

Madhya Pradesh State AIDS Control Society

(Dept. of Health and Family Welfare, Govt of MP)

ToR for Empanelment of Independent Consultants for Evaluation of TI/LWS NGO & Joint Appraisal Team

(1) TI/LWS Evaluation of Existing NGOs

State AIDS Control Society conducted TI/LWS evaluation/JAT time to time as per requirement of state, aims to assess the quality and performance of targeted interventions projects implementing by NGOs / CBOs. This process, based on various parameters, will determine the continuation or discontinuation of individual TIs in the state. Evaluation team visits NGO to evaluate program for three days in one NGO to evaluate program through specific tool developed by NACO which include documentation review, field visit, referral center visit etc.

Team Composition for TI/LWS Evaluation

1. Program External Evaluator Consultant – Team Leader
2. Program External Evaluator Consultant – Member
3. Finance External Consultant

Objectives of the evaluation

A) To assess the performance of the programme

1. To assess the performance of TIs in terms of gaps between planned targets and actual achievement.
2. To assess component-specific quality of TI.
3. To assess the knowledge level, condom use, health seeking behaviour for STI.
4. To assess the expenditure component wise and look for variance.
5. To assess the quality and performance of project staff and peer educators during the period.

B) To assess the systems in place

1. To assess various systems (accounts/ finance/human resource/program management) in place at NGO/CBO level and their effectiveness in the implementation of TIs.
2. To assess the organization capacity

The task for the External evaluators/consultant

- The evaluators must visit the TIs as per schedule. The evaluators are required to follow the guidelines developed by NACO to carry out the evaluation of TIs.
- The research ethics for focus group discussions, interviews and meetings must be adhered to in the process of evaluation.
- The evaluation team is required to submit reports in the standardized reporting format for each TI evaluated. **Incomplete reports either in soft or hard copies would not be acceptable.**

- All evaluation reports must be written and submitted to SACS on the third day of each TI evaluated by the team. The signed copy of the annexures, supporting documents, filled in tool to be submitted as hard copy within 7 days of completion of each evaluation.
- The finance evaluator need to verify required documents in detail should mention details of observations and fill in the finance tool. The detailed report, score sheet and supporting documents should be submitted before leaving the TI to Team Leader of evaluation team.

Accommodation, Travel & Consultancy fee

Accommodation, Travel & Consultancy fee will be as per NACO/MPSACS norms.

(2) Joint Appraisal Team for Selection of New NGO's

Joint Appraisal Team Visit: - A joint team visits shortlisted NGOs for empanelment of TI/LWS NGO, the NGOs are graded through specific tool developed by NACO, It will be one day visit.

Joint Appraisal Team Composition

- 1. Program Consultant**
- 2. Finance Consultant**
- 3. Internal SACS Official**

Role of JAT

The roles of the Joint Appraisal Team will broadly include: a) Review of records and registers of the applicant organization, b) Discussion with Board of Directors / Trustees and Staff, and c) Visit the field / sites to assess the project work and rapport the applicant organization has with the community and stakeholders. **During the visit, the team will also collect photocopies of relevant documents to support their recommendations.**

Qualification & Experience of consultants for both the tasks -

1. Program Consultant

- The Candidate should be a Post graduate or above.
- The candidate should be independent consultants and not to be associated directly or indirectly with any TI project of the concerned State.
- The external independent consultants need to have an experience of minimum 5 years in HIV/AIDS sector at State/National level preferably in working with marginalized population like High Risk Groups, PLHAs. Evaluators should be sensitive to the target population and have a comprehensive understanding of targeted intervention.
- Good command over Hindi & English languages.
- The Candidate should have experience to work with Govt. Organization/National Level NGO/International Level NGO.

2. Finance Consultant

Individual qualified Chartered Accountant registered with ICAI and having at least 3 years of auditing work Experience, preference will be given to the applicants having experience of TI/LWS NGO Evaluation/JAT or audit of government development program.

Code of Ethics:

The **Code** summarizes broad ethical principles that reflect the evaluator's core values and establishes a set of specific ethical standards that should be used to guide the assignment.

The following set of guidelines shall be adhered to for proper completion of the assignment:

1. The consultant should ensure that in no way he/she undermines the dignity of any person concerned with the project including the community members and other stakeholders.
2. The consultant should refrain from making or implying any commitments to any organizational staff and/or any community member during the process of evaluation/JAT.
3. The consultant should not reveal the final result of the evaluation to any of the TIs or any member of SACS, NACO or TSU under any circumstances, unless such request/order has been made through proper official procedure.
4. The consultant should try to reflect the perspectives of different stakeholder in the project area and should give necessary recommendations based on the above.
5. The consultant is expected to focus on priorities as expected in the job assigned.
6. The consultant should try to apply fair means and follow pre-determined process and tools provided in carrying out the assignment.
7. While taking photographs or pictures the evaluator should always ask for permission/consent wherever possible from the subject.
8. The evaluator is also expected to refrain from any sort of manipulation of reports out of personal relationship/dynamics with the organization or any of its members.
10. The consultant should neither support nor initiate any sort of activities which shows disrespect to the community.
11. Consultant should always try to maintain confidentiality regarding issues between the partner organizations, SACS.
12. The consultant should strive to remain fair and professional in dealing with matters related to payment of bills and memos out of the expenses made during the assignment given.
13. The consultant should always avoid receiving any sort of favours from the organization

Terms & Condition

- The consultant should ensure timely report submission to MPSACS.
- The consultant must attend de-briefing meeting at SACS after completion of the work.
- The consultant must attend orientation meeting at MPSACS.
- The consultant must follow the code of ethics.
- MPSACS will hire the empaneled consultants based on the requirement of Project.

Madhya Pradesh State AIDS Control Society reserved the right to accept or reject any EOI and to cancel the process of empanelment without accessing any reason prior to the award of consultancy.

Note:

- 1) In the case of any dispute regarding Evaluation Process, content in the report or in score given by consultant, MPSACS may form a committee to examine the case, If consultant find guilty then MPSACS has right to debar consultant.**
- 2) This is empanelment process, MPSACS has right to select consultant as per the requirement of assignment.**
- 3) Application should be along with all the supporting; application without supporting will not be accepted.**