REQUEST FOR QUOTATION
<table>
<thead>
<tr>
<th><strong>Main Facts Table</strong></th>
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<tbody>
<tr>
<td><strong>RFQ reference</strong></td>
<td>To be provided by Procurement</td>
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<tr>
<td></td>
<td>RFQ FY24- 173 Safe Culture Mapping and Overview Paper</td>
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<tr>
<td><strong>RFQ launch date</strong></td>
<td>14th July 2023</td>
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<tr>
<td><strong>Contract Manager</strong></td>
<td>Director – Global Safeguarding and PSHEA</td>
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<tr>
<td><strong>Deadline for submission of offers</strong></td>
<td>4th August 2023 at 23:59</td>
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Submission of offers to 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’s is committed to ensuring a safe, respectful and inclusive environments for all of its staff, associates, visitors and for the children and programme participants it work with in all their diversities.

Our Commitment is underpinned by our Values and organisational policies such as our Safeguarding Policy, Prevention Sexual Harassment Exploitation (PSHEA) and Abuse Policy, Harassment, Bullying and Discrimination (HBD) Policy, Gender and Inclusion Policy, Feminist Leadership Principles, Anti-Racism and Equity Vision and Principles and the standards which guides the implementation of these policies, ensures we remain committed to and accountable for the creation of a culture, environment and working relationships that ensures all who work for and engage with the organisation feel safe, respected, included and we do no harm.

Our commitment also ensures we do absolutely everything we can to ensure our staff are actively engaged in reflecting on and willing into being the appropriate mindsets and behaviour required for a safe respectful and inclusive culture.

In addition to the policies and accompanying standards mentioned above Plan International offers plethora of workshops and tools are available for this purpose (allowing space, and time to reflect, discuss and activate the will to change) – these include:

- Values Conversations workshops
- Planting Equality workshops
- Defy Normal: Social and Gender Norms Action Learning Module workshop
- Harassment Bullying and Discrimination training and toolkit.
- Safeguarding and PSHEA Foundation toolkit
- Feminist Labs
- Power Privilege and Bias workshop
- Anti-Racism workshop
- Masculinities for Preventing Violence workshop.
- Exploring the Power Within workshop
- Honouring the Call of the Self and Activating the Will to Change
- Safe Culture Assessment Tool

We are now looking for the development of an overview paper/guide that will provide a mapping out these tools, workshops and supports, bringing it all together to create a holistic guide and flow for office working on safe culture work (a flow of using the tools and supports available)

1. Objectives

Duration of the consultancy:

5 days between – 17th of August and the 7th of September. To be determined between consultant and Safeguarding team.

Specific activities:

Develop a reader friendly mapping of safe, inclusive and respectful culture tools and workshops available in Plan International and a guide/overview of how (the flow) these could be used to improve culture in an office. A guide for Senior managers in an office to use.

Methodology/ Questions

The work will require:

- Working with a number of stakeholders – the Heads /Directors of the Global Safeguarding PSHEA Unit, the Employees Relation and Inclusion Team, the Gender and Inclusion Team and the Membership Services in order to ensure an understanding of the tools, supports and workshops available and how they may flow (the non-negotiables for example and what leads from this)
- The development of the draft paper/guide (it is not expected to be more than 4 pages long)
- Distribution to a sample of users in order to ensure user friendliness.
- Delivery of a final paper/guide

Consultants should come with working knowledge of developing flow charts (safe culture flow charts), user friendly language and writing, ability to see a big picture, holistic thinking. Knowledge of some of culture tools would be highly appreciated.
Users

The paper or guide will be read by any staff and used by senior managers.

2. Deliverables

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Format</th>
<th>Current Document</th>
<th>Due</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mapping/Flow Chart/paper</td>
<td>word</td>
<td>draft</td>
<td>31st August 2023</td>
<td></td>
</tr>
<tr>
<td>Flow Chart/paper</td>
<td>word</td>
<td>final</td>
<td>7th September</td>
<td></td>
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3. Selection Criteria

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Criteria</th>
<th>Scoring Weight</th>
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<tr>
<td>Technical Proposal</td>
<td>Specific Experience of the Consultant(s) relevant to the assignment.</td>
<td>40%</td>
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<tr>
<td></td>
<td>Adequacy of the proposed methodology to the RFQ</td>
<td>15%</td>
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<tr>
<td></td>
<td>Consultant(s) qualification &amp; Competence</td>
<td>15%</td>
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<tr>
<td></td>
<td>Gender Responsive</td>
<td>10%</td>
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<tr>
<td>Financial Proposal</td>
<td></td>
<td>20%</td>
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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 4th August 2023 via email to procurement@plan-international.org, with the subject line “RFQ FY23-173 Safe Culture Mapping and Overview Paper” and which must include:

- Detailed response to the RFQ, including proposed scope, methodology and proposed timelines
- Detailed budget, including daily fee rates, expenses – Submitted in EUR.
- 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, the week of the 7th August 2023.

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

Thank you for your proposal.