

### Basic Information

<b>Procurement Title</b>	Project: VNM30 -103571: RFP-VNM-2021-00... Survey on unpaid care work of women under COVID-19 pandemic in Ho Chi Minh city
<b>Deadline for Submission of Proposal</b>	18.07.2021
<b>Commodity Type</b>	<a href="#">Services</a>
<b>Proposal Validity Period</b>	<a href="#">120</a>
<b>Item Category</b> ( <i>UNSPSC codes, if available</i> )	
<b>Pre-Proposal/Bid Meeting:</b>	<a href="#">Not applicable</a> Date and Time:
<a href="#">Proposal Security</a>	<a href="#">Not Required</a> If required, please specified the amount:
<a href="#">Performance Security</a>	<a href="#">Not Required</a> (The Performance Security will be equivalent to <i>[insert the percentage e.g.10%]</i> of your total offered price for this assignment. The amount will be determined by your price proposal.
<b>Waiver &amp; Release of Indemnity (If there is a site visit/inspection)</b>	<a href="#">Not Required</a>
<b>Preliminary Evaluation</b>	<input checked="" type="checkbox"/> Offers are signed by an authorized party, including Power of Attorney if stipulated <input type="checkbox"/> Bid security (format, amount and duration) are included, if requested <input checked="" type="checkbox"/> The offer is submitted as per the instructions to proposers <input checked="" type="checkbox"/> The offer is valid <input checked="" type="checkbox"/> The offer is complete and eligible <input type="checkbox"/> Other, please specify: <a href="#">Click or tap here to enter text.</a>
<b>Method of Evaluation</b>	<a href="#">Cumulative Analysis</a>
<b>Technical Proposal</b> ( <i>points</i> )	<a href="#">700</a>
<b>Financial Proposal</b> ( <i>points</i> ) - <i>for cumulative analysis method only</i>	<a href="#">300</a>
<b>Financial Weighting</b> (%) – <i>for cumulative analysis method only</i>	<a href="#">30%</a> The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal.

### Evaluation Criteria of Technical Proposal

1.0 Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture	10
1.2	<p>Adverse judgments or awards:</p> <ul style="list-style-type: none"> <li><i>The proposer is in sound financial condition based on the financial documentation and information furnished in their proposal which should not show any financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment history.</i></li> <li><i>The proposer has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.</i></li> </ul>	10
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	10
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, but properly done it offers a chance to access specialized skills.)	10
1.5	Quality assurance procedures, warranty	10
1.6	<p>Demonstrated relevant knowledge and experience:</p> <ul style="list-style-type: none"> <li>- Minimum 10 years of experience in conducting research on social and economic development, preferable on issues related to gender, women and/or social social protection.</li> <li>- Proven track record in data and statistical analysis in research.</li> <li>- Possess strong and qualified research team.</li> <li>- Working experience with Ho Chi Minh city local authorities is a must</li> <li>- Working experience with United Nations and/or international organization is an advantage.</li> </ul> <p>A sample of similar research report in English is required</p>	50
		100
2.0 Proposed Work Plan and Approach		Points obtainable
Proposed methodology		
2.1	Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR.	350
2.2	Management Services – Timeline and deliverables.	100

