

State:

District:

Program Delivery

Name of the NGO:		Methodology to be adopted			Assessment Scores		Score Resulted	Explanation for score	
Sl.No.	Indicators	Typology Applicable	Target	Achievement	Key Questions	1	2	3	
SECTION I: BASIC SERVICES									
1	OUT REACH Service delivery data of HRG maintained at outreach level.	FSW/MSM /TG/IDU	100% of active population	Whether PEs are maintaining the weekly planning and activity sheet (Format B/B_1) as per NACO's guideline.	Verify the master register of HRGs / line listing / weekly format B/B_1 of the last one quarter. Meeting with PEs should be conducted.	Form-B/B_1 is maintained by PEs but no prioritization of HRG done by ORW's based on risk and vulnerability data.	Form-B/B_1 is maintained by PEs and proper prioritisation of HRG done by ORW's based on risk and vulnerability data.	1	Form-B/B_1 is maintained by PEs and proper prioritisation of HRG done by ORW's based on risk and vulnerability data. IPC and BCC sessions with HRG are conducted by PEs based on risk and vulnerability data as per format B/B_1.
2	Individual HRGs tracked for project services.	FSW/MSM /TG/IDU	Individual HRG tracking sheet	Individual HRG tracked for ICTC, RMC and Syphilis testing. Update of Risk, vulnerability and condom demand needle/syringe data on quarterly basis.	Interview with M&E officer, Counselors and project manager. Soft or hard copy of individual HRG tracking sheet and quarterly update of risk and vulnerability data.	Individual HRG tracking sheet is available but not updated. Tracking sheet is also not used for planning and prioritization of HRGs.	Individual HRG tracking sheet is available and updated. Tracking sheet is not used for planning and prioritization of HRGs.	2	Individual HRG tracking sheet is available and updated. Data is used for planning and prioritization of HRG. Project and M&E officer are able to provide data on - how many HRG tested for HIV once and twice, how many hrsg visited STI clinic once, twice, thrice etc.
3	Registration of HRG against target	FSW/MSM /TG/IDU	100% of the Contract target	All HRG should be registered by ORW. Format-A should be properly filled and master registration sheet completed and to be computerised	Verify the computerised master register of HRGs, line listing and filled format-A (data filled for all indicators) for all the registered HRGs. Check for Drop-out records and TI to provide explanation in case of less than 100% registration.	70-80 percent of the target HRGs registered	81-90 percent HRGs were registered against the target	1	Above 90 percent HRGs were registered
4	Monthly activity calendar and outreach reach plan for the TI staff is developed and adhered.	FSW/MSM /TG/IDU	Monthly review, Calendar of activities & outreach plan for the current year.	Whether the monthly review is conducted, activity calendar and outreach reach plan for the TI staff is developed, and revised plan for the subsequent month is developed	Verify the monthly review minutes, calendar, outreach plans, and relevant reports	Monthly meetings are conducted but not regular, calendar of activities and outreach plan is not developed	Monthly meetings are regularly conducted and calendar of activities and outreach plan is developed	3	Monthly meetings are regularly conducted, calendar of activities and outreach plan is developed, performance is reviewed and follow up actions prompted
5	Percent of target HRG reached by the project (As per contract) during last one year	FSW/MSM /TG/IDU	100% of the active population/contract target	Average no. of HRGs were contacted at least once in every month with any or all project services by PEs during last one year	Verification of project proposal, ORW's format-C and monthly CMIS report. At least 20% of the randomly selected HRGs of selected hotspots need to be verified during the hotspot visits 80% of the population and the hotspot ID numbers is to be constant. Cross verify with indicator for micro plan. Verify the remaining HRG taking services regularly by the TI.	60-70% of target population were provided with any/all project services i.e. condom, needle/syringe, STI, ICTC and BCC/IPC services every month during the contract period	71-80% of target population were provided with any/all project services i.e. condom, needle/syringe, STI, ICTC and BCC/IPC services every month during the contract period	1	Above 80% of target population were provided with any/all project services i.e. condom, needle/syringe, STI, ICTC and BCC/IPC services every month during the contract period
6	Regular Contact - NSP (No. of individuals target HRG contacted with any or all project services - NSEP/BCC/IEC/Referral	IDU	100% of contract target every month	Average no. of IDUs that were contacted at least 2 days in a week for the purpose of NSEP/BCC/IEC/Referral	PE form-B and ORW's format C and PE diaries. At least 20% of the randomly selected IDU need to be verified during above during hotspot visits.	60-70% of target group are contacted at least 2 days in a week for the purpose of NSEP/BCC/IEC/Referral	71-80% of target group are contacted at least 2 days in a week for the purpose of NSEP/BCC/IEC/Referral	3	Above 80% of target group are contacted at least 2 days in a week for the purpose of NSEP/BCC/IEC/Referral
7	Field visit by ORW's	FSW/MSM /TG/IDU	ORW visiting the field minimum 5 days in a week and providing supportive supervision to all the PEs of his/her areas for effective delivery of project services by PEs to HRGs and to ensure all the PEs have required skills.	ORW diaries, weekly staff meeting minutes, ORW movement plan/register and Form D. The same should be verified with the community and stakeholders during the hotspot visits	All PE have been met at the hotspot and provided support by ORW four times in a month	All PE have been met at the hotspot and provided support by ORW four times in a month	All PE have been met at the hotspot and provided support by ORW more than four times in a month and all hotspots are covered in a month	1	All PE have been met at the hotspot and provided support by ORW more than four times in a month and all hotspots are covered in a month
8	Individual New HRGs registered during the year for any project services.	FSW/MSM /TG/IDU	20% of MOU target with in a Year	Whether Outreach team registered new HRGs.	Verify the master register of HRGs / Registration form -A	New HRG registered up to 10% against the Annual Target	New HRG registered up to 15% against the Annual Target	3	New HRG registered up to 20% against the Annual Target
9	Strengthening outreach activities against the plan by the TIs.	FSW/MSM /TG/IDU	24 health camp	How many Health Camp were planned to reach out the hard to reach population	Discussion with the staff and verifying the registers	Less 50%	51%-79%	2	80% and above

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Targeted Intervention - Annual Evaluation Tool (FSW/MSM/TG/IDU TIs) - 2019-20

