



Request

For Quotation

DG ECHO Ex-Ante Assessment for 2028-2034 Certificate Support Consultant

Main Facts Table	
RFQ reference	RFQ FY27 – 220: DG ECHO Ex-Ante Assessment for 2028-2034 Certificate Support Consultant
RFQ launch date	7 th July 2026
Contract Manager	Carlos Afonso
Deadline for submission of offers	17.00 BST 21st July 2026

Submission of offers to 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>

About the commissioning office

The Plan International EU Liaison Office (EULO) operates as a coordination hub for Plan International Europe, a regional network which links Plan National Organisations (NOs) based in Europe and Plan International Inc.

Plan International EULO works with European Union (EU) institutions and partner civil society organisations to ensure the promotion and protection of child rights and gender equality as a priority in the EU's external policies and actions. It seeks to ensure that children's voices are heard in the EU decision making process. The EULO takes an integrated approach to its activities, combining advocacy, funding, partnerships, communications and campaigning. Furthermore, the EULO is the GAM (Global Account Management) holder for EU funding, in specific concerning the European Civil Protection and Humanitarian Aid Operations (DG ECHO) and International Partnerships (INTPA/NEAR/ENEST) GAMs

Background / Context

In order to guarantee the opportunity of securing funding from the EU Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO), between December 2019 and July 2020, 11 EU NOs carried out the ex-ante assessment in accordance with the terms of reference issued by DG ECHO. The objective of the assessment was to provide DG ECHO with independent reasonable assurance on the ability of Plan International to fulfil the criteria and conditions for being awarded a Framework Partnership Agreement (FPA or a provisional FPA), and to express a conclusion on a reasonable assurance basis as to whether the organisation:

- is an EU NGO entitled to receive EU funding, in accordance with Regulation 1257/96 and with the specific conditions determined by DG ECHO;

- is transparent and accountable when delivering aid;
- ensures that it complies with the humanitarian principles, observes the highest ethical standards and deploys adequate and effective means to address irregularities, fraud, corruption and misconduct of any sort;
- has a suitable operational capacity to design, implement and monitor EU-funded projects to meet relevant humanitarian needs by delivering aid in difficult circumstances;
- ensures compliance with rules, regulations, standards and contractual obligations for the areas specified by DG ECHO; and
- has a sound internal control system based on international best practices and in line with the criteria set by DG ECHO.

The ex-ante assessment was conducted under the centralized coordination of the EUO. The ex-ante assessment was successfully fulfilled in summer 2020, and all 11 European National Offices at Plan International got a sufficient final scoring to secure the FPA, which is valid from 2021 to 2027. As a result, Plan International is an official partner of ECHO (through 11 NOs, i.e., 11 ECHO Partners) and therefore they can apply to the annual Humanitarian Implementation Plans (HIPs) as Alone, or as Lead, Co-Partners, or Implementing Partners (IPs) of a Consortium led by other ECHO Partners. It is important to note that the FPA has been renamed as Humanitarian Partnership Certificate (HPC). Nevertheless, under the new HPC 2021, and due to the Brexit, UK entities are no longer eligible for ECHO funding as ECHO partners (Alone, Lead or Co-Partner of a Consortium). However they can apply as Implementing Partners of international status. Consequently, Plan International UK national office (UKNO) is no longer a holder of an FPA/HPC. Therefore, currently there are 10 Plan NOs that are ECHO partners.

In 2023, Plan International, namely the 10 Plan EU NOs listed below, “upgraded” the Humanitarian Partnership Certificate to a EU Programmatic Partnership Certificate. The PP is a funding model piloted by DG ECHO to provide multi-year flexible funding. The 10 ex-ante assessments were successfully completed: all the NOs qualified for Programmatic Partnership, confirming eligibility to become ECHO partners (Block 1 questions, all yes) and suitability as humanitarian organizations (Block 2 criteria: average score needed > 7).

