



**CONSULTANCY TERMS OF REFERENCE**

## Main Facts Table

RFQ reference	RFQ FY22-104
RFQ launch date	18/02/2022
Contract Manager	Emma Kelleher
<b>Deadline for submission of offers</b>	<b>4<sup>th</sup> March 2022</b>

Submission of offers to [procurement@plan-international.org](mailto:procurement@plan-international.org)

*Please include the RFQ reference number above in all correspondence*

## 1. Background Information on Plan International

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls.

We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And it's girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

We have been building powerful partnerships for children for over 75 years, and are now active in more than 70 countries.

Read more about Plan International's Global Strategy: 100 Million Reasons at <https://plan-international.org/strategy>

## 2. Background/Context

- Current levels of humanitarian need are at unprecedented levels.
- 45 million people are on the brink of famine. 247 million people are in need of humanitarian assistance, with the humanitarian sector targeting 183 million through the appeals mechanism, requiring **41 billion USD**
- Against this backdrop of a deteriorating global humanitarian situation, Plan International has recently updated its Global Strategy and highlighted the need for increased focus on humanitarian work and addressing the impact of these crises on children and in particular girls.
- It is critical to undertake this Learning Review Exercise now within this context and to contribute to taking this new Global Strategy forward. It should also be noted that this is a unique learning initiative and not a regular Real-Time Review exercise.

### Ethiopia

Conflict broke out in November 2020 in Tigray region, one year later, the humanitarian situation is extremely dire and continues to deteriorate. Fighting across Tigray, Afar and Amhara have resulted in large-scale displacements of over 1.8 million (Afar and Amhara and 2-1 in Tigray.). The destruction of schools and IDPs sheltering in schools have affected an estimated 2.7 million children in northern Ethiopia. 1.6 million children under five years and pregnant and lactating women in Tigray and an estimated 1.4 million children and pregnant and lactating women in Amhara need malnutrition preventative and treatment interventions. The delivery of urgent humanitarian assistance has been hampered by access constraints due to insecurity as well as the limited presence of humanitarian partners on the ground. Electricity, banking and telecommunications have been cut in several locations and commercial flights suspended. No humanitarian supplies have arrived into Tigray Region through the Semera-Abala-Mekelle route since 18 October.

Plan has so far secured 11.2 million Euros out of a funding targeted of Euro 10m (target being revised in new response plan) and reached 62,456 out of the targeted 86,556 direct beneficiaries with Potable water, sanitation and hygiene promotion including WASH NFI, Nutrition and health, Protection of girls, adolescent girls and young women from violence and abuse, Inclusive Education and Livelihood/food security.

### Mozambique

Conflict broke out in Cabo Delgado in 2017 and has led to over 854,264 people displaced across the province and neighbouring provinces, 48.2% of these are children. The conflict has disrupted school activities, affecting more than 123,000 pupils, 4,000 of whom were forced to continue their studies in other districts far from their places of residence. In addition, the period between October 2017 and July 2021, 46 schools have been destroyed including 104 classrooms, 20 administrative blocks and 5 District services of education Youth and technology offices. 1,736 teachers are currently displaced in Ancuabe, Balama, Chiure, Mecufi, Metuge, Montepuez, Mueda, Namuno, Meluco and Pemba. Furthermore, 8 teachers have lost their lives due to terrorism in Cabo Delgado.

Plan has been responding to the crisis and has reached 41,480 people (16,199 girls, 12,323 boys; 6,355 women; and 6,603 men). PIMz has revised its IDPs crisis response plan targeting a total of **€5,019,491.00**, out of this €2,438,789.5 has been secured, representing approximately 49% of the target €5,019,491.00.

