

Terms of Reference

Consultancy to Develop

“Urban Profile, Local Practices, and Retrofitting Design for Climate Resilience in an informal settlement in Greater Cairo”

I. Consultancy Information:

Title:	Consultancy team to conduct the study on “Urban Profile, Local Practices, and Retrofitting Design for Climate Resilience in an informal settlement in Greater Cairo”.
Type of contract:	Service Contract
Duty Station:	A selected location in Greater Cairo, Egypt
Start Date:	December, 2023

II. Habitat for Humanity Egypt:

Habitat for Humanity International (HFHI), is an international non-governmental, not for profit organization founded in 1976 in the USA and currently operates in more than 70 countries worldwide. It works together with families, local communities, volunteers and partners from around the world so that more people are able to live in affordable and safe homes.

Habitat for Humanity Egypt (HFHE) is a branch of HFHI. It started operating in Egypt in 1989 to support low-income and vulnerable communities to secure adequate, safe, and healthy homes through housing solutions and services that are implemented in collaboration with strategic and local implementing partners. To date it has helped more than 43,000 families in 40 communities in 5 governorates in Egypt to improve their homes and their living conditions.

HFHE aims to participate in improving and providing adequate, safe, and healthy homes for communities in dire need through housing solutions and services it provides to its beneficiaries. The organization’s vision is to create a comprehensive and appropriate housing system for low-income and marginalized communities through the development of a participatory and inclusive housing system, in line with Egypt’s 2030 vision to preserve the environment and work on sustainable development through the optimal use of resources; to ensure a safe and more efficient future for new generations.

III. “Home Equals” Project

Habitat for Humanity international and its partners around the world are launching the “Home Equals” global campaign seeking policy changes to increase access to adequate housing in informal settlements. (<https://www.habitat.org/home-equals>)

In Egypt, **Habitat for Humanity Egypt (HFHE)** will design its advocacy campaign to engage with

different stakeholders (governmental entities responsible for informal settlements upgrading, local governorates, local urban development entities, NGOs and experts) to address climate adaptation in informal settlements, and will demonstrate the relevance of climate-resilient upgrading approaches and the impact they will have on households in terms of energy consumption, food security, carbon reduction, and reducing heat stress, by implementing and assessing affordable retrofitting interventions on 40 housing units in a selected informal settlement in Greater Cairo.

IV. Purpose of this Consultancy:

Habitat for Humanity seeks to contract a **consulting firm or a team of consultants** to undertake a study that will provide a comprehensive understanding of the selected informal settlement to support the design and implementation of the “Home Equals” Demonstration Project. This multi-dimensional study encompasses various axes and stages to provide the following:

Objectives of the study:

- Provide a comprehensive understanding of the socio- economic, environmental, and physical characteristics of the selected informal settlement in Greater Cairo.
- Identify climate change impacts on the community especially extreme temperatures, key related vulnerabilities, analyze adaptation needs and existing communities’ coping strategies and capacities
- Recommend a location within the selected area for implementing the demonstration project for climate adaptation retrofits and identify opportunities of different population groups within the selected area.
- Provide recommendations for suitable retrofitting interventions to enhance the community's resilience

V. Expected Tasks:

The consulting firm or team of consultants are expected to undertake the following:

1) Profiling of the selected informal settlement including the following:

- Natural Structure:
 - Weather conditions: including heat stress, humidity, and rainfall patterns.
 - Water resources: availability, quality, and usage.
 - Land characteristics: topography, soil composition, and natural features.
- Social Structure:
 - Demographics: total population, population growth rate, population density.
 - Average number of family members and people per household.
 - Social class distribution.
 - Gender and age ratios.
- Cultural Structure:
 - Origins and diversity of the inhabitants.
 - Social support systems and community networks.
 - Arts, and cultures.

- Gender roles and social activities.
- Power Structure:
 - Analysis of power dynamics and hierarchies within the community.
 - Identification of influential individuals or groups.
- Economic Structure:
 - Employment rates and types of professions.
 - Economic activities and industries prevalent in the area.
 - Income levels and expenditure patterns of the residents.
- Institutional Structure:
 - Administrative divisions and governance structures.
 - Identification and mapping of existing NGOs and community leaders.
- Housing, Real Estate, and Types of Tenure:
 - Analysis of housing conditions, including types of housing and ownership status.
 - Evaluation of housing affordability and accessibility.
- Financial Inclusion:
 - Mapping of financial services available to the community, such as loans and savings groups.
 - Identification of financial service providers, including banks, microfinance institutions, and informal lenders.
 - Assessment of the accessibility and usage of formal financial services.
- Basic and Other Services:
 - Assessment of access to essential services such as water, electricity, sanitation, and healthcare.
- Urban Structure:
 - Urban development patterns and trends.
 - Land usage and zoning regulations.
 - Determinants of urban development, such as infrastructure investments and policy frameworks.
- Service Facilities:
 - Mapping of existing service facilities, including schools, healthcare centers, and community centers.
 - Assessment of service facility needs and recommendations for improvements.
- Public Facilities:
 - Evaluation of public amenities and infrastructure, such as parks, recreational areas, and public buildings.
- Roads and Public Spaces:
 - Analysis of the road network, transportation infrastructure, and traffic patterns.
 - Assessment of public spaces and their utilization by the community.