Name of the NGO:		District:		State:		Program Delivery		Assessment Scores		Score Identified		Explanation for score	
Sl.No.	Indicators	Typology Applicable	Target	Achievement	Key Questions	Methodology to be adopted	Identified various social/virtual networks, listed the networks and line list of HRGs available with the project	Registered at least 60% of the line listed HRGs	Reached at least 80% of the registered HRGs with services.	Score Identified	Explanation for score		
10	Number of HRG identified, registered, and reached from various networks (Social Network, Virtual Networks, etc)	FSW/MSM /TG/IDU			Whether Outreach team was able to identify the HRGs operating through various social networks and virtual network and how many of them are registered and reached	Discussion with the staff/ Line list/ Services				2			
11	Established STI clinic / PPP /Government STI clinics linkages	FSW/MSM /TG/IDU	STI Services should be established		Set-up of STI clinics / PPP/ linkages developed with DSRG/ Govt. Hospital as per NACO guideline.	Observations should be made based on NACO guidelines. Project STI Clinic, PPP registers and payment registers to be verified.	Project STI clinic / PPP linkages has been set-up but not as per NACO guideline.	STI clinic / PPP linkages in place but registers / patient card (Network clinic format) are not maintained as per NACO guideline at clinic.	STI clinic / PPP linkages in place and requisite registers / patient card (Network clinic format) are maintained at clinic.	1			
12	HRG attending STI clinics (Project based/ PPP /Government STI clinic) are counselled	FSW/MSM /TG/IDU	100% of clinic attendees		No. of HRG visiting to clinics are counselled.	Counselling registers, STI register and monthly CMIS/SIMS report. Interaction with STI providers/counsellors/ANM	60-70% of HRGs attending STI clinic were counselled.	Above 80% of HRG attending STI clinic were counselled.		1			
13	HRGs attending clinic for STI services such as RMC/GMC, Symptomatic and Presumptive in last one year	FSW/MSM /TG	4 times in a year of contract target		No. of HRGs attending regular medical check-up/general medical check-up (for IDU) four times during last one year	PEs Form-B, B_1, STI registers / tracking sheet, ORW form-c field diary, referral slips/register, Payment register/slips of PPP, doctors and monthly CMIS report	60-70% of the individual HRGs had undergone for RMC twice in past one year.	Above 80% of the individual HRGs had undergone for RMC twice in past one year.		1			
14	Newly registered asymptomatic HRGs provided presumptive treatment (PT) during last one year	FSW/MSM /TG	100% of newly registered HRGs		No. of new HRG registered during last one year and received PT	STI CMIS/SIMS reports, Referral register, referral slips	50-60% newly registered HRG provided PT.	Above 70% newly registered HRG provided PT.		1			
15	Percent of HRGs tested for Syphilis	FSW/MSM /TG/IDU	2 times in a year of contract target		Percent of individual HRGs tested for Syphilis during last one year	STI CMIS/SIMS reports, Referral register, referral slips, individual tracking sheet	30-40% of HRGs underwent Syphilis test	Above 50% of the HRGs underwent Syphilis test		3			
16	Percent of individual HRGs tested for HIV during last one year	FSW/MSM /TG/IDU	100% line listed HRG		No. of line listed individual HRGs tested for HIV during last one year	Referral registers, referral slips and PE form-B, B_1 and ICTC data. Verify the referral slips signed by the ICTC counsellors and POD no. provided.	51-60% of the HRGs underwent HIV test twice during contract period	Above 60% of the HRGs underwent HIV test twice during contract period		2			
17	Percentage of HRG tested positives are registered at ART centre	FSW/MSM /TG/IDU	100% of HRG tested positive		No. of positive HRGs registered at ART centre during last one year	Verify with the ART centre, referral register	50-60% of the total identified positive HRGs linked to ART	Above 70% HRGs linked to ART		1			
18	Abscess Management	IDU	HRGs reported with abscess		Proper dressing and treatment for all abscess cases under aseptic conditions at the clinic and through outreach	Clinic records, inspection of DIC, and interaction with clients	Aseptic abscess management services established for limited time	Aseptic abscess management services established and available to entire day and abscess management also taken by ANM in the field		3			
19	No of Active Spoused and Partner identified in project	IDU	Number of active spouses identified during the project.		How many IDUs are married and having regular partner as per the master register	Verify the Master register/ Female ORW DIARY/ referral slips/	Less 50% tested	more than 79% tested		1			
20	Number of active spouses and partners tested from the identified IDUs by the project.	IDU	Please collect the information from the project		Partners and spouses are tested against the identified by the project.	Verify the Master register/ Female ORW DIARY/ referral slips/	Less 50% tested	more than 79% tested		1			
21	Number of active spouses and partners identified and positives linked to ARTC.	IDU	Total positive identified		Partner and spouse are registered at ARTC.	Verify the Master register/ Female ORW DIARY/ referral slips/	Less 50% tested	more than 79% tested		1			
22	20% of the existing active IDU population has been put on OST	IDU	20 % of the Active Population.		How many IDUs are currently on OST	Registration/ Reports/Service Directry	10-15 % of HRGs registered at OST and are active	Above 20 % of the HRGs registered at OST and are active		1			
COMMODITIES													
22	Individual HRGs are getting Needle and Syringes as per N/S demand analysis	IDU	100 % of distribution against N/S demand		N/S distribution should be made as per demand/ requirement gap analysis	Verification of individual peer form "B_1" and ORW form "C". Verification to be done during hotspot visit	N/S gap analysis done and at least 55% of individual HRGs distributed against the requirement.	N/S gap analysis done and at least 65% of individual HRGs distributed against the requirement		1			
23	NSEP, Needle/Syringe Return Rate	IDU	80% of distributed needles/syringes should be returned/ collected after use		Percentage of needles/syringes distributed to IDUs being returned/ collected after use for safe disposal	Verification of PE & ORW diary, DIC record, disposal register	41-50% of used needles/syringes being returned/collected for safe disposal	More than 50% of used needles/syringes being returned/collected for safe disposal		1			

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Name of the NGO:		District:		State:		Program Delivery		Assessment Scores		Score	Explanation for
Sl.No.	Indicators	Typology Applicable	Target	Achievement	Key Questions	Methodology to be adopted	Program Delivery	Assessment Scores	Score	Explanation for	
24	Bio-medical Waste (BMW) Management	FSW/MSM /TG/IDU	100% of bio-medical waste from CBS being disposed off safely		Whether BMW guidelines are being followed for the safe disposal of waste generated in the TI programme.	Verification of PE & ORW diary, DIC record, disposal register, photographs	Waste Disposal mechanism in place but only collection and disinfection is being done as per guidelines	Waste Disposal mechanism in place: collection, disinfection and final disposal being done as per guidelines	1		
25	Identified cases from HRG were linked for TB to DOT centre (RNTCP) during the contract period	FSW/MSM /TG/IDU	100% of all identified cases of TB		No. of target group member linked to DOT centre during the contract period detected for TB.	Verification of registers, general treatment register, referral slips/register	51-60% of the total identified HRGs linked to DOT	Above 60% HRGs linked to DOT	1		
SECTION 2: SUPPORT SERVICES											
ENABLING ENVIRONMENT											
26	Advocacy meeting with key stakeholders (health service providers, Police personnel, ICTC/ART centres, PRL Social Welfare Dept., Gate Keepers, etc.)	FSW/MSM /TG/IDU			Advocacy meeting held with key stakeholders at various level with plan.	Verification of minutes, meeting registers and MIS reports	Advocacy meeting are conducted on need based with or without	Advocacy meeting regularly conducted as per plan at all levels with proper documentation and follow-up	1		
27	Crisis management team in place	FSW/MSM /TG/IDU	To be addressed 100% cases		Set up of crisis management team at TI level, No. of cases reported and solved within 24 hours	Advocacy activities/ Crisis management or meeting register/no. of harassment cases reported (if no such cases reported then verify during interaction with HRG whether they have faced any such harassment/violence/ crisis during the contract period). To review supporting financial documents.	Crisis management team addressed 61-70% of the cases reported during last one year.	Crisis management team addressed above 70% of the cases reported during last one year	1		
COMMUNITY MOBILISATION											
28	Collectivisation (No. of HRGs /part of committees/ CBOs/ support groups)	FSW/MSM /TG/IDU			No. of HRGs are part of committees /CBOs / support groups out of the total registered HRG with the project	Verification of records/minutes of Committees /CBO / support groups meetings against the HRG registration document (If CBO do not exist with TI then HRG representation in the committee should be considered) *	30- 50% of the registered HRGs are part of Committees /CBO/ support groups. This should also include at least 30% are new HRGs registered more than 3 months	More than 50% of the registered HRGs are part of Committees /CBO / support groups. This should also include at least 50% are new HRGs registered more than 3 months	1		
COMMUNITY RESPONSE TO THE PROGRAM SERVICES											
29	Project is adhering to confidentiality norms	FSW/MSM /TG/IDU			Privacy in the clinic and information shared in the counselling sessions are maintained and not shared	FGD with 10-15 community members (suggested to conduct at the filed level).	Between 61% to 80% of the participants are satisfied with privacy and confidentiality at the project level.	Between 81% to 100% of the participants are satisfied with privacy and confidentiality at the project level.	1		
30	Community perception on project services	FSW/MSM /TG/IDU			Are the community members satisfied with the available services and services meet their demands.	FGD with 10-15 community members (suggested to conduct at the filed level).	Between 61% to 80% of the participants are satisfied with the project services.	Between 81% to 100% of the participants are satisfied with the project services.	1		
31	Adequate supply of commodities (Condoms/Lubricants /Needle and Syringes, drugs)	FSW/MSM /TG/IDU			Condoms, needle & syringe for IDUs and Lubricants for MSM provided by Project	FGD with 10-15 community members (Suggested to conduct at the filed. If the project is composite conduct the FGD separately).	Between 61% to 80% of the participants reported that they are getting the commodities as and when they demand	Between 81% to 100% of the participants reported that they are getting the commodities as and when they demand.	1		
32	Involvement of key stakeholders in programme monitoring	FSW/MSM /TG/IDU			Ability of the project to involve stakeholders like police, civic health service providers, social development sector officials in addressing the issues	One to one interaction with at least 3 stakeholders of the project (suggested to conduct at the filed)	Two stake holders participated in addressing the issues relating to project services	All the three stake holders have said that they involved in addressing the issues relating to project services.	1		
33	Involvement of Counsellor / ANM	FSW/MSM /TG/IDU			The counsellor/Nurse should be sensitive while addressing issues relating to community members.	FGD with the 10-15 community members (suggested to conduct at the field level).	Between 61% to 80% respondents reported that they are satisfied with the counsellor/ANM	Between 81% to 100% of the respondents reported that they are satisfied with the counsellor/ANM	1		
34	How many meetings conducted for community score card system in the year.	FSW/MSM /TG/IDU			Verify the filled in score card, meeting minutes, and follow up actions.	Verify the filled in score card, meeting minutes, and follow up actions.	1 meeting conducted in a Year	3 and more community meeting conducted in a Year	1		
SECTION 1: BASIC SERVICES									38		
SECTION 2: SUPPORT SERVICES									10		
SECTION 1: TOTAL MARKS OBTAINED									48		

