



PLAN
INTERNATIONAL



INVITATION TO TENDER



Table of Contents

1.	Background Information on Plan International.....	3
2.	Background Information on the Project.....	3
3.	Summary of the Requirement and deliverables.....	3
4.	ITT Overview and Instructions.....	4
4.1	Overview	4
4.2	Instructions to Tenderers	5
5.	Selection Criteria	6
6.	Evaluation of offers	7
7.	Terms & Conditions	7
8.	Ethics & Safeguarding Considerations.....	8
9.	Submission Checklist	8

1. Background Information on Plan International

We strive to advance children's rights and equality for girls all over the world. As an independent development and humanitarian organization, we work alongside children, young people, our supporters and partners to tackle the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood and 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 80 years we have been building powerful partnerships for children, and we are active in over 75 countries.

Plan International Inc. (PII) believes that girls and young women have the power to change the world. The organization works with children, and mobilizes partners and supporters, so that girls and young women can have the power and the enabling environment to act on issues that matter to them. Improving Plan International's funding model is one of the top priorities of our global strategy to be able to reach more communities and create sustainable projects with long lasting impact using our Theories of Change. The growth in grants income has put a strain on our funding model as it often requires match funding and includes varying levels of operational costs recovery. Through the innovative Futures For Her (FFH) project led by the Global Fundraising Hub, Plan International Inc., we will build relationships with minor to major gift prospects now to inspire a habit of giving throughout their lifetimes.

2. Background Information on the Project

The FFH project is a twelve-month product development covering a 6-month initiation and planning and 12 months of product development and roll-out to pilot NOs. It aims to provide new and more transparent fundraising initiatives for programs for girls and young women all around the globe through our existing country offices. It will provide a platform that will democratize the concept of philanthropy advocating for girls' and women's rights.

The project aims to create the crowdfunding platform and provide a track record of how they and the community of philanthropist help support the plans of girls and young women for a better life turn to reality. This product is one of its kind within the Plan International family as it is an innovative concept that will target potential donor groups that Plan currently is barely reaching, integrating donation methods like micro-donations. The project will show Plan's programs where we develop solutions and co-implement of these solutions with the local stakeholders (businesses, cooperatives, academe, etc.) and duty bearer. Through this fundraising initiative, we provide support to achieving the plans and dreams of girls and young women.

3. Summary of the Requirement and deliverables

The product development period will run in FY23 Q1 (July – September 2022) while the initial pilot period will run in FY23 Q2 and Q3 (October 2022 – March 2023), engaging at least one NO and one CO to undergo the co-designing and co-implementation of the platform guided by the principles of design thinking. Following testing and improvement, the fundraising product is anticipated to be scaled up to at least one new NO and CO for the next 3-6 months of series of training, and app iterations during its implementation.

To ensure that there will be proper strategy and smooth facilitation of ideas from the product strategy and design to its pilot run whilst developing the application using agile and scrum project

management method, a product development consultancy engagement is sought with the following key deliverables:

- Work with Fundraising Managers, Program Managers, and Project Managers to understand and analyze the requirements.
- Maintain a thorough understanding of the market, competitors and trends relevant to the product in order to identify new market and marketing opportunities to both encouraging NOs and COs to participate and the product target audience.
- Create and maintain a product marketing strategy and plan for increasing flexible income and revenue.
- Present the requirements to the design team so as to design and deliver solutions as per PII needs.
- Facilitate and assist in the design, development, and management of new product and product features.
- Facilitate, lead and participate in the design sessions for development of new functionality and for customization of existing functionality.
- Review product performance against PII requirements so as to provide optimal product.
- Perform product demonstrations for both prospective participating NOs and existing participating NOs as needed.
- Ensure that the technical and technology consultants team maintains the product in good working condition.
- Develop product reference documents such as but not limited to project charter, market research, marketing materials, and technology documentation, and product courseware (e.g. training materials) for the internal stakeholders.
- Ensure marketing and training materials are fully compliant and appropriately updated and distributed.
- Train team in product knowledge.
- Work with management and participating NOs and COs to determine product roadmap and milestones.
- Address queries in timely fashion.
- Assist in the product launch and relaunch.

As the product development consultant, duties may include but not exclusively, conducting product and market research, collaborating with cross-functional teams, providing feedback and revisions on product development ideas, and helping integrated teams prepare for a product launch or relaunch.

4. ITT Overview and Instructions

4.1 Overview

Plan International are inviting interested parties to submit a Proposal as part of a competitive process for this. Successful Bidder(s) will be expected to enter into a 12-month Long Term Agreement with our organization. Plan International reserves the right not to award a contract as a result of this Invitation to Tender, or award to multiple successful bidders.

4.2 Instructions to Tenderers

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is the Bidders responsibility to ensure their offer is complete and that you provide all the necessary information asked for in the format specified, or risk your offer being rejected. Further details can be found in section 9.1 of this ITT document, '**Submission Checklist.**'

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Documents comprising this tender pack are as follows:

- ITT FY22 - 0163 Plan Tender Dossier
- ANNEX A - Supplier Questionnaire
- ANNEX B - Non Staff Code of Conduct

Tenderers are required to submit their proposal, inclusive of all required annexes, via email to procurement@plan-international.org. Offers must be received by the deadline specified in the section '**4.3 Key Dates and Timelines.**'

The offer and all correspondence and documents related to the tender must be written in English.

Each Tenderer or member of consortium or sub-contractor may submit only one offer.

Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to procurement@plan-international.org and must include the ITT reference number: **ITT FY22 – 0163.**

Clarification questions and answers received as part of this tender will be consolidated and shared with all bidders, to ensure all bidders have access to the same information. Plan International will make every effort to anonymise any identifiable questions, if applicable.

