



TERMS OF REFERENCE

MID-TERM EVALUATION

Improving livelihoods through the introduction of sustainable WASH practices in rural communities of Thyolo District in Malawi.

Title	Midterm Evaluation
Purpose	External Evaluation
Location	TA Ngongoliwa, Thyolo
Start Date	7 th February 2024

Background and Rationale

Malawi has a history of challenges in securing access to safe and affordable drinking water and adequate sanitation for her citizens. These problems are present in all areas of the country and affect low-income rural communities even harder than other areas. The target area of this project is the Traditional Authority (TA) Ngolongoliwa, located in Thyolo District with a population of 749,062. The Traditional Authority (TA) Ngolongoliwa has 33,839 inhabitants living in 44 villages. 47% of the population is male and 53% is female; over 55% of the people are under 20 years of age. Thyolo District is also among the poorest districts in Malawi's Southern Region. Poverty is worst in rural areas, including TA Ngolongoliwa. According to the Integrated Household Survey (IHS4, 2016-17), 24.3% and 46.5% of people in the district are very poor and poor respectively. The district has a poverty incidence of 36.8%, which is lower than the regional average of 63.3%. The majority of the population in the TA are smallholder farmers, with an average farm size of 0.8 hectares, which is barely sufficient for subsistence farming. The main sources of income are the sale of produce and casual labour in agriculture.

HFHM decided to work with Thyolo District Council after several consultations at national and district level, because data from Mwater showed that despite 87% access to water in Malawi, this is still at 77% in Thyolo District. Thyolo District Council and NGOs are already working together on this, but WASH remains a major problem in the district. Therefore, Thyolo District is far behind according to the targets and indicators defined in Sustainable Development Goal (SDG) No. 6 for water supply, sanitation and hygiene practices. More needs to be done on WASH to achieve universal and equitable access to safe and affordable drinking water for all and to ensure adequate and equitable sanitation and hygiene for all and end open defecation. After visiting the district,

HFHM found that Thyolo District not only lacked water sources and latrines, but that poor coordination by the District Water Department on the one hand, and unsustainable, and non-transparent actions by the Water Point Committees (WPCs) on the other, were also hampering progress in the WASH sector. The project therefore also includes capacity building and advocacy measures at district and national level.

The TA has no piped water at all, and all residents rely on boreholes, wells or rivers for their drinking water of which only boreholes have the potential of providing safe drinking water all year round, including in the dry season.

Habitat for Humanity Malawi (HFHM), affiliated to Habitat for Humanity International is a non-profit Christian organization aiming at improving housing conditions in Malawi. HFHM was established in Malawi in 1986 and has assisted over 75,000 families through different housing solutions. Additionally, HFHM has undertaken water and sanitation projects in peri-urban and rural areas of Thyolo and currently in Thyolo.

Purpose, Objectives and Use

The main purpose of this evaluation is to assess the results and experiences of the WASH project against the proposal and planning documents. It will follow the criteria for evaluations i.e., impact, effectiveness, sustainability, efficiency and lessons learnt.

Impact

- In what ways and to what extent has the project or initiative contributed to improved changing wellbeing of the people in TA Ngongoliwa?
- What, if any, unanticipated positive or negative changes or other outcomes have resulted?
- To what extent were the changes directly or indirectly produced by the project interventions?

Effectiveness

- To what extent have the planned activities and outputs been achieved?
- Are current activities the best way to maximize impact or are there other strategies that might be more effective?
- To what extent is the project attaining, or expected to attain, its objectives efficiently and in a way that is sustainable?

Efficiency

- To what extent has the project attained the highest value out of available resources?
- How could resources be used more productively and efficiently?
- What could be done differently to improve implementation, and thereby maximize impact, at an acceptable and sustainable cost?

Sustainability

- What project components appear likely to be sustained after the project and how?
- To what extent are district level ownership and commitment to the project in place?
- To what degree have the capacities of national/ district institutions been built?

- To what degree have the capacities of community level structure been built or improved
- What needs, if any, were identified for further capacity building and support to promote the likelihood of sustainability?
- What are the internal and external risks and opportunities for sustainability?

Lessons learned

- What good practices can be learned from the project that can be applied to similar interventions in the future?
- What lessons were learned and applied during the project implementation?
- How effective was the project's structure for knowledge management and sharing?

The evaluation will provide detailed conclusions and formulate specific recommendations. The assessment will explore the strengths and weaknesses of the project. It will highlight all factors influencing the effective and efficient (as well as ineffective and inefficient) implementation of the interventions and their contribution towards the realization of the overall project goal.

