

## **Request for Proposal (RFP) Development of the Juana Trabaho Framework and Plan: A Strategic Framework and Action Plan to Increase Women's Labour Force Participation Through Quality Jobs (IW-RFP-2025-03)**

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## 1. BACKGROUND

### 1.1 Investing in Women

1.1.1 Investing in Women: Women in Inclusive Sustainable Economic Recovery (IW) is a multi-country Australian Government initiative in Southeast Asia that seeks to accelerate women's economic equality. Through increased and equitable opportunities in the private sector, IW contributes to inclusive, sustainable economic growth in targeted countries. Our objective is to support women to thrive in the workplace and succeed in business.

1.1.2 IW uses innovative approaches to catalyse women's economic participation and strengthen the enabling environment for women's economic empowerment, working through four workstreams:

- Workstream 1: Workplace Gender Equality (WGE) – We support Business Coalitions that work with influential businesses on shifting workplace cultures, practices, and policy barriers to achieve workplace gender equality, with member companies together employing more than one million people;
- Workstream 2: Enabling Policy Reforms – We support locally identified reform agendas that promote women's workforce participation, generate support for the business case for WGE, and build the case for the value and importance of the care economy to business, the economy and women's economic equality;
- Workstream 3: Campaigns and Communities of Practice – We support locally driven campaigns in Indonesia, the Philippines, and Vietnam that highlight positive examples of gender equality to strengthen public support for women's economic participation. Through fostering a community of gender equality advocates, IW will continuously build evidence that supports the broader adoption of progressive attitudes and behaviours; and
- Workstream 4: Gender Lens Investing – We work to increase investment in Small and Medium Enterprises (SMEs) that disproportionately benefit women in Indonesia, the Philippines and Vietnam. We do so by increasing capital providers' demand for Gender Lens Investing strategies and products, catalysing the supply of financial instruments available to small businesses owned or led by women, and investing in the growth of SMEs that support women through a 'fund of funds' strategy.

1.1.3 Australia's Department of Foreign Affairs and Trade (DFAT) has contracted Abt Global to implement IW. Abt Global is a mission-driven, global leader in research, evaluation and implementing programs in health, social and environmental policy and international development. Further information about IW can be found on the website: [www.investinginwomen.asia](http://www.investinginwomen.asia).

1.1.4 Through Workstream 2 (W2), Enabling Care Policy Reform, the current phase of IW has a focus on the care economy – the paid and unpaid labour and services that support caregiving in all its forms. This stems from mounting evidence that women's

disproportionate share of unpaid care and domestic work is a key barrier to their economic participation. This is evident in the Philippines, where female labour force participation, though has improved, has plateaued over the past two decades at 54.4% compared to male labour force participation at 75.1%.<sup>1</sup> Childcare responsibilities have been identified as a primary driver of female labour force dropout.

## IW-DepDev Partnership

- 1.2.1 Since 2024, IW and the Philippine Department of Economic Planning and Development (DEPDev) have partnered on a series of research initiatives aimed at expanding economic opportunities for women and other underrepresented groups, recognising how these opportunities are shaped and often constrained by women's unpaid care responsibilities. These efforts focus on developing more gender-responsive and flexible employment policies to address systemic barriers to women's full economic participation.
- 1.2.2 The first collaboration, a [Comparative Study on Gender-Inclusive Part-Time Work Policies and Legislation](#), was completed in October 2024 and informed the development of the Trabaho Para sa Bayan (TPB) Plan, the Philippine government's national blueprint for inclusive and sustainable job creation launched in April 2025. Building on this, IW and DEPDev jointly commissioned a second study on *Promoting Inclusive Employment: Gender and Demographic Insights on Flexible Working Arrangements (FWA) in the Philippine Private Sector*. Targeted for completion by January 2026, the FWA study is expected to provide critical insights and evidence to inform the implementation of strategies under the TPB Plan that enhance access to flexible work, advance gender equality, and promote labour market inclusion.
- 1.2.3 IW has committed to support DEPDev progress effective implementation of the TPB Plan, particularly in advancing women's participation in quality employment. DEPDev and IW now seek to commission a new initiative, ***Juana Trabaho: A Strategic Framework and Action Plan to Increase Women's Labour Force Participation Through Quality Jobs***, to develop a gender-informed, life-cycle responsive roadmap for increasing women's labour force participation. This initiative will help ensure that high-quality, inclusive job opportunities are accessible to women across all life stages and will serve as an integral component of the TPB Plan implementation.

