



REQUES  
FOR

Main Facts Table	
RFQ reference	To be provided by Procurement RFQ FY23 - 154 Power Privilege and Bias E learning
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

The Global Safeguarding Unit developed Plan International's Power Privilege and Bias (PPB) workshops, in 2016. The workshops have been foundational to the organisation's endeavour to build and fortify a sustainable *safe culture*. Through a 5-week course, participants spend 20 workshop hours learning theory to understand key issues such as dominant and non-dominant social identities, intersectionality, privilege, unconscious bias, Micro messages, and more, before spending more hours applying these concepts to case studies, their personal and professional lives, examining their mind-sets and behaviours and open-ended discussion and self/group reflections, with or away from the facilitator/s.

There is a need for the organisation to scale up this course in order to reach more staff members and external individuals associated with the organisation. Plan International is seeking out experienced UX (user experience) designers with a background in e-learning who can provide insights on how to transform this workshop into a similarly impactful course and undertake the designing the end product.

## 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:

Plan International's Power Privilege and Bias workshops are in need of a process of digitisation, in order to offer the course to more individuals. The course is currently structured in the following way:

- Session 1 – Theory: Understanding Dominant and Non-dominant identities
- Session 2 – Theory: Unconscious bias, Micro messages

- Session 3 – Application: Dialogue on Impact on staff, workplace environment, psychological safety
- Session 4 – Application: Dialogue on Application to self and to safeguarding and workplace case studies
- Session 5 – Application: Dialogue on Reflections on ways forward

At this stage the PPB course is delivered either online via Microsoft Teams with PowerPoint projection and discussions, or face to face with PowerPoint and discussions.

#### The consultant for this role will have two tasks:

1. Task 1 – Look at the content of the 5 weeklong PPB and provide updates to its pedagogical methodology. To re-do the PowerPoint document in a newer cleaner version that is both facilitator friendly as well as participant friendly and to change/include/remove group activities as necessary to turn the course into a more effective education tool.
2. Task 2 – Sessions 1 and 2 will likewise be turned into an e-learning course, with interactive didactic activities that will help staff who cannot attend the 20h long PPB sessions. This course would ideally be interactive, include short videos, or whatever is best practice for impactful learning according to the consultant.

For staff who still wish to attend the conversations part of the course, the e-learning module must be able to supplement having attended the first two sessions, meaning they could in theory, complete the modules and then drop into other group dialogue sessions from Session 3 onwards.

#### Methodology/ Questions

The work will require:

- A review of the current state of the PPB workshop and to have a walkthrough with a skilled PPB facilitator to understand their insights. This could take up to 5 days to fully capture.
- A review, edit, and production of changes to improve the PPB workshop's pedagogical methodology and user experience. Time should take no more than 10 to 14 working days depending on how radical the changes are to the current methodology. At least 5 more days should be allowed for user testing

To complete Task 2 based on the changes made to the course during Task 1 should take 14 days

#### Users

The PowerPoint that will be developed from the original is intended for facilitators of the PPB materials as users, and for Participants to receive.

The e-learning course will be intended for all Plan International Staff and for some Associates (such as board members and office volunteers, youth associates and partners on offer).

## 2. Deliverables

- A. **A 2 pager on the consultant's/consulting agency's analytical review of the PPB** from a pedagogical point of view, assessing its usability from a facilitator's point of view, taking into account needs for scalability as well as its potential to impact participants positively.

This document should outline the consultant's/consulting agency's proposed changes to the PPB workshop as it currently stands and why these changes are proposed.

- B. **New suite of PowerPoints** (or whatever platform is used, e.g. MURAL) and relevant handouts in order to complete the course
- C. **A new facilitator's handbook** on how to use the new PPB materials to facilitate.
- D. **An e-learning package** that takes sessions 1 and 2 and digitises them so that any participant can complete the course without a facilitator present.

All deliverables are to be produced in English. Translation will follow the final package

Consider the following in timetable

Deliverable	Format	Current Document	Due	Detail
<b>A. Analytical review</b>	Word document	2 to 3 pages: Final submission	7 <sup>th</sup> April 2023	
<b>B. New suite of PowerPoint and necessary handouts</b>	PPT/MURAL/ WORD	Note: Current document is: 5 PPTs (30 to 70 slides each)  12 handouts	28 <sup>th</sup> April 2023	
<b>C. New Facilitator's handbook</b>	Word document	20 to 25 pages Final submission	19 <sup>th</sup> May 2023	
<b>D. E-learning package</b>	Uploadable to Plan International's e-learning platform Plan Academy	Course length a maximum 4 to 5 hours – final submission	Draft for piloting on the 19 <sup>th</sup> of May. Final package by the 27 <sup>th</sup> June 2023	

It is expected that drafts will be provided for review and piloting– by the commissioning office and other stakeholders - for all deliverable before due dates listed.

**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.	20%
	Adequacy of the proposed methodology to the RFQ	35%
	Consultant(s) qualification & Competence	20%
	Gender Responsive	5%
<b>Financial Proposal</b>		20%

- The consultant should either belong to a specialist consultancy organisation focused on UX-design, or E-learning, or be a private consultant with demonstrable experience as a designer of educational material with a proven track understanding of the context behind Power, Privilege and Bias.
- Consultant should have skills/knowledge in using Totara Platform.
- Candidates who are activists or with a track record in social justice campaigning either for feminism and girls' rights, the LGBTQIA+ community, or anti-racism goals will be given preference for this work.

#### 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 - 154 Power Privilege and Bias E learning**” 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 Child and Youth 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.