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| Main Facts Table | |
| RFQ reference |  |
| Request for Proposal (RFP) launch date |  |
| Contract Manager |  |
| **Deadline for submission of offers** |  |



**CONSULTANCY TITLE**

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| --- | --- |
| Main Facts Table | |
| Request for Proposal (RFP) Reference | Provision of SBC services, and education opportunities including ECE and ALP |
| RFP launch date | 15/01/2023 |
| **Deadline for submission of offers** | 25/01/2023 |



**1. Background Information on Plan International**

Plan International is an independent development and humanitarian organization 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 its 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 75 years, and are now active in more than 70 countries.

Read more about Plan International's Global Strategy: 100 million Reasons at <https://plan-international.org/strategy>

**About the commissioning office**

Provide a brief introduction to the commissioning office, covering: (3-4 sentences)

Kassala Program Area (KPA) working in seven localities namely (Kassala, Rural Kassala, , rural Aroma, North delta, Rural Girba, River Atbara, and New Halfa localities).

Kassala Progamme area covering eastern of Sudan by providing Multi Humantrain Services, in both Kassala and Gadarif communities, for Gadarif field office provide response to Emergency interventions.

Plan International Sudan is implementing its new Country Strategy which covers the five-year period from June 2018 to May 2022. The strategy will guide Plan’s work for the 5 years in line with the government of Sudan’s development, the Sustainable Development Goals, and the child rights agenda with specific focus on the rights of girls and excluded groups. Our overarching goal is to ensure that “Vulnerable children and youth are able to realize their full potential within protective and resilient communities which respect and promote girls’ equality”. This will be achieved through five strategic:

1. Vulnerable Children 6-14 years particularly girls and young women complete quality gender responsive and inclusive formal and non-formal basic education to succeed in life.
2. Vulnerable Young people particularly young women (15-35 years old) are able to decide on their lives and lead in economic, social and civic life of their communities.
3. Vulnerable children particularly girls and young women live in communities free from all forms of violence, traditional harmful practices and gender discrimination and are able to take decisions on their lives.
4. Vulnerable children particularly girls 3- 5 years grow up equally valued and cared for to thrive in communities and societies that respect child rights and equality.
5. Vulnerable children, especially girls, live in resilient communities and have free and safe access to life-saving services during and after natural disasters and conflicts.

The objectives are utilizing the community and individual level mobilization to promote the attitudinal and behavioral changes which are required to support transformational change for the improvement in the child rights and gender equality situation in Sudan.

We aim to strengthen the capacity of communities, children and youth to lead their own development, and to this end we will support civil society and local organizations to monitor and support the implementation of policies and laws that create a conducive environment for the attainment of child rights, particularly those that pertain to girls and young women

**2. Background/Context**

Provide a short description of the scope of the project to help the consultant understand: (7-8 sentences)

* Social and Behavior Change (SBC):
* According to a recent study, urban poverty increased significantly since the onset of the economic crisis in January 2018, which prompted urban and peri-urban communities to deploy limited, usually adverse, coping mechanisms. The government responses in terms of safety net, cash support, zakat, microfinance, health insurance had little positive effect due to limited resources and coverage and were insufficient to mitigate the consequences of the economic crisis. The situation is now exacerbated by the COVID- 19 outbreak and its containment measures, disproportionally affecting informal workers and their families in urban and peri-urban areas.
* In education sector, in Kassala State education system in also faces different problems, including but not limited to lack of schools and classrooms, poor learning environment, shortage in learning materials including textbooks and long distances between home and school in some localities. Furthermore, negative attitudes and social norms in some communities (mainly in rural areas and nomadic communities) lead to low or no enthusiasm for girls’ education in particular. All these factors negatively affect access to education in the state, where children in rural areas, nomadic communities, conflict-affected areas and children with disabilities constitute the majority of OOSC in the state. In addition to the high number of OOSC or low access rates, children who enrolled in schools show poor learning outcomes in both literacy and numeracy skills intended results.
* Early Childhood Education (ECE):
* ECE is incredibly important for child development and educators at this level are required to pay so much attention to the learning process that the children go through. Studies continue to converge to the conclusion that there is no better time in the lifetime of humans to influence them than during their childhood. Introducing children to socialization, cooperation, concentration, appreciation for diversity at an early age has been established to give them a head start in primary education
* core activities;
* project time period 29th August 2022 up to 28 August 2023.
* project target group/ geographic area
* Kassala State Six localities:
* SBC North Delta, Aroma and River Atbara
* ALP: Hamshkoriab, Telkuk, river Atbara and Wad -Alhelew
* ECE: Aroma and Wad Alhelew
* Donor organization: The project fund from UNICEF.

