

Evaluation Team & NGO

Name of Team Leader	VIKRAM KAUL
Name of Co- Evaluator	TRIPTI OBERAI
Name of Finance Evaluator	RAHUL SHUKLA
Name of NGO	Abhivyakti Foundation
Target Group	Core Group, Bridge population, ANC, OPV, PLHIV.
Target	100 Villages with coverage of 5253 KPs
District	TARN TARAN
Date of Visit	11th – 13th Dec 2023

Scoring

Component	Total Applicable Indicator	Maximum Score	Maximum Weightage Score	Score Obtained	Weightage Score Obtained	% of Weightage Score Obtained
Basic Services	19	57	45.6	54	43.2	94.7
Support Services	7	21	10.5	9	4.5	42.9
Total						85 %

Overall Grading(score) :- **“A”**

Component	Applicable Indicator	Score Obtained	% of Score	Qualify/Disqualify
Organization Capacity	10	9	90.0	Qualified
Finance	12	9	75.0	Qualified

Program Component	Strength	Weakness & Recommendation
<p>ORGANISATION CAPACITY</p>	<ul style="list-style-type: none"> •22 In-house capacity building activities for LWS was conducted by DRP. •CSC office is in the same premises for support 	<ul style="list-style-type: none"> •15 / 20 (75%) high Cluster Link Workers turnover was observed •Recruitment of supervisor one for 10 clusters

Program Component	Strength	Weakness & Recommendation
PROGRAM DELIVERY	<ul style="list-style-type: none"> •100% contact was established with key population •More than 70% HIV Testing was observed. •98 % PLHIV's are linked with ART. •48% PLHIV's linked with Social Protection Schemes 	<ul style="list-style-type: none"> •Stigma Reduction activities can be planned with support of PLHIV network. •Co-ordination meeting with district level health authorities need to be conducted. •No VHND meetings were conducted in contract period. •Intake of STI screening especially in HRGs •Myths & Misconceptions were observed in field •IEC display was not visible at field visit. Moreover IEC's are mostly displayed at PHC's inspite being placed at hotspots.

A Report on Evaluation of

Abhivyakti Foundation

Street 3, Ward 10
Mohalla Fateh Chak,
Near Gurudwara Lakeer Sahib,
Tarn Taran, Punjab

Submitted by

Vikram Kaul
Tripti Oberai
Rahul Shukla

Introduction

o Background of Project and Organization

The incorporation of Abhivyakti Foundation was visualized in 2000 by Mr. Shailendra Kumar Singh, founder member and General Secretary of the organization. The organization started their social development initiative through publishing social magazine namely SRIJAN besides running the educational programme in slum areas namely Holambi Kala of north Delhi through raising donations. Subsequently, the organization has made their regular efforts to identify options and opportunities for expanding the development initiatives. These efforts resulted in success when we received first educational support from Ministry of Human Resource Development, Govt. of India under SARVA SHIKSHAN ABHIYAN programme in Palwal district of Haryana state in 2004.

Abhivyakti Foundation is guided and directed by different ideological values. They have been the control mechanisms for operating various programmes and activities of the organization.

Vision

Establish participatory, Gender Justice, Self-Reliance and Community Participation.

Mission

Abhivyakti Foundation aims to organize women and weaker sections of society for social change through participatory approach. Abhivyakti Foundation is committed to educational development, Poverty Elimination, Ecological Balance, growth of self-reliance among people and empowerment of rural and urban community.

Name and address of the Organization

Street 3, Ward 10
Mohalla Fateh Chak,
Near Gurudwara Lakeer Sahib
Tarn Taran, Punjab

Chief Functionary

Mr. Shalender Kumar Singh (Project Director)

Year of establishment

2001

Year and month of project initiation

January 2021

Evaluation team

Vikram Kaul
Tripti Oberai
Rahul Shukla

Time Frame

11th - 13th Dec 2023

Profile of DIA

- **Target Population :** Rural based Migrant, HRGs and other Vulnerable population
- **Type of Project:** Link Worker Scheme (LWS)
- **Size of Target Group(s) :** 5253 (HRGs, Migrants, Vulnerable) (Apr 2022 - Mar 2023)
- **Sub-Groups and their Size :**

