**CONSULTANCY PROPOSAL for End Term Evaluation**

**Project: Securing rights and sustainable livelihoods through collective action and education for people dependent on the informal economy in India**

**1.0** **Background:**

ActionAid India is part of a global federation and a full affiliate of ActionAid International that has presence in over 40 countries worldwide. Since 1972, the poor and the excluded have been at the centre of our discourse and actions in India. In 2006, we got registered as an Indian organisation called ActionAid Association. We are governed by an independent General Assembly and a Governing Board.

Our Vision: A world without poverty, patriarchy and injustice in which every person enjoys the right to life with dignity.

Our Mission: To work in solidarity with the poor and excluded and participate in their struggle to eradicate poverty, patriarchy and injustice.

Overall Goal: A just social order brought about by the dispossessed claiming their right to dignity and identity through enhanced democratic participation and structural transformation.

**1.1.** **Rationale:**

The overall framework for the action builds on the co-applicants’ and ActionAid Association’s (ActionAid, henceforth) work of over a decade working with people dependent on the informal economy (PIEs) in India. The action was prepared in consultation with PIEs, co-applicants, trade unions, people’s networks, academicians, and social activists working with PIEs. The overall objective of the action aims to build the capacity of PIEs to advocate for and secure social security and better working conditions whilst strengthening their livelihoods through skills building and vocational training. The action will directly benefit 99,870 PIEs and around 700,000 people from their communities ultimately contributing to equity and social cohesion. The specific objectives of the action is to work in 16 states of India with primarily urban, but also rural PIEs, safeguarding social security for the most marginalised PIEs as well as ensure minimum wages and better work conditions that will help provide a life of dignity; enhancing skills will provide PIEs the opportunity to seek better and higher paying work thus contributing to strengthened livelihoods and a better quality of life, key stakeholder groups, their attitudes towards the action, any consultations with them will be covered by the action. People dependent on informal economy (PIEs) from 10 different forms of informal sectors covering 32 cities/towns and 18 districts (rural/semi-urban areas) in 16 states of India are the primary stakeholders. The action will specifically target the most vulnerable workers in exploitative and under-regulated industries including domestic workers, construction workers, agricultural labourers, garment workers, bidi workers, women fish workers, street vendors/hawkers, carpet weavers, home based women workers and inter-state migrant labourers. A sub-set of youth and women identified as especially vulnerable, will receive need based skill building and vocational trainings. The consulted PIEs are motivated and enthusiastic about the proposed action as a result of consultations regarding the project planning process. Government and local governance bodies like Municipal bodies, Panchayat Raj Institutions (PRIs), administrative officials like labour inspectors, police whose rules, decisions and behaviour influence the living and working conditions of PIEs are key stakeholders. State and national governments are important for policy level advocacy on social protection measures for PIEs. Their attitude is of general apathy about the state of the PIEs. Trade Unions and people’s organisations (including co-applicants and ActionAid) workings with PIEs are important for organising and mobilising their collective voice. Their role is vital to advocate for social protection of all PIEs through the campaign on Working People’s Charter (Charter) and beyond. They have contributed to the core design of the action. Academicians/universities/social activists will conduct action researches and studies and build a body of literature on PIEs. They will also be a part of the Urban Action School (UAS). They have contributed to the design of the UAS; they understand and appreciate the policy linkages possible through the action. Skill building and vocational training institutes like government run polytechnics or agencies, Industrial Training Institutes, other NGOs, private companies, will be tapped for providing training to youth and women. Most of them have limited experience in training PIEs, hence their attitude is one of hesitation to train them. Overcoming this will be one of the attempts of the action. Finally, local print and electronic media will be targeted for highlighting issues of PIEs and their rights.

The project has three major result areas

* **Result 1: Marginalised people dependent on informal economy have increased awareness of and better access to their socio-economic rights and entitlements relating to decent work.**
* **Result 2: People dependent on informal economy, particularly women and youth have the skills and capacity to access a wider range of livelihoods through skills building and vocational training.**
* **Result 3: Creation of knowledge base and information sharing platform to train civil society actors working with PIEs and government officials for two-way linkages between grassroots work and policy level knowledge.**

**1.2** **Overview:**

The project started in the month of March 2015 as per the proposal and now we are in the last year of this project. In between we have crossed three years with many ups and down related to partners and political situations. This action aims to work in 15 states of India with primarily urban, but also rural informal workers towards social security for the most marginalised informal workers as well as for minimum wages and better work conditions which will help to provide a life of dignity, and enhanced skills will provide informal workers the opportunity to seek better and higher paying work thus contributing to strengthened livelihoods and a better quality of life and to bring the activists and policy makers together for working for the betterment of the informal workers. The action will directly benefit 99,870 PIEs and around 700,000 people from their communities ultimately contributing to equity and social cohesion from 10 different forms of informal sectors covering 32 cities/towns and 18 districts (rural/semi-urban areas) in 15 states of India are the primary stakeholders.

