



**REQUEST FOR PROPOSAL (RFP)**  
**LUMP-SUM OUTPUT BASED CONTRACT**  
**Cambodia Gender Economic Assessment**  
**(Process ID: 8696)**

Phnom Penh, Cambodia  
September 21, 2018

Dear Sir / Madam:

We kindly request you to submit your Proposal for Cambodia Gender Economic Assessment.

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

Your offer, **comprising of a Technical and Financial Proposal, in separate sealed envelopes**, must be submitted to the following address **no later than 05 October 2018 by 12:00 pm., local time**. **Late submission shall be rejected. Submission by email will not be accepted.**

**UNDP Cambodia, Registry Office (Building No. 5)**  
**No. 53, Pasteur Street, Boeung Keng Kang I**  
**PO Box 877, Phnom Penh, Cambodia**  
**Attn: Procurement Analyst, Procurement Unit**

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

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.

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 attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex D.

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:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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 : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Sereyvattana Chan  
Procurement Analyst

## Description of Requirements

Context of the Requirement	Cambodia Gender Economic Assessment (and input to the Cambodia Gender Assessment)
Brief Description of the Required Services <sup>1</sup>	As per Term of Reference
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>• Initial mission, to identify the detailed work plan and establishment of relationship between the IC and the national counterpart, including any training/ familiarization</li> <li>• Research and technical analyses</li> <li>• Delivery of the final CGEA report</li> <li>• Follow-up and ancillary activities</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	The successful Service Provider would be expected to work closely with the international consultant with oversight exercised by the UNDP Country Director.
Frequency of Reporting	Based on the outputs
Progress Reporting Requirements	N/A
Location of work	Phnom Penh, Cambodia
Expected duration of work	October 2018 to September 2019
Target start date	4 <sup>th</sup> week of October 2018
Latest completion date	September 2019
Travels Expected	N/A
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
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"/> United States Dollars

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Value Added Tax on Price Proposal <sup>2</sup>	<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 <sup>3</sup>	<table><tr><th>No.</th><th>Deliverables/Outputs</th><th>Payment Schedule</th><th>Payment Amount</th></tr><tr><td>1</td><td><b>Participation in initial mission and set-up:</b> delivery inception report including detailed workplan; participation in training and meetings.</td><td>10 days over 1 month</td><td>20%</td></tr><tr><td>2</td><td><b>Conduct key research analyses</b> i.e. (a) labour market (wage gap) and human capital; (b) assets/ capital held by women; (c) livelihoods /poverty – Income (Intra-household allocations), and gendered MDP; (d) Proposals for time use survey</td><td>50 days over 3 months</td><td>25%</td></tr><tr><td>3</td><td><b>Conduct key research analyses</b> i.e. (a) labour market (wage gap) and human capital; (b) assets/ capital held by women; (c) livelihoods /poverty – Income (Intra-household allocations), and gendered MDP; (d) Proposals for time use survey</td><td>50 days over 4 months</td><td>25%</td></tr><tr><td>4</td><td><b>Delivery of final CGEA report</b> including components discussed above, and policy discussion.</td><td>20 days, over 2 months (i.e. May and June)</td><td>20%</td></tr><tr><td>5</td><td><b>Launch and ongoing follow up:</b> Assist in dissemination/ transfer of know-how and institutionalization, prepare for any future activities.</td><td>20 days inc. launch of report (June) &amp; follow-up over 3 months (i.e. July</td><td>10%</td></tr></table>				No.	Deliverables/Outputs	Payment Schedule	Payment Amount	1	<b>Participation in initial mission and set-up:</b> delivery inception report including detailed workplan; participation in training and meetings.	10 days over 1 month	20%	2	<b>Conduct key research analyses</b> i.e. (a) labour market (wage gap) and human capital; (b) assets/ capital held by women; (c) livelihoods /poverty – Income (Intra-household allocations), and gendered MDP; (d) Proposals for time use survey	50 days over 3 months	25%	3	<b>Conduct key research analyses</b> i.e. (a) labour market (wage gap) and human capital; (b) assets/ capital held by women; (c) livelihoods /poverty – Income (Intra-household allocations), and gendered MDP; (d) Proposals for time use survey	50 days over 4 months	25%	4	<b>Delivery of final CGEA report</b> including components discussed above, and policy discussion.	20 days, over 2 months (i.e. May and June)	20%	5	<b>Launch and ongoing follow up:</b> Assist in dissemination/ transfer of know-how and institutionalization, prepare for any future activities.	20 days inc. launch of report (June) & follow-up over 3 months (i.e. July	10%
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<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