* with regard to the commodities, the stock out experienced by TI may be taken in to consideration while scoring


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TI - Annual Evaluation Tool (FSW/MSM/IDU)-2019

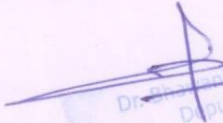
District: _____

State: _____

Name of the NGO: _____

Organisational Capacity

SL.No.	Indicators	Mean of verification/observations	Areas of assessment	Score Resulted	Explanation for score	Remarks
1	At least All project staff and PE positions have been filled as per project proposal	All NGOs contracted has to appoint the staff within three months from signing of contract. Project proposal, appointment letters / staff attendance sheet during the last year (If a position has been vacated and not filled in within 2 months, give "0" mark for this indicator.)	Recruitment system	1		
2	Staff turnover witnessed in the project during the contract period.	Attendance sheets /appointment letters. (If there is more than 60% of project staff except peer educators have resigned during the year then this indicator will be awarded '0'. If the replacement for a position is not done within two months should also be awarded "0".	Institutional process	0		
3	PE turnover witnessed in the project during the contract period	Attendance sheets /appointment letters. (If there is more than 40% PEs turnover during the contract period then this indicator will be awarded '0'. If the replacement for a position is not done within two months should also be awarded "0".	Administrative system	0		
4	10% of the ORWs are from the community i.e. either the peer educators have been graduated to become ORWs or the community members are selected as ORWs	This process of selection of community members as ORWs should be atleast one year old.	Staffing	1		
5	Ratio of PEs to HRG (a ratio of 1: 60 for FSW/MSM & 1:40 for HTG & IDUs)	Line listing of HRGs and number of PEs/VPL on board. (A 20% Variation may be considered for HRG PEs/VPL ratio as per project proposal). Please check with respective SACS for modified ratio.	Staffing	1		
6	50% of the PEs belong to the age group below 30 years or should match with the high /medium risk HRGs linelisted by the programme	Interact with all the peer educators for core TIs. The peer educators should be recruited at least 6 months and are trained by the project.	Staffing	1		
7	For each set of 250 HRG there is an ORW has been appointed	Registration documents, MIS reprints, ORW records. (A 20% Variation may be considered for HRG PEs/VPL ratio as per project proposal).	Staffing	1		
8	Job description given to each project staff, atleast staffs are able to describe their job description and the same is reflected in their plans prepared for the programme during last 2 quarters	All project staff do have written job description or available at NGO level. If the programme manager and all ORWs are not able to describe their job responsibilities or the same is not reflected in their plans, the score should be '0'	Institutional Environment	1		
9	Attendance/leave register maintained for the project staff	Examine the attendance register is in use/leave register available	Administrative system	1		
10	Does the NGO management takes into consideration the community needs/resources into consideration while planning/delivering services through arrangements like availability of programme management body represented by community/ community consultations.	Minutes of the community consultation/ programme management body represented by community members should reflect that such process is at least more than 6 months old, otherwise the score should be '0'	Institutional visioning / shared responsibility.	1		
11	Induction training / orientation to PE and other staff has been completed by the TI project immediately after recruitment.	Training registers/ induction training report	Proper induction in place	1		
12	The role of Governing Body members in addressing issues of crisis/stigma/discrimination faced by the community members by networking with stakeholders, by keeping well informed about the issues of HRGs	Meeting with at least 2/3 members of the GB and interview to focus on their role in the programme. Also meet at least the stake holders and assess the role played by the members. If organization not play any role in addressing issues faced by HRGs, score should be '0'.	Understanding of role of NGO in developing contusive environment.	1		
13	The Project Director attended atleast 80% all the monthly meetings of the TI project during the year. The PD has attended and initiated action against the areas of improvement based on the minutes.	Attendance of meeting registers and minutes of the meeting. Action taken report based on previous meeting.	Involvement of Project director in project activities.	1		
14	Assets purchased under project is codified/marked	Assets register and purchase voucher (All the assets purchased under the project)	Proper asset maintenance system	1		
Total Score				12		


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TI -Annual Evaluation Tool -2019-20
(FSW/MSM/IDU/TG)

State:

District:

Finance


Name of the NGO:

Remarks

Sl.No	Indicators	Key Questions	Methodology to be adopted	Score		Score Resulted "0" for No "1" for Yes	Explanation for score	Remarks
				1	0			
1	Budget Utilization	What is the percentage of budget utilized against the release of fund on the proposed activities	Verification of vouchers, SOE, Bank book etc..	Utilization should be of or above 60% against the release of fund from SACS	Less than 60% of the released fund	1		
2	Pattern of expenditure	Whether the expenditure is as per approved budget in each head	Verification of vouchers, approved budget, SOE, Bank book etc..	As per the approved budget or No but as per the approval from SACS.	No as per the approval.	1		
3	Bank Account	Whether a separate bank account maintained for the TI Project at the local bank	Verification of bank book and other related documents	Separate bank account in place for TI project in the project area	No separate account	1		
4	Systems of Payment-Verification of Bills and Vouchers (in case of book keeping is done by software, day wise prints of vouchers and ledgers should be available)	All payments made with proper bills and vouchers and are in place with proper approval along with the PFMS advice.	Verification of vouchers and bills	Vouchers and bills are properly maintained and are all with approval.	Inadequate and no approval from PD of the TI.	1		
5	The PFMS portal is active	All the payments to the staff and vendors are done through the PFMS portal and advice is kept.	Verification of vouchers and bills	PFMS portal is used for all transactions	PFMS portal is not used for of transactions	1		
6	Systems of Payment/Mode of payments	All payment is through cheque/PFMS is Rs.5000/- as per revised direction from NACO.	Verification of bank account and vouchers	No cash transaction above Rs.5000/-	Cash transaction for the amount more than Rs.5000/-	1		


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7	Systems of Payment-Record keeping	All vouchers are printed and machine numbered. Whether the ledger is maintained accordingly for vouchers	Verification of vouchers Verification of ledger	Vouchers are printed and machine numbered. Ledgers are maintained properly.	Not in place.	1	
8	Systems of booking keeping maintenance	Whether cash book maintained/entry made on daily basis	Verification of cash book and interview of accountant	Cash book is updated	Not updated	1	
9	Financial reporting-SOEs submitted as per operational guideline	Whether SOEs are submitted to SACS on time in the prescribed format.	Verification of SOEs and interview of SACS official	SOEs are submitted on time and records for the same is available.	Irregular in submission of SOEs.	1	
10	Financial reporting-Mismatch between physical & financial reporting	Whether any mismatch between financial and physical progress reports	Verification of MIS reports and audit reports	Nil or Negligible mismatch	Huge level of mismatch observed and not justifiable	1	
11	Compliance to SACS directions	Whether NGO has complied to the audit observations	Verify audit recommendation and action taken based on the report	NGO has given adequate attention to audit recommendations and actions were taken	No action from NGO side	1	
12	Procurement system in place	What is the procurement system for purchase of drugs/needles and syringes/fixed assets/ etc	Three quotations to be collected (Not needed where the supply is from government mechanism)	Quotations are in place from three different parties and assessed.	No system in place, either by the NGO or Government system is in place	1	
Total Score						12	


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Scoring Sheet for FSW/MSM -2019

