

Evaluation team meeting with the SBSS staff at CNI-SBSS on 17<sup>th</sup> Dec 2007

- Reported by Suramya Kujur, CNIRCSA Ranchi

CNI SBSS external evaluation: meeting of accompaniers

Present: Jimmy, Manoj and Evangeline

After studying the ToR the team decided to share the responsibilities and tasks at hand. The ToR and its relation with Strategic Action Plan was also synergised.

Each of the accompanier could relate with CNI SBSS directly while for assignment would taken jointly.

Following are the objective of the evaluation

1. To assess the qualitative and quantitative impact of the programmatic activities of SBSS and its compatibility with the goal<sup>1</sup> and the objective<sup>2</sup> as per the strategic action plan. (Refer Objective 2, 3, 4 and 5 as per the SAP.) - John
2. To assess and review the SBSS, DBSS and the peoples organization in terms of movement building in relation to asserting political position and exerting political authority for alternative political force. (Refer Objective 3 as per SAP.) - Jimmy
3. To assess and review whether the congregations<sup>3</sup> are able to identify themselves with the poor; understand and analyze their problems and respond accordingly. (Refer Objective 4 as per SAP.) - Evangeline
4. To asses whether gender concerns have been integrated and addressed in the overall development process. (Refer Objective 5 as per SAP.) Evangeline
5. To assess the organizational management capacity of CNI-SBSS in relations to its structure, systems and operational effectiveness and how, in turn this has strengthened partnership. (Refer Objective 1 and 8 as per SAP.) Jimmy and Evangeline
6. To review the Resource Centers for Social Action (RCSA<sup>4</sup>) in terms of developing their contextual theology, mission praxis and practice. (Refer Objective 8 as per the SAP.) Jimmy and Evangeline
7. To understand effectively and efficiently the funds utilized at the community level by the SBSS, RCSA and each DBSS and their fund management capacity in relation to the systems, procedures, accountability and transparency (Ref Objective 1 and 8 as per SAP.) - Manoj

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<sup>1</sup> Goal of SBSS: to accompany and work with the partner organization ( dioceses , PO) sustain the struggle of the marginalized communities, enabling their negotiating capacity, acquiring and executing decision making power, realizing socio-economic, political and cultural rights to asserts the political position and exert political authority .

<sup>2</sup> As per the Strategic Action Plan SBSS have 8 objectives. The first 5 objectives of SBSS directly address community building initiatives.

<sup>3</sup> As per the CME perspective each DBSS will work in 4 congregations ( 2 rural and 2 urban) within the diocesan area.

<sup>4</sup> Presently CNI –SBSS has 4 RCSA viz. in Pune ( land rights and Dalit studies), Kolkata ( Action Research and Training) Ranchi ( Tribal identity ) Agra ( livelihood and food security)

## Documents required:

1. Minutes of all the important meetings- Deepshika and Elizabeth
2. Memorandum of association/ bye laws- Santosh
3. Job description/ appointment letters- Santosh and Bidyut
4. Major communication between entities ( Deepshkha and Shailendra
5. Organ gram/ structure of the organization- Vikram
6. Evaluation reports and other past reports- John
7. Project proposal with budget- John and Santosh
8. Recent project reports ( narrative reports)- Vikram
9. Finance manual- Bidyut and Santosh
10. List of role holders- Moni
11. list of legal entities and transactions- Santosh
12. Gender related documents- Manjari and Shailendra
13. List of management practices- Bidyut and Moni
14. Last 3 Year's Foreign contribution and Income Tax documents- Santosh
15. List of existing committees and their chairpersons
16. DBSS – brief overview of finance and programme- Suramya ( prog) Bidyut ( Finance)

## Tentative Dates

January		
2 <sup>nd</sup> to 6 <sup>th</sup>	ER, JD, MF (for a few days)	Pune
12 <sup>th</sup> to 13 <sup>th</sup>	ER	Kolkata, Jharkhand
16 <sup>th</sup> to 17 <sup>th</sup>	ER, JD, MF	Kolkata/ Cuttack
(JD could extend this for a few days and visit north-east, while MF could visit Orissa)		
22 <sup>nd</sup> to 26 <sup>th</sup>	JD	NE
February		
1 <sup>st</sup> to 4 <sup>th</sup>	JD, ER,	Agra

In addition during these time evaluators would be available for any programs, visits, meeting, consultations during January and February.

The evaluators will work as a team at times and as individual experts at times as per need. Jimmy would coordinate the team.

Tentative list of DBSS: Marathwada; Mumbai; Kolhapur; Kolkata; Barrackpur; NEI; Chotanagpur; Cuttack; Agra; Delhi.

## Tentative Schedule as per the discussion with SBSS staff

3 <sup>rd</sup> January (ER, JD, MF)	: arrival by flight to Aurangabad
4 <sup>th</sup> January	: meeting with the DBSS staff, Bishop,
5 <sup>th</sup> January	: Community visit
6 <sup>th</sup> January	: community visit and Departure
Team from SBSS: Bibhu, Sunil, Amen	

15<sup>th</sup> January(ER, JD, MF, JC): Arrival at Calcutta  
16<sup>th</sup> January : Meeting with the bishop and Board  
17<sup>th</sup> January : Community  
Team accompanying the evaluator

17<sup>th</sup> night (JD) : Departure for NEI  
17<sup>th</sup> night (JC) : Departure for Chotanagpur  
17<sup>th</sup> night (MF) : Departure for Cuttack

18<sup>th</sup> January (JD) : Arrival at NEI, meeting with the staff, Bishop  
19<sup>th</sup> January : Community  
19<sup>th</sup> night : Departure  
Team accompanying the evaluator

18<sup>th</sup> January (JC) : Arrival at Chotanagpur, meeting with the staff,  
Bishop  
19<sup>th</sup> January : Community  
19<sup>th</sup> night : Departure  
Team accompanying the evaluator

18<sup>th</sup> January (MF) : Arrival at Cuttack, meeting with the staff, Bishop  
19<sup>th</sup> January : Community  
19<sup>th</sup> night : Departure  
Team accompanying the evaluator

22<sup>nd</sup> January (JD, JC) : Departure from Delhi and arrival at Agra  
Meeting with board, bishop, DBSS and SBSS staff  
23<sup>rd</sup> January : Community Visit  
24<sup>th</sup> January : Feedback and departure for Delhi  
25<sup>th</sup> January : Arrival Jagadhri; interactions with the DBSS staff  
26<sup>th</sup> January : Community; Departure at night  
Team accompanying the evaluator

1<sup>st</sup> February : Arrive at Mumbai; System within Mumbai  
2<sup>nd</sup> February : Community; Leave by train for Kolhapur  
3<sup>rd</sup> February : Arrive at Kolhapur; Meeting with board, bishop,  
DBSS  
4<sup>th</sup> February : Community; Departure at night  
Team accompanying the evaluator would be decided.

CNI SBSS program team introduced themselves and also their experiences of involvement with DBSS and growth its programs. The team worked on possible dates of visit and plan. The instrument would be administered with required stakeholders. They will develop parameters of assessment of various issues.