
TERMS OF REFERENCE:

Project Evaluation

“Contract No. DCI-NSAPVD/2012/302-317 – Strengthening and Empowering Urban Local Authorities in the Delivery of Decentralised Sanitation Services

Financed by the European Union Delegation to India

1 Background

Title of the action:	Strengthening and Empowering Urban Local Authorities in the Delivery of Decentralised Sanitation Services
Location(s) of the action:	City: Shimla. State: Himachal Pradesh. Country: India
Total duration of the action (<i>months</i>):	42 months (March 2013 – August 2016)
Amount of requested EU contribution	Euro 999,498
Objectives of the action	Overall objectives: 1) Contribute to integrated action at municipality level to reduce poverty and support inclusive and sustainable economic development; 2) Contribute to environmentally safe sanitation and improve the health situation of urban poor Specific objective: Strengthen the capacity and effectiveness of Municipal Corporation Shimla (MCS) and up-to 4 other Urban Local Bodies (ULBs) in delivering decentralised, integrated sanitation services focusing on un-served settlements and urban poor residing in the targeted cities of Himachal Pradesh
Target group(s)	1) Functionaries and elected representatives from 5 ULBs (2) District and state level agencies involved in sanitation (3) 1500households from densely populated and un-served urban settlements in Shimla
Final beneficiaries	49 ULBs of Himachal Pradesh and the urban poor residing in 5 targeted cities of Himachal Pradesh
Estimated results	Result-1: Awareness, knowledge and practical skills of ULBs functionaries, elected representatives, and user groups for delivering alternative decentralised integrated sanitation solutions focusing on urban poor in un-served settlements is improved Result-2: Inclusive planning approach of ULBs for decentralised sanitation service delivery is strengthened Result-3: Integrated decentralised sanitation solutions are recognized and included in ULB options portfolio

2 Scope of the work

The overall aim of the assignment is to:

- a. make an overall independent assessment about the past performance of the project, paying particularly attention to the impact of the project actions against its objectives;
- b. identify key lessons and to propose practical recommendations for follow-up actions.

The evaluation team should refer to the project's logical framework.

The specific objective of the assignment is to prepare an evaluation report based on the following attributes:

2.1 Compliance

- To what extent does the project comply with EU rules and regulations as stated in the special conditions of the contract;
- To what extent does the project comply with the internal set rules and regulations of the main applicant (Municipal Corporation Shimla);
- Progress of action (for the evaluation period) as compared to the approved work plan

2.2 Relevance (Is the project doing the right thing?)

- To what extent is the project contributing to solving crucial development problems of the target groups

2.3 Effectiveness (Has the project achieved its specific objectives? Is the project doing the thing right?)

- To what extent were the specific objectives achieved? Has the project exceeded or has it fallen short? (planned vs. achieved comparison)
- What are determining reasons for reaching or not-reaching the objectives?
- What is the contribution of different stakeholders towards positive or negative target achievements?

2.4 Efficiency (Has the project achieved its objectives in an economically way?)

- Appropriateness of resources mobilized in the course of the implementation in comparison with results achieved (cost-benefit-analysis or cost-impact-analysis).
- Were project activities adequately coordinated with other organizations, projects, etc.? What has supported or hampered coordination?
- Were services and contributions provided and achieved at the right time and in an appropriate time frame?

2.5 Impacts (Induced changes and contribution to the achievement of the overall objective)

- To what extent is the project contributing to the achievement of the overall objective? What (positive and negative) changes can be observed?
- What kind of changes on different levels (State level, town level, sector, institutions, etc.) can be linked to the interventions of the project? What was contributed by the project?
- What kind of structural changes at the higher levels (block, district, state) can be linked to the interventions of the project? What was contributed by the project? How far does the concept have the potential to contribute to structural changes in monitoring the existing legislation or even improving legislative mechanisms?
- What are determining reasons for reaching or not-reaching the intended impacts?

2.6 Sustainability (Do positive impacts last over time?)

- What approaches, instruments, methods or concepts were adopted by the target groups, local counterparts or other actors? How far are they institutionalized or further developed? How does this look like?
- To what extent and how long are (organizational, personnel, financial, economical, etc.) resources and capacities available to secure (future) impacts?
- What are crucial risk factors for sustainable development and long-term impacts? How is the current situation and expected situation concerning those risk factors?

