

## TERMS OF REFERENCE

### – EVIDENCE GENERATION AND MAPPING OF SUCCESSFUL INTEGRATED WASH – FOOD SECURITY SOLUTIONS IN MALAWI

Habitat for Humanity Malawi (HFHM), affiliated to Habitat for Humanity International is a non-profit Christian organization aiming at improving housing conditions in Malawi. HFHM was established in Malawi in 1986 and has assisted over 133,600 individuals in securing safe and sustainable housing. Guided by our vision "*A Malawi where everyone has a decent place to live*," we continue to work toward transforming lives through sustainable and affordable housing initiatives focusing on Building more and better homes, Transforming Housing systems and Inspiring action for housing - through partnerships, innovation, and volunteerism. In addition to housing, HFHM has implemented integrated Water Sanitation, and Hygiene (WASH) projects in Lilongwe, Chikwawa, Mulanje and Thyolo districts

#### Brief Project Information

With funding from the Federal Ministry for Economic Cooperation and Development (BMZ) and Aktion Deutschland Hilft (ADH), HFHM is implementing the "***Scaling Malawi's Capacity in WASH–Climate-Smart Agriculture and Grant Management to Lesotho and Tanzania***" project. This initiative seeks to strengthen capacities in participatory WASH, climate adaptation, and resilient agriculture as part of the regional ADH WASH for Food Security program in Africa. The project focuses on conducting assessments, facilitating knowledge transfer, and promoting innovation to enhance impact and sustainability.

The regional project is founded on the research understanding that Africa is highly vulnerable to the adverse effects of climate change, which significantly disrupts access to Water, Sanitation, and Hygiene (WASH) services as well as water availability for household and agricultural use. Increasingly frequent droughts, unpredictable rainfall patterns, and extreme flooding events damage rural water infrastructure and agricultural productivity, posing serious threats to public health and food security.

Reliable access to safe water and effective WASH services is a critical foundation for food security and community resilience in the region. For several years, Habitat for Humanity has supported vulnerable communities by promoting sustainable local WASH solutions, including improved access to safe drinking water, sanitation facilities, and hygiene practices. These interventions are often complemented by climate adaptation measures such as drought-resistant crop varieties, efficient irrigation technologies like drip systems, and participatory water resource management.

Despite these efforts, many communities remain underserved due to limited capacity and resources of national and local governments to provide equitable and sustainable WASH and climate resilience services. This gap is exacerbated by the lack of comprehensive local planning and coordination mechanisms. National and local development frameworks increasingly recognize the essential role of NGOs in bridging these gaps and advancing development and disaster risk reduction targets, especially in the WASH and climate adaptation sectors

HFHM therefore invites applications from qualified individual consultants or consulting firms to undertake this assignment.

### **Objective of the Assignment**

The overall objective of the assignment is to undertake a comprehensive needs and capacity assessment to identify capacity gaps within HFH Malawi and generate evidence and map successful Integrated WASH–Climate–Food Security Solutions in Malawi.

Specific Objectives Include:

- Identify existing capacities, critical gaps, priority needs in WASH and food security systems while integrating lessons from past and ongoing BMZ projects.
- Document best practices, and generate scalable, evidence-based models for national and regional replication across Malawi, Lesotho, and Tanzania.
- Map and analyse existing integrated WASH–climate–food security interventions, document proven models, and identify opportunities for strengthening and expansion.
- Analyse the extent to which the best practices and learnings from the implementation of previous BMZ and ADH projects by HFH Malawi can be scalable in future projects locally and internationally.

### **Scope of the Assignment**

The consultants should be able to carry out the following work packages:

#### **Work package 1: Baseline – Participatory Needs and Capacity Assessments**

- Develop assessment design and plans for the PNCA that is culturally appropriate, participatory and manages logistical planning with HFHM staff
- Facilitate stakeholder engagement in target communities and ensure inclusion of local WASH committees, agricultural extension, farmer groups, women's and youth associations, marginalized groups.
- Capture lessons learned from past/ongoing BMZ projects through structured review and stakeholder interviews.
- Analyse collected data to identify strengths, systemic gaps, and community-prioritized needs in WASH and food security.
- Integrate technical inputs from HFH staff and local government authorities with community perspectives.
- Map food insecurity hotspots, climate vulnerabilities, and integration opportunities.
- Assess the institutional, governance, technical and community capacities for integrated WASH-CSA/Food security programming.

### **Outputs /Deliverables**

- Inception report, including the design and methodology, data collection tools and work plan for the successful completion of the assignment. The report to be submitted within 5 working days after signing the contract.
- Submit a draft PNCA report 5 working days after field work is completed.
- Submit Final PNCA report and seek HFHM approval. The report should be submitted within 3 days after receiving HFHM's comments on the draft report.

