

**‘Call For Proposal’ (CFP) – Grant Support:
WSSCC – Global Sanitation Fund (GSF)
Supported Programme Evaluation in Togo and Benin**

Project No: 12272-001
Case No: CFP/WSSCC/WP23/2020/64

1. General instructions for proposal submission
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- **How to submit?**
Please complete and submit the Grant Application Form (CFP Annex A) and Budget Form (Annex B)
- **When to submit?**
Deadline: Monday 20 July 2020 17:00PM Geneva Local Time – Late submissions will not be accepted
- **Where to submit?**
Please submit your application by email only to the following individual:
Ms Elke de Buhr; elkejohannad@unops.org

2. Eligibility criteria

- **Limitations:**
 - All entities meeting the minimum requirements below are encouraged to apply. Not-for-profit entities, academia and research institutions are preferred.¹
- **Minimum requirements/qualifications:**
 - For the entity:
 - 3 - 5 years of experience of research in WASH related sectors and statistics;
 - Capacity and standard system to handle financial management/reporting of grant funds (finance/grant management staff available within organisation).
 - For the lead researcher:
 - 7 years' experience of conducting qualitative and quantitative evaluations in low-and- middle income countries
 - For the assistant:
 - 2 years of experience in Monitoring & Evaluation, preferably related to sanitation and hygiene
- **Other critical considerations.**
 - Past performance working with development partners (e.g. UN and international NGOs) will be considered when selecting most suitable proposal.

3. Description of scope of work
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¹ Any private sector entity that wishes to apply needs to clarify in their proposal that it will not gain business profit (beyond standard overhead fee, maximum 10% of grant budget) from the activities.

1. Background information

The Water Supply and Sanitation Collaborative Council (WSSCC) is a global, multi-stakeholder membership and partnership organization that works with poor people, organizations, governments and local entrepreneurs to improve sanitation and hygiene at scale. Its vision is a world in which everyone, everywhere can practice safe sanitation and hygiene with dignity. Its mission is to enable all people and especially women, girls and those living in vulnerable situations to practice the right to sanitation and hygiene across the course of their lives with dignity and safety. Founded in 1990, WSSCC's work contributes to the achievement of Sustainable Development Goal 6, target 2, with far-reaching impacts on related SDG targets for health, education, women's empowerment, reducing inequality, improved urban spaces and climate change mitigation. The United Nations Office for Project Services (UNOPS) is the legal and administrative host of WSSCC.

WSSCC created the Global Sanitation Fund (GSF) in 2008. The GSF invests in collective behaviour change approaches that enable large numbers of people in developing countries to improve their access to sanitation and adopt good hygiene practices. GSF aims to contribute to the achievement of nationwide access to sanitation and hygiene in the countries it supports by demonstrating that large-scale results can be achieved through a nationally owned and cost-effective manner. To date GSF has supported country-led programmes in 13 countries. GSF is managed by the WSSCC Secretariat, based in Geneva, it is comprised of regional management teams, and technical staff supporting monitoring and evaluation, financial management, learning and documentation, advocacy and communication and other technical programme functions.

2. Purpose of the assignment

The GSF-supported programmes in Togo (<https://www.wsscc.org/global-sanitation-fund/togo/>) and Benin (<https://www.wsscc.org/global-sanitation-fund/benin/>) support the national sanitation campaign to achieve 100 percent sanitation coverage, with a focus on eliminating open defecation and promoting good hygiene practices. Based on 2017 JMP data (<https://washdata.org/>), only 16% of households in Togo and Benin had access to at least basic sanitation services, while respectively 10% and 11% of households in Togo and Benin had access to basic hygiene services at their homes. In rural areas, where GSF program is implemented, these percentages were even lower.

The GSF-supported programme is a key contributor to the 'Togo Sans Défécation à l'Air Libre' ('Open Defecation Free Togo') or 'Togo SANDAL'—a national movement for an ODF Togo by 2030. Engaging all stakeholders around the movement, the programme has been operational since 2013 and works in rural communities to increase the use of latrines and promote good hygiene practices. UNICEF as Executing Agency currently manages the programme, which is implemented by local NGOs. The programme covers 40 percent of Togo's rural areas, facilitating Community-Led-Total-Sanitation (CLTS) and social marketing in the Savanes and Kara regions and five districts in the Plateaux region. The programmes targets 2,400 communities and as of the end of 2019, a cumulative total of more than a million people supported thanks to the programme to get improved sanitation access has been reported.

