

Abt Associates: Request for Proposal (RFP)
Online survey on gender norms

ABT MISSION

To improve the quality of life and economic well-being of people worldwide.

VISION

Perform as a thought leader and partner in developing and implementing high impact solutions to challenging social, environmental and economic issues for public and private sector clients.

VALUES

Mission-Driven: We are united by our mission to improve the lives of people worldwide.

Global: We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today's world.

Committed to Excellence: We strive to meet and exceed the highest professional standards.

Collaborative: We know that working collaboratively produces excellence.

Accountable: We take responsibility for what we do and how we do it.

Balanced: We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.

STRATEGIC ACTIONS

Abt Associates seeks to engage with quality Proponents who align with Abt Associates objectives being:

Customer first: to create deeper innovation relationships with our customers and prioritise the highest value investments.

Collaboration hub: to integrate the best solutions for our customers, increase our flexibility and enhance innovation performance.

Health, safety and environment: to enhance staff safety and wellbeing and to further our aspiration towards zero harm.

Inclusion, trust and respect: to fully enable and support the innovation capacity of our creative people and teams to take risks and deliver to customers.

Deliver on commitments: to enhance our agility, financial sustainability and capacity to respond at the speed of business.

Investing in Women RFP: Online survey on gender norms

Abt Associates (ACN 091591294) is managing Investing in Women (IW), an initiative of the Australian Government. IW catalyses inclusive economic growth through women's economic empowerment in South East Asia.

Abt Associates, through IW, is seeking proposals from Organizations interested in providing **Online Survey Services** to the Monitoring Evaluation and Learning team of IW. If your Organization chooses to submit a "Proposal", as a "Respondent" to this request, it must be submitted on the terms provided in this document and the attached parts (together referred to as the "**Request for Proposal**" or "**RFP**"). The required services (the "**Services**") are described in detail in **Part 1 – Scope of Services**.

STRUCTURE OF THE RFP

The RFP is organised into two (2) parts and two (2) annexes. **Part 1** details **the Scope of the Services**. **Part 2** specifies **the Proposal Conditions**.

PART I – SCOPE OF SERVICES

1. Background

- 1.1 Investing in Women (IW), an initiative of the Australian Government, catalyses inclusive economic growth through women's economic empowerment in South East Asia.
- 1.2 IW tackles one of the most critical social and economic issues of our time: gender inequality. Women's economic empowerment is not only a fundamental aspect of promoting gender equality, but it is vital to enhancing business competitiveness, fuelling inclusive economic growth and building equitable societies.
- 1.3 IW uses innovative approaches to improve women's economic participation as employees and as entrepreneurs and to influence the enabling environment to promote women's economic empowerment in the Philippines, Indonesia, Vietnam and Myanmar through:
 - *Workplace Gender Equality (WGE)* – We support Business Coalitions who work with influential businesses on shifting workplace cultures, practices and policy barriers to achieve WGE
 - *Impact Investment for Women's SMEs* – We partner with Impact Investors and ecosystem builders to expand market opportunities for women, with a view to incentivising and catalysing access to capital for small and medium enterprises (SMEs) - led by and responsive to the needs of women; and
 - *Influencing Gender Norms* – We work with partners to positively shift attitudes and practices to support women in the world of work.
- 1.4 In collaboration with corporations and business leaders, impact investors, entrepreneurs and advocates, we are working with those who are driving change for women's economic equality in our region.
- 1.5 IW supports the Sustainable Development Goals (SDGs) 2030 Agenda and the leveraging of private sector investments to achieve the Goals. The SDGs recognise that gender equality is not only an essential human right, but a necessary foundation for peaceful, prosperous and sustainable societies.
- 1.6 IW is a 7-year initiative that started in April 2016 and will end in June 2023. Further information about IW can be found on the website: www.investinginwomen.asia.
- 1.7 Australia's Department of Foreign Affairs and Trade (DFAT) through its Gender Equality Branch in Canberra has contracted Abt Associates Australia to implement IW.
- 1.8 Abt Associates is a mission-driven, global leader in research, evaluation and implementing programs in the fields of health, social and environmental policy, and international development. Known for its rigorous approach to solving complex challenges, Abt Associates is regularly ranked as one of the top 20 global research firms and was named one of the 40 international development innovators. It has corporate offices in the U.S., Australia and the U.K., and program offices in more than 50 countries. Abt Associates Australian head corporate office is in Brisbane,

Australia with a program office in Canberra, Australia. Its representative country office and IW Operations Hub is based in Makati City, Philippines.

