



Request

For Quotation

Main Facts Table	
RFQ reference	RFQ FY25 – 191 Programme Models MERL approach development
RFQ launch date	20 th December 2024
Contract Manager	Matthew Riley
Deadline for submission of offers	24th January 2025

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 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>

1. Background to this Assignment

To fulfil the promise of the 2030 Global Goals, our 5-year Global Strategy is designed to deliver significant change for girls and boys, putting a special emphasis on gender equality. We see clear links between fulfilling children's rights, achieving gender equality and ending child poverty. Every girl and boy have the right to be healthy, educated, protected, valued and respected in their own community and beyond. We support these rights from when children are born to when they reach adulthood. We work to ensure that girls and boys know their rights, and have the skills, knowledge, and confidence to fulfil them. This approach inspires and empowers children and communities to create long-lasting change. Girls have the power to change the world. Our ambition is to work beside them and together we act so 100 million girls learn, lead, decide and thrive. Our global advocacy work not only focuses on international policy but also ensures national governments can meaningfully implement and uphold laws that advance children's rights and gender equality at community level.

Plan International has developed seven Global Programme Models which form part of our Global Strategy Girls Standing Strong. These models are building blocks for integrated multi-sectoral programmes which will contribute to gender-transformative change.

Over the coming five years, Plan International has the ambition to further develop, test and upscale gender-transformative programme and influence models that respond to key issues affecting girls and young women across different regions and contexts, span multiple Areas of Global Distinctiveness (AoGDs), can be adopted where appropriate, and adapted to be locally and contextually relevant.

At present, the approach to Monitoring, Evaluation, Research and Learning (MERL) within the models is inconsistent and not always comprehensive. In some cases, the M&E frameworks within the models need updating to ensure results can be consistently analysed and synthesised across each model to evaluate its ongoing success. These gaps need to be addressed, to ensure our models are well tested and credible across the different contexts we work.

Purpose and Scope

The global MERL team have developed a document outlining a consistent organisational approach to MERL within the Programme models. It is anticipated that this document will support the design and implementation of consistent and high quality MERL processes that generate credible evidence on the effectiveness of the models.

We are seeking an external consultant to use this global approach to review the MERL sections of a number of key Plan International Programme Models. The consultant is expected to identify gaps and lead the updating of the model M&E documentation to ensure a good quality MERL approach is in place, in line with Plan International's MERL standards.

Objectives

Three global Programme Models will be reviewed and their M&E sections updated by the end of FY25 (30 June, 2025). These models are expected to be 1). I am Ready! (focused on accelerated pre-primary education), 2). Parenting Under Pressure and 3). Child, early and forced marriages and unions.

Requirements (to be met in full):

- 1.) Review and feedback on Plan International's 'Organisational Approach to MERL within the Programme models' document and provide feedback to support alignment to sector best practice.
- 2.) Document review and consultation with key model stakeholders – global approach to MERL within our Programme models, 3 x global programme model documentation. Consultations with key model stakeholders to explore the overall model approach to date, conceptual thinking around MERL, current issues/challenges, future plans. In depth analysis of the MERL components of the models using the global approach to MERL within our Programme models as the analytical framework to identify: strengths and gaps.
- 3.) Inception report and online workshop detailing the work needed to address gaps in current MERL approach for each model.
- 4.) After comments and approval of the inception report, deliver work to address the gaps in an updated version of the MERL approach for each of the three programme models.
- 5.) Delivery of final M&E Frameworks and supporting M&E documentation for the three models.

Timeframe & Location

All work is expected to be completed as soon as possible and no later than the end of June 2025.

Outlined below are the anticipated number of days for each deliverable, per model. This is subject to review and agreement, based on proposals received.

- 1.) Review and feedback of Plan's approach: 1 day
- 2.) Document review, consultations, analysis: 4-5 days
- 3.) Inception report and workshop: 1-2 days
- 4.) Deliver agreed work to address the gaps: dependent on work agreed

All work is expected to be completed remotely.

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 (A) – 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 (B)
Detailed proposal in response to the ToR including proposed scope, methodology and timelines	
Detailed Financial proposal (in GBP or EUR), including rates, expenses etc.	
Company profile / Team Structure CVs	
Examples of previous relevant work	
Contact details of three Referees. (Referees may only be contacted in the final stages of the process and only with your permission)	Type of contract, period of performance, company name, contact name, telephone number, e-mail
Renewed Business License, VAT or Tax Registration	

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

With the subject line “ **RFQ FY25 – 191 Programme Models MERL approach development** “

4. Evaluation of offers

Evaluation criteria:

Knowledge:

- Expert knowledge on monitoring and evaluation of development work, across a wide range of technical areas.
- Strong understanding of rights-based development programming, particularly in relation the major technical areas of Plan’s work.
- Significant experience and a strong understanding of processes, approaches, tools, frameworks and methodologies that facilitate M&E, and organizational learning, that is up to date with best practices in the sector.
- Understanding of different approaches to assessing and reporting NGO programming results, across a wide variety of contexts.
- A theoretical and practical understanding of gender attitudes and power dynamics, including why they exist and how they change, and how these attitudes and dynamics shape MERL approaches and methodologies.

Skills

- Strong analytical and problem-solving abilities.
- Able to develop appropriate guidelines, tools and templates for improved M&E and implement them at scale.
- Communicating complex technical MERL concepts and terminology in simple language to non-experts.
- Strong collaboration skills, able to build cooperation and negotiate compromises.
- Strong attention to detail
- Fluent in English.

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 and a site visit by Plan International staff, to offices.

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

Thank you for your proposal.