2.3	Environment Considerations	50
		500
<b>3.0 Resource Plan, Key Personnel</b>		<b>Points obtainable</b>
Qualification and competencies of proposed personnel		
3.1	<p>Composition of the team proposed to provide, and the work tasks (including supervisory)</p> <p>The team composition is expected to include at least a team leader and team members as following:</p> <p>The team leader should have:</p> <ul style="list-style-type: none"> <li>- Master's degree (or equivalent) in gender and development, development studies, psychology, sociology, human rights or related field.</li> <li>- Proven experience in conducting empirical research in social and development field, Experience in conducting research related to women, gender or social social protection is preferable.</li> <li>- At least 15 years of professional working experience in women, gender related studies/research/survey.</li> <li>- Strong experience of working with government authorities especially in social social protections research/ topic.</li> <li>- Excellent analytical and conceptual ability;</li> </ul> <p>The team member –researcher should have:</p> <ul style="list-style-type: none"> <li>- Master's degree (or equivalent) in gender and development, development studies, psychology, sociology, human rights or related field.;</li> <li>- At least 10 years of professional working experience in women, gender and/or social social protections related studies/research/survey.</li> <li>- Strong experience of working with government authorities especially in women, gender and/or social social protections topic.</li> <li>- Excellent analytical and conceptual ability;</li> <li>- Excellent writing skill;</li> <li>- Ability to work independently and in team</li> </ul> <p>Team member – data analysis</p> <ul style="list-style-type: none"> <li>- Master's degree in statistics, sociology or relevant fields;</li> <li>- At least 8 years of working experiences in statistics/data analysis especially related to women, gender and/or social social protections.</li> <li>- Strong experience with relevant data processing/ visualization software.</li> <li>- Excellent analytical and conceptual ability;</li> <li>- Excellent writing skill;</li> <li>- Ability to work independently and in team;</li> </ul> <p>Research assistance:</p> <ul style="list-style-type: none"> <li>- Bachelor's degree in social sciences or relevant fields.</li> <li>- At least 5 years of working experience as research assistance</li> <li>- Excellent administrative and logistic support skills.</li> <li>- Good communication skills.</li> </ul>	100

	Curriculum vitae of the proposed team that will be involved either full or part time	
		100
		700

## TERMS OF REFERENCE (TOR)

### Survey on unpaid care work of women under COVID-19 pandemic in Ho Chi Minh city

#### 1. Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

In Viet Nam, UN Women contributes to the development objectives of Viet Nam's Socio-Economic Development Plan and the National Strategy for Gender Equality. Its Country Strategy Note for 2017-2021 is aligned to the One Strategic Plan 2017-2021 and is focused on supporting Viet Nam's fulfilment of Gender Equality commitments under CEDAW, and the promise of the 2030 Sustainable Development Agenda to "leave no one behind". The key priorities of UN Women in the 2017-2021 period are, (i) to support transformation of government's growth policies and related key sectoral policies such as rural development, labour and employment, climate change (CC), and disaster risk reduction and management (DRR/M) to progressively promote women's economic security and resilience; (ii) deepen the implementation of CEDAW recommendations and the gender targets of SDGs that will ensure the gains in the elimination of discrimination and violence against women and girls are sustained and deepened.

Under UN Women's programme on ending discrimination and violence against women and girls, UN Women has supported Ho Chi Minh City to implement the global initiative on HCMC Safe and Friendly City for Women and Children Programme 2017-2021. The HCMC Safe and Friendly Cities for women and children programme 2017-2021 (hereby referred to as the SC Programme) is built on the UN Women's Flagship Initiative, incorporating UNICEF's Child Friendly City Initiative, and it was designed with local multi-sectoral partners. UN Women in partnership with DOLISA Ho Chi Minh has implemented the SC Programme since 2017.

The overall goal of this Programme is: Women and children are socially, economically and politically empowered in public spaces in Ho Chi Minh City which are free from sexual harassment and other forms of sexual violence. The theory of change (ToC) for this goal is: If (1) gender-responsive, locally relevant and owned interventions are identified on creating safe public spaces; (2) comprehensive legislation and policies to prevent and respond to sexual harassment and other forms of sexual violence against women and children in public spaces are developed and implemented; (3)

investments in the safety and economic viability of public spaces, including public infrastructure/economic developments are effective and accessible to all; and 4) social norms related to women's and girls' rights to enjoy public spaces free from sexual harassment and other forms of sexual violence are improved; **then** women and children are socially, economically and politically empowered in public spaces; **because** the risks of sexual harassment and other forms of sexual violence against women and children have been reduced through sustainable local solutions.

