

Terms of Reference : January 2023

Consultancy title	Exploring and documenting the potential of mWater to meet Tearfund's WASH data collection requirements
Summary of project	<p>A consultant is being commissioned to undertake a detailed exploration of mWater with a view to advising whether this resource is able to meet Tearfund's requirements. The consultant is expected to be in three phases:</p> <ol style="list-style-type: none"> Scoping: explore and summarise the benefits of mWater Piloting the input of data and production of reports/dashboards using existing project data available from two countries. Out of this piloting of data input, the consultant will generate a series of dashboards/reports using mWater to demonstrate its potential as an active WASH database platform. Training package - the consultant will provide a (virtual) Training of Trainers to key staff within the organisation on (i) setting up appropriate data collection templates (ii) how to input data into mWater (iii) how to generate dashboard/reports from mWater
Location and region	Consultant can be based anywhere; no requirement for consultant to travel
Consultancy Coordinator/Manager	Rachel Stevens (coordinator) Frank Greaves (manager)
Country Directors	Hebdavi Kyeya (DRC) and Vincent Moyo (Malawi)

1. BACKGROUND

Consultancy Title

Exploring and documenting the potential of mWater to meet Tearfund's WASH data collection requirements

Why is this Consultancy being commissioned?

WASH has been a significant thematic sector for Tearfund and its partners for over 40 years, and often includes the construction of WASH infrastructure such as water supply systems, construction of latrine and bathing blocks. However, to date this infrastructure has not been tracked systematically, and thus we have no evidence of Tearfund's reach or the long term functionality of WASH infrastructure.

Currently there is no system in place in Tearfund's internal M&E system (TRACK) for tracking vital infrastructure data across projects.

In addition, **household survey data** is “projectised” with no central database or mechanism to track key achievements in behaviour change across projects, let alone across countries. Donors and consortium partners are wanting evidence of our accomplishments - and Tearfund currently doesn't have a system which can provide that level of information at either country or global level.

Why Tearfund believes this is important data to have

Tearfund recognises the importance and value of having robust and reliable data to both inform programme decision making and provide both upward and downward accountability.

The Country Programme with the largest WASH programme in terms of both reach and funding is the **Democratic Republic of the Congo (DRC)**. In the past six years alone, around £20m of institutional donor funds has funded WASH activities but there is currently no way of easily evidencing what this funding has achieved in terms of its reach, scale, scope and the sustainability of its infrastructure. More and more donors are requesting evidence of a strong track record and whilst we have an excellent WASH track record in the DRC it's anecdotal.

We would also like to pilot mWater with two main WASH partners in **Malawi**; this will enable them to interface more with the Government of Malawi who are already using mWater.

Tearfund's own internal monitoring system, TRACK, is not set up for this level of data; a quick look at the WASH indicators currently on TRACK shows there are literally hundreds of them, demonstrating lack of consistency and the impossible task of consolidating data across projects/programmes and countries. Whilst TRACK is an internal system, mWater enables external visibility of Tearfund's data which will be of benefit to local Governments, other NGOs, WASH clusters, etc.

The absence of an internal system to monitor ongoing functionality of WASH infrastructure means Tearfund has no way of assessing the sustainability, and therefore effectiveness, of its interventions. As Tearfund gains more experience in the use of remote functionality monitoring of handpumps, and establishing WASH management structures based on business models, it is anticipated that ongoing water functionality data will become more readily available.

Having a system to track the status of use and functionality of water points will assist future programming decisions - what interventions and approaches work well, and in what contexts, enabling Tearfund's WASH work to be more climate resilient.

As the data is equally important to local governments as the ultimate provider of water to its citizens, mWater will help outwork Tearfund's commitment to a systems' strengthening approach

What data do we want to input?

