



Vacancy Notice for the Recruitment of Consultancy Firm/Company or an Individual Consultant to Develop Habitat for Humanity International Nepal's (HFHIN) Country Strategic Plan 2024-2026

1. Overview:

Habitat for Humanity International is a nonprofit organization that helps families build and improve places to call home. We believe affordable housing plays a critical role in strong and stable communities. Habitat for Humanity works in more than 70 countries and we have supported more than 39 million people improve their living conditions since 1976. Habitat 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. Our advocacy efforts focus on policy reform to remove systemic barriers preventing low-income and historically underserved families from accessing adequate, affordable shelter.

Habitat for Humanity was established in Nepal in 1997 and to-date, we have served over 200,000 families in the Eastern and Western Region of Nepal. Whilst housing is a fundamental human right and a precondition towards good health, economic/ social well-being, and dignity; the housing situation in Nepal, remains far from adequate. Almost 49% of the population still live in sub-standard housing. We currently work across ten districts in Koshi, Madhesh and Sudurpaschim provinces where the need for safer housing is highest with the highest concentration of marginalized and indigenous groups such as Haliyas, Ex-Kamaiya, Musahars and others without land titles and living in disaster-prone areas. One of the cornerstones of our work continues to be the commitment of Government of Nepal at local, provincial and federal level in housing sector – whereby communities receive land and almost 50% government financing support to build their homes. Over the recent years, we have been able to increase our outreach and impact by collaborating with myriad partners, donors, market actors, and federal and local governments to put people at the center of inclusive and sustainable housing solutions. To ensure that our housing services are sustainable, we are increasingly advocating for transformative and systemic approaches such as land tenure ships, Housing Microfinance technical assistance, financial literacy for agency and economic independence for indigenous marginalized women and market system strengthening.

The growing impact of climate change continues to disproportionately impact socially and economically vulnerable populations, especially those living in informal settlements and substandard housing. In order to adequately address the issues of the future at hand, Habitat for Humanity globally has expanded our strategic vision of “Build and Influence” whereby we not only address the deficit in housing in terms of continuing to build and reach numbers, but collaboratively work with national and international development partners and donor communities to addressing the drivers of housing deficit and organically and intentionally working towards removing the barriers to affordable housing. Habitat intends to become that force, that energy, and a thought leader within that housing

ecosystem that materializes this dream of shaping a world where everyone feels a transformational impact of home.

HFHIN's strategic choices and outcomes are aligned with its overarching vision of a world where everyone has a decent place to live. In line with our Global Theory of Change and Program framework, we respond to the systemic inequities in the housing ecosystem to address the barriers and shocks that disrupt and undermine opportunities and agency of vulnerable and most marginalized communities in Nepal. People centered approach is foundational to our work. We serve communities vulnerable to the impact of disasters and climate crises and enhance their capacity, leadership, and resilience primarily through the utilization of climate-smart housing solutions and fostering including and innovation across products, services, systems, and policies. Public and private sector partnerships is at the heart of our programming.

The forthcoming Country Strategic Plan for Habitat for Humanity International Nepal, covering the period from January 2024 to December 2026, will be designed to respond to Nepal's evolving social, environmental, and policy landscape. It will encompass various strategic areas, including housing rights, land rights advocacy, disaster response and recovery, financial inclusion, gender and social inclusion, climate-smart building solutions, housing support services, market development, urban development, volunteer engagement, and youth involvement. Children, Youth, Women, Indigenous communities, Dalits and other marginalized communities and People with Disabilities will be our primary focus.

This Country Strategic Plan represents HFHIN's commitment to promoting policies and systems that advance access to adequate, affordable housing, serving as a catalyst for change and impacting a broader population than HFHIN could reach individually. As a leading global non-governmental organization in the housing sector, Habitat for Humanity has a responsibility to advocate for improved outcomes for the communities it partners with globally and in Nepal. This new Country Strategic Plan will take a comprehensive approach to housing challenges, incorporating evidence-based methodologies and innovative housing solutions to achieve sustainable development outcomes.

The Country Strategic Plan will also be closely aligned with Habitat for Humanity International's Asia Pacific Regional Strategic Framework, Habitat for Humanity International's Strategic Plan, and the Global Policy and Advocacy Agenda.

