

HANWASH

Statement of work - mWater Developer

September 1, 2024 – February 28, 2025

What is HANWASH?

HANWASH is a long-term multi-stakeholder initiative with a vision of safe, sustainable, and affordable access to water, sanitation, and hygiene education for everyone in Haiti.

We believe that to achieve this vision requires a philosophical change in approach from humanitarian relief to sustainable development and a cultural change that embraces a pay-for-service approach for the water that is provided.

Created in 2018 by a partnership between Rotary International District 7020 and the national water & sanitation authority of the government of Haiti (“DINEPA”), Rotarians are at the heart of the HANWASH operational model and work closely with paid personnel to run the organization and oversee WASH investments being undertaken in Haiti.

Our core values are local leadership, meaningful collaboration with our partners and volunteers, thoughtful planning and continuous improvement, sustainable impact and long-term commitment.

HANWASH is a Florida-registered non-profit corporation with a Board of Directors overseeing an Executive Director.

What does HANWASH do?

HANWASH has a mission to align with and support diverse stakeholders working to create sustainable, locally led long-term solutions in the WASH sector in Haiti, always respecting national policies and good sector practices.

Currently, HANWASH is overseeing the delivery of a portfolio of investments in five communes in Haiti: Cavaillon, Ferrier, Leogane, Pignon, and Terre-Neuve. So far, nearly \$2.6 million dollars in planned or actual spending has been allocated across these communes, with most work carried out by government agencies, local authorities, contractors, and Rotary Club volunteers.

Who is the HANWASH team?

HANWASH is composed of passionate and experienced Rotary volunteers and the staff who work closely with them. Rotary International is a global network of community-based clubs with 1.4 million members (Rotarians and Rotaractors) including in Haiti.

As part of HANWASH, Rotary members regularly come together in a coordinated fashion to provide volunteer service, technical knowledge, business skills, and financial contributions to develop community-driven project ideas in support of greater access to water and sanitation in Haiti.

As of August 2024, the team includes more than 75 volunteers organized into 7 teams, each led by a Subcommittee Chair and guided by a Steering Committee. Rotarian and Rotaractor volunteers live in Haiti, the USA, Canada, and other Caribbean countries; many have known each other for years and developed strong friendships through a shared love for helping others and performing community service. An Executive Director, a Project Coordinator, a Monitoring & Evaluation Officer, and a Finance & Administrative Assistant provide professional staff support and several part-time consultants contribute to other areas. Most of our paid personnel are based in Haiti.

The Monitoring and Evaluation (M&E) Subcommittee works to foster a learning culture, develop continuous improvement processes, guide sustainable implementation methodologies throughout

HANWASH and create reliable and repeatable measurement systems within HANWASH. The Subcommittee is composed of Rotarian volunteers with expertise in various areas related to the monitoring & evaluation of urban and rural WASH projects.

Purpose of the Consultancy

The purpose of the consultancy is to develop and deliver an online data repository in the web-based mWater tool (the “mWater Database”) that will allow HANWASH to store, access, query, and visualize data on progress toward the vision of universal access to WASH in Haiti.

Additionally, the mWater Database must be designed such that the contributions (and performance) of other partners (Haiti Outreach, Hope for Haiti, Water Mission, DINEPA and others) can be measured too.

The mWater Database will be designed to store the data generated by activities performed under a new M&E system for HANWASH (the “M&E System”). The M&E System is currently under development. In addition to the mWater Database, the M&E System will include a performance management framework (i.e. a log frame), indicator set, data collection tools, and other elements which will be overseen and implemented by the HANWASH M&E Officer based in Les Cayes, Haiti with support from the M&E Subcommittee.

There are other existing WASH monitoring systems in mWater which are administered by partners such as DINEPA and Haiti Outreach; the HANWASH mWater Database is expected to utilize the same or similar data sources, and thus it needs to be complementary or integrate with the systems used by partners. Some duplication and safeguards may be necessary to protect data quality and integrity.

Goal of the Consultancy

The goal is the creation of an online database and information management tool in mWater that aligns with the M&E System. The mWater Database must be user-friendly and accessible for simple and complex queries by Rotarians and members of the HANWASH team on desktop or mobile devices and particularly in settings that may experience frequent periods of low-bandwidth Internet access.

The success of this consultancy will be measured by the successful delivery of the deliverables specified in this document and the progressive realization of the mWater Database, and more generally by the following criteria:

- Quality of work that is satisfactory to all parties involved and that is complementary to DINEPA’s existing platform in mWater and M&E System.
- Timely delivery of a product or products that reflects active collaboration with and integration of existing tools or other work-in-progress including the M&E System.
- Training those transfers mWater-based competency to HANWASH and/or generates tools for training future team members.
- Leadership and involvement of Rotarians in the process.