It is currently envisaged that the type of data available/collectable and of use would include the following:

- Water infrastructure (asset inventory) - type (i.e. Gravity Fed System, borehole, protected spring etc) GPS coordinates for each component of a water infrastructure depending on type i.e. tap stands, reservoir, springs; flow;
- Functionality (down time, time taken to repair),
- Donor
- cost (although unlikely sufficient robust data available),
- Management structure of water - composition, m/f, training, RAG assessment
- Constructed latrine blocks - in humanitarian contexts and including in health care facilities, schools
- Self-constructed household latrines - more difficult but perhaps track number/percentage at village level
- Community Open Defecation Free (ODF) status
- Household surveys data from KoBo - baseline, mid/end line, annual - to give village level

- status report and impact
- Number of people served by each WASH intervention when it was completed, and the number of people it serves now

Ability to provide a dashboard - with options to “dice and slice” the data in different ways - to give village level data, district level data, project level data , donor level data, infrastructure data

However, we expect the Consultant to make recommendations for the data to be inputted into mWater, bearing in mind the data collection realities at project level.

2. Consultancy goal, objectives, and questions

a) Goal

Tearfund has a platform to provide an evidence base of its WASH scope, scale, reach and, where available, functionality

b) Key objectives and consultancy questions

The overriding consultancy question is “does mWater provide Tearfund with a solution to meet its data expectations and reporting requirements?”

3. Phasing and scope of consultancy

Phase 1 - scoping

The initial phase of the consultancy will be to undertake detailed discussions with Tearfund’s WASH unit to clarify data requirements and expectations, including which other platforms mWater will need to interact with (i.e. TRACK, WPdx). This phase will also include discussions with Tearfund’s IT and Digital Technology colleagues to understand organisational requirements with data security and compliance with internal systems, such as multi-factor authentication.

This will be followed by consultation with other external users of both mWater and other data platforms, and an initial scoping of the mWater platform (if the consultant needs to refamiliarise themselves with it). This phase will also include reviewing literature and studies on the use of digital data platforms in the WASH sector. At the end of this phase, the consultant will be expected to produce a brief report summarising their findings.

Phase 2 - piloting the input of data and production of reports/dashboards

The consultant will need to set up their own mWater user log-in, linked to Tearfund. Tearfund will provide an example of data as gathered from the field using existing data collection tools - these tools may need to be adapted by the consultant in order for the data to be inputted into mWater.

The consultant will need to identify what additional data needs to be captured at country level in order to meet Tearfund’s data requirements, and will then be able to liaise, through the Consultancy’s coordinator, with country-based MEAL/partner staff to endeavour to gather this data.

In order for Tearfund to be able to input future data into mWater platform, the Consultant will be required to develop data entry tools which can be used in the future by country-based MEAL/partner staff

Once the Consultant has input data into mWater, they will be required to produce dashboards and generate reports via mWater to demonstrate the breadth and scope of what mWater can offer.

At this point, there will be a discussion with Tearfund, including presentation of dashboards and reports generated by mWater in order that Tearfund can make a final decision as to whether to continue with using mWater.

Phase 3 - Training package

It is anticipated that Phase 1 and Phase 2 will demonstrate the adaptability of mWater to provide Tearfund with a robust data platform to meet its requirements. In Phase 3 the Consultant will be required to produce and deliver a Training of Trainers to key staff in Tearfund which will cover data collection, data input, generation of dashboards and reports.

If at this stage mWater is agreed not to be an appropriate platform for hosting Tearfund's WASH data, then the Consultant will be required to provide a written report making recommendations for a way forward using an alternative data platform.

4. Methods

As part of any tender, we invite the consultant to make their own suggestions with regard to the methodology they would plan to utilise to undertake this contract. However, Tearfund can confirm that primary data from two countries will be available and it is expected that the consultant will utilise this data and would not anticipate that any additional data collection will be required.

However, if the consultant identifies that mWater has potential to capture more data, then additional data collection to meet these new requirements may be requested, through the Consultancy Coordinator, from countries. This may take time to generate from the countries.

5. Governance and accountability

The consultancy is being commissioned by Rachel Stevens who will be the key contact for the consultant for any question in relation to the assignment. In Rachel's absence, the consultant can contact Frank Greaves, Tearfund's WASH lead.

