



# Request

# For Quotation

# Strengthening M&E Framework for Conversations that Matter Consultancy

Main Facts Table	
RFQ reference	RFQ FY25 -189
RFQ launch date	2 <sup>nd</sup> October 2024
Contract Manager	Janie Shen
<b>Deadline for submission of offers</b>	<b>18<sup>th</sup> October 2024</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 it's 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>

Our work on adolescent sexual and reproductive health and rights (SRHR) has been developing for a decade or so, and is underpinned by a gender-transformative approach aiming to tackle root causes of gender inequality and shifting unequal power relations that shape the prevailing social and gender norms that control girls' sexuality. Adolescent SRHR has been prioritised by a high number of Plan International's country offices in recent years, with exciting work underway in all regions where we work.

Our core areas of work for SRHR are:

- **Supporting access to comprehensive sexuality education and dialogue** that enables adolescents to explore values and attitudes, and build skills and knowledge regarding sex and sexuality.
- **Strengthening access to quality, inclusive age- and gender-responsive SRH services**
- **Tackling harmful practices, particularly Child, Early and Forced Marriage and Unions and Female Genital Mutilation / Cutting**
- **Strengthening support for adolescent girls and young women most-at-risk** (including pregnant girls and young mothers, married girls, survivors of GBV, and girls affected by humanitarian crises)

## Introduction & Background

In June 2024, Plan International SRHR hub completed a global learning review of its foundational SRHR learning package "Conversations that Matter" (CtM). CtM was developed in 2019 to support Plan International staff to design training workshops across a range of topics relating to sexual and reproductive health and rights (SRHR) to be delivered to staff in their offices. The aim of the package is to:

- Increase knowledge and understanding on key SRHR topics
- Support alignment of staff values and attitudes with [Plan International's SRHR positions](#)
- Improve the quality and consistency of SRHR messages and approaches in Plan's global programmes

The package includes **6 key topic modules**:

1. Sexual and Reproductive Health and Rights (SRHR)
2. Comprehensive Sexuality Education (CSE)
3. Age- and gender-responsive SRHR services (AGRS)
4. Child, early and forced marriage and unions (CEFMU) and SRHR
5. Safe Abortion
6. Gender Equality and Inclusion

The learning review identified a clear need to strengthen the existing Monitoring & Evaluation (M&E) framework for CtM, recognising the clear need to demonstrate the results and effects of CtM and ensure accountability on investment, both internally within Plan International and to external donors. The existing M&E Framework is based on the Kirkpatrick Model, which is a theory for learning (based on 4 levels of change):

**Level 1 – Reaction:** During the CTM workshop tools are used to assess changes in participants' perceived strengths, personal values, and to explore their comfort and understanding of SRHR topics. They include pre- and post-test tools, anonymous questions boxes.

**Level 2 – Learning:** After the workshop tools are used to assess learning, remaining knowledge gaps and plans for applying the learning to programme work through reflection exercises, post training evaluations, team planning and evaluation sessions.

**Level 3 – Behaviour:** Follow up takes place after the workshop to explore how participants have used their learning in their work, identifying areas of change using a survey and identifying remaining gaps to be addressed through refresher/ follow up sessions.

**Level 4 – Results:** Longer term reflection is done through the use of 'Most Significant Change' methodology that considers the longer term impact of CTM on the participants and their work through collecting stories of change.

However, these level of change does not articulate clearly how or why the change will happen. There is no results framework for CtM.

## 1. Requirements

The objective of this consultancy is to develop a fully-fledged M&E Framework, based on the existing M&E guide, in alignment with the recommendations outlined in the learning review. Since the development of the CtM, global M&E frameworks for Plan International's Area's of Global Distinctiveness (AOGD)<sup>1</sup> has been developed. This includes outcomes and indicators for sexual and reproductive health and rights (SRHR). When developing the CtM framework there is a need to be able to link the results of the CtM to Plan's internal M&E system for SRHR using the global SRHR AOGD M&E framework.

### Time Frame:

End October – End December, approximately 20 days consultancy

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<sup>1</sup> AOGD is Plan International's global thematic priority areas. Each AOGD has a M&E framework, consisting of impacts, outcomes, and indicators and a theory of change.

