



**CONSULTANCY TERMS OF REFERENCE**

<b>Main Facts Table</b>	
RFQ reference	<b>RFQ - FY23 - 161 Gender -Based Violence (GBV) Learning and Development &amp; Technical Support</b>
RFQ launch date	28 <sup>th</sup> March 2023
Contract Manager	Anita Queirazza
<b>Deadline for submission of offers</b>	<b>14<sup>th</sup> April 2023</b>

Submission of offers to [procurement@plan-international.org](mailto:procurement@plan-international.org)

*Please include the RFQ reference number above in all correspondence*

## 1. 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 it's 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 75 countries.

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

### About the commissioning office

The Child Protection in Emergencies (CPiE) team 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. Sitting under the Humanitarian Technical Team of Global Hub, the CPiE team consists of deployable specialists and thematic specialists who work closely with colleagues based in Regional, National, and Country Offices. The CPiE team, led by a Global Lead, is responsible for guiding the overall CPiE strategy in Plan International, including the areas of capacity-strengthening, technical expertise, monitoring, evaluation, research and learning, and leadership and influencing.

## 2. Background/Context

### **Area of work 1: Collaboration with UNHCR on prevention and response to child marriage**

Since 2021 the CPiE Team has been partnered with UNHCR to strengthen the capacity of interagency frontline child protection and gender-based violence staff and coordination to better respond child marriage, which is a growing protection concern in displacement and refugee settings. The partnership with UNHCR has focused on improving practitioner understanding how the practice of child marriage is impacted by the dynamics of the crisis and displacement, in order to better tailor prevention and response actions as well as risk mitigation. Phase 1 and 2 of this collaboration focussed attention on three pilot locations in Niger, Bangladesh and Indonesia; and has provided learning opportunities globally via a series of webinars. The phased approach allows both organisations to compound learnings and translate these learnings from the three pilot responses into resources and opportunities for staff working in all countries and response to benefit from. This will be the focus of the next Phase of the partnership, learning and development.

Phase 3 of this collaboration will start in April until December 2023 and will draw on the learnings and technical resources developed under Phase 1 and 2, to distribute and increase the uptake of learnings to increase global capacity to improve quality responses to tackle child marriage in refugee and mixed settings. In Phase 3 the consultant will lead the development of e-modules, video animations, deliver a training for the Asia Pacific region, and prepare technical and advocacy resources for publication in the technical areas of community-based prevention, case management, and adolescent girl responsive programming.

### **Area of work 2: GBV technical support to the Ukraine crisis response**

The consultant will provide technical support related to gender-based violence in emergencies programming to country-based teams working in humanitarian settings. This technical support may include but is not limited to supporting situation analysis and needs assessments, conducting capacity assessments of Plan International staff and partners, developing capacity development plans, delivering capacity strengthening initiatives such as training, provision of technical support and the development of guidance, tools and training materials.

### 3. Description & Objectives

#### Purpose

Plan International is seeking a consultant to support the finalization of learning and development materials, organize capacity strengthening initiatives and provide technical support to country operation on Gender-based Violence (GBV).

#### Users

The primary users of the results of the consultancy are CPiE and GBV practitioners at the global, regional, and national level. This includes technical advisors, project managers, and officers responsible for design, implementation, and monitoring and evaluation of CPiE/GBV programming. The results of the consultancy will be used by organizations to strengthen the capacity of CPiE and GBV practitioners to prevent and respond to protection risks.

#### Expected Outcomes

The consultant, in close collaboration with Plan International's Child Protection in Emergencies team, is expected to:

##### Outcome 1: Development of key learning and development resources on child marriage (completed by December 2023)

- Finalize "Context Analysis Toolkit on Unpacking Child Marriage in Crisis and Displacement Settings" and oversee copyediting, design and translation.
- Lead the development of three e-Learning Modules on child marriage to be copyedited, translated and developed into online courses, and manage the relationship with the digital learning agency.