2. Purpose of the assignment:

The purpose of this assignment is multifaceted, aiming to articulate and guide the development of the Country Strategic Plan 2024-2026 for Habitat for Humanity International Nepal (HFHIN). The assignment encompasses the following key objectives:

a. Alignment with Vision, Mission, and Values:

To create a Country Strategic Plan that is closely aligned with HFHI's vision, mission, and core values. This ensures that the strategy remains firmly rooted in the organization's overarching principles.

b. Contextual Analysis and Inclusivity:

To conduct a gender-responsive analysis of the socio-economic context within Nepal, taking into consideration the multifaceted dimensions of social, economic, and climate injustices. This analysis will inform the strategy development process.

c. Development and Impact:

To construct a strategy that leverages HFHIN's development, humanitarian, and influencing work to address the root causes of challenges. It will inform long-term programmatic approaches, encompassing advocacy, campaigns, and influencing efforts, with a view to achieving scalable impact.

d. Partnership and Funding Strategies:

To inform partnership and funding strategies that will enable the realization of programmatic goals articulated in the new Country Strategic Plan. This includes an assessment of existing partnership modalities and working approaches and how they align with future resource mobilization efforts, including funding acquisition.

e. Alignment with Global and National Priorities:

To develop a new Country Strategic Plan that aligns seamlessly with Habitat for Humanity International's global strategy, national priorities, and periodic plans developed by the National Planning Commission of Nepal.

f. Promotion of Innovative Solutions:

To ensure the new Country Strategic Plan is underpinned by the promotion of innovative, affordable, and sustainable housing solutions. This encompasses water and sanitation, housing microfinance, and advocacy on land and housing rights, with a particular emphasis on DR3 (Disaster Risk Reduction and Response), climate and environment justice, gender equality, and inclusion of persons with disabilities.

The assignment seeks to construct a forward-looking, participatory, and comprehensive Country Strategic Plan for HFHIN, which not only addresses pressing socio-economic challenges but also aligns with global and national priorities. This plan will serve as a roadmap to guide HFHIN's activities and interventions, ensuring they remain impactful and relevant to the communities they serve in Nepal.

3. Scope of work:

The scope of work for the consultancy firm is defined as follows:

a) Facilitate a Participatory Process:

- Organize and facilitate a participatory process involving HFHIN's internal staff and external relevant stakeholders, with a specific focus on engaging government stakeholders at all three tiers of government.
- Utilize various facilitation tools to validate and leverage existing evidence for the development of the Country Strategic Plan.

b) Contextual Analysis and Strategy Development:

- Conduct a comprehensive review of key documents, including relevant reports and data.

- Utilize a range of analytical tools, primarily the Political Economic Social Technological Legal Environmental and Ethical (PESTLEE) Analysis and SWOT Analysis.
- Lead the country team, partners, and other stakeholders through the strategy development process.
- Assess the overall country context, identifying strategic focus areas, objectives, and means of implementation.

c) Strategy Brief with Infographics:

- Develop a concise and visually engaging Strategy Brief that encapsulates the key elements of the Country Strategic Plan.
- Utilize infographics and other visual aids to present complex information in an accessible and informative manner.

d) PowerPoint Presentation (PPT):

- Create a clear and compelling PowerPoint Presentation (PPT) that highlights the essential components of the newly developed Country Strategic Plan.
- Ensure that the presentation is visually appealing and suitable for a diverse audience, including HFHIN stakeholders, partners, and donors.
- The consultancy firm is expected to collaborate closely with HFHIN's team throughout the scope of work, ensuring active engagement and participation of stakeholders. The resulting outputs should facilitate a comprehensive understanding of the Country Strategic Plan and support its effective communication to various audiences.

4. Location

Field visits to the following locations will be required.

- Koshi Province: Jhapa, Morang, Sunsari and Udaypur
- Madhesh Province: Saptari, Siraha and Dhanusha
- Bagmati Province: Kathmandu valley, Chitwan and Kavre
- Sudur Paschchim Province: Kanchanpur and Kailali

5. Contract Duration and Timeline

The selected consultant should complete the assignment between October and December 2023. Below table shows the suggested timeline

Activity	Sub-Actions	Duration/Deadline (tentative)
Review preparation	Planning Desk Study Tools development Inception report Presentation to SMT and relevant staff	Consultant to propose date.

Activity	Sub-Actions	Duration/Deadline (tentative)
Field work	Visit program sites Meeting partners Meeting Habitat for Humanity team (in two field offices) Meeting relevant stakeholders and program participants	Consultant to propose date.
Consultation Workshop	Consultation workshop with Central office team (Tools to be used SWOT analysis, PESTLEE, etc.)	Consultant to propose date.
Reporting	Draft report Feedback on draft Presentation (PPT) Final Report from field visit and consultations	Consultant to propose date.
Drafting strategy document (iteration process)	Draft – 1	Consultant to propose date.
	Feedback	Consultant to propose date.
	Draft -2	Consultant to propose date.
	Feedback/validation workshop	Consultant to propose date.
	Final version	Consultant to propose date.