Benin has been benefiting from WSSCC / GSF commitment since 2014 through the PAPHyR : Programme d'amélioration de l'accès à l'Assainissement et des Pratiques d'Hygiène en milieu Rural. Medical Care Development International Benin is the Executing Agency and coordinate the implementation of the grant in the country. The programme directly implements Benin's national sanitation and hygiene strategy. Covering 16 communes in four departments (regions), the programme complements other WASH initiatives, aligns with Benin's decentralized system, and collaborates closely with the Ministry of Health. While commune local governments serve as official Implementing Partners, they delegate responsibilities to civil society organizations,

which are known as delegated implementing partners. The programmes targets 9,250 communities and as of the end of 2019, a cumulative total of more than a million people have been reported to live in ODF environment across more than 5400 ODF communities.

WSSCC identified the GSF-supported programmes in Togo and Benin to undergo an independent evaluation that will review the implementation of the Country Programme Proposals (CPPs). The evaluation aims to provide a summative and a formative forward-looking analysis. The evaluation will be utilization-focused, aimed at identifying learnings and innovations of the programme to inform the national sector and global learning. The evaluation will inform future decision-making that will feed into WSSCC's strategic engagement in both countries. Because of the harmonized sector approach to ODF in Togo and Benin, the evaluation will also compare and assess how the GSF programme supported the sector leading up to the progress towards declaring the countries as ODF, and how the WSSCC's sector approach contributed to the programmes overall performance.

3. Scope of work

The evaluation will review in a pragmatic way the performance of the programmes in Togo and Benin. The evaluation will review the programmes since their inception in 2013 (Togo) and 2014 (Benin) until the beginning of the evaluation in 2020. The evaluation will cover all programme components and focus on all GSF targeted areas in the two countries. Due to the geographical proximity, similar programme timelines and relatively close WASH sector results, it is expected that the evaluation present the findings in a comparative way between the two countries.

Evaluation Modality

WSSCC believes in the principles of participatory, country-owned evaluations wherein evaluations are about shared learning, reflection and overall programme improvement. Overall, it is anticipated that the evaluation will provide an objective account of the achievements and challenges, including innovations, and provide guidance on future strategic collaboration in Togo and Benin. The evaluation will be guided by WSSCC to ensure the evaluation fulfils its objectives and ensure the evaluation deliverables are reviewed and on track.

The evaluation will be implemented by an Evaluation Team with expertise in evaluation and exposure to sanitation and hygiene programming that apply Community Lead Total Sanitation (CLTS) interventions, and knowledge on equity, gender, and sustainability of sanitation and hygiene programme outcomes. The evaluation team will not act as representatives of any party and will remain independent and impartial. The Evaluation Team will be composed of an International Senior Evaluator/Team Leader and National Evaluator or WASH specialist.

Evaluation Questions

The evaluation questions are to be developed for the inception report and aligned with the DAC evaluation criteria on relevance, efficiency, effectiveness, and sustainability and the criteria of partnerships and cooperation. The evaluation will further assess how Equity and non-discrimination (EQND) were addressed by the programme towards SGD 6.2. Each evaluation question will share the lessons learned and best practices that were gained throughout the programme, inquiring what the general lessons can be drawn, and which should be borne in mind when embarking on future programmes. The evaluation will also assess to what extent the recommendations from previous evaluations were implemented. In addition, the evaluation should determine the extent innovations were developed.

Findings for each evaluation question will be supported by lessons learned and best practices that were gained throughout programme implementation focusing strategically on WSSCC's possible future collaboration in Togo and Benin. The Evaluation Team will submit an evaluation matrix that will include evaluation questions in line with the DAC evaluation criteria, how data will be collected, data source, and timelines by which the data should become available.

Evaluation Methodology

The evaluation will use methodologies and techniques as determined by the specific needs of the evaluation and proposed by the evaluation team. While maintaining independence, the evaluation will be carried out through a participatory approach, which will seek the views of key individuals involved in the programme whereby they will have the opportunity to share their views on the programme and provide evidence to support their views. The evaluation will employ a mixed methods approach through qualitative methods and reference quantitative data available from a variety of programme documents as well as outcome surveys conducted in 2019. The robustness of the evaluation is dependent on triangulation of a wide variety of data and information sources.

The Evaluation Team will be asked to present the methodology, outlining the evaluation criteria, indicators, sources of information and methods of data collection as part of the inception report. The evaluation methodology must conform to the United Nations Evaluation Group (UNEG) Norms and Standards, including a matrix of evaluation questions in line with the DAC evaluation criteria.

