

Terms of Reference (TOR)

Housing Ecosystems Research in Cambodia

I. Introduction

Habitat for Humanity International (HFHI) is undertaking a pilot of a country assessment using the Housing Ecosystem Framework as part of the newly approved International Theory of Change (TOC). 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 Cambodia is localizing this approach to analyze the Cambodia context and wish to use the results to inform the country's strategic plan development.

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

II. Background

There is an urgent need 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 what is needed to contain the growing crisis by addressing the roots of the problem.

In this context and within the Theory of Change (TOC) framework, Habitat Cambodia seeks to hire a consultant/firm/institution to conduct a Cambodia country-specific assessment report as an input to the 3-5 years strategic plan. The strategic plan of Habitat Cambodia will be used as one of the inputs in the formulation of the Mekong Hub strategy to be launched in June 2022 or early 2023.

III. Purpose, audience, and scope

Habitat Cambodia will be producing a 3-5 year strategy in 2022. The five-year strategy will be aimed at an audience of Habitat Cambodia staff, policymakers, governments, donors, humanitarian partners. It will support and inform investment in a strategic and adaptive housing action with results at the local and national level and contribute to developing thriving and resilient people and communities through shelter. The strategy will be based on the Habitat for Humanity International Theory of Change and the Program Framework. [Habitat-for-Humanity-Theory-of-Change & Program-Framework](#)

To ensure that the housing ecosystem assessment in Cambodia builds on local knowledge, expertise, and experience, Habitat Cambodia will seek to hire a local consultant/firm/institution to analyze the Cambodia housing context, challenges, and possible strategies.

The assessment will also be shared with the Mekong Hub, who will consider whether the assessment should be replicated in other countries in the hub or to the hub itself.

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 is expected to answer the following questions:

1. What are the stressors and shocks affecting people's access to adequate housing? How have these stressors and shocks impacted people's access to adequate and resilient housing? What are the adaptations people have made to deal with the stressors? How do people perceive these stressors and shocks?
2. What are the critical hazards (including both sudden and slow-onset events) affecting Cambodia, and what evidence is there for the impact of climate change frequency and intensity to people's housing and vulnerability; and people's/institutions actions and its impact on climate change on their frequency, intensity, and location?
 - What is known about the present and historical impact of these climate-sensitive hazards in terms of loss of life, socioeconomic losses and damage to housing assets, health impacts, and displacement?
 - What are the characteristics of the population exposed to these hazards (e.g., population size, livelihoods, settlement and housing patterns, health and nutrition levels, socioeconomic organization)?
 - What are the projected changes in future frequency, intensity, location, and impact of these climate-sensitive hazards?
 - What determines the vulnerability of this population (individuals, households, and communities) to stressors and shocks and their capacity to manage housing needs and opportunities
3. What are people-centered initiatives (past, present, planned, or emerging) and the intended and unintended results of this initiative to the national housing needs? What are the barriers or enablers to these people-centered initiatives? How could barriers be reduced and enablers be increased?
4. What are the systemic inequalities (political, economic, social, environmental, & urbanization) in the Cambodian context?
5. What housing strategies can most effectively address these vulnerabilities and capitalize on existing capacities, and what factors limit their successful implementation? What spheres of influence should we focus more on, and what should be less? What are the implementing options that should be considered?
6. What are the donors' landscape and trends concerning identified problems and proposed interventions? (Please consider the current situation and next 3-5 years)

IV. Research Design/Methodology

The consultant/team is expected to utilize a methodology that encompasses the following components:

- Based on the consultant/team's pre-existing knowledge of Cambodia, development of a 2-3 page description of the approach, methodology, and report outline to be discussed and agreed upon by the consultant/team, Habitat Cambodia, Mekong Hub, and the Asia Pacific Management Team, to ensure a shared understanding of the task ahead;
- Collect and review existing information that can shed light on the shocks and stresses (climate risks & urbanization) faced by Cambodians that impact land and housing, such as

- 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);
- Collect and review national and housing-sector-specific literature that shed light on the policy and financing space for housing and climate change, housing, and urbanization.
 - urbanization climate disaster risk and environmental policies, frameworks, strategies, plans, scientific literature, and other documents
- Interview key informants in Cambodia 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;
- Implement surveys with the relevant stakeholders and identify target groups as needed;
- 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 of a maximum of 5,000 words presenting the main findings concerning the research questions. The report must be in English and accessible language, using tables, charts, existing maps, and figures where necessary. The report should cite all references used;
- Present several options or strategies for Habitat Cambodia should be presented according to the following schema, and suggest focus on:
 - Habitability
 - Land Tenure
 - Basic Services
 - Affordability
 - Climate change adaptation and mitigation

Management Arrangement and Protocols:

The consultant team will spearhead this research with support from the Habitat Cambodia Provincial and National Office representative, Mekong Hub, and the Asia-Pacific Office. Habitat Cambodia 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 Cambodia before pre-testing. Communication and dissemination of key findings to a broader audience must first be approved by Habitat Cambodia beforehand.

V. Deliverables and timeline

The estimated start-up is as soon as possible or latest on the first week of March, with the latest possible completion date, early May 2022. 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	One week after the contract is signed
2	The first draft and validation workshop: A first draft of the report for review by Habitat Cambodia, Mekong Hub, and Asia Pasific team; a validation workshop will be conducted with relevant stakeholders to present preliminary findings, validate and modify significant parts if needed	Six weeks after the contract is signed
3	Final draft/report: The consultant will share a revised report and finalize it for report submission.	Eight weeks after the contract
4	PowerPoint presentation and a two-page brief: The consultant will produce a PowerPoint presentation and a two-page brief of the research finding. The Brief will include research background (purpose, literature, research team, timeframe, methodology); and research results: key findings, conclusions, and recommendations.	Eight weeks after the contract
5	Develop a draft five-year country strategic business plan for Habitat Cambodia based on assessment findings and approved ToC/program framework	12 weeks after the contract
6	Develop a package of tools and methodologies for housing ecosystem assessment	Fourteen weeks after the contract, at the latest in early June 2022.

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

VI. Payment schedule:

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

- 20% payment will be delivered upon the completion of output #1.
- 40% payment will be delivered upon the completion of outputs #2, #3 & #4
- 40% payment will be delivered upon the completion of outputs #5 & #6

VII. 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 Habitat for Humanity International: courage, humility, and accountability.

Qualifications

The competency requirements for the consultancy are:

- Consultant/all team members must have an advanced degree in urban and regional planning, climate science, earth sciences, policy.
- Or a relevant degree in social sciences or bachelor's degree with substantial work experience (10+ years) in a directly relevant field.

- In-depth knowledge and professional experience in country-level assessment of housing. Climate change adaptation, urbanization, people-centered development or disaster risk management research, programming, or evaluation in Cambodia
- Demonstrated experience in ecosystems approach and analysis. Specific expertise on land and housing country assessment as an asset.
- Demonstrated excellence in narrative reporting and at least five years' experience in doing similar work.
- Fluency in English and excellent analytical and writing skills.
- Knowledge and experience working in Cambodia; and fluency in Khmer preferred.
- **Eligibility requirement:**
 - Individuals
 - Teams/Firms
 - Tax and working visa?

VIII. 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 (date) to procurement@habitatcambodia.org by Feb 18, 2022.

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 USD 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.

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, at the latest in the first week of March 2022.

HABITAT'S STATEMENT OF EXPECTATIONS SURROUNDING SAFEGUARDING

Habitat Cambodia requires that all consultants take their ethical responsibilities seriously to safeguard our intended beneficiaries, communities, and those with whom we work. Habitat Cambodia 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.