

TERMS OF REFERENCE FOR A CONSULTANCY TO CONDUCT AN END-LINE EVALUATION

Project: Accountability for Water (AfW) Program

Location: Kenya, Ethiopia, Tanzania, Zambia, Zimbabwe, and Liberia.

Starting Date: Upon signing of the contract

Expected Duration of the Assignment: 30 working days (15th April to 15th May 2023)

1. BACKGROUND OF ACCOUNTABILITY FOR WATER PROGRAM

The Accountability for Water program is an initiative aimed at improving water governance and service delivery, as well as accelerating the achievement of the Sustainable Development Goals (SDGs). The program is designed to address weak accountability in water policies, laws, and programs, as this is often the reason why good water policies fail. The program has the potential to improve water management in all contexts and promote accountability among all water users and managers.

The first phase of the Accountability for Water program aimed to produce applicable research for uptake by organizations and professionals working in water resource management and WASH service delivery. Engagement with over 160 stakeholders has identified the themes for exploration, which include enabling and sustaining accountability for water, accountability for communities, and accountability for government. The program also organized peer-to-peer learning workshops and webinar, and regional events, publishable practice papers, methodological guidance and case studies, and an online knowledge sharing platform.

The program supported case study research through Professional Research Fellowships (PRFs), with the initial focus on Kenya, Ethiopia, Tanzania, and three other African countries (Zambia Zimbabwe and Liberia) as well as Cross-country research involving Kenya, Ethiopia and Tanzania and led by respective country PIs. The outcomes of phase I were research papers and reports investigating case studies of accountability, an expanded and invigorated community of practice for accountability and increased funding to governments and civil society for accountability work. It is anticipated that the programme's lessons and outcomes will have global relevance through international engagements such as the Stockholm Water Week and the UN water week.

The Accountability for Water programme was funded by the William and Hewlett Foundation and implemented by the Accountability for Water Consortium, comprising Partnership for African Social Governance Research (PASGR), Water Witness International (WWI), Water Witness Ethiopia (WWE), Kenya Water and Sanitation CSO Network (KEWASNET), and Shahidi Wa Maji (SWM). The mission of the consortium is to improve accountability for water, sanitation and hygiene service delivery and water resources management globally, and in three priority target countries of Kenya, Tanzania and Ethiopia, through research, action and advocacy. The consortium is supported and advised by Global and National Advisory Groups comprising national government representatives, civil society, funders and research institutions.

The overarching goal for accountability for water program is to unlock enduring and widespread water security for vulnerable communities in Africa through well-informed, strategic action to strengthen citizen voice, government responsiveness and water sector accountability.

The program outcomes were firstly, to generate high quality evidence that addresses priority knowledge needs and questions facing stakeholders, enabling them to strengthen accountability for water (Knowledge generation). Secondly, research evidence shared in formats useful to stakeholders to advance accountability for water at the local, national and international scale (Outreach and uptake) and finally, researchers and practitioners globally and in Africa are better equipped, inspired and thus able to collaborate and advance accountability policy and practice on water in the future (Programme legacy)

2. PURPOSE OF THE ENDLINE EVALUATION

The purpose of the end line evaluation is to assess the effectiveness, relevance, and sustainability of the Accountability for Water Program. The evaluation will provide feedback on the achievements, challenges, and lessons learned from the Accountability for water phase I program, and make recommendations for future interventions.

2.1. The purpose of this evaluation is threefold:

- a)** To identify the strengths and weaknesses of the Accountability for Water programmatic approach and draw out practical implications for future programme work, producing a qualitative evaluation report.
- b)** To evaluate the extent to which the Accountability for Water structure and activities successfully implemented de-colonial governance and implementation, producing a qualitative governance report and recommendations for phase II.
- c)** To produce guidance and programme documentation for phase II of the programme; specifically:
 - i. A 'way of working' partnership guidance documentation to ensure that findings from evaluation are implemented
 - ii. Recommendations of 'most valued' elements from phase I and how to incorporate them in phase II, and recommendations of elements that should be reconsidered.
 - iii. A monitoring, evaluation and learning outline plan for phase II, including data collection and responsibilities, in collaboration with consortium partners.

2.2. Scope

The Accountability for water evaluation seeks to assess the extent to which the Accountability for water project was aligned to the Partnership for African Social and Governance Research (PASGR) mission and the extent to which it has contributed to achieving this mission. Furthermore, the evaluation seeks to assess the extent to which the accountability for water project was able to meet its set objectives using the corresponding indicators as outlined in the project log frame, and to evaluate its impact to communities, practitioners and policy makers.

