

Tender N° RFP/JOR30/2021/02898

Data collection and cleaning for research study “assessing and evaluating the impact of the pandemic on employment and other economic opportunities for Women in Jordan”.

Terms of Reference (ToR)

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.

Jordan’s economic growth has remained stagnant over the past decade, and the labour market has been characterized by elevated levels of unemployment. To address such elevated levels of unemployment and other socio-economic challenges, the Government of Jordan has developed a number of national strategies and policy frameworks, including Jordan Vision 2025; the Jordan Economic Growth Plan 2018-2022; the National Employment Strategy; the National Strategy for Human Resource Development (2019-2020); and the Employment Recovery Framework to support the Ministry of Labour’s Employment Stabilisation Plan (ILO 2020), and Jordan’s Path to Growth.

Enhancing the employment condition in Jordan whether in creating or promoting employment opportunities is a critical issue and has been a top priority in Jordan. The importance of employment is getting clearer and more urgent in the Jordanian national agenda as the country seeks to absorb the effects of the unfolding Syrian crisis on the Jordanian social and economic realities, especially for women where they were disproportionately affected (UN Women, 2020).

Nevertheless, the labour market has been characterized by persistently low levels of labour force participation (an average of 39.1 per cent, reaching 14.6 per cent among women), and a largely segmented labour market split along the lines of gender and migration status (ILO 2020). The socio-economic impact of the pandemic and accompanying lockdown measures has exposed and exacerbated existing labour market weaknesses and the role of paid and unpaid work on women’s economic participation, which created an unsustainable total workload of 80-85 hours per week for employed women (UN Women 2020). According to a recent assessment of enterprises in Jordan conducted by the ILO, all enterprises have reported facing difficulties and challenges in response to the situation caused by COVID 19. Such difficulties include limited “cash flow, reduced demand and supply and the disruption of supply chains”. (ILO 2020).

For the fourth quarter of 2020, according to the recent report from the Department of Statistics (DoS) of the Hashemite Kingdom of Jordan, the unemployment rate stood at 24.7 per cent, representing an increase of 5.7 percent compared with the fourth quarter of 2019. The report also indicates 32.8 per cent of unemployment amongst women. According to the same report, the refined economic participation rate (the labour force attributed to the population 15 years and over) is 33.4% (52.8% for males against 13.7% for females) for the fourth quarter of 2020 compared with 34.1% (54.3% for males and 13.5 % for females) for the fourth quarter of 2019. The report indicates also that 70.9% of the total labour force among females has bachelor level or higher, compared with 24.7% for males.

Under the programme “*Promoting Women’s Productive Participation in the Public Sphere*” UN Women in close cooperation with the Ministry of Labour (MoL), Ministry of Social Development (MOSD), and “Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, particularly, the Employment Promotion Programme (EPP), aim to carry out an assignment that focuses on studying the impact of the pandemic on employment and other economic opportunities for women in Jordan and to assess the economic opportunities available for women under the title Draft proposal-FW: Discussing DFAT funding nature [SEC=OFFICIAL] **“assessing and evaluating the impact of the pandemic on employment and other economic opportunities for women in Jordan”**. The assignment has been formulated as a result of a cooperation agreement between Employment Promotion Programme (EPP), UN Women Jordan, the Women Directorate of the Ministry of Labour, and the Ministry of Social Development Directorate of Productivity Enhancement and Poverty Reduction.

The assignment of **“assessing and evaluating the impact of the pandemic on employment and other economic opportunities for Women in Jordan”** is split into two distinctive work packages as it has been agreed between GIZ’s Employment Promotion Programme and UN Women’s project on Promoting Women’s Productive Participation in the Public Sphere. The first work package has the following key tasks as a focus area; **a) design and development of the concept and methodology for the entire study, and b) collection and analysis of secondary data, monitoring key stages of primary data collection including quality assurance, and finally, overall descriptive analysis including highlighting key findings and devising precise recommendations for action.**

The second work package, which serves the objectives of this ToR, administered and supervised by UN Women Jordan, to engage a research company that will have the following key tasks as a focus area; **a) quantitative and qualitative data collection according to the timeline and methodology set by the research firm selected through GIZ’s EPP, b) data cleaning and sharing processed data to the research firm selected through through GIZ’s EPP, C) train 30 MOL and MOSD staff members on on the scope of the collected data on gender responsive local economic opportunities assessments the company has collected information for.**

Based on the above, UN Women is seeking to engage a research company to **collect qualitative and quantitative primary data, according to a pre-designed methodology, administered through GIZ’s EPP, that will be provided to the company, clean it and prepare the datasets for analysis.**

Objective of the assignment:

- As part of the assignment **“assessing and evaluating the impact of the pandemic on employment and other economic opportunities for women in Jordan”**, the selected research company is expected to **collect qualitative and quantitative primary data, according to a pre-designed methodology that will be provided to the company, clean and prepare the data set for analysis according to GIZ contractor’s guidance and shared data collection instruments methodology, approach, selection criteria and samples selection for the quantitative and qualitative data collection (primary data collection) . In addition, the company is expected to provide training sessions to MoSD and MoL staff on the scope of data collected.**

- Follow pre-designed methodology, approach, instrument, selection criteria, timeline and sample sizes for primary quantitative and qualitative data collection.
- Clean collected data and prepare data sets for analysis, according to the methodology provided.
- Train 30 selected MOSD and MOL staff on the scope of the collected data on gender responsive local economic opportunities assessments. The training will focus on the importance of this assessment, its use in developing employment policies and programmes, and ways to leverage its utilization by MOSD and MOL. The training is going to be for 20 hours over a week. Conduct a pre and post evaluation of training attendees to measure their understanding of the training material.
- Submit a final report summarizing the process of data collection and the training proceedings, including evaluation results with recommendations on how the ministries can best utilize the results of the assessment.

Scope of work, consistent with the budget:

The selected research company is expected to, in partnership with GIZ and its contracted research company, and in collaboration with MOL and MOSD, to undertake the following tasks to be all submitted in English language:

- **Receive and comply with the guidance, timeline, data collection instruments methodology, approach, selection criteria and samples selection for the quantitative and qualitative data collection (primary data).** The selected company will receive an inception report on the study's concept and methodology. It is expected from the research company to assign a focal point, preferably the project manager to be the lead contact person with GIZ's contractor through-out all the project's phases. UN Women and GIZ will work as facilitator of communication between the 2 research companies. In addition, the company will receive guidance about data collection instruments methodology, approach, selection criteria and sample selection for the quantitative and qualitative data collection. The selected company is expected to comply with such guidances including expected quality and timely delivery of services.
- **Collect quantitative data (primary data collection):** In accordance with guidance provided by UN Women and GIZ, the company is expected to collect substantive primary data from businesses, trade associations and chambers (**estimated between 300 to 700 entities**). The contractor is expected to collect primary data from women at large in the society (**estimated between 800 to 1,400 Women**). The geographic locations to be covered **is estimated to be at least 8** governorates in the Kingdom, which will be selected by UN Women. The samples details and data collection plan, timeframe with number of enumerators to administer the quantitative data collection and management plan should be presented to UN Women, GIZ and its selected research firm for approval. Given the prevailing health crisis and the uncertainty that it exerts on our lives and attitudes in the society, the contractor is highly encouraged to consider usage of technology (surveymonkey, mysurvey.solutions, etc.) or any other technological approached based to collect the required data.
- **Collect qualitative data (Primary Data collection)- a:** In accordance with guidance provided by UN Women and GIZ, the contractor is expected to collect qualitative primary data from actors (businesses, trade associations and chambers) affected positively by the pandemic or have potentials to be positively affected upon recovery from the crisis in order to identify novel employment and other economic opportunities for women in Jordan. The sample size is estimated between 100 to 400 entitties from the private sector, nonetheless, the exact sample size is expected to be decided by the concept and methodology prepared by GIZ's contractor in consultation with GIZ and UN Women. Samples details and data collection plan, timeframe with number of data

collectors to administer the qualitative data collection and management plan should be presented to UN Women, GIZ and its selected research firm for approval. Given the prevailing health crisis and the uncertainty that it exerts on our lives and attitudes in the society, the contractor is highly encouraged to consider usage of technology (surveymonkey, mysurvey.solutions, etc.) or any other technological approached based to collect the required data.

- **Collect qualitative data (Primary Data collection) - b:** In accordance with guidance provided by UN Women and GIZ, the contractor is expected to collect qualitative primary data from Women negatively affected by the on-going pandemic to identify and measure the appetite and the specific support they [Women] deem necessary for integrating or re-integrating, in the cases of those affected by the pandemic, the labour market. The sample size is estimated between 200 to 600 women from the society, nonetheless, the exact sample size is expected to be decided by the concept and methodology prepared by GIZ's contractor in consultation with GIZ and UN Women. Samples details and data collection plan, timeframe with number of data collectors to administer the qualitative data collection and management plan should be presented to UN Women, GIZ and its selected research firm for approval. Given the prevailing health crisis and the uncertainty that it exerts on our lives and attitudes in the society, the contractor is highly encouraged to consider usage of technology (surveymonkey, mysurvey.solutions, etc.) or any other technological approached based to collect the required data.
- **Clean the qualitative and quantitative data in English Language:** In accordance with guidance provided by UN Women and GIZ, the selected research firm is expected to clean the data by fixing or removing incorrect, corrupted, incorrectly formatted, duplicated, or incomplete **data** within the dataset and submit to UN Women and GIZ ready for analysis in English language. The contracted company is expected to continue providing technical advice about the data collected during data analysis phase to GIZ's Contractor, if needed.
- **Train 30 selected MOSD and MOL staff on the scope of the collected data on gender responsive local economic opportunities assessments the company has collected information for.** The training will focus on the importance of this assessment, its use in developing employment policies and programmes, and ways to leverage its utilization by MOSD and MOL. The training is going to be for 20 hours over one week. In collaboration with UN Women, MOL and MOSD the selected research company will receive a list of MOSD and MOL officials who will receive the training.
- **Provide UN Women with a short final report,** summarizing the process of data collection and training proceedings, including training assessment results with recommendations on how the ministries can best utilize the results of the assessments.

