



Request

**For Quotation**

Main Facts Table	
RFQ reference	RFQ FY25 – 197 Development of global programme model on ending CEFMU (Child, Early and Forced Marriage and Unions)
RFQ launch date	13 <sup>th</sup> March 2025
Contract Manager	Tinotenda Hondo
<b>Deadline for submission of offers</b>	<b>28<sup>th</sup> March 2025</b>

Submission of offers to [procurement@plan-international.org](mailto:procurement@plan-international.org)

***Please include the RFQ reference number above in all correspondence***

## 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 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>

## 2. About the Global Programme Team (GPT) in Global Hub

The Global Programme Team is a global team of experts based in Plan International's Global Hub with the mandate is to provide technical expertise on gender transformative programming and influencing to enable realisation of Plan International's Global Strategy, 'All Girls Standing Strong Creating Global Change'. The department works with Plan offices to deliver gender transformative programming and influencing and amplify thought leadership around the world. GPT's service offer is to enable programme and influence models for impact, provide and facilitate thematic expertise on gender transformative programming and influencing, leading and supporting policy and advocacy at global and regional levels, and to connect and strengthen organisational capacity.

## 3. Project Background

Plan International is seeking the services of a consultant to finalise the global programme framework and donor brief for its CEFMU programme model. Child, Early, and Forced Marriage and Unions (CEFMU) has been a key area of programming and influencing for Plan International since 2012 in the regions of Asia (APAC), Latin America (ROA), West Africa (WACA) and the Middle East, Eastern and Southern Africa (MEESA). This work responds to one of the biggest issues impacting adolescent girls' ability to learn, lead, decide and thrive.

Plan International recognises that CEFMU impacts girls as a form of GBV, their access to education and employment, their sexual and reproductive rights, and has a major impact on early childhood development. As such, CEFM initiatives are positioned under the "DECIDE" strategic pillar of the Global Strategy that ensures girls have control over their lives and bodies, and can make informed decisions about their identity, relationships, and reproductive health. The SRHR AoGD package has CEFMU as a core component, with priority interventions, results and indicators outlined. There is also some CEFMU work done within the different AoGDs, across a variety of projects and initiatives at country and regional level. All CEFMU initiatives in MEESA

are captured under the 18+ global programme which was approved as a programme model, with the recommendation that it be refined to reflect work being done in the other regions i.e. the APAC has Storming the Norms, WACA has a Centre of Excellence, ROA has the regional MUITF project, and ongoing CEFMU/E work.

While sharing a common goal – to contribute toward ending child marriage – the programme's implementation varies across regions and contexts. **With the proposed CEFMU global programme model framework Plan International seeks to provide a comprehensive and holistic approach to mainstream CEFMU across its six Areas of Global Distinctiveness, ensure alignment and coherence across regional initiatives and maximise impact for girls.**

The global programme model framework will reflect strategic objectives of the existing CEFMU initiatives. Namely three core objectives:

- Mobilizing at-risk girls to build their capacities to determine their own futures, especially choices about when and whom to marry.
- Building a girl-led social movement, with community and leader support, to transform gender norms and practices that drive CEFMU.
- Enabling legal and policy environments to protect girls from CEFMU.

## 4. Consultancy Focus

### 4.1 Purpose and Objectives of the global programme model framework

The consultant will be responsible for refining the CEFMU programme model documentation to provide a comprehensive global overview of our CEFMU programme and preparing a 2-page donor brief. The refreshed document will give a strategic overview of the programme's conceptual framework, outlines its core components, theory of change, implementation strategies, and potential for scale-up and sustainability. The programme brief will be a crucial tool for fundraising, advocacy, and strategic partnerships.

The consultant will draw on existing work already done under our Areas of Global Distinctiveness, i.e. priority interventions, results and indicators outlined under the SRHR AoGD, ongoing work done under the different AoGDs, as well as existing regional initiatives.