## 2. OBJECTIVES AND RATIONALE

- 2.1 IW is seeking the selected Proponent to undertake the following:
  - 2.1.1 Develop a strategic framework that defines quality jobs for women in the Philippine context and maps the enabling conditions across their life stages
  - 2.1.2 Engage DEPDev stakeholders in co-developing a time-costed, actionable plan under the TPB Plan towards increasing female labour force participation (FLFP) and addressing underemployment through the promotion of quality jobs for women.
- 2.2 To undertake this initiative, the Proponent will develop a strategic framework and action plan based on the following rationale:

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<sup>1</sup> PSA. 8 July 2025. May 2025 Labor Force Survey. [Link](#)

- 2.2.1 The TPB Plan underscores the urgency of expanding the country's labour force to meet the demands of a rapidly growing economy. With unemployment now below 5%<sup>2</sup> and the economy expected to heat up further in the next one to two years, the government recognises that it must tap underutilised segments of the population to sustain development. Increasing FLFP is among the most strategic approaches identified in the TPB Plan.
- 2.2.2 The TPB Plan highlights that, from 2012 to 2019, the average FLFP in the Philippines was only 48.8%, the lowest among the ASEAN-6.<sup>3</sup> This persistent gap not only reflects deep-rooted gender inequalities but also has constrained the country's broader economic productivity and resilience. In addition, underemployment, while at a 20-year low at 11.9%, continues to affect millions of workers. This highlights the need to improve job quality and the alignment between workers and available employment opportunities.
- 2.2.3 To support women's increased – and sustained – participation in the labour force, the TPB Plan outlines a range of enabling strategies. These include expanding access to flexible work arrangements, strengthening childcare and support systems, and developing remote and part-time work options.
- 2.2.4 The promotion of quality jobs is a cornerstone of the TPB Plan. From a gender perspective, this priority takes on even greater importance. *While quality employment is crucial for all workers, women disproportionately experience precarious work, income insecurity, and barriers linked to unpaid care responsibilities. Moreover, what constitutes as a 'quality job' can vary for women depending on their life stage.* DEPDev's previous research has shown a sharp drop in FLFP between the ages 25-29, coinciding with peak childbearing years, followed by a return to the labour force in the 40-49 age range.<sup>4</sup> The exit and re-entry patterns across women's life cycles point to a need for more targeted and responsive policy strategies. Hence, this initiative – as a companion document to the TPB – intends to refine the TPB's conceptualisation of 'quality jobs' using a gender lens to identify strategies that advance women's economic equality.
- 2.2.5 Beyond the drop-offs from the labour force during peak childbearing ages, the Philippines' transition to an aging society by 2030 raises questions about employment prospects for older women. Post-retirement age women may still seek opportunities for productive work but face barriers such as limited training and age-related discrimination. Addressing these gaps will be essential to building an inclusive labour force.
- 2.3 In close coordination with IW and DEPDev, the Proponent will develop a strategic framework that contextualises quality jobs for women in the Philippines throughout women's life stages. This will be followed by a participatory action planning process with stakeholders to identify concrete targets, strategies, timelines, agency roles, governance and arrangements and resourcing for implementing solutions to increase FLFP.
- 2.3.1 The primary user of the *Juana Trabaho* strategic framework and action plan will be DEPDev, as lead of the TPB Inter-Agency Committee (IAC) responsible for overseeing the implementation of the TPB Plan. Secondary users of the outputs are DOLE, DTI, PCW, and other concerned government agencies that are responsible for implementing the TPB Plan.

