



REQUEST FOR PROPOSAL (RFP)

Research on Unpaid Care and Domestic Work in Thailand	DATE: December 21, 2020
	REFERENCE: RFP-2020-33

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services of **Research on Unpaid Care and Domestic Work in Thailand**.

Please be guided by the forms attached hereto as Annex 3 and Annex 4, in preparing your Proposal.

Proposal must be submitted on or before the deadline indicated in the e-tendering system. Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide

Username: event.guest

Password: why2change

Your Proposal must be expressed in English language and valid for a minimum period of 120 days

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. In submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files

The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with the "FINANCIAL PROPOSAL" must be encrypted with a password** so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

IMPORTANT NOTE: The amount of the Financial proposal **MUST NOT** be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

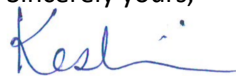
UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscs/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Keshini Wijesundera

Manager, Transactional Services Team, BRH

21 December 2020

Description of Requirements

Context of the Requirement	Research on Unpaid Care and Domestic Work in Thailand
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	UNDP is now seeking a Consulting company to conduct a study on unpaid care and domestic work with the objective to provide practical recommendations for policymakers to systematically and effectively reduce the unequal burden of unpaid care and domestic work, and improve women's labour market outcomes, while proposing how to effectively improve existing social protection measures.
List and Description of Expected Outputs to be Delivered	As indicated in the ToR attached as Annex 2
Person to Supervise the Work/ Performance of the Service Provider	Gender Advisor of UNDP Thailand Office
Frequency of Reporting	The Consulting company is expected to report to UNDP every month, through monthly meetings/calls/emails with the Inter-Agency Advisory Committee.
Progress Reporting Requirements	The Consulting company is expected to work closely with the members of the Inter-Agency Advisory Committee, MSDHS and MOL.
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	3.5 months
Target start date	01 January 2021
Latest completion date	15 April 2021
Travels Expected	As indicated in the ToR attached as Annex 2
Special Security Requirements	<input checked="" type="checkbox"/> Others N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The contractor firm will utilize their own equipment to complete the assignment
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Thai Baht (THB)
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this

	RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<p>First tranche (30%) – a) Inception report including developed workplan and concept note outlining the research methodology, list of stakeholders and report structure to be presented in a workshop setting and approved by the Inter-Agency Advisory Committee, MSDHS and MOL; and b) Situation analysis and report on existing policies related to unpaid care and domestic work in Thailand;</p> <p>Second tranche (40%) – Draft report in English with policy recommendations, including a cost-benefit analysis of these, and the economic value of unpaid care and domestic work, followed by a presentation of the findings to the Inter-Agency Advisory Committee, MSDHS and MOL;</p> <p>Third tranche (30%) – Final report in English and in Thai</p>
Person(s) to review/ inspect/ approve outputs/ completed services and authorize the disbursement of payment	Gender Advisor of UNDP Thailand Country Office
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.</p>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm - 30%</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 40%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 30%</p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>The following formula will be used to evaluate financial proposal:</p> $p = y (\mu/z), \text{ where:}$ <p>p=points for the financial proposal being evaluated;</p> <p>y=maximum number of points for the financial proposal;</p> <p>μ=price of the lowest priced proposal;</p> <p>z = price of the proposal being evaluated.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p>Applicable Terms and Conditions are available at:</p> <p>https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/4.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf</p>

	<i>Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.</i>
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)
Contact Person for Inquiries (Written inquiries only)	<p>Mostaq Ahmed Procurement Consultant; Email: mostaq.ahmed@undp.org</p> <p>Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the etendering platform.</p> <p>This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Required Documents that must be Submitted to Establish minimum Qualification of Proposers</p> <p>(Failure to submit the documents shall result in disqualification)</p>	<input checked="" type="checkbox"/> Technical Proposal submission form as per the Template Annex 3; <input checked="" type="checkbox"/> Password protected Financial proposal Annex 4; <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation; <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; <input checked="" type="checkbox"/> Evidence of having local presence in Thailand; <input checked="" type="checkbox"/> List of similar projects completed successfully within last 10 Year; <input checked="" type="checkbox"/> Documents to establish the minimum Experience requirement (copy of contracts /Completion certificates): <ul style="list-style-type: none"> • The organisation should have a good track record of timely and results-based implementation of research projects, with a minimum of 5 (five) years proven experience; • Recognized technical ability and prior experience to conduct research in the area of labour markets, labour economics, public policy, and/or gender equality supported by at least 5 (five) worksamples; <input checked="" type="checkbox"/> Completed and signed CVs for the Proposed Key personnel; <input checked="" type="checkbox"/> Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference;
Other Information (e-tendering submission)	<p>Electronic submission through eTendering shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in PDF format; • The Technical Proposal and the Financial Proposal files MUST BE <u>COMPLETELY SEPARATE</u> and each of them must be uploaded individually and clearly labelled;