		August & September)	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Country Economist & UNDP Gender Specialist, UNDP Cambodia		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services		
Preliminary Examination	UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage.		
Criteria for Contract Award	<p><input checked="" type="checkbox"/> Having received the Highest Combined Score (based on the 70% technical weight and 30% price weight distribution)</p> <p>The total score for each proposal will be calculated independently by the following formula:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;"><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;"><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">(TP Rating) x Weight of TP (70%)  + (FP Rating) x Weight of FP (30%)</p> <p style="text-align: center;"><b>Total Combined and Final Rating of the Proposal</b></p> </div> <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 will be grounds for the rejection of the Proposal.</p>		
Criteria for the Assessment of Proposal	<b><u>Stage 1: Technical Proposal Evaluation (70%)</u></b>		

The Technical Proposal of the offerors will be evaluated based on the following criteria:

The total number of points allocated for the technical proposal is 1000. The technical proposal of the offeror is evaluated based on following criteria:

No.	Summary of Technical Proposal Evaluation Forms	Points Obtainable
1	Expertise of organization	200
2	Proposed Approach and methodology	500
3	Proposed Personnel	300
	Total	1000

No.	Technical Proposal Evaluation Form 1: Expertise of organization	Points Obtainable
1	At least 7 years professional experience in research	50
2	Standing within the research community and good relationship with government	30
3	Experience of similar delivery modalities and Commitment to impartiality and an evidence-based approach;	70
4	Commitment to UN agenda and human rights, specifically gender equality.	50
	Total:	200

No.	Proposed Approach	Points Obtainable
1	To what degree does the Offeror understand the task? Have the important aspects of the task been addressed in sufficient detail?	100
2	Is the scope of task well defined and does it correspond to the TOR?	200
3	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	200
	Total	500

No.	Proposed personnel	Points Obtainable
1	<b>Senior Researcher (1 person):</b> <ul style="list-style-type: none"> <li>- PhD in economics or other relevant social science <b>(20 points)</b></li> <li>- At least 7 years of Experience of similar joint</li> </ul>	150

		working assignment modalities <b>(50points).</b> - Hands-on experience of data gathering and analysis (quantitative and qualitative) <b>(30 points)</b> - Possesses expert Knowledge of gendered economy issues; strong written and verbal presentational skills. <b>(30 points)</b> - knowledge of labour market economics and poverty analysis; econometric/ statistical skills, knowledge of modelling techniques <b>(20 points)</b>	
	2	<b>National Team Member (2 persons):</b> - Masters level qualifications in social sciences, preferably economics. <b>(15 points)</b> - At least 7 years of Experience of similar joint working assignment modalities <b>(25 points)</b> - Hands-on experience of data gathering and analysis (quantitative and qualitative) <b>20 points)</b> - knowledge of labour market economics and poverty analysis; econometric/ statistical skills, knowledge of modelling techniques <b>(15 points)</b>	150 (75 x 2)
		Total	300
<p>The minimum score required to pass the evaluation of technical proposal is 70% of the total obtainable score of 1,000 points.</p> <p><b><u>Stage 2: Financial Proposal (30%)</u></b></p> <p><input checked="" type="checkbox"/> Only the Financial Proposal of the Service Providers that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical proposals will only be considered and opened for evaluation using the above formula.</p>			
Post Qualification Review	UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the Terms of Reference, may include, but need not be limited to, all or any combination of the following: <ol style="list-style-type: none"> <li>Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted;</li> <li>Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> </ol>		

