

Watershed Circular

Government of Orissa
Agriculture Department

No. 29711 / Ag., Dated, Bhubaneswar, the 23.10.2000
WSD(WM)-95/2000

To

All Collectors.

Sub: Guidelines for selection of NGOs as PIAs under Watershed Development Programmes.

Sir,

I am directed to enclose the approval guidelines for selection for selection of NGO PIAs under Watershed Development Programmes with the following observations.

1. The Selection of NGOs for the purpose of PIA should be strictly done by evaluating the tract-record with special reference to quantative work done by them in similar projects in the past.
2. The accounts of the money the NGO get and authenticity of the audit should be carefully examined.
3. The contribution of the NGOs to the Project implemented by them and the extent of such contribution should be assessed.
4. Any NGO, an individual or as a group if involved in caste, religion or community conflicts should not be allowed to implement Watershed Development Projects as PIA.
5. The NGO should have required technical experts for implementation of the Watershed Development works.

The guidelines have been approval in the First Empowered Committee meeting of the Watershed Mission, Orissa held on 14th August, 2000.

Selection of NGOs as PIA may be done in accordance with these guidelines.

Yours faithfully,

Sd/-
Dy. Secretary to Govt.

Government of Orissa
Agriculture Department

No. 31990 / Ag., Dated, Bhubaneswar, the 15.11.2000
WSD(WM)-95/2000

To

All P.D., DRDAs

Sub: Guidelines for selection of NGOs as PIAs under Watershed Development Programmes.

Sir,

I am directed to enclose the approval guidelines for selection for selection of NGO PIAs under Watershed Development Programmes with the following observations.

6. The Selection of NGOs for the purpose of PIA should be strictly done by evaluating the tract-record with special reference to quantative work done by them in similar projects in the past.
7. The accounts of the money the NGO get and authenticity of the audit should be carefully examined.
8. The contribution of the NGOs to the Project implemented by them and the extent of such contribution should be assessed.
9. Any NGO, an individual or as a group if involved in caste, religion or community conflicts should not be allowed to implement Watershed Development Projects as PIA.
10. The NGO should have required technical experts for implementation of the Watershed Development works.

The guidelines have been approval in the First Empowered Committee meeting of the Watershed Mission, Orissa held on 14th August, 2000.

Selection of NGOs as PIA may be done in accordance with these guidelines.

Yours faithfully,

Sd/-

Dy. Secretary to Govt.

Memo No. 31991 /Ag., Dated 15.11.2000

CC to the DSCO for information and necessary action.

Sd/-

Dy. Secretary to Govt.

APPROVED PARAMETERS FOR SELECTION OF NGO PIAs UNDER WATERSHED DEVELOPMENT PROGRAMMES

Watershed Development is a participatory approach, wherein people's participation in planning and execution of works is done in such a manner that works are technically sound, sustainable and cost effective.

Since the role played by PIA in these works is important, the success of the project depends upon PIA's capacity and transparency. For this reason, the selection parameters are decided taking into consideration PIA's capacity, experience especially in natural resources related development. On the basis of these parameters, NGOs are categorized and selected for project allotment. With a view that the new PIAs may also get allotment of projects on the basis of their qualification, government after careful consideration resolves to prescribe the parameters for selection of NGO PIAs for watershed development projects as under.

1. Project Allotment:

The following methodology shall be adopted for allotment of projects to NGOs.

1.1 Old Agency:

Any agency, which has worked for watershed development in any part of the country, will termed as "Old Agency".

1.2 New Agency:

Agency, which has not worked for watershed in any part of the country, would be termed as "New Agency".

1.3 Local Agency:

Any agency, which has worked in any district, and has carried out any projects in any one year in last 3 years worth Rs.35,000 for category A. Rs.50,000 for Category B, and Rs.1,00,000 for category C will be known as "Local Agency".

2. Classification into categories:

- 2.1 The list of old and new agencies should be prepared separately at district level.
- 2.2 75% of the Watershed project available for allotment should be allotted to old agencies and 25% should be allotted to new agencies, on the basis of marks obtained in evaluation of organization / agency wishing to work as PIA.

