

Terms of Reference (ToR) Broader Impacts of Housing

Nature of assignment	Consultancy service (organizations/institutes/academic institutions/firms)
Duration	1 April 2024 – 31 March 2025 (with possible extension contingent upon funding and progress of research)
Location	Nepal
Published Date	25 January 2024
End date of application submission	18 February 2024

1. Context and Background

Habitat for Humanity is a global nonprofit housing organization working in local communities across all 50 states in the U.S. and in approximately 70 countries. Habitat's vision is of a world where everyone has a decent place to live.

Habitat works toward our vision by building strength, stability and self-reliance in partnership with families in need of decent and affordable housing. Habitat homeowners help build their own homes alongside volunteers and pay an affordable mortgage.

Habitat for Humanity International Nepal is an international non-governmental organization that builds decent and affordable housing in partnership with people in need. The organization serves families with low income, families who are landless, vulnerable, socially excluded, disaster-affected, or living in disaster-prone areas to build adequate and accessible homes promoting dignity and hope to support sustainable and transformational development. Habitat Nepal serves the most vulnerable people through the provision and promotion of decent housing, water & sanitation, housing microfinance, and advocacy on land & housing rights with an emphasis on DR3 (Disaster Risk Reduction and Response), gender equality, and the person with disabilities.

As Habitat continues its ambitious strategy that requires a shift in programming putting program quality and impact at the core, the need to gather evidence to demonstrate the positive changes in the lives of those impacted through the provision of adequate housing has grown significantly. While some research and related literature reviews have been made over the years within and external to the Habitat network which have attempted to capture the transformational impacts of housing, these have most often had a focus on a particular thematic area while the impacts of housing have tended to be incidental rather than intentional.

There is a unique opportunity in Nepal to undertake a comparative analysis of population groups and review of related research that could provide an assessment of theories on the transformational impacts of housing through the lens of Habitat's work.

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The populations of interest will include groups living in the same geographical area, with a sub-group composed of an initial approximate population of 250 families participating in Habitat interventions through housing projects. A second sub-group will include those who do not participate in Habitat interventions and hence continue to live in current conditions where improvements are undertaken without external assistance. A third sub-group will include families in the same areas who participate in the Nepal Government's People's housing program through which they move to live in their new homes. It is vital to emphasize that the research will focus on the provision of adequate housing and related basic services and not on the relocation aspects. While qualitative studies tend to be less definitive compared to quantitative studies, the comparative study would optimize use of the most significant change approach to build evidence between the three population groups to enable sound technical analysis.

2. Objectives

The research aims to gather evidence on the broader impacts of housing through a comparative analysis of three sub-groups in Nepal. The research will test the impact that Habitat's and the Government's People's Housing Program's adequate housing initiatives can deliver, including those the project directly, indirectly, and cumulatively contributed to, demonstrated through positive health, education, and economic changes in the lives of vulnerable families.

Use of study findings

How will study findings be used?

The research is envisaged to provide direction for future research on housing impacts and design of effective programs. The research is envisaged to provide a detailed quantifiable evidence base of the broader impacts of housing which will be leveraged to prioritize housing amongst stakeholders including government and donors.

Key study questions

Key study question envisioned:

How does the measurable impact of Habitat's housing on households compare with those in the People's Housing Program and those who have not received assistance in relation to health, livelihoods, social cohesion, food security, gender, economic growth, equality, climate resilience, dignity, MPI, risk reduction capacities of communities.

To explore the above question, the following have to be looked into:

A. Contextual information:

- What are the current conditions of the compared target communities in terms of demography, social issues faced, and access to basic services including health, education, and economic opportunities?
- What are the conditions surrounding communities and groups with access to Habitat's interventions, i.e., types of frequency of support received?
- What is the current condition of the compared target communities in terms of geographical and cultural diversity.
- What is the current condition of the compared target communities in terms of gender equity and social inclusion.

B. Project indicators:

- Establish the baseline, mid-line and end-line values of predefined impact indicators of adequate housing projects. (i.e., relevant indicators for health, education and socioeconomic outcomes and impact for both treatment and nontreatment groups.

The consultant will further develop the key study questions to gather relevant evidence on the broader impacts of housing.

3. Scope of Work

The Scope of work proposed for Year 1 is as follows. The consultant can further expand and add to the workplan as required aligned with the objective.