## Myanmar

Conflict and political violence have further constrained the humanitarian situation in the country. Between February 1 and August 1, 2021, approximately 206,000 people were internally displaced in Myanmar, and another 22,000 sought asylum in neighbouring countries, according to the UN<sup>i</sup>. The gravity of the situation can be assessed from the UN report of August 2021, which indicates that 3 million people are in need of humanitarian assistance, 2 million of whom have been newly identified since February 1, 2021<sup>ii</sup>. Approximately 1 million Rohingya refugees from Myanmar remain in Bangladesh, although there are some indications of increased support for their rights from the majority Burmese population, driven by a newly shared resentment towards the military. The Covid-19 pandemic and the escalating civil unrest have hindered children's access to education in Myanmar throughout 2020 and 2021. School closures due to Covid-19 containment measures affected 12 million school-aged children from March 2020<sup>iii</sup> through May 2021<sup>iv</sup>. Unfortunately, only a quarter of school-aged children reportedly returned to school in June 2021, due to continuing insecurity, attacks on schools, and the dismissal of teachers. In Myanmar millions of people have been pushed into poverty by the interplay of multiple factors in the last year: Covid-19, military coup, civil unrest, heightened conflict and failing economy resulting in economic downturn. According to the UN, about 50% of the country's population could fall into poverty by the start of 2022, doubling the rate of 2017.

Plan currently has an emergency programming portfolio of EUR 18,124,146 with around 140 staff implementing the projects in Rakhine, Kachin, and Kayin states. Plan has been a main provider of Education in Emergencies (EIE), Child Protection in Emergencies (CPIE), peace building, and food security assistance in IDP camps, host communities, and surrounding communities since 2015. Most recently this work has been supported by DFAT, BMZ, UNICEF and WFP. Plan's current programming, staff, partnerships, and infrastructure in Rakhine and Kachin States enable immediate reach, participation and operationality – all essentials for timely response to local needs. Plan participates in various coordination mechanisms, and is an active member of the Child Protection, EIE sector, and Food Security clusters at both state and union levels, as well as the Mine Action Working Group, which enables learning and sharing from best practice. Plan co-leads the Myanmar Accountability to Affected Populations Working Group with WFP.

### 3. Description & Objectives

The purpose of the review is to learn from the current phases of Plan's emergency responses in Ethiopia, Myanmar and Mozambique and use the lessons to improve Plan's response programming in the three countries and beyond.

- To consider how Plan International can work in contexts when broad systems are not functioning.
- Assess the ability of the organisation's technical know-how, remote programming, engaging non-state actors and general readiness to work in high-risk environments
- Reflection on Plan International's risk appetite and the ability to be bold in challenging contexts and understand how to balance this with staff safety and security.
- Recognising the highly competitive fundraising context, assess how effectively Plan international has been in securing funds to meet its programming ambition and identifying key steps that need to be considered to further strengthen this area of work. How effective is Plan International's engagement with the government, donors and non-state actors in these contexts
- The organisation's agility dealing with complex security situations, by being conflict sensitive
- Share key learnings from this exercise into Plan International's position paper on the Humanitarian, Development, Peace (HDP) Nexus

At the country level, the observation findings and learnings will be used to make corrections and improvements necessary on the current response, to improve mid and long-term plans considering the nature of response including inputs to the update and review of Country Strategy as needed. The Country office is best positioned to identify how best to address any findings in a way that is appropriate and relevant for the operational context.

**Finally, the objective of this review is NOT to measure the impact of the response – it is to accumulate lessons learnt and celebrate successes.**

### Users

**This learning review exercise will be shared for cross regional learning to strengthen global emergency response.**

### Output

A short concise report will be developed to provide management with an independent review of the current operations and areas where further consideration is required by the review team.

The Humanitarian Director, together with the three Country Directors, is responsible for coordinating and finalising the management response to the review and where appropriate and possible real time changes will be implemented. This will be in conjunction with support from the Regional Teams. Where findings relate to global, regional or NO issues, the Global Hub, APAC and MEESA and NOs will be requested to provide input to the management response. All respective offices are not under any obligation to act on the findings, but are responsible for providing management feedback on each finding and whether it is accepted or not. If accepted, details on what steps will be taken should be provided. If the finding is partially accepted, and the reasons for this. If not accepted, the reasons as to why should be provided.

The report and management response will be sent by the Humanitarian Director to the Regional Director and Deputy Regional Director for management accountability and further will be shared widely with the Humanitarian network to contribute to the new Global Strategy.