Where appropriate it may also be worth including a brief description of the political, economic and social context in which the project will be implemented, including whether this is likely to create any limitations or risks.

The program will also contribute to improve dietary intake, infant and young child feeding practices including dietary diversity, ante-natal and post-natal care, overall health, nutrition and sanitation practices, as well as women’s health and socioeconomic status. This will ultimately result into improving health, nutritional, physical, cognitive, and psychosocial development outcomes for mothers and children in Sudan and contribute to the development of an integrated child and gender responsive national social protection system based on life-course approach.

Key barriers denying access to education continue to be insecurity/displacement; limited government investment in the education sector; out-of-pocket expenses, long distances to schools; lack of qualified teachers; limited community participation in school management and social norms. Furthermore, poor learning environments, shortage of classrooms and learning materials and non-child-friendly teaching methodologies contribute to low enrolment and/or dropout.

In addition to the brief Project Background, as an Annex to the TOR, you should include high level project-relevant documents that describe in more detail the scope of the project and intended results (namely outputs, outcomes and where relevant, impact). Once a consultant(s) has been contracted, all relevant project documents should be shared including planning documents, proposal, logical framework, and if applicable also feasibility study, situation analysis, gender analysis, child rights analysis and relevant available data from Plan or external sources.

**3. Description & Objectives**

The project objective: 2550 vulnerable children 3-14 years especially girls are enrolled/re-enrolled in safe, gender responsive, protective formal and non-formal pre-primary and primary education and SBC services.

Specific objectives of each sector:

* The objective in SBC is to promote investment in Sudan’s human capital by encouraging desirable behaviors to achieve improved nutritional outcomes for pregnant women and mothers with children.
* The objective of this component is to contribute to improving access to quality formal and non-formal education opportunities for OOSC in Kassala State, through ensuring 2,000 out-of-school children are enrolled and retained in ALP and / or primary schools in Kassala State during the year 2022.

**Purpose**

Plan International’s Primary Purpose of the consultancy work creating a teacher training manual for each of the ECE models and creating a parenting programme curriculum based on the classroom curriculum. "Learning at home" curriculum, the reasons for carryout out the Consultancy programme learning and development of early child education models.

**Methodology/ Questions**

The consultant must do two bellow activities: -

* Create a teacher training manual for each of the ECE models as the final product.
* Creating a parenting programme curriculum based on the classroom curriculum "Learning at home”. curriculum What assessment tools will be used and what stakeholders will consulted/involved. The consultant must demonstrate capacity to use diverse and participatory tools including but not limited to desk review, interviews, key informant interviews, focus group discussions.

The consultant should be 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 Plan International Global Policy on Safeguarding Children and Young People.

**Users**

The users of the results of the consultancy will be, Plan International staff in Kassala state or in country office, schools’ teachers, UNICEF and other relevant audiences, and ministry of educations will use the result as the final product.

**Methods for data collection and analysis**

The first task will be to creating a teacher training manual for each of the ECE models with deep discussion with ministry of education head of departments related to development of this modules , considering the current modules if applicable to see where the weakness and strengthen new version to be develop ,the approaches and methods to be used and type of data to be collected and analyzed depends on the sections of current modules ,this discussion will be though implementation of one day workshop ,total of 15 relevant teachers will participate in this workshop .the second task will be to creating a parenting programme curriculum based on the classroom curriculum. "Learning at home" curriculum also to carry out deep discussion will be held for duration one day 15 participants will be included to discussion about the existing parenting programme curriculum, if other methods will depend on the consultancy objectives, questions, project indicators, budget and time available, and any limitations or potential risks to data collection. Any method proposed needs to be in Plan International’s standards – namely that it is ethical and consider the needs and wellbeing of any respondents involved.