Activity	Outputs	Duration	Frequency	Responsibilities	
				Lead	Support/Advice
Design tools for desk review	Final tool for desk review	2 days	Once		Habitat team and supporting university to review the tools
Conduct desk review	Desk review report with recommendations for primary data collection	1 week	Once		
Build research methodology for 5 years, with a detailed methodology for year 1	Final research methodology	3 weeks	Once		Habitat team and supporting university to be consulted
Design and program primary data collection tools, including a data matrix	Pilot-ready tools	2 weeks	Before and after pilot testing		Habitat team and supporting university to review the tools
Pilot tools	Final tools	1 week	Pilot tools once, adjust tools as required		
Review and recalibrate tools		1 week	Quarterly, depending on the findings		

Activity	Outputs	Duration	Frequency	Responsibilities	
				Lead	Support/Advice
Periodic data collection quarterly	Raw data collected	3 weeks	Quarterly, depending on the agreement between stakeholders during the research methodology stage and information required		Habitat team and supporting university to review the data
Analyze and process data for 1 year	Processed data, topline findings	2 weeks	Quarterly, depending on the information required		
Validate findings	Findings validated	2 days	Quarterly		
Draft report writing and submission	Draft and final reports	1 week	Quarterly, end of quarter		
Final report writing and submission	Final report at the end of the year	1 week	Once, final month of Y1		
Presentation of findings and recommendations to the Habitat team	Findings and recommendations discussed and clarified	1 day	Once, final month of Y1		
Revised Research methodology for years 2-5	Research methodology for years 2-5	1 week	Once, final month of Y1		Habitat team and supporting university to review the research methodology

Consultation with the Habitat team and supporting university will be required at intervals across the year. The frequency and duration are tentatively proposed.

4. Methodology

Quantitative and qualitative methods and tools are envisioned for the study. The following is the proposed methodology. The consultant can further expand and propose a revised methodology as they see fit aligned with the objective.

- Household survey of treatment and non-treatment households.
- FGD, in-depth interviews of key respondents from both groups.
- Comparative analysis this is address by including treatment and nontreatment groups in the survey/studies with replication by geography and ethnicities/religions.
- Most Significant Change analysis this will be used during mid-line or endline survey I.e., during or after intervention.
- Census (TBD) secondary data analysis and it will be used only for comparing changes between the two Census.
- Literature review of previous studies/research internationally and in Nepal i.e., Hilti Baseline Study's findings can be used to validate the finding of the correct survey.

5. Target Groups

Geographical Scope and Sampling Method:

- Three population groups composed of Marginalised Indigenous and Dalit communities in the province of South-Eastern Terai, in the five districts of Dhanusha, Siraha, Morang, Saptari, Sunsari
- Group A (250 households) are those participating in Habitat programs
- Group B (250 households) are those NOT participating in Habitat programs
- Group C are those participating in the Government's housing program proposed as a second "treatment" group in the same five districts with at least 30 households per district (approximately 150 households)

Characteristics of the families: The socio-economic characteristics of the families compared need to be similar. The following are base comparison criteria.

- Income level (low-income families)
- Caste – Indigenous or Dalit

6. Key Deliverables

The following are the key deliverables:

1. Research methodology for a 5-year comparative study.
2. Detailed research methodology report for the initial 1 year.
3. Final list of indicators for impact of adequate housing.
4. Literature review.
5. Survey tools and data matrix for qualitative and quantitative data collection.
6. Clean datasets, raw data in editable version (include translated interview/FGD transcripts, photos and videos).
7. Analyzed tables in MS Excel.
8. Quarterly reports, final report. All to be shared in soft copy.
9. Workshop reports, coordination meeting minutes of engagement with relevant stakeholders.
10. Revised recommendation methodology for years 2-5.

7. Qualifications, skills, and experience

The consultancy team should have the following qualifications, skills and experience within their team:

1. Proven knowledge of the housing ecosystem.
2. Proven competencies and relevant work experience in conducting qualitative and quantitative studies, in-depth analysis of and reporting on the outcomes and impacts

of development programs in relation to health, education, livelihood, and gender equity and social inclusion of communities.

3. Knowledge of health, education, livelihood, gender equity, and social development policies, practices, and government and non-government structures in Nepal.
4. Proven competency in developing and using tools and methods, explicitly, conducting literature review, household-level surveys, focus group discussions, key informant interviews with different respondent groups, including women, community members.
5. Demonstrated experience in data management ethics and methodologies: recording, processing visualization, and analysis.
6. Excellent computer skills with high proficiency in Microsoft Word, Excel; practical experience using, information management systems and analysis software particularly for qualitative data such as NVIVO, Kobo, SPSS, etc.
7. Proven experience in coordinating with diverse teams
8. Effective, high-quality communication, writing, and interpersonal skills are essential.
9. Professional fluency in spoken and written English, and ability to communicate concisely with impact; high-level English writing skills are mandatory.
10. Ability to manage teams with the capacity to communicate effectively with local communities in Nepal.
11. Ability to present and communicate findings effectively and coherently to a diverse range of audiences through written, verbal and graphical means.

