

Annexure-1 Terms of Reference

Terms of reference for the Concurrent Monitoring and Evaluation of Agriculture Technology Management Agency(ATMA) Scheme in Karnataka State during 2018-19

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Terms of reference for the Concurrent Monitoring and Evaluation of Agriculture Technology Management Agency(ATMA) Scheme in Karnataka State during 2018-19

1. Title of the study:

Concurrent Monitoring and Evaluation of ATMA (Agricultural Technology Management Agency; Support to State Extension Programmes for Extension Reforms) scheme in Karnataka State during the year 2018-19.

2. Department/Agency implementing the Scheme:

The Department of Agriculture Govt. of Karnataka.

3. Background and the context:

The scheme "Support to State Extension programs for Extension Reforms" is the main scheme to operationalize agricultural and allied departmental extension reforms across the country. Under the scheme, funding support is being provided to the States/Union Territories for undertaking extension reforms within the broad purview of the Policy Framework for Agriculture Extension (PFAE), complying with its key areas/norms, and being operated based on extension Work plans prepared by them.

4. Present Status of the Scheme:

ATMA Model of Agricultural Extension Reforms Scheme was implemented during 2005-06 in nine districts of the State namely; Bidar, Gulbarga, Shimoga, ChamaraJanagar , Kolar, Koppal, Haveri, Bijapur and Hassan. Since 2007-08, the scheme is being implemented in all the districts of the state.

The guidelines for the extension reforms were modified during the year 2014 and 2018 by strengthening the extension machinery and utilizing it for synergizing the interventions under the scheme.

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After the issue of Government Orders, 30 District Level ATMA Steering Committees (DLASC) and 174 Taluk Level ATMA Implementation Committees (TLAIC) have been constituted. The District Level Steering Committees are headed by Chief Executive Officers of the Zilla Panchayaths with the District Joint Director of Agriculture being its Member Secretary. The Taluk level ATMA Implementation Committees have Taluk Assistant Directors of Agriculture as their Chairperson, with the Block Technology Manager of the Taluk being its Member Secretary.

At the State level, the Inter Departmental Working Group (IDWG) is headed by the Additional Chief Secretary & Development Commissioner with Commissioner for Agriculture being the State Nodal Officer. The Agriculture Department of Government of Karnataka is the Nodal Department.

5. Human Resource Development (HRM):

For HRM and capacity building of extension staff, two State Agricultural Extension Management and Training Institutes (SAMETI's) have been identified, (1) Regional Centre (South) i.e., University of Agricultural Sciences (UAS), Bangalore and (2) Regional Centre (North) i.e., UAS, Dharwad. The Extension officers of different development departments have been given orientation training, core team training, district level team training, Participatory Rural Appraisal (PRA) exercise and preparation of inventories. These trainings have been planned well in advance in the work shop at SAMETI's level wherein the training contents, modules and type of trainings are finalized. Further, trainings on implementation of on-farm demonstrations and farm schools are also being given importance at SAMETI's and District Level.

6. Objectives/Design of the Scheme:

- Under ATMA model of Agricultural Extension System, there is bottom -up model of planning, wherein plans are prepared at village, block, district and State levels, duly recognizing the constraints in improving the productivity of crops in particular, and economic status of farming community in general.

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- As per these plans, efforts to bridge the gap between potential and actual yields are on. Extension activities under this system are group based and marketing avenues are effectively made use in case of cultivation of new/alternate crops.
- ATMA has the main responsibility of all the technology dissemination activities at the district level. It has linkages with all the line Departments, Research organizations, non-governmental organizations and agencies associated with agricultural development in the districts, with substantial representation of farmer organizations and women farmers, research and extension units within the district such as Krishi Vignana Kendras, Zonal Research Stations, Departments of Agriculture, Horticulture, Sericulture, Fisheries, Animal Husbandry, Social Forestry and Marketing etc.

Other components:

- a. Convergence of line department's programmes and operating on gap filling mode by formulating Strategic Research and Extension Plan (SREP) and annual State Extension Work Plans(SEWP)
- b. Programmes are prepared on gap filling mode by formulating SREP at the District Level and annual work plans at taluk and district level. Concerned departments like Agriculture, Horticulture, Animal Husbandry, Sericulture, Watershed development, Social forestry and Fisheries are converged in preparation of plans and the implementation of the programme.
- c. **Group Approach to Extension:** Farmers Interest Groups (FIG)/Commodity Interest Groups (CIG) have been formed as a part of social mobilization and to also undertake extension work through group approach.
- d. **Gender Concerns:** Farm women have been mobilized into groups, their capacity building and group extension programmes have been taken-up.

