

Terms of Reference

Project Final Evaluations (August 2024)

1) Climate adaptive and inclusive WASH in Solomon Islands

2a) Inclusive climate-resilient WASH in the Islands Region of Papua New Guinea project

2b) PNG WASH Consortium project

Purpose of the Consultancy/ies

To provide an independent FINAL EVALUATIONS of Plan International Australia's (PIA) Water for Women Fund (WfW) extension phase (2023-2024) and PNG WASH Consortium extension phase (2023-2024) projects in PNG and Solomon Islands, the:

- 'Climate adaptive and inclusive WASH in Solomon Islands' project in Western Guadalcanal Solomon Islands being implemented by Plan International Solomon Islands in partnership with Live & Learn Solomon Islands and Live & Learn Australia;
- i) Inclusive climate-resilient WASH in the Islands Region of PNG' project and ii) the PNG WASH Consortium project both being implementing in New Ireland Province (by Live & Learn PNG) and the Autonomous Region of Bougainville (ARoB) by Plan PNG.

As there is significant consistency in design and implementation across the three Projects, and there is an interest in achieving some commonality across the evaluations. Consequently, these Terms of Reference cover requirements for the evaluations in both Solomon Islands and PNG and differences in requirements, timings etc between the countries are indicated using coloured font.

However, it is expected that two (2) different consultants may be engaged for this task, with one conducting the evaluation in the Solomon Islands and one conducting a combined evaluation of the two projects in PNG. Consultants may be individuals or a team comprising a suitably qualified Lead Consultant and sub-consultants/nominees.

The evaluation(s) will be a participatory process providing Project staff and stakeholders with an opportunity to critically identify, assess and reflect on the Project outcomes and impact in comparison to their respective Theory of Change. The Consultant will design and lead a process that fosters reflection and learning between Project partners i.e. Live & Learn PNG, Live & Learn Solomon Islands (LLEE), Plan International Solomon Islands and Plan International PNG.

The Consultant will assess the **extent to which goals and outcomes have been achieved by the Project** and, as such, the Project's **contribution to the overarching Water for Women Fund theory of change** and to the local WASH sector in each country.

The evaluation report(s) should be written to target the Project partners and provide a summary of Project progress and learnings and provide informed, practical recommendations for consideration by Plan and Live & Learn for the design and delivery of future WASH projects, noting both organisations' continuing interest in climate resilient WASH.

In addition, the evaluation will include a process of capturing key Project learnings, related to relevant WfW Fund Knowledge & Learning questions¹, to be presented as individual knowledge and learning "products" for sharing with external stakeholders.

Water for Women Fund background and Monitoring Evaluation and Learning Framework

Water for Women is the Australian Government's flagship WASH international development program and is being delivered in 16 Asia-Pacific countries, investing AUD159.9 million over seven years from 2018 to 2024. Water for Women is partnering with [civil society organisations](#) to deliver [20 WASH projects](#) across South Asia, South East Asia, and the Pacific. Over the course of the Fund [more than 3.4 million people](#) including the most marginalised within these communities, have been supported to improve their access to WASH services. The 'extension phase' of the Water for Women Fund (2023 to 2024) includes a strategic focus around strengthening the **climate resilience** of WASH development. To respond to this focus, extension phase projects include actions to respond to climate change impacts on WASH services, including addressing any barriers that prevent climate change being effectively integrated into institutions and communities. See the [Water for Women Fund website](#) for more details.