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<sup>2</sup> Philippine News Agency. 6 February 2025. [2024 Unemployment, Underemployment Rate Lowest Since 2005](#)

<sup>3</sup> DEPDev. 2025. *Trabaho Para Sa Bayan Plan 2025-2034*, p. 47. ASEAN-6 includes Brunei Darussalam, Indonesia, Malaysia, Philippines, Singapore, and Thailand.

<sup>4</sup> NEDA. August 2019. [Determinants of Female Labor Force Participation in the Philippines](#).

The *Juana Trabaho* action plan will guide their implementation of strategies, policies, and programs.

### 3. SCOPE OF WORK

3.1 The selected Proponent is expected to provide the following services under contract:

#### 3.1.1 Development, Presentation, and Submission of Project Design and Work Plan

- Prepare a final comprehensive project design and work plan covering both the development of the strategic framework and the action planning process. This should include the proposed methodology, timeline, key milestones and deliverables, stakeholder engagement strategy (including consultations and workshops), coordination mechanisms, and division of responsibilities within the team.
- The work plan should also clearly define the scope (i.e. variables explored and limitations) for both the strategic framework and action plan, including intersectional considerations. An initial scoping discussion between the Proponent and DEPDev may be organised to ensure alignment of expectations.
- The work plan should clearly articulate how the strategic framework document and the action plan will be developed, validated, and finalised in close collaboration with DEPDev and IW.
- Present the proposed design and work plan to DEPDev and IW for review and feedback, and finalise the plan based on their comments before proceeding to implementation.
- Submit the final Strategic Framework Development Design and Work Plan for approval by DEPDev and IW.

#### 3.1.2 Review of related literature / Data Review

- Conduct a rapid review of relevant global and local literature on women's employment, labour force participation, and quality jobs, with particular attention to life-stage considerations. Intersectional considerations should be explored, such as on the interactions of age, sex, educational attainment, marital status, family size and access to family planning, employment arrangement and control over earnings, internet access, experience of gender-based violence, and other variables depending on available data sets.
- Review and analyse national data sets from PSA (e.g., National Demographic and Health Survey, Labor Force Survey, Family Income and Expenditure Survey) and other sources to identify measurable indicators and dimensions of quality jobs most relevant to women in the Philippines across life stages.<sup>5</sup>

#### 3.1.3 Development of a strategic framework

- Develop a Strategic Framework Document that defines 'quality jobs' for women in the Philippine context, grounded in global and local literature, national data sets (e.g., PSA surveys), and relevant policy frameworks. The framework should be structured around

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<sup>5</sup> A similar study in Europe used nationally available surveys to identify dimensions of job quality across life stages: Piasna and Plagnol. 4 September 2017. [Women's Job Quality Across Family Life Stages: An Analysis of Female Employees Across 27 European Countries](#)

the distinct life stages of women, including the school-to-work transition, motherhood and caregiving years, and post-retirement.

- Prepare an **Analytical Background Section** that synthesises existing evidence to establish the rationale for the framework. This section should include:
  - i. Analysis of labour market trends and prevailing gender norms affecting FLFP;
  - ii. Identification of key barriers to FLFP across life stages;
  - iii. Overview of relevant concepts and dimensions of quality jobs from a gender-responsive, life cycle perspective and their intersections with the care economy;
  - iv. Mapping of relevant and available indicators, and associated data sources (including PSA and international benchmarks);
  - v. Mapping of the stakeholder landscape and institutional coordination mechanisms relevant to action planning and implementation.
- Formulate the **Strategic Framework**, detailing:
  - i. Key dimensions of quality jobs for women across life stages, aligned with the Philippine Development Plan (PDP) 2023-2028 and the TPB Plan;
  - ii. Enabling conditions (i.e., policies and regulation) for women's access to quality employment – such as the Early Childhood Care and Development (ECCD) Act<sup>6</sup>, the Expanded Solo Parents Welfare Act<sup>7</sup>, the gender and development (GAD) budget provisions under the Magna Carta of Women<sup>8</sup>, the Telecommuting Act<sup>9</sup> and other relevant legislations on economic participation and equality<sup>10</sup> – and their implementation gaps and risk mitigation strategies;
  - iii. Initial directions for action planning, including proposed strategic goals and outcomes, policy and programmatic entry points, and key stakeholders to engage.
- The final output should be a complete **Strategic Framework Document** (15–20 pages, excluding annexes), integrating both the analytical background and the resulting framework, to serve as the foundation for action planning.

