Bund / Field Bund:** It is one of the most commonly adopted indigenous technologies for in-situ moisture conservation. Contour bunds are constructed along the contours. If land is less or farmers are not allowing bunds on contours in the field, than, compromise contour bund called field bunds of about 45-60 cm height adjusted on the field boundary are constructed with table top cross section. Locally this practice is known as 'Medbandi' or 'Dhorapali'.



For the area having slope less than 6% & flatter lands with scanty /erratic rainfall

contour bund is practiced. Contour bund can be adopted on all types of relatively permeable soils except the clayey or deep blank cotton soils. Main criterion for spacing of bunds is to intercept water before it gets the erosive velocity, slope, cropping pattern, SWC practice adopted.

These bunds are being stabilised by transplanting grass slips/sowing of grass seeds of local palatable and perennial species for supplement fodder for animals. If needed, suitably designed waste weir or provision for disposal of excess runoff is also kept, aiming at keeping the bunds safe under high rainfall events. Sometimes these bunds serve the dual purpose of demarcating property & conserving soil and moisture.

- **Side bund:** bunds are constructed at extreme ends of the contour bund, which are running along the slope and up to the submerged length.
- **Lateral bund:** Bunds are constructed along the slope in between two side bunds, to prevent concentration of water along one side and to break the length of contour bund.
- b. Waste weirs:** To protect contour bund from breaching & prevent standing crop from damage, masonry outlet structures are constructed to drain away excess water. Proper outlet/ waste weirs provided in contour bunds alternate to avoid gully formation & increase travel path.
- c. Gully Control structure:** In arable lands, where small rills/ gullies are formed, than the earthen bunds known as Gully Control structures are constructed at regular intervals.
- d. Mini Percolation Tanks (MPTs)-** 30 to 40 per watershed of 500 hectares in the first and second order streams, if falling in the farmers' fields: This is an earthen activity in which mostly semi-circular bund is formed across the slope direction out of excavated soil. This is low cost activity as compared to cement check dams. It is essential to prepare the base of the earthen bund by removing the top soil, for a thickness of about 0.10 meter. The stripped soil can be deposited all along the downstream of the bund to be used later on for spreading over the bund.
- e. Sunken pits in gullies in first and second order streams, if falling in the farmers' fields:** The method of providing sunken pits in gullies was found to be useful, serving the twin purpose of erosion control in gullies, as well as increasing the recharge. A small rough stone apron in the bed of the pit, is provided to withstand the falling flow of water. The length of pit at the bed level can be about 4.00 meter and the clear distance from one pit to another pit can be 4.00 meters.
- f. Diversion drains/channels and sump, for recharging open dug wells (FWC):** In case the watershed area falls below the unprotected area or hilly area from which uncertain amount of water comes and enters in the area, then the diversion channel is excavated to intercept the runoff from the area situated above & to conduct it safely to outlet. Sometimes, diversion drains are also dug to divert the flow of flowing water from the fields into the dead open well for re-charging purpose.
- g. Dugout Farm Ponds:** The farm ponds, at a lower elevation, are constructed to harvest the excess runoff after in-situ moisture conservation. Farm pond helps in providing supplemental irrigation as well as increasing cropping intensity. Size of farm pond & design would depend on rainfall, catchment area of farm, runoff data, slope, runoff water availability. Plastic lined farm ponds are cheaper & best suited on individual farms if the soil blow is permeable.
- h. Land Reclamation:** In the cluster areas, there may be some places requiring small works of land reclamation / shaping to improve the land/soil health/ productivity in the farmers filed. This activity on arable lands may be taken up based on the recommendation of soil health card. It should be ensured while preparing or modifying (i.e. re-shaping) the land surface to a planned grade to provide a suitable field surface



for controlling flow of water, check soil erosion, provide better surface drainage, conserve moisture and ensure uniform application and distribution of water

- i. **Tanka:** A covered underground tank locally called "**Tanka**" for storage of surface runoff is the most common age old rainwater harvesting system in the Indian arid zone. It is very popular in desert areas of Rajasthan and almost every household, school and centre in the rural areas Tankas are meeting the drinking water demands. The Tanka is constructed by digging a circular hole of 3.00 to 4.25 m diameter and plastering the base and sides with 6mm thick lime mortar or 3 m thick cement mortar. The top is covered with locally suitable pucca material. The catchment of Tanka is made in a variety of ways using locally available sealing materials like pond silt, murrum, wood, coal ash, gravel etc. Tankas constructed traditionally suffer due to leakage from bottom as well as sides. The design is also not based upon rainfall and runoff analysis. In the Tanka filters are also provided to check the sediment and also to clean the surface runoff.

B. Arable Land Production Measures:

To get the more benefit from agriculture crop, it is very important to decrease the cost of cultivation and increase the production. To decrease the cost of cultivation, it is necessary to use complete available land for cultivation, use of latest implements so that time and cost is reduced. Integrated crop management demonstrations as detailed in Agriculture Component would lead to taking more than one crop in a year for increasing production and income.

For increasing production water management plays an important role. Efforts will be made to have more production and income for every drop of water. Arid horticulture offers uncommon opportunities in this respect and demonstrations will be led out on growing of vegetables and fruit crops through use of drip wherever farm ponds are constructed.

- a. **Contour Ploughing /cultivation in rainfed lands (FWC):-** Contour cultivation will be promoted in the fields so that moisture is conserved in-situ enabling uniform productivity. Fields are prevented of forming small gully due to water flow across contour.
- b. **Strip and mixed cropping:** The practice consists of growing crops in strips across the direction of the prevailing winds, alternating them with buffer strips of crops that are resistant to wind erosion, or leaving stubble mulch fallow. The number of strips and their width depends upon the type of soil and the height of the crop in the buffer strip. The strips of stubble or wind-resistant crops act as micro-windbreaks which reduce the velocity of wind. This tends to stop soil movement in the next buffer strip before it gets a long sweep which would result in soil moving from the entire field.
- c. **Green Manure Crops before the main Kharif season crops:** Mulching is a useful activity to prevent evaporation during summer. Cultivation of green manure crops (may be some leguminous variety) during pre-kharif would be quite useful. The varieties could be sowing of guar, sun hemp, dhéncha etc. Dried organic matter should be ploughed during kharif and little/basal doze of P2 O5 could be applied.
- d. **Cover crops in rain-fed lands during post Kharif for Rabi season crops & dry period:** Only cost of seed will have to be provided and seed made available, for dibbling before the end of the crop season.
- e. **Trees on all boundary bunds of rain-fed lands** with a small trench on either side, to prevent tree roots spreading horizontally or competing with crops: On the field boundaries of the farmers, trees of suitable varieties are planted. Small trench on both the sides of the bunds is provided so that trees roots may not affect crop growth crop in nearby areas and moisture in trenches is also available for the trees for better growth.
- f. **Agro Forestry including block plantation, shelter belts, sand dune stabilization:**
 - (i) Agro forestry is a broad term encompasses symbiosis of silvi-culture, agriculture and livestock without much competitions and same time increasing the unit land production. If we see tree planting in agriculture fields it may be at the borer of the fields tree and crop in alternate rows or strips, Trees and trees mixture. Agro forestry is

a farming system integrating crop and /or livestock with trees and shrubs. The resulting biological interactions provides multiple benefits i.e. diversified farm income, increased biological production, better water quality and improved habitat for both humans and wildlife.

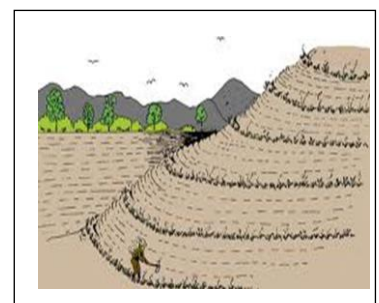
- (ii) Under block plantation, generally for energy & industrial wood or fodder, these blocks are raised in corner or marginal land where agriculture crop or other agro-forestry models are not economical. e.g. *Acacia nilotica*, *A. tortalis*, *A. holoserena*, *Lucanaleucocephala*, *Salvadorapersica*, *Dichroistychus* sp., *Eucalyptus* sp.,
 - (iii) Shelter Belts: Wind erosion is measure problem in western and north western Rajasthan in about 12 districts having 67.5 % area of Thar Desert. Hot winds @ 30-40 km per hour blows and cover the agricultural land by sand. Wind erosion is major concern to protect the agricultural and stabilise the shifting sand dunes in these areas. The main methodologies to be adopted for the control of wind erosion includes sand dune stabilisation, establishment of wind breaks and shelter belts, Adoption of different agro-forestry models. The watershed management strategies in these areas revolves around these measures as they are primarily forms the basis for the basic environment for amelioration of microenvironment in the area and agrarians activities.
 - (iv) Movement of sand dunes poses a serious threat to the productive agricultural lands, houses, roads and water courses, etc. and, therefore, it needs stabilisation which can best be done with vegetation. Basically, sand dune stabilisation techniques comprise four distinct processes:
 - Protection against grazing by fencing the area
 - Establishment of micro windbreaks on the windward side of a dune in 5 m parallel strips, or in a 5 m chess board pattern
 - Afforestation
 - Sowing of grasses & transplanting (with the onset of monsoon) of adapted tree and shrub species raised in earthen bricks on the leeward side of the micro windbreaks.
- g. Installation of PVC pipe lines on farmers' field and sprinkler / drip irrigation on farm ponds:** For irrigation purpose, for conveyance of water from water source to the potential spots of irrigation in the field, PVC pipelines will be provided. This will prevent the evaporation loss. Apart from this micro irrigation systems like sprinkler / drip will also be provided to save the irrigation water & improve water use efficiency.
- h. Raising Nurseries** for fodder, timber, fuel wood and horticulture: In consultation with the farmers and as per demand of local vegetative material, nurseries will be established / promoted in the cluster area. Necessary support for raising the seedlings/saplings, fertilizer, water etc. will be provided. No expenditure on land rant/cost will be allowed.