The Water for Women Fund Monitoring, Evaluation and Learning (MEL) Manager has advised the following with respect to project final evaluations²:

- Final evaluations are required to provide **accountability for the investment**, as well as supporting **learning and the emerging knowledge base on climate resilient inclusive WASH**.
- Evaluations will address project **impact** and **effectiveness** - or in other words asking **what difference have projects made** - and how well outcomes have been delivered. It is also important that evaluations consider the **sustainability** of outcomes or the extent to which outcomes are likely to endure and how **equitably** these outcomes have been shared amongst project participants. Other criteria that should be considered depending on project requirements include **relevance and efficiency**.
- Evaluations should provide a reliable and accurate estimate of the total number of individuals directly reached through the project intervention using the [JMP Service](#)

¹WfW Fund extension phase K&L questions are: Q1.1: How do WASH programs commonly understand climate risk and resilience, and what are any key differences? How can the insights generated inform existing WASH-related climate resilience frameworks and interventions?; Q1.2: How do governance systems for inclusive climate-resilient WASH commonly integrate consideration of climate risks and resilience? What lessons from promising practices can we share to support strengthened climate risk integration? Q1.3: Within WASH systems, what structural barriers need to be removed to ensure that gendered, social and economic inequalities are addressed so that inclusive climate resilient WASH decisions benefit all? What are the pathways that different actors are using to transfer power and progress transformation towards inclusive climate resilient WASH systems and services?

² See also: Water for Women Fund - CSO Final Evaluation Guidance (to be provided)

[Ladders](#) to establish what changes in WASH access have been achieved by the projects.

- Evaluations provide an opportunity for projects to **explore and document learnings not captured in reporting**. Areas of learning may relate to the Learning Agenda thematic areas of **climate risks (LQ1.1)**, **governance (LQ1.2)** and/or **GEDSI (LQ1.3)**.
- The **approaches, methodologies and methods** used for the evaluation will be determined by projects within the overarching Fund MEL Framework to ensure that evaluations are fit-for-purpose and contextually appropriate. To help inform and guide evaluation methods and approaches there are many resources available some of which are shared on the WfW Fund Hub including the recent [IDS M&E Framework](#) for rural sanitation and hygiene, the GWP/UNICEF [Monitoring and evaluation for climate resilient WASH](#) and the [DFAT M&E Standards](#). The consultant may also consider DFAT's [Gender Equality in Monitoring and Evaluation - Good Practice Note](#) and forthcoming Water for Women Fund guidance on monitoring Universal Accessibility.

Project Background (taken from Project Design Documents)

The Projects all aim to improve the health and wellbeing of rural people in [Solomon Islands/PNG](#) by increasing the quality, accessibility and climate resilience of WASH services in rural schools, Health Care Facilities and communities as well as strengthening broader WASH sector systems and the integration of climate resilience into these systems. The Projects seek to contribute to improved social inclusion and empowerment in rural areas and contribute to enhancing the evidence base relating to gender equitable, social and disability inclusive, climate resilient WASH. The Projects are focused on behaviour change, through the concept of climate risks informed WASH Resilience Planning and follow an 'assess, plan, act, monitor' cycle founded on risk-based approaches to water and sanitation improvements. Improving hygiene and menstrual health is incorporated in the Projects' work in schools and communities.

Climate adaptive and inclusive WASH in Solomon Islands project in Solomon Islands (Water for Women Fund)

This Project is being implemented in the Western area of Guadalcanal Province, Solomon Islands and seeks to improve the health and wellbeing of approximately 2427 rural Solomon Islanders by improving the quality and accessibility of WASH services in 21 rural schools, 6 clinics and 25 communities³ (more communities were targeted during Phase 1 of the Project). The Project works closely with national, provincial and local governments to strengthen coordination between climate, WASH, health, education and administrative divisions. This includes provision of training for government and local civil society in technical approaches to identifying and assessing climate vulnerabilities and risks as well as evidence-based approaches to improving climate resilient WASH practices and management for schools, health care facilities and communities.

