



Aga Khan Agency for Habitat

**Request for Proposal (RFP) for Consulting Firm for  
Post-Disaster Shelter Catalogue  
and Guidelines**

## **Invitation to submit proposal**

To Whom It May Concern,

The Aga Khan Agency for Habitat (AKAH) hereby invites qualified Consulting Firms to submit proposals for a comprehensive review and cataloguing of AKAH's Post-Disaster Shelters portfolio.

The terms of reference and other relevant data are attached herewith. Please note, this letter is being issued only to request your proposal and its contents do not, directly, or indirectly, imply the commissioning of your firm for the intended project.

The schedule of submission of technical and financial proposals shall be as follows:

- Proposal Due: 29 November 2024, 17:00 (GMT+1, Geneva Time)
- Proposal shall be submitted in PDF files at the following email: [mumtaz.ali@akdn.org](mailto:mumtaz.ali@akdn.org)

The Consulting Firm shall bear all costs related to the preparation and submission of proposals and the Client shall in no case be liable or responsible for these costs, regardless of the conduct and outcome of the selection process.

We thank you very much for your time and effort and look forward to receiving your proposal before the date and time noted above.

## **1.0 Background**

The Aga Khan Agency for Habitat (AKAH), established in 2015, forms part of the Aga Khan Development Network. The Agency, having a global footprint, is active in the provision of emergency aid to communities affected by natural disasters and climate change. It builds community capacity for disaster preparedness and response through developing a cadre of community volunteers – Community Emergency Response Teams (CERTs) – in skills that include the provision of first aid, search and rescue, and emergency relief post-disaster.

The Agency also works with local communities to ensure their access to safe water and sanitation in their homes, schools, and hospitals through the Water and Sanitation Extension Programme (WASEP). Moreover, it has developed a holistic approach to habitat planning that combines urban and rural participatory planning techniques with international best practices and local expertise to help communities make their neighbourhoods, villages, and towns safer and more resilient. In addition, the Agency has initiated a safe and sustainable construction program synergized with habitat planning for developing green, energy-efficient design solutions for the construction of safe, seismically resilient structures. The Agency blends local knowledge and expert skills to find solutions to community and habitat-based problems that are inclusive and sustainable.

## **2.0 Introduction**

The Agency requests proposals from interested and qualified Consulting Firms to analyze and catalogue its safe and sustainable post-disaster shelter portfolio for communities, families, and individuals in various territories where AKAH works. This project aims to improve living conditions and promote sustainable development by identifying effective strategies and guidelines for post-disaster shelter solutions.

The assignment will focus on cataloguing AKAH's post-disaster shelter and prefabricated structures work across its territories. In addition, it will also entail understanding the demographics and needs of affected populations in these regions. By analyzing the Agency's own experiences and global best practices that are climatically and culturally relevant, the Consulting Firm will help develop a comprehensive guideline for AKAH's diverse post-disaster shelter portfolio and establish a basis for future shelter projects.

AKAH is dedicated to enhancing living conditions in its territories through sustainable and resilient shelter solutions. The multifaceted challenges posed by natural hazards, climate

change, and population pressures in territories and geographies where AKAH works, require specialized knowledge and skills for effective post-disaster shelter strategies with land-use planning at its centre. By developing a comprehensive guideline and planning standards that understand the needs of specific territories and their affected populations, AKAH can ensure its projects are both globally informed and locally relevant.

### **3.0 Description of the Project**

Due to AKAH's diverse project portfolio, current practices for post-disaster shelter may be varied across different country offices and project locations. Therefore, there is a need to document the varied portfolio and practices adopted by AKAH to streamline its post-disaster shelter approach.

While AKAH emphasizes the combination of local knowledge with global best practices, there may be gaps in effectively integrating these perspectives. A standardized review of both AKAH's territorial needs and global post-disaster shelter standards concerning site analysis and functional designs for shelters is needed to form guidelines for future projects.

The objectives of the project are as follows:

- a) To catalogue AKAH's diverse post-disaster shelter portfolio, including different types of emergency, transitional, and modular (permanent) shelter designs, across territories.
- b) To develop a basis for future post-disaster shelter projects based on an analysis of climatically and culturally relevant best practices, AKAH's varied portfolio, geographical requirements, policies, and regulations.