- 1.9 To gain a deeper understanding of women's and men's perceptions of gender equality, IW conducted the Social Norms, Attitudes and Practices Survey (SNAPS) in 2018 on women's and men's roles at work and at home to explore the social norms that may hinder economic growth, as well as the attitudes and practices that underpin these social norms. The study included survey results from 6,000 respondents, composed of both women and men, in Indonesia, the Philippines and Vietnam. The analysis from that survey can be found [here](#).
- 1.10 The key gender norms of IW's focus include:
 - **NORM 1:** Women's primary role perceived as carer for children and family members, home maker
 - **NORM 2:** Men's perceived role as primary income earner/ provider for the family
 - **NORM 3:** Perceptions that certain job types are specific to women and others to men, leading to occupational segregation
 - **NORM 4:** Perceptions of women as better in supportive roles and men as better leaders
- 1.11 IW is seeking to procure the services of a provider to deliver **Online Survey Services** across three countries: Indonesia, Vietnam and the Philippines ("**Target Countries**"), as outlined in the clauses below, in 2020 and with an option to deliver those services again 2023, as outlined in section 2 below. IW is also seeking **Optional Services** as follows:
 - a) Delivery of the Online Survey Services for a fourth country, **Myanmar**, if feasible
 - b) **Qualitative Panel Services** in the three Target CountriesAny potential service provider selected must be able to commence late March 2020.
- 1.12 A Proponent should **at a minimum** be able to provide the Online Survey Services for the three Target Countries. The proposed arrangement would preferably comprise a single entity that can offer Online Survey Services for all four countries including Myanmar, and Qualitative Panel Services. However, IW may decide further in the tender evaluation process or contract negotiation process to only utilise the Online Survey Services for the three Target Countries, if there is lack of a business need for Qualitative Panel Services, and feasibility or business need for Online Survey Services in Myanmar.

2. Online Survey Services in Target Countries, and optional services in Myanmar

- 2.1 The purpose of the data collection through planned online surveys is to:
 - Provide an understanding of how gender norms are perceived by targeted segments of the general public. This will inform the development and implementation of IW's campaigns to influence gender norms.
 - Provide IW with an on-going understanding of the context and emerging issues relevant to gender norms and women's economic empowerment.
 - Track effectiveness of IW's gender norms campaign activities.
- 2.2 To achieve this purpose IW seeks to collect data on social norms, attitudes and practices concerning women's economic empowerment for targeted segments of the general public through online surveys in the Target Countries. The results will provide quantitative analysis disaggregated by country, gender and other factors over the course of the contract. The survey will be designed by IW and finalised subject to testing and feedback by the Proponent.
- 2.3 It is anticipated that the surveys will be tested in late March/early April and run from late April 2020 onwards. IW also currently plans that a survey with a similar scope and sample size will be

conducted again in early 2023. Therefore, Online Survey Services are needed over the period March to May 2020, with an option to deliver the similar services in early 2023, subject to performance and IW Monitoring Evaluation and Learning requirements in 2023.

- 2.4 The surveys, containing 40-50 questions, will target formally employed women and men aged 18-40, living in urban areas and appropriately representative of the demographic distribution across each Target Country. The expected sample size is 2000 respondents (1000 men and 1000 women) per Target Country. If tendering for Myanmar, the same criteria apply. Additional targeting criteria may be developed as needed. The anticipated subsequent survey to take place in 2023 will have a similar scope and a sample size of 2000 to 2300 respondents per Target Country.
- 2.5 The selected Proponent is expected to provide the following services for the Target Countries:
- a) 2000 (in 2020) with the possibility of increasing up to 2300 (in 2023) unique and verified survey respondents meeting the criteria listed in the previous clause 2.4.
 - b) Provision of details on how individuals are verified as meeting the specified targeting criteria.
 - c) Adapt and translate survey questions (Bahasa Indonesian, Vietnamese as appropriate) to ensure they are appropriate to be delivered via the online medium and program questions into the selected Proponent's online survey platform.
 - d) Testing of the survey questionnaire through collection from a limited number of respondents.
 - e) Conduct data collection and deliver the agreed number of unique quality-checked response data in appropriate format (Excel or STATA). Data collection should include measures to ensure data quality and accuracy.
 - f) Analysis of findings around each identified gender norm, as listed in 1.10 by gender, identifying major trends or issues.

Additional targeting criteria may be negotiated.

- 2.6 If tendering for delivery of Online Survey Services in Myanmar, the Proponent will provide the services 2.5 (a) to (f) above with respect to a sample-size of 2000 respondents in Myanmar (1000 men and 1000 women).

