



Centre for Affordable  
Housing Finance  
in Africa

## Open Access Initiative

### TERMS OF REFERENCE

for data collection on Nairobi Metropolitan Area (NMA) housing supply

March 2024

Proposals due by **11:59 pm (EAT) on 27th March 2024**

For more information contact Beatrice W. Mwangi  
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## 1. Introduction

The Centre for Affordable Housing Finance in Africa (CAHF) is a not-for-profit company with a **vision** for an enabled affordable housing finance system in countries throughout Africa, where governments, business, and advocates work together to provide a wide range of housing options accessible to all. CAHF's **mission** is to make Africa's housing finance markets work, with special attention on access to housing finance for the poor. We pursue this mission through the dissemination of research and market intelligence, supporting cross-sector collaborations and a market-based approach. The overall goal of our work is to see an increase of investment in affordable housing and housing finance throughout Africa: more players and better products, with a specific focus on the poor.

The Open Access Initiative is a joint venture market systems intervention spearheaded by Centre for Affordable Housing Finance in Africa (CAHF), FSDAfrica Investments, FSDKenya, Reall and International Housing Solutions (IHS). These market facilitators have formed the Affordable Housing Investment Alliance (AHIA) to drive the OA Initiative. The Initiative is about market development. The intention is to build and support a more competitive environment in which a range of market players see (and can act on) opportunities to invest, while raising the bar on quality and long-term sustainability. The Initiative follows a process that involves four main steps: **data collection, assembly, the production and delivery** of outputs, and then **advocacy and dissemination engagement**.

In light of this, CAHF has partnered with FSD Kenya to create an affordable housing knowledge platform which includes a dashboard which was developed as part of the Open Access Initiative. It shows the distribution of approximately 34,000 housing units within the Nairobi Metropolitan Area, and covers four of the five counties in the metro- Nairobi, Kiambu, Kajiado and Machakos counties. The [dashboard](#) is live and already loaded with data from 2021 and 2022.

CAHF wishes to update the database. This will involve collecting updated data for projects already covered in in the previous years, as well as collecting data for all other missing/new developments. CAHF envisions that the data will be collected primarily via online platforms such as developer and property websites – or publicwebsites as might exist (Boma Yangu, etc.), followed up with telephone calls or in-person interviews with property agents or developers, industry bodies (i.e. KPDA), possibly interviews with County officials, and site visits where necessary. A key deliverable of the effort, in addition to the completed data collection template, will be the refinement of a data collection methodology that can be implemented annually.

## 2. Skills and expertise required

CAHF is seeking consultants and/or researchers who are highly knowledgeable in the housing sector, are based in Kenya and familiar with the Nairobi Metropolitan Area. The consultant can be an individual(s) or team/firm. Local expertise and language proficiency is highly preferred.

Furthermore, the consultant must demonstrate:

- Statistical literacy;

- Previous experience in data collection not limited to but preferably in housing and housing finance or general real estate;
- Consultants must be able to work accurately and be able to analyse, aggregate and assess the quality of data provided. Consultants will be expected to comply with data guidelines providing detailed information sources and contacts/links to data sources-which CAHF will use to verify the data provided by the consultant.

### 3. NMA Housing Supply Data Collection process

CAHF will provide the appointed consultants with a letter of reference authorizing them in their role as consultant to CAHF, and the template on kobotoolbox with the data elements to be collected. The process will involve updating existing data collected in previous years (this will be provided by CAHF), and collecting data on new projects. Consultants will be contracted to undertake the work in March- May 2024.

Data is to be collected as the development currently exists. CAHF will host a Teams meeting with the consultant and;

- Explain the Terms of Reference (TOR) and the data collection process.
- Walk them through the data collection template
- Provide timeframes
- Answer any questions and agree on deliverables

CAHF will check all data points and may contact the consultants with follow-up questions on the information supplied, or to fill gaps.

### 4. Deliverables and Timeframes \*NB: These are estimated dates

27 <sup>th</sup> March 2024	Proposals due
2 <sup>nd</sup> April 2024	Contract awarded, sent and signed
4 <sup>th</sup> April 2024	Teams Meeting Data collection template sent to consultant
22 <sup>nd</sup> April 2024	Submission of 1 <sup>st</sup> tranche of data
30 <sup>th</sup> April 2024	Feedback to the consultant
10 <sup>th</sup> May 2024	Submission of full data set
13 <sup>th</sup> May 2024	Submission of Methodology Note
27 <sup>th</sup> May 2024	Feedback to consultant
31 <sup>st</sup> May 2024	Final version

All data elements (both qualitative and quantitative) must have all fields completed and approved by CAHF.