4.2.2 Activities on Non Arable Lands:

A. Non Arable Land Conservation Measures:

The area not suited to cultivation limits their use largely to pasture or forest. These lands have a great potential for producing fodder, fuel, fiber etc. To protect these lands from further degradation, suitable SWC measures supplemented with proper afforestation are planned.

- a. Continuous Contour Trenches (CCTs):** V-shaped ditches strictly along contour, with side slope for cut section with MPTs at gully junctions to reduce the velocity of runoff. Bunds are constructed downstream along the trenches with material taken out of them. Main objective is to create favourable moisture conditions. Plants are put in trench along berm.
- b. Box shaped staggered trenches across deeper slopes:** Staggered trenches are excavated trenching of shorter lengths in a row along the contour with inter space between them. In the alternate row, the trenches will be located directly below one another. The length of the staggered contour trenches could be 3 to 4 m with interspaces



between them in the same row of about 2 to 3 m. The trapezoidal trenches of 0.3 to 0.5 m bottom width and 0.5:1 side slope are preferred.

- c. **Fencing of Pasture Lands:** The pasture land is developed by fencing of the area either by ditch cum bund, vegetative, stone wall or other suitable fencing. Most commonly, in the watershed area, the available pasture land is protected by ditch cum bund fencing. From the excavated soil of the trench, the bund is prepared inside the area along the trench, so that the animals cannot step in from outside of the area into the area.
- d. **Renovation of old existing structures:** In the villages, many age old or previously built water harvesting/collection structures do exist. Often in the want of money/funds, these structures are not being regularly repaired /maintained/strengthened so as make use fully. This activity as per actual demand may also be taken up by defining the results out of investments.

B. Non Arable Land Production Measures:

These lands are un-noticed and have got huge potential to become productive with a series of conservation and production measures.

- a. **Tree plantation** on all un-cultivated Non arable / Pasture lands to develop a three tier canopy: Trees, Bushes and Grasses form the three tier canopy, which is extremely supportive in reducing the rain drop erosive effect causing soil erosion/loss. Apart from this canopy helps in reducing evaporation loss of water. In watershed areas, particularly on pasture and un-cultivated lands, location specific and suited plantation is to be done
- b. **Tree plantation on slopes and banks of gully:** Often gully head are leading to upper productive areas with the onset of monsoon when flow occurs. The banks and heads of the gully areas can be better prevented from further deterioration and advancing by way of planting suitable forestry trees along the sides/banks or at the gully heads.
- c. **Vegetative cover (Agave) for gully slopes:** Suitable vegetative cover is to be provided in the farmers' fields to protect the soil moisture from getting evaporated. This is a slow but serious phenomenon. The conserved moisture either can be utilized for Rabi crops, it will recharge the ground water or will be available in the soil so that next monsoon comes, it could support the soil zone to become saturated early and perennial flows, on certain locations could be witnessed.
- d. **Over seeding of grass seeds in pasture land areas:** Broad-casting of locally suited palatable grass seed like Sevan, Dhaman, Stylo Hameta etc. is done in the interspaces of the V-Ditches or on the bund of V-ditches. The grass development action comprises of direct dispersion, interception, energy dissipation and evaporation of falling rain drops.

4.2.3 Drainage line treatment:

- a. **Mini Percolation Tanks (MPTs):** 30 to 40 per watershed of 500 hectares in the first and second order streams, if falling in the farmers' fields: This is an earthen activity in which mostly semi-circular bund is formed across the slope direction out of excavated soil. This is low cost activity as compared to cement check dams. It is essential to prepare the base of the earthen bund by removing the top soil, for a thickness of about 0.10 meter. The stripped soil can be deposited all along the downstream of the bund to be used later on for spreading over the bund.
- b. **Big percolation tanks in third and fourth order stream:** When mini percolation tanks are constructed in all the first order streams, dips, valleys near ridge and sub-ridge boundaries, the need for bigger percolation may not be felt. There is no necessity for a cut - off trench for bunds upto 5 meter ht. Key trenched at the base may be avoided as they do not serve any useful purpose. To economize cost and satisfy the requirements, rough stone revetment may be limited to wave zone and near about. Instead of starting revetment from toe, it can be started from 2 meter below FTL and taken upto TBL.
- c. **Check Dams in second and third order streams** with earthen dam in centre and surplus weir on side (No check Dam in the main stream and no cement structure in the stream course). The earthen bund / check dams should not be constructed in the main stream where maximum flood discharge will be very high.
- d. **Sunken pits in gullies in first and second order streams:** The method of providing

sunken pits in gullies was found to be useful, serving the twin purpose of erosion control in gullies, as well as increasing the recharge. A small rough stone apron in the bed of the pit is provided to withstand the falling flow of water. Length of pit at the bed level can be about 4 meter and clear distance from one pit to another pit can be 4 meter.

- e. **MPTs at head of gullies & upstream of sunken pits & drainage line treatments:** As like point a mentioned above.
- f. **Rubble stone diversion weir on the main stream, for gravity irrigation:** The purpose of this structure is to divert the low flows and spring flows available in the streams to the gravity channels. When medium to high flow occur, they have to pass over the weir structure and the design has to take care of stability under such conditions. Mail channel on either side of structure have to be taken along the contour giving the required slope.
- g. **Restoring and de-silting very small tanks lying within the watershed:** This is an important activity, in which with little efforts, we can increase the capacity of the existing water resources. Suitable water surplusing arrangement for safe disposal of water can also be provided. Necessary serve is required for the purpose.
- h. **Loose stone check dam:** The gully control structure will be constructed by locally available loose stone without any binding material. So these structures are called Loose Stone Check Dam. The gullies will be plugged by stone with height not more than 1m with upstream slope, nearly vertical and downstream slope 1.5:1. The depth of foundation will be kept about 0.4 m and with about 0.6 m inside the natural ground on each side to prevent flood water out flanking the structure. Upstream side of the structure will be filled by the soil at slope 2:1 with grasses.
- i. **Construction of masonry structures:** In some places where vegetative measures and simple practice alone are inadequate to handle concentration of water, permanent masonry structures are provided.
- j. **Gully control structures:** It consists of constructing earthen bunds of suitable dimension across the small nalla or gullies to hold the runoff water. Depending upon the slope of the gully, these bunds are constructed in series. Temporary storage of runoff against the bunds carries deposition of silt & water is drained off in controlled manner. The water impounding facilitates percolation of water, which otherwise will flow with intense velocity.
- k. **Construction of Water harvesting structures/ Tanks:** Where ever feasible small water harvesting structures called ponds / talai's will be constructed. Suitable site selection is important. Repair, rehabilitation of old tanks & talai would be undertaken on priority.
- l. **Sub surface dams at downstream of watershed:** This work has to be executed at a suitable place on the downstream side of the watershed. Geo-physical surveys have to be conducted to determine the exact location. Excavation of the trench for the sub surface dam may be done manually adopting a trench section, preferably during summer season. Puddle clay from the nearest tank bed has to be conveyed and filled in the trench for a width of 0.90 meter. The puddle clay has be mixed with water and made into plastic balls of about 0.40 meter diameter and deposited in the trench and trampled with legs. On either side of the puddle clay, an HDPE film of about 200 microns thick may be provided to ensure blanket cut-off wall. As puddle clay wall comes up, earth filling on sides is to be done. These are highly cost effective measure for ground water retention.



4.2.4 Consolidation of various works:

The activities during consolidation period will cover:

- a. Preparation of project completion report (PCR) with status of each intervention including details of funds available, bank account etc. & will be submitted to the Project.
- b. Up-scaling and Documentation of successful experiences as well as lessons learnt for

- future use.
- c. Strategy for management of developed natural resources.
- d. Improving the sustainability of various interventions under the project.
- e. NGO will help the MTAs/PRI in formal allocation of user's right over common property resources (CPRs) for sustainable utilization of developed natural resources.
- f. Collection of user charges for CPRs;
- g. Repair, maintenance and protection of CPRs;
- h. Sustainable utilization of developed natural resources;
- i. Involvement of GP/other institutions (as governance body) in addressing above aspects.