In 2025 DG ECHO started to prepare the next NGO certification framework for the Multi Annual Financial Framework 2028–2034. In line with its long-standing commitment to partnership with humanitarian NGO partners. Hence, NGOs must re-submit an application to become a DG ECHO partner under the new MFF. In order to apply for the EU Humanitarian Partnership 2028, the candidate NGO must provide DG ECHO with an assurance, given by an independent external auditor, that the NGO fulfils the minimum requirements (under block 1 of DG ECHO Ex-Ante ToR) and the additional suitability requirements (under block 2 of DG ECHO Ex-Ante ToR) set by DG ECHO based on the Humanitarian Aid Regulation, the Financial Regulation and international best practices. Indeed, to this end, DG ECHO issued an updated Terms of Reference (ToR) to be used by the candidate NGO to engage the external auditors to perform an assessment of its organisation and report on it.

The Commission will finalise the ex-ante assessment of candidate NGOs based:

- on the findings set out in the Independent Auditor’s Final Report and;
- on the assessment of the candidate NGO’s accountability level when the latter (a) is a member of a family, network or (con-)federation or (b) works systematically with Implementing Partners.

While this report will contribute to the assessment of the Organisation, DG ECHO retains the final decision on whether to award the Certificate or not.

Following a discussion at the Plan Europe Board during the Board meeting of the 20th of March 2026, all 10 EU NOs currently holders of the EU HPC, represented by:

- Belgium National Office (BNO)
- Netherlands National Office (NLNO)
- Germany National Office (GNO)
- Spain National Office (SPNO)
- Denmark National Office (DNO)
- Sweden National Office (SNO)
- Ireland National Office (INO)
- Finland National Office (FLNO)
- Norway National Office (NNO)
- France National Office (FNO)

expressed their decision to carry out the ex-ante assessment to gain the 2028-2034 Humanitarian Partnership Certificate, and to have the EULO to centralize the process, as it happened in 2020 and in 2023, and to appoint a consultant in support of the whole process. Therefore, the consultant will need to support the above mentioned 10 NOs, and the EULO throughout the renewed Ex-Ante Assessment, done to get the certificate to access the funding under the upcoming MFF for the next 7 years. The consultant is requested to support the development of the independent audit involving the 10 NOs and the related COs that will be consequently involved. The independent audit report will have to cover all the requirements outlined in the new ToR published by ECHO in July 2026. The activity of the audit will last 8 months.

Description & Objectives

Purpose

The Plan International EU Liaison Office (EULO) based in Brussels is seeking an individual consultant, who can also work remotely, to support the coordination of the audit as detailed below.

The purpose of the consultancy is to coordinate in a centralized manner (under the “One Plan” approach) the ex-ante assessment 2028-2034, that is, to accompany the NOs and the auditor to gather all relevant material, e.g., documents/samples, to enable the satisfactory assessment of the systems, controls, rules and procedures’ against the criteria set by DG ECHO in the Ex-Ante Assessment TOR for 2028-2034.

To assess Plan International NOs compliance with the ECHO Ex-Ante ToR, the Auditor will request a series of documents such as general information on the organizational policies, information on portfolios per year, samples across certain projects to assess common practices, etc..

At the end of the exercise, the Auditor will provide a final report for each NO with a conclusion based on scores given through a series of requests. The conclusion will define whether the NOs, individually, will be awarded with the ECHO HPC 2028-2034, or not (with or without conditionality, i.e., recommendations to be addressed).

As Plan International is a “membership organization” composed by different members (the Global Hub, the National Offices, the Country Offices, the Liaison Offices and the Regional Hubs) the Consultant should coordinate the process of the audit exercise, across NOs, COs and GH in order to support in gathering the necessary documents requested/listed by the auditor.

