

CALL FOR EXPRESSION OF INTEREST

CONSULTANCY TO CONDUCT A FEASIBILITY AND HYDROGEOLOGICAL STUDY ON COMMUNITY-DRIVEN ADVOCACY, CAPACITY BUILDING and COMMUNITY EMPOWERMENT for BASIC SOCIAL SERVICES (ACCESS) PROJECT in GUNUNGKIDUL REGENCY, JOGJAKARTA SPECIAL REGION PROVINCE

1. Introduction

Habitat for Humanity Indonesia is planning to implement a community-driven advocacy, capacity building and community empowerment for basic social services in 7 villages in a sub-district located in Gunungkidul Regency, Jogjakarta Special Region Province. The project is planned to be implemented in 2025 – 2028 (36 months). A proposal for this project will be submitted to the Federal Ministry for Economic Cooperation and Development of the Federal Republic of Germany (BMZ) in collaboration with Habitat for Humanity Germany (HFHD). This Terms of Reference (TOR) explain the purpose of the study, required qualifications, experience, and references for the consultant, and the deliverables. The study is in two sections—feasibility and hydrogeological.

2. Background of the Planned Project

Gunungkidul has in total 72,611 households in need of poverty alleviation assistance according to the regency planning office. From that amount, there are 6,395 households in extreme poverty condition. Approximately in Indonesia, 15.86% of the population are living below the poverty line (IDR 382,249/capita/month or USD 25.48/capita/month) and 9.82% have monthly per capita expenditure exceeding IDR 1,500,000 (USD 100). Challenges include 137,000 households lacking clean water access, a significant reliance on rainwater, and limited sanitation facilities. The regency's economy relies on dry land agriculture, land and sea fisheries, and tourism, contributing to a Gross Regional Domestic Product of IDR 22,742.95 billion (USD 1,516,197) in 2022.

Infrastructure in Gunungkidul faces challenges, including inadequate housing and slum settlements, as identified in the regency's Medium-Term Development Plan 2021 - 2026. The location of Gunungkidul Regency like other part of the Indonesian archipelago, is situated within the ring of fire seismic zone, coupled with high earthquake vulnerability, thus further increases the risk of home damage, loss of lives, and additional economic disruptions. Covering 73.87 km², the regency faces seismic, landslide, seasonal and prolonged drought as well as flood risks.

Gunungkidul Regency is one of the areas facing significant challenges regarding access to clean water. Geographically, Gunungkidul is in a region of limestone mountains rich in caves and karst valleys. Gunungkidul Regency frequently faces clean water shortages, which often result in the local government declaring a state of emergency due to hydro-meteorological drought. To address this crisis, the government conducts emergency water supply drops, utilizing water tanker trucks to deliver water to affected villages. Climate crises also impact water availability in Gunungkidul. Irregular rainfall patterns result in longer and harsher dry seasons, leading to a decrease in water flow in rivers and drying up of springs. Farmers, livestock breeders, and the general population in Gunungkidul often face difficulties in meeting their water needs for agriculture, sanitation, and daily necessities.

3. Objectives

Habitat for Humanity Indonesia (HFHID) seeks to contract into service, a short-term consultancy to conduct a feasibility and Hydrogeological, study on community-driven, advocacy, capacity building, and community empowerment for basic social services (Access) Project in Gunungkidul Regency, Jogjakarta.

The current project concept developed by HFHID has been done based on desk research, in-depth assessment (by household survey, FGDs and key informant interview) which covers consultations with relevant stakeholders such as Bappeda Gunungkidul and various regency's technical offices' officials, target sub-district and villages administration, as well as community members from target villages. However, there is still a need for a critical review for direct verification with the target groups and their incorporation of needs and views into the project design while at the same time generate external experts' opinion and recommendation to fine-tune the project design.

This study shall

- provide Habitat for Humanity Indonesia and its consortium members with a good, empirically verified basis to improve the existing updated project idea document into a sound project proposal;
- examine and verify project concept, identify and verify assumptions and prerequisites for successful implementation, identify risks and weaknesses and adequate mitigation strategies;
- present project context on community-, district, regional-, and national level, including relevant baseline data;
- describe existing water points and facilities as well as the hydrogeological conditions of the target region;
- identify and assess synergies between proposed project and (potential) stakeholders.

