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## **Working Document**

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# **Cap-Net Lanka**

**Network for Capacity Building in Integrated Water  
Resources Management**



**Postgraduate Institute of Agriculture  
University of Peradeniya**

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**31 December 2022**

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# **Working Document**

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## Our Team (Core Group)



**Prof. C.M.B. Dematawewa**  
The Director, PGIA



**Dr. S. Pathmarajah**  
Country Coordinator



**Ms. Tharanga Randunu**  
Administrative Secretary



**Ms. Kusum Athukorala**



**Prof. E.R.N. Gunawardena**



**Prof. T. Mikunthan**



**Prof. C.M. Nawarathne**



**Prof. M.M.M. Najim**



**Prof. C.S. de Silva**



**Prof. M.I.M. Mowjood**



**Prof. N.D.K. Dayawansa**



**Dr. M. Sugirtharan**



**Eng. G.D.F.U. Perera**



**Dr. S.K. Weragoda**



**Dr. A.G. Chandrapala**



**Dr. S.S.K. Chandrasekara (Sewwandhi)**  
New Country Coordinator from 01 January 2023, identified by the Core Group in its meeting held on 29 November 2022

## Table of Contents

|                                                                                                                        |    |
|------------------------------------------------------------------------------------------------------------------------|----|
| Background .....                                                                                                       | 1  |
| Objectives .....                                                                                                       | 1  |
| Governance Structure .....                                                                                             | 1  |
| Activities .....                                                                                                       | 3  |
| Summary .....                                                                                                          | 5  |
| Annexe I: Terms of Reference (Country Coordinator) .....                                                               | 6  |
| Annexe II: Terms of Reference (Administrative Assistant/Secretary) .....                                               | 7  |
| Annexe III: Revised rates approved at the Core-group Meeting, 24 January 2020.....                                     | 8  |
| Annexe IV: Revised rates approved at the Core-group Meeting, 29 November 2022 (effective<br>from 01 January 2023)..... | 10 |

## List of Abbreviations

|            |                                                                              |
|------------|------------------------------------------------------------------------------|
| BSAE       | Board of Study of Agricultural Engineering                                   |
| CEA        | Central Environment Authority                                                |
| CG         | Core Group                                                                   |
| GWPO       | Global Water Partnership Organisation                                        |
| IWRM       | Integrated Water Resources Management                                        |
| KITI – IWM | Kothmale International Training Institute of Irrigation and Water Management |
| MEL        | Monitoring Evaluation and Learning                                           |
| MELP       | Monitoring Evaluation and Learning Plan                                      |
| NGO        | Non-governmental Organisation                                                |
| NWSDB      | National Water Supply & Drainage Board                                       |
| PGIA       | Postgraduate Institute of Agriculture                                        |
| PHI        | Public Health Inspector                                                      |
| TNA        | Training Needs Assessment                                                    |
| ToR        | Terms of Reference                                                           |
| ToT        | Training of Trainers                                                         |
| UNDP       | United Nations Development Programme                                         |
| UNOPS      | United Nations Office for Project Services                                   |
| WASH       | Water, Sanitation and Hygiene                                                |

## Background

The Postgraduate Institute of Agriculture (PGIA), University of Peradeniya, Sri Lanka, was established in 1975 to develop in-country capacity for postgraduate education in agriculture and to provide appropriately trained scientific personnel for a rapidly expanding agricultural sector of the Country. Currently, PGIA offers a diverse range of higher degree programmes of international standards through eleven Boards of Study. The Board of Study in Agricultural Engineering (BSAE) is offering postgraduate programmes (M.Sc. by coursework, M.Sc. by coursework and research, M.Sc. by research and Ph.D) in three main disciplines, namely Agricultural and Bio-systems Engineering, Integrated Water Resources Management (IWRM) and Geo-informatics. The IWRM program evolved from the “Soil and Water Engineering” programme, which the BSAE had offered since the inception of PGIA until 2000. This major revision was made to face the new challenges in the water sector in the Country at that time and to be in line with the countries in the UN system, including Sri Lanka, which has agreed to adopt IWRM to resolve water-related issues.

