

Dr. Amita Sharma
Ph.D.
Head & Professor
Department of Statistics
University of Rajasthan,
Jaipur - 302004, India



Residence : C-104, Shivaji Marg,
Tilak Nagar, Jaipur - 302004
Phones : (Dept.) 0141-2703861
(College) 0141-2511070, 2373628
(R) 0141-2621133

Ref No.:

Date :

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Date : 29th Sept. 2015

Mr. Prabhu Narayan Meena

Secretary
Gramin Vikas Yuwa Sansthan
Madhuvihar Colony,
Senthai Road,
Dausa

Sub.: External Evaluation Report

Ref.: Your request letter dt. 2nd Sept. 2015

Dear Mr. Meena,

Under reference to your above referred letter and the contract got signed between us on 4th Sept. 2015, our team has conducted the Evaluation of your organization as per the signed ToR between us for the assigned task. Please find attached the detailed evaluation report and Evaluation Certificate duly signed by my Team who have carried out the Evaluation. This is for your reference and necessary actions.

Findings of our Evaluation and the recommendations of our Team is also clearly mentioned in the report. You are guided to contact the Team Leader of Evaluation team for any clarifications needed in the report.

Our Team suggests you to implement the recommendations made by us and we wish all the best for your organization to grow further.

Best regards,

Prof. Amita Sharma
Evaluation Team Leader

Encl:

1. External Evaluation Report
2. Evaluation Certificate duly signed by Evaluation Team

Organizational External Evaluation Report

(Evaluation conducted during September 2015)

Evaluation conducted for

Gramin Vikas Yuwa Sansthan
Madhuvihar Colony,
Senthai Road,
Dausa -303303
E-Mail: gvys@rediffmail.com

Evaluation made by

Team Leader

Prof. Amita Sharma,
Deptt. of Statistics, University of Rajasthan, Jaipur
Principal , University Rajasthan College, University of Rajasthan, Jaipur-302004

Other Team Members

Dr. P.R. Sharma, Advisor, RD & PR Deptt., Govt. of Rajasthan, Jaipur

&

Mr. K.S. Tanwar, CEO, Vision India Foundation, Udaipur, Rajasthan

Aims and Objectives of the Organization

According to Organization's Bye-laws got registered with Registrar of Societies, below are the Aims & Objectives of GVYS to serve the community.

- Community Awareness through promoting Education
- Empowering Computer education
- Rural development and supporting in decentralized planning
- Promotion of Natural Resource Management, non agriculture skills promotion
- Making R&D for joyful learning
- Making rural women & girls, handicap and all backward class poor as self-sustain
- Skill development of deprived women of rural area and linking them with employment
- For benefitting rural poor, making convergence of different programs run by government and other agencies
- Establishing community centre in rural area for promoting Education.

During our discussion, the CEO has updated the Evaluation Team that now organization has become well mature at ground and GVYSs interested to take up the other ground issues of burning needs of community towards Agriculture, Climate Change, Rainwater Harvesting, Solar Energy and Waste Management etc. Modification of organization's Aims & Objectives are under brainstorming and consideration with Governing Board for approval. Once it get approve within the organization, will move it to the relevant government authorities for providing approval, then only start the ground Interventions in new sectors.

Governing Board and governance

Organization has a Governing Board consisting 9 members in includes 3 female representation. By verifying the meeting, agenda and minutes records maintained by the organization, it is found that organization has been properly conducting regular meetings of it's Board and keep intimating the agenda and minutes to the members well in time. The issues getting raised in such meetings are followed up by the organization at different levels and report back to the Board with compilation. It is also found that the organization has been maintaining a visitors registers as well as

suggestions registers at all the offices to invite suggestions from outsiders for getting regular improvements. Records maintained by the organization are found very clear and cleanly with transparency. We have interacted with President, Secretary, Treasurer and Board members of the organization to discuss about their knowledge, involvement and participation in the organizations interventions. Board members are found engaged with interventions and community links at ground and regularly visits to the project sites to see the ground results as well as interacting the community. While interaction with Female members of Governing Board, they have informed that they use to sit with women specially Minorities in villages and slum areas to find out their real needs and accordingly discuss these issues and findings in the Board Meetings and guide the Secretary and CEO to design projects accordingly.

We have been shown a Booklet of HR Policies & Service Conditions for Employees to govern the staff and maintain discipline. We got surprised to see this Rules book as normally small NGOs doesn't maintain such administrative transparent criteria. This Booklet has all the administrative and financial rules getting applied to different level of staff as well as their eligibility criteria for getting any kind of perquisites while working with the organization. The best thing we found in this Rules Book that it is highly gender sensitized and provide many facilities to it's female worker for their safety as well as provide an healthy environment to work them with GVYS. We have interacted with few female staff to find out whether these rules are getting implemented in organization or are just shown on the papers but these female staff have updated us that they are enjoying these rules and facing no problem at ground or office to work.