The evaluation will cover the following areas and the consultant should design both the qualitative and quantitative evaluation questions which will be guided by the key questions that the evaluation seek address. this include the following:

- a. Programme Management and Oversight Structure**
 - i. To what extent was the programme management and oversight structure relevant to achieving its objectives, goals and intended outcomes?
 - ii. What is the sustainability of the programme management and oversight structure, and what modifications or improvements could be made to enhance its sustainability?

- iii. Was the programme management and oversight structure sufficiently decolonial in its approach?
- iv. Did the program develop and implement effective tools and strategies for monitoring and evaluating water accountability practices, policies, and programs?
- v. Did the program provide adequate training and capacity-building opportunities to researchers and practitioners, including access to relevant resources, networks, and mentorship?

b. Global Advisory Group (GAG)

- i. To what extent was the global advisory group relevant to achieving its objectives?
- ii. How coherent was the global advisory group in relation to the broader programme goals?
- iii. What was the effectiveness of the global advisory group in achieving its intended outcomes?
- iv. How efficient was the global advisory group in delivering its intended outcomes?
- v. What is the sustainability of the global advisory group, and what modifications or improvements could be made to enhance its sustainability?

c. National Advisory Groups (NAG)

- i. To what extent were the national advisory groups relevant to achieving their objectives?
- ii. How coherent were the national advisory groups in relation to the broader programme goals?
- iii. What was the effectiveness of the national advisory groups in achieving their intended outcomes?
- iv. How efficient were the national advisory groups in delivering their intended outcomes?
- v. What is the sustainability of the national advisory groups, and what modifications or improvements could be made to enhance their sustainability?

d. Professional Research Fellow (PRF) concept

- i. To what extent did the PRF concept produce high-quality research?
- ii. How effective was the PRF concept in building the capacity of sector professionals?
- iii. To what extent did the PRF concept ensure uptake of research findings?
- iv. How effective was the PRF concept in strengthening relationships with sector organizations?
- v. What critical insights about accountability were identified through the PRF concept?
- vi. To what extent did the PRF concept decolonize knowledge production?
- vii. How relevant was the programme and its outputs to the needs of the PRFs and their host organizations?
- viii. Did the program promote knowledge-sharing and cross-sectoral collaboration, encouraging Professional Research Fellows and practitioners to learn from each other and to develop new approaches to addressing water accountability challenges?

e. Crosscutting dimensions of the programme and outputs

- i. Did the program successfully create awareness and advocacy for accountability policy and practice on water among stakeholders in Africa and globally?
- ii. Did the program provide adequate training and capacity-building opportunities to researchers and practitioners, including access to relevant resources, networks, and mentorship?
- iii. Did the program promote gender equity and social inclusion in water governance?
- iv. Did the program establish a sustainable legacy, including by creating networks, centers of excellence, and other structures that can continue to promote water accountability policy uptake and practice after the program has ended? and what modifications or improvements could be made to enhance their sustainability?

- v. Did the program advocate for policies and practices that promote transparency, participation, and inclusiveness in water governance, and did it provide technical assistance and support to implement these policies and practices?
- vi. Did the program contribute to enhancing the accountability of water service providers, regulators, and other key actors in the water sector, and did it help to increase public trust and confidence in these institutions?
- vii. Did the program promote gender equity and social inclusion in water governance, and did it recognize and address the diverse needs and perspectives of marginalized communities?
- viii. Did the program establish sustainable partnerships with key stakeholders, including civil society organizations, governments, and international agencies, to promote accountability policy and practice on water?

3. METHODOLOGY

The evaluation will be conducted in accordance with the OECD/DAC evaluation criteria. The consultant is expected to use a mixed-methods approach, including desk review, surveys, interviews, focus group discussions, and site visits and engage in detail with the full list of stakeholders that will be provided (approx. 60 individuals) The evaluation will cover the period from the start of the program to the end line date, and will include both quantitative and qualitative data.

The consultant will be expected to apply the most appropriate methodological approaches that will enable the achievement of the objectives of the assignment. The methodology will ensure that critical areas are prioritized. These include ensuring literature review analysis, physical data collection using appropriate data collection methods and instruments and data sources, ensuring routine consultations with the management and project team, validation and stakeholder engagement, critical analysis, and presentation of the findings as well as prompt reporting.

