

Ministry of Agriculture, Livestock, Lands and Irrigation
Climate Smart Irrigated Agriculture Project CSIAP (Project ID- P163742)
Funded by the World Bank

Terms of Reference (ToR) for the Preparation of Borrower's Project Completion Report

1. Project Background

The Climate Smart Irrigated Agriculture Project (CSIAP) is implemented by the Ministry of Agriculture under the World Bank credit facility. The Project Development Objective (PDO) of the CSIAP is to improve productivity and climate resilience of small holder agriculture in climatically most vulnerable areas (Hotspot Areas) of eleven districts in Sri Lanka: Kilinochchi, Mullaitivu, Anuradhapura, Polonnaruwa, Puttalam, Kurunegala, Trincomalee, Batticaloa, Ampara, Hambantota, and Monaragala. This objective will be achieved through increased adaptation of climate-resilient agricultural practices and technologies, improved agricultural productivity, and increased access to markets in targeted smallholder farming communities. Key project intervention includes increase in water productivity at farm level, increase in agriculture productivity of crops, management of catchment areas of village tank cascade systems with conservation practices, increase crop diversification practices. The project beneficiaries will be around 470,000 smallholder farmers who have 1.0-2.0ha. farmland in hotspot areas. The total project investment is USD 125 million out of which Government of Sri Lanka (GOSL) funded USD 10 million and beneficiary contributed USD 5 million

Project interventions are implemented through three project components.

- a. **Agriculture Production and Marketing:** Improve agriculture productivity by promoting climate-smart farming, water use practices and technologies and developing marketing and market infrastructures and link farmers with marketing networks and value chains.
- b. **Water for Agriculture:** stabilizing water for agriculture through rehabilitation of catchments, tanks, and water infrastructures; and
- c. **Project Management:** Project management and monitoring and evaluation to ensure achieving the Project Development Objective.

Under these components, a diverse range of interventions were implemented to enhance climate resilience, improve food security, and raise household incomes among smallholder farmers.

The first restructuring of CSIAP was carried out in May 2020 to partially cancel US\$15 million for repurposing and to support the COVID-19 immediate response activities. The second restructuring of March 2021 was carried out to activate the project's Contingent Emergency Response Component (CERC) and repurpose another US\$15 million to a CERC pool of US\$56 million to support emergency response actions in key economic sectors of agriculture, education, ICT, transport, and disaster risk management. The first component of the CERC pool was for agriculture to support food security during COVID-19 and the allocation was US\$18.69 million. The project was restructured for the third time in March 2023 on the request made by the Ministry of Agriculture to amend the results framework to better track, monitor, and report on its achievements, and progress towards the PDO.

The overall responsibility of implementation of the project lies with the Ministry of Agriculture, Livestock, Land and Irrigation (MoALLI). The **project** is implemented by a dedicated **Project**

Management Unit (PMU) led by a Project Director. To facilitate effective implementation at the subnational level, **five Provincial Deputy Director's Offices** have been established in the target provinces. These offices are fully equipped with the necessary infrastructure, human resources, and logistical support to coordinate and oversee project activities within their respective regions. The decentralized structure enables more responsive, context-specific implementation and ensures close engagement with local stakeholders and beneficiaries across the project's climate-vulnerable districts. The project is implemented with the partnership of the national and provincial agencies such as Department of Agrarian Services, Department of Agriculture, Provincial Chief Secretaries, Provincial Departments of Irrigation, Provincial Departments of Agriculture closely supported by PMU and DPD office staff. Initially planned for the period of May 2019 to June 2024, the project timeline has since been extended to 31st December 2025 to complete all planned project interventions, catching up the delays encountered due to Covid 19 and other disturbances during the initial stage of the project implementation.

2. Objective of the Assignment

The **Borrower's Project Completion Report** expected to provide a comprehensive assessment of the project's relevance, design, implementation, performance, and sustainability as follows;

1. evaluate the degree to which the Climate Smart Irrigated Agriculture Project has achieved the Project Development Objective (PDO) ,
2. assess the achievements of desired broader development outcomes, and project outputs,
3. evaluate the implementation approach and capture and document lessons learned, and best practices adopted.
4. determine the sustainability of project outcomes,

The report should generate evidence-based findings to support policy makers, enhance institutional accountability, and measures for future project designers and implementers particularly in climate-resilient agriculture including adaptation to climate smart agriculture practices, food security, value chain marketing, water management, environmental safeguard, gender equity, nutritional factors and rural livelihood improvement as explained under specific objectives. The Report should meet the World Bank standards and accurately reflect the project implementation status from beginning to the end (2019 - 2025), in line with the **World Bank's Implementation Completion Report (ICR) guidelines** and adhere to the **Independent Evaluation Group (IEG) core principles**.

