



**REQUEST FOR QUOTATION**

Main Facts Table	
RFQ reference	RFQ-FY22-123-SRH Services Training Package
RFQ launch date	9 May, 2022
Contract Manager	Alexandra Pärnebjörk
Deadline for submission of offers	27 May, 2022

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 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 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>

Our work on adolescent sexual and reproductive health and rights (SRHR) has been developing for a decade or so, and is underpinned by a gender-transformative approach aiming to tackle root causes of gender inequality and shifting unequal power relations that shape the prevailing social and gender norms that control girls' sexuality. Adolescent SRHR has been prioritised by a high number of Plan International's country offices in recent years, with exciting work underway in all regions where we work.

### Our key investment areas for SRHR are:

- **Supporting access to comprehensive sexuality education and dialogue** that enables adolescents to explore values and attitudes, and build skills and coping mechanisms regarding sex and sexuality.
- **Strengthening quality adolescent- and gender-responsive SRH services**
- **Strengthening support for adolescent girls and young women most-at-risk.**
- **Child, Early and Forced Marriage and Unions and Female Genital Mutilation / Cutting.**

## 1. Context and Requirements

Plan International (as asserted in our SRHR Position Paper<sup>1</sup>) is committed to strengthening access to quality and inclusive SRH services.

**Plan International believes** that sexual and reproductive health and rights services should be gender-responsive, rights-based, adolescent- and youth-friendly, inclusive and available to all adolescents and young people in all their diversity, including during conflicts and disasters. The services should be available and accessible to the most vulnerable and excluded adolescents and young people, including but not limited to migrants, those from ethnic minorities and indigenous groups, those living with disabilities and those identifying as lesbian, gay, bisexual, transgender, intersex, questioning.

Yet, adolescents and young people (aged 10–24) across the world continue to have high unmet needs for sexual and reproductive health (SRH) and existing services may not have the capacity to fully address their developmental needs. Low service uptake is partly explained by multiple barriers in accessing SRH services including lack of awareness on where to get services, fear of lack of

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<sup>1</sup> Learn more about our SRHR policy positions here: <https://plan-international.org/publications/sexual-and-reproductive-health-and-rights/>

confidentiality and privacy, parental consent requirements, cost of services, distance, and negative provider attitudes.<sup>23</sup> Furthermore, existing SRH services are often configured for adults and often served by adults who are not sensitive to young people's needs.

Plan International works to support access to quality, inclusive, **age- and gender-responsive SRH services**, in line with WHO recommendations,<sup>1</sup> and recognises that achieving good sexual and reproductive health outcomes rely on realizing sexual and reproductive rights, in line with the Guttmacher-Lancet Commission.<sup>4</sup> Adolescents and young people (including married adolescents, pregnant girls, adolescents with disabilities), should, without discrimination, have access to a comprehensive package of services, including but not limited to:

- **Contraception counselling and method provision**, to ensure young people have access to affordable, safe and effective contraceptives (including short-term, long-acting, and permanent options) and information on fertility. Contraceptive information and services should be free, confidential, adolescent-responsive and non-discriminatory, and barriers to services should be removed.
- **Antenatal, intra-partum and post-partum care**, provided by skilled health-care professionals to pregnant adolescent girls and young women in respectful and responsive manners in order to ensure the best health outcomes for both mother and baby during pregnancy, childbirth and the six weeks following.
- **Safe abortion care and post-abortion care** to support the intentional termination of a pregnancy through recommended safe medical or surgical means appropriate to pregnancy duration, provided by a trained health care provider in appropriately equipped health facility. This also includes measures to prevent unsafe abortion and provide post-abortion care services.
- **STI prevention and care** to support the prevention of STIs through behavioural interventions, vaccination and the use of condoms. Also includes the early detection and treatment of STIs, which may include partner tracing and notification support.
- **HIV prevention, care and support**, including counselling and testing, HIV treatment provision and adherence support, prevention of mother-to-child transmission (PMTCT), pre- and post-exposure prophylaxis, voluntary medical male circumcision (VMMC) and harm reduction services. Also includes support around disclosure, and managing stigma and discrimination.
- **Violence prevention, care and support** to prevent and respond to SGBV, including sexual violence and intimate partner violence (IPV). This may include work to address harmful contextual gender norms, the provision of medical, and psychosocial support and referral to legal and other supports around incidents of violence, and the reporting of crimes.

Within our work to strengthening access to services, we place emphasis on strengthening services most critical for the prevention of early and unintended pregnancy including: accurate information and counselling on sexual and reproductive health including prevention, detection and management of sexual and gender-based violence and coercion; a choice of safe and effective contraceptive methods; and safe and effective abortion services and care, as well as comprehensive sexuality education in and out of schools.