Name of the NGO:		District:		State:			
Particulars		Maximum no. of indicators	Max. Score	Minimum Qualifying Marks	Minimum Qualifying Percentage		
Calculation of score for stage 1							
Stage1							
1	Organisational Capacity	14	14	11	79		
2	Finance	12	12	8	67		
Actual Marks (calculated automatically from the evaluation sheet)							
Particulars		Max. Score	Actual Marks Obtained	Percent of Marks	Status-Qualified/ not Qualified		
1	Organisational Capacity	14	12	86	Qualified		
2	Finance	12	8	67	Qualified		
Calculation of score for stage 2							
Weightage Score from Program Delivery (calculated automatically from the evaluation sheet)							
S. No.	Particulars	No. of indicators	Max. Score	Maximum weighted Score	Actual Score Obtained	Actual Weighted Score obtained	Percent score obtained
1	BASIC SERVICES	17	51	40.8	38	30.4	74.5
2	SUPPORT SERVICES	10	30	15	10	5.0	33.3
Total		27	81	55.8	48	35.4	63.4
Name of the Evaluators							


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Scrringn sheet for IDU-2019

State:

District:

Name of the NGO:

Calculation of score for stage 1

S. No.	Particulars	Maximum no. of indicators	Max. Score	Minimum Qualifying Marks	Minimum Qualifying Percentage
Stage1					
1	Organisational Capacity	14	14	11	79
2	Finance	12	12	9	75
Actual Marks (calculated automatically from the evaluation sheet)					
	Particulars	Max. Score	Actual Marks Obtained	Percent of Marks	Status-Qualified/ not Qualified
1	Organisational Capacity	14	12	85.7	Qualified
2	Finance	12	12	100.0	Qualified

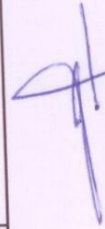
Calculation of score for stage 2

Weightage Score from Program Delivery (calculated automatically from the evaluation sheet)							
S. No.	Particulars	No. of indicators	Max. Score	Maximum weighted Score	Actual Score Obtained	Actual Weighted Score obtained	Percent score obtained
1	BASIC SERVICES	23	69	55.2	38	30.4	55.1
2	SUPPORT SERVICES	10	30	15	10	5.0	33.3
	Total	33	99	70.2	48	35.4	50.4
Name of the Evaluators							

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New Delhi

Scoring sheet for Core-composite TI-2019

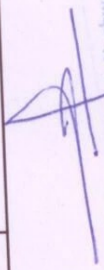
Name of the NGO:		District:			State:		
Name of the NGO:		Calculation of score for stage 1					
S. No.	Particulars	Maximum no. of indicators	Max. Score	Minimum Qualifying Marks	Minimum Qualifying Percentage		
Stage1							
1	Organisational Capacity	14	12	8	67		
2	Finance	12	12	8	67		
Actual Marks (calculated automatically from the evaluation sheet)							
	Particulars	Max. Score	Actual Marks Obtained	Percent of Marks	Status-Qualified/ not Qualified	Remarks	
1	Organisational Capacity	14	12	85.7	Qualified		
2	Finance	12	12	100.0	Qualified		
Calculation of score for stage 2							
Weightage Score from Program Delivery (calculated automatically from the evaluation sheet)							
S. No.	Particulars	No. of indicators	Max. Score	Maximum weighted Score	Actual Score Obtained	Actual Weighted Score obtained	Percent score obtained
1	BASIC SERVICES	17	51	40.8	38	30.4	74.5
2	SUPPORT SERVICES	10	30	15	10	5.0	33.3
Total		27	81	55.8	48	35.4	63.4
Name of the Evaluators							



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Deputy Director
National AIDS Control Organization
Ministry of Health & F.W.
Govt. of H.P.

Scoringn sheet for Core-composite TI-2019

Name of the NGO:		District:			State:		
Name of the NGO:		Calculation of score for stage 1			Minimum Qualifying Percentage		
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Stage1							
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Actual Marks (calculated automatically from the evaluation sheet)							
	Particulars	Max. Score	Actual Marks Obtained	Percent of Marks	Status-Qualified/ not Qualified	Remarks	
1	Organisational Capacity	14	12	85.7	Qualified		
2	Finance	12	12	100.0	Qualified		
Calculation of score for stage 2							
Weightage Score from Program Delivery (calculated automatically from the evaluation sheet)							
S. No.	Particulars	No. of indicators	Max. Score	Maximum weighted Score	Actual Score Obtained	Actual Weighted Score obtained	Percent score obtained
1	BASIC SERVICES	24	72	57.6	38	30.4	52.8
2	SUPPORT SERVICES	10	30	15	10	5.0	33.3
Total		34	102	72.6	48	35.4	48.8
Name of the Evaluators							


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Sl. No.	Indicators	Target	Achievement	Key Questions	Methodology to be adopted	Assessment Scores			Score Resulted	Remarks
						1	2	3		
SECTION 1: BASIC SERVICES										
OUT REACH										
1	Listing of registered high risk migrants (that is migrants who have been registered in DIC register, who have been counseled, who have been treated for STI/ accessed services in the health camps) are available and individual tracking is in place for services. It is expected that the project will reach out 5,000/10,000 (as the case may be) individual migrants in a project year (in 12 months) as proposed in the proposal	5,000/10,000 in 12 months		Whether the M&E officer cum Accountant is able to give an analysis of registered migrants?	Verify the master register, link the entries with DIC, Counseling and STI treatment/ Clinic service record register and tracking systems	Updated line list is available and used for tracking all the project level services (includes ICTC referrals ,ART uptake, source States)	Updated line list is available and used for tracking outreach level services only.	Updated line list is available at the TI level but not used for tracking project services.	1	
2	Out reach plan in place at project level and Micro plan available for each congregation point/hospots of the peer educator. The volume, timing and day of out reach activities are clear to the team.	No. of congregation points mentioned in the proposal or quarterly microplan prepared by the TI		Verification of outreach plan and micro plan.	Interview with ORWs and PEs Verification of micro plans and outreach plans. Check at least 50% of the planned sites - whether the out reach activities, health camps, street plays are organised as per the plan during last 2 months	Outreach and micro plan in place and the same is used by ORW, counsellor/ ANM and PE.	Outreach and micro plan in place and the same is used by ORW only.	Outreach and micro plan is not in place / or if in place but not in use.	1	
3	Percent of targeted high risk migrants reached by the project (As per contract)	5,000/10,000 in 12 months		Number of high risk migrants covered during the last 1 year. The same need to be evaluated against the target of 5000/10000/12000 high risk migrants	Verification of project proposal, Peer monthly reports, ORW field diaries, master register/ other related documents.	Above 60% of target reached with counseling, DIC & STI services during the contract period	31-60% of target reached with counseling, DIC & STI services during the contract period	At least 30% of target reached with counseling, DIC & STI services during the contract period	1	
4	Follow up of migrants tested HIV positive/ linked ART (100% is expected to be linked to ART among the positives ever detected by the project)	No. of migrants tested positive		No. of Migrants who were tested positive/ on ART contacted at least once in 3 months - take average of last 3 months.	Peer Diaries and peer monthly reports, ORW field diary/ICTC and master registers	More than 60% are contacted regularly and provided program services.	31-60% are contacted regularly and provided program services	At least 30% are contacted regularly and provided program services	1	
5	Migrants covered in the DIC. It is expected that in addition to office cum DIC one more DIC for 5000 TI and 2 more DIC for 10000 DIC are functional and activities are conducted in the DIC.	No. of DIC as per the budget are functional and activities are conducted		Every month PE/ORW /Counsellor should conduct outreach session/ meetings/ counselling at the DIC with the migrants, hold health camps and registering them.	DIC level meeting registers, PE / ORW dairies, Verify last three month registers. Meet at least 5 stakeholders and write details of their observations in all DIC sites in the qualitative reports	DIC are established and all are functional as per norms.	DIC are established but not functionals as per norms.	DIC are established as per target.	1	
6	Field visit by ORWs (Each ORW is expected to attend 50% of the out reach sessions of the peer educators under them). The ORWs are expected to record their observations, provide support to Peers. If the records maintained by 3 ORWs is not updated, mark '0' (Zero)	50% of the outreach sessions of all peer educators are to be supervised by the respective ORW		ORW visiting the fields minimum 5 days in a week and providing supportive supervision to all the PEs of his/her areas for effective delivery of project services by PEs. Ensuring all the PEs have enough skills. Also check similarly regarding all ORWs	ORW dairies, weekly staff meeting minutes, ORW movement plan/register	Atleast 50% of sessions planned by peers are attended by ORWs	Atleast 40% of sessions planned by peers are attended by ORWs	Atleast 30% of sessions planned by peers are attended by ORWs	1	
7	Number of mid-media activities conducted during last 3 months (3 activities in case of TIs for 5000 migrants and 6 activity in case of TIs for 10,000 migrants). The contents of the mid-media activity conducted by TI/ IEC division should focus on issues related to migration and HIV, should include stakeholders in planning process.	3 activities in case of TIs for 5000 migrants and 6 activity in case of TIs for 10,000 migrants)		Whether the mid-media activities conducted by TI NGO/IEC division has included stakeholders in the planning and migrants/stakeholders are able to provide feedback. In case no mid-media planning score is '0'	Mid-Media register/report, ORW planning sheet, financial documents related to mid-media activities available with NGO	Stakeholders are part of the planning process/ reports are available or reports are available from the stakeholders corroborate the same.	Stakeholders are part of the planning process/ reports are not available or reports are not tallying /not available	Stakeholders are not part of the planning process/ financial documents are not tallying / not available	1	
8	Congregation events are organised by the project (One time per quarter for migrant TIs covering 5,000 and 2 times per quarter for migrant TI covering 10000 migrants). These events should be in line with festivals organised by the migrants/ employers and discusses issues related to migration and HIV	One time per quarter for migrant TI covering 5,000 and 2 times per quarter for migrant TI covering 10,000 migrants)		Whether the congregation events are organised by the project are well planned, stakeholders and migrants have been part of the events	Event reports, related financial documents, discussion with stakeholders	Both event reports and financial documents are available. Stakeholder and migrants feedback corroborate with the event details and issues	Congregation events reports / related financial documents are not available	Congregation events were organised but those were not part of the festivals/events of the employers/migrants	1	