- assess project comprehensively based on [OECD DAC Evaluation Criteria](#);
- assess the impact matrix (including all targeted outcomes and outputs and their respective indicators) and project activities and provide specific recommendations on how they can be optimized or modified to maximize impact and sustainability.

Interested consulting teams must adhere to the BENGO-BMZ guidelines for conducting feasibility study and ensure all requirements are complied with. The guide can be downloaded at this [link](#).

4. Scope of Work

The consultant team is responsible for the following output and tasks, in line with workplan and timeline in section 10 of this ToR:

- a. Development of an initial feasibility study plan or inception report, outlining the methodology, data collection strategies, and timeline for conducting the feasibility study to be finalized in coordination with lead and focal points of this study from HFH Indonesia, HFH AP Regional Office and HFH Germany Officer.
 1. Develop and submit a comprehensive work plan, research methodology and data collection instruments for FGDs, Key Informant Interviews.
 2. Coordinate with Habitat for Humanity Indonesia and consortium members to finalize objectives and key study areas.
- b. Stakeholder Engagement, Field Research and Compilation of Findings
 - i. Organize and conduct stakeholder meetings, including with local government officials, community leaders, and technical experts
 - ii. Collect data through surveys, key informant interviews, FGDs, PRA analysis, hydrogeological reconnaissance fieldwork
 - iii. Analyze field data, including hydrogeological conditions, community needs, and infrastructure gaps
- c. Presentation of preliminary findings including recommendations and potential project directions to support the refinement of the existing project idea document including its logical framework in an online meeting with HFHID, HFH AP, HFH Germany Officers.
- d. Participate in HFHID's consortium design workshop to provide recommendations to improve the current project concept based on study outcomes
- e. Submission of final study report (with annexes) and presentation deck in English to HFHID (to be shared in advance before closing presentation) for further dissemination to other consortium members (HFH AP, HFH Germany).

5. Intended user of the study result

The intended users of the study include:

- a. Habitat for Humanity Consortium members (Habitat for Humanity Indonesia/HFHID, HFHI AP, HFHI GFOI, HFH Germany/HFHD):

To refine the project design and strategy, ensuring alignment with the community needs, sustainability, replicability and donor requirements. The study will also help HFHID create a more impactful and realistic proposal for the proposed communities in Gunungkidul.

To evaluate the feasibility of the proposed project and make informed decisions regarding funding and support. The study will serve as a key document demonstrating the project's viability, sustainability, and alignment with donor priorities.

- b. Partners organizations and relevant stakeholder:

To provide insights and data that will inform their contributions to the project. These partners may include local NGOs, government agencies, and private sector stakeholders involved in the project's implementation and funding.

6. Coverage Area

The area of this study is the project's proposed area of intervention in Gunungkidul Regency, Special Region of Yogyakarta Province, Indonesia. HFHID's project idea has been submitted by HFH Germany to BMZ and accepted to be developed further into a full project proposal. The planned area of intervention as outlined in the project idea document, based on HFHID's presence, previous consultations and assessment, are seven villages in Nglipar sub-district: Katongan, Kedungkeris, Kedungpoh, Natah, Nglipar, Pengkol, Pilangrejo

7. Key Study Questions

The study shall follow and reflect to the OECD DAC evaluation criteria (relevance, coherence, effectiveness, efficiency, impact/significance, sustainability). These guiding questions may be changed by the selected consultant team in consultation with HFHID and its consortium member, should more appropriate or relevant questions to be used.