HRGs	FSW	259
	MSM	78
	IDU	2771
	TG	15
Bridge Population	Migrant	252
	Truckers	500
Vulnerable Population	ANC	131
	OVP	967
	PLHIV	251
	TB	29
		5253

- **Target Area :** 100 Villages of the Taran Taran District (Punjab)

Key Findings and recommendations on Various Project Components

I. Organizational support to the program :

The organisation has provided regular support in term of monitoring, supervision and technical support. In case of delay in grant from SACS, NGO has provided financial support to the project. Secretary of the NGO is development expert and providing his technical as well as monitoring support to the project activities. Advocacy activities were carried out by LWS team. DRP is actively doing his job but needs to focus more on co-ordination meeting with district level authorities. Although he has associated since inception of the project and well trained. Monthly monitoring meeting have done regularly at DIA level and all aspects were covered in the meetings.

II. Organizational Capacity:

1. Human resources:

The present LWS team has 1 DRP, 2 Cluster Supervisor (1 Supervisor has left the organization a week ago and currently the position is vacant.), 1 M&E cum Account Assistant, and 20 Link Workers. The evaluation team observed that this project have stable and consistent team members except Supervisor 1. This shows gradual growth of the program as well as individuals involved in it. The staffing pattern is as per the guidelines. The team members are well versed with their responsibilities. Their overall achievement and interaction with the community was satisfactory. However, The staff had received their respective capacity building modules. capacities and performance of link worker need to enhance on service delivery of proactive information, in terms of stigma Reduction activities. Regular and good documentation work seen during evaluation process. Each team member is regular maintaining their reports and daily diaries.

2. Capacity building:

During the current year, 22 In-house capacity building activities for LWS was conducted by DRP. One cluster supervisor need to be trained on programmatic aspects. The project has done satisfactory and evidence based documentation.

3. Infrastructure of the organization

Project office is located nearby civil hospital and Lakeer Sahib Gurudwara. Project office has all required infrastructure and equipments like computer, printer, scanner, photocopy machine, table, chairs etc. It is observed that first floors of premises is shared with a CCC and LWS project.

Documentation and Reporting:

LWS project has good documentation and record keeping. District level plan, Line-list cum service uptake register for HRG's, PLHIVs, and OVP's are in the prescribed NACO format, Condom stock register and other administrative records were maintained properly and updated on regular basis.

III. Program Deliverables

Outreach

1. Line listing of the HRG by category

HRGs	FSW	259
	MSM	78
	IDU	2771
	TG	15
Bridge Population	Migrant	252
	Truckers	500
Vulnerable Population	ANC	131
	OVP	967
	PLHIV	251
	TB	29
		5253

Micro planning in place and the same is reflected in Quality and documentation

District level plan (DLP) was developed and implemented. Apart from this village level plan and planning at Supervisor, DRP and Cluster Link Worker were also done. Same is also used at field and documented as well.

Coverage of target population :

5253 population covered by the LWS project during the financial year (2022 - 2023).

1. Outreach planning :

The line listing of the target group by each category with fully computerized. Also the services are categorized and well maintained. There is increasing the coverage of IDU and vulnerable population .The micro planning as well as outreach planning is carried out regularly in monthly meetings. It was observed

that this aspect is properly documented. If need arise, they make changes in the planning. The changes in the plan are also mentioned. All the planned activities are implemented as a team .All the LWS related activities are planned, implemented and documented. The DRP has developed supervision system with strong hand holding support to the LWS and volunteers but it needs to reflect more at field level.

2. Documentation of the peer education

During our field visit, the daily diary and outreach register of Link Workers & Link supervisors were verified. The referral slips were also available for STIs and HIV test with all the details mentioned in it.

3. Quality of peer education- messages, skills and reflection in the community

Cluster Link workers are able to communicate with their HRGs in local language. Peer interacted were familiar with LWS activities and services provided to target population but gap in the knowledge was seen during field visit. Few myths & misconceptions regarding transmission of HIV was Observed.

