

E-20015/02/2021-NACO(TI)
Government of India
Ministry of Health & Family Welfare
National AIDS Control Organization
6th & 9th Floor, Chanderlok Building, 36 Janpath, New Delhi-110001.

Date: 28/07/2023

To

Project Directors
All State AIDS Control Society (SACS)

Subject: Guidance document for conducting External Evaluation of TIs & LWSs

Ref: Guidance note shared earlier vide letter No: M.18017/05/2021-NACO(GF), on dated: 27/12/2021.

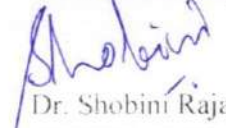
Dear Sir/Ma'am

With reference to the External Evaluation of TI & LWS. It is to inform that NACO has revised the guidance document titled as "Guidance document for conducting external evaluation of TI & LWS through Tata Institute of Social Science(TISS) & Regional Institute of Capacity building & Evaluation (RICE) in states under NACP" (copy enclosed). This guidance note will be strictly followed by SACS for external evaluation of TIs & LWSs with immediate effect.

In view of the above, you are also requested to extend necessary support to TISS and RICE to implement the evaluation of TIs/LWS programme in the state.

This issues with the approval of competent authority

Yours sincerely



Dr. Shobini Rajan
(CMO-SAG/DDG-NACO)

Enclosed: As above

Copy to

- 1) PSO to AS & DG-NACO
- 2) PPS to Director-NACO
- 3) All HODs, DD's
- 4) SR-TISS, Mumbai
- 5) SSR-RICE Institutes.

**Guidance Document for conducting External
Evaluation of TI and LWS through Tata Institute
of Social Science (TISS) & Regional Institute of
Capacity Building and Evaluation (RICE) in States
under NACP**



National AIDS Control Organisation

India's response to HIV & Sexually Transmitted Infections
Ministry of Health & Family Welfare, Government of India
www.naco.gov.in

Guidance Document for conducting External Evaluation of TI and LWS through Tata Institute of Social Science (TISS) & Regional Institute of Capacity Building and Evaluation (RICE) in States under NACP

A. Background:

Targeted Intervention (TI) and Link Workers Scheme (LWS) are being implemented under NACP to provide HIV/AIDS prevention, testing, and treatment services to High Risk and vulnerable populations in urban and rural areas.

As per norms, contracts of TI and LWS are extended by State AIDS Control Societies (SACS) after performance assessment of projects through external evaluation. National AIDS Control Organisation (NACO), as the Principal Recipient of the Global Fund Grant (2021-2024), has partnered with the Tata Institute of Social Sciences (TISS) as Sub-Recipient to conduct the external evaluation of TI and LWS in all states. In pursuit of the same TISS under the project "**Saksham-Pramaan**" has partnered with five academic institutions as Sub-Sub Recipient (SSR) known as the Regional Institute of Capacity Building and Evaluation (RICE) for conducting TI and LWS evaluations which are located in five geographical zones. TISS and RICE are working closely with the SACS to conduct seamless evaluations of the projects and complete the task as per the timelines. The details of five RICE are placed in **Annexure-I**.

B. Scope of the document:

The mechanism of conducting evaluation through an institutional mechanism has come on board since December 2021. From January 2022 to March 2023, 1384 TIs/LWS NGO/CBOs were evaluated under this Global Fund Grant. Based on the learnings and experience of evaluating through the third-party, a guidance note has been developed which clearly delineates the roles and responsibilities of different stakeholders involved in the process. This guidance note would be used as a reference document for NACO, SACS, TISS and RICE while conducting evaluations in the states.

