

**Terms of Reference for Water for Women Fiji Final Evaluation
Habitat for Humanity Australia**

Project Title	Strengthening resilience and inclusion through improved WASH services in Fiji
Type of Study	Endline evaluation
HFH Country and Location	Fiji - Ra and Ba Provinces
Study duration	2 months
Study budget	\$20,000 - \$25,000 AUD

I. Background

Habitat for Humanity Australia

Habitat for Humanity Australia was established in 1987 as part of Habitat for Humanity, an international not-for-profit that originated in Georgia, United States in 1976. Habitat for Humanity began as a grassroots effort driven by the vision of a world where everyone has a safe and decent place to live. The housing organisation has since grown to become a leading global non-profit working in more than 70 countries. Since then it has been our mission to build strength, stability, and self-reliance through shelter.

Habitat for Humanity Fiji

Habitat for Humanity Fiji was founded as a non-profit charitable trust in Fiji in 1991 and has been repairing and building homes for lower income families ever since. Since 2009 Habitat for Humanity Fiji has assisted over 200 families in disaster response. Habitat for Humanity Fiji's disaster recovery programme has grown from strength to strength, providing new homes, repairing damaged homes and community water systems and most recently, emergency repairs to cyclone-damaged homes in informal settlements.

Water for Women

Water for Women is the Australian government's flagship WASH program and is being delivered as part of Australia's aid program, investing 118.9 Million over five years from 2018 to 2022. Water for Women is partnering with 10 civil society organisations deliver 20 WASH projects in 15 Countries in South Asia, Southeast Asia and the Pacific. Over the course of the Fund, Water for Women aims to support an estimated 3.03 million people including the most marginalised within these communities.

Strengthening resilience and inclusion through improved WASH services in Fiji

Habitat for Humanity Australia and Habitat for Humanity Fiji are implementing a 4.5 year, AUD3.23 million project through Water for Women in the Ba and Ra provinces of Fiji. It aims to strengthen the resilience of 18 communities and 11 primary schools by targeting the specific WASH needs of targeted rural Fijian communities, specifically women and girls, people with disabilities, and people from the LGBTIQ+ community. The project serves to empower change agents within these communities and schools to be actively engaged in WASH technical roles, WASH governance structures and management, and behaviour change throughout their own communities.

The project has four objectives:

1. Increasing agency of women in community WASH governance structures:
2. Improved behaviours around inclusive water, sanitation and hygiene
3. Improving access to water and sanitation infrastructure and services in prioritised communities and schools
4. Key learning from the project shared with organisational, local, national and international stakeholders

II. Design of the Study

Objectives of the study

The purpose of this evaluation is to assess the impact and effectiveness of the project. The findings will also be used to inform final reporting for Water for Women. The evaluation will:

- Evaluate performance against project objectives as per the project Theory of Change and the role Habitat for Humanity has played in strengthening WASH and Gender and Social Inclusion in rural communities
- Assess WASH and Gender and Social Inclusion approaches used to deliver project activities and understand how these can be refined for future programming
- Identify good practices related to adopting safely managed WASH standards for broader sector learning
- Capture project lessons learnt that can be applied to Habitat for Humanity's future WASH programming

Scope of the study

The scope of this evaluation includes collection and review of primary and secondary project information including project data sources, direct and indirect beneficiaries in 18 communities and 11 primary schools across the Ba and Ra provinces. The consultant(s) should propose contingencies if travel is not considered possible due to COVID-19 or other reasons.

Key study questions

Key areas the final evaluation will explore are project impact and effectiveness and the extent to which outcomes were achieved and are likely to be sustained beyond the project. These study questions can be refined during the evaluation planning stage, with reference to the project Theory of Change. The key study questions are as follows::

Effectiveness (outcomes)

To what extent has the project achieved the project objectives?

Project Objective 1: Increasing agency of women in community WASH governance structures:

1. To what extent has women's agency in community WASH governance changed?
2. How have attitudes in communities including men and traditional leaders changed towards supporting women's participation in community WASH governance structures?

Project Objective 2: Improved behaviours around inclusive water, sanitation and hygiene

1. What changes have occurred in the capacity of change agents to influence inclusive water, sanitation and hygiene measures?
2. To what extent has community behaviour around inclusive water, sanitation and hygiene practices improved? Whose behaviour has been influenced? Were there barriers experienced by people to adopt behaviors?