## Time and Locations

The Review is scheduled to be conducted during March and April 2022 with data and information collection at Country level. We propose undertaking country visits and data collection in the following order:

1. Myanmar
2. Ethiopia
3. Mozambique

Aside from Plan International staff, it is recommended that youth and female stakeholders of the response be interviewed where/when possible. If required, the country office will support facilitating interpreting depending on the languages of selected review team members.

The use of independent interpreters should be planned and budgeted for when the team members do not speak the country language.

## Stakeholders

The primary stakeholders for this review are:

- Plan International Country Management Teams (for decision making and program strategy), Country Operation and Program teams in the four countries.
- NOs, Global Hub and the two regional teams (APAC and MEESA) who were involved since the initial phase of the response (as key stakeholders for interviews), because the review is also aimed to look at how the organisation as a whole responded to these crises.

In addition, the review should listen to affected population groups including their representatives; local government stakeholders, implementing partners and any national/regional level cluster mechanism/working groups that have been activated for this response.

The Core Humanitarian Standard on Quality and Accountability ([CHS](#)) should be used as a reference for the review process.

## Review Team Members

The learning and reflection team should be able to provide an independent, objective perspective as well as technical experience on review process and will be the primary author of the report, The review exercise will comprise of the following team members:

- **A representative of Plan International Global Assurance, TBD**
- **Internal representative, Maria Sommardahl, SNO**
- **TBD external to Plan representative (external consultant)**

The team should take all reasonable steps to ensure that the review process is designed and conducted to respect and protect the rights and welfare of children and communities involved and to ensure that the review is technically accurate and reliable, is conducted in a transparent and impartial manner, and contributes to organizational learning and accountability.

It is expected that there will be a minimum of x1 external representative and engagement of the Global Assurance team at Global Hub.

Where possible, there will in country travel by the review team members. If the CO can support the review process then there will be a possibility to conduct interview/FGDs at the program areas level supported by Plan’s staff.

There will be an internal reference group to support the review team which will comprise of Global Hub, Regional and Country representatives, including the respective Regional Director per sub region.

## Review Framework and Methodology

Gender is a central element of all Plan International emergency response programmes. It is critical to note whether this response is contributing to Plan International’s new Global Strategy, and also reflects the [Feminist Leadership principles](#).

The review should consider the questions from the above objectives. In addition the review should question to what extent the response approach is gender aware or gender transformative. This will be done by considering the following guiding questions, and also the Feminist Leadership Principle of Diversity;

- Are the different needs of girls, boys, women and men identified? In particular, is the girl child at the core our programme planning?
- Does the response address these identified needs?
- Is the programme carried out in ways which promote gender equality in the communities where Plan International works?

In addition, the review should consider the level of ambition of a response compared to the level of need as well as the level of funding available and show whether proposals are aligned with the gender focus and those submitted have been graded against the IASC GAM.

The review should reflect on whether we have managed the risk appropriately in the three countries context.

It is expected that a short report will be developed that reflect on the above questions and provides findings against these areas. These key themes/areas are:

- Gender and Feminist Leadership principles
- Risk appetite and Management
- Systems and Readiness
- Remote programming (in light of Covid-19 and security situation in many contexts)
- Working in complex environments, including security
- Learnings from HDP

## 4. Timeline

Dates	Activity
Beginning of March 2022	<ul style="list-style-type: none"> <li>• Finalise review team, evaluation of proposals</li> </ul>
Week of 7 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Supplier/Consultant interviews</li> </ul>
Week of 14 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Contract finalisation</li> </ul>
Week of 14 <sup>th</sup> March to 1 <sup>st</sup> April 2022	<ul style="list-style-type: none"> <li>• Undertake review</li> </ul>
Week of 18 <sup>th</sup> April 2022	<ul style="list-style-type: none"> <li>• Share findings with the three country teams</li> </ul>
End of April 2022	<ul style="list-style-type: none"> <li>• Disseminate report and sharing learnings within each region as well as sharing the report globally through the Alert Group</li> </ul>

## 5. Expected qualifications of Consultant

- Proven experience in carrying out the work.
- Proficiency in qualitative methods of data collection
- Proven experience with data analysis
- Experiences on Plan's cross-cutting issues such as gender, inclusion as well as awareness on child protection and child rights issues.
- Significant experience in managing humanitarian responses and/or experience conducting similar learning exercises for multi country emergencies.
- Experience of humanitarian donor priorities and funding streams.

