

Terms of Reference

Development of measures on the protection of socially vulnerable women in the field of labor, employment, social security, wages, security for inclusion in strategic program documents, including development programs for regions / ministries / departments, and indicators for monitoring their implementation

Location:	Home Based
Type of Contract:	RFP
Languages Required:	Kazakh and/or Russian
Expected Duration of Assignment:	September 2021 – November 2021
Expected starting date:	13 September 2021

According to the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan, today the number of the economically active population aged 15 and over has reached 9.2 million people, almost half of them are women (4.2 million), of which 42% live in rural areas (1.8 million).

More than 94% of them are employed. In the structure of the employed, the proportion of women employed is growing, amounting to 3.2 million women, including 1.1 million women in the countryside. Mostly women are employed in trade, health care, education and agriculture.

At the same time, the majority of self-employed women are engaged in agriculture, wholesale and retail trade. Every third woman in rural areas is self-employed, including those living off household income.

There are several reasons for the unequal distribution of women and men across sectors of the economy. Thus, the choice of activity is accepted by many women in favor of more flexible in terms of combining work and family responsibilities. Gender stereotypes also affect professional self-determination and career development.

It is noteworthy that today the level of education among women is better than among men: the share of those with higher education among employed women reaches 43.8%, and among men this indicator is 34.5%.

At the same time, despite the availability of education among women, there is still a high level of unemployment in the labor market, especially among women. At the end of the 1st quarter of 2020, the level of female unemployment was 5.5%, against 4.4% among men.

At the same time, considering the age groups, women aged 29-34 experience more difficulties in finding a job. In 2019, the indicator was about 8% for both urban and rural residents.

A handwritten signature in blue ink, appearing to be "APD".

At the same time, rural women are most susceptible to unemployment compared with other categories of the population: 5.6% - among women, 4% - among men. This is due to the fact that agriculture, as the main type of employment in the countryside, demonstrates a demand mainly for male labor. In addition, given that women spend a lot of time doing housework and caring for children and the elderly, in rural conditions and low accessibility of infrastructure, women's economic opportunities are even more limited.

Today, various state programs are being developed and implemented to support the opening and development of women's business, along with this, accordingly, the number of women involved in business and their share in the economy is increasing.

In order to promote productive employment of the population and involve citizens in entrepreneurship, the country is implementing the State Program for the Development of Productive Employment and Mass Entrepreneurship for 2017-2021 "Enbek", where women are a priority, especially in rural areas.

To support new business projects of entrepreneurs in cities, the implementation of the state program "Business Road Map - 2025" continues.

Despite the fact that state programs provide equal opportunities for participation for both women and men, their implementation does not take into account family policy, as well as all aspects of a woman's social life. It should be noted that today women are quite widely represented in small and medium-sized businesses, while the proportion of women heading large businesses is still low. This is influenced by such factors as the responsibilities of women to care for family members and to manage household issues. A woman entrepreneur, at the same time managing her own business, is forced to combine this with the functions of raising children and running a household.

In 2019, as part of a joint project with the Ministry of Labor and Social Protection of the Population of the Republic of Kazakhstan, UN-Women conducted a series of studies on women's participation in unpaid work, women's informal employment and gender aspects in entrepreneurship. The research results show that despite the measures taken to develop the economic opportunities of women, there are still a number of significant obstacles that are not well understood and limit the opportunities for women to find employment and have decent paid work.

The main obstacles to be noted are the following problems in the field of labor and employment of women:

- Gender inequality and discrimination against women throughout their working life. Discontinued careers for women, lower pay and shorter work experience, and earlier retirement mean that women's social security benefits are, on average, lower than men's.

Women who are discriminated against can adapt to deteriorating labor market conditions: agree to work shorter working hours, work without entering into an employment contract; faced with discrimination, they may refuse to look for work altogether.

Women are also more likely to work as domestic workers, temporary workers, or in odd jobs. In the case of self-employment, women work for their own account in the informal economy.