The Board was able to secure funds from a Private Sector Company to provide 15 scholarships for M.Sc. in IWRM for five years. While funds were secured for the students of the PGIA, the Board also successfully secured the Cap-Net Project, an UN-associated programme to train external stakeholders in IWRM such as professionals, decision-makers, farmers, school children, etc. Cap-Net was implemented in many countries as a global project of the UNDP and operated by UNOPS (currently by GWPO). Cap-Net Lanka was launched on 04 October 2003, at the PGIA. This was a significant achievement, considering the difficulty in obtaining such international funding due to its very competitive nature, thus reflecting the high quality of this programme.

## Objectives

Cap-Net Lanka ([www.capnetlanka.lk/](http://www.capnetlanka.lk/)) is a country partner of Cap-Net UNDP ([www.cap-net.org](http://www.cap-net.org)). Its mandate is to enhance human resources development on IWRM by establishing and strengthening local and South Asia regional networks to deliver education, training, and research for improved water resource management. As such, the students following postgraduate degrees in IWRM programme at the PGIA, also get the opportunity to learn more and expand their learning exercises through project activities. Also, Cap-Net Lanka provides opportunities for the staff to improve their capacities in teaching and conducting research through regional and global network activities.

The broad objective of Cap-Net Lanka is to extend the capacity-building activities in IWRM to a wider section of the community through various programmes.

Cap-Net Lanka aims to:

- increase access to education, training and research in IWRM
- enhance coordination among capacity-building institutions dealing with water
- facilitate efforts of network members to strengthen their capacities in delivering capacity-building services and
- stimulate interaction among water professionals.

## Governance Structure

Cap-Net Lanka is a National Network of IWRM Professionals. It is hosted at the PGIA and managed by a Country Coordinator (Network Manager) with a support of a Core-group (CG) of Members who come from different higher education and government and private sector institutions

that are involved in capacity building in water resources management. The Director/PGIA and the Country Coordinator/Cap-Net Lanka are ex-officio members of the CG. The CG is the decision-making body responsible for preparing the work plan, executing it and reporting the progress to the donor, the Cap-Net UNDP. The CG appoints the Country Coordinator for a stipulated period of three years. A separate project office is established under the PGIA to run the activities smoothly. An Administrative Assistant/Secretary (currently Ms. Tharanga Randunu) has been assigned to the office to assist the Country Coordinator. Annex I and II show the ToRs for the Country Coordinator and the Secretary, respectively.

The details of the Core-group Members as of now (December 2022) are shown in Table 1. The people who represented the CG in the past are shown in Table 2. Names of the people who served as Country Coordinators since the inception of Cap-Net Lanka are shown in Table 3.

Table 1. List of Core-group Members and their affiliations as of 31 December 2022

| No. | Name                         | Affiliation                                                                               |
|-----|------------------------------|-------------------------------------------------------------------------------------------|
| 1   | Prof. C.M.B. Dematawewa      | Director/PGIA, University of Peradeniya                                                   |
| 2*  | Dr. S. Pathmarajah           | Country Coordinator, Cap-Net Lanka<br>University of Peradeniya                            |
| 3   | Prof. E.R.N. Gunawardena     | University of Peradeniya                                                                  |
| 4   | Prof. M.I.M. Mowjood         | University of Peradeniya                                                                  |
| 5   | Prof. (Ms.) N.D.K. Dayawansa | University of Peradeniya                                                                  |
| 6   | Prof. (Ms.) Shanthi De Silva | The Open University of Sri Lanka                                                          |
| 7   | Prof. (Ms.) Champa Nawaratne | University of Ruhuna                                                                      |
| 8   | Prof. M.M.M. Najim           | University of Kelaniya                                                                    |
| 9   | Prof. (Ms.) T. Mikunthan     | University of Jaffna                                                                      |
| 10  | Dr. M. Sugirtharan           | Eastern University of Sri Lanka                                                           |
| 11  | Ms. Kusum Athukorale         | Sri Lanka Water Partnership                                                               |
| 12  | Eng. (Mr.) G.D.F.U. Perera   | Kothmale International Training Institute of Irrigation and Water Management (KITI - IWM) |
| 13  | Dr. S.K. Weragoda            | National Water Supply and Drainage Board (NWSDB)                                          |
| 14  | Dr. A.G. Chandrapala         | NRMC, Department of Agriculture                                                           |

