INVITATION TO TENDER
Table of Contents

1. Background Information on Plan International ................................................................. 2
2. Summary of the Requirement .............................................................................................. 2
3. ITT Overview and Instructions .......................................................................................... 2
   3.1. Overview ....................................................................................................................... 2
   3.2. Instructions to Tenderers .............................................................................................. 4
   3.3. Key Dates and Timelines .............................................................................................. 4
   3.4. Pricing .......................................................................................................................... 5
4. Selection Criteria ............................................................................................................... 5
5. Evaluation of offers ............................................................................................................ 7
6. Terms & Conditions ............................................................................................................ 7
7. Plan International’s Ethical & Environmental Statement .................................................. 8
8. Submission Checklist ......................................................................................................... 8
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 85 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

2. Summary of the Requirement

Each year Plan International launches a global ‘State of the World’s Girls’ report (SOTWG) for International Day of the Girl in October, as part of our Girls Get Equal campaign. One of the methods that we apply is collecting data through a closed-question survey.

3. ITT Overview and Instructions

3.1 Overview

Plan are looking for firms to partner with in undertaking these surveys going forward, the requirements are:

- The chosen firm needs to have access to a large pool of survey respondents, the sample preferred for 2024 is girls (aged between 15-19) and young women (aged between 20-24) - including LGBTIQ+, non-binary and girls with disabilities. However, please note from 2025 onwards, the sample may include boys (aged between 15-19) and young men (aged between 20-24).

- The preference would be for representative samples in countries if possible. The least we should aim to have should be samples representative in terms of sex assigned at birth (only potentially applicable from 2025 on), age, and location (this would include urban and rural). And if the pool of participants allow, then sexual orientation gender identity and disability status.
- The topic of the survey may change from year to year OR we may repeat the same survey across years. The current plan is for a differing topic in 2024 and possibly a repeated survey from 2025-2028. Please note the topic of the survey is subject to change and the plan for 2025 onwards could change.
- Correct ethical and consent and safeguarding procedures would need to be applied when working with the pool of respondents including up to 1-minute screening those aged 15-17 years for parental confirmation of age and parental consent.
- Firms would need to have global reach across the regions where Plan International works, these include North America, Africa & The Middle East, Asia, Europe and Oceania [See full list of countries in Annex A].
- The number of countries that we require survey data from would be between 10-20 countries and each country would require 1,000 responses where possible. If both boys and girls are required in the sample, we would like an even split between girls and boys.
- The survey data should be representative of the age groups and populations of each country, where possible.
- Ability to programme and translate the survey into local languages where applicable.
- The survey would be a closed question survey consisting of about 20 questions and need to be completed within a 2-week field period expected to take place in normally in February or early March year to year.
- Ability to collect survey responses via online, Computer Assisted Web-Interviewing (CAWI), SMS modalities, Computer Assisted Personal Interviewing (CAPI), and Computer Assisted Telephone Interviewing (CATI) and the ability to change methods where necessary e.g. if low response rate is occurring from a method like SMS then Computer Assisted Telephone Interviewing (CATI).
- Thorough data cleaning will need to be carried out before submitting the data sets to Plan International and data cleaning steps will need to be clearly traceable and shared with Plan International (e.g. in do files). Raw and cleaned data files would need to be delivered in a self-documented Stata, SPSS(and excel) data set for all survey data (from all open-ended and close-ended questions) having complete variable and value labels (agreed with the Plan research team), translated values and statistical weights incorporating population benchmarks (if applicable).
- If possible – sharing final report with survey respondents.
- The provider will not need to input on analysis or report writing but may be asked for feedback on the questionnaire design and submit a methodology report. This report should include:
  - timeframe for data collection
  - Data collection methodology e.g CAWI, CATI etc
  - Consent safeguarding and ethics
  - training of data collectors (where applicable)
  - testing
  - translations and language used
  - quality assurance and data monitoring
  - sampling and weights (where applicable)
  - incentives to participants (where applicable)
  - information on databases/how you reach out to participants
  - Limitations

Plan can provide a report outline for the above if necessary.

Successful Bidder(s) will be expected to enter into a Long-Term Agreement with our organization. Plan International reserves the right not to award a contract as a result of this Invitation to Tender, or to award to multiple successful Bidders.
3.2 Instructions to Tenderers

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is the Bidders’ responsibility to ensure their offer is complete and that you provide all the necessary information asked for in the format specified, or risk your offer being rejected. Further details can be found in section 8 of this ITT document, ‘Submission Checklist.’