2.1 Specific Objectives

2.1 (a) Relevance and Project Design

- To assess the alignment of project objectives with national and local development priorities, including climate resilience, food security, and rural livelihood improvement.
- To evaluate the appropriateness of the project design, institutional arrangements, and whether the **results framework and implementation strategies** were realistic and coherent.
- To determine whether the project was responsive to the needs of beneficiaries, including vulnerable groups.

2.1 (b) Efficacy/ Effectiveness of the Project

- Assess the extent to which the **Project Development Objectives (PDO)** and **component-specific outcomes** (intermediate results indicators) were achieved.
- Evaluate the effectiveness of individual project components in delivering tangible outcomes related to improved agricultural productivity, water productivity, climate resilience, and institutional strengthening etc
- Analyze how well project interventions addressed the key constraints in irrigated agriculture and climate vulnerability etc.
- Identify the factors that contributed to or hindered to the achievement of results, including external shocks.
- Review the effectiveness of trainings provided by the project through Farmer Training School, Farm Business School and other ground level trainings.
- Review the level of satisfaction among beneficiaries and stakeholders regarding project interventions and results.

2.1 (c) Efficiency

- Assess whether project resources (financial, human, and technical) were used efficiently to produce intended outputs and outcomes.
- Compare actual project costs and timelines with initial estimates, and assess any cost and time overruns or delays.
- Determine whether alternative approaches could have yielded similar or better results at a lower cost.

2.1 (d) Implementation Arrangements and Institutional Performances

- Evaluate the performance of the **Project Management Unit (PMU)**, **Provincial Implementation Units**, and key government stakeholders in project coordination and delivery.
- Assess the level of stakeholder engagement, inter-agency coordination, developing and partnerships required for sustainability.
- Assess the monitoring and evaluation approach adopted including Management Information System (MIS) and future use

2.1 (e) Environmental and Social Safeguards and Accountability

- Assess the effectiveness of the integration and implementation of **Environmental and Social Safeguard** measures, including compliance with Environmental and Social Management Plans (ESMPs), and grievance redress mechanisms including Social Audit Committee Assessment.
- Evaluate the capacity of implementing institutions to manage safeguard-related responsibilities.

2.1 (f) Institutional Strengthening and Policy Impact

- Evaluate the extent to which the project contributed to institutional capacity building, particularly for Producer Societies, Producer Associations, Social Audit Committees, Farmer Organizations, Cascade Management Committees, Farmer Training School and local government institutions.
- Assess the project's influence on national and local agricultural or irrigation policies and institutional practices.

2.1 (g) Sustainability and Scalability

- **Assess the likelihood that** project benefits, systems, and institutional arrangements will be sustained after project closure.

- Assess the sustainable use of assets provided by the CSIAP. (tank rehabilitation, agro-well, agri-roads, solar pumps, crop protection electric fences etc.)
- Review actions taken to enhance ownership, integration into government structures, and financial sustainability on operation and management.
- Identify opportunities for **scaling up** or replicating successful practices in other regions or sectors.

2.1 (h) *Lessons Learned, best practices and Innovations*

- Document lessons, innovations, and best practices from the design, implementation, and adaptive management of the project.
- Highlight practical insights that can be replicated the design and implementation of similar future operations.
- Recommend ways to strengthen future project planning, delivery, and monitoring based on empirical evidence.
- Assess the project visibility and usage of project web-sites and social media over the community and stakeholder or public.

2.1 (i) *Fiduciary Management, and Accountability*

- Review accountability and fiduciary mechanisms, including procurement, auditing, financial management and monitoring systems.

2.1 (j) *Communication Approach*

- Review the project communication strategy and its effectiveness
- Assess the project visibility and usage of project web-sites, social media over the community and stakeholder, public engagement and awareness creation.

This assignment should cover the **entire duration of project implementation (2019–2025)** and provide a solid base of evidence through qualitative and quantitative analysis to support its findings and conclusions. The evaluation should contribute meaningfully to institutional learning and support future similar initiatives in area of Climate Smart Agriculture in Sri Lanka.