3.1.4 Submission of draft strategic framework document and presentation to DEPDev and IW for initial feedback.

3.1.5 Revision of strategic framework document incorporating IW and DEPDev comments and submission of final document to IW and DEPDev for approval.

3.1.6 **Development of a Comprehensive Action Plan**

- Plan, organise, and conduct a series of **Action Planning workshops** co-convened with DEPDev, leveraging its existing interagency, tripartite, and sectoral consultative mechanisms. The Action Planning workshops will serve as platforms to gather inputs, validate proposed strategies, and build consensus on priority interventions. Four (4) workshops may be conducted with the following stakeholder groups, depending on resourcing and DEPDev's prioritisation:
  - i. The TPB-IAC
  - ii. The DEPDev Social Development Committee (DEPDev SDC)

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<sup>6</sup> Republic Act 8980. 5 December 2000

<sup>7</sup> Republic Act 11861. 4 June 2022

<sup>8</sup> Republic Act 9710. 14 August 2009

<sup>9</sup> Republic Act 11165. 23 July 2018

<sup>10</sup> For a list of GAD-related laws, see [Presidential Communications Office \(PCO\) list of relevant legislations](#), October 2021. Note that this is not an exhaustive list of legislations on employment and economic participation so other economic policies may be reviewed with a gender perspective.

- iii. A regional TPB IAC (NCR or Region IV-A)
- iv. Private Sector organisations (i.e., PBCWE, MBC, ECOP)

Additional meetings and consultations may be held with other relevant groups as identified or recommended by DEPDev to ensure broad-based input and alignment with implementation mechanisms.

An approach/tool will be developed in prioritising inputs from the stakeholder workshops, such as by grounding them against legal and constitutional mandates, stakeholder influence and interest matrix, IAP2 Public Participation Spectrum, and other suitable methods.

- Develop a comprehensive **Action Plan** aligned with timelines in the TPB, which includes **medium- (2026-2028)<sup>11</sup> and long-term (until 2034)<sup>12</sup> timelines**, to increase FLFP through quality jobs, based on the results of the Action Planning Workshops. The Action Plan should translate the strategic framework into an operational, time-costed roadmap and include the following:
  - i. Strategic goals and objectives (short- and long-term) aligned with the strategic framework's quality jobs dimensions and life-stage approach
  - ii. Specific strategies, programs, and policy interventions to address identified barriers, improve program and policy implementation using international benchmarks, **including for improvements in the supply and demand for care**, that enable women's access to quality jobs
  - iii. Responsible agencies/stakeholders for each proposed intervention
  - iv. Timelines and verifiable indicators, including identification of data sources and process for monitoring progress (e.g., PSA surveys, agency data);
  - v. Resource and budget considerations, where feasible, to support operational planning and advocacy.
- The Action Plan may be structured in a matrix format to facilitate integration into the TPB Plan and guide implementation by relevant agencies.

- 3.1.7 Presentation and submission of draft action plan to DEPDev and IW.
- 3.1.8 Finalisation of action plan incorporating DEPDev and IW comments.
- 3.1.9 Preparation and submission to IW and DEPDev of **Final Consolidated Report**, including the approved and accepted analytical paper, strategic framework, and action plan.
- 3.1.10 Development of public-facing activities (e.g. presentation of strategic framework and action plan in three (3) public forums, drafting of briefs/factsheets)

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<sup>11</sup> The short-term objectives and timeline of the Action Plan should be aligned with the Philippines Development Plan (PDP) 2023-2028.

<sup>12</sup> The long-term objectives and timeline of the Action Plan should be aligned with the Trabaho Para sa Bayan (TPB) Plan 2025-2034.



