

Eol to Evaluate Inclusive Education Project (Samaveshi Shiksha Samaveshi Samaj)

Jan Vikas Samiti is inviting a Eol from a suitable qualified evaluator/consultant/consultancy firm (individual evaluator) for an on-site evaluation of the project. Your Eol should contain the following criteria;

1. A short description of your understanding of the role of the Consultant and the approach to be used as outlined in these Terms of Reference.
2. A summary of your relevant experience for the assignment.
3. A description of how you intend to fulfill the services within the suggested timeline and confirmation of your ability to meet the timelines.
4. CV (maximum 3 sides of A4 paper) of evaluator, tailored to the assignment.
5. Outline of evaluator including roles and responsibility.
6. An itemized budget of evaluator professional fees.

Your Eol should not exceed 5 pages and should be sent by email to Jan Vikas Samiti, Varanasi India at progie@janvikassamiti.org by 12.00 hrs., by 10th November 2022 under the subject line reading **“Eol for Inclusive Education.”**

Note: Kindly refer the brief ‘Terms of Reference’ for Eol

TERMS OF REFERENCE **RFP FOR INCLUSIVE EDUCATION**

1. Project:

Jan Vikas Samiti received funding to implement a three years’ project; **‘Inclusive Education’** in Lucknow, Barabanki and Sitapur Districts of Uttar Pradesh. The goal of the Project is “To prepare Governmental primary schools& other formal schools to accept diverse educational needs of Children with disabilities (CwDs) and increase enrolment rate and learning level of CwDs and reduce dropout rate by ensuring accessible and modified teaching and learning methods (TLMs) to deliver quality education. The intervention is proposed initially in 3 districts (Lucknow, Barabanki and Sitapur with 12 govt. primary schools) for a time frame of 3 years (2018-2021) for the first phase. Due to Covid-19, the project was on a halt for a period of one year and again resumed from 1st December 2021 and completing third year of implementation in month of November 2022.

2. Evaluation Purpose, Scope and Intended Use:

The purpose of the evaluation is to establish and document the impact and effectiveness of project interventions to uncover the major project successes, what elements have the potential to be replicated or scaled-up and render accountability to donors. The evaluation is expected to provide data on the performance, impact and sustainability of project interventions. The evaluation will be helpful in assessing the extent to which the outcomes of the project have been achieved, determine relevance, effectiveness, efficiency, impact

and sustainability of the interventions/project and document new knowledge for further interventions. The findings and recommendations will contribute to a learning process which enables JVS and its donors to draw lessons from its experience for future interventions in similar situations.

3. Scope of the evaluation:

The evaluation will review the project “Inclusive Education Project (Samaveshi Shiksha Samaveshi Samaj)” via review of documents and conduct face-to-face interviews with key staff and other stakeholders involved in the development and implementation of the project. The evaluation will focus on assessing progress against the set project plan and how current activities, approaches and implementation techniques are contributing towards achievement of results.

4. Evaluation objectives

- To review the progress of the project “Inclusive Education Project (Samaveshi Shiksha Samaveshi Samaj)” with respect to the set goals and objectives by assessing the progress, quality, effectiveness and relevance.
- The evaluation shall cover the current project period (April 1st, 2018 – Nov. 2022).
- The evaluation shall assess if the stated outcomes and outputs have been achieved, if the project contributed to meeting the project goal and if other factors contributed to the achievement/non-achievement of the set goal.
- The evaluation shall extract lessons learnt for the planning of a possible follow-up project.

5. Methodology

With regard to the methodology it is important for Jan Vikas Samiti that the evaluation takes into account the views, opinions and experiences of the different stakeholders involved. Therefore, it is essential that the evaluator(s) contact(s) the direct beneficiaries, the leaders of SHG, the JVS project manager, the auditor and visits the different locations where the programmes are carried out.

A combination of participatory qualitative and quantitative methods will be utilised. These include:

- Desk/Literature review
- Semi-structured interview
- Face-to-Face Small Group discussion
- Face-to-Face Key informant interviews
- Face-to-Face Discussion with selected direct schools/education dept., stakeholders, etc.

Debriefing workshop at the project location, which should provide the organisation being evaluated with an opportunity to give feedback on the preliminary results of the evaluation team

- Triangulation / validation of the data collected
- Critical discussion of conclusions
- Elaboration of practical recommendations
- Starting the processes of reflection on the results of the evaluation and of learning from the evaluation.

6. Products

- Draft Report due by: 1st December 2022
- JVS will comment on the draft report.
- Final Report due by: 15th December 2022

7. Evaluation Start & End Date: 15th November 2022 -15th December 2022

8. Duration and Phasing

Proposed time frame:

Task	Who	Number of Days
Desk review of data: collation and consolidation of output data and collecting information against log frame. Review of monitoring system findings.	Evaluator(s) with input and information provided by partner	1
Methodology developed and agreed on & finalization of evaluation instruments e.g. questionnaires interview guidelines etc.	Evaluator(s) with inputs from JVS	1
Evaluation process (kick-off workshop, visits to the field, interviews, questionnaires) and meeting with project staff and stakeholders on initial findings and recommendations.	Evaluator & JVS	3
Draft report	Evaluator(s)	2
Final report	Evaluator(s)	1

9. Evaluation Report

- The evaluation report must meet a number of requirements. These requirements are listed in the document;
 - The overall responsibility will be with Mr. Felex Thomas, HoD-Program Development & HR of Jan Vikas Samiti.
 - Inception report: Before going into the full-fledged data collection exercise, an inception report will be sent to JVS. It should detail the evaluators’ understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of: proposed methods, proposed sources of data and data collection procedures (evaluation matrix).

- The inception report should include a proposed schedule of tasks, activities and deliverables, designating a team member with the lead responsibility for each task or product. The inception report provides the programme unit and the evaluators with an opportunity to verify that they share the same understanding about the evaluation and clarify any misunderstanding at the outset.
- Draft evaluation report: JVS should review the draft evaluation report to ensure that the evaluation meets the required quality criteria.
- The final evaluation report is expected to have about 15 pages plus annexes.
- The final deliverable is to be a report in English language which has been prepared based on both field observations as well as a study of bookkeeping of accounts and administration practice related to the concerned project.
- The report (hard copy and soft copy) should be provided. All documents (minutes of the interviews, questionnaires etc.) and collected data should be attached.

10. Budget

Professional fee for the project evaluation is INR 100,000 (One lakh Only) inclusive of applicable taxes. Besides professional fee, travel expenses equivalent to 2nd AC and actual food expenses during travel up to INR 1,000/- will be reimbursed. Field visit travel, food and lodging will be met by the organization.