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TI Evaluation Tool (Destination Migrant Interventions) 2019-20

Program Delivery

State:
 District:

Name of the TI NGO:

Sl.	Indicators	Target	Achievement	Key Questions	Methodology to be adopted	Assessment Scores	Score	Remarks
9	Number of sessions organised by the ORWs/Peer Educators during last 3 months (average to be taken for last 3 months) Per month each Peer is expected to conduct 20 sessions and ORW is expected to conduct 10 sessions. Each project should ensure that at least 80% of the planned sessions are actually conducted and 50% of them are linked with services of either DIC/Clinic/Counseling	20 sessions by each Peer Educators and 10 sessions by each ORW		Whether the outreach plan of existing Peers and ORWs during last 3 months indicate that the team is able to achieve 80% of their planned sessions and 50% of their sessions were linked with services	Outreach plan, outreach diaries, honorarium sheet of the Peers (peers are expected to be paid Rs.50/- per session they have conducted), service registers for DIC/Clinic/Counseling. Below 60% the score should be '0'	At least 70% of the out reach planned are actually conducted by the team. If 50% of these sessions are not linked to service, the score should be '0'	1	


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TI Evaluation Tool (Destination Migrant Interventions) 2019-20

Program Delivery

Name of the TI NGO:		State:		District:		Assessment Scores		Score	Remarks
Sl.	Indicators	Target	Achievement	Key Questions	Methodology to be adopted	At least 40% of total health camps or 24 hours of health camps conducted	At least 41-60% of total health camps or 25-36 hours of health camps conducted	More than 60% of total health camps or 36 hours of health camps conducted	
10	Established health camp approach and any other linkages developed with government clinic and PP doctors. Verify the registers of PP doctors/ govt. STI services whether migrants are accessing services.	25 health camps per month or 60 hours of health per month conducted		25 Health camp or 60 hours of health camps conducted per month; linkages with government and PP clinics developed over the last 3 months. Take the average of last three months.	Observations based on NACO guidelines. Clinic, PPP registers and payment registers to be verified. Payment is given only for doctors engaged in health camps and not for PP doctors	At least 40% of total health camps or 24 hours of health camps conducted	At least 41-60% of total health camps or 25-36 hours of health camps conducted	More than 60% of total health camps or 36 hours of health camps conducted	1
11	Migrants who had STI have been followed up	100% of STI cases need to be followed up		Percent of STI cases have to be followed up. The ANM/Counselor to ensure that the follow up are happening through the ORWs/ Peer Educators	MIS reports, Referral / clinic / STI registers, referral slips, Daily dairies of PE / ORW	At least 35% of STI cases have been followed up.	36-50% of STI cases have been followed up.	Above 50% of STI cases have been followed up.	1
12	Percent of migrants screened/tested for HIV through CBS/ICTC	30% of annual target for HIV		No. of registered migrants tested for HIV	Referral registers, referral slips and PE dairies and ICTC data. Reconcile with existing ICTC where referrals are made from TL If it is mobile ICTC check the date of camp and reconcile with SACS	At least 20% of the migrants tested for HIV	At least 21-30% of the migrants tested for HIV	Above 30% of the migrants tested for HIV.	1
13	Migrants counselled by counsellor/ANM	All cases referred to ICTC for HIV testing are, counselled by the counsellor		All migrants referred for HIV testing needs to be counselled.	Counseling registers, Master register & referral register	At least 20% of registered as reflected in master register counselled by counsellor / ANM	21-30% of registered as reflected in master register counselled by counsellor / ANM	At least more than 30% of registered as reflected in master register counselled by counsellor / ANM	1
14	Identified HIV positive cases from HRG were linked to ART during the contract period	100% of HIV positive migrants identified by the project		No. of migrants identified as HIV positive linked to ART centre during the contract period.	Verification of registers, general treatment register, referral slips/register	Out of total atleast 40% were linked to ART.	Out of total atleast 41-50% were linked to ART.	More than 50% were linked to ART	1
COMMODITIES									
15	Condom outlets established by TI (the out lets are expected to be identified by the project and further the same need to be managed by SMO in case the same is a SMO district. In case the district is not covered by SMO, the activities are to be done by TI from the revolving funds)	Minimum 30 outlets for TI less than 10000 target and minimum 50 outlets for Tis with 10000 of above targets		Number of outlets established (30 outlet for <10000 target & 50 outlet for >10000 target) of which 50% are non-traditional outlets	Verify the condom stock register, make visit to at least 20% of the out lets through random sampling. These outlets should have visibility, accessible by the migrants.	20% are non traditional outlets	30% are non traditional outlets.	50% are non traditional outlets.	1
16	Availability of STI drugs, with a buffer stock management in place	No stock out for STI drug should happen		No. of times STI drugs, have been purchased during the contract period. Was there any stock-out of commodities reported during contract period.	Verification of stock & distribution register and vouchers.	Stock out of commodities were witnessed more than once during contract period.	No stock out was reported. But no buffer stock are maintained as part of tracking the stock.	No stock-out of commodities during last one year reported and buffer stock is being maintained.	1


