

Terms of reference for the Study

Evaluation of the performance of SC/ST colony Infrastructural facilities scheme under SCSA/TSA for the period of 2014-15, 2015-16 and 2016-17

1. Title of the study;

Evaluation of the performance of SC/ST colony Infrastructural facilities scheme under SCSA/TSA for the period of 2014-15, 2015-16 and 2016-17

2. Departments implementing the scheme:

The scheme of colony development is being implemented by the departments of public works, RDPR, Major Irrigation and Social Welfare

3. Background and context:

India is a welfare State, committed to the welfare and development of the people and of vulnerable sections in particular. The Constitution of India compels both Central and State Governments to bring all the socially and economically deprived society on par with the privileged society through process of equitable development and empowerment. The social justice and empowerment of all social groups is enshrined in the constitution must be achieved with effective ways of ensuring equal rights, opportunities, access to services, benefits and resources of the government to enable them to develop their potential and capacities as agents of social change for their upward economic and socially mobility.

Government has taken several steps for framing appropriate policies needed to design and implement various welfare programmes for achieving the objective of creating favourable environment to ensure speedy socio economic development of SCs/ STs. For the well being of these communities, special target-oriented programmes are being implemented by earmarking funds, providing subsidies, offering reservations in employment and educational institutions etc. According to the 2011 Census, the population of Scheduled Castes in India is 2013.7 Lakhs and it forms 16.6 percent of total population. In Karnataka, the SC population is 104.75 lakhs and it forms 17.15 percent of total population. The ST population at all India level is 1042.8 lakhs and it is 8.6 percent of total population. In Karnataka, the ST population is 42.5 lakhs and it is 7 percent of total population. The SC/ST population forms about 24.15 percent of the total population in the State.

Table 1 : District wise SC and ST Population in Karnataka

Sl. No.	District	Total Population	SC Total	SC (%)	ST Total	ST (%)	SC+ST
1	Bagalkot	1889752	319149	16.89	97203	5.14	22.03
2	Bengaluru	9621551	1198385	12.46	190239	1.98	14.44
3	Bengaluru Rural	990923	213700	21.57	52903	5.34	26.91
4	Belgaum	4779661	577418	12.08	297198	6.22	18.30
5	Ballari	2452595	517409	21.10	451406	18.41	39.51
6	Bidar	1703300	399785	23.47	235822	13.85	37.32
7	Chamarajnagar	1020791	259445	25.42	120219	11.78	37.20
8	Chikkaballapur	1255104	312565	24.90	156487	12.47	37.37
9	Chikkamagaluru	1137961	253651	22.29	44970	3.95	26.24
10	Chitradurga	1659456	389117	23.45	302554	18.23	41.68
11	Dakshina Kannada	2089649	148178	7.09	82268	3.94	11.03
12	Davanagere	1945497	392595	20.18	233112	11.98	32.16
13	Dharwad	1847023	177855	9.63	87548	4.74	14.37
14	Gadag	1064570	174196	16.36	61654	5.79	22.15
15	Hassan	1776421	345031	19.42	32329	1.82	21.24
16	Haveri	1597668	219976	13.77	141380	8.85	22.62
17	Kalaburagi	2566326	648782	25.28	65259	2.54	27.82
18	Kodagu	554519	73584	13.27	58054	10.47	23.74
19	Kolar	1536401	465867	30.32	78875	5.13	35.45
20	Koppal	1389920	258608	18.61	164271	11.82	30.43
21	Mandya	1805769	265294	14.69	22402	1.24	15.93
22	Mysuru	3001127	536643	17.88	334547	11.15	29.03
23	Raichur	1928812	400933	20.79	367071	19.03	39.82
24	Ramanagar	1082636	203819	18.83	22946	2.12	20.95
25	Shivamogga	17522753	308158	17.58	65412	3.73	21.31
26	Tumakuru	2678980	506901	18.92	209559	7.82	26.74
27	Udapi	1177361	75429	6.41	52897	4.49	10.90
28	Uttara Kannada	1437169	116431	8.10	34239	2.38	10.48
29	Vijayapura	2177331	442773	20.34	39314	1.81	22.15
30	Yadgir	1174271	273315	23.28	146849	12.51	35.79
	Karnataka	61095297	10474992	17.15	4248987	6.95	24.10

