A person laughing in front of a pink wall

Description automatically generated

Request

For Quotation

**Add service/category heading here**

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| Main Facts Table | |
| RFQ reference | RFQ FY26-212 Children on the Move Consultant |
| RFQ launch date | 03-03-2026 |
| Contract Manager | Michelle Van Akin |
| **Deadline for submission of offers** | 17-03-2026, 23:59 PM UK time |

**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. **Requirements**
   1. **Purpose of the role**

In 2025, Plan launched the Children on the Move Initiative, a signature humanitarian program strengthening Plan’s approach to supporting the needs of "children on the move" – those driven from their homes due to conflict, climate-related disasters, or political instability. The initiative has three components: piloting CotM programmes, developing technical resources on CotM to Plan programming globally, and using evidence generated by pilots to inform humanitarian advocacy efforts on CotM.

Within this context, Plan is seeking a consultant to support the development of identified tools and technical resources, under the supervision of the Children on the Move Technical Lead.

The Children on the Move consultant will develop a suite of tools to support Plan country programmes to design, implement, monitor, and evaluate children on the move programming. Tools will span four broad categories: capacity strengthening, needs assessment and situational analysis, design and planning, and implementation and monitoring.

**In close collaboration with the Children on the Move Technical Lead, the consultant will:**

* Develop a detailed workplan to ensure the development, review, and finalization of agreed upon tools within the consultancy period
* Conduct a brief desk review of existing Children on the Move resources and relevant tools to ensure a foundation in existing guidance (5 days)
* Draft initial versions of agreed upon tools (estimated 8 tools) and share with the COTM Lead, and other relevant colleagues, for review and feedback
* Produce revised versions of the tools, incorporating feedback received, and share with the COTM lead for a final, red flag review
* Produce quality final versions of developed tools
* Working with Plan teams in children on the move pilot contexts, develop case studies documenting lessons learned and success stories of the children on the move pilots
  1. **Requirements to be met in full:**

Required:

* At least 5-7 years of progressively responsible experience with international organizations in Child Protection in Emergencies and demonstrated expertise in developing practical technical tools and resources.
* University degree in international development, human rights, social sciences or related field.
* Experience working on children on the move programming and developing relevant tools to support the design, implementation, monitoring, and evaluation of such programs
* Experience developing capacity strengthening tools targeting country-level practioners.
* Strong research and analytical skills
* Ability to think creatively and to solve complex problems.
* Excellent written and verbal communication skills in English.
* Knowledge of the Child Protection Minimum Standards and their role within the child protection in humanitarian action programming

Preferred:

* Familiarity with multi-sector approaches to programming.
* French, Arabic, or Spanish speaking/written skills.

Behaviors:

* Ability to work independently from a remote location, and as a team player who demonstrates leadership
* Excellent negotiation, representation, skills and the ability to work comfortably with an ethnically diverse staff in a very sensitive environment.
* Strong organizational and work prioritization skills, attention to detail, and ability to meet deadlines
* Proven ability to solve problems independently without direct supervision.
* Excellent interpersonal skills, the ability to communicate clearly and effectively at all levels, and to maintain this under pressure.
* Excellent ability to maintain clear and effective communication with multiple lines of authority, and to manage complex organizational contacts.
* Commitment and adherence to humanitarian values and standards.
* Works with trustworthiness and integrity and has a clear commitment to Plan International’s core values and humanitarian principles including awareness and sensitivity to gender and diversity.
* Patient, adaptable, flexible, able to improvise and remain responsive under pressure.
* Experience working in conflict or emergency-affected areas.

Physical Environment and Demands:

* Majority of the time working from home with limited heavy lifting, and walking/climbing.
* Periods of intense work such as long hours to meet agreed upon deadlines.

**2. 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 (A)– 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 (B) |
| Detailed proposal in response to the ToR including proposed scope, methodology and timelines |  |
| Detailed Financial proposal based on :   * daily rate (in EUR currency) * 75 days   Time period: March 2026 – May 2026 |  |
| A cover letter, resume, and a relevant writing sample, demonstrating experience in the above-described requirements. |  |
| Contact details of three Referees. (Referees may only be contacted in the final stages of the process and only with your permission) | Type of contract, period of performance, company name, contact name, telephone number, e-mail |

3. 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 FY26-212 Children on the Move Consultant”.

**4. 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 Internationalmay award multiple contracts and all contracts will be non-exclusive.

**5. 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.

**6. 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

**7. 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.