Project Objective 3: Improving access to water and sanitation infrastructure and services in prioritised communities and schools

1. What evidence is there of improved access to water and sanitation services in communities and schools, including access for PWD and LGBTIQ+ groups?
2. What changes have occurred in the skills and knowledge of change agents to operate and maintain water and sanitation infrastructure in communities and schools?
3. To what extent has the project been aligned to the WASH priorities of government partners and communities?

Project Objective 4: Key learning from the project shared with organisational, local, national and international stakeholders

1. To what extent did national or local authorities, institutions or communities demonstrate an increased capacity and commitment to gender and socially inclusive WASH?

Effectiveness (process)

What project activities and approaches contributed to the changes within each project objective?

Project Objective 1: Increasing agency of women in community WASH governance structures:

1. How has the project furthered gender equity and social inclusion/or transformation, including change in women's agency in community WASH governance?
2. Did the project's Do No Harm approaches have an effect on women's ability to safely engage in WASH decision-making?

Project Objective 2: Improved behaviours around inclusive water, sanitation and hygiene

1. What project activities and approaches contributed to improving the capacity of change agents?
2. In what ways have the change agents influenced positive WASH changes in the communities?
3. How effective were the project activities in addressing barriers to behaviour change?

Project Objective 3: Improving access to water and sanitation infrastructure and services in prioritised communities and schools

1. What project activities and approaches contributed to the change in skills and knowledge of change agents to operate and maintain water and sanitation infrastructure in communities and schools?
2. How has the project contributed to increased equitable access to and use of WASH services?

Project Objective 4: Key learning from the project shared with organisational, local, national and international stakeholders

1. What products have been created, events organised, training conducted or other processes supported for documenting new evidence of gender and socially inclusive WASH practice within the project?

Impact

What positive and/or negative intended or unintended consequences were produced by the project?

To what extent has the project been able to leverage other resources to enable project implementation and scale-up?

Sustainability

How likely will the benefits continue after the project?

Methodology

The consultant(s) is/are encouraged to propose an appropriate methodology for assessing the evaluation questions. Proposals submitted should include a strong focus on a mixed method approach of data collection and analysis, with clear explanations on how each approach helps to address the evaluation questions above. The methodology will be set out and agreed in an evaluation plan at the planning stage. However the evaluation methodology should be consistent with the WfW Fund MEL Framework and DFAT M&E standards. Appropriate methods should also be used for assessing WASH access against the WHO/UNICEF JMP standards.

The methodologies for evaluation may include but not necessarily be limited to: desk review of key project documents provided by Habitat for Humanity including Theory of Change, project narrative/inception phase documents, infrastructure completion reports, stakeholder consultation reports, Water Supply Management Plans, community and school WASH plans, project donor reports, school and community engagement guides, communication products and, where possible, monitoring data including remote and field activity reports, interviews with project beneficiaries, committee log/minute books, baseline and end-line quantitative data on JMP WASH service levels.

To assess impact of the project against WASH and gender outcomes the consultant will be expected to collect and analyse qualitative data using key informant interviews and focus group discussions with:

- project beneficiaries in 18 communities and 11 primary schools in Ba and Ra provinces i.e. water committees, community health workers, school teachers/management,
- representatives of government and civil society stakeholders including Habitat for Humanity staff (interviews can be done in person or via video) Selection of government and civil society representatives will be in close consultation with Habitat for Humanity.

Evaluation findings will be presented to Habitat for Humanity staff to serve as a validation exercise and collect feedback. The consultant will ensure to connect virtually with Habitat for Humanity Australia and Asia-Pacific

colleagues taking note of any differences in the time zone. The participation of Habitat for Humanity staff is required to also assist in internalising learnings.

The consultant will be responsible for primary evaluation data collection through conducting field visits and leading interviews, while Habitat for Humanity Fiji will provide coordination and logistical support in-country. The use of photographs validating results in-country is an added value.

III. Work Plan and Deliverables

Appointment of the consultant(s) is expected to be completed by end-September. Evaluation will commence at the start of October with the final report expected by 5 December 2022. Draft and final evaluation reports are to be submitted to Habitat for Humanity Fiji Water for Women Project Manager for review.