**Adolescent and youth-friendly health service provision** is one of the evidence-based strategies recommended by the World Health Organization (WHO) to address health system barriers by

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2 Brittain AW, Williams JR, Zapata LB, Pazol K, Romero LM, Weik TS. Youth-friendly family planning services for young people: a systematic review. *Am J Prev Med.* (2015) 49 (2 Suppl. 1):S73–S84. doi: 10.1016/j.amepre.2015.03.019. PubMed Abstract | CrossRef Full Text | Google Scholar

3 Jonas K, Crutzen R, van den Borne B, Reddy P. Healthcare workers' behaviors and personal determinants associated with providing adequate sexual and reproductive healthcare services in sub-Saharan Africa: a systematic review. *BMC Preg Childbirth.* (2017) 17:86. doi: 10.1186/s12884-017-1268-x

4 Accelerate Progress: Sexual and Reproductive Health and Rights for All" Guttmacher-Lancet Commission on sexual and reproductive health and rights (2018) <https://www.guttmacher.org/guttmacher-lancet-commission/accelerate-progress-executive-summary>

providing health-enabling social environments that are more accessible, acceptable, equitable, appropriate and effective for young people.

Enhancing the capacity of health service providers to serve adolescent and young clients is of critical importance to achieve our goals within this area of work. Their attitudes, knowledge and skills are at the core of quality service provision. Yet, many healthcare professionals report insufficient knowledge of and technical competence in adolescent-specific aspects of health promotion, disease prevention and management. Many providers do not feel confident to communicate effectively about SRHR issues with young people, and providers' attitudes prevent adolescents from seeking services. Providers must respect adolescents' and young people's autonomy, including their choice of contraceptive method and/or provider.

**Plan International is committed to providing and supporting capability strengthening health service providers and health facility staff in collaboration with Ministry of Health and health facilities.** To that end, we are seeking consultant(s) to develop a global training package for health facility staff and service providers. We believe that training content should address:

- Rights of young people to access SRH services, and the risks and opportunities they face
- Values and attitudes of service providers towards young people's SRHR, including issues related to sex and sexuality; stigma and discrimination
- Gender and inclusion, and the importance of equal access and tailored support for adolescents and youth in all their diversity (incl. youth with disabilities and LGBTIQ+ youth)
- A positive approach to adolescent sexuality, and the linkages between sexual health, sexual rights and sexual wellbeing

In 2019, Plan International developed a comprehensive training package for staff and partners with focus on values clarification and attitudes transformation (Conversations that Matter: Dialogues in sexual and reproductive health and rights), which can be of use to develop the training package targeting health service providers.

## Objective

The overall aim of this consultancy is to support Plan International to strengthen access to and uptake of quality, age- and gender-responsive and inclusive SRH services. The specific objective is to lead the development of a **global training package for inclusive, age- and gender-responsive SRH service provision** to be used for training of health care facility staff (including adaptations for providers and support staff).

## Outcomes and Deliverables

### Key tasks and methodology:

1. Review existing internal training material for health care providers on gender responsive and adolescent friendly SRH service delivery from Plan International and external adolescent SRH training modules for health care providers and other materials relevant to the consultancy
2. Conduct key informant interviews where needed to inform content development
3. Develop an outline of the contents for the training package (for review and agreement)
4. Develop training package (incl. facilitation materials, exercises, supporting tools, and M&E framework) addressing:
  - Values, attitudes and provider bias towards sexual and reproductive health and rights of adolescents and young people in all their diversity
  - Adolescent- and gender-responsive SRH services, including contraception services
  - Provision of differentiated services to vulnerable groups, with focus on pregnant adolescents and young mothers, and adolescents with disabilities
5. Hold consultations with Plan International reference group and collect feedback on the package



## Key deliverables:

- **An inception report** with suggested content outline for approval, indicating the materials and organizations from which the training material will be adjusted
- **Training package** consisting of:
  - A facilitation guide that can easily be picked up and used by Plan International offices for planning and delivering trainings to health care providers and health facility staff
  - A handbook for participants (health service providers) to be used during the training and afterwards. The handbook will cover the following:
    - A short summary of the key information covered during each core training session
    - Additional tips, information and guidance that will be useful for the health workers after they have concluded the training and are undertaking service delivery at the facility or community level
  - A set of training sessions on age- and gender-responsive SRH services, with focus on transforming values, attitudes and provider bias to uphold SRHR for adolescents and young people in all their diversity (incl. youth with disabilities and pregnant adolescents). Each session to include:
    - Facilitator notes (incl. timings, key messages and step-by-step instructions for facilitators)
    - Handouts and job aids (for participants), other supportive materials and/or powerpoint presentations as relevant
    - A set of values clarification and attitudes transformation exercises focused on age- and gender-responsive service provision in all the sessions / modules.