Sectors of focus by the Organization

Organization has been working on integrated approach to cover works for human rights in almost all major sectors getting addressed for community upliftment. Below are the areas where organization has strength to work very closely with community:

- Education awareness
- Awareness on Maternal & Child Health and Nutrition
- Sanitation awareness
- Livelihoods & Skills promotion
- Microfinance & SHG formation specially of Minority community women

responsibilities to them for working as voluntarily during implementation. Organization conducts monthly meetings for planning the next months' activity plan. In this meeting, all the team members remains present with their individual work completion report as well planning for next month's works. Detailed review is made in the presence of CEO. Group compares the planned tasks V/s the tasks accomplished and identify the reasons of less achievements, if any. One good thing we found in the planning process that the organization compares its expenditure made on different heads V/s the planned budget regularly. Organization has an experienced Advisory Board for guiding on programme related works. The Board members are renowned personalities of the development sector and are very closely getting involve in the projects of GVPS. Advisory board meets on regular basis to guide the team. One of our Evaluation Team member is also in the Advisory Board of the Organization. We have made interaction with few Advisory Board members to understand their role and interventions to improve the quality of project implementation. We got updated that Advisory Board members remains closely associate during project planning process and also visits field to guide the organization time to time. Most of the Advisory Board members are providing Voluntary services to the organization. Below is the list of Advisory Board who are associated with the organization on Voluntary basis and supports GVYS in their personal capacity.

Financial System and Control Mechanism

While reviewing the financial system and control mechanism of the organization, we have found that from the process of approvals for making expenses till voucher booking, many chain is involved to keep transparency and accuracy. We have observed below towards financial planning and control mechanism:

- Books of accounts are maintained in Tally software.
- Organization is maintaining all the necessary books of accounts and subsidiary records for transparency
- Advance Annual budgets are made for next year's activities covering major head of accounts and CEO put it to the Governing Board for approval. GB reviews it and approves based on the funds available under, different projects or with organization. No budget amount is approved for which funds are non available.
- A special Register of Approvals is shown to us for maintaining approvals of all the items needs to get purchase from Market. Any staff who needs anything, records entry in it and the Competent Authority make approval or reject the demand and mention in the register. This is a good practice for a consolidated transparent process. No separate file or request papers are maintained for purchasing process.
- Market research is getting make for identifying proper lowest rate item for purchasing. Suggesting to collect 3 quotations which is not done now.
- Bills attached with vouchers found proper. Voucher passes through 3 hands before getting booked into accounts.
- Bank Account is maintained by the organization and it get reconciled through accounts of books on quarterly basis.
- Monthly basis Approved Budget V/s Expenditure made are compared to control the spending.
- Field Accounts and Admin staff are regularly visiting HQs to submit their expenses sheets and getting approvals of the expenses incurred in field.
- Accounts team are allowed to attend related training and workshops to improve their skills and capacity.
- Organization is regularly arranging proper Auditing of it's Accounts through External Auditors. We have observed that the organization has also reconciled the objections raised by the Auditors in the Audit report.

Target population & project beneficiaries.

GVYSIs presently focusing its interventions in 4 districts of Rajasthan covering for serving around 12000 families which are mainly from vulnerable community. Organization focuses on minorities, SC, ST, OBC (Sondia Thakur) etc. groups which mostly belongs from the below poverty line (BPL) category. Organization is having thought that first work needs to make towards their poverty eradication by improving their skills as well as linking them with various government schemes they are eligible for. We got updated by the GVYS team that they use to identify the gaps of services and supplies under government schemes to ensure its proper access and availability to the extreme end of the village where most of the poor resides. Identified gaps they share with government officials at various levels and ensure that government fulfill the gaps without wasting any more time. CEO has updated our team that many time he visits to state government officials taking Governing Board, Advisory Board members and representatives from affected community for making policy advocacy for these poor beneficiaries of project target villages.

Our Evaluation Team highly appreciate the steps this Organization is taking for making policy advocacy at different platforms for the poor community. This process surely built pressure on village service providers as well as responsible officials to perform their jobs perfectly.

Organization's Membership with different National Networks

Our Evaluation team has observed that the Organization is highly active and mostly try to focus on Networking with different Agencies at local as well as state and national level to take advantage of their expertise for improving the project interventions as well as getting other new information and knowledge through Network partners. This shows organizations activeness on social engagements.