Company's Minimum Qualifications:

As minimum requirements, the offeror shall demonstrate

- Legal registration;
- At least 5 years of relevant experience in areas of quantitative and qualitative data collection and analysis;
- Experience in carrying out similar primary quantitative and qualitative data collection with nationwide coverage.

Project Manager:

- At least 5 years of experience in the field of conducting research in socio-economic area and primary data collection;
- Master's degree in Economics, Demography, Statistics, Mathematics, Sociology, Gender Studies, or other relevant fields of study;
- Excellent knowledge in one or more of Statistical programme/tool: SPSS, STATA, R
- Excellent command of English and Arabic.

Research assistants:

- At least 2 years of experience in of conducting research and primary data collection in areas of quantitative and qualitative data collection and analysis;
- Bachelor's degree in Economics, Demography, Statistics, Mathematics, Sociology, Gender Studies, or other relevant fields of study;
- Excellent command of written and spoken Arabic and very good command of written and spoken English language.
- Excellent knowledge in one or more of Statistical programme/tool: SPSS, STATA, R

Enumerators and qualitative data collector

- At least Bachelor's degree students in Economics, Demography, Statistics, Mathematics, Sociology, 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 June 2021 to 31 October 2021.

Cost Breakdown per Deliverables

	Deliverables	Percentage of Total Price	Delivery time/time period (if applicable)
1	<ul style="list-style-type: none"> • Receive and comply with the guidance, timeline and data collection instruments methodology, approach, selection criteria and samples selection for the quantitative and qualitative data collection (primary data) • Collect quantitative data (primary data collection) according to the quality and timeline expected by the UN Women and GIZ's Contractor • Collect qualitative data (primary data collection) according to the quality and timeline expected by UN Women and the GIZ's Contractor 	50 %	15-September
2	<ul style="list-style-type: none"> • Clean and process collected qualitative and quantitative data according to quality and the timeline expected by UN Women and the GIZ's Contractor. All submitted in English language. • Handover to UN Women, and through UN Women to GIZ/EPP and GIZ's Contractor, the cleaned and processed qualitative and quantitative data collected during the assignment 	30%	30-September
3	Train 30 selected MOSD and MOL staff on the scope of the collected data on gender responsive local economic opportunities assessments the company has collected information for.	20%	31-October
	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 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. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	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. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	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 socio-economic 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 conducting research in socio-economic area and primary data collection; • Master’s degree in Economics, Demography, Statistics, Mathematics, Sociology, Gender Studies, or other relevant fields of study; • Excellent knowledge in one or more of Statistical programme/tool: SPSS, STATA, R • Excellent command of English and Arabic. <p>Research assistants:</p> <ul style="list-style-type: none"> • At least 2 years of experience in of conducting research and primary data collection in areas of quantitative and qualitative data collection and analysis; • Bachelor’s degree in Economics, Demography, Statistics, Mathematics, Sociology, Gender Studies, or other relevant fields of study; • Excellent command of written and spoken Arabic and very good command of written and spoken English language. • Excellent knowledge in one or more of Statistical programme/tool: SPSS, STATA, R <p>Enumerators and qualitative data collector</p> <ul style="list-style-type: none"> • Att least Bachelor’s degree students in Economics, Demography, Statistics, Mathematics, Sociology, 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; 	10

	<ul style="list-style-type: none"> - 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. 	
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"> • Receive and comply with the guidance, timeline and data collection instruments methodology, approach, selection criteria and samples selection for the quantitative and qualitative data collection (primary data) • Collect quantitative data (primary data collection) according to the quality and timeline expected by the GIZ’s Contractor • Collect qualitative data (primary data collection) according to the quality and timeline expected by the GIZ’s Contractor: 	50 %	
2	<ul style="list-style-type: none"> • Clean and process collected qualitative and quantitative data according to quality and the timeline expected by the GIZ’s Contractor • Handover to UN Women, and through UN Women to GIZ/EPP and GIZ’s Contractor, the cleaned and processed qualitative and quantitative data collected during the assignment 	30%	
3	Train 30 selected MOSD and MOL staff on the scope of the collected data on gender responsive local economic opportunities assessments the company has collected information for.	20%	
	Total	100%	