

Terms of Reference (TOR)

Housing Ecosystem Research in Lesotho

I. Introduction

Habitat for Humanity Lesotho (HFHL) is undertaking a pilot of a housing assessment using the Housing Ecosystem Framework as part of the newly approved International Theory of Change (TOC) at Habitat for Humanity. Our Theory of Change compels us to think differently about how we work. Specifically, the way we design, implement, evaluate and learn from our programs. The key concepts that underpin our Theory of Change (the housing ecosystem, people-centered development, systems approach, definition of adequate housing) provide guidance and guardrails to help us think differently to identify in a strategic way where, why, when, and how we can support people living in different contexts to achieve adequate housing and lasting positive change. Changing the way we work is a significant task requiring us to take a step back and look with a new perspective, not only at what we currently do but also at what we could do in the future. Habitat Lesotho is localizing this approach to analyze the Lesotho context and wish to use the results to inform the country's strategy work.

These Terms of Reference (ToR) provide background information on the research. They also outline various team members in HFH Lesotho will play in the Housing Ecosystem Analysis in Lesotho context. The ToR also details the varying level of effort we anticipate from team members.

II. Purpose, audience, and scope

The purpose of the Housing Ecosystem Analysis is to identify areas where HFHL has the greatest opportunity to positively influence the systems that affect access to housing for their target population. Habitat understands housing as a process rather than a product and acknowledge the continuous and incremental nature of housing, particularly for poorer populations. Habitat assesses the adequacy of housing across four key dimensions: habitability, access to basic services, affordability, and security of tenure. Each of these dimensions includes a variety of decisions, transactions, and stakeholders. To bound the analysis, we have placed the housing journey of our target population at the center of our approach to understanding the housing ecosystem.

There is an urgent need to better understand the housing ecosystem where we work as well as to increase people's capacity to mitigate and reduce their vulnerability due to shocks and stressors that exacerbate inequities in housing. Progress on housing and land action is lagging behind what is needed to contain the growing crisis by addressing the root causes of the problem.

In this context and within the Theory of Change (TOC) framework, HFHL seeks to hire a consultant/firm to conduct a Lesotho housing ecosystem assessment to strengthen our strategic work. This will also be timely as we align across the continent to the newly developed Africa Regional Strategy. To ensure that the housing ecosystem assessment in Lesotho builds on local knowledge, expertise, and experience, Habitat Lesotho seeks to hire a consultant/firm/institution to analyze the Lesotho's housing context, challenges, and possible strategies.

The present ToR concerns the consultant/firm/institution which will undertake the housing ecosystem assessment. The consultancy aims to assess the housing ecosystem, analyze the nature and scale of the housing issues in the country, and propose strategies.

The assessment will be heavily guided by the **Housing Ecosystem Analytical Framework** which outlines the questions to be answered (categories 1-6 with some additional questions HFHL will highlight from the remaining sections) in which order as this process will be standardized across implementing countries.

III. Research Design/Methodology

The consultant/team is expected to utilize a methodology that encompasses the following components to answer the questions in the Housing Ecosystem Analytical Framework:

- Based on the consultant/team's pre-existing knowledge of Lesotho, development of a 2-3 page description of the approach, methodology, and report outline to be discussed and agreed upon by the consultant/team, HFHL and the Africa Area office to ensure a shared understanding of the task ahead noting that the approach should focus on secondary data with limited direct data collection focused on triangulating;
- Collect and review existing information that answer the questions in the analytical framework using:
 - Scientific literature, hazard, and exposure data, vulnerability and risk data, climate and disaster impact data, statistical data, displacement data, climate data and projections, DRR/adaptation program/project data, or any other already available material or records (from government, NGOs/civil society organizations, multilateral organizations, and other research).
 - All documents will be saved in a standard Excel template to track evidence
- Interview key informants in Lesotho (soliciting recommendations from HFHL) to triangulate information on areas with ambiguous evidence;
- Conduct workshops with the relevant stakeholders for consultation, collect and finalize the ideas, target groups, areas, and questions to be reviewed and deeper analysis.
- Based on the review of the collected data and documents, analyze present and future housing strategies for the next five years and possible limitations/challenges to implement the strategies;
- Produce a report with the findings concerning the research questions. The report must be in English using tables, charts, existing maps, and figures where necessary. The report should cite all references used in APA format.
- Present several options or strategies for HFHL according to the following schema, and suggest focus on:
 - Habitability
 - Land Tenure
 - Basic Services
 - Affordability
 - Cross cutting Shocks and Stressors
 - Freedoms and Entitlements

Management Arrangement and Protocols:

The consultant team will spearhead this research with support from the Lesotho team and Africa Area Office. Habitat Lesotho must first approve the research design, tools, and final report before proceeding with the conduct of the research. Also, the tools that the consultant team will use must be reviewed and provided input by Habitat before pre-testing. Communication and dissemination of key findings to a broader audience must first be approved by Habitat Lesotho beforehand.

