



REQUEST FOR PROPOSAL (RFP)
Assessment of Automation and Technologies in Garment Sector
(Process 21420)

Dear Sir / Madam:

We kindly request you to submit your **Proposal for Assessment of Automation and Technologies in Garment Sector**.

Please be guided by the form attached hereto as Annex 2 and 3, in preparing your Proposal.

Proposals, **comprising of a Technical and Financial Proposal, in separate sealed envelopes**, must be submitted on or before **no later than 25 October 2019 by 12:00 pm, Cambodia time** address below. **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 Language, and valid for a minimum period of 90 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. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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:

<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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Kolap Hul (Ms)
Operations Manager
16 October 2019

Description of Requirements

Context of the Requirement	<p>Concerns surrounding the arrival the Fourth Industrial Revolution and a noticeable increase of automation of production process, the use of digital technologies and their potential impact on Cambodia's economy have been the center of policy discussions in the last few years. Anecdotal evidence suggests although it remains at early transitional stage, the country's garments and footwear industries have already experienced automation and adoption of new technologies in their production management and assembly lines while some factories are expecting to face similar directions.</p> <p>Garment and footwear industries have been a driver of country's economic growth in the last two decades and the sector employed more than 700,000 workers in 2019, majority of them are young female and low-educated workers migrated from rural provinces. A regional study¹ by the ILO in 2016 suggested that Cambodian salaried-workers in the garment and footwear sectors are at high risk of automation (88%), the highest level compared to other countries in the region. Due to the low-skilled and industry-specific nature of the employment in this sector, getting jobs elsewhere or turning into entrepreneurs themselves will be a daunting challenge for factory workers without adequate facilitation and supports from relevant stakeholders.</p> <p>In addition, the absence of evidence-based information about the technological changes within the industry, factories' constant difficulties in recruiting new workers and potential costs associated with investment in machineries and new technologies have made key stakeholders relatively reluctant and undecided in terms of designing related and appropriate policy responses. Despite these concerns, yet there was no common agreement and understanding among key stakeholders and experts inside the Cambodia's garment and footwear manufacturing industry. The questions to be answered consist of: what kind of automation and new technologies have happened and will happen? what are the factory's strategic plan and adaptation capacity? how key stakeholders perceive the trend? and what is the potential impact on employment prospect and skills development among current factory workers and workers to be.</p> <p>Therefore, understanding the depth of the issue from the current consequence of youth employment and its perspective-looking of the future workforce including threats and opportunities that brought by the automation and technological adoption will help young workers, factories, policymakers and concerned stakeholders to better prepare and design a responsive policy to harmonize this transition.</p>
Implementing Partner of UNDP	UNDP
Brief Description of the Required Services	As per Term of Reference

¹ ILO, 2016, ASEAN in Transformation: How technology is changing jobs and enterprises, p.xxii.

List and Description of Expected Outputs to be Delivered	<p>The contractor will be responsible to deliver the following outputs:</p> <p>Output 1: An inception report which layouts the detail process, methodologies, and workplan correspondent to the scope of the study submitted to UNDP for endorsement.</p> <p>Output 2: Completion of literature review and list of study questionnaires covering the two sectors.</p> <p>Output 3: Submission of draft research report and present the key findings and recommendation to UNDP.</p> <p>Output 4: Submission of final research report, policy brief, power point presentation after incorporation of feedback/comments from relevant stakeholders and UNDP project team</p>			
Person to Supervise the Work/Performance of the Service Provider	Programme Analyst in charge of youth employment, country economist and other UNDP's youth employment project team.			
Frequency of Reporting	Weekly report			
Progress Reporting Requirements	As and when required			
Location of work	Phnom Penh, Cambodia			
Expected duration of work	3 Months			
Target start date	From 04 November 2019 to 31 January 2020			
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"/> Not 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			
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 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 ²	No	Deliverables/Outputs	Target Due Dates	Payment amount

