

SECTION – 5 TERMS OF REFERENCE FOR THIRD PARTY VALIDATION

THIRD PARTY VALIDATION OF UNION COUNCIL BASED POVERTY REDUCTION PROGRAMME @ DISTRICT SHIKARPUR AND KASHMORE@KANDHKOT.

1. BACKGROUND

1.1 The Planning and Development Department of the Government of Sindh (GoS) has initiated an indigenous Union Council Based Poverty Reduction Programme (UCBPRP) on pilot basis in the two districts of Sindh i.e. District Shikarpur and Kashmore @ Kandhkot, spread over 86 UCs, with an overall cost estimate of Rs. 3360.172 millions. The project is designed to serve approximately 130,000 households in the two districts. The primary goal of the Programme is to break the vicious circle of poverty through community empowerment and direct interventions at UC levels.

1.2 Components of the pilot initiatives being implemented include poverty assessment, community mobilization, disbursement of Income Generating Grants (IGG), and Community Investment Fund (CIF). Execution of Community Physical Infrastructure (CPI), village Improvements, Low-cost Housing, provision of micro health insurance, primary education, livestock and dairy development, vocational training Programmes etc.

2. OBJECTIVES OF THE PROGRAM

2.1 During the last one year 2009-10 of implementation, Sindh Rural Support Organization (SRSO) through Union Council Based Poverty Reduction Programme has executed a number of activities and an amount of Rs. 790 million has been disbursed to the program.

2.2 Keeping in view that funds have been transferred to SRSO and further to community the PMU P&D department intends to carry out assessment and validity of UCBPRP investments to know the extent of alignment of agreed terms and conditions, process employed and impact of the initiative on completion of one year of actual performance, by hiring services of consult/consulting firm/organization.

3. SCOPE OF WORK

3.1 Funding under UCBPRP has been released to SRSO for undertaking activities in two pilot districts Shikarpur and Kashmore @ Kandhkot (86 Union Councils) for activities. These activities are focused at household level for income generation, skill imparting and improvement of quality life (List of activities/schemes provided)

3.2 The TPV aims to determine following:

- i. Utilization funds were as per approved PC-I and Financing Agreement.
- ii. Relevance of investment to the aims and objectives of UCBPRP.
- iii. Physical Validation of activities.
- iv. To assess the SoPs for different activities and level of adherence to such procedures
- v. To find out the level of satisfaction of direct and indirect beneficiaries.
- vi. To find out areas in which program has contributed towards institutional strengthening at community and SRSO level.
- vii. To assess the overall design and objectives of UCBPRP

4. DELIVERABLES / KEY ASSIGNMENTS OF TPV

4.1 Undertake detailed review of UCBPRP main documents consisting of but limited to PC-I, contract agreement, monthly progress reports, financial statements, statement of expenditure etc. The review should culminate into submission of preliminary report demonstrative of consultant's understanding of the Programme.

4.2 Present " Validation Framework and Methodology" including Operational Plan to validate the activities of UCBPRP that will be finalized in consultation with MEC P&D, PMU and Implementing partner.

4.3 TPV will cover all Union Councils 10 percent sample villages covering beneficiaries

4.4 Assess the satisfaction level

4.5 Basic Validation Parameters:

The basic parameters of this program to be validated would included 1) Inputs, 2) processes, 3) Outputs and 4) Outcome

1) Inputs

- a. Human resources
- b. Physical and Financial

2) Processes

- a. The level of adherence with the laid down procedures and SOPs;
- b. Effectiveness of the monitoring & evaluation mechanism by SRSO;
- c. The level of adherence with the required auditing & accounting practices;
- d. Adherence and follow-up on timelines;

3) Outputs

Validate the number of outputs against the project target and achievement till December 2011.

4) Outcome

Qualitative changes due to program interventions

4.7 The consulting firm would prepare the comprehensive report based on this assessment which would cover among others also contain:

- i. Analysis of the key process involved in the UCBPRP e.g.
 - (a) Poverty Score card survey
 - (b) VO and CO formation
 - (c) Micro Investment Plans
 - (d) Selection Criteria of schemes and their qualitative and quantitative analysis;
 - (e) Micro Health Insurance
- ii. Examination of the overall outputs of Programme by investigating
 - (a) Processes
 - (b) Coordination and
 - (c) Policy and Practice change (if any)
- iii. Identification of key learning (gaps, failures, areas of further improvement) and action points and recommending corrective measures highlighting key achievements.

