



## REQUEST FOR QUOTATIONS

# STRENGTHENING RESILIENCE PACKAGE

### 1. Background & Broad purpose

Over the last 80 years, Plan International has maintained its commitment to making a lasting impact on the lives of the most vulnerable and excluded children. With the recent Global Strategy (2017-2022) and a common set of values and behaviours in mind; leaders, managers, staff, partners, children and young people participated in a robust process to transform the organization, to fulfil the promise of the 2030 Global Goals and strive for a just world that advances children's rights and equality for girls.

Guided by our Theory of Change, Plan International together with partners in all fields will influence international, regional and national laws, policies, frameworks, strategies and budgets to advance children's rights and equality for girls. This will be supported by evidence of good practices and solutions based on Plan International's work with children, communities, partners, and networks.

Resilience is a key part of our programming and influencing work, sitting within the Disaster Risk Management (DRM) team at our Global Hub. Plan International purposely chose to have a DRM team rather than solely humanitarian to ensure we are working in all phases of the DRM cycle, and strengthening resilience in both our development and humanitarian work.

Plan International has worked in disaster risk reduction (DRR) and climate change adaptation (CCA) for over 10 years and has programme models in these areas. We furthered our work in these areas over the past five years to include resilience strengthening towards all types of shocks and stresses. While continuing to strengthen resilience to known and frequently recurring shocks and stresses, we also aim to integrate resilience strengthening into all our projects and programmes through all phases of the project cycle, through our key thematic areas and through our country strategies. Incorporating resilience strengthening into all areas of our work will support us in achieving our strategy objectives for children to learn, lead, decide and thrive.

We are therefore looking for a consultant that can support us in updating our resilience model to ensure it is operational for all our offices and partners. We work on resilience through the concept of **enablers** which support Plan to think about what activities and outcomes are needed to strengthen resilience. The foundation of this work has been our resilience toolkit which we are now building upon.

### 2. Owners

- Sara Törnros – Climate Change and Resilience Advisor (Plan International Sweden)
- Jessica Cooke – Resilience and Climate Change Policy Officer (Plan International Global Hub)

### 3. Scope of Services

We are looking for a consultant or a team of consultants to develop a package of Plan's resilience concept that will support the entire organisation in operationalising resilience.

We are focusing on operationalising resilience in our different areas of work and now need support in making this as user-friendly as possible, and applicable in all different contexts in which we currently work and might work in the future.

**Developing a Resilience Package** – which will serve as a technical and thematic foundation that will include:

- a) Finalised and detailed list of *enablers* for resilience
- b) Associated list of indicators to measure success of the *enablers*
- c) Example activities for each *enabler*
- d) Detailed examples of enablers per specific themes<sup>1</sup>
- e) Compilation of existing tools<sup>2</sup> to support operationalising the *enablers*
- f) A short video explaining what Plan International means by resilience

Plan International will support the consultant(s) by creating a folder of all the tools, case studies etc. available to us, and a list of technical advisers to support and provide input. We will have a finalised draft of the enablers internally by the end of March, so Step 1a will be fairly minimal.

Please bear in mind that at a later stage, in 2019, the work conducted under this consultancy will be developed into a user-friendly, *interactive* package. It is highly encouraged that the consultant(s) submitting a quotation for this initial work is able and available to provide the second stage of the consultancy too. The second stage will cover the design of an interactive package. Please note that reward of this contract will not automatically result in hiring for the second stage of the work.

#### **4. Required skills, experience and knowledge**

Core Skills:

- High level of technical and thematic understanding of resilience to all types of shocks and stresses.
- At least five years of experience working on resilience, preferably in developing and humanitarian settings.
- Experience of working in child-centred resilience
- Experience of working with M&E, preferably within the area of resilience
- Good understanding of cross-cutting themes, e.g. sexual reproductive health and rights (SRHR), child protection, education, gender equality
- M.A. degree (or equivalent) in related field
- Strong analytical and writing skills
- Strong communication skills
- Fluency in English
- Experience producing innovative and creative products, such as videos and interactive guides

Preferred Skills:

- Graphic design
- Experience of working with resilience in a conflict setting and/or fragile states

#### **5. Proposed timeframe and expected deliverables:**

##### **Expected Deliverables**

Resilience Package:

- 1) Finalised list of enablers
- 2) Indicator list for each enabler
- 3) Example activities for each enabler

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<sup>1</sup> Plan International works within six different Areas of Global Distinctiveness (AoGDs); hence all AoGDs need to be covered in the case studies. Case studies related to other themes are highly encouraged. The AoGDs are: Early Childhood Development (ECD), Sexual and Reproductive Health Rights (SRHR), Child Protection, Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), Education, Leadership and Empowerment.

<sup>2</sup> The primary focus is on Plan International's tools, but relevant and applicable external tools could also be considered.

- 4) Compiled detailed examples of what enables resilience in each AoGDs and how resilience can be used in country strategies
- 5) Compiled tools
- 6) Short video explaining Plan's approach to resilience

The assignment is expected to take place during April– May 2019. The work can be done on a full-time or part-time basis, and by one consultant or a team of consultants. Work can be conducted at a distance with regular calls/meetings with Plan International. Calls and meetings between Plan International and the consultant(s) will be scheduled in the workplan to monitor and support the advancement of the work. The following indicative timetable can be discussed and partly adjusted depending on availability:

Task	Estimated total number of days
Finalised list of enablers	3 days
Indicators	10 days
Example activities and examples of enablers	6 days
Compiled tools	4 days
Video	12 days

Up to **35 days work** have been estimated for this assignment, dependent on pricing.

## 6. Offers submission and budget

### APPLICATION

RFQ must be inclusive of the following documents:

- C.V of the consultant(s) assigned to the work, highlighting relevant experience and qualifications.
- Web links and work samples, if available on the work of the consultants
- Cover letter outlining understanding of the assignment and suggested approach, highlighting innovative learning methodologies to deliver this project latest by 31<sup>th</sup> of May 2019 (for part 1)
- Cost proposal, including daily rate of all consultants, and proposed timeline.

### SUBMISSION OF OFFERS

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

Offers must be received by 5pm CET on Monday 6 May 2019.

Pricing for services should state whether they are fixed or non-fixed.

### 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 Sweden 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.

Plan International may award multiple contracts and all contracts will be non-exclusive.

Part of the evaluation process may include a presentation from the supplier and a site visit by Plan International staff, to offices.

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.

### 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.

### 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

## **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 tender, please email:

[sara.tornros@plansverige.org](mailto:sara.tornros@plansverige.org) or [jessica.cooke@plan-international.org](mailto:jessica.cooke@plan-international.org)

Thank you for your proposal.