**CALL FOR PROPOSALS**

**GRANT FOR ORGANIZATIONS TO CONDUCT A RESEARCH STUDY ON WORKPLACE SEXUAL HARASSMENT IN BUSINESS IN LAO PDR**

|  |  |
| --- | --- |
| **Eligibility** | National non-governmental organizations, including Civil Society Organizations and non-governmental academic or educational institutions |
| **Maximum Grant Available** | USD 25,000 |
| **Expected Duration** | 9 months |
| **Deadline** | Proposals must be submitted by 23:59 5 June 2022 to lao.procurement@undp.org with the subject line: *Submission of Proposal to Research Workplace Sexual Harassment in Business\_Name of Organization* |

1. **BACKGROUND**
* The Government of Lao PDR ratified the [Convention on the Elimination of All Forms of Discrimination Against Women](https://www.ohchr.org/en/professionalinterest/pages/cedaw.aspx) (CEDAW Convention) on 14 August 1981 without declarations and reservations. According to the [CEDAW General Recommendation No.19 on Violence Against Women](https://tbinternet.ohchr.org/Treaties/CEDAW/Shared%20Documents/1_Global/INT_CEDAW_GEC_3731_E.pdf), “sexual harassment includes such unwelcome sexually determined behavior as physical contact and advances, sexually colored remarks, showing pornography and sexual demands, whether by words or actions”. The CEDAW General Recommendation calls for governments to take all legal, preventive, and protective measures against gender-based violence (GBV), including sexual harassment.

In 2018, the CEDAW Committee reviewed the progress of Lao PDR on the implementation of the CEDAW Convention at the country level and issued 82 recommendations and requests for the Government to consider by 2023 as part of the [CEDAW Concluding Observations](https://tbinternet.ohchr.org/_layouts/15/treatybodyexternal/Download.aspx?symbolno=CEDAW/C/LAO/CO/8-9&Lang=En). The Concluding Observations, *inter alia*, recommended Lao PDR to (1) amend the legal framework governing sexual harassment in the workplace, (2) develop a system for filing sexual harassment complaints, and (3) ensure that survivors of sexual harassment have effective access to redress.

* The [ILO Convention No.111 on Discrimination in Employment and Occupation](https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---declaration/documents/publication/wcms_decl_fs_85_en.pdf), ratified by Lao PDR on 13 June 2008, and the General Obesrvanion on its Application note that sexual harassment “undermines equality at work and […] damages the enterprise by weakening the bases upon which work relationships are built and impairing productivity”. They urge governments “to take appropriate measures to prohibit sexual harassment in employment and occupation”.

The ILO Technical Convention No.190, specifically on Violence and Harassment, is yet to be ratified by Lao PDR.

* The 1995 [Beijing Declaration and Platform for Action](https://www.un.org/womenwatch/daw/beijing/pdf/BDPfA%20E.pdf) refer to sexual harassment as a form of violence against women (VAW) and calls for governments, employers, trade unions, community, and youth organizations, as well as non-governmental organizations, to “develop programmes and procedures to eliminate sexual harassment and other forms of VAW in all educational institutions, workplaces and elsewhere”.

In 2020, under the Bejing Declaration National Review, Lao PDR submitted its [State Report](https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/CSW/64/National-reviews/Lao%20PDR.pdf), outlining the achievements in the areas of women’s empowerment and gender equality in workplaces. However, Lao PDR’s progress in eliminating workplace sexual harassment was not reported and reviewed.

* The [UN Guiding Principles (UNGPs)](https://www.ohchr.org/sites/default/files/documents/publications/guidingprinciplesbusinesshr_en.pdf) on Responsible Business Practice adopted by the UN in 2011 are a set of 31 principles directed at both governments and businesses that clarify their duties and responsibilities in the context of business operations and ensure access to remedy for individuals and groups affected by irresponsible business practice.

The UNGPs provide the international standards for business operations and relationships and a common platform for accountability against which the conduct of both governments and businesses can be assessed.

The UNGPs contain [15 principles related to sexual harassment in business](https://www.ohchr.org/sites/default/files/Documents/Issues/Business/Gender_Booklet_Final.pdf), which, *inter alia*, call for:

* Governments to create a regulatory framework to prevent, investigate and punish sexual harassment in business; and guide and incentivize business enterprises to eliminate workplace sexual harassment;
* Business enterprises to establish a corporate policy of zero-tolerance for workplace sexual harassment; and prevent and mitigate risks relating to sexual harassment throughout their operations;
* Both governments and businesses to establish effective remediation mechanisms to support survivors of workplace sexual harassment.

The adoption of the UNGPs prompted a number of governments to develop a National Action Plan (NAP) to enforce and monitor the international standards for business operations within their jurisdiction. 30 countries, including the USA, Japan, Republic of Korea, Thailand, Pakistan, and a number of EU members, have already adopted NAPs.

* In Lao PDR, in 2022, UNDP, with support from Japan, initiated a new project on “Improving Performance, Accountability, Conduct, and Transparency of Business” (IMPACT Biz) to support the Government, businesses, and civil society to uphold the UNGPs on Responsible Business Practice in Lao PDR, including by developing a NAP.