4.3 Key Dates and Timelines

The following table outlines indicative dates and timelines associated with this tender process. Plan International reserves the right to change these at any time as the tender progresses. To maintain transparency, fairness, and adequate time to prepare your offers, Plan International will inform all interested Parties of any changes to these key dates and timelines simultaneously and in a timely fashion.

Activity	Deadline Date
Issue of Invitation to Tender	11 th May 2022
Deadline for supplier submission of clarifications questions	18 th May 2022
Deadline for Plan to respond to clarification questions	20 th May 2022
Deadline for submission of offers	13 th June 2022
Supplier presentations / interviews	June 22-28, 2022
Mobilisation/Implementation Period	July 2022

3.4 Pricing

Bidders are required to provide a Proposal to include cost breakdowns for all proposed deliverables. Prices can be provided in any currency, and exclusive of Value Added Tax (VAT).

It is expected that prices will be fixed for the duration of the contract and quotes valid for a maximum period of 90 calendar days following the Closing Date of this tender. If for any reason you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

To ensure a fair and transparent process, Plan International will not be able to divulge budget information relating to this tender or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

The successful Bidder will be required to pay their staff who work on this contract **at least** the National Living Wage.

5. Selection Criteria

Bids will be assessed against predetermined criteria which has been developed and agreed by the Tender Panel prior to launching this Tender process. The information gathered in your Proposal and any other requested documentation, will be used to evaluate and score each Bid against this set criteria. Please find further details in the below table:

	Criteria	Tenderers must demonstrate.....	Weight
Compliance	Tender Compliance and Completion	<ul style="list-style-type: none"> Satisfactory completion of all documentation requested with sufficient information, submitted no later than the Closing Date specified. Agreement to our mandatory policies as set out in 'Annex B- Non Staff Code of Conduct.' 	Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.
Technical Proposal (65%)	Experience of delivering similar projects with peer organisations	<ul style="list-style-type: none"> Consultant submits evidence of their experience in delivering similar projects successfully with peer organisations References provided x 3 	15%
	Experience in conducting product and market research	<ul style="list-style-type: none"> Consultant provides evidence of their experience in delivering product and market research globally, the methodology used and results of the research done for peer organisations 	15%
	Experience in developing product strategy and plan	<ul style="list-style-type: none"> Consultant(s) provide a list of team members with skills and experience in product development strategy and planning for a digital product 	10%
	Experience with digital product development, management, and project management.	<ul style="list-style-type: none"> Consultant submits portfolio of successful products developed, managed, implemented, and launched. Experience with change management would be preferred. 	25%

Financial Proposal (30%)	Pricing Schedule	<ul style="list-style-type: none"> Competitive rates provided as part of Proposal 	30%
Gender Responsive (5%)	Gender Sensitive Practices and Policies	<p>As part of our ongoing Gender Responsive Procurement Initiatives, Bidders will be allocated 5% of the overall score if they meet one or more of the following:</p> <ul style="list-style-type: none"> If headed up by a woman If supplier is a women-owned business: A legal entity in any field that is more than 51% owned, managed, and controlled by one or more women. If the % of women in management positions is over 35% If % of women workers is 55% or above If robust gender equality initiatives are in place and active. E.g. WEPS signed, gender equality procurement policy, any additional gender-sensitive program implemented. 	5%

6. Evaluation of offers

The Tender Panel will review all Bids to ensure they meet the minimum requirements listed under the 'Compliance' section in the above table. Following this, each Bid will be assigned a score on the basis of predetermined criteria and their associated weighted scorings.

The contract(s) will be awarded to the Bidder(s) who represent the best overall value for Plan International in terms of the evaluation criteria set out above. By participating in this tender, you acknowledge and understand that Plan reserves the right to:

- Decide not to award to any supplier
- Decide to award to one or more suppliers
- Decide to readvertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of award of contract will be issued via e-mail.

7. Terms & Conditions

By submitting a Bid as part of this Tender process, you also acknowledge and understand that:

- Plan International will not be liable for any costs or expenses incurred in the preparation of your offer
- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols
- 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 Bidder and a site visit by Plan International staff, where applicable and necessary

- Plan International reserves the right to alter the schedule of tender and contract awarding
- Plan International reserves the right to cancel this tender process at any time and not to award any contract
- Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan International does not bind itself to accept the lowest, or any offer
- 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 tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable
- You accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which you hereby waive
- You have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. You are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Plan International's discretion
- You are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Plan International in writing
- You declare that you are affected by no potential conflict of interest, and that you and our staff have no particular link with other Bidders or parties involved in this competition. Should such a situation arise during performance of the contract, you shall immediately inform Plan International in writing
- You accept Plan International's standard terms of payment which are **30 days** after the end of the month of receipt by Plan of a proper invoice or, if later, after acceptance of the Goods or Services in question by Plan International Ltd

8. Ethics & Safeguarding Considerations

For the primary data collection with young people, community members and local economic stakeholders through KIIs and FGDs, ethical approaches to research will be followed, notably informed consent to participate, safe storage of the data, and respondent confidentiality in reporting.

9. Submission Checklist

Document	Form
Annex A - Supplier Questionnaire	Please complete with all requested information and return in Word format.
Annex B - Non-Staff Code of Conduct	Please sign and date this document and return in PDF format.
CV of consultant(s)	Please sign and date this document and return in PDF format.

Proposal which includes (at a minimum), proposed methodology, deliverables, timelines, and financial breakdown	Please sign and date this document and return in PDF format.
Portfolio of similar projects with job description as a consultant	Please sign and date this document and return in PDF format.
References from previous/current clients with similar projects	Please have your previous/current clients sign and date the document and return in PDF format.