



May 16, 2008

Ref: C08-286 (Revised)

Professor M.N. Deshmukh
Member-Secretary
Indian Consortium for Educational Transformation (I-CONSENT)
A Wing, 5th Floor
International Convention Center
Senapati Bapat Road
Pune-411016, Maharashtra
INDIA

E-mail: mndeshmukh11@hotmail.com

Dear Professor Deshmukh:

Re: Evaluation of Capacity Building of Centre for Environment Education, Ahmedabad

The Commonwealth of Learning (COL) seeks to engage Professor M.N. Deshmukh (the Consultant) to conduct an evaluation of COL-Centre for Environment Education (CEE) cooperation on Capacity Building of CEE in open and distance learning (ODL) and the development and launch of the Green Teacher Programme during 2002-2008.

1.0 Statement of Work

1.1. The Consultant shall:

- 1.1.1. assist the Vice President and Programme Director (VP&PD) to develop and implement an Evaluation Plan for the COL-CEE cooperation;
- 1.1.2. review the draft Evaluation Plan with the VP&PD to ensure full understanding of the project to be evaluated;
- 1.1.3. identify appropriate data, develop data collection strategies and assist the VP&PD in developing an Evaluation Plan;
- 1.1.4. implement the Evaluation Plan as agreed with the VP&PD;
- 1.1.5. conduct initial investigations showing the initial observations and detailed plan for further investigation and reporting; and
- 1.1.6. produce report(s) according to the attached "Monitoring & Evaluation Report Format " as follows:
 - 1.1.6.1. draft for review with the VP&PD by July 31, 2008; and
 - 1.1.6.2. the final Report by August 31, 2008.

1.2. The Consultant should ensure that all correspondence with COL refers to the contract number listed at the top of the contract, i.e. C08-286.

2.0 COL Responsibilities

- 2.1. COL shall liaise with the CEE, Ahmedabad to make available all required documents and arrange interviews with personnel concerned.



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- 2.2. The COL staff member with whom you should liaise on all matters related to this contract is Professor Asha Kanwar, Vice President and Programme Director at akanwar@col.org.

3.0 Deliverables and Timeframe

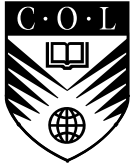
- 3.1. The above consultancy will be for a duration of four (04) months, involving fifteen (15) full time equivalent (FTE) days, starting May 08, 2008, with the following deliverables and timelines:
- 3.1.1. Draft Evaluation Plan: May 31, 2008;
 - 3.1.2. Final Evaluation Plan: June 05, 2008;
 - 3.1.3. Draft Final Report: July 31, 2008; and
 - 3.1.4. A Final Report with changes carried out according to comments from COL and CEE: August 31, 2008.

4.0 Monitoring

- 4.1. The Consultant will report to COL every two weeks on the status of the above mentioned activities. The report should take the format of a brief email covering:
- 4.1.1. conduct of activities since last report;
 - 4.1.2. schedule of activities in the next reporting period; and
 - 4.1.3. issues or problems.

5.0 Evaluation

- 5.1. The Consultant shall evaluate the outcome of the contract using the following output, outcome and impact indicators:
- 5.1.1. quality and quantity of relevant materials produced due to the COL-CEE cooperation;
 - 5.1.2. extent to which CEE could develop the right networks during the activity time;
 - 5.1.3. number of persons within and outside CEE build up competencies in development of ODL materials, design and use of learner support systems for both print based and e-learning environment;
 - 5.1.4. infrastructure and systems built in CEE which facilitates course development and course implementation;
 - 5.1.5. extent to which CEE as an institution has transformed for dual-mode delivery;
 - 5.1.6. number of students enrolled in the Green Teacher Course;
 - 5.1.7. number of institutions which adopted/adapted the course within India and abroad;
 - 5.1.8. number and extent of linkages developed with international agencies and institutions in other countries in extending the Green Teacher Course; and
 - 5.1.9. extent to which CEE offering Green Teacher Course by ODL has impacted the school system in India.



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- 5.2. The Consultant shall prepare a Draft Final Report and a Final Report based on the output, outcome and impact indicators. The Final Evaluation Report shall be delivered to COL before August 31, 2008.

6.0 Fees and Invoices

- 6.1. A maximum fee of Cdn \$6,000 (Cdn \$400 x 15 FTE days) will be payable to the Consultant in two instalments as follows:

6.1.1. 1st instalment of Cdn \$3,000 upon receipt of the Final Evaluation Plan; and

6.1.2. 2nd instalment of Cdn \$3,000 upon receipt of the Final Report.

- 6.2. The fee is payable on:

6.2.1. receipt of an invoice (for each instalment);

6.2.2. upon completion of the tasks outlined in the Statement of Work; and

6.2.3. upon receipt and acceptance by COL of the deliverables within the timeframe specified.

- 6.3. Each invoice should contain contract number, the name and address of the payee, the fee due under the contract, payee's bank name, bank address, bank number, account name, account number and bank swift code to facilitate the transfer of funds.

- 6.4. If the Consultant fails to deliver any or all goods, services or materials as specified in the Statement of Work within the time period(s) specified in the contract, COL reserves the right to amend the fee due under the contract.