To assist the Government in the implementation of the UNGPs, as well as the CEDAW Convention, ILO Convention No.111, and Bejing Declaration, the new IMPACT Biz Project, *inter alia*, seeks to enhance the understanding of civil society and other non-governmental stakeholders of the UNGPs, particularly those related to workplace sexual harassment, and their capacity to monitor and report on irresponsible business practice in Lao PDR.

1. **UNDP GRANT AWARD**

**Grant’s Overall Objective:**

The UNDP Grant to “Conduct a Research Study on Workplace Sexual Harassment in Business in Lao PDR” aims to strengthen the expert capacity of national non-governmental organizations in Lao PDR in collecting and analyzing data on workplace sexual harassment in business, as well as to advocate for evidence-based legislation and regulations to prevent, investigate, punish and redress workplace sexual harassment, in compliance with the UNGPs, and other Lao PDR’s international commitments.

The Research Study, together with the ongoing Preliminary Assessment of Lao PDR’s Regulatory Framework on Policy Coherence on Responsible Business Practice, will contribute to determining priority actions and interventions for effective management and monitoring of business practice, including those related to workplace sexual harassment, and inform the Government-led process of developing a NAP in Lao PDR.

**Research Study’s Objectives:**

* **Language:** Understand the Lao language vocabulary for different forms of workplace harassment, including sexual harassment, and their compliance with the terminology introduced by the CEDAW Convention and ILO Conventions No.111 and No.190;
* **Awareness:** Survey the awareness of and attitudes to workplace sexual harassment by both employees and employers at the selected businesses;
* **Prevalence:** Survey the prevalence, frequency, forms, and sources of workplace sexual harassment, both reported and unreported, at the selected businesses;
* **Policies:** Examine corporate anti-harassment policies and complaint procedures; as well as the awareness and usage of those; and
* **Productivity:** Identify the linkages of workplace sexual harassment and reporting with job satisfaction and productivity (e.g., turnover, absenteeism, and presenteeism).

**Research Study’s Suggested Methodology** *(Applicant Organizations may propose different or refined methodology)***:**

* The Study should be conducted through a desk review, as well as quantitative and qualitative methods of primary data collection from at least three research sites; sites should be specified by Applicant Organizations based on their technical expertise and capacity;
* The Study should focus on industries with high risks of workplace sexual harassment; industries should be specified by Applicant Organizations based on their technical expertise and capacity;
* The Study should obtain a representative sample from at least 300 respondents in total; a representative sample should reflect gender diversity beyond the binary framework; other socio-demographic characteristics should be specified by Applicant Organizations based on their technical expertise and capacity;
* The Study should adopt the [Human Rights-Based Approach to Data](https://www.ohchr.org/Documents/Issues/HRIndicators/GuidanceNoteonApproachtoData.pdf) and follow the international ethical and safety standards for research on gender-based violence, including the [WHO Recommendations for Intervention Research on VAW](https://apps.who.int/iris/bitstream/handle/10665/251759/9789241510189-eng.pdf); and the [ASEAN Regional Guidelines on Violence against Women and Girls Data Collection and Use](https://asiapacific.unwomen.org/sites/default/files/Field%20Office%20ESEAsia/Docs/Publications/2018/04/ASEAN-VAWG-Data-Guidelines.pdf).

**Expected Deliverables:**

1. Methodology and research questions finalized in cooperation with UNDP;
2. Work Plan developed;
3. Research Study conducted with both a desk review and primary data collection;
4. Preliminary findings shared and discussed with UNDP; feedback addressed; and
5. Final Report presented to partners in a workshop format.

**Expected Duration:** 9 months

1. **GUIDELINES FOR PROPOSALS’ SUBMISSION**

**Eligibility Criteria:** The UNDP Grant not exceeding USD 25,000 will be provided to **one** national non-governmental organization.\*

*\*According to the* [*UNDP Programme and Operations Policies and Procedures (POPP)*](https://popp.undp.org/SitePages/POPPRoot.aspx)*, the Grant can be awarded to non-governmental organizations, including non-governmental academic or educational institutions. The private sector, commercial entities, and governmental organizations, such as regional governments, municipalities, National and Provincial Universities, etc., are currently not eligible to receive this Grant.*

**Selection Criteria:** The selection criteria will involve the following elements:

* Capacity of Applicant Organization;
* Experience in the area of GBV, including workplace sexual harassment;
* Experience in engaging with business enterprises;
* Experience in research and analysis of GBV, including workplace sexual harassment;
* Simplicity and ease of implementation, yet adopting innovative or unconventional approach;
* Effectiveness and measurability of impact; and
* Timeframe.

Proposals passing the eligibility criteria will be scored against the following:

* Applicant Organization’s institutional and technical capacity, relevant experience, and existing partnerships *(40 points)*;
* Relevance of the proposal: quality of the context/problem analysis and assessment *(20 points)*;
* Implementation strategies: soundness of strategy, proposed activities, and expected results against the context/problem analysis in designing the proposal *(20 points)*; and
* Budget proposal *(20 points)*.