Indicators set for organizational evaluation

After thorough discussion among our External Evaluation team, we have decided below indicators to get focused for our evaluation:

- Capacity of Organization in project planning and implementation
- Staff strength to take up projects at ground
- Staff capacity building strategy
- Governing Board and its functioning
- Organization's rapport among the all stakeholders
- Community participation in organizations project interventions at field and impact on improving quality of life of target community
- Transparency and governance
- Internal control mechanism and Financial Management
- Status of Organization's Accounts Auditing and other legal process follow up
- Documentation of project activities and Website updating

We have tried to cover the indicators which directly affect the project benefits to the target community. Our team has made survey based on above indicators and the results is reflected by us in Evaluation Ranking.

The evaluation process our Team adopted resulted the outcome by showing the performance of the organization as 82% from the efforts they are making at ground.

Tools and Methodology adopted for Evaluation.

The evaluation team reviewed project related documents, reports, organizational structure chart, project targets V/s achievements, approved programme V/s financial expenditure comparison, interaction with stakeholders and beneficiaries. In addition, data was collected from the target groups in the following manner:

1. A survey conducted in two project areas of the organization

2. Focus Group Discussions among the target population is made
3. Conducted of key informant interviews among the local government institutions of project area who are the member of the Project Support Group. The data was also compared with the baseline data collected by GVYS.
4. Internal organization meetings held with Governing Board members, Advisory Board members, Staff and Volunteers.

Major findings of the Evaluation

- GVYS has good grip on project community and well understands the local needs.
- Organization has good project team deployed at ground. GVYS also take cares of the regular capacity building of it's team to ensure take advantage of latest know-how.
- Project team's regular presence at ground is verified by the community and government local service provider institutions. Local service providers also updated us that GVYS team regularly very closely supports them in fulfilling government targets as well as motivating the community for availing various benefits like immunization, population control activities etc.
- GVPS is focusing on the vision, mission and objectives of the organization and not found any impression of getting divert from the targets.
- GVPS has tried to involve the local community in planning and execution of programme and designed all the project based on the community needs and looking towards their requirements. Community also have shown good participation and the ownership in project interventions.
- GVPS is closely associate with many State level and National level Networks and regularly attends various events get conducted by these Networks.

- GVYS is maintaining transparency at all levels and the groups associated with the organization have fair enough knowledge about the activities of GVYS.
- GVYS is maintaining good mechanism for internal controls.
- GVYS has good liaisoning with all Stakeholders and maintains the rapport among government officials.
- GVYS is members of various Networks at State and National levels.

Evaluation Ranking

Sl	Indicator	Ranking (out of total 100 marks)			
		Excellent (9 - 10)	Good (7 - 8)	Average (5 - 6)	Poor (Below 5)
1	Capacity of Organization in project planning and implementation		8		
2	Staff strength to take up projects at ground	9			
3	Staff capacity building strategy		7		
4	Governing Board and it's functioning		8		
5	Organization's rapport among the all stakeholders		8		
6	Community participation in organizations project interventions at field and impact on improving quality of life of target community	10			
7	Transparency and governance	9			
8	Internal control mechanism and Financial Management		8		
9	Status of Organization's Accounts Auditing and other legal process follow up	9			
10	Documentation of project activities and Website updating			6	
Total		37	39	6	

Marking Results : 82/100 i.e. 82 marks out of 100

Our Evaluation team ranks GVYS with 82% performance on set indicators.

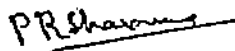
Recommendations for future Improvement

- Organization has applied for 35AC registration and needs to Immediately accelerate process of follow up with Income Tax department for getting Registration Certificate.

- Organization needs a full time Document expert who can support in designing good projects for funding, making documentation of case studies, listing and documenting best practices adopted and achievements made and update everything on Website regularly.
- Case studies coming out of the project interventions and good practices getting noticed at ground needs to get timely documented as well as replicated in other regions. It will be nice if GVYS share these case studies and good practices among the Network meetings for benefitting other organizations as well as their target communities.
- Organization must collect all the scheme promotional material from various government departments and prepare a consolidated pictorial booklet in easy language for community distribution to make them aware of their rights. Any Corporate can get contacted to fund this process under CSR.
- Bank Account presently getting reconciled on quarterly basis must get reconciled on Monthly basis. This will help if any mistake or fraud get made by anyone within or outside the organization.
- Organization must adopt collection of 3 quotation and comparing rates in writing. Presently this process is adopted on market enquiry basis and buying the lowest rate item but written quotation will strengthen the transparency in organization.



Prof. Amita Sharma



Dr. P.R. Sharma


K.S. Tanwar