1. Background
WaterAid is an International Non-Governmental Organisation established in 1981. Our Vision is a world where everyone everywhere has safe water, sanitation and hygiene and our mission is to transform lives of the poorest and most marginalised people by improving access to safe water, sanitation and hygiene. WaterAid has operated in Malawi since the year 2000 and supports service delivery, advocacy and influencing programmes of work in both rural and urban areas. These programmes include work in Salima, Mzimba, Machinga, Zomba, Nkhotakota, Kasungu, Karonga, Rumphi, Dowa, Balaka, Mangochi and Chikwawa Districts and Lilongwe Urban and Rural, Dedza, Mchinji, Ntchisi, Ntcheu and Chitipa.

2. Project background
With funding from the Scottish Government, Scottish Water and WaterAid UK through a Match Fund, WaterAid is implementing the four and a half year Deliver Life II Project which is aimed at “Improving service delivery and health outcomes for 141,000 women, adolescent girls and under-five children living in the low income rural areas of Malawi.” The project is running from October 2018 to March 2024 and is being implemented in the districts of Machinga and Zomba in partnership with AMREF Health Africa and National Initiative for Civic Education (NICE).

WaterAid is targeting marginalised populations in rural and peri-urban areas by facilitating access to safe water, improved sanitation and good hygiene in health care facilities (HCFs), early childhood development centres (ECDCs) and communities through service provision, strengthening planning and monitoring systems for WASH in HCFs and ECDs and promoting empowering relationships between citizens and duty bearers. The project target is 141,000 women, girls and children in Machinga and Zomba Districts. The project will reach 40 communities with safe water supply, improved sanitation and hygiene behaviour change, 9 ECDCs and 9 health care facilities with safe water supply, improved sanitation and hygiene facilities and hygiene behaviour change and infection prevention and control. The project will also support improvements in WASH standards for WASH in ECDCs.

3. Audience and use of evaluation findings
The primary external audience for this evaluation is the project’s main donor, the Scottish Government, to whom the final report will be submitted. The evaluation will also be of interest to other donors that have provided match funding for the project. At a country level the project works closely with Government and partners who would also be considered a key audience. The final report will be used to assess WaterAid’s performance in the management of this grant and the extent and quality of project results.

Internally within WaterAid the audience for the evaluation will be (in order of priority):

- **The Malawi Country Programme** that has implemented the project and the Southern Africa Regional office that have provided technical support – helping to improve future project design and delivery, especially in the area of WASH and health.

- **Policy and Campaigns Division**, particularly those working on WASH and health policy – by improving organisational knowledge and practical experience of delivering WASH and health programmes that can be of benefit in other settings, while also providing evidence to inform policy development and associated advocacy.

- **Programme Support Unit**, which has provided technical support to the project, particularly for the hygiene element – by producing learning that will contribute to the ongoing development of several flagship programmes; and by producing evidence of the effectiveness of different technical approaches.

- **Strategic Partnerships (WaterAid Scotland)** team in the UK, which holds overall responsibility for grant management of Deliver Life 2 and manages the relationship with the donor – by providing evidence of successes and impacts achieved that will be of benefit for future funding applications.

**4. Purpose and objectives of the Evaluation**

The purpose of this evaluation is to make a critical assessment of the extent to which the Deliver Life 2 project has achieved quality results in a cost-effective, sustainable and equitable way, to inform future WASH and health programming. The evaluation will explore: results; quality; transformative change; and value for money criteria as set out in the global evaluation policy. With reference to these criteria, it has the following objectives, in priority order:

- **Results**: To assess the extent to which the project has achieved its outputs and outcomes as set out in the logical framework, and to examine the major factors influencing the achievements and/or non-achievements of these; and any other unintended outcomes that the project has had.

- **Quality**: To assess the extent to which the project has met WaterAid’s minimum quality programme standards

- **Transformative change**: To assess the project’s potential for delivering sustainable services, beyond the life of the project.

- **Value for money**: To assess the extent to which the project’s outputs and outcomes have been achieved in a cost-effective way, in accordance with the
Scottish Government International Development Fund

Fi definition of value for money.

