



TERMS OF REFERENCE

Learning Documentation of Titukulane Project

1.0 BACKGROUND

CARE International, in partnership with WaterAid Malawi, Emmanuel International Malawi, IFPRI, NASFAM, and Save the Children, is leading the implementation of a five-year \$75 Million USAID Titukulane Development Food and Nutrition Security Activity funded by Bureau for Humanitarian Assistance (BHA) of USAID. The goal of Titukulane has been to achieve equitable, sustainable, and resilient food and nutrition security for 723,111 individuals in the Stepping-Up, Stepping-Out, and Hanging-In households and communities in 20 Traditional Authorities in Mangochi and Zomba districts. To achieve the goal, Titukulane has been implementing activities under three purposes as follows: **Purpose 1**, increasing stable and equitable incomes from agriculture and non-agriculture livelihoods for the poor and extremely poor households and youths; **Purpose 2**, improving the nutritional status of children under five years of age, adolescent girls and women of reproductive age and **Purpose 3**, building institutional and local capacities to reduce risk and increase resilience among hanging in, stepping in and stepping out households.

CARE and consortium partners designed Titukulane to reduce the number of chronically food-insecure households by enhancing the capacities of local and national governance structures to implement resilience-focused policies. Three clusters of households namely, Stepping-Up, Stepping-Out, and Hanging-In households have been targeted with various interventions. Integrated throughout the Titukulane design are three domains that CARE sees as fundamental to the elimination of poverty and inequality namely: following the principle of good governance; ensuring increased household, community, and systems resilience capacities; and enhancing gender equality, women's empowerment and youth opportunities and their participation in project interventions at the household, community and systems levels.

To ensure optimal benefits from nutrition-specific intervention, Titukulane has contributed to creation of an enabling environment and increased the proportion of households with sustainable improved, or basic drinking water supply as follows/via:

- ✓ Increased coverage of safe drinking water in communities with below basic access through targeted rehabilitation and construction of water supply infrastructure

- ✓ Improved operation and maintenance (O&M) of water points through asset management systems, strengthening water supply services, and strengthening service provision and accountability mechanisms where needed.
- ✓ Improved knowledge, attitudes, skills and norms related to essential sanitation and hygiene behaviors.
- ✓ Increased availability of basic safely managed facilities and consumables necessary for essential sanitation and hygiene practices
- ✓ Provided technical assistance in WASH policy review, WASH planning including integrated planning and performance review with other sectors especially at policy and district levels.
- ✓ Advocated for increased funding for the WASH sector that recognizes and promotes complementarity with other sectors such as health, education and gender.

Over its implementation period, Titukulane has achieved significant milestones, encountered challenges, and generated valuable learning. To maximize the impact of these experiences and contribute to sector-wide knowledge, WaterAid seeks to engage a consultant to document success stories, challenges, and lessons learned from the project. This documentation will inform broader sector learning and support the dissemination of best practices.

2.0 MAIN OBJECTIVES

The main objective of this consultancy is to comprehensively document the learning outcomes and best practices of the WASH component of the Titukulane Project. This will include analysing the key processes and factors, capturing impactful stories, analysing challenges faced, and deriving actionable insights to inform and enhance sector-wide practices and policies. These will have to be for all platforms which include online/digital and print. The final documentation will serve as a reference for future WASH projects and a resource for stakeholders and partners.

2.1 SCOPE OF WORK

The consultant will undertake the following tasks:

i. Review of Project Documentation

- Analyse project design, reports, evaluations, data, and other relevant documents to understand the project's context, achievements, and challenges where possible showcase the impact that the project has brought in the targeted areas.
 - Review and document gender-sensitive approaches in the WASH interventions, focusing on how these interventions addressed challenges specifically faced by women, girls, and vulnerable groups in the targeted communities.
 - Capture the role of local leadership, such as traditional leaders and Village Civil Protection Committees (VCPCs), in sustaining WASH interventions, showcasing local ownership, governance structures, and their contributions to long-term sustainability.

ii. Stakeholder Engagement

- Conduct interviews and focus group discussions with project staff, Government stakeholders, beneficiaries, partners, and other relevant stakeholders to gather diverse perspectives. Ensure to include interviews or focus groups with gender champions, community volunteers, and local WASH committees to highlight community-driven solutions, innovations, and the role of women and youth in the success of the interventions.
- iii. **Identification and Documentation of Success Stories with emphasis on:** Youth empowerment and Women participation; Borehole construction/ Rehabilitation process; Operation and Maintenance; On-budget WASH Financing; Enabling Environment/Policy Review and Development; Borehole Banking and Sustainability, Climate change resilient WASH, Sanitation marketing. **The consultant will**
- Identify 5 success stories per theme as outlined above that illustrate impactful interventions, innovative approaches, and significant outcomes.
 - Develop detailed narratives for each success story, including background, implementation, results, and stakeholder testimonials.
 - Collect and integrate relevant visual elements (photos, videos and infographics) to enhance the stories.
- iv. **Analysis and Documentation of Challenges**
- Identify and document key challenges encountered during the project.
 - Analyze how these challenges were addressed and the effectiveness of the solutions implemented.
 - Provide insights into the lessons learned from overcoming these challenges.
- v. **Documentation of Lessons Learned**
- Synthesize findings from success stories and challenges to extract broader lessons learned.
 - Develop a structured report that outlines best practices, strategies for overcoming common issues, and recommendations for future projects.
 - Include actionable insights relevant to the wider sector.
- vi. **Final products and Presentation**
- Prepare a comprehensive final journal that integrates success stories, success factors, challenges, lessons learned, and recommendations.
 - Create a summary report or brief highlighting key findings, insights, and recommendations for policy & practice.
 - A photo gallery of the project interventions presenting the before and after of situations for prioritized 2-4 project interventions.
 - A 10-minute video highlight of the project key prioritized interventions showcasing lessons learnt and project impact.
 - Present findings to project stakeholders and the wider sector through a presentation or workshop.