	<ul style="list-style-type: none"> • The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. <u>Failure to provide the correct password may result in the proposal being rejected;</u> <p>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.</p> <p>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</p>
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DETAILS OF EVALUATION OF PROPOSALS

Evaluation of Proposal:

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the ToR

Minimum Eligibility criteria for the consultancy Firm:

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Bid Validity – 120 days
- Business Licenses – Registration papers;
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- Must have a local presence in Thailand;
- The organisation should have a good track record of timely and results-based implementation of research projects, with a minimum of 5 (five) years proven experience;
- Recognized technical ability and prior experience to conduct research in the area of labour markets, labour economics, public policy, and/or gender equality supported by at least 5 (five) worksamples;
- Submission of signed and stamped CVs for the proposed key personnel as per RFP requirement

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

Technical Evaluation

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
Total		1000

Technical Evaluation Passing Threshold – 70% of the Total Points obtainable

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Recognized technical ability and prior experience to conduct research in the area of labour markets, labour economics, public policy, and/or gender equality supported by at least five worksamples	150
1.2	Recognized ability to and prior experience in conducting research on relationship between economics and gender equality, supported by at least one worksamples	150
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Solid and feasible workplan to conduct the research	200
2.2	Sound research methodology methodology on how to conduct the research	200
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Lead researcher		150
	Minimum Bachelor's degree in Public Policy, Social Science, Gender Studies, Economics, or other related field, a Master's degree would be preferred	50	
	At least three years of experience of research related to public policy, labour markets, or economics and its relationship to gender	100	
3.2	Economist		150
	Minimum Bachelor's degree in economics, a Master's degree would be preferred	50	
	At least two years of experience of conducting research on economics and its relationship to gender issues	100	
Total Section 3			300

TERMS OF REFERENCE

Research on Unpaid Care and Domestic Work in Thailand

A. *Project Description*

UNDP is now seeking a Consulting company to conduct a study on unpaid care and domestic work with the objective to provide practical recommendations for policymakers to systematically and effectively reduce the unequal burden of unpaid care and domestic work, and improve women's labour market outcomes, while proposing how to effectively improve existing social protection measures.

Introduction

Unpaid care work is a critical—yet largely unseen—dimension of human well-being that provides essential domestic services within households, for other households and to community members. Unpaid care work is unevenly distributed between women and men, and women do on average four times as much unpaid care work in this region. In order to identify measures to recognize, reduce and redistribute unpaid care, it is important to understand its magnitude, dynamics, and impact. Because women's unpaid care work often remains unrecognized and undervalued, men receive a larger share of income and recognition for their economic contributions. In addition, time spent by women and girls on domestic chores limits their opportunities to participate in the labour force or to engage in economic activity. Standing outside of the labour market also has a negative effect on women's social protection coverage.

The measures taken to tackle the COVID-19 pandemic has even further heightened the burden of women's unpaid care and domestic work. With the closure of public services such as child and elderly care, the main burden has fallen on women to fill the gap. Further, women are overrepresented in paid care work, which is often underpaid and lacking of recognition.¹ Moreover, the coverage of social protection is in many cases tied to employment status, thus putting many women in an even more volatile and vulnerable situation. To ensure that the recovery from COVID-19 builds back better, these structural inequalities need to be addressed. In order to build back better and to leave no one behind, it is crucial to address gender inequalities at every stage of the development process and in the COVID-19 recovery. To do this, efforts to reduce the care burden and increase women's participation in the labour force have a key role.