- 7.1. **Relevance – to what extent the project idea plans the right interventions.**
 - a. **Project design elements:**

- i. How well does the project (both objectives and design of individual measures/activities) respond to the specific needs and problems faced by the 7 target villages in particular as well as a key development problem in Gunungkidul Regency more generally?
Please be concrete and assess each specific project output:
e.g. is there a demand for skilled construction labour in the region? Is there a sufficiently large market for the SMEs trained?
- ii. Does the proposed project idea reach the populations most in need, including those low-income families living in unsafe and indecent housing, having poor domestic wastewater treatment facilities, dryland farmers and those with limited source of income during dry season/drought/prolonged drought? Are the target groups aware of the planned project and willing to participate?
- iii. How effectively the project idea factored gender and vulnerable groups in its advocacy, capacity building and community empowerment for basic social services at the planned area of intervention?
- iv. How does the planned project contribute to policies, strategies and programs of the government (on all levels: local, sub-district, regency, provincial, national) or other stakeholders?
- v. Is the project design logical, has the proposed project a clear focus and clearly specified goals, consistent budget-workplan-staffing and feasible in the current socio-political and socio-economical context of the area of intervention?
- vi. For all proposed infrastructure works: why is it necessary to depend on external NGO funding? Why are the local duty bearers not able to provide the necessary infrastructure? Who is legally responsible for water provision in the seven villages? What is the applicable regulatory framework for water provision?

b. Hydrogeological elements:

- i. How is the Nglipar sub-district (including its seven villages) baseline description of geology, topography, soils, water aquifer, existing water points and sanitation facilities?
- ii. How is the current aquifer, borehole/dug wells yield, water quality status and pollution sources with proximity at the seven villages in Nglipar sub-district?
- iii. How are existing borehole and well structures information in villages—indicating the depth of borehole, type and condition of casing pipe, gravel pack status, sanitary seal and bottom plug status and soil collapsed sections if any.
- iv. Where are recommended locations for new boreholes sites to fulfil water needs for low-income families in Nglipar sub-district as well

as for its dryland farming, and how are the recommended site's aquifer properties, aquifer groundwater quality and quantity, site soil types and collapsing capability, groundwater levels, groundwater flow direction, and ecologically significant groundwater recharge areas? Can sub-surface water like open wells be also looked at?

- v. Is it feasible to use the existing water sources, facilities and relevant infrastructures to provide clean water access to low-income families through provision of house connections to fulfil households' clean water daily needs, even during dry season/drought? How about water needed by dryland farmers? How is the gravity flow of those identified water sources ?
- vi. During the in-depth assessment, the local community in Nglipar sub-district suggested to source water from the nearby river, the Oya River, to fulfil the needs of water for the population in the sub-district. How feasible is that idea and what pumping methods shall be employed, hydraulic pressure pumping or solar-powered electric pumping? What are the legal requirements, environmental impact and potential downstream effects of pumping water out of the Oya River?
- vii. How is the usage of rainwater by local population in Nglipar sub-district? How the rainwater being used and what are the key challenges (if any). Are there any government schemes to promote water resource management in the area and/or in the wider administrative region? Are there ways to harvest and store rainwater such that year-round water security can be ensured for the communities?

7.2. Coherence – *to what extent the project idea's proposed hierarchy of objectives and planned interventions are being logical, consistent in forming a unified whole to achieve its goal. Also, the compatibility of the proposed intervention with other interventions in the housing sector in the proposed area and similar government initiatives as well*

a. Project design elements:

- i. How well does the project design fit into other ongoing or planned initiatives on provision of basic services in the seven target villages in Nglipar sub-district and what synergies exist that can be leveraged? How well does this proposed project cohere with the rest of HFH Indonesia's programming (both nationally and specific to the region) and what synergies can be leveraged upon?
- ii. To what extent does the project contribute to existing strategies and programs in the district, especially in terms of water services for families, domestic wastewater treatment, drought-proof

agricultural practices, builder skills development for better employment opportunities during dry season, and participatory village development planning processes.

- iii. Are there any risks of overlap with other similar projects/programs in the targeted intervention area? How shall the project address such risk, if any? How can the project add value and avoid duplication?
- iv. To what extent, and what level should the advocacy work be implemented by village communities, women group and Habitat during the project implementation?

b. Hydrogeological elements:

- i. To what extent the planned project intervention related to community level water services in the targeted seven villages of Nglipar sub-district is in line and can contribute with/to the current and future Gunungkidul's water governance, regulation, policies, strategies, regency's zonal and spatial plan (RTRW Kabupaten Gunungkidul), project and services?
- ii. Does the Special Region of Yogyakarta Province (or any of the lower-level government units) currently have any policy regulating water or water quality or on use of groundwater/water from the river etc?

7.3. Effectiveness – to what extent the project idea's proposed interventions will achieve its objectives.

a. Project design elements:

- i. To what extent are the objectives achieved/are likely to be achieved?
- ii. What are major factors influencing the achievement or non-achievement of the objectives?
- iii. Is the project's theory of change and are the underpinning assumptions plausible?
- iv. Are the planned measures sufficient for achieving the project targets? Are additional measures (and at which level) necessary for increased effectiveness? **Please be concrete and assess each specific project measure and the output/outcome it is supposed to bring about:** e.g. is the planned duration for construction or entrepreneurship trainings sufficient to actually bring about skills improvement and increased income? will pumping water from the Oya River be an effective solution to guaranteeing continuous water supply for the target communities even in the dry season? Please recommend concrete alternatives.

- v. To what extent are the planned intervention and its objectives are effective for the local socio-cultural context of women leadership, inclusive and participatory development planning and decision making?
- vi. To what extent do the planned capacity-building measures address the aspects of enhancing women's leadership and empowering local community?
- vii. Are the proposed indicators suitable for measuring change and target achievement? How can the indicators be made more SMART (specific, measurable, achievable, relevant, time-bound)?

b. Hydrogeological elements:

- i. Based on the findings and recommendations identified when answering key questions on point 7.1.b. and 7.2.b. above, how feasible is it to achieve planned objectives using community level water initiatives to improve low-families water conditions, healthy living due to better sanitation conditions as well as risk-proofing their source of income such as dryland farming during dry season/seasonal drought period?
- ii. What water conservation and management measures shall be made available to achieve project's objectives? What measures need to be coupled with advocacy efforts and by who?
- iii. What is the project planning to improve better sanitation conditions?
- iv. What is the status of water conservation and management?

7.4. Efficiency – *Is the proposed intervention aims to achieve its objectives by optimizing the use of resources, including time, financial investment, and workforce to ensure maximum efficiency with minimal waste.*

a. Project design elements:

- i. Can the objectives be achieved within the given time frame and with the proposed budget?
- ii. To what extent will the project's objectives be achieved cost efficiently?
- iii. Is the project designed in the most efficient way compared to alternatives?
- iv. What financial, structural, and human resources are required? Are the proposed personnel and operating costs proportionate to the overall project budget and goals?
- v. Which alternative use of resources is feasible?
- vi. Which resources can local stakeholders (both community members and government) contribute to the project? Please

identify concrete measures where local stakeholders can contribute something.

- vii. Any private individuals or households receiving assets in the project will have to make repayment for the items received. Repayment in kind (e.g. by working on project activities that benefit the whole community or that support project implementation) is acceptable. Partial repayment might be acceptable if full repayment is impossible due to justified circumstances. Formulate and quantify viable repayment options, evaluating with reference to the socioeconomic background of beneficiaries and the living conditions in the target region.

b. Hydrogeological elements:

- i. Which site recommended to drill new boreholes, and which existing boreholes/wells that can be upgraded into water schemes? How it can be done cost-efficiently?
- ii. How to ensure that the water related interventions in the project are not becoming large water infrastructure project and remains as a community level initiative/scale.
- iii. Are individual household connections the most efficient way of improving water provision in the target communities? If not, what alternatives would you recommend?
- iv. Are there any water resource management practices such as rain water harvesting being implemented by population in Nglipar sub-district? What recommendations to improve it pr tapping the sub-surface water?
- v. Are there any water governance system, structure, mechanism, or practices at local level (at sub-district and village) level?

7.5. Impact/significance – what contribution does the planned project make to achieving higher-level development goals/policy impact?

a. Project design elements:

- i. How many people will potentially benefit from the proposed project?
- ii. To what extent can the planned project contribute to the improvement of low-income families and women resilience to seasonal/prolonged drought in the area?
- iii. On what level and to what extent will the project change norms or structures?
- iv. What difference and broader impact will the project make for the population and government stakeholders/policy goals in Nglipar sub-district, Gunungkidul Regency, and Yogyakarta Special Region?

- v. How can the project be further optimized so as to increase its broader impact beyond the seven targeted villages? What advocacy measures can the project adopt so as to promote replication in other communities? What structural obstacles in the region need to be overcome and what policy change needs to happen in order for the project's impact to be maximised?

b. Hydrogeological elements:

- i. How the planned project shall be maintained to ensure wellhead protection areas, while addressing significant clean water threats and related existing conditions/issues?
- ii. Is there any mandatory registrations and permits from local/regional water regulatory agencies for the use of water in Nglipar sib-district at the planned project scale?
- iii. How are current sanitation technologies like pit latrine or septic tanks affecting the water quality?

7.6. Sustainability –to what extent will the project's impact can be sustained beyond the duration of the project or without additional external funding?

a. Project design elements:

- i. How can the sustainability of the results and impacts be ensured and strengthened (structurally, economically, socially, ecologically)?
- ii. What must the planned project do to ensure local ownership (both on the community level as well as from local decision makers)?
- iii. What long-term capacities or self-sustaining structures will be established in the targeted communities that will enable them to extend the impact of the project beyond project closure? What measures are necessary to ensure that any structures or groups set up can be (financially) self-sustaining?
- iv. What types of behavioural change is necessary to sustain project outputs and outcomes? What project measures are necessary in order to bring about such behavioural change?
- v. What are the existing institutional, organizational, technical, financial resources accessible by the locals to be able to sustain planned project's results beyond the timeframe of the project? Are there any water committee exist at the village level?
- vi. What are the risks faced by the planned project and how can they be mitigated?
- vii. How should any newly created (water) infrastructure be managed such that it can be sustainable? Can public, not-for-profit ownership, democratic control, and non-discriminatory access to

assets and project outcomes be guaranteed in the long run? What project measures are necessary in order to guarantee this?

b. Hydrogeological elements:

- i. How is the risk assessment of the planned project's area aquifer contamination, indication of sources of contamination and what recommended measures shall be taken?
- ii. What recommendation to ensure drinking water security through the project so that people will get drinking water at all times throughout the year of desired quality?

8. Methodology

The feasibility study related to the planned project elements is to be designed and conducted as a participatory, consultative process with all relevant stakeholders (including potential consortium partners) at village, sub-district as well as regency level, including surveys, interviews, focus group discussions, PRA (Participatory Rural Appraisal) tools and should comprise field visits to selected key sites in the villages of Nglipar sub-district, Gunungkidul Regency. Field visits to selected target areas shall be coordinated in advance with HFH Indonesia staff on site and is also aimed to complement missing baseline data necessary for measuring indicators in impact matrix, to inform and consult communities and relevant stakeholders on all planned activities and investments. The consultancy team will also conduct a desk review of internal documents (proposal draft, budget, Habitat Indonesia business/operating plans, policies and strategies), relevant government policies, regulations and strategies, existing MOUs with local stakeholders, available local data on income, health, etc.

The feasibility study related to the hydrogeological elements is expected to use both secondary and primary data. Secondary data will involve desk study of available information/data on existing boreholes, drill logs, reports, maps, local water use regulations. While primary data will be obtained by carrying out hydrogeological fieldwork which shall conduct detailed reconnaissance survey of project-selected areas to gather various data such as GPS co-ordinates, water level and quality measurements, water yield, condition of existing boreholes, usage and performance where applicable, inspection of geological and structural characteristics of the investigated area, verification of existing data and findings, resistivity profiling and vertical electrical soundings.

The external evaluation team will be required to recommend the most suitable methodology for this evaluation to ensure the accuracy and validity of the findings. Both qualitative and quantitative data collection techniques are recommended. The tools will be developed in English and translated into the

local language. In the technical proposal, the consultant should indicate their proposed methodology, literature review, administrative work, timeframe, and budget to inform the first phase of the selection process. The successful consultant will be expected to provide a detailed methodology with tools for fieldwork as part of their inception report.

9. Study Report Structure

The final study report must be submitted in English and not exceeding 30 pages (excluding executive summary and annexes), arranged as follows:

- 1) Executive Summary of the key findings and recommendations (not more than 3 pages)
- 2) Purpose and Use of Feasibility Study
- 3) Methodology, including a discussion of any limitations around the data collection methodology and resulting findings to understand any shortcomings of the analysis and to better frame the quality of the data and findings for use by the project teams
- 4) Participation of target community and stakeholders in the development of the project, buy-in of target community and stakeholders etc.
- 5) Initial situation and problem analysis on community, villages, sub-district and the regency
(What is the profile of the targeted communities and what current problems have been identified? What are the key, structural causes of marginalization and deprivation in these communities? What is the incidence of water-related diseases in the local communities? Why are local duty bearers not able to deliver on their mandate and what support do they need in order for them to do so? Which of the causes of these problems will be prioritised and addressed in the project? What are the local communities' coping mechanisms or strategies to deal with their problems? What existing local capacities and structures can be built upon for this project? What gaps need to be addressed? Have there been any similar interventions in the project region and what results did they manage to achieve? Are there any specific circumstances or dynamics (e.g. conflict between ethnic groups) that need to be taken into account?)
- 6) Findings
 - a. Fitness of Principal (HFH Indonesia) and Consortium Partner(s) to implement the project

(Who initiated the project idea? To what extent are existing agreements between stakeholders formalized? Are there formal agreements between actors? What are the available resources and strengths of the partner known individually and at the organizational level? Do the Principal and Consortium Partners have the required capacities and competences to deliver the project or are there sufficient plans in place to ensure required competences and capacities will be in place by project start? Which relevant technical, methodological and political competencies should be further developed individually and at the organizational level?)

b. Target groups and stakeholders / Stakeholder analysis

(How and by whom are the direct target groups selected and based on which criteria? What is the composition of the respective target groups? How homogeneous or heterogeneous are the target groups about factors such as gender, ethnicity, age, sexual orientation, language, capacities, and to what extent must the project take this into account? What self-help potentials and resources do the respective target groups have? How can local problem-solving capacities be strengthened? What existing resources in the region can be leveraged upon? Who are the potential stakeholders in government and civil society (especially besides those already identified) and what are their plans, resources, and capacities? What are the roles and responsibilities of the different levels of government? Do the target groups and other actors have a common understanding of the problems, prioritization and objectives of the project? Are there convergences or conflicts of interest between other actors? How strong is the support, and what contributions are different actors willing to make to the project? What is their ability to influence the project?)

c. Evaluation of the planned project according to OECD DAC criteria (*outlined at number 7 above*).

7) Recommendations

(What concrete suggestions can be made or incorporated into the project concept in the specific context on the basis of the main findings and the evaluation according to the DAC criteria? E.g.: Which components, if any, are missing in the project concept to make the cause-effect relationships more coherent and to sustainably achieve the planned objectives? Which planned components are not suitable or may have negative effects, and for what reasons? Which assumptions of the cause-effect relationships are viable? Which findings and project-relevant data from the study are suitable for inclusion in the project logic (impact matrix of the project application)? What are the recommendations for possible indicators for impact monitoring and data collection? What capacity building measures

does the CSO consortium partner need in order to be able effectively implement the project?)

8) Annexes

- I. Stakeholder list with contact persons/contact information
- II. List of interviews, and consultative meetings/focus groups discussions conducted by consultant
- III. Detailed hydrogeology fieldworks results
- IV. Map of project area with points of relevance marked with its GPS coordinate
- V. Calculations for full-life-cycle costings of infrastructure, expected revenues and sustainability
- VI. Questionnaires and other data collection tools, interview/focus group discussion guides
- VII. List of documents and other sources used
- VIII. Raw survey data, notes from interviews, consultative meetings/focus groups discussions
- IX. Link to relevant photographic documentation drive

10. Deliverables and Timeline

No.	Tasks	Deliverables	LoE	Deadline	Payment Terms
1.	Contract signing and kick-off meeting			Early November 2024	10 %
2.	Preparation (Desk review and instrument finalization)	<ul style="list-style-type: none"> Inception report and presentation including secondary data gathered from desk review, refined data collection, instruments, methods and field data collection schedule. <p>Note: Consultant needs to organize enumerator training, tool and field piloting/testing, and tool revision before starting field data collection. The final instrument must be submitted to Habitat Indonesia in advance.</p>	3 days	11 November 2024	30 %
3.	Primary data collection: Interviews,	<ul style="list-style-type: none"> Described in point number 9 above 	10 days	13 November 2024	-

No.	Tasks	Deliverables	LoE	Deadline	Payment Terms
	community meetings, hydrogeological fieldworks	especially the annex section • Data cleanup and review of data gathered			
4.	Data analysis and draft report writing	• Presentation of key initial findings (with presentation deck) and first draft • Planned project Impact matrix revision recommendations	6 days	29 November 2024	20 %
5.	Revision and update of draft report incorporating feedback	• Full draft feasibility and hydrogeological study report in English	4 days	6 December 2024	
6.	Design workshop	• Presentation of key findings and recommendations (narrative & presentation deck in english) • Planned project Impact matrix revision	3 days	10-12 December 2024 in Wonosari, Gunungkidul	-
7.	Finalization of report	• Final feasibility and hydrogeological study report with relevant annexes in English (including maps and data visualization, if any). • Final closing presentation • Raw data collected during the study • All relevant photo documentation	4 days	20 December 2024	40 %
Total level of efforts			30 calendar days		

11. Profile of the Consultant Team

- a) Independence from Principal, Consortium Partners, and HFHD, also certified by a statement from the consultant; any former or planned and already known business relationship, or any familial relations to the third degree (including aunts, uncles, and cousins) between the consultant or the consulting team and the principal's or HFHD's employees or officers must be stated and communicated to BMZ by HFHD before a contract for these services is awarded.
- b) The consultancy shall be delivered by team, led by experts holding the following academic qualifications:

- At least one member with an MA/MSc or higher in social sciences, sociology, international development, public health, development studies, GEDSI, or Disaster Risk Management, with relevant experience in Shelter, WASH, public health and/or community-based development programming.
 - At least one member with an MSc or higher in Hydrogeology/water engineering or a related field
- c) The lead consultant shall have a minimum of 10 years' experience in conducting feasibility studies on, evaluating, planning and/or implementing projects in Indonesia.
 - d) At least one member of the consultancy team shall have a minimum of 3 years' experience in assessing projects based on the OECD DAC evaluation criteria and, ideally, experience with working with BMZ funded projects.
 - e) The consultant team must be able to provide at least three references for relevant consulting assignments for reputable NGOs, public agencies, or donors which have been delivered to the satisfaction of the respective principals. Consultants will be required to share contact details for references. Preference will be given to bidders who can provide writing samples of previous work for review.
 - f) Having high level of familiarity with Jogjakarta Special Region Province and the Gunungkidul regency context is preferred, including ability to communicate directly using local language widely used by population in the study area;
 - g) Experience and familiarity with projects involving the sectors of WASH, participatory community development, governance, entrepreneurship/livelihood promotion, climate resilience will be strongly preferred.
 - h) Ability to demonstrate sensitivity to socio-cultural, political, economic, and environmental issues affecting marginalized groups
 - i) Ability to demonstrate an openness and willingness to learn about the application of gender, disability, social inclusion, and diversity for all aspects of development work
 - j) Experience in developing knowledge products for project stakeholders, international development practitioners
 - k) Excellent written and verbal English language skills

12. Confidentiality

All member of the consultant team should maintain the confidentiality of Habitat for Humanity and its consortium data. The consultant team can use the documents and datasets only for the tasks related to these terms of reference. All consultants will be requested to sign a non-disclosure agreement at the start of the service.

13. Intellectual property

Habitat will own all products resulting from this analysis. Without prior authorization in writing, the consultant/s will not be allowed to present any of the results or use any product resulting from the analysis as his or her own or for private publication purposes.

14. Ethical standards

Throughout the design and conduct of the assessment, the consultant/s are expected to adhere to the Habitat 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. The consultant/s should guarantee that the analysis is technically accurate and reliable and conducted transparent and impartial. Habitat reserves the right to terminate the contract should the consultant's output be found to be plagiarized, meaning no proper citation and referencing.

15. Award Criteria and Selection

To assess the applications, the following criteria will be used (weighting points up to a total of 100 points broken as per below):

Criteria	Points
Rich and diverse experience in conducting feasibility studies for national, or regional organizations/networks	20 points
Understanding of the assignment - Excellent understanding of Shelter, WASH, Climate Change Adaptation, CBDRR/CBDRM, with knowledge of Jogjakarta Special Region Province and Gunungkidul Regency context, elaborate knowledge, and experience in designing programs/strategies/projects, experience in advocacy and capacity building in social and public sector issues	30 points
Excellent research results analysis skills, report writing skills, facilitation skills, experience in facilitating group work, brainstorm, organizing fruitful discussion in multicultural and multilanguage team	20 points
Credible track record of carrying out similar assignment with evidence of similar tasks and quality assurance	10 points
Relevant qualification as outlines in the competence section	10 points
Competitive pricing	10 points

16. Budget and Payment Terms

It is preferred that the budget is segmented based on the deliverables defined above but should at a minimum include explanation for the type of costs represented therein. The proposed budget for this consultancy shall not exceed IDR 330 million.

The payment will be given in four (4) tranches as follows:

- 1st tranche (10%) upon signing of the contract.
- 2nd tranche (30%) upon submission of final version of Inception Report.
- 3rd tranche (20%) upon submission of draft study report (including annexes, presentation deck and project's impact matrix revision recommendations
- 4th tranche (40%) final payment upon submission of the Final Report incl. all annexes, relevant datasets, and the final adapted project log frame (incorporating the feedback during the design workshop), and once it is accepted by HFHID and its consortium members (HFHID, HFHI AP).

17. Application Submission Details

a. Required documents in English:

- Cover letter/expression of interest, highlighting the competencies to conduct the study.
- Technical Proposal which contains proposed study methodology and workplan, CVs of lead and team members and 3 referees contact details.
- Financial Proposal which contains cost breakdown as expected in the description of point 16 above. The cost for organizing workshop design shall be excluded from the consultant's proposed budget as it will be arranged by Habitat for Humanity Indonesia.
- In terms of hard copy submission to sealed bidding box at Habitat for Humanity Indonesia's office, the financial proposal shall be put inside of a sealed A4 size envelope.
- Names and CVs of individuals both team leader and team members proposed, shall highlight their experience relevant to this study and their roles in the achievement of this consultancy.
- Name and contact of three professional referees (previous clients) from most recent works and/or works related to this study.
- As per our donor's procurement policy and procedure, all bidders to this consultancy opportunity are required to submit their proposal and all related supporting documents electronically via email, and physically by submitting it to the sealed bidding box located at Habitat for Humanity Indonesia office in Jakarta. Bidders who are based outside of Jakarta, may appoint their representative in Jakarta to do the physical submission at the location mentioned on point 17.b. below on behalf of them.

- All bidders are requested to provide contact details of their focal point to ensure that all bidding participants receive invitation to Public Bid Opening session (hybrid session) timely.
- b. Address the application to:
Mr. Arwin Soelaksono,
Habitat for Humanity Indonesia Program Director

Please submit your application in English via email and in sealed envelope to:

- email submission:
procurement@habitatindonesia.org
with email subject: **FS ACCESS Project Proposal**
- sealed-bidding box submission at reception area of the Habitat for Humanity Indonesia National Office at:

ATRIA@Sudirman, 18th Floor, Jl. Jend. Sudirman No. Kav. 33A,
RT.3/RW.2, Karet Tengsin, Tanah Abang, Jakarta Pusat – 10220

Deadline of proposal submission: 23 October 2024 on 16:30 WIB at the latest. Late submissions will not be processed.

This term of reference is prepared by Habitat for Humanity Indonesia as part of preparation process for submission of a full project proposal to HFHD – BMZ.

Annex 1. The Map of Kapanewon (sub-district) Nglipar, Gunungkidul Regency