The consultant support consists specifically in centralizing the coordination of the process by:

- Creating a centralized methodology for gathering and storing documents (that are for shared purposes) and separate folders per each NO, enabling as well the monitoring/tracking of the process for each NO. The e-drive utilized will be accessible by NOs, GH, the EULOs and the Auditors.
- Managing, together with the EULO, a 3rd Plan email created in purpose for this exercise.
- Supporting the EULO in kicking off the process with informative sessions.
- Collecting and disseminating the list of the Auditor's initial requests (before the individual NO onsite visits).
- Communicating to the auditor to understand carefully the nature of the requests.
- Understanding how better the NOs can fulfill the auditor requests (providing multiple examples, asking peers, ECHO Unit E, or the ECHO Help Desk, when/if necessary).
- Communicating to the interested NOs, and the related Country Offices (COs) in order to clarify information on what is needed.
- Communicating with the Global Hub (GH) concerning the mainstreamed/cross-cutting organizational internal policies, best practices, manuals etc, relevant to the audit.
- Communicating to the Country Offices & Regional Hub, if needed (when/if NOs cannot do that).
- Communicating to other non-European NOs (e.g. UKNO, Canada, Australia etc.), when needed, to double check and potentially integrate procedures in place that might be missing at the NO level.
- Gathering the relevant documents required by the auditor from the above-mentioned offices.

Methodology/ Questions

The methodology includes desk research of relevant documents; organising several virtual meetings (via online calls) with the auditor, ex-ante assessment focal points from the EULO, NOs, COs, GH, and RH; maintaining a shared virtual storage drive; and setting up a dedicated third email account for accountability and archiving.

The shared drive will be operational and accessible to the relevant stakeholders, including the EULO, NOs, and COs. It will be integrated with Microsoft Teams and linked to the dedicated Outlook email account created under the EULO. The system will be designed to ensure ease of access and user-friendliness for all stakeholders.

The consultant will maintain written records of all key communications, decisions taken during meetings, and work completed throughout the assignment. The consultant throughout the audit period will also build on the collective knowledge, best practices, and lessons learned across the different NOs to address potential issues arising through cross-learning.

The consultant will work in close liaison with the EULO Head of Office, Carlos Afonso; the ECHO Partnership Manager, Mariachiara Dellora; the ECHO Partnership Officer, Marie Raffin; and other relevant Plan International staff, as needed, to tailor the process in the most effective and meaningful way.

If needed, in support of the process, the Consultant might have to contact external stakeholders, such as DG ECHO Unit E (dedicated to this administrative process), the ECHO HelpDesk and peers INGOs (to align common practices).

Specific Methodologies

Performance: Desk research, virtual meetings, e-storage, and tracking tool to monitor the finalization of the exercise from all 10 NOs.

The reference must consist in the key questions/requirements from the ECHO Ex-Ante Assessment for the HPC 2028-2034 (as faithfully published in the Ex-Ante ToR) (to insert the link, for now is not available yet).

Users

The successful completion of the ex-ante assessment and consequent potential award of the certificate is a prerequisite for the National Offices to access ECHO funding

The primary users of the consultancy outputs will be the 10 Plan International EU National Offices currently certified with ECHO, namely BNO, DNO, FLNO, FNO, GNO, INO, NLNO, NNO, SNO, and SPNO, as well as the concerned Country Offices.

The consultancy outputs will also be used by relevant Plan International staff involved in compliance and partnership management, including the EULO, to strengthen organisational capacity, harmonise practices across offices, and support compliance with ECHO requirements.

Indirect users include donors, particularly ECHO and, more broadly, bilateral donors and Member States' Ministries of Foreign Affairs, as strengthened compliance systems and ECHO certification may enhance Plan International's credibility and recognition within the Team Europe approach. Ultimately, improved organisational systems are expected to contribute to more effective programme implementation, and therefore to benefit COs in specific.

Deliverables

The consultant will be expected to deliver the following deliverable throughout the assignment:

1. Inception Work Plan and Methodology

- An inception note, including the proposed work plan, timeline, coordination methodology, and document management approach, following an exchange with the EULO, and if needed also a consultation with NOs, and GH, due to the potential "summer leave gap". However the EULO tried to ensure that there is a replacement to the main focal point delegated in his/her/their absence

2. Centralised Coordination and Document Management System

- Establishment and maintenance of a secure and user-friendly document management system, including:
 - a shared Microsoft Teams/SharePoint drive with dedicated folders for each National Office;
 - document tracking and monitoring tools;
 - version control and filing structure;
 - a dedicated Outlook email account for accountability, communication, and archiving purposes.