The project will concern AKAH's portfolio in Afghanistan, India, Pakistan, Syria, and Tajikistan. The Consulting Firm will be interacting with several relevant stakeholders to fulfill the objectives of the assignment.

On contractual or other matters, the consulting firm will report to the Head of Planning and Innovation at Aga Khan Agency for Habitat. The assignment will be jointly supervised by representatives from the respective Country Offices in consultation with the Head Office.

The Aga Khan Agency for Habitat (AKAH) has some specific requirements and expectations for the Consulting Firm undertaking the ToR.

- **Collaboration with AKAH Staff:** The Firm is expected to collaborate effectively with AKAH staff familiar with post-disaster shelter project needs. This may involve conducting interviews, attending meetings, and incorporating feedback throughout the process.
- **Conflict of Interest:** The Firm must declare any potential conflicts of interest related to the project or the organizations involved. AKAH reserves the right to disqualify a consultant with a conflict of interest.
- **Project Management and Reporting:** The Firm is responsible for effectively managing the project timeline and deliverables outlined in the RFP. Regular progress reports and clear communication with AKAH are expected.

#### 4.0 Scope of Services

A detailed scope of work is set out below:

##### 4.1 Catalogue AKAH's Post-Disaster Shelter Portfolio

Develop a comprehensive catalogue for past and current post-disaster shelter projects across territories and regions where AKAH works, including their sustainability and site analysis of specific geographies.

- a) **Catalogue of Portfolio:** Document the work done by AKAH for post-disaster shelter and pre-fabricated shelters in the AKAH territories, including – but not limited to – the following:
- Design, construction, and evaluation of transitional, emergency, and permanent shelters, ranging from yurts to winterized tents to steel/iron-framed shelters.
  - Cataloguing of various shelter projects to be identified by AKAH such as:
    - Better Shelter – implementation of alternative and sustainable shelter structures in Afghanistan, Tajikistan, and Syria (post-disaster contexts).
    - Accelerate Prosperity – the exploration of alternative sustainable shelter solutions and their business models.
  - Any other shelter projects as defined, prioritized, and carried out by AKAH.
- b) **Needs Assessment:** Conduct a needs assessment of the unique challenges faced in AKAH territories where post-disaster shelter work is done through a comprehensive site analysis of these specific geographies. This will cover the following factors:
- The impact of varying topographies and landscapes on shelter construction and structural stability.

- The impact of weather, including precipitation patterns, temperature variations, and wind velocity, on shelter durability and design.
  - Climate change and prediction of risk zones for future placement. This will consider:
    - Implementation of sustainable design principles
    - Integration of renewable energy systems
    - Utilization of environmentally friendly materials
    - Incorporation of rainwater harvesting systems
  - Identify potential disaster risk hazards such as floods, earthquakes, avalanches, GLOFs, or extreme weather events. This will cover:
    - Incorporation of measures to adapt to and mitigate these risks
    - Use of disaster-proof materials that ensure seismic safety, wind and fire resistance, and resistance to flooding and snow loads
    - Provision of relief items in disaster scenarios
  - Strategic considerations for the sites such as:
    - Specific populations and regions within AKAH territories that require shelter interventions.
    - Site selection-related matters, such as suitability, accessibility, and safety.
    - Site planning-related issues, including ingress/outgress, access to services, carrying capacity, and livelihood opportunities.
    - The average family size to ensure appropriate shelter designs.
    - The overall size of the intervention and typical plot sizes for effective land use.
    - Modularity for quick construction and possible horizontal extensions.
    - The availability and skills of local labour for shelter construction.
    - Shelter designs and aesthetic elements that respect and incorporate cultural norms and architecture.
- c) **Portfolio Review:** Conduct a thorough review of existing post-disaster shelters and pre-fabricated homes to identify strengths, weaknesses, and areas for improvement. The assessment will cover populations served in each project, unit size, room size, entry and exit, kitchens, bathrooms, flooring, building materials (and their life-cycle), durability, and insulation among other things.
- d) **Sustainability Assessment:** Detailed assessments concerning the sustainability of existing post-disaster shelters and prefabricated structures. This should cover the following aspects:
- Incorporation of Water, Sanitation, and Hygiene (WASH) products