3. Qualitative Panel Services - Optional

- 3.1 In addition to the Online Survey Services, IW is seeking the option to explore Qualitative Panel Services in the three Target Countries. It is expected that this will require the availability of 300 formally employed urban millennials aged 18-40 (150 men and 150 women), in two urban locations (major cities locations) in each of the three Target Countries.
- 3.2 IW intends to access this panel in order to learn more about views on gender norms, possible changes over time, and to understand their perceptions around IW's advocacy campaigns on gender norms. IW anticipates that periodic touchpoints with panel members may include:
- Availability for face to face focus group discussions in 2020 and again in 2023; and
 - Availability for periodic surveys (every 6-12 months from June 2020- March 2023) relating to selected IW advocacy campaigns in some of the Target Countries.
- These participants will ideally be sourced from the broader 2000 online survey respondents in each target country.
- 3.3 IW does not require the Proponent to run the focus group discussions or run the additional periodic surveys with the 300 qualitative panel group respondents as referred to in section 3.2

above, nor analyse results collected. Qualitative Panel Services will not be sought in Myanmar.

- 3.4 If IW proceeds with these optional services, the selected Proponent is expected to provide the following services:
- a) 300 unique and verified panel members meeting the criteria listed in 3.1 above; and
 - b) provision of contact details enabling IW access to panel members for agreed periodic qualitative and quantitative exercises. Appropriate incentive structures will be negotiated with both the Proponent and in place for panel members.

PART II – SPECIFIC PROPOSAL CONDITIONS

1. Definitions and Interpretation

Term	Definition
Business Day	Monday to Friday, excluding weekend, public holidays (for the Philippines) and any nominated Abt Associates shutdown period.
Conflict of Interest	Any matter, circumstance, interest, or activity affecting the Proponent (including the officers, employees, agents and sub-contractors of the Proponent) which may or may appear to impair the ability of the Proponent to provide the requirements to Abt Associates diligently and independently.
Financial Proposal	A Financial Proposal include all costs associated in the proposal, including management costs as applicable.
Late Proposal	A Proposal that is not lodged by the Proposal Closing Time and Date.
Proposal	A Proposal is the response required for this RFP. It provides detailed responses against the Selection Criteria. A Proposal Template is found in Annex 1 – Proposal Forms, Schedules A – D.
Proponent	A Party who submits a response to this RFP in accordance with these Proposal Conditions.
Proposal Closing Time and Date	The final time and date for lodgement of Proposals as provided by clause 4.3 of part 2 of this document.
Proposal Conditions	The proposal conditions set out in these Proposal Documents.
Proposal Documents	All, or any of, the documents referred to in, clause 2.2 of part 2 of this document.
Request for Proposal (RFP)	A Request for Proposal is an approach adopted by Abt Associates to elicit innovative and value for money solutions from industry and market participants. In submitting any proposals Proponents must comply with the Proposal Conditions.
Target Countries	The Target Countries refer to Indonesia, the Philippines and Vietnam.

2. General Information and Conditions for Proponents

- 2.1. All Proposals must be submitted in English.
- 2.2. The proposal submission must be complete and Proponents must use the proposal forms provided in this documentation (Annex 1 – Schedules A-D)
 - a) **Proposal Submission Form** as contained in **Schedule A**.
 - b) The **Proposal** according to the criteria as contained in **Schedule B**.
 - c) A **Capability and Experience Statement** according to the criteria as contained in **Section C**.
 - d) **Abt Associates Child Safe Code of Conduct** as contained in **Schedule D**.

Proposals must be concise, addressing the Selection Criteria.

- 2.3. Proponents accept that their failure to provide all requested information, at any stage of the Proposal Process, may result in their Proposal being excluded from further consideration.
- 2.4. It will be presumed that, by submitting a Proposal for this RFP, the Proponent agrees to the Proposal Conditions.

3. Proposal Evaluation Process

- 3.1. The Evaluation Panel will assess the Proposal submitted in response to this RFP. This panel will consist of members of the IW team and may include an external evaluator as appropriate. Members of the panel will be required to execute a Deed Poll Concerning Confidentiality, Privacy, Impartiality and Conflict of Interest.
- 3.2. Abt Associates reserves the right to undertake an initial short-list of Tenderers and ranking in accordance with the Selection Criteria as set out in Part 2 - Clause 5.
- 3.3. Proponents will be assessed based on their Proposals including the information provided in the Proposal Forms in accordance with the Selection Criteria, information provided in response to clarifications (if requested) and their performance in an interview (if requested). Material tendered in response to one selection criterion may be used in the evaluation of other selection criteria.
- 3.4. Following the final assessment and calculation of the final aggregate scores, the top scored Respondent will be advised as the Preferred Respondent. The Evaluation Panel will prepare an Evaluation Report Assessment and make a final recommendation to IW or the Client. Any decision will be at the discretion of Abt Associates and the Client and in accordance with the nominated criteria and technical advice.
- 3.5. Unsuccessful Proponents will be notified in writing. Unsuccessful Proponents will be provided with feedback, upon request. The decision of IW is final. The IW feedback on the evaluation process is for purposes of courtesy and quality improvement only. No further correspondence from IW will be undertaken, on the basis of this feedback and RFP process.
- 3.6. Preferred Proponents will enter the stage of contract negotiations (refer to section 7 of Part 2).

