



**REQUEST FOR  
QUOTATION**

Main Facts Table	
RFQ reference	<b>RFQ FY23 - 156 Development and delivery of a Training of Trainers on the Science of ECD seminar series - French</b>
RFQ launch date	9 <sup>th</sup> March 2023
Contract Manager	Melanie Swan, Global Technical Lead, Early Childhood Development Network
<b>Deadline for submission of offers</b>	<b>23<sup>rd</sup> March at 23.59 GMT</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 and ECD Programming

Founded more than 70 years ago, Plan International (Plan) is one of the largest children's development organizations in the world. Plan International is independent, with no religious, political, or governmental affiliations. We work together with children and communities in over 50 developing countries across Africa, the Americas and Asia, and with our supporters and funders in 20 countries to promote a just world that advances children's rights and equality for girls.

Early Childhood Development (ECD) is one of six priority thematic areas for Plan. Our ECD thematic framework encompasses four distinct, but inter-linked and mutually reinforcing, core components aligned with the Nurturing Care Framework: gender transformative parenting/caregiving, Gender transformative early learning, Maternal, new-born and child health and nutrition (MNCHN), Water, Sanitation and Hygiene (WASH)).

Plan, meanwhile, operates in multiple Francophone countries in West and Central Africa; including Benin, Burkina Faso, Central African Republic, Guinea, Mali, Niger, Senegal, and Togo. In the majority of these, teams are implementing one or more of the core components mentioned above, often across different contexts - development, humanitarian, protracted crises. In several cases – where programming has traditionally focused on MNCHN, WASH and pre-primary education - there is increasing interest in the integration of parenting interventions focused on responsive caregiving, play and early learning and protection, into these existing sectorial interventions.

## Background on this consultancy

One barrier to progressing ECD work in the countries in the region has been the relative dearth of training resources and learning materials available in French. For this reason, Plan has recently collaborated under an agreement with **Red River College** (herefore the “external partner”) to undertake the translation of the [Science of ECD Seminar Series](#) and its constituent parts (facilitator's guide, participant's guide, videos, power-points, hand-outs) into French.

Plan International is commissioning this consultancy to:

- Develop *Training of Trainers (TOT) resources on the SECD Seminar Series*, as these do not currently exist; and
- Deliver the TOT for staff in different countries, who would then be able to facilitate learning opportunities for other staff and partners – including community organizations – using the SECD Seminar Series

The TOT will be delivered through primarily a virtual modality, recognizing the challenges of organizing face-to-face training of trainers for staff due to continued travel restrictions, the costs associated and the possibility of involving a larger number of countries and staff in this way.

## Objectives

**Objective:** Design a virtual TOT on the complete SECD seminar series, based on and using/adapting the SECD facilitator's guidance and resources, and deliver the TOT virtually to staff in different countries, in French.

The TOT will, in principle:

- Be open to small groups of staff from the French-speaking countries in which Plan works in the region. Staff from the same country would participate together in each on-line session, and work on the different

session activities and exercises together face-to-face. Where the country has ECD specialists on the team, these staff would play a key role supporting the learning of other staff in-country.

- Cover all the different modules of the Seminar Series (Brain Development, Coping and Competence, Communication and Learning, Ecology of Childhood, Developmental Health) and be delivered through two-hour sessions conducted every week over approx. 3 months (14 weeks), in alignment with the SECD Facilitator's Guide.
- Be delivered through an appropriate online platform (To be Determined, but could be Blackboard Web, Microsoft Teams, or Zoom) with Plan/country teams responsible for ensuring adequate connectivity as well as delivery of the participants' resources beforehand (for offline use in the event that this is necessary).
- Be accompanied by pre-test and post-tests for participating staff, who would need also to ensure a minimum level of attendance in order to receive certification and the ability to use the Seminar Series materials license-free in their work (for the allotted period under the agreement between Plan and its external partner).

## Deliverables

1. Curriculum for the TOT on the SECD seminar Series, and proposed Session schedule for weekly two-hour sessions over 14 weeks (3 months)
2. TOT materials: trainers' guide, power-points, session activities and any additional resources needed.
3. Delivery of the TOT on-line to up to 5 country groups.
4. A brief report (5 – 10 pages max.) at the end of the training process, documenting the process, what worked well, what were the challenges and providing recommendations for future delivery of SECD trainings using this modality.

