Bosnia and Herzegovina

Federation of Bosnia and Herzegovina

AGRICULTURE RESILIENCE AND COMPETITIVENESS PROJECT

Operations Manual

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# INTRODUCTION

## Operating Manual’s objective

The objective of the Operating Manual is to provide an easy-to-follow, step-by-step, comprehensive guide to assist the all relevant institutions and organizations in either Project Management or Project Implementation of the Agriculture Resilience and Competitiveness Project in the Federation of B&H. This manual was written to satisfy the intent and requirements of all relevant stakeholders.

## Operating Manual’s revisions

Operating Manual’s revisions will be conducted on a regular basis and accompanying instructions, suggestions, and comments, will be used to modify manual in a manner which reflects the unique characteristics and quality improving requirements recommended by relevant institutions and organizations.

Formal agreement is required from the World Bank prior to any revision being made to this Manual.

## Other documents governing the project implementation

Other documents governing project implementation are:

* IBRD Financing Agreement;
* IBRD Federation Project Agreement;
* B&H and FB&H Subsidiary Project Agreement
* The Project Appraisal Document;
* Relevant decision of the FB&H Government
* Relevant recommendation of the Steering Committee;
* The relevant sector laws, by–laws and regulations / rulebook on the entity, cantonal and municipal / town levels that will be defined during the implementation process;
* the Environmental and Social Management Framework (ESMF);
* the Environmental and Social Commitment Plan (ESCP);
* the Stakeholder Engagement Plan (SEP);
* the Resettlement Policy Framework (RPF);
* the Labor Management Procedures (LMP);
* the Environmental Management Plan for irrigation & drainage subproject area.

# SCOPE AND ORGANISATION OF PROJECT IMPLEMENTATION

## Project Goal and Development Objective

**The Project Development Objective (PDO)** is to increase agriculture sector climate resilience and competitiveness.

## 2.2 Project components

The Project consists of four components:

**Component 1: Enhancing public support resilience and traceability.** This component aims at improving efficiency of the national budgetary resources, providing access to key information and data for policy programming while aligning with EU requirements, and strengthening the extension services in agriculture to improve dissemination of knowledge including on use of new technologies and adapting to climate change. It includes the following two sub-components:

**Sub-Component 1.1 – Enhancing Agriculture Information Systems.** This sub-component will support (a) enhancing the farm and client register (FCR), including the establishment of new registers for priority value chains; (b) developing a payment system with online application functionality; and (c) establishing the Farm Accountancy Data Network to improve information collection and data use for policy analysis.

**Sub-Component 1.2 – Supporting Climate-resilient agriculture.** This sub-component will support (a) improving seed quality and production, including improvement of local varieties to be better adapted to climate change (e.g. drought-resistant, heat tolerant and flood tolerant); (b) increasing farmers’ awareness of possible climate change impacts to different geographical areas and sub-sectors of agriculture; and (c) improving extension service delivery including providing support to producers to comply with Good Agricultural Practices and Integrated Pest Management and climate risk assessment and interventions in value chains.

**Component 2: Improving agriculture productivity, adaptation to climate change, and enhancing linkages with markets.** This component aims at supporting private sector driven value chain development, productivity improvements and agricultural technology transfer, improving agricultural water management, including adoption of pressurized irrigation systems, and improving market access. It will include the following two sub-components which are expected to reinforce each other for greater and more sustainable impact:

**Sub-component 2.1 – Strengthening Value Chain and Developing Productive Partnerships.** This sub-component will provide matching grants to leverage private sector investments into green and effective value chain development and productive partnerships between producers and agri-businesses (processors and aggregators) in various agriculture sub-sectors with good economic and resilience/adaptation potential, e.g. fruits and vegetables, dairy, livestock and others. Matching grants will be provided to the aggregators, agro-processors and collection centers who will directly cooperate and link with producers by supporting input supply, marketing horticulture and livestock products in the internal and external markets, and increasing knowledge and capacity of the farmers to comply with market requirements. The objective of the sub-component is to increase the farm productivity and incomes and foster greater and better rural jobs through: (a) improving access to and adoption of climate-smart technologies, knowledge and markets; and (b) strengthening technical and managerial capacity of smallholder farmers in the farming and agri-business sectors. A separate matching grant guideline will be developed to define the eligible criteria for matching grants; and sub-projects would be selected based on a competitive selection process.

Detailed procedures for matching grants implementation will be developed based on the Bank’s international experience in matching grants approaches and lessons learned from implementation of the pilot batch of investments. Similar programs are being implemented in neighboring countries; thus, guidelines and implementation experience exists that can be built on and adapted to the BiH-specific requirements and targets.

**Sub-component 2.2 – Improving irrigation and drainage systems for climate change adaptation.** This sub-component will help improve the country’s irrigation and drainage systems development and management and strengthen climate-smart agricultural practices as two core elements of the resilience and adaptation agenda in agriculture. The sub-component will be implemented in coordination with the commercial value-chain investments under sub-component 2.1.

The sub-component will support: (a) selectively developing new and rehabilitating existing irrigation and drainage systems where they proof to economically and sustainably boost agricultural productivity, support diversification towards higher value crops, improve agricultural export competitiveness, revitalize rural economy, and increase resilience of production to climate change impacts; and (b) strengthening the institutional and financial arrangements for sustainable operation and maintenance of the irrigation and drainage systems and improved water resources management planning.

**Component 3: Food Quality and Safety Enhancement.** This component will support the upgrading and modernization of public food quality and safety institutions and systems with the aim to: (a) protect local consumers from unsafe and contaminated produce; (b) improve access to higher quality products; (c) support farmers, processors and traders in meeting food safety and quality compliance standards domestically and internationally; and (d) monitor and manage food borne diseases risks to human and animal health. It comprises of the following two sub-components:

**Sub-component 3.1 – Food Quality and Safety Standards.** This sub-component will provide investment and technical assistance support to the relevant food quality and safety institutions in BiH (i.e. competent authority, entity ministries, entity inspectorates, entity research institutes and facilities, analytical laboratories, and joint management and active collaboration between the parties in the system) to strengthen official disease and pests controls, inspections, and laboratory capacity and testing in food safety, veterinary and phytosanitary areas.

**Sub-component 3.2 – Information Technology (IT) Systems for Food Safety Enhancement.** This sub-component will finance the development and upgrading of IT software and hardware systems that are critical for real-time documentation of control activities and therefore are extremely supportive in the entire process of improving compliance with national and international food safety standards.

**Component 4: Project Management.** This component will support a Project Implementation Unit (PIU) in both entities. The PIUs will provide overall project coordination and implementation support, including implementation planning, technical supervision, fiduciary management (financial management, procurement), environmental and social safeguards implementation and monitoring and evaluation (M&E).

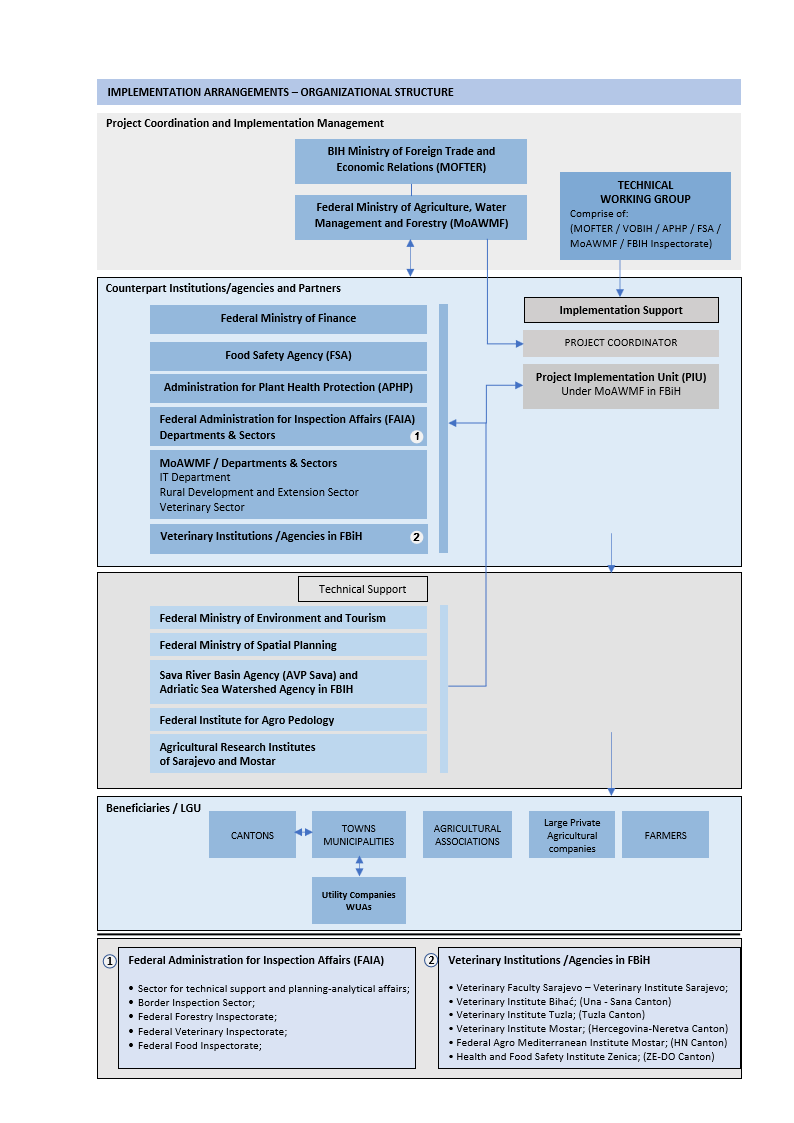
Note: ***See Annex I – Table 1*** ***Project cost per components and source of funding***

# PROJECT IMPLEMENTATION

## Overall implementation structure

Implementation will be undertaken by an existing FMWAF - Project Implementation Unit in FB&H; and will be conducted in close coordination with other Line Ministries on State, Entity and Cantonal Levels; and also with relevant Town/Municipality authorities, under the overall coordination and guidance by Project Coordinator. Local governments (towns, municipalities) will play a strong role in particular under Component 2.2.

## Figure 1: Overall organizational structure



Note: See Annex II Detailed list of Laboratories under FB&H Veterinary Institutions & Agencies

## Project Implementation Unit

### Role and Responsibility

The PIU is formally responsible of successful Project implementation; the PIU is particularly responsible to:

* Ensure full project compliance with World Bank safeguards and fiduciary requirements;
* Coordinate and ensure the project implementation among many local and institutional actors;
* Monitor project progress from all aspects and report on these through the periodic Project Reports;
* Coordinate, with the support of the Line Entity Ministry inputs from the various line ministries and agencies to ensure timely and with high professional standard Project implementation.
* Maintain fluid communication and channel necessary requests to and from the World Bank, including the requests for no-objection and the organization of video-conferences, meetings and missions; and
* Any other responsibility necessary to ensure the successful implementation of the Project.

### Organisation

The PIU will be organized as indicated in the figure below:

## Figure 2: PIU organizational structure

Existing structure

New structure

Federal Ministry of Agriculture, Water Management and Forestry

Project Implementation Unit

PIU Director

Project Coordinator

Financial manager - senior advisor

Procurement Specialist

Environment and Social Specialist

Monitoring and Evaluation Specialist

Accounting Assistant

Financial manager - junior

Secretary / Translator

Construction Engineer

Field engineers x3

It is expected that the PIU will need to be strengthened, including with a financial manager – junior who will be supervised by financial manager senior adviser.

The PIU will initiate the recruitment of the financial manager junior after project effectiveness. The PIU will also initiate the process of hiring three field civil engineers who will operate in the north, central and south part of FBiH and will be responsible for civil construction work under sub component 2.2.

PIU team consists of:

- PIU Director

- Financial manager - senior advisor

- Financial manager – junior (to be determined after project effectiveness)

- Environment and Social Specialist

- Monitoring and Evaluation Specialist

- Procurement Specialist

- Accounting Assistant

- Secretary/Translator

- Construction engineer

- Field civil engineers (3 persons – to be determined after project effectiveness and will be responsible for supervision civil construction work on the north, midle and south part of FBiH under sub component 2.2)

### Staff responsibilities

Note: See Annex III for more detailed ToRs of PIU key staff.

### Staff hiring and firing

All PIU staff appointments/ changes are subject to Bank notification and agreement (regardless of whether he /she is project or government paid).

Initial hiring of any staff financed by project fund will additionally follow a competitive process with prior review by the Bank.

Annual performance evaluations of all staff should be conducted by the Director of PIU based on staff’s ToRs; dismissals should be based only on performance grounds or contract provisions and notified to the Bank prior to being executed.

## Roles and responsibilities of main project stakeholders

BiH/FBiH/Cantonal Local level institutions responsible for agriculture, water management environmental and physical planning issues relevant for implementation of ARCP Project are presented in the table below:

**Table 2. Main responsibilities and activities of Project Stakeholders**

| **Key stakeholders** | **Project roles and responsibilities, and related project activities** |
| --- | --- |
| **B&H Ministry of Foreign Trade and Economic Relations (MOFTER)** | Ministry responsible for overall project coordination within participating ministries / agencies; and for Monitoring and Reporting;  **Project activities:**   * Prepare and compile semi - annual / annual progress report (based on entity reports) including monitoring framework and submit to the WB and counterparts; * Prepare draft Technical specifications and Terms of references for specific procurement activities (technical assistance, goods) under their responsibility, * Assign an Evaluation Committee (EC) member for relevant procurement processes, * Supervision of consultants and advisors, * Acceptance of reports submitted by consultants/ review and acceptance of goods delivered, * Authorization of payments against services and/or goods delivered, * Prepare training programs for its specific project activities * Strengthen IT and project monitoring staff capacities * Upgrade hardware equipment and reconstruct server room * Develop dissemination portal * Develop Farm Accountancy Data Network (FADN) * Upgrade Farm and Client Register (FCR) * Implement IT security standards |
| **B&H Ministry of Foreign Trade and Economic Relations (MOFTER) - Technical Working Group** | Appointed by Council of Ministers of Bosnia and Herzegovina and led by MoFTER. It is comprised of main various counterpart institutions / agencies  **Project activities:**   * Provide technical guidance and coordination of the various project activities during project implementation; * Organize regular quarterly meetings or as needed basis during first two years of project implementation and less frequent thereafter. |
| **Food Safety Agency (FSA)** | Main responsibility for implementation of relevant part of subcomponent 3.2  **Project activities:**   * Prepare draft Technical specifications and Terms of references for specific procurement activities (technical assistance, goods) under their responsibility. * Assign an EC member for relevant procurement processes, * Supervision of consultants and advisors, * Acceptance of reports submitted by consultants/ review and acceptance of goods delivered, * Authorization of payments against services and/or goods delivered, * Prepare training program for its specific project activities * Responsible for Improvement of Risk Assessment Module related activities |
| **Administration for Plant Health Protection (APHP)** | Main responsibility for implementation of relevant part of subcomponent 3.2  **Project activities:**   * Prepare draft Technical specifications and Terms of references for specific procurement activities (technical assistance, goods) under their responsibility. * Assign an EC member for relevant procurement processes, * Supervision of consultants and advisors, * Acceptance of reports submitted by consultants/ review and acceptance of goods delivered, * Authorization of payments against services and/or goods delivered, * Prepare training program for its specific project activities * Responsible for Upgrade of Phytosanitary Information System related activities |
| **Federal Ministry of Agriculture, Water Management and Forestry (MAWMF)** | Main responsibility for implementation, responsible for formulation and implementation of the project in the Federation of BiH  **Project activities:**   * Provide assistance in policy formulation; * Appoint the Project coordinator (PC) who will be responsible for overall coordination project activities at entity level (e.g. coordination of the Competitive Grant Programe). * PC will be also responsible for project overall policy and strategic guidance, institutional coordination, and project progress review * PC will be member of Technical Working Group; * PC will report to the entity Government for project implementation; * Appoint the Evaluation Committee (EC) for Competitive Grant Program (CGP) as independent structure established to screen applications for project support based on the evaluation criteria in this Grant Manual. EC will consist of fully professional staff. The role of this EC will be: * To conduct administrative control of grant applications, * To review and evaluate the grant applications against evaluation criteria set in this manual, * To carry out on-site visits of applicants passing the administrative control to verify information related to the grant application and complete the on-site visit report required for financing decision * Appoint the Monitoring and Reporting Committee (MRC) for CGP. This is another independent structure established to monitor the implementation of grants in accordance with the evaluated application and awarded grant agreement. MC will conduct its visit to beneficiaries at the end of the first 6-months period after grant contract award and at the end of grant implementation prior to the last payment. The role of this MRC will be: * To review and monitor implementation of the grant, its operation vis-à-vis reported indicators at the application phase, and any relevant documents and records relating to the implementation (bills/invoices, bank transfers, technology/equipment, etc). * To prepare Monitoring report outlining the progress in grant implementation and possible challenges faced. * The Monitoring report will be shared with the and the Task Team Leader of the ARCP from the World Bank. * Appoint member of Evaluation Committee (EC) for selection of irrigation & drainage subprojects; |
| **MAWMF – IT Department** | **Project activities:**   * Prepare draft Technical specifications and Terms of references for specific procurement activities (technical assistance, goods) under their responsibility. * Assign an EC member for relevant procurement processes, * Supervision of consultants and advisors for specific sector activities * Acceptance of reports submitted by consultants/ review and acceptance of goods delivered, * Authorization of payments against services and/or goods delivered, * Prepare training program for its specific project activities * Strengthen IT staff capacities * Provide hardware and IT equipment * Upgrade Farm and Client Register (FCR) * Develop Information System for Livestock Breeding and selection activities * Develop other Registers within the competence of the Ministry * Develop IT system for processing cantonal-level payments * Enhance capacities of inter-operational information system (IIS) * Develop and implement Disaster Recovery Plan (DRP) |
| **MAWMF – Rural Development and Extension Sector** | **Project activities:**   * Prepare draft Technical specifications and Terms of references for specific procurement activities (technical assistance, goods) under their responsibility. * Assign an EC member for relevant procurement processes, * Supervision of consultants and advisors for specific sector activities * Acceptance of reports submitted by consultants/ review and acceptance of goods delivered, * Authorization of payments against services and/or goods delivered, * Prepare training program for its specific project activities * Connect public extension services and monitor the performance of extension providers * Integrate the public extension services into the web portal |
| **MAWMF – Veterinary Sector** | **Project activities:**   * Review draft Technical specifications and/or Terms of references for specific procurement activities (technical assistance, goods) submitted by Veterinary Institutions/Agencies in FBIH and submit to the PIU * Assign an EC member for relevant procurement processes * Supervision of consultants and advisors for specific sector activities * Acceptance of reports submitted by consultants/ overall inspection and acceptance of goods delivered, * Authorization of payments against services and/or goods delivered, * Review draft training programs submitted by Veterinary Institutions/Agencies in FBiH and submit to PIU |
| **Veterinary Institutions/ Agencies in FBiH**   * Veterinary Faculty Sarajevo – Veterinary Institute Sarajevo * Bihać Veterinary Institute * Tuzla Canton Veterinary Institute * Neretva Canton Veterinary Institute * Health and Food Safety Institute- Zenica | * Prepare first draft Technical specifications and/or Terms of references for specific procurement activities (technical assistance, goods) under their responsibility and submit to the MAWMF Veterinary Sector * Inspection and acceptance of goods delivered, * Prepare draft training program for its specific project activities and submit it to the MAWMF Veterinary Sector |
| **MAWMF - Project Implementation Unit (PIU)** | Designated units of the MAWMF responsible for overall project management and oversight, including fiduciary, environmental and social aspects, monitoring and evaluation.  **Project activities:**   * Prepare ToR for additional capacity building and external support of qualified and experienced water management (I&D), agriculture (CGP), environmental and social development consultants (ESF); * Prepare semi – annual progress report * Responsible for administering the grant scheme funded by the project in accordance with the GOM at hand. * Report to the designated contact person from the respective Ministry of Agriculture and the Task Team Leader of the ARCP from the World Bank, both assigned to follow up with the implementation progress of this activity and the project in general * Report on the outcomes of the work of the Evaluation Committee (EC) as well as of the Monitoring and Reporting Committee (MRC) |
| **Federal Ministry of Environment and Tourism** | Ministry responsible for environmental assessments  **Project activities:**   * Advise on the need for environmental assessments * Provide guidelines for the environmental assessments |
| **Federal Ministry of Spatial Planning** | Ministry responsible for the spatial planning and environment  **Project activities:**   * Integrate irrigation & drainage sub-projects in the Spatial Planning as necessary * Provided authorizations for the construction of building and other facilities |
| **Federal Administration for Inspection Affairs (FAIA)** | **Project activities:**   * Prepare draft Technical specifications and Terms of references for specific procurement activities (technical assistance, goods) under their responsibility. * Assign an EC member for relevant procurement processes, * Acceptance of reports submitted by consultants/ review and acceptance of goods delivered, * Authorization of payments against services and/or goods delivered, * Prepare training program for its specific project activities |
| **The Sava River Basin Agency and the Adriatic Sea Watershed Agency in FB&H** | Agencies responsible for the overall planning and designs of the irrigation & drainage systems to be implemented  **Project activities:**   * Main responsibility for issuing: Preliminary Water Permit; Water Permit, Water Approval for construction of hydro melioration systems. * Carry out inventory of water users |
| **Federal Institute for Agro Pedology** | Main organization responsible for soil studies and classification  **Project activities:**   * Participate in feasibility studies and designs with the soils studies * Provide cartographical information * Provide orientations for the soil management in the sub-projects selected. |
| **Agricultural Research Institutes of Sarajevo and Mostar** | Involved in carrying out research related to irrigated agriculture.  **Project activities:**   * Provide support and resources to enable research institutes to carry out identified research on behalf of the project. * Implement demonstration farms * Implement Irrigation Assistance services * Prepare draft Technical specifications and Terms of references for specific procurement activities (technical assistance, goods) under their responsibility. * Prepare training program for its specific project activities |
| **Cantons** | As one of the main investors and the legal owner of the physical irrigation infrastructure closely involved with the project.  **Project activities:**   * Provide support and training to enable staff to understand the needs of irrigation farmers and provide support accordingly. * Participate in the designs of irrigation systems * In some cases, they will be responsible for organizing the operating and maintaining the irrigation systems. * Appoint members of Water Concession Committee, * Provide concessions for water use |
| **Towns / Municipalities** | Closely involved with the project as a result of the need to provide support to the rural community.  **Project activities:**   * Establish & appoint legal entity (Utility company or WUA) for the maintenance of irrigation & drainage systems as defined by the Water Law. * Prepare and submit application for irrigation & drainage subproject * Provide information and training to enable staff to support irrigation farmers * In the absence of extension staff to provide agricultural support in the establishment of WUAs * In the absence of extension staff to provide support to farmers on irrigated agriculture * Main responsibility for issuing the Urban Permit and Civil Construction permit |
| **Towns / Municipalities – Utility Company & WUAs** | Responsible for providing overall support in the establishment of WUAs or the selected type of organization for the management fo the irrigation systems.  **Project activities:**   * Raise awareness of the opportunity for irrigation and of the support provided by the project for irrigation development; * Work with potential irrigators to form water users associations (WUAs); * Train WUA personnel and water users; * Assist WUA management and water users in determining appropriate levels of the irrigation service fee such that the systems are sustainable in the long term; * Prepare handbooks and training manuals for WUA management and irrigators; * Provide support to WUA management and water users until the WUAs are self-sustaining; * Provide support to WUA management and water users in accessing subsidies, support and advice from government and other organizations.   Central player in the project as one of the main stakeholders deciding on how the irrigation systems, as defined by the Water Law will be managed, operated and maintained:   * May also be responsible for setting and collecting the irrigation service fee. * Provide support and resources to bring farmers together to form water users associations * Provide technical and managerial support and training to enable WUAs to carry out their functions. |
| **Agricultural associations** | Farmers’ organizations mostly engaged in processing and marketing of production. They can be the entry point for new irrigation systems. They are also of great importance to sustain the production in new or rehabilitated irrigation areas  **Project activities:**   * Provide information, support and training as required to raise awareness of issues associated with irrigated agriculture, and * Possibly us as a channel for communicating information to farmers, both irrigated and non-irrigated. |
| **Large Private Agricultural companies** | Important player of the Project as often they act as development centers for the marketing and processing of agriculture  **Project Activities:**   * Rehabilitation of their irrigation system will be undertaken by the project but not including on-farm equipment * Establish production agreements with individual farmers |
| **Farmers** | Central stakeholder of the project  **Project activities:**   * Sensitize them to participate actively in WUAs * Provide them information on the use of modern irrigation techniques * Orient them with the investment in the irrigation equipment * Provide training as required to introduce irrigated agriculture and make it profitable and sustainable. |

# 4 PROJECT CYCLE for key subcomponents

## 4.1 Project cycle for Matching Grants activities

## Figure 3: Sub-component 2.1 – Strengthening Value Chain and Developing Productive Partnerships



| **Step** | **Action** | **Primary Responsibility** |
| --- | --- | --- |
| **Preliminary Activities** | Develop and establish:   * Grants Operations Manual (GOM) * Submit to the Bank for review and approval | stakeholders  WB |
| * Evaluation Committee (EC)   (EC is an independent structure established to screen applications for project support based on the evaluation criteria in the Grant Manual). | FMoAWMF |
| * Monitoring and Reporting Committee (MC is another independent structure established to monitor the implementation of grants in accordance with the evaluated application and awarded grant agreement). | FMoAWMF |
| **Procurement and information sessions** | * **The Call for Proposals**   The Call for Proposals will be disseminated through official channels. | FMoAWMF / FB&H PIU |
| * **Information sessions**   After the publication of the Call for Proposals, will be organized information sessions to inform all interested participants, about objectives of the matching grant program, eligibility criteria for applicants, eligible actions/investments, and eligibility of costs, application process and all other relevant information about the Call for Proposals. |
| **Application procedures** | * Preparation and submission of Applications | Applicants,  large and small companies |
| * Business Plan Form   - Applicants will submit their applications using the Business Plan Form as part of GOM (Annex 1)  - A copy of the applicant’s business registration, VAT registration, and an independent audit of the accounts (statement of cash flow, the balance sheet and income statements for the latest two years for which the accounts have been closed) must be submitted with the business plan in a clear visible manner. |
| **Evaluation process** | Evaluation Committee (EC) will carry out:   * Administrative control by checking if application files consist of the documents in accordance with the application checklist of documents as requested under the call; and | Evaluation Committee |
| * Compliance of the application with the eligibility criteria set in the Call for Proposals. |
| * The applications that have passed the administrative control will be subject to evaluation based on the selection criteria. |
| **Eligibility Criteria** | * In order to be eligible for a grant, the applicant must satisfied eligibility Criteria defined in GOM | Evaluation Committee |
| **Approval process and contract award** | * Evaluation Report with the final list of proposed selected beneficiaries to be financed together with the evaluation grid shall be sent to the World Bank for review and validation. | Evaluation Committee  WB |
| * Upon receipt of No Objection from the WB, applicants will be informed of the ECs decision concerning their application. | EC / FB&H PIU |
| * A list of approved beneficiaries and the amount of investment will be published in the Project/Ministry website. | FMoAWMF / FB&H PIU |
| **Monitoring & Evaluation** | * Monitoring visit by the MC is primarily to verify that the project, the environmental, and the financial management activities are occurring as reported and as stated in the approved project documents. | Monitoring and Reporting Committee |
| * Review of project implementation. |
| * Corrective actions to pursue after the visit if need. |

## 4.2 Project cycle for Irrigation & Drainage activities

## Figure 4: Sub-Component 2.2. – Improving irrigation and drainage systems for climate change adaptation

| **Step** | **Action** | **Primary Responsibility** |
| --- | --- | --- |
| **Selection of subprojects & Preliminary activity** | * Prepare ***draft Subproject form*** with list of annexes and share it with Bank and Line ministry for validation; | FB&H PIU / FMoAWMF / WB |
| * Announce public call for submission of application; | FB&H PIU |
| * Agree and organize consultation process with cantons & towns/municipalities in the middle of period of public call; | FB&H PIU / FMoAWMF |
| * Nominate the members of Evaluation Committee (EC); | FMoAWMF |
| * Prepare ***draft Evaluation form*** and share it with Line ministry and Bank for validation; | FB&H PIU / FMoAWMF |
| * Submit Subproject form with annexes before deadline; | Town / Municipalities |
| * Finalize Evaluation process during reasonable time; | EC |
| * Prepare the list of subprojects according the eligibility criteria[[1]](#footnote-1) and submit it to the WB for validation; | EC |
| * Inform selected towns / municipalities; | FB&H PIU |
| * Prepare Memorandum of Understanding (MoU) with annex (time frame for execution all tasks and activities) defining role and responsibilities both parties (FWAWF – PIU & Town / Municipalities. | FB&H PIU / FMoAWMF |
| **Project Design [[2]](#footnote-2)** **[[3]](#footnote-3)** | * Collection of all necessary data agreed in MoU (cadastral, topographic, geological, pedological, hydrological, climate, agriculture) and submit to PIU; | Town / Municipalities  Water Agencies etc. |
| * Prepare draft Terms of Reference[[4]](#footnote-4) for Project design and supervision based on received data for each selected subprojects and submit it WB for validation; | FB&H PIU |
| * Public announcement, evaluation of bids and contract signed; | FB&H PIU / EC |
| * Project design (including Cost & Benefit Analysis; Conceptual Design, Draft design); | Project Design Company |
| * Obtain all legally binding & necessary permits, approvals and other documents (property issues); | Town/Municipalities in coordination with Cantons, Water Agencies and other |
| * Decision of legal entity responsible for Operation & Maintenance of HMS. | Town / Municipality |
| **Construction & Supervision3** | * Sign and Manage Contract; | FB&H PIU / Construction Company |
| * Ensure safeguard compliance; | PIU M&E specialist; CC |
| * Supervision of work by Project design company and field civil construction engineer and submission regular reports Provide technical oversight; clearance of all invoices; | Project Design Company /  PIU Field Engineer |
| * Development “as built” design. | Construction Company |
| **Handover of works3** | * Prepare all necessary documentation for Technical inspection (attests, certificate etc.); | Construction company/Audit |
| * Conduct Internal technical review; | PIU/Municipality/Construction Company |
| * Conduct Technical Inspection Acceptance. | Cantons/ Municipality |
| **Sustainability** | * Prepare Annual training programme; | FB&H PIU /Technical Assistance |
| * TA for Utility Company/WUAs based on Annual work programme (as water price, operation & maintenance handbook, study tours etc.); | FB&H PIU /Technical Assistance |
| * Purchasing small office and hardware equipment; | FB&H PIU |
| * Develop necessary IT modules & applications for effective work of Utility Company and WUAs. | FB&H PIU |

# 5 FINANCIAL MANAGEMENT

## 5.1 Requests for Financial management

Each Project funded by the World Bank requires the Borrower to use financial management arrangements acceptable to the Bank and those are the part of overall arrangements for implementation of project activities.

## 5.2 PIU arrangements for financial management

Financial management of ARCP is the process, which includes:

• planning and budgeting

• fund flows and disbursements

• internal controls

• accounting system

• financial reporting,

• audit

In order to properly manage project resources and achieve development objectives of ARCP determined by the Financing Agreement.

Timely and relevant financial information provides basis for better decision making which accelerates physical progress and supports financial management arrangements acceptable to the Bank, which are part of overall arrangements for implementation of ARCP activities. This ensures reasonable evidence that all loan fund replenishments are used in accordance with foreseen purpose.

Thorough financial management is based on principles of credibility, facts and comprehensiveness of plans and budget; legitimacy, predictability and control of sources of expenditures; transparency of decisions; discipline in execution of plans and tasks; reliability, time deadlines, and usefulness of reporting; and responsibility as well as independent auditing. These principles are also applied on overall project.

*5.2.1 Planning and budgeting*

Planning is the key to achieve realistic objectives in implementation of ARCP for each year and quarter.

Plans are prepared by PIU financial manager, and are approved by Director for each component.

Plans are based on detailed procurement plan and foreseen budget amount for each group of activities.

Adjustment of Budget figures will be conducted quartaly based on regular monitoring of achievements and adequate analysis in order to have planning as realistic as possible and to take corrective measures related to the difference between real and budget figures for all components and categories.

Planning process starts during preparation of ARCP. Through implementation of the Project, the plan is getting more specific and is reflected in physical results and expenditures and thereby the correction of the budget is done.

*5.2.2 Funds flow and disbursement*

Account for project funding, financed by the World Bank is opened by the World Bank in its accounting system on behalf of the Borrower.

Funds from that account are sent to the Special accounts (DA) opened in country of the Borrower and then sent to suppliers based on approved invoice.

The World Bank can conduct payments based on the request from the Borrower directly to the supplier or consultant for acceptable expenditure and based on approved invoice. The Bank can make payments to suppliers with the possibility to use special commitments in case of purchase of imported goods, and on the request of the Borrower and under the agreed terms between the World Bank and the Borrower.

Financial flow diagram

1

The World Bank

B&H Ministry of Finance and Treasury

Federal Ministry of Agriculture, Water Management and Forestry - PIU Forestry and Agriculture

Special Account- Designated Account (DA)

Suppliers / Beneficiaries

2

3

1

4

5

6

1) ARCP PIU sends electronic application for withdrawal of initial deposit to the World Bank and hard copy to the B&H Ministry of Finances and Treasury (B&H MFT).

2) B&H MFT electronically signs submitted application and approves its realization. Before the funds are withdrawn from the Credit account authorized representative of the Borrower (as specified in the Financing Agreement) must submit to the World Bank electronically the Web locations for Client Connection (http://clientconnection.worldbank.org), name(s) of the officer(s) authorized to sign and submit withdrawal requests and requests for special obligation (applications), document on authentication for secure identification. On each change in electronic signatory, the Borrower is obliged to notify the World Bank.

3) The World Bank ensures payments of advance – initial deposit and replenishment of Special Account – allocation of spent funds acceptable to the Bank.

4) PIU for small payments in country and abroad uses DA – Special designated account. Orders are signed by authorized persons, based on Decision on availability and use of these funds. The World Bank determines the minimum value of the application for direct payments and withdrawal of funds and it keeps the right not to accept applications that are under such minimum value.

5) Beneficiaries are sending proper requests with attached documentation (invoices or similar documents) which are approved by authorized persons in the PIU for payments and then the requests for payments are made in order to pay the supplier from the Special (DA) account.

6) Commercial banks execute payments to beneficiaries based on requests and signed/approved orders.

Disbursements

The World Bank sets the arrangements for disbursement of funds for project financing in accordance with Financing Agreement agreed with the Borrower. Additional instructions and information are described in the Disbursement Letter which is submitted to the PIU with signed Financial Agreement.

Disbursement methods that Bank agrees with the Borrower are contained in the Financing Agreement and those are:

* Reimbursement
* Initial deposit and account replenishment
* Direct payments
* Special commitments

Reimbursement

The World Bank can reimburse funds to the Borrower for payments, acceptable for financing, that were made before the Financing Agreement is signed, i.e. that was financed in advance with own funds, resources, but they have to be precisely agreed upon and contained in the Financing Agreement and Disbursement Letter.

Initial deposit and account replenishment

After signature of the Agreement and its effectiveness on the request of the Borrower the Bank transfers from the credit account, opened in its accounting, the advance – initial deposit into Special (DA) account opened in the commercial bank, acceptable to the Bank, in the country of the Borrower. B&H Ministry of Finances and Treasury opens this account.

In payments from the Special account (DA) to suppliers or consultants in country or abroad, financial management staff is responsible to use all procedures mentioned in the Agreement and to ensure necessary documentation prior to payment. If any payment was made from the Special account (DA) that is not eligible for financing, the Bank can stop further payments into the Special (DA) account.

Applications for replenishment of DA account are sent on regular basis electronically with attaching scanned necessary documentation to the World Bank. Maximum amount of the application, frequency of reporting acceptable expenditures paid from the Special (DA) account (through SOE form) and submission of necessary accompanying documentation is prescribed in the Disbursement Letter that contains additional instructions and describes arrangements for disbursements and withdrawal of funds from credit account opened in the World Bank on behalf of the Borrower. These conditions are specific for each project financed from World Bank funds or the World Bank is administering those funds.

Expenditures, for which the application is submitted for replenishment, can occur on or before the project closing date, and the date of final payment can be the project closing date or four months after closing.

Funds from Special DA – designated account that are not spent and are not justified after credit closing date have to be returned to the Bank on a basis of its instructions.

Direct payments

The World Bank can, on the request of the Borrower, make payment to the supplier or consultant directly for eligible expenditures. Financial manager sends electronic application to the World Bank and hard copy to the B&H MFT upon receipt of necessary approvals. Ministry of Finance and Treasury though authorized persons electronically signs the application and sends it for execution.