4.3 Preparation of Technical drawings, design, estimates:

- i. PIA will prepare cost estimates, engineering drawings for watershed activities by adopting prevailing BSR of RD&PR Department applicable in the WD&SC Department.
- ii. If rates of certain items required are not included in BSR, then PM, WCDC will carry out specific rate analysis in consultation with Ex.En. (Engineering), ZP in the District level rate analysis committee. Finally, PMU will issue suitable directions for all such rates to be followed by the PIA/selected agency.
- iii. The estimates shall also indicate the break-up of cost of labour and material and details of quantity of items/material etc.
- iv. PIA will be responsible for Monitoring, checking, assessing & undertaking physical verification & measurements of on-going works & assist in the maintenance of related project accounts, measurement books etc.

4.4 Implementation of Watershed Sub Plan of CACP:

During preparation and implementation of AAPs, **ridge to valley** approach for treatment of field activities shall be adhered to first treat higher elevated areas so that while implementation of plans in middle & then lower reaches in subsequent years, cost would be rationalized as the area of catchment will be reduced.

The procedures of hiring of consultants (civil contractors for work separately for Arable Land, Non-Arable Lands and Drainage Line Treatment activities) for complete item work would be adopted following the due process of selection as per RACP - procurement process. One of the major strength of the RACP, when retrofitted with MJSA implementation procedure is that in each RACP cluster, one dedicated NGO having technical team and community organizers has been deployed to carry out the data collection, community mobilization, training and IEC, social screening and need based technical support to the PIAs of all line departments. This will further strengthen the linkage between the contractors & the community, its participation and will ensure ownership of assets created.

Under revised implementation strategy, the Community based organizations (including individuals) will have their all due rights, voice, ownership and decision support and same will be a part of ToR for the contractors. Effective community participation, their ownership and sustainability of the activities at the village level is one of important mandate under RACP. It will be adequately taken care in the Operational Guidelines for Watershed Component. The beneficiaries will be consulted at every stage of project design from preparation, site selection, start of work, location and actual implementation process. Final payments to the contractors shall be made after getting the due consent (with the support of NGO Team) of the concerning beneficiaries.

For **Arable and Non Arable Land Production measures** and also for vegetative support on conservation measures; wherever needed; the component-wise details of activities will be provided to the Agriculture/Horticulture Departmental officer working in the same RACP cluster or responsible for cluster level implementation. The PIA-Watershed will ensure its implementation in a time bound manner (As per the seasonal requirements) through Agriculture/Horticulture Departments. Payments will be made through the concerned PIA-watershed after receipt of approved, verified bill along with recommendation of payment from Agriculture/Horticulture Departmental cluster level

officer.

4.4.1 Preparation of Annual Action Plan (AAP):

Within the overall context of the CACP, PIA

- i. will prepare the Annual Action Plan (AAP) based on approved sub plan of CACP for all the activities to be taken up during different financial years i.e. April to March (month-wise, activity-wise physical & financial provisions) in consultation with the communities, stakeholders using PRA exercise and will submit the **cluster level** AAP to the PIU through concerning PIA i.e. district level Project Manager, latest by **31st December** of preceding year for approval. PIU will further submit the same to the PMU after scrutiny and recommendation for approval.
- ii. will assist community to prepare & regular submission of due claims/bills to his office.
- iii. NGO will also prepare his month-wise AAP for 1st year and submit it to DPMU/PMU within 1st month of contract signing. NGO will prepare & submit AAPs of subsequent years' within first month of start of year for approval & monthly reviews.
- iv. NGO's performance will be critically reviewed based on execution of monthly action plans for making timely adequate payments on the monthly basis.
- v. AAP should have including others:
 - a. Description of proposed interventions with technical details, drawings & cost estimates for each activity duly certified by concerned PM/PIA/NGO & supported with detailed mapping exercise & surveys etc.
 - b. Institutional mechanisms & agreements for implementing the plan, ensuring emphasis on participatory decision-making, equity, sustainability of benefits & post-project sustainability.
 - c. Expected Outcomes and Benefits, especially with respect to PDOs, benefits to different sections, women & regeneration/conservation of resources, etc.

The PIU, WD&SC will submit Annual Action Plan along with procurement plan and other related documents to the PMU for onward submission to the World Bank and competent level for approval / consent before execution of activities. Subsequent to this, the Procurement Plan of RACP shall have to be got approved from the World Bank through STEP.

4.4.2 Implementation of activities as per AAP:

Within the overall context of the CACP, PIA will

- i. ensure implementation of activities as per Four Water Concept and Approved AAP as well as approved DPR and in accordance with the directions issued from the PIU/PMU time to time for watershed development activities through awarding the contract to the shortlisted agencies by adopting suitable procurement procedure as specified in the procurement chapter.
- ii. with the support of NGO, the short-listed agency will ensure collection of written application in specified format as given in these guidelines from the beneficiaries i.e. members of MTGs and MTAs showing their consent for taking up activities & ascertain beneficiary's contribution as per project guidelines. NGO will collect the willingness forms of the farmers on Arable Lands.
- iii. with the support of NGO, disseminate the project concept on water management options through effective IEC as above & ensure organization of all field level trainings, workshops, capacity building programs for stakeholders, communities, CRPs etc. regularly as per approved training plan.
- iv. organize exposure visits/study tours of stakeholders to the places where community has successfully implemented similar activities for creating awareness about sustainable water management, agriculture, horticulture, livestock, marketing & value chain activities.
- v. ensure that NGO enhances the capacity of the community for periodical data management, area under different crops & other water related parameters to estimate water resources on an annual basis, maintaining weather, rainfall records from hydrological monitoring networks.
- vi. enhance and ensure the capacity of the community for CWB exercises.
- vii. issue micro watershed wise and year-wise **Technical sanction**, which is to be prepared as per

prevailing BSR. It will indicate the design, estimated cost, labour and type of material required, Technical specification, Plan and Elevation of each structure, time period of activity etc. Works will be carried out by the selected agency on individual lands as well as Common/Panchayat Lands.

- viii. ensure beneficiary contribution through the selected agency/NGO as per the component specific operational guidelines/norms.
- ix. be responsible for quality of works at each site including material & regular monitoring of works & ensure that works are implemented as per approved design and specifications by the selected agency.
- x. ensure the implementation of Environmental Management and Social Development Plan prepared for the cluster.
- xi. facilitate mobilization of additional resources from other Govt. programmes i.e. MGNREG, BRGF, SGRY, NHM, Tribal Welfare Schemes, etc. if required.
- xii. ensure any other instructions / directions given by W.B./PMU/PIU, time to time during the project period and after the completion of the project.

4.5 Beneficiary's Contribution and Post Project Sustainability:

4.5.1 Beneficiary's Contribution:

Under RACP farmer's contribution is an integral part of project cost besides World Bank and State Government's contribution in order to ascertain the belongingness of the local community.

- i. There will a beneficiary contribution of **10% for small and marginal farmers and 20% for others farmers** in all the individual watershed activities and will be adjusted in the payment to be made to the selected agency tranches of the instalment as per Finance Management Chapter.
- ii. These contributions would be acceptable in Cash/Labour/Material.
- iii. There will be **no beneficiary contribution** for activities on common / Panchayat land.
- iv. It will be the responsibility of the concerned NGO/selected agency to collect/adjust/ensure beneficiaries contribution as per guidelines and keep the record of the same as per directions given by the project.

4.5.2 Post Project Sustainability:

- i. NGO in consultation with DPMU/PIA will prepare consolidation & exit strategy, management plan for repair, maintenance & protection of developed common properties latest by start of the second year.
- ii. NGO will build up capacity of MTAs/PRI's to take over the task of operation & maintenance of assets created & make suitable administrative & financial arrangements for its maintenance and further development after the project period.
- iii. On individual lands, beneficiary will be responsible for post project maintenance of works.
- iv. On common / community /panchayat lands, the asset maintenance after the project period shall be taken up by MTAs with the earned amount separately in their bank account and/or with the support of panchayat funds in consultation with PRI's.
- v. User charges, sales proceeds and disposal amounts of intermediate usufruct rights shall be deposited in the MTA's bank account with separate records.
- vi. Income earned from assets created under the project on common property resources shall also be credited in the designated bank account of MTA with separate records.

4.6 Supervision of Works:

The supervision of the works is necessary to ensure technical standards & quality assurance. PIA/DPMU will supervise the day to day execution of works executed by selected agency/NGO/MTA/MTGs /UGs ensures that the works are executed as per approved design & specifications. PM/PIA/NGO/DPMU will ensure maintenance of all record at each site & made available to PIU/PMU for inspection. Concerning PM-district will review the progress of PIAs and selected agencies on regular basis.

In addition, PIA will monitor the quality of works carried out by the selected agencies on regular basis & ensure that works are carried out as per the approved action plan, design, estimates & specifications. He will record his observations in site register maintained by MTA/NGO. PIA will submit his inspection report to PM/PIU/PMU on 5th of every month. PM/PIU/PMU would communicate the observations recorded to him and he will take

immediate corrective measures wherever required. At least 25% test check of all the activities under a cluster is mandatory for the AEn/Ex.En of PIA. PIU/PMU will monitor the progress & quality of works from time to time. At least 5% test check of all the watershed works / structure under the cluster will be mandatory by the PIA leader / PIU / PMU.