4. Supervision- mechanism, process, follow-up in action taken etc

DRP has his supervision and field visit plan, Cluster supervisor have plan for field visits to support Link workers in field activities. Project Director mostly attends the staff monthly. DRP needs to coordinate with SACS / SETU team for component guidance in implementation of project activities especially in IEC awareness and technical skills related activities.

IV. Services

1. Availability of STI services :

For STI services linkages with 11 CHC, 17 PHC, Sub Centers and Government hospitals were developed. Apart from these, health camp approach is adopted.

2. Quality of the services- :

The LWS project is covering 100 villages of Taran Taran District and has also developed linkages with PHC, Sub Centers and Government hospitals, which is found as an adequate linkage for providing clinical services.

- During the last year, 16 health camps were conducted; 80-90 key populations were screened in each camp. Overall 1256 population were covered among them 468 were screened for TB and STI screening.
- 380 / 2771 (14%) IDU's, 75 / 259 (29%) FSW's and 9 / 78 (12%) MSM HRGs screened for STI during the year.
- 1681 / 2771 (61%) IDUs, 219 / 259 (84%) FSW's and 56 / 78 (72%) MSM's were tested once for the HIV. CBS kits were out of stock from Nov to Dec, 2022, Jan 2023, April- July 2023 then Sep.2023 to till date.
- 43 / 252 (17%) migrants were tested once for the HIV in a year against the registration of 252. CBS kits were out of stock from Nov to Dec-2022, Jan 2023, April- July 2023 then Sep.2023 to till date.
- 35 / 36 (97%) IDU's, 5 / 5 (100%) FSW PLHIV's are linked with ART centres. Total 40 / 41 PLHIV's are linked with ART.
- **Quality of treatment :**

Quality of treatment is found satisfactory as most of the treatment were done at Government health facility and through health camps.

3. Documentation- :

All documents at project level are well maintained.

4. Information on linkages for ICTC, DOT, ART, STI clinics

During the field visit, it was observed that the community has good rapport with the ICTC counselor.

Coordination with DACPU or district level health authorities was not carried out for project activities and monitoring by the LWS NGO.

5. Referrals and follows up

- The LWS & Volunteers refers cases to ICTC and STI centers
- Proper follow up was seen in documents
- Asha workers and AWW also help to refer in ICTC and STI

V. Community participation

1. Collectivization activities:

No such activities noted.

2. Community participation in project activities-

- Community is closely involved in all activities at Village level
- During field visit team interacted with stakeholders who are actively participating the project level activities in order to enhance the project deliveries.

VI. Linkages

1. Assess the linkages established with the various services providers like STI, ICTC, TB clinics etc...

During the field visit, it was observed that the NGO has good rapport with the ICTC, DOTS, TB, AWC etc

2. Support system developed with various stakeholders and involvement of various stakeholders in the project.

Various stakeholders are involved in the project and their support system was found to be strong.

II. Financial systems and procedures

1. **Systems of planning: Existence and adherence to NGO-CBO guidelines or any approved accounting principles endorsed by SACS/NACO, supporting official communication form NACO/SACS for any deviance needs to be presented.**

Comment: In most of the cases guidelines has been followed except the following observations.

- a. *Rent agreement for the year 2022-23 has been executed for Rs. 13,000/- per month but the rent of first floor for LWS is only Rs. 4,000/- per month. The rent agreement should be specifically with the clause of occupation area for the project only not for whole building.*
- b. *Honorarium to doctors (Dr. Amanpreet Singh & Dr. Ripudaman) has been paid through account transfer from project manager account, however shall be directly in doctors' account.*

2. **Systems of payments- Existence and adherence of system of payment endorsed by SACS/NACO, adherence to PFMS, availability and practice of using printed and numbered vouchers, approval systems and norms, verification of all documents related to payments, quotations, bills, vouchers, stock and issue registers, practice of settling of advances before making further payments and adherence to other general accounting principles.**

Comment:

A. *As review of vouchers and cash book it observed that accountant have not sound and basic rules about the book keeping. In most of the vouchers and in cash book, the accounting head not correctly mentioned in terms of debit and credit. Our observations are on the basis of below mentioned points.*