#### 4. DELIVERABLES AND TIMEFRAME

4.1 The contract is expected to commence in November 2025. The final report is due by May 2026, and the project will conclude no later than 31 August 2026, upon satisfactory completion of all deliverables.

4.2 The deliverables and indicative timeline for the project is outlined in Table 1 below.

**Table 1: Deliverables and Indicative Deadlines**

<b>Deliverable</b>	<b>Means of Verification</b>	<b>Indicative Deadline</b>
<b>1. Draft Project Design and Work Plan</b>	Draft Design and Work Plan approved by DEPDev and IW in writing	Submission – 21 Nov 2025 Presentation – 28 Nov 2025
<b>2. Final Project Design and Work Plan</b>	Final Design and Work Plan presented to and approved by DEPDev and IW in writing	Submission – 5 Dec 2025
<b>3. Draft Strategic Framework Document</b> , including analytical background and strategic framework	Draft Strategic Framework Document approved by DEPDev and IW in writing	Submission - 23 Jan 2026 Presentation – 30 Jan 2026
<b>4. Final Strategic Framework Document</b>	Analytical Paper and Strategic Framework approved by DEPDev and IW in writing	Submission – 13 Feb 2026
<b>5. Action Planning Workshop Series</b>	4-5 Workshops Conducted	Feb – Mar 2026
<b>6. Draft Report (Consolidated Framework and Action Plan)</b>	Draft <i>Juana Trabaho</i> Action Plan approved by DEPDev and IW in writing	Presentation – 3 Apr 2026 Submission – 17 Apr 2026
<b>7. Final Report (Consolidated Framework and Action Plan)</b>	Final report approved by DEPDev and IW in writing	4 May 2026
<b>8. Presentation Deck of Strategic Framework and Action Plan</b>	Presentation slides approved by DEPDev and IW in writing  Development of public-facing activities (e.g. presentation to public forums, drafting of briefs/factsheets)	Jun – Aug 2026



## 5. BUDGET

- 5.1 Costing may not exceed **AUD 100,000.00**. Proposals need to be cost conscious and represent value for money.
- 5.2 Funding will be negotiated on a case-by-case basis according to criteria such as Value for Money. Any final decision will be based on the results of the selection and due diligence processes.

## 6. ELIGIBILITY CRITERION

- 6.1. The Proponent must be a registered organisation in the Philippines with a physical presence, operations and activities in the Philippines.

## 7. SELECTION CRITERIA

- 7.1 The Proposals (including Financial Proposal) 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.
- 7.2 Proposals of eligible Proponents will be assessed by IW and DEPDev based on the following criteria:

**Table 2: Selection criteria**

Factor		Weighting
<b>1. Technical capability and approach</b>	<p>Soundness of proposed approach to developing a gender-responsive strategic framework.</p> <ol style="list-style-type: none"> <li>1. Relevance and practicality of proposed approach to defining quality jobs for women across life stages in the Philippine context, including alignment with the objectives of the TPB Plan.</li> <li>2. Demonstrated familiarity with and use of relevant national datasets (e.g., PSA surveys such as the NDHS, LFS, FIES, etc.), and capacity to analyse and interpret quantitative data to inform framework development.</li> <li>3. Evidence of understanding of relevant local and international literature, frameworks, and policy instruments on FLFP, quality employment, and gender equality in the labour market.</li> </ol>	30%
<b>2. Organisational capability to deliver</b>	<p>Demonstrated capacity to deliver the action planning component effectively, particularly through stakeholder engagement and consensus-building.</p> <ol style="list-style-type: none"> <li>1. Expertise in designing and facilitating multi-stakeholder consultations and action planning processes, particularly with government agencies, labour groups, civil society, and the private sector in the Philippines.</li> <li>2. Demonstrated expertise delivering and organizing participatory planning workshops with policy or programmatic application, ideally within inter-agency or government-led settings.</li> </ol>	30%

