

**Meeting with the members of Evaluation Team**  
November 14, 2007 at CNI Conference Hall, CNI SBSS HQ, New Delhi.

Participants in the meeting :

*Evaluation Team members:* John Cunnington, Jimmy Dabhi, Evangeline Rajkumar & Manoj Fogla. *Special Invitee :* Kirsten Gade with Sanjay Patra. *SBSS Team:* Shailendra, Santosh, Monijinir, Elizabeth, Bidyut, Suramya & Vikram.

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Dr Shailendra Awale, Chief Coordinator & Secretary, CNI SBSS welcomed the members present for the meeting after a word of prayer. He expressed joy over the presence of Ms Kirsten Gade, Programme Officer EED Asia Desk who had come along with Mr Sanjay Patra of FMSF, Noida. With delight, he also introduced the new members – Rev Dr Evangeline Anderson Rajkumar, Professor in Theology, United Theological College, Bangalore and Mr Manoj Fogla, Chartered Accountant from Orissa. Saying that one of the important tasks in this process to identify and finalise the team of four external facilitators has been done, he also explained the significance of each of these facilitators with their role and expertise.

In a recap, Dr Awale again underlined the purpose of this Output Purpose Review. He informed, normally this review should have taken place at the end of the programme phase, but as we shall be entering into new programme phase and submitting new proposal, we thought of having it now so as to incorporate suggestions and recommendations made by these external participant facilitators. As CNI SBSS' primary responsibility is to see the mission and mandate provided by Jesus Christ, understood by the Church and taken to the community with the theological relevance of our programmes, making sense what we articulate...

Ms Kirsten Gade appreciated the whole process and the plans made saying that everything is very much in the spirit with what was being discussed in last Round-Table Meeting. The concerns she and her colleagues had as a resource sharing agency have been also accommodated. She also supported selection of the present team and hoped that the process would certainly bring out learning and opportunities for further work from the existing experience, suggesting SBSS' team to look specifically into following areas : Programme Implementation, RBA and Impact, Networking, Integration of SBSS' programme in Church structure, impact of the programmes on DBSS and Church leaders, Organisational Development, Implementation of HR Policy, Finance Management, focus on new electronic systems, assessment of PARAM, Assessment of initiatives and plans towards self-reliance and to see how transparency and accountability are secured in SBSS and DBSS?

*We, at CNI SBSS, look at this **Output Purpose Review** as an enabling process that would aid us in self-evaluation to see - Where are we now? Are we on the right track? If yes, then how well-equipped we are in achieving the existing set of objectives from the perspective plan and how far we have reached with the RBA and its impact on the movement building at the end of this programme phase. Overall, this process would be taken as internalization of learning and finding areas for improvisation, seeing the things and its relevance from the perspectives of the people we are working for....*

Dr Awale then explained the terms of reference (ToR), starting with the background and context of the external evaluation, its need and purpose, objectives, methodology and time frame. He gave explanation of each of the objectives jotted in ToR in relation with those printed in the Strategic Action Plan.

Kirtsen raised a concern whether things are duplicated/ repeated referring to system appraisal process carried out by Dr Uma Ramaswamy and how it will complement the process? Dr Awale clarified that instead of Mid-term Review, System Appraisal was undertaken to understand the effectiveness of the systems like DataBase, Cost Reimbursement Module.. System Appraisal was concentrated more on the internal issues in particular task-oriented, how well we're doing while this evaluation has broader scope, here we are looking for an impact.

John Cunnington commented that it would be helpful if the expectations from this study process are written down in a simple and clear way. He further said the team should set indicators to check whether they are on track with the facilitating factors to move forward. Dr Jimmy Dabhi agreed with the point made and suggested that the team need to sit and discuss the entire ToR document to see how they can accomplish in the given time-frame.

Manoj Fogla asked about reviewing at the governance level and said that there should be clarity at all levels regarding the approach and also on the points that are needed to be emphasized. It is also important to have a look at Cost-Reimbursement Module, how effective and efficient it is and the areas that worked well ...

The external facilitators' team interacted and discussed among themselves coming to a conclusion that John and Jimmy shall be sharing the co-ordinatorship. The division of related issues was also decided – Finance will be taken care by Manoj, Theological concerns by Evangeline while John would see Programme-related areas, Community and PO. Jimmy would look into structures, organisational set-up, etc. The team also recorded that it should be made clear to the resource-sharing agencies/ funding partners that they should make no decision regarding any programme or project to continue or discontinue as this will be just a review not an evaluation.

Concluding, Dr Awale assured the team of all the required support in terms of administrative and logistic arrangements. As it came out in the discussions, the present ToR will be redrafted and circulated along with the diocesan profiles and other reading material in next meeting to be held on December 17, 2007. Identification and selection of dioceses to be visited will be done then with tentative visit plan. Structure of the report was finalized. SBSS staffs Bidyut and Suramyia were identified as the accompaniers who will be with this team throughout the process. Moni will be co-ordinating the whole process while Elizabeth will look after the logistics from HQ.

As per the plan, the team can initiate the actual process January 2008 onwards starting their visits in sequence to the CNI RCSA at Pune, Kolkata, Ranchi and Agra so that by the end of February they could be ready with a draft report.

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*Next Meeting proposed on Monday, December 17, 2007 at CNI SBSS HQ, New Delhi.*