	<ul style="list-style-type: none"> <li>c) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;</li> <li>d) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer; and</li> <li>e) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One Service Provider
Annexes to this RFP <sup>4</sup>	<ul style="list-style-type: none"> <li>• Form for Submission of Technical Proposal (Annex B)</li> <li>• Form for Submission of Financial Proposal (Annex C)</li> <li>• General Terms and Conditions / Special Conditions (Annex D)</li> <li>• Terms of Reference (Annex E)</li> </ul>
Required Documents for Submission	<p><input checked="" type="checkbox"/> <b>Technical Proposal:</b> Form for Submitting Service Provider's Technical Proposal is duly completed and signed as per <b>Annex-B</b>  <i>(the form would allow bidders to confirm its conformity with the requirements defined in the Request for Proposal and all its attachments, as well as the provision of UNDP General Contract Terms and Conditions required under this process and complete the information and supporting documents for Qualification of Service Provider, Proposed Methodology for Completion of Service, and Qualification of Key Personnel).</i></p> <p><input checked="" type="checkbox"/> <b>Financial Proposal:</b> Form for Submitting Service Provider's Financial Proposal is duly completed and signed as per <b>Annex-C</b></p> <p><b>Technical and Financial Proposals are submitted in separate sealed envelopes.</b></p>
No. of copies of Proposal that must be submitted	<p>Original : 1</p> <p>Copies : 1</p> <p>1 CD ROM containing of technical proposal should be submitted along with the technical proposal envelop</p>
Contact Person for Inquiries (Written inquiries only) <sup>5</sup>	<p>UNDP Cambodia  Registry Office (located in Building No. 5, Ground Floor)  No. 53, Pasteur Street,  PO Box 877, Phnom Penh, Cambodia  Tel: 023 216 167, Fax: 023 216 257  Attn: Procurement Unit,  E-mail: <a href="mailto:Aphikovith.phin@undp.org">Aphikovith.phin@undp.org</a> and cc <a href="mailto:procurement.kh@undp.org">procurement.kh@undp.org</a></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>

<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>5</sup> 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.



## FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL<sup>6</sup>

(This Form must be submitted using the Service Provider's Official Letterhead<sup>7</sup>)

[insert: Location].

[insert: Date]

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

Name of Proposing Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone / Fax:	
Email:	

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **Request for Proposal (RFP) dated 21 September 2018**, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions.

[Name of the Organization submitting Proposal].....  
 [Signature Authorized Person and Stamp] .....  
 [Name of Authorized Person].....  
 [Title of Authorized Person].....  
 [Date].....

<sup>6</sup> This serves as a template and mandatory to the Service Provider in submitting the Technical Proposal.

<sup>7</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**A. Qualifications of the Service Provider**

This section should describe the organizational unit that will be responsible for the contract, and the general management approach towards this project. This should fully explain the Bidder's resources in terms of personnel and other resources necessary for achieving project results. 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 – provide description of the organization/firm including the year, staffs structure, and state/country of incorporation and a brief description of the Bidder's present activities (focusing on the services related to the Proposal). The Bidder should describe its experience in similar projects;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.;
- c) Track Record – list of clients for similar services indicating description of contract scope, contract duration, contract value, and contact references within the last 5 years

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Referees Contact Details (Name, Phone, Email) <i>(UNDP retains the rights to contact referees directly)</i>

- d) Latest Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. (if any);
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
- f) Written Self-Declaration that the Service Provider 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**

This section should demonstrate the Bidder's responsiveness to the requirements/specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements. The Service Provider must describe how it will address/deliver the demands of the Request for Proposal document.

C. **Qualifications of Key Personnel**

- The service provider shall submit the proposed team structure to successfully deliver the assignment. The specific roles and responsibilities of each team member as required in the Request for Proposal document shall be clearly presented. The service provider shall also provide the updated CV of each team member as the supporting evidence of their qualification.

**FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL<sup>8</sup>****(This Form must be submitted using the Service Provider's Official Letterhead<sup>9</sup>)**

[insert: Location].

[insert: Date]

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

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

**A. Cost Breakdown of Outputs/Tasks [This is only an Example]:**

The Proposers are requested to provide the cost breakdown for each project based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

		Position	Time Input in Day/Month/Quantity	Person Remuneration/ Unit Rate	Total
	<b>Outcome XX</b>				
	<b>Output No 1</b>				
1	Personnel Services				
	a. Expertise 1		[Home]		
			[Field]		
	b. Expertise 2		[Home]		
			[Field]		
2	Other Related Costs				
	<b>Output No 2</b>				
1	Personnel Services				
	a. Expertise 1		[Home]		
			[Field]		
	b. Expertise 2		[Home]		
			[Field]		
2	Other Related Costs				
	<b>Output No 3</b>				
1	Personnel Services				
	Expertise 1		[Home]		
			[Field]		
	Expertise 2		[Home]		
			[Field]		