Special commitments

This disbursement method covers larger contracts for imported goods. In order to finance purchase of goods, the Borrower often has to open irrevocable letter of credit. If commercial bank does not want to open irrevocable letter of credit without certain guarantee/security, the World Bank on the request of the Borrower can provide the commercial bank with the guarantee/security in a form of Special commitment. With this Special commitment, the World Bank agrees to refund payment to the commercial bank that was made or is to be made as per irrevocable letter of credit. Such obligation by the Bank is irrevocable although the credit can be suspended.

*5.2.3 Internal controls*

Internal control has the objective to ensure safe and complete records of transactions in accordance with principle of sound financial management, transparency, efficiency, effectiveness, proper recording and safeguarding of assets and resources. These objectives cover reliability of financial reporting and compliance with legal and agreement provisions, as well as following policies and procedures of the World Bank.

Concept of the internal control includes:

*General control* that requires adequate approval and authorization of all transactions and activities in proper way. Limitations of authorizations for all levels of expenditures should be set and followed. Clearly written administrative, accounting and operational procedures for definition of authority and responsibility of the staff for project funds and activities will be described in detail in Financial management manual.

All transactions should be recorded in order to prepare complete financial reports and establish responsibilities for the funds.

*Financial control –* use of adequate documents should help in ensuring records of transactions, i.e. registration of original documents. For example, in order to ensure that all transactions are recorded, relevant internal documents should be numerically marked in advance and all numbers should be monitored - all transactions must be documented. Registration process for accompanying documents is the first step to keep records and ensures documentation for audit.

Financial control also covers control of cash and assets. Another important category is separation of duties between those who have access to assets or cash. It is necessary, when possible, to maintain separation of duties. Example for that is procedure of picking up cash from the bank, where financial manager is not responsible for cash management and its recording.

Access to assets should be allowed only to authorized persons. Access to accounting records, including calculation databases and data, should be controlled.

*Accounting* In all cases, accounting documentation should be prepared by one person, and authorized by another. In most cases in PIU preparation of documentation will be the responsibility of the Financial manager, while authorization will be done by the Director.

Organizational plan should include, when possible, separate functional responsibilities. Authorization of transactions, managing of funds and transactions, and maintenance of records on assets and transactions, should not be the responsibility of one person. That should help in prevention of errors and oversights, or even abuses.

Accounting procedures cover the following:

• Receiving, verifying, approving, and paying invoices;

• Approval and payment of expenditures of authorized PIU staff;

• Posting the transactions;

• Summarizing information at the end of the accounting period

• Preparing reports;

• Conducting financial analysis;

*5.2.4 Accounting system*

Developed accounting system used in almost all projects financed by the World Bank is FMS.Sys. It is based on latest Disbursement Manual for World Bank clients from May 2006. It is designed to reflect the needs to produce useful financial data required by all interested parties and it completely fulfills legal requirements. It is very simple and easy to use by the financial staff. It can provide reliable and timely information. It records all business transactions, sources of funds, project components and categories, disbursements, locations of executed activities and relevant expenditures, all in order to prepare and distribute financial reports and timely provide data for the audit.

It is based on cash method bookkeeping, and can generate financial reports that show budget items related to project costs for current period and for overall duration of the project, financial reports related to project progress and plans for next period.

By using FMS.Sys, one can record three main functions without any excess: local accounting, FMR reporting (donor reporting) and contract management. Individual transaction is simultaneously recorded in one place. Local accounting uses method of accrual accounting, while FMR reporting uses accounting method based on cash for simple and easy bookkeeping and reporting of transactions.

Main modules are:

1) General ledger

2) PMR / FMR accounting (donor reporting)

3) Register of assets

4) Module for contract / tender management

5) Off-balance records, including payment orders, credit accounts etc.

Within FMS.Sys, one can open as many projects as needed (they are treated as locations of expenditures). Access to data from any place if limited to places with internet access.

FMS.Sys supports many languages (Bosnian, English, Croatian, Serbian, and other)

FMS.Sys has online support and there is online updating of the software. This service is free of charge for all registered users of FMS.Sys in the first year, and symbolic fee is paid for following years.

Therefore, accounting system includes:

• Information that follow agreed accounting basics and standards;

• Simplicity for users and authorized accountant;

• Safety characteristics that protect data from unauthorized changes, safe keep accompanying documentation of financial transactions and assets and allows fast access to such documents as part of documentation for audit;

• Precise and timely information (computerized accounting system eases timely reporting); and

• Integrity of information

Detailed accounting procedures are presented in PIU's Financial management manual.

*5.2.5 Financial reporting*

Project is obliged, on regular basis, to submit to the World Bank and FB&H Government financial reports on all project activities, including annual financial reports. For project monitoring, the World Bank will need to be submitted quarterly interim financial reports (IFRs). ARCP has in FMS.Sys a design of proper IFR that includes: (a) sources of funds and use of project funds; (b) use of funds per project activities, (c) report on special account/account in local bank; (d) report on physical progress and (e) procurement report. Those financial reports will be submitted to the World Bank within 45 days from the end of each quarter, if not specified different in Legal Agreement. The First IFR will be submitted after end of first full quarter after first disbursement. Formats of annual financial reports and IFR will be incorporated in Financial management manual, and accounting software currently used by the PIU has design of quarterly reports and it will be changed depending on the requests of the World Bank. There is also a design for local reporting.

*5.2.6 Audit*

ARCP is responsible to ensure that financial reports, Special (DA) is audited by independent auditor in accordance with auditing standards acceptable to the Bank. Audit report must be in a format in accordance with International Standards on Auditing. Fiscal year of PIU is from January 01 to December 31. Audit is conducted by the auditors acceptable to the Bank in accordance with Terms of reference acceptable to the Bank.

Audited financial reports of Special (DA) accounts, including separate opinion of the auditor on disbursements made based on certified report on costs, will be send to the Bank within six months from the end of government fiscal year.

Audit of financial report shall include: (a) assessment of adequacy of accounting and internal control systems for monitoring of expenditures and other financial transactions and insurance of safekeeping of assets financed by the project; (b) determination did the subject implementing the project maintained proper documentation on all relevant transactions; and (c) confirmation that expenditures submitted to the Bank are eligible for financing and identification of all unacceptable expenditures.

Audit shall be done annually by independent international auditors acceptable to the Bank.

Final accounts and audit reports will be presented to the FB&H Government, the World Bank, B&H Ministry of Finance and Treasury within six month from the end of previous financial year.

Note: See Annex VIII - Project cost tables with detailed presentation of all project costs

# 6 PROCUREMENT

## 6.1 Procurement regulations

6.1.1 General

Efficient procurement in World Bank financed projects is a prerequisite for the attainment of project objectives and timely disbursement of loan funds.

The procurement under the Project includes procurement of Goods, Works, Non‐Consulting and Consulting Services and shall be carried out in accordance with the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers – Procurement in IPF of Goods, Works, Non‐Consulting and Consulting Services, (Regulations) issued in July 2016, revised November 2017, August 2018 and November 2020, the provisions of the Loan Agreement, Project procurement Strategy for Development (PPSD) and the Procurement Plan.

The latest Standard procurement documents applicable to the Procurement regulations, available on its external website at www.worldbank.org/procurement/standarddocuments shall be used for all the procurements under the Project, irrespective of their value. In exceptional cases and for small value procurements, altered bidding documents can be used based on prior approval from the WB.

The rights and obligations of the Implementing Agency (FBiH MoAWMF/PIU) and the providers of Goods, Works, Non-consulting Services and Consulting Services for IPF operations are governed by the relevant request for bids/request for proposals document and by the contracts signed by the Implementing Agency and the providers of Goods, Works, Non-consulting Services, and Consulting Services, and not by these Procurement Regulations or the Legal Agreement.

The World Bank will exercise its procurement oversight through a risk‐based approach comprising prior and post review and independent procurement reviews, as appropriate. The post reviews in accordance with the applicable thresholds and review arrangements in the Procurement Plan will be conducted on the procurement processes undertaken by the MoAWMF/PIU to determine whether they comply with the requirements of the Legal Agreement.

6.1.2 Procurement Planning and Responsibilities

The PIU shall use the Systemic Tracking of Exchanges in Procurement (STEP) -the Bank’s online procurement planning and tracking tools to record all procurement actions under IPF operations, including preparing, updating and clearing its Procurement Plan, and seeking and receiving the Bank’s review and No-objection to procurement actions as required.

A detailed procurement plan for the Project has been prepared and is given in the Annex IX. During project implementation, the procurement plan, in agreement with the Bank project team, will be updated at least annually by the PIU and in consultation with the involved stakeholders. The World Bank shall approve such updated procurement plan, and any bidding to select suppliers or consultants shall be implemented in accordance with the agreed procurement plan or which has been agreed in writing with the Bank prior to the formal update of the Procurement plan in which this item should be reflected. It is not allowed by the WB to procure any item that is not contained in the Procurement Plan.

6.1.3 Procurement Responsibilities

Day-to-day responsibility for project coordination and administration will rest with the Ministry Foreign Trade and Economic Relations (MoFTER), the FBiH Ministry of Agriculture, Water Management and Forestry (FBiH MoAWMF) and the RS Ministry of Agriculture, Forestry and Water Management (RS MoAFWM). The MOFTER will be responsible for overall project coordination within participating ministries/agencies and monitoring and reporting.

The main responsibility for implementation will be with the FBiH MoAWMF and the RS MoAFWM and their respective implementation units, the FBiH Project Implementation Unit (PIU) and the RS Agriculture Project Coordination Unit (APCU). The implementation units (PIU and APCU) will be responsible for the whole cycle of procurement of all goods, works and services under the Project, including filing/record keeping of all related operations and activities, and coordinating the delivery of technical assistance provided by international and local consultants, respectively. This includes the following operations (as applicable in accordance with the procurement procedures concerned):

* Preparation of procurement plans and lot numbering;
* Finalization of technical specifications and terms of reference and their submission to the Bank for review and no-objection, in the format acceptable to the WB;
* Preparation of General Procurement Notices, Specific Procurement Notices and Requests for Expressions of Interest and submission for publication;
* Preparation of bidding documents/requests for proposals, and their clearance with the WB where required;
* Receipt of expressions of interest;
* Preparation of short list if required;
* Dissemination of bidding documents/requests for proposals;
* Public opening of bids for goods and works and public opening of financial proposals for consulting services if required;
* Recording and keeping original copies of bidding / performance / advance payment guarantees, bonds or securities;
* Submission of expression of interests (EOIs)/bids/proposals/CVs to the Evaluation Committee for evaluation;
* Preparation of evaluation reports and their submission to the Bank for “no-objection” if required;
* Preparation of contracts;
* Notifications to unsuccessful bidders and returning of bid guarantees / securities if applicable;
* Contract management; review of contract execution documentation (reports, acceptance certificates and delivery documents, etc.) and ensuring its compliance with contract conditions;
* Record keeping. All documentation with respect to each procurement will be retained by the PIU according to the requirements of the Legal Agreement. The PIU will furnish such documentation to the World Bank upon request for examination by the World Bank or by its consultants/auditors. Documents with respect to procurement subject to post review will be furnished to the World Bank upon request.
* Providing assistance, procurement related documents and information during implementation support and post review missions of the Bank;
* Preparing progress reports on procurement as part of the overall project progress reports.

6.1.4 Procurement Arrangements

Procurement management is the responsibility of the PIU staff. The PIU procurement staff is responsible for management of all steps of procurement cycle.

The PIU procurement staff is supported and coordinated by other PIU staff/Institutions in the following way:

**-** Project Director and ARCP Coordinator are responsible for general coordination of the procurement work on the project;

**-** Various specialists and civil servants from the relevant institutions are responsible for the coordination of the procurement work among the involved stakeholders and for obtaining the draft TORs and TS for the respective component activities,

**-** The Financial staff ensures that all project financial obligations are met in timely manner, this includes the payment for works, goods and services, the accounting and book keeping of all activities and ensuring the Project is carried out within the specified budget,

**-** Authorized representatives of the involved institutions may participate in evaluation of bids and technical and financial proposals. Their membership in the Evaluation Committee should be approved after a submission of a request for membership in the evaluation committee by the PMU to the involved institutions for whom the procurement is organized or that are to benefit from the procurement. The proposal shall be made by the authorized representatives of the involved institution and approval to the proposed list by the Project Director.

6.1.5 Procurement Methods and Thresholds

A)Selection methods for Goods, Works and Non-consulting Services:

a. Request for Proposals (RFP);

b. Request for Bids (RFB);

c. Request for Quotations (RFQ); and

d. Direct Selection.

B)Selection methods for Consulting Services

a. Quality Cost Based Selection (QCBS);

b. Least Cost Based Selection (LCS);

c. Consultant’s Qualifications Based Selection (CQS);

d. Individual Consultant Selection (IC); and,

e. Direct Selection.

**The Thresholds for Procurement Approaches and Methods and the Review Arrangements- prior review by the WB are as follows:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Tresholds for Procurement Approaches and Methods in EUR thousands | | | | | | | |
| Works | | | Goods, IT and non-consulting services | | | Shortlist of national consultants | |
| Open International  ≥ | Open national  < | RfQ  ≤ | Open international  ≥ | Open national  < | RfQ  ≤ | Consulting Services  ≤ | Engineering and construction supervision  ≤ |
| 5,000 | 5,000 | 200 | 1,000 | 1,000 | 100 | 300 | N/A |
| **Review Arrangements** | | | | | | | |
| All >15,000,000  Direct Selection all > 80,000 | | | All >4,000,000  Direct Selection all > 80,000 | | | All TORs and  all contracts > 2, 000,000  Individual consultants  all TORs and all contracts > 400,000  Direct Selection all >10,000  QCBS shall be used for procurements > 300,000 | |

The requirement for a prior or post review shall be specified in the Procurement Plan.

**Prior Review:** is a process undertaken by WB during the Project implementation in which the WB reviews “a-priori” full documentation for major contracts.

Full documentation should be submitted to the WB for prior review on the following procurement contracts:

* for all **Works** contracts above 15,000,000 EUR, and for all contract awarded under “Direct selection method“ above 80,000 EUR;
* for all **Goods, IT and non-consulting services** contracts above 4,000,000 EUR, and for all contract awarded under “Direct selection method“ above 80,000 EUR;
* for all **Consulting company services** all TORs, all contracts above 2,000,000 EUR, and for all contract awarded under “Direct selection method “ above 10,000 EUR;
* for all **Individual consulting services** all TORs, contracts above 400,000 EUR, and for all contract awarded under “Direct selection method “ above 10,000 EUR;

**Ex-Post Review:** All other contracts below the Bank’s prior review threshold are subject to the Bank’s selective ex-post review. Periodic ex-post reviews by the Bank are undertaken during regular supervision missions. Procurement documents, such as bidding documents, bids, bid evaluation reports and correspondence related to bids and contracts are kept readily available for Bank’s ex-post review during supervision missions or at any other points in time.

5.1.6 Tendering timeframe:

1. Procurement of Goods, IS, IT and Works:
   1. International Open Competitive Procurement:

Estimated duration: 6 months, including the period necessary to prepare and agree on the technical and bidding documentation.

* 1. National Open Competitive Procurement:

Estimated duration: 4 months, including the period necessary to prepare and agree on the technical and the bidding documentation.

1. Procurement of Consulting Services (Firms):
   1. Quality and Cost-based Selection(*QCBS)*

Estimated duration: 6 months, including the period necessary to prepare and agree on the ToRs.

* 1. Least Cost-based Selection (LCS)

Estimated duration: 4 months, including the period necessary to prepare and agree on the ToRs.

* 1. Consultant’s Qualification-based Selection (CQS)

Estimated duration: 3 months, including the period necessary to prepare and agree on the ToRs.

* 1. Direct Selection

Estimated duration: 1 month, including the period necessary to prepare and agree on the ToRs.

1. Procurement of Individual Consultants:
   * + 1. Open Competitive Selection

Estimated duration: 2 months

* + - 1. Limited Competitive Selection

Estimated duration: 1.5 months

* + - 1. Direct Selection

Estimated duration: 1 month

6.1.7 Retention of Procurement Documents

The PIU shall maintain the procurement documentation depending on the procurement method, as following: copies of all public advertisements, pre-qualification documents (if used), evaluation reports, bidding documents, bid opening minutes, evaluation report (that shall include a detailed record of the reasons used to accept or reject each bid), original Bids/Proposals; minutes of negotiations if any; all documents and correspondence related to the procurement and execution of the contract, including those in support of the evaluation of Bids/Proposals; and the recommendation for award made, complaints against procedures or recommendation for award, requests for debriefing, advertisment of contract awards, signed copy of the contract and all subsequent amendments or addenda, securities, payment invoices or certificates, as well as the certificates for the inspection, delivery, completion, and acceptance of Goods, Works, and Non-consulting Services, for contracts awarded on the basis of direct procurement (the documentation shall include justifications for using the method etc.).

6.1.8 Advertisements

The General Procurement Notice will be prepared and submitted to the World Bank after negotiations. The World Bank will arrange for its publication in United Nations Development Business online and on the World Bank’s external website. The General Procurement Notice will contain information concerning the borrowers, amount, and purpose of the loan; scope of procurement reflecting the Procurement Plan; the name, telephone (or fax) number, and address(es) of the borrower’s agencies responsible for procurement; and the address of a widely used electronic portal with free national and international access or website where the subsequent Specific Procurement Notices will be posted.

For international procedures the specific procurement notices will be published automatically through STEP on the Bank’s external website and UNDB, as well as locally on the Ministry/PIU’s website and daily newspaper as relevant.

For national procedures, the PIU shall advertise the Specific procurement notices on the Ministry/PIU’s website and daily newspaper as relevant.

6.1.9 Formation of Evaluation Committees

For procurement of all contracts financed from the Loan an Evaluation Committee (EC) shall be established by the PIU (The EC will have odd number of members because of voting rights.)

For procurement of goods, works and services above USD 100,000 equivalent per contract, financed from the Loan, an Evaluation Committee (EC) comprising of minimum 3 members.

EC (with voting rights) will be consisted of:

- 1-2 representative of the stakeholder

- 1-2 representatives from the FBiH MoAWMF

- 1 representative of PIU

For procurements of goods, works and services below USD 100,000 equivalent per contract, the EC shall comprise of minimum 3 members:

- 1-2 representative of the stakeholder.

- 1 representative of PIU

Members of the EC will be appointed by the Project Coordinator or the Project Director in writing.

At least one member of the EC shall be expert with relevant knowledge in the subject matter of the procurement.

6.1.9.1 Anti Corruption Measures

*Mitigation of Conflict of Interest.* Each person serving as a member of a selection committee, or who is otherwise involved in a procurement process, shall disclose to the Project Director if they, or any of their immediate family members, are related or otherwise connected to any of the members of the boards of directors or commissioners of the bidders and/or consultants participating in any of the procurement packages (“Interested Member”). Any Interested Member shall exempt himself or herself from further participation in the evaluation process; and any Interested Member who is an Official shall refuse himself or herself from any decisions relating to the evaluation process or contract award.

Each Member of the Evaluation committee before the evaluation process starts, will sign a Declaration of impartiality and confidentiality (sample of the Declaration is given below-point 6.1.9.1.1)

6.1.9.1.1 Declaration of impartiality and confidentiality-Sample

Declaration of impartiality and confidentiality

Publication ref: (*Name of the assignment*)

I, the undersigned, hereby declare that I agree to participate in the evaluation of the above-mentioned procurement procedure for selection of a firm for the assignment "\_\_\_\_\_\_\_\_\_\_\_\_ ", ref. no. \_\_\_\_\_\_. By making this declaration, I confirm that I have familiarized myself with the information available to date concerning this procurement procedure. I further declare that I shall execute my responsibilities honestly and fairly.

I am independent of all parties which stand to gain from the outcome of the evaluation process. To the best of my knowledge and belief, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence in the eyes of any party; and, should it become apparent during the course of the evaluation process that such a relationship exists or has been established, I will immediately cease to participate in the evaluation process.

I agree to hold in trust and confidence any information or documents ("confidential information") disclosed to me or discovered by me or prepared by me in the course of or as a result of the evaluation and agree that it shall be used only for the purposes of this evaluation and shall not be disclosed to any third party. I also agree not to retain copies of any written information or prototypes supplied.

Confidential information shall not be disclosed to any employee or expert unless they agree to execute and be bound by the terms of this Declaration.

|  |  |
| --- | --- |
| **Name** |  |
| **Signed** |  |
| **Name** |  |
| **Signed** |  |
| **Date** |  |

6.1.10 Training Activities

Training is an integral element of the project’s capacity building objective. The Loan finances training programs, including training workshops, study tours and local training and other training activities not included under goods or service provider’s contracts, including training materials, space and equipment rental, travel, accommodation and per diem costs of trainees and trainers, trainer’s fees and other training related miscellaneous input. Training programs may be included in larger contracts with firms to reduce administrative burden on the PIU. The PIU would be responsible for administration of workshops and study tours for the PIU and other staff as well.

Expenditure items for training activities, including study tours, would be reported under SOEs.

6.1.11 Operating Costs

“Operating Costs” means the incremental expenses incurred by the Project Implementation Unit, on account of Project implementation and includes the costs for office rent and utilities, insurance, operation and maintenance of vehicles, office equipment and supplies, communication costs, dissemination of information, publications, support for information systems, translations, photocopying, bank charges, travel and per diem costs related to the Project, office administration costs, costs for fixed and mobile telephones, internet costs, representation costs and other reasonable expenditures directly associated with the carrying out of the Project, based on an annual budget approved by the Bank. The following procedures will apply: In all cases where applicable, such as for procuring office supplies or for translation the Borrower would request quotations from at least 3 suppliers for any given type of goods and services and would award a “framework contract” for supply of those particular goods and services for a given period of time, which can be extended by signing a contract amendment. For other one-off expenditures such as advertising and other similar expenditures the payment shall be based on a received invoice and no contract shall be signed. Operating cost shall not include salaries of civil servants.

6.1.12 Review by the Bank of the Procurement Decisions

For procurement that has been determined in the Procurement Plan to be subject to prior review, the following documents shall be submitted by the PIU through STEP for Bank’s prior review and no objection:

* The GPN and SPN, as appropriate;
* For Consulting Services, the REoI, including the complete TOR, and the Shortlist assessment report;
* The request for bids/ request for proposals documents, including any amendment to them;
* The first request by the Borrower to Bidders/Proposers/Consultants to extend the Bid/Proposal validity period, if it is longer than four (4) weeks, and all subsequent requests for extension, irrespective of the period;
* The Bid/Proposal evaluation report and recommendations for contract award, including documents demonstrating that any procurement complaints have been addressed to the satisfaction of the Bank.
* All requests for cancellation of a procurement process and/or rebidding/re-invitation of Proposals;
* The PIU shall not proceed with the next stage/phase of the procurement process, including with awarding a contract without receiving from the Bank confirmation of satisfactory resolution of Complaint. If, after the Bank’s prior review and no-objection, analysis of a complaint leads the Borrower to change its contract award recommendation, it submits for the Bank’s no-objection the reasons for that decision and a revised evaluation report;
* One conformed copy of the contract, and of the advance payment security and the performance security if they were requested, shall be furnished to the Bank promptly after its signing and prior to the making of the first payment.
* The terms and conditions of a contract shall not, without the Bank’s prior review and no objection, materially differ from those on which Bids/ Proposals were requested or Prequalification/Initial Selection, if any, was invited.
* For contracts subject to prior review to be awarded using Direct Selection, the Borrower shall submit to the Bank, for its review and no objection, a sufficiently detailed justification, prior to inviting the firm/consultant to negotiations. The justification shall include the rationale for direct selection instead of competitive procurement process and the basis for recommending a particular firm/consultant
* Modifications of the signed Contract

For contracts subject to prior review, the PIU shall seek the Bank’s no objection before agreeing to:

* an extension of the stipulated time for execution of a contract that has an impact on the planned completion of the project;
* any material modification of the scope of the Works, Goods, Non-consulting services or Consulting Services, or other significant changes to the terms and conditions of the contract;
* any variation order or contract amendment (except in cases of extreme urgency), including due to extension of time, that singly or combined with all previous variation orders or amendments, increases the original contract amount by more than 15% (fifteen percent); or
* the proposed termination of the contract.

## 6.2 Procurement method

6.2.1 Selection methods for Goods, Works and Non-consulting Services:

a. Request for Proposals (RFP);

b. Request for Bids (RFB);

c. Request for Quotations (RFQ); and

d. Direct Selection.

**a. Request for Proposals (RFP)**

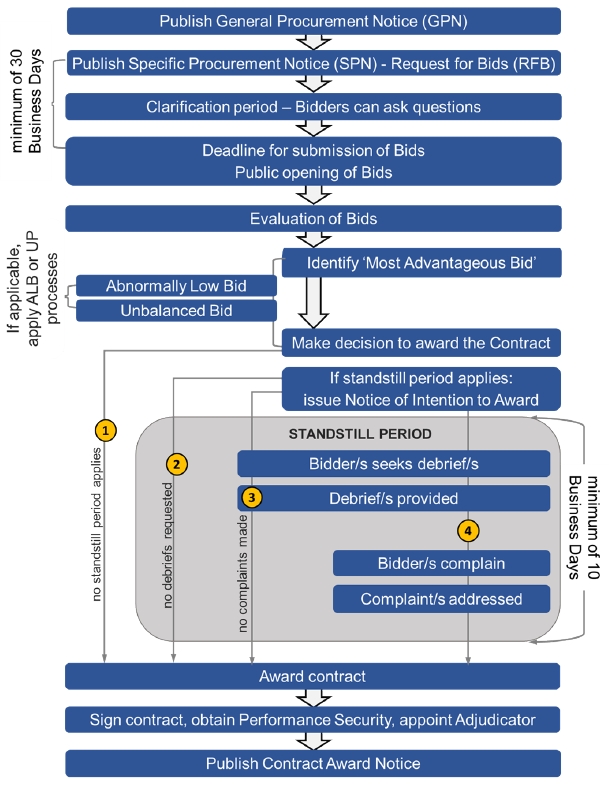
RFP is a competitive method for the solicitation of Proposals. It should be used when, because of the nature and complexity of the Goods, Works, or Non-consulting Services to be procured, the FMoAWMF/Stakeholder/PIU’s business needs are better met by allowing Proposers to offer customized solutions or Proposals that may vary in the manner in which they meet or exceed the requirement of the request for proposals document. During the preparation of the PPSD, usage of this type of procurement method was not identified. If during the project implementation, the need for using this method is envisaged, the steps to be followed are described in the applicable procurement regulation.

**b. Request for Bids (RFB)**

RFB is a competitive method for the solicitation of Bids. It should be used when, because of the nature of the Goods, Works, or Non-consulting Services to be provided, the FMoAWMF/Stakeholder/PIU is able to specify detailed requirements to which Bidders respond in offering Bids.

Procurement under this method shall be conducted in a single-stage process. Qualifying criteria (minimum requirements normally evaluated on a pass/fail basis) are normally used with RFB. Rated-type evaluation criteria are normally not used with RFB.

## Figure 5: Process flow chart: RFB One-envelope process (without Prequalification)



**c. Request for Quotations (RFQ)**

RFQ is a competitive method that is based on comparing price quotations from firms. This method may be more efficient than the more complex methods for procuring limited quantities of readily available off-the-shelf Goods or Non-consulting Services, standard specification commodities, or simple civil Works of small value.

* Quotations should be obtained through advertisement or, when limited competition is justified (to be properly justified), through a request for quotations (RFQ) to a limited
* number of firms. To ensure competition, the PIU should request quotations normally from not fewer than three (3) firms.
* Firms shall be given sufficient time to prepare and submit their quotations, not less than 5 business days.
* The evaluation of the quotations and contract award shall be carried out according to the criteria specified in the RFQ. The terms of the accepted quotation shall be incorporated in a contractually binding document. The PIU shall keep records of all proceedings regarding RFQs.

**d. Direct Selection.**

Proportional, fit-for-purpose, and VfM considerations may require a direct selection approach: that is, approaching and negotiating with only one firm. This selection method may be appropriate when there is only one suitable firm or there is justification to use a preferred firm (more details are given in the applicable Procurement Regulations).

*Use of Brand Names*

Specifications shall be based on relevant technical characteristics and/or performance requirements. References to brand names, catalogue numbers, or similar classifications shall be avoided. If it is justified to specify a brand name or catalogue number of a particular manufacturer to clarify an otherwise incomplete specification, the words ‘or equivalent’ shall be added after such a reference to permit the acceptance of offers for Goods that have similar characteristics and performance at least substantially equivalent to those specified.

6.2.2 Selection methods for Consulting Services

a. Quality Cost Based Selection (QCBS);

b. Least Cost Based Selection (LCS);

c. Consultant’s Qualifications Based Selection (CQS); and,

d. Direct Selection.

**a. Quality and Cost-based Selection**

QCBS is a competitive process among Shortlisted consulting firms under which the selection of the successful firm takes into account the quality of the Proposal and the cost of the services.

The request for proposals document shall specify the minimum score for the technical Proposals. The relative weight to be given to the quality and cost depends on the nature of the assignment. Among the Proposals that are responsive to the requirements of the request for proposals document and are technically qualified, the Proposal with the highest combined (quality and cost) score is considered the Most Advantageous Proposal. More details are given in the applicable procurement regulations.

**b. Least Cost-based Selection**

Similar to QCBS, LCS is a competitive process among Shortlisted consulting firms under which the selection of the successful firm takes into account the quality of the Proposal and the cost of the services. LCS is generally appropriate for assignments of a standard or routine nature (such as engineering designs of non-complex Works), for which well-established practices and standards exist.

The request for proposals document specifies the minimum score for the technical Proposals. Among the Proposals that score higher than the minimum technical score, the Proposal with the lowest evaluated cost is considered the Most Advantageous Proposal.

**c. Consultant’s Qualification-based Selection**

The PIU shall request expressions of interest (REOI), through advertisement or, through direct targeting, by attaching the TOR to the REOI. At least three qualified firms shall be requested to provide information about their relevant experience and qualifications. From the firms that have submitted an EoI, the PIU selects the firm with the best qualifications and relevant experience and invites it to submit its technical and financial Proposals for negotiations.

CQS is appropriate for small assignments (i.e. less than USD 300,000) or Emergency Situations in which preparing and evaluating competitive Proposals is not justified.

**d. Direct Selection**

Proportional, fit-for-purpose, and VfM considerations may require a direct selection (single-source or sole-source selection), approach, that is: approaching and negotiating with only one firm. This selection method may be appropriate when only one firm is qualified, a firm has experience of exceptional worth for the assignment, or there is justification to use a preferred firm (more details are given in the applicable procurement regulations).

**Selection Procedures for Consulting Firms when using QCBS or LCS method**

1. Prepare and Publish the Request for Expressions of Interests (REoI). The REoI includes the complete TOR;
2. Submission of Expressions of Interests: give firms sufficient time to respond to the REoI, normally no less than 10 Business Days. Late submission of an expression of interest (EoI) is not a cause for its rejection unless the PIU has already prepared a Shortlist of qualified firms based on EoIs received;
3. Shortlisting: assess the expressions of interest to determine the Shortlist. The criteria to be used for short listing may normally include: core business and years in business, relevant experience, technical and managerial capability of the firm. Key personnel are not evaluated at this stage. The final Shortlist is communicated to all firms that expressed interest, as well as any other firm or entity that requests this information. The invitation to Shortlisted firms to submit Proposals includes the names of all Shortlisted firms.

The Shortlist shall include not fewer than five (5) and not more than eight (8) eligible firms. The Bank may agree to Shortlists comprising a smaller number of firms when not enough qualified firms have expressed interest in the assignment, not enough qualified firms could be identified, or the size of the contract or the nature of the assignment does not justify wider competition.

The following is not normally included in the same Shortlist with private sector firms:

* UN Agencies; or
* SOEs or institutions and not-for-profit organizations (such as NGOs, and universities), unless they operate as commercial entities.
* If such entities are included in the list, the selection should normally be made using QBS or CQS. The Shortlist shall not include individual Consultants.

1. Issue request for proposals document to all the Shortlisted firms. The firms should be given sufficient time s to prepare their Proposals depending on the nature and complexity of the assignment (not less than 4 weeks);
2. Proposal Submission,
3. Technical Proposal Opening and evaluation of technical proposals:
4. Evaluation of Technical Proposals: the evaluation of the technical Proposals shall be in accordance with the evaluation criteria specified in the request for proposals document;
5. Communications of results. once the evaluation of technical Proposals is complete, the PIU shall inform all firms that submitted Proposal of their score and whether they met the minimum qualifying technical score specified in the request for proposals document. The PIU shall simultaneously notify the firms that have met the technical Proposal requirements of when the financial Proposal shall be opened.
6. Financial Proposals Opening. Financial Proposals shall not be opened earlier than seven (7) Business Days from the communication of technical evaluation results to the Consultants.
7. Evaluation of Financial Proposals: shall meet the requirements indicated in the request for proposals document;
8. Combined Quality and Cost Evaluation: shall meet the requirements set out in the request for proposals document;
9. Negotiations: Negotiations shall include discussions of the TOR, the methodology, PIU’s inputs, and special conditions of the contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract;
10. Notification of Intention to Award and Standstill Period: as per Procurement regulations.;
11. Award of Contract and publication of contract award: shall meet the requirements of given in the Procurement regulations; and
12. Debriefing: as per Procurement regulations.

Non-profit Organizations

Not-for-profit organizations such as NGOs may be uniquely qualified to assist in the preparation, management, and implementation of projects or carrying out other project activities, because of their involvement in and knowledge of local issues and community needs, or their participatory approaches. Such organizations may be included in the Shortlist if they express interest and if the Implementing agency and the Bank are satisfied with their qualifications. For these assignments the Shortlist may be made up entirely of NGOs. In such a case, the procurement follows an appropriate selection method (QCBS, LCS, or CQS), based on the nature, complexity, and size of the assignment, and the evaluation criteria reflect the unique qualifications of NGOs, such as local knowledge, scale of operation, and prior relevant experience. FMoAWMF/PIUs may also select the NGO on a single-source basis, provided the criteria set out for the direct selection of consulting firms above are met.

Selection methods for Individual Consultants

Individual Consultants selected to be employed by the PIU shall be the most experienced and best qualified among the candidates, and shall be fully capable of carrying out the assignment. The evaluation shall be based on the relevant qualifications and experience of the individual Consultant. In case of Limited competitive selection (directly inviting individual consultants) there should be min 3 candidates on the short list.

Advertisement through REoIs is encouraged. REoIs shall include complete TOR. Individual Consultants are selected from those that expressed interest in response to a REoI. When the Implementing agency has knowledge of experienced and qualified individuals and their availability, instead of issuing a REoI, it may invite those individual Consultants that it deems qualified to provide the required Consulting Services. The complete TOR shall be sent with the invitation. Individual Consultants shall be selected from those that expressed interest in response to the invitation. Individual Consultants may be selected on direct selection basis, with due justifications. More details are given in the Procurement regulations.

6.2.3 Notification of Intention to Award

6.2.3.1 Goods, Works and Non-consulting Services

Following the decision to award the PIU shall promptly and simultaneously provide, by the quickest means available, and as further specified in the request for bids/request for proposals document, written notification of the intention to award the contract to the successful Bidder/Proposer (Notification of Intention to Award). Such notification shall be sent to each Bidder/Proposer that submitted a Bid/Proposal, (unless the Bidder/Proposer has previously received notification of exclusion from the process at an interim stage of the procurement process).

For contracts subject to prior review by the Bank, the PIU shall transmit the Notification of Intention to Award only after receiving the Bank’s no-objection to the evaluation report.

The Notification of Intention to Award shall provide to each recipient, as a minimum, the following information as applicable to the selection method, and as further specified in the relevant request for bids/request for proposals document:

* the name and address of the Bidder(s)/Proposer(s) submitting the successful Bid/Proposal;
* the contract price, or where the successful Bid/Proposal was determined on the basis of rated criteria (where price and technical factors are rated), the contract price and the total combined score of the successful Bid/Proposal;
* the names of all Bidders/Proposers that submitted Bids/Proposals, and their Bid/Proposal prices as read out, and as evaluated;
* a statement of the reason(s) why the recipient’s Bid/Proposal was unsuccessful, unless the price information, already reveals the reason. The Implementing agency shall not divulge any other Bidder’s/Proposer’s confidential or proprietary information such as: cost breakdown, trade secrets, manufacturing processes and techniques, or other confidential business or financial information;
* instructions on how to request a debriefing and/or submit a complaint during the Standstill Period, as set out in the request for bids/request for proposals; and
* the date the Standstill Period is due to end.