The programme model framework should outline the following critical elements:

- The programme's background, core objectives and theory of change,
- Strategies and activities to achieve the intended results at the individual, community, and institutional levels
- Opportunities and challenges in different regional contexts
- A framework for strategic partnerships and collaboration
- A scale-up plan for expanding and replicating the programme model
- Sustainability and long-term impact considerations

## 4.2 Deliverables

The following key deliverables are expected:

- CEFMU Programme Model Framework
- 2-page Donor Brief

Milestone	Expected Timeframe
Approval of inception report	April 2025
Approval of final global programme model	June 2025

## 4.3 Scope of Work

The scope of the consultant's work includes:

### Desk Research & Situation Analysis

- Conduct a thorough review of existing programme documentation including the AoGD core component packages and outcome reports, Impact Review reports, regional CEFMU programme descriptions and strategies, as well as relevant research reports on CEFM.
- Map all CEFMU initiatives within each AoGD across the regions and review how it is mainstreamed.
- Assess challenges, gaps and opportunities, within Plan's current CEFM work

### Stakeholder Consultation & Validation

- Conduct limited consultations with key stakeholders, including Plan International staff and partners at global, regional, and country levels, so the programme is grounded in real world priorities.

### Develop the Global Programme Model framework and Donor Brief

- Provide a global overview of the CEFMU programme, including its objectives and alignment with Plan International's "DECIDE" pillar under the Global Strategy and the AoGD packages
- Update theory of change outlining how the programme will achieve its goals, key assumptions, pathways, and outcomes across AoGDs
- Identify key gender transformative implementation strategies, relevant for each region
- Highlight opportunities for scaling up the programme model across regions
- Give recommendations to address challenges and risks to programme implementation
- Develop a brief on the global programme model for donors, governments, private sector etc

**Presentation and Validation:** Present the programme model framework to Plan International staff for feedback and incorporate revisions as necessary.

## 5. Users of the Global Programme Model

There are many users of this global programme model framework, including;

- **Internal stakeholders:** Programme & influencing staff, as well as Business Development Teams, to better design, deliver and monitor gender transformative initiatives.
- **External stakeholders:** donors and peer organisations etc, to strengthen CEFMU programming and influencing and inform dialogue about how gender transformative change happens.

## 6. Methods for Data Collection and Analysis

This consultancy is for development of a comprehensive global programme model for the CEFMU work in Plan International. This methodology is intended to consolidate and build on information from existing documentation, good practice and lessons learned from across the AoGDs, and existing CEFMU work. The following are indicative methodologies to be employed during this process; however, the consultant is invited to propose adjustments or additions to this approach:

### 6.1 Mapping of Existing CEFM Initiatives

#### Desk Review and Document Analysis

The consultant will conduct an in-depth desk review of existing programme documents, review reports, and case studies from Plan International. This will include reviewing:

- Programme model descriptions and accompanying documents for major CEFMU programmes across AoGDs and regions (i.e. 18+, Storming the norms etc)
- AoGD packages narratives and Impact Review reports
- Policy advocacy related to CEFM in these regions.
- Review Reports and evaluations of past and ongoing CEFMU initiatives.
- Reports on lessons learned and case studies

#### Programme Mapping:

Mapping exercise of ongoing CEFMU interventions within Plan International in the regions. This will involve creating a simple database or visual map that includes:

- Key programme locations and coverage.
- Target groups and intervention strategies.
- Partnerships and collaborations.
- Gaps in programming or regions where interventions are lacking.

#### Data analysis

The consultant will synthesize data from the various sources (document reviews, staff interviews, external data, and surveys) to develop a comprehensive understanding of the CEFMU landscape. This synthesis will inform the global programme model, ensuring that the strategy is evidence-based and considers the unique challenges and opportunities in different regions. By using a combination of qualitative and quantitative data collection methods and leveraging a range of analytical tools, the consultant will be able to develop an actionable global programme model reflective of the current CEFMU landscape, regional differences, and key programmatic needs.

### 6.2. Supplementary Data Collection envisaged

Supplementary data collection will include a limited number of semi-structured interviews with project staff and partners to provide information on evidence gaps identified in the process. The stakeholders for interview will be identified through purposive sampling.