<sup>8</sup> This serves as a template to the Service Provider in submitting the Financial Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

2	Other Related Costs				
	<b>Output No 4</b>				
1	Personnel Services				
	Expertise 1		[Home]		
			[Field]		
	Expertise 2		[Home]		
			[Field]		

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

Description of Activity	Total Period of Engagement	Total Person Remuneration/Unit Rate	Total
<b>I. Personnel Services</b>			
1. Services from Home Office			
a. Expertise 1			
b. Expertise 2			
2. Services from Field Offices			
a. Expertise 1			
b. Expertise 2			
<b>II. Other Related Costs</b>			
1. Travel Costs			
2. Daily Allowance			
3. Communications			
4. Reproduction			
5. Equipment Lease			
6. Others			

[Name of the Organization submitting Proposal].....  
[Signature Authorized Person and Stamp] .....  
[Name of Authorized Person].....  
[Title of Authorized Person].....  
[Date].....

**NOTE: WHEN SUBMITTING YOUR BID DOCUMENTS, PLEASE CAREFULLY PLACE THE TECHNICAL AND FINANCIAL PROPOSALS IN SEPARATE SEALED ENVELOPES.**

**General Terms and Conditions for Institutional Contracts**

## TERMS OF REFERENCE

**1. Assignment Information**

<b>Assignment Title:</b>	Cambodia Gender Economic Assessment (and input to the Cambodia Gender Assessment)
<b>Cluster/Project:</b>	Project to Support the Leading the Way for Gender Equality Programme (PSLWGEP)
<b>Assignment Location:</b>	Phnom Penh and 3-4 locations outside the Phnom Penh, Cambodia
<b>Contract Duration:</b>	150 staff days (equally divided between 3 team members, over a 12 months period from End of October 2018 to September 2019)

**2. Background**

Headline socioeconomic data suggests that Cambodia has made real development progress over the past 10 to 15 years – rapid economic growth, high investment flows and progression to MIC status, alongside human development improvements and attainment of MDG targets (especially poverty reduction). Aggregate gender data also suggest that Cambodia has performed well – with long term improvements in various metrics, notably the UNDP's Gender Inequality Index (GII), and the World Economic Forum's Gender Gap Index<sup>10</sup>. The economic components of these metrics are also generally more favourable than the welfare components. Women's participation in the labour market stands at an impressive 81% versus 88% for men, and is well-balanced in agriculture and industrial sectors, although less so in services.<sup>11</sup>

However, as with the wider economy, deeper level gender analysis suggests that many serious issues and challenges are faced. Cambodian women face discrimination and structural constraints. In the labour market these result in their receiving lower wages and less favourable working conditions than their male peers. It is also likely that they are disadvantaged in the capital market – some evidence suggests that women lack productive and financial assets, and female entrepreneurs find it harder to access adequate lines of credit. Research published in 2017 by CDRI suggests there is an adjusted net wage gap (in the formal sector) of around 20%<sup>12</sup>. Moreover, UN estimates of gendered-GNI per capita suggest a gap, and hence a loss in human development, of a similar proportion<sup>13</sup>. Labour market data also underlines that women are over represented in informal and precarious jobs (42% of women are in salaried jobs versus 56% of men), and severely lag men at executive and decision-making levels. Finally, other composite indices including UNDP's Gender Development Index (GDI), suggest that progress towards gender quality has slowed down in recent years, and may even have retrenched in the aftermath of the global financial crisis from 2009/ 2010 (UNDP NHDR, forthcoming).