## 6. Contact

Any questions in relation to this RFQ as well as submission of proposals please send to:

[Procurement@plan-international.org](mailto:Procurement@plan-international.org)

## 7. List of documents to be submitted with the RFQ

### Technical Proposal

- Detailed response to the RFQ/ ToR
- Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies
- Proposed timelines
- CVs or company profile including contact details
- Example of previous work
- Reference

All consultants/applicant are required to agree and adhere to Plan International's Non-Staff Code of Conduct (Annex A)

All suppliers are required to complete Supplier Questionnaire (Annex B)

### Financial Proposal

Plan follow a fair and transparent Procurement process and therefore it is not possible to share our budget. Please provide a detailed breakdown of your daily rate and the number of days and resources required per activity, as well as the associated cost. We anticipate that the consultancy will be no more than 30 days within the timelines above.

Please include all additional costs Plan should be aware of.

## 8. Submission of offers

Please send your application to Plan International [procurement@plan-international.org](mailto:procurement@plan-international.org) by 4<sup>th</sup> March 2022 referencing "RFQ FY22-104 Humanitarian Learning Review" in the subject line and including supporting documents as outlined in section 7.

## 9. Evaluation of offers

- Shortlisted suppliers may be invited to discuss their proposals in more detail at Plan's discretion. Interviews are likely to take place during the week commencing 7<sup>th</sup> March 2022.
- Plan International, at its sole discretion, will select the successful RFQ.
- Plan international shall be free to:
  - accept the whole, or part only, of any submission
  - Accept none of the proposals
  - Republish this Request for Quotations
- Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of offers.

- Part of the evaluation process may include a presentation from the supplier.
- Value for money is very important to Plan International, as every additional £ saved is money that we can use on our humanitarian and development work throughout the world.
- Plan International may award multiple contracts and all contracts will be non-exclusive.

**Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply**

## 10. Contract & Payment terms

Please note that, if successful, Plan International's standard terms of payment are **30 days** after the end of the month of receipt of invoice, or after acceptance of the Goods/Services/Works, if later.

## 11. IR35 Requirements – Only applicable for UK based or connections to the UK Consultants

As of April 2021, all Global Hub UK-based contractors (Consultant/personal service company/agency/intermediary) employing "people" in their chain to deliver serves to Plan International must follow a strict process of IR35 determination.

Plan Limited will conduct a CES tool on all relevant shortlisted proposers as outlined above to determine whether they fall inside or outside IR35.

## 12. Plan International's Ethical & Environmental Statement

The supplier should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation

## 13. Clarifications

The onus is on the invited individual/companies to ensure that its offer is complete and meets Plan International's requirements. Failure to comply may lead to the offer being rejected. Please therefore ensure that you read this document carefully and answer fully all questions asked.

If you have any queries in relation to your submission, or to any requirements of this RFQ, please email: [procurement@plan-international.org](mailto:procurement@plan-international.org)

Thank you for your proposal.

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<sup>i</sup> "Myanmar Update as of 01 August 2021," UNHCR Regional Bureau for Asia and Pacific, August 1, 2021, <https://reporting.unhcr.org/sites/default/files/Myanmar%20Emergency%20Update-1August2021.pdf> (accessed August 16, 2021), p. 1.

<sup>ii</sup> "Addendum to the 2021 Humanitarian Response Plan" OCHA, August 17, 2021, <https://reliefweb.int/report/myanmar/myanmar-humanitarian-snapshot-august-2021> (accessed August 18, 2021).

<sup>iii</sup> "UNICEF Education COVID-19 Response Update – October," UNICEF East Asia and Pacific Regional Office, 2020, [https://www.humanitarianresponse.info/sites/www.humanitarianresponse.info/files/documents/files/201028\\_eapro\\_education\\_response\\_update\\_updated.pdf](https://www.humanitarianresponse.info/sites/www.humanitarianresponse.info/files/documents/files/201028_eapro_education_response_update_updated.pdf).

