

SUGGESTIVE TEMPLATE FOR PRESENTING PROJECT PROPOSAL IN RESPONSE TO THE RFP

1. INTRODUCTION AND CONTEXT

- About LWSIT
- Existing Strategy Plan
- Context of evaluation

2. OVERVIEW OF THE PROJECTS TO BE EVALUATED

- Brief note of the projects
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3. CRITERIA FOR EVALUATION (CSE and OA)

FOR CSE

- Relevance
- Effectiveness
- Efficiency
- Impact
- Sustainability

FOR OA

- Governance and General Management
- External Relations and Partnerships
- Human Resource Management
- Planning, Monitoring, Evaluation, Reporting and Learning

4. OBJECTIVES OF EVALUATION

5. EVALUATION DESIGN

- a.** Key areas/Issues of evaluation
- b.** Details of the information required to do the evaluation
- c.** Sources of information
- d.** Methods and tools of data collection
- e.** Universe and Sample for data collection
- f.** Evaluation Schedule (detailed field planning giving phases of evaluation)
- g.** Plan for data analysis
- h.** Reporting plan
- i.** Limitations

6. EVALUATION TEAM

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

7. EVALUATION 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. CERTIFICATION

- Place, date, name and signature of the applicant

10. ANNEXURE

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