- 2.3 In case of any agency being allotted projects in, more than one district, the total number of projects should not exceed 50 in whole of the State. This has to be coordinated by Director, Watershed Mission.
- 2.4 Any agency obtaining 30 or less marks would not be considered fit for allotment of projects.
- 2.5 District Watershed Advisory Committee (DWAC) should allot projects to Government and semi-Government agencies according to their ability along with NGOs.
- 2.6 With the new allotment the total number of projects allotted to an agency should not be more than 12, including the projects on hand. The projects, which has completed 4 years, should be excluded. Agency in “C” category can be allotted projects in a district up to 20 after obtaining prior permission of the Project Management Committee, New agency cannot be allotted more than 3 projects at the first instance and its work should be evaluated after 2 years of project allotment. Any new projects in future can also be allotted in case the work of this agency is satisfactory and is of high standard

Allotment of projects have to be carried in the district as per the merit list made after evaluation of each organization and on the basis of the marks obtained, the agency should be classified into A, B and C categories as follows:

Sl.No.	PIA Category obtained marks	No. of projects eligible for allotment	Remarks
1.	“A” Category 30 to 50 marks	New agency can be given 2 to 3 projects and this agency cannot work in more than one district.	
2	“B” Category 50 to 65 maarks	10 to 12 project can be allotted	The projects have to be allotted in such a manner that 10 to 12 projects should be on hand taking into consideration all the schemes such as DPAP/IWDP/NWDPRA/Govt. projects etc.
3	“C” Category More than 65 Marks	10 to 12 projects can be allotted in a district. Allotment can be done in more than one district.	

3. Administrative Expenditure admissible for the projects:

As per existing rules the new agencies, which have been, allotted 2 to 3 projects will be entitled for 10% of the total project cost as administrative expenditure. It will be entitled for 10% of the total project cost as administrative expenditure. It implies that for the administration of the project the agency has to employ at least four Watershed Development Team members compulsory and has to make additional expenses from their own fund for which they will have to give an undertaking at the time of allotment of project.

4. Allotment Orders:

A merit list as per this resolution should be prepared by each DWAC and according to this list, the decision will be taken for allotment by DWAC. The related documents along with the list should be sent to Project Management Committee for prior appraisal. The Collector-cum-Chairman of DWAC can make necessary allotment orders after appraisal by the Project Management Committee.

5. A Committee for an evaluation of PIA and the parameters:

The Project Management Committee will verify the marks given by DWAC after proper examination. The Committee can also suggest modifications, after review of the parameters and related matters from time to time.

6. Evaluation of Project:

At the time of each allotment, if the earlier projects allotted to a particular NGO PIA is already evaluated, marks obtained would also be considered, while making the new allotment. The marks obtained in the project evaluation and the marks obtained in organization evaluation will be added up and then weight average will be worked out, which will be taken into account while preparing the merit list.

7. Cancellation of PIA and withdrawal of projects:

No project can be allotted to PIA for whom the decision has been made to withdraw the projects after following due procedure to be laid down.

8. The Project Management Committee can decide to allot projects in any district to any Industrial House, Government Organisation, University and Research Organisation.

9. Allotment of projects of every batch should be carried out after a fresh preparation of priority list as per the methodology mentioned above.

10. The parameters of evaluation and marking system is enclosed at **Annexure-I** and the prescribed forms to be submitted by the organization for evaluating their organization are enclosed at **Annexure-II**. The facts submitted will be verified by an officer as at **Annexure-III**.

Annexure-I
PARAMETERS OF EVALUATION

Sl.No.	DETAILS	RANGE	MARKS
1	2	3	4
1	Experience (period) of Rural Survey based on participation principle since Registration of Organisation (Maximum 10 Marks)	0 – 1 Year 1 – 3 Years 3 – 5 Years 5 – 10 Years 10 – 20 Years More than 20 years	1 2 4 6 8 10
2	Experience of Development Project of Natural Resource based on principle of participation (Maximum 10 Marks)	0-1 Year 1-3 Years 3-5 Years 5-10 Years 10-20 Years More than 20 Years	0 2 3 5 7 10
3	Experience of Organization's Director and Employees as the agency of development works for more than 5 years (Maximum 5 Marks)	Less than 25 % 25 to 50 % 50 to 75 % 75 to 100 %	1 2 4 5
4.	No. of employees of the Agency Employees as the agency of development work, for more than 5 years (Maximum 5 Marks)	Less than 10 10 to 25 26 to 50 51 to 100 More than 100	1 2 3 4 5
5.	<u>Employees connected with projects</u> 5.1 Technical Staff (Engineer, Agriculture, Soil Conservation) (Maximum 10 Marks)	2-Employees 2-4 Employees 5-10 Employees More than 10 Employees	2 4 8 10
	5.2 Employees Graduate in Social Science(Maximum 5 Marks)	1 2-4 5-10 More than 10	1 2 3 5

