PLAN INTERNATIONAL

REQUEST FOR QUOTATION

Main Facts Table	
RFQ reference	**RFQ FY23 – 138 SOYEE Programme Models Consultant**
RFQ launch date	24th November 2022
Contract Manager	Paul Fean, SOYEE Hub and Practice Lead
Deadline for submission of offers	**19th December 2022, 23.59 GMT**

Submission of offers to *procurement@plan-international.org*

Please include the RFQ reference number above in all correspondence

Background Information

1.1. Plan International

Plan International is an independent development and humanitarian organisation that advances the rights of children and young people, and equality for girls and young women. We believe in the power and potential of every child and young person. 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. Plan International's new global strategy 'All Girls Standing Strong' (2022-2027) prioritises Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE) as one of its six key thematic Areas of Global Distinctiveness (AOGDs). Plan International follows a Global Approach to Programme and Influencing in all AOGDs and takes a gender transformative approach to programmes and influencing.

1.2. Skills and Opportunities for Youth Employment and Entrepreneurship

SOYEE programme and influencing focuses on ensuring that vulnerable and excluded young people, especially young women, are resilient and actively engaged in decent work of their choosing, be it waged or self-employment. SOYEE programmes comprise provision of vocational, entrepreneurial and life skills for young people aged 15-24 years, especially young women, as well as building community support for the initiatives. SOYEE complementary components provide structured support to young people to progress along pathways towards entrepreneurship (self-employed) or waged employment, in addition to engaging the private sector to promote decent and gender-responsive workplaces. Plan International has a diverse portfolio of SOYEE programming that reflects different contexts of operation across urban, rural and emergency settings and engaging a range of sectors in both formal and informal market economies.

At global level, the SOYEE Hub focuses on developing programme and influencing models, tools and guidance, opportunities for learning and knowledge exchange, advocacy on SOYEE, and generating research and evidence which supports Plan's gender-transformative approach. The SOYEE Hub coordinates the global SOYEE Network, which connects technical specialists and other colleagues to enhance cross-organisational learning and information sharing, highlight best practices, and strengthen capacity building

1.3. Background to this Consultancy Assignment

The current SOYEE AOGD package was developed in 2018 and reflects the SOYEE contribution to Plan International's '100 Million Reasons' Global Strategy 2017-22. The SOYEE brochure (2019) was developed as part of the AOGD package and partly summarises the AOGD. The SOYEE AOGD package will be refreshed during Financial Year 2023 (FY23) (July 2022-June 2023) to align with Plan International's new 'All Girls Standing Strong Creating Global Change' Global Strategy 2022-27. As part of the strategy, Plan International will develop programme models which are defined as:

> *the building blocks for integrated, multi-sectoral programmes which will contribute to gender-transformative change. The programme models, which build on Plan International's existing good practices, are evidence-based, scalable interventions and include clear standards and guidance for implementation, adaptation and monitoring and evaluation.*

The SOYEE Hub is at the initial prioritisation stage of programme model development and has engaged SOYEE Network members on potential priorities and building blocks. During Financial Year 2022 (FY22), the SOYEE Hub has focused on taking stock, building the SOYEE evidence base, and consultation with SOYEE Network members to identify programme and influencing good practices, lessons learned, and contextual priorities. Some completed activities pertinent to this assignment are:

1. Formation of four task oriented Action Groups on Programme Models, Monitoring, Evaluation, Research and Learning (MERL), Influencing, and Network Learning and Development.
2. Two online workshops with the Action Group and four regional online workshops with SOYEE staff to prioritise potential Programme Models and identify building blocks.

3. Refresh of the SOYEE results framework and indicators with the SOYEE MERL Action Group.
4. SOYEE Meta-evaluation through desk analysis of 90 SOYEE-related evaluations produced 2018-2022 to capture learning on effectiveness, gender and inclusion, relevance, sustainability, and efficiency.
5. Initial planning of the SOYEE In-person Event, expected to be held in February 2023.