3. Document Collection and Coordination

- Coordinated gathering, organisation and tracking of the documentation requested by the independent auditor for the Ex-Ante Assessment, ensuring that documentation submitted by the National Offices (NOs), Country Offices (COs), the Global Hub (GH), and other relevant entities, as applicable, is complete, organised,

and handled in accordance with applicable data protection and confidentiality requirements, and submitted to the auditor in a timely manner.

4. Coordination and Progress Monitoring

- Ongoing coordination of the assessment process, including:
 - monitoring the implementation of the audit work plan;
 - tracking outstanding requests and deadlines;
 - maintaining an up-to-date overview of the progress of each participating National Office;
 - identifying bottlenecks on time and proposing practical solutions to facilitate timely completion of the assessment for the 10 NOs.

5. Technical Support to Participating Offices

- Continuous support to the participating National Offices and related Country Offices in interpreting the auditor's requests, identifying appropriate supporting documentation, sharing good practices across offices and facilitating cross-learning to strengthen compliance with the DG ECHO Ex-Ante assessment requirements.
- Where/if clarification is needed, liaise with the auditor to ensure a common understanding of the requested evidence and, where appropriate, provide to NOs examples of documentation that may satisfy the request, drawing on previous audit experience (ex-ante 2020 and PP 2023), existing practices across Plan International, relevant organisational policies, and international best practices. For example, where evidence on humanitarian principles is requested, the consultant may indicate that relevant documentation could include internal policies, advocacy and communication materials, partnership agreements, operational guidance, or other documents demonstrating the practical application of those principles. The consultant will facilitate the identification of appropriate evidence without determining or validating the auditor's assessment.

6. Regular Progress Updates

- Regular written progress updates and coordination meetings with the EULO which office will support the entire process while leading the consultant work, including concise progress updates summarising completed activities, outstanding actions, risks, and mitigation measures (agreed with the EULO).

7. Liaison with the Independent Auditor

- Continuous coordination with the appointed auditor to facilitate communication, clarify requests, monitor the submission of supporting documentation, and ensure the smooth implementation of the assessment process.

8. Mid-term report

- Submission of a mid-term progress report, approximately four months after the start of the audit (lasting 8 months in total), summarising the overall status of the Ex-Ante Assessment process, i.e., progress against the consultancy work plan and deliverables, and an indication of the percentage of deliverables completed. The report will also serve as the basis for reviewing progress and authorising the release of the corresponding payment tranche, in accordance with the contract.

9. Final Coordination Report

- A final report summarising:
 - the coordination process undertaken;
 - the status and completion of the assessment for all participating National Offices;
 - key challenges encountered and mitigation measures adopted;
 - lessons learned and recommendations for future DG ECHO certification exercises;
 - an overview of the final outcomes of the independent audit process.

Consider the following in a table of Deliverables:

Deliverable	Format	Length	Indicative Due Date	Details
1. Inception Work Plan and Methodology	MS Word	N/A	Within two weeks of contract signature	Inception note outlining the work plan, timeline, coordination methodology, communication protocol, and drive management approach. The work plan shall guide the implementation of the consultancy throughout the assignment. Submitted in English to the EULO, that will disseminate it to relevant stakeholders.
2. Centralised Coordination and Document Management System	Microsoft Teams/SharePoint, Outlook and MS Excel	Ongoing	Established within 4 weeks of contract signature and maintained throughout the consultancy	Establishment and ongoing maintenance of the shared document repository, document tracking tools, folder structure, document register and dedicated Outlook account to support the Ex-Ante Assessment. The system shall remain operational, updated and accessible to authorised stakeholders throughout the assignment.
3. Ongoing Coordination, Document Management and Technical Support	Shared document repository, tracking matrix, meeting minutes, email correspondence and Teams meetings	Ongoing	Throughout the eight-month consultancy	Continuous coordination of the Ex-Ante Assessment process, including: gathering, organising and tracking documentation submitted by the National Offices (NOs), Country Offices (COs), the Global Hub (GH) and other relevant entities; monitoring requests, deadlines and progress; liaising with the independent auditor; facilitating communication between stakeholders; supporting participating offices in understanding the auditor's requests and providing illustrative examples of suitable supporting documentation where appropriate; promoting cross-learning and sharing of best practices; and maintaining complete records of key communications, decisions and actions throughout the consultancy.

