

## **TERMS OF REFERENCE**

Evaluation of the project :

**To provide 20 girls from the rural area of Rajasthan with a good full-time education in Jodhpur – Laadli Boarding Home**

Ordered by :  
PADEM, through Sambhali Trust

Funded by :  
Abbé Pierre Foundation

Date : 26 July 2018

# 1. TECHNICAL INFORMATION FOR THE PROJECT

## 1.1 Presentation of the NGO

PADEM is an NGO based in France and Luxembourg that works in close collaboration with local actors on the improvement of living conditions for vulnerable people in 9 countries. PADEM has a holistic approach and works on economical and social activities, improvement of life skills, education of the children, support for disabled...

## 1.2 Languages of the evaluation

Languages requested for the evaluation	English (Hindi would be useful)
Languages requested for the field mission	English and Hindi
Languages requested for the report	English

## 1.3 Key dates of the evaluation

Starting date	
Ending date	
Final report date of submission	

## 1.4 Chronogram

Activities	Working days	Place
Preparation/ Collection of the information	2 days	Sambhali HQ Jodhpur, Rajasthan, India
Planning/preparation meeting	1 day	Jodhpur, Rajasthan
Evaluation in the field	6 days	Laadli Boarding Home, Jodhpur
Evaluation of Sambhali Trust as an organization	2 days	Sambhali Trust
Analysing the information and writing the final report	Analysing information and writing draft report – 3 days De-brief with Sambhali – 0.5 day Final report – 2 days	Consultant's place
	Total 16.5 days	

## 1.5 Information regarding the budget

## 2. DESCRIPTION OF THE PROJECT

### 2.1 General information

Name of the project	Laadli Boarding Home
Area	Jodhpur, Rajasthan
Budget	184249 Euros
Starting date	March 2017
Ending date	December 2019
Objectives and expected results	<p><b>Objectives:</b> To purchase, and equip a property to house 20 girls, housemother and cook and provide a minivan to enable 20 girls to receive a full-time education in Jodhpur as well as providing after school activities and workshops from tutor and volunteers.</p> <p><b>Expected results</b> – To have all girls settled in accommodation and have passed their school exams with moderate success. To be happy, healthy and fully-rounded individuals with the ability to express themselves, make decisions and be proactive in taking responsibility and participating in activities. To be equipped with the social skills and understanding to further their lives after leaving the boarding home which highlights gender equality and improved opportunities</p>

### 2.2 Description of the project

Sambhali Trust purchased a suitable property to house 20 girls, housemother and cook in March 2017. It was soon equipped and fitted and ready for the girls to arrive by 10 April 2017. All 20 girls were registered at the local Galaxy School on 28 April and started school on 1 May 2017. Shortly afterwards the school summer holidays begin in India from 25 May and so the girls returned to school on 28 June, but stayed in the Boarding Home to get used to their new routines.

In the 2<sup>nd</sup> Qtr, 2 more girls arrived in the school, (with Padem's permission), who were the daughters of the van driver, who could no longer look after them at his home. In November 2017, Prem, the 10 year old son of the cook, also started to live at the Boarding Home, because it was difficult to live at home without his mother. He also started school and the intent

is that he will go and live in a Boys' Boarding Home in a couple of years' time, but he is too young at the moment.

The Boarding Home has a live-in housemother and cook, a driver and cleaner. A dedicated tutor attends for 3 hours a day 6 days a week, and 1, 2 or 3 volunteers go 5 afternoons a week. There is regular contact with the Director of Sambhali Trust, Govind Singh Rathore who visits regularly and for the Housemother to discuss issues at Sambhali's monthly staff meetings as well as regular communication by text/Whatsapp/phone.

A time-table was formed initially by the volunteers together with the Housemother and a method of teaching found according to Swedish principles. Profiles were taken of each child, weight and height recorded, medical examination and dental check-ups given as well as a full set of vaccinations.

A full set of clothes was provided for each child as well as school uniforms. 3 meals are provided at the home, as the school day takes place from early morning to lunchtime. Adapting to new ways of Health and Hygiene were at the top of the list, eating with a knife and fork, how to brush their teeth and also how to hold a pencil, all needed to be taught to the girls over the initial weeks.

## **2.4 Activities of the Project**

### Infrastructure

1. Purchase and equip property suitable for 25 people
2. Purchase mini-van
3. Appoint housemother, cook, cleaner, driver and tutor
4. Provide regular volunteers

### Health and Hygiene

1. Provide 3 meals a day
2. Provide fruit on a regular basis
3. Provide vaccinations on arrival as appropriate
4. Provide medical and dental check-ups
5. Provide daily hygiene needs

### Education

1. Register all girls in a good local school (Galaxy School)
2. Provide tuition and help with homework 2 hours a day, Monday – Saturday in the Boarding Home
3. Additional tuition provided by volunteers minimum of 2 hours Monday-Friday
4. Educational workshops covering a broad scope of topics provided by volunteers on a weekly basis

### Social

1. Creative Arts & Craft workshops provided by the volunteers on regular basis particularly to the younger girls
2. Sports Activities – skipping, playing games outdoors on weekly basis
3. Singing/Dancing indoors on weekly basis.

