

Terms of Reference (ToR)

Gender Equality Disability and Social Inclusion (GEDSI) Analysis in Housing (Short-term consultancy services)

Project :

Duration : 56 days which extends over December 2025 to February 2026

Date of Publication : 06 November 2025

Deadline : 23 November 2025

Nature of assignment	Professional Services
Duration	3 December 2025- 27 February 2026
Location	Kathmandu, Nepal
Published Date	06 November 2025
End date of application submission	23 November 2025

1. About Habitat for Humanity Nepal

Habitat for Humanity Nepal is an international non-governmental organization that is driven by the vision that everyone deserves a decent place to live. Our partnership with communities, governments, private sector including entrepreneurs and financial institutions, youth networks, and academia, allows us to serve low-income families by improving habitability, tenure security, access to basic services and affordability of housing solutions. Our integrated programming serves to benefit 2.7 million people over the next three years, through direct and incremental construction, affordable housing finance, affordable construction technologies and services, and evidence-based policy advocacy for housing adequacy as a fundamental right. Responding to the root causes of inequity in the housing ecosystem, Habitat Nepal leads with a systems-strengthening approach, facilitating development of inclusive housing markets, removing key policy barriers and empowering communities through people-centered approaches, for a stronger and more equitable housing ecosystem.

2. Background

Habitat Nepal pays particular attention to gender equity and social inclusion in all its work and recognizes that systemic inequities result in the marginalization of particular people or communities within a particular system or society and inhibit their ability to enjoy their equal rights to live in dignity, justice, and peace. Habitat Nepal's strategic plan has committed to transform the housing system, and the commitments center the gender equity and social inclusion as a key pathway to building more inclusive and just housing systems. Currently, through its three strategic pillars; i) build more and better homes, ii) transform housing system and iii) inspire action for housing, Habitat Nepal has not only strengthened its work in building more and better houses for the most marginalized communities but also has broadened its engagement in housing-related disaster risk reduction (DRR) and climate change, financial inclusion, market system development, land governance, water sanitation and hygiene and housing innovation. In order to reduce inequity in the housing ecosystem, Habitat Nepal works in partnership with people, the public and private sectors by building the capacity and agency of the most vulnerable groups of people.

In order to strengthen its programming, policies, and approaches, the organization seeks to conduct a comprehensive Gender Equity, Disability and Social Inclusion (GEDSI) in housing analysis. This analysis will help identify existing gaps, barriers, opportunities, and strategies to promote equitable access and participation of women, men, persons with disabilities, marginalized caste and ethnicities and other vulnerable groups.

3. Objective

The main objective of the assignment is to conduct a GEDSI in housing analysis using secondary data through a desk review and primary data collected from the selected sample municipalities. It will identify the dominant factors of marginalization and do a comprehensive analysis of the gender inequities, disability and social exclusion present in the housing ecosystem in Nepal. The Specific objectives are:

1. To identify the impacted groups in Koshi, Madhesh and Sudurpaschim provinces.
2. To assess how gender, disability, caste, ethnicity, and other social identities influence access to adequate housing, land, financial and other related services
3. To identify formal (for example policy, legal) and informal (for example social norms) structural barriers and opportunities related to inclusive housing solutions.
4. To analyze the level, type and extent of positive and negative shifts in formal and informal structures that have occurred or are taking place in Nepal.
5. To review the effectiveness of existing formal or informal support structures for marginalized groups in all three provinces.
6. To offer suggested programmatic and policy actions that Habitat for Humanity and partners could take to address key areas of the analysis in line with Habitat's national strategy.

4. Scope of Work

The successful consultancy firm will undertake the following key tasks:

1. Intersectional Analysis

- 1.1 Developing a clear framework and methodology for the analysis ensuring it relates to Habitat for Humanity Nepal's strategy and programmatic focus.
- 1.2 Desk Review
 - Review national and sectoral policies, frameworks, and literature related to gender, disability and social inclusion, policies or act relating to land, housing, DRR, market system etc.
 - Review relevant global gender equity in housing documentation – the Gender Equity in Housing Framework, the gender analysis guiding questions, etc.
 - Review Habitat Nepal's internal policies, strategies, and project documents.
- 1.3 Stakeholder Consultation
 - Key informant interviews and focus group discussions with local government, Habitat Nepal partner staff, women, persons with disability and marginalized caste and ethnic representatives.
- 1.4 Field Study
 - Visit the Habitat Nepal project sites to capture the contextual realities and lived experience of the marginalized communities.