² 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

	1	Upon satisfactory completion of output 1 and 2	25 November 2019	30%
	2	Upon satisfactory completion of output #3	25 December 2019	60%
	3	Upon satisfactory completion of output #4	25 January 2020	10%
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager, Programme Analyst and Head of Programmes.			
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	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <p>The total score for each proposal will be calculated independently by the following formula:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u> TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u> FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u> (TP Rating) x Weight of TP (70%) + (FP Rating) x Weight of FP (30%)</p> <hr/> <p>Total Combined and Final Rating of the Proposal</p> </div> <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.			
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p>The Technical Proposal of the offerors will be evaluated based on the following criteria:</p> <p>The total number of points allocated for the technical proposal is 1000. The technical proposal of the offeror is evaluated based on following criteria:</p>			

bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

No.	Summary of Technical Proposal Evaluation Forms	Points Obtainable
1	Expertise of organization	300
2	Proposed approach and methodology	350
3	Proposed Personnel	350
	Total	1000

No.	Technical Proposal Evaluation Form 1: Expertise of organization	Points Obtainable
1	Minimum 5 years' experience in research work and relevant work experiences in related fields.	50
2	Experiences in research and in labour economics, employment policies, labour market survey, production process in apparel and footwear manufacturing, research related to garment/footwear sector, and skills training and development.	150
3	Significant knowledge of country's economic landscapes, garment and footwear sector, industrial development policies, youth and employment policies, industry 4.0, and digital economy.	100
	Total:	300

No.	Proposed Approach and methodology	Points Obtainable
1	To what degree does the service provider 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?	150
3	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation?	100
	Total	350

No.	Proposed personnel	Points Obtainable
1	Senior Researcher (Team Leader) <ul style="list-style-type: none"> Advanced university degree in social science, labour economics, development studies, employment policy, enterprise management, industrial engineering, garments/footwear production or related interdisciplinary (20 points) Minimum 5 years of professional experiences in research and impact assessment in industrial sectors, employment and labour 	200

		<p>market policies, skills development, and industrial development policy (50 points)</p> <ul style="list-style-type: none"> • Previous substantial engagement and sound knowledge in garments and footwear industry, automation and technological adoption in the sector, industry 4.0 and digital economy, and youth employment programing (40 points) • Ability to facilitate workshops, conduct research and work with diverse groups including governmental officials, enterprise management, factory workers and communities (20 points) • Experience working with private sector, garment factories, multilateral organizations and the UN system (20 points) 	
	2	<p>National Researcher (Team Member)</p> <ul style="list-style-type: none"> • Advanced university degree in economics, public policy, enterprise management, garments/footwear production, industrial engineering (IE), human resource planning, ICT related subjects, or other related interdisciplinary (20 points). • Minimum 3 years of professional experience in research data collection, consolidation and presentation to national stakeholders and beneficiaries (30 points) • Experience in private sector, human resource management, workforce skill training, or production planning/industrial engineering or related work (30 points) • Experience in coordinating mission, liaising with diverse stakeholders(private sector, garment factories, multilateral organizations and the UN system (20 points) 	150
		Total	350
	<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>Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>		
Post Qualification Review	<p>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:</p> <p>a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted;</p>		

	<p>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p>c) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;</p> <p>d) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer; and</p> <p>Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement ³ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> Detailed TOR <input checked="" type="checkbox"/> Others ⁶ (General Terms and Conditions)
Contact Person for Inquiries (Written inquiries only) ⁷	<p>Sereyvattana Chan Procurement Analyst Sereyvattana.chan@undp.org; and cc: procuremet.kh@undp.org 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>

³ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

⁴ 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.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁷ 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>Other Information: Required Documents for Submission</p>	<p><input checked="" type="checkbox"/> Technical Proposal: Form for Submitting Service Provider's Technical Proposal is duly completed and signed as per Annex-2 (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 document for Qualification of Service Provider, Proposed Methodology for Completion of Service, and Qualification of Key Personnel.</p> <p><input checked="" type="checkbox"/> Financial Proposal: Form for Submitting Service Provider's Financial Proposal is duly completed and signed</p> <p>Technical and Financial Proposals are submitted in separate sealed envelopes.</p> <p>No. of copies of Proposal that must be submitted: Original : 1 Copies : 1 1 CD ROM or USB drive containing of technical proposal should be submitted along with the technical proposal envelop</p>
---	---

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[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 **10/16/2019**, 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].....

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

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

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.

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.*

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL¹⁰(This Form must be submitted using the Service Provider's Official Letterhead¹¹)

[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.

