



**REQUEST FOR  
QUOTATION**

Main Facts Table	
RFQ reference	To be provided by Procurement RFQ FY23 - 152 Reflection of Intersectional Equity Justice and Inclusion in Plan International's Standards
RFQ launch date	April (TBC)
Contract Manager	Mariama Deschamps
<b>Deadline for submission of offers</b>	17th March 2023 at 23.59 GMT  <b>EXTENDED TILL 02 APRIL 2023</b>

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 its 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: All Girls Standing Strong at <https://plan-international.org/strategy>

## About the commissioning office

Plan International's Global Safeguarding and PSHEA (preventing sexual harassment, exploitation and abuse) Unit and People and Culture Unit are commissioning this work. The Units are part of the Global Hub for Plan International, with a headquarters office in Woking, England. The Global Hub is comprised of over 300 staff employed globally.

The Global Safeguarding Unit exists to provide leadership, strategic direction, on safe, respectful and inclusive environments and behaviour, expertise advice and case management capacity on safeguarding and PSHEA pertaining to children and programme participants in all their diversity throughout Plan International. The People and Culture Department focuses on providing an environment in which staff find their work interesting and rewarding and where staff relationships at work are characterised by respect for each other and rooted in our organisational values.

## Background/Context

Plan International has been on a journey since 2020 to intentionally and thoughtfully examine and improve its organisational culture and practices around diversity, equity, inclusion, and belonging, with the goal of becoming a truly anti-racist organization and decolonising our work approaches.

The outcomes we seek include the following:

- Through an increased awareness of our power, privilege and bias, partners and communities we work with feel respected and valued – our relationships are equitable and mutually accountable.
- All aspects of our work approaches, culture and models tackle colonial legacies and power imbalances
- The power dynamic between individuals, and between Country Offices and partners and Country Offices and Global and Regional Hubs and National Organisation is more equitable.
- Plan staff know that any forms of Racism, Discrimination and Abuse of Power are not accepted by the organisation.
- Employee relations will be strengthened and there will be a visible long-term, sustainable change to staff mindset and behaviour.
- Deepened understanding of feminist principles and what their realisation could look like in our everyday interactions within the organisation, programmes and partnerships and in transforming power relations, decision making, staff management and leadership.

In the past two years, we have established an Anti-Racism Council, composed of staff representing Plan's global network and with the mandate to provide thought leadership on and advocate for anti-racist and equitable principles and behaviours; established a roadmap to guide our activities; rolled out Power,

Privilege, and Bias workshops across various offices and Anti-Racism workshops on request; and included decolonisation goals in our global strategy through our locally-led, globally-connected pillar.

At the same time, we recognize the need to continue to reinforce our commitments and accountabilities through ensuring intersectional, equity quality and inclusion is reflected and mainstreamed in our policies and standards that will embed the above accomplishments and support the work we are doing on changing mindsets and behaviours and thus result in sustainable change.

## 1. Objectives

### Duration of the consultancy:

April to July 2023 (the duration is an estimate. An earlier completion date is preferable)

### Specific activities:

#### A. Review and finalise Plan International's draft Intersectional Equity, Justice, and Inclusion Standards

- a. Draft Standards were developed in 2020 and need updating to ensure adherence with current best practices, existing external standards, and internal activities
- b. Specific alignment of Standards to the [Pledge for Change](#), [Accountable Now](#) (and particularly the questions which refer to divert equity and inclusion and power shifts. This is currently under review however finalisation is in February and in time for this work – [draft questions available here](#)) and Plan's internal anti-racism roadmap, among other documents and frameworks

#### B. Develop procedures for embedding the standards and reporting schedule within current annual global results framework

- a. Currently Plan complies with the external [Accountable Now](#) process, its own annual Country Office management standards, and our internal annual planning and budgeting process, working closely on reports looking at KPI enablers, influencing, etc. – but there is very little related to anti-racism or diversity, equity, and inclusion in any annual reporting. In order to minimize and streamline reporting burdens on our staff and offices, we need to ensure management mechanisms are put in place to monitor progress made against Standards.