<sup>iv</sup> "MYANMAR: MORE THAN 100 ATTACKS ON SCHOOLS IN MAY," Save the Children news release, June 11, 2021, <https://www.savethechildren.net/news/myanmar-more-100-attacks-schools-may> (accessed July 28, 2021).



# SUPPLIER AND CONSULTANT

## CODE OF CONDUCT

### INTRODUCTION

Plan International, Inc., including its subsidiaries, regional offices, country offices, liaison offices, and the international headquarters (“**PII**”) is committed to achieving its mission of a just world that advances children’s rights and equality for girls.

Suppliers & consultants of PII are considered trusted associates of the organisation. The actions and behavior of suppliers & consultants (whether inside or outside of the PII offices and environment) can positively impact PII’s ability to achieve its mission but can also undermine PII’s ability to achieve its mission and damage PII’s reputation.

As such, PII expects all suppliers & consultants that it engages with to manage their work and behavior in a way that complies with this Code of Conduct (“**Code**”).

### APPLICATION AND SCOPE

This Code applies to all suppliers & consultants who are engaged by or on behalf of PII.

The Code forms part of the contract that a supplier or consultant enters into with PII. A failure to adhere to the Code could result in that supplier or consultant’s engagement with PII being terminated. In agreeing to this Code, suppliers & consultants confirm that they also hold their employees, subsidiaries, sub-contractors, consultants, and third parties that they engage accountable to the values and standards in this Code.

PII recognises that local laws and culture can differ considerably from one country to another and as such, this Code should be read in conjunction with applicable local laws.

Where a supplier or consultant through their work with PII has direct access to or engagement with children and young people, they must also read and comply with PII’s “Global Policy on Safeguarding Children and Young People”.

Functional Area	Supply chain
Business Owner	Director of Supply Chain
Version	final
Approval Body	LeadTeam
Approval Date	29.06.2020
Effective Date	01.07.2020
Applicability and Exceptions	All suppliers & consultants engaged by Plan International Inc., including its subsidiaries, country offices, regional offices, liaison offices, and international headquarters.
Related policies	Global Policy on Safeguarding Children and Young People.



## SAFEGUARDING

### Supplier & consultants agree:

- To conduct their work in a way that prevents violence against children and promotes fair chance to everyone.
- To treat children and young people in a manner that is respectful of their rights and to not discriminate against girls.
- To protect all people from sexual abuse and sexual exploitation, meaning any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes.
- That where suppliers or consultants engage directly with children and young people, they will comply with PII's "Global Policy on Safeguarding Children and Young People".



## LABOUR & HUMAN RIGHTS

### Suppliers & consultants agree:

- To not employ children (under 18).
- To not engage in slavery, forced labour, human trafficking, unfair working practices or inhumane working conditions.
- To create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, verbal or psychological harassment or abuse.
- To ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, ethnic background, sex, gender, sexual orientation, age, religion or belief and political opinion.
- To immediately report any concerns or suspicions in relation to slavery, forced labour, human trafficking, unfair working practices or inhumane working conditions.
- To ensure the payment of fair wages in full and directly to the workers concerned.
- To fulfill their obligations under local law regarding social contributions & tax payments.
- To maintain full compliance with all laws and regulations applicable to their business.



## SAFETY AND SECURITY

### Suppliers & consultants agree:

- To ensure, so far as is reasonably practicable, that the workplaces, machinery, equipment, and processes under their control are safe and without risk to the health of their employees.
- To take due care to ensure their work product meets relevant national or international standards.

- To develop, implement, and maintain processes appropriate to their products to remove the risk of introducing counterfeit parts and materials into deliverable products.
- To report any security or safety incidents occurring where working with, for or on behalf of PII.



## PROFESSIONAL CONDUCT AND ETHICAL BEHAVIOUR

### Suppliers & consultants agree:

- To ensure that individual behaviour does not bring PII into disrepute.
- To be open, honest and show integrity in working with PII.
- Where using PII's equipment, to not use it to view, download, create or distribute inappropriate material.
- To not use any PII related premises or sites other than for PII authorized activities.
- To not engage in arms manufacture, sale or export to governments which violate the human rights of their citizens.
- To reduce or eliminate waste of all types, including water and energy, at the source or by practices such as recycling and re-using materials; and to undertake initiatives to promote environmental responsibility and sustainability.



