Request for Quotations

Annotated Bibliography on inclusive quality education for vulnerable and excluded children, especially girls

### Main Facts Table

<table>
<thead>
<tr>
<th>RFQ reference</th>
<th>FY18-035 - Annotated Bibliography on inclusive quality education for vulnerable and excluded children, especially girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ launch date</td>
<td>23rd October, 2017</td>
</tr>
<tr>
<td>Contract Manager</td>
<td>Sophie Tanner</td>
</tr>
<tr>
<td>Deadline for submission of offers</td>
<td>6th November, 2017</td>
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</tbody>
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Submission of offers to

procurement@plan-international.org

*Please include the RFQ reference number above in all correspondence*
Background Information on Plan International

Founded more than 70 years ago, Plan International is one of the largest children’s development organisations in the world. Plan International is independent, with no religious, political or governmental affiliations. We work together with children and communities in over 50 developing countries across Africa, the Americas and Asia, and with our supporters and funders in 20 countries to promote child rights and lift millions of children out of poverty.

Children are at the heart of everything we do. Plan International is a Child Centered Community Development organisation, this means we work with children, their families, communities, organisations and local governments to bring about positive change. When children and adults work together as part of the change process, it is more likely that programmes will be successful and sustainable. Plan’s work is linked to the United Nations Convention on the Rights of the Child.

Plan International is committed to making lasting improvements to the lives of children living in poverty in developing countries. Plan International’s active support for child development over a long period of time aims to improve the healthy development of children from before birth, through safe delivery, preschool care and development, primary and secondary education, to an adulthood in which they can be valuable and productive members of their community.

Our work also shows that when you invest in the girl child the impacts on development are much higher. We believe that girls’ access to education and legal rights can break the cycle of poverty and discrimination that girls face around the world. Investing in girls is the key to eliminating the cycle of poverty.

For more information about Plan International please visit our web site at www.Plan-International.org.

1. Annotated Bibliography on inclusive quality education for vulnerable and excluded children, especially girls - Requirements

Plan International are inviting interested parties to supply quotations (Request for Quotation) for the provision of the development of an Annotated Bibliography on inclusive quality education for vulnerable and excluded children, especially girls. Successful bidders will be expected to enter into a formal contract with Plan International.

Each successful bidder is intended to be a Provider, but the contract pertaining to this RFQ shall not constitute an exclusive contract and Plan International, at its sole discretion, reserves the right to enter into agreement with other suppliers, for the same type of services at any time, whenever it deems it necessary.

If you believe that your company may be in the position to meet any of our specified requirements and would like to be considered as a potential supplier firstly complete and return Annex 1 – “Confirmation of Intention to provide Quotation” as soon as possible, and thereafter complete and submit all the required documents as listed in Section 2.
This RFQ dossier has been issued for the sole purpose of obtaining offers for the supply of goods or services against the specification contained within this document and Annexes. Plan International reserves the right not to enter into or award a contract as a result of this RFQ.

Any attempt by the bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing bidders will lead to the rejection of its offers and may result in the termination of a current contract where applicable.

**Background Information**

Plan International is about to start its new Global Strategy, which has six priority thematic areas or “Areas of global Distinctiveness”. These areas articulate Plan’s global strategic ambition in the coming five years and aim to help the organization to develop coherent programme and influencing practice as well as global thought leadership around key themes that we believe we add value to and that can significantly shift the dial in achieving children’s rights and equality for girls.

One of these areas of global distinctiveness, under the thematic area ‘learn’, is “inclusive, quality education”. Under this area, particularly important themes include enabling civil society, communities and families to support equal participation in education, particularly for girls, children with disabilities and those living in conflict or emergencies. Further, Plan’s strategy promotes gender transformative approaches to education, both within and around schools, with children, families, teachers and school leaders. At country and global levels, Plan will push for further investment by governments and other actors to increase investment in quality, inclusive education that is accessible, safe and relevant to all children, including ensuring resilience of education systems in the case of an emergency or disaster.

**Purpose and Scope**

The purpose of this annotated bibliography is to support the development of a comprehensive theoretical frame for Plan International on how to promote and support participation in inclusive, quality education for the most vulnerable children, especially girls.

