



# REQUES FOR QUOTATION

Main Facts Table	
RFQ reference	To be provided by Procurement  RFQ FY23- 153 Safe Culture Assessment/Review tool
RFQ launch date	6 <sup>th</sup> March 2023
Contract Manager	Mariama Deschamps
<b>Deadline for submission of offers</b>	<b>17th March 2023 at 23.59 GMT</b>

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

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



## 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 its 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 85 years and are now active in more than 80 countries.

Read more about Plan International's Global Strategy: All Girls Standing Strong at <https://plan-international.org/strategy>

## About the commissioning office

Plan International's Global Safeguarding and PSHEA (preventing sexual harassment, exploitation and abuse) Unit is commissioning this work. The Global Safeguarding unit is part of the Global Hub for Plan International, with a headquarters office in Woking, England. The Global Safeguarding Unit exists to provide leadership, strategic direction, on safe, respectful and inclusive environments and behaviour, expertise advice and case management capacity on safeguarding and PSHEA pertaining to children and programme participants in all their diversity throughout Plan International.

## Background/Context

Plan International's is committed to ensuring a safe, respectful and inclusive environments for all of its staff, associates, visitors and for the children and programme participants it work with in all their diversities.

Organisational Policies such as our Safeguarding Policy, Prevention Sexual Harassment Exploitation (PSHEA) and Abuse Policy, Harassment, Bullying and Discrimination (HBD) Policy and our Gender and Inclusion Policy ensures we remain committed to and accountable for the creation of a culture, environment and working relationships that ensures all who work for and engage with the organisation feel safe, respected, included and we do no harm.

In addition to policies and procedures, the organisation also developed and delivers workshops and discussion settings which allows staff to explore areas such as power, privilege and bias and the impact on a safe culture/environment and individual and organisation responsibility and action that can be taken for change. Furthermore, regular surveys with staff and with programme participants helps us understand the degree to which staff and programme participants feel safe, seen and listened to, feel safe, confident and able to report issues and that when they report issues they feel they are being taken seriously and centred within the responses – i.e. their lived experience of feeling safe with Plan.

Our commitment to this leads us now to wanting to develop an assessment/review tool that will enable us to assess/review our office's environments/relationships from the perspective of psychological safety. We are aware that our standard audits inspect our systems, policies, procedures and compliance to these, providing recommendations to ensure systemic harm which may arise from errors within these areas are mitigated. However, we recognise the need to and importance of also assessing/reviewing the institutionalised practice – e.g. beliefs, values, and mindsets - which may have been adopted and normalized across an office or wider; and the informal relations and communications which may impact on those we work with and engage feeling safe and included in all their diversity.

## 1. Objectives

### Duration of the consultancy:

29<sup>th</sup> March to 30<sup>th</sup> June 2023 (the duration is an estimate. An earlier completion date is preferable)

### Specific activities:

#### A. Develop and finalise a safe culture assessment/review tool

- a. The development of an assessment/review tool which will allow an inspection at institutionalised practices – e.g beliefs, values, mindsets, informal relationships which may have been adopted and normalized across an office or wider which may impact on those we work with and engage feeling safe and included in all their diversity.
- b. The tool should include questions and indicators that will allow an assessment of dynamics of power at play, psychological safety and a reporting template that may be used to report on the same

Note that the work will be done with significant support and input from the Global Safeguarding Unit who have already started working on the development of the tool.

### Methodology/ Questions

The development of the tool

- will require the reading and understanding of Plan' International's Safeguarding Policy, Prevention Sexual Harassment Exploitation (PSHEA) and Abuse Policy, Harassment, Bullying and Discrimination Policy and our Gender and Inclusion Policy.
- may require conversations with appropriate staff to understand the organisation's audit methodology/approach
- the production of a first draft to be delivered for appropriate review/consultation within the organisation
- Piloting of the tool to assess its adequacy

Consultants should come with this specialist knowledge of developing tools that assessment/review safe culture including psychological safety.

### Users

The tool will be used principally by the Global Safeguarding and People and Culture Units to do assessments/reviews of the safe culture/psychological safety of offices. It may also be used by the Global Assurance Unit to do an audit on the same and be a guide for self/team/office reflection on the same.

However, we will strongly welcome guidance from the successful bidder on how and by whom the tool should be used.

## 2. Deliverables

Deliverable	Format	Current Document	Due	Detail
Draft 1 of the tool for consultation within Plan	Word document	Submission of Draft 1	By 14 <sup>th</sup> April 2023	
Draft 2 of the tool which incorporates appropriate feedback/amends and for piloting within Plan	Word document	Submission of Draft 2	By 14 <sup>th</sup> May June 2023	
Final tool post pilot	Word document	Final Submission	By 26 <sup>th</sup> June 2023	

Each submission of draft will trigger a review and consultation by appropriate staff within the organisation and provision of comments/feedback to the consultant/s for incorporation into the next draft.

The second draft will trigger a piloting of the tool.

Note that the project completion date is an estimate. An earlier completion date is preferable.

### 3. Selection Criteria

Evaluation	Criteria	Scoring Weight
<b>Technical Proposal</b>	Specific Experience of the Consultant(s) relevant to the assignment.	30%
	Adequacy of the proposed methodology to the RFQ	10%
	Consultant(s) qualification & Competence	15%
	Gender Responsive	15%
<b>Financial Proposal</b>		30%

- Agencies and Candidates with specialist understanding/experience of
  - safeguarding, safe culture, PSHEA, HBD and gender and inclusion
  - intersectionality, power dynamics and impact on safe culture
  - inclusive safeguarding, psychological safety
  - conducting assessments/reviews and writing tools on the same.
  - An understanding of or ability to understand different cultural contexts

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

Interested applicants should provide a proposal covering the following aspects:

- Detailed response to the Request for Quote (RFQ)
- Proposed methodology/changes to proposed headings
- Proposed timelines
- CVs
- Example of previous work
- Reference
- Detailed budget, including daily fee rates, expenses, etc.

### 4. Submission of offers

Applicants should submit an application package by 17<sup>th</sup> March 2023 via email to [procurement@plan-international.org](mailto:procurement@plan-international.org), with the subject line “**RFQ FY23- 153 Safe Culture Assessment/Review tool,**” and which must include:

- Detailed response to the RFQ, including proposed scope, methodology and proposed timelines
- Detailed budget, including daily fee rates, expenses, etc.
- CVs of consultant(s)
  - Example(s) of previous work
  - Signed Annex A – Non-Staff Code of Conduct

## 5. Evaluation of offers

Shortlisted suppliers may be invited to discuss their proposals in more detail at Plan's discretion.

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 the offers.

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

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.

## 6. 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.

## 7. 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.

## 8. Plan International's Ethics & Safeguarding

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Ethical MERL Framework and our Global Safeguarding Policy. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

## 9. Clarifications

The onus is on the invited 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.