## BRIBERY, FRAUD AND CORRUPTION

### Suppliers & consultants agree:

- To not engage in any form of bribery, both giving or receiving.
- To implement measures to prevent opportunities for fraudulent activities to be undertaken by its employees.
- To report any suspected or confirmed incident relating to bribery, fraud or nepotism at the earliest opportunity to PII and will not withhold any relevant information for any investigation.
- To ensure the proper use of PII's resources and prevent them from theft, fraud or other damage (where in their control).-

**"Bribery"**: This is the offering, giving, promising or accepting of any financial incentives from one person to another in order to influence a decision or obtain an unfair advantage.

**"Fraud"**: This is civil or criminal deception, intended for unfair or unlawful financial or personal gain or to cause loss to another party, such as by misappropriation of assets, abuse of position, collusion, false representation and/or prejudicing someone's rights.



## CONFLICT OF INTEREST

### Suppliers & consultants agree:

- To report any actual, possible or potential conflict of interest and declare to relevant management or a contact within PII if the supplier or consultant is party to any business relationship with any organisation or person with whom PII does business if that relationship creates a potential conflict of interest to working with PII.



## TERRORISM AND FINANCIAL CRIME

### Suppliers & consultants agree:

- To not employ, provide funds, economic goods or material support to any entity or individual designated as a “terrorist” and anyone carrying out “terrorist activities” as defined under the relevant national legislation. Note that PII may carry out various verification checks.
- Where a supplier or consultant is incurring expenses on behalf of PII, to conduct its own verification checks where possible to check that PII resources are not paid to a sanctioned entity or used to support terrorism.
- To not engage in money laundering and will take reasonable steps to prevent involvement in any money laundering activities.



## INCIDENT REPORTING

### Suppliers & consultants agree:

- To report any concern or matter in relation to their own organisation, PII or a third party which contravenes this Code to their PII contact. Where not possible to report to their PII contact or feel uncomfortable to do so, report any concerns or suspicions using Safecall<sup>1</sup> through the dedicated telephone number appropriate for the country location (as displayed in all Plan International offices), or [www.safecall.co.uk/report](http://www.safecall.co.uk/report) or email to [plan@safecall.co.uk](mailto:plan@safecall.co.uk).
- To support any investigation into suspected, alleged or known breaches of this Code.



## DATA PROTECTION

### Suppliers & consultants agree:

- To keep information relating to PII or its staff or beneficiaries confidential unless disclosure is a requirement of the law or they have the explicit permission of PII to do so.
- To have measures in place to aid the ethical treatment of data including appropriate collection, storage, processing, sharing and deletion of data.
- To ensure informed, freely given consent is obtained when collecting data.

The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers and consultants to PII. PII also expects that suppliers encourage and work with their own suppliers and subcontractors to ensure that they also meet the principles of this Code of Conduct.

PII asks suppliers to promptly report deviations from this Supplier Code of Conduct to the relevant PII member for resolution between the supplier/consultant and that member.

**If you are a consultant having direct involvement with children and young people, you confirm by signing this document that you also have read and signed the PII “Global Policy on Safeguarding Children and Young People”**

I, undersigned [Name & Title]

\_\_\_\_\_

representing [name of the company]

\_\_\_\_\_

declare that I understand the requirements of the above code of conduct and undertake to comply with them in the course of my activities.

Date & Signature:

\_\_\_\_\_

<sup>1</sup> **Safecall:** An external provider of an ethics telephone hotline and online reporting system, with the ability to handle reports in over 170 languages. When an individual telephones Safecall

they will automatically be offered a series of languages appropriate to the location they are calling from.

## ANNEX B – ALL SUPPLIERS

### Plan International Supplier Questionnaire

Thank you for your interest in this tender. As part of a due diligence process, we require all applicants to complete this form. As a child centred organisation Plan International promotes the rights of children and girls around the world and wishes to ensure that all companies we work with strive for the same or similar values to that which we do. Our Values outline how we should work to secure the change we want to see in the world and to achieve our [purpose](#).

