**TERMS OF REFERENCE**

**FOR**

**ENDLINE SURVEY OF THREE-YEAR PROJECT IN KISUMU**

**Increasing the capacity of poor rural communities in Kochogo South Sublocation in effective water management for increased climate resilience.**

1. Background

Habitat for Humanity Kenya (HFHK) is among the 70 country affiliates of HFH International. In Kenya, we were registered in 1982 as Non-Governmental Organization, with the goal of enabling low-income families access decent and affordable shelter. In the last 40 years, HFHK has supported more than 56,000 families across 9 counties in Kenya through housing micro-finance and direct construction. Our Business Plan (2020-2025) has outlined four Programmatic Areas namely: Financing for owner-led construction; Settlement-Based Practice; Secure Land Tenure; Disaster Risk Reduction & Response (DR3). We are currently operating in Laikipia, Homabay, Kisumu, Tana River and Machakos.

In Kisumu County, HFHK is initiating a 3-year BMZ funded project along the flood plains of River Nyando in Ahero Ward (Dec 2021-Dec 2024). We are focusing on 6 villages within the sublocation of Kochogo South, supporting 881 households (4,000 villagers) to cope with the frequent cycles of drought and floods through social structures and physical infrastructures that will be established for management of Water, Sanitation and Hygiene (WASH) services.

The Kisumu Project had the following components:

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| **Phase** | **Period** | **Milestones** |
| Year 1 | Dec 2021 | * Project Inception Meetings (done) |
| Year 2 | Jan-Dec 2022 | * Completion of all studies (Baseline survey, Environmental Impact Assessments, Hydrological Survey) * Establishment of Community Structures (Water Point Committees, Boards of School Management, Water Canal Committees) * Completion of major infrastructure (water supply, school latrines, water canals) |
| Year 3 | Jan-Dec 2023 | * Operation of Hygiene Promotion in 6 villages, 881 homes and 2 schools through Community Health Volunteers (CHVs) * Operation of School Health Clubs and Girls Clubs * Operation of household latrine construction through Artisans trained and equipped on pre-fabrication of floor-slabs and pit-curvets |
| Year 4 | Jan-Dec 2024 | * Operation of latrine waste recycling activities through groups trained and equipped on briquette production * Operation of soap production through households trained by the project * Operation of tree planting along the water canals through women groups trained on tree nursery production |

Water is being supplied from a solar powered borehole serving 5 water kiosks and 2 schools through a 10km pipeline. Sanitation marketing model is being applied towards sustaining the demand and supply of flood resilient latrines. Hygiene promotion is being conducted through Children’s Hygiene and Sanitation Training (CHAST) in schools, Participatory Hygiene And Sanitation Transformation (PHAST) in villages and Home-to-home visit by Community Health Volunteers (CHVs). Flood control was achieved through desilting and embankment of water canals to enhance their drainage capacity. Villages affected by perennial floods and drought were enabled to set up and maintain sustainable community structures. The project has developed an impact matrix that outlines some of the achievable targets.

Kochogo Location has three sublocations (North, Central and South). Our project area in Kochogo South sublocation, stretches across 6 km from the border with Ahero Town in the East towards the Nyando Delta formed around the mouth of Lake Victoria in the West. The project area borders directly on the river bank in the south (protected by a dyke) and Ahero Rice Irrigation Field in the North. Flooding is majorly caused by 3 artificial canals that convey water from the rice irrigation schemes, stretching 4 km as they drain water back into the lake. Kochogo Location is among the areas vulnerable to flooding in Nyando Sub county. Combined with two other Locations (Kakola/Ombaka and Onjiko), the total area vulnerable to flooding is estimated at between 15,000 and 20,000 hectares. Nyando Sub-county, which covers the larger part of the greater lower Nyando, is one of the Kisumu County’s seven sub counties. For a long time now, an estimated 400 sq. km of the Kano Plains in this sub-county has been prone to frequent flooding from the River Nyando. Lake Victoria is also overflowing its banks with several villages, facilities, and infrastructure already submerged for months. Both flood and drought events are serious issues in the River Nyando basin, impacting livelihoods, public health and the environment. For instance, Nyando sub-county has been the most affected by floods, yet has the least capacity for safe water, which is presently estimated at just 2.3 percent of its requirement of 5,005 cubic meters. According to the Kisumu County Government, Nyando has the largest deficit in water storage capacity[[1]](#footnote-1). Hence the need to increase the capacity of poor rural communities in lower Nyando for effective water management for increased climate resilience (access to WASH services and habitation) is an important priority at household level and the community.