### 5. Payment

The total fees of the contract awarded to the consultant shall be Kshs 500,000 excluding VAT applicable.

CAHF does not cover any travel costs, telephone costs or any other out-of-pocket expenses related to the research and data collection. The total sum for the assignment is as indicated above.

The fee is payable upon CAHF's acceptance of the deliverables outlined in section 4 above. It is anticipated that queries and finalisation of the data will extend to 31st May 2024. Payment will not be processed until all questions from CAHF are addressed and the data is accepted.

CAHF reserves the right to determine the percent completion of the data elements and qualitative questions, and to hold back fees on a sliding scale based on the of the number and quality of indicators delivered. It is necessary to hold back costs as CAHF will need to contract another consultant to complete the data not delivered on by the originally-appointed consultant. We do understand that some data may simply not be available at all. In this case, we expect the consultant to demonstrate how they made the effort to collect the data element, the sources they tried, and the reason why they were unsuccessful.

If the consultant fails to submit at least 60% of the data by 10th May 2024, to the approval of CAHF, the total payment will be reduced by 50% (deduction of Kshs 250,000).

## 6. Content of the Proposal

Interested applicants should submit a proposal of **no more than two pages** including the following:

- A response to the ToR, demonstrating familiarity with the subject matter, expansion on the proposed methodology and key issues for consideration in the work.
- A detailed work plan, demonstrating the feasibility of the proposal.
- Statement of qualifications of all relevant firm(s).
- Name and CV of staff members responsible (i) for overseeing the work; (ii) for undertaking the work.
- Fee proposal and costs estimates, indicating the basis of calculation of fees, including cost of travel if necessary.
- Supporting documents for registered firms include tax clearance certificate, banking details and verification of banking details, company registration and verification documents
- Familiarity with the Centre for Affordable Housing Finance in Africa's work is important. See [www.housingfinanceafrica.org](http://www.housingfinanceafrica.org).

## 7. Proposal Evaluation

Proposals will be assessed according to:

- Relevant, demonstrated competence of firm/individual in this area: 25 percent.
- Demonstrated expertise of individual or key individuals to be involved in this project including the ability to access data: 25 percent.
- Content, quality and originality of the proposal, including innovation in and feasibility of approach: 50 percent.

## 8. Proposal Submission

Proposals should be submitted in electronic format, by email, to [beatrice@housingfinanceafrica.org](mailto:beatrice@housingfinanceafrica.org). **The deadline for submission is at 11:59 pm (EAT) on 27th March 2024.**

Once the selection process has been completed, CAHF will issue a contract confirming the appointment of the service provider.

Any queries should be directed to Beatrice Mwangi via the same email address above.

#### **9. Guiding Note to Bidders**

- Centre for Affordable Housing Finance in Africa reserves the absolute right to use its discretion in the interpretation of these award criteria. The following notes are intended to provide broad guidance only on how proposals will be evaluated. Bidders may be required to clarify their proposals by way of a telephone call or presentation.
- “Relevant, demonstrated competence of firm(s) in this area” - You should aim to demonstrate how the firm’s collective past experience can be applied (or adapted) to address the specific brief set out in the terms of reference. You are welcome to describe the firm’s general experience of financial sector development issues (e.g. in other geographies or topical areas) but the evaluation will focus particularly on the application of that experience for the specific task at hand.
- “Demonstrated expertise of key individuals to be involved in this project” – The evaluation places considerable emphasis on the role and demonstrated expertise (i.e. track record) of the key individuals to be involved on the project rather than on the expertise of the firm itself.
- “Use of local professional capacity (consulting, analysis, coordination etc.)” – The Centre for Affordable Housing Finance in Africa wishes to ensure that local capacity is used and developed. International firms are therefore encouraged to partner with local organisations.
- “Content, quality and originality of proposal” – Proposals should address the brief set out in the terms of reference in a comprehensive manner. Bidders should aim for innovation as well as professional presentation. Whilst similar, relevant experience in other markets will be an advantage for a bidder, each market is different and so proposals need to reflect the particular characteristics of that market, as well as the challenge set by the terms of reference.
- “Affirmative action scorecard”- Ownership, management, staff development.
- “Fee basis” – Value for money, as well as absolute cost, will be taken into account.

**END.**