We strive for a just world that advances children's rights and equality for girls, and we motivate our people and partners to:

- empower children, young people and communities to make vital changes that tackle the root causes of discrimination against girls, exclusion and vulnerability
- drive change in practice and policy at local, national and global levels through our reach, experience and knowledge of the realities children face
- work with children and communities to prepare for and respond to crises, and to overcome adversity
- support the safe and successful progression of children from birth to adulthood

The information collected via this form allows Plan International to review your company's background, ethical standards and practices. We review the information provided to assess your company's capacity, both staffing levels and financial standing, and to ensure there is no conflicts of interest. In addition to this we use the form to confirm company registration status and certifications and to ensure a geographical/ physical presence exists to enable us to comply with all local laws. The information in this form will remain confidential and will only be used during the tendering process.

If you have any questions or queries about the form, please contact [procurement@plan-international.org](mailto:procurement@plan-international.org)

**Please note that if your company, parent company or subsidiary has any involvement in the any of the following industries or practices you will be automatically disqualified from this process.**

- **Manufacture, supply or distribution of Alcohol**
- **Manufacture, supply or distribution of Tobacco**
- **Manufacture, supply or distribution of Armaments**
- **Production, distribution and/or marketing of Pornography**

**Please return the completed form as part of your bid.**

Name	Department	Email Address

**Part A: Your Company Information**

**A1.** Please provide the name of your business and any parent or subsidiary companies

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**A2.** Please provide all addresses of your registered businesses and any parent or subsidiary companies

Registered Office	Ordering Address (if different)	Payment Address (if different)

**A3.** Please provide your telephone number, web site address and central email address (if applicable)

Phone	Web Site
Email	

**A4.** Complete the following information for your various operational locations as follows below

Office Location	Functions carried out at this location	Number of staff

**A5.** Please state the nature of your business and your main products / services

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**A6.** Please specify the product(s) or service(s) you are proposing to supply to Plan International

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**A7.** Please provide your company registration number, number of years in business and VAT number (or equivalent):

Company Reg. No	Years in Business	VAT Number
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**A8.** What is the legal status of your business?

Public Limited Company		Partnership	
Not for profit organisation		Sole Trader	
Private Company		Government Agency	
Self Employed		Other	

**A9.** In which country/countries are you registered and paying company taxes?

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**A10.** Please provide of your tax status, audit findings and management actions from the past 2 years

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**A11.** Financial Year Dates

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Please provide financial information on the following:

Company turnover and currency	
Net Income	
Net Income Growth	
Turnover of the part of the business that would supply Plan International	

Plan International business as a % of total business (current or projected)

**Part B: Your Workforce**

**B1.** How many people in total does the company employ?

**B2.** % of female employees / % of male employees



**B2.2** Is your organisation a Gender Responsive Enterprise?      Yes/ No

If yes, please provide details and include any robust gender equality initiatives in place e.g. Women Empowerment Principles signed (<https://www.weeps.org/>), gender equality policy and other programmes implemented

*Plan International defines Gender- Responsive Enterprise as one that meets criteria for integrating gender equality and women’s empowerment principles in its policies and practices that are in alignment with international norms and standards. This could be:*

- a) *A Women-Owned Business: A legal entity in any field that is more than 51% owned, managed and controlled by one or more women.*
- b) *A Women-led business: A legal entity in any field that has a minimum of 50%women representation in management with senior-level, strategic decision-making capabilities.*
- c) *A Gender-responsive business: Legal entity that actively promotes gender equality and empowerment of women and young women through their policies and labour practices.*

**B3.** Provide your staff turnover per annum for the last 3 years

**B4.** Does your company have any of the following policies or statements? Please provide copies:

Harassment in the workplace /  
Grievance / Bullying

Social Objectives

Training and Development

Health & Safety

Employee Conflict of Interest

Diversity

Environmental

Equal Opportunities

**B5.** What % of your workforce are on the minimum wage?

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**B6.** Are you a living wage employer?

Yes / No

**B7.** If not, do you have plans to become a Living Wage Employee in the next 12 months?

Yes / No

**B8.** What % of your workforce are on the Living Wage?

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**B9.** What are the normal weekly working hours for employees?