6.2.3.2 Consulting Services

Following the initialing of the draft negotiated contract by the successful Consultant, the PIU shall promptly and simultaneously provide, to each Consultant who’s financial Proposal was opened, the Notification of Intention to Award to the successful Consultant with whom the FMoAWM/PIU successfully negotiated the contract.

For contracts subject to prior review, such Notification of Intention to Award shall be provided promptly after receiving the Bank’s no-objection to the draft negotiated contract initialed by the successful Consultant.

The Notification of Intention to Award shall provide to each recipient, as a minimum, the following information as relevant to the selection method, and as further specified in the request for proposals document:

* the name and address of the Consultant with whom the Implementing agency successfully negotiated a contract, and the contract price;
* the names of all Consultants included in the short list, indicating those that submitted Proposals;
* where the selection method requires, the price offered by each Consultant as read out and as evaluated;
* the overall technical scores and scores assigned for each criterion and sub-criterion to each Consultant
* the final combined scores and the final ranking of the Consultants;
* Statement of the reason(s) why the recipient’s Proposal was unsuccessful, unless the combined score already reveals the reason. The Implementing agency shall not divulge any other Consultant’s confidential or proprietary information such as: cost breakdown, trade secrets, methodology or other confidential business or financial information
* instructions on how to request a debriefing and/or submit a complaint during the Standstill Period, as set out in the request for proposals document; and
* the date the Standstill Period is due to end.

6.2.4 Standstill Period - The period following the Notification of Intention to Award

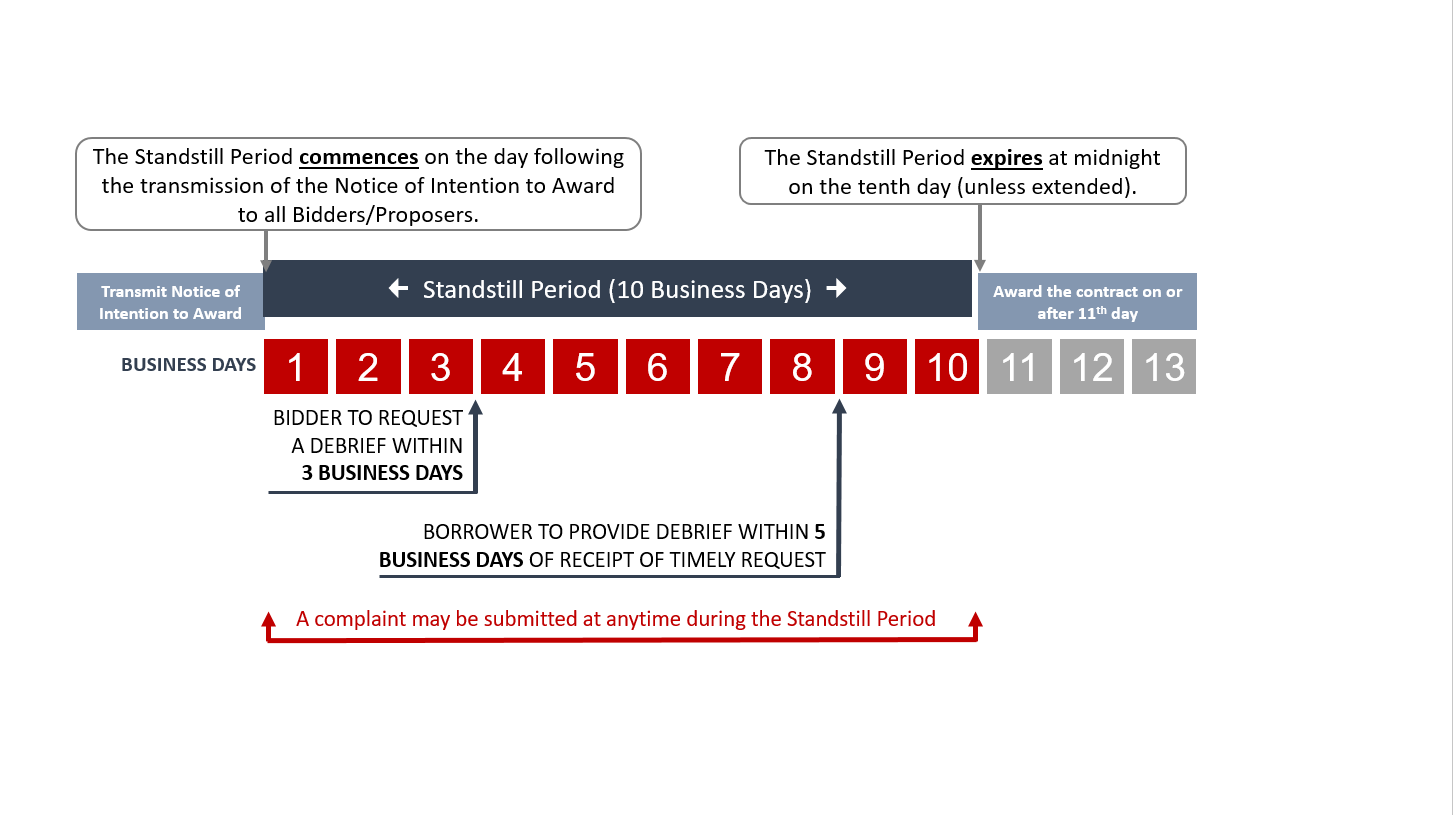
To give Bidders/Proposers/Consultants time to examine the Notification of Intention to Award and to assess whether it is appropriate to submit a complaint, a Standstill Period shall apply.

Transmission of the PIU’s Notification of Intention to Award, begins the Standstill Period. The Standstill Period shall last ten (10) Business Days after such transmission date, unless otherwise extended in accordance with the Procurement guidelines. The contract shall not be awarded either before or during the Standstill Period.

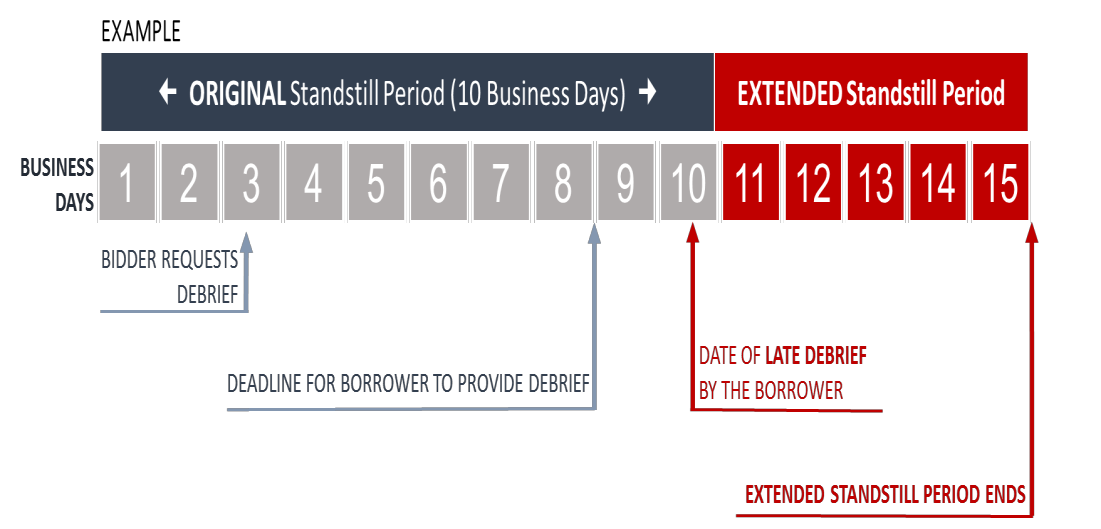
Notwithstanding above, there shall not be a requirement for a Standstill Period in the following situations:

* 1. only one Bid/Proposal was submitted in an open competitive process;
  2. direct selection, selection of individual consultant and selection based on consultant qualifications;
  3. call-off process among firms holding FAs; and
  4. Emergency Situations recognized by the Bank.

Standstill Period



Extended Standstill Period-After the Debrifing



6.2.5 Debriefing

* On receipt of the Notification of Intention to Award, the unsuccessful Bidder/Proposer/Consultant has three (3) Business Days to make a written request to the PIU for a debriefing.
* Where a request for debriefing is received within the deadline, the PIU shall provide a debriefing within five (5) Business Days, unless the PMU decides, for justifiable reasons, to provide the debriefing outside this timeframe. In that case, the Standstill Period shall automatically be extended until five (5) Business Days after such debriefing is provided. If more than one debriefing is so delayed, the Standstill Period shall not end earlier than five (5) Business Days after the last debriefing takes place.
* The PIU shall promptly inform, by the quickest means available, all Bidders/Proposers/Consultants of the extended Standstill Period.
* For contracts subject to prior review, the PIU shall simultaneously send the information on the extended Standstill Period to the Bank.
* Where a request for debriefing is received by the PIU later than the three (3) Business Day deadline, the PIU shall provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of Contract Award Notice. Requests for debriefing received outside the three (3) Business Day deadline shall not lead to an extension of the Standstill Period.
* Debriefings of unsuccessful Bidders/Proposers/Consultants may be done In Writing or verbally.
* As a minimum, the debriefing shall repeat the information contained in the Notification of Intention to Award, and respond to any related question(s) from the unsuccessful Bidder/Proposer/Consultant. The debriefing shall not include:

1. point-by-point comparisons with another Bidder’s/ Proposer’s/ Consultant’s Bid/ Proposal ; and
2. information that is confidential or commercially sensitive to other Bidders/Proposer.

* A written summary of each debriefing shall be included in the official procurement records, and copied to the Bank for contracts subject to prior review

6.2.6 Conclusion of the Standstill Period and Contract Award

At the end of the Standstill Period, if the PIU has not received any complaint from an unsuccessful Bidder/Proposer/Consultant, the PIU shall proceed to award the contract in accordance with its decision to award, as previously communicated through the Notification of Intention to Award.

For contracts subject to prior review, when no complaints are received by the PIU within the Standstill Period, the PIU shall proceed to award the contract in accordance with the award recommendation that had previously received the Bank’s no-objection. The PIU shall inform the Bank within three (3) Business Days of such award.

The PIU shall transmit the notification of award to the successful Bidder/Proposer/ Consultant, along with other documents as specified in the request for bids/request for proposals document for the contract.

If the PIU does receive a complaint from an unsuccessful Bidder/Proposer/Consultant within the Standstill Period, the PIU shall not proceed with the contract award (or conclusion of a FA), until the complaint has been addressed, as set forth under paragraph 3.6 of Annex III, Procurement-related Complaints of the respective Procurement regulation.

For contracts subject to prior review by the Bank, the PIU shall not proceed with contract award without receiving the Bank’s confirmation of satisfactory resolution of complaint.

For all contracts, whether subject to the Bank’s prior review or post review, the PIU shall publish a public notice of award of contract (Contract Award Notice) within 10 (ten) Business Days from the PIU’s Notification of Contract Award to the successful Bidder/Proposer/Consultant. The Contract Award Notice shall be published on the Implementing Agency's website with free access, or, if not available, in at least one newspaper of national circulation in the Implementing Agency’s country, or in the official gazette.

The Contract Award Notice shall include, at a minimum, the following information as relevant and applicable for each selection method:

* 1. name and address of the PIU’s undertaking the procurement, and if different, the Borrower’s contracting agency;
  2. name and reference number of the contract being awarded, and the selection method used;
  3. names of all Bidders/Proposers/Consultants that submitted Bids/Proposals, and their Bid/Proposal prices as read out at Bid/Proposal opening, and as evaluated;
  4. names of all Bidders/Proposers/Consultants whose Bids/Proposals were rejected either as nonresponsive or as not meeting qualification criteria, or were not evaluated, with the reasons therefore;
  5. the name of the successful Bidder/Proposer/Consultant, the final total contract price, the contract duration and a summary of its scope; and

6.2.7 Procurement-related Complaints

6.2.7.1 General requirements for Procurement-related Complaints

Complaint may challenge:

* The selection documents, including: prequalification, initial selection, request for bids, requests for proposals documents;
* the decision to exclude an Applicant/Bidder/Proposer/Consultant from a procurement process prior to award; and/or
* the decision to award the contract following transmission of unsuccessful Bidder/Proposer/Consultant in the Notice of Intention to Award.

Complaints should be submitted by ‘interested parties.’ An interested party for this purpose means an actual Bidder/Proposer/Consultant seeking to obtain the contract at issue (including an Applicant for Prequalification/Initial Selection, if the complaint challenges the Applicant’s disqualification). Potential Applicants/ Bidders/Proposers/Consultants are also interested parties in relation to complaints challenging the Prequalification/Initial Selection document, request for bids/ request for proposals document, or any other PIU document requesting bids/Proposals or Applications.

Complaints shall be submitted to the PIU in a timely manner, as described in section 5.2.7.2 given below.

The content of a Complaint is subject to the following requirements. Complaints shall be submitted In Writing to the PIU and shall identify the name, contact details, and address of the complainant. In addition, the Complaint shall:

1. generally identify the complainant’s interest in the procurement
2. identify the specific project, the procurement reference number, the current stage of the procurement process, and any other relevant information;
3. specify any previous communication between the complainant and the PIU on the matters addressed in the complaint;
4. specify the nature of complaint, and the perceived adverse impact on them; and
5. state the alleged inconsistency with or violation of the applicable procurement rules.

The PIU shall give prompt and fair consideration to each Complaint that meets the requirements of the above provisions, and is submitted within the timelines set forth under section 5.2.7.2 given below.

Complaints that do not meet the requirements shall be addressed within a reasonable time. If such Complaints relate to contracts subject to prior review by the Bank, they shall be shared by the PIU with the Bank in order to determine an appropriate course of action.

6.2.7.2 Timeline and process for review and resolution of Complaints

Complaints that meet the requirements are subject to the timelines and procedures set out below. The Implementing agency shall not proceed with the next stage/phase of the procurement process, including the contract award, until it has properly addressed any such Complaint.

1. *Complaints challenging the terms of prequalification/initial selection documents: request for proposals documents, and any other PIU document requesting Bids, Proposals or Applications* should be submitted to the PIU at least ten (10) Business Days prior to the deadline for submission of Applications/ Bids/Proposals, or within five (5) Business Days after the issuing of any amended terms, whichever is later. The PIU shall acknowledge In Writing the receipt of the Complaint within three (3) Business Days, and shall review the Complaint and respond to the complainant not later than seven (7) Business Days from the date of receipt of the Complaint. If as a result of the PIU ’s review of the Complaint, the PIU decides to modify the prequalification/initial selection, request for bids/ request for proposals, or other documents, the PIU shall issue an addendum, and if necessary, extend the application/Bid/Proposal submission deadline.
2. *Complaints challenging the exclusion from a procurement process prior to contract award* should be submitted to the PIU within ten (10) Business Days following the PIU’s transmission to the interested party of notice of such exclusion. The PIU shall acknowledge In Writing the receipt of the Complaint within three (3) Business Days, and shall review the Complaint and respond to the complainant not later than seven (7) Business Days from the date of receipt of Complaint. If as a result of the PIU’s review of a Complaint, the PIU changes the results of the earlier stage/phase of the procurement process the PIU shall promptly transmit a revised notification of evaluation results to all relevant parties advising on the next steps.
3. *Complaints following transmission of the Notification of Intention to Award the contract* (shall be submitted to the PIU within the Standstill Period. The PIU shall acknowledge In Writing the receipt of the Complaint within three (3) Business Days, shall review the Complaint and respond to the complainant, not later than fifteen (15) Business Days from the date of receipt of Complaint. If, as a result of the PIU’s review of a complaint, the PIU changes its contract award recommendation, it shall notify the revised intent to award to all previously notified Bidders/Proposers/Consultants, and shall proceed with the contract award.

6.2.7.3 Complaints where the contract is subject to prior review

For contracts subject to prior review, the PIU shall promptly inform the Bank of any Complaints received, and shall provide for the Bank’s review all relevant information and documentation, including a draft response to the complainant once this is available.

If the PIU’s review of the Complaint results in:

1. a modification of the prequalification/initial selection, request for bids/request for proposals, or other document;
2. the PIU’s changing its decision to exclude an Applicant/ Bidder/Proposer/Consultant; or
3. the PIU’s changing its contract award recommendation;

the PIU shall, upon confirmation by the Bank of the satisfactory resolution of the Complaint:

* 1. issue an addendum, and if necessary, extend the Application/Bid/Proposal submission deadline; or
  2. promptly transmit to the Bank a revised evaluation report.

The PIU shall not proceed with the next stage/phase of the procurement process, including with awarding a contract without receiving from the Bank confirmation of satisfactory resolution of Complaint(s).

Notwithstanding the requirement in the above paragraph, for Complaints challenging the prequalification/initial selection/request for bids/request for proposals or other such document, or challenging exclusion prior to award, the PIU should consult with the Bank about which, if any, steps in the procurement process may appropriately go forward while the Complaint is being considered.

6.2.7.4 Resolution of Complaints

In resolving a Complaint, the PIU should ensure a timely and meaningful review of the Complaint, including all relevant documentation and facts and circumstances related to it. The PIU shall provide sufficient information in its response to the complainant, while maintaining the confidentiality of information. A response to a Complaint should, as a minimum include the following elements:

* 1. Statement of Issues: Specify the issues raised by the complainant that need to be addressed;
  2. Facts and Evidence: Specify the facts and evidence that in the PIU’s view, are relevant to the resolution of the Complaint. These facts and evidence should be presented as a narrative, organized around the issues;
  3. Decision and reference to the basis for the decision: State the decision that has been made following the review. Also, include reference to the basis for the decision e.g., Procurement Regulations, SPD for the contract in question, etc. The response should be as precise as possible in referring to the specific decision basis;
  4. Analysis: Provide an explanation why the basis for the decision applied to the facts/issues raised by the Complaint necessitates this particular decision. The analysis may be short as long as it is clear and identifies each question that has to be answered in order to arrive at an outcome; and
  5. Conclusion: State clearly the resolution of the Complaint and describe the next steps to be taken.

Table 3: Business standards for procurement related complaints (where the procurement is subject to Prior Review)

|  |  |  |
| --- | --- | --- |
| Process step | Responsible Entity | Timeframe |
| Complaints challenging the terms of prequalification / initial selection documents, request for bids/ request for proposals documents, or any other PiU document requesting Bids/Proposals or Applications | Potential Bidders/ Proposers/ Consultants | Complaints shall be submitted at least ten (10) Business Days prior to the deadline for submission of Applications/Bids/Proposals PIU shall respond not later than seven (7) Business Days from the date of receipt of complaint. |
| Notify  Applicant/Bidder/Proposer/Consultant of the basis for exclusion from consideration for a contract; rejection of Bid submitted; or intention to award. | PIU | The timeframe will be specified in the respective documents governing the procurement process. As a general matter, notification should take place promptly after the PIU has made the relevant determination. Upon receipt a Complaint challenging the above determination, the PIU shall respond to the complainant not later than seven (7) Business Days after the receipt of complaint. |
| Complaints following transmission of the notification of the intention to award the contract shall be submitted to the PIU within the Standstill Period. |  | Complaints should be submitted within the Standstill Period. The PIU shall respond not later than 15 Business Days from the date of receipt of Complaint. |
| Request for debriefing | Bidder/  Proposer/  Consultant | Within three (3) Business Days from the receipt of the PIU’  notification of the intention to award the contract. |
| Conduct debriefing when requested in a timely manner. | PIU | The PIU shall hold the debriefing within five (5) Business Days of receipt of the request. For all other requests for debriefing, the PIU shall hold debriefing not later than fifteen (15) Business Days from the date of publication of public notice of award of contract. |
| Acknowledge receipt of Complaint. | PIU | Within three (3) Business Days from the date of receipt of the Complaint |
| Forward Complaint to the PIU, if Complaint is submitted only to the Bank | Bank | Within three (3) Business Days from the date of receipt of the Complaint |
| Forward Complaint to the Bank, along wiht all relevant information and documentation | PIU | As soon as possible after receipt of the Complaint |

# ENVIRONMENTAL AND SOCIAL RISK MANAGEMENT

## 7.1 Assessment and Management of Environmental and Social Risks and Impacts

Towards addressing the risks, following risk management instruments have been prepared: (i) this Environment and Social Management Framework (ESMF), (ii) Stakeholder Engagement Plan (SEP); (iii) Labor Management Procedures (LMP); and (iv) Resettlement Policy Framework (RPF). The ESMF covers and integrates applicable ESF Standards and the World Bank Group’s Environmental Health and Safety Guidelines. The documentation has also been prepared in line with the other relevant Environmental and Social Standards of the World Bank, namely ESS1, ESS2, ESS3, ESS4, ESS5, ESS10.

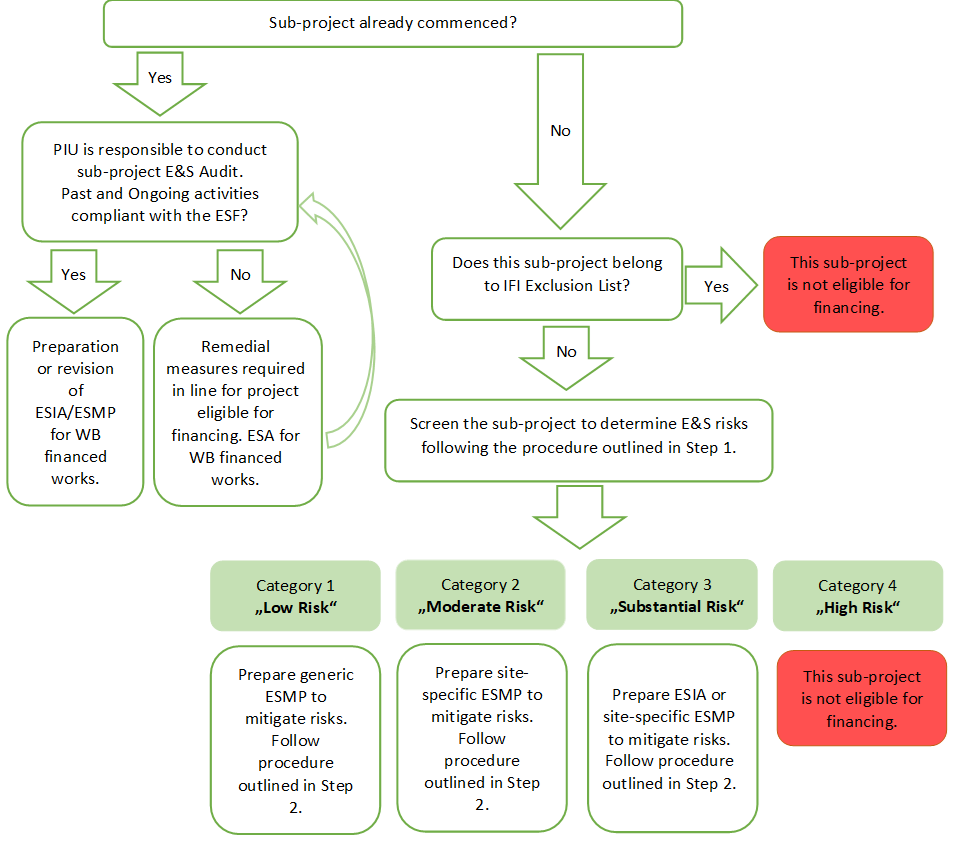
A generic ESMP has been prepared for the purpose of this Project and is provided in Annex of the ESMF and also as Annex X of this POM. The generic ESMP provides mitigation measures and monitoring structure for works. Generic ESMP is general checklist of impacts and related mitigation measure, which should be tailored, if needed, for the specific sites of the individual sub-projects. A sub-project, depending of the risk level, may require only a generic ESMP. In other cases, it may require a site-specific ESMP, in which case a generic ESMP is only one part of the site-specific ESMP.

Since ARCP Project involves a set of sub-projects to be identified, prepared and implemented during the project, pursuant to the WB E&S requirements described in ESS 1, the PIU will ensure assessment of E&S impacts of each sub-project using this ESMF. For each sub-project, the PIUs will ensure preparation of ESIA or ESMP using guidance provided in this ESMF, as appropriate. The selection of the E&S instrument will be based on the screening process and the determined sub-project’s E&S risk.

In addition, legislative requirements on the need for an environmental impact assessment of sub-projects encompassing works and/or environmental analyses must be respected (relevant opinion on the need for undertaking an ESIA shall be sought, where applicable and needed), as well as relevant permits obtained.

## Environmental and Social Review

This scheme describes the methodology to be followed by the PIU in identifying and managing environmental and social risks of each sub‐project implemented.



**Step 1. Sub-project screening and risk classification**

Sub-projects screening and risks classification is carried out to enable decision-making whether the sub-project can be financed, or it is on elimination lists, as well as which E&S instrument is needed for each sub-project.

The Environmental and Social Screening Questionnaire (ESSQ) provided in Annex X will be revised for specific sub-projects if needed, and shall be completed by the PIU’s Environmental and Social Specialists. The final decision requires endorsement of the World Bank.

Additionally, PIUs will be required to:

* In case of any land acquisition issues identified, prepare a site-specific Resettlement Action Plan in line with the guidance given in the Resettlement Policy Framework developed for the ARCP project,
* Implement the developed Labor Management Procedure for the ARCP project, and update it as necessary,
* Undertake stakeholder engagement and disclosure of information in accordance with the Stakeholder Engagement Plan developed for the ARCP project,
* Conduct monitoring and reporting on the E&S performance of the ARCP project against the project ESMF, RPF, SEP and LMP.

**Step 2. Preparation of ESIA, ESMP and Checklist ESMP**

The ESMP or the Checklist ESMP are to be prepared for each individual sub-project, prior to bidding procedures, by the PIUs Environmental and Social Specialists, and shall be subject to review and approval of the WB.

For subprojects for which the Bank requires the development of a site-specific ESMP, the ESMP requirements shall be integrated in the environmental documentation/request for environmental permit submitted to responsible authorities.

*Project activities requiring environmental permit*

| **Type of activities** | **Action to be taken** | **Result of the action** |
| --- | --- | --- |
| Providing matching grants to agri-businesses for:  i) investment in facilities for treatment and processing intended for the production of food products from plant raw materials, and  i) investment in facilities for packaging and canning of plant and animal products | Prepare Request for Environmental Permit and submit it to FMET or relevant Cantonal Ministry.  The FMET, for some facilities, will decide on the necessity to conduct a full EIA in case of which an EIA study shall be prepared.  The responsible body will issue the environmental permit based on the Request or full EIA study, whichever is required by the procedure. | Obtained environmental permit |

**Step 3. Public disclosure and pubic consultations**

ESIA/ESMP shall be publicly disclosed and public consultations conducted. The documents shall be disclosed in line with the requirements of the SEP developed for the ARCP Project. It is the responsibility of PIU to organize disclosure of subject documents, announce calls for public consultations in media and on local level. Alongside the documents, an invitation for the public consultation shall be published and comments/suggestions shall be invited to be submitted electronically and written submission thereof within a clearly defined time period (for a minimum of two weeks). By the end of the disclosure period, the public consultation meetings shall be conducted, inviting stakeholders and the general public to proactively participate.

**Step 4. Obtain various permits and approvals (If needed and where applicable)**

Other permits, such as Water permits in line with the requirements of the Water Law as well as Construction related permits in line with the requirements of the construction regulations shall be obtained, as appropriate.

**Step 5: Integration of E&S instruments (ESIA, ESMP, generic ESMP) in tender documents**

The E&S instruments (ESIA, ESMP, generic ESMP) will be prepared prior to the bidding of works and the PIU will be responsible to integrate the final version into tender documents for the selected sub-projects and in the contracts for their execution to be signed with the selected works contractor. The Contract agreements shall impose the Contractors’ obligation to comply with the requirements specified in the E&S instruments. The Contractors will be required to demonstrate that all mitigation measures have been accounted for to ensure sub-project implementation in environmentally and socially acceptable manner.

Contractors will be required to prepare Occupational Health and Safety (OHS) management plans. Contractors will be required to provide the periodic information on the performance in terms of labor, occupational health and safety issues, incidents and accidents. The information will be included in the contractor’s monthly reports and will be reviewed by the Supervision Consultant’s team.

**Step 6. Implementation, supervision, monitoring and reporting**

Implementation of mitigation measures and environmental and social monitoring is an obligation of the Contractors compliant to ESIA, ESMP or generic ESMP. The Supervision Consultant for the works engaged by PIU, alongside other routine activities, shall supervise the Contractor`s environmental and social performance and verify compliance with E&S Instruments.

## Management of the Matching grant schemes in terms of E&S impacts

Under sub-component 2.1 the Project will provide matching grant schemes to agro-producers and agro-processors to support profitable project. The Grant Operational Manual is under preparation which will set criteria and procedures for evaluation and selection of grant proposals. The matching grant proposals will be subject to E&S review process which includes the following steps:

**Step 1. Applicant prepares necessary documentation and obtains necessary permits**

Applicant shall be responsible to prepare the required project documentation and confirmation that all permits necessary for the proposed projects have been obtained from responsible authorities as prescribed by relevant FBiH legislation and in line with the World Bank procedures.

**Step 2. Screening of grant proposals received for eligibility, including E&S risk assessment**

PIU evaluates the proposed sub-projects based on the Environmental and Social Screening Checklist (See Checklist below) for identification of project-related potential environmental and social impacts. PIU first determines sub-project category depending on its type, location, sensitivity and scope, nature and intensity of environmental and social potential risks and impacts. “High risk” projects will not be eligible for financing.

**ENVIRONMENTAL AND SOCIAL SCREENING CHECK LIST**

| **No.** | **Environmental and social risk questions** | **YES / NO** | **Unknown** | **Notes** |
| --- | --- | --- | --- | --- |
| **1** | Does the project support activities on WB Exclusion list? |  |  |  |
| **2** | Does the proposed activity belong in list of projects for which full EIA is mandatory under the FBiH Law on Environment Protection? |  |  |  |
| **3** | Will the project contribute to pollution of international waters? |  |  |  |
| **4** | Are there any activities which will lead to physical changes of the water body? |  |  |  |
| **5** | Will the project be located in or near some sensitive or protected area? |  |  |  |
| **6** | Are there any areas on or around the location that are used by protected, important or sensitive species of flora or fauna, e.g. for breeding, nesting, foraging, resting, overwintering, migration, which could be affected by the project? |  |  |  |
| **7** | Are there any areas or features of high landscape or scenic value on or around the location which could be affected by the project? |  |  |  |
| **8** | Will this project affect some critical habitats (forest, wetlands, marshlands, aquatic ecosystems)? |  |  |  |
| **9** | Will this project affect some endangered plant/s? |  |  |  |
| **10** | Will this project affect some endangered animal species? |  |  |  |
| **11** | Will the project activities be performed in, or will it potentially affect, archaeological or cultural heritage site? |  |  |  |
| **12** | Does the proposed activity require other type of EA under the FBiH legislation? |  |  |  |
| **13** | Will the project use natural resources such as land, water, materials or energy, particularly any resources which are non-renewable or in short supply? |  |  |  |
| **14** | Is the project likely to cause microclimate changes, e.g. includes activities such as significant deforestation, forest degradation & land use change? |  |  |  |
| **15** | Will the project activities be sources of pollutants or some hazardous, toxic or harmful substances in the air? |  |  |  |
| **16** | Will the project generate hazardous waste? |  |  |  |
| **17** | Will the project generate significant quantities of non-hazardous and/or inert waste? |  |  |  |
| **18** | Are there available waste management facilities near the subproject sites? |  |  |  |
| **19** | Will the project involve the use, storage, transport, handling or production of substances or materials which could be harmful to human health or the environment (other than pesticides)? |  |  |  |
| **20** | Will the project involve use of pesticides or fertilizers? |  |  |  |
| **21** | Are there any risks of contamination of surface waters? |  |  |  |
| **22** | Are there any risks of contamination of ground waters? |  |  |  |
| **23** | Are there any risks of soil pollution? |  |  |  |
| **24** | Are there any risks of physical changes of the terrain, sediment loads, erosion, etc.? |  |  |  |
| **25** | Will the project be source of noise and vibration? |  |  |  |
| **26** | Will the proposed activity require vegetation removal? |  |  |  |
| **27** | Will the project location cover a previously undeveloped area where there will be loss of green field land? |  |  |  |
| **28** | Are there areas within or around the location which are densely populated or built-up, that could be affected by the project? |  |  |  |
| **29** | Are there existing land uses within or around the location e.g. homes, gardens, other private property, industry, commerce, recreation, public open space, community facilities, agriculture, forestry, tourism, mining or quarrying that could be affected by the project? |  |  |  |
| **30** | Will the implementation of the project cause physical displacement of formal users? |  |  |  |
| **31** | Will the implementation of the project cause physical displacement of informal users and occupants? |  |  |  |
| **32** | Will the implementation of the project impact any vulnerable individuals or groups? |  |  |  |
| **33** | Will the implementation of the project cause economic displacement? |  |  |  |
| **34** | Will the project need temporary or permanent land acquisition? |  |  |  |
| **35** | Will the project result in the temporary or permanent loss of crops, fruit trees or household infrastructure? |  |  |  |
| **36** | Is there a right of way issue? |  |  |  |
| **37** | Will the project result in the involuntary restriction of access by people to legally designated parks and protected areas? |  |  |  |
| **38** | Are there any transport routes on or around the location that are susceptible to congestion or which cause environmental problems, which could be affected by the project? |  |  |  |
| **39** | Is the increase in vehicle traffic caused by the project expected to be:  H: High?  S: Medium to low?  M: Low?  L: Minimal or negligible? |  |  |  |
| **40** | Are probability of impacts to community health and safety:  H: High?  S: Medium to low?  M: Low?  L: Minimal or negligible? |  |  |  |
| **41** | Are probability of occurrence of SEAH/SH:  H: High?  S: Medium to low?  M: Low?  L: Minimal or negligible? |  |  |  |
| **42** | Are probability of impacts to occupational health and safety:  H: High?  S: Medium to low?  M: Low?  L: Minimal or negligible? |  |  |  |
| **43** | Are there any indications that informal labor will be used for the needs of the sub-project? |  |  |  |
| **44** | Are geographical area or population affected by the project:  H: Large to very large?  S: Medium to large?  M: Low?  L: Minimal or negligible? |  |  |  |
| **45** | Will the proposed activity require specific public consultations under the FBIH legislation? |  |  |  |

*Note: red box – high risk, orange box – substantial risk, yellow box – moderate risk*

Project Categorization prepared by E&S Specialist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of responsible person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 3. Applicant prepares ESMP**

Applicant shall be responsible to prepare an ESMP, if needed following the screening of the checklist. Unless the Applicant prepares ESMP if needed, the sub-project would not be eligible for Project financing.

If the Applicant is obliged to prepare environmental documentation pursuant to FBiH legislation, such documentation can be used for ESMP preparation. PIU should compare environmental documentation prepared pursuant to national requirements with the World Bank requirements related to ESMP preparation in order to ensure minimum consistency.

For all projects requiring ESMP, local public consultations should be organized. For that purpose, it is necessary to disclose in advance the ESMP document in accordance with SEP prepared for this Project.

**Step 4. Sub-project Approval**

PIU shall be responsible of review and approval of environmental documentation. ESMP approval shall follow public disclosure and completion of public consultations. Sub-project shall be eligible for financing only after ESMP approval. Applicant’s obligation to comply with the requirements specified in the ESMP shall be included in each sub-project financing agreement.

ESMP or generic ESMP must form an annex of bidding documents for any construction contract for works envisaged by the proposed project. Labor management procedure will also form a part of bidding documents for construction contract.

**Step 5. Sub-project Monitoring and Reporting**

PIU shall monitor implementation of this ESMF, both at overall Project level and individual sub-projects level.

E&S monitoring to be implemented by the PIU has to provide information about key E&S aspects of the sub-projects, particularly the E&S impacts and the effectiveness of taken mitigation measures.

As part of its E&S monitoring activities, the PIU’s E&S Specialist will visit to sub-project sites as and when necessary.

The PIU will be responsible for ESMP reporting for sub-projects under Matching grant schemes in the same manner as it is responsible for reporting on ESMPs for other sub-projects within other Project sub-components.

## Labor Management Procedures

Pursuant to WB requirements, LMP has been developed as a separate document. The LMP aims to ensure fair treatment of workers and provision of safe and healthy working conditions.

The focus of the LMP is on workers engaged directly by the PIU and MoAWMF to specifically perform project related tasks and external consultants engaged by PIU to work on the Project. These workers are defined as Direct workers. Workers engaged or employed by third parties i.e., contractors, sub-contractors and service and good providers are defined as Contracted workers to which these procedures apply alike.

