

TERMS OF REFERENCE

INTRODUCTION

Background information:

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. UN Women Jordan Country Office supports the Government of Jordan to implement global norms and standards on gender equality and women's empowerment; promotes women's economic empowerment; and implements a resilience and empowerment model for Syrian refugee women and vulnerable Jordanian women. This support is anchored in the UN Sustainable Development Framework (2018-2022) and contributes to the Sustainable Development Goals (SDG), particularly SDG 5 on gender equality and SDG 8 on decent work. UN Women has also supported the Government in key national policies and programmes, including Jordan 2025 – A National Vision and Strategy which aims to achieve balanced growth through a more diverse and competitive economic system and strengthening the role of women in political, economic, and social spheres.

Despite high levels of education and achievement among women, major constraints remain on their productive participation in the public sphere. Intertwined barriers, lack of decent work opportunities, provision of childcare, reliable transportation, information, social and employment mediation services such as access to training, GBV redressal and prevention, and harmful social norms continue to hinder women's full socio-economic empowerment. These factors converge to create a situation where female labour force participation is chronically low in Jordan, standing at 14% in 2019. There have been many interventions to support women's economic empowerment and access to social protection in the country, though tangible change is yet to be achieved, especially across governorates. Therefore, it is imperative to engage in holistic approaches that address all the cross-cutting challenges, at both national and local levels, to promote significant women's labour force participation and economic empowerment.

In light of the above, UN Women has been working closely with the Ministry of Social Development (MoSD) to strengthen their services and provide opportunities for vulnerable Jordanian and Syrian refugee women in both camps and host communities. The strategic partnership aims at developing and implementing integrated social protection policies and interventions targeting a wide range of vulnerable groups: young people, women, poor families, and persons with disabilities. One of the collaborations is implementing the Oasis Approach in the host communities. One of those collaboration areas is the implementation of UN Women's Oasis Model in host communities. In order to respond to the national context, the Oasis model employs a "resilience and empowerment" approach, designed to build the short- and medium-term resilience of Syrian refugee and vulnerable Jordanian women, while also promoting the long-term enabling environment for empowerment and Jordan's sustainable development. Currently, there are 13 Oasis Centers distributed in 9 governorates with future plans to expand the number of centers and the geographical coverage.

UN Women will continue its strategic partnership with Ministry of Social Development with the support of the Department of Statistics to identify potential new community centers where jointly with MOSD will open new Oasis Centers. This process aims for the expansion both in number of centers and geographical coverage to be based on vulnerability assessment using national secondary data. This assessment will develop a

vulnerability criteria to evaluate the needs of selected geographical locations using indicators concerning poverty, demographics, economic opportunities, accessibility to existing public services. This joint effort includes working closely with the Ministry's Directorate of Productivity Enhancement and Poverty Reduction, and Department of Statistics (DOS). Therefore, UN Women Jordan Country Office is seeking a research company to conduct an assessment on poverty, demographic, and gender responsive local economic opportunities available according to the description above and in partnership with MoSD Directorate of Productivity Enhancement and Poverty Reduction and Department of Statistics.

Objective of the assignment:

The proposed study aims to:

- Develop a vulnerability criteria to evaluate the needs of selected geographical locations;
- Assess selected locations in terms of poverty, demographic, and gender responsive local economic opportunities available;
- Inform the identification of potential new community centres where jointly with MOSD, UN Women will open new Oasis Centres.

Scope of work, consistent with the budget:

The study will be conducted in partnership with MoSD and DoS to (i) develop a vulnerability criteria to evaluate the needs of selected geographical locations using indicators concerned poverty, demographics, economic opportunities, accessibility to existing public services (ii) assess those locations and collect sex-age-disaggregated data on poverty, demographic, and gender responsive local economic opportunities.

The company will be undertaken the following tasks:

- I. Submit a detailed workplan for the identified deliverables, below. It should be approved by UN Women;
 - Develop in coordination with UN Women, MOSD and DOS vulnerability criteria based on poverty, demographics, economic opportunities, accessibility to existing public services¹, of possible indicators for geographical locations where new Oasis Centers might be established, and in accordance with UN Women's vulnerability assessment standards;
 - Conduct a secondary data assessment of poverty, demographics, economic opportunities, accessibility to existing public services in 30 selected locations where community centers will be established in consultation with UN Women and MOSD.
 - Submit final reports in Arabic and English that detail the vulnerability assessment for each location with clear charts and tables that reflect the transparency of the vulnerability criteria and explanation of the results with recommendations on: ranking of where Oasis Centers should be established first according to the criteria, what are the activities that should include in regard to the short term and long term economic opportunities, what are the services that should be provided to address the lack of public services available in the high priority locations.
 - The final assessment report should include sex-disaggregated data collected for the poverty, economic opportunities and available services per sector and per governorates. The report should also include analysis of the data and identify potential economic opportunities for women and provide recommendations for policy makers and agencies on how to design programmes combat poverty, increase women's access to services, and to increase women's economic participation by creating a demand based economic opportunities for women.