1. **Purpose and Rational**

The purpose of the Endline Evaluation is to assess the final values for a specific set of monitoring indicators that were pre-determined at the project's outset. In contrast, the Endline Evaluation will focus on the project site and the specific results, including impact, outcomes, and outputs.

By providing benchmarks for the target groups at the conclusion of the project, the Endline Evaluation will serve as a key tool for assessing the overall success and effectiveness of the interventions. It will offer insights into the extent of the change in the lives, behaviors, knowledge, and capacities of the target groups, which can inform recommendations for any necessary adjustments. The findings from the Endline Evaluation will also support the continued monitoring of the results, ensuring the project’s objectives are met. Additionally, the development and implementation of the evaluation will align with the overall design of monitoring tools and guidelines, in line with the recommendations of the consultant. The Endline Evaluation report will serve as the benchmark for assessing the project’s achievements in the future.

**2.Objectives**  
The specific objectives of the **Endline Evaluation** in **Kochogo South sublocation** are to assess and measure the final outcomes, achievements, and impact of the project by generating comprehensive data on the following indicators:

**Water Supply**

* Number of functional and non-functional boreholes and shallow wells providing safe water.
* Minimum per capita availability of safe water in the 6 villages.
* Average distance per household from clean and safe water sources.
* The cost paid by households to access safe water.
* Percentage of household disposable income spent on purchasing water.
* Number of functional water committees in the area with skills in effective, transparent, and accountable water point management (including water quality tests, water fee management, maintenance and repair, and safekeeping of financial resources).
* Number of water storage tanks in schools.
* Number of primary schools connected to a piped water supply.
* Number of Boards of Management (BoM) with skills in sustaining school infrastructure and incorporating life cycle costs into the Free Primary Education (FPE) capitation grant.

**Sanitation Coverage**

* Number of Open Defecation Free (ODF) villages.
* Percentage of households with latrines.
* Household demand for affordable, durable, and sustainable latrine components (slabs, culverts, and bricks).
* Number of artisans with equipment and capacity to produce enough latrine components to meet household demands.
* Number of artisan groups skilled in pre-casting latrine components and assembling them at household level.
* Number of poor and vulnerable households with flood-resilient latrines.
* Number of groups with the skills to de-sludge flood-resilient latrines and recycle faecal waste into briquettes for sale.
* Number of groups equipped with briquette-making machines.
* Number of boys' and girls' latrines in each of the two targeted schools.
* Pupil-latrine ratio for boys and girls in each of the two targeted schools.
* Number of girls' friendly latrines with private changing rooms for menstrual hygiene management, and the number of girls trained in their use.
* Knowledge of school administrations regarding latrine maintenance and financial planning for sustainable maintenance.

**Hygiene Improvements**

* General hygiene knowledge, attitudes, and practices of households in the 6 villages and children in the two targeted primary schools.
* Percentage of households with adequate hygiene knowledge.
* Percentage of household members practicing handwashing at least 3 out of 5 critical times.
* Percentage of school children practicing handwashing at least 2 out of 3 critical times during school sessions.
* Percentage of adolescent girls in the two primary schools managing their menstrual hygiene adequately and safely.
* Number of Menstrual Hygiene Days conducted by girls’ clubs in the two targeted schools.
* Number of Community Health Volunteers (CHVs) trained in Participatory Health and Sanitation Transformation (PHAST).
* Number of School Health Club patrons (teachers) trained in Child Hygiene and Sanitation Transformation (CHAST).
* Number of School Health Club members (pupils) trained in Child Hygiene and Sanitation Transformation (CHAST).
* Number of handwashing campaigns organized by school health clubs during international awareness days.