The whole initiative had started late due to the introduction of three new partners. But ActionAid Association had conducted the inception workshop for its own programme and finance staff in between. The inception workshops were organised for the co-applicants after the month of June 2015. So the whole process got delayed. But during this reporting period the applicant and the co-applicants were able to complete the baseline of the action. It was done through individual questionnaire and focus group discussion with every informal worker category-wise.

During these three and half years, the strengthening of collectivization process of informal workers had been done through series of meetings, workshops and awareness campaigns that helped them to know about their rights and entitlements. Leaders especially women were identified and leadership trainings continued. The informal workers also received trainings on different labour provisions. Labour solidarity group titled Workers Solidarity Network (WSN) was initiated and centrally workers’ charter process is also there to assist the whole initiative towards the decent work of the informal workers. During this period 19334 informal workers and their family members received skill development and life skill trainings. Tracking system through MIS is functional for all co-applicants.

Urban Action School (UAS) is a mid-career school for mid to senior level urban practitioners, grassroots activists, policy advocates, action researchers, academics, lawyers, journalists, and others working with people and policy, with the overall objective of building the knowledge base of the participants and complementing ground level work for making change. UAS is a space to upgrade knowledge, build practitioner knowledge networks, equip participants to acquire new skills in order to think and do better. It is meant to make a difference to the person as well as to his/her organization/movement/institution/network. UAS is intended for action researchers and social activists, with the objective of building the knowledge base of the participants and to complement action research and field based activism. The school brings together a range of key actors, both public and private; government authorities, representatives of industry, CSOs, activists and academics to participate in policy analysis and discussions on the informal economy, urbanization, rural-urban linkages, socio and cultural aspects of the society, economics, growth and development etc.

**1.3** **Purpose of the End Term Evaluation / Overall Objective**

The overall purpose of this exercise is to have an independent structured evaluation of the work to assess whether the outcomes have been achieved or not.

**2.0** **Objectives of the evaluation:**

**Specific Objectives of End term Evaluation:**

* To review, evaluate and assess the project’s progress against the result areas, log frame indicators vis-à-vis baseline as per European Commission guidelines / requirements. Analyse the relevance, quality, cost efficiency of the activities in terms of program and finance
* Evaluate the process or approach being followed in planning and implementation, aspects of co-ordination, reflection action, partnership and visibility.
* To assess overall impact of various activities.
* To review & evaluate the sense of ownership of project results by co-applicants and the collectives in view of the sustainability of these results.
* The Evaluation would also look into the following questions:
* What change can be observed in the target communities (PIEs) relation to the objectives of the intervention?
* To what extent can observed changes be attributed to the intervention?
* Are there unintended impacts?
* What mechanisms delivered the impact? What are key contextual features for these mechanisms?
* How does the Action promoted overall women’s agencies, increased spaces for participation of women and decision making of women across PIEs?
* Evaluating the collectives, agencies and the skill trainings received by PIEs through a feminist lens

**3.0** **Suggested Methodology & Strategies:**

The end term evaluation will be done by external consultant. The Consultant is required to develop appropriate methodology to capture both qualitative and quantitative information. Co-applicants’ work will be reviewed through field visits. The methodology will include the following;

* Review of program documents (including available frameworks and reports - advocacy, M&E, baseline, etc.) and financial reports developed during these periods.
* Participatory interactions with community using relevant tools & exercises and focus group discussions.
* Meetings with project partners and field staff, ActionAid staff concerned with project about the three result areas.
* Meeting government officials like labour department officials, members of various informal worker welfare board committees, other network members, member organizations of WPC, labour solidarity groups, skill training providers, etc, and interacting physically or through telecons with alumni and resource persons of various UAS courses.
* A reflection meeting in the concerned region or co-applicants’ place on every field visit to consolidate the success, failure and challenges faced. Also, a final de-briefing at the end of all field visits and submission of the first draft and final report to CiRiC.
* Interacting with the consultants who recently did the review, reflection of some of the key interventions of our work.

**4.0 Strategies:**

**Project Team Meeting:** End term evaluation can start with a briefing from the project team and end with a briefing of the findings.

**National Level:** The project team can organise two meetings with stake holders from three result areas.

**Field Visit:** The consultant / team can visit co-applicants in total and visit their offices, field areas and meet the community people including the PIEs and their family members, trainees under skill development and the key stake holders.

**The agency will undertake the following:**

Developing detailed methodology, Indicators and tools for the study (suggestive methodology and sample size estimation):

* + The consultant/agency will have discussion with key team members of ActionAid Association to understand the requirements of the proposed evaluation. Based on the understanding the consultant/agency will develop an elaborated process design and methodology.
  + The consultant/agency will develop the methodology for collection of quantitative data and qualitative data which should include required sample size and detailed sampling methodology based on rigorous statistical procedures and methods used in research.
  + Referring the design and methodology, the consultant/agency will develop detail tools and share with ActionAid Association for feedback. Consultant/agency will incorporate the feedbacks of ActionAid Association in the revised version of the tools.

