**Evaluation Report TCI Foundation Chandigarh Trucker Project-1 Transport Area Chandigarh Date: 2nd to 4th, March, 2023**

Reporting Format-B

**Descriptive Evaluation Report**

**Introduction**

**Background of the Organisation:** TCI Foundation is a registered organization under the India Trusts Act 1882. The foundation is committed to serve the nation with a motto of equality and better life for all the citizens. The foundation works for all other entities within the ambit of Corporate Social Responsibility (Section 135) and Schedule VII of the Companies Act 2013. TCI Foundation is proudly associate with Government of India, State Governments, Public Service Undertaking and Corporates of repute to deliver the quality controlled project deliveries in India.

**Background of the Project:** TCI became TI partner with Chandigarh SACS since April, 2013 and presently implementing bridge population project of 1000 high risk truckers in Chandigarh

**Name and address of the Organization:** TCI Freight, 10 Rambagh Old Rohtak Road, Near Pratap Nagar Metro Station, Delhi-11007

**Chandigarh Office:** Khushi Clinic, TCI Foundation, Plot No.21, Sector-26, Transport Centre, Chandigarh

**Chief Functionary:** Dr. Munish Chander *(AVP TCIL & Head TCI Foundation)*

**Year of establishment:** 1995

**Year and month of project initiation:** April, 2013

**Evaluation team:**

Programme Evaluator: Dr. Sukhbir Singh

Programme Evaluator: Dr. Nidhi Jaswal

Financial Evaluator: Ms. Bhawna Saini

**Time frame:** 1st October, 2021 to 31st October, 2022

**Profile of TI:**

**Target Population Profile**: High Risk Truckers

**Type of Project:** Bridge Population Targeted Intervention Project

**Size of Target Group(s):** As approved -10000 truckers

**Sub-Groups and their Size: NA**

**Details of Target Area:** The TI is implemented in few selected pockets of Chandigarh City transport area covering (i) Transport area, Sector 26 (ii) Motor Market, Manimajra (iii) Industrial Area I (iv) ) Dariya (v) Timber market (vi) Grain Market

**Key Findings and recommendations on Various Project Components**

1. **Organizational support to the programme**

It appeared that the organizational provide support to the program. The PD is available for 85% of the monthly staff meetings and proper review has been done and same is reflected in the meeting minutes. Apart from PD project coordinator is also reviewed the project on monthly basis.

**II. Organizational Capacity**

**Human resources:** Staff has been appointed as per the sanctioned post**.** Allstaff members are recruits. No Peer Educators turnover were witnessed in the project. Appointment letters and job description are provided to the staff. Attendance register is maintained and daily entry is done. Leave applications are not maintained properly.

**Capacity building:** All project staff has received formal training from CSACS. Both induction as well as refreshers trainings have been conducted in-house as well as at the level of CSACS. During the evaluation period, 17 trainings were conducted (14 by CSACS, 2 in-house and 1 was organized by the head office of the organization.

**Infrastructure of the organization:** The TI Project has its Office cum DIC at plot number 5 Transport areas Chandigarh and other DIC is located at Transport house which is maintained by Transport Association, Chandigarh.

**Documentation and Reporting**: Documentation is maintained as per the formats provided by SACS. It was properly maintained.The organization was found to be sending regular CMIS and SOEs reports.

1. **Program Deliverables**

**Outreach:** Presently 04 ORWs are working with the TI project. All of them are new recruits and have undergone training organized by CSACS. The knowledge level of ORWs is very good and they are delivering the services in the field as per their understanding and guidance received from the project staff.

**Micro planning:** As such, no micro planning has been done by the staff. However, the daily field visit plan including the area of visit and timings has been understood as the micro planning.

**Outreach planning:** Outreach planning has been done by the ORWs under the supervision of the project manager. With regard to the planning, ORWs and peers are able to draw outreach planning as required by the project.

**Documentation of the peer education:** Documents of the peers are available with the ORWs. It has been noticed that the documents are not signed by the peers, where applicable. Documents of peers are maintained and retained by ORWs.

**Quality of peer education:** Out of the 10 peer 9 were met during the visit to TI as well as to the field in Transport area.

**IV. Services**

**Availability of STI services**: For STI services static and satellite clinic approach was used by the TI. One MBBS doctors are associated with the project. The doctors are well qualified and provide services for three hour. No stock out of STI medicines was witnessed.

**Quality of the services**: One static and five satellite clinic are in place. Static clinic is easily accessible and set up of satellite clinic is appropriate. STI medicines have been purchased by the project and is being distributed. Some general medicine for general treatment has been also purchased.