3. Scope of the Assignment and Task to be Carried Out

The evaluation will cover the entire duration of the project, which has been implemented across **six provinces and eleven districts** identified as climate-vulnerable hotspots. The assessment will focus on the project's three core components: (1) Agriculture Production and Marketing, (2) Water for Agriculture, and (3) Project Management.

Key activities under the agriculture production and marketing component include the promotion of climate-smart agriculture (CSA) practices in the selected hotspot areas including development of home gardens to support food security—particularly during the COVID-19 pandemic—introduction of micro-irrigation systems, climate-smart agriculture practices and seed production, agro wells and micro irrigation systems, cropping diversification, and improved water use efficiency. The project also provided support through agricultural machinery, knowledge transfers on water management technologies, and construction of community-based elephant fences to protect crops and lives. In parallel, project implemented capacity-building initiatives, trained Farmer Organizations and Producer Organizations to manage resources, rehabilitated village irrigation systems, and strengthen market linkages and value chains (but not limited to).

The water for agriculture component involved the **rehabilitation of approximately 655 village irrigation systems**, as well as downstream canals, across hotspot areas to enhance water availability and productivity. These activities were complemented by the introduction of improved water management practices and the formation of **Cascade Management Committees** to ensure sustainable use and maintenance of irrigation systems.

The evaluation will assess both **outputs and outcomes** of these interventions, including their effectiveness in achieving the project's overarching goals: improving farmer livelihoods, increasing resilience to climate-related shocks, enhancing food security, and promoting sustainable resource use and the utilization of the equipment provide. It will also examine institutional and management arrangements, stakeholder engagement, and the overall implementation efficiency. In order to measure the effectiveness of the water for agricultural component the data in relation to the utilization rate of the tank infrastructure need to be collected.

The evaluation will also examine the implementation and effectiveness of **environmental and social safeguard measures** integrated into the CSIAP. These include efforts to minimize environmental impacts of infrastructure rehabilitation, promote environmentally sustainable agricultural practices, and ensure the protection of natural resources such as water bodies, soil, and biodiversity. On the social side, the evaluation will assess the project's inclusiveness, particularly its engagement with women, youth, and vulnerable communities. It will also review grievance redress mechanisms, land use considerations, and the degree to which community participation and social cohesion were strengthened through project activities.

3.1 Documents to be reviewed and persons to be interviewed

3.1.1 Secondary Data Collection and Desk Review

- Project progress reports, (Annual/Quarterly) , M&E Reports, financial and Audit reports and Procurement Plans
- Periodic Assessments and Evaluations/Surveys
- Management Information System and Farmer Level Database
- Project Appraisal Document (PAD) and restructuring papers
- Project Implementation Plan
- Aide Memoires, Management Letters
- Environmental Safeguards compliance documents and audit reports
- Cascade Management Plans and Cascade Water Management Plans and reports
- CSIAP Web, IEC materials
- Other availed guidelines and reports.

3.1.2 Primary Data Collection

a. Key Informant Interviews (KIs)

- Officials from the Ministry of Agriculture
- Key staff from PMU and Deputy Project Directors' Office at provincial level

- Provincial and district-level implementing Agencies
- Sector experts and service providers

b. Focus Group Discussions (FGDs)

- Producer Societies and Producer Associations
- Farmer organizations
- Water user associations
- Women and youth groups

c. Beneficiary Surveys

- Stratified sampling of project beneficiaries to gather quantitative data on satisfaction, access, usage, and perceived outcomes.
- Control group, social network analysis, participatory development concept,

d. Field Visits and Direct Observations

- On-site validation of infrastructure, agricultural demonstrations, water resource management structures,

3.1.3 Data Analysis and Report Preparation

- **Quantitative Analysis:** Use statistical tools to analyze survey data and project performance indicators.
- **Qualitative Analysis:** Thematic coding and synthesis from interviews and discussions.
- **Comparative Analysis:** Compare planned vs actual targets, timelines, and budgets.
- **Cost-Benefit Analysis:** Review financial efficiency of components and resource allocations.
- **Institutional and Policy Analysis:** Examine institutions supported by the project capacity development, policy contributions and structural reforms,

3.1.4 Safeguard and Compliance Review: Assess environmental and social safeguard compliance and integration into project activities.

a. Triangulation and Validation

- Cross-verify information from multiple sources to ensure consistency and reliability.
- Validation workshops or stakeholder consultations may be held to present draft findings and incorporate feedback.

b. Integration of Cross-Cutting Themes

The methodology should ensure that the following themes are integrated across all stages of analysis:

- Gender Equality and Social Inclusion
- Climate Resilience and Environmental Sustainability
- Institutional Capacity Building
- Innovation and Technology Adoption
- Sustainability and long term adoption

3.1.5 Timeframe and Coverage

The methodology must cover the full duration of the project (2019 to completion), including original and restructured components including the COVID-19-related activities under the **Contingent Emergency Response Component (CERC)**.