\* Dr. Sewwandhi Chandrasekara of the Department of Agric. Engineering, Faculty of Agriculture, University of Peradeniya has been identified by the CG as the new Country Coordinator for three years, from 01 January 2023, in its meeting held on 29 November 2022.

Table 2. Former Core Group Members and their affiliations

| No. | Name                      | Affiliation                              |
|-----|---------------------------|------------------------------------------|
| 1   | Prof. H.P.M. Gunasena     | Former Director/PGIA                     |
| 2   | Prof A L T Perera         | Former Director/PGIA                     |
| 3   | Prof. Colin N. Peiris     | Former Director/PGIA                     |
| 4   | Prof. S. Samitha          | Former Director/PGIA                     |
| 5   | Dr. L.G. Galagedera       | University of Peradeniya                 |
| 6   | Prof. N.T.S. Wijesekara   | University of Moratuwa                   |
| 7   | Dr. B.V.R. Punniyawardena | NRMC, Department of Agriculture          |
| 8   | Eng. (Mr.) L.L.A. Peiris  | National Water Supply and Drainage Board |

Table 3. List of Country Coordinators and their affiliations since the inception of Cap-Net Lanka

| No. | Name                                      | Affiliation                                                                  | Approximate Duration |
|-----|-------------------------------------------|------------------------------------------------------------------------------|----------------------|
| 1   | Prof. E.R.N. Gunawardena                  | Professor, Department of Agric. Engineering, University of Peradeniya        | 2003-2005            |
| 2   | Dr. M.I.M. Mowjood                        | Senior Lecturer, Department of Agric. Engineering, University of Peradeniya  | 2006-2011            |
| 3   | Dr. L.W. Galagedara                       | Senior Lecturer, Department of Agric. Engineering, University of Peradeniya  | 2012-2013            |
| 4   | Prof. M.I.M. Mowjood (Acting Coordinator) | Professor, Department of Agric. Engineering, University of Peradeniya        | 2014                 |
| 5   | Prof. E.R.N. Gunawardena                  | Senior Professor, Department of Agric. Engineering, University of Peradeniya | 2015-2016            |
| 6   | Dr. S. Pathmarajah                        | Senior Lecturer, Department of Agric. Engineering, University of Peradeniya  | 2017-2022            |

The coordinator prepares the annual work plan in consultation with the CG and forwards it to Cap-Net UNDP, which after reviewing the proposal, signs a contract with GWPO and the Director/PGIA. Country Coordinator is responsible for implementing the activities with the support of Activity Coordinators. Once PGIA receives the funds, the detailed budget of each activity is submitted to the PGIA for prior approval of the Finance Committee and activities are conducted accordingly.

The annual work plans and progress reports are submitted to the Cap-Net UNDP. The same is available at <http://www.capnetlanka.lk/>.

PGIA obtained approval from the Department of External Resources, Ministry of Finance and Planning, Sri Lanka, in October 2009 for using foreign funds through PGIA. The UNOPS then authorised Cap-Net Lanka to do direct purchasing for up to USD250, which was stated in every contract document it signs with the Director/PGIA. However, this clause is yet to be included in the contracts with the GWPO. Other decisions on financial matters are made by the CG whenever necessary, and covering approval is obtained from the Finance Committee of the PGIA. The current rates approved by the CG are given in Annexe III. The amendments made to rates by the CG in its meeting held on 29 November 2022, to be followed from 01 January 2023, are shown in Annexe IV.

At present, Cap-Net Lanka has more than 100 registered individual members. In addition, some government and non-government institutions partner with Cap-Net Lanka in its capacity-building efforts.