- Reuse and circular approaches (disassembly and reuse) of shelter designs
  - Recycling and/or renewal practices to minimize climatic footprint
  - Evaluation of environmental impact
  - Affordability of shelter solutions
- e) **Supply Chain Analysis:** Conduct an extensive analysis of the supply chain management in AKAH territories. Outputs should include:
- Procurement, sourcing, and logistics of shelters and related materials, including manufacturer, cost, material, cultural suitability, and temperature variability
  - Manufacturers by region, climate, topography, or disaster
  - Business opportunities for local livelihood launch

#### 4.2 Analysis of Climatically and Culturally Relevant Best Practices and Guidelines

Conduct an elaborate analysis of global best practices for post-disaster shelters, including case studies, site planning guidelines, and standard operating procedures (SOPs) and shelter guidelines.

- a) **Literature Review:** Provide a clear theoretical understanding of emergency post-disaster shelters. This should cover:
- Identification and categorization of different types of shelter designs:
    - Emergency shelters
    - Transitional shelters
    - Durable (permanent) shelters
  - Examination of the critical role of emergency shelters in post-disaster scenarios
- b) **Global Best Practices:** Research of immediate shelter solutions that are better than existing AKAH tents, such as the yurts used in Kyrgyzstan, Afghanistan and Tajikistan. Compile and adapt rapid site planning guidelines, general practices, case studies, and policy regulations from reputable international organizations. This includes assessment of safe locations, access, transit, etc. This will cover:
- General manufacturers/practices for immediate and transitional shelters, including SOPs and general guidelines that should be adopted according to UN practices and other leading entities.
  - UNHCR standards and guidelines:

- Analyze UNHCR's site planning emergency standards<sup>1</sup>
- Evaluate technical performance, habitability, affordability, and environmental impact of shelters as per UNHCR guidelines<sup>2</sup>
- UN-Habitat's urban planning responses in post-crises contexts<sup>3</sup>:
  - Study settlement profiling techniques
  - Investigate participatory engagement and decision-making processes
  - Assess institutional capacity development strategies
- UNIDO's post-disaster guidelines<sup>4</sup>:
  - Assess technical manual on: insulation properties and application in shelters, the production and use of mud stabilized blocks, and use of straw mat knitting
  - Analyse the development of cost-effective building materials production
- World Bank's post-disaster shelter recovery policy framework<sup>5</sup>:
  - Review institutional arrangements for post-disaster shelter recovery
  - Analyze shelter recovery practices and planning, including shelter modalities and financial management
- Review case studies from Habitat for Humanity, Red Cross, Build Change, Shelter Cluster, Box-able, and other innovators or start-ups in the space to identify successful post-disaster shelter solutions.

## 5.0 Deliverables

The deliverables for this assignment will include the Inception Report, AKAH Post-disaster Shelter Catalogue, and Climatically and Culturally Relevant Best Practices Report.

Activity Description	Output	Delivery Timeline
<b>Inception Report</b>	Outlines objectives, scope, methodology, key activities, outcomes, and work plan	1.0 months after mobilization
<b>AKAH Post-Disaster Shelter Catalogue</b>	Details AKAH's post-disaster shelter portfolio, including territorial needs, design assessment, sustainability impact, and supply chain management	3.0 months after mobilization

<sup>1</sup> Refer to UNHCR's [Master Plan Approach To Settlement Planning - Guiding Principles, Principles and Standards for Settlement Planning](#), and [UNHCR Shelter Design Catalogue January, 2016](#) report

<sup>2</sup> Refer to UNHCR's [Shelter and Sustainability](#) report

<sup>3</sup> Refer to UN-Habitat's [Urban Planning Responses In Post-Crises Contexts](#)

<sup>4</sup> Refer to UNIDO's [Thermal Insulation Technical Manual](#), [Mud Stabilized Blocks Technical Manual](#), [Straw Mat Knitting Machine](#), and [Kyrgyz Republic Development Of Cost-Effective Building Materials Production](#)

<sup>5</sup> Refer to World Bank's [Post-Disaster Shelter Recovery Policy Framework: Building A Responsive System To Support Resilient And Equitable Recovery In The Philippines](#)



<b>Climatically and Culturally Relevant Best Practices Report</b>	Analysis of available literature, global best practices, case studies, site planning guidelines, SOPs, shelter regulations, etc.	6.0 months after mobilization
<b>TOTAL</b>		<b>6.0 months</b>

All revisions and amendments during the process of approval are to be handled by the Consultant at no additional cost.