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- e. **Sustainability of extension service:** All farmer based activities have been ensured through beneficiary contribution with respect to trainings, exposure visits, demonstrations and farmer group formations.

The scheme is being implemented with 60:40 grant sharing pattern between Government of India and Government of Karnataka.

Progress under ATMA Scheme during 2018-19 is as under:

(Rs. in lakhs)

Opening Balance	Grants released	Total Grants	Total Expenditure	USB	%of progress
737.99	4306.35	5044.34	3941.06	1103.28	78%

8. Evaluation Scope Purpose and Objectives

The scope of the study is spread over all the 29 districts and 167 talukas where the scheme is implemented. It covers the various activities undertaken under the scheme. The purpose is to examine the implementation process and assess the achievements of physical and financial targets and the impact of the scheme and to get the necessary feedback for further improvement.

The objectives are:

1. To assess the impact of the scheme on adoption of technology, cropping pattern, knowledge base and farming practices of the farmers.
2. To examine the impact on production productivity and yield across the regions.
3. To evaluate the various farmers oriented activities under the scheme across the divisions and the extent of achievement in Research-farmer-Extension linkages.
4. To assess the progress under the scheme in terms of achievement of physical and financial targets, capacity building and implementation of the scheme as per the guidelines.
5. To examine to what extent the programme objectives are achieved and give specific suggestions if any, for effective implementation of the programme.

9. Evaluation Questions /Issues (Inclusive not exhaustive):

Evaluate the performance of the scheme based on the following parameters across divisions and districts. Bring out the factors contributing to variations across the regions.

Impact

- Adoption rate to new technology-causes
- Modernization of farming practices- across the districts and divisions.
- Impact on cropping pattern.
- Impact on yield and productivity- across districts and divisions
- Impact on Income of the farmers- across divisions, districts & category of farmers.
- Marketing of agriculture produce.

Project impact in reforming the extension system

- Dissemination of technology
- Commodity based farmer interest groups.
- Decentralization, multi agency and flexible decision making and implementation.
- Farmer to farmer extension.
- Research-Extension-Farmer linkages.
- Training & capacity building of farmers.
- Capacity building of human Resources

Efficiency/Output

- Effectiveness of various committees
- Support of SAMETI & KVK
- Performance of Farmers' groups & Food security groups.
- Exposure visits and awareness generated
- Number of Women/SC/ST/OBC farmers benefitted
- Achievement of physical and financial targets
- Awards, Success stories & Best Practices.

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Inputs- Norms and their Adequacy

- Preparation of the Action Plans.
- Establishment of the committees.
- Convergence across the Departments.
- Information and communication strategies.
- Capacity building and human resource development.
- Resource allocation for NGOs, ST/SC/Women farmers and for beneficiary oriented activities.

Process/ implementation

- Review of implementation process and time lines.
- Farmers' groups formed across the sectors.
- Training programmes and Exposure visits- Review of low performing districts
- Participation of NGOs.
- Involvement of different stakeholders
- Performance of SAMETIs.

Give Suggestions for overall improvement of the scheme.

10. Evaluation Methodology and Sampling:

- a. The field work should cover all the districts of Revenue Divisions
- b. At least one taluk should be selected by *simple random sampling* method as sample taluk in each district. The sample will thus comprise of at least 14 taluks and each district will be represented. Simple Random Sampling without replacement is adopted. The talukas covered in earlier studies are not be included in the sample. The list of Sample talukas is given in Annexure-2.
- c. In the selected taluks, at least one sub component each from out of State level activities, District level activities and all taluk level activities (given in the cafeteria of activities as per Annexure to the ToR) should be covered for field visits, personal interviews and focused group discussions. It should be ensured that in the sample, no State and District level activity should go unevaluated i.e.

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- a State or District level activity should have been evaluated in at least one of the taluks forming the sample.
- d. All the predominant farming systems in the district should be covered.
 - e. One of the villages adjacent to the selected taluk in each of the selected districts where none of the scheme activities have been implemented to be selected as a control village.
 - f. The analysis to be made at division level and also in a comparative framework. A State level analysis to be presented by combining the two reports.
 - g. FGDs to be conducted to know farmers requirements for inclusion in training programmes and other activities.
 - h. Case Studies/ best practices if any to be included in the analysis.
 - i. Simple statistical techniques to be used for analysis.

