

Approved Terms of Reference (ToR) for Evaluation of the Lead NGOs, Karnataka State Biofuel Development Board

1. Title of the Study :

Evaluation of “Lead NGO’s appointed by Karnataka State Biofuel Development Board (KSBDB) for the promotion of Biofuel Activities in Karnataka”.

2. Department / Agency implementing the Scheme / Programme :

Karnataka State Biofuel Development Board (KSBDB), under the aegis of Rural Development and Panchayath Raj Department, Government of Karnataka.

3. Background Information :

Government of Karnataka had constituted a Task Force on Biofuel, for promotion & development of Biofuel activities in the State on 09th September, 2008, and announced State Policy on Biofuel -2009. The State policy aims at reducing fossil fuel consumption, enhancing energy security, promoting the agricultural sector and supporting enhancement of rural livelihood. In order to take forward the Biofuel activities, the State constituted a separate Board “**Karnataka State Biofuel Development Board**” (KSBDB) on 6.12.2010, under the administrative control of Rural Development and Panchayath Raj Department.

The bio-fuel programme in Karnataka is designed to bring about total participation of the farming community, landless labourers, self help groups, etc., in its various ongoing activities such as "**Hasiru Honnu**", "**Suvarna Bhoomi**" and "**Baradu Bangara Yojane**". Plantation programmes along bunds & hedges of the farmer’s land are being taken up with the funds from MGNREGA, Forestry and Agriculture Departmental allocation and with the participation of rural communities and the Non Government Organizations (NGO).

The NGO is responsible for capacity building of the farmers, landless labourers, Self help groups etc., through education, training and by facilitating them in taking up Biofuel farming in selected village/ sites. This requires extensive community mobilization, capacity building of the farmers and the development and adoption of appropriate need based mechanisms for the planning, implementation, management and monitoring of activities that are necessary in achieving the objectives set out in the programme. The NGOs are also responsible for taking up similar activities that are assigned by the Karnataka State Biofuel Development Board, District Biofuel Monitoring Committees / Zilla Panchayaths / District administration in the field of Biofuels. .

Eligibility Criteria set for selection of NGOs:

- i. The interested organizations/firms should be registered under relevant Acts/Rules.
- ii. They should have their office network in the district where they apply to be the Lead NGO.
- iii. They must have a strong presence and good track of record in the district.
- iv. They should have had experience in similar nature of projects handled in the past.
- v. They should have at least Rs. 10 lakhs turnover per annum.

- vi. They should have enough qualified and experienced staff who are capable of handling technical and managerial issues.
- vii. Sensitivity towards group action / conflict resolution and equity for marginalised community.
- viii. Ability to motivate the beneficiary / community for active involvement and best practices.
- ix. They should have been involved in bio fuel promotional activities.
- x. They should have been involved in extension activities pertaining to forestry, watershed and organic farming.

Through “Expression of Interest” 32 Lead NGOs (List of Lead NGO’s and their district is enclosed as Annexure – 1) were selected to cover entire Karnataka for two years from 1st April 2012, on the following agreement.

Broad objectives :

- i. They should easily be available to all stake holders in the district.
- ii. Transparency, Accountability and Sustainability should be maintained at every stage.
- iii. Knowledge and expertise to empower community in implementation of programme and they are able to address risk, problem and find solution for themselves.
- iv. Create suitable environment for community participation and result based activities during preparation of plan, and implementation stages.
- v. Effective work and ensuring programme objectives, specific target, time schedule, result based and involvement of stake holders.

Specific Objectives :

- i. Effective coordination between District Biofuel Monitoring Committee, Information and Demonstration Centers and Field NGOs in implementation of various Biofuel promotional activities of KSBDB.
- ii. Lead NGO should place in position an able District Coordinator who should be a Post Graduate having minimum three years experience, or Graduate with minimum five years experience in rural development programmes. Priority should be given to Agriculture, Forestry, Watershed, Jalasamvardhana, Organic Farming project experience. The selected District Coordinator should have expertise in collecting district data, assessment and capacity development training.
- iii. Should have established office, with computer, email, phone, office assistant, at District level.
- iv. District Coordinator and Office Assistant fully dedicated for Biofuel project implementation programme.
- v. Work closely with District Biofuel Monitoring Committee and ensure transparent selection of field NGO at Grama Panchyath level.
- vi. Comprehensive knowledge on Karnataka State Biofuel Policy, Hasiru Honnu, Baradu Bangara, Suvarna Bhoomi scheme guidelines, objectives, strategies and build capacity of the project beneficiaries and stake holders.

- vii. Comprehensive knowledge of Mahatma Gandhi Rural Employment Guarantee Scheme, and capacity building of the Field NGO's in implementation of Baradu Bangara and Hasiru Honnu scheme.
- viii. Conduct District Level and Taluk Level workshops / awareness programmes on Biofuel programme.
- ix. Convergent and integration with Agriculture, Forest, RDPR, District I&D Centers, Agriculture Universities, Organic Farming Mission, Watershed Department, Corporation, City Municipalities, Taluk Panchayath, Grama Panchayath, JalaSamvardhana, Minor irrigation and Field NGOs in implementation of various Biofuel activities
- x. Facilitate supportive role in reaching schemes/ programmes to target communities in required time, technology, linkages, value addition, market etc.,
- xi. Facilitate to conduct regular meetings, discussion at District level for effective implementation of Biofuel programme and identify / resolving problems faced at field level.
- xii. Accounts of Lead NGO should be transparent and it should be available any time for KSBDB and in designated officers.
- xiii. Develop and submit periodical reports, data and all other relevant particulars to KSBDB on monthly basis.

