



AIPTF/EI/Lärarförbundet Project

Terms of Reference for External Evaluation of Phased Out States

Introduction

All India Primary Teachers' Federation (AIPTF) and Lärarförbundet (Swedish Teachers' Union) started a partnership to strengthen AIPTF and its state affiliates through involving all the stakeholders in making them strong and sustainable.

The objectives of the project are:

- ✿ Organizational Development
- ✿ Strengthening of the organization through recruitment of more members;
- ✿ To increase the trade union awareness and capacity of members and trade union officials;
- ✿ Improvement of overall communication within the organization
- ✿ To increase participation of women and youth in the union's activities
- ✿ To Improve the negotiating capacity.

AIPTF implemented this project in states affiliates. After implementing for many years and the measurable goals set by the state affiliates were achieved and Unions in the six states are able to manage the various activities for the union development with their own resources. These states are West Bengal, Tamil Nadu and Kerala which were phased out in a systemic manner in the year 2009 and Uttar Pradesh and Orissa in the year 2013 and Bihar in the year 2014.

All these states are an inseparable part of AIPTF and participating in various meetings of AIPTF related to the project with Lärarförbundet.

Purpose of the Evaluation

The main purpose of the evaluation is to evaluate;

- the results and impact of the project in the phased out states;
- the partnership and activities provided by the project;
- to what extent states were prepared for phasing out;
- the strategies adopted by the phased out states;

- the performance of the states after the phasing out, especially towards achieving sustainability;
- their future priorities and whether they are in sync with AIPTF goals; and
- lessons learned and concrete recommendations for the future.

Use of the Evaluation

AIPTF wishes to use the results of this evaluation in achieving greater sustainability in the states and at national level. The recommendations and lessons learnt from the evaluation will provide a strong foundation for future plan of action. The results will be shared with all the states and can be further discussed in various meetings and positive suggestions will be replicated and the challenges can also be discussed to find solutions. The recommendations can also be used in the states where current planning and strategies are not producing desired results.

Stakeholders of the Evaluation Process

The following will be the main stakeholders in this process:

- AIPTF
- Lärarförbundet
- LO TCO Bistandsnamnd
- SIDA
- Educational International Asia Pacific Region
- State\District\Block Office Bearers and members of the phased out state affiliates

Methodology

The evaluation will be conducted in two phases starting with a pilot phase comprising two of the six states. The proposal should cover only the pilot phase to begin with. A new contract could be signed with the same or a different evaluator in a second phase for the remaining four states.

The evaluation will be conducted within a stipulated time frame of four months. There will be meetings with the following groups, respecting gender balance in Tamilnadu and Odisha states:

- Members of the State Executive Committee (***10 members, active during and after phasing out***);
- State Project Committee (***10 members, during and after phasing out***);
- Women Network Committee (***10 other members, during and after phasing out***);
- The members should reflect the issues of the union not just women's issues.

- Members (*focus groups from two districts. 20 members per district in different roles; members, participants, conveners, resource persons, bloc leaders*).
- Some of the State Office-bearers and members (5-6 members) who were present when the union got recognition and project was started in the state.

The data will be collected through focussed discussions, questionnaires, field visits, emails, meetings etc. as suggested by the evaluator.

The preparation of all the documents, formats and draft questionnaires will be finalised in consultation with Lärarförbundet and Education International who also like to be involved in a discussion on the selection of participants, which should ensure as broad and relevant sample as possible, taking gender perspectives into account. It is agreed that AIPTF will receive the draft report and send it to various partners and will finalise after suggestions and inputs from both i.e. Lärarförbundet and Education International.

The evaluation is more about assessing strategies adopted by the phased-out states to reach their goals, sustainability, increased capacity etc. where the project co-operation with Lärarförbundet is one of many inputs. The evaluation is thus not limited to an assessment of the individual project, its effectiveness, impact and relevance but has a broader aim. What is of importance for the learning however is to compare the situation before states were phased out with the situation they face today? The evaluation is expected to answer the following questions (*reflecting the perspectives of men and women equally*).