Source: Census 2011

Government Interventions

Many schemes have been introduced since independence to promote economic, social and political empowerment of these marginalised communities. Special Component Plan (SCP) and Tribal Sub-Plan (TSP) were initiated by government as intervention strategies during seventies to cater exclusively to Scheduled Castes (SC) and Scheduled Tribes (ST) respectively. Such plans are meant to ensure benefits to these special groups by guaranteeing funds from all related development sectors both at State and Centre in proportion to the size of their respective population. Government of India also extended Special Central Assistance (SCA) to states and UTs as additive to SCP and TSP. (Ministry of Social Justice & Empowerment provides 100% grant under Central Sector Scheme of SCA to SCP as additive to SCP to States/UTs).

TSP approach envisages integrated development of tribal areas wherein all programmes irrespective of source of funding operate in unison to achieve the goal of bringing (tribal) area at par with rest of the State and improve quality of life of tribals. It is geared towards taking up family oriented income generating schemes, elimination of exploitation, human resource development through education & training and infrastructure development. TSP programmes are financed from (a) TSP funds from State /U.T Plans and Central Ministries/Departments, (b) Special Central Assistance (SCA) to TSP (c) Funds through Central Sector Schemes/ Centrally Sponsored Schemes and (f) Institutional Finance.

The nomenclature of SCP has since been changed to Scheduled Castes Sub-Plan (SCSP) on the lines of TSP. The strategy of SCSP consists in important interventions through planning process for social, educational and economic development of Scheduled Castes and also for improvement in their working and living conditions.

Guidelines issued by Planning Commission for formulation, implementation and monitoring of SCP and TSP emphasize, inter-alia, on earmarking funds towards SCP and TSP in proportion to population of SC and ST respectively, creating dedicated unit for proper implementation and separate budget-head/sub-heads for making funds non divertible and approval for plans of Central Ministries/Departments/State Governments being conditional on adherence to implementation of SCP and TSP. Ministry of Social Justice & Empowerment and Ministry of Tribal Affairs periodically review and monitor SCP and TSP respectively.

Scheduled Castes Sub Plan and Scheduled Tribe Sub Plan was evolved with a view to expedite socio-economic development of the Scheduled Castes and Scheduled Tribes. The Sub Plan is not a scheme by itself, but it is an umbrella under which schemes implemented by State and Central Government are dovetailed by apportioning funds exclusively for Scheduled Castes and Scheduled Tribes for addressing their needs and problems. SCSP&TSP is thus, a plan within a plan, where each Department formulates need-based programmes to effect direct flow of benefits to Scheduled Castes& Scheduled Tribes through family and individual oriented programmes as well as benefits of the services like provision of drinking water, health services, irrigation, roads & bridges etc. It is an observed phenomenon that the ancient social customs have forced these people to live in separate hamlets, known as S.C.

localities, Tandas situated outside but adjoining the village. Most of these localities lack basic amenities like drinking water, street lighting, drainage, link roads, primary health care and schools etc. Therefore, a systematic effort to provide these facilities in these localities has been started since the Seventh Plan period.

The Karnataka Scheduled Castes Sub Plan and Tribal Sub Plan (planning, Allocation and Utilization of Financial resources) Act-2013

The Government of Karnataka enacted "The Karnataka Scheduled Castes Sub Plan and Tribal Sub Plan (planning, Allocation and Utilization of Financial resources) Act-2013" to provide for earmarking a portion of state plan outlay for the Scheduled Castes Sub plan and Tribal Sub-Plan in proportion to the population of Scheduled Castes and Scheduled Tribes and to put in place an institutional mechanism for preparation, implementation and monitoring of sub plan and for matters connected therewith or incidental thereto

The Act came into implementation from FY 2014-15 and the Government is making budget provision as per the ACT. Therefore the allocation for the development of SC/STs has been increasing every year and also utilization of the allotted funds.

