

TERMS OF REFERENCE (TOR): PRIMARY DATA COLLECTION FOR INDONESIA HOUSING SYSTEMS ANALYSIS (2026)

Household Surveys, In-depth Interviews & Focus Group Discussions (FGDs)

Habitat for Humanity Indonesia & Habitat for Humanity International (HFHI – TCIS)

Background

Habitat for Humanity is undertaking a national housing systems analysis for Indonesia to understand the structural, institutional, financial, social, and community-level factors that shape how housing is produced, accessed, financed, improved, and governed across the country. This analysis forms the foundation of a broader systems-thinking approach that HFHI and Habitat Indonesia are applying to:

- identify barriers and enablers within Indonesia's housing ecosystem
- surface leverage points for scalable change
- co-design and pilot systems level interventions with the Habitat Indonesia team and partners
- transform research insights into actionable, context-specific programming pathways

Having the Housing Ecosystems Analysis, Habitat for Humanity aims to understand how different households navigate housing pathways and interact with the housing ecosystem. Therefore, we do not intend to limit homeowner participants to a specific income category. Instead, the study will include households from different income segments and housing pathways so that we can identify similarities, differences, bottlenecks, and enabling factors across contexts. Income category will be collected as a respondent characteristic and used for analysis and comparison of findings.

The systems analysis follows a step-by-step process that integrates:

1. Secondary research and AI-supported synthesis (existing knowledge, policies, actors, prior HFH experience, grey literature)
2. Primary data collection to bring in undervalued and under-represented voices, including community members, practitioners, local actors, and system stakeholders
3. Collaborative workshops with Habitat Indonesia staff to translate findings into operational insights
4. Co-design of system-oriented pilot projects suited to Indonesia's housing context

The primary data collection is especially important because, much of the existing evidence does not reflect the lived experiences and operational realities of those navigating the housing system daily. These voices, from households to community groups to housing system actors, are essential inputs into understanding:

- how people actually secure land including access to various modalities (i.e. land transfer, ownership, occupy, use or purchase) and legal documentation.
- how communities organize around housing, access basic services, and maintain infrastructure
- how informal and formal actors interact
- how construction, finance, and governance systems operate in practice
- where bottlenecks and pain points occur
- what enabling and disabling conditions allow positive change

The assessment needs to capture Indonesia's territorial diversity and geographic disparities affecting housing access in Indonesia. Housing challenges are distinct across dense areas, peri-urban growth corridors, rural districts, and climate exposed coastal settlements. The study seeks to understand how the

wider housing system shapes the housing pathways and outcomes of households. This includes examining the interplay between housing markets, land tenure, infrastructure and services, policy and regulatory environments, financing mechanisms, and geographic factors that influence access to safe, adequate, and affordable housing.

This ToR outlines the primary data collection required to support that analysis.

Purpose of the Assignment

The purpose of this assignment is to collect targeted primary data to deepen the systems analysis of Indonesia's housing ecosystem. The data collected will:

- capture the lived experience of households navigating housing pathways
- explore operational realities of housing access, land processes, finance, construction practices, and community governance structures
- validate and refine Indonesian housing systems maps and thematic findings from secondary research
- inform system-level leverage points and pilot project opportunities

This assignment does not aim to measure satisfaction, attitudes, or emotional perceptions. Instead, it focuses on practical, process-level, and system-interaction data.

Objectives

Overall Objective: to generate rich, contextual primary data that reveals how Indonesia's housing system functions in practice, from the perspectives of households and community-level stakeholders.

Specific Objectives

1. Understand the pathways that households follow to obtain, build, improve, or secure housing.
2. Identify the actors that households interact with (formal and informal), and the barriers they encounter.
3. Reconstruct the housing journey of households over time, including key decisions, influencers, actors, financing arrangements, land transitions, housing improvements, and adaptation strategies.
4. Understand variations in land, construction, and housing finance processes across contexts.
5. Identify emerging systemic bottlenecks, frictions, incentives, and opportunity areas.
6. Provide concrete insights to support pilot design in the next phase.