¹ For reference: existing public services should include: Education (including Preschool, primary, secondary, and high school), primary health care services, Childcare services, telecommunication, public transportation, waste management, and social services

Company's Minimum Qualifications:

As minimum requirements, the offeror shall demonstrate

- Legal registration;
- At least 5 years of relevant experience;
- Experience in carrying out similar data collection and research analysis. Demonstrated experience in the field of gender related topics will be an asset;
- Previous experience in Jordan is an asset.

Project Manager:

- At least 5 years of experience in the field of demographic and/or poverty assessments;
- Master's degree in Political Sciences, Demography, Statistics, Gender Studies, or other relevant fields of study;
- Excellent command of English and Arabic

Research assistant(s):

- At least 2 years of experience in data collection and research analysis;
- Bachelor's degree in Political Sciences, Demography, Statistics, Gender Studies, or other relevant fields of study;
- Excellent command of written and spoken Arabic.

DURATION

The duration of the entire assignment will be from May 2021 to 31 September 2021.

Cost Breakdown per Deliverables

	Deliverables	Percentage of Total Price	Delivery time/time period (if applicable)
1	<ul style="list-style-type: none"> - Workplan for the identified deliverables, below submitted and approved by UN Women - Vulnerability criterion to assess poverty, demographics, economic opportunities, existing public services developed in coordination with UN Women, MOSD and DOS and in accordance with UN Women's vulnerability assessment standards. 	20%	1 month after signing the contract
2	<ul style="list-style-type: none"> - Secondary data assessment of poverty, demographics, economic opportunities, existing public services, conducted in 10 selected locations in consultation with UN Women and MOSD. 	40%	2 months after signing the contract
3	<ul style="list-style-type: none"> - Final report submitted in Arabic and English on vulnerability assessment for each location with clear charts and tables that reflect transparency of the vulnerability criteria and explanation of the results with recommendations on: where Oasis centres should be established first, what are the activities that should be included for short term and long term economic opportunities, which services should be provided to address the lack of public services available in the locations assessed. 	40%	2 months after signing the contract
	Total	100%	

Evaluation Criteria

Preliminary Examination Criteria

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Proposal	All documents and technical documentation requested in Instructions to Vendor have been provided and are complete
Vendor accepts UN Women UN Women General Conditions of Contract	Proposal Submission Form (Online Form)
Proposal Validity	Proposal Submission Form (Online Form)

Minimum Eligibility and Qualification Criteria

Minimum eligibility and qualification criteria will be evaluated on a Pass/Fail basis.

If the Proposal is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Vendor is a legally registered entity	Proposer Information Form (Online Form)
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Instructions to Vendors.	Proposal Submission Form (Online Form)
No conflicts of interest in accordance with Instructions to Vendors.	Proposal Submission Form (Online Form)
The Vendor has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Proposal Submission Form (Online Form)

Qualification Criteria	Documents to establish compliance
History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Eligibility and Qualification Form (Online Form)
Litigation History: No consistent history of court/arbitral award decisions against the vendor for the last 3 years.	Eligibility and Qualification Form (Online Form)
Previous Experience:	
Minimum 5 years of relevant experience.	Eligibility and Qualification Form (Online Form) / Technical Proposal
Minimum 3 contracts of similar value, nature and complexity implemented over the last 7 years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Eligibility and Qualification Form (Online Form)
Financial Standing:	
Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 1. Vendor must include in their Proposal audited balance sheets cover the last two years	Copy of audited financial statements for the last three years. / Eligibility and Qualification Form (Online Form)
Turnover: Vendors should have annual sales turnover of minimum \$ 50,000 for the last three years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Copy of audited financial statements for the last three years. Eligibility and Qualification Form (Online Form)