1. Deliverables time Schedule:

An inception report containing a list of documents reviewed, persons contacted/consulted, list of sampling details, proposed data collection, evaluation questions and sub questions and processing methods should be submitted.

The State department of Agriculture will assist the evaluator in obtaining requisite information from the offices concerned in the State.

2. Duration and time schedule for the study:

The total duration of the concurrent evaluation study is about 9 months time.

- a. Draft Monitoring and Evaluation report should be delivered with adequate time to allow the agriculture department for consultation on findings and recommendations.
- b. Quarterly monitoring report (QMR) for each quarter should be submitted within one month of the end of the quarter, during a total work period of **9 months**.

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- c. Final report should contain front matter, programme description, evaluation purpose, methodology, findings, executive summary, recommendations and related Annexures.
- d. A meeting with presentation of the key findings at each level before proceeding to the next level shall be organized and any clarification/changes in methodology followed by ECO is made as per the requirement of the client.
- e. One interim draft report should be submitted by 31st December 2019.
- f. Finalization of draft report should be done by 31st January 2020.
- g. Final Draft report to be presented before 20th February 2020.
- h. Final report to be submitted before the end of March 2020.
- i. As ATMA is being implemented in convergence with all the Departments, the report should acknowledge the contributions of all ATMA staff.

13. Qualities Expected from the Evaluation Report :

The following are the points, only inclusive and not exhaustive, which need to be mandatorily followed in the preparation of evaluation report:-

- a) By the very look of the evaluation report it should be evident that the study is that of Agriculture department of the Government of Karnataka, and Karnataka Evaluation Authority (KEA) which has been done by the Consultant. It should not intend to convey that the study was the initiative and work of the Consultant, merely financed by the Agriculture department of the Government of Karnataka and/or Karnataka Evaluation Authority (KEA).
- b) Evaluation is a serious professional task and its presentation should exhibit it accordingly. Please refrain from using glossy, super smooth paper for the entire volume overloaded with photographs, graphics and data in multicolor fancy fonts and styles.

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- c) The results should first correspond to the ToR. In the results chapter, each question of the ToR should be answered adequately in a proper and readable form. An overall analysis should follow to draw the final conclusions.
- d) The Recommendations should be specific and based on evidence.

14. Structure of the report

The following are the points- only inclusive and not exhaustive- which need to be mandatorily followed in the preparation of evaluation report:

By the very look of the evaluation report it should be evident that the study that of Agriculture (Horticulture & Sericulture) Department and Karnataka Evaluation Authority (KEA) which has been done by the Evaluation Consultant Organization. The report should be complete and logically organized in a clear but simple language. Besides confirming to the qualities covered in the Terms of Reference, report should be arranged in the following order:

Preliminary Part

- Title and Opening Page
- Index
- List of acronyms and abbreviations
- Executive Summary- A section that describes the program, purpose and scope of evaluation, research design and methodology, key findings, constraints and recommendations.

Chapter-I Introduction and Study design

- Background- A section that briefly covers the history or genesis of the sector under which the programme/scheme being evaluated covered. It should give recent fact sheets taken from reliable and published sources and review of the progress of the scheme at Taluka/District level.
- Log Frame theory/ Theory of change
- Objectives and performance of the program - This section includes the

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stated objectives of the program and the physical and financial achievements of the selected program in the period of evaluation. It should cover the description of the target group, aim of the program, the programme guidelines and method of selection of beneficiaries and the physical and financial achievements.

Chapter –II Review of literature and Evaluation Methodology

- Review of past evaluation reports and their findings- Theoretical background.
- Evaluation Methodology - This should include research design, hypotheses for testing, evaluation matrix sample design and size, Methodology for data collection and analysis- questionnaire design and pilot test, data analysis.
- Limitations/constraints in the evaluation study.

Chapter III - Findings and discussion

- Tables and figures are to be used to present results in summary and/or graph format to add clarity to the presentation. In addition to simply presenting the results in a straightforward manner, the author also has to provide the readers with his/her interpretation of the results, implications of the findings, conclusions. Each result is discussed in terms of the original hypothesis to which it relates and in terms of its agreement or disagreement with results obtained by other researchers in similar/related studies.
- A detail analysis of Case Studies, Best Practices and Focus Group Discussions

Chapter IV Summary and Conclusions

Chapter V- Recommendations – Recommendations to be evidence based- short term for mid course corrections & long term for change in program design/ policy change.