**Flood Mitigation**

* Existence of communal structures for managing water canals and preventing siltation.
* Number of villages with self-reliant monitoring and maintenance of water canals within their areas.
* Amount of information on community participation in flood management included in WARMA trainings, and its contribution to sustainability.
* Level of awareness about best practices in water canal maintenance among the County Government of Kisumu.
* Collaboration between the County Government's Water Department and WRUAs to promote community participation in water resource development in the Lower Nyando River sub-catchment area.
* Status of social and physical infrastructures that help residents cope with frequent floods and droughts.
* Number of households aware of flood risks and protective measures.
* Number of committees established to monitor and maintain water canals.
* Number of committees mobilizing community action for desilting and embanking water canals.
* Number of water canals desilted and embanked, and the total distance of canals managed.
* Number of women’s groups with skills in nurturing fruit tree nurseries for water canal buffer zones.
* Number of women’s groups with certified fruit trees, seedlings, and nursery equipment.
* Number of water canals with fruit trees planted along buffer zones for flood control.
* Information gaps identified in the training manual used by the Water Resources Authority in training WRUAs.
* Number of personnel in the Kisumu County Department of Water able to conduct a Training of Trainers (ToT) course for WRUAs.
* Number of Nyando-WRUA members with skills in effective, transparent, and accountable water point management.
* Number of representatives from Kochogo South sublocation incorporated into the WRUA managing the Lower River Nyando.

1. **Methodology**

HFHK is seeking to hire a consultant to conduct an Endline Evaluation for a BMZ project in Nyando Sub-county, Kisumu County. This evaluation aims to assess the final outcomes and impact of the project based on key indicators measured throughout the project’s lifespan. The data collected, both qualitative and quantitative, will be disaggregated by village, age, and sex to provide a comprehensive assessment of project effectiveness.

**A. Data Collection Components**

1. Secondary Documentation  
   The consultant will begin by reviewing relevant secondary data to inform the evaluation process. This will include reviewing project reports, progress documents, and other relevant literature provided by HFHK. The consultant will also refer to national or international reports that are pertinent to the project, including past baseline data, midterm evaluations, and other related research documents. This secondary data review will help contextualize the findings from primary data collection and ensure that the evaluation is grounded in existing knowledge.
2. **Qualitative Data**  
   Qualitative data will be used to capture the perceptions and experiences of the community regarding the WASH (Water, Sanitation, and Hygiene) and flood control interventions, and how they have impacted the target population. The consultant will employ a variety of qualitative methods:
   * Focus Group Discussions (FGDs): FGDs will be conducted in different villages to gather collective insights from various community groups, ensuring the inclusion of diverse segments such as women, men, youth, and vulnerable populations.
   * Key Informant Interviews (KIIs): These interviews will be held with key stakeholders, including community leaders, local government officials, health workers, and other individuals with deep knowledge of the project’s impact.
   * Participatory Exercises: Methods such as community mapping or other participatory techniques will engage local participants, allowing them to express their views and share how the project has influenced their lives.

These qualitative approaches will provide a nuanced understanding of how the community perceives the project’s results and the changes it has brought about.

1. **Quantitative Data**  
   Quantitative data will be gathered to assess the extent of change in relation to the project's objectives. This data will focus on key performance indicators, including:
   * Numerical Indicators: These include measurable outcomes like the number of households with access to clean water, the percentage of households with latrines, or the number of water points that are functional at the time of the evaluation.
   * Proportional Indicators: These indicators will measure changes in practices and behaviors, such as the percentage of people practicing handwashing or the number of students using gender-segregated latrines.

The quantitative data will be analyzed to determine the extent of the project's success and its contribution to the intended outcomes.