The Karnataka Scheduled Caste Sub Allocation and Tribal Sub-Allocation (Planning, Allocation and Utilisation of Financial resources) Rules 2017 were enacted for effective implementation of the programmes for the welfare of Scheduled Caste and Scheduled Tribe in the State (No. SWD 167 SLP 2017(P1) Bengaluru Dated 2/8/2017)

Choice of Schemes under the Act (2013) & Rules 2017

- i. The schemes that have the potential to accelerate the pace of development of the SC STs and to bridge the gap in socio-economic development indicators between SC STs when compared to the other sections of the society.
- ii. The schemes should secure quantifiable benefits to the scheduled caste and scheduled Tribe households or are beneficial to locations largely inhabited by inhabited by the scheduled castes.
- iii. Those schemes should be included in the SCSP that enhance the income of the target group and lead to the development of assets such as those related to sectors like agriculture, animal husbandry, dairy development, fisheries, and Agriculture/allied sectors.
- iv. The States should give priority to such schemes which provide basic minimum services like primary education, health, drinking water, nutrition, rural housing, and link roads and electrification to SC ST colonies and Villages.

The Nodal Department will consult the representatives of various Organizations, of SC& ST before finalising the proposals. It will also invite proposals/ suggestions from District monitoring Committees who in turn consult the District Level Organizations of SC/ST communities.

There are two aspects of the flow of resources for the SCSP and TSP Sub-Plan. Firstly, the direct flow of resources through family and individual oriented programmes aimed at economic development. Secondly, the flow of resources to the programmes for Scheduled Caste people through provisions of services, infrastructure and other facilities.

Thus under community development schemes under the SCSA/TSA (earlier SCSP/TSP) the funds are provided for development of SC/ST colonies located in the villages/towns to the above said Departments. The nature of works are-

- i. Laying of cement roads in the colony of SC/ST
- ii. Drainage works
- iii. Community Bhavans in the name of Dr. B.R. Ambedkar and Dr: Babu Jagjivan Ram, Maharshi Valmiki, etc.
- iv. Short distance approach/connecting roads.

Objectives of the Colony Development Scheme

1. To provide the benefits of the services like provision of drinking water, health services, irrigation, roads & bridges etc. to the residential areas of SC/ST people and the areas where they live in majority.
2. To provide better living environment to the people residing in these colonies.

Monitoring arrangements for the effective implementation of the scheme

a. District level Monitoring committee.

District Monitoring committee under the Chairmanship of D.C of the District. This committee reviews the progress of the Schemes implemented by the Departments.

b. Nodal Department:-

Social Welfare Department is the Nodal Department for implementation of the Schemes. The District Joint Directors/Deputy Directors of Social Welfare Department are monitoring officers at the District Level as Member Secretaries of DMC.

c. Nodal Agency

This headed by the Hon'ble Minister for Social Welfare is the Monitoring and reviewing authority at State Level.

d. State Council

This Council is headed by the Hon'ble Chief Minister, is the overall authority to approve Action Plans and review implementation.

e. Implementing Departments:-

District Level Officers of PWD/RDPR (Engineering Division) Irrigation Department (Krishna Bhagya Jal Nigam/Cauvery Niravari Nigama/Karnataka Niravari Nigam and CADA Development Authority, etc.)

The financial progress achieved during 2014-15, 2015-16 and 2016-17 is given below

Table 2 : Progress of the Scheme

	Amount allocated			Amount spent Rs in crores		
Year	SCSP	TSP	Total	SCSP	TSP	Total
2014-15	11518.99	4315.18	15834.17	10163.93	3834.41	13998.34
2015-16	11773.54	4582.72	16356.26	11259.48	4344.90	15604.38
2016-17	14253.26	5631.67	19884.93	12998.37	5102.30	18100.67
Total	37545.79	14529.57	52075.36	34421.78	13281.61	47703.39

Source: Dept. of Social welfare

4. Evaluation Scope, Purpose and Objectives:-

The evaluation of works is to be taken in all the 30 districts of the State. In the first phase of evaluation, the following 8 districts are selected randomly from the four divisions in the State by the Department. Two districts are drawn from each division. Therefore, the scope of the study covers the following districts.