Underpinning these challenges are deeply rooted negative social norms and practices. And despite progress in recent years, women's standing in households and wider society remains challenged, particularly in rural and more socially conservative areas. Little is known of intrahousehold allocations of income, but studies and data on gender power dynamics, suggest that these allocations are likely

<sup>10</sup> See UNDP HDR data at <http://www.hdr.undp.org/en/data>; and WEF data at <http://reports.weforum.org/global-gender-gap-report-2017/dataexplorer/>

<sup>11</sup> World Bank gender data portal: <http://datatopics.worldbank.org/gender/country/cambodia>

<sup>12</sup> CDRI paper: <https://cdri.org.kh/portfolio-item/greater-mekong-sub-region-research-network-gmsnet/>

<sup>13</sup> UNDP HDR 2016 Cambodia summary: [http://hdr.undp.org/sites/all/themes/hdr\\_theme/country-notes/KHM.pdf](http://hdr.undp.org/sites/all/themes/hdr_theme/country-notes/KHM.pdf)

to be inequitable, and women's effective incomes (and consumption) therefore lower than those of men.

In turn, it seems likely that gendered economic biases are undermining the economy's general allocative efficiency, and are a constraint on macroeconomic performance. While these impacts may have been moot during the initial stages of development, with middle income status, and a more complex differentiated, and supply-constrained economy, these inequities will serve to restrain productivity growth and inhibit structural change. Going forward, without policy action, there are likely therefore to be negative impacts on investment and growth.

The Royal Government of Cambodia (RGC) has long recognized these issues, and women's economic empowerment is a key pillar of *Neary Rattanak IV*, the Fourth National Strategic Plan for Gender Equality and Women's Empowerment (2014-2018). This topic is also addressed in the regular Cambodia Gender Assessment, a comprehensive overview of gender in all sectors undertaken by MoWA. This commits the Government to taking actions to facilitate economic opportunities and to combat gender discrimination, especially against young women, with MoWA acting as a champion.

However, the lack of any regular in-depth statistical, or analyses of women's position within the economy and their welfare within households, is a key challenge. The labour force survey is dated; the level of gender disaggregation in the national household survey (the Cambodia Socio-Economic Survey) is weak; there are no estimates of gender multi-dimensional poverty; and there is no regular time use survey (the last one took place in 2008, which was also reported to suffer from serious flaws). The latter is a major lacuna. Given Cambodia's lack of formal systems of social protection and healthcare, and heavy reliance on family solidarity, women's care burdens are likely to be high.

In the light of this, there is no gendered economic evidence base to guide policymakers, and it is important that the upcoming *First National Gender Policy and Neary Rattanak*, which will be supported by the *Cambodia Gender Assessment* be informed by solid data and analysis. The purpose of this assignment therefore, is to deliver a more systemic account providing a gendered economic assessment covering all aspects of women's role within Cambodia's economy, including both productive and equity dimensions – what they contribute and what they receive, and their role over economic decisions in households, businesses and in the public realm. An important additional dimension is the need to link gender equality to the performance of the economy, and the likely allocative and hence growth losses.

This assignment would specifically offer new research on women within the labour market and the overall net wage gap (after controlling for male/ female differences on labour quality)<sup>14</sup> and an account of intra-household allocations, to provide some estimate of gendered income poverty, alongside measurement of gendered multi-national poverty. It is envisaged that this assignment would also lead on to a series of follow-up surveys and analyses (under a second assignment), notably an up to date time use survey. Work should lay the basis of follow-on capacity building to enable future GEAs to be undertaken by the RGC under the leadership of MoWA (within the framework of the 'Leading the Way for Gender Equality programme') and in collaboration with key stakeholders such as the Ministry of Economy and Finance (MoEF), the Supreme National Economic Council (SNEC), the Ministry of Planning (MoP), the National Institute of Statistics (NIS) and the private sector.

It is emphasized that this assignment will encompass 2 parties, an international consultant (appointed as an individual contractor -IC) a national research team (drawn from a national think tank). This TOR refers to the latter, which would be expected to be a team of three researchers (including one senior specialist). The IC and the national research team will be expected to work together, with the IC

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<sup>14</sup> This may need to be adapted to give some account of sectoral differences in biases.



serving as the technically adviser (and lead report writer) and the national team as the core researchers. Both parties would report to the Project and UNDP managements, but the CGEA would also be overseen by the Leading the Way for Gender Equality (LWGE) programme).

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

The purpose of the assignment is to produce (with the IC) a Gender Economic Assessment for Cambodia, providing a gendered account of production and trade, and the distribution of incomes, rooted in gender relations, structural constraints and biases. Furthermore, to bring these together to provide an estimate of the macroeconomic impacts, including on growth, along with policy recommendations to enhance the inclusion of women.