**Selection Process:**

* Eligible Applicant Organizations are expected to submit proposals using the UNDP template *(Annex I)* and Proposal Cover Sheet *(Annex II)*;
* Queries should be sent to Olga Nilova, UNDP Lao PDR, Governance Team: olga.nilova@undp.org;
* Proposals must be submitted by 23:59 5 June 2021 to lao.procurement@undp.org with the subject line: *Submission of Proposal to Research Workplace Sexual Harassment in Business\_Name of Organization.*

**ANNEX I: LOW-VALUE GRANT PROPOSAL**

*(to be prepared by the Applicant Organization and submitted to UNDP Lao PDR by the deadline)*

Date:

Project Title:

Name of Applicant Organization:

Total Amount of the Grant (LAK):

1. **OBJECTIVE(S) OF THE GRANT**
* Indicate the objective(s) of the Grant and describe the expected result(s) the Grant is expected to achieve;
* Explain why the grantee is uniquely suited to deliver on the objectives.
1. **PROPOSED ACTIVITIES AND WORKPLAN**
* Describe the activities that will be completed to achieve the objectives;
* Elaborate if there are any target group(s) / geographical area(s) that will benefit from the Grant, other than the Applicant Organization. If so, what is/are the target group(s) / geographical area(s), and how will potential beneficiaries be selected?

**Workplan:**

|  |  |  |
| --- | --- | --- |
| **Planned Activities\*** | **Timeline\*\*** | **Planned Budget for the Activity**\*\*\*\* |
| T1 | T2 | T3 | T… |
| 1 Activity  |  |  |  |  | LAK |
| 2 Activity |  |  |  |  | LAK |
| … Activity  |  |  |  |  | LAK |
| **Total** | LAK |

\* State what activities will be completed with the Grant funds; add as many activity lines as necessary;

\*\* Define the time periods relevant for the Grant and indicate when specific activities are expected to be completed *(time periods relate to when the tranches of Grant funds are released – i.e., quarterly, biannually, annually)*; add as many time period lines as necessary;

\*\*\* Indicate the budget amounts in the Grant currency.

1. **PERFORMANCE TARGETS**

State the indicators for measuring results that will be achieved using the Grant. At least one indicator per each activity is required:

| **Indicator(s)\*** | **Data Source** | **Baseline** | **Milestones** |
| --- | --- | --- | --- |
| **Period 1** | **Period 2** | **Period\*\* …** | **Final Target** |
| Activity 1 |
| 1.1 |  |  |  |  |  |  |
| … |  |  |  |  |  |  |
| Activity 2 |
| 2.1 |  |  |  |  |  |  |
| … |  |  |  |  |  |  |
| Activity … |
| 3.1 |  |  |  |  |  |  |
| … |  |  |  |  |  |  |

\* Add as many indicator lines as necessary;

\*\* Add as many period columns as necessary.

1. **RISK ANALYSIS**

Indicate relevant risks to achieving the Grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental, or other risks:

|  |  |  |
| --- | --- | --- |
| **Risk\*** | **Risk Rating\*\***(High / Medium / Low) | **Mitigation Measures** |
| 1 Risk |  |  |
| 2 Risk |  |  |
| … Risk |  |  |

\* Add as many risk lines as necessary;

\*\* Risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

1. **GRANT BUDGET**

PERIOD COVERING FROM \_\_\_\_\_\_\_\_\_\_\_\_ TO\_\_\_\_\_\_\_\_\_\_\_\_

* Please note that all budget lines are for costs related **only** to Grant activities;
* The following budget categories and the number of tranches are suggested guidelines; Applicant Organizations may choose alternates that more accurately reflect their expense items and needs:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **General Category of Expenditures** | **Tranche 1** | **Tranche 2** | **Tranche … \*** | Total |
| Personnel |  |  |  |  |
| Transportation |  |  |  |  |
| Premises |  |  |  |  |
| Capacity-building |  |  |  |  |
| Sub-contracts |  |  |  |  |
| Equipment / Furniture *[Specify]* |  |  |  |  |
| Other *[Specify]* |  |  |  |  |
| Miscellaneous |  |  |  |  |
| … |  |  |  |  |
| **Total** |  |  |  |  |

*\* Add as many tranche columns as necessary.*

**ANNEX II. PROPOSAL COVER SHEET**

**General Information**

|  |  |
| --- | --- |
| **Name of Organization** |  |
| **Contact Person** |  |
| **Contact Information** | **Address:** |
| **Telephone number:** |
| **Email:** |
| **Organization Type** |  |
| **Is your Organization legally registered?** | * Yes
* No

*If yes, please attach a copy of your registration document to the submission* |
| **Institutional Profile***(A brief description of the Organization, including its vision, mission, relevant experience, and partnerships in the proposed thematic area[s])* |  |
| **Total Requested Budget (LAK)** |  |