- *Cash book entry dated 16 April, 2022 for refund of interest of Rs. 11,208.60/- to PSACS.
Voucher no 222 passed for the same with entry:*

<i>Union Bank of India A/c</i>	<i>Dr.</i>	<i>11,208</i>
<i>To Bank Interest</i>		<i>11,208</i>

However, as per accounting rule the entry should be:

<i>Bank Interest A/c</i>	<i>Dr.</i>	<i>11,208/-</i>
<i>To Union Bank of India, A/c</i>		<i>11,208/-</i>

- *Voucher No-288 dated 10 August, 2022 for payment of salary to cluster link worker has been passed.*

<i>Union Bank of India A/c</i>	<i>Dr.</i>	<i>1,60,550/-</i>
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<i>To Salary A/c</i>		<i>1,60,550/-</i>
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However, the correct entry should be:

<i>Salary A/c</i>	<i>Dr.</i>	<i>1,60,550/-</i>
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<i>To Union Bank of India A/c</i>		<i>1,60,550/-</i>
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- *Voucher no- 262 dated 12 August, 2022 (same entry of Rs. 1,48,828/- for July month salary)*

B. Apart from the above accounting should be on the basis of cash or accrual basis. However, expenses as rent have been showed as actual basis (Rent A/c) and accrual basis (Rent Payable A/c) for different months.

C. Vouchers has been signed by different authorities but not with stamp.

D. Fixed assets register not maintained as per GFR rule. The same has been maintained on register and all nature of assets (as furniture and electric equipment's) are shown on the same page. Further physical verification of fixed assets had not been done.

- 3. System of procurement- Existence and adherence of systems and mechanism of procurement as endorsed by SACS/NACO, adherence of WHO-GMP practices for procurement of medicines, systems of quality checking.**

Comment: Procurement system has not been followed properly. A complete procurement system is a combination of requisition, quotations, comparative and receipt of goods with proper entry in stock register. The basis of our observation is as under.

- a. An amount of Rs. 14,570/- paid to M/s Bajwa Printers against bill no-15 dated 16/09/2023 but following points are still open for justification.

Bidder/Quotations	Price/Bid	Remark
Bajwa Printers	15,200/-	Requisition, Purchase order not found on record.
Fatehabad Printing Press	16,950/-	
Kandiala Printing Press	16,000/-	

- Comparative has been prepared and M/s Bajwa Printers was selected as successful bidder by the purchase committee.
- As the rate mentioned in quotation as L1 is of Rs. 15,200/- but invoice raised by the M/s Bajwa Printers is of Rs. 14,570/-.
- The fact that the total value of invoice is Rs. 14,570/- has come to in notice at the time of issuing of invoice but comparative which was prepared on earlier date of invoice has mentioned specifically that L1 is Rs. 15,200/- but actual paid only Rs. 14,570/-. That reveals that the comparative was prepared after the date of goods receipt and that was only to fulfill the purchase procedure not for a competitive bidding.
- Further that voucher for the booking of expenses as made on dated 31/08/2022 of Rs. 14,570/- with journal entry as

Development of IEC A/c Dr. 14,570/-
To Development of IEC Payable 14,570/-

- Against the above entry on the date of payment i.e. 16/09/2022

the voucher made for payment of Rs. 14,750/- instead of Rs. 14,570/- with wrong entry as

<i>Union Bank of India A/c</i>	<i>Dr. 14,750/-</i>
<i>To Development of IEC A/c</i>	<i>14,750/-</i>

- *Procurement is the cumulative process of purchase committee(committee constituted by the three different authorities) and vouchers are also signed by the accountant, project manager and project director. In such situation if the mistake is not noticed by anyone of the member it raises the question of due diligence of members of committee.*
- *Requisition and purchase order not found on record.*

4. Systems of documentation: Availability of bank accounts(maintained jointly, reconciliation made monthly basis), audit reports

Comments:As the concerned person (Programme Manager) told us that audit was conducted by SACS but not such audit report with observation issued to NGO.