Table 3 : Divisions and Districts

Division	District
Belagavi	Belgaum
	Bijapur
Bangalore	Kolar
	Jamkandi
Kalaburgi	Kalaburgi
	Raichur
Mysore	Mysuru
	CR Nagar

The Evaluation of the works executed through PWD and Social welfare Departments during the period from 2014-15 to 2016-17 are taken up for evaluation. Districts wise details are given in Annexure-1

- The study covers the following issues:-
 - ❖ Functioning of various committees
 - ❖ Process of selection of works
 - ❖ Coverage of Colonies
 - ❖ Implementation of works-types of works executed
 - ❖ Execution of works-Methods
 - ❖ Status and quality of works
 - ❖ Impact of the works on the individual and community life of the people.

The number of completed works during 2014-15 till 2016-17 in the eight districts is given below

Table 4 : Works completed and Expenditure 2014-15 to 2016-17

Year	2014-15	2015-16	2016-17
No of completed works	1208	1885	1414
Total amount spent Rs in crores	14138.27	24934.8	20370.78

Source: Dept. of Social welfare

Purpose of the study

It is observed from the table above that, the amount spent on development of colonies under the scheme is increasing phenomenally year after year clearly indicating the importance attached by the GOK to the scheme and also demand from the beneficiaries for the same. Till 2016-17 a record amount of Rs 47703.39 crores has been spent for construction works in the colonies, covering construction of C C roads, Ambedkar Bhavans, Babu Jaga Jeevan Ram, Maharshi Valmiki Community Bhavans, Drainage works and connectivity works. Hence it is proposed to conduct an evaluation of the implementation of the scheme with the broader objectives of understanding its impact and also take up mid course corrections if any in the scheme for strengthening its implementation and enhancing the outcomes.

Objectives of the Evaluation Study

- ❖ To study the process of selection of colonies and schemes and participation of the organizations and people in the selection of the activities for colony development.
- ❖ To assess the impact on the living environment of the residents in the SC/ST colonies and surroundings.
- ❖ To make a comparative analysis of the performance of the scheme across all the divisions and sample districts.
- ❖ To what extent the Community halls are used for social and cultural integration of Community. What is the response of field level rural people for this work?
- ❖ To examine as to what extent the convergence of other departments like PWD/RDPR Engineering division and Irrigation departments has taken place.
- ❖ To understand the awareness level of beneficiaries about SCSA/TSA

- ❖ To evaluate the deficiencies in implementation of the scheme (Related to Quality/ Quantity and methodology)
- ❖ To study non coverage colonies in the district.

5. Evaluation questions – Inclusive and not exhaustive

1. What are the Schemes taken up under the programme in the State vis-a vis in other States or at National level? What is the impact of these schemes elsewhere? Give a comprehensive review of literature.
2. Are there any norms followed for distribution of funds across individual, family and community development schemes. Whether the departments have ensured coverage of the Scheduled Castes or the Scheduled Tribes in the ongoing general schemes consistent with their eligibility for the same under infrastructure development for the general communities. **Whether the development gap with regard to infrastructure facilities is estimated?**
3. Whether the process of selection of proposals is as per the Act of 2013? Are there any Deviations? Whether the Action Plans are approved by the State Council? Examine the issues related to transparency
4. How the funds are allocated under the programmes over the time period? What criteria are followed for distribution of funds across the Departments and regions? How the works are selected under the sub plans? Whether needs are prioritised through a consultative process?
5. What is the percentage of works selected in different SC ST habitations
 - i. 100% SC/ ST or combined habitations
 - ii. 75% & above SC/ ST or combined habitations
 - iii. 50 %-75 % SC/ ST or combined habitations
 - iv. Less than 50% SC/ ST or combined habitations
6. Whether the monitoring process is functioning effectively? Review the functioning of District level Monitoring committees? Make an assessment of their functioning across the districts and divisions.
7. What is the proportion of works under the four categories in the total works across the districts and divisions? Is there any proper justification for taking more works

under a particular category? Whether any saturation of works in colonies has taken place?

