

Template for Evaluation of CS: [Scheme Name]

Name of Department / Name of Ministry

1 EXECUTIVE SUMMARY

2 OVERVIEW OF THE SCHEME

2.1 Background of the scheme

- a) Brief write up on the scheme including Objectives, Implementation Mechanism, Scheme architecture / design
- b) Name of Sub-schemes / components
- c) Year of commencement of scheme
- d) Present status with coverage of scheme (operational / non-operational)
- e) Sustainable Development Goals (SDG) Served [link with objective]
- f) National Development Plans (NDP) Served [link with objective]

2.2 Budgetary allocation and expenditure pattern of the scheme

Sub-scheme / Component	[Year 1]			[Year 2]			[Year3]			[Year 4]			[Year 5]		
	BE	RE	Actual	BE	RE	Actual	BE	RE	Actual	BE	RE	Actual	BE	RE	Actual

2.3 Summary of past evaluation since inception of scheme

Year of Evaluation	Agency hired for Evaluation	Recommendations made and accepted	Recommendations made but not accepted

3. METHODOLOGY

3.1 Approach (Methodology adopted), Division of country into 6 Geographical Regions / Zones (North, South, East, West, North East and Central) as classified by NSSO.

3.2 Sample size and sample selection process, tools used: field study / questionnaire, primary and secondary data.

4. OBJECTIVE OF THE STUDY

4.1 Performance of the scheme based on the Output / Outcome indicators [as suggested by NITI or recorded in EFC / SFC memorandum)

4.2 Additional parameters

a) Coverage of beneficiaries

State				District			
Urban		Rural		Urban		Rural	
Male	Female	Male	Female	Male	Female	Male	Female
SC/ST	SC/ST	SC/ST	SC/ST	SC/ST	SC/ST	SC/ST	SC/ST

b) Implementation mechanism

c) Training / Capacity building of administrators / facilitators

d) IEC activities

e) Asset / Service creation & its maintenance plan

f) Benefits (Individual, community)

g) Convergence with scheme of own Ministry / Department or of other Ministry / Department.

4.3 Gaps in achievement of outcomes

4.4 Key Bottlenecks & Challenges

4.5 Input Use Efficiency

5. OBSERVATIONS AND RECOMMENDATIONS

5.1 Thematic Assessment

5.2 Externalities

6. CONCLUSION

6.1 Issues & challenges

6.2 Vision for the future

6.3 Recommendation for scheme with reasons

7. REFERENCES

8. APPENDICES

EXPLANATORY MEMORANDUM

2.1(a) Latest guidelines of the scheme to be annexed.

2.1(b) Sub-schemes/ components which have separate budgetary allocations either through budget line or through Detailed Demand for Grants (DDG) may also be listed along with component-wise budget allocation

2.1(d) include details of number of states/districts/villages where it is functional

2.2 If DDG makes allocations for certain items which are not shown as sub schemes/components, the same may be separately indicated along with allocation in the table.

3.1 Complete list of states as classified by NSSO may be seen on its website.

4.1 One has to consider the Output / Outcome Indicators as duly proposed by NITI Aayog. If that is not available, then it may be taken from the SFC/ EFC memorandum as defined during appraisal of the scheme.

Output / Outcome Indicators (the numbers or percentage) must be compared with base year value with all-time points (periodicity) as per monitoring mechanism framework.

4.2 The tabulated information may be disseminated up to Tehsil / Block Level further up to village level, if possible.

4.2 (b) The focus in implementation mechanism should be on Clarity of instructions and availability of scheme or programme guidelines. It should also be included clear definition of roles & responsibilities of functionaries and how many number of clarifications / additional instructions issued w.r.t. scheme guidelines.

4.2 (c) It should also include the training on PFMS /EAT Module or Scheme's Portal. It should also include the number of interventions and level at which carried out

4.2 (d) It should also include Stakeholders / Beneficiaries, details of campaigns, media, frequency, feedback etc.

4.2 (g) apparatus-manpower office transports etc. If no convergence, NIL may be recorded.

4.3 Attributed to absence of interventions/ non-performance of existing interventions

4.4 In Key bottleneck and challenges, the focus may be on Financial, Administrative, Project Management and any other.

4.5 This para should cover the requirement of funds as indicated in EFC / SFC in relation to actual allocation of funds. Timelines of release may also be included (b) The requirement and allotment of manpower in implementation of scheme / programme at various level including PMU / Central / State (c) Involvement of private players, volunteers, non-governmental organizations and local community etc.

5.1 Thematic assessment should focus on Accountability, Transparency, Employment generation (direct / indirect), Climate change & sustainability, Role of TSP/ SCSP, Use of IT, Behavioral change-stakeholder/ beneficiary, R&D, Role, functions, involvement / support of State points. Cross cutting themes can be assessed both through secondary data as well as primary. While conducting meta-analysis of existing reports, the evaluator should actively review the cross-cutting themes. The primary data for cross cutting themes will be elicited through specific questions and responses during the key informant interviews and beneficiary surveys. For example, use of IT in scheme implementation, fund flow, monitoring and evaluation can be assessed from interaction with concerned ministries/departments as well as states officials. Similarly, gender mainstreaming can be assessed by introducing specific questions on changes in knowledge, attitude and practices pertaining gender equality, attributable to the CS intervention at hand, through household surveys.

5.2 Items under externalities should cover Best Practices, innovations or the scheme / projects where best practices were replicated.

6.3 This is very important para in the sense that the recommendations are very important for the Government and the focus of the evaluation agency should be either to (a) Continue in existing form (b) Continue with some Modifications- suggest modifications (c) scale up- financial/ Physical / both (d) Scale down- financial/ Physical/ both (e) Close (f) Merge with another scheme as sub-scheme/component.