1. PROJECT OVERVIEW

<table>
<thead>
<tr>
<th>Project name &amp; location</th>
<th>Community-led Governance and Development (Gram Nirman) Project in Jharkhand and Chhattisgarh</th>
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</thead>
<tbody>
<tr>
<td>Project duration</td>
<td>1 July 2017 – 30 June 2020 (3 Years)</td>
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<tr>
<td>Project sector/s</td>
<td>Income Development, Human Dignity and Dialogue with Duty Bearers</td>
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<tr>
<td>Implementing agency</td>
<td>Caritas India in partnership with 11 local implementing partners</td>
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<td></td>
<td><strong>Chhattisgarh State</strong></td>
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<td></td>
<td>1. Xavier Institute of Social Action (XISA)</td>
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<td></td>
<td>2. Samarthan- Centre for Development Support (CDS)</td>
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<td>3. Bastar Sewak Mandal (BSM)</td>
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<td>4. Gramin Vikas Kendra (GVK)</td>
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<td></td>
<td>5. Asha Association in Surguja for Human Advancement (AASHA)</td>
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<td></td>
<td>6. Vikas Social Service Society (VSSS), Raigarh</td>
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<td></td>
<td><strong>Jharkhand State</strong></td>
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<td></td>
<td>7. Catholic Charities, Ranchi (CCR)</td>
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<td>8. Catholic Charities, Jamshedpur (CJsr)</td>
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<td>9. Shramajivi Mahila Sanity, Dumuria (SMS)</td>
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<td>10. Jan Vikas Kendra, Hazaribag (JVK)</td>
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<td>11. Samaj Vikas Sansthan, Chandwa (SVS)</td>
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2. PROJECT BACKGROUND

The current Community-Led Governance and Development (Gram Nirman) project (2017-2020) is a continuation of the previous 3 year design phase and a consolidation of 3 projects namely Hamara Haq, Gram Nirman and Swadhikar that worked with more than 80,000 people who were identified as part of the Scheduled Tribe in 137 villages in Jharkhand and Chhattisgarh states in India.

The Gram Nirman project is being implemented by Caritas India and 11 grassroots local organisations with a focus on empowering marginalised and vulnerable communities, especially the Scheduled Tribes and Scheduled Castes in Jharkhand and Chhattisgarh.
In India, Scheduled Tribes are Indigenous people outside the Caste System and Scheduled Castes are the Dalits/Untouchables. They are amongst the most vulnerable and marginalised groups in India according to the UNDP and the Government of India reports.

The project is addressing multi-sectoral issues that affect the Scheduled Tribes and Scheduled Castes related to local governance system, participative decision-making process, access to rights and entitlements, livelihoods security and strengthening of civil society organisations.

**Project goal:**

The project aims to empower marginalised and most vulnerable communities specially the Scheduled Tribes and Scheduled Castes in Jharkhand and Chhattisgarh in India by minimising the level of alienation and marginalisation and enhancing their collective actions towards enabling them to have better bargaining power with local governance systems.

- **Strategic Objective 1.** 137 tribal communities have improved access to various entitlements and manage local resources through village level institutions (Gram Sabhas) by 2020.
- **Strategic Objective 2.** 60% of marginalised families have increased their income by 20% through small and marginalised farmer’s organisations, various adaptive initiatives (on farm and off farm & forest) and linkages by 2020.
- **Strategic Objective 3.** 70% of most marginalised sections are recognised and contribute in decision making processes in various platforms by 2020.

### 3. EVALUATION TYPE, PURPOSE AND SPECIFIC OBJECTIVES

- **Mid-term**
- **End of program**
- **Ex-post**
- **Internal**
- **External**

The purpose of the evaluation is to assess the overall performance of the Gram Nirman project, what long-term changes have occurred as a result of the project, and the likely sustainability of these, with the view that findings and recommendations from the evaluation will be considered in any new design in order to improve the effectiveness of future iterations of the project. These should be framed through the lens of Caritas Australia’s Integral Human Development (IHD) Outcomes.

Specifically, the evaluation is expected:

1. To assess the extent to which the project achieved its intended outcomes and the changes brought about in the lives of those that the project sought to benefit, as well as the sustainability of these.
2. To identify what worked well and not so well in the project context, the facilitating factors, and how these impacted the project’s achievements.
3. To highlight project strengths, challenges, lessons learned and provide recommendations that will assist Caritas Australia and Caritas India to improve future programming.
4. EVALUATION SCOPE & TIME FRAME

The intended time frame for the entire consultancy is a maximum of 27 days. The desk assessment and completion of evaluation plan should be completed and shared with Caritas Australia before deployment to collect field data. A sample of the 137 project sites across 12 blocks, 11 districts, 2 states, will be visited, with the evaluator to determine appropriate sample size and methodology based on information provided.

The evaluator will be expected to share their preliminary findings following field data collection with project participants, implementing staff and the relevant Caritas Australia staff at the end of the field visit.