2) Coping Strategies and Practices of Local Communities

- Assessing climate change perception of local communities in the selected area

- Identification and documentation of the climate change coping strategies and practices implemented by the local community to adapt to climate change impacts (within their homes and the public spaces).
- Analysis of the effectiveness and impact of these practices in building resilience to climate change impacts.

3) Proposing retrofitting interventions aimed at enhancing the community's resilience to climate change, especially heat stress, with due consideration of architectural, engineering, and urban planning solutions.

4) Present the findings at an experts group meeting organized by HFHE

Note: The selected study consultants will be responsible for conducting detailed research, data collection, analysis, and providing recommendations for each component mentioned above.

VI. Methodology

The study will include desk research, interviews and meetings with households and relevant stakeholders, surveys and data collection, third party verification, consultations and discussions with other relevant stakeholders. Applicants are required to propose their detailed methodology at the time of submission of the proposal.

VII. Deliverables

The above tasks are expected to be finalized with an estimate duration of maximum 6 months as per the following table of deliverables:

	Deliverables	Description	Time Frame & Due Dates (after signing the contract)
1	Inception Report	To be submitted after the meetings with the project team, review the project documents and the available data and information related to the selected area It will include the detailed implementation methodology, workplan, data collection tools, study outline.	3 weeks
2	Preliminary findings report	Submitted after completing the desk reviews and field work. It will include the results and analysis of the studies and surveys as well as the criteria for selecting the retrofitting demonstration interventions within the area.	3.5 Months

3	1 st Draft Report	A compiled report of the study including recommended areas for the demonstration interventions and details of recommended retrofitting.	4.5 months
	Final report	Final version of the evaluation report that incorporates feedback obtained on the draft report.	5.5 months
4	summary presentation	The findings will be presented at an experts group meeting organized by HFHE	6 months
	Total Duration		6 months

VIII. Required Skills & Competencies:

The assignment requires multi sectoral expertise within the team of consultants conducting the study to align with the specific components and objectives of the study. Below are relevant key qualifications:

- Strong background and experience in urban planning, urban design, , with knowledge of urban development principles, land use planning, and infrastructure design.
- Deep understanding of climate change impacts in urban areas, along with knowledge of climate change adaptation strategies and resilience-building measures.
- Proficiency in research, data collection, and analysis to assess various study components, including quantitative and qualitative analysis.
- Experience in community engagement and employing participatory approaches, encompassing the execution of surveys, interviews, and focus group discussions to ensure comprehensive inclusion of diverse perspectives.
- Practical experience utilizing data-gathering tools, such as Exploratory Walks, Resource Mapping, Stakeholder Analysis, Community Mapping, Focus Group discussions, in-depth interviews, Data Triangulation, Stakeholder Brainstorming, Public Consultations, and Community Action Planning.
- Technical expertise in relevant disciplines such as architecture, engineering, social sciences, or environmental studies, depending on the study's specific components.
- Experience in designing and implementing cost-effective retrofit solutions, preferably with experience in improving building climate resilience and energy efficiency.
- Strong project management skills, including planning, organizing, and coordinating tasks, meeting deadlines, and resource management.
- Excellent communication skills, both written and verbal, for effective communication of findings, recommendations, and progress to stakeholders.
- Previous experience in similar studies or projects related to urban development, climate change adaptation, community engagement, or retrofitting interventions, demonstrating the ability to apply relevant knowledge and methodologies.

IX. Application Procedures:

Interested consulting firms or groups of consultants should submit the following:

- **Technical Proposal:**

For Consultancy firms:

- Consultancy firm profile and CVs of experts who will be working on the project, showing their roles, competencies, and experiences.
- Examples of previous similar work undertaken by the consultancy firm, including a sample report with preliminary analysis/findings.
- References from previous similar work undertaken.

For Consultants Teams:

- A cover letter from the Lead consultant and the list of team members who will be working on the assignment showing their intended roles, competencies and experiences.
- CVs of the lead consultant and the team members
- Examples of previous similar work undertaken by the consultants including sample reports with preliminary analysis/findings.
- Reference from previous similar work undertaken.

- **Financial proposal:**

- Financial proposal will cover all expenses related to the works and deliverables specified in this ToR, and shall be broken down in details.

The evaluation of the bids submitted by consultants' teams/consultancy firms will be conducted according to the following criteria:

Professional experience and qualifications	25%
Reference of similar projects	20%
Quality of technical proposal	25%
Financial proposal	30%
Total	100%

Applications should be submitted by mail to "hr@habitategypt.org" with the subject "**Home Equals Consultancy**" by **October 30th, 2023**