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	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

*This shall be the basis of the payment tranches

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

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. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				

¹⁰ This serves as a template to the Service Provider in submitting the Financial Proposal.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

6. Others				
III. Other Related Costs				

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

TERMS OF REFERENCE Professional Service

1. Assignment Information

Assignment Title:	Review Cambodia's Garment and Footwear Industry adaptation toward automation/technologies focusing on youth employment and skills development.
Cluster/Project:	Promoting Decent Youth Employment in Cambodia
Assignment Location	Home-based with travel to factories located in Phnom Penh, Kandal, Kampong Speu, Takeo province, Cambodia.
Assignment Duration	3 Months (04 November to 31 January 2020)

2. Background and Project Description

Cambodia remains a young and growing nation; people under the age of 30 represent two-thirds of its population, which continues to grow at around 1.6% per year. Youth also constitute about 43% of the total working-age population. Moreover, the country is undergoing a rapid demographic transition, with birth rates falling, and the proportion of elderly dependents remaining relatively low. This demographic dividend can be used to further boost economic growth and bring about positive social transformation. Whether the country can realize these benefits in the future, however, is dependent on youth's access to decent and higher value jobs and their ability to start and sustain their enterprises, as well as to successfully respond to rapid technological change driven by the advent of Industry 4.0.

To address these critical issues and support Cambodia to promote skill development and employment for young Cambodians, UNDP is implementing a project on Promoting Youth Employment Project with three key objectives: 1) Contribute to the improvement of sectoral and national policies related to youth skills development and employment through policy-oriented researches and advocacy which includes an analysis of the threats and opportunities presented by Industry 4.0 for youth employment and a co-design of appropriate policy responses following the analysis; 2) Increase human capital for decent and better employment to support Cambodia's Industry 4.0 transition through enabling young working-age Cambodians to participate in the dynamics of rising income from higher value-added manufacturing and services; 3) Increase young entrepreneurs' capability by equipping them with entrepreneurial skills that will allow them to start-up businesses in both rural and urban areas that are responsive to changing industry needs and coordinate efforts and leverage resources from key stakeholders including government, development partners and private sector to promote social impact investment by young entrepreneurs.

Under this youth employment project, UNDP will gather evidence for policy intervention through two separate studies, one of which is a study on Cambodian's youth employment and skills development in the context of automation and technological adoption in the garment and footwear industry. The study is an integral part of the project and will contribute to the improvement of sectoral and national policies and advocacy work related to youth skills development and future of employment in Cambodia.

3. Context

Concerns surrounding the arrival the Fourth Industrial Revolution and a noticeable increase of automation of production process, the use of digital technologies and their potential impact on Cambodia's economy have been the center of policy discussions in the last few years. Anecdotal evidence suggests although it remains at early transitional stage, the country's garments and

footwear industries have already experienced automation and adoption of new technologies in their production management and assembly lines while some factories are expecting to face similar directions.

Garment and footwear industries have been a driver of country's economic growth in the last two decades and the sector employed more than 700,000 workers in 2019, majority of them are young female and low-educated workers migrated from rural provinces. A regional study¹² by the ILO in 2016 suggested that Cambodian salaried-workers in the garment and footwear sectors are at high risk of automation (88%), the highest level compared to other countries in the region. Due to the low-skilled and industry-specific nature of the employment in this sector, getting jobs elsewhere or turning into entrepreneurs themselves will be a daunting challenge for factory workers without adequate facilitation and supports from relevant stakeholders.

In addition, the absence of evidence-based information about the technological changes within the industry, factories' constant difficulties in recruiting new workers and potential costs associated with investment in machineries and new technologies have made key stakeholders relatively reluctant and undecided in terms of designing related and appropriate policy responses. Despite these concerns, yet there was no common agreement and understanding among key stakeholders and experts inside the Cambodia's garment and footwear manufacturing industry. The questions to be answered consist of: what kind of automation and new technologies have happened and will happen? what are the factory's strategic plan and adaptation capacity? how key stakeholders perceive the trend? and what is the potential impact on employment prospect and skills development among current factory workers and workers to be.

Therefore, understanding the depth of the issue from the current consequence of youth employment and its perspective-looking of the future workforce including threats and opportunities that brought by the automation and technological adoption will help young workers, factories, policymakers and concerned stakeholders to better prepare and design a responsive policy to harmonize this transition.

