Terms of Reference

End of Project Evaluation – WASH & Nutrition Integration Project

1. INTRODUCTION

WaterAid and The Hunger Project (THP) jointly secured funding from the Swedish Postcode Lottery (SPL) for the implementation of a WASH and Nutrition Integration Project which runs from April 2019 to March 2022 in Jali, Zomba District. The project goal is to contribute towards reduction of preventable deaths among children under the age of five years in Jali, Zomba district.

The project is a strategic partnership between WaterAid and The Hunger Project advancing WASH and Nutrition Integration and is being implemented in collaboration with relevant stakeholders at national, district and community levels drawn from the sectors of Water, Sanitation and Hygiene (WASH), Early Childhood Development (ECD), health, agriculture, nutrition, gender, and community development.

2. PURPOSE AND SCOPE OF THE EVALUATION

2.1. Purpose of the assignment

The purpose of the evaluation is to allow for an independent structured assessment of the results and impact of the project. The evaluation will assess the achievement of the objectives against the agreed indicators. This will be in addition to the Development Assistance Committee (DAC) criteria for evaluation i.e., relevance, efficiency, effectiveness, impact, and sustainability. This evaluation will allow WaterAid, The Hunger Project, stakeholders, and the donor to also document learning around the approaches and how the various interventions have contributed towards attainment of the project goal, outcomes and expected results. The findings will also be key in informing future programming around scaling up WASH and Nutrition Integration by WaterAid and THP including interested Non-Governmental Organizations (NGOs), donor agencies, Civil Society Organizations (CSOs) and other players considering this venture.

2.2. Specific objectives of the Evaluation

The evaluation parameters shall be based on all the indicators in the logical framework /M&E Plan of the project. The parameters will determine the survey approaches or methods to use and should guide the development and pre-testing of the survey instruments (questionnaires, checklists, and guidelines), as well as the orientation and training of the study teams. The
consultant(s) should include an assessment of the performance based on the project performance indicators and analyse the results against baseline values. Thus, the evaluation will among other indicators measure the following.

Establish and assess the prevalence of neonatal deaths among infants and babies in Zomba and Malawi.

**Outcome 1:** Improved safety of living and learning environments for children under five in targeted communities

1.1. Establish the percentage of households with access to hand washing facilities with water and soap at all times.
1.2. Establish the prevalence of diarhoea among under-five children.
1.3. Establish the proportion of households using an improved drinking water source.
1.4. Establish the proportion of households with access to basic sanitary facilities.

**Outcome 2:** Improved child feeding, and food handling and preparation practices among parents, guardians, and care givers at household and Early Childhood Development Centre (ECDC) levels

2.1. Establish prevalence of malnutrition related diseases among children under two years, including pregnant and breastfeeding women and in the targeted communities.
2.2. Establish the prevalence of acute Under nutrition among children and women (wasting for children, underweight, stunting and wasting for women).
2.3. Assess proportion of households practicing good food hygiene and safety
   2.3.1. Positive food handling behaviours
   2.3.2. Personal hygiene practices around food.
2.4. Establish the proportion and number of children that are accessing nutritious porridge through ECDCs.
2.5. Establish the proportion and number of households in targeted communities with Under-five children reporting feeding their children at least three time per day.

**Outcome 3:** Improved diversification of diets among targeted households with pregnant women and children under the age of two and ECDC.

3.1 Establish the percentage of households experiencing moderate and severe hunger.
3.2 Establish the number and proportion of households harvesting more than one food crop per year.
3.3 Establish the average number of food groups consumed by children in the targeted ECDCs and communities.
3.4 Establish and highlight the average number of food security strategies implemented by households to ensure year-round access to food.
3.5 Establish the average number of food groups consumed by Women of Reproductive Age (WRA).
In addition, the evaluation will