4. Implementing monitor system where
5. Regular meetings with girls from Sheerni Boarding Home
6. Visits to Sambhali HQ for festivals

### **3. OUTCOMES OF THE EVALUATION**

#### **3.1 Presentation of the context of the evaluation and the methodology**

The evaluation has a formative role, which means it participates in a reformulation of the project, contributes to the improvement of the processes within the organisation and gives recommendations to solve problems that have been identified.

Its objective is to draw a picture of the situation at a point in the project. It will take into account:

- the results of activities,
- analyse the prospects for achieving the objectives and
- propose recommendations for managing the action.

The consultant is expected to conduct the following tasks:

1. Study project documentation and prepare an evaluation plan with questionnaires and/or interview guidelines
2. Collect relevant data through desk study, interviews with project team, focus group discussions with beneficiaries, checking the infrastructures.
3. Compile a comprehensive evaluation report in written form and in English.
4. Present findings and report to Sambhali Trust team in a debriefing

#### **3.2 Objectives of the evaluation**

The Laadli Boarding Home opened in April 2017 and will have been running 18 months by 30 September 2018. The mid-term evaluation will be an opportunity to review and fine-tune the tuition programme in order to find the right balance between academic tuition, play, rest and recreational activities, including sports.

In order to evaluate the impacts and the lessons learned from this first 18 months, the consultant shall focus his evaluation on:

- To determine the relevance of the objectives and their degree of achievement
- To analyse the effectiveness and the efficiency of the project and its activities
- To analyse the impact of the project: description of the target groups (in quantity and quality) really touched by the project and the positive (and negative) changes in their living conditions
- To analyse the sustainability of the project and give a precise answer to the question: "Will the effects of the project be continuing after the project?" What should be done to ensure the sustainability of the project?

In order to understand the best practices in terms of efficiency, the consultant is requested to study and analyse the internal organisation of Sambhali Trust as well, acting as the implementation partner of PADEM. .

The report that will be submitted will allow us to understand the success and evaluate the needs of improvement and new practices for future programs due to the observations and recommendations made by the consultant.

## **4. APPROACH OF THE EVALUATION MISSION**

### **4.1 Suitable candidates should have:**

- A Master's degree in a field related to child development and education.
- Extensive experience in conducting project evaluations of similar nature
- Experience in report-writing and good analytical skills;
- Experience working in India would be an asset
- Excellent spoken and writing skills in English, knowledge of Hindi would be useful
- Ability to engage with a wide range of stakeholders and obtain information in a considerate manner

### **4.2 Documents to be sent by the consultant**

The consultants shall furnish the following documents:

A technical offer including :

- A comprehensive note of the TOR (2 pages) and presentation of the methodology. (3 pages)
- The experience and references of the consultant.
- The calendar of intervention.
- A financial offer including the global budget and the detailed prices.

### **4.3 Deliverables**

The consultant shall deliver an evaluation report which will enlighten the good practices, evaluates the needs of improvement and the new practices for future programs due to the observations and recommendations.

## **5. TERMS AND CONDITIONS**

### **5.1 Intellectual Property**

Any documented results, such as reports, results of assessments and interviews with the population, or photographs taken in connection with the study, are the intellectual property of PADEM. Utilization or publishing of such will require prior written agreement by the client.

### **5.2 Disclaimer of liability**

The Client is not liable for any cost or expense resulting from personal injury, damage, loss or prejudice incurred while conducting the consultancy. The consultant is sole responsible for ensuring personal liability insurance as appropriate. If any part of these Terms of Reference shall be or become invalid, then it shall be replaced by that valid regulation which comes closest to its meaning and intention. All other parts of these Terms of Reference shall remain valid in that case.

### **5.3 Termination terms**

If the agreement terminated prior to the actual date of termination the consultant shall compensated for actual amount of work performed to the satisfaction of the Client on a pro rata basis. Eventually error entries must be corrected and will inform part of this TOR. There will no additional payment for surplus time.

## **6. OBLIGATIONS OF THE STAKEHOLDERS**

This is the obligations of PADEM, Sambhali and the evaluator.

- PADEM is responsible for the funding of this evaluation
- Sambhali will provide all information required to the evaluator
- The evaluator will respect the requirements and calendar of the assignment

## **7. FINANCIAL PROPOSAL**

Payment will be made only when the final report is written and has been agreed by Sambhali Trust that it is satisfactory.