When designing the evaluation data collection tools and instruments, the Evaluation Team must consider an analysis of certain relevant or innovative topics in the form of short case studies that would benefit the deliberations on the findings from the evaluations.

Key Reference Documents

1. Programme documents:

- a. Country Programme Plans (CPP)
- b. GSF Annual Progress Reports
- c. Country Program Monitor reports

2. Research and evaluation documents:

- a. GSF Midterm Evaluation
- b. GSF Outcome Surveys and dissemination feedbacks
- c. Special studies
- d. Sector documents and reviews

Dissemination

Dissemination is a fundamental element of the evaluation process, this includes, informing beneficiaries, national and subnational stakeholders of the preliminary findings, and at the completion of the evaluation to present the findings, conclusions, and recommendations.

Absence of Conflict of Interest

The Evaluation Team must not have been involved in the design and/or implementation, supervision and coordination of and/or have benefited from the project under evaluation. Furthermore, the Evaluation Team shall respect and follow the UNEG Ethical Guidelines for conducting evaluations in a sensitive, ethical and objective manner.

Management of the evaluation process

The Evaluation Team will be managed by the Planning, Monitoring, Evaluation and Reporting (PMER) Unit under the overall guidance of the head of PMER Unit at WSSCC. WSSCC and the Evaluation team are responsible for ensuring the evaluation fulfils its objectives and the evaluation deliverables meet UN standards and norms.

4. Duration of assignment

The suggested maximum level of effort required to complete this assignment is 60 workdays (30 workdays for lead researcher and 30 workdays for the assistant). The expected duration of the assignment is 30 July 2020 to 30 September 2020.

Proposed Schedule

The evaluation will take place throughout a 2-month period within the following approximate timeframe for each milestone:

1. Inception Report and Evaluation Matrix – 2 weeks
Review of Report – 1 week
2. Data collection– 2 weeks
3. Draft Evaluation Report – 2 weeks
Review of Report – 1 weeks
4. Final Evaluation Report – 1 weeks
Review of Report – 1 weeks

Milestones

The leading researcher will have the overall responsibility for the quality and timely submission of all milestones. All milestone reports, including the final report, will be in English.

1. The Draft and Final Inception Report is an analysis of all available programme documentation. The inception paper must include the methodology proposed to rollout the evaluation including evaluation questions and their data sources in a matrix, preliminary findings from the desk review, data collection instruments, statement of possible limitations and mitigations, work plan and timeline. The Inception Report should be a maximum of 15 pages not including annexes.
2. The Draft and Final Evaluation Report is to be prepared by the Evaluation Team. The Evaluation Team is expected to finalize the evaluation report in accordance with the feedback submitted by WSSCC. The evaluation report must propose recommendations that catalyze from the progress of the programme that are strategic and forward looking to build long term sustainability and policy coherence. The Evaluation Report should be a maximum of 30 pages not including annexes.
3. The Evaluation Brief is expected to be a clear and concise analysis of the evaluation findings, with photos, tables, and infographics, in a maximum of 4 pages.
4. The final report should include the following annexes:
 - Theory of Change of the evaluation – to be developed in the inception report stage
 - Theory of Change of the programme – refer to existing TOC
 - Terms of Reference of the evaluation
 - Details of programme data used as part of the evaluation
 - List of meetings/consultations attended
 - List of persons and organisations interviewed with informed consent of interviewees
 - List of documents/publications reviewed and cited
 - Any further information the consultant deems appropriate can also be added

Incumbents are responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

5. Scope of the proposal

Eligible entities are invited to submit a proposal (using the attached proposal template – Annex A) specifying at the very least:

- For the entity:
 - a. The entity's background, mandate, registration and previous projects
 - b. The composition of research team (minimum two, one leading researcher and one assistant) – **at least one of the team members (ideally the lead researcher), must have French skills.**
- For the lead researcher:
 - a. CV including list of previous reports/publications
 - b. Seven (7) years' specific experience with research and monitoring methods related to sanitation and hygiene, including previous evaluations, which shows:
 - i. Demonstrated experience in qualitative and quantitative evaluation methods, including formulating and managing innovative multi-country research
 - ii. Knowledge in statistical sampling and weight procedures
 - iii. Data quality assessment skills
 - iv. Field experience in resource poor settings and surveying of marginalized, hard to reach populations
 - v. Familiarity with designing national monitoring and evaluation systems, WASH related M&E experience preferred
 - vi. Strategic perspective on evaluating organizational results
 - c. Specific data analytical experience, particularly experience with WASH including CLTS, and behavioral changes and health outcome analysis highly desirable
 - d. Excellent command/highly proficient in spoken and written English
 - e. Preferred: Excellent command/highly proficient in spoken and written English and French
- For the assistant:
 - a. CVs with list of reports/publications
 - b. Two (2) years' specific experience with M&E methods related to sanitation and hygiene, including participation in previous evaluations, which shows:
 - i. Demonstrated experience in qualitative and quantitative M&E methods, including formulating and managing innovative multi-country research
 - ii. Knowledge in statistical sampling and weight procedures
 - iii. Data quality assessment
 - iv. Field experience in resource poor settings and surveying of marginalized, hard to reach populations
 - c. Specific data analytical experience, particularly experience with WASH including CLTS, and behavioral changes and health outcome analysis highly desirable
 - d. Excellent command/highly proficient in spoken and written English
 - e. Preferred: Excellent command/highly proficient in spoken and written English and French
- Budget:
 - a. Provide the daily rate of the leading researcher and assistant