8. Examine whether fund allocation and expenditure takes place as per these guidelines and communicated to the concerned departments for the preparation of action plans.
9. **Whether the Scheme has helped to reduce the infrastructure gap among SC/ST colonies and other colonies in the village? What is its impact on human development indicators? Examine it from the sample data.**

Technical aspects of the works carried out

10. Whether the works are carried out as per the standard norms? Whether the length, width and depth of the roads are as per the prescribed norms? Whether the buildings are constructed as per the standard norms?
11. Whether the works are tendered? Whether there are any complaints received about the tendering, work allocation processes etc.
12. Whether works are completed on time? If delayed what are the reasons for the delay? Analysis is to be based on the following table.

Name of the work	Starting date	Closing date	Handed over date	Name plate Yes/No	Remarks

13. Whether the beneficiary selection norms stipulated under scheme has been scrupulously followed. Are there any deviations? If yes what are those deviations and to what extent/ Discuss in detail the reasons for such deviations.
14. Whether the prescribed quality standard materials have been used for laying cement roads? Drainage works, short distance approach roads whether any changes in the materials and type of construction is desirable? If so details may be provided in respect of
 - (a) Cement roads
 - (b) Drainage works
 - (c) Community Bhavans

(d) Short distance approach roads

15. During the implementation periods under reckoning i.e 2014-15 till 2016-17 whether the amount prescribed under the scheme for different works was adequate and released as per the time schedule? If not which are major components of cost inadequacy and irregularity?
16. Evaluate the quality of the above works for first year/ second year where scheme has been implemented in 2014-15-2016-17. Discuss the findings where short comings are noticed and give suggestions

Beneficiaries- (Analysis across the divisions and districts)

17. Whether the residents know the details about the scheme:
 - (a) Do they know who the recommending authority is?
 - (b) Sanctioning Authority & Executing authority.
 - (c) Participation levels of beneficiaries-planning, involved in consultation, after starting, after completion
18. What was the mode of drainage system before implementing the scheme?
19. What were the usual diseases of the people in colony due to storing of drainage water? (a) TB (b) Malaria (c) encephalitis d) diarrhoea e) other diseases whether they are reduced now/? Whether the child survival rate has increased in the colony?
20. Was there any dirty smell due to storage of drainage water? How was the menace of mosquitoes and flies? Whether it is reduced now. Whether dust pollution is reduced and the environment is clean now? Whether it is well maintained now?
21. Whether the laying of cement road had helped easy movement of bullock carts, cycles, two wheelers and 4 wheelers. Whether the access to health facilities and education facilities has increased? Whether Infant and maternal deaths are reduced?
22. Whether the laying of cement roads and drainage work in the colony is completed and the full colony is covered? Whether road is also used for drying of Ragi, Paddy,Pulses and oil seeds etc.
23. Whether Dr.B.R.Ambedkar/ Dr.Babu Jaga Jivan Ram/ Maharshi Valmiki Bhavans (Samudaya Bhavans) construction is completed or not? How many Samudaya Bhavans are incomplete? Whether the community Bhavan are utilised for social get together or not? How frequently they are used? In a year how many programmes are held? If misused for what purpose?

24. Whether the community hall is kept clean and all facilities like kitchen, Dining hall, Toilets, permanent water facility are made? Who is maintaining them and who is the custodian of these Halls?
25. How the people feel about the new facilities created in the colony? Has it increased the social status of the people? Has it improved their perceptions towards life and well being?
26. Whether the scheme should be continued? If to be continued in the existing form or a revised form?

Evaluation Questions pertaining to Government Departments

To have a fair understanding of various aspects connected to the formulation and implementation of the scheme, it is necessary to obtain and analyse the feedback/views from the implementing officials. a) Feedback from District level office. (b)Feedback from Taluk level office c) Feedback from Panchayat Officers The information is to be sought on the following issues:

27. Any convergence has been affected in scheme implementation from departments like PWD/RDPR?
28. What is the progress achieved with percentage completion of physical targets and financial targets to total target allocated in 8 Districts as per the available data for the years 2014-15, 2015-16 & 2017-18. What are the reasons for poor performance if any?
29. What factors contributed for reasonably good performance of above 60% in some districts? What lessons can be drawn from these better performing districts with regard to the execution strategies adopted for future guidance? Whether any rewards are given for Best works as per the guidelines?