The consultancy will build on this foundation through use of the meta-evaluation report and range of workshop reports.

2. Overview of the Assignment

2.1. Objectives

The purpose of this assignment is to support the development of SOYEE Programme Model building blocks in collaboration with the SOYEE Hub and Network members by conducting consultations with young people and internal Plan International stakeholders and producing the SOYEE Programme Models Building Blocks Options Paper.

2.2. Scope of Work

The assignment provides technical support to processes that have already started through the SOYEE Meta-evaluation and internal consultations conducted. SOYEE Programme Models are global resources that should be relevant to the diverse contexts where Plan International operates. The Building Blocks should offer flexible pathways relevant to the diverse country contexts where Plan International operates, notably with consideration of the humanitarian-development-peace nexus and different needs and opportunities in urban and rural settings.

The scope of work broadly reflects three key areas:

1. Facilitation of consultations with young people (one group per region, to be identified by Plan International) and internal stakeholders. All consultations are expected to be held online;
2. Documentation of consultations facilitated or co-facilitated by the consultant or synthesis of consultations conducted prior to the assignment using internal workshop summary reports;
3. Drafting, editing and finalising of the SOYEE Programme Models Building Blocks Options Paper based on the consultations.

2.3. Guiding Questions and Criteria

The key questions guiding this consultancy are:

1. Which SOYEE project approaches currently being implemented by Plan International national organisations (NOs) and country offices (COs) have potential for being programme model building blocks based on the selection criteria?
2. What are the key barriers and opportunities to achieving SOYEE objectives and how can they be addressed by the potential programme model building blocks?
3. How can the potential building blocks be adapted to be relevant to diverse contexts across regions, including in humanitarian, development and nexus settings?
4. How can the potential building blocks be combined to form SOYEE pathways aligned with the SOYEE theory of change in diverse contexts?

The criteria for selecting SOYEE programme model building blocks are listed in full in Annex 1. In summary, the criteria are:

- Addresses a critical issue in SOYEE and supports the achievement of the goal/key outcomes (both thematic and gender equality and inclusion outcomes)
- Aligned with Plan's Global Theory of Change and commitment to children's rights and equality for girls, our intersectional gender transformative programming and influencing approach, and key policies and commitments
- Builds on the existing evidence-base for effective interventions in the area, and reflects recognized standards for the sector

- Relevant for multiple countries across different regions
- Feasible for COs to implement; and has the potential to be adapted and replicated or upscaled across different contexts (development, humanitarian, nexus).
- Marketable with donors
- Has the potential to contribute to broader goals: resilience-building, climate change adaptation, strengthening Civil Society, leadership and participation of children, adolescents and youth.
- Includes elements that are innovative and cutting edge - and has the potential to integrate digitally enabled interventions and to be delivered through hybrid (distance and face to face) approaches
- Support Plan's influencing goals, distinctiveness and "niche" in SOYEE and helps to position Plan International as the go-to organisation for girls
- Potential resources and partners exist for the development and testing of the model.

2.4. Activities

Activity	# Days (indicative)
1. Hold kick-off meeting for the consultant/s and the SOYEE Hub to agree planning, roles and activities, and to identify potential issues and discuss strategies to address them.	1
2. Develop workplan for the assignment.	1
3. Desk review of SOYEE documents (including current AOGD package, online workshop summary reports, meta-evaluation, regional consultation reports etc).	3
4. Design and facilitate youth consultations (one per region) using exploratory, participatory approaches	3
5. Prepare outlines of potential SOYEE programme model building blocks for consultations with Plan International staff in Activity 6.	4
6. Design and facilitate consultations on the Programme Models Building Blocks Options Paper with the SOYEE Core Group, Programme Models Action Group and Business Development staff.	5
7. Design and facilitate consultations with young people (one per region, same groups as Activity 4) to present and validate potential programme model building blocks	5
8. Edit and finalise the Programme Models Building Blocks Options Paper based on the consultations.	5
9. Prepare PPT and present the Programme Models Building Blocks Options Paper to the SOYEE Core Group and Programme Models Action Group for validation by Plan International.	2
10. Share lessons learning from consultancy and potential roadmap for development of Building Blocks in a debrief meeting with the Reference Group	1
Total:	**30**