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

Documents comprising this tender pack are as follows:

- ITT FY24-189- International Day of the Girl- Research Survey (Plan Tender Dossier)
- ANNEX A – Full List of Countries
- ANNEX B - Pricing Schedule. Please feel free to add other relevant columns for costs if needed.
- ANNEX C - Supplier Questionnaire
- ANNEX D - Non-Staff Code of Conduct

Tenderers are required to submit their proposal, inclusive of all required annexes, via email to procurement@plan-international.org. Offers must be received by the deadline specified in the section ‘3.3 Key Dates and Timelines.’

The offer and all correspondence and documents related to the tender must be written in English.

Each Tenderer or member of consortium or sub-contractor may submit only one offer.

Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to procurement@plan-international.org and must include the ITT reference number: ITT FY24-189- International Day of the Girl- Research Survey.

3.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan International reserves the right to change these at any time as the tender progresses. To maintain transparency, fairness, and adequate time to prepare your offers, Plan International will inform all interested Parties of any changes to these key dates and timelines simultaneously and in a timely fashion.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue of Invitation to Tender</td>
<td>30/11/2023</td>
</tr>
<tr>
<td>Deadline for supplier submission of clarifications questions</td>
<td>07/12/2023</td>
</tr>
<tr>
<td>Deadline for Plan to respond to clarification questions</td>
<td>12/12/2023</td>
</tr>
</tbody>
</table>
### 3.4 Pricing

Bidders are required to complete the pricing schedule attached separately in ‘Annex B – Pricing Schedule.’ Please feel free to add other relevant columns for costs if needed. All prices must be quoted in GBP, and exclusive of Value Added Tax (VAT).

It is expected that prices will be fixed for the duration of the contract and quotes valid for a maximum period of 90 calendar days following the Closing Date of this tender. If for any reason you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

To ensure a fair and transparent process, Plan International will not be able to divulge budget information relating to this tender or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

The successful Bidder will be required to pay their staff who work on this contract at least the National Living Wage.

Please refer to ‘Annex A - Specifications’ for full details of the requirement.

### 4. Selection Criteria

Bids will be assessed against predetermined criteria which has been developed and agreed by the Tender Panel prior to launching this Tender process. The information gathered in ‘Annex B – Pricing Schedule’ and any other requested documentation, will be used to evaluate and score each Bid against this set criteria. Please find further details in the below table:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Tenderers must demonstrate,......</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compliance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tender Compliance and Completion</td>
<td>▪ Satisfactory completion of all documentation requested with sufficient information, submitted no later than the Closing Date specified.</td>
<td>Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.</td>
</tr>
<tr>
<td></td>
<td>▪ Agreement to our mandatory policies as set out in ‘Annex E - Non Staff Code of Conduct.’</td>
<td></td>
</tr>
<tr>
<td><strong>Technical Proposal (65%)</strong></td>
<td></td>
<td>25%</td>
</tr>
<tr>
<td>Understanding of the assignment</td>
<td>▪ Must demonstrate a good understanding of activities, steps and tasks involved to successfully complete this assignment, including alternative approaches for increasing survey responses when the response rate is low.</td>
<td></td>
</tr>
</tbody>
</table>
| Plan and approach | • Strong experience in project management including data collection in different contexts.  
• Ability to meet language requirements in relevant countries. | 15% |
|---|---|---|
| Technical expertise | • Provide plan with a scope of work and explanation of chosen approach including what countries (from our list) are possible to deliver in.  
• Ability to meet planned timelines | 25% |
| Financial Proposal (30%) | • Demonstrate experience/expertise in delivering large scale global surveys via different methods online, SMS, telephone, face to face etc.  
• Previous Experience working with INGOs on similar projects.  
• One customer reference provided.  
• Strong expertise in ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies. | 30% |
| Pricing Schedule | • Completion of ‘Annex B – Pricing Schedule’ with all requested information  
• Fixed pricing  
• Economically advantageous for the organisation | |
| Gender Responsive (5%) | As part of our ongoing Gender Responsive Procurement Initiatives, Bidders will be allocated 5% of the overall score if they meet one or more of the following:  
• If headed up by a woman  
• If supplier is a women-owned business: A legal entity in any field that is more than 51% owned, managed, and controlled by one or more women.  
• If the % of women in management positions is over 35%  
• If % of women workers is 55% or above  
• If robust gender equality initiatives are in place and active. E.g. WEPs signed, gender equality procurement policy, any additional gender-sensitive program implemented. | 5% |
5. Evaluation of offers

The Tender Panel will review all Bids to ensure they meet the minimum requirements listed under the 'Compliance' section in the above table. Following this, each Bid will be assigned a score on the basis of predetermined criteria and their associated weighted scorings.

The contract(s) will be awarded to the Bidder(s) who represent the best overall value for Plan International in terms of the evaluation criteria set out above. By participating in this tender, you acknowledge and understand that Plan reserves the right to:

- Decide not to award to any supplier
- Decide to award to one or more suppliers
- Decide to readvertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of award of contract will be issued via e-mail.