Scope of Work

The Contractor will advise on, design, and deliver an online database and information system in mWater that captures progress, performance, and M&E data elements from multiple sources (partners). This includes:

- Developing an understanding of existing HANWASH M&E structures and needs.
- Working closely with the HANWASH team members (employee(s) and volunteers) leading the M&E System to ensure fit-for-purpose.
- Identifying end-user preferences and learning needs.

- Developing a set of training materials and technical guides that would allow modular improvements to be made in future by others.
- Delivering orientations and training for HANWASH team members prior to handover of the database.

Specific deliverables include the following:

Deliverable I

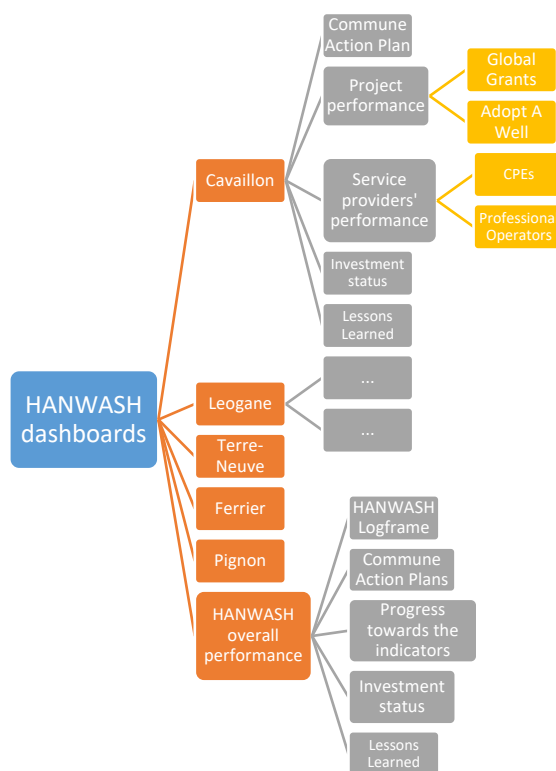
By September 15, 2024:

- The console created on mWater to visualize/query the data related to the progress towards the indicators in the Mattson Program's Indicator framework is finalized.
- The console created on mWater to view/query data associated with the operation of the water systems rehabilitated by HANWASH is finalized and complete data are gathered from Sous Lavi using the DINEPA's form called "Suivi SAEP/SIP/Rapport mensuel CTE".
- Training sessions are conducted, and Feedback is collected from the Steering Committee Leaders, Haiti Liaison Leader, M&E Subcommittee Leader, the project teams and the D 7020 Subcommittee Leader. Those collected feedback are integrated into the console.

Deliverable II

By September 30, 2024:

- All the Steering Committee Leaders, the Subcommittee Leaders, the HANWASH Ambassadors, the Project team leaders, HANWASH staff and consultants, and the mayors have a functional mWater account using the username format "*first name.last name*".
- From the HANWASH mWater portal, the dashboards are organized using the following structure:

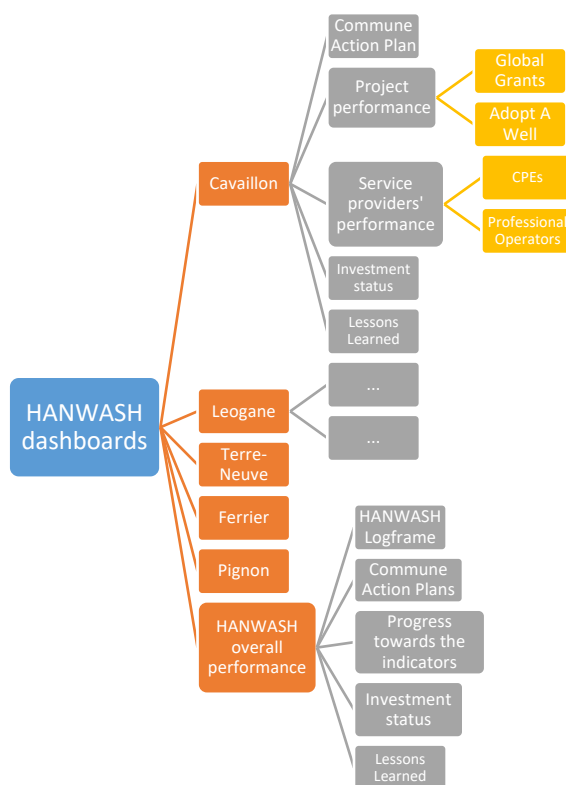


- At least 50% of the stakeholders from the following groups: “The Steering Committee Leaders, the Subcommittee Leaders, the HANWASH Ambassadors, the Project team leaders, HANWASH staff and consultants, and the mayors” visit the HANWASH database at least once a week.

Deliverable III

By November 15, 2024:

- Data quality check and necessary update are performed for the existing HANWASH dashboards, new necessary dashboards are created, and from the HANWASH mWater portal, the dashboards are organized using the following structure:



- One mWater page is created to allow the local authorities and OREPA representative to view/query the monthly reports submitted by the CPEs (Water Point Committees).
- A user guide is created in Haitian creole and English and a training session is delivered to the Haiti Liaison Leaders, the Mayors from each intervention communes, the TEPAC and the HANWASH Ambassadors, etc.).