- Informal female employment, entails incomplete coverage by the social security system; administrative barriers; lack of legal guarantees for the development of entrepreneurial activity; inaccessibility of financial and credit resources for initial development; the absence of the institution of concessional lending, a system of renting and purchasing premises for entrepreneurial activity; underdevelopment of sales markets for manufactured products.

At the same time, women's employment is also influenced by the availability of social infrastructure, the availability of kindergartens, preschool and school education institutions. Often, due to limited access to social infrastructure, women are forced to be unemployed and lose the opportunity for self-development.

The next very important aspect of developing women's economic opportunities is the development of women's entrepreneurship. Today, despite the implemented various programs to support entrepreneurship, practice shows that women still face many difficulties and obstacles when starting and running their own business. These are problems such as: limited access to finance; lack of collateral; unfavorable rules governing business; cultural barriers; choice of types of business and industries; lack of skills in drawing up business plans and running a business; lack of contacts and access to social support; educational and occupational segregation; competing demands on the distribution of time (double burden of household and work responsibilities).

To ensure equal opportunities for women in the labor market, it is necessary to identify the systemic gaps that entail gender inequality in labor, employment and social security for vulnerable women in our society.

To a large extent, these problems are associated with the absence of effective norms in national legislation, or the presence of some norms that have no practical application in the everyday life of citizens. For this, within the framework of this study, it is necessary to assess the current measures of state support in the field of labor and social protection, including the development of entrepreneurship.

Under this work, UN Women, with the support of the Ministry of Labor and Social Protection of the Population of Kazakhstan, are planning to prepare a package of effective measures to respect women's rights to decent work and employment, improve social security, the rights to decent wages and safe working conditions. The developed proposals will be recommended for use within the framework of the implementation of program documents of ministries and departments, as well as regional development programs.

I. Responsibilities

It is expected that the research organization will conduct a questionnaire survey in 4 pilot regions ((in agreement with UN-Women and MLSPP RK) socially vulnerable women according to a previously prepared methodology and questionnaire (in agreement with UN-Women and MLSPP RK). Methodology and the questionnaire will be prepared on the basis of consultations

(in-depth interviews / focus group discussions) at the national and regional levels with representatives of central and local executive bodies of the social and labor sphere, to discuss the protection of socially vulnerable women, in the sphere of labor, employment, social security, wages board security. In the course of these consultations, the organization will have to provide an overview of the main findings and the 2019 recommendations of the study, and to provide suggestions for practical implementation of these recommendations in the pilot regions.

The main objective of this assignment is to develop effective measures aimed at improving the support measures implemented under state programs, as well as indicators for monitoring their implementation. The proposed measures should be coordinated with the interested central and local executive bodies.

In order to implement the tasks set, it is planned to conduct a questionnaire survey (face to face or online survey) in 4 pilot regions (in agreement with UN Women and the Ministry of Labor and Social Protection of the Republic of Kazakhstan) of socially vulnerable women. To prepare the questionnaire, online consultations (in-depth interviews / focus group discussions) will be held with the CSO and local executive bodies in the pilot regions, where the main conclusions and recommendations of the 2019 research will be discussed, possible ways of implementing those recommendations that can be piloted in practice in these regions and mechanisms for the practical implementation of the proposed activities.

II. Expected Results

As a result of the work done, the organization should provide the following results:

1. A work plan with timelines for each step.
2. Review of the main findings and recommendations of the 2019 research. Prepare materials for consultations (in-depth interviews/focus group discussions) and distribute to interested CSOs, local executive bodies and non-governmental organizations
3. Development of criteria for the selection of 4 pilot regions and coordination with the MLSP RK.
4. Conducting expert consultations (in-depth interviews/focus group discussions) with representatives of interested CSOs and local executive bodies, as well as the quasi-public sector and non-governmental organizations in order to identify problems in the implementation of the proposed support measures, taking into account the needs of socially vulnerable groups of women.
5. Development of a list of identified problems for inclusion in the questionnaire.
6. Conducting a questionnaire survey (face to face or online survey) in 4 pilot regions of socially vulnerable women on the basis of the data of women agreed and provided by the MLSP.
7. On the basis of a questionnaire survey of women, SFSN prepare recommendations for solving the identified problems of socially vulnerable women in the labor market, as well as indicators for monitoring their implementation.
8. Justification of the importance of applying the proposed measures in the implementation of state programs at the central and regional levels.
9. Review of existing measures of state support and problems faced by women in the labor force, running their own business at the legislative and institutional levels.