6. Methodology

The consultancy firm/company/individual consultant will employ a comprehensive and participatory methodology tailored to the scope of work. This methodology will be designed to ensure the active involvement of Habitat for Humanity International Nepal (HFHIN) and its partners throughout the review and strategy development process. The approach will be collaborative, ethical, gender-sensitive, and grounded in primary data collection.

6.1 Participatory and Collaborative Approach:

The consultancy firm/company/individual will propose a mix of methods deemed appropriate for the scope of work, ensuring that they align with participatory and collaborative principles.

The goal is to produce a Country Strategic Plan that is collectively owned by HFHIN and its partners, reflecting the diverse perspectives and priorities of stakeholders.

6.2 Data Sources:

Secondary Research: The consultancy will conduct a thorough secondary review, drawing from a diverse range of reliable and reputable sources, including peer-reviewed studies, literature, and internal reports. This will provide a comprehensive understanding of the context and inform the strategy development process.

Primary Data Collection: Primary data collection will form the basis of the review. It will be conducted in an ethical, gender-sensitive manner, with a focus on ensuring the equal

participation of girls and boys, women and men, young people, and marginalized groups in the consultation process.

6.3 Gender Considerations:

Gender will be explicitly considered throughout the methodology, both in the context analysis and recommendations. The consultancy will ensure that the voices and perspectives of all genders are heard and taken into account.

Sample Activities:

a) Participatory Consultations: The consultancy will conduct participatory consultations with HFHIN staff in Central Office and Field Locations. These consultations will involve a cross-section of staff to gather insights, perspectives, and experiences related to HFHIN's work.

b) Secondary Review: A comprehensive secondary review of HFHIN's work over the last five years will be carried out. This will include reading reports, policy briefs, and annual reports to understand the organization's past activities and achievements.

c) Stakeholder Consultations: Consultations will be held with HFHIN partners, government stakeholders, and peer international non-governmental organizations (INGOs) operating in Nepal. These consultations will enable a broader understanding of the external context and potential areas of collaboration.

d) Context Analysis: A context analysis will be conducted to guide strategic priorities for HFHIN. This analysis will involve an examination of social, economic, political, and environmental factors that impact housing and community development in Nepal.

e) Field Visits: Field visits will be organized to HFHIN's field offices and project locations. These visits will facilitate direct consultation with relevant stakeholders, including program participants, to gather on-ground insights and perspectives.

The consultancy firm will integrate these activities into a cohesive and rigorous methodology that ensures the development of a well-informed and contextually relevant Country Strategic Plan for HFHIN. This plan will reflect the collective wisdom and expertise of HFHIN, its partners, and stakeholders.

7. Key Documents and People To Be Consulted

The consultancy firm/company/individual will review a range of key documents to inform the development of the Country Strategic Plan. These documents include:

- a. Habitat for Humanity International Nepal's Existing AP's Strategic Business Plan Framework: This document provides insights into the strategies and approaches of a relevant organization working in Nepal, offering valuable contextual information.
- b. Habitat for Humanity International Standards and Guidelines: Relevant HFHIN standards and guidelines, including the Project Management Manual and Standards, Management Self Standard Assessment, Gender and Inclusion Self-Assessment, and Influencing Strategy, will be reviewed for alignment and best practices.
- c. Habitat for Humanity International Nepal's Annual Reports: Past annual reports will be examined to gain insights into HFHIN's previous activities, achievements, and challenges.

- d. Mid-term and Program Reviews and Evaluations: These reports provide an assessment of the effectiveness of HFHIN's programs and will guide the strategy development process.
- e. Relevant Government Documents: Various government documents will be reviewed to ensure alignment with government priorities and policies. These documents include the 15th Development Plan, SDG Indicators, sectoral plans and policies (e.g., Education, TEVT, protection, WASH, Youth strategy, national strategy to end child marriage in Nepal by 2030, DRM Act 2074, DRM Policy, Climate Change Act/policy, National Strategy of Disaster Risk Management (2018-2030), and National Adaptation Plan (NAP).