On 30 December 2019, a new strain of coronavirus (2019-nCoV, or COVID-19) was reported to the World Health Organization (WHO). Since then, the COVID-19 virus has rapidly spread worldwide and turned into more than a global health crisis, but socio-economic as well. Viet Nam has been deeply affected by the COVID-19 pandemic. Ho Chi Minh city with the highest population is among the most affected cities/ provinces in the country, especially with the current 4<sup>th</sup> wave of the pandemic starting from 27 April 2021.

Under agreed workplan 2021 of UN Women and DOLISA HCMC, a survey **on unpaid care and domestic work<sup>1</sup> of women under COVID-19 pandemic in Ho Chi Minh city** is planned to provide evidence and recommendations for the city's amendments of gender responsive policies and provision of social protection<sup>2</sup> services under emergency context. Therefore, UN Women is looking for an institution to conduct this survey.

## **2. Objectives and scope of the survey**

### **2.1. Survey objective**

This survey aims to assess the situation of unpaid care and domestic work<sup>3</sup> of women in households during COVID-19 pandemic to provide evidence for policy recommendations in recognition of unpaid care and domestic work of women and redistribution of this work in the households as well as promotion of related social protection services which can strengthen the resilience of families to cope with issues under emergency situation in Viet Nam in general and in HCM City in particular.

In particular, the study needs to achieve the following specific objectives, including:

1. To identify awareness of unpaid care and domestic work in families.
2. To assess the real situation of unpaid care work and domestic work of women during COVID-19 and compare with the workload before the pandemic and its impacts to women's physical and mental health as well as other risks.
3. To analyze challenges in unpaid care and domestic work of women in households given the services they receive to cope with emerging issues of COVID-19.

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<sup>1</sup> Unpaid care and domestic work refers to work that is done in the home by family members for maintenance and well-being of family without pay. Unpaid care work also includes voluntary community work. Unpaid Care and Domestic Work includes i) Domestic work: cooking and food preparation, cleaning, washing clothes, water and fuel collection; ii) Direct care of persons: including children, older persons, persons with disabilities, and able-bodied adults; iii) Unpaid care work may take place in the household or in the wider community [Source: Gender and Development Network: Unpaid care: A priority for the post-2015 development goals and beyond. Briefing 6, July 2014].

<sup>2</sup> Social protection are interventions that consist of policies and programmes designed to reduce poverty, inequalities, and vulnerability by assisting the poor, at risk, vulnerable groups such as but not limited to persons with disabilities, older people, youth, women, children, undernourished, victims of disasters, migrant workers, and as well as families and communities to enhance their capacities to better manage risks and enhance equal access to essential services and opportunities on a rights based/needs based approach [https://asean.org/storage/2019/01/26.-November-2018-ASEAN-Declaration-on-Strengthening-Social-Protection-1st-Reprint.pdf].

4. To provide recommendations for policies and services for the city's amendments of gender responsive policies and provision of social protections services under emergency context.

To achieve above objectives, following survey questions needed to be answers:

1. What are performed by women in the household considered unpaid care and domestic work by family members?
2. What is the workload of unpaid care work of women compared to the time before COVID-19?
3. How do the women and their family cope with the issues of COVID-19?
4. What are social protection services/ support women receive during COVID-19? What do they expect from the local authorities?
5. How policies and services on social protection can help to recognize, reduce and redistribute unpaid care work of women especially under emergency context like COVID-19

## **2.2. Scope of survey**

**The survey will focus on the following work:**

1. Review existing literature and secondary data to identify current understanding on unpaid care work and relevant policies and social protections service of the city
2. Conduct fieldwork to collect data from the target groups including factories workers, healthcare workers, teachers and informal workers, policy makers and social protection service providers in District 10 and Thu Duc city
3. Consult with different stakeholders including relevant local authorities and women's groups and ensure women's perspectives are included.

## **3. Key activities and timeline**

The selected institution will work closely with UN Women Programme Analyst on EAW and DOLISA HCMC to carry out the following activities and meet the objectives of the survey.