10. On the basis of a questionnaire survey of women, SUSN prepared recommendations on measures aimed at improving the socio-economic situation of vulnerable women.
11. Draft proposals on amendments and additions to the strategic plans of state bodies (MLSP, MNE, MIOR, MES, MoF, etc.) current regulatory legal acts and state support programs for the development of entrepreneurship and social assistance to women from vulnerable groups of the population, and strategic documents of the country, such as: "Strategic development plan of the Republic of Kazakhstan until 2025", "Concept of social development of the Republic of Kazakhstan until 2030", "CONCEPT for Kazakhstan to become one of the 30 most developed countries in the world", as well as into the State Planning System in the Republic of Kazakhstan and the PRT of the proposed regions.
12. Conduct a presentation and discussion of the preliminary results of the questionnaire survey of socially vulnerable women, as well as preliminary recommendations with key partners from government agencies, the private sector, civil society, international and local development organizations in order to validate the results and recommendations.

III. Qualification requirements

Organization/company requirements:

- Be an officially registered international or national research organization;
- At least 5 years of proven experience in research on labor, social development, social economy, gender equality, and women's economic empowerment and / or labor market and employment issues;
- Experience of the expert team in the development of legislation in the field of labor market and employment development, social security, entrepreneurship, gender equality;
- Availability of established procedures for quality assurance and control;
- Have at least 3 years of work experience in working with international organizations or government agencies in carrying out this kind of work.

Qualification requirements for the national project coordinator (team leader):

- Availability of an academic degree of a master of economic / social sciences or an academic degree of candidate, doctor of science.
- At least 5 years of managerial and leadership experience involving planning, coordinating and performing multiple tasks with the participation of various stakeholders.
- Work experience of at least 3 years in leadership positions in government agencies or business entities.
- Language qualifications: fluency in the state and Russian languages. Knowledge of English will be an advantage.

Qualification requirements for a Senior Expert:

- Availability of an academic degree of Master of Science in the field of economics.

- Proven experience in creating and managing projects for the development of the labor market and employment.
- Experience in various aspects of development, previous experience with similar research would be an advantage.
- Language qualifications: fluency in the state and Russian languages. Knowledge of English will be an advantage.

Qualification requirements for a Senior Expert:

- Possessing an academic degree of Master of Laws / Social Sciences.
- At least 5 years of experience in lawmaking.
- Proven experience in supporting the implementation of public-private partnership projects.
- Experience in various aspects of development, previous experience with similar research would be an advantage.
- Language qualifications: fluency in the state and Russian languages. Knowledge of English will be an advantage.

Qualification requirements for a member of the research team:

- Higher education in finance.
- At least 5 years of experience in finance and planning.
- Proven experience in gender budgeting.
- Experience in working with international and / or donor organizations;
- Language qualifications: fluency in the state and Russian languages. Knowledge of English will be an advantage.

Qualification requirements for a member of the research team:

- Higher education.
- At least 5 years of experience in the field of information design, preparation of presentations.
- Language qualifications: fluency in the state and Russian languages. Knowledge of English will be an advantage.