##### Outcome 2: Organization of capacity strengthening initiatives (completed by December 2023)

- Set-up a responsive system for colleagues to request support on programming to tackle child marriage and manage requests, together with UNHCR.
- Organize a series of semi-structured online learning opportunities on child marriage.
- Organize one (virtual TBC) regional training on handling child marriage cases in case management to increase capacity and knowledge among regional or national-level CP and GBV technical specialists

##### Outcome 3: Virtual technical support to country operations (completed by XXX 2023)

- Join one or more monthly calls to collect information around what needs they are seeing related to adolescent girls and GBV programming. Identify what support or tools country teams need to ensure quality GBV actions within the child protection programmes and respond based on requests and CO priorities.
- Plan and Partner capacity strengthening in Poland / Romania / Moldova: support the overall capacity assessment of partners related to gender-based violence and develop light training materials to address key gap.
- Provide technical support: Identify any challenges with the GBV technical implementation of project activities and provide technical support to improve programme quality and efficiency
- Support for PALS implementation: Support training for technical staff and facilitators to sensitise and build competences around the SRHR and GBV components of the curriculum

##### Outcome 4: Advocacy and Communication (completed by December 2023)

- Develop key messages and recommendations to build justification for tackling child marriage in refugee settings, targeted at decision makers, donors, and other actors across the sector to increase awareness and funding on the lifesaving nature of child marriage interventions

### 4. Deliverables and Timeline

#### Key Deliverables

1. Launch the "Context Analysis Toolkit on Unpacking Child Marriage in Crisis and Displacement Settings"
2. Three e-Learning Modules on child marriage to be copyedited, translated and developed into online courses
3. A series of semi-structured online learning opportunities on child marriage
4. One (virtual) regional training on handling child marriage cases in case management
5. Advocacy brief on key messages and recommendations on child marriage in refugee settings, A package of GBV training materials for the Ukraine response
6. One written overview of identified GBV capacity needs and gaps in the Ukraine response and proposed actions to strengthen GBV technical capacity at the level of Plan International and partners

## 8. One (virtual) technical support session on GBV based on identified needs

Deliverables are expected through remote, desk-based work in collaboration with members of the Child Protection in Emergencies team of Plan International.

## Timeline

The consultant will be expected to complete the deliverables from the period of April to December 2023. The work is expected to be completed within a total of 176 working days.

## 5. Expected experience of Consultant

### Essential

- Advanced university degree (Masters or above) in relevant fields, including social work, international development, public health, etc.;
- A minimum of 5-years' experience working in the areas of gender-based violence or child protection in emergencies at the national or international level;
- Previous experience leading or supporting the development of online learning content;
- Previous experience providing technical support to country operations;
- Experience working with inter-agency technical fora focused on humanitarian settings;
- Excellent research, analytical and writing skills, with the ability to provide actionable and timely feedback to humanitarian practitioners;
- Previous experience working on projects that require a highly iterative and consultative process, with the capacity to incorporate multiple levels of feedback and perspectives in final products;
- Excellent interpersonal skills, with the ability to successfully interact with a diverse group of people;
- Collaborative work style, with strong team-player attitude and ability to identify gaps and to take initiative to fill them;
- Flexible work attitude, with the ability to follow direction and work independently across a virtual work environment;
- Excellent organizational skills, with the ability to independently track and follow-up on various tasks;
- Fluent verbal and written English.

### Desirable

- Working knowledge of French, Spanish, and/or Arabic is an asset.

## 6. Reporting

The consultant will report to the Child Protection in Emergencies Global Lead at Plan International. The Child Protection in Emergencies Global Lead will also provide technical oversight and review progress of all deliverables.

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

- Detailed response to the RFQ/ToR
- Proposed methodology
- If applicable include any specific IT equipment, tools or materials that the Consultant will need to use/have to carry out the work
- Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies
- Proposed timelines
- CVs
- Example of previous work
- Reference
- Detailed budget, including daily fee rates, expenses, etc.

All consultants/applicant are required to agree and adhere to Plan International's Non-Staff Code of Conduct (Annex)

## 8. Submission of offers

Applicants should submit an application package **by 14<sup>th</sup> April 2023** via email to [procurement@plan-international.org](mailto:procurement@plan-international.org) with the subject line '**RFQ - FY23 - 161 Gender -Based Violence (GBV) Learning and Development & Technical Support**' 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 2 - Supplier Questionnaire
- Signed Annex 3 – Non-Staff Code of Conduct

## 9. 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.

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.

## 10. 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.

## 11. 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.

## 12. 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

## 13. 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.