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Name of the TI NGO:		State:		District:		Assessment Scores		Score	Remarks	
SL	Indicators	Target	Achievement	Key Questions	Methodology to be adopted	Out of total identified migrants with suspected TB symptoms/ with HIV positive detected at least linked to TB programme.	Out of total identified migrants with suspected TB symptoms/ with HIV positive detected at least 80% were linked to TB programme	Out of total identified migrants with suspected TB symptoms/ with HIV positive detected at least 80% were linked to TB programme	Out of total identified migrants with suspected TB symptoms/ with HIV positive detected at least 80% were linked to TB programme	
SECTION 2: SUPPORT SERVICES										
17	Identified cases from migrants were linked for TB to DOT centre (NTEP) during the contract period. It is expected that all migrants who have been detected positive need to be linked to TB programme or migrants who come with suspected TB symptoms of weight loss, evening rise of fever, cough more than 2 weeks etc.	100% of the migrants with suspected TB symptoms need to be linked to RNTCP		No. of migrants linked to DOT centre during the contract period, detected for TB	Verification of registers, general treatment register, referral slips/register	Out of total identified migrants with suspected TB symptoms/ with HIV positive detected at least 60% were linked to TB programme.	Out of total identified migrants with suspected TB symptoms/ with HIV positive detected at least 80% were linked to TB programme	Out of total identified migrants with suspected TB symptoms/ with HIV positive detected at least 80% were linked to TB programme	1	
ENABLING ENVIRONMENT										
18	Advocacy meeting with key stakeholders (employers, contractors, supervisors, mess managers, brokers, migrant leaders etc. who are related to migrants and their employment)			Advocacy meeting held with key stakeholders at various level with plan.	Verification of minutes, meeting registers and MIS reports	Advocacy meeting are conducted without plan	Advocacy meeting conducted at all levels as per plan without proper documentation and follow up	Advocacy meeting regularly conducted as per plan at all levels with proper documentation and follow-up	1	
COMMUNITY MOBILISATION										
19	Number of Peers from Source States (expected 40% of 14 peers (where target is 10000) and of 7 peers (where target is 5000) are from source states	5 in case of Tis with 10,000 migrants, 3 in case of 5,000 migrants		Verify the records and peer outreach plans. These peers are expected to be at least more than 6 months with the project	Interview with peers to understand whether they are part of the programme since more than 6 months	At least 60% of the peers from the source States are more than 3 months	61-80% of the peers from the source States are more than 3 months	More than 80% of the peers are from the source States are more than 3 months	2	
20	Number of stakeholders (labour contractors, brokers, gatekeepers) are part of peer profile. (Expected 30% of total peer and these are other than peers from the source states). Atleast 5 peers (where target is 10,000), 2 (where target is 5000) are from stakeholders.	4 in case of Tis with 10,000 migrants, 2 in case of 5,000 migrants				At least 60% of the peers from the Stakeholders are more than 6 months	61-80% of the peers from the source Stakeholders are more than 6 months	More than 80% of the peers are from the Stakeholders are more than 6 months	2	
Community response to the Program Services										
21	Project is adhering to confidentiality norms			Privacy in the clinic and information shared in the counseling sessions are maintained and not shared	FGD with the 10-15 community members (suggested to conduct at the field).	Participants are not sure of confidentiality norms being adhered at the project level	Atleast 75% of the participants are satisfied with privacy and confidentiality at the project level.	More than 75% of the participants are satisfied with privacy and confidentiality at the project level.	3	
22	Community perception on project services			Are the community members satisfied with the available services and services offered meet their demands.	FGD with 10-15 community members (suggested to conduct at the filed level).	Atleast 50% of the participants are convinced with the project services	51%- 75% participants are satisfied with the project services.	More than 75% or of the participants are satisfied with the project services.	3	
23	Involvement of key stakeholders in programme monitoring			Ability of the project to involve stakeholders like police, civic officials, social development sector officials in addressing the issues relating to project services	One to one interaction with atleast 6 stakeholders of the project (suggested to conduct at the filed)	Three stake holders participated in addressing the issues relating to project services	Four stake holders have said S/he has involved in addressing the issues relating to project services.	All the three stake holders have said that they involved in addressing the issues relating to project services.	3	
SECTION 1: BASIC SERVICES								SECTION 2: SUPPORT SERVICES		
SECTION 1: TOTAL MARKS OBTAINED								SECTION 2: TOTAL MARKS OBTAINED		TOTAL SCORE
16								15		31


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TI Evaluation Tool (Destination Migrant Interventions) 2019-20

Organisational Capacity

District:

State:

Name of the TI NGO:

Mean of verification/observations

Remarks

Score Resu ed
"0" for No "1" for
Yes

Indicators

All NGOs contracted has to appoint the staff within three months from signing/ renewal of contract. Project proposal, appointment letters / staff attendance sheet during the last year (If a position has been vacated and not filled in within 2 months, give "0" mark for this indicator.)

Attendance sheets /appointment letters. (If there is more than 40% of project staff have resigned during the year then this indicator will be awarded '0'). If the replacement for a position is not done within two months should also be awarded "0".

Payment slips/PE diaries/ORW diaries (If there is more than 20% PEs during the contract period then this indicator will be awarded '0'). If the replacement for a position is not done within two months should also be awarded "0".

These peer educator ratio is maintained for at least 6 months. The evaluation team should meet at least 50% of the peer educators in the field and verify their engagement with the project for more than 6 months. If the ratio is either not being maintained by the project, or if the ratio is there but the peer educators are less than 6 months - GIVE '0' mark in this indicator

These ORWs are aware of their roles and responsibilities. The ORWs are given geographic responsibilities. Their records maintain that they supervise 50% of the sessions performed by the peer educators under them during field visits. If either of these indicators are not available, GIVE '0' mark in this indicator

All project staff do have written job description or available at NGO level. Interview one from each group of staffs and peer educators whether they have a workplan aligning with their job description and the project targets. Whether the staffs during interview are able to provide details of these workplan, what they have achieved and what are the challenges.

Examine the attendance register is in use /leave register available. Whether the number of leaves are in accordance with job description.


Training registers/ induction training report

Attendance of meeting registers and minutes of the meeting

Assets register and purchase voucher (All the assets purchased under the project)

0

Total Score


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TI - ANNUAL EVALUATION (Destination Migrants) -2015


District:

Evaluation Tool for Finance

Sl.No.	Indicators	Key Questions	Methodology to be adopted	Score		Score Resulted "0" for No "1" for Yes	Explanation for score	Remarks
				1	0			
1	Budget Utilization	What is the percentage of budget utilized against the release of fund on the proposed activities	Verification of vouchers, SOE, Bank book etc..	Utilization should be of or above 60% against the release of fund from SACS	Less than 60% of the released fund			
2	Pattern of expenditure	Whether the expenditure is as per approved budget in each head	Verification of vouchers, approved budget, SOE, Bank book etc..	As per the approved budget or No but as per the approval from SACS.	No as per the approval.			
3	Bank Account	Whether a separate bank account maintained for the TI Project at the local bank	Verification of bank book and other related documents	Separate bank account in place for TI project in the project area	No separate account			
4	Systems of Payment- Verification of Bills and Vouchers (in case of book keeping is done by software, day wise prints of vouchers and ledgers should be available)	All payments made with proper bills and vouchers and are in place with proper approval.	Verification of vouchers and bills	Vouchers and bills are properly maintained and are all with approval.	Inadequate and no approval from PD of the TI.			
5	Systems of Payment- Mode of payments	Mode of payment- cash payment is Rs.5000/- as per revised direction from NACO.	Verification of bank account and vouchers	No cash transaction above Rs.5000/-	Cash transaction for the amount more than Rs.5000/-			

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	Systems of Payment-Record keeping	All vouchers are printed and machine numbered Whether the ledger is maintained for vouchers	Verification of vouchers Verification of ledger	Vouchers are printed and machine numbered. Ledgers are maintained properly.	Not in place.		
6	Systems of booking keeping maintenance	Whether cash book maintained/entry made on daily basis	Verification of cash book and interview of accountant	Cash book is updated	Not updated		
7	Financial reporting-SOEs submitted as per operational guideline	Whether SOEs are submitted to SACS on time in the prescribed format. (refer Operational Guidelines for NGO/CBO PART-II-Annexure 'A' and 'B')	Verification of SOEs and interview of SACS official	SOEs are submitted on time and records for the same is available.	Irregular in submission of SOEs.		
8	Financial reporting-Mismatch between physical & financial reporting	Whether any mismatch between financial and physical progress reports	Verification of MIS reports and audit reports	Nil or Negligible mismatch	Huge level of mismatch observed and not justifiable		
9	Compliance to SACS directions	Whether NGO has complied to the audit observations	Verify audit recommendation and action taken based on the report	NGO has given adequate attention to audit recommendations and actions were taken	No action from NGO side		
10	The PFMS portal is active	All the payments to the staff and vendors are done through the PFMS portal and advice is kept.	Verification of vouchers and bills	PFMS portal is used for all transactions	PFMS portal is not used for transactions		
11	Procurement system in place	What is the procurement system for purchase of drugs/needles and syringes/fix assets	Three quotations to be collected	Quotations are in place from three different parties and assessed.	No system in place.		
12	Total Score					0	


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Name of the TI NGO:		State:		District:	
Calculation of score for stage 1					
S. No.	Particulars	Maximum no. of indicators	Max. Score	Qualifying Marks	Qualifying Percentage
Stage1					
1	Organisational Capacity	12	10	7	70
2	Finance	12	12	8	66.7
Actual Marks (calculated automatically from the evaluation sheet)					
S. No.	Particulars	Max. Score	Actual Marks Obtained	Percent of Marks	Remarks
1	Organisational Capacity	10	0	0.0	
2	Finance	12	0	0.0	