2.5. Deliverables

1. Workplan for assignment. (Activity 2)
2. Methodology and materials for consultation with young people (one per region, to be identified by Plan International) for 1) Exploratory and participatory session (Activity 4) and 2) Validation consultation session (Activity 7)
3. Consultation methodology and PPT on the SOYEE Programme Models Building Blocks Options with the SOYEE Core Group, Programme Models Action Group, and Business Development staff. (Activity 6)
4. SOYEE Programme Models Building Blocks Options Paper (maximum 20 pages) presenting options for building blocks, potential end-to-end pathways of the building blocks, design/selection principles, contextual priorities and key considerations. (Activity 8)
5. PPT deck on the SOYEE Programme Models Building Blocks Options Paper. (Activity 9).
6. Summary of lessons learned and roadmap for development of Building Blocks (1-2 pages). (Activity 10)

3. Methodology and Duration

3.1. Methodology

The consultant will be expected to develop a clear methodology showing how the assignment will be conducted.

3.2. Duration of the Assignment

The estimated number of days for this assignment is 30 working days. The expected period to conduct the assignment is between February and April 2023.

3.3. Management and Key Stakeholders

This assignment will be managed by the SOYEE Hub/Practice Lead – Dr Paul Fean.

The consultant will work closely with the SOYEE Hub which is part of the Gender Transformative Policy and Practice (GTPP) unit of the Global Hub. The SOYEE Hub comprises the SOYEE Hub/Practice Lead, the Policy and Advocacy Lead and the Network Coordinator.

The SOYEE Hub convenes the SOYEE Network, which currently includes 400 staff from Country Offices, National Organisations, Regional Hubs and the Global Hub whose work relates to SOYEE in both development and humanitarian settings. The SOYEE Hub collaborates with SOYEE members through a range of leadership and collaboration structures:

- SOYEE Core Group (15 technical members) for monthly technical review and oversight.
- SOYEE Steering Group (10 senior leaders) for quarterly strategic review and direction.
- Four task oriented SOYEE Action Groups on: Programme Models, Monitoring, Evaluation, Research and Learning (MERL), Influencing, and Network Learning and Development.

The consultancy assignment includes engagement with and input from the SOYEE Hub, the SOYEE Core Group, Action Group/s and the wider SOYEE Network membership. Given the collaborative nature of the assignment, an individual consultant would be suited to this consultancy. A small team of consultants with complementary skills would also be considered for the assignment.

4. Selection Criteria for Consultants

Bidders will be evaluated against the following criteria:

1. Understanding of and experience in Youth Economic Empowerment, including education/training, pathways to wage/self-employment and decent and gender-responsive work.
2. Qualifications and professional background in fields related to SOYEE (youth economic empowerment, education, international development, economics, human rights, gender studies or similar).
3. Expertise in youth engagement and/or human centred design approaches with young people.
4. Their proposal should make a plan to meaningfully embed youth globally: across contexts and across a diversity of youth.
5. Experience of similar assignments in the past five years.
6. Excellent writing, editing and communication skills, and experience in developing programme tools and guidance.
7. Understanding/experience of working with youth-focused, rights-based and gender-transformative approaches highly desirable.
8. Experience of market systems development and livelihoods programming in development and humanitarian contexts.
9. Direct experience of working in countries where Plan implements programmes is desirable.
10. Work in low and lower-middle income contexts, and in development, humanitarian and nexus contexts.
11. Fluency in English. Working knowledge of Spanish and/or French is desirable.

5. Ethics and Child and Youth Safeguarding

Throughout the assignment, compliance with Plan International's Global Policy on Safeguarding Children andYoung People must be assured at all times. The consultant must demonstrate commitment to strictly adhering to Plan International's Child Protection Policy and Code of Conduct. Any violation or deviation in complying with these policies will result in termination of the agreement.