People to be Consulted:

The consultancy firm will engage a diverse set of stakeholders to ensure comprehensive input into the strategy development process. The list of people to be consulted includes:

- a. Habitat for Humanity International Nepal Staff: Current and former staff members of HFHIN will be consulted to gather internal insights, experiences, and institutional knowledge.
- b. Relevant Government Ministries, Agencies, and Councils: Consultations will be conducted with representatives from local, provincial, and federal government bodies to ensure alignment with government priorities.
- c. International Organizations: This includes engagement with the European Union, UN agencies, INGOs, UN-Habitat, and relevant working groups.
- d. Civil Society Networks and Coalitions: Representatives from civil society networks and coalitions will provide perspectives from the wider civil society landscape.
- e. Academic Institutions: Collaboration with universities, policy institutes, or think tanks will offer academic insights and research-based perspectives.
- f. Media and Media Development Organizations: Involvement with media and media development organizations will support effective communication and advocacy efforts.
- g. Legal Entities and Jurists: Engagement with entities such as the Independent Human Rights Commission, Deputy Mayors, Forum for Women, Law and Development will provide legal and human rights perspectives.
- h. Community Representatives: Users Committees, homeowners, and community members will be consulted to ensure that the voices and needs of beneficiaries are taken into account.
- i. Habitat for Humanity International Nepal's Implementing Partners: Consultation with HFHIN's implementing partner organizations will provide insights into collaborative efforts and on-the-ground experiences.

By engaging this diverse set of stakeholders and reviewing key documents, the consultancy firm will ensure that the Country Strategic Plan is well-informed, contextually relevant, and inclusive of multiple perspectives and priorities.

8. Expectations for Deliverables

- a. **The Habitat for Humanity International Nepal's proposed new 3-years Country Strategy (2024-2026) should include:**

Well-Written and Professional Document: A well-structured, professional document that spans approximately 10-15 pages. The document should be easily comprehensible and applicable to guide HFHIN's activities.

Inclusive Consultation: The strategy should emerge from a broad and inclusive consultation process, incorporating input and perspectives from relevant stakeholders, both internal and external.

Alignment with HFHIN Focus: The strategy should align with Habitat for Humanity International's focus on programming and influencing. It should challenge traditional gender and social norms and power struggles where applicable.

Focus on Impact at Scale: The strategy should prioritize choices that, when implemented, enable HFHIN to maximize its impact at scale. It should be results-oriented and focused on achieving meaningful outcomes.

Resource Needs: The document should present appropriate resource requirements, both financial and human, to effectively deliver the Country Strategy.

Regional Context: The strategy should position Nepal in the context of the region, explicitly linking it to Habitat for Humanity International's Asia Pacific Regional Office's Strategic Framework. It should demonstrate how HFHIN's efforts fit into the broader regional context.

Adherence to Agreements: The strategy should adhere to existing humanitarian agreements, climate crisis agreements/negotiations (including government and UNFCCC priorities for Nepal), and standards, norms, policies, and guidelines for Disaster Risk Management (DRM).

b. Clear and Branded Presentations:

Any presentations associated with the Country Strategic Plan should be clear, concise, and adhere to Habitat for Humanity International's branding guidelines. They should effectively communicate the key components and objectives of the strategy while maintaining a professional and cohesive visual identity.

These expectations ensure that the Country Strategic Plan and related presentations are not only well-crafted but also aligned with HFHIN's mission, vision, and the broader regional and global context. They should serve as actionable roadmaps that guide HFHIN's work in Nepal over the specified period while reflecting the organization's commitment to excellence and impact.

9. Consultancy Management

The communication focal point for this consultancy will be Program Director. The National Director, along with the Senior Management Team and a core strategy review group will provide oversight and coordinate technical inputs and support, as well as monitor the research.

10. Ethical and Safeguarding Children and Young People Policy

The applicant must declare any Conflict of Interest with Habitat for Humanity International Nepal, employees or other stakeholders, as part of their bid.

Consultants must apply a rights-based and do no harm approach. Consultants must sign the **Habitat Nepal- Policies acknowledgement form** along with the consultancy contract.

11. Documentation

Habitat for Humanity International Nepal places a strong emphasis on proper documentation of research processes and findings. This includes the citing of sources, keeping thorough field notes, transcribing interviews accurately, and maintaining well-organized meeting minutes and focus group discussion notes. The consultant(s) are expected to adhere to rigorous documentation standards.

a. Citation of Sources:

The report(s) produced as part of the research must include full citations for all sources used. A style guide will be provided for references and formatting to ensure consistency and accuracy.

b. Use of Primary Sources:

Whenever possible, primary sources should be used over secondary sources. For instance, if referencing a statistic, the researcher should trace it back to its original report or data source, rather than relying on second-hand citations from newspapers or websites.

c. Interview Documentation:

In cases where individuals have been interviewed as part of the research, the following documentation should be provided:

Signed and dated consent forms from interviewees.