Specific elements should include:

1. Labour market dynamics and human capital: women's/ men's participation in work, the quality of male versus female employment and rewards (and specifically an authoritative estimate of the wage gap, i.e. after controlling for non-gender bias differences using an appropriate method and covering for all sectors). This is to use secondary data sources – CSES, CDHS etc. This includes an account of women's position in education and training, hence differences in the level/ quality of human capital formation.
  2. Capital market/ asset ownership differences, women's economic status, command over assets and ability to access credit, and hence how they affect the entrepreneurship and the supply of credit/ investment (again using secondary sources such as CDHS, CSES etc).
  3. Explore gender poverty differences, probing: (1) income/ consumption poverty and hence intra-household (this will require use of secondary sources – i.e. CHDS data and some primary qualitative empirical research via 3-4 focus groups); and (2) analysis of multi-dimensional poverty by gender (based on the CDHS dataset).
  4. Some discussion of the unpaid (domestic and care) sector, and how this interacts with the money economy, to include developing preliminary proposals for future empirical work (i.e. time-use surveys).
- Policy recommendations to deliver greater participation via both empowerment and the tackling of biases and constraints, and deliver economic equity between men and women and overall economic gains.

The role of the national research team is to undertake all analyses, with the support and advice of the IC, and producing the final report (the Cambodia Gender Economic Assessment - CGEA). Responsibility for delivery will be shared, but the bulk of the analytical work will be delivered by the national researchers. This will require technical inputs on many areas, including: gender wage gap analysis, examination of gendered poverty (including intra-household allocations) and multi-dimensional poverty analysis.

The national team should comprise at least one senior researcher and two others. Their collective skills set should include econometrics, labour market analysis and poverty/ livelihoods analysis, and of conducting qualitative research. The assignment will likely require three (possibly four) visits to areas outside Phnom Penh, to undertake some qualitative primary research regarding intra-household allocations. However, the assignment will mainly be based in the capital and home-base (of the organization) working with secondary sources and datasets over a period of 7 months. UNDP is keen to partner with a well-regarded and strong national research organization. A progressive research

approach should be adopted, with analyses rooted in a fully-gendered understanding of the Cambodian economy. This approach will be supported by the IC and appropriate training given (via the IC or other parties). This will also involve some self-study by members of the team.

It is envisaged that there will be several follow-on assignments, and specifically in providing for a new time-use survey and its institutionalization within the National Institute of Statistics (NIS), and potentially, further work on intra-household allocations. This will be detailed in later TORs as a separate assignment, but this work should lay the basis of these follow-on works, and the national researchers will be pivotal in transferring know-how to NIS and other RGC/ Cambodian actors.

#### **4. Expected Outputs/ Deliverables**

The deliverable of the assignment is a report of publishable quality - *the Cambodia Gender Economic Assessment (CGEA)*. This is to be developed by the IC with support from the national teams, including through the delivery of rigorous analyses. The CGEA will be made up of Chapters corresponding to the five areas of research listed above as complete chapters. Note also that any analytics/ models and datasets created may be published and made available to other partners. An element of wider capacity building with other national partners will also therefore be required.

Following selection of both the IC and national team, the assignment can be broken down into four stages (note the first 3 are common to the IC's assignment):

- **Stage 1: Initial mission, to identify the detailed work plan and establishment of relationship between the IC and the national counterpart, including any training/ familiarization.** This would also include meeting with and building relationships with RGC stakeholders. However, while undertaking the assignment the team would report, with the IC to UNDP alone, with UNDP handling liaison with RGC partners.
- **Stage 2: Research and technical analyses** - This will include 5 parts: (1) labour market/human capital analysis, including wage gap (using secondary sources and a standard accepted approach<sup>15</sup>); (2) analysis of women's' position viz asset ownership and within the capital market; (3) gendered poverty analysis based on (a) income/ consumption poverty – based on intra-household allocations (based on secondary sources and some qualitative work – at 3 to 4 locations), and (b) gendered multi-dimensional poverty analysis<sup>16</sup>; and (4) development of initial proposals for a Gender-based Time Use Survey, which would then rolled-out the following year. The four components should each be supported by a paper and/ or presentation (i.e. 4 deliverables) that can easily be turned into a fully-fledged chapter within the report.
- **Stage 3: Delivery of the final CGEA report** - with technical/analytical inputs above, but also the contextual sections and policy recommendations. The national team would also be expected to assist with launching the report.
- **Stage 4: Follow-up and ancillary activities** - Including supporting preparation of a chapter of the Cambodia Gender Assessment (the CGA – noting this will be authored by the IC, and no more new analysis would be needed) reflecting these works; disseminating knowledge and building capacity of RGC and other Cambodian researchers. It is anticipated also that the selected team and their parent organization would take this policy agenda forward (notably with reference to the year 2 work given above).