## **6.0 Timelines**

The duration of the contract will be six (06) months from the date of signing. The Consulting Firm shall provide, based on previous experience and the specifications in this RFP document, a work plan based on the proposed timeline, considering their own capabilities, as well as any external constraints, including specific milestones, and allowing ample time for decision-making and validation processes by the Client.

## **7.0 Project Team**

The Consulting Firm is required to identify the project team including a Project Manager, Civil Engineer, and an Architect, as well as any associates, and provide a statement of qualifications for each individual.

## **8.0 Methodology**

The Firm should provide a description of the method and approach their firm intends to utilize to execute the project.

## **9.0 Budget**

The Firm is required to provide a detailed / itemised budget breakdown and cost for the proposed services. The Firm is required to submit financial proposals in a sealed / password-protected document.

## **10.0 Consulting Agreement**

A consulting agreement shall be approved by AKAH and executed by the Contracting Agency and a duly authorized agent of the chosen consultant. The assignment is expected to commence following the approval and execution of the consulting agreement. Minor changes that do not affect the substance of the agreement provided may be considered prior to finalizing the

agreement. Changes proposed after approval and execution of the consulting agreement that affect consultant costs shall be reviewed and approved by the Procurement Committee.

### **11.0 Request for Proposal Schedule**

The schedule for this RFP and project commencement is as follows:

- Submission Deadline: 29 November 2024
- Consultant Interviews: 12 December 2024
- Selection of Preferred Consultant: 16 December 2024
- Notice to Selected Consultant and other consultants: 17 December 2024
- Inception Meeting: 20 December 2024

### **12.0 Proposal Opening**

The proposals shall be opened and evaluated as per the aforementioned schedule, to the possible extent.

No explanation and/or justification for any aspect of the selection process shall be given and the decision of the client shall be final and binding on all without any right of appeal.

### **13.0 Validity Period of Proposals**

The proposals should be valid for a minimum period of ninety (90) days during which the Consulting Firm undertakes to maintain, without change, the proposed key staff and shall hold both the rates and quoted fees. In case the Client requests an extension in the validity period, the Firm would have the right to withdraw their Proposal without objection by the Client or to suggest any modification in their proposal.

### **14.0 Clarifications and Addenda**

All queries are to be raised, by email and sent to the Contact Person. The response shall be conveyed to all parties without quoting the name of the asking firm. No queries are to be entertained less than five (05) days before the date of submission of the Proposal.

Contact Person:

- **Name:** Mumtaz Ali
- **Designation:** Lead, Urban Planning
- **Email:** [mumtaz.ali@akdn.org](mailto:mumtaz.ali@akdn.org)

### **15.0 Qualifications**

The Consulting Firm must show the capability to complete the work by a complement of staff with the qualifications and past relevant experience (or previous work) that will provide the quality of work expected. The ideal team should have minimum skills and experience as listed in the table below.

Position	Minimum Qualification	Minimum Experience in Related Work
Project Manager	Ph.D. / MSc in Urban Planning / Design or related field	15 years
Civil Engineer	Ph.D. / MSc in Civil Engineering	15 years
Architect	Ph.D. / MSc in Architecture / Urban Design	15 years

The team will possess a strong blend of habitat planning and post-disaster shelter expertise. Here are the essential and desirable criteria:

### 15.1 Essential Qualifications

- Proven track record in working on post-disaster shelter projects and pre-fabricated shelters.
- In-depth understanding of site planning standards, functional design of shelters and their materials, and sustainability and green solutions.
- Strong contextual/cultural knowledge of supply chain management and Bill of Quantities (BoQ) in AKAH territories.
- Proven expertise in developing case study analysis.
- Strong knowledge of global post-disaster shelter guidelines and best practices.

### 15.2 Desirable Qualifications

- **Experience with AKAH or similar organizations:** Prior experience working with AKAH or organizations with a similar mission and project focus would be advantageous.
- **Regional Knowledge:** Understanding the specific challenges and contexts faced by AKAH's project regions would be a plus.
- **Multilingual Skills:** Fluency in English is required. Fluency in additional languages relevant to AKAH's project regions would be an advantage.
- **Membership of Shelter Cluster:** Membership with the Shelter Cluster organization will be preferred.

