



## **Terms of Reference (Annex 1.1)**

**Request for Proposal for services to optimize the PRASA (Participatory Risk and Security Analysis) approach for further integration into recovery programs at the national, regional and local levels in close cooperation with local authorities, including the State Migration Service of Ukraine and the Ministry of Social Policy of Ukraine**

### **1. GENERAL INFORMATION**

The Representative Office of the Foreign Non-governmental Organization Plan International, Inc. (hereinafter referred to as Plan International) announces its interest in finding a consultant to provide services to optimize the PRASA (Participatory Risk and Security Analysis) approach for its further integration into recovery programs at the national, regional and community levels in close cooperation with local authorities, including the structures of the State Migration Service of Ukraine and the Ministry of Social Policy of Ukraine.

PRASA is a tool for improving the places of temporary residence of internally displaced persons, which focuses on protecting the children's interests. According to the approach, each child is given individual space to express safety resources and insecurity factors through interviews, site visits, and other engagement tools. Special attention is given to making these instruments age-, gender-, ability-, and trauma-sensitive.

The goal of the PRASA analysis is to empower children, and especially girls and young women, to determine changes in their environment in order to manage risks to their safety. This innovative approach enables children and young people to take an active role in creating a sustainable and long-term safe environment in IDP shelters.

The services of the winning Supplier may be provided regardless of its location/registration.

Payment for services will be made within the framework of the project "Building Back Better II: Contribution to a conducive environment for children and adolescents in Ukraine» (hereinafter referred to as the project), funded by the German Federal Ministry of Economic Cooperation and Development (BMZ).

#### **Terms of service provision – April – June 2025**

The purpose of this request is to obtain the services of a company or consultant to provide services to optimize the PRASA (Participatory Risk and Security Analysis) approach for its further integration into recovery programs at the national, regional and community levels in close cooperation with local authorities, including the structures of the State Migration Service of Ukraine and the Ministry of Social Policy of Ukraine.

### **II. AMOUNT OF WORKS**

**The purpose:** the optimization the PRASA (Participatory Risk and Security Analysis) approach for its further integration into recovery programs at the national, regional and community levels in close cooperation with local authorities, including the structures of the State Migration Service of Ukraine and the Ministry of Social Policy of Ukraine.

#### **Objectives:**

1. Interviews with experts, who were directly involved in the development and implementation of PRASA, including the representatives of the German National Office of Plan International, Plan International Ukraine, and the International Charitable Foundation "Hands of Friends". Critical analysis of the materials accompanying the implementation of PRASA in the "Building Back Better" program.

2. Development of an interim report based on the interviews and analysis results, indicating the materials list which are necessary for the practical PRASA application in recovery programs at the national, regional and community levels, including, but not limited to, recommendations, instructions, methodological materials, templates and other documents that would provide a clear

understanding of the approach essence and the procedure for its use in practice by stakeholders, reflecting the PRASA methodology and tools.

3. The materials package development, which is identified in task 2, including the methodology and tools description.

4. Development of educational and methodological materials that can be used in training individuals who will apply PRASA in their activities.

5. Holding a final meeting to present the results of PRASA optimization, including developing the methodology and tools presentation

**Requirements for applicants:**

- Practical experience in developing instructional, educational and methodological materials;
- Practical experience in child protection;
- Practical experience in organizing and conducting needs assessments for children and youth;
- Practical experience in processing statistical information to form a risk assessment scale and make decisions on the appropriate tools application for creating a favorable environment for children;
- In-depth knowledge of legislation, international norms and rules, which are governing the activities in the humanitarian and child protection sectors;
- Practical experience in providing services for materials institutionalization, localization, and adaptation will be an advantage
- Practical experience in applying PRASA would be an advantage

### **III. RULES FOR EXPRESSING INTEREST (APPLICATIONS)**

**Documents to be submitted:**

- Consultant's CV including reviews regarding the performance of similar types of work
- Initial description of the actions algorithm for optimizing the PRASA (Participatory Risk and Security Analysis) approaching for its further integration into recovery programs at the national, regional and community levels in close cooperation with local authorities, including the structures of the State Migration Service of Ukraine and the Ministry of Social Policy of Ukraine.
- Financial proposal in UAH: with indicating an indicative level of effort (LOE), which should be measured in consultation days with a rate for each consultation day in accordance with the tasks set. Plan International may additionally request clarification of the budget before providing a final response.

**Submission of proposals:**

- The deadline for submission of proposals is set in RFQ documentation.
- Proposals should be submitted exclusively in electronic format to the email address [lesia.tsipkun@plan-international.org](mailto:lesia.tsipkun@plan-international.org), [ukraine.procurement@plan-international.org](mailto:ukraine.procurement@plan-international.org)
- Files must be sent without archiving as an attachment to an email.
- If the document contains stamps and signatures, the documents must be scanned in PDF format
- The initial description of the actions algorithm and the price offer must be separated from each other by separate files
- In the subject line of the email, please indicate "RFQ\_ UA-106.1\_2025 Interest in providing services for optimizing the PRASA approach (BBBII)".
- Applicants are responsible for ensuring that their proposals are received in accordance with the instructions contained in this document.
- Proposals submitted after the deadline may be considered at Plan International's discretion, but there is no guarantee of this.

### **EVALUATION CRITERIA AND THE WINNERS DETERMINING**

**Proposal review process**

Proposals will be reviewed by the responsible technical and programme specialists of Plan International, namely the Procurement Manager, Programme Director, Programme Manager

**Evaluation criteria**

The decision to select the Winning Supplier or Winning Suppliers will be based on the criterion of "Best Overall Evaluation". Only proposals that meet the requirements set out in this announcement will be considered.

Each proposal will be evaluated on a scale of 100 points, which will be allocated as follows:

- Practical experience and qualifications of the applicant (ability to perform the task) - 30 points
- Technical capability and proposal (relevance, academic quality, coherence, proposed concept) - 40 points
- Price proposal (economic relevance to the applicant's experience and professionalism) - 30 points