



# **INVITATION TO TENDER**

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## 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 know this is often suppressed by poverty, violence, exclusion and discrimination. And it is girls who are most affected. Working together with children, young people, supporters and partners, we strive for a just world, tackling the root causes of the challenges girls and vulnerable children face.

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.

For over 85 years, we have rallied other determined optimists to transform the lives of all children in more than 80 countries.

**We won't stop until we are all equal.**

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

## 2. Project Background and Summary of the Requirement

Currently Plan International uses Executive Coaches as part of our internal Talent Management personal development offering to:

Provide external Executive Coaching in the first 6-12 months to support our internal leaders transitioning into new leadership roles and teams, that will have increasing responsibilities that demand new skills, more complex thinking and highly effective managerial and interpersonal competencies; for example, Global C-suite leaders, senior Regional and Country Directors and functional Directors.

We may occasionally support performance improvement.

Our current approach is as follows:

Leader (Coachee) participates in chemistry sessions with different coaches (normal practice 1-2) to determine the right coach. A coaching profile and/or profiles are shared by the provider organisation based on the coachee coaching objectives shared by the organisation and the expectation is that there is no charge for this service. The coachee is entitled to 12-14 hours of Executive Coaching sessions and the coach and coachee determine how these hours are used. In some cases, coaching hours may be increased but this is reviewed on an individual basis.

The first meeting requires the coach and coachee to discuss coaching partnership and discuss coaching objectives in preparation for three-way meeting with line manager.

The second meeting requires a three-way meeting with coachee, coach and line manager to agree:

- ✓ coaching objectives, any relevant background to the objectives and what success will look like

- ✓ what communication, feedback – if any will occur between the line-manager, coach and coachee
- ✓ if any further three-way meetings required/needed
- ✓ relevant profiling tools that may be used as appropriate
- ✓ how the coaching partnership will be managed.
- The coaching partnership / meetings will start – this will be managed by coachee and they will be responsible for contacting the coach to arrange meetings.
- Coaching conversations are confidential between coach and coachee, unless the coachee grants permission.

In-between session support is provided i.e. coach is available from session to session by email or online communication tools (e.g. Teams) as part of the agreement. Coachee can call, as scheduled between coach, to share successful insights, situations, or answer questions without additional charge.

Demand for Executive Coaching to support leaders transitioning into new roles varies throughout the year and there is no set timetable (on average 5-10 coaches).

The selected Coaching provider(s) must provide Plan International annual:

- Summary of current situation/coaching status
- Feedback from coachees regarding coaching programme

95% of Executive Coaching is provided online – via Teams or Zoom.

#### **Anticipated Outcome:**

- Leaders report increased effectiveness, confidence, and clarity in their roles as a result of achieving their individual coaching objectives.
- Executive coaching contributes to improved performance at both the individual and organisational level, supporting strategic priorities and leadership capacity.
- Observable shifts in mindset, behaviour, and decision-making contribute to a more adaptive, values-driven leadership culture across the organisation.

The success of the coaching engagement is grounded in the strength of the relationship between the coach and the leader, built on trust, psychological safety, and mutual accountability.

#### **Team Coaching**

In addition, our C-suite leaders may benefit from team coaching to maximise the potential of new or existing teams - particularly following the appointment of a new leader or after a recent restructuring. This approach is intended to complement other individual coaching arrangements and support personal development goals, reinforcing our broader commitment to strengthening leadership capability across the organisation. We recognise the critical importance of high-performing teams that are aligned on shared goals, able to innovate, and agile in responding to both internal and external changes.

Terms of reference will be provided when there is a specific need for this service.

### 3. ITT Overview and Instructions

#### 3.1 Overview

Plan International are inviting interested parties to submit a **Proposal** as part of a competitive process for **the provision of Executive Coaching services**. Successful Bidder(s) will be expected to enter into a **Long-Term Agreement** on a non-exclusive basis with our organisation. Plan International reserves the right not to award a contract as a result of this Invitation to Tender, or to award to multiple successful Bidders.

Plan wishes to make a sourcing decision for all of the works involved in this tender, creating an agreement with a single or multiple suppliers.

The successful Tenderers will be expected to enter into a service agreement with Plan International from for a period of 3 years. The continuation of the contract after each contract year, will be subject to a successful annual performance review.