IV. Deliverables and timeline

The estimated start-up is as soon as possible. The following deliverables and timelines are expected from the consultant:

Output #	Deliverable	Due date
1	Inception report: Outline of approach, methodology, and report outline: short (2-3 pages) outline of the proposed structure to ensure a shared understanding of the task ahead	Week 2
2	The first draft and validation workshop: A first draft of the report for review by HFHL, Africa AO, and leads of the ecosystem pilot; a validation workshop will be conducted with relevant stakeholders to present preliminary findings, validate and modify significant parts if needed	Week 6
3	Final draft/report: The consultant will share a revised report and finalize it for report submission.	Week 8
4	PowerPoint presentation and a two-page brief: The consultant will produce a PowerPoint presentation and a two-page brief of the research findings. The Brief will include research background (purpose, literature, research team, timeframe, methodology); and research results: key findings, conclusions, and recommendations.	Week 8
5	Findings on replicability of the housing ecosystem assessment in other Africa country contexts	Week 8

All deliverables are to be submitted in English and comply with the communication guidelines of HFHL to adhere to Habitat branding.

V. Payment schedule:

The fees will be paid upon receipt of an invoice from the Consultant/firm/institution, with the bank detail.

- 50% payment will be delivered upon the completion of output #1
- 50% payment will be delivered upon the completion of the remaining outputs
- The Consultant, firm must be legally registered and have valid tax clearance certificates from the regulatory authority
- The assignment is subject to local Withholding Tax at applicable rates

VI. Quality and ethical standards

The author(s) should take all reasonable steps to ensure that the final product demonstrates respect and protects people's rights and welfare and the communities of which they are members. It is also expected that the consultant will respect the values of HFHI: courage, humility, and accountability.

Qualifications

The competency requirements for the consultancy are:

- Preferred that the Consultant/all team members have an advanced degree related to housing - urban / regional planning, climate science, earth sciences, policy.
- Or a relevant degree in social sciences or Bachelor's degree with work experience (5+ years) in a directly relevant field.

- In-depth knowledge and professional experience in country-level assessment on housing. Climate change adaptation, urbanization, people-centered development or disaster risk management research, programming, or evaluation in Lesotho
- Demonstrated experience in qualitative analysis – literature review / secondary document review
- Demonstrated experience in using existing quantitative data sets for secondary review
- Demonstrated experience in ecosystems / systems approach and analysis. Specific expertise on land and housing country assessment is an asset.
- Demonstrated excellence in report writing
- Fluency in English
- Knowledge and experience working in Lesotho

VII. Application procedure:

The Consultant/agency should submit a technical proposal for carrying out the assignment and the consultancy fee.

Proposals will be ranked according to how they fulfill the three following requirements:

- Qualifications (50%)
- Methodological approach (25%)
- Price (25%)

Interested candidates should submit their application materials by 30th June 2023 to abangm@habitat.org.ls

Cc: Senior Operations Manager – Mrs. Lebohang Mariti Lijane

Email: lebohangm@habitat.org.ls

Application materials should include:

1. Technical proposal not exceeding three pages including a) project background, b) proposed report structure, c) any ethical considerations, and d) work plan.
2. A confirmation of your status as an institution/firm or (in case of an individual consultant) independent contractor or employee of a consultancy firm or research institution (for contracting purposes).
3. Curricula Vitae (CV) for consultant/all team members applying for consideration, with the contact details of three professional referees.
4. Financial proposal in both the LSL and USD currencies itemizing estimated costs for services rendered (daily consultancy fees) and any other related supplies or services required for the consultancy.
5. At least one sample report similar to that described in this TOR.
6. **ONLY** electronic submissions will be accepted

Application materials are non-returnable, and we thank you in advance for understanding that only short-listed candidates will be contacted for the next step in the application process.

The estimated start-up is as soon as possible.

HABITAT'S STATEMENT OF EXPECTATIONS SURROUNDING SAFEGUARDING

Habitat for Humanity Lesotho requires that all consultants take their ethical responsibilities seriously to safeguard our intended beneficiaries, communities, and those with whom we work. Habitat for Humanity Lesotho has particular responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse; safeguards beneficiaries and community members (especially children); and promotes the implementation of Habitat for Humanity's code of conduct.