6. Terms & Conditions

By submitting a Bid as part of this Tender process, you also acknowledge and understand that:

- Plan International will not be liable for any costs or expenses incurred in the preparation of your offer
- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols
- Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers
- Part of the evaluation process may include a presentation from the Bidder and a site visit by Plan International staff, where applicable and necessary
- Plan International reserves the right to alter the schedule of tender and contract awarding
- Plan International reserves the right to cancel this tender process at any time and not to award any contract
- Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan International does not bind itself to accept the lowest, or any offer
- Any attempt by the Bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable
- You accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which you hereby waive
- You have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. You are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Plan International’s discretion
- You are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Plan International in writing
You declare that you are affected by no potential conflict of interest, and that you and our staff have no particular link with other Bidders or parties involved in this competition. Should such a situation arise during performance of the contract, you shall immediately inform Plan International in writing.

You accept Plan International’s standard terms of payment which are **30 days** after the end of the month of receipt by Plan of a proper invoice or, if later, after acceptance of the Goods or Services in question by Plan International Ltd.

7. **Plan International’s Ethical & Environmental Statement**

- The organisation should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation.

- The organisation should seek to set reduction targets in areas where the organisation’s activities lead to significant environmental impacts.

8. **Submission Checklist**

Please note Plan International are unable to accept submissions which are accessible by an online link, for example SharePoint, Dropbox etc. Please submit the documents as email attachments.

<table>
<thead>
<tr>
<th>Document</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annex B - Pricing Schedule</td>
<td>Please complete with all requested information and return in excel format.</td>
</tr>
<tr>
<td>Annex C - Supplier Questionnaire</td>
<td>Please complete with all requested information and return in Word format.</td>
</tr>
<tr>
<td>Annex D - Non-Staff Code of Conduct</td>
<td>Please sign and date this document and return in PDF format.</td>
</tr>
<tr>
<td>Customer Reference</td>
<td>Please provide a customer reference for evidence of work of a similar scope (if you have not conducted a survey for Plan International previously.)</td>
</tr>
</tbody>
</table>
## Annex A – Plan International Countries

<table>
<thead>
<tr>
<th>North America</th>
<th>Latin America and the Caribbean</th>
<th>Europe</th>
<th>Africa &amp; the Middle East</th>
<th>Asia &amp; the Pacific</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canada</td>
<td>Bolivia</td>
<td>Belgium</td>
<td>Benin</td>
<td>Australia</td>
</tr>
<tr>
<td>USA</td>
<td>Brazil</td>
<td>Denmark</td>
<td>Burkina Faso</td>
<td>Bangladesh</td>
</tr>
<tr>
<td></td>
<td>Colombia</td>
<td>Finland</td>
<td>Cameroon</td>
<td>Cambodia</td>
</tr>
<tr>
<td></td>
<td>Dominican Republic</td>
<td>France</td>
<td>Central African Rep</td>
<td>China</td>
</tr>
<tr>
<td></td>
<td>Ecuador</td>
<td>Germany</td>
<td>Egypt</td>
<td>Hong Kong</td>
</tr>
<tr>
<td></td>
<td>El Salvador</td>
<td>Ireland</td>
<td>Ethiopia</td>
<td>India</td>
</tr>
<tr>
<td></td>
<td>Guatemala</td>
<td>Netherlands</td>
<td>Ghana</td>
<td>Indonesia</td>
</tr>
<tr>
<td></td>
<td>Haiti</td>
<td>Norway</td>
<td>Guinea</td>
<td>Japan</td>
</tr>
<tr>
<td></td>
<td>Honduras</td>
<td>Spain</td>
<td>Guinea-Bissau</td>
<td>Laos</td>
</tr>
<tr>
<td></td>
<td>Paraguay</td>
<td>Sweden</td>
<td>Jordan</td>
<td>Myanmar</td>
</tr>
<tr>
<td>Peru</td>
<td>Switzerland</td>
<td></td>
<td>Kenya</td>
<td>Nepal</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UK</td>
<td>Lebanon</td>
</tr>
<tr>
<td></td>
<td>Ukraine</td>
<td></td>
<td>Liberia</td>
<td>South Korea</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Malawi</td>
<td>Sri Lanka</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mali</td>
<td>Thailand</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mozambique</td>
<td>Timor-Leste</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Niger</td>
<td>Vietnam</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Nigeria</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rwanda</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Senegal</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sierra Leone</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>South Sudan</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sudan</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tanzania</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Togo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Uganda</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>--------</td>
<td>---------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zambia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zimbabwe</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>