#### 3.2 Instructions to Tenderers

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is the Bidders' responsibility to ensure their offer is complete and that you provide all the necessary information asked for in the format specified, or risk your offer being rejected. Further details can be found in section 9.1 of this ITT document, '**Submission Checklist**'.

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

Documents comprising this tender pack are as follows:

- ITT FY25 - 0202 Executive Coaching Plan Tender Document
- ANNEX A - Supplier Questionnaire
- ANNEX B - Non-Staff Code of Conduct

Tenderers are required to submit their proposal, inclusive of all required annexes, via email to [procurement@plan-international.org](mailto:procurement@plan-international.org). Offers must be received by the deadline specified in the section '**3.3 Key Dates and Timelines.**'

The offer and all correspondence and documents related to the tender must be written in English.

**Each Tenderer or member of consortium or sub-contractor may submit only one offer.**

Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to [procurement@plan-international.org](mailto:procurement@plan-international.org) and must include the ITT reference number: **ITT FY25 - 0202 Executive Coaching**.

### 3.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan International reserves the right to change these at any time as the tender progresses. To maintain transparency, fairness, and adequate time to prepare your offers, Plan International will inform all interested Parties of any changes to these key dates and timelines simultaneously and in a timely fashion.

Activity	Deadline Date
Issue of Invitation to Tender	6 May 2025
Deadline for supplier submission of clarification questions	16 May 2025, 17:00 BST
Deadline for Plan to respond to clarification questions	22 May 2025
Deadline for submission of offers	5 June 2025, 17:00 BST
Plan Review of Offers	6-12 June 2025
Supplier short-list notification	12-13 June 2025
Supplier presentations / interviews	17-20 June 2025
Contract Award	28 June 2025
Mobilisation/Implementation Period	w/c 1 July 2025

### 3.4 Pricing

All prices must be quoted in USD, GBP or Euros, and exclusive of Value Added Tax (VAT).

It is expected that prices will be fixed for the duration of the contract and quotes valid for a maximum period of 90 calendar days following the Closing Date of this tender. If for any reason you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

To ensure a fair and transparent process, Plan International will not be able to divulge budget information relating to this tender or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

The successful Bidder will be required to pay their staff who work on this contract **at least** the National Living Wage.

## 4. Selection Criteria

Bids will be assessed against predetermined criteria which has been developed and agreed by the Tender Panel prior to launching this Tender process. Please find further details in the below table:

	Criteria	Tenderers must demonstrate...	Weight (%)
<b>Compliance</b>	<b>Tender Compliance &amp; Completion</b>	<ul style="list-style-type: none"> <li>Satisfactory completion of all documentation requested with sufficient information, submitted no later than the closing date specified.</li> </ul>	Pass/Fail. Bidders who do not meet these minimum requirements

		<ul style="list-style-type: none"> <li>Agreement to our mandatory policies as set out in Annex B – Non-Staff Code of Conduct</li> </ul>	will not have their Bids further assessed.
<b>Technical Proposal (65%)</b>	<b>Qualifications &amp; accreditations</b>	<ul style="list-style-type: none"> <li>Have a recognised coaching qualification which is accredited by a professional coaching body and experience in business (either worked internally in business settings or have owned or operated their own business).</li> <li>Evidence that supervision is in place at individual and/or team level for all coaches providing coaching to Plan.</li> <li>Team coaching qualification desirable.</li> <li>Are meeting the required levels of CPD in line with coaching level qualification.</li> </ul>	20%
	<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>Experienced in providing coaching using a variety of communication channels e.g. via telephone, on-line and face to face.</li> <li>Experience in providing team coaching online or face to face.</li> <li>Qualified and experienced using a variety of profiling tools.</li> </ul>	10%
	<b>Flexibility</b>	<ul style="list-style-type: none"> <li>Flexible to work early mornings or late evenings recognising we are a global organisation working in Europe, Asia, Americas, Africa (South East &amp; West) and Middle East.</li> </ul>	5%
	<b>Ability to work in English, French and Spanish</b>	<ul style="list-style-type: none"> <li>Are fluent in one of the following languages, i.e. English, French or Spanish.</li> <li>We welcome coaches with the ability to work effectively in multilingual environments, including the use of tools and strategies to overcome language barriers and ensure inclusive communication across teams.</li> </ul>	10%
	<b>Ways of working approach</b>	<ul style="list-style-type: none"> <li>Willing to provide email or online support in-between coaching sessions if requested.</li> <li>Have a recommended process in place for quality assurance and measuring and evaluating success of the individual coaching programme.</li> </ul>	10%