2. Reporting

- 2.1 Collate and summarize the analysis
- 2.2 Produce a report of no more than 30 pages with an executive summary of no more than 3 pages. The report should be clear and accessible to non-gender experts.
- 2.3 Provide practical recommendations to Habitat for Humanity in Nepal to adapt their program interventions to better address the gaps identified in the analysis and to monitor and evaluate how effective these actions are in addressing gender inequity and social exclusion in housing.
- 2.4 Offer concrete advice on the Habitat Nepal's GEDSI work plan based on the recommendations

3. Validation Workshop:

- 3.1 Present the preliminary findings to the stakeholders including Habitat Nepal team and seek feedback
- 3.2 Update the report based on feedback from stakeholders
4. **Submit the Final GEDSI analysis and recommendations to Habitat Nepal.**

5. Methodology

The consultant is expected to adopt a **participatory and intersectional approach** using both qualitative and quantitative data.

For the comprehensive gender analysis, some **suggested areas of inquiry but not limited to:**

- Domestic and care work
- Household and Public Decision Making and Influence
- Tenure security of land and property
- Social Solidarity and Collective Efficacy
- Access to and control over resources and services including markets.
- Vulnerability to Climate Change and Disasters
- Violence in the community and household

Ethical considerations, including informed consent, data confidentiality, and cultural sensitivity, must be maintained throughout.

The methodology and further areas of inquiry will be agreed and approved by the consulting team and the Habitat Nepal team as part of the consultancy.

6. Key Deliverables

The key deliverables for the consultancy are:

- **Inception report with detailed workplan:** The work plan will include a detailed description of how the GESI analysis will be carried out from beginning to end. It must include a detailed methodology for the GESI Analysis, detailed activities for the operationalization of the desk review and primary data collection, including proposed localities and timeline for fieldwork, and annexes to include any other relevant material. The consultant(s) is expected to conduct desk research in preparation for the analysis, based on which they will identify gaps that necessitate field work for primary data collection or validation of secondary data. The Work Plan will include a proposed schedule of desk review activities and fieldwork, the timeline for data processing and analysis and drafting of the final report and any other relevant information regarding the study.
- **GEDSI Analysis Report:** Findings will be synthesized into a GESI Analysis Report of no more than 30 pages (excluding, the tables of content and acronyms, the executive summary, appendices, lists of key informants, etc.). It will have an executive summary of no more than 3 pages. It will have a table of contents and an acronym. The analysis will be presented in clear and accessible ways – including with the use of graphics. Detailed data, methodology and source information can be provided in annex. The report will also contain practical recommendations with regards to adapted activities that Habitat for Humanity could integrate into their programs and advocacy to address inequities identified in the analysis.

7. Workplan and indicative timeline

The duration of the actual assignment is 56 working days that extends over the period starting from 3rd December 2025 to 27th February 2026. The consulting firm will be responsible for managing all activities and deliverables according to the timeline below.

SN	Activities	# of day	Documentation
1	- Initial meeting with Habitat Nepal team - Desk review of relevant documents and literature - Preparation and submission of inception report including methodology, tools, and detailed workplan	10	Meeting minute, inception report
	- Field visits to selected program sites (e.g., Koshi, Madhesh, Sudurpaschim), Habitat Nepal representative will accompany the consulting team. - Conduct key informant interviews (KIIs) and focus group discussions (FGDs) with stakeholders - Data collection	24	Primary data collected KII and FGD reports annexed in the analysis report
3	- Data analysis (gender, disability, and social inclusion dimensions) - Identification of barriers, enablers, and good practices - Preparation of initial findings and recommendations	6	Analysis matrix
4	- Drafting of the GEDSI Analysis Report - Finding sharing meeting with Habitat Nepal, Kathmandu - Internal review and refinement of the draft report with feedback incorporation from Program and MEAL team	8	Draft GEDSI Analysis report submitted, Findings presented
5	- 2 Validation workshop with 20 participants each ,1 in East and 1 in west field office.	5	Validated draft report
7	- Submission of final GEDSI Analysis Report incorporating all the feedback. - Handover of all data collection tools, notes, and raw data	3	Final GEDSI analysis Report, Final GEDSI action plan
Total duration of workdays		56	

Note:

The timeline is indicative and may be adjusted slightly in consultation with Habitat Nepal based on field conditions or organizational priorities. The above-mentioned timeline is for the normal situation of the country and context and if any political disturbances happen and field movement is challenged, then the timeline will be reduced, and activity will include only the in-depth desk review and other analysis parts but cancelling the field movements. The consulting firm is expected to ensure timely communication and coordination throughout the process.

