

Terms of Reference for a Feasibility Study on implementing capacity building activities aimed at strengthening residents' registration and treatment of infections and non-communicable diseases (NCDs) in health centres in Malawi

1. Background

1.1. Context

The promotion of human rights as the right to legal identity and the right to health in Sub-Saharan Africa is fundamental both to reduce the vulnerability of poor populations and to build the capacity of public, church and civil society structures. Gemeinschaft Sant'Egidio e.V., a German NGO in the network of the international Community of Sant'Egidio, has been working for years with various local partners in Malawi to improve access to adequate health care, especially for people living with HIV (DREAM) and legal identity (BRAVO!) for the poor population in certain regions of Malawi.

Right to legal identity:

The right to legal identity is well rooted in the human rights agenda and is stated by the 1989 UN Convention on the Rights of the Child (art. 7 and 8). The legal basis for a comprehensive and compulsory registration of newborns in Malawi was laid in 2010 (National Registration Act 2010), according to which all individuals are to be registered and have the opportunity to obtain identity cards. The Malawi Ministry of Home Affairs and Internal Security is in charge. All births, deaths and marriages are to be registered in a National Registration and Identification System. The National Registration Regulations came into force on 1 August 2015 to implement the NR Act 2010. Malawi introduced in 2015 the electronic registration system, which for the first time established the compulsory registration of all civil status events.

Since a decade, Sant'Egidio is collaborating in the BRAVO! Program with the government of Malawi for the strengthening of the civil registration system. Project partners plan to support in Malawi the Mangochi district authorities in civil registration. Linking civil registrations to the health system is key to achieve the goal of universal infant civil registration. Furthermore, civil registration offices located in health centers can considerably mitigate the impact of barriers to birth registrations.

Right to health care:

The adult HIV prevalence in Malawi, estimated by UNAIDS at 8.9%, is among the highest in the world. Women, especially young ones, and minors are particularly affected by the HIV epidemic. For example, 10.8% of women (15-49 years), 4.2% of young women and 2.1% of young men are HIV positive. About 1.1 million people are HIV-positive, including 65,000 children aged 14 and under and 600,000 women. In 2019, approximately 13,000 people died in Malawi as a result of HIV infection, including 1,900 children. 830,000 of the people living with HIV are receiving AIDS treatment, which is about 79% of those who need it due to their AIDS (ART coverage). The introduction of various interventions against HIV, especially AIDS therapy, have led to a 41% reduction in new infections since 2010 and a 59% reduction in mortality from AIDS (Source: <https://www.unaids.org/en/regionscountries/countries/malawi>). The challenge is to improve access to HIV testing and treatment, and to link activities against HIV with health services for other infections and non-communicable diseases.

1.2 About Gemeinschaft Sant'Egidio e.V.

The Community of Sant'Egidio was founded in Rome in 1968. It is recognised by the Vatican as a "Public Association of the Faithful". Communities of Sant'Egidio exist in over 70 countries.

Gemeinschaft Sant'Egidio e.V. (GSE) is a German non-governmental organisation based in Würzburg, which coordinates the social activities of the German Sant'Egidio groups in various German towns. The volunteer members are committed to children from socially deprived areas, in visiting services for senior citizens, for the homeless, people with disabilities and refugees. Gemeinschaft Sant'Egidio e.V. is recognised as a non-profit and charitable organisation and has been awarded the DZI donation seal.

Since the beginning of the 1990s, Sant'Egidio has been involved in development aid projects in Africa, especially in the HIV treatment programme DREAM and in strengthening the registration authorities (programme BRAVO!). Since 1991, Gemeinschaft Sant'Egidio e.V. has been implementing projects with financial support from BMZ and GIZ.

2. Purpose and Objectives of the assignment

The overall objective of the consultancy is to support GSE in developing a project on capacity building and advocacy strategies needed to strengthen both the right to health access and the right to legal identity for vulnerable people in Malawi. The consultant will receive a concept of the project "Capacity building activities aimed at strengthening residents' registration and treatment of infections and non-communicable diseases (NCDs) in health centres in Malawi" at the beginning of the assignment.

The study will provide GSE with a well-founded basis for the elaboration and optimisation of the project concept by clarifying prerequisites, opportunities and risks. This will assist GSE to achieve the project objectives and targets under the existing framework conditions.

3. Key tasks

The consultant will prepare a feasibility study which is no longer than 30 pages, to support GSE in planning the above project. Close consultation with GSE at every step is required. The feasibility study will be used by GSE and other relevant staff as well as designated implementing partners. The structure of the feasibility study should be:

3.1 Purpose, objectives and use of the feasibility study

3.2 Methodology

Methods, tools, resources and procedures for data collection and analysis.

Actors involved in the information collection process

3.3 Initial situation and problem analysis (at macro, meso, micro level):

- Develop an inception report, including relevant base-line-data and a time line covering phases and processes of implementation
Conduct a research and an in-depth analysis taking into account the contexts at macro, meso and micro level, including but not limited to:
- Current context in the following areas: Dowa and Mangochi districts
- The potential of these areas in terms of both training new health staff in order to guarantee the right to health and free treatment, and of guaranteeing the right to legal identity through the birth registration of new-borns
- National priorities for the sector

3.4 Project partner in the partner country (local partner)

- Activities and potentials of the project partner and other implementing partners with view to possible synergies and status of the NGOs network in the two countries
- Measures to strengthen the organization and capacity of the local partner
- Ownership of the local implementing partners
- Relationship of local partners to the target group and other actors (legitimacy)

3.5 Target groups and other actors (at micro, meso and macro level)

- Elaborate a detailed target group analysis, including but not limited to:
- Number and type of beneficiaries (with specifics for the two areas and the two programmes)
- Specific needs of the target groups
- Role of the target groups in the social context,
- Possible conflicts of interest and potentials of the target groups

Elaborate a detailed stakeholder institutional analysis, including but not limited to:

- Governmental and non-governmental actors at the project site, in the planned project region, the project country
- Relationship to the government's development strategy
- Interests, conflicts of interest, interactions with other projects
- Support and influence potential of the different actors for the project
- Review of the agreements and Memorandum of understanding with the relevant state authorities

3.6 Assessment of the planned project according to OECD DAC criteria (<http://www.oecd.org/dac/evaluation/49756382.pdf>)

a) Relevance: To what extent is the planned project doing the adequate thing?