## Methodology/ Questions

The work will require:

- Reading and understanding Plan's International's Anti-Racism and Equity Vision and Principles, the draft Intersectional Equity, Justice, and Inclusion Standards, the current Global Gender Equality and Inclusion Policy, the draft SOGIESC (sexual orientations, gender identities, gender expressions and sex characteristics) position paper and the last (2019) Gender and Inclusion Review Report.
- Working with various stakeholders (including the People & Culture, Safeguarding Unit, Gender and Inclusion Team, Media and Communications Team, Delivery Performance and Accountability Team, Anti-Racism Council, etc.) to ensure standards are practical and doable for all parts of the organisation and are in line with our management standards approach.
- Reviewing and understanding the approaches to implementing intersectional anti-racist and equitable principles and decolonisation of work approaches in Plan, with an emphasis on values-based leadership that draws on feminist leadership principles.
- The production and finalisation of a version that will be presented to and adopted by CEO and International Board.

Consultants should come with specialist knowledge of anti-racism; decolonisation; feminist leadership principles; and diversity, equity, inclusion, and belonging frameworks.

## Users

The Intersectional Equity, Justice, and Inclusion Standards will be used throughout the Plan federation as a guide for implementing anti-racist and equitable behaviours and practices. The Anti-Racism and Equity Vision and Principles set forth Plan's vision for an "organisation where all individuals in all their diversity, including their racial and ethnic identity, feel safe, respected, included and valued." As such, the Standards will be upheld by all Plan International entities as they apply to their context, their work, and their relationships (i.e. with the staff, associates, and visitors). They will also be applicable in interactions with the children and program participants with whom Plan International entities engage, as well as the processes, programmes, projects, events and activities they undertake.

- Managers are responsible for ensuring that the Intersectional Equity, Justice, and Inclusion Standards are fully embedded within their areas of responsibility in accordance with the Anti-Racism and Equity Vision and Principles, as applicable to their areas of responsibility.
- The Global Lead – Gender Equality, Diversity, and Decolonisation has delegated responsibility, supporting and providing advice on the implementation of the Intersectional Equity, Justice, and Inclusion Standards.

## 2. Deliverables

Deliverable	Format	Current Document	Due	Detail
Intersectional Equity, Justice, and Inclusion Standards	Word document	Final submission	2 <sup>nd</sup> June 2023	
Proposed results reporting schedule (within existing global results framework reporting)	Word document	Final submission	2 <sup>nd</sup> June 2023	

**It is expected that drafts will be provided for review in stages before 2<sup>nd</sup> June 2023, to be agreed with the Commissioning Office leads and other stakeholders as identified (e.g. (the Anti Racism Council, Gender and Inclusion Lead, Delivery Performance and Accountability Lead).**

## 3. Selection Criteria

Evaluation	Criteria	Scoring Weight
<b>Technical Proposal</b>	Specific Experience of the Consultant(s) relevant to the assignment.	40%
	Adequacy of the proposed methodology to the RFQ	15%
	Consultant(s) qualification & Competence	15%
	Gender Responsive	10%
<b>Financial Proposal</b>		20%
<ul style="list-style-type: none"><li>• Agencies and Candidates with specialist understanding of anti-racism, decolonisation; feminist leadership principles; and diversity, equity, inclusion, and belonging frameworks.</li><li>• Understanding of intersectionality, power dynamics and impact on organisational culture, practices, and behaviours.</li></ul>		

## List of documents to be submitted with the RFQ

Interested applicants should provide a proposal covering the following aspects:

- Detailed response to the Request for Quote (RFQ)
- Proposed methodology/changes to proposed headings
- Proposed timelines
- CVs
- Example of previous work
- Reference
- Detailed budget, including daily fee rates, expenses, etc.

## 4. Submission of offers

Applicants should submit an application package by **EXTENDED TILL 02 APRIL 2023** via email to [procurement@plan-international.org](mailto:procurement@plan-international.org), with the subject line “**RFQ FY23- 152 Intersectional Equity Justice and inclusion Standards**” 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

## 5. 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.**

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.

## 6. 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.

## **7. 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 services 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.

## **8. Plan International's Ethics & Safeguarding**

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Ethical MERL Framework and our Child and Youth Safeguarding Policy. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

## **9. 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 RFQ, please email:

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

Thank you for your proposal.