

TERMS OF REFERENCE

Context of the Requirement	Research firm to conduct a study in China on the financial health of the ageing population and gig economy workers
Implementing Partner of UNCDF	United Nations Capital Development Fund – UNCDF
Brief Description of the Required Services	<p>UNCDF's association with Metlife Foundation began in 2018 with the launch of the i3 program. In keeping with UNCDF's vision to create an inclusive digital economy, the goal of the i3 program is to improve the financial health of low- and moderate-income people, especially women, youth, migrants, refugees, and micro and small entrepreneurs and enhance their participation in the real economy. UNCDF is determined to help these segments fully benefit from the transformational benefits that digital innovation has to offer to improve their productivity and livelihoods, and above all, meet their aspirations in life.</p> <p>UNCDF's work with the private sector underscores its core objective of leveraging private capital and infrastructure to improve last-mile financing and economic participation. In China, UNCDF is spearheading two initiatives that involve close partnerships with the private sector to improve the financial wellbeing of end consumers. With CD Finance, UNCDF is exploring ways in which end farmer incomes could be improved through optimization of input supplies and pricing. With Xa Bank, UNCDF is testing alternate scoring models that could potentially enable increased digital lending to women entrepreneurs.</p> <p>Objectives of this Assignment:</p> <p>UNCDF works with the private and public sector in the realm of finance including the government and the Central Bank to design and deliver innovative financial services, delivery mechanisms and financial planning tools to enhance the financial wellbeing of gig/independent workers and seniors. With this objective in mind, UNCDF will conduct a research study in China to understand the goals, motivations and challenges of gig workers and the ageing population. More specifically, it seeks to answer the following questions:</p> <ul style="list-style-type: none"> • What are the motivations, goals and aspirations of gig/sharing/independent workers and seniors? • What are the main points they encounter in navigating their financial lives, setting financial goals and achieving them? • What is their interaction with technology including its perceived value as it relates to their financial lives?

	<p>UNCDF seeks the support of a research firm to assist in answering these questions in the Chinese context. The study is expected to use a mix of expert interviews, qualitative (focus group discussions) and quantitative methods (online and in-person surveys).</p> <p>Background</p> <p><u>Gig/Independent Work Economy</u>: The changing technological processes of our day have given rise to the sharing/platform or gig economy, dominated by platforms such as Didi, Meituan, Mobibike and others that make it possible for a wide range of actors to interact seamlessly with each other. On the flip side however, challenges abound. Lack of social security mechanisms, income inconsistencies and inadequate legal protections make the gig/sharing economy a less than stellar alternative to the traditional economy. In China alone, 15% of the workforce is independently employed, or is not associated with a traditional employer with a permanent work contract. Although the independent work/gig/sharing economy affords great flexibility, autonomy and even inclusivity, boding well for the future of work, a concerted effort from the public and private sector is required to address the challenges it posits, particularly as it relates to the financial wellbeing of gig/sharing/independent workers.</p> <p><u>Ageing population</u>: Increased life expectancy coupled with decreased fertility rates have led to rapidly ageing populations worldwide. Although in and of itself, this is a remarkable human achievement, ageing populations, if not better prepared to tackle life after retirement or old age, can pose significant challenges to societies and economies. In China, per government estimates, about 17 % of the population was over the age of 60 in 2017. This is expected to nearly double to 35% in 2050. Ageing people have special financial needs and aspirations such as managing their lifelong savings to stretch expenditure, navigating healthcare costs and staying economically and socially active.</p>								
List and Description of Expected Outputs to be Delivered	<p>The table below shows the main activities and timeline of deliverables.</p> <table><tr><th>Activities</th><th>Deliverables</th><th>Timeline</th><th>Contract value (%)</th></tr><tr><td>Phase 1: Inception phase Review and finalize the research methodology and tools drafted by UNCDF and adapt it</td><td>Finalized research methodology including sampling plan Finalized research tools (questionnaire,</td><td>Month 1</td><td>30%</td></tr></table>	Activities	Deliverables	Timeline	Contract value (%)	Phase 1: Inception phase Review and finalize the research methodology and tools drafted by UNCDF and adapt it	Finalized research methodology including sampling plan Finalized research tools (questionnaire,	Month 1	30%
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	to the local context in China ¹	FGD guides), including translation to Chinese Partners and locations identified to deploy ageing population survey and the FGDs		
	Phase 2: Surveys i) Conduct a survey among gig-economy workers (online - sample size of 400) ² ii) Conduct a survey among elderly (face-to-face, sample size of 400)	Raw and cleaned data set - gig/sharing economy workers A preliminary summary report with key findings on gig/sharing economy workers ³ Raw and cleaned data set - ageing population A preliminary summary report with key findings on ageing population ²	Month 1 and 2	45%
	Phase 3: Focus Group Discussions Conduct four FGDs among elderly and four FGDs among gig-economy workers, including all logistics.	Transcripts of all FGDs A preliminary report summarizing findings for gig economy workers and for the ageing population	Month 3	25%

¹ UNCDF provides draft research tools, to be reviewed and piloted by the research firm.

² The gig-economy survey will leverage online platforms and/or existing UNCDF partners for data collection.

³ The summary reports will include key findings from the data collected. UNCDF will conduct in-depth data analysis and will publish a report. The firm will be acknowledged in the final publication.

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	N/A
Customs clearance ⁴ , if needed, shall be done by:	N/A
Exact Address/es of Delivery Location/s (identify all, if multiple)	<input checked="" type="checkbox"/> Suzhou, Yangzhou and other areas as might be foreseen. <input checked="" type="checkbox"/> At Contractor's Location for desk review and preparatory work
Travels Expected	Field visits for FGDs and survey deployment in a few areas outside of Beijing/Shanghai are expected. Company can propose a few ideas in their technical proposal.
Frequency of Reporting	Weekly meetings (conference call or in-person)
Progress Reporting Requirements	Monthly basis
Expected duration of work	Three months
Deadline for the Submission of Quotation	COB, Saturday, January 25, 2020 and 18:00 CET
Target start date	18 th February 2020
Latest completion date	31 th May 2020
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Special Security Requirements	N/A

⁴ Must be linked to INCO Terms chosen.

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					
Value Added Tax on Price Proposal ⁵	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes					
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNCDF 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	The payment terms shall be subject to the approval by the Research and Results Measurement Analyst of the deliverables outlined above.					
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<table border="1"> <thead> <tr> <th>Function</th> <th>Responsibility in the project</th> </tr> </thead> <tbody> <tr> <td>UNCDF Research and Results Measurement Analyst</td> <td>Review of deliverables after each phase.</td> </tr> </tbody> </table>	Function	Responsibility in the project	UNCDF Research and Results Measurement Analyst	Review of deliverables after each phase.	
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UNCDF Research and Results Measurement Analyst	Review of deliverables after each phase.					
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services					

⁵ VAT exemption status varies from one country to another. Please check whatever is applicable to the UNDP CO/BU requiring the service.

Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNCDF Contract General Terms and Conditions (GTC). This is a mandatory criterion 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> Quality of response (5%) Previous experience of similar work (15%) Suggested methodology / approach / timelines (30%) Expertise and suggested team (20%)</p> <p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNCDF.</p>
UNCDF will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFQ	<input checked="" type="checkbox"/> Detailed Terms of Reference (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 3)
Contact Person for Inquiries (Written inquiries only)	<p><i>Carlos Escriva Gil</i> <i>Programme Analyst</i> <i>digital.info@uncdf.org</i></p> <p>Any delay in UNCDF's response shall be not used as a reason for extending the deadline for submission, unless UNCDF determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	N/A

**Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*