## Activities

As reported earlier, the objective of Cap-Net Lanka is to build capacity in IWRM. So far, Cap-Net Lanka has trained hundreds of stakeholders through several training and awareness programmes, workshops, symposia and conferences. The participants include but are not limited to farmers, school children, university students, officers and managers from government and non-governmental organisations, and policymakers. In principle and action, it tries to avoid gender discrimination.



Expected outcomes from the activities:

1. Access to education, training and research output in IWRM increased
2. The capacity of water users, water managers and policymakers developed for effective water management
3. Capabilities to deliver capacity-building services strengthened

Some of the activities conducted are listed below:

1. Regional Training of Trainers (ToT) in IWRM in South Asia
2. National ToT trainers in IWRM
3. Training workshop on water policy
4. Training Needs Assessment (TNA) in IWRM
5. Training for farmers involved in tank rehabilitation projects
6. Awareness program for NGO's, Government and other relevant sectors in IWRM
7. Awareness program on IWRM for school teachers
8. Gender and water dialogue
9. Training on Wastewater Management: New Strategies for Industrialists, Public Health Officers (PHI), Environmental Officers (CEA) and School Teachers and Students.
10. Climate change awareness and adaptation programs for farmer leaders and officers
11. ToT on WASH for hygiene promotion at the rural level
12. Introducing "Aqua Republica" (a watershed management computer game) as a knowledge management tool to school children and teachers.
13. "Junior Water Awards" for innovation to schoolchildren
14. Book on "Ma Jala Binthuwaknam" for schoolchildren
15. Symposium on the use of groundwater for agriculture in Sri Lanka
16. Symposium on development initiatives in the water sector by NGOs
17. Symposium on water supply, sanitation and wastewater management
18. Symposium on urban lake monitoring and management
19. Symposium on the availability and the use of groundwater in the dry zone of Sri Lanka
20. Support to the annual water professionals' symposium
21. Symposium on urban water and coastal zone management.
22. World Water Day – 2020, 2021 and 2022
23. Capacity Building of the Leaders of Community-based Water Societies
24. National Symposium for Learning Exchange in Community Water Supply Schemes in Sri Lanka
25. Training programs for youths on the construction of Rain Water Harvesting Systems

For the complete list, please visit [Our Programs – Cap-Net Lanka \(capnetlanka.lk\)](http://capnetlanka.lk)

Monitoring, Evaluation and Learning (MEL) is considered very important by Cap-Net UNDP as Cap-Net is a result-based management organisation that needs constant feedback and learning for improvement. MEL is conducted for the activities carried out in the previous year (three months to one year after completing the activity) to assess the impacts and obtain feedback on the programme's effectiveness.

## Summary

Cap-Net Lanka is an outreach arm of the PGIA, actively disseminating new knowledge among various sectors of society and maintaining an organised network among water professionals for capacity building in water-related issues in the Country. Therefore, Cap-Net Lanka is pleased to announce that the PGIA, together with the Country's water professionals, contribute to the national development through capacity development in IWRM to various sectors of the society. Continued support of the Cap-Net UNDP in this effort for more than 20 years is greatly appreciated.



Dr. S. Pathmarajah  
Country Coordinator - Cap-Net Lanka

Updated: 31 December 2022

## Annexe I

### Terms of Reference (Country Coordinator)

|               |                                                                                |
|---------------|--------------------------------------------------------------------------------|
| Organisation  | Cap-Net Lanka, Postgraduate Institute of Agriculture, University of Peradeniya |
| Title         | Country Coordinator-Cap-Net Lanka                                              |
| Duty Stations | Part-time (Home-based / Project office)                                        |
| Duration      | Three years contractual basis from 01 January 2023                             |
| Payment       | Rs.27,500.00 per month                                                         |
| Date          | 31 December 2022                                                               |

#### Description:

Cap-Net Lanka is a National Network of IWRM Professionals hosted by the PGIA and managed by a Country Coordinator (Network Manager) with a support of a Core-group (CG) of Members. The CG members come from different higher education and government and private sector institutions that are involved in capacity building in water resources management.

