



**REQUEST FOR  
QUOTATION**

Main Facts Table	
RFQ reference	RFQ FY23 - 144 Safeguarding Implementation Standards Revision and Resourcing of Implementation
RFQ launch date	30 <sup>th</sup> January 2023
Contract Manager	Mariama Deschamps
<b>Deadline for submission of offers</b>	<b>10<sup>th</sup> February 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 75 years, and are now active in more than 70 countries.

Read more about Plan International's Global Strategy: 100 Million Reasons 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 Hub is comprised of over 300 staff employed globally.

The Global Safeguarding Unit exists to provide leadership, strategic direction, 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

Plan International's Safeguarding Standards is one of the most significant documents guiding the implementation of the Global Safeguarding (and PSHEA) Policy within Plan International Inc. and Plan Ltd.

The standards set out the safeguarding (and PSHEA) measures which should be integrated into all our activities, core systems, operations, processes, programmes, projects, and influencing work to ensure that safeguarding (and PSHEA) risks are being adequately managed and that we continue to uphold our commitment to 'Do No Harm' to the children and programme participants, in all their diversity, that we engage, work with and who participate in our programmes / activities.

Furthermore, in full recognition that all individuals have multiple identities and multiple social characteristics and the way in which these intersects shape their experience and may make them privileged or alternatively, subject to discrimination, increased risk and disadvantage; our standards ensure the application of a gender and intersectional lens to the implementation safeguarding and the identification and mitigation of associated risks.

The standards are regularly reviewed following the revision of the Safeguarding Policy.

Plan international's Global Safeguarding Policy underwent its last 5 yearly review in 2022. The revised policy's were finalised and approved by the Member's Assembly in November 2022.

It is therefore now important to ensure that the standards are aligned with the revised Global Policy, sector demands and remain fit for purpose and robust in mitigating safeguarding risks

Furthermore it is important to review whether the organisation has dedicated sufficient and appropriate human (and financial resources) to ensure effective delivery and implementation of the standards and thus safeguarding and PSHEA in Plan.

## 1. Objectives

### Duration of the consultancy:

The process is expected to commence in early 2023 and run for around 3-4 months.

### Specific activities:

#### A: To review and revise Plan International's Safeguarding Policy ensuring:

1. **Alignment to the 2022 revised Global Safeguarding Policy**, particularly reflecting key changes which were made to the policy. This should particularly cover:
  - a. Extension of the policy's protection reach from children and young people to children irrespective of their association with Plan International and all associated programme participants irrespective of their age
  - b. Clarity around the application of the intersectional and inclusive lens – To ensure the application of the intersectional lens and to support our deeper safeguarding dives into risks for particular vulnerable and marginalised identities such as disability inclusive safeguarding, LGBTQIA+ inclusive safeguarding
2. **Alignment to the Inter-Agency Standing Committee's (IASC's) principles, standards and requirements for PSHEA** – ensuring the requirement for PSHEA is explicit throughout the standards
3. **Robust to uphold safeguarding policy commitments, changing sector and donors demands for safeguarding and PSHEA**
4. **In general, ensuring the standards**
  - a. are reader-friendly with general review of language and ease of navigation
  - b. are concise and precise in their wording (removing content/message duplication)
  - c. are practical for implementation whilst still ensuring safeguarding and PSHEA risks are addressed
  - d. are an adequate and robust tool to guide safeguarding and PSHEA implementation within Plan
  - e. adequately covers the organisation's key functional areas and associated safeguarding risks

**Note that we are not expecting a complete rewrite but a strengthening of the standards in line with the above (this is what was done for the Safeguarding Policy review and revision).**

#### B: To review Plan International's Human (and Financial resources) dedicated to the implementation of the safeguarding and PSHEA standards

- a. This is to ensure its adequacy and appropriateness to deliver on the revised standards and ensure Plan International can efficiently uphold its safeguarding commitments