6. Evaluation methodology

The data required for the study is indicated below

Type of data	Method of data collection	Source of information	Method and Tools
Primary data	1. Quantitative data	Beneficiaries, non-beneficiaries.	Survey, Observations
	2. Qualitative data	Beneficiaries, non-beneficiaries.	FGD,
		State level, district level, taluk level, GP level, Bank officials	IDI-interview schedules

Secondary data	Data from the department, annual Reports	Department levels district and taluka levels.	On selected indicators relevant for the evaluation
Analysis of increased access to education, health and livelihood opportunities due to availability of infrastructure facilities and its impact on human development indicators in terms of increased enrolment, improved health status and standard of living.			

The sampling design is based on stratified multi stage Random Sampling. Works undertaken in all the districts will be evaluated in a phased manner. In the first phase two districts from each division are selected on random basis. The works undertaken in these districts and the sample are given below.

Table 5 : No of Sample works selected across the districts

	2014-15		2015-16		2016-17	
Districts (Talukas)	Total works	Sample	Total works	Sample	Total works	Sample
Belagavi (10)	134	45	189	46	163	50
Vijayapura (5)	47	16	71	17	67	20
Raichur (5)	87	30	105	25	73	22
Kalaburagi (7)	120	40	195	47	143	45
Tumkur (10)	269	90	442	107	309	92
Kolar (5)	345	114	599	145	451	135
Mysuru (7)	113	38	142	35	109	33
Chamarajnagar (4)	93	31	142	35	99	30
Total 8 (53)	1208	404	1885	457	1414	427

Sample at 95 %confidence interval & 4% margin of error

- ❖ Total Sample works -1288
- ❖ The sample to be proportionately distributed
- ❖ Across the talukas such that every taluka in the district to be covered at least once during the study period. and
- ❖ Among different SC/ST habitations (%)
- ❖ Across the categories of works- CC Roads, Samudaya Bhavans, Drainage, connectivity.

Study of control Group

Assessment of the status of non beneficiaries control group those who are eligible under the scheme but could not be selected due to limited target. This will help to have better assessment of the overall impact of the scheme for this purpose the sample of non-beneficiaries under the scheme is to be selected in each taluka to the extent of 1% of beneficiaries

Table-6 Qualitative data

FGD 53 +8+ 4=65	1 @ each taluka level 1@each district level 4 FGDs with SC ST organizations in four divisions	Covering beneficiaries and non-beneficiaries, Stakeholders at State, District, Taluk levels
IDI =61 +18 = 80	1 @ each taluka level officer 1@each district level officer 1 member -District level monitoring Committee (8) 3 officers of concerned Dept. RDPR & PWD, Irrigation. 3 Officers of Nodal Department 2 members from Nodal Agency 2 members from State Council	

7. Deliverables and time schedule

Commissioner for social welfare/Director Social welfare Bangalore to issue necessary instructions to all the District officers of the departments concerned to provide required information including the detail list of beneficiaries that is addresses of SC/ST colonies and to extend necessary support to the external Evaluation Consultant Organisation (ECOs) in completing the study in time. The required information on beneficiary SC/ST colonies guide lines and Government orders issued regarding the scheme and its implementation shall be made available by Social Welfare Department at different levels like Districts Talukas to the evaluation consultant organisation however it is the responsibility of the selected external consultant evaluation organisation to make necessary co-ordination follow up with all concerned to obtain all relevant information and assistance and ensure completion of the

study of the project and final submission of the report as per the stipulated time schedule. The whole study is to be completed within 6 months from date of getting confirmed evaluation assignment. The evaluating agency is expected to adhere to the following time lines and deliverables

Table -7 Deliverables and time schedule

1. Work plan submission/Inception report	:One month after signing the agreement
2. Field Data Collection	: Two-three months
3. Draft report submission	: One month after Field Data Collection
4. Final report submission	: One month after Draft report submission
5. Total Duration	: 6 Months

8. Qualities Expected from the Report

The evaluation report should generally confirm to the United Nations Evaluation Guidelines (UNEG) "Standards for Evaluation in the UN System" and "Ethical Standards of Evaluations".