The consultant will be required to produce an evaluation plan. However a suggested workplan is outlined below:

Activity	Outputs	Indicative Timeframe	Responsibilities	
			Lead personnel/organisation	Other personnel involved
Evaluation planning	Inception report including agreed methodology approaches, questionnaires, logistics schedule and confirmation of interview schedule anticipated limitations	Completed by 14 October	Evaluation Consultant	HFHF Project Manager, GESI Officer, M&E Officers
Desk review of key project documents including Theory of Change, project narrative/inception phase documents, infrastructure completion reports, stakeholder consultation reports, Water Supply Management Plans, community and school WASH plans, project donor reports, school and community engagement guides, communication products and, where possible, monitoring data including remote and field activity reports, interviews with project beneficiaries, committee log/minute books, baseline quantitative data on JMP WASH service levels	Evidence-based findings for final report	Completed by 28 October	Evaluation consultant	HFHF Project Manager

Interview/focus group discussions with project beneficiaries in 11 schools and 18 communities	Evidence-based findings for final report	Completed by 4 November	Evaluation consultant	HFHF WfW team (Monitoring)
Quality assessment of baseline and evaluation data collected including household surveys	Data quality section for final report	Completed by 4 November	Evaluation Consultant	HFHF (M&E Officers)
Interviews/focus group discussion with stakeholders including MoHMS, MEHA, DWS, Provincial Offices, FWCC, RPF, FDPF and Methodist Church of Fiji	Evidence based findings for final report	Completed by 4 November	Evaluation consultant	HFHF WASH Programme Manager, WfW Project Manager
Interviews with Habitat for Humanity staff	Evidence based findings for report final	Completed by 11 November	Evaluation consultant	HFHF WfW Project Manager
Draft evaluation report	Evaluation report with draft findings, recommendations, good practices and lessons learnt	Completed by 18 November	Evaluation consultant	HFHF WASH Programme Manager, WfW Project Manager
Validation workshop	Habitat for Humanity staff validated evaluation findings	Completed by 29 – 30 November	Evaluation consultant	HFHF WfW team
Final evaluation report	Final comprehensive report with findings, recommendations, good practices and lessons learnt	Completed by 5 December	Evaluation consultant	HFHF WASH Programme Manager, WfW Project Manager

IV. Reporting Requirements

The final report must clearly set out the methodology, limitations, findings against each evaluation question and conclusions including lessons Habitat for Humanity to consider for future GESI WASH programming. Findings should present qualitative and quantitative data. The evaluation report should be completed in English.

V. Consultant Profile

We seek an individual or small, multi-disciplinary team for this assignment who would bring specific experience with and knowledge of:

- Evaluation – particularly methods for quantitative and qualitative data collection, analysis and interpretation
- Theory of change and adaptive management
- WASH systems strengthening
- WASH service delivery including application of the JMP service levels
- Gender equality and social inclusion – particularly as it relates to transforming systemic and cultural norms
- Experience and/or knowledge of the Fiji context

VI. Administration

Duration of the study and consultancy

2 months

Tax arrangements:

The consultant will act as an independent contractor in the performance of its duties under this contract. Accordingly, the consultant shall be responsible for payment of all taxes arising out of the consultant's activities in accordance with this contract.

Submission requirements:

Interested consultant(s) are requested to submit a proposal with the following:

1. An EOI of up to three pages including:
 - a. statement of the expertise you or your team will bring to this evaluation, with reference to the consultant profile
 - b. description of the proposed approach and methodology for the evaluation, including an indicative workplan.
2. CV for each proposed evaluation team member
3. Full budget including daily rates for team members (inclusive of GST), number of days required and anticipated reimbursable expenses
4. Please provide 2-3 executive summaries from recent evaluation reports written by the lead evaluator(s).

Application procedures:

Please apply through seek.com.au at <https://www.seek.com.au/job/58411952>

Management and Coordination:

The evaluation team will report directly to the HFHF WfW Project Manager, who will oversee the delivery of this work.

VII. Ethical Standards and Intellectual Property

Throughout the design and conduct of the Evaluation, the consultant/s are expected to adhere to Habitat for Humanity Australia's Child Protection Code of Conduct, PSEAH Policy and Child Protection Policy, ensuring that all measures are taken to protect the rights, safety, and welfare of the individuals and communities involved. **Habitat for Humanity Australia has zero-tolerance towards any violations of our safeguarding principles.**

The successful applicant will need to provide evidence of a clear criminal history and provide contact details for two reference checks.

Habitat for Humanity Australia is committed to diversity and inclusion within its workforce, and encourages qualified male and female candidates from all genders, religious and ethnic backgrounds, including persons with disabilities, to apply and be part of our incredible mission of bringing people together to build homes, communities and hope.

The consultant/s should guarantee that the analysis is technically accurate and reliable and is conducted in a transparent and impartial manner. All products resulting from this analysis will be owned by Habitat. The consultant/s will not be allowed, without prior authorisation in writing, to present any of the results or use any product resulting from the analysis as his or her own or for private publication purposes.