Accurate and complete interview notes, including detailed transcripts of interviews, with proper attribution to interviewees.

d. Quantitative Analysis:

If quantitative analysis forms a part of the research process, the following documentation should be provided:

Raw data used in the analysis.

A detailed explanation of all steps involved in calculations and analysis.

Clear demonstration of the analysis conducted using relevant software.

Proper documentation not only ensures transparency and accountability but also allows for the verification and replication of research findings if necessary. It is an essential aspect of maintaining research integrity and upholding the standards of Habitat for Humanity International Nepal.

12. Required Qualifications and Experience

The consultant (key individuals in the team) should have following qualifications and experiences:

- Advanced degree (minimum Master's degree) in social sciences or humanities (development studies, political science, sociology or acceptable discipline)
- Good understanding of development and humanitarian programs
- Significant experience in strategy development (preferably for rights-based international development and humanitarian organizations)
- Significant experience in conducting qualitative research, including reviews and evaluations, with team leader having strong leadership skills and the ability to work as part of a team, constructively with other experts.

- Excellent command of written and spoken English, with demonstrated competency in producing well-written documents, in clear, concise and correct language.
- Excellent analytical skills and experience in gender analysis, context analysis, political economy and power analysis
- Ability to deliver a high-quality product to deadline.
- Knowledge of Nepalese context, including South Asian context an asset

13. Submitting the Proposal:

Interested firms/company/individual consultant shall submit a technical proposal and financial proposal. The technical proposal must include:

- An expression of interest letter that clearly states their interest in and suitability for the role (1-2 pages),
- Scope of work.
- The proposed methodology (3-4 pages).
- Outputs/deliverables.
- Writing sample (preferably a strategy) that the firm has written.
- CV of the individuals/ team members who will be involved during the process, including three contactable references of organizations you carried out such assignment in last 2 years.
- Any other relevant documents

The financial proposal will include an indicative budget including taxes, if applicable. The financial proposal will include a breakdown of costs including daily rates and involvement for each expert proposed and other administrative expenses.

The Consultant shall submit both the **“Technical”** and **“Financial”** Proposal. Also include the electronic copy of Technical Proposal (in word version) in a pen drive inside the technical proposal envelop.

Submission of proposals in closed and marked envelopes- The Offeror shall be submitted in closed envelopes with the proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be marked as:

“Development of New Country Strategy 2024-2026.”

(b) **The 2 inner envelopes** shall indicate the name and address of the Offeror and should be clearly marked with **“Technical Proposal”** and **“Financial Proposal”**. There will be one separate sealed envelope for the Technical Proposal and one separate sealed envelope for the financial proposal. Also, the sample products must also be submitted.

Note: If an offeror submits the financial proposal (budget) within or in the same envelop as the technical proposal, it will be automatically disqualified.

The proposals must be received by Habitat for Humanity International Nepal at the address specified below with proper closed/sealed and marking no later than **27 September 2023**.

14. Cost and payment

The firm should submit the total budget in the proposal with detail appropriate breakdown for fees and administrative expenses including applicable taxes. The contract amount will be paid in three installments. The first installment of 25% of the contract amount will be paid immediately after signing the contract. The second installment of 35% will be paid after submission of an inception report and the final installment of 40% after accomplishing all the task with the submission of the final deliverables. Habitat for Humanity International Nepal will ask for the correction and incorporate feedback until the strategy is finalized and accepted by Habitat for Humanity International Nepal.

15. Rights to Copyright

The deliverables shall be the absolute property of Habitat for Humanity International and all the copy right will be with Habitat for Humanity International Nepal. Information collected during the process cannot be used by any other parties other than Habitat for Humanity International or for this particular assignment.

16. Ethical Protocols

Throughout the assignment engagements, the consultants are expected to adhere to Habitat Nepal code of conduct including the safeguarding policy ensuring that all measures are taken to protect the rights, safety, and welfare of the individuals and communities involved.

17. Documents Required

- Technical and Financial proposal
- Firm/company/individual consultant profile with a list of past clients in related assessment.
- A copy of firm/company registration certificate.
- A copy of VAT registration certificate.
- A copy of tax clearance certificate of most recent fiscal year.
- CV of experts proposed.
- For individual applicants they need to submit CV, PAN, citizenship copy along.

18. To Apply

Interested firms/companies/individuals should submit their technical and financial proposal including testimonials/certificates in the form of hardcopies in a separate sealed/closed envelope. Please send the sealed bid to National Director at Habitat for Humanity International- Nepal, House No. 126, New Colony Marg, Dhobighat, Lalitpur

Application deadline: 27 September 2023