**B. Data Disaggregation**  
To ensure comprehensive analysis and understanding, all collected data will be disaggregated by:

* Village: To identify any differences in outcomes between different areas within the project site.
* Age: To capture how different age groups (children, adults, elderly) have been affected by the interventions.
* Sex: To examine gender differences in project outcomes, ensuring that both men and women’s experiences are represented in the evaluation.

**C. Triangulation of Data**  
The consultant will use data triangulation to cross-verify findings from qualitative and quantitative data sources. This approach will ensure that the conclusions drawn from the evaluation are consistent and credible. The process will involve comparing the insights gathered from FGDs, KIIs, and participatory exercises with the numerical data to assess alignment, discrepancies, and the overall impact of the project.

1. **Scope of work (tasks, outputs and suggested timeframe)**

The study will focus particularly on 6 villages (Borda, Kagola, Kokech, Kabonyo, Upper Kaswa, Lower Kaswa) and 2 schools (Nyomwaro primary, Disi primary) in Kichogo South Sub-location.

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| **Task/Output** | **Suggested Timeframe** |
| Inception meeting with HFHK Team and a review of key background documents and existing data collection tools | **0.5 days** |
| Detailed inception report including detailed work plan, detailed draft methodology and sampling approach for quantitative data collection, quantitative and qualitative tools finalized in agreement with the HFHK team. | **1 days** |
| Recruitment and training of additional data collectors/enumerators | **0.5 days** |
| FGDs and KIIs, quantitative data collection and data entry | **5 days** |
| Data analysis and draft Endline study report submitted for comments | **5 days** |
| Oral presentation to HFHK staff and receiving their comments | **1 days** |
| Final Endline report study, responding to comments above | **3 days** |
| **Suggested total** | **16 days** |

HFHK field staff will prepare the field visits for the consultant and data collectors ahead of time. We will ensure respondents are prepared and ready to participate in interviews and FGDs for data collectors, and, if required by the consultant, will accompany the consultant and enumerators on data collection visits.

1. **Deliverables**

**•** Detailed and professional reporting that addresses both the overall and specific objectives of the Endline Evaluation, and which includes specific recommendations on issues related to WASH. The report must be in English, clearly and concisely addressing the information outlined above. Documentation will include the following:

* Work plan and Inception Report (with key parameters and indicators to be considered for the Endline evaluation, including the methodologies for data collection and dissemination).
* Data Collection based on the three key outcome areas of the Project as elaborated in the Impact Matrix.
* Presentation of results from the Endline evaluation, with a draft report for HFH Kenya’s review—clearly identifying information relevant to the outcome areas of the impact matrix, as well as data gaps and areas that may require further assessment.
* Finalization of the draft report with inputs from all stakeholders, including HFH Kenya personnel.

**Reporting will include:**

* A comprehensive and well-organized Final Report, complete with standard reporting formats (the main body of the report should be a minimum of 50 pages in length, excluding Table of Contents, tables, and annexes).
* An Abridged Report synthesizing the main findings and indicators of the evaluation (not to exceed 7‐10 pages in length).
* Case studies with testimonies from victims of floods and inadequate WASH, as well as from institutions/organizations working on or addressing issues of WASH and flood control.
* A set of recommendations on suitable indicators for program monitoring during the implementation and scale-up of activities. Recommendations should consider the needs of specific stakeholder groups and be relevant to the effective impact measurement of program objectives and outcomes.

The research firm/organization will present findings/recommendations in a meeting organized for key project staff, program partners, and key stakeholders:

* Production of a report summary document to supplement the final report.

1. **Qualification and Experience**

HFHK is seeking is looking for a consultant/team with the following skills and qualifications:

* Demonstrable expertise on WASH, especially in Kenya
* 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
* Experience in data collection and analysis using participatory methodologies
* Previous experience working with communities using participatory approaches
* Excellent and demonstrated understanding of ethical issues in research, including child protection
* Ability to work with communities in relevant local languages would be an advantage
* Strong quantitative data entry and analysis skills and previous experience using statistical analysis software
* Ability to respond to comments and questions in a timely, appropriate manner
* Ability to write high quality, clear, concise reports in English

TENDER EVALUATION CRITERIA

The tenders submitted by tenderers shall be evaluated in the following three (3) stages:

1) Mandatory Requirements Check; 2) Technical Evaluation; and

3) Financial Evaluation.