The survey is tentatively carried out from July to end of November 2021 with the following tentative timeline:

<b>Activities</b>	<b>Objectives</b>	<b>Tentative date</b>
1. Inception report and consultation on research framework	Present research methodology, and workplan for the field work Literature review Collect feedback on the research framework	August 2021
2. Data collection and draft report	Collect secondary data Meeting with relevant stakeholders Fieldworks to collect case study	August/September 2021
3. Consultation workshop on preliminary findings with local authorities and representatives of women's groups	Validate preliminary findings Consult with different stakeholders, especially with women's groups to ensure their perspectives are included.	October 2021

6. Dissemination findings of the survey and advocacy workshop	Share recommendations advocate for policy and services amendments	November 2021
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#### 4. Deliverables and schedule of payment

Schedule of payment	Deliverables	Timing (tentative)	Estimated Budget (VND)
30% of payment	<ul style="list-style-type: none"> <li>- Inception report with research methodology and workplan for the field work</li> <li>- Research framework with tools</li> </ul>	5 August 2021	Not exceed 115,000,000
50% of payment	<ul style="list-style-type: none"> <li>- Draw data set</li> <li>- Draft reports with preliminary findings</li> </ul>	5 October 2021	Not exceed 175,000,000
20% of payment	<ul style="list-style-type: none"> <li>- Consultation workshop organized with set of document including agenda, list of participants, photos and minutes</li> <li>- Final report approved by UN Women and DOLISA HCMC</li> <li>- Policy brief with main findings and recommendations for policy and services amendments</li> </ul>	30 November 2021	Not exceed 60,000,000

#### 5. Team composition and qualifications:

The organization should legally constituted organization with a valid registration and have at least 3 years in operation.

Minimum 10 years of experience in conducting research and policy assessment in social and economic development, preferable on issues related to women, gender and/or social social protections.

Working experience with local authorities in HCMC is a must

Working experience with United Nations and international organization is an advantage.

The team composition is expected to include at least a team leader and team members as following:

The team leader should have:

- Master's degree (or equivalent) in gender and development, development studies, psychology, sociology, human rights or related field.
- Proven experience in conducting empirical research in social and development field, Experience in conducting research related to women, gender or social protection is preferable.
- At least 15 years of professional working experience in women, gender related studies/research/survey.

- Strong experience of working with government authorities especially in social protection research/ topic.
- Excellent analytical and conceptual ability;

The team member –researcher should have:

- Master’s degree (or equivalent) in gender and development, development studies, psychology, sociology, human rights or related field.;
- At least 10 years of professional working experience in women, gender and/or social protections related studies/research/survey.
- Strong experience of working with government authorities especially in women, gender and/or social protection topic.
- Excellent analytical and conceptual ability;
- Excellent writing skill;
- Ability to work independently and in team

Team member – data analysis

- Master’s degree in statistics, sociology or relevant fields;
- At least 8 years of working experiences in statistics/data analysis especially related to women, gender and/or social protections.
- Strong experience with relevant data processing/ visualization software.
- Excellent analytical and conceptual ability;
- Excellent writing skill;
- Ability to work independently and in team;

Research assistant:

- Bachelor’s degree in social sciences or relevant fields.
- At least 5 years of working experience as research assistance
- Excellent administrative and logistic support skills.
- Good communication skills.
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## **6. Roles and responsibilities of the parties**

UN Women will provide overall technical guidance where possible. The supplier shall be required to bear all the related costs and work independently to successfully achieve the end results.

## **7. Communication and reporting obligations**

As the survey is a joint activity by UN Women and DOLISA HCMC, in which UN Women will contract a consulting firm to conduct the survey, DOLISA HCMC will be in charge of organizing meetings and consultation workshop for the study as a part of this joint work.

Therefore, throughout the survey, the selected supplier will work closely with UN Women and DOLISA HCMC to achieve objectives of the survey. The whole research team will work under the close coordination with UN Women and DOLISA HCMC.

The supplier will report to the UN Women’s EAW Programme Analyst in Viet Nam