4. Proposal Particulars

- 4.1. Parties interested in this RFP, may register such interest by emailing procurement@iwa.asia using the subject line "**Online survey on gender norms – Registration.**" This will allow IW to provide you with any updates prior to the Proposal Closing Time and Date. Registration details must include:

- (a) Institution/Company/Entity Name;
- (b) Nominated Representative of the Entity; and
- (c) Contact Details (office address, email, phone, and skype).

Parties that have not registered their interest may still submit Proposals but will not receive updates prior to the Proposal Closing Time and Date.

- 4.2. Proposals must be submitted electronically to procurement@iwa.asia before the Proposal Closing Time and Date, using the subject line: "**Online survey on gender norms – Proposal**". All Proposals must be received in PDF format.
- 4.3. **The tender for proposals will close at 5:00 pm Philippine Standard Time (UTC +8:00), 28 February 2020.**

- 4.4. It is the responsibility of Proponents to ensure that their proposal submission, including all attachments, has been received in the above email inbox, procurement@iwa.asia, prior to the Proposal Closing Time and Date. Any Proposal received after the Proposal Closing Time and Date will be considered a late submission. IW recommends that Proposals are formally lodged earlier than the nominated Proposal Closing Time and Date, in the case of telecommunications issues. IW will not be responsible for any large files that are rejected by email servers. It is suggested to compress all media images to limit overall file size. IW may at its absolute discretion, accept or reject a late submission.
- 4.5. Any clarification or enquiries from interested parties can be submitted through **procurement@iwa.asia**, with subject line: **"Online survey on gender norms – Query."**
- 4.6. All Proposals must be conducted in a manner that are non-collusive and does not represent deceptive or corrupt behaviour. Abt Associates has a zero tolerance to such behaviours. Any and all conflicts of interests, or those that may be perceived as a conflict, are to be identified during the Proposal Process.
- 4.7. IW reserves the right to issue or publish responses and answers to clarifications to all registered Proponents. Responses will be de-identified. Notification will be provided to all Proponents via the contact details of the Nominated Representative at the time of registration.
- 4.8. All Proposals and any accompanying or subsequent documentation submitted under this RFP become part of the Proposal Process.
- 4.9. The Proposal validity period is 3 years and 3 months (unless otherwise negotiated).

5. Selection Criteria

- 5.1. The Proposals documents must be specific and presented concisely. Proponents will be evaluated based on these documents, inclusive of supporting information and due diligence processes, in order to determine the best value for money and merit-based outcome to achieve IW's objectives.
- 5.2. The following Selection Criteria and weighting will form the basis of Proposal assessment:

Selection Criteria	Weighting
<p>1. Company capability and relevant experience</p> <ol style="list-style-type: none"> a) The Proponent validates that it is a legal entity and has been in operation for at least three continuous years. b) The Proponent demonstrates suitability of personnel to implement the proposal. c) The Proponent demonstrates relevant experience in providing Online Survey Services and associated analysis with a similar scope and a similar nature to a similar clientele within a similar geographic reach (in South East Asia, preferably in the Target Countries) d) The Proponent displays Organisational Capacity to pre-fund any costs associated with providing the Services. e) The Proponent demonstrates appropriate work systems and resources dedicated to proposed services (i.e. technology and staffing associated with the scope of the Proposal). 	25%