1. Mandatory Requirements Check

These are mandatory documents to be attached to the tender document. Absence of any of these documents will lead to the bidder being disqualified and will not be considered proceed to the next stage of evaluation.

Schedule-1: Mandatory Requirements

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| Item | Requirement | Yes / No |
| 1. | Certificate of Incorporation (Applicable only to firms) |  |
| 2 | Tax Compliance Certificate |  |
| 3 | CR12 – Applicable to firms only |  |

1. Technical Evaluation Criteria

The technical evaluation is weighted out of 100 points with a pass mark of 70 points. Any bidder scoring 70 points and above in the technical evaluation will be considered for financial evaluation stage. Any bidder scoring below 70 Points in the Technical Evaluation will be disqualified from further evaluation.

Schedule-2: Technical Evaluation Summary

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|  | Scoring Criteria |  |
| Item | Requirements | Maximum  Possible Points |
| 1. | **Lead Consultant:**  Must have a Minimum of a masters' degree qualification from a recognized university in monitoring and evaluation, education, social studies, development studies, economics, or any other relevant degree  **10 Points for attaching academic certificate** | 10 |
| 2. | The lead consultant must have minimum of 10 years' experience in conducting project monitoring and evaluation studies in Kenya with a good knowledge and understanding of issues around food security, water, smart farming and climate change adaptation. (Attach CV)  (**20 points if the required experience is clearly demonstrated in the CV**) | 20 |
| 3 | Attach at least three reference letters or contracts demonstrating Experienced in developing assessment tools, surveys, and evaluations in Local Markets, Livelihoods, Cash Transfer Programs, WASH, Protection, and Education. Skilled in managing evaluation/research exercises, ensuring timely and budget-compliant delivery. Proficient in community-based data collection and analysis using participatory methods. Strong understanding of ethical research issues, including child protection. Expertise in quantitative data entry, analysis, and statistical software. **(10 Points for each reference letter/contract attached)** | 30 |
| 3. | Methodology-(Max 40 points)  Understanding the objectives and scope of assignment **(15 points)**  Demonstrate understanding on how to execute all the tasks **(15 points)**  Workplan-**(Max 10 points);**  Logical flow of tasks **(5 points)**  Adequate time allocated for all tasks and Consistency with project timelines **(5 points)** | 40 |
|  | Total | 100 |

NOTES on Works Plan and Method Statement

* Scores will be awarded based on the adequacy of the submitted documents in reference to the scope and works requirements.

3) Financial Evaluation Criteria

The bidders who pass the technical evaluation will be subjected to tender price comparison.

HFHK will award the Contract to the tenderer whose tender is determined to be substantially responsive to the tender documents and who has offered the lowest evaluated tender price.

1. **Application Process and selection**

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| The application is open to individual consultants or firms. Applicants must provide:   1. A proposal clearly showing the following:    1. Approach and methodology for meeting the objectives of this assignment    2. Number of days it would take to complete this assignment    3. Detailed work-plan based on the scope of the Consultancy and methodology    4. Financial proposition showing all the expenses, inclusive of 5% withholding Tax 2. A detailed CV and professional background relevant to the assignment 3. Firms are required to provide their company profile |
| **Physical Applications should be submitted to:** |
| The Procurement Officer  Habitat for Humanity Kenya  197 Lenana Place, Lenana Road, Nairobi, Kenya office: +254 717 454 380 • 020 2572812  Nairobi. |
| Deadline: December 20th, 2024 |

1. . Kisumu County Government, Kisumu County Integrated Development Plan, 2018-2022, pp 39-134. [↑](#footnote-ref-1)