Calculation of score for stage 2							
Weightage Score from Program Delivery (calculated automatically from the evaluation sheet)							
S.No.	Particulars	No. of indicators Applicable for this TI	Max. Score	Weighted Max. Score	Actual Score Obtained	weightage score Obtained	Percent of Score derived
1	BASIC SERVICES	16	48	38.4	16	12.8	33.3
2	SUPPORT SERVICES	7	21	10.5	15	7.5	71.4
Total		23	69	48.9	31	20.3	41.5
Name of the Evaluator							


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TI-Evaluation Tool Truckers

Organisational Capacity

Intervention Category: A/B/C (please circle the required one)

State:
District:

Remarks

Name of the TI NGO:

Sl.N o.	Indicators	Score Resulted "0" for No "1" for Yes	Mean of verification/observations	Remarks
1	All project staff and 70%PE positions have been filled as per project proposal		All NGOs contracted has to appoint the staff within three months from signing of contract. Project proposal, staff attendance sheet during the last year (If a position has been vacated and not filled in within 2 months, give "0" mark for this indicator.)	
2	Staff turnover witnessed in the project during the contract period.		Attendance sheets /appointment letters. (If there is more than 50% of project staff(except PEs) have resigned during the year then this indicator will be awarded '0'). If the replacement for a position is not done within two months should also be awarded "0".	
3	Peer Educator turnover witnessed in the project during the contract period		Attendance sheets /appointment letters. (If there is more than 20% PEs during the contract period then this indicator will be awarded '0'). If the replacement for a position is not done within two months should also be awarded "0".	
4	Job description given to each project staff		All project staff do have written job description or available at NGO level	
5	Peer Profile		More than 20% of all the Pes are truckers /ex truckers, helpers /ex helpers	
6	Attendance/leave register maintained for the project staff		Examine the attendance register is in use /leave register available	
7	Orientation to PE and other staff has been completed		Training registers/ orientation training/PQ visit report completed within 3 months of joining	
8	The project Director attended atleast 60% all the monthly meetings of the TI project during the year.		Attendance of meeting registers and minutes of the meeting	
9	Assets purchased under project is codified/marked		Assets register and purchase voucher (All the assets purchased under the project)	
Total Score		0		

Name of the Evaluator

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TI - ANNUAL EVALUATION

Evaluation Tool for Finance

Intervention Category: A/B/C (please circle the required one)

State:

District:

Name of the TI NGO:

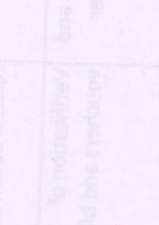
S.I.N o.	Indicators	Key Questions*	Methodology to be adopted		Score	Score Resulted "0" for No "1" for Yes	Explanation for score	Remarks
			1	0				
1	Budget Utilization	What is the percentage of budget utilized against the release of fund on the proposed activities	Verification of vouchers, SOE, Bank book etc..	Utilization should be of or above 60% against the release of fund from SACS	Less than 60% of the released fund			
2	Pattern of expenditure	Whether the expenditure is as per approved budget in each head	Verification of vouchers, approved budget, SOE, Bank book etc..	As per the approved budget or No but as per the approval from SACS.	No as per the approval.			
3	Bank Account	Whether a separate bank account maintained for the TI Project at the local bank	Verification of bank book and other related documents	Separate bank account in place for TI project in the project area	No separate account			
4	Systems of Payment-Verification of Bills and Vouchers (in case of book keeping is done by software, day wise prints of vouchers and ledgers should be available)	All payments made with proper bills and vouchers and are in place with proper approval.	Verification of vouchers and bills	Vouchers and bills are properly maintained and are all with approval.	Inadequate and no approval from PD of the TI.			
5	Systems of Payment-Mode of payments	Mode of payment- cash payment is Rs.5000/- as per revised direction from NACO.	Verification of bank account and vouchers	No cash transaction above Rs.5000/-	Cash transaction for the amount more than Rs.5000/-			
6	Systems of Payment-Record keeping	All vouchers are printed and machine numbered Whether the ledger is maintained for vouchers	Verification of vouchers Verification of ledger	Vouchers are printed and machine numbered. Ledgers are maintained properly.	Not in place.			
7	Systems of booking keeping maintenance	Whether cash book maintained/entry made on daily basis	Verification of cash book and interview of accountant	Cash book is updated	Not updated			
8	Financial reporting-SOEs submitted as per operational guideline	Whether SOEs are submitted to SACS on time in the prescribed format. (refer Operational Guidelines for NGO/CBO PART-II-Annexure 'A' and 'B')	Verification of SOEs and interview of SACS official	SOEs are submitted on time and records for the same is available.	Irregular in submission of SOEs.			
9	Financial reporting-Mismatch between physical & financial reporting	Whether any mismatch between financial and physical progress reports	Verification of MIS reports and audit reports	Nil or Negligible mismatch	Huge level of mismatch observed and not justifiable			

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10	Purchase of drugs for STD treatment (only in cases where the purchase has been approved by SACS)	Whether the guidelines on GMP followed?	Verify the drugs and guidelines for GMP/ purchased under Jan Ausadhi Yojana	As per GMP	Not followed and no genuine explanation for the relapse
11	Compliance to SACS directions	Whether NGO has complied to the audit observations	Verify audit recommendation and action taken based on the report	NGO has given adequate attention to audit recommendations and actions were taken	No action from NGO side
12	The PFMS portal is active	All the payments to the staff and vendors are done through the PFMS portal and advice is kept.	Verification of vouchers and bills	PFMS portal is used for all transactions	PFMS portal is not used for of transactions
13	Procurement system in place	What is the procurement system for purchase of drugs/needles and syringes/fixes assets	Three quotations to be collected	Quotations are in place from three different parties and assessed.	No system in place.
Total Score					0

Name of the Evaluator

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Deputy Director
RDS Control Organization
Sector 10, Gurgaon, Haryana



T1 Evaluation Tool for Truckers 2019-20

Programme Delivery

Name of the TI NGO:		Intervention Category: A/B/C (please circle the required one)			State: District:					
SI No	Indicators	Target	Key Questions	Methodology to be adopted	1 (Poor)	2 (Average)	3 (Good)	Assessment Scores	Scores Resulted	Remarks
	Outreach									
1	Monthly outreach plan in place at project level available for each truckers halting point within the project area. i.e. one project area may have separate truck halting points and each require separate plan.		Verification of outreach plan	Interview with ORWs and Pes whether they are able to explain the plan and its use. Mark 0 if outreach plan is not there for past 3 months	Outreach plan in place but ORW not able to explain	Outreach plan in place able to explain but not fully used by Team.	Outreach plan in place and the same is used by ORW, and PE.			
2	Percent of target truckers contacted by the project through IPC sessions (as per intervention wise contract per year)	1,20,000 for A category, 40,000 for B category, 20,000 for C category.	Number of estimated truckers contacted through IPC sessions conducted by Pes and ORWs at least once in a quarter during contract year as per contract agreement. 1,20,000 for A category, 40,000 for B category, 20,000 for C category.	Verification of project proposal, performance indicators, Peer monthly reports, ORW field diaries/ other related documents. (Verification by CMIS/Monthly report, Outreach registers)	At least 40% of target truckers contacted through IPC sessions in a quarter during the contract period.	41-59% of target truckers contacted through IPC sessions in a quarter during the contract period.	More than 60% of target truckers contacted through IPC sessions in a quarter during the contract period.			
3	Field Visit by ORWs	5 days a week and 2 days for supervision for each ORW	ORW visiting the field minimum 5 days in a week and providing 2 day supportive supervision to all the PEs of his/her areas for effective delivery of project services by PEs to truckers. 60% ORWs are able to demonstrate IPC sessions/Health games.	ORW diaries, weekly staff meeting minutes, ORW movement plan/register, observations on field recorded in the diaries. If no field visit, score is '0'	At least 40% among the ORWs are able to demonstrate IPC sessions/Health games	At least 50% among the ORWs are able to demonstrate IPC sessions/Health game	All ORWs are able to demonstrate IPC sessions/Health game			
4	Theme based street plays	30/permonth for A category, 10/month for B category, 5/month for C category	Number of street plays organised against plan during last three months. 30/permonth for A category, 10/month for B category, 5/month for C category	Review of Daily report (ORW), Mid-media /IPC report, BCC material distribution register, Monthly report (Quantitative and Qualitative), Review of script, Personal observation and interactions	At least 50% street play organised against planned	At least 51-80% street play organised against planned	80% and above street play organised against planned			
5	Quality of peer education by the Peers		Observation of atleast 2 IPC sessions and interaction with the peers	Review of IPC Charts, Personal observations and interactions with Peers	Less than 40% PEs interacted are able to demonstrate right way of conducting IPC sessions and condom demonstration	41-59% PEs interacted are able to demonstrate right way of conducting IPC sessions and condom demonstration	60% and above PEs interacted are able to demonstrate right way of conducting IPC sessions and condom			
Clinic and other Services										