Apart from others, PIA will

- i. ensure maintaining all the relevant registers/records regarding progress and quality control data etc. at each site / office.
- ii. undertake effective & regular supervision of works and ensure their quality and conformity with the standards and specifications prescribed in the contract.
- iii. maintain inspection register at site to record objections/instructions raised by concerned authority.
- iv. submit the reimbursement claims to PIU/PMU, duly certification of execution of works as per specifications in the desired formats regularly through PIU for onward submission to the World Bank.
- v. facilitate inspections of competent authorities and all concerned.
- vi. be responsible for implementation of the watershed sub plan activities within the stipulated time.
- vii. regular inspection of works by the technical support agency of WD&SC officers constituted at the district level.
- viii. random inspection by the empanelled third party evaluators.

4.7 Quality Control & Quality Assurance:

The work of quality control & quality assurance will be ensured by the WD&SC Department. It will be done at the level of PIU (Watershed). The role of local community in the identification of activities, involvement in execution, monitoring, impact assessment, valuation of works, PRIs, local officials of the participating line departments, cluster NGO team is essential and will be a part of the revised operational strategy of Watershed Component. A fool proof mechanism will be established. Adequate training and capacity building to watershed officials, NGO team and the community will be imparted.

4.8 Work Completion Certificate:

After completion of the activity executed by the civil contractor / selected agency, concerning PIA will issue a “**Work Completion Certificate**” for each activity (Watershed wise) and certify that the activity has been completed as per the plan, and the quality of work is good and serve the purpose. Project Implementation Unit (PIU) will provide a standard format for this certificate.

4.9 Review, Monitoring, Evaluation and Learning:

A participatory, outcome & impact-oriented & user-focused Monitoring, Evaluation & Learning system would be put in place to obtain feed-back & undertake improvements in planning, project design & implementation.

- i. PMU will conduct regular meetings of PIAs / PIUs / DPMUs / NGOs to review the progress of the project.
- ii. Regular monitoring of the project will be carried out at each stage. Online monitoring will be an important feature. Monitoring would include process & outcome monitoring.
- iii. NGO/PIA will submit the progress reports in the prescribed formats on monthly, quarterly & annually to DPMU/PIU for monitoring & further submission to PMU. PIA/PIU/DPMU will have one member exclusively responsible for monitoring of progress.
- iv. DPMU/PIA will ensure maintaining all the records for various activities implemented by the NGO and also assist the communities in maintaining their records.
- v. PIA/NGO shall be responsible for preparation & submission of progress reports of all concerned components/activities, quality control reports, documentation of pre and post work status, including photographs of the sites, report of farm demonstrations, farmer field

- days etc. (with photographs).
- vi. DPM will verify the performance of NGO as per norms decided by the project.
 - vii. PIA/NGO shall ensure maintaining of all project activities records & its availability for audits/ verifications.
 - viii. The project may undertake evaluation through competent agency. Each evaluation will include physical, financial & social audit of the work done.

4.10 Outcomes:

The outcomes of the Projects shall be closely monitored by PMU/PIU/PIA/DPMUs. For this, separate formats will be developed by PMU. PIU/PIA is expected to achieve following results by the end of the project period:

- i. All works/activities that are planned for treatment of arable & non-arable lands in cluster area are completed with active participation & contribution of MTGs/UGs & community at large.
- ii. MTAs/UGs/GPs have willingly taken over the task of operation & maintenance of assets created & made suitable administrative and financial arrangements for maintenance & further development.
- iii. All the members including CRP of MTAs have been given orientation & training to improve their knowledge & upgrade technical /managerial and community organizational skills to a level that is appropriate for successful discharge of their duties & responsibilities on withdrawal of project.
- iv. The increase in cropping intensity & agricultural productivity reflecting in overall increase in agriculture production.
 - v. Increase in income of farmers/ landless labourers in the project area.
 - vi. Increase in groundwater table due to enhanced recharge by watershed interventions.

राजस्थान कृषि प्रतिस्पर्धात्मक परियोजना (R.A.C.P.) अन्तर्गत गतिविधियों हेतु

अनुदान/सहायता प्राप्ति आवेदन पत्र

आवेदन क्रमांक..... (वर्ष.....) (कोन्ट्रेक्टर द्वारा भरा जावेगा)

परियोजना क्रियान्वयन संस्था,

जलग्रहण, आर.ए.सी.पी.

आवेदक का
नवीन रंगीन
फोटो

विषय:-आर.ए.सी.पी. अन्तर्गत गतिविधि करवाने हेतु सहमति प्रदान करने बाबत।

महोदय,

मैं/हम राजस्थान कृषि प्रतिस्पर्धात्मक परियोजना के तहत अनुदानित/सहायता आधारित गतिविधि/कार्यक्रम लेना चाहता /चाहती/चाहते हैं। विवरण निम्न प्रकार है-

1. आवेदक कृषक का नाम:-.....पिता/पति का नाम:-.....
2. कृषक श्रेणी (अ.जा./अ.ज.जा./अ.पि.व./सामान्य):-
3. पूर्ण पता: ग्रामग्राम पंचायत
- तहसीलजिला
4. दूरभाष नम्बरमोबाईल नम्बर
5. परियोजना में ली जाने वाली गतिविधियों का विवरण :-

आवेदकों द्वारा चाही गई गतिविधि का नाम	खसरा नम्बर	गतिविधि का क्षेत्रफल या संख्या	कार्यक्रम/गतिविधि से होने वाले लाभ
फार्म पौण्ड			

6. मेरी स्वयं की/हमारी संयुक्त खाते की कृषि भूमि का विवरण निम्न प्रकार है:-

क्र.सं.	राजस्व ग्राम	खसरा न.	रकबा (क्षेत्रफल)	किस्म	सिंचाई का साधन
1.					
2.					
3.					
योग					

7. समस्त सहखातेदारों के नाम (प्रस्तावित भूमि संयुक्त खाते में होने पर):-

1. श्री/श्रीमती पुत्र/पत्नी श्री
2. श्री/श्रीमती पुत्र/पत्नी श्री
3. श्री/श्रीमती पुत्र/पत्नी श्री
4. श्री/श्रीमती पुत्र/पत्नी श्री

8. उक्त भूमि में हम समस्त संयुक्त खातेदार, अपने सहखातेदार पुत्र/पत्नीको उक्त भूमि में परियोजना अन्तर्गत बिन्दु संख्या-5 में दर्शायी गई गतिविधियों के क्रियान्वयन से संबंधित अपनी सहमति प्रदान करते हैं तथा परियोजना की मार्गदर्शिका अनुसार निर्धारित लाभार्थी अंशदान जमा करने/समायोजित करने की सहमति प्रदान करते हैं।

9. भूमि के स्वामित्व संबंधी दस्तावेज एवं नक्शे की प्रमाणित प्रति तथा पहचान पत्र की प्रमाणित प्रति संलग्न है।

मेरे/हमारे द्वारा दी गई उपरोक्त सूचना सही है। योजना अन्तर्गत उक्त गतिविधि/ गतिविधियों की निर्धारित कृषक हिस्सा राशि मैं/हम स्वयं वहन करूंगा/करेंगे एवं गतिविधि/ गतिविधियों को किसी अन्य को हस्तान्तरित या बेचान नहीं करूंगा/करेंगे। मैं/हम यह सत्यापित करता हूँ/करते हैं कि मैंने/हमने इस गतिविधि/इन गतिविधियों के लिये किसी अन्य संस्था अथवा योजना से कोई सहायता/ अनुदान प्राप्त नहीं किया है।

दिनांक:-

हस्ताक्षर आवेदक कृषक

(नाम.....)

संयुक्त खाते की स्थिति में सह खातेदारों का प्रमाणीकरण		
क्र.सं.	नाम सहखातेदार (बिन्दु संख्या 07 अनुसार)	हस्ताक्षर सहखातेदार

तस्दीक पटवारी

प्रमाणित किया जाता है कि आवेदक श्री/श्रीमती..... पुत्र/पत्नी श्री
....., जो कि श्रेणी (लघु/सीमान्त/सामान्य) के कृषक है तथा इनके आवेदन पत्र के बिन्दु संख्या में 6 व 7 में दी गयी खातेदारों एवं भूमि संबंधी जानकारी राजस्व रिकार्ड के अनुसार सही है।

हस्ताक्षर पटवारी

नाम

हल्का

तहसील

Gram Panchayat Level Multi Task Association

Bye Laws

- 1. Name:** The name of this society would be "**Multi Task Association**".
- 2. Registered Office:** The registered office of **Multi Task Association (MTA)** would be in area of the concerned Gram Panchayat and operational area shall be the jurisdiction area of the concerned Gram Panchayat.
- 3. The Objectives of Multi Task Association:**

The **Multi Task Association(MTA)** shall be formulated in each of the Gram Panchayat of the identified RACP cluster area by federating the village level groups of beneficiaries formed as Multi Task Groups (MTGs) for Arable/individual land based activities and Users Groups (UGs) for Non Arable/Community/ Common/ Panchayat land based activities.

The MTA shall be responsible for the supervision and monitoring of activities of Agriculture, Horticulture, Animal Husbandary, Watershed development, Ground water recharge with an objective to improve irrigation efficiency, livestock development & value addition under RACP in cluster area.