8. Qualifications, Skills, and Experience

Habitat Nepal is looking for a consulting firm having the following qualifications:

- Legally registered consulting firm with a minimum of **5 years of experience** in gender, disability, and social inclusion analysis and or similar research.
- Proven expertise in mainstreaming GEDSI through the adaptation of programmatic and advocacy actions in the **housing, DRR, or development sectors**.

- Multidisciplinary team with qualifications in gender studies, social sciences, disability inclusion, or related fields.
- Deep knowledge and understanding of the policies, norms and dynamics of social exclusion in Nepal.
- Demonstrated experience in participatory field research and stakeholder engagement.
- Strong analytical, report-writing, and presentation skills.
- Proven competency in analysis of disaggregated qualitative and quantitative data.
- Proven competency in developing and using socially inclusive tools and methods specifically conducting literature review, household-level surveys, focus group discussions, key informant interviews with different respondent groups including women, men, boys, girls and people with disabilities community members, and government and non-government stakeholders.
- Demonstrated experience in data collection ethics and methodologies: recording, processing, and analysis.
- Professional fluency in spoken and written English and Nepali, and ability to communicate concisely with high level English and Nepali writing skills are mandatory.
- As most of our project participants at the community level speak Terai languages; Maithili, Bhojpuri etc, the consulting team with any members with knowledge of this language will have added value.

9. Evaluation Criteria

70% of the weightage is assigned to the technical proposal and 30% to the financial proposal. Technical proposals securing less than 50 out of the total possible 70 will be disqualified. The proposal that scores the highest based on the sum of technical and financial proposal scores will be selected.

10. Coordination and supervision

Under the supervision of Senior Research and MEAL Manager, the consulting firm will work closely with Habitat Nepal's GESI and Safeguarding specialist and Program Director. The consulting firm will be required to undergo a session on Habitat's Safeguarding policies as part of the onboarding process.

11. Support from Habitat Nepal

Habitat Nepal will provide following documents and support to the consultant to complete the GEDSI Analysis.

- Name of Local Government and the districts that Habitat Nepal is working with.
- Habitat Nepal Country Strategic Plan.
- Gender in Housing framework of Habitat for Humanity International and relevant previous GEDSI documents of Habitat Nepal
- Support to coordinate with various communities during the various phases of the study, including meetings with relevant local government, government institutions or representatives, Habitat Nepal staff and implementing partners.

12. Mode of Payment

Of the total approved budget for GEDSI Analysis, 40% will be released after submission of inception report, 40% will be paid after submission of the final draft report and 20% will be released after the final report has been reviewed and approved.

13. Ethical Standards

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.

14. Copyright

Copyright for the documents will remain with Habitat 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.

15. Application Requirements

- A Technical Proposal detailing the interpretation of the TOR and work schedule. The technical proposal should at a minimum include the following information in your interpretation of the TOR:
 - Detailed work plan and methodology.
 - Key deliverables.
 - A capability statement demonstrating how applicants meet the required qualifications and competencies, along with one sample from previous work similar to this assignment.
 - Two reference details from former clients.
- A copy of organization/institution registration certificate.
- A copy of the latest tax clearance certificate.
- VAT registration document and the number.
- Copies of Curriculum Vitae (CV) of the key team members (as an annex).
- **Signed and stamped copy of financial proposal in a separate file** with details of all relevant costs including but not limited to fees, travel, transport, accommodation and all applicable taxes.
- The entire proposal should be a maximum of seven (7) pages. 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.

16. Instructions to Submit the Proposal

Interested reputed and qualified organizations/firms should submit their technical and financial proposal including testimonials/certificates.

Please write **GEDSI Analysis** in the subject line of the email and submit the proposal no later than 23 November 2025 at procurement@habitatnepal.org

For any queries contact info@habitatnepal.org

Application deadline: 23 November 2025



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