- Ongoing training and support are provided to the Steering Committee Leaders, the Subcommittee Leaders, the HANWASH Ambassadors, the Project team leaders, HANWASH staff and consultants, and the mayors on the use of the HANWASH mWater database to monitor the performance of the projects.

Deliverable IV

By December 15, 2024:

- All the HANWASH baseline data are integrated into the HANWASH database to allow comparison of baseline values against the current values of the indicators and measure the progress and impact of the HANWASH initiative.
- Personalized mWater Training sessions are provided to the HANWASH staff and consultants, the Steering Committee Leaders, the HANWASH Ambassadors, the Subcommittee Leaders, the project team Leaders, the mayors, the service providers and the contractors on how to use the platform for data collection and visualization.

Deliverable V

By January 27, 2025:

- An investment status map is created to visualize the status of investments in each target commune (amount invested, projects in process and completed), as well as photos of the investments + Total number of projects + Total number of customers).
- A data collection tool is created in collaboration with the M&E Officer and volunteers from the M&E subcommittee to allow the gathering of lessons learned from the projects being implemented in the intervention communes.
- In collaboration with the D7020 Engagement Subcommittee and the Marketing and Communication Subcommittee Leaders, a page is created on mWater to display impact stories from the people/customers served by the HANWASH interventions.

Deliverable VI

By February 27, 2025:

- A map is created to visualize the household-based sanitation coverage and hand-washing points from the intervention communes and communities.
- A lessons learned page is created to display the key findings and lessons learned by intervention communes, project, and by phase of the project life cycle.

If there is any issue that prevents the Contractor from completing the specific deliverables, for example a database is not well-constructed, or a survey hasn't been completed, or there is missing data, then the Contractor is responsible for clearly diagnosing the issue in writing so that it can be addressed promptly in collaboration with the HANWASH team.

In addition, the Contractor is asked to proactively identify areas of potential value-added and propose/agree in writing on deliverables and timelines with the Executive Director or his delegated representative (i.e. the M&E Officer).

In the performance of the above activities, the Contractor will work closely with the M&E Officer to ensure that relevant stakeholders, especially Rotarians, are consistently engaged, informed, and consulted as work is conducted and given meaningful opportunities to lead and participate. Stakeholders include local partners, HANWASH Ambassadors, Champion Districts and Champion Clubs, project managers, professional operators, the M&E Subcommittee, and the Executive Director.

The Contractor will report to the Executive Director or their delegated representative(s) (i.e. the M&E Officer) and provide a short summary (maximum: 1 page) of activities/ observations/ challenges at least once a month.

Term of Contract, Professional Fees, and Expenses

- This is a short-term, time limited contract, which shall begin on September 1, 2024, and terminate on February 28, 2025, unless renewed by mutual agreement as long as the deliverables are successfully completed on time.
- Fees are US \$35 per hour until February 28, 2025, to perform the activities outlined above and include all taxes payable by the Contractor to relevant authorities. These fees are calculated on an hourly basis, but payment will be based on the expected deliverables. The contractor will be paid after receipt and approval by HANWASH of each deliverable outlined above. The table below outlines the contractor's fee per deliverable:

Table 1: Breakdown of the contractor's fees per deliverable

Deliverable #	Deadline	Nb weeks	Max hours per week	Hourly fees	Total fees
I	15-Sep	2	15	\$ 35.00	\$ 1,050.00
II	30-Sep	2	15	\$ 35.00	\$ 1,050.00
III	15-Nov	6	15	\$ 35.00	\$ 3,150.00
IV	15-Dec	4	15	\$ 35.00	\$ 2,100.00
V	27-Jan	6	15	\$ 35.00	\$ 3,150.00
VI	27-Feb	4	15	\$ 35.00	\$ 2,100.00
Total					\$ 12,600.00

- The contractor is expected to complete each deliverable within the deadline specified above. If the contractor does not complete the deliverables within the agreed deadlines, overtime will not be paid by HANWASH.
- Payment will be processed within five (5) business days of approval of the deliverable by HANWASH. All payments are subject to compliance with the terms and conditions outlined above. The term, "business day" shall mean any weekday when regular business operations take place in Haiti, excluding weekends and public holidays.
- One to two (1-2) days per week is anticipated to perform these tasks. The Contractor must work a maximum of 15 hours per week during the contract term.
- Fees shall be invoiced using the third-party freelance-for-hire online platform <http://Upwork.com> which tracks time and outputs and automatically generates invoices for receipting purposes.
- Out-of-pocket expenses are not anticipated for this work. If the need arises, they should be approved prior in writing by the Executive Director or they shall not be reimbursed.