The main objectives of **MTA** are as under:

- supervision and monitoring of activities on community/ common /Panchayat land through the concerned UGs.
- Monitoring the activities on arable lands through MTGs.
- Preparing Bye-laws and registration under society act & conducting regular meetings of General Body and Executive Committee of MTA regularly to review the progress of activities of MTGs and UGs.
- Close liaison with Gram Panchayat/Gram Sabha particularly on community related / common issues.
- ensure maintenance of assets created on common / community /panchayat lands, the asset maintenance after the project period shall be taken up by MTAs with the earned amount separately in their bank account and/or with the support of panchayat funds in consultation with PRIs.
- User charges, sales proceeds and disposal amounts of intermediate usufruct rights shall be deposited in the MTA's bank account with separate records.
- Income earned from assets created under the project on common property resources shall also be credited in the designated bank account of MTA with separate records.
- Assist in the allocation of usufruct rights to deserving UGs with the help of Gram Panchayat for developing and maintaining the assets to be created on Common / Community / Panchayat lands.

- 4.** We undersigned whose name, occupation and full address are given as under, are agree to register ourselves as **Multi Task Association(MTA)** under these bye laws and Rajasthan Society Registration Act 1958 (Act number 28 of 1958):

S. No.	Name	Occupation	Full Address	Designation	Signature

Gram Panchayat Level Multi Task Association

Rules and Regulations

1. **Name:** The name of this society would be "**Multi Task Association**".

2. **Range and Area of Field:**

These rules and regulations would be executed on all units and activities of **Multi Task Association**. These rules and regulations will be affected from date of registration of **Multi Task Association** under Rajasthan Society Registration Act 1958 (Act No. 28 of 1958).

Working Area: The jurisdiction area of concerning Gram Panchayat Shall be the working area of this society.

Office: The office of the **Multi Task Association** would be located in area of concerned Gram Panchayat.

3. **The Objectives of Multi Task Association:**

The **Multi Task Association (MTA)** shall be formulated in each of the Gram Panchayat of the identified RACP cluster area by federating the village level groups of beneficiaries formed as Multi Task Groups (MTGs) for Arable/individual land based activities and Users Groups (UGs) for Non Arable/Community/ Common/ Panchayat land based activities.

The MTA shall be responsible for the execution & supervision of activities of Agriculture, Horticulture, Watershed development, Ground water recharge with an objective to improve irrigation efficiency, livestock development & value addition under RACP in cluster area.

Each MTA will have One General Body and One Executive Committee.

The main objectives of **MTA** are as under:

- a. supervision and monitoring of activities on community/ common /Panchayat land through the concerned UGs.
- b. Monitoring the activities on arable lands through MTGs.
- c. Preparing Bye-laws and registration under society act & conducting regular meetings of General Body and Executive Committee of MTA regularly to review the progress of activities of MTGs and UGs.
- d. Close liaison with Gram Panchayat/Gram Sabha particularly on community related / common issues.
- e. ensure maintenance of assets created on common / community /panchayat lands, the asset maintenance after the project period shall be taken up by MTAs with the earned amount separately in their bank account and/or with the support of panchayat funds in consultation with PRIs.
- f. User charges, sales proceeds and disposal amounts of intermediate usufruct rights shall be deposited in the MTA's bank account with separate records.
- g. Income earned from assets created under the project on common property resources shall also be credited in the designated bank account of MTA with separate records.
- h. Assist in the allocation of usufruct rights to deserving UGs with the help of Gram Panchayat for developing and maintaining the assets to be created on Common / Community / Panchayat lands.

4. **General Body of Multi Task Association (MTA):**

Each MTA will have One General Body. Each Multi Task Group and Users Group will have one Leader and Co-Leader each. The General Body (GB) of MTA shall comprise of all the Leaders & Co-Leader of MTGs and UGs or they will be the members of General Body of MTA.

Thus, General Body of **Multi Task Association** will comprise of following members:

S.	Name, Father's Name and Full Address	Designation
----	--------------------------------------	-------------

No.		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
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20.		
21.		

5. Executive Committee of Multi Task Association (MTA):

- a. There will be an Executive Committee (EC) of each MTA comprising of total 11 members including one nominated member to be identified in General Body of MTA.
- b. More than half of the members shall be the representatives from amongst the leaders/co-leaders of the MTGs formed for individual activities; as RACP focuses more on arable lands and remaining other than one nominated, would be from amongst the leaders/co-leaders of UGs.
- c. One Ward Panch from the area where project intervention are being proposed in non-arable area (Common/ Panchayat /Community land) shall be nominated by rotation by the Gram Panchayat as one of the nominated member in the concerned MTA.
- d. All the members of General Body of MTA can contest election for members of Executive Committee of MTA. Nominated members will be a part of Executive Committee.
- e. All the members of General Body of MTA will have the right to vote in the election.
- f. Each member of General Body will have one vote each for all the Executive Committee members of MTA.
- g. The election will be conducted by the secret ballot.
- h. Executive Committee of MTA will look after the implementation of various programs / projects implementation and its control.
- i. In the constitution of EC of MTA, adequate representation shall be ensured from the weaker section of society i.e. BPL and SC/ST/Small & marginal farmers, women etc.
- j. Each MTA will have one Secretary or Member Secretary to MTA. He will be responsible for day to day work, maintaining all the records and supervision of the works etc.

The Executive Committee would be constituted as under:-

S. No	Name and Father's Name	Designation / Status
1.		Chairperson

2.		Member
3.		Member
4.		Member
5.		Member
6.		Member
7.		Member
8.		Member
9.		Member
10.		Member
11.		Member
		Member Secretary

5. Chairperson of MTA:

- a. Each MTA will elect one Chairperson from amongst of the members of the Executive Committee of MTA.
- b. All the members of EC of MTA are eligible to contest election of Chairperson of MTA.
- c. All the members of the EC of each MTA will have only one voting right.
- d. Chairperson of MTA will be elected through secret ballot, if there is no consensus among the members of EC of MTA for selection of its Chairperson. The election process will be conducted by the NGO in consultation with DPMU.

6. Functions of the Multi Task Association (MTA):

- a. Supervision and monitoring of activities on community/ common /Panchayat land through the concerned UGs.
- b. Monitoring the activities on arable lands through MTGs.
- c. Preparing Bye-laws and registration under society act & conducting regular meetings of General Body and Executive Committee of MTA regularly to review the progress of activities of MTGs and UGs.
- d. Close liaison with Gram Panchayat/Gram Sabha particularly on community related / common issues.
- e. Ensure maintenance of assets created on common / community /panchayat lands, the asset maintenance after the project period shall be taken up by MTAs with the earned amount separately in their bank account and/or with the support of panchayat funds in consultation with PRIs.
- f. User charges, sales proceeds and disposal amounts of intermediate usufruct rights shall be deposited in the MTA's bank account with separate records.
- g. Income earned from assets created under the project on common property resources shall also be credited in the designated bank account of MTA with separate records.
- h. Assist in the allocation of usufruct rights to deserving UGs with the help of Gram Panchayat for developing and maintaining the assets to be created on Common / Community / Panchayat lands. For this separate guidelines would be provided by the PMU.
- i. Convene MTAs meetings regularly to review the progress of activities of MTGs/UGs.
- j. MTAs will sign a Memorandum of Understanding (MoU) with the project based on the standard format to be developed by the PMU.
- k. MTAs will follow the working norms as provided by the project.
- l. Keeping the details of the funds received and expenditure incurred on the watershed activities. The NGO will train and support the MTA in the discharge of these activities.

7. Organizing the General Body Meeting:

- a. The Chairperson, MTA will hold the General body meeting on schedule date, time and place. The General Body Meeting will be held as per need and will be held on quarterly in each financial year.

- b. The notice for all General Body meeting will be issued under signature of Member Secretary, MTA with prior approval of Chairperson of MTA.
- c. The General Body Meeting will be held under the Chairmanship of Chairperson, MTA and in his absence, any senior member to be proposed before beginning of the meeting.
- d. The presence of two third members of the General Body is necessary to complete the quorum, but to postpone the meeting the quorum will not be required.
- e. All the issues and implementation procedures/proceedings etc. would be decided by voting and in case there is a tie in the voting then it will be decided by the single vote to be casted by the Chairperson of the General Body.
- f. The General Body Meeting notice will be issued at least 10 days prior to the meeting date, but the Chairperson can hold an emergency meeting on 3 day notice.

8. Functions of Executive Committee:

To make arrangements for achievements of targets and responsibility to implement all the functions of MTA within the rules and regulations of society.

The functions of EC would be as under:

- a. To coordinate the programs/activities to be undertaken under project and other related stake holders and take decision on project implementation relating issues.
- b. To support and provide guidance in implementing various programs under MTA.
- c. To executed guidelines of the project under MTA
- d. To implement the program as per the financial powers and program implementation guidelines as per provisions provided by project.
- e. To suggest mechanism of quick redress of the complaints and suggestive measures to MTA.
- f. Timely monitoring of programs and administer the same in accordance to the directions of the MTA.
- g. To seek recommendation of General Body for implementation of programs.
- h. Last year's expenditure and accounts full examination report be placed before the General Body.
- i. Any other works as given from time to time by General Body.
- j. To organize special meetings for any mid-term modification of programs by calling for special General Body meeting to take approval of the same.
- k. Any amendment proposal which has been passed by 2/3 majority in the General Body meeting shall be sent to Registrar for its approval.