4. Methodology and Core Principles

The methodology for the Borrower's Completion Report (BCR) must be designed to generate credible, evidence-based, and objective assessments of the Climate Smart Irrigated Agriculture Project (CSIAP). It should enable an in-depth understanding of the project's relevance, efficiency, effectiveness, sustainability, and impact, in line with the requirements of the **World Bank's Implementation Completion and Results (ICR) guidelines** and the **Independent Evaluation Group (IEG) evaluation principles**.

The evaluation assignment must be free from bias and external influence, providing a fair, balanced, and evidence-based judgment. Structural, functional, and behavioral independence should be maintained throughout the process. A combination of **qualitative and quantitative** data collection and analysis methods must be employed to ensure a comprehensive understanding of the project's performance and outcomes. The evaluation should actively engage a broad range of stakeholders at the **national, provincial, and community levels**—including beneficiaries, implementing agencies, and project staff—to ensure diverse perspectives and enhance ownership of findings. The evaluation should be designed to produce **practical and actionable recommendations** that can inform future project design, implementation, and policy-making.

The methodology also aligns with the **World Bank Group's core evaluation principles**, which include:

- **Utility:** Evaluations must be timely, relevant, and geared toward supporting learning, decision-making, and accountability for results.
- **Credibility:** Built on ethical conduct, technical rigor, transparency, and professional competence. Evaluations must be trusted and methodologically sound.
- **Independence:** Evaluations must be conducted free from political or organizational influence, ensuring impartiality in both process and findings.
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4.1 Bidders are required to propose an appropriate and well-justified combination of qualitative and quantitative data collection methods that are both rigorous and cost-effective, tailored to the evaluation objectives of the Climate Smart Irrigated Agriculture Project (CSIAP). The proposed methodology should reflect a clear understanding of the project scope, diversity of stakeholders, and geographical coverage.

Specifically, bidders must:

- **Identify and justify** the data collection instruments they propose to use (e.g., KIIs, FGDs, h surveys, infrastructure verification, PRA tools).

- Explain the rationale for selecting specific methods, including how each method aligns with the nature of the information sought (e.g., behavioral change, institutional performance, sustainability, adoption of climate-smart practices).
- **Demonstrate methodological innovation** by proposing efficient, technology-enhanced, or participatory approaches that maximize data quality while remaining economically viable (e.g., use of mobile-based survey tools, geotagged verification, social network analysis, etc.).
- Justify respondent selection, including key informants, beneficiary groups, and institutions. This should include a clear explanation of sampling strategies—whether random, stratified, purposive, or mixed—and how they ensure representativeness across project areas and stakeholder types (e.g., gender, province, farming systems).
- Describe triangulation strategies to corroborate findings from multiple sources and tools, and how these contribute to the credibility and reliability of results.
- Propose a data validation mechanism, such as stakeholder workshops or feedback loops, to refine and co-validate findings with project stakeholders.
- Clarify data analysis techniques, including tools/software for quantitative (e.g., SPSS, Stata, R) and qualitative (e.g., NVivo, thematic coding) data, and how these will be used to draw conclusions against the evaluation criteria (relevance, effectiveness, efficiency, sustainability, impact).

Bidders are strongly encouraged to incorporate **adaptive, inclusive, and gender-sensitive approaches**, and ensure that their proposed methodology supports **equity, local ownership, and institutional learning**.

4.2 The Sampling Approach

A methodologically sound, innovative, and cost-effective sampling strategy will be essential to ensure the selection of an optimal and representative sample that captures the full diversity of project sites, target populations, and stakeholder groups. The design should facilitate meaningful comparisons across geographic regions, beneficiary categories, and types of interventions, while upholding statistical rigor and ensuring operational feasibility.