Based on the assessment, it will draw conclusions regarding the outcomes and overall goal. The evaluation will also identify good practices, and then formulate recommendations for similar project. The evaluation must provide evidence-based information that is credible, reliable and useful. The evaluation team will review all relevant sources of information.

The evaluation team is expected to follow a collaborative and participatory approach ensuring close engagement with our stakeholders both at community and district level. Engagement of stakeholders is vital to a successful evaluation.

Scope of work

The midterm evaluation is to be conducted within the sampling target area of TA Ngongoliwa in Thyolo and other stakeholders of the project in the district.

The evaluation will provide a qualitative and quantitative assessment of the project using a mixed-methods approach. Besides collecting quantitative data along the project outcomes and outputs, the evaluation is expected to use various qualitative methods to collect the required information, including but not limited to focus group discussions, key informant interviews and, wherever possible, observations.

The following are indicators that evaluation will be assess.

Project Goal

The project contributes to improved health and quality of life in the target communities of the T/A Ngolongoliwa in Malawi

Project Outcome

people in the target communities and Thyolo District staff regularly apply the new, practices promoted by the project and regularly use the new water point sustainability, hygiene practices and sanitation infrastructure established by the project.

Outcome Indicators

Water;

- a) By the end of the project, the 30 communities selected for the water point interventions (new construction or repair) are practicing the practices taught in the project to operate the wells transparently and sustainably.
- b) At the end of the project, 90% of the 30 target communities selected for the well interventions report that technical problems of their wells were solved within seven days.
- c) At the end of the project, 80% of the people in the target communities report that they take their drinking water from the new/rehabilitated safe wells all year round.
- d) At the end of the project, Thyolo District will in future communicate concrete guidelines for transparency and accountability to the community in its trainings for WPCs, about which the overall population of the villages will also be educated.

Sanitation/Hygiene

- a) At the end of the project, the latrines built as part of the sanitation promotion activities will be regularly used and maintained by their owners.
- b) At the end of the project, 90% of the families involved in latrine construction during the project regularly wash their hands at critical times.
- c) 10% of the surveyed households in the target communities were interested in building the latrine models imparted in the project at the end of the project.

Output Indicators

- a) At the end of the project, 10 new wells are available to the target communities and 20 wells with chronic technical problems are functional again; water quality tests are carried out twice a year by testing companies.
- b) At the end of the project, new rules for the maintenance of the wells are available, these are recorded in the official statutes of the WPCs.
- c) The members of the WPCs are capable of operating the wells effectively, transparently and responsibly: 90% of the members answer 90% of the test correctly at the end of the training.
- d) The four existing Area Mechanics and three additional, new Area Mechanics from different areas of T/A are able to fix typical technical problems of the wells; 90% answer 90% of the test correctly at the end of the training.
- e) 2 more shops stock up borehole spare parts making a total of 3 in the target TA
- f) The respective responsibilities and distribution of tasks in well maintenance have been recorded in writing by the relevant stakeholders and are known to all and are included in the WPC training.

- g) 3,000 households in 30 communities know about adequate handling of faeces and hygiene and about sustainable and affordable latrine designs.
- h) 10 artisans are empowered to build more sustainable and affordable latrines and to attract clients for latrines. 90% of the artisans answer 90% of the questions of the test correctly at the end of the training.
- i) 180 extremely vulnerable families have improved latrines.
- j) 3,000 households received information on adequate hygiene in 30 communities,
- k) 24 hygiene education radio spots were broadcast throughout the district.
- l) 569,287 people will be reached through out the district through radio programmes and jingles
- m) The Community Based Management (CBM) and Community Led Total Sanitation (CLTS) training manuals used by the district were revised by the end of the project.
- n) The relevant district trainers (30 Water Point Committee trainings and 61 villages across T/A for CLTS trainings) have been trained in the new manuals and are able to apply the new knowledge: 90% of the participants in the trainings answer 90% of the questions in the end-of-training test correctly
- o) 3 WMA, 24 HSA and 3 DCW trained in effective CBM (WPC) trainings.
- p) 24 HSAs, 2 AEHO and 1 DEHO trained in effective CLTS
- q) Best practices for increasing sustainability in the WASH sector from the project will be shared in 6 networking meetings, best practice reports
- r) 3 Policy papers published by the executing agency