9. Term of Executive Committee:

Executive Committee will be functional till the expiry of the project period.

10. Meetings of the Executive Committee:

- a. It would be mandatory to have 2/3 members to present to complete the quorum of the Executive Committee, MTA meeting, but the requirement of quorum would not be applicable for the meetings that are to be postponed.
- b. The meeting notice of the Executive Committee should be sent at least 7 days prior to date of meeting, but :
 - a) The Chairperson can call for the emergency meeting at 48 hours' notice.
 - b) The proceeding of the meeting will not be invalid in case the notice does not reach to any member due to unintentional negligence.
- c. The Executive Committee notice will be signed by Chairperson indicating the date, time and place of the meeting.
- d. The Executive Committee meeting will be held as per need but at least one meeting should be held in each month.

- e. There will be one vote for Chairperson and members of Executive Committee for any decision arising due to any issue where there is tie than under such condition Chairperson would give an additional vote.

11. The Powers of Executive Committee:

- a. To exercise all administrative, financial and technical powers of MTA.
- b. To control all matters and financial management of MTA.
- c. To formulate rules and regulations to achieve the objectives of MTA and get approval of the MTA.
- d. Form permanent, temporary committees, task force etc. for the implementation of project and could decide their membership, work and powers.
- e. To appoint advisor or form for achievement of objectives and successful implementation of MTA.

12. Powers and Functions of Secretary/Member Secretary, MTA:

- a. The Secretary/Member Secretary of MTA will be responsible for the work as per the direction of the General Body.
- b. Secretary/Member Secretary shall assist the MTA in convening meetings of MTA for facilitating the decision making processes in context of Cluster Development Activities.
- c. All financial reporting, record keeping, maintenance of accounts, submission of claims/UCs, all other records of project activities, proceedings of meetings of MTA etc.
- d. Taking follow-up action on all decisions of the meetings.
- e. Assist NGO/PIA in taking measurement, valuation of works; accordingly preparation of bills and obtaining beneficiary contribution and performance of work and activities.
- f. Assist in deployment of labours & engaging suitable machines for the field activities.

13. Termination of membership:

The member`s membership would automatically cease on removal by project, his resignation or he is becoming mentally diseased or in case of criminal indictment leading to financial embezzlement and irregularities and he is becoming bankrupt.

14. Resignation from membership:

The membership of the General Body member will not be effective till the resignation is received by Member Secretary and will not be effective till acceptance of the same from the Chairperson, MTA. In case of nominated member from project the resignation needs to be sent to the Chairperson, MTA of the general body and on its acceptance the project will fill the membership with other member to be nominated as per provision of the society.

15. Functions & Powers of Chairperson of Executive Committee:

- a. All programmes shall be executed efficiently within the provisions of the MTA.
- b. To preside / chair the meetings of the Executive Committee.
- c. Call meetings of EC any time himself or directing the Secretary/Member Secretary in writing.
- d. He shall be only authority to decide the valid votes in the situation of equal votes from both the side.
- e. He shall be the only deciding authority to decide the valid votes in all meetings of EC.
- f. He shall invite any person to participate in the meetings of EC, but such person shall not power to vote.
- g. He shall direct Secretary/Member Secretary to call the meeting on short notice in urgency.

16. Role and Responsibilities of Secretary/Member Secretary, MTA:

- a. Holding Executive Committee meetings, recording and maintenance of proceedings and action for compliance of decision.
- b. Constitute work area issue task force, steering groups etc. for effective implementation of the project and fulfilment of the scheme objectives.

- c. For effective implementation of the project, he will coordinate among the various stake holders as per needs.
- d. Compliance of orders given by Executive Committee for fulfilment of project objectives.
- e. To record and compilation of the proceedings of the Executive Committee meetings.
- f. Implementation of such other functions that are required to fulfill the objectives MTA and allotted by Executive Committee.

17. Funds for Multi Task Association (MTA):

Following funds have been included in the MTA.

- a. Grant released by project, if any.
- b. Aid received from other sources.
- c. Income received from Assets
- d. Receipts from other sources.

18. Accounts & Audit:

- a. MTA is a registered body under Society Act., hence, each MTA will open a separate saving bank account in the local branch of any nationalised bank to operate project funds. Wherever supporting document demanded by the bank, it should be provided by DPMU.
- b. Account shall be operated jointly by the two signatories. This Bank account will be operated as per guidelines of RACP issued from time to time.
- c. The MTA will maintain proper accounts & relevant records as per the Financial Management Manual of the project.
- d. The audit of MTA will be carried out as per Financial Management Manual of project.
- e. The copy of audit report with the comments of Committee will be submitted to project.
- f. The accounts of MTA will be maintained as per the Financial Management Manual of project.

19. Annual Report

The Executive Committee, MTA will prepare an annual report on the works carried out during each year by MTA and will present with audited accounts and reports in the annual meeting of General Body of MTA.

20. Amendments:

- a. Any amendment in the rules can be made by the General Body majority of the members present in the General Body meeting of MTA but these amendments would be effective after registration under Rajasthan Society's Registration Act 1958 (Act 1958, No. 28).
- b. The RACP Management and Implementation Society can reduce, enhance and change its objectives, partially or fully merger with other society, in accordance with the provisions of Rajasthan Society's Registration Act, 1958 (Act of 1958 No. 28).
- c. In case of any change in the name of department (s) institutions or posts mentioned in the rules, will be assigned as such in the rules.
- d. If need asses to dissolve the MTA, then, it shall be done in accordance with the provisions of Rajasthan Society's Registration Act, 1958.
- e. After closer or dissolution of the MTA, the assets remaining after clearance of the loan and liabilities, will not be distributed among the members of MTA. The assets will be the property of project, and the project will decide its use etc.

21. Powers of State Government:

The State Government may depute one or two personnel for reviewing the progress, investigating the matter and its report pertaining to MTA. The State Government may give directives as per need on any matter, mentioned in the report, and the MTA will liable to comply with. In addition to this, State Government may give instructions on policy subjects, matters and the MTA will liable for instant implementation?

22. Miscellaneous:

The list of Executive Committee members will be produced to the Registrar of Societies within 14 days of the meeting of the Annual General Body as per provisions of the Rajasthan Society's Registration Act, 1958 and audited income and expenditure formats, receivable and auditor's report also be submitted as per date.

All the provisions of Rajasthan Society's Registration Act, 1958 (Act of 1958 No. 28) will imply on the Society.

It is certified that this the certified copy of the Society Rules.

Member Secretary

Chairperson

Chapter-3

Finance Management

1. **Applicability:** Provisions of this chapter will be applicable on the project activities related to Watershed development and soil conservation and activities to be controlled /monitored / supervised by the WD&SC department to achieve project objectives under RACP.
2. **Overriding effect:** *Financial Management Manual of RACP will have over riding effect. In case of any discrepancy, Financial Manage net Manual of RACP will prevail over the provisions herein after.*
3. **Annual Action Plan (AAP):** The PIA with the help of NGO will prepare AAP based on approved Cluster Agricultural Competitiveness Plan (CACP) for all the activities to be taken up during the Financial year and will submit the cluster level AAP to PIU and PIU will compile the AAP and submit to the PMU latest by 31st December of preceding year for approval. Expenditure actually incurred by the PIAs as per pre-defined terms and conditions will only be considered as eligible expenditure for Bank financing. Grant to be provided by the project as well as contribution to be provided by the beneficiaries shall be detailed clearly in AAP.
4. **Budgeting:** PIA - watershed i.e. Project Manager (PM), guidance of PIU and on the basis of DPRs will prepare the Budget estimates for every year. Every district has different BSR which is updated on yearly basis. Accordingly the DPRs are prepared and cost estimations are done. Budgeting and cost estimations are done micro- watershed wise, activity wise and in year wise phasing manner. Budget estimates submitted by PIA will be scrutinised and compiled by PIU of WD&SC and to be submitted to the PMU for further necessary action.
5. **Funds Flow:** PMU will allocate the funds to PIUs who has been declared as drawing and disbursing officer (DDO) for the RACP funds utilization. Allocation will be done as per demand or specified procedure of the PMU or based on the projection of expenditure on quarterly basis and within overall approved annual action plan. PIU will further allocate the funds to the PIAs as per demand and approved action plan through IFMS. PIAs will release due payments / funds through electronic transfers on the basis of agreed terms and conditions. No cash payments will be made.
6. **Audits:** PMU will ensure that internal audit of PIU/PIA level accounts is concluded satisfactorily (i.e. it is not inordinately delayed due to omission of the PIU/PIA) and compliance to audit observations is made by the PIU/PIA timely and satisfactorily. External audit by CAG will be facilitated by the PIU/PIA as per norms of the audit in Government of Rajasthan.
7. **Payments:**
 - a. In the case of MTAs, a separate dedicated project bank account will be opened with a nationalized bank or as advised by PMU and to be operated under dual signature system. This Bank account will be operated as per guidelines of RACP issued from time to time. The signatories required to the Bank account are the Chairperson and Secretary of MTA or as per MTA bye laws (duly approved by the PMU). Funds/other earned money will be deposited/paid in this bank account and payments related to project transactions will be made from this account. MTAs will not be allowed to withdraw funds unless accounts of previous withdrawal(s) are approved by Executive Committee-MTAs. All single withdrawal up to Rs. 10,000/- will be made with the joint signature of Chairperson and Secretary of respective MTA. All single withdrawal above Rs. 10,000/- will be made with the joint signature of Chairperson and Secretary of respective MTA with the prior