Selection Criteria	Weighting
<p>2. Provision of verified potential Online Survey respondents</p> <p>The Proponent demonstrates the ability to meet the following requirements:</p> <ol style="list-style-type: none"> a. Provision of unique and verified survey respondents as specified in Part 1 – clause 2.5 for each of the three IW Target Countries for the Online Survey Services which have the following verified characteristics: <ul style="list-style-type: none"> • Aged between 18-40, appropriately representative to the demographic distribution across the Target Countries; • Formally employed; • Living in urban areas appropriately representative of the geographic distribution across each Target Country; and • Consisting of 50% men and 50% women. b. The Proponent demonstrates in detail on how it ensures the quality of the data it collects through the verification of individual survey respondents that comprise its survey panels and the accuracy of responses. 	<p>35%</p>
<p>3. Provision of the Optional Services – i.e. Qualitative Panel Services and Online Survey Services in Myanmar</p> <ol style="list-style-type: none"> a. The Proponent demonstrates the ability to provide Qualitative Panel Services that meet the following requirements: <ul style="list-style-type: none"> • Provision of 300 unique and verified focus group discussion participants meeting the criteria listed in Part 1 – Clause 3.1 of this RFP, in each of the Target Countries, for periodic touchpoints. • Source of the focus group participants (ideally sourced from the broader Online Survey respondents' group) b. The Proponent demonstrates the ability to provide Online Survey Services in Myanmar, meeting the criteria specific to Myanmar as listed in Part 1 – Clause 2.4 of this RFP. 	<p>10%</p>
<p>4. Value for money</p> <ol style="list-style-type: none"> a. The Proposal includes a sound Financial Proposal according to the criteria as listed in Annex 1 – Schedule B. b. The Proposal represents value for money as defined by the Australian Government's Department of Foreign Affairs and Trade: https://dfat.gov.au/aid/who-we-work-with/value-for-money-principles/Pages/value-for-money-principles.aspx 	<p>30%</p>

6. Proponent Costs

6.1. IW is not responsible for any costs that may be incurred by any Proponent in responding to this RFP. Proponents are responsible at their own cost, related to their submission of this RFP, including:

- (a) All the arrangements and obtaining and considering all information relating to the RFP preparation; and
- (b) Preparation and lodgement of the Proposal including any cost incurred related to travel arrangement or any other costs (e.g. communications cost).

7. Negotiation and Contracting

- 7.1. Any final decision by IW will be based on the quality of the submitted proposals, the value for money proposition and the merits of the partnership to IW.
- 7.2. Abt Associates will clarify any areas for final agreement through a clarification and negotiation process that is transparent and accountable. Any agreement will subject to the clauses negotiated and agreed
- 7.3. Any final contractual arrangement between IW and a successful Proponent will be determined using an Abt Associates contract template. The maximum payable under the agreement will be agreed and will be detailed in the final agreement document. The services must be completed according to the specifications of the contract within any agreed schedules.

8. Indicative Timeline

Activity	Indicative Dates
Call for proposals	3 February 2020
Deadline for proposals	28 February 2020 – 5:00 pm Philippine Standard Time (UTC +8:00)
Selection preferred proponent	March 2020
Contract executed	March 2020
Commencement of services	Late March/early April 2020

9. Abt Associates Rights

- 9.1. Abt Associates reserves the right in its absolute discretion at any time to:
 - (a) Terminate this RFP, or cease to proceed with this RFP, change the structure scope, and timing of the RFP, or vary or extend any detail in this proposal at any time;
 - (b) Terminate further participation in the proposal process by any Proponent for any reason;
 - (c) Seek clarification of non-conforming proposals or request additional information or clarification, or provide additional information or clarification;
 - (d) Negotiate with any one or more Proponent;
 - (e) Abt Associates (or its agents) may perform such security, probity, and financial investigations and procedures as Abt Associates may determine are necessary in relation to any Proponent, its employees, officers, partners, associates, sub-contractors or related entities including consortium members and their officers, employees and sub-contractors. Proponents should promptly provide Abt Associates with such information or documentation that Abt Associates requires in order to undertake such investigation. A Proposal may be rejected by Abt Associates if the Proponent does not promptly provide, at its cost, all reasonable assistance to Abt Associates in this regard or based on the outcomes of the investigations or procedures. Abt Associates may also make independent enquiries about any matters that may be relevant to the evaluation of a Proposal;
 - (f) Call for new proposals;
 - (g) Accept or reject any Proposal, and to cancel the Proposal Process and reject all Proposals, at any time prior to the award of Contract, without thereby incurring any liability to the affected Proponent(s);
 - (h) Reject any proposal received after the closing time;
 - (i) Assess or reject a non-conforming proposal. Investing in Women will not enter into any correspondence or discussion about a decision to assess or reject a non-conforming proposal;