C. Process of Evaluation:

- i. It may be noted that the evaluation of TI/LWS is done by a third party using the Revised Manual for the Evaluation of TI (**RMEoTI**), 2019-2020¹¹ and the standard evaluation tools. These tools with minor edits have also been circulated on June 7, 2023. As per the guidelines, a new project is evaluated first time at the end of three years (i.e. during the 32nd & 33rd month) and subsequently after every two years (i.e. during the 21st & 22nd month). The TIs are evaluated based on different indicators, which include:

- Organizational capacity Component
- Financial capacity Component
- Program delivery Component

- ii. All TIs/LWS are first assessed on Organizational Capacity & Finance Component and later on Program Delivery. TI/LWS NGOs/CBOs do not score minimum qualifying scores/marks in the Organizational Capacity & Finance Component; the Programme Delivery component need not be assessed. TI/LWS NGOs/CBOs do not score minimum qualifying marks/scores on OC or FC or in both components; the duly filled tools and score sheets, along with supporting documents, are to be shared and communicated with RICE/TISS and SACS immediate on the same date by the evaluators.
- iii. In this matter, Evaluators are to take guidance from RICE for their next activities
- iv. Programme indicators applicable but intervention absent or partially implemented, e.g., absence of resources and capacity-building by respective SACS, the TI/LWS NGOs/CBOs should receive full scores/marks by evaluators only after verifying the fact from the respective SACS with supporting.
- v. If there are any deviations in implementing the project's HR structure (e.g., no recruitment of PEs in migrant or SPA intervention etc), evaluators must obtain confirmation in writing as a supportive document from the respective states before awarding maximum marks.
- vi. The Hybrid TI project is -
 1. TI implementing one or more Core (FWS/MSM/TG) plus Migrant or Truckers or Both as part of single MOUs.
 2. TI implementing both Migrant and Trucker as part of single MOUs.
- vii. Form C "the Confidential Report" must state *Programme Scores* to be considered for deciding continuation/discontinuation of TI/LWS NGOs/CBOs *only after TI/LWS NGOs/CBOs obtain the minimum qualifying scores/marks in both Organisation Capacity and financial component.*
- viii. Apart from details on the evaluation tools, manuals, and guidelines, the **RMEoTI, 2019-2020** also highlights (i) the eligibility criteria for selecting evaluators; (ii) field visits plan and activities to be carried out; (iii) instructions for evaluators on report preparation and submission of the evaluation reports to NACO and SACS; and (iv) do's and don'ts for evaluators and roles of SACS etc.
- ix. In order to conduct a seamless third-party evaluation and bring role clarity between NACO, TISS, RICE, SACS/SAPS/DACS, a guidance note was shared with all stakeholders vide communication letter no. M.18017/05/2021-NACO (GF), dated the 27th December 2021. Based on the learnings and experiences of conducting third-party evaluation through TISS and RICE in the last two years and the discussions held with SACS, TISS and RICE, the expected roles and responsibilities of all stakeholders have been revised with the objectives of making the entire evaluation process more transparent and ensure timely completion.

D. Steps to be followed:

Steps	Stakeholders	Activities
Step-1	NACO+SACS	<ul style="list-style-type: none"> • Finalization of annual Evaluation calendar of TIs & LWS and quarterly updation. • NACO share the annual Evaluation Calendar with TISS in the month of April/May every year in the project cycle. This should have the name of the project or TI/LWS NGOs/CBOs and the time of closure of the contract. • TISS further shares it with RICE for the preparation of the evaluation plan/schedule.
Step-2	RICE	<ul style="list-style-type: none"> • Based on the evaluation load for the calendar year. RICE create a sufficient pool of eligible programme ((Lead and co-evaluators/consultants) and finance evaluators/consultants in the respective zone. Drop-outs and non-availability of evaluators/consultants also need to be accounted for. • Take self-declaration (Annexure-II) as and when RICE consider or engages evaluators/consultants under Saksham Pramaan activities such as induction, orientation, and training or refresher training, and before nominating or finalising evaluators/consultants for evaluation to ensure. • RICE conducts induction, orientation, training or refresher training for eligible evaluators on the evaluation process, scoring sheet & tools and reporting at least a day prior to the pre-debriefing meeting. • Based on the strategic information received from the respective SACS, RICE prepare and propose an evaluation calendar with the required details (information about the NGOs to be evaluated with project office address, the NGOs/CBOs TI/LWS assigned to each team of evaluators, evaluators' name and contact details, evaluation and briefing and debriefing date, etc.) to SACS at least a month prior to the pre-evaluation briefing meeting. • RICE ensures that after each TI/LWS NGOs/CBOs evaluation, the lead evaluator submits duly filled and signed (by all evaluators) reports in the prescribed format (Form-B, Form-C, and Tools) in Word or Excel and PDF formats to SACS, RICE and TISS on 3rd day of evaluation; and the hard copies of the signed reports submit only the respective SACS within 7-days of the completion of each evaluation.