- **Crosscutting**: To develop recommendations for the development of future WaterAid programmes on WASH and health; to examine project progress against other key performance measures determined by the donor relating to inclusion and participation of the most marginalized beneficiaries; and to document key lessons which the organisation can build on in future programmes.

5. **Scope of the evaluation**

The evaluation will assess work delivered over the entire six and half year period of the project, from October 2018 to March 2024.

The geographic area to be covered by the evaluation will be: Machinga and Zomba districts. The consultant will be expected to select an appropriate sample in consultation with WaterAid Malawi.

The target groups will be: community members, particularly women and children; community based advocacy groups / structures i.e. citizen forum committees and women action groups; health centre Management Committees and staff (including non-medical staff) and patients, particularly pregnant women and new mothers; caregivers, ECDC committees, local government staff and district level coordination structures; and project partners.

The evaluation will include an end line survey of indicators in the logical framework, to establish final results.

The following evaluation criteria, as per WaterAid’s global evaluation policy, will be excluded: i) contextual relevance; ii) WaterAid added value and synergy; and iii) coherence. These criteria were excluded on the basis that they are less relevant for the donor, which will fund the evaluation; and in consideration of the limited budget available and desire to keep the evaluation tightly focused.

6. **Key questions**

The key questions for each of the objectives are:

a) **Results**

- To what extent has the project achieved all intended outputs and outcomes according to the logical framework?
- What are the major factors that have led to achievement or non-achievement of the results?
- To what extent has the project succeeded in its stated aim of improving equality in access to and awareness of WASH for women and girls?
- What evidence is there to suggest the project has created safer environments for childbirth and learners at ECDCs?
- What are the notable unintended outcomes and impact of the project, if any?

b) **Quality**
• To what extent has the project met WaterAid’s risk critical minimum Quality Programme Standards?

c) Transformative change

• What evidence exists to suggest that the benefits of the project will be sustained in the future?

• What evidence exists to indicate that the project achieved its aim of encouraging greater collaboration and integration between WASH and health sectors?

d) Value for money

• To what extent has the project achieved value for money, in terms of economy, efficiency and effectiveness?

  ➢ Economy: What has been done to drive down costs of project inputs while maintaining the required standards of quality?

  ➢ Efficiency: What has been done to ensure the efficient use of project resources (inputs) to maximize the results achieved?

  ➢ Effectiveness: were outcomes achieved, and were revisions necessary to make the approach more effective?

e) Infrastructure analysis

• The analysis should involve a review of the status of facilities completed and a determination of the value of the investment— with regard to cost-effectiveness of implementation.

  ➢ Sustainability: This should also be considered by analyzing the infrastructure’s effectiveness to withstand adverse climate change and operational resilience over time.

  ➢ Conformity to the design: 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.

  ➢ Operation and maintenance: It should also address issues of whether operation and maintenance works could be done with locally available materials and technical capacities.

Crosscutting

• To what extent have marginalized people benefitted from the project, in particular women, adolescent girls and children, including pregnant women and new mothers?
• How have beneficiaries and target groups been involved in decision making during implementation, and how has feedback been gathered?

• How can WaterAid improve the integration of WASH and health in future programmes?

• What are the key lessons learnt which the organization can build on in designing similar projects in the future?

7. Evaluation methodology

The consultant is expected to design appropriate review, documentation and field evaluation methods using mixed methods of data collection so that he/she can produce the best output from the assignment. Sample size that is inclusive of the 2 targeted districts. The evaluation should be a learning exercise and the consultant is expected to organize consultation meeting on the preliminary results. This includes key staff from WaterAid and implementing partner organization and other key stakeholders

The methodology, data collection tools and review questions (based upon the above list) is to be presented in the inception report and approved by WaterAid.

The evaluation will establish final project results in accordance with the targets set out in the logical framework. These will be reported to the donor. A household and institutional survey will be necessary for this purpose. The evaluation team will work with WaterAid Malawi to agree the methodology and tools for gathering logical framework results data in line with existing monitoring and evaluation plans, including the use of enumerators if necessary.

The evaluation should incorporate:

• Participatory review techniques to ensure the review is conducted in a collaborative manner with consultation between WaterAid, implementing partners and target groups.

• A mixture of primary / secondary and quantitative / qualitative data collection and analysis from each of the target districts named above.

