



Consultancy terms of reference

<b>Main Facts Table</b>	
RFQ reference	RFQ FY22-125
RFQ launch date	23-05-2022
Contract Manager	Anita Queirazza
<b>Deadline for submission of offers</b>	<b>6<sup>th</sup> June 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

This project is the second phase of a collaboration between UNHCR and Plan International (Plan) on child marriage, a key priority for the two agencies. The project builds on Plan's ongoing Global Initiative on Child Marriage in Humanitarian Settings. An initiative focuses on increasing evidence-based programming in the response to and prevention of child marriage in humanitarian settings. Plan International brings existing evidence and expertise and a long-term commitment to working with UNHCR on child marriage and the partnership will also leverage Plan's expertise in the long run.

Child marriage is a complex issue and addressing it requires a range of stakeholders to address and monitor the intersecting **social, cultural and economic drivers** that drive and perpetuate it. Child marriage in Asia & Pacific and West Africa regions stems from cultural norms and tradition and has enormous adverse effects on education, health, including sexual and reproductive health, and on the overall development of adolescents and youth. Child marriage is a significant challenge in these two regions: in West Africa, four out of ten - nearly 60 million - were married before the age of 18. The Asia & Pacific region includes South Asia, where 29% of girls are married before the age of 18, and East Asia, where this figure is 8% (Girls Not Brides).

In collaboration with UNHCR, Plan International will provide technical support and learning opportunities to UNHCR and partners on prevention, risk mitigation and response to child marriage in refugee settings in Niger, Bangladesh and Indonesia. It pursues efforts to set up an evidence-based strategy to improve support to girls at-risk of child marriage and already married. This will include the creation of tailored tools and resources to tackle the specific issue of child marriage. This project will also strengthen UNHCR staff and partners' capacities on child marriage interventions.

Findings from PHASE I context analyses in Bangladesh, Indonesia and Niger found that across all settings there is need to prioritise the issue of child marriage across CP and GBV protection actors, but also more broadly in the response actions. That advocacy and knowledge sharing within the humanitarian response on how child marriage manifests, the risks, the drivers and what protective factors exist among girls and the community is essential to mitigate the risks that girls and their families face. Child marriage prevention and response demands strong coordination efforts between CP and GBV as well as other key sectors such as education, health and SRHR, food security and livelihoods including nutrition, among others.

### 3. Description & Objectives

#### Expected deliverables

Output 1: Overcoming the needs and gaps in child marriage programming through provision of technical support in refugee responses1:

1. Develop the capacity building plan outlining a tailored strategy and key priority areas to strengthen child marriage prevention and response in Bangladesh, Niger and Indonesia
2. Lead the development of 6 programmatic tools (two per context) to improve programme quality and better meet the needs of adolescent girls at-risk and/or already married. Including the contextualisation of adolescent consultation tools for Niger and Indonesia
3. Lead 6 capacity support sessions/workshops to be held across the three locations in collaboration with Plan International's Technical Advisor on Child Marriage in Humanitarian Settings.
4. Technical review of UNHCR's guidance on child marriage in refugee and mixed settings

Output 2: Learning development. Design of learning modules related to child marriage programming, and facilitation of a virtual learning series on Child Marriage

1. Lead the development of four learning modules with video content on prevention and response to child marriage in collaboration with Plan International's global hub team, Plan International's Technical Advisor on Child Marriage in Humanitarian Settings and UNHCR.
2. Lead the delivery of four webinars as part of the Global Learning Series on Child marriage in Humanitarian Settings for UNHCR and Plan technical staff globally, to be accessible in multiple languages, namely, English, French and Spanish.
3. Co-lead the development of a learning paper capturing lessons learned specifically on the unique factors that impact and influence child marriage decision-making in refugee settings.

#### Other

Develop a project communications and dissemination plan for UNHCR and Plan Activities to share project findings externally and internally.

#### Expected Outcomes

The Consultant, in collaboration with Plan international and UNHCR is expected to coordinate and manage the project across the three countries receiving direct support and two countries receiving light remote technical support. The Project Manager will be supported by three country-based Project Officers (Bangladesh, Niger and Indonesia) and a Technical Advisor.

The project manager will act as the main point of contact with UNHCR HQ and regional offices. The Project Manager will provide remote and where feasible in-person technical support to the in-country project officers. S/he will be responsible for overseeing all project deliverables. The Project Manager will lead on the implementation of the capacity building plans for the three countries, and the content creation for the learning modules and webinar series.

The Project Manager will oversee three Project Officers based in Bangladesh, Niger and Indonesia. The Project Officers will be supported to deliver in-country coordination, capacity building activities and uptake of Phase I recommendations.

Plan Child Marriage Project Manager will hold monthly one-on-one and group briefings with UNHCR HQ and regional offices, and other program practitioners involved in the project to share updates on project's implementation and progress, discuss the development of the various technical products and ensure timely adaptation of the work plan whenever needed in the face of COVID-19 or security concerns.

The consultant may be expected to travel to the three main project sites (Niger, Bangladesh and Indonesia).

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1 Output 1 to "Map contextual needs and capacities to deliver quality programming to prevent and respond to child marriage" was completed in Phase I of this project.

## Scope

The contracted party shall be delivered through remote, desk-based work in collaboration with members of Plan International's Child Protection in Emergencies and Humanitarian teams through remote workshops and meetings. There may also be opportunities for travel to the three project sites (Niger, Bangladesh and Indonesia) to deliver trainings and capacity building in-person as well as project monitoring.

## Management arrangements

The contracted party will be identified and contracted by Plan International Global Hub. Plan International Global Hub will be responsible for overall management of the contract. The Child Protection in Emergencies Team at Plan International will provide technical oversight and support to the contracted party and support progress on deliverables.

## 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](#).

### 4. Timeline

The contracted party will be contracted for approximately 140 days, between June 2022 and January 2023.

Dates	Activity
Between 6 <sup>th</sup> June to 17 <sup>th</sup> June	<ul style="list-style-type: none"><li>Finalise review team, evaluation of proposals</li><li>Supplier/Consultant interviews</li><li>Contract finalisation</li></ul>
Week of 20 <sup>th</sup> June to January 2023	<ul style="list-style-type: none"><li>Working on the expected deliverables</li></ul>

### 5. Qualifications

Essential

- The project manager must have a CPiE/GBV technical background
- Demonstrated applied knowledge of the issue of child marriage including the latest evidence, programme practices, related program guidance and tools
- Advanced university degree (Masters or above) in relevant fields, including social work, international development, public health etc.;
- A minimum of 5-years' experience working in child protection in emergencies and/or gender-based violence in emergencies at country and international level;
- In-country programme experience implementing gender-based violence in emergencies and/or child protection in emergencies projects;
- Experience conducting trainings and capacity building;
- Experience in project management and multi-country coordination;
- Excellent interpersonal skills, with the ability to successfully interact with a diverse group of people;
- Collaborative work style, with strong team-player attitude and ability to identify gaps and to take initiative to fill them;
- Flexible work attitude, with the ability to follow direction and work independently across a virtual work environment;
- Excellent organizational skills, with the ability to independently track and follow-up on various tasks;
- Fluent verbal and written English.

Desirable

- Experience delivering adolescent-led programming or child marriage programming is an asset;
- Experience developing learning modules is an asset;
- Verbal and written French, Spanish or Arabic is an asset.

## 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) 6<sup>th</sup> June 2022 referencing **"RFQ FY22-125 Child Marriage Project Manager"** 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 6<sup>th</sup> June 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 services 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.