



Terms of Reference (TOR)

RECRUITMENT OF FOUR DATA COLLECTORS – MALAWI PUBLIC SCHOOLS SURVEY PROJECT

1. Background

Splash International is a U.S.-based non-profit organization leading a global movement to ensure children living in urban poverty have the resources they need to thrive. Working in partnership with governments across some of the world's largest cities, Splash develops child-centered solutions in water, sanitation, hygiene (WASH), and menstrual health and hygiene (MHH).

Since 2019, Splash has been implementing Project WISE (WASH in Schools for Everyone) in Ethiopia, delivering comprehensive WASH infrastructure, behavior change programs, and menstrual health services across all public schools in Addis Ababa and Bahir Dar. Building on lessons learned in Ethiopia, Splash has now expanded its work to Malawi, where it is rolling out WASH projects in public schools. A key component of this initiative is Monitoring, Learning, and Evaluation (MLE), which ensures progress tracking and measures project outcomes and impact.

To support this effort, Splash seeks to recruit four qualified Data Collectors under a call-down contract arrangement.

2. Objective of the Assignment

The objective is to establish and retain a pool of four Data Collectors who can be mobilized as needed over the course of one year to conduct structured surveys, qualitative interviews, and observation-based data collection in public schools located in Lilongwe and Blantyre .

3. Scope of Work

The Data Collectors will be responsible for:

- Conducting structured surveys in public schools using standardized tools.
- Carrying out Key Informant Interviews (KIIs) with school management, teachers, and students.
- Observing WASH infrastructure, including sanitation facilities.
- Recording data on the availability, functionality, and usage of school facilities.
- Documenting behavioral practices among students and staff (e.g., handwashing, sanitation use).
- Ensuring accurate, complete, and timely data entry into digital or paper-based tools.
- Adhering to ethical standards and safeguarding protocols during school visits.



- Reporting daily progress to the Field Supervisor/Project Manager

4. Duration and Contractual Arrangement

- Contract type: Call-down contract valid for one (1) year.
- Engagement: Each assignment round will last a minimum of 5 days, with possible extensions based on project needs.
- Positions available: Four (4) Data Collectors.
- Location: Public schools in Lilongwe and Blantyre .

5. Deliverables

- Completed and verified school survey forms timely submission
- Daily progress notes are submitted during each assignment.
- A sample photograph of each infrastructure and enrollment data verification form with a school official stamp (when needed).

6. Deliverables

- Minimum diploma in education, social sciences, statistics, public health, or related fields.
- Prior experience in school-based surveys, observation studies, qualitative research, or similar assignments.
- Familiarity with electronic data collection tools (e.g., ODK, Kobo, SurveyCTO, CommCare) is preferred.
- Strong communication skills in English and local languages.
- Proficiency in Microsoft Word and Excel.
- Ability to travel and work in urban public schools under challenging conditions.
- Commitment to ethical standards and safeguarding principles.

7. Reporting and Supervision

The Data Collectors will report directly to the Data quality, Insights and Reporting Regional Manager and coordinate closely with the Monitoring and Evaluation team.

8. Payment Terms

- Payment will be made per assignment round, based on actual days worked (including training and pilot field visits).



- Rates and allowances will be agreed upon in advance and specified in the contract.
- No payment will be made for incomplete or poor-quality deliverables.

9. Application Process

Interested candidates should submit:

- A cover letter outlining relevant experience.
- Curriculum Vitae (CV).
- Applicants should include the names and contact details of two referees in their CV.
- Applicants must apply through the [Google Form](#) link provided, complete the required screening questions, and upload their CV and cover letter. Applications submitted via email or other channels will not be considered.
- Applications should be sent no later than May 10, 2026.