• A combination of desk-based and field research, including a household and institutional survey in line with with existing monitoring and evaluation plans. Consultants are required to use web-based platforms for data collection. Use of mWater Platform is preferred.

• Use of relevant secondary data and project documentation e.g. project proposal, logframe, budget, donor reports, midterm review, research, policy briefs, advocacy and communications materials etc. from WaterAid, partners, communities and other stakeholders.

• Field research to establish project results, using an appropriate sample size. It is expected that field research will be carried out in all districts included in the project through means such as Key Informant Interviews, Focus Groups, surveys etc.
The inception report must demonstrate that the evaluation will address all the objectives outlined above.

The key informants include:

- WaterAid programme staff in Malawi.
- Project partners: NICE and AMREF
- Beneficiaries including: community members in each of the target districts; health centre patients and staff; pregnant women and new mothers; CBCC children, caregivers and CBCC committees.
- Key central government staff, including from the Ministry of Health and Ministry of Water and Sanitation, Ministry of Gender and Child Development.
- Other Organisations and CSOs that WaterAid has collaborated with in country, or are implementing similar programme work.

The evaluation will cover the following geographical areas, with an appropriate sample to be selected by the consultant on advice from WaterAid Malawi: Zomba and Machinga districts

8. Ethics and risks
The evaluation must adhere to WaterAid's Global Evaluation Policy, Global Standard on Safeguarding and Code of Conduct.

9. Key Deliverables
This consultancy is expected to be delivered within a maximum of 20 working days that include: preparation, field work involving partners and other key stakeholders, data analysis and report writing. The whole process will be carried out between January and March 2024 with completion date of 20th March.

The successful Consulting Team will have a preliminary meeting with WaterAid 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 the WaterAid. The consultant shall make a PowerPoint presentation of the draft report to WaterAid. The evaluation report should follow the standard format of 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 30 pages excluding the appendices. 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.

4. **Soft copy of data:** The consultant will be expected to give a consolidated compilation of all data sets collected as a part of this exercise.

10. **Safeguarding Issues**
WaterAid takes issues of safeguarding of its project participants, staff, partners and all vulnerable people seriously. It is therefore paramount that consultants, contractors, suppliers and anyone working on behalf of WaterAid familiarizes with and abides with WaterAid’s Safeguarding policies at all times. It is also expected of the consultants to indicate their understanding of the Safeguarding issues in their Request for Applications and, if successful, to ensure all those working on their behalf comply with WaterAid’s Safeguarding Policies.

11. **Experience and Qualifications**
Consultant evaluators should be able to demonstrate the following key competencies and qualifications:

- Master’s degree in Public Health, Social Sciences, Environmental Health, Water Resources, Environmental Engineering, or related fields
- Experience in the use of participatory qualitative and quantitative methodologies and tools, preferably including work with marginalised communities and particularly women and girls.
• Excellent understanding of the WASH and health sectors in Malawi.
• Experience in leading evaluations of WASH programmes.
• An understanding of WASH and Health Integration
• Work experience in Malawi.
• Knowledge of local language(s) in the project areas is highly desirable
• Ability to write concise, readable and analytical reports in English, with recommendations (examples to be provided)
• Excellent written and verbal communication skills - in English
• Commitment to uphold WaterAid’s values and adhere to relevant WaterAid policies as set out above.

11. Application Process and Submission

Interested teams should submit their letter of expression of interest accompanied by the following documentation:

• **Detailed Technical proposal** with clear understanding of the Terms of Reference (ToRs), with a focus on addressing the purpose and objectives of the assignment, outlining methodology data collection tools and methods; and suggestions of key audiences for specific tools; and proposed work plan. *(Maximum 10 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, and recent relevant work done with corresponding references.

• **Detailed Financial proposal (inclusive of taxes)** detailing consultancy fees, operation costs, and other necessary expenses which should be presented STRICTLY in Malawi Kwacha. *(Maximum 3 pages)*

• **Profile of team members** which should include CVs and citation of the most recent similar and/or relevant assignment conducted, including contact details references for each assignment.

Technical and financial proposals should be submitted electronically as separate documents by **January 29, 2024** with subject “Deliver Life 2 Project Final Evaluation” to procurementmw@wateraid.org