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**B10.** Is overtime voluntary?

Yes	<input type="text"/>	Sometimes	<input type="text"/>
No	<input type="text"/>	Not applicable i.e. no overtime worked	<input type="text"/>

**B11.** Is it paid at a premium rate?

Yes	<input type="text"/>	Time off in lieu given	<input type="text"/>
No	<input type="text"/>	Depends on employee	<input type="text"/>

**B12.** What is the youngest age at which someone can be employed by the company?

**B13.** How do you ensure employees are aware of their rights?

Written contracts	<input type="text"/>	Staff notice boards	<input type="text"/>
Email notifications	<input type="text"/>	Inductions	<input type="text"/>
Employee handbook	<input type="text"/>	Other (please specify)	<input type="text"/>

**Part C: Your Company Operating Standards**

**C1.** Does the company have any recognised Operational Standards for products supplied to Plan International

Quality e.g. ISO9000	Environment e.g. ISO14001	Labour e.g. SA8000	Training e.g. Investors in People
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Certified to :				
Working towards:				
Other standards:				

**C2.** Is there anyone designated as being responsible for Health and Safety issues for your company? Yes / No

Please provide details below;

**C3.** Did you carry out any Health & Safety risk assessments last year? Yes / No

Please provide details of the last risk assessment and key findings /recommendations actioned below;

**C4.** Has the company had a labour standards audit carried out? Yes / No

Please provide details of the results of the last audit and key findings / recommendations requiring action below;

**C5.** Plan International has a stringent ethical supplier engagement policy, and therefore is sensitive to any possible links to high risk commodities and practices. Please provide evidence as to how your company meets standards regarding child labour, armaments, anti-bribery and corruption and anti-slavery? Please provide information below;

**Part D: Your Supply Chain**

**D1.** How do you assess suppliers? Please provide more details in space provided



Questionnaires

Visits

Internal Audits

3<sup>rd</sup> Party Audits

Other

**D2.** Please provide details of frequency and nature of assessments below:

**D3.** If you supply goods to Plan International, please list the main components you purchase / subcontract / outsource and the country of manufacture. If possible please attach a map showing evidence of supply chain traceability and assurance.

**D4.** Please read the following carefully.

Please select if your company, any parent or subsidiary, for these goods / services has any involvement in the any of the following industries or practices

Industry or practice	Yes	No	% of net income this activity represents?
Manufacture, supply and distribution of tobacco			
Manufacture, supply and distribution of alcohol			
Manufacture, marketing and distribution of armaments			
Production, distribution and/or marketing of pornography			
Mining and production of non-renewable energy (e.g. oil, gas, coal)			
Commercial Gambling			
Genetically Modified Organisms (GMOs) and chemical pesticide manufacturers			

**D5.** Please describe or provide evidence of the processes you follow in your supply chain to assure against these risk areas:

**D6.** How do you ensure compliance with the Modern Slavery Act?

**D7.** How do you screen your suppliers against modern slavery on their supply chain, e.g. trafficking, slavery, forced labour and child labour?

**D8.** Do you have your own Code of Conduct for your supply chain?

**Part E : Continuous Improvement**

**E1.** What actions are currently taking place or planned in the next year relating to any of the areas mentioned in this questionnaire.

a) In your company	Progress
	Plan
b) In your sourcing from suppliers	Progress
	Plan

**E2.** Declaration (to be completed by senior manager responsible for governance and ethics. Please insert electronic signature or type name).

I confirm that all the information given is accurate. For and on behalf of the supplier:

Signature	Name
Position	Date

**OFFICE USE ONLY**

Supplier checks carried out within last 12 months?						Yes / No
Anti-Terrorist Check carried out?						Yes / No
Accounts Reviewed?						Yes / No
Third Party Supplier notes included?						Yes / No
Companies House Check (UK registered companies)?						Yes / No
Expected annual spend	Under 5k		£5k-£25k		Over £25k	
Questionnaire Section	Risk Flags		Notes			
A						
B						
C						
D						



Rated By:	Name		Date	
Notes/Comments/Follow Up/Concerns				