4. Objectives of the study

The overall objective of this assignment is to assess and review adaptation capacity of Cambodia's garment and footwear industry toward automation and new technologies in terms of cost/investment, time, infrastructures, workforce planning and arrangements, skills development, and future job opportunities for young workers. This includes the review of existing literature and collection of basic information and insights from factory's production process, factory management, and workers and trade unions' views on the adoption of new technologies.

The research findings and subsequent program interventions are expected to contribute to advocacy work which results in relevant policy changes and benefit factory workers and Cambodian young men and women in their transition and participation in the future of work.

5. Scope of Work

To achieve the above objectives, the study should address the following aspects:

- 1. Assess and review adaptation capacity of Cambodia's garment and footwear industry toward automation and new technologies** by reviewing existing literatures and collecting primary information at factories' production workshops and consulting directly involved stakeholders to establish evident-based information and basic understanding around automation and technological adoptions and their outcomes in the garment and footwear manufacturing. The service provider will:

¹² ILO, 2016, ASEAN in Transformation: How technology is changing jobs and enterprises, p.xxii.

- a) Thoroughly conduct literature review concerning automation and technologies adoption in the garment and footwear industry in the country.
- b) Identify key factors preventing factories from adopting and/or pressuring factories to adopt new technologies. This also includes an analysis of government policies to prepare its workforce for the changing nature of the industry.
- c) Collect data and information on new technologies/machines introduced in the factory's production process and other areas including supply chain planning and workforce management.
- d) Measure the magnitude/kind of job displacements and job creation that has happened and will happen in garment and footwear factories driven by the adoption of new technologies/automation. The analysis shall be supported by quantitative data and case studies.
- e) Survey and analyze basic views of the factory management, GMAC, major brands, relevant ministries and key stakeholders on the adoption of new technologies and impact on the young workforce.
- f) Collect relevant initiatives and assess existing skill upgrading programs offered by factories and factory's future investment to upgrade the skills of their workers.
- g) Interview and focus group discussions with factories workers and trade unions for their concerns, understanding and knowledge of technologies and perception towards the arrival of new technologies.
- h) Suggest approaches and advocacy tools for sensitizing the issues and engaging factories workers, employers, governments in identifying strategies to minimize the potential impact while benefiting from emerging opportunities driven by adoption of new technologies and harmonizing workforce with these technologies.

2. Develop policy brief summarizing the key findings and doable approaches for policy and programme interventions to raise public understanding and engagement of stakeholders with the issues, support vulnerable youth groups in skill development and facilitate their transition and participation in this new form of economic structures.

6. Expected Outputs and Deliverables

The final output is the development of evidence-based information on the industry adaptation toward digital technologies and automation:

- Finalized study report incorporating comments/feedback from UNDP team (60 pages max excluding annexes) with an executive summary not longer than 5 pages
- Where relevant, the analysis and comparisons between young men and women, urban and rural and social-economic status might be made and highlighted.
- A policy brief with specific and practical recommendations in response to the key issues and intervention opportunities found in the study.
- A PowerPoint presentation (methodologies, findings, and recommendations) and present to the key stakeholders

The service provider is required to meet the following expected milestones and timelines:

N	Deliverables/Outputs	Target Due Dates	Review and Approvals Required
1	Output 1: An inception report which layouts the detail process, methodologies, and workplan correspondent to the scope of the study submitted to UNDP for endorsement	04 November 2019	Youth Employment Coordinator, Program Analyst, and ARR-Programme and Results Unit

2	Output 2: Completion of literature review and list of study questionnaires covering the two sectors.	15 November 2019	
3	Output 3: Submission of draft research report and present the key findings and recommendation to UNDP.	20 December 2019	
4	Output 4: Submission of final research report, policy brief, power point presentation after incorporation of feedback/comments from relevant stakeholders and UNDP project team	20 January 2020	

7. Institutional Arrangement

The service provider will be working under direct supervision of the UNDP's Youth Employment Coordinator. The service provider will also be working closely with Programme Analyst in charge of youth employment, country economist and other UNDP's youth employment project team where relevant.

The service provider is expected to liaise closely with relevant government departments (in particular, MoLVT, MoEYS, MEF), public and private universities/TVET training providers, employers/factory management, workers, employees and youth groups. The service providers are expected to contact informants directly, with limited support from UNDP where the need arises and shall maintain regular communication and timely submit the above deliverables to the project team and program analyst.