4. Evaluation process

In line with UNOPS evaluation principles of fairness, transparency and integrity, the independent WSSCC Grantee Selection Panel Committee will be responsible for the review of proposals and the selection recommendation to the WSSCC Executive Director a.i.. The review is based on the criteria outlined in the 'Call for Proposals' (CFP) and includes an assessment of the grant proposal's formal, technical and financial aspects. The review should usually include at least two (2) 'substantially compliant' proposals normally resulting in the selection of the lowest priced,

substantially compliant and most suited proposal. Any non-compliant proposal may automatically be eliminated from the evaluation process.

Evaluation Criteria

In line with UNOPS evaluation principles of fairness, transparency and integrity, the WSSCC Grantee Selection Panel will be responsible for the review of proposals and the Grantee selection. The review is based on the criteria outlined in this 'Call for Proposals' (CFP) and includes an assessment of the grant proposal's formal, technical and financial aspects.

A predefined set evaluation criterion will be used to evaluate each proposal:

EVALUATION CRITERIA	Points Obtainable
ORGANIZATIONAL QUALIFICATION	
1. The entity has been established for at least 3 years	2
2. The team composition	3
PROFESSIONAL EXPERTISE and PREVIOUS EXPERIENCE	
For the lead researcher: 3. Seven (7) years' specific experience with research related to sanitation and hygiene: a. Strong knowledge and demonstrated experience in evaluation design and methods b. Statistical sampling and weight procedures c. Management of evaluations in resource poor settings and with hard to reach populations d. Field experience e. Experience with mixed-method evaluations 4. Specific experience with data analytical work or empirical research in WASH relation sectors (e.g.: sanitation, health outcomes), including CLTS and behavioral changes 5. Excellent command/highly proficient in spoken and written English 6. Preferred: Excellent command/highly proficient in spoken and written English <u>and</u> French	35
For the assistant: 7. Two (2) years' specific experience with research related to sanitation and hygiene: a. Knowledge and demonstrated experience in evaluation design and methods b. Statistical sampling and weight procedures c. Management of survey in resource poor settings and with hard to reach populations d. Field experience 8. Specific experience with data analytical work or empirical research in WASH relation sectors (e.g.: sanitation, health outcomes), including CLTS and behavioral changes desirable 9. Excellent command/highly proficient in spoken and written English 10. Preferred: Excellent command/highly proficient in spoken and written English <u>and</u> French	35
METHODOLOGY/TECHNICAL APPROACH	
11. Proposed timeline (in Gantt format) for the lead researcher and the assistant to complete the assignment, in line with the timeframe provided in Section 4 – Duration of Assignment, Proposed Schedule	5

12. Proposed daily rates for the leading researcher and assistant and travel/data collection costs (as per Annex B – Grant Budget)	15
13. Proposed approach includes attention to gender balance in proposed team composition	5

5. UNOPS Grant Support Agreement

The UNOPS Standard Grant Support Agreement (GSA) containing UNOPS General Conditions for Grant Support Agreements is herewith attached (Annex C). The GSA constitutes an integral part of this CFP as it is mandatory to accept this standard agreement with its conditions before submitting a proposal.

6. Interest / Grantee Application template

If your organization is interested in submitting a grant proposal in response to this CFP, please kindly prepare a short 'Expression of Interest' statement (below) and/or complete the Grantee Application template (herewith attached as Annex A).

My organization _____ is hereby formally interested in the advertised grant program/component and will submit a proposal within the established timeframe.

Authorized signature: _____

Title: _____

Date: _____

We look forward to receiving your proposal.

Best regards,



Philipp von Waechter
Senior Portfolio/Grants Manager
UNOPS Geneva