Any third party (Contractor) employing and engaging contracted workers are expected to design and implement grievance mechanisms ensuring an easy access to protective measures and effective remedial actions in work situations that may give rise to grievances and disputes. Contractors will prepare detailed description of grievance redress mechanism (GRM) before the start of their assignment. The GRM must be well circulated and written in a language understood by all. The PIU will develop and implement a grievance mechanism for direct workers to address workplace concerns.

Prior to contracting, the bidders will be required to submit a statement confirming their awareness of WB ESS2, their firm commitment to comply with the national labor and employment and occupational health and safety laws and labor management procedures in accordance with WB ESS2, and their willingness to refrain from any practice that can be interpreted or perceived as discriminatory or unfair to their employees. The failure to submit such statement will exclude a bidder from taking part in bidding. After the contract award, the contractors are required to provide their own Labor Management Procedures that have to be in line with the Project’s LMP. Contractors should carry out due diligence to ensure that their subcontractors, suppliers and business partners involved in implementation of the Project are compliant with law and have no records on violating labor or OHS regulations. The contract to be made with the selected third party will incorporate terms and conditions of the Project’s LMP as the minimum standard provided for the project workers employed or engaged by the third party.

During the implementation of the contract, the third parties engaging/employing project workers will have to submit quarterly compliance reports presenting their compliance with the LMP by using the reporting template provided in the Project’s LMP. The report should include the number and status of project workers, the number of hired and terminated employees in the given period, the number of hours worked, overtime, regularity of payment, OHS issues (injuries and fatalities, if any), safety measures, grievances raised and resolved, training provided/attended, incidents of non-compliance with the law and the LMP.

## Resettlement Policy Framework

Pursuant to WB requirements, a Resettlement Policy Framework has been developed as a separate document. The RPF provides procedures for managing involuntary land acquisition/resettlement including the Entitlement Matrix for project affected persons. This document also provides information on preparation of sub-projects’ RAPs as well as minimum elements RAPs should contain.

The grievance redress mechanism (GRM), to be established by the PIU in accordance with ESS5, will be set up as early as possible in project development to address specific concerns about compensation, relocation, or livelihood restoration measures raised by PAPs in a timely fashion. If a grievance mechanism is already in place within the PIU under another WB-funded project, the same will be used for the ARCP project as well.

Regardless of scale, involuntary resettlement may give rise to grievances among PAPs on issues ranging from rates of compensation and eligibility criteria to the location of resettlement sites and the quality of services at those sites.

The GRM is available at no cost, and it is important that it be easily accessible.

A Project level GRM will consist of a Central Grievance Redress Committee (CGRC) CGRC established and administered by the PIU and sub-project specific Local Grievance Redress Committees (LGRC) LGRC (collectively referred to as GRM) established and administered by the municipalities. The PIU will ensure that the involved municipalities dedicate one officer to the task of admission of grievances (Local Government officer).

The CGRC shall be effective immediately after appraisal of the Project, in order to manage and appropriately answer complaints during its different phases while the LGRC shall be effective upon decision on each new sub-project has been taken. In addition to the GRM, legal remedies available under the FBiH legislation are also available (courts, inspections, administrative authorities, etc.).

PIU and the municipalities respectively are responsible for establishing functioning GRM and informing stakeholders about the GRM role and function, the contact persons and the procedures to submit a complaint in the affected areas. Information on the GRM will be available: on the websites of the PIU (www.piusum.ba) and involved municipalities, on the notice boards of municipalities, through social media campaigns. A leaflet containing grievance mechanism procedure should be made and disseminated to the PAPs in public meetings during each phase of the project, as well as placed in local communities’ offices.

Raising grievances

Any comments or concerns can be brought to the attention of the GRM personally or by telephone or in writing (by post, fax, e‐mail or personal delivery) by filling in a grievance form, without any costs incurred to the complainant. Grievances can also be submitted anonymously.

A sample grievance form is provided in Annex XII of this document and more details are described in document below.

## Chance and find procedures

These procedures must be referred to as standard provisions in construction contracts. During project supervision, the Site Supervisor shall monitor the above regulations relating to the treatment of any chance find encountered.

If any person discovers a physical cultural resource, such as (but not limited to) archaeological sites, historical sites, remains and objects, or a cemetery and/or individual graves during excavation or construction, the following steps shall be taken:

* + - 1. Stop all works in the vicinity of the find, until a solution is found for the preservation of these artefacts, or advice from the relevant authorities is obtained;
      2. Delineate the discovered site or area; secure the site to prevent any damage. In cases of removable object, a night guard shall be arranged until the responsible local authorities take over;
      3. Notify the Site Supervisor who in turn will notify the responsible local authorities;
      4. Record details in Incident Report and take photos of the find;
      5. Responsible local authorities and the relevant Ministry (Federal Ministry of Culture and Sports) would be in charge of protecting and preserving the site before deciding on subsequent appropriate procedures;
      6. Decisions on how to handle the finding shall be taken by the responsible authorities and the relevant Ministry. This could include changes in the layout (such as when finding an irremovable remain of cultural or archeological importance), conservation, restoration and salvage;
      7. The Ministry must investigate the fact within 2 weeks from the date of notification and provide response in writing;
      8. Construction works could resume only after permission is granted from the responsible local authorities and the relevant Ministry concerning safeguard of the heritage;
      9. In case no response received within the 2 weeks period mentioned above, this is considered as authorization to proceed with suspended construction works.

One of the main requirements of the procedure is record keeping. All finds must be registered. Photolog, copies of communication with decision making authorities, conclusions and recommendations/guidance, implementation reports - kept.

## ESMF implementation arrangements

1. **Institutional responsibilities**

The overall responsibility for ensuring compliance with environmental and social safeguards requirements as set out in this ESMF rests with the PIU housed by MoAWMF FBiH.

The PIU shall monitor the implementation of this ESMF at overall Project level. At the level of individual sub-projects, PIU shall be supported by the appointed LG representatives to provide assistance to PIU related to implementation of specific sub-project activities under the sub-component 2.2., such as land acquisition and resettlement, stakeholder engagement, receiving grievances at local level. Namely, LGs are Beneficiaries of Expropriation and owners of irrigation/drainage systems.

The PIU will be staffed with one Environmental and one Social Specialists as the basic requirement for implementation of the project in line with the WB’s ESF, relevant ESS and this ESMF.

The responsibilities of the PIU Specialist related to environmental issues are to:

* Ensure environmental due diligence is carried out for each sub‐project as outlined in the ESMF;
* Review environmental and social assessment documents and liaise with the WB for clearance;
* Manage the consultants hired to undertake environmental and social assessments, where applicable, and provide coordination support with implementation partners;
* Undertake technical review of Environmental and Social Impact Assessments (ESIAs) and Environmental and Social Management Plans (ESMPs) prepared by Consultants and Contractors;
* Ensure adequate public consultation during the preparation of environmental and social instruments as defined by the SEP;
* Ensure that the requirements of the site‐specific ESMPs and environmental and water permits are included in contractor’s requirements for the construction works;
* Hold regular review meetings with consultants, contractors, implementing partners and carry out regular site visits to monitor implementation of the environmental and social instruments;
* Provide guidance on implementation of sub-project mitigation measures as per approved environmental and social documents (ESIA/ESMP);
* Undertake environmental monitoring and supervision of project works, including development of periodic progress reports, to ensure compliance with relevant environmental requirements;
* Develop training plans, alone or in cooperation with hired consultants, and deliver/supervise implementation of training on environmental issues during implementation of the Project to the project implementing staff, contractors and other relevant project stakeholders.

The responsibilities of the PIU Specialist related to social issues are to:

* Ensure social due diligence is carried out for each sub‐project as soon as relevant sub-project documentation and scope have been defined, as outlined in the ESMF, RPF, LMP and SEP;
* Review environmental and social assessment documents (ESIA/ESMP, RAP) and liaise with the WB for clearance;
* Manage the consultants hired to undertake environmental and social assessments, where applicable, and provide coordination support with implementation partners;
* Manage the consultants hired to develop Resettlement Action Plans and planning documents and provide coordination support with implementation partners;
* Supervise and review land acquisition and involuntary resettlement activities in sub-projects and provide periodical updates;
* Provide intensive on‐site field level support to consultants and/or agencies involved in preliminary resettlement studies or preparation of Resettlement Action Plans;
* Establish and operationalize the project Grievance Redress Mechanism(s) (GRMs) in the PIU as defined in the SEP and the LMP developed for this Project;
* Provide support to Consultants and Contractors to establish and operationalize their own Grievance Redress Mechanism(s) as defined in the SEP and the LMP developed for this Project;
* Undertake social monitoring and supervision of project works, including development of periodic progress reports, to ensure compliance with relevant social requirements;
* Undertake capacity development of Consultants and Contractors during project implementation with respect to planning and implementation of social instruments (RPF/RAP, LMP, SEP), including conduct of project awareness, communication and sensitization activities;
* Act as a link between Consultants, Contractors, Communities and respective Local Governments on social matters.

1. **Monitoring and Reporting**

The PIU shall establish and maintain records on:

* Screening of sub‐projects,
* Engagement of consultants,
* Developed E&S instruments and their implementation,
* Progress of activities and works that require environmental and social supervision,
* Information on engagement of stakeholders in line with SEP,
* Records of grievances in accordance with the SEP, LMP and RPF.

The LG representatives for this Project shall maintain records on:

* Progress of activities and works that require environmental and social supervision,
* Information on engagement of stakeholders in line with SEP,
* Records of grievances in accordance with the SEP, LMP and RPF.

LG staff will submit sub-project specific monthly environmental and social progress reports to the PIU who will discuss any issues noted in these reports with private sector counterparts. The PIU will prepare and submit quarterly Progress Reports to WB on sub-project screening, approval and monitoring results.

## Grievance redress mechanism

The GRM shall be responsible for receiving and responding to grievances and comments ofthe following four groups:

* A person/legal entity directly affected by the project, potential beneficiaries of the Project;
* A person/legal entity directly affected by the project through land acquisition and resettlement;
* Stakeholders - people with interest in the project; and
* Residents/communities interested in and/or affected by project activities.

PIU and the Local Governments respectively are responsible for establishing functioning GRM and informing stakeholders about the GRM role and function, the contact persons and the procedures to submit a complaint in the affected areas. Information on the GRM will be available:

\* on the websites of the PIU (www.piusum.ba);

\* on the notice boards and websites of Local Governments;

\* through social media campaigns;

\* through leaflet on GRM process

1. **Raising Grievances**

The grievance procedure shall be designed to be accessible, effective, easy, understandable and without costs to the complainant. Any grievance can be brought to the attention of the GRM personally or by telephone or in writing by filling in the grievance form by phone, e-mail, post, fax or personal delivery to the addresses/numbers to be determined. All grievances can be filled anonymously. The access points and details on local entry points shall be publicized and shall be part of the awareness building once locations of the sub-projects are known. A sample grievance form is provided in Annex XII of this OM.

1. **Grievances Administration**

Any grievance shall follow the path of the following mandatory steps: receive, assess and assign, acknowledge, investigate, respond, follow up and close out.

Once logged, the GRM shall conduct a rapid assessment to verify the nature of grievances and determine on the severity. Within 3 days from logging it will acknowledge that the case is registered and provide the grievant with the basic next step information. It will then investigate by trying to understand the issue from the perspective of the complainant and understand what action he/she requires. The GRM will investigate the facts and circumstances and articulate an answer. The final agreement should be issued and grievant be informed about the final decision not later than 30 days after the logging of the grievance. Closing out the grievance occurs after the implementation of the resolution has been verified. Even when an agreement is not reached, or the grievance was rejected, the results will be documented, actions and effort put into the resolution. If the grievance could not be resolved in amicable endeavor, the grievant can resort to the formal judicial procedures, as made available under the FBiH legal framework. Logging a grievance with the GRM does not preclude or prevent seeking resolution from an official authority, judicial or other at any time (including during the grievance process) provided by the BiH legal framework.

In case of anonymous grievance, after acknowledgment of the grievance within 3 days from logging, the GRM will investigate the grievance and within 30 days from logging the grievance, issue the final decision that will be disclosed on the PIU website.

The GRM shall keep a grievance register log, which will include grievances received through all admission channels, containing all necessary elements to disaggregate the grievance by gender of the person logging it as well as by type of grievance. However, the personal data of each grievant shall be protected under the Law on Personal Data Protection. Each grievance will be recorded in the register with the following information at minimum:

* description of grievance,
* date of receipt acknowledgement returned to the complainant,
* description of actions taken (investigation, corrective measures),
* date of resolution / provision of feedback to the complainant,
* verification of implementation, and
* closure.

To avoid multiple Grievances by the same person on the same subject, simply because different admission channels exist, the LGRC and the CGRC shall weekly exchange information on grievances received and compare the Grievance logs. The grievance register log at the level of the LGRC will contain notes on all submissions received through the local admission channel. The centralized log at the level of the CGRC will contain notes on potentially duplicated submissions. Multiple submissions, on same events, by same grievant shall be resolved by one decision, which will be stated and the grievant appropriately informed.

In case a grievance cannot be resolved in manner satisfactory to the complainant he/she has the right for an appeal. In such cases the resolution of the grievance will be reviewed by a commission at the level of MoAWMF. This will serve as second tier grievance level. The commission will consist of three appointed members that are not directly involved in Project implementation. The commission will acknowledge the receipt of the appeal within 3 days and issue the final decision within 5 days of the receipt of the appeal. The decision of the commission will entail a detailed explanation of the grievance resolution process as well as the explanation of the final decision and guidance on how to proceed if the outcome is still not satisfactory for the complainant.

1. **Grievance and Beneficiary Feedback Reporting**

The role of the GRM, in addition to addressing grievances, shall be to keep and store comments/grievances received and keep the Central grievance log administered by the PIU. In order to allow full knowledge of this tool and its results, quarterly updates from the GRM shall be available on the websites of the MoAWMF/PIU. The updates shall be disaggregated by gender, type of grievances /complaints and updated regularly.

1. **Grievance Log**

PIU will maintain centralized grievance log to ensure that each complaint has an individual reference number and is appropriately tracked and recorded actions are completed. When receiving feedback, including grievances, the following is defined:

* Type,
* Category,
* Deadline for resolving the appeal, and
* Agreed action plan.

Each complaint should be assigned with an individual reference number and is appropriately tracked and recorded actions are completed. The log should contain the following information:

* Name of the grievant, location and details of the grievance,
* Date of submission,
* Date when the Grievance Log was uploaded onto the project database,
* Details of corrective action proposed,
* Date when the proposed corrective action was sent to the complainant (if appropriate),
* Date when the grievance was closed out,
* Date when the response was sent to the grievant.

1. **Grievance Admission Channels**

Any grievance can be brought to the attention of the GRM by filling the grievance form in hard copy or on-line, or in any other format as chosen by the grievant. Any type of grievance can be submitted by mail, fax, phone, e-mail or in person using the below access details:

|  |
| --- |
| Attention: PIU, Grievance Mechanism  Address: Str. Trampina 4/I, Sarajevo 71000  Phone: +387 033 213 098; E-mail: [info@piusum.ba](mailto:info@piusum.ba)  <http://www.piusum.ba> |

This avenue will be used until the above GRM are established. Approaches to the details of each LGRC will be known at later stages, and distributed. Information on these details will be part of the Engagement Strategy and will be published according to the information disclosure procedure.

1. **Monitoring and Reporting on Grievances**

The CGRC will be responsible for:

* Collecting data from LGRC serving as local admission points on the number, substance and status of complaints and uploading them into the single regional database;
* Maintaining the grievance logs on the complaints received at the regional and local level;
* Monitoring outstanding issues and proposing measures to resolve them;
* Disclosing quarterly reports on GRM mechanisms.
* Summarizing and analyzing the qualitative data received from the local Grievance Admission points on the number, substance and status of complaints and uploading them into the single project database;
* Monitoring outstanding issues and proposing measures to resolve them.

The quarterly monitoring reports to the WB shall be submitted through the PIU, which shall include a section related to GRM which provides updated information on the following:

* Status of GRM implementation (procedures, training, public awareness campaigns, budgeting etc.);
* Qualitative data on number of received grievances (applications, suggestions, complaints, requests, positive feedback) and number of resolved grievances;
* Quantitative data on the type of grievances and responses, issues provided and grievances that remain unresolved;
* Level of satisfaction by the measures (response) taken;
* Any corrective measures taken.

1. **WB Grievance Redress System**

Communities and individuals who believe that they are adversely affected by a WB supported project may submit complaints to existing project-level grievance redress mechanisms or the WB’s Grievance Redress Service (GRS). The GRS ensures that complaints received are promptly reviewed in order to address project-related concerns. Project affected communities and individuals may submit their complaint to the WB’s independent Inspection Panel which determines whether harm occurred, or could occur, as a result of WB non-compliance with its policies and procedures. Complaints may be submitted at any time after concerns have been brought directly to the WB's attention, and Bank Management has been given an opportunity to respond. For information on how to submit complaints to the WB’s corporate Grievance Redress Service (GRS), please visit [*http://www.worldbank.org/en/projects-operations/products-and-services/grievance-redress-service*](http://www.worldbank.org/en/projects-operations/products-and-services/grievance-redress-service). For information on how to submit complaints to the WB Inspection Panel, please visit [*www.inspectionpanel.org*](http://www.inspectionpanel.org/).

## Public consultation process

The WB standard on Stakeholder Engagement and Information Disclosure 10 (ESS 10) recognizes the importance of open and transparent engagement between the Borrower and project stakeholders as an essential element of good international practice. Effective stakeholder engagement can improve the environmental and social sustainability of projects, enhance project acceptance and make a significant contribution to successful project design and implementation. Pursuant to the WB requirements, stakeholder engagement is a process implemented throughout project life-cycle, and it is most effective if launched at early stage of project development. Engagement should begin as early as possible at project preparation, as timely identification of and consultation with the stakeholders enable views and opinions of these groups to be taken into account in the project design and implementation.

In line with these requirements, set of documents in English and local language, including:

\* the Environmental and Social Management Framework (ESMF);

\* the Environmental and Social Commitment Plan (ESCP);

\* the Stakeholder Engagement Plan (SEP);

\* the Resettlement Policy Framework (RPF); and

\* the Labor Management Plan (LMP).

have been disclosed to the public through the website of PIU, Local Governments, and a public consultation are ongoing, adapted to the restrictions related to public gatherings caused by the COVID-19 pandemic.

# REPORTING, Monitoring AND EvaluaTION

**Progress reports** are neccesary to be regularly submited in accordance with agreed arrangements, as well as requirements of the FB&H Government i.e. line Ministry.

PIU will prepare following reports:

* *Semi-annual progress and financial management reports;*
* *FMR – quarterly;*
* *Informations about the Project implementation (IP) – quarterly for line Ministry and FB&H Government;*
* *All other project information on request.*

**Monitoring & Evaluation**

The Project’s Monitoring and Evaluation (M&E) system will be aligned with the Results Framework and Theory of Change.

M&E activities will focus on:

1. continuous data collection for the Results Framework and related indicators;
2. regular results monitoring of all project component activities;
3. a Mid-Term Review; and
4. an end-of-project impact assessment.

Data collected during project preparation will serve as baseline for some indicators, while for other baselines will be established early in project implementation and will be compared against follow-up data collected during and at the end of project implementation.

Note: See Annex XIII – FB&H Result Framework

# PREPARATION TECHNICAL SPECIFICATIONS, Terms of references

During process of POM preparation: (i) FB&H FMoAWMF-Extension department have sent the draft TOR for developing a Registry of Agricultural Advisory Services, Registry of Agricultural Advisors, and Web Portal of the Public Agricultural Advisory Service in the Federation of BiH (Note: See Annex XIV – FB&H – Draft ToR for Extension Service); (ii) FB&H FMoAWMF – IT Department have sent the draft ToRs for local IT Consultants as follows:

Upgrading the beekeeper register as a module in the FCR;

Connecting with applications of other institutions (IDDEEA, Tax Administration FBiH, Indirect Taxation Authority BiH, FUZIP, etc.);

IS for livestock breeding and selection activities;

Vineyards and wine producers IS – VWIS;

Implementation of other registers/data bases within the competence of the Ministry.

(Note: See Annex XV – FB&H – Draft ToRs for local IT Consultants)

# ANNEXES

**ANNEX I - TABLE 1** **PROJECT COST PER COMPONENTS AND SOURCE OF FUNDING**

**ANNEX II - DETAILED LIST OF LABORATORIES UNDER FB&H VETERINARY INSTITUTIONS & AGENCIES**

**ANNEX III – TERMS OF REFERENCES OF PIU STAFF**

**ANNEX IV - DETAILED LIST OF ALL ACTIVITIES, TASKS AND PROCESSES**

**ANNEX V – PROCESS FROM PROJECT-DESIGN PHASE TO AFTER-CONSTRUCTION PHASE**

**ANNEX VI – SAMPLE TERMS OF REFERENCE FOR PROJECT DESIGN**

**ANNEX VII - AGREED IRRIGATION SCHEMES SELECTION CRITERIA**

**ANNEX VIII – PROJECT COST TABLES**

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**ANNEX XI - ENVIRONMENTAL AND SOCIAL SCREENING QUESTIONNAIRE**

**ANNEX XII - SAMPLE GRIEVANCE FORM**

**ANNEX XIII – FB&H RESULTS FRAMEWORK**

**ANNEX XIV – FB&H – DRAFT ToR FOR EXTENSION SERVICES**

**ANNEX XV – FB&H – DRAFT TORS FOR LOCAL IT CONSULTANTS**

# ANNEX I - TABLE 1 PROJECT COST PER COMPONENTS AND SOURCE OF FUNDING



# ANNEX II - DETAILED LIST OF LABORATORIES UNDER FB&H VETERINARY INSTITUTIONS & AGENCIES

1. Veterinary Faculty, University of Sarajevo – Veterinary Institute Sarajevo (Animal Health Control Center and Laboratory for molecular-genetic and forensic testing);
2. Bihać Veterinary Institute – Laboratory for raw milk quality control;
3. Tuzla Canton Veterinary Institute – Laboratory for raw milk control and Physicochemical Laboratory;
4. Hercegovina-Neretva Canton Veterinary Institute, Mostar – Microbiological Laboratory and Bee Diseases Testing Laboratory;
5. Health and Food Safety Institute, Zenica – Veterinary Institute Zenica – (Microbiology Laboratory and Physicochemical Laboratory.
6. Federal Agro - Mediterranean Institute Mostar – Laboratory for food quality

# ANNEX III – TERMS OF REFERENCES OF PIU STAFF

**Component 4: Project Management; Terms of Reference for PIU staff**

* + 1. **Project Director**

**1. No of incumbents:** 1 (one)

**2. Job Description:**

* Overall responsibility on project management and implementation based on relevant the FB&H Government decision;
* Presents and represents FMAWF - PIU Forestry and Agriculture;
* Defines work plan as per table preview;
* Responsibility for delivering specific project objective withing the constraints of the ARCP;
* Management of the scope, schedule, cost anf quality of defined project activities;
* Control the asigned project resources to the best meet project objectives;
* Coordination of activities and cooperation with the Project Coordinator and international financial and other institutions that finance implementation of specific projects,
* Cooperation with other organisations in relation to planning and implementation of specific projects;
* Managing loan proceeds and other funds including withdrawal of funds from designated accounts;
* Contract management (sign and verifies the contracts and other documents) ; and oversight of procurement of goods and services under entrusted projects, as well as for PIU needs;
* Signature of project-related contracts,
* At the end of each year, approves the work plan and also the financial plan for the next year.
* Selection and recruitment of PIU and specific project staff with consent obtained from federal minister;
* Any other tasks upon instruction of the line ministry and FB&H Government

**3. Requirements:**

**3.1. Qualifications:**

* University degree, Faculty of Forestry, Agriculture or Economy

**3.2. Experience:**

* Minimum 10 years of professional experience;
* Minimum 5 years of experience in program and project management relevant field; proved skills in work on management and supervision of Internationally funded Projects is advantage;
* Experience also must include tasks in field of Finance and Administration, Public relations and communications;
* Experience in work with international organizations also presents the advantage;

**3.3. English language:**

* Proficient in verbal and written English language

**3.4. Computer literacy:**

* Good knowledge of IT (Word, Excel, Power Point etc.)

**3.5. Driving license:**

* B category

**3.6. Other:**

* Good organisational skills;
* Expressed communication skills, that is capability of undertaking the initiative, sense for synthesis, possessing the organizational personal dynamics skills as the possibility for team work and preparation of appropriate plans and Reports on activities;
* Experience in cooperation with international organisations.
  + 1. **Financial Management Specialist**

**1. No of incumbents:** 1 (one)

**2. Job Description:**

Oversee all the financial issues of each of the Project components

* Supervising all financial matters of each Project component;
* Prepare and provide adequate and timely administrative and financial information to the Project Director, and to the beneficiary institutions and agencies responsible for implementing the Project to enable them to make informed decisions;
* Ensure timely payment of all Project related expenditures;
* Maintain the Project’s Designated Account for the FBiH portion of the Project in accordance with IBRD procedures;
* Prepare the annual budget based on input from all involved stakeholders for the FBiH part of the Project;
* Follow-up the disbursements and control the implementation of the budget by the financing institutions and the Government;
* Responsible for closing the Project financial operations every month and for accounts reconciliation including adequate documentation and filing. Provide the management with updated financial information;
* Elaborate and update the Project’s chart of accounts;
* Operate the Project’s bank accounts;
* Establish and maintain communication with the auditors in the process of annual audit of project financial statements;
* Control supporting documents that justify advances to the engaged experts and to contractors;
* Prepare, implement and review annual budgeted funds versus actual expenditures;
* Prepare interim un-audited financial reports for the World Bank and annual project financial statements;
* Prepare withdrawal applications including Statements of Expenditures (SOEs) according to World Bank disbursement handbook;
* Ensure safe custody of all financial records for review by Bank Missions and External Auditors;
* Responsible for proper financial management of Project’s funds;
* Liaison with banks maintaining the accounts of the Project;
* Develop and ensure compliance with internal financial control rules and regulations;
* Prepare and approve the personnel pay roll;
* Any other tasks upon instruction of the PIU Director.

**3. Requirements:**

**3.1. Qualifications:**

* University degree (or equivalent) in Business Administration, Finance, Accounting

**3.2. Experience:**

* Experience in program and project management is advantage;
* 3 to 5 years of professional experience in financial management;
* Good understanding of Government financial management regulations and systems;
* Experience in work with international organizations also presents the advantage;

**3.3. English language:**

* Proficient in verbal and written English language

**3.4. Computer literacy:**

* Good knowledge of IT (Word, Excel, Access etc.)

**3.5. Other:**

* Good organisational skills;
* The candidate must have superior communication and social skills; the candidate must show initiative, synthesis, organisation and personal dynamism, as well as capacity to work with teams and prepare adequate plans and reports
* Have a clean criminal record

**4. Outputs**

The major output of the work will be satisfactory, professionally conducted financial and administrative procedures under the Project.

**5. Working conditions**

The Financial Management Specialist will be a full-time position within the Project and will be offered opportunities to develop professionally by attending relevant World Bank training events and courses during the term of the contract. The remuneration will be paid on a monthly basis. The Specialist will be stationed in the premises of the FMAWF - PIU in Sarajevo, but should be ready to travel to various project sites throughout the country, hold numerous meetings and work under pressure.

**6. Duration**

The Financial Management Specialist will be hired on a trial basis (three months) and will then be confirmed based on satisfactory performance. Upon confirmation, the contract will last at least two years, subject to satisfactory performance (based on the annual audit), but not exceed the duration of the Project.

**7. Reporting**

The Financial Management Specialist is subordinated and will report to the Project Director. He/she will submit to the monthly time-sheets to account for the actual days worked during the calendar month.

* + 1. **Procurement Specialist**

**1. No of incumbents:** 1 (one)

**2. Job Description:**

The procurement specialist will be charged with the following tasks:

* Based on the work plan, develop annual implementation plans, as part of the five-year project procurement plan and have it approved by the Project Director and the World Bank;
* Consolidate requests for procurement of goods, works, technical and consulting services;
* Prepare, in conjunction with the Project Coordinators and representative of federal, cantonal and local institutions and organizations procurement documents (e.g., invitations to bid, standard bidding documents, bid clarification and eventual amendments, bid evaluation reports, etc.); obtain timely relevant approval for procurement documents;
* Obtain timely World Bank no-objections for procurement documents;
* Conduct advertising with free internet access in Development Gateway’s dgMarket/UN Development Business online, the national newspapers/official gazette, and the website of FB&H PIU for the procurement of goods, works, technical and consulting services, required for the project;
* Organize and assists manage pre-bid conferences; conduct the bid opening process and prepare the minutes of bid opening; in due time for bid evaluations, organize and support evaluation committees, take part in the evaluation committees, (as appropriate, economize evaluation efforts by identifying standing members to serve on various evaluation committees under the project); ensure proper documentation of committees’ deliberations and findings; ensure timely approval by the Project Director of recommendations and prospective contracts; review the draft contract and obtain "no objection" for evaluation reports and draft contracts from the World Bank;
* Prepare correspondence and coordinate with the World Bank, and ensure the forwarding of copies of signed contracts to the World Bank to facilitate disbursement;
* Track progress of procurement activities against the annual plans, highlight variations in progress, record reasons and identify remedial actions; report this to the Project Director on a monthly basis;
* Prepare and submit for Bank review periodic procurement progress reports, keep list of completed, on-going and planned contracts and keep updated list of contracts subject to the World Bank post review;
* Revise the procurement plan in coordination with all relevant Project’s institutions and organizations as needed, and submit to the Project Director for approval and the WB for no-objection if necessary.
* Procurement specialist is subordinated to the PIU Director and will report to the PIU Director.
* Procurement Specialist will conduct his/her tasks in line with specialty regulations and requirement of job position as the instructions from Project Coordinator and PIU Director.
* Any other tasks upon instruction of the PIU Director.

**3. Requirements:**

**3.1. Qualifications:**

* Relevant University degree

**3.2. Experience:**

* 3-5 years general/professional experience
* Relevant experience in procurement for goods, works, technical and consulting (TA) services associated with the implementation of projects financed by the World Bank or other international donors.
* Familiarity with guidelines and procedures of Bosnia and Herzegovina and WB procurement processes a plus
* Experience in work with international organizations also presents the advantage;

**3.3. English language:**

* Proficient in verbal and written English language

**3.4. Computer literacy:**

* Good knowledge of IT (Word, Excel, Access etc.)

**3.5. Other:**

* Good organisational skills;
* The candidate must have superior communication and social skills; the candidate must show initiative, synthesis, organisation and personal dynamism, as well as capacity to work with teams and prepare adequate plans and reports
* Have a clean criminal record

**4. Outputs**

The major output of the work will be satisfactory, professionally conducted procurement procedures under the Project.

**5. Working conditions**

The Procurement Specialist will be a full-time position within the Project and will be offered opportunities to develop professionally by attending relevant World Bank training events and courses during the term of the contract. The remuneration will be paid on a monthly basis. The Specialist will be stationed in the premises of the FMAWF – PIU in Sarajevo, but should be ready to travel to various project sites throughout the country, hold numerous meetings and work under pressure.

**6. Duration**

The Procurement Specialist will be hired on a trial basis (three months) and will then be confirmed based on satisfactory performance. Upon confirmation, the contract will last at least two years, subject to satisfactory performance (based on the annual audit), but not exceed the duration of the Project.

**7. Reporting**

The Procurement Specialist is subordinated and will report to the Project Director. He/she will submit to the monthly time-sheets to account for the actual days worked during the calendar month.

* + 1. **Civil engineer**

1. **No of incumbents:** 1 (one)

**2. Job Description:**

Consultant will be hired for providing TA in reviewing the project proposals/applications, BoQ and technical specifications sent by municipalities /towns in the Project within sub component 2.2 of ARCP.

* Preliminary review and detailed analysis of proposed town/municipality application, for irrigation & drainage subprojects designs,
* Conducting control on the site and supervising all designs in municipalities/towns in order to verify eligibility criteria and quality of proposed sub-designs in line with Project criteria;
* Harmonizing proposed sub-designs with local regulations, technical standards as the check of works description;
* Proposing correction measures in case of deficiencies in proposed designs or in case of missing documentation;
* Preparation of additional requests for authorized department in Municipality to update BoQ and types of works for missing items, if necessary;
* Ensuring full harmonization of all proposed designs with Project Operation Manual and other employer and Project investor recommendation;
* Monitoring the results of specific activities in line with defined forms and Result Framework;
* Verifies monthly invoices, bills and confimations on payment presented by contractor in terms of truthfullness and precision of data in terms of volume and qulaity of conducted works;
* Evaluates potential justification for extension of timeline for works and submits his/hers recommendations to the Project Director;
* Ensures that requests quoted in contract conditions referring conducting of works are strictly abide by;
* Together with Project Director, participates in consultations with relevant Town/Municipality departments and other stakeholders;
* Provides assistance to the Project Director and Procurement Specialist (PIU) in preparation of tender document foe phases of work.
* Any other tasks upon instruction of the PIU Director.

**3. Requirements:**

**3.1. Qualifications:**

* Relevant University degree

**3.2. Experience:**

* + Up to 10 of professional experience in relevant field and similar assignments;
  + Knowledge on state legislation, technical standards and regulations,
  + Basic knowledge of environmental and social safeguards, including ESMF and specific EMP
  + Ability to conduct preliminary review of potential environmental and open social issues.

**3.3. English language:**

* Proficient in verbal and written English language

**3.4. Computer literacy:**

* Good knowledge of IT (Word, Excel, Access, Power Point etc.)

**3.5. Other:**

* Good organisational skills;
* The candidate must have superior communication and social skills; the candidate must show initiative, synthesis, organisation and personal dynamism, as well as capacity to work with teams and prepare adequate plans and reports
* Have a clean criminal record

**4. Outputs**

The major output of the work will be satisfactory, professionally conducted procurement procedures under the Project.

**5. Working conditions**

Civil Engineer will be a full-time position within the Project and will be offered opportunities to develop professionally by attending relevant World Bank training events and courses during the term of the contract. The remuneration will be paid on a monthly basis. He/she will be stationed in the premises of the FMAWF – PIU in Sarajevo, but should be ready to travel to various project sites throughout the country, hold numerous meetings and work under pressure.

**6. Duration**

The Civil Engineer will be hired on a trial basis (three months) and will then be confirmed based on satisfactory performance. Upon confirmation, the contract will last at least two years, subject to satisfactory performance (based on the annual audit), but not exceed the duration of the Project.

**7. Reporting**

The Civil Engineer is subordinated and will report to the Project Director. He/she will submit to the monthly time-sheets to account for the actual days worked during the calendar month.

* + 1. **Safeguard Specialist (including M&E activities)**

**1. No of incumbents:** 1 (one)

**2. Job Description:**

* Monitors timetable of project implementation in relation to the set environmental & social protection objectives in line with the developed ESMF, EMPs, ESCP, SEP, LMP and RPF;
* Monitors project implementation and its compliance with the Bank’s Operational Safeguards Policies;
* Coordinate monitoring and evaluation activities (M&E) among the Entity-level Ministries and other institutions and organizations on the state, federal, cantonal and local level;
* The M&E specialist will be responsible for following up with the Results Framework of the Project. She/he will compile all the information obtained from the relevant institutions and organizations and present the data in coherent six monthly reports that will be provided to the Project Coordinator, Project Director and the World Bank. This information will be further reviewed and confirmed by regular World Bank supervision missions.\
* Contribute to the Project promotion as well as to the achievement of the Project objectives.
* Establish and maintain working relations with the officers and consultants of the World Bank and other international and national organizations, which will contribute to the realization of the Project.
* Execute Project tasks as identified by the Project Director, Project Steering Committee;
* Any other tasks upon instruction of the PIU Director.

**3. Requirements:**

**3.1. Qualifications:**

* University degree (or equivalent) in a specialization relevant to the terms of reference

**3.2. Experience:**

* 3 to 5 years of professional experience in a relevant field of activity; proven skills in agriculture, water management, transport and rural development project management and supervision a plus.
* Experience in work with international organizations also presents the advantage;

**3.3. English language:**

* Proficient in verbal and written English language

**3.4. Computer literacy:**

* Good knowledge of IT (Word, Excel, Access etc.)

**3.5. Other:**

* Good organisational skills;
* The candidate must have superior communication and social skills; the candidate must show initiative, synthesis, organisation and personal dynamism, as well as capacity to work with teams and prepare adequate plans and reports
* Have a clean criminal record

**4. Outputs**

The major output of the work will be satisfactory, professionally conducted monitoring and evaluation of the Project.