Scope of Work

The consultant/contractor will carry out:

1. Inception and study design
2. Tools and protocol development and ethical clearance
3. Primary data collection (household survey, Focus Group Discussions, in-depth interviews)
4. Synthesis of findings, aligned with systems analysis methodology
5. Operational recommendations for the next phase of the systems analysis

Methodology

Overall Approach

Primary data collection shall focus on evidence gaps that are not adequately captured through existing secondary data, including government statistics, online policy documents, housing

dashboards, and prior context analyses. The consultant shall prioritize practical, process-level information that explains how low-income households access, finance, build, improve, rent, occupy, document, and maintain housing across different settlement types and geographies. The study shall prioritize lived experience, system interactions, actor relationships, bottlenecks, informal workarounds, and local variations in practice, rather than duplicating existing national housing indicators.

The consultant shall ensure that data collection explores gaps in: land and tenure documentation pathways; informal-worker access to housing finance; incremental construction and home improvement practices; local construction supply chains and artisan roles; use and non-use of formal housing programs and permits; community governance and O&M arrangements; climate/disaster risk responses; exclusion of women-headed households, persons with disabilities, informal workers, renters, migrants, and other underserved groups; and the interaction between formal and informal housing actors. Findings should be organized to support systems mapping, journey mapping, stakeholder mapping, and identification of leverage points during the subsequent Habitat Indonesia workshops. Findings shall be disaggregated, where appropriate, by gender, disability status, housing tenure, livelihood type, and other relevant social inclusion characteristics.

The consultants should not simply collect another “housing needs” dataset. Indonesia already has national and provincial secondary data on tenure status, dwelling conditions, sanitation, water, electricity, backlog, FLPP, BPS, and PBG indicators through sources such as BPS-Statistics Indonesia and Dashboard Perumahan.

The primary data should instead focus on **how the housing ecosystem works in practice**: household housing journeys, documentation steps, informal workarounds, financing pathways, construction decisions, local governance, and the lived consequences of policy/program bottlenecks.

The primary data collection should prioritize the following data gaps:

1. Real Household Housing Pathways

BPS-Statistics Indonesia provides structured indicators on dwelling ownership, materials, sanitation, water, and other housing conditions, but these indicators do not explain the actual sequence households follow to access, rent, inherit, occupy, buy, build, extend, or repair housing. [\[bps.go.id\]](https://bps.go.id)

The consultant shall collect: current tenure arrangements and previous housing situations; steps taken to obtain land or housing; key decisions made during the housing journey; individuals or institutions influencing decisions; time required, costs incurred, and documentation required; failed attempts, compromises, and informal arrangements used. Consultant shall identify key actors, their relationships, dependencies, and bottlenecks within the housing ecosystem.

2. Land tenure and documentation pathways especially informal and hybrid tenure

Secondary literature identifies tenure security as central to informal settlements, and the UN-Habitat slum/informal settlement indicator explicitly notes that security of tenure is not included due to data limitations. [\[data.unhabitat.org\]](https://data.unhabitat.org) A recent Indonesia-specific study on waqf land in Semarang found that access to documentation remained limited and retraceability scored low, even where informal tenure arrangements provided some security. [\[mdpi.com\]](https://mdpi.com)

The consultant shall collect detailed information on how households prove rights to land or housing: certificates, informal sale letters, inheritance letters, rental agreements, waqf/community arrangements,

verbal agreements, RT/RW letters, receipts, tax records, or no documentation. Ask which documents are recognized by lenders, local leaders, notaries, government offices, and community members.

3. Informal-worker access to housing finance

Secondary sources identify informal employment as a major barrier to housing finance. Expanding Access to Housing Finance for Informal Workers states that 59.2% of Indonesia's workforce was informal as of February 2024, and that informal workers often lack payslips, tax returns, formal credit histories, or suitable finance products. asmaa.asia Indonesian-language reporting also shows policy attention to FLPP allocation for non-fixed-income workers, but it does not show household-level experiences of trying to qualify. [[Pekerja Informal Kian Mudah Akses Rumah, Pemerintah Dorong Inovasi Pembiayaan - Indonesian Forecast](#)], [[Pemerintah Perluas Pembiayaan Rumah Pekerja Informal](#)]

The consultant shall collect household-level finance journeys: income source and volatility; savings mechanisms; loan applications attempted; rejection reasons; collateral or guarantor requirements; use of KPR, FLPP, Tapera, cooperatives, arisan, MFIs (Micro-finance Institutions), moneylenders, employer schemes, family loans, supplier credit, or staged self-financing. Include informal workers such as vendors, ojek/driver platforms, home-based workers, freelancers, farmers, fishers, artisans, and daily labourers.

