



# Request

# For Quotation

# Safeguarding and Preventing Sexual Harassment Exploitation and Abuse (PHSEA) Culture Survey 2025

Main Facts Table	
RFQ reference	RFQ FY26 – 204: Safeguarding and PHSEA Culture Survey
RFQ launch date	5 <sup>th</sup> January 2026
Contract Manager	Mariama Deschamps
<b>Deadline for submission of offers</b>	<b>19<sup>th</sup> January 2026</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 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>

### 1. Background on Plan International's approach to safeguarding and PSHEA

Violence and abuse within the aid and development sector reflect the power and structural inequalities that can be seen in societies. Violence against girls, boys, children, young people, women, men and those that do not identify with a gender is often linked to gender or identity. Any organisation or agency working with families, communities and the wider society has a moral and legal responsibility to take all reasonable measures to ensure that the risks of harm (both intentional and unintentional) are minimised.

**Plan International's Safeguarding and PSHEA approach recognises how power and privilege can impact individuals and groups throughout all safeguarding stages** from prevention to response and reparation). The application of a gender and intersectional lens to safeguarding and PSHEA means that Plan International:

- Considers how overlapping identities (such as gender, age, race, disability, and sexual orientation) shape experiences of prejudice, inequality, or privilege.
- Reflects on internal and external power imbalances, including who holds influence within the organisation and society, and how this affects safeguarding and PSHEA decisions.
- Analyses risks of harm and abuse for all children and programme participants, acknowledging that identity factors can increase vulnerability.
- Prioritises creating safe spaces for staff and participants of all identities, encouraging open dialogue to address inequality, power, and bias.

As individuals and as an organisation we commit to using our collective power to collaborate with diverse groups, fostering a safer environment for everyone in all we do.

### Background information on Safe Culture

Plan International's work is based on deeply held values and a clear purpose. We must ensure that our shared values and behaviours become embedded in our culture and the guiding principles behind all our decision making. Plan International frequently works in complex and insecure environments, and in situations where we are in positions of power and trust (in relation to the children, young people and programme participants that we work with, with other organisations and one another). We must under no circumstances abuse this power and trust.

## 2. Our aim and expectations for the safeguarding and PSHEA culture survey

Every 5 years Plan International embarks on a survey to evaluate how deeply Safeguarding and PSHEA (Prevention of Sexual Harassment, Exploitation, and Abuse) policies are understood and practiced, with a particular focus on our intersectional approach to safeguarding and safe culture.

- **The 2020 Survey** covered both safeguarding and PSHEA but only included PSHEA issues managed by the Global Safeguarding Unit. Cases involving staff-on-staff or peer agency PSHEA (referred to as "workplace PSHEA") were handled by People and Culture Employee Relations.
- **2025 Survey Update:** For the upcoming survey, questions about workplace PSHEA will be included for staff.

The survey targets two key stakeholders:

1. Plan International Staff
2. Plan International's service users (programme participants; children, young people and adult participants). Minimum areas covered for each group include:

Staff	Service Users
Organisational Culture	Organisational Culture
Awareness	Awareness
Prevention	Dealing with Concerns
Reporting	Future Direction
Training, strategy and future direction	

Each area is explored to understand both the current state and opportunities for improvement in safeguarding and PSHEA practices.

## 3. Scope of work

### a. Survey questionnaire Development Requirements

- The 2020 survey questions will serve as the baseline for this project.
- **Suppliers are expected to propose a plan for collaborating with us to amend the staff survey**, specifically to include questions related to workplace PSHEA (Preventing Sexual Harassment, Exploitation, and Abuse).
- No changes are anticipated for the service users survey questions.

### Reference materials that will be provided to the Selected Supplier

- Staff and Service Users Survey questionnaires
- Global Policy on Safeguarding Children and Programme Participants
- FAQs for the Global Safeguarding Policy
- Preventing Sexual Harassment, Exploitation and Abuse Policy (PSHEA Policy)
- FAQs for the Global PSHEA Policy

### b. Carrying out the 2025 survey Requirements

Making the survey available on an independent online platform and providing access to online based survey to be shared with all target stakeholder groups

**Note:** Plan International Global Safeguarding Unit will coordinate the promotion of and collection of responses. **The selected agency will not be expected to take an active role in the process other than making the survey questionnaires available on an independent online platform.**

### c. Analysis of results

**This component of the overall survey will be the major aspect of the selected supplier's work.**

This includes the following tasks:

- Complete an analysis of the survey returns and providing a comparison to the 2020 base line data
- Prepare a report summarising the results and findings of the survey
- Report to disaggregate data according to:
  - the 2 target stakeholders' groups
  - the organisational, regional, country and project level
  - gender and intersectional identities where appropriate
- Report should include key observations and recommendations, the reports should be accessible for download in multiple languages including but not limited to French, Spanish, Arabic and Portuguese.

## 4. Technical Expertise

As well as the ability to conduct surveys, the bidder should have a background in and understanding of safeguarding, safeguarding culture and the ability to consider and take full account of gender an overlapping identities and experiences in order to understand the complexity of the prejudice and/or inequality. Any experience of and technical expertise with regards to Gender Responsive Intersectional Safeguarding will be a significant advantage. This is necessary for the analysis of the results, proposing recommendations and report writing

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

RFQ must be inclusive of the following documents:

Document	Form
Supplier Questionnaire  (Inclusive) of Health & Safety Policy, ISO Accreditation and any other requested policies as outlines in the questionnaire). All suppliers should complete this form unless they have already completed a similar form within the last three years.	Annex (I) – All companies to complete. Individuals need only complete applicable areas, the areas that are not applicable mark as N/A
Plan International Non-Staff Code of Conduct. It is mandatory for all supplier to agree to this policy.	Annex (II)
Detailed proposal in response to the ToR including proposed: <ul style="list-style-type: none"><li>• The flexibility of adding additional customised questions to existing questionnaires.</li><li>• Survey platform information</li><li>• Reporting capabilities and timeline</li></ul>	

<ul style="list-style-type: none"> <li>• Clear implementation plan and escalation procedure</li> </ul>	
Company profile / Team Structure & CVs	
Detailed Financial proposal, including rates, expenses etc.	
Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies	
Examples of previous work	
References	

## 6. Submission of offers

Offers must be received before the deadline specified in the “Request for Quotations”

The offer must be sent via email to [Procurement@plan-international.org](mailto:Procurement@plan-international.org) with the subject line “**RFQ FY26 – 204: Safeguarding and PHSEA Culture Survey**”.

## 7. 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.

Part of the evaluation process may include a presentation from the supplier and a site visit by Plan International staff, to offices.

**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.

## 8. Proposed Timeline

We’re hoping to be able to launch the survey internally in late March or early April 2026. We suggest the following timeframe for the project, but we are more than happy to alternative

suggestions. The timeline does have slight flexibility so if you are not able to commit to the proposed timeline, please do let us know as to your availability. Suggested timeline:

- 1 week for the revisioning/refining of survey questionnaires (2020 survey questionnaires)
- 1 month for survey participants to complete the survey (will be coordinated by Plan International)
- 1 month for analysis of responses and submission of report (key deliverable)

#### **9. 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.

#### **10. 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

#### **11. 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.