Technical Evaluation Criteria

Section 1. Vendor's qualification, capacity and experience		Points
1.1	<u>Reputation of organization and staff credibility / reliability / industry standing</u> Offeror shall provide a brief description of the organization, including the year and country of incorporation, and types of activities undertaken	30
1.2	<u>General Organizational Capability</u> Offeror shall: a) Outline General Organizational Capability which is likely to affect implementation (i.e. management structure, financial stability and project financing capacity, size of the organization, strength of project management support e.g. project management controls, global networking, financial stability). b) Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in. c) Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously. d) Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.	65
1.3	<u>Relevance of specialized knowledge and experience on similar engagements done in the region / country</u> Offeror shall: a) Provide information confirming relevance of: - At least 5 years of demonstrated experience in research and/or demographic assessments. Proven experience working in gender economics is a strong asset; - Experience on Similar Programme / Projects - Experience working in Jordan b) Describe the experience of the organization performing similar goods, services or works. Experience with another UN organizations/ major multilateral / or bilateral programmes is highly desirable. c) Provide at least 3 references with the following information: - Client - Contract value - Period of performance (from/to) - Role in relation to undertaking the goods/services/works - Reference Contact Details (Name, Phone, Email)	75
1.4	<u>Quality assurance procedures, risk and mitigation measures</u> Offeror shall describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.	20
1.5	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
Total Points for Section 1		200
Section 2. Proposed methodology approach and implementation plan		Points
2.1	<u>Analysis Approach, Methodology</u> Offeror shall: a) Provide in sufficient detail a description of the organization's approach and methodology for meeting or exceeding the requirements of the Terms of Reference; b) Explain the organization's understanding of UN Women's needs for the goods/services/works and how the different service elements shall be organized, controlled and delivered;	150

	<p>c) Describe the available performance monitoring and evaluation mechanisms and tools and how they shall be adopted and used for a specific requirement;</p> <p>c) Identify any gaps/overlaps in UN Women's coverage based on the information provided.</p> <p>d) Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women. UN Women's general procurement principles:</p> <ul style="list-style-type: none"> i) Best Value for money ii) Fairness, integrity and transparency iii) Effective competition iv) The best interests of UN Women 	
2.2	<p><u>Management - timeline, deliverables and reporting</u></p> <p>Offeror shall provide a detailed description of how the management for the requested goods/services/works will be implemented to achieve the requirements of the Terms of Reference. The activities in the implementation plan should be properly sequenced, logical and realistic.</p>	140
Total Points for Section 2		290
Section 3. Management Structure and Key Personnel		Points
3.1	<p><u>Composition of the team</u></p> <p>The offeror shall:</p> <p>a) Describe the availability of resources in terms of personnel and facilities required for the Terms of Reference, including:</p> <p>Project manager:</p> <ul style="list-style-type: none"> - At least 5 years of experience in the field of demographic and/or poverty assessments; - Master's degree in Political Sciences, Demography, Statistics, Gender Studies, or other relevant fields of study; - Excellent command of English and Arabic <p>Research assistant(s):</p> <ul style="list-style-type: none"> - At least 2 years of experience in data collection and research analysis; - Bachelor's degree in Political Sciences, Demography, Statistics, Gender Studies, or other relevant fields of study; - Excellent command of written and spoken Arabic <p>b) Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each.</p> <p>c) Provide an organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted.</p> <p>d) For each of the key personnel provide the CV using the format provided</p>	200
3.2	<p><u>Gender Profile</u></p> <p>The offeror shall provide information on the gender profile of the organization when relevant, regarding:</p> <ul style="list-style-type: none"> - Proportion of women in managerial position; - Gender balance of the proposed project/team; - Policies in place that contribute to gender equality; - Details of any women-owned or women-led subcontractors that will be engaged in the project, including at different tiers of their supply chain; - Gender parity policy in place; - Commitment to the Women's Empowerment Principles (www.weps.org/join) - if more than 10 employees; - Agreement to signing of the Voluntary Agreement to Promote Gender Equality and Women's Empowerment in case of contract award. 	10
Total Points for Section 3		210
TOTAL POINTS		700

Format of Financial Proposal

The vendor is required to prepare the Financial Proposal following the below format and submit it in an envelope **separate** from the Technical Proposal as indicated in the Instruction to Vendors. The inclusion of any financial information in the Technical Proposal shall lead to disqualification of the Vendors. The Financial Proposal should align with the requirements of the Terms of Reference and the vendor's Technical Proposal.

Table 1: Summary of Overall Prices

	Amount
Total Amount of Financial Proposal	

Table 4: Breakdown of Price per Deliverable / Activity

	Deliverables	Percentage of Total Price	Delivery time/time period (if applicable)
1	<ul style="list-style-type: none"> - Workplan for the identified deliverables, below submitted and approved by UN Women - Vulnerability criterion to assess poverty, demographics, economic opportunities, existing public services developed in coordination with UN Women, MOSD and DOS and in accordance with UN Women's vulnerability assessment standards. 	20%	1 month after signing the contract
2	Secondary data assessment of poverty, demographics, economic opportunities, existing public services, conducted in 10 selected locations in consultation with UN Women and MOSD.	40%	2 months after signing the contract
3	Final report submitted in Arabic and English on vulnerability assessment for each location with clear charts and tables that reflect transparency of the vulnerability criteria and explanation of the results with recommendations on: where Oasis centres should be established first, what are the activities that should be included for short term and long term economic opportunities, which services should be provided to address the lack of public services available in the locations assessed.	40%	2 months after signing the contract
	Total	100%	