**Quality of treatment in the service provisioning**: The doctor has been trained on syndromic treatment protocol. As per the doctor the same is maintained by him. It was observed that the doctor needs to know more about the indicator. Counseling is done for the truckers and follow up of STI patients’ is done.

**Documentation:** A patient sheet clinic format is filled by the doctor and the counselor for each patient visiting the clinic. Daily summary sheet is maintained by the counselor. Counseling register is maintained for all the STI patients who have been counseled but no mechanism has been for follow-up of STI patients has been developed.

**Availability of Condoms**: Social Marketing condoms have been started since initiation of the project. Total of 50 condoms outlets were established by the SMO, 50 are active. All of them are non-traditional outlets.

**No. of condoms distributed**: A total of 99690 social marketing condoms have been distributed in the project from October, 2021 to 31st October, 2022.

**Information on linkages for ICTC, DOT, ART, STI clinics:** The Project staffs are aware of the linkages with the ICTC for HIV testing.

**Referrals and follows up:** Referrals are done by all ORWs and the counsellor for ICTC. All the STI cases are followed up. The project refers the truckers to for HIV testing and also uses the mobile ICTC service. From 1st October, 2021 to 31st October, 2022, the STI clinic was attended by 10767 beneficiaries.

**V. Community participation:** Community members are involved in the project, primarily those who are the owners i.e., transporters in form of Stakeholders. It can be due to the nature of the project where most of the truckers are involved in their daily routine work.During the evaluation period, 5 congregation events were organized by the organization. 280 health camps were organized in which 11,543 beneficiaries participated.

**VI. Linkages**

**Assess the linkages established with like STI, ICTC, TB clinics:** Good linkages have been established by the TI project with ICTC centres and DOT centres.

**Percentages of HRGs tested in ICTC and gap between referred and tested:** From

October, 2021 to 31st October, 2022 were 4685 HIV test has been done.

**Support system developed with various stakeholders and involvement of various stakeholders in the project:** Stakeholders have been identified in the project, however the project area has many important stakeholders and need to initiated dialogue with them. The project need to do stakeholders analysis. LAC was formed and meetings were conducted on regular interval.

**VII. FINANACIAL 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.
2. The Accountant has more than 25 years’ experience in accounts and maintaining the all accounts books properly and following SACS/NACO guidelines.
3. It is observed that PF/ ESI is deducted from employee’s part only.
4. **Systems of Payments:** Existence and Adherence of payments 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.

It is observed that all the vouchers are machine printed and all the payments to vendors done through PFMS with approvals of Project Manager and Project Director.

1. Stock register of consumables and fixed assets are properly maintained.
2. Cash book is properly maintained
3. Ledger book is properly maintained.
4. SOE & BRS is properly maintained. It is properly stamped and signed by accountant, Project Manager and Project Director.
5. **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.

It is observed that

1. TI is maintaining Fixed assets register properly and coding on items is present there.

2. Quotations from 3 different vendors collected to purchase any items above Rs.2000 and comparative statement is in place.

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

Inputs-

1. Accountant is maintaining BRS and SOE and submitting the same to CSACS on monthly basis.
2. A separate account was in State bank of India, Daria branch but still CNA account is in process.

**VIII. Competency of the project staff:**

**a. Project Manager:** Project manager has good understanding of the indicators.. She has undergone trainings under CSACS. She is having good leader skill which reflects in her programme management

**b. Counselor:** She is having good understanding about the project. All the documents are well maintained by her. The quality of counselling service needs to be enhanced. Synchronization between total time available and topic of counselling has to be developed.

**c. ORWs:** 04 ORWs are working with the TI. All of them under gone induction and refresher training.

**d. Peer Educators in Project:** A total of 10 peers are working with the TI. All them were met during the visit to TI office as well as during the field visit. They have knowledge about the sessions and conducted well in the field.

**e. M&E officer:** M&E officer is having understanding about the project work and the documentation to be prepared. However, the quality of work reflecting in TI. Documentation of record is really appreciable .

**IX. Outreach activity:** Outreach is been carried out as per the requirement. Field visits are conducted by outreach workers as per their daily visit plan at their respective hotspots.

**X. Services**

STI clinic and condom distribution through outlets is done.

**XI. Community involvement**

Involvement of community was much visible in the project planning and its related activities. Congregation events and mid media activities (Nukkad Natak) are conducted to mobilize the community. 26 mid media activities has been organised by the TI.

**XII. Commodities**

Social marketing condoms are provided to the truckers as per their requirement which was initiated by the SMO. STI drugs are available with the project and being used during camps. Some General medicines are available for providing treatment for general aliments.

**XIII. Social protection schemes / innovation**

Nothing specific to report

**XIV. Any best practice**

Nothing specific to report

**--End of the Report--**