The KSBDB has signed an agreement with NGOs which expired on March 31st, 2014.

4. Evaluation Scope, purpose and objectives:

The proposed evaluation study covers entire State of Karnataka. The overall objective of the study is to assess the performance of Lead NGOs in the implementation of various Biofuel activities against the objectives and target set. It will look at the NGO capacity, knowledge, expertise, coordination and the problems/issues faced in implementation, suggest corrective measures that are required to be incorporated in the identification of NGO's in due course, for being involved in the implementation of Biofuel programmes in the district.

5. Evaluation questions :

- i. Whether the NGO is fully aware about various Biofuel activities of the Board?
- ii. Whether the NGO Office is equipped with Computer, internet, phone, and adequate staff in its office for handling Biofuel work?
- iii. Whether the NGO is having display boards on Biofuel activities for being displayed in exhibitions, trainings, fairs and other occasions?
- iv. Year wise (2012-13 and 2013-14), total no of awareness programmes conducted and coordinated by the NGO, including celebration of World Biofuel Day, Environment Day etc.,
- v. In how many Gram Sabha meetings the NGO has participated and given information on bio fuel activities.
- vi. In how many Grama Sabha meetings the NGO has participated and given information included the bio fuel programme in GP action plan?
- vii. In how many District Biofuel Monitoring Committee meetings the NGO has participated in 2012-13 and 2013-14?

- viii. How many farmers are identified and facilitated in planting biofuel seedlings under Hasiru Honnu(2012-13 and 2013-14) and Suvarna Bhoomi Yojane (2012-13)?
- ix. What is the quantity (in Kgs) of seeds that has been mobilised by the NGO and routed to I&D centre for processing?
- x. How many Biofuel farmers groups are formed by NGOs in 2012-13 & 2013-14?
- xi. Record of punctuality in submission of progress reports.
- xii. Record of punctuality in submission of accounts and audit reports.

6. Evaluation Methodology :

Evaluation Study will be taken up in all the 30 districts with 32 NGOs covering at least one NGO in a District (Tumkur and Uttara Kannada District consists two NGO's in the District). The consultant shall study the pros and cons on the decision of KSBDB to involve the NGO route in the implementation of bio fuel activities at the grass root level. Suggest any ways for effective implementation.

The consultant shall visit the NGO office at the district level and get the information on evaluation questions. The input from the district bio fuel monitoring committee and its members is to be taken for the survey. The field visit to nearby places is to be carried out for getting the feedback in assessing the performance of NGO. The feedback from the coordinator district bio fuel Information & Demonstration centres is to be taken into account.

The primary data on the district bio fuel monitoring committees, I&D centres, funds released by KSBDB to the NGOs, the copy of MoU signed between KSBDB & NGO will be provided by KSBDB.

7. Deliverables and time schedules :

The Karnataka State Biofuel Development Board shall provide the required information and data on the NGOs works, responsibilities, and list of Biofuel beneficiaries under Suvarna Bhoomi Yojane. The timelines and deliverables are shown below.

- i. The detailed work plan for the proposed study shall be submitted by the successful Consultation **with in one month** after selection of the Consultant.
- ii. Primary data collection should be completed **within three months** after the work plan approved by KEA.
- iii. Draft Evaluation report should be submitted **within one month** after completing field data collection for approval of the Technical Committee of the KEA and KSBDB Officers.
- iv. Final evaluation report shall be submitted **within two weeks** after the draft report is approved.

Thus, excluding the time taken for approval, entire process should be completed in about five months from the date of selection of the consultant.

8. Cost and schedule of budget releases:

Cost will be determined through open competitive bidding process based on the samples size, followed by negotiations if necessary.

- 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 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 number as prescribed in this 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.

9. Qualification of the Consultant and method of selection :

A graduate in Engineering or post graduate in Science with good experience (5 to 10 years) in handling rural energy programmes. Experience in the community mobilisation activities is desirable. Consultant firm should be familiar with Rural Development activities and must have conducted 2-3 evaluations in the last five years. They should be registered organisation with high professional credentials.

10. Ensuring Quality :

The evaluation reports and findings must demonstrate highest professional standards on par with National and International standards.

11. Providing oversight :

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

12. Qualities that the Evaluation Report should conform to:

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

1. By the very look of the evaluation report it should be evident that the study is that of the KSBFDB and Karnataka Evaluation Authority of Government of Karnataka 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 KSBFDB and Government of Karnataka.
2. The Terms of Reference (ToR) of the study should from the first Appendix or Addenda of the report.
3. 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.

4. 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.

13. Contact person to get furnish details about the Evaluation :

Sri. Basavaraj, Technical officer, KSBDB – 080 23568199 & 200
M: 944851911 email: technicaloffierksbdb@gmail.com

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.

This ToR is approved by the Technical Committee of the Karnataka Evaluation Authority in its 12th meeting held on 23rd June 2014.

Chief Evaluation Officer
Karnataka Evaluation Authority

This is an internal evaluation study, which means that the cost of the study will be borne by the line department. They are expected to allot the work to a competent evaluating agency following the procedure of Karnataka Transparency in Public Procurement Act and Rules and in consultation with the Karnataka Evaluation Authority. This should be done as early as possible, but not later than 30 days from the approval of the ToR. The evaluating agency should present the inception report before the Technical Committee of the KEA within 30 days of the allotment of study to them.

Chief Evaluation Officer
Karnataka Evaluation Authority