Proposed evaluation time frame:
- 2 days desk review of all project documents
- 1 day formation of evaluation plan submitted to Caritas Australia before deployment
- 15 days field data collection in across 2 states in India, including end of day de-brief and analysis
- 2 days for final analysis to form general recommendations. This time will also be used to form a validation presentation for stakeholders.
- 1 day facilitation of validation workshop to share initial findings with primary stakeholders (communities, local government, partner staff, and CA staff) to check interpretation of data collected.
- 6 days total to write draft report and revise based on CA comments. Final version is expected by April 15, 2020.

5. AUDIENCE FOR THE EVALUATION

This will include:
- Local authorities (village chief, block chief, district governors)
- Project Participants
- Tribal leaders
- Non-governmental organisations
- Project implementing partners
- Caritas India
- Caritas Australia

As appropriate evaluation findings may be shared with the following stakeholders:
- DFAT
- Caritas Australia Supporters and the public
- Peer agencies

6. KEY EVALUATION QUESTIONS

The key evaluation questions that the evaluation will address are:

Effectiveness
- To what extent has the project achieved its stated objectives and intended outcomes, including towards IHD?
What significant changes, both positive and negative, intended and unintended, have occurred, and what has been the contribution of the project towards these?

What were the specific enablers or challenges that contributed towards or inhibited the achievement of the project’s outcomes?

How do project participants, partners and stakeholders assess the contributions of this project to change?

**Efficiency**

- Was the project implemented in the most efficient way (timely, cost-effectively and to expected standards) compared to alternatives?

**Relevance**

- To what extent did the project respond to and meet the needs and priorities of those that the project sought to benefit?
- What do the people who the project benefited say about their involvement in the project? How did their participation benefit the project and the community?

**Sustainability**

- To what extent are the benefits of the project likely to be sustained after the project concludes?
- What were the major factors that contributed towards or inhibited the sustainability of these?

**Capacity building**

- What changes in the local implementing partners and tribal communities have occurred as a result of project capacity building?

**Lessons learnt**

- What lessons learned and best practices can be drawn from the project implementation?
- What changes could be recommended to improve the effectiveness, impact, and sustainability of future iterations of the project in the given context?

**7. METHODOLOGY AND EVALUATION PLAN**

The external evaluator, in discussion with relevant Caritas Australia staff and Caritas India staff, will determine appropriate data sources and methods/tools of assessment. Generally, evaluations will comprise the following research and analysis components:

- **Desk assessment** – Caritas Australia/Caritas India to provide relevant baseline, design and implementation documentation to the external evaluator for familiarisation.
- **Field data collection** – The external evaluator will visit project sites and partner offices to collect data and analyse evidence. A variety of methodologies will be used to collect quantitative and qualitative data, including interviews and focus group discussions with project participants, government officials, local government officials, tribal leaders, Caritas India staff and volunteers. Triangulation of major findings and themes will be sought where possible, with at least two or more sources of information to be used to verify relevance and consistency. Existing quantitative data and analysis from project reports may be drawn upon as required.
- **Findings, analysis & testing**: Information gathered will be assessed for key themes and concepts during field data collection. Those themes will be reviewed based on all sources of data, and
general views and conclusions will be developed based on major themes. Specific examples, quotes and pictures will be used where appropriate to illustrate and validate major points.

At the end of each field visit day a de-brief with the evaluation team will provide a short re-cap of the day and validation of interview responses. Two days will be spent at the end of the field data collection to collate information and start in depth analysis of the information. A presentation will be formulated based on initial findings and any draft recommendations. The external evaluator will facilitate a validation workshop to present initial findings with primary stakeholders (partner directors/ staff, Government staff from relevant departments, tribal leaders, Caritas India staff and Caritas Australia staff) to check interpretation.

Caritas Australia is particularly focused on promoting accountability to our project participants, and enabling meaningful participation throughout the project cycle, including the evaluation process. Accordingly, evaluation methodologies and planning should include:

- Adequate time with a diversity of project participants and community representatives. Questions should be tailored for different groups which may be interviewed.
- Clear documentation of the perspectives of the individuals and communities in which the project is active (ideally including first person quotes or case studies)
- Opportunity to provide feedback regarding initial findings to check interpretation
- Key project informants and important background documents will be discussed following appointment of an evaluator.

8. EXPECTED DELIVERABLES

An evaluation plan and methodologies will be determined together with Caritas Australia and Caritas India staff and the evaluator by 21st February, 2020. The evaluation plan will usually include:

- Key considerations
- Qualitative/Quantitative evaluation methods
- Evaluation schedule
- Data Analysis methodology
- Evaluation methodology and specific tools
- Interview questions for each stakeholder group
- Other key information specific to this evaluation
- Plan for validation presentation to stakeholders

A validation workshop will be held upon completion of field data collection in which the evaluator will present the draft findings and recommendations to primary stakeholders as outlined above. Feedback from this session will be collated and included in the final evaluation report.

A draft of the final evaluation report is to be submitted to Caritas Australia for comments and review by 3rd April, with the finalised report to be submitted by 17th April 2020.