- (j) Seek clarification of, and negotiate the terms included in, short-listed proposals after the proposal closes. These discussions will be documented and form part of the proposal for evaluation purposes;
 - (k) Exclude from consideration any Proposal if the Proponent or one of its related entities is listed by The World Bank on its "Listing of Ineligible Firms" or "Listing of Firms Letters of Reprimand" posted at www.worldbank.org (the "World Bank List");
 - (l) Exclude any individual or entity determined by the Minister for Foreign Affairs under the Charter of the United Nations Act 1945 and/or listed in regulations made under Division 102 of the Criminal Code Act 1995. Further information about listed persons and entities is available from the Department of Foreign Affairs and Trade website at www.dfat.gov.au;
 - (m) Those excluded by any other donor of development funding on a list similar to the World Bank List; and
 - (n) Terminate any negotiations being conducted at any time with any Proponents for any reason.
- 9.2. Unsuccessful Proponents will have no redress against Abt Associates or IW, regardless of any addition or amendment to any Proposal Conditions in these circumstances.
- 9.3. This RFP does not give rise to a binding contractual relationship between Abt Associates and any Proponent.
- 9.4. Abt Associates as represented by IW will conduct any procurement consistent with the Australian Commonwealth Procurement Rules and the Commonwealth Grant Guidelines and Rules. Details can be obtained at www.finance.gov.au.

10. Confidentiality

- 10.1. The contents of this RFP together with all other information, materials, specifications or other documents provided by Abt Associates or the program, or prepared by respondents specifically for them, shall be treated at all times as confidential by the respondents. Respondents shall not disclose any such information, materials, specifications or other documents to any third parties or to any other part of the respondents' group or use them for any purpose other than for the preparation and submission of a response to this RFP, nor shall respondents publicise the name of Abt Associates or the program, or this project, without the prior written consent of Abt Associates. Abt Associates and the program confirm that they shall treat all information provided to them by the respondent as confidential and further confirm that such information will not be disclosed by them group to any third parties, other than their advisers and consultants.
- 10.2. Respondents shall ensure that all third parties to whom disclosure is made shall keep any such information, materials, specifications or other documents confidential and not disclose them to any other third party except as set out in this Section 10.3.
- 10.3. Respondents must seek the approval of Abt Associates before providing to third parties any information provided in confidence by Abt Associates or the program or their professional advisers and must maintain a register of all employees and third parties who have access to such information. If so requested by Abt Associates, respondents must make such a register available for immediate inspection by Abt Associates or its duly authorised representatives.
- 10.4. The names of respondents submitting their interest will not be made available to other respondents. All firms/consultants will be required to maintain confidentiality with respect to their own submission and should not seek details of competing submissions.

11. Warning and Disclaimer

- 11.1. Nothing contained in this RFP or any other communication made between Abt Associates or their representatives and any party shall constitute an agreement, contract or representation between Abt Associates and any other party (except for a formal award of contract made in writing by Abt Associates). Receipt by the respondent of this RFP does not imply the existence of a contract or commitment by or with Abt Associates for any purpose and respondents should note that this RFP may not result in the award of any business.
- 11.2. Abt Associates reserves the right to change any aspect of, or cease, this RFP and subsequent proposal process at any time.
- 11.3. The information contained in this RFP is subject to constant updating and amendment in the future and is necessarily selective. It does not purport to contain all of the information which a respondent may require. While Abt Associates and the program have taken all reasonable steps to ensure, as at the date of this document, that the facts which are contained in this RFP are true and accurate in all material respects, Abt Associates and the program do not make any representation or warranty as to the accuracy or completeness or otherwise of this RFP, or the reasonableness of any assumptions on which this document may be based. All information supplied by Abt Associates or the program to the respondents, including that contained in this RFP, is subject to the respondent's own due diligence. Abt Associates and the program accept no liability to respondents whatsoever and however arising and whether resulting from the use of this RFP, or any omissions from or deficiencies in this document.
- 11.4. Abt Associates or IW may exclude any respondents from this process who have been found to be in breach of confidentiality and may pursue any remedy or take any other action for breach as it considers appropriate.

ANNEX 1 – PROPOSAL FORMS, SCHEDULES A – D

Schedule A: Proposal Submission Form

To Investing in Women,
[Insert name], on behalf of [insert organisation's or consortium's name],

Address: (Insert Organisation/consortium address)
Phone Number: (Insert Organisation/consortium phone number)
Email Address: (Insert Organisation/consortium email)