- Determine the extent to which WASH interventions have contributed towards improvement of nutrition outcomes for communities, ECDC learners and caregivers.
- Determine the extent to which the project has contributed towards WASH and Nutrition integration at district and community levels with specific focus on partnerships, implementation approaches, and stakeholders.
- Determine the extent to which the project outcomes and expected results have been achieved including the impact (both intended and unintended) of the interventions on the target communities and ECDCs.
- Determine the extent to which the interventions were suited to the priorities and needs of the people it intended to benefit, with specific reference to the experiences and opinions of community members, relevant district level stakeholders, learners, caregivers and other marginalized groups.
- Assess the physical works executed under the project to ensure they meet the set contractual conditions, quality and standards in line with the WaterAid Quality Programme Standards.
- Document good practices, key lessons and critical factors for success and innovations for adoption and for scaling up.
- Assess if there are indications or measures for long-term sustainability of the interventions and the extent to which user communities and other local structures were integrated in the project implementation processes.
- Provide forward looking recommendations that will inform the development of similar WASH and Nutrition integration projects in future.

3. SCOPE OF THE EVALUATION

This evaluation shall focus on project performance covering the whole implementation period (April 2019 to March 2022) of the SPL WASH and Nutrition Integration Project. Additionally, the evaluation will use DAC evaluation criteria of relevance, efficiency, effectiveness, impact outlook and sustainability in its assessment as detailed below.

a) Relevance
- The extent to which the project has been consistent with, and supportive of the WASH and nutrition priorities of Jali area in Zomba district including coordination. Asking such questions as; Was the project design appropriate for the interventions? How well did WaterAid and THP adapt to the changing context? In which areas did change happen and why? Are there areas where change should have been made?
- The quality of the problem analysis and of the project's intervention logic and logical framework matrix, appropriateness of the indicators.
- The extent to which stated objectives correctly address the identified WASH and Nutrition needs in the target area.
- The quality of the identification of stakeholders, beneficiaries, communities, and institutions (ECDCs).

b) Effectiveness
• To what extent were the activities and outputs consistent with the objectives of the project and do the activities meet the objectives and results set out in the project (as outlined in the logical framework)?
• What kind of positive changes to beneficiaries have resulted from products and services delivered?
• To what extent did the identification, design and implementation processes, including outreach involved communities, local and national stakeholders as appropriate?
• To what extent and in what ways has ownership, or lack of it, impacted on the effectiveness of work and projects implemented?
• How were other cross-cutting issues such as gender, youth, climate change and human rights considered in the design and implementation of activities?

c) Efficiency
Focusing on how well the various activities transformed the available resources into the intended results or outputs, in terms of quantity, quality and timeliness. Please assess the project efficiency along the following evaluation questions:

• To what extent was the programme run/delivered in an efficient way?
• To what extent were implementation arrangements adequate in terms of management, coordination and human resources? What type of administrative, financial or managerial challenges did the programme face and to what extent did it affect planning and delivery?
• To what extent were the resources made available sufficient for the implementation of planned interventions for the programme?

d) Impact
Specifically, the following aspects should be analysed at impact level of the evaluation:

• The extent to which the objectives of the project have been achieved. Were all the planned outputs and results/outcomes achieved as planned?
• To what extent did the project engage with various stakeholders (including the District Council, NGOs partners, community and institutional leaders and the benefiting communities)?
• To what extent did the project consider and address crosscutting issues such as: gender, environment, equity and inclusion?
• Has the project produced any unintended or unexpected impacts, and if so, how have these affected the overall impact;
• Whether the effects of the project have been facilitated by or constrained by project management, by co-ordination arrangements, by the participation of relevant stakeholders

e) Sustainability
The sustainability criterion relates to whether the positive outcomes of the project and the flow of benefits are likely to continue after external funding ends. The evaluation shall assess:

• The ownership of objectives and achievements e.g. how far all stakeholders were consulted on the objectives from the outset and whether they agreed with them and
continue to remain in agreement.