**Participant selection**

15 relevant staff for participating in one day workshop from state ministry of education in expected to be included and participating creating a teacher training manual for each of the ECE models, meeting with UNICEF field office representatives, technical lead of education sector from Plan international and other key stakeholders from federal ministry of education may require, general director from MOE Kassala state, or the consultant identifies and suggest participant involvement.

**4. Deliverables and Timeline**

**Key Deliverables**

During the whole period of the assignment, follow up meetings will be held between the consultant firm and Plan International Sudan focal points to tackle any field problems anticipated in order addressed it beforehand. The proposed start date is 31st January 2022. However detailed workplan to undertake this consultant services is based on below tentative schedule: -

|  |  |
| --- | --- |
| Activity | Days of Work |
| Review of relevant documents, Inception report and development of one creating a teacher manual and one parenting programme curriculum | 2 days |
| Meet with educational technical Lead in plan international | 1 |
| Meeting with Stakeholders (MOE -Kassala) UNICEF -Kassala field office and Plan international in Kassala | 1 |
| Conduct creating a teacher training workshop manual for each of the ECE models | 1 days |
| Conduct training workshop for creating a parenting programme curriculum based on the classroom curriculum. "Learning at home" curriculum | 1 day |
| Finalization of the draft of both Manual and curriculum | 2 days |
| Draft final result and report | 4 days |
| Total | 12 days |

List key deliverables expected from the consultant(s) during the process such as;

* An inception Report including:
* an updated timeline;
* detailed methodology, including draft sampling creating a teacher manual and one parenting programme curriculum, where the strengthen and weakness in two documents.
* draft 2 training workshop subjects and timelines.
* ethical considerations;
* consent forms for any primary data collection;
* brief justification of the methods and techniques used (including relevant underlying values and assumptions/ theories) with a justification of the selections made (e.g. of persons interviewed).
* Draft Report
* Final Report (including Executive Summary)
* Final 2 training workshop report.
* Completed modules and curriculum with recommendations /suggestions of working group and how can we address it.
* Other Communication Products for Dissemination

Consider the following in a table of Deliverables:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Deliverable | Format | Length | Due | Detail |
| 1. creating a teacher training workshop manual for each of the ECE models. 2. creating a parenting programme curriculum based on the classroom curriculum. "Learning at home" curriculum | *Software (PDF or word) format* | *By end of final date of consultant* | *Date 12th from started the contract (working days )* | *English ( the report) and Arabic the module and curriculum* |

**Note: In the event that there is a change or additional deliverables during the contract period, an addendum to the contract must be agreed and signed. The change/additional deliverables must be in line with the initial scope of the project.**

**Timeline**

List the key stages in the process from the tendering and contract award phase, to the submission of the final report and dissemination of findings including any key meetings where applicable.

Your timeline would be linked to the deliverables above and should include information on:

* Tendering/Request for Quotation
* Background Checks and Contracting
* Inception/ Interviews/Workshops etc.
* Submission of Inception Report
* Preparations for Data Collection (tool testing, translation of tools, mobilization of respondents, training of enumerators where applicable, ethical or government approval for data collection (where applicable));
* Data Collection;
* Data Entry and Cleaning;
* Data Analysis;
* Validation of findings with key stakeholders and respondents;
* Submission of Draft;
* Submission of Final Report;
* Submission of Other Deliverables;
* Management Response and Action Plan.

Consider the following in a table of Timelines

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Time | Days of Work | Responsible | Individuals Involved |
| Review of relevant documents, Inception report and development of one creating a teacher manual and one parenting programme curriculum | 22th to 23th of January 23 | 2 days | The Consultant | PM+education lead in Khartoum |
| Meet with educational technical Lead in plan international | 24th January 23 | 1 | Education lead in Khartoum |
| Meeting with Stakeholders (MOE -Kassala) UNICEF -Kassala field office and Plan international in Kassala | 25th January 23 | 1 | PM |
| Conduct creating a teacher training workshop manual for each of the ECE models | 26th January 23 | 1 days | All team from MOE + Plan team |
| Conduct training workshop for creating a parenting programme curriculum based on the classroom curriculum. "Learning at home" curriculum | 28th January 23 | 1 day |
| Finalization of the draft of both Manual and curriculum | 30th to 31th January 23 | 2 days | MOE + PO and PM |
| Draft final result and report | 1st Feb -4th Feb 2023 | 4 days | PM |
| Total |  | 12 days |  |  |

**Note:** At this stage the timeline is indicative and should support any external consultant in the development of their proposal and Inception Report. As part of the process, this timeline should be re-evaluated in consultation between Plan International and the consultant.