The final report will include:

- A one to two page concise executive summary with embedded overall recommendations
- Key findings of evaluation questions and an analysis of the findings
- Successes/challenges and the reasons for these
- Lessons learned
- Specific recommendations on project design, implementation, management, coordination or other related factors
- Appendices of statistical data, participant interviews, case studies, photos etc.

The length of the report should be no more than 35 pages, excluding appendices.

Importantly the executive summary needs to be of a standard to share across the agency and externally with DFAT and public donors. Note that the executive summary will also be translated for dissemination to project partners and evaluation participants by Caritas India.

9. EVALUATOR REQUIRED KNOWLEDGE AND EXPERIENCE

The evaluation will primarily be conducted by an external evaluator, contracted by Caritas Australia. One appropriate Caritas Australia staff and translator can also be part of the evaluation.

- Extensive knowledge of Monitoring, Evaluation and Learning (MEL) theory and practice.
- Demonstrated experience in upholding human dignity, dialogue with duty bearers, and skill development practices. Experience in local governance programming a plus.
- Demonstrated experience evaluating international development projects, with a focus on using participatory methodologies.
- An understanding of the historical, political, social, and cultural context of the country where the project is implemented.
- The ability to respectfully and effectively communicate with diverse groups of people.
- Strong interpersonal and facilitation skills, and cultural and gender sensitivity in working with Government officials and a range of stakeholders.
- Minimum of a bachelor’s degree in international development, DMEL or a relevant field.
- Excellent oral communication skills and the ability to deliver high quality written reports in English.

10. LOGISTICAL SUPPORT

The following support will be provided to the evaluator:

- Project and partner documentation including project design 2017-2020, progress reports, monitoring trip reports, baseline information, Caritas Australia Integral Human Development Framework will be provided to the external evaluator by Caritas Australia and Caritas India.
- Transport, accommodation, meals and other logistical considerations to be coordinated by Caritas India in consultation with the external evaluator and Caritas Australia.
- Interviews and meetings with project participants, staff, government officials and tribal leaders will be coordinated by Caritas India in consultation with the external evaluator and Caritas Australia.
- One Caritas Australia staff member may take part in field analysis discussions and validation workshop.
- Interpreter where required will be coordinated by Caritas Australia in consultation with the external evaluator and Caritas India.
11. **KEY TERMS AND CONDITIONS**

- Payment will be on submission of tax Invoice on delivery against milestones. Milestones include:
  - Signing of contract: 25% of agreed payment
  - Submission of first draft evaluation report: 50% of agreed payment
  - Finalisation of Evaluation Report: 25% of agreed payment, plus any additional travel related costs with receipts provided.
- Travel, meal, & accommodation costs and other expenses related to the assignment except where otherwise stated in the Terms of Reference above will be provided by Caritas Australia to nominated bank account upon receiving invoice and receipts.
- All equipment and materials required for the assignment are to be provided by the contractor except where otherwise indicated in the Terms of Reference above.
- Caritas Australia may request written evidence of necessary insurance (including workers’ compensation & personal indemnity), superannuation, and taxation prior to commencement of the assignment.
- In alignment with our Child Protection Policy, prior to engagement successful applicants will be required to undergo an Australian Federal Police check and to sign on to Caritas Australia’s Child Protection Code of Conduct. If not an Australian resident, a full police check from your country of residence.

12. **APPLICATION PROCEDURE**

Interested parties are requested to submit:

- A cover letter briefly outlining relevant experience with this type of evaluation
- A curriculum vitae with two references
- An example of a relevant piece of written work.
- A proposal outlining:
  - The proposed approach and methodology for the consultancy,
  - Proposed Budget – including daily rate and all costs in relation to international travel, meals, accommodation and other expenses related to the consultancy, and
  - Availability to undertake the consultancy.
13. SUGGESTED FORMAT FOR THE EVALUATION REPORT

Title Page should include the title of the project, the date of report and the author/s name. The following is a list of suggested sections:

- Table of Contents
- Acknowledgements
- Maps
- List of Acronyms
- Executive Summary should include briefly describe:
  - Project description and context
  - Methodology and evaluation team
  - Major findings
  - Key recommendations
  - Project Description should include: context, underlying rationale, stakeholders and participants, conceptual model, results chain or logical framework and project monitoring system.
- Purpose of the Evaluation
- Audience for and use of the evaluation
- Evaluation methodology
- Data sources
- Strengths and major limitations of the methodology
- Evaluation team
- Project description
- Project design and implementation approach
- Partner Team
- Sectoral literature review
- Evaluation findings
- Recommendations based on evidence and insights and including specific recommendations relevant to each partner and project/project:
- Lessons Learned
- Annexes (to the evaluation report):
  - Terms of Reference for the evaluation
  - Evaluation Plan and timetable
  - List of individuals interviewed and of stakeholder groups and/or communities consulted
  - List of supporting documentation reviewed
  - Research instruments: questionnaire, interview guide(s), etc. as appropriate
  - Project/project logical framework (if applicable)
  - Specific monitoring data, as appropriate