4. Mid-Term Progress Report	MS Word	2-5 pages	Approximately four months after commencement of the audit	Mid-term report summarising the overall status of the Ex-Ante Assessment process, progress against the work plan and consultancy deliverables, key achievements, outstanding actions, risks, mitigation measures and the percentage of deliverables completed. The report will serve as the basis for reviewing progress and authorising the release of the corresponding payment tranche. Submitted in English to the EULO.
5. Final Coordination Report	MS Word	Approx. 4-8 pages	At the end of the consultancy	Final report summarising the coordination process, completion status of the assessment across all participating National Offices, lessons learned, recommendations for future DG ECHO certification exercises, and an overview of the final audit outcomes. Submitted in English to the EULO.

Note: In the event that there is a change or additional deliverables during the contract period, an addendum to the contract must be agreed and signed. The change/additional deliverables must be in line with the initial scope of the project.

Timeline

The consultancy is expected to start on the 1st of August 2026 and continue for a period of approximately eight (8) months, concluding on 31 March 2027. The timeline below provides an indicative overview of the key activities. Given the evolving nature of the Ex-Ante Assessment process and its dependency on the independent auditor's work plan and requests, and potential bottlenecks or delays from some stakeholders, e.g. from COs in providing the required documents, the consultant is expected to maintain flexibility throughout the assignment.

Activity	Time	Days of Work	Responsible	Individuals Involved
1. Inception meeting, finalisation of the work plan and coordination methodology	1–15 August 2026	Approx 4 days	Consultant and EULO	GH, participating NOs and the independent auditor
2. Establishment of the centralised coordination system (shared Teams/SharePoint drive, Outlook account/email, document register and tracking tools)	1–24 August 2026 (set-up), maintained throughout the consultancy	Approx 5 days	Consultant and EULO	EULO, NOs, COs, GH, independent auditor
3. Kick-off sessions and launch of the Ex-Ante Assessment coordination process, including dissemination of the auditor's initial requests and clarification of the documentation requirements	August 2026	Approx 2 days	Consultant, EULO, Auditor	Independent auditor, NOs, COs, GH

4. Provision of documents/samples upon a auditor request and Ex-Ante requirements (block 1 and block 2)	From September	N/A	NOs, COs, GH	Consultant, EULO, NOs, COs, GH, independent auditor
5. Coordination of documentation gathering, organisation and tracking; liaison with the independent auditor; technical guidance to participating offices; facilitation of communication; maintenance of records; progress monitoring; and promotion of cross-learning across participating offices	1 August 2026 – 31 March 2027	Approx 25 days (continous throughout the consultancy)	Consultant and EULO	independent auditor, NOs, COs, GH, Regional Hubs (where relevant), and external stakeholders (e.g. DG ECHO Unit E, ECHO Helpdesk, peer INGOs), where required
6. Submission of the Mid-Term Progress Report	Indicatively by 30 November 2026	Approx. 1 day	Consultant	EULO
7. Completion of the coordination process, submission of the Final Coordination Report and handover of all tracking tools, documentation and records	By 31 March 2027	Approx 2 days	Consultant	EULO

The above timeline contains a total of 39 days for a total of approximately 293 hours. However the above timeline is indicative and may be adjusted to reflect changes in the independent auditor's work plan, DG ECHO requirements, or operational needs identified by the EULO. Any substantial changes to the scope of work or contractual deliverables shall be agreed by both parties through a formal contract addendum.