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<sup>15</sup> E.g. the Oaxaca-Blinder decomposition, but also offering an account of sectoral differences.

<sup>16</sup> Based on the Alkire & Foster method

Although, a consultancy services contract will be issued, informed by UNDP's efforts to build a research partnership with a selected national think tank, a non-competitive selection approach will be followed. Payments will subsequently be made based on the deliverables (see below).

No.	Deliverables/Outputs	Estimated Duration to Complete (Total days)	Target Due Dates (to be reviewed after acceptance)	Review/ Approvals Required (also subject to ACD Oversight)	Payment Milestones
<b>Year One (October 2018 to January 2019)</b>					
<b>1</b>	<b>Participation in initial mission and set-up:</b> delivery inception report including detailed workplan; participation in training and meetings.	10 days in first month (i.e. October)	On acceptance of contract	Country Economist & UNDP Gender Specialist	20% of contact value
<b>2 (i)</b>	<b>Conduct key research analyses:</b> (a) labour market participation (wage gap, participation etc.) and human capital (education, training etc); (b) assets/ capital held by women (negotiable – can move into year 2); (c-i) socio-economic status, including gender MPI)	50 days over 3 months (i.e. November, December, January)	Four months after acceptance of contract, one PPT/ paper per topic per month	Country Economist & UNDP Gender Specialist	25% of contact value
<b>Year Two (February to September 2019)</b>					
<b>2 (ii)</b>	<b>Conduct key research analyses (continued)</b> (c- ii) livelihoods /poverty – Income (Intra-household allocations) (d) Proposals for time use survey (to be taken up by NIS.	50 days over 4 months (i.e. January, February, March, April)	Again, one PPT/ paper per topic per month -to 30 <sup>th</sup> April		25% of contact value
<b>3</b>	<b>Delivery of final CGEA report</b> including components discussed above, and policy discussion.	20 days, over 2 months (i.e. May and June)	To 30 <sup>th</sup> June	Country Economist & UNDP Gender Specialist	20% of contract value
<b>4</b>	<b>Launch and ongoing follow up:</b> Assist in dissemination/ transfer of know-how and institutionalization, prepare for any future activities.	20 days inc. launch of report (June) & follow-up over 3 months (i.e. July August & September)	To 30 <sup>th</sup> September	Country Economist & UNDP Gender Specialist	10% of contract value
<b>Total # of Days:</b>		<b>150 days over a 12-month period</b>			<b>100%</b>

## 5. Institutional Arrangements

This study is part of a wider partnership UNDP is seeing to develop with a leading national think tank, and the final research outputs will be jointly owned. Day to day supervision will be exercised by the Country Economist with additional support from the Gender Specialist (and advised also by the IC).

To release each payment, deliverables will be subjected for review by UNDP Country Economist and Gender Specialist and reverted to the service provider no later than two weeks' time.

As this assignment also supports delivery of the CGA and forms part of the budget of the PSLWGEP, UNDP will facilitate reporting to the National Project Director (Minister of Women's Affairs), represented by the Deputy Director General on Gender Equality and Economic Development (MoWA). Three meetings will be organized to enable this – at the initial stage, at the midpoint and at the end of the assignment.

In line with the assignment modality, the national research team would be expected to work closely with the international consultant. The IC's role, is one of technical oversight, mentoring, and holding responsibility for completing the chapter of CGA on gender and economy. The national research team's role is one of delivering high quality research outputs and providing the field presence/ empirical grounding and completing the GCEA (as a joint research output).

## **6. Duration of the Work**

The assignment is timed to take place over a 12-month period from 30 October 2018 to 28<sup>th</sup> February 2019. For the national team (3 researchers), the assignment duration is estimated at a total of 150 full time equivalent days (i.e. 30 working weeks, the allocation to individual team members is a matter for the counterpart organization).

