

ANNEXURE-1 TERMS OF REFERENCE

PART-2

Terms of reference for the Internal Concurrent Monitoring and Evaluation of Agriculture Technology Management Agency(ATMA) Scheme in Karnataka State during 2016-17 in Bangalore and Gulbarga Revenue Divisions:

1. Title of the study:

Concurrent Monitoring and Evaluation of ATMA (Agricultural Management Technical Agency; Support to State Extension Programmes for Extension Reforms) scheme in Karnataka State during the year 2016-17 in Bangalore and Gulbarga revenue divisions.

2. Department/Agency implementing the Scheme: The Department of Agriculture in the State 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.

After the issue of Government Orders, 29 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:**

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. 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.

7. **Other Aspects:**

- 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.
- e. **Sustainability of extension service:** All farmer based activities have been ensured without 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 2015-16 is as under:

(Rs. in lakhs)

Year	Opening Balance	Administrative Sanction	Amount released by		Total grants available	Expenditure	Unspent balance
			GoI	GoK			
2015-16	440.98	3576.29	1716.00	970.37	2686.37	1996.77	689.60

Evaluation Questions and minimum expectations (Inclusive not exhaustive):

1. Whether the plans prepared at village, block and district levels are used to bridge the gaps between potential and actual yields and for resource allocation at the State level while preparing the annual plans? If yes, to what extent and if not, why?
2. Illustrate few best examples wherein convergence of all the departments is done in implementing the Strategic Research and Extension plans (SREPs) and Annual Work Plans for filling the gap between potential and actual yields.
3. Whether the prescribed process has been followed in preparation of Block Action Plan (BAP), District Action Plan (DAP) and Strategic Research and Extension Plans (SEWP)? If not, the reasons thereof may be detailed.
4. How many Farmers Interest Groups (FIGs) and Commodity Interest Groups (CIGs) have been formed under ATMA as a part of social mobilization group approach? Is this effort yielding good results in extension work? If yes, to what extent? If no, why not?
5. Whether the physical and financial targets set and approved by District Level ATMA Steering Committees (DLASC) for each of the cafeteria activities as per Annexure of this ToR have been met? If yes, to what extent? If not, why not?
6. Whether the process prescribed has been followed in implementation? If not, what are the reasons?
7. What is the average delay in starting implementation and average time over run in completing implementation?
8. How many Farmers Groups have been benefitted under each sector viz Agriculture, Horticulture, Animal Husbandry, Fisheries, Forestry etc. vis-à-vis the category of farmers benefitted viz SC/ST/OBC/Small Farmers/Marginal Farmers/Large Farmers and Women.
9. The additional income generated by the farmers benefitted as a result of implemented activities may be estimated/computed and detailed?

10. What is the extent of awareness created by ATMA institutions? Is it enough? If not, what needs to be done for increasing awareness?
11. Whether the resource allocation percentages for NGOs, ST/SC/Women farmers and beneficiary oriented activities like training, exposure visits, demonstrations, capacity building of farmers groups as fixed in the guidelines have been followed? If not, where are and what are the reasons for deviations?
12. Whether the resources for different activities as prescribed in the guidelines under district level activities for –
 - a. Farmer oriented activities (55%),
 - b. Farm information dissemination (10%),
 - c. Technical refinement, validation and adoption (7%), and,
 - d. Administration expenses (28%),have, in all districts, been adhered to or not? If not, state the reasons thereof and the districts where deviations have taken place.
13. Whether the NGOs have implemented the assigned tasks in time and as per ATMA guidelines? If not, state the reasons thereof.
14. The assessment of functioning of the following institutions as compared to the mandate, including monitoring, given to them under the scheme may be done :-
 - a. District Level ATMA Steering Committees
 - b. Taluk Level ATMA Implementation Committees
 - c. State Agricultural Extension Management and Training Institutes (SAMETI), Regional Centres South and North.
 - d. Krishi Vignyana Kendra (KVK), State Agriculture Universities (SAU)s and other Research institutions.
 - e. Line Departments and IDWGs (Inter-Departmental Working Groups).
 - f. Women's Representatives in different Committees.
 - g. Farmer's representatives in different committees at:-
 - i. Block level- Block Farmers Advisory Committees (BFAC), and,
 - ii. District level- District Farmers Advisory Committee (DFAC),which are working as Advisory Committees for implementation of the scheme and preparation of SREP and action plans. and give recommendations, if any, for improving their functioning and implementation.
15. Please assess the extent of the project impact on the following lines/points.
 - A. **Project impact in respect of:**
 - a. Number of Farmers benefitted
 - b. Number of Women/SC/ST/OBC farmers benefitted.
 - c. Introduction of new crops/new farm activities and adoption of new and /or sustainable technologies.
 - d. Coverage of activities in allied sector
 - e. Assistance in marketing of agriculture produces.