**5. Working conditions**

The Safeguard (including M&E) specialist will be a full-time position within the Project and will be offered opportunities to develop professionally by attending relevant World Bank training events and courses during the term of the contract. The remuneration will be paid on a monthly basis. The Safeguard specialist will be stationed in the premises of FB&H PIU in Sarajevo, but should be ready to travel to various project sites throughout the country, hold numerous meetings and work under pressure.

**6. Duration**

The Safeguard specialist will be hired on a trial basis (three months) and will then be confirmed based on satisfactory performance. Upon confirmation, the contract will last at least two years, subject to satisfactory performance (based on the annual audit), but not exceed the duration of the Project.

**7. Reporting**

The Safeguard Specialist is subordinated and will report to the Project Director and Project Coordinator. He/she will submit to the monthly time-sheets to account for the actual days worked during the calendar month.

**f) Accounting Assistant**

**1. No of incumbents:** 1 (one)

**2. Job Description:**

The Accounting Specialist will work on following tasks:

* Management of Invoice Book and controlling of invoices upon reception, management of archive/documentation regarding payment requests (compensations) in ARCP.
* Managing of operational expenses of PIU for projects implemented by the PIU:
  + Calculation of salaries and contracts with PIU employees and consultants, calculation of tax obligation and preparation and submission of prescribed forms to tax institution and Insurance Institute. Registration and cancellation of registration employees.
  + Gathering and submission of data regarding tax cards of employees,
  + Payment of on-going obligations of the PIU,
  + Payment of salaries and reimbursement,
  + Preparation and calculation of annual income for PIU employees and consultants,
  + Payment of invoices
  + Preparation of covering letters,
  + Petty cash management,
  + Filling-out/calculation of travel orders and other compensations for employees
* Monitoring and application of laws and regulations in a scope of his/her work;
* Preparation of VAT refund requests;
* Work with local banks; ministries and other institutions;
* Other tasks/assignments designated by the PIU Director and Financial

**3. Requirements:**

**3.1. Qualifications:**

* University degree, Faculty of Economy or similar

**3.2. Experience:**

* minimum 3 years of accounting experience
* Experience in work with international organizations also presents the advantage;

**3.3. English language:**

* Proficient in verbal and written English language

**3.4. Computer literacy:**

* Good knowledge of IT (Word, Excel, Access etc.)

**3.5. Other:**

* The candidate must have superior communication and social skills; the candidate must show initiative, synthesis, organisation and personal dynamism, as well as capacity to work with teams and prepare adequate plans and reports
* Have a clean criminal record

**4. Outputs**

The major output of the work will be satisfactory, professionally conducted financial and administrative procedures under the Projects.

**5. Working conditions**

The Accounting Specialist will be a full-time position within the Project and will be offered opportunities to develop professionally by attending relevant World Bank training events and courses during the term of the contract. The remuneration will be paid on a monthly basis. The Specialist will be stationed in the premises of the FMAWF – PIU Forestry and Agriculture but should be ready to travel to various projects sites throughout the country, hold numerous meetings and work under pressure.

**6. Duration**

The Accounting specialist will be hired on a trial basis (three months) and will then be confirmed based on satisfactory performance. Upon confirmation, the contract will last at least two years, subject to satisfactory performance (based on the annual audit), but not exceed the duration of the Project

* + - 1. **Secretary/translator**

**1. No of incumbents:** 1 (one)

**2. Job Description:**

The Secretary / Translator will work on following tasks:

* Provides assistance to Director in organizing tasks referring PIU forestry and Agriculture operation;
* Conducts administrative-technical tasks;
* Coordinates monitoring:
* Translates all Project documents as per PIU Director order;
* Provides translation services for PIU Forestry and Agriculture consultants;
* Conducts other tasks as per Director order

**3. Requirements:**

**3.1. Qualifications:**

* Completed High school education administrative or grammar school
* State license exam passed

**3.2. Experience:**

* Minimum 1 year of experience;
* Adequate organizational experience/skills
* Experience in translation of agriculture, civil engineering, water management and forestry terminology
* Experience in work with international organizations also presents the advantage;

**3.3. English language:**

* Proficient in verbal and written English language

**3.4. Computer literacy:**

* Good knowledge of IT (Word, Excel, Access etc.)

**3.5. Other:**

* The candidate must have superior communication and social skills; the candidate must show initiative, synthesis, organisation and personal dynamism, as well as capacity to work with teams and prepare adequate plans and reports
* Have a clean criminal record

**4. Outputs**

The major output of the work will be satisfactory, professionally conducted financial and administrative procedures under the Projects.

**5. Working conditions**

The Secretary / Translator will be a full-time position within the Project. The remuneration will be paid on a monthly basis. She /he will be stationed in the premises of the FMAWF – PIU Forestry and Agriculture but should be ready to travel to various projects sites throughout the country, hold numerous meetings and work under pressure.

**6. Duration**

The Secretary / Translator will be hired on a trial basis (three months) and will then be confirmed based on satisfactory performance. Upon confirmation, the contract will last at least two years, subject to satisfactory performance (based on the annual audit), but not exceed the duration of the Project

# ANNEX IV - detailed list of all activities, tasks and processes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STAGE** | **ACTIVITIES** | **Responsible** | **Requires** | **Enables** |
|
|  | ***1. Project Design Phase I-Data gathering & analysis*** |  |  |  |
| *1.1. Geodetic layer - Geodetic and other surveys* | Project Design Company,  Municipality | Data from Municipality | 3D model,  Cadastral data |
| *1.2. Development of 3D terrain model* | Project Design Company | Field/Desk work | Conceptual Designs,  Draft Main Design |
| *1.3. Cadastral data* | Project Design Company,  Municipality | Data from Municipality | Conceptual Designs,  Draft Main Design |
| *1.4. Climate characteristics of area* | Project Design Company,  Municipality | Data from Federal Hydrometeorological Institute | Conceptual Designs,  Draft Main Design |
| *1.5. Hydrological characteristics of the area* | Project Design Company,  Municipality | Data from Water Agencies | Conceptual Designs,  Draft Main Design |
| *1.6. Hydro-geological Elaborate* | Project Design Company | Data from Municipality | Conceptual Designs,  Draft Main Design |
| *1.6.1 Hydro-geological characteristics of the area* | Project Design Company | Data from Municipality | Conceptual Designs,  Draft Main Design |
| *1.6.2. Hydro-geological exploration works – test*  *drills* | Project Design Company,  authorised laboratories | Approval from municipalities, Field work | Conceptual Designs,  Draft Main Design |

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| --- | --- | --- | --- | --- |
| **STAGE** | **ACTIVITIES** | **Responsible** | **Requires** | **Enables** |
|
|  | *1.7. Irrigation water quality - multi-month analysis* | Project Design Company,  authorised laboratories | Field work | Conceptual Designs,  Draft Main Design |
| *1.8. Agriculture Study* | Project Design Company | Data from Municipality, Farmers | Conceptual Designs,  Draft Main Design |
| *1.8.1. Agriculture production in 2018* | Project Design Company | Data from Municipality and Farmers | Conceptual Designs,  Draft Main Design |
| *1.8.2. Agriculture production - mid-term plan &*  *field surveys (questionnaire)* | Project Design Company |
|  | *1.8.3. Determination of needs of crops for water* | Project Design Company |  |  |
| *1.9. Development of irrigation hydro-module* | Project Design Company |
| *1.10. Determination of necessary water quantities* | Project Design Company |
| *1.11. Conceptual Designs (minimum 3)* | Project Design Company | Field/Desk work | Conceptual Designs,  Draft Main Design |
| *1.12. Cost & Benefit Analysis* | Project Design Company | Field/Desk work | Conceptual Designs,  Draft Main Design |
| *1.13. Public Discussion* | PIU,  Project Design Company,  Municipality | Participation of all stakeholders | Conceptual Design,  Draft Main Design |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STAGE** | **ACTIVITIES** | **Responsible** | **Requires** | **Enables** |
|
|  | ***2. Project Design-Development of Conceptual***  ***design*** | Project Design Company | Field/Desk work | Urban approval,  Preliminary Water approval,  Draft Main Design |
|  | ***3. Urban approval*** | Municipality / Town / Canton,  Project Design Company | Conceptual design | Draft Main Design |
|  | ***4. Preliminary water approval*** |  |  |  |
| *4.1. Study for preliminary water approval* | Project Design Company | Field/Desk work | Preliminary Water approval,  Water Consession,  Water approval |
| *4.2. Obtaining of preliminary water approval* | Water Agencies and Municipalities | Study for preliminary water approval | Water Consession,  Water approval,  Water permit |
|  | ***5. Draft Main Design*** | Project Design Company | Conceptual Design,  Urban approval,  Preliminary Water approval | Audit of Main Design,  Main Design,  Water Consession,  Water approval,  Construction permit |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STAGE** | **ACTIVITIES** | **Responsible** | **Requires** | **Enables** |
|
|  | ***6. Audit of Main Design*** | Audit Company, PIU | Draft Main design | Main Design,  procurement of works |
|  | ***7. Main Design*** | Project Design Company | Cleared report on Main Design | Water Consession,  Water approval,  Construction permit,  Water permit and procurement of works |
|  | ***8. Water Consession*** |  |  |  |
| *8.1. Submission of request* | Municipality,  Project Design Company | Main design | Water Consession,  Water permit |
|  | *8.2. Development of economic justification study* | Licensed Company | Main design | Water Consession,  Water permit |
|  | *8.3. Forming of Consession Committee* | Line Cantonal Ministry | Economic justification study | Water Consession,  Water permit |
|  | *8.4. Facilitation of the process* | Consession Committee | Economic justification study | Water Consession,  Water permit |

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| **STAGE** | **ACTIVITIES** | **Responsible** | **Requires** | **Enables** |
|
|  | ***9. Water approval*** |  |  |  |
| *9.1. Submission of Request & Main design* | Municipality,  Project Design Company | Main design | Construction permit |
| *9.2. Water approval issued* | Water Agencies | Main design | Water approval,  Water permit |
|  | ***10. Social policies*** |  |  |  |
| *10.1. Contracts on temporary and permanent land*  *acquisition* | Municipality, PIU | Conceptual design | Construction permit,  procurement of works |
|  | ***11. Environmental policies*** |  |  |  |
| *11.1. ToR preparation* | PIU, TA | PAD | Publishing of EoI |
| *11.2. Publishing of EoI* | PIU | ToR | Evaluation and contract signing |
| *11.3. Evaluation and contract signing* | Evaluation Committee  (PIU and End user) | EoIs from Consultants | Contract signing |
| *11.4. Public consultations on draft EMP* | Consultant, PIU | participation of local stakeholders | Environment Management Plan |
| *11.5. Environment Management Plan* | Consultant, PIU | Conceptual design | Procurement of works |

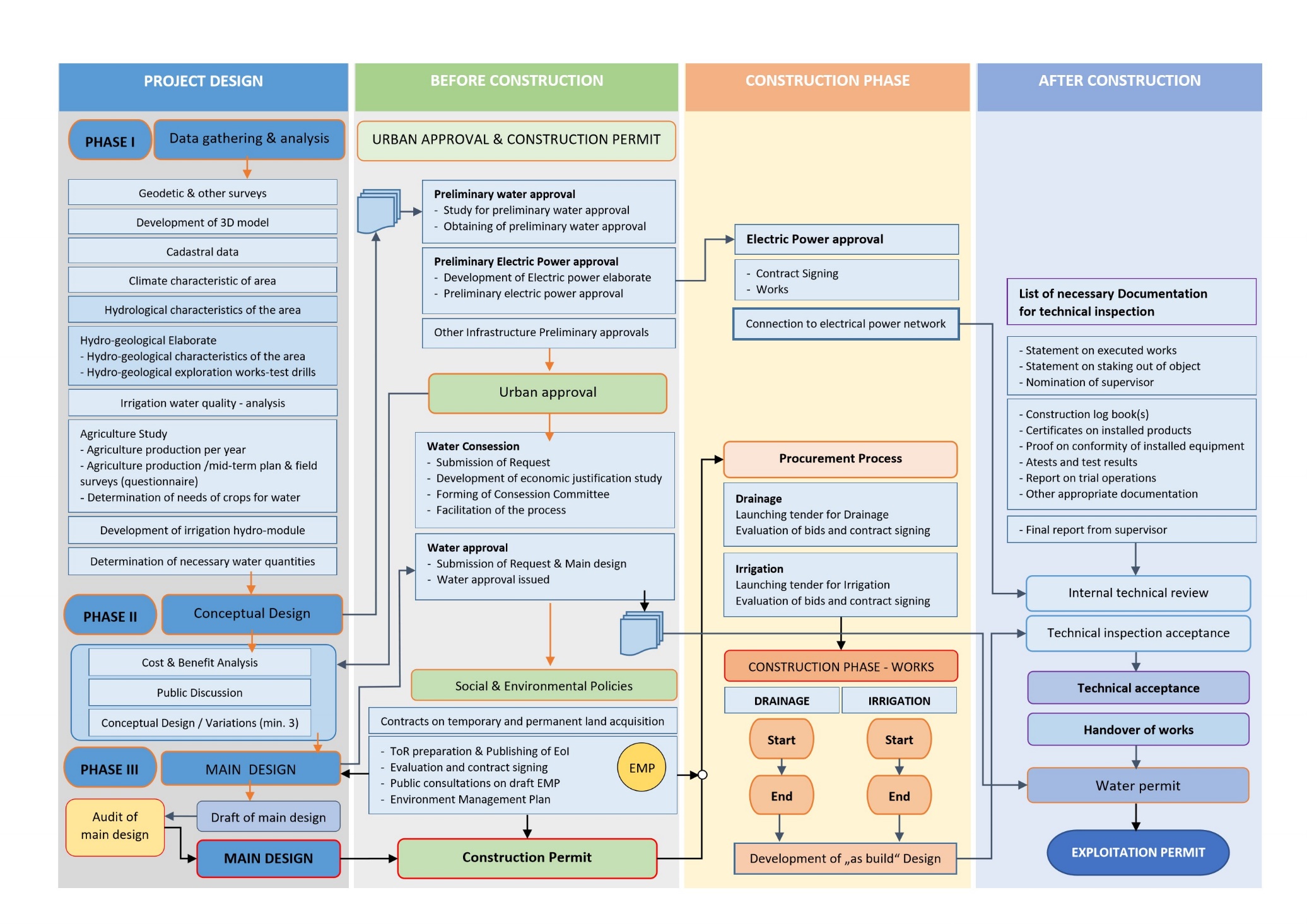
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| --- | --- | --- | --- | --- |
| **STAGE** | **ACTIVITIES** | **Responsible** | **Requires** | **Enables** |
|
|  | ***12. Construction permit*** | Municipality / Town / Canton | Water approval,  Contracts on temporary and permanent land acquisition | Works contract signature |
|  | ***13. Electric power approval*** | Municipality | Electric power elaborate | Electric power approval |
|  | *13.1. Development of Electric power elaborate* | Licensed Company | Field/Desk work and  conceptual design | Electric power elaborate,  Preliminary electric power approval, and  Electric power approval |
|  | *13.2. Preliminary electric power approval* | PE for electric power | Electric power elaborate | Preliminary electric power approval |
|  | *13.3. Electric power approval* | PE for electric power | Electric power elaborate,  Preliminary electric power approval | Contract signing |
|  | *13.4. Contract signing* | PIU and PE for electric power | Electric power elaborate,  No-objection to SSS | Electric power approval |
|  | *13.5. Works & Connection to electrical power*  *network* | PE for electric power, supervisor and contract manager | Built pump station including electronical installation | Handover of works |

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| --- | --- | --- | --- | --- |
| **STAGE** | **ACTIVITIES** | **Responsible** | **Requires** | **Enables** |
|
|  | ***14. Procurement process*** |  |  |  |
| *14.1. Launching tender for Drainage* | PIU,  Project Design Company | Main Design,  Construction permit | Evaluation of bids,  Construction phase |
| *14.2 Evaluation of bids and contract signing-drainage* | PIU, Municipality | Tender for Drainage | Construction phase |
| *14.3 Launching tender for irrigation* | PIU,  Project Design Company | Main Design,  Construction permit | Evaluation of bids,  Construction phase |
| *14.4 Evaluation of bids and contract signing-irrigation* | PIU, Municipality | Tender for Irrigation | Construction phase |
|  | ***15. Construction phase*** |  |  |  |
|  | *15.1. Works start - drainage* | Contractor, PIU, Supervisor, Municipality | Contract for drainage works | Works end - drainage |
|  | *15.2. Works end - drainage* | Contractor, PIU, Supervisor, Municipality | Contract for drainage works | Internal Technical review |
|  | *15.3 Works start - irrigation* | Contractor, PIU, Supervisor, Municipality | Contract for irrigation works | Workd end - irrigation |
|  | *15.4. Works end - irrigation* | Contractor, PIU, Supervisor, Municipality | Contract for irrigation works | Internal Technical review |
|  | *15.5. Development of „as built“ design* | Contractor, Supervisor | Finished works | Internal Technical review  Technical Inspection Acceptance |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STAGE** | **ACTIVITIES** | **Responsible** | **Requires** | **Enables** |
|
|  | *15.6. Internal Technical review* | Contractor, PIU, Supervisor, Municipality | Finished works | Technical Inspection Acceptance |
|  | *15.7. Technical Inspection Acceptance* | Institution that issued Construction permit | Finished works,  Internal Technical review | Exploitation permit |
|  | ***16. Water permit*** | Final beneficiaries and river basin Water Agencies | Preliminary water approval,  Water Consession,  Water approval | Water permit |
|  | ***17. Exploitation permit*** | Municipality / Town / Canton | Finished works,  Internal Technical review,  Technical Inspection Acceptance | Exploitation of facilities |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **LEGEND:** |  |  |
|  | PROJECT DESIGN |  | CONSTRUCTION PHASE |
|  | PERMITS/APPROVALS BEFORE CONSTRUCTION |  | PERMITS/APPROVALS AFTER CONSTRUCTION |
|  | ACTIVITIES BEFORE CONSTRUCTION |  | ACTIVITIES AFTER CONSTRUCTION |

# ANNEX V – PROCESS FROM PROJECT-DESIGN PHASE TO AFTER-CONSTRUCTION PHASE



# ANNEX VI – SAMPLE TERMS OF REFERENCE FOR PROJECT DESIGN

**TERMS OF REFERENCE**

**CONSULTING SERVICES FOR DEVELOPMENT OF IRRIGATION SYSTEM CONSTRUCTION DESIGN IN TOWN OF BIHAĆ/FB&H**

**1. INTRODUCTION**

* 1. **PROJECT BACKGROUND**

Bosnia and Herzegovina Government and the World Bank signed an Agreement on implementation of Irrigation Development Project (IDP) with financial support of International Development Association (IDA). Project was declared effective on March 29, 2013.

The Project Development Objective (PDO) is to improve the performance of the irrigation systems and the irrigation institutions to support agricultural producers in the project areas.

The PDO would be achieved through:

1. rehabilitating irrigation and drainage infrastructure, including construction, reconstruction, upgrading, and modernization, on existing agricultural land;
2. introduction of new technologies in irrigated agriculture; and
3. institutional development, strengthening of water resources management institutions and introducing a participatory approach to water management.

Specific objective of this Project and Terms of reference is to develop Main design (of primary and secondary network) for processes of:

1. construction of irrigation and drainage (option) system in Town of Bihać;
2. conducting supervision during process of execution of cinstruction works on previously mentioned location.
3. **BASIC PROJECT INFORMATION**

Focus of this ToR is project location in the area of Town of Bihać, located in north-western part of Bosnia and Herzegovina and Federation of Bosnia and Herzegovina and it administrativelly belongs to Una-Sana Canton („USK“).

***Town of Bihać – Settlements***

Potential water sources: **1. River Klokot**

**2. Ground water (new wells)**

Subproject location: **Area of local community** **Klokot - Papari, local community Bakšaiš**

**(Areas Kralje - Vrkašići)**

Total net area (ha): **87 ha**

|  |  |  |
| --- | --- | --- |
| **TOWN** | **LOCAL COMMUNITY /**  **PROJECT ZONE** | **AREA OF AGRICULTURAL LAND**  **ha** |
| **BIHAĆ** | Klokot – Papari | 40.2 |
| Bakšaiš (areas: Kralje - Vrkašić) | 46.4 |
| **TOTAL** | 86.6 |

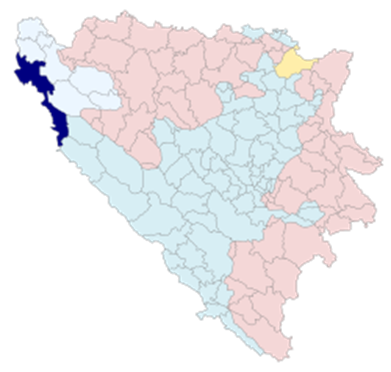
***Table 1: Overview of agicultural areas per Local Communities***

***General information***

*(****Geographic characteristics****)*

According to the census from 2013 Town of Bihac has approx. 56.000 inhabitants. Area of the town is 900 km², which makes 21.8% of the territory of the USK and 1,7% of the B&H.

Geo-traffic position of the Town of Bihac is extremely favorable, considering that the town is in on the route of the main corridors: Western Europe- Mediterranean- Middle East.



***Figure 1: Map of Bosnia and Herzegovina with marked location of the Town of Bihac***

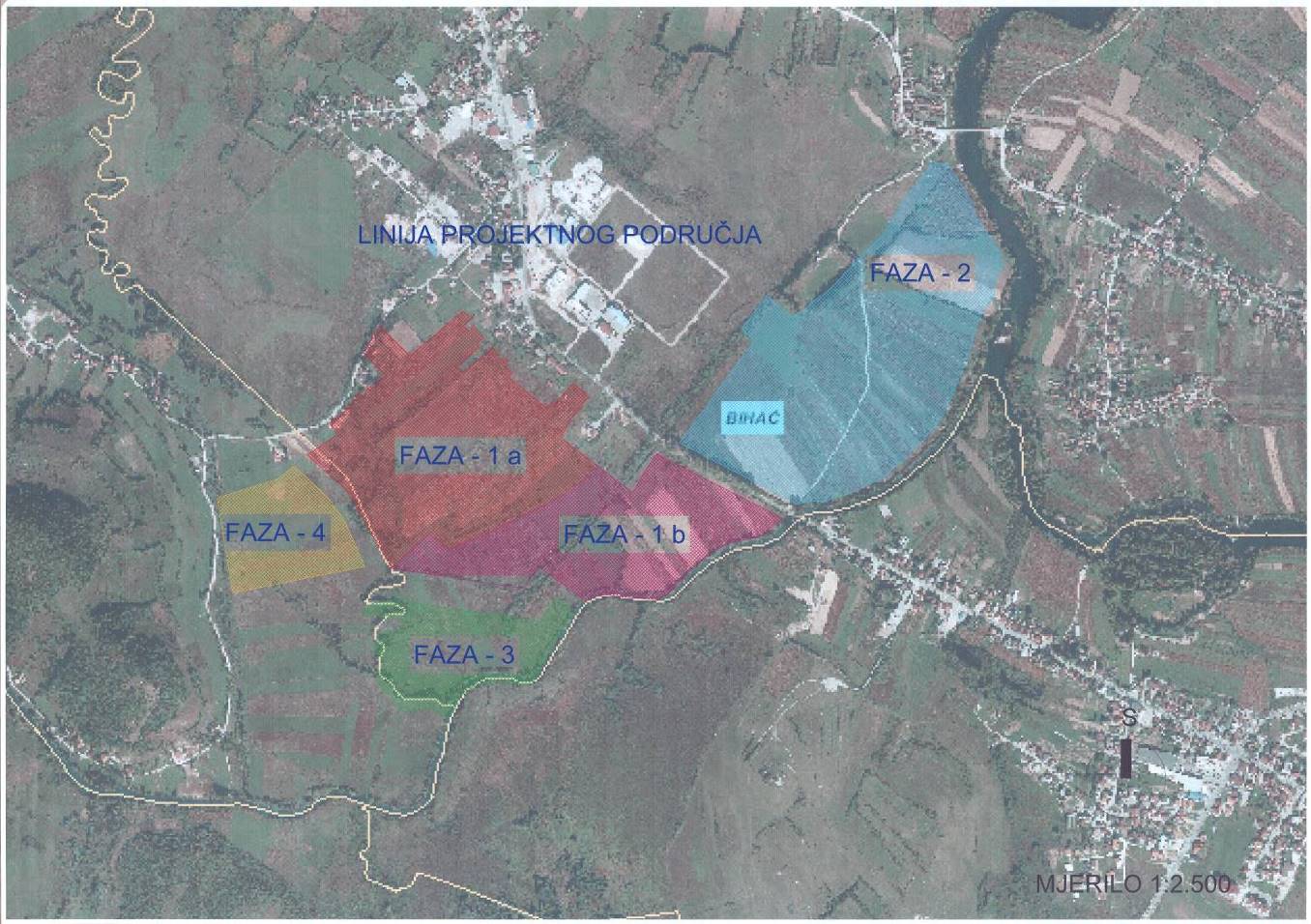
Through the area of Town of Bihać passes a series of international and local roads that link this area with the wider surroundings. Town of Bihac is located directly by the border with Republic of Croatia, and currently is being prepared a very important route that will go diagonally from Bihac to Sarajevo and connect Western Europe with the Middle East, that will have a positive effect on the existing very favorable geo-traffic position.

Terrain of the Town of Bihac is very diverse. It mainly consists of fields, hills and mid-mountain terrain. Average altitude is 224 m, most part of the town area is located on the 600 MSL, while smaller portion is located in the mountain and highland belt with altitudes over 900 meters.

Project area covers two local communities that are MZ Klokot-Papari and MZ Bakšaš (areas Kralje-Vrkašić). According to the census from 1991, there were a total of 705 inhabitants in the area of MZ Klokot and 588 inhabitants in MZ Papari.

River Una makes the basis of hydrographic network in the town area, whose left tributary is river Klokot that runs through the project area.

Of the total town area agricultural land covers approx. 36.000 ha (18.4 % from total agricultural land in USK). Fields cover the area of 13.400 ha, meadows- 10.200ha, pastures- 12.600 h and orchards 538 ha.

**

***Map 2: Map of project area with zones and phases***

*(****Climate****)*

Bihac area has moderate mountainous climate type, but diverse due to influence of air masses from neighboring and wider areas. Summers are warm and dry, winters are cold with a lot of precipitation.

It is moderately humid with mild temperatures, significant sunshine and without strong storm winds.

In the table below shows values of more important weather events:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Median annual values** | **2011** | **2012** | **2013** | **2014** | **2015** |
| Air pressure (mb) | 989,8 | 987,9 | 987,2 | 987,1 | 989,7 |
| Air temperature (0C) | 11,4 | 12,1 | 11,6 | 12,7 | 12,2 |
| Relative humidity (%) | 71 | 69 | 74 | 78 | 75 |
| Cloud cover | 4/8 | 4/8 | 5/8 | 5/8 | 4,6/8 |
| **Annual values** | | | | | |
| Absolute max. air temperature (0C) | 39,6 | 40,0 | 42,0 | 34,6 | 37,9 |
| Absolute min. air temperature (-0C) | -13,2 | -21,0 | -11,0 | -12,3 | -17,5 |
| Precipitation (I/m2) | 886,2 | 1358,3 | 1495,5 | 1934,3 | 1377,7 |
| Number of days with precipitation | 135 | 139 | 165 | 159 | 149 |
| Number of days with snow cover | 57 | 45 | 66 | 21 | 39 |
| Max. height of snow cover (cm) | 41 | 54 | 64 | 34 | 67 |
| Duration of sunshine (h) | 2148,6 | 2333,9 | 1959,2 | 1771,3 | 2066,5 |

***Source: Federal Hydrometeorological Institute (Data in the table is obtained at the weather station Bihac, 246 MSL, coordinates: 44°48'31" N i 15°51'35" E)***

*(****Geo – hydrological characteristics****)*

Geological structure is according to the geological map 1:100.000 (Tumač L33-116 Bihać) complex.

Most represented are the mesozoic formations with the cretaceous period, whose representative is rudist limestone and triassic dolomite.

On the surveyed area there are miocene deposits of neogene age (like carbonate clay, marl and freshwater limestone). The layers are from continental middle miocene epoch that belong to tertiary formations. Soils developed on these substrates are mostly deep, mainly vertisol, and brown eluvial and podzolicsoil.

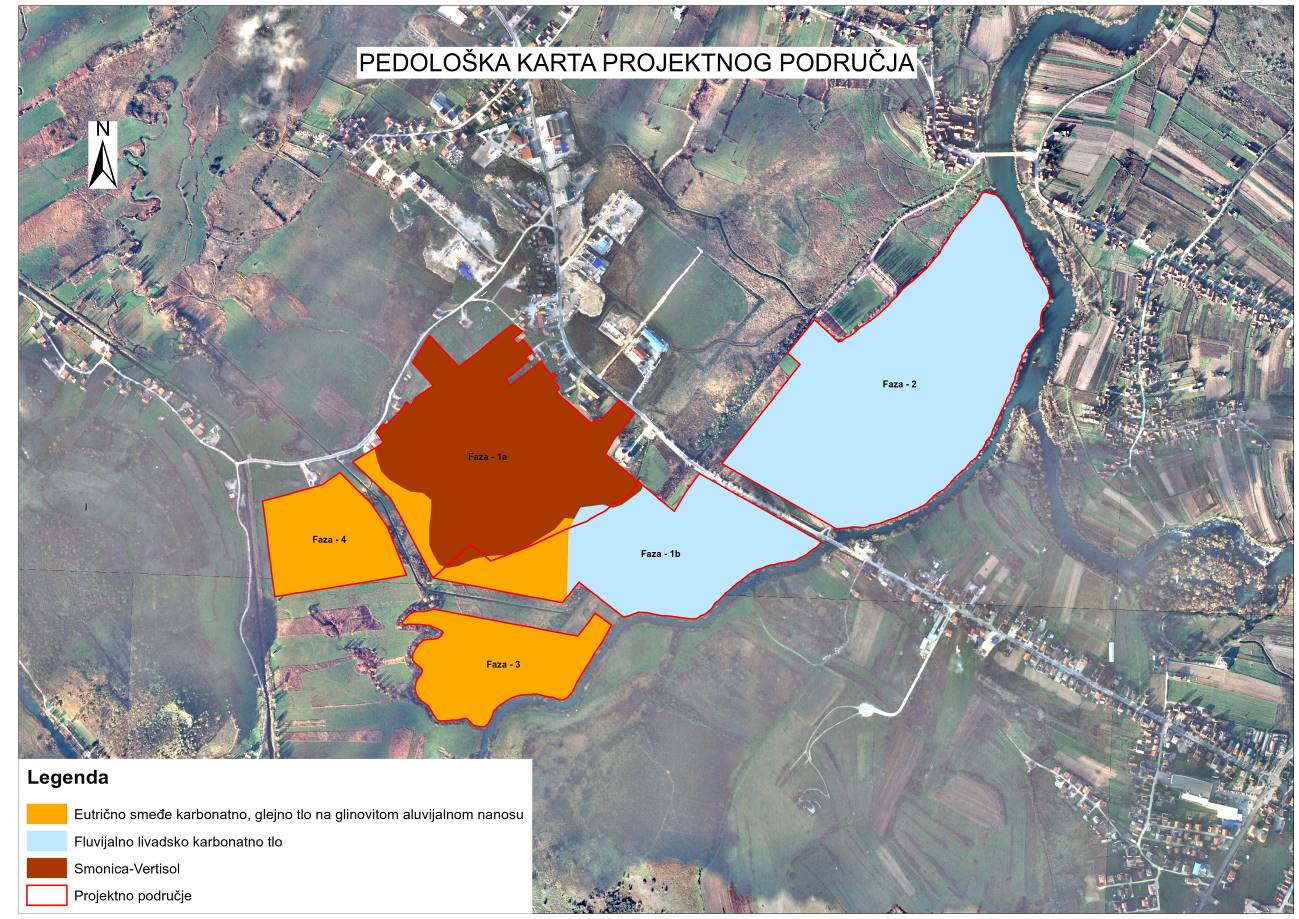
Quaternary deposits cover the most part of the surveyed area. They are divided in pleistocene (flint sand) and holocene (tufa, rock creep, deluvial, alluvial and pond sediments).

Deluvial deposits are formed by accumulation of over-deposited products of deterioration rock exposed to weathering.

On these substrates most common types of soil are fluvial meadow soil and eutric brown eluvial soil. The soils of the surveyed areas are formend on the earlier mentioned geological substrates.

In the project area the following types of soil can be found:

* Eutric brown calcareus, gley soil on clay aluvial deposit
* “Smonica” - Vertisol;
* Fluvial meadow calcareus soil;



***Map 3. Overview of types of soil/land in the project area***

***Description of the types of soil***

***Eutric brown calcareus, gley soil on clay alluvial deposit***

Eutric cambisol has a profile of Ah-Bv-IC.

Depth of the profile is approx. 50-100 cm (depending of the characteristics of the base substrate, stage of development and from degree of erodibility). Characteristic of this type of soil is the presence of texturally lighter and heavier material in layers. In this case, according to pedological survey, prevails a **textural mark of loamy clay with heavier textural content.**

Humus Ah-horizon is not conspicuous and by color can be hardly differentiated from Bv-horizon, which is very characteristic. It has expressed processes of metamorphosis and is yellowish-brown color that comes from iron oxides. This horizon is more compact than Ah-horizon, and contains more particles of clay.

These soils are mostly medium heavy soils, which depends on the mechanical composition and base substrate. Clay content is around 35-45% and it is higher in Bv-horizon.

Textural differentiation is clearly expressed. In natural conditions the structure is stable. Ah-horizon is characterized by very favorable water-air regime, as a result of favorable ratio of macro, medium and fine pores.

Content of humus with these arable soils is in average 2-3%. Humus is well mineralized. These soils have neutral to weak acidic reaction. Ah- horizon has reaction above ph 6,5-7,5, while Bv- horizon is more acidic.

By production characteristic it falls under the soil of medium production value. By fertility it falls behind vertisol and alluvial soils. In comparison with vertisol, it is texturally somewhat lighter and thus more suitable for diverse use.

This soil belongs to the soil that with agro-technical measures can be easily improved.

It is well supplied with potassium. Requires no calcification.

These soils are suitable for all types of cultures, arable crops as well as vegetables and fruit.

In natural conditions on these soils are oak woods. Today, however, these soils are mainly used as arable land. **Total surface of this type of soil is approx. 20, 31 ha**.

***“Smonica” – Vertisol***

“Smonica” is a colloquial term for heavy soil that by its black color and stickiness resembles resin. In expert literature, “smionica” is called vertisol. These soils are named “vertisol” (from Latin word vertere=upside down) based on constant mixing that occurs in A-horizon due to swelling and contraction processes.

Vertisol is soil with Ah- Ah 1C- 1C profile. Typical vertisol is characterized with very powerful humus-accumulating horizon, which can be homogenous through the entire depth. So, they are most commonly 60-120 cm. Arable layer is different by structure and lighter color. Some vertisol soil in A-horizon contains Fe- humate concretions which are hardly noticeable due to the black color of this horizon, and it has smears of iron and manganese. Besides, accumulation of lime can be found in the form of spots, veins and white grains, and especially in Ah IC - horizon.

Ah-horizon is homogenous due to his strong colloidity, where the mobility of particles is difficult.

Substrate has alkaline character which is rich in CaC03 i MgC03.

Vertisol is most common at 200-600 m altitude. They can be found on all forms of terrain, and by origin they can be relict or recent. Today, versitol is a terrestrial soil, because groundwater is very deep (often deeper than 5-10m) and has no significance on pedogenesis.

One of the most significant physical properties of vertisol is high content of clay particles (smaller than 2 microns), that in most cases is over 40%. Such vertisol is classified as heavy clay soil. Vertisol has quite unfavorable physical properties, as a result of high clay content. When it is dry it becomes hard and compact. It shows very prominent swelling characteristics when in wet conditions. Vertisol has 2,5 m deep cracks (up to 15 cm in diameter) which occur during the worm- dry period. At the beginning of rain season water causes the cracks to close. In moist state, vertisol becomes very plastic and sticky, it shows unfavorable water-air regime. Due to the stated properties, vertisol is a cold soil. In moist condition is smears and sticks to the tools, thus gives very little favorable time frame for processing, and are also called “minute soils”. Structure of vertisol is very unstable. It contains very few particle aggregates size of 1-5 mm. Bigger lumps of polyedric shapes prevail.