- permission of the PIA.
- b. Secretary of MTA shall be responsible for maintaining all the books of accounts/ records which will be open for inspection by NGO/DPMU /PMU/Auditors.
 - c. In case payments for project activities, the payments shall be made by the concerning PIAs in the specified bank account of the payee as per term and conditions of the contract or specified in the Work Order. Beneficiary Contribution will be adjusted against the releases of funds. The record of beneficiary contribution shall be kept by the PIA concerned. It will be termed/booked as project expenditure under the sharing of the beneficiaries.
8. **Steps to be followed for the payment to be made to the contractors:** Contractors shall have to submit the claims/bills after completing the all laid out formalities and procedures like claim / bill preparation, satisfactory completion certificate from concerned beneficiaries / CBOs and other requirements as per the work order and terms and conditions therein etc. to the concerned District Coordinator-watershed / Junior Engineer; which is to be verified as per contractor's agreement/work order. Bills of NRM works will comprise of details of task, abstract of the measurement, calculations, estimates, valuation report for making part / full payment. After the bills are properly scrutinized as per sanctions and MB and other relevant records, the bills are to be forwarded to A.En./Ex.En. for due verification and after verification, they recommends to the PIA for the payment. The bills are to be forwarded to the Accounts Cell of the PIA. At Accounts Cell level, the AAO/Accountant will analysis the bill thoroughly and finally the bill is to be passed through PM. PM to recommend & issue pass order to the Treasury for the clearance of Payment online through RTGS or other electronic mode after deducting/adjusting the beneficiary contribution with the help of Pay Manager software (IFMS). Hard copy of the payment voucher is also generated and sent to the Treasury, duly signed by all the officers. Generally, within 3-5 days the bills are processed and payments may be transferred to payee's bank account. The Payments are to be processed through established departmental procedure and paid electronically through the State treasury.
9. **Advances:** No advance payment will be given subject to specific provisions in the agreement or directions given by the PMU.
10. **Beneficiary Contribution:** There will a beneficiary contribution of 10% for small and marginal farmers and 20% for others farmers in all the individual watershed activities. Beneficiary contribution shall be adjusted from the bills in the form of cash or equivalent value of labour or material. There will be no beneficiary contribution for activities on Common / Panchayat/community lands. These contributions would be acceptable in Cash/ Labour/ Material. As per general practice being prevailed in the line department, in the earth work activities, farmer contribution would be collected / ensured in terms of labour. In case of supply of required material type as per specification, the beneficiary contribution is being collected in the form of material contribution to the equivalent value in terms of rupees to check the limit of contribution. In case when inputs are provided to the farmer from the project, the beneficiary contribution is being taken up in cash contribution. Each type of contribution should be counted / calculated in the equivalent value in rupees. However, there cannot be a standard rule of collecting / adjusting farmers contribution as it depends on the farmer's willingness to contribute but in case of labour /material contribution, equivalent value in terms of rupees as per prevailing estimates of sanctions/BSR applicable in WD&SC would be counted/ considered. Contractor and District Coordinator (watershed)/Junior Engineer shall maintain the record of beneficiary's contribution towards project costs as per directions given by

PIA/PIU/PMU. The information will be collected by the PIA but not accounted for as a project transaction. However, while releasing funds, PIA shall ensure that the Beneficiary Contribution as per the applicable Operational Guidelines and AAP have been adjusted/realised. Beneficiary Contribution will be subject to audit by the project auditors.

11. **User charges, sales proceeds and disposal amounts of intermediate usufruct rights:** On Common / Panchayat lands, the asset maintenance after the project period shall be taken up by MTAs with the earned amount separately in their bank account and/or with the support of Panchayat funds in consultation with Panchayati Raj Institutions (PRIs). User charges, sales proceeds and disposal amounts of intermediate usufruct rights shall be deposited in the MTAs bank account with separate records. Income earned from assets created under the project on common property resources shall also be credited in the designated bank account of MTA separate records. PIA shall monitor of above deposits on quarterly basis and shall ensure that these deposits are not spent / utilized in the Project period itself.
12. **Sanctions and Accounting:** Based on the approved AAP and approved DPR, PIA will issue Micro watershed-wise/Village-wise Administrative Sanctions for NRM activities to be implemented in the clusters area considering the basic schedule rates applicable. PIA will also issue Micro watershed-wise/Village-wise Technical sanction; complete in all respect. The sanction will indicate the design, estimated cost, labour and type of material required, Plan and elevation of each activity, technical specification and time period of activity to be carried out. Item - wise schedules for complete work item shall be prepared by the PIA and his team considering the BSR applicable. Financial Sanction will be issued on the basis of administrative and technical sanction by PM cum SE of the concerned district on the basis of FS issued by PMU/PIU and also include the amount to be contributed by the individual beneficiary towards his/their contribution. Sanctions may also be revised in view of changing in scope of work/assignment on the BSR as applicable on the date of revise sanction.
13. **Checking & Recording of Measurement Book (MB):** Measurement Books shall be entered and maintained by the Junior Engineers and District Coordinators (watershed) jointly, which will be checked and counter-signed by the concerning Ex.En./A.En./J.En. of the concerned PIA. as per the prevailing rules of the WD&SC Department JEn and District Coordinators (watershed) will jointly maintain all record of works executed under the project. The MB shall be made available for inspection and verification by DPMU/PMU/PIA/PIU or their representative. The payment of bills shall be released by PIA after getting verification of measurements as recorded in MBs/other relevant documents.
14. **Payment of Bills:**
 - (i) As already explained above, the bill will be submitted by the contractors to the PIA team for verification of work for quantity & quality & recommendation of making payment by concerned PIA. PIA will inspect/verify the works for correctness (including recording of MB), executed within 7 working days from the date of submission of bill by the contractors. PIA will certify the payment of the bill submitted by the contractors. PIA will ensure release of the payment within 15 working days of receipt of bills after adjusting / deducting beneficiary's contribution i.e. 10% or 20%, as the case may be for Arable land works only. The project will release the payment of running/final bill after satisfying that the entire advances, beneficiaries contribution and other recoveries/statutory deductions, if any have been adjusted and recovered.
15. **Accounting:** PIA will maintain all the required records, registers etc. as per project requirement and the terms and conditions of the contracts for NRM activity works in addition to other activities as mentioned in the AAP/DPR. All the MTAs are required to

maintain a cash book and other records & registers for their related activities as well as to prepare all accounts as per applicable laws & rules. The Producer organizations, which are incorporated under the Indian Companies Act, 1956/Societies Registration Act, 1958, will maintain full set of accounts on commercial basis in accordance with the generally accepted accounting standards issued by the Institute of Chartered Accountants of India.

16. **Cluster Level Producer Organization (CLPO):** After due registration of CLPOs, the Chairperson & Secretary of CLPO, with the help of NGO will open a savings bank account in the name of CLPO in the local branch of nationalized bank. Wherever required, supporting document demanded by bank should be provided by the RACP. This account shall be operated jointly by the Chairman and Secretary. Secretary of CLPO shall maintain all books of accounts / records which will be open for inspection by DPM/PMU-RACP /auditors. This Bank account will be operated as per guidelines of RACP issued from time to time. The other provisions of Financial Management regarding CLPOs will be issued after detailing of their Operation Guidelines.
17. All the Contractor/MTA/PIA/NGO level records will be subject to the audit by the Internal as well as External Auditors appointed under the project. Contractor /MTA /PIA /NGO will comply with all audit observations within 15 day of receipt of audit report satisfactorily. Contractor/MTA/PIA/NGO will send one copy of audited statement of accounts to the PIU/PMU immediately after completing of audit and receipt of audit report as per applicable act and rules. All the books /records & statement of Fund Utilization will be subject to audit by internal auditors & also by external auditors appointed by PMU. The external and internal auditors will be the final authority to draft their respective audit observations.
18. **Inspection:** In addition, the PMU/DPMU/PIU level officials may also visit the Contractor / MTAs/NGO as part of their supervision plan.
19. **Removal of difficulties:** If any difficulty arises in giving effect to the arrangements made under this chapter, the matter may be submitted to PMU by PIU/PIA giving its comments & PMU may issue appropriate provisions/directions to remove the difficulties. Further, PMU/PIU may also issue directions, provisions, amendments, clarifications, modifications on its own level as feels necessary applicable for all concerned implementing units. Further, amendments made in Project Financial Management Manual shall also be applicable for all concerned implementing units.

Procurement Management

All the procurement to implement the watershed (NRM) activities under Watershed Sub Plan will be done by WD&SC Department with little modification in the existing Procurement Management Manual of RACP stating that in place of community procurement the works shall be carried out by outsourcing the tasks to the competent contractors as like MJSA shall be applicable.

Implementation of Watershed Sub Plan:

1. General Principal:

- 1.1 The resources needed to carry out the activity are procured with due attention to economy and efficiency (Lower cost, best quality and timely availability)
- 1.2 Project funds are used to pay for resources; and
- 1.3 All suppliers should have an equal opportunity to complete and their selection is carried through most transparent means.

2. The Procurement Process:

- 2.1 Procurement of all goods, works & consultant services will be carried out in accordance with the World Bank's "Guidelines: procurement under IBRD Loans and IDA Credits" dated January 2011 (Procurement Guidelines); and" Guidelines: Selection and Employment of Consultants by World Bank Borrowers "dated January 2011 (Consultancy Guidelines) & the agreed procedures described in the Legal Agreement.
- 2.2 Procurement Manual (PM) of RACP will have prevailing effect on procedure here in after. If any discrepancy arises between procurement guidelines of cluster and PM then the procedure prescribed in the World Bank Guidelines will have over riding effect.

3. Procurement Plan:

No procurement would be made without provision in the approved Procurement Plan. After approval of the sub plan of Watershed Component (DPR) of CACP, a Procurement Plan will be prepared by PIA in desired format which will include (i) the enlisting of goods and equipment's (ii) enlisting of items required for works (iii) methods of procurement of goods, works, and non-consulting services (iv) the time schedule, and any other information that PMU may require. Initially eighteen months (18) procurement plan would be prepared which will be revised from time to time.

The Procurement Plan would be prepared in the following manner:

- (a) PIAs will ascertain & prepare the cluster level procurement plan of the cluster and submit to the PIU upto 15th December of every year.
- (b) PIU will compile the procurement plan of watershed component as per approved sub component's provisions and Annual Action Plan after receipt from the PIAs and will submit the compiled cluster-wise Plan to the PMU up to 31st December of every year.
- (c) The PMU will include the plan submitted by PIU and prepare a comprehensive procurement plan to be submitted to the World Bank.

4. Procurement Committee:

- (i) At PIA level:
 - (a) Head of PIA (Project Manager cum Suptd. Engineer, WCDC of the concerned District),
 - (b) Ex. En./A.En. of the cluster concerned
 - (c) Accounts person of PIA.
 - (d) J.En./District Co-ordinator (Watershed)- Member Secretary.
- (ii) At PIU Level:
 - (a) Nodal Officer-RACP at PIU
 - (b) AEn-RACP (PIU)
 - (c) Accounts person of PIU
 - (d) Programme Assistant deputed by RACP

5. Responsibility of the Procurement Committee:

- (a) Identify the item or the package of items to be purchased from the procurement plan:
 - Understand the specifications of the item(s) to be purchased.

- Lay down terms & conditions and specifications.
 - Rate Contracts of State Governments are not acceptable, but they can be considered as one quotation & compared with those obtained from other suppliers.
 - DGS&D rate contracts shall be acceptable for procurement under shopping.
- (b) Shop around or call for at least 3 quotations in writing with signature of supplier. (Quotations could also be obtained by Fax). The request for quotations shall contain:
- The description specification and quantity of the goods.
 - Say that contract shall be for full quantity of each items.
 - Terms of delivery of goods or description of works.
 - Desired completion period.
 - Place of works.
 - The prices shall be quoted in INR
 - Each bidder shall submit only one quotation.
 - Quotation shall remain valid for a period not less than 15 days.
 - Terms of payment.
 - Warranty Conditions.
- (c) Prepare a comparison sheet to select the most appropriate supplier. Following steps shall be followed:
- Evaluate & compare the quotations determined to be substantially responsive to the conditions to notice for quotation (NIQ)
 - Write information from the quotations on a comparison sheet.
 - Select the most responsive supplier, who has offered the lowest price, which also commensurate with market price.
 - Sales Tax in connection of goods shall be or shall not be taken in account for the purpose of valuation only.
 - The procurement committee members should sign on the comparison sheet.

6. Procurement Threshold limits:

Procurements would be done at PIA/PIU level (shopping method for contract < US\$1,00,000 Any procurement larger than shopping will be handled by PMU/PIU as per Procurement Guidelines of RACP.

Expenditure Category	Value in (threshold) per contract	Procurement Method	Contracts Subject to Prior Review/Post Review
Goods, equipment and raw material	US\$ 1,00,000	Shopping / DGS&D Rate Contract	Post Review
Civil works	US\$ 1,00,000	Shopping	Post Review

7. General Procedures:

(A)**Goods:** Whenever a purchase under this category is to be undertaken, the following should be considered:

- Properties or characteristics of the item that is to be purchased;
- Quantity required with the unit of measurement;
- Approximate time when the item is required;
- How payment will be made, in lump sum or in instalments? (All payments by cheque only)

8. Procurement of Goods & Equipment's:- All inputs should be procured & delivered at demonstration site about two weeks before sowing time.

- **Procurement of IT equipments:** Procurement of IT equipments; computers & peripheral: Printers, laptop & scanners etc. for MTAs, Instrumentation (runoff recorder, sediment-sampler, automatic rain gauge, drop spillway, instruments housing facility) GIS mapping will be procured by PMU/PIU/PIA through National Shopping or National Competitive Bidding depending upon the value.
- **Procurement of Seeds & Inputs:-** National Seeds Corporation, Rajasthan State Seeds Corporation has reasonability to supply certified seed to farmers as the rates are fixed every year. PMU/PIU/PIA will procure the seeds required. For hybrids, especially of vegetables, the seeds will be purchased from the seed companies/SAUs on direct contracting or through local shopping. Since fertilizer prices are regulated by Government, the fertilized will be

procured by PIA at the rate fixed by Government from cooperatives societies / authorized supplier.

Foundation seed/new seed varieties which are available exclusively with Government agencies will be procured from the dealers of the concerned Government agency by following Shopping procedure.

In case of planting material procurement will be done directly from registered nurseries or universities on competitive/Framework Agreement basis for different crops. However, such universities will not be an implementing agency in RACP.

Procurement of grass seeds, planting material etc. required for development of pasture lands in the cluster will be done by PMU/PIU/PIA through National Shopping or National Competitive Bidding depending upon the value.

- **Procurement of I.E.C Material:-** IEC activities will be taken up from start of the project by Service Provider. Activities such as publication of pamphlets, posters, flex banners etc. will be done at PMU/PIU/PIA level depending upon the value.

. Procurement of Services:

Selection of competent consultant or any other essential technical expertise required for implementation of CACP, would be done at PMU level.

10. Procurement of Works:-

The following should be kept in consideration:

1. Size and location of land/area for construction, or the location of the existing structure for renovation, alteration, refurbishing:
2. Design/sketch/specifications of work.

- **Conservation measures on arable lands:-** In order to conserve soil & water on individual beneficiaries field different works such as contour bunds/ Field Bund, Waste weirs, Gully Control structures, Diversion channels, Dugout Farm Ponds etc. would be constructed by competent agency that will be selected as per procurement process described here in all.

Conservation measures on non-arable lands: Non arable lands falling in the watershed cluster which are unproductive would be treated by construction of Contour trenches (V-ditches, Staggered trenches, Ditch cum bund, Pasture development etc. Works would be done by competent agency that will be selected as per procurement process described here in all.

- **Drainage Line Treatment:-** To conserve rain water flowing out of the watershed through drainage lines, treatment with Gully control structures, Concrete & masonry check Dam, Water harvesting structures i.e. Anicuts /Tanks etc. as identified in CACP would be done by competent agency that will be selected as per procurement process described here in all.

11. Bid Document Preparation, Approval and Award of Contract:

- i. PIA - watershed will prepare year-wise, micro watershed wise and activity wise Bid documents as per applicable Basic Schedule of Rates (BSR) for each clusters as per approved Annual Action Plan & following RACP procedures.
- ii. PIA - watershed will prepare the necessary documents for procurement.
- iii. The tender and contract preparation documents will include instruction to bidders; general and specific conditions of contract, technical specifications, bills of quantities, tender drawings, and forms of contract.
- iv. For checking of quality of works, items for desired field tests etc., the services of already established Quality Control testing laboratory in/nearby the cluster area could be taken up.
- v. All the bid documents up to the already approved threshold limit of shopping of the World Bank under RACP for WD&SC Department shall be exercised within the WD&SC Department.
- vi. For bid documents over and above of threshold limit of shopping shall be submitted by the PIA to the PIU-Watershed and one of the first specific case will have be sent to the PMU to examined and cleared at the level of World Bank through PMU, RACP. Thereafter, for all similar cases, the approval could be awarded to the PIAs at the PIU level.
- vii. PIA will invite the Bids after getting the due approval of Bid Documents at the competent authority.

- viii. PIA will evaluate the received Bids and submit the Bid Evaluation Report (BER) to the Project Manager, WCDC cum Suptd. Engineer, WD&SC of the concerned district for approval.
- ix. PIA will award the contract after the approval of BER from the competent level.
- x. PIA will submit the copy of contract agreement to PIU in all the cases.
- xi. The draft contract conditions for the contractors-works are enclosed herewith.