The main objectives are to:

(a) **Address knowledge gaps**: What evidence exists on how to promote positive participation and experience of education for the most vulnerable children? How does gender transformative programming with children, parents and school staff improve participation and experience of education for the most vulnerable children?

(b) **Identify tools and resources for programming**: What knowledge and resources are available that could inform current and new quality inclusive education programming and advocacy initiatives – with emphasis on girls, children with disabilities and minority groups?

(c) **Inform Plan’s research agenda**: What knowledge gaps exist that could be addressed through research projects on inclusive quality education, which Plan International could undertake to contribute to sectoral knowledge or design programmes or advocacy

Evidence should be drawn from low and middle income countries wherever possible, however, where there is little or no evidence on specific topics it may also be necessary to draw on evidence from high income countries.
The main areas for this enquiry are:

- **Gender transformative programming** within and around schools:
  
  I. What is known about how gender transformative programming with parents (including engagement with fathers) effects access to and experience of education for children, especially girls?
  
  II. What is known about the most effective models for gender transformative education approaches within schools (in terms of content, materials, teacher development, school policies, school governance)? How do school safety measures interact with gender transformative approaches, if at all?
  
  III. What is known about children and young people’s participation in school and school governance to promote gender transformative approaches?

- **Access to and experience of education for the most vulnerable**: 
  
  I. What is known about how social protection schemes promote participation for the most vulnerable, especially girls, child mothers and children with disabilities (including both community level and government level interventions, such as savings and loans groups, cash transfers etc.)?
  
  II. What is known about how public accountability measures improve provision of and experience of education for the most vulnerable and marginalized, including minority groups such as refugees and minority language speakers?
  
  III. What is known about how innovative financing models (decentralisation, non-formal education, private funding sources), promote inclusion?

**Deliverables**

- A draft report for comment by Plan International (edited and proofread) making provisions for two rounds of comments.
- A final, edited and proofread annotated bibliography incorporating any comments from the two rounds of comments from Plan International.

In case of any change made, in the scope of work by Plan International because of an increase or decrease in the cost or time required for performance or any part of the work under the contract, equitable adjustment in the contract price, delivery schedule, or both will be amended in writing.

All documents prepared during the assignment will be treated as Plan International’s property.

**Key Selection Criteria for Consultant**

Qualification and Experience:

- Significant professional background in editing and writing.
- Previous experience in conducting similar work for INGOs or international donors will be preferred.
Knowledge and skills:

- Excellent analytical, facilitation, interpersonal, communication and reporting skills.
- Understanding of sexual and reproductive health issues for women and girls, including service delivery, comprehensive sexual education.
- Understanding of development, child rights, child protection, and gender equality.
- Excellent written and spoken English.

**Deliverables**

Due to the time sensitive nature of this project, the following timeline must be kept:

<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Kick-off meeting</td>
<td>10 November 2017</td>
</tr>
<tr>
<td>First draft submitted to Plan</td>
<td>15 December 2017</td>
</tr>
<tr>
<td>Plan review and feedback</td>
<td>5 January 2018</td>
</tr>
<tr>
<td>Second draft submitted to Plan</td>
<td>19 January 2018</td>
</tr>
<tr>
<td>Plan review and feedback</td>
<td>2 February 2018</td>
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<tr>
<td>Final report submission</td>
<td>16 February 2018</td>
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In the event that additional time is required to complete the contract, over and above that previously agreed to, without changing the scope of work, then it has to be agreed by Plan International in writing.

**2. List of documents to be submitted with the RFQ**

RFQ must be inclusive of the following documents:

<table>
<thead>
<tr>
<th>Document</th>
<th>Rationale</th>
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<tbody>
<tr>
<td>C.V of the consultant(s) assigned to the work</td>
<td>Evidence of experience and capability in fulfilling the task</td>
</tr>
<tr>
<td>Cost Proposal</td>
<td>The company provides a total cost for the completion of this project.</td>
</tr>
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**3. Submission of offers**

The offer must be sent via email to Procurement@plan-international.org
Offers must be received before the deadline specified in the “Request for Quotations”

Pricing for services should state whether they are fixed or non-fixed.

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.

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.

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 tender, please email: procurement@plan-international.org

Thank you for your proposal.