To tackle the burden of unpaid care and domestic work, a holistic approach is required. Policy changes need to address issues such as increased service provision, social norms influencing the distribution of unpaid care and domestic work, addressing barriers to women's labour force participation, and recognising the role of the world of work in supporting workers to uphold their family responsibilities. This includes the importance of combating the motherhood penalty.²

Thailand has made several commitments to promote gender equality, including ratification of the Convention on Elimination of Discrimination against Women (CEDAW), ILO Convention 100 on Discrimination, and ILO Convention on Equal Remuneration. The Thai constitution stipulate for gender responsive budgeting and planning. Commitments to the Agenda 2030 on Sustainable Development and its 17 goals, including SDG 5 which address unpaid care work in target 5.4. Building upon Thailand's commitment and efforts in achieving the 2030 Agenda for Sustainable Development, UNDP, jointly with

¹ See [ILO's 5R framework](#) to recognize, reduce, redistribute unpaid care work, and reward and provide representation for care workers.

² ILO (2019), [A Quantum Leap For Gender Equality: For a Better Future of Work For All](#).

ILO, UN Women, the Ministry of Social Development and Human Security (MSDHS), and the Ministry of Labour (MOL) can support the country in providing policy recommendations for a more gender equal society and reducing the burden of unpaid care and domestic work.

B. Scope of Services, Expected Outputs and Target Completion

Objective

In order to achieve gender equality and promote women's economic empowerment, it is crucial to address the burden of unpaid care and domestic work. UNDP Bangkok Regional Hub (BRH) has developed a practical guide on possible policy changes to take a holistic approach to reducing the burden of unpaid care and domestic work. The practical guide is accompanied by a technical guide. The policy guidance articulates the need for a comprehensive set of policies addressing the availability of public and private services, supportive infrastructure, social norms and perceptions that are keeping women disproportionately in unpaid domestic and care work. The policy guidance note advocates for a transformation of the existing ecosystem and gendered power dynamics.

The objective of this study is to identify country specific policy gaps and recommendations for Thailand, by using the methodology provided in the guidance note as well as relevant reference materials from ILO³ and UN Women⁴, while adhering to international standards set out in relevant ILO conventions and recommendations. The study will gather data, map out existing policies, identify policy gaps, and as a result provide policy recommendations to reduce the burden of unpaid care and domestic work. The policy recommendations will take a holistic approach, including but not limited to the labour market, provision of services, social security, and social norms. In addition, a calculation of the economic value of unpaid care and domestic work will be conducted as well as the cost of the recommended policies. The study will also take into account the context of response and recovery from COVID-19.

The overall purpose of the study is to provide practical recommendations for policymakers to systematically and effectively reduce the unequal burden of unpaid care and domestic work, and improve women's labour market outcomes, while proposing how to effectively improve existing social protection measures. Reducing the burden of unpaid work requires a holistic and cross-cutting approach, UNDP has for that reason partnered with ILO, UN Women, MSDHS, and MOL to leverage their expertise on the labour market, social security, gender equality and women's empowerment. The study will be led by UNDP Thailand, with technical support and guidance from UNDP BRH, ILO, UN Women, MSDHS, and MOL.

The research intends to focus on four key areas: i) conducting a situation analysis of women's unpaid work burden; ii) identify existing policies and the policy gaps; iii) identify a set of policy recommendations for Thailand; ix) provide an economic evaluation of the economic value of unpaid care and domestic work and the costs of the recommended policies.

Scope of work

Under the overall guidance of the Deputy Resident Representative of UNDP Thailand and in close consultation with the Inter-Agency Advisory Committee consisting of members from UNDP Thailand, UNDP BRH, ILO and UN Women, the Consulting company will be responsible for:

1) Conducting a situation analysis of women's unpaid work burden. The situation analysis will include quantitative information on distribution of unpaid care and domestic work, labour market statistics, and

³ E.g. ILO (2019), [A Quantum Leap For Gender Equality: For a Better Future of Work For All](#).

⁴ E.g. UN Women (2019), [Progress of the World's Women 2019-2020: Families in a Changing World](#).

demographic trends. This section will also include qualitative information related to gender roles influencing women's participation in the labour force. The situation analysis will also take into consideration the COVID-19 context, and how the burden of unpaid work has been affected.

2) Mapping existing policies and gaps. These policies may have the explicit aim of alleviating the burden of unpaid domestic and care work on women, or being part of other national priorities, such as improvements in early childhood development, managing the needs of the ageing population, increasing women's labour force participation, increasing productivity at work, etc. The mapping will include social protection measures and how unpaid care and domestic work influence their coverage.

3) Identifying a suitable policy package for Thailand to reduce the burden of unpaid care and domestic work, while promoting decent work in the care sector. This will include a broader list of potential policies addressing the identified gaps, as well as a narrowed down set of suitable and realistic policy recommendations.