Humus content in Vertisol is 3-5%. As per reaction Vertisol is poorly acidic to poorly alkaline (pH in H2O mostly has interval 6.5-8.0). Toward deeper layers, content of CaC03 has been increased. Vertisols are relatively reach soil in fertilizers. In intensive use lack of N and P occurs. They are significant since they are in ravines that present centers for agriculture production. In terms of fertility, they come after deep alluvial. Their high potential fertility is the result of deep humus horizon, favorable chemical features and high content of clay particles. As the important unfavorable production features following has to be emphasized: unfavorable physical characteristics, erosion, drought, minor activity of micro organisms and inadequate quantity of nutritive matters.

Almost all surfaces under vertisol are cultivated and mostly used for open field production. Very often they are called «wheat soils», since they provide relatively high wheat yields. Corn provides good yields in years with sufficient precipitation. Legumes are growing good on vertisol (green beans, vetches, alfalfa). Under irrigation conditions many intensive arable crops, fruits, and vegetables can be grown.

**Total surface of this type of soil is approximately 21.49 ha**

***Fluvial meadow carbonate soil – Humofluvisol***

Those are the soils of river walleyes. As per soil genesis, they belong to broad group of alluvial soils. In terms of development degree, they might have horizon sequence as follows: Ah - aC, or Ah - GC or - Ah-Bv-Go. These soils rise on river and streams sediments. Ground water level varies highly during year in average it is deeper than 150cm. This water during motion is reach in oxygen so conditions of gleyization aren't significantly present.

Also soil development through sedimentation or erosion is interrupted. These soils might have poorly reduced horizons. Many meadow soils are rich in fertilizers and posses high degree of saturation with Ca-ions and have high biological activity.

Upper profile portion is briefly saturated with water and during summer profile is drained down to significant depth.

Most commonly substrate for this soil are alluvial deposits (different texture composition) that are mainly carbonate. High quality mesofile meadow grass vegetation is mainly growing on these soils (Graminae, leguminoze).

In terms of texture they are mainly heavy loams, but it can be light clay (that crack during summer forming very wide and deep cracks). Depending on texture physical features vary.

They are mainly carbonated but can be decarbonized. Carbonated are neutral and poorly based, while decarbonized ones are neutral and poorly acidic. Humus content is mainly good and it is 4-5%. Conditions for humus decomposition are more favorable than in „swamp“ black soil, and it doesn't have major accumulation.

They are rich in nutritive materials. These soils are characterized by intensive microbiological activity and contain rich fauna.

Generally, those are deep soils. Due to favorable physical and chemical features show very good production characteristics and they bring high yields of hay wheat and corn. These soils posses high degree of moisture that is capillary ascending from ground water. They are mainly poor in phosphorous and potassium. Meadow soils provide good agriculture soils by plowing, if they are flood protected.

***Total surface of this type of soil is approximately 44.83 ha.***

*(****Hydrology characteristics****)*

As it was earlier mentioned basis of hydrology network in City area comprises of river Una, left tributary is river Klokot that runs through project area. Source of river Klokot is 6 km west from Bihać that flows into Una downstream from Bihać. Source is of ascending character. Water inflow is performed by complex cavern system that are connected by limestone aquifer in source catchment area.

In depth of 28m below this water source point short gallery is discovered, length 2 m and height 5 m. Behind gallery is vertical cavern, diameter around 70.0 cm, that is explored up to depth of 104 m.

Source erupts from karst cave in the bottom of Željavsko – Baljevački karst plateau and that is main source Klokot 1. Minimum abundance of source Klokot is estimated for about 3,0 m3/s and it is include in water supply for town Bihać with 250-280 I/s of water which presents small percentage.

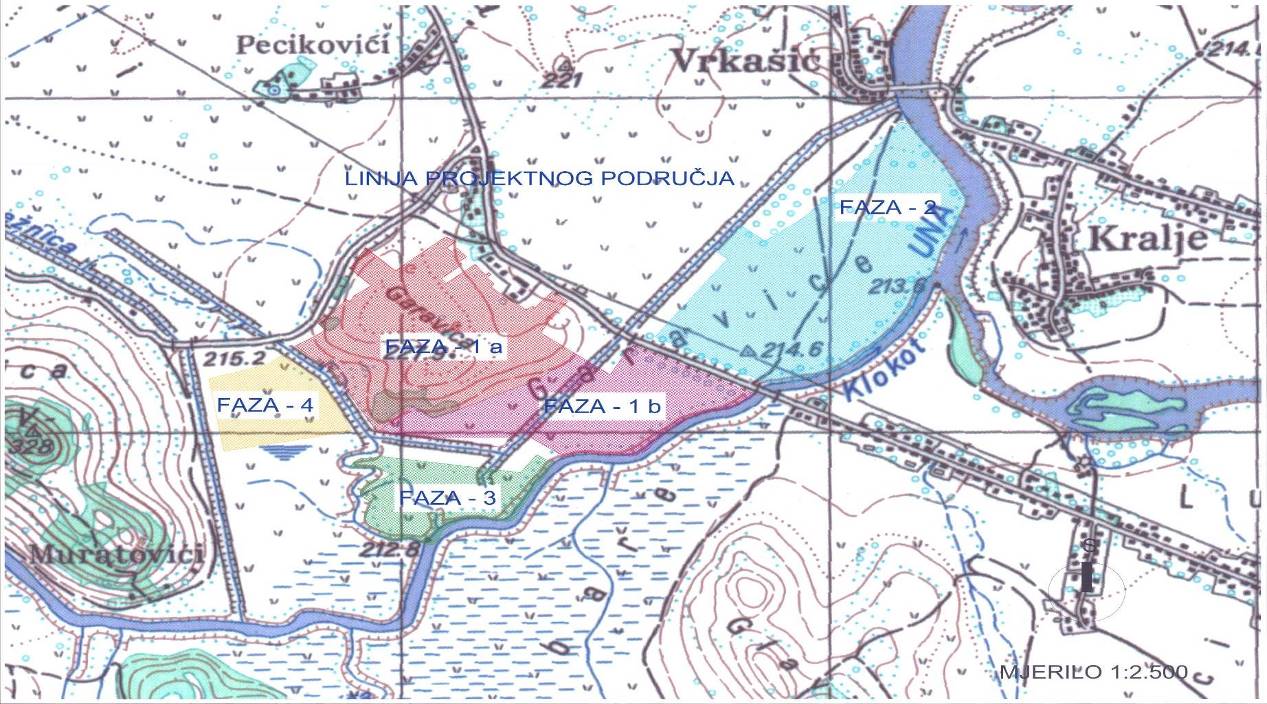
Source Klokot is one of the biggest karst water sources in Bosnia and Herzegovina.

Klokot river catchment area is at the territory of town Bihać (B&H), that is municipality Plitvička jezera and Udbina in RS.

The lowest altitude in the catchment area is in zone between source Klokot and Privilica, where is erosion basis of catchment area. Source Klokot has intake at the 260.16 m of altitude.

Highest peak in the catchment is Gola Plješevica at the 1.648.m of altitude, which is on the state border with Republic Croatia, so height difference between lowest and highest point in the catchment is 1.431 m.

Basis of hydrography network in the catchment area Klokot comprises of poor network of surface watercourses, with dominance of subterranean river and occasional watercourses.



***Map 2: Project area with hydrology network (Una and Klokot)***

For watercourse Klokot there is no hydrology processing of water measuring station downstream approximately 500 m however there is data on minimum and medium water flows for mentioned profile since this source is used for water supply of town Bihać.

Table below presents characteristic water flows of Klokot watercourse defined by statistic hydrology processing at the water measuring station.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Watercourse title** | **catchment** | **Water measuring station** | **Catchment surface up to V.S (km2)** | **Qsr (m3/s)** | **Characteristic minimum water flows in scope of occurrence Qsr(m3/s)** | | | | **Qmax 100 year (m3/s)** |
| **2** | **10** | **20** | **a**  **(m3/s)** |
| Klokot | Una | Klokot | 686 | 12,8 | 5,2 | 3,6 | 2,99 | 3,59 | 137 |

***Table2: Review of characteristic water flows of Klokot watercourse***

***Agriculture activities***

Agriculture production is intensive with following dominant cultures:

1. Production of traditional crops (corn, barley, wheat, rye, oat). This production takes place mainly at the family farms. Mostly for personal needs, insignificant quantities have been marketed. Also it can be stated that it is basis for animal production;
2. Vegetable greenhouse production (cucumbers, gherkins and peppers). Large number of households are involved in this type of production which presents the secondary source of livelihood but primarily for personal needs;
3. Open vegetable production (cabbage, beans, potato, cucumber, onion, carrot) is in stagnation due to small plots and production and weak organization in buying of and marketing.

Cultures that are mainly produced in project area are primarily corn, and wheat and natural meadows beside this on small private plots vegetable crops are being produced.

Whole area is suitable for vegetable and fruit production and green house production.

Irrigation infrastructure needs and services

Having in mind previously stated facts that is gained individual experience there is unquestionable need for set up of integrated and overall system for irrigation of this area.

Potential technical solutions as follows:

* **Using water from river Una**
* **Using water from river Klokot**
* **Pumping ground waters** (drilling wells) with pre condition of proving the capacity of drill.

(Note: potential drilling spots need to be located directly or in vicinity of project area)

1. **OBJECTIVE OF THE ASSIGNMENT**

The objective of the assignment is to develop **Preliminary** and **Construction** (**Main**) **designs;** to fulfill urban and other conditions (starting from the process of acquiring prior water consent, urban and water consent, and construction permit), develop drawings and other bidding documentation (drawings, images, bill of quantities) necessary to conduct procurement process, all in order to construct hydro-melioration system and drainage system in area of Town of Bihać.

1. **TASK OF THE CONSULTANT RELATED TO DEVELOPMENT OF INVESTMENT-TECHNICAL DOCUMENTATION**

Design documentation to be developed in accordance with Decree of the Government of Federation of B&H on type, content, marking and archiving, control and notification of investment-technical documentation ("Official Gazette of Federation of B&H", no. 2/06, 72/07, 32/08, 4/10 and 13/10). This Decree, among other things, defines the type, content, marking and archiving, control and notification of investment-technical documentation.

All tasks under this assignment shall be done in four phases, separately for each subproject area. Particularly:

***Phase I Development of preliminary design and preliminary engineering study***

During this phase the Consultant shall, among other, do the following tasks:

1. Prepare a Detailed Work Plan for all activities with description of methodology, related to the processes of: (i) data gathering;

(ii) geodetic and other surveys;

(iii) desk analyses of gathered data;

(iv) testing, researches, model making (for example, 3D terrain model of overall area) and designing with mention of time plan for each individual activity.

Detailed Work Plan, among other, should also include:

1. Plan of gathering all necessary data in accordance with relevant legal and by-law regulations;
2. Plan to conduct necessary geodetic and other surveys;
3. Plan of development of appropriate models;
4. Plan of monitoring, review and audit of the design;
5. Plan of necessary human resources as per all key activities of overall process;
6. Expert assessment of actual situation in the field in area of planned irrigation (soil / land), i.e. drainage, including preparation of 3D terrain model, assessment of water sources, as well as potential for agricultural development, and improvement of agricultural production;
7. Based on previously developed 3D terrain model also propose system for drainage of surface and ground water (if there is a need);
8. Perform detailed analysis of water quality from rivers Una and Klokot (samples taken in period of at least 3 months – month of 9, 10, 11) as well as analysis of water quality from wells (option);
9. Develop detailed specifications related to actual crop (present and planned) needs for water and water needs based on irrigated area, raised crops, climate conditions, type and physical and mechanical properties of the soil, as well as application of modern irrigation technology.

Work of the Consultant on this task shall be based on previous contacts with end users/beneficiaries, municipal departments in charge of agriculture, advisors and technical staff in related area, as well as detailed analysis of all elements and conditions in order to clearly determine needs for water (quantities in time and days, weeks, months, annual seasons), including assessment of possible variations caused by the model or crops, as well as the manner of future irrigation.

1. Gather detailed data related to capacities of:
2. existing water flows in rivers Una and Klokot and their surface tributaries (under condition that those data are from reliable sources);
3. Other individual sources, reservoirs, wells, etc.

After that it is necessary to compare those capacities with realistic and planned needs for water and if necessary to design construction of additional sources-wells in order to suplement potential deficit and reach supply with adequate water quantities for irrigation. This task should be done in cooperation with Sava River Basin Agency and Town of Bihać;

1. Analysis and identification of biggest problems and issues to be resolved in the design;
2. Develop many alternative solutions (at least 2 or 3) in technically and economically efficient way as mentioned in general information for this project area. Alternatives are developed on preliminary level, to be able to compare technical solutions and costs.

Alternative solutions can include systems of high/low pressure, pipes of larger or smaller diameter, pumps with smaller or larger capacities, one or two sources or wells and drill-wells.

During this process, it is necessary to take into account existing irrigation practice in subproject area, such as drip irrigation or micro-sprinkler system irrigation or typhoon, etc.;

1. Proposed options include, but are not limited to:

(a) water source (water intake – river Una, its tributiaries- river Klokot, well);

(b) other elements of the system (reservoire, pump station, main and distribution pipeline, connections, valves, water gauges, faucets, hydrants, etc.);

(c) connections on power-distribution network with all necessary lines;

(d) powering of key segments of the system with electrical power via solar panels (one option).

Note: Equipment for irrigation on the farm will be provided by the users themselves and it is not the subject of this Terms of reference. However, it is necessary to design secondary network (as separate book) which should be synchronised with the type of the system and irrigation manner whish is agreed with users;

1. Carry out detailed benefit-cost analysis of all of the proposed options based on socio-economic survey in the command area. The internal rate of return (IRR) will be used to assess the viability and robustness of proposed investment.

*Note: See annex 1 Proposal of structure and contents of Elaborate of Cost&Benefit Analysis.*

1. It is also necessary to analyse basic costs of operation and maintenance, and for those analysis use current market prices. Sensitivity to the change of parameters shall be assessed by varying costs of investment and estimated income (sensitivity analysis);
2. Options of the design should be discussed with all relevant institutions and organisations on meetings and public discussions (at least 1, and more, if needed) about the designs (that will be organised by the PIU) through structured process with utilisation of maps and other presentation aids. Explain in details and discuss advantages and disadvantages of each offered alternative soulution.

***Note: Obligation of the Consultant is to provide that each individual expert separately presents key results of conducted analysis from his/her scope of works;***

1. The Client may request the Consultant to prepare another alternative or recommend to make adjustments in design before taking a decision on the alternative that should be further developed;
2. Prepare the *Preliminary Engineering* report (including English version).

During development of preliminary design options, the Consultant is expected to cooperate with representatives of all stakeholders (local and international consultants involved in the project), representatives of local community, farmers and other stakeholders.

***Phase II Development of urban conditions* and Study for preliminary water consent and Water concession**

This phase should be implemented in strict compliance with relevant laws and legislation that regulate this area.

For related system and adopted optimal design solution in Phase I, it is necessary to develop:

1. Study for preliminary water consent;
2. Preliminary design and preliminary solution in order to fulfill all urban conditions.

During process of fulfilling urban conditions, it is necessary to get the opinion from utility companies and other public companies (power, roads, railroads, etc.) whose infrastructure will be directly or indirectly exposed to impacts of the construction, i.e. the irrigation and drainage system in respect of conditions under which the construction is possible, as well as protective measures that need to be foreseen.

The main objective of executing all activities mentioned in Phase II, is to fulfill conditions to acquire Preliminary water consent, Urban consent and Water concession. Key activity as one of the results will have developed Study for preliminary water consent which in continuation of process to acquire Preliminary water consent has to be submitted to River Basin Agency.

*Note – See annexes:*

1. *Proposal of the structure and content of the Study for preliminary water consent;*
2. *Proposal of structure and content of Preliminary solution and Preliminary design.*

***Phase III Development of Main design***

After execution of all tasks and activities mentioned in phases I and II, it is necessary to start with development of the main design for irrigation and drainage.

Main design has to contain all necessary elements in order to acquire water permit and construction permit, in accordance with currently valid legal stipulations and regulations.

*Note – See annexes:*

1. *Proposal of structure and content of the Main Design;*
2. *List of necessary documentation for Water consent;*
3. *List of necessary documentation for Water permit.*

After completion of process of development of Main design, Consultant is obliged to deliver to PIU following documents:

1. **Technical documentation** (individual segments of the main design) necessary to facilitate procurement process (documentation which will be directly included in bidding document).

This documentation consists of:

* ***Detailed design and Drawings***

All project activities shall be done through application of philosophy of sustainability and economic development. Consultant shall prepare Detailed design, including Detailed report on design, with all data from hydrological, geological and topographic survey of the terrain (methodology, mapping, 3D modelling and laboratory sample testing) and necessary drawings with necessary details, calculations and other information. Details of the presentation should be in accordance with the best international practices.;

* ***Table of quantities, bill of quantities and cost estimate***

In accordance with the planning of construction works, Consultant shall prepare Engineer estimates of work quantities. These quantities are presented in a table, which later in text will be called Table of Quantities – TOQ, and it will be a part of bidding documents. Cost of contract for construction is estimated by the Bidder by entering his prices in the TOQ. When construction company (later in text: Contractor) inserts his prices in table, it becomes Bill of Quantities – BOQ, which will be used as basis for contract price with the Contractor.

Planning of construction works shall include all works of the chosen alternative, taking into consideration annual season and real time and construction manner;

* ***Technical specifications, including construction standards and norms according to which construction works shall be executed***

Technical specifications for construction, as instrument of quality control and important part of bidding documentation, should cover regulations and conditions per which works will be executed, special conditions of subproject and location, and required standards of: work, materials and performances of goods to be procured i.e. construct. In largest possible scale use valid standards of technical specifications of construction and methods of quality control in Federation of B&H (and refer to those). Include the List of Standards and norms as part of Technical specifications.

Consultant will clearly mention in Technical specifications which ‘as-built’ designs Contractor shall prepare;

1. **Classified engineer assessments**

Classified engineer construction cost assessment serves the Client as tool for financial planning and control.

***Here is exclusively stated that Classified engineer construction cost assessment and total investment costs for Contract package are classified. It is strictly forbidden to all persons who prepared or had access to this information to share it with others.***

***Only one copy of Classified engineer construction cost assessment for subproject shall be produced, based on actual market prices, and is delivered only and exclusively to PIU manager;***

1. **Instructions and recommendations for operation and maintenance of the system for subproject**

Consultant shall prepare Manual which contains instructions and recommendations for operation and maintenance of each system meant for end users, i.e. agricultural producers and Water Users Associations (WUA), which will most likely (in the end) be responsible for operation and maintenance of the system;

1. **Documentation and information related to temporary or permanent land acquisition for subproject**

If necessary, Consultant shall prepare and deliver information i.e. documentation related to temporary or permanent land acquisition, for example of land under canals, roads, public and/or private objects, space necessary for waste collection.

Cost estimates made during project implementation should be taken into consideration.

The Project has been classified as a Category B project requiring a Partial Environmental Assessment. Involuntary Resettlement policy (OP 4.12) of the World Bank has been temporary triggered. In case there is a need for acquisition of land within overall IDP project Environment and Social Management Framework (ESMF) has been prepared which includes Resettlement Framework Policy (RFP). In that case Land Acquisition Plan should be developed, reviewed, clarified and publically disclosed before initiation of any physical works.

Although Pest Management Policy (OP 4.09) was not triggered, ESMF document ensures overview of Pest Management Policies in B&H.

International Waterways Policy of the Bank (OP 7.50) was partially triggered. Previously conducted project analysis point out that there will be no impact on quantity and quality of water available in countries of the river basin.

This Phase (Phase III) will be considered finalized when PIU receives the following documentation, in separate volumes, in accordance with requirements of the Client.

1. Detailed design of primary (“outside farm”) and secondary network („on farm“);
2. *Classified engineer construction cost assessment* **(in separate envelope, only for PIU manager);**
3. Instructions and recommendations for operation and maintenance of the system for subproject;
4. Documentation related to land acquisition for subproject (in cooperation with authorised institutions of the municipality/town);
5. Fire protection Study for subproject;
6. Work safety Study for subproject;
7. Digitalized maps, including 3D terrain model (in editable format) for subproject area in scale of 1:5000 and 1:100000 and deliver them to PIU and beneficiaries

**Adoption of draft final project**

Client will contract the agency for audit to adopt, request changes or reject the draft final report in line with relevant legislation, not later than 10 days upon receipt of draft final report.

Not later than 10 days from the receipt of audit report, Consultant will conduct all needed corrections, changes, and provide its response to audit notes and if there are no remarks to the final report, client will provide written confirmation of final report /design adoption – completion.

**Consultant obligation during construction**

During construction consultant will be obliged to conduct corrections, that is modification in design and in drawings on its own expense in case that significant deficiencies and mistakes manifest in design that is drawings developed by Consultant.

Consultant will review and adopt all drawings and/or Contractor proposals that deviate from original design during construction period in line with PIU instruction.

**Phase IV - SUPERVISION**

This phase includesupervision of civil works for construction of irrigation and drainage systems and implementation of measures for environmental protection.

Supervision services refer to the control of all construction works positions planned in specification that is based on data from main designs. Supervision services will ensure that conducted works meet requirements defined in contract conditions.

**Consultant will be responsible for day-to-day supervision** and contract management (including control processes and procedures for: quality, time and costs) for works contracts. That will include supervision of construction and turn over including mandatory period for corrections in line with contract conditions, specifications, drawings and EMP.

**During this phase Consultant will provide following services:**

* Conduct control for all conducted contracted works in line with good engineering practice,;
* Conduct supervision of works and related activities if they are being in line with tender document and specially with technical specifications;
* Check and control the works progress on site in line with dynamics plan – conduct regular site visit and check construction works and material being built in in line with legal provisions and construction standards;
* Organize, reside and maintain the minutes from regular progress meetings;
* Keep all necessary engineering and environmental documentation referring to the works of such nature including but not limited only to precipitation and other climate conditions, contractor work force, minutes from meetings, photo documentation, financial coordination, protection at work methods etc.;
* Execute supervision and verification of construction book and construction log of contractor and other technical documentation;
* Verify payment requests as per interim and final certificates, control progress of paid works and assists PIU in preparation of payment orders to the contractor in line with contract conditions;
* Review all payment applications (including verification of quantity of works and requests in terms of quality) as per interim and final certificates and approve all acceptable payments in line with contract conditions for employer and submits harmonized payment to the employer as the costs projection till the end of contract;
* Conducts control of all works in line with main design, that is timely react and undertake needed measures in case of deviation from design or in case of unplanned changes during works. Consultant will timely notify Project manager in case of changes during works, propose changes in: quantities, specifications and bill of quantities, type of works that is prepare adequate solutions and technical details. Proposal for changes in quantities, specifications and bill of quantities, type of works and similar can be applied only in case it is approved by PIU Director;
* Manage all engineer and environmental variations of contract and all documentation submits to the employer for approval;
* Attend the technical works acceptance. Technical facility acceptance, final works and installed equipment in line with positive legislation will be conducted by committee for technical acceptance that is consisted of PIU representatives and municipality Service representatives appointed by municipality in which the works on infrastructure construction and rehabilitation have been conducted;
* Conducts control and supervision over the correction of deficiencies stated in minutes on technical acceptance;
* Conducts control of applying the measures from EMP;
* Instruct and monitor the contractor in terms of meeting health and safety precaution measures and actions and meeting all environmental requests during construction as quoted in contract;
* Submission of monthly report, report on completion and final report in line with contents that is being requested in supervision phase listed in TOR.

1. **REQUIRED EXPERIENCE AND CONSULTANT TEAM**

Consultant must submit relevant evidence that in last 7 years he/she had designed that is supervised at least two projects of similar nature and complexity as the subject project.

All key personnel should possess relevant technical experience in designing and construction of hydro technical facilities – irrigation or water supply, i.e. drainage and needed licenses in line with laws of FB&H.

Consultant team should employ following technical staff that will participate in development of design for irrigation and drainage systems in proposed sub-project area:

Key staff (basis for evaluation of technical bid):

* Team leader, B.Sc. in civil engineering with license (hydraulics or irrigation) with 10 years of experience in designing irrigation systems or water supply systems and hydraulics calculations;
* B.Sc. in hydraulics geology with license (hydrogeologist);
* B.Sc. in agronomy with 5 years of experience in agronomy systems, irrigation and fertilizing – production and drip irrigation and micro sprinklers;
* B.Sc. in economics with 5 years of specific experience in development of Cost & Benefit Analysis;
* B.Sc. in electro - technics– energetics with license, and field specialty in energetics.

Needed staff that isn’t a key staff (that bidders can add as needed to respond to TOR requests and work volume):

* B.Sc. in civil engineering with license (hydraulics or irrigation);
* B.Sc. in mechanical engineering with license;
* B.Sc. in electronics and automatics with license specialize for energetics and automatics with experience in designing and construction of similar facilities;
* Staff for development of urban conditions and technical opinion in line with legislation, possessing adequate licenses. Additional staff consisted of engineer and technician for submission and development of drawings, geodetic surveyor, office staff and experts from other fields needed for this assignment.

1. **DEADLINES**

Field work, design development, drawings, and tender documentation should be finished not later than 110 days upon contract signature and receipt of TOR, first draft of proposed design for each location separately should be completed within 45 days.

1. **IMPLEMENTATION TIME PLAN AND REPORTS**

Consultant will prepare and submit following to the client:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item no. | Activity | Deadline | Format and number of copies for each location separately | Comment |
| 1 | **Inception report,** (including detailed work plan with clearly defined responsibilities, methodology of development and communication plan) | 15 days upon contract signing date | 1 x electronic copy on local language  1x electronic copy in English | Submitting electronic version 15 days upon contract signing date |
| 2 | **Progress report** (field work, presentation of work results and proposals of preliminary solutions  Including techical opinion (3D terrain model, preliminary engineer reports). | 50 days upon contract signing date | 2x printed copies in local language and  1 x electronic copy in local language and English | Submitting electronic versions 55 days upon contract signing date |
| 3 | **Progress report**  (Urban conditions –Study for preliminary water consent; Preliminary design & Preliminary solution) | 70 days upon contract signing date | 6 x printed copies in local language  3 x electronic copies on CD | Urban conditions should be accepted by institution in charge of issuing location conditions |
| 4 | **Draft final report**  Technical documentation;  Classified engineer assessments | 90 days upon contract signing date | 2x printed copies in local language  1x electronic copy in English | Submitting printed and electronic versions 120 days upon contract signing date |
| 5 | **Final report**  Technical documentation;  Classified engineer assessments | 100 days upon contract signing date | 3x printed copies in local language with prices + 1x electronic  3x printed copies in local language without prices + 3x electronic,  1x printed copy in English and 2x electronic copies in English |  |
| 6 | **Tender documentation,** including BoQ, cost estimate, and drawings for procurement process | 110 days upon contract signing date | 3x electronic copies in local language and 2x electronic in English |  |
| 7 | **Supervision of construction works** | During construction works | State construction deadlines |  |

\* Electronic version to be delivered on CD(s) in editable format (Word, AutoCad and Excell).

Design documentation is developed in line with regulations in FB&H.

Presentation of conclusions and best options will include following::

* Summary of conclusions for each of the most important stakeholders related to design objectives;
* Results of water flow, quality and water balance analyses;
* 3D terrain model;
* Estimate of alternative options and presentation of costs;
* Estimate of the best proposed solution.

Consultant will present documents at, at least one, stakeholder workshop, upon work groups consisted of all stakeholders define the best options, and confirmation will be given in written form.

Consultant will continue with development of draft report– design development, presentation will be conducted in development of preliminary design phase.

1. **FINAL REPORT FORMAT - DESIGN**

Draft final report – design will contain:

* Draft final reports, designs including instruction for operation and maintenance, and tender documentation for adopted option in line with good engineering practice and legal conditions.

Final report is being submitted in separate folders as per phases:

1. Joint part of documentation including architectural-construction, hydro-technical – hydrological, mechanical and electro engineering design for water intake on river Bosnia, with all related facilities and equipment;
2. construction design of connecting pipeline with all needed works, construction and equipment;
3. electric installation design for connecting portable line in line with referent equipment;
4. fire protection elaborate and study;
5. protection at work elaborate and study.

Note: For detailed information see Annex 5.

All final reports are developed in line with existing regulations, standards and good engineering practice verified by licensed authorized organizations and signed by authorized licensed experts in line legal conditions.

1. **ADOPTION OF FINAL REPORT ON DESIGNING**

Upon receipt of final report in line with relevant legislation, Client will contract the audit agency in order to either accept, ask for changes or reject the draft final report not later than 7 days upon receipt of draft final report.

Not later than 10 days upon receipt of audit report, Consultant will conduct all possible corrections, changes and provide answers to the audit comments, and if there are no remarks to the final report, Client will issue written confirmation for adoption and completion of final report and design.

1. **OTHER**
2. Consultant is expected to work in its own premises with use of own staff and office equipment;
3. During assignment it is necessary to quote separate prices for:

* Development of urban conditions, including technical opinion (PHASE II)
* Development of technical documentation (PHASE I and II)
* Supervision of works (PHASE IV)

***ANNEX 1: PROPOSAL OF STRUCTURE AND CONTENT OF DOCUMENT COST & BENEFIT ANALYSIS***

* ***EXECUTIVE SUMMARY***
* ***FINANCIAL ANALYSIS FROM THE INVESTORS ASPECT***
* Introduction;
* Basic assumptions (including macro-economic indicators);
* Investment costs (present summary of investment costs for each proposed variant);
* Operational costs and incomes ( for each proposed variant separately);
* Development of price of service and principle of paying for pollution (comparison of price without project and with project);
* Affordability of irrigation price for farmers with or without project (estimate impact of costs of irrigation on income from agriculture);
* Income of the project (with or without project);
* Operational income and costs (incremental) (calculation of gain and loss for each proposed variant);
* Cash flow (with project and without project for each proposed variant);
* Financing plan;
* Analysis of financial sustainability (for each proposed variant):
* Determination of net cash flow;
* Calculation of financial return to investment (for all variants).
* ***ECONOMIC JUSTIFICATION THROUGH BENEFITS FOR FARMERS***
* Introduction;
* Basic assumptions (detailed analysis of benefits for farmers based on average selling prices, detailed overview of income dynamics and average selling prices);
* Overview of results (summary of investment costs per variants, summary of economic analysis results from aspect of benefits for farmers per variants).
* ***ECONOMIC ANALYSIS FROM ASPECT OF SOCIETY AS A WHOLE***
* Introduction to economic analysis;
* Methodology:
* Distortion of prices and taxation aspects;
* Taxation aspects;
* External benefits;
* External costs.
* Quantification of economic benefits:
* Benefits for environment and bio-diversity;
* Non-usable benefits of Natura 2000 ecosystem;
* Usable benefits of improved quality of surface waters;
* Non-usable benefits of improved quality of surface waters;
* Non-usable benefits of improved quality of ground waters;
* Benefits due to prevention of permanently lost agricultural land;
* Direct benefits of farmers from introduction of irrigation (calculation of benefits of farmers due to irrigation per variants);
* Indirect benefits from introduction of irrigation (for each variant);
* Calculation of economic internal cost-effectiveness rate and net present value (detailed economic analysis and summary of analysis results for each variant).
* ***ANALYSIS OF SENSITIVITY AND RISK.***
* Introduction;
* Definition of variables for sensitivity analysis;
* Sensitivity analysis ( financial - net present value, FRR economic rate of return ERR) separately for each of proposed variants:
* Variant I;
* Variant Ii;
* Variant III.

***ANNEX 2: PROPOSAL OF STRUCTURE AND CONTENT OF STUDY FOR PRELIMINARY WATER CONSENT***

1. **General part:**

* Cover page (name and address of the investor, designer, name of the project, location, covered area, mark of the study, date of the study, signature and stamp)
* Company registration sheet
* Authorization by the FB&H Ministry
* Decision appointing responsible persons
* Certificate of professional exams

1. **Textual part:**

* Introductory explanation
* Information on location and subject structures
* Hydrological and hydrogeological exploratory works
* Water quality
* Estimation of environmentally acceptable flow of water in various hydrological seasons in a year
* Calculation of quantity of water needed for the purposes that are subject of the preliminary water consent
* Technical and technological solution, with calculations and technical description
* Assessment of other possible impacts on the water regime and influence of the water regime on structures, works and environment, and measures to mitigate such impacts
* Assessment of possible negative impact on other structures and plants, riverbed, surface and ground waters, acquired rights of the users, settlements etc., and measures to mitigate such impacts
* Overview of the existing users of water from the same source or body of water
* Hydrologic and hydraulic calculation for the observed section of the water stream, sizes and intensity of flow oscillation and water level that will exist as a result of the planned activities;
* Technical solution for monitoring and method of monitoring the quantities of captured water and water level.

1. **Drawings:**

* Drawings – watering elements
* Study – solution presented on cadastral maps
* Schematic layout

***ANNEX 3: PROPOSAL OF STRUCTURE AND CONTENT OF PRELIMINARY (CONCEPTUAL) DESIGN***

**Textual appendices:**

1. **General part:**

* Registration of businesses
* Authorization by the FBiH Ministry
* Decision on appointment of the responsible designers
* Declarations of the responsible designers
* Professional examination certificates
* List of laws, standards (norms) and regulations the Project is aligned with

1. **Terms of Reference:**
2. **Maps:**

* Characteristics of climate in the project area
* Hydrological characteristics of the project area
* Characteristics of soil (pedology) in the project area
* Seismological characteristics
* Geodetic maps
* Geo-technical investigation works
* Cadaster data for the covered area
* List of cadastral units with data on possession of parcels on which the different water supply elements are planned

1. **Design inputs:**

* Needs for water of various crops grown
* Hydro-module of watering in accordance with the structure of agricultural production
* Total quantities of water needed in the project area
* Quality of water used for watering
* Choice of the watering system

1. **Calculations and sizing:**

* Analysis of input data and maps
* Hydro-module
* Sizing the pipelines, both pressured and gravitational

1. **Technical description:**

* Existing agricultural production
* Planned agricultural production
* Description of concept design for the water supply system

1. **Protection measures**

* Measures for protecting water and soil

1. **Bill of quantities**

**GRAPHIC PART:**

* The covered area – macro location
* Situation –structural parts of water supply
* Situation – solution drawn on cadastral maps
* Longitudinal sections
* Cross-sections
* Layout plan, cross-sections and exterior look
* Installation plan and mounting the equipment

***ANNEX 4: PROPOSAL OF STRUCTURE AND CONTENT OF MAIN DESIGN***

**I. COMMON PART OF THE DOCUMENTATION:**

* + - 1. **General part:**
* Cover page (name and address of the investor, designer, name of the project, location, area, project mark, project date, signature and stamp)
* Company registration sheet
* Authorization by the FB&H Ministry
* Urban Development Consent
* Preliminary water consent
* Decision appointing the chief designer-project coordinator
* Decision appointing responsible designers for various phases of the design
* Decision appointing internal control officer
* Certificates of professional exams
* Declaration of the chief designer-coordinator on compliance of the main design with the legislation
* Declaration of the chief designer-coordinator on compliance of the main design with the concept design
* Declaration of responsible designers on mutual aligning of their respective parts of the design
* Certificate of application of work safety measures
* Certificate of application of fire protection measures
* Declaration on internal control of the project
* List of laws, standards (norms) and regulations the design complies with
  + - 1. **Terms of reference:**

Objectives and purpose of making the design, general information, climate characteristics, geological and hydrological characteristics at the site, environmental impact assessment, study for the preliminary water consent, concept design, main design, deadlines, time plan and other contents, depending on the degree of specificity.