The evaluation is expected to generate robust, evidence-based findings that are not only data-driven but also contextually grounded. These findings should lead to actionable and forward-looking recommendations to enhance the effectiveness, scalability, and long-term sustainability of future programming.

The consultant must provide a clear and well-reasoned justification for the proposed sampling approach in the technical proposal, demonstrating its suitability in meeting the evaluation objectives and ensuring representativeness across the project's scope.

4.3 Evaluation Criteria

Analysis should be guided by the internationally recognized **OECD-DAC criteria**, tailored to the World Bank ICR context

- I. **Relevance** – To what extent were the project's objectives aligned with country needs and priorities?

- II. **Effectiveness** – Were the intended outcomes and objectives achieved?
- III. **Efficiency** – Was the project implemented in a cost-effective and timely manner?
- IV. **Sustainability** – Are the project's benefits likely to continue after closure?
- V. **Impact** – What were the broader changes resulting from the project?

4.4. Theory of Change (ToC) Analysis

- Review the project's ToC to assess the plausibility of the causal logic between inputs, activities, outputs, outcomes, and impacts.
- Identify any critical assumptions that did or did not hold during implementation.
- Determine whether the project contributed to the intended systemic changes.

4.5 Justification on the Tools and Techniques for Evaluation

The Consultant or Evaluation Team is expected to employ a range of appropriate tools and techniques aligned with the evaluation methodology. These may include (but are not limited to) surveys, key informant interviews, focus group discussions, case studies, document reviews, and statistical analysis.

As part of their proposal, **bidders must provide a clear and well-reasoned justification** for the selection and application of these tools and techniques. This justification should demonstrate:

- A deep understanding of the assignment's scope and objectives
- The relevance and appropriateness of the chosen methods to the context
- The team's technical expertise in applying these methods effectively
- Consideration for inclusiveness, data reliability, and practical constraints

5. Selection Criteria of the consultant

A structured process of selection with multiple attributes will be used to select the consultants on competitive basis. The key attribute considered will include work experience of the consultant, methodological rigor in the proposal, qualification a composition of the team of key experts.

The coverage of key elements of methodology discussed in section 6 will form an integral part of the **proposal evaluation process** and will be **critically assessed to determine the consultants' level of methodological expertise, contextual understanding, and capacity to deliver a high-quality evaluation.**

6. Deliverables and Payment Schedule

In line with the scope of services outlined in this assignment, the Consultant is required to submit the following key deliverables. Each deliverable must meet the required quality standards and timelines, and will be subject to the Client's review and approval.

Deliverable	Content Summary	Time Frame	Payment Schedule
Inception Report	Detailed work plan; finalized methodology; data collection instruments; field-work plan; data quality assurance approach; team composition for field data collection; monitoring mechanism; and	2 weeks from the date of contract signed.	15% of initial contract price.

Deliverable	Content Summary	Time Frame	Payment Schedule
	details of Enumerator Training Workshop acceptable to the client.		
Interim Report 1	Progress update with at least 50% of data collection completed; challenges encountered and mitigation measures taken; preliminary observations on data quality and field monitoring, as acceptable to the client.	5 weeks from the date of contract signed.	15% of initial contract price.
Interim Report 2	Completion update with 100% of data collection finalized; comprehensive review of fieldwork challenges and resolution strategies; data quality and monitoring insights as acceptable to the client.	8 weeks from the date of contract signed.	15% of initial contract price.
Draft Borrower's Completion Report	Draft analytical report including key findings, conclusions, and recommendations based on analysis of collected data; submission of all relevant data sets and analytics; formal presentation to the Client as acceptable to the client.	10 weeks from the date of contract signed.	30% of initial contract price.
Final Borrower's Report	Final evaluation report incorporating feedback from the Client and stakeholders; finalized datasets and annexes; submission of six (6) hard copies and a digital version; final presentation to the Client and the World Bank as acceptable to the client.	12 weeks from the date of contract signed.	25% of initial contract price.
	Submission Format and Presentation: <ul style="list-style-type: none"> The Final Borrower's Report shall be submitted in six (6) hard copies and one soft copy in editable format (e.g., MS Word and Excel for datasets) as acceptable to the client. The Consultant shall make formal presentations of all deliverables to the Client and representatives of the World Bank, as acceptable to the client. 		