### Methodology/ Questions

The review will require

- the reading and understanding of Plan International's Safeguarding and PSHEA Policy's and the IASC's principles, standards and requirements for PSHEA leading on to the production of a first draft to be delivered for consultation with the Global Safeguarding Technical Expert and Resource Mobilisation Group, responding to and the incorporation of suggested amends as needed to produce a final document.
- Review and understanding the human resources approach to implementing safeguarding in Plan, a review of financial budget dedicated to implementing safeguarding, consultations with the Global Safeguarding Technical Expert and Resource Mobilisation Group and selected staff to get an understanding of what may be needed – if anything – with regards to improving human and financial capacity dedicated to the implementation of safeguarding.

Previous projects on this have taken no more than 15 working days. We are not expecting it to go beyond this time frame.

Consultants should come with this specialist knowledge of Safeguarding and PSHEA and sector expectations and requirements on the same.

## Users

The Safeguarding Standards is used throughout the Plan Federation as a guide for implementing safeguarding and PSHEA. The Safeguarding Policy mandates that **all** Plan International Entities implements our Safeguarding Implementation Standards as they apply to their context, the staff, associates, and visitors, and the children and programme participants with whom they engage, as well as the processes, programmes, projects, events and activities they undertake.

- Managers are responsible for ensuring that the Safeguarding and PSHEA Policy's are fully embedded within their areas of responsibility in accordance with the Safeguarding and PSHEA Implementation standards as applicable to their area of responsibility.
- The Safeguarding and PSHEA Policy Focal Points — are staff who have delegated responsibility, from the Office Director, for supporting the implementation of the Safeguarding and PSHEA Policy's and providing advice on the implementation of the standards within a defined operational unit. Safeguarding Focal Points have between 10% to 30% of their time dedicated to the implementation of safeguarding and PSHEA
- The Global Safeguarding and PSHEA Unit – is a team of 9 and represents the only fully dedicated safeguarding staff and expertise in Plan. The team provides leadership, strategic direction, expertise advice and case management capacity on safeguarding and PSHEA pertaining to children and programme participants in all their diversity throughout Plan International

## 2. Deliverables

Deliverable	Format	Current Document	Due	Detail
Revised Safeguarding and PSHEA Standards and Implementation Manual	Word document	1 <sup>st</sup> Draft  Refer to the Global Safeguarding Manual and Implementation Standards included in the policy pack	By 10 <sup>th</sup> April 2023	Note that Appendices 2 to 6 will be provided as they are already written
A paper on the human and financial resources whether this is currently adequate to ensure the effective, robust and efficient implementation of the standards and if not, how this could be better structured.	Word document	1 <sup>st</sup> draft	By 10 <sup>th</sup> April 2023	
A paper on the human and financial resources	Word document	Final submission	By 5 <sup>th</sup> May 2023	
Revised Safeguarding and PSHEA Standards and Implementation Manual	Word document	Final Submission	By 31 <sup>st</sup> May 2023	

It is expected that drafts will be provided for review in stages before 31<sup>st</sup> May 2023, to be agreed with

### 3. Selection Criteria

Evaluation	Criteria	Scoring Weight
<b>Technical Proposal</b>	Specific Experience of the Consultant(s) relevant to the assignment.	40%
	Adequacy of the proposed methodology to the RFQ	15%
	Consultant(s) qualification & Competence	15%
	Gender Responsive	10%
<b>Financial Proposal</b>		20%

- Agencies and Candidates with specialist understanding of safeguarding and PSHEA application and accountability
- Understanding of intersectionality, power dynamics and impact on safe culture
- Understanding of inclusive safeguarding with experience and evidence of having developed and written associated standards.

#### 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 10<sup>th</sup> February 2023 via email to [procurement@plan-international.org](mailto:procurement@plan-international.org), with the subject line “**RFQ FY23- 143 Safeguarding Implementation Standards Revision and Resourcing of Implementation**” 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 serves 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.