

LUTHERAN WORLD SERVICE INDIA TRUST

Terms of Reference (ToR)

For Mid Term Evaluation Of

Socio Economic Empowerment Project for Peace and Reconciliation

Introduction

The Lutheran World Service India Trust (LWSIT) got registered as a National NGO on September 4th, 2008 with the objective of owning and continuing the India Country Program of Lutheran World Federation/Department for World Service (LWF/DWS), Geneva. LWSIT became fully operational as a National NGO in 2010. The United Evangelical Lutheran Churches in India (UELCI) and National Council of Churches in India (NCCI) are the key settlers of LWSIT, upholding the Trust's

LWSIT project intervention under Socio Economic Empowerment for Peace and Reconciliation (SEEPRP) Project is in 2 district of Assam -Kokrajhar & Chirang covering 100 communities. The focus of this project is to work for the ethnic and excluded communities¹ who are affected by conflict².

The major funding source is NORMISJON with thematic focus on Peace and Reconciliation, Institutional strengthening , Sustainable Livelihood and Natural Resource Management, education and health care services

Purpose

The SEEPRP project phase is from with a purpose to work on peace and reconciliation. Presently the project is going through its midterm assessment to access the progress and gap and to review and evaluate the implementation of planned project activities and outputs against actual results to date.

Background

1996-2003 (Relief)

Intervention started with Service delivery mode (1996-2003) by addressing the ethnic riots which occurred in early May 1996 between Santhali and Bodo in Kokrajhar and Bogaigaon district of Assam.

2004-2008 (Relief to Relive)

¹Excluded communities are mostly the migrant Bengali speaking Muslims

² A wide range of ethnic group (Bodo, Santhal, Oraon ,Munda, Rava) isalsopresent in the region and a number of theseethnic groups belong to the tribal community. Presently tribal population has occupied 12.82% of the total population of Assam, while the tribal population of the country is 8.08% (Census of India 2011)

In the year 2004 made a paradigm shift in the approach i.e., “relief to relive” focusing on Rehabilitation and basic infrastructural development under Gossaigaon & Kokrajhar subdivisions of Kokrajhar district. The major emphasis were given on awareness generation in the field of Health especially reproductive health, responsible parenthood, PRA/PIME, water Sanitation, Capacity Building, Non Formal Education for adult, Drop outs & the children up to 6 years apart from drinking water support, livelihood support & infrastructure support as well.

2009-2013 (Development - Right Based Approach)

With the continued support of NORAD through NORMISJON second phase of the ARRP for another term of five year was started in the year, 2009 with a focus on restoration of livelihood . The second phase was started with the objectives to work towards more sustainable development of the riot affected families. The project is continuing the implementation of its planned activities under five sectors namely: (a) *Rights to livelihood, food security & alternative livelihood*, (b) *Right to health, water & sanitation*, (c) *Right to education*, (d) *Right to development* and (e) *Rights to Information*.

2014-2018(Socio-economic transformation with peace & reconciliation)

Continue to focus on Peace and Reconciliation, supported by Normisjon and working on issues related to *Rights to livelihood, food security & alternative livelihood, Right to health, water & sanitation, Right to education, Right to development* and *Rights to Information*.

General study of the project

2.1. Project goal

People of different ethnic groups in the project areas have organized themselves for collective initiatives to address common causes and engaged in productive utilization of resources for sustainable livelihood, food and human security.

2.2 Objectives of the Project:

- Strategic objective 1: Communities are empowered to secure rights to improved quality of life
- Strategic objective 2: The riot affected communities developed their skills to address the issues of conflict and unrest.
- Strategic objective 3: Greater numbers of poor and marginalized people achieve sustainable livelihoods.
- Strategic Objective 4: Improve health status through better access to govt. health services safe water and sanitation.
- Strategic Objective 5: Enhance the capacity of the project staff to deliver quality service to the riot affected communities

Users of Review

- Study of the Project Document 2014- 2018
- Document review of Project progress reports from January 2014 to Dec 2015, work plans, case studies financial documentation.
- Area visit and checking of Community Assets and interactions with CBOS /VDC's
- Discussion with the project staff members.
- Discussion with self-help group women and interviews with the project participants.
- Meeting with duty-bearers, e.g. government officials at Block and District level.

The evaluation member shall study to which extent the project has achieved the above mentioned objectives based on indicators in the project document and baseline as well as evaluate the indicators themselves- were they relevant and adequate, indicating progress towards objectives and what progress has been made towards achieving the overall goal of the project

The evaluation member can conduct a desk review as part of the evaluation, mainly before the field visits to assess the quality of reporting and monitoring of the project

Study of the institutional sustainability in the context of future national and international support cessation

- Involvement and participation of Project coordination Committee
- Taking ownership of the programs by the Peace committee, local women Self-help/VDC groups.
- Linkage and network with like-minded organizations and institutions like the bank, government agencies etc

The evaluation member shall assess the project's efforts with regard to achieving sustainability of the intervention at these different levels. It should moreover identify any factors that might cause obstacles towards achieving sustainability

Scope of Evaluation

The Evaluation Team will:

- How far the project has identified the conflict issues specific to the local context.
- Assess progress made towards the achievement of results at the outcome and output levels
- Determine if the results contribute to the overall goals of peace building and sustainable development
- Assess the reasonability of the relationship between project costs and results

- Assess performance in terms of the relevance of results, sustainability, shared responsibility and accountability, appropriateness of design, resource allocation, and informed and timely action.
- Identify lessons learned and provide inputs and recommendations for next phase project continuation with a bilateral partnership with Normisjon.