3.0 DELIVERABLES

The consultant is expected to work and submit the following deliverables.

i. Inception Report

- A detailed plan outlining the methodology, timeline, and key milestones of the consultancy.

ii. **Draft Documentation**

- Initial draft of the products that include.
 - ✓ A journal of case studies, success stories including success factors, challenges, lessons learned, and recommendations.
 - ✓ Photo gallery
 - ✓ 10minute highlight videos for 2-4 key priority areas.

iii. **Final Products**

- Comprehensive final report incorporating feedback from stakeholders, including an executive summary, detailed analysis, best practices, and recommendations of.
 - ✓ A journal of case studies, success stories including success factors, challenges, lessons learned, and recommendations. The final journal will include a dedicated section on gender impact analysis, providing insights into how WASH interventions contributed to women's empowerment, health outcomes, and participation in decision-making processes.
 - ✓ Photo gallery
 - ✓ 10minute highlight videos for 2-4 key priority areas and preliminary findings.

N.B. The photo gallery and videos must highlight both the infrastructural aspects of WASH interventions and the active involvement of women, youth, and community members, ensuring that the documentation reflects gender inclusivity and community engagement.

iv. **Presentation Materials**

- Presentation slides and any supporting materials used in stakeholder meetings or workshops.

v. **Dissemination Plan**

The final documentation will include a dissemination plan that outlines specific recommendations for communicating findings to policy-makers. This should include policy recommendations and show how the lessons learned align with broader government priorities, such as the MW 2063 Agenda and the National Resilience Strategy and international WASH standards such as SDG 6.

4.0 LOCATION OF THE ASSIGNMENT

The exercise is expected to be conducted at National level (Lilongwe) and in Zomba district at (Titukulane Project Management Unit offices) and in TAs Mulumbe, Chikowi, Mwambo, Kuntumanji, and Malemia and Mangochi district in T/As of Chowe, Namavi, Chilipa, Sub Ntonda, and Chiunda. The actual villages will be decided depending on area of interest.

5.0 TIMEFRAME

It is expected based on the above objective that the Consultant will stay deployed for a period of up to 40 days to carry out this assignment in accordance with these terms of reference.

6.0 QUALIFICATION

The consultant should comprise a team that has the following qualifications and skills set:

- Professional qualification at Post graduate level in Communications or Journalism, Development studies, Water Resource Management and Environmental Health.
- Demonstrated experience working in socio-economic contexts similar to rural Malawi, with a deep understanding of gender dynamics and challenges specific to women, girls, and vulnerable groups in WASH projects.
- A proven experience in documenting, packaging and disseminating best practices and lessons learned in the WASH sector or in similar fields targeting different audiences.
- Strong background in conducting interviews for stories of change documentation, identification of key learning and challenges.
- Videography and Photography skills
- Excellent analytical, writing, and communication skills.
- Relevant academic qualifications in social sciences, development studies, or related fields.

7.0 APPLICATION PROCESS

Interested consultants that wish to express interest in undertaking the prescribed work are to email and/or send hard copies of the following:

- Technical Proposal not exceeding 10 pages that will include:
 - ✓ Interpretation of the TORs (Terms of Reference) understanding and interpretation of the TOR
 - ✓ Methodology to be used in undertaking the assignment
 - ✓ Time and activity schedule
 - ✓ Organizational and Personnel Capacity Statement
 - ✓ Relevant experience related to the assignment
 - ✓ Curriculum Vitae

The Technical proposal will be evaluated based on the criteria below.

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| (i) Specific Experience of the Firm/Team: | 20 |
| (ii) Methodology and Work Plan: | 40 |
| (iii) Relevant experience and qualification of key experts: | 30 |
| (iv) Participatory methodology for knowledge transfer: | 10 |
| TOTAL TECHNICAL SCORES | 100 |

- A Proposal shall be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum technical score of 70% after composite score from all evaluators. The minimum technical score required to pass is 70%. Only consultants meeting minimum technical score will have their financial proposals evaluated.
- Financial proposal not exceeding 2 pages.

- ✓ Consultant's daily rates in Malawi Kwacha
- ✓ Any other related costs

Interested Consultant should submit their technical and financial proposals to procurementmw@wateraid.org by **20th September 2024** with the email subject "**Documentation of Learning – Titukulane Project**". All inquiries should be emailed to ChrissieHowa@wateraid.org