

No. PLG (2021-22 Eval.) Vol-II
Government of Himachal Pradesh
Planning Department

From

Addl. Chief Secretary (Planning) to the
Govt. of HP, Shimla-2.

To

1. All Administrative Secretaries,
2. All Heads of Department
and Managing Directors Boards/ Corporations, HP.

Dated: Shimla-2 the  September, 2022

Subject: - Guidelines /Instructions for conducting evaluation/impact assessment studies of various programmes being implemented by different Departments.

Sir,

1. As you are aware that Government of India has taken an in principle decision that the ongoing schemes will only be continued and extended after they are evaluated by independent third party agency. In the same context, the Planning Department of the State has also decided to conduct six evaluation/impact assessment/other studies for Central Government and State Government Schemes.
2. Following six schemes/themes have been finalized for conducting the studies to make a beginning in this direction:-
 - i. Pradhan Mantri Ujjawala Yojana in conjunction with Mukhya Mantri Grihini Suvidha Yojana - (Food and Civil Supply Department).
 - ii. Study to assess reasons for malnourishment among mothers and children - (Women and Child Development Department).
 - iii. Aayushman Bharat and HIMCARE - Health and Family Welfare Department.
 - iv. Nayee Rahen Nayee Manzilen - Tourism Department.
 - v. Development of off- season vegetables including mushrooms in Himachal Pradesh – Horticulture Department.
 - vi. SDG's "Drishti" Himachal Pradesh-2030 - (Planning Department)

3. A State Level Evaluation Committee with the following members is being constituted for conducting these studies:-

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| i. Secretary (Planning), Government of HP | Chairman |
| ii. Adviser (Planning), Shimla-2 | Member |
| iii. Adviser (Economics and Statistics), Shimla-9 | Member |
| iv. Head of the concerned Department | Member |
| v. Deputy Director, Evaluation (Planning Deptt.) | Member Secretary |
| vi. Research Officer, Evaluation (Planning Deptt.) | Member |

The ToRs for conducting the studies for the above mentioned 6 schemes/themes will be finalized by the implementing/executing department. The implementing/executing department will call necessary financial bids from the empanelled agencies/firms. The committee will short list a firm/agency for conducting the study based on the financial bids received from these agencies. The Adviser (Planning) will chair the Committee's Proceedings in the absence of Secretary (Planning).

4. The Planning Department, after following a transparent tendering process, has empanelled the following agencies/firms /organizations/ entities which can be engaged for conducting surveys/ evaluation studies/impact assessment studies by departments/boards and corporations of the State Government after inviting financial bids: -

- i. AMS Academy of Management Studies, New Delhi
- ii. Price Water house Coopers Pvt. Ltd., Gurgaon.
- iii. Quality Council of India, Institution of Engineer Building, Delhi
- iv. Global Agri System Pvt. Ltd.
- v. Mazars, Advisory, LLP 421, Gurgaon
- vi. NABCONS

5. Departments may also get conducted a detailed impact assessment study for determining the impact of Central/State programmes/schemes other than the six schemes/themes/areas mentioned at Sr. No. 2 above, as per department's needs.

6. The financial requirement for all studies may be internalized out of the approved outlays for implementation of the scheme/ existing budgetary allocations in case of State schemes. In case of evaluation of schemes which involve more than one department, the coordinating nodal department shall bear the expenditure for conducting study out of its own approved outlays for execution of the

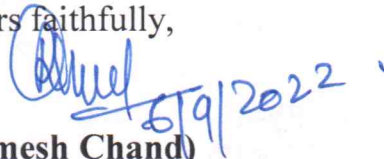
scheme. In case of the Centrally Sponsored Schemes, concerned department may obtain permission of the concerned Central Ministry to meet financial requirements out of the regular allocations *a priori* if, such a provision does not exist in the guidelines of the CSS.

7. Detailed ToRs for Evaluation/ Impact Assessment Study may be finalized by a Departmental Technical Group (DTG) of the Department. The Group may have 3 to 5 members having expertise in the relevant field. The desiring department may co-nominate one member each from the departments of Economics and Statistics and Planning as member of the DTG. Alternatively, the desiring department may send draft ToRs prepared by the DTG to the Planning Department for comments.
8. The desiring department may invite bids from the empanelled agencies/firms/ organizations/entities sharing the ToRs finalized by the DTG as elaborated at Sr. No. 7 above, with these identified agencies and suitable Agencies/ Firms may be awarded the contract for conducting the studies after due diligence.
9. The ToRs finalized by the DTG may mention the objectives, timelines for completing the study, the study area and approximate sample size.
10. The research/study design may be finalized in consultation with the contracting agency/firm/ organization/ entity before actually starting the study/ field work.
11. The department, before finalizing the draft report, may invite comments from the domain experts and include them in finalizing the report depending upon practicability and other such aspects.
12. The contracting agency/firm/organization/ entity will make a presentation of the draft report to the Administrative Secretary of the desiring department and the DTG. The suggestions and comments that emerge during the discussions, after presentation, will be considered while finalizing the final report.
13. The findings of the report may be used by the department implementing programme/scheme as an input to justify

continuation/restructuring/closing of the scheme as per administrative requirement.

These guidelines can also be downloaded from the <http://planning.hp.gov.in>

Yours faithfully,



(Ramesh Chand)
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HP Shimla-171002.