The deliverables will be reviewed by the Youth Employment Coordinators and Programme Analyst and subsequently approved by the Head of Programme Unit of UNDP based on confirmation of satisfactory outputs from the reviewers.

8. Duration of the Work

The assignment is expected to be performed within the period of 04 November 2019 to 31 January 2020

9. Duty Station

The duty station of the work is a combination of home-based, in Phnom Penh, and short travels to factories located in Phnom Penh, Kandal, Takeo, and Kampong Cham Provinces. The Living allowance and transportation for the visits to factories shall be included in the price proposal.

10. Minimum Qualifications of the Service Provider

UNDP is seeking to procure a service provider who can supply three experts with the following required skill sets and experiences for this assignment.

	Service Provider	One Nation Team Leader/Senior Researcher	One National Researcher
Education:		Advanced university degree (at least masters) in a discipline relevant to labour economics, development studies, public policy, employment policy, enterprise management, garments/footwear production, business administration and e-commerce, or other related interdisciplinary	Advanced university degree (at least masters) in economics, public policy, enterprise management, garments / footwear production, industrial engineering (IE), human resource planning, ICT related subjects, skill training or other related interdisciplinary
Experience:	<ul style="list-style-type: none"> Minimum 5 years of professional experiences in research (quantitative and qualitative) and impact analysis work related to manufacturing in garments and footwear, youth workforce planning, youth employment and skill development, labour market policies, industrial development policy, digital economy and e-commerce. Previous substantial work engagement in garments and footwear industry, e-commerce sector is preferred. Experience working with private sector, garment factories, multilateral organizations and the UN system is preferred 	<ul style="list-style-type: none"> Minimum 5 years of professional experiences in research and impact analysis work related to manufacturing in garments and footwear, youth employment, skill development, labour market policies, industrial development policy, digital economy and e-commerce Previous substantial work engagement in garments and footwear industry, e-commerce sector is preferred. Experience working with private sector, garment factories, multilateral organizations and the UN system is preferred Experience in youth employment programming is an advantage 	<ul style="list-style-type: none"> Minimum 3 years of professional experience in research data collection, consolidation and presentation to national stakeholders and beneficiaries Experience in conducting survey or working for private sector (factories, tech-companies) is preferred Experience in coordinating mission, liaising with diverse stakeholders, and facilitating information and data collection Experience in human resource management, workforce skill training, or production planning/industrial engineering for enterprises or related work Experience working with private sector, garment factories, multilateral

	<ul style="list-style-type: none"> • Experience in youth employment programming is an advantage 		<p>organizations and the UN system is preferred</p>
<p>Competencies:</p>	<ul style="list-style-type: none"> • Possesses up to date knowledge and conceptual understanding of labour economics, industry 4.0, digital economy, automation in apparel and footwear manufacturing, digital/platform economy, Cambodia's industrial development policies, labour development policies, youth skill development and employment creation • Ability to facilitate and conduct research and working with diverse groups include governmental officers, factory management, entrepreneurs, factory workers, and youth • Demonstrates excellent interpersonal skills and ability to work in and with teams • Result orientation • High standard of integrity, gender and diversity sensitivity, discretion and confidentiality 	<ul style="list-style-type: none"> • Concrete knowledge and conceptual understanding of industry 4.0, digital economy, automation in apparel and footwear manufacturing, digital/platform economy, Cambodia's industrial development policies, labour policies, youth skill development and employment creation • Ability to facilitate and conduct research and working with diverse groups include governmental officers, factory management, entrepreneurs, factory workers, and youth • Demonstrates excellent interpersonal skills and ability to work in and with teams • High standard of integrity, gender and diversity sensitivity, discretion and confidentiality 	<ul style="list-style-type: none"> • Possesses concrete knowledge and conceptual understanding of industry 4.0, digital economy, automation in apparel and footwear manufacturing, digital/platform economy, Cambodia's industrial development policies, labour policies, youth skill development and employment creation • Ability to facilitate and conduct research and working with diverse groups include governmental officers, factory management, entrepreneurs, factory workers, and youth • Demonstrates excellent interpersonal skills and ability to work in and with teams • Result orientation • High standard of integrity, gender and diversity sensitivity, discretion and confidentiality
<p>Language Requirement:</p>		<p>Fluency in English is required</p>	<p>Fluency in English is required and some ability to communicate in Chinese is an advantage.</p>