* + - 1. **Maps and studies:**
* Climatological characteristics of the project area
* Hydrological characteristics of the project area
* Pedological characteristics of the project area
* Seismological characteristics
* Geodetic map
* Geodetic investigation works (text, calculation, graphs, laboratory tests, geological and geotechnical characteristics of the subsoil, calculation of bearing capacity and consolidation, and conclusions)
* Cadastral data for the encompassed area
* Cadaster of the existing installation lines
* Laboratory analyses of water used for watering
  + - 1. **Protection measures**
* Overview of water protection measures
* Overview of soil protection measures
* Overview of noise protection measures
* Overview of fire protection measures
* Overview of work safety measures

**II. MAIN ARCHITECTURAL-CONSTRUCTION DESIGN:**

**Textual part:**

* Technical description of the adopted structural solution
* Calculation of noise protection (if needed)
* Statistical calculation
* Calculation of stability, bearing capacity and consolidation of soil
* Roadway of the access road
* Specification of reinforcing bars and steel
* Technical conditions for works
* Control program and quality assurance
* Bill of Quantities for the works

**Drawings:**

* Situation plan
* Drawings of the access road
* Drawings of the external layout
* Disposition drawings (layouts, cross sections and external views with items from statistical calculation)
* Form plan for concrete structures
* Reinforcing bar drawings and steel structure drawings
* Drawings of structural solutions of steel structure
* Details

**III. MAIN HYDRO-TECHNICAL AND HYDROLOGICAL DESIGN:**

**Textual part:**

* Description of the existing agricultural production
* Description of the planned agricultural production
* Description of the adopted solution (selection and description of the designed hydro technical installations with explanation of the adopted solutions, description of the terrain, selected materials, structures, etc.)
* Needs for water of the agricultural crops
* Hydro-module of watering according to structure of agricultural production
* Total needed quantities of water in the project area
* Quality of water used for watering
* Calculations and sizing (analysis of entry data, hydro-module, sizing of the pipeline)
* List of cadastral units by structures and routes
* Technical conditions for performing the works
* Control program and quality assurance
* Bill of quantities for works

**Drawings:**

* Project area – macro-location
* Situation plans – elements of watering
* Situation plan – solution on cadastral maps
* Longitudinal profile by sections
* Layouts, cross-sections, and exterior of the hydro-technical structures used for watering
* Details of hydro-technical structures used for watering

**IV. MAIN MECHANICAL DESIGN**

**Textual part:**

* Technical description (mechanical data – characteristics and capacities, technical description of various elements, safety devices on installations and measures, description of work operations of the plant, description of special procedures)
* Calculation and list of equipment with operational instructions
* Control program and quality assurance
* Special conditions
* Bill of quantities for works

**Drawings:**

* Drawings of equipment in the project elements
* Mounting schemes
* Details

**V. MAIN ELECTRICAL DESIGN**

**Textual part:**

* Technical description (description of solution, list of equipment, required installations, switchboards, lightning protection / earthing, etc.)
* Calculations
* Control program and quality assurance
* Special conditions
* Bill of quantities for work

**Drawings:**

* Drawings of installations and equipment
* Mounting schemes and R.O
* Details

**VI. ENVIRONMENTAL STUDY**

* Description of technical solution
* Environmental impact study (source of threats and potential harmful impact of water on the soil, impact of noise, threat of fires and explosions, impact on living beings in the habitat)
* Conclusion
* Hydrographical map
* Map of agricultural areas
* Schemes (water capturing structure, wells, pumping station, reservoir, etc.)
* Layout – pipelines, trenches

**VII. FIRE PROTECTION STUDY (if needed)**

* List of applied regulations, standards and norms
* Description of technical solution (choice of locations, disposition, choice of materials, access roads, choice and maintenance of technological processes)
* Fire risk assessment
* Protective measures applied
* Drawings

**VIII. WORK SAFETY STUDY (if needed)**

* List of applied rules, standards and norms
* Observed threats and risks
* Locations and roads
* Work areas and communications
* Installations
* Fire protection
* Structure and materials
* Protective measures applied

***ANNEX 5: LIST OF NECESSARY DOCUMENTATION FOR WATER CONSENT***

* Copy of environmental permit
* Copy of urban development consent
* Copy of Decision on Preliminary Water Consent
* Investment-technical documentation – Main Design

***ANNEX 6: LIST OF NECESSARY DOCUMENTATION FOR WATER PERMIT***

* Copy of Construction Permit
* Copy of Water Consent
* Investment-technical documentation – As Is Design;
* General act on maintenance, use and observation of water structure and proceedings in case of breakdown or defect
* Other documentation as specified by the Agency, or Cantonal Ministry, in accordance with Law and secondary legislation passed on the basis of the Law.

# ANneX VII - Agreed Irrigation Schemes Selection Criteria

**Agreed Irrigation Schemes Selection Criteria**

|  |  |
| --- | --- |
|  | Readiness for implementation including technical studies, estimation of economic rate of return, and environmental and social studies. |
|  | Command area to be shared with a coefficient larger of equal to 5 independent farms (no single farm/cooperative investment) and in any case the proposed command area must be larger than 30 ha. |
|  | 50 % of the command area privately owned (not more than 50% state owned, except for the schemes that are developed for the purpose of research and education). |
|  | The cost of building distribution network with open channel not larger than 2,500 EUR/ha and cost of building distribution network with pipe (pressurized or not) larger than 5,000 EUR/ha. |
|  | Scheme development period (including licensing and permitting) not longer than 3 years and should be in operation at least for one season within the project closing date. |
|  | No complex water intake structures (large reservoirs, dams, etc.). |
|  | Confirmation of Municipalities willing to contribute at least 10% for less developed Municipalities and at least 15% for developed Municipalities (percent of the total project cost). |
|  | Relevance of agriculture in the command area including high value crops demonstrate by Confirmation of farmers and system owner in willing to contribute to management of the water distribution schedule organized in WUA. |
|  | Available data and relative readiness of schemes in terms of the required preparatory studies. |
|  | Expressed demand from farmers for access to irrigation water. Confirmation from farmers that the under-supply of irrigation water is a constraint limiting their cropped area or yields in any season. |
|  | Confirmation of the legal right to use water for irrigation already obtained (for identified source, licenses and permits and adherence to local and International agreements). |
|  | Confirmation that the area is not included in regional or national plan to change the land use from agriculture to other uses. Confirmation that the land is not prone to urbanization in the intermediate and longer term. |
|  | Confirmation the area is not part of a protected area or sensitive environment. |
|  | Confirmation that no physical displacement occurs as a result of project induced involuntary land acquisition. |
|  | No privately managed irrigation scheme. |

# AnNEX VIII – PROJECT COST TABLES

**Component 1: Enhancing public support resilience and traceability**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ACTIVITY** | **Costs (BAM)** | **Costs (EUR)** |
| **Component 1: Enhancing public support resilience and traceability** | | **8.736.072** | **4.467.368** |
| **Sub-Component 1.1. Enhancing Agriculture Information Systems** | | **5.936.072** | **3.035.750** |
| 1 | 2 full-time consultants for the activities of Upgrading FCR, PPA and Farmer Portal and Implementation of other registers/records within the competence of the Ministry | 312.960 | 160.320 |
| 2 | Upgrading the beekeper register as a module in the FCR | 50.000 | 25.570 |
| 3 | Connecting with applications of other institutions (IDDEEA, Tax Administration FBiH, ITA, FUZIP etc.) | 200.000 | 102.260 |
| 4 | Upgrade PPA with data from FGU and GIS visualisation of cadastral parcels | 350.000 | 178.950 |
| 5 | Upgrading Farmerportal | 200.000 | 102.260 |
| 6 | Vinyeyards and wine producers IS - VWIS | 220.000 | 112.500 |
| 7 | IT Equipment for municipalities | 300.000 | 153.400 |
| 8 | Development of application for all registers/records (organical agricultural producers, permanent crops, leaf tobacco producers, register of producers of seed and planting material, register of mineral fertilizers, register of traders with plant protection products etc.) | 500.000 | 255.650 |
| 9 | 1 full-time consultant for the IS for livestock breeding and selection activities | 156.480 | 80.160 |
| 10 | IT Equipment - Client side | 20.000 | 10.230 |
| 11 | Software development of the IS for livestock breeding and selection activities | 700.000 | 357.900 |
| 12 | 1 full-time consultant for the Implementantion of system for the processing of cantonal-level payments | 156.480 | 80.160 |
| 13 | Software development of the system for the processing of cantonal-level payments | 500.000 | 255.650 |
| 14 | IT Equipment for the system for the processing of cantonal-level payments | 100.000 | 51.130 |
| 15 | IT equipment for the upgrade of the capacity of the Ministry's IT infrastructure (including DC on Butmir) | 760.000 | 388.600 |
| 16 | Software licences for data centers | 100.000 | 51.130 |
| 17 | Development, implementation and testing for the Disaster Recovery Plan (DRP) | 100.000 | 51.130 |
| 18 | IT Equipment for the implementation of DRP | 120.000 | 61.360 |
| 19 | Software licences for the implementation of DRP | 80.000 | 40.900 |
| 20 | 1 vehicle for field work | 37.000 | 18.920 |
| 21 | Field work | 50.000 | 25.570 |
| 22 | Extra space for IT Department of the FMAWMF | 93.880 | 48.000 |
| 23 | Utilities | 46.940 | 24.000 |
| 24 | Office equipment | 9.779 | 5.000 |
| 25 | MoFTER activities (50% funding) | 772,553 | 395,000 |
| **Sub-Component 1.2. Supporting Climate-resilient agriculture** | | **2.800.000** | **1.431.618** |
| 1 | Development of Extension Service Work Program | 50.000 | 25.565 |
| 2 | Implementation of tasks and activities defined by mid-term Work Program | 260.000 | 132.936 |
| 3 | Implementation of tasks and activities defined by mid-term Work Program | 400.000 | 204.517 |
| 4 | TA for development of ToR for Web portal design and for the design of the Application for the Registers | 4.000 | 2.045 |
| 5 | Development, update and maintenance of Public Agriculture Extension Service in FBiH WEB portal | 200.000 | 102.258 |
| 6 | Application for keeping the Register of Agriculture Extension Service providers and Register of Agriculture Extension Services | 286.000 | 146.229 |
| 7 | Procurement of IT equipment (hardware, software) for Central (FMAWMF) and Cantonal AES | 300.000 | 153.388 |
| 8 | Procurement of IT equipment (hardware, software) for town and municipal agriculture extension services | 300.000 | 153.388 |
| 9 | Increase the mobility and functionality of Central and Cantonal Agriculture Extension Services (procurement of terrain vehicles - pick-up) | 350.000 | 178.952 |
| 10 | Training and workshops | 450.000 | 230.081 |
| 11 | Operation and maintenace costs | 200.000 | 102.258 |

**Component 2: Improving agriculture productivity, adaptation to climate change, and enhancing linkages with markets**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ACTIVITY** | **Costs (BAM)** | **Costs (EUR)** |
| **Component 2: Improving agriculture productivity, adaptation to climate change, and enhancing linkages with markets** | | **43.015.125** | **21.993.284** |
| **Sub-Component 2.1. Strengthening Value Chain and Developing Productive Partnerships** | | **6.449.349** | **3.297.500** |
| 1 | Matching grant window | 4.400.618 | 2.250.000 |
| 2 | Technical assistance | 234.700 | 120.000 |
| 3 | Awareness campaign for grant program | 97.792 | 50.000 |
| 4 | Printing of promotional material for grant program | 58.675 | 30.000 |
| 5 | Study tour | 117.350 | 60.000 |
| 6 | Cofinancing from the beneficiaries (35%) | 1.540.216 | 787.500 |
| **Sub-Component 2.2. – Improving irrigation and drainage systems for climate change adaptation** | | **36.565.775** | **18.695.784** |
| 1 | works for Bihać | 425.000 | 217.299 |
| 2 | Contributions from the municipalities for the works (15%) | 75.000 | 38.347 |
| 3 | works for Sanski Most | 1.173.000 | 599.745 |
| 4 | Contributions from the municipalities for the works (15%) | 207.000 | 105.837 |
| 5 | works for Žepče | 1.955.000 | 999.576 |
| 6 | Contributions from the municipalities for the works (15%) | 345.000 | 176.396 |
| 7 | works for Živinice | 756.500 | 386.792 |
| 8 | Contributions from the municipalities for the works (15%) | 133.500 | 68.257 |
| 9 | Supervision for 4 schemes | 155.000 | 79.250 |
| 10 | 15 additional irrigation schemes | 21.821.149 | 11.156.976 |
| 11 | Contributions from the municipalities for the works (15%) | 3.728.250 | 1.906.224 |
| 12 | Feasibility studies and Detailed Design (7%) | 1.640.100 | 838.570 |
| 13 | ESMP preparation (0.5%) | 124.275 | 63.541 |
| 14 | TA during field works-field engineers (3 persons) | 374.400 | 191.428 |
| 15 | Supervision for schemes to be defined (3%) | 745.650 | 381.245 |
| 16 | Connections to Electric Power Network | 100.000 | 51.129 |
| 17 | TA for institutional development of WUAs, utilities companies, etc. (Contract on system Operation and Maintenance; Guidelines for operational management; Water fee determination; Irrigation plan, Annual training plan etc.) | 410.000 | 209.630 |
| 18 | Office equipment (furniture, computers, field equipment) | 100.000 | 51.129 |
| 19 | Study Tour | 100.000 | 51.129 |
| 20 | Quality monitoring (Water, soil, etc.) | 100.000 | 51.129 |
| 21 | Development of Irrigation and Drainage Information Management System | 402.000 | 205.539 |
| 22 | Development of module for database, financial module | 91.100 | 46.579 |
| 23 | Contingencies (5%) | 1.603.851 | 820.036 |

**Component 3: Food Quality and Safety Enhancement**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ACTIVITY** | **Costs (BAM)** | **Costs (EUR)** |
| **Component 3: Food Quality and Safety Enhancement** | | **11.004.333** | **5.626.529** |
| **Sub-Component 3.1. Food Quality and Safety Standards** | | **5.505.437** | **2.814.885** |
| 1 | FBiH - Purchase of priority equipment for laboratories (Neretva Canton Veterinary Institute) | 70.805 | 36.202 |
| 2 | FBiH - Purchase of priority equipment for laboratories (Tuzla Canton Veterinary Institute) | 944.000 | 482.660 |
| 3 | FBiH - Purchase of priority equipment for laboratories (Bihac Veterinary Institute) | 1.651.605 | 844.452 |
| 4 | FBiH - Purchase of priority equipment for laboratories (Veterinary Faculty Sarajevo - Veterinary Institute and Reproduction Centre) | 790.054 | 403.948 |
| 5 | FBiH - Purchase of priority equipment for laboratories (Zenica - Health and Food Safety Institute) | 272.385 | 139.268 |
| 6 | FBiH FUZIP - vehicles - inspection and border crossings | 449.840 | 230.000 |
| 7 | FBiH FUZIP - protective equipment for inspectors | 195.583 | 100.000 |
| 8 | FBiH FUZIP - training/study exchange | 97.791 | 50.000 |
| 9 | Equipment for FBiH Agro-Mediterranean Institute | 740.000 | 378.356 |
| 10 | FBiH - FUZIP - laboratory equipment for phytosanitary inspection of goods | 293.374 | 150.000 |
| **Sub-Component 3.2. – Information Technology (IT) Systems for Food Safety Enhancement** | | **5.498.896** | **2.811.643** |
| 1 | BIH Plant Health Administration - ICT hardware | 332.491 | 170.000 |
| 2 | BIH Plant Health Administration - IT Consultant | 195.622 | 100.020 |
| 3 | BIH Plant Health Administration - Upgrade Phytosanitary System | 332.491 | 170.000 |
| 4 | BIH FSA Risk Assessment Module | 743.215 | 380.000 |
| 5 | BIH FSA ICT Hardware | 176.025 | 90.000 |
| 6 | BIH FSA IT Consultant | 195.622 | 100.020 |
| 7 | FBiH Veterinary Service - IT equipment (laptops) | 102.000 | 52.156 |
| 8 | FBiH Veterinary Service - IT equipment (mobile printer/copier/scanners) | 81.600 | 41.752 |
| 9 | FBiH Veterinary Service - IT equipment (Desktop PC) | 243.000 | 124.254 |
| 10 | FBiH Veterinary Service - IT equipment (Desktop printer/copier/scanner) | 81.000 | 41.472 |
| 11 | FBiH FUZIP - FBiH Administration for Inspections - Computer equipment for internal and cross-border controls | 1.075.706 | 550.000 |
|  | FBiH FUZIP - Software and hardware | 880.123 | 450.000 |
|  | FBiH FUZIP - Cantonal Administration for Inspection - Software and Hardware | 1.060.000 | 541.969 |

**Component 4: Project Management**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ACTIVITY** | **Costs (BAM)** | **Costs (EUR)** |
| **Component 4: Project Management** | | **2.830.978** | **1.445.924** |
| 1 | Small office equipment | 20.000 | 10.226 |
| 2 | Software licenses for Accounting Software | 5.265 | 2.692 |
| 3 | PIU Director | 420.042 | 214.764 |
| 4 | Financial manager - senior advisor | 27.522 | 14.072 |
| 5 | Financial manager - junior | 227.520 | 116.329 |
| 6 | Environment and Social Specialist | 259.140 | 132.496 |
| 7 | Monitoring and Evaluation Specialist | 226.320 | 115.716 |
| 8 | Procurement Specialist | 235.680 | 120.501 |
| 9 | Accounting Assistant | 168.704 | 86.257 |
| 10 | Secretary/Translator | 151.440 | 77.430 |
| 11 | Construction engineer | 155.880 | 79.700 |
| 12 | Operating costs | 600.000 | 306.775 |
| 13 | Mid-term review (survey) | 12.500 | 6.391 |
| 14 | Final study (survey) | 12.500 | 6.391 |
| 15 | Annual audit | 30.000 | 15.339 |
| 16 | MoFTER activities (5o% funding) | 278.465 | 140.845 |

|  |  |  |
| --- | --- | --- |
| **OVERALL PROJECT CONTINGENCIES** | **489,164** | **250,106** |

**RECAPITULATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ACTIVITY** | **Costs (BAM)** | **Costs (EUR)** |
| **1** | **Component 1: Enhancing public support resilience and traceability** | **8,736,072** | **4,467,368** |
| **2** | **Component 2: Improving agriculture productivity, adaptation to climate change, and enhancing linkages with markets** | **43,015,125** | **21,993,284** |
| **3** | **Component 3: Food Quality and Safety Enhancement** | **11,004,333** | **5,626,529** |
| **4** | **Component 4: Project Management** | **2,830,978** | **1,445,924** |
|  | **OVERALL PROJECT CONTINGENCIES** | **489,164** | **250,106** |
|  | **GROSS TOTAL** | **66,075,672.15** | **33,783,210.66** |

**RECAPITULATION / Financing per institutions**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Component / Sub-component** | **FB&H** | | **FSA/IPPH** | | **MoFTER** | | **TOTAL** | |
| **BAM** | **EUR** | **BAM** | **EUR** | **BAM** | **EUR** | **BAM** | **EUR** |
| **Component 1: Enhancing public support resilience and traceability** | **7,963,519** | **4,072,368** |  |  | **772,553** | **395,000** | **8,736,072** | **4,467,368** |
| Sub-Component 1.1. Enhancing Agriculture Information Systems | 5,163,519 | 2,640,750 |  |  | 772,553 | 395,000 | 5,936,072 | 3,035,750 |
| Sub-Component 1.2. Supporting Climate-resilient agriculture | 2,800,000 | 1,431,618 |  |  |  |  | 2,800,000 | 1,431,618 |
| **Component 2: Improving agriculture productivity, adaptation to climate change, and enhancing linkages with markets** | **43,015,125** | **21,993,284** |  |  |  |  | **43,015,125** | **21,993,284** |
| Sub-Component 2.1. Strengthening Value Chain and Developing Productive Partnerships | 6,449,349 | 3,297,500 |  |  |  |  | 6,449,349 | 3,297,500 |
| Sub-Component 2.2. – Improving irrigation and drainage systems for climate change adaptation | 36,565,775 | 18,695,784 |  |  |  |  | 36,565,775 | 18,695,784 |
| **Component 3: Food Quality and Safety Enhancement** | **9,028,866** | **4,616,488** | **1,975,467** | **1,010,040** |  |  | **11,004,333** | **5,626,528** |
| Sub-Component 3.1. Food Quality and Safety Standards | 5,505,437 | 2,814,885 |  |  |  |  | 5,505,437 | 2,814,885 |
| Sub-Component 3.2. – Information Technology (IT) Systems for Food Safety Enhancement | 3,523,429 | 1,801,603 | 1,975,467 | 1,010,040 |  |  | 5,498,896 | 2,811,643 |
| **Component 4: Project Management** | **2,552,513** | **1,305,079** |  |  | **278,465** | **140,845** | **2,830,978** | **1,445,924** |
| **OVERALL PROJECT CONTINGENCIES** | **489,164** | **250,106** |  |  |  |  | **489,164** | **250,106** |
| **TOTAL** | **63,049,186.83** | **32,237,324.59** | **1,975,467** | **1,010,040** | **1,051,018** | **535,845** | **66,075,671.83** | **33,783,209.59** |

# ANNEX IX – PROCUREMENT PLAN

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref.No.** | **Act. No.** | **Description of Assignment/Activity** | **Contract #** | **Procurement Type** | **Procurement  method** | **Bank's Review (Prior/ Post)** | **Estimated Overall Cost (BAM)** |
| ***Component 1: Improvement of Resillience and Traceability of Public Support*** | | | | | | | |
| ***Subcomponent 1.1: Improvement of Agriculture Informations System*** | | | | | | | |
| ***1.1.1 Upgrade of Farm and Client Register, Payment Process Application and Farmerportal*** | | | | | | | |
| 1 | 1.1.1.1 | Upgrade of Bee Keepers Register and Connection to other Institutions | BA-ARCP-SA-Act.No. | G | RFB IS(NCB) | Post | 250.000,00 |
| 2 | 1.1.1.2 | Development of Vineyards and Vineproducers Register | BA-ARCP-SA-Act.No. | G | RFB IS(NCB) | Post | 220.000,00 |
| 3 | 1.1.1.3 | Upgrade of Payment Process Application (PPA) and Farmerportal | BA-ARCP-SA-Act.No. | G | RFB IS(NCB) | Prior | 550.000,00 |
| 4 | 1.1.1.4 | Procurement of IT Equipment for Agriculture Farm Register | BA-ARCP-SA-Act.No. | G | RFB(NCB) | Post | 300.000,00 |
| 5 | 1.1.1.5 | IT Consultant | BA-ARCP-SA-Act.No. | CS | IC | Post | 157.000,00 |
| ***1.1.2 Information System for Livestock Breeding and Selection Activities*** | | | | | | | |
| 6 | 1.1.2.1 | Development of IS for Livestock breeding and selection activities | BA-ARCP-SA-Act.No. | G | RFB IS(NCB) | Prior | 700.000,00 |
| 7 | 1.1.2.2 | Procurement of various IT equipment for laboratories | BA-ARCP-SA-Act.No. | G | RFQ(SH) | Post | 20.000,00 |
| 8 | 1.1.2.3 | IT Consultant | BA-ARCP-SA-Act.No. | CS | IC | Post | 157.000,00 |
| ***1.1.3 Implementation of other registers/records within the competence of the Ministry*** | | | | | | | |
| 9 | 1.1.3.1 | Development of application for all other registers | BA-ARCP-SA-Act.No. | G | RFB IS(NCB) | Post | 500.000,00 |
| 10 | 1.1.3.2 | IT Consultant | BA-ARCP-SA-Act.No. | CS | IC | Post | 157.000,00 |
| ***1.1.4 Implementation of system for the processing of cantonal-level payments*** | | | | | | | |
| 11 | 1.1.4.1 | Development of Application for Cantonal Payment Processing | BA-ARCP-SA-Act.No. | G | RFB IS(NCB) | Post | 500.000,00 |
| 12 | 1.1.4.2 | IT Equipment for Cantons | BA-ARCP-SA-Act.No. | G | RFQ(SH) | Post | 100.000,00 |
| 13 | 1.1.4.3 | IT Consultant | BA-ARCP-SA-Act.No. | CS | IC | Post | 157.000,00 |
| ***1.1.5 Upgrading the Capacity of the Ministry's IT infrastructure (including DC in Butmir)*** | | | | | | | |
| 14 | 1.1.5.1 | Procurement of HW Equipment for Data Center in Butmir and Ministry Including Licenses | BA-ARCP-SA-Act.No. | G | RFB(NCB) | Prior | 860.000,00 |
| ***1.1.6 Development and Implementation of Disaster Recovery Plan*** | | | | | | | |
| 15 | 1.1.6.1 | Development, implementation and testing of Disaster Recovery Plan | BA-ARCP-SA-Act.No. | CS | CQ | Post | 100.000,00 |
| 16 | 1.1.6.2 | Procurment of Server and Network Equipment for DR site with Licenses | BA-ARCP-SA-Act.No. | G | RFB(NCB) | Post | 200.000,00 |
| ***1.1.7 Supporting Activities*** | | | | | | | |
| 17 | 1.1.7.1 | Vehicle for the activities from Component 1 | BA-ARCP-SA-Act.No. | G | RFQ(SH) | Post | 37.000,00 |
| 18 | 1.1.7.2 | Office furniture |  | G | RFQ(SH) | Post | 10.000,00 |
| 19 | *1.1.7.3* | *Operating Costs* |  |  |  |  |  |
| 20 | 1.1.7.3.1 | Renting office premises for the Consultants (4) (incl. utilities) |  | OC/SOE |  |  | 140.880,00 |
| 21 | 1.1.7.3.2 | Other miscellaneous operating costs |  | OC |  |  | 50.000,00 |
| ***Sub-total for Sub-Component 1.1: Improvement of Agriculture Informations System*** | | | | | | | ***5.165.880,00*** |
| ***Subcomponent 1.2: Supporting Climate-resilient agriculture*** | | | | | | | |
| ***1.2.1 Strengthening the Public Agriculture Extension Service*** | | | | | | | |
| 22 | 1.2.1.1 | Implementation of tasks and activities defined by mid-term Work Program | Multi | G | TBD |  | 260.000,00 |
| 23 | 1.2.1.2 | Implementation of tasks and activities defined by mid-term Work Program | Multi | CS | TBD |  | 400.000,00 |
| 24 | 1.2.1.3 | TA for development of ToR for WEB portal design and for the design of the Application for the Registers | BA-ARCP-SA-Act.No. | CS | IC | Post | 4.000,00 |
| 25 | 1.2.1.4 | Development, update and maintenance of Public agriculture extension service in FBIH WEB portal | BA-ARCP-SA-Act.No. | G | RFB IS(NCB) | Post | 200.000,00 |
| 26 | 1.2.1.5 | Application for keeping the Register of Agriculture Extension Service Providers and Register of Agriculture Extension Services | BA-ARCP-SA-Act.No. | G | RFB IS(NCB) | Post | 286.000,00 |
| 27 | 1.2.1.6 | Procurement of IT equipment (hardware, software) for Central (FMAWF) and cantonal agriculture extension services | BA-ARCP-SA-Act.No. | G | RFB(NCB) | Post | 300.000,00 |
| 28 | 1.2.1.7 | Procurement of IT equipment (hardware, software) town and municipal agriculture extension services | BA-ARCP-SA-Act.No. | G | RFB(NCB) | Post | 300.000,00 |
| 29 | 1.2.1.8 | Increase the mobility and functionality of Central and Cantonal Agriculture Extension Services (procurement of terrain vehicles– pick-up) | BA-ARCP-SA-Act.No. | G | RFB(NCB) | Post | 350.000,00 |
| 30 | 1.2.1.9 | Trainins and Workshops Budget |  | TR/SOE | N/A |  | 450.000,00 |
| 31 | 1.2.1.10 | *Operation and Maintenance Costs* |  | OC | N/A |  | 200.000,00 |
| 32 | 1.2.1.10.1 | Development of Extension Service Work program for a 3 year period |  | OC | N/A |  | 50.000,00 |
| ***Sub-total for Sub-Component 1.2: Supporting Climate-resilient agriculture*** | | | | | | | ***2.800.000,00*** |
| **Total for Component 1:** | | | | | | | ***7.965.880,00*** |
| ***Component 2: Improving the Agriculture Productivity, Adepting to the Climate Changes and Improving the Market Links*** | | | | | | | |
| ***Sub-component 2.1: Strangthening the Value Chains and Development of Productive Partnership*** | | | | | | | |
| ***2.1.1 Grants as Leverage for Increase of Private Investments*** | | | | | | | |
| 33 | 2.1.1.1 | Grants for Private Investments within producers groups | Multi | Grants | N/A |  | 4.400.000,00 |
| 34 | 2.1.1.2 | Printing of promotional material for Grant program | BA-ARCP-SA-Act.No. | G | RFQ(SH) | Prior | 59.000,00 |
| 35 | 2.1.1.3 | Technical Assistance | BA-ARCP-SA-Act.No. | CS | CQ/IC | Post | 235.000,00 |
| 36 | 2.1.1.4 | Awareness Campaign for Grant Program |  | TR/WR | N/A |  | 98.000,00 |
| 37 | 2.1.1.5 | Study Tour |  | TR/WR | N/A |  | 118.000,00 |
| ***Sub-total for Sub-Component 2.1: Strangthening the Value Chains and Development of Productive Partnership*** | | | | | | | ***4.910.000,00*** |
| ***Sub-component 2.2: Improving irrigation and drainage systems for climate change adaptation*** | | | | | | | |
| ***2.2.1 Construction of Irrigation System*** | | | | | | | |
| 38 | 2.2.1.1 | Construction works on irrigation system in Bihać | BA-ARCP-SA-Act.No. | W | RFB (NCB) | Post | 425.000,00 |
| 39 | 2.2.1.2 | Construction works on irrigation system in Sanski Most | BA-ARCP-SA-Act.No. | W | RFB (NCB) | Post | 1.173.000,00 |
| 40 | 2.2.1.3 | Construction works on irrigation system in Žepče | BA-ARCP-SA-Act.No. | W | RFB (NCB) | Prior | 1.955.000,00 |
| 41 | 2.2.1.4 | Construction works on irrigation system in Živinice | BA-ARCP-SA-Act.No. | W | RFB (NCB) | Post | 757.000,00 |
| 42 | 2.2.1.5 | Supervision of works for above projects | Multi | CS | CQ | Prior/Post | 155.000,00 |
| 43 | *2.2.1.6* | *Phase II of potential 15 irrigation projects* |  |  |  |  |  |
| 44 | 2.2.1.6.1 | Construction works for new project schemes (15) | Multi | W | RFB (NCB) | Post | 21.822.000,00 |
| 45 | 2.2.1.6.2 | Feasibility studies and Detailed Design | Multi | CS | CQ | Post | 1.640.000,00 |
| 46 | 2.2.1.6.3 | ESMP Preparation | BA-ARCP-SA-Act.No. | CS | CQ | Post | 125.000,00 |
| 47 | 2.2.1.6.4 | Supervision of works for new project schemes | Multi | CS | CQ | Post | 746.000,00 |
| 48 | 2.2.1.6.5 | TA for field work construction engineers | 3 | CS | IC | Post | 375.000,00 |
| 49 | 2.2.1.6.6 | Connections to Electric Power Network | BA-ARCP-SA-Act.No. | W | DC | Post | 100.000,00 |
| 50 | 2.2.1.6.7 | TA for institutional development of WUAs, utilities companies, etc. | Multi | CS | CQ/IC | Post | 410.000,00 |
| 51 | 2.2.1.6.8 | Office equipment | Multi | G | RFQ(SH) | Post | 100.000,00 |
| 52 | 2.2.1.6.9 | Development of Irrigation Information Management System (IIMS) | BA-ARCP-SA-Act.No. | G | RFB IS(NCB) | Post | 402.000,00 |
| 53 | 2.2.1.6.10 | Quality Monitoring of Water, Soil, etc | Multi | CS | DC | Post | 100.000,00 |
| 54 | 2.2.1.6.11 | Development of database and financial module | BA-ARCP-SA-Act.No. | CS | CQ | Post | 91.000,00 |
| 55 | 2.2.1.6.12 | Study Tour |  | TR/WR | N/A |  | 100.000,00 |
| 56 | 2.2.1.6.13 | Contingencies |  |  |  |  | 1.604.000,00 |
| ***Sub-total for Sub-Component 2.2: Improving irrigation and drainage systems for climate change adaptation*** | | | | | | | ***32.080.000,00*** |
| **Total for Component 2:** | | | | | | | ***36.990.000,00*** |
| ***Component 3: Food Quality and Safety Enhancement*** | | | | | | | |
| ***Sub-component 3.1: Food Quality and Safety Standards*** | | | | | | | |
| ***3.1.1 Improvement of the Food Safety System in FBiH*** | | | | | | | |
| 57 | 3.1.1.1 | Procurment of Laboratory Equipment for FBiH Veterinary Service | BA-ARCP-SA-Act.No. | G | RFB (ICB) | Prior | 3.729.000,00 |
| 58 | 3.1.1.2 | Procurement of Equipment for FBiH Agro-Mediterranean Institute | BA-ARCP-SA-Act.No. | G | RFB (ICB) | Post | 740.000,00 |
| 59 | 3.1.1.3 | Procurement of Vehicles for FBiH FAIA | BA-ARCP-SA-Act.No. | G | RFB(NCB) | Post | 450.000,00 |
| 60 | 3.1.1.4 | Procurement of Protective Equipment for Inspectors | BA-ARCP-SA-Act.No. | G | RFB(NCB) | Post | 196.000,00 |
| 61 | 3.1.1.5 | Procurement of Laboratory Equipment for Phytosanitary Inspection | BA-ARCP-SA-Act.No. | G | RFB(ICB) | Post | 294.000,00 |
| 62 | 3.1.1.6 | Trainings |  | TR/WR |  |  | 98.000,00 |
| ***Sub-total for Sub-Component 3.1: Food Quality and Safety Standards*** | | | | | | | ***5.507.000,00*** |
| ***Sub-component 3.2: Information Technology (IT) Systems for Food Safety Enhancement*** | | | | | | | |
| 3.2.1 Federation of Bosnia and Herzegovina | | | | | | | |
| 63 | 3.2.1.1 | Procurement of Hardware for FBiH Veterinary Service | BA-ARCP-SA-Act.No. | G | RFB(NCB) | Post | 508.000,00 |
| 64 | 3.2.1.2 | Procurement of Computer Equipment for the need of the FBiH Inspectorate | BA-ARCP-SA-Act.No. | G | RFB(NCB) | Prior | 1.076.000,00 |
| 65 | 3.2.1.3 | Procuremen of Software and Hardware Equipment for FAIA | BA-ARCP-SA-Act.No. | G | RFB(NCB) |  | 881.000,00 |
| 66 | 3.2.1.4 | Procurement of Software and Hardware for Cantonal Inspectorates | BA-ARCP-SA-Act.No. | G | RFB(NCB) | Post | 1.060.000,00 |
| 3.2.2 BiH Plant Health Administration | | | | | | | |
| 67 | 3.2.2.1 | Upgrade of Phytosanitary Information System | BA-ARCP-SA-Act.No. | G | RFB IS(NCB) | Post | 333.000,00 |
| 68 | 3.2.2.2 | Procurement of ICT Hardware | BA-ARCP-SA-Act.No. | G | RFB(NCB) | Post | 333.000,00 |
| 69 | 3.2.2.3 | IT Consultant | BA-ARCP-SA-Act.No. | CS | IC | Post | 196.000,00 |
| 3.2.3 BiH FSA | | | | | | | |
| 70 | 3.2.3.1 | Risk Assessment Module | BA-ARCP-SA-Act.No. | G | RFB IS(NCB) | Prior | 744.000,00 |
| 71 | 3.2.3.2 | ICT Hardware | BA-ARCP-SA-Act.No. | G | RFB(NCB) | Post | 177.000,00 |
| 72 | 3.2.3.3 | IT Consultant | BA-ARCP-SA-Act.No. | CS | IC | Post | 196.000,00 |
| ***Sub-total for Sub-Component 3.2: Information Technology (IT) Systems for Food Safety Enhancement*** | | | | | | | ***5.504.000,00*** |
| **Total for Component 3:** | | | | | | | **11.011.000,00** |
| ***Component 4: Project Management*** | | | | | | | |
| ***4.1 FBiH Project Management Costs*** | | | | | | | |
| 73 | 4.1.1 | Small Office Equipment | BA-ARCP-SA-Act.No. | G | RFQ (SH) | Post | 20.000,00 |
| 74 | 4.1.2 | PIU Staff and Technical Assistance | Multi | CS | IC | Prior/Post | 1.873.000,00 |
| 75 | 4.1.3 | Operating Expenses and Equipment O&M |  | OC/SOE |  |  | 600.000,00 |
| 76 | 4.1.4 | Software Licenses for Accounting Software |  | OC/SOE |  |  | 6.000,00 |
| 77 | 4.1.5 | Mid-term review and final survey |  | OC/SOE |  |  | 25.000,00 |
| 78 | 4.1.6 | Annual Project Audit |  | OC/SOE |  |  | 30.000,00 |
| **Total for Component 4: Project Management** | | | | | | | ***2.554.000,00*** |
| ***Grand Total for the Entire Project*** | | | | | | | ***58.520.880,00*** |

