



**REQUEST FOR QUOTATION (RFQ) FY22 – 116 VISUAL  
PROCESS DOCUMENTATION SOGIESC POSITION**

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

*Please include the RFQ reference number 'RFQ FY22-116' in all correspondence.*

## 1. Background

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.

### Plan International's Global Position Paper on SOGIESC

Plan International aims to strengthen its gender-transformative programme and influencing approach by leading the development of a global **Position Paper on Sexual Orientation, Gender Identity and/or Expression, and Sex Characteristics (SOGIESC)**. This will be the organisation's first global position paper with clear statements related to young people of diverse SOGIESC (including LGBTIQ+1 adolescents and youth).

The process of developing this position paper will use a feminist methodology to ensure participatory methods for collective reflection, discussions, learning and co-creation for the ownership and accountability of this position paper across the organisation. As such, beyond the culmination of the position paper, the process itself has intrinsic value as it will serve as a platform for organisational learning. A sound documentation of this complex process will support Plan International staff in their work to strengthening SOGIESC inclusion while also will providing an opportunity for Plan International to share this journey externally with partner organisations, collectives and donors.

## 2. Requirements

Plan International's Global Hub (GH) and Plan International Finland are looking to hire a consultant/team of consultants to visually document the development process of Plan International's Position Paper on SOGIESC. This entails producing several knowledge products, including graphic recordings of consultations and workshops, a brief intersectional feminist zine documenting the process, and a short video to communicate key reflections, takeaways and lessons learned along this organisational journey.

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<sup>1</sup> Lesbian, Gay, Bisexual, Transgender, Intersex, A (Asexual, Agender or Ally), Questioning (or Queer) and plus identities. Plan's usage of Q stands for Questioning, however other organisations and people with diverse SOGIESC may use Q to stand for Queer. The "+" refers to the fact that many other identities are not captured under the acronym itself. Sometimes, the term "diverse SOGIESC" is used instead of LGBTIQ+. This stands for people of diverse Sexual Orientation, Gender Identity and Expression, and Sex Characteristics. It is a generally broader, more inclusive term than LGBTIQ+, because it captures the fact that we all have SOGIESC.

## Audience

The visual documentation process and the knowledge products derived from it will be used for Plan International's broader programming and influencing work, marketing and communications, fundraising and donor influencing, and human resources. They will be shared with Plan International staff working at global, regional and country levels, as well as with external stakeholders, such as other young people, NGOs and peer organisations, policymakers, or wider civil society.

The knowledge products will be publicly available on Plan International's website. We may also use the illustrations for other dissemination purposes, for example, social media posts, posters, conferences and PowerPoint presentations.

Plan International works in four diverse regions. While we appreciate that there are significant cultural differences, the knowledge and communications products need to be culturally appropriate in multiple settings. They should also reflect the diversity and agency of the children, young people, and communities that Plan International works with and for. The knowledge and communications products should therefore convey gender transformative and inclusive messages and should not promote stereotypes.

### 3. Objectives and Deliverables

The objective of the consultancy will be to visually document the development of the global Position Paper on SOGIESC and the different stages and activities of the process to support organisational learning and reflection around this journey. Illustrations and visual documentation in the project should be intersectional, in the sense that specific components included in the different products reflect diversity in terms of ability, age, ethnicity, gender, and other markers of identity.

The consultant(s) are expected to engage in various activities and create knowledge products, including:

- **Produce graphic recordings and visual documentation** of consultations and workshops (between 17 – 24 consultations and/workshops - exact number TBD - of 45-60 min duration each)
- **Brief (online) intersectional feminist zine (no longer than 10 pages: 1–2-page summary and about 8-page zine and in colour<sup>2</sup>):** Full design of brief (online) intersectional feminist zine documenting the process
- **Short video (no longer than 3 minutes):** Conceptualising short video, developing script for the video, producing illustrations and animations for the video, adding voice and full design of video. The short video could integrate the specific graphics developed for the intersectional feminist zine.
- **Ad hoc meetings and coordination:** In addition, please plan for 0.5-1 days per month (from August – early December) in your workplan and budget overview for ad hoc meetings and coordinator with the Gender and Inclusion Team, Technical Lead of the project and Internal Technical Reference Group.

All activities will be undertaken in close collaboration with Plan International.

### 4. Expected deliverables and Proposed Timeline

It is anticipated that the assignment will run from **August 2022 to December 2022** and will be desk-based. An inception briefing will be held in early August. In addition, the consultant(s) will be required to attend

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<sup>2</sup> While ideally this would be a digital zine, some of the programme participants we work with do not have access to computers, and therefore it would need to be print-friendly.

the external and internal consultations and are also expected to provide informal updates to Plan International, as required.

