

# Family Homes Funds Limited (FHFL)

## Terms of Reference (ToR) and Scope of Work (SOW)

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*CONSULTANCY SERVICES FOR ENVIRONMENTAL AND SOCIAL IMPACT  
ASSESSMENT FOR HOUSING CONSTRUCTION PROJECT*

**Client:** Family Homes Funds Limited

**Address:** 3<sup>rd</sup> Floor Sinoki House, Opposite Ministry of Transportation,  
Ademulegun Street, Central Business District - Abuja.

**Issue Date:** 26<sup>th</sup> January 2026

**Submission Deadline:** 30<sup>th</sup> January 2026, at 12:00 noon

## **TERMS OF REFERENCE: PROCUREMENT CONSULTANCY SERVICES FOR ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT FOR HOUSING CONSTRUCTION PROJECT AT DARMANAWA, KANO STATE NASARAWA**

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### **1. Background**

- 1.1. Family Homes Funds Limited (FHFL) is a government-established housing finance institution established in 2017 to drive the delivery of affordable housing and promote job creation across Nigeria. Jointly owned by the Ministry of Finance Incorporated (MOFI) and the Nigeria Sovereign Investment.
- 1.2. In line with its mandate to expand access to affordable housing while ensuring strong environmental and social risk management, FHFL is financing the development of Kano Phase II Housing Project, on a 7.4-hectare land located in Darmanawa, Kano State. The project will involve the construction of residential housing units and associated infrastructure, including internal roads, drainage networks, water supply systems, and electrical infrastructure, to create a sustainable and modern community
- 1.3. In compliance with the Environmental Impact Assessment Act CAP E12 LFN 2004 and FHFL's Environmental and Social Policy, the project is required to undergo an Environmental and Social Impact Assessment (ESIA).
- 1.4. FHFL therefore seeks to engage a qualified and Federal Ministry of Environment (FMENv)-registered ESIA consultant to conduct the ESIA study for the proposed housing project and support the process through regulatory approval by FMEnv.

### **2. Objective**

The objectives of the consultancy are to:

- i. Ensure compliance of the project with applicable Nigerian environmental and social regulations and international good practice;
- ii. Identify, predict, and evaluate the potential positive and negative environmental, social, and economic impacts of the proposed housing project;
- iii. Facilitate Stakeholder Engagement and establish a framework for a Grievance Redress Mechanism (GRM);
- iv. Propose mitigation measures for any possible adverse environmental Impacts; and
- v. Develop a high-quality ESIA Report suitable for submission to the FMEnv and support the issuance of ESIA approval.

### **3. Scope of Work**

The consultant will be required to carry out the following:

#### **3.1. Inception and Desktop Study:**

- Review project designs, existing site data, and relevant policies/legislation.
- Develop and submit an Inception Report detailing the methodology, work plan, and final study outline for approval.

### **3.2. Legal and Institutional Framework of the Project:**

- Review of relevant Nigerian environmental laws, regulations, and guidelines;
- Applicable international environmental and social standards, as relevant.

### **3.3. Field Study and Impact Assessment:**

- Conduct detailed baseline studies covering: Physical Environment (topography, climate, air, noise, water); Biological Environment (flora, fauna, ecology); Socio-Economic Environment (demography, livelihoods, community structures, cultural conditions).
- Implement a structured Stakeholder Engagement Plan, including public consultations and meetings with community leaders, local authorities, and relevant NGOs.
- Assess potential impacts (direct, indirect, cumulative) during pre-construction, construction, operation, and decommissioning phases

### **3.4 Mitigation Measures**

- Develop detailed mitigation, monitoring, and management plans (ESMP).
- Design a Project Grievance Redress Mechanism (GRM).
- Prepare a Draft Final ESIA Report in the format prescribed by FMEnv.
- Support FHFL during technical review meetings and public hearings.
- Incorporation of regulator comments and facilitation of ESIA approval.

## **4. Deliverables**

The consultant is expected to provide the following deliverables:

- i. Inception Report within 7 days of mobilisation.
- ii. Draft ESIA Report (including full ESMP and GRM framework) for review.
- iii. Final ESIA Report (hard and soft copies), incorporating all comments.
- iv. Non-Technical Summary of the ESIA findings.
- v. Stakeholders Engagement Records (attendance sheets, minutes, comments log).
- vi. ESIA certificate

## **5. Qualifications, Experience and Technical Requirements**

The Consultant should possess the following:

- Evidence of current registration with the Federal Ministry of Environment, Nigeria, as an accredited Environmental Consultant/Firm to conduct EIAs/ESIAs.
- Demonstrable experience in successfully conducting and delivering EIA/ESIA reports for construction, infrastructure, and real estate development projects in Nigeria.
- Proof of experience handling similar projects, provided as a list of past and present clients for whom the consultant conducted comparable ESIA studies.
- Availability of a qualified multidisciplinary team, including, at a minimum, environmental scientists, social specialists, and occupational health and safety experts
- Strong analytical, reporting, and stakeholder engagement skills.
- Excellent stakeholder engagement and facilitation skills.

## 6. DURATION AND TIMELINE

The assignment is expected to be completed within **28 calendar days** from the date of contract signing.

## 7. REPORTING AND SUPERVISION

The consultant shall report to FHFL's ESG Unit and work closely with the project team throughout the assignment.

## 8. CLIENT INPUTS AND SUPPORT

FHFL will provide additional information as reasonably requested, in a timely manner.

## 9. PROPOSAL REQUIREMENTS

### 1. Technical Proposal:

- Company profile, legal status, and statutory incorporation documents (BPP).
- Evidence of registration with relevant regulatory authorities.
- Demonstrated experience with similar projects.
- Detailed methodology and work plan for delivering the assignment.

### 2. Financial Proposal:

- Detailed breakdown of professional fees and expenses.
- All costs inclusive of applicable taxes (VAT, WHT, etc.).
- Proposed payment terms linked to milestones.

## 10. EVALUATION CRITERIA

The selection process will follow the **Quality and Cost-Based Selection (QCBS)** method in line with the Public Procurement Act (2007).

### A. Technical Evaluation

- Regulatory and Compliance documentation
- Proven track record with similar projects.
- Project Management & Work Plan

### B. Financial Evaluation

- Competitive pricing in line with project scope.
- Clarity, completeness, and transparency of cost breakdown.
- Cost-effectiveness.

## 11. SUBMISSION FORMAT

Proposals must be submitted containing both Technical & Financials.

### Submission Channels:

- **Softcopy** - Email: [procurement@fhfl.com.ng](mailto:procurement@fhfl.com.ng) and copy [uumar@fhfl.com.ng](mailto:uumar@fhfl.com.ng)
- **Hard Copy**: FHFL Reception, 3rd Floor Sinoki House, Opposite Ministry of Transportation, Ademulegun Street, Central Business District - Abuja.

**Submission Addressed to:**

The Head, Procurement  
Family Homes Funds Limited  
3rd Floor, Sinoki House  
Central Business District, Abuja

**Deadline:** 30<sup>th</sup> January 2026, at 12:00 noon

**12. NOTES TO APPLICANTS**

- Proposals not aligned with the ToR will be automatically disqualified.
- FHFL reserves the right to verify all information provided and disqualify non-compliant submissions.
- Participation in this process does not guarantee the award of a contract.
- Only shortlisted firms will be contacted.
- FHFL reserves the right to cancel this process at any stage without liability or recourse.
- All deliverables and project-related documentation shall remain the property of FHFL. The selected firm must treat all project information with strict confidentiality.