As a joint assignment however, it is recognized that some scheduling challenges may be beyond the national research team's control. Any issues likely to cause delays should be raised with UNDP at the earliest opportunity. As this assignment also lays the foundations for follow-up works vital the key inputs are scheduled efficiently and the supervisory committee will actively oversee progress, as part of a wider programme.

## **7. Duty Station**

The assignment is predominantly Phnom Penh based, but 3-4 visits to other areas of Cambodia to undertake qualitative research or disseminate findings may be necessary. These visits should last no longer than one working week (i.e. 5 days), including travel (though some flexibility may be required). Costs should be met within the total agreed budget and should be taken account of in preparing cost estimates.

Frequent contact will be required with the IC especially during in data gathering and analysis. The national team will be expected to provide time and to have communications tools to enable this. Additionally, the team should have sufficient IT tools (soft/ hardware) to complete required analyses, and these costs should also be included within the agreed budget.

## **8. Minimum Qualifications of the Service Provider**

UNDP is seeking to procure a Service Provider who can propose 3 key personnel with the following required skill sets and experiences for this consultancy. The qualifications of the service provider will be assessed through these minimum requirements as follows:

- 7 years professional experience in research;
- Standing within the research community and good relationship with government;
- Commitment to impartiality and an evidence-based approach;

- Standing within the research community and good relationship with government;
- Commitment to impartiality and an evidence-based approach;
- Past track record in this area of research assignments;
- Experience of similar delivery modalities;
- Commitment to UN agenda and human rights, specifically gender equality.

***Minimum Qualifications of Senior Researcher:***

<b>Education:</b>	PhD in economics or other relevant social science.
<b>Experience:</b>	<ul style="list-style-type: none"> <li>- At least 7 years of Experience of similar joint working assignment modalities (i.e. working with an international counterpart).</li> <li>- Hands-on experience of data gathering and analysis (quantitative and qualitative).</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>- Have knowledge of gendered economy issues; strong written and verbal presentational skills.</li> <li>- Knowledge of labour market economics and poverty analysis; econometric/ statistical skills, knowledge of modelling techniques.</li> </ul>
<b>Language Requirements:</b>	Senior: Fluent in English and Khmer.

***Minimum Qualifications of Team Member:***

<b>Education:</b>	At least Masters level qualifications in social sciences, preferably economics.
<b>Experience:</b>	<p>At least 3 years' work experience of similar joint working assignment modalities (i.e. working with an international counterpart);</p> <p>Hands-on experience of data gathering and analysis (quantitative and qualitative).</p>
<b>Competencies:</b>	Knowledge of labour market economics and poverty analysis; econometric/ statistical skills, knowledge of modelling techniques.
<b>Language Requirements:</b>	Fluent in Khmer with advanced English.

***Recommended Presentation of Technical Proposal***

**A. Expertise of the service provider**

Interested service providers shall state why they are the best-suited to carry out the above task. This should include a brief organization profile, outline the service provider's strengths and expertise highlighting directly relevant experiences to the assignment.

#### **B. Methodology to conduct the assignment**

The service provider shall propose a tailored methodology to successfully carry out the assignment.

- Demonstrate an understanding the of tasks
- The scope of tasks is well defined and correspond to the ToR
- The presentation of the proposal is clear, the sequence of activities and the planning logical and realistic to achieve the expected results

#### **C. Team structure**

The service provider shall submit the proposed team structure to successfully deliver the assignment. The specific roles and responsibilities of each team member shall be clearly presented. The service provider shall also provide the updated CV of each team member as the supporting evidence of their qualification.

#### **D. Timeline/work plan**

In addition, the service provider shall submit the proposed work plan to complete this assignment. This includes a description of how key results can be achieved within the timeframe and resources allocated.

### **9. *Annexes and reference documents***

Selected organisations are advised to review several background documents via the below link:

[http://www.kh.undp.org/content/cambodia/en/home/library/democratic\\_governance/cambodian-gender-strategic-plan---neary-rattanak-4.html](http://www.kh.undp.org/content/cambodia/en/home/library/democratic_governance/cambodian-gender-strategic-plan---neary-rattanak-4.html)