Payment allocation:

No.	Type of activity	Proposed deadline	Payment period
	Deliverable 1		

1	Work plan with timelines and responsible persons at each stage.	15 September 2021	
	Deliverable 2		
2	2. Review of the main findings and recommendations of the 2019 research. Prepare materials for consultations (in-depth interviews/focus group discussions) and distribute to interested CSOs, local executive bodies and non-governmental organizations 3. Development of criteria for the selection of 4 pilot regions and coordination with the MLSP RK.	29 September 2021	20% of contract amount
	Deliverable 3		
3	4. Conducting expert consultations (in-depth interviews/focus group discussions) with representatives of interested CSOs and local executive bodies, as well as the quasi-public sector and non-governmental organizations in order to identify problems in the implementation of the proposed support measures, taking into account the needs of socially vulnerable groups of women. 5. Development of a list of identified problems for inclusion in the questionnaire.	6 October 2021	
	Deliverable 4		
4	6. Conducting a questionnaire survey (face to face or online survey) in 4 pilot regions of socially vulnerable women on the basis of the data of women agreed and provided by the MLSP. 7. On the basis of a questionnaire survey of women, SFSN prepare recommendations for solving the identified problems of socially vulnerable women in the labor market, as well as indicators for monitoring their implementation.	15 October 2021	30% of contract amount
	Deliverable 5		

5	<p>8. Justification of the importance of applying the proposed measures in the implementation of state programs at the central and regional levels.</p> <p>9. Review of existing measures of state support and problems faced by women in the labor force, running their own business at the legislative and institutional levels.</p> <p>10. On the basis of a questionnaire survey of women, SUSN prepared recommendations on measures aimed at improving the socio-economic situation of vulnerable women.</p>	5 November 2021	
	Deliverable 6		
6	<p>11. Draft proposals on amendments and additions to the strategic plans of state bodies (MLSPP, MNE, MIOR, MES, MoF, etc.) current regulatory legal acts and state support programs for the development of entrepreneurship and social assistance to women from vulnerable groups of the population, and strategic documents of the country, such as: "Strategic development plan of the Republic of Kazakhstan until 2025", "Concept of social development of the Republic of Kazakhstan until 2030", "CONCEPT for Kazakhstan to become one of the 30 most developed countries in the world", as well as into the State Planning System in the Republic of Kazakhstan and the PRT of the proposed regions.</p> <p>12. Conduct a presentation and discussion of the preliminary results of the questionnaire survey of socially vulnerable women, as well as preliminary recommendations with key partners from government agencies, the private sector, civil society, international and local development organizations in order to validate the results and recommendations.</p>	20 November 2021	50% of remaining contract amount

V. Selection process:

Applications must meet minimum qualification requirements which have been reflected in technical evaluation form. The cumulative evaluation consists of evaluation of technical proposal (70%) and the financial proposal (30%).

Applications that will accumulate at least 490 points of the maximum 700 points during the technical evaluation process will be qualified for financial proposal*.

*Each bidder must submit financial proposal in accordance with template provided in solicitation documents.

The financial offers of the technically qualified bidders will be weighted in terms of selection points as per below formula:

$B = T + C_{low} / C \times 300$, where

T- is the universal technical score awarded to the evaluation of the proposal (only those proposals that pass 70% of the technical evaluation);

C is the financial offer of the bidder; and

C_{low}- is the lowest financial proposal among all evaluated bidders.

300 is the maximum financial point that can be obtained.

The successful bidder will be selected based on the highest aggregated score (technical and financial scoring).

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)
Offers are signed by an authorized party, including Power of Attorney if stipulated	Proposal Submission Form (Online Form)
The offer is submitted as per the instructions to proposers	All documents and technical documentation requested in Instructions to Vendor have been provided and are complete
The pricing information is not included in the Technical Proposal	Technical Proposal

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
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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 3 years of relevant experience.	Eligibility and Qualification Form (Online Form) / Technical Proposal
Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 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 0.5. Vendor must include in their Proposal audited balance sheets cover the last two years	Copy of signed and stamped financial statements for the last three years (audited if available) / Eligibility and Qualification Form (Online Form)

Turnover: Vendors should have annual sales turnover of minimum KZT10mln for the last three years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Copy of signed and stamped financial statements for the last three years (audited if available) / Eligibility and Qualification Form (Online Form)
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Technical Evaluation Criteria