Budget: AUD2.2million. Duration January 2023 to December 2024

Inclusive climate-resilient WASH in the Islands Region of PNG in the Islands Region of PNG (Water for Women Fund)

This Project is being implemented by Live & Learn Environmental Education in Kavieng and Namatanai districts in New Ireland Province and by Plan International PNG in the Northern Region of the Autonomous Region of Bougainville (ARoB) with technical management and backstopping support from the respective, Australian based, partners Plan International Australia (PIA) and Live & Learn Environmental Education Australia (LLEE Aus). The Project

³ Targets here reflect the most up to date Project targets as of June 2024 revisions.

aims to enable access to climate resilient water, sanitation and hygiene, improved health, strengthened gender equality and greater well-being for 14,405 people across the two locations through supporting climate risk informed inclusive WASH improvements in 13 communities (5 in ARoB; 8 in New Ireland), 15 schools (5 in ARoB; 10 in New Ireland) and 15 Health Care Facilities (3 in ARoB; 12 in New Ireland).

Budget: AUD2.11million. Duration January 2023 to December 2024

PNG WASH Consortium (Consortium)

This Project is implemented in a consortium comprising World Vision, WaterAid, Plan and Live & Learn Environmental Education, with World Vision PNG acting at the Consortium Lead. The Consortium is working together to improve health outcomes through inclusive, equitable and climate resilient water, sanitation, and hygiene across PNG and by building a strong enabling environment and institutional structure to do so. Achievement of this goal is founded on the Consortium's ability to: 1) leverage strong relationships to strengthen the national and subnational enabling environment to support ongoing WASH delivery; 2) improve climate resilient WASH in schools, Healthcare Facilities and communities; and 3) ensure the Consortium's collective experience, evidence and learning from project delivery in communities, schools and Healthcare Facilities (HCF) is strategically integrated into national and subnational WASH planning. The project includes a focus on national systems strengthening, in support of the government's response to the 2023 PNG WASH sector Joint Sector Review.

Within the Consortium Project, Plan and LEE are collaborating to implement project components in Kavieng and Namatanai districts in New Ireland Province (Live & Learn) and the Southern Region of the Autonomous Region of Bougainville (Plan International PNG). These components aim to support increased access to climate resilient water, sanitation and hygiene, improved health, strengthened gender equality and greater well-being for 6,441 people across the two locations through supporting climate risk informed inclusive WASH improvements in 13 schools (3 in ARoB; 10 in New Ireland), 5 Health Care Facilities (all in ARoB) and 2 urban Sports Clubs (all in New Ireland).

Budget: AUD1.44million. Duration: July 2023 to December 2024

Methodology

The evaluation methodology will be proposed by the Consultant in an Inception Report and is to be agreed by Plan International Australia prior to commencement. The methodology should include mixed methods for data collection, be ethically sound and ensure a 'do no harm' approach is taken.

Assessment of End of Fund Outcome 1, 'Systems Strengthening', should consider the Water for Women Fund adaptation of the Sanitation and Water for All (SWA) building blocks framework⁴ as the basis for evaluation.

Assessment of End of Fund Outcome 2, 'WASH access and services', should be assessed against the WHO/UNICEF Joint Monitoring Program definitions and the Water for Women Fund's guidance on Climate Resilient Inclusive WASH.

The evaluation will need to engage with diverse peoples to ensure it adequately evaluates the Projects' contributions to transforming social norms particularly related to gender and disability inclusion.

⁴ EOPO1 narrative report templates include WfW Fund guidance on application of SWA Building Blocks.

Scope of the consultancy

The scope of works for each country includes:

Phase 1: Desktop review and study design

- Desktop review of Project and Program documents including detailed Project Design Document, Monitoring, Evaluation and Learning Framework (MELF), 6 monthly narrative reports and acquittals, Fund evaluation guidance and Fund GEDSI and climate resilience monitoring guidance.
- Development of detailed methodology and plan for evaluation aligned with Fund guidance (reviewed by PIA and to be revised based on feedback)

Key review questions include:

- How well has the Project progressed against the Theory of Change and Action?
- What difference has the Project made in its context?
- The following WfW Fund “Key Inquiry Questions” will be adapted for Project-level inquiry, with a focus on Effectiveness, Impact, Sustainability and Equity.