## Activities

1. Inception: A start-up meeting with members of Plan International's ECD team, and Plan's external partner representatives to discuss the process, deliverables, safeguarding and ethics processes, and agree on ways of working and timeline
2. Review of the SECD Seminar series facilitators' resources (facilitators guide, activities guide, resources list and power-point slides), and presentation of the proposed curriculum and content for the TOT – drawing on the Seminar series resources to the maximum degree possible. Please note that general training on face-to-face facilitation skills is not needed as Plan has training resources available that cover this.
3. Development of the TOT session guides and resources
4. Development of a proposed pre-test and post-test questionnaire for participating staff, and support for the analysis of the results to identify strengths and gaps in knowledge prior to commencing the training.
5. Facilitation of weekly sessions on-line using the TOT session guides, with the logistics/coordination support of the ECD network coordinator and the ECD Regional Focal Person for West and Central Africa.
6. Preparation of the final report, documenting the process and recommendations for the future.

## Plan and Plan's external partner Responsibilities

### External Partner Responsibilities:

1. Review the TOT curriculum, content and session agenda, making recommendations for adjustments, if needed, prior to approving
2. Review the TOT session guides, activities and resources, making recommendations for adjustments, if needed, prior to approving

3. Review of the proposed pre- and post-test questionnaire, making recommendations for changes, as needed
4. Provision of certification and the full facilitators' package to participants who complete the course with adequate attendance and post-test scores.

### **Plan International's Responsibilities:**

1. Review the TOT curriculum, content and session agenda, making recommendations for adjustments, if needed, prior to approving
2. Review the TOT session guides, activities and resources, making recommendations for adjustments, if needed, prior to approving
3. Identify staff who are interested in participating in the training, ensuring that these have managerial support for their participation, and that they complete the pre- and post-test questionnaire
4. Distribute participants materials (for instance on flash-drives) before the course starts, in the event that off-line use is needed
5. Provide logistics/coordination support for the organization and implementation of the on-line sessions on the online platform selected
6. Support the expert trainer if there are countries/staff who need follow-up, additional supports
7. Ensure that learning from this experience is used as Plan develops/delivers further virtual training for ECD staff.

### **Timelines and management**

It is anticipated that the assignment will run from April/May – September/October 2023. The work will be desk-based. The consultancy will be managed and coordinated by the Global Practice Lead for ECD (Melanie Swan), with the support of other members of the ECD team and Plan's Learning and Development team, in collaboration with members of Plan's external partner.

### **Ethics and child protection**

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

### **Selection Criteria for consultant(s)**

The successful consultant should have the following characteristics:

- Deep theoretical knowledge of the science of early years' development and wellbeing, and of guiding frameworks used in the sector essential
- Understanding of the barriers and challenges to young children's optimal development and wellbeing across different contexts and communities essential
- ECD programming or policy experience, including in low and middle-income countries, highly desirable
- Knowledge of or experience using the Science of ECD Seminar Series highly desirable
- Proven track record in designing and blended learning initiatives (F2F and online)
- Fluency in French and working knowledge of English essential

## 1. Submission of offers

Applicants should prepare and submit an application package by 23.59 GMT 23<sup>rd</sup> March 2023 via email to [procurement@plan-international.org](mailto:procurement@plan-international.org), with the subject line “**RFQ FY23 - 156**” and which must include:

- CV of the consultant who will carry out the work (French or English)
- A cover letter outlining how you meet the consultant specification, including relevant previous experience
- A proposal describing your approach and methodology, days and dates for deliverables, and budget (French or English)
- Completed Annex A ‘Supplier Questionnaire’ (it is acknowledged that not all questions will be applicable to any individual consultants, but please kindly complete with as much information as is applicable) English
- Signed Annex B ‘Non-Staff Code of Conduct’- English

We aim to undertake interviews shortly and award the consultancy by April. If you have questions about the consultancy, please contact [procurement@plan-international.org](mailto:procurement@plan-international.org)

## 2. 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.

## 3. 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.

## 4. 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.

## **5. 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.