All deliverables should be produced to a publishable standard and must use Plan International's style guidelines. The consultant(s) will produce the following deliverables:

Table 1. Expected Deliverables and Proposed Timeline			
Stages	Deliverables	Potential activities included leading to finalisation of deliverables <i>to be fine-tuned further by the consultant(s)</i>	Expected completion date
<b>Inception Stage</b> <i>To be implemented in August</i>	<b>Deliverable #1</b> Inception creative brief (including workplan and timelines)	<ul style="list-style-type: none"> <li>Consultancy planning and inception workshop</li> <li>Draft inception creative brief outlining detailed workplan for the process and timeline for submission of deliverables</li> <li>Presentation of creative brief &amp; validation of proposed approaches</li> </ul>	15 August 2022 (0.5 – 1 days)
<b>Stage 1</b> <i>Tentatively to be implemented in September – October</i>	<b>Deliverable #2</b> Attendance to internal and external consultations/workshops and produce related graphic recordings and/or visual harvesting	<ul style="list-style-type: none"> <li>Participate in external and internal consultations (17 – 24 consultations of 45-60 min duration each)</li> <li>Elaborate graphic recordings with key messages and main takeaways from consultations/workshops<sup>3</sup></li> </ul>	September (exact dates TBD)
<b>Stage 2</b> <i>Tentatively to be implemented in October – November</i>	<b>Deliverable #3</b> First draft/version of (online) intersectional feminist zine ( <i>no longer than 10 pages</i> )	<ul style="list-style-type: none"> <li>Develop conceptual idea of the zine</li> <li>Submit first version of zine for feedback and review</li> </ul>	October – November (exact dates TBD)
	<b>Deliverable #4</b> First draft/version of short video ( <i>no longer than 3 minutes</i> )	<ul style="list-style-type: none"> <li>Develop conceptual idea of short video</li> <li>Submit first version of video for feedback and review</li> </ul>	October – November (exact dates TBD)
<b>Stage 3</b> <i>Tentatively to be implemented in November - December</i>	<b>Deliverable #5</b> Final version of intersectional feminist zine	<ul style="list-style-type: none"> <li>Submit final version of zine</li> </ul>	November - December (exact dates TBD, <i>but no later than 1<sup>st</sup> December 2022</i> )
	<b>Deliverable #6</b> Final version of short video	<ul style="list-style-type: none"> <li>Submit final version of short video</li> </ul>	November - December (exact dates TBD, <i>but no later than 1<sup>st</sup> December 2022</i> )

Please allow for **up to three rounds** of feedback for each of the deliverables.

\*The consultant(s) are expected to share the editable designed files, all images, illustrations and other relevant material used for the publication.

<sup>3</sup> The consultant will decide on the approach to produce the graphic recordings but should remain available to brainstorm and co-create with Plan International. Instead of creating 17-24 illustrations, the consultant can produce common themes, ideas, etc.

## 5. Management

The consultant is expected to work in collaboration with relevant stakeholders, particularly staff from the Gender and Inclusion Team and Gender and Inclusion Group (Plan International's internal gender and inclusion network), the Technical Lead developing the Position Paper and the internal technical reference group who will be responsible for feeding into the inception process and reviewing key drafts and knowledge products.

## 6. Ethics and child protection

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

## 7. Selection criteria for consultant(s)

### Qualifications

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

- A strong background in publication design and producing illustrations and animations
- Be able to translate complex ideas or concepts into infographics, illustrations, diagrams, maps
- Knowledge and experience of using feminist and intersectional methodology and methods
- Fluency in English required, fluency in French and Spanish desirable
- Authoring, editing and proof-reading experience desirable
- Ideally, some familiarity with Plan International's existing approaches and guidance for gender and inclusion, and LGBTIQ+ inclusion

## 8. How to apply

Applicants should prepare and submit an application package by 23.59 BST 28<sup>th</sup> July 2022 via email to [procurement@plan-international.org](mailto:procurement@plan-international.org), with the subject line **"RFQ FY22 – 116 Visual Process Documentation SOGIESC Position Paper"** and which must include:

- A proposal of up to 2 pages, outlining the approach of the work
- Cost proposal including total amount and breakdown of headline costs per deliverable. This should include consultancy fees and any costs expected to be incurred during the project.
- CVs and/or social media handles of the consultant(s) who will carry out the work
- Portfolio or sample(s) of similar publications/illustrations/projects, particularly around SOGIESC and LGBTIQ+ Inclusion and/or gender and inclusion
- A completed Annex A 'Supplier Questionnaire' (some questions may not be relevant to certain entity types e.g., self-employed individuals but please kindly complete with as much information as is relevant)
- Please sign and return our mandatory policy Annex B 'Non Staff Code of Conduct' to confirm your agreement

If you have questions about the consultancy, please contact [procurement@plan-international.org](mailto:procurement@plan-international.org)