4) Perform an economic evaluation of the economic value of unpaid care and domestic work in Thailand. As well as conducting a cost-benefit analysis of the proposed policy recommendations.

Performance of the Consulting company is monitored closely, and regular feedback will be provided by the Deputy Resident Representative of UNDP Thailand and the Inter-Agency Advisory Committee consisting of UNDP, ILO and UN Women.

Expected outputs and deliverables

The Consulting company is required to deliver:

- 1) Inception report including developed workplan and concept note outlining the research methodology, list of stakeholders and report structure to be presented in a workshop setting and approved by the Inter-Agency Advisory Committee, MSDHS and MOL;
- 2) Situation analysis and report on existing policies related to unpaid care and domestic work in Thailand, including:
 - Collection and analysis of data related to the distribution of unpaid care and domestic work, relevant labour market statistics, social protection coverage, and how this has been impacted by COVID-19;
 - Collection of qualitative information influencing unpaid care and domestic work, such as social norms and workplace culture;
 - Conduct research on national laws and policies, programmes, and services that are directly and indirectly related to the burden of unpaid care and domestic work, including social protection measures;
- 3) Draft report in English with policy recommendations, including a cost-benefit analysis of these, and the economic value of unpaid care and domestic work, to be presented in a workshop format to the Inter-Agency Advisory Committee, MSDHS and MOL for comments
 - Identify the policy gaps to reduce the uneven burden of unpaid care and domestic work;
 - Identify possible policy changes and interventions to reduce the burden of unpaid care and domestic work, while promoting decent work in the care sector;
 - By the identified potential policies, provide a narrowed down set of realistic policy recommendations for Thailand;
 - Calculate the economic value of unpaid care and domestic work in Thailand;
 - Conduct a cost-benefit analysis of the proposed policy recommendations;
 - Conduct interviews to validate information from all relevant stakeholders, including but not limited to government agencies, women's organisations, Employers' and Workers' Organisations;

- Prepare a verbal presentation of the draft report and validate these through UNDP Thailand, UNDP BRH, ILO, UN Women, MSDHS, and MOL;
- 4) Prepare a final report in English incorporating the comments and inputs from the Inter-Agency Advisory Committee, MSDHS, and MOL, as well as provide a Thai translation of this

Deliverables Timeline

Deliverables	Timing
1) Inception report including developed workplan and concept note outlining the research methodology, list of stakeholders and report structure to be presented in a workshop setting and approved by the Inter-Agency Advisory Committee, MSDHS and MOL	Within 14 days after contract signature
2) Situation analysis and report on existing policies related to unpaid care and domestic work in Thailand	Within 1 month of contract signature
3) Draft report with policy recommendations, including a cost-benefit analysis of these, and the economic value of unpaid care and domestic work, to be presented in a workshop format to the Inter-Agency Advisory Committee, MSDHS and MOL for comments	Within 2.5 months after contract signature
4) Final report in English and translation to Thai language	Within 3 weeks from receiving comments and inputs on the draft report

C. Institutional Arrangement

- a) Supervision and management: The Consulting company will report directly to the Gender Advisor of UNDP Thailand Office, who will provide the required supportive supervision and monitoring, guidance and management support jointly with the Inter-Agency Advisory Committee.
- b) Progress reporting: The Consulting company is expected to report to UNDP every month, through monthly meetings/calls/emails with the Inter-Agency Advisory Committee.
- c) Coordination and collaboration: The Consulting company is expected to work closely with the members of the Inter-Agency Advisory Committee, MSDHS and MOL.
- d) Programme management and implementation: The Consulting company will be responsible to conduct the research and carry out the report writing as per the agreed work plan and budget for timely delivery. The Consulting company will be responsible for the recruitment, training/mentoring and management of programme staff and consultants as needed. This includes evaluation of performance and quality of work submitted to the Consulting company. If additional procurement is required, the Consulting company will be responsible for the procurement process after receiving approval from UNDP.
- e) Resources required: A team comprising of qualified and experienced staff to manage the research and report production is necessary to handle the overall programme management and implementation up to the satisfaction of UNDP and to address all national and UNDP requirements. The team needs to be guided and provided oversight and quality assurance by the senior management team with appropriate level of effort. Furthermore, the Consulting company is expected to source and manage the required office space, IT equipment, asset insurance and other administrative/logistics services for implementation.