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6	Established static clinic and operates at flexible timings with required manpower, infrastructure and equipment/instruments	Set up of a static clinic (may also be of flexible timings) as per NACO guidelines (Doctor, Counselor/staff nurse), timings of at least 3 hours a day, space for examination available, STI drugs availability.	Clinic observations based on NACO guidelines/ checklist. Observation and interaction with Doctor, counselor/Staff nurse.	Static clinic set up without proper clinical equipment, non availability of STI drugs.	Static clinic set up with proper clinical equipment. Availability of STI drugs with proper stock keeping
7	Quality of clinical services provided by the static/satellite clinics	Clinical services provided with confidentiality, patients are counseled on condom use, follow up plan is discussed.	Observations of the services, feedback from the truckers and stakeholders.	Confidentiality is maintained, other factors are compromised.	All basic requirements are met.
8	Operates satellite clinics, as extension of static clinics around neighbouring establishments accessible by truckers	Operates satellite clinic (as per NACO guidelines) around neighbouring establishments. 3-6 satellite locations in A category site, 3 satellite locations in B category, Not applicable in C category site.	Clinic observations based on NACO guidelines/ checklist. Clinic schedules prominently displayed at transporters/brokers premises.	Satellite clinic non operational	Satellite clinic operational and in 3-6 locations.
9	Truckers screened/tested for HIV through CBS/ICTC	Percent of truckers registered for STI treatment were tested for HIV testing	Counseling and referral registered/CMS, verification of referral slips signed by ICTC counselor	Below 30% of referred to ICTC have actually tested in ICTC	Above 40% of referred to ICTC have actually tested in ICTC
10	STI counseling sessions	100% of STI cases need to be counseled	Counseling Register, Personal interaction and observations during the counseling session	Below 50% of the STI clients are exposed to STI counseling	80% and above STI clients are exposed to STI counseling. Counselor adheres to all steps
11	Co-Branding of Suraksha clinics and IEC/BCC materials	Clinic walls have colour combination of Yellow and Blue. IEC/BCC materials are displayed with logos of Suraksha clinic	Personal observations	Clinic not functional	Clinic functional with Khushi/Suraksha branding (wall colours and logos)
12	Clinic footfalls in the clinics (15% of coverage for A category and 25% of coverage for B&C category of the outreach coverage - indicator no.2)	The clinic footfalls observed during last 3 months (average of 3 months) to be taken	Verification of clinic cards, patient register, medicine dispensing register, cash book	Less than 15% in A, 25% in B & C	More than the benchmark
13	STI footfalls among the clinic footfalls (10% of the foot falls - indicator 12)	The STI footfalls observed during last 3 months (average of 3 months) to be taken	Verification of clinic cards, patient register, medicine dispensing register, cash book	Less than 10% of the above indicator	More than 10% of the above indicator
14	Condom Management Coordination with the SMO to provide information on condom availability, demand, availability and display of IEC on condoms. In case of non-SMO districts the NGOs are expected to manage social marketing	Joint planning, field visits and reviews held with SMO	Meeting minutes and Joint visit reports with SMO. Feedback from the out let holders, SMO supervisors of the area.	Joint reviews, planning and field visits with SMO/ TSG POs for less than 6 months	Joint reviews, planning and field visits with SMO/TSG POs done for more than 10 months

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15	Traditional and non-traditional outlets for condom social marketing	At least 80% of the outlets should be non-traditional	Percent of traditional and non-traditional outlets for condom social marketing in the operational area	Daily dairies, Weekly and monthly reports, SM Condom register	Below 50% of the functional TO and NTO available as per the target	Between 50-80% functional TO and NTO available as per the target	80% and above functional TO and NTO available as per the target
16	Condom sales through the TO and NTO	At least 80% of the condom sales through outlets	Percent of condoms sold through the TO and NTO in the operational area	Daily dairies, Weekly and monthly reports, SM Condom register	Below 50% condom sale recorded as per the target	Between 50-80% condom sale recorded as per the target	80% and above condom sale recorded as per the target
17	STI Drugs -commodity-drug management, availability, stock out.		Whether NGO purchases drugs using 3 competitive quotations, medicines dispensed to the truckers at no-profit basis, receipts are maintained.	Medicine stock register, Cash Book, bills, receipts. In case of stock outs and no procurement score is '0'	Medicines procured with proper quotations but no receipts maintained for dispensing	Medicines procured with proper quotations and receipts maintained for dispensing	Medicines procured with proper quotations and receipts maintained for dispensing
SECTION 2: SUPPORT SERVICES							
Enabling Environment							
18	Involvement of different stakeholders in the project activities through constitution of Local Advisory Committee (A committee comprised of members from brokers, associations, owners, other stakeholders of the project area)			Verification of the LAC Register and interaction with LAC members (Byelaw if available). LAC not constituted, then score is '0'.	LAC constituted but meetings not held in last 6 months.	LAC constituted meetings are held but members are not aware of their role.	LAC constituted and members updated on the project activities in the meetings in last 3 months
Community response to the Program Services							
19	Project is adhering to confidentiality norms		Confidentiality is maintained for the counseling sessions	FGD with the 10-15 truckers (suggested to conduct at the field).	Participants are not sure of confidentiality norms being adhered at the project level	Atleast 50% of the participants are satisfied with privacy and confidentiality at the project level.	More than 50% of the participants are satisfied with privacy and confidentiality at the project level.
20	Community perception on project services		Are the truckers satisfied with the available services and services meet their demands.	FGD with 5-10% brokers/transporters/truckers (suggested to conduct at the filed level).	Atleast 40% of the truckers are convinced with the project services	41%- 60% truckers are satisfied with the project services.	More than 60% of the truckers are satisfied with the project services.
21	Adequate supply of commodities (condoms)		Condoms through Social Marketing provided by the Project	FGD with 10-15 community members (Suggested to conduct at the filed)	at least 50 % respondents reported that they are getting the condoms as and when they demand.	51-75% respondents reported that they are getting the condoms as and when they demand.	More than 80% or of the respondents reported that they are getting the condoms as and when they demand.
22	Involvement of key stakeholders in program monitoring		Ability of the project to involve key stakeholders in addressing the issues relating to project activities and providing support to the project team	One to one interaction with atleast 3 stakeholders of the project. (suggested to conduct at the filed).	At least 1 stake holders participated and provided support in project activities	At least 2 stake holders participated and provided support in project activities	More than 2 stake holders participated and provided support in project activities
23	Involvement of Counselor		The counselor should be sensitive while addressing issues relating to truckers.	FGD with the 10-15 community members (suggested to conduct at the field level).	Atleast 50% respondents reported that they are satisfied with the counselor/ANM	51 to 75% respondents reported that they are satisfied with the counselor/ANM	More than 75% or of the respondents reported that they are satisfied with the counselor/ANM

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SECTION 1: BASIC SERVICES	SECTION 1: TOTAL MARKS OBTAINED	0
SECTION 2: SUPPORT SERVICES	SECTION 2: TOTAL MARKS OBTAINED	0
TOTAL SCORE		0

SECTION 1: BASIC SERVICES		SECTION 2: SUPPORT SERVICES		Name of the Evaluator
1.1	1.1.1	1.1.2	1.1.3	 Dr. Arwanti Singh Kushwaha Deputy Director AIDS Control Organization Ministry of Health & F.W. Govt. of India, New Delhi
1.2	1.2.1	1.2.2	1.2.3	
1.3	1.3.1	1.3.2	1.3.3	
1.4	1.4.1	1.4.2	1.4.3	
1.5	1.5.1	1.5.2	1.5.3	
1.6	1.6.1	1.6.2	1.6.3	
1.7	1.7.1	1.7.2	1.7.3	
1.8	1.8.1	1.8.2	1.8.3	
1.9	1.9.1	1.9.2	1.9.3	
1.10	1.10.1	1.10.2	1.10.3	