Step-3	SACS	<ul style="list-style-type: none"> • Share the TI/LWS evaluation NGOs/CBOs details (address, contact details and documents with RICE at least 30 days prior to the pre-evaluation briefing meeting. • SACS proposing any changes or variations in the evaluation plan/calendar, e.g. change in dates or evaluators or team composition, also inform NACO, TISS, and RICE. • Ensure the evaluation should begin the next day after the pre-evaluation briefing meeting. • SACS coordinate and take due approval on the evaluation plan/calendar proposed by RICE and confirm it to RICE/TISS at least 20 days prior to the pre-evaluation briefing meeting. SACS proposing any changes in the evaluators or the evaluator's team composition should be informed and communicated in writing to RICE and NACO. • SACS share the approved details of the TI/LWS evaluation schedule/plan with TI/LWS NGOs/CBOs partners at least 7 days prior and with the respective evaluation team at least one day prior to the pre-debriefing meeting. • Conduct pre- and post-evaluation briefing and debriefing meetings. • Briefing at least a day before the first evaluation and debriefing meetings (within 7 days of the last evaluation) to be held under the chairpersonship of Project Director SACS or any Senior SACS official nominated by PD-SACS. • Share the following documents/information with RICE and the evaluator team at least a day prior to the actual evaluation of the respective TI NGOs/CBOs- <ol style="list-style-type: none"> 1. Tools and manual for evaluation 2. Details of TI projects which are to be evaluated - Target, areas etc. 3. Budget sheets - FY 2021-22 and FY 2022-23 4. Monthly reporting format - MITR - for FY 2020-21, 2021-22 and 2022-23 (up to a month before the evaluation) for reference purposes to have an understanding of programme performance prior to the evaluation period) 5. Details of the release of funds to the NGOs. 6. Letter of communication to the NGOs conveying the evaluation schedule 7. The ToR and the self-declaration are to be signed and submitted to
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		<p>the respective SACS by the evaluators.</p> <ol style="list-style-type: none"> 8. Signed contract letter/Proposal between SACS and NGO. 9. States prepare pre-evaluation and post-evaluation briefing and debriefing meeting minutes. 10. Provides the status and details on capacity-building, commodity supply, and budget release. 11. Any variations from the national program implementation structure or program indicators (e.g. PE not applicable to SPA/Migrant etc.) should be informed. <ul style="list-style-type: none"> • RICE and evaluators attend the pre-and post-evaluation briefing and debriefing meeting. • Pre-post evaluation briefing and debriefing is done at the state level, not the district level. • In the debriefing meeting, evaluators present the critical feedback & observations, except score/marks in the meeting, to all evaluated TI/LWS partners NGOs/CBOs. • RICE and TI NGOs/CBOs PD and PM be present/attend the post-evaluation debriefing meetings. • SACS to prepare the TI-wise programmatic gaps based on the evaluation reports (Not the evaluation recommendations) and share them with NACO within 30 days of the completion of the evaluation calendar. • Prepare meeting minutes for the pre-and-post-evolution briefing and debriefing meetings. • Submit the final reports to NACO, TISS, and RICE (Form – A) after the debriefing in the presence of evaluators and representatives of RICE/TISS. • Approved final evaluation reports shared with NGOs/CBOs by SACS within 15 days of the de-briefing meeting. • Follow the standard evaluation protocol, and if there is any deviation, NACO should be informed.
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E. The following are the expected roles and responsibilities of various stakeholders involved in project evaluation through TISS & RICE in States under NACP:

Stakeholder	Expected Role & Responsibilities
NACO	1. Provide strategic guidance and direction to SACS and TISS to conduct



	<p>evaluation (TI & LWS) in the States.</p> <ol style="list-style-type: none"> 2. Facilitate strengthening evaluation planning and implementation between SACSs and TISS/RICE teams. 3. Serve as master trainers for the national ToT and work with TISS to implement TI/LWS evaluations. 4. Provide technical support during TISS/RICE-led training sessions. 5. Provide Budget/Grant to SACS. 6. Development/revision of evaluation indicators, methods, formats, and manuals in accordance with the programme requirements.
<p>State AIDS Control /Prevention Society/District AIDS Control Society (SACS/SAPS/DACS)</p>	<ol style="list-style-type: none"> 1. Extend support to TISS and RICE to evaluate TIs/LWS projects in State/UT. 2. Provide relevant information about TI/LWS to RICE/TISS as and when required on a timely basis. 3. Provide strategic information detailed of the on-boarded TI/LWS in the recommended format (e.g. the Revised/ unprotected version of the TI /LWS strategic information FY 2023-2024 (evaluation) shared on May 20, 2023) with NACO, TISS, and RICE latest by the first month of the every FY. 4. Responsible for conducting pre- and post-evaluation briefing and debriefing meetings and obtaining administrative and budgetary approval for evaluators to conduct evaluations. 5. At least 30 days prior to the evaluation, share and confirm the strategic details (required details like NGO name, typology, address, contact details etc.) with RICE to prepare an evaluation calendar. 6. Confirm/Approve the evaluation calendar prepared by RICE at least 20 days prior to the pre-evaluation debriefing meeting. 7. SACS making any change or suggestion in the RICE-prepared evaluation calendar should be approved by the respective PD, and NACO, TISS, and RICE should be informed at least 20 days prior to the pre-debriefing meeting. 8. Issue a contract letter/ToR to the evaluators at least 7 days before the commencement of the TI evaluation. Sign on the Self-declaration forms from evaluators to be taken along with the signed ToR. 9. Assist with logistical arrangements, including the financial arrangements for honorarium, transport, food, and lodging for evaluators. 10. Share Form-A and the approved evaluation reports or evaluation-

	<p>related correspondence with NACO and TISS/RICE.</p> <ol style="list-style-type: none"> 11. At least a week ago, officially communicate to DAPCU/DISHA/TSU /SETU and the district health department about the execution of TI/LWS evaluations in their respective districts. 12. Ensure that consultancy fees and other approved expenses are reimbursed not more than 30 days after the de-briefing meeting or the completion of the evaluation calendar, whichever is first, the evaluations in the State/UT. 13. Refrain from: <ol style="list-style-type: none"> I. Any direct involvement during TI/LWS project evaluations II. Making any changes in the scoring/reports during or after evaluations. III. Any direct/indirect involvement in nominating or selecting TI/LWS evaluation evaluators. <p>Sharing or communicating the evolution reports, scores or any findings pertaining to the evaluation before the state-level de-briefing meeting.</p>
<p>TISS</p>	<ol style="list-style-type: none"> 1. Support the implementation of TI and LWS evaluations nationally with NACO. 2. Design/revise training materials (including a pre/post-training assessment, training feedback forms, etc.). 3. Propose a monitoring/evaluation framework format or a project log frame to NACO if necessary. 4. Share the status of TI/LWS evaluation-related activities with NACO in the Quarterly review meeting. 5. Submit the annual summary/ progress report to NACO. 6. RICE team selection and conducting training/orientation for RICE. 7. Monitor and mentor RICE to ensure project success. 8. Supervision/Monitoring TI & LWS evaluations with RICE for quality assurance. 9. Document TI evaluation accomplishments, concerns & recommendations and communicate with NACO. 10. Establishing a nationwide pool of expert trainers (Regional trainers) for evaluation. 11. During and after TI/LWS evaluation, collaborate with RICE on data management, analysis, and report preparation. 12. Share challenges in the evaluation process, evaluation tools & formats based on field realities and suggest improvisation of

