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 80 countries.

Read more about Plan International's Global Strategy: 100 Million Reasons at https://plan-international.org/strategy

About the commissioning office

This work is being commissioned by the Partnerships Team based in Plan International’s Global Hub. The Global Hub is the international headquarters of the organisation. The Partnerships Team focuses on partnership development and strengthening of global and local level partnerships, across all sectors, as well as providing technical advice and assistance.

2. Background/Context
The Global Hub Partnerships Team are updating their intranet page (named PLANET) to better reflect their areas of focus and provide key stakeholders with information and knowledge products.

The intended result is to have a newly designed intranet page showcasing all Partnerships information, documents and contacts.

The core activities of this project will include:

- Designing the SharePoint pages
- Populating the pages with content providing by the Partnerships Team
- Identifying and migrating existing content and libraries to the new site

This is a short-term project, consisting of 5 days of work to be completed by the end of June 2022. This will be a remote project. Equipment for this project will not be provided by Plan International.

3. Description & Objectives

**Purpose**

The Global Hub Partnerships Team are looking for a consultant to help build their new intranet page. All content is being developed by the Partnerships Team, so we are looking for someone that has experience with SharePoint that can design, build and populate the pages.

**Users**

This project will require working closely with members of the Partnerships Team and IT to build the SharePoint pages. The stakeholders that will benefit from this work are:

- Country Office Partnerships Leads
- National Organisation Partnerships Leads
- Technical and Thematic Leads
- Business Development Leads

4. Deliverables and Timeline

**Key Deliverables**

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Length</th>
<th>Due</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Migrate all content for the pages</em></td>
<td>1 day</td>
<td>End of June 2022</td>
<td>Migrate all content from existing intranet pages, including libraries</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Upload new content provided by the Partnerships Team</td>
</tr>
<tr>
<td><em>Designing new intranet pages</em></td>
<td>2 days</td>
<td>End of June 2022</td>
<td>Designing new pages based on the skeleton and outline provided by the team</td>
</tr>
<tr>
<td><em>Building new intranet pages</em></td>
<td>2 days</td>
<td>End of June 2022</td>
<td>Building the designed pages and embedding them into the SharePoint structure</td>
</tr>
</tbody>
</table>

5. Technical Skills and Expertise

- Experience using and building pages in SharePoint
• Understanding of user journeys for websites
• Graphic design abilities are preferable
• Ability to migrate SharePoint libraries

6. List of documents to be submitted with the RFQ

- Detailed response to the RFQ/ToR
- Proposed timelines
- CV
- Example of previous work
- 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 and IT policy.

8. Submission of offers

Please send your application to Plan International procurement@plan-international.org by 23:59 (BST) 22nd June 2022 referencing “RFQ - FY22-128: Updating Plan’s Partnerships Team intranet library” in the subject line and including support documents as outlined.

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.

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.

12. 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.
13. 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.

14. Clarifications

The onus is on the invited individual/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.

Thank you for your proposal.