

# Terms of reference for wash formative evaluation consultancy

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Higherlife Foundation is requesting for proposals from qualified consultant(s) to conduct formative evaluation of Cholera Emergency Response Programme in Harare, Zimbabwe.

## 1. Background

Higherlife Foundation has partnered with the City of Harare, in revamping the sewer infrastructure in Cholera prone areas of the capital city following a Cholera outbreak which occurred in September 2018. To date the outbreak has cumulative total of 10114 cases of which 9845 were suspected, 269 confirmed and 55 deaths recorded. Due to a number of numerous factors Harare has been facing recurring outbreaks of waterborne diseases including dysentery and typhoid with increasing frequency over the previous years. Key factors behind this trend include population growth relative to infrastructure capacity, poor hygiene and sanitation practices and recurrent failures of sewer and water infrastructure as well as erratic maintenance of existing facilities owing to macro-economic challenges.

As part of its current support program, Higherlife Foundation has been funding rehabilitation of Sewer infrastructure in a number of Cholera prone areas in Harare. Prior to the intervention these areas experienced severe sewer blockages and pipe bursts causing daily surface flows of sewage in communities. To date this intervention has addressed sewer issues in six communities, with total distance estimated at 2,400 meters. Plans are at an advanced stage to reach 14,000 metres by 31 December 2018 and 62,000 metres by August 2019. In addition to the engineering works coordinated by Higherlife Foundation, volunteerism has been one of the approaches leveraged upon to ensure clean up campaigns, distribution of non-food items, engaging communities and supporting case management were done timeously. The foundation is desirous of drawing key lessons to date, answering key formative evaluation questions on what can be done better, has the repair of sewer lines contributed to reducing morbidity and mortality due to water borne diseases.

**The project is being executed under a US\$10 Million grant provided by Econet Wireless Zimbabwe.**

## 2. Purposes of the Evaluation

The purpose of this formative evaluation is to inform the results of the project based on five criteria (relevance, effectiveness, efficiency, sustainability and impact). Evaluation of the interventions at this stage is expected to bring out independent recommendations for continued improvement of the project, strengthen accountability of Higherlife Foundation to the community, patrons, funders and key stakeholders and to document key learnings for ongoing and future reference.

**The objectives of the evaluation are:**

- i. To assess the relevance, effectiveness, efficiency, sustainability and impact of the Higherlife Foundation supported WASH intervention
- ii. To assess the extent to which the project has contributed to broader public health outcomes at the local and national levels against a robust counterfactual analysis
- iii. To draw strategic and operational recommendations through lessons learnt to date for further improvement and enhancement of relevant sector policies, plans, strategies
- iv. To provide guidance to Higherlife Foundation in determining its focus areas of support under its long term ambition to contribute towards elimination of Cholera.
- v. To evaluate the efficacy of volunteerism as a potential enabler to achieve sustainable community development objectives

**3. Evaluation Criteria and Questions**

The evaluation criteria must bring out answers to key formative evaluation questions. Below are some examples of the questions per criteria. International consultants for this evaluation are recommended to elaborate the list of questions during the submission of their technical proposals, which will be used for the selection process by Higherlife Foundation. The list of evaluation questions will be discussed and finalized with Higherlife Foundation during the inception phase, before submission of the inception report. The final list of questions will have to be realistic given the budget and timeframe previously proposed by the evaluation team. The impact will be assessed mainly by using both qualitative and quantitative methodologies and take into account the perception of beneficiaries and stakeholders.

Relevance	<ul style="list-style-type: none"> <li>- Did the intervention respond to the needs of the various target groups?</li> <li>- Was the logical framework coherent enough to achieve the results?</li> <li>- Did the operation support the broader government objectives?</li> <li>- Did the project contribute to national policy development and reviews?</li> </ul>
Efficiency	<ul style="list-style-type: none"> <li>- Were resources utilized and managed in efficient manner?</li> <li>- How well did the operation co-ordinate with other, similar interventions (if any) for synergy and in order to avoid overlaps?</li> <li>- Would it have been possible to achieve the same results at a lower cost?</li> </ul>
Effectiveness	<ul style="list-style-type: none"> <li>- Were the outputs delivered as planned and in a coherent manner?</li> <li>- What was the level of quality and compliance of activities to the norms and standards previously established by the program, both for the construction and social intermediation components?</li> </ul>

Sustainability	<ul style="list-style-type: none"> <li>- What is the likelihood that the operation and maintenance and repair of the installed facilities being financed at the local and sub-national level for continuity of the services (access to clean water etc.) after the end of the project?</li> <li>- To what degree did the project consider the existing structure or resources to enhance the sustainability after the end of the intervention?</li> <li>- What could the project have done different to improve sustainability?</li> <li>- What are the key recommendations from key stakeholders?</li> </ul>
Impact	<ul style="list-style-type: none"> <li>- What were the main impacts (positive/negative, expected/unexpected) as perceived by the different actors and beneficiaries of the project?</li> </ul>
<b>Other areas of project specific concern</b>	
Equity	<ul style="list-style-type: none"> <li>- How far did the project go in addressing the needs of the target groups (i.e. to what extent the initiative reached different groups including the most marginalized)?</li> <li>- Did the project contribute to equitable participation and benefits to various groups (men, women, children and differently abled people)?</li> </ul>