The Director/PGIA and the Country Coordinator/Cap-Net Lanka are ex-officio members of the CG. The CG is the decision-making body responsible for preparing the work plan, executing it, and reporting the progress to the donor, the Cap-Net UNDP. The CG appoints the Country Coordinator for a stipulated period of three years. This is the management structure that Cap-Net UNDP recommends for a Country Network.

#### Scope of Work:

- Be responsible for all the administrative and financial matters of Cap-Net Lanka
- Supervise and guide the work of the Cap-Net Lanka secretariat
- Ensure the stipulated financial terms of Cap-Net UNDP and PGIA are met
- Prepare the annual activity plan in consultation with the Core Group Members
- Conduct and Chair the Core-Group Meetings and ensure the minutes are recorded accurately and in a proper form
- Liaise with Global Cap-Net, Core Group Members, Partners, and Cap-Net Lanka members
- Prepare detailed work plans, including the budget, in consultation with the Activity Coordinators
- Assist the Activity Coordinators in conducting activities
- Prepare the Monitoring, Evaluation, and Learning Plan (MELP)
- Prepare Monitoring, Evaluation, and Learning (MEL) report
- Raise funds as and when required
- Ensure visibility of Cap-Net Lanka and Cap-Net UNDP into the project workflows
- Ensure the Cap-Net Lanka webpage is updated, and information is shared with the public regularly to ensure transparency and accountability
- Strengthen partnerships with private, public, and NGO sectors and develop partnerships with new partners

  
Dr. S. Pathmarajah  
Country Coordinator - Cap-Net Lanka

## Annexe II

### Terms of Reference (Administrative Assistant/Secretary)

|               |                                                                                |
|---------------|--------------------------------------------------------------------------------|
| Organisation  | Cap-Net Lanka, Postgraduate Institute of Agriculture, University of Peradeniya |
| Title         | Admin. Assistant / Secretary - Cap-Net Lanka                                   |
| Duty Stations | Full-time – Project office / home-based                                        |
| Duration      | Yearly contractual basis                                                       |
| Payment       | Rs.50,000.00 + the Government approved contributions and allowances per month  |
| Date          | 31 December 2022                                                               |


#### Scope of Work:

- Responsible for all secretarial works in the Net-Work office, which includes;
  - All forms of communication (phone, fax, email, mail, Zoom, etc.) with the stakeholders
  - Organising meetings, workshops, training programs, field trips, competitions, etc.
  - Handling cash advances
  - Calling quotations and handling procurements
- Liaise with Cap-Net UNDP and the Director / PGIA and prepare Core Support and Activity contracts
- Help the Activity Coordinators in preparing the proposals, including the budgets in the proper format
- Liaise with the Activity Coordinators and the Monitoring Evaluation and Learning (MEL) Coordinators and provide necessary administrative, financial, and logistic support
- Liaise with the webmaster and keep the Cap-Net Lanka website updated regularly
- Maintain Social Media accounts
- Maintain the Cap-Net Lanka member's and partner's database and update it frequently
- Act as the Secretary to Core Group Meetings and prepare the minutes
- Maintain financial records, and prepare monthly and annual reports in the format required by PGIA and Cap-Net UNDP
- Provide news items to PGIA and Cap-Net UNDP
- Assisting the Country Coordinator in all his/her activities
- Any other secretarial tasks assigned by the Country Coordinator

