



MALAWI

TERMS OF REFERENCE – Acceptability, Feasibility and early-Learning (AFel) Study

Job Title	Short-Term Consultancy (Research)
Unit	Monitoring and Evaluation
Cluster/s	Research
Start Date	Tentative-Monday 4 th November, 2024
End Date	Tentative 3 rd January 2025
Location	Lilongwe
Reporting To	Senior Monitoring and Evaluation Officer
Submission Date	30 th October 2024

Background

mothers2mothers (m2m) is currently implementing a two-year Sondra Smalley Cancer Project in Malawi. With an estimated reach of 10,000 clients, the project aims at improving the lives of women and adolescent girls through prevention, early detection of cancer and treatment for those already affected. The project will support health facilities in Lilongwe District in selected catchment communities for m2m's through direct implementation.

1. Acceptability, Feasibility, early Learning Study (AFel)

Goal: The AFel aims to critically review the implementation of the Sondra Smalley Cancer Project in Malawi after 6 months of implementation. The purpose of the AFel is to investigate the extent to which the Sondra Smalley Cancer Project in Malawi is implemented with fidelity to the project design, the implementation plan and the SOPs; whether the project systems, processes and tools are functional and in place, and whether the project has the best chance of delivering on targets set. The AFel is traditionally conducted within a period of 6 months since project start-up, with a view to monitor whether services are delivered as intended, whether clients are reached as intended, whether Quality Assurance and Routine Monitoring are in place and delivering the desired outputs (e.g. routine reports), and whether project management structures and process are functioning optimally. Data collection / fieldwork takes place within m2m. (I.e. data is not collected among m2m clients).



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Objectives: The overarching objective of the AFel is to comprehensively assess the quality and effectiveness of project implementation and identify challenges encountered or observed during the first 6 months of implementing the interventions. The insights generated at the outset will help in addressing potential obstacles promptly, improving the project's reach and effectiveness.

Detailed Description of Tasks to be Performed:

The consultant will, in close collaboration with the Country Director and the Senior Monitoring and Evaluation Officer in Malawi, and other resource partners, provide technical leadership, support and service delivery in the following:

1. Research Design / AFel protocol development
2. Developing a work plan.
3. Conducting the AFel – including data collection, analysis and report writing
4. Submit a final AFel Report
5. Presentation of results

Specific deliverables for the AFel Study are outlined as follows:

Project	Start and End Date
<p>CANCER PROJECT: AFel</p> <p>Methodology: A cross-sectional mixed-method approach combining document review, qualitative methods (Key Informant Interviews and Focus Group Interviews), and rapid analysis of existing routine quantitative data -will be followed.</p>	<p>4th November, 2024</p>
<p>Key Deliverables:</p>	
<p>1. Development of a draft protocol: design the AFel and submit a draft research protocol – including research methodology and sampling, data collection plan, data collection instruments, an analysis plan, a schematic outline of the final report, and work plan with timelines for conducting and completing the AFel</p>	
<p>2. Submit a final AFel Protocol: revision of AFel Protocol, based on feedback</p>	
<p>3. Training of the Field Workers/data collectors: To understand the data collection tools, manage and support the study field workers in conducting the assessments and reaching target.</p>	



4. Document Review: review relevant project documentation – including project design documentation, implementation plans, work plans, M&E plans, management reports, routine project performance reports etc.
5. Data Collection: Qualitative: conduct Key Informant Interviews (KIIs) and Focus Group Discussions (FGDs) Quantitative: extract existing routine project data
6. Data management: e.g. translation and transcription of qualitative data; data preparation / data cleaning of existing routine quantitative data
7. Data Analysis: analyze and integrate data from different sources – such as document review, qualitative and quantitative components of the study
8. Draft Report: submit a comprehensive draft AFeL Report, including recommendations for project optimization
9. Final Report: Ensure all necessary revisions needed are done after internal review.
10. PowerPoint Presentation: presentation of AFeL findings to the m2m Team.

REQUIREMENTS

Academic Qualifications:

- A postgraduate degree in Epidemiology, Implementation Science, Project/Strategic Management, Public Health, or any other related field. Additional training in cervical cancer prevention, women's health is an added advantage

Professional Experience:

- Minimum 5 years' professional experience in conducting qualitative and quantitative research, particularly in health-related studies.
- Demonstrable experience and Proficiency in statistical software (e.g., STATA, SPSS, R) and qualitative analysis tools.
- Excellent skills in writing reports, presenting findings, and engaging with stakeholders.
- Excellent skills in connecting dots and integrating information from different sources.

Skills and Competencies

- Strong programme implementation experience
- Ability to work effectively in diverse cultural contexts and engage with community members.
- Understanding of ethical issues in health research, particularly related to vulnerable populations
- Excellent communication and group facilitation skills
- Strong analytical, organizational and reporting skills;
- Ability to work efficiently and adhere to strict deadlines, while working independently or with minimum supervision.
- Results oriented and team player.



CONDITIONS

- Unless otherwise agreed by mothers2mothers, the consultant will use his/her own office resources and materials in the execution of this assignment;
- Remuneration will be agreed on based on the Consultant's experience and qualifications;
- Remuneration will be paid contingent on the successful completion of the assigned tasks, and mothers2mothers satisfaction with the same.
- mothers2mothers reserves the right to withhold all or a portion of the remuneration if performance is deemed unsatisfactory.
- mothers2mothers reserves the right to modify these terms of reference at any time.

INSTRUCTIONS FOR APPLICATION to apply,

- Please submit the following in MS Word or PDF formats to charles.mandebvu@m2m.org and chifundo.bengo@m2m.org and copy bridget.malewezi@m2m.org and tendai.mayani@m2m.org
- Cover letter, explaining your interest/motivation to work for mothers2mothers
- Current CV (maximum 4 pages);
- Technical and financial proposal (4 pages maximum);
- Two samples of previous work

Names and contact details of 3 referees Deadline for applications: **Wednesday 30th October 2024.**

ONLY shortlisted candidates will be contacted