Process

The consultancy firm or team of consultants will report to HFHM but are expected to work with MEAL and WASH coordinator for HFHM, district partners, Community based monitoring committees, Water point committees, Complaints and Feedback mechanism committee, Area Mechanics, Water monitoring assistants, Health Surveillance Assistants, Area Development Committees, Village Development Committees

Activities		Deliverables
Preparations		
Briefing with HFHM		Minutes of meetings
Review all relevant data sources and prepare an inception report to be submitted to HFHM. The inception report will detail: (i) methodology (ii) availability of data sources, by thematic focus areas and Countries (iii) schedule of activities and		Draft inception report including tools available for comments

timeline (iv) tools (e.g., questionnaires)		
Submit the final Inception report and quality assurance plan with all comments integrated		Final inception report available
Data Collection		
Literature review of available documents and published studies relevant to the scope of this assignment		
Interviews with participants		
Data Entry and data processing (data cleaning)		
Data Analysis & Reporting		
Analyze data collected and prepare draft report		Draft evaluation report available for review
Integrate comments from HFHM in draft report and share draft		
Presentation of the draft report. Comments made by the key stakeholders will inform the final report		
Produce final evaluation report incorporating all comments received and a final PowerPoint presentation summarizing the report		

The whole midterm evaluation process will take a maximum of 14 working days (excluding weekends) that include: preparation, field work with communities, schools and stakeholders, and report writing.

Outputs and Deliverables

Deliverable 1:

An inception report which contains the objectives and scope, description of methodology/methodological approach, data collection tools, data analysis methods, key informants/agencies, evaluation questions, performance criteria, work plan and reporting requirements. It should include a clear matrix relating all these aspects and a desk review with a

list of the documents consulted as well as a quality assurance plan.

Deliverable 2:

Ethics compliance plan which will detail how the consultant will adhere to research ethics requirements especially clearance, human subjects' protection, achieving consent for minors and maintaining confidentiality of interviewees.

Deliverable 3:

Draft report to be shared with key stakeholders for comments whose structure follows: Introduction, Methodology, Analysis, Conclusions, Recommendations and Annexes. The main parts of the report consist of conclusions and recommendations.

Deliverable 4:

Presentation of the draft report: develop and present a PowerPoint presentation showing preliminary findings, lessons learned, good practices and initial recommendations to the programme's key stakeholders. Comments made by the key stakeholders will inform the draft report.

Deliverable 5:

Final evaluation report incorporating all comments received and a final PowerPoint Presentation summarizing the report

Expert Profile of the Evaluation Team

Given the nature of the task, the consultancy team should have skills set that cover social technical, environmental, and institutional aspects of WASH service delivery.

- Team leader should have at least an advanced degree in Public Health, Environmental Health, Development studies or other WASH related qualifications
- One of the team members should be a civil engineer or sanitation engineer with at least 5 years' experience in water and sanitation infrastructures.
- Demonstrated experience in carrying out special studies, demonstrable relevant practical experience in qualitative and quantitative research methodology, evaluation design and implementation.
- Good understanding of the WASH context in rural areas
- Experience of effective interaction with local and national organizations, government departments, and marginalized communities in urban areas.
- Good spoken and written communication skills in English and Chewa
- Proven experience of using participatory tools as a means of data collection for project evaluation

Application Procedures

All interested consultants/firms are requested to apply by submitting the following:

- Brief description of their competencies to meet the requirements of the assignment
- A brief technical bio data of core team members
- A detailed methodology to be used in carrying out the assignment including:
 - Sampling strategy (not just sample size but also urban, rural, age, sex disaggregation, etc.)
 - Methodology
 - Ethical procedures
 - Timelines, with deliverables and estimated duration of the assignment
- Dates of availability
- A detailed professional budget (including a fee history with client references over the past 2 years) indicates the all-inclusive fixed total contract price and all other travel related costs, supported by a breakdown of costs and daily professional rates and days.
- Evidence of similar work undertaken recently (not more than 5 years) and references.

Interested consultants are requested to submit a technical and financial offer within 14 days of receiving the TORs and no later than **10th May 2024**. The technical offer should not exceed 6 pages, excluding annexes. Criteria and weight for rating the offers will be:

- Understanding of the assignment
- Proposed methodology
- Expertise of the consultant(s) & team composition including institutional background,
- Fees.

Please deposit sealed offers in a tender box at the following address:

The Chairperson
Internal Procurement Committee
Habitat for Humanity Malawi
Off Presidential Drive, Next to Pacific Villas, Area 14
P.O. Box 1638
Lilongwe

The envelope must be well labelled "**Consultancy- Mid term evaluation**". Only short-listed applicants will be contacted.