6. How to Apply

Applicants should submit an application package by 19th December 2022 via email to procurement@plan-international.org, with the subject line "**RFQ FY23-138 SOYEE Programme Models Consultant**" and which must include:

- Detailed response to the RFQ, including proposed scope, methodology and proposed timelines
- Detailed budget, including daily fee rates, expenses, etc.
- CVs of consultant(s)
- Example(s) of previous work
- Signed Annex A – Non Staff Code of Conduct
- Annex B - Supplier Questionnaire (please complete all fields that are relevant to your entity type e.g., self-employed, company etc.)

7. 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.
Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Plan International may award multiple contracts and all contracts will be non-exclusive.

8. 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.

9. Ethics and Child and Youth Safeguarding

Throughout the assignment, compliance with Plan International's Global Policy on Safeguarding Children and Young People must be assured at all times. The consultant must demonstrate commitment to strictly adhering to Plan International's Child Protection Policy and Code of Conduct. Any violation or deviation in complying with these policies will result in termination of the agreement.

10. 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 Request for Quotation, please email:
procurement@plan-international.org

Thank you for your proposal.

11. Annex 1: Criteria for Selection of Programme Models

Different sets of criteria are applicable when:

- ✓ identifying models that merit testing at the global level (replication, improvement and up-scaling);
- ✓ Identifying models which can be included in the global program model portfolio, and promoted for wider adoption/institutionalization.

The criteria for the SOYEE programme models building blocks are listed below under '1) Criteria for models that merit testing at the global level'. The criteria listed under point 2 below will be used at a later stage of the SOYEE Programme Model development process.

1) Criteria for models that merit testing at the global level

- ✓ Addresses a critical issue in one or more AoGDs and supports the achievement of the goal/key outcomes set out in these (both thematic as well as gender equality and inclusion outcomes)
- ✓ Is aligned with Plan's Global Theory of Change and commitment to children's rights and equality for girls, our intersectional gender-transformative programming and influencing approach, and key policies and commitments (Safeguarding, conflict-sensitivity etc.)
- ✓ Builds on the existing evidence-base for effective interventions in the area, and reflects recognized standards for the sector
- ✓ Relevant for multiple countries across different regions
- ✓ Feasible for COs to implement; and has the potential to be adapted and replicated or upscaled across different contexts (development, humanitarian, nexus).
- ✓ Marketable with donors from different segments
- ✓ Has the potential to contribute to broader goals: resilience-building, climate change adaptation, strengthening Civil Society, leadership and participation of children, adolescents and youth.
- ✓ Includes elements that are innovative and "cutting edge" - and has the potential to integrate digitally enabled interventions and to be delivered through hybrid (distance and face to face) approaches
- ✓ Support Plan's influencing goals, distinctiveness and "niche" in the thematic area and helps to position Plan International as the go-to-organisation for girls
- ✓ Potential resources and partners exist for the development and testing of the model.

2) Criteria for models to be included in the global program model portfolio and promoted for wider adoption/institutionalization: These include the same criteria as above as well as the following:

- ✓ **Effective:** Tested in different countries across different regions, contexts and (where relevant) with different impact/target groups – and shown to be effective across these.
- ✓ **Cost-effective:** Cost/resource requirements have been identified and are equivalent to or compare favorably with alternative models/approaches
- ✓ **Adaptable:** evidence from testing/implementation demonstrates that the model can be feasibly replicated across different contexts and with different target groups, while remaining cost-effective.
- ✓ **Scalable:** evidence from testing/implementation demonstrates that the model can be feasibly implemented at greater scale without losing effectiveness.
- ✓ **Documented:** this includes evidence base from M&E/implementation research on relevance, effectiveness, impact; as well as implementation guidance (including pre-requisites for implementation [setting, infrastructure, capacities etc.] and adaptation guidance)
- ✓ **Enables nexus approach:** Evidence from testing/implementation demonstrates that the model can be applied in development/humanitarian/nexus contexts.