## Project Deliverables:

1. **Develop a Theory of Change** for CtM that clearly articulates why the changes will happen, including the link between behaviour change of CtM participants and the desired changes to SRHR programmes and influencing, showing clear linkages with the global SRHR Theory of Change and M&E Framework.
2. **Revise the outcomes of CtM to ensure they are SMART and measurable** and/or develop specific outcome indicators. Articulate clear outcomes for the existing levels 3 (behaviour) and 4 (results).  
The current aim of the package is in the existing M&E Framework:
  - Increase knowledge and understanding on key SRHR topics
  - Support alignment of staff values and attitudes with Plan International's SRHR positions
  - Improve the quality and consistency of SRHR messages and approaches in Plan's global programmes
3. **Develop an integrated M&E framework and simple implementation strategy** that strengthens the design of CtM workshops and CtM trainer of trainers workshops to improve the conditions for sustainable results. In practical terms, this means clearly identifying the expectations for different stakeholder involved in the CtM training (e.g. CtM participants, CtM facilitators, regional staff, GH, People & Culture) to implement activities following the CtM training, including expected timeline and frequency of actions. For example, CtM participants from each CO could be expected to develop an action plan following their participation in CtM training that describes how they will implement their learning in their work. The action plan should be reviewed and signed off by their line manager who is responsible for monitoring follow up of action plans. CtM facilitator/Regional Adviser can track progress through calls or surveys at agreed intervals to follow up the results of action plans.
4. **Together with Global and Regional SRHR Advisers/Specialists and Regional Learning and Development advisors, review and agree on their role in supporting the M&E of CtM** in their respective regions/countries to strengthen the global M&E of CtM and be able to monitor and aggregate results, from the different counties, up to the regional and global level. For example, this could include systematically following up on CtM action plans developed by COs in the region (potentially through existing processes e.g. Regional SRHR Technical Working Group meetings); coordinating the distribution of follow up surveys to CtM participants in the region on an annual or bi-annual basis; collection of stories of change systematically after 6 months etc.
5. **Develop a tracking tool to support Regional SRHR Advisers/Specialists to record and monitor implementation of CtM workshops in their region**, including key data e.g. number of participants, type of CtM workshop (e.g. ToT, CO or partner workshop), agreed follow up actions/frequency and results, to systematically collect and aggregate data from the country level to the regional level, and increase accountability.
6. **Review Plan's existing SRHR capacity assessment tools** and suggest how best to integrate and identified needs of country office Link the design of CtM workshops to identified needs of country offices and implementing partners through a capacity assessment process.

## Proposed Methodology:

1. Desk-review
  - SRHR global policies
  - Review SRHR AoGD M&E framework and indicators
  - Plan's internal M&E systems to measure impact and evidence (PMERL, Impact Evidence Review)
  - CtM learning package and training materials
  - CtM M&E framework Methodology
  - Plan's L&D framework
2. Consultations with stakeholders
3. Develop deliverables (ToC and M&E framework and tools)
4. Review and finalise deliverables

## Management & Timeframe:

The consultant will report directly to Janie Shen, SRHR L&D Advisor. The manager will convene a small internal reference group to provide additional technical insight and feedback to the consultancy.

It is anticipated that this assignment will take up 20 days of work, to be completed by 31 December 2024. The detailed timeframe will be agreed by both parties.

## Consultant Profile:

- Educational qualifications in international health, Public Health, or relevant social science or research discipline
- Strong SRHR background and a strong understanding of young people's sexual wellbeing
- Practical experience in the development sector including programming and M&E at the field level and preferably across multiple countries and cultures
- Previous experience developing large organisational and/or global M&E frameworks including NGO
- Knowledge and experience in designing and implementing M&E framework and tools using behavioural change models
- Strong experience in qualitative M&E and ability to craft new indicators, methodologies and tools in "less measured" areas of work
- Good understanding of child rights, gender equality and inclusion and participatory approaches
- Strong analytical skills and strategic thinking
- Excellent English writing skills

## 2. List of documents to be submitted with the RFQ

RFQ must be inclusive of the following documents:

Document	Form
Supplier Questionnaire  (Inclusive) of Health & Safety Policy, ISO Accreditation and any other requested policies as outlines in the questionnaire). All suppliers should complete this form unless they have already completed a similar form within the last three years.	Annex (2) – All companies to complete. Individuals need only complete applicable areas, the areas that are not applicable mark as N/A
Plan International Non-Staff Code of Conduct. It is mandatory for all supplier to agree to this policy.	Annex (3)
Detailed proposal in response to the ToR including proposed <b>workplan, scope, methodology and timelines</b>	
Company profile / Team Structure if applicable	
Detailed Financial proposal, including rates, expenses etc.	
CV's of consultant(s)	
Examples of previous work	

## 3. Submission of offers

Offers must be received before the deadline specified in the “Request for Quotations”

The offer must be sent via email to [Procurement@plan-international.org](mailto:Procurement@plan-international.org)

With the subject line “**RFQ FY25 – 189 Strengthening M&E Framework for Conversations that Matter**”.

## 4. 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.

Part of the evaluation process may include a presentation from the supplier.

**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.

## 5. 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.

## 6. Plan International's Ethical & Environmental Statement

The supplier 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

## 7. 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.