	<b>Account management</b>	<ul style="list-style-type: none"> <li>Ability to provide regular reporting and collect coachees' feedback on Programme and provide reports for it.</li> </ul>	10%
<b>Financial Proposal (30%)</b>	<b>Pricing Schedule</b>	<ul style="list-style-type: none"> <li>Fixed pricing</li> <li>Economically advantageous for the organisation</li> <li>Chemistry session/s are not expected to be a charge to the organisation</li> <li>Outlining of rearrangement/cancellation of coaching sessions policy.</li> </ul>	30%
<b>Gender Responsive (5%)</b>	<b>Gender sensitive Practices &amp; Policies</b>	<p>As part of our ongoing Gender Responsive Procurement Initiatives. Bidders will be allocated 5% of the overall score if they meet one or more of the following:</p> <ul style="list-style-type: none"> <li>If headed up by a woman</li> <li>If the supplier is a women-owned business: A legal entity in any field that is more than 51% owned, managed and controlled by one or more women.</li> <li>If the % women in management positions is over 35%.</li> <li>If % women workers is 55% or above.</li> <li>If robust gender equality initiatives are in place and active. E.g. WEPs signed, gender equality procurement policy, and additional gender-sensitive program/s implemented.</li> </ul>	5%

## 5. Evaluation of offers

The Tender Panel will review all Bids to ensure they meet the minimum requirements listed under the 'Compliance' section in the above table. Following this, each Bid will be assigned a score on the basis of predetermined criteria and their associated weighted scorings.

The contract(s) will be awarded to the Bidder(s) who represent the best overall value for Plan International in terms of the evaluation criteria set out above. By participating in this tender, you acknowledge and understand that Plan reserves the right to:

- Decide not to award to any supplier
- Decide to award to one or more suppliers
- Decide to readvertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of award of contract will be issued via e-mail.



## 6. Terms & Conditions

By submitting a Bid as part of this Tender process, you also acknowledge and understand that:

- Plan International will not be liable for any costs or expenses incurred in the preparation of your offer
- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols
- Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers
- Part of the evaluation process may include a presentation from the Bidder and a site visit by Plan International staff, where applicable and necessary
- Plan International reserves the right to alter the schedule of tender and contract awarding
- Plan International reserves the right to cancel this tender process at any time and not to award any contract
- Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan International does not bind itself to accept the lowest, or any offer
- Any attempt by the Bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable
- You accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which you hereby waive
- You have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. You are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Plan International's discretion
- You are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Plan International in writing
- You declare that you are affected by no potential conflict of interest, and that you and our staff have no particular link with other Bidders or parties involved in this competition. Should such a situation arise during performance of the contract, you shall immediately inform Plan International in writing
- You accept Plan International's standard terms of payment which are **30 days** after the end of the month of receipt by Plan of a proper invoice or, if later, after acceptance of the Goods or Services in question by Plan International Ltd

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

- The organisation 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
- The organisation should seek to set reduction targets in areas where the organisation's activities lead to significant environmental impacts

## 8. Submission Checklist

Please note Plan International are unable to accept submissions which are accessible by an online link, for example SharePoint, Dropbox etc. Please submit the documents as email attachments.

Document	Form
<b>Annex A - Supplier Questionnaire</b>	Please complete with all requested information and return in Word or PDF format.
<b>Annex B - Non-Staff Code of Conduct</b>	Please sign and date this document and return in PDF format.
<b>Detailed technical proposal, outlining coaching approach, how requirements set out in this document will be met [including, but not limited to, experience with the NGO sector], methodology and scope, and a short biography (1-2 pages) of the Executive Coach, summarising their skills, experience, ways of working and how it would feel for an individual being coached by them</b>	PDF format or PPT
<b>Detailed financial proposal, including rates, expenses etc.</b>	
<b>Company profile/Team structure</b>	