4. Why subsidized or formal housing products are not taken up.

LPEM notes a mismatch between oversupply in some housing segments and undersupply of affordable housing, plus job-residence spatial mismatch and urban sprawl where subsidized housing may be far from work or economic activity. lpem.org Secondary data can show locations and program numbers, but not why households reject, abandon, or cannot use formal products.

The consultants shall collect formal housing products and subsidy schemes considered by the households; reasons for non-use, non-eligibility, or abandonment; administrative and financial barriers, distance from housing locations to employment opportunities/work/schools/care networks; perceptions regarding affordability, safety, construction quality, and suitability; preferences between relocation/new units and incremental upgrading.

5. Incremental construction workforce, and home informal practices

Secondary sources such as Dashboard Perumahan and Backlog Perumahan di Indonesia: Tantangan Besar dan Upaya Kolaboratif Mewujudkan Hunian Layak report backlog/RTLH and BSPS-style responses, but they do not explain how households actually sequence upgrades or choose builders/materials.

The consultants shall collect sequences of housing construction and improvement; material selection process; source of technical advice; role of tukang/artisans/contractors; labor payment models; quality/safety checks; access to drawings/permits; material supplier credit; seasonal timing; disaster-resistance features; and what improvement are delayed; due to finance or documentation.

6. Local construction workforce, supply chains, and quality assurance

Online data can describe housing quality deficits, but it rarely captures the micro-system of local builders, material sellers, artisans, informal contractors, and who households trust for construction decisions.

The consultants shall conduct FGDs/KII with tukang, small contractors, material suppliers, community leaders, households. The team shall gather information on typical costs, price shocks, material quality, technical knowledge, informal standards, warranty/defect handling, climate-resilient building practice and barriers to safer construction.

7. How PBG/building permits and local approvals work in practice

Dashboard perumahan describes PBG as replacing IMB and links it to technical standards, safety habitability, and legal clarity. But secondary data does not show whether low-income households understand, use, avoid, or are excluded from PBG processes.

The consultants shall ask households and local officials about awareness on PBG; whether households attempted permits; costs; time; intermediaries; documents required; reasons for not applying; impact on finance access; informal construction without permits; and whether local authorities enforce or support compliance.

8. Community governance, basic services, and O&M arrangements

BPS and government dashboards provide service indicators, but they do not explain how communities organize access to infrastructure, repairs, drainage, waste, water, sanitation, shared spaces, or maintenance.

The consultants shall, through FGDs with RT/RW leaders, women groups, community savings groups, renters, and homeowners, collect data on community arrangements for managing water, sanitation, drainage, waste management, roads, and shared facilities; cost-sharing mechanisms; community leadership and decision-making practices; conflict resolution mechanism; inclusion and exclusion within community governance systems; relationships between communities and local government or utility providers.

9. Climate and disaster risk as experienced in housing decisions

The need to capture dense urban areas, peri-urban growth corridors, rural districts, and climate-exposed coastal settlements is essential. The secondary sources identify risks of the hazards, but do not explain how households adapt, pay for repairs, or decide whether to stay, retrofit, or move.

The consultants shall collect the experiences of households or community with flooding, coastal inundation, extreme heat, earthquakes, landslides, and other hazards; housing damages and repair costs; recovery and rebuilding pathways; access to financial or institutional support; adaptation and resilience measures undertaken; influence of risk on housing investment decisions.

10. Exclusion of specific groups in practice

Habitat for Humanity Indonesia focuses on families in deciles 1 and 2, women-headed households, older people and persons with disabilities. Secondary data can identify categories, but not the lived process of exclusion.

The consultants shall actively reach out to and include vulnerable or excluded groups. This list covers women-led homes, disabled people, day laborers, renters and sub-renters or subtenants, migrants, climate-affected households, undocumented residents, and other local groups in need. The consultant shall ensure meaningful representation of marginalized and underserved groups within the sample and clearly describe the sampling approach in the inception report.