6. Person specification / team composition

The consultant/consultancy firm must have at least seven year's experience of working in the WASH sector, including prior experience of using mWater and, ideally, other data platforms. They should also have experience in undertaking research and comparative analysis, and demonstrated ability to produce data collection tools and undertake training.

7. Timings

Anticipated 24 days' consultancy spread over a six month timeframe -

Approximate date	Activities planned
December	Internal approve of ToR;
February	launch of tender process
March	Contracting of Consultant through tender process
April	Phase 1 - Scoping (4 days) <ul style="list-style-type: none"> ● Detailed discussions with Tearfund to clarify data requirements ● Initial exploration of current mWater platform ● Scoping of alternative data platforms ● Consultation with other external users of both mWater and other

	data platforms
April and May	<p>Phase 2 - Piloting of mWater using existing data (14 days)</p> <ul style="list-style-type: none"> • Input existing data gathered by Tearfund/partners from projects in DRC and Malawi • create data entry forms to make data entry more straight forward • Illustrate dashboards and reports available in mWater
June	<p>Phase 3 -</p> <p>Option 1 - Training of trainers in mWater (6 days)</p> <ul style="list-style-type: none"> • Develop ToT material to cover data collection, data input, reporting • Provide virtual training to key staff in Tearfund in UK, Malawi and DRC (in one forum over 2 days) to enable them to train country based staff/partners going forward <p>OR</p> <p>Option 2 - Exploration and recommendations of alternative data platform (5 days)</p> <ul style="list-style-type: none"> • Exploration of alternative data platforms based on understanding of Tearfund's requirements and data collection capacity • Written report summarising findings and recommending a way forward for Tearfund

8. Key deliverables

The expected deliverables on the consultancy are:

Deliverable	Expectations
At point of tendering	<p>Proposed methodology to undertake the consultancy</p> <p>Proposed timeframe</p> <p>Additional documents as required by the tender notice</p>
End of Phase 1	<p>Report summarising activities undertaken and findings; plan going forward</p>
Phase 2	<p>Report summarising activities undertaken, findings, recommendations</p> <p>Illustrative examples of dashboards and reports generated using Tearfund's existing data in mWater</p>
Phase 3	<p>Option 1</p> <p>Suite of data entry tools for country-based staff to use to collect data in future</p> <p>Delivery of virtual training in three batches</p> <ul style="list-style-type: none"> • Initial ToT to Tearfund WASH unit • Training to DRC based staff - on data collection, data input, report/dashboard generation in mWater

	<ul style="list-style-type: none"> • Training to Malawi based staff and partners - on data collection, data input, report/dashboard generation in mWater <p>Option 2</p> <ul style="list-style-type: none"> • Written report summarising alternative platforms taking into account Tearfund's requirements which mWater has been found unable to meet; report to make recommendations as to the way forward
--	--

9. Dissemination plan

Stakeholder / audience	Outputs <i>Reports, presentations, infographics?</i>	What will they use the findings for?	Will they need the resources translated? If so, indicate language(s)
Internal Stakeholders <i>Groups within Tearfund who have interest in the evaluation findings</i>			
DRC and Malawi Country Teams	Illustrative examples of mWater reports/dashboards Training to key staff on data collection, data input, report/dashboard generation	<ul style="list-style-type: none"> • Become active users of mWater • Use data to produce performance evidence • Support water service authorities to use data 	Yes - for DRC any training resources will need to be translated into French.
WASH unit specialists country, regional and global level	Training material and training provided to WASH unit staff	<ul style="list-style-type: none"> • Become ToT for country-based users 	No translation required
Strategy and impact Group -	Ongoing discussions in each phase Final report	<ul style="list-style-type: none"> • Ensure integration, rather than duplication, with other internal data platforms 	No translation required

10. Risks and ethics

Risk or ethical concern	Proposed mitigation of risk
Risk of theft of data	Consultant to undertake course and adhere with Tearfund's internal Cyber Essentials requirements All data to be treated in line with Tearfund's data security policies
Multilingual contexts/data	Use of google translate if needed; mWater surveyor App is available for input in multiple languages Consultant to advise on translation function on mWater