	<p>evaluation tools & formats to NACO as per programme needs.</p> <p>13. Submission of Utilization Certificate (UC), Statement of Expenditure (SoE) and Fund Disbursement Request to NACO in a timely manner.</p>
<p>RICE</p>	<ol style="list-style-type: none"> 1. Participate in the National ToT conducted by TISS. 2. Participate in the periodic TISS-organized review meetings and workshops. 3. Establish a regional pool of trained evaluators. 4. Develop region-specific training materials and PPTs in consultation with TISS/NACO. 5. Conduct regional training /workshops to strengthen the capability of evaluators. 6. Create a zonal pool of evaluators. Update and share with TISS quarterly. If no new evaluators are added to the pool at the end of each quarter, inform likewise. 7. Ensuring empanelment^[2], appointment and re-empanelment of evaluators to ensure enough trained evaluators for every TI/LWS evaluation cycle. 8. Based on the strategic information received from NACO on evaluation, Assess the TI evaluation load for each Financial Year in coordination with SACS. Develop an evaluation calendar and database that includes the number of TI/LWS to be reviewed in the state in collaboration with the respective SACS and TISS. 9. Based on the evaluation load in each fiscal year, propose and finalize a zone-specific TI/LWS implementation plan (evaluation date and team composition (lead evaluators, co-evaluator, and finance evaluator with TI NGOs/CBOs details). 10. Ensure evaluators send soft copies of evaluation reports to SACS, TISS and RICE (Form-B, Form-C, and tools) on the 3rd day of the evaluation and in hard copy within 7 days of completion of the evaluation. 11. Participate in the evaluation planning, briefing, and debriefing meeting with SACS. 12. Frequent field and monitoring visits in the respective zone/States/UTs to ensure coordination with SACS and evolution quality checks. 13. RICE promptly shares quarterly progress reports, training reports, M&E reports, field visit reports, and other relevant information with TISS quarterly.

14. As the programme evolves, conduct any additional activities based on the programme's phase and requirements.

F. Reporting:

- i. In alignment with NACO's evaluation guidelines, evaluators submit the evaluation reports in the prescribed format to SACS with a copy to RICE and TISS (Form-B, Form-C, and Tools with score-sheets) both in Excel or Word and PDF with signature on the last day of the evaluation (3rd day) and in hard copy to only SACS within 7-days of completion of the evaluation.
- ii. SACS reviews the tools, score-sheet, and reports and submits the final approved copies of all with NACO, TISS, and RICE (Form – A) after the debriefing in the presence of evaluators and representatives of RICE/TISS and NGO/CBOs partners within 15 days.
- iii. It may be noted that, evaluation of TI/LWS shall be done by third party as per timeline mentioned adhering to the evaluation manual. There is no provision for re-evaluation of TI/LWS by third party during the grace period/ conditional extension given by SACS to TI/LWS. If SACS considers for any re-evaluation and re-assessment for TIs/LWS after the third-party Evaluation, SACS would conduct the same at their level.
- iv. SACS shared the approved final evaluation reports with NGOs/CBOs within 15 days of the debriefing meeting.