Method	Sample / Target Group	Indicative Sample Size
KIIs	<ul style="list-style-type: none"> <li>Staff (Gender Advisors, Project Managers or Officers) of selected CEFMU project teams, AoGD networks and advocacy teams identified through purposive sampling. Expected to comprise CO and NO staff, may include RH staff if including a multi-country programme.</li> <li>Staff of partner organisations involved in selected CEFMU projects, identified through purposive sampling.</li> </ul>	<ul style="list-style-type: none"> <li>Approximately 10-15</li> </ul>

## 7. Ethics and Safeguarding Considerations

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with [Ethical MERL Framework](#) and our [Child and Youth Safeguarding Policy](#). All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and explain how confidentiality and anonymity of participants will be guaranteed.

The development of a global programme model presents limited ethical and safeguarding issues, as it is largely a process of document review and excludes any primary data collection with project participants or contact with young people. For the primary data collection of Plan International staff through interview consultations, ethical approaches to research and evaluation will be followed, notably informed consent to participate, safe storage of the data, and respondent confidentiality in reporting.

## 8. Key Deliverables

Deliverable	Format	Length	Due	Detail
<b>Inception Report</b>	Word	15 pages (max)		Structure to be agreed in initial scope and design phase
<b>Stakeholder consultation summary report</b>	Word	3-5 pages		Summary of feedback received and how it will be integrated global programme model
<b>Draft global Programme Model &amp; Donor Brief</b>	Word	30 pages (max, excluding annexes)		Comprehensive draft, inclusive of theory of change, scale up plan etc

<b>Final Global Programme Model &amp; Donor Brief</b>	Word	35 pages (max, excluding annexes)	Final programme model and donor brief, incorporating all feedback and revisions
---	------	-----------------------------------	---

## 9. Timeline

The consultancy is expected to last approximately **6 to 8 weeks**, with the following indicative timeline:

Phase	Activity	Time	# Days	Responsible	Involved
<b>Scope, design and plan</b>	Onboarding meetings and refinement of specific scope	April – May 2025	1 -2	Reference Group and consultant	N/A
	Identification and mapping of relevant documents and stakeholders		2-3	Consultant	N/A
	Inception Report (including proposed sample based on rapid review, data extraction matrix and quality assessment criteria), data collection tool(s) and detailed work plan		5	Consultant	Reference Group review
<b>Desk Research and initial consultations</b>	Document review of existing programme model documents	April - May 2025	4-5	Consultant	N/A
	Supplementary data collection and initial consultations		5	Consultant	N/A
	Analysis and synthesis of findings		5	Consultant	N/A
	Development of first draft of global programme model		5		N/A
<b>Report/Communications products</b>	Draft programme model submission	May - June 2025	1	Consultant	N/A
	Stakeholder consultations and validation of first drafts		5		Reference Group
	Final revisions after review		1	Consultant	
	Final report submission with executive summary		2	Consultant	Reference Group



## 10. Expectation of Qualifications

The successful consultant should have the following characteristics:

- Strong technical knowledge and practical experience of gender and inclusion programming, including social norm change.
- Proven experience in developing programme frameworks.
- Proven expertise in working on CEFM and/or teenage pregnancy programming, with a strong understanding of the challenges and opportunities in Asia, Africa, and Latin America.
- Proficiency in qualitative methods of data collection and analysis.
- Postgraduate degree in gender equality, international development, social sciences or another related field.
- Experience with/knowledge of the NGO sector is desirable.
- Excellent writing and communication skills.
- Fluency in English; working proficiency in French and/or Spanish is desirable

### 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 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.

## 11. 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)
<ul style="list-style-type: none"> <li>• Detailed response to the TOR with proposed methodology and timelines</li> <li>• CV of the consultant</li> <li>• Cover letter outlining how you meet the consultant specification, including relevant previous experience</li> </ul>	
Detailed Financial proposal (in GBP or EUR), including daily rates, expenses etc.	
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	

## 12. 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 – 197 Development of global programme model on ending CEFMU** ”

### 13. 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.

### 14. 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

### 15. 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.