8. Active support of HFHI Values:

1. Humility – We are part of something bigger than ourselves.
2. Courage – We do what's right, even when it is difficult or unpopular.
3. Accountability – We take personal responsibility for Habitat's mission.

9. Ethical Protocols

In accordance with its foundational mission principles, Habitat for Humanity Nepal is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for all we serve.

We require that all staff and representatives (consultants, contractors, vendors/suppliers, interns, volunteers, agents, and implementing partner organizations) take seriously their ethical responsibilities to Safeguarding (Child Protection, Prevention of Sexual Exploitation Harassment, and Abuse) our intended beneficiaries, their communities (especially children), and all those with whom we work.

Abiding with the organization, the consultancy service has responsibilities to maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

Throughout the assignment engagements, the consultants are expected to adhere to Habitat Nepal's code of conduct including the safeguarding policy ensuring that all measures are taken to protect the rights, safety, and welfare of the individuals and communities involved.

The consultant/s should guarantee that the analysis is technically accurate and reliable and is conducted in a transparent and impartial manner. All products resulting from this analysis will be owned by Habitat. The consultant will not be allowed, without prior authorization in

writing, to present any of the results or use any product resulting from the analysis as his or her own or for private publication purposes. The contract may be terminated if the output is found to be plagiarized.

10. Requirements: Interested consultants are requested to submit:

- A Technical Proposal detailing the interpretation of the Terms of Reference (TOR) and work schedule. The technical proposal should at a minimum include the following information:
 - Research Methodology and work plan
 - Key deliverables
 - A capability statement demonstrating how they meet the required qualifications and competencies, along with one sample from previous work similar to this assignment.
 - Copies of report of 2 prior related works (As an annex).
 - Two reference details from former clients
 - A copy of organization/institution registration certificate
 - A copy of the tax identification number
 - VAT registration document and the number
 - Copies of Curriculum Vitae (CV) of the Key team members (As an annex).
- A Financial Proposal detailing the proposed costs including all applicable taxes.
- The entire proposal should be a maximum of seven (7) pages including the financial proposal. Proposals not meeting this requirement will not be considered.
- Confidentiality of Information. All documents and data collected will be treated as confidential and used solely to facilitate analysis.

Financial proposal should be presented in the following format. Kindly do add all costs that you envision for the consultancy duration of Year 1. If you feel some headings are missing, you can add accordingly.

S.N.	Particular	Qty.	Day	Rate	Amount	Remarks
A	Consultant Fees					
1	Team Leader					
2	Enumerators					
B	Travel Expenses					
1	Domestic travel					
2	Ground travel (taxi, car hire)					
C	Accommodation and food expenses					
1	Accommodation					
2	Food expenses					
D	Other Expenses					
1	Stationeries & Supplies					
2	Communication and internet					
E	Administrative Expenses (B+C+D)					
F	Total Cost Before Taxation (A+E)					
G	Applicable VAT@13% of F					
H	Grand Total (F+G)					

Note:

1. If proposal is submitted by international firm, Habitat Nepal will withhold an applicable Tax Deduction at Source (TDS) of 15% on payment. Similarly, Habitat Nepal will deposit reverse VAT at the rate of 13% of the total invoice amount to the Inland Revenue Department of the Government of Nepal.
2. If the proposal is submitted by a Nepali firm registered in the VAT, Habitat Nepal will withhold an applicable Tax Deduction at Source (TDS) of 1.5% on payment and deposit the amount to the Inland Revenue Department of the Government of Nepal.

11. Copyright

Copyright for the documents will remain with Habitat for Humanity International Nepal National Office and includes the right to distribute the material or parts of it to the Local Government and other partners in Nepal and abroad.

12. Instructions to submit the proposal

Interested national or international firms should submit their technical and financial proposal including testimonials/certificates in the form of hardcopies in a separate sealed/closed envelope. Please send the sealed bid to Habitat for Humanity International- Nepal, House No 126, New Colony Marg, Dhobighat, Lalitpur, Nepal.

For any queries contact the following email address info@habitatnepal.org.

Application deadline: 18 February 2024

In case of international firm, we will accept sealed/closed envelope even after **18 February 2024, if the document is dispatched within the last date of proposal submission**. The dispatch slip must be sent at info@habitatnepal.org.

Duration of the study

The consultancy duration of the study is 1 year.

Contingent to extension dependent on study outcomes, it's relevance and availability of funds.

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