	<ol style="list-style-type: none"> <li>Operational capacity to coordinate and deliver timely outputs, including experience working in partnership with government bodies, and organising regional or sectoral consultations.</li> <li>Strong administrative and management capability to adhere to DFAT's contracting and safeguarding requirements.</li> </ol>	
<b>3. Team</b>	<p>Proposed team's overall ability to deliver both the strategic framework and participatory action plan, based on the relevance, complementarity, and experience of its members.</p> <ol style="list-style-type: none"> <li>Relevant Expertise – Presence of team members with strong technical backgrounds in gendered economic analysis, labour market research, and/or public policy development, with demonstrated capacity to lead the design of frameworks and analytical components.</li> <li>Action Planning and Facilitation Experience – Inclusion of team members with practical experience in action planning, stakeholder engagement, and facilitation of public policy processes, particularly within the Philippine development context.</li> <li>Team Composition and Role Clarity – Appropriate composition and diversity of the team, with clear roles and inclusion of personnel for coordination, data analysis, government engagement, and technical writing.</li> <li>Complementarity and Balance – The team should demonstrate a strong balance of local knowledge and global perspective, with relevant experience working with multi-stakeholder groups, to effectively deliver all components of the project.</li> <li>Project Coordination Capability – Designation of a qualified coordinator responsible for day-to-day project management, stakeholder coordination, and ensuring smooth and timely delivery of outputs.</li> </ol>	30%
<b>4. Value for money</b>	<ol style="list-style-type: none"> <li>Cost consciousness and realism consistent with the project requirements and workplan, as evidenced by a sound financial proposal that outlines a detailed budget, covering all costs required to execute the research.</li> <li>Strong balance of economy, efficiency, effectiveness and ethics as defined by the Australian Government's Department of Foreign Affairs and Trade: <a href="https://dfat.gov.au/aid/who-we-work-with/value-for-money-principles/Pages/value-for-money-principles.aspx">https://dfat.gov.au/aid/who-we-work-with/value-for-money-principles/Pages/value-for-money-principles.aspx</a>.</li> </ol>	10%

## 8. PROPOSAL REQUIREMENTS

8.1. Proponents must submit the following documents as part of their Proposal:

- (a) **Proposal Submission Form** as contained in **Schedule A**;
- (b) **Proposal for The Development of Juana Trabaho Strategic Framework and Action Plan Proposal** as contained in **Schedule B**.
- (c) **CVs of proposed strategic framework and action team** as referred to in **Schedule B**.

8.2. Page limits for submissions are outlined in the table below and in Annex 1. **Submissions that exceed this page limit will not be considered.**

**Table 4: Page limits**

Schedule	Page limit
<b>Schedule A: Proposal Submission Form (Follow template provided in Annex 1)</b>	1
<b>Schedule B: The Development of Juana Trabaho Strategic Framework and Action Plan Proposal (Follow template provided in Annex 1)</b>	8
<b>Schedule B - Annex 1: CVs</b>	Max. 2 pages per CV Max. 6 CVs

## 9. PROPOSAL SUBMISSION

9.1 Proposals must be submitted electronically to [procurement@iwa.asia](mailto:procurement@iwa.asia) before the Proposal Closing Time and Date, using the subject line: "The Development of Juana Trabaho Strategic Framework and Action Plan Proposal." All Proposals must be received in PDF format attached in the email.

9.2 The request for proposals will close at **5:00 pm Philippine Standard Time, 13 October 2025.**

9.3 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](mailto: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 will reject all Late Proposals.** 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. We will not accept submission of documents shared through a link directing to a cloud-based file storage (e.g. Google drive).

## 10. QUESTIONS DURING THE APPLICATION PROCESS

- 10.1 Parties invited to this RFP may register their intent to submit a proposal by clicking this link **REGISTRATION** (or copy link - <https://forms.office.com/r/ngNFdGnhdi>). This will allow IW to provide you with any updates prior to the Proposal Closing Time and Date. Parties that have not registered their interest may still submit Proposals but will not receive updates prior to the Proposal Closing Time and Date.
- 10.2 Any clarification or enquiries from interested parties must be submitted no later than **5:00 pm Philippine Standard Time, 6 October 2025** through [procurement@iwa.asia](mailto:procurement@iwa.asia), with subject line: **"The Development of Juana Trabaho Strategic Framework and Action Plan – Query."**
- 10.3 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.