**5.0** **Study area:**

The proposed study will be undertaken in the states and cities mentioned in the table.

|  |  |
| --- | --- |
| **Name of the state** | **Name of the cities** |
| Karnataka | Mysuru |
| Andhra Pradesh / Telengana | Vishakhapatnam, Hyderabad |
| Tamilnadu | Nagapattanam |
| Madhya Pradesh | Bhopal, Jabalpur |
| Odisha | Bhubaneswar, Cuttack |
| Assam | Guwahati |
| West Bengal | Kolkata |
| Delhi | Delhi |
| Uttar Pradesh | Lucknow |
| Maharashtra | Aurangabad |
| Rajasthan | Jaipur |
| Bihar | Gaya |
| Jammu & Kashmir | Srinagar |

**6.0** **Deliverables:**

The overall assignment includes the following deliverables and milestones.

a) **Inception Report:**

The inception report should provide the detailed methodology, tools and timelines for each of the processes. The report will cover the following:

* + Detailed methodology for collecting information with sufficient detailing of all the processes proposed
  + Draft tools and analysis plan
  + Work plan and timelines

b) **Field Work Completion Report:**

Once the processes related to data collection are completed, the consultant/agency will submit an interim report. The interim report should include:

* + Write up on how the methodology and agreed work plan is followed. Provide justifications, if there are any deviations in methodology or work plan
  + Process related details as annexure (list of persons contacted or details of processes conducted etc.)
  + Raw data in appropriate formats (Excel preferably)

c) **Draft Report**

The draft report will be the main product for the consultant/agency and must include a detailed explanation of the methodology that has been used as well as the implementation process. The draft report will collate all the data that is gathered at various collection points. The draft final report will report on all study objectives.

d) **Final Report**

The consultant/agency should incorporate ActionAid Association India comments within two weeks of receiving them. The consultant/agency should deliver a final report which will include: a) final version of ‘final report’, (soft copy and hard copy) b) final versions of all raw datasets, c) all the documents and report related to assignment received or generated during the assignment, d) any other specific agreement during the assignment

**7.0** **Time Frame:**

The entire process including fieldwork, analysis and sharing the final deliverables will be completed within 75 days.

|  |  |
| --- | --- |
| Signing of Contract | By 12th of December 2018 |
| First Meeting between AAA & Evaluation Team | By 12th of December 2018 |
| Inception Report with Field Work Plan | By 19th of December 2018 |
| Field Work | Between 7th of January 2019 to 8th of February 2019 |
| Field Work Completion Report | By 17th of February 2019 |
| Draft Report | By 15th of March 2019 |
| Feedback of the Draft Report from AAA | By 22nd of March 2019 |
| Final Report | By 15th of April |

**8.0** **Suggested Expertise:**

The consultant/agency should have:

* + Sound understanding of thematic areas related to Informal and unorganised work sector, livelihood, skill building and allied sector.
  + Appropriate experience of conducting evaluation & research in urban areas.

**9.0** **Proposal Submission Process:**

The consultant/agency will have to submit only relevant work experience and resume of key team members. ActionAid Association will shortlist the consultant/agency and will call for discussion and will finalize the consultant/agency for the proposed action.

The proposal should be submitted in English and contain three main parts:

**Part A:** Executive summary; **Part B:** General and Technical; **Part C**: Financial

Part A & B may be clubbed together but part C must be kept separately to facilitate separate independent evaluation of technical and financial tenders.

Part A – Executive Summary: This should be a brief overview of your tender covering how you intend to achieve the outputs. (It should not exceed more than 2 pages)

Part B – General and Technical Tender: Your General and Technical Tender should be structured in 2 sections:

Section 1: Qualifications and suitability to the position / Provide your qualifications and suitability for the position (consultant CV, covering letter stating the suitability, details of previous similar assignments successfully completed etc.)

Section 2: Technical Response: This section should provide details about how you are planning to achieve the objectives with high quality outputs. (It should not exceed more than 4 pages)

Part C – Financial Tender: The prices should be quoted in Indian Rupees including GST and all the applicable taxes. The financial tender should contain the number of days required for completing each task mentioned above. The travel cost for carrying out the field work would be reimbursed as per ActionAid Policy. Please note that no travel or other costs will be reimbursed during the selection process.

The last date for submission of proposals is November 30, 2018 and should be sent by

**QUOTATION TO BE SUBMITTED IN SEALED ENVELOPE** to the Attention of

**Convenor; Purchase Committee,**

**ActionAid Association**

**R-7; Hauz Kash Enclave**

**New Delhi - 110016**

On the envelope, write **CONFIDENTIAL**