Annexure-I

Zone	Sub-Sub Recipient	Concerned Person	States & UTs covered	
Central	The Maharaja Sayajirao University of Baroda, Baroda, Gujarat.	Prof. Bhavna Mehta (Prof. & Dean), FIC Dr. Nazish Campwala (RC) Ms. Sam Eapen (RC)	Gujarat, Dadra & NH, Madhya Pradesh, Chhattisgarh, Rajasthan, Bihar, Jharkhand.	dean-sw@msubaroda.ac.in saksham.praaman-sw@msubaroda.ac.in
East	XIM University, Bhubaneswar, Odisha.	Prof. Peppin S. (Prof. & Dean), FIC Mr. Swarup Nag (RC) Mr. Priyabrata Satapathy (RC)	West Bengal, Orissa, Sikkim, Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, and Tripura.	peppin@xim.edu.in swarup@xim.edu.in priyabrata@xim.edu.in
North	Aditi Mahavidyalaya, Delhi University, Delhi.	Prof. Beena Reji (Faculty-in-Charge), FIC Dr. Kumud Saswani (RC) Mr. Shashi Bhushan. (RC)	Delhi, Uttar Pradesh, Jammu and Kashmir, Himachal Pradesh, Punjab, Chandigarh, Haryana, and Uttarakhand.	breji@aditi.du.ac.in aditisaksham21@gmail.com
South	Regional Center for Urban and Environmental Studies (RCUES), Osmania University, Hyderabad, Telangana.	Dr. Srinivas K (Project Coordinator), FIC Ms. Vijaya Usha Rani (RC) Mr. Shreenu (RC)	Kerala, Puducherry, Tamil Nadu, Andhra Pradesh, Telangana, and Andaman.	ksrinivascommunications@gmail.com vijayasakshamrcues@gmail.com sreenusakshamrcues@gmail.com
West	College of Social Work, Nirmala Niketan, Mumbai, Maharashtra.	Dr. Lidwin Dias (Principal) Ms. Reny Rajan (Assistant Professor, FIC) Ms. Kalpana Gaikwad (RC) Mr. Mr. Anirudh Narayan (RC)	Maharashtra, Mumbai, Goa, and Karnataka	reachout2reny@gmail.com kalpanagcswnni@gmail.com anirudheswnni@gmail.com

The details of TISS officials are as below:

Concern Person	Designation	Email	Contact No.
Dr. Suman Kanougiya	Sr. Program Manager, TISS	spm.sakshampramaan@gmail.com	9920577638
Dr. Pratibha Gaikwad	M&E Manager, TISS	me.sakshampramaan@gmail.com	9867739648
Mr. Mohd. Rehan	National Coordinator, NACO	nc.sakshampramaan@gmail.com	9871280469



Annexure-II

Self-Undertaking / Declaration by Evaluators

Project: Evaluation of Targeted Interventions (TI) and Link Workers Schemes (LWS) under the National AIDS Control Organization (NACO)

SSR-RICE:

I, the undersigned, _____ belonging to _____ State, hereby agree to be empanelled as Evaluator/ Consultant for conducting programmatic/finance evaluation for Targeted Intervention (TI) & Link Workers Scheme (LWS). I declare that the followings are true of all times-

1. As part of the **Saksham Pramaan**^[3], I am an empanelled evaluator and have undergone at least one training/orientation from a University partner.
2. The information I submit/share under the Saksham Pramaan (e.g., resume, certificate, declaration, etc.) is accurate at all times.
3. I have never been delisted/flagged/suspended/disqualified/terminated/ or faced legal action for my misconduct or wrongdoing, including but not limited to asking/taking bribes, stealing documents, being insensitive or discriminatory towards co-consultants, community, gender, TI NGOs/CBOs under the NACP programme as an evaluator/consultant.
4. I meet the eligibility requirements for programme/finance evaluators/consultants according to the Revised Manual for the Evaluation of TI (RMEoTI), 2019-2020^[4]. The document can also be directly accessed at the NACO website using the following link http://naco.gov.in/sites/default/files/Revised%20Manual%20for%20Evaluation%20of%20TIs%202019-20_compressed.pdf.
5. Directly or indirectly, I am not engaged or connected or involved with the allocated TI/LWS project of the respective State/NGOs/CBOs/or development partners who have been supported by the National AIDS Control Program (NACP) over the past two years or part of any Technical Support Unit in the past two years, or throughout the project duration.
6. I have read and understood the RMEoTI, 2019-2020 and will abide by the code of ethics, my roles, responsibilities, and modalities of evaluation and submission of the reports.
7. I affirm that if any part of this declaration is false or misleading, I shall be subject to disqualification as evaluator under Saksham Pramaan. I may be prosecuted for submitting fraudulent papers or information in accordance with the MEoTI, 2019-2020.
8. I am aware that my association through empanelment and participation in training/orientation under the Saksham Pramaan do not guarantee or assure my involvement/engagement as an evaluator/consultant for any evaluation assignment/consultancy work order under the project.

