

## PROPOSAL

### Evaluation for the *Integrated Sustainable Development in Aceh (ISDA) Project - UMCOR*

#### 1.1 Title

Baseline Mid and Endline Consultants.

#### 1.2 Time and Location

The activity will be prepared and completed in (a) Banda Aceh; (b) Aceh Besar; (c) Bireuen, (d) Jakarta.

The evaluation series will proceed in five different phases, namely **Phase I** (Project Review), **Phase II** (Training for The Staff), **Phase III** (Baseline Data Collection), **Phase IV** (Mid-term Evaluation), and **Phase V** (Final Evaluation). The evaluation will be taken in 50 days, and will be held according to the following schedule:

- Phase 1: Project Review → 20 – 30 March (11 days)
- Phase 2: Training for The Staff → 3 – 8 April (6 days)
- Phase 3: Baseline Data Collection → 10 – 23 April (14 days)
- Phase 4: Mid-term Evaluation → 24 – 28 July (5 days)
- Phase 5: Final Evaluation → 10 – 23 November (14 days)

#### 1.3 Summary

As to support ISDA's evaluation activity, LKPS will provide M&E assistance and training facilitation services. For these services, LKPS will provide a team consist of 1 team leader and 2 co-survey consultants. Within duration of work, LKPS will submit several products:

- M&E instruments to be implement in ISDA project
- Training modules
- Survey protocol for baseline and endline data collection
- Participatory tools to collect qualitative data
- Baseline report
- Midterm evaluation report
- Final evaluation report

#### 1.4 Personnel

No.	Name / Position	Job Description	Work Period	Educational Background
1.	Rissalwan H Lubis / Team Leader	<ul style="list-style-type: none"><li>• Will lead the drawing up of the work plan and the preparation of instruments, as well as manage the entire working process;</li><li>• Will lead survey trainings;</li><li>• Will lead the baseline and endline surveys;</li><li>• Will be in charge of the analysis and writing of reports; and</li><li>• Will represent the evaluation team at plenary presentations.</li></ul>	40 days	Masters of Social Sciences; Development Evaluation – Social Development, Universitas Indonesia (7 years experience, both of quantitative and qualitative research)
2.	Arif Wibowo / Co-surveyor consultant 1	<ul style="list-style-type: none"><li>• Will support the drawing up of the work plan and the preparation of instruments, as well as manage the entire working process;</li><li>• Will support survey trainings, particularly in the field tests;</li><li>• Will supervise the quantitative data collection</li><li>• Will support the baseline and endline surveys; and</li><li>• Will support the analysis and writing of reports.</li></ul>	47 days	Bachelor; Social Welfare, Universitas Indonesia (5 years experience in quantitative research)

3.	Dasril Guntara / Co-surveyor consultant 2	<ul style="list-style-type: none"> <li>• Will support the drawing up of the work plan and the preparation of instruments, as well as manage the entire working process;</li> <li>• Will support survey trainings, particularly in the field tests;</li> <li>• Will supervise the qualitative data collection</li> <li>• Will support the baseline and endline surveys; and</li> <li>• Will support the analysis and writing of reports.</li> </ul>	47 days	Bachelor; Anthropology, Universitas Indonesia
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### 1.5 Work Plan Schedule

The schedule of work plan is presented in **Appendix 1**

### 1.6 Budget

Budget is presented in **Appendix 2**

## APPENDIX 1

### Work Plan for ISDA Project Monitoring & Evaluation

Activities	Due Date	Place	Personnel
<b>Phase 1: Project Review (11 days)</b>			
Reviewing ISDA and related UMCOR project documents	20 March	Banda Aceh	TL
Visiting project sites	21 March	Project sites	TL
Interviewing project authority and staffs	22 March	Banda Aceh	TL
Developing indicators for M&E system and data collection instruments	23-26 March	Jakarta	TL, CSC-1, CSC-2 <sup>1</sup>
Developing baseline and M&E module for training material	27-30 March	Jakarta	TL, CSC-1, CSC-2
<b>Phase 2: Training for The Staff (6 days)</b>			
In-class training	3-6 April	Banda Aceh	TL, CSC-1, CSC-2
Data collection practice	7-8 April	Banda Aceh	CSC-1, CSC-2
<b>Phase 3: Baseline Data Collection (14 days)</b>			
Qualitative data → participatory technique	10-14 April	Project sites	CSC-1 & staff <sup>2</sup>
Quantitative data → survey technique	10-14 April	Project sites	CSC-2 & enumerator <sup>3</sup>
Data analysis	15-21 April	Jakarta	TL, CSC-1, CSC-2
Baseline data reporting → by email or direct presentation	22-23 April	Jakarta / Banda Aceh	TL, CSC-1, CSC-2
<b>Phase 4: Mid-term Evaluation (5 days)</b>			
Visiting project sites	24-26 July	Project sites	CSC-1
Staff sharing experience and consultation on M&E tools	24-26 July	Banda Aceh	CSC-2
Reporting the lesson learnt on M&E implementation → send by email	27-28 July	Jakarta	TL, CSC-1, CSC-2
<b>Phase 5: Final Evaluation (14 days)</b>			
Qualitative data → participatory technique	10-14 November	Project sites	TL, CSC-1 & staff
Quantitative data → survey technique	10-14 November	Project sites	TL, CSC-2 & enumerator
Data analysis	15-21 November	Jakarta	TL, CSC-1, CSC-2
Baseline data reporting → by email and direct presentation	22-23 November	Banda Aceh	TL, CSC-1, CSC-2

<sup>1</sup> TL = Team Leader; CSC-1 = Co-Surveyor Consultant 1; CSC-2 = Co-Surveyor Consultant 2

<sup>2</sup> Project staff who will have had baseline and M&E training should participate in qualitative data collection as a part of M&E project inclusiveness

<sup>3</sup> The enumerator also from the UMCOR staff who involve in ISDA project in certain project site

## APPENDIX 2

### Budget Proposal for ISDA Project Monitoring & Evaluation

#### Consultant fee

TL	→ 40 days x Rp 2.000.000,-	= Rp 80.000.000,-
CSC-1	→ 47 days x Rp 750.000,-	= Rp 35.250.000,-
CSC-2	→ 47 days x Rp 500.000,-	= Rp 23.500.000,-

#### Perdiem in Aceh (for lodging & DSA)

TL	→ 18 days x Rp 500.000,-	= Rp 9.000.000,-
CSC-1	→ 23 days x Rp 350.000,-	= Rp 8.050.000,-
CSC-2	→ 23 days x Rp 350.000,-	= Rp 8.050.000,-

#### Return air-ticket (maximum approximately)

TL	→ 1 person x 3 trips x Rp 2.500.000,-	= Rp 7.500.000,-
CSC	→ 2 persons x 4 trips x Rp 2.500.000,-	= Rp 20.000.000,-

Training material/kit package = Rp 1.000.000,- (can be directly provide by UMCOR)

**TOTAL = Rp192.350.000,-**

Local transport in Aceh → covered by UMCOR