- a) The results should correspond to the ToR. In the results chapter, each question of the ToR should be answered. The overall results to be analysed in an integrated way to draw the conclusions.
- b) The report should be complete and logically organized in a clear but simple language. Evaluation report should confirm to the standard report writing style and structure.
- c) The report should present a comprehensive review of the Scheme/ programme in terms of the content, implementation process, adequacy, information and access to beneficiaries.
- d) The Report should provide a scientific assessment of the impact of the scheme on access to the infrastructure and livelihood conditions of these people. . The qualitative data should be used in an unbiased manner to support or for further analysis of and reflections from the quantitative data. The analysis should provide adequate space for assessing the variations across the regions and categories. Case studies to be presented to bring out the realities at the local level.
- e) With regard to recommendations, the number of recommendations is not a measure of the quality of evaluation. The report should come out with specific recommendations based on adequate field evidence for any modifications in the programme design, content, implementing procedures, and any other modifications to improve the access and impact of the Scheme/Programme. The recommendations

should be short term to bring in mid course corrections and the long term to bring about modifications/ change in the policy.

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 is that of Social welfare 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 conforming to the qualities covered in the Terms of Reference, report should be arranged in the following order:

1. Title and Opening Page
2. Index
3. List of acronyms and abbreviations
4. Executive Summary- A stand alone section that describes the program, purpose and scope of evaluation, research design and methodology, key findings, constraints and recommendations.
5. 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.
6. Objectives and performance of the program being evaluated- This section will include the stated objectives of the programs 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 and method of selection of beneficiaries.
7. Review of literature/past evaluation reports.
8. Evaluation Methodology - This should include research design, sample design and size, questionnaire design and pilot test, data collection and quality assurance plan.
9. Findings of the evaluation study.
10. Case Studies, Best Practices
11. Limitations/constraints in the evaluation study.
12. Recommendations that flow from the evaluation.

Annexures

1. Sanctioned Terms of Reference of the study.
2. Survey tools and questionnaires
3. List of persons interviewed.
4. Place, date and number of persons covered by Focus Group Discussion.
5. Additional documents
6. The cover page

9. Administrative arrangements:

Qualifications of Core Team

External consultant Evaluation Organisation should have and provide details of evaluation team members having technical qualifications/capability/experience and in the subject field and necessarily include persons with following qualifications.

Table-8 Core Team Requirements

Sl. No.	Subject Experts Requirements	Educational Qualification	Experience in Relevant Field
1	Principal Investigator	PhD / I class Post Graduate in Social Science / Social work/ Public Policy/Civil Engineering	Minimum 05 Years Experience in relevant field
2	First Core Team Member	A Civil engineer-graduate/post graduate.	About 3 years of experience in the relevant field
3	Second Core Team Member	M.Sc Statistics M A Economics with necessary knowledge in data analysis.	Minimum of 2 years experience in data handling and analysis.

10. Cost schedule of budget release

Output based budget release will be as follows

1. 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 nationalised bank, valid for a period of at least 12 months from the date of issuance of advance
2. The second instalment of consultation fee amounting to 50% of the total fee shall be payable to the consultant after approval of the draft report.
3. The third and final instalment 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 no prescribed in the agreement along with all original documents containing pay and secondary data, processed data outputs study report and soft copies of all literature used in the final report.
4. Taxes will be deducted from each payment as per rates in force. In addition the evaluating agency/ consultant expected to pay service tax as their end


11. Selection of Consultant Agency for Evaluation:

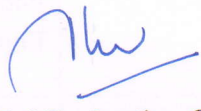
The selection of evaluation agency should be finalized as per provisions of KTPP Act and rules without compromising on the quality.

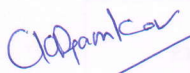
12. Contact person for further details:

Contact Person from the Dept. Smt. Urmila, B JD Social Welfare Dept. urmilashivarama@gmail.com & Ramkrishna Bhat Social Welfare Dept. Mobile- 9844718974

Nodal Officer KEA Shri M Ranganna e mail: conpkea@karnataka.gov.in Mobile: 9901174915


ಅಯುಕ್ತರ ಪರವಾಗಿ,
ಸಮಾಜ ಕಲ್ಯಾಣ ಇಲಾಖೆ,
ಬೆಂಗಳೂರು.


Chief Evaluation Officer
Karnataka Evaluation Authority


Consultant (CvD).