Key Areas for Evaluation questions (not limited to):

- ✓ To what extent did the project prepare the state to be phased out?
- ✓ Growth in Membership highlighting the increase by gender?
- ✓ Changes in Membership Dues?
- ✓ Recruitment and retention of members?
- ✓ Did the concept of Study Circle help the union to increase the membership?
- ✓ Participation of women in the union and women in leadership positions at various levels?
- ✓ Role and responsibilities of youth including women in unions?
- ✓ Which services are offered by the unions to the members?
- ✓ How are those services valued?
- ✓ Types of activities and their frequencies for members?
- ✓ Are there exclusive activities for women members?
- ✓ Role played by the union in educational issues of the state?
- ✓ How relevant and useful were the project activities for the union?
- ✓ Strengths and weaknesses of project planning and implementation?
- ✓ To what extent were the states able to achieve their long term goals or objectives?

- ✓ Which are the future priorities – are they in sync with AIPTF?
- ✓ Do the activities have a sustainable impact?
- ✓ Has sustainability been achieved in terms of; Administration, Finance, Leadership and other union skills?
- ✓ Which are the lessons learned and recommendations for the future?

Limitations

The phased out states in the project are the following:

Group 1 of phased out states: West Bengal, Tamil Nadu and Kerala, phased-out 2008/09.

Group 2 of phased-out states: Uttar Pradesh, Odisha and Bihar, phased out 2009-2012/13 (up until 2013-14 for Bihar).

The evaluation is to begin with a pilot phase covering two of the six phased out states, namely Tamil Nadu and Odisha and compare the situation up to two years prior to phase-out with the situation today, in relation to the evaluation questions.

Reporting

The report shall be written in English and not exceed 40 pages, excluding appendices. It should consist of an executive summary, findings, conclusions and recommendations from the states where the evaluation will take place. The first draft report will be shared with the relevant stakeholders inviting comments before finalization of the report. The evaluator is expecting to cooperate closely with AIPTF during the entire evaluation process.

Time frame

The time taken for the whole process will be approximately 40 working days during four months including preparation of first draft of report. The evaluation will start in the beginning of the next year i.e. 2015 with the following key dates:

- Deadline for submission of proposals; December 26
- Contract signing with selected evaluator(s); January 25th, 2015
- Submission of detailed plans and questionnaire; February 16th
- Meeting between evaluator(s) and AIPTF to finalize plans; February 21st
- Field visit to Tamil Nadu; 10 days in March
- Field visit to Odisha; 10 days up to April 20th
- Analysis and report writing; 15 days
- Submission of draft evaluation report; May 5th
- Comments on the report; May 20th
- National Administrative meeting and report

- ▶ Report seminar; end of May 2015

Budget

The proposal should include a detailed budget with fees and all expenditure related to the evaluation.

Proposals and criteria for selecting the evaluator/s:

The evaluator should submit a complete proposal, no later than December 26, with CV of all evaluators along with references and sample reports, budget and a plan for the execution of the evaluation.

The proposal should be submitted in hard and soft copy to:

All India Primary Teachers' Federation (AIPTF)

Shikshak Bhawan

41-Institutional Area, D-Block, Janakpuri,

New Delhi-110058, India

Tel.: +91-11-28522039, 28522606, 28520671

Fax: +91-11-28525271

E-mail: aiptfindia@yahoo.com

www: aiptfindia.org

Selection of the winning bid will be made based on evidence of skills related to academic profile, knowledge of unionism, the education sector, organisational development as well as gender awareness and cost-effectiveness.

It is up to the evaluator to decide if the number of allocated days will be managed by one person or a team.

The winning proposal will be selected by the concerned parties by January 24th and communicated to all applicants.

The evaluator/s will be assisted in this process by the President and the Secretary General of AIPTF along with National Coordinators.

-Finalized on 29th November 2014 during Mid-term Planning Meeting, New Delhi