

TERMS OF REFERENCE FOR AN
END OF PROJECT EVALUATION

SOMALIA SAFE DRINKING WATER PROJECT

JANUARY 2016

Project Number: 205329

World Vision Somalia

Background

Access to safe drinking water and good hygiene practices are basic to human survival, healthy living and dignity. Lack of these fundamentals is one of the main underlying causes of water related diseases, malnutrition and child mortality. UNOCHA statistics for Somalia (2012) further show that less than 20% of households have access to protected water source¹. UNOCHA statistics (2015) show that 2.8 million people are in need of safe water². Water supply coverage is low for both drinking and domestic use, particularly in rural areas. Most Somalis fetch water from open wells usually located close to pit latrines and therefore prone to contamination. A rapid assessment conducted by WVS in November 2015 showed that most rural households collected water from piped networks, boreholes and shallow wells. There are also companies who collect water from wells and dams and sell to households (water trucking and kiosks). Furthermore, despite many years of humanitarian support in water supply, maintenance of water facilities is largely neglected, as WASH actors leave the management or maintenance of these facilities to local water committees, who in some instances neglect them or are unable to maintain them when broken down. In areas where there are boreholes, the boreholes are overburdened throughout the year. In case of breakdown due to the lack of maintenance, alternative sources are mainly rivers, streams and dams which increase the risk of contamination. Consequently, poor maintenance and operation of water facilities has reduced access to safe drinking water, contamination of water sources and also increased the prevalence of water-related diseases.

A survey conducted by UNICEF³ in November 2015, revealed high levels of diarrhoeal disease; 16% (watery diarrhoea) whilst 5% (bloody diarrhoea) among adults. The high prevalence of diarrhoea is a sign of consumption of contaminated water or food. Diarrhoeal prevalence is high for children with 18% having suffered from watery diarrhoea whilst 6% have suffered from bloody diarrhoea. Whilst 46% of the people in Somalia indicated that they prepare oral rehydration salts (ORS) as a way of managing diarrhoeal diseases, it was found that most of the caretakers/mothers were not able to properly prepare ORS solutions at home. This indicates that child treatment options could be ineffective in preventing child morbidity and mortality related to unsafe water use in Somalia. The UNICEF survey indicated that children are more likely to be affected as a result of cross contamination from adults due to poor hygienic practises and the consumption of contaminated water, thus the need to target caregivers of children with the proposed intervention. Accordingly, the Proctor & Gamble (P&G) project was designed to address the above challenges in the project areas of implementation.

Evaluation Summary

Project	Project Number:
Evaluation Type	End of Project Evaluation
Purpose of Evaluation	The purpose of this evaluation is to document and inform the stakeholders (donors, partners and beneficiaries) of the projects's relevance, effectiveness, sustainability, the potential impact in relation to project outcomes and the lessons learned.
Primary methodologies	The evaluation will adopt both qualitative and quantitative study techniques.
Evaluation start date	February 1 2017
Final report submission date	March 15 2017

Description of the Project Evaluated

World Vision Somalia (WVS) currently implements water supply and sanitation both at household and institutional facilities (schools and rural health centers) in Somaliland and Puntland Regions of Somalia. The current programming uses an integrated model incorporating child protection, livelihoods and resilience, health and water supply, and has strong components on cholera awareness and hygiene promotion. Capacity building at primary health care level is carried out by trained village health worker and water management communities. To complement the current project and sustain the positive behavior change, WVS received the Procter and Gamble (P&G) funding to cover an estimated 64,488 beneficiaries, especially women, men and children living in rural areas of Somaliland. The project is aimed to improving access, knowledge and use of P&G water purification tablets in the target communities. The project outcomes are expected to be realized in coordination with the Ministries of Health, Water Resource Management at regional and, district levels. This project focuses on ensuring quality of water at point of use (PoU). The project activities also complement other water supply projects which include construction of earth dams and solar water pumps.

The project also focuses on building the capacity of target communities on the use of water purification tablets to treat drinking water. Currently, the use of water treatment tablets in Somaliland is approximately 9% (UNICEF, 2015). The primary source of obtaining water treatment tablets is mostly NGOs who usually move away at the end of each project, leaving the communities to resort to contaminated water sources. WVS is running long term development projects to which beneficiaries will be targeted with the water purification packets. This project has been mainstreamed in existing projects as WVS supply and stimulate communities to realize the value of treating water. WVS also seeks to establish a long term partnership with P&G in order to ensure a recurrent supply of the water treatment packets for many years to come. In some areas, P&G water purification packets are being used as a “bridge intervention;” while WVS endeavors to work with the government in the provision of water treatment systems. The intervention will complement other WASH projects which are focusing on the construction of sand dams, installation of water pumps, and promotion of improved hygiene practices (proper hand washing, water storage as well as prevention and treatment of WASH related diseases.

Since the launch of the P&G Project in April 2016, implementation has been going on by the project staff and partners in Odwene, Baki, Lughaya, Gabiley, Darbudhuq (Lasgeel) districts in Somaliland. The project is expected to end by March 31 2017. As the implementation of the project comes to an end, there is need to conduct an evaluation to assess the impact of the project on beneficiaries; as well as delineate emerging issues that should be addressed in future programming for similar interventions.