Table 2 Key inquiry questions

Criteria	KIQ
Effectiveness	To what extent has the Fund achieved its intended outcomes?
Relevance	How well has the Fund met funder, partner and beneficiary needs?
Efficiency	How and in what ways has the Fund delivered value for the funder as well as national and local governments and the communities they serve?
Impact	How has the Fund improved health, gender equality and well-being of Asian and Pacific communities through inclusive and sustainable WASH?
Sustainability	To what extent are Fund outcomes likely to endure beyond the Fund timeframe?
Equity	To what extent did the Fund reach and meaningfully involve the most marginalised and socially excluded people?

See Appendix E for Sub-Questions.

Phase 2: Facilitation of the field work and analysis

- Coordinate with Plan and LLEE to engage in project reflections and to identify relevant locations and stakeholders for evaluation
- Coordinate with Plan and LLEE the engagement of partner staff and stakeholders to participate in review as practical
- Provide and train any enumerators required in methodology, tools and frameworks to assist with data collection and peer review
- Lead in-country data collection and reflection processes with Project staff, stakeholders and partners

Phase 3: Preparation of reports

- A draft evaluation report should be prepared for the Project and be submitted to Plan/LLEE for review prior to finalising.
- The report should clearly provide:
 - A summary of the approach and methodology taken in the evaluation
 - A description of the achievements of the Project
 - A description of the key failings and or challenges faced by the Project
 - A summary of key reflections from Project staff, partners and stakeholders
 - Specific learnings and recommendations relevant to future programming related to:
 - Social norms change, particularly gender and social inclusion
 - Improving access to WASH services
 - Sector strengthening
 - Improving climate resilience in WASH

Phase 4: Preparation Knowledge and Learning documents

- A minimum of two (2) Learning Documents per country for external sharing should be developed:
- Learning Documents should specifically include a summary of:
 - approaches taken to specific challenges
 - adaptations required to global best practice due to context or other reasons,
 - experience/feedback from facilitators, community stakeholders, government stakeholders
 - outcomes and impacts identified
 - recommendations for improvement or next steps
- Topics for Learning Documents will be identified by the Consultant based on the evaluation learnings and agreed with Plan/LLEE. Selection of Learning Document themes should be relevant to the WfW Fund extension phase Knowledge & Learning questions⁵ and with particular emphasis on how the Project has incorporated and/or addressed climate risks.
- Areas for focus may include:
 - WASH system/sector strengthening for climate resilient inclusive WASH.
 - Addressing gender equity and social inclusion through WASH programs
 - Considering the Project theory of change related to value add of working in schools, HCFs and communities in one geographic area
 - Case study capturing key learnings on integrating climate risk assessment into the Project's WASH in Schools and WASH in Healthcare Facilities approaches.

⁵ WfW Fund extension phase K&L questions are: Q1.1: How do WASH programs commonly understand climate risk and resilience, and what are any key differences? How can the insights generated inform existing WASH-related climate resilience frameworks and interventions?; Q1.2: How do governance systems for inclusive climate-resilient WASH commonly integrate consideration of climate risks and resilience? What lessons from promising practices can we share to support strengthened climate risk integration? Q1.3: Within WASH systems, what structural barriers need to be removed to ensure that gendered, social and economic inequalities are addressed so that inclusive climate resilient WASH decisions benefit all? What are the pathways that different actors are using to transfer power and progress transformation towards inclusive climate resilient WASH systems and services?

Overall Steps, Deliverables and Timing

(Dates and time inputs are indicative and subject discussion).