  
Dr. S. Pathmarajah  
Country Coordinator – Cap-Net Lanka

### Annexe III: Revised rates approved at the Core-group Meeting held on 24 January 2020

|                                                                                                                                                             |                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Country Coordinator</b><br>(Planning, consultation, coordination, networking, reporting, documenting, fund rising)                                       | Rs. 27,500.00/month  |
| <b>Core-group Members</b><br>(Assisting the annual planning and participation in Core-group meetings)                                                       | Rs. 6,000.00/meeting |
| <b>Administrative Assistant at Cap-Net Lanka Secretariat (full-time)</b><br>(Administrative work, communication, maintenance of records (financial & other) | Rs. 44,000.00/month  |
| <b>Program Coordination Fees for Activity Coordinators</b><br>(Planning, coordination, organising, logistic arrangements, recording and reporting)          | (Activity based)     |
| Half a day programme                                                                                                                                        | Rs.15,000 /programme |
| One-day programme                                                                                                                                           | Rs. 20,000/programme |
| More than one day programme (2, 3 days)                                                                                                                     | Rs.30,000/programme  |
| (4 days and above)                                                                                                                                          | Rs. 50,000/programme |

  
Dr. S. Pathmarajah  
Country Coordinator – Cap-Net Lanka

**Continued: (Annexe III: Revised rates approved at the Core-group Meeting held on 24 January 2020)**

**Programme Assistant** (Activity based)

(Support to logistics and other arrangements)

Half a day programme

Rs.2,500.00/programme

One-day programme

Rs. 3,000.00/programme

More than one day programme

Rs.4,500.00/programme

**Webmaster** / Designing of the website

Rs. 60,000.00

Updating ( maximum 6 per year)

Rs.7,500.00/update

**Lecturer** (Preparation and conducting lectures or demonstration)

Rs.10, 000.00/hr. (maximum)

**Translation** (Translation and typesetting)

Rs. University-approved rate/page

Travelling (for Cap-Net Administrative Activities/Training Programmes)

Rs. 40.00/km

General per diems for missions/travel

Rs.2,500.00/day




Dr. S. Pathmarajah

Country Coordinator - Cap-Net Lanka

**Annexe IV: Revised rates approved at the Core-group Meeting held on 29 November 2022 (effective from 01 January 2023)**

|                                                                                                                                                             |                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Country Coordinator</b><br>(Planning, consultation, coordination, networking, reporting, documenting, fund rising)                                       | Rs. 27,500.00/month   |
| <b>Core-group Members</b><br>(Assisting the annual planning and participation in Core-group meetings)                                                       | Rs. 6,000.00/meeting  |
| <b>Administrative Assistant at Cap-Net Lanka Secretariat (full-time)</b><br>(Administrative work, communication, maintenance of records (financial & other) | Rs. 50,000.00/month   |
| <b>Programme Coordination Fees for Activity Coordinators</b><br>(Planning, coordination, organising, logistic arrangements, recording, and reporting)       | (Activity based)      |
| Half a day programme                                                                                                                                        | Rs. 15,000 /programme |
| One-day programme                                                                                                                                           | Rs. 20,000/programme  |
| More than one-day programme (2, 3 days)                                                                                                                     | Rs.30,000/programme   |
| (4 days and above)                                                                                                                                          | Rs. 50,000/programme  |

  
Dr. S. Pathmarajah  
Country Coordinator – Cap-Net Lanka

**Continued: (Annexe 1: Revised rates approved at the Core-group Meeting held on 29 November 2022 – effective from 01 January 2023)**

|                                                                                              |                                     |
|----------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Programme Assistant</b> (Activity based)<br>(Support to logistics and other arrangements) |                                     |
| Half a day programme                                                                         | Rs.2,500.00/programme               |
| One-day programme                                                                            | Rs. 3,000.00/programme              |
| More than one-day programme                                                                  | Rs.4,500.00/programme               |
| <b>Webmaster</b> / Designing of the website<br>Updating maximum 6 per year)                  | Rs. 60,000.00<br>Rs.7,500.00/update |
| <b>Lecturer</b> (Preparation and conducting lectures or demonstration)                       | Rs.10, 000.00/hr. (maximum)         |
| <b>Translation</b> (Translation and typesetting)                                             | Rs. University-approved rate/page   |
| Travelling (for Cap-Net Administrative Activities/Training Programmes)                       | Rs. 10.00/km                        |
| General per diems for missions/travel                                                        | Rs.5,000.00/day                     |



Dr. S. Pathmarajah  
Country Coordinator – Cap-Net Lanka