- How likely will sustainability mechanisms promoted increase sustainability? Were the right mechanisms chosen? If not, what should have changed?
- Socio-cultural factors, e.g. whether the project is in tune with local perceptions of needs and ways of producing and sharing of benefits; how well accepted were any changes by the target group and other stakeholders; the quality of relationship between the project staff and local communities.
- Financial sustainability, e.g. whether the service being provided are affordable for the intended beneficiaries and likely to remain so; whether enough funds are generated or are available to cover all costs including maintenance costs and are to continue to be so for a substantial period of time.
- Technical (technology) issues e.g. whether (i) the, knowledge, process or service introduced or provided fits in the existing needs, skills or knowledge (ii) alternative technologies were or are being considered where applicable; and (iii) the degree in which the beneficiaries have been able to adapt to and maintain the technologies acquired sufficiently.

f) Infrastructural Analysis: The Infrastructure Analysis should review the status of units completed and a determination of the value of the investment— with regard to cost-effectiveness of implementation. Sustainability should also consider the infrastructure’s effectiveness to withstand adverse climate changes and operational resilience over time. The infrastructural analysis should also address whether the design conformed to respective building standards and regulations as it relates to the quality of the infrastructure provided by WaterAid Quality Programme Standards.

4. EVALUATION METHODOLOGY

The evaluation will involve reviewing of all the project documents to ascertain that all the contractual areas are evaluated as well as other relevant literature. In addition, the Consulting Team will undertake meetings and interviews with a broad range of relevant stakeholders, district council representatives, DCT, District Nutrition Coordinating Committee, District Early Childhood Network, beneficiaries, WaterAid programme team, The Hunger Project Programme team, Area Development Committee, Village Development Committee Water Point Committees, Area Nutrition Coordination Committee, Village Nutrition Coordination Committee, care groups, promoters, animators and other community members including Ward Councillors, Civil Society Organizations (CSOs) and Member of Parliament for the project impact area. The Consultant will be responsible for assessing the programme, financial and management issues. The Consultant will be required to carry out the exercise diligently which will include:

- Developing a detailed evaluation methodology and evaluation work plan and design (inception report) which will be able to provide key and specific information from different stakeholders. The methodology and plan will be shared and agreed upon with WaterAid and THPMw before commencement of the actual work.
- Participating in the initial briefings with WaterAid and THPMw to ensure that the Consulting Team is clear on the expectations of the evaluation.
- Developing the evaluation tools which will be shared with WaterAid and THPMw for discussion and agreed upon by the two parties before the field work.
- Reviewing of the project materials and other relevant literatures to have adequate understanding of the project and maximize incremental learning.
- Discussing with WaterAid and THPMw staff, other stakeholders, CSOs and opinion leaders in the project areas to get their feedback.
• Conduct field visits to collect data through a combination of data collection methods. It is expected that the team will incorporate gender and ensure representative involvement of beneficiaries and also non beneficiaries in the evaluation.
• Present to WaterAid and THPMw the key findings and allow the team opportunities to give feedback and agree on action points, lesson and recommendations.
• Submit draft report to WaterAid and THPMw for review, comments and inputs which will be taken into consideration before submission of the final report.
• Write appropriately and submit one quality case study focusing on best practices and lesson learnt as evidence from the involved stakeholders (community members, teachers, ECDCs, children, district officials, and institutional management committee and community members). The stories will be used in other public community works.
• Take or collect photos where possible of previous situation and tangible results like toilet facilities, water points, communities, children and care givers using the constructed facilities etc. to show changes of infrastructures.

4.1 Sample Size
The Consulting Team will propose an appropriate sampling methodology and size that is statistically valid and cost effective. The sample will take into consideration the activities carried out by WaterAid and THPMw in the project impact area. The consultant(s) will visit the area and interview the beneficiaries and stakeholders on the relevant project objectives. The sampling criteria and sampling methodology will be clearly described in the inception report of the consultant. It is important during gathering data that there are opportunities for women and girls to provide feedback in safe spaces.

4.2 Ethical considerations
The evaluation team must adhere to WaterAid’s Global Evaluation Policy, Global Standard on Safeguarding and Code of Conduct and GDPR guidelines which guides the following.

a) Informed consent: This should be obtained from participants and parental consent where applicable.

b) Confidentiality: Participant’s privacy and confidentiality must be protected throughout the process of the beneficiary satisfaction survey. Only trained interviewers must undertake the research with interviews being conducted privately. Data storage and reporting must also take into account the protection of the privacy and confidentiality of participants.

c) Anonymity: Participants should be made aware of the fact that their names will not be recorded and that they cannot be identified as a result of the responses provided during data collection.

