REQUEST FOR INFORMATION
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Greenhouse Gas (GHG) Calculation Tool

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<td>RFI FY24 – 187 Greenhouse Gas (GHG)</td>
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<td>Calculation Tool</td>
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<td>RFI Issue date</td>
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<td>9th August 2023</td>
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<td>Contract Manager</td>
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<td>Dare Ologe</td>
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<td>Deadline for submission of offers</td>
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<td>23rd August 2023</td>
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Submission of offers to

procurement@plan-international.org (Add applicable Email Address)

Procurement Department
Plan International
Dukes Court - Block A
Dukes Street
Woking
GU21 5BH
Dear Sir or Madam,

RE: Request for Information for Greenhouse Gas (GHG) Calculation Tool

Plan Limited is currently reviewing the provision of RFI FY24 – 187 Greenhouse Gas (GHG) Calculation Tool. As part of developing our plans to meet this requirement we are issuing this Request for Information (RFI). This RFI is one vehicle by which we can systematically identify similarities and differences between suppliers in the market, and additionally gain a greater understanding of specific suppliers’ offering with respect to the provision of a Greenhouse Gas calculation tool.

You are invited to submit a response to this RFI. This will be considered solely for the purposes of building a greater understanding of the marketplace and industry’s ability to fulfil our requirements. We look forward to your response by the closing date and time provided on the cover page of our RFI documentation.

Yours sincerely

Edita Stuglyte
Procurement Officer
PART 1 – BACKGROUND

Climate change is the greatest global, intergenerational, gender and social injustice of our time. It impacts the rights of the most marginalised most severely, and magnifies gender inequalities, especially for girls. As a child’s rights organisation, Plan International has a duty to upholding the rights of those most vulnerable in the climate and environmental crisis. At the same time, as a responsible organisation, Plan International is committed to monitoring and reducing the environmental impacts of its operations and programming. This includes being able to continuously monitor the organisation’s GHG emissions with the aim identifying critical areas that will require improvements in order to meet pre-set decarbonization goals. In view of this, Plan International is seeking for a suitable software tool that will be able to adequately calculate the emissions of the organisation’s activities globally.

1. 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 80 years, and are now active in more than 75 countries.

Read more about Plan International's Global Strategy: Girls Standing Strong at https://plan-international.org/strategy

1.1 Company overview

Plan International’s new global strategy has an intent to take action to help 100 million girls learn, lead, decide and thrive. Putting this new strategy into practice will require significant changes across the organisation as we work towards becoming a global thought leader on girls’ rights. The intended outcome of the capability exists to ensure Plan International responds efficiently and effectively to the wider needs of the organisation, providing the right skills and the right time and manages the resources available to us.

1.2 The Opportunity

Plan International is considering options for the provision a GHG calculation tool that is aligned with the GHG Protocol Corporate Standard and is suitable for the humanitarian and development sector. The Opportunity includes, but is not limited to, the following broad specifications:
**Multi-user Capability:** The software should support multiple users from the organisation’s offices covering over 75 countries, who will be responsible for entering activity data into the software.

**Remote Accessibility:** The software should be accessible by authorized users from any location via internet connection.

**Offline Data Synchronization:** Ability for the software to receive data while offline and upload the data to the server at a later time when network connectivity has been restored.

**GHG Emission Scopes:** The software should cover all scope 1, 2, and 3 emissions, and all the categories that are relevant to the humanitarian and development sector.

**Customizable Emission Factors:** The software should allow the users to customize the emission factors per activity to suit the organisation’s preferences.

**Customizable Calculation Methods:** The software should allow the users to customize the calculation methods per emission category to suit the organisation’s preferences.

**Data Integration Capability:** The software should have the ability to import and combine activity data from various sources into one, to form a unified dataset for calculating the associated emissions.

**Localization Feature:** The software should provide user interface elements, messages, documentation, and help in different languages (especially English, French, and Spanish), with a setting to toggle between the languages as preferred by the users.

**Dashboard Feature:** Provide the GHG inventory results in different formats, such as tables, charts, graphs, maps, and reports, that are consistent, transparent, accurate, complete, comparable, and verifiable.

1.3 **Purpose of the RFI**
The purpose of this RFI is to allow Plan to assess supplier responses and use the resultant assessments in future decision making in regard to supply of the Opportunity. Whilst it is the intent of Plan to compare supplier responses for the purposes of pre-qualification and possible short listing for further consideration, Plan Limited makes no obligations or undertakings in any way to:

a) go to tender; or

b) accept any RFI information received from suppliers; or

c) include suppliers responding to this RFI in any future tender invitation; or

d) any other commitment to suppliers whatsoever, including any intention to form a contract with any supplier for provision of the Opportunity.