The Project Goal: Improving access to safe drinking water for vulnerable communities in Somaliland.

Project Outcome and Outputs

Outcome	Indicators
Increased access to safe drinking water treated at the Point of Use (PoU)	Percentage of target population with access to P&G water purification packets.
Outputs	
Increase access to P & G water treatment packets for households in Odwene, Baki, Lughaya, Gabiley, Darbudhuq (Lasgeel) districts	-Number of households supplied with P & G water treatment packets
Increased access to safe drinking water for schools	-Number of schools and health centers with P&G water treatment packets, filter cloths, buckets.
Target population have increased knowledge in use of P&G packets for water treatment.	-Number of health, education; regional and district coordinators with increased awareness of P&G packets -Number of health workers and teachers trained on use of P&G packets

Evaluation Type

This is an End of Project Evaluation to assess the progress made by the project towards achieving its goal of improving access to safe drinking water for vulnerable communities in Somaliland. The assessment of the project impact will focus on the contribution made by the project from inception.

Evaluation Purpose and Objectives

The main purpose of this evaluation is to assess the impact, appropriateness, relevance, effectiveness and sustainability of the P&G Project, and this should help to draw and document key lessons learned and the best practices to the project stakeholders. In particular, the project evaluation will be shaped by the following specific evaluation objectives:

Evaluation objectives	Issues
Assess appropriateness of project design in respect to the needs of the community	Community involvement and participation in the design process, goal setting, planning and implementation. In particular, the relevancy and appropriateness of project design to the needs of the community.
Assess scope of achievements of the project against the set objectives	What are the achievements against set objectives? Compare actual with planned outputs and how have outputs been translated into outcomes. The evaluation shall also establish the deviation and possible from planned outputs and likely outcomes.
Assess the impact of the project interventions on the community	What has been the impact of the project interventions on the community? In addition, establish the level of impact on the target beneficiaries.
To determine how P&G project involved and benefited community throughout the planning ,design, implementation and, monitoring processes	How equitably has the project benefited the; women, men, boys and girls. Disaggregate benefits of the project by gender.
Assess the level of community participation/involvement	Are the community members knowledgeable and supportive to the project? Has there been any collaborations and networking with the different stake holders? Is there evidence of community contribution and ownership of the different project interventions?
Assess adequacy and efficiency of planning, monitoring and reporting systems, and use of both material and financial resources	How adequate were the available resources qualitatively and quantitatively? Were all the project resources utilized optimally? Explore alternative low cost approaches that could have been used to achieve similar results? How could the efficiency of the project be improved without compromising out puts? Assess the timeliness of implementing the project activities. How adequate were the reporting and monitoring systems of the project? Have the program outputs been achieved with a reasonable cost?
Asses the overall management and structure of the project	Are there sustainability plans, structures and skills in place to ensure there is sustainability of project benefits? How adequate are they? How is the community and local partners prepared to continue with the project outcome?
Assess the strength, areas of growth and challenges of the project	How did these affect the project implementation and how were they handled? Identify opportunities for the project if any and how they were exploited/ neglected
Provide specific and practical recommendations and document lessons to be utilized for the future projects	The best practices that have been adopted and how can they be replicated in future projects or partners for adoption.

Evaluation Methodology

The evaluation process will be participatory involving children, men, women, government and other partners in the project area. Data sources will be the project beneficiaries and institutions in the project area. Methods of data collection will involve the use of questionnaires, interviews with key Informants, focus groups, documentary reviews, most significant change stories and observations. However, the Consultant is free to come up with an appropriate methodology that will make the evaluation successful. The key methods will include, but not limited to;

- Literature review of existing documents including the project proposal, quarterly monitoring reports and project review reports.
- Focus Group Discussions (FGD) involving primary project participants and participant's observations during site field visits to the target areas.
- Key Informant Interviews with WVS staff, partners, other NGOs, leaders.
- Field visits, observations.
- Report writing and debriefing with project team.
- Reflection and feedback sessions with staff and partners.

Lessons Learned

The project staff and the evaluation team will participate in daily briefing sessions to ensure lessons are clearly documented during actual planning and data collection. At the end of every day lessons will be compiled, discussed and documented for positive (successes) or negative (failures). Action plans will be made to ensure the success of the remainder of the evaluation exercise based on the lessons. The consultant will also show how the lessons learned will be fed into the planning and implementation of other current and future projects and programs. Lessons should be concise and based on specific evidence presented in the report.