D. Duration of the Work

The programme is proposed to be implemented during a period of 3.5 months from 1 January 2021 to 15 April 2021. If there is any unforeseen delay in programme start-up, the timeline of the deliverables will be negotiated with the Consulting company.

The Consulting company is to recognize that the successful completion of the activities and accomplishment of their purposes, as well as the achievements of deliverables and performance targets set forth in the work plan, are of paramount importance, and that UNDP therefore may find it necessary to terminate the agreement, or to modify the activities, should circumstances arise that interfere or threaten to interfere with the aforementioned objectives.

E. Location of Work

The Consulting company must operate out of an office in Thailand to coordinate and maintain effective relationships with the national stakeholders. The Consulting company staffs will be expected to travel to or be based in Bangkok in order to work closely with stakeholders.

E. Qualifications of the Successful Service Provider at Various Levels

The scope of this assignment is limited to organizations with technical expertise to conduct research on issues related to social science, political science, public administration, or economics.

The specific criterion would be as follows, but not limited to:

Legal Status:

- a) The organisation will be an organization registered under relevant laws of the country of registration/operations complying with all national laws and regulations;
- b) The organisation is allowed to work in Thailand;
- c) The organisation must operate from Thailand;
- d) The organisation has necessary authority to enter into an agreement with UNDP;

Management and Organization

- e) The organisation should have a good track record of timely and results-based implementation of research projects, with a minimum of five years proven experience;
- f) The organisation should have sufficient management capacity to implement the project;
- g) The organisation should have a sound financial management system in place;
- h) Experience working with government, national and international agencies (including UN agencies) and civil society organizations is an advantage ;

Technical Expertise

- i) Recognized technical ability and prior experience to conduct research in the area of labour markets, labour economics, public policy, and/or gender equality supported by at least five worksamples;
- j) Recognized ability to and prior experience in conducting research on relationship between economics and gender equality, supported by at least one worksample;
- k) CVs and worksamples of required key personnel in the team:
 - a. One lead researcher
 - i. At least a Bachelor's degree in Public Policy, Social Science, Gender Studies, Economics, or other related field, a Master's degree would be preferred
 - ii. At least three years of experience of research related to public policy, labour markets, or economics and its relationship to gender
 - b. One economist
 - i. At least a Bachelor's degree in economics, a Master's degree would be preferred
 - ii. At least two years of experience of conducting research on economics and its relationship to gender issues

F. Scope of Proposal Price and Schedule of Payments

The disbursements will be subject to prior disbursement of the relevant funds by the donor to UNDP.

- First tranche (30%) – a) Inception report including developed workplan and concept note outlining the research methodology, list of stakeholders and report structure to be presented in a workshop setting and approved by the Inter-Agency Advisory Committee, MSDHS and MOL; and b) Situation analysis and report on existing policies related to unpaid care and domestic work in Thailand
- Second tranche (40%) – Draft report in English with policy recommendations, including a cost-benefit analysis of these, and the economic value of unpaid care and domestic work, followed by a presentation of the findings to the Inter-Agency Advisory Committee, MSDHS and MOL
- Third tranche (30%) – Final report in English and in Thai

The proposal should include all the required financial details with assumptions as follows, but not limited to:

- a) Salary or daily rates for the research team
- b) Equipment costs as relevant
- c) Travel costs
- d) Other management costs or fees

It is important to note that the Consulting company is to recognize that the successful completion of the activities and accomplishment of their purposes, as well as the achievements of deliverables and performance targets set forth in the work plan, are of paramount importance.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁷ (Must be Password Protected)

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	a) Inception report including developed workplan and concept note outlining the research methodology, list of stakeholders and report structure to be presented in a workshop setting and approved by the Inter-Agency Advisory Committee, MSDHS and MOL; and b) Situation analysis and report on existing policies related to unpaid care and domestic work in Thailand	30%	
2	Draft report in English with policy recommendations, including a cost-benefit analysis of these, and the economic value of unpaid care and domestic work, followed by a presentation of the findings to the Inter-Agency Advisory Committee, MSDHS and MOL	40%	
3	Final report in English and in Thai	30%	
	Total	100%	

**This shall be the basis of the payment tranches*

B. Cost Breakdown by Cost Component **[This is only an Example]:**

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. One lead researcher				
b. One economist				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
 Authorized Person]
 [Designation]
 [Date]*