# ANNEX X - Generic ESMP for the Project

| **Project**  **Phase /**  **Activities** | **Possible**  **Environmental**  **Impacts** | **Mitigating Measures** | **Monitoring**  **parameters** | **Responsible**  **Body** |
| --- | --- | --- | --- | --- |
| **Construction phase** | | | | | |
| **Mobilization/ Temporary facilities/ Construction/**  **De-mobilization** | **General Site Conditions and Safety Notifications** | | | | |
| * Notification of public and overall site safety | * The local construction and environment inspectorates and communities have been notified of upcoming activities; * The public has been notified of the works through appropriate notification in the media and/or at publicly accessible sites (including the site of the works); * All legally required permits have been acquired for construction and/or rehabilitation; * The Contractor formally agrees that all work will be carried out in a safe and disciplined manner designed to minimize impacts on neighboring residents and environment; * Workers’ personnel protective equipment (PPE) will comply with international good practice (always hardhats, as needed masks and safety glasses, harnesses and safety boots); * Appropriate signposting of the sites will inform workers of key rules and regulations to follow and emergency contact numbers; * Provide on-site medical services and supplies for any emergency, through institutional and administrative arrangements with the local health unit; * Provide portable water & sanitary facilities for construction workers. | * Keep written proof of notifications, local permits, and/or media announcement, clippings; * Supervisor to ensure use of PPE; * Supervisor to visually inspect adequate signage. | * Contractor for execution of civil works * Site supervisor * PIU |
| **Material supply** | | | | |
| * Indirect impact on environment by purchasing material from unlicensed companies | * Sourcing of materials from authorized and licensed companies | * Insight in contracts with suppliers | * Contractor for execution of civil works * Site supervisor * PIU |
| * Use of borrow pits for materials | * Borrow pits shall be subject to complete restauration works following closure | * Inspection of borrow pits following closure | * Site supervisor * PIU |
| **Mobilization/ Temporary facilities/ Construction/**  **De-mobilization** | **Traffic and Pedestrian Safety** | | | | |
| * **Increased traffic** due to heavy equipment/vehicle movement/works in vicinity of main/local roads * **Decreased public access** through the construction area | * Prepare Traffic Management Plan; * Schedule vehicle movement during lean daytime traffic hours or at night; * Provide traffic aides/flagmen, traffic signs to help ensure the free and safe flow of traffic; * Maintain & Repair temporary alternative route of vehicles & pedestrians; * Designate an alternate route for pedestrian and/or vehicles in coordination with the Municipal Authorities or provide safe passageway through the construction site. | * Presence of traffic signs * Occurrence of traffic jams * Public complaints received | * Contractor |
| **Labor** | | | |
| * Informal work | * Prepare Contractor’s labor management procedures * Maintaining workers’ records | * Labor Screening and Compliance checklist * Surveys, site-visits or audits   Workers’ complaints received | * Contractor for execution of civil works * Site supervisor * PIU |
| * OHS risks | * Prepare and implement the Construction Site Organization Plan * Prepare and implement the OHS Management Plan   Ensure qualified OHS staff on site | * Surveys, site-visits or audits   Workers’ complaints received | * Contractor for execution of civil works * Site supervisor |
| * COVID-19 risks | * Prepare and implement contingency plans for COVID-19; * Communicate the Plan to workers and local community; * Control entry and exit from site/workplace; * Rearrange work tasks or reducing number of workers on the worksite to allow social/physical distancing;   Provide appropriate forms of personal protective equipment (PPE) and put in place alternatives to direct contact – like teleworking or remote work and video conferences wherever possible. | Occurrence of COVID-19 cases | * Contractor for execution of civil works * Site supervisor |
| * SEA/SH risks | * Prepare and implement Code of Conduct (including SEA/SH Code of Conduct) * Communicate the Code of Conduct to workers and local community;   Training of contracted workers on SEA/SH issues prior to commencement of work | * Public complaints received | * Contractor for execution of civil works * Site supervisor |
| **Air Quality – dust and noise suppression** | | | | |
| * **Gas & particulate** emissionsfrom vehicles, equipment & generators | * Regular equipment maintenance; * Contractor to present proof of compliance with emission standards as part of the annual vehicle registration process. | * Presence of black smoke from construction vehicles * Attestation documentation | * Contractor * \_\_\_\_\_\_\_\_\_\_ |
| * **Dust suspension** vehicle movement in unpaved roads & construction works | * Wet areas of dust sources to minimize discomfort to nearby residents; * Control of vehicle speed to lessen suspension of road dust. | * Public complaints received * General observation | * Contractor |
| * **Noise generation** from equipment & operations | * Schedule equipment movement during non-peak hours of daytime vehicular traffic; * Avoid night-time construction activities and abide by local laws on construction hours; * Provide silencers/mufflers for heavy equipment. | * Public complaints received * Measure a noise level in case of complaints | * Contractor: * \_\_\_\_\_\_\_\_\_\_ |
| **Waste and Inert Material Management** | | | | |
| * Environmental pollution caused by improper **waste management** | * Prepare site-specific Waste Management Plan * Waste collection and disposal pathways and sites will be identified for all major waste types expected from construction activities; * Mineral construction waste will be separated from general refuse, organic, liquid and chemical wastes by on-site sorting and stored in appropriate containers; * Construction waste will be collected and disposed properly by licensed collectors; * No open burning of wastes on or off site. | * Visual inspection of separate waste management piles; * Written receipts of all separate waste streams handled by the designated authorities; * Visual inspection of burn marks on site. | * Contractor * \_\_\_\_\_\_\_\_\_\_ |
| **Mobilization/ Temporary facilities/ Construction/**  **De-mobilization** | **Soil quality – erosion and vegetation cover** | | | | |
| * **Soil erosion and landslides** due to clearing and/or excavation | * Provide slope protection, riprapping on critical sections, or vegetative stabilization; * Designate a Spoils Storage Area, with topsoil set aside for later use and allow maximum re-use of spoils; * Use material for restoration of degraded areas. | * Presence of eroded areas near the site; * Signs of a potential/imminent landslide (unstable soil, signs of slippage, etc.). | * Contractor * \_\_\_\_\_\_\_\_\_\_ |
| * **Removal of vegetation** | * Restrict vegetation clearance t as narrow as possible area of construction; * Do replacement planting that would restore removed vegetation; * Secure: (i) environmental permit, (ii) Urban consent and (iii)Tree cutting consent. | * Area replanted * Number and type of plants replanted | * Contractor * \_\_\_\_\_\_\_\_\_\_ |
| **Water Quality** | | | | |
| * **Increased surface and groundwater turbidity & siltation**, causing inconvenience in community use of the affected surface or ground waters along the path of the irrigation canals | * Set up sediment traps along rivers and/or gabions along banks to filter out eroded sediments; * Same measures above for erosion control and slope stabilization. | * Complaints received * Visually for presence of turbidity in surface water * Analyze surface water quality in case of complaints (for pH, turbidity, conductivity and suspended solids) * If groundwater is used for drinking water supply, analyze tap water for drinking water quality parameters as prescribed in national legislation | * Contractor: * \_\_\_\_\_\_\_\_\_\_ |
| * **Oil & grease contamination of water bodies** due to poor equipment M&R & refueling | * Provide oil & grease traps in stilling ponds; * Provide ring canals around fueling tanks/motor pool/maintenance areas; * Collect used oils in containers and hand over to authorized agency for handling. | * Complaints received * Analyze surface water quality in case of complaints (for COD and total mineral oils) * If groundwater is used for drinking water supply, analyze tap water for drinking water quality parameters as prescribed in national legislation * Presenceof oil film on water surface | * Contractor: * \_\_\_\_\_\_\_\_\_\_ |
| **Cultural Property and Chance Findings** | | | | |
| * **Damage to cultural property** or chance findings which may be traversed reencountered during construction | * Stop the works and observe reporting and conservation protocols based on prior coordination with the responsible agency: Institute for Protection of Cultural & National Heritage | * Approval to continue or other relevant documentation from the nationally competent institution | * Contractor: * \_\_\_\_\_\_\_\_\_\_ |
| **Operation and Maintenance** | | | | | |
| **Operation and Maintenance** | **Traffic and Pedestrian Safety** | | | | |
| * **Access restrictions** during maintenance | * Introduce appropriate traffic signalization and appropriate warning signs; * Implementation of SEP, in particular the provisions on providing timely information to citizens through the media about upcoming maintenance, expected duration of the works, alternative routes, etc. | * Visual inspection of warning signs * Insight in information published | * Local inspections * Users |
| **Air Quality and Noise suppression** | | | | |
| * **Noise** emission and noise disturbance | * In case of noise complaints by local residents, the reduction of permissible vehicle speed limit should be performed | * Limit noisy activities (e.g. earthmoving, truck unloading, etc.) to the least noise-sensitive times of day and schedule activities to occur at the same time. Machinery should be shut down or throttled down to a minimum when not in use. | * Local inspections * Users |
| * **Gas & particulate** emissionsfrom agricultural machinery | * Regular machinery maintenance; * Compliance with emission standards. | * Presence of black smoke from construction vehicles * Attestation documentation | * Users |
| * **Smoke and toxic emissions** from incinerationof agricultural and other waste | * Prohibition of incinerations | * Visual inspection | * Users * Local inspections |
| * **Emissions** from the food processing facilities | * Installation of appropriate emission filters; * Compliance with air emission limits. | * Regular monitoring reports of the food processing companies in accordance with the provisions of environmental permit | * Agricultural businesses * Responsible cantonal inspections |
| **Environmental (soil, water, biodiversity) and human health impacts** | | | |
| Improper use of **pesticides fertilizers** | * Controlled application of agro-chemicals in accordance with Integrated Pest Management practices. * Training of the farmers on Integrated Pest Management practices including proper selection, dosage and timing of agro-chemical applications. Use only the agro-chemicals allowed/cleared by the state Plant Health Protection Administration. * Use safety equipment during the use of phyto-pharmaceutical products. * Accomplish cooperation with associations of beekeepers to prevent the increased mortality of bees. | Visual identification of occurrence of weed plants and pests to determine the needs for use of agro-chemicals.  Survey of the occurrence of diseases that are associated with improper handling of agro-chemicals.  Survey on the bee mortality that are associated with improper handling of agro-chemicals. | * Users |
| **Water Quantity** | | | |
| * **Reduction in water quantities** due to water overuse | * Provide system capacity as planned. * Monitor the use of water in the system. * Always provide an ecologically acceptable flow (EF). In case of insufficient amount of water to secure the EF, stop the water abstraction. | * Water meter readings of quantity of water (l/s) on water intake and pump station * Water meter readings of quantity of water used for irrigation on parcels on user water meters | * Users * Competent water management agency |
| **Soil Quality** | | | |
| * **Soil pollution** due to chemical and microbiological quality of irrigation water | * Monitor water quality used in the irrigation systems * Monitor soil quality at users’ plots | * Water quality parameters (heavy metals, nitrates, nitrites, pH, conductivity, temperature) from samples taken at the location of water intake; * Soil quality parameters (pH value, heavy metals, phosphorus, nitrogen, Na, Ca, salts and pesticides) from samples taken from suers’ plots. | * Users * Relevant accredited laboratories |
| **Waste management** | | | | |
| * Improper **management of waste** from maintenance activities | * Waste collection and disposal pathways and sites will be identified for all major waste types expected from maintenance activities; * All waste will be collected and disposed properly by licensed collectors; * No open burning of wastes/removed vegetation on or off site. | * Visual inspection of separate waste management piles; * Written receipts of all separate waste streams handled by the designated authorities; * Visual inspection of burn marks on site. | * Users |

# AnNEX XI - Environmental and Social Screening Questionnaire

Sub-Project Description Form

|  |  |
| --- | --- |
| Name of sub-project: |  |
| Project location: |  |
| Implementing Agency: |  |
| Beneficiary of the sub-project: |  |
| Estimated construction period duration: |  |
| Estimated Operation and Maintenance period (life of sub-project): |  |
| Description of proposed sub-project activities (incl. type of activities, footprint area, natural resources required, etc.): |  |
| Types of waste to be generated during construction and operation phase: |  |
| Sensitive environmental, cultural, archaeological, religious sites near (within 1 km) of site: |  |
| Overall Comments |  |
| Estimated total cost of sub-project (USD): |  |

# ANNEX XII - Sample Grievance Form

Reference number:

Full name (optional) I wish to remain anonymous

Gender Male

Female

Do not wish to disclose

Contact information (optional)

Please mark how you wish to be contacted (mail, telephone, e-mail). By post: Please provide mailing address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On website

Preferred language of communication Bosnian / Serbian / Croatian

English (if possible)

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of incident for grievance What happened? Where did it happen? Who did it happen to? What is the result of the problem?

Date of incident / grievance

One-time incident/grievance (date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Happened more than once (how many times? \_\_\_\_\_\_)

On-going (currently experiencing problem)

What would you like to see happen?

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form to:

Attention: PIU, Grievance Mechanism

Address: Str. Trampina 4/I, Sarajevo 71000

Phone: +387 033 213 098; E-mail: info@piusum.ba

http://www.piusum.ba

# ANNEX XIII – FB&H RESULTS FRAMEWORK

|  |  |  |  |
| --- | --- | --- | --- |
| **Results Framework** | | | |
| **COUNTRY: Bosnia and Herzegovina**  **Agriculture Resilience and Competitiveness Project** | | | |
| **Project Development Objective Indicators** | | | |
| **RESULT\_FRAME\_TBL\_PDO** |  |  |  |
| **Indicator Name** | **PBC** | **Baseline** | **FBiH End Target** |
|  |  |  |  |
| **Increase agriculture sector climate resilience** | | | |
| Farmers adopting improved agricultural technology (CRI, Number) |  | 0.00 | 1,500 |
| Farmers adopting improved agricultural technology - Female (CRI, Number) |  | 0.00 | 500 |
| Farmers adopting improved agricultural technology - male (CRI, Number) |  | 0.00 | 1,000 |
| Farmers with access to irrigation/drainage services supported by the project (Number) |  | 0.00 | 6,000 |
| **Increase competitiveness towards EU market accession** | | | |
| Percentage of Aggregators supported by the project reporting increases in sales (Percentage) |  | 0.00 | 50.00 |
| Risk-based official controls improved and implemented by the veterinary, food safety and plant health sectors (Percentage) |  | 10.00 | 50.00 |
| **Intermediate Results Indicators by Components** | | | |
| **Indicator Name** | **PBC** | **Baseline** | **FBiH End Target** |
|  |  |  |  |
| **Component 1: Enhancing public support resilience and traceability** | | | |
| Improved farm and client registry (Yes/No) |  | No | Yes |
| New registers for priority value chains established (Yes/No) |  | No | Yes |
| Share of agriculture support programs implemented through upgraded Payment systems (Percentage) |  | 0.00 | 70.00 |
| Farm Accountancy Data Network (FADN) established (Yes/No) |  | No | Yes |
| Increased number of seeds and seedling varieties registered (Number) |  | 0.00 | 5.00 |
| Extension staff trained in climate smart production practices and/or technologies (Number) |  | 0.00 | 75.00 |
| Extension staff trained in climate smart production practices and/or technologies - Female (Number) |  | 0.00 | 45.00 |
| Client days of training provided for extension staff (Number) |  | 0.00 | 1,500 |
| Improved access to local climate information services with digital information platforms (Yes/No) |  | No | Yes |

| **Indicator Name** | **PBC** | | **Baseline** | | **FBiH End Target** |
| --- | --- | --- | --- | --- | --- |
|  |  | |  | |  |
| **Component 2: Improving agriculture productivity, adaptation to climate change, and enhancing linkage** | | | | | | |
| Farmers reached with agricultural assets or services (CRI, Number) |  | | | 0.00 | 700.00 | |
| Farmers reached with agricultural assets or services - Female (CRI, Number) |  | | | 0.00 | 600.00 | |
| Sales of agricultural produce from farmers supported by the aggregators (Tones) |  | | | 0.00 | 10,000.00 | |
| Sub-projects financed by the project (Number) |  | | | 0.00 | 21.00 | |
| Matching grant information and awareness campaigns targeting women |  | | | 0.00 | 5.00 | |
| Area provided with new/improved irrigation or drainage services (CRI, Hectare(Ha)) |  | | | 0.00 | 3,000.00 | |
| Area provided with new irrigation or drainage services (CRI, Hectare(Ha)) |  | | | 0.00 | 2,500.00 | |
| Area provided with improved irrigation or drainage services (CRI, Hectare(Ha)) |  | | | 0.00 | 500.00 | |
| Number of end-user O&M agreements signed and adopted (Number) |  | | | 0.00 | 7.00 | |
| Increase in irrigation efficiency (Percentage) |  | | | 0.00 | 15.00 | |
| **Component 3: Food Quality and Safety Enhancement** | | | | | | |
| Number of officially designated veterinary, food safety and plant health laboratories upgraded (Number) |  | | | 0.00 | 7.00 | |
| IT Systems for food safety and plant health fully adopted and implemented, with long-term maintenance plan in place (Number) |  | | | 0.00 | 2.00 (FSA-1; APPH 1) | |
| Number of official food safety and plant health staff using the sectoral IT systems (Number) |  | | | 0.00 | 100.00 (FSA 60; APPH 40) | |
| Number of official veterinary, food safety and plant health staff using the sectoral IT systems - Female (Number) |  | | | 0.00 | 30.00 (FSA 18; APPH 12) | |
| **Component 4: Project Management** | | | | | | |
| Citizen Engagement – Direct Beneficiaries that report project investments reflected their needs and provide feedback (Percentage) | |  | | 0.00 | 80.00 | |
| Grievances responded and/or resolved within 90 days (Percentage) | |  | | 0.00 | 80.00 | |

# ANNEX XIV – FB&H – DRAFT ToR FOR EXTENSION SERVICES

**Component 1: Enhancing public support resilience and traceability; Sub-Component 1.2. Supporting Climate-resilient agriculture – Terms of reference for Agricultural Advisory Services**

**Terms of Reference for Developing a Registry of Agricultural Advisory Services, Registry of Agricultural Advisors, and Web Portal of the Public Agricultural Advisory Service in the Federation of BiH**

The basis of establishing Registry of Agricultural Advisors and Registry of Agricultural Advisory Services, which would be integrated with the existing system of Farm and Client Registry, and development of a portal for the public agricultural advisory service of the Federation of BiH, is to be found in the following legislation:

1. Law on Agriculture of the Federation of BiH (Official Gazette of Federation BiH No. 88/07)
2. Law on Agricultural Advisory Services (Official Gazette of Federation BiH No. 66/13);
3. Rulebook on the Advisory Methods (Official Gazette of Federation BiH No. 44/14);
4. Rulebook on Training, Certificates and Registry of Agricultural Advisory Services (Official Gazette of Federation BiH No. 38/15);
5. Rulebook on the Method and Procedure for Issuing License, Registration in the Registry of Agricultural Advisory Services (Official Gazette of Federation BiH No. 38/15);
6. Program of Theoretical and Practical Training for Certification (Official Gazette of Federation BiH No. 103/17);
7. Program of Mandatory Annual Training for Certified Advisors (Official Gazette of Federation BiH No. 103/17);
8. Registry of Agricultural Advisors / List of Approved/Registered and Deleted Advisors from the Registry of Agricultural Advisors (Official Gazette of Federation BiH No. 19/20);

**Objective**

The objective is to strengthen the capacities of the Public Agricultural Advisory Service in the Federation of BiH, enable the Public Agricultural Advisory Service to place relevant information, offer communication and information to the interested farmers about:

* new technological solutions in production, with the aim of increasing economic growth of agricultural farms in their core activity;
* activities that will increase income at farms: by introducing supplemental activities adding value to agricultural products, and non-agricultural activities;
* new technological solutions in production aimed at climate change adaptation and environment protection;
* networking agricultural producers for the purpose of more successful sale of their produce and more successful sale through coordinated appearance in the market; and
* other.

In addition to the above, the objective is also to establish a data base on agricultural advisors and agricultural advisory services, which would improve accessibility of data on agricultural advisors and agricultural advisory services in the Federation of BiH.

**Expected Outcomes**

**Implementation of the Registry of Agricultural Advisory Services**

At present time, the Registry of Agricultural Advisors and the Registry of Agricultural Advisory Services is maintained in the FBiH Ministry of Agriculture, Water Management and Forestry in Excel form. Further improvement of the IT system of the Section for Central Advisory Service requires development of an application for maintenance of the Registry of Agricultural Advisors (RAA) and Registry of Agricultural Advisory Services (RS), which would be integrated with the web portal of the Public Agricultural Advisory Service in FBiH on one hand, and the Registry of Farms (RPG/RK) system on the other.

Registry of Agricultural Advisors should manage (entry, deletion, change of data, printing, export) data stated in the following forms:

* + Applications for entry in the registry of agricultural advisors, deletion and/or change of data;
  + Certificate of completion of regular annual training for agricultural advisors;
  + Decision on Entry into the Registry of Agricultural Advisors, Conclusions on correction or deletion of the Decision;
  + other data related to the work of agricultural advisors.

Registry of Advisory Services should manage (entry, deletion, change of data, printing, export) data stated in the following forms:

* + Application form for issuing operation permit – license to private advisory service and entry into the registry of services, and any change of data;
  + Licenses issued to private agricultural advisory service
  + and other data related to the work of agricultural advisory services.

Expected outcomes:

* Established Registry of Agricultural Advisors and Registry of Agricultural Advisory Services integrated with the existing system of Farm and Client Registry;
* Designed and active web portals offering contents that will meet the needs of farmers, advisors and beyond;
* Staff in the Public Agricultural Advisory Service of FBiH trained to use of the implemented systems.

**Implementation of the web portal of the public advisory service**

As a part of this project, the web portal of the Central Advisory Service of FBiH and ten cantonal advisory services needs to be implemented

# ANNEX XV – FB&H – DRAFT ToRs FOR LOCAL IT CONSULTANTS

**Subcomponent 1.1.1 – Item 1**

**Upgrading the beekeeper register as a module in the FCR**

This information system has been positioned in Ministry as follows:

* Sector for agriculture and food industry
* Department for livestock farming
* Technical Advisor for livestock farming– selection in livestock production

Accordingly, only one *person* works on this segment in whole department within above mentioned sector, and that very person is also authorized for farming and selection work in livestock farming.

Ministry has been funded development of software for FBIH bee keepers and beehive registry in 2019 with integration with FCR and payment system. At the present what necessary is the upgrade in terms of development of Module for visual (GIS) presentation of beehive location which is necessary for bee contagious disease monitoring that is undertaking necessary measures in such situations. This direction of system development is in line with EU guidelines.

In line with valid legislation Municipality Services for agriculture are authorized for data entering, and Federal Ministry of Agriculture, Water Management and Forestry is authorized for keeping and maintaining the Registry.

FBIH Bee keepers and beehive Registry contains following data at the present:

* Owner persona ID (data from FCR)
* Beehive data (types of beehives stationary/portable, plot, GPS location)
* Data on number and type of beehives for each beehive
* Data on change in number of bee societies for period autumn- spring

**Subcomponent 1.1.1 – Item 4**

**Upgrading Farmerportal (**[www.farmerportal.ba](http://www.farmerportal.ba)**)**

Authorised entity for this information system in Ministry is the IKT Service that has only one Technician beside the Head of Service.

Users of this application are all registered farmers in FBiH, and portal contains data and documents being accessible to all website visitors with no log in need.

Farmerportal has been developed together with software for incentives processing with ARDP funds by the end of 2016 and has been upgraded parallel with payment software form the Budget.

Beside the data form FCR Farmerportal contains all data on status of client current requests. Clients can download all filled in forms needed for application for subsidies in line with their resources from FCR.

We intend to upgrade this portal in order to enable following:

* Online data update
* No contact Applying for subsidies (no need for physical submission of applications and requests)
* Visual farm review (for farmers) upon implementation od subcomponent 1.1.1 – Item 3

Engagement of one local consultant is needed for implementation of these activities (item 1 and item 4 subcomponents 1.1.1) on following tasks:

* Participation in detailed analysis of all planned upgrades together with company to be authorized for implementation (implementer)
* Cooperation with implementer in software upgrade in terms of development of functional specifications with special attention on selection of adequate GIS solution
* Representing the interest of Ministry in all phases of contract implementation with software implementer, from specification, testing, training organization that is starting the system.
* Communication and coordination with other institutions necessary for implementation of system upgrade in all phases (FGU, bee keepers Association, Agriculture institutes and Associations, authorized cantonal ministries, etc.)
* Participation in all testing phases on system beneficiary side
* Transfer of experience, comments, suggestions, errors, etc. to the implementer by the beneficiaries of the upgraded software.
* Active support to all system beneficiaries (help desk, user management, supplement to the Codebook etc.) upon completion of upgrade
* Conducting monitoring and reporting on progress in all implementation phases
* Analyses the system operation and specifies additional requests in line with beneficiaries needs
* etc.

One local consultant needs to be engaged for period of 3 years for implementation of these project activities (subcomponent 1.1.1 item 1 and subcomponent 1.1.1 item 4)

**Subcomponent 1.1.1 – Item 2**

**Connecting with applications of other institutions (IDDEEA, Tax Administration FBiH, Indirect Taxation Authority BiH, FUZIP, etc.)**

The Farm and Client Register is located within the Agricultural Payments Sector which, together with the Financing Sector, functions as the Payment Agency within the Ministry of Agriculture, Water Management and Forestry of the Federation of Bosnia and Herzegovina (hereinafter: the Ministry).

The Agricultural Payments Sector consists of the following organizational units:

* Direct Payments Division (5 employees)
* IPARD and Rural Development Measures Division (3 employees)
* Controls Division (4 employees)

The agricultural services within the municipal authorities in all 79 municipalities of the Federation of Bosnia and Herzegovina are in charge of entering/changing/updating data in the Farm and Client Register, while the Ministry is in charge of its technical performance and system administration.

Aside from the Ministry and the municipalities, the Farm and Client Register users also include the cantonal ministries, institutes and inspection services, as well as the registered farmers through the Farmer Portal ( <https://www.farmerportal.ba/#/>).

The Farm and Client Register was established in 2011 and funded through the ARDP. It has ever since been upgraded using the project funds as well as the Ministry's own funds following the ARDP closure in 2016. It's integrated with the payments processing application, beekeepers' register, phytosanitary register and Farmer Portal.

The Farm and Client Register contains the following data:

* Personal data including clients' bank account numbers
* Land data (the basis for land use and land use in the current year)
* Data on types and number of livestock
* Scanned documentation.

The planned upgrade would include linking the Farm and Client Register with IDEEA, Tax Administration of the Federation of Bosnia and Herzegovina and Indirect Taxation Authority of Bosnia and Herzegovina for the purpose of carrying out the real-time personal data checks and verification of tax status of clients in order to minimize the number of documents that the clients need to submit to be eligible for payments, and to reduce the workload during the payments processing. Furthermore, this would also include linking with the application of inspection supervision records at the Federation Administration for Inspection Affairs.

**Subcomponent 1.1.1 – Item 3**

**Upgrade of PPA with data from FGU and GIS visualisation of cadastral parcels**

The Payments Processing Application (PPA) is located within the Agricultural Payments Sector which, together with the Financing Sector, functions as the Payment Agency within the Ministry of Agriculture, Water Management and Forestry of the Federation of Bosnia and Herzegovina (hereinafter: the Ministry).

The Agricultural Payments Sector consists of the following organizational units:

* Direct Payments Division (5 employees)
* IPARD and Rural Development Measures Division (3 employees)
* Controls Division (4 employees)

The users of this system are the Ministry, competent cantonal ministries, agricultural institutes, municipal services and inspections. The data entry and processing is done by all system users following their respective legal authorizations and users' rights. The Ministry is responsible for the technical performance and system administration. The system data in adapted form are visible on the Farmer Portal to all farmers who apply for payments.

The payments processing application was implemented in 2016/2017 and financed through the ARDP. It has ever since undergone several upgrades using the Ministry's own funds. The PPA is integrated with the Farm and Client Register, the Beekeepers' Register, Phytosanitary Register, the Farmer Portal and the Ministry's web site.

The payments processing application contains the following:

* Data on all applications for plant and animal production payments, including surface areas, crops, types and number of livestock with the ear tag numbers,
* Data on plant and animal production applications with all the required application data, including scanned documentation, the current status and comments,
* Data on client applications for structural measures (these applications are submitted directly to the Ministry),
* Data on the applications approved in appeals procedures,
* Data on application processing staff including date and type of change they make regarding an application,
* Data on payment requests and invoices with the time and status of disbursement, which is carried out by the Ministry of Finance.
* Data on clients through the integration with the Farm and Client Register.

The planned upgrade would include the development of new functionalities of visual presentation of land parcels subject of payment applications through a separate GIS system intended for controls. This activity encompasses linking of the existing Farm and Client Register data with the digital cadastral plans, including the expansion of the existing link between the Farm and Client Register and the Payments Processing Application.

The assignment of the contracted local consultant would consist of the following tasks:

* Participate in the detailed analysis of the planned upgrade together with the contractor,
* Participate in the design of the new functionalities which are part of the upgrade as well as in the development of functional specification related to the mentioned connections/linking with the other institutions,
* Carry out communication and coordination with all institutions related to these project activities (IDEEA, Tax Administration of FBiH, Indirection Taxation BiH, FUZIP, FGU itd.)
* Represent the interests of the Ministry in all phases of the implementation of the contract with the application upgrade contractor.
* Provide active support to all system users following the delivery and operational initiation of the system.
* Analyze the system operation (which is the subject of upgrade and linking) and specification of additional requests and problems in work in line with users' demands.
* Monitoring and reporting on the progress in all phases of the project implementation.

The implementation of these activities (1.1.1 item 2 i 1.1.1 item 3) would require contracting one local consultant for a period of three years.

**Subcomponent 1.1.2**

**IS for livestock breeding and selection activities**

*1 local consultant (3 years period)*

This information system has been positioned in Ministry as follows:

* Sector for agriculture and food industry
* Department for livestock farming
* Technical Advisor for livestock farming– selection in livestock production

Accordingly, only one *person* works on this segment in whole department within above mentioned sector.

Ministry has been funded development of **TOR and technical option for set up of information system for monitoring the farming of all types farming valuable animals.** Document itself contains 200 pages and describes in details all necessary implementation phases. I will briefly list basic facts about this system:

IS will have following modules:

* Module administration
* Module codebooks
* Module for farming selection work in cattle breeding
* Module for farming selection work in sheep breeding
* Module for farming selection work in goat breeding
* Module for farming selection work in pig farming
* Module for farming selection work in poultry farming
* Module for farming selection work in horse breeding
* Module for laboratories (4 laboratories in FBiH at the present)
* Reporting module
* Module for notification sending

In line with relevant legislation, authorized institution for future information system for monitoring the types of all types of farming valuable animals in FBIH are as follows:

* Federal Ministry of Agriculture, Water Management and Forestry
* Federal Agriculture Institute Sarajevo
* Federal Agro Mediterranean Institute Mostar
* Cantonal farming selection Services or cantonal Institutes authorized for cattle breeding
* Inspection Services

Sy needs to be integrated with following existing systems:

* Integration with existing FCR
* Integration with existing system for subsidies processing (PPA)
* Integration with existing Farmerportal
* Integration with existing FMWF web portal
* Integration with National Data Base for animal marking (BiH Veterianry Office)

Therefore, integration with cantonal, federal and state level institutions is necessary.

This is very complex information system and for its implementation local consultant is needed, his/her task would be as follows:

* Participation in detailed analysis (the first phase of implementation) of all processes (which this IS includes) together with company to be authorized for implementation (implementer)
* (upon analysis) participates in development of functional specifications together with implementer
* Representing the interest of Ministry (as the client) in all phases of contract implementation with software implementer, from specification, testing, training organization that is starting the system.
* Ensures regular communication and coordination with employees from other institutions (that will be direct system beneficiaries – institutes, cantonal farming selection Services, inspection Services) that is necessary in all implementation phases.
* Participation in all testing phases on system beneficiary side
* Conducting monitoring and reporting on progress in all implementation phases
* Transfer of experience, comments, suggestions, errors, etc. to the implementer obtained from the beneficiaries, active support to the system beneficiaries upon system becomes operative and beneficiary training completed (help desk, user management, Codebook supplement etc.)
* Analyses the system operation and specifies additional requests in line with beneficiaries needs
* etc.

this is just a part of the activities and there is no need to specify more details for this consultant. It is important to emphasize that implementation of this IS requires a lot of field work.

**Subcomponent 1.1.1 – Item 5**

**Vineyards and wine producers IS - VWIS**

*1 local consultant (3 years period)*

This information system (register) has been positioned in Ministry as follows:

* Sector for agriculture and food industry
* Department for food industry
* Technical advisor for production of alcoholic and non-alcoholic beverages and tobacco processing

Once again, only one *person* works on this segment in whole department within above mentioned sector. Ministry possess one older technical specification (2013) of this register. However, in 2015 we changed the Rulebook so it will be necessary to harmonize technical specification in line with changes that took place. I will just briefly mention what this Register includes:

* Data on grape producers (identity, location of the plot, size of vineyard plot, characteristics of grapevine being planted, report on harvest)
* Vineyard data (other data not included in the point above)
* Data on grape production
* Data on wine production (identity, place and address of vinery, report on production)
* Data on wine production
* Data on wine bottling (identity, place and address of bottling capacity)
* Data on retail wine traders (identity, place and address of capacity /capacities for retail, mandatory report on stocks)
* Report on grape harvest
* Report on production
* report on stocks

Entering into the Wine Register is being conducted in municipality Services authorized for agriculture matters. This Register has to be linked with FCR and it is planned it will be its submodule.

Task of egged consultant would be as follows:

* Participation in detailed analysis (the first phase of implementation) of all processes (which this Register includes) together with company to be authorized for implementation (implementer)
* (upon analysis) participates in development of functional specification together with implementer
* Representing the interest of Ministry in all phases of contract implementation with system implementer from specification, testing, training organization that is starting the system.
* Participation in all testing phases on system beneficiary side
* Transfer of experience, comments, suggestions, errors, etc. to the implementer by the system beneficiaries, support to the beneficiaries upon system is in production and beneficiary training being completed
* Conducting monitoring and reporting on progress in all implementation
* Ensures regular communication and coordination with Municipality servants necessary in all phases of implementation.
* Active support to all system beneficiaries upon system is in production and beneficiary training being completed (help desk, user management, Codebook supplement, etc.)
* Analyses the system operation and specifies additional requests in line with beneficiary’s needs
* etc.

Implementation of this IS requires certain field work

**Subcomponent 1.1.3**

**Implementation of other registers/data bases within the competence of the Ministry**

*1 local consultant (4-year period)*

The following organizational units in the Ministry are in charge of the following registers/records within this component:

* Agriculture and Food Industry Sector
* Plan Production Division
* Food Industry Division

This component would include the development of the application consisting of the following registers/data bases as its submodules:

* Register of organic agricultural producers (register of operators in organic production and the data base of authorized control authorities)
* Register of permanent crops
* Data base on leaf tobacco producers
* Register of producers/importers/processors of seeds and planting material
* Register of mineral fertilizers, register of distributers and importers of mineral fertilizers
* Register of traders with plant protection products
* Register of integral production
* Other registers as required.

Due to incomplete legal regulation (bylaws) and laws that still undergo constant amendments, there could be no guarantees that all of the above registers/data bases would be developed, but efforts will be made to achieve as much as possible. It's vitally important to develop one central application whose submodules would function as the above listed registers/data bases. The application would have a unique user interface since its sole users would be the employees of the Ministry. The user rights control would ensure that the access to submodules is granted only to those civil servants who are in charge of respective registers/data bases. The registers (if required) would be linked to the Farm and Client Register.

The assignment of the contracted local consultant would consist of the following tasks:

* participate in the detailed analysis (the first implementation phase) of all registers/data bases (to be covered by this application) together with the contractor to be selected for its implementation),
* (after the analysis) participate in the development of functional specifications together with the contractor,
* Represents the interests of the Ministry in all phases of the implementation of the contract with the system contractor including specification, testing, training organization and operational initiation of the application,
* Sharing with the contractor the experiences, comments, suggestions and errors reported by all application users,
* Carry out monitoring and reporting on the progress in all implementation phases,
* Provide active support to application users after the operational initiation of the system and the training of the users (help desk, user management, code system expansion etc.),
* Analyze the operation of the application and specify other request in line with the demands
* Participate in the development of secondary legislation by providing technical inputs in order to ensure smooth integration of registers/data bases into the central application.
* Other related tasks as required.

1. For more details see ANNEX VII - AGREED IRRIGATION SCHEMES SELECTION CRITERIA [↑](#footnote-ref-1)
2. For more details see ANNEX IV - DETAILED LIST OF ALL ACTIVITIES, TASKS AND PROCESSES [↑](#footnote-ref-2)
3. For more details see ANNEX V – PROCESS FROM PROJECT-DESIGN PHASE TO AFTER-CONSTRUCTION PHASE [↑](#footnote-ref-3)
4. For more details see ANNEX VI – SAMPLE TERMS OF REFERENCE FOR PROJECT DESIGN [↑](#footnote-ref-4)