### 16.0 Evaluation Criteria

All technical proposals that score at least 70% in aggregate evaluation will be considered for interview and negotiation. A minimum score of 60% is required on all items in the technical evaluation.

Technical Evaluation Criteria		
Sr. No.	Categories	Maximum Score
1	General Experience of the Firm: 03 latest relevant projects on post-disaster shelters or prefabricated shelters	30
2	Key Professional staff: The firm should share the profiles of team lead and all key team members, who must be engaged with the firm for at least 05 years	30
3	Understanding of Assignment	10
4	Proposed Methodology	20
5	Work Plan	10
<b>Total Technical Score</b>		<b>100</b>

### 17.0 Withdrawal of Proposal

Any bidder may withdraw its proposal by email at any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of ninety (90) days after the closing date.

### 18.0 Confidentiality

The Aga Khan Agency for Habitat (AKAH) considers the information entrusted to the Consulting Firm for the duration of the project to be highly confidential. This includes, but is not limited to:

- **AKAH's project details:** Specific information about ongoing or planned projects, including locations, budgets, and partner organizations.
- **Data and information:** Any sensitive data or information provided by AKAH during the project, including financial data, technical specifications, and stakeholder details.

The consulting firm is obligated to:

- Maintain strict confidentiality of all information received from AKAH throughout the project duration and beyond.
- Utilize the information solely for this specific consultancy project.

- Not disclose any confidential information to unauthorized individuals or third parties without prior written consent from AKAH.
- Implement appropriate security measures to protect AKAH's confidential information from unauthorized access, disclosure, or loss.
- Ensure any subcontractors or assistants involved in the project are bound by the same confidentiality obligations.

Violation of this duty of confidentiality will be deemed to be a material breach of the contract and will result in immediate dismissal, without prejudice to any other legal remedies that may be pursued against the bidder. This duty of confidentiality is not limited to the project time frame and shall survive indefinitely.

### **19.0 Intellectual Property**

All Intellectual Property Rights of the schemes and proposals submitted in fulfilment of the scope of services shall rest with the Agency and no claim whatsoever shall be admissible in respect of any proprietary rights or copyrights of the same on the part of the Consulting Firm. The Firm shall indemnify the Client from any claims including but not limited to third-party claims related to violation of any copyright or Intellectual Property Rights. However, the Firm shall reserve the right to be acknowledged as the author of the schemes and proposals. The decision of the Client shall be final in all matters relating and the Consulting Firm shall be bound to execute such decisions to the satisfaction of the Client.

### **20.0 Terms of Payment**

The Agency shall make payments to the successful bidder based on the submission and approval of deliverables. Such payments shall be made within thirty (30) days following receipt of an acceptable invoice, or as otherwise mutually agreed, based on completion of work stages.

The Consulting Firm will be reimbursed according to the following payment schedule, once deliverables have been submitted, reviewed, and accepted:

<b>Deliverable</b>	<b>Due Date</b>	<b>Payment (%)</b>	<b>Cumulative (%)</b>
<b>Mobilization advance</b>	After signing of contract and mobilization of team	10	10
<b>Inception Report</b>	1.0 months after mobilization	20	30
<b>AKAH Post-Disaster Shelter Catalogue</b>	3.0 months after mobilization	30	60

<b>Climatically and Culturally Relevant Best Practices Report</b>	6.0 months after mobilization	40	100
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## **21.0 Acceptance of Terms**

The submission of a proposal indicates acceptance by the Consulting Firm of the conditions contained in this Request for Proposals.

The Agency reserves the right to revise any part of this RFP by issuing an addendum at any time prior to the submittal deadline. The Agency reserves the right to accept or reject, in whole or part, all proposals submitted and/or to cancel this announcement if any such action is determined to be in the Agency's best interest.

All materials submitted in response to this RFP become the property of AKAH. The Agency shall not be responsible for costs associated with proposal preparation. By submitting a proposal, each consultant agrees to be bound in this respect and waives all claims regarding such costs and fees.

The contents of this RFP and the bidder's proposal, as submitted and/or modified, shall become contractual obligations to be executed by the authorized contracting agents of both parties.