Annexure

- a. Sanctioned Terms of Reference of the study.
- b. Survey tools and questionnaires
- c. Place, date and number of persons covered by Focus Group Discussion (if applicable).
- d. Table showing details of major deviations, non-conformities, digressions of the program.

15. Cost and schedule of Budget releases:

Output based budget release will be as follows-

- a. The **First instalment** of Consultation fee amounting to 30% of the total fee shall be payable as **advance** to the Consultant after the approval of the inception report, but only on execution of a bank guarantee of a scheduled nationalized bank valid for a period of at least 12 months from the date of issuance of advance.
- b. The **Second instalment** of Consultation fee amounting to 50% of the total fee shall be payable to the Consultant after the approval of the Draft report.
- c. The **Third and final installment** of Consultation fee amounting to 20% of the total fee shall be payable to the Consultant after the receipt of the hard and soft copies of the final report in such format and number as prescribed in the agreement, along with all original documents containing primary and secondary data, processed data outputs, study report and soft copies of all literature used to the final report.

Tax will be deducted from each payment as per rates in force. In addition, the evaluator is expected to pay statutory taxes at their end.

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16. Expert team to carry out the study

Consultants should have a Team and has to provide details of evaluation team members having technical qualifications/capability as below-

Sl. No.	Subject Experts Requirements	Subject Experts Requirements	Educational Qualification
1.	Principal Investigator	A first Class Post Graduate in Agriculture/Rural Development / Social work/Ph.D in the subject preferable.	05 years of experience in field. Knowledge of agricultural extension programme and rural development is essential.
2.	1 st Core team member	A First class post graduate degree in Social Science.	03 years of experience with adequate knowledge of Agriculture and Rural development technology.
3.	2 nd Core team member	Post Graduate in Statistics/Economics/ MCA with knowledge of Statistical analysis	3 years experience in data analysis in the field of social sector.
4	3 rd Core Team Member	Expert in Translation (English to Kannada)	M.A in English/Kannada with expertise in translation

And in such numbers that the evaluation is completed within the scheduled time prescribed by the ToR. Consultants not having these number and other kind of personnel will not be considered as competent for evaluation.

17. Providing oversight:

Department of agriculture will provide the funds earmarked for evaluation. Any additional requirement will be met through funding by Karnataka Evaluation Authority. The dept. will monitor the progress of the study in the field.

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18. **Contact persons:**

- a. N. Basavaraj, State Co-ordinator - ATMA(9986804933), Department of Agriculture, Sheshadri Road, Bangalore-1
- b. M S Diwakar Add. Dir. (SRD) of Agriculture - (8277929810) Department of Agriculture, Sheshadri Road, Bangalore-1
- c. Consultant (Evaluation), Karnataka Evaluation Authority-9342331301

The entire process of evaluation shall be subject to and conform to the letter and spirit of the contents of the government of Karnataka order no. PD/8/EVN(2)/2011 dated 11th July 2011 and orders made there under.

The Terms of Reference were approved by the Technical Committee of KEA in its 44th Meeting held on 17th July 2019.


Chief Evaluation Officer
Karnataka Evaluation Authority


Prepared by:
Dr. Chaya Degaonkar
(Consultant Evaluation)

BENGALURU DIVISION		
SL.NO.	DISTRICTS	SAMPLE
1	Bengaluru Urban	Bengaluru North
2	Chikkaballapur	Chikkaballapur
3	Chitradurga	Holkere
4	Davanagere	Davanagere
5	Kolar	Bangarapete
6	Ramanagara	Ramanagara
7	Shimoga	Shivamogga
8	Tumkuru	Koratagere
KALABURAGI DIVISION		
1	Bellari	Hospet
2	Bidar	Bhalki
3	Kalaburagi	Alanda
4	Koppala	Yelbarga
5	Raichur	Raichur
6	Yadgir district	Shahpura

BELAGAVI DIVISION		
SL.NO.	DISTRICTS	SAMPLE
1	Bagalkote	Bagalkote
2	Belagavi	Chikodi
3	Bijapur	Sindgi
4	Dharwad	Dharwad
5	Gadaga	Gadaga
6	Haveri	Ranibennur
7	Uttara Kannada	Bhatkal
MYSURU DIVISION		
1	Chamarajanagar	Chamarajnagar
2	Chikmagalur	Kadur
3	Dakshina Kannada	Mangalore
4	Hassan	Sakleshpura
5	Kodagu	Virajpet
6	Mandya	Maddur
7	Mysuru	Nanjanagudu
8	Udupi	Karkala