Furthermore, I hereby consent to be empanelled as an Evaluator/ Consultant for undertaking programmatic/financial evaluations for Targeted Intervention (TI) & Link Workers Scheme (LWS) under the following conditions:

9. The respective SACSs/SAPSs/DACS^[5] are responsible for issuing the evaluation offer letter or work order, payment or reimbursement, and not Saksham Pramaan.
10. My role as an evaluator/consultant with Saksham Pramaan is temporary, and the evaluation experience is limited to consultancy, and it is not any kind of employment.
11. I will adhere to the completeness of all reports (score sheets, annexures B and C) with the correct information is prime.
12. I affirm that I am not a SACS/SAPS/DACS Internal Evaluator and have not been associated with SACS/SAPS/DACS Internal Audit Team in the past two years.
13. I do not have a conflict of interest with any of the TI/NGOs/CBOs or co-consultants I will evaluate in the upcoming days; if I do, I will notify the respective SACS and Saksham Pramaan point person immediately.
14. I shall be present for the assigned evaluation on the agreed-upon date(s). In the event of any emergency (including a family emergency, medical emergency etc.), I will notify the Saksham Pramaan point person immediately in case I cannot conduct the evaluation.
15. I understand that any acquired data/information/documents/reports are secret and will only be shared with the NACO, Saksham Pramaan, and the respective SACS/SAPS/DACS only.
16. I understand that duly filled and signed soft copies of all reports (tools and narrative report) in Word or Excel and also in PDF needs to be submitted on the third day of each TI project evaluation to RICE, TISS, and SACS, and hard copies needs to be submitted within 7 days to SACS.
17. I will not use any data, personal identifiers, documents, etc., obtained under the Saksham Pramaan project for my personal use, research, study, or hostile objectives. This will be considered a serious breach of data privacy or confidentiality.
18. During my engagement as evaluator/consultant under Saksham Pramaan, I will not engage in misconduct, such as soliciting bribes, falsifying bills, or copying earlier reports. If such misconduct is discovered at any point, I will be held accountable for appropriate action.
19. I understand that SACS/SAPS/DACS requires timely submission of all bills pertaining to travel and accommodation to process reimbursements. I affirm that delay in submitting these documents will be at my own risk.
20. I am fully aware that approval of invoices, bills or direct bank payment process may delay the process of payment reimbursement. I consent to work after understanding this information.
21. I understand that the use of any coercive, threatening, or intimidating behaviour or communication, including acts of threats, physical or psychological or mental assaults, persistent



telephonic calling, text messages, or emails with any inappropriate tone for information, or to get empanelled or engaged for evaluation under the Saksham Pramaan will violate the code of conduct.

I confirm that I have read and understood the above statements (1-21) and that any violation of these will result in my immediate disqualification as an evaluator under Saksham Pramaan.

Full Name of the Evaluator:

PAN:

Email ID:

Phone number:

State for which Empanelled:

Date of sign:

Signature of the evaluator

^[1] http://naco.gov.in/sites/default/files/Revised%20Manual%20for%20Evaluation%20of%20TIs%202019-20_compressed.pdf.

^[2] Does not ensure or guarantee the work order. The work order to be treated purely a consultancy or contractual work.

^[3] Saksham Pramaan includes TISS (SR) and all the five partner Universities (SSR), and the MOUs between them are valid from December 2021 to March 2024.

^[4] https://drive.google.com/file/d/1Derr8to0HbGF9BrqPLoZK0tFO1JANr6K/view?usp=share_link

^[5] State AIDS Control Society; State AIDS Prevention Society; District AIDS Control Society.