Other observations:

1. In respect to cluster link worker, it observed that there is high employee movement ratio in organization. In most of the cases, the CLW had not continued job for more than 6 months, however in some cases not more than 2-3 months.
2. Cluster link worker (Rajwant Kaur) joined on dated 13th April, 2022 through appointment letter AF/PB/HR/2022-23/079 but the appointment letter for the same issued on dated 9th July, 2022 i.e., after 3 months of joining. in such condition, our observation relate to the period of three months in which no legal documents/appointment letter was in existence.

VIII. Competency of the project staff

A. District Resource Person :

The DRP is Graduate in sociology and associated with this LWS since inception and has sufficient experience to carry forward the activities of LWS. He has good knowledge about the planning, reporting and monitoring. All the data and records are fully computerization and shared regularly. The monthly meetings and review system enables them to monitor the performance of the scheme and evaluate the program indicators.

B. Cluster Supervisor :

The project has Two Custer supervisor. One is old and working with the project since 2021 i.e. inception of the project; She is well qualified as per requirement. while other one has recently left the job in Dec , 2023.

C. M&E Officer

The M&E Officer is B.sc has joined the project since its inception and was found to be active about her record and data keeping system. All the data required and asked was made available immediately. She was also able to provide analytical information and pointed out the gaps in outreach.

D. Link Worker

All the 20 link workers under the guidance of 2 Cluster supervisors coordinate and implement LWS in 100 villages. They execute LWS related activities in their respective blocks/villages. They have knowledge about their targets and to reach the targets appropriate trainings were imparted to their volunteers. They were helped to prepare their outreach plan and were guided to implement the same.

X. Services

Overall service uptake in the project, quality of services and service delivery, was found satisfactory.

XI. Community involvement

Visited two villages during evaluation were Goindwal Sahib and Bramhapura Community is closely involved in all activities at Village level including Gram Panchayat members, Namberdar, ASHA workers, ANM's and other key members.

XII. Commodities

Free Condom distribution was observed in field. Stock register was updated and maintained as per SACS format.

XIII. Enabling environment

The LWS in the district needs capacity building in respect of a systematic plan to undertake advocacy with different stakeholders like PHC coordinator (Bhrampura). The networks and linkages developed are strong, but needs technical support for enhancement. The community has gradually responded to the activities of this scheme.

XIV. Social protection schemes / innovation at project level HRG availed welfare schemes, social entitlements etc.

22 / 46 (48%) PLHIV's linked with Social Protection Schemes like Aay card, Labour card, widow pension, old age pension, Ayushman card, PLHIV marriage.

Reporting form C
EXECUTIVE SUMMARY OF THE EVALUATION
(Submitted to SACS for each TI evaluated with a copy to DAC)

Profile of the evaluator(s):

Name of the evaluators	Contact Details with phone no.
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Name of the NGO:	Abhivyakti Foundation
Typology of the target population:	Link Worker Scheme (LWS)
Total population being covered against target:	5253
Dates of Visit:	11 th – 13 th Dec. 2023
Place of Visit:	Street 3, Ward 10 Mohalla Fateh Chak, Near Gurudwara Lakeer Sahib, Tarn Taran, Punjab

Overall Rating:

Total Score Obtained (in %)	category	Rating	Recommendations
85 %	A	Good	Recommended for continuation.

Specific Recommendations:

- It is observed during field visit that LWS team is not ensuring privacy and confidentiality of PLHIV.
- Orientation on STI management shall be provided to ASHA Workers and CLWS.
- Visit of cluster supervisor and DRP needs to plan and increased as presently it is not up to the mark.
- Stigma Reduction activities can be planned with support of PLHIV network.
- Co-ordination meeting with district level health authorities need to be conducted.
- IEC pamphlet in local language needs correction.
- Ensure display of IEC or wall painting near hot spots in village area.
- Intake of STI screening especially in HRGs
- Recruitment of supervisor one for 10 clusters

Name of the Evaluators**Signature**

Mr. Vikram kaul	
Ms. Tripti Oberai	
Mr. Rahul Shukla	