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11. Interaction between formal and informal housing actors

Secondary sources describe program architecture but not the everyday broker/intermediary ecosystem. The consultants shall collect: the relationships between households and actors such as RT/RW leaders, village offices, financial institutions, cooperatives, developers, builders, material suppliers, NGOs, religious institutions, and government programs; services provided by each actor; bottlenecks in service delivery; trust dynamics and informal brokerage arrangements.

12. Local understanding and use of housing data/backlog categories

Dashboard Perumahan uses categories such as backlog kepemilikan and backlog RTLH, while LPEM discusses definitional issues and policy debates around backlog and Tapera. The World Bank brief on HREIS (Housing and Real Estate Information System) also notes that housing data are scattered across institutions and that coordination/data sharing is limited.

The consultants shall collect: housing data sources used by local governments, NGOs, developers, lenders, and community organizations; perceived gaps in housing information; understanding of housing backlog and housing adequacy categories; alignment between official classifications and lived realities.

The methodology must apply the following requirement:

- all data must be collected in a digital and transcribed format to accommodate later AI analysis by Habitat
- be qualitative–quantitative mixed-methods
- prioritize inclusion of voices often under-represented in housing policy conversations and Habitat Gender Inclusive guidelines
- explore system processes rather than perceptions
- collect practical information on actions, decisions, costs, barriers, documentation, interactions, and workarounds
- be feasible for implementation within 8 weeks
- The focus is on primary data collection, the data collected by the consultant must be firsthand from those who experience and engage in the housing system. The consultant must not use secondary existing data sources to provide the research product. The study focus on the stakeholders within the housing ecosystem.

The mixed-method includes:

1. Focus Group Discussions (up to 10 FGDs)

FGDs will explore collective experiences and shared system interactions, particularly those involving:

- land access and documentation
- community governance
- construction practices and workforce
- informal housing processes, including incremental housing
- barriers and workarounds in interacting with institutions
- supply chain or financing challenges
- housing decision making including systems incentives and constraints

Proposed Participant Groups - it may include:

- informal land buyers/sellers
- renters/sub-renters
- households from diverse income segments (at least those registered within Decile 1-4) who recently built, repaired, extended, or improved their homes
- who recently built or improved homes
- urban informal workers
- community leaders (RT/RW), women's groups
- construction workers / artisans (tukang) who directly interact with homeowners
- micro-entrepreneurs reliant on home-based work
- cooperative members or savings groups

FGD Format

Each FGD meets the following criteria:

- 8–10 participants each
- Semi-structured question guide
- 90-120 minutes per session
- Conducted in Bahasa Indonesia
- Facilitated by experienced moderators/facilitators
- Audio-recorded (with consent), transcribed, and translated as needed

2. Key Informants Interviews

The study also conducts interviews with potentials stakeholders, i.e.:

- Ministry of Housing and Settlements
- Provincial and district housing agencies
- Banks and FLPP providers
- Tapera representatives
- Cooperatives and MFIs
- Developers
- Hardwarer stores/ Distribution centers
- Materials suppliers
- Notaries and land administration actors
- RW/RT leaders
- NGOs and community organizations
- Housing researchers
- Others relevant stakeholders

The number of KIIs with key stakeholders requires meeting the objectives of the assignment. It is estimated at minimum of 45.

3. Household Survey

The purpose is to quantitatively capture:

- pathways to secure land, housing, expansion, and improvements
- documentation steps and barriers
- interactions with government actors
- access to finance (formal/informal) and livelihood changes
- housing decision making including construction decisions, costs, and constraints
- accessing basic services,
- community governance and O&M arrangements

Survey Design

It will focus strictly on:

- behaviours
- processes
- system interactions
- step-by-step practical pathways

Sampling size

- Target samples are at minimum of 100 respondents.

- Purposive sampling based on housing pathways, tenure arrangements, income groups, geographic contexts, and housing-related vulnerabilities.
- diverse locations representing urban, peri-urban, rural, coastal, disaster-prone or climate-exposed contexts.
- Gender-balanced representation including marginalized groups.
- The sample shall include households from the following housing pathway categories:
 1. Recent incremental builders or home improvers (to understand construction sequencing, finance, material choices, and quality control)
 2. Informal workers seeking housing finance (to understand KPR/FLPP/Tapera/MFI/cooperative eligibility barriers).
 3. Renters, sub-renters, and households living with extended family (to understand why ownership pathways may be blocked or undesirable).
 4. Households with informal or incomplete land documentation (to understand tenure/documentation barriers).
 5. Climate- and disaster-exposed households (coastal, flood-prone, post disaster or other hazard-exposed contexts).
 6. Households participating in active community governance structures (RT/RW, women's groups saving groups, cooperatives, or community infrastructure arrangements).
 7. Vulnerable or underrepresented households (women-headed households, persons with disabilities, very low-income households, migrants, and other locally identified marginalized or excluded groups).