4.8 The project progress as of December 2011 (from which the sample would be drawn)

S #	Activity	District	Revised Project Targets	Achievements as of Oct,11
1	Poverty Score Card	Shikarpur	50	50
		Kashmore	37	37
2	Households Organized	Shikarpur	103789	102306
		Kashmore	76803	80345
3	CO Formation	Shikarpur	6919	5846
		Kashmore	5120	4710
4	CO members trained in management skills	Shikarpur	12678	11433
		Kashmore	9382	7879
5	CO members trained in CIF Need	Shikarpur	12678	11433
		Kashmore	9382	4909
6	Village Organization Formed	Shikarpur	12678	7555
		Kashmore	9382	4909
7	No. of Participants Trained in VO Management	Shikarpur	2414	1801
		Kashmore	1786	1673
8	No of Participants Trained in VO CIF Training	Shikarpur	5096	6253
		Kashmore	3771	4541
9	VO Book Keeping Training (No of Pax)	Shikarpur	5096	4657
		Kashmore	3771	3710
10	Local Support Organizations formed	Shikarpur	35	8
		Kashmore	25	3
11	CIF to be given Local Support Organizations	Shikarpur	35	
		Kashmore	25	
12	LSO members trained in CIF Appraisal, Monitoring and Book Keeping	Shikarpur	172	
		Kashmore	128	
13	LSO members trained in Managerial Skills and Book Keeping	Shikarpur	172	
		Kashmore	128	
14	LSO members to be sent on Exposure visits	Shikarpur	103	7
		Kashmore	107	3
15	Households to be given IGG	Shikarpur	3668	2170
		Kashmore	2715	1410
16	Households to be given CIF	Shikarpur	44607	30486
		Kashmore	33010	22550
17	Households to be given Scholarship for VTP	Shikarpur	14478	9612
		Kashmore	10713	7063

18	Villagers to be Given Drinking Water Supply	Shikarpur	460	421
		Kashmore	341	340
19	Location to Improve under Low Cost Village	Shikarpur	80	44
		Kashmore	60	12
20	Low cost Housing Scheme	Shikarpur	3128	2581
		Kashmore	2314	1394
21	Experience Sharing Workshops	Shikarpur	67255	19701
		Kashmore	49769	10494
22	Productivity Enhancement Training	Shikarpur	793	117
		Kashmore	578	127
23	TBA	Shikarpur	2002	1694
		Kashmore	1481	1109
24	Non Functional Schools to be functionalized	Shikarpur	150	55
		Kashmore	150	47
25	2 nd Shift Girls Schools to be established	Shikarpur	100	9
		Kashmore	100	15
26	Early Child Hood Centers to be established	Shikarpur	100	4
		Kashmore	100	5

5. OUTPUT/ REPORTING REQUIREMENTS

Following outputs are expected to be achieved at the end of the study

- i. Share operational plan and validation tools
- ii. Report on physical validation of investments
- iii. Report on assessment of investments covering 100% activities
- iv. Report on level of compliance with procedures
- v. Report on level of user satisfaction
- vi. Report on relevance of investment to aims & objectives of program and contribution towards poverty reduction and community empowerment

6. SUBMISSIONS

The Consulting firm will be required to submit following reports during the course of their assignment:

Description of Services	Time Frame
Inception Report containing Validation Frame Work & Methodology with Operational Plan/ & its tools and Field Plan for undertaking activities as per Agreement. (2 copies)	Within 14 days of Effectiveness of the Contract.
Interim Report containing (i) detail of data collection e.g. PC-I as well as relevant documents and examination (ii) Detail of Field visits & initial findings of validation. (2 copies)	Within 49 days after feedback from MEC /PMU.

<p>Draft Final Report containing detailed analysis & evaluation of data with respect to Input, Process and Output i.e. Reports on physical validation of investments, assessment of investments covering 100% activities, level of compliance with procedures, level of user satisfaction and relevance of investment to aims & objectives of program and contribution towards poverty reduction and community empowerment of scheme</p> <p>(2 copies)</p>	<p>Within 84 days of Effectiveness of the Contract.</p>
<p>Final Report integrating the entire evaluation i.e. Identification of key learning (gaps , failures, areas of further improvement) and action points and recommending corrective measures also highlighting key achievements and some role (work) models including executive presentation.</p> <p>(10 copies)</p>	<p>Within 120 days of Effectiveness of the Contract.</p>

7. REPORTING

The consulting firm would coordinate with the Programme Monitoring Unit (PMU) SGRRP and MEC, P&D on regular basis and report to Planning & Development Department.