**5. Budget**

Due to Procurement process and regulation, it is not possible to share the actual budget, however, include as much detail as possible in the timeline and deliverables – where possible including the estimated number of days.

Note: It is better to make payments due on approval of key milestones by Plan International, as opposed to on submission of key milestones by consultants. This gives Plan International the ability to withhold payments until they are satisfied with the output.

At this point you should also outline additional details including who is responsible for:

* Travel costs: should be cover by the consultant
* Insurance and visa costs: should be cover by the consultant
* Expenses / per diems: should be cover by the consultant

This section should also include a detailed payment schedule which splits the total cost of the consultancy into instalments around key milestones as opposed to one lump sum.

Table of Payment Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Detail | Amount to be Paid (%) | Expected Timeframe |
| 1. Development of Inception report |  | 10 | 3 days from signed the contract |
| 1. Implementation of trainings 2 workshop |  | 30 | 7 days from singed the contract |
| 1. Draft final result report |  | 20 | 9 days from sign the contract |
| 1. Final report |  | 30 | 12 days from signed the contract |

**6. Expected qualifications of consultant**

List here the skills and competencies, the experience and the formal qualifications you expect the Consultant(s) to have.

For example:

* Degree in education or other related certificates
* Proven experience in carrying out education related consultant services.
* Experiences in consultant similar consultant work.
* Experiences on Plan’s cross-cutting issues such as gender, inclusion as well as awareness on child protection and child rights issues.
* Fluency in English and Arabic.

**7. Contact**

Include the full contact details of the relevant contact person in Plan International.

Eltayeb Hassan Eltayeb

Project manger

[Eltayeb.hassan@Plan-international.org](mailto:Eltayeb.hassan@Plan-international.org)

Mobile :0113083149

**8. List of documents to be submitted with the Request for Proposal (RFP)**

Where possible in the ToR or in the call for proposal process, you should ask that interested applicants provide a proposal covering the following aspects:

* Detailed response to the RFP/ToR
* Proposed methodology
* If applicable include any specific IT equipment, tools or materials that the Consultant will need to use/have to carry out the work
* Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies
* Proposed timelines
* CVs
* Example of previous work
* Reference
* Detailed budget, including daily fee rates, expenses, etc.

All consultants/applicant are required to agree and adhere to Plan International’s Non-Staff Code of Conduct (Annex)

Depending on the nature of the consultancy you may need to include an NDA (Non-Disclosure Agreement) Clause.

9. Submission of offers

*Please send your application to Plan International <please insert Procurement Email address> by <please insert*

*exact date> referencing “Consultation for <please insert project or programme name>” in the subject line and including support documents as outlined.*

**10. 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 supplier.

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.

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 Internationalmay award multiple contracts and all contracts will be non-exclusive.

**11. 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.

(Include Consultants Contract Terms and Conditions) – Annex

**12. 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

**13. Clarifications**

The onus is on the invited individual/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 RFP, please email: *<please insert Procurement Email address* Musaab.Faroug@plan-international.org

Thank you for your proposal

**Note:**

**The below will not be included in the ToR, however it is important to clarify and agree the selection criteria of the consultant prior to publishing the RF or Tender**

**Selection Criteria**

Determine the selection criteria. The ToR should be clear which qualities are ‘desired’ and which are ‘essential’. These will serve as criteria to support a transparent process for selecting the most suitable consultant(s).

Consultants are selected based on a competitive process, and selection is subject to an evaluation and comparison of technical and financial proposals. You may also extend the selection criteria beyond the skills, knowledge and experience needed, for example consider specific qualifications, location and availability.

Consider the following Table as an example:

|  |  |  |
| --- | --- | --- |
| Evaluation | Criteria | Scoring Weight |
| *Technical Proposal*  *Financial Proposal* | *Specific Experience of the Consultant(s) relevant to the assignment.*  *Adequacy of the proposed methodology to the ToR*  *Consultant(s) qualification & Competence*  *Gender Responsive Procurement* | *20%*  *25%*  *20%*  *5%*  *30%* |