Evaluation Deliverables

The Consultant will be expected to deliver the following outputs:

- An inception report detailing methodologies to be used and sample size calculations, a detailed execution plan, data-collection tools to be used, and the format of the final report for approval. The inception report will be submitted within 3 working days of signing of the contract.
- Draft report submitted to WVS within 5 working days of completion of field work (soft copy).
- A presentation of the key findings and recommendations to WVS and other stakeholders in Hargeisa (this is optional depending on if the consultant chooses to remain in country during report write up, however, consultants able to complete this deliverable will be favored. Either way, a presentation will be required to be shared with WVS.
- Collected data (raw) after analysis submitted to WVS alongside the final report.
- Final report (soft copy) submitted to QA Manager and WASH Lead within 5 working days of receiving final comments from WVS. However, the Consultant should note that, the final evaluation report shall follow the structure below:
 - i. Table of Contents
 - ii. Acknowledgements
 - iii. Affirmation
 - iv. Glossary/Acronyms and Abbreviations
 - v. Executive Summary
 1. Introduction/Background
 2. Methodology
 3. Limitations
 4. Findings
 5. Conclusions and Recommendations
 6. Lessons Learned from the evaluation Process
 7. Appendices

Evaluation Team Composition

The evaluation will be conducted by an Independent Consultant who will work in close collaboration with the project staff and Quality Assurance team. Therefore, we are looking for a Consultant/team with the following skills and qualifications;

- The team leader must possess a post graduate degree in Public health, social sciences or related discipline.
- Strong and documented experience in conducting participatory qualitative assessments related to WASH, public health and/or behavioral change.
- Track record in developing and conducting various types of evaluation including qualitative and quantitative data collection.
- Experience in managing and coordinating evaluation/research exercises, delivering agreed outputs on time and on budget.
- Demonstrable knowledge of and ability to use participatory tools to explore qualitative issues at the community level.
- Documented experience in conducting quantitative assessment and in undertaking appropriate statistical analysis of the results.
- Ability to respond to comments and questions in a timely and appropriate manner
- Able to provide evidence of producing high quality assessment/evaluation reports in English.

Support from WVS

WVS will provide the consultant/firm with:

- Organizing workspace for the evaluation team throughout the fieldwork period
- Availing the relevant documents for review during the evaluation exercise
- Getting the enumerators on board and sign agreements with them for the assignment
- Guide the Consultant in preparing a schedule for community visits, data collection and focus groups discussions
- Arrange logistics in terms transport for planned trips
- Organize for meals and lodging/hotel accommodation for evaluation team members
- Purchase materials and other required supplies for trainings and data collection
- Ensure printing/copying materials are readily available for the evaluation team

Evaluation Work Plan

It is expected that the evaluation process should be completed within 30 days from the date of engagement. Therefore, the date of engagement shall be the date the Consultant receives a signed contract. The following table provides a summary of the proposed time-frame for executing the assignment:

Task	Number of days
Preparation of the ToR	3
Call for Proposals and submission of proposals by Consultants	10
Review of Proposals, Identification & Hiring of Consultant	5
Preparation of the Inception Report, Data Collection Tools and Refining of the Evaluation Methodology	5
Mobilization of the Evaluation Team and field logistics/materials	3
Entry Meeting/ Induction with the P&G Project team	1
Training of Enumerators (includes tools field validation)	2
Field data collection	5
Data coding/entry and analysis	5
Report writing	5
Draft report presentation & feedback	5
Final Report submission	1
Total	55

Application Process and Requirements

Qualified and interested parties are asked to submit the following:

- A detailed technical proposal clearly demonstrating a thorough understanding of this ToR and including but not limited to the following:
 - Consultant/Company Profile
 - Inception Report with the draft data collection tools
 - Description of the Methodology and Sample Size Determination
 - Demonstrated previous experience in similar assignments and qualifications outlined in this ToR.
 - Proposed data management plan (collection, processing and analysis).
 - Proposed timeframe detailing activities and a work plan.
 - Team composition and level of effort of each proposed team member (include CVs of each team member).
- A financial proposal with a detailed breakdown of costs for the study quoted in United States Dollars (\$)
- Shortlisted consultants/consultancy firms will be invited for interviews with the Core Technical team to defend their proposal and approaches

Provisions of Taxation as per the Kenya Revenue Authority

Technical service fees – A 5% withholding tax is levied on the payment of technical service fees (as well as professional and management fees) where the services are provided by a resident/ resident firm

The rate is 20% where the service provider is a non-resident/non-resident firm, unless an applicable tax treaty provides otherwise.

Qualifications of the Service Provider:

The Service Provider must describe and explain how and why they are the best entity that can deliver on these requirements by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Track Record – list of clients for similar services as those required by World Vision International, indicating description of contract scope, contract duration, contract value, contact references;
- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

Qualifications of Key Personnel

As required by the RFP, the Service Provider must provide:

- Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- CVs demonstrating qualifications
- Written confirmation from each personnel that they are available for the entire duration of the contract

Payment Schedule /Cost Breakdown per Deliverable*

	Deliverables	Percentage of Total Price (Weight for payment)
1	Accepted Inception Report including detailed work plan, roles and responsibilities, sound methodology and draft data collection tools	20%
2	Draft /Preliminary Evaluation Report	30%
3	Final Evaluation Report plus annexes, with a clear executive Summary including the Theory of Change (ToC) based upon the findings of the evaluation.	50%
	Total	100%

Submission Guidelines

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract.

Any offer that does not meet the requirements shall be rejected.

Please be advised that World Vision Somalia is not bound to accept any proposal, nor award a contract, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

All applications should be sent electronically to: somo_supplychain@wvi.org

Submission Deadline: Thursday 19th January 2017