2.7 Others

- Recommendations for (additional) important activities to achieve the project objectives
- Major lessons learned and good / best practices
- Review of project documentation as per EU guidelines (Filing structure, Means of verification [MoVs], Objectively Verifiable Indicators [OVIs])
- Overall "must do" recommendation for improvement of project performance

3 Evaluation Period

The evaluation will cover the project action period from 1st March 2013 – 31st March 2015. The place of action will be in Shimla (MCS-Main Beneficiary) and Bangalore (BORDA and CDD Society - Project Partners). The assignment is envisaged to start on 1st of August 2015. The desk and field phase shall be finalised by beginning of 1st August. It is envisaged that the final report shall be made available by 30th of August 2015. Annex 1 provides an indicative timetable for orientation and guidance.

The assignment will mainly be carried out in Shimla. Travel shall be necessary of a maximum of one day to Bangalore and 12 days to Shimla.

The evaluation process will be carried out through three phases: a Desk Phase (Inception Report), a Field Phase (Draft Report and Debriefing workshop) and a Synthesis Phase (Final Report), as described under Main Deliverables below:

4 Main deliverables

The consultant will submit the following reports in English:

- 1. Inception report** of maximum 10-12 pages to be produced after 3 days from the start of the consultant services. The report will summarize the findings of the desk study and including a detailed workplan on the organization of the field work with clear deadlines for all the outputs. In the report the consultant shall describe the first finding of the study, the foreseen difficulties in collecting data, other encountered and/or foreseen difficulties in addition to the implementation of the programme and staff mobilization.
- 2. Draft final report** (of maximum 22-24 pages) using the structure set out in the terms of reference. Besides answering the evaluation questions, the draft final report should also synthesise all findings and conclusions into an overall assessment of the project/programme. The report should be presented within 12 days from the receipt of the comments on the inception report. The report should also include a chapter on realistic, operational and pragmatic **recommendations** taking careful account of the circumstances currently prevailing in the context of the project, and of the resources available to implement them.
- 3. Debriefing workshop** to share and validate the findings
- 4. Final report** with the same specifications as mentioned under 2 above, incorporating any comments received from the concerned parties on the draft report from the debriefing workshop, to be presented within 6 days of the receipt of these comments.
- 5. Presentation and discussion of Final report** at Shimla (SMC, BORDA/CDD and the EU).

5. Expertise required

Qualification and Experience:

- i. At least Masters degree in environmental science /urban development/urban planning or related discipline.
- ii. At least 5-7 years experience in the field of monitoring and evaluation; preferably for International and multilateral agencies (EU, ADB, GIZ etc.), evaluation of projects in WASH and sanitation sector preferred
- iii. Experience of working with Urban Local Bodies (ULBs) and have institutional knowledge of ULB and their functioning
- iv. Good command in English and Hindi language, analytical skills and excellent writing skills
- v. Proven working experience in the region, preferably India

The assignment is expected to be completed in maximum of 25 person days

6. The interested candidates are requested to provide the following information

- **Curriculum Vitae (max 3 pages)**
- **Work Plan and time table**
 - Provisional start of the assignment
 - Duration of assignment
 - Work plan
- **Technical Offer**
 - Remuneration
 - Reimbursables (expected out station trips, accommodation and local logistics)
 - Payment schedule (linked to deliverables)
- **Evaluation selection criteria**

Topic	Maximum points	Assessment
I Organisation and methodology	30	
Rationale (understanding of and reflection on the Terms of Reference, risks & assumptions)		
Strategy (approach, activities, timetable, milestones, logical framework)		
II Evaluation team	40	
Experience (description of firm/ consortium, division of tasks).		
Experts (CVs, division of tasks)		
III Qualitative assessment	30	
Strengths		
Weaknesses		

Total	100	
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7. Application procedure

Interested candidates are requested to submit the required information within a week of announcement of this EoI. The documents complete in all regards should be submitted to Commissioner, Municipal Corporation Shimla, Old Judicial Court Complex, DC Office, The Mall Shimla – 171 001, e-mail: mcs_shimla@yahoo.com with CC to BORDA coordinator at tsephel@borda-sa.org

Annex 1: Indicative Time Schedule

Date – (2015)	Task	Location
7th – 9th August	Desk Study	Home
10th August	Submission of Inception Report	
11 th August	Travel to Shimla	
12 th August	Meeting with SMC	Shimla
13 th - 20th August	Evaluation	Shimla and Bangalore
21 st August	Debriefing Workshop	Shimla
22 nd August	Return Travel from Shimla	
23 rd -31 st August	Preparation and submission of final report	
1 st week of September	Presentation and discussion of final report	Shimla