

STATEMENT OF WORK

What is HANWASH?

HANWASH is a long-term national multi-stakeholder initiative to bring water, sanitation and hygiene education to everyone in Haiti. To achieve that objective will require a philosophical change in approach from relief to sustainable development and a cultural change that embraces a pay-for service approach for the water that's provided.

As an umbrella organization, HANWASH's strategy is to mobilize funding and develop a model of partnerships that can deliver WASH infrastructure and services throughout the country in line with national policies and recognized good practices. Our founding partners are Rotary International's District 7020, the local NGO Haiti Outreach, and the Haitian government's National Directorate of Potable Water and Sanitation (DINEPA).

In its pilot phase, the HANWASH team is managing the delivery of a portfolio of projects in five communes in Haiti: Cavaillon, Ferrier, Leogane, Pignon, and Terre-Neuve. So far, more than \$2.2 million dollars in planned or actual spending has been allocated to projects.

We believe in local leadership, meaningful collaboration with our partners and volunteers, thoughtful planning and continuous improvement, sustainable impact, and long-term commitment.

Who is the HANWASH team?

The HANWASH team is composed of passionate and experienced Rotary volunteers. Rotary International is a global network of community-based clubs with 1.4 million members (Rotarians and Rotaractors) including in Haiti where there are 24 Rotary Clubs and 16 Rotaract Clubs.

As part of HANWASH, members of Rotary 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 January 2024, the team includes more than 75 volunteers organized into 7 teams, each led by a Subcommittee Chair and guided by a Steering Committee. An Executive Director and an M&E Officer provide professional staff support on a full-time basis. 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.

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 that transfers mWater-based competency to HANWASH and/or generates tools for training future team members; and
- 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 trainings for HANWASH team members prior to handover of the database.

Specific deliverables include the following:

By middle of March:

- One (1) page on mWater to view/query Haiti Outreach data associated with Adopt-a-Wells completed or currently in progress in the commune of Cavaillon;
- One (1) page on mWater to view/query data associated with the operation of the Pignon town water utility
- One (1) training for HANWASH volunteers on the use of these pages.
- Collect and integrate HANWASH team feedback to generate a final version of the pages.
- Prepare documentation for these pages, including clear instructions, annotations, and explanations. The documentation could also be the PowerPoint presentation, screenshots, and notes used for the training.

By middle of April:

- One (1) page on mWater which allows us to query the Commune Action Plan data for Cavaillon, Ferrier, Leogane, Pignon, and Terre-Neuve
- One (1) training for the HANWASH Ambassadors on the use of the Commune Action Plan page.
- Collect and integrate HANWASH team feedback to generate a final version of the pages.
- Prepare documentation for these pages, including clear instructions, annotations, and explanations. The documentation could also be the PowerPoint presentation, screenshots, and notes used for the training.

Ongoing, until end of April

- Contribute to the overall development of the mWater database as a user-friendly portal for HANWASH volunteers and staff to easily access project data, regardless of whether it is the construction or the operations period.

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 February 1, 2024 and terminate on August 1, 2024 unless renewed by mutual agreement.
- Fees are US\$30 per hour until May 1, 2024, and assuming the first part of this contract is successful and the parties agree to continue the work, shall increase to US\$35 per hour until August 1, 2024 to perform the activities outlined above and includes any and all taxes payable by the Contractor to relevant authorities. One to two (1-2) days per week is anticipated to perform these tasks. The

Contractor is expected to work an average of 10-15 hours per week during the term of the contract.

- 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 should arise, they should be approved prior in writing by email by the Executive Director or they shall not be reimbursed.