We suggest the study focusing on decile 1-2 mainly as primary target population and decile 3-4 as comparison groups to understand a better housing journey.

Survey Administration

- Conducted via trained enumerators
- Trial test of the survey tools and guiding questions
- Digital data collection tools (Kobo, CommCare, etc.), with all raw and summarised data provided to Habitat.
- Monitoring and quality assurance required

Ethical Considerations

- Fully voluntary participation
- Informed consent required
- Protection of personal data and anonymity
- Special measures for vulnerable populations
- Respect for cultural norms
- Safe spaces for participants

Deliverables

Habitat for Humanity Indonesia requires the organization or firm to submit the following deliverables:

1. Inception Report, including:
 - detailed methodology
 - FGD and KIIs guides
 - survey instrument
 - sampling strategy
 - ethical protocols
 - data cleaning and verification

Workplan and timeline The inception along with the approval of instrument or tool design from Habitat for Humanity is eligible to apply. In addition, the inception shall provide the proposed target of study areas and its rationale or justification.

2. KIIs and FGD Data

- transcripts – digital recordings and transcriptions (raw files for KIIs and FGDs)
- FGDs summaries files
- KII transcript files and KII summary tables
- Stakeholder profile matrix
- Photo documentation (if any with proper consent form)

3. Household Survey Dataset

- Full digital data set for Habitat
- Data cleaned, coded, anonymized

4. PowerPoint Presentation

- key findings for internal workshop in both English and Bahasa Indonesia

5. Final report

The final report shall provide the following information:

- Data collection process
- Executing of data collection: real timeline of past data collection across target areas, who do what, constraints, and challenges.
- Raw data/materials as annex

Timeline

The deliverables will be submitted within this target timeline:

Estimated duration: 8 weeks, including:

Activity	Timeline	Responsibilities
Instrument design & inception report, approval from Habitat.	Week 1	Consultants, HFHI, TCIS
Recruitment & training of enumerators	Week 2	Consultants
FGD and KIIs implementation	Week 3-4	Consultants
Household surveys	Week 3-4	Consultants
Transcription/data cleaning	Week 5	Consultants
Analysis and preliminary shared analysis	Week 5	Consultants and HFHI
Dissemination of the findings	Week 6	Consultants, HFHI, TCIS
Reporting with complete data collection (raw data in Bahasa Indonesia)	Week 6-7	Consultants
Finalizing feedback & final report submission	Week 8	Consultants and HFHI

One strong recommendation is to include a small pilot or pre-test of the household survey and qualitative guides before its rolling out.

Roles and Responsibilities

Contractor/Consultant

- Develop tools and methodology
- Lead and implement FGDs, KIIs, and household surveys
- Ensure data quality and ethics compliance
- Produce all deliverables

Habitat for Humanity Indonesia

- Provide contextual inputs
- Support local coordination
- Assist with stakeholder identification
- Provide venue for FGDs if available

HFHI – TCIS

- Provide technical oversight
- Support systems-analysis orientation
- Review deliverables
- Integrate findings into system workshops

Qualifications of Consultant/Firm/Research Institute

The study assignment can be conducted by a consulting firm, research institute, university research center, or consortium with demonstrated experience in housing, urban development, and mixed-methods research and proven experience in qualitative & quantitative research. The consultant team must collectively demonstrate the qualifications, expertise, and experience to carry out the study assignment. The team, or firm or institute or agency shall meet the following minimum qualifications:

- The institutional experience has minimum 7 years conducting applied research, or large-scale socio-economic studies in housing sector in Indonesia where applicable.
- The organization should demonstrate experience and familiarity in at least five of the following areas: affordable housing, land administration and tenurial security, informal settlements, housing finance, or community-led housing, climate resilient housing, housing policy and governance, incremental housing, housing cooperatives and community savings, informal housing markets.
- The applicant has proven experience in designing and leading mixed-method study including: quantitative and qualitative data collection, triangulation, database management, and synthesizing all collected data for informed decision making process.
- The applicant has a demonstrated experience in households surveys (100+ respondents), conducting FGDs and Key Informant Interviews with government officials, CSOs, private sectors, local actors or leaders, digital data collection (SurveyCTO, KoboToolbox, ODK, etc.), data quality assurance, qualitative coding and thematic analysis, quantitative analysis.
- Strong analytical and reporting skills
- Experience with digital data collection tools
- The applicant has experience in engaging with national government ministries, provincial/district governments, housing agencies community organizations, cooperatives NGOs, private sectors, financial institutions.
- The applicant has proven for conducting research across multiple geographic areas such as urban, peri-urban, rural, coastal, and disaster-prone areas.

Key Personnel Qualifications

Preference will be given to a research firm/institute with the following team composition, but not limited to:

1. **Team leader/Principal researcher.** The Team Leader shall possess a minimum of a Master's degree (or higher) in Urban Planning, Housing Studies, Development Studies, Economics, Public Policy, Sociology, Geography, Architecture, or another relevant discipline. The candidate shall have at least ten (10) years of professional experience in leading applied research, policy research, or large-scale

socio-economic studies, including experience managing national or multi-provincial research assignments in Indonesia. The Team Leader must demonstrate a strong understanding of Indonesia's housing ecosystem, including housing finance, land tenure, informal settlements, urban development, and community housing issues. Proven experience in leading multidisciplinary research teams, applying mixed-methods research approaches, and producing high-quality analytical reports and policy-oriented recommendations in both Bahasa Indonesia and English is essential.

2. **Senior housing specialist.** He/she shall possess a minimum of a Bachelor's degree, preferably a Master's degree, in Urban Planning, Housing Studies, Architecture, Civil Engineering, Public Policy, Development Studies, or another relevant discipline. The candidate shall have at least eight (8) years of professional experience in housing and urban development, with demonstrated expertise in housing policy, affordable housing, housing finance, land tenure, informal settlements, and community-based housing initiatives in Indonesia. The candidate should have a sound understanding of Indonesia's housing sector, including the regulatory and institutional landscape, and experience working with national and sub-national government agencies, development partners, NGOs, financial institutions, and community organizations. Experience in providing technical inputs for housing research, policy analysis, or housing systems assessments will be considered a strong advantage.
3. **Research manager.** He/she shall possess preferably a master degree I statistics, development studies, economics, sociology, anthropology, development studies or another relevant discipline. The candidate shall have at least seven years of professional experience in designing and implementing mixed-methods research including quantitative household survey and qualitative studies such as focus group discussions and key-informant interviews. The candidate should demonstrate strong expertise in research design, sampling methodologies, questionnaire development, fieldwork management, supervision and training of enumerators, and implementation of quality assurance and data verification procedures. Experience in managing large-scale field data collection using digital platforms (e.g., KoboToolbox, SurveyCTO, ODK, or CommCare), coordinating multidisciplinary research teams, and ensuring timely delivery of high-quality datasets and research outputs is essential. Previous experience conducting socio-economic, housing, urban development, or community-based research in Indonesia will be considered a strong advantage.

Budget and Financial Proposal

The consultant/firm shall submit a detailed financial proposal as part of the application. The maximum budget ceiling for this study is IDR 310.000,000, inclusive of all applicable taxes. The applicant should submit a technical proposal with a detailed financial proposal.