- b) Effectiveness: Which project approach can best achieve the objectives?
 - c) Efficiency: To what extent will the planned project achieve the objectives economically?
 - d) Significance/overarching developmental impact:
To what extent does the planned project contribute to the achievement of overarching developmental impacts?
 - e) Sustainability: To what extent will the positive impacts (without further external support) continue after the project has ended?
- Perform a detailed risk analysis, including political, socio-economic, logistical and environmental risks as well as mitigating actions that lie within the scope of the project.

3.7 Recommendations for adjustments to the project concept including target system and measures including indicators for project overall objective (impact), project objective (outcome) and specific objectives (output):

- Concrete suggestions for the project concept after evaluation according to the DAC criteria
- Eventually missing components in the project concept
- Components that are eventually not suitable
- Plausibility and sustainability of impacts of the project concept
- Development of qualitative and quantitative indicators that reflect the changes for the SMART target group (impact matrix)

4. Methods and tools

- The consultant should do the assessment of the planned project according to OECD DAC criteria (<http://www.oecd.org/dac/evaluation/49756382.pdf>)
- The feasibility study should consider regarding the contexts, problems, target groups and stakeholders the macro, meso, micro levels
- GSE and the local partner will provide relevant documents, statistics, MoUs etc.

The process of preparing the feasibility study should be participatory and in consultation with GSE.

5. Expected Deliverables

The consultant should submit the following key deliverables:

- Inception report
- Regular updates on the implementation status of the consultancy
- Draft report, to be submitted to GSE for feedback and comments
- Final report, based on tasks 2-10 as mentioned above, not later than two weeks after reception of comments on the draft report, written in English and not longer than 30 pages

6. Qualification

The consultant has to have an experience of more than five years related with the assignment. Required qualifications are:

- University degree in the relevant field (development studies, politics, law, economics, children's rights, human rights, public health etc.)
- Demonstrate experience of having undertaken similar assignments
- Knowledge of the Malawi governance and cultural context
- Demonstrated experience to facilitate the development process of an advocacy strategy and of human rights based projects
- Excellent written and verbal communication and reporting skills in English
- Strong analytical and drafting skills
- Good analytical and documentation/policy papers writing skills
- Good communication and facilitation skills

8. Time Table of the consultancy/Duration of task completion

The timeframe for the feasibility study is estimated at 8 weeks, starting from the agreement contract sign-off date and ending when the final feasibility study report has been formally approved.

The assignment is expected to commence by march 2021 and to be completed by may 2021.

Preliminary time table

Date	Activity	Participants
Day 1	Signing of the agreement	Consultant GSE
4-5 weeks starting with the day of signing	Preparation of a draft of the feasibility study	Consultant, in consultation with Team of GSE and PD Trust
At the latest in the 5th week after signing the agreement	Handover of the draft to GSE	Consultant
1 week after the handover of the draft	Review and comment on the draft	GSE
1 week after handover of the draft	Handover of the commented draft to the consultant	GSE
2 weeks after receiving the commented draft	Production of the final feasibility study	Consultant, in consultation with Team of GSE and PD Trust
At the lastet 8 weeks after the signing if the agreement	Handover of the final feasibility study to GSE	Consultant

9. Financial procedures

The payment will be made as follows:

1st instalment – 40% (after signing the agreement); and

Final instalment – 60% (after submission of final deliverable)

10. Ethics and child protection

The consultant is obliged to respect the following ethical and child protection requirements:

- Fair and inclusive: The consultant should seek the views of various stakeholders: Children with and without disabilities, street children, youth, their families, CSOs, community, partners and government actors and be able to identify and address potential conflict of interest and unequal power relationships. Special efforts should be made to make the research process child-centred and sensitive to gender and inclusion.
- Conflict of interest: The consultant must demonstrate the necessary independence and declare any conflict of interest and potential biases, including bias towards any of the stakeholders, target groups, types of research methodologies or approach, social, political or religious prejudice.
- Based on rights and ethics: The consultant must respect the rights and dignity of participants as well as comply with relevant ethical standards and Gemeinschaft Sant'Egidio e.V. Child Protection Policy and Ethical Code of Conduct. The research must ensure: appropriate, safe, non-discriminatory participation; a process of free and un-coerced consent and withdrawal and confidentiality and anonymity of participants. The informed consent of each person (including children) participating in data collection should be documented.

11. How to apply/Procedure for submission of expression of interest

The interested consultant/consultancy firm is invited to submit the following application documents:

- Proposal, not exceeding 5 pages, outlining how the consultant(s) meet the selection criteria and how they intend to implement the tasks mentioned above
- Financial proposal detailing consultant(s) itemized fees, data collection and administrative costs
- CVs of the consultant(s) who will undertake the study
- 3 references need to be provided

Female candidates are encouraged to apply.

Please submit the requested documentation via email with a subject labelled "FEASIBILITY STUDY GSE" to Gemeinschaft Sant'Egidio e.V.

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