

Terms of Reference
Housing Policy & Methodology Expert

1. Background:

Habitat for Humanity (HFH) is an international nonprofit organization founded in 1976 as the world leader in addressing the housing challenges faced by vulnerable communities. Today HFH works in more than 70 countries worldwide to empower people in the poorest communities to overcome the chronic lack of decent housing. HFH works in close cooperation with local communities and partners to help people in need to build, repair and renovate their homes thus improving people's strengths and self-reliance through adequate shelter. HFH constantly seeks new affordable solutions to make homes safer, more energy efficient, provide water and sanitation solutions, mitigate effects of disasters and support housing microfinance. HFH also seeks to influence the way housing and related shelter issues are assessed, prioritized and funded by local, national and international governments and inter-government forums.

HFH started operating in Egypt in 1989 and is currently operating in more than 40 communities in 5 governorates across Egypt in partnership with strategic local partners and community members and has improved the lives of more than 48,000 households in more than 5 governorates in Egypt. Currently HFH Egypt is implementing a project to rehabilitate homes of the poorest families in Minya villages to provide families with safe, healthy, and dignified living conditions.

2. Objective of this consultancy:

Habitat for Humanity Egypt is seeking the services of a Housing Policy & Methodology Expert for inclusion of their CV in the Expression of Interest submission to UN-Habitat's *CALL FOR PROPOSALS: Towards Adequate Housing in the Arab Region: Evidence and Recommendations for Improving the Urban Rental Housing Market*.

If the proposal is selected, the consultant will lead the development of a robust, regionally relevant methodology for assessing national urban rental housing markets, building on UN-Habitat's existing housing profile methodology and complementary analytical frameworks. The consultant will support the Regional Lead in structuring the research design, developing indicator frameworks and data collection tools, and ensuring consistency and technical rigor across the regional assessment, case studies, and pilot country analysis.

3. Scope of Work:

The Housing Policy & Methodology Expert will be responsible for the following:

- **Development of research methodology**
 - Develop indicators, data collection tools, and analytical frameworks suitable for the regional assessment and pilot country application.
- **Desk review and analytical support**
 - Conduct in-depth analysis of regional rental housing policies, regulations, and market trends, and identify gaps in existing literature and datasets to ensure comprehensive coverage of the research objectives.
- **Technical support to the Regional Lead**
 - Collaborate closely with the Regional Lead to ensure consistency in methodology and analytical approaches, and review outputs from the pilot country and provide guidance on adapting methods to national contexts.
- **Lead development of case-studies**
 - Identify representative case studies across Arab countries to illustrate specific challenges, innovations, or policy responses within the rental housing sector.
 - Conduct in-depth desk analysis of legal and regulatory frameworks in selected countries, including legacy rental laws, recent reforms, and implementation challenges.
 - Document gaps in enforcement and practical barriers.
 - Prepare detailed case study reports for integration into the regional assessment, ensuring consistency with the overall methodology and regional-level insights.
- **Stakeholder and data integration**
 - Support key informant interviews and stakeholder consultations by providing methodological guidance and analytical input.
 - Assist in synthesizing findings from desk reviews, consultations, and case studies into actionable recommendations.

4. Deliverables

The consultant is expected to deliver the following outputs, in coordination with the Regional Lead and Habitat for Humanity Project Lead. *Deliverables are indicative and subject to adjustment after project award if selected.*

- Technical note on analytical areas, indicators, and data sources.
- Draft indicator framework and annotated outline for methodology.
- Contributions to regional methodology and assessment reports.
- Inputs to case study documentation and comparative policy analysis.
- Draft and final sections of methodology report, incorporating feedback.
- Technical presentation materials for EGM and validation sessions.

5. Timeline and payments:

The assignment will be implemented over 18 months, starting upon selection of the Expression of Interest if selected. If selected, payments will be issued as per the payment schedule agreed upon with UN-Habitat, based on approved deliverables submitted to Habitat for Humanity Egypt. Key payment milestones may include submission of the inception report, draft indicator framework, annotated methodology outline, and final methodology report.

6. Consultant Qualifications:

- Based in one of the countries composing the Arab region.
- Advanced degree (Master's or higher) in Urban Planning, Housing Policy, Economics, Public Policy, or a related field.
- Minimum 6–8 years of experience in housing policy analysis, methodology design, or urban research in the Arab region.
- Demonstrated expertise in designing and implementing research methodologies for housing market assessments, including quantitative and qualitative tools.
- Proven experience conducting rental housing studies, affordability analysis, and stakeholder mapping. Familiarity with regional rental laws, regulatory frameworks, and best practices in tenant protection and affordable housing provision.
- Strong analytical and report-writing skills, with the ability to synthesize findings into actionable recommendations.
- Experience engaging with government agencies, NGOs, and civil society for research and policy purposes.
- Excellent communication skills in English; fluency in Arabic.
- Strong collaboration skills to work under the oversight of the Habitat for Humanity Project Lead and the Project Regional Lead, and coordinate with the Pilot Country National Expert.

- Active support of **HFHI Values**:

Humility – We are part of something bigger than ourselves

Courage – We do what's right, even when it is difficult or unpopular

Accountability – We take personal responsibility for Habitat's mission

Safeguarding: HFHI requires that all consultants take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and 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

7. Application Process:

Interested consultants are invited to submit a proposal consisting of:

1. Technical Offer (60%):

- Consultant's CV highlighting relevant experience.
- Portfolio or links to previous similar work.

2. Financial Offer (40%):

- Gross Daily Rate including taxes.
- Proposed level of effort (number of days)

Applications must be sent to: hr@habitategypt.org

Subject line: "Housing Policy & Methodology Consultant". Closing Date for Applications is November 18, 2025