- (a) Offer to undertake the Scope of Services as defined in the Request for Proposal (RFP) documentation on the terms described in the RFP and the particulars and price set out in the enclosed proposal submission including the Financial Proposal;
- (b) In consideration of Investing in Women promising to consider our proposal, will keep this offer open for a period of three years and three months after the close of proposals;
- (c) State that we have not prepared our submission with the benefit of information obtained from current or former employees of Investing in Women or Abt Associates, or DFAT in circumstances that constitute a breach of confidentiality or fidelity on the part of that person; or with the benefit of information otherwise improperly obtained;
- (d) State that we have not prepared our submission with the benefit of any information obtained from any other potential Proponent or competitor for the services outlined in this RFP;
- (e) Understand that Abt Associates has no liability to pay the Proponent, or any other person, and is not liable for any compensation on the basis of any quantum meruit or any other contractual, quasi contractual or restitutionary grounds whatsoever as a consequence of any matter or thing relating to, or incidental to the Proponent's participation in this RFP;
- (f) Confirm that the nominated personnel within this proposal are available for the duration specified in our proposal, which aligns with the requirements of the Scope of Services;
- (g) Confirm that we are not aware of any present, or potential Conflict of Interest that exists as a result of us submitting this proposal, or entering into an agreement with Abt Associates for the provision of these services;
- (h) Confirm that we have disclosed below (to the best of our knowledge) any matter that may materially affect our performance of the contract, including but not limited to: security, probity or integrity issue, including current or pending investigations or enquiries by any government, law enforcement, or regulatory body; financial capacity and viability to perform the services; and
- (i) Nominate the following person as our representative for executive negotiations:

Representative's Name: _____

Position Title: _____

DATED this ____ day of _____, 2020

SIGNED for and on behalf of
(Insert Company/Organisation Name)

Signature of Authorised Signatory

Name of Authorised Signatory

In the presence of:

Signature of Witness

Name of Witness

Schedule B – Monitoring Evaluation and Learning support services Proposal

Responses should **not exceed 8 pages** (excluding Annexes) when responding to Schedule B. The following information must be provided:

I. General information

Name of Organisation:	
Brief Organisation Description & Profile:	
Registered legal entity number	
Place of registration:	
Contact Details:	
Name of Representative	
Position Title	
Office Address	
Phone/Fax	
Email	
Social Media	
PROJECT PROPOSAL: SUMMARY INFORMATION	
Total Amount (AUD) proposed:	
Budget (AUD) 2020 proposed:	
Budget (AUD) 2023 proposed:	

II. Project Proposal

In this section, Proponents must provide:

- detailed responses against the Selection Criteria,
- detailed overview of the proposed services
- description of the systems and methods being used
- provision of details on how individuals are verified as meeting the specified targeting criteria

III. Financial Proposal

The Financial Proposal should include the following information for 2020 and 2023:

- A. Per respondent cost for each Target Country for a total sample of 2000 (in 2020) and up to 2300 (in 2023) verified survey online survey respondents, meeting the criteria as listed in Part 1- Clause 2.4 of this RFP.
- B. Total Project Cost per Target Country detailing the provision of the services as listed in Part 1 – clause 2.5 of the RFP for 2020 and 2023:
 - o Total cost for providing a group of survey respondents meeting the criteria listed above.
 - o Adaptation and translation of survey questions from English to Bahasa Indonesian or Vietnamese to ensure they are appropriate to be delivered via the online medium and program questions into the selected Proponent’s online survey platform.
 - o Data collection and delivery of the agreed number of unique quality-checked response data in appropriate format (Excel or STATA).
 - o Cost of subscription, license, retainer or access to the Proponent’s Online Survey Services or existing data platform.
 - o Cost associated with the adaptation and programming of a prepared survey questions for a 40-50 question survey.
 - o Cost associated with the analysis of findings around each identified gender norm, as listed in 1.10 by gender, identifying major trends or issues.

For the total project cost the following templates for 2020 and 2023 can be used:

Financial Proposal – 2020		
Deliverable/Activity/Service	Brief Description	Cost (AUD)

Financial Proposal – 2023		
Deliverable/Activity/Service	Brief Description	Cost (AUD)

Additional if tendering for optional Online Survey Services in Myanmar

Costs as per categories in A and B above as would apply to conducting the online survey for a sample of 2000 verified respondents in Myanmar.

Additional if tendering for optional Qualitative Panel Services:

Per participant cost for each Target Country for a total sample of 300 verified qualitative panel participants aged between 18-40 (150 men and 150 women) available in two major urban locations of a Target Country (150 in each location) for periodic touchpoints, meeting the criteria listed in Part 1 – Clause 3.1 of this RFP.

Optional:

The Proponent may, at its discretion, provide a brief description of additional services which could strengthen the methodology beyond the minimum requirements and costs associated with these additional services. Examples include, but are not limited to, data analysis and questionnaire design. Those additional services will not be taken into account in the evaluation process.

