

Terms of reference for the external evaluation of the project “Improving sanitation in Namibia’s informal settlements and containing the spread of Hepatitis E”

Introduction

This document provides the terms of reference for an external evaluation of the project “Improving sanitation in Namibia’s informal settlements and containing the spread of Hepatitis E.” This project was funded by the European Commission (EC) and implemented by Development Workshop Namibia. The present Terms of Reference (ToR) provide background information about the project. Additionally, the ToR will describe the purpose of the evaluation, its objectives and scope, the evaluation questions, methodology as well as qualifications and selection criteria for the evaluator.

Project

Overview	
Title	Improving sanitation in Namibia’s informal settlements and containing the spread of Hepatitis E
Implementing organisation	Abbreviated to “the project” Development Workshop (DW) Namibia
Reference	EDF – 2020 – 416-827
Donor	European Commission
Duration	1 July 2020 – 30 June 2023
Budget (including co-financing)	EUR 465,214
Objectives	
Specific objective	To reduce open defecation and contain the Hepatitis E outbreak in Namibia’s informal settlements
Output 1	Established Community Led Total Sanitation (CLTS) in 10 towns in Namibia, improving the lives of more than 210,000 informal settlement residents
Output 2	Constructed 50 sanitation centres with demonstration low cost toilets in 10 towns across Namibia
Output 3	Established a sustainable national urban sanitation programme and fully entrench CLTS and CSO participation in Namibia’s sanitation policy
Beneficiaries	
Target group	Informal settlement residents of Windhoek, Oshakati, Karibib, Okahao, Keetmanshoop, Opuwo, Katima, Rundu, Swakopmund and Otjiwarongo

Research questions of this evaluation

The research questions to be considered through this evaluation are as follows.

1. Review the degree to which the project has delivered on its objectives as defined in the proposal and logical framework.
 - Include focus on the urban Community Led Total Sanitation methodology.

2. Evaluate unexpected outcomes of the project beyond the scope of the logical framework. Such as
 - Sustainability of action after completion
 - Environmental sustainability
 - Opportunity for scale
 - Collaboration with national networks
 - Meaningful participation from local authorities and stakeholders, and their ownership of the project activities
3. Review impact of the project of coronavirus disease 2019 (COVID-19), which occurred during the project, as well as DW's response
4. Highlight the lessons learnt through the project

Timeframe

11 August 2023	Deadline for consultant applications
16 August	Consultant appointed
17 August – 14 September	Document review, data collected (sample of informal settlements), analysis carried out, report written
15 September	Evaluation report and annexes submitted to DW
18-21 September	Discussions with DW to validate and finalise the report
22 September 2023	Final evaluation report and annexes submitted to DW

Methodology

The below is intended as a guide, but further suggestions from consultants to help respond to the research questions are welcomed.

Document review

- Proposal and logical framework
- Previous reports submitted to EC for this project

Quantitative surveys with beneficiaries

- To assess the impact of the project
- This will involve data collection from a sample of the project sites
- Use of technology for survey data collection is recommended (e.g. Kobo/ODK)

Qualitative interviews with beneficiaries

- Understand the impact of the project through individuals' stories. This should seek to get beyond the logical framework, to understand broader impacts of the project
- This will involve data collection from a sample of the project sites

Qualitative interviews with key informants

- Local authority representatives and other stakeholders
- Government department representatives – Ministry of Health and Social Services (MOHSS) and Ministry of Agriculture, Water and Forestry (MAWF)
- UNICEF

- DW staff

Validation with DW

- Share report with DW and conduct interviews to finalise, ensure that nuance and impact beyond the report is documented

Safeguarding

Data collection must be carried out by trained professionals and safeguards must be in place. For example:

- Thorough training of enumerators
- Clear communication to communities of the purpose of the data collection
- Mixed and supervised evaluation teams
- Surveys/interviews with beneficiaries to outline consent, to avoid children, to not collect any personally-identifiable data

Deliverables

Draft evaluation report for review by DW on factual accuracy, relationship between findings, conclusions, and the relevance and applicability of recommendations.

Final evaluation report of up to 30 pages. To include sections as below.

- I. Opening pages
 - a. Name of the project;
 - b. Timeframe of the evaluation and date of the report;
 - c. Locations of the project;
 - d. Names and/or organisations of evaluators;
 - e. Name of the organisation commissioning the evaluation;
 - f. Table of contents which also lists Tables, Graphs, Figures and Annexes;
 - g. List of acronyms
- II. Executive summary
 - a. Overview of the project;
 - b. Research questions and intended audience;
 - c. Evaluation methodology;
 - d. Most important findings and conclusions;
 - e. Main recommendations.
- III. Introduction
 - a. Description of the intervention
 - b. Purpose of the evaluation
 - c. Evaluation methodology
 - d. Limitations of the evaluation
- IV. Findings
 - a. Findings related to each evaluation question. Consider overall trends and discrepancies between different project sites.
 - b. Case studies to illustrate different impacts and challenges, as drawn from the interviews
 - c. Any additional findings
- V. Conclusions
- VI. Recommendations for future sanitation programming in Namibia's informal settlements

- VII. Lessons learnt
- VIII. Annexes as required. Some examples:
 - a. This TOR
 - b. Documents consulted
 - c. Information about interviews and surveys
 - d. Detail on methodology, including data collection instruments, details of their reliability and validity
 - e. Logical framework, if not included in Findings.
 - f. Evaluator biodata/team composition

All deliverables must be written in English.

Evaluation locations and logistical arrangements

The project took place in nine towns across Namibia. It is anticipated that the consultancy carries out field research in Windhoek and at least two other cities, to be discussed and agreed with DW. The consultant will be responsible arranging and paying for their own travel arrangements for the field visits, but appointments with relevant stakeholders will be arranged in cooperation with DW.

Budget and payments

The budget for this evaluation is limited to EUR 5,000 maximum. This includes the consultant's remuneration and all expenses for the services described above, including for example, travel, board and lodging, communication expenses and potential translation cost. It will be paid in instalments linked to the deliverables being accepted.

Selection criteria for consultant

Consultant experience and qualifications

- University degree in Sanitation, Social Sciences, Research or closely related field.
- Proven record in leading financial evaluations, especially EC-funded
- Knowledge and experience of research, including qualitative and quantitative data collection and analysis
- Technical background in the sanitation/urban development sectors
- Ability to draft concise evaluation reports in English
- Independence and absence of conflict of interest
- Availability to travel to project sites

Demonstrated understanding of the needs of the assignment	40%
Relevant qualifications and experience of the consultant(s)	40%
Adequacy of the work plan with the technical specifications	20%