7. Key Professionals for the Assignment

To effectively carry out the evaluation assignment, a multidisciplinary team of qualified professionals is required, each bringing specialized expertise relevant to the scope of the project. The team will be led by a **Team Leader/Evaluation Specialist** with over 10 years of experience in conducting evaluations for development projects, particularly those funded by the World Bank or similar partners. The team will also include a **Monitoring and Evaluation Expert**, a **Climate Smart Agriculture Expert**, a **Social and Environmental Expert**, a Gender Expert, a **Finance and Procurement Management Expert**, an **Institutional Capacity Building Expert**, **Water Resource Development Engineer and Evaluation Manager**. These experts possess strong academic backgrounds and extensive field experience in the respective areas. Each professional is expected to contribute to their role, ensuring comprehensive coverage and high-quality delivery of the assignment.

It is proposed the following key personnel for the assignment. However, **the Consultant has freedom to propose the minimum staff requirement** in his proposal based on the scope of the assignment

The total duration of the assignment is **12 weeks**.

Position	Minimum Qualifications and Experience
Team Leader and Evaluation Expert	Postgraduate degree in Agricultural Economics , Economics or a related field with a minimum of 10 years of experience, including at least 5 years in similar evaluation assignments. Proven experience in conducting Monitoring and Evaluation (M&E) assignments for development projects funded by the World Bank or other development partners.
Climate Smart Agriculture Expert	Postgraduate degree in Agriculture with a minimum of 7 years of relevant experience. Demonstrated knowledge of climate-smart agriculture practices, irrigation systems, and working with farmer organizations. Experience in similar donor-funded projects is an asset.
Water Resource Development Engineer	Postgraduate degree in relevant field with 7 years' experience. Demonstrated knowledge in water resource development, water management, construction management and working with farmer organizations. Experience in similar foreign-funded projects is an asset.
Monitoring and Evaluation Expert	Degree in a relevant field with at least 7 years of experience in the development sector, including a minimum of 3 years focused on M&E for government or donor-funded projects.
Social and Environmental Expert	Postgraduate degree in Environmental Science, Social Science, or a related field. Minimum of 7 years of experience in evaluating Environmental Management Plans (EMPs), Environmental Impact Assessments (EIAs), Social Impact Assessments (SIAs), and Social Management Plans (SMPs) in infrastructure or agriculture-related projects.
Gender Expert	Postgraduate degree in Social Science, Gender and Women Study or a related field. Minimum of 7 years of experience.
Finance and Procurement Management Expert	Bachelor's degree in Commerce and Management or equivalent, with a minimum of 7 years of experience in financial management, including at least 3 years in similar roles in donor-funded projects. Must be a member of a recognized professional institute (ICASL/CIMA/ACCA).
Institutional Development and Capacity Building Expert	Postgraduate degree in the related field. At least 7 years of experience in institutional strengthening, capacity building, change management and adoption within agriculture or rural development sectors.
Field Evaluation Manager	Degree in Project Management, Development Studies, or a related field. Minimum 5 years of experience managing field logistics, enumerator teams, and quality control for large-scale evaluations or surveys.

It is the responsibility of the Consultant to independently recruit qualified enumerators and field staff, and to ensure they are adequately supported throughout the assignment. This includes providing all necessary facilities such as support personnel, field accommodations, local transportation, communication tools, printing services, office supplies, and any other logistics required for effective field operations. The Consultant must also ensure that all associated costs are fully accounted for and reflected in their financial proposal.

8. Information to be provided by the Client

The PMU and the Provincial DPD offices will provide access to the Consultant team for all relevant documents, records, data and information associated with the described contracts that are deemed necessary to enable the successfully carry out of the assessment These will include the following.

- Project Appraisal Document (PAD)
- Project procurement manual/guidelines
- Documents related to capacity building
- Project Implementation Plan (PIP)
- All contract documents including goods and works and consultancies
- All the M&E reports produced conducted /prepared by the client including the access to the MIS and the farmer level data base
- Financial reports
- Progress Reports and Presentations
- Minutes of the key meetings as required
- Any other relevant information

9. Ownership of the Data and Reports of the Assignment

The consultant will have no right of claim to the assignment of its outputs once completed. And reports/ research reports/ process documents produced as a part of this assignment shall be deemed to be the property of this Project; and the consultant will not have claims and will not use or reproduce the contents of the above documents without the written permission of the line Ministry.

10. Quality Assurance

The consultant will ensure that the report meets the highest evaluation standards for quality.