

Terms of Reference
Outcome measurement consultancy
Habitat for Humanity Malawi
September 2023

Background

Habitat for Humanity International has a vision of a world where everyone has a decent place to live. We are therefore constantly looking for new solutions that would make adequate housing accessible and affordable for all. We also aim to improve how we work with families and other stakeholders we partner with to support more families to have adequate and affordable housing. We also seek to better understand the effects of our work. Hence, we are developing a new results measurement system to help us generate evidence to enhance the quality of our programs to prove and improve outcomes for the people we serve. Global output and outcome metrics are part of this results measurement system, and we are in the process of defining and refining selected indicators across 4 program areas: basic services, habitability, affordability, and tenure security. Habitat for Humanity Malawi (HFHM) is one of the 5 Habitat National Organizations piloting the new output and outcome indicators. HFHM seeks to appoint a team of consultants / consulting firm to undertake outcome measurement activities to pilot the outcome metrics in Malawi.

Methodology

HFHM will provide guidance on the sampling techniques to be used. The consultants will conduct Household Surveys and carry out structured observations to collect data on the outcome metrics.

Key activities to be undertaken by consulting team.

1. Attend the training sessions facilitated by HFHI on metrics definition, calculations and sampling strategies, methods, and ethical considerations.
2. Work with the HFHM team to finalize the sample sizes and sampling strategies according to the guidance provided.
3. Conduct data collection pretesting exercise and address gaps before data collection.
4. Conduct data collection.
5. Document key lessons and note recommendations for improvement on the methodology based on experience.
6. Analyze data, synthesize findings, and prepare a report using the template provided.

Key deliverables

Below are the key activities and deliverables for this assignment. Part of the inception report, the consulting team will submit a detailed workplan showing a break-down of the activities, their timing, and the people responsible.

Activity	Expected product or result	By when
1. Conduct inception meetings	Inception report – detailing the methodology, calculations and sample sizes and detailed work plan	20 October
2. Conduct pretesting		27 October

3. Data collection	Cleaned data ready for analysis	3 November
4. Data analysis and synthesis	Preliminary findings report	10 November
5. Draft report writing	Draft report	17 November
6. Incorporate feedback	Updated final	24 November
7. Submit final report submission	Final report	30 November

Required experience and competencies.

The consulting team should have the following:

1. Demonstrated experience in outcome measurement using household surveys and other methods.
2. Demonstrated previous experience measuring outcome indicators.
3. Demonstrated experience in designing, planning, and executing household surveys.
4. Demonstrated knowledge and experience with various sampling techniques.
5. Demonstrated experience and skills in quantitative data analysis, applying various statistical analyses and tests.
6. Demonstrated experience with qualitative data analysis using qualitative data analysis software.
7. Strong communication and interpersonal skills.
8. An understanding of the Malawian context and fluency in at least one of the local languages.
9. Strong project management experience and skills.

Habitat will provide:

- Guidance on the sampling strategy and agreed upon techniques for various scenarios.
- Data collection tools.
- Orientation on Habitat global metrics and the sampling strategies.
- Relevant project and program documents e.g., baselines.
- Access to relevant Habitat staff for feedback and discussions e.g., draft reports.

Duration of the consultancy

Estimated level of effort: 30 days

Start date: 16 October 2023

End date: 30 November 2023

Location

Data will be collected from households in Lilongwe district, specifically in Traditional Authority Masumbankhunda. Traveling to these geographic locations will be required.

Contact information:

Questions and submissions:

Application process:

Interested candidates must submit their CVs, a cover letter describing their suitability for the assignment, references from similar work in the past and examples of past similar work. The due date for submissions is 3 October 2023.