Terms of reference - baseline FOR Plan International Sweden's humanitarian framework agreement with sida

Plan International is one of the world's largest child rights organisations established in 1937. Guided by the Convention of the Rights of the Child (CRC), Plan International works in over 70 countries worldwide in both humanitarian and development settings. Plan International strives for a just world that advances children's rights and equality for girls. Plan International Sweden was set-up in 1997 and is a separate legal entity (National Organization) and a member of the international Plan International federation. Since 2013 Plan International Sweden has been a strategic humanitarian partner to the Swedish International Development Cooperation Agency (Sida). In 2018 Plan International Sweden and Sida signed a new 3-year humanitarian framework agreement with the aim to save lives, alleviate suffering and maintain human dignity, before, during and after disasters and conflict. Plan International Sweden is now commissioning a short study to develop a baseline for our existing multi-year humanitarian framework agreement (2018-2021) with Sida. The aim of the baseline is to present a benchmark against which to assess the progress made on an overall level of our framework.

1. Background and rationale

Plan International Sweden's humanitarian framework agreement with Sida supports several country programmes in different humanitarian contexts, methods development focusing on adolescents in emergencies and a rapid response mechanism (pre-positioned funding) to address sudden onset crises or escalation of existing emergencies. To capture the full scope of partnership Plan International Sweden has set a few overarching outcomes for the framework, namely:

* Affected boys, girls, men and women have access to gender and age appropriate humanitarian assistance in accordance with humanitarian standards.
* The humanitarian assistance provided is gender aware in accordance with Plan's Gender Equality Programme Criteria.
* Strengthen sustainability through applying a full spectrum approach in protracted crises.
* Improved practices of working with local and global actors to strengthen emergency response and resilience.
* Improved accountability practices for affected children and youth in accordance with Core Humanitarian Standards.

To help Plan International Sweden measure progress and success against these outcomes we are commissioning a baseline study to establish our current status. This baseline accompanied by clear indicators and means of verification will then allow for future analysis of progress at outcome level.

1. Objective of the baseline
* Identify Plan International Sweden's current status against each outcome listed above.
* Review and update existing draft indicators and means for verification to ensure they capture the necessary information against each outcome.
* Establishing a clear baseline, indicators and means for verification will allow Plan International Sweden to measure and report against the overarching outcomes going forward.
1. EXPECTED OUTPUTS
* **One work plan** including a report structure to be approved by Plan International Sweden, before the consultant undertakes the work.
* **One baseline** document clearly showing Plan International Sweden's current status against the overarching outcomes in the humanitarian framework agreement.
* **One set of indicators and means of verifications** with rationale showing how they will capture progress in against each of the overarching outcomes in the humanitarian framework agreement.
1. Suggested Methodology

The consultant/s will conduct the following activities:

* Undertake a desk study of proposals and narrative reports from Plan International Sweden's prior humanitarian framework (2015-2018). These findings will inform the baseline for the overarching outcomes in the existing humanitarian framework agreement (2018-2021). Plan International Sweden will provide the relevant material.
* Interviews with pre-identified staff members in Plan International Sweden's Disaster Risk Management (DRM) unit to better understand Plan International Sweden's current status against the overarching outcomes (no more than 6 interviews). The consultant shall incorporate all extra costs including travel and accommodation in the daily rate.
* The consultancy does not require any international travel and will not include interviews with Plan International's country offices or beneficiaries included under the humanitarian framework with Sida.
1. The intended users of the baseline and the stakeholders involved
* This baseline will be an internal document and the primary intended audience is Plan International Sweden's DRM Unit.
* This baseline will allow Plan to provide Sida with a more in-depth and informed update on progress at outcome level throughout the framework period.
* The progress updates can also be used in external communications as they will help paint a picture of the impact of Sida and Plan's support.
1. Competences required for conducting the baseline
* Demonstrated experience of conducting studies of similar focus and scope and in depth-knowledge of fragile, conflict-affected and disaster prone areas and related challenges
* Fluent spoken and written communication skills in English
* Ability to deliver on tight time frames and meet deadlines within agreed budgets;
* Previous experience of taking on mission for Plan International or other civil society organizations.
* Experience of humanitarian projects, humanitarian principles and standards (e.g. the IFRC/INGO Code of Conduct, Sphere Standards and the Core Humanitarian Standard).
1. Ethical statements and coherence with Plan core values
* Plan International staff, and external parties taking on assignments on behalf of the organization, are required to act in the best interest of the child and adhere to the principle of "do no harm." In order to ensure that the consultants understand, and admit to respect, the organizational requirements, the successful candidate(s) is requested to sign the Plan International Child Protection Policy and act in accordance with the Code of Conduct.
1. Expression of interest

Plan International Sweden welcomes the responses to this Terms of Reference by interested candidate(s), with a short written statement including:

* Description of your operations including location and size. Please also outline why you believe you are the best suited to provide services to Plan International Sweden.
* A brief response to the aim with the study including a draft work plan
* A quote for consulting fee in EURO. Plan International foresees that this desk based study will take a maximum of 20 days and we invite you to propose a time frame within these parameters. Please outline payment methods and please note that Plan Sweden accepts 30 days of payment.
* A statement of availability, preferably starting in November 2018 and finalizing the consultancy no later than 31 December 2018
* One work sample relevant to the assignment and its cost;
* Two references (including one from your last client/employer), preferably similar in size and/or type of organisation
* Copies of all relevant Curriculum Vitae (CV) – one for each consultant working on the proposed consultancy;
* The entire bid should be a maximum of four (4) pages including the budget.
1. SCORING BASIS FOR PROPOSALS and selection process

The supplier will be selected based on several criteria that offer the best value for money to Plan Sweden. Out initial short-list will be based on the following scoring methodology.

* General overview of the bid and organisation
* Customer Service
* Financial proposal
* References

Final selection will be based on scoring against the above and face to face discussions.

1. VALIDITY

The offer must be valid for not less than sixty (60) calendar days after the offer deadline noted below.

1. TERMS AND CONDITIONS FOR AWARD

Any award of result of these Terms of References will be subject to an Agreement. The Agreement will cover the terms stated in these Terms of References as minimum, but not necessarily only those.

**Application deadline:** Thursday 14 November 2018

**Plan focal point for questions and bid submission:** ellen.pettersson@plansverige.org