### **Work package 2: Evidence Mapping of Successful Integrated WASH and Climate-Smart Food Security Models**

- Desk reviews and Stakeholders consultations utilizing participatory approaches.
- Review and document successful WASH-CSA/Food security models including but not limited to water-efficient irrigation systems, climate-smart sanitation solutions, integrated catchment management and community-driven agricultural practices.
- Analyse the policy, financing, governance, technology adoption, and community engagement factors that contribute to the sustainability of and scalability of successful models.
- Conduct Learning and sharing workshop with local key actors to capture best practices and lessons learned.
- Facilitate stakeholder validation and learning workshops.
- Provide practical recommendations for scale-up.

### **Outputs /Deliverables**

- An inception report detailing the methodology, tools, and work plan should be submitted within 5 working days after signing the contract.
- Evidence mapping report
- Draft Compendium of Best Practices and Lessons Learned – highlighting documented case studies, Analysis of enabling factors, toolkits and draft policy influence guidance. The report should be submitted 5 working days after completion of field work.
- Validation Workshop with stakeholders to be conducted within a day.
- Final Compendium of Best Practices and Lessons Learned to be submitted 3 days after receiving HFHM's feedback on the report.
- Final Deliverables Package

### **Duration of the exercise**

The assignment is expected to be completed within **45 days**. The consultant will report directly to the designated HFHM Basic Services Manager and work in close collaboration with the HFHM technical team.

### **Qualifications of the Consultant**

The consultants or firms submitting an Expression of Interest must demonstrate the following qualifications and include the specified documentation:

- A minimum of 10 years of cumulative professional experience working across the interrelated fields of WASH Systems, Agribusiness, Climate Resilience, and Food Security/Climate-Smart Agriculture.

- An advanced degree (Master's level or higher) in a relevant discipline such as WASH, Environmental Science, Climate Change, Agriculture, Development Studies, or a related field.
- Proven track record in designing, facilitating, and analyzing participatory needs and capacity assessments, evidence mapping, and systems strengthening studies.
- Strong contextual knowledge of Malawi's WASH, agriculture, climate, and Disaster Risk Reduction (DRR) sectors, including relevant national policies and decentralization frameworks.
- Demonstrated experience in authoring high-quality analytical reports, policy briefs, and other knowledge products for donors and stakeholders.
- A brief statement of competencies outlining the team's approach and capability to meet all requirements of this assignment.
- Technical CVs/biodata for all proposed core team members, highlighting their specific roles and relevant experience.

## **Budget**

The consultant will submit two separate budget proposals for the work packages which should be presented within a single technical proposal and must cover all expected costs, including fee days and levels, field transport, per diem, and accommodation allowances necessary for the fulfilment of the assignment.

## **Other Application Requirements**

*Interested consultant must ensure their proposals includes the following annexes:*

- **Attachment 1:** Cover page and formal letter of submission
- **Attachment 2:** Detailed Technical Proposal (maximum 10 pages excluding annexes)
- **Attachment 3:** Detailed Financial Proposal in Malawi kwacha
- **Attachment 4:** Curriculum Vitae of proposed Key Personnel
- **Attachment 5:** Certificate of Business Registration and Valid Tax Certificate
- **Attachment 6:** Professional references and evidence of past performance – including contacts for 3 traceable references and at least 2 copies of contracts or similar assignments undertaken recently (not more than 5 years).
- **Further Annexes:** Any additional supporting documents must be sequentially organized in clearly labelled sections following Attachment 6.

Original and copies of the Bid documents must be submitted in two separate sealed envelopes, clearly marked "***Evidence Generation and Mapping of Successful Integrated WASH – Food Security Solutions***".

All bids must be submitted no later than 10:00 AM on Thursday, 5<sup>th</sup> February 2026. The bid opening shall be conducted immediately thereafter, at 10:15 a.m., at the HFHM offices in Lilongwe. Bidders' representatives are welcome and encouraged to attend.

Bids submitted shall remain valid for a period of 30 days from the date of bid opening. Electronic bids and late submissions will not be accepted under any circumstances.

HFHM reserves the right to accept or reject any bid, in whole or in part, and is not obligated to select the lowest-priced bid.

For clarification or additional information, please contact [inquiries@habitat.mw](mailto:inquiries@habitat.mw)

Bids **shall be deposited in the tender box located at:**

The Chairperson  
Internal Procurement Committee  
Habitat for Humanity Malawi  
Off Presidential Drive, Next to Pacific Villas, Area 14  
P.O. Box 1638  
Lilongwe