4. SUPERVISION AND MANAGEMENT

The consultant will be expected to work closely with the Program Manager, MEARL lead, and AFW program officer at PASGR as well as WWI team throughout delivery process. The evaluation team will report directly to the Accountability for Water Consortium lead partner, specifically the head of Research Program (PASGR), who will be responsible for ensuring the quality and timely delivery of the evaluation reports and other deliverables. Any issues or concerns arising during the evaluation will be promptly brought to the attention of the Head of Research Program, PASGR.

5. AUDIENCE OF THE END LINE EVALUATION

The end-line assessment is led by PASGR as the lead partner of the consortium, but the results of the assessment will be useful for both reporting of the project and future actions of PASGR and partner organisations. The PASGR internal structures that will have access to the findings of the end-line assessment include, the AfW Project Team, Research Program Units, Monitoring and Evaluation and Communication Teams. The external structures that will have access to the results of the end-line assessment include the project donors William and Hewlett Foundation and the consortium partners [Water Witness International (WWI), Water Witness Ethiopia (WWE), Kenya Water and Sanitation CSO Network (KEWASNET), and Shahidi Wa Maji (SWM)].

6. ROLES & RESPONSIBILITIES

a. Consultant

- i. Read and understand all project documentation.
Produce an inception report identifying how the study will be carried out. The study design should include: approach and methodology, sampling procedures, data quality control,

- analysis framework, reporting formats, and timeframe.
- ii. The consultant is highly encouraged to use digital data collect tools i.e. use tablets to collect data, he/she has the responsibility to develop and upload the questionnaire in the tablet
 - iii. Recruit, train and supervise enumerators in data collection.
 - iv. Oversees the entire process to ensure unbiased and correct data collection.
 - v. Comply with all reporting deadlines.
 - vi. Develops a budget indicating/outlining various activities to be done in carrying out the Evaluation.
 - vii. Shares the raw data with the office
 - viii. Adhere to health and safety procedures and PASGR's Code of Conduct, Safeguarding Principles of programme participants' Policy, Child Protection Policy, and Gender Policy.
 - ix. The consultant should seek and do written consents of interviewees before commencing interviews and as well taking photos.
 - x. The consultant should also adhere to the data protection policy for any data collected under this consultancy and that the consultant should not use the data or information collected for any other purposes beyond this purpose.
 - xi. If need be, the consultant will use his/her own tablets. In a situation that the consultant does not have tablets and requires PASGR to provide them, the consultant will be liable for any damage or loss of the tablets throughout the engagement
 - xii. After completing the draft report, the consultant will make a presentation to members of the consortium on the key findings of the Evaluation and recommendations.

b. PASGR and Partners

- i. Provide all relevant documentation (project proposal, log frame).
- ii. Ensure that all policies outlined above are fully adhered to.
- iii. List of programme participants and key stakeholders to be interviewed.
- iv. Data collection development will be done in close collaboration with PASGR MEARL Officer, AfW Programme Officer and Head of Research Program.
- v. PASGR's Head of Research Program will organize meeting for the consultant to do a presentation of draft report of the Evaluation to PASGR and the AfW consortium.

7. TIME SCOPE

PASGR has estimated that the volume of the assignment amounts to a total of 25-30 working days. The consultancy's bid must include an articulated and detailed activity schedule with clear outputs within specified milestones. The total scope of work will be aligned in consultancy with the winning tenderer accordingly. The assignment shall be undertaken between **15th April and 15th May 2023**.

8. DELIVERABLES FROM THE CONSULTANCY

- i. **Inception report:** The consultant is expected to present the inception report upon signing the contract in line with the agreed timelines. Most probably the inception report will be presented at least two days from the date of the contract signing. The inception report will clearly articulate the clear understanding of the terms of reference for the assignment and define each stage of the assignment. The consultant will need to articulate the methodology, articulate the format of presentation of the deliverables.
- ii. Write a draft ToR for a mid-term review of phase II
- iii. Write a draft MEAL plan for phase II
- iv. Data collection methods, tools, and sources as well as proposed timelines for the delivery of the assignment.
- v. **Draft report.** The Consultant is expected to product and share the draft end line report of 20 pages plus the executive summary. The draft report will include comprehensive literature review and analysis, methodology, findings, conclusions, and

recommendations. The draft report will be presented to management for inputs including making presentation at validation workshop after which the consultant will incorporate the issues to produce a final report.

- vi. **Data Validation Report:** A Report brief of data validation workshop in MS Word and/or PowerPoint is to be shared by the consultant too.
- vii. **Information Dissemination:** After completing the draft report, the consultant will make a presentation to PASGR and co-applicants on the key findings of the End Line Assessment and recommendations. This meeting will be organized by the Head of Research Program, PASGR.
- viii. **Final report:** After incorporating the feedback from the management and project team and validation meeting, the consultant will then prepare and submit the final report.

9. BUDGET AND OTHER ASSUMPTIONS

The budget should not exceed 25,000GBP including all expenses, fees reimbursable and withholding tax. The first payment of initial costs can be approved and final payment will be made by bank transfer 30 days after delivery of the final evaluation report by the consultant and approval by PASGR. submissions should explain the timeline, consultant(s) days and travel anticipated.

10. SAFEGUARDING

All PASGR consultants will be required to sign and abide by the organization's official position statement on exploitation and abuse, which includes a zero-tolerance policy for sexual exploitation and abuse. PASGR recognizes that abuse of power has led to, and continues to lead to, far too many forms of exploitation and abuse. The nature of PASGR's work creates a power differential between those employed by or working with PASGR and program participants and consortium partners. PASGR recognizes that those who work with program participants and consortium partners have the potential to abuse their positions of power. PASGR's commitment to safeguarding includes its employees as well as all those with whom it comes into contact through its work. All consultants who work for PASGR and its consortium members will be required to sign and abide by PASGR's Data Protection Policy.

11. ETHICAL CONSIDERATIONS

The consultant will adhere to the highest ethical standards in the conduct of the evaluation, including obtaining informed consent from all participants, ensuring confidentiality, and respecting the rights and dignity of all stakeholders and beneficiaries.

12. QUALIFICATIONS OF THE CONSULTANT

PASGR seeks to engage the services of qualified and experienced consultant's/consultancy firms to undertake the assignment. The team should comprise a team leader who is the contact and responsible for delivering the project. The consultant's/consultant firms must have the following qualifications and experience:

a. Education

- i. Master's degree in any of the following; Agriculture and Rural Development, Economics Statistics, Research, Monitoring and Evaluation (M&E) or any relevant field of study. Equivalent relevant experience maybe acceptable in lieu of a degree.
- ii. A PhD degree in the above disciplines will be an added advantage.

b. Experience, skills, and competencies

- i. Have a minimum of 8 years of working experience in evaluations of development projects with verifiable academic and practical experience in evaluation design and implementation.
- ii. Knowledge of various evaluation methodologies (e.g., Qualitative, mixed methods, etc.)
- iii. The consultants to be conversant with current best practices in evaluation methodologies, and be ready to collect qualitative data both over zoom and in person and be able to analyse this with the sophistication needed to address these questions.
- iv. Relevant experience in working with INGOs, Human rights organizations, and/or civil

society organizations.

- v. Previous work experience working for international donor organizations and extensive knowledge of donor requirements.
- vi. Excellent written and verbal communication skills in English.
- vii. Excellent research, analytical and report writing, and presentation skills.
- viii. Must have conducted three programme/project end line or evaluation studies.
- ix. Must have advanced computer skills in Microsoft Office (Word, PowerPoint, and Excel). Advanced skills in statistical software such as SPSS or Epi-Info is an added advantage.
- i. Good interpersonal skills, including the ability to lead a team and work with people from diverse ethnic, religious, and cultural backgrounds.
- ii. Knowledge of the development and humanitarian sector, in particular:
 - o Partnerships
 - o De-colonising development

c. Desirable

- iii. Practical experience of designing and facilitating evaluations with organizations working in development programs (Higher Education, research and WASH etc)
- iv. Good knowledge of results-based program management.
- v. Experience of working with a team to plan reviews and workshops;

13. APPLICATION

The following should be submitted for consideration:

- i. Technical Proposal - outlining your understanding of the TOR, the methodology that will be used in undertaking the assignment, work plan, and team composition, including CVs and 3 references for similar assignments.
- ii. Financial proposal (maximum 1 page) outlining all relevant costs, including consultancy fee.

14. DEADLINE FOR APPLICATION

Interested candidates should submit their proposals by email to Dr. Martin Atela: matela@pasgr.org no later than 5:00 pm EAT the 31st March, 2023.

For any questions, please reach Dr. Atela through the email provided above.