Deliverables
<p>Phase 1: to be completed by 8th September (est. 7 days Sols, 7 days PNG)</p> <p>Literature review and study design</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none"> ➤ Desktop review summary ➤ Draft methodology including tools and surveys/questionnaires ➤ Draft schedule for review processes
<p>Phase 2: to be completed by 22nd October (est. 15 days Sols, 25 days PNG)</p> <p>Facilitation of in-country review of Project achievement and facilitation of staff, partner and stakeholder reflections</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none"> ➤ Email summary notes (1-2 page) of actual process conducted highlighting any significant variations against plan ➤ Summary of data captured
<p>Phase 3: to be completed by 15th December (~10 days Sols, 10 days PNG)</p> <p>Recommendations and Report writing</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none"> ➤ Evaluation report key learnings, participant discussions, attendance and agreed actions for follow up (one for each country) ➤ Summary documents (2-4 pages) for each country of key learnings for sharing with broader sector
<p>Phase 4: to be completed by 15th January 2025 (est. 5 days Sols, 5 days PNG)</p> <p>Knowledge and learning products</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none"> ➤ Two summary documents (2-4 pages each) capturing lessons learned on WfW Fund K&L themes. These documents may or may not draw learnings across both countries.

All deliverables to be provided in English. **Final evaluation reports to be a maximum of 20 pages** [with additional annexes as required]. Where relevant, combined learnings may be provided.

Project and Fund related background reading (to be provided by PIA):

- Project Theory of Change and approved Project Design Document
- Project plans, budgets and reports
 - Narrative reports, Financial reports and Annual work plans
 - Multi-year budget/acquittal summary
- Water for Women Fund reference documents
 - Evaluation guidance
 - Fund MEL Framework (December 2023)

- Knowledge and Learning Agenda
- Towards Transformation Strategy
- Water for Women Fund: CSO Final Evaluation Guidance (June 2024)
- National WASH sector documents relevant to each country including:
 - Rural WASH Policy
 - RWASH Strategy
 - WASH in Schools Standards / policy
 - WASH in Healthcare Facilities Standards & Guidelines
 - Medium Term-Development/Strategic Plans
 - Nationally Determined Contributions/National Climate Change Adaptation Plan
- PNG National WASH monitoring system for schools, health facilities and communities (mWater)
- PNG WASH Sector Joint Sector Review 2023

Roles and Communication

The Consultant will be responsible for delivering the aforementioned scope of work on time and to a high quality.

Depending on the location of the Consultant, the contract will most likely be held between Plan International Australia and the Consultant. The Consultant will communicate primarily through PIA, particularly related to contracting and preparatory work with inputs from Live & Learn Australia and Plan Pacific. The Consultant will include PIA on all major communication relating to the Consultancy.

For in-country coordination and logistics the consultant should communicate directly with respective in-country leads for Plan PNG in Bougainville, LLEE PNG in New Ireland Province PNG and Plan SI in Solomon Islands. Project staff of Plan International PNG and Live & Learn PNG and Plan SI will support in-country logistics and coordination for the Consultancy in negotiation with the Consultant.

Plan Australia:

Tom Rankin, PIA Senior WASH Advisor

John Kelleher, PIA Senior WASH Program Manager

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Child Protection and other requirements

This consultancy must follow all the requirements within the Contract and take into account and abide by Plan International's Policies and Standards. This means, for example, ensuring that principles of gender equality, inclusion and non-discrimination are considered and acted upon throughout the consultancy. Furthermore, the consultancy is required to be conducted in line with Plan International's Safeguarding Policy and internal guidelines on Child Protection, which must be reviewed and signed before commencement of the consultancy. The Consultant will be required to provide a police check (valid within 12 months of contract date) and complete Plan International Australia's online Safeguarding training.

Expected competencies

The Consultant should have the following competencies:

- Demonstrated experience in monitoring and evaluating, preferably of WASH programs
- Demonstrated understanding/knowledge of good sector WASH practices
- Demonstrated knowledge of the PNG and Solomon Islands WASH context
- Demonstrated understanding/knowledge of good GESI practices
- Strong written and verbal communication and analysis skills

Consultant to provide

Interested Consultants to provide:

- Proposed daily rate in preferred currency of payment and number of days required
- Availability
- Current location of consultants
- Summary of basic methodology & relevant experience (maximum 1 page)
- CVs of any proposed sub-consultants/nominees
- Two referees for proposed lead consultants