

Mission Terms of Reference (TOR) - Example

Monitoring and exploratory mission to India

April 2018

Terms of reference

1 – GENERAL INFORMATION

1.1. Participants:

- RENOUE Julie - Project Manager - PADEM Project Assistant
- TISNE Elsa - Project Manager - PADEM Project Assistant

1.2. Duration of the mission: 10 days, from April 23, 2018, to May 2, 2018 (flight to be confirmed)

1.3. Terms of stay: based in Jodhpur and Delhi

2 – GENERAL OBJECTIVES OF THE MISSION

2.1. At the end of the mission, ongoing or completed PADEM projects were followed up, the results of which are transmitted to PADEM donors.

2.2. The presence of PADEM on-site is reinforced thanks to the identification of new partners and projects.

3 – SPECIFIC OBJECTIVES OF THE MISSION

3.1. Visit the intervention sites, meet the partners concerned and collect the information necessary to finalize the projects being designed. Obtain the additional information necessary to finalize these projects.

3.2. Visit the intervention sites, meet the partners concerned and collect the information necessary to develop the tools and monitoring reports required by PADEM donors on each of the projects in progress or completed.

3.3. Strengthen the PADEM network in India: identify new relevant projects to be implemented by PADEM with its current partners or new partners such as Care T and SBT for example.

3.4. Strengthen activities related to fair trade: carry out a good behavior charter with the current PADEM partner, identify and meet new partners.

4 – INTERMEDIATE RESULTS AND ACTIVITIES

R.1. NEW ELEMENTS HAVE BEEN COLLECTED FROM SAMBHALI TRUST TO COMPLETE THE PROPOSAL OF THE PROJECT “OPENING OF AN EMPOWERMENT CENTER FOR YOUNG GIRLS UNTOUCHABLE FROM JODHPUR, INDIA”, IND- 0011

Activities:

TOOLS – PHASE 1 : PROGRAMING

- A.1.1. Meetings are organized with Sambali Trust
- A.1.2. The activities to be carried out are clearly identified with the partner and the beneficiaries
- A.1.3. The proposal is finalized with the partner and the last questions have been raised
- A.1.4. The budget is also revisited and updated if necessary

Document to complete:

- Proposal of the "Opening Project of an empowerment center for untouchable young girls in Jodhpur, India"

R.2. NEW ELEMENTS HAVE BEEN COLLECTED FROM THE MAHARAJA OF JODHPUR FOUNDATION TO COMPLETE THE PROPOSAL OF THE PROJECT "PROVIDING SUSTAINABLE ACCESS TO WATER AND BASIC SANITARY FACILITIES TO THAR DESERT IN RAJASTHAN, INDIA", IND-0016

Activities:

- A.2.1. Meetings are organized with the Maharaja Foundation of Jodhpur
- A.2.2. The activities to be carried out are clearly identified with the partner and the beneficiaries
- A.2.3. The proposal is finalized with the partner and the last questions have been raised
- A.2.4. The budget is also revisited and updated if necessary

Document to complete:

- A proposal in the form of MAE Luxembourg of the project "Providing sustainable access to water and basic sanitation facilities for the inhabitants of the Thar Desert in Rajasthan, India"

R.3. NEW ELEMENTS HAVE BEEN COLLECTED FROM THE MAHARAJA FOUNDATION OF JODHPUR TO PREPARE THE MONITORING TOOLS FOR THE PROJECT "STRENGTHENING THE CAPACITIES OF DISADVANTAGED YOUNG GIRLS IN A LITTLE PRECARIOUS SITUATION BY ESTABLISHING A BOARDING SCHOOL IN KERU, RAJASTHAN, INDIA", IND-0017

Activities:

- A.3.1. Meetings are organized with the Maharaja Foundation of Jodhpur
- A.3.2. The schedule of narrative and financial reports to be produced is established in agreement with the Maharaja of Jodhpur Foundation
- A.3.3. Monitoring tools are produced and the actors involved in the project are trained in their use
- A.3.4. The narrative project monitoring report is produced

Document to complete:

- Planning of reports to be made
- Narrative follow-up report following the requirements of the MAE Luxembourg
- Budget follow-up following the requirements of the Luxembourg MAE

R.4. NEW LOCAL, NATIONAL AND INTERNATIONAL PARTNERS HAVE BEEN IDENTIFIED AND NEW WAYS OF COOPERATION WITH PREVIOUS PADEM PARTNERS HAVE BEEN ADDRESSED

Activities :

- A.4.1. Identify local national and international social workers active in India
- A.4.2. Contact these stakeholders and meet them in the field
- A.4.3. Meet the stakeholders identified and contacted before leaving on a mission:
 - Care-T Association: Community Awareness Research Education Trust
 - SBT

TOOLS – PHASE 1 : PROGRAMING

A.4.4. Analyze the intervention capacities of these stakeholders and the compatibility of their actions and structures with the intervention policy and the philosophy of PADEM, collect new proposals for possible projects

A.4.5 Meet the relevant institutional actors (Embassy of Luxembourg)

Document to be produced:

- Evaluation report on the partners met and a summary of the projects proposed.

R.5. AN INTERNAL REPORT HAS BEEN PRODUCED ON THE FAIR TRADE COMPONENT AND PADEM'S FAIR TRADE ACTIVITIES IN INDIA ARE STRENGTHENED

Activities:

A.5.1. Organize a meeting with the partner Bishnoi Village Craft and visit at least 2 production sites

A.5.2. Interviews with employees made it possible to assess the working conditions (fair criterion) and production of the products (ecological criterion) purchased by PADEM

A.5.3. Identify any interventions/adjustments necessary to improve the working conditions of employees

A.5.4. Drafting and signing of a Charter of good behavior between Bisnoi and PADEM

A.5.5. Identify new producers already labeled F.L.O (Jodhpur and Delhi)

A.5.6. Contact these producers and meet them in the field

A.5.7. Analyze the “sales/production” capacities of these players and the compatibility of their activities with the intervention policy and the philosophy of PADEM, collect samples for future sales

Document to be produced:

- Internal report on PADEM's fair trade activities in India

- Bishnoi charter of good behavior - PADEM