Sl.No.	DETAILS	RANGE	MARKS
1	2	3	4
6.	Profile of Employees 6.1 Qualification (Maximum 10 Marks)	<u>No. of Diploma holders</u> No. of Diploma holder staff Less than 30 % More than 30 % <u>No. of Graduates</u> No. of Graduate staff. Less than 50 % More than 50 % <u>Staff with Post Graduation</u> Less than 20 % More than 20 %	0 1 2 0 3 5 2 3
	6.2 Female Employees in the Organization (Maximum 5 Marks)	<u>No</u> Yes-Less than 30 % More than 30 %	0 3 5
7.	How many employees have experience more than 3 years (Maximum 8 Marks)	0 to 25 % Employees 26 to 50 % Employees 51 to 75 % Employees 76 to 100 % Employees	2 4 6 8
8.	Villages covered by Organisation (Maximum 8 Marks)	Less than 5 Villages 6 to 20 Villages 21 to 50 Villages 51 to 100 Villages More than 100 Villages	2 4 5 6 8
9	District Covered by Orglanisation (Maximum 5 Marks)	1 District 2 to 4 districts More than 4 Districts	1 3 5
10	Expenditure for works by Organisation (Maximum 10 Marks)	Less than Rs.5 lacs Rs.5 lacs to Rs.25 lacs Rs.25 lacs to 50 lacs Rs.50 lacs to 100 lacs More than 100 lacs	2 4 6 8 10
11	Collection of People's contribution (Maximum 9 Marks)	0 to 5% of Project Cost 5 to 10% of Project Cost 10 to 20% of Project Cost 20 to 30% of Project Cost	2 4 6 9
	TOTAL		100

Annexure-II

ORGANISATION PROFILE
(Please fill in BLOCK/CAPITAL Letters)

P A R T 'A'
ORGANISATION DETAILS
(kindly submit Memorandum and Articles of Association/Bye-laws)

1. Name of organization :
2. 2.1 Regd. Address :
- Block :
- District :
- State :
- Pin Code :
- 2.2 Details of Branch Office(s)
- Details :
- Block :
- District :
- State :
- Pin Code :
3. Telecommunications
- Phone No. :
- Fax :
- E-Mail :

4. Name : Contact Person(s)

		Last Name	Middle Name	First Name
4.1	Person			
	Designation			
4.2	Person			
	Designation			

5. Details of Registration (Kindly enclose copy of Relevant Registration Certificates) (Please put against applicable act)
Societies Registration Act.1860State.....
Indian Trustees Act 1882District.....
Charitable & Religious Trusts Act 1920.....
If Registered under any other Act. Please pecify.....

5.1 Registration No.....Date of Original Registration.....
Registration Valid up to.....

5.2 Whether Registered with CAPART ?
(Enclosed relevant reference)

6. Details of foreign contribution (Regulation) Act 1976 (if applicable)

Kindly enclose copy of certificates
Registration valid up to.....
Date of Original Registration.....

PART – ‘B’

DETAILS OF ACTIVITIES

8. Activities (Please refer to **Table – I** activity codes and give appropriate Codes)

.....

9. Geographical Area of Operation (Please give list of Villages/Tahasil/District)

.....

.....

.....

.....

10 Main Target Groups (Please give appropriate single character code from list below)

Agricultural labourers (A)..... Bonded labour (B).....

Children (C)..... Landless labour (L).....

Small & Marginal farmers (M)..... Artisans (R).....

Disabled (P)..... Tribals (T).....

Scheduled Caste (SC) (S)..... Other Vos (V).....

Women (W)..... Any other(Specify) (D).....

11. Professional Staff (Please give number of Personnel against appropriate item)

Doctors		Engineers		Educationists	
Homoeopaths/Ayurveds		Hydrologists		HRD Exports	
Environmentalists		Horticulturist		Lawyers	
Nutritionist		Soil. Cons. Exports		Economists	
Health Staff		Veterinarians		Social Workers	
Architects		Forestry		Audio Visual Exports	
Chartered Accountants		Community Mobilisers		Librarians	
Accounts Staff		Agriculturist		Other(Please specify)	

12. No. of Staff working

Full time		Voluntary basis	
Part time		Total Numbers	

P A R T - 'C'
FINANCIAL STATUS OF ORGANISATION
(Kindly provide copies of Annual Reports, Audited (I) Income/Expenditure Account)
(ii) Receipts/Payments Account and (iii) Balance sheet for last 3 years)

13. Income and Expenditure

	Year	Income (Rs. In lakhs)	Expenditure (Rs. In lakhs)
i)			
ii)			
iii)			

14. Major Assets of Organisation as per last Audited Balance Sheet

	Value (Rs.in lakhs)	Name of the bank	Account No.
Cash Deposits			
Movable Assets			
Immovable Assets			

(Please attach detailed list of Movable and Immovable of value over Rs.2,000)

15. Any exemptions received from Government
(Kindly enclose copy of exemption order)

16. Analysis of Audited Statement of Accounts for last 3 years.
(To be Completed by the Organization)

16.2 Break-up of Receipt – 3 Years

	Year		Year		Year	
	Amount (Rs)	%	Amount (Rs)	%	Amount (Rs)	%
Total funds received						
From Government						
From Foreign Sources						
Own Sources						
By Community Contribution						
By Private Donations						