## ANNEX 1 – PROPOSAL FORMS, SCHEDULES A – B

### 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 for **The Development of Juana Trabaho Strategic Framework and Action Plan** 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 a hundred and eighty (180) calendar days 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 Terms of Reference;
- (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 \_\_\_\_\_, 2025

**SIGNED** for and on behalf of

(Insert Organisation Name)

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Signature of Authorised Signatory

Name of Authorised Signatory

In the presence of:

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Signature of Witness

Name of Witness

## Schedule B – Proposal

Proponents must provide detailed responses covering the information as set out in section 1-3 below. The response should not exceed **8 pages** (excluding any Annexes<sup>13</sup>). Submissions that exceed this page limit will not be considered. The following template must be followed:

<b>1. ORGANISATION DETAILS<sup>14</sup></b>	
<b>Name of Organisation</b>	
<b>Registered legal entity number<sup>15</sup></b>	
<b>Place of registration</b>	
<b>Contact Details:</b>	
<b>Name of Representative</b>	
<b>Position Title</b>	
<b>Office Address</b>	
<b>Phone/Fax</b>	
<b>Email</b>	
<b>Social Media</b>	
<b>2. PROJECT PROPOSAL: SUMMARY INFORMATION</b>	
<b>Proposed Start Date:</b>	
<b>Proposed End Date:</b>	
<b>Total Amount (AUD) proposed, excl. VAT<sup>16</sup>:</b>	
<b>3. PROPOSAL DETAILS</b>	
<b>A. Proposal for the Development of Juana Trabaho Strategic Framework and Action Plan (in response to selection criterion 1)</b>	

<sup>13</sup> All Annexes combined cannot be **more than 22 pages**. Annex 1 – CVs can be max 12 pages, max 2 pages per resume and max. 6 resumes. Annexes can only include supporting information such as CVs. The information addressing the proposal requirements and selecting criteria need to be captured in the body of the proposal.

<sup>14</sup> In case of a consortium, each partner organization should complete the Organisation details. You must identify the 'lead organisation'. Only the lead organisation can enter into an agreement with Abt Associates. The application must identify all other members of the proposed group.

<sup>15</sup> Attach a copy of your business registration to your proposal submission.

<sup>16</sup> IW is a VAT exempt organisation when contracting an organisation registered in the Philippines. The selected proponent will be provided with a copy of our exemption.

This section should cover the following:

- Outline of: the project design inclusive of an outline of the:
  - the proposed methodology,
  - strategic framework,
  - stakeholder engagement strategy (including consultations and workshops),
  - the action planning .
- Indicative work plan inclusive of:
  - Key activities and deliverables to meet the scope of work;;
  - Anticipated scheduling of activities and key deliverables.

#### **B. Organisational capability to deliver (in response to selection criterion 2)**

This section should cover a description of the Proponent's:

1. expertise in designing and facilitating multi-stakeholder consultations and action planning processes, particularly with government agencies, labour groups, civil society, and the private sector in the Philippines.
2. expertise delivering and organizing participatory planning workshops with policy or programmatic application, ideally within inter-agency or government-led settings.
3. network of contacts and administrative capacity to organise validation workshops with key stakeholders in the Philippines;
4. management capability and capacity to adhere to DFAT's safeguarding requirements.
5. **References:** If available the proponent can include references up to three (3) contracts for similar projects delivered in the past 2 years. Please include the following information:
  - a. Client name and address
  - b. Contact name, email and telephone number
  - c. Brief project description
  - d. Contract value
  - e. Duration of Contract

#### **C. Nominated Personnel (in response to selection criterion 3)**

Nominate appropriate key personnel as per the table below and attach their Curriculum Vitae as Annex 1.

