

LUTHERAN WORLD SERVICE INDIA TRUST
PROPOSAL TEMPLATE FOR MID TERM EVALUTION PLAN FOR
LWSIT SEEPRP PROJECT FOR 2014 TO 2017

1. INTRODUCTION

- About LWSIT
- Context of the proposed exercise

2. OBJECTIVES OF THE EXERCISE

3. INFORMATION REQUIRED TO UNDERTAKE THE EXERCISE

(provide the list of information according to you essential to hold the exercise)

4. DESIGN OR THE PROPOSED METHOD

- a. Overall approach and guiding principles
- b. Steps/stages envisaged for the process
- c. Activities proposed in each stage/step
- d. Persons groups proposed to interact with
- e. Duration of all proposed activities in different stages
- f. Limitations

5. THE TEAM

- a. Team members with skill expert area
- b. Roles and responsibilities of team members

6. TIME FRAME

(enclose a Gantt chart)

7. ENVISAGED COST

- a.** Number of days of involvement
- b.** Break up of cost by travel, stationery, honorarium, consultancy, board and lodge etc. furnished in excel sheet with units, unit cost and total cost
- c.** Tax components
- d.** Expected cash flow

8. SUPPORT EXPECTED FROM LWSIT

- a.** Focal persons to coordinate
- b.** Furnishing information
- c.** Organising field visits
- d.** Any other requirement

9. ANNEXURE

- a.** Statement of competency of the individual/firm to take up the assignment
- b.** Report on similar assignment undertaken
- c.** CV of consultant
- d.** Copy of the PAN
- e.** Gantt chart showing the distribution of tasks over the period

10-05-2016