



# REQUEST FOR QUOTATION

Main Facts Table	
RFQ reference	To be provided by Procurement RFQ FY23- 158 Harassment, Bullying and Discrimination (HBD) toolkit
RFQ launch date	17 <sup>th</sup> March 2023
Contract Manager	Head of Employment Relations &Inclusion
<b>Deadline for submission of offers</b>	<b>31<sup>st</sup> March 2023 at 23:59</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 85 years and are now active in more than 80 countries.

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

## About the commissioning office

The Employee Relations and Inclusion Team in the People and Culture Department is commissioning this work. The People and Culture Department has an ambitious People and Culture Strategy 2022 – 2027. The key foundations of our People and Culture strategic plan are Plan International Strategy, Plan International Values Leadership underpinned by Feminist Principles, Plan International Integrated Competency Framework, Global Employee Engagement Survey, and our People & Culture Strategic Framework and Plan.

The People & Culture department has a range of global policies aimed at enhancing employee experience and wellbeing and organisational effectiveness. These policies are being systematically reviewed over a 5-year period to ensure they are aligned to PII strategic and operational needs. The Employment Relations and Inclusion Team is responsible for developing the employee relations strategy and a suite of policies, guidelines, systems, protocols, and processes aimed at building and maintaining a positive relationship with Plan International employees so that our 10,000 + employees in all their diversity are safe, well, engaged and thrive.

## Background/Context

At Plan International, we are on a journey to becoming an anti-racist organisation that is truly inclusive and equitable, and that recognises and celebrates diversity in all its forms. We want to be a place where all colleagues - no matter who they are, where they come from, what they look like, what they believe in and who they love – can bring their true selves to work and feel empowered to make a difference for girls and young people all over the world.

In June 2022, Plan International launched a revised Harassment, Bullying and Discrimination Policy. A targeted and extensive socialisation process then followed to all staff in more than 50+ countries. This policy is underpinned by feminist leadership principles, in particular; self and collective care, diversity, tackling bias and zero tolerance to discrimination and sexual harassment. The socialisation was done via online sessions, face to face roadshows and a dedicated intranet page. This was led by the Global Hub Employee Relations and Inclusion Team in consultation with Leadership teams, People and Culture Managers in the different countries and regions. An online learning module was also designed and launched in June 2022. The new learning module is live and available in five languages.

As we strive for a just world that advances children and girls' rights, it is crucial that our workplace culture continues to reflect with our values. It means they need to be the safe, respectful, and inclusive workplaces expected of a highly reputed humanitarian organisation. A failure to adhere to our Harassment Bullying and Discrimination (HBD) Policy puts our employees/staff at risk and could potentially harm our reputation as a caring, humanitarian organisation.

The recent Global Employee Engagement Survey shows that majority of staff now know how to report HBD cases and confirm that they believe the right actions are being taken when complaints are made. The P&C teams across the 50+ countries are continuing to socialise the policy to existing and new employees in the different offices and contexts.

Building on the success of the recent roll-out of the recent policy, there is a need for the socialisation of the Harassment, Bullying and Discrimination Policy to continue and to be led in-country by People and Culture Representatives in a consistent manner while taking into consideration the specific country contexts/legal frameworks including when:

- undertaking training for new staff during their inductions.
- facilitating safe spaces where staff can continue to discuss Harassment, Bullying and Discrimination
- facilitating separate safe spaces for female, male and non-binary staff on sexual harassment
- leading and facilitating staff meetings, forums or general awareness on safe work culture and workplace

## 1. Objectives

### **Duration of the consultancy with the below period:**

10<sup>th</sup> of April 2023 to 30 June 2023

### **Specific activities:**

Develop a employee-friendly, Word and PDF (well formatted with links /shortcuts to relevant sections) toolkit for People and Culture Representatives, line managers and other designated staff to socialize, train and facilitate forums and discussions on Harassment, Bullying and Discrimination in a consistent manner and in line with the policy, Plan's feminist leadership principles and Anti-racism principles.

### **Methodology/ Questions**

#### **The work will require:**

Gaining a thorough understanding of the internal culture of Plan International by: Reading and understanding Plan International Strategy, Plan International Values Leadership underpinned by Feminist Principles, Plan International Integrated Competency Framework most recent Global Employee Engagement Survey and feedback on HBD, People & Culture Strategic Framework, Plan's Antiracism Principles, and the revised Harassment Bullying and Discrimination Policy.

Working with a number of stakeholders (including the Global Hub, Regional Hub, Country People & Culture Staff, Country and Regional Leadership Teams, Gender and Inclusion Team, Media and Communications Team, Anti-Racism Council, CD Reference Group, Staff Networks etc.) to ensure a common understanding of the Harassment Bullying and Discrimination Policy and approach.

Testing the draft toolkit with the relevant pilot stakeholders for useability and accessibility

Delivery of final toolkit and version to be presented to the Chief People Officer and Leadership Team for approval.

Consultants should come with working knowledge of international human resources practices and policies experience and cross-cultural policy framework roll-out to a multi-lingual and multicultural organisation. Consultants should have relevant and recent experience of designing and developing similar toolkits.

## Users

The toolkit will be used mainly by People and Culture Representatives, line managers and other designated staff members.

### 2. Deliverables

Deliverable	Format	Current Document	Due	Detail
<b>Harassment Bullying and Discrimination Policy Toolkit</b>	PDF and Word Formats which are easy to navigate.	Final submission	2 <sup>nd</sup> June 2023	
<b>Toolkit in English and translated into 4 languages – French, Spanish, Arabic, Portuguese</b>			2 <sup>nd</sup> June 2023	

It is expected that drafts, updates on consultations, and pilot results will be provided for review in stages before 2<sup>nd</sup> June 2023, to be agreed with the Commissioning Office leads and other stakeholders as identified by the Head of Employment Relations and Inclusion.

### 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%

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

- **HBD Policy**

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 31<sup>st</sup> March 2023 via email to [procurement@plan-international.org](mailto:procurement@plan-international.org), with the subject line “**RFQ FY23- 158 Harassment, Bullying and Discrimination (HBD) toolkit,**” 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 services 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.