#### 4. **Scope of Evaluation**

The evaluation will focus on the following:

- Intervention, viz. the project on “Cholera Response Interventions by Higherlife Foundation in Partnership with City of Harare’
- Geographical scope: **5 suburbs in Harare (Warren Park, Mufakose, Glen View, Budiriro and Kuwadzana)**

#### 5. **Methodology**

A mixed-method approach is required for this formative evaluation including the systematic use of qualitative (e.g., structured interviews and focus groups) and quantitative (e.g. recent survey results, existing routine data) methods. An initial proposal for a more detailed methodology is to be submitted by the applicant (individual consultant) at the time of submission of the technical proposal which will be used as a basis for proposal assessment by Higherlife Foundation.

Thereafter the contracted consultant will be requested to develop a more holistic evaluation plan which must contain a work plan, a detailed description of a specific methodological approach, a design for the evaluation with a list of questionnaires, and information collection and analysis methods and tools including sampling plans, as necessary. The consultant will be expected to objectively present counterfactual scenarios backed by sound approach in explicitly demonstrating impact of the interventions to date.

#### 6. **Expected Tasks**

The assignment is for 60 working days over the period of December 2018 to February 2019. The consultant will provide a detailed timetable in its technical proposal, specifying the distribution of tasks and duration to complete each task.

Other high level expectations are as follows:

- Develop a work plan/roadmap in consultation with Higherlife Foundation
- Design data collection instruments, including questionnaires and all data entry processes as well as qualitative tools adapted for different target groups as appropriate
- Develop sampling strategy
- Discuss and coordinate proposed research process with Higherlife Foundation
- Produce an inception report
- Coordinate data collection and data entry process
- Analyze data and produce a study report
- Present a draft study report to Higherlife Foundation for review and feedback within the agreed timeframe.
- Produce and present a final version of the study report in English (including programmatic recommendations) to Higherlife Foundation within the specified time frame of the study.
- Throughout the duration of the contract, provide Higherlife Foundation with regular written management updates on progress to date, issues and planned actions

## **7. End Product**

- Inception report
- PowerPoint debriefing meeting after completion of field activities)
- Interim report
- Final Report in English and PowerPoint presentation (at the latest two week after the draft version):  
Soft copy (1 electronic version with PDF and word/excel)
- Database of collected / cleaned data ( Excel file preferable)
- Max 6 page summary for publication in WASH newsletters, websites etc.

The final evaluation report should not exceed more than 60 pages (without the annexes) and will include at least the following:

- Executive Summary
- Brief description of the program, its context , financial arrangements , areas of intervention, timing, implementation modalities and actors
- Objectives , methodology, timing of evaluation and challenges / limitations of the analysis
- Results in terms of relevance , efficiency, effectiveness , impact, sustainability
- Analysis , including reflection on gender, human rights
- Lessons learned , challenges , conclusions, recommendations , action plan
- Annexes including list of the data with maximum disaggregation

**8. Management**

The Senior Manager Research Policy and Advocacy will supervise the consultant.

**9. Qualifications and experience required:**

- Training and experience in the field related to Evaluation of water, sanitation and hygiene with academic qualifications (at least a Master's degree) in civil engineering, mechanical engineering, sanitary engineering, Disaster and Risk Management, social sciences or combination of it.
- Credible internationally recognized expertise with at least 8 years of professional experience in planning, implementation, management, monitoring and evaluation of integrated water, sanitation and hygiene programmes in developing countries.
- Proven experience with similar scale programme evaluations in the WASH sector in developing countries, preferably for the fields of WASH in school, hygiene behavior change approaches including CLTS Community-Led Total Sanitation (CLTS), and community interventions.
- Proven experience for project evaluations is an asset.
- Ability to work independently.
- Good communication and report writing skills in English.
- Commitments to deliver the final products in line with the set TOR within the agreed timeline.

**10. Condition of Work**

- The consultant will be provided a working desk in the Higherlife Foundation office while in Harare.
- The consultant will use his /her own laptop for the assignment.
- Higherlife Foundation will facilitate the arrangement of meetings and workshops with partners as required and will provide logistic and financial support as necessary
- The consultant is expected to undertake field trips to the selected project locations in the target districts with transportation provided by Higherlife Foundation.

**11. How to Apply**

- A technical proposal responding to the Terms of Reference and request for proposal, with specific focus on addressing the Scope of Work, timeline, methodology and deliverables;
- An initial work plan based on methodology outlined, and confirming availability of the applicant;
- Company or organization profile (where applicable) OR CVs of Lead Consultant(s) in the case of individual consultants including a minimum of 3 references (organization or individual consultant as appropriate);
- Sample of a previous work produced by Consultant/Company within the last 3 years. (Applicants who do not submit sample reports will not be considered)
- Financial proposal or budget breakdown based on expected daily rates and initial work plan.

Please send the submission to [careers@higherlifefoundation.org](mailto:careers@higherlifefoundation.org) Applications via email clearly marked "***Proposal to conduct Formative Evaluation of Urban WASH Project***"

Closing date for receipt of proposals: **Close of Business 24.12.2018**

**Only short-listed candidates will be contacted.**