**PART 2 – INSTRUCTIONS**
This Part sets out instructions regarding submission of responses to this RFI.

2.1 **RFI key dates**
The following key dates apply to this RFI:

RFI Issue Date As stated on the RFI Cover Page
RFI Closing Date and Time  As stated on the RFI Cover Page

2. 2  Company contact
The following individual is the nominated Plan contact for this RFI.

<table>
<thead>
<tr>
<th>Name</th>
<th>Edita Stuglyte</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title/Position</td>
<td>Procurement Officer</td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:Edita.Stuglyte@plan-international.org">Edita.Stuglyte@plan-international.org</a></td>
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2. 3  Queries and questions during the RFI period
Suppliers are to direct any queries and questions regarding the RFI content or process to the Company contact. All questions should be submitted by email to procurement@plan-international.org. Plan may choose to convey responses to submitted questions and queries to all suppliers so that each is equally informed.

2. 4.  Response lodgement methods and requirements
Suppliers must submit one copy of their response to Plan by the following method:

a) By email to: procurement@plan-international.org. The subject heading of the email shall be RFI FY24 – 187 Greenhouse Gas (GHG) Calculation Tool – Response - [Supplier Name]. Electronic copies are to be submitted in PDF and native (e.g. MS Word) format and suppliers may submit multiple emails (suitably annotated – e.g. Email 1 of 3) if attached files are deemed too large to suit a single email transmission.

Responses must be prepared in English and in the format requested in Part 3 of this RFI.

2. 5  Late responses
Suppliers are responsible for submitting their response prior to the RFI closing date and time in accordance with the acceptable lodgement requirements described in Clause 2. 5. There will be no allowance made by Plan for any delays in transmission of the response from supplier to Plan. Any Proposal received by the Company later than the stipulated RFI closing date and time may be removed from further consideration by Plan.

2. 6  Suppliers to inform themselves
Plan has taken all reasonable care to ensure that the RFI is accurate; however, Plan gives no representation or warranty as to the accuracy or sufficiency of the contained information.

2. 7  Costs of preparing the response
All costs relating to the preparation and submission of a response are the sole responsibility of the supplier. Plan shall not pay the supplier, wholly or in part, for its response.

2. 8  Confidentiality
Except as required for the preparation of a proposal, suppliers must not, without Plan’s prior written consent, disclose to any third party any of the contents of the RFI documents. Suppliers must ensure that their employees, consultants and agents also are bound and comply with this condition of confidentiality.

2. 9  Acceptance of these Conditions
Suppliers, by submitting a response to this RFI, are deemed to have acknowledged and agreed to the conditions set out in this RFI and have read and agreed to Plan’s general Terms and Conditions included in this RFI.
PART 3 – INFORMATION TO BE PROVIDED

This Part details all the information suppliers are required to provide to Plan. Submitted information will be used by Plan as set out in Clause 1.3. The following minimum information is to be provided. If this information, or any additional information, is available on your website please provide the address to enable Plan to undertake further analysis.

3.1 Supplier details

a) Supplier name (Trading and Registered), Company registration number, and registered address.

b) Details of supplier operations and operating locations.

c) Supplier ownership information, including details of Directors and other key office bearers.

d) Details of any current legal actions pending against the supplier or its directors and/or office bearers.

e) Relationships with any parent company (if applicable).

f) Details of joint venture arrangements (if applicable).

g) Details of when the supplier organisation was founded, including origins and historical development of the organisation (if needed).

h) Total number of employees.

3.2 Supplier capabilities and experience

a) A description of the core supplier business, listing relevant case studies or examples (a maximum of three) that support this description. Where possible, include case studies that may relate to activities consistent with the Opportunity. Within necessary boundaries of confidentiality, please be as specific as you can.

b) Additional services, products and works provided outside of your core business.

c) Examples (if any) of services that supplier has provided to Plan including the name of the Company representative/s concerned.

d) Details of key health and safety, environmental and other performance measures.

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

3.3 Certifications and awards (if applicable)
a) Details of all certifications held (e.g. ISO 9001) including date of last certification/recertification and details of the certifying body (copies of certifications may be appended to your response).

b) Details of any recent external corporate awards, including the awarding body, if relevant to the Opportunity.

3.4 Policies

a) Details of all major supplier policies, including Health and Safety, Environmental/Sustainability, Employee Relations and Local Participation. Copies of policies are to be appended to your response.

3.5 Indicative Pricing

a) Details of indicative rates and prices to perform the Opportunity. Please provide prices in GBP (for UK-based candidates) or GBP AND USD (if outside the UK).

3.6 Other Information

a) Any further information you believe Plan may require in support of its RFI review.