

MEMORANDUM

From: Programs Director

To: National Director

Date: 27 July 2026

Cc: Basic Services Manager, M&E Specialist

Subject: Request for Approval of Technical Peer-Learning and Capacity Strengthening Mission to Habitat for Humanity Lesotho and Habitat for Humanity Tanzania

I write to seek your approval for a reciprocal technical peer-learning and capacity strengthening mission by three Habitat for Humanity Malawi (HFHM) staff to Habitat for Humanity Lesotho and Habitat for Humanity Tanzania under the ADH-funded project, “*Scaling Malawi's Capacity in WASH-Climate Smart Agriculture (CSA) and Programme Management to Lesotho and Tanzania.*” The mission is a key implementation milestone under Strategic Objective 3 of the project that aims to strengthen programme management capacity through structured, mentorship, and sharing of practical experiences in integrated WASH-Climate Smart Agriculture (CSA) programming. The mission will promote cross-country learning, collaboration, and identify practical approaches for improving programme quality, and implementation efficiency, and contribute to continuous improvement of HFHM's, and HFHA's basic services programming.

Strategic Linkage to the ADH Project

This mission directly contributes to Strategic Objective 3 (Institutional Capacity Strengthening) and specifically supports Activity 3.2, which focuses on structured mentorship, technical exchange, staff capacity strengthening, and peer learning among participating National Offices. The mission will contribute to strengthening management systems, technical WASH-CSA competencies, and MEAL practices in Malawi, Lesotho, and Tanzania.

Project Overview

Day	Activities
Project	ADH: WASH for Food Security in Africa - Scaling Malawi's Capacity in WASH-CSA and Grant Management to Lesotho and Tanzania
Host countries	Lesotho (Habitat for Humanity Lesotho) and Tanzania (Habitat for Humanity Tanzania)
Visiting team	Programs Director, Basic Services Manager, and Monitoring, Evaluation and Learning (M&E) Specialist
Duration	Approximately 10 working days across both countries

Strategic Rationale

The mission will strengthen programme management capacity across the three National Organisations through structured technical exchange, peer learning, mentoring, and joint field engagement. HFHM will better understand how Habitat Lesotho and Habitat Tanzania have planned, implemented, monitored, and adapted integrated WASH-CSA programmes to respond to local contexts and community needs. The exchange will facilitate the sharing of innovative

approaches, implementation experiences, and practical solutions that can be adapted to strengthen programme quality and effectiveness across all three National Organizations.

Specific Objectives

1. Learn how Habitat Lesotho and Habitat Tanzania plan, coordinate, and manage integrated WASH-CSA programmes to achieve quality results.
2. Exchange experiences on programme implementation approaches, operational planning, coordination mechanisms, and adaptive management practices.
3. Gain practical insights into Monitoring, Evaluation, Accountability and Learning (MEAL) systems, including indicator tracking, data quality management, programme learning, and evidence-based decision-making.
4. Learn from field implementation experiences, community engagement approaches, behaviour change strategies, sustainability mechanisms, and operation models.
5. Identify innovative practices and lessons that can be adapted to strengthen HFHM's programme management, technical implementation, and organizational learning.
6. Strengthen technical competencies and institutional systems through mentoring and structured capacity-strengthening engagements.

Proposed Scope of Work — Habitat for Humanity Lesotho

Day	Activities: 3 to 7 August 2026
Day 1	Meet HFH Lesotho leadership. HFHL Programme orientation and review.
Day 2	Programme management mentorship sessions with programme, technical and MEAL staff, and project management systems.
Day 3	Field visit to WASH-CSA programme to observe programme delivery.
Day 4	MEAL systems review; data quality, learning processes and evidence utilization.
Day 5	Debrief with leadership, and development of action points travel to Tanzania.

Proposed Scope of Work — Habitat for Humanity Tanzania

Day	Activities: 10 to 14 August 2026
Day 1	Meet HFH Tanzania leadership; programme orientation and documentation review.
Day 2	Programme management review sessions focusing on planning, coordination, project management, risk management and WASH-CSA programme design.
Day 3	Field visit to observe programme implementation and facilitate peer learning.
Day 4	Review of MEAL systems, and institutional strengthening needs.
Day 5	Mission close-out, action planning. Travel to Malawi

The mission is fully budgeted under the approved ADH project to strengthen programme management, and enhance the quality of integrated WASH-CSA programming, and support achievement of Strategic Objective 3. Accordingly, approval is requested for the mission.

Submitted for Approval.

Mavuto E.J Kholowa
Programs Director