16.3 Whether expenditure was spent on Administration last year ?
Break up of Administration expenditure in percentages

i)	Salary/emoluments/stipends%
ii)	Facilities for staff%
iii)	Fuel,Oil,Lubricants%
iv)	Travel %
v)	Telephone%
vi)	Office Expenses %
vii)	Any other %
	Total	100 %

16.3.1 Compensation Structure

- (i) Highest cost employee
 - Designation :
 - Cost per month to VO :
- (ii) Lowest cost employee
 - Designation :
 - Cost per month to VO :

(Cost to VO includes salary & money value of all benefits)
- 17. Facilities/Benefits provided to the staff :

PART – ‘E’

**EXPERIENCE IN WATERSHED DEVELOPMENT /
NATURAL RESOURCE DEVELOPMENT**

1. period of experience in watershed development/
Natural Resource Development.

2. No. of Projects Taken up

Sl.No.	Name of the Watershed	Code No.	Detailed Location	Total Geographical Area of the Watershed (in Ha)	Total Treatable Area (in Ha)	Arable Lands (in Ha)	Non-Arable Lands (in Ha)

Others in ha	Total Project Cost (Rs. In lakhs)	Sources of funding	Amount Received (in Rs.)		Amount Spent (in Rs.)		
			Source	Amount	From Source	Self Contribution by the NGO	Total

Area treated (in Ha)				No. families benefited	Mandays Generated	No.of landless families established
Arable	Non Arable	Others	Total			

P A R T –‘F’

ADDITIONAL INFORMATION
(To be filled up by VO)

1. Describe (Separately in about two pages) implementation of one participatory scheme covering the following points.
 - a) Who Conceived the Activity :
 - b) Planning Process indicating role of NGO :
 - c) Implementation System :
 - d) Results with respect to benefits to the Development Agency/Local People. :
 - e) Continuation of a activity after the Programme is over
:
2. The grounds on which the organization considers itself suitable for implementing the Watershed Development Programmes.
3. History on Community action in the villages (Use separate sheet)

Certified that the information given in this form (Part-‘A’ to Part-‘F’) to is correct to the best of knowledge. It is understood that tendering false information will result in Government recalling the assistance and stopping further funding of the VO.

Countersigned by member of Executive body

Signature and seal of Authorized Signatory

Name :

Name :

Designation :

Designation :

Place :

(Attach copy of authorization)

Date :

Place :

Date :

Annexure – III

For One / Two villages an officer not below the rank of Deputy Director
may visit investigate and verify the facts quoted by NGO regarding the following

1. Quality of the works done in the village :
2. Whether community or beneficiary has participated in the Programme. :
 - (a) By inquiring their contribution :
 - (b) Their Understanding of the programme :
 - (c) The benefits derived. :
3. Qualities of leadership and community organization in the village and the role played by the NGO :
4. Relationship between different communities in the villages :
5. Any other special feature of the village :
6. History of community action with special reference to natural resources :
7. The process of motivating and organizing people for starting and managing the activity, the role played by the VO staff & the results obtained. This may be done for the most important activity of the organization, not for all. :
8. Which staff members, if any, would be joining the WDT or if new staff would be required for the purpose ? :
9. Whether any other VO is active in the suggested villages Promoting Natural Resource Development :
10. How the organization is appropriate and capable for entering into watershed scheme which would require handling of large fund.

SIGNATURE OF THE INQUIRING OFFICER
ALONG WITH NAME AND DESIGNATION

Date: Name :
Designation :

TABLE – I

SECTORAL ACTIVITIES OF NGOs

Sl. No	ACTIVITY	CODE NO
1	HEALTH AND FAMILY WELFARE	01
2	HUMAN RESOURCES DEVELOPMENT	02
3	PROMOTION LIVELIHOOD SUPPORT INCLUDING N.T.F.P. MARKETING	03
4	COMMUNITY FOREST MANAGEMENT	04
5	NATURAL RESOURCE MANAGEMENT	05
6	DRINKING WATER AND SANITATION	06
7	INTEGRATED WATERSHED DEVELOPMENT	07
8	EDUCATION – FORMAL OR NON FORMAL	08
9	WOMEN AND CHILD DEVELOPMENT ACTIVITIES	09
10	SOCIAL ACTIVISM	10
11	COMMUNITY CAPACITY BUILDING	11
12	REHABILITATION AND RESETTLEMENT	12
13	ENVIRONMENTAL ISSUES	13
14	NETWORKING	14
15	OTHER	15