The consultancy is expected to require an estimated 39 working days (292.5 hours) over a period of approximately eight (8) months, from 1 August 2026 to 31 March 2027. The level of effort is indicative and may be adjusted by mutual agreement should the audit timeline or scope of work change substantially. Payments shall be made only upon the satisfactory completion and written approval by the Plan EULO of the agreed deliverables. The consultant shall submit an invoice after receiving confirmation that the relevant milestone has been approved.

The consultant shall be responsible for all applicable taxes, social security contributions, insurance and any other statutory obligations arising from the consultancy contract, in accordance with the legislation applicable in their country of residence or registration. This consultancy is expected to be carried out remotely and does not foresee travel as part of the assignment. Should travel become necessary due to operational requirements or at the request of the EULO, it shall be agreed in advance by both parties. Any approved travel arrangements and the associated reimbursement of travel-related expenses shall be formalised through a written amendment (addendum) to the consultancy contract prior to the travel taking place.

Milestone	Deliverable / Output	Related Timeline Activities	Indicative Timeframe	Estimated Level of Effort	Effort (%)	Amount to be Paid (%)
1	Deliverables 1 & 2 – Inception Work Plan and Methodology; Centralised Coordination and Document Management System	Activities 1–3	August 2026	Approx. 11 days	28%	20%
2	Deliverables 3 & 4 – Ongoing Coordination, Documentation Management and Technical Support; Mid-Term Progress Report	Activities 4–6*	August–November 2026	Approx. 26 days	67%	50%
3	Deliverable 5 – Final Coordination Report and Consultancy Closure	Activity 7	March 2027	Approx. 2 days	5%	30%

* Activity 4 refers to the submission of documentation and supporting evidence by the participating National Offices (NOs), Country Offices (COs) and the Global Hub (GH). While the consultant is not responsible for producing the documentation, they are responsible for coordinating, tracking and facilitating this process under Deliverable 3.

Expected qualifications of Consultant

The consultant is expected to demonstrate the following qualifications, experience, skills and competencies:

- Postgraduate degree (Master's level or equivalent) in International Development, International Relations, Public Administration, Business Administration, Finance, Accounting, Law, or another relevant discipline.
- A minimum of 5 years of professional experience in humanitarian assistance, international development, donor compliance, grant management, audit coordination or institutional capacity strengthening.
- Demonstrated experience working with DG ECHO or other EU institutional humanitarian donors, including a sound understanding of humanitarian partnership frameworks, donor compliance requirements and funding mechanisms.
- Proven experience coordinating organisational assessments, institutional audits, donor compliance exercises, or similar multi-stakeholder processes involving external auditors and multiple organisational entities.
- Experience in coordinating documentation, document management systems and organisational evidence to support institutional audits or donor assessments.
- Good knowledge of humanitarian principles, humanitarian standards, accountability frameworks, organisational governance, internal control systems and risk management.
- Excellent planning, organisational and coordination skills, with the ability to manage multiple workstreams, competing priorities and tight deadlines.
- Excellent interpersonal, diplomatic and stakeholder engagement skills, with demonstrated experience working across multicultural and geographically dispersed teams.

- Strong analytical, problem-solving and facilitation skills, with the ability to identify practical solutions and promote cross-learning across participating offices.
- Ability to work independently, proactively and with a high level of accuracy while maintaining effective collaboration with internal and external stakeholders.
- Excellent command of Microsoft Office 365 applications is essential, particularly Excel, Microsoft Teams, SharePoint, Outlook and Word.
- Excellent written and spoken English is essential. Knowledge of French and/or Spanish is an asset.
- Previous experience working with Federation/Family/Membership organization is an asset.
- Demonstrated commitment to humanitarian principles, safeguarding, child rights, integrity, accountability, diversity and inclusion.

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	
Consultant's CV and contact details	
Detailed Financial proposal, including rates, expenses etc.	
Examples of previous work	
References	

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 with the subject line "DG ECHO Ex-Ante Assessment for 2028-2034 Certificate Support Consultant"

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.

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.

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

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.

Thank you for your proposal.