The training sessions can be divided by themes such as “Adolescent sexuality”, “Service-provision bias”, “Gender and inclusion”, “My religion and adolescent SRHR” and/or by services (e.g. “Antenatal, intra-partum and post-partum care”, “HIV services”, “Contraception services”) - this is subject to discussion between the selected consultant(s) and Plan International’s SRHR Hub.

Furthermore, the package should target **both clinicians and other health facility staff** (incl. facility management), and some sessions may be mandatory for all staff, while others are mandatory only for clinicians. This will also be subject to agreement with Plan International.

## Project timeline and management

It is anticipated that the assignment will run from June 15, 2022 to November 30, 2022, last approximately 45 working days. Consultancy timeframes should accommodate planned time off work for the global Plan International SRHR team who will not be available to work with consultants during August 2022.

The consultant(s) will not be required to travel but will be expected to participate in calls and consult Plan International staff during the process. The consultants will be supervised by Alex Parnebjork, SRHR Advisor.

\*Subject to funding availability, this consultancy may be extended into 2023 to enable the consultancy team to support pilot-testing of the materials in at least one Plan country programme. This would not necessarily entail travel, but would likely require remote support followed by revision of the tools based on learning. This would require 15 days’ work into 2023. Please indicate your availability and quote for this possible additional deliverable, which is expected to be confirmed in October 2022.

## Ethics and child protection

Throughout the process, compliance with [Plan International's Global Policy: Safeguarding Children and Young People](#) and Plan’s MERL Standard and MERL Policy must be assured at all times.

In accordance with Plan’s MERL Standard and Plan’s MERL Policy, the research must ensure: appropriate, safe, non-discriminatory participation; a process of free and un-coerced consent and withdrawal; confidentiality and anonymity of participants.

The consultants are required to provide a statement within their proposal on how they will ensure ethics and child protection in the research process. Ethical approval is required before this research commences. This is anticipated to be achieved through the internal Plan International Ethics Review Team and is expected to take up to four weeks.

## Qualifications

The successful consultant or team of consultants must have the following qualifications:

- Strong understanding of SRHR components, global standards and trends, particularly for gender-transformative programme approaches
- Strong technical knowledge and practical field experience on sexual and reproductive health services provision to adolescents and young people
- A strong understanding of children and young people's evolving capacities and children's SRHR and other rights, including key child protection considerations
- Experience in developing training material and job aids for health care providers manuals and guidance including interactive and innovative training approaches engaging adults
- Experience of values-based training programmes
- Specialist expertise on the SRH service needs of young people with disabilities
- Strong research and analytical skills
- Ability to apply insights and evidence into practical, global level tools that can be contextualised for the relevant programmatic conditions
- Fluency in English required (additional skills preferred, especially Spanish and French)
- Ideally, some familiarity with Plan International's existing approaches and guidance for SRHR programming.

**This work may be well suited to an agency which has existing experience and materials appropriate for the scope of work. Plan International has no desire to duplicate existing materials in the sector.**

It is acknowledged that this scope of work requires a broad set of expertise, particularly given the **need to ensure disability inclusion throughout the work**. Consultants may decide to apply in partnership to ensure delivery of all requirements. Plan International may decide to award parts of the contract independently to different service providers to ensure adequate expertise. If applicants feel that they meet part of the qualifications, but not all, they may wish to get in touch to discuss the possibility of applying for a particular component of the project.

## 2. How to Apply

The offer must be sent via email to [Procurement@plan-international.org](mailto:Procurement@plan-international.org) by May 27, 2022 with the subject line: **SRH Services Training Package** and which include:

- **CVs** of the consultant(s) who will carry out the work
- **Cover letter** outlining how you meet the consultant specification, including relevant previous experience
- **Detailed response to the RFQ**, including proposed methodology and workplan including approaches, dates for submission of the deliverables, financial proposal (budget, daily fee etc.)
- Relevant experience including at least **1 sample of previous training curriculum** developed by the consultant(s)
- **2 references** from previous clients
- **Completed annexes:**
  - Annex A - completed Supplier Questionnaire (some questions may not be relevant to individual consultants, but please complete with as much information as is necessary)
  - Annex B - Non Staff Code of Conduct- please sign and return
  - Annex C - Plan Int Safeguarding of children & Young People Policy – please sign and return

### 3. Submission of offers

The offer must be sent by **27 May**, via email to [Procurement@plan-international.org](mailto:Procurement@plan-international.org)

Offers must be received before the deadline specified in the “Request for Quotations”

Pricing for services should be fixed for the duration of the contract and may be submitted in the supplier's preferred currency.

### 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.

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

### 5. Contract Payment terms

Please note that, if successful, Plan International's standard terms of payment are **30 days**.

### 6. 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](mailto:procurement@plan-international.org)