7.0 Expenses

- 7.1. COL will meet the cost of economy air travel from Mumbai, India to Ahmedabad, India and per diem for CEE headquarter visit and one or two study centres visits and secretarial support up to a maximum of Cdn \$2,000, upon presentation of an expense claim substantiated with receipts for required travel and secretarial support.

- 7.2. An expense claim (as attached), substantiated by receipts, will be forwarded to COL upon completing the necessary travel.

- 7.3. The Consultant is responsible for any costs relating to the following areas:

7.3.1. laundry costs;

7.3.2. car rental;

7.3.3. costs relating to the renewal and issuance of passports;

7.3.4. immunisation, and medications;

7.3.5. rental, maintenance and repairs to any tools used in performance of this agreement;

7.3.6. all insurance which the Consultant requires;

7.3.7. all transport arrangements which are not explicitly authorised under the agreement; and

7.3.8. all other expenses which are not authorised in writing by the COL staff member.



8.0 Copyright and Intellectual Property

- 8.1. In consideration of the fee paid, the Consultant agrees to assign to COL any copyright arising from the works produced while executing the Contract. Similarly, the Consultant hereby agrees to waive in favour of COL any moral rights that may be associated with such works.
- 8.2. The Consultant hereby acknowledges that:
 - 8.2.1. COL reserves the right to publish the report prepared herein; and
 - 8.2.2. COL may circulate the report to users of choice, including posting in COL's World Wide Web site.

9.0 Liability and Insurance

- 9.1. COL does not assume any liability for any injuries or damage to the Consultant incurred during the assignment.
- 9.2. COL assumes no responsibility whatsoever for insuring the Consultant.

10.0 Termination

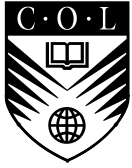
- 10.1. COL may, by written notice to the Consultant, terminate all or part of this contract or suspend the performance of all or part of this contract. The termination or suspension shall take effect on the date stipulated in the notice from COL.
- 10.2. As a result of termination or suspension, the Consultant shall have no claim against COL other than payment for hours actually and reasonably incurred by the Consultant until the termination or suspension.

11.0 Employment

- 11.1. The Consultant acknowledges that this contract is not a contract of employment, and that the Consultant is an independent contractor and not an employee of the Commonwealth of Learning.
- 11.2. The Consultant acknowledges that the terms of the Consultant's current employment contract do not preclude the Consultant from undertaking this consultancy.

12.0 Confidentiality

- 12.1. Any information of a character confidential to the affairs of COL, to which the Consultant becomes privy as a result of the work performed under this contract, shall be treated as confidential.



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To indicate your acceptance of this task and the associated terms and conditions, please sign this letter where indicated and return a signed copy to COL using facsimile number +1 604 775 8210.

Sincerely,

A handwritten signature in black ink that reads 'D. McEachern'. The signature is written in a cursive style with a long horizontal stroke at the end.

Doris McEachern
Director
Finance, Administration & Human Resources

Professor M.N. Deshmukh

Date

(50% 08-ED1-122 & 50% 08-09 budget) (ASK/ML)



The Monitoring & Evaluation Report Format

Preamble

This Report Format is intended for the use of report authors in order to achieve general standardisation of COL evaluation reports. As such, it should be an appendix to the Terms of Reference for consultants.

This format is generally consistent with the reporting formats followed by many donor organisations such as CIDA, USAID, etc. That said, it is not intended to limit the reporting of results in any way. Report authors should feel free to add/revise elements if doing so will add value to the report. For example, while the bullets in sections 5 & 6 identify topics that need to be covered, there may be specific questions within those topics that should be discussed. However, any changes must be reviewed with the ES responsible and reported to the COL Vice President & Program Director.

1. Executive Summary (2-3 pp)

- Project description
- Intended Outputs/Outcomes for the Activity
- M&E purposes
- Findings – expected & unexpected
- Conclusions/recommendations
- Limitations

2. Project Context

- Description of Intended Outputs/Outcomes and related success indicators
- Activities implemented to achieve Outputs/Outcomes
- Partners involved
- Limitations of the Evaluation
- Acknowledgements

3. Monitoring & Evaluation Purposes

- Why and for whom

4. Monitoring & Evaluation Design & Implementation

- Data collection strategies
- Issues arising during implementation, limitations, etc.

5. Findings

- About the management and implementation of the activities
- About the achievement of intended Outputs/Outcomes
- About unexpected Outputs/Outcomes

6. Conclusions (judgements)

- About the appropriateness of the intended Outputs/Outcomes
- About the project context, appropriateness of the activities, the role of the partners, the quality of the management & implementation of the activities
- About the effectiveness of COL's direct and indirect contributions to this project
- Lessons learned – regarding the program and/or the conduct of M&E

7. Recommendations

8. Annexes

- Data collection instruments
- Contractor Terms of reference
- Contributors



Expense Claim Form

Please attach all receipts.

Name

#	Expense Description	Account Code (FOR OFFICE USE ONLY)	Amount (in local currency)	Exchange Rate (FOR OFFICE USE ONLY)	Total (CAD) (FOR OFFICE USE ONLY)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
TOTAL:					

Notes:
