End of project Evaluation for Enhancing Community Participation in Governance of Water and Sanitation Service Delivery in Rural Gwanda District project:

Background and scope of work

Practical Action Southern Africa with funding from EC is currently implementing a three year project since August 2011 on Enhancing Community Participation in Governance of Water and Sanitation Service Delivery in Rural Gwanda District. The project seeks to contribute towards democratization in the management and governance of communal water and sanitation (WatSan) infrastructure in Zimbabwe. This new initiative focuses on demonstrating inclusive and replicable approaches for the delivery of basic water and sanitation service delivery.

The overall objective of the action is to contribute towards democratisation in the management and governance of communal WatSan infrastructure in Zimbabwe. The action aims to influence DWSSC, PWSSC, CSOs RDC committees and catchment councils to accommodate and provide a platform for effective interaction with GBOs and communities. It will also raise the awareness within the GBOs and communities of WatSan development processes in their areas and build their capacity to influence and ensure their voices are heard in the decision making and planning processes.

Practical Action Sothern Africa seeks to engage the services of Consultant(s) to conduct an End of project Evaluation of the project.

Scope of the Evaluation

The scope of the evaluation covers the entire Gwanda Water Governance Project. The consultancy assignment will evaluate the project implementation taking into account the status of the project activities and outputs and the efficiency of resource disbursements made up to date. The evaluation will involve analysis at two levels: Component level and Project level in order to quantify and qualify impact, sustainability, efficiency and effectiveness

Competencies

Minimum of five years accumulated and recognized experience in Water Governance.

- Minimum of five years of project monitoring and evaluation and/or implementation experience;
- Familiarity with socio-economic and socio-cultural or regional conditions relevant to Zimbabwe.
- Comprehensive knowledge of EC best practices;
- Excellent interview and report writing skills in English.

Proposal Submission

Proposals for this assignment should be submitted by 4:30pm on 30th of August 2013 . Proposals, including background, understanding of ToRs, methodology, proposed report structure, budget and three contactable references, should be addressed to: Consultancy Manager, under the title Gwanda Water Governance End of project Evaluation. The sealed bids should be couriered, posted or physically delivered to:
Detailed Terms of Reference

Terms of Reference

For End Of Project Evaluation for project:

Enhancing Community Participation in Governance of Water and Sanitation Service Delivery in Rural Gwanda District

<table>
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<tr>
<th>Location</th>
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<tr>
<td>Application Deadline</td>
<td>31 August 2013</td>
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<tr>
<td>Languages Required</td>
<td>Ndebele, Sotho</td>
</tr>
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<td>Starting Date</td>
<td>8 September 2013</td>
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Project title:

Enhancing Community Participation in Governance of Water and Sanitation Service Delivery in Rural Gwanda District

Reference Number:

Implementing Partners: Moriti Oa Sechaba Trust

Project duration: 36 months

Duration of the assignment: 14 working days
1.0 Background and scope of work

Practical Action Southern Africa’s with funding from EC is currently implementing a three year project since August 2011 on Enhancing Community Participation in Governance of Water and Sanitation Service Delivery in Rural Gwanda District. The project seeks to contribute towards democratization in the management and governance of communal water and sanitation (WatSan) infrastructure in Zimbabwe. This new initiative focuses on demonstrating inclusive and replicable approaches for the delivery of basic water and sanitation service delivery.

1.1 Objectives of the action

The overall objective of the action is to contribute towards democratisation in the management and governance of communal WatSan infrastructure in Zimbabwe. The action aims to influence DWSSC, PWSSC, CSOs RDC committees and catchment councils to accommodate and provide a platform for effective interaction with GBOs and communities. It will also raise the awareness within the GBOs and communities of WatSan development processes in their areas and build their capacity to influence and ensure their voices are heard in the decision making and planning processes.

1.2 Key partners

The action involves Moriti Oa Sechaba Trust as the main project partner with strong grassroots links. The project works also with the RDC, Government departments and NGOs who constitute the DWSSC and PWSSC at District and Provincial levels respectively.

1.3 Target groups and final beneficiaries

4755 (Women 65%) Water Point Management Committee Members (WPMC; 3580 (45% women) Water Users for irrigation (1000), livestock dipping and domestic use (2580); 18 Local councillors, 106 village heads and 6 chiefs; 25 District Water and Sanitation Sub-Committee (DWSSC) and Non-Governmental Organisations (NGO) staff; 500 People living with HIV/AIDS (PLWHA). 40 Pump Mechanics (PM) (40% Women); 40 Ecological Sanitation latrine Builders (ESLBs) (40% women).

1.4 Results:

- Rural Grassroots Based Organisations (GBOs) and five CSOs are properly constituted with organised structures and have improved capacity to plan own work, contribute to decision and policy making in integrated WatSan services.
- Improved community driven WatSan service delivery through good quality technical knowledge and equipment.
- District level State Actors are effectively and efficiently responding to community WatSan demands and that responsive mechanism mainstreamed to Provincial level.
- Wider engagement and participation of water users and stakeholders in the management of district and provincial water resources.
- An inclusive governance framework for sustainable provision of WatSan services to rural communities is documented and disseminated at district, provincial and national levels.

1.5 Activities: R1: Establish and train 951 WPMC on better WatSan management and local communities on community based WatSan resources management, including participatory budgeting and control processes and Watsan policies to raise their awareness and voices. Integrating community based approaches (CBA) into WatSan programmes for partners, local authority and government extension service. R2: Train 40 PMs and 40 ESLBs. Carry out rehabilitation of 150 water points and construct 180 Ecosan toilets for demonstration. R3: Training for Transformation for 25 participants, (GBOs, CSOs, and DWSSC) Workshops on strengthening shared understanding at District level; Setting-up of Water, Sanitation & Hygiene funds at District level for sustainability of WatSan facilities. Community based management (CBM) experience sharing at Provincial Level. R4: Organize water users into groups to
strengthen their voices at the sub- and Catchment Councils. Facilitate four Water Catchment Council planning meetings for 25 members to map the way forward. Exposure visit to Zambia for DWSSC, CSO, GBOs, and Provincial Water and Sanitation Sub-Committee (PWSSC) to share CBA experiences. **R5:** Conduct baseline survey. Document and disseminate best practices and project experiences at district, provincial and national levels for adoption, upscaling and influence.

### 1.6 Relevance:

- To promote an inclusive and empowered society, ultimately contributing towards the democratisation in the management and governance of communal WatSan infrastructure in Zimbabwe through strengthening the participation and role of rural based CSOs in the delivery and governance of WatSan services in Gwanda District. It will achieve this through capacity building of communities in planning, decision making and advocating for policy changes through participatory based processes.
- To promote the creation of an effective network of water users and advocate for their representation on water governance bodies.
- Through appropriate training activities the action will equip the inexperienced DWSSC and PWSSC members with the necessary skills to effectively assist the communities to participate in the decision making processes regarding Watsan provision and to manage Watsan services.

### 1.8 Scope of the Evaluation

The scope of the Evaluation covers the entire Gwanda Water governance project. The end of project evaluation will evaluate the project implementation taking into account the status of the project activities and outputs and the efficiency of resource disbursements made up to date. The evaluation will involve analysis at two levels: component level and project level.

### 1.9 Component level

The evaluation at this level will determine the relevance, effectiveness, efficiency and impact of the aspects of activities and component design, implementation, management and monitoring of evaluation. Any issue or factor that has impeded or accelerated the implementation of the project or any of its components, including actions taken and resolutions made should be analyzed and highlighted.

1. To what level are the performance measurement indicators and targets used in the project monitoring system specific, measurable, achievable, reasonable and time-bound (SMART) to achieve desired project results?
2. To what extent are the performance measurement indicators useful in helping managing the quality of the outputs and outcomes?
3. To what extent shall the performance measurement indicators be improved for more effective monitoring and evaluation?
4. To what level has the use of subcontractors been effective and efficient in achieving component outputs of reasonable quality and later the overall project impacts? Are the subcontractors engaged in project implementation suitably qualified, experienced and skilled to perform assigned responsibilities?
5. How relevant and effective is relationship and communication between/among components activities so that data, information, lessons learned, best practices and outputs is shared efficiently and that the outputs of the components collectively create the direct and indirect impacts.
6. To what extent are design of activities and production of outputs and outcomes under different work packages are linked and synchronized for maximizing the effectiveness and efficiency?
7. Has there been any overlapping or synergy among work packages how were these dealt with to make the implementation more efficient?
8. Are there any changes in project activity design, expected outputs during the implementation and how do they affect the achievement of the project outcomes and targets?

2.0 Project level

On the project level, the evaluation will determine five major criteria in project performance evaluation including in the aspects of (a) Progress towards objectives, achievement of results, targets set for the entire project (b) Factors affecting successful implementation and achievement of results, (c) Project Management framework, arrangement and performance, and (d) Strategic partnerships.

Progress towards achievement of results (internal and within project’s control)

1. Is the Project making satisfactory progress in achieving project outputs vis-à-vis the overall and immediate targets and related delivery of inputs and activities as set out in the log frame?
2. Given the level of achievement of outputs and related inputs and activities to date, is the project likely to achieve its Immediate Purpose and Development Objectives?
3. Are there critical issues relating to the achievement of project results that have been pending and need immediate attention in the next period of implementation?
4. Are the project subcontractors able to provide quality inputs to achieve results?
5. Factors affecting successful implementation and achievement of results (beyond the Project’s immediate control or project-design factors that influence outcomes and results)

Are there any outstanding issues, obstacles, bottlenecks, etc. on the communities, government or private sector that are affecting the successful implementation and achievement of project results?

Do the Project’s purpose and objectives remain valid and relevant, or are there items or components in the project design that need to be reviewed and updated?

2.1 Project management (adaptive management framework)

Is the project management arrangement adequate and appropriate to the extent of management functions?

How effectively is the project management system? (e.g. project directing, work planning, administrative process/procedures, quality management, risks and issues management, and M&E and reporting)

2.2 Strategic partnerships (project positioning and leveraging)

Assess how effectively project partners, stakeholders involved in the Project’s adaptive management framework (to the extents of directing, implementing, planning, managing risk and issue etc) has the current project management approach exploited all opportunities for stronger collaboration and substantive partnerships to maximize project’s achievement of results and outcomes?’

2.3 Are the project information and progress of activities disseminated to project partners and stakeholders? Are there areas to improve in the collaboration and partnership mechanisms?

2.4 Project financial management

Assess how activity implementations were done against financial plan looking into how budgets were allocated, timeliness of disbursements and accounting, coordination among project team members. Assess the cost-effectiveness of project delivery.
Highlight any financial issues or factors that have impeded or accelerated the implementation of the project or any of its components, including actions taken and resolutions made. Highlight areas for improvement.

3.0 Evaluation methodology and process

3.1 General

The Team is expected to become familiar to the project objectives, historical developments, institutional and management mechanisms, activities and updated status of accomplishments

Review project documents and other documents relevant to the Water Governance project work in Gwanda. A briefing meeting will also be convened. The Consultant is expected to hold group and individual interviews with project stakeholders and at the least representatives of the project partners and beneficiaries in order to make the evaluation as participatory as possible.

The analysis of the information should enable the evaluation Team to make evidence-based assessment of the all aspects defined in the Scope. The evaluation Team must also rate project achievements using the rating criteria listed below. The rating must be supported by concrete evidence, e.g. narrative justification, data and statistics. Definition of rating the project performance:

- Highly Satisfactory (HS): there were no shortcomings
- Satisfactory (S): there were minor shortcomings
- Moderately Satisfactory (MS): there are moderate shortcomings
- Moderately Unsatisfactory (MU): there were significant shortcomings
- Unsatisfactory (U): there were major shortcomings
- Highly Unsatisfactory (HU): there were severe shortcomings

3.2 Evaluation process

Prior to the field mission: the Consultant shall receive all the relevant documents, either electronically or hard copies for study. The Consultant will prepare detailed evaluation methods and work schedules which will be discussed and agreed in a briefing meeting.

3.3 Mid Term Evaluation Schedule and Deliverables

3.3.1 Timeframe

The end of project evaluation will commence on a date to be advised and complete within maximum a month of working. It is preferred that the evaluation process is broken down in four phases:

- Background information study and finalization of schedule and methods (Up to 03 days)
- Work at field work (up to 5 days)
- Stakeholder feedback workshop (1 day)
- Finalization of the deliverable (2 days)

3.3.2 Deliverables

There will be two main deliverables:
A brief report consisting of (i) the major findings, ii) the rating per priority topics of evaluation, iii) major recommendations, and iv) conclusion.

Depending upon the complexity of the evaluation findings, Practical Action may consider organizing a half-day stakeholders meeting at which to make a presentation to the partners and stakeholders.

Evaluation report: The report structure shall follow the agreed outlines. The substantive content shall fulfill the requirements set out in this Terms of Reference (TOR). The final report is to be cleared and accepted by Practical Action before final payment is released. The final report (including executive summary, but excluding annexes) should not exceed 20 A4 pages.

4.0 Overall quality requirement of the Monitoring Evaluation Team

With the aim of having an objective and independent evaluation, the Consultant is expected to conduct the project evaluation according to international criteria and professional norms and standards. Some key quality criteria that the end of project evaluation report must meet are:

- Logical and quality presentation
- The end of project evaluation report is consistent; the evidence presented was complete and convincing.
- The end of project evaluation report provides rating for all major aspects to be evaluated, using the rating guidelines defined in the Section 5.
- Lessons learnt and recommendations are objective and supported by the evidence
- Data and information presented in the report must be verified and full of references must be presented.
- End of project evaluation report is timely submitted.

4.1 End Of Project Evaluation team composition and qualification requirement

The Team is expected to combine international standards of evaluation expertise, in-depth knowledge of the Water Governance issues and national context of participatory WATSAN program implementation. At the minimum, the members of the end of project evaluation Team shall have the following professional background and responsibilities:

4.1.2 Competencies

Minimum of five years accumulated and recognized experience in Water Governance.

- Minimum of five years of project monitoring and evaluation and/or implementation experience;
- Familiarity with socio-economic and socio-cultural or regional conditions relevant to Zimbabwe.
- Comprehensive knowledge of EC best practices;
- Excellent interview and report writing skills in English.

5.0 Proposal Submission

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The Consultancy Manager
Practical Action
4 Ludlow Road
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Box 1744
Harare.
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