5. DELIVERABLES OF THE EVALUATION
The successful Consulting Team will have a preliminary meeting with WaterAid and THPMw to discuss further on the assignment. Among the agenda for this meeting will be the expectations for the work, discussion around the proposed methodology, review of work schedule, and administrative details related to logistics, contract, reports and ongoing communication. From the meeting, the consultant will therefore be expected to produce the following deliverables;
1. Inception Report: The consultant will prepare, submit and present an inception report which must include a comprehensive research methodology, data analysis plan, data collection tools/templates/instruments and a detailed work plan with implementation timelines. The Data Analysis Plan shall specify the methods by which data collection will occur, and from whom, including a timetable for any development, pre-testing and revision of data collection instruments. Both quantitative and qualitative research and analysis approaches are to be undertaken for this assignment. The Data Analysis Plan shall include a description of the data and its sources required to complete the analyses.

2. Draft Evaluation Report. The Consultant will prepare and submit a draft evaluation report to be reviewed by WaterAid and THPMw. The consultant shall make a PowerPoint presentation of the draft report. The evaluation report should follow the standard format evaluation reports, putting forward the purpose, focus, scope, evaluation methodology and evaluation findings that must be directed at identifying success factors, appropriateness of design, relevance of intended results, partnerships, achievement and relevance of results, cost-effectiveness and sustainability. The report must consist of a synthesized analysis of findings from all project activities and indicators.

3. Final Report: A final report (including Executive Summary and Appendices) will be prepared and submitted and should not exceed 60 pages. Comments from the draft report and presentation must be taken into consideration when writing the final report. In general, the report should be technically easy to comprehend even for non-specialists, contain detailed lessons learned, actionable recommendations, and list of all people interviewed and survey templates in Annexes. The report should also contain the summary of indicator values for the project end against the baseline values. There should also be a submission of the database (applicable with the quantitative component) and all secondary data collected.

5.1 Time Frame
The whole program evaluation process will be delivered with a maximum of 30 working days (excluding weekends) that include: preparation, field work with communities, schools, partners and stakeholders, data analysis and report writing.

6. APPLICATION PROCESSES

By the nature of the project, the ideal consultant team should be multidisciplinary to take advantage of multiple skill sets in food security, nutrition and WASH. Thus, the team members should have a good combination of post graduate qualifications in Agriculture, Nutrition, Livelihoods, Public Health, Development studies or any other related field. The team should comprise a technical person with Civil or Structural engineering qualifications.

- The team leader should have at least 8 years of relevant experience;
- Demonstrated experience in carrying out impact evaluations, demonstrable relevant and practical experience in qualitative and quantitative research methodology, evaluation design and implementation.
• Proven experience of using participatory tools as a means of data collection for project evaluation.
• Demonstrable understanding of WASH and Nutrition in rural setups.
• Experience of effective interaction with local and national organizations, government departments, parastatals and marginalized communities in rural areas.
• Good spoken and written communication skills in English and Chewa.
• Knowledge and experience of using statistical packages for analysis of data.
• Excellent communication and report writing skills, especially ability to write very well in English.
• Referenced (provide referee for assignment) experience of conducting similar assessment or work.

Note: The Consulting team MUST include a Civil or Structural Engineer.

6.2 Bid requirements
Interested Consulting Teams or firms are requested to submit Technical and Financial proposals as separate documents with adherence to page specifications as follows;

• Technical proposal: A technical expression of interest (EoI) detailing interpretation of the TORs, proposed methodology including sampling framework and work schedule (Maximum 15 pages) and should include;
  ➢ Capability statement demonstrating how they meet the required qualifications and competencies.
  ➢ Brief profile of the team members highlighting only key qualifications, recent relevant work done with corresponding references.

• Financial proposal detailing consultancy fees, operation cost and other necessary expenses which should be presented STRICTLY in Malawi Kwacha. (Maximum 3 pages)

6.3 Application Procedure
This opportunity is for dedicated and highly motivated professionals with strong commitment to WaterAid’s values and beliefs. If you believe you qualify for this opportunity and you are the candidate that we are looking for, obtain the detailed Terms of Reference from our website https://www.wateraid.org/mw/publications and submit your application documents as per the TOR requirements in English to procurementmw@wateraid.org by 31 December 2021 with email subject “SPL WASH and Nutrition End of Project Evaluation”.