B. Project impact in reforming the extension system in respect of the following processes:

- a. Formation of commodity based farmer interest groups.
- b. Bottom up planning
- c. Decentralized, multiagency and flexible decision making and implementation.
- d. Farmer to farmer extension.
- e. Research-Extension-Farmer linkages.

16. What has been the level of involvement of different line departments and Research Organizations/ FOs in implementing the scheme? Can some suggestions be made for improving the weak areas, if found?
17. Whether the grants are released in time to implementing agencies? If not, why not?
18. Has the audit of the ATMA accounts been completed for the year 2015-16 by Chartered Accountants and the same is sent to Government of India? If not, reasons thereof.
19. How many success stories under different ATMA activities have been submitted to Government of India as per ATMA Guidelines? How many success stories have been published at the district level as per Guidelines?
20. Whether quarterly District Level ATMA Steering Committee and District Farmers Advisory Committee Meetings have been/are conducted as per guidelines? If not, reasons thereof.
21. Whether the quarterly Taluk Level ATMA Steering Committee and Taluk Farmers Advisory Committee Meetings have been/are conducted as per guidelines? If not, reasons thereof.
22. Whether awards have been/are being given to farmers and groups under ATMA at State, District and Taluk levels as per guidelines? If not, reasons thereof.
23. Is there any duplication of effort and work or linkages in case of Raita Samparka Kendras (RSK), extension activities of Agriculture Universities and ATMA? If yes, what suggestions are there to set right the duplication and strengthen the linkages?
24. Suggestions for overall improvement of the scheme.

8. Evaluation Methodology and Sampling:

- a. The field work should cover all the districts of Bangalore and Gulbarga Revenue Divisions (14 Districts and 76 Taluks).
- 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.
- 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. 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 will be selected as a control village.

9. 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.

10. 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 **Nine** months.
- 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 awardees is made as per the requirement of the client.
- e. One interim draft presentation report should be submitted by 28th Feb 2017.
- f. Finalization of Draft Report should be done by 31st March 2017
- g. Draft Report to be presented before 30th April 2017
- h. Final Report to be submitted before the end of June 2017.

11. 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 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.
- c) The Terms of Reference (ToR) of the study should form the first Appendix or Addenda of the report.

- d) The results should first correspond to the ToR. In the results chapter, each question of the ToR should be answered, and if possible, put up in a match the pair's kind of table, or equivalent. It is only after all questions framed in the ToR that is answered, that results over and above these be detailed.
- e) In the matter of recommendations, the number of recommendations is no measure of the quality of evaluation. Evaluation has to be done with a purpose to be practicable to implement the recommendations. The practicable recommendations should not be lost in the population maze of general recommendations. It is desirable to make recommendations in the report as follows:-

(A) **Short Term practicable recommendations**

These may not be more than five in number. These should be such that it can be acted upon without major policy changes and expenditure, and within say a year or so.

(B) **Long Term practicable recommendations**

There may not be more than ten in number. These should be such that can be implemented in the next four to five financial years, or with sizeable expenditure, or both but does not involve policy changes.

(C) Recommendations requiring change in policy

There are those which will need lot of time, resources and procedure to implement.

12. Cost and schedule of Budget releases:

Output based budget release will be as follows-

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.

- a. 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.
- b. 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.

13. Minimum Qualifications of the consultant:

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

- i) Post Graduates in Agriculture and allied sectors having knowledge of agricultural Extension and rural Development with ability to design and lead the concurrent evaluation
- ii) Social scientists with experience in applying qualitative and quantitative evaluation methods in the field of Agricultural Technology.
- iii) Research Assistants with good data processing skills.

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

14. Providing oversight:

Karnataka Evaluation Authority will provide the funds and oversight for the study. All technical aspects of the study are subject to their approval.

15. Contact persons:

- a. Dr.N.Basavaraj, State Co ordinator-ATMA(9986804933), Department of Agriculture, Sheshadri Road, Bangalore-1
- b. Dr.N.Gangappa, Addl.Dir.of Agriculture-(HRD) (7259004004) Department of Agriculture, Sheshadri Road, Bangalore-1.