Schedule C - Capability and Experience Statement

The Proponent must submit a Capability and Experience Statement of no more than 3 pages:

- providing a response to Selection Criteria 1 (see Part 2 – Clause 5 of this RFP), including the Proponent’s past experience in providing similar services to those required under this RFP.
- include names of Specified Personnel and key roles.

CVs of Specified Personnel should be attached. Each CV should not exceed one page. CV’s do not count toward the 3-page limit for Schedule C.

Schedule D - ABT ASSOCIATES CHILD SAFE CODE OF CONDUCT FOR PARTNERS

Version 1.3_21/11/2018

Overview

This Child Safe Code of Conduct for Partners articulates the behavioural expectations in relation to working with children for the purposes of undertaking program delivery activities. It serves as a guide for all Partners of Abt Associates to make ethical decisions in their professional lives, and at times in their private lives. For the purposes of this Code of Conduct, a child is any person under the age of 18 years.

Any breach of this code will be taken seriously and may result in administrative actions or termination of the contractual agreement with Abt Associates.

All Abt Associates Partners are responsible for encouraging, advocating and promoting the dissemination of this Child Safe Code of Conduct for Partners. When carrying out duties for the delivery of activities, Partners of Abt Associates have a role in implementing, monitoring and enforcing the Child Safe Code of Conduct for Partners standards and to join Abt Associates in upholding them.

Commitment

In my capacity as the representative of an Organisation that is partnering with Abt Associates for the purpose of delivering an Activity, I acknowledge that I have read and understand Abt Associates' *Child Protection Policy for Partners*. I understand and agree that for the purpose of this Policy, the organisation that I represent, its employees, advisers, consultants, contractors, sub-contractors, sub-organisations, sub-partners, volunteers and the like involved in the implementation of the Activity are bound to comply with the *Child Protection Policy for Partners*, and therefore shall:

- Treat all children with respect regardless of their race; colour; gender; language; religion; political or other opinion; national, ethnic or social origin; property; disability; birth or other status.
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative or suggestive (even as a joke), demeaning or culturally inappropriate.
- Irrespective of any local jurisdictional laws, not engage children¹ under the age of 18 in any form of sexual intercourse² or sexual activity³ including paying for sexual services or acts.
- Wherever possible ensure that another adult is present when working in the proximity of children.
- Not invite unaccompanied children into private residences, unless the child/children are at immediate risk of injury or are in physical danger.
- Not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible (noting that this does not apply to an individual's own children).
- Never use any computers, mobile/smart phones, video cameras, cameras or social media to exploit or harass children or access child exploitation material through any medium. See also "Use of Children's Images for Work-Related Purposes" below.
- Not use physical punishment on children.

¹ Where the child is 16 years or older and the other party is not more than 2 years older; and it can be established that the child consented to the relationship, an exception can be recorded promptly on personnel files.

² As defined under the Criminal Code Act 1995

³ As defined under the Criminal Code Act 1995

- Not hire children for domestic or other labour which is inappropriate given their age and developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.
- Comply with all relevant Australian and local legislation, including labour laws in relation to child labour.
- Immediately report concerns or allegations of child exploitation, abuse or non-compliance with Abt Associates' *Child Protection Policy for Partners* or this Code of Conduct in accordance with Abt Associates' *Child Protection Policy for Partners*.
- Immediately disclose all charges, convictions and other outcomes of an offence which occurred before or occurs during the organisation's association with Abt Associates that relate to child exploitation and abuse, including those under traditional law, by any of the organisation's employees, partners, subcontractors, sub-partners, and staff.
- Be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation or abuse.

These behaviours are not intended to interfere with normal family interactions.

Use of Children's Images for Work-Related Purposes

When photographing or filming a child or using children's images for work-related purposes, all of my organisation's employees, partners, subcontractors, sub-partners, and staff must:

- Take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child.
- Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this, it must be explained how the photograph or film will be used.
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Ensure images are honest representations of the context and the facts.
- Ensure file labels, meta-data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- Treat with the utmost importance the confidentiality of the children in our programs, and never provide a child's personal details to unauthorised person/s.

I understand that the onus is on me as an individual, as well as it is on every other individual, entity or organisation bound by this Code of Conduct, to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse (of any kind) when implementing Abt Associates program activities. As the representative of an Organisation that is partnering with Abt Associates, I also understand and acknowledge that it is my responsibility to undertake everything I reasonably can to ensure that the principles set out in this Code of Conduct and the underlying Abt Associates *Child Protection Policy for Partners* are implemented by all of the Partner Organisation's employees, advisers, consultants, contractors, sub-contractors, sub-organisations, partners, volunteers and the like involved in the implementation of the Activity.

Name: _____
As representative for: _____
Signature: _____
Date: _____