##### **Notes:**

- Attached CVs should not exceed **2 pages per person**. Any pages beyond this limit will be disregarded. **No more than 6 CVs** of the main researchers should be provided.
- If you intend to recruit consultants or subcontractors, the roles should be included and the name can be listed as "to be recruited".

Role	Name
e.g. Team Leader	

#### **D. Financial Proposal (in response to selection criterion 4)**



The Financial Proposal should cover:

- A brief description of the Deliverable/Activity/Service;
- Unit Type (days, months, object description);
- No. of Units;
- Cost per Unit (AUD)
- Total cost

The Financial Proposal should clearly reflect the research design and workplan, including person input days. The proposal should demonstrate value for money.

The Financial Proposal should be submitted in the template under **Annex 2** and include the applied foreign exchange rate. .

## **ANNEX 2 – Financial Proposal**

*Note: Attach Annex 2 as a separate excel using the budget template provided.*

### **ANNEX 3 – Tender Conditions**

1. All Proposals must be submitted in English.
2. All Proposals and any accompanying or subsequent documentation submitted under this RFP become part of the Proposal Process.
3. The Proposal validity period is 180 days (unless otherwise negotiated).
4. 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.
5. It will be presumed that, by submitting a Proposal the Proponent agrees to the Proposal Conditions.
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.

### **Proposal Evaluation Process**

7. 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.
8. The Evaluation Panel will be comprised of staff of the IW Program and could include an external member. The panel can seek advice from and share proposals with the Department of Economy, Planning and Development (DEPDev) on the suitability of proposals.
9. Proposals will be assessed against the Selection Criteria as set out in clause 8 and Proponents may be notified via email and invited to present their Proposals to the Evaluation Panel.
10. Material tendered in response to one selection criterion may be used in the evaluation of other selection criteria.
11. The Evaluation Panel will prepare an Evaluation Report Assessment and make a final recommendation to IW. Any decision will be at the discretion of IW and in accordance with the nominated criteria and technical advice.

12. Unsuccessful Proponents will be notified in writing. The decision of IW is final. IW feedback upon request on the evaluation process is for purposes of courtesy and quality improvement only..
13. Preferred Proponents will enter the stage of contract negotiations.

### **Proponent Costs**

14. 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).

### **Negotiation and Contracting**

15. 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.
16. An Abt Associates Contract will be issued to formalise 'Development of the *Juana Trabaho* Framework and Plan: A Strategic Framework and Action Plan to Increase Women's Labour Force Participation Through Quality Jobs'.
17. The maximum payable under the agreement will be agreed and will be detailed in the final agreement document. The research activities must then be completed according to the specifications of the contract within any agreed schedules.

### **Abt Associates Rights**

18. Abt Associates reserves the right in its absolute discretion at any time to:
  - (a) Terminate this proposal, or cease to proceed with this proposal, change the structure and timing of the proposal, or vary or extend any detail in this proposal at any time;
  - (b) Seek clarification of non-conforming proposals or request additional information or clarification, or provide additional information or clarification;
  - (c) Negotiate with any one or more Proponent;
  - (d) 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;

- (e) Call for new proposals;
  - (f) 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);
  - (g) Assess or reject a non-conforming proposal. Abt Associates will not enter into any correspondence or discussion about a decision to assess or reject a non-conforming proposal;
  - (h) 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;
  - (i) 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](http://www.worldbank.org) (the "World Bank List");
  - (j) 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](http://www.dfat.gov.au);
  - (k) Exclude any individual or entity excluded by any other donor of development funding on a list similar to the World Bank List; and
  - (l) Terminate any negotiations being conducted at any time with any Proponents for any reason.
19. Unsuccessful Proponents will have no redress against Abt Associates or IW, regardless of any addition or amendment to any Proposal Conditions in these circumstances.
20. This RFP does not give rise to a binding contractual relationship between Abt Associates and any Proponent.

## **Confidentiality**

21. 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.

22. 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 clause 22.
23. 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.
24. 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.

### **Warning and Disclaimer**

25. 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.
26. Abt Associates reserves the right to change any aspect of, or cease, this RFP and subsequent proposal process at any time.
27. 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.

28. 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.