Section 1. Vendor's qualification, capacity and experience		Points
1.1	Official status / registration in the Republic of Kazakhstan, allowing to carry out the requested activity (provide a copy of the charter and other documents of title); The applicant did not file for bankruptcy, did not participate in bankruptcy or bankruptcy proceedings, and did not receive a judgment or pending litigation that could prejudice their future activities. Confirmation of cooperation and involvement of international experts.	20
1.2	At least 5 years of proven research experience in social protection, social economics, gender equality, and the economic empowerment of older people and women; Experience of the expert team in conducting research in the field of social protection of the population, gender equality, development of social services and entrepreneurship	30
1.3	General organizational ability that can affect the performance of work. Demonstrated organizational ability to conduct mixed methodological (quantitative and qualitative) research in the country;	30
1.4	Availability of established procedures for quality assurance and control.	30
1.5	Confirmation of the availability of specialized knowledge of national and international obligations on social security, gender equality, the protection of the rights of older people and women with many children and the economic empowerment of women;	30
1.6	Availability of experience in working with international organizations.	10
Total Points for Section 1		150

Section 2. Proposed methodology approach and implementation plan		Points
2.1	The task is well understood, correctly solved and corresponds to the terms of reference.	40
2.2	The proposed technical proposal and methodology are relevant and directly related to the task in accordance with this Terms of Reference.	50
2.3	An effective and realistic work plan that meets the needs / specifics specified in the Terms of Reference.	50
Total Points for Section 2		140
3.0 Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		
3.1	Team leader	
3.1.1.	Availability of an academic degree of a master of economic / social sciences or an academic degree of candidate, doctor of science.	20
3.1.2	At least 5 years of managerial and leadership experience involving planning, coordinating and performing multiple tasks with the participation of various stakeholders.	30
3.1.3	Work experience of at least 3 years in leadership positions in government agencies or business entities.	40
3.1.4	Language qualifications: fluency in the state (5 points) and Russian (4 points) languages. Knowledge of English (1 point) will be an advantage	10
3.1.2	Qualification requirements for a senior expert	
3.1.2.1	Availability of an academic degree of Master of Science in the field of economics.	20
3.1.2.2	Proven experience in creating and managing projects for the development of the labor market and employment.	30
3.1.2.3	Experience in various aspects of development, previous experience with similar research would be an advantage.	10

3.1.2.5	Language qualifications: fluency in the state (5 points) and Russian (4 points) languages. Knowledge of English (1 point) will be an advantage.	10
3.1.3	Qualification requirements for a senior expert	
3.1.3.1	Possessing an academic degree of Master of Laws / Social Sciences.	20
3.1.3.2	At least 5 years of experience in lawmaking.	30
3.1.3.3	Proven experience in supporting the implementation of public-private partnership projects.	30
3.1.3.4	Experience in various aspects of development, previous experience with similar research would be an advantage.	10
3.1.3.5	Language qualifications: fluency in the state (5 points) and Russian (4 points) languages. Knowledge of English (1 point) will be an advantage.	10
3.1.4	Qualification requirements for a member of research team	
3.1.4.1	Higher education in finance.	20
3.1.4.2	At least 5 years of experience in finance and planning.	20
3.1.4.3	Proven experience in gender budgeting.	20
3.1.4.4	Experience in working with international and / or donor organizations;	20
3.1.4.5	Language qualifications: fluency in the state and Russian languages. Knowledge of English will be an advantage.	10
3.1.5	Qualification requirements for a member of research team	
3.1.5.1	Availability of higher education	20
3.1.5.2	At least 5 years of experience in the field of information design, preparation of presentations.	20
3.1.5.3	Language qualifications: fluency in the state and Russian languages. Knowledge of English will be an advantage.	10
Total Points for Section 3		410
TOTAL POINTS		700

Signatures – Post-Description Certification		
Supervisor		
Nazym Zhussupova, Project Manager		
Name / Title	Signature	Date
Operations Analyst		
Daniyar Akhmetov		
Name / Title	Signature	Date

