

**Terms of Reference**  
**Data Collection Consultancy**  
*Housing Finance Process Evaluation*

**I. Consultancy Information:**

Title:	Consultancy Firm or a Groups of Consultants to conduct data collection and preliminary analysis
Type of contract:	Service Contract
Location:	Beni Sueif, Minya and Qalyubia
Duration:	November 5 – December 24, 2023

**I. 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.

**II. Program Background**

Habitat for Humanity Egypt has been implementing a housing finance program for more than 20 years, providing access to finance in the form of housing loans to low-income families to build, rehabilitate, and repair their homes. The program targets low-income and un-bankable families who are unable to secure loans through official financing channels due to systems' barriers to acquiring titling documents and proof of income. The housing loans are provided through local grassroots organizations or community-based organizations (CBOs) with low-interest rates for the target communities. These loans provide a sustainable source of financing to low-income segments, enabling beneficiaries to construct new houses or renovate their shelter units, enhance their living conditions and access safe and decent housing.

The local implementing CBOs or partners receive capacity building from Habitat from Humanity to efficiently operate the housing loan portfolio, the family selection criteria, and the construction follow-up.

The program is implemented in Beni Sueif, Al-Minya, and Qalyubia governorates of Egypt.

### III. Purpose of the Consultancy

Habitat for Humanity is conducting a process evaluation to assess the design and process from Habitat for Humanity's revolving funds/housing finance programs implemented for over 20 years in Egypt. **The evaluation will examine how the program is designed and implemented.** It will focus on the step-by-step procedures, activities, and strategies employed during the program's execution. This evaluation will help us to understand whether the program is being carried out as planned, the effectiveness of its processes, and whether adjustments are needed for better outcomes. The main purpose is to provide insights into the execution and quality of the program's activities and processes. The evaluation aims to provide actionable insights and recommendations that can inform program improvements. **The evaluation will not investigate the outcomes or impacts of the program or intervention. Instead, it will delve into the "how" of program implementation rather than the "what" of the results.** The evaluation of the overall effectiveness and impact in achieving the intended goals and objectives is recommended to be carried out at a later stage.

Habitat for Humanity seeks to contract a *consulting firm* or a *team of individual consultants* to undertake the data collection activities for the process evaluation of the country's Housing Finance program.

### IV. Methodology

The process evaluation will employ a qualitative method for data collection. The consultant will conduct key informant interviews and focus group discussions with program beneficiaries, target communities, and stakeholders, including implementing partners' staff.

Habitat will provide the sample list and tools to be used for data collection.

### V. Key activities to be undertaken by the consulting team

1. Attend the training session(s) facilitated by Habitat on the data collection tools and instruments, namely discussion and interview guides, data collection tracking templates, and data entry templates, and ethical considerations.
2. Develop a workplan for data collection activities in the field.
3. Conduct data collection.
4. Document and share, on a daily basis, a debrief of data collection activities, challenges and key lessons that can be used to adjust the data collection tools on the spot.
5. Analyze data, synthesize findings, and prepare a report using the template provided.

## VI. Key deliverables

Below are the key activities and deliverables for this assignment. As part of the inception report, the consulting team will submit a detailed workplan showing a break-down of the activities, their timing, and the people responsible.

Activity	Expected product or result	By when
1. Conduct inception meetings with the Egypt and regional teams to understand the sample (beneficiaries, communities, partners, etc.) and geographic coverage of the data collection activities	Inception report – detailing the data collection field/work plan	8 November – inception meeting 11 November – inception report
2. Data collection	Cleaned data ready for analysis, translated into English, using the provided templates	26 November
3. Data analysis and synthesis	Preliminary findings report	6 December
4. Report writing	Write up of analysis and findings Draft report Final report	14 December
5. Power point presentation	Presentation of the data collection activity and key takeaways/findings	24 December

## VII. Required experience and competencies

The consulting firm should have the following:

1. Demonstrated experience in qualitative methods using key informant interviews, semi-structured interviews, and focus group discussions;
2. Demonstrated previous experience conducting data collection activities in Egypt;
3. Demonstrated experience with qualitative data analysis using qualitative data analysis software or thematic analysis;
4. Strong communication and interpersonal skills;
5. An understanding of the Egyptian context;
6. Language skills and fluency in Arabic and English;
7. Strong project management experience and skills.

## VIII. Habitat will provide

- Key evaluation questions/areas of inquiries;
- Sample list;
- Data collection tools;
- Data entry templates;
- Data collection tracking templates;
- Report (write-up) template;
- Orientation on the Housing Finance program in Egypt and the purpose of rapid evaluation objectives and areas of inquiries;
- A brief on key program activities and stakeholders;
- Access to relevant Habitat staff for feedback and discussions.

#### **IX. Duration of the consultancy**

**Estimated level of effort: 22 days**

**Start date: 5 November 2023**

**End date: 24 December 2023**

#### **X. Location**

Data will be collected from beneficiaries, community members, and implementing partners (local NGOs) in Beni Sueif, Al-Minya, and Qalyubia. Traveling to these geographic locations will be required.

#### **XI. Application documents:**

Documents should include the following:

- **Administrative packet:**
  - Consultancy firm profile (in case of a consultancy firm)
  - Qualifications and CVs must be submitted for all proposed personnel who will be working on this consultancy, showing their competencies and experiences.
  - Examples of previous similar work undertaken, including a sample report with preliminary analysis/findings.
  - References from previous similar work undertaken.
- **Technical proposal:** While the sample, tools, and templates for the data collection will be provided by Habitat for Humanity, the consultant is expected to describe a project management plan that includes:
  - The project team composition along with their roles,
  - How the consultant will monitor progress and address challenges,
  - The approach to quality assurance and data management, and
  - Ethical considerations for data collection.
- **Financial proposal:** the bid shall be for the works and deliverables specified in this ToR, and shall be broken down in detail – note that travel and accommodation to project locations will be covered by Habitat.

#### **XII. Application Deadline:**

Applications should be submitted by mail to “procurement@habitategypt.org” with the subject “HF Data Collection Consultancy” by **October 24, 2023.**

The evaluation of the bids submitted will be conducted according to the following criteria:

Evaluation Criteria	Criteria Scoring (100%)
Professional experience and qualification	25%
Reference of similar projects	15%
Quality of technical proposal	30%
Financial proposal	30%

**Payments to the consultant will be made in three installments:**

1<sup>st</sup> payment: 30% of total payment following the receipt and approval of the field plan.

2<sup>nd</sup> payment: 40% following the finalization of field work and data collection, and submission of raw data to HFH.

3<sup>rd</sup> and final payment: 30% following submission of analysis report and power point presentation.