Defining areas of study

- Peace Committee (structure, function, roles and way forward viz replication and sustainability)
- Leadership and capacity for self-support.
- Community Based Organization
- Assess the objective wise results of the project activities carried out during January 2014 to March 2016.
- Assess the program needs of the Communities in Kokhrajhar and Chirang district **as well as need for staff capacity building** and recommend for future follow- up.

Geographical area of study

STATE	DISTRICT	BLOCK	COMMUNITIES	FAMILIES
Assam	Kokrajhar	Gossagaon	18	769
		Kachugaon	49	3410
		Dotma	5	132
		Kokrajhar	9	290
	Sub Total		81	4601
	Chirang	Sidli	19	743
Sub Total		19	743	
Grand Total			100	5344

Methodology and Assignment Process

The assignment will be transparent, inclusive, and participatory, as well as gender and human rights responsive. Stakeholder involvement is an essential part of the assignment. The evaluation team should ensure that all major stakeholders - such as for example partner communities, local government officials, the project coordination committee and LWSIT staffs are involved

Based on the ToR and the submitted proposal the team and the LWSIT task force should agree on a timetable of the assignment process and a mechanism for reporting. The methodology and the work plan shall be discussed and agreed upon between the team and the task force.

The team will then go for field assessment, and Prior to departure from the project sites, opportunities shall be sought to debrief project staff on the team's key local project findings.

Evaluation criterion and Evaluation question

The Evaluation shall assess the activities and strategies with regard to their

Relevance *(were the activities and strategies chosen and designed appropriately to achieve the goal and objectives of the project in the given context? What additional or alternative activities or strategies could have been considered?)*

Effectiveness *(have the activities and strategies helped in achieving the goal and objectives?)* Evaluation on the effectiveness of the project strategy ,i.e. the methods used by the project, **have they led to achievement of the objectives of the project ?**

Efficiency *(how do resources – both human and financial – needed to implement the activities and strategy compare with achieved results? Has the amount of inputs been reasonable, given the results achieved?)*

Sustainability: In what extent the project has developed partnership and build and stent hen institutions for sustainable result

Reporting

The Evaluation report should not exceed 30 pages (Excluding annexes)

The report shall include the following basic elements:

- Front page, including title, date, name of evaluator and contact information
- Table of contents
- Acronyms
- Executive Summary
- Introduction (Objectives, Methodology, ToR etc.)
- Context, Background, History
- The evaluated project
- Findings
- Recommendations
- Conclusions
- Annexes
ToR, Work Schedule, List of persons met/meeting, List of reference documents.

The first draft of the external evaluation report will be shared with the LWSIT and Normisjon for their comments, if necessary will be revised the report.

The report should be written in English, 2 copies to be submitted to the Executive Director, Lutheran World Service India Trust, 84, Dr. Suresh Sarkar Road, Kolkata-700014 and one copy to Normisjon along with the pdf form of final report to LWSIT and Normisjon by,,,,,, 30th June 2016

The proposed team

Consultant /Firm who have experience of working with Peace/conflict resolution and sustainable livelihood.

(The evaluator will follow the evaluation process as per the terms of reference and after following the evaluation process and methodology will write the report as per her observation and findings in shared evaluation format/template . The observer will help to organize travel, logistics, contacting the staff members and meeting with the project holders, duty bearers for evaluator, will translate the local language where the evaluator do not understand the local language, if the evaluators ask questions related to planning, implementation and monitoring related to project will clarify)

Indicative Time line

- **2 days (Proposed dates)**:- Document review, revision of ToR with special emphasis on method and approach
- **8 days (Proposed dates)**: field mission (including the days of Journey) concluded by a debriefing (Presentation of main findings) with at the project level
- **1 day after field mission (Proposed dates)**: sharing of preliminary findings and recommendations at a meeting at the national office of LWSIT at Kolkata.
- **2 Preparation of Draft report and the evaluator(s) will send the draft report to LWSIT and Normisjon by**
- Evaluator will get comments on draft report within 3days.ie,
- **2 days: (Proposed dates)** Comments are consolidated by evaluation Consultant and submission of final report.

Budget for the evaluation

An amount of INR- 2,00,000.00 (Rupees two lacs) is the proposed budget for the evaluation out of which Rs 150,000.00 is the Consultants Honorarium including cost preparation of hard copies of report and around Rs. 50,000.00 has been kept provision for travel, accommodation, food, field visit etc.

LWS India Trust will reimburse actual Train/Bus fare and local taxi fare of the

Consultants as required accomplishing the assignment on production of the original tickets, boarding pass & self-made voucher (if local taxi fare bill is not available) as the case may be.

Actual food cost and local transport during field visit and staying at project area will be borne by LWS India Trust

Specification of tender, contract and payment modalities

In responding to the Terms of Reference, the bidder should submit a proposal containing the following:

- The proposal prepared in English and as per the template provided along with this. After deadline the applicants may be contacted for additional questions. LWSIT reserves the right not to accept the lowest financial proposal and to reject any or all proposals.
- The proposal should include a detailed breakdown of costs. The budget should include a specification of VAT and all other taxes or fees, if any. LWSIT will provide and pay for travel, food and accommodation in Kolkata and when visiting the Unit offices and project sites.

Annexure

- Project document
- Project report
- Template for evaluation report

10-05-2016