The selected applicant is required to provide following documents:

- legal registration and operational capacity,
- proven organizational experience in conducting similar study or research,
- at least two references from previous assignments.
- clear internal allocation of roles and responsibilities (presented in the proposal)

The financial proposal must include:

Itemized Budget

An itemized breakdown of all costs required to complete the assignment, including but not limited to:

- **Personnel costs** (daily rates × number of days for each team member). It also includes:
 1. Preparation of the inception report, tools design

2. Development of instruments, sampling framework, and evaluation plan.
 3. Data collection, supervision and field coordination
 4. Data cleaning, verification/validation, and analysis
 5. Developing presentation of findings
 6. Sharing the findings
 7. Coordination meetings with Habitat Indonesia, HFHI and TCIS.
- **Operational and fieldwork costs.** It includes:
 1. Enumerator costs for household surveys
 2. Field travel and transportation
 3. Accommodation
 4. Costs related to the data collection (FGDs, survey, and KIIs) including facilitator, note take.
 5. Communication and coordination
 6. Data collection tools and materials
 7. Data collection equipment or digital survey tools
 8. Data cleaning and storing
 9. Transcription
 10. Any additional operational costs required to deliver the assignment

Data Management, Documentation, Reporting

The costs relate to processing, documenting, storing, and presenting, including:

1. Data entry, cleaning, and validating.
2. Data visualization and descriptive synthesis of collected data.
3. Report drafting, revising, and finalization including presentation of findings
4. All dataset management

The consultant also needs to submit the costs related to ethical clearance, and research permits, the tools development, dataset management and storing.

Budget Format

The budget must:

- Be presented in Indonesian Rupiah (IDR)
- Include unit costs, quantities, and total amounts for each line item
- Clearly distinguish between professional fees and operational costs
- Align with the activities and timeline described in the technical proposal

Independence and conflict of interest

To ensure impartiality and credibility, the applicant must submit a signed declaration confirming: the absence of conflicting interests, professional independence, and commitment to deliver a quality standard of research or study within agreed timeline and budget.

Timeline

Activity	Timeline	Estimated working days	Deliverables
a. Recruitment of consultant	a. 21 August - 2 Sep	19	The consultant's contract is signed off.
b. Consultant is onboard	b. 15-16 September		

Instrument design and inception report	17–18 September 2026 (Week 1)	2	Inception Report: detailed methodology; survey instrument; FGD/KII guides; sampling strategy; ethical protocols; data cleaning/verification plan; workplan and timeline (inception report will be sent to Habitat for two-day review, then consultant needs to submit a revised inception report. .
Recruitment and training of enumerators/pilot testing.	23–26 September 2026 (Week 2)	3	Trained enumerators; finalized field protocols and digital data-collection tools; field deployment plan. Pilot-testing of the tools and FGD/KII guides (refinement of tools as necessary)
FGD and KII implementation	28 September–9 October 2026 (Weeks 3–4)	10	FGDs and KIIs completed; digital recordings; field notes; stakeholder profile information; photo documentation where consented.
Household survey implementation	28 September–9 October 2026 (Weeks 3–4)		Minimum 100 household surveys completed through digital data collection; field quality-assurance records.
Transcription, coding and data cleaning	12–16 October 2026 (Week 5)	5	KII/FGD transcripts and summaries; KII summary tables; cleaned, coded and anonymized household survey dataset; stakeholder profile matrix.
Analysis and preliminary shared analysis	12–16 October 2026 (Week 5)	5	Preliminary synthesis of quantitative and qualitative findings aligned with housing pathways, systems interactions, bottlenecks, stakeholder relationships and potential leverage points.
Consultant share preliminary findings	19–23 October 2026 (Week 6)	5	Presentation of key findings for internal workshop in English and Bahasa Indonesia; consolidated feedback from Habitat Indonesia/HFHI-TCIS. Preliminary findings is expected to be shared prior sharing session.
Revised the presentation of findings, Reporting and submission of complete primary-data package	19–30 October 2026 (Weeks 6–7)	10	A. Consultant revised the presentation according to the feedbacks addressed, and B Complete data-collection package: raw qualitative data in Bahasa Indonesia, transcripts, summaries, stakeholder matrix, and cleaned household survey dataset.
Finalization following feedback and final submission	2–6 November 2026 (Week 8)	5	Final revised PowerPoint/key-findings package and all finalized datasets/transcripts/supporting files incorporating agreed feedback.

Submission Requirements

The interested applicant is required to submit the technical and financial proposal along with the CVs of the consultancy team's members not later than **2 September 2026 at 22.00 WIB** in PDF format to the Bid Committee, under the subject line: **Housing Ecosystem Assessment: Primary Data Collection